

PeopleSoft®

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EnterpriseOne JDE5  
Global Solutions Italy  
PeopleBook

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**May 2002**



EnterpriseOne JDE5  
Global Solutions Italy PeopleBook  
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# Setup

## System Setup

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

### **Setting Up Your System for Localization**

You must complete the system setup tasks that are included in the base guides, as well as country-specific tasks.

### **Setting Up User Display Preferences**

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

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

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

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

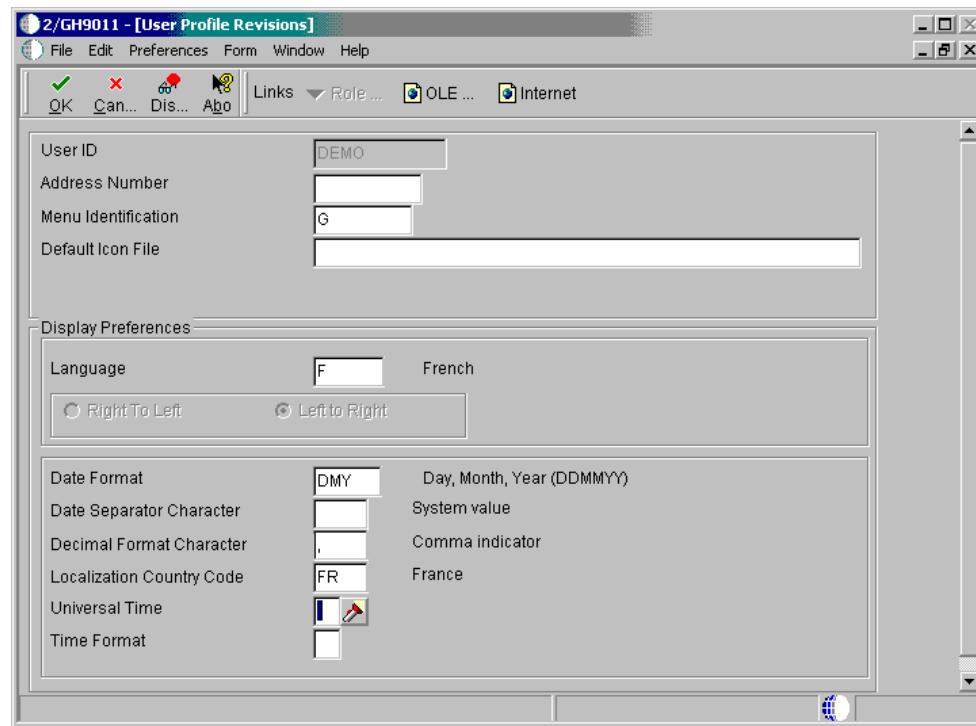
---

#### ► **To set up user display preferences**

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

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



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

- Localization Country Code

4. Complete the following optional fields:

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

5. Click OK.

#### See Also

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

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

---

##### Processing

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

##### Processing Con

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

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

##### Group

##### Fast Path

---

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

---

## Setting Up User Defined Codes

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

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

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### Caution

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

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### See Also

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

### Payment Instrument (00/PY)

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

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

See *Working with Payment Instruments*.

### **Produce Bank File (04/PP)**

Set up a user defined code for each of the print or tape programs that you use to write payments. Use the following print and tape programs for Italy:

- P04572I1, diskette
- P04572I2, checks

### **European Union Members (00/EU)**

Italian companies that use domestic electronic formats in Accounts Receivable must assign a currency value to the corresponding currency code on the UDC 00/EU to state amounts in the euro.

Assign a one-character currency value in the Description 02 field as follows:

- E (for the euro currency code, EUR)
- Blank or I (for the Italian lire currency code, ITL)

Leave the Description 02 field blank if the currency code is your domestic currency.

