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EnterpriseOne Xe  
Global Solutions - United Kingdom  
PeopleBook

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J.D. Edwards World Source Company  
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## Solutions Summary





# J.D. Edwards Business Solutions for the United Kingdom

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## J.D. Edwards Country Information

<b>Region</b>	EMEA
<b>Localization Tier</b>	1
<b>Localization Provider</b>	J.D. Edwards
<b>Customer Support Provider</b>	J.D. Edwards

## Tax Solutions Summary

J.D. Edwards solutions for tax requirements in the United Kingdom include:

- ☐ Intrastat processing

### Intrastat Processing

J.D. Edwards software provides Intrastat processing to collect the import and export information from the distribution systems. J.D. Edwards also provides an Intrastat report that is formatted specifically for the United Kingdom.

Availability:

- B73.1 (base)
- B73.2 (country-specific report)

## Accounts Receivable Solutions Summary

J.D. Edwards solutions for accounts receivable requirements in the United Kingdom include:

- ☐ Automatic debit processing

### Automatic Debit Processing

Use the automatic debiting process to create Bank Automated Clearing System (BACS) transfers for the United Kingdom. You can run the automatic debit process to select invoices in the system and generate a bank file to collect money directly from your customers' bank accounts. The system formats the bank file specifically for banks in the United Kingdom and automatically matches the selected and processed invoices for cash receipts in the Accounts Receivable Ledger table. Additional functionality is provided for separate Direct Debit payment numbers. You can also process negative automatic debits for customers with a credit balance.

Availability: B73.1

## Accounts Payable Solutions Summary

J.D. Edwards solutions for accounts payable requirements in the United Kingdom include:

- ☐ Automatic payment processing

### Automatic Payment Processing

In addition to the standard payment formats that are included in the Accounts Payable automatic payment solution, J.D. Edwards provides the following country-specific payment components for the United Kingdom:

- Electronic funds transfer format that conforms to BACS specifications
- Check format that conforms to Association for Payment Clearing Services (APACS) specifications
- Payment register

Availability: B73.1

## Additional Features for the United Kingdom

J.D. Edwards provides the following additional features for the United Kingdom:

- ☐ Asset depreciation
- ☐ Voucher logging
- ☐ Bank statement processing

### Asset Depreciation

J.D. Edwards standard depreciation solution is completely user defined to meet the depreciation needs of any business in any country. You can set up user defined depreciation to calculate asset depreciation based on depreciation methods that are used in the United Kingdom, including:

- Straight line
- Double declining balance
- ACRS/MACRS

Availability: B73.2

### Voucher Logging

Use J.D. Edwards voucher logging process when you do not know which general ledger accounts to specify when you distribute a voucher for payment. You can later review and redistribute the voucher to the correct general ledger accounts.

Availability: B73.1

### Bank Statement Processing

Banking practices in many countries, including the United Kingdom, rely heavily on magnetic media processing, electronic fund transfers, and direct bank involvement in settling outstanding debts. For these countries, the bank statement serves as the source document for all banking activity. J.D. Edwards provides both a manual and an automatic bank statement processing solution.

Availability: B73.1



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## 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.

J.D. Edwards country-specific setup requirements for systems in the United Kingdom include the following:

- ☐ Setting up your system for localization
- ☐ Additional information



## Setting Up Your System for Localization

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

- ☐ Setting up user display preferences
- ☐ Setting up user defined codes
- ☐ Setting up tax rules by company
- ☐ Setting up the G/L Post to update tax amounts
- ☐ Setting up user defined codes for Intrastat reporting
- ☐ Setting up commodity code information
- ☐ Entering cross-references for items and suppliers
- ☐ Validating tax ID numbers

### 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 capture additional information about a supplier or validate a tax identification number to meet country-specific requirements, that additional function 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. To do this, specify a country code in your user display preference. The country server uses this information to determine which localized programs should be run for the specified country.

J.D. Edwards supplies country codes in user defined code table 00/LC. This table stores both two-digit and three-digit country codes. In addition, the Description 02 field contains the localization tier for each country. The localization tier determines

the level of support given to 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, specify a date format to control 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

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

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

The screenshot shows a software window titled "User Profiles - [User Profile Revisions]". It has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Discard", "Apply", "Links", "Environment", "OLE", and "Internet". The main area contains several input fields and a section for display preferences.

Field	Value
User ID	DEMO
User Class/Group	OWLOCAL
Allow Fast Path (Y/N)	Y
Address Number	4242
Menu Identification	
Default Icon File	

Display Preferences	
Language	F French
Date Format	DMY Day, Month, Year (DDMMYY)
Date Separator Character	/ Slash date separator
Decimal Format Character	. Comma indicator
Localization Country Code	FR France
View Style Type	Detail

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

Field	Explanation
Localization Country Code	A user defined code (00/LC) that identifies a localization country. It is possible to attach specific country functionality that is triggered based on this code using the country server methodology in the base product.
Language	A user defined code (01/LP) that specifies a language to use in forms and printed reports.  Before specifying a language, a language code must exist at either the system level or in your user preferences.
Date Format	This is the format of a date as stored in the database.  For OneWorld, the following date formats are valid: YMD, MDY, DMY, EMD. If you leave this value blank, the value will display according to the settings of the operating system on the workstation. With NT, the Regional Settings in the Control Panel control the settings for the operating system of the workstation.  For WorldSoftware, the following date formats are valid: DMY, MDY, YMD. Note: EMD is not a valid date format.
Date Separator Character	The character entered in this field is used to separate the month, day, and year of a given date.  NOTE: <ul style="list-style-type: none"> <li>• If an asterisk is entered (*), a blank is used for the date separator.</li> <li>• If left blank, the system value is used for the date separator.</li> </ul>
Decimal Format Character	The character entered in this field is used to signify the fractions from whole numbers (the positions to the left of the decimal).  If left blank, the system value is used as the default.

### See Also

- *OneWorld System Administration: User Profiles*

### Processing Options for User Profile Revisions (P0092)

#### A/B Validation

Enter a '1' to enable editing on address book number against the F0101.

## 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.

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

- Payment instrument (00/PY)
- Produce Bank File (04/PP)

### See Also

- *One World Foundation: Customizing User Defined Codes* 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 with a print program in order to generate a check or a bank file.

See *Assigning Formats to 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 BACS format (tape or diskette)

- R04572U1 - checks in the APACS format

## 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.

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

### Range for warning

Tolerance amount for warning is 2:

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

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

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

### Range for error

Tolerance amount for error is 10:

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

The system issues an error message if the tax amount you enter is greater than 110 or less than 90 (that is, outside of the tolerance range of 90 to 110).

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

## Understanding Calculation Rules

Set up calculation rules to specify how the system calculates tax and 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:

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

## Example: Tax and Discount Calculation for Germany

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

<b>Calculate Tax on Gross (Including Discount)</b>	Yes
<b>Calculate Discount on Gross (Including Tax)</b>	Yes
<b>Discount Formula</b>	$(\text{Taxable Amount} + \text{Tax Amount}) \times (\text{Discount Rate Percent}) = \text{Discount Available}$ $(1,000 + 100) \times .01 = 11.00$
<b>Gross Formula</b>	$\text{Taxable Amount} + \text{Tax} = 1,000 + 100 = 1,100$

### ► 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.

**Tax Rules - [Tax Rules Revisions]**

File Edit Preferences Window Help

OK Cancel Dismiss Apply Links Display OLE Internet

Company

☒ A/R ☐ A/P ☐ G/L

Tolerance

Warning Error

OR ☒ %

☐ Amt

Calculations

☒ Tax on Gross Including Discount

☐ Tax on Gross Excluding Discount

☐ Discount on Gross Including Tax

☐ Sales Order Taxes at Order Level

Edit

☐ Allow Understatement of Tax Amt

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:
- Warning
  - Error
9. To further specify tolerance information for the Accounts Receivable system, select the following field:
- Allow Understatement of Tax Amt

Field	Explanation
Company	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.</p>
A/R A/P G/L	<p>A number that indicates to which systems the tax rules apply. Valid values are:</p> <ul style="list-style-type: none"> <li>1 A/R and Sales Orders</li> <li>2 A/P and Purchase Orders</li> <li>3 General ledger (journal) entries</li> </ul> <p>.....<i>Form-specific information</i>.....</p> <p>For OneWorld, click one of the following options:</p> <ul style="list-style-type: none"> <li>• A/R</li> <li>• A/P</li> <li>• G/L</li> </ul>

Field	Explanation
Tax on Gross Including Discount	<p>A code that indicates whether to calculate the invoice amount on an amount that includes the discount. Valid values are:</p> <ul style="list-style-type: none"> <li>Y Calculate the invoice amount including the discount.</li> <li>N Calculate the invoice amount excluding the discount.</li> <li>Blank Default to Y.</li> </ul> <p>Self-assessed taxes are not included in discount calculations.</p> <p>NOTE: This field applies only to A/R, A/P, sales orders, and purchase orders. It does not apply to G/L processing.</p> <p>.....<i>Form-specific information</i>.....</p> <p>For OneWorld, click one of the following options:</p> <ul style="list-style-type: none"> <li>• Tax on Gross Including Discount</li> <li>• Tax on Gross Excluding Discount</li> </ul>
Sales Order Taxes at Order Level	<p>Code that indicates whether the system calculates taxes and performs rounding for sales orders at the detail or the order level. Values are:</p> <ul style="list-style-type: none"> <li>Y Calculate taxes and rounding at the order level.</li> <li>N Calculate taxes and rounding at the detail level.</li> <li>Blank Defaults to N.</li> </ul> <p>.....<i>Form-specific information</i>.....</p> <p>For OneWorld, click the following option to calculate taxes and perform rounding at the order level:</p> <ul style="list-style-type: none"> <li>• Sales Order Taxes at Order Level</li> </ul>
Discount on Gross Including Tax	<p>A code that indicates whether to calculate the discount on a gross amount that already includes the tax amount. Valid codes are:</p> <ul style="list-style-type: none"> <li>Y Calculate the discount amount on the gross with tax.</li> <li>N Calculate the discount amount on the gross less the tax amount.</li> <li>Blank Defaults to N.</li> </ul> <p>Self-assessed taxes are not included in discount calculations.</p> <p>NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase order processing use this field.</p> <p>.....<i>Form-specific information</i>.....</p> <p>For OneWorld, click the following option:</p> <ul style="list-style-type: none"> <li>• Discount on Gross Including Tax</li> </ul> <p>If you click this option, tax will be included in the gross that the system uses to calculate the discount.</p>



Field	Explanation
Amt	The radio button indicates the tolerance type. Tolerance can be expressed as a percentage or as an amount.
Warning	<p>Code that indicates whether you can enter a VAT or GST amount on the A/R Invoice Entry form that is less than the system-calculated tax amount (less than the specified tax rate).</p> <p>Valid codes for WorldSoftware are:</p> <p>Y     Accept amount less than the specified tax rate.  N     Reject amount less than the specified tax rate.  Blank     Defaults to N.</p> <p>NOTE: This field applies only to VAT and GST.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none"> <li>• If this option is clicked, accepted amount is less than the specified tax rate.</li> <li>• If this option is blank (default), rejected amount less than the specified tax rate.</li> </ul>
Error	<p>Amount used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use this amount). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses this amount to determine whether to display a warning message. For example, if you enter .50 and there is a difference between the tax amount you entered and the system-calculated tax amount, the system handles it as follows:</p> <p style="padding-left: 40px;">Accept - difference is .49 or less  Warning - difference is .50 or more</p> <p>The default (zero) causes a warning message to display if you enter a tax that does not exactly match the system-calculated tax.</p> <p>NOTE: This field applies only to VAT and GST. You cannot enter both tolerance percentages and tolerance amounts.</p>

Field	Explanation						
Allow Understatement of Tax Amt	<p>Code that indicates whether you can enter a VAT or GST amount on the A/R Invoice Entry form that is less than the system-calculated tax amount (less than the specified tax rate).</p> <p>Valid codes for WorldSoftware are:</p> <table><tr><td>Y</td><td>Accept amount less than the specified tax rate.</td></tr><tr><td>N</td><td>Reject amount less than the specified tax rate.</td></tr><tr><td>Blank</td><td>Defaults to N.</td></tr></table> <p>NOTE: This field applies only to VAT and GST.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none"><li>• If this option is clicked, accepted amount is less than the specified tax rate.</li><li>• If this option is blank (default), rejected amount less than the specified tax rate.</li></ul>	Y	Accept amount less than the specified tax rate.	N	Reject amount less than the specified tax rate.	Blank	Defaults to N.
Y	Accept amount less than the specified tax rate.						
N	Reject amount less than the specified tax rate.						
Blank	Defaults to N.						

## 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 will 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* 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 \_\_\_\_\_

- 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 \_\_\_\_\_

### Process

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. \_\_\_\_\_

## Setting Up User Defined Codes for Intrastat Reporting

Set up the following user defined codes to meet European Union (EU) requirements:

- Country codes (00/CN)
- State and province codes (00/S)
- European community members codes (74/EC)
- Nature of transaction codes - EU (74/NT)
- Nature of transaction codes - sales orders (41/S1-S5)
- Nature of transaction codes - purchase orders (41/P1-P5)
- Intrastat regime code (00/NV)
- Shipping commodity class (41/E)
- Condition of transport (00/TC)
- Mode of transport (00/TM)
- Freight handling code (42/FR)
- Arrivals or Dispatches (74/TD) - SEMDEC Only

You can access these user defined codes from any user defined codes table (P0004A) or from the User Defined Codes menu (G74STAT41).

### See Also

- *OneWorld Foundation: User Defined Codes* for more information on setting up and using user defined codes

### Country Codes (00/CN)

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

Codes	Description 01	Description 02	Special Handling	Hard Coded
	USA	(Your home country)		N
*	All Countries			N
AD	Andorra		020	N
AE	United Arab Emirates (UAE)		784	N
AF	Afghanistan		004	N
AG	Antigua and Barbuda		028	N
AI	Anguilla		660	N
AL	Albania		008	N
AO	Angola		024	N
AQ	Antarctica		010	N
AR	Argentina		032	N

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

To report purchases on your Intrastat submissions, you may also be required to specify the country of origin for each inventory item. From the Inventory Master/Transactions menu (G4111), select Item Branch/Plant, then locate a record and click Select. On Item/Branch Plant Info, select a country of origin and click OK.

**Note:** You can also specify the country of origin in the Intrastat Supplier/Item Cross Reference table (F744101) based on more sophisticated relationships between the item, the supplier, the country of origin, and the original country of origin.

**Caution:** Do not use blank as your default country code. You must use a non-blank country code on your address book records in order for the country code to carry over onto Intrastat reports.

## State and Province Codes (00/S)

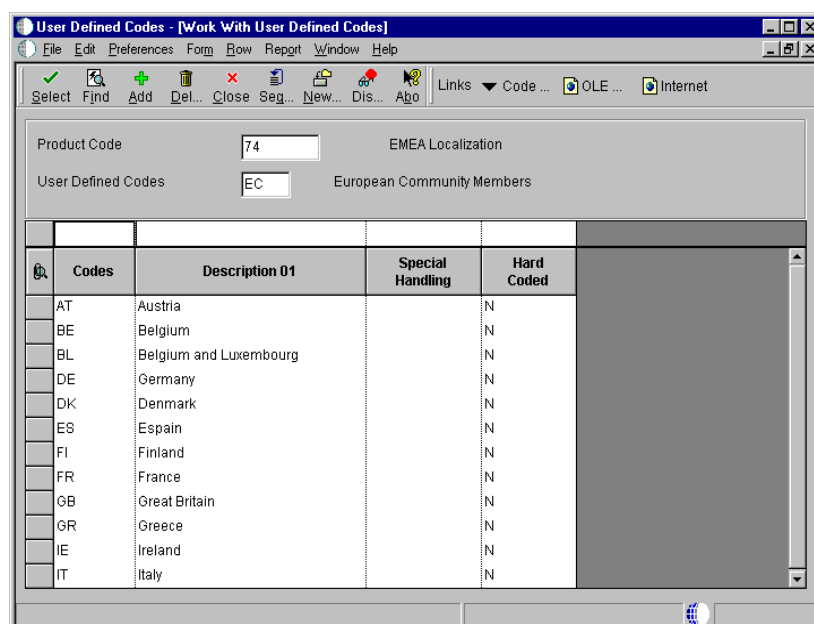
For countries that require regional information, such as Germany, use the State field on the Address Book record to specify the region. Set up state and province codes to identify the region of origin for shipments or the region of destination for purchases.

