

PeopleSoft®

**EnterpriseOne JDE5
Global Solutions United Kingdom
PeopleBook**

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Global Solutions United Kingdom PeopleBook
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Setup

System Setup

Before you use J.D. Edwards software, you must set up and define certain information that the system uses during processing. You use this information to customize the system for your business needs.

Setting Up Your System for Localization

You must complete the system setup tasks detailed in the base guides as well as the country-specific tasks for the United Kingdom.

Setting Up User Display Preferences

Some of J.D. Edwards localized software uses country-server technology to isolate country-specific features from the base software. For example, if during normal transaction processing, you record additional information about a supplier or validate a tax identification number to meet country-specific requirements, you enter the additional information using a localized program and the tax validation is performed by a localized program instead of by the base software. The country server indicates that this localized program should be included in the process.

To take full advantage of J.D. Edwards localized solutions for your business, you must set up your user display preferences to specify the country in which you are working. The country server uses this information to determine which localized programs should be run for the specified country.

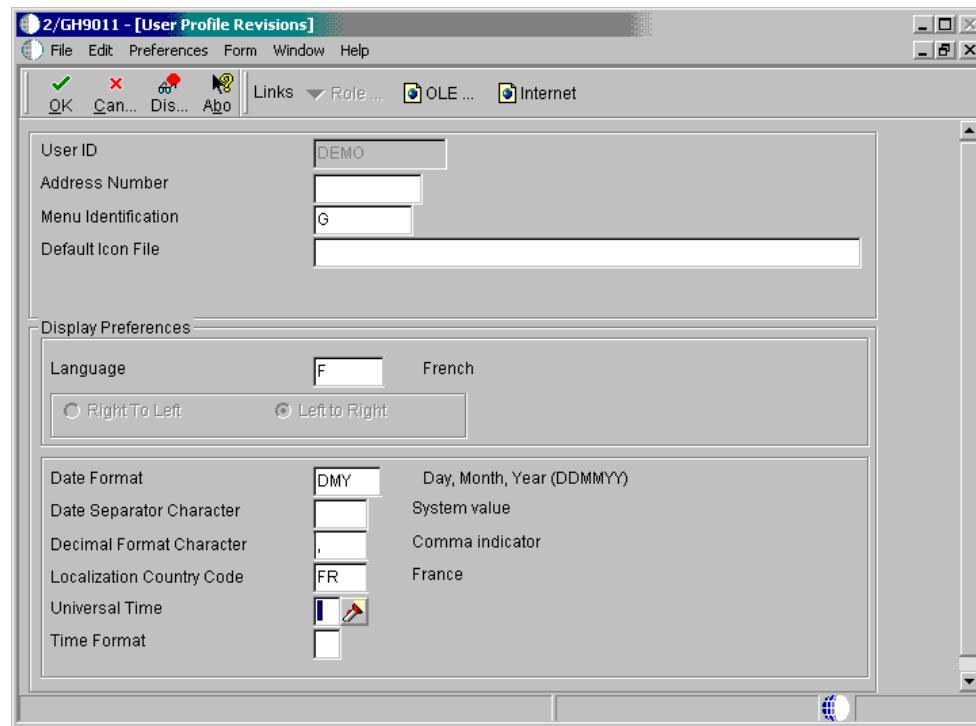
You use localization country codes to specify the country in which you are working. J.D. Edwards supplies localization country codes in user defined code table 00/LC. This table stores both two-digit and three-digit localization country codes. In addition, the Description 02 field contains the localization tier for each country. The localization tier determines the level of support that J.D. Edwards provides for that country. See the *International Product Handbook* for more information about J.D. Edwards localization tier classifications and policies.

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

► To set up user display preferences

From the System Administration Tools menu (GH9011), choose User Profiles.

1. On Work With User / Role Profiles, complete the steps to locate a user profile.
2. Choose a record and click Select.



3. On User Profile Revisions, complete the following field:

- Localization Country Code

4. Complete the following optional fields:

- Language
- Date Format
- Date Separator Character
- Decimal Format Character

5. Click OK.

See Also

- *User Profiles in the OneWorld® System Administration Guide*

Processing Options for User Profiles (P0092)

Processing

1. Enter a '1' to run in Proof Mode. A blank defaults to Final Mode.

Processing Con

2. Enter the values to be used in creating the User Profile records.

Enter a '1' to use initials plus address book number in the User Id. Blanks default to just the address book number.

Group

Fast Path

Language
Date Format
Date Separator Character
Date Format Character
Country
Processing Con
3. Entering in environments for the users will override what is already associated with the specified group profile.
Environment 1
Environment 2
Environment 3
Environment 4
Environment 5
Environment 6
Environment 7
Environment 8
Environment 9
Environment 10
Environment 11
Environment 12

Setting Up User Defined Codes

On the System Administration Tools menu (GH9011), choose User Defined Codes.

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

Caution

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

See Also

- *Customizing User Defined Codes* in the *OneWorld Foundation Guide* for more information about user defined codes.

Payment Instrument (00/PY)

Set up user defined codes to identify each payment instrument that you use. You can associate payment instruments with documents so that you can process similar documents together. For example, you might set up payment instruments for automatic debits and automatic receipts.

In addition, you can associate a payment instrument with a bank account and a print program to generate a check or a bank file.

See *Setting Up Payment Instruments*.

Produce Bank File (04/PP)

Set up a user defined code for each print or tape program that you use to write payments. The following print and tape programs are available for the United Kingdom:

- R04572B - electronic funds transfer in the Bankers Automated Clearing System (BACS) format (tape or diskette)
- R04572U1 - checks in the Association for Payment Clearing Services (APACS) format

ACM Status Codes (74U/AS)

Application and Certificate Management (ACM) status codes are assigned by the system at various stages of ACM processing to identify the current status of an ACM document. Some processes require that an ACM document be at a specific status.

CIS Validation Hierarchy Codes (74U/CL)

You use Construction Industry Scheme (CIS) validation hierarchy codes to prioritize CIS documents for subcontractors who hold more than one CIS document. Documents with a higher classification code are given priority. For example, if a tax certificate has a classification code of 1 and a registration card had a classification code of 9, the tax certificate would be used during CIS processing for a subcontractor who held both documents. The highest possible value is 1 and the lowest is 9.

CIS Taxable Status Codes (74U/TS)

You use CIS taxable status codes to indicate whether a line item on a voucher is subject to withholding tax.

ACM Voucher Return Codes (74U/VR)

You use ACM voucher return codes to indicate whether a CIS24 tax payment voucher has been returned for a payment.

CIS Voucher Status Codes (74U/VS)

CIS status codes are assigned by the system at various stages of CIS processing to identify the current status of a document. Some processes require that a document be at a specific status.

CIS Voucher Type Codes (74U/VT)

You use CIS voucher type codes to identify the types of payment vouchers that are used in the Construction Industry Scheme. Valid values are:

- CIS23 - Construction Gross Payment Voucher
- CIS24 - Subcontractors Gross Payment Voucher
- CIS25 - Tax Payment Voucher

Setting Up Tax Rules by Company

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

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

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

Tolerance Ranges

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

Note

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

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

Tolerance amount for warning is 2.

Tolerance amount for error is 10.

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

Range for warning	Tolerance amount for warning is 2: <ul style="list-style-type: none">• $100 + 2 = 102$• $100 - 2 = 98$
------------------------------	--

The system issues a warning message if the tax amount you enter is greater than 102 or less than 98 (that is, outside of the tolerance range of 98 to 102).

Note

If you enter a tax amount of 98.01 or 101.99, the system does not issue a warning message. The amount is within the acceptable tolerance range.

Range for error	Tolerance amount for error is 10: <ul style="list-style-type: none"> • $100 + 10 = 110$ • $100 - 10 = 90$ <p>The system issues an error message if the tax amount you enter is greater than 110 or less than 90 (that is, outside of the tolerance range of 90 to 110).</p>
Note	If you enter a tax amount of 109.99 or 90.01, the system does not issue an error message.

Calculation Rules

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

The examples use the following amounts:

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

Example: Tax and Discount Calculation for the United Kingdom

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

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

Example: Tax and Discount Calculation for Germany

In Germany, you must set company tax rules as follows:

Calculate Tax on Gross (Including Discount)	Yes
Calculate Discount on Gross (Including Tax)	Yes
Discount Formula	$(\text{Taxable Amount} + \text{Tax Amount}) \times (\text{Discount Rate Percent}) =$

Discount Available

$$(1,000 + 100) \times .01 = 11.00$$

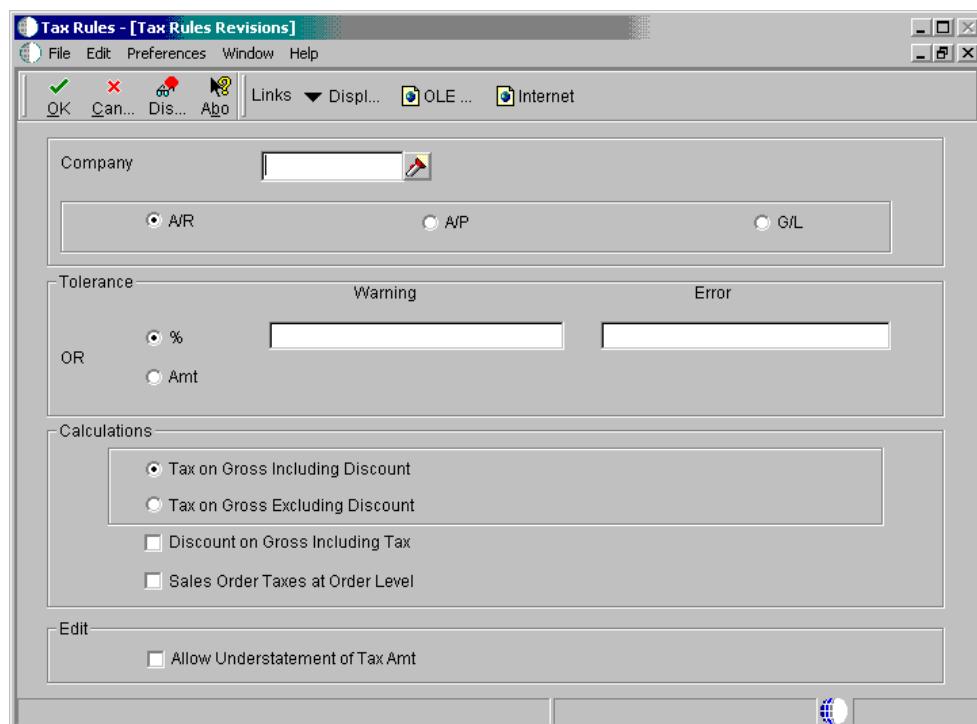
Gross Formula

Taxable Amount + Tax = 1,000 + 100 = 1,100

► To set up tax rules by company

From the Tax Processing and Reporting menu (G0021), choose Tax Rules.

1. On Work with Tax Rules, click Add.



2. On Tax Rules Revisions, complete the following field:
 - Company
3. Click one of the following buttons:
 - A/R
 - A/P
 - G/L
4. To specify the calculation rules for the company, select the following option under the Calculations heading:
 - Tax on Gross Excluding Discount

5. To specify additional calculation rules for the company, click the following option under the Calculations heading:
 - Sales Order Taxes at Order Level
6. Verify that Discount on Gross Including Tax is not selected.
7. To specify the type of tolerance range, click one of the following options:
 - %
 - Amt
8. To specify tolerance ranges, complete the following fields:
 - Tolerance Rate - Warn
 - Tolerance Rate - Error
9. To further specify tolerance information for the Accounts Receivable system, select the following field:
 - Allow Understatement of Tax Amt
10. Click OK.

Setting Up the G/L Post to Update Tax Amounts

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

Regardless of how your tax rules are set up, you must also specify whether and how the system updates the Sales/Use/VAT Tax File table with tax amounts. The values that you define in the processing options for the G/L post program determine whether the system updates tax amounts in the Sales/Use/VAT Tax File table F0018).

Define processing option 1 under the Tax heading as either a 1, 2, or 3 in the following versions of the General Ledger Post Report programs (R09801):

- General Ledger Post - Voucher Post (Version ZJDE0002)
- General Ledger Post - Manual Payments (Version ZJDE0004 or ZJDE0005)
- General Ledger Post - Invoice Post (Version ZJDE0006)
- General Ledger Post - Cash Receipts (Version ZJDE0007)

A value of 1 in the processing option updates the tax file for VAT or Use Tax only. A value of 2 updates the tax file for all tax amounts. A value of 3 updates the tax file for all tax explanation codes.

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

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

Note

When you enter transactions using the Journal Entries with VAT program (P09106), the system automatically updates the Sales/Use/VAT Tax File table. The system ignores the tax processing options that you set up for the post programs.

Before You Begin

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

See Also

- Entering Journal Entries with Tax* in the *General Accounting Guide* for more information about the Journal Entries with VAT program

Processing Options for General Ledger Post Report (R09801)

Print

- 1) Enter which Account Number to print on the report. '1' = Structured Account; '2' = Short Account ID; '3' = Unstructured Account; '' = Default Account Format.

Account Format

Versions

- 1) Enter a version of the Detailed Currency Restatement (R11411) to execute. If left blank, Detailed Currency Restatement entries will not be created. (i.e. ZJDE0001)

Detailed Currency Restatement Version

- 2) Enter a version of the Fixed Asset Post (R12800) to execute. If left blank, Fixed Asset Post will not be executed. (i.e. ZJDE0001)

Fixed Asset Post Version

- 3) Enter a version of the 52 Period Post (R098011) to execute. If left blank, 52 Period Post will not be executed. (i.e. ZJDE0001)

52 Period Post Version

Edits

- 1) Enter a '1' if you wish to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter in records being posted, prior to editing and posting the records.

Update Transaction

Taxes

- 1) Enter when to update the Tax File (F0018). '1' = V.A.T. or Use Tax only; '2' = for all Tax Amounts; '3' = for all Tax Explanation Codes; '' = no update to Tax File (Default).

Update Tax File

- 2) Adjust V.A.T. 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 only; '2' = Update VAT, Ext. Price and Taxable. (for discounts taken)

- 3) Adjust V.A.T Account for Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' = Update VAT, Ext. Price and Taxable. (for receipt adjustments and write offs)

Process

- 1) Enter a '1' 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.)

Explode parent item time.

Cash Basis

- 1) Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch types G, K, M, W, RB only.)

Obsolete

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

Units Ledger Type

- 3) Enter a version of "Create Cash Basis Entries" (R11C850) to execute. (Default of blank will use version ZJDE0001.)

*****Obsolete*****

Setting Up User Defined Codes for Intrastat Reporting

Many fields throughout J.D. Edwards system accept user defined codes as valid values. You must set up several user defined codes to provide valid information for Intrastat reporting.

Caution

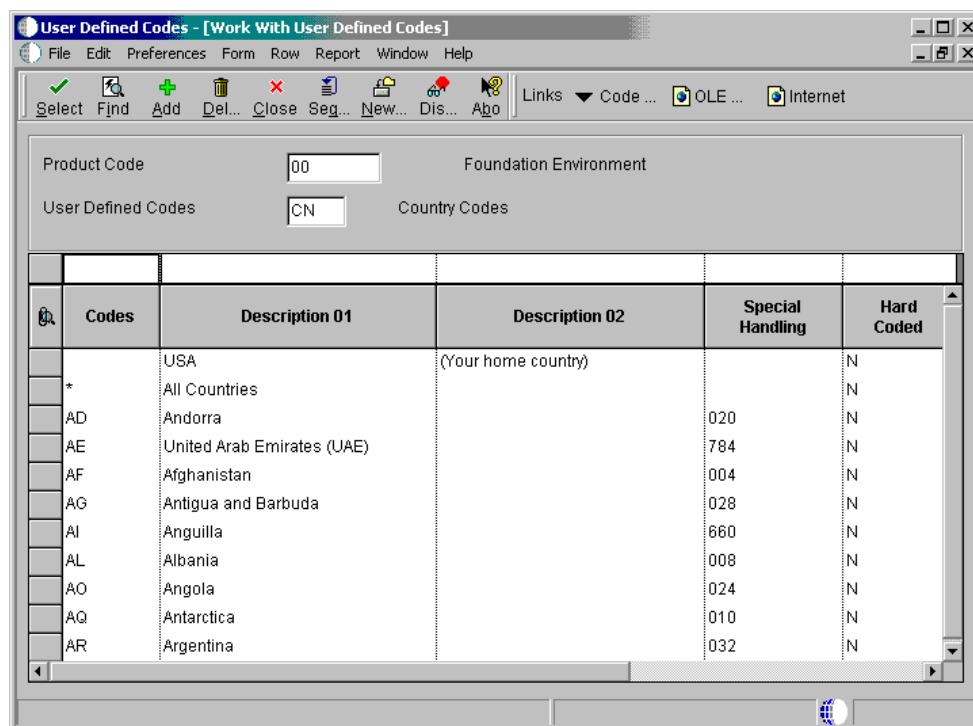
User defined codes are central to J.D. Edwards systems. You should be thoroughly familiar with user defined codes before you change them.

See Also

- ❑ *User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up and using user defined codes

Country Codes (00/CN)

You must specify a country code in the Address Book records for your branch/plants, customers, and suppliers.



To find the country code for your branch/plants, the system searches for records based on the address number in the Inventory Constants table (F41001). If no address number is specified, the system uses the address number specified in the Business Unit Master table (F0006).

Transaction eligibility for Intrastat reporting is based on the country of the customer or supplier, the country of origin of the goods, and the country of the declarant.

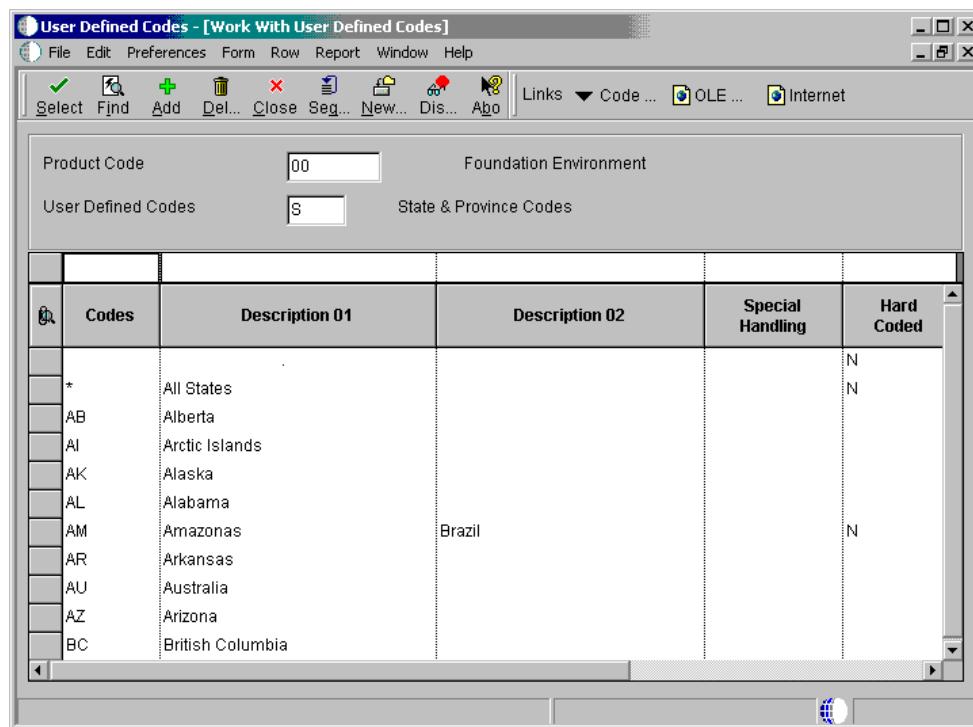
Caution

Do not use blank as your default country code. You must use a nonblank country code on your address book records in order for the country code to be included on Intrastat reports.

State and Province Codes (00/S)

For countries that require regional information, such as Germany, use the State field on the Address Book record to specify the region. Set up state and province codes to identify the region of origin for shipments or, for purchases, the region of destination.

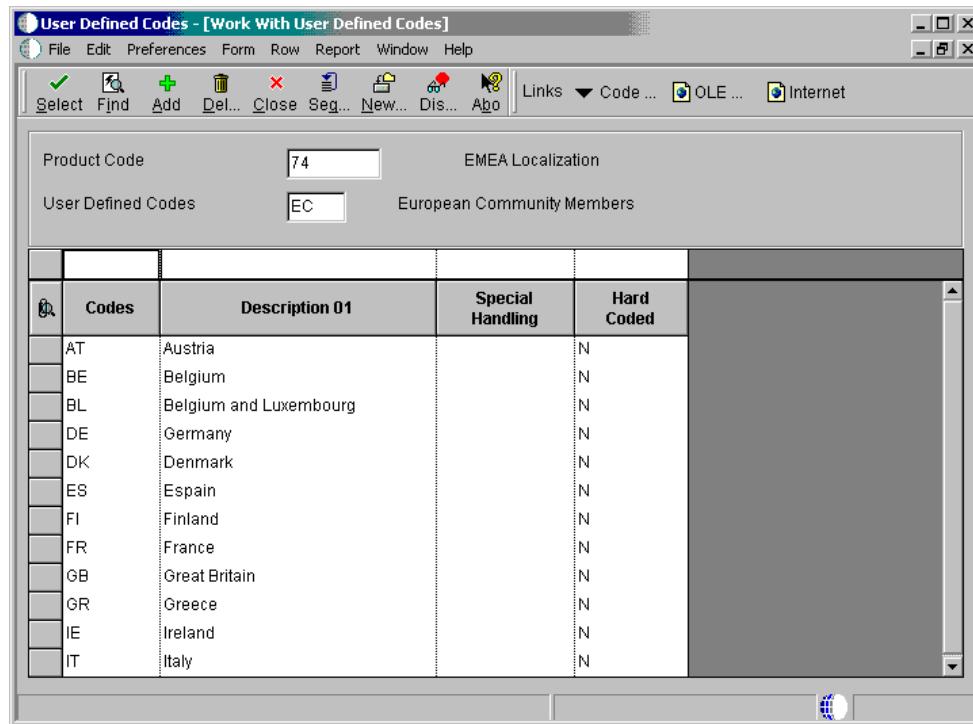
The system searches for Address Book records based on the address number in the Inventory Constants table (F41001). If no address number is specified, the system uses the address number specified in the Business Unit Master table (F0006).



European Community Members (74/EC)

Only transactions between European Union (EU) members are included in the Intrastat Revision table (F0018T). Verify that a one-to-one relationship exists between the country codes that you set up in UDC 00/CN and the country codes for all EU countries on user defined code table 74/EC. When you run the Intrastat update programs, the system cross-

references the country codes that you specify for customers, suppliers, and branch/plants in user defined code table 00/CN to the codes in 74/EC.



Nature of Transaction Codes

Use Nature of Transaction codes to identify the type of import and export rules to which an item is subject. The import and export rules depend on the way that a product is moved, whether it is for sales, purchases, leases, or other reasons.

You can set up nature of transaction codes specifically for EU reporting on user defined codes table 74/NT, or you can use the user defined codes tables from the Inventory systems (specifically, 41/P1–P5 and 41/S1–S5). You can also create your own user defined codes table to store nature of transaction codes.

When you update the Intrastat Revision table (F0018T), you use a processing option to specify which user defined codes table you want the system to use to find the applicable information. See *Updating Intrastat Information*.

Nature of Transaction – EU (74/NT)

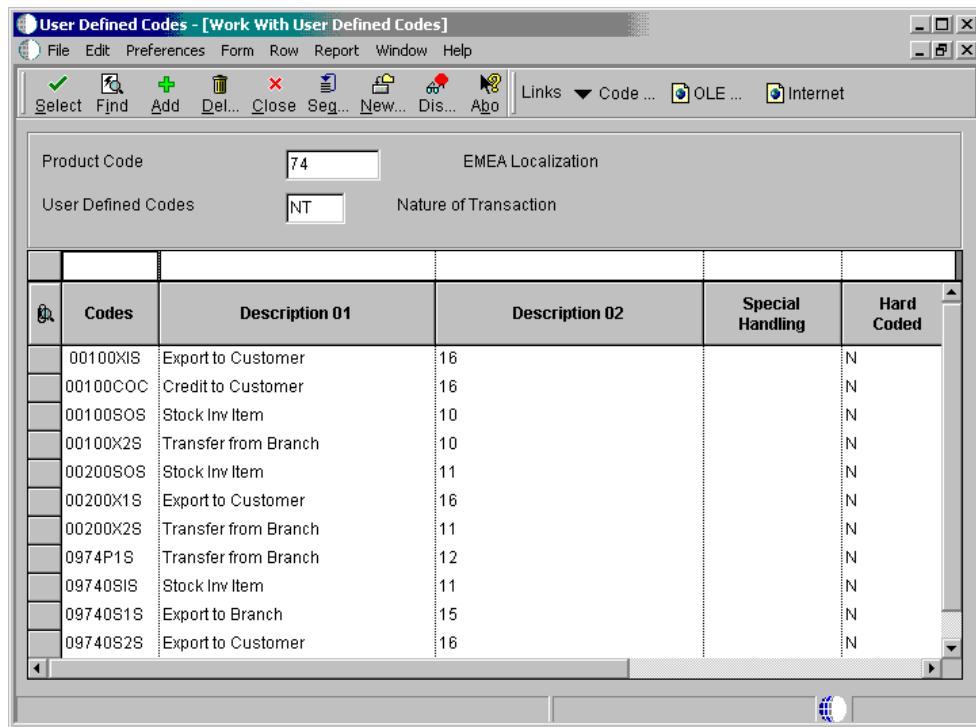
Use Nature of Transaction (74/NT) to set up nature of transaction codes specifically for EU reporting.

Set up user defined codes table 74/NT as follows:

- Use the Codes field to enter a concatenated value to identify the nature of transaction. Concatenate the following values in sequence without any separators, such as commas or spaces:

Company Number, Order Document Type, Line Type

- Enter the nature of transaction code in the Description 02 field.
- Enter the nature of VAT regime (statistical procedure) in the Special Handling field, if required.

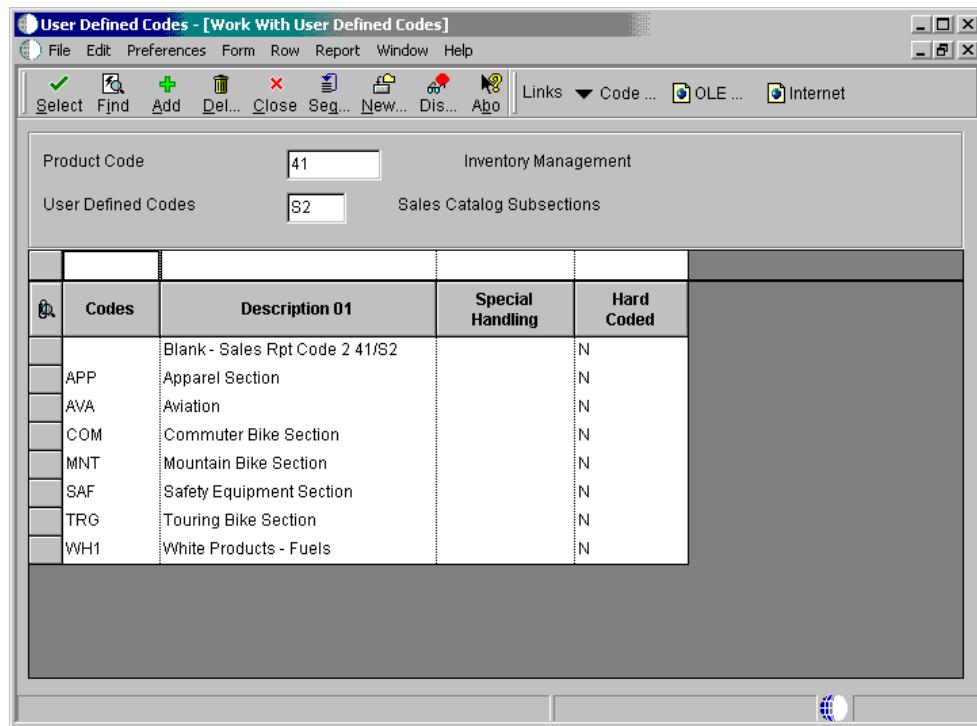


When you update the Intrastat Revision table (F0018T), you use a processing option to specify which user defined codes table you want the system to use to find the applicable information. See *Updating Intrastat Information*.

Sales Reporting Codes 01 through 05 (41/S1 through 41/S5)

Use Sales Reporting Codes 01 through 05 (41/S1 through 41/S5) to set up nature of transaction codes specifically for sales order transactions. Using these UDC tables to indicate the nature of transaction for the item is an alternative to using UDC 74/NT to indicate the nature of transaction.

You can designate any one of the five sales reporting codes to specify the nature of transaction for individual items. You must indicate the reporting code that you are using for nature of transaction in the processing options for the Intrastat Generation - Sales program (R0018I1). The reporting code that you specify in these processing options should correspond to the reporting code that you use to identify the nature of transaction for the item in the Item Master program (P4101). Enter 1 for table 41/S1, 2 for table 41/S2, and so on.



When you update the Intrastat Revision table (F0018T), you use a processing option to specify which UDC you want the system to use to find the applicable information. See *Updating Intrastat Information*.

Purchasing Reporting Codes 01 through 05 (41/P1 through 41/P5)

Use Purchasing Reporting Codes 01 through 05 (41/P1 through 41/P5) to set up nature of transaction codes specifically for purchase order transactions. Using these UDC tables to indicate the nature of transaction for the item is an alternative to using UDC 74/NT to indicate the nature of transaction.

You can designate any one of the five purchasing reporting codes to specify the nature of transaction for individual items. You must indicate the reporting code that you are using for nature of transaction in the processing options for the Intrastat Generation - Procurement program (R0018I2). The reporting code that you specify in these processing options should correspond to the reporting code that you use to identify the nature of transaction for the item in the Item Master program (P4101). Enter 1 for table 41/P1, 2 for table 41/P2, and so on.

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

Select Find Add Del... Close Seg... New... Dis... Abo Links Code... OLE... Internet

Product Code		41	Inventory Management	
User Defined Codes		P1	Commodity Class Codes	
	Codes	Description 01	Special Handling	Hard Coded
		Blank - Commodity Class 41/P1		N
	A	Aluminum		N
	B	Brass		N
	C	Copper		N
	DRG	Drugs-Pharmaceutical		N
	ELC	Electrical		N
	FDB	Food & Beverage		N
	FLT	Filter		N
	GAR	Gardening Products		N
	HLT	Health		N
	HMR	Hammer		N
	HRD	Hardware		N

When you update the Intrastat Revision table (F0018T), you use a processing option to specify which UDC you want the system to use to find the applicable information. See *Updating Intrastat Information*.

Intrastat Regime Code (00/NV)

Use the Intrastat Regime UDC to set up the Nature of VAT Regime codes. The Nature of VAT Regime code is similar to the nature of transaction code (NAT) and is applicable only to certain countries. Nature of VAT Regime is commonly used in France.

Caution

If the reporting requirements for your country do not include Nature of VAT Regime, you must add a blank code to UDC 00/NV to prevent errors in the Intrastat Revision table (F0018T).

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

Select Find Add Del... Close Seg... New... Dis... Abo | Links ▾ Code ... OLE ... Internet

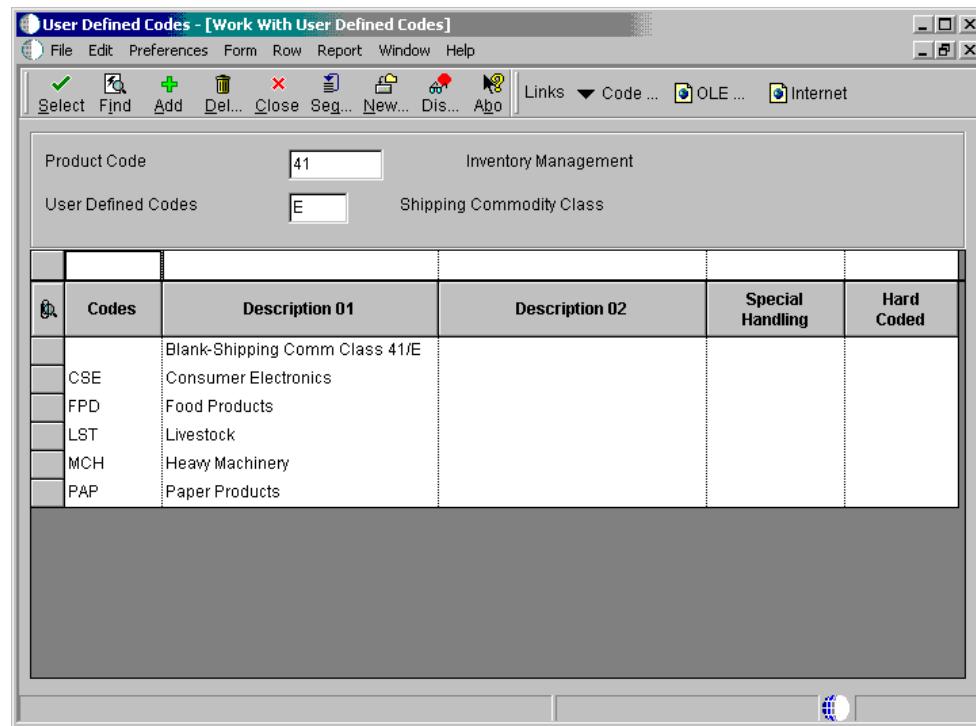
Product Code	00	Foundation Environment	
User Defined Codes	NV	INTRASTAT Regime Code	
Codes	Description 01	Special Handling	Hard Coded
10	Perm. export		
11	Perm. export after rework		
21	Temp. export		
22	Temp. export after rework		
10	Perm. export		N
11	Perm. export after rework		N
21	Temp. export		N
22	Temp. export for rework		N

Shipping Commodity Class (41/E)

Use Shipping Commodity Class codes (41/E) to further identify the products that your company imports or exports.

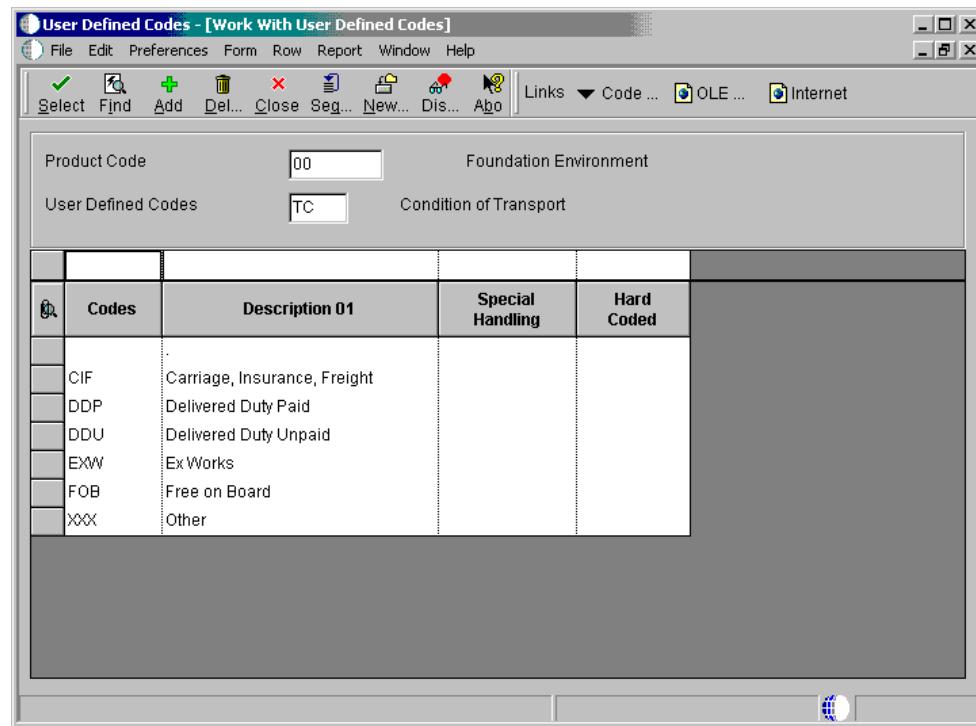
To comply with Intrastat guidelines, commodity codes must have a corresponding commodity value.

For B73.3.1 and later releases, you use the Intrastat Commodity Code form to set up commodity values and supplemental units of measure for commodity codes.



Condition of Transport (00/TC)

You set up Condition of Transport codes (user defined code 00/TC) to indicate how goods are transported.



The first three positions of the Description 02 field for the Freight Handling Code (UDC 42/FR), which correspond to the values in UDC 00/TC, are used to indicate the conditions of transport.

You can set up default conditions of transport using the Purchasing Instructions program (P04012). Enter the condition of transport in the Freight Handling Code field. When you enter purchase orders, this information appears in the purchase order header fields.

Mode of Transport (00/TM)

You set up codes for the modes of transport on user defined codes table 00/TM (Mode of Transport). The first eight code values are predefined for EU trade reporting.

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

Select Find Add Del... Close Seg... New... Dis... Abo Links ▾ Code ... OLE ... Internet

Product Code	00	Foundation Environment	
User Defined Codes	TM	Mode of Transport	
Codes	Description 01	Special Handling	Hard Coded
ALL	Default Mode		N
GRD	Ground Service		N
LTL	Less than Truckload		N
NDA	Next Day Air		N
SDA	Second Day Air		N
TL	Truckload		N
WPX	Western Parcel International		N
1	Transport by sea		N
2	Transport by rail		N
3	Transport by road		N
4	Transport by air		N

The fifth position of the Description 02 field of the Freight Handling Code UDC (42/FR) is used to indicate the mode of transport; it corresponds to the values in UDC 00/TM. To assign a default mode of transport to a supplier, complete the Freight Handling Code field on the Supplier Master Revision form of the Purchasing Instructions program (P04012). Setting up a supplier in this way causes freight handling and mode of transport information to appear by default in purchase order header fields.

Freight Handling Code (42/FR)

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

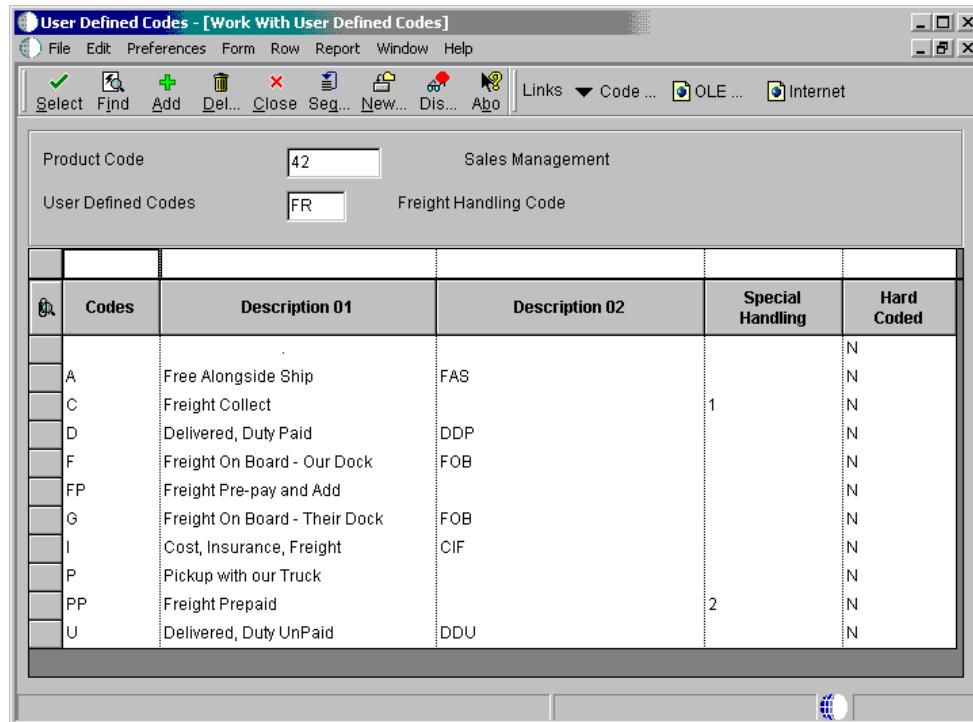
Note

You must set up one freight handling code line in UDC 42/FR for each separate combination of Condition of Transport, Condition of Transport extension, and Mode of Transport tables.

The Description 02 field allows up to 15 characters. When you modify freight handling codes, use the first three characters in the field to specify the conditions of transport. Use the 4th character to indicate the COTX extension (the code for the place indicated in the contract of transport). The COTX extension is required only in certain countries. Enter the code for mode of transport as the fifth character of the second description.

Note

You should define the codes that indicate the various conditions and modes of transport on their respective user defined code tables in addition to indicating the conditions and modes of transport on the freight handling codes. If the conditions and modes of transport are not defined in their respective tables, you will get an error when you try to modify the condition or mode of transport in the Intrastat Revision table (F0018T).



For IDEP, the Incoterms field accepts only the following valid values:

- C - main transportation expenses paid (CFR, CIF, CPT, CIP)
- D - arrival (DAF, DES, DEQ, DDU, DDP)
- E - depart (EXW)
- F - main transportation not paid (FCA, FAS, FOB)

For IDEP, set up UDC 42/FR with these codes, rather than the standard transport conditions, in the first three positions of Description 02.

Arrivals or Dispatchings (74/TD)

If you use the SEMDEC interface for Intrastat submissions, set up a user defined code for each document type that is used in Intrastat transactions to indicate whether the document type corresponds to the arrival (purchase) or dispatch (sale) of goods.

To set up user defined code list 74/TD, enter the same codes in the Codes field that you use for document types on user defined code list 00/DT. The Description 01 field must contain either "Arrival" or "Dispatch." The system uses user defined code list 74/TD in conjunction with user defined code list 00/DT to determine whether the transaction represents the arrival

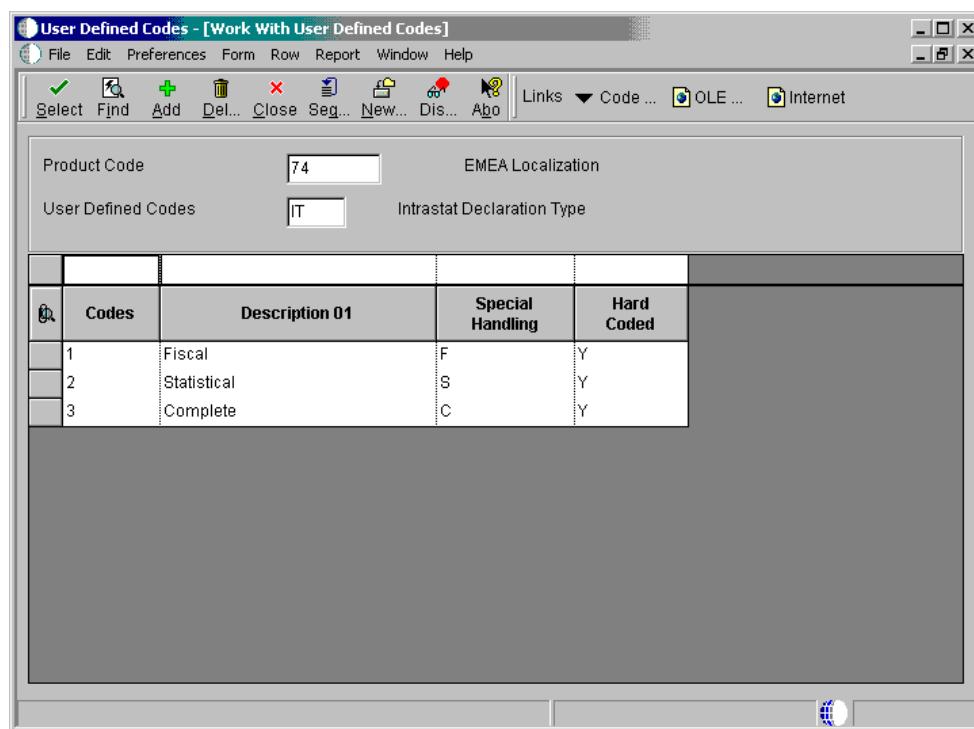
or dispatch of goods for Intrastat reporting purposes. You need to include only those document types that are used in sales or purchasing on user defined code list 74/TD.

Note

If you do not set up user defined code list 74/TD, the system assumes that all sales are dispatches and that all purchases are arrivals.

Intrastat Declaration Type (74/IT)

Set up user defined code 74/IT to specify whether your IDEP declaration is fiscal, statistical, or complete.



You specify the character that the system uses to populate the Intrastat declaration in the special handling code for each value. The code specified in the special handling code is written to the text field in the Text Processor Detail Table (F007111) when you process the IDEP/IRIS Interface (R0018I3). This special handling code is also used to determine the VAT registration number for sales transactions. For statistical declarations, the system uses the Ship To - Address Number. For fiscal or complete declarations, the system uses the Sold To - Address Number.

The default value is 3 (Complete).

Triangulation Tax Rates (00/VT)

If you use the EC Sales List - A/R (R0018S), you must list the tax rates that are used for trade triangulation transactions. Transactions that use any of the tax rates that are listed on this UDC are flagged as trade triangulation transactions on the EC Sales List - A/R.

Setting Up Commodity Code Information

European Union requirements state that you must identify the products that are exported from or introduced to your country. You use commodity codes to comply with that requirement.

Commodity codes must have a corresponding commodity value. For release B73.3.1 and later, you set up this information on the Intrastat Commodity Code form.

Commodity code information is stored in the Intrastat Commodity Code Additional Information table (F744102).

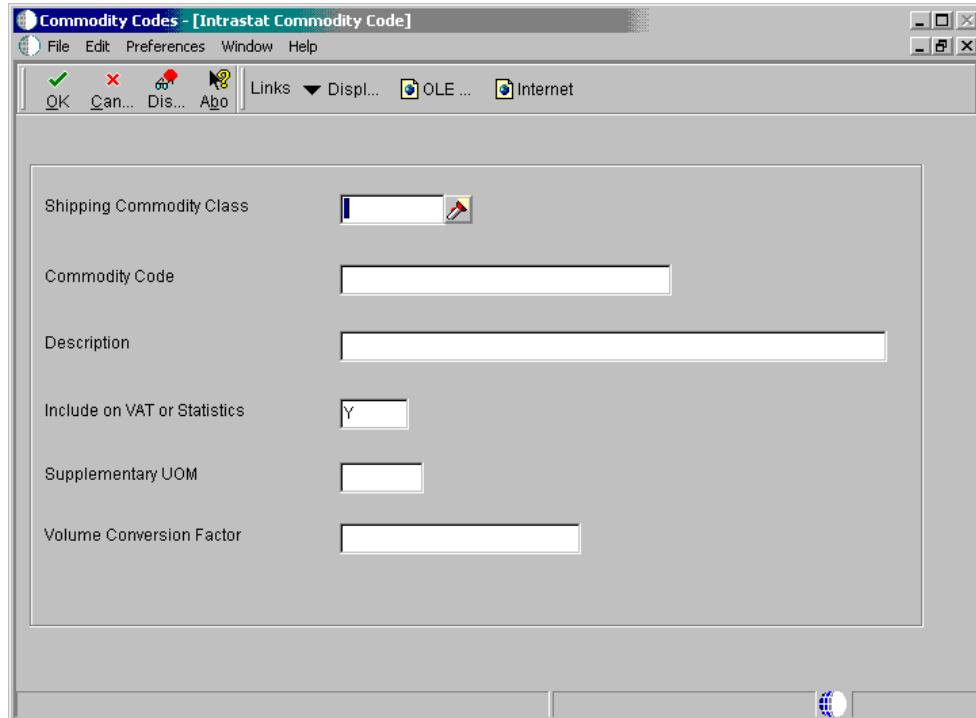
Before You Begin

- ❑ Set up shipping commodity class codes on UDC 41/E. See *Setting Up User Defined Codes for Intrastat Reporting*.

► To set up commodity code information

From the Set Up menu (G74STAT4), choose Commodity Codes.

1. On Work With Intrastat Commodity Code, click Add.



2. On Intrastat Commodity Code, complete the following fields:

- Shipping Commodity Class
- Commodity Code
- Description

3. Complete the following optional fields if they pertain to the commodity code:

- Supplementary UOM
- Volume Conversion Factor

Enter the density of the product in the Volume Conversion Factor field only if the product is typically measured in liquid volume but needs to be reported in kilograms. The system multiplies the volume of the product by the density that you enter to calculate the mass of the product.

The Include on VAT or Statistics field is for future use for the United Kingdom.

4. Click OK.

Entering Cross-References for Items and Suppliers

An important element of including purchases on Intrastat reports is tracking the country of origin of goods. In some countries, Intrastat reports must contain the country of origin and the original country of origin for each item.

For example, a German company might place a purchase order with a French supplier for goods manufactured in France. These goods are stored in a warehouse in Belgium, so the actual delivery will come from Belgium. The country of origin is Belgium, but the original country of origin is France.

Depending on your business and your suppliers, you might need to set up a more advanced relationship among the supplier, the item, and the country of origin. You can cross-reference the following information in the Supplier and Item Cross Reference program (P744101):

- Supplier
- Item
- Country of origin
- Original country of origin

The Supplier and Item Cross Reference program stores information in the Intrastat Supplier/Item Cross Reference table (F744101). The Intrastat Generation - Procurement program (R0018I2) retrieves the cross-referenced information if you specify in the processing options to use the F744101 table.

Note

The system retrieves the country of origin from the address book record of the supplier. The supplier's country of origin can be overridden when you update the Order Address Information table (F4006) for an individual order. If necessary, you can override the country of origin in the Country of Origin field (ORIG) in the F744101 table and by specifying in the processing options of the Intrastat Generation - Procurement program (R0018I2) to use the F744101 table.

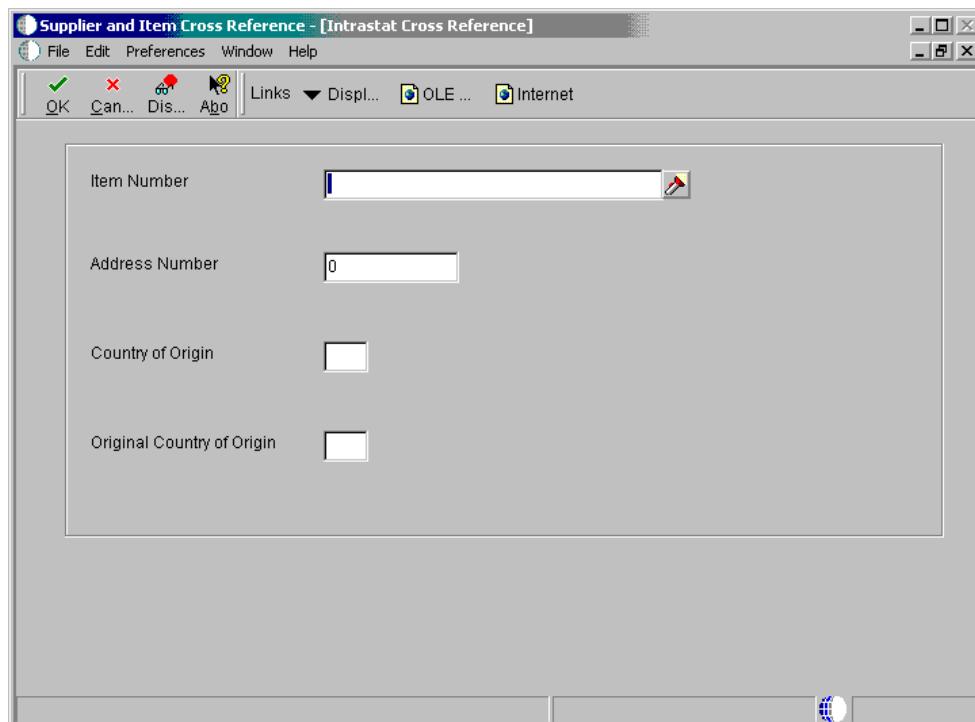
The system uses the Country of Origin field (ORIG) to determine transaction eligibility for Intrastat reporting. The Original Country of Origin field (ORG0) is for information only.

Note also that in the United Kingdom, country of origin is called country of consignment and original country of origin is called country of origin.

► To enter item/supplier cross references

From the Set Up menu (G74STAT4), choose Supplier and Item Cross Reference.

1. On Work With Intrastat Cross Reference, click Add.



2. On Intrastat Cross Reference, complete the following fields and click OK:

- Item Number

You can enter *ALL in the Item Number field to indicate that all items for the supplier come from the specified country of origin and original country of origin.

- Address Number

You can enter *ALL in the Address Number field to indicate that the item always comes from the specified country of origin and original country of origin, regardless of supplier.

When the system searches for a specific record in the Intrastat Supplier/Item Cross Reference table (F744101), it first searches for a record that matches the

Item Number and Address Number. If no record is found, the system searches for a record that matches the Address Number with an Item Number of *ALL. If no record is found, the system then searches for a record that matches the Item Number with an Address Number of *ALL.

- Country of Origin
- Original Country of Origin

See Also

- *Updating Intrastat Information* for information about building the Intrastat Revision table (F0018T)

Validating Tax ID Numbers

A tax ID is the identification number that you use when you report information to the various tax authorities. For every transaction that can occur with a company, a customer, or a supplier, you must enter an associated tax identification number. Tax IDs are also called VAT codes, VAT registration numbers, and fiscal codes.

To export goods free of value-added tax (VAT), you must have the tax ID or VAT registration number of your customers in other EU countries and you must send your own tax ID or VAT registration numbers to your suppliers. The length and format of these numbers vary by country.

When you create an address book record for each company, customer, or supplier, enter the tax ID number in the Tax ID field on the Address Book Revision form. To ensure that the tax ID that you enter is checked for authenticity, enter a country code from UDC table 00/CN in the Country field on the Mailing tab on the Address Book Revision form. When there is a country code on the Mailing tab, the system validates tax IDs for that country.

The system only validates the tax ID if the country code that you have specified is set up and activated for validation in UDC table 70/TI.

Activating Tax ID Validation

You activate tax ID validation routines for specific countries by setting up country codes in UDC table 70/TI.

User Defined Codes - [Work With User Defined Codes]

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	Product Code	70	Multi-National Products		
	User Defined Codes	TI	Tax ID Validation		
	Codes	Description 01	Description 02	Special Handling	Hard Coded
		Default Country	US	1	N
	AU	Austria	AU	1	N
	AUS	Austria	AU	1	N
	BE	Belgium	BE	1	N
	BEL	Belgium	BE	1	N
	DE	Germany	DE	1	N
	DEU	Germany	DE	1	N
	DN	Denmark	DN	1	N
	DNK	Denmark	DN	1	N
	ES	Spain	ES	1	N
	ESP	Spain	ES	1	N

To turn on tax ID validation for a specific country code, enter 1 in the Special Handling field for that country code. To turn off tax ID validation for a specific country code, remove the 1 from the Special Handling field.

To activate tax ID validation for a country code that is not listed in UDC table 70/TI, or to change the meaning of an existing country code, complete the fields as follows:

- Enter the country code in the Codes field.
- Enter the standard 2-digit ISO code for that country in the Description 02 field.

The 2-digit ISO code is required in the Description 02 field to cross-reference the new country code with the country code that is hard coded in the J.D. Edwards system.

For example, if you use DE for Denmark, enter DN (the 2-digit ISO code for Denmark), in the Description 02 field for the DE country code. The system will then validate tax IDs that are entered with the country code DE according to Danish, not German specifications.

- Enter 1 in the Special Handling field.

To activate tax ID validation for the default (blank) country code, complete the fields as described above, but leave the Codes field blank.

For example, if you use a blank country code to mean Denmark, enter DN (the 2-digit ISO code for Denmark) in the Description 02 field for the blank country code.

Example: Tax ID or VAT Registration Number for the United Kingdom



See Also

- Working with Address Book Records in the Address Book Guide.*

Additional Information

This section provides additional information about setup issues, technical considerations, and system use.

Multiple Ledger Types

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

During the first few days of January, your company reports the yearly results for the previous year. However, in France, for example, the law specifies that the company has until March to report fiscal activity to the authorities. From January 1 until the time that the French company reports fiscal activity, the year is closed from the standpoint of the company, but it is not yet closed from a local legal standpoint. The time difference means that the French company must make adjustments for three months in order to report transactions in the correct year. These adjustments do not have to appear in the corporate ledger. These adjustments are typically recorded in an alternate ledger type.

Currency Ledgers

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

Depreciation Ledgers

Three ledger types are common when fixed assets depreciation is involved. In this case, you use one ledger to record the depreciation that is calculated with the corporate depreciation method in the corporate ledger. You use an alternate ledger to record the depreciation that is calculated using the depreciation method that is required by the local authorities. The difference between the two depreciation methods is recorded in a third ledger. For local legal reports, you sum the three ledger types to show the actual activity in the depreciation account.

User Defined Ledgers

To accommodate the need for multiple ledgers, J.D. Edwards software provides UDC 09/LT in which you can define all the ledgers that you use as the ledger types on which you must report.

The AA ledger is the company's standard ledger. The alternate ledgers contain the adjusting transactions that justify the differences between the company books and the local legal books. You can specify ledger types in the processing options for the reports. An inquiry or a report on the account shows the sum of the two ledger types and displays the actual activity in that account.

Translation Considerations for Multilingual Environments

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

In addition to the standard menus, forms, and reports, you might want to translate other parts of the software. For example, you might want to translate the names of the accounts that you set up for your company or translate the values in some UDCs.

You might want to translate the following common software elements if you use the software in a multinational environment:

Business Unit Descriptions	<p>You can translate the descriptions of the business units that you set up for your system. See <i>Translating Business Units</i> in the <i>General Accounting Guide</i>.</p> <p>The system stores translation information for business units in the Business Unit Alternate Description Master table (F0006D).</p> <p>Print the Business Unit Translation Report (R00067) to review the description translations in the base language and one or all of the additional languages that your business uses.</p>
Account Descriptions	<p>You can translate the descriptions of your accounts into languages other than the base language. See <i>Translating Accounts</i> in the <i>General Accounting Guide</i>.</p> <p>After you translate your chart of accounts, you can print the Account Translation report. You can set a processing option to show account descriptions in both the base language and one or all of the additional languages that your business uses.</p>
Automatic Accounting Instruction (AAI) Descriptions	<p>You can translate the descriptions of the automatic accounting instructions (AAs) that you set up for your system. See <i>Working with AAs</i> in the <i>General Accounting Guide</i></p>
UDC Descriptions	<p>You can translate the descriptions of the UDCs that you set up for your system. See <i>Translating User Defined Codes</i></p>

	<i>into Alternate Languages in the OneWorld Foundation Guide.</i>
Delinquency Notice Text	<p>Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information form determines the language in which the delinquency notice and the text on the notice should appear when you use final mode. (In proof mode, the statements print in the language preference that is assigned to the client in the Address Book.)</p> <p>J.D. Edwards base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you add to the bottom of the notice. To do this, follow the instructions for setting up text for delinquency notices and verify that you have completed the Language field on the Letter Text Identification form. See <i>Setting Up Letter Text for Delinquency Notices and Statements</i> in the <i>Accounts Receivable Guide</i>.</p>

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

See Also

- Setting Up User Display Preferences* for information about setting up language preferences for users
- OneWorld Foundation Guide* for information about translating custom menus, vocabulary overrides, and data dictionary items

Translation Routines

J.D. Edwards provides several translation routines to convert amounts to words. These translation routines are generally used by payment formats, draft formats, and check-writing programs that produce numerical output in both numeric and textual form. You specify the translation routine that you want to use in the processing options for these programs.

