

PeopleSoft®

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EnterpriseOne JDE5  
Global Solutions Nordic  
PeopleBook

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Global Solutions Nordic PeopleBook  
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# Setup

## System Setup

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

### Setting up Your System for Localization

You must complete the system setup tasks detailed in the base guides as well as an additional task for Nordic countries.

### Setting Up User Display Preferences

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

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

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

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

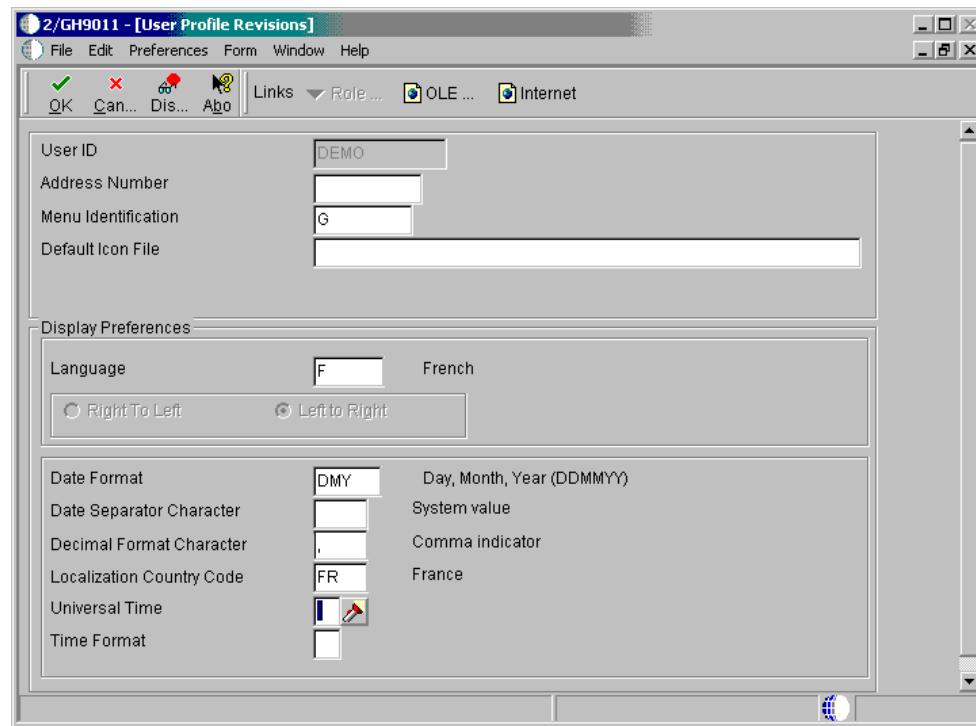
---

#### ► To set up user display preferences

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

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



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

- Localization Country Code

4. Complete the following optional fields:

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

5. Click OK.

#### See Also

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

## **Processing Options for User Profiles (P0092)**

---

Processing

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

Processing Con

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

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

Group

Fast Path

Language

Date Format

Date Separator Character

Date Format Character

Country

Processing Con

3. Entering in environments for the users will override what is already associated with the specified group profile.

Environment 1

Environment 2

Environment 3

Environment 4

Environment 5

Environment 6

Environment 7

Environment 8

Environment 9

Environment 10

Environment 11

Environment 12

---

# Accounts Receivable

## Accounts Receivable Processes – Common

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J.D. Edwards provides the country-specific processes that are documented in this section to meet accounts receivable requirements in Nordic countries.

### Printing Interest Invoices

The base system uses the Invoice Print program (R03B505) to print delinquency fees. This program creates summarized information at the customer level.

To support business practice in Nordic countries, use Invoice Print Sweden (R74W0030) to print detailed information about the late paid invoices that have caused the delinquency fee.

You run Invoice Print Sweden as a complement to the Late Payment Delinquency Fees program (R03B221). The system launches the Late Payment Delinquency Fees program from the A/R Credit/Cash Management Build program (R03B525) if you activate late payment delinquency fees in the processing options on the Fees tab for the A/R Credit/Cash Management Build program (R03B525).

---

#### Note

If you use the Late Payment Delinquency Fees program to calculate delinquency fees for both open and paid amounts, the system does not complete all columns in the interest invoice.

---

### Before You Begin

- Set up a menu selection for the Invoice Print Sweden program (R74W0030).

### Processing Options for Invoice Print Sweden (R74W0030)

---

#### Print

1. Invoice Print Date

Blank = Current Date  
2. Tax Amount

1 = Print tax amount  
3. Currency

1 = Print invoices with currency  
4. Attachments

1 = Print associated attachments

---

## Example: Print Interest Invoices

		Date:	99/10/05					
		Account:	22904					
		Page:	1					
<b>Remit To:</b> Financial/Distribution Company 8055 East Tufts Avenue, Suite 1331 Denver CO 80237	<b>Document Number</b>	<b>Invoice Date</b>	<b>Customer Number</b>					
	3047	05/06/15	22904					
	<b>Due Date</b>	<b>Payment Terms</b>						
	05/07/15	1/10 Net 30						
	<b>Our Contact</b>							
	Nils Svensson							
<b>Billing Address:</b> A/R Fee Customer	<b>Customer Address:</b>							
	A/R Fee Customer							
Please be advised that your account has been debited or back-charged as follows:								
<b>Invoice</b>	<b>Item</b>	<b>Amount</b>	<b>Date</b>	<b>Due Date</b>	<b>Time Period</b>	<b>Number of Days</b>	<b>Percent</b>	<b>Fee</b>
3046 001		50,292.36	05/01/01	05/02/10	05/02/11 -- 05/08/01	171	24.000000	5,654.79
3046 002		50,261.79	05/01/01	05/01/21	05/01/22 -- 05/08/01	191	24.000000	6,312.33
<b>Total Amount Invoiced</b>								11,967.12
<b>Balance Due</b>								11,967.12

## Setting Up Automatic Receipts

Before you can process automatic receipts for your customers, you must first set up information that the system uses to apply receipts to open invoices.

### Defining Algorithms

You can define algorithms to determine the method that the system uses to apply receipts to a customer account. An algorithm consists of a base method, selection criteria, sequence specifications, and processing options. You can customize the data selection, sequencing, and processing options to control how an algorithm behaves during the matching process. Algorithms provide you with the flexibility to create different versions of each base method. Examples of base methods are as follows:

- Known Invoice Match With or Without Amount
- Balance Forward Match
- Invoice Selection Match
- Combination Invoice Match

After you define algorithms, you can associate them with the appropriate customers. To do so, you should be familiar with the paying habits of your customers to ensure efficient and successful processing of your customers' payments.

For additional information about this process, see *Automatic Receipts Processing* in the *Accounts Receivable Guide*.

## Defining Execution Lists

After defining algorithms, you must define execution lists. Execution lists determine the sequence in which the system applies the algorithms for a customer. After defining execution lists, you can assign a default list to multiple customers with similar paying habits, or assign a specific list to a customer that requires special payment treatment. You should be familiar with the paying habits of your customers to ensure efficient and successful processing of your customers' payments.

For additional information about this process, see *Automatic Receipts Processing* in the *Accounts Receivable Guide*.

## Uploading Information to the Electronic Receipts Input Table

*Use one of the following navigations:*

*From the Danish Localization menu (G74M), choose Copy Bank File to Interface File A/R.*

*From the Norwegian Localization menu (G74O), choose Copy Bank File to Interface File A/R.*

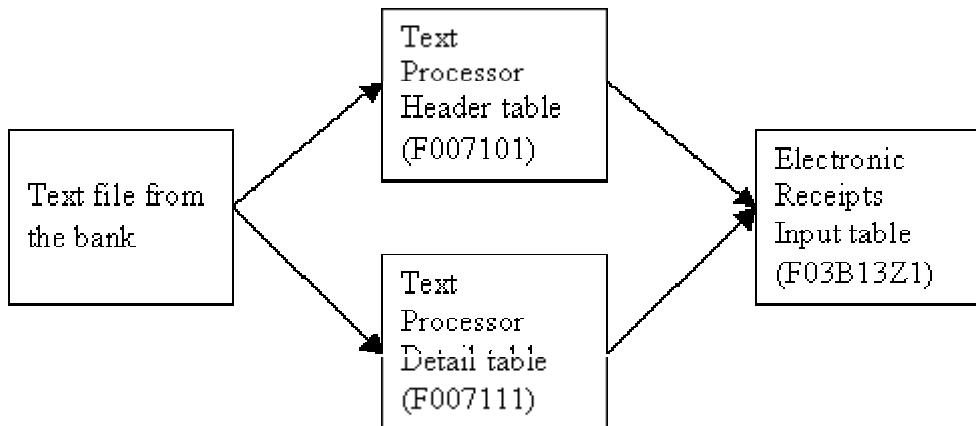
*From the Swedish Localization menu (G74W), choose Copy Bank File to Interface File A/R.*

*From the Finnish Localization menu (G74V) choose Copy Bank File to Interface File A/R.*

You use the Copy Bank File to Interface File A/R program (R74W0010) to upload bank files that contain receipt information into the Text Processor Header table (F007101) and the Text Processor Detail Table (F007111). You use country-specific bank format programs to transfer the receipt information from the F007101 and F007111 tables to the Electronic Receipts Input table (F03B13Z1). After the information is transferred to the F03B13Z1 table, the information can be uploaded and matched against outstanding customer invoices.

Uploading the information in the text file processor allows data to be managed efficiently, with automatic maintenance of the processing status of each tape record, including purging capability.

The following diagram illustrates the process of uploading a text file from the bank to the Electronic Receipts Input table (F03B13Z1).



1. You receive a text file containing payment information from the bank.
2. You run the Copy Bank File To Interface File A/R program (R74W0010) to load the bank information into the Text Processor Header table (F007101) and the Text File Detail table (F007111) in the correct format. You then run the appropriate bank format program (R74W001, R74V001, and so on) to transfer the data from the F007101 and F007111 tables to the Electronic Receipts Input table (F03B13Z1).
3. You run the standard automatic receipts matching process.

---

#### Note

Alternatively, you can run the appropriate bank format program (R74W001, R74V001, and so on), configuring the processing options on the bank format program to first upload the bank information into the F007101 and F007111 tables, and then transfer that data into the F03B13Z1 table. This process does not use the Copy Bank File to Interface File A/R program and is well-suited to small businesses in which the person who uploads the file from the bank is also the person who processes automatic receipts.

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#### See Also

See the following sections for information about country-specific programs for Nordic bank formats:

- Working with Bank Formats for Automatic Receipts – Sweden*
- Working with Bank Formats for Automatic Receipts – Norway*
- Working with Bank Formats for Automatic Receipts – Denmark*

#### Processing Options for Copy Bank File to Interface File A/R (R74W0010)

#### Defaults Tab

---

## **1. Description**

Use this processing option to specify the description of the interface file. If you are uploading a file from the Swedish BG and it is in the OCR format, enter BG OCR.

## **2. Format Program**

Use this processing option to specify the bank format program that you are using to load the bank file. Valid values are:

R74W001

Sweden BG OCR

R74W002

Sweden PG OCR

R74W003

Sweden BG AA

R74O001

Norway OCR

R74M001

Denmark OCR

R74V001

Finland Reference Payment

## **3. Path to the Bank File**

---

Use this processing option to specify the location of the bank file.

---

If you are running this program on an NT server, enter the path in the following format:  
c:\bankdata\bankfile.txt

If you are running this program on a UNIX server, enter the path in the following format:  
c://bankdata//bankfile.txt

If you are running this program on an AS/400 server, enter the path in the following format:  
bankdata/bankfil

### **1. Version of the Format Program**

Use this processing option to specify the version name of the bank format program that you are using to upload the bank file.

---

## **Version Tab**

### **Performing Daily Operations**

After setting up the system for automatic receipts processing, you must complete the following daily tasks to successfully apply and match receipts to invoices:

<b>Load the customer's bank tape (Nordic)</b>	You use the Text File Processor program (P007101) to transfer receipt information from a customer's bank tape to the Electronic Receipts Input table (F03B13Z1) for processing.  J.D. Edwards provides country-specific programs for Nordic bank formats.  See <i>Nordic Bank Formats for Automatic Receipts</i> for information about loading input tables with Nordic bank payments.
<b>Update records in the Receipts Register</b>	You run a batch process that extracts receipt information from the electronic receipt record and creates records in the Receipts Register File table (F03B13). You can set a processing option to automatically apply receipts to invoices after running this program.
<b>Apply receipts to invoices</b>	You run a batch process to automatically apply the receipts to the open invoices.
<b>Review and revise unprocessed receipts</b>	If necessary, you can review and revise the receipts that the system was unable to process.

#### Purge electronic receipts

You can purge the electronic receipts from the Electronic Receipts Input table after processing the receipts. This batch process improves processing time by removing unnecessary records.

## Working with Bank Formats for Automatic Receipts

J.D. Edwards provides Nordic bank formats for automatic receipts. This documentation explains the process for mapping information to the Electronic Receipts Input table (F03B13Z1). J.D. Edwards supports the following common Nordic bank formats for automatic receipts:

- Inbetalningsservice (OCR) Bankgirot, Sweden
- Automatisk Avprickning (LM) Bankgirot, Sweden
- Inbetalningsservice (OCR) Postgirot, Sweden
- Faelles Indbetalningskort (OCR), Denmark
- OCRGiro (OCR) Standard, Norway
- V1.0 Standard, Finland

For more detailed information regarding automatic receipts processing, see the *Account Receivable Guide*.

## Importing Text Using the Text File Processor

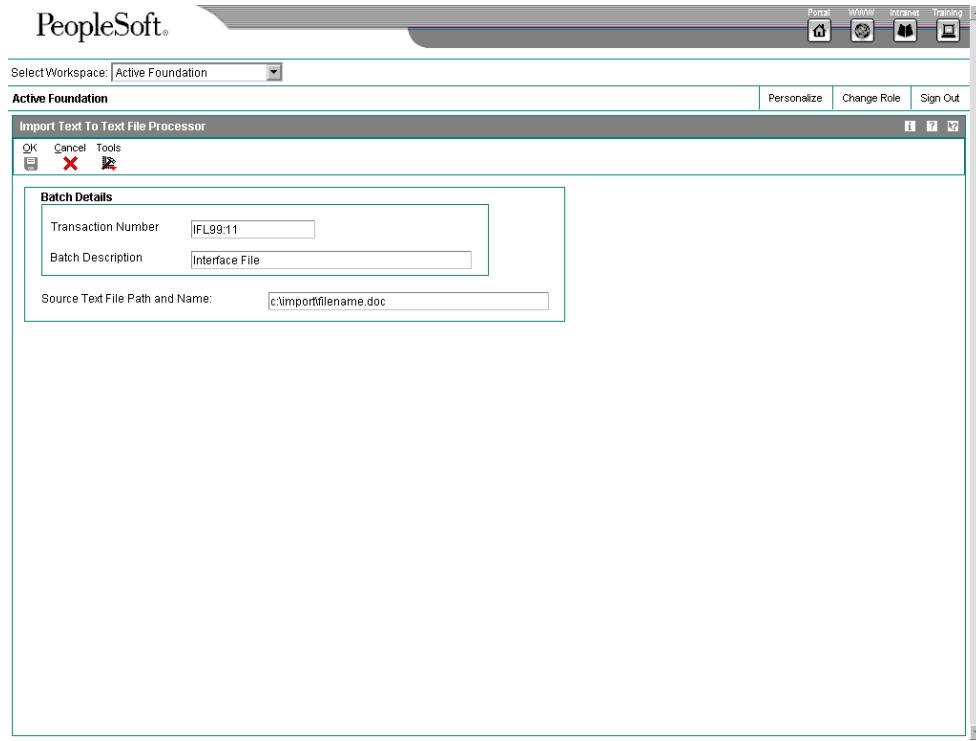
You can import information from an external text file to the J.D. Edwards system. When you import a text file, the system creates a batch in the Text File Header table (F007101) and the Text File Detail table (F007111). To move the information from the Text File Header and Detail tables into other tables in the J.D. Edwards system, you must run a batch program that has been designed to retrieve data from the Text File Header and Detail tables.

### ► To import text using the Text File Processor

---

*From the Text File Processor menu (G0071), choose Text File Processor.*

1. On Work With Text Batches, choose Import Text from the Form menu.



2. On Import Text To Text File Processor, complete the following fields and click OK:
  - Transaction Number
  - Batch Description
3. Complete the following field and click OK:
  - Source Text File Path and Name:

The system displays the Work With Text Batches form.
4. Click Find.

The system displays the new batch in the detail area. A value of 5 (Unprocessed/Inbound) in the Status Flag field indicates that the batch has been imported successfully.

## **Accounts Receivable Processes – Sweden**

J.D. Edwards provides three standard bank receipt formats for Sweden.

### **Working with Bank Formats for Automatic Receipts – Sweden**

*Use one of the following navigations:*

*From the Swedish Localization menu (G74W), choose Automatic Receipts Sweden BG OCR.*

*From the Swedish Localization menu (G74W), choose Automatic Receipts Sweden PG OCR.*

*From the Swedish Localization menu (G74W), choose Automatic Receipts Sweden BG AA.*

These menu options access the following Swedish bank formats:

<b>R74W001</b>	Sweden	Bankgirot, Inbetalningsservice (OCR)	Automatic Receipts
<b>R74W002</b>	Sweden	Postgirot, Inbetalningsservice (OCR)	Automatic Receipts PG OCR
<b>R74W003</b>	Sweden	Bankgirot, Automatisk Avprickning (LM)	Automatic Receipts BG OCR

You can use the Swedish bank format programs to upload a text file containing bank-supplied receipt information to the Text Processor Header table (F007101) and Text Processor Detail Table (F007111), and then transfer the information from those tables to the Electronic Receipts Input table (F03B13Z1).

If you use the Copy Bank File to Interface File A/R program (R74W0010) to load information from the bank file to the F007101 and F007111 tables, you use these bank format programs only to transfer receipt information from the F007101 and F007111 tables to the F03B13Z1 table. You use a processing option to specify whether the bank format programs should upload information to the F007101 and F007111 tables before transferring information from those tables to the F03B13Z1 table.

### **Processing Options for Automatic Receipts Sweden BG OCR (R74W001), Automatic Receipts Sweden PG OCR (R74W002), and Automatic Receipts Sweden BG AA (R74W003)**

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#### **Note**

The processing options on the Select tab do not apply to the Automatic Receipts Sweden BG AA program (R74W003).

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#### **Defaults Tab**

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##### **1. Company**

Use this processing option to specify the company to use to select payments. If you enter a company number, only payments for the company you enter are loaded into the Electronic Receipts Input table (F03B13Z1). Only transactions for that company are matched.

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If you leave this processing option blank, transactions are matched for all companies in the

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environment. This option is useful if customers are paying to the wrong company in a group

## **2. Document Type**

Use this processing option to specify the document type for the invoices to be paid, for example, RI.

## **3. Payment Instrument**

Use this processing option to specify the payment instrument to be applied to the payments. This processing option is optional

## **4. G/L Bank Account**

Use this processing option to specify the short account ID of the default G/L bank account, if the short account ID field is blank in the Electronic Receipts Input table (F03B13Z1).

A valid short account ID must exist for the system to process records. Enter the short account ID as an eight-digit number starting with zeros. For example, 00000108

## **5. Bank File**

**Blank = Bank file is loaded**

**1= Bank file is not loaded**

Use this processing option to specify whether the bank file has already been loaded to the Text Processor Header table (F007101) and the Text Processor Detail table (F007111). Valid values are:

---

**Blank**

The bank file has already been loaded.

**1**

The bank file has not been loaded.

If you enter 1, the system loads the bank file to the F007101 and F007111 tables, and then populates the Electronic Receipts Input table (F03B13Z1) with information from the F007101 and F007111 tables.

If you leave this processing option blank, the system populates the F03B13Z1 table with information already in the F007101 and F007111 tables. Leave this processing option blank only if the F007101 and F007111 tables are already loaded with payment information

## **6. Path to the Bank File**

Use this processing option to specify the location of the bank file.

If you are running this program on an NT server, enter the path in the following format:  
c:\bankdata  
If you are running this program on a UNIX server, enter the path in the following format: c//bankdata//bankfile.txt

If you are running this program on an AS/400 server, enter the path in the following format:  
bankdata/bankfil

### **1. Interface Files (F007101 and F007111)**

**Blank = Do not purge files**

**1 = Purge files**

---

Use this processing option to specify whether the system should purge the Text Processor Header table (F007101) and the Text Processor Detail table (F007111) after loading the information from these tables to the Electronic Receipts Input table (F03B13Z1). Valid

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values are:

Blank

Do not purge the text processor tables.