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).

Codes	Description 01	Description 02	Special Handling	Hard Coded
*	All States			N
AB	Alberta			N
AI	Arctic Islands			
AK	Alaska			
AL	Alabama			
AM	Amazonas	Brazil		N
AR	Arkansas			
AU	Australia			
AZ	Arizona			
BC	British Columbia			

## European Community Member Codes (74/EC)

Only transactions between European Union (EU) members are included in the Intrastat Revision table (F0018T). Verify that there is a one-to-one relationship between the country codes that you set up in 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

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 (41/P1-P5, 41/S1-S5). You can also create your own user defined code table to store nature of transaction codes.

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

## Nature of Transaction Codes - EU (74/NT)

Use Nature of Transaction codes to specify whether the movement of a product is for sales, leases, or other reasons. You can specify the nature of transaction based on company, document type, and line type.

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

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

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.

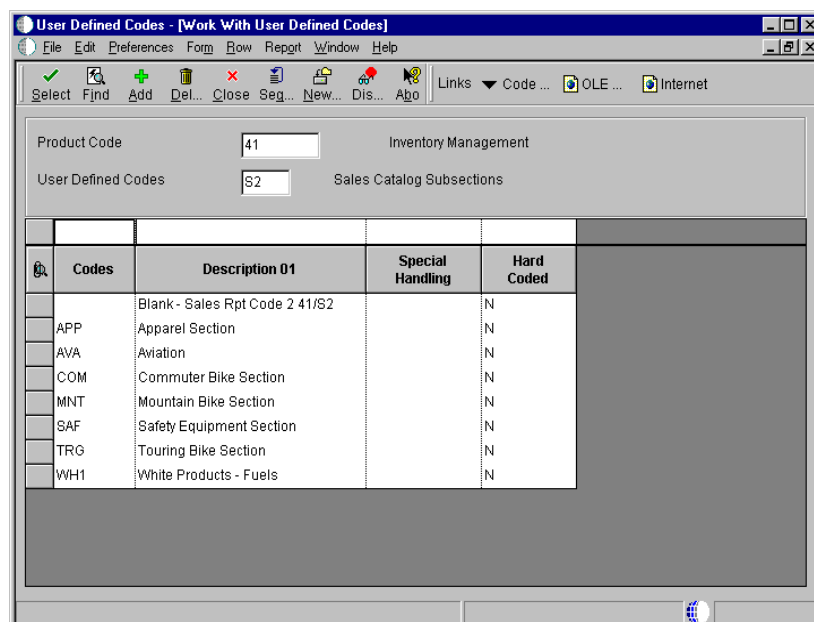
Codes	Description 01	Description 02	Special Handling	Hard Coded
00100XS	Export to Customer	16		N
00100COC	Credit to Customer	16		N
00100SOS	Stock Inv Item	10		N
00100X2S	Transfer from Branch	10		N
00200SOS	Stock Inv Item	11		N
00200X1S	Export to Customer	16		N
00200X2S	Transfer from Branch	11		N
0974P1S	Transfer from Branch	12		N
09740SIS	Stock Inv Item	11		N
09740S1S	Export to Branch	15		N
09740S2S	Export to Customer	16		N

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

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, leases, or other reasons.

Indicating the nature of transaction in the item branch information related to the item using user defined codes 41/S1-S5 is an alternative to using user defined codes table 74/NT to indicate the nature of transaction.

You can designate any one of the five Sales Reporting category codes (system 41, codes S1-S5) to specify the nature of transaction for individual items. You must indicate the category code that you are using for nature of transaction in the processing options for the Intrastat Generation - Sales program (R0018I1). The category code that you specify in these processing options should correspond to the category code that you are using to identify the nature of transaction for the item on the Item Master. Enter 1 for table 41/S1, 2 for table 41/S2, and so on.

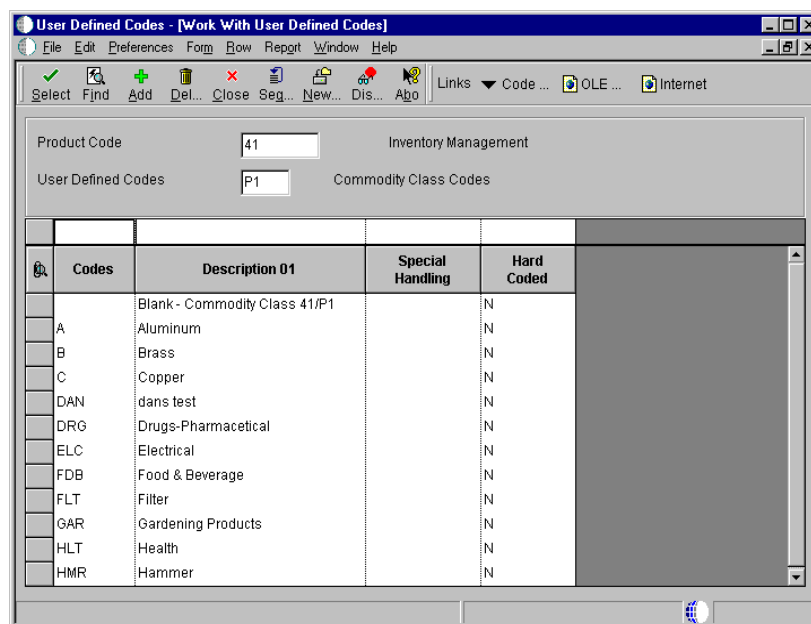


## Nature of Transaction Codes - Purchase Orders (41/P1-P5)

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 purchases, leases, or other reasons.

Indicating the nature of transaction in the item branch information related to the item using user defined codes 41/S1-S5 is an alternative to using user defined codes table 74/NT to indicate the nature of transaction.

You can designate any one of the five Purchase Order category codes (system 41, codes P1-P5) to specify the nature of transaction for individual items. You must indicate the category code that you are using for nature of transaction in the processing options for the Intrastat Generation - Procurement program (R0018I2). The category code that you specify in these processing options should correspond to the category code that you are using to identify the nature of transaction for the item on the Item Master. Enter 1 for table 41/P1, 2 for table 41/P2, and so on.



## Intrastat Regime Code (00/NV)

Use this UDC to set up the Nature of VAT Regime codes. This 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).

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 Commodity codes to further identify the products that are exported from or introduced to your country.

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

Prior to release B73.3.1, you entered the combined nomenclature codes required by the customs authorities in the Description 02 field for the commodity codes. You used the first 8 characters of the second description field for the combined nomenclature code, and the 9th and 10th characters to identify the supplementary unit of measure for the item, if required. For example, 12345678EA.

For B73.3.1 and later releases, you set up commodity values and supplemental units of measure for commodity codes on the Intrastat Commodity Code form. For more information, see *Setting Up Commodity Code Information for Intrastat*.

Codes	Description 01	Description 02	Special Handling	Hard Coded
	Blank-Shipping Comm Class 41/E			
CSE	Consumer Electronics			
FPD	Food Products			
LST	Livestock			
MCH	Heavy Machinery			
PAP	Paper Products			

## Condition of Transport (00/TC)

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

Codes	Description 01	Special Handling	Hard Coded
CIF	Carriage, Insurance, Freight		
DDP	Delivered Duty Paid		
DDU	Delivered Duty Unpaid		
EXW	Ex Works		
FOB	Free on Board		
XXX	Other		

You can set up default conditions of transport on the Purchasing Instructions form. You access Purchasing Instructions from the Supplier Management menu. Enter the condition of transport in the Freight Handling Code field. Positions 1 to 3 of the Description 02 field for the UDC Freight Handling Code (42/FR) are

used to indicate the conditions of transport. 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. Code values 1-8 are pre-defined for EU trade reporting.

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

You can indicate modes of transport in position 5 of the Description 02 field of the Freight Handling Code user defined code table (42/FR). To assign a default mode of transport to a supplier, complete the Freight Handling Code field on the Purchasing Instructions form. You access Purchasing Instructions from the Supplier Management menu (G43A16). 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 Conditions of Transport, Conditions of Transport extension, and Modes 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 Conditions of Transport, Conditions of Transport extension, and Modes 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 in the COTX extension (the code for the place indicated in the contract of transport). Enter the code for mode of transport as the fifth character of the second description. The COTX extension is required only in certain countries.

**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).

Codes	Description 01	Description 02	Special Handling	Hard Coded
A	Free Alongside Ship	FAS		N
C	Freight Collect		1	N
D	Delivered, Duty Paid	DDP		N
F	Freight On Board - Our Dock	FOB		N
FP	Freight Pre-pay and Add			N
G	Freight On Board - Their Dock	FOB		N
I	Cost, Insurance, Freight	CIF		N
P	Pickup with our Truck			N
PP	Freight Prepaid		2	N
U	Delivered, Duty UnPaid	DDU		N

For IDEP, the Incoterms field accepts only the values defined by the new law. Valid values are:

- 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 Dispatches (74/TD) - SEMDEC Only

If you are using 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 (purchasing) 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 the 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.

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.

### Setting Up Commodity Code Information

To comply with EU requirements for Intrastat guidelines, use commodity codes to identify the products that are exported from or introduced to your country.

Commodity codes must have a corresponding commodity value. Prior to release B73.3.1, the commodity value and supplementary unit of measure were set up in the Description 02 field on the Commodity Codes user defined code table (41/E). 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 commodity codes on user defined code table 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.

Field	Explanation
Shipping Commodity Class	A user defined code (system 41/type E) that represents an item property type or classification, such as international shipment handling. The system uses this code to sort and process like items.  This field is one of three classification categories available primarily for inventory and shipping purposes.
Commodity Code	The Commodity Code number for the item.
Description	A user defined name or remark.
Supplementary UOM	A user defined code (00/UM) that indicates the quantity in which to express an inventory item, for example, CS (case) or BX (box).
Volume Conversion Factor	The weight of one unit in the primary unit of measure.

## Entering Cross-References for Items and Suppliers

An important element of including purchases on Intrastat reports is tracking the country of origin of goods. Your 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 may need the capacity to set up a more advanced relationship among the supplier, the item, and the country of origin. In this case, J.D. Edwards recommends that you enter this information in the Intrastat Item/Supplier Cross Reference program (P744101). The Intrastat Generation - Procurement program (R001812) will retrieve the cross-referenced information if you indicate in the processing options to use the Intrastat Supplier/Item Cross Reference table (F744101).

**Note:** If you do not enter the cross-reference information, or if you do not indicate in the processing options to use the Cross Reference table, the system retrieves the country of origin from Order Address Information table (F4006) and the original country of origin from the Inventory Constants table (F41001). If no matching record exists in the Order Address table, the system retrieves the country of origin from the address book record of the supplier.

You enter information in the Intrastat Item/Supplier Cross Reference program (P744101) to cross-reference the following:

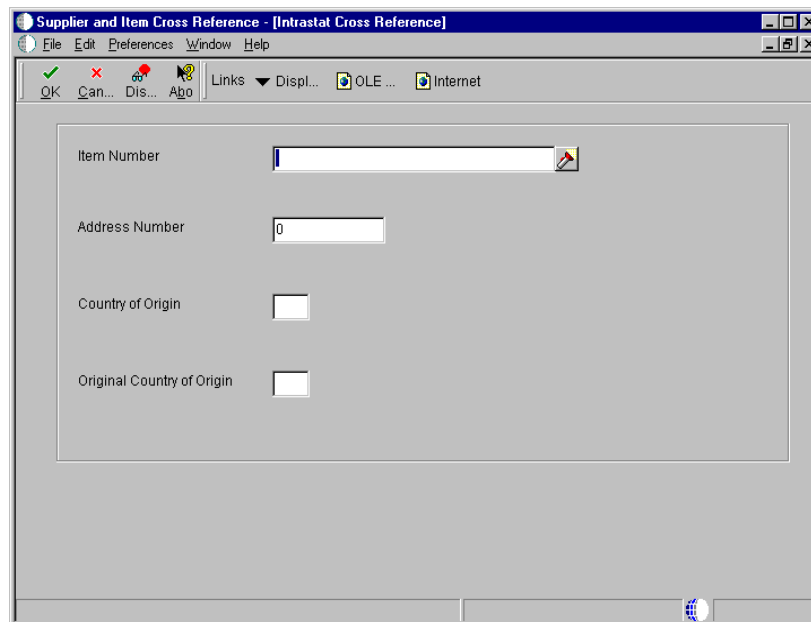
- Supplier
- Item
- Country of origin
- Original country of origin

**Note:** In the U.K., 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:

- 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 (supplier)

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 is searching for a specific record in the Intrastat Supplier/Item Cross Reference table (F744101), the system 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 searches for a record that matches the Item Number with an Address Number of \*ALL.

- Country of Origin
- Original Country of Origin

Field	Explanation
Item Number	<p>A number that identifies the item. The system provides three separate item numbers plus an extensive cross-reference capability to alternate item numbers. These item numbers are:</p> <ol style="list-style-type: none"><li>1. Item Number (short) - An 8-digit, computer-assigned item number.</li><li>2. 2nd Item Number - The 25-digit, free-form, user defined, alphanumeric item number.</li><li>3. 3rd Item Number - Another 25-digit, free-form, user defined, alphanumeric item number.</li></ol> <p>In addition to these three basic item numbers, the system provides an extensive cross-reference search capability. Numerous cross-references to alternate part numbers can be user defined (for example, substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers).</p>
Address Number	<p>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.</p>
Country of Origin	<p>A code (system 00/type CN) that identifies the country in which the item originates. This is useful for organizations who must periodically separate their inventory by source.</p>
Original Country of Origin	<p>A code (00/CN) that indicates the original country of origin of the goods. For example, as a German company, you place a purchase order with a French supplier for goods that are manufactured in France, but are warehoused in and delivered from Belgium. The country of origin is Belgium, but the original country of origin is France.</p>

## See Also

- *Updating Intrastat Information*

## 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 codes, and fiscal codes.

When you create an address book record for each company, customer, or supplier, enter the tax ID in the Tax ID field on the Address Book Revision form. To confirm that any tax ID that you enter will be checked for authenticity, enter a country code from UDC table 00/CN in the Country field on the Mailing tab. Entering a country code on the Mailing tab enables the validation routine for that country.

For tax ID validation to occur, the country code that you have chosen must be set up and activated for validation in UDC table 70/TI.

## Reviewing Tax ID Numbers

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 send your own tax ID or VAT registration numbers to your suppliers. The length and format of these numbers vary by country.

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

Country  
ID  
□

U K 6 7 8 9 0 2 7 8 1 1 1 2

## See Also

- *Address Book: Working with Address Book Records*

## Entering Country Codes for Tax ID Validation (70/TI)

Tax ID validation routines are activated by the country codes that you set up in UDC table 70/TI.

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

Tax ID validation for a specific country code is active if a 1 exists 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.
- Enter a 1 in the Special Handling 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 Dutch, not German specifications.

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.





## Additional Information

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Additional information about setup issues, technical considerations, system use is available. When you set up your system, review the following:

- ☐ Multiple ledger types
- ☐ Translation considerations for multilingual environments
- ☐ Translation routines
- ☐ J.D. Edwards multicurrency solution summary

### Multiple Ledger Types

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

At year end, your company reports the yearly results during the first few days of January. However, in France, for example, the law specifies that the company has until March to report fiscal activity to the authorities. Therefore, 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. The corporate company does not have to see these adjustments. 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 not acceptable from a legal point of view to ignore gains and losses in foreign currency. You can use the actual amounts (AA) ledger for foreign transactions that do not have any currency gains and losses, and use an alternate ledger type to book the currency gains and losses. In either case, the additional ledger is required to enter transactions that adjust either the local or the company's accounting system.

### Depreciation Ledgers

Three ledger types are not uncommon if fixed assets depreciation is involved. In this case, one ledger is used to record the depreciation that is calculated with the corporate depreciation method in the corporate ledger. An alternate ledger is used to record the depreciation that is calculated based on the depreciation method that is required by the local authorities. The difference between the two depreciation methods is recorded in a third ledger. For local legal reports, you sum the three ledger types to show the actual activity in the depreciation account.

### User Defined Ledgers

To accommodate the need for multiple ledgers, J.D. Edwards software provides a user defined code table in which you can define all the ledgers that you use as the ledger types on which you must report.

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

### 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 loaded onto 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 user defined code tables.