J.D. Edwards provides the following translation routines:

- X00500 - English
- X00500BR - Brazilian Portuguese
- X00500CH - Chinese
- X00500D - German (mark)
- X00500ED - German (euro)
- X00500FR - French (franc)
- X00500EF - French (euro)
- X00500I - Italian (lira)
- X00500EI - Italian (euro)

- X00500S1 - Spanish (female)
- X00500S2 - Spanish (male)
- X00500S3 - Spanish (female, no decimal)
- X00500S4 - Spanish (male, no decimal)
- X00500S5 - Spanish (euro)
- X00500U - United Kingdom
- X00500U1 - United Kingdom (words in boxes)

In some cases, the translation routine that you use depends on the currency that you are using. For example, if you are converting euro amounts to words, you should use a translation routine that has been set up to handle euro currencies. In Spanish, the gender of the currency determines the translation routine that you choose.

J.D. Edwards Multicurrency Solution Summary

Companies that do business internationally often have additional accounting needs. These needs arise from doing business in different currencies and following different reporting and accounting requirements for each country in which they do business. To process and report on transactions in multiple currencies, a company that operates internationally can:

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

J.D. Edwards software performs the following multicurrency functions throughout most base applications:

- Converts from one currency to another
- Restates multiple currencies to consolidate into one currency
- Revaluates currencies due to changes in exchange rates

J.D. Edwards software stores each currency in a different ledger, as illustrated in the following table:

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

Data Entry in Foreign or Domestic Currency

You can enter all transactions in the original currency of the documents that you receive or send. You do not need to convert currencies before you enter transactions. For foreign entries, the system automatically converts foreign amounts to domestic amounts.

Setting Up Daily Transaction Rates

You can set up the Currency Exchange Rates table (F0015) to use the following multicurrency features:

Default exchange rates	When you enter a transaction, the system supplies the exchange rate from the F0015 table.
Exchange rates for individual contracts	You can specify exchange rates for individual customers and suppliers.
Spot rates	You can enter an exchange rate when you enter a transaction. The value that you enter overrides the exchange rate from the F0015 table.

Intercompany Settlements

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

Gain and Loss Recognition

Features of gain and loss recognition include:

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

Detailed Currency Restatement

Detailed currency restatement enables you to do the following:

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

Balance Currency Restatement

Use the Balance Currency Restatement feature to consolidate balances into a common currency. You can specify the ledger type in which the system creates the newly-restated balances. In addition, you can set up an exchange table and conversion specifications according to standard restatement practices.

As If Currency Repost

Use the As If Currency Repost feature to restate all transactions to a new ledger type using one exchange rate instead of the individual rates that were associated with each transaction over the course of time. The As If Currency Repost feature eliminates the exchange rate fluctuation for financial analysis.

See Also

- The *General Accounting Guide* for detailed information about multiple currencies and setting up multicurrency
- The *Euro Implementation Guide* for more information about multiple currencies and the euro

Taxes

VAT Processing

Value added tax (VAT) is a noncumulative tax that tax authorities impose at each stage of the production and distribution cycle. If you work with VAT, you should understand the following terminology and principles:

Output VAT Suppliers of goods and services must add VAT to their net prices. They must record output VAT for goods on the date that they issue invoices and for services on the date that they receive payment. The amount of VAT is determined by applying specific rates to the net selling prices of certain goods and services.

Output VAT is also called the following:

- A/P VAT Receivable
- Recoverable VAT
- Collectable VAT

Input VAT

Input VAT is the VAT paid by the purchaser of goods and services.

If the purchaser is subject to output VAT, the purchaser can recover input VAT by offsetting it against output VAT. When input VAT exceeds output VAT, the purchaser can forward the VAT balance as a credit toward the tax authority for the next reporting period, or receive a cash refund, depending on the policies of the tax authority.

Input VAT is also called the following:

- A/R VAT Payable
- Deductible VAT

Nonrecoverable Input VAT

Input VAT cannot be recovered for:

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

VAT for the United Kingdom

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

VAT returns If tax is payable, businesses must submit quarterly VAT returns to HM Customs and Excise.

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

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

Entering Journal Entries with Tax

If you do business in a country that assesses a recoverable value-added tax (VAT) or similar taxes, you might need to enter a journal entry with VAT.

You use the Journal Entries with VAT program (P09106) when you want to record a taxable entry without updating the Accounts Payable Ledger (F0411) or Customer Ledger (F03B11) tables. For example, you would do this if you want to enter bank charges.

The system provides a field for the address book number, which you can use to associate the entry with an employee, supplier, customer, or company. Depending on the setting of the processing option, the system might require an address book number for each detail line (general ledger distribution). You can enter a default address book number in the header area. The system uses this number for address book numbers that you leave blank on detail lines.

When you enter a journal entry with VAT, you can specify either the taxable or gross amount. The system calculates the tax and the amount that you did not specify (gross or taxable) based on the tax area. You must use a tax explanation code of V, V+ (tax on tax), or VT (tax-only); the program does not accept any other tax explanation codes.

Because only one G/L distribution line might be specified for taxes, the system does not use the default tax rate based on the business unit entered on the account.

When you enter a journal entry with VAT, the system:

- Automatically updates the Taxes table (F0018)
The system ignores the tax processing options when you post the journal entry.
- Creates Account Ledger records (F0911) for the tax account specified in the AAI item GTxxxx (where xxxx is the G/L offset from the tax rate area)

You cannot create model journal entries or reversing journal entries with this type of journal entry.

Note

The additional entries that the system creates cannot be reviewed from the Journal Entries with VAT program. You must use the standard Journal Entries program (P0911) to review these entries. The system differentiates entries that you enter from those the system creates by updating the ALT5 field in the Account Ledger table (F0911) as follows:

- V
This code identifies the account entered in the Journal Entries with VAT program (P09106) that has tax information specified.
- T

This code identifies the entry to the tax account that the system creates based on the AAI item GTxxxx.

- O

This code identifies the offset account entered in the Journal Entries with VAT program (P09106).

Example: Journal Entry with Tax

If you have tax on a bank charge, your entry might look like the following example:

Account Number	Gross Amount	Tax Amount	Tax Explanation Code	Tax Area
7001.8810	1,000–	60	V	BE6
70.1110.BBL	1,060–			

The resulting entry to the general ledger would look like the following example:

Account Number	Description	Amount
7001.8810	Bank Charges	1,000
70.1240	VAT	60
70.1110.BBL	Bank Account	1,060–

If you have tax on a bank charge that contains the tax area BE6, you enter a gross amount of 1000 to your account for bank charges. The system calculates and enters a tax amount of 60. You must enter an offset of 1,060– (gross amount and tax amount).

The journal entry contains a debit of 1,000 to bank charges, a debit of 60 to the tax account, and a credit of 1,060– to the bank account.

See Also

- ❑ *Entering Basic Journal Entries in the General Accounting Guide*
- ❑ *Master Business Function in the General Accounting Guide*
- ❑ *Processing Options for the Journal Entry MBF (P0900049) in the General Accounting Guide*

Before You Begin

- ❑ Set up the general accounting tax AAIs.

► To enter journal entries with tax

From the G/L Advanced & Technical Operations menu (G0931), choose Journal Entries with VAT.

1. On Work with Journal Entries with VAT, click Add.
 2. On Journal Entries with VAT, complete the following fields:
 - G/L Date
 - Explanation
 3. Complete the following optional field in the header area:
 - Address Number
 4. Complete the following fields for each G/L distribution with tax:
 - Account Number
 - Tx Ex

You must use V.

 - Tax Area
 5. Complete one of the following the fields:
 - Taxable Amount

If you enter the taxable amount, the system calculates the gross amount.

 - Gross Amount

If you enter the gross amount, the system calculates the taxable amount.
 6. If necessary, complete the following field in the detail area:
 - Address Number
 7. Review the calculated tax in the following field:
 - Tax

If you change the tax amount, the system validates your change against the Tax Rules. See *Setting Up Tax Rules*.
 8. Complete the G/L distribution for offsetting entries as needed.
-

Note

The system updates the Taxable Amount field even when you do not specify tax information. The system uses the gross amount as the taxable amount. The system does not update these journal entry lines in the Taxes table (F0018).

9. Click OK.

► To enter a tax-only journal entry

From the G/L Advanced & Technical Operations menu (G0931), choose Journal Entries with VAT.

1. On Work with Journal Entries with VAT, click Add.
2. On Journal Entries with VAT, complete the following fields:
 - G/L Date
 - Explanation
3. Complete the following optional field in the header area:
 - Address Number
4. Complete the following fields for the tax-only G/L distribution:
 - Account Number
 - Tx Ex

You must use VT.

 - Tax Area
5. Complete one of the following fields. The system updates the other field based on the value specified.
 - Gross Amount
 - Tax
6. Complete the G/L distribution for offsetting entries as needed and click OK.

Processing Options for Journal Entries with VAT (P09106)

Batch Type

1. Enter a default batch type

Batch Type

Addr # Required

1. Enter a '1' if the address book number field is required to be filled in the grid. If left blank no error will be set.

Address Book Number

MBF Version

1. To override standard journal entry processing (version ZJDE0001 for application P0900049), enter an override version number. This should only be changed by persons responsible for system wide setup.

Version

Printing VAT Reports

From the Tax Processing and Reporting menu (G0021), choose VAT Journals.

Tracking and reconciling VAT by revenue and expense account is a common business practice in the United Kingdom and throughout Europe.

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

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

You can print VAT reports to review the taxes on sales or on purchases. To specify taxes on sales or purchases, include the document type in your data selection. For example, to print a VAT report for purchases, specify Document Type PV.

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

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

- Company
- Document Type

Note

If you print a VAT report that includes multiple currencies, the system does not print a grand total. To see grand total amounts, print separate VAT reports by company for each currency.

- Document Number

Processing Options for VAT Journals (R00320)

Selection Date

1. Enter the beginning G/L date. This date will select documents greater than or equal to this date.

Beginning Date

2. Enter the ending G/L date. This date will select documents less than or equal to this date.

Ending Date**Distribution**

1. Enter a '1' to distribute the TAXABLE amount into the tax area columns. Leave blank to distribute the actual TAX amount.

Company

1. Enter the number of the company to use for the heading information and VAT Registration Number.

NOTE: Does not affect the information being reported.

Company**Summarization**

1. Enter a '1' to summarize the report by document number. The default of blank will print a detail line for each document line number.

Columns

1. Enter the upper and the lower headings for the five user-defined columns on the report.

Column 1 Upper Heading

Column 1 Lower Heading

Column 2 Upper Heading
Column 2 Lower Heading
Column 3 Upper Heading
Column 3 Lower Heading
Column 4 Upper Heading
Column 4 Lower Heading
Column 5 Upper Heading
Column 5 Lower Heading

Automatic Debits

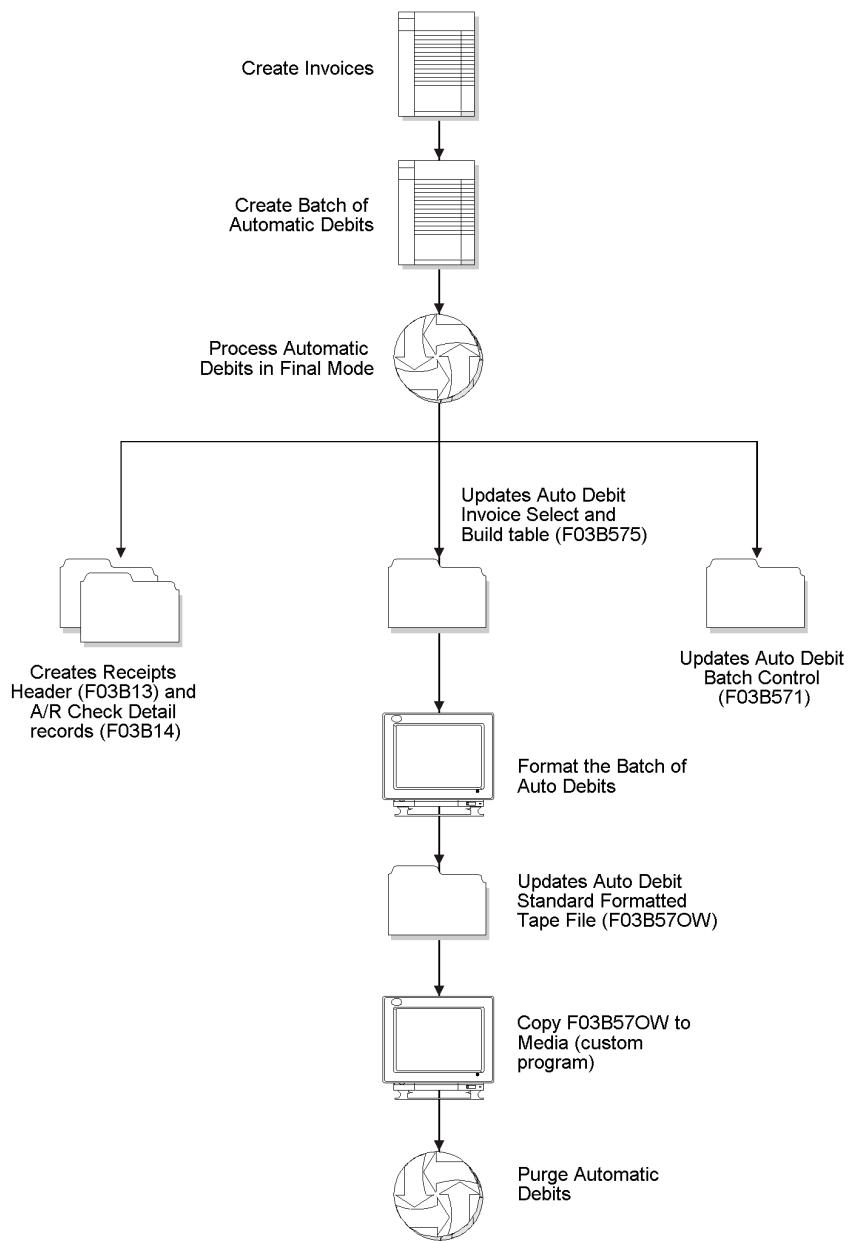
Automatic Debits

You can automatically debit (withdraw funds from) a customer's bank account by updating a table that you send to your bank that collects payment from your customer via electronic funds transfer (EFT).

The automatic debit process records the receipt at the time the table is updated. You run a program to format the table according to your bank's specifications, and then send it to the bank by copying it to a medium (such as a tape, diskette, or CD) or sending it electronically. Your bank collects payment from your customer and then notifies you that the transaction is complete.

Automatic debits work well in situations in which you invoice predefined amounts every month. You can also use automatic debits with invoice amounts that vary with each billing period.

The following graphic illustrates the information flow when you are using automatic debits:



When you use the automatic debit process, you:

- Identify those customers who have agreed to the automatic debit process
- Select the customer invoices to be paid
- Build and update worktables that are sent to the bank
- Update customer invoices as paid
- Format automatic debit information to meet country-specific bank requirements
- Copy automatic debit information to a medium to send to your bank, or transfer automatic debit information electronically

- Purge automatic debit batches

The automatic debit process updates the following tables:

- Auto Debit Batch Control (F03B571)
- Auto Debit Invoice Select and Build (F03B575)
- Auto Debit Standard Formatted Tape File (F03B57OW)

Before You Begin

- ❑ On Customer Master Revisions, enter A (Automatic Debits, Accounts Receivable only) in the Payment Instrument field and click the Auto Receipt option. Option A is not hard coded, and you can use other values. See *Creating Customer Records*.
- ❑ On Set Up Bank Accounts by Address, verify that you have a G/L bank account for automatic debits set up for your customers. See *Setting Up Bank Account Information*.
- ❑ On Set Up G/L Bank Account, verify that a next auto debit number is specified for the bank account to which the automatic debits will be credited. See *Setting Up Bank Account Information*.
- ❑ On A/R Constants, click the Auto Receipt option. See *Setting Up Accounts Receivable Constants*.
- ❑ Create a custom program to copy processed and formatted automatic debit batches to the medium that your bank accepts, or to transmit them electronically.

Working with Automatic Debits for the United Kingdom

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

You can use J.D. Edwards standard automatic debit process to meet the requirements of the United Kingdom.

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

- Send statement reports to customers regarding the debit.
- Identify customers who have agreed to the automatic debit process.
- Select invoices that are due to customers.
- Validate the processing and expiration dates against a workday calendar.
- Assign each debit a sequential number based on the Accounts Receivable Next Auto Debit number in the Next Auto Debit Number table (F7460).
- Generate debit information in the BACS format.
- Generate statement reports for applicable customers.
- Update customer accounts after collecting the appropriate funds.

When creating and processing automatic debit batches for the United Kingdom, the system validates the BACS processing date against the workday calendar that you specify in the processing options. If the date is not a workday, the system searches for a valid workday,

based on the workday calendar that you specify in the processing options, and increments the date by one day until it reaches the next valid workday.

The system issues a warning message to indicate that the day you entered is not a workday.

Note

If you do not set up and specify a workday calendar, the system uses your BACS processing date without performing the necessary validation.

The system calculates the BACS expiration date based on the value that you enter in processing option 15 on the BACS tab of the Process Automatic Debits program. To calculate the expiration date, the system uses the BACS processing date that is written to the BACS table and then adds the number of days that you specify in the processing option.

When you run the Process Auto Debits program to process United Kingdom automatic debits, specify the following program number:

R03B575GB United Kingdom Bank File and Statement Diskette

You can specify this program number in the Bank File processing option when you create and process automatic debits. Alternatively, you can specify the program number in the Automatic Debit Batches program (P03B571) on the Revise Auto Debits Control form.

The program generates a bank table that adheres to the banking standards for automatic debits in the United Kingdom.

See Also

- Formatting a Batch of Automatic Debits* in the *Accounts Receivable Guide* for detailed instructions on formatting automatic debit batches

Processing Options for United Kingdom Bank File and Statement Diskette (R03B575GB)

Defaults

1. Enter a '1' if a Customer Statement is to be printed for the Automatic Debits. If left blank, a Customer Statement will only be printed when the number of invoice details exceeds the maximum number that may be included on the format.

Print Customer Statement

2. Tape Density:

Tape Density

Processing First-Claim Automatic Debits

The first time that you submit automatic debits for a specific customer, you submit a first claim rather than a standard claim. The first-claim status indicates to the bank that you are verifying the bank account information for the automatic debit. No transfer of funds occurs with a first claim. After you have verified the bank account information for a customer, you submit automatic debits for that customer as standard claims.

To submit a first-claim automatic debit for a customer, you must create a record for that customer in the Supplier Master table (F0401) so that you can activate the pre-note flag. Activating the pre-note flag for a customer indicates that any electronic funds transfer, including automatic debits, should be processed as a first claim.

After you process the first claim for the customer, you can either reset the pre-note flag on the record for that customer in the Supplier Master table or delete that customer record from the Supplier Master table.

See Also

- Entering Supplier Records* in the *Accounts Payable Guide* for information about creating records in the Supplier Master table

Creating and Processing a Batch of Automatic Debits

To create a batch of automatic debits, you use processing options and data selection to specify which invoices you want to include in the batch. You can create the batch in either proof or final mode.

Proof Mode

When you run the Create Automatic Debit Batch program (R03B571) in proof mode, the system:

- Validates the selection of invoices that are to be automatically debited to customers.
- Generates a record in the Auto Debit Batch Control table (F03B571) to identify the automatic debit batch. This record appears on the Work with Auto Debit Batches form.
- Generates records in the Auto Debit Invoice Select and Build table (F03B575) that includes all of the invoices that match your data selection criteria.
- Prints two reports:
 - R03B571 (Create Automatic Debit Batch) prints an exception report of any errors that occur in the selection of invoices for the automatic debit batch. If the system does not detect an error, the message *Records Processed - No Exceptions* is printed.
 - R03B575 (Process Automatic Debits) prints the invoices that constitute the automatic debit batch.
- Updates the Status field in the Auto Debit Batch Control table (F03B571) to 1 (Proof Mode).

You can create unlimited automatic debit batches. The system stores the automatic debit information in the appropriate tables until you purge them.

Final Mode

When you run the Create Automatic Debit Batch program (R03B571) in final mode, the system does everything it does for proof mode. In addition, it:

- Runs version ZJDE0001 of Process Automatic Debits program (R03B575)
- Creates a record in the Batch Control Record table (F0011) with a batch type RB
- Creates records in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables that you must post to the Account Ledger table (F0911)

- Assigns a payment number using Next Numbers for automatic debits
- Changes the invoice pay status to P (paid)
- Updates the Status field in the Auto Debit Batch Control table (F03B571) to 2 (Final Mode)

Caution

If you create the automatic debit batch in proof mode before you process it in final mode, the system uses the same version of the Create Automatic Debit Batch program (R03B571). Therefore, the system processes any changes made to the data selection.

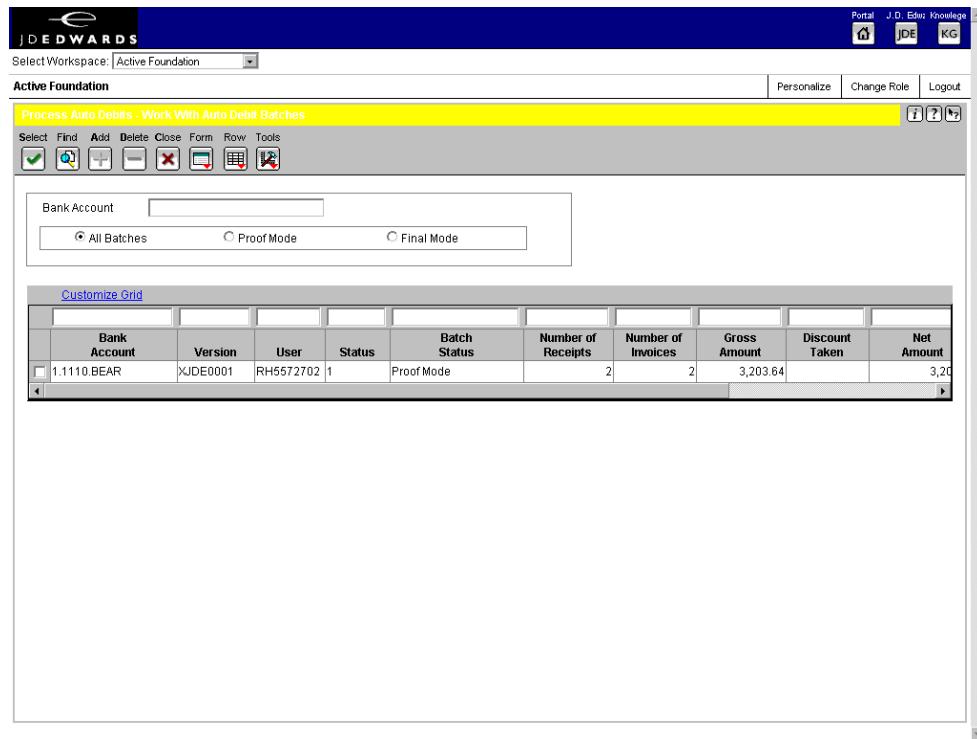
When you create the automatic debit batch in final mode, you can also set processing options to automatically format the batch to meet country-specific bank requirements. To do this, specify the bank file format program in the Bank File processing option. Alternatively, you can manually format a batch of automatic debits after you process the batch by entering the program number on the Revise Auto Debit Controls form. See *Formatting a Batch of Automatic Debits*.

Related Information

Deleting an automatic debit batch	If at any time during the automatic debit process you discover an error in a batch, you can delete the batch and create a new batch in the Automatic Debit worktable. For example, you would need to create a new batch in the worktable if you make a change to customer, invoice, or bank account information. These changes do not automatically update existing batches of automatic debit information in the worktable. When you delete an automatic debit batch, the system deletes or voids any receipt records and journal entries that were created for the batch and reopens the invoices associated with the batch. The invoices are then eligible to be included in a new automatic debit batch.
Multicurrency invoices	Using automatic debits, you can pay invoices in the domestic as well as the foreign currency. See <i>Processing Automatic Debits in a Foreign Currency</i> in the <i>Multicurrency Guide for Accounts Receivable and Accounts Payable</i> .
Data selection	You must specify data selection values to ensure that the Automatic Debitting program selects the invoices that you want for the automatic debit batch. At a minimum, you must specify a payment instrument to identify the invoices that are eligible for payment by the automatic debit process.

► To create a batch of automatic debits in proof mode

From the Automatic Debitting menu (G03B131), choose Process Auto Debits.



1. On Work With Auto Debit Batches, click Add.
2. On Work With Batch Versions - Available Versions, create a new version or run an existing version of the Create Automatic Debit Batch program.
3. Verify that the processing options are set for proof mode.

► To process a batch of automatic debits in final mode

Complete the following steps if the automatic debit batch was created previously in proof mode; otherwise, follow the steps to create the automatic batch in proof mode, but change the processing option to Final Mode. See the task *To create a batch of automatic debits in proof mode*.

Caution

The system runs the version of the Create Automatic Debit Batch program (R03B571) that was used to create the batch in proof mode. Therefore, the system processes any changes made to the data selection.

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work With Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:
 - Bank Account
 - User

2. To display batches by mode, click one of the following options:

- All Batches
- Proof Mode
- Final Mode

3. Click Find to display the batches that meet your criteria.

4. Choose the batch that you want to process.

5. From the Row menu, choose Final Mode.

After you process automatic debits, you can review the resulting receipt batches on Auto Debits Journal Review. Then, post the entries to the general ledger. See *Approving and Posting Receipts*.

Processing Options for Process Auto Debits (R03B571)

Processing

1. Enter a '1' to run the Auto Debit Selection in Final Mode. If left blank, only a proof report will be produced.

Final Processing Mode

2. Enter the "As Of" Date to process. All invoices will be processed that have a Comparison Date on or before the As Of date. If left blank, the system date will default.

As Of Date

3. Enter the type of date to compare against the As Of Date. (blank = Net Due Date; 'D' = Discount Due Date; 'I' = Invoice Date; 'G' = GL Date; 'S' = Statement Date)

Type of Comparison Date

4. Enter a '1' to process auto debits in the invoice's transaction currency. If left blank the auto debits will be processed in the domestic currency.

Auto debits Process Mode

Bank Account

4. Enter the override G/L Bank Account to be used for ALL processed invoices. If left blank, the bank account will be retrieved using the AAIs setup for that company.

GL Bank Account

Discounts

5. Enter a '1' if ALL discounts are to be processed. If left blank, the Cutoff Date will be used to validate the available discount.

Process All Discounts

6. Enter the Cutoff Date for applying discounts. Discounts will not be taken if the Discount Due Date is prior to this date.

Discount Cutoff Date

GL Defaults

7. Enter a G/L Date. If left blank, the system date will be used.

G/L Date

8. Select G/L Entries Method (blank equals Create Summary Total Journal Entries; '1' equals Create Detail Journal Entries which will create one journal entry per deposit item.)

Create Detail Journal Entries

Amount Limits

9. Enter the MINIMUM amount that can be selected for payment via Automatic Debits. Amounts under this will not be selected.

Enter Minimum Amount

10. Enter the MAXIMUM amount that can be selected for payment via Automatic Debits. Amounts over this will not be selected.

Enter Maximum Amount

Bank File

11. Enter the name of the program to format the bank file.

Bank Format Program

12. Enter the name of the version to format the bank file.

Bank Format Version

BACS

13. Enter a '1' if BACS Processing is to be used for this Auto Debits batch. If left blank, BACS Processing will NOT be performed for this batch.

BACS Processing

14. Enter the BACS Processing Date.

BACS Processing Date

15. Enter the number of BACS days to be added to the BACS Processing Date in order to calculate the expiration date.

Number of BACS Days

16. Enter the Workday Calendar name.

Workday Calendar

Approving and Posting Automatic Debit Batches

Choose one of the following navigations:

From the Automatic Debiting menu (G03B131), choose Auto Debits Journal Review

From the Automatic Debiting menu (G03B131), choose Post Auto Debits to G/L.

After you process automatic debits in final mode, you must post them to the general ledger. You can review the processed automatic debit batches using the Auto Debits Journal Review program (P0011) before you post the batches. Depending on the setting of your accounts receivable constants, you might have to approve batches before you post them.

Because automatic debit batches are receipt batches (batch type RB), you follow the same steps to post them that you use to post receipts. When you post automatic debit batches, the system creates the appropriate entries to your bank, A/R trade and, if applicable, discount taken account. See *Approving and Posting Receipts*.

Formatting a Batch of Automatic Debits

You create records in the Auto Debit Standard Formatted Tape File worktable (F03B57OW) to meet country-specific requirements of the bank. To do this, specify the bank-file format program on the Revise Auto Debit Controls form. The following bank file format programs are currently available:

- R03B575AD - Austrian format
- R03B575BD – Belgian format
- R03B575DD - German format
- R03B575DH - Dutch format
- R03B575FD - French format
- R03B575GB - United Kingdom format
- R03B575SD - Swiss format

Note

The Austrian, German, and Swiss format programs each call an additional bank cover sheet program (R03B575AD1, R03B575DD1, and R03B575SD1, respectively) automatically.

If a program is not available for your country-specific requirements, you must create a custom program for your bank's specifications.

You can format automatic debit information for the bank in one of the following ways:

- Enter the format program number (such as R03B575DD) into the processing option of the Process Auto Debits program (R03B571) prior to running it in final mode
- Enter the program number on the Revise Auto Debit Controls form, and then run that program manually by choosing Format Bank File from the Row menu of the Work with Auto Debit Batches form.

When you complete this process, the system changes the value of the Status field of the Auto Debit Batch Control table (F03B571) from 3 (Bank File Formatted).

If you are using a custom program, ensure that it updates the Status field in the Auto Debit Batch Control table. J.D. Edwards recommends that you use one of the supplied programs as a template if you are creating a custom program for this purpose.

► To format a batch of automatic debits

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work With Auto Debit Batches, locate a batch of automatic debits.
2. Choose the batch that you want to work with and click Select.

The screenshot shows the PeopleSoft Revise Auto Debit Controls window. At the top, there is a toolbar with icons for OK, Cancel, Tools, Undo, Redo, and Help. Below the toolbar, the title bar says "Revise Auto Debit Controls". The main area contains several input fields and dropdown menus. The "User" field is set to "RH5572702". The "Version" field is set to "XJDE0001". The "Batch Number" and "Batch Type" fields are empty. Under the "Batch Status" section, the status is set to "1 Proof Mode". The "Bank Account" field contains "1.1110.BEAR" and is associated with "Bear Creek National/ Bank". The "G/L Date" field is set to "08/01/05". The "BACS Date" field is empty. The "Workday Calendar" field is empty. The "Discount Processing" field is empty. The "Journal Entry Method" field is set to "1". The "Copy File To Medium" field is empty. At the bottom of the window, there is a section titled "Customized Programs" with two rows of input fields: "Format Bank File Program" and "Create Medium Program" in the first row, and "Format Bank File Version" and "Create Medium Version" in the second row.

3. On Revise Auto Debit Controls, verify that the selections are correct for the following fields:

- Format Bank File Program
- Format Bank File Version
- Create Medium Program
- Create Medium Version

You can change the values in these fields, if necessary.

4. Click OK.
5. On Work With Auto Debit Batches, choose Format Bank File from the Row menu.

Transferring Automatic Debit Batches to the Bank

After you format the automatic debit batch and have records in the Auto Debit Standard Formatted Tape File (F03B57OW), you must copy the records to a medium to send to your bank, or transfer them to the bank electronically.

You are responsible for creating the program to transfer the formatted records to your bank. After the records are copied, the program should update the Status field in the Auto Debit Batch Control table (F03B571) to 4 (Copy to Medium) to indicate that the batches are ready for purging.

Purging a Batch of Automatic Debits

After you successfully process a batch of automatic debits, you can purge the processed records. When you choose to purge auto debit batches, the system purges records from the following tables:

- Auto Debit Invoice Select and Build (F03B575)
- Auto Debit Standard Formatted Tape File (F03B57OW)

The system also prompts you to additionally purge the record in the Auto Debit Batch Control table (F03B571). If you do not choose to purge the Auto Debit Batch Control table (F03B571), the system updates the status of the batch records to 5 (Purged) but does not remove them from the table. You can still purge these records at a later date by choosing the option.

You should purge automatic debit batches only when the status of the auto debit batch is 4 (Copy to Medium). If you purge batches at any other status, the system displays a Purge Confirmation window.

Caution

After you purge automatic debit information, you cannot recover the information, and no audit trail exists.

► **To purge a batch of automatic debits**

From the Automatic Debiting menu (G03B131), choose Process Auto Debits.

1. On Work With Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:

- Bank Account
- User

2. To display batches by mode, click one of the following options:

- All Batches
- Proof Mode
- Final Mode

3. Click Find to display the batches that meet your criteria.

4. Choose the batch.

5. From the Row menu, choose Purge.

6. If the system displays the Purge Confirmation window, click Yes.

The system displays the Purge Confirmation window if the status of the batch is not 4.

7. On Purge Historical Information, click OK to purge only the Auto Debit Invoice Select and Build (F03B575) and Auto Debit Standard Formatted Tape File (F03B570W) tables, or enter 1 in the field provided to additionally purge the Auto Debit Batch Control table (F03B571).

8. Click OK.

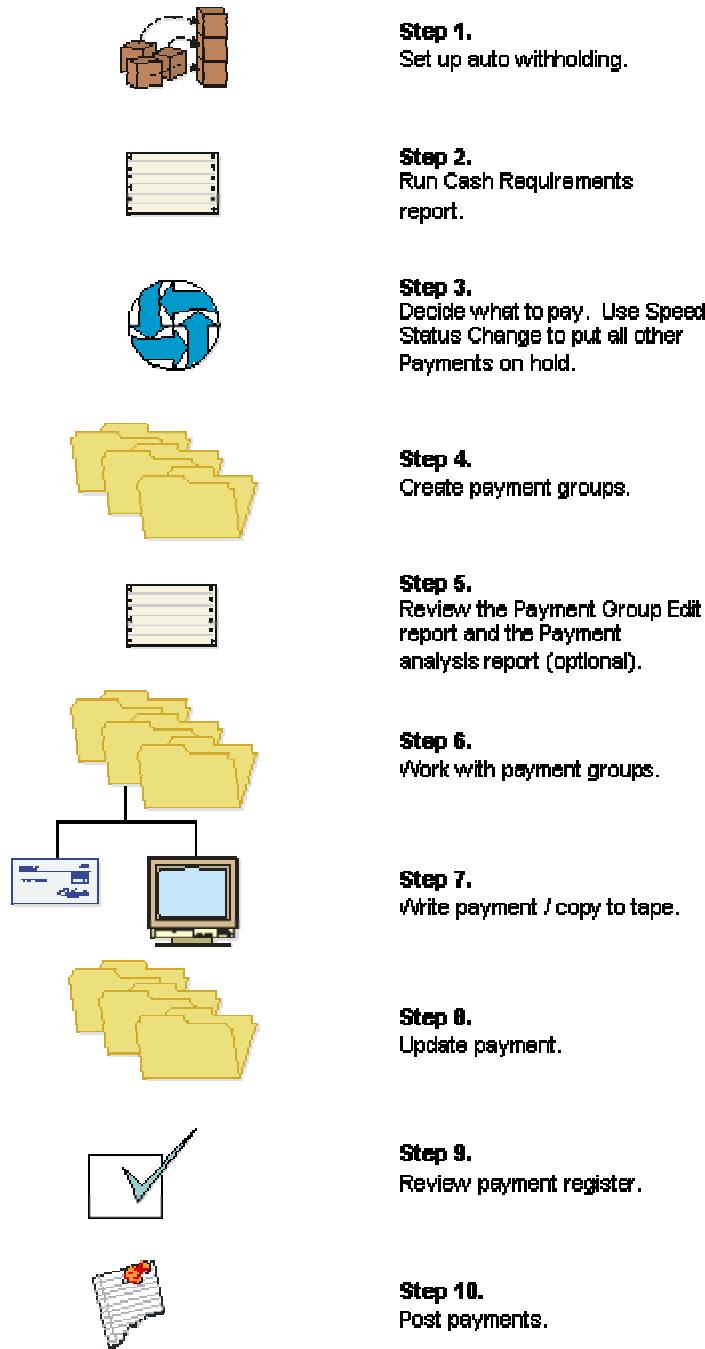
Automatic Payments

Automatic Payment Processing

Use automatic payment processing to pay vouchers during your usual payment cycle.

The following graphic illustrates the automatic payment process:

Automatic Payment Process



Setting Up Bank Account Information

You must set up bank account information if you process Accounts Payable payments or use specific Accounts Receivable applications, such as draft processing, auto debits, or automatic receipts processing. Depending on the type of information that you process, you must set up bank account information for your company's bank accounts, as well as for your suppliers or customers.

The system provides the following programs for setting up bank account information:

- Bank Account Information (P0030G) – You use this program to set up your company's bank accounts. If you process Accounts Payable payments or Accounts Receivable automatic debits, you must set up your company's bank accounts.
- Bank Account Cross Reference (P0030A) – You use this program to set up bank account information for your suppliers and customers. If you process Accounts Payable payments using electronic funds transfer, you must set up bank account information for the supplier. If you process automatic receipts, Accounts Receivable drafts, or automatic debits, you must set up bank account information for the customer.
- Bank Account Addresses (P0030A) – You use this program if you want to associate a bank transit number with a bank address book record.

Although all the programs update and store bank account information in the Bank Transit Master table (F0030), the system differentiates each bank account record using a record type. The record type not only identifies whether the bank account is for a supplier or customer; it is also used to differentiate customers who process drafts and automatic debits from customers who use automatic receipt processing.

The following table describes the available record types and how they are used:

Record Type	Description
B	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.
C	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
D	The system assigns this value when you set up bank account information and turn on the A/R Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process drafts or auto debits.
G	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
H	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).
M	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B). See the task <i>To set up payment information by business unit</i> in the <i>Accounts Payable Guide</i> .
P	The system assigns this value when you set up bank account information and turn on

	the Auto Receipts Payor option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process receipts automatically.
V	The system assigns this value when you set up bank account information and turn on the Supplier option using the Bank Account Cross Reference program (P0030A).
X, Y	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any value in the UDC for bank type codes (00/BT) that are not listed above.

Note

Although the same program is used for the Bank Account Cross Reference and Bank Account Addresses applications, the system displays a different form for each application, as follows:

- If you choose Bank Account Cross Reference, the system displays the Work With Bank Accounts By Address form (W0030AD).
- If you choose Bank Account Addresses, the system displays the Work With Bank Transit Addresses form (W0030AE).

You can also access this form by choosing Bank Transit from the Form menu on Work With Bank Accounts by Address.

See Also

- Setting Up Multiple Bank Accounts for Suppliers*

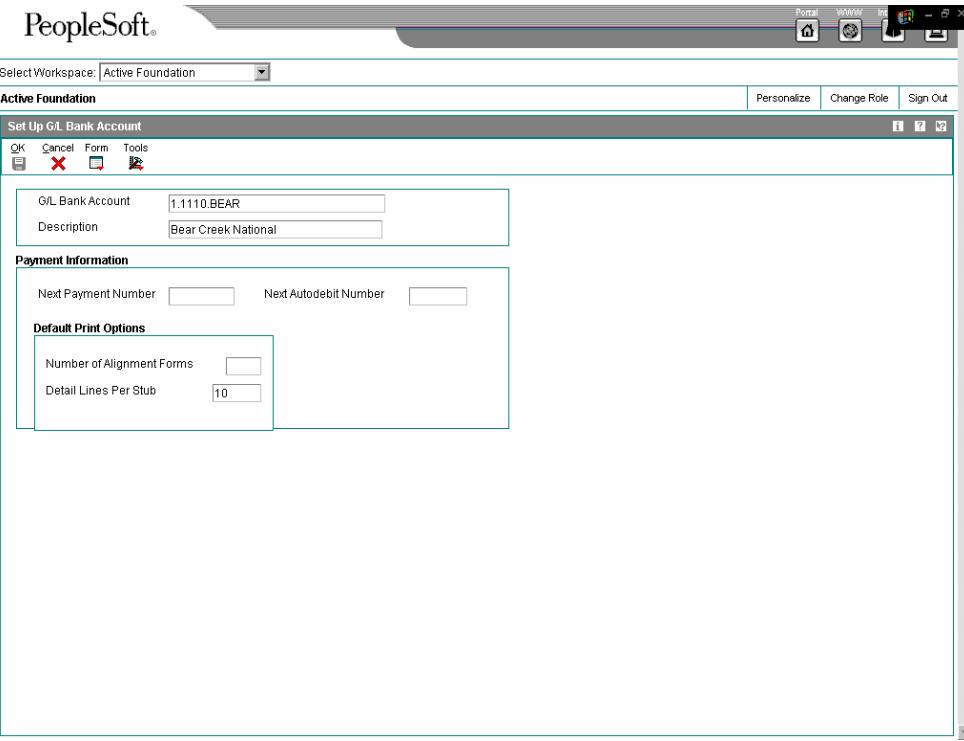
► To set up G/L bank account information

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Information.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

1. On Work With G/L Bank Accounts, click Find to display all bank account records.
2. To add a new bank account record, click Add.



3. On Set Up G/L Bank Account, complete the following fields:
 - G/L Bank Account
 - Description
4. Complete the following optional field for Accounts Payable payment processing:
 - Next Payment Number
5. Complete the following optional field for the Accounts Receivable system:
 - Next Auto Debit Number
6. To set up default print options for Accounts Payable payments, complete the following fields:
 - Number of Alignment Forms
 - Detail Lines Per Stub

Note

The following fields are not used in OneWorld. They appear on the form for systems where OneWorld and WorldSoftware™ coexist.

- Payments

- Debit Statements
 - Attachments
-

7. Click OK, and then click Cancel.
8. On Work With G/L Bank Accounts, to enter additional bank account information, locate and choose your bank account, and then choose Bank Info from the Row menu.

The screenshot shows the 'Revise Bank Information' window in PeopleSoft. The window has a title bar 'Revise Bank Information' and a toolbar with buttons for OK, Cancel, Form, and Tools. The main area contains several input fields:

- G/L Bank Account: 1.1110.BEAR
- Description: Bear Creek National
- Bank Address Number: 3333
- Bank Transit Number: 578955422
- Bank Account Number: 45-879512
- IBAN: (empty)
- Control Digit: (empty)
- Checking or Savings Account: (marked as a checking account)
- SWIFT Code: (empty)
- Bank Country Code: (empty)
- Float Days: Receivables (empty), Payables (empty)
- Override Supplier Pre-Note Code: (checkbox)

9. On Revise Bank Information, complete the following fields:

- Address Number

This is the bank's address book number.

- Bank Transit Number

You can leave this field blank.

- Bank Account Number

- Control Digit

- Checking or Savings Account

- SWIFT Code

10. To avoid the use of the pre-note code that is assigned to the supplier, verify that the following option is turned on:

- Override Supplier Pre-Note Code

Note

Some payment instruments are hard-coded to produce a paper check if insufficient information is provided, regardless of whether this option is turned on.

11. Complete the following options if you use float days:

- Receivables

This field is used only in Accounts Receivable draft processing.

- Payables

12. Click OK.

13. On Work With G/L Bank Accounts, if you use A/P drafts or BACS, choose BACS Info from the Row menu.

14. On Revise BACS Information, complete the following fields and click OK:

- Bank User Number
- Reference/Roll Number
- Bank Reference Name

15. On Work With G/L Bank Accounts, to enter account information for CTX bank tapes used in A/P payment processing, choose X12 Info from the Form menu.

16. On Work With Bank Account X12 Information, click Add.

17. On Set Up Bank Account X12 Information, complete the following fields and click OK:

- Authorization Info Qualifier
- Authorization Information
- Security Info Qualifier
- Security Information
- Interchange Sender ID
- Interchange Receiver ID
- Application Sender's Code
- Application Receiver's Code

► To delete or revise G/L bank account information

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Information.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Information.

1. On Work With G/L Bank Accounts, click Find to display all bank account records.
2. To delete a bank account record, choose the bank account record and click Delete.
3. On Confirm Delete, click OK.
4. To revise payment information or default print options, choose the bank account record and choose Revise from the Row menu.
5. On Set Up G/L Bank Account, revise any of the fields on the form and click OK.
6. To revise additional bank information, such as the bank transit or account numbers, on Work With G/L Bank Accounts, choose the bank account record and choose Bank Info from the Row menu.
7. On Revise Bank Information, revise any of the fields on the form and click OK.
8. To revise BACS information, on Work With G/L Bank Accounts, choose the bank account record and choose BACS Info from the Row menu.
9. On Revise BACS Information, revise any of the fields on the form and click OK.
10. To revise CTX information, on Work With G/L Bank Accounts, choose X12 Info from the Form menu.
11. On Work With Bank Account X12 Information, click Find, choose the bank account, and click Select.
12. On Set Up Bank Account X12 Information, revise any of the fields on the form and click OK.

► To set up supplier and customer bank account information

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Cross Reference.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

1. On Work With Bank Accounts by Address, click Find to display all bank account information, or complete the following field to limit the display and click Find:
 - Address Number

Note

The system displays records for suppliers and customers only. The system does not display records for record types B, G, or M.

2. To add a new bank account record, click Add.

The screenshot shows a PeopleSoft application window titled "Active Foundation". The main title bar has "PeopleSoft." on the left and navigation links "Portal", "WWWE", "Intranet", "Training" on the right. Below the title bar is a toolbar with icons for "Home", "Help", "Intranet", "Training", and "Logout". A dropdown menu "Select Workspace" is set to "Active Foundation". The main content area is titled "Set Up Bank Accounts By Address". It contains several sections: "Record Type" (with "Supplier" selected), "Bank Information" (including fields for Bank Transit Number, Bank Account Number, Control Digit, IBAN, Description, Checking or Savings Account, SWIFT Code, Reference/Roll Number, Bank Address Number, and Bank Country Code), and standard "OK", "Cancel", "Form", and "Tools" buttons.

3. On Set Up Bank Accounts By Address, complete the following field:

- Address Number

4. To specify the record type, choose one of the following options:

- Supplier
- Customer
- A/R Drafts, Auto Debit
- Auto Receipts Payor

5. Complete the following fields:

- Bank Transit Number

You can leave this field blank.

- Bank Account Number
- Control Digit
- Description
- Checking or Savings Account

- SWIFT Code

The system displays this field only when you choose the option for Supplier.

- Reference/Roll Number

The system displays this field only when you choose the option for Supplier.

Note

Some of the fields are required for specific bank formats in specific countries. Your bank might not require all of this information.

6. Click OK.

► To delete or revise supplier or customer bank account information

Use one of the following navigations:

From the Automatic Payment Setup menu (G04411), choose Bank Account Cross Reference.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross-Reference.

1. On Work With Bank Accounts By Address, complete the following field and click Find:

- Address Number

Note

The system displays all bank account records for suppliers and customers only. The system does not display bank account records for record types B, G, or M.

2. To delete a bank account record, choose the record and choose Delete from the toolbar.
3. On Confirm Delete, click OK.
4. To revise bank account information, choose the bank account that you want to revise and choose Revise from the Row menu.

The system displays either the Set Up Bank Accounts By Address or the Set Up Multiple Vendor Bank Accounts form depending on the record type of the bank account that you choose.

5. Revise any of the fields on the form and click OK.

► To set up bank transit numbers by bank address

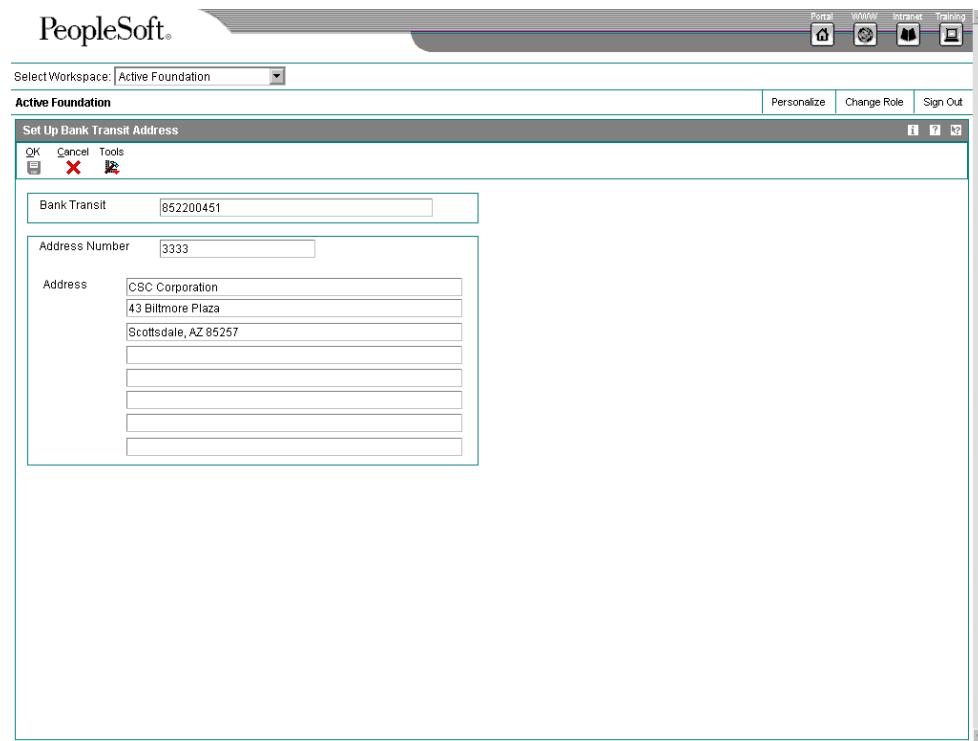
You can associate a bank transit number with a bank's address book number.

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Addresses. Error! Bookmark not defined.Error! Bookmark not defined.

Note

You can also access this form by choosing Bank Transit from the Form menu in the Bank Account Cross Reference program. See the task *To set up supplier and customer bank account information*.

1. On Work With Bank Transit Addresses, click Add.



2. On Set Up Bank Transit Address, complete the following fields and click OK:

- Bank Transit
- Address Number

The system creates a record in the Bank Transit Master table (F0030) with the record type B.

Note

You can revise the address book number that is associated with the bank transit number by locating the bank transit record and choosing Revise from the Row menu. If you need to revise the bank transit number, choose the record and delete it, and then add it again.

Working with Payment Instruments

You can specify various output formats for automatic payments by assigning the programs that generate the formats to user-defined payment instruments. Payment formats can be printed or electronic and can include checks, magnetic tapes, and drafts. You must set up a payment instrument for each payment format that you use.

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

- Payment registers - A printed list of payments.
- Attachments - A printed report that contains the detail information that does not fit on a payment stub.
- Debit statements - A printed list of debit balances. Debit statements list net amounts that can either decrease or clear the amount of a voucher.

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

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

Payment Instrument Codes

You set up payment instrument codes in UDC 00/PY and then use the Set Up Payment Instrument Defaults form to associate payment instruments with each payment instrument code.

Note

You can use any digit or letter as a payment instrument code except for the letters B, C, D, G, and M. These letters are hard-coded for use in the Bank Type Code field and might cause problems if you use them for payment instruments.

You designate a payment instrument code using the Supplier Master program (P04012). When you create payment groups, the system creates a different payment control group for each payment instrument.

If you assign a bank account to a payment instrument, the system uses the payment instrument default, or the combination of the payment instrument and the bank account, to produce payments in a specific default format.

Working with Payment Formats for the United Kingdom

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

Payment formats	Specify the following write programs to generate payment formats for the United Kingdom:
------------------------	--

- P04572B for electronic funds transfer (EFT) in the Bankers Automated Clearing System (BACS) format (tape or diskette)
- P04572U1 for checks in the Association for Payment Clearing Services (APACS) format

Registers	Specify program P04576 to generate payment registers for the United Kingdom.
Attachments	Specify program P04573U as the attachment program to generate the attachments for the BACS EFT format and APACS checks.
Debit statements	Specify program P04574 as the debit statement program to generate the debit statements for the BACS EFT format and APACS checks for the United Kingdom.

Note

All dates, including year 2000 dates, for the BACS table are written in a BYYDDD format according to the standards required by BACS. In this required format, B represents one blank space, YY is the last two digits of the year, and DDD is the Julian date (the number of days that have passed since noon on January 1) in the year.

For example, December 31, 2005, is written to the table as 05365 because December 31 is the 365th day of the year.

See Also

- *Working with the APACS Check Format*

Processing Options for Print Automatic Payments – Cheque – UK (R04572U1)

Payee

1. Enter '1' to print Payee Name above the amount in words. The default of blank will print Payee Name below the amount in words.

Payee Name

2. Enter '1' to print the Payee Name and Address below the amount in words.

Payee Address

Address

3. Enter the override address format. If left blank, the address number's country format will be used.

Address Format ID (FUTURE)

Print

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

Forms Type (FUTURE)

Amount

5. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system code '98', record type 'CT' for program names.) If left blank, the translation program associated with the payment currency code will be used.
-

Program ID

6. Enter '1' to print the amount in words in one string (X00500U). The default of blank will print the words in separate boxes (X00500U1).

String or Boxes

Processing Options for Create A/P Bank Tape – BACS – UK (R04572B)

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'.

File ID

BACS

1. Enter your six-digit BACS Bureau Number.

BACS Bureau Number

2. Enter the currency code that represents the EURO currency in your system.

Tape

1. Enter the following default values:

Device Name

Remittance

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

Address Format ID (FUTURE)

Processing Options for Print A/P Payment Attachment – UK (R04573U)

Purchase Order

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

Invoice or Purchase ORder

Print Option

2. 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.

Employee (History and Turnover)

Remark

Working with the APACS Check Format

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

You can use J.D. Edwards localized software to print checks that are formatted to APACS standards. As required by APACS, when you use the localized Print Automatic Payments - Cheque - UK (R04572U1), you can use processing options to specify:

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

- The translation program that you want the system to use to print the amount in words

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

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

Technical Considerations

When you write APACS checks, verify that processing option 6 matches the translation program that you select in processing option 5 of the Print Automatic Payments - Cheque - UK (R04572U1).

You can select from the following translation programs:

- X00500U1 - prints numeric values as words in boxes
- X00500U - prints numeric values as words in a string

For example, if you specify a version of R04572U1, such as ZJDE0001, that prints the check amount in boxes (processing option 6 is blank), enter translation program X00500U1 in processing option 5. Similarly, if you specify a version of R04572U1, such as ZJDE0002, that prints the check amount in a string (processing option 6 is 1), enter translation program X00500U in processing option 5.

Example 1: APACS Check Format

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

```

*
*VOID  *VOID  *VOID  *VOID  *VOID  *VOID  *VOID  *****
*****          *****          *****          *****          *****
          John Smith Ltd           12/12/00
          1 River Walk             4400
          Garden Terrace           987
          Priory Street            1 of 1
          London WC1 SJJ           117.50
                                     117.50
                                     12/12/00
                                     *****117-50**


060698  3545      PV      2471
*****  *****  *****  *****  ONE   ONE   SEVEN
          John Smith Ltd*****
```

Example 2: APACS Check Format

In the following example, the processing options are set to print the payee's name and address below the amount that is in words, and also print the payee's name above the amount:

```
*                                         ****
*VOID  *VOID  *VOID  *VOID  *VOID  *VOID  *VOID  ****
                                         ****
John Smith Ltd                                12/12/00
1 River Walk                                     4400
Garden Terrace
Priory Street
London WC1 5JJ                                     991
                                         1 of 1
060698  4545      PV    2472                      117.50
                                         117.50
John Smith Ltd*****ONE   ONE   SEVEN           12/12/00
***** ***** ***** ***** ***** ***** ***** ***** ***** *****117-50**
John Smith Ltd*****ONE   ONE   SEVEN           12/12/00
1 River Walk                                     4400
Garden Terrace
Priory Street
London WC1 5JJ                                     993
                                         1 of 1
117.50
117.50
12/12/00
*****
*
```

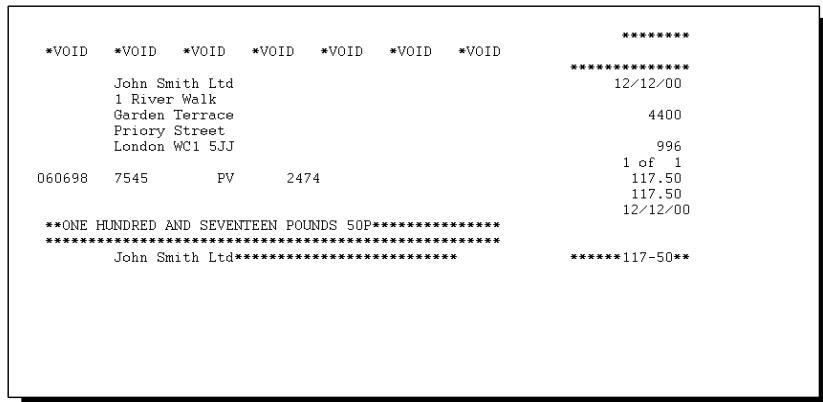
Example 3: APACS Check Format

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

```
*                                         ****
*VOID  *VOID  *VOID  *VOID  *VOID  *VOID  *VOID  ****
                                         ****
John Smith Ltd                                12/12/00
1 River Walk                                     4400
Garden Terrace
Priory Street
London WC1 5JJ                                     993
                                         1 of 1
060698  6545      PV    2473                      117.50
                                         117.50
12/12/00
***** ***** ***** ***** ***** ***** ***** ***** ***** *****117-50**
John Smith Ltd*****ONE   ONE   SEVEN           12/12/00
John Smith Ltd*****ONE   ONE   SEVEN           12/12/00
1 River Walk                                     4400
Garden Terrace
Priory Street
London WC1 5JJ                                     993
                                         1 of 1
117.50
117.50
12/12/00
*****
*
```

Example 4: APACS Check Format

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



See Also

- Setting Up Payment Instruments*

Setting Up Payment Instruments

Payment instruments can be checks, tapes, drafts, BACS (Bank Automated Clearing System), and so on. You must define the payment instruments that your business uses. Clients outside the U.S. must set up payment instruments that are country-specific for their automatic payments. You control the format of each payment instrument by choosing programs that produce each component of a payment. These components include:

- Payments. This is the printed copy or tape table for the payment.
- Payment registers. This is the printed list of payments.
- Attachments. This is a printed report that contains the detail information that does not fit on a payment stub.
- Debit statements. This is a printed list of debit balances that indicates you have overpaid a supplier. It shows net amounts that are either a credit or that zero out a voucher.

See Also

- Creating Payment Groups* for more information about the payment process

Before You Begin

- Determine what payment instruments you use.
- Set up additional codes in UDC 00/PY for payment instruments, if necessary.

