

PeopleSoft®

EnterpriseOne Xe
Global Solutions: China
PeopleBook

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Denver, CO 80237

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Solutions Summary

J.D. Edwards Business Solutions for China

J.D. Edwards Country Information

Region	APAC
Localization Tier	1
Localization Provider	J.D. Edwards
Customer Support Provider	J.D. Edwards

Accounts Payable Solutions Summary

J.D. Edwards solutions for accounts payable in China include:

- ☐ Additional supplier master information

Additional Supplier Master Information

The Jinsui Invoice Data Interface system (JinSui) requires a 10-digit invoice category code that is based on the supplier's industry and location. J.D. Edwards solutions for accounts payable allow you to associate this 10-digit invoice category code to a supplier.

Availability: OneWorld Xe

Tax Solutions Summary

J.D. Edwards solutions for tax requirements in China include:

- ☐ Adjusting free goods value added tax (VAT) base price
- ☐ VAT on free goods journal creation
- ☐ Reset free goods cross reference table

Adjusting Free Goods VAT Base Price

In China, businesses must pay VAT on free goods. The J.D. Edwards solution for VAT on free goods allows you to adjust the bases prices manually or automatically.

Availability: B73.3.1

VAT on Free Goods Journal Creation

The VAT on Free Goods Journal Creation report calculates and reports liable VAT on free goods from sales orders and creates corresponding journal entries.

Availability: B73.3.1

Reset Free Goods Cross Reference Table

During JinSui processing, you might discover errors that make it necessary to reset the flags in the Chinese VAT on Free Goods Cross Reference table. The Reset Free Goods Cross Reference Table program resets the Chinese VAT on Free Goods Cross Reference table, allowing you to regenerate the journal entries for free goods.

Availability: B73.3.1

JinSui Processing Solutions

J.D. Edwards solutions for JinSui processing in China include:

- ☐ Print invoice from accounts receivable
- ☐ Print invoices from sales order
- ☐ Create accounts payable tax JinSui interface file for China
- ☐ Reset processed JinSui interface files
- ☐ Cancel invoice print
- ☐ Download JinSui return file into J.D. Edwards system
- ☐ Update government uniform invoice (GUI) numbers

Print Invoice from Accounts Receivable

Use the Print Invoices from Accounts Receivable program to select the taxable items to be printed from the Customer Ledger. The program also updates the Chinese Government Uniform Invoice (GUI) Cross Reference table with the document number, document type, and document company. In addition, the program creates a paper report and the GUI - Accounts Receivable flat file format.

Availability: B73.3.1

Print Invoices from Sales Order

Use Print Invoices from Sales Order (S/O) to call the GUI Interface File from Sales Order - Setup - China. The program creates and assigns a unique invoice number to the Sales Order Detail file. In addition, the program also creates a paper report and the GUI - S/O flat file format.

Availability: B73.3.1

Create Accounts Payable Tax JinSui Interface File for China

The J.D. Edwards Create Accounts Payable Tax JinSui Interface file - China solution selects vouchers that have been posted creates the file format specified by the JinSui system for tax reporting when processing vouchers and generates a detail and error report.

Availability: OneWorld Xe

Reset Processed JinSui Interface Files

If the interface file needs to be regenerated, the J.D. Edwards Reset Processed Vouchers program clears the processed flag in the China - Transmitted Vouchers to JinSui table. It also creates a report of the records that were reset.

Availability: OneWorld Xe

Cancel Invoice Print

Use the Cancel Invoice Print program to cancel invoices submitted to the JinSui system. This application allows you to select the invoices to be deleted using the Data Selection process. You can only select the records that do not have a GUI number assigned or that have a status of cancelled.

Availability: OneWorld Xe

Download JinSui Return File into the J.D. Edwards System

The J.D. Edwards Download JinSui Return File into the J.D. Edwards System program updates the Chinese GUI Cross Reference table, validates the invoice and line item amounts, and creates an output validation report.

Availability: OneWorld Xe

Update Government Uniform Invoice (GUI) Numbers

The J.D. Edwards Invoice Inquire on GUI Number program allows you to inquire on or update the GUI number provided by the JinSui system.

Availability: OneWorld Xe

General Ledger Reporting

J.D. Edwards solutions for financial reporting in China include:

- ☐ Sample balance sheet
- ☐ Sample income statement

Sample Balance Sheet

Based on a sample chart of accounts, you can create a balance sheet. You can customize this balance sheet according to your specific needs.

Availability: OneWorld Xe

Sample Income Statement

Based on a sample chart of accounts, you can create an income statement. You can customize this income statement according to your specific needs.

Availability: OneWorld Xe

System Setup

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

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

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

Setting Up Your System for Localization

You must complete the system setup tasks (such as General Accounting or Accounts Receivable) as well as the following international and country-specific tasks for China:

- ☐ Setting up user display preferences
- ☐ Setting up user defined codes
- ☐ Setting up matching versions for Accounts Receivable and Sales Order
- ☐ Setting up next numbers for system 75, row 1
- ☐ Working with supplier records
- ☐ Entering additional supplier master information
- ☐ Creating customer records for JinSui processing
- ☐ Creating customer records
- ☐ Setting up tax rates and areas
- ☐ Setting up an alternate chart of accounts
- ☐ Setting up AAI 4290 for VAT on free goods
- ☐ Setting up free goods VAT base price
- ☐ Setting up category codes for JinSui processing

Setting Up User Display Preferences

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

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

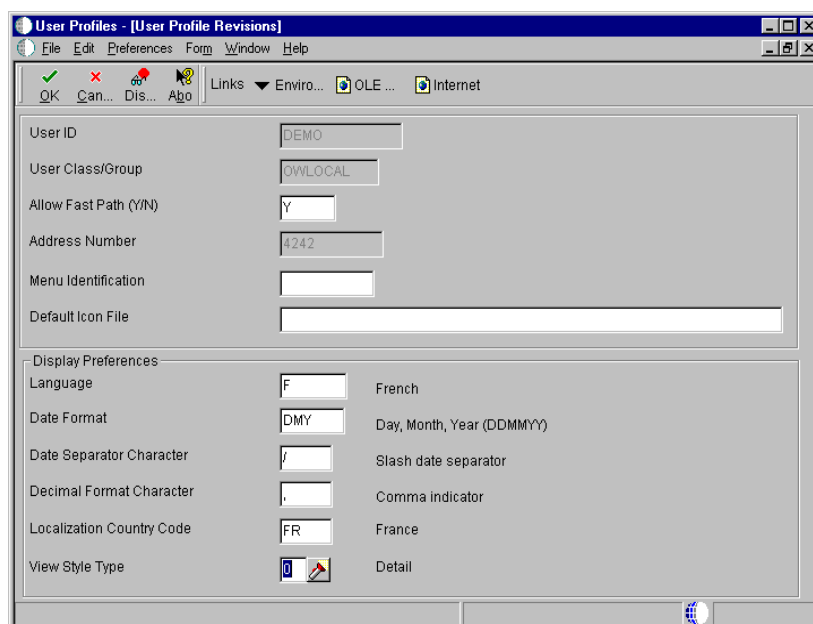
J.D. Edwards supplies country codes in user defined code table 00/LC. This table stores both two-digit and three-digit country codes. In addition, the Description 02 field contains the localization tier for each country. The localization tier determines the level of support given to that country. See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

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

► To set up user display preferences

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

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



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

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

Display Preferences:

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

3. On User Profile Revisions, complete the following field:
 - Localization Country Code
4. Complete the following optional fields:
 - Language
 - Date Format
 - Date Separator Character
 - Decimal Format Character

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

See Also

- *OneWorld System Administration: User Profiles*

Processing Options for User Profile Revisions (P0092)

A/B Validation

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

Setting Up User Defined Codes

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

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

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

You set up the following user defined codes to process business transactions in China:

- Document Type - All Documents (00/DT)
- Document Type - Vouchers Only (00/DV)

Note: You must enter identical document types in both UDC 00/DT and UDC 00/DV. You must also add the valid values in the Special Handling codes fields in both user defined codes lists.

See Also

- *One World Foundation: Customizing User Defined Codes* for more information about user defined codes

Document Type - All Documents (00/DT)

Set up original document types so that you can identify, group, and process similar transactions. In addition to the hard-coded document types that are used throughout J.D. Edwards software, you can set up document types that are based on your specific business needs.

In China, you must set up the following document types with predefined special handling codes:

Code	Special Handling
Taxable invoices	s
Tax exempt invoices	n
Transportation invoices	t
Agriculture certificates	a
Waste certificates	w
Custom tax certificates	g

Document Type - Vouchers Only (00/DV)

Set up original document types for vouchers so that you can identify, group, and process similar transactions. In addition to the hard-coded document types that are used throughout J.D. Edwards software, you can set up document types that are based on your specific business needs.

In China, you must set up the following document types with predefined special handling codes:

Code	Special Handling
Taxable invoices	s
Tax exempt invoices	n

Transportation invoices t

Agriculture certificates a

Waste certificates w

Custom tax certificates g

Setting Up Matching Versions for Accounts Receivable and Sales Order

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

Before you run either the Print Invoice from A/R program (R03B505) or the Print Invoice Sales Order program (R42565), you must set up matching versions for the following programs:

- GUI Interface File from A/R program (R75C03B1)
- GUI Interface File from Sales Order program (R75C421)

You can do this by either copying or adding versions. The GUI Interface File from A/R program and GUI Interface File from Sales Order program hold the processing options retrieved by the other programs.

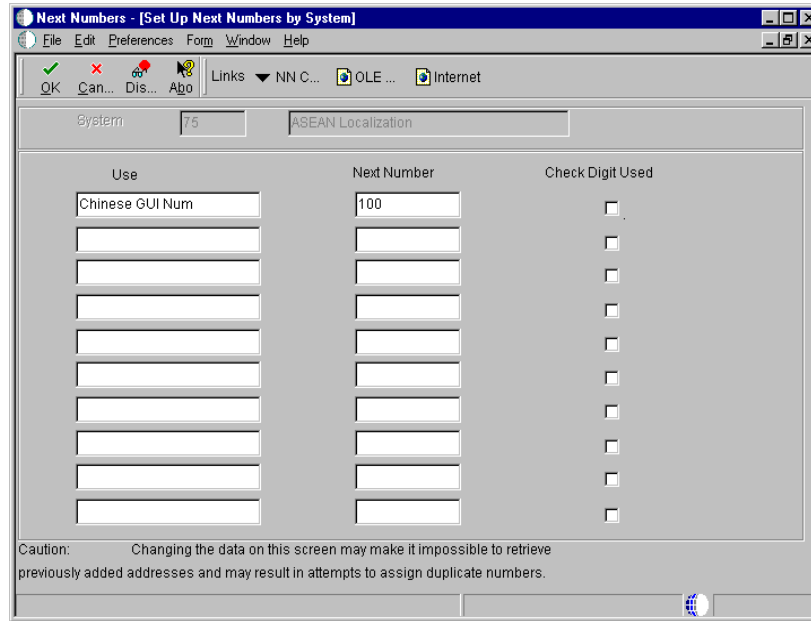
See Also

- *OneWorld Foundation: Working with Batch Versions*

Setting Up Next Numbers for System 75, Row 1

From the General Systems menu (G00), choose Next Numbers. Alternatively, enter NN on the fast path command line to access the Work with Next Numbers form.

Before you run either the Print Invoice from Sales Order program (R42565) or the Print Invoice from A/R program (R03B505), you must set up next numbers for system 75, row 1, as shown in the following example:



Caution: If you do not set up next numbers for system 75, row 1, the system does not perform any of the JinSui processing.

See Also

- *Address Book: Setting up Next Numbers for Address Book*

Working with Supplier Records

After you enter supplier records, you can locate, revise, and delete the records by searching on either or both of the following criteria:

- Alpha name
- Search type

Working with supplier records consists of the following tasks:

- Locating supplier records
- Revising supplier records
- Deleting supplier records

The alpha name and search type is stored in the Address Book Master table (F0101).

► To locate supplier records

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

Alternatively, you can locate a supplier by choosing *Name Search* to access the Work With Addresses form.

Address Number	Alpha Name	Long Address	Industry Class	Sch Typ	
4215	United Investments			V	
4302	Javier Allende	HJA		V	202032
4341	International Supply Company		5000	V	
4343	Parts Emporium		5200	V	611483
4344	Universal Incorporated	P04012	5200	V	11-6879
4345	E&D World Wide Company		5000	V	
4346	Travel Company, The		7000	V	
4347	S&J Contracting		7000	V	554887
4348	Port Authority			V	

On Work With Supplier Master, complete one or both of the following fields and click Find:

- Alpha Name
- Search Type

See Also

- *Locating Existing Address by Word Search in the Address Book Guide*

► To revise supplier records

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

1. On Work With Supplier Master, choose a record, and then click Select.

Supplier Master Information - [Supplier Master Revision]

File Edit Preferences Form Window Help

Links Bank ... Previo... Next OLE ... Internet

Supplier Number 4344 Universal Incorporated

Long Number P04012

Vouchers Purchasing 1 Purchasing 2 G/L Distribution Tax Information EDI Information

Credit Message

Payment Terms - A/P 001 1/10 Net 30

Payment Instrument Default (A/R & A/P)

Factor/Special Payee 4344 Universal Incorporated

Parent Number

Approver Number

Default Code USD U.S. Dollar

A/B Amount Code USD U.S. Dollar

Hold Payment N

Ledger Inq Seq 6

Float Days

Pre-Note Code

Multiple Payments

Yes No Contract

- On Supplier Master Revision, make the necessary changes and click OK.

See Also

- Converting Supplier Currency Codes and Amounts* for information about changing the currency code for multiple suppliers

► To delete supplier records

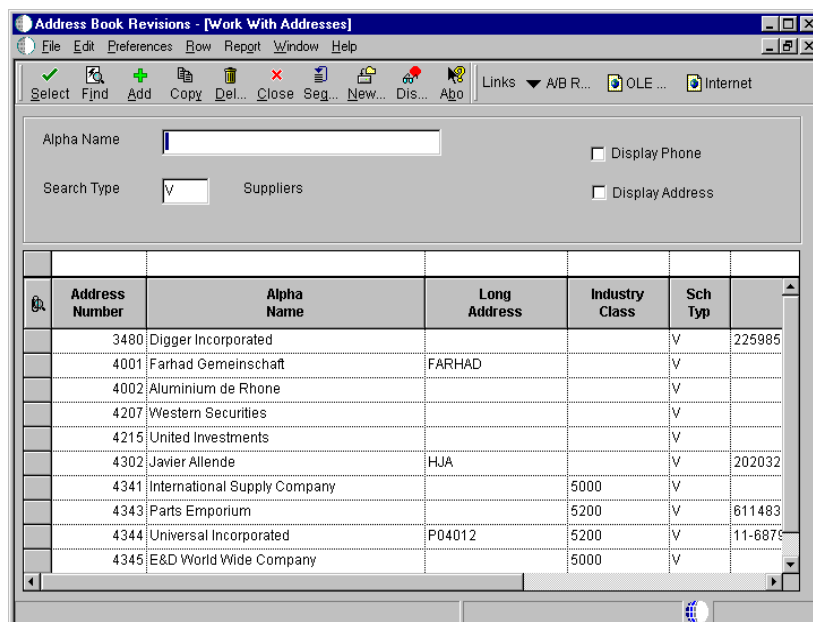
From the Daily Processing menu (G01), choose Address Book Revisions.

To delete a Supplier Master record, you must delete the entire address book record, which includes associated information from the Address Book Master (F0101), Address Book - Contact Phone Numbers (F0115), Address By Date (F0116), and Supplier Master (F0401) tables. A supplier record will not successfully and completely delete if you must ensure that no related supplier transactions exist for that supplier in the A/P Ledger (F0411), A/P Matching Document (F0413), or A/P Matching Document Detail (F0414) tables.

If you do not want to delete the address book record, but you no longer need to use a supplier record, you can set the Hold Payment field on the Supplier Master Revision form to one. Then you will not be able to enter a voucher or make a payment to that supplier.

See Also

- *Deleting Address Book Records* in the *Address Book Guide* for more information on how to delete an address book record.



1. On Work With Addresses, choose a supplier record.
2. Click Delete.

Entering Additional Supplier Master Information

You must enter additional supplier master information for Chinese suppliers. The system uses the country-specific information that you enter to process supplier invoices from the J.D. Edwards system to JinSui. JinSui requires a 10-digit invoice category code. The 10 digits are based on the location and industry of the supplier. The 10 digits are required and are defined as follows:

- 1 - 4 area code (indicates the location of the supplier)
- 5 - 7 invoice version (indicates the industry of the supplier)
- 8 - 10 invoice code (indicates additional information such as language, number of copies, and so on)

The system stores the invoice category code in the China Supplier Master Additional Information table (F75C0401).