A list of common software elements that you might want to translate if you use the software in a multinational environment follows:

- Business unit descriptions
- Account descriptions
- Automatic accounting instruction (AAI) descriptions

- User defined code (UDC) descriptions
- Delinquency notice text
- Custom menus
- Vocabulary overrides
- Data dictionary

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 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

## Business Unit Descriptions

You can translate the descriptions of the business units that you set up for your system. From the Organization and Account Setup menu (G09411), choose Translate Business Units.

The system stores business unit translation information in the Business Unit Alternate Description Master table (F0006D).

Print the Business Unit Translation report to review the description translations in the base language and one or all of the additional languages that your business uses. From the Organization and Account Setup menu (G09411), choose Business Unit Translation report.

## See Also

- *General Accounting: Translating Business Units*

## Account Descriptions

You can translate the descriptions of your accounts into languages other than the base language. To do this, choose Translate Accounts from the Organization and Account Setup menu (G09411).

After you translate your chart of accounts, you can print the Account Translation Report. You can set a processing option to show account descriptions in both the base language and one or all of the additional languages that your business uses. To print the report, choose Account Translation Report from the Organization and Account Setup menu.

### See Also

- *General Accounting: Translating Accounts*

## Automatic Accounting Instruction Descriptions

You can translate the descriptions of the automatic accounting instructions (AAIs) that you set up for your system. From the General Accounting System Setup (G0941) menu, choose Translate AAIs.

### See Also

- *General Accounting: Working with AAIs*

## User Defined Code Descriptions

You can translate the descriptions of the user defined codes (UDCs) that you set up for your system. To do this, access any user defined codes table. Select the row that you want to translate and choose Language from the Row menu. The system displays the UDC Value Alternate Descriptions form. After you access the form, you can translate the description for the field into many different languages.

### See Also

- *General Accounting: About User Defined Codes for General Accounting*

## Delinquency Notice Text

Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information form determines the language in which the delinquency notice and the text on the notice should print 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.)

J.D. Edwards base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you are adding 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 preference field on the Letter Text Table Maintenance program (P03B2801).

### See Also

- *Accounts Receivable: Working with Delinquency Notices and Fees* for more information on setting up text for delinquency notices

## 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 on the processing options of 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 are often faced with additional accounting needs. These needs arise from doing business in different currencies and following different reporting and accounting requirements. 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
- Revalue currencies due to changes in exchange rates

J.D. Edwards software provides the following multicurrency features throughout most base applications:

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

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

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

You can designate a specific currency for the following:

- Company

- Account
- Address book record

## Data Entry in Foreign or Domestic Currency

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

## Setting Up Daily Transaction Rates

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

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

Gain and loss recognition features include:

<b>Realized gains and losses</b>	Entries that represent exchange rate realized gains and losses are automatically created at the time of cash receipt or entry.
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### Unrealized gains and losses

You can print a report to analyze open receivables and payables in order to booking unrealized gains and losses at the end of the month. Optionally, you can set up your system to create these entries automatically.

## Detailed Currency Restatement

Detailed currency restatement features enable you to:

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

## Balance Currency Restatement

Use Balance Currency Restatement 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 As If Currency Repost 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

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



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## Tax Processing

J.D. Edwards country-specific processes for tax requirements in the United Kingdom include the following:

- ☐ Processing value added tax (VAT)



# Processing Value Added Tax (VAT)

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For an overview of VAT, review the following topics:

- ☐ Understanding VAT
- ☐ Understanding VAT for the United Kingdom

Processing VAT in the United Kingdom consists of the following tasks:

- ☐ Entering journal entries with tax
- ☐ Printing VAT reports

## Understanding VAT

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

## Understanding 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 your journal entries to reflect that information.

When you enter a journal entry with VAT or similar taxes, you might know the gross amount, or you might know the taxable amount of the entry. If you enter the gross amount, the system calculates the taxable amount and the tax. If you enter the taxable amount, the system calculates the gross amount and the tax. The system calculates the tax based on the tax area.

To enter a journal entry for tax only, provide a tax amount and a tax explanation code of VT. Do not enter a taxable amount. For example, you might need to enter a tax that was assessed on a bank statement.

The AAI for journal entries with VAT and similar taxes are in the format GTyyyy, where yyyy is the G/L offset for the tax authority. If you do not specify a business unit in the AAI, the system uses the business unit of the account number from the line item of the tax entry.

When you enter transactions using the Journal Entries with VAT program, the system automatically updates the Sales/Use/VAT Tax table (F0018) and ignores the tax processing options in the Post program.

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

Entering a journal entry with tax consists of one of the following tasks:

- Entering a journal entry with tax (taxable amount)
- Entering a journal entry with tax (gross amount)

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 will use this number for address book numbers that you leave blank on detail lines.

## Before You Begin

- ❑ Set up the applicable tax rates, areas, and authorities. See *Setting Up Tax Authorities for A/P* and *Setting Up Tax Rates and Areas for A/P* in the *Accounts Payable Guide* or *Setting up Tax Authorities for A/R* and *Setting Up Tax Rates and Areas for A/R* in the *Accounts Receivable Guide*.

## Example: Journal Entry with Tax

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

Account Number	Gross Amount	Tax Amount	Ex	Tax Area
7001.8810	1000	60	V	BE6
70.1110.BBL	1060-			

The resulting entry to the general ledger would look like this:

Account Number	Description	Amount
7001.8810	Bank Charges	1000
70.1240	VAT	60
70.1110.BBL	Bank Account	1060-

## See Also

- *Entering Basic Journal Entries*

### ► To enter a journal entry with tax (taxable amount)

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On G/L Advanced & Technical Operations (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 optional fields in the header area as necessary, including the following field:
  - Address Number

If you do not enter a document type, the system uses a default of JE.
4. For each G/L distribution with tax, complete the following fields:
  - Account Number
  - Taxable Amount
  - Tx Ex (Tax Explanation Code)
  - Tax Area
5. If necessary, complete the following field in the detail area:
  - Address Number
6. Review the calculated tax in the following field:
  - Tax
7. Complete the G/L distribution for offsetting entries as needed.
8. Click OK.

Field	Explanation
Amount	<p>A number that identifies the actual amount. Enter debits with no sign or a plus sign. Enter credits with a minus sign either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores nonsignificant symbols.</p> <p>.....<i>Form-specific information</i>.....</p> <p>If you enter an amount in the Taxable Amount field, the system calculates the gross amount and the tax. If you enter an amount in the Gross Amount field, the system calculates the taxable amount and the tax.</p>

Field	Explanation
Tax	<p>This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).</p> <p>.....<i>Form-specific information</i>.....</p> <p>Leave this field blank to have the system calculate the tax. Also, leave this field blank on the offsetting entry, where the Amount field includes the amount and the tax amount from the preceding lines. Enter the tax in this field for tax-only journal entries.</p>
Tax Expl Code 1	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.</p> <p>A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> <p>The Tax Explanation Code is used in conjunction with the Tax Rate Area and Tax Rules by Company to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code, including E, to exempt the pay item from calculating taxes.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter V, VT, or a user defined code beginning with V. V+ is not a valid code.</p>
Tax Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p> <p>.....<i>Form-specific information</i>.....</p> <p>You can post only to a single tax authority. The system allocates all VATs to the tax authority associated with the first tax area listed. If the tax areas you enter are associated with more than one tax authority, the system does not allocate the VAT correctly.</p>



► **To enter a journal entry with tax (gross amount)**

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On G/L Advanced & Technical Operations (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 optional fields in the header area as necessary, including the following field:

- Address Number

If you do not enter a document type, the system uses a default of JE.

4. For each G/L distribution with tax, complete the following fields:
  - Account Number
  - Tx Ex (Tax Explanation Code)
  - Tax Area
  - Gross Amount
5. If necessary, complete the following field in the detail area:
  - Address Number
6. Review the calculated tax in the following field:
  - Tax
7. Complete the G/L distribution for offsetting entries as needed.
8. Click OK.

## Processing Options for Journal Entries with VAT

Batch Type

Enter a Default Batch Type

Addr # Required

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.

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MBF Version

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.

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## What You Should Know About Processing Options

### Versions

If you use the appropriate processing option to specify a version to execute, the version must already exist on the server.

## Printing VAT Reports

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

It is a common business practice in the United Kingdom and throughout Europe to track and reconcile VAT by revenue and expense account.

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

Run the VAT Journals program to print a VAT report. The report includes all 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 the taxes on purchases. To specify taxes on sales or purchases, include the document type in your data selection. For example, to print a VAT report for purchases, specify Document Type PV.

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:

1. Company
2. 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.

3. 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

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## Automatic Debit Processing

Processing automatic debits consists of the following tasks:

- ☐ Understanding automatic debits
- ☐ Working with automatic debits



# Understanding Automatic Debits

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The overview of automatic debits includes the following topics:

- ☐ Working with automatic debits for the United Kingdom
- ☐ Automatic debits information flow
- ☐ Processing first-claim automatic debits

## 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 customers invoices that are due
- 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, incrementing 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 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* 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 included on the format.

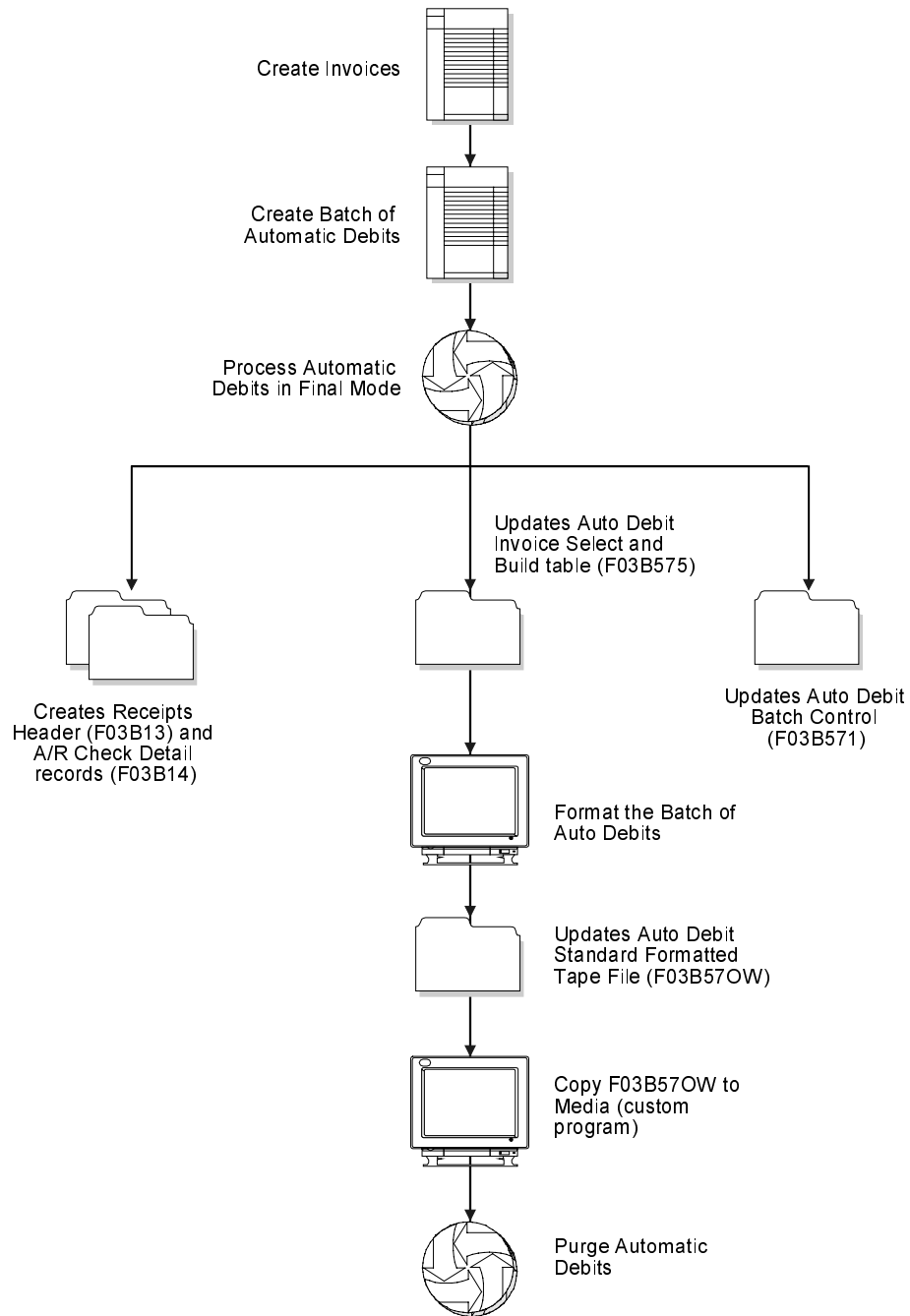


Print Customer Statement

2. Tape Density:

Tape Density

## Automatic Debits Information Flow



## Processing First-Claim Automatic Debits

The first time 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 auto 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 auto 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

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

## Working with Automatic Debits

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You use the automatic debit process to record the withdrawal of funds from a customer's bank account. When you use the automatic debit process, you:

- Identify those customers who have agreed to the automatic debit process
- Select the customers' invoices to be paid
- Build and update worktables that are sent to the bank
- Update customers' 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:

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

Working with automatic debits includes the following tasks:

- ☐ Creating a batch of automatic debits
- ☐ Processing a batch of automatic debits in final mode
- ☐ Formatting a batch of automatic debits
- ☐ Purging a batch of automatic debits

### Before You Begin

- ☐ On Customer Master Revisions, enter A (Automatic Debits, Accounts Receivable only) in the Payment Instrument field and choose 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 Addresses*.
- ❑ 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 G/L Bank Account Information*.
- ❑ On A/R Constants, choose the Auto Receipt option. See *Setting Up A/R 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.

### See Also

- *Electronic Formats and the Euro* in the *Euro Implementation Guide* for information about country-specific formats that manage automatic debits in the euro

## Creating 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 for final processing. When you run the Create Auto Debit Batch program (R03B571), the system:

- Validates the selection of invoices that are to be automatically debited to customers.
- Generates a record in the 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 Selection and Build table (F03B575) that includes all of the invoices that match your data selection criteria.
- Prints two reports, regardless of whether you run the process in proof or final mode:
  - 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.

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

You can automatically format automatic debit information 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 on the Revise Auto Debit Controls form.

**Note:** If you create automatic debits in final mode, the system automatically launches program R03B575 (Process Automatic Debits), version ZJDE0001 after it runs the version that you selected for R03B571.

### 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.

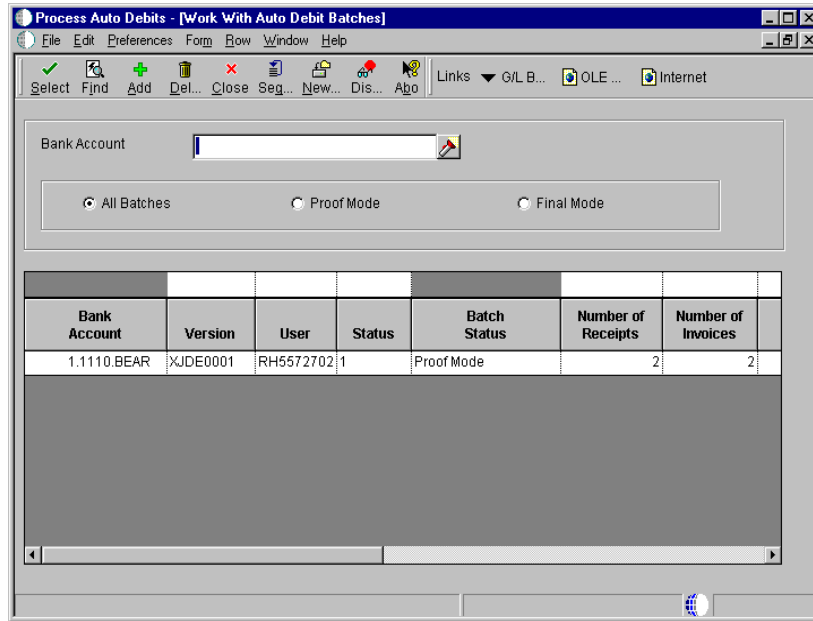
#### Multicurrency invoices

Using automatic debits, you can pay invoices in the domestic or foreign currency. The system processes automatic debits in the foreign currency specified on the invoice. On Work with Auto Debit Batches, the Currency Code, Gross Amount, Discount taken, and Net Amount fields reflect the amounts written to the Automatic Debit Batch Control table (F03B571). Multicurrency information is printed on the Create Automatic Debit Batch report (R03B571).