1

Purge the text processor tables

### **1. Starting Position of Supplier Number**

Use this processing option to specify the position in the reference number (OCR number) at which the customer number starts. The reference number can be the invoice number, or the customer number and the invoice number.

Example:

The customer number is 1001.

The invoice number is 1234.

The reference number is displayed as 00010011234.

You enter 4 in this processing option because the customer number starts at position 4

### **2. End Position of Supplier Number**

Use this processing option to specify the position in the reference number (OCR number) at which the customer number ends. The reference number can be the invoice number, or the customer number and the invoice number.

Example:

The customer number is 1001.

The invoice number is 1234.

The bank file reference number is displayed as 00010011234.

You enter 7 in this processing option because the customer number ends at position 7

### **3. Starting Position of Invoice Number**

Use this processing option to specify the position in the reference number (OCR number) at which the invoice

number starts. The reference number can be the invoice number, or the customer number and the invoice number.

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Example:

The customer number is 1001.

The invoice number is 1234.

The reference number is displayed as 00010011234.

You enter 8 in this processing option because the invoice number starts at position 8

#### **4. End Position of Invoice Number**

Use this processing option to specify the position in the reference number (OCR number) at which the invoice number ends. The reference number can be the invoice number, or the customer number and the invoice number.

Example:

The customer number is 1001.

The invoice number is 1234.

The reference number is displayed as 00010011234.

You enter 11 in this processing option because the invoice number ends at position 11

---

#### **Process Tab**

#### **Select Tab**

### **Accounts Receivable Processes – Norway**

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J.D. Edwards provides one standard bank receipt format for Norway.

### **Working with Bank Formats for Automatic Receipts – Norway**

*From the Norwegian Localization menu (G74O), choose Automatic Receipts Norway.*

This menu option accesses the following Norwegian bank format:

<b>R740001</b>	Norway	Standard, OCRGiros (OCR)	Automatic Receipts OCR
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You can use this program to upload a text file containing bank-supplied receipt information to the Text Processor Header table (F007101) and Text Processor Detail Table (F007111), and then transfer the information from those tables to the Electronic Receipts Input table (F03B13Z1).

If you use the Copy Bank File to Interface File A/R program (R74W0010) to load information from the bank file to the F007101 and F007111 tables, you use the Automatic Receipts Norway program only to transfer receipt information from the F007101 and F007111 tables to the F03B13Z1 table. You use a processing option to specify whether the Automatic Receipts Norway program should upload information to the F007101 and F007111 tables before transferring information from those tables to the F03B13Z1 table.

## **Processing Options for Automatic Receipts Norway (R74O001)**

### **Defaults Tab**

---

#### **1. Company**

Use this processing option to specify the company to use to select payments. If you enter a company number, only payments for the company you enter are loaded into the Electronic Receipts Input table (F03B13Z1). Only transactions for that company are matched.

If you leave this processing option blank, transactions are matched for all companies in the environment. This option is useful if customers are paying to the wrong company in a group

#### **2. Document Type**

Use this processing option to specify the document type for the invoices to be paid, for example, RI

#### **3. Payment Instrument**

Use this processing option to specify the payment instrument to applied to the payments. This processing option is optional

#### **4. G/L Bank Account**

Use this processing option to specify the short account ID of the default G/L bank account, if the short account ID field is blank in the Electronic Receipts Input table (F03B13Z1).

---

A valid short account ID must exist for the system to process records. Enter the short account ID as an eight-digit number starting with zeros. For example, 00000108

## 5. Bank File

**Blank = Bank file is loaded**

**1 = Bank file is not loaded**

Use this processing option to specify whether the bank file has already been loaded to the Text Processor Header table (F007101 and the Text Processor Detail table (F007111).

Valid values are:

Blank

The bank file has already been loaded.

1

The bank file has not been loaded.

If you enter 1, the system loads the bank file to the F007101 and F007111 tables, and then populates the Electronic Receipts input table (F03B13Z1) with information from the F007101 and F007111 tables.

If you leave this processing option blank, the system populates the F03B13Z1 table with information already in the F007101 and F007111 tables. Leave this processing option blank only if the F007101 and F007111 tables are already loaded with payment information

## 6. Path to the Bank File

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---

Use this processing option to specify the location of the bank file.

If you are running this program on an NT server, enter the path in the following format:  
c:\bankdata\bankfile.txt

If you are running this program on a UNIX server, enter the path in the following format:  
c:/bankdata//bankfile.txt

If you are running this program on an AS/400 server, enter the path in the following format:  
bankdata/bankfil

### **1. Interface Files (F007101 and F007111)**

**Blank = Do not purge files**

**1 = purge files**

Use this processing option to specify whether the system should purge the Text Processor Header table (F007101) and the Text Processor Detail table (F007111) after loading the information from these tables to the Electronic Receipts Input table (F03B13Z1). Valid values are:

Blank

Do not purge the text processor tables.

1

Purge the text processor tables

### **1. Starting Position of Supplier Number**

Use this processing option to specify the position in the reference number (OCR number) at which the customer number starts. The reference number can be the invoice number, or the customer number and the invoice number.

Example:

The customer number is 1001.

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The invoice number is 1234.

The reference number is displayed as 00010011234.

You enter 4 in this processing option because the customer number starts at position 4

## **2. End Position of Supplier Number**

Use this processing option to specify the position in the reference number (OCR number) at which the customer number ends. The reference number can be the invoice number, or the customer number and the invoice number.

Example:

The customer number is 1001.

The invoice number is 1234.

The bank file reference number is displayed as 00010011234.

You enter 7 in this processing option because the customer number ends at position 7

## **3. Starting Position of Invoice Number**

Use this processing option to specify the position in the reference number (OCR number) at which the invoice number starts. The reference number can be the invoice number, or the customer number and the invoice number.

Example:

The customer number is 1001.

The invoice number is 1234.

The reference number is displayed as 00010011234.

You enter 8 in this processing option because the invoice number starts at position 8

## **4. End Position of Invoice Number**

Use this processing option to specify the position in the reference number (OCR number) at which the invoice number ends. The reference number can be the invoice number, or the customer number and the invoice number.

Example:

The customer number is 1001.

The invoice number is 1234.

The reference number is displayed as 00010011234

---

---

You enter 11 in this processing option because the invoice number ends at position 11

---

## **Accounts Receivable Processes – Denmark**

---

J.D. Edwards provides one standard bank receipt format for Denmark.

### **Working with Bank Formats for Automatic Receipts - Denmark**

*From the Danish Localization menu (G74M), choose Automatic Receipts Denmark.*

This menu option accesses the following Danish bank format:

<b>Denmark</b>	Faelles Indbetalningskort (OCR)	Automatic Receipts OCR
----------------	---------------------------------	------------------------

You can use this program to upload a text file containing bank-supplied receipt information to the Text Processor Header table (F007101) and Text Processor Detail Table (F007111), and then transfer the information from those tables to the Electronic Receipts Input table (F03B13Z1).

If you use the Copy Bank File to Interface File A/R program (R74W0010) to load information from the bank file to the F007101 and F007111 tables, you use the Automatic Receipts Denmark program only to transfer receipt information from the F007101 and F007111 tables to the F03B13Z1 table. You use a processing option to specify whether the Automatic Receipts Denmark program should upload information to the F007101 and F007111 tables before transferring information from those tables to the F03B13Z1 table.

### **Processing Options for Automatic Receipts Denmark (R74M001)**

#### **Defaults Tab**

---

##### **1. Company**

Use this processing option to specify the company to use to select payments. If you enter a company number, only payments for the company you enter are loaded into the Electronic Receipts Input table (F03B13Z1). Only transactions for that company are matched.

If you leave this processing option blank, transactions are matched for all companies in the environment. This option is useful if customers are paying to the wrong company in a group

---

---

## **2. Document Type**

Use this processing option to specify the document type for the invoices to be paid, for example, RI

## **3. Payment Instrument**

Use this processing option to specify the payment instrument to applied to the payments.  
This processing option is optional

## **4. G/L Bank Account**

Use this processing option to specify the short account ID of the default G/L bank account, if the short account ID field is blank in the Electronic Receipts Input table (F03B13Z1).

A valid short account ID must exist for the system to process records. Enter the short account ID as an eight-digit number starting with zeros. For example, 00000108

## **5. Bank file**

**Blank = Bank File is Loaded**

**1 = Bank file is not loaded**

Use this processing option to specify whether the bank file has already been loaded to the Text Processor Header table (F007101 and the Text Processor Detail table (F007111).  
Valid values are:

Blank

The bank file has already been loaded.

1

The bank file has not been loaded.

---

If you enter 1, the system loads the bank file to the F007101 and F007111 tables, and then populates the Electronic Receipts input table (F03B13Z1) with information from the F007101 and F007111 tables.

If you leave this processing option blank, the system populates the F03B13Z1 table with information already in the F007101 and F007111 tables. Leave this processing option blank only if the F007101 and F007111 tables are already loaded with payment information

## **6. Path to the Bank File**

Use this processing option to specify the location of the bank file.

If you are running this program on an NT server, enter the path in the following format:  
c:\bankdata\bankfile.txt

If you are running this program on a UNIX server, enter the path in the following format:  
c//bankdata//bankfile.txt

If you are running this program on an AS/400 server, enter the path in the following format:  
bankdata/bankfil

## **7. Interface Files (F007101 and F007111)**

**Blank = Do not purge files**

**1 = Purge files**

Use this processing option to specify whether the system should purge the Text Processor Header table (F007101) and the Text Processor Detail table (F007111) after loading the information from these tables to the Electronic Receipts Input table (F03B13Z1). Valid values are:

Blank

---

---

Do not purge the text processor tables.

1

Purge the text processor tables

### **1. Starting Position of Supplier Number**

Use this processing option to specify the position in the reference number (OCR number) at which the customer number starts. The reference number can be the invoice number, or the customer number and the invoice number.

Example:

The customer number is 1001.

The invoice number is 1234.

The reference number is displayed as 00010011234.

You enter 4 in this processing option because the customer number starts at position 4

### **2. End Position of Supplier Number**

Use this processing option to specify the position in the reference number (OCR number) at which the customer number ends. The reference number can be the invoice number, or the customer number and the invoice number.

Example:

The customer number is 1001.

The invoice number is 1234.

The bank file reference number is displayed as 00010011234.

You enter 7 in this processing option because the customer number ends at position 7

### **3. Start Position of Invoice Number**

Use this processing option to specify the position in the reference number (OCR number) at which the invoice number starts. The reference number can be the invoice number, or the customer number and the invoice number.

Example:

The customer number is 1001.

The invoice number is 1234.

---

The reference number is displayed as 00010011234.

You enter 8 in this processing option because the invoice number starts at position 8

#### **4. End Position of Invoice Number**

Use this processing option to specify the position in the reference number (OCR number) at which the invoice number ends. The reference number can be the invoice number, or the customer number and the invoice number.

Example:

The customer number is 1001.

The invoice number is 1234.

The reference number is displayed as 00010011234

You enter 11 in this processing option because the invoice number ends at position 11

---

**Process Tab**

**Select Tab**

## **Accounts Receivable Processes – Finland**

---

J.D. Edwards provides one standard bank receipt format for Finland and a business function that you can use to create Finnish reference numbers.

### **Working with Bank Formats for Automatic Receipts - Finland**

*From the Finnish Localization menu (G74V), choose Automatic Receipts Finland.*

This menu option accesses the following Finnish bank format:

<b>R74V001</b>	Finland	Reference Payments	Automatic Receipts
----------------	---------	--------------------	--------------------

You can use this program to upload a text file containing bank-supplied receipt information to the Text Processor Header table (F007101) and Text Processor Detail table (F007111), and then transfer the information from those tables to the Electronic Receipts Input table (F03B13Z1).

If you use the Copy Bank File to Interface File A/R program (R74W0010) to load information from the bank file to the F007101 and F007111 tables, you use the Automatic Receipts Finland program only to transfer receipt information from the F007101 and F007111 tables to the F03B13Z1 table. You use a processing option to specify whether the Automatic Receipts Finland program should upload information to the F007101 and F007111 tables before transferring information from those tables to the F03B13Z1 table.

## **Reference Numbers**

The standard reference number used for payments in Finland is limited to twenty characters, with one character being used as a check digit. You must include one or more of the following numbers in the reference number:

- Customer number
- Invoice number
- Company number

You use the processing options on the Automatic Receipts Finland program (R74V001) to specify the format of the reference number.

The fields in the reference number are limited to the following maximum lengths:

- Customer number – 8 characters
- Invoice number – 8 characters
- Company number – 3 characters

## **Processing Options for Automatic Receipts Finland (R74V001)**

---

### **Defaults Tab**

#### **1. Company**

Use this processing option to specify the company to use to select payments. If you enter a company number, only payments for the company you entered are loaded into the Electronic Receipts Input table (F03B13Z1). Only transactions for that company are matched.

If you leave this processing option blank, transactions are matched for all companies in the environment. This option is useful if customers are paying to the wrong company in a group

#### **2. Document Type**

Use this processing option to specify the document type for the invoices to be paid, for example, RI

---

#### **3. Payment Instrument**

---

Use this processing option to specify the payment instrument to apply to the payments.  
This processing option is optional

#### **4. G/L Bank Account**

Use this processing option to specify the short account ID of the default G/L bank account.  
The short account ID you enter is used to populate the short account ID field in the  
Electronic Receipts Input table (F03B13Z1) if that field is not already populated.

A valid short account ID must exist for the system to process records. Enter the short  
account ID as an eight-digit number starting with zeros. For example, 00000108

#### **6. Path to the Bank File**

Use this processing option to specify the location of the bank file.

If you are running this program on an NT server, enter the path in the following format:

C:you are running this program on a UNIX server, enter the path in the following format:

c//bankdata//bankfile.txt

If you are running this program on an AS/400 server, enter the path in the following format:

bankdata/bankfil

#### **7. Receipt Number**

**Blank = Next Number will be used**  
**(System Code 74V).**

**1 = Invoice number will be used.**

---

Use this processing option to specify how you want to generate receipt numbers. Valid values are:

1

Use the invoice number as the receipt number.

Blank

Use Next Numbers to generate the receipt number.

Note: If you leave this processing option blank to use Next Numbers, you must set up Next Numbers for system 74V in the Next Numbers table

#### **1. Interface Files (F007101 and F007111)**

**Blank = Do not purge files**

**1 = Purge files**

Use this processing option to specify whether the system should purge the Text Processor Header table (F007101) and the Text Processor Detail table (F007111) after loading the information from these tables to the Electronic Receipts Input table (F03B13Z1). Valid values are:

Blank

Do not purge the text processor tables.

1

Purge the text processor tables

#### **1. Starting Position of Customer Number**

Use this processing option to specify the position in the reference number at which the customer number starts. The reference number can include the customer number, the invoice number, and the company number.

---

---

Example:

The customer number is 1001.

The invoice number is 1234.

The company number is 100.

The reference number is displayed as 0000100100001234100.

You enter 1 in this processing option because the customer number starts at position 1

## **2. End Position of Customer Number**

Use this processing option to specify the position in the reference number at which the customer number ends. The reference number can include the customer number, the invoice number, and the company number.

Example:

The customer number is 1001.

The invoice number is 1234.

The company number is 100.

The reference number is displayed as 0000100100001234100.

You enter 8 in this processing option because the customer number starts at position 8

## **3. Starting Position of Invoice Number**

Use this processing option to specify the position in the reference number at which the invoice number starts. The reference number can include the customer number, the invoice number, and the company number.

Example:

The customer number is 1001.

The invoice number is 1234.

The company number is 100.

The reference number is displayed as 0000100100001234100.

You enter 9 in this processing option because the invoice number starts at position 9

## **4. End Position of Invoice Number**

---

Use this processing option to specify the position in the reference number at which the invoice number ends. The reference number can include the customer number, the invoice

---

number, and the company number.

Example:

The customer number is 1001.

The invoice number is 1234.

The company number is 100.

The reference number is displayed as 0000100100001234100.

You enter 16 in this processing option because the invoice number ends at position 16

## **5. Starting Position of Company Number**

Use this processing option to specify the position in the reference number at which the company number starts. The reference number can include the customer number, the invoice number, and the company number.

Example:

The customer number is 1001.

The invoice number is 1234.

The company number is 100.

The reference number is displayed as 0000100100001234100.

You enter 17 in this processing option because the company number starts at position 17

## **6. End Position of Company Number**

Use this processing option to specify the position in the reference number at which the company number ends. The reference number can include the customer number, the invoice number, and the company number.

Example:

The customer number is 1001.

The invoice number is 1234.

The company number is 100.

The reference number is displayed as 0000100100001234100.

You enter 19 in this processing option because the company number ends at position 19

---

## Select Tab

### Generating Finnish Reference Numbers

J.D. Edwards provides a business function that you can use to calculate Finnish reference numbers. For example, you might launch this business function when you want to print reference numbers on the invoices that you create in the Accounts Receivable system or Sales Order system.

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#### Note

Implementing the reference number functionality requires a customization.

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See *Calculation of the Finnish Reference Number* in the Appendix.

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# Accounts Payable

## Accounts Payable Processes - Common

---

J.D. Edwards provides a variety of country-specific processes to meet Accounts Payable requirements in Nordic countries.

### Setting Up Automatic Payments

This section describes the additional setup that is required for automatic payments in Nordic countries. You must complete these tasks in addition to the setup tasks that are described in the *Accounts Payable Guide*.

### Setting Up Address Book Information for Your Company

You must set up an address book record for your own company.

See *Creating and Revising Address Book Records* in the *Address Book Guide* for information on entering an address book record.

---

#### Note

The search type for companies is O.

---

### Setting Up Bank Account Information

You must set up bank account information for all bank accounts from which you make payments, whether by check or electronic funds transfer (EFT). Both the Accounts Payable and Accounts Receivable systems use bank account information to specify the originating bank account on bank tapes or bank files. You must also set up BACS (Bank Automated Clearing System) information.

Bank account information is maintained in the Bank Transit Master File table (F0030).

---

#### ► To set up G/L bank account information

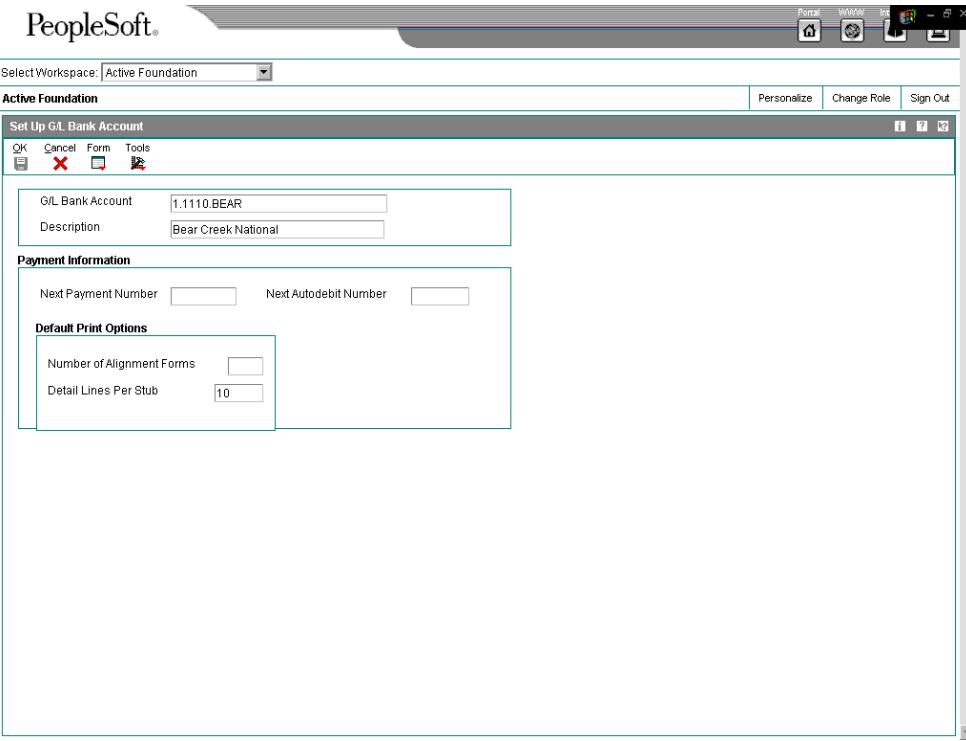
---

*Use one of the following navigations:*

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

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

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



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

---

#### Note

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

- Payments

- Debit Statements
  - Attachments
- 

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

The screenshot shows the 'Revise Bank Information' dialog box. At the top, there are buttons for OK, Cancel, Form, and Tools. The main area contains the following fields:

G/L Bank Account	1.1110.BEAR
Description	Bear Creek National
Bank Address Number	3333
Bank Transit Number	578955422
Bank Account Number	45-879512
IBAN	
Control Digit	
Checking or Savings Account	<input checked="" type="checkbox"/> Checking account
SWIFT Code	
Bank Country Code	

To the right of the address number field, there is a section titled 'Float Days' with two dropdown menus: 'Receivables' and 'Payables'.