► **To enter additional supplier master information**

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

1. On Work With Supplier Master, click Find and select a supplier.
2. On Supplier Master Revision, click OK, or from the Form menu, select Regional Info.

3. On Supplier Master Additional Information, complete the following field and click OK:
 - Supplier Invoice Category Code

Field	Explanation
Supplier Invoice Category Code	<p>Use this processing option to specify an invoice category code which is unique to each supplier. The ten digits are based on the location and industry of the supplier and are defined as follows.</p> <ul style="list-style-type: none"> 1-4 area code (indicates the location of the supplier) 5-7 invoice version (indicates the industry of the supplier) 8-10 invoice code (indicates the following example types: Chinese characters, English, 4 copies, 7 copies etc.) <p>The invoice category code is stores in the China Supplier Master Additional Information table (F75C0401).</p>

Creating Customer Records for JinSui Processing

When you create customer records for China, you must enter the following information:

- Address and mailing information
- Tax information

This customer information is stored in the Bank Transit Number Master table (F0030).

To enter the address and mailing information, you must complete the following fields on the Address Book Revision form:

- Alpha Name
- Address Line 1

In addition, you must enter the phone information on the Phone Numbers form:

- Prefix
- Phone Number
- Phone Type
- Line Number

To enter the tax information, you must complete the following field on the Customer Master Revision form:

- Tax ID

To enter the bank transit information, you must complete the following fields on the Set Up Bank Accounts By Address form:

- Bank Transit Number
- Bank Account Number
- Description

See Also

- *Accounts Receivable: Creating Customer Records* for more information on creating a customer master record

Creating Customer Records

Before you can bill a customer for goods or services, you must create a customer master record. When you create a customer master record, you are setting up address book and mailing information, and information about how the system processes invoices, receipts, and other A/R information.

When creating customer records, you can:

- Enter address and mailing information
- Enter additional address book information
- Enter customer master information
- Enter credit information
- Enter collection information
- Enter G/L distribution information
- Enter tax information
- Enter bank account information

Customer information is stored in the following tables:

- Customer Master (F03012)
- Address Book Master (F0101)
- Address by Date (F0116)
- Address Organization Structure Master (F0150)
- Bank Transit Number Master (F0030)

You can use either of the following programs to create a customer record:

- Customer Master Information
- Address Book Revisions

Customer Master Revision and Address Book Revision forms have other tabs associated with setting up customer information:

Category Codes On Address Book Revision, use these tabs to group addresses for reporting and mailings. When entering a customer record, you can set up category codes to organize your address book information and to quickly retrieve records for reporting purposes. Category codes are user defined codes that can be customized for your business needs.

Billing Pages On Customer Master Revision, use these tabs to specify how the system processes sales orders for customers.

See *Setting Up Customer Billing Instructions* in the *Sales Order Management Guide*.

Customer Ship Notice On Customer Master Revision, use this tab to set up shipping information for a customer.

You should consider the following related information when working with the Customer Master Revision program:

Saving and changing customer records You can enter information on several tabs on the Customer Master Revision or Address Book Revision forms before you click OK. The system saves your information across all tabs on a form when you click OK.

For example, when using the Customer Master Revision form, you can enter new information or change existing information on the Invoice tab, the Credit tab, and the G/L Distribution tab, and then click OK to save your information.

Deleting customer records You can delete only customer records that do not have invoices for the year associated with them, open or paid. However, you can still access previously closed invoices and receipts.

Insurance This Form exit provides access to Work with Credit Insurance (P03B2901). Using the Work with Credit Insurance form, you can set up and manage credit insurance limit policies that you purchase for customers.

See *Setting Up Credit Insurance Policies* for information about credit insurance policies.

See Also

- *Working with Address Book Records* in the *Address Book Guide*
- *Converting Customer Currency Codes and Amounts* for information about changing the currency code for multiplier customers

► To enter address and mailing information

From the Customer Invoice Entry menu (G03B11), choose Customer Master Information.

When you create a new customer record, the first step is to enter information that identifies the customer, such as the mailing name and address. To do this, you use the Address Book Revision form. You can access this form through Customer Master Revision.

The screenshot shows a software window titled "Customer Master Information - [Work With Customer Master]". It has a menu bar (File, Edit, Preferences, Row, Window, Help) and a toolbar with icons for Select, Find, Add, Copy, Del..., Close, Seg..., New..., Dis..., and Abo. Below the toolbar is a search section with an "Alpha Name" text box, a "Search Type" dropdown, and two checkboxes: "Display Phone Number" and "Display Address". The main area contains a table with the following columns: Address Number, Co, Alpha Name, C M, Long Address, Industry Class, and Sch Typ. The table lists several customer records, including Gas StationA, Consignment Agent, Gas Station - COP, Consignment Agent - COP, Global Enterprises, Atlantic Corporation, CSC Corporation, Pacific Company, The, Technology Systems, Editions de l'Odeon, and Schwartz Warenhaus Gemeinschaft.

Address Number	Co	Alpha Name	C M	Long Address	Industry Class	Sch Typ
500	00000	Gas StationA				C
505	00000	Consignment Agent				C
700	00000	Gas Station - COP				C
705	00000	Consignment Agent - COP				C
3001	00000	Global Enterprises			5000	C
3002	00000	Atlantic Corporation			5200	C
3003	00000	CSC Corporation			5200	C
3004	00000	Pacific Company, The			5200	C
3005	00000	Technology Systems				C
3006	00000	Editions de l'Odeon				C
3007	00000	Schwartz Warenhaus Gemeinschaft		SCHWARTZ		C

1. On Work With Customer Master, click Add.
2. To access Address Book Revision, click OK on Customer Master Revision, or choose A/B Revision from the Form menu.

3. On Address Book Revision, complete the following fields:

- Address Number

If you leave this field blank, the system assigns an Address Book number using Next Numbers.

- Alpha Name
- Long Address Number
- Tax ID
- Search Type
- Business Unit

If you leave this field blank, the system will automatically assign a value of 1.

4. To enter mailing information, click the Mailing tab.

5. Complete the following fields:

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

6. To enter additional address book information, click the Additional tab.

Field	Explanation
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other address book members.

Field	Explanation
Alpha Name	<p>The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.</p> <p>.....<i>Form-specific information</i>.....</p> <p>If you leave this field blank, the system uses default information from the Mailing Name field. The Alpha Name field is required if you do not enter information into the Mailing Name field.</p>
Long Address Number	<p>A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.</p> <p>.....<i>Form-specific information</i>.....</p> <p>When you set up customers using a long address number, you can access the customer number more quickly. For example, when you enter a invoice, you use the long address number preceded by the special character assigned to long address numbers in Address Book constants in the Customer Number field. The system converts the long address number to the customer number.</p>
Tax ID	<p>The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity.</p> <p>Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.</p> <p>.....<i>Form-specific information</i>.....</p> <p>For US employees, the Tax ID is a social security number.</p> <p>For Canadian employees, the Tax ID must be a valid and unique Social Insurance Number (SIN).</p>

Field	Explanation
Search Type	<p>A user defined code (01/ST) that identifies the kind of address book record you want the system to select when you search for a name or message. For example:</p> <ul style="list-style-type: none"> E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>NOTE: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Mailing Name	The company or person to whom billing or correspondence is addressed.
Address Line 1	<p>The first line of the mailing address for an employee, customer, or supplier in the Address Book system.</p> <p>The Internal Revenue Service (IRS) restricts the size of the address that prints on an employee's year-end tax returns. To comply with IRS regulations, the system uses the following restrictions:</p> <ul style="list-style-type: none"> • On W-2 returns, the system prints only the last three nonblank address lines plus the city, state, and postal code. • On 1099 returns, the system prints only the last nonblank address line plus the city, state, and postal code. • On U.S. federal magnetic media, the system writes only the last nonblank address line plus the city, state, and postal code.
City	The city associated with the address.
State	A user defined code (system 00, type S) for the state or province. This code is usually a postal service abbreviation.

Field	Explanation
Postal Code	The United States ZIP code or the postal code attached to the address for delivery in other countries. This code is used as the low end value when doing Postal Code Transaction range processing.
Country	A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion. The Address Book system uses the country code for data selection and address formatting.
County	The name of a county, parish, or other political district that is necessary for the address or for tax purposes.

► To enter additional address book information

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

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

Customer Master Information - [Address Book Revision]

File Edit Preferences Form Window Help

OK Can... Dis... Abo Links A/R OLE ... Internet

Address Number 3333

Address Book Mailing **Additional** Related Address Cat Code 1 - 10 Cat Code 11 - 30

Payables Y/N/M N Receivables Y/N ☒

Employee Y/N ☐ User Code ☐

AR/AP Netting (Y) ☐ Subledger Inactive Code ☐

Person/Corporation Code

Tax Exempt Certificate Add'l Ind Tax ID

Credit Message Miscellaneous Code

Language

Industry Classification 5000 Wholesale Trade ☒

2. Complete the following field:

- Payables Y/N/M

3. Click any of the following options:
 - 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 (Additional Individual Tax ID)
 - Credit Message
 - Miscellaneous Code
 - Language
 - Industry Classification
5. To save the record and return to the Customer Master Revision form, click OK.

Field	Explanation
Payables Y/N/M	<p>A code that identifies the address as a supplier.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> Y Yes, this is a supplier. A processing option determines whether the supplier master record automatically displays after you add an address. N No, this is not a supplier. This code does not prevent you from entering a voucher for the address. M This is a miscellaneous, one-time supplier. This code does not prevent you from entering multiple vouchers for the address. F This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting. <p>You should assign tax authorities as suppliers. This allows tax payments to be made to tax authorities.</p> <p>Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.</p>
Receivables Y/N	<p>A code in WorldSoftware, or an option in OneWorld software, that identifies the address as a customer.</p> <p>Valid values for WorldSoftware are:</p> <ul style="list-style-type: none"> Y Yes, this is a customer. A processing option determines whether the customer master record automatically displays after you add an address. N No, this is not a customer. This code does not prevent you from entering an invoice for the address. <p>Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Receivables and Payables fields are N.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none"> On This is a customer. Off This is not a customer.
User Code	<p>A code in WorldSoftware, or an option in OneWorld software, that you define in the data dictionary to reference an address. You can use this field to indicate information that is pertinent to your business.</p>
AR/AP Netting (Y)	<p>A code in WorldSoftware, or an option in OneWorld software, that indicates whether an address is eligible for use in the A/R and A/P netting process. This value applies to both the Accounts Receivable and Accounts Payable systems.</p>

Field	Explanation
Subledger Inactive Code	<p>A code in WorldSoftware, or an option in OneWorld, that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank.</p> <p>If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.</p>
Person/Corporation Code	<p>A code that designates the type of taxpayer.</p> <p>Valid values for U.S. entities are:</p> <ul style="list-style-type: none"> C Corporate entity (the 20-digit Tax field prints as 12-3456789) P Individual (the 20-digit Tax field prints as 123-45-6789) N Non-corporate entity (the 20-digit Tax field prints as 12-3456789) Blank Corporate entity <p>Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field):</p> <ul style="list-style-type: none"> 1 Individual 2 Corporate entity 3 Both an individual and a corporate entity 4 Non-corporate entity 5 Customs authority <p>For 1099 reporting, the system selects suppliers with codes of P and N.</p>
Tax Exempt Certificate	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.
Add'l Ind Tax ID	An additional identification number that a tax authority assigns to an individual.
Credit Message	<p>A user defined code (00/CM) that displays information about a particular customer or supplier. Examples:</p> <ul style="list-style-type: none"> 1 Over credit limit 2 Requires purchase order 3 Not on maintenance agreement 4 Notify the credit manager <p>The Customer Master Revision and the Supplier Master Revision forms display credit messages for customers and suppliers when you enter or locate information.</p>

Field	Explanation
Miscellaneous Code	<p>A user defined code (01/EP) that designates from where a user sends and receives messages. Values include:</p> <p>Blank Inactive e-mail. Assigned to a user who sends and receives only internal messages.</p> <p>1 JDEM Messaging. All messages sent and received using this preference are local to the OneWorld database. JDEM messaging does not allow any access to e-mail (internet).</p> <p>2 Microsoft Exchange. Assigned to a user who sends and receives internal and external messages using Exchange, which is accessed from the Work Center.</p> <p>3 Microsoft Outlook. Assigned to a user who sends and receives internal and external messages using Outlook, which is accessed from the Work Center.</p> <p>4 Other. Assigned to a user who sends and receives internal and external messages using a third-party e-mail system other than Exchange or Outlook, such as Lotus Notes.</p>
Language	<p>A user defined code (01/LP) that specifies a language to use in forms and printed reports.</p> <p>Before any translations can become effective, a language code must exist at either the system level or in your user preferences.</p>
Industry Classification	<p>A code that classifies goods and services. This code can be in the format of any one of the following systems of classification:</p> <ul style="list-style-type: none"> • Standard industrial code (SIC). A numerical system used in the United States to classify goods and services. This code is four digits and some codes have sub-digits. • Harmonized system (HS). The international method of classifying goods. More than fifty countries use this code. It can be up to 10 digits. • Standard industrial trade classification (SITC). A numerical code system developed by the United Nations to classify goods used in international trade. International organizations use this code. It can be up to six digits.

► To enter customer master information

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

1. On Customer Master Revision, complete the following field:
 - Customer Number
2. If you activated Line of Business processing, complete the following field:
 - Company

Using OneWorld A/R - Line of Business, you can set up multiple customer records by company and assign them to the same address number. This allows you to process A/R information, such as credit limits, payment terms, or default tax information for a customer by company.

To activate Line of Business processing, see *Setting Up A/R Constants*.

3. Complete the following optional field:
 - Long Address Number

You do not complete this field if the system has added the Long Address Number using Next Numbers.

4. On the Invoices tab, complete the following fields:
 - Payment Terms - A/R
 - Hold Invoices
 - Payment Instrument
 - Send Invoice to
 - Alternate Payor
 - Parent Number
5. To process automatic receipts, click the following option:
 - Auto Receipt (Y/N)
6. To specify how the system processes automatic receipts, complete the following field:
 - Auto Receipts Execution List
7. To specify default currency information, complete the following fields:
 - Currency Code
 - A/B Amount Codes

The system displays the Currency Code and A/B Amount Codes fields only if multicurrency is activated in the General Accounting Constants.