One automatic debit batch can contain only one currency. If the currency code of the invoice that you select is not specified in the data selection, you can use the currency code of the first invoice to select the data.

## ► To create a batch of automatic debits

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



1. On Work With Auto Debit Batches, click Add.
2. On Work with Batch Versions, create a new version or run an existing version of the Create Automatic Debit Batch program.

## Processing Options for Create Automatic Debit Batch

### 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 \_\_\_\_\_

## **What You Should Know About Processing Options**

### **Program names for the bank file (11)**

Use the following formats for the Bank File processing option:

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



## Data Selection

You must specify data selection values to ensure that the Automatic Debiting 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.

## Processing a Batch of Automatic Debits in Final Mode

After you create a batch of automatic debits, you can process the batch in final mode. To do this, select your batch from the Work with Auto Debit Batches form.

When you process a batch of automatic debits in final mode, the program:

- Runs version ZJDE0001 of program R03B575 (Process Automatic Debits)
- Creates a Batch Control Record (F0011) with a batch type RB
- Creates Receipts Header (F03B13) and A/R Check Detail (F03B14) records 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) from 1 to 2 (1 = proof mode, 2 = final mode)
- 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.

---

### ► To process a batch of automatic debits in final mode

---

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 work with.
  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 Receipts for Posting*.

## Formatting a Batch of Automatic Debits

You create records in the Auto Debit Standard Formatted Tape 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
- R03B575DD - German format
- R03B575DH - Dutch format
- R03B575FD - French format
- R03B575GB - United Kingdom format
- R03B575SD - Swiss format

**Note:** The Austrian, German, and Swiss format programs 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 running it manually by choosing Format Bank File from the Row menu.

When you complete this process, the system changes the value of the Status field of the Auto Debit Batch Control table (F03B571) from 2 to 3.

If you are using a custom program, ensure that it updates the Status field in the F03B571 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.

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. If enabled, the Copy to Diskette option on the Row menu launches the program R0457D (Copy Bank File to Diskette), which can be used to copy to any medium. The program allows you to specify the table to which you are copying transactions.

### ► 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.

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.

Field	Explanation
Format Bank File Program	<p>The name of an executable program.</p> <p>For OneWorld: This name is the system name of a form that is associated with an application. To determine the system name of a form, open the form and choose About OneWorld from the Help menu.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The program name of the country-specific bank file format. For example, use R03B575DD for the German format.</p>

Field	Explanation
Format Bank File Version	<p>A sequence number that identifies versions of a menu selection. For example, where multiple versions of a report menu selection are set up, this sequence number identifies each of those versions.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The version for the country specific-bank file format program you specify in the Format Bank File Program field.</p>
Create Medium Program	<p>The program that performs an existence check for a specified Address Book number.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The program used to copy data from the Auto Debit Standard Formatted Tape File (F03B57OW) to the appropriate medium. This is a client-specific, custom program.</p>
Create Medium Version	<p>You are allowed to set up multiple versions of certain menu selections (e.g.- reports). This sequence number identifies each of those versions.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The version for the client-specific, custom program used in the Create Medium Program field.</p>

## Purging a Batch of Automatic Debits

Purge automatic debit batches only after you have successfully completed the automatic debit process. This step is optional. When you purge a batch of automatic debits, the system clears the records for that batch from the following tables:

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

You also have the option to purge the Auto Debit Control table (F03B571) only.

You should purge automatic debit batches only when the Status field in the F03B571 table is a 4; otherwise, a dialogue box will appear for you to confirm the purge. When the purge is complete, the system changes the Status field to 5.

**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.

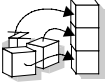









1. On Work with Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:
  - Bank Account
  - User
2. To display batches by mode, click one of the following options:
  - All Batches
  - Proof Mode
  - Final Mode
3. Click Find to display the batches that meet your criteria.
4. Choose the batch.
5. From the Row menu, choose Purge.
6. Click OK to purge all tables, or enter 1 in the field provided to purge the Auto Debit Control table only (F03B571) and then click OK.

---

## Automatic Payment Processing

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

The following graphic illustrates the automatic payments process.

- Step 1**  
 Set up auto withholding.
- Step 2**  
 Run Cash Requirements report.
- Step 3**  
 Decide what to pay. Use Speed Release to put all other payments on hold.
- Step 4**  
 Create payment groups.
- Step 5**  
 Review the Payment Group Edit report and the Payment Analysis report (optional).
- Step 6**  
 Work with payment groups.
- Step 7**  
 Write payment/copy to tape.
- Step 8**  
 Update payment.
- Step 9**  
 Review payment register.
- Step10**  
 Post payments.

Processing automatic payments consists of the following tasks:



- ☐ Setting up bank account information for A/P
- ☐ Working with payment instruments
- ☐ Creating payment groups
- ☐ Working with payment groups
- ☐ Working with automatic payments



## Setting Up Bank Account Information for A/P

---

You must set up information for each bank account from which you make payments. Bank account information is required in the Accounts Payable system for making payments.

When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

Setting up bank account information for A/P includes:

- Setting up bank account information for payments
- Setting up bank account information for bank tape processing

### See Also

- *Entering Supplier Records* for information about assigning bank accounts to suppliers

### ► To set up bank account information for payments

---

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

1. On Work With G/L Bank Accounts, click Add.

Bank Account Information - [Set Up G/L Bank Account]

File Edit Preferences Form Window Help

OK Cancel Dismiss Abort Links Bank I... OLE... Internet

G/L Bank Account: 1.1110.BEAR

Description: Default Bank Account

Payment Information

Next Payment Number: 2006 Next Auto Debit Number:

Default Print Queues

Payments: LASERU7

Debit Statements: LASERU7

Attachments: LASERU7

Default Print Options

Number of Alignment Forms:

Detail Lines Per Stub: 10

2. On Set Up G/L Bank Account, complete the following fields:

- G/L Bank Account
- Description

3. Complete the following optional field:

- Next Payment Number

4. To set up default print queues, complete the following fields:

- Payments
- Debit Statements
- Attachments

OneWorld does not use print queue information when you print payments. The print queue fields appear for systems where OneWorld and WorldSoftware coexist.

5. To set up default print options, complete the following fields:

- Number of Alignment Forms
- Detail Lines Per Stub

Follow the steps for setting up bank information for bank tape processing, if applicable.

See *Setting Up Bank Account Information for Bank Tape Processing*.

Field	Explanation
Next Payment Number	The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.
Next Auto Debit Number	The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.
Number of Alignment Forms	The number of checks that are needed at the start of check printing in order for the check stock to be aligned properly on the printer.
Detail Lines per A/P Payment Stub	The number of detail lines that can appear on an A/P payment stub.  The maximum number of detail lines that can print on the stub is 10. If you want more than 10 lines of detail you must make custom modifications to the Print Automatic Payments - Standard Format program (R04572).

### ► To set up bank account information for bank tape processing

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

When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

1. On Work With G/L Bank Accounts, follow the steps for setting up bank account information for payments.

See *Setting Up Bank Account Information for Payments*.

2. Choose the bank account.
3. From the Row menu, choose Bank Info.

Bank Account Information - [Revise Bank Information]

File Edit Preferences Window Help

OK Cancel Dismiss Abort Links Display OLE Internet

G/L Bank Account 1.1110.BEAR

Description Bear Creek National Bank

Address Number

Bank Transit Number 107004381

Bank Account Number 3664831509

Control Digit

Checking or Savings Account 0 Checking account

SWIFT Code

Float Days

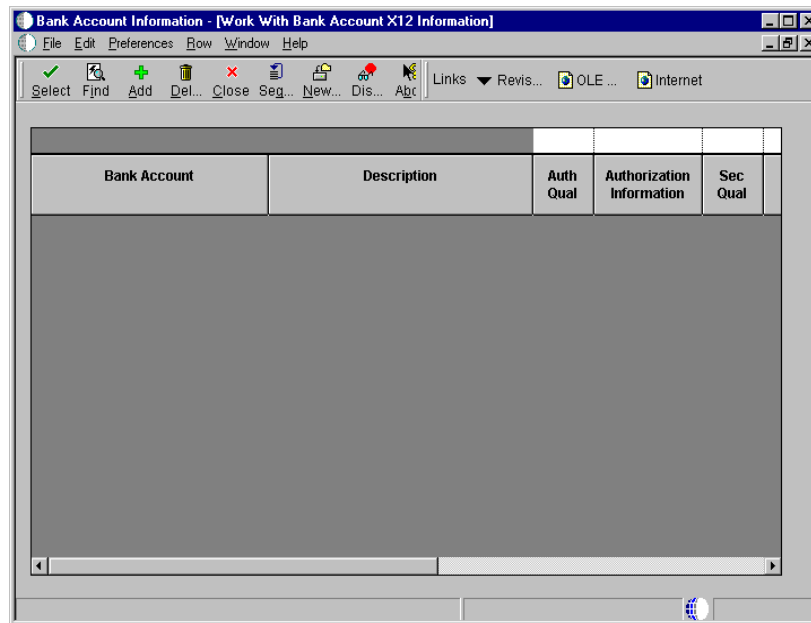
Receivables

Payables

☐ Override Supplier Pre-Note Code

4. On Revise Bank Information, complete the following optional fields:
  - Address Number
  - Bank Transit Number
  - Bank Account Number
  - Control Digit
  - Checking or Savings Account
  - SWIFT Code
  - Float Days
5. To avoid the use of the pre-note code assigned to the supplier, verify that the following option is turned off:
  - Override Supplier Pre-Note Code
6. Click OK to return to Work with G/L Bank Accounts.
7. If you use drafts or BACS, choose BACS Information from the Row menu.
8. On Revise BACS Information, complete the following fields:
  - Bank User Number

- Reference/Roll Number
  - Bank Reference Name
9. To return to Work with G/L Bank Accounts, click OK.
  10. To enter account information for CTX bank tapes, choose X12 info from the Form menu, and then click Add.



11. On Work with Bank Accounts X12 Information, complete the following fields and click OK:
  - Auth Qual
  - Authorization Information
  - Sec Qual
  - Security Information
  - Interchange Sender ID
  - Interchange Receiver ID
  - Applicaton Sender's Code
  - Applicaton Receiver's Code

Field	Explanation
Control Digit	An optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. This is the SWIFT code of the beneficiary's bank.
Checking or Savings Account	<p>A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>blank Checking account</li> <li>0     Checking account</li> <li>1     Savings account</li> </ul>
Float Days	<p>Future Use - The number of days the check floated. This is defined by subtracting the check date from the bank deposit date.</p> <p>The value date is calculated by adding the float days to the payment date.</p>
Override Supplier Pre-Note Code	<p>A code for WorldSoftware, or an option in OneWorld software, that you use to override the Pre-Note processing for electronic funds transfers.</p> <p>Valid values in WorldSoftware are:</p> <ul style="list-style-type: none"> <li>blank Use the Pre-Note code assigned to the supplier.</li> <li>1     Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P.</li> </ul> <p>For OneWorld software, designate whether to override the Pre-Note code with a check mark.</p> <ul style="list-style-type: none"> <li>On    Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P.</li> <li>Off   Use the Pre-Note code assigned to the supplier.</li> </ul>
Auth Qual	Code to identify the type of information in the Authorization Information. X12 standard information used in payments.
Authorization Information	Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier. X12 standard information for payments.



Field	Explanation
Security Information	This is used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier. X12 standards for payments.
Interchange Sender ID	Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element. X12 standards for payments.
Interchange Receiver ID	Identification code published by the receiver of the data. When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them. X12 standards for payments.
Applicaton Sender's Code	Code identifying party sending transmission. Codes agreed to by trading partners. X12 standards for payments.
Applicaton Receiver's Code	Code identifying party receiving transmission. Codes agreed to by trading partners. X12 standards for payments.



## Working with Payment Instruments

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Working with payment instruments includes the following tasks:

- ☐ Working with payment formats for the United Kingdom
- ☐ Working with the APACS check format
- ☐ Setting up payment instruments

### Working with Payment Formats for the United Kingdom

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, electronic files, and drafts. You must set up a payment instrument for each payment format 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:

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

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

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

**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 in the year.

For example, December 31, 2005, is written to the table as 05365.

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

<b>Payment formats</b>	<p>Specify the following write programs to generate payment formats for the United Kingdom:</p> <ul style="list-style-type: none"><li>• P04572B for EFT in the BACS format (tape or diskette)</li><li>• P04572U1 for checks in the APACS format</li></ul>
<b>Registers</b>	<p>Specify the following register programs to generate payment registers for the United Kingdom:</p> <ul style="list-style-type: none"><li>• P04576T for the BACS EFT format</li><li>• P04576 for APACS checks</li></ul>
<b>Attachments</b>	<p>Specify program P04573U as the attachment program to generate the attachments for the BACS EFT format and APACS checks.</p>
<b>Debit statements</b>	<p>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.</p>

### 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 \_\_\_\_\_

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.

Remark

---

## Working with the APACS Check Format

APACS is the governing body for check printing standards in the United Kingdom. Businesses in the United Kingdom are required to issue checks according to the most current APACS standards.

You can use J.D. Edwards localized software to print checks that are formatted to APACS standards. As required by APACS, when you use the localized Print 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 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 in words.

```
*
*VOID *VOID *VOID *VOID *VOID *VOID *VOID          *****
                                *****
                                12/12/00
                                4400
                                987
                                1 of 1
060698 3545      PV      2471          117.50
                                117.50
                                12/12/00
*****      *****      *****      *****      ONE      ONE      SEVEN
John Smith Ltd*****117-50**
```

### Example 2: APACS Check Format

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

```
*
*VOID *VOID *VOID *VOID *VOID *VOID *VOID          *****
                                *****
                                12/12/00
                                4400
                                991
                                1 of 1
060698 4545      PV      2472          117.50
                                117.50
John Smith Ltd*****
*****      *****      *****      *****      ONE      ONE      SEVEN
                                12/12/00
```

```
John Smith Ltd*****
1 River Walk
Garden Terrace
Priory Street
London WC1 5JJ
*
```

### Example 3: APACS Check Format

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

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

### Example 4: APACS Check Format

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

```
*VOID *VOID *VOID *VOID *VOID *VOID *VOID *****
*****
John Smith Ltd 12/12/00
1 River Walk
Garden Terrace 4400
Priory Street
London WC1 5JJ 996
060698 7545 PV 2474 1 of 1
117.50
117.50
12/12/00
**ONE HUNDRED AND SEVENTEEN POUNDS 50P*****
*****
John Smith Ltd***** *****117-50**
*
```

### See Also

- *Assigning Formats to 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 determine 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.

Setting up payment instruments consists of:

- Assigning programs to a payment instrument
- Revising processing options for payment instrument formats
- Assigning a payment instrument to a supplier

### Before You Begin

- ☐ Determine what payment instruments you use.
- ☐ Set up additional codes in user defined codes (00/PY) for payment instruments, if necessary.

### See Also

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

### To assign programs to a payment instrument

---

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

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.

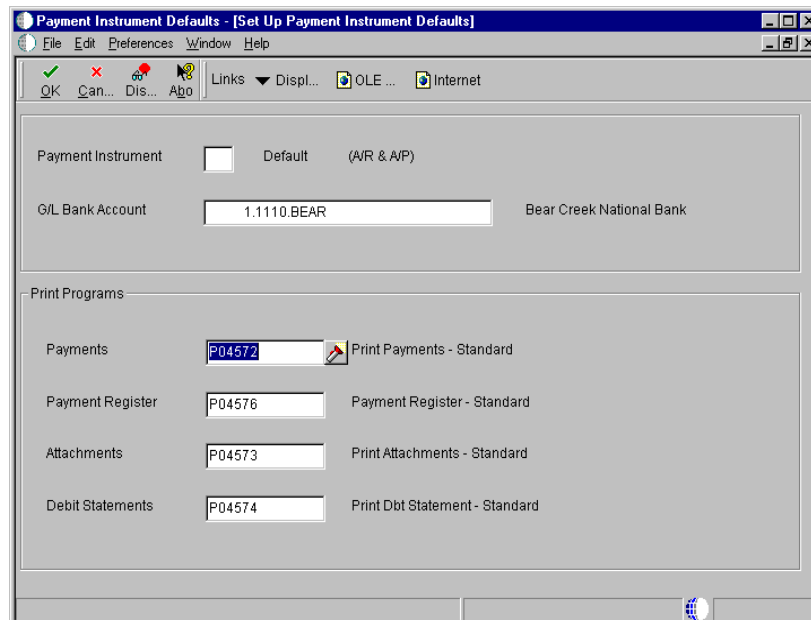
You are not limited to using the preassigned programs for each payment instrument. For example, if the default of blank for your company is to print a check that is in a Canadian format, you can change the payment print program from the Auto Payments Write/Reset program (P04572) to the Print Payments - Canada program (P04572C).