At the bottom left of the dialog box, there is a checkbox labeled 'Override Supplier Pre-Note Code'.

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

- Address Number

This is the bank's address book number.

- Bank Transit Number

You can leave this field blank.

- Bank Account Number

- Control Digit

- Checking or Savings Account

- SWIFT Code

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

- Override Supplier Pre-Note Code

---

**Note**

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

---

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

- Receivables

This field is used only in Accounts Receivable draft processing.

- Payables

12. Click OK.

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

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

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

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

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

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

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

## **Setting the Print Sequence for Payments**

Nordic payments do not use a print sequence for payments. However, the system requires that a print sequence be set up. You should use the DEMO sequence to set up Nordic payments.

## **Setting Up Supplier Information**

You enter information for the supplier on the Supplier Master Revision form following the standard J.D. Edwards procedure.

---

### **Note**

Before you assign a payment instrument to a supplier, make sure that the payment instrument is set up in the A/P Payments – Default Print and Update table (F0417). The payment instrument tells how the supplier is going to be paid (for example, by Bankgiro, Postgiro, or bank payment.).

---

### **See Also**

- Setting Up Payment Instruments*

## **Entering Supplier Records**

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

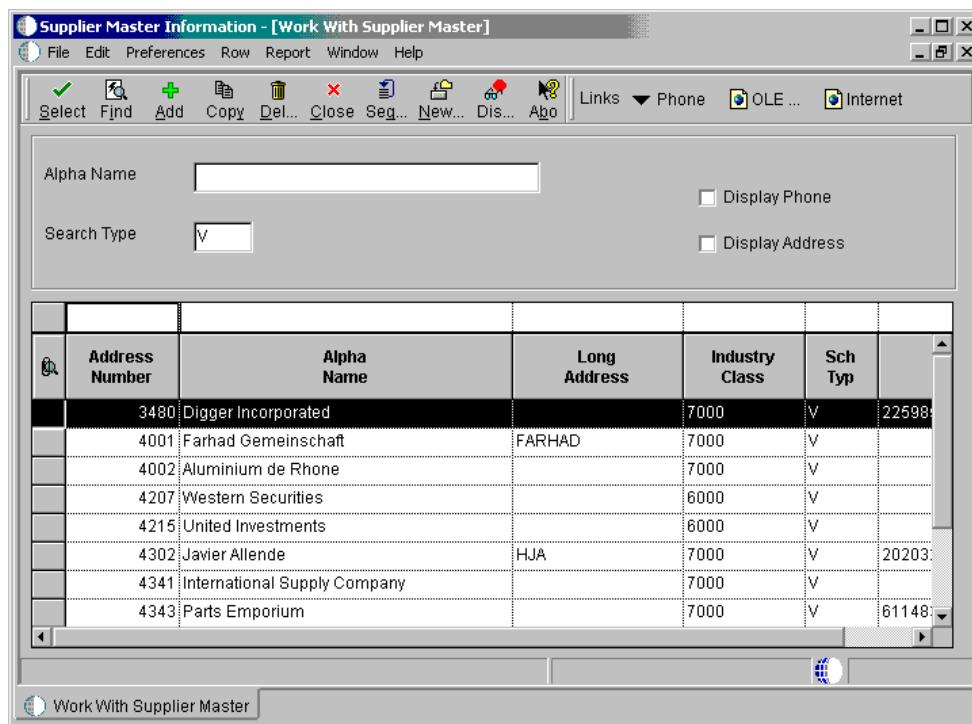
The information that you enter in a supplier record is stored automatically in the following tables:

<b>Address Book Master (F0101)</b>	Alpha name and factor/special payee
<b>Address Book-Who's Who (F0111)</b>	Mailing name
<b>Supplier Master (F0401)</b>	Supplier information
<b>Address Book-Contact Telephone Numbers (F0115)</b>	Telephone number
<b>Address by Date (F0116)</b>	Mailing address information
<b>Bank Transit Number Master File (F0030)</b>	Bank account information

You need to maintain only one address number for each supplier throughout the various systems. For example, if you review online inquiries or run reports such as A/R and A/P Netting, the system uses the same address number for all reports or inquiries.

You can enter a supplier record from either of the following forms:

- Work With Supplier Master
- Work With Addresses

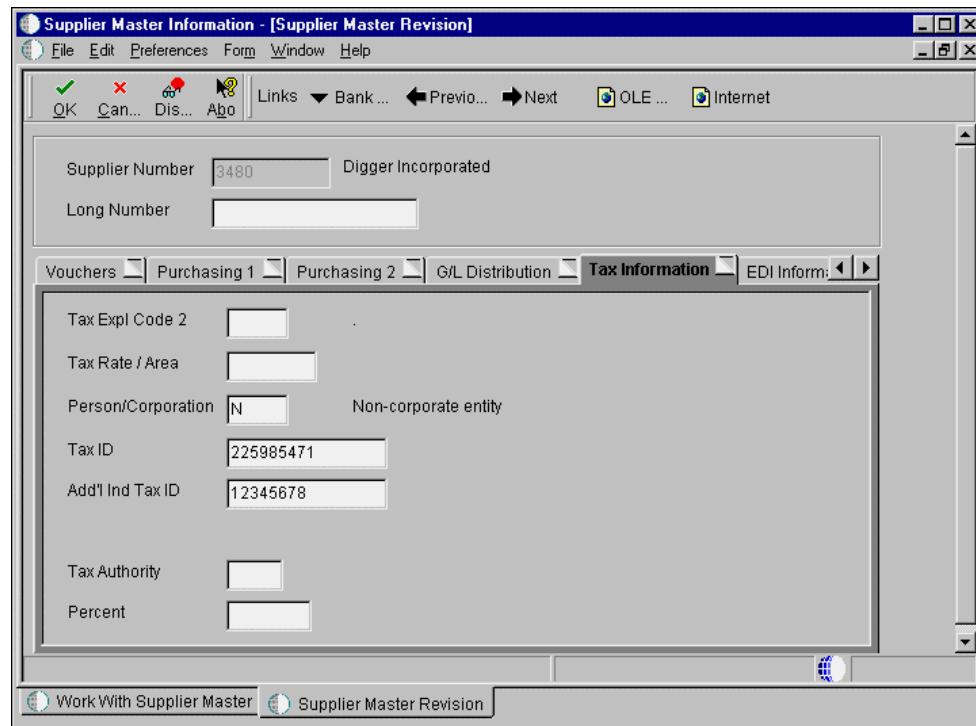


### Note

The Supplier Master program contains a processing option that allows you to specify a version of the Address Book to use when adding supplier master records from Supplier Master. Be sure the version that you specify in the Supplier Master processing option is the same as the Address Book version that you use to enter new address book information.

### Considerations for Finnish Suppliers

When you enter Finnish suppliers, use the Add'l Ind Tax ID field on the Supplier Master Revision form to enter the payee business code. This code is required only for domestic payments in Finland.



► **To enter supplier address and mailing information**

---

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

When you enter a new supplier record, you first enter information that identifies the supplier, such as the mailing name and address. The system uses this identification information as default information when you enter vouchers and payments. You can access Address Book Revision through Supplier Master Revision.

1. On Work With Supplier Master, click Add to access Supplier Master Revision.

PeopleSoft.

2. From Supplier Master Revision, navigate to Address Book Revision in one of the following ways:
  - Enter a value in the Supplier Number field, and click OK.
  - Choose A/B Revision from the Form menu.

PeopleSoft.

3. On Address Book Revision, on the Address Book tab, complete the following fields to identify the supplier:
  - Alpha Name
  - Search Type
4. Complete the following optional fields to limit the search criteria:
  - Address Number
  - Long Address Number
  - Tax ID
  - Business Unit

The screenshot shows the PeopleSoft Address Book Revision window. The 'Mailing' tab is selected. The 'Address Number' field contains '3480'. The 'Mailing Name' field contains 'Digger Enterprises'. Under 'Address Details', 'Address Line 1' is '5 River Road', 'City' is 'Sacramento', 'State' is 'CA', 'Postal Code' is '94203', 'Country' is 'USA', and 'County' is blank.

5. Click the Mailing tab and complete the following fields to enter mailing information:

- Mailing Name
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- City
- State
- Postal Code
- Country
- County

6. Enter information on any of the relevant tabs on this form, and then click OK to save the information.

After you complete these steps, follow the steps to enter additional address book information.

## ► To enter additional address book information

After you enter address and mailing information for a new supplier, you can enter additional information. For example, you can specify default tax information or an online credit message.

1. On Address Book Revision, click the Additional tab.

The screenshot shows the PeopleSoft Address Book Revision interface. At the top, there's a navigation bar with links for Portal, WWW, Intranet, and Training. Below that is a toolbar with icons for OK, Cancel, Form, and Tools. The main area is titled 'Address Book Revision' and has tabs for Address Book, Mailing, Additional (which is selected and highlighted in blue), Related Address, Cat. Code 1 - 10, and Cat. Code 11 - 30. A sub-tab 'Address Number' is also visible. The 'Additional' tab contains several input fields and checkboxes:

- Payables Y/N/M: A dropdown menu showing 'Y'.
- Receivables Y/N: A checkbox that is unchecked.
- Employee Y/N: A checkbox that is unchecked.
- AR/AP Netting (Y): A checkbox that is unchecked.
- HRM Records Exist: A checkbox that is checked.
- Add'l Ind Tax ID: An input field containing a placeholder.
- Tax Exempt Certificate: An input field containing a placeholder.
- Person/Corporation Code: An input field containing 'N'.
- Credit Message: An input field containing a placeholder.
- Language: An input field containing a placeholder.
- Industry Classification: An input field containing '7000'.
- Non-corporate entity: A label next to the Person/Corporation Code field.
- Workflow section: Contains 'E-mail Preference' and 'Shortcut Client Type' fields.

2. On the Additional tab, complete the following field:

- Payables Y/N/M

3. Click any of the following options, if necessary:

- Receivables Y/N
- Employee Y/N
- User Code
- AR/AP Netting (Y)
- Subledger Inactive Code

4. Complete the following optional fields:

- Person/Corporation Code
- Tax Exempt Certificate

- Add'l Ind Tax ID
- Credit Message
- Miscellaneous Code
- Language
- Industry Classification

5. Click OK to save the record.

After you complete these steps, follow the steps to enter supplier master information.

### ► To enter supplier master information

---

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

After you enter address book information for a new supplier, enter supplier master information. The system uses this as default information when you enter vouchers.

1. On Supplier Master Revision, on the Vouchers tab, complete the following optional fields:

- Credit Message
- Payment Terms - A/P

- Payment Instrument
- Factor/Special Payee
- Parent Number

The parent/child relationship created by entering a value in this field is used for reporting purposes only in the A/P system. Voucher and payment processing do not use the parent number field or a parent/child relationship.

- Approver Number
- Hold Payment
- Ledger Inq Seq
- Float Days

2. If applicable, click the following option:

- Pre-Note Code

3. Click one of the following multiple payments options:

- Yes
- No
- Contract

4. To specify default currency information, see the task *To assign currency codes to a supplier record* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*.
5. Enter information on all of the relevant tabs on this form, and then click OK to save the information.

After you complete these steps, follow the steps to enter default G/L distribution information.

6. Complete the following fields:

- G/L Class
- Model JE Doc Type/No/Co
- Default Expense Account

The system does not use the default expense account if you have specified a model journal entry.

7. To specify default tax information, see the task *To set up tax defaults for the supplier* in the *Tax Reference Guide*.

See *Setting Up Supplier and Item Information* in the *Procurement Guide* for information about the Purchasing 1 and Purchasing 2 tabs.

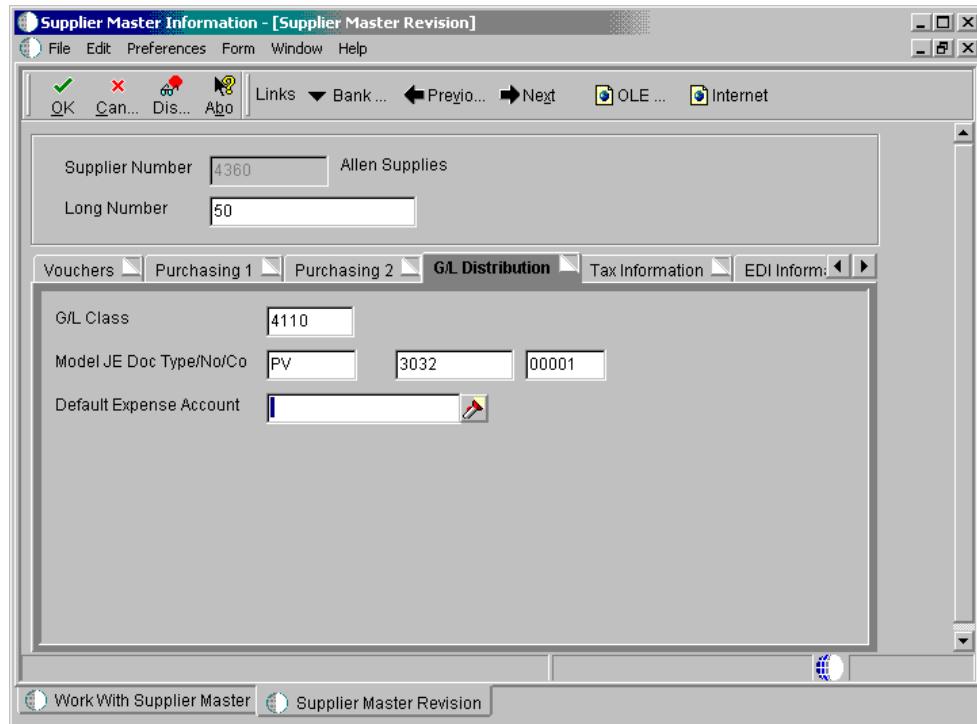
See the *Data Interface for Electronic Data Interchange Guide* for more information about the EDI tab.

## ► To enter default G/L distribution

---

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

1. On Supplier Master Revision, click the G/L Distribution tab.



2. On the G/L Distribution tab, complete the following field:
  - G/L Class
3. Complete one of the following fields for G/L account information:
  - Model JE Doc Type/No/Co
  - Default Expense Account
4. Enter information on all of the relevant tabs on this form, and then click OK to save the information.

After you complete these steps, follow the steps to enter tax information.

### See Also

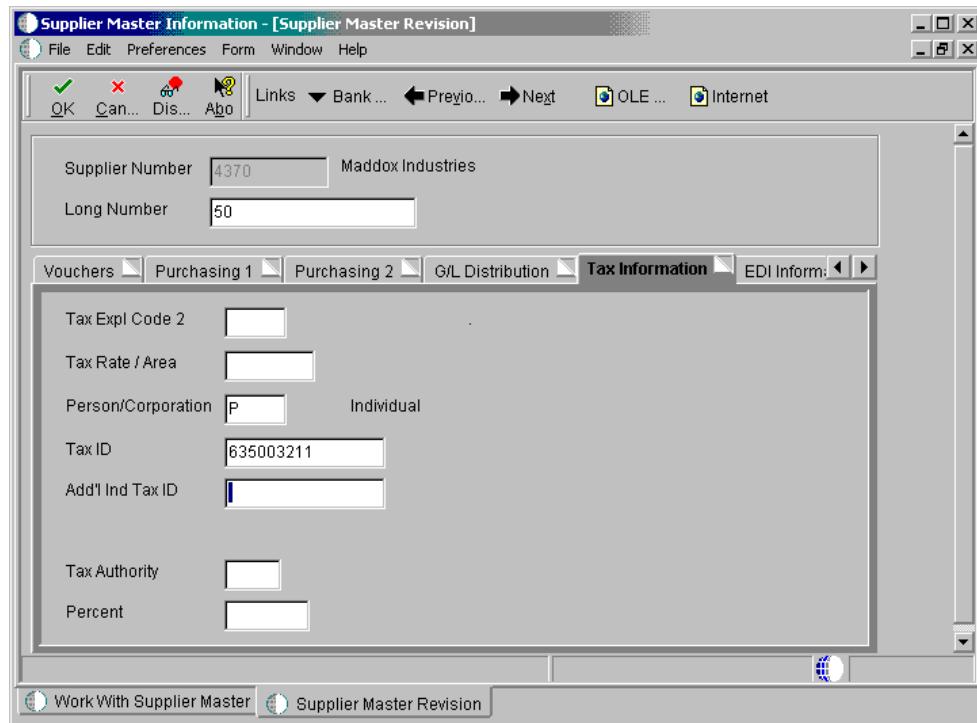
- See *Vertex Quantum for Sales and Use Tax* for more information about tax setup and processing.

## ► To enter tax information

---

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

1. On Supplier Master Revision, click the Tax Information tab.



2. On the Tax Information tab, complete the following fields to enter tax information:
  - Tax Expl Code 2
  - Tax Rate / Area
3. To enter 1099 information, complete the following fields:
  - Person/Corporation
  - Tax ID
  - Add'l Ind Tax ID
4. To enter withholding information, complete the following fields:
  - Tax Authority
  - Percent
5. Click OK to save the record.

After you complete these steps, follow the steps to enter 1099 reporting information.

## **Entering Bank Information for Suppliers**

After you enter supplier address book information and supplier master information, you can assign bank accounts to suppliers. Businesses that use bank tape processing to transmit payments electronically must assign bank accounts to their suppliers. The system uses this information to identify the supplier's bank account when you pay vouchers by electronic funds transfer.

### **Considerations for Bank Transit Numbers**

For suppliers in Germany, Great Britain, the United States, and Canada, enter the bank transit number using an asterisk and the two-letter code followed by the numeric code; for example, enter \*BL12345. For other foreign suppliers, enter the code without an asterisk.

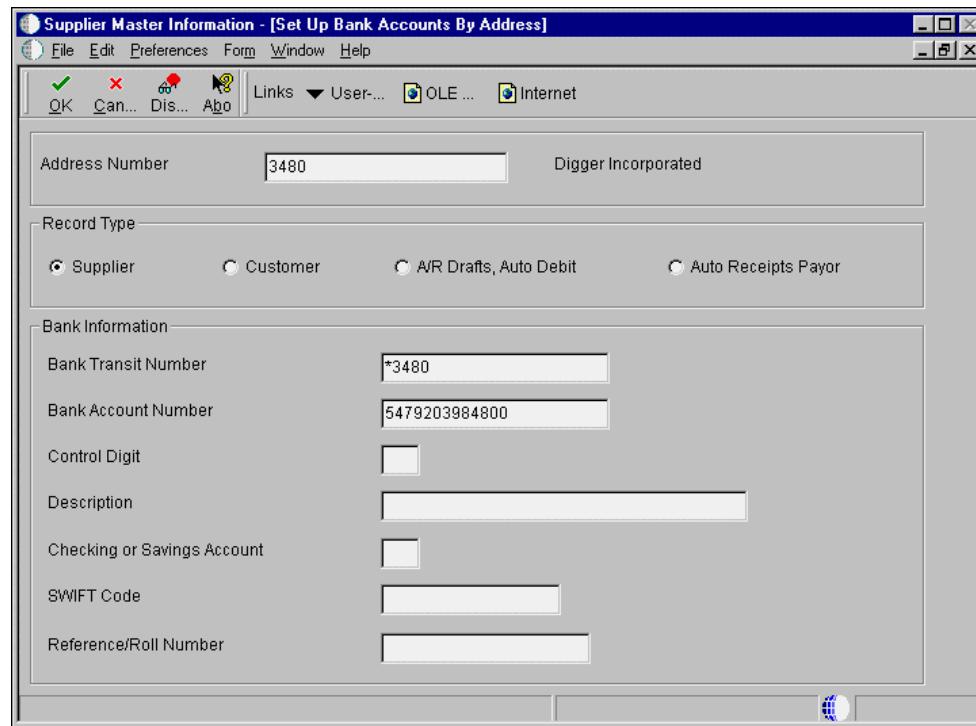
For domestic suppliers with Bankgiro or Postgiro accounts, enter an asterisk. For domestic suppliers that you want to pay directly to a bank account, enter the bank transit number (clearingnummer) for the bank.