8. To enter credit information, click the Credit tab.

Field	Explanation
Customer Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, and any other address book members.
Company	<p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>NOTE: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries.</p>

Field	Explanation
Payment Terms - A/R	<p>A code that indicates the default payment terms for a customer. Payment terms determine due dates and discounts, and are used as a default value when you create invoices.</p> <p>You define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the payment terms that you use most frequently. For WorldSoftware use the following:</p> <ul style="list-style-type: none"> blankNet 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Prox 25th <p>.....<i>Form-specific information</i>.....</p> <p>For OneWorld, the system automatically assigns this code to invoices that you enter for the customer. The payment terms codes are as follows:</p> <ul style="list-style-type: none"> blankNet 30 days (default) 001 1/10 net 30 002 Net 30 days (override) 003 Prox days 1/10 004 Due at first of month 005 50/50 split payments 006 Due upon receipt
Hold Invoices	<p>A code in WorldSoftware or an option in OneWorld software that allows you to put all A/R invoices for a customer on hold.</p> <p>For WorldSoftware, valid values are:</p> <ul style="list-style-type: none"> blankNo, do not hold invoices. Y Yes, hold invoices. Do not allow entry of new A/R invoices. (You can still enter receipts and sales orders) <p>For OneWorld software, valid values are:</p> <ul style="list-style-type: none"> On Hold invoices. Off Do not hold invoices. <p>The system activates this option whenever a customer breaks the rules of a fee or notices policy, even if the option is set to Off. The system cannot automatically set this option to Off. You must do so manually.</p> <p>This code is maintained in the Customer Master by Line of Business table (F03012).</p>

Field	Explanation
Payment Instrument	<p>The user defined code (00/PY) that specifies how payments are made by the customer. For example:</p> <p>C Check</p> <p>D Draft</p> <p>T Electronic funds transfer</p> <p>.....<i>Form-specific information</i>.....</p> <p>The information that you enter is used as the default value when you enter invoices for the customer.</p>
Bal Fwd-Open Item	<p>A WorldSoftware code that indicates whether a customer's open items in the A/R Ledger table (F0311) will be summarized into a balance forward amount during the Update Balance Forward process. Valid codes are:</p> <p>B Summarize open items into a balance forward amount</p> <p>O List the detail for all open items</p> <p>NOTE: The A/R Ledger table is always maintained at a detail invoice level. Although the detail cannot be accessed, it will remain and a new summary record is added when the Update Balance Forward program is run.</p> <p>This field is not used in OneWorld.</p>
Send Invoice to	<p>A code that identifies the address where accounts receivable invoices are sent. Valid codes are:</p> <p>C Customer</p> <p>P Parent</p> <p>1 1st Address Number</p> <p>2 2nd Address Number</p> <p>3 3rd Address Number</p> <p>4 4th Address Number</p> <p>5 5th Address Number</p> <p>6 6th Address Number (Factor/Special Payee)</p>
Alternate Payor	<p>A person or company other than the customer who pays the customers invoices. This might be a bank, an agent, an attorney, and so on.</p>
Parent Number	<p>The Address Book number of the parent company. The system uses this number to associate a particular address with a parent company or location. For example:</p> <ul style="list-style-type: none"> • Subsidiaries to parent companies • Branches to a home office • Job sites to a general contractor <p>This address must exist in the Address Book Master table (F0101) for validation purposes.</p>

Field	Explanation
Auto Receipt (Y/N)	<p>A code in WorldSoftware, or a code in OneWorld software, used in the Accounts Receivable system to indicate whether receipts from the customer can be processed through Auto Receipt.</p> <p>Valid codes for WorldSoftware are:</p> <p>Y Yes, you can process receipts through Auto Receipt.</p> <p>N No, you cannot process receipts through Auto Receipt.</p> <p>For OneWorld software:</p> <p>On You can process receipts through Auto Receipt.</p> <p>Off You cannot process receipts through Auto Receipt.</p> <p>Specify whether a company is eligible for auto receipts processing in the A/R constants.</p>
Auto Receipts Execution List	The execution list of algorithms to be assigned to each customer.
Currency Code	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The currency of the receipt to be applied against invoices. The system displays invoice transaction amounts in the currency you enter, regardless of the currency of the invoice. If the currency is an alternate currency, the system displays the invoice transaction amounts based on the last valid exchange rate from the Currency Exchange Rates table (F0015).</p> <p>The system generates fees in the currency specified by the value in the Currency Code field located in the Customer Master.</p>
A/B Amount Codes	<p>The currency in which amounts are stored in the address book. For example, the credit limit, invoiced this year, invoiced prior year, and so on. The currency you specify is used to record and store transaction history.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the currency you want to see amounts reflected in when reviewing credit limits and so on.</p>

► To enter credit information

When you create a customer record, you enter credit information for the customer. For example, you can assign a credit limit to a customer and designate a credit manager to perform credit reviews.

1. On Customer Master Revision, click the Credit tab.

The screenshot shows a software window titled "Customer Master Information - [Customer Master Revision]". It has a menu bar (File, Edit, Preferences, Form, Window, Help) and a toolbar with buttons like OK, Cancel, Dismiss, and Apply. Below the toolbar, there are tabs: Invoices, Credit (selected), Collection, Billing Page1, Billing Page2, G / L Distribution, and Tax Information. The "Credit" tab contains various input fields for credit-related data. The "Customer Number" is 3333, and the company name is "Continental Incorporated". The "Credit Limit" is set to 25,000. The "Credit Manager" is ABBOTT. The "Date Account Opened" is 4/15/05. There are also fields for "ABC Code Sales", "ABC Code Margin", and "ABC Code Average Days", all set to 'C'. Other fields include "Long Address Number", "Company" (00000), "Credit Message", "Temporary Credit Message", "Person Opening Account", "Last Reviewed By", "Financial Stmts on Hand", "Dun_Bradstreet Date", and "TRW Date".

2. Complete any of the following optional fields:
 - Credit Limit
 - Credit Manager
 - Credit Message
 - Temporary Credit Message
 - Person Opening Account
 - Last Reviewed By
3. To specify when you receive financial statements from the customer, complete the following field:
 - Financial Stmts on Hand

4. To specify credit reporting information for the customer, complete either or both of the following fields:
 - Dun & Bradstreet Date
 - TRW Date
5. To specify credit review dates, complete the following fields:
 - Recall for Review Date
 - Date of Last Credit Review
 - Date Account Opened
6. To rate a customer by sales activity, average investment, and average days to pay an invoice, complete the following fields:
 - ABC Code Sales
 - ABC Code Margin
 - ABC Code Average Days
7. To enter collection information, click the Collection tab.

Field	Explanation
Credit Limit	<p>The credit limit for a customer. This value is used throughout the credit management programs. The system maintains this credit limit by customer and is not rolled to the parent company. The system sends credit messages for each child that is over their credit limit.</p> <p>When you change the credit limit, the system sends a workflow message to the credit manager. The message specifies that the change is pending approval. This credit limit change will not be reflected on the Customer Master Revisions form until the change has been approved.</p>
Credit Manager	The name of the credit manager responsible for approval of this customer's accounts.
Temporary Credit Message	A user defined code that identifies a temporary credit status. Generally, the code is assigned when an account becomes past due. If the rules of the policy are broken, this code is updated in the Customer Master by Line of Business table (F03012) after you run the Credit Analysis Refresh (R03B525).
Person Opening Account	The person who entered the account in the Address Book. The system supplies the data for this field.

Field	Explanation
Last Reviewed By	The person who completed the last credit review. The system updates this field when the credit limit is reviewed and changed.
Financial Stmts on Hand	The date that financial statements are received.
Dun & Bradstreet Date	The date Dun & Bradstreet ratings were available.
TRW Date	The date in which TRW ratings were available.
Recall for Review Date	The review date for the customer's credit information.
Date of Last Credit Review	The date on which the credit manager last examined this customer's payment record and assigned a credit status to the account.
Date Account Opened	The date the account was entered in the Address Book.
ABC Code Sales	A grade that indicates the level of sales activity for a customer or inventory item. This code documents the 80/20 principle (80% of the significant results is attributable to 20% of the business effort). The possible grades are A (best) to F (worst).
ABC Code Margin	<p>A code that represents an item's ranking by average investment. You can assign a code here or let the system assign it. Valid codes are:</p> <ul style="list-style-type: none"> A Assign this item to the first amount ranking B Assign this item to the second amount ranking C Assign this item to the third amount ranking D Skip this item in the ABC Analysis <p>If you leave this field blank, the ABC Analysis program (P4164) assigns this code based on an item's value as follows:</p> $\frac{\text{Total Item Average Investment}}{\text{Business Unit Average Investment}} \text{ equals the } \frac{\text{Item's Calculated Value}}{\text{Total}}$
ABC Code Average Days	A grade that indicates the average number of days a customer takes to pay a bill. This code documents the 80/20 principle. The possible grades are A (best) to F (worst).

Related Tasks

Activating workflow messages for credit limit approval

When you add or change the credit limit, the system sends a workflow message to the credit manager. The message specifies that the change is pending approval. This credit limit change will not be reflected on the Customer Master Revisions form until the change has been approved.

For this process, the user profiles for the user and the credit manager must be associated with a valid Address Book number. To verify this association, choose User Profiles on the System Administration Tools menu (GH9011) and verify the association.

Additionally, the credit manager associated with the customer must be set up in UDC 01/CR. You specify the credit manager on the Credit tab. The Description 2 field of the UDC record must include the address number of the credit manager. See *Setting Up Credit and Collection Managers* for more information.

For the credit limit approval to function properly, the version CREDLIMIT must be active in the Process Master. To activate the version, access the Workflow Management Setup menu (G0241) and choose Process Master. Locate the CREDLIMIT version and ensure that the Version Status is set to Y for version 1 only. If the Version Status is inactive (N), choose the row and choose Activate from the Row menu.

Deactivating workflow messages for credit limit approval

To deactivate the approval, follow the steps for activating the version and choose Deactivate from the Row menu on Process Master.

If no active versions of CREDLIMIT exist, the system will not issue a pending approval message and updates the Customer Master record with the new credit limit.

See Also

- *Setting Up Credit and Collections Information*

► To enter collection information

When you create a customer record, enter collection information for the customer. For example, you can assign a collection manager to a customer or designate a customer for automated delinquency processing.

1. On Customer Master Revision, click the Collection tab.

The screenshot shows a software window titled "Customer Master Information - [Customer Master Revision]". It has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu is a toolbar with icons for "OK", "Cancel", "Discard", "Apply", "Links", "Who's...", "OLE...", and "Internet". The main area contains several input fields and checkboxes. The "Collection" tab is active, showing fields for "Collection Manager" (ABBOTT), "Policy Name", "Deduction Manager", "Send Statement to" (C), "Statement Cycle", "Number of Reminders to Send", "Percentage Factor", "Collection Report" (checked), "Print Statement" (checked), "Apply Finance Charges", and "Delinquency Notice" (checked). Other tabs visible include "Invoices", "Credit", "Billing Page1", "Billing Page2", "G / L Distribution", and "Tax Information".

2. Complete the following optional fields:
 - Collection Manager
 - Policy Name
 - Company
 - Deduction Manager
3. To process statements for the customer, click the Print statement option and complete the following fields:
 - Send Statement to
 - Statement Cycle
4. To process late payment information for the customer, click the following options:

- Collection Report
 - Delinquency Notice
5. To print invoices and statements with draft attachments for the customer, click the following option:
- Print Statement
6. To assess finance charges for the customer click the following option:
- Apply Finance Charges - Y/N

Field	Explanation
Collection Manager	The name of the collection manager responsible for this customer's account.
Policy Name	This field is used to group policies under a common name, such as "Standard." For example, you might assign a policy to customers that do not pay their invoices on time. This instructs the system to treat the group of customers the same way during delinquency processing.
Deduction Manager	<p>A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.</p> <p>.....<i>Form-specific information</i>.....</p> <p>When you set up customers using a long address number, you can access the customer number more quickly. For example, when you enter a invoice, you use the long address number preceded by the special character assigned to long address numbers in Address Book constants in the Customer Number field. The system converts the long address number to the customer number.</p>
Send Statement to	<p>A code that indicates the address to which A/R statements, payment reminders, and delinquency mailers are sent. Valid values for World and OneWorld software are:</p> <ul style="list-style-type: none"> C Customer P Parent R Payor (OneWorld only) 1 First address number 2 Second address number 3 Third address number 4 Fourth address number 5 Fifth address number 6 Sixth address number (special factor/payee)

Field	Explanation
Statement Cycle	<p>A code that indicates when the customer should be billed during the next monthly cycle. For example, billing could be done alphabetically:</p> <p>A-F On the 5th day of the month G-L On the 10th M-R On the 15th S-Z On the 20th</p> <p>The first letter of the customer's alpha name is the default value for this statement cycle.</p>
Collection Report	<p>An option that indicates whether invoices for a particular customer appear for collection. If you select this field, invoices appear on the collection report after you send the maximum number of reminders to the customer and the system generates the final collection report. If you do not select this option, the customer's invoices do not appear on the collection report.</p>
Delinquency Notice	<p>An option that allows you to determine whether delinquency notices or payment reminders should be sent to the customer:</p> <p>On Send the notice to the customer. Off Do not send the notice to the customer.</p>
Print Statement	<p>A code that indicates whether the system prints invoices and statements for the customer.</p> <p>For World, the valid codes are:</p> <p>Y Yes, print invoices and statements N No, do not print invoices and statements</p> <p>For OneWorld, the valid options are:</p> <p>On Yes, print invoices and statements Off No, do not print invoices and statements</p>
Apply Finance Charges - Y/N	<p>An option that allows you to indicate whether finance charges should be applied or waived for the account:</p> <p>On Apply finance charge Off Waive finance charge</p>

Related Tasks

Activating workflow messages

The system sends workflow messages to the collection manager when you run Credit Analysis Refresh, according to the policy set up for the customer.

For this process, the user profiles for the user and the collection manager must be associated with a valid Address Book number. To verify this association, choose User Profiles on the System Administration Tools menu (GH9011) and verify the association.

Additionally, the collection manager associated with the customer must be set up in UDC 01/CM. You specify the collection manager on the Collection tab. The Description 2 field of the UDC record must include the address number of the credit manager. See *Setting Up Credit and Collection Managers* for more information.

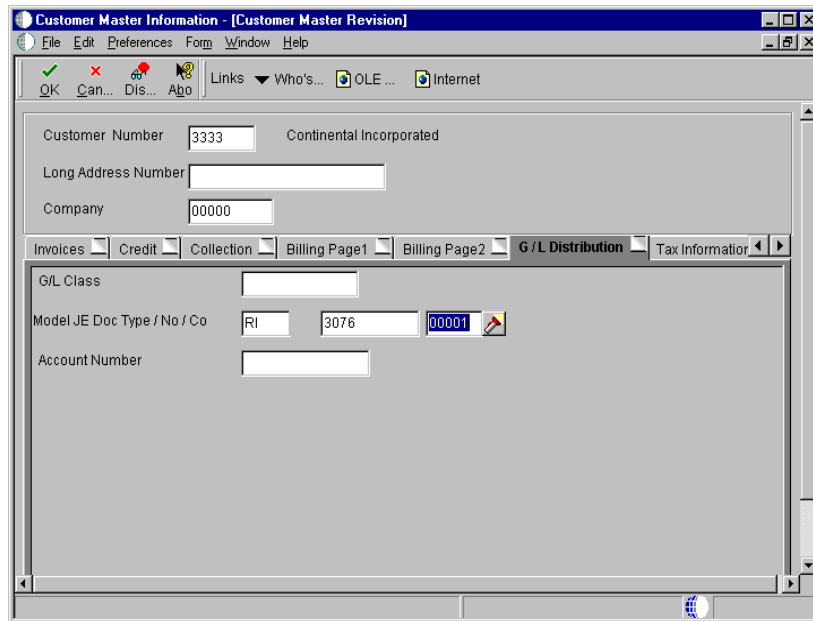
See Also

- *Setting Up Policies* for information about setting up policies

► **To enter G/L distribution information**

When you create a customer record, you can enter G/L distribution information. The system uses this information as the default G/L distribution when you enter an invoice for the customer.

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



2. Complete the following optional field:
 - G/L Class
3. Complete either of the following optional fields:
 - Model JE Doc Ty/No/Co (Type/Number/Company)
 - Account Number
4. To enter tax information, click the Tax Information tab.

Field	Explanation
G/L Class	<p>A code that determines the A/R account (class) that will be the offset when you post invoices. The code you enter in this field can be alphanumeric or can match the object code of the G/L account number. The following is an example:</p> <p>Blank:</p> <p>Trade Accounts Receivable</p> <p>TRAD or 1210:</p> <p>Trade Accounts Receivable EMP or 1220 Employee Receivables (Use class codes as the exception to the trade account.) If you leave this field blank during entry, the system uses AAI item RC_____ for the company.</p> <p>The value you enter in the G/L Class field replaces the default G/L Class (RCUC) when you specify this in the processing options for Standard Receipts and Drafts Entry. You can override this value during receipts and drafts entry.</p> <p>Note: Do not use class code 9999. This is reserved for the post program and indicates that offsets should not be created.</p>
Model JE Doc Type / No / Co	<p>A code that identifies the type of model journal entry to use for a particular customer.</p> <p>.....<i>Form-specific information</i>.....</p> <p>If you specify a model journal entry, do not specify a default expense account. Although the system allows you to do this, it will override the default expense account with the model journal entry.</p>
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Do not specify a default expense account if you specify a model JE. Although the system allows you to do this, it overrides the default expense account. You would then need to delete the JE and enter the default expense account.</p>

► **To enter tax information**

When you create a customer record, you can enter default tax information for the customer. The system uses this information to calculate taxes on invoices that you enter for the customer.

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

The screenshot shows a software window titled "Customer Master Information - [Customer Master Revision]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dis...", and "Ago", along with buttons for "Links", "Who's...", "OLE ...", and "Internet". The main area of the window is divided into two sections. The top section contains fields for "Customer Number" (3333), "Continental Incorporated", "Long Address Number", and "Company" (00000). The bottom section is titled "Tax Information" and contains fields for "Tax Expl Code" (ST), "Tax Rate/Area" (DEN), "Person/Corporation Code", "Tax ID", and "Add'l Ind Tax ID". The "Tax Information" tab is selected, and the "Customr" tab is also visible.

2. Complete the following fields:
 - Tax Expl Code
 - Tax Rate/Area
 - Person/Corporation Code
 - Add'l Ind Tax ID (Additional Individual Tax ID)
3. To save your customer record, click OK.

Field	Explanation
Tax Expl Code	<p>A user defined code (system 00/type EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.</p> <p>Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The information that you specify is used as the default value when entering invoices. You can override this code during invoice entry. If you use Vertex, the system accepts the following GeoCode values: E (exempt) and S (sales tax).</p>
Tax Rate/Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The information that you specify is used as the default value when you enter invoices for the customer. You can override this code during invoice entry. If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code.</p>

► To enter bank account information

When you create a customer record, you can enter default bank account information for the customer. The system uses this information to identify the customer's bank account when using a bank tape or Electronic Data Interchange (EDI) for receipt processing. The system associates the customers to the payment instrument and to the foreign or domestic currency.