► To assign programs to a payment instrument

The Payment Instrument Defaults program includes all of the default programs associated with each component. The data is stored in the A/P Payments - Default Print and Update table (F0417).

You assign a program number to each component of a payment instrument. For example, you could assign program P04573 (for print standard attachments) to the attachments component of a payment instrument. The system accesses this program and, based on the program number, produces the appropriate type of attachment.

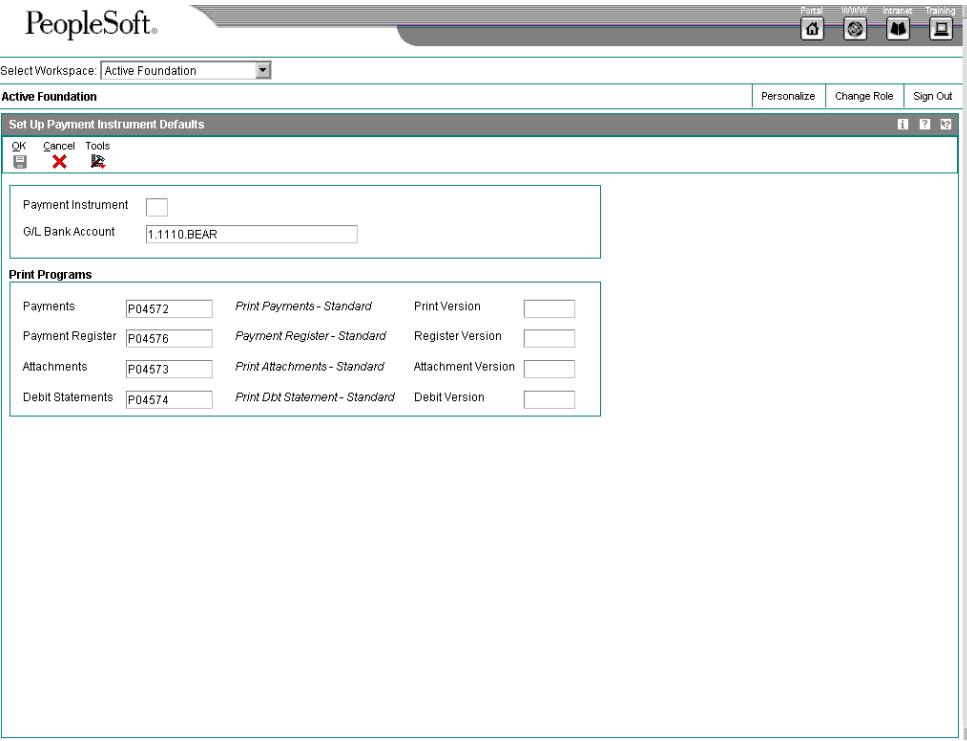
You are not limited to using the preassigned programs for each payment instrument. For example, if the default of blank for your company is to print a check that is in a Canadian format, you can change the payment print program from the Auto Payments Write/Reset program (P04572) to the Print Automatic Payments - Check - Canada report (R04572C).

A debit statement is another type of payment instrument and is used to notify suppliers when you have overpaid them. By assigning a program to the debit statement component, you can print a separate debit statement form with a payment. A debit statement is automatically generated if debit memos and open vouchers for a supplier net to zero. The system assigns a debit statement number as the payment number for the payment record, clears the open amounts of all records, and changes the pay status to paid.

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

From the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults.

1. On Work With Payment Instrument Defaults, click Find to display payment instruments.
2. Choose the payment instrument and click Select.

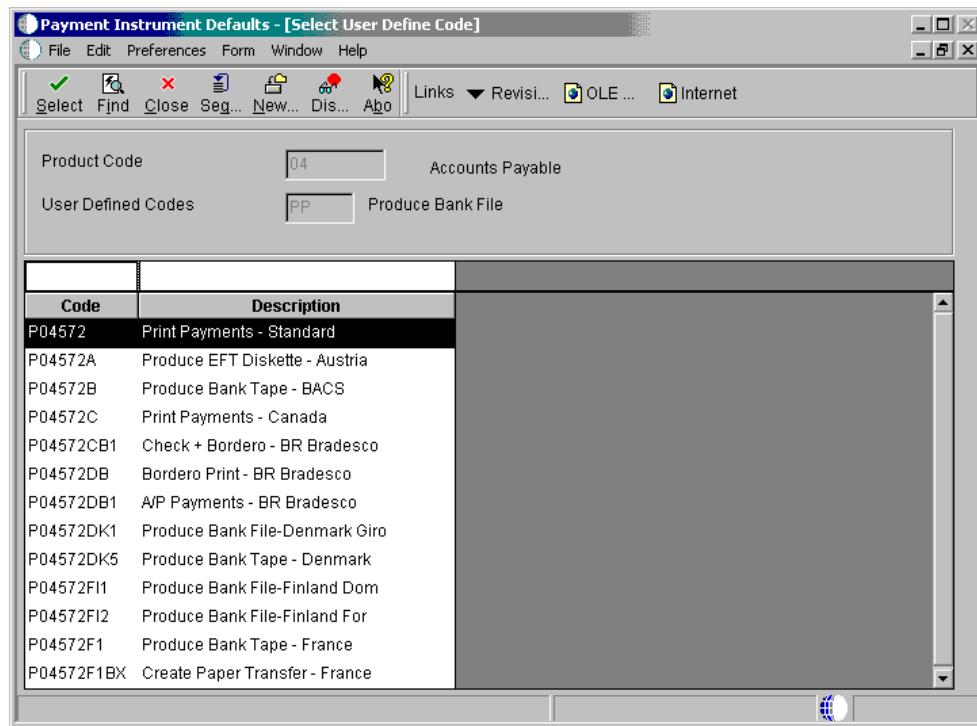


3. On Set Up Payment Instrument Defaults, enter a program number in the following fields:
 - Payments
 - Payment Register
 - Attachments
 - Debit Statements

Even if you do not want to use debit statements, you should enter a value or the system returns an error message.

To prevent a debit balance from generating a debit statement, do the following:

 - During the automatic payment process, set the minimum amount in the amount range to the lowest nonzero currency unit in the processing options for Create Payment Control Groups (for example, .01).
4. To select from a list of available program numbers, click the corresponding field and then click the Search button to access Select User Defined Code.



5. On Select User Define Code, perform one of the following actions:
 - Choose the appropriate program for the payment instrument and click Select
 - Click Revisions to add a program to the user defined list, and then assign the program number to the payment instrument

The system returns to Set Up Payment Instrument Defaults, where you can verify the program number.
6. Click OK.

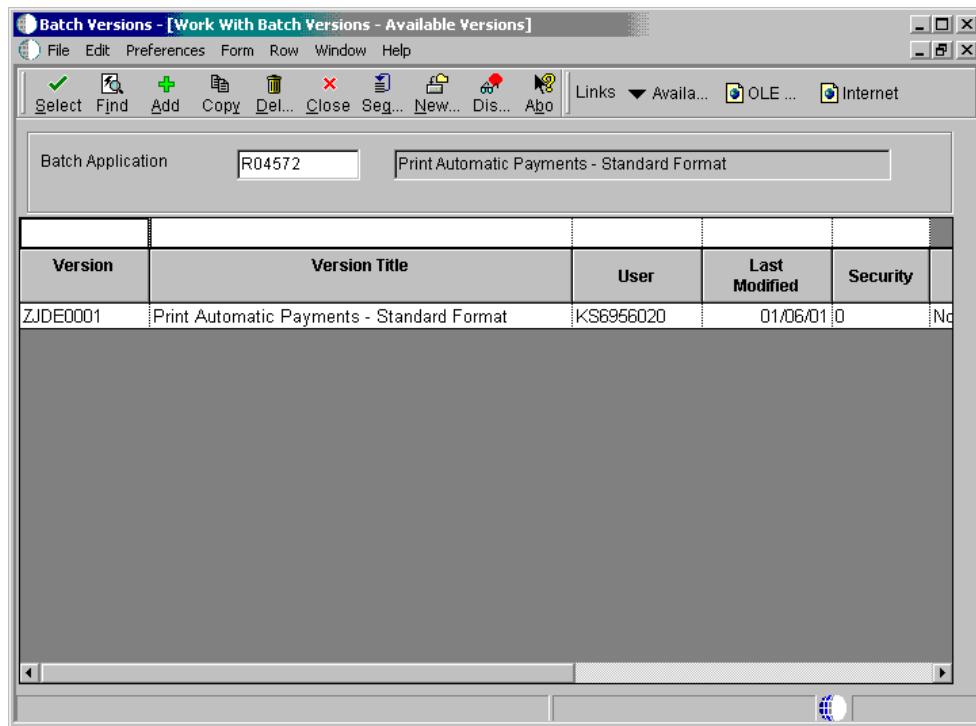
► To revise processing options for payment instrument formats

Some of the programs associated with a payment instrument have processing options that further define the format of each component of a payment instrument. Review and, if necessary, revise these processing options before using each program.

The payment instrument formats use the Rxxxx convention (where xxxx equals the program number), whereas the program format used in the payment instrument defaults is Pxxxx. For example, to access the format for P04572, the standard print payment format, you enter R04572 in the Batch Application field, and click Find.

On the System Administration Tools menu (GH9011), choose Batch Versions.

1. On Work With Batch Versions - Available Versions, enter the program number in the following field and click Find:
 - Batch Application



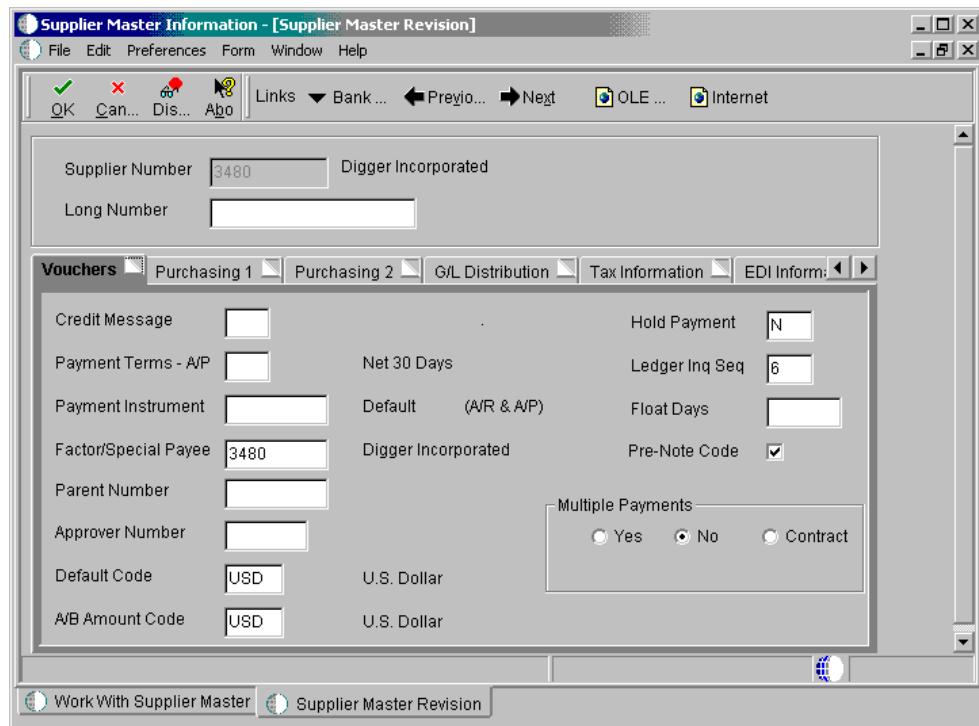
2. Choose the version.
3. From the Row menu, choose Processing Options.
4. Revise the processing options, as necessary.

► To assign a payment instrument to a supplier

When you print payments, the system uses the payment instrument assigned to the voucher. 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. The system uses the payment instrument assigned to the supplier, unless you override it when you enter a voucher.

From the Supplier & Voucher Entry menu (G0411), choose Supplier Master Information.

1. On Work With Supplier Master, locate and choose the supplier.
2. Click Select.



3. On Supplier Master Revision, click the Vouchers tab and complete the following field:
 - Payment Instrument
4. You can also select the following optional box:
 - Pre-Note Code
5. Click OK.

To assign or change a payment instrument associated with vouchers entered previously, use Speed Status Change. See Revising Vouchers in *Preparing Vouchers for Automatic Payments*.

Processing Options for Payment Instruments

The following subsections include processing options for the payment instrument formats.

Processing Options for A/P Print Payments – Standard Format

Translation

1. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system '98', record type 'CT' for program names.) If left blank, the translation program associated with the payment currency will be used.

Translation Program

Address

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

Address Format (FUTURE)

Payment

1. Enter a Y if you would like to print the company name and address on the payment. If left blank, no

company information will print.

Company Name

2. 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.

Payee Name

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

Purchase Order

4. 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.

Alternate Stub Information

Print

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

Form Type (FUTURE)

Processing Options for A/P Print Payments – Draft

Address

1. Enter an override address format. If left blank, the address number's country format will be used.

Address Format (FUTURE)

Payment

1. 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

Print Information

Print

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

Form Type (FUTURE)

Processing Options for A/P Print Payments – CTX

EFT

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

File ID Modifier

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.

Tax Authority 4

Tape Payment Detail Description

EFT(more)

1. 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 Identification #, '3' = Data Universal Numbering System, '9' = User Assigned #.

Identification Code Designator

2. 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.

Discretionary Data

PRINT

1. Enter the payment print program to use if the pre-note status is set to 'P', requiring a payment print.

Print Program

TAPE

1. Enter the following defaults values:

Device Name

Tape Density

Label Name

Block Size
New Volume Name
TAPE (more)
New Owner ID
File Name

Processing Options for A/P Print Payments – Subcontract

Translation

1. Enter the program name to translate payment amount 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.

Translation Program

Address

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

Address

Payment

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.

Company Name

Print

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

Form Type

See Also

- Localization guides for country-specific formats

Creating Payment Groups

From the Automatic Payment Processing menu (G0413), choose Create Payment Control Groups.

After you have processed your vouchers, you can prepare to write your payments. Before you write payments, you must create payment groups to organize vouchers that can be paid together. For example, you can organize vouchers by bank account and payment instrument in separate groups. Then the vouchers can be paid with the proper check stock. You use the payment groups when you review and write payments.

Create Payment Control Groups is a batch process that you run 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

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.

When you create payment groups, the system:

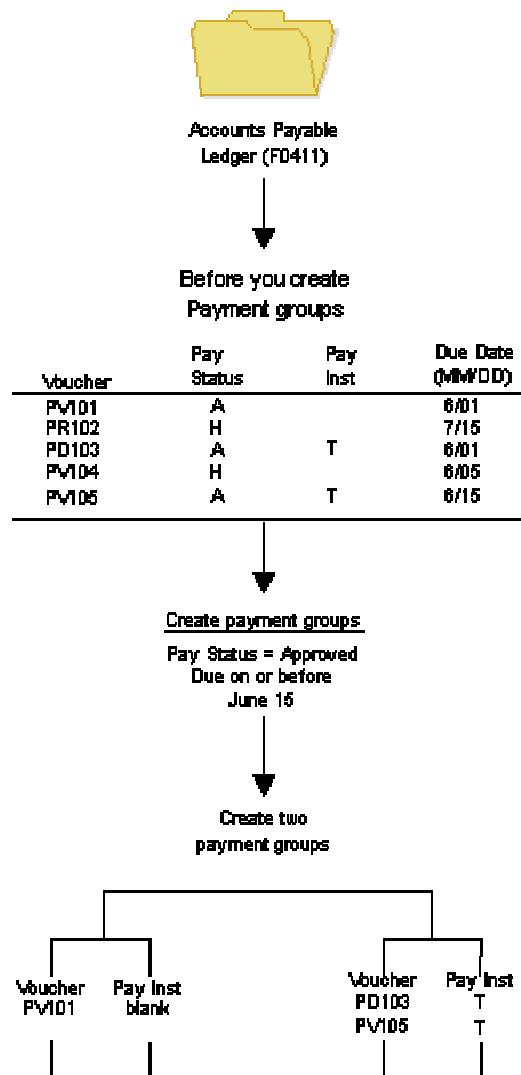
1. Selects vouchers with a pay status of A (approved) and a due date that is less than or equal to the specified pay through date.
2. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
 - Bank account
 - Payment instrument
 - Business unit (optional)
 - Company (optional)

After the system creates payment groups, each group also has the following information in common:

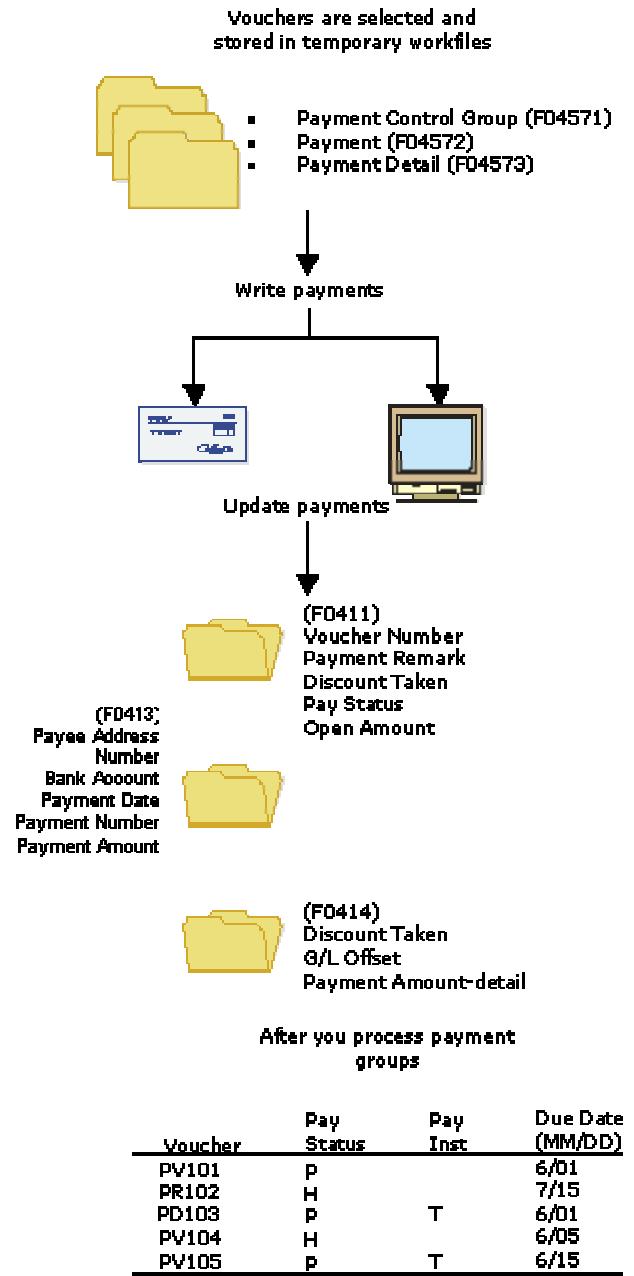
- Version ID
 - User
 - Creation date
 - Output queue
3. Assigns each payment group a "next status" of WRT (write).
 4. Changes the pay status of selected vouchers from A to # (payment in-process).
 5. Creates the following worktables to use in writing payments:
 - A/P Payment Processing - Header File table (F04571). Contains a single header record for each payment group with information about that group of payments.
 - A/P Payment Processing - Summary File 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. This information is the basis for the Accounts Payable - Matching Document table (F0413).
 - A/P Payment Processing - Detail File 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 used to update the A/P ledger. This information is the basis for the Accounts Payable Matching Document Detail table (F0414).
 6. Prints a Create Payment Control Groups report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total. Examples of error messages include:
 - Hold payment code active
 - Supplier master information missing
 - Amount under payment limit

The following graphics show the process for creating payment groups:

Creating Payment Groups



Working With Payment Groups



See Also

- R04570, Create Payment Control Groups in the Reports Guide for a report sample

Before You Begin

- Verify that you set up suppliers with the correct payment instrument.

- 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.
- Calculate withholding, or set the processing options for this program to automatically calculate withholding.

Processing Options for Create Payment Groups (R04570)

Dates Tab

These processing options allow you to customize payment and discount dates of payment groups. If you leave the Pay Through Date processing blank and the Displacement Days processing option is zero, the system date is used for the Pay Through Date.

1. Pay Through Date

Use this processing option to specify a due date through which you want to create a group of vouchers for payment. For example, if you want to create a payment group consisting of vouchers with due dates through March 15, 2005, enter 03/15/05. The system creates a payment group consisting of vouchers with due dates on or before March 15, 2005. Enter the date in this processing option, or leave the processing option blank to select vouchers by Displacement Days.

Note: If you leave the Pay Through Date field blank and the Displacement Days processing option as zero, the system date is used for the Pay Through Date.

2. Displacement Days

Use this processing option to specify the number of days from today's date through which you want to create a group of vouchers for payment. For example, if today's date is March 10, and you specify three displacement days, the system includes vouchers with due dates through March 13 in the payment group. Enter the number of days in this processing option, or leave as zero to use the system date as the Pay Through Date.

3. Discount Cutoff Date

Use this processing option to enter the final date that you are allowed to take a discount. Pay items with a due date prior to the date you enter are not eligible for discounts, so the system sets the discount amounts of these pay items to zero. If this processing option is blank, the program takes all discounts currently available for the selected pay items.

Amounts Tab

These processing options specify payment ranges, currency, and payment range exceptions.

Note

The minimum and maximum amounts here refer to payment amounts, not voucher amounts. Use data selection to control the maximum and minimum amounts of the vouchers to be selected.

1. Payment Amount Range

Maximum

Use this processing option to specify the maximum amount in a range of payment amounts to use for selecting a group of vouchers. The amount cannot be zero.

Note: Do not include symbols to indicate currency. Specify currency in the Currency Code for Range Amounts processing option.

Minimum

Use this processing option to specify the minimum amount in a range of payment amounts to use for selecting a group of vouchers. The amount cannot be zero. To prevent the system from generating a debit statement (negative or zero payment totals) enter the lowest currency unit. For example, use .01 for CAD or USD.

Note: Do not include symbols to indicate currency. Specify currency in the Currency Code for Range Amounts processing option.

2. Currency Code for Range Amounts

Use this processing option to enter a code that specifies the currency for the values you entered in the Payment Amount Range processing option fields. If necessary, the system converts these amounts to the payment currency of each payment control group. For example, if you enter ranges of 100 to 5000 in USD, the system converts those USD amounts to EUR for a EUR payment group, to GBP for a GBP payment group, and so on. The conversion allows for the correct minimum and maximum comparisons for all payment groups created each time you run this program.

NOTE: The currency code is relevant only if currency conversion is turned on for your system.

3. Payment Instruments for Range Exceptions

Minimum Payment Instrument

Use this processing option to assign payment instruments to vouchers that are not included in the amount range you specify in the Payment Amount Range processing option.

- o Minimum Payment Instrument - A payment instrument that you want to assign to vouchers that have an amount less than the minimum amount range you specify in the Payment Amount Range processing option.

NOTE: You set up payment instruments on user defined code table 00/PY. You must also set up payment instruments defaults. On the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults (P0417).

Maximum Payment Instrument

Use this processing option to assign payment instruments to vouchers that are not included in the amount range you specify in the Payment Amount Range processing option.

- o Maximum Payment Instrument - A payment instrument that you want to assign to vouchers that have an amount more than the maximum amount range you specify in the Payment Amount Range processing option.

NOTE: You set up payment instruments on user defined code table 00/PY. You must also set up payment instruments defaults. On the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults (P0417).

Printing Tab

These processing options allow you to customize various printing options for payment groups.

1. Sequence ID

Use this processing option to determine the order that the program processes and prints the A/P payments by entering a sequence ID.

Sequence IDs are user defined. To set up and define sequence IDs, choose Payment Sequence from the Automatic Payment Setup menu (G04411).

NOTE: You cannot leave this processing option blank.

2. Print Attachments

Use this processing option to specify whether to print attachments with the payment. For example, you might want to print an attachment when the payment detail information will not fit on the pay stub. Only 99 pay stubs can print per payment, and each pay stub can print 10 detail lines.

Valid values are:

Blank No, do not print attachments.

1 Yes, print attachments.

NOTE: If you leave this option blank and you have more than 99 pay stubs, two or more payments will print. However, if you enter 1, a single payment will print with one pay stub referring to the attachment. The attachment will print all pay items.

Before using this processing option, you must assign an attachments program to your payment instrument. From the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults, and then choose the payment instrument and click Select. On Set Up Payment Instrument Defaults, you can enter a program number in the Attachments field to specify the attachment program you want the payment instrument to use. The default attachment program is R04573.

3. G/L Bank Account

Use this processing option to specify a bank account that you want the system to use instead of the bank account that is assigned to the voucher pay item when the voucher is entered.

To specify a G/L bank account, enter its short account ID. The short account ID is an eight-digit alphanumeric field that does not allow any special characters. Therefore, if you identify a short account ID in the General Accounting Constants by attaching a special character to it, you do not include the special character in this field.

If the short account ID does not use eight digits, whatever digits are unused must be filled with zeros. For example, if the short account ID for the bank account you want to use is 108, enter the number as 00000108. If you use the visual assist to choose the bank account, the system enters the number into the field correctly.

If the intercompany settlements constant is set to N, and you specify a G/L override bank account in this field, the system compares each voucher's company to the company of the override G/L bank account. If the voucher company is not the same as the company of the override G/L bank account, the system does not include that voucher in the payment group.

Before you can enter a G/L bank account in this field, you must set up the account on your system. To set up G/L bank accounts, choose Bank Account Information from the Automatic Payment Setup menu (G04411).

If you use multicurrency, consider the following guidelines when using this processing option:

- o If the bank account is a monetary account, it must have the same currency as either the domestic or foreign currency of the voucher.
- o If the bank account is a non-monetary account, its company currency must be the same as the domestic currency of the voucher.

4. Payment Currency

Use this processing option to specify the currency method that the program uses for payment.

Valid values are:

Blank You pay in the currency of the G/L bank account. For monetary accounts, this is the currency assigned to the G/L bank account in the Account Master table (F0901). For nonmonetary accounts, this is the currency assigned to the company in which the business unit of the G/L bank account resides. For example, the currency associated with the G/L bank account 1.1110.BEAR is U.S. dollars (USD) because business unit 1 belongs to company 00001 whose currency is USD. If you enter vouchers in the euro dollar (EUR) for company 00001, you can either pay the vouchers from the monetary bank account in EUR, or you can pay them from a bank account that belongs to a company whose base currency is USD.

- 1 You pay the domestic amount of the voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the voucher is paid in USD.
- 2 You pay the foreign amount of the voucher in the foreign currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the vouchers are paid in EUR. Vouchers that do not have a foreign currency are paid in the domestic currency.
- 3 You pay the current domestic amount of a foreign voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the foreign amount is converted to the current domestic amount based on today's effective exchange rate, and the voucher is paid in USD.

-
- 4 You pay the voucher in an alternate currency that is neither the domestic amount nor foreign currency of the voucher. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, but you want to pay the voucher in Canadian dollars (CAD), the voucher is paid in the alternate currency (CAD). Designate the payment currency in processing option 5.

Exchange Rate Notes

Later in the automatic payment process, the system calculates a gain or loss if the exchange rate of the voucher is different from the exchange rate of the payment.

When you make payments in the current domestic currency, the Create Payment Groups program calculates the domestic amounts being paid using the exchange rate effective that day. This may be different than the exchange rate effective when you actually make the payment.

5. Alternate Currency Code

Use this processing option to enter the code for the alternate currency amount. You enter a value in this processing option only if you specified 4 in the Payment Currency processing option.

6. Prepayment Selection

Use this processing option to indicate whether you want to include negative prepayment items in the payment group.

Valid values are:

Blank Do not include negative prepayment items.

1 Include negative prepayment items.

Process By Tab

These processing options specify the categories by which the system groups payments.

1. Company

Use this processing option to specify whether to create separate payments based on company.

Valid values are:

Blank No

1 Yes

2. Due Date

Use this processing option to specify whether to create separate payments based on due date.

Valid values are:

Blank No

1 Yes

3. Payee

Use this processing option to specify whether to create payments based on payee, regardless of the supplier.

Valid values are:

Blank No

1 Yes

For example, the following table illustrates one possible voucher, supplier, and payee combination:

Voucher 1, Supplier 1001, Payee 1001

Voucher 2, Supplier 1001, Payee 1002

Voucher 3, Supplier 1001, Payee 1002

Voucher 4, Supplier 1002, Payee 1002

Voucher 5, Supplier 1003, Payee 1001

If you leave the Payee processing option blank, the system generates four payments, based on the payee, then supplier:

- o Payee 1001: Supplier 1001, Voucher 1
- o Payee 1001: Supplier 1003, Voucher 5
- o Payee 1002: Supplier 1001, Vouchers 2 and 3
- o Payee 1002: Supplier 1002, Voucher 4

If you set the Payee processing option to 1, you have two payments based only on the payee:

- o Payee 1001: Supplier 1001, Voucher 1, and Supplier 1003, Voucher 5
- o Payee 1002: Supplier 1001, Vouchers 2 and 3, and Supplier 1002, Voucher 4

4. Business Unit

Use this processing option to specify whether to create separate payment control groups by business unit.

Valid values are:

Blank No

1 Yes

Summarize Tab

These processing options allow you to customize the information that appears on the payment stub.

1. Summarized Pay Item

Use this processing option to specify whether to summarize pay items within a document on the pay stub or attachment.

Valid values are:

Blank No

1 Yes

2. Summary Description

Use this processing option to specify the information that appears in the Description field on the pay stub.

Valid values are:

Blank The generic description Invoice Summary appears on the pay stub.

1 The remark from the first pay item appears on the pay stub.

Report Tab

These processing options specify the information that will appear on the report. To produce separate payments by job, the Statement Number field (CTL) must be included in the sort sequence.

1. Print Mailing Address

Use this processing option to specify whether the mailing address for each payee appears on the report.

Valid values are:

Blank No

1 Yes

2. Print Contract Number

Use this processing option to specify whether the contract number appears on the report.

Valid values are:

Blank No

1 Yes

NOTE: To produce separate payments by job, the Statement Number field (CTL) must be included in the sort sequence. See DEMO version XJDE0007 for an example of the sort sequence, or copy DEMO version XJDE0007 and use it as a basis for your report.

3. Print Job Number

Use this processing option to specify whether the job number appears on the report.

Valid values are:

Blank No

1 Yes

NOTE: To produce separate payments by job, the Statement Number field (CTL) must be included in the sort sequence. See DEMO version XJDE0007 for an example of the sort sequence, or copy DEMO version XJDE0007 and use it as a basis for your report.

Bank Tape Tab

These processing options specify the bank information that prints on the report.

1. Print Bank Tape Information

Use this processing option to specify whether bank tape information appears on the edit report.

Valid values are:

Blank No

1 Yes

2. Payee Bank Account Error

Use this processing option to specify whether the program issues an error when bank account information does not exist for the payee.

Valid values are:

Blank Do not issue an error.

1 Issue an error.

3. Bank Account X12 Information Error

Use this processing option to specify whether the program issues an error when X12 information does not exist for the G/L bank account.

Valid values are:

Blank Do not issue an error.

1 Issue an error.

Withholding Tab

These processing options specify whether to submit the Calculate Withholding program before you create payment control groups.

1. Calculate Withholding

Use this processing option to specify whether to submit the Calculate Withholding program prior to creating payment control groups.

Blank No

1 Yes

2. Program Version

Use this processing option to specify the version number of the Calculate Withholding program. You must specify a version number if you enter 1 in the Calculate Withholding processing option.

Blank Version number ZJDE0001 (default)

Or, enter the specific program version number

Data Sequence for Create Payment Control Groups

The data sequence for this program is set to create separate payments by payee. Any changes to this sequencing results in payments by voucher instead of payments by payee. Selecting the Multiple Payments option on the Supplier Master Revision form does not override the payee sequencing.

The sequence for Create Payment Control Groups must be as follows:

- G/L Bank Account
- Payment Instrument
- Check Routing Code

This sequence must be used to produce payments that are grouped properly.

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

When you work with payment groups, you work with pay items that are at one of the following statuses:

Write The pay item is ready to be written.

Update The payment has been written and is ready to be updated in the Account Ledger table (F0411).

When pay items in a payment group are at a status of *write* or *update*, you might need to perform one of the following actions:

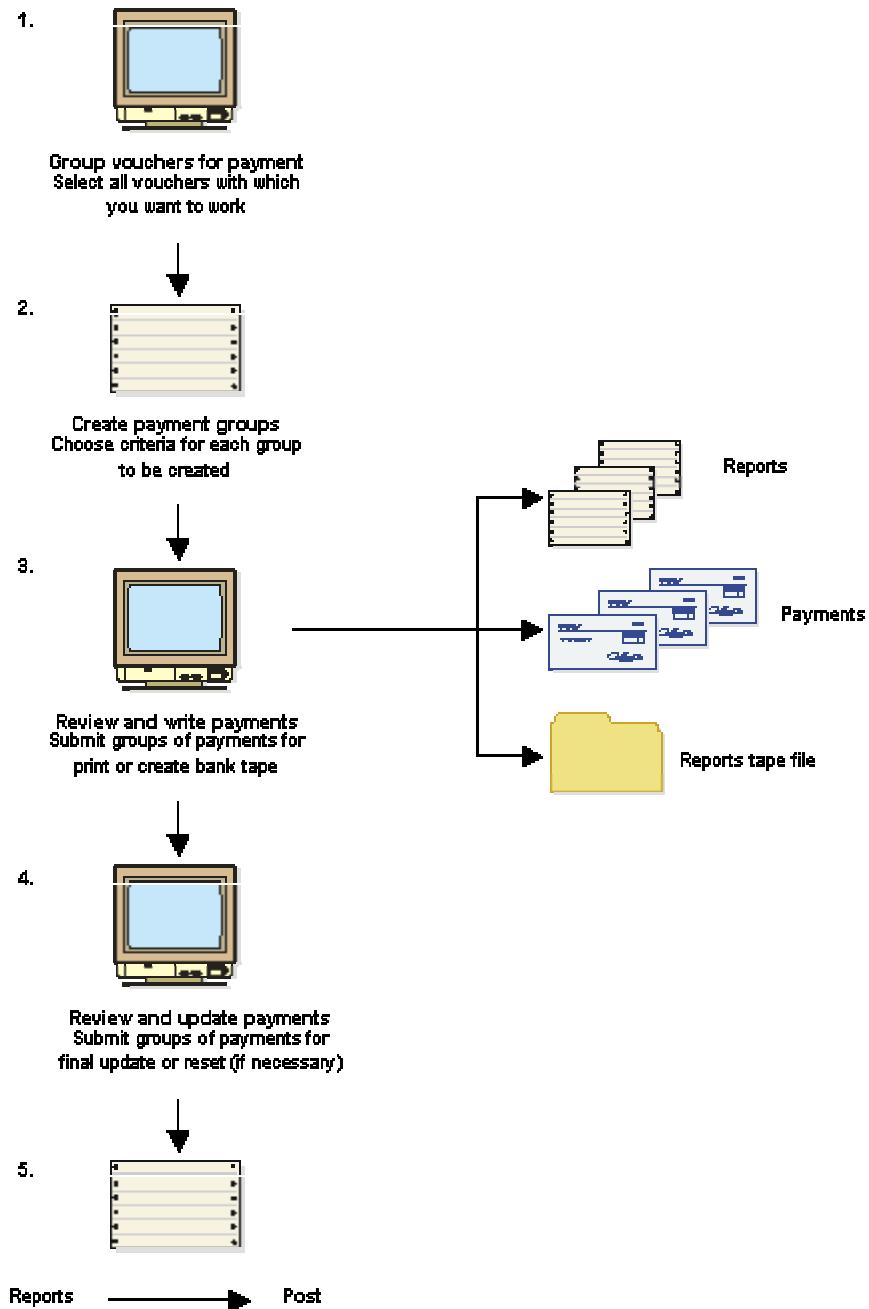
Undo Undo means to remove a pay item from the payment group. You can undo pay items, regardless of whether they are at a status of write or update. In either case, the pay item returns to an open voucher with a status of approved.

Reset Reset means to return a pay item to the previous step in the payment process.

If the status of the pay item is update and you reset it, the pay item returns to a pay status of write.

The following graphic shows the primary steps for processing payment groups. The current chapter documents steps 3 and 4.

Payment Process Overview



Printing the Payment Analysis Report

From the Automatic Payment Processing menu (G0413), choose 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.

See Also

- R04578, Payment Analysis* in the *Reports Guide* for a report sample

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

Reviewing Payment Groups

When you review payment groups, you can display groups based on a next status of write, update, or both. For example, you might want to review all payment groups that are ready to be written (next status of WRT). Optionally, you can review payments assigned to a specific bank account or payments that meet a number of additional search criteria.

This program displays information from the A/P Payment Processing - Header File table (F04571).

► To review a payment group

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, click one or both of the following options:

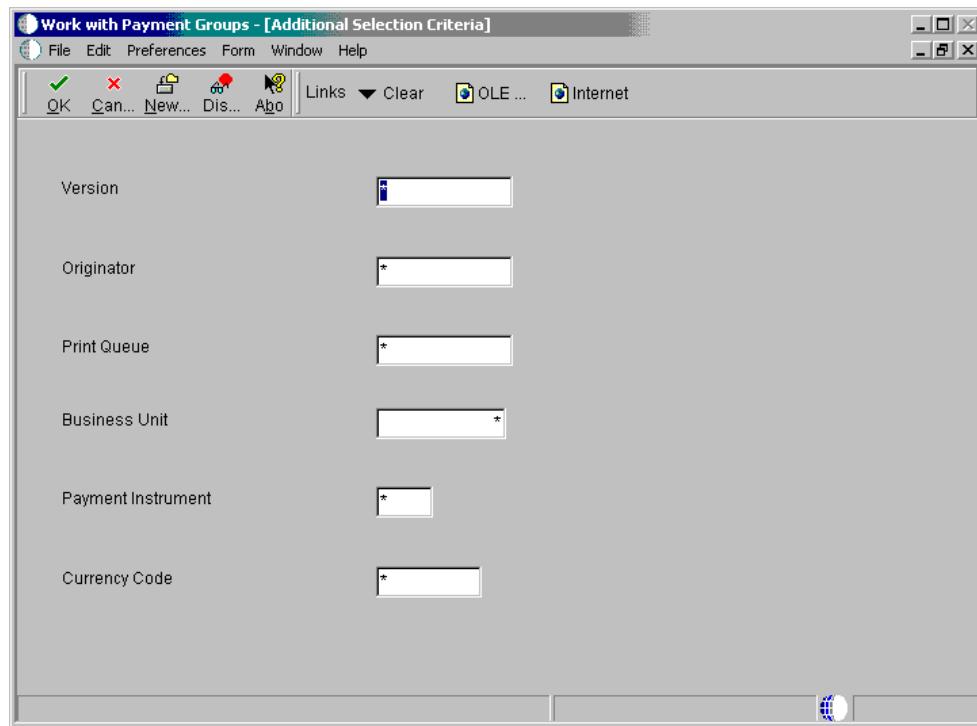
- Write Status
- Update Status

2. To further limit your search, complete the following field:

- Bank Account

3. Click Find.

4. For additional search criteria, choose Added Selection from the Form menu.



5. On Additional Selection Criteria, complete any of the following fields and click OK:
 - Version
 - Originator
 - Print Queue
 - Business Unit
 - Payment Instrument

An alternative to entering a value in a field on Additional Selection Criteria is to preset the value in a processing option. For example, if you want to review only those vouchers for business unit 100, you can preset that value in a processing option. This is particularly useful if you routinely review vouchers that meet certain search criteria.

6. To view the detailed information for a single payment group, select the payment group on Work With Payment Groups.
7. Choose Detail from the Row menu.

The Payment Group Detail form shows the same detailed information for the single payment group that appears on Work With Payment Groups.

Reviewing Payments with a Write Status

Before you write payments, you can do the following:

- Review payment and voucher information (write status)
- Review payment summary information (write status)

The payment group programs display information from the following temporary worktables:

- A/P Payment Processing - Header File (F04571)
- A/P Payment Processing - Summary File (F04572)

► To review payment and voucher information (write status)

You can review the payment and voucher information for a specific payment group before you write a payment. For example, you might want to verify that the correct bank account was assigned to a payment group or that a specific voucher is included in a payment.

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, click the following option and click Find:

- Write Status

2. Choose a payment group and click Select.

The screenshot shows the PeopleSoft interface for managing payment groups. The top navigation bar includes links for Portal, Webtier, Intranet, and Training. The workspace is set to "Active Foundation". The main title is "Work With Payment Group - Write Status". The header includes standard toolbar buttons like Select, Find, Close, Regional Info, Form, Row, and Tools. Below the header, there are input fields for Bank Account (1.1110.BEAR), Version (TR0002), Total Amount (13,123.00), Number of Payments (2), and Currency (USD). A grid table displays two payment records:

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total	Company	Bank Transit
<input type="checkbox"/> 1001	Edwards, J.D. & Company	5,500.00			1 00001	111255000	
<input type="checkbox"/> 4344	Universal Incorporated	7,623.00	77.00		1 00001	107004381	

3. On Work With Payment Group - Write Status, choose a payee and click Select.

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Work With Payment Detail

Payee: 4344 Universal Incorporated
 Bank Account: 1.1110.BEAR Bear Creek National Bank
 Payment Amount: 7,823.00 Currency: USD

Document Number	Doc Type	Doc Co	Pay Item	Payment Amount	Discount Taken	Invoice Number
<input type="checkbox"/> 1571 PV	00001	001		2,673.00	27.00	C375
<input type="checkbox"/> 1572 PV	00001	001		4,950.00	50.00	C741

4. On Work With Payment Detail, choose a voucher and click Select to review voucher information associated with a payment.

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Payment Detail

Document No/Ty/Co: 1571 PV 00001
 Pay Item: 001
 Supplier Number: 4344 Universal Incorporated
 Remark: Advertising Expense
 Invoice Number: C375
 Invoice Date: 05/10/05 Due Date: 05/20/05
 Company: 00001 FinancialDistribution Company

Payment Amount: 2,673.00	Currency: USD
Discount Taken: 27.00	

The Payment Detail form shows the voucher information associated with a payment.

► To review payment summary information (write status)

When you review payments within a payment group, you can review the summary information for each payment before you actually write the payment.

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, click the following option and click Find:
 - Write Status
2. Choose a payment group and click Select.
3. On Work With Payment Group - Write Status, choose the payee that you want to review.
4. From the Row menu, choose Detail.

The screenshot shows a J.D. Edwards application window titled "Work with Payment Groups - Payment Header Detail - Write Status". The window is part of the "Active Foundation" workspace. At the top, there are buttons for "Cancel", "Tools", and "Help". The main area contains a form with the following fields:

Payee Number	1001	J.D. Edwards & Company	
Payment Amount	5,500.00	Currency	USD
Discount Taken		Stub Total	1
Bank Transit	111255000		
Value Date			
Company	00001	FinancialDistribution Company	

Reviewing Payments with an Update Status

Before you update the payments that you have written, you can review them. To do so, complete either of the following tasks:

- Review payment information (update status)
- Review payment summary information (update status)

You can reset a payment group that is at update status and rewrite your payments, if necessary. When you reset written payments in an update status (UPD), you return them to a status of write (WRT). See [Resetting Payment Processing](#).

The payment group programs display information from the following worktables:

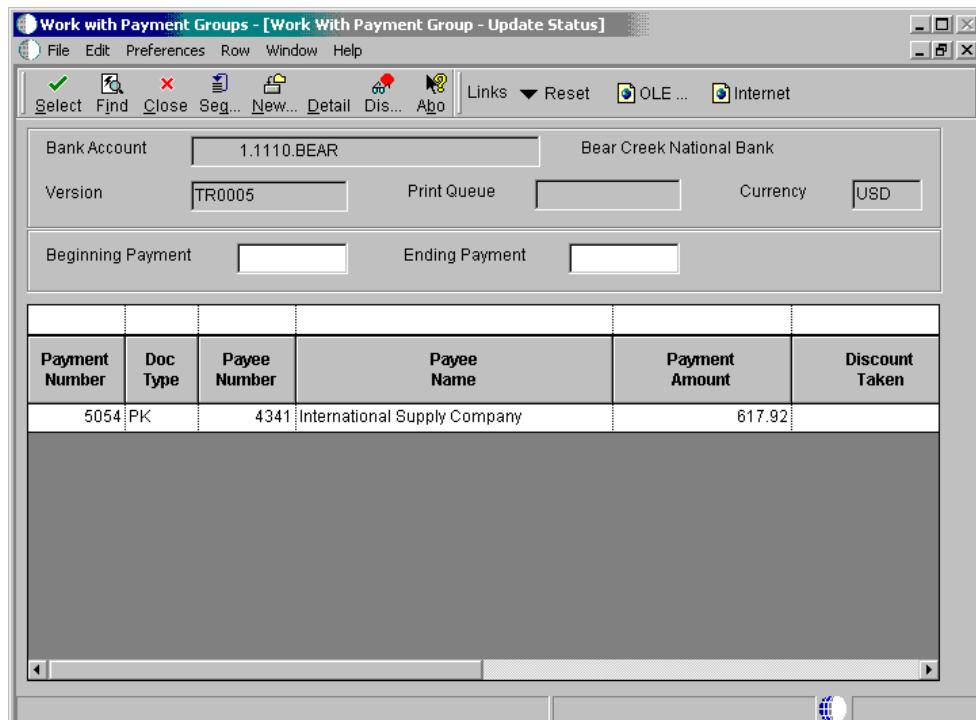
- A/P Payment Processing - Header File (F04571)
- A/P Payment Processing - Summary File (F04572)

► To review payment information (update status)

You can review payment information for a specific payment group before you update the payment.

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, click the following option and click Find:
 - Update Status
2. Choose a payment group and click Select.

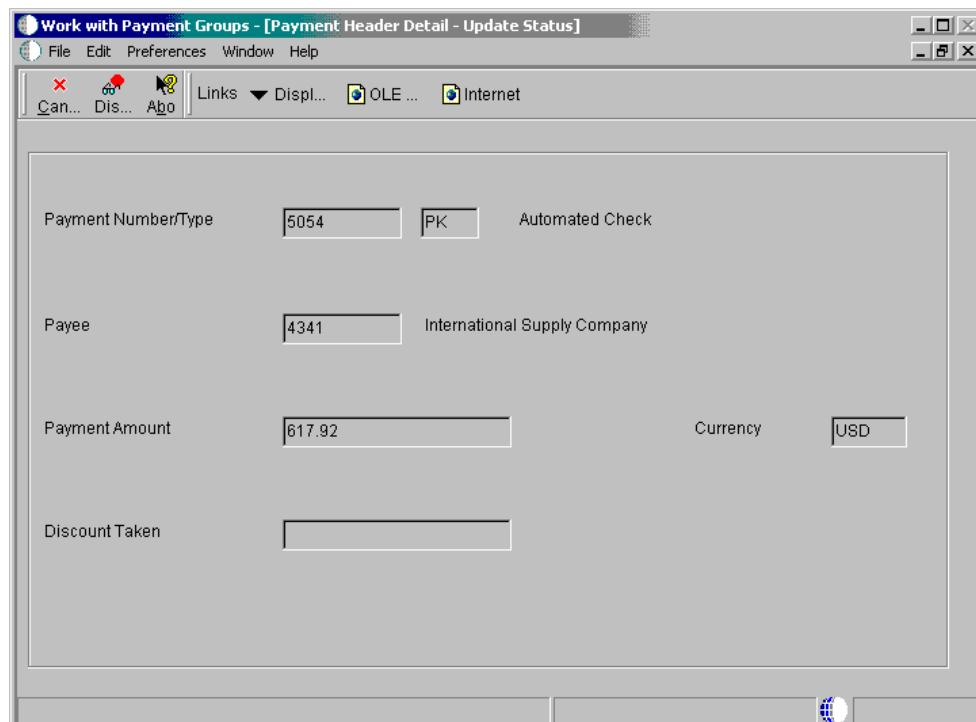


► To review payment summary information (update status)

When you review payments within a payment group, you can review the summary information associated with a specific payment.

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, click the following option and click Find:
 - Update Status
2. Choose a payment group and click Select.
3. On Work With Payment Group - Update Status, choose the payee that you want to review.
4. From the Row menu, choose Detail.



Revising Unprocessed Payments

You can make limited changes to payments, vouchers, and payment groups before you write them, including the following:

- Excluding debit memos (credit vouchers)
- Splitting payments
- Revising the value date of payments
- Removing voucher pay items
- Removing unprocessed payments
- Removing an entire payment group
- Revising control information for a payment group

See Also

- Setting Up Payment Instruments*

► To exclude a debit memo (credit voucher)

You can exclude a debit memo on any of the following forms:

- Work With Payment Groups (the steps in this procedure use this form)
- Work With Payment Group - Write Status
- Work With Payment Detail
- Work With Payment Group - Update Status

Debit memos occur when you have overpaid a supplier or have been issued credit from a supplier. You can exclude these debit memos from payment processing.

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, choose a payment group, payment, or voucher.
2. From the Row menu, choose Undo.
3. On Undo Confirmation, click Yes.
4. On Reset Payments, click OK.

Related Tasks

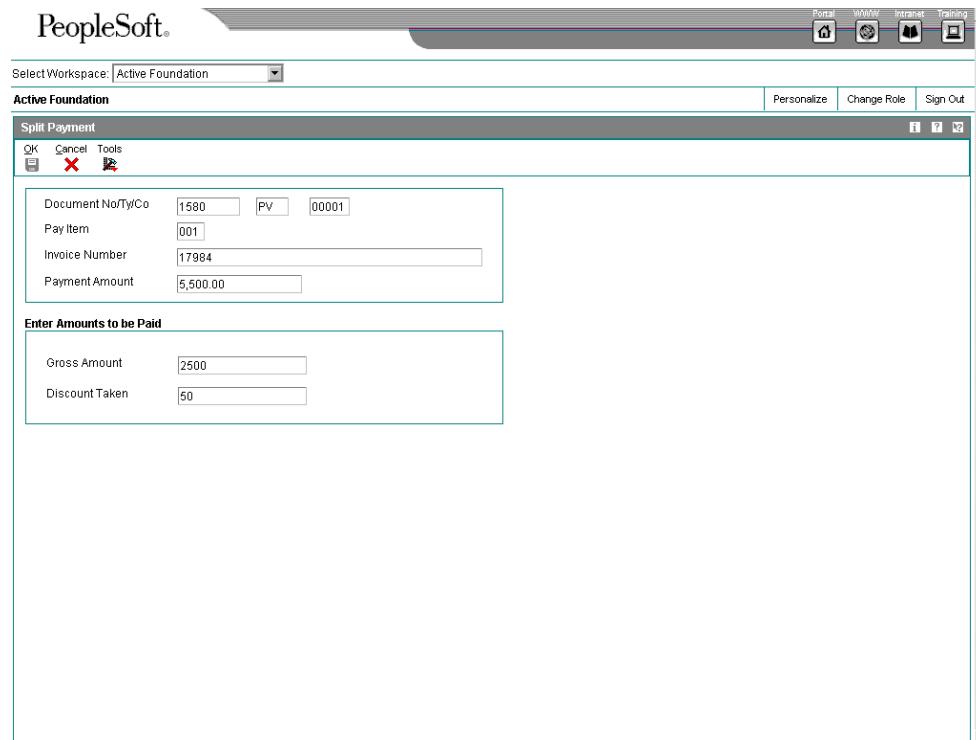
Excluding all debit memos	To exclude all debit memos, set the processing option for Minimum Amount in Create Payment Control Groups to the smallest currency unit (for example, .01).
Reviewing debit memos	When you process debit memos for review purposes only, you can run the Payment Analysis Report or review them on Work With Payment Groups before you undo them.

► To split a payment

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 creates a new voucher pay item for the remaining balance. The new pay item is created using the default pay status, which is typically A (approved) for payment. The new pay item is not part of a payment group.

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, choose a payment group and click Select.
2. On Work With Payment Group - Write Status or on Work With Payment Group - Update Status, depending on what options you selected on Work With Payment Groups, choose a record and choose Pay Items from the Row menu.
3. On Work With Payment Detail, choose a voucher.
4. From the Row menu, choose Split.



5. On Split Payment, complete the following fields and click OK:

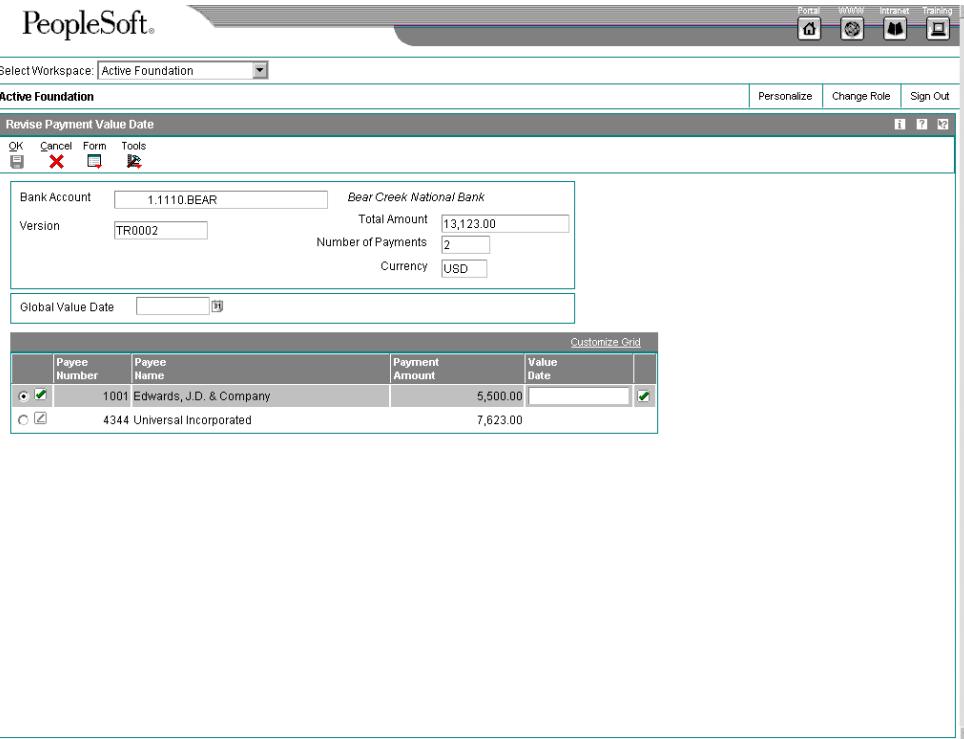
- Gross Amount
- Discount Taken

► To revise the value date of a payment

Typically, payment value dates apply to draft processing and indicate the date that a payment reaches a bank.

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.
See [Reviewing Payments with a Write Status](#).
2. On Work With Payment Group - Write Status, choose ValueDate from the Form menu.



3. On Revise Payment Value Date, complete the following field to revise the value date of all payments in the group:
 - Global Value Date
4. Click Load Date to update the value date for each payment.
5. To revise the value date of an individual payment, complete the following field:
 - Value Date
6. Click OK.

► To remove a voucher pay item

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.

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, follow the steps for reviewing vouchers.
See [Reviewing Vouchers](#) in the chapter *Reviewing and Approving Vouchers*.
2. On Work With Payment Detail, choose a voucher.
3. From the Row menu, choose Undo.
4. On Undo Confirmation, click Yes.

5. On Reset Payments, click OK.

► **To remove an unprocessed payment**

If you do not want to make a payment, you can 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.

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.
See *Reviewing Payments with a Write Status*.
2. On Work With Payment Group - Write Status, choose a payment.
3. From the Row menu, choose Undo.
4. On Undo Confirmation, accept or reject undoing the selected payment.

► **To remove an entire payment group**

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, choose a payment group.
2. From the Row menu, choose Undo.
3. On Undo Confirmation, click Yes.

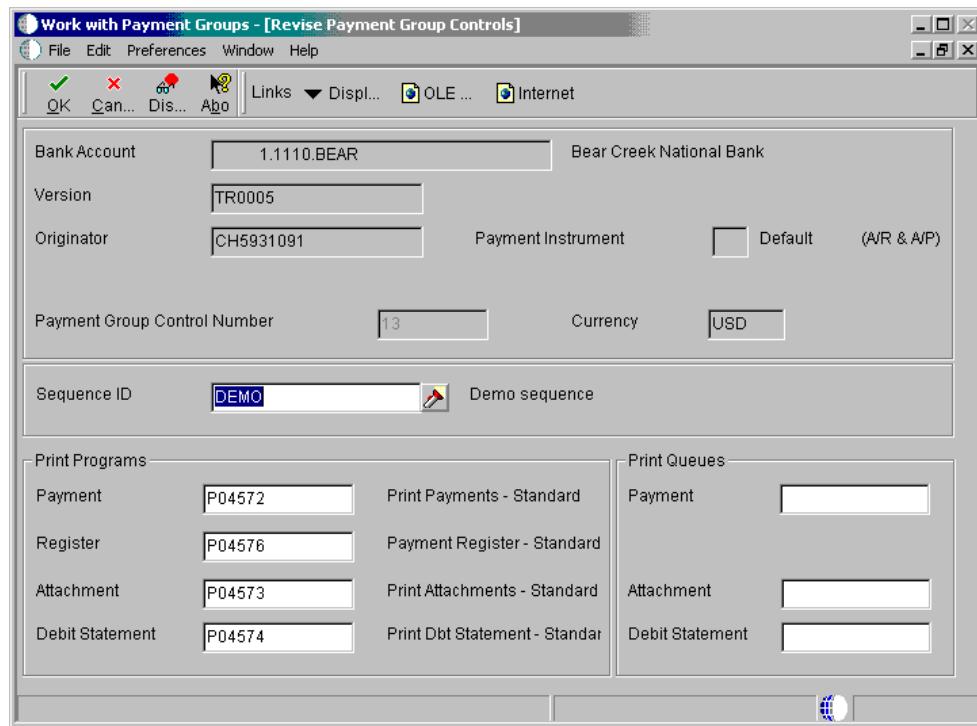
► **To revise control information for a payment group**

You can change the print program, payment register, print queues, attachments, and debit statements for payments by changing the control information for the payment group. You can also change the sequence ID, which determines the order in which the group's payments print.

The system uses payment instrument defaults to create the control information when you create payment groups. You can change this information before you write payments. Any change that you make affects the entire payment group.

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, 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 the following field (optional):

- Sequence ID

5. Change any of the following print program fields:

- Payment
- Register
- Attachment
- Debit Statement

6. Change any of the following print queue programs:

- Payment
- Attachment
- Debit Statement

The print queues that you specify on the Revise Payment Group Controls form do not determine where payments, attachments, and debit statements print. Instead, the print properties of a version determine where they print.

7. Click OK.

Working with Automatic Payments

After you create payment groups, you must write payments. When you create payment groups, the system creates temporary payment records. You then use these records to print payments or copy them to a bank tape, depending on your setup.