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, the open amounts of all records are cleared, and the pay status is changed 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.

Pay Inst	G/L Bank Account	Payment Print Program	Register Print Program	
	1.1110.BEAR	P04572	P04576	P04573
		P04572	P04576	P04573
		P04572DB	P04576	P04573
		P04572CB1	P04576	P04573
		P04572RB	P04576	P04573
		P04572DB1	P04576	P04573
		P04572B	P04576	P04573
		P04572C	P04576	P04573
		P04572N	P04576	P04573
		P04572I2	P04576I	P04573
		P04572G3	P04576	P04573
		P04572T2	P04576	P04573
		P04572I1	P04576I	P04573
		P04572F2	P04576	P04573

1. On Work With Payment Instrument Defaults, choose the payment instrument and click Select.



2. On Set Up Payment Instrument Defaults, enter a program number in the following fields:

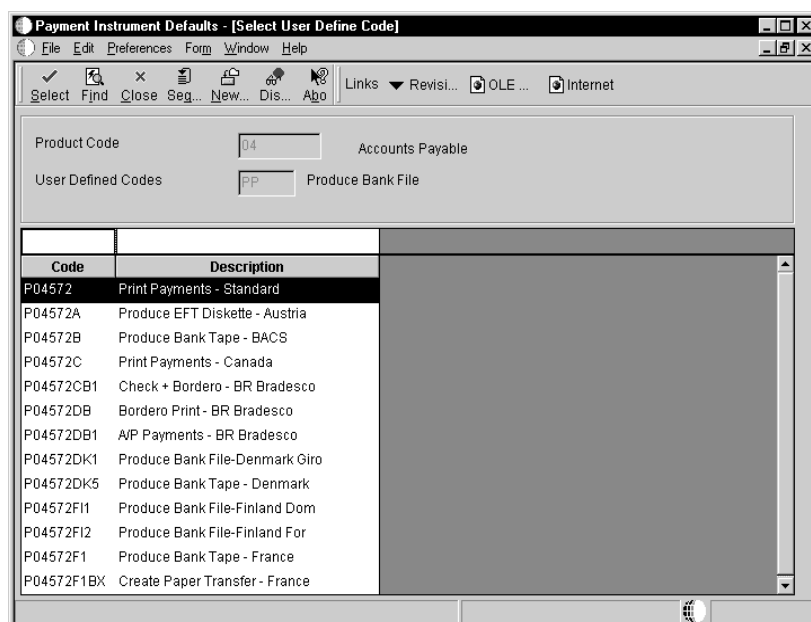
- Payments
- Payment Register
- Attachments
- Debit Statements

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

To prevent a debit balance from generating a debit statement, complete 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).

3. To select from a list of available program numbers, click the corresponding field and then click the flashlight icon to access Select User Defined Code.



4. On Select User Define Code, take 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, 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.

5. Click OK.

Field	Explanation
Payments	A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.
Payment Register	A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.
Attachments	A user defined program used to print attachments in A/P Payment processing. Only programs set up in user defined codes for 04/PA may be entered.
Debit Statements	A user defined program used to print debit statements in A/P payment processing. Only programs set up in user defined codes for 04/PD can be entered.

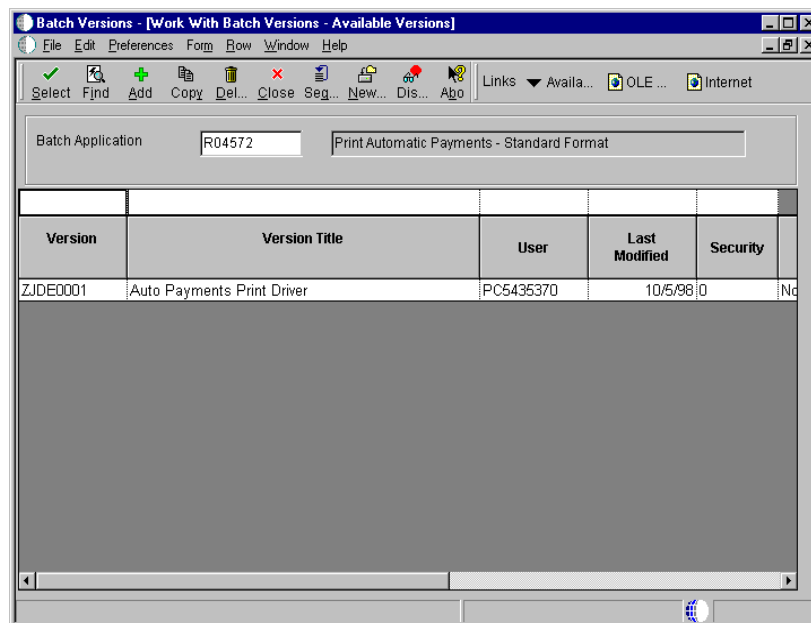
► **To revise processing options for payment instrument formats**

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

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.

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

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

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.

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 complete the following optional field:
  - Pre-Note Code

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*.

Field	Explanation
Payment Instrument	<p>The user defined code that determines the type of payment made to the supplier.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The system uses this information as the default value when you enter vouchers. The default is blank.</p>
Pre-Note Code	<p>A code in WorldSoftware or an option in OneWorld software that indicates whether a supplier is in a setup or complete pre-note status for electronic funds transfer.</p> <p>Valid codes for WorldSoftware are:</p> <ul style="list-style-type: none"> <li>P Pre-note status. Set up electronic funds transfer information for this supplier with the bank. At this stage, the system writes a check to the supplier and makes a pre-note entry to the bank tape. No funds will be transferred until the pre-note cycle is complete.</li> <li>N Pre-note cycle complete. The bank has received and verified the supplier's account information. The system will process future payments to this supplier through electronic funds transfer.</li> </ul> <p>If you leave this field blank, the system uses N.</p> <p>Note: The system sets the pre-note status to P for a supplier when you first add bank account information to a supplier's address record and any time you change bank account information.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none"> <li>On Pre-note setup status.</li> <li>Off Pre-note cycle complete status.</li> </ul>





## Creating Payment Groups

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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, currency, and payment instrument in separate groups. Then the vouchers can be paid with the proper check stock and in the proper currency. 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.

You can create payment groups in a domestic, foreign, or alternate currency. Creating alternate currency payment groups is similar to creating domestic and foreign payment groups. The Payment Currency and Alternate Currency Code processing options allow you to select a currency different from your current domestic currency to pay your supplier. These processing options allow you to process a voucher in one currency and make the matching payment in another. Thus you do not have to re-enter vouchers in the alternate currency, which saves you time and operating costs.

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
  - Currency code
  - Business unit (optional)
  - Company (optional)

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

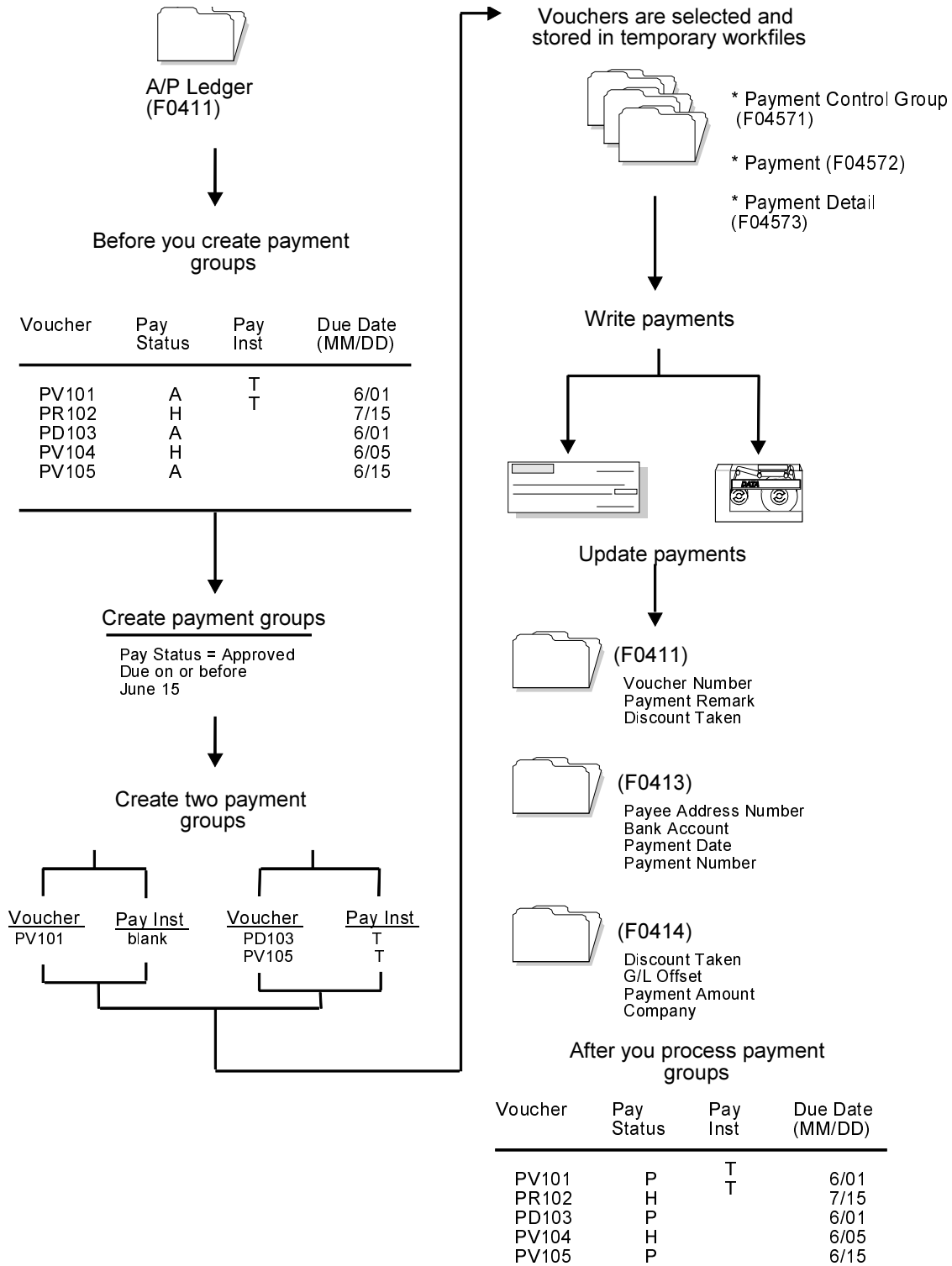
- Version ID
  - User
  - Creation date
  - Output queue
3. Assigns each payment group a “next status” of WRT (write).
  4. Changes the pay status of selected vouchers from A to # (payment in-process).
  5. Creates the following worktables to use in writing payments:
    - A/P Payment Control Group table (F04571). Contains a single header record for each payment group with information about that group of payments.
    - A/P Payment Header table (F04572). Contains a record for each payment within a group. These records are the actual payments that will be written and updated through the Work with Payment Groups program. This information is the basis for the A/P Matching Document table (F0413).
    - A/P Payment Detail table (F04573). Contains a record for each voucher pay item within a payment. This is the information that will be printed on the payment stub and used to update the A/P ledger. This information is the basis for the Matching Document Detail table (F0414).

6. Prints a Payment Group Edit 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 graphic shows the process for creating 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.
- ☐ Make sure you set up AAIs for alternate currency processing if you create payment groups in an alternate currency. See *Understanding AAIs for A/P* for more information.

## Processing Options for Create Payment Groups (R04570)

### Dates Tab

These processing options customize payment and discount dates of payment groups.

#### 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.

### 1. Payment Amount Range

#### Maximum

Use this processing option to enter a numeric value indicating a payment amount range for a group of vouchers. For example, you can select vouchers between 500 and 1000.

Note: Do not enter symbols indicating a specific currency. Rather, specify the currency in the Currency Code processing option.

- **Maximum** - Enter the maximum amount allowed for vouchers in the selection range.

#### Minimum

Use this processing option to enter a non-zero numeric value indicating a payment amount range for a group of vouchers. For example, you can select vouchers between 500 and 1000.

Note: Do not enter symbols indicating a specific currency. Rather, specify the currency in the Currency Code processing option.

- **Minimum** - Enter the minimum amount allowed for vouchers in the selection range.

To prevent the system from generating a debit statement (negative or zero payment totals) enter the lowest currency unit. For example, currency 1 for BEF or .01 for USD.

## 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 FRF for a FRF 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.

- **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.

- **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:

- If the bank account is a monetary account, it must have the same currency as either the domestic or foreign currency of the voucher.
- 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 French francs (FRF) for company 00001, you can either pay the vouchers from the monetary bank account in FRF, 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 FRF 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 FRF for company 00001, whose base currency is USD, the vouchers are paid in FRF. 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 FRF 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 FRF for company 00001, whose base currency is USD, but you want to pay the voucher in the euro (EUR), the voucher is paid in the alternate currency. 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 than the exchange rate of the payment.

When you make payments in 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:

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

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

- Payee 1001: Supplier 1001, Voucher 1, and Supplier 1003, Voucher 5.
- 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 customize the information that appears on the pay 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 appears on the report.

### 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 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 set up 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.

## Understanding the Payment Currency Processing Option

Use the Payment Currency processing option to select the currency method that you want to use for payment. The method you can select from are:

- Bank Account's Monetary Unit
- Voucher Domestic Currency
- Voucher Foreign Currency
- Current Domestic Amount
- Alternate Currency Amount

### Bank Account's Monetary Unit

When you use the Bank Account's Monetary Unit method, the currency in which you pay vouchers depends on whether the bank account assigned to the voucher is a monetary or nonmonetary account.

### Paying Vouchers Assigned with a Monetary Bank Account

When you pay vouchers that you entered with a monetary bank account, you pay in the currency of the bank account.

For example:

- You enter a voucher in FRF for a company that has a base currency of USD.
- The bank account that you assign to the voucher is a monetary account in FRF.

Choosing this method results in paying the foreign amount of the voucher in the foreign currency (FRF).



A gain or loss might be calculated for this payment. The system calculates the gain or loss based on one of the following:

- The G/L date entered on the payment.

You enter the G/L date when you write payments. The system uses this date to locate the exchange rate in the Currency Exchange Rates table (F0015).

- The Exchange Rate Effective Date specified in the processing option for the Work with Payment Groups program (P04571).

If you leave this processing option blank, the system uses the G/L date.

### **Paying Vouchers Assigned with a Nonmonetary Bank Account**

When you pay vouchers that you entered with a nonmonetary bank account (the currency code on the bank account is blank), you pay in the domestic currency of the voucher.

For example:

- You enter a voucher in FRF for a company that has a base currency of USD.
- The bank account that you assign is not a monetary account.

Choosing this method results in paying the domestic amount of the voucher in the domestic currency (USD), so no gain or loss occurs.

### **Voucher Domestic Currency**

When you use the Voucher Domestic Currency method, you pay in the domestic currency of the voucher.

For example:

- You enter one voucher in FRF for a company that has a base currency of USD.
- You enter another voucher in USD for a company that has a base currency of USD.

Choosing this method results in paying the domestic amount of both vouchers in the domestic currency (USD), so no gain or loss occurs.

### Voucher Foreign Currency

When you use the Voucher Foreign Currency method, you pay in the foreign currency of the voucher.

For example:

- You enter one voucher in FRF for a company that has a base currency of USD.
- You enter another voucher in FRF for a company that has a base currency of GBP.

Choosing this method results in paying the foreign amount of both vouchers in the foreign currency (FRF).

A gain or loss might be calculated for this payment. The system calculates the gain or loss based on one of the following:

- The G/L date entered on the payment.  
You enter the G/L date when you write payments. The system uses this date to locate the exchange rate in the Currency Exchange Rates table (F0015).
- The Exchange Rate Effective Date specified in the processing option for the Work with Payment Groups program (P04571).

If you leave this processing option blank, the system uses the G/L date.

### Current Domestic Amount

When you use the Current Domestic Amount method, you pay the current domestic amount of the voucher in the domestic currency.

For example:

- You enter a voucher in USD for a company that has a base currency of FRF.

You pay the domestic amount of the voucher in the domestic currency (FRF). Unlike the Voucher Domestic Currency method, which does not calculate a gain or loss, the system might calculate a gain or loss if the exchange rate at the time that you enter the voucher is different from the exchange rate at the time that you pay the voucher.