### **VAT Codes for Year-End Processes (00/IV)**

Set up VAT codes to associate a tax rate to a transaction. For example, you might set up codes for the following:

- VAT rate 0 percent
- Excluded
- Non-recoverable 50 percent
- Non-recoverable 100 percent
- VAT 4 percent
- VAT 20 percent

### **VAT Register Class (74/01)**

Set up register class codes to track and report VAT tax in a summarized format. For example, you might set up codes for the following register classes:

- Purchases
- Correspondent
- No deduction
- Sales

### **VAT Register Type (74/02)**

Set up register type codes to track and report VAT tax in a summarized format. For example, you might set up codes for the following register types:

- Purchases (Tax Italy)
- Purchases (Tax CEE)
- Purchases (Tax extra CEE)
- Tax not deductible

- Sales (Tax Italy)
- Sales (Tax CEE)
- Sales (Tax extra CEE)
- Suspended VAT

### **Suspended VAT Document Types (74/DT)**

Use UDC 74/DT to set up a cross-reference between the document type for suspended VAT and the document type for suspended VAT-recognized. For example, to cross-reference document type Q9 (suspended VAT) with document type Q7 (suspended VAT - recognized), enter Q9 in the Code field and Q7 in the Description 01 field.

The system uses the document type that you enter in the Code field (Q9 in this example) when you generate suspended VAT amounts. When you receive payment for the invoice for which VAT was suspended and run the Suspended IVA - Receipts/Rebate Control Reports program (R74076C), the system uses the document type that you enter in the Description 01 field (Q7 in this example) to record the VAT that is recognized when full or partial payment is received for the original suspended VAT (Q9) document.

You must also set up the codes for both the suspended VAT and the suspended VAT-recognized document types on user defined codes 00/DT and 00/DI.

### **Suspended VAT Rates (74/SP)**

Set up codes to identify the tax rate at which the system calculates suspended VAT amounts and to cross-reference the tax rate for suspended VAT with the VAT payable tax rate. For example, to cross-reference the tax rate SOSP20 (for suspended VAT) with the tax rate IVA20 (for VAT payable), enter SOSP20 in the Code field and IVA20 in the Description 01 field.

The system uses the G/L Offset for the tax rate that you enter in the Code field (SOSP20 in this example) to post suspended VAT amounts to a suspense account. When you receive payment for the invoice for which VAT was suspended and run the Suspended IVA - Receipts/Rebate Control Reports program (R74076C), the system uses the offset for the tax rate that you enter in the Description 01 field (IVA20 in this example) to reclassify the recognized portion of the suspended VAT to a VAT payable account.

### **Section of 770 Form (74/RA)**

Set up codes to identify the information that you want to use when you create your Model 770 form sections. For example, you might set up codes for the following information:

- Self employment revenue (SF 770 section)
- Self employment INPS subjected (SG 770 section)
- Sales commissions (SH 770 section)

### **Form 770 Information (74/70)**

Set up codes to identify information for the 770 form. This code indicates whether the supplier is a resident of Italy and whether the supplier's revenue is partially, totally, or not subject to INPS withholding tax.

Set up the following codes:

- 0 - Resident

- 0A - Resident whose income is all subject to INPS
- 0B - Resident whose income is partially subject to INPS
- 0C - Resident whose income is not subject to INPS
- 1 - Nonresident whose income is all subject to INPS
- 1A - Nonresident whose income is partially subject to INPS
- 1B - Nonresident whose income is not subject to INPS
- 1C - Nonresident

#### **Country Codes for 770 Form (74/CN)**

Set up the numeric country codes that have been defined by the fiscal authority for use on the 770 form. The Codes field must contain the same country codes as user defined code table 00/CN. The Description 01 field must contain the corresponding numeric code as defined by the fiscal authority. The system uses user defined code list 74/CN in conjunction with user defined code list 00/CN to convert country codes to the proper numeric format for the 770 form.

#### **Withholding Tax Government (74/IM)**

Set up user defined codes to further define withholding tax information for your suppliers. You specify the government withholding tax information for each code in the Special Handling Code field. The codes that you specify are for internal use to link the government information to withholding tax types (user defined codes table 74/WT).