Writing Payments

When you write payments, you can print the payments or copy them to a bank tape. You can perform either of the following actions:

- Write all payments in a payment group
- Write selected payments in a payment group

When you write payments, the system:

- Creates a matching document with a document type of PK (automatic payment). This payment closes the voucher.
- Creates a matching document with a document type of PT (electronic funds transfer).
- Assigns payment numbers.
- Changes the "next status" of the payment group from WRT (write) to UPD (update).
- Prints payments using control information for payment groups.

When you issue a payment, you issue it to the alternate payee. You choose whether the alternate payee is the supplier or the factor/special payee in the voucher entry processing options. You can override the alternate payee default when you enter the voucher.

The system does not update the Accounts Payable Ledger table (F0411), the Accounts Payable Matching Document table (F0413), or the A/P Matching Document Detail table (F0414) until the update process. The payments remain in the temporary workfiles: A/P Payment Processing - Header File table (F04571), A/P Payment Processing - Summary File table (F04572), and A/P Payment Processing - Detail File table (F04573).

Before You Begin

- Review payments and make any changes necessary
- Verify control information for payment groups

► To write all payments in a payment group

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

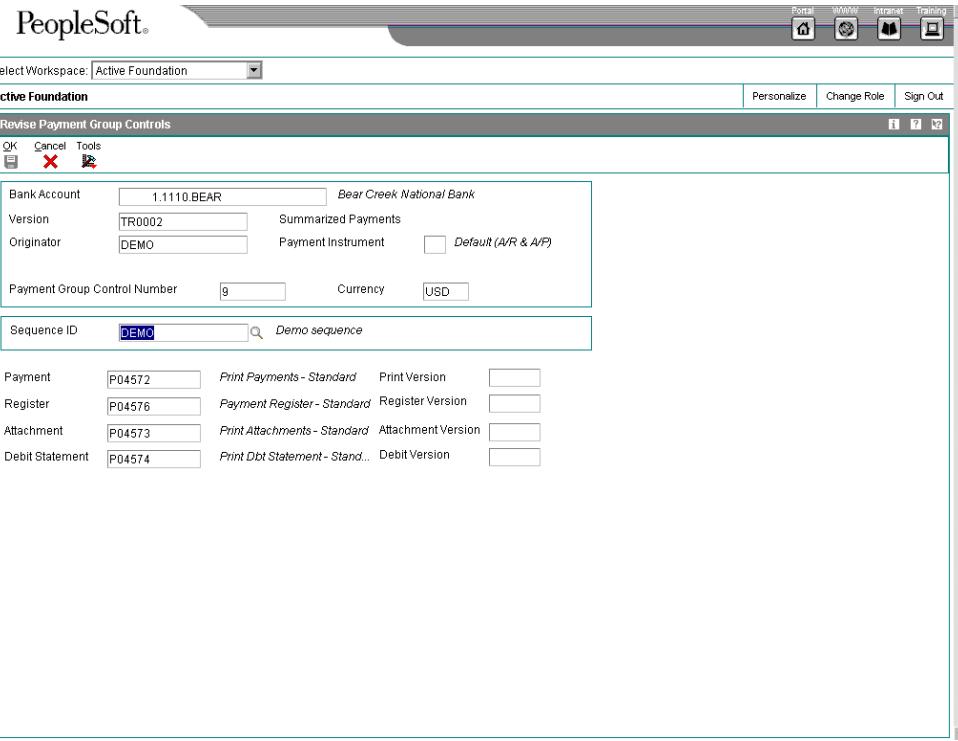
1. On Work with Payment Groups, follow the steps for reviewing payment groups.

See [Reviewing Payment Groups](#) in the chapter *Working with Payment Groups*.

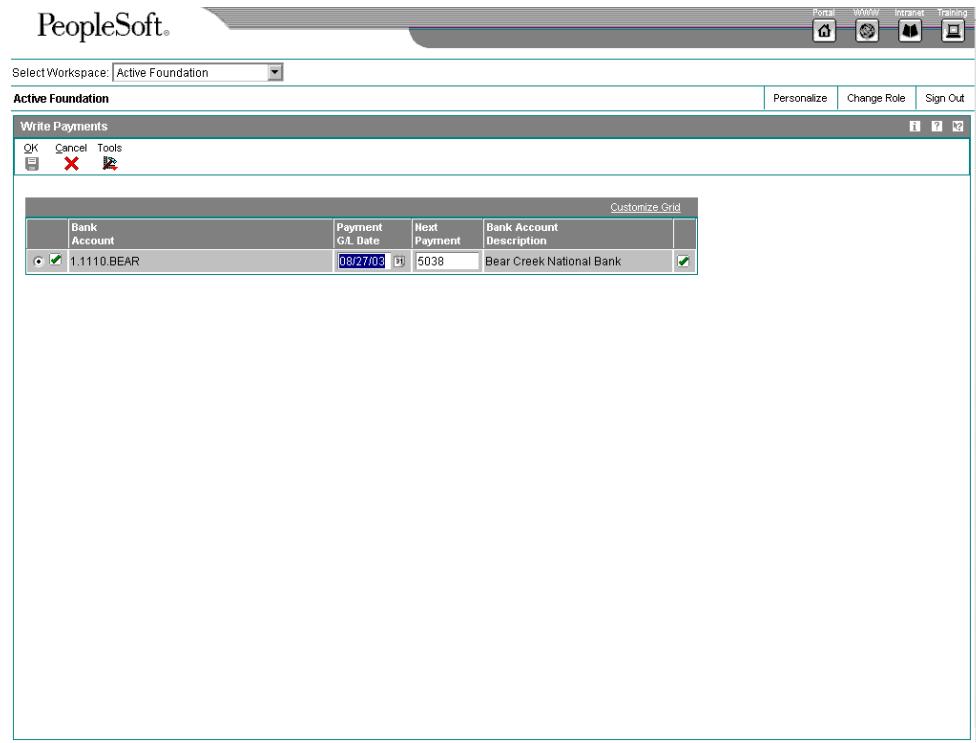
2. Choose one or more payment groups.

If some payments in a group have already been written, the payment group appears as two lines on the Work With Payment Groups form, with the appropriate totals for each line. One line is at a WRT (write) status and the other line is at a UPD (update) status.

3. From the Row menu, choose Controls.



4. On Revise Payment Group Controls, verify that the following fields show the correct programs and click OK:
 - Payment
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.
 - Register
 - Attachment
 - Debit Statement
5. On Work with Payment Groups, choose Write from the Row menu.



The Write Payments form displays one line for each bank account.

6. On Write Payments, verify the following fields and click OK:
 - Payment G/L Date
 - Next Payment

Note

When you write payments locally, the system gives you three output formats:

- On Screen
- To Printer
- Export to CSV

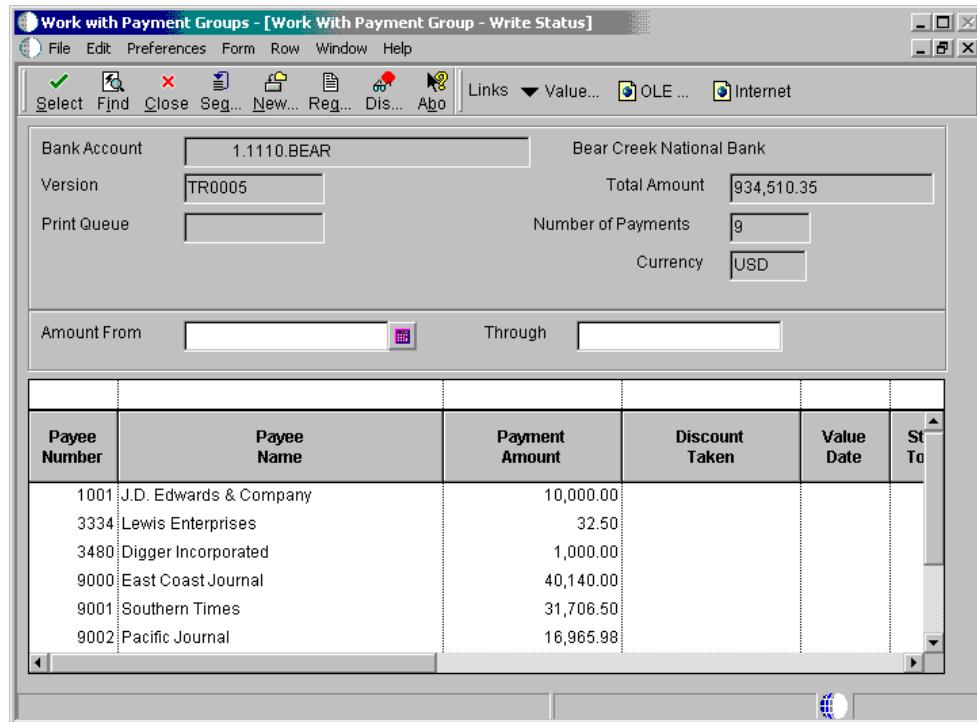
If you choose Export to CSV, the system can produce only *one* UBE (Universal Batch Engine), which results in a CSV format. For example, to export checks to CSV, the system calls the first UBE in the process, which is the A/P Auto Payments - Print Driver (R04571) program. The R04571 program produces a CVS formatted file. Because the A/P Auto Payments - Print Driver program calls a second UBE, the Print Automatic Payments - Standard Format program (R04572), the R04572 program is not exported to CSV, but printed as a PDF file.

► **To write selected payments in a payment group**

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work with Payment Groups, follow the steps for reviewing payment groups.

See [Reviewing Payment Groups](#) in the chapter *Working with Payment Groups*.



2. On Work With Payment Group - Write Status, complete the following fields to limit your search and click Find:
 - Amount From
 - Through
3. Choose one or more payments.
4. From the Row menu, choose Write.
5. On Write Payments, verify the following fields and click OK:
 - Payment G/L Date
 - Next Payment

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 them. Written payments have a next status of UPD (update). When you reset payments, you are returning them to a next status of WRT (write), so you can correct the problem and rewrite them.

If you need to undo or reset a payment, you can identify the tape affected on the Copy Bank Tape File to Tape program that you access from the Automatic Payment Processing menu (G0413). This program shows information, including the file ID and the member ID.

If you reset payments that were written to a bank tape, you must delete the bank tape record before you can rewrite the payments.

When you reset payments, 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 that number was previously assigned.
- 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 general ledger.

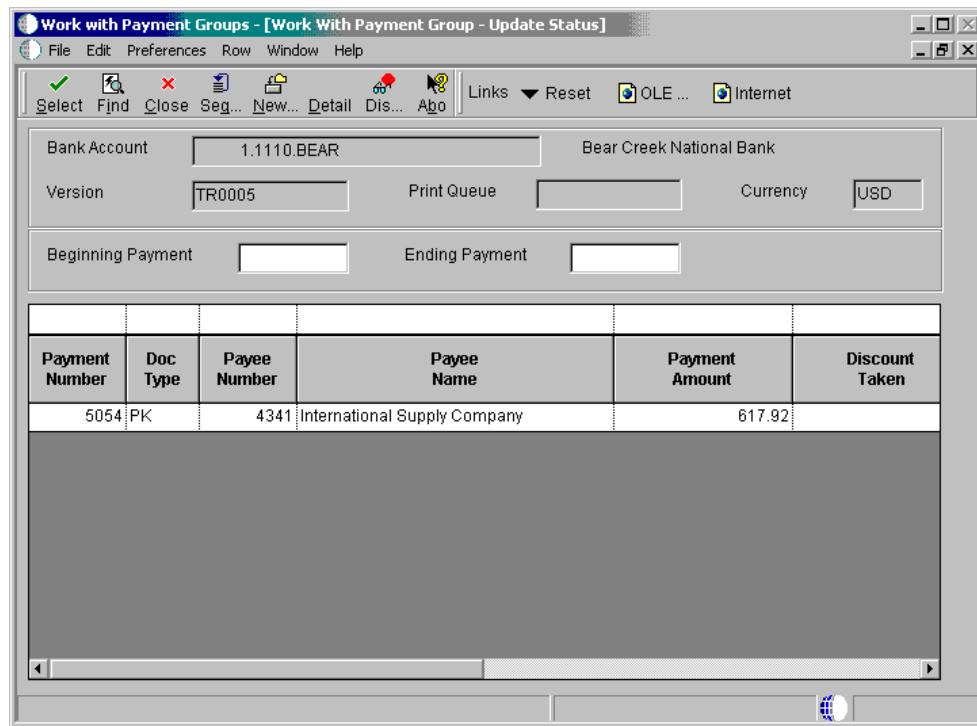
You can set a processing option for Work with Payment Groups to process voided payments that are stored in the Account Ledger table (F0911).

► To reset payment processing

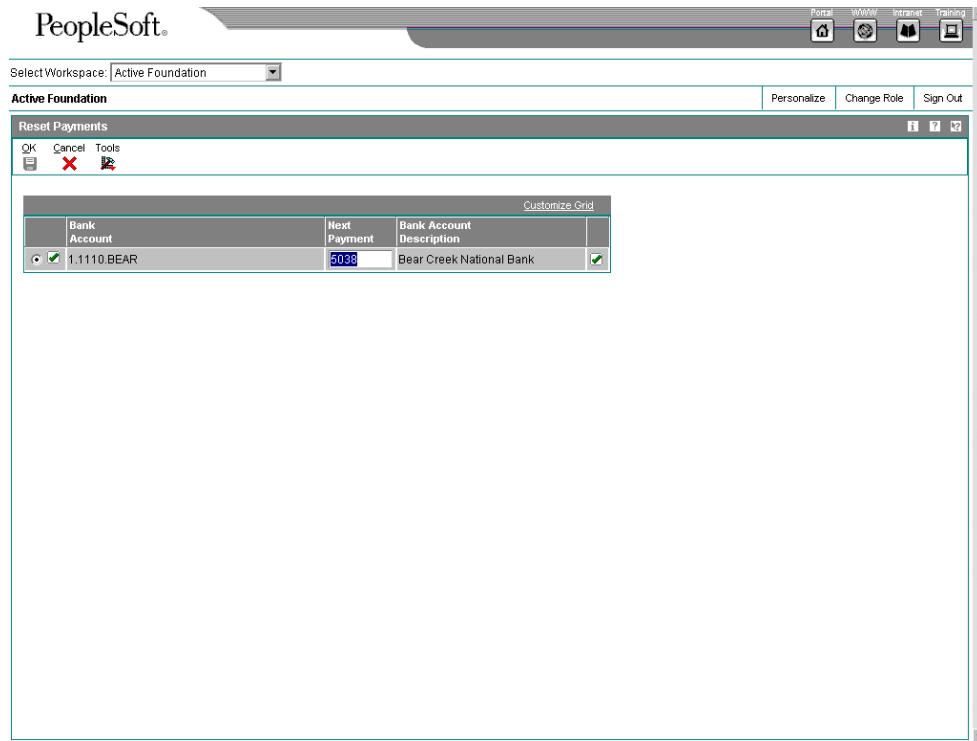
When you reset payment processing, the pay items return to open vouchers.

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
See [Reviewing Payment Groups](#) in the chapter *Working with Payment Groups*.
2. To reset the payments for an entire payment group, choose that group (next status must be UPD) on Work With Payment Groups.



3. To reset single payments, choose the payment on Work With Payment Group-Update Status.
4. To limit your search when resetting single payments, complete the following fields:
 - Beginning Payment
 - Ending Payment
5. Click Find.
6. Choose the payments to reset.
7. From the Row menu, choose Reset.



8. On Reset Payments, change the following field, if necessary, and click OK:
 - Next Payment

► To reset payment processing for a bank tape

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

1. On Copy Bank Tape to Tape, click Find.
2. Choose the payment record you want to remove from the bank tape table and click Delete.
3. On Confirm Delete, click OK.

Removing Processed Payments

After you write payments but before you update them, you might need to remove one or all of them from the current payment cycle. To do so, you undo the payment. The system then:

- 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.

If you need to undo a payment, you can identify the tape affected on the Copy Bank Tape to Tape form that you access from the Automatic Payment Processing menu (G0413). This form shows information, including the file ID and the member ID.

If you undo one or all payments that were written to a bank tape, you must delete the bank tape record before you process them for payment.

► **To remove processed payments**

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
See [Reviewing Payment Groups](#) in the chapter *Working with Payment Groups*.
2. Perform one of the following actions:
 - 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 Undo Confirmation, click Yes.
5. On Reset Payments, complete the following optional field and click OK:
 - Next Payment

If you do not reset the next payment number, the system creates void payments.

If you are resetting payments that were written to a bank tape, complete the following step to remove the payment record from the bank tape table.

6. On Copy Bank Tape to Tape, choose the payment record and click Delete.
7. On Confirm Delete, click OK.

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

Typically, your MIS department presets the detail for a tape table. You should not change this information unless instructed to do so. You can, however, change many format specifications prior to copying the table to tape.

You can recopy a bank table to tape as long as you have not deleted the table. This might be necessary if, for example, your financial institution loses the original tape.

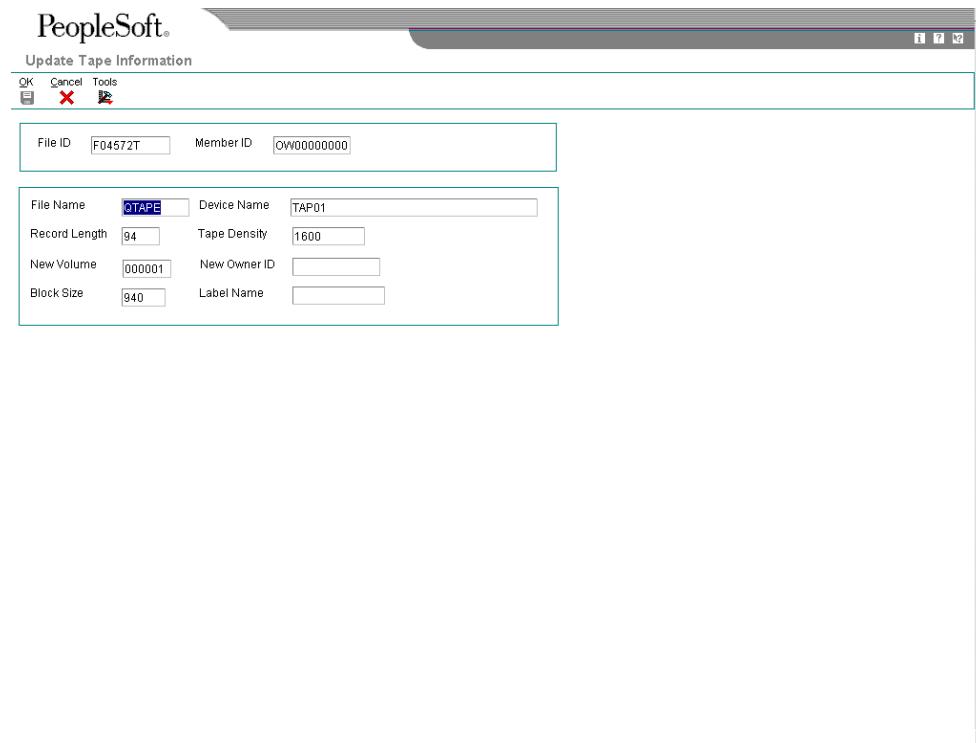
When you create a new bank tape table, you do not overwrite an existing table. The A/P Payment Tape File - OneWorld table (F04572OW) is a multi-member table, which means that each version (payment group) is a separate table. The system does not automatically delete

records in the table. Instead, you must delete the record on the Copy Bank Tape to Tape form. Do not do this until you verify that your bank has received the bank tape.

► To review and change the status and detail for a tape table

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

1. On Copy Bank Tape to Tape, to locate a tape table, click Find, or limit your search by completing any of the fields in the QBE row.
2. Choose the table you want to work with and click Select.



3. On Update Tape Information, change the information in the following fields (optional):
 - File Name
 - Record Length
 - New Volume
 - Block Size
 - Device Name
 - Tape Density
 - New Owner ID

- Label Name

4. Click OK.

► **To copy a tape table to tape or diskette**

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

On Copy Bank Tape to Tape, choose Tape or Diskette from the Row menu.

Additional Tape Copy Options

Three additional options for copying a tape table are available, which might be relevant to specific users.

- You can use IBM system commands to view the tape table. You must specify the table and member IDs, for example, table ID F04572T and member ID AP00000390.
- 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 using a modem.
- Bank Automated Clearing System (BACS) clients can approve a bank tape before copying it to tape or diskette. From the Row menu, choose Approve. This menu selection is controlled by a BACS processing option.

Processing Options for Copy Bank Tape File to Tape (P0457)

BACS

1. Enter a '1' to display the BACS format

Display BACS Format

PROGRAM

1. 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.

Alternate Processing Program (FUTURE)

Updating the A/P Ledger

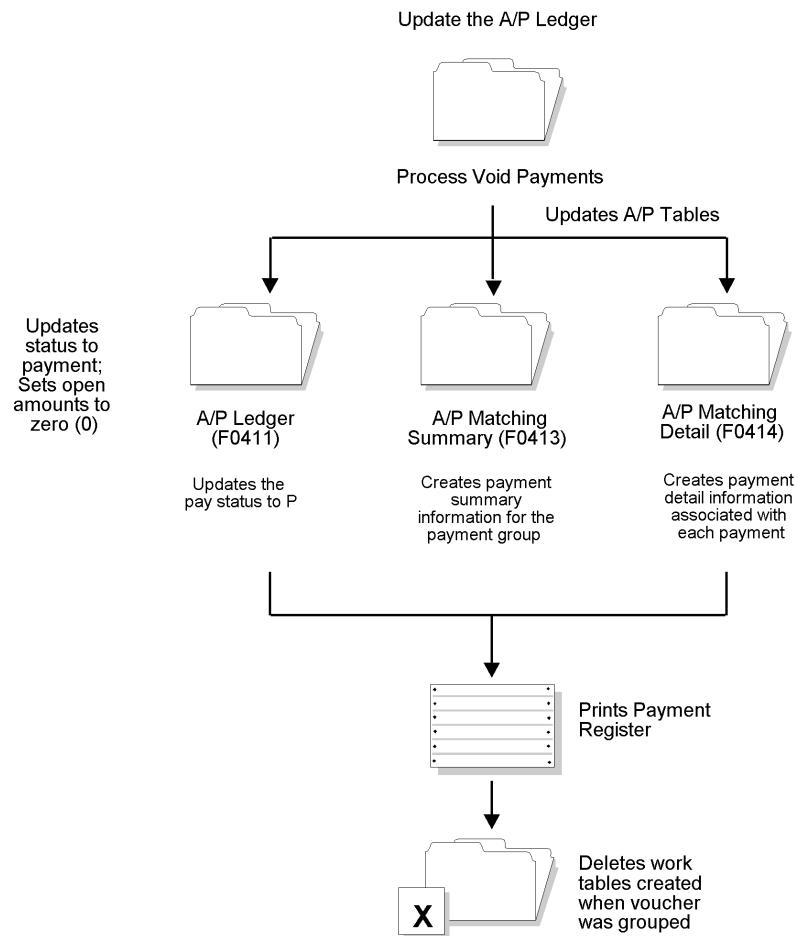
After you write payments, you must update the A/P ledger. Updating the A/P ledger creates transaction records of your payments and your payment register. You can update payments only if the next status of the payment group is UPD (update).

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) and sets the open amount to zero.
- Prints a payment register.

- Copies payment information to the Accounts Payable Matching Document table (F0413) and the Accounts Payable Matching Document Detail table (F0414) from the following workfiles:
 - A/P Payment Processing - Header File (F04571)
 - A/P Payment Processing - Summary File (F04572)
 - A/P Payment Processing - Detail File (F04573)
- Removes the records in the worktables that were created when you grouped vouchers for payment. Note that bank tape records remain in the table until they are deleted.

The following graphic illustrates what happens when the system updates the A/P ledger:



After you update the A/P ledger tables, you can post payments to the General Ledger. Alternatively, a processing option for Work With Payment Groups allows you to automatically submit payments for posting to the General Ledger after you update the A/P ledger. During the posting process, the system creates the journal entries that debit the A/P trade account and credit the payables bank account.

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. See *Reviewing Payment Groups* in the chapter *Working with Payment Groups*.

► To update the A/P ledger

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work With Payment Groups, follow the steps for reviewing payment groups.
2. Choose one or more payment groups with a next status of Update.
3. From the Row menu, choose Update.
4. On Report Output Destination, select the Report Destination and click OK.

Processing Options for Work with Payment Groups (P04571)

Print Tab

These processing options specify how the system prints payment groups.

1. Print Program Version

Use this processing option to specify the version the system uses for the print program. Enter a version number, or leave this processing option blank to use default version ZJDE0001.

2. Payment Control Group Output

Use this processing option to specify the output configuration for Payment Control Groups (PCG). You can send a spool file to a printer by PCG, by bank account, or you can send multiple PCGs to a printer simultaneously in one spool file.

Valid values are:

Blank Separate files by PCG.

1 Separate files by bank account.

-
- 2 Send multiple PCGs in one spool file.

Save Spool File (FUTURE)

Use this processing option to specify whether you want to save a copy of a spool file after it has printed. This option is not yet functional in OneWorld software.

Valid values are:

Blank Do not save spool file.

- 1 Save spool file.

Hold Spool File (FUTURE)

Use this processing option to specify whether you want to hold a spool file, which requires that you release it manually before it prints. This option is not yet functional in OneWorld software.

Valid values are:

Blank Do not hold spool file.

- 1 Hold spool file.

4. Payment Number Assignment (FUTURE)

Use this processing option to instruct the system to assign payment numbers in sequential order. This option is not yet functional in OneWorld software.

This processing option is valid only if you enter a Blank or 1 in the Payment Control Group Output processing option.

This processing option is valid only for hard-copy payments and locks the records in the Bank Transit Number Master file (F0030) until the process of writing payments is completed. If you are working with electronic file transfer (EFT), segregate payment control groups by Prenote Code, then use this processing option only on those payment control groups with payees at a prenote status, resulting in printed payments.

Valid values are:

- Blank Do not assign payment numbers in sequential order.
- 1 Assign payment numbers in sequential order.

Update Tab

These processing options specify the register program version, how you want the system to post void payments to the general ledger, and whether you want the system to submit the A/P payment post after the payments are updated.

1. Register Program Version

Use this processing option to specify the version number of the register program. You can enter a specific version number, or leave this processing option blank to use default version ZJDE0001.

2. Post Void Payments

Use this processing option to specify whether you want the system to post void payments to the general ledger. Void payments include alignment checks and reset payments. Void payments also include checks that are printed as Void so that the stub can be used for additional information continued from the previous stub.

Valid values are:

- Blank Do not post void payments to the general ledger.
 - 1 Post void payments to the general ledger.
-

3. Submit Post Program

Use this processing option to specify whether you want the system to automatically submit the A/P payment post after the payments are updated.

Valid values are:

Blank Do not automatically submit the A/P post.

1 Automatically submit the A/P post.

Display Tab

These processing options specify the way the system displays payment groups.

1. Display Business Units

Display Business Units

Use this processing option to specify whether you want to display the Business Unit assigned to the Payment Control Groups. If you enter 1, the Business Unit field appears on the Work With Payment Groups form. You can perform a search on a specific business unit by completing the Business Unit field in the Specify Preloaded Values processing option.

NOTE: This field is valid if the Create Payment Control Groups program

(R04570) was set to process payment groups by business unit.

Valid values are:

Blank Do not display Business Units.

1 Display Business Units.

Write Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Write Status.

1 Display payment control groups at Write Status.

Update Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Update Status.

1 Display payment control groups at Update Status.

3. G/L Bank Account

Use this processing option to specify a preloaded value for the G/L Bank Account selection criteria. You can change the selection criteria on the Work With Payment Groups form. Enter a specific G/L bank account number, or leave this processing option blank to display all G/L bank accounts (default).

Originator

Use this processing option to specify a preloaded value for the Transaction

Originator (data item TORG) that ran the Create Payment Control Groups program (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs that the Originator created. You can change the selection criteria on the Additional Selection Criteria form. Enter a specific User ID (TORG), or leave this processing option blank to search on all transaction originators (default).

Payment Control Group Version

Use this processing option to specify a version number that created the Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this version number. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific version number, or leave this processing option blank to search on all versions (default).

Print Queue

Use this processing option to specify a print queue that was originally assigned to the PCG by Create Payment Control Groups (R04570), based on the Payment Instrument Defaults table (F0417). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this print queue. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific print queue (data item CHKQ), or leave this processing option blank to search on all print queues (default).

NOTE: This field is valid only if WorldSoftware and OneWorld coexist on your system.

Business Unit

Use this processing option to specify the business unit that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this business unit. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific business unit (data item MCU), or leave this processing option blank to search on all business units (default).

NOTE: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit. Additionally, this field is valid only if you enter 1 in the Display Business Units processing option.

Payment Instrument

Use this processing option to specify the payment instrument that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this payment instrument. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment instrument (data item PYIN), or leave this processing option blank to search on all payment instruments.

Currency Code

Use this processing option to specify the payment currency that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this currency code. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment currency code (data item CRCD), or leave this processing option blank to search on all payment currencies (default).

Display Alternate Currency Amounts

Use this processing option to specify whether you want the system to display the payment control group (PCG) amounts in the alternate currency. This conversion is for display purposes only, affecting the amounts on the Work With Payment Groups form. For writing foreign payments, complete the processing options on the Currency tab.

Valid values are:

- Blank Do not display PCG amounts in the alternate currency.
- 1 Display PCG amounts in the alternate currency.

Alternate Currency Effective Date

Use this processing option to specify the effective date for the alternate currency's exchange rate. Enter the effective date for the currency's exchange rate, or leave this processing option blank to use the system date (default).

Currency Tab

These processing options specify the effective date and exchange rate to use when your business transactions involve foreign currencies.

Effective Date

Use this processing option to specify the date for a currency's exchange rate when you are writing foreign payments. You can enter a specific date, or leave this processing option blank to use the payment's G/L date (default).

Use Voucher's Rate

Use this processing option to specify the voucher's exchange rate when you are writing foreign payments.

Blank Use the exchange rate for the specified effective date.

1 Use the voucher's exchange rate.

Process Tab

This processing option specifies how the system processes payment control groups.

1. Interactive Process

Use this processing option to specify how you want the system to process payment control groups.

NOTE: This processing option does not override the Object Configuration Manager (OCM) mapping for server batch jobs, but only affects batch jobs run locally.

Valid values are:

Blank Submit the print and update jobs for batch processing.

1 Process payments interactively.

BACS Tab

This processing option specifies whether the system allows the entry of Bank Automated Clearing System (BACS) processing dates. BACS is an electronic funds transfer method used in the United Kingdom.

1. BACS Processing

Use this processing option to indicate to the system whether you want to allow the entry of Bank Automated Clearing System (BACS) processing dates.

Valid values are:

- Blank Do not allow the entry of BACS processing dates.
 - 1 Allow the entry of BACS processing dates.
-

Application and Certificate Management

Application and Certificate Management

Subcontractors in the construction industry can submit an application for partial payment to the contractor when the job is partially completed. The subcontractor indicates on the application what portion of the job has been completed. The contractor then sends a site engineer to the work site to certify the amount of work that has been completed.

You can use Application and Certificate Management (ACM) within the procure-to-pay system to manage applications and certificates. To work with ACM, complete the following general steps:

7. Enter a purchase order for the subcontracted work.
8. When you receive an application from the subcontractor, enter the amount of the application against the purchase order.
9. Print a pre-certificate that the site engineer uses to indicate the amount that is to be certified.
10. After the inspection, enter the certificate information against the purchase order.
11. Print a certificate for the subcontractor to notify him or her of the amount that was certified. You can create either an evaluated certificate or a non-evaluated certificate. For evaluated certificates, the system automatically generates a payment voucher. For non-evaluated certificates, the subcontractor must submit an invoice.
12. For non-evaluated certificates, enter a voucher after you receive the invoice.
13. Pay the voucher.

ACM Status Codes

When you enter a subcontractor's application for payment, the system creates a record in the Application / Certificate Master table (F74U0141) and assigns a blank ACM status to the record. As the record progresses through the ACM process, the system updates the ACM status of the record in the Application / Certificate Master table.

The following table describes the ACM status flow for application and certificate entry:

Status Code	Status Description	Event Causing Status Change
	Application Entered	Application entered.
S	Application Superceded	A new application is entered that replaces an uncertified application. This step is optional.
N	Pre-Certificate Printed	Pre-Certificate Document (R74U0150) run.
C	Certificate Entered	Certificate information entered.

The following table describes the ACM status flow for non-evaluated receipts:

Status Code	Status Description	Event Causing Status Change
I	Non-Evaluated Certificate Print	Certificate Print (R74U0152) run for non-evaluated receipts.
V	Voucher Created	Voucher matched to open receipt.
P	Payment	Payment generated.

The following table describes the ACM status flow for evaluated receipts:

Status Code	Status Description	Event Causing Status Change
V	Voucher Created	Evaluated Receipt Settlement (R43800) run.
P	Payment	Payment generated.
F	Evaluated Certificate Print	Certificate Print (R74U0152) run for evaluated receipts.

The following table describes the ACM reverse status flow:

Status Code	Status Description	Event Causing Status Change
P	Payment	
V	Voucher Created	Payment voided.
C	Certificate Entered	Voucher reversed.
R	Reverse Receipt	Receipts reversed using Purchase Receipts Inquiry (P43214), version ZJDE7002.
	Application Entered	Certificate reversed.

Setting Up ACM Constants

You set up ACM constants to activate ACM processing, to set up default statuses for ACM processing, and to set up constants for business unit category codes.

You use business unit category codes to indicate whether purchase orders that are entered for a specific business unit are eligible for partial payment (measured progress), require applications for payment (application required), and are eligible to be certified for more than the application amount (over-certification). For each category (Measured Progress, Application Required, and Over Certification Allowed), you specify the business unit category code that holds the constant for that category at the default value of the constant. For example, if you want to apply Measured Progress to all business units that have a Y in category code 16, you would specify category code 16 for Measured Progress and Y as the default value.

Before You Begin

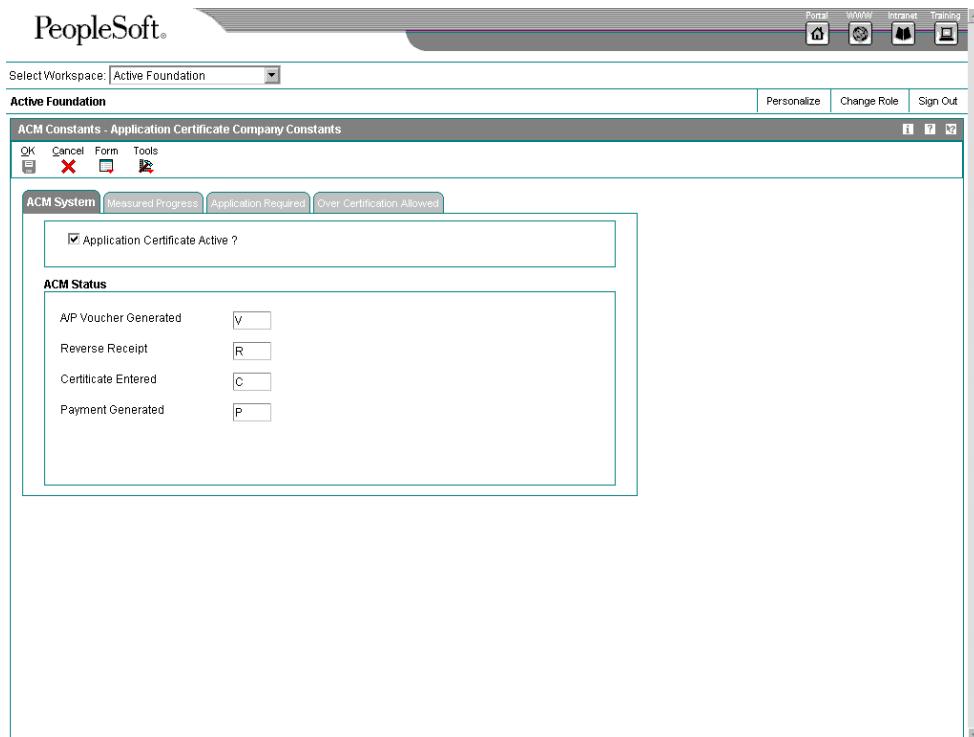
- ❑ Set up UDC 74U/AS to specify ACM status codes. See [Setting Up User Defined Codes](#).
- ❑ Set up Business Unit category codes (00/01-20) to identify the following:
 - Jobs or business units that are eligible for measured progress
 - Jobs or business units that require ACM applications
 - Jobs or business units that are eligible for over-certification

See [Using Category Codes for Address Book](#) in the *Address Book Guide* and [Understanding General Accounting User Defined Codes](#) in the *General Accounting Guide* for information on setting up category codes.

► To set up ACM constants

From the System Setup menu (G74U0140), choose ACM Constants.

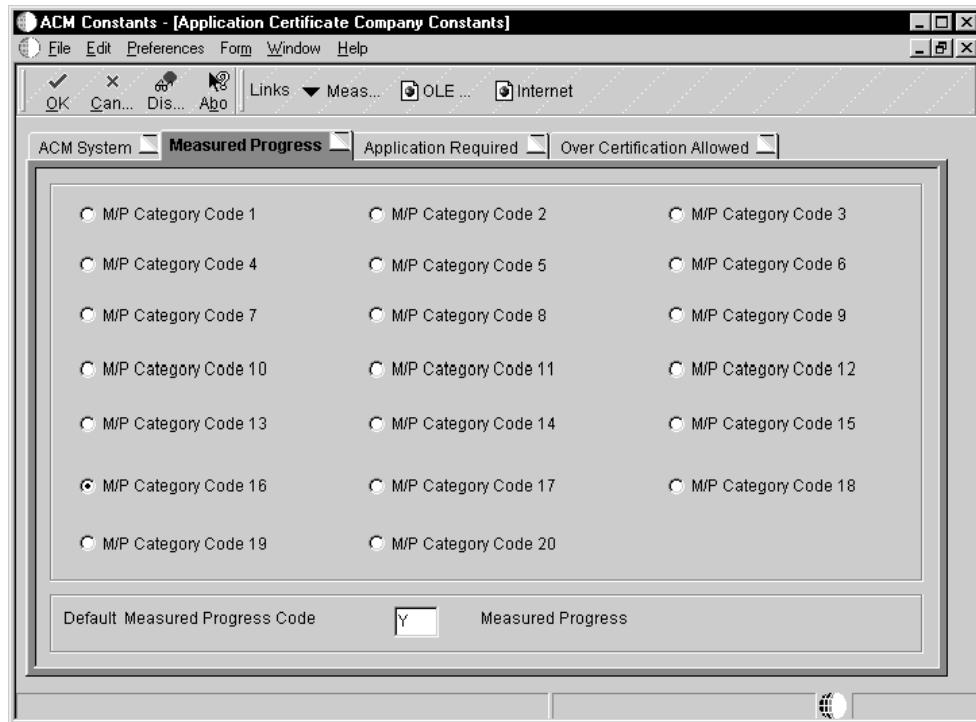
1. On Application Certificate Company Constants, on the ACM tab, click the Application Certificate Active ? option to turn on ACM processing.



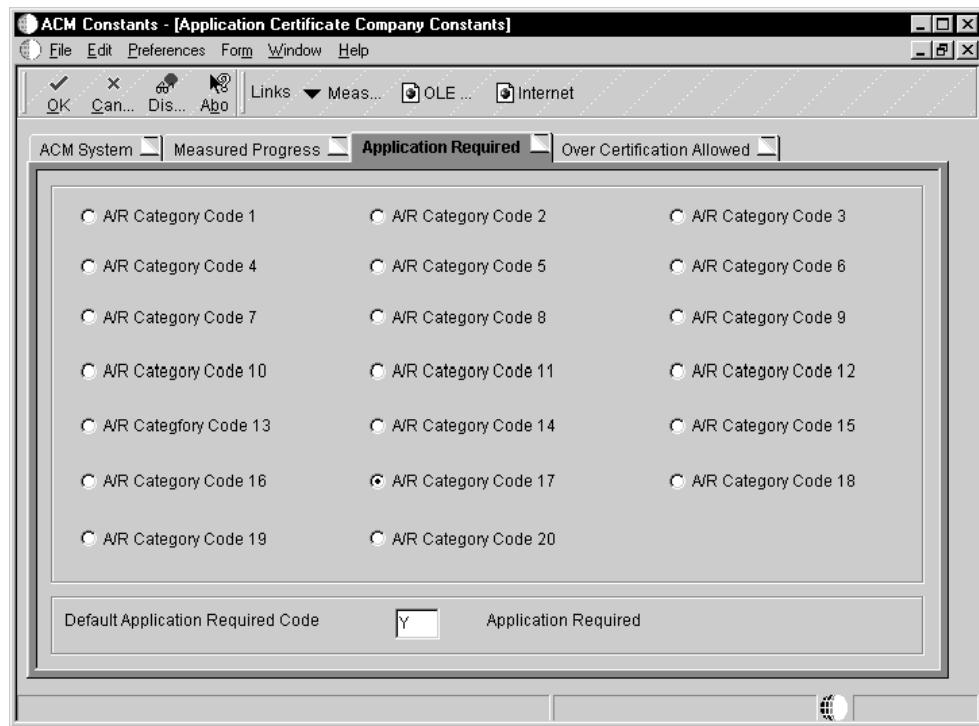
2. Complete the following fields to specify the default statuses for ACM processing:
 - A/P Voucher Generated
 - Reverse Receipt
 - Certificate Entered

- Payment Generated

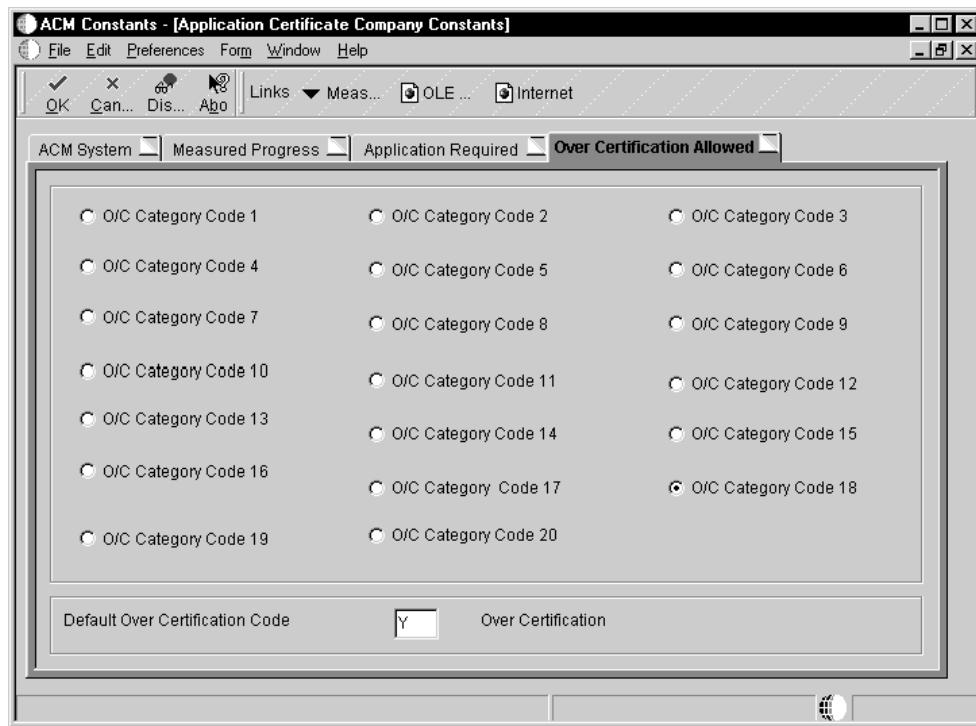
3. Click the Measured Progress tab.



4. Click the M/P Category Code option that corresponds to the business unit category code that you use to indicate whether purchase orders entered for the business unit are eligible for partial payments.
5. Enter the category code value that indicates eligibility in the following field:
 - Default Measured Progress Code
6. Click the Application Required tab.



7. Click the A/R Category Code option that corresponds to the business unit category code that you use to indicate whether purchase orders entered for the business unit require applications for partial payment.
8. In the following field, enter the category code value that indicates that applications are required:
 - Default Application Required Code
9. Click the Over Certification Allowed tab.



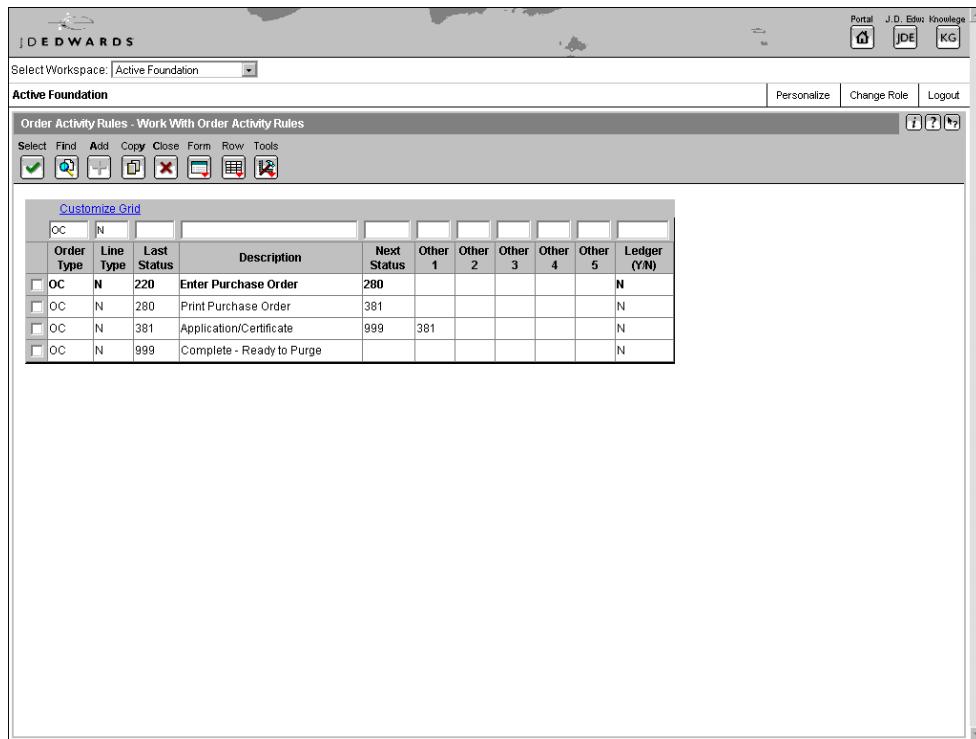
10. Click the O/C Category Code option that corresponds to the business unit category code that you use to identify business units that are eligible for over-certification. Purchase orders entered for business unit with a specific value in this category code can be certified for more than the application amount.
11. In the following field, enter the category code value that indicates that over-certification is allowed:
 - Default Over Certification Code
12. Click OK.

Setting Up Order Activity Rules for ACM

For ACM processing, you must distinguish construction purchase orders from other documents and set up specific order activity rules for those purchase orders. To do these steps , you must create a special document type on UDC 00/DT for construction purchase orders. You must also set up the line type for non-stock items with a value of A in the Inventory Interface (IVI) field so that the system stores the G/L account number for construction industry scheme (CIS) processing.

You set up order activity rules for the special document type and non-stock line type to include the application/certificate status (381). You do not need to include a receipt status because the system generates receipts automatically when you add certificate information.

You should set up order activity rules as shown in the following example:



See Also

- ❑ *Setting Up Order Activity Rules* in the *Procurement Guide* for more information on order activity rules and for specific steps.
- ❑ *Setting Up Order Line Types* in the *Procurement Guide*.

Setting Up Order Line Types

Each purchase order you enter must contain details about the items or services you want to order. For each item or service, you must enter a line of detail information that describes the order, including the quantity and cost of the item or service. The system processes the detail line based on a line type.

The line type you enter for a detail line determines how the transaction affects other systems, such as:

- General Accounting
- Inventory Management
- Accounts Payable

For example, you might create a line type for stock items. When you set up the line type, you specify that it affects item availability in the Inventory Management system. You also specify that it affects the General Accounting and Accounts Payable systems. When you assign the line type to a purchase order detail line, the system:

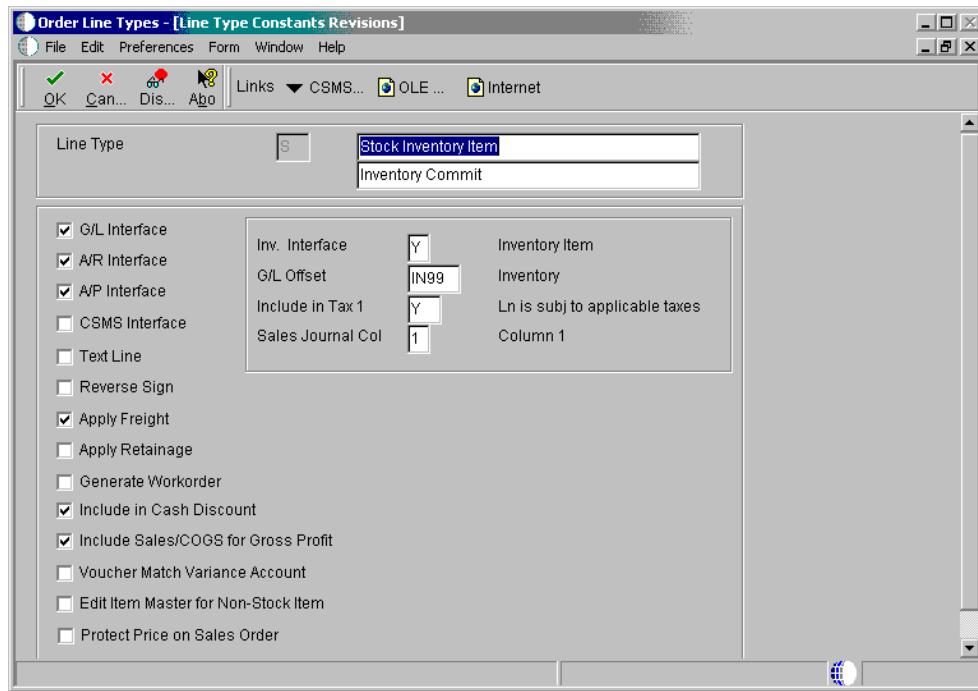
- Increases the quantity of the item in the Inventory Management system (upon receipt)
- Creates ledger entries in the General Accounting system
- Creates ledger entries in the Accounts Payable system

The line type for a detail line also determines the cycle through which the system processes the line (based on order activity rules). Other information you can specify for a line type includes whether the detail line is subject to taxes, whether the system applies freight charges to the detail line, and so on.

► To set up order line types

From the Procurement System Setup (G43A41), or the Sales Order Management Setup (G4241) menu, choose Order Line Types.

1. On Work With Line Types, click Add.



2. On Line Type Constants Revisions, complete the following fields:

- Line Type
- Inv. Interface
- G/L Offset
- Include in Tax 1
- Sales Journal Col

3. Choose any of the following applicable options:

- G/L Interface
- A/R Interface
- A/P Interface
- CSMS Interface
- Text Line
- Reverse Sign
- Apply Freight
- Apply Retainage
- Generate Workorder
- Include in Cash Discount
- Include Sales/COGS for Gross Profit
- Voucher Match Variance Account
- Edit Item Master for Non-Stock Item
- Protect Price on Sales Order
- Generate Purchase Order

4. Click OK.

See Also

- ❑ [Setting Up Order Activity Rules](#) for information about how the system processes order detail lines

Setting Up Order Activity Rules

For each item or service that you enter on a purchase order, you must enter a line of detail information that describes the order, including the quantity and cost of the item or service. You must set up order activity rules to establish the sequence of steps through which you process each detail line, for example:

- Enter order
- Approve order
- Print order
- Receive order

You can set up multiple sets of activity rules. You must assign each set of rules to a certain order type (purchase order, requisition, and so on) and line type. For example, you can specify that a set of activity rules apply only to purchase order detail lines that have a line type of S (for stock items).

To save time, you can copy an existing order activity rule by accessing a current combination of an order type and a line type and making the necessary changes.

You must assign status codes to each step in activity rules. Status codes identify the current status of a detail line and the next status to which to advance the line. You must define status codes in ascending numerical order. For example, you can set up status codes for purchase order stock line types as follows:

Last	Next	
220	230	(Enter Order)
230	280	(Approval Process)
280	400	(Print Purchase Order)
400	999	(Receive Order)

You can change the progression of steps by indicating alternate next status codes. For example, using the activity rules above, you can bypass the Print Purchase Order step for orders that you send electronically. To do this, you must assign an alternate next status code (400) to the Approval Process step. You can then assign the alternate code to detail lines in the approval process.

You can specify that the system writes a record to the P. O. Detail Ledger File – Flexible Version table when a detail line enters a certain step in the activity rules.

You cannot delete an order activity rule if there are records in the system whose status match any of the statuses that are assigned to the order activity rule.

Before You Begin

- ❑ Verify that you have set up status codes in user defined code table 40/AT. See [Customizing User Defined Codes](#) in the *OneWorld Foundation Guide* for more information about setting up user defined codes.
- ❑ Verify that you have set up order types in user defined code table 00/DT. See [Customizing User Defined Codes](#) in the *OneWorld Foundation Guide* for more information about setting up user defined codes.
- ❑ Verify that you have set up order line types. See [Setting Up Order Line Types](#).

► To set up order activity rules

From the Procurement System Setup (G43A41) or the Sales Order Management Setup (G4241) menu, choose Order Activity Rules.

1. On Work With Order Activity Rules, click Add.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Order Activity Rules - Order Activity Rules - Revisions

Order Type	SO	Sales Order	Order Type Next Number	1						
Line Type	S	Stock Inventory Item								
<input checked="" type="radio"/>	520	Enter Sales Order	540	560	535				Y	<input checked="" type="checkbox"/>
<input type="radio"/>	535	In Warehouse Management	545						N	
<input type="radio"/>	540	Print Pickslips	560	580	999				N	
<input type="radio"/>	545	Picking Confirmation	550	555	560	580	620		N	
<input type="radio"/>	550	Print Shipping Documents	555	560	580	620			N	
<input type="radio"/>	555	Pack Confirmation	560	580	620				N	
<input type="radio"/>	560	Shipment Confirmation	580	620	578				Y	
<input type="radio"/>	575	Billable Freight	580						N	
<input type="radio"/>	578	Cycle Billing	580						N	
<input type="radio"/>	580	Print Invoices	620	600					Y	

2. On Order Activity Rules - Revisions, complete the following fields and click OK:
 - Order Type
 - Line Type
 - Order Type Next Number
 - Last Status Description
 - Next Status
 - Other 1
 - Other 2
 - Other 3
 - Other 4
 - Other 5
 - Ledger Y/N

Order Entry

Each time you want to purchase goods or services, you must enter an order. You enter orders to specify details about the goods or services you are purchasing, to indicate the supplier from whom you are purchasing, and to specify other pertinent information.

An order consists of two parts:

- Header information - general information that relates to the entire order, such as the supplier name and order dates
- Detail information - line-by-line details about the items or services you want to order, such as item numbers, quantities, and costs

You can enter header information and detail information separately. Depending on your volume of orders and the amount of header information you need to enter, you use processing options to choose one of the following methods to enter orders:

- Enter header information first, followed by detail information
- Enter detail information only, allowing the system to apply limited default values for header information

Several tools are available to help you create orders. These tools allow you to generate multiple orders at the same time, locate item and supplier information, and so forth.

You can have the system check orders to verify that costs do not exceed budget limits. You can place an order on hold if it exceeds budget or for any other reason. You can review up-to-date commitment, budget, log, and order hold information.

After you generate orders, you can make changes to the orders and print the orders.

The system maintains header and detail information in two separate tables:

- Purchase Order Header table (F4301)
- Purchase Order Detail File table (F4311)

Before You Begin

- Verify that item master information and item branch/plant information are set up for each of your inventory items.
- Verify that branch/plant constants are set up for each of your business units or branches (required for only inventory management).
- Set up order activity rules and order line types.
- Set up default location and printer information for your terminal or user profile (optional).
- Set up address book records for all suppliers.
- Set up procurement instructions for each supplier and ship-to address.

Entering Order Header Information

To generate an order, you must provide information about the supplier who is to fill the order, the branch/plant that is requesting the order, and the shipping address for the order. This information is called order header information.

The header information that you enter determines how the system processes the order. For example:

- Supplier information determines the address to which the order is sent, the payment terms for the order, and so forth.
- Origination information determines the business unit accountable for the order and the address to which the goods and services are to be delivered.
- Tax information determines how the system calculates taxes for the order.

Header information also includes the date the order is placed, the date the order is due, and reference information, such as the user entering the order.

Using the processing options for Order Entry, you can display a header form before the detail form. Depending on how you set the processing options, certain fields can display on the header form. If you choose to bypass the header form, you must enter limited header information on the detail form. Based on the supplier and branch/plant that you enter, the system applies default values to the fields on the header form.

If you purchase goods or services from international suppliers, you might need to enter order amounts in different currencies, such as Canadian dollars, Japanese yen, and the euro.

Before you can do this, you must enter the following types of information on the header form:

- Whether the supplier uses a foreign currency
- The type of currency that the supplier uses (which defaults from the Supplier Master Information form)
- The base currency for your company
- The exchange rate for the currency (one of the predefined rates from the Multi-Currency Processing system)

You also can enter Advanced Pricing information by entering an adjustment schedule on the Additional Information form, which you can access from the Supplier Master Revision form. Before you enter Advanced Pricing information, verify that you have activated the pricing constants.

To use approval processing, which requires that orders be approved before continuing through the procurement cycle, you can set the approval processing options for Order Entry. If you use approval processing, the name of the approval route appears on the header form. Verify that the name of the approval route is correct when you set the processing options, because you cannot change the name after you enter an order.

To enter a special order, such as a requisition, blanket order, or quote order, you use a combination of processing options, order activity rules, and line types in the order entry program.

See Also

- ❑ *Creating an Approval Route* for more information about approval processing
- ❑ *Setting Up Multicurrency and Working with Exchange Rates for Detailed Currencies* in the *General Accounting Guide* for more information about working with multicurrency
- ❑ *Entering Requisitions, Entering Blanket Orders, and Working with Quote Orders* for more information about special orders

- Setting Up Constants* for more information about how to set up pricing constants
- Setting Up System Constants* in the *Advanced Pricing Guide* for more information about how to set up the Advanced Pricing system for Procurement

Entering Supplier Information for an Order

You might have different arrangements with each of your suppliers in regard to terms of payment, freight handling, invoice methods, and so forth. When you enter order header information, you must specify the supplier from whom you are requesting the order and any specific arrangements to which you and the supplier have agreed.

You can set up procurement instructions to specify the arrangements that you have with each of your suppliers. When you enter a supplier on an order, the system retrieves the instructions for that supplier. You can modify the instructions to suit a specific order.

To enter a supplier for an order, the supplier must exist in the Address Book system. If this is not the case, you can enter the supplier in the Address Book system when you enter order header information. You can also enter master information for the supplier if the information does not already exist.