The system uses the current (today's) exchange rate that is set up in the Currency Exchange Rates table (F0015). The system does not use the G/L date or the

Exchange Rate Effective Date processing option. If today's exchange rate is not set up, the system uses the previous exchange rate.

For example:

### Exchange Rate

6/01 = 1.5

6/15 = 2.0

6/30 = 2.5

If you pay the voucher on 6/10 (today's date), the system uses the exchange rate for 6/01 (1.5), because no exchange rate is set up for 6/10. If you pay the voucher on 6/29, the system uses the exchange rate for 6/15 (2.0).

## Alternate Currency Amount

When you use the Alternate Currency Amount method, you do not pay in the domestic or a foreign currency of the voucher; rather, you pay in an alternate currency.

For example:

- You enter a voucher in FRF for a company that has a base currency of USD.
- You specify EUR in the Alternate Currency processing option.

You pay the voucher in EUR, the alternate currency, which is neither the foreign currency (FRF) nor the domestic currency (USD).

**Note:** When you pay a voucher in an alternate currency, you pay the transaction amount of the voucher. The transaction amount is the domestic amount if the voucher is domestic only, or the foreign amount if the voucher is foreign.

A gain or loss might be calculated for this payment. The system calculates the gain or loss based on one of the following:

- The G/L date entered on the payment.  
You enter the G/L date when you write payments. The system uses this date to locate the exchange rate in the Currency Exchange Rates table (F0015).
- The Exchange Rate Effective Date specified in the processing option for the Work with Payment Groups program (P04571).

If you leave this processing option blank, the system uses the G/L date.

**Note:** Gains and losses are not calculated between two Economic Monetary Union (EMU) currencies (such as DEM and FRF).

### 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 Print Multiple Checks option on the Supplier Master form does not override the payee sequencing.

## Working with Payment Groups

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After you create payment groups, you can work with them to review and change payments. You generally review payments twice:

- After you create payment groups but before you write payments. This allows you to identify payments and vouchers that you want to change or remove from the payment cycle. You can:
  - Change information at the payment and voucher levels
  - Remove payment groups, payments, and vouchers from the payment cycle
  - Change control information for payment groups
- After you write payments but before you update the A/P ledger. This allows you to identify payments that you want to void or remove from the payment cycle. You can:
  - Void the payments that were written and rewrite them
  - Remove payment groups, payments, and vouchers from the payment cycle

Working with payment groups consists of:

- ☐ Printing the Payment Analysis report
- ☐ Reviewing payment groups
- ☐ Reviewing payments with a write status
- ☐ Reviewing payments with an update status
- ☐ Revising unprocessed payments

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 (G0411).

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**

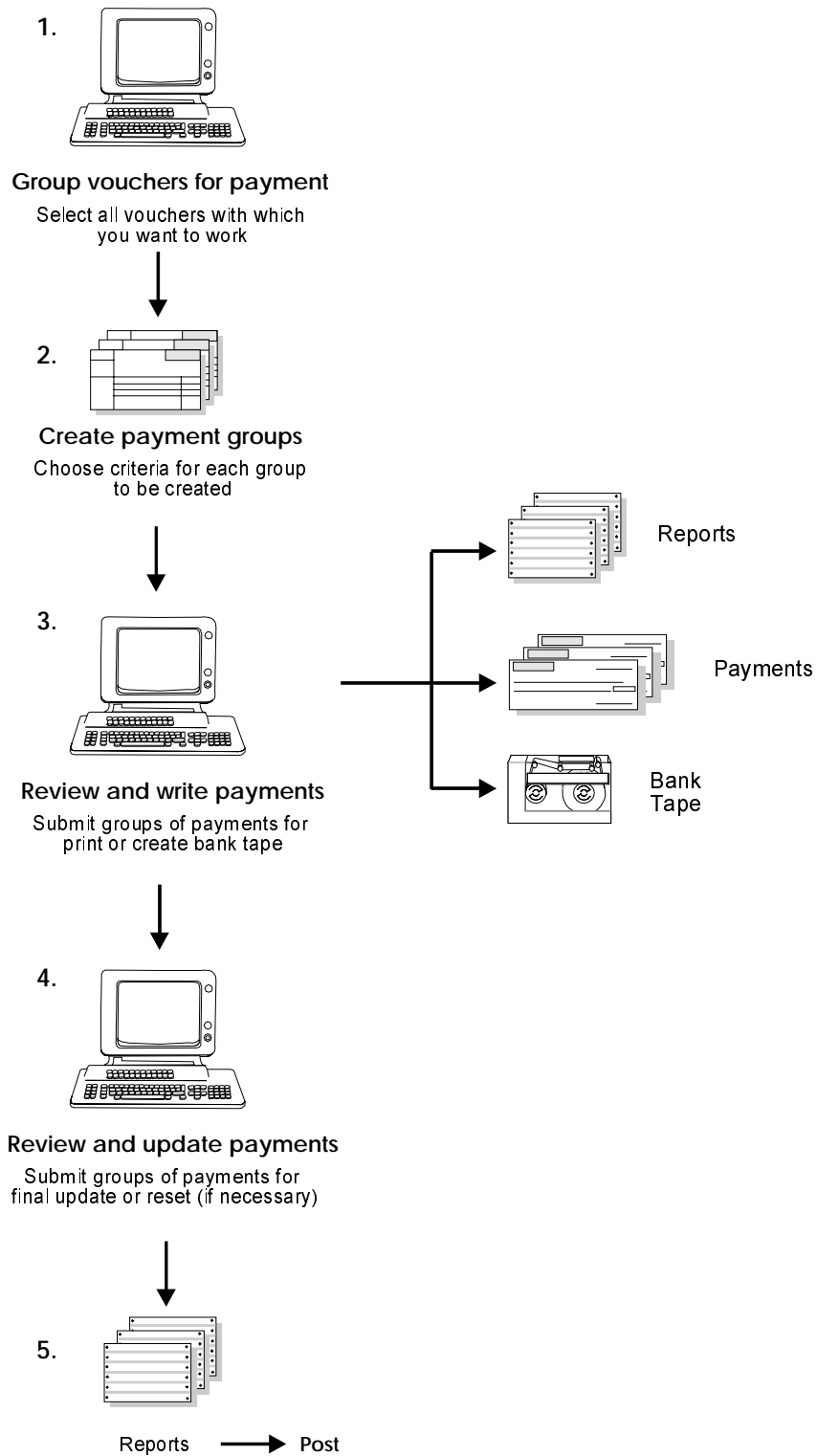
Undo means to remove a pay item from the payment group. You can undo pay items, regardless of whether they are at a status of write or update. In either case, the pay item returns to an open voucher with a status of approved.

**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.



## 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

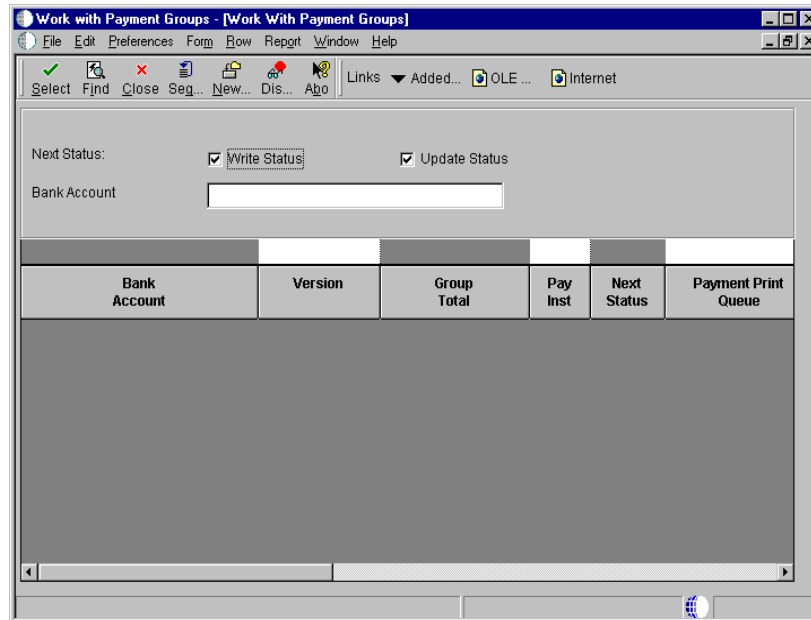
When you review payment groups, you can display groups based on a next status of either write or update, or both. For example, you might want to review all payment groups that are ready to be written (next status of WRT). Optionally, you can review payments assigned to a specific bank account, or payments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

This program displays information from the A/P Payment Control Group (F04571).

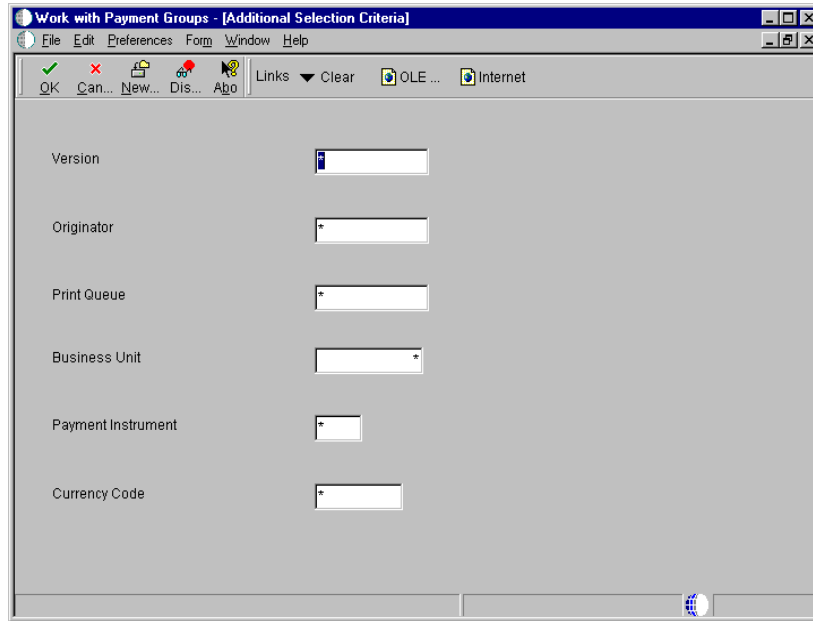


► **To review a payment group**

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 History
- Transaction Originator
- Payment Print Queue
- Business Unit
- Payment Instrument
- Currency Code - From

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 screenshot shows a software window titled "Work with Payment Groups - [Payment Group Detail]". It contains several input fields and sections. The top section includes "Bank Account" (1.1110.BEAR, Bear Creek National Bank), "Version" (TR0002), "Payment Instrument" (Default), "Originator" (DEMO), "Payment Print Queue", "Payment Group Control Number" (9), and "Currency" (USD). Below this are two sections: "Write Status" and "Update Status". The "Write Status" section has fields for "Payment Amount" (13,123.00), "Discount Taken" (77.00), and "Number of Payments" (2). The "Update Status" section has fields for "Payment Amount", "Discount Taken", and "Number of Payments".

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

Field	Explanation
Version History	A user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.
Payment Print Queue	This is the print output queue for A/P payments.
Payment Instrument	The user defined code that determines the type of payment made to the supplier.
Transaction Originator	The person who originally entered the transaction.

## 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 Control Group (F04571)
- A/P Payment Header (F04572)

► **To review payment and voucher information (write status)**

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

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.

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

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total
1001	Edwards, J.D. & Company	5,500.00			
4344	Universal Incorporated	7,623.00	77.00		

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

Document Number	Doc Type	Doc Co	Pay Item	Payment Amount	Discount Taken	Invoice Number
1571	PV	00001	001	2,673.00	27.00	C375
1572	PV	00001	001	4,950.00	50.00	C741

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

Document No/Ty/Co: 1571 PV 00001

Pay Item: 001

Supplier Number: 4344 Universal Incorporated

Remark: Advertising Expense

Invoice Number: C375

Invoice Date: 5/10/05 Due Date: 5/20/05

Company: 00001 Financial/Distribution Company

Payment Amount: 2,673.00 USD

Discount Taken: 27.00

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

### ► To review payment summary information (write status)

---

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

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

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 software window titled "Work with Payment Groups - [Payment Header Detail - Write Status]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "Can...", "Dis...", "Ago", "Links", "Displ...", "OLE...", and "Internet". The main area of the window contains a form with the following fields:

Payee Number	4344	Universal Incorporated
Payment Amount	7,623.00	Currency USD
Discount Taken	77.00	Stub Total 1
Bank Transit	107004381	
Value Date		
Company	00001	Financial/Distribution 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 an 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 Control Group (F04571)
- A/P Payment Header (F04572)

### ► To review payment information (update status)

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

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

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

Payment Number	Doc Type	Payee Number	Payee Name	Payment Amount	Discount Taken
5015 PK		4345	E&D World Wide Company	850.00	

### ► To review payment summary information (update status)

---

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

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

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.

The screenshot shows a software window titled "Work with Payment Groups - [Payment Header Detail - Update Status]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "Can...", "Dis...", "Ago", "Links", "Displ...", "OLE...", and "Internet". The main area of the window contains several input fields and labels:

- Payment Number/Type:** A text box containing "5015" and a dropdown menu showing "PK". To the right of these is the text "Automated Check".
- Payee:** A text box containing "4345" and a dropdown menu showing "E&D World Wide Company".
- Payment Amount:** A text box containing "850.00".
- Currency:** A dropdown menu showing "USD".
- Discount Taken:** An empty text box.

## Revising Unprocessed Payments

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

- 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)

---

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

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.

1. On Work With Payment Groups, choose a payment group, payment, or voucher.
2. From the Row menu, choose Undo.

### Related Tasks

#### **Excluding all debit memos**

To exclude all debit memos, set the processing option for Minimum Amount in Create Payment 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

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

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.

1. On Work With Payment Groups, choose a payment group and click Select.
2. On Work With Payment Groups - Write Status, or on Work With Payment Groups - 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.

The screenshot shows a software window titled "Work with Payment Groups - [Split Payment]". It features a standard menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Can..." (Cancel), "Dis..." (Dismiss), and "Ab..." (Abort). The main area of the window contains several input fields. The first section includes "Document No/Ty/Co" with three sub-fields containing "1580", "PV", and "00001"; "Pay Item" with "001"; "Invoice Number" with "17984"; and "Payment Amount" with "5,500.00". A second section, titled "Enter Amounts to be Paid", contains "Gross Amount" with "2,500.00" and "Discount Taken" with "50.00".

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

- Gross Amount
- Discount Taken

Field	Explanation
Gross Amount	<p>The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the gross amount less any discount in this field. It must be less than the original gross amount and greater than zero. This is the actual amount you will pay.</p>
Discount Taken	<p>In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice.</p> <p>In Accounts Payable, this is the amount of discount you take when you issue a payment.</p> <p>The discount taken does not have to be the same as the discount available.</p> <p>.....<i>Form-specific information</i>.....</p> <p>This amount must be less than the original gross amount and greater than zero.</p>

### ► To revise the value date of a payment

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

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

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 Value Date 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.

Field	Explanation
Value Date	<p>The date the payment amount was debited or credited to the bank account.</p> <p>It is not the date the bank reconciled the payment. Automatic payments automatically populate this field. If you are making manual payments and have directed a processing option to display the value date, you can manually enter the value date.</p>

### ► 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.

### On Work With Payment Groups

1. 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.

### ► To remove an unprocessed payment

---

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

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.

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.

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

---

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

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 you make affects the entire payment group.

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 Form menu, choose Controls.

The screenshot shows a software window titled "Work with Payment Groups - [Revise Payment Group Controls]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", "Apply", "Links", "Display", "OLE", and "Internet". The main area contains several fields and sections:

- Bank Account:** 1.1110.BEAR, Bear Creek National Bank
- Version:** TR0002, Summarized Payments
- Originator:** DEMO, Payment Instrument: ☐ Default (A/R & A/P)
- Payment Group Control Number:** 9, **Currency:** USD
- Sequence ID:** DEMO, Demo sequence
- Print Programs:**
  - Payment: P04572, Print Payments - Standard
  - Register: P04576, Payment Register - Standard
  - Attachment: P04573, Print Attachments - Standard
  - Debit Statement: P04574, Print Dbt Statement - Standar
- Print Queues:**
  - Payment:
  - Attachment:
  - Debit Statement:

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

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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. Working with payments consists of:

- ☐ Writing payments
- ☐ Resetting payment processing
- ☐ Removing processed payments
- ☐ Copying payments to tape

### Writing Payments

When you write payments, you can print the payments or copy them to a bank tape. You can take 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 A/P Ledger table (F0411), the A/P Matching Summary table (F0413), or the A/P Matching Detail table (F0414) until the update process. The payments remain in the temporary workfiles, A/P Payment Control Group table (F04571), A/P Payment Header table (F04572), and A/P Payment Detail table (F04573).