1. On Customer Master Revision, from the Form menu, choose Bank Account.

Bank Transit #	Bank Account #	Ctrl Digit	Description	Record Type	SWIFT Code	Checking /Savings
960051785	2173573898		First United Bank	C		0

2. On Work With Bank Accounts by Address, click Add.

The screenshot shows a software window titled "Customer Master Information - [Set Up Bank Accounts By Address]". It has a menu bar with File, Edit, Preferences, Form, Window, and Help. Below the menu is a toolbar with buttons for OK, Cancel, Dismiss, and a mouse cursor icon. The main area contains several sections: "Address Number" with a text box containing "3333" and "Continental Incorporated" to its right; "Record Type" with four radio buttons: "Supplier", "Customer" (which is selected), "A/R Drafts, Auto Debit", and "Auto Receipts Payor"; and "Bank Information" which includes fields for "Bank Transit Number" (96051785), "Bank Account Number" (2173579), "Control Digit" (empty), "Description" (First Interstate Bank), and "Checking or Savings Account" (with a dropdown arrow icon).

3. On Set Up Bank Accounts by Address, complete the following field:
 - Address Number
4. Click the following option:
 - Customer
5. Complete the following fields:
 - Bank Transit Number
 - Bank Account Number
6. Complete the following optional fields and click OK:
 - Control Digit
 - Description
 - Checking or Savings Account

Field	Explanation
Bank Transit Number	The routing and transit number for a particular bank account.
	The combination of account number and transit number must be unique.

Field	Explanation
Bank Account Number	The bank account number for a company, customer, or supplier.
Control Digit	An optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).
Checking or Savings Account	<p>A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments.</p> <p>Valid values are:</p> <p>blank Checking account</p> <p>0 Checking account</p> <p>1 Savings account</p>

Processing Options for Customer Master Information (P03013)

Entry Tab

Use this processing option to specify whether the system displays the Tax ID field on the Customer Master Revision form. You can also indicate that the Tax ID field should be displayed as disabled (gray).

1. Tax ID

Use this processing option to specify whether to display the Tax ID field when you add a customer 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

Use the Defaults processing options to establish default search types and currency codes for the Customer 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 Customer Master form. Use the Visual Assist for a list of valid search types. If you leave this processing option blank, the system uses an asterisk (*) as the default value. The asterisk instructs the system to locate all Address Book records.

2. Amount Currency Code

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 left blank, and the corresponding field on the Customer Master Revision form is blank, when you click OK the system uses the default value from the company associated with the Security Business Unit in the Address Book.

This field is displayed only if multi-currency is activated in the General Accounting Constants.

Version Tab

Use this processing option to enter the version of the Customer Master Business Function that you wish to use.

1. Customer Master MBF (P0100042)

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

Processing Options for Customer Master MBF (P0100042)

Outbound Tab

1. Transaction Type

Use this processing option to specify the transaction type when using the interoperability feature. If you leave this processing option blank, the system will not perform outbound interoperability processing. Use the visual assist to locate a list of transaction type codes.

2. Change Transaction Image

Use this processing option to specify whether you want the system to write a “before” image for a change transaction. A “before” image is the record written before the system makes the change. The “after” image is the record written after the change. Valid values are:

Blank Write the “after” image.

1 Write the “before” and “after” images.

Default Tab

1. Default Category Codes

Use this processing Option to specify whether to use the category codes from Address Book as the default values for the Customer Master.

Setting Up Tax Rates and Areas

To calculate and track the different taxes you are required to collect from your customers, you must set up:

- Tax areas
- Tax rates

Each tax area is a physical, geographical area, such as a state, province, or county. Different tax authorities assess a variety of taxes for each geographical area. Additionally, each authority within a tax area can have a different tax rate.

You can specify tax information for an item or an item group. To specify tax information for an item, enter the item number and activate the processing option to validate information against the Item Branch table (F4102).

To specify a tax rate for a group, you can only enter one of the valid options in the Sales Taxable Y/N field from the Item Branch/Plant Information form. The options 3 through 8 are for grouping items together based on a tax rate. You set up the tax rate by area for one of the options and then specify the option for like items in the Item Branch Information form.

You must enter a 0 so that the system does not validate this grouping number against information that you have defined in the Item Branch table (F4102).

► To set up tax rates and areas

From the Tax Reporting and Processing menu (G0021), choose Tax Rate/Areas.

1. On Work With Tax Rate/Areas, click Add to access Tax Rate/Area Revisions.

Tax Rate/Area Revisions

Tax Rate/Area: 00 Effective Date: 1/1/97
 Description: Colorado State & Regional Tax Expiration Date: 12/31/06

Address	Tax Authority	G/L Offset	Tax Rate
4010	Colorado State Treasurer	TTX	3.800

TOTAL TAX: 3.800

Inventory/Purchasing/Sales Order
 Item Number (Short): Maximum Unit Cost:

Save record

2. On Tax Rate/Area Revisions, complete the following fields and click OK:

- Tax Rate/Area
- Description
- Effective From
- Expiration Date
- Address
- G/L Offset
- Tax Rate

3. Verify the system-supplied information in the following fields:
 - Compound Tax
 - VAT Expense
 - TOTAL TAX
4. To specify tax rate/area information for an inventory item, complete the following fields (used only for Distribution):
 - Item Number - Short
 - Maximum Unit Cost
5. Click OK.

Field	Explanation
Tax Rate/Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p>
Address	<p>The address book number of a tax authority that has jurisdiction in the tax area. This is an authority to whom you pay and report sales, use, or VAT taxes. Examples include states, counties, cities, transportation districts, provinces, and so on.</p> <p>You can have up to five tax authorities for a single tax area.</p> <p>.....<i>Form-specific information</i>.....</p> <p>For Canada, the GST tax authority must be on the first line. PST tax authorities can be on lines 2 through 5. If a GST input credit is applicable, the authorities on lines 3 through 5 can identify the GST percentage not eligible for input credits.</p>

Field	Explanation
G/L Offset	<p>A code that indicates how to locate the tax account for general ledger entries. This field points to automatic accounting instructions (AAIs) that, in turn, point to the tax account.</p> <p>Examples are:</p> <ul style="list-style-type: none"> PTyyyy — for A/P (VAT only) RTyyyy — for A/R (VAT only) GTyyyy — for G/L (VAT only) 4320 — for Sales Orders 4400 and 4410 — for Purchase Orders <p>When setting up VAT and Canadian GST, PTyyyy, RTyyyy, and GTyyyy are the only valid values. For the A/P system, a second G/L Offset (PT_ _ _) is required when your tax setup involves VAT plus use taxes (tax explanation code B). Use AAI PT_ _ _ _ to designate the use tax portion of the setup.</p> <p>For sales taxes, the Accounts Payable and Accounts Receivable systems ignore the values in this field. However, the Sales Order Management and Procurement systems require values in this field.</p>
Tax Rate	<p>A number that identifies the tax rate for a tax authority that has jurisdiction in the tax area. Tax rates must be expressed as a percentage and not as the decimal equivalent. For example, type 7 percent as 7. The value appears as 7.000.</p>

Field	Explanation
Compound Tax	<p>A code in WorldSoftware, or an option in OneWorld software, that indicates whether the tax rate for the tax authority is calculated pre-GST (taxable amount plus any GST for a previous tax authority) or calculated as a tax on a tax.</p> <p>Valid values for WorldSoftware are:</p> <ul style="list-style-type: none"> Y Tax on a tax. Indicates that the tax is calculated after GST has been added to the product value. The taxable amount plus any GST calculated for a previous tax authority is added to calculate the basis for this authority. N Not tax on a tax. Indicates that the tax is calculated against the value of the product. The taxable amount is the basis for this authority. <p>Note: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters B and C.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none"> • If this option is turned on, it indicates tax on a tax. • If this option is turned off, it indicates no tax on a tax. <p>.....<i>Form-specific information</i>.....</p> <p>This code is available only for the second tax authority (line 2 in the list on this form) and must identify a non-GST tax authority.</p>
VAT Expense	<p>A code in WorldSoftware, or an option in OneWorld software, that identifies the percentage of the VAT (GST) amount that is not eligible for input credits.</p> <p>Valid values for WorldSoftware are:</p> <ul style="list-style-type: none"> R Not recoverable. The tax is an expense and is not a receivable. Blank Recoverable. The tax is a receivable. This is the default. <p>NOTE: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters C, B, and V.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none"> • If this option is turned on, tax is not recoverable. • If this option is turned off (default), tax is recoverable. <p>.....<i>Form-specific information</i>.....</p> <p>This code is available only for the third, fourth, fifth tax authorities (lines 3 through 5).</p>

Field	Explanation
TOTAL TAX	<p>A number that identifies the sum of the tax rates for all tax authorities in the tax rate/area.</p> <p>.....<i>Form-specific information</i>.....</p> <p>A system-displayed number that indicates the sum of the tax rates for all the tax authorities. If you click the Compound Tax option, the total reflects compound taxes (tax on a tax). If you click the VAT Expense option, the total does not include the input credit amount.</p>
Item Number - Short	<p>An inventory item number. The system provides three separate item numbers plus an extensive cross-reference capability to other item numbers (see data item XRT) to accommodate substitute item numbers, replacements, bar codes, customer numbers, supplier numbers, and so forth. The item numbers are as follows:</p> <ul style="list-style-type: none"> • Item Number (short) - An eight-digit, computer-assigned item number • 2nd Item Number - The 25-digit, free-form, user defined alphanumeric item number • 3rd Item Number - Another 25-digit, free-form, user defined alphanumeric item number <p>.....<i>Form-specific information</i>.....</p> <p>This number identifies either a group of items or a single item. Items that are assessed VAT generally use the group code number. Items that are assessed a luxury tax generally use a specific item number.</p> <p>Note: Only sales order and purchase order processing use this field. You can suppress this field with processing options.</p>
Maximum Unit Cost	<p>Number that identifies the maximum amount that an item can be taxed. If the unit cost of an item is more than the amount you specify in this field, the maximum unit cost becomes taxable.</p> <p>NOTE: Only sales order and purchase order processing use this field. Tax laws in Tennessee (in the U.S.) have this requirement.</p>

Processing Options for Tax Rates Options

Item#/MaxCost

Enter 1 to show these fields OR 0
to hide them:

Validation

Enter 1 to validate item numbers
OR 0 to not validate:

Setting Up an Alternate Chart of Accounts

You can set up an alternate chart of accounts if your corporate reporting requirements are different than the local reporting requirements of the country in which you are doing business. For example, if you set up the local chart of accounts by object and subsidiary, but you need to provide fiscal reports that reflect a different chart of accounts, you can set up and maintain an alternate chart of accounts in Category Codes 21, 22, and 23.

You can define the local chart of accounts in the Account Master table (F0901) by object and subsidiary, or in Category Codes 21, 22, and 23. The location that you choose might depend on the use of your corporate chart of accounts, especially if your company is multinational.

Whether you define the local chart of accounts by object and subsidiary, or in Category Codes 21, 22, and 23, the accounts that you set up in the category codes are referred to in J.D. Edwards software as alternate descriptions of your accounts.

Note: The software identifies individual accounts in your chart of accounts based on a system-assigned number that is unique for each account. This number is referred to as the Account Short ID. The Account Short ID is the key that the system uses to distinguish between accounts when you access, change, and delete the account information in any of J.D. Edwards tables. The system stores the short identification number in data item AID.

Note: If you are using the Copy Accounts to Business Units program (P0006) to create a chart of accounts based on a model, the system will copy any alternate chart of accounts that is associated with the model in addition to copying the standard chart of accounts.

► To set up an alternate chart of accounts

From the Organization Account Setup menu (G09411), choose Accounts by Business Unit.

Business Unit	Object Account	Subsidiary	Account Description	Company	L D	P E
70	1000		Assets	00070	3	N
70	1001		Current Assets	00070	4	N
70	1105		Petty Cash	00070	5	
70	1110		Cash in Banks	00070	4	N
70	1110	BBL	Banque Bruxelles Lambert	00070	5	
70	1110	BEAR	Bear Creek National Bank	00070	5	
70	1110	FIB	First Interstate Bank	00070	5	
70	1110	FRANCE	First Bank of Paris	00070	5	
70	1110	PAYROLL	First Interstate Payrol	00070	7	
70	1130		Certificates of Deposit	00070	6	N
70	1131		Certificates of Deposit	00070	7	
70	1200		Accounts Receivable	00070	5	N

1. On Work With Accounts, complete the following optional field and click Find:

- Company

You can customize the detail area by creating an alternate format to display the alternate chart of accounts (Category Codes 21, 22, or 23) next to the main chart of accounts (Object Account).

2. Click Add to access Revise Single Account.

The screenshot shows a software window titled "Accounts by Business Unit - [Revise Single Account]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dis...", "Algo", "Links", "Acct T...", "Previo...", "Next", "OLE ...", and "Internet". The main area of the window is divided into several sections. At the top, there is a section for "Account Number" with the value "70.1110.FRANCE" and "First Bank of Paris". Below this is a section for "Revise Single Account" with tabs for "More", "Category Codes 1-10", "Category Codes 11-20", and "Category Codes 21-23". The "More" tab is selected. This section contains fields for "Business Unit/Object/Subsidiary" (70, 1110, FRANCE), "Description" (First Bank of Paris), "Account Level of Detail" (5), "Posting Edit" (checkbox), "Budget Pattern Code" (checkbox), "Model Account/Consolidations" (checkbox), "Currency Code" (checkbox), and "Account ID" (00019641). The "Posting Edit" checkbox is labeled "Allows all posting" and the "Model Account/Consolidations" checkbox is labeled "Non-Model/Consolidation".

3. On the Revise Single Account tab, complete the following fields:
 - Business Unit/Object/Subsidiary
 - Description
 - Account Level of Detail
 - Posting Edit
 - Budget Pattern Code
 - Currency Code
 - Account ID
4. Click the Category Codes 21 - 23 tab.

The screenshot shows a software window titled "Accounts by Business Unit - [Revise Single Account]". It has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Can...", "Dis...", "Abo...", "Links", "Acct T...", "Previo...", "Next", "OLE ...", and "Internet". The main area of the window is divided into several sections. At the top, there are two text boxes: "Account Number" containing "70.1110.FRANCE" and "First Bank of Paris". Below this is a tabbed interface with four tabs: "Revise Single Account", "More", "Category Codes 1-10", and "Category Codes 11-20". The "Category Codes 21-23" tab is currently selected. This tab contains three input fields: "Category Code 21" with the value "55550", "Category Code 22" which is empty, and "Category Code 23" which is empty. To the right of the "Category Code 21" field, the text "Current account" is displayed. The bottom of the window features a standard Windows-style scrollbar.

5. On the Category Codes 21 - 23 tab, complete the following fields and click OK:

- Category Code 21
- Category Code 22
- Category Code 23

Note: In China, use only Category Code 21.

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

Field	Explanation
Business Unit/Object/Subsidiary	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Description	A user defined name or remark.
Account Level of Detail	<p>A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. When you are using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts. Example:</p> <ul style="list-style-type: none"> 3 Assets, Liabilities, Revenues, Expenses 4 Current Assets, Fixed Assets, Current Liabilities, and so on 5 Cash, Accounts Receivable, Inventories, Salaries, and so on 6 Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on 7 Petty Cash - Dallas, Petty Cash - Houston, and so on 8 More Detail 9 More Detail <p>Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail cause rollup errors in financial reports that are run at a skipped level.</p>

Field	Explanation
Posting Edit	<p>A code that controls G/L posting and account balance updates in the Account Master table (F0901). Valid values are:</p> <ul style="list-style-type: none"> Blank Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry. B Only allows posting to budget ledger types starting with B or J. I Inactive account. No posting allowed. L Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger (F0911) and Account Balances (F0902) tables. If you want to report on subledgers in the Financial Reporting feature, you should use this code. M Machine-generated transactions only (post program creates offsets). N Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities. S Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table. This code is not valid for budget entry programs. U Unit quantities are required for all transactions. X Subledger and type must be blank for all transactions. Does not allow subledger entry for the account.