Before You Begin

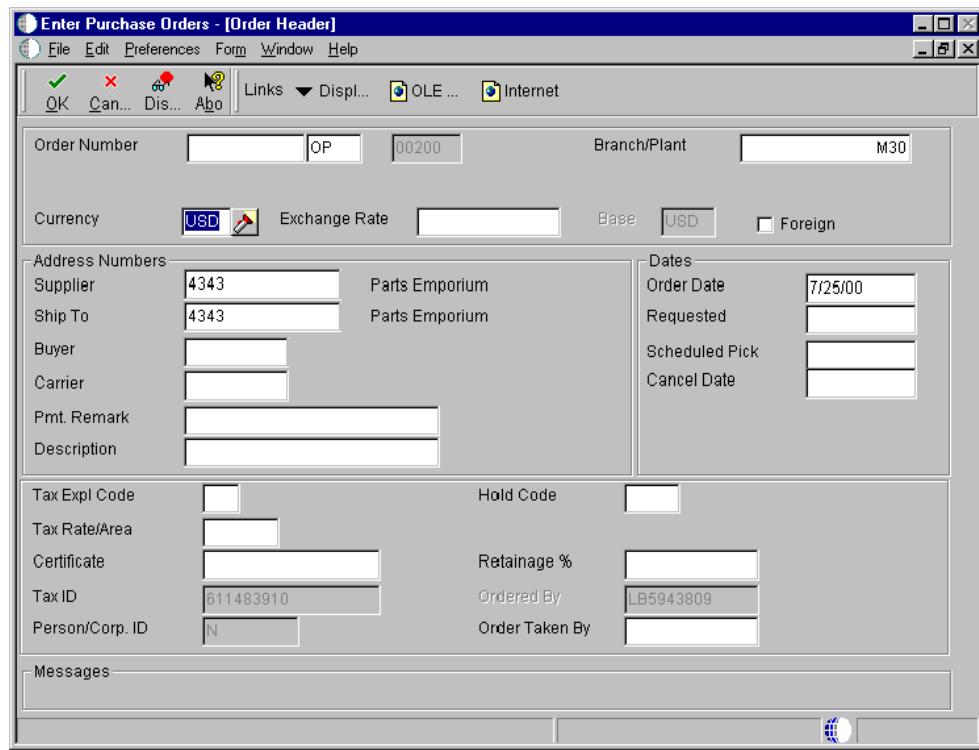
- Set the appropriate option on the Processing tab to allow access to the Address Book.

► To enter supplier details

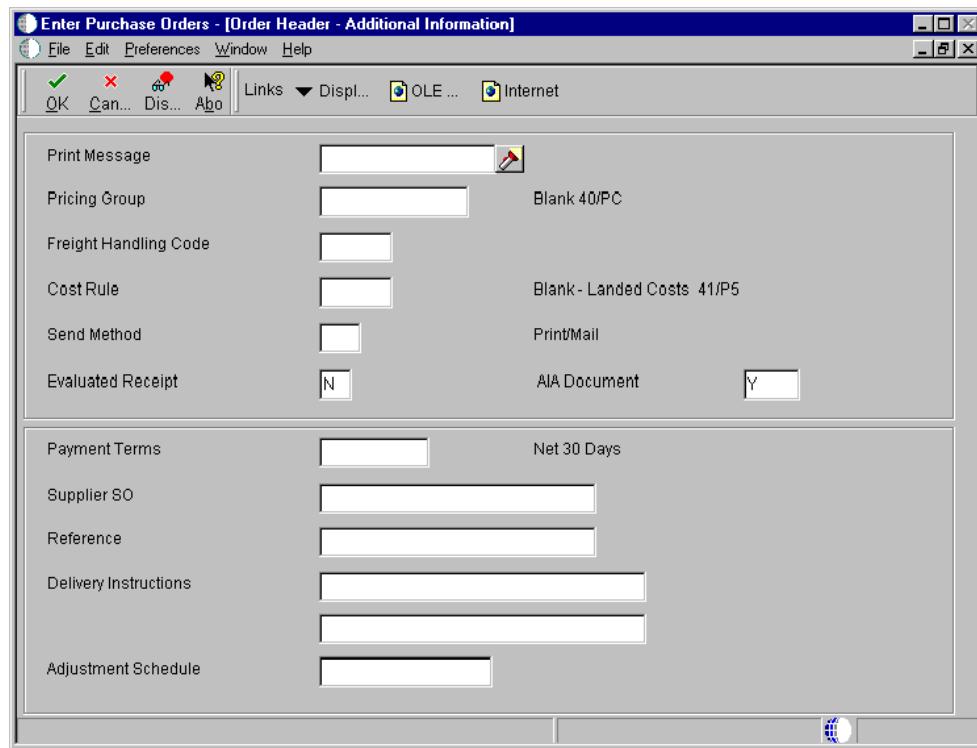
From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

The Order Header form appears if you have set processing options to display header information before detail information.



2. On Order Header, complete the following fields:
 - Branch/Plant
 - Supplier
3. From the Form menu, choose Additional Info.



4. On Order Header - Additional Information, complete the following fields and click OK:
- Print Message
 - Freight Handling Code
 - Cost Rule
 - Send Method
 - Evaluated Receipt
 - Payment Terms
 - Supplier SO
 - AIA Document

If you have set up purchasing instructions for a supplier on the A/P Supplier Master - Purchasing form, the system supplies default values for several fields above based on the supplier you enter for the order. You can access the Work with Supplier Master form through the Supplier Master form exit on the Order Header form.

► To enter supplier address information

1. On Order Header, choose Address Book from the Form menu.
2. On Work With Addresses, click Add to open Address Book Revision.

3. On the Address Book tab, complete the following fields:
 - Alpha Name
 - Search Type
 - Tax ID
4. Click the Mailing tab and complete the following fields:
 - Mailing Name
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - City
 - State
 - Country
 - Postal Code
 - Effective Date
5. Click the Additional tab and complete the following fields:
 - Payables Y/N/M
6. Click the Related Address tab and complete the following fields:
 - Parent Number
 - 1st Address Number
 - 2nd Address Number
 - 3rd Address Number
 - 4th Address Number
 - Factor/Special Payee
7. Click the Cat Code 1-10 tab and complete the following field:
 - Category Code 01
8. Click the Cat Code 11-30 tab and complete the following field and click OK:
 - Category Code 11
9. On Order Header, return the address book number you created to the following field:

- Supplier

10. To set up the master information for the new supplier, choose Supplier Master from the Form menu, complete the steps to set up the supplier, and then click OK.
11. On Order Header, complete the steps to enter supplier details.

See Also

- *Creating and Updating Address Book Records* in the *Address Book Guide* for complete instructions about the address book
- *Setting Up Supplier and Item Information* if you need to set up the supplier information

► **To enter a temporary address for a supplier**

This type of address change applies only to the order you are entering. You can also enter a temporary address change for the ship-to entity.

1. On Order Header, choose Order Addresses from the Form menu.
2. On Order Address Information, complete any of the following fields:
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - Postal Code
 - City
 - State
 - County
 - Country
3. Depending on the address number that you want to be temporary, choose either of the following options and click OK:
 - Supplier
 - Ship To

Entering Origination Information for an Order

You generate an order for a specific branch/plant, business unit, project, or job within your company. In most instances, goods are shipped to the same branch/plant that requests the order. However, you might want to ship the goods to another location.

You must specify the branch/plant, business unit, project, or job for which you are placing an order. When you enter a branch/plant, the system retrieves the ship-to address from Branch/Plant Constants provided that the ship-to address exists in the address book. If you want to ship the order to a different shipping address, you can override the ship-to address number.

You can enter instructions for the delivery of an order. For example, you can specify that goods be delivered to a certain dock at the warehouse. You can have the system retrieve default delivery instructions set up for the ship-to address on A/P Supplier Master - Purchasing.

► To enter origination information for an order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

The Purchase Order Header form appears if you have set processing options to display header information prior to detail information.

2. On Order Header, complete the following fields:

- Supplier
- Branch/Plant
- Ship To

3. From the Form menu, choose Additional Info.

4. On Order Header - Additional Information, complete the following field and click OK:

- Delivery Instructions Line 1

5. On Order Header, click OK.

6. On Order Detail, click Cancel.

7. On Work With Order Headers, click Cancel.

Entering Dates for an Order

When you enter an order, you might request that the supplier deliver the order by a specific date. If the supplier cannot deliver the order by the date you request, you can specify the date that the supplier promises to deliver the order. In addition, you can specify the date that you place the order and the date that the order expires.

When a direct ship sales order is created in Sales Order Management, the system automatically creates a corresponding direct ship purchase order. If you change the date that the supplier promises to deliver for the direct ship purchase order, the system automatically changes the delivery date on the corresponding sales order.

► To enter dates for an order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Find.

The Purchase Order Header form appears if you have set processing options to display header information prior to detail information.

2. Choose the order and click Select.
3. On Order Header, complete the following date fields as appropriate, and click OK:
 - Order Number
 - Order Date
 - Requested
 - Promised Delivery
 - Cancel Date

If you do not enter an order date, a scheduled pick date, or a requested date, the system enters the current system date. If you do not enter a scheduled pick date, the system enters the requested date.

See Also

- Setting Up Guidelines for Delivery Performance* for information about how the system uses the promised delivery date to determine supplier performance

Entering Tax Information for an Order

In most business environments, you are required to pay taxes on the items you purchase. You can have the system calculate taxes for an order based on the tax information that you enter for the order.

The system provides default values for tax fields based on the master information that you have set up for the supplier. You can use the Order Entry processing options to specify that the system retrieve the default value for the tax rate area from the master information for the ship-to address.

If you are using the Vertex Quantum Sales and Use Tax system in conjunction with J.D. Edwards software, the system retrieves default GeoCodes to determine the tax rate to apply to the order.

Assuming that an order has more than one item, you can change tax information to accommodate each item or service. Then taxes are applicable for the item or service only if you have specified that the detail line is taxable.

► To enter tax information for an order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Find.

The Purchase Order Header form appears if you have set processing options to display header information prior to detail information.

2. Choose the order and click Select.
3. On Order Header, complete the following fields, and then click OK:

- Tax Expl Code
- Tax Rate/Area
- Certificate

Note

You can override the tax information when you enter the purchase order or match it to the voucher.

See Also

- ❑ *Entering Tax Information for a Detail Line* for more information about specifying that an item or service is taxable
- ❑ *Working with Vertex Quantum Sales and Use Tax* for information about how to set up the J.D. Edwards/Vertex interface and how to assign GeoCodes to address book records

Entering Reference Information for an Order

At some point, you might need to include additional information in an order. For example, you might want to include:

- The individual who placed the order
- The buyer responsible for procuring items and services on the order
- The company responsible for delivering the order
- A confirmation number, document number, or job number for the order
- Miscellaneous notes

You can enter reference information for an order when you enter header information. The reference information is primarily for informational purposes.

You can attach miscellaneous notes to an order as notes to be printed on the order.

► To enter reference information for an order

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Find.

The Purchase Order Header form appears if you have set processing options to display header information prior to detail information.

2. On Order Header, complete the following fields:

- Buyer
- Carrier

The system enters an address number in the Ordered By field based on the system user who is entering the order.

3. From the Form menu, choose Additional Info.
4. On Order Header - Additional Information, complete the following field and click OK:
 - Reference
5. On Order Header, choose Attachments from the Form menu.
6. On Media Objects, choose New, and then Text from the File menu.
7. Enter the appropriate text.
8. Choose Save & Exit from the File menu.
9. Click OK.

Entering Order Detail Information

After you enter header information for an order, such as the supplier to fill the order and the branch/plant requesting the order, you must enter information about each item or service that you want to procure on the Order Detail form. For each item or service, you must enter a line of detail that describes:

- The item or service that you want to procure
- The quantity that you want to procure
- The cost of the item or service

Depending on your business objectives, you can use the following methods to enter order detail lines:

- By item number
- By general ledger account number

If you run an inventory operation in which you stock items for resale, internal use, or manufacturing purposes, you must enter detail lines by item number. If you purchase goods or services for internal use or for use on a certain job or project, you can enter detail lines by account number, item number, or both.

If the supplier has an Internet home page set up with items that it offers, you can preview supplier information in the electronic catalog before entering the order detail information. On the Order Detail form, you can use a form exit to preview supplier information.

The system provides default values for detail lines based on the header information on an order. You can add and change the information for each detail line based on what is relevant to your purchasing process. For example, if you purchase items for inventory, you must specify the unit of measure for the item. You can also specify the location where the item is stored upon receipt, and the weight, volume, lot, and manufacturing information for the item. You also can attach notes, or narrative text, to each detail line.

You can enter tax information for each detail line to have the system calculate taxes on the goods or services you are purchasing. If the supplier provides a discount on the order, you can enter the terms of the discount. By assigning reporting codes to a detail line, you can group items for reporting purposes.

If the supplier uses a different currency than your company's base currency, you must enter costs in foreign currency.

You can replace an existing item on a detail line with a substitute or replacement item. For example, if the supplier is out of the item you entered on a detail line, you can review a list of alternative items and choose a replacement item.

For an existing order, you can use the Order Detail form to review summary information such as items, account numbers, order quantities, prices, extended volumes and weights, total tax amount, and total dollar amount.

You might need to cancel a detail line if you no longer want to purchase the items or services that the line contains. When you cancel a line, the system closes the line and assigns it a last status of 980 (canceled order entry) and a next status of 999, which indicates that the purchasing process for the line is complete. If you want the closed line to appear when you are reviewing the order, you can set the processing options for Order Entry. If you want the closed line deleted from the system, you must run a purge.

The system provides four grid formats as tabs on the Order Detail form. Each tab displays the columns in the detail area of the form in a different order. In this guide, the stock based environment and forms are shown as examples.

Before You Begin

- You must set the Order Entry processing options to have the system enter a current status code and a next status code for each detail line. These codes determine the next process that the detail line goes through in the purchasing process. For more information about status codes, see *Setting Up Order Activity Rules*.
- You must set the Order Entry processing options to indicate the method by which the system updates detail lines with changes to header information. If you do not set the processing options to automatically update the header information, you must do so manually on the Order Header form by choosing Header To Detail/Define, which allows you to specify which fields to update, and then Header To Detail/Populate from the Form menu.

See Also

- Reviewing Open Orders* for information about viewing pending orders

Entering Detail Lines by Item Number

If you work in an environment in which you stock items for resale, internal use, or manufacturing purposes, you enter the item numbers set up in the Inventory Management system to make purchases. After you enter an item number on a detail line, the system:

- Validates that the item exists in the Inventory Management system
- Retrieves information for the item from the Inventory Management system

The system retrieves information, such as the cost, description, and unit of measure for the item and enters it on the detail line. You can override these values and specify additional information, such as a storage location, a lot number, an asset identifier, manufacturing details, and landed cost rules.

When a direct ship sales order is created in Sales Order Management, the system automatically creates a corresponding direct ship purchase order. If you change the cost values for the direct ship purchase order, the system automatically changes the cost values on the corresponding sales order.

After you enter all detail lines on the purchase order, the system displays a warning message if the value of the order either exceeds the maximum order value or is below the minimum order value that is specified for the supplier in the purchasing instructions.

You determine how the system processes information on each detail line. For example, you can direct the system to update the availability of an item in the Inventory Management system upon receipt. As another example, you can have the system retrieve the unit cost of the item you are ordering provided you assign a line type (such as Y, B, or D) to the detail line that tells the Procurement system to interface with the Inventory Management system. You must enter a line type for each detail line to indicate how the transaction works with other J.D. Edwards systems.

Another example of how the detail line information that you enter affects other systems is general ledger (G/L) information. The G/L class code that you enter for a detail line determines the inventory account and the received not voucherized account for which the system creates journal entries. The system creates these entries when you enter a receipt.

If you work in a non-inventory environment, you might frequently purchase items for use in a specific job or project. Even in an inventory environment, you might purchase items that you do not account for as part of your inventory, such as office supplies. In either of these cases, you can enter item numbers to purchase non-stock items provided that you specify a line type of N or B to indicate that the transaction does not affect the Inventory Management system.

► To enter detail lines by item number

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

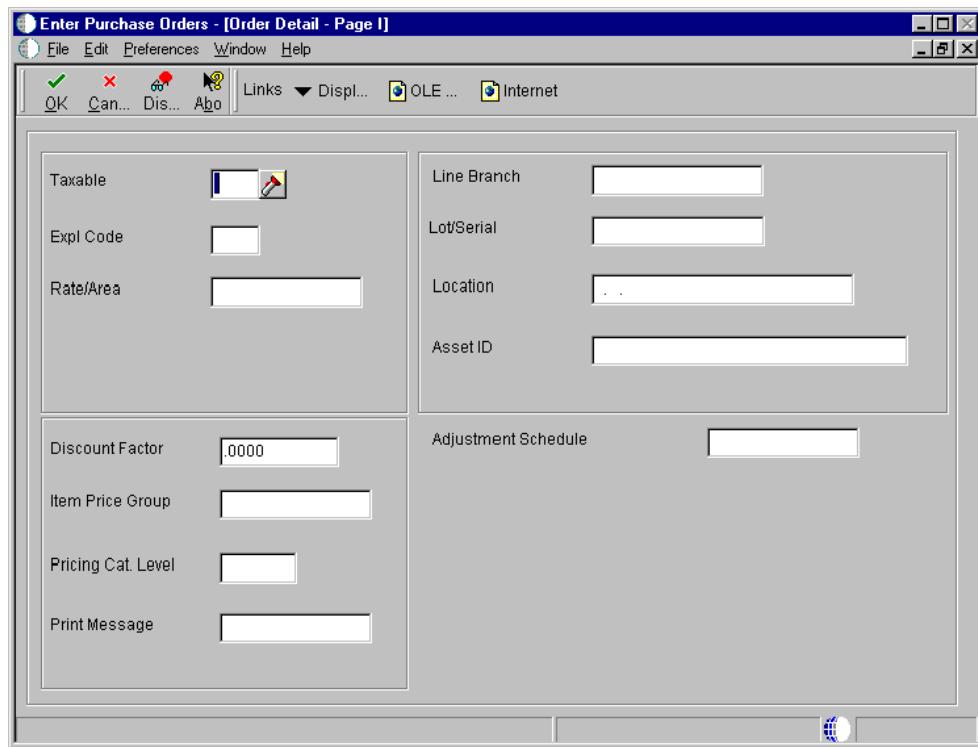
If you have set processing options to bypass the header form, Order Detail appears. Otherwise, you must enter header information on Order Header before you can proceed to Order Detail.

The screenshot shows the PeopleSoft Order Detail screen. At the top, there's a toolbar with icons for Home, Intranet, and Training. Below that is a menu bar with 'Select Workspace: Active Foundation' and links for Personalize, Change Role, and Sign Out. The main area has tabs for 'Order Detail' and 'Line Defaults'. Under 'Order Detail', fields include Order Number (OP), Branch/Plant, Supplier, Order Revision, Ship To, Order Date (09-03-03), Hold Code (Blank - Hold Codes 42/HC), Currency, Exchange Rate, Base, and a checked checkbox for Foreign. A note says 'Blank - Hold Codes 42/HC'. Below this is a grid titled 'Records 1 - 1' with columns: Change Order, Item Number, Quantity Ordered, Tr. UoM, Sec Quantity Ordered, Sec UoM, Unit Cost, Extended Cost, Pu. UoM, Ln Ty, and Description 1. The grid has a single row with a placeholder value.

2. On Order Detail, enter header information on the Order Detail tab, as needed.
3. Choose the Line Defaults tab and enter information, as needed.
4. For each item complete a row with the following fields:
 - Item Number
 - Quantity Ordered
5. For each item, complete the following fields, as required:
 - Tr. UoM
 - Unit Cost
 - Extended Cost
 - Pu. UoM
 - Ln Ty
 - Description
 - Account Number
 - Last Status
 - Next Status

- G/L Offset

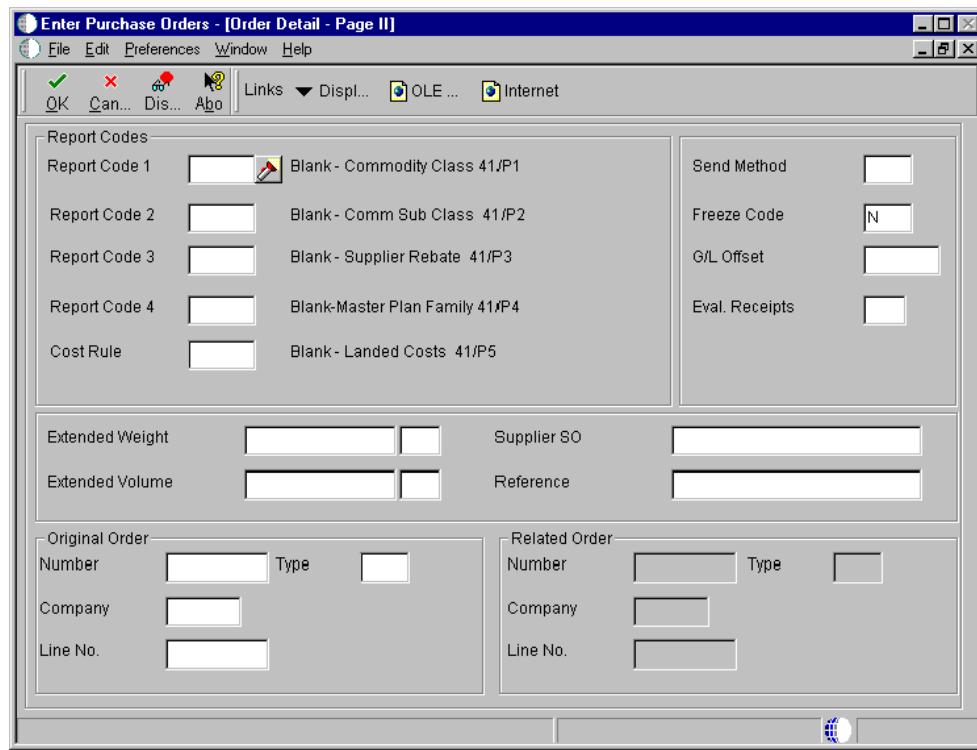
6. From the Row menu, choose Tax/Terms.



7. On Order Detail - Page I, complete the following fields and click OK:

- Location
- Asset ID
- Print Message

8. On Order Detail, choose Additional Info from the Row menu.



9. On Order Detail - Page II, complete the following fields and click OK:

- Report Code 1
- Extended Weight
- Extended Volume
- Freeze Code

10. On Order Detail, click OK.

See Also

- ❑ *Setting Up Non-Stock Items* for more information about setting up non-stock master information
- ❑ *Setting Up Landed Costs* for more information about the different ways to assign landed costs and how the system applies landed costs
- ❑ *Entering Order Header Information* for more information about how to enter supplier information
- ❑ *Setting Up Order Line Types* for more information about line types

Entering Detail Lines by Account Number

If you work in an environment in which you purchase services or goods for internal use or for use in a certain job or project, you can charge purchases against general ledger account

numbers. You enter a detail line for each account number against which you are purchasing. This allows the general ledger to reflect expenses by job or project.

When you enter detail lines by account number, you can have the system perform commitment and budget tracking. For example, a certain account number represents your office supply expenses. Each time you purchase goods against the account number, you can have the system:

- Track the amount and quantity of office supplies that you are committed to purchase
- Validate that the cost of the supplies does not exceed the budget for office supplies

You determine how the system processes information on each detail line. For example, you can require that the system process a line based on both an account number and an item number. You must enter a line type for each detail line to indicate how the transaction works with other J.D. Edwards systems.

If you work in a non-inventory environment, you might frequently purchase items for use in a specific job or project. Even in an inventory environment, you might purchase items that you do not account for as part of your inventory, such as office supplies. In either of these cases, you can enter item numbers to purchase non-stock items provided that you specify a line type of N or B to indicate that the transaction does not affect the Inventory Management system.

If you are making an account-based entry, you must enter an inventory interface of A or B.

If you are entering a lump sum for a detail line, you must enter an inventory interface of A or N.

A final example of how the detail line information that you enter affects other systems is general ledger information. The system tracks purchasing expenses in the general ledger based on the G/L class code that you enter for a detail line. The G/L class code determines the received not vouchered account to which the system applies a credit if you enter a formal receipt.

► To enter detail lines by account number

From the Services/Expenditures PO Processing menu (G43C11), choose Enter Purchase Orders.

Alternatively, you can choose Enter subcontract Orders from the Subcontract Processing menu (G43D11).

1. On Work With Order Details, click Add.

If you have set processing options to bypass the header form, Order Detail appears. Otherwise, you must enter header information on Order Header before you can proceed to Order Detail.

2. On Order Detail, enter header information, as necessary.
3. Click the Line Defaults tab and complete the following applicable fields:
 - Account Number
 - Project Cost Center
 - Subsidiary
 - Obj Acct

4. Complete the following fields, as required, and click OK:

- Unit Cost
- Quantity Ordered
- Tr. UoM
 - Unit Cost
 - Extended Cost
- Pu. UoM
 - Ln Ty
 - Description 1
 - Description 2
 - Subledger
- Subledger Type
- G/L Date
 - Last Status
 - Next Status
 - G/L Date
 - G/L Offset

See Also

- Entering Detail Lines by Item Number* for information about entering item information for detail lines
- Working with Journal Entries for Receipt Transactions and Setting Up Automatic Accounting Instructions* for additional general ledger information

Entering Shipment Information

If you use Transportation Management, you can set up processing so that the system automatically creates shipment for a purchase order based on the order type and line type combination that you define in the user defined code tables (49/SD). The shipment is a request to transport goods from the supplier to the branch/plant. If you do not enter a carrier and mode of transport during order entry, the system retrieves default carrier and transport information from any of the following:

- Item Branch/Plant Information
- Customer Master Information
- Inventory Commitment preference

When you review routing options in Transportation Management, you can review and revise the carrier and mode of transport. If you do not specify a carrier in either of the master tables

or during order entry, the system populates the carrier and mode of transport based on the Carrier transportation preference.

See Also

- Planning Transportation* in the *Transportation Management Guide* for more information on entering shipment and load information

Entering Tax Information for a Detail Line

You can enter tax information that is specific to a detail line. This tax information determines whether taxes apply to the items or services on the detail line, and how the system calculates the taxes.

The system retrieves default tax information for each detail line based on the tax information that you entered for the order. If tax information for the detail line differs from that for the rest of the order, you can change the tax information to accommodate the detail line.

If you are using the Vertex Quantum Sales and Use Tax system in conjunction with J.D. Edwards software, the system retrieves default GeoCodes to determine the tax rate to apply to the order.

► To enter tax information for a detail line

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Detail, complete the following fields:
 - Branch/Plant
 - Supplier
3. Select a detail line and choose Tax/Terms from the Row menu.
4. On Order Detail - Page I, complete the following fields and click OK:
 - Taxable
 - Expl Code
 - Rate/Area

See Also

- Working with Vertex Quantum Sales and Use Tax* for information about how to set up the J.D. Edwards/Vertex interface and how to assign GeoCodes to address book records

Entering Discount Terms for a Detail Line

You can enter discount terms on a detail line to have the system calculate a discount on the items that you purchase. For example, a supplier might offer a 10 percent discount on certain items.

You can enter a specific discount factor for a detail line. The system enters a cost for the item on the detail line based on the discount factor. For example, to specify a 10 percent discount for an item, you enter a discount factor of 0.90. If the unit cost for the item is usually 10.00, the system enters a unit cost of 9.00.

You can also specify a discount for an item based on a price rule. The system applies a discount to the unit cost of the item based on the discount set up for the price rule. The system retrieves a default price rule for an item if:

- You have attached a price rule to branch/plant information for the item.
- You have attached the price rule to the supplier from whom you are purchasing the item (or to the price group for the supplier).

► **To enter discount terms for a detail line**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Find.
2. On Order Detail, complete the following fields:
 - Branch/Plant
 - Supplier
3. Select a detail line and choose Tax/Terms from the Row menu.
4. On Order Detail - Page I, complete the following fields and click OK:
 - Discount Factor
 - Item Price Group
 - Pricing Cat. Level

See Also

- *Creating Price Discount Rules for Purchasing* for information about setting up discounts for price rules and price groups
- *Attaching Price Discount Rules to Items and Suppliers* for information about setting up price rules

Entering Reporting Codes for a Detail Line

You might want to group detail lines with similar characteristics so that you can generate reports based on the group. For example, you can group all detail lines for electrical items so that you can produce a report that lists open order information for electrical items. To group detail lines, you assign reporting codes to each line. The reporting codes are default codes that are associated with the classification codes for an item on the Item/Branch Plant Info. form.

Five categories of reporting codes are available for purchasing. Each category represents a specific group of codes. For example, you might have a category for commodities. Within this

category would be different codes, each of which represents a specific type of commodity, such as aluminum or copper.

► To enter reporting codes for a detail line

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Detail, complete the following fields:
 - Branch/Plant
 - Supplier
3. Select a detail line and choose Additional Info from the Row menu.
4. On Order Detail - Page II, complete the following fields:
 - Report Code 1
 - Report Code 2
 - Report Code 3
 - Report Code 4

To complete each field, access the corresponding user defined code table and choose the appropriate code.

Entering Change Orders

You can change commitment details after you enter them by creating a change order, which updates the commitment information and creates a record of changes to the order. For example, to increase the committed amount for an order by 100, you enter a change order for 100.

You can set the display and process processing options for Order Entry to determine whether you can change original commitment information by line item or if you must enter a change order.

The system maintains a record after you make a change. After you enter change order information, you can enter descriptive text for each line item of the contract.

Note that if you are using the Advanced Pricing system for Procurement, change orders are not priced with adjustment schedules.

See Also

- *Entering Item Classification Codes* in the *Inventory Management Guide* for more information on how to enter Procurement classification codes

Entering Substitute or Replacement Items

You might enter an order for an item, but the supplier does not have the quantity available to fill the order. You can review a list of substitute items and choose an item to replace the item on a detail line. If the system notifies you that the item on a detail line is obsolete, you can review and choose a replacement for the item.

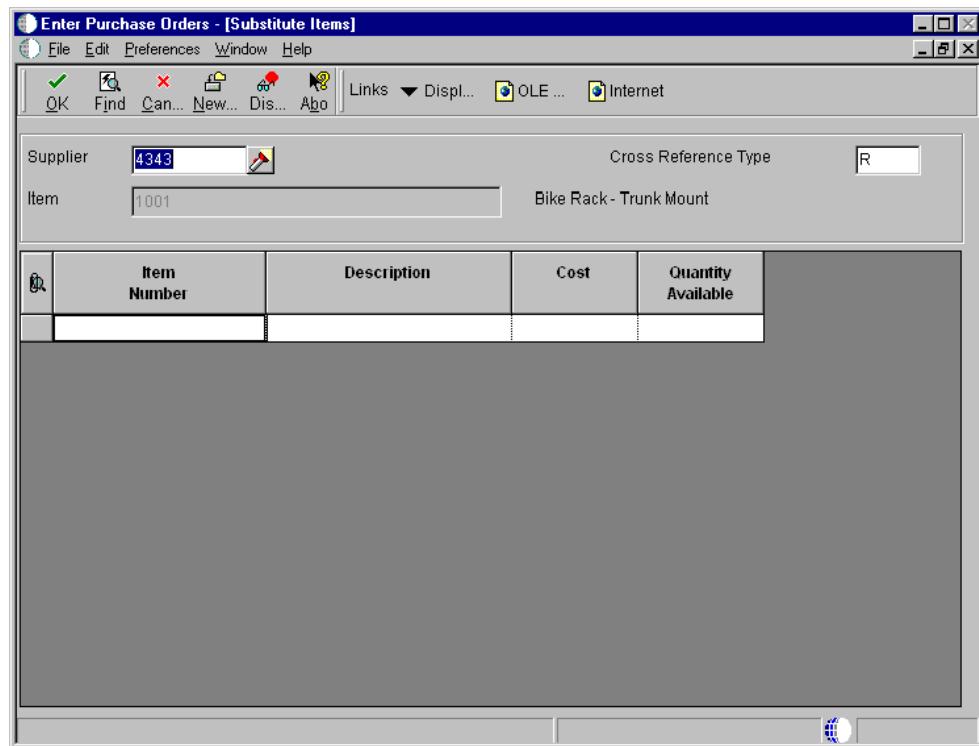
The substitutes or replacements that the system displays are based on the cross-reference types from the Inventory Management system that you specify in the processing options for the Order Entry program and the Purchase Order Workbench program.

You can specify whether you want to review substitute or replacement items after you enter a detail line. You can have the system replace the item number, the item description, and the cost on a detail line with that of a substitute or replacement item.

► To enter substitute or replacement items

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, locate the order for which you want to enter a substitute or replacement item.
2. Click on the order, and then choose Detail Revision from the Row menu.
3. On Order Detail, choose the row that contains the item that you want to replace.
4. From the Row menu, choose either Substitute Items or Obsolete Items.



5. On Substitute Items, review the following fields for each item:
 - Item Number
 - Description
 - Cost
 - Quantity Available

6. Choose the row that contains the appropriate substitute or replacement item and click OK.
7. Return to Order Detail and review that the system has replaced the original item information with that of the substitute or replacement item you chose.

Entering Kit Orders

Kits are comprised of component items that are associated to a parent item. Kits are useful if your company sells combinations of products. For example, if your company sells stereo systems, you can set up a kit with a parent name of stereo. The stereo kit can contain components such as speakers and a compact disc player, which you typically want to sell together. You can have an item number for the kit that you enter on a purchase order, but the parent item, stereo, is not stocked as an inventory item.

When you enter an item number for a kit, you can review the preselected components and the quantities that comprise the kit. You can also select any optional items that you want to include on the purchase order.

If you change quantity information for the kit, you must manually adjust the corresponding cost information. If you need to cancel component lines, you must cancel each line individually.

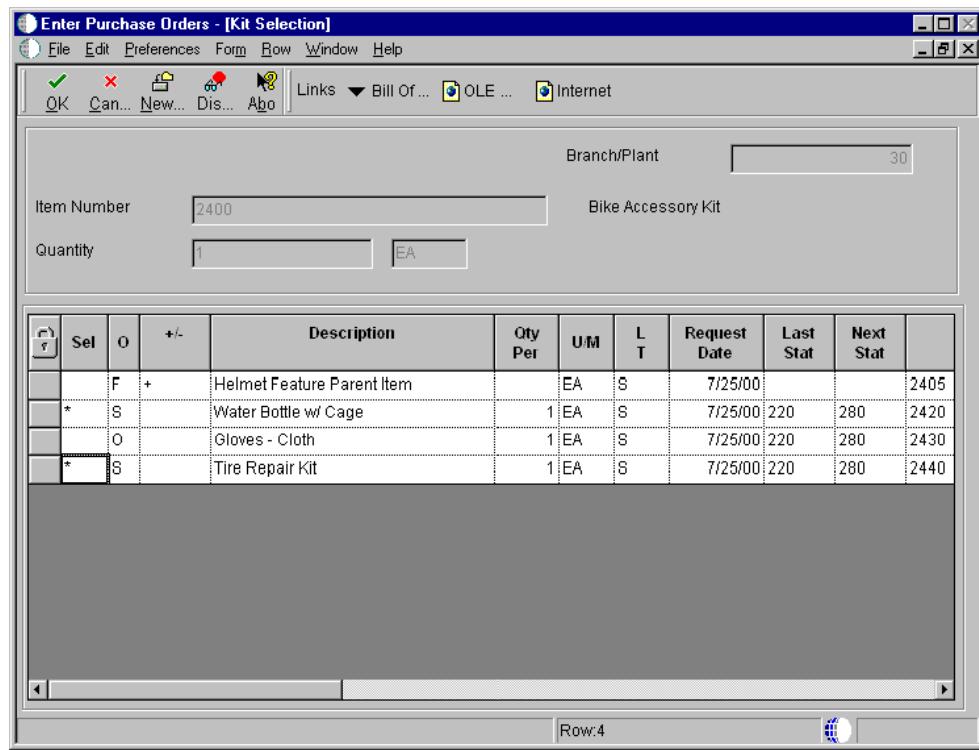
Before You Begin

- Verify that you have set the appropriate processing option in the Purchase Order Entry program that displays kit component lines.
- Verify that kit items have been set up. See *Entering Kit Information* in the *Inventory Management Guide*.

► To enter kit orders

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Detail, complete the following fields:
 - Branch/Plant
 - Supplier
3. In the detail area, enter a kit parent item in the following field:
 - Item Number
4. Choose the row that contains the kit parent item.
5. From the Row menu, choose Kits.



6. On Kit Selection, revise the following component information, as necessary:
 - O
 - Quantity
 - Request Date
7. To review features, double-click on the row with an F (Feature) in the O (Option) column.
8. To accept options, choose the row and click Select to display an asterisk in the following field:
 - Sel
9. Click OK.

Order Detail appears. If you would like to review the components or features that you selected for the kit order, click Cancel and inquire again on the kit order that you entered.

Processing Options for Order Entry (P4310)

Defaults

1. Order Type

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

- P_ Accounts Payable documents
- R_ Accounts Receivable documents
- T_ Payroll documents
- I_ Inventory documents
- O_ Purchase Order documents
- J_ General Accounting/Joint Interest Billing documents
- S_ Sales Order Processing documents

You must enter a value that has been set up in user defined code table 00/DT.

2. Line Type

Use this processing option to specify how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations. Some examples of valid values, which have been defined on the Line Type Constants Revisions form (P40205), are:

- S Stock item

-
- J Job cost, subcontracts, or purchasing to the General Ledger
 - B G/L account and item number
 - N Non-stock item
 - F Freight
 - T Text information
 - M Miscellaneous charges and credits
 - W Work order

3. Beginning Status

Use this processing option to indicate the beginning status, which is the first step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

4. Override Next Status

Use this processing option to indicate the next step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using. The override status is another allowed step in the process.

5. Unit of Measure

Use this processing option to indicate the unit of measure that will default into the Transaction Unit of Measure field. The unit of measure that you enter overrides any value that is currently in the Transaction Unit of Measure field.

Note that if you choose an item from a catalog in Purchase Order Entry (P4310), the unit of measure in the catalog overrides is the default.

6. Line Number Increment

Use this processing option to automatically number the order lines by the increment that you choose. You should choose to increment by whole numbers, since other processes, such as kit entry, create decimal increments.

7. Default Tax Rate/Area

Blank = Supplier

1 = Ship To

Use this processing option to specify where the system locates default tax rate/area information to use as the default during order entry.

- 1 The system uses the default tax rate/area from the address book number for the Ship To. The information that the system uses is located in the tax information section of the Supplier Master table (F0401).

Blank The system uses the tax rate/area that is associated with the address book number for the Supplier.

The system retrieves the tax explanation code from the Supplier address book number record in the Supplier Master table (F0401).

Note that if this is the version that is being called from the Order Release program, then the tax information comes from the Supplier Master table (F0401) and not from the original order

8. Transaction Unit of Measure

Blank = Purchasing Unit of Measure

1 = Primary Unit of Measure

Use this processing option to specify where the system locates transaction unit of measure information to use as the default during order entry.

-
- 1 The system uses the primary unit of measure from the Item Master table (F4101) as the default for the transaction unit of measure.
 - Blank The system uses the purchasing unit of measure from the Item Master table (F4101). The transaction unit of measure directly relates to the number that you have entered in the Quantity field on the Purchase Order Entry form.

If you choose an item from a catalog in Purchase Order Entry, the unit of measure in the catalog overrides that value that you enter in this field.

If you have entered a value in the Unit of Measure field, you should not enter a value in this field.

9. Landed Cost Rule

Use this processing option to specify the landed cost rule for the system to use on all orders that have been entered using this version.
If you leave this field blank, the system uses the landed cost rule from the Ship To information that is stored in the Address Book.

10. Header to Detail

Blank = Manually load header changes to detail

1 = Auto load header changes to detail

Use this processing option to specify whether the system updates information in the detail lines when you change header information.

- 1 The system automatically loads header changes to the detail lines.
- Blank You must use the Populate form exit on the Order Header form to manually apply header to detail changes.

Use the Define form exit on the Order Header form to choose which fields on the Order Detail form you want to update with changes to header information.

After you make changes to the header information, the Order Detail form appears. Remember to click OK to record the changes that you have made on the Order Detail form. If you click Cancel, your changes will be lost.

11. Work Order Status

Use this processing option to specify the new work order status when the purchase order quantity or promise date changes.

This processing option pertains to purchase orders that have been created for outside operations by processing work orders with the Order Processing program (R31410). If you change the quantity or promise date after the system creates a purchase order, the system updates the work order status to the value that you have entered in this field.

If you leave this field blank, the system does not change the work order status.

12. Account Description

Blank = Business unit, object, subsidiary

1 = Business unit, subsidiary

Use this processing option to specify where the system locates the account description to use as the default in order entry.

1 The system retrieves the account description from the account that consists of the business unit and the subsidiary. Typically, the account is a non-posting header account. Note that the object account will not be used when the system retrieves the account description.

Blank The system retrieves the account description from the account that consists of the business unit, object, and subsidiary.

13. Line Sequence

Blank = Assigns unique line number continuously.

1 = Starts the sequencing process over for each change order.

Use this processing option to specify how the system assigns line numbers on a change order.

1 The system starts the sequencing process over for each change order. If you enter 1, the system retains and increments the line number sequence within each individual change order, but for the next change order, the system starts over with the line number sequencing.

Blank The system assigns unique line numbers on a continuous, incremental basis. When there are multiple change orders, the system assigns line numbers on a continuous, incremental basis rather than starting over with line number sequencing for each change order.

Display

1. Suppress Closed Lines

Blank = Do not suppress

1 = Suppress

Use this processing option to specify whether the system suppresses closed lines. Valid values are '1' and blank.

1 The system suppresses closed or cancelled lines. If you suppress closed or cancelled lines, any line with a status of 999 will not appear in the detail area. However, the record for the line still remains in the Purchase Order Detail table (F4311).

Blank The system does not suppress closed or cancelled lines.

2. Status Code Protection

Blank = Do not protect

1 = Protect

Use this processing option to specify whether you can change status codes.

- 1 Status codes cannot be changed. You can review the codes, but you cannot change them. Regardless of the status code, the system protects the last and next status when you have activated status code protection.

Blank Status codes can be changed.

3. Order Type Protection

Blank = Do not protect

1 = Protect

Use this processing option to specify whether you can change order types.

- 1 The order type (also known as the document type) cannot be changed. You can review the order type, but you cannot change it.

Blank You can change the order type.

4. Kit Display

Blank = Parent line

1 = Component lines

Use this processing option to specify whether the system displays kit component lines or only the parent line.

- 1 The system displays kit component lines. You must first create the purchase order and then inquire upon the purchase order to display the kit component lines.

Blank The system displays only the parent line. However, both the parent line and all component lines are written to the Purchase Order Detail table (F4311).

5. Cost Protection

Blank = Display cost fields

1 = Disable cost fields

2 = Hide cost fields

Use this processing option to specify whether you can change costs.

- 1 The costs fields appear on the form, but cannot be changed.
- 2 The system hides cost information. The Cost field does not appear, although the system still writes the cost information to the Purchase Order Detail Table (F4311). The system uses cost information from the costs tables as the default. Examples of the costs tables are the Item Cost table (F4105) and the Supplier Price/Catalog table (F41061). The cost table that the system uses for the default information depends on the way that your system is set up.

Blank The cost fields appear on the form and can be overridden.

6. Detail Line Protection

Use this processing option to specify the next status at which detail lines are protected from being changed. The entire detail line is protected when the next status is greater than or equal to this status. If you leave this field blank, the system does not protect detail lines from being changed.

7. Business Unit

Blank = Branch/Plant

1 = Job

2 = Project

3 = Business Unit

Use this processing option to specify the text that describes the Business Unit field (alias MCU) on the Order Header form. This processing option affects only the Order Header form, not the detail area on the Order Detail form.

- 1 The field appears as Job.
 - 2 The field appears as Project.
 - 3 The field appears as Business Unit.
- Blank The field appears as Branch/Plant.

Interfaces

1. Business Unit Validation

Blank = Business Unit Master table

1 = Inventory Constants table

Use this processing option to specify how the system validates the branch/plant.

- 1 The system validates the branch/plant against the Inventory Constants table (F41001). If you are performing stock purchasing, enter 1 for this processing option. When you enter 1, the system uses the address book number in the Inventory Constants table (F41001) as the default for the Ship To address book number.

Blank The system validates the branch/plant against the Business Unit Master table (F0006). Typically, you use this processing option when you are performing services expenditure purchasing. When you leave this processing option blank, the Ship To address book number defaults from the address book number in the Business Unit Master table (F0006). You can access the Business Unit Master table through the Revise Single Business Unit program.

2. PBCO Warning

Blank = Issue warning

1 = Do not issue warning

Use this processing option to specify whether you want to receive a PBCO (Post Before Cutoff) warning.

- 1 Do not issue the PBCO warning. Typically, you use this value when you are performing services or expenditure-type purchasing.

Blank The system compares the G/L date on the purchase order to the general accounting period for the company and business unit that are on the purchase order. The PBCO warning ensures that you are not recording purchases in a prior general accounting period.

3. PACO Warning

Blank = Issue warning

1 = Do not issue warning

Use this processing option to specify whether you want to receive a PACO (Post After Cutoff) warning.

- 1 Do not issue the PACO warning.

Blank The system compares the G/L date on the purchase order with the current period in the General Accounting Constants for the company and business unit that are on the purchase order. The PACO warning occurs when you try to create a purchase order with a G/L date that exceeds two periods beyond the current G/L period.

4. Quantity Update

Blank = Quantity on PO

1 = Quantity on Other POs

Use this processing option to specify which quantity fields the system updates. Before you set this processing option, always check the way that you have defined availability in the Branch/Plant Constants program.

- 1 Update the Quantity On Other POs field (alias OT1A) in the Item Branch or Location tables. Use this value when you are entering requisitions, quotes, blanket orders, or other order types for which you do not want to affect your current on-purchase order quantity.

Blank The system updates the Quantity on PO field (alias PREQ).

5. Supplier Analysis

Blank = Do not capture

1 = Capture

Use this processing option to indicate whether you want the system to capture supplier analysis information.

- 1 The system records information such as item numbers, dates, and quantities for every purchase order in the Supplier/Item Relationships table (F43090). To make supplier analysis most effective, enter 1 for this processing option and set the processing options for the Purchase Order Receipts program (P4312) and the Voucher Match program (P4314) to capture the same information.

Blank The system does not capture supplier analysis information.

Processing

1. New Supplier Information

Blank = Manually access Address Book Revisions

1 = Auto display Address Book Revisions

Use this processing option to specify whether you can add new supplier information through the Address Book Revisions program (P0101).

- 1 Automatically access the Address Book Revisions program (P0101).

You can add a supplier as you need to, rather than having to stop the task that you are performing to add a supplier. Consider your security restrictions for your Address Book records. You may not want to provide all users with the ability to enter supplier address book records.

- Blank The system does not access the Address Book Revisions program (P0101).

2. Order Templates

Blank = Do not display

1 = Display

Use this processing option to specify whether you want to review order templates.

- 1 Automatically display available order templates. If you set this processing option to automatically displays available order templates and you access the Order Header form, the system displays the order templates before displaying the Order Detail form. If you access the Order Detail form first, the system displays the order templates when you move your cursor to the detail area for the first time.

Blank Do not display available order templates.

3. Subsystem Printing

Blank = Do not print

1 = Print

Use this processing option to specify whether you want to automatically print a purchase order by using the subsystem.

- 1 Automatically print the purchase order by using the subsystem. Note that you need to submit the version of the Purchase Order Print program (R43500) that is designated for subsystem processing.
- Blank Do not print a purchase order by using the subsystem.

4. Blanket Releases

Blank = Do not process

1 = Process

Use this processing option to specify whether you want the system to automatically process blanket releases.

- Blank Do not automatically process blanket releases.
- 1 Automatically process blanket releases. If there is more than one blanket order for the supplier/item combination, the system displays a check mark in the row header that is located in the detail area and an "X" in the Blanket Exists column. You must use a blanket order row exit to select a blanket order.

5. Header Display

Blank = Display Order Detail

1 = Display Order Header before Order Detail

Use this processing option to specify whether the Order Header form appears before the Order Detail form.

- 1 Display the Order Header form before the Order Detail form.
- Blank Display the Order Detail form.

6. Agreement Search

Blank = Do not search

1 = Assign one if there is only one

2 = Display all

3 = Assign agreement with the earliest expiration date

Use this processing option to indicate how the system searches for agreements.

This processing option applies only if you are using the Procurement system in conjunction with the Agreement Management system.

Blank Do not search for agreements.

1 Assign an agreement if there is only one agreement in the system.

If the system finds multiple agreements, the system displays a check mark in the row header that is located in the detail area and an "X" in the Agreement Exists column. You must use a row exit to select an agreement.

2 Display all agreements.

3 Search for the agreement that has the earliest expiration date.

7. Base Order Protection

Blank = Do not protect

1 = Protected

Use this processing option to specify whether base order information can be changed. The base order is the original contract or order. The base order detail lines are identified as change order number 000. Typically, you use this processing option to prevent changes from being made to the original order.

1 The base order information cannot be changed.

Blank You can change the base order information.

8. Business Unit

Blank = Different**1 = Same**

Use this processing option to require that the values for the branch/plant and G/L account business unit are the same.

- 1 The values for the G/L account business unit and the header business unit (branch/plant, job, and so on) are the same.

Blank The values for the G/L account business unit and the header business unit can be different.

Duplication**1. Order Type**

Use this processing option to identify the type of document. This user defined code (00/DT) also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following prefixes for document types are defined by J.D. Edwards, and J.D. Edwards recommends that you do not change them:

P

Accounts Payable documents

R

Accounts Receivable documents

T

Payroll documents

I

Inventory documents

O

Purchase Order documents

J

General Accounting/Joint Interest Billing documents

S

Sales Order Processing documents

You must enter a value that has been set up in user defined code table 00/DT.

2. Beginning Status Code

Use this processing option to indicate the beginning status, which is the first step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using.

3. Next Status Code (Optional)

Use this processing option to indicate the next step in the order process. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and the line type that you are using. The override status is another allowed step in the process.

4. Copy Selection

Blank = Do not copy

1 = Line text

2 = Line and order text

3 = Order text

Use this processing option to specify the information that the system copies. You must activate this processing option if you want the system to copy line attachment text and order attachment text when generating quotes or requisitions into purchase orders. Valid values are:

1

Copy only line text.

2

Copy line text and order text.

3

Copy only order text.

Blank

Copy no information.

Cross Ref

1. Substitute Items

Use this processing option to specify the default cross-reference code that the system uses for retrieving substitute items. The value that you enter is used as the default on the Substitute Item Search and Select form.

If there is more than one substitute item, the system displays a check mark in the row header that is located in the detail area and an "X" in the Substitute Exists column.

2. Obsolete Items

Use this processing option to specify the cross-reference code for retrieving item replacements for obsolete items. The value that you enter is used as the default on the Substitute Item Search and Select form.

If there is more than one replacement item, the system displays a check mark in the row header that is located in the detail area and an "X" in the Replacement Exists column.

Order Inquiry

1. From Status Code

Use this processing option to specify the first code in the range of status codes for order detail lines.

Note that the system uses this status as the default on the Additional Selection form.

2. Thru Status Code

Use this processing option to specify the last code in the range of status codes for order detail lines. Note that the system uses this status as the default on the Additional Selection form.

3. Last Status

Blank = Next Status Code

1 = Last Status Code

Use this processing option to specify whether the system uses the last status or next status for the Open Order Inquiry program (P4310). Valid values are:

1

The system uses the last status code as the default for the from and thru status codes.

Blank

The system uses the next status code as the default for the from and thru status codes.

4. Date

Blank = Requested Date

1 = Transaction Date

2 = Promised Date

3 = Original Promised Date

4 = Receipt Date

5 = Cancel Date

6 = G/L Date

Use this processing option to specify the date that the system checks to ensure that the date is within the date range. Valid values are:

1

The system checks the Transaction Date.

2

The system checks the Promised Date.

3

The system checks the Original Promise Date.

4

The system checks the Receipt Date.

5

The system checks the Cancel Date.

6

The system checks the G/L Date

Blank

The system checks the Requested Date.

Versions

1. Supply/Demand Inquiry (P4021)

Use this processing option to define the version that the system uses when you are using the Supply/Demand Inquiry program. When you choose a version, review the version's processing options to ensure that the version meets your needs.

2. Supplier Analysis (P43230)

Use this processing option to define the version that the system uses when you are using the Supplier Analysis program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

3. Supplier Master (P04011)

Use this processing option to define the version that the system uses when you are using the Supplier Master program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

4. PO Print on Demand (R43500)

Use this processing option to define the version that the system uses when you are using the Purchase Order Print On Demand program. The system uses the version that you choose to print an order when you access the appropriate row exit on a form.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

5. Item Availability Summary (P41202)

Use this processing option to define the version that the system uses when you are using the Item Availability program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

6. Approval Review (P43081)

Use this processing option to define the version that the system uses when you are using the Approval Review program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

7. Receipt Routing (P43250)

Use this processing option to define the version that the system uses when you are using the Receipt Routing program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

8. Open Receipts (P43214)

Use this processing option to define the version that the system uses when you are using the Open Receipts program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

9. Revision Audit Summary (P4319)

Use this processing option to define the version that the system uses when you are using the Revision Audit Summary program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

10. Purchase Ledger (P43041)

Use this processing option to define the version that the system uses when you are using the Purchase Ledger program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

11. Open Order Inquiry (P4310)

Use this processing option to define the version that the system uses when you are using the Open Order Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

12. Financial Status Inquiry (P44200)

Use this processing option to define the version that the system uses when you are using the Financial Status Inquiry program.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

13. Inbound Transportation (P4915)

Use this processing option to define the version that the system uses when you are using the Inbound Transportation applications.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

14. Preference Profile (P42250)

Use this processing option to identify the version of Preference Profiles

program (P42520) that the system uses to process orders based on preferences that you activated in the Preference Selection form. If left blank, the system uses version ZJDE0001.

The Preference Profiles program does not include the inventory commitment preference.

Currency

1. Tolerance

Use this processing option to specify a currency tolerance limit percentage, to ensure that the currency amount does not fluctuate by an amount greater than the tolerance percentage as compared with the Currency Exchange Rates table (F0015).

2. Currency Code

Use this processing option to specify the currency code for As If amounts. The system can display As If amounts in a currency other than the currency that they are recorded in.

If you leave this processing option blank, the system displays As If amounts in the currency that they are recorded in.

3. As of Date

Use this processing option to specify the As Of date that the system uses to process the current exchange rate for the As If currency.

If you leave this processing option blank, the system uses the thru date. If the thru date is blank, the system uses the system date.

Approvals

1. Route Code

Blank = Do not perform

1 = Originator's address

2 = Originator's user profile

3 = Branch/Plant

4 = Default location

Use this processing option to specify which code the system uses for approval processing.

The Approval Route Code of your choice.

- 1 Use the Originator's address as the default value.
- 2 Use the Originator's user profile as the default value.
- 3 Use the Branch/Plant route code as the default value.
- 4 Use the Default Locations route code as the default value.

Blank The system does not perform approval processing.

2. Awaiting Approval Status

Enter the next status for the system to use when the order enters the approval route.

3. Approved Status

Enter the next status for the system to use when the order is automatically approved.

Budgeting

1. Budget Hold Code

Use this processing option to specify the code that the system uses for budget

holds. The budget hold code activates budget control processing.

If a detail line exceeds the budget for an account, the system places the entire order on budget hold with the code that you specify for this processing option.

2. Budget Ledger Type

Use this processing option to specify the ledger type that contains your budgets.

If you specify a budget ledger type, the system retrieves only that budget ledger type. If you leave this processing option blank, the system retrieves all budget ledger types that were specified in the Ledger Type Master Setup program (P0025) and are contained in the Ledger Type Master table (F0025).

3. Level of Detail

Use this processing option to specify the value (5 through 9) for the level of detail that you want to use for budget checking.

If you leave this processing option blank, the system uses a value of 9.

4. Budgeting Total Method

1 = Job Cost budget

2 = Standard financial budget

3 = Standard financial spread

Use this processing option to specify the method by which the system calculates your budget.

- 1 Use the Job Cost budget calculation method: the original budget + period amounts for the current year + prior year postings.
 - 2 Use the standard financial budget calculation method: the sum of period
-

amounts for the current year.

- 3 Use the standard financial spread calculation method: the original budget + period amounts for the current year.

5. Period Accumulation Method

Blank = Total annual budget

1 = Budget through current period

Use this processing option to indicate the time period that the system uses when accumulating the budget.

- 1 Accumulate the budget through the current period.
- Blank Use the total annual budget to accumulate the budget.

6. Tolerance Percentage

Use this processing option to specify the percentage by which the detail line amount can exceed your budget before the system puts the order on budget hold.

7. Hold Code Warning

Blank = Do not display

1 = Display

Use this processing option to specify whether the system issues a warning about detail line amounts that exceed the budget.

- 1 Issue a warning that a detail line amount will exceed the budget and place the order on hold.
 - 2 Issue a warning that a detail line amount will exceed the budget and do not place the order on hold.
- Blank Do not issue a warning.

Note that regardless of whether the system issues a warning, the system still

places the order on hold.

8. Budget Accumulation

Blank = Do not accumulate

1 = Accumulate

Use this processing option to specify how the system uses the value that is specified in the Level of Detail processing option, which also is located on the Budgeting Tab, to accumulate budget amounts.

1 Accumulate budget amounts from the level of detail for an account that has been specified in the Purchase Order Entry program (P4310) up to the level of detail value that is specified in the Level of Detail processing option.

Blank Accumulate budget amounts from the level of detail value that is specified in the Level of Detail processing option.

For example, if you set the processing options in the budget accumulation and level of detail to 5, the budget would accumulate at all levels below 5. If you leave the budget accumulation blank and the level of detail is set at 5, the system only displays the budget at the level of detail 5.

9. Exclude Subledger/Type

Blank = Include

1 = Exclude

Use this processing option to specify whether the system excludes the subledger and subledger type when validating the budget information.

1 Exclude the subledger and subledger type.

Blank Include the subledger and subledger type.

10. Job Cost Account Sequence

Blank = Standard**1 = Job cost**

Use this processing option to specify the job cost account sequence for budgeting.

1 Use the job cost account sequence.

Blank Use the standard account sequence.

Interop**1. Before/ After Image Processing****Blank = After Image****1 = Before and After Image**

Use this processing option to specify whether the system captures a record of a transaction before the transaction was changed or whether the system captures records of a transaction before and after a transaction was changed.

1 Capture two records; one record of the transaction before it was changed and one record after it was changed.

Blank Capture a record of a transaction after the transaction was changed.

Order Revision**1. Revision Tracking****Blank = Do not perform****1 = Existing orders****2 = Existing orders and addition of new lines to the order**

Use this processing option to specify whether the system allows revisions to an order.

-
- 1 Allow revisions to existing orders only.
 - 2 Allow both revisions to an existing order as well as the addition of new lines to the order.

Blank The system does not perform order revision tracking.

2. Next Status

Use this processing option to specify the next status code at which the system begins tracking order revision audit information. The system does not record revisions to detail lines if the lines' statuses precede the status code that you enter in this processing option.