Valid values for the Special Handling Code field include:

- 1 - Self-employed
- 2 - Sales commissions

#### **Withholding Tax Fiscal Code (74/WF)**

Set up codes to identify the withholding taxes that you process for your suppliers. For example, you might set up withholding tax fiscal codes as follows:

- 1038 - Fiscal Code 1038
- 1040 - Fiscal Code 1040

Specify a special handling code to indicate the conditions of the withholding tax. Valid values for the Special Handling Code field are as follows:

- A - Code applies to persons in receipt of sums subject to withholding tax as advanced payment.
- B - Code applies to persons in receipt of sums subject to withholding tax by way of tax advance.

#### **Withholding Type (74/WT)**

In Italy, suppliers can be eligible for different types of withholding tax. For reporting and processing purposes, set up user defined codes to identify the types of withholding tax that apply to your suppliers.

Set up the following codes:

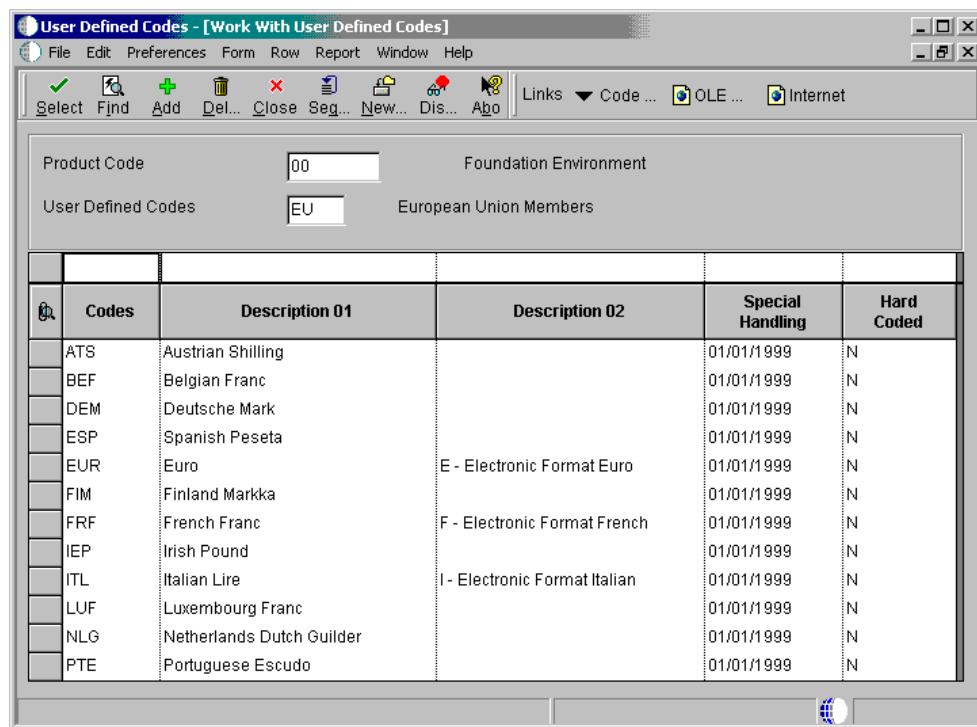
- E - Sales commissions withholding (*ENASARCO*)
- I - Social security withholding (*INPS*)
- R - Standard withholding tax

Withholding type codes are linked to an internal withholding tax code, which you set up in the Setup Withholding Tax Codes program (P740405).

## A/R Electronic Formats for the Euro

French and Italian companies that use domestic electronic formats in accounts receivable have a special setup requirement. This setup allows domestic formats, which state bank file amounts in the domestic currency, to also state amounts in the euro. French and Italian companies can then state amounts in either the franc or lira and the euro, regardless of the company's domestic currency.

To state domestic format amounts in A/R in the domestic currency or the euro, French and Italian companies must assign a currency value to the corresponding currency code on the European Union Members UDC table (00/EU).



The screenshot shows a software interface titled "User Defined Codes - [Work With User Defined Codes]". The menu bar includes File, Edit, Preferences, Form, Row, Report, Window, and Help. The toolbar below the menu contains icons for Select, Find, Add, Del., Close, Seg., New..., Dis..., and Abo. To the right of the toolbar are links for OLE... and Internet. The main area displays a table titled "European Union Members". The table has columns for Product Code (00), Foundation Environment (EU), Codes, Description 01, Description 02, Special Handling, and Hard Coded. The table lists various currencies with their descriptions and handling status.