You can write payments in a domestic, foreign, or alternate currency. Writing alternate currency payments is similar to writing domestic and foreign payments. Most of the processing considerations for alternate currency payments are based on the AAI and processing option setup you do beforehand. You use the processing options to designate the currency in which to write your payments.

When you write alternate currency payments, the system calculates the payment amount as follows:

- Adds the total amount of vouchers in the voucher (supplier's invoice) currency.
- Uses the exchange rate between the voucher (supplier's invoice) currency and payment currency to calculate the payment amount.

For example, a Canadian company receives an invoice for 500 U.S. dollars (USD) and pays in Japanese yen (JPY), an alternate currency. To calculate the payment amount, the voucher (supplier's invoice) is multiplied by the exchange rate (1 USD = 107.863 JPY) as follows:

$$500 \text{ USD} \times 107.863 = 53,931.50 \text{ JPY}$$

When you write an alternate currency payment, gains and losses are recorded as follows:

- The fluctuation in the foreign to domestic exchange rate from payment date to voucher date is recorded as a standard gain/loss
- The difference between converting the alternate currency directly to the domestic currency and converting the alternate currency to the foreign currency to the domestic currency is recorded as an alternate gain/loss

Alternate currency payment amounts are stored in the A/P Matching Document table (F0413). The currency in this table will be different from the currency in the A/P Matching Document Detail table (F0414) because an alternate currency payment is involved. The historical exchange rate stored in the A/P Matching Document Detail table contains the exchange rate that is used to calculate from the foreign currency to the alternate currency.

## 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 an UPD (update) status.

3. From the Form menu, choose Controls.

The screenshot shows the 'Work with Payment Groups - [Revise Payment Group Controls]' window. The window has a menu bar with File, Edit, Preferences, Window, and Help. Below the menu bar is a toolbar with icons for OK, Cancel, Dismiss, and Abort, as well as buttons for Links, Display, OLE, and Internet. The main area contains several fields and sections:

- Bank Account:** 1.1110 BEAR (Bear Creek National Bank)
- Version:** TR0002
- Originator:** DEMO
- Payment Instrument:** Default (A/R & A/P)
- Payment Group Control Number:** 9
- Currency:** USD
- Sequence ID:** DEMO (Demo sequence)
- Print Programs:**
  - Payment: P04572
  - Register: P04576
  - Attachment: P04573
  - Debit Statement: P04574
- Print Queues:**
  - Payment: [Empty]
  - Attachment: [Empty]
  - Debit Statement: [Empty]

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

- On Work with Payments, choose Write from the Row menu.

Work with Payment Groups - [Write Payments]

File Edit Preferences Window Help

OK Cancel New... Dis... Abort

Links ▼ Displ... OLE ... Internet

Bank Account	Payment GL Date	Next Payment	Bank Account Description
1.1110.BEAR	5/16/00	5025	Bear Creek National Bank

Row:1

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. Since 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.

Field	Explanation
Payment	A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.
Register	A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.
Attachment	A user defined program used to print attachments in A/P Payment processing. Only programs set up in user defined codes for 04/PA may be entered.
Debit Statement	This is the A/P payments debit statements output queue.
Payment G/L Date	<p>A date that identifies the financial period that the transaction will be posted to. The Fiscal Date Patterns table for general accounting specifies the date range for each financial period. You can have up to 14 periods.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The default value is today's date.</p>
Next Payment	<p>The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The default value is from the Bank Transit Master (F0030) record for the bank account.</p>

### ► 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 *Working with Payment Groups*.

Work with Payment Groups - [Work With Payment Group - Write Status]

File Edit Preferences Form Row Window Help

Select Find Close Seg... New... Reg... Dis... Abo Links Value... OLE... Internet

Bank Account: 1.1110.BEAR Bear Creek National Bank

Version: TR0002 Total Amount: 13,123.00

Print Queue: Number of Payments: 2

Currency: USD

Amount From: Through:

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total
1001	Edwards, J.D. & Company	5,500.00			
4344	Universal Incorporated	7,623.00	77.00		

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

Field	Explanation
Amount From	<p>In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Specify the lower and upper limits to select an amount range.</p>

## 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 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 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 you accept the next payment number (the default), the system voids payments by writing zero records.

The system processes voided payments when you update the A/P ledger. You see these records when you post payments to the G/L.

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

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### To reset payment processing

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

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

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

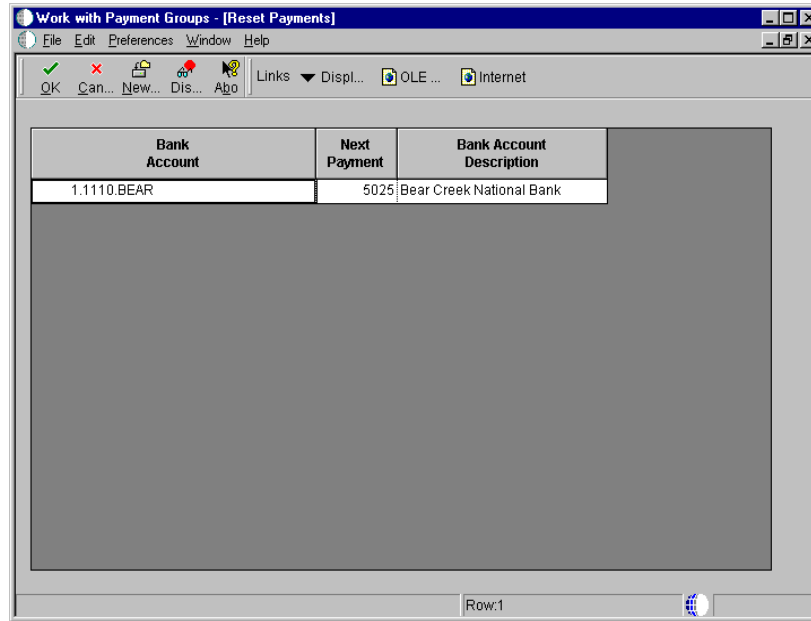
See *Reviewing Payment Groups* in the chapter *Working with Payment Groups*.

2. To reset the payments for an entire payment group, choose that group (next status must be UPD) on Work With Payment Groups.

Payment Number	Doc Type	Payee Number	Payee Name	Payment Amount	Discount Taken
5015	PK	4345	E&D World Wide Company	850.00	

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:
- Next Payment

### ► To reset payment processing for a bank tape

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

On Copy Bank Tape to Tape, choose the payment record you want to remove from the bank tape table and click Delete.

## 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 File 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

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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. Take 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 Reset Payments, complete the following optional field:
  - 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.

5. On Copy Bank Tape File to Tape, choose the payment record and click Delete.

## 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 - One World 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.

File ID	Bank Account	User ID	Date Updated	Date Copied	File Name	Device Name	Tape Density
F04572T	1.1110.BEAR	DEMO	5/9/97		QTAPE	TAP01	1600

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 Query By Example line.
2. Choose the table you want to work with and click Select.

Copy Bank Tape File to Tape : [Update Tape Information]

File ID: F04572T Member ID: 0W00000000

File Name: QTAPE Device Name: TAP01

Record Length: 94 Tape Density: 1600

New Volume: 000001 New Owner ID:

Block Size: 940 Label Name:

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

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

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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.



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## Additional Reporting

J.D. Edwards country-specific processes for reporting requirements in the United Kingdom include the following:

- ☐ Working with European Union reporting
- ☐ Working with the Text File Processor





## Working with European Union Reporting

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For background information about European Union (EU) reporting, review the following topic:

- ☐ Overview of European Union reporting

Working with EU reporting for the United Kingdom consists of the following tasks:

- ☐ Understanding Intrastat requirements
- ☐ Understanding Intrastat reporting and the euro
- ☐ Updating Intrastat information
- ☐ Revising Intrastat information
- ☐ Purging records from the Intrastat table
- ☐ Using the SEMDEC interface for Intrastat reporting

## Overview of 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 the necessary information to meet EU Intrastat reporting requirements.

### Before You Begin

In order to collect information in the J.D. Edwards system for European Union reporting, perform the following tasks:

- ☐ Set up tax information for the Accounts Receivable system. See *Accounts Receivable: Setting Up Tax Rates and Areas for A/R*.
- ☐ Set up tax information for the Accounts Payable system. See *Accounts Payable: Setting Up Tax Rates and Areas for A/P*.
- ☐ 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*.

## Understanding Intrastat Requirements

Customs formalities and controls at the internal borders between member states of the EU disappeared in 1993 with the creation of the European Single Market. With the elimination of custom formalities, the traditional systems for collecting statistics on trade between EU member states also disappeared.

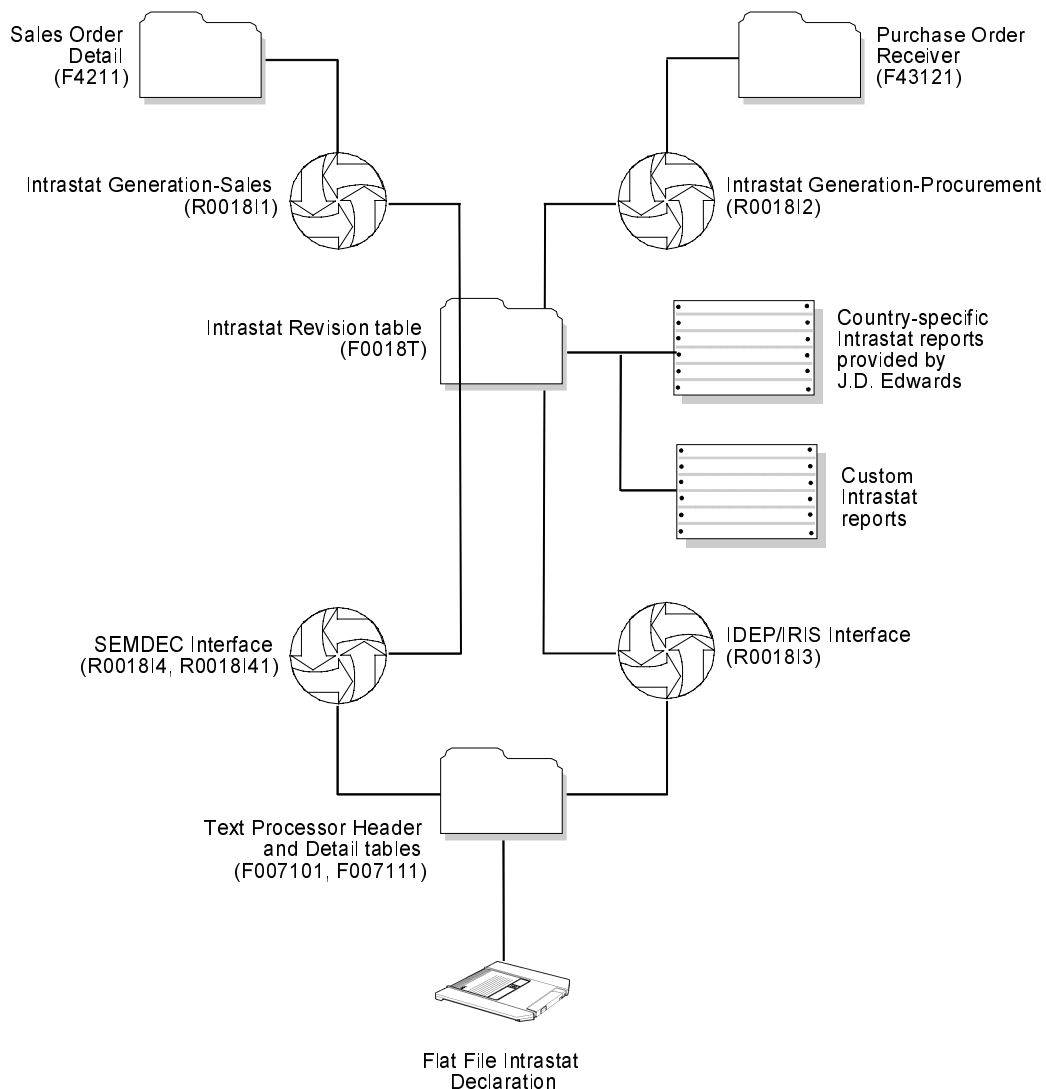
Detailed statistical information regarding merchandise trade between members of the EU is important for market research and sector analysis. To maintain the statistics on trade between EU members, the statistical office of the EU and the statistical departments of member countries developed the Intrastat 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 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 placement of orders between member countries.

The following graphic illustrates the J.D. Edwards Intrastat reporting process:



## Understanding 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 Before You Create 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, it is important that you 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 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 the Intrastat Generation - Sales and Intrastat Generation - Purchase.

## 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, one version would be for the German mark and the other would be for the euro.

### See Also

- *Updating Intrastat Information* for information about euro considerations when updating the Intrastat Revision table (F0018T)

## Updating Intrastat Information

From the Intrastat Periodic Processing menu (G74STAT2), choose one of the following:

- Intrastat Workfile Generation - Sales
- 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. To do this, the update process writes all of the required information from the tables in the Sales Order and Procurement systems to the Intrastat Revision table (F0018T).

Use the following programs to update the Intrastat Revision table:

**Intrastat Generation - Sales**

Updates the Intrastat Revision table with sales information based on the following tables:

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

**Intrastat Generation - Purchase**

Updates the Intrastat Revision table with purchase information based on the following tables:

- Purchase Order Header (F4301)
- Purchase Order Detail (F4311)
- Purchase Order Receiver (F43121)

In addition, the update programs collect information from the following tables:

- Intrastat Supplier/Item Cross Reference (F744101)
- Inventory Constants (F41001)
- Business Unit Master (F0006)
- Company Constants (F0010)
- Currency Codes (F0013)
- Currency Restatement Rates (F1113)
- Item Master (F4101)
- Item/Branch (F4102)
- Address Book (F0101 and F0116)
- Order Address (F4006)
- Unit of Measure Conversion (F41002 and F41003)
- User Defined Codes (F0005)

When you run the update programs, you use processing options logic 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 on 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.

**Note:** The system creates records in the Intrastat Revision table only if the country of the supplier address is different from the country of the ship-to address and both countries are member states of the EU. You must include codes for both countries as valid values on user defined codes table for European Community Members (74/EC).

To ensure that the Intrastat Revision table contains the most current information, you should update the information in the Intrastat Revision table periodically. The update program for sales accesses the detail for your sales transactions in the Sales Order Detail table (F4211). If you automatically purge the sales details to the Sales Detail History table (F42119) when you run the Sales Update program (R42800), run the Intrastat update program for sales after you confirm shipments and before you update sales information. You should update the Intrastat Revision table after all sales order and purchase order transactions are entered and finalized, at least once per reporting period.

**Note:** If you change sales order or purchase order information after you generate the Intrastat Revision table, your changes will not be reflected in the Intrastat Revision table unless you regenerate the table or manually edit the table using the Intrastat Workfile Revision program (P0018T). See *Revising Intrastat Information* for information on manually editing the Intrastat Revision table.

### 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 *Address Book: Entering Basic Address Book Information*.

- ❑ 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*.

### Multicurrency Environments

In multicurrency environments, the system creates records in the Intrastat Revision table based on the base currency of the company specified in the Branch/Plant Constants 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 Restatement tab to indicate the exchange rate type and the date for this 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 Currency Restatement Rates table (F1113).

### 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 Intrastat Revision table (F0018T). Specify the euro in the “as if” currency processing option to convert transaction amounts to the euro and write them to the Intrastat Revision 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 program 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 Intrastat Revision table (F0018T) 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 German Intrastat report (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 that it takes to run the Intrastat Generation programs will vary. 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 Intrastat Revision table.
- Update the Intrastat Revision table as part of your nightly operations.

### Processing Options for Intrastat 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 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 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 Item Origin Cross-Reference Table for Country of Origin and 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

---



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### 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

---



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## 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 populate 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 program to update sales order or purchase order information that has changed since you generated the Intrastat Revision table.

## Before You Begin

- ☐ Run the Intrastat Generation - Sales (R0018I1) and Intrastat 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.