The system stores revision information in the Purchasing Ledger table (F43199). You can access this table through the Order Revision Inquiry program (P4319).

3. Text Entry

Blank = Disallow

1= Allow

Use this processing option to specify whether the system allows you to enter text when you are entering a revision.

- 1 Allow users to automatically enter text when entering a revision.

The system displays a text entry window when the order is accepted.

Blank Do not allow users to enter text when they are entering a revision.

Self-Service

1- Enter a '1' to activate supplier self service. If left blank, no activation.

Use this processing option to activate Supplier Self-Service for use in a Java/HTML environment. This functionality allows suppliers to view their

orders online.

Valid values are:

Blank Do not activate Supplier Self-Service.

1 Activate Supplier Self-Service.

These processing options allow you to enter default information that the system uses for purchase order processing.

These processing options control the types of information that the system displays.

These processing options allow you to enter interface information.

These processing options control how the system processes information.

These processing options allow you to enter default information that the system uses for duplicate orders.

These processing options allow you to enter cross-reference codes.

These processing options allow you to enter status and date information.

These processing options control which version of various programs the system uses.

These processing options allow you to enter currency information.

These processing options allow you to enter approval processing information.

These processing options allow you to enter budgeting information.

This processing option allows you to enter interoperability information.

These processing options allow you to control revisions to orders.

This processing option allows you to specify whether the system activates self-service functionality.

► **To enter change orders**

From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, click Find to locate the order for which you want to add a change order.

Enter Subcontract Orders - [Work With Order Details]

File Edit Preferences Form Row Window Help

Select Find Add Copy Close Seg... New... Dis... Abo Links Added... OLE... Internet

Contract Number	OS	*	Project	*
Related Order	*	*		
Original Order	*	*	As If Currency	
Item Number				
Account Number				
Subledger	*	*	<input type="checkbox"/> Display Supplier Item	

Contract Number	Quantity To Receive	UM	Amount To Receive	Ship To	Ct Ty	Order Co	Change Order	Supplier

Work With Order Details

2. Choose the order that you want to change.
3. Choose Change Orders and then Add Change Order from the Row menu.

Enter Subcontract Orders - [Order Detail]

File Edit Preferences Form Row Window Help

OK Can... New... Dis... Abo Links Catal... OLE... Internet

Order Detail Line Defaults

Contract Number	6023	OS	00050	Project	5100
			Change Order		
Supplier	3480				
Ship To	5100	Potomac Hotel		Contract Date	6/1/05
Hold Code	Blank - Hold Codes 42/HC				
Currency	USD	Exchange Rate	Base		USD
<input type="checkbox"/> Foreign					

Inventory Subcontracts Non-Stock Encumbrance

Item Number	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pt. UoM	Ln Ty	Descript
				0.00			

4. On Order Detail, complete the following fields, as required, and click OK:

- Change Order
- Quantity Ordered
- Tr. UoM
- Unit Cost
- Extended Cost
- Pu. UoM
- Ln Ty
- Description
- Description 2
- Account Number
- Subledger
- Sub Type
- Branch/Plant
- Last Status
- Next Status

Copying Change Orders

You can copy a change order and then modify it to suit your needs. This feature saves you time when you have similar change orders for many orders.

► To copy a change order

From the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Details, locate the order for which you want to copy a change order.
2. Click on the order and choose Change Orders and then Copy Change Order from the Row menu.
3. On Order Detail, complete the following fields, as required, and then click OK:
 - Quantity Ordered
 - Unit Cost

- Extended Cost

Note

If you want to add a new line to the order, you must first scroll through all existing detail lines to the first blank line to ensure that the system assigns the correct number to each detail line.

See Also

- *Setting Up Commitments* for more information about commitment details

Printing Orders

After you enter orders, you can print them to review the orders and then send them to the appropriate suppliers. The system prints the orders in the language that is specified for the supplier in the Supplier Master table.

You can also print orders to a work file, which enables you to customize the report. Before you customize a report, you must retrieve the appropriate address information and attachments or notes.

You cannot print orders on hold.

Printing by Batch

From the Purchase Order Processing menu (G43A11), choose Print Purchase Orders.

You can print orders by batch so you can review the orders and then send them to the appropriate suppliers.

Use the processing options to specify which information prints on orders. You can have the system print:

- Taxes
- Open item information only
- Supplier item numbers
- Foreign and domestic currencies
- Exchange rates (for foreign currency users)
- Messages

The system can automatically print adjustments on the report if you set the Price Picklist field to print prices and adjustments when you define the purchasing instructions.

See Also

- *Defining Supplier Purchasing Instructions* for more information on setting the Price Picklist field

Processing Options for Purchase Order Print (R43500)

Status Codes Tab

These processing options allow you to specify the range of status codes that you want the system to update when you print purchase orders, and whether you want the system to update the status codes.

1. Next Status Code From (optional)

Use this processing option to indicate the start of the status code range that you want the system to update. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

2. Next Status Code Thru (required)

Use this processing option to indicate the end of the status code range that you want the system to update. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

3. Next Status Code Override

(optional)

Use this processing option to indicate the next status code that you want the system to update. The override status is another allowed step in updating status codes. You must enter a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

4. Status Update

Blank = Update to Next Status

1 = Do not update to Next Status

Use this processing option to prevent the system from updating the status on an order. Status codes are user defined codes (40/AT) that you set up on the Order Activity Rules form for the order type and line type that you are using.

Valid values are:

Blank Update to next status

1 Prevent updating to the next status

Tax Information Tab

This processing option allows you to specify the tax information that the system includes when printing a purchase order.

1. Print Tax

1 = By Group

2 = By Area

3 = By Authority

Use this processing option to specify the tax information that the system includes when printing a purchase order. Valid values are:

- 1 Tax information prints by group.
- 2 Tax information prints by area.
- 3 Tax information prints by authority.

Report Display Tab

These processing options allow you to select the information that the system includes in the report, such as quantities and amounts, exchange rates, global messages, and notes.

1. Quantity & Amount Display

Blank = Original Quantity and Amount
1 = Open Quantity and Amount

Use this processing option to specify whether the system prints the original quantity and amount or the open quantity and amount. Valid values are:

Blank Print original quantity and amount.

1 Print open quantity and amount.

2. Exchange Rate Display

Blank = Do not print Exchange Rate

Rate

1 = Print Exchange Rate

Use this processing option to specify whether the system prints the exchange rate. Valid values are:

Blank Do not print the exchange rate.

1 Print the exchange rate.

3. Global Message to be printed

Use this processing option to indicate the text messages that you want the system to print on each order. Examples of text messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.

Text messages are user-defined codes that are set up in 40/PM.

4. Purchase Order Note Display

Blank = Do not print Purchase

Order Note

1 = Print Purchase Order Note

Use this processing option to specify whether the system prints the purchase order note. Examples of notes are the name of the individual who placed the order, the buyer responsible for procuring the items and services on the order, the company responsible for delivering the order, confirmation numbers and job numbers. Valid values are:

Blank Do not print the purchase order note.

1 Print the purchase order note.

5. Report Heading Display

Blank = Default

1 = Suppress title && Company

name

Use this processing option to suppress the printing of the report title and company name when you use preprinted forms. Valid values are:

Blank Print the default report title and company name.

1 Do not print the report title and company name.

6. Purchasing Agent Name Display

Blank = Do not print Agent name

1 = Print Agent name

Use this processing option to specify whether the system prints the purchasing agent on the purchase order. Valid values are:

Blank Do not print the purchasing agent name on the purchase order.

1 Print the purchasing agent name on the purchase order.

Item Number Display Tab

These processing options allow you to specify how the system displays item numbers.

1. Item No. Display

1 = Print ours

2 = Print ours and supplier's

Use this processing option to specify whether the system prints either your item number only or both your item number and the supplier's item number.

Valid values are:

1 Print only your item number.

2 Print both your item number and the supplier's item number.

2. Enter Cross Reference Type

Use this processing option to specify the type of cross reference that the system uses when printing a supplier's item number. The system stores the cross reference information in the Order Processing Cross Reference table (F4013).

Cross reference information are user-defined codes that are set up in 41/DT.

Order Revision Tab

These processing options allow you to specify both the order revisions that the system prints and which order lines appear.

1. To print Order Revision

Enter specific order revision

number (or)

Blank = Print all revisions

*** = Print last revision**

Use this processing option to specify whether the system prints a specific order revision, the entire purchase order, or the latest order revision. To print a specific order revision, enter the order revision number. Other valid values are:

Blank Print the entire purchase order.

* Print the latest order revision.

2. Lines for a Revision

Blank = Print only revised lines

1 = Print all lines

Use this processing option to specify whether the system prints only revised order lines or all order lines. Valid values are:

Blank Print only revised lines for a revision.

1 Print all lines on the order for a revision.

Currency Tab

This processing option allows you to specify whether the system prints amounts in domestic or foreign currency.

1. Amount Display

Blank = Print amounts in

Domestic mode

1 = Print amounts in Foreign

mode

Use this processing option to specify whether the system prints amounts in domestic or foreign currency. Valid values are:

Blank Print amounts in domestic currency.

1 Print amounts in foreign currency.

EDI Tab

These processing options allow you to specify which EDI information the system displays.

1. EDI Processing Selection

Blank = Purchase Order

1 = EDI/Purchase Order

2 = EDI only

Use this processing option to specify whether the system prints a purchase order or uses EDI processing or both. Valid values are:

Blank Print purchase order only.

1 Print purchase order and create output to EDI.

2 Use EDI processing only.

2. EDI Transaction

1 = Purchase Order**2 = Quote Order**

Use this processing option to specify whether the system enters the EDI transaction as a purchase order or a quote order. Valid values are:

- 1 Enter the EDI transaction as a purchase order.
- 2 Enter the EDI transaction as a quote order.

3. EDI Document Type

Use this processing option to specify the EDI document type that the system creates in an EDI transaction.

In a non-EDI environment, the document type would be consistent with the order type (DCTO) assigned at order entry time, an invoice document type, a voucher document type, and so on.

4. EDI Transaction Set Number

Use this processing option to specify how the system categorizes the type of EDI transaction.

5. EDI Transaction Format

Use this processing option to specify a specific mapping structure used to process both inbound and outbound EDI transactions. This option does not apply to non-EDI transactions.

6. Trading Partner ID

Use this processing option to specify the party with whom you are trading documents in this EDI transaction.

7. Transaction Set Purpose

Use this processing option to specify the purpose of the transaction set. Transaction set purpose codes are user-defined codes that you set up in 47/PU when you send and receive EDI documents. The system uses the action code each time the Transaction Set Purpose field appears in a table.

8. EDI Shipping Schedule Message

Blank = Do not create Schedule

Message

1 = Create Schedule Message

Use this processing option to specify whether the system creates an EDI shipping schedule message. Valid values are:

Blank Do not create an EDI shipping schedule message.

1 Create an EDI shipping schedule message.

9. Shipping Schedule Qualifier

Blank = 'KB' will be used

(or)

Enter a valid Schedule Qualifier

Use this processing option to specify a shipping schedule qualifier. Shipping schedule qualifier codes identify the type of date used when defining a shipping or delivery time in a schedule or forecast. You can enter a valid qualifier value or leave the option blank. Valid qualifier values are:

AB Authorized Delivery Based
AS Authorized Shipment Based
BB Production Based
DL Delivery Based
JS Buyer Production Sequence Schedule
KB Kanban Signal
PD Planned Delivery
PS Planned Shipment
SH Shipment Based
ZZ Mutually Defined

Blank The system uses Kanban.

Versions Tab

These processing options allow you to customize your printed purchase orders.

1. Print Option

Blank = Print R43500

1 = Print from second UBE

Use this processing option to direct the system to route the purchase order information to a workfile and launch a second UBE to read the workfile and

print the purchase order. For example, use this option when you need to customize the layout of the Purchase Order Print program. The Print Purchase Orders program (R43500) processes the orders and performs the necessary logic (such as calculating taxes). Valid values are:

Blank Launch the Purchase Order Print program (R43500).

1 Launch a secondary UBE.

NOTE: If you leave this option blank, the system will not route the purchase order information to a workfile and will not launch a second UBE.

2. Name of 2nd UBE

This processing option works in conjunction with the Print Option processing option. Use this processing option to specify the name of the second UBE program to be launched. If you leave this option blank, the system launches the default Print Purchase Order Print program (R43501).

3. Second UBE Version

Enter version to be run (or)

Blank = XJDE0001

Use this processing option to define the version that the system uses when you use the Purchase Order Print program (R43501). Enter a valid version or leave this option blank. If you leave this option blank, the system uses the ZJDE0001 version.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

NOTE: If you set the Print Option processing option to 1 and leave the Name of

2nd UBE processing option blank, the system uses the default Print Purchase Orders program (R43501).

Printing Individually

You can print orders individually so you can review them before sending them to the appropriate suppliers. If you have set the processing options in Order Entry for the system to store purchase order information for Electronic Data Interchange (EDI), you can send the orders to your suppliers using the Electronic Commerce system.

You can have the system print three types of messages on an order:

- Print messages
- Attachments
- Global messages

You create print messages using the Purchase Orders program (P4310). After you create a print message, you can assign it to an order or detail line during order entry.

You use processing options in Order Entry to specify whether attachments print. You can assign an attachment to an order or to detail lines during order entry.

You also use processing options to specify whether global messages print. Global messages always print at the top of orders.

Printing orders is usually a step in the sequence of processing orders. You set up these steps in Order Activity Rules. Once you print an order, you can have the system move the order to the next step in the process, or you can leave the order where it is so that you can print it again. You use processing options in Order Entry to specify whether the system updates status codes for orders after they print.

You might want to print orders twice, once to review the orders and again to update status codes. You can access the following two versions of the print program through the processing options for Order Entry:

- Print Purchase Orders
- Reprint Purchase Orders

You might want to use one version to review orders and the other to update status codes for orders.

If you print an order that is on hold, the system prints a blank page.

► To print individually

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Depending on the way that the processing options are set up, either Work with Order Headers or Work with Order Details appears.

1. On Work With Order Headers or Work With Order Details, locate the order you want to print.
2. Select the order and choose Detail Revision from the Row menu.
3. On Order Detail, select the detail line and choose Print Order from the Form menu.
Alternately, on Work With Order Headers, select the detail line and choose Print Order from the Row menu.
4. On Report Output Destination, choose the appropriate options for the report output and click OK.
If you choose to print the report using a printer, the Printer Selection form appears, where you can specify information such as printer name and paper size by choosing the appropriate tab.

Entering an Application

When a subcontractor has completed a portion of a contracted job, the subcontractor can submit an application for partial payment. On the application, the subcontractor indicates the amount of work completed as a flat monetary amount, a percentage, or as a number of units. You can enter either the cumulative quantity or amount that has been completed for the purchase order, or the quantity or amount that has been completed during the period.

When you enter an application, you create a subcontractor document with a blank ACM status. Subcontractor documents are stored in the ACM Application / Certificate Master table (F74U0141) and are associated with purchase orders.

Before You Begin

- Enter and print a purchase order for the contracted job.

► To enter an application

From the Daily Processing menu (G74U0110), choose Enter Application / Certificate.

1. On Work with Application / Certificate Information, complete any of the fields in the header area to locate the purchase order, and then click Find.

Enter Application / Certificate - [Work with Application / Certificate Information]

File Edit Preferences Row Window Help

Select Find Close Seg... New... Dis... Abo Links Add A... OLE... Internet

Order Number	45	OC	*	Project	*
Account No.	*			Supplier	*
Previous Batch		Appl No.	*	Thru Appl Date	*
Subledger	*	Subledger Type	*	<input checked="" type="checkbox"/> Domestic	<input type="checkbox"/> Foreign
<input checked="" type="checkbox"/> Show Applications					

Order No.	Line No.	Chg No.	Description	Order Qty	Order Amt	Order Date	ACM Status	Appl No
45	1.000	000	Materials	120	1,200.00	7/26/00		
45	2.000	000	Labor	550	11,000.00	7/26/00		
45	3.000	000	Materials	405	2,551.50	7/26/00		
45	4.000	000	Materials	800	4,448.00	7/26/00		
45	5.000	000	Labor	8700	698,175.00	7/26/00		

- Choose one of the line items for the purchase order, and then choose Add Applications from the Row menu.

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Enter Application / Certificate - Add Application Information

OK Cancel Tools

Order Number	19982	OC	000C	Foreign
Application Currency	USD	Base Currency	USD	
This Application Number	000001			
Application Reference		Site Engineer		

#	Line No.	Chg Order	Description	Order Qty	Order Amt	ACM Status	Application Date	Application Qty	Application Amt	Application Percent	Unit Cost
<input checked="" type="radio"/>	1.000	000	Materials	120	1,200.00						
<input type="radio"/>	2.000	000	Labour	550	11,000.00						
<input type="radio"/>	3.000	000	Materials	405	2,551.50						
<input type="radio"/>	4.000	000	Materials	800	4,448.00						
<input type="radio"/>	5.000	000	Labour	6700	537,675.00						

3. On Add Application Information, complete the following fields in the header area:
 - Application Reference
 - Site Engineer
4. Complete the following field in the detail area for each line item for which payment is requested:
 - Application Date

If you leave the Application Date blank, the system uses the current date.

5. To enter application amounts for a specific period, complete one of the following fields for each line in the detail area:
 - Application Qty
 - Application Amt

The system calculates the values for the field that you do not complete as well as for the Application Percent field. For example, if you enter a quantity, the system calculates the corresponding amount and percentage.

6. To enter application amounts on a cumulative basis, complete one of the following fields for each line in the detail area:
 - Application Cume Qty
 - Application Cume Amt

The system calculates the values for the field that you do not complete as well as for the Application Cume % field.

7. If you make a mistake entering a value, clear all of the following fields for the line, and then enter the correct value in one of the following fields:
 - Application Qty
 - Application Amt
 - Application Cume Qty
 - Application Cume Amt

You must clear all application amounts for the system to recalculate the amounts that you leave blank.

8. Click OK.
9. On Work with Application / Certificate Information, click Find.

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The screenshot shows the PeopleSoft Enter Application / Certificate - Work with Application / Certificate screen. At the top, there are navigation links for Portal, MyWorld, Intranet, and Training. Below that is a toolbar with icons for Select, Find, Close, Row, and Tools. The main area has a title bar 'Enter Application / Certificate - Work with Application / Certificate' and a sub-header 'Information'. There are several input fields: Order Number (20106), Project (OC), Account No., Supplier, Previous Batch, Appl No., Thru Appl Date, Thru Cert Date, Subledger, Subledger Type, Domestic (checked), Foreign (unchecked), and Show Applications (checked). Below these is a grid titled 'Customize Grid' with columns: Order No., Line No., Chg No., Description, Order Qty, Order Amt, Order Date, ACM Status, Appl No., Period Appl Qty, Cumulative Appl Qty, and Period Appl Amt. The grid contains several rows of data, with one row highlighted in blue and labeled 'Net Accrued/Prepay'.

The system displays a new line labeled "Net Accrued/Prepay." This line shows the amount that the subcontractor has applied for against the amount that has been certified. When you first enter an application, this amount is the same as the application amount because the application has not been certified.

10. Click Close.

Processing Options for Enter Application/Certificate (P74U0141)

Defaults

1. Inquiry Order Type
 2. Superceded Applications
- Status Default
1. Acceptable Incoming Status Code 1
 2. Acceptable Incoming Status Code 2
 3. Acceptable Incoming Status Code 3
 4. Acceptable Incoming Status Code 4
5. Allowable Certificate Maintenance ACM Status
 6. Pre-Certificate Print Status

Versions

1. Certificate/Receipt Processing (P74U0142)
2. Purchase Order (P4310)
3. Receipts By PO (P4312)
4. Open Receipts (P43214)

Printing Pre-Certificates

From the Daily Processing menu (G74U0110), choose Pre Certificate Print.

You print a pre-certificate after you have received and entered a subcontractor's application. The pre-certificate shows details about the application and the purchase order. The site engineer uses the pre-certificate as a turnaround document to record the actual amount that is certified for the application.

Printing a pre-certificate advances the subcontractor document from the incoming status to the outgoing status that you specify in the processing options. The default incoming status is blank (Application Entered), and the default outgoing status is N (Pre Certificate Print).

Processing Options for Pre Certificate Print (R74U0150)

Status Default

1. Incoming ACM Status
 2. Outgoing ACM Status
-

Entering Certification Information

After the site engineer has visited the work site and verified the amount of work that has been done, you enter the amount that the site engineer has certified. This amount is used to generate a receipt and can be cross-referenced when you create a voucher to pay the subcontractor.

When you enter certification information, the system automatically creates a receipt for the work that is completed.

Entering certificate information advances the subcontractor document to Certificate Entered status that you set up in ACM Constants (P74U140). The default status is C (Certificate Entered).

► To enter certification information

From the Daily Processing menu (G74U0110), choose Enter Application / Certificate.

1. On Work with Application / Certificate Information, complete any of the fields in the header area to locate the subcontractor document, and then click Find.
2. Choose one of the line items for the subcontractor document, and then choose Add Certificates from the Row menu.

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Select Workspace: Active Foundation

Active Foundation

Enter Application / Certificate - Add Certificate Information

Line No.	Order Suffix	Rec Opt	Description	Appl No.	Application Cumulative Qty	Application Cumulative Amt	Certificate Cumulative Qty	Certificate Cumulative Amount	Certificate Cumulative %
1.000 000				001	100	1000.00			
2.000 000				001	50	1000.00			
3.000 000				001	305	1695.59			
4.000 000				001	800	4448.00			
5.000 000				001	5000	401250.00			

3. On Add Certificate Information, complete the following fields in the header area:
 - G/L Date
 - Certificate/Receipt Date
 4. Complete the following optional field in the header area:
 - Receipt Document

If you do not complete the Receipt Document field, the system assigns the receipt document number through next numbers.
 5. To enter certification amounts, complete one of the following fields for each line in the detail area:
 - Certificate Cumulative Qty
 - Certificate Cum Amount

The system calculates the value for the field that you do not complete and for the Certificate Cumulative % field.
 6. Click OK.
 7. On Work with Application / Certificate Information, click Find.
- Notice that the status of each line item has changed to a status that indicates that the amount has been certified.

The Net Accrued/Prepay line shows the difference between the amount of pay that the subcontractor has applied for and what has been certified.

8. Click Close.

Processing Options for Certificate/Receipt Processing (P74U0142)

Defaults

1. Receipt Document Type

Status Default

1. Next ACM Status (Certificate)
2. Deleted Ceritificate ACM Status

Process

1. Pre-Certificate ACM Status

Versions

1. PO Receipts (P4312)
-

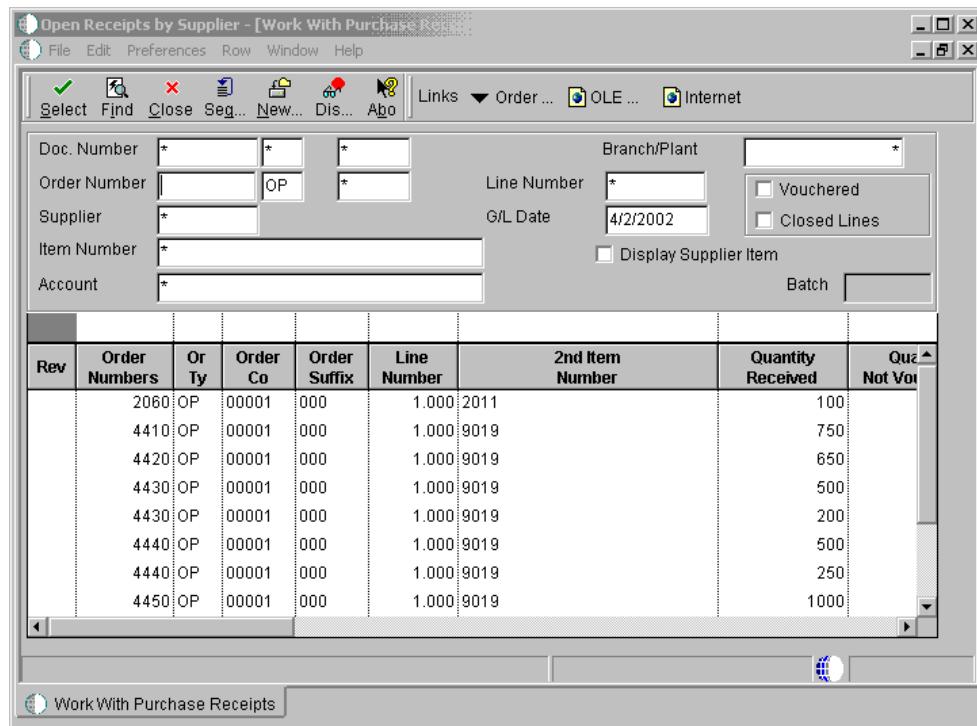
Reviewing Open Receipts

You can review open receipts, which are receipts for which you have not yet created vouchers. You might do this to determine the receipts for which you must create vouchers. You can review the amount and quantity open for each receipt.

If you need to check an order to see whether any vouchers have already been created, you can use the Vouchered option on the Work with Purchase Receipts form to search for order detail lines for which a voucher has been created. The system displays the order detail lines with the quantity and amount that are entered on the voucher.

► To review open receipts

From the Receipts Matching and Posting menu (G43A15), choose Open Receipts by Supplier.



1. On Work With Purchase Receipts, complete one or more of the following fields to locate open receipts and click Find:
 - Order Number
 - Supplier Remark
 - Item Number
 - Account
 - Branch/Plant
2. Review the following fields for each receipt:
 - Quantity Not Vouchered
 - Amount Not Vouchered
3. To review detailed information for a receipt, select the row and choose the option from the Row menu that corresponds to the information that you want to review.

Working with Non-Evaluated Certificates

You print non-evaluated certificates for subcontractors who want to verify the certificate and submit an invoice before being paid. The system creates an open receipt for the amount of the certificate when you print a non-evaluated certificate. When you receive an invoice for the certified work, you enter a voucher and match it to the open receipt.

Printing Non-Evaluated Certificates

From the Daily Processing menu (G74U0110), choose Certificate Print.

You print certificates after the site engineer has inspected the work site and you have entered the certificate information. You give the certificate document to the subcontractor as a record of the certified value that is due for payment.

You print non-evaluated certificates for subcontractors who want to verify the certificate and submit an invoice before being paid. The system creates an open receipt for the amount of the certificate when you print a non-evaluated certificate. When you receive an invoice for the certified work, you enter a voucher and match it to the open receipt.

Printing a non-evaluated certificate advances the subcontractor document from the incoming status to the outgoing status that you specify in the processing options. The default incoming status is C (Certificate Entered), and the default outgoing status is I (Non-Evaluated Certificate Print).

Caution

You should not use the Speed Change program (P0411S) during ACM processing.

Processing Options for Certificate Print (R74U0152)

Default Status

1. Non Evaluated Receipt Incoming ACM Status
2. Non Evaluated Receipt Outgoing ACM Status
3. Evaluated Receipt Incoming ACM Status
4. Evaluated Receipt Outgoing ACM Status

Process

Choose Process

Blank = Non Evaluated

1 = Evaluated

Choosing Receipt Records to Match to a Voucher

For the three way voucher match (formal receipt process), you create a voucher from an invoice. You must locate the receipt records that correspond to the invoice and match them to the invoice. For example, if a supplier has sent you an invoice for 100.00, you must locate and match the receipt records for the 100.00 worth of items that correspond to the invoice. Note that you can choose multiple receipt records to match on a single voucher.

The total amount of the receipt records you match to an invoice must equal the amount on the invoice. For example, if two receipt records correspond to an invoice and each receipt record is for 200.00, the invoice amount must equal 400.00 to perform a match.

If an invoice reflects a partial order, you can change the quantity or amount of a receipt record to match the invoice. The system leaves the remaining balance of the receipt record open. For example, if a receipt record reflects 100 items but the invoice amount reflects 50

items, you can change the receipt record quantity to 50. You can create a voucher for the remaining 50 items at a later time.

If you match receipt records to invoices to create vouchers, you cannot cancel a receipt record. Instead, you must reverse the voucher in Match Voucher to Open Receipt and then reverse the receipt in Open Receipts by Supplier.

The system creates a voucher interactively when you match receipt records to an invoice.

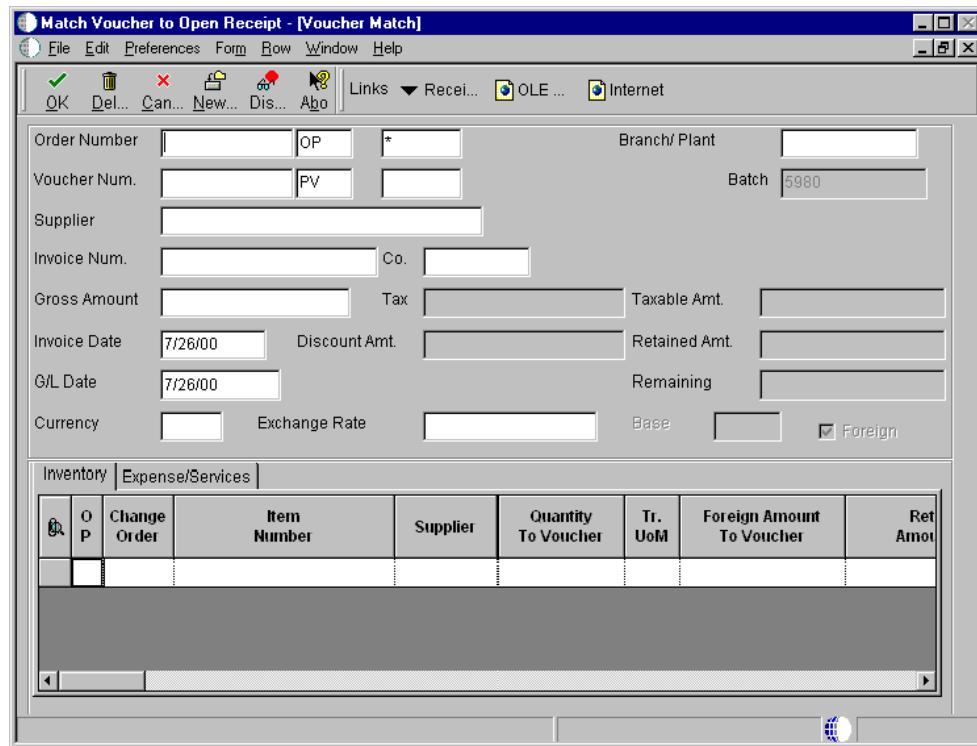
► To choose receipt records to match to a voucher

From the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

Alternatively, from the Subcontract Processing menu (G43D11), choose Progress Payments.

If you use Supplier Ledger Inquiry, you must set processing options to perform voucher match processing.

1. On Supplier Ledger Inquiry, click Add.



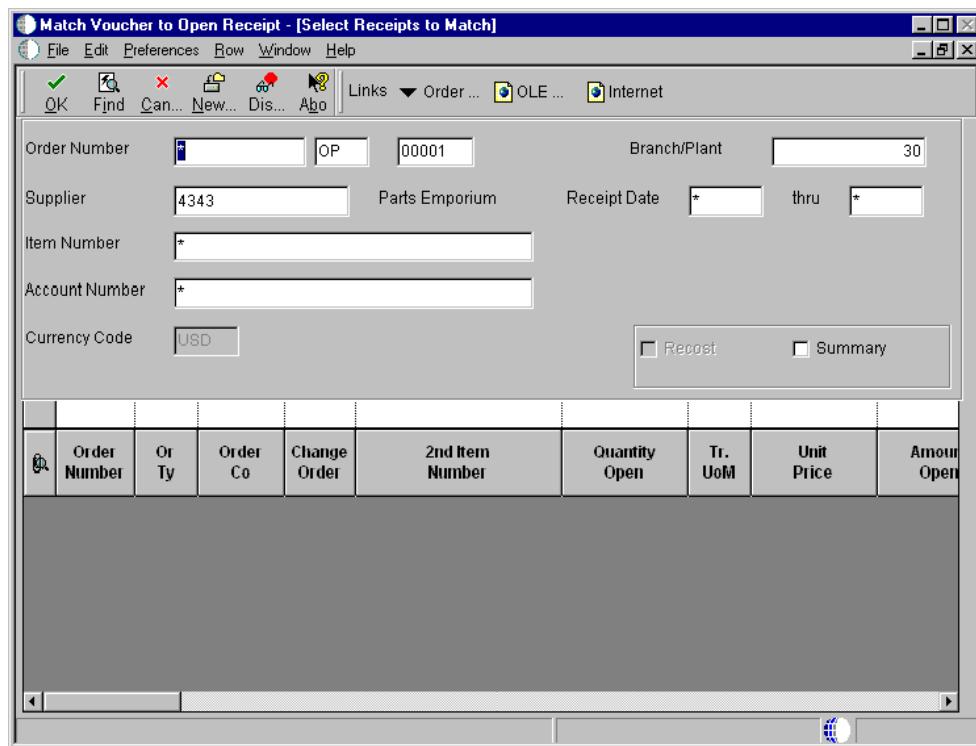
2. On Voucher Match, complete the following fields to enter record information:

- Supplier
- Invoice Num.
- Invoice Date

- G/L Date
- Co.
- Branch/Plant

You can have the system enter the gross amount and tax for you based on the detail lines or receipt records you choose if you match to the invoice.

3. Choose ReceiptsTo Match from the Form menu.



4. On Select Receipts to Match, complete the following optional fields and click Find:
 - Expense Account
 - Item Number
5. Choose the receipt records that correspond to the invoice and click OK.
The system returns the lines you selected to the Voucher Match form.
6. On Voucher Match, complete the following field:
 - O P
7. Complete the following optional fields for receipt records to reflect the invoice, as necessary:
 - Amount To Voucher

- Quantity To Voucher
- Retained Amount
- Percentage Retained
- Tax Y/N
- Tax Area
- Tax Expl
- Tax
- Discount Amt.

If you are working with receipt records, you cannot increase the receipt quantity to reflect an invoice. You must first receive the additional quantity using the Enter Receipts program. If you increase the amount for a receipt record, the system creates journal entries to account for the variance.

8. Click OK.
9. To review the resulting voucher, return to Supplier Ledger Inquiry, click Find, choose the voucher, and click Select.

Working with Evaluated Certificates

Evaluated certificates are typically used for small subcontractors who are not able to produce their own invoices. You print evaluated certificates, also known as authenticated receipts, after you have processed the payment for the subcontractor. You give the certificate to the subcontractor as a record of the value of the certificate that is due to the subcontractor.

Settling Evaluated Receipts

From the Daily Processing menu (G74U0110), choose Evaluated Receipt Settlement.

You print certificates after the site engineer has inspected the work site and you have entered the certificate information. Evaluated certificates are typically used for small subcontractors who are not able to produce their own invoices.

To create an evaluated certificate for a subcontractor, you must first settle the receipt that the system created when you entered certificate information. Settling the receipt generates a corresponding voucher in the Accounts Payable Ledger (F0411). You then generate a payment for the subcontractor and print an evaluated certificate to accompany the payment.

Caution

You should not use Speed Release during ACM processing.

Settling evaluated receipts advances the subcontractor document from the Certificate Entered status to the A/P Voucher Generated status. You set up both statuses in ACM Constants (P74U0140).

Before You Begin

- Use the Evaluated Receipt (AVCH) field on the Supplier Master to set up subcontractors to receive evaluated receipts.

Processing Options for Evaluated Receipt Settlement (R43800)

Versions

1. Enter the version of the In-bound Match program (R470412) to execute. If left blank, XJDE0001 will be used.

Processing

1. Enter a '1' to use the Supplier Remark field as the invoice number. If left blank the program will assign the Invoice Number using EDI Next Numbers.
 2. Enter a '1' to use today's date as the General Ledger Date. If left blank, the receipt date will be used as the General Ledger Date on the voucher. Enter any other value to default the general ledger date from the processing option.
 3. Enter the General Ledger Date to be used for creating Vouchers.
-

Printing Evaluated Certificates

From the Daily Processing menu (G74U0110), choose Certificate Print.

You print evaluated certificates, also known as authenticated receipts, after you have processed the payment for the subcontractor. You give the certificate to the subcontractor as a record of the value of the certificate that is due to the subcontractor.

Printing an evaluated certificate advances the subcontractor document from the incoming status to the outgoing status that you specify in the processing options. The default incoming status is P (Certificate Entered), and the default outgoing status is F (Evaluated Certificate Print).

See *Printing Non-Evaluated Certificates* for the processing options for Certificate Print (R74U0152).

Before You Begin

- Process payments for the subcontractor.

Reversing Applications and Certificates

If an application has not yet been certified, you can correct an application amount that was entered in error, or enter an updated application that the subcontractor has submitted. If you need to change an application that has been certified, if you need to change the certificate, or if you decide not to honor the certificate for some reason, you must reverse both the receipt and the certificate.

Correcting an Uncertified Application

If you make a mistake when you enter an application amount, you can update the application amount if the application has not yet been certified.

► To correct an uncertified application

From the Daily Processing menu (G74U0110), choose Enter Application / Certificate.

1. On Work with Application / Certificate Information, complete any of the fields in the header area to locate the purchase order, and then click Find.

The system enters values in the ACM Status field as the subcontractor document progresses through the ACM process. You use this procedure to correct application amounts only for subcontractor documents with a blank ACM status, which indicates that the application has not been certified.

2. Choose one of the line items for the purchase order, and then choose Maintain Applications from the Row menu.

Line No.	Chg Order	Description	Order Qty	Order Amt	ACM Status	Application Date	Application Qty	Application Amt	Application %
1.000 000			120	1,200.00	06/30/05	100	1000.00	83.33	
2.000 000			550	11,000.00	06/30/05	50	1000.00	9.09	
3.000 000			405	2,251.52	06/30/05	305	1695.59	75.31	
4.000 000			800	4,448.00	06/30/05	800	4448.00	100.00	
5.000 000			6700	537,875.00	06/30/05	5000	401250.00	74.63	

3. On Maintain Application Information, clear the amounts in the following fields for the line item you are updating:

- Application Qty
- Application Amt
- Application Cume Qty
- Application Cume Amt

You must clear all application amounts for the system to recalculate the amounts that you leave blank.

4. Enter the updated quantity or amount in any of the following fields:

- Application Qty
- Application Amt
- Application Cume Qty
- Application Cume Amt

The system updates the fields that you left blank.

You can also delete specific application line items.

5. Click OK.

Superceding an Uncertified Application

If a subcontractor submits an updated application before the existing application is certified, you can add the updated application to the subcontractor document. The system maintains a record of the original application and assigns it an ACM status of S (Application Superceded). The new application replaces the superceded application.

► To supercede an uncertified application

From the Daily Processing menu (G74U0110), choose Enter Application / Certificate.

1. On Work with Application / Certificate Information, complete any of the fields in the header area to locate the subcontractor document, and then click Find.

The system enters values in the ACM Status field as the subcontractor document progresses through the ACM process. You can supercede application amounts only for subcontractor documents with a blank ACM status (Application Entered) or an ACM Status of N (Pre- Certificate Print). You cannot supercede an application that has been certified.

2. Choose one of the line items for the document, and then choose Add Applications from the Row menu.
3. On Add Application Information, complete the following fields in the header area:
 - Application Reference
 - Site Engineer
4. Enter the updated application amount in one of the following fields for each line in the detail area:
 - Application Qty
 - Application Amt
 - Application Cume Qty
 - Application Cume Amt
5. Click OK.

6. On Work with Application / Certificate Information, click Find.

Order No.	Line No.	Chg No.	Description	Order Qty	Order Amt	Order Date	ACM Status	Appl No	Period Appl Qty	Cumulative Appl Qty	Period Appl Amt
20106	1.000 000			120	1,200.00	09/03/03 S	001		100	100	1,200
						09/03/03	002		20	20	20
			Net Accrued/Prepay								20
	20106	2.000 000		550	11,000.00	09/03/03 S	001		50	50	1,100
						09/03/03	002		300	300	6,000
			Net Accrued/Prepay								300
	20106	3.000 000		405	2,251.52	09/03/03 S	001		305	305	1,600
						09/03/03	002		100	100	1,600
			Net Accrued/Prepay								100
	20106	4.000 000		800	4,448.00	09/03/03	001		800	800	4,448

The system changes the ACM status of the original application to S and enters a new line for the updated application amount. The Net Accrued/Prepay line reflects the value of the updated application.

7. Click Close.

Reversing a Certificate

When you enter certificate information, the system automatically creates a receipt for the work that has been completed. If you discover an error in the application or certificate, or if you decide not to honor the certificate for some reason, you must reverse both the receipt and the certificate. You can then perform any of the following tasks:

- Delete the application.
- Correct the application.
- Delete the certificate.
- Correct the certificate.
- Close the purchase order.

Note

To change a certificate, you must reverse all certificates, receipts, and vouchers that are subsequent to the certificate that you are changing.

See Also

- Reversing a Receipt* in the *Procurement* guide for more information on reversing receipts.
-

Note

You must use version ZJDE7002 of Purchase Receipts Inquiry (P43214) to reverse receipts for subcontractor documents. You can access this version by following the steps below. Do not access Purchase Receipts Inquiry from a menu.

Before You Begin

- If you have created a voucher to pay the certified amount, delete or void the voucher. See [Deleting Unposted Vouchers](#) or [Voiding Posted Vouchers](#) in the *Accounts Payable Guide*.
- Set up your user preferences with a country preference code of UK. See [Setting Up User Display Preferences](#).

► To reverse a certificate

From the Daily Processing menu (G74U0110), choose Enter Application / Certificate.

1. On Work with Application / Certificate Information, complete any of the fields in the header area to locate the subcontractor document, and then click Find.
2. Choose one of the line items for the document and choose Open Receipts from the Row menu.

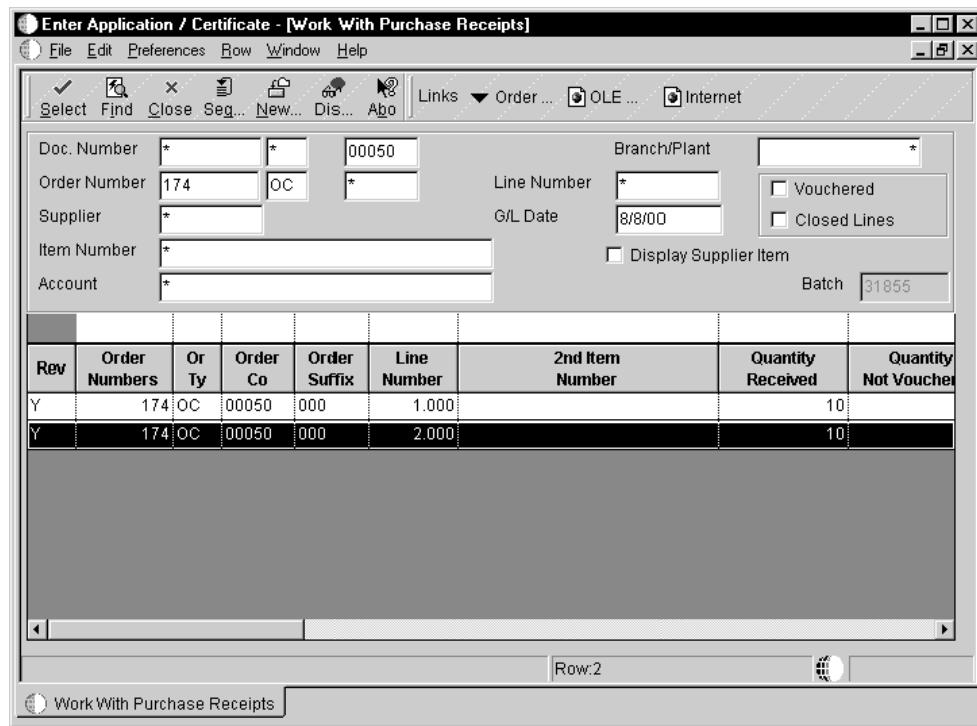
The system displays all of the open receipts that are associated with the subcontractor document which you chose.

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Rev	Order Numbers	Or Ty	Order Co	Order Suffix	Line Number	2nd Item Number	Quantity Received	Quantity Not Vouchered	Trans UOM	Secondary Quantity	Sec UOM
<input type="checkbox"/>	20119	OC	00001	000	1.000 MATERIALS		120	120	EA		120 EA
TOTAL											

3. On Work With Purchase Receipts, choose all of the lines in the detail area, and then choose Reverse Receipt from the Row menu.

The system enters a Y in the Rev field for each selected row, indicating that the receipt are reserved when you close the application.



4. Click Close.
5. On Reversal Verification, click OK.
At this point, the system has reversed the receipt, but the certificate still exists. Complete the remaining steps to reverse the certificate.
6. On Work with Application / Certificate Information, click Find.

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Select Workspace: Active Foundation

Active Foundation

Enter Application / Certificate - Work with Application / Certificate

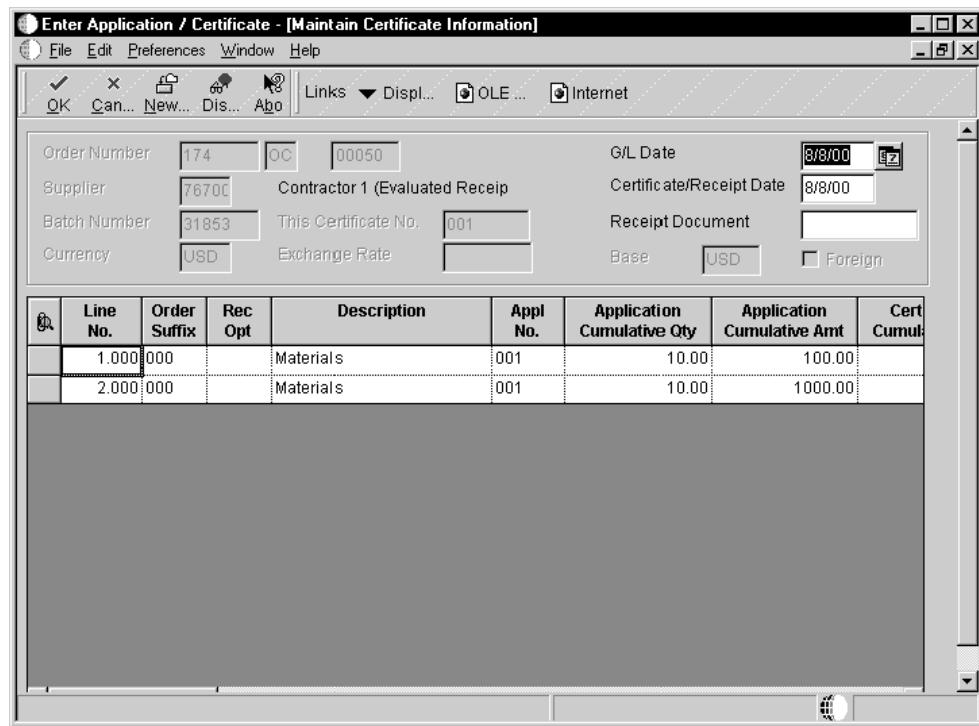
Information

Records 1 - 10

Order No.	Line No.	Chq No.	Description	Order Qty	Order Amt	Order Date	ACM Status	Appl No	Period Appl Qty	Cumulative Appl Qty	Period Appl Amt
<input checked="" type="radio"/> 20119	1.000 000			120	1,200.00	06/05/05 S	001		500		
<input type="radio"/>						06/05/05 R		002	100	100	1,000
<input type="radio"/>			Net Accrued/Prepay								100
<input type="radio"/>	20119	2.000 000		550	11,000.00	06/05/05 S	001		250	250	5,000
<input type="radio"/>						06/05/05		002	50	50	1,000
<input type="radio"/>			Net Accrued/Prepay								50
<input type="radio"/>	20119	3.000 000		405	2,251.52	06/05/05 S	001		300	300	1,300
<input type="radio"/>						06/05/05		002	75	75	
<input type="radio"/>			Net Accrued/Prepay								75
<input type="radio"/>	20119	4.000 000		800	4,448.00	06/05/05 S	001		500	500	2,200

The subcontractor document has an ACM Status of R (Reverse Receipt), indicating that the receipt has already been reversed.

7. Choose one of the line items for the document, and then choose Cert/Rcpt Reversal from the Row menu.



8. On Maintain Certificate Information, perform one of the following actions:
- To delete the certificate, click OK. The system returns the subcontractor document to a blank status (Application Entered). You can now enter a new certificate or delete the application.
 - To revise the certificate and generate a corresponding receipt, enter 1 in the Rec Opt field for each line that you want to revise or retain, enter the correct certificate amounts, and click OK. The system returns the subcontractor document to a status of C (Certificate Entered) and generates a receipt.

Caution

If you leave the Rec Opt field blank for any line, the system deletes the certificate values for that line.

- To close remaining open values, enter 7 in the Rec Opt field for each line that you want to close and enter the correct certificate amounts. For any lines that you want to retain, enter 1 in the Rec Opt field and revise the certificate amounts. Click OK. The system returns the subcontractor document to a status of C (Certificate Entered) and generates a receipt.

Construction Industry Scheme

Construction Industry Scheme (CIS)

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

Withholding tax for subcontractors in the construction industry is administered under the Construction Industry Scheme (CIS). Under CIS, subcontractors must be registered with the Inland Revenue Service and hold a valid tax certificate or card.

Subcontractors who hold registration cards are subject to a withholding tax deduction from qualifying payments. The withholding tax is deducted before VAT is calculated. For these payments, the contractor must produce a Tax Payment Voucher to accompany the tax remittance.

Payments to subcontractors who hold certificates can be made without deduction. Depending on the type of certificate held by the subcontractor, the contractor must either produce a Construction Gross Payment Voucher or receive a Gross Payment Voucher from the subcontractor.

At the end of each tax month, any withholding tax that was deducted under the rules of the scheme, as well as the payment vouchers (those created by the contractor and those received from the subcontractor), must be remitted to the Inland Revenue Service. At the end of the tax year, all payments must be reported to the Inland Revenue Service.

Consult the Inland Revenue Service for information about current rules and regulations, including current withholding tax rates.

Example: Withholding Tax Process Flow in the CIS System

The voucher (purchase invoice) has pay items for material and labor, and the withholding tax rate is 18%. The subcontractor has a Registration Card and is, therefore, subject to a withholding tax deduction.

Activity	Taxable Amount	Pay Status	Withhdg. Deduction	Withhdg. Payable	Alternate Payee	CIS Status
Voucher Entry						
Material	1000	H				-
Labor	1000	H				-
Validate Payment						
Material	1000	A				C
Labor	1000	%				C

Activity	Taxable Amount	Pay Status	Withhdg. Deduction	Withhdg. Payable	Alternate Payee	CIS Status
Calculate UK Withholding						
Material	1000	A				W
Labor	1000	A				W
	180-	A	180-			
	180	H		180	Inland Revenue	
Update Payment						Q
Tax Payment						P
Voucher Printing						

CIS Rules

The CIS covers payments made to the following subcontractors working in the construction industry:

- CIS4 Registration Card holders, usually individuals
- CIS5 Certificate holders, usually large multinational corporations
- CIS6 Certificate holders, usually teams of subcontractors who work with other subcontractors

No payments are allowed to any subcontractors who do not hold one of these cards or certificates.

Any payments made to holders of valid CIS4 Registration Cards are subject to a withholding tax deduction on labor costs and on certain categories of expenses, such as those incurred during the provision of labor. All payments to CIS5 and CIS6 Certificate holders can be made without deduction, if the subcontractor's certificate is valid at the time of payment.

The CIS imposes the following obligations at the time of payment:

- CIS4 Registration Card holders. The contractor must send an accompanying CIS25 Tax Payment Voucher to the subcontractor at the time of payment.
- CIS5 Certificate holders. The contractor must create a CIS23 Construction Gross Payment Voucher, but he or she does not need to send this document to the subcontractor with the payment.
- CIS6 Certificate holders. The subcontractor must complete a CIS24 Gross Payment Voucher and return that document to the contractor who is making the payment. The contractor might not make any subsequent payments until the CIS24 is received.

At the end of each tax month, the contractor must remit any withholding tax that the contractor has deducted to the Inland Revenue along with any CIS23, CIS24, and CIS25 documents that the contractor created or received during the tax month.

At the end of the tax year, the contractor must submit CIS36 End of Year Returns for all payments made within the scheme to the Inland Revenue.

Setting Up the Construction Industry Scheme (CIS)

To process CIS vouchers, you must set up a variety of system constants as well as CIS document types and subcontractor documents.

Setting Up CIS Constants

CIS system constants provide the basic framework for how the CIS operates for your business needs. These parameters let you:

- Activate the scheme.
- Define how you want to identify subcontractors within the scheme.
- Define which G/L accounts fall within the scheme.
- Provide system process defaults, and warning and error message settings.

Caution

After you set up CIS Constants, you must update the Account Master record with the category code value that you specify on CIS Constants for all G/L accounts that fall within the CIS. You must also update the Address Book records with the category code value that you specify on CIS Constants for all subcontractors within the scheme.

Note

To include only selected vouchers from a specific supplier in the CIS, you must set up two Address Book records for that supplier: one with the subcontractor category code value and one without it. You might label the suppliers Supplier 1 - CIS and Supplier 1 - No CIS, for example. You must then train your A/P and Purchasing clerks on when to use each supplier record. See [Entering Supplier Records](#) in the *Accounts Payable Guide*.

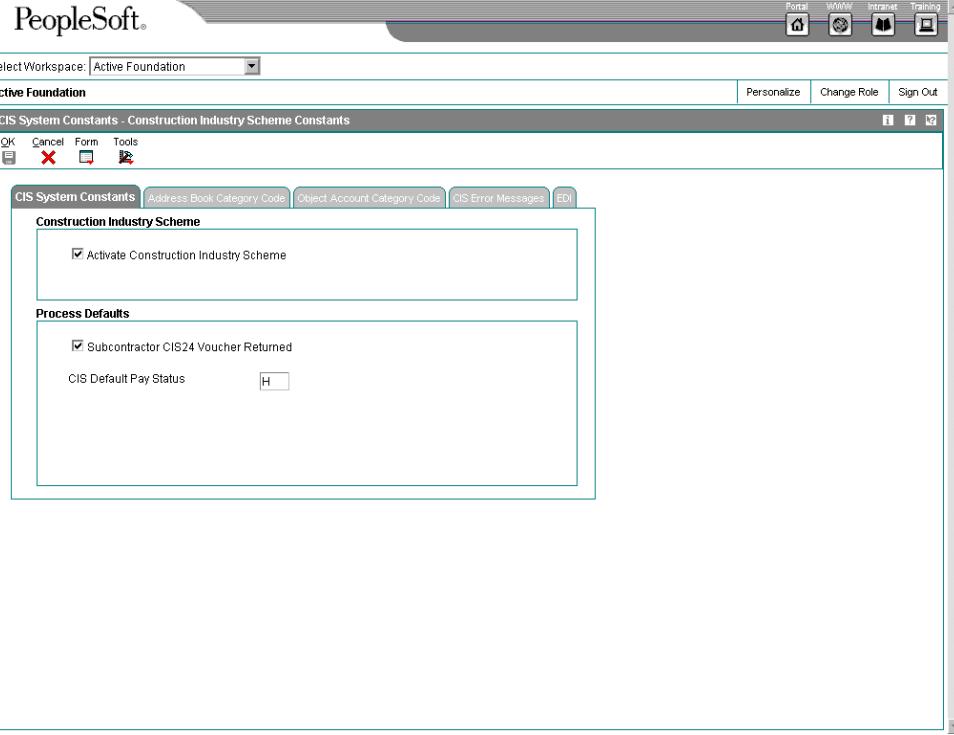
Before You Begin

- Set up the following category codes:
 - An Address Book category code (01/01-30) to identify subcontractors
 - An Account category code (09/01-23) to identify G/L accounts that fall within CIS

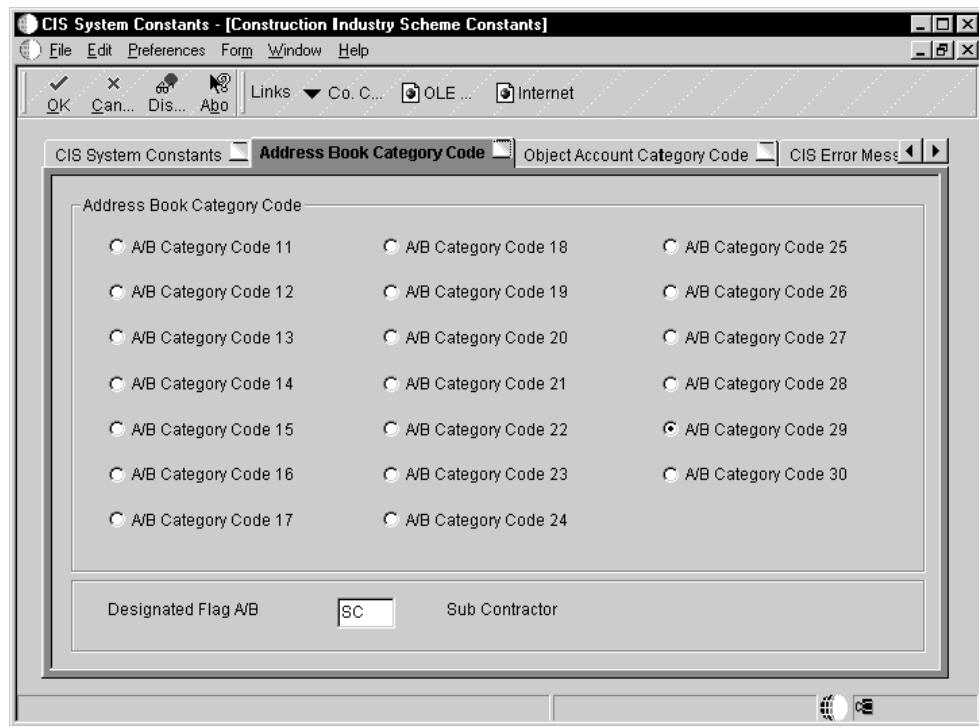
See [Using Category Codes for Address Book](#) in the *Address Book Guide* and [Understanding General Accounting User Defined Codes](#) in the *General Accounting Guide* for information on setting up category codes.