	Codes	Description 01	Description 02	Special Handling	Hard Coded
	ATS	Austrian Shilling		01/01/1999	N
	BEF	Belgian Franc		01/01/1999	N
	DEM	Deutsche Mark		01/01/1999	N
	ESP	Spanish Peseta		01/01/1999	N
	EUR	Euro	E - Electronic Format Euro	01/01/1999	N
	FIM	Finland Markka		01/01/1999	N
	FRF	French Franc	F - Electronic Format French	01/01/1999	N
	IEP	Irish Pound		01/01/1999	N
	ITL	Italian Lire	I - Electronic Format Italian	01/01/1999	N
	LUF	Luxembourg Franc		01/01/1999	N
	NLG	Netherlands Dutch Guilder		01/01/1999	N
	PTE	Portuguese Escudo		01/01/1999	N

To set up A/R electronic formats for the euro, assign a one-character currency value in the Description 02 field as follows:

- E (for the euro currency code, EUR)
- Blank or F (for the French franc currency code, FRF)
- Blank or I (for the Italian lira currency code, ITL)

Assign the value blank to your default domestic currency.

## Tax Rates for Intra-Community VAT

Since the creation of the Single Market in 1993, goods sold from a taxable entity in one EU member state to a taxable entity in another EU member state are treated as exempt from VAT.

In most EU countries, you must submit various reports on VAT, including the VAT that has been exempted on intra-community transactions. To record the exempted VAT on transactions between EU members, you need to set up a tax rate for Intra-Community VAT.

Set up the Intra-Community VAT tax rate/area with two tax rates. The first tax rate is the VAT rate that would be used if the transaction were not exempt. The second tax rate is the negative equivalent of the first tax rate. For example, if the first tax rate is 16 percent, the second tax rate is -16 percent. The two tax rates net to zero.

### Example: Intra-Community VAT for Italy

The following example shows an Intra-Community VAT tax rate for Italy:

The screenshot shows the PeopleSoft Tax Rate/Area Revisions window. At the top, there are buttons for OK, Cancel, Form, Tools, and a red X. The main area contains fields for Tax Rate/Area (IC20), Effective Date (4/8/99), Description (Intra-Community Tax Rate), and Expiration Date (4/8/10). Below this is a section titled 'Tax Authorities' with a table. The table has columns for Address, Tax Authority, G/L Offset, and Tax Rate. It lists two rows: one with G/L Offset IC01 and Tax Rate 20, and another with G/L Offset IC02 and Tax Rate -20. To the right of the table are four checkboxes: Compound Tax (unchecked), VAT Expense (unchecked), VAT Expense (unchecked), and VAT Expense (unchecked). A 'TOTAL TAX' field is at the bottom of the table. At the very bottom of the window is a section titled 'Inventory/Purchasing/Sales Order' with fields for Item Number and Maximum Unit Cost.

For each type of tax rate code, you can set up specific G/L offsets. The system uses a G/L offset, which is defined in the PTxxxx AAI, to post your journal entries to different VAT accounts in your chart of accounts. For example, you might have a Domestic VAT account and an EU VAT account.

The screenshot shows a PeopleSoft application window titled "Tax Area - EMEA - Revisions". At the top, there's a toolbar with icons for Home, Intranet, Training, and other system functions. Below the toolbar, a menu bar has "Active Foundation" selected. The main area contains a form with the following fields:

- Tax Rate/Area: IC20
- Item Number: (empty)
- Expiration Date: 04/06/10
- Intra-Community VAT

When you set up a tax rate/area for Intra-Community VAT, you must select Regional Info from the Form menu to display the Tax Area - EMEA - Revisions form, on which you can indicate that the tax rate is for Intra-Community VAT. This form is accessible from Regional Info only if you have set up your user preferences with a country preference code of IT (Italy).