Field	Explanation
Budget Pattern Code	<p>A unique three-character code that identifies a seasonal pattern. The system uses this code to calculate budget amounts for an accounting period. For example:</p> <p>DNS Do not spread annual budget among the months. You cannot set up or change this code, defined as part of the system.</p> <p>Blank Spread annual budget evenly across all months. (Blank works this way unless your company changes it to mean otherwise.)</p> <p>*** Represent a blank value.</p> <p>SUM Spread according to percentages shown below.</p> <p>WIN Spread according to percentages shown below.</p> <p>SUM (Summer)</p> <p>Jan. 0%</p> <p>Feb. 2%</p> <p>.... 48%</p> <p>.... 50%</p> <p>Dec. 0%</p> <p>TOTAL - 100%</p> <p>WIN (Winter)</p> <p>Jan. 30%</p> <p>Feb. 30%</p> <p>... 0%</p> <p>... 0%</p> <p>Dec. 40%</p> <p>TOTAL - 100%</p>
Currency Code	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p> <p>.....<i>Form-specific information</i>.....</p> <p>This field is used to specify the currency that the account uses. It specifies the account as a monetary account. In account entry programs, you can only use the currency code assigned to the account. Monetary accounts are typically bank accounts.</p> <p>The code you enter in this field can be any currency code defined on Designate Currency Codes.</p> <p>For most accounts, you will want the system to accept a transaction in any currency. In these instances, do not assign a currency code. If you want an account, such as a bank account, to only accept transactions in a specific currency, assign a currency code.</p>

Field	Explanation
Account ID	<p>A number the system automatically assigns to each general ledger account to maintain an audit trail. The account ID is made up of a unique identification number (account key) and a self-check digit.</p> <p>This number is also called the account serial number, the short account number, the pseudo account number, or the ID number.</p>
Category Code 21	Category code 21 is associated with the Account Master file (F0901). This is a user defined code (system 09, type 21) for use in flex account mapping and in printing selected account information on reports.

See Also

- *Data Integrity and the Chart of Accounts* for more information about maintaining an alternate chart of accounts

Setting Up AAI 4290 for VAT on Free Goods

In China, you are required to pay taxes on free goods. Free goods are often items that are given away to promote, display, or accompany a product that is ordered. You must distribute the tax amounts to the correct general ledger accounts. You set up AAIs for a specific type of tax, such as use tax or VAT, to designate the accounts to debit and credit for the tax amount. You must set up AAI 4290 for tax processing.

Note: When you set up AAI 4290 for tax processing, you must specify the branch/plant.

► To set up AAI 4290 for VAT on free goods

From the Sales Order Management Setup menu (G4241), choose Automatic Accounting Instructions.

1. On Work With AAIs, click Add.
2. On AAI Record Types, complete the following fields and click OK:
 - AAI Table Number
 - Description
 - Description -2
 - Text Only
3. Click Cancel.
4. On Work With AAIs, locate and select AAI 4290.
5. On Account Revisions, complete the following fields:
 - Co
 - Do Ty
 - Description
 - G/L Cat
 - Description G/L

- Branch Plant
 - Obj Acct
 - Sub
6. Click OK.

See Also

- *Accounts Payable: About Automatic Accounting Instructions* for information on setting up AAI (RTyyyy) to determine the credit account
- *Understanding VAT on Free Goods Journal Creation*
- *Sales Order Management: Assigning Tax Information to Customers*

Setting Up Free Goods VAT Base Price

The supplier and the Chinese government agree on the base price of free goods in order to calculate VAT on those free goods. Use the Free Goods VAT Base Price program (P75C4106) to maintain item base prices used to calculate VAT on free goods. The system stores VAT on free goods in the Chinese Free Goods VAT Base Price table (F75C4106).

When you enter a sales order, the adjustment schedule sets the pricing unit of measure for the free goods line (UOM4) with the same transaction unit of measure that is defined in the free goods rules. When calculating VAT, the system first retrieves the price defined in the pricing unit of measure from the Sales Order Detail table (F4211). If the price is not defined for the pricing unit of measure, the system then retrieves the price using the primary unit of measure.

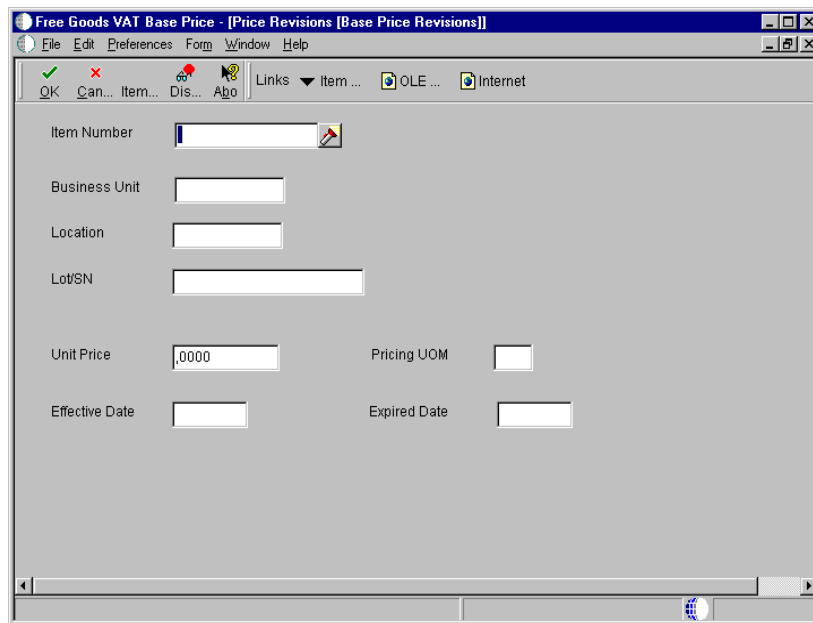
When you enter base prices in the Free Goods VAT Base Price program, enter the prices with the same item unit of measure that is defined on the free goods adjustment schedule, the item primary unit of measure, or both.

Note: All free goods items must at least have a price defined on the item level in order to process VAT on free goods.

► To set up VAT base prices

From the VAT on Free Goods - China menu (G75C031), choose Free Goods VAT Base Price.

1. On Work with Base Price, click Add.



2. On Base Price Revisions, complete the following fields:

- Item Number
- Business Unit
- Location
- Lot/SN
- Unit Price
- Pricing UOM
- Effective Date
- Expired Date

3. Click OK.

Field	Explanation
Item Number	<p>A number that the system assigns to an item. It can be in short, long, or third item number format.</p> <p>For process work orders, the item number is the process.</p>
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Location	The storage location from which goods will be moved.
Lot/SN	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.
Unit Price	The list or base price to be charged for one unit of this item. In sales order entry, all prices must be set up in the Base Price table (F4106).
Pricing UOM	A user defined code (00/UM) that indicates the unit of measure in which you usually price the item.
Effective Date	The date when a transaction, text message, contract, obligation, preference, or policy rule becomes effective.
Expired Date	The date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.

See Also

- *Adjusting VAT Base Prices Manually* for information on maintaining free goods prices
- *Advanced Pricing: Creating Free Goods Adjustments*

Setting up Category Codes for JinSui Processing

You must set up valid values for the following category codes for JinSui processing:

- PRP6 through PRP0 (Procurement)
- SRP6 through SRP0 (Sales Order Management)

You use these category codes to specify the field name in the Item Category Codes table (F4101C) that the system uses for item classification in the JinSui interface table. Before you run the Print Invoice from Sales Order program (R42565), you need to complete the following tasks:

- ☐ Setting up user defined codes for JinSui processing
- ☐ Assigning classification codes for JinSui processing

► Setting up user defined codes for JinSui processing

1. Choose which category code that you want to use. Valid values for Procurement are found in the following user defined code lists:
 - Item Dimension Group (41/01)
 - Warehouse Process Group 1 (41/02)
 - Warehouse Process Group 2 (41/02)
 - Warehouse Process Group 3 (41/02)
 - Item Category Code 05 (41/05)

Valid values for Sales Order Management are found in the following user defined code lists:

- Item Category Code 06 (41/06)
- Item Category Code 07 (41/07)
- Item Category Code 08 (41/08)
- Item Category Code 09 (41/09)
- Item Category Code 10 (41/10)

2. Add your valid values to the corresponding user defined code list.

► **Assigning classification codes for JinSui processing**

You can assign classification codes for the Item Master program (P4101), the Item Branch Plant program (P41026), or both.

From the Inventory Management/Transactions menu (G4111), choose either Item Master or Item Branch/Plant.

- 1 Locate and choose an item.
- 2 From the Row menu, choose Category Codes and complete one of the following fields for Procurement:
 - Item Dimension Group
 - Warehouse Process Grp 1
 - Warehouse Process Grp 2
 - Warehouse Process Grp 3
 - Item Pool Code
3. Or complete one of the following fields for Sales Order Management:
 - Category Code 6
 - Category Code 7
 - Category Code 8
 - Category Code 9
 - Category Code 10

Note: After you set up the Item Master, the Item Branch Plant, or both, you need to complete the processing option Item Category Code Name field for the GUI Interface File from Sales Order program (R75C421). You must use the same valid value for the category code that you chose for the Item Master and Item Branch Plant.

Additional Information

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

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

Multiple Ledger Types

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

At year end, your company reports the yearly results during the first few days of January. However, in France, for example, the law specifies that the company has until March to report fiscal activity to the authorities. Therefore, the year is closed from the standpoint of the company, but it is not yet closed from a local legal standpoint. The time difference means that the French company must make adjustments for three months. The corporate company does not have to see these adjustments. These adjustments are typically recorded in an alternate ledger type.

Currency Ledgers

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

Depreciation Ledgers

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

User Defined Ledgers

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

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

Translation Considerations for Multilingual Environments

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

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

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

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

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

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

See Also

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

Business Unit Descriptions

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

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

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

See Also

- *General Accounting: Translating Business Units*

Account Descriptions

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

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

See Also

- *General Accounting: Translating Accounts*

Automatic Accounting Instruction Descriptions

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

See Also

- *General Accounting: Working with AAIs*

User Defined Code Descriptions

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

See Also

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

Delinquency Notice Text

Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information form determines the language in which the delinquency notice and the text on the notice should print when you use final mode. (In proof mode, the statements print in the language preference that is assigned to the client in the Address Book.)

J.D. Edwards base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you are adding to the bottom of the notice. To do this, follow the instructions for setting up text for delinquency notices and verify that you have completed the language preference field on the Letter Text Table Maintenance program (P03B2801).

See Also

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

Translation Routines

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

J.D. Edwards provides the following translation routines:

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

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

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

J.D. Edwards Multicurrency Solution Summary

Companies that do business internationally are often faced with additional accounting needs. These needs arise from doing business in different currencies and following different reporting and accounting requirements. To process and report on transactions in multiple currencies, a company that operates internationally can:

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

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

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

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

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

Data Entry in Foreign or Domestic Currency

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

Setting Up Daily Transaction Rates

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

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

Intercompany Settlements

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

Gain and Loss Recognition

Gain and loss recognition features include:

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

Detailed Currency Restatement

Detailed currency restatement features enable you to:

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

Balance Currency Restatement

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

As If Currency Repost

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

See Also

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

Tax Processing

J.D. Edwards country-specific processes for tax requirements in China consists of the following:

- ☐ Advanced Pricing: Creating free goods adjustments
- ☐ Adjusting VAT base prices manually
- ☐ Understanding VAT on free goods journal creation
- ☐ Resetting the free goods cross reference table

Creating Free Goods Adjustments

Free goods are often items that help promote, display, or accompany the product that is being ordered. For example, free goods can be the display case, posters, or additional promotional items such as buttons, hats, or shirts used by employees to highlight a sale.

You must create a valid adjustment to which you attach your free goods. When you set up the free goods criteria, you define how the system applies the price and quantity of the free goods. You also define how or if the system should factor the price of the free goods into the price of the products actually being sold.

The free goods do not have to be the same as the item on the sales detail to which the free goods adjustment is attached. For example, your company could offer a promotion that gives the customer one free case of motor oil when they buy ten cases of motor oil. Because the items do not have to be the same, you could offer customers a free oil filter when they buy ten cases of motor oil. You can specify multiple item numbers to be given as free goods and the quantity of each type, but the customer cannot choose from the list of free goods. All free goods must be applied to the orders. However, the resulting sales-order detail lines for free goods can be deleted later.

Any adjustment can have free goods associated with it. You specify:

- The quantity of free goods to be included.
- Whether the free goods is a stock or non-stock item.
- The unit price of the free goods, if desired. In most cases, this price will be zero. However, you can specify a reduced price for the item, such as when you offer a purchase-with-purchase promotion.

If you enter any of the price groups in the definition for a free goods adjustment, the price group defaults into the adjustment detail and cannot be changed.

Note: If you have activated Advanced Pricing for Procurement, you can enter free goods adjustments for purchase orders. You might want to account for bonus items that are offered by the supplier to promote, display or accompany the product that you are ordering. You enter free goods adjustments for purchase orders in the same manner as you would for sales order adjustments.

Before You Begin

- ☐ Define an adjustment. See *Setting Up Adjustment Details*.

► To create free goods adjustments

From the Advanced Price and Adjustments menu (G42311), choose Price & Adjustment Detail Revisions.

1. On Work with Adjustment Detail, either enter a new adjustment or select the adjustment that has free goods.
2. On Price Adjustment Detail Revisions, review the adjustment information as necessary.

See *Setting Up Adjustment Details* for more information.

3. Select the row and choose Free Goods from Row Menu.

Item Number	Quantity Ordered	UM	Related Price	Ln Ty	P T	Quantity Per Ordered
2300	1	EA	0.00	S	1	1.00
			0.00			0.00

4. On Free Goods Revisions, complete the following fields:
 - Item Number
 - Units - Order/Transaction Quantity
 - Unit of Measure as Input

- Related - Price
 - Line Type
 - Quantity Over Ordered - Free Goods
5. Click OK.
 6. On Price Adjustment Detail Revisions, click OK to create Free Goods Adjustments.

Field	Explanation
Item Number	<p>A number that identifies the item. The system provides three separate item numbers plus an extensive cross-reference capability to alternate item numbers. These item numbers are:</p> <ol style="list-style-type: none"> 1. Item Number (short) - An 8-digit, computer-assigned item number. 2. 2nd Item Number - The 25-digit, free-form, user defined, alphanumeric item number. 3. 3rd Item Number - Another 25-digit, free-form, user defined, alphanumeric item number. <p>In addition to these three basic item numbers, the system provides an extensive cross-reference search capability. Numerous cross-references to alternate part numbers can be user defined (for example, substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers).</p>
Units - Order/Transaction Quantity	The quantity of units affected by this transaction.
Related - Price	The price of a related item in a pricing or discount policy. For example, with a policy of "Buy one, get one free," the free item is the related item. Enter this price in the unit of measure of the related item quantity.
Line Type	<p>A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include the following:</p> <ul style="list-style-type: none"> N Nonstock item F Freight M Miscellaneous charges and credits

Field	Explanation
Quantity Per Ordered	<p>Indicates how many items the customer must buy over the quantity you entered in the Quantity From field of the Price Adjustment Detail form before you send free goods.</p> <p>For example, the Quantity From is 10 and the Quantity Over Ordered is 3. The customer receives free goods when the order is for 13 or more.</p> <p>Additionally, the customer receives a free item for every multiple of the value in the Quantity Over Ordered field. In our example, the customer would receive free goods for every multiple of 3. If the order is for 25, the customer receives the number of free goods multiplied by 5 (for every multiple of 3 past the Quantity From, which is 10 - in this case 13, 16, 19, 22, and 25).</p> <p>The calculations the system uses are:</p> <p>Total Free Goods Quantity = Free Good Quantity (FGUORG) + (Free Good Quantity * Quantity Over Factor)</p> <p>Quantity Over Factor = (Quantity Ordered - Quantity From (ADMNQ)) divided by Quantity Over Ordered (FGFQTY)</p> <p>Quantity Ordered = Quantity Shipped (SDSOQS) + Quantity Backordered (SDSOBK)</p>

Adjusting VAT Base Prices Manually

Use the Free Goods VAT Base Price program (P75C4106) to manually adjust VAT base prices on free goods. Free Goods VAT Base Price is not used to adjust base prices on any items other than free goods. Alternatively, you use Advanced Pricing to generate free-goods line items automatically. See *Advanced Pricing: Creating Free Goods Adjustments*.

► To adjust VAT base prices manually

From the VAT on Free Goods - China menu (G75C031), choose Free Goods VAT Base Price.

1. On Work with Base Price, complete the following fields and click Find:
 - Item Number
 - Business Unit
 - Location
 - Lot/SN
 - Pricing UOM
 - Expired Date
 - Effective Date
2. Choose the row of the item in the detail area and click Select.

3. On Base Price Revisions, revise the following fields and click OK:

- Unit Price
- Expired Date

Field	Explanation
Item Number	<p>A number that the system assigns to an item. It can be in short, long, or third item number format.</p> <p>For process work orders, the item number is the process.</p>
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Location	The storage location from which goods will be moved.
Lot/SN	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.