The routing or transit number is normally a part of the bank account number. Sometimes the number cannot be distinguished from the bank account number. If so, use the *address number* for the supplier and include an asterisk before the figures. Enter the full account number (including the bank transit number) in the Bank Account Number field.

#### **Example: Bank Transit Number**

Bank Transit Number: \*3480

Bank Account Number: 5479203984800



### Suppliers Bank Information by Country

The following table lists the required bank information for suppliers in different countries:

Payment To Country	Bank Transit Number	Account Number	Control Digit	SWIFT Code
Germany	*BL + code	Account Number	BL	Required
Great Britain	*SC + code	Account Number	SC	Required
USA	*FW + code	Account Number	FW	Required
Canada	*CC + code	Account Number	CC	Required
Other foreign suppliers	Code	Account Number	Blank	
Domestic suppliers Bank Finland	Machine Account Number	Account Number	Blank	
Domestic suppliers Bankgiro/Postgiro	*	Bankgiro or Postgiro Number	Blank	
Domestic suppliers Bank Account - Sweden	Code	Account Number	Blank	

---

**Note**

All numbers must be entered consecutively without spaces. Avoid blanks or symbols such as dashes or dots.

---

### **Considerations for Machine Account Numbers – Finland**

For domestic payments in Finland, a special relationship exists between the account number and the bank transit number. The last digit of the bank account number is a check-digit for the account number. If the account number is entered correctly, the program creates a “machine account number” in the Bank Transit Number field.

This special modification for domestic payments in Finland is invoked when both the user's country code in User Preferences and the supplier's country code in the Supplier Master is Finland.

#### **► To assign bank accounts to suppliers**

---

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

1. On Work With Supplier Master, locate the supplier and choose Select.
2. On Supplier Master Revision, do one of the following:
  - If a processing option is set to automatically display the Work with Bank Accounts by Address form, click OK.
  - Choose Bank Accounts from the Form menu.
3. On Work With Bank Accounts by Address, click Add.
4. On Set Up Bank Accounts By Address, complete the following fields:
5. Click one of the following record type options:
  - A/R Drafts, Auto Debit
  - Auto Receipts Payor
6. Complete the following optional fields:
  - Control Digit
  - Description
  - SWIFT Code
  - Reference/Roll Number
7. Click OK, and then click Close.

#### **See Also**

- ❑ *Assigning Multiple Bank Accounts to Suppliers* in the *Accounts Payable Guide* for information about assigning more than one bank account to a supplier

## **Processing Options for Supplier Master Information (P04012)**

### **Entry Tab**

This processing option specifies whether to display, hide, or disable the Tax ID field.

---

#### **1. Tax ID**

**Blank = Display this field**

**1 = Hide this field**

**2 = Disable this field**

Use this processing option to specify whether to display the Tax ID field when you add a supplier record. You can specify whether to disable this field. When you disable a field, the system displays it as gray and the user cannot enter data into it.

Blank   Display this field.

1      Hide this field.

2      Disable this field.

---

### **Defaults Tab**

These processing options specify the default search types and currency codes for the Supplier Master Information form.

---

#### **1. Search Type**

Use this processing option to specify the default value that is used in the Search Type field on the Work with Supplier Master form. Use the Visual Assist for a list of valid search types. If you leave this processing option blank, the system uses V (Suppliers) as the default value.

---

#### **2. Amount Currency Code**

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Use this processing option to specify the default value to use for the Amount Currency Code. Use the Visual Assist for a list of currency codes. If this processing option is blank, and the corresponding field on the Supplier Master Revision form is blank, when you click OK the system uses the default value from the company associated with the Security Business Unit assigned to the Address Book record.

---

### **Version Tab**

These processing options specify the version of the Supplier Master Business Function and the Address Book that you want to use when entering supplier master information.

---

#### 1. Supplier Master MBF (P0100043)

Blank = Version ZJDE0001

Use this processing option to specify the version for the Supplier Master MBF (Master Business Function). If you leave this processing option blank, the system uses the default version ZJDE0001.

#### 2. Address Book (P01012) Version

Blank = Version ZJDE0001

Use this processing option to specify the version of the Address Book program (P01012) the system will use. If you leave this processing option blank, the system uses the default version, ZJDE0001

---

## **Processing Options for Supplier Master MBF – PO (P0100043)**

### **Outbound Tab**

These processing options determine the transaction type and transaction image that will be used for outbound processing.

---

#### **1. Transaction Type**

Use this processing option to enter the transaction type when using the interoperability feature. If you leave this field blank, the system will not perform outbound interoperability processing. Use the Visual Assist to locate Transaction Type codes.

#### **2. Change Transaction Image**

**Blank = Write the " after image "**

**1 = Write the " before" and " after image"**

Use this processing option to indicate whether you want the system to write a Before Image for a change transaction. The Before Image is the record before the change. The After Image is the record after the change. Valid values are:

Blank Write the After image.

1 Write the Before and After image.

---

## **Setting Up a Bank Account Cross-Reference**

For foreign payments, you must set up a cross-reference between the bank address in the Address Book Master table (F0101) and the bank account number in the Bank Transit Number Master File table (F0030). The bank transit number is a key that links the bank address to the address number of the bank account. This cross-reference is used to print the name and address of the bank on the payment.

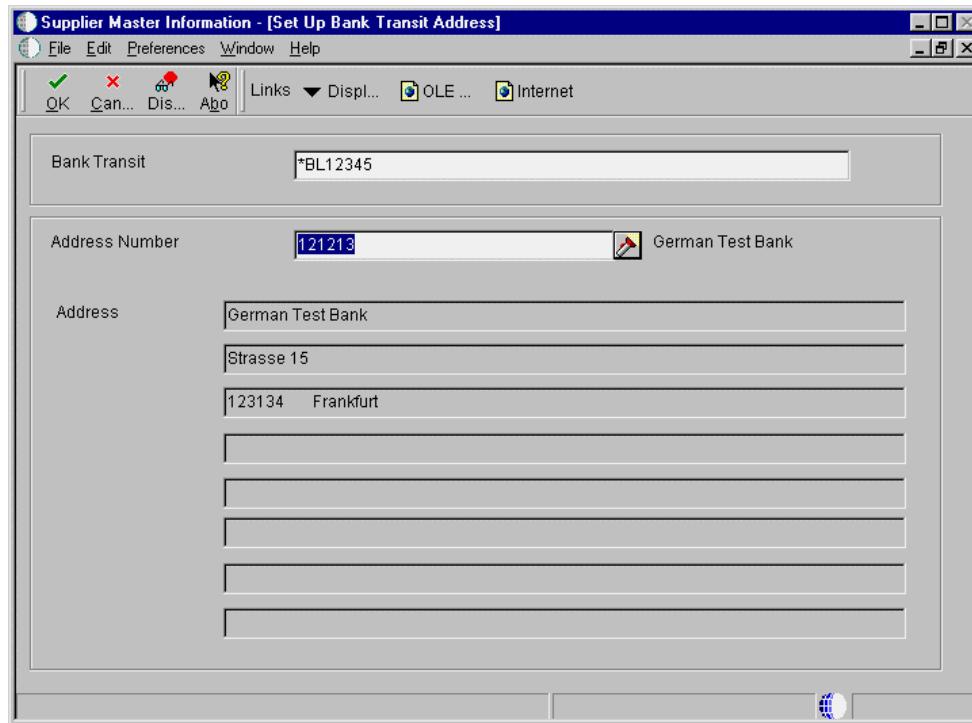
### **► To set up a bank account cross-reference**

---

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

1. On Work With Supplier Master, complete any fields necessary to narrow your search, and then click Find.

2. Choose a supplier record in the detail area and click Select.
3. On Supplier Master Revision, choose Bank Accounts from the Form menu.
4. On Work With Bank Accounts by Address, choose Bank Transit from the Form menu
5. On Work With Bank Transit Addresses, click Add.



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

- **Bank Transit**

Enter the bank transit number in the Bank Transit field. This is the same number that you entered in the Set Up Bank Accounts by Address form. If the number contains an asterisk, the asterisk is a part of the number and should also be entered. If the bank has not been set up in the address book, use Address Book Revisions (P01012) to set up the bank. The default search type in the Address Book for banks is V (vendors).

- **Address Number**

## Entering Additional Bank Information for Foreign Suppliers

Foreign payments made by Nordic companies require additional bank information. If you use a foreign payment format, you must enter this additional bank information for each foreign supplier.

You can use the Work with Payment Groups program (P04571) to override the additional bank information for a specific payment if necessary.

## Before You Begin

- Create an address book record for each bank, being sure to enter both the name of the bank and the name of the local office in the Alpha Name field. See *Creating and Updating Address Book Records* in the *Address Book Guide*.
- Set up your user preferences with one of the following country preference codes:
  - SE (Sweden)
  - NO (Norway)
  - DK (Denmark)
  - FI (Finland)

See [Setting Up User Display Preferences](#).

## ► To enter additional bank information for foreign suppliers

---

*Use one of the following navigations:*

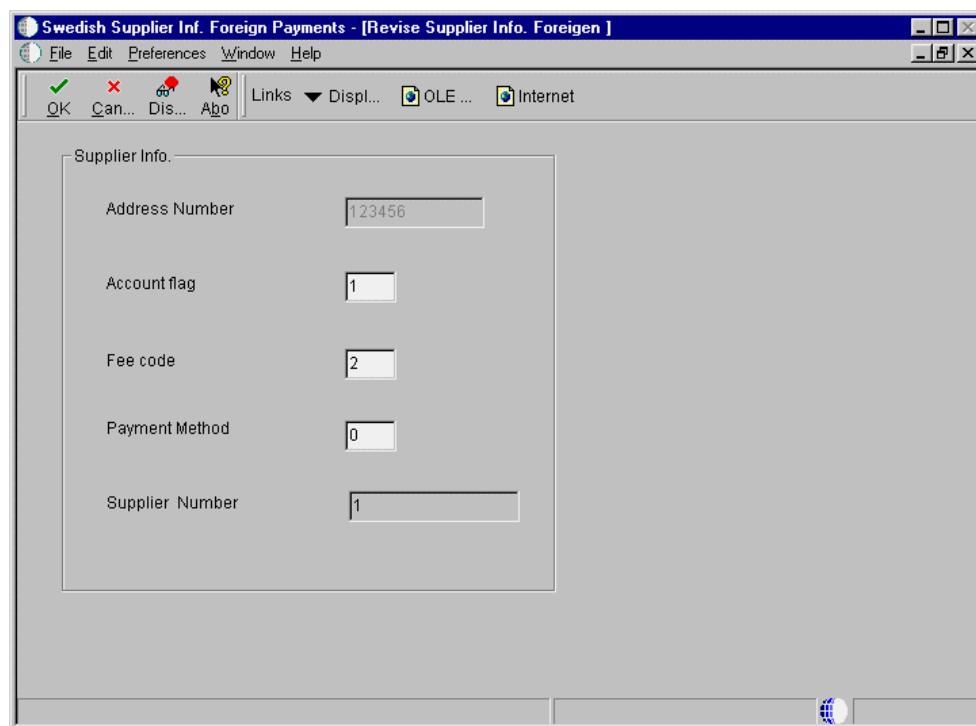
*From the Swedish Localization menu (G74W), choose Swedish Supplier Inf. Foreign Payments.*

*From the Norwegian Localization menu (G74O), choose Norwegian Supplier Inf. Foreign Payments.*

*From the Danish Localization menu (G74M), choose Danish Supplier Inf. Foreign Payments.*

*From the Finnish Localization menu (G74V), choose Finnish Supplier Inf. Foreign Payments.*

1. On Work With Supplier Info. Foreign, click Add.



2. On Revise Supplier Info. Foreign, complete the following fields and click OK:

- Address Number
- Account flag
- Fee code
- Payment Method

The system populates the Supplier Number field with a system-generated number that the bank uses to identify the supplier. This number is not the same as the supplier's address book number.

#### ► To override additional bank information

---

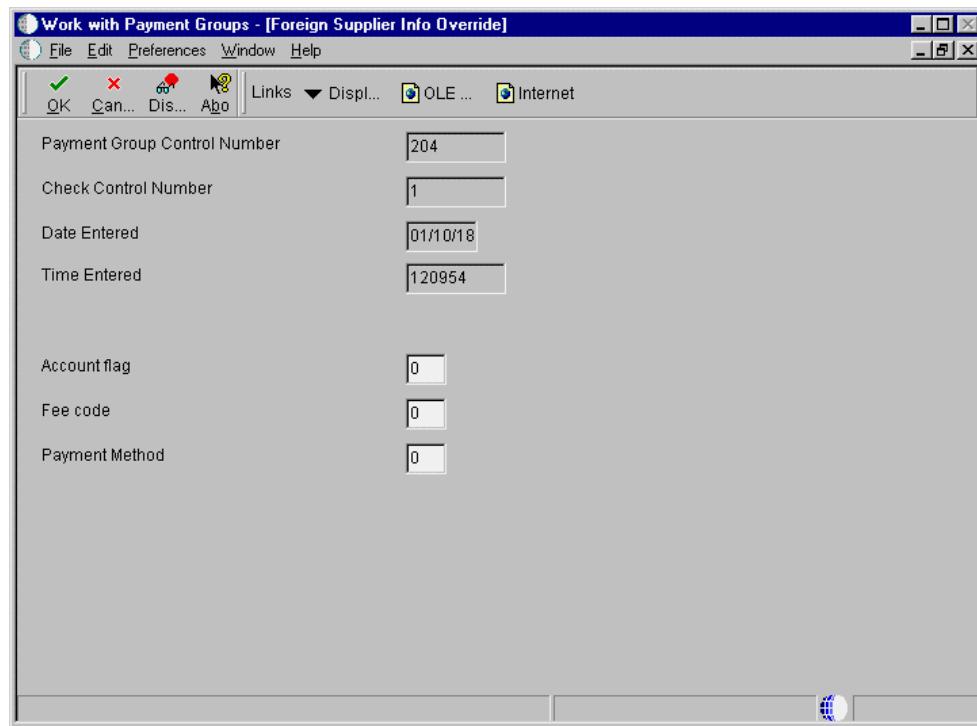
*From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.*

1. On Work With Payment Groups, click Find.
2. Choose the payment group for which you want to override additional bank information, and then choose Payments from the Row menu.

The screenshot shows a software interface titled "Work with Payment Groups - [Work With Payment Group - Write Status]". The window has a toolbar with icons for Select, Find, Close, Seg..., New..., Reg..., Dis..., Abo, Links, Value..., OLE..., and Internet. The main area is divided into two sections: "Bank Account" and "Checkräkningskonto". Under "Bank Account", the fields are: Bank Account (1.1930), Version (NORDIC), Print Queue (empty), Total Amount (770,00), Number of Payments (1), and Currency (NLG). Below these are "Amount From" and "Through" fields. The lower section displays a table of payments:

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total
10012	PP Standardkund Svensk	770,00			

3. On Work With Payment Group – Write Status, choose a payment in the detail area, and then choose Regional Info from the Row menu.



4. On Foreign Supplier Info Override, complete the following fields and click OK:
  - Account flag
  - Fee code
  - Payment Method

## Working with Payment Instruments

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

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

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

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

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

#### Payment Instrument Codes

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

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##### Note

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

---

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

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

## Working with Nordic Payment Formats

Assign the following programs to payment instruments for the Nordic countries:

<b>Payment Formats</b>	Specify the following programs to generate payment formats for the Nordic countries: <ul style="list-style-type: none"><li>• P04572SE1 for Bankgiro – Domestic</li><li>• P04572SE2 for Bankgiro - Foreign</li><li>• P04572SE3 for Postgiro - Domestic</li><li>• P04572DK1 for DDB - Domestic</li><li>• P04572DK2 for DDB - Foreign</li><li>• P04572DK5 for Girobank - Domestic</li><li>• P04572NO1 for Norway Standard - Domestic</li><li>• P04572NO2 for Norway Standard - Foreign</li><li>• P04572FI1 for Finland Domestic – LM02</li><li>• P04572FI2 for Finland Standard – Foreign</li><li>• P04572FI3 for Finland Domestic – LM03</li></ul>
------------------------	--

<b>Register Format</b>	P04576 for Payment Register – Standard
<b>Attachment Format</b>	P04573 for Print Attachments – Standard
<b>Debit Statement Format</b>	Select the same program as for the Write program (payment format).

---

#### Note

Do not confuse the P04572xx object name with the R04572xx object name. You enter the P04572xx version on the Set Up Payment Instrument Defaults form. The P04572xx version launches the R04572xx version when you process payments. For example, P04572SE1 launches the R04572SE1 program. If you want to make any changes to these programs, access them from the Batch Versions program (P98305), entering R instead of P in the first position of the name of the payment format program.

---

#### Before You Begin

- Set up a code in user defined codes table 00/PY for each payment instrument that you use.
- Set up your payment programs in user defined codes table 04/PP.

See *Setting Up User Defined Codes*.

## Setting Up Payment Instruments

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

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

#### See Also

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

#### Before You Begin

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

## ► To assign programs to a payment instrument

---

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

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

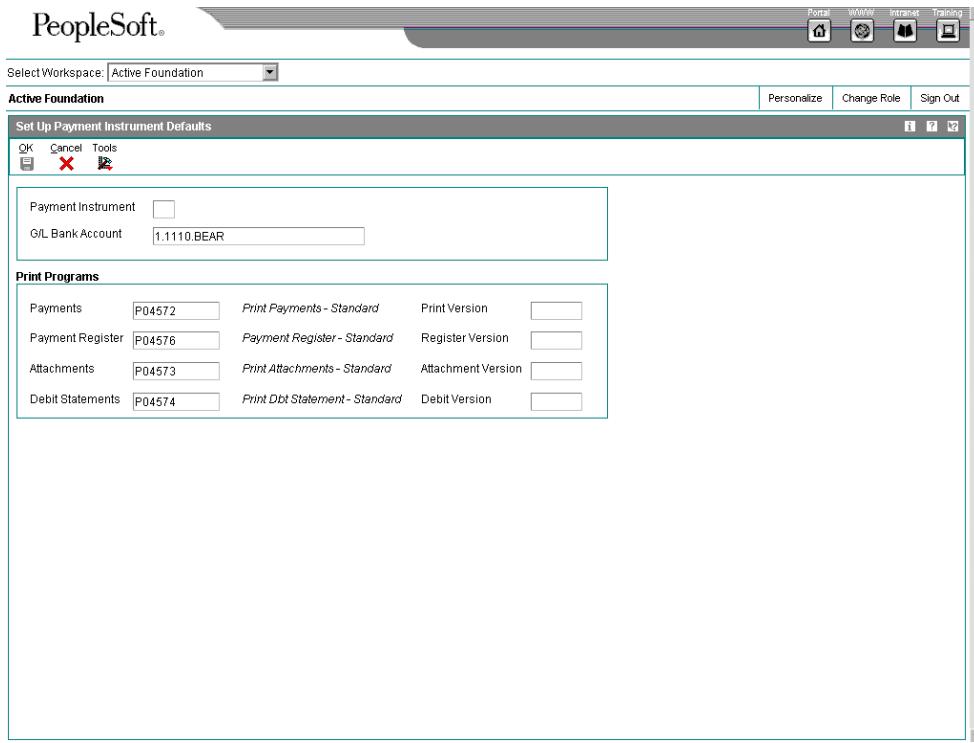
You are not limited to using the preassigned programs for each payment instrument. For example, if the default of blank for your company is to print a check that is in a Canadian format, you can change the payment print program from the Auto Payments Write/Reset program (P04572) to the Print Automatic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