► To set up CIS constants

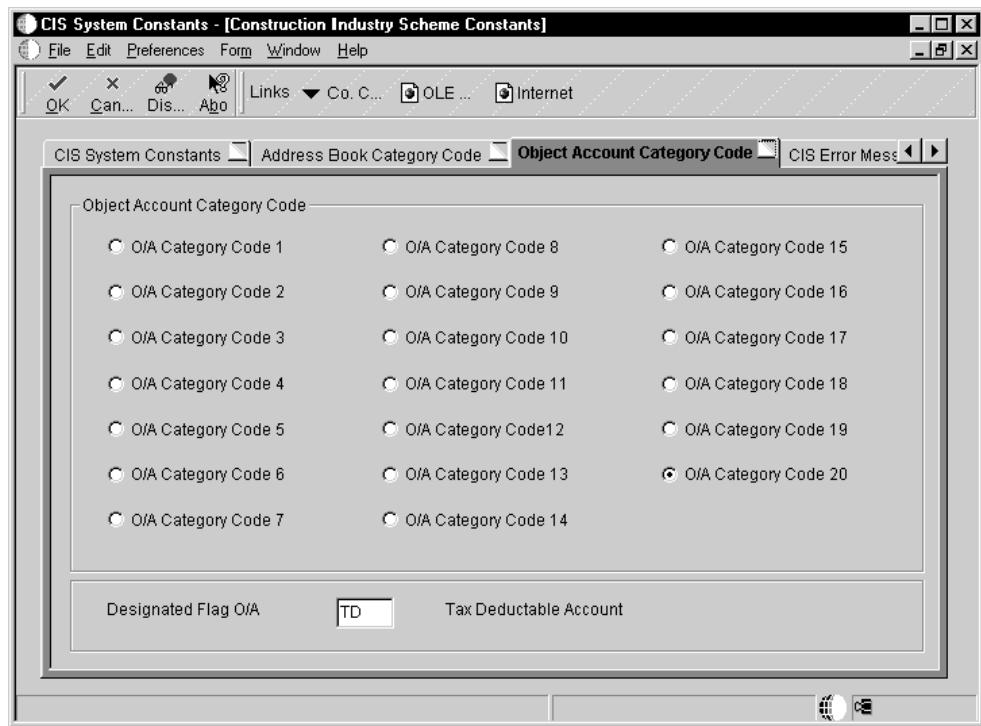
From the System Setup menu (G74U0240), choose CIS System Constants.



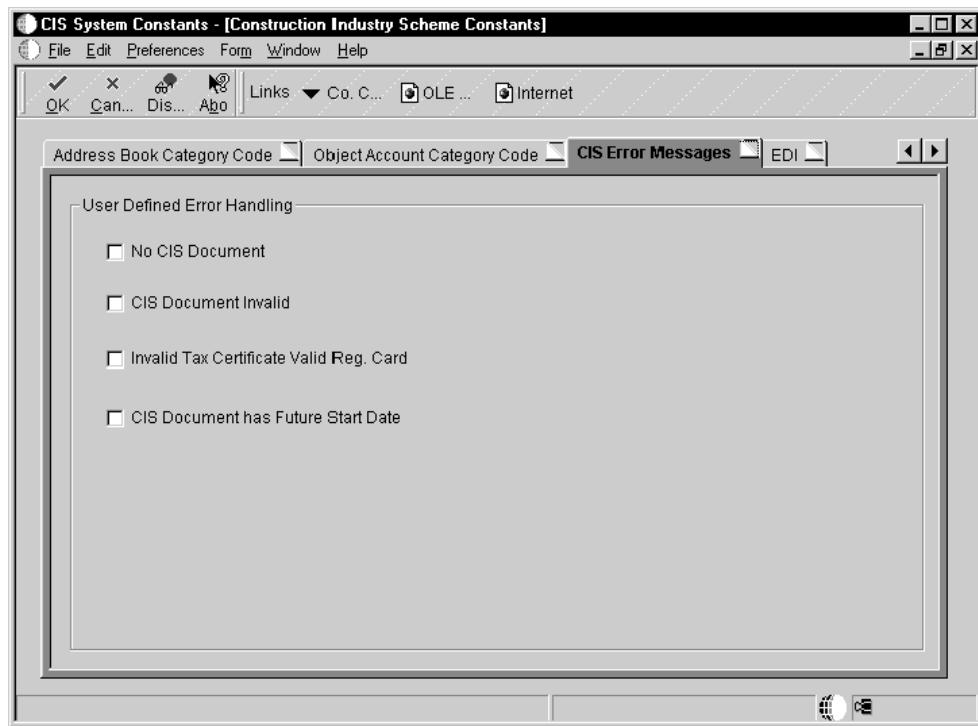
1. On Construction Industry Scheme Constants, on the CIS System Constants tab, click Activate Construction Industry Scheme.
2. To disallow payments to CIS6 subcontractors when they have not returned CIS24 payment vouchers for previous payments, click Subcontractor CIS24 Voucher Returned.
3. Complete the following field:
 - CIS Default Pay Status
4. Click the Address Book Category Code tab.



5. Click the A/B Category Code option that corresponds to the address book category code that you use to identify subcontractors.
6. Enter the category code value for subcontractors in the following field:
 - Designated Flag A/B
7. Click the Object Account Category Code tab.



8. Click the O/A Category Code option that corresponds to the G/L account category code that you use to identify taxable G/L accounts.
9. Enter the category code value for taxable G/L Accounts in the following field:
 - Designated Flag O/A
10. Click the CIS Error Messages tab.



11. To disallow voucher entry in any of the situations described by the following options, click the option:

- No CIS Document
- CIS Document Invalid
- Invalid Tax Certificate Valid Reg. Card
- CIS Document has Future Start Date

If you leave any of these options unchecked, the system issues a warning when the situation associated with the option occurs, but still allows voucher entry.

The EDI tab is for future use. EDI functionality is not currently enabled.

12. Click OK.

Setting Up CIS Company Constants

You use CIS Company Constants to enter the contractor CIS tax reference number for each company that operates within the scheme.

Before You Begin

- Set up the company's mailing address in the Address Book (P01012). See [Entering Address Book and Mailing Information](#) in the *Address Book Guide*.

- Set up the company in Company Names and Numbers (P0010). See [Setting Up Companies](#) in the *General Accounting Guide*.

► To set up CIS company constants

From the System Setup menu (G74U0240), choose CIS Company Constants.

1. On Work With CIS Company Constants, click Add.

Company Information	
Company	00050 Project Management Company
Address Line 1	2200 West 14th Street
Address Line 2	
Address Line 3	
Address Line 4	
City	Denver
County	
Postal Code	80237
Country	USA

Construction Industry Scheme	
Contractor Tax Reference	123456789123

2. On CIS Company Constants Revisions, complete the following field:

- Company

The system populates the address fields with information from the Address Book.

3. Complete the following field and click OK:

- Contractor Tax Reference

Setting Up CIS Payment Voucher Constants

You use CIS payment voucher constants to set up the following payment vouchers:

- CIS23 - Construction Gross Payment Voucher
- CIS24 - Subcontractor Gross Payment Voucher
- CIS25 - Tax Payment Voucher

You must set up payment voucher constants separately for each company that operates within the scheme.

See Also

- *CIS Rules* for an explanation of each payment voucher.

Before You Begin

- Set up the company's mailing address in the Address Book (P01012). See [Entering Address Book and Mailing Information](#) in the *Address Book Guide*.
- Set up the company in Company Names & Numbers (P0010). See [Setting Up Companies](#) in the *General Accounting Guide*.

► To set up CIS payment voucher constants

From the System Setup menu (G74U0240), choose CIS Payment Voucher Constants.

1. On Tax Payment Voucher Constants, click Add.

The screenshot shows the PeopleSoft interface with the title 'CIS Payment Voucher Constants - Tax Payment Voucher Revisions'. The window is divided into two main sections: 'Company' and 'Tax Payment Voucher'.

Company Section:

- Company: 00050, Project Management Company
- Address Line 1: 2200 West 14th Street
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: Denver
- County: (empty)
- Postal Code: 80237
- Country: USA

Tax Payment Voucher Section:

- CIS Voucher Type: CIS25
- Voucher Serial Number: T567890123
- Payment Voucher Seq No: 1000000003

2. On Tax Payment Voucher Revisions, complete the following field:

- Company

The system populates the address fields with information from the Address Book.

3. Complete the following fields and click OK:

- CIS Voucher Type

- Voucher Serial Number
- Payment Voucher Seq No

Setting Up CIS Document Types

You use CIS Documents to set up the CIS document types that enable subcontractors to carry out construction work within the CIS. Valid document types include the following:

- CIS4P - Permanent Registration Card
- CIS4T - Temporary Registration Card
- CIS6 - Subcontractors Tax Certificate
- CIS5 - Construction Tax Certificate

For each document type, you can specify which fields are required, determine the priority for searching and validating documentation for a subcontractor who holds multiple documents, and indicate whether tax is deductible for subcontractors who hold the document type.

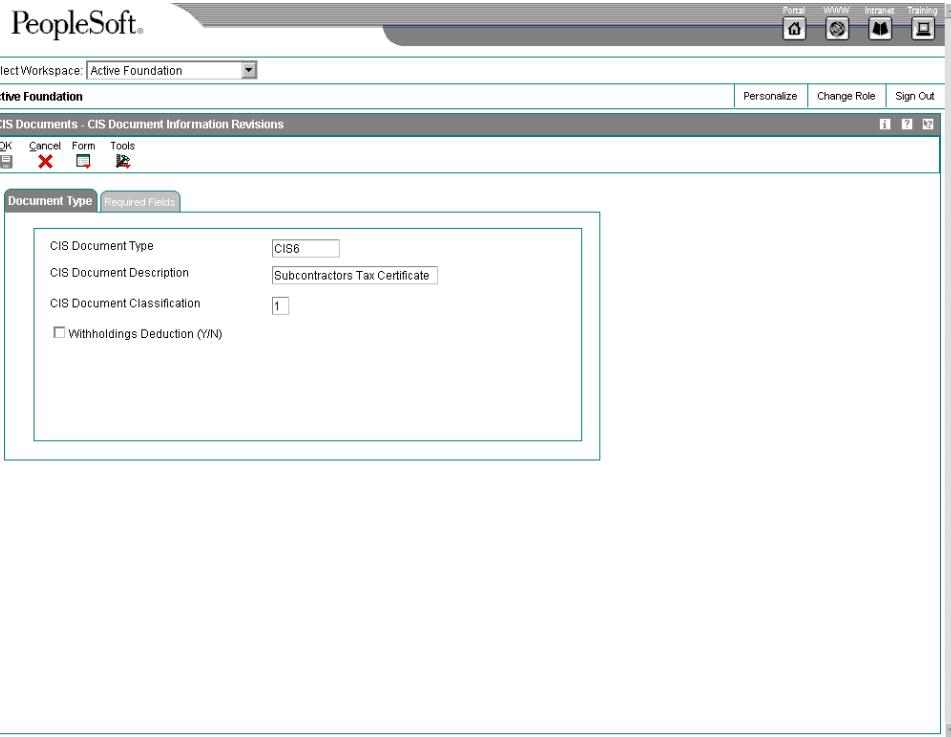
The following table indicates the fields that are typically required for each document type:

	CIS4T	CIS4P	CIS5	CIS6
Company Registration Number			X	
Insurance Number		X		X
Start Date			X	X
Expiry Date	X		X	X
Acting For				X
Trading As	X	X	X	X
CIS Voucher Returned				X

► To set up CIS document types

From the System Setup menu (G74U0240), choose CIS Documents.

1. On Work With CIS Document Information, click Add.

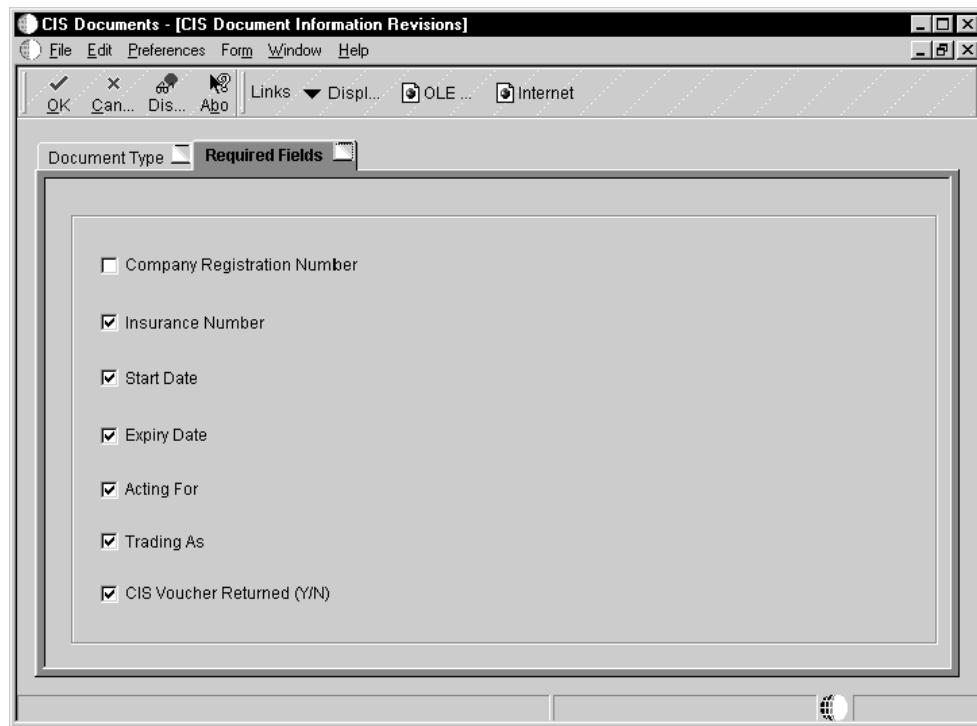


2. On CIS Document Information Revisions, on the Document Type tab, complete the following fields:
 - CIS Document Type
 - CIS Document Description
3. To specify the priority of the document type for subcontractors who hold multiple documents, complete the following field:
 - CIS Document Classification

Caution

Use document classification 9 for Registration Cards (CIS4P and CIS4T). Use document classification 1 for Tax Certificates (CIS5 and CIS6). Using other document classifications produces unpredictable results.

4. If subcontractors who hold the document type that you are setting up should have tax withheld by the contractor, click Withholdings Deduction (Y/N).
5. Click the Required Fields tab.



The options on the Required Fields tab allow you to determine how to handle the fields on the CIS Subcontractor Document Revisions form for each CIS document type. For example, if you specify that the Insurance Number is required for CIS4P documents, you are required to enter an Insurance Number for each CIS4P document that you enter for a subcontractor.

See [Entering CIS Subcontractor Documents](#).

6. Click any of the following options to indicate that the specified field is required on the CIS document type that you are setting up:
 - Company Registration Number
 - Insurance Number
 - Start Date
 - Expiry Date
 - Trading As
7. Click the following option if the Acting For field should appear on the CIS document type that you are setting up:
 - Acting For
8. If you are setting up the CIS6 document type, click the following option if you want to have the option to specify whether to disallow payments for each CIS6 subcontractor when he or she has not returned CIS24 payment vouchers for previous payments:

- CIS Voucher Returned (Y/N)

9. Click OK.

Entering CIS Subcontractor Documents

You enter CIS subcontractor documents to record the registration cards (CIS4) or tax certificates (CIS5 and CIS6) that are held on behalf of each subcontractor. These cards and certificates authorize subcontractors to work in the construction industry. No payments are allowed to any subcontractors who do not hold one of these cards or certificates.

The system lets you enter multiple authorized users and the CIS documents held by each on behalf of a subcontractor.

Caution

Under the CIS, you must see the authorized user's original CIS document before making a payment to a subcontractor. A copy is not acceptable.

Before You Begin

- Set up authorized users in the *Address Book Guide* and use category codes to identify them as subcontractors.
- If an authorized user is representing a subcontractor, verify that the subcontractor's trading name exists in the Address Book and is identified in the category codes as a subcontractor. See [Setting Up CIS Constants](#) in the current guide and [Creating and Revising Address Book Records](#) in the *Address Book Guide*.
- Set up CIS document types.

► To enter CIS subcontractor documents

From the System Setup menu (G74U0240), choose CIS Sub Contractor Documents.

1. On Work With CIS Subcontractor Documents, click Add.

2. On CIS Subcontractor Document Revisions, complete the following fields:

- Authorised User/Issued To
- CIS Document Type
- CIS Document Number

The system activates the remaining fields on the form when you complete the CIS Document Type field. The fields that appear depend on the fields that you indicated were required or available when you set up the CIS document type. See *Setting Up CIS Document Types*.

3. Complete any of the following required fields that are displayed on the form:

- Company Registration Number
- Insurance Number
- Start Date
- Expiry Date
- Trading As

4. Complete the following field if it is available, and if the card or certificate holder is acting for a subcontractor:

- Acting For

5. If you are setting up a CIS6 document and the following option is available, click the option to disallow payments to the document holder when the document holder has not returned CIS24 payment vouchers for previous payments:

- CIS Voucher Returned (Y/N)

6. Click OK.

Reviewing the Supplier Analysis Report

From the Accounts Payable Reports menu (G74U0214), choose Supplier Analysis Report.

Use the Supplier Analysis Report (R74U0138) to print a detailed list of your CIS subcontractors, including information about their CIS subcontractor documents. The list includes warning messages for missing, expired, or invalid documents.

Entering CIS Vouchers

When you enter CIS subcontractor vouchers through Standard or Speed Voucher Entry, or through Voucher Match, the system creates a record in the F0411 CIS Tag File table (F74U0116) and assigns the CIS Default Status that is defined in CIS Constants to the record. As the record progresses through the CIS payment process, the system updates the CIS status of the record in the F74U0116 table.

The following table describes typical status codes:

Status Code	Status Description	Event Causing Status Change
		Voucher entered
C	Validation Complete	CIS Payment Validation run
W	Withholdings	Calculate Withholdings - UK run
Q	Checks/BACS Run	Update Payments
P	CIS25/23 Printed	CIS Payment Vouchers printed
R	CIS24 Received	Gross Payment Voucher received
Z	CIS36 Raised	End-of-Year Return generated
D	F0411 Deleted	Originating F0411 record deleted

Note

Running CIS Pre Withholding Validation (R74U0130) changes the Pay Status (PST) of records that require withholdings to be applied from H (Held) to % (Withholding Applies), and the pay status of records that do not require withholdings to be applied from H (Held) to A (Approved for Payment).

Entering Vouchers for Subcontractors

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

Contractors are required to withhold certain amounts from a subcontractor's payment, depending on the type of tax regulations that apply to the subcontractor. To determine the total amount of the payment that is eligible for withholding, the contractor must distinguish between the taxable and non-taxable portions of each voucher.

You can enter vouchers for subcontractors using any of the following programs:

- Standard Voucher Entry (P0411)
- Speed Voucher Entry (P0411SV)
- Match Voucher to Open Receipt (P0411, version ZJDE7002)

If you use Standard Voucher Entry or Speed Voucher Entry, you are prompted to indicate whether each line is a taxable supply within the scope of the scheme. If you use Match Voucher to Open Receipt, the system identifies taxable supplies automatically, based on the Object Account category code that is specified in CIS Constants.

The system marks all voucher pay items with a status that is specified in the CIS Constants, usually H (Held). When you run CIS Pre Withholding Validation (R74U0130), the system marks pay items that you specified as eligible for withholding tax with a pay status of %. Only vouchers with a pay status of % are processed by CIS Calculate Withholding (R74U04580).

Note

The following steps describe how to enter vouchers for subcontractors using Standard Voucher Entry or Speed Voucher Entry. For information on using Match Voucher to Open Receipt, see [Choosing Receipt Records to Match to a Voucher](#) in the *Procurement Guide*.

Before You Begin

- Set up your user preferences with a country preference code of UK. See [Setting Up User Display Preferences](#).
- Set up supplier master records for your subcontractors. You must use a category code to identify subcontractors. See [Setting Up CIS Constants](#).

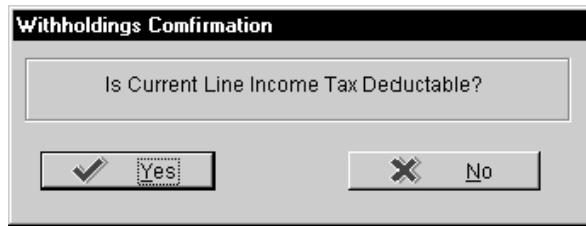
► To enter vouchers for subcontractors

From the Supplier Voucher Entry menu (G74U0211), choose Standard Voucher Entry or Speed Voucher Entry.

1. Complete the steps to enter a standard or speed voucher.

See [Entering Standard Vouchers](#) or [Entering Speed Vouchers](#) in the *Accounts Payable Guide*.

If you are entering a standard voucher, the system displays the Withholdings Confirmation window for each pay item.



If you are entering a speed voucher, the system displays the Withholdings Confirmation window for the entire voucher.

2. If the line item (for Standard Voucher Entry) or the whole voucher (for Speed Voucher Entry) is eligible for withholding tax, click Yes.

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 you can allow this information to be supplied automatically 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 the general ledger information. Typically, you enter a debit to an expense account. When you post, the system creates an offset to a liability account.

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

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 Accounts Payable Ledger (F0411) tables. When you post the voucher, the system updates the Account Balances table (F0902) and marks the voucher as posted in the Account Ledger and Accounts Payable Ledger tables. It also creates the offset to the liability account designated in the AAs.

A supplier record must exist in the Address Book Master (F0101) and Supplier Master (F0401) tables before you can enter a voucher. Typically, you create a supplier record first, and then you enter the voucher. However, you can create a supplier record at the time you enter the voucher. To do so, choose Address Book from the Form menu on the Enter Voucher - Payment Information form. Then follow the steps to enter a supplier record.

See Also

- ❑ *Entering Supplier Records*
- ❑ *Entering Basic Journal Entries in the General Accounting Guide*

► To enter voucher information

From the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry.

1. On Supplier Ledger Inquiry, click Add.

The screenshot shows the 'Standard Voucher Entry - [Enter Voucher - Payment Information]' window. The header bar includes 'File', 'Edit', 'Preferences', 'Form', 'Row', 'Window', and 'Help' menus. Below the header are standard toolbar icons for OK, Cancel, New, Delete, Print, and Refresh, along with links for G/L Di..., OLE..., and Internet. The main area contains the following fields:

Document No/Typ/Co	1599	PV	00001	Batch No	6050	Prev Doc	
Company	00001	Financial/Distribution Company					
Supplier Number	4341	International Supply Company		Business Unit	1		
Invoice Number	H54920	<input type="checkbox"/> Discount %	Payment Terms				
Invoice Date	6/5/2005	G/L Date	6/30/2005	Service/Tax Date	6/30/2005		
Currency	EUR	Exchange Rate	1.1820331	Base	USD	<input checked="" type="checkbox"/> Foreign	

A grid table below shows payment items:

Pay Item	Gross Amount	Discount Available	Remark	Due Date	Pay Status	P C
001	5,000.00			7/5/2005	A	
002						

At the bottom, there are summary fields: Gross (5,000.00), Disc, Tax, and Taxable.

2. On Enter Voucher-Payment Information, complete the following fields:

- Company
- Supplier Number
- G/L Date

If you make errors during data entry on fields in the header, you must correct them from the header. The system does not allow you to change the detail area until you make corrections to fields in the header. When you make corrections to fields in the header, the system automatically updates the corresponding data in the grid.

3. You can also complete any of the following optional fields:

- Document No/Typ/Co
- Business Unit
- Invoice Number
- Payment Terms
- Invoice Date

- Service/Tax Date

4. In the detail area, complete the following field:

- Gross Amount

5. In the detail area, complete any of the following optional fields for each pay item:

- Discount Available
- Remark
- Due Date
- Pay Status
- P C
- Open Amount
- G/L Bank Account Number
- Payee Number
- G/L Offset
- Tax Ex
- Tax Rate/Area
- Tax Amount
- Taxable Amount
- Adjust Doc Ty
- Recur Freq
- No. Pym
- Hdl Cod
- Cat Cd 07
- 1099 Flag
- Pay Ext
- C/R I/R
- Closed Item

If multiple pay items exist, the system assigns pay item numbers that are sequential. Recurring vouchers can have only one pay item.

6. Click OK to access G/L distribution and continue entering the voucher.

After you complete these steps, follow the steps to enter general ledger information.

► To enter general ledger information

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

Account Number	Account Description	Amount	Explanation -Remark-
9.8665	Entertainment	5,000.00	

1. On Enter Voucher - G/L Distribution, complete the following fields for each detail line:

- Account Number
- Amount

After you enter an account number, the system validates it against the chart of accounts in the Account Master table (F0901). If an account number is not set up in your chart of accounts, the system displays an error message and does not accept the entry.

The total amount that you enter for the G/L distribution lines must equal the total amount entered in the gross amount field for the voucher, or the system returns an error. The Amount field at the bottom of the form indicates the gross amount for the voucher. The Remaining field provides you with an ongoing tally of what amount is required to equal the gross amount of the voucher.

2. You can also complete the following optional field for each detail line:

- Explanation -Remark-

Note

If you are using Advanced Cost Accounting, G/L information is automatically updated in the Account Ledger Tag File table (F0911T) when you complete the Cost Object and Object Type fields during voucher entry. You must activate the Cost Management Constants to display these object fields. See [Setting up Constants](#) and [Setting up Cost Object Types](#) in the *Advanced Cost Accounting Guide* for more information about the Cost Management Constants (P1609) and Cost Object Types (P1620) programs.

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 (which has a single due date and tax rate/area)
- Simple accounting instructions

You cannot use the speed method for multiple pay items or for changing or deleting vouchers. You must use the standard voucher entry or speed release program.

As with standard vouchers, speed voucher information is stored in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

See Also

- ❑ *Entering Other Types of Vouchers* for more information about entering a voucher with discounts, multiple pay items, and taxes
- ❑ *Entering Basic Journal Entries* in the *General Accounting Guide* for more information about entering G/L distributions

Before You Begin

- ❑ Set up supplier master records. See [Entering Supplier Records](#).
- ❑ Set the appropriate processing options.
- ❑ Verify that the following AAIs are set up correctly:
 - PC (payables trade)
 - PB (payables bank)
 - PKD (payables discounts available)
 - PKL (payables discounts lost)
 - PT (payables tax)

See About AAIs for A/P

► To enter a speed voucher

From the Supplier & Voucher Entry menu (G0411), choose Speed Voucher Entry.

1. On Speed Voucher Entry, to identify the invoice, complete the following fields:
 - Supplier Number
 - Invoice Amount
 2. You can also complete the following optional fields to identify the invoice:
 - Invoice Number
 - Invoice Date
- If you make errors during data entry on fields in the header, you must correct them from the header. The system does not allow you to change the grid until you make corrections to fields in the header. When you make corrections to fields in the header, the system automatically updates the corresponding data in the grid.
3. To specify how to process the voucher, complete the following fields:
 - Company
 - G/L Date
 4. You can also complete the following optional fields to specify how to process the voucher:
 - Discount Available
 - Payment Terms

- Pay Status

- Payment Remark

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

- Account Number
- Amount

6. You can also complete the following optional field to enter general ledger information:

- Payment Remark

After you complete a speed voucher, you can choose Exit Out Of Balance from the Form menu. See [Exiting Standard Voucher Entry Out of Balance](#) for more information about the purpose, function, and potential hazards of exiting out of balance.

7. Click OK.

Processing Options for Speed Voucher Entry (P0411SV)

Manual Checks

1. Enter a '1' for manual checks

1 = Manual Check Creation

2. Enter a '1' to automatically assign payment number based on the bank account's next payment number

1 = Auto Payment Numbers

MBF Version

1. Enter the version of the Voucher Entry Master Business Function to be used for Speed Voucher Entry. If left blank, version ZJDE0001 (of application P0400047) will be used.

Version

Reviewing and Approving Vouchers

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

- Review and approve voucher batches
- Add vouchers to existing batches
- Review and change individual vouchers
- Review and change journal entries

Posting Vouchers to G/L

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 (P) in the Account Ledger (F0911) and posted (D) in the Accounts Payable Ledger (F0411) tables
- Sends workflow messages to the Employee Work Center for transactions in error
- Prints a general ledger report, a post detail report, or both

Working with Logged CIS Vouchers

If you do not know which G/L account to distribute a voucher to, you can enter a logged (preliminary) voucher. This action 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 that are assigned to a suspense account, print the Voucher Detail report. This report shows transaction totals from the A/P Ledger table.

When you enter a logged voucher, the system:

- Creates a voucher with a voucher number and document type of PL.
- Distributes the total amount of the voucher to a G/L suspense account. The default for this suspense account is specified in AAI item PP.
- Records the offset amount, based on the A/P trade account (AAI item PC) or the A/P trade suspense account (AAI item PQ), depending on which method is designated on Company Numbers and Names.

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

You run CIS Pre Withholding Validation (R74U0130) for logged vouchers *after* you have distributed the vouchers to the correct G/L accounts.

Before You Begin

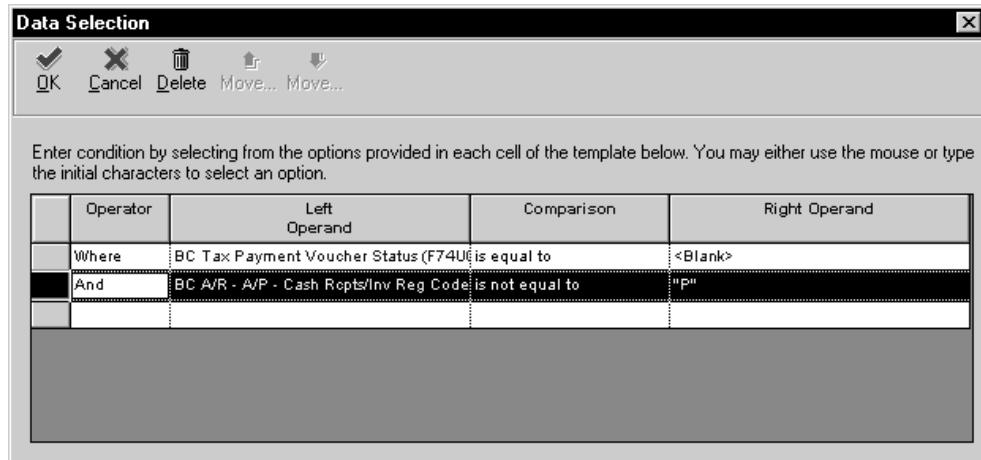
- Activate the processing option for logged vouchers in the Voucher Logging processing option of the Voucher Entry MBF program (P0400047).
- Activate the Use Suspense Account option on Company Names and Numbers. (optional)
- Set up AAI item PP and, if you use the trade suspense account, item PQ. See [Understanding AAIs for A/P](#) in the *Accounts Payable Guide*.
- Set up AAI item PP and, if you use the trade suspense account, item PQ. See [Understanding AAIs for A/P](#).
- Assign an approver number to each supplier (optional).
- Run Update Approver/Category Code 7 (optional). See [Updating the Accounts Payable Ledger from the Address Book](#) in the *Accounts Payable Guide*.

Setting Up Logged CIS Vouchers

Logged vouchers are processed through the CIS system like other vouchers, except that they must be redistributed to the correct G/L accounts before they are validated for withholding.

Omitting Undistributed Vouchers from Withholding Validation

To ensure that logged vouchers which have not been distributed are not selected by CIS Pre Withholding Validation (R74U0130), you must set the data selection on CIS Pre Withholding to exclude vouchers with an A/R - A/P - Cash Rcpts/Inv Reg Code (F0411) of P.



Setting Up Distributed Vouchers for Withholding Validation

Running CIS Pre Withholding Validation (R74U0130) changes the Pay Status (PST) of records that require withholdings to be applied from H (Held) to % (Withholding Applies), and the pay status of records that do not require withholdings to be applied from H (Held) to A (Approved for Payment). Therefore, vouchers must have a pay status of H before they can be processed by CIS Pre Withholding Validation. You can ensure that logged vouchers have a pay status of H by setting the following processing options:

- On Voucher Match (P4314), set the Pay Status Code processing option on the Logs tab to H. On the Voucher Match tab of the processing options for Match Voucher to Open Receipt (P0411), specify the version of Voucher Match on which you set the Pay Status Code processing option.
- On Voucher Journal Entry Redistribution (P042002), set the pay status processing option (processing option 2 on the Defaults tab) to H.

Entering Logged Vouchers

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

Before You Begin

- Activate the processing option for logged vouchers in the Voucher Logging processing option of the Voucher Entry MBF Processing Options program (P0400047).

- Activate the Use Suspense Account option on the Company Names & Numbers program.
- Set up AAI item PP and, if you use the trade suspense account, item PQ. See [Understanding AAIs for A/P](#).
- Set up AAI item PP and, if you use the trade suspense account, item PQ. See [About AAIs for A/P](#).
- Assign an approver number to each supplier (optional).
- Run Update Approver/Category Code 7 (optional). See [Updating A/P Ledger from Address Book](#).

► To enter a logged voucher

You must access the Supplier Ledger Inquiry form by choosing the Voucher Logging Entry menu selection. If you do not, the system will not prompt you to enter a preliminary distribution account for the voucher.

From the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.

1. On Supplier Ledger Inquiry, follow the steps for entering a standard voucher.
See [Entering Standard Vouchers](#) in the chapter *Working with Standard Vouchers*.
2. On Enter Voucher - Payment Information, in addition to the steps for entering a standard voucher, complete the following optional field:
 - Approver
3. To enter purchase order information, choose Additional Information from the Form menu.

The screenshot shows a PeopleSoft application window titled "Additional Information". At the top, there are buttons for OK, Cancel, and Tools, along with a close button. Below these are several input fields and labels:

Business Unit	1	
Approver Number	8002	
Payment Terms	001	Net 30 Days
Payment Instrument		Default (A/R & A/P)
P.O. No/Typ/Co	85501	OD

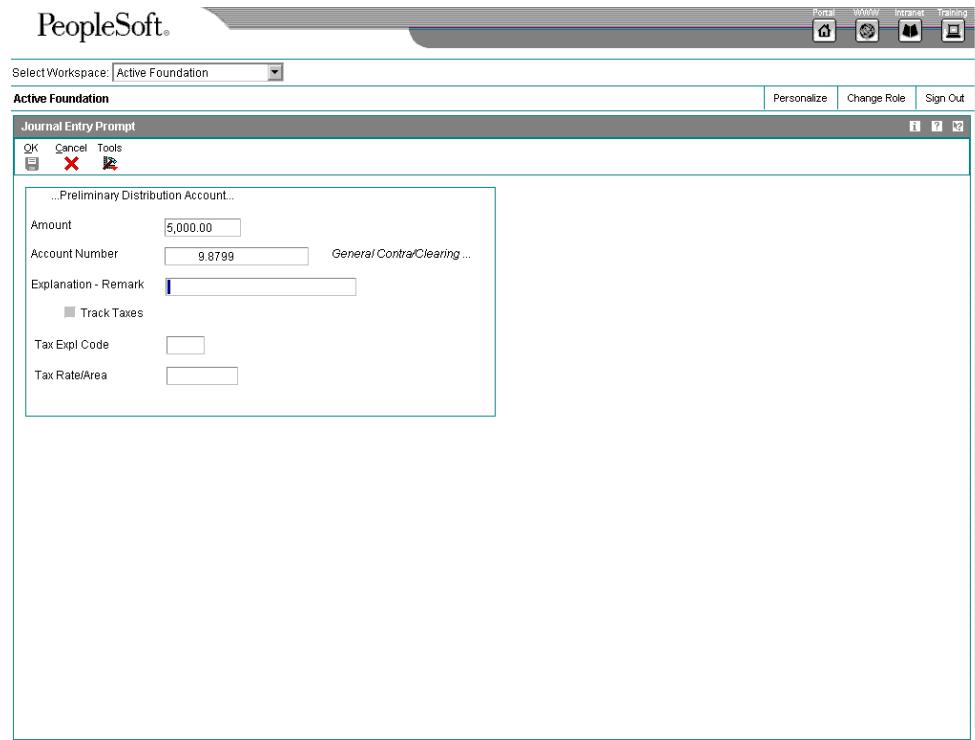
4. On the Additional Information form, complete the following optional field for a purchase order voucher:

- P.O. No/Typ/Co

Entering a purchase order number allows you to easily redistribute the logged voucher using voucher match.

See [Redistributing a Purchase Order Voucher](#).

5. Click OK to return to Enter Voucher - Payment Information.
6. To access Journal Entry Prompt, click OK on Enter Voucher - Payment Information.



7. On Journal Entry Prompt, the expense suspense account set up for AAI item PP appears in the following field:

- Account Number

You can override the value in this field. If item PP is not set up, an error message appears.

8. Complete the following optional field:
 - Explanation - Remark
9. Click OK.

Note

You can revise a logged voucher before you redistribute it as long as the voucher remains unposted. After a logged voucher is posted, the only way to change it is to void and re-enter it. You cannot void a single pay item.

Printing Voucher Detail Reports

From the Other Voucher Entry Methods menu (G04111), choose Voucher Detail Report.

The voucher detail reports print by approver number and show due dates and expense suspense accounts along with the open amount. You can print either of the following versions:

- A/P Detail by Approver with Remarks
- A/P Detail by Approver with Aging

For information about the A/P Detail by Approver with Foreign Currency Aging report, see the *Multicurrency Guide for Accounts Receivable and Accounts Payable*.

You must set the processing options to correspond with the version that you print. For example, if you want to print a detail report with aging, you must:

- Select the A/P Detail by Approver with Aging version
- Set the Print processing option to print aging
- Set the Aging processing options

This report is similar to the Open A/P Details with Aging Report.

See Also

- Printing Open A/P Detail Reports*

Processing Options for Voucher Detail Report (R04428)

Print

1. Enter a '0' to print aging information, or a '1' to print discount and remark information.

Print Format**Hold**

1. Enter a '1' to bypass suppliers with a Hold Payment Code of 'Y'. If left blank, all suppliers will print.

Supplier Hold Payment Code**Aging**

1. 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.

Aging From A/P Constants

2. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

As Of Date

3. 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.

Date To Age Accounts

4. Specify one of the following methods for aging calculations: '1' = Aging Days; '2' = Fiscal Periods; '3' = Calendar. If left blank, '1' is the default.

Method

5. Enter the following aging category information (for Method '1' only):
Beginning
-

thru
thru
thru

6. Enter a '1' to age credits, or leave blank to apply credit to the Current column.
Age Credits Method
-

What You Should Know About Processing Options

Print processing option If you set this processing option to 1 (to print the detail report with remarks), the system ignores all of the Aging processing options.

Redistributing Logged Vouchers

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

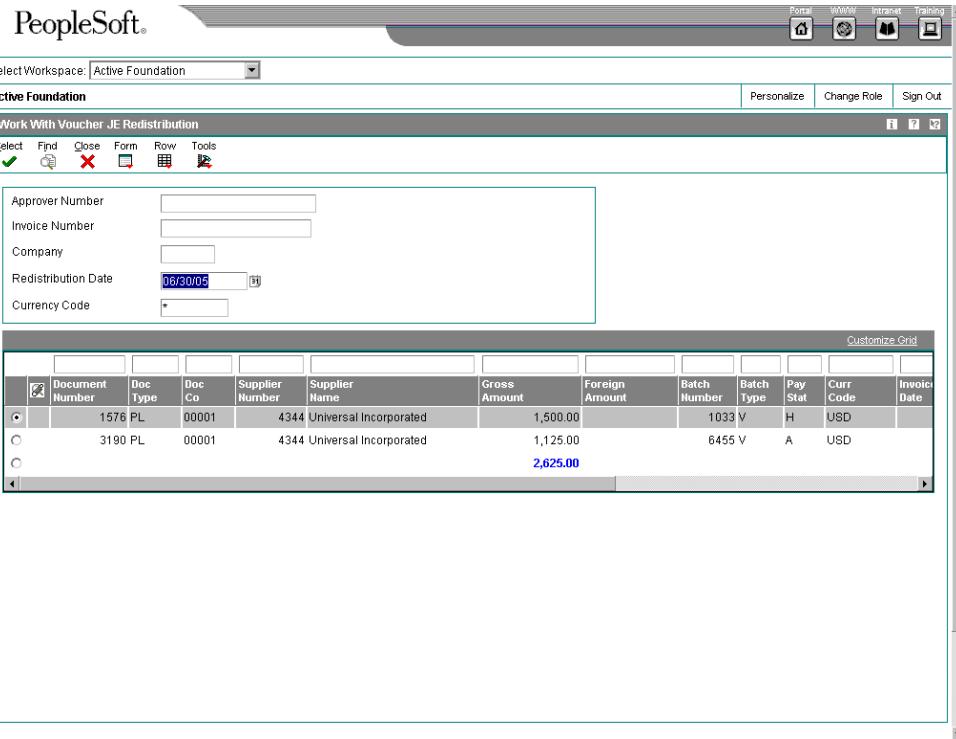
Note

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.

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

► To redistribute a logged voucher

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



1. On Work With Voucher JE Redistribution, display all undistributed vouchers by clicking Find, or complete any of the following fields to limit your search and click Find:
 - Approver Number
 - Invoice Number
 - Company
2. Change the following optional field:
 - Redistribution Date
3. From the Row menu, choose Journal Entry.

The screenshot shows the PeopleSoft G/L Distribution screen. At the top, there are buttons for OK, Delete, Cancel, Form, Row, and Tools. Below this is a header row with fields for Document No/Typ/Co (1576), PL (00001), and Batch Number (1033). Further down are fields for Supplier (4344), Explanation (Universal Incorporated), G/L Date (06/30/05), Amt To Distribute (1,500.00), Currency (USD), Exchange Rate, Base Currency (USD), and Foreign. The main area is a grid titled 'Customize Grid' with columns for Account Number, Account Description, Amount, Explanation Remark, Co, Sub-ledger, and Sub-de. Two rows are visible in the grid:

	Account Number	Account Description	Amount	Explanation Remark	Co	Sub-ledger	Sub-de
<input checked="" type="checkbox"/>	9.8799	General Contra/Clearing Acct	1,500.00	Miscellaneous Expense	00001		
<input type="checkbox"/>	9.8799	General Contra/Clearing Acct	1,500.00	Miscellaneous Expense	00001		

Below the grid, there are buttons for Amount and Remaining, both set to 1,500.00.

Note that the system automatically reverses the original suspense account distribution. The G/L date is the same as the redistribution date you entered on the Work with Voucher JE Redistribution form.

4. On Enter Voucher - G/L Distribution, complete the following fields on the first blank line and click OK:
 - Account Number
 - Amount

Redistributing a Purchase Order Voucher

After you have entered a logged purchase order voucher, you can redistribute the amounts to the correct accounts. For you to accomplish the process, the purchase order must originate in the Procurement system. A purchase order voucher that originates in the Procurement system will begin with the document type prefix of O (for example, OV).

► To redistribute a purchase order voucher

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

1. On Work With Voucher JE Redistribution, display all undistributed vouchers by clicking Find, or complete any of the following fields to limit your search and click Find:

- Approver Number
 - Invoice Number
 - Company
2. Choose a voucher with a Doc Type prefix that begins with O.
 3. From the Row menu, choose Redistribute PO.
 4. On Voucher Match, change the G/L Date to reflect the new redistribution date.
 5. Click OK.

See Also

- Processing Options for Voucher Entry*

Processing Options for Voucher JE Redistribution (P042002)

Defaults

1. Enter the Approver Number you wish to default.
2. Enter the Pay Status code to be assigned to the voucher after it has been redistributed. If left blank, the voucher's Pay Status will not be changed.

Versions

1. Enter the version to be used for Voucher Match (P4314). If left blank, ZJDE0003 will be used.
- Voucher Match version
-

Processing CIS Vouchers for Payment

To process withholding amounts for subcontractors, you must first determine whether withholding tax applies to your subcontractor's vouchers, and then create the journal entries for the amount that is to be withheld from the total payment to the subcontractor.

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

The purpose of CIS is to calculate any withholding tax liability at the point of payment, not at the point of voucher entry. Therefore, you must run CIS Pre Withholding Validation (R74U0130) and CIS Calculate Withholding (R74U04580) as part of the pre-payment cycle.

When you have processed the withholding amounts for your subcontractor, you can run the create payment groups process to process payments as usual.

Validating Construction Industry Payments

From the Automatic Payment Processing menu (G74U0130), choose CIS Pre Withholding Validation.

Before you make any payments to CIS subcontractors, you must run CIS Pre Withholding Validation (R74U0130) to evaluate each voucher. The program selects and validates any open A/P vouchers that are due for payment, based on the pay-through date that is specified in the processing options, and that have a CIS status of blank in the CIS Tag Table file

(F74U0116). The program then determines whether a valid card or certificate exists for the subcontractor as of the current date.

The program produces a report of all processed vouchers, sequenced by subcontractor, that includes the following information:

- Warning messages that are associated with the validation of a subcontractor's card or certificate
- Information about tax being withheld

You can use the processing options for CIS Pre Withholding Validation to:

- Process transactions in proof or final mode
- Enter a pay-through date that the system uses to select vouchers that are due for payment
- Specify whether to make payments to or withhold tax from a subcontractor whose card or certificate meets any of several invalidation conditions

Processing CIS Pre Withholding Validation in proof mode produces a report only. Processing CIS Pre Withholding Validation in final mode produces a report and updates the pay status for individual pay items in the Accounts Payable Ledger (F0411) as follows:

- Pay items that can be paid and that should have no tax withheld are assigned a pay status of A.
- Pay items that can be paid and that should have tax withheld are assigned a pay status of %.

Processing CIS Pre Withholding Validation in final mode also updates the CIS status of vouchers in the CIS Tag Table file (F74U0116) to C (Validation Complete).

Processing Options for CIS Pre Withholding Validation (R74U0130)

Date

1. Pay Through Date

Process

1. Mode

Blank = Proof

1 = Final

Defaults

1. No CIS Document/s

Blank = No payment

1 = Allow payment with deductions

2 = Allow payment without deductions

2. CIS Document Invalid

Blank = No payment

1 = Allow payment with deductions

2 = Allow payment without deductions

3. Invalid Tax Certificate but Valid Registration Card

Blank = Allow payment with deductions

1 = Allow payment without deductions

4. CIS Document Has Future Start Date

Blank = No payment

1 = Allow payment with deductions

2 = Allow payment without deductions

5. Future Certificate Start Date, Valid Registration Card

Blank = Allow payment with deductions

1 = Allow payment without deductions

6. CIS Voucher Status

Calculating Withholding

From the Automatic Payment Processing menu (G74U0130), choose CIS Calculate Withholding.

You must withhold applicable tax amounts when you make a payment to a subcontractor.

You must withhold applicable tax amounts from payments to subcontractors and remit that amount to the Inland Revenue. After you validate vouchers for withholding tax eligibility, you use CIS Calculate Withholding (R74U04580) to calculate applicable withholding tax amounts. This program:

- Selects any open A/P vouchers that have a pay status of %.
- Calculates the amount of tax to withhold, based on the withholding tax percentage from the subcontractor's record in the Supplier Master table (F0401).
- Calculates withholdings on a net basis (before VAT) or on the gross amount, based on the processing options.
- Updates the pay status of the original voucher pay item in the Accounts Payable Ledger (F0411) from % to the value that you specify in the processing options.
- Creates a negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item.
- Creates a positive pay item for the withholding amount with the tax authority that is associated with the subcontractor in the Supplier Master table as the alternate payee, with the same due date as the original voucher pay item.

The net effect of the two pay items is zero, but the subcontractor's payment is reduced by the negative pay item.

CIS Calculate Withholding also produces the following reports:

- The Calculate Withholding Status Report, which lists the new pay items and the pay status of each item

Note

The abbreviation "PS" on the Calculate Withholding Status Report stands for "pay status."

- The Calculate Withholding Error Report (if applicable), which lists the vouchers that were not released for payment, and the error associated with each voucher or pay item

Data Sequence

You can modify the data sequence of your version of CIS Calculate Withholding so that the output more closely matches your reporting needs. For example, you might choose to list document number before document type.

Before You Begin

- Identify the tax withholding rate and the tax authority for each subcontractor. See [Entering Supplier Records](#) in the *Accounts Payable Guide*.
- Set up a G/L account for withholding tax, if required.

- Set up a non-blank G/L offset in AAI item PCyyyy for withheld credits.
- Run CIS Pre Withholding Validation (R74U0130). See [Validating Construction Industry Payments](#).

Processing Options for CIS Calculate Withholding (R74U04580)

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.

Pay Status Code

2. Enter the Pay Status to assign to the withheld pay item. If left blank, an 'H' will be assigned.

Pay Status Code

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.

G/L Offset

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).

Account ID

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.

Tax Authority for A/P Withholding

Process

1. G/L Bank Account Override

2. Net Or Gross Amount

Blank = Gross

1 = Net

3. CIS Voucher Status

Options for Paying Withholding Tax to the Revenue Authorities

You can pay withholding tax that you have deducted from subcontractors' payments using either of the following methods:

- *Accounts Payable*
- *General Ledger*

Accounts Payable

Processing withholding tax payments through Accounts Payable normally means that you pay your withholding tax as a separate payment to the Inland Revenue. The withholding tax payment is not included with your monthly PAYE (Pay As You Earn) payment.

To process withholding tax payments through Accounts Payable, complete the following steps:

14. Accumulate withholdings (tax deductions) for your subcontractors under the tax authority payee (Inland Revenue) with a pay status of H (hold).
15. When you are ready to make a payment run, release your pay items through Speed Release (P0411S).
16. Run Create Payment Control Groups (R04570) with the Payee processing option on the Process By tab set to 1 to create payment groups by payee.

17. Write and update a payment using a UK cheque (P04572U1 or P04572U2), a BACS payment (P04572B), or another payment print program to create your payment to the Inland Revenue.
18. Send this payment to the Inland Revenue.

General Ledger

Processing withholding tax payments through the general ledger allows you to include your withholding tax in your monthly PAYE payment to the Inland Revenue. This method is a common practice in the United Kingdom.

To process withholding tax payments through the general ledger, complete the following steps:

19. Accumulate withholdings (tax deductions) for your subcontractors under the tax authority payee (Inland Revenue) with a pay status of H (hold) and an alternate bank account, such as a withholding tax account.
20. When you are ready to make a payment run, release your pay items through Speed Release (P0411S) and change your bank account to a withholding tax account, if you have not already done so.
21. Run Create Payment Control Groups (R04570), selecting your withholding tax account as the bank account and the Inland Revenue as a special payee.
22. Use Work with Payment Groups (P04571) to write and update the withholdings payment, but do not print or send the A/P payment.
23. Process your normal Inland Revenue payment through the general ledger by creating a journal entry to debit your tax withholdings account and your PAYE account, and crediting your normal bank account with the sum of all payments to the Inland Revenue.
24. Create a physical payment to the Inland Revenue outside of the system, such as by writing a cheque manually.
25. Send this payment to the Inland Revenue.

See Also

- Creating Payment Groups*
- Working with Payment Groups*
- Working with Automatic Payments*

Completing the CIS23 and CIS25 Payment Vouchers

The following reports provide the information that is necessary to complete your construction gross payment vouchers and your tax payment vouchers, both of which you must submit to Inland Revenue on a monthly basis:

- The Construction Gross Payment Voucher CIS23 report (R74U0136)
- The Tax Payment Voucher CIS25 report (R74U0135)

Printing the Gross Payment Voucher CIS23 Report

From the Accounts Payable Reports menu (G74U0214), choose Gross Payment Voucher CIS23.

Print the Construction Gross Payment Voucher CIS23 report (R74U0136) to list gross payment details that relate to subcontractors who hold construction tax certificates (CIS5). This listing provides the information that is necessary to complete your construction gross payment vouchers.

The listing covers the tax month from the 6th of one month to the 5th of the next month. You should complete your construction gross payment vouchers from the report, send a copy of the payment vouchers to the Inland Revenue, and keep a copy.

The processing options for the Gross Payment Voucher CIS23 report control the selection date, the gross payment voucher type, company number, and the processing mode (proof or final). Running the report in proof mode produces the report only. Running the report in final mode produces the report and updates the CIS status of selected vouchers.

Printing the Tax Payment Voucher CIS25 Report

From the Accounts Payable Reports menu (G74U0214), choose Tax Payment Voucher CIS25.

Print the Tax Payment Voucher CIS25 report (R74U0135) to list tax payment details that relate to subcontractors who hold registration cards (CIS4). This listing provides the information that is necessary to complete your tax payment vouchers.

The listing covers the tax month from the 6th of one month to the 5th of the next month. You should complete your tax payment vouchers from the report, send copies of the payment vouchers to the Inland Revenue and to the subcontractors, and keep a copy.

The processing options for the Tax Payment Voucher CIS25 report control the selection date, the gross payment voucher type, company number, and the processing mode (proof or final). Running the report in proof mode produces the report only. Running the report in final mode produces the report and updates the CIS status of selected vouchers.

When you run the report in final mode, the voucher sequence number from the CIS Payment Voucher Constants (P74U0102) is included on the report. See [Setting Up CIS Payment Voucher Constants](#).

Processing Options for Gross Payment Voucher CIS23 (R74U0136) and Tax Payment Voucher CIS25 (R74U0135)

- Date
 - 1. Month
 - 2. Century/Year
 - Process
 - 1. Mode
 - Blank = Proof
 - 1 = Final
 - 2. CIS Voucher Type
 - 3. Company
 - 4. CIS Voucher Status
-

Maintaining CIS Voucher History

You can view the CIS purchase voucher history, including all of the status changes that each purchase voucher has passed through in the CIS system. You can also review payments made to subcontractors.

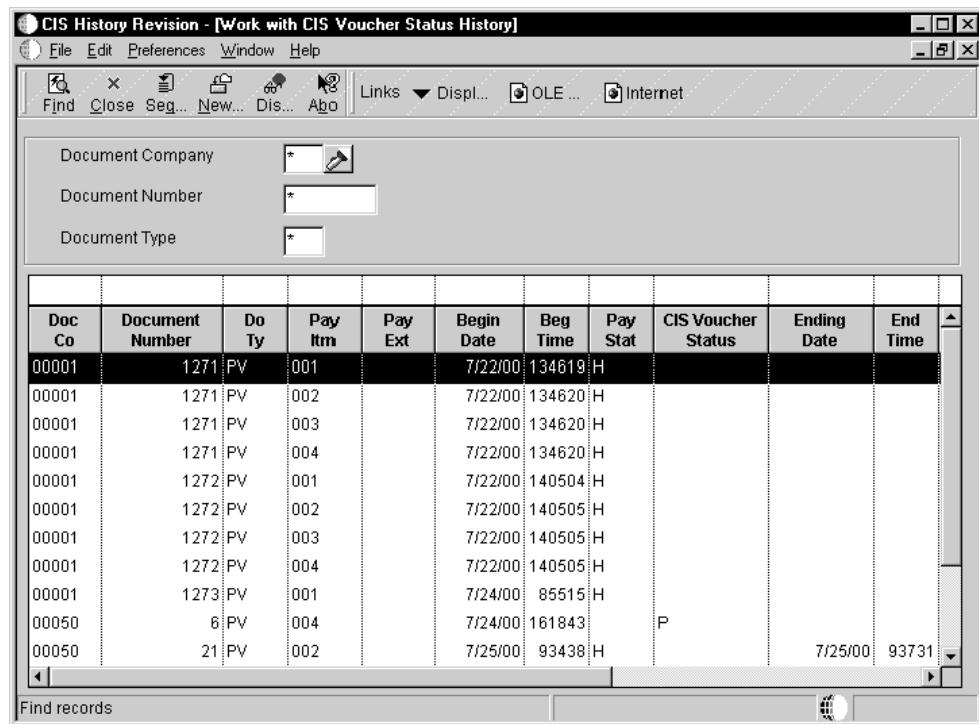
When you receive a CIS24 gross payment voucher from a subcontractor, you enter information from the CIS24 voucher. You should not make additional payments to a CIS6 certificate holder until you have received a CIS24 voucher for the previous payment.

Reviewing CIS Voucher History

Use CIS History Revision (P74U0118) to view the CIS purchase voucher history that is held in the Payment Voucher Status History table (F74U0118). This table contains an audit record of all of the status changes that each purchase voucher has passed through in the CIS system.

► To review CIS voucher history

From the Advanced Technical Operations menu (G74U0230), choose CIS History Revision.



1. On Work with CIS Voucher Status History, complete any of the following fields to narrow your search and click Find:
 - Document Company
 - Document Number
 - Document Type
2. Review the information in the following fields and click OK:

- Doc Co
- Document Number
- Do Ty
- Pay Itm
- Pay Ext
- Begin Date
- Beg Time
- Pay Stat
- CIS Voucher Status
- Ending Date
- End Time
- Remark

Reviewing Payments to Subcontractors

You can use CIS Tax Payment Vouchers (P74U0119) to review payments made to subcontractors.

You can view all payments, only those payments that require the return of a CIS24 voucher, or only those payments that do *not* require a CIS24 voucher.

See Also

- *Entering CIS24 Voucher Details* for information on entering CIS24 voucher information for payments

► **To review payments to subcontractors**

From the Automatic Payment Processing menu (G74U0213), choose CIS Tax Payment Vouchers.

CIS Tax Payment Vouchers - [Work With Tax Payment Voucher]

File Edit Preferences Row Window Help

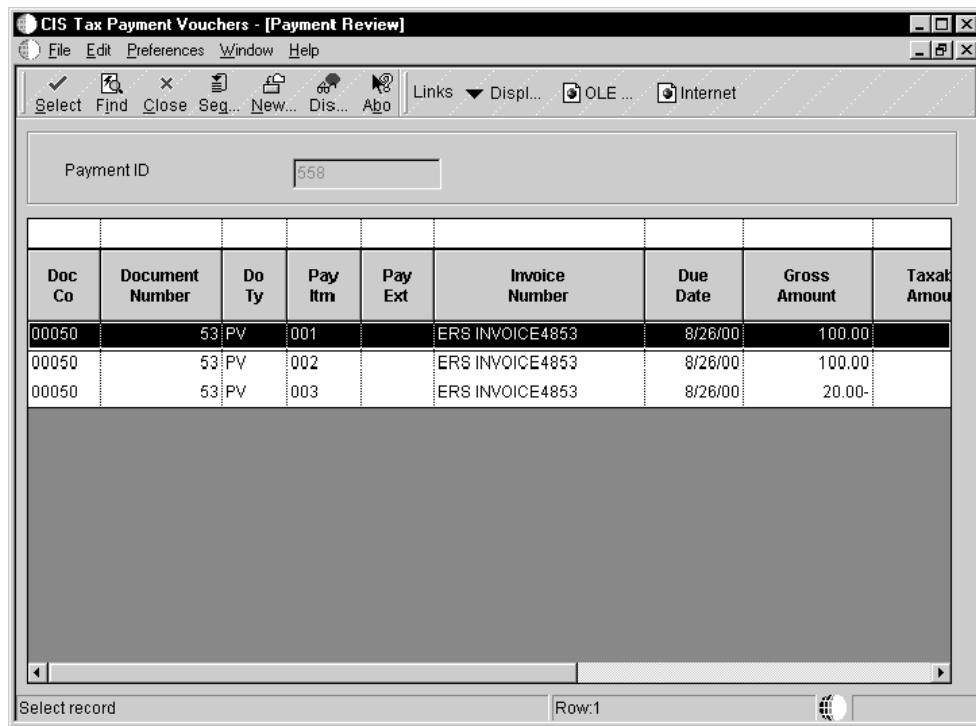
Select Find Close Seg... New... Dis... Abo Links Window OLE... Internet

Payee Number	*	All
Payment ID	*	<input type="radio"/> Voucher Returns
G/L Bank Account	*	<input type="radio"/> No Voucher Returns

Payment/ Item	Match Doc Ty	Check/ Itm Date	Payee Number	Payment Amount	Bank Acct-G/L	Batch Number	Batt Dat
5137	PK	7/27/00	76700	180.00	00007923	31547	7/2
5091	PK	7/26/00	76718	1,050.00	00007923	31493	7/2
5094	PK	7/26/00	76718	8,000.00	00007923	31487	7/2
5095	PK	7/26/00	76718	8,000.00	00007923	31488	7/2
5096	PK	7/26/00	76718		00007923	31490	7/2
5095	PK	7/26/00	76718	8,000.00	00007923	31488	7/2
5096	PK	7/26/00	76718		00007923	31490	7/2
5113	PK	7/26/00	76718		00007923	31516	7/2
5104	PK	7/26/00	76718		00007923	31512	7/2
5107	PK	7/26/00	76718		00007923	31513	7/2
5110	PK	7/26/00	76718		00007923	31515	7/2
5113	PK	7/26/00	76718		00007923	31516	7/2

Find records

1. On Work With Tax Payment Voucher, click one of the following options to specify whether you want to view payments that require the return of a CIS24 voucher:
 - All
 - Voucher Returns
 - No Voucher Returns
2. Complete any of the following fields to narrow your search and click Find:
 - Payee Number
 - Payment ID
 - G/L Bank Account
3. Review payment information in the detail area.
4. To review the vouchers that were paid by a specific payment, choose the payment and click Select.