Field	Explanation
Unit Price	The list or base price to be charged for one unit of this item. In sales order entry, all prices must be set up in the Base Price table (F4106).
Pricing UOM	A user defined code (00/UM) that indicates the unit of measure in which you usually price the item.
Effective Date	The date when a transaction, text message, contract, obligation, preference, or policy rule becomes effective.
Expired Date	The date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.

Understanding VAT on Free Goods Journal Creation

From the VAT on Free Goods - China menu (G75C031), choose VAT on Free Goods Journal Creation.

Businesses in China pay both input VAT (for goods supplied) and output VAT (for goods sold). In China, VAT must also be paid on the donation of free goods. The supplier must collect VAT taxes on these goods.

The amount of VAT paid for free goods is determined by the price of the goods if they were sold. The price of free goods is agreed upon by the government and the supplier. Businesses in China are required to submit the amounts of VAT on free goods to the government tax authority.

You can automatically adjust VAT payable on free goods using the Advanced Pricing system. You can also adjust VAT payable on free goods manually.

The VAT on Free Goods Journal Creation program (R75C4203) calculates and reports liable VAT on free goods from sales orders and creates corresponding journal entries.

J.D. Edwards Sales Order Management allows users to store sales information in the Sales Order Detail table (F4211) or purge those detail records. When you purge the Sales Order Detail table, the system moves the records to the Sales Order History table (F42119). The VAT on Free Goods Journal Creation report can calculate VAT on free goods using either the Sales Order Detail table or the Sales Order History table.

Note: Journal entries are only created when you run the VAT on Free Goods Journal Creation report in final mode. The system uses the tax AAI (RTyyyy) to determine the credit account. The system uses the new AAI 4290 to determine the debit account. You can override these accounts by entering specific accounts in the processing options.

See Also

- *Adjusting VAT Base Prices Manually* for more information about adjusting VAT on free goods

Processing Options for VAT on Free Goods Journal Creation (R75C4203)

Defaults Tab

Use the Defaults tab processing options to determine values, such as the running mode or G/L Date, that the VAT on Free Goods Processing program (R75C4203) uses when other values are not entered for the transaction.

1. G/L Date

Use this processing option to specify the G/L date.

2. Specific Date as G/L Date

Use this processing option to specify which date the system uses as the G/L date.

- 1 Use sales invoice date as G/L date.
- 2 Use actual shipment date as G/L date.
- 3 Use G/L date created by sales update process as G/L date.
- 4 Use system date as G/L date.

3. Document Type

Use this processing option to specify the journal entry document type. You must enter values that have been set up in user defined code list (00/DT). If you leave this field blank, the default value is 'JE'.

Process Tab

Use these processing options to specify how the system processes VAT on Free Goods.

1. Running Mode

Use this processing option to specify the running mode. Running in proof mode creates only the report (R75C4203). Running in final mode creates the report (R75C4203) and also writes records to the Chinese VAT on Free Goods Cross Reference table (F75C4203).

Valid values are:

Blank Run in proof mode.

1 Run in final mode.

2. Summarize by Company

Use this processing option to specify whether the system will summarize the journal entries by company.

1 The system will summarize the journal entries by company.

Blank The system will not summarize the journal entries by company.

3. Override Credit Account

Use this processing option to specify the credit account. If you leave this field blank, the system will retrieve the credit account from the RT or RTyyyy tax AAI.

4. Override Debit Account

Use this processing option to specify the debit account. If you leave this field blank, the program will retrieve the debit account from DMAAI 4290.

Versions Tab

Use this processing option to specify the version that the system uses for the Journal Entry Master Business Function processing options (P0900049).

1. G/L Master Business Function processing options (P0900049)

Use this processing option to specify which version is used for the G/L Master Business Function processing options (P0900049). If you leave this field blank, the system uses the default version (ZJDE0001).

Blank The system uses the default version (ZJDE0001).

Resetting the Free Goods Cross Reference Table

From the VAT on Free Goods - China menu (G75C031), choose Reset Free Goods Cross Reference Table.

During JinSui processing, you might discover errors that make it necessary to reset the flags in the Chinese VAT on Free Goods Cross Reference - China table (F75C4203). You use the Reset Free Goods Cross Reference Table program (R75C4203R) to reset the Chinese VAT on Free Goods Cross Reference - China table, allowing you to regenerate the journal entries for free goods.

Note: Resetting the Free Goods Cross Reference - China table does not void existing journal entries. You must manually void previous journal entries.

Processing Options for Reset Free Goods Cross Reference Table (R75C4203R)

Defaults Tab

Use this processing option to indicate whether the system runs the Reset Free Goods Cross Reference Table program (R75C4203R) in proof mode or final mode.

1. Running Mode

Use this processing option to specify the running mode. Running in proof mode creates only the report (R75C4203R). Running in final mode creates the report (R75C4203R) and also clears the flags in the China - Transmitted Vouchers to JinSui table (F0018CN). Valid values are:

Blank Run in proof mode.

1 Run in final mode.

Blank is the default.

JinSui Processing

J.D. Edwards country-specific processes for JinSui processing requirements in China include the following:

- ☐ Understanding JinSui processing for Accounts Receivable and Sales Order Management
- ☐ Processing invoices for JinSui
- ☐ Processing VAT payable for JinSui
- ☐ Submitting VAT information to JinSui
- ☐ Working with JinSui return files

Understanding JinSui Processing for Accounts Receivable and Sales Order Management

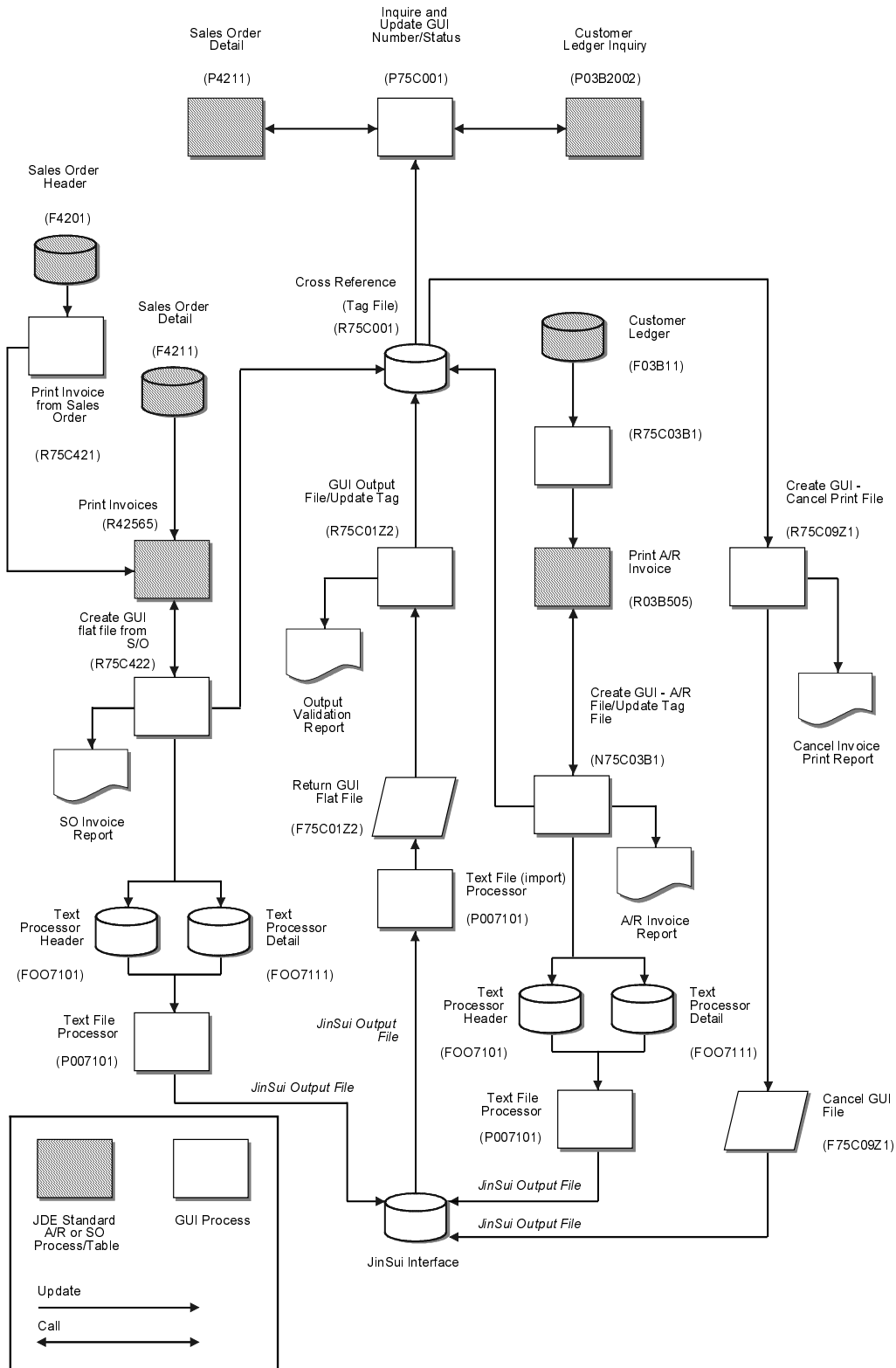
You use JinSui processing to prepare the file that contains VAT information for the tax authority. The Government Uniform Invoice (GUI) is the legal format required for invoices in China. In 1998, the Chinese government selected the JinSui Invoice Data Interface (JinSui) system to reduce forgery of GUI numbers and to facilitate invoice processing and tax reporting. JinSui is a DOS application that processes the data that is required for printing invoices and reporting tax information to the State Taxation Authority.

The GUI format and legal numbering is the basis for all tax reporting and audit requirements. The State Taxation Authority requires that specific data, such as invoice and VAT information, be transferred to them on preprinted invoice forms that contain legal GUI numbers. All GUI numbers must be tracked and accounted for. After a GUI number is printed on an invoice, the number cannot be cancelled.

In addition to printing invoices, the JinSui system processes tax information from incoming invoices that you can submit through purchases, payables, or both. In China, manufacturing and distribution companies commonly process vouchers differently. For example, manufacturing companies are allowed to process vouchers for tax reporting when items are received. Distribution companies are allowed to process vouchers only when they have been paid in full. Tax reporting typically occurs on a monthly basis.

You use JinSui to process taxes for Accounts Payable, Accounts Receivable, and Sales Order Management. JinSui processes this data for tax reporting purposes. Data that is generated, formatted, or reported by JinSui is not returned to the J.D. Edwards system. However, GUI numbers added to invoices are returned to the J.D. Edwards system.

The following graphic illustrates JinSui processing cycle for Accounts Receivable, and Sales Order Management.



Processing Invoices for JinSui

You can process invoices for JinSui from the Accounts Receivable system, the Sales Order system, or both.

To process invoices for JinSui from the Accounts Receivable system, complete the following task:

- ☐ Printing invoices from the Accounts Receivable system

To process invoices for JinSui from the Sales Order system, complete the following task:

- ☐ Printing invoices from the Sales Order system

Printing Invoices from the Accounts Receivable System

From the A/R Sales - China menu (G75C03), choose Print Invoice from A/R.

In China, special VAT invoices are prepared using a Government Uniform Invoice (GUI). The GUI format includes a legal invoice number that is supplied and required by the government. The JinSui Invoice Data Interface provides a preprinted format and handles all associated printing issues. The J.D. Edwards software solution creates a predefined JinSui interface format. The JinSui system then reads and writes the data in the GUI format to preprinted and prenumbered invoices.

Use the Print Invoice from A/R program (R03B505) to print your invoices for submission to JinSui. When you run Print Invoice from A/R, the system also runs the GUI Interface File from A/R program (R75C03B1), which populates the Text Processor Header (F007101) and Text Processor Detail (F007111) tables. You must use the Text File Processor to copy information from these tables to a file that you can submit to JinSui.

The Print Invoice from A/R program also produces a paper report that you can use to review your invoices before you submit them to JinSui.

Note: You can print invoices for JinSui from the Accounts Receivable system, from the Sales Order system, or both.

Before You Begin

- ❑ Before you can run either the Invoice Print program (R03B505) or the Print Invoices program (R42565), you must set up matching versions of these programs. See *Setting Up Matching Versions for Accounts Receivable and Sales Order*.

See Also

- *Data Conversions: Processing Text Batches*
- *Printing Invoices from the Sales Order System*

Processing Options for GUI Interface File from A/R (R75C03B1)

Print Tab

These processing options customize various printing options for the JinSui interface file or the J.D. Edwards standard invoice.

1. Printing Invoice Type

Use this processing option to indicate whether you want the system to generate the JinSui interface file with the J.D. Edwards standard invoice or only the J.D. Edwards standard invoice.

Blank The system generates JinSui interface file and J.D. Edwards standard invoice.

1 The system generates J.D. Edwards standard invoice only.

Blank is the default.

2. Invoice Remarks

Use this processing option to enter an invoice remark that will appear in the JinSui header record.

3. Line Item Unit of Measure

Use this processing option to enter the quantity for line items on the JinSui detail record. The value you enter will apply to each line item on each invoice. If you leave this field blank, the default is 1.

4. Line Item Quantity

Use this processing option to enter the quantity for line items on the JinSui detail record. The value you enter will apply to each line item on each invoice. If you leave this field blank, the default is 1.

5. Line Item Category Value (Required)

Use this processing option to enter the category value for line items on the JinSui detail record. The value you enter applies to each line item on each invoice. This is a required value. Neither a blank value nor a value containing a blank is acceptable.

6. Item Description (Required)

When the Remark field on the invoice is blank, this processing option specifies the item description for the JinSui detail record for any blank values in the Remark field. This is a required value. Neither a blank value nor a value containing a blank is acceptable.

When the Remark field on the invoice is blank, this processing option to specifies the item description for the JinSui detail record for any blank values in the Remark field. This is a required value. Neither a blank value nor a value containing a blank is acceptable.

7. Item Specification

Use this processing option to enter the item specification for line items on the JinSui detail record. The value you enter will apply to each line item on each invoice. If you leave this field blank, the default value is the Payment Item field (SFX) in the Customer Ledger table (F03B11).

8. Checked By

Use this processing option to specify the person who does the verification upon the invoices. This is an optional field. If you leave this field blank, the Checked By field of the JinSui Header record will be blank.

9. Received By

Use this processing option to specify the person who actually receives payments in the Accounting Department. This is an optional field. If you leave this field blank, the Received By field of the JinSui Header record will be blank.

Printing Invoices from the Sales Order System

From the A/R Sales - China menu (G75C03), choose Print Invoice from Sales Order.

Use Print Invoice from Sales Order to print your invoices for review and to create a flat file that you can submit to JinSui. When you run the Print Invoice from Sales Order program (R42565), the system also runs the Create GUI Flat File from Sales Order program (R75C422), which populates the Text Processor Header (F007101) and Text Processor Detail (F007111) tables. You must use the Text File Processor to copy information from these tables to a file that you can submit to JinSui.

The Print Invoice from Sales Order program also produces a paper report that you can use to review your invoices before you submit them to JinSui.

Note: You can print invoices for JinSui from the Accounts Receivable system, from the Sales Order system, or both.

Before You Begin

- ☐ Before you can run either the Invoice Print program (R03B505) or the Print Invoices program (R42565), you must set up matching versions of these programs. See *Setting Up Matching Versions for Accounts Receivable and Sales Order*.

See Also

- *Data Conversions: Processing Text Batches*
- *Printing Invoices from the Accounts Receivable System*

Processing Options for GUI Interface file from Sales Order (R75C421)

Defaults Tab

These processing options customize various printing options for the JinSui interface file or the J.D. Edwards standard invoice.

Use the Defaults processing options to specify the defaults that the GUI Interface file from Sales Order program (R75C421) uses for generating invoices.

1. Printing Invoice Type

Use this processing option to indicate whether you want the system to generate the JinSui Interface file only, the JinSui Interface file and the JDE standard invoice, or the JDE standard invoice only.

Blank The system generates JinSui Interface file only.

- 1 The system generates JinSui Interface file and the JDE standard invoice.
- 2 The system generates JDE standard invoice only.

2. Number of Line Items per Invoice

Use this processing option to specify how many line items should print on one GUI invoice. The default creates one invoice for each sales order line.

3. Item Category Code Name

Use this processing option to specify which field name in the Item Master Classification Codes table (F4101C) is used for item classification in the JinSui interface table. The valid values are:

- SRP6 (default)
- SRP7
- SRP8
- SRP9
- SRP0

- PRP6
- PRP7
- PRP8
- PRP9
- PRP0

The default is SRP6.