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

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

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

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

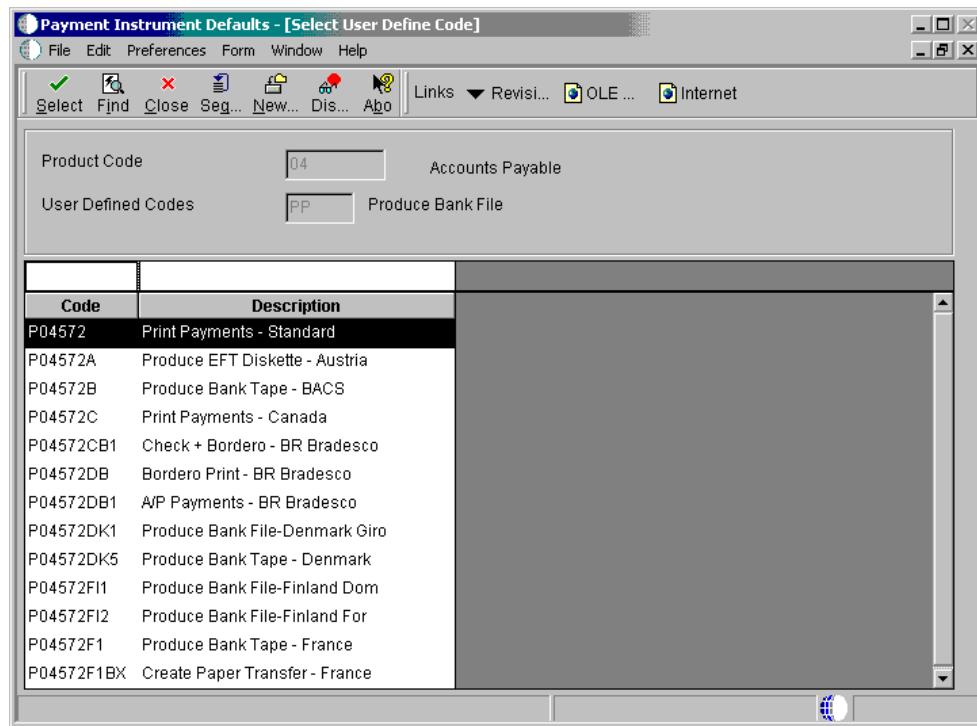


3. On Set Up Payment Instrument Defaults, enter a program number in the following fields:
  - Payments
  - Payment Register
  - Attachments
  - Debit Statements

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

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

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



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

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

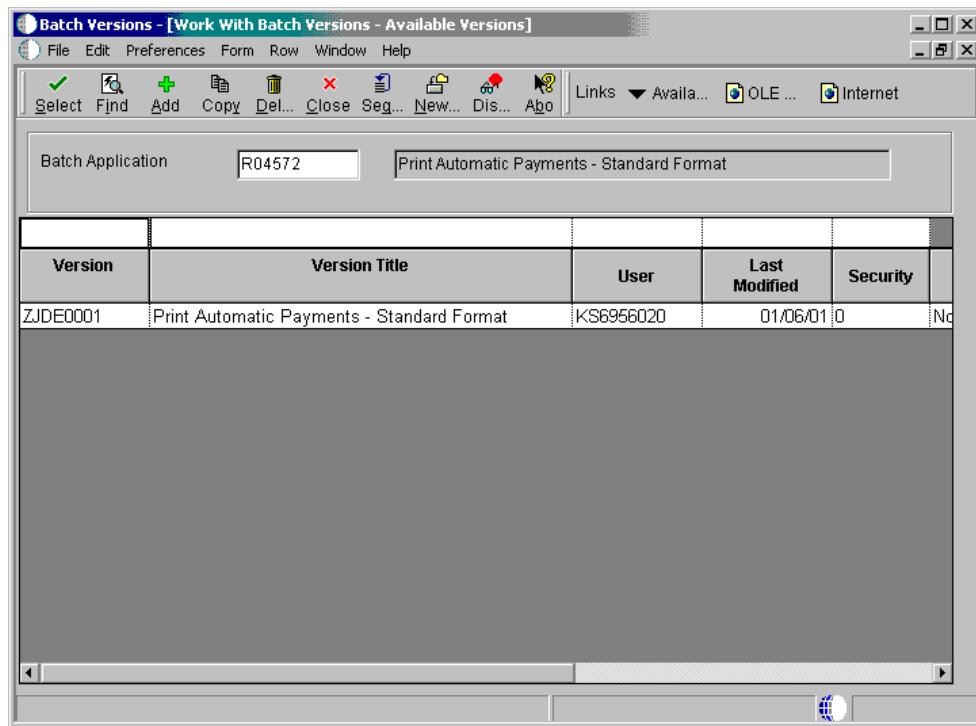
#### ► To revise processing options for payment instrument formats

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

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

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

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



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

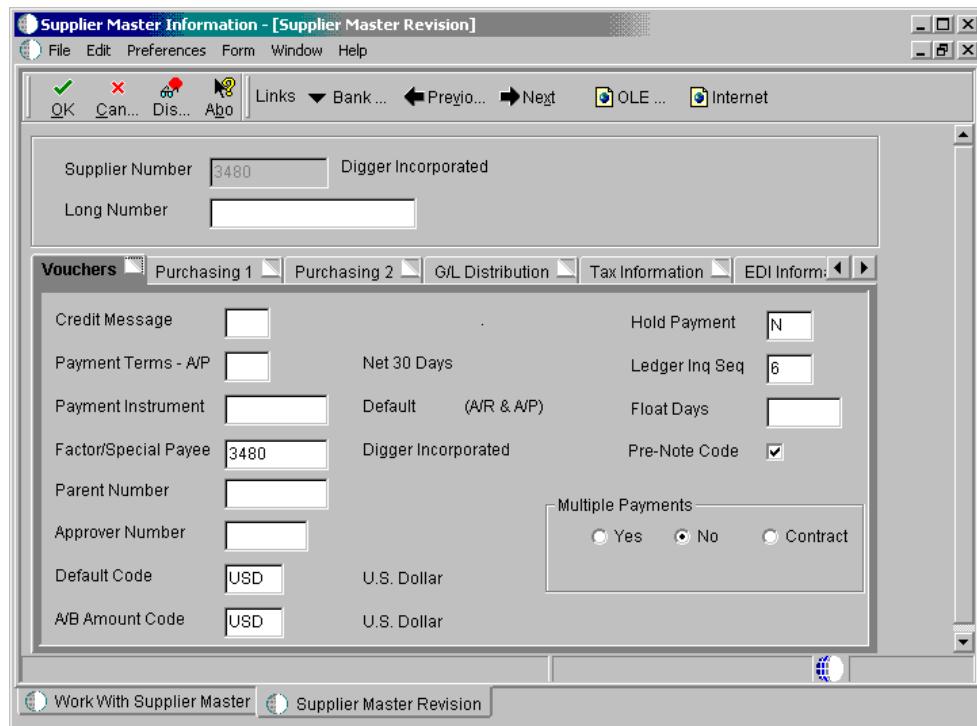
#### ► To assign a payment instrument to a supplier

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When you print payments, the system uses the payment instrument assigned to the voucher. Typically, you set up the most commonly used payment instrument as the default, so you do not have to define a payment instrument for each supplier. The system uses the payment instrument assigned to the supplier, unless you override it when you enter a voucher.

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

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



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

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

## Entering Vouchers

You must enter foreign payment information for the Central Bank during standard voucher entry. For Finnish domestic payments, you must also enter a reference number.

For more information about voucher entry, see the *Accounts Payable Guide*.

## Entering Foreign Payment Information for the Central Bank

The Central Bank requires that an identification code be included on foreign payments. The Central Bank issues a list of valid identification codes for foreign payments. You enter the appropriate identification code in the Remark field during voucher entry. If you do not enter an identification code, the system assigns one of the following values when you create the automatic payment file:

Sweden	%101
Denmark	%0006
Norway	%14
Finland	%999

You can change this default value by using the processing options for the various Write programs (for example, R04572SE2). See *Processing Options for Write Programs (R04572XX)*.

#### ► To enter foreign payment information for the Central Bank

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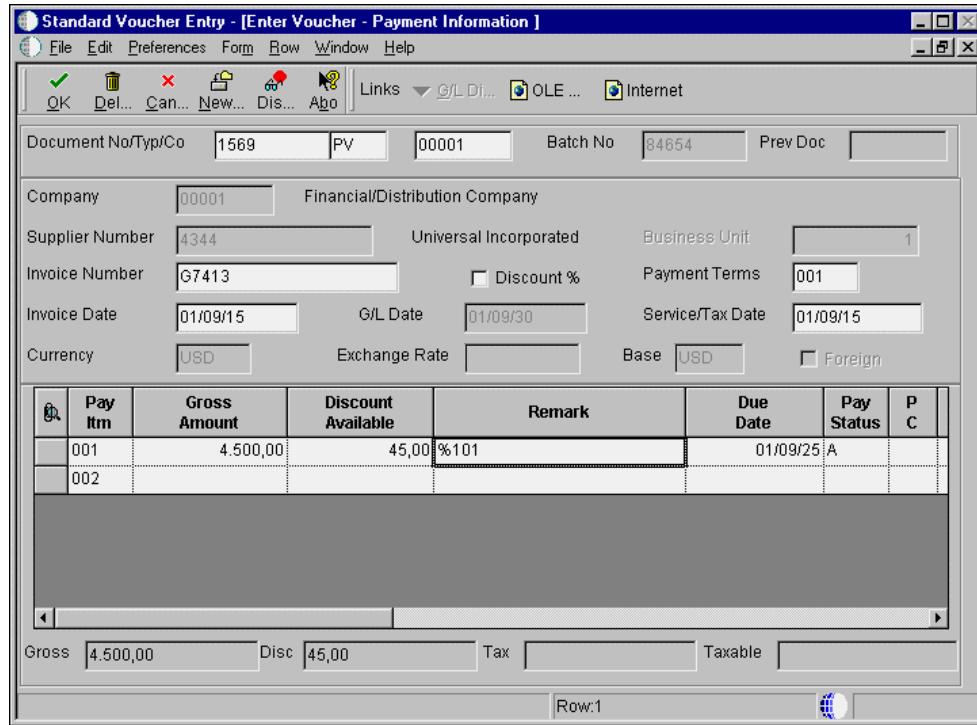
*Use one of the following navigations:*

*From the Supplier & Voucher Entry menu (G0411), choose Speed Voucher Entry.*

*From the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry.*

1. Enter a standard voucher or a speed voucher.

See *Entering Standard Vouchers* or *Entering Speed Vouchers* in the *Accounts Payable Guide* for information about entering vouchers.



2. On Enter Voucher – Payment Information, enter a percent sign (%) followed by the foreign payment information code (Riskankskod) from the codes list, including an explanation for Denmark and Norway in the following field:
  - Remark

- When you have finished entering voucher information, click OK.

## Entering Reference Numbers for Finnish Domestic Payments

In Finland, vouchers are identified by a reference number. For domestic payments in Finland, you enter the reference number in the Remark field during voucher entry.

### ► To enter reference numbers for Finnish domestic payments

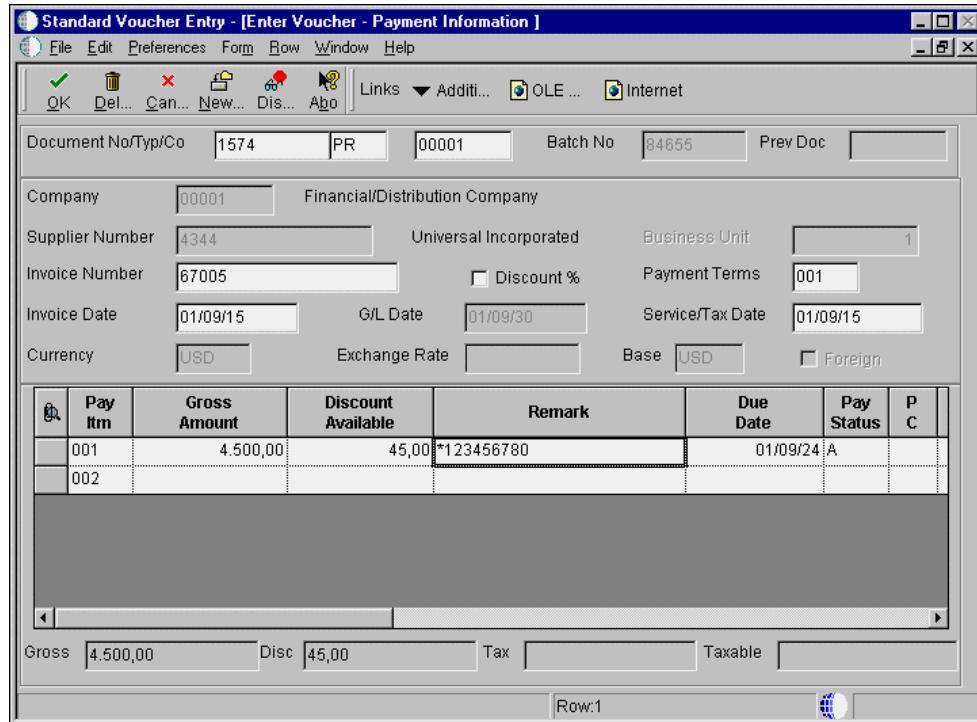
*Use one of the following navigations:*

*From the Supplier & Voucher Entry menu (G0411), choose Speed Voucher Entry.*

*From the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry.*

- Enter a standard voucher or a speed voucher.

See *Entering Standard Vouchers* or *Entering Speed Vouchers* in the *Accounts Payable Guide* for information about entering vouchers.



- On Enter Voucher – Payment Information, complete the following field with an asterisk (\*) followed by the reference number:
  - Remark
- When you have finished entering voucher information, click OK.

## **Preparing Vouchers and Credit Notes for Automatic Payments**

Businesses in Nordic Countries use a credit note, if one exists, for payments before using the company's bank account. If you use due date processing in automatic payments, which is common in Nordic countries, the base system requires you to manually match the due dates for a credit note and a voucher. In this localization, J.D. Edwards can automatically match the due dates of credit notes and vouchers.

If a supplier offers payment terms with discount, the system sets the payment date to the discount due date. If the discount due date has passed, you might want to change the due date to the net due date. In the base system, the change to net due date has to be done manually. This localization allows you to automatically change the due date.

### **Revising Due Dates for Credit Notes**

Use the Enhanced Due Date Processing Sweden program (R74W0020) to automatically change the due date of a credit note to the due date of a matching voucher. The program creates a report that specifies the new due date for the credit note. The program can be run in proof or final mode.

You can run Enhanced Due Date Processing Sweden from the Create Payment Control Groups program (R04570) or you can run it as a stand-alone program. J.D. Edwards recommends that you first submit this program as a stand-alone program in proof mode. Use processing options to specify whether the program runs as a stand-alone program or is launched from the Create Payment Control Groups program.

To run this program as a stand-alone program, you need to set up a menu selection for the Enhanced Due Date Processing Sweden program (R74W0020).

---

#### **Caution**

The Enhanced Due Date Processing Sweden program retrieves pay items from the Accounts Payable Ledger table (F0411). If a voucher contains both negative and positive pay items, this program might change the due date for a negative pay item that is a part of a voucher; if it does so, the action would result in the negative and positive amounts on the same voucher having different due dates.

---

### **Sequence for Enhanced Due Date Processing**

The program matches credit notes to vouchers in the following sequence:

- Payment ID
- G/L Bank Account
- Business Unit (only if the Process by Business Unit processing option is set to 1)
- Currency
- Payee Address Number (only if the Process by Payee processing option is set to 1)
- Company
- Address Number
- Due Date

### Example: Credit Note Equal to Voucher Amount

In this example, a supplier has a credit note for the amount of -500 with a due date of 2001-07-15 and a voucher for the amount of 500 with a due date of 2001-07-30.

If you use due date processing without changing the due date, the voucher is paid in full and the credit is not used because the due dates for the credit note and the voucher are different.

The following form shows the voucher and the credit note with different due dates:

**Supplier Ledger Inquiry - [Supplier Ledger Inquiry]**

Supplier Number: 74003 | Nordic Supplier

Date From:      Thru:       Invoice  G/L

Recurring  Summarize  Paid  Open  Withheld  All

Batch Number: \* | Currency Code: \*

	Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Foreign Amount
	3134	PV	00001	01/06/30	01/06/30	01/07/30	500,00	500,00	
	3135	PD	00001	01/07/15	01/07/15	01/07/15	500,00-	500,00-	

When you run the Enhanced Due Date Processing Sweden program (R74W0020) in proof mode, the system produces a report that shows that the due date of the credit note can be changed to match the due date of the voucher.

R74W0020 | J.D. Edwards & Company | 01/09/30 16:31:03  
Enhanced Due Date Processing | Page - 1

**\*Proof Mode\***

Due Date Total Open Amount		01/07/30	500,00
Moving credit note to new due date:		3135 PD 001 of 07/15/01 moved to 07/30/01	,00
Document	3135	PD 00001	Payee 74003 Due Date 01/07/30 G/L Bank Account 00000108
Pay Item	001 extension no	Supplier 74003 Currency Code USD Payment Instrument	
		Open Amount 500,00- Payment Handling Code	

When you run Enhanced Due Date Processing Sweden (R74W0020) in final mode, the system changes the due date of the credit note to 2001-07-30. Because the due dates of the

credit note and the voucher are now the same, the system reduces the payment amount by the amount of the credit note in the next automatic payment to the supplier.

R74W0020	J.D. Edwards & Company	01/09/30	16:33:48
	Enhanced Due Date Processing	Page -	1
<b>*Final Mode*</b>			
Due Date Total Open Amount 01/07/30		500,00	
Moving credit note to new due date: 3135 PD 001 of 07/15/01 moved to 07/30/01 ,00			
Document 3135	PD 00001	Payee 74003	Due Date 01/07/30
Pay Item 001	extension no	Supplier 74003	Currency Code USD
		Open Amount 500,00-	Payment Handling Code

The Supplier Ledger Inquiry form now displays the voucher and credit note with matching due dates:

The Supplier Ledger Inquiry screen shows a grid of transactions for supplier 74003. The grid has columns for Document Number, Doc Type, Doc Co, Invoice Date, G/L Date, Due Date, Gross Amount, Open Amount, and Foreign Amount. Two rows of data are visible:

	Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Foreign Amount
	3134	PV	00001	01/06/30	01/06/30	01/07/30	500,00	500,00	
	3135	PD	00001	01/07/15	01/07/15	01/07/30	500,00-	500,00-	

#### **Example: Credit Note in Excess of Voucher Amount**

In this example, a supplier has a credit note for the amount of -1200 with a due date of 2001-07-14 and a voucher for the amount of 1000 with a due date of 2001-07-06. The amount of the credit exceeds that which is needed to pay the voucher.

The following form shows the voucher and credit note with different amounts and different due dates:

**Supplier Ledger Inquiry - [Supplier Ledger Inquiry]**

File Edit Preferences Form Row Window Help

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

Supplier Number: 74003 Nordic Supplier

Date From: Thru: Invoice G/L

Recurring  Summarize Paid Open Withheld All

Batch Number: \* Currency Code: \*

Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Foreign Amount
3136	PV	00001	01/06/06	01/06/06	01/07/06	1.000,00	1.000,00	
3137	PD	00001	01/06/14	01/06/14	01/07/14	1.200,00-	1.200,00-	
						200,00-	200,00-	

Find records

When you run Enhanced Due Date Processing Sweden (R74W0020) in final mode, the system uses part of the credit note to pay the voucher. The system creates a new pay item for the remaining part of the credit note. The matching pay item has the same due date as that of the voucher. The remaining amount on the credit note has an unchanged due date.

The system generates the following report, which shows the new due date of the credit note and the newly created pay item.

R74W0020 J.D. Edwards & Company 01/09/30 17:06:50  
Enhanced Due Date Processing Page - 1

**\*Final Mode\***

Due Date Total Open Amount 01/07/06 1.000,00

New credit note split payment created: Created 3137 PD 002 of 07/06/01 at open amount -1000 of -1200,00 ,00

Document 3137 PD 00001 Payee 74003 Due Date 01/07/06 G/L Bank Account 00000108
Pay Item 002 extension no Supplier 74003 Currency Code USD Payment Instrument
Open Amount 1.000,00- Payment Handling Code

Credit note open amount adjusted: 3137 PD 001 of 07/14/01 updated open amount from -1200,00 to -200 ,00

Document 3137 PD 00001 Payee 74003 Due Date 01/07/14 G/L Bank Account 00000108
Pay Item 001 extension no Supplier 74003 Currency Code USD Payment Instrument
Open Amount 200,00- Payment Handling Code

The Supplier Ledger Inquiry form now displays the new pay item that offsets the voucher:

The screenshot shows the 'Supplier Ledger Inquiry' application window. At the top, there's a menu bar with File, Edit, Preferences, Form, Row, Window, Help, and a toolbar with various icons like Select, Find, Add, Copy, Del..., Close, Seg..., New..., Dis..., Abo, Links, Paym..., OLE..., and Internet. The main area has input fields for Supplier Number (74003), Date From, Thru, Invoice/G/L selection (Invoice is selected), Recurring, Summarize, Paid, Open (selected), Withheld, All, Batch Number, and Currency Code. Below these is a large grid table with columns: Document Number, Doc Type, Doc Co, Invoice Date, G/L Date, Due Date, Gross Amount, Open Amount, and Foreign Amount. The grid contains three rows of data:

	Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Foreign Amount
	3136	PV	00001	01/06/06	01/06/06	01/07/06	1.000,00	1.000,00	
	3137	PD	00001	01/06/14	01/06/14	01/07/14	200,00-	200,00-	
	3137	PD	00001	01/06/14	01/06/14	01/07/06	1.000,00-	1.000,00-	
							200,00-	200,00-	

### Processing Options for Enhanced Due Date Processing Sweden (R74W0020)

#### Select Tab

##### 1. Pay Thru Date

Use this processing option to specify the due date through which you want to process credit notes. All credit notes with due dates up to and including the date that you enter are processed. For example, if you want to process a group consisting of credit notes with due dates through March 15, 2005, enter 03/15/05. Enter the date in this processing option, or leave the processing option blank to select credit notes using the Displacement Days processing option.