5. On Payment Review, review the voucher information in the detail area and click Close.

Entering CIS24 Voucher Details

CIS6 certificate holders are required to complete and return a CIS24 gross payment voucher upon receipt of payment. A contractor should not make additional payments to a CIS6 certificate holder until a CIS24 voucher for the previous payment has been received.

When you receive a CIS24 gross payment voucher from a subcontractor, you use CIS Tax Payment Voucher (P74U0119) to enter information from the CIS24 voucher.

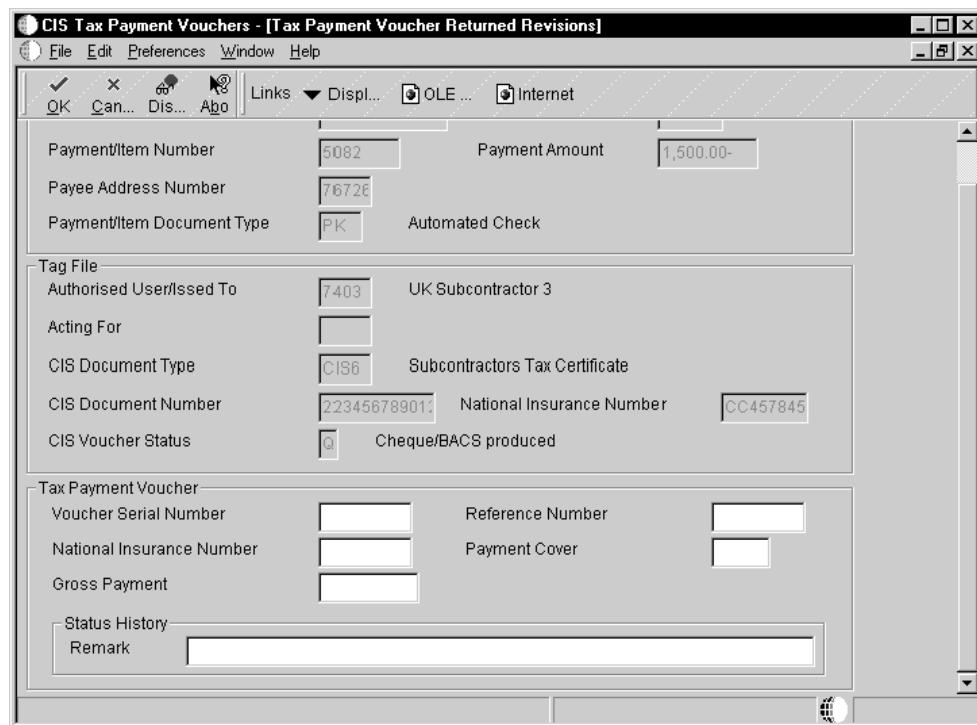
Caution

The CIS system does not handle partial payments to subcontractors. If any subcontractor vouchers have been partially paid, they should be voided and re-entered with the payment amount. Similarly, if any partial payments are recorded, they should be voided and reapplied to a voucher that corresponds to the total payment amount.

► To enter CIS24 voucher details

From the Automatic Payment Processing menu (G74U0213), choose CIS Tax Payment Vouchers.

1. On Work With Tax Payment Voucher, click the Voucher Returns option, complete the following fields in the header area, and then click Find:
 - Payee Number
 - Payment ID
 - G/L Bank Account
2. Choose the payment to which the CIS24 voucher applies, and then choose Voucher Returns from the Row menu.



3. On Tax Payment Voucher Returned Revisions, in the Tax Payment Voucher area, complete the following fields with information from the CIS24 voucher:
 - Voucher Serial Number
 - National Insurance Number
 - Reference Number
 - Payment Cover
4. In the Status History area, complete the following optional field:
 - Remark
5. Click OK.

Processing Options for CIS Tax Payment Vouchers (P74U0119)

Default
1. Payment Cover Date
Blank = Hard Error
1 = Soft Error
2. CIS Voucher Status

Working with the CIS Tag File

The F0411 CIS Tag File table (F74U0116) records detailed information about CIS subcontractor vouchers, including information from the subcontractor's registration card or certificate and whether a pay item should have tax deducted and the CIS voucher status. You should not revise the CIS Tag File for any reason other than correction.

Adding CIS Document Information to the CIS Tag File

The F0411 CIS Tag File table (F74U0116) records detailed information about CIS subcontractor vouchers, including information from the subcontractor's registration card or certificate. You can enter information from the subcontractor's registration card or certificate directly into the CIS Tag File if that information was not available when you entered the voucher.

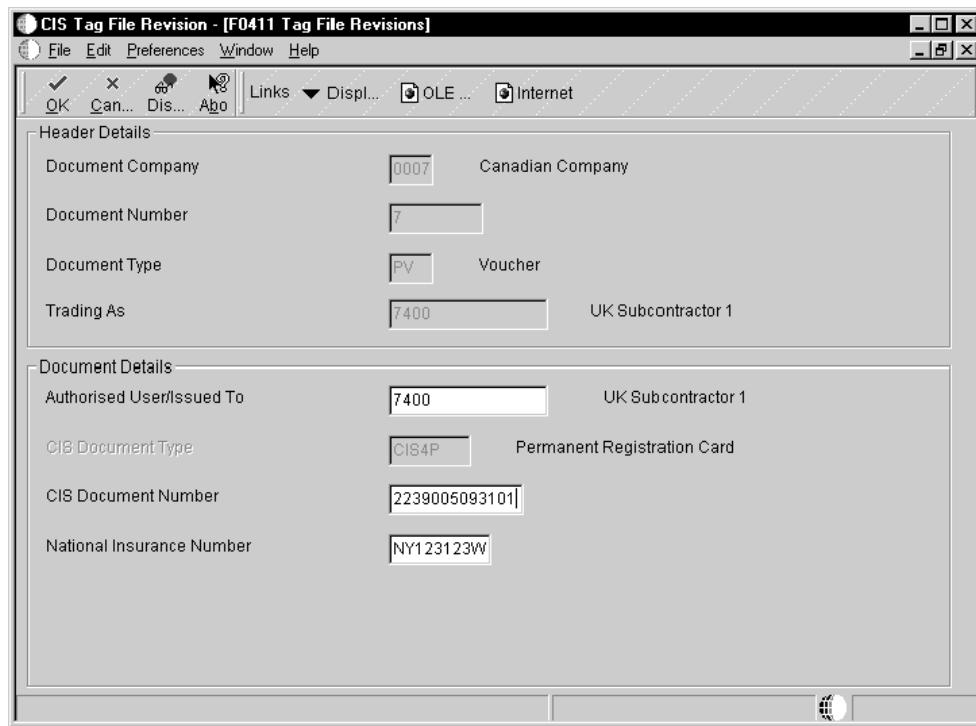
Caution

Only authorized personnel should have access to change the CIS Tag File. Changes to the CIS Tag File might produce unpredictable results.

► To add CIS document information to the CIS tag file

From the Advanced Technical Operations menu (G74U0230), choose CIS Tag File Revision.

1. On Work With F0411 Tag File Data, complete any of the following fields to narrow your search and click Find:
 - Trading As
 - Authorised User/Issued To
 - CIS Document Number
 - CIS Document Type
2. Choose a record in the detail area and choose Tag File Update from the Row menu.



3. On F0411 Tag File Revisions, in the Document Details area, complete the following fields as appropriate and click OK:
 - Authorised User/Issued To
 - CIS Document Type
 - Document Number
 - National Insurance Number
 - Company Registration Number
 - Acting For

The fields that appear on the form depend on the CIS Document Type that you select.

Correcting the CIS Tag File

The F0411 CIS Tag File table (F74U0116) records detailed information about CIS subcontractor vouchers, including whether a pay item should have tax deducted and the CIS voucher status. The CIS Tag File is populated automatically during various stages of CIS processing. However, you can have cause to correct the CIS Tag File.

The system allows you to record the return of a CIS24 gross payment voucher and change the taxable status of pay items. You should not revise the CIS Tag File for any reason other than correction.

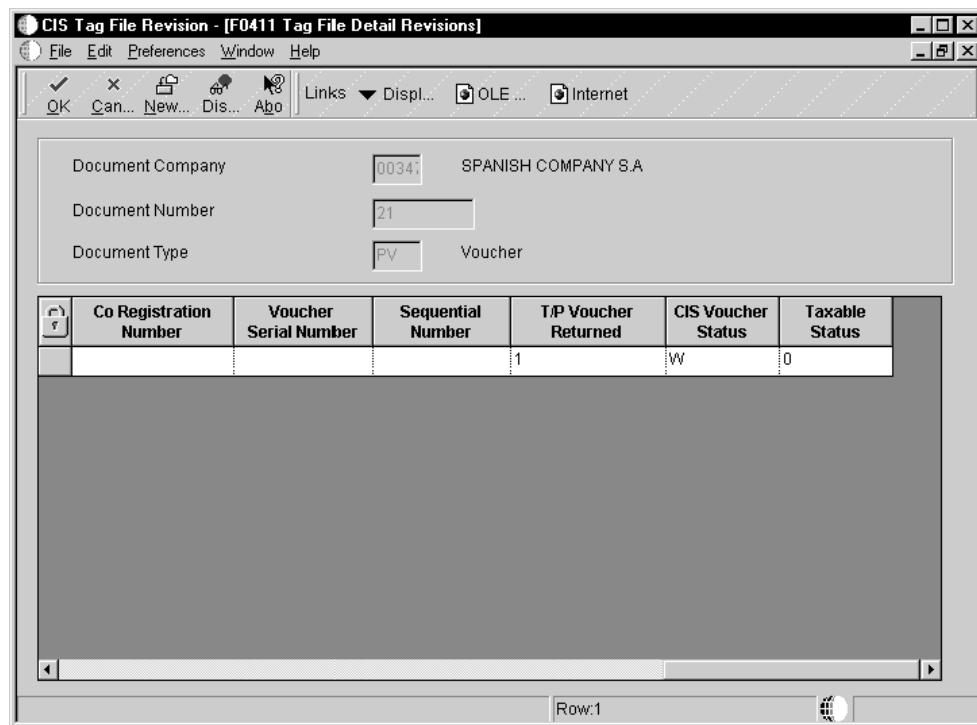
Caution

Only authorized personnel should have access to change the CIS Tag File. Changes to the CIS Tag File might produce unpredictable results.

► To correct the CIS tag file

From the Advanced Technical Operations menu (G74U0230), choose CIS Tag File Revision.

1. On Work With F0411 Tag File Data, complete any of the following fields to narrow your search and click Find:
 - Trading As
 - Authorised User/Issued To
 - CIS Document Number
 - CIS Document Type
2. Choose a record in the detail area and click Select.



3. On F0411 Tag File Detail Revisions, revise either or both of the following fields in the detail area, and then click OK:
 - T/P Voucher Returned

- Taxable Status

Updating the CIS Status for One Voucher

As a voucher progresses through the CIS payment process, the system updates the CIS status of the record in the CIS Tag File (F74U0116). The system allows you to revise the current CIS status of a voucher to either reverse or bypass steps in the CIS process.

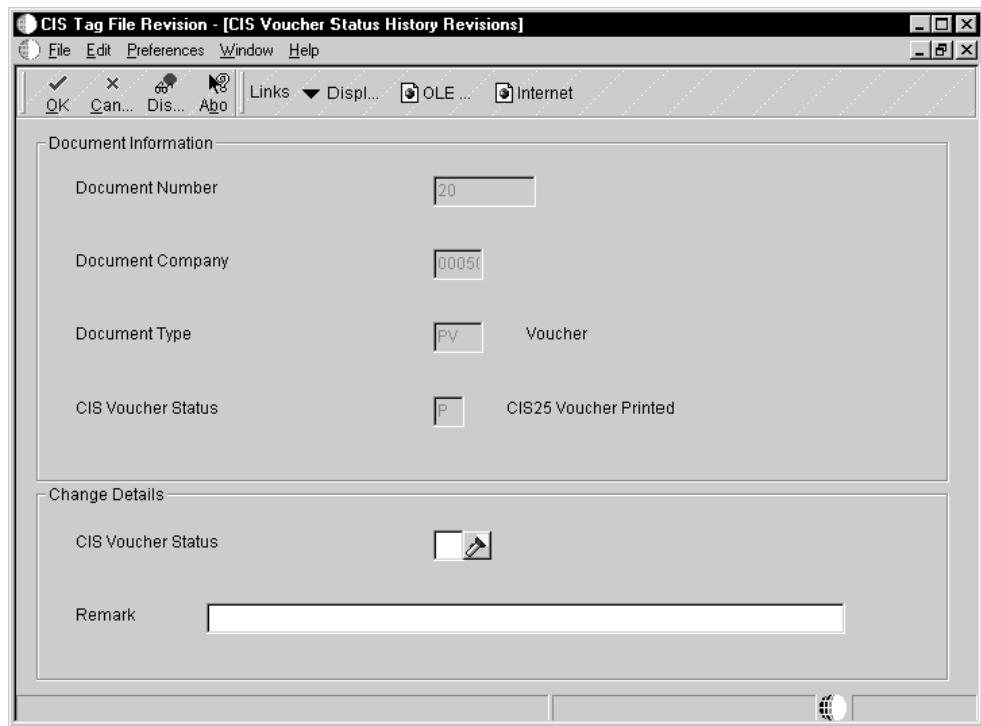
Caution

Only authorized personnel should have access to change the CIS Tag File. Changes to the CIS Tag File may produce unpredictable results.

► To update the CIS status for one voucher

From the Advanced Technical Operations menu (G74U0230), choose CIS Tag File Revision.

1. On Work With F0411 Tag File Data, complete any of the following fields to narrow your search and click Find:
 - Trading As
 - Authorised User/Issued To
 - CIS Document Number
 - CIS Document Type
2. Choose a record in the detail area and choose Status Change from the Row menu.



3. On CIS Voucher Status History Revisions, in the Change Details area, complete the following fields and click OK:
 - CIS Voucher Status
 - Remark

Updating the CIS Status for Multiple Vouchers

From the Advanced Technical Operations menu (G74U0230), choose CIS Status History Change.

You can use CIS Status History Change (R74U0134) to globally update records in the F0411 CIS Tag File table (F74U0116) with a new CIS voucher status code. Valid CIS status codes are stored in UDC 74U/VS.

You should use this program to correct errors or discrepancies in CIS vouchers.

This program produces a report that provides detailed information about all selected vouchers. You can run this process in proof to generate the report only, or in final mode to generate the report and update the tag file.

Processing Options for F0411 - CIS Tag File Status History Change (R74U0134)

-
- CIS Status
1. CIS Voucher Status
Process
-

1. Mode
Blank = Proof
1 = Final

Generating Year-End Tax Documents

From the Periodic Processing menu (G74U0220), choose one of the following options:

- End of Year Return CIS36
- End of Year Return CIS36 - CIS4
- End of Year Return CIS36 - CIS5
- End of Year Return CIS36 - CIS6

Inland Revenue requires end-of-year returns that cover all of the payments made to subcontractors who operate within the construction industry scheme. You should send your CIS 36 returns to Inland Revenue at the end of the tax year, which runs from 6 April through the following 5 April.

Each of the programs described below provides information that is necessary to complete your CIS36 return. Each program also runs the Annual Contractor's Report - Summary (R74U0137AA), which produces an annual summary report for each card or certificate type.

The processing options for each program control the selection dates, processing mode, and CIS voucher status code to apply to processed documents.

End of Year Return CIS36 - CIS4 (R74U0137A)

This program generates an annual report that summarizes payments and deductions made during the tax year to your CIS subcontractors who hold CIS4 registration cards.

End of Year Return CIS36 - CIS5 (R74U0137B)

This program generates an annual report that summarizes payments and deductions made during the tax year to your CIS subcontractors who hold CIS5 construction tax certificates.

End of Year Return CIS36 - CIS6 (R74U0137C)

This program generates an annual report that summarizes payments and deductions made during the tax year to your CIS subcontractors who hold CIS6 subcontractor tax certificates.

End of Year Return CIS36 (R74U0137)

This program generates an annual report that summarizes payments and deductions made during the tax year to all of your CIS subcontractors, regardless of the card or certificate that they hold. You can use the data selection to select subcontractors who hold specific cards or certificates, or you can select all subcontractors.

**Processing Options for End of Year Return CIS36 (R74U0137, R74U0137A, R74U0137B,
and R74U0137C)**

Dates

1. Date - From
2. Date Thru

Process

1. Mode

Blank = Proof

1 = Final

2. CIS Voucher Status
-

Reporting

Working with European Union Reporting

Countries that are members of the European Union (EU) observe the Single European Act of 1987. The Single European Act is an agreement that opens markets to an area without internal boundaries, where free movement of goods, persons, services, and capital is assured in accordance with the provisions of the Treaty of Rome.

Because of the Single European Act, businesses in EU countries must adhere to EU requirements. For example, to help monitor the trade among members of the EU, businesses that exceed the limit of intra-union trade must submit the following reports to the customs authorities:

- EC Sales List
- Intrastat Report

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

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

Intrastat Requirements

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

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

In compliance with the Intrastat system, information on intra-union trade is collected directly from businesses. Periodically, businesses are required to send a statistical declaration or, in some member states, a combined statistical and fiscal declaration that gives detailed information regarding their intra-union trade operations of the previous period. The frequency with which you are required to submit these declarations depends on national requirements.

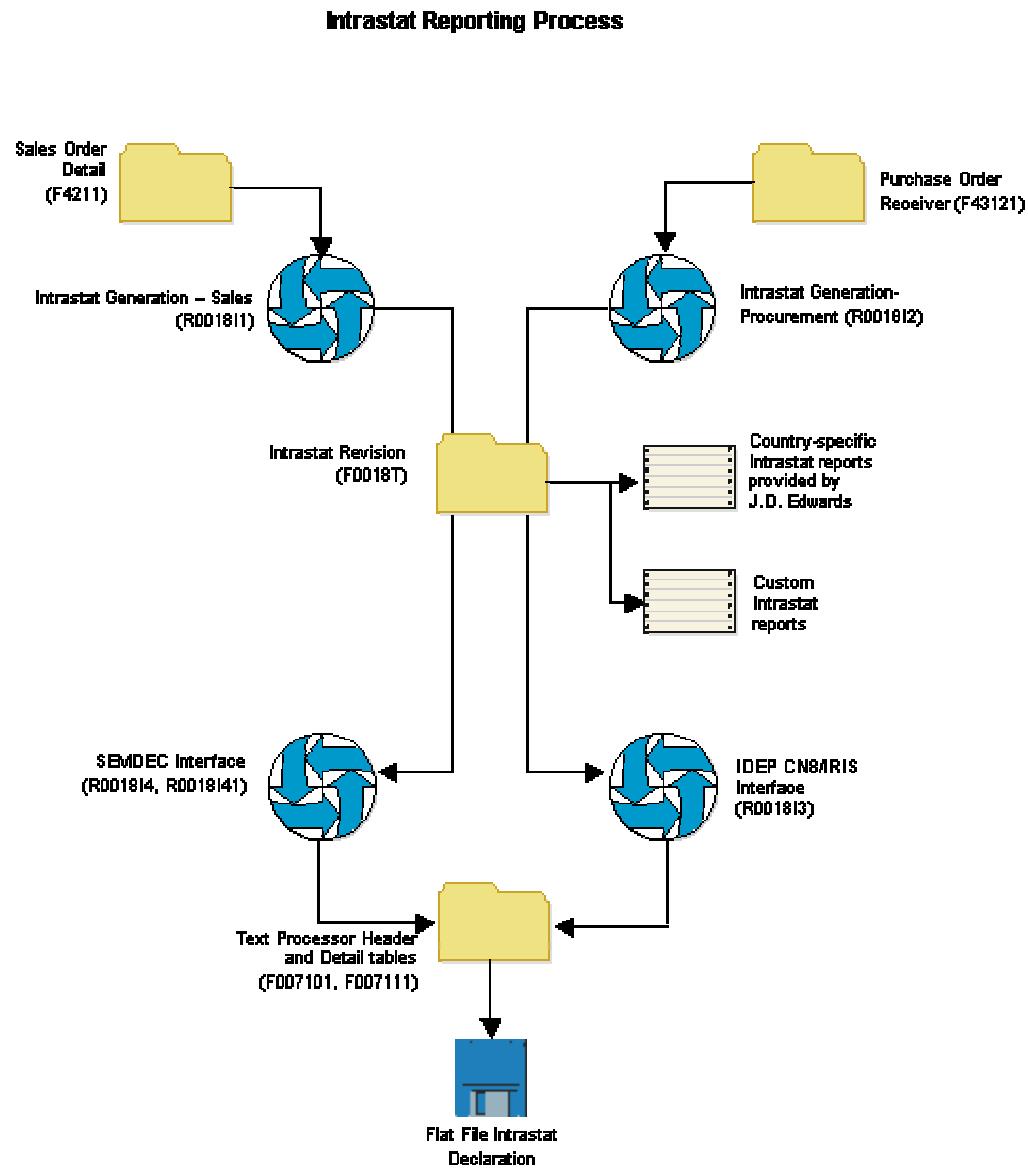
The major features of the Intrastat system are common in all member states, but the system can take national specifications into account. If you do business in a country that belongs to the EU and you use J.D. Edwards Sales Order Management and Procurement systems, you can extract all of the information necessary to meet Intrastat reporting requirements.

Note

The information that is tracked by the Intrastat system is based strictly on the actual physical movement of goods between member countries of the EU. Intrastat information does not

apply to the movement of monetary amounts or the placement of orders between member countries.

The following graphic illustrates the J.D. Edwards Intrastat reporting process:



Intrastat Reporting and the Euro

With the introduction of the euro, the Statistical Office of the European Communities (Eurostat) and the national Statistical Offices of the Economic and Monetary Union (EMU) member nations have changed their Intrastat reporting requirements. Each EMU member

nation continues to determine its own Intrastat requirements, including whether reports are to be submitted in the euro, the national currency, or both.

Regardless of whether your company has converted its base currency to the euro, you can handle the Intrastat reporting requirements for the country in which it does business. The following examples describe situations that might apply to your company during the euro transition period:

- Your company has not converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business requires that you submit Intrastat reports in the euro.
- Your company has converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business is not prepared to handle Intrastat reports in the euro and requires that you submit them in the national currency.

For Intrastat reporting, the "as if" currency processing options in the Intrastat generation programs (R0018I1 and R0018I2) provide a simplified approach to reviewing and printing amounts in a currency different from your base currency.

Considerations for Creating Intrastat Reports

Before you create Intrastat reports, determine the following:

- The base currency of each of your companies
- The currency in which you must submit Intrastat reports for each of your companies

If your business has multiple companies with multiple currencies, you should approach your Intrastat reporting carefully during the euro transition period. You should always be aware of each company's base currency and whether Intrastat reports must be in a national currency or the euro. This information helps to ensure that you convert currencies for Intrastat reporting only if necessary.

Based on the Intrastat reporting requirements for your companies and the countries in which they do business, you can use the processing options and data selection to create different versions of Intrastat Generation – Sales (R0018I1) and Intrastat Generation – Procurement (R0018I2).

Example: Company and Intrastat Reporting in Different Currencies

Your business has three companies, each with a different base currency. You process all Intrastat reports at the end of 1999.

In January 2000, Company 1 converted its base currency from the German mark (DEM) to the euro (EUR). Companies 2 and 3 did not convert their base currencies. For 1999, the country Statistical Offices for Companies 1 and 2 required that Intrastat reports be submitted in the German mark and Belgian franc (BEF), respectively. The country Statistical Office for Company 3 required that reports be submitted in the euro.

The following scenario applies:

Company	Base Currency as of January 2000	Intrastat Currency for 1999 Reporting
Company 1	EUR	DEM

Company 2	BEF	BEF
Company 3	FRF	EUR

For Intrastat reporting purposes, you should do the following:

- Convert the euro amounts for Company 1 back to the German mark.
- Do not convert the amounts for Company 2.
- Convert the French franc (FRF) amounts for Company 3 to the euro.

For Companies 1 and 3 you would run the Intrastat Generation programs to load the information in the Intrastat Revision table (F0018T) and, at the same time, convert the amounts. You would do this one company at a time, creating a separate version for each company. Using the "as if" currency processing option, you would create one version for the German mark and the other version for the euro.

See Also

- Updating Intrastat Information* for information about euro considerations when updating the Intrastat Revision table (F0018T)

Before You Begin

Before you can collect information in the J.D. Edwards system for European Union reporting, you must perform the following tasks:

- Set up tax information for the Accounts Payable and Accounts Receivable systems. See *Setting Up Tax Rates Area*.
- Set up user defined codes for Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting*.
- Enter a VAT registration number for each of your customers and suppliers. See *Reviewing Tax ID Numbers*.

Updating Intrastat Information

Use one or both of the following navigations:

From the Intrastat Periodic Processing menu (G74STAT2), choose Intrastat Workfile Generation – Sales.

From the Intrastat Periodic Processing menu (G74STAT2), choose Intrastat Workfile Generation – Purchase.

J.D. Edwards Intrastat reporting is based on the Intrastat Revision table (F0018T). This workfile is populated with information from the Sales Order Management, Procurement, and other systems. You run Intrastat reports based on your company's sales and procurement transactions for the reporting period. When you do this, the update process writes all of the required information from the tables in the Sales Order and Procurement systems to the F0018T table.

Use the following programs to update the F0018T table:

Intrastat Workfile Generation - Updates the F0018T table with sales information based on the

Sales	following tables:
	<ul style="list-style-type: none"> • Sales Order Header File (F4201) • Sales Order Detail File (F4211)
Intrastat Workfile Generation - Purchase	Updates the F0018T table with purchase information based on the following tables:
	<ul style="list-style-type: none"> • Purchase Order Header (F4301) • Purchase Order Detail File (F4311) • Purchase Order Receiver File (F43121)

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

- Intrastat Supplier/Item Cross Reference Table (F744101)
- Inventory Constants (F41001)
- Business Unit Master (F0006)
- Company Constants (F0010)
- Currency Codes (F0013)
- Currency Restatement Rates File (F1113)
- Item Master (F4101)
- Item Branch File (F4102)
- Address Book Master (F0101)
- Address by Date (F0116)
- Order Address Information (F4006)
- Item Units of Measure Conversion Factors (F41002)
- Unit of Measure standard conversion (F41003)
- User Defined Codes (F0005)

When you run the update programs, you use processing options and data selections to select transactions based on a number of different criteria in the sales and procurement tables. Depending on the structure of your company and country-specific reporting requirements, you can specify that the system write records at cost, cost plus markup, or at the taxable purchase price. If you want to report the quantity actually shipped rather than the quantity ordered, you can use data selection to select order lines from the sales and procurement tables based on the order activity rule that corresponds to the shipped status. The system verifies that the transactions meet your selection criteria and qualify for Intrastat reporting before writing the required information from the sales and procurement tables, and any other applicable information from the additional tables, to the Intrastat Revision table.

To ensure that the F0018T table contains the most current information, you should periodically update the information in the F0018T table. The update program for sales accesses the detail for your sales transactions in the F4211 table. If you automatically purge the sales details to the Sales Order History File table (F42119) when you run the Update Customer Sales program (R42800), run the Intrastat generation program for sales after you confirm shipments and before you update sales information. You should update the F0018T table at least once per reporting period, after all sales order and purchase order transactions are entered and finalized.

Note

If you change sales order or purchase order information after you generate the F0018T table, your changes will not be reflected in the F0018T table unless you regenerate the table or manually edit the table using the Intrastat Workfile Revision program (P0018T). See *Revising Intrastat Information* for information about manually editing the Intrastat Revision table.

Transaction Eligibility

Sales Order transactions are *not* eligible for Intrastat reporting if either the Sold To country or the Ship To country is the same as the Declarant country, or if any of these countries (Sold To, Ship To, or Declarant) is not in the European Union.

Procurement transactions are *not* eligible for Intrastat reporting if either the Supplier country or the Ship From country is the same as the Declarant country, or if any of these countries (Supplier, Ship From, or Declarant) is not in the European Union.

The system retrieves the Ship To country from the Order Address Information table (F4006), if a record exists. Otherwise, the system retrieves the Ship To country from the Sales Order Detail File table (F4211).

The system retrieves the Ship From country by searching the following tables in sequence:

26. Country (CTR) in the Address by Date table (F0116) using the supplier's address book record
27. Country (CTR) in the Order Address Information table (F4006)
28. Country of Origin (ORIG) in the Intrastat Supplier/Item Cross Reference table (F744101)

In the F744101 table, the Country of Origin (ORIG) is used to determine transaction eligibility for Intrastat reporting. The Original Country of Origin (ORG) is for information only. The Original Country of Origin field is populated by the Country of Origin (ORIG) field in the Item Branch File table (F4102) when you generate the F0018T table.

Note

You must include codes for all European Union countries as valid values on UDC 74/EC (European Community Members).

Caution

Changes to transaction eligibility that occur *after* you generate the F0018T table are *not* recognized when you regenerate the F0018T table using the processing option to refresh it. J.D. Edwards recommends that you generate the F0018T table only after you have completed all relevant changes to shipping and receiving information for the reporting period. If you must override addresses and change the transaction eligibility after generating the F0018T table, you should clear and completely regenerate the F0018T table.

Triangulation

The Intrastat Workfile Generation - Sales program (R0018I1) includes processing options for triangulation. However, the program has no logic to identify triangulation. Rather, the processing options allow you to indicate how to process interbranch records. If you use the processing options, the header branch/plant from the F4211 table is written to the F0018T table as the declaring company. Using the processing options also affects the document type and the taxable amount. Three separate taxable amounts can be written to the TAXA field in the Intrastat Revision table: the amount extended price (AEXP), the amount original cost (ECST), or the amount total extended cost (TCST). The amounts are retrieved for the header or detail branch/plant, depending on the processing option fields that you choose.

If you do not use the triangulation processing options, the detail branch/plant from the F4211 table is always written to the F0018T table as the declaring company and the document type is always the type that is entered on the sales order.

For the Intrastat Workfile Generation - Procurement program, you can specify the actual Ship From in the F4006 table. For example, suppose that the purchase order specifies the branch/plant (declarant) as Italy, and the supplier as Switzerland. However, when the goods are received, the customs note indicates that the goods were shipped from France. You should specify the actual Ship From in the Order Address table as France to ensure that the transaction will be included in the Intrastat Revision table correctly.

Multicurrency Environments

In multicurrency environments, the system creates records in the F0018T table based on the base currency of the Sales branch/plant or the Purchasing branch/plant for each transaction.

You might need to restate the domestic amounts of foreign transactions at an official exchange rate or a monthly average exchange rate. To do this, use the processing options on the Currency tab to indicate the exchange rate type and the date for the exchange rate. The system recalculates the domestic amount based on the rate and date indicated in the processing options. The exchange rate is taken from the F1113 table.

Euro Considerations

If you have not converted your companies to the euro and you must submit Intrastat reports in the euro, run the Intrastat generation programs for Sales and Procurement to update the F0018T table. Specify the euro in the "as if" currency processing option to convert transaction amounts to the euro and write them to the F0018T table. Each amount is converted separately, following the EMU conversion rules for no inverse. You can then create Intrastat reports in the euro.

If you have converted your companies to the euro and you must submit Intrastat reports in a national currency, run the Intrastat generation programs and specify the national currency in the "as if" currency processing option. You can then create Intrastat reports in the national currency.

For example, a French company has converted its base currency to the euro but plans to report all Intrastat information in French francs. The company runs the Intrastat generation programs to convert the euro (base currency) to the French franc ("as if" currency) and update French franc amounts in the F0018T table for Intrastat reporting.

To use "as if" currency processing for the Intrastat Generation - Sales and Intrastat Generation - Procurement programs, you must set processing options. These programs, unlike other programs that use "as if" currency processing, write amounts to a table. Other programs display or print "as if" currency amounts, but do not write amounts to a table.

If you use "as if" currency processing, you lose the direct audit trail for the amount fields between the F0018T table and the original tables in the Sales Order Management and Procurement systems.

Note

The German government requires that Intrastat reports include both the euro and national currency amounts. The Intrastat Report - Germany (R0018IG) accommodates this country-specific requirement. It uses both the base currency and "as if" currency amounts that are created when you update the Intrastat Revision table.

Performance Considerations

Depending on your data selection and the number of transactions stored in the Sales Order and Procurement systems, the time required to run the Intrastat Generation programs varies. To minimize the impact that these programs have on system performance, do the following:

- Specify your data selection as carefully as possible so that only the necessary records are written to the F0018T table.
- Update the F0018T table as part of your nightly operations.

Before You Begin

- Set up the user defined code tables that are used in Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting*.
- Set up commodity codes. See *Setting Up Commodity Code Information*.
- For Sales, set up country codes for the selling business unit (header business unit), shipping business unit (detail business unit) and customer in the Address Book. See *Entering Basic Address Book Information* in the *Address Book Guide*.
- For Procurement, set up country codes for the branch/plant and supplier in the Address Book, or enter countries of origin in the Intrastat Item/Supplier Cross Reference program (P744101). See *Entering Cross-References for Items and Suppliers*.

Processing Options for Intrastat Workfile Generation – Sales (R0018I1)

Transaction

1. To use the Reporting Code method, enter the Sales Reporting Code (1-5) which contains the Nature of Transaction.

-Or-

To use the User Defined Code method, enter the UDC table which contains the Nature of Transaction. If no values are entered in this option, table 74/NT will be used.

System Code

User Defined Codes

2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.

Defaults

1. Enter a value to update all records written during this execution for VAT Regime.

-Or-

Enter a User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

System Code

User Defined Codes

2. Enter a value to indicate if the Statistical Value Calculation is required.

Blank = Not Required

1 = Required

3. Enter the constant value per Kg to be used for Statistical Value Calculation. (Statistical Amount = Constant * Net Mass in KG + Taxable Amount.

3. To use the percentage method, enter the percentage to be used. (for example, 105 = 105% of actual value). If no values are entered in these options, the statistical value will be equal to the actual value.

Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.

2. Enter the As-Of date for processing the current rate for the as-if currency. If left blank, the system date will be used.

3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

Rate Type

Date - Effective

Process

TRIANGULATION RECORDS:

For the following situations, specify the records to be created by entering the value to be used followed by the document type for the record. The possible values are:

' ' = Record not created

'1' = Price

'2' = Cost

'3' = Transfer Cost

Leave the document blank to use the original document type.

Examples:

"3SI" = Transfer Cost, Document Type SI

"2 " = Cost, Original Document Type

1. Header Branch and Customer in the same country, Detail Branch in a different country:

Export from Header to Customer

Export from Detail to Customer

Export from Detail to Header

Import from Header to Detail

2. Header Branch and Detail Branch in the same country, Customer in a different country:

Export from Header to Customer

Export from Detail to Customer

3. Header Branch, Detail Branch and Customer in different countries:

Export from Header to Customer

Export from Detail to Customer

Export from Detail to Header

Import to Header from Detail

Processing Options for Intrastat Workfile Generation – Procurement (R0018I2)

Process

1. Enter the Purchasing Report Code (1-5) which contains the Nature of Transaction;

- Or -

Enter the User Defined Code table which contains the Nature of the Transaction. If no values are entered in this option, table 74/NT will be used.

System Code

User Defined Codes

2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.
3. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for Country of Origin.
4. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for Original Country of Origin.

Defaults

1. Enter a value to indicate if the Statistical Value Calculation is required.

Blank = Not Required 1 = Required

2. Enter a percent to use for calculating Statistical Value. (For example, 105 = 105% or actual value)

- Or -

Enter the constant value per KG to be used. (Statistical Amount = Constant * Net mass in Kg + Taxable Amount)

If no values are entered, the statistical value will be equal to the actual value.

3. Enter a value to Statistical Procedure to update all records with.

- Or -

Enter the User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

System Code

User Defined Codes

Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency stored in. Amounts will be converted and printed in this as-if currency.
2. Enter the As-Of date for processing the exchange rate for the As-If currency. If left blank, the system date will be used.
3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

Exchange Rate Type

Date Exchange Rate Effective

Revising Intrastat Information

You can revise existing data in the Intrastat Revision table (F0018T). You might need to do this to correct missing or inaccurate information, to add a specific transaction, to update the process indicator, or to enter information in fields that are required by the authorities but that are not populated by the J.D. Edwards system. You can also use the Intrastat Workfile Revision (P0018T) program to update sales order or purchase order information that has changed since you generated the F0018T table.

Before You Begin

- Run the Intrastat Workfile Generation - Sales (R0018I1) and Intrastat Workfile Generation - Procurement (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information*.

► To revise Intrastat information

From the Periodic Processing menu (G74STAT2), choose Intrastat Workfile Revision.

1. On Work with Intrastat Tax File - 1993 EEC, locate and choose a record, and then click Select.

The screenshot shows the PeopleSoft interface with the title bar "PeopleSoft". Below it is a toolbar with icons for Home, Refresh, Print, and Help. A menu bar has "Select Workspace" set to "Active Foundation". The main content area is titled "Intrastat Tax File Revision". It contains a toolbar with "OK", "Cancel", "Tools", and a red "X" button. Below this is a form with fields: "Order/Type/Co" (12346), "AF" (AF), "1", "Order Suffix" (000), "Line Number" (5), and "Purchase Receiver" (20). A tab bar at the bottom includes "Detail" (selected), "Amounts", "Codes", and "User Reserved". The "Detail" tab displays the following data:

Company	1	
Branch/Plant	1	
Ship To/From	3002	
Sold To	[redacted]	
Document Company	1	J.D. Edwards & Company
Document Number	500	
Document Type	AF	
Line Type	S	Stock Inventory Item
G/L Date	5/1/05	
Invoice Date	05/01/05	
Actual Ship	05/01/05	
Receipt Date	05/05/05	

2. On Intrastat Tax File Revision, revise the information in any of the following fields on the Detail tab:

- Company
- Branch/Plant
- Ship To/From
- Document Company
- Document Number
- Document Type
- Line Type
- G/L Date
- Invoice Date
- Actual Ship
- Receipt Date

3. Click the Amounts tab and revise the information in any of the following fields:

- Net Mass in KG
 - Base Currency
 - Taxable Amount
 - Statistical Value Amount
 - Transaction Currency
 - Foreign Taxable Amount
 - Foreign Statistical Value
 - Supplementary Units
4. Click the Codes tab, revise the information in any of the following fields, and then click OK:
- Country of Origin
 - Original Country of Origin
 - Region of Origin or Destination
 - Mode of Transport
 - Conditions of Transport
 - Nature of Transaction
 - Port of Entry or Exit
 - Nature of VAT Regime
 - Nature Code
 - Process Indicator
 - Commodity Code

Purging Records from the Intrastat Table

From the Periodic Processing menu (G74STAT2), choose Intrastat Workfile Purge.

The Intrastat Revision table (F0018T) is a temporary workfile that stores information that is used to generate monthly or quarterly Intrastat declarations. After the declarations have been accepted by the tax authority, the data in this file continues to accumulate. You do not need to store this data.

You can purge records from the F0018T table. You can use data selection to purge all of the records in the file or purge only selected records. You can specify selection criteria based on the invoice date, general ledger date, procurement date, or shipment date. For example, you might purge records with shipment dates between 3/1/1999 and 5/1/1999.

You can run Intrastat Workfile Purge (R0018TP) in proof mode or final mode. Run the program in proof mode to review which records will be deleted. No records are deleted until you run the report in final mode.

Processing Options for Intrastat Workfile Purge (R0018TP)

Defaults Tab

Use these processing options to specify whether to run the program in proof or final mode and to specify the dates to use to select transactions.

1. Proof or Final Mode

Use this processing option to specify the mode in which you want to run this report. Final mode deletes all selected records from the Intrastat Revision table (F0018T).

Valid values are:

Blank

Run the report in proof mode.

1

Run the report in final mode

2. From Date (Required)

Use this processing option to specify the beginning date of the records you want to purge. This date is used with the date specified for comparison. The system purges records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date

3. Thru Date (Required)

Use this processing option to specify the last date of the records you want to purge. This date is used with the date specified for comparison. The system purges records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date

4. Compare Date (Required)

Blank = Invoice date

- 1 = G/L date**
- 2 = Receipt date**
- 3 = Ship date**

Use this processing option to specify which date to use for comparison.

Valid values are:

Blank

Invoice date

1

G/L date

2

Receipt date

3

Ship dat

Using the SEMDEC Interface for Intrastat Reporting

From the Statistical Reports menu (G74STAT3), choose UK SEMDEC Interface.

Intrastat reports are based on the information in the Intrastat Revision table (F0018T). Although the information that is required to appear on the Intrastat report is common for most EU members, report formats vary from country to country.

As of January 1, 1999, businesses in the United Kingdom have the option of submitting Intrastat information to HM Customs and Excise in any of the following three formats:

- Electronic (via diskette, magnetic tape, or electronic mail)
- Pre-printed government form (paper)
- Government form posted on the Internet

Electronic Format

Use the SEMDEC Interface - VAT EC Sales List program (R0018I4) to create a flat file in the SEMDEC (Single European Market Declaration) message format, which can be submitted to HM Customs and Excise on a diskette.

Note

The SEMDEC message format combines the information from the Intrastat Revision table that is required for the declaration of Intra EC Trade Statistics and the EC Sales List.

Prior to January 1, 1999, HM Customs and Excise accepted paper-based Intrastat report declarations, also known as plain paper schedules. As of January 1, 1999, HM Customs and Excise no longer accepts the plain paper schedule for Intrastat declarations. The SEMDEC message replaces J.D. Edwards plain paper schedule U.K. Intrastat report. The new electronic message combines the Intrastat Declaration and the EC Sales List, so businesses in the United Kingdom no longer need to use J.D. Edwards standalone EC - Sales Listing program to submit the EC Sales List.

When you submit the SEMDEC Interface - VAT EC Sales List program (R0018I4) to create the EC Sales List, the system submits the SEMDEC Interface - Intra EC Trade Statistics program (R0018I41) to create the Intra EC Trade Statistics report.

You must use the Text File Processor tool to create a flat file in the SEMDEC message format that contains the EC Sales List and Intra EC Trade Statistics information. Text File Processor information is stored in the following files:

- F007101 - Text Processor Header
- F007111 - Text Processor Detail

You must use the Text File Processor program (P007101) to copy the text batch that is generated by the SEMDEC Interface programs (R0018I4 and R0018I41) to a flat file that you can submit to HM Customs and Excise.

HM Customs and Excise provides the following file names for the flat file in the SEMDEC message format:

- KEDCSD.TRX - use for live data
- KEDCSD.TST - use for test data

J.D. Edwards recommends that you use these names when you copy the SEMDEC text batch in the Text File Processor.

Caution

HM Customs and Excise rejects any submission that contains lowercase letters. Verify that your company name has been entered in all uppercase letters in Company Names &

Numbers (P0010), or enter your company name in the processing options of the SEMDEC Interface program (R0018I4).

Data Selection

You can run the SEMDEC Interface - VAT EC Sales List program for a single declaring company, or you can consolidate multiple companies to declare their information under a single company's VAT registration number.

Use data selection to list the company or companies for which you are declaring Intrastat information. If you list more than one company in the data selection, the system consolidates the statistical information for these companies on the report.

If you list only one company in the data selection, that company's name appears in the header of the report as the reporting company. If you list multiple companies in the data selection, you must enter the address book number of the declaring company in the processing options of the SEMDEC Interface - VAT EC Sales List program. If you list multiple companies in the data selection but do not complete the processing option, the system prints the name, address, and VAT registration number of company 00000 in the header of the report.

You must use matching data selection for Company on SEMDEC Interface - VAT EC Sales List (R0018I4) and SEMDEC Interface - Intra EC Trade Statistics (R0018I41). You should also use data selection on SEMDEC Interface - VAT EC Sales List (R0018I4) to select sales transaction only. You do not need to include corresponding data selection for sales transactions on SEMDEC Interface - Intra EC Trade Statistics (R0018I41).

Government Forms

J.D. Edwards does not provide a printed version of the Intrastat report on government forms. If you want to submit your Intrastat information on pre-printed government forms, you can use the Intrastat Report - United Kingdom (R0018IE) and the VAT EC Sales List (R0018L) to produce the Intra EC Trade Statistics and EC Sales List reports. You can then manually transfer the information from these reports to the appropriate government forms.

Submission Deadlines

Intra EC Trade Statistics must be submitted monthly by the 10th working day of the following month to HM Customs and Excise, although you can submit them more frequently. HM Customs and Excise combines submissions from the same month to produce a monthly total.

In contrast, the EC Sales List is required quarterly within six weeks of the calendar quarter end, but it can also be submitted monthly. When you submit the EC Trade Statistics and EC Sales List together, they must be submitted monthly to meet the EC Trade Statistics due date. You must advise the local VAT office if you intend to submit the electronic EC Sales List monthly.

Before You Begin

- Set up user defined code 74/TD for arrivals and dispatches. See *Setting Up User Defined Codes*.

- Run the Intrastat Generation - Sales (R0018I1) and Intrastat Generation - Procurement (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information*.
- Set up Next Numbers for the Text File Processor. The Text File Processor assigns the batch number and interchange from bucket 7 of Next Numbers System 00. The Text File Processor assigns the message number from bucket 5 of Next Numbers System 74. See *Setting Up System Next Numbers* in the *General Accounting Guide*.

Processing Options for UK Plain Paper Schedule (R0018IE)

Mode

PROOF OR FINAL MODE:

Enter '1' to print in final mode. Leave blank or anything else for proof mode. In final mode, the records in the workfile are flagged as processed so they can be deselected in future runs of the report.

Branch ID

Enter the Branch ID to print on the report.

BRANCH ID:

Print_Summary

Print Mode:

Enter a '1' to summarise records with identical data. Leave blank or anything else to print a line for each record.

Report Period

REPORTING PERIOD:

Enter the reporting period to print on the report heading.

Period:

Year:

Print Format

Print Format:

Enter the format to be printed:

'1' Arrival of goods

'2' Expedition of goods

Processing Options for SEMDEC Interface - VAT EC Sales List (R0018I4)

Defaults Tab

1. Company Name

Use this processing option to enter the company name of the Declarant. If left blank, the system uses the description for company 00000.

Caution: You must enter the company name using all upper-case letters. HM Customs and Excise will reject any submission that contains lower-case letters.

2. VAT Registration Number

Use this processing option to enter the VAT registration number of the Declarant. If left blank, the system uses the tax ID from the address book record for company 00000.

3. Agent Reference

Use this processing option to enter the reference code associated with the agency submitting the declaration. Complete this processing option in conjunction with the Submission Type processing option on the Process tab.

1. Mode

Blank = Test

1 = Live

Use this processing option to specify the format in which you want to run this report. You can run the report in test format to verify data. However, you must submit the report in live format to HM Customs and Excise. Valid values are:

Blank Test format

1 Live format

2. Submission Type

Blank = Declarant

1 = Agent

Use this processing option to indicate who is submitting the declaration.

Valid values are:

Blank Declarant submission

1 Agent/agency submission

Complete this processing option in conjunction with the Agent Reference processing option on the Defaults tab.

1. Currency

Blank = Domestic

1 = 'As-if' Currency

Use this processing option to report amounts in the As If currency. Valid values are:

Blank Report amounts in the domestic currency.

1 Report amounts in the currency used in the Intrastats workfile (F0018T).

Note: This option is available only if the Intrastat workfile was created using As If currency. You specify the As If currency for the Intrastat workfile on the processing options for Intrastat Generation - Sales (R0018I1) and Intrastat Generation - Procurement (R0018I2).

Process Tab

Currency Tab

Print Tab

These options do not control the selection of records from the Intrastat workfile. Complete these processing options to meet the HM Customs and Excise requirement that the submission include the reporting period and year.

1. Reporting Period

Year

Use this processing option to enter the reporting year of the submission.

Period

Use this processing option to enter the reporting period.

1. Intra EC Trade Statistics Report Version (R0018I41)

Version Tab

Working with the Text File Processor

The Text File Processor is a OneWorld tool that is used to convert OneWorld data to text files in the formats that are required by external entities, such as banks or government agencies.

To use the Text File Processor to create a text file, you must run a OneWorld program that has been set up to populate the Text Processor Header table (F007101) and Text Process Detail Table (F007111). For example, the following programs populate the text processor tables:

- IDEP/IRIS Interface (R0018I3)
- SEMDEC Interface - VAT EC Sales List (R0018I4)
- Draft Remittance File Format AEB 19 - Spain (R74S6729)
- Draft Remittance File Format AEB 32 - Spain (R74S6722)
- Draft Remittance File Format AEB 58 - Spain (R74S6728)

When you run any of these programs or any other programs that populate the text processor tables, the system creates a text batch in the text processor tables with the information that is generated by the program. For example, all of the information required for the IDEP/IRIS Intrastat declaration is stored as one text batch.

Text batches are stored in the following tables:

- Text Processor Header (F007101)
- Text Processor Detail Table (F007111)

The F007101 table stores information about the extract of information for an external system, such as information about the processes that populated the table and information about the creation of the text file. The F007111 table stores the text for the text file.

When you export or import text in the Text File Processor, the system uses the seventh field from Next Numbers System 00. See *Setting Up Next Numbers* in the *General Accounting Guide*.

You use the Copy Text function in the Text File Processor to copy the information from the text batch to a flat file that can be copied to disk or other media and submitted to the appropriate entity. When you use the Copy Text function, you can specify the location and filename for the flat file that is created.

Copying Text in the Text File Processor

Use the Copy Text function to copy text from the Text Processor Detail table (F007111) to a text file that can be submitted to an external agency or system. When you copy the text, specify the filename and location for the text file.

The system updates the Text Processor Header table (F007101) with the date when the text was copied. The system also updates the F007101 table to indicate that the batch has been processed.

Note

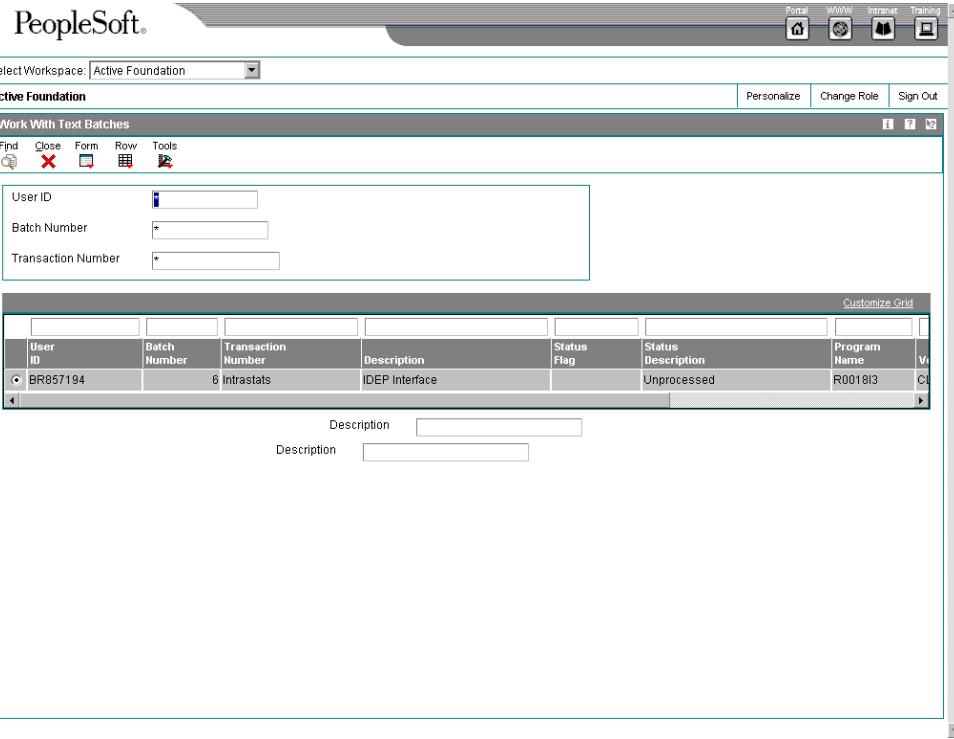
If the text file is too large for the device that you selected, the system displays an error message. You should copy the text file to a larger device. You can then use a compression utility to reduce the size of the text file, if necessary.

Before You Begin

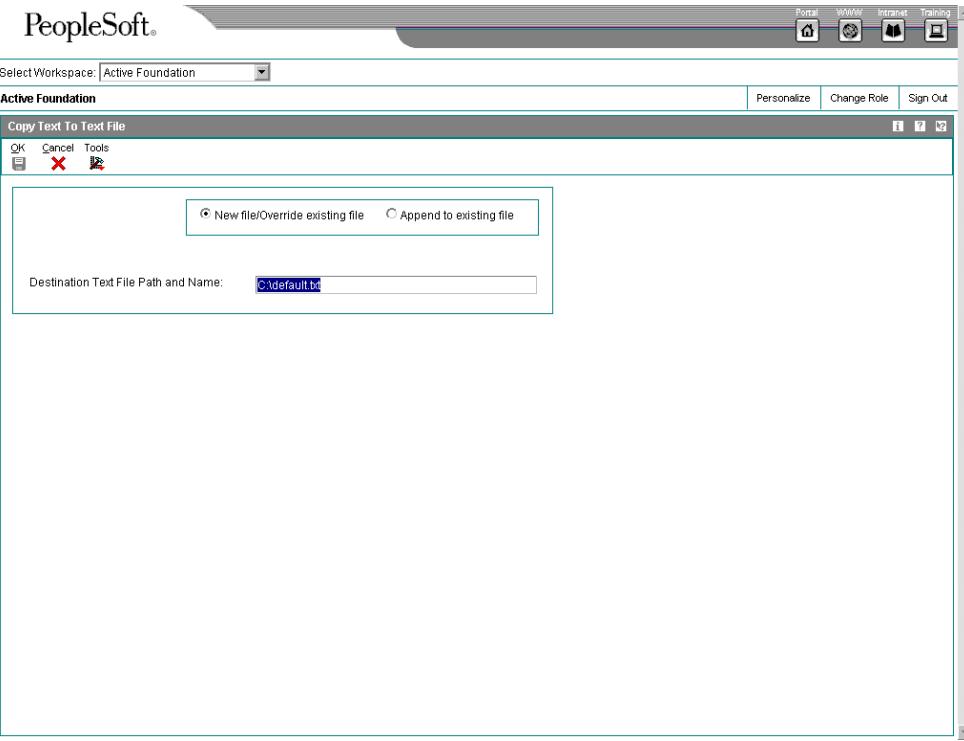
- ❑ Create a text batch by running a program that uses the Text File Processor.

► To copy text in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.



1. On Work With Text Batches, complete any of the following fields and click Find:
 - User ID
 - Batch Number
 - Transaction Number
2. In the detail area, select the batch that you want to process.
3. Choose Process Batch from the Row menu, and then choose Copy Text.



4. On Copy To Text File, click either of the following options:

- New file/Override existing file
- Append to existing file

5. Complete the following field and click OK:

- Destination Text File Path and Name:

The system displays the Work With Text Batches form.

PeopleSoft®

User ID	Batch Number	Transaction Number	Description	Status Flag	Status Description	Program Name	Version
BR857194	6	Intrastats	IDEP Interface	1	Processed/Outbound	R001813	C0

A value of 1 (Processed/Outbound) in the Status Flag field indicates that the batch has been processed successfully.

Processing Options for Text File Processor (P007101)

Process Tab

Use this processing option to specify the location of the Microsoft® Word template to be used during creation of the text file.

Path Microsoft Word Template

Use this processing option to override the location of the Microsoft Word template to be used during creation of the text file. The ActiveX copy text creates a Microsoft Word document based on the normal.dot template, which is normally located in c:\Files\Office\1. If your Microsoft Office objects have been installed in a different path, you will need to enter the correct path for the location of the normal.dot template.

Resetting a Text Batch in the Text File Processor

If you need to process a text batch a second time, you must first reset the batch. Resetting a batch updates the status flags in the Text Processor Header table (F007101). The system changes outbound statuses to blank (Unprocessed/Outbound) and changes inbound statuses to 5 (Unprocessed/Inbound).

► To reset a text batch in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, complete either of the following fields and click Find:
 - User ID
 - Batch Number
2. In the detail area, choose the batch that you want to reset.
3. Choose Maintain Batch from the Row menu, and then choose Reset Batch.

Purging a Text Batch in the Text File Processor

You purge a text batch to remove it from the Text Processor Detail Table (F007111). You can purge only batches of processed transactions.

When you purge a batch from the Work With Text Batches form, the system calls version ZJDE0001 of the Purge Processed Transactions program (R007102). You can also run any version of this program from the Text File Processor menu (G0071).

You can use a processing option on Purge Processed Transactions (R007102) to specify whether the system removes the records in the batch from the Text Processor Header table (F007101), as well as from the Text Processor Detail table.

If you do not remove records from the F007101 table when you purge a batch, the processed flag for those records is changed from processed to purged.

When you purge a batch that was created through draft remittance, the system also runs the Purge Draft Remittance Records program (R03B673).

To set up an additional batch program to run when you purge a batch, enter the name of the additional batch program in the Additional Purge Process field (GPPR) in the F007101 table. When you run the purge program on a batch that includes the name of a batch program in the Additional Purge Process field, the system runs version ZJDE0001 of that batch program.

► **To purge a text batch in the Text File Processor**

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, complete either of the following fields and click Find:
 - User ID
 - Batch Number
2. In the detail area, choose the batch that you want to purge.
3. Choose Maintain Batch from the Row menu, and then choose Purge Batch.

Processing Options for Purge Processed Transactions (R007102)

Process Tab

Use this processing option to specify whether to delete header records.

1. Purge Header Records

Blank = Do not delete header records

1 = Delete header records

Use this processing option to determine whether to delete corresponding header records from the Text Processor Header file (F007101) along with detail records from the Text Processor Detail file (F007101). Deleting detail records only updates the processed flag in the Text Processor Header file to 2 (purged/outbound) or 7 (purged/inbound). Records marked as purged cannot be

reset to an unprocessed status.

Valid values are:

1 Purge header and detail records

Blank Purge only detail records