Order Company	Order Number	Order Type	Order Suffix	Line Number	Purchase Receiver
00200	52	OP	000	1.000	1
00200	769	SO	000	1.000	
00200	880	SO	000	1.000	
00200	9994	SO	000	1.000	
00200	9995	SO	000	1.000	
09741	1	SO	000	1.000	
09999	2	OP	000	1.000	1
09999	3	OP	000	1.000	1
09999	3	SO	000	1.000	

1. On Work with Intrastat Tax File - 1993 EEC, locate a record and click Select.

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 and revise the information in any of the following fields:
- 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

Field	Explanation
Company	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.</p>

Field	Explanation
Branch/Plant	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Ship To/From	<p>A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.</p>
Document Company	<p>A number that, with the document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry.</p> <p>If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company.</p> <p>If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.</p>



Field	Explanation
Document Number	<p>A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.</p> <p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Some examples are:</p> <ul style="list-style-type: none"> <li>Automated/Manual Payment Original document - Voucher Matching document - Payment</li> <li>A/R Original Invoice Original document - Invoice</li> <li>Receipt Application Original document - Invoice Matching document - Receipt</li> <li>Credit Memo/Adjustment Original document - Invoice Matching document - Credit Memo</li> <li>Unapplied Receipt Original document - Receipt</li> </ul>
Document Type	<p>A user defined code (00/DT) that identifies the origin and purpose of the transaction.</p> <p>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.</p> <p>The reserved document type prefixes for codes are:</p> <ul style="list-style-type: none"> <li>P Accounts payable documents</li> <li>R Accounts receivable documents</li> <li>T Time and Pay documents</li> <li>I Inventory documents</li> <li>O Ordering document types</li> </ul> <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p>
Line Type	<p>A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include the following:</p> <ul style="list-style-type: none"> <li>S Stock item</li> <li>J Job cost</li> <li>N Nonstock item</li> <li>F Freight</li> <li>T Text information</li> <li>M Miscellaneous charges and credits</li> <li>W Work order</li> </ul>

Field	Explanation
G/L Date	<p>A date that identifies the financial period to which the transaction is to be posted. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.</p> <p>The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on.</p>
Invoice Date	The date the invoice was printed. The system updates this date when you run the invoice print program in the Sales Order Processing System.
Actual Ship	The date that the shipment to the customer is confirmed as shipped. This date will be updated to the Sales Order Detail file at shipment confirmation.
Receipt Date	The date you received this purchase order line.
Net Mass in KG	The Net Mass in KG (kilograms) is supplied by the sales or purchase order total unit of measure. The Extra Tax File Update programs will extract this information from the Sales Detail (F4211) or Purchasing Receiver (F43121) files.
Base Currency	A code that indicates the currency of a customer's or a supplier's transactions.
Taxable Amount	The amount on which taxes are assessed.
Statistical Value Amount	The Statistical Value is commonly required for VAT reporting in France. Although it may be used in other countries, France defines the Statistical Value to be the nominal costs covering the transport and insurance costs of a shipment to the exit point of the country. Traditionally it is a fixed cost per order and/or a percentage of the order amount. For EU tax reporting purposes, the user supplies this data. It can be updated using the Direct Extra Tax File Adjustment program.

Field	Explanation
Transaction Currency	<p>The foreign currency code entered for conversion. The system uses this code to look up the current exchange rate. The company constants table specifies the domestic currency for the company. Further, you can specify a contract rate for dealings with a particular customer or supplier. The key fields the system uses for locating the proper exchange rate follow:</p> <ul style="list-style-type: none"> <li>• To Currency (from company constants)</li> <li>• From Currency (from data entry form)</li> <li>• Customer/Supplier Address (if there is a currency contract)</li> <li>• Effective Date (Invoice Date from data entry)</li> </ul> <p>Currency codes are normally three digits. The third digit can be used for variations within a particular currency, such as Dutch commercial rate versus Dutch free rate.</p>
Foreign Taxable Amount	That portion of the sale that is subject to tax in foreign currency.
Foreign Statistical Value	The Statistical Value is commonly required for VAT reporting in France. Although it may be used in other countries, France defines the Statistical Value to be the nominal costs covering the transport and insurance of a shipment to the exit point of the country. Traditionally it is a fixed cost per order and/or a percentage of the order amount. For EU tax reporting purposes, the user supplies this data. It can be updated using the Direct Extra Tax File Adjustment program (P0018T).
Supplementary Units	The Supplementary Unit of Measure is the total number of items on a purchase or sales order. It is only updated in the Extra Tax File (F0018T) if the primary weight is zero.
Country of Origin	A code (system 00/type CN) that identifies the country in which the item originates. This is useful for organizations who must periodically separate their inventory by source.
Original Country of Origin	A code (00/CN) that indicates the original country of origin of the goods. For example, as a German company, you place a purchase order with a French supplier for goods that are manufactured in France, but are warehoused in and delivered from Belgium. The country of origin is Belgium, but the original country of origin is France.
Region of Origin or Destination	For EU VAT reporting, certain countries require the region of origin or destination information. The region of origin will be taken from the region code (state code) in the Address Book of either the ship-to address in the case of a dispatch or the suppliers in the case of arrivals.

Field	Explanation
Mode of Transport	A user defined code (system 00, type TM) describing the nature of the carrier being used to transport goods to the customer, for example, by rail, by road, and so on.
Conditions of Transport	<p>The conditions of transport (or terms of delivery) are taken from the Sales or Purchase Order header file. The Terms of Delivery (field FRTH) in the header file is only one character. To obtain the required three-character explanation for EU VAT reporting, the second explanation of category code 42/FR is used. To provide descriptions when pressing F1 on the field for the Direct Extra Tax File Adjustment program, also set up a user defined code 00/TC to correspond to the three-character explanation.</p> <p>Sample Codes include the following:</p> <ul style="list-style-type: none"> <li>EXW        Ex works</li> <li>FOB Free on board</li> <li>CIF    Carriage, insurance, freight</li> <li>DUP Delivered duty paid</li> <li>DDU        Delivered duty unpaid</li> <li>xxx    Others</li> </ul>
Nature of Transaction	The nature of the transaction defines whether the movement of goods is for sale, lease, and so on. For European Union VAT reporting, you can input the Nature of Transaction codes using one of the User Defined codes on the Sales or Purchase Order details. User Defined Codes P1 through P5 are used for Purchase Orders. Codes S1 to S5 are used for Sales Orders. To provide F1 inquiry explanations to the code you choose, use UDC table 00/NT. The Update Extra Tax File programs can update the information in the Extra Tax File by specifying the User Defined Codes you have chosen to use (P1 to P5 or S1 to S5) in the appropriate processing option. The data can also be input by the user through the Direct Extra Tax File Adjustment program.
Port of Entry or Exit	For VAT reporting, certain countries require information on the port of exit or entry. This information is not available on the system at the present time. You should supply the port of entry or exit by using the Direct Extra Tax File Adjustment program.
Nature of VAT Regime	This 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. The system does not automatically supply this data. You should input the data using the Direct Extra Tax File Adjustment program.
Nature Code	An indicator for European Union VAT reporting. The system cannot automatically supply this data. If required for VAT reporting, you should input the data using the Direct Extra Tax File Adjustment program.

Field	Explanation
Process Indicator	<p>An indicator for European Union VAT reporting. Valid values are:</p> <p>Blank      Record not processed</p> <p>1      Processed record</p> <p>2      No processing required</p> <p>The Intrastat report selects only unprocessed records (Process Indicator = Blank).</p> <p>You indicate a value of 2 to exclude a specific record from the Intrastat report. For instance, if a supplier in the European Union ships a specific order from a country outside of the EU the order needs to be excluded from Intrastat reporting.</p> <p>The system does not automatically supply this data. For VAT reporting, you should input data using the Direct Extra Tax File Adjustment program (P0018T).</p>
Commodity Code	The Commodity Code number for the item.

## Purging Records from the Intrastat Table

From the Intrastat Periodic Processing menu (G74STAT2), choose Intrastat Workfile Purge.

The Intrastat Revision table (F0018T) is a temporary work file that stores information that is used to generate monthly or quarterly Intrastat declarations. After the declarations have been accepted, the data in this file continues to accumulate. You do not need to store this data.

You can purge records from the Intrastat Revision table (F0018T). You can use data selection to purge all the records in the file or purge only selected records. You can specify selection criteria based on the invoice, general ledger, procurement, or shipment date. For example, you might purge records with shipping dates between 3/1/1999 and 5/1/1999.

You can run Intrastat Workfile Purge (R0018TP) in proof mode to see which records will be deleted. The records are not deleted until you run the report in final mode.

## Processing Options for Intrastat Table (F0018T) - Purge (R0018TP)

### Defaults Tab

#### 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 work 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 will be used together with the date specified for comparison. The system will purge 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 will be used together with the date specified for comparison. The system will purge 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)

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 date

## 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 stand-alone 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 will reject 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 in order 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 will appear 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, though you may submit them more frequently. HM Customs and Excise will combine 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 may 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 *General Accounting: Setting Up Next Numbers*.

## Processing Options for SEMDEC Interface - VAT EC Sales List (R001814)

### 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 uppercase letters. HM Customs and Excise will reject any submission that contains lowercase 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.

### Process Tab

#### 1. Mode

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

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.

## Currency Tab

### 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).

## 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.

## Reporting Period

### 1. Year

Use this processing option to enter the reporting year of the submission.

## 2. Period

Use this processing option to enter the reporting period.

### 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

## Working with the Text File Processor

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For an introduction to the Text File Processor, review the following topic:

- ☐ Overview of the Text File Processor

Working with the Text File Processor includes the following tasks:

- ☐ Copying text in the Text File Processor
- ☐ Processing options for Text File Processor (P007101)
- ☐ Resetting a text batch in the Text File Processor
- ☐ Purging a text batch in the Text File Processor
- ☐ Processing options for Purge Processed Transactions (R007102)

### Overview of 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 required by external entities such as banks or government agencies.

In order 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 File Processor header and detail tables (F007101 and F007111). For example, the following programs populate the Text File Processor tables:

- IDEP CN8/IRIS Interface (R0018I3)
- UK SEMDEC Interface (R0018I4)
- Spanish Remittance Format Norma 19 (R74S6729)
- Spanish Remittance Format Norma 32 (R74S6722)
- Spanish Remittance Format Norma 58 (R74S6728)

When you run any of these programs or any other programs that populate the Text File Processor tables, the system creates a text batch in the Text File Processor with the information generated by the program. For example, all of the

information required for the IDEP CN8/IRIS Intrastat declaration would be stored as one text batch.

Text batches are stored in the following tables:

- Text Processor Header (F007101)
- Text Processor Detail (F007111)

The Text File Header 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 Text File Detail table stores the text for the text file.

When you export or import text in the Text File Processor, the system uses bucket 7 from Next Numbers System 00. *See General Accounting: Setting Up Next Numbers.*

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 have the ability to specify the location and filename for the flat file that will be created.

## Copying Text in the Text File Processor

Use the Copy Text function to copy text from the Text File Detail table 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 with the date when the text was copied. The system also updates a flag in the Text Processor Header table to indicate that the batch has been processed.

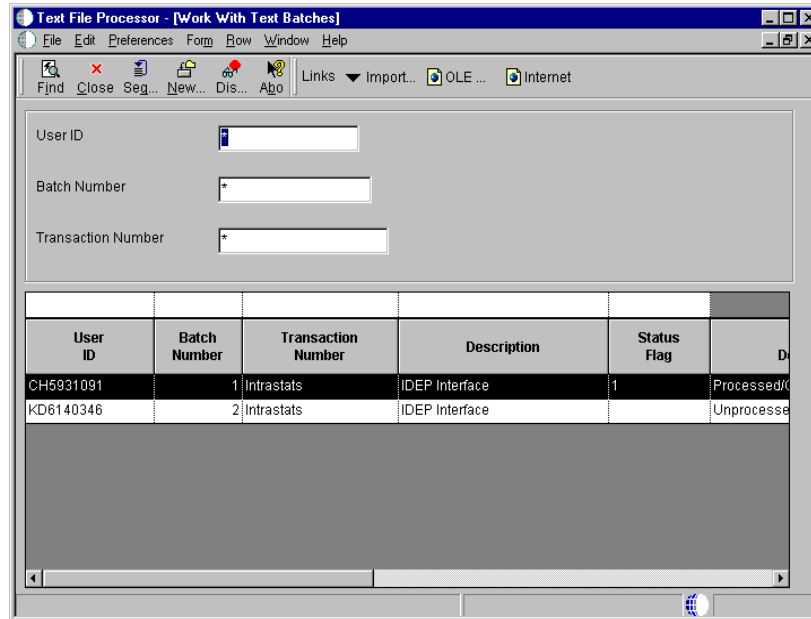
**Note:** If the text file is too large for the device you selected, you will receive an error message. You should copy the text file to a larger device. You can then use a compression utility, such as WinZip, to reduce the size of the text file if necessary.

### Before You Begin

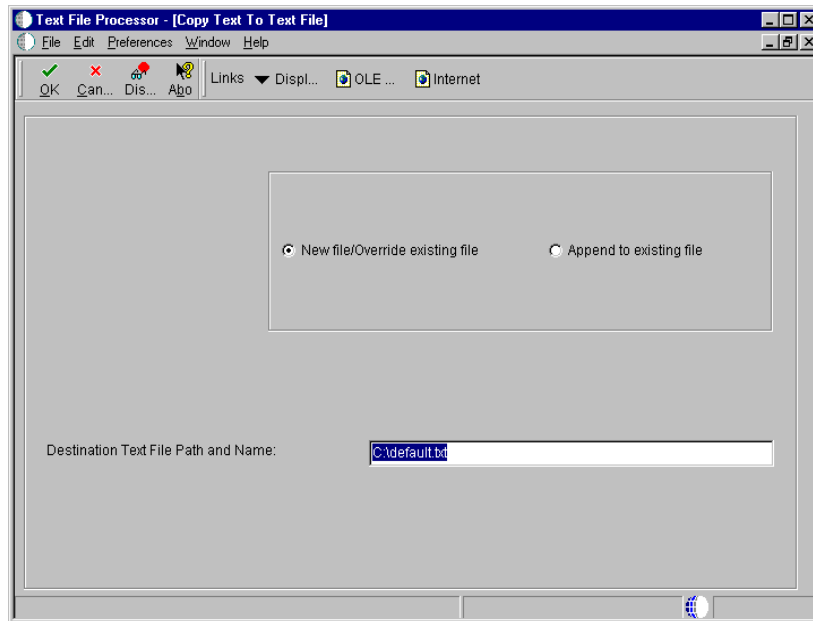
- ☐ Create a text batch by running a program that has been designed to use the Text File Processor.

## ► 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.

User ID	Batch Number	Transaction Number	Description	Status Flag	Date
CH5931091	1	Intrastats	IDEF Interface	1	Processed/0
KD6140346	2	Intrastats	IDEF Interface	1	Processed/0



A value of 1 (Processed/Outbound) in the Status Flag field indicates that the batch has been processed successfully.

Field	Explanation
User ID	For World, the IBM-defined user profile. For OneWorld, the identification code for a user profile.
Batch Number	A number that identifies a group of transactions that the system processes together. The system assigns this number using Next Numbers.
Transaction Number	A unique alphanumeric field that identifies a text batch. The transaction number is determined by the process that creates the text batch.
New file/Override existing file Append to existing file	An option that identifies a processing flag for an event.
Destination Text File Path and Name:	A general description. ..... <i>Form-specific information</i> .....  Enter the full path and filename for the text file that result from the text batch that you are copying. The system will store the text file in the location and filename you specify here.

## Processing Options for Text File Processor (P007101)

### Process Tab

#### 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:\Program Files\Microsoft Office\Templates\normal.dot. 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

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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. Choose the batch that you want to reset in the detail area.
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 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 determine whether the batch is removed from the Text Processor Header table (F007101) as well as from the Text Processor Detail table.

If you do not remove records from the Text Processor Header 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).

You can set up any batch program to run when you purge a batch by setting up the program or text file that generates the text batch to enter the name of the batch program that you want to run in the Additional Purge Process field (GPPR) in the Text Processor Header 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 will run version ZJDE0001 of that batch program.

---

► **To purge a text batch in the Text File Processor**

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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. Choose the batch that you want to purge in the detail area.
3. Choose Maintain Batch from the Row menu, and then choose Purge Batch.

## **Processing Options for Purge Processed Transactions (R007102)**

### **Process Tab**

#### **1. Purge 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



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