Note: if you leave the Pay Through Date field blank and the Displacement Days processing option as zero, the system date is used as 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 process credit notes. For example, if today's date is March 10 and you specify three displacement days, the system processes vouchers with due dates through March 13. Enter the number of days in this processing option, or leave this processing option blank and use the Pay Through Date processing option to select credit notes.

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

### **3. Discount Cutoff Date**

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

#### **1. Company**

Use this processing option to specify whether to create separate payments based on the company. Valid values are:

Blank

Do not create separate payments based on company.

1

Create separate payments based on company

#### **2. Due Date**

Use this processing option to specify whether to create payments separately, based on due date. If you leave this processing option blank, the Enhanced Due Date Processing program will not run. Valid values are:

Blank

Do not create payments separately, based on due date.

1

Create payments separately, based on due date

---

### **3. Payee**

---

Use this processing option to specify whether to create payments separately based on payee, regardless of the supplier. Valid values are:

Blank

Do not create payments separately based on payee.

1

Create payments separately based on payee.

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 in the Create Payment Control Groups program, the system generates four payments, based on the payee and then on the supplier:

Payee 1001: Supplier 1001, Voucher 1

Payee 1001: Supplier 1003, Voucher 5

Payee 1002: Supplier 1001, Vouchers 2 and 4

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. Business Unit**

Use this processing option to specify whether to create payments separately based on business unit. Valid values are:

Blank

---

Do not create payments separately based on business unit.

1

Create payments separately based on business unit

#### **5. Inline Execution from within R04570**

**Blank = No**

**1 = Yes**

Use this processing option to run the Enhanced Due Date Processing Sweden program (R74W0020) from the Create Payment Control Groups program (R04570) prior to generating payments. Running the Enhanced Due Date Processing Sweden program from the Create Payment Groups program produces the best match of debit and credit documents. However, running this program online may slow down processing. If you rarely use the enhanced due date processing feature, you might want to run this program standalone. Valid values are:

Blank

Do not run the Enhanced Due Date Processing Sweden program from the Create Payment Control Groups program.

1

Run the Enhanced Due Date Processing Sweden program from the Create Payment Control Groups program

#### **6. Stand-Alone Execution from Menu Item**

**Blank = No**

**1 = Yes**

Use this processing option to run the Enhanced Due Date Processing Sweden program (R74W0020) standalone from a menu item. Running the Enhanced Due Date Processing Sweden program standalone allows you to reorganize credit invoices to produce best matching against debit documents at any time. Valid values are:

---

**Blank**

Do not allow the Enhanced Due Date Processing Sweden program to run standalone.

**1**

Run the Enhanced Due Date Processing Sweden program standalone

## **7. Mode**

**Blank = Proof**

**1 = Final**

Use this processing option to specify whether to run the report in proof or final mode. If you choose proof mode, the system generates a report of possible changes, but no changes are made in the database. If you choose final mode, the system generates a report and updates the invoices specified on the report. Valid values are:

**Blank**

Run the report in proof mode.

**1**

Run the report in final mode

## **1. Payment Amount**

**Blank = Minimum payment amount will be zero**

Use this processing option to specify the smallest possible value of a payment. Specify an amount to avoid creating zero amounts when matching vouchers and credit notes

---

**Process Tab**

**Defaults Tab**

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

If you set the processing options to run the Enhanced Due Date Processing Sweden program (R74W0020) from the Create Payment Control Groups program (R04570), the processing

options on the Select tab and the first four processing options on the Process tab use the values of the corresponding processing options from the Create Payment Control Groups program.

If you set the processing options to run the Enhanced Due Date Processing Sweden program as a stand-alone version, you need to review all processing options.

## Revising Due Dates for Discounted Vouchers

Use the Enhanced Due Date Processing – Discounts Sweden program (R74W0021) to automatically change the payment date of a voucher from the discount due date to the net due date if the discount due date has passed. The program creates a report that lists the new due date. The program can be run in proof or final mode.

You can run Enhanced Due Date Processing – Discounts Sweden from the Create Payment Control Group program (R04570) or you can run it as a stand-alone version. J.D. Edwards recommends that you first submit this program as a stand-alone version in proof mode. Use processing options for this program to control whether the program runs as a stand-alone version or run from the Create Payment Control Group program.

To run this program as a stand alone version, you need to set up a menu selection for the Enhanced Due Date Processing – Discounts Sweden program.

### Example: Discount Due Date Has Passed

In this example, a supplier has a voucher with payment terms that offer a discount if paid within 10 days of the invoice date. The invoice date is 2001-09-18; thus, the due date is 2001-09-28.

The following form shows the invoice date and due date for the voucher:

The screenshot shows a Windows application window titled "Supplier Ledger Inquiry - [Supplier Ledger Inquiry]". The window has a menu bar with File, Edit, Preferences, Form, Row, Window, Help. Below the menu is a toolbar with icons for Select, Find, Add, Copy, Del..., Close, Seg..., New..., Dis..., Abo..., Links, Paym..., OLE..., Internet. The main area has fields for Supplier Number (22883), Swedish Supplier, Date From, Thru, Invoice (radio button selected), G/L (radio button unselected). There are checkboxes for Recurring and Summarize, and radio buttons for Paid, Open, Withheld, All. Below these are fields for Batch Number and Currency Code. A large grid table below shows a single row of data:

	Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Foreign Amount
	4000	PV	00001	01/09/18	01/09/18	01/09/28	500,00	500,00	
							500,00	500,00	

When you run Enhanced Due Date Processing – Discounts Sweden (R74W0021) in final mode after the discount due date has passed, the system changes the due date of the voucher from the discount due date to the net due date, which is 2001-10-8, 30 days after the invoice date.

The report that follows shows that the due date of the voucher has been changed.

R74W0021	J.D. Edwards & Company	01/09/30 21:53:44
	Enhanced Due Date Processing -	Page - 1
	Discounts	
<b>*Final Mode*</b>		
Document 00001	Payee 22883 Swedish Supplier Vendor 22883 Swedish Supplier Payment Terms 001 1/10 Net 30	Invoice Date 01/09/18 Original Due Date 01/09/28 New Due Date 01/10/18

The Supplier Ledger Inquiry form now displays the new due date:

Supplier Ledger Inquiry - [Supplier Ledger Inquiry]										
<input checked="" type="checkbox"/> Select <input type="checkbox"/> Find <input type="checkbox"/> + <input type="checkbox"/> Copy <input type="checkbox"/> Del... <input type="checkbox"/> Close <input type="checkbox"/> Seg... <input type="checkbox"/> New... <input type="checkbox"/> Dis... <input type="checkbox"/> Abo   Links <input type="checkbox"/> Paym... <input type="checkbox"/> OLE ... <input type="checkbox"/> Internet										
Supplier Number		22883		Swedish Supplier						
Date	From		Thru			<input checked="" type="radio"/> Invoice	<input type="radio"/> G/L			
<input type="checkbox"/>	Recurring	<input type="checkbox"/>	Summarize			<input type="radio"/> Paid	<input type="radio"/> Open	<input type="radio"/> Withheld	<input checked="" type="radio"/> All	
Batch Number		*	Currency Code		*					
	Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Foreign Amount	
	4000	PV	00001	01/09/18	01/09/18	01/10/18	500,00	500,00		
							500,00	500,00		

## **Processing Options for Enhanced Due Date Processing – Discounts Sweden (R74W0021)**

### **Process Tab**

---

#### **1. Inline Execution from within R04570**

**Blank = No**

**1 = Yes**

Use this processing option to run the Enhanced Due Date Processing - Discounts Sweden program (R74W0021) from the Create Payment Control Groups program (R04570) prior to generating payments. Running this program online can slow down processing. If you rarely use the enhanced due date processing - discounts feature, you might want to run this program standalone. Valid values are:

Blank

Do not run the Enhanced Due Date Processing - Discounts Sweden program from the Create Payment Control Groups program.

1

Run the Enhanced Due Date Processing - Discounts Sweden program from the Create Payment Control Groups program

#### **2. Stand-Alone Execution from Menu Item**

**Blank = No**

**1 = Yes**

Use this processing option to run the Enhanced Due Date Processing - Discounts Sweden program (R74W0021) standalone from a menu item. Valid values are:

Blank

Do not allow the Enhanced Due Date Processing - Discounts Sweden program to run standalone.

1

Run the Enhanced Due Date Processing - Discounts Sweden program standalone

---

### **3. Mode**

**Blank = Proof**

**1 = Final**

Use this processing option to specify whether to run the report in proof or final mode. If you choose proof mode, the system generates a report of possible changes but makes no changes in the database. If you choose final mode, the system generates a report and updates the invoices specified on the report. Valid values are:

Blank

Run the report in proof mode.

1

Run the report in final mode

---

## **Processing Automatic Payments**

This section includes an overview of the entire automatic payments process. Processing automatic payments for the Nordic countries differs from the standard J.D. Edwards process in that the Nordic localizations include a different form for updating payments. This form allows you to update payments from different payment control groups.

## **Calculating Withholding Taxes**

The Calculate Withholding program (R04580) deducts withholding tax from payments to suppliers. This is an optional step in the automatic payment process. For more information about withholding taxes, see *Working with Supplier Withholding Taxes* in the *Accounts Payable Guide*.

## **Printing the Cash Requirements Report**

The Cash Requirements Report (P04431) prints all open vouchers in the Accounts Payable Ledger table (F0411), with a total for each supplier. You can use this report to find the total amount necessary to pay open vouchers and to decide which vouchers you want to approve for payment. This is an optional step in the automatic payment process. For more information about the Cash Requirements Report, see *Determining Cash Requirements* in the *Accounts Payable Guide*.

## **Approving Vouchers for Payment**

The Speed Status Change program (P0411S) lets you approve or hold voucher pay items. You can use a variety of options to choose open vouchers and change their pay status to A

(approved) or H (hold). You can also use this program to change the due date, G/L Bank account, payment instrument, and approver address. If your invoices have a pay status of hold, approving vouchers for payment is a required step in the payment process. For more information about the Speed Status Change program, see *Releasing Vouchers* in the *Accounts Payable Guide*.

## **Creating Payment Control Groups**

Before you can generate automatic payments, you must create groups of payments called payment control groups. Vouchers with the same bank account and payment instrument become part of the same payment control group. You use the payment control groups when you review and write payments. Creating payment control groups is a required step in the automatic payment process. For more information about this step, see *Creating Payment Groups* in the *Accounts Payable Guide*.

### **Considerations for Creating Payment Control Groups**

You should be aware of the following considerations when you create payment control groups:

- If any vouchers are missing from a payment control group, you can use the Speed Status Change program (P0411S) or the Standard Voucher Entry program (P0411) to change the pay status of those vouchers, and then re-run the Create Payment Control Group program (R04570).
- After the pay status of a voucher has been changed to # (Check being Written), you cannot make changes to the vouchers until the payment process has been completed or until the voucher has been removed from the payment control group.
- Generally, you run the Create Payment Control Groups program once for each payment run. The program typically creates more than one payment control group. If you need to include additional vouchers in a payment control group, you can remove the entire payment control group and re-run this program. After you update the payment control groups to the Accounts Payable Ledger table (F0411), you can no longer work with the payment control groups.

## **Printing the Payment Analysis Report**

After you create payment control groups, you can print the Payment Analysis Report (R04578). This report shows all payments in all payment control groups so that you can see whether payments are ready to be written or ready to be updated to the Accounts Payable tables. This report allows you to identify payments that you want to remove from a payment control group before you write payments. Printing the Payment Analysis Report is an optional step in the automatic payment process. For more information on the Payment Analysis Report, see *Printing the Payment Analysis Report* in the *Accounts Payable Guide*.

## **Working with Payment Control Groups**

After you have created payment control groups (and printed the Payment Analysis Report), you then review and write payments. You can use the Work with Payment Groups program (P04571) to write some or all of the payments. You can also use this program to remove vouchers from a payment group, change the payment value date, decrease the amount of a

discount, and split a voucher pay item. Writing payments is a required step in the automatic payment process.

After you write payments, you can re-run the Payment Analysis Report so that you can identify payments that you want to remove.

#### Note

When you remove a payment, you must reset all other payments and create a new bankfile.

When you write payments with the Work with Payment Groups program, the system assigns a payment number and creates the payment, creating a bankfile for payment printing. The system updates the workfiles with payment information, but does not yet change the payment status. At this point you can still reverse the process.

You can also:

- Change payment and voucher information
- Change payment group control information
- Remove vouchers, payments, and payment control groups
- Reset payment processing

See *Working with Payment Groups* in the *Accounts Payable Guide* for more information about the Work with Payment Groups program.

### Work With Payment Groups Form

The Work With Payment Groups form is the first in a group of forms. From this form, you can access other forms to work with individual payments and payment control groups.

The screenshot shows the 'Work with Payment Groups - [Work With Payment Groups]' application window. The menu bar includes File, Edit, Preferences, Form, Row, Report, Window, and Help. The toolbar contains icons for Select, Find, Close, Seg..., New..., Dis..., Abo, Links, Added..., OLE..., and Internet. The main area has sections for 'Next Status' (checkboxes for Write Status and Update Status), 'Bank Account' (text input field), and a grid table. The grid table has columns: Bank Account, Version, Group Total, Pay Inst, Next Status, and Payment Prio Queue. The data in the grid is as follows:

Bank Account	Version	Group Total	Pay Inst	Next Status	Payment Prio Queue
1.1110.BEAR	XJDE0002	13.123,00		WRT	
1.1110.BEAR	XJDE0001	953.399,85		WRT	
1.1110.FRANCE	XJDE0001	1.435,43		WRT	
50.1110.BEAR	XJDE0001	743.900,00		WRT	
50.1110.BEAR	XJDEDOC001	130.621,66		WRT	
200.1110.BEAR	XJDEDOC001	345.000,00		WRT	
1.1110.BEAR	XJDEDOC001	56.049,00	T	UPD	
50.1110.BEAR	XJDEDOC001	6.639,75	T	UPD	
200.1110.BEAR	XJDEDOC001	11.250,00	T	UPD	
50.1110.BEAR	XJDEDOC1	4.913.586,72		UPD	

Use this form to review and work with payment control groups as a whole. Individual payment control groups might have a "next status" of WRT (write, which means that they are ready to be written) or UPD (update, which means that they are ready to be updated to the A/P tables).

From this form, you can:

- Review information about a payment control group
- Write all payments within a payment control group
- Update the Accounts Payable Ledger table (F0411) and payment files
- Change payment group control information, such as where and in what format the payments prints
- Remove a payment control group and reset the pay status of the vouchers back to A (approved)
- Reset payment processing, changing the next status of a group from UPD (Update) back to WRT (Write).

### Work With Payment Group – Write Status Form

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total
3480	Digger Incorporated	138.825,00			
4344	Universal Incorporated	518.075,00			
4347	S&J Contracting	87.000,00			

Use this form to work with payments that have a next status of WRT (write).

WRT is the initial status of a payment control group after it has been created by the Create Payment Groups program. The payments in this group are ready to be written. From this form, you can:

- Review payment information
- Write individual payments within a payment control group
- Change certain payment information
- Change payment group control information
- Remove a payment from the payment control group
- Access the Review Voucher Detail form
- Override additional bank information at the payment level

### Work With Payment Detail Form

Document Number	Doc Type	Doc Co	Pay Item	Payment Amount	Discount Taken	Item Description
1600	PV	00050	001	50.325,00		83960
1602	PV	00050	001	83.500,00		73972
3035	PV	00050	001	5.000,00		89-4500

Use this form to review and work with the voucher pay items that are associated with one unprocessed payment. From this form, you can:

- Review voucher information
- Change certain voucher information
- Remove a voucher from a payment

### Writing Payments

You can write payments for all payment control groups, for individual payment control groups, or for individual payments. Writing payments includes printing payments or drafts or creating bank tape files for electronic funds transfer.

When you write payments, the system sets the next status of these payments to UPD (update). These entries will no longer appear on the Review Payment Group - Write form. For

more information about writing payments, see *Writing Payments in the Accounts Payable Guide*.

### **Bank File Report**

When you write payments for Nordic countries, the system produces the A/P Bank File Report - Nordic Countries (R0474N1). This report lists every voucher in the payment group or groups that have been written. To access this report, view submitted jobs.

#### **Before You Begin**

- Review the processing options for Work With Payment Groups (P04571). These processing options determine how payments and payment control groups are processed.
- Review the Payment Group Edit Report, which is generated by the Create Payment Control Groups program (R04570), to ensure that all payments are correct.

#### **Processing Options for A/P Bank File Report - Nordic Countries (R0474N1)**

---

##### **Default**

1 Exchange rate will be based on the payment's G/L date unless you ....

specify an effective date  
or enter '1' to use the voucher's rate

2. Summary record for Finland

Enter a '1' to print a summary record for Finland with information about number of payments.

---

### **Copying the Bank Tape File to Tape**

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#### **Note**

The features described here are currently deactivated. A small customization is required within the J.D. Edwards OneWorld® Xe version to activate this functionality.

---

If you create tape files using the Work With Payment Groups program (P04571), you must copy those files to tape, diskette, or a file before you can send the information to a financial institution.

Use the Copy Bank Tape File to Tape form to review, copy, and delete tape files. You can also use this form to recopy a bank file to tape if, for example, your financial institution loses the original tape or file. From this form, you can:

- Review tape file status and detail
- Copy a tape file to tape or diskette
- Delete a tape file

The system does not automatically delete records in the bank file after you copy the file to tape. Use the Copy Bank Tape File to Tape form to delete a record after you verify that your bank has received the bank tape.

Information in tape files is written in a standard bank tape format. Instead of copying a tape file to tape or diskette, you can upload a tape file to a financial institution via modem. For more information about creating tape files, see *Copying Payments to Tape* in the *Accounts Receivable Guide*.

### **Considerations for Copying a Bank Tape File to Tape**

The file members in the Copy Bank Tape to File form are created when you write payments. You find the Member ID in the detail area. Use the Member ID in the detail area as a key to the Bank File Report in which you find the invoices in the Bank Type File. The files that you send to the bank might contain one or several payment groups, depending on how many groups you have included when writing payments.

The Date Updated field indicates when the payment group or groups were written. The Date Copied field indicates when the file was copied.

If you want to copy several file members, select every member for copy, choose the Replace option for the first one and the Add option for the others.

### **Considerations for Recopying a Bank File**

If you need to transmit a new file to the bank, you can make a new copy in the Copy Bank Tape File to Tape form. The Date Copied field is updated with the system date when you create the new bank file.

### **Before You Begin**

- Verify that the write program for your payment instrument is set up to use the correct format. For more information about using payment formats, see *Setting Up Payment Instruments*.
- Use the Work with Payment Groups program (P04571) to create the file that you want to copy.
- View the tape file (optional). To do this, you can use the Universal Table Browser. See *Viewing the Data in Tables* in the *OneWorld Development Tools Guide* for more information about the Universal Table Browser.

## **Updating Payments**

After you write payments, you must update the accounts payable ledger. When you update payments to the Accounts Payable ledger, the system changes the pay status of the original (underlying) voucher from # (payment in-process) to P (paid). It also updates the following accounts payable ledger tables:

- Accounts Payable Ledger (F0411)
- Accounts Payable - Matching Document (F0413)
- Accounts Payable Matching Document Detail (F0414)

Beginning with release B73.3, you can update payments using a Nordic-specific process. If you are using an earlier release, you can use the base programs Work With Payment Groups (P04571) and Auto Payments - Update Status (P04572U).