4. Default Item Category Value

Use this processing option to enter the default item category value for line items on the JinSui detail record. The value you enter will apply when the item category code field is blank in the item branch/plant master.

5. Default Item Specification

Use this processing option to enter the default item specification for line items on the JinSui detail record. The value you enter will apply when the second item description field (DSC2) is blank on the sales order.

6. Checked By

Use this processing option to specify the person who does the verification upon the invoices. This is an optional field. If you leave this field blank, the Checked By field of the JinSui Header record will be blank.

7. Received By

Use this processing option to specify the person who actually receives payments in the Accounting Department. This is an optional field. If you leave this field blank, the Received By field of the JinSui Header record will be blank.

Processing VAT Payable for JinSui

Before you process VAT payable for JinSui, review the following topics:

- ☐ Understanding Accounts Payable processing for JinSui
- ☐ Understanding coexistence

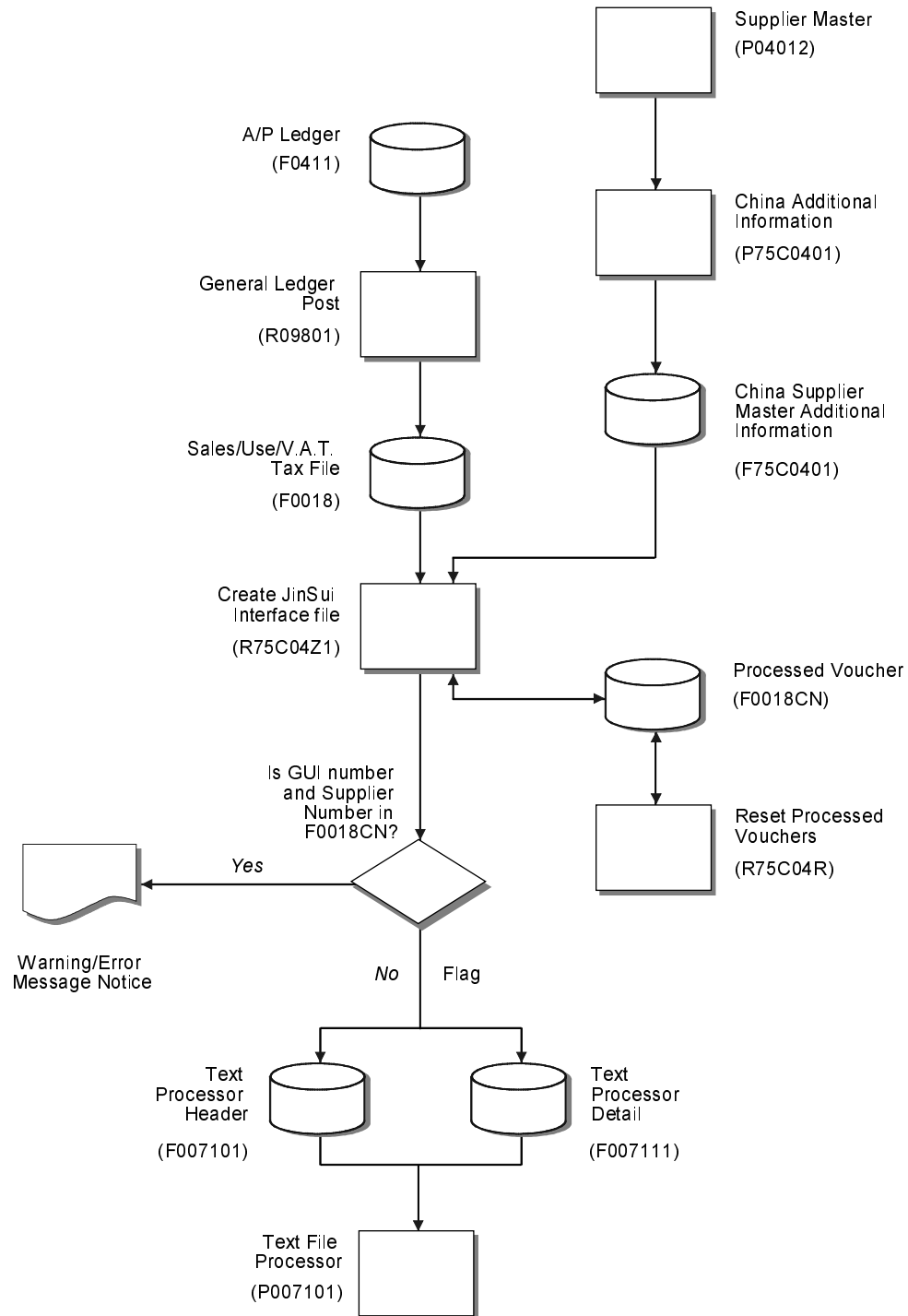
To process VAT payable for JinSui, complete the following tasks:

- ☐ Creating the Accounts Payable tax JinSui interface file
- ☐ Resetting processed records in the JinSui interface file

Understanding Accounts Payable Processing for JinSui

Use JinSui processing for Accounts Payable to submit VAT payable information to JinSui.

The following graphic illustrates JinSui processing for Accounts Payable:



Understanding Coexistence

The features provided in the J.D. Edwards solution for China are designed for OneWorld only. However, the proper sequence of data entry and file creation allows you to achieve coexistence for the Accounts Payable portion of JinSui processing. If OneWorld and WorldSoftware coexist in your environment, you should know the following:

- You must enter supplier master information in OneWorld in order to populate the additional supplier master information. WorldSoftware does not provide the tag file for the invoice category code.
- You can process vouchers in either OneWorld or WorldSoftware.
- You must originate and complete all JinSui processing in OneWorld.

Creating the Accounts Payable Tax JinSui Interface File

From the A/P and Purchase - China menu (G75C04), choose Create A/P Tax JinSui Interface File.

The Create A/P Tax JinSui Interface File program (R75C04Z1) creates a file in the format specified by the JinSui system for VAT payable tax reporting when processing vouchers. Before you run the Create A/P Tax JinSui Interface File program, complete the following tasks:

- Set up the J.D. Edwards standard voucher post programs (R09801) to update the Sales/Use/V.A.T. Tax table (F0018). You must update the tax tables whether the voucher originates from Procurement or Accounts Payable.
- Set the processing options for the Create A/P Tax JinSui Interface File program to select posted vouchers that have either been paid in full or received.

The system selects only posted vouchers and retrieves information from the Sales/Use/V.A.T. Tax table. An additional table, China - Transmitted Vouchers to JinSui (F0018CN), stores voucher information, and the system flags the records that were created for the interface file. The system also updates the Text Processor Header (F007101) and Text Processor Detail (F007111) tables, which store the voucher information sent to JinSui. The system generates a detailed report of the transmitted records and warning messages that have occurred during processing.

The system does not process vouchers that have warning messages associated with them. You must correct these vouchers before the interface file can be created for them. The following lists typical voucher processing errors:

- If you do not enter a valid value in the Supplier Invoice Category Code field, the vouchers process in the J.D. Edwards system but are displayed as errors within the JinSui system. You must enter a valid value in the Supplier Invoice Category Code field, run the Reset Processed Vouchers program, and reprocess the vouchers.
- If you change a voucher after it has been posted and processed, a warning message appears. You must manually correct the vouchers in the JinSui system.

Note: You must use these processing options for vouchers not created from purchasing orders. The JinSui system does not accept blank values for the file format. Therefore, processing options are included to retrieve valid values for commodity description, quantity, and unit of measure. These processing options will not override existing values for vouchers created from purchase orders.

Processing Options for Create A/P Tax JinSui Interface File - China (R75C04Z1)

Defaults Tab

Use the Defaults tab processing options to determine values, such as the running mode or commodity description that the Create A/P Tax JinSui Interface file (R75C04Z1) uses when other values are not entered for the transaction.

1. Running Mode

Use this processing option to specify the running mode. Running in proof mode creates only the report (R75C04Z1). Running in final mode creates the report (R75C04Z1) and also updates the Sales/Use/VAT Tax table (F0018CN).

Valid values are:

Blank Run in proof mode. (default)

1 Run in final mode.

2. The Time to Write Voucher Information to JinSui System

Use this processing option to specify when you will write the voucher information to the JinSui system.

Valid values are:

Blank The system writes voucher information to the JinSui system after full payment (default).

- 1 The system writes voucher information to the JinSui system after voucher creation and posting to the J.D. Edwards system.

3. Commodity Description

Use this processing option to specify a commodity description if the Remark field in the voucher is blank. This processing option does not override existing values, only retrieves valid values for those that are blank.

4. Quantity

Use this processing option to specify a quantity if the quantity field on the voucher is blank. This processing option does not override existing values, only retrieves valid values for those that are blank.

5. Unit of Measure

Use this processing option to specify a unit of measure if the Unit of Measure field in the Sales/Use/V.A.T. Tax table (F0018) is blank. This processing option does not override existing values, only retrieve valid values for those that are blank. You must enter a valid unit of measure found in user defined code list 00/UM. The system uses the unit of measure description when creating the JinSui record.

Resetting Processed Records in the JinSui Interface File

From the A/P and Purchase - China menu (G75C04), choose Reset Processed Vouchers.

When you process vouchers to create the JinSui interface files (R75C04Z1), the records are flagged as processed in the China - Transmitted Vouchers to JinSui table (F0018CN). The records that have errors are not included in the interface file and are not flagged as processed. After you fix these errors, you must regenerate the entire interface file.

To regenerate the entire interface file, you must first run the Reset Processed Vouchers program (R75C04R) to clear all processed flags in the China - Transmitted Vouchers to JinSui table. The Reset Processed Vouchers program also produces a report that lists all the vouchers that have been reset in the China - Transmitted Vouchers to JinSui table.

Processing Options for Reset Processed Vouchers (R75C04R)

Defaults Tab

Use this processing option to indicate whether the system runs Reset Processed Vouchers (R75C04R) in proof mode or final mode.

1. Running Mode

Use this processing option to specify the running mode. Running in proof mode creates only the report (R75C04R). Running in final mode creates the report (R75C04R) and also writes records to the China - Transmitted Vouchers to JinSui table (F0018CN).

Valid values are:

Blank Run in proof mode. (default)

1 Run in final mode.

Submitting VAT Information to JinSui

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

- ☐ Overview of the Text File Processor

Working with the Text File Processor consists of the following tasks:

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

Submitting invoices and VAT payable to the JinSui system consists of the following task:

- ☐ Cancelling submitted invoices

Overview of the Text File Processor

The Text File Processor is a OneWorld tool that is used to convert OneWorld data to text files in the formats required by external entities such as banks or government agencies.

In order to use the Text File Processor to create a text file, you must run a OneWorld program that has been set up to populate the Text File Processor header and detail tables (F007101 and F007111). For example, the following programs populate the Text File Processor tables:

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

When you run any of these programs or any other programs that populate the Text File Processor tables, the system creates a text batch in the Text File Processor with the information generated by the program. For example, all of the information required for the IDEP CN8/IRIS Intrastat declaration would be stored as one text batch.

Text batches are stored in the following tables:

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

The Text File Header table stores information about the extract of information for an external system, such as information about the processes that populated the table and information about the creation of the text file. The Text File Detail table stores the text for the text file.

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

You use the Copy Text function in the Text File Processor to copy the information from the text batch to a flat file that can be copied to disk or other media and submitted to the appropriate entity. When you use the Copy Text function, you have the ability to specify the location and filename for the flat file that will be created.

Copying Text in the Text File Processor

Use the Copy Text function to copy text from the Text File Detail table to a text file that can be submitted to an external agency or system. When you copy the text, specify the filename and location for the text file.

The system updates the Text Processor Header table with the date when the text was copied. The system also updates a flag in the Text Processor Header table to indicate that the batch has been processed.

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

Before You Begin

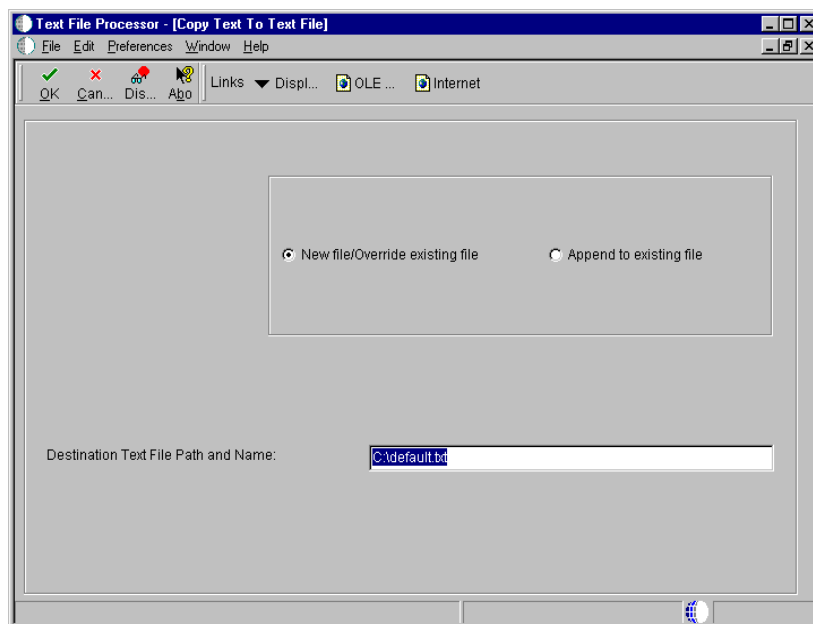
- ☐ Create a text batch by running a program that has been designed to use the Text File Processor.

► To copy text in the Text File Processor

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

User ID	Batch Number	Transaction Number	Description	Status Flag	D
CH5931091	1	Intrastats	IDEP Interface	1	Processed
KD6140346	2	Intrastats	IDEP Interface		Unprocessed

1. On Work With Text Batches, complete any of the following fields and click Find:
 - User ID
 - Batch Number
 - Transaction Number
2. In the detail area, select the batch that you want to process.
3. Choose Process Batch from the Row menu, and then choose Copy Text.



4. On Copy To Text File, click either of the following options:
 - New file/Override existing file
 - Append to existing file
5. Complete the following field and click OK:
 - Destination Text File Path and Name:

The system displays the Work With Text Batches form.

User ID	Batch Number	Transaction Number	Description	Status Flag	
CH5931091	1	Intrastats	IDEP Interface	1	Processed/Outbound
KD6140346	2	Intrastats	IDEP Interface	1	Processed/Outbound

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

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

Processing Options for Text File Processor (P007101)

Process Tab

Path Microsoft Word Template

Use this processing option to override the location of the Microsoft Word template to be used during creation of the text file. The ActiveX copy text creates a Microsoft Word document based on the normal.dot template, which is normally located in c:\Program Files\Microsoft Office\Templates\normal.dot. If your Microsoft Office objects have been installed in a different path, you will need to enter the correct path for the location of the normal.dot template.

Importing Text Using the Text File Processor

Use the Import Text program to 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 Processor by populating the Text File Header and Detail tables. 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 UBE 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.

Field	Explanation
Transaction Number	A unique alphanumeric field that identifies a text batch. The transaction number is determined by the process that creates the text batch.

Field	Explanation
Batch Description	A user defined name or remark. <i>Form-specific information</i> Enter text that will help you identify the text batch that the system creates from the text file you are importing.
Source Text File Path and Name:	A general description. <i>Form-specific information</i> Enter the full path and filename of the text file that you are importing.

Resetting a Text Batch in the Text File Processor

If you need to process a text batch a second time, you must first reset the batch. Resetting a batch updates the status flags in the Text Processor Header table (F007101). The system changes outbound statuses to blank (Unprocessed/Outbound) and changes inbound statuses to 5 (Unprocessed/Inbound).

► To reset a text batch in the Text File Processor

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

1. On Work With Text Batches, complete either of the following fields and click Find:
 - User ID
 - Batch Number
2. Choose the batch that you want to reset in the detail area.
3. Choose Maintain Batch from the Row menu, and then choose Reset Batch.

Purging a Text Batch in the Text File Processor

You purge a text batch to remove it from the Text Processor Detail table (F007111). You can purge only processed transactions.

When you purge a batch from the Work With Text Batches form, the system calls version ZJDE0001 of the Purge Processed Transactions program (R007102). You can also run any version of this program from the Text File Processor menu (G0071).

You can use a processing option on Purge Processed Transactions (R007102) to determine whether the batch is removed from the Text Processor Header table (F007101) as well as from the Text Processor Detail table.

If you do not remove records from the Text Processor Header table when you purge a batch, the processed flag for those records is changed from processed to purged.

When you purge a batch that was created through draft remittance, the system also runs the Purge Draft Remittance Records program (R03B673).