See *Updating the A/P Ledger* in the *Accounts Payable Guide* for information about updating payments and for instructions on using the base programs.

The Nordic Work with Payments program (P0474N5) gives you the ability to change the G/L date for single or multiple payments and to update payments from different payment control groups.

### Changing the G/L Date

You can change the G/L date for a single payment or for multiple payments before you update payments.

#### ► To change the G/L date

---

*Use one of the following navigations:*

*From the Danish Localization menu (G74M), choose Work with Payments.*

*From the Norwegian Localization menu (G74O), choose Work with Payments.*

*From the Finnish Localization menu (G74V), choose Work with Payments.*

*From the Swedish Localization menu (G74W), choose Work with Payments.*

1. On Revise Payments, complete any necessary fields in the header area to narrow your search and click Find.

The screenshot shows the 'Work with Payments - [Revise Payments]' application window. The menu bar includes File, Edit, Preferences, Form, Row, Window, and Help. The toolbar contains icons for OK, Find, Cancel, New..., Dis..., Abo, Links, Load..., OLE..., and Internet. The main interface has several input fields: 'G/L Date' (05/06/26), 'Customer Bank Acct #' (\*), 'Payment Amount' (\*), 'Alpha Name' (\*), and 'Currency Code'. Below these are summary fields: 'G/L Date' and 'Total Payment Amount' (34.762,50). A large table lists payment details for various payees. The columns are Payee Number, Alpha Name, G/L Date, Payment Amount, Cur Cod, and Bank Transit. The data in the table is as follows:

Payee Number	Alpha Name	G/L Date	Payment Amount	Cur Cod	Bank Transit
4360	Allen Supplies	05/06/26	510,00	USD	
3480	Digger Incorporated	05/06/26	4.250,00	USD	
3480	Digger Incorporated	05/06/26	637,50	USD	
4345	E&D World Wide Company	05/06/26	850,00	USD	10698731
4343	Parts Emporium	05/06/26	29,790	JPY	0001002

2. To change the G/L date for a single payment, enter the new date in the following field in the detail area and click OK:

- G/L Date

3. To change the G/L Date for multiple payments, load the detail area using a query for those payments that you want to change.

You might base the search criteria on payee number or currency code, for example.

4. Choose the payments for which you want to change the payment G/L date.
5. Enter the new G/L date in the second G/L Date field in the header area and choose Load Date from the Row menu.
6. Click OK.

The date change is not saved until you click OK.

### **Updating Payments from Different Payment Control Groups**

You can update payments from different payment control groups. For example, you might want to update all payments for a single payee number.

#### **► To update payments from different payment control groups**

---

*Use one of the following navigations:*

*From the Danish Localization menu (G74M), choose Work with Payments.*

*From the Norwegian Localization menu (G74O), choose Work with Payments.*

*From the Finnish Localization menu (G74V), choose Work with Payments.*

*From the Swedish Localization menu (G74W), choose Work with Payments.*

1. On Revise Payments, complete any of the fields in the QBE line to locate the payments that you want to update, and then click Find.

For example, to update all payments for a single payee number, complete the Payee Number field in the QBE line.

G/L Date	Customer Bank Acct #																																				
Payment Amount	Alpha Name																																				
Currency Code																																					
G/L Date	Total Payment Amount: 122.788,75																																				
<table border="1"> <thead> <tr> <th>Payee Number</th> <th>Alpha Name</th> <th>G/L Date</th> <th>Payment Amount</th> <th>Cur Cod</th> <th>Bank Transit</th> </tr> </thead> <tbody> <tr><td>4345</td><td>E&amp;D World Wide Company</td><td>05/06/26</td><td>850,00</td><td>USD</td><td>10698731</td></tr> <tr><td>4345</td><td>E&amp;D World Wide Company</td><td>01/01/12</td><td>56.049,00</td><td>USD</td><td>10698731</td></tr> <tr><td>4345</td><td>E&amp;D World Wide Company</td><td>01/01/12</td><td>6.639,75</td><td>USD</td><td>10698731</td></tr> <tr><td>4345</td><td>E&amp;D World Wide Company</td><td>01/01/12</td><td>11.250,00</td><td>USD</td><td>10698731</td></tr> <tr><td>4345</td><td>E&amp;D World Wide Company</td><td>01/01/11</td><td>48.000,00</td><td>USD</td><td>10698731</td></tr> </tbody> </table>		Payee Number	Alpha Name	G/L Date	Payment Amount	Cur Cod	Bank Transit	4345	E&D World Wide Company	05/06/26	850,00	USD	10698731	4345	E&D World Wide Company	01/01/12	56.049,00	USD	10698731	4345	E&D World Wide Company	01/01/12	6.639,75	USD	10698731	4345	E&D World Wide Company	01/01/12	11.250,00	USD	10698731	4345	E&D World Wide Company	01/01/11	48.000,00	USD	10698731
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4345	E&D World Wide Company	01/01/11	48.000,00	USD	10698731																																

2. Choose the payments that you want to update, and then choose Update from the Row menu.

### Processing Options for Work with Payments (P0474N5)

#### Update

1. Enter a version number for the register program, or leave blank to use version ZJDE0001.
2. Enter '1' to post void payments to G/L.
3. Enter '1' to automatically submit the A/P payment post program after payments have been updated.

### Reviewing and Approving Payments

You use the Automatic Payment Review program (P0011) to review and approve entries for posting. You can do this only if you have not set the processing options for Work with Payment Groups (P04571) or Work with Payments (P0474N5) to automatically post payments to the Accounts Payable ledger. For more information about the Automatic Payment Review program, see *Reviewing and Approving Automatic Payments* in the *Accounts Payable Guide*.

### Posting Payments to the General Ledger

After a payment has been updated to the Accounts Payable ledger tables, it can be posted to the general ledger. The system creates journal entries that debit the accounts payable trade accounts and credit the payables bank account. Posting payments to the general ledger is a

required step in the automatic payment process. For more information about posting payments to the general ledger, see *Posting Automatic Payments* in the *Accounts Payable Guide*.

## **Voiding Payments**

Use the Void Payment Entry program (P0413M) to void a posted or unposted payment and some or all of its associated vouchers. For more information about the Void Payment Entry program, see *Voiding Automatic Payments and Vouchers* in the *Accounts Payable Guide*.

# **Accounts Payable Processes – Sweden**

---

J.D. Edwards provides country-specific programs for Sweden that work in conjunction with the standard accounts payable programs.

## **Entering Enterprise Information for Sweden**

To transmit bank files, you must enter additional information for the financial institution for security and identification reasons. For example, you can seal the bank file before transmitting it to Postgirot/Bankgirot.

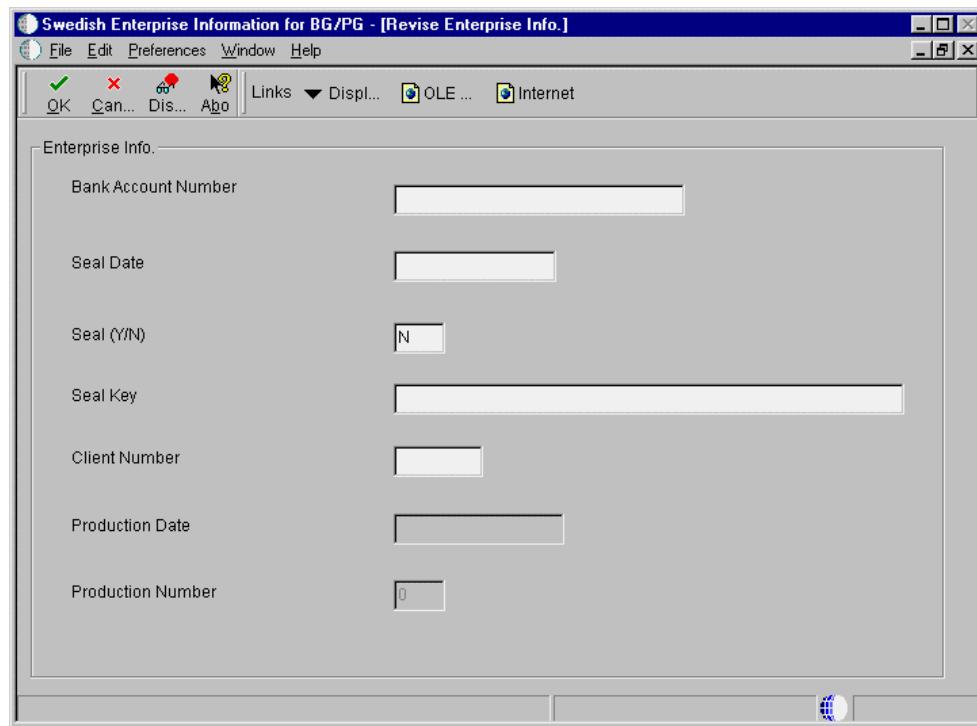
The information that is required depends on the financial institution that you use for electronic payments. You receive the required information, such as the seal (sigill) and customer number, from your bank.

### **► To enter enterprise information for Sweden**

---

*From the Swedish Localization menu (G74W), choose Swedish Enterprise Information for BG/PG.*

1. On Work With Enterprise Info., click Add.



2. On Revise Enterprise Info., complete the following fields and click OK:

- Bank Account Number
- Seal Date
- Seal (Y/N)

If you are transmitting from a PC, enter No in the Seal (Y/N) field. In this situation, the seal (sigill) is entered in the PC communications program.

- Seal Key
- Client Number

Client number is used for Swedish Postgiro.

## Working with Swedish Payment Formats

J.D. Edwards provides the following payment format programs for Sweden:

- Create A/P Bank Tape – Sweden BG – Domestic (R04572SE1)
- Create A/P Bank Tape – Sweden BG – Foreign (R04572SE2)
- Create A/P Bank Tape – Sweden PG – Domestic (R04572SE3)

These programs correspond to the programs that you assign to payment instruments. See *Setting Up Payment Instruments* for information about setting up these payment formats.

---

**Note**

To access the processing options for these programs, use the Batch Versions program (P98305).

If you enter "1" for the first processing option on the Payment Date tab to use the due date as the payment date and G/L date, you must also set the Create Payment Control Group program (R04570) to process payments by due date. You do this by setting to "1" the Due Date processing option on the Process By tab of the Create Payment Groups program.

---

---

**Processing Options for Create A/P Bank Tape - Sweden BG-Domestic  
(R04572SE1)**

Tape

1 Device Name

2 Tape Density

3 Label Name

4 Block Size

5 New Volume

Tape (more)

6 New Owner ID

7 File Name

Payment Date

8 Enter a '1' to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

9 Enter a '1' to allow warnings for Due Date.

NOTE: This Processing Option is ignored if NOT Due Date as Payment Date and G/L Date is used.

Swedish Chars

10 Enter the last char in the Swedish alphabet

---

**Processing Options for Create A/P Bank Tape - Sweden BG - Foreign  
(R04572SE2)**

Tape

1 Device Name

2 Tape Density

3 Label Name

4 Block Size

5 New Volume

Tape (more)

6 New Owner ID

7 File Name

Paymet Date

8 Enter '1' to use the Due date as Payment Date and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

9 Enter a '1' to allow warnings for Due Date.

Note: This Processing Option is ignored if NOT Due Date as payment Date and G/L Date is used.

Payment Cat.

10 Enter the default Payment Category Code for the Central Bank of Sweden.

---

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

You can determine the payment category code for the Central Bank at the following levels:

4. You can accept the default value for each country that is hard-coded in the print program (for example, Sweden = %101).
5. You can use the processing option on the Payment Cat. Tab to override the default value from the program. The value that you enter becomes the new default value.
6. When you enter a voucher, you can override the default value from the program and the processing option. Use the Remark field to enter the Central Bank code. See *Entering Vouchers* for more information about entering the Central Bank code.

## **Processing Options for Create A/P Bank Tape - Sweden PG - Domestic (R04572SE3)**

---

### Tape

1. Device Name
2. Tape Density
3. Label Name
4. Block Size
5. New Volume
- Tape (more)
6. New Owner ID
7. File Name

### Payment Date

8. Enter a '1' to use the Due Date as Payment Date and G/L Date. If left blank the date entered during the write process will be used as Payment Date and G/L Date.
  9. Enter a '1' to allow warnings for Due Date. NOTE: This Processing Option is ignored if NOT Due Date as Payment Date and G/L Date is used.
- 

## **Accounts Payable Processes – Norway**

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J.D. Edwards provides country-specific programs for Norway that work in conjunction with the standard accounts payable programs.

### **Entering Enterprise Information for Norway**

To transmit bank files, you must enter additional information for the financial institution for security and identification reasons. For example, you can seal the bank file before transmitting it to Postgirot/Bankgirot.

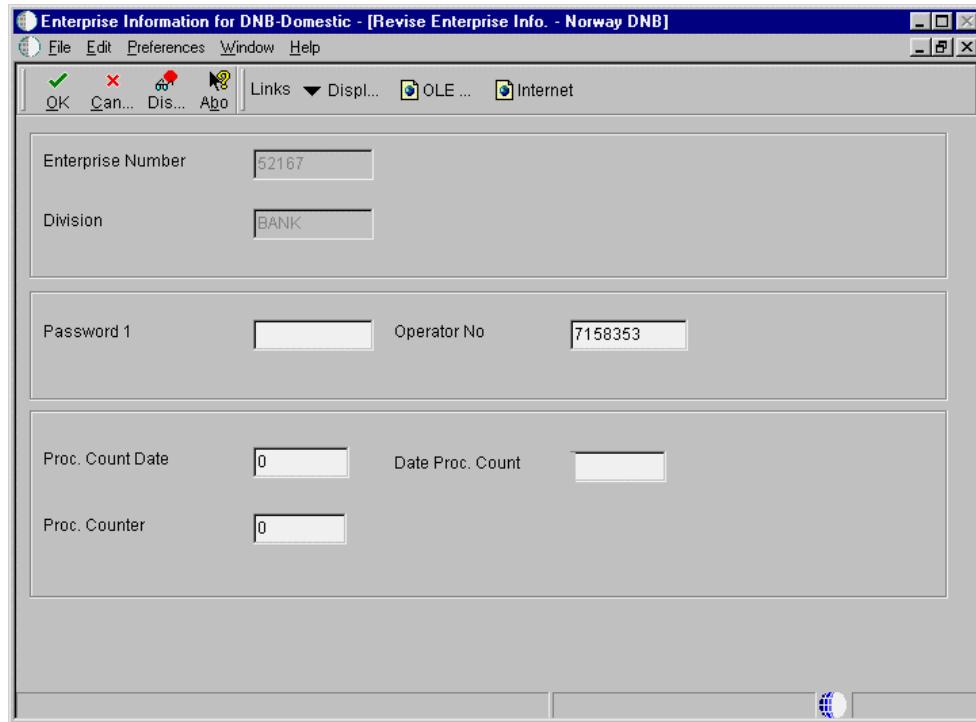
The information that is required depends on the financial institution that you use for electronic payments. You receive the required information, such as the seal (sigill) and customer number, from your bank.

#### **► To enter enterprise information for Norway**

---

*From the Norwegian Localization menu (G74O), choose Enterprise Information for DNB-Domestic.*

1. On Work With Enterprise Info - Norway DNB, click Add.



2. On Revise Enterprise Info. - Norway DNB, complete the following fields and click OK:

- Enterprise Number
- Division
- Password 1

Norwegian banks require a password.

- Operator No
- Proc. Count Date
- Date Proc. Count
- Proc. Counter

## Working with Norwegian Payment Formats

J.D. Edwards provides the following payment format programs for Norway:

- Create A/P Bank Tape – Norway DNB – Domestic (R04572NO1)

- Create A/P Bank Tape – Norway DNB – Foreign (R04572NO2)

These programs correspond to the programs that you assign to payment instruments. See *Setting Up Payment Instruments* for information about setting up these payment format programs.

## **Processing Options for Create A/P Bank Tape - Norway DNB - Domestic (R04572NO1)**

---

Tape

1. Device Name

2. Tape Density

3. Label Name

4. Block Size

5. New Volume

Tape (more)

6. New Owner ID

7. File Name

Payment Date

8. Enter a '1' to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

9. Enter a '1' to allow warnings for Due Date. NOTE: This Processing Option is ignored if NOT Due Date as Payment Date and G/L Date is used.

BankFormat

10. Enter '1' Den Norske Bank

'2' KreditKassen

---

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

Although Norway has a standard for writing bank payments, differences in formatting exist between banks. Use processing option 10, on the Bank Format tab, to choose format DNB or KreditKassen.

## **Processing Options for Create A/P Bank Tape - Norway DNB - Foreign (R04572NO2)**

---

Tape

1. Device Name

2. Tape Density

3. Label Name

4. Block Size

5. New Volume

Tape(more)

6. New Owner ID

7. File Name

Payment Date

8. Enter a '1' to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

9. Enter a '1' to allow warnings for Due Date. NOTE: This Processing Options is ignored if NOT Due Date as Payment Date and G/L Date is used.

Bank Format

10. Enter '1' Den Norske Bank.

'2' KreditKassen

11. Enter the default Payment Category Code for the Central Bank of Norway.

12. Enter the description of goods.

---

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

Although Norway has a standard for writing bank payments, small differences in format exist between banks. Use processing option 10, on the Bank Format tab, to choose format DNB or KreditKassen.

You can determine the payment category code for the Central Bank at the following levels:

7. You can accept the default value, which is hard-coded in the print program, for each country (for example, Norway = %14).
8. You can use processing option 11, on the Payment Cat. tab, to override the default value from the program. The value that you enter becomes the new default value.
9. When you enter a voucher, you can override the default value from the program and the processing option. Use the Remark field to enter the Central Bank code. See *Entering Vouchers*.

## **Accounts Payable Processes – Denmark**

---

J.D. Edwards provides country-specific programs for Denmark that work in conjunction with the standard accounts payable programs.

### **Working with Danish Payment Formats**

J.D. Edwards provides the following payment format programs for Denmark:

- Create A/P Bank Tape - Denmark DDB – Domestic (R04572DK1)
- Create A/P Bank Tape - Denmark DDB Foreign (R04572DK2)
- Create A/P Bank Tape - Denmark GiroBank (R04572DK5)

These programs correspond to the programs that you assign to payment instruments. See *Setting Up Payment Instruments*.

### **Processing Options for Create A/P Bank Tape - Denmark DDB - Domestic (R04572DK1)**

---

Tape

1 Device Name

2 Tape Density

3 Label Name

4 Block Size

5 New Volume

More Tape

6 New Owner ID

7 File Name

Payment Date

8 Enter a '1' to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

9 Enter a '1' to allow warnings for Due Date.

NOTE: This Processing Option is ignored if NOT Due Date as Payment Date and G/L Date is used.

Text

10 For this format it is not possible to explicitly specify all vouchers that are included in a payment. The format allows you for each payment to include 20 text records. These text records are used to specify.

---

vouchers and external attachments for a payment.

Enter '1' if no external attachments should be included in the Bank File, only supplier invoice number and invoice amount will be included in the Bank File.

Enter '2' if external attachments should be included if the payment consist of one voucher. If the payment consist of more then one voucher no external attachments will be included in the Bank file, only supplier invoice number and invoice amount will be included in the Bank File.

Enter '3' if external attachments should be included for all vouchers in the payment. When the 41 text records are consumed a list will be printed listing all vouchers and the external attachments.

NOTE: If this processing option is left blank the default value will be '1'.

---

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

The processing option on the Text tab is for future use.

### **Processing Options for Create A/P Bank Tape - Denmark DDB Foreign (R04572DK2)**

---

Tape

1 Device Name

2 Tape Density

3 Label Name

4 Block Size

5 New Volume

More Tape

6 New Owner ID

7 File Name

Payment Date

8 Enter a '1' to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

9 Enter a '1' to allow warnings for Due Date.

NOTE: This Processing Option is ignored if NOT Due Date as Payment Date and G/L Date is used.

Payment Cat.

10 Enter the default Payment Category Code for the Central Bank of Sweden.

11 Enter the type of goods the payment concerns.

---

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

You can determine the payment category code for the Central Bank at the following levels:

10. You can accept the default value, which is hard-coded in the print program, for each country (for example, Denmark = %0006).
11. You can use processing option 10, on the Payment Cat. tab, to override the default value from the program. The value that you enter becomes the new default value.
12. When you enter a voucher, you can override the default value from the program and the processing option. Use the Remark field to enter the Central Bank code. See *Entering Vouchers*.