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

To purge a text batch in the Text File Processor

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

1. On Work With Text Batches, complete either of the following fields and click Find:
 - User ID
 - Batch Number
2. Choose the batch that you want to purge in the detail area.
3. Choose Maintain Batch from the Row menu, and then choose Purge Batch.

Processing Options for Purge Processed Transactions (R007102)

Process Tab

1. Purge Header Records

Use this processing option to determine whether to delete corresponding header records from the Text Processor Header file (F007101) along with detail records from the Text Processor Detail file (F007101). Deleting detail records only updates the processed flag in the Text Processor Header file to 2 (purged/outbound) or 7 (purged/inbound). Records marked as purged cannot be reset to an unprocessed status.

Valid values are:

1 Purge header and detail records

Blank Purge only detail records

Cancelling Submitted Invoices

From the A/R Sales - China menu (G75C03), choose Cancel Invoice Print.

If you have already sent the invoice file to JinSui and you discover errors, you must run the Cancel Invoice Print program (R75C09Z1) so that the tax authority will cancel the GUI invoice numbers that correspond to the invoices that have errors.

Processing Options for Cancel Invoice Print (R75C09Z1)

Processing Tab

Use this processing option to indicate whether the system runs the Cancel Invoice Print program (R75C09Z1) in proof mode or final mode.

1. Running Mode

Use this processing option to specify the running mode. Running in proof mode creates only the report (R75C09Z1). Running in final mode creates the report (R75C09Z1) and also writes records to the GUI Cancel Printing Invoice-JinSui table (F75C09Z1). Running in final mode also updates the status field in the Chinese GUI Cross-reference table (F75C001) to Cancel. Valid values are:

Blank Run in proof mode. (default)

1 Run in final mode.

Working with JinSui Return Files

Working with JinSui return files includes the following tasks:

- ☐ Downloading JinSui return files into the J.D. Edwards system
- ☐ Updating GUI numbers

Downloading JinSui Return Files into the J.D. Edwards System

From the A/R Sales - China menu (G75C03), choose Download JinSui Return File into JDE.

After you submit invoices to the JinSui system, the JinSui system generates a return file that contains the GUI numbers assigned to the invoices. Use the Download JinSui Return File into JDE program (R75C01Z2) to load the return file into the J.D. Edwards system. The Download JinSui Return File into JDE program also produces a report that contains your JinSui information, including the GUI number.

Updating GUI Numbers

From the A/R Sales - China menu (G75C03), choose Invoice Inquire on GUI Number.

The GUI number links the J.D. Edwards system-assigned invoice number and JinSui. You must know the GUI number to inquire on it. The Download JinSui Return File into JDE program produces a report that contains your JinSui information, including the GUI number. If you change your GUI information, use the Invoice Inquire on GUI Number program (P75C001) to update the GUI number and GUI status via the Row exit on the Work With GUI Inquiry form.

Before You Begin

- ☐ Download the GUI numbers for the invoices that you have submitted to JinSui. See *Downloading JinSui Return Files into the J.D. Edwards System*.

General Ledger Reporting

China has a standardized chart of accounts. This format is used to create balance sheets and income statements. China has many different balance sheets and income statements for different businesses as well as different formats for state-owned and foreign-invested businesses.

Note: J.D. Edwards does not support all formats accepted in Chinese business practice but does provide sample reports that you can customize to your specific reporting needs.

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

- ☐ Reviewing account information
- ☐ Reporting on the general ledger

Reviewing Account Information

Reviewing account information consists of the following tasks:

- ☐ General Accounting: Reviewing account ledgers by object account
- ☐ General Accounting: Reviewing account ledgers by category code

Reviewing Account Ledgers by Object Account

You can review detailed transactions for an object account across all business units.

You can use all of the criteria that are available in the Account Ledger Inquiry program to limit your search for transactions to review.

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

Using the Second Ledger processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in multiple currency environments because you can see transactions for foreign and domestic currencies at the same time.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

To review account ledgers by object account

From the Accounting Reports and Inquiries menu (G0912), choose Account Inquiry by Object Account.

Account Inquiry by Object Account - [Work With Account Ledger by Object Account]

File Edit Preferences Form Row Window Help

Select Find Close Seg... New... Dis... Abg Links As-If... OLE ... Internet

Object/Sub 8350

Ledger Type 1 AA USD General Ledger From Company *

Ledger Type 2 CA Foreign Currency Thru Company *

Subledger/Type * From Date 6/1/05

Thru Date 6/30/05

☐ Posted ☐ Unposted ☒ All

☐ Display Company Subtotals Currency Code *

Account Number	Account Description	Do Ty	Doc Number	Doc Co	G/L Date
3.8350	Rent Expense	JE	1005	00001	6/30/05
4.8350	Rent Expense	JE	1005	00001	6/30/05
5.8350	Rent Expense	JE	1005	00001	6/30/05
9.8350	Rent Expense	JE	1005	00001	6/30/05
7101.8350	Rent Expense	JE	1026	00070	6/30/05
7102.8350	Rent Expense	JE	1026	00070	6/30/05

1. On Work With Account Ledger by Object Account, complete the following field:
 - Object/Sub
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
 - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
 - Ledger Type 2
4. To display a range of companies, complete the following fields:
 - From Company
 - Thru Company
5. To display a range of transaction dates, complete the following fields:
 - From Date
 - Thru Date

6. To display one subledger, complete the following fields:
 - Subledger/Type
7. If you use more than one currency, complete the following field:
 - Currency Code
8. Click one of the following options, if necessary:
 - Posted
 - Unposted
 - All
9. To further limit your search for transactions, use the query-by-example fields in the detail area.
 For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
10. Click Find.
11. To print the account ledger, from the Row menu, click Print Ledger.

See Also

- *Reviewing Account Ledgers in an “As If” Currency* for information about reviewing “as if” currency amounts on the Account Inquiry by Object Account form

Processing Options for Account Ledger Inquiry by Object Account

Defaults

Any values entered in the following options will be loaded upon entry into the program:

Object/Subsidiary Account Number	_____
From Date	_____
Through Date	_____
Ledger Type	_____
Subledger - G/L	_____
Subledger Type	_____
Currency Code	_____

Second Ledger

Enter a 1 to display a second ledger type to view two ledger types at one time. Leave blank to display one ledger type only.

Display Second Ledger Type _____

Enter a default value for the second ledger type if the second ledger type is activated above.

Ledger Type _____

Exits

For document type PK or PN: enter a 1 to exit to Journal Entries when going to the source document. Leave blank to go to Manual Payments.

Exit for PK or PN _____

As-If Currency

Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This as-if currency option is activated by the form exit As-If Currency. Amounts will be translated and displayed in this as-if currency. If left blank, amounts will display in their database currency. Only the amounts associated with Ledger Type 1 will be converted to the as-if currency.

As-If Currency _____

Enter the as of date for processing the current exchange rate for the as-if currency. If left blank the thru date will be used.

Exchange Rate Date _____

Reviewing Account Ledgers by Category Code

You can review detailed transactions for any of the category codes that are set up for an alternate (statutory) chart of accounts. You specify the category code (21, 22, or 23) in the Category Code processing option for this program.

You can use all of the criteria that are available in the Account Ledger Inquiry program to limit your search for transactions to review.

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

Using the Second Ledger processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in multiple currency environments because you can see transactions for foreign and domestic currencies at the same time.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

► To review account ledgers by category code

From the Accounting Reports and Inquiries menu (G0912), choose Account Inquiry by Category Code.

Document Number	Do Ty	Doc Co	GL Date	Explanation	LT 1 Amount
1005	JE	00001	6/30/05	June Activity	125,000.00-
3295	JE	00200	2/28/05	February Activity	75,000.00
3295	JE	00200	2/28/05	February Activity	75,000.00-
3297	JE	00200	5/31/05	May Activity	50,000.00
3297	JE	00200	5/31/05	May Activity	50,000.00-

1. On Work With Account Ledger by Category Code, complete the following field:
 - Alternate Account
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
 - Ledger Type 1

3. If you set a second ledger type in the processing option, you can replace the value in the following field:
 - Ledger Type 2
4. To display a range of companies, complete the following fields:
 - From Company
 - Thru Company
5. To display a range of transaction dates, complete the following fields:
 - From Date
 - Thru Date
6. To display one subledger, complete the following fields:
 - Subledger
 - Sub Type
7. If you use more than one currency, complete the following field:
 - Currency Code
8. Click one of the following options, if necessary:
 - Posted
 - Unposted
 - All
9. To display company subtotals, click the following option:
 - Display Company Subtotals
10. To further limit your search for transactions, use the query-by-example fields in the detail area.

For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
11. Click Find.
12. To print the account ledger, from the Row menu, click Print Ledger.

See Also

- *Reviewing Account Ledgers in an “As If” Currency* for information about reviewing “as if” currency amounts on the Account Inquiry by Category Code form

Processing Options for Account Ledger Inquiry by Category Code

Category Code

Enter the account category code (21-23) to inquire on. The default value of blank will use category code 21.

Category Code (21-23) _____

Defaults

Any values entered in the following options will be loaded upon entry into the program:

Alternate Account _____
 From Date _____
 Through Date _____
 Ledger Type _____
 Subledger - G/L _____
 Subledger Type _____
 Currency Code _____

Second Ledger

Enter a 1 to display a second ledger type to view two ledger types at one time. Leave blank to display one ledger type only.

Display Second Ledger Type _____

Enter a default value for the second ledger type if the second ledger type is activated above.

Ledger Type _____

Exits

For document type PK or PN: enter a 1 to exit to Journal Entries when going to the source document. Leave blank to go to Manual Payments.

Exit for PK or PN _____

As-If Currency

Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This as-if currency option is activated by the form exit As-If Currency. Amounts will be translated and displayed in this as-if currency. If left blank, amounts will display in their database currency. Only the amounts associated with Ledger Type 1 will be converted to the as-if currency.

As-If Currency _____

Enter the as of date for processing the current exchange rate for the as-if currency. If left blank the thru date will be used.

Exchange Rate Date _____

Reporting on the General Ledger

Reporting on the general ledger consists of the following topics:

- ☐ Sample balance sheet
- ☐ Sample income statement

Reviewing Account Ledgers by Object Account

You can review detailed transactions for an object account across all business units.

You can use all of the criteria that are available in the Account Ledger Inquiry program to limit your search for transactions to review.

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

Using the Second Ledger processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in multiple currency environments because you can see transactions for foreign and domestic currencies at the same time.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

► **To review account ledgers by object account**

From the Accounting Reports and Inquiries menu (G0912), choose Account Inquiry by Object Account.

Account Number	Account Description	Do Ty	Doc Number	Doc Co	G/L Date
3.8350	Rent Expense	JE	1005	00001	6/30/05
4.8350	Rent Expense	JE	1005	00001	6/30/05
5.8350	Rent Expense	JE	1005	00001	6/30/05
9.8350	Rent Expense	JE	1005	00001	6/30/05
7101.8350	Rent Expense	JE	1026	00070	6/30/05
7102.8350	Rent Expense	JE	1026	00070	6/30/05

1. On Work With Account Ledger by Object Account, complete the following field:
 - Object/Sub
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
 - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
 - Ledger Type 2
4. To display a range of companies, complete the following fields:
 - From Company
 - Thru Company

5. To display a range of transaction dates, complete the following fields:
 - From Date
 - Thru Date
6. To display one subledger, complete the following fields:
 - Subledger/Type
7. If you use more than one currency, complete the following field:
 - Currency Code
8. Click one of the following options, if necessary:
 - Posted
 - Unposted
 - All
9. To further limit your search for transactions, use the query-by-example fields in the detail area.

For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
10. Click Find.
11. To print the account ledger, from the Row menu, click Print Ledger.

See Also

- *Reviewing Account Ledgers in an “As If” Currency* for information about reviewing “as if” currency amounts on the Account Inquiry by Object Account form

Processing Options for Account Ledger Inquiry by Object Account

Defaults

Any values entered in the following options will be loaded upon entry into the program:

Object/Subsidiary Account Number
From Date
Through Date
Ledger Type
Subledger - G/L
Subledger Type
Currency Code

Second Ledger

Enter a 1 to display a second ledger type to view two ledger types at one time. Leave blank to display one ledger type only.

Display Second Ledger Type

Enter a default value for the second ledger type if the second ledger type is activated above.

Ledger Type

Exits

For document type PK or PN: enter a 1 to exit to Journal Entries when going to the source document. Leave blank to go to Manual Payments.

Exit for PK or PN

As-If Currency

Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This as-if currency option is activated by the form exit As-If Currency. Amounts will be translated and displayed in this as-if currency. If left blank, amounts will display in their database currency. Only the amounts associated with Ledger Type 1 will be converted to the as-if currency.

As-If Currency

Enter the as of date for processing the current exchange rate for the as-if currency. If left blank the thru date will be used.

Exchange Rate Date

Reviewing Account Ledgers by Category Code

You can review detailed transactions for any of the category codes that are set up for an alternate (statutory) chart of accounts. You specify the category code (21, 22, or 23) in the Category Code processing option for this program.

You can use all of the criteria that are available in the Account Ledger Inquiry program to limit your search for transactions to review.

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

Using the Second Ledger processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in multiple currency environments because you can see transactions for foreign and domestic currencies at the same time.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

► To review account ledgers by category code

From the Accounting Reports and Inquiries menu (G0912), choose Account Inquiry by Category Code.

Document Number	Do Ty	Doc Co	GL Date	Explanation	LT 1 Amount
1005 JE		00001	6/30/05	June Activity	125,000.00-
3295 JE		00200	2/28/05	February Activity	75,000.00
3295 JE		00200	2/28/05	February Activity	75,000.00-
3297 JE		00200	5/31/05	May Activity	50,000.00
3297 JE		00200	5/31/05	May Activity	50,000.00-

1. On Work With Account Ledger by Category Code, complete the following field:
 - Alternate Account
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
 - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
 - Ledger Type 2
4. To display a range of companies, complete the following fields:
 - From Company
 - Thru Company
5. To display a range of transaction dates, complete the following fields:
 - From Date
 - Thru Date
6. To display one subledger, complete the following fields:
 - Subledger
 - Sub Type
7. If you use more than one currency, complete the following field:
 - Currency Code
8. Click one of the following options, if necessary:
 - Posted
 - Unposted
 - All
9. To display company subtotals, click the following option:
 - Display Company Subtotals

10. To further limit your search for transactions, use the query-by-example fields in the detail area.

For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.

11. Click Find.
12. To print the account ledger, from the Row menu, click Print Ledger.

See Also

- *Reviewing Account Ledgers in an “As If” Currency* for information about reviewing “as if” currency amounts on the Account Inquiry by Category Code form

Processing Options for Account Ledger Inquiry by Category Code

Category Code

Enter the account category code (21-23) to inquire on. The default value of blank will use category code 21.

Category Code (21-23) _____

Defaults

Any values entered in the following options will be loaded upon entry into the program:

Alternate Account _____
 From Date _____
 Through Date _____
 Ledger Type _____
 Subledger - G/L _____
 Subledger Type _____
 Currency Code _____

Second Ledger

Enter a 1 to display a second ledger type to view two ledger types at one time. Leave blank to display one ledger type only.

Display Second Ledger Type _____

Enter a default value for the second ledger type if the second ledger type is activated above.

Ledger Type _____

Exits

For document type PK or PN: enter a 1 to exit to Journal Entries when going to the source document. Leave blank to go to Manual Payments.

Exit for PK or PN

As-If Currency

Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This as-if currency option is activated by the form exit As-If Currency. Amounts will be translated and displayed in this as-if currency. If left blank, amounts will display in their database currency. Only the amounts associated with Ledger Type 1 will be converted to the as-if currency.

As-If Currency

Enter the as of date for processing the current exchange rate for the as-if currency. If left blank the thru date will be used.

Exchange Rate Date

Sample Balance Sheet

From the Financial Reports menu (G75C09), choose Balance Sheet.

The Balance Sheet program (R75C111) creates a sample balance sheet for China. You can customize this Balance Sheet program according to your specific needs.

The Balance Sheet program retrieves information from the following tables:

- Account Master (F0901)
- Account Balances (F0902)
- Business Unit Master (F0006)

Before You Begin

- ☐ Set up UDC 09/21 with the appropriate value for category code 21 of each account. See *Setting Up an Alternate Chart of Accounts*.

Sample Income Statement

From the Financial Reports menu (G75C09), choose Income Statement.

The Income Statement program (R75C211) creates a sample income statement for China. You can customize this Income Statement program according to your specific needs.

The Income Statement program retrieves information from the following tables:

- Account Master (F0901)
- Account Balances (F0902)
- Business Unit Master (F0006)

Before You Begin

- ☐ Set up UDC 09/21 with the appropriate value for category code 21 of each account. See *Setting Up an Alternate Chart of Accounts*.

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