## **Processing Options for Create A/P Bank Tape - Denmark GiroBank (R04572DK5)**

---

Tape  
Device Name  
Tape Density  
Label Name  
Block Size  
New Volume  
More Tape  
New Owner ID  
File Name  
Payment Date

8 Enter a '1' to use the Due Date as Payment Date and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date.

9 Enter a '1' to allow warnings for Due Date.

NOTE: This Processing Option is ignored if NOT Due Date as Payment Date and G/L Date is used.

Text

For this format it is not possible to explicitly specify all vouchers that are included in a payment. The format allows you for each payment to include 41 text records. These text records are used to specify vouchers and external attachments for a payment.

Enter '1' if no external attachments should be included in the Bank File, only supplier invoice number and invoice amount will be included in the Bank File.

Enter '2' if external attachments should be included if the payment consists of one voucher. If the payment consists of more than one voucher no external attachments will be included in the Bank file, only supplier invoice number and invoice amount will be included in the Bank File.

Enter '3' if external attachments should be included for all vouchers in the payment. When the 41 text records are consumed a list will be printed listing all vouchers and the external attachments.

NOTE: If this processing option is left blank the default value will be '1'.

---

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

The processing option on the Text tab is for future use.

## **Accounts Payable – Finland**

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J.D. Edwards provides country-specific programs for Finland that work in conjunction with the standard accounts payable programs.

### **Working with Finnish Payment Formats**

J.D. Edwards provides the following payment format programs for Finland:

- Create A/P Bank Tape - Finland-Domestic (R04572FI1)
- Create A/P Bank Tape - Finland Foreign (R04572FI2)
- Create A/P Bank Tape - Finland-Domestic LM03 (R04572FI3)

These programs correspond to the programs that you assign to payment instruments. See *Setting Up Payment Instruments* for information about setting up these payment format programs.

## **Processing Options for Create A/P Bank Tape - Finland-Domestic (R04572FI1)**

---

Tape  
Device Name  
Tape Density  
Label Name  
Block Size  
New Volume  
Tape (more)  
New Owner ID  
File Name  
Payment date  
8. Enter a 1 to use the Due Date as Payment day and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date  
9. Enter a 1 to allow warnings for Due Date.  
NOTE: This processing option is ignored if not Due Date as Payment Day and G/L Date is used.

---

## **Processing Options for Create A/P Bank Tape - Finland Foreign (R04572FI2)**

---

Tape  
1 Device Name  
2 Tape Density  
3 Label Name  
4 Block Size  
5 New Volume  
More Tape  
6 New Owner ID  
7 File Name  
Payment Date  
8 Enter a '1' to use Due Date as  
Payment Date and G/L Date. If left  
blank, the date entered during the write  
process will be used as Payment Date  
and G/L Date.  
9 Enter a '1' to allow warnings for Due Date.

NOTE: This Processing Option is ignored if NOT Due Date as Payment Date and G/L Date is used  
Payment Cat.

- 10 Enter the default Payment Category Code for the Central Bank of Finland.
- 11 Enter the type of goods the payment concerns.
- Service charge
- 12 Enter the service charge code.

J= Foreign bank's service charges are deducted from the payment.

T= Remitter also pays the foreign bank's service charges.

---

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

You can determine the payment category code for the Central Bank at the following levels:

13. You can accept the default value, which is hard-coded in the print program, for each country (for example, Finland = %999).
14. You can use processing option 10, on the Payment Cat. tab, to override the default value from the program. The value that you enter becomes the new default value.
15. When you enter a voucher, you can override the default value from the program and the processing option. Use the Remark field to enter the Central Bank code. See *Entering Vouchers*.

Processing option 12 on the Service charge tab is used in Finland to determine who pays the service charges for the payment.

### **Processing Options for Create A/P Bank Tape - Finland-Domestic LM03 (R04572FI3)**

---

Tape

Device Name

Tape Density

Label Name

Block Size

New Volume

Tape (more)

New Owner ID

File Name

Payment date

8. Enter a 1 to use the Due Date as Payment day and G/L Date. If left blank, the date entered during the write process will be used as Payment Date and G/L Date

9. Enter a 1 to allow warnings for Due Date.

NOTE: This processing option is ignored if not Due Date as Payment Day and G/L Date is used.

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# General Accounting

## General Accounting Processes – Finland

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Finnish banks can support their corporate customers with electronic account statements. Electronic account statements are obtained from the bank's information system. Customers receive the statements using a bank transfer program apart from the J.D. Edwards system. The bank transfer program allows a user to add account information to transactions created in the banking system, such as bank charges.

J.D. Edwards provides the ability to upload transactions from the electronic account statement to the general ledger.

### Uploading Journal Entries to the Server

*Access the Automatic Debit Statements input Finland program (R74V002) using Batch Versions (P98305).*

You can use the Automatic Debit Statements input Finland program to upload the electronic account statement, which you receive from the bank, to the Text Processor Header table (F007101) and Text Processor Detail Table (F007111), and to transfer journal entries from these tables to the Journal Entry Transactions - Batch File table (F0911Z1).

Alternately, you can use the Copy Bank File to Interface file A/R program (R74W0010) to load the electronic account statement to the F007101 and F007111 tables, and then use the Automatic Debit Statements input Finland program only to transfer journal entries from the F007101 and F007111 tables to the F0911Z1 table.

You use a processing option to specify whether the Automatic Debit Statements input Finland program should upload data to the F007101 and F007111 tables before transferring journal entries from those tables to the Electronic Receipts Input table (F03B13Z1).

Uploading the information into the text file processing system allows data to be managed with automatic maintenance of the processing status of each tape record, including purging capability.

When you upload these journal entries into the General Accounting system, they are stored in batch tables. You can review and revise the transactions prior to processing them.

---

#### Note

All transactions in the bank file are uploaded to one document in the General Accounting system. Therefore, the bank file should contain only transactions with the same currency. However, if the bank file contains transactions for different companies, the system creates a journal entry for each company.

---

## **Bank File Format**

The following table describes the format of the bank file.

Description	Length	Position
Transaction type	2	1–2
Document number	8	3–10
G/L date	6	11–16
Business unit	11	17–27
Object account	6	28–33
Subsidiary	8	34–41
Subledger	8	42–49
Account type	1	50–50
Not in use	7	51–57
Not in use	2	58–59
Name alpha explanation	30	60–89
Debit/credit	1	90–90
Amount	14	91–104
Currency code	3	105–108
Currency amount	14	109–122
Not in use	14	123–136
Company number	4	137–140
Not in use	11	141–151

## **Processing Options for Automatic Debit Statements input Finland (R74V002)**

### **Defaults**

---

#### **1. Company**

Use this processing option to specify the company to use to select payments. If you enter a company number, only payments for the company you entered are loaded into the Electronic Receipts Input table (F03B13Z1). Only transactions for that company are matched.

---

If you leave this processing option blank, transactions are matched for all companies in the environment. This option is useful if customers are paying to the wrong company in a group

## **2. Document Type, if left blank 'JE' is used.**

Use this processing option to specify the document type for the invoices to be paid, for example, RI

## **3. Enter the Subledger Type to use, if left blank 'X' is used.**

Use this processing option to specify the subledger type that the system uses for the transactions. If you use subledgers, you must complete this processing option

## **4. Path to the Bank File**

Use this processing option to specify the location of the bank file.

If you are running this program on an NT server, enter the path in the following format:

C:you are running this program on a UNIX server, enter the path in the following format:

c//bankdata//bankfile.txt

If you are running this program on an AS/400 server, enter the path in the following format:

bankdata/bankfil

## **5. Bank File**

**Blank = Bank file is loaded.**

**'1' = Bank file is NOT loaded.**

---

---

Use this processing option to specify whether the bank file has already been loaded to the Text Processor Header table (F007101) and the Text Processor Detail table (F007111). Valid values are:

Blank

The bank file has already been loaded.

1

The bank file has not been loaded.

If you enter 1, the system loads the bank file to the F007101 and F007111 tables, and then populates the Electronic Receipts Input table (F03B13Z1) with information from the F007101 and F007111 tables.

If you leave this processing option blank, the system populates the F03B13Z1 table with information already in the F007101 and F007111 tables. Leave this processing option blank only if the F007101 and F007111 tables are already loaded with payment information

#### **1. Interface Files (F007101 and F007111)**

**Blank = Do not purge files**

**1 = Purge files**

Use this processing option to specify whether the system should purge the Text Processor Header table (F007101) and the Text Processor Detail table (F007111) after loading the information from these tables to the Electronic Receipts Input table (F03B13Z1). Valid values are:

Blank

Do not purge the text processor tables.

1

Purge the text processor tables

## **Process**

### **Reviewing Batch Journal Entries**

Before you process a batch in final mode, you might need to review a journal entry. You can review individual journal entries that have been transferred from the automatic debit statements input into the Journal Entry Transactions–Batch File table (F0911Z1).

After you transfer journal entries, you can review specific information about the batch. For example, you might want to verify the number of journal entries in a batch for a specific date. You can view both processed and unprocessed transactions.

#### **► To review batch journal entries**

---

*From the Batch Journal Entry Processing menu (G09311), choose Journal Entry Revisions if you are processing batch journal entries.*

*From the Store and Forward Journal Entries menu (G09318), choose Store & Forward Journal Entry - Revision if you have transferred journal entries from a local environment.*

1. On Work With Store & Forward Journal Entries, click Find to display all journal entries, or limit the journal entries that display by completing any of the following fields or any of the fields in the QBE line:
  - Batch Number
  - Processed
2. To display batches by date, complete the following fields:
  - From Date
  - Thru Date
3. Click one of the following options:
  - Transmission
  - G/L

### **Revising Batch Journal Entries**

After you review journal entries that you transferred to the General Accounting system from an external source or that you entered as store and forward journal entries, you might need to make additions or corrections to the journal entries before you process them in final mode.

When you add or correct batch journal entries, the system updates information in the Journal Entry Transactions - Batch File table (F0911Z1).

When you add or correct cost management information on batch journal entries, the system updates information in the Journal Entry Transaction - Batch Tag File table (F0911Z1T).

You cannot change, delete, or void journal entries processed in final mode or journal entries for a different accounting period. You must purge these transactions from the temporary batch table.

#### See Also

- Purging Processed Journal Entries*
- Cost Object Tracking in General Accounting* in the *Advanced Cost Accounting Guide* for cost management information

### Adding Batch Journal Entries

You should not have to add journal entries to an existing batch unless you experience difficulty transferring them from an external system. In this case, J.D. Edwards recommends that you manually add a journal entry for the batch. Compare the manual transaction to the transferred transaction to detect and correct any discrepancies.

#### ► To add batch journal entries

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*From the Batch Journal Entry Processing menu (G09311), choose Journal Entry Revisions if you are processing batch journal entries.*

*From the Store and Forward Journal Entries menu (G09318), choose Store & Forward Journal Entry - Revision if you are working with store and forward journal entries.*

1. On Work With Store & Forward Journal Entries, click Add.
  2. On Store & Forward Journal Entry Revisions, complete the following field to add a journal entry to an existing batch:
    - Batch NumberWhen adding batch journal entries, you do not need to enter a document number. The system automatically assigns this number when you process them. This procedure prevents duplicate numbers in the general ledger.
  3. Follow the steps to enter a standard journal entry.
- 

#### Note

The system uses next numbers to assign numbers during final processing of batch journal entries. J.D. Edwards recommends that you use next numbers so that the system does not create duplicate transactions. You can, however, manually assign transaction numbers to facilitate an easy transition between two systems.

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#### See Also

- Working with Basic Journal Entries*

## **Correcting Unprocessed Batch Journal Entries**

After transferring journal entries from an external source, you might need to correct them before you process them. You correct unprocessed records using menus based on whether you are using store and forward journal entries uploaded to the server from another program or batch journal entry processing. If you choose store and forward journal entries, the transaction control record is also updated.

Journal entries that you create using the store and forward process have transaction control records. Journal entries that you upload to the server from another program do not have transaction control records.

### **► To correct unprocessed batch journal entries**

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*From the Batch Journal Entry Processing menu (G09311), choose Journal Entry Revisions if you are working with batch journal entries.*

*From the Store and Forward Journal Entries menu (G09318), choose Store & Forward Journal Entry - Revision if you are working with store and forward journal entries.*

1. On Work With Store & Forward Journal Entries, choose the unprocessed journal entry that you want to correct and then click Select.
2. On Store & Forward Journal Entry Revisions, make changes as necessary.

## **Changing, Deleting, or Voiding Batch Journal Entries**

To delete processed transactions from the temporary batch table, you must purge them. You can set the processing option on the Processing tab to purge processed batch transactions that were transmitted successfully through the journal entry batch processor.

You cannot use the Work With Store & Forward Journal Entries form to change, delete, or void journal entries that the system has processed in final mode or journal entries for a different accounting period. You must use the Standard Journal Entry form to do any of these procedures.

### **See Also**

- Revising an Unposted Journal Entry*
- Purging Processed Journal Entries*
- Reviewing Batch Journal Entries*

## **Processing Options for Store and Forward Journal Entry - Revisions (P0911Z1)**

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### **Entry Type**

Enter a '1' if the transactions being entered are not to be handled as Store and Forward entries. Entering a '1' causes no transaction control record to be written or updated. Default of blank will cause transaction control records to be written.

Entry Type

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## Processing Batch Journal Entries

After you transfer journal entries into the General Accounting system from an external source, you can process them in either proof or final mode.

During processing, the system creates journal entries in the Account Ledger table (F0911). It produces an error report that lists any transactions that cannot be processed. The system puts cost management information in the Account Ledger Tag File table (F0911T) only if the Activate Cost Objects flag in the Cost Management Constants table (F1609) is active and if a journal entry contains cost management information, which the system stores in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

### See Also

- Cost Object Tracking in General Accounting* in the *Advanced Cost Accounting Guide* for cost management information
- Uploading Journal Entries from Spreadsheets*

## Submitting Batches

*From the Batch Journal Entry Processing menu (G09311), choose Journal Entries Batch Processor if you are working with batch journal entries.*

*From the Store and Forward Journal Entries menu (G09318), choose Store & Forward JE Batch Processor if you are working with store and forward journal entries.*

You can submit your batch journal entries in proof or final mode. After you select Journal Entries Batch Processor, you choose a version to run.

In proof mode, the system:

- Checks the data and identifies errors. These errors are written to a workflow message in the Employee Work Center. Processing in proof mode does not affect your ledgers.
- Allows you to correct errors from the workflow messages before you process them in final mode.

In final mode, the system:

- Creates journal entries in the Account Ledger table (F0911).
- Assigns document and batch numbers if you leave them blank in the Journal Entry Transactions - Batch File (F0911Z1) and the Journal Entry Transactions - Batch Tag File (F0911Z1T) tables.
- Supplies information for the fields that you leave blank.
- Produces a report that shows the number of correct and incorrect transactions. Specific errors are written to a workflow message in the Employee Work Center.
- Purges journal entries that have been processed (if you set the appropriate processing option).

## Verifying Batch Information

When you process journal entries in proof mode, the system creates workflow messages that provide information about specific errors in your batches. You can go directly to the incorrect batches from the message and correct the errors prior to final processing.

## Processing Options for Journal Entry Batch Processor (R09110ZS)

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### MBF Version

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

### Version

### Processing

1. Enter a '1' to process the batch information in Final Mode. If left blank, the batch processing will be performed in Proof Mode and no file updates will occur.

'1' = Final Mode, '' = Proof Mode

2. Enter a '1' to allow processing of G/L records which are out of balance (G/L amounts do not net to zero). If left blank, the transaction will not be processed if the amounts are out of balance.

'1' = Allow out of balance

3. Enter a '1' to automatically purge processed transactions from the batch file. If left blank, transactions will be flagged as processed and will remain in the batch file.

'1' = Purge, '' = No Purge

### Messages

1. Enter a '1' to suppress the creation of warning messages in the work center. If left blank, warning messages will be created in the work center.

'1' = Suppress Warnings, '' = No Suppress

2. Enter the user to receive the electronic messages in the work center. If left blank, the user that entered the transactions will receive the messages in the work center.

### User ID for electronic messages

### Batch Approval

1. Enter a '1' if you would like to have the status on all batches created through this batch process to be set to approved, regardless of the general accounting constants. If this field is left blank the batch status will be set according to the general accounting constants.

### Batch Approval

### Auto Post

1. Enter a version of the post program (R09801) that you wish to run if you would like your entries automatically posted to the Account Balances table (F0902) after creation. If this version is left blank than the post will not be submitted.

### Version

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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.

## Purging Processed Journal Entries

*From the Batch Journal Entry Processing menu (G09311), choose Purge Batch Journal Entries.*

*From the Store and Forward Journal Entries menu (G09318), choose Purge Store and Forward Transactions.*

After posting journal entries, you should purge them from your client and the batch table on the server. When you run the program, the system purges journal entries only from the environment where you are running.

When you purge processed journal entries, the system deletes the records in the Journal Entry Transactions - Batch File table (F0911Z1) and the Transaction Control File table (F0041Z1).

#### See Also

- Updating Transaction Control Records* for information about purging processed transactions automatically

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## Appendices

### Calculation of the Finnish Reference Number

In Finland, companies use reference numbers to identify the invoices sent to customers. The customers then include the reference numbers on their payments, which allows the payments to be transferred to the invoicing company's bank account that is reserved for payments with a reference number.

Invoicing companies can formulate their own reference numbers. The reference number must include one or more of the following numbers:

- Company number
- Invoice number
- Customer number

You don't need to include all three numbers, but you must include at least one of these numbers in the reference number. J.D. Edwards recommends that you use the invoice number.

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#### Note

For periodically recurring payments, such as rents, the item number should not form part of the reference number.

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A short reference number reduces the risk of entry errors. However, a reference number should not be shorter than four digits (three digits plus the check digit). The maximum length for a reference number is 20 digits (19 digits plus the check digit).

#### Check Digits

The last digit of the reference number is always a check digit. The check digit provides a means of validating the reference number to prevent erroneous data from being entered.

The check digit is calculated in the following manner:

16. Each digit in the basic reference number (for example, the invoice number) to be verified is multiplied by the weights 7, 3, and 1 from right to left. That is, the right-most digit is multiplied by 7, the next digit to the left is multiplied by 3, the next digit to the left is multiplied by 1, the next digit to the left is multiplied by 7, and so on until the first digit has been multiplied.
17. The results of the multiplications are summed.
18. The sum is rounded up to the nearest ten, then the sum is subtracted from the rounded number.

The resulting difference is the check digit and becomes the last digit of the reference number. If the resulting difference is 10, the check digit is 0.

#### Example: Calculation of the Check Digit

The following example illustrates the calculation of a check digit:

Reference number (invoice number)	4	5	3	2	1	2	3	4
Weights from right to left	3	7	1	3	7	1	3	7
Multiply each digit of the reference number by the corresponding weight.	12	35	3	6	7	2	9	28
Add the resulting numbers.	12 + 35 + 3 + 6 + 7 + 2 + 9 + 28 = 102							
Round up the sum to the nearest 10.	110							
Subtract the sum from the rounded number.	-102							
The difference is the check digit.	8							
Check digit	8							
Full reference number	4 5 3 2 1 2 3 4 8							

## Reference Number Business Function

J.D. Edwards provides the following business function that calculates Finnish reference numbers, including the check digit:

<b>Object Name</b>	N74V0001
<b>Description</b>	Generate Reference Number Finland
<b>Object Type</b>	Minor business rule
<b>Location</b>	Client/Server
<b>Language</b>	NER

This business function is not attached to any OneWorld program. To use this business function, you must add a call to the business function from the program with which you want the reference number to be calculated.

### Data Structure

The following table specifies the data structure of the Generate Reference Number Finland business function:

Name	Description	Req/Opt	I/O/Both
szCompany	Company	Opt	Input
mnAddressNumber	Customer number	Opt	Input
MnDocVoucherInvoiceE	Invoice number	Opt	Input

xzReferenseNumber	Reference number	Req	Output
mnLengthCompanyNumber	Length of company number (1–3 characters)	Opt	Input
mnLengthAddressNumber	Length of customer number (1–8 characters)	Opt	Input
mnLengthInvoiceNumber	Length of Invoice Number (1–8 characters)	Opt	Input
szErrorMessage	Error text	Req	Output
DocumentPosInRefNumber	Position of company number in the reference number	Opt	Input
AddressPosInRefNumber	Position of customer number in the reference number	Opt	Input
InvoicePosInRefNumber	Position of the invoice number in the reference number	Opt	Input

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#### Note

Although the following items are optional, the reference number must include at least one of these items:

- Company
  - Customer number
  - Invoice number
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