### See Also

- ❑ *Setting Up Tax Rates Areas* in the *Tax Reference Guide* for information on setting up tax rates and areas
- ❑ *Setting Up User Display Preferences* for information on setting up a country preference code

### Tax Rates for Suspended VAT

Italian law allows business that sell goods to certain government-owned or controlled institutions to defer the booking of VAT payable until receipt of complete or partial payment of the invoice. This deferment of VAT payable is called suspended VAT. In order to process suspended VAT, you must set up a tax rate with a special G/L Offset to post the suspended VAT amounts to a suspense account.

When you receive payment and run the Suspended IVA – Receipts/Rebate Control Rep program (R74076C), the system uses the tax rate for VAT payable to reclassify the suspended VAT amount and to post the recognized VAT to a VAT payable account.

For example, you could set up the following tax rate for suspended and payable VAT:

- Tax rate SOSP20 for suspended VAT with a G/L offset of SOSP and a tax rate of 20 percent
- Tax rate IVA20 for VAT payable with a G/L offset of VATB and a tax rate of 20 percent

You must set up the RTxxxx AAIs for the G/L offsets. For the current example, you could set up RTSOSP for object account 1241 (a suspended VAT account), and RTVATB for object account 4431 (a VAT payable account).

#### See Also

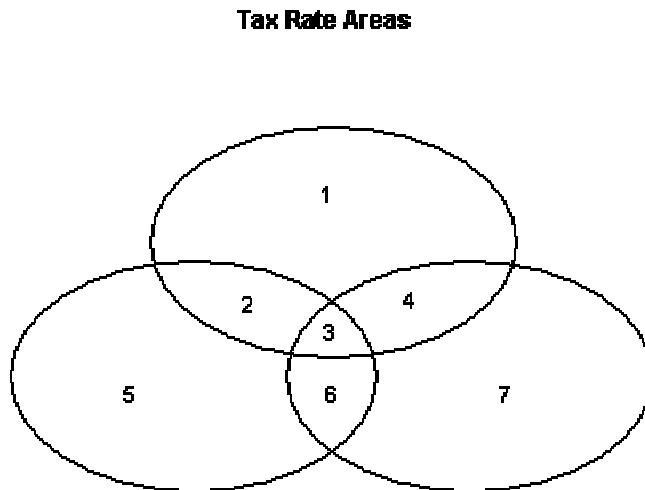
- Setting Up Tax Rates Areas* in the *Tax Reference Guide* for information on setting up tax rates and areas

### Setting Up Tax Rate Areas

To calculate and track the different taxes that you pay to your suppliers or for your customers, you must set up tax rate areas. Each tax area is a physical, geographic area, such as a state, province, or county. Different tax authorities assess a variety of taxes for each geographic area. Additionally, each authority within a tax area can have a different tax rate.

The Tax Rates/Areas program (P4008) also provides features for special situations. For example, you can specify whether tax is calculated as "tax-on-tax," whether a portion of the tax is nonrecoverable (available for input credits), and whether maximum unit cost is associated with a particular item.

The following diagram illustrates how some tax areas could be organized:



The three circles represent three tax authorities. The seven numbered areas represent tax areas.

Notice that tax authority jurisdiction can overlap and that a tax area can be assessed taxes by one or more tax authorities. The tax rate for a tax authority does not vary from one tax area to another. Tax authority A assesses a 3% tax in tax areas 2, 3, 5, and 6.

For each tax area, however, the total tax burden can vary. It is the cumulative effect of multiple tax authorities for a single tax area that causes the tax burden to vary from one tax

area to another. For example, the businesses located in tax area 5 must remit tax to only one tax authority (Tax Authority A for 3%). Businesses in tax area 2 remit taxes to two tax authorities (Tax Authorities A for 3% and B for 2%), and businesses in tax area 3 remit taxes to all three tax authorities.

You can run a report to review all of the tax areas that are set up.

### **Tax Rate Areas for Items**

You can specify tax information for an item or group of items. To specify tax information for an item, set the processing option to validate information against the Item Branch File table (F4102) and enter the item number in the tax rate area.

To specify a tax rate for an item group, enter one of the valid options in the Sales Taxable Y/N field from the Item Branch/Plant Info. form (W41026A). Options 3 through 8 are for grouping items together based on the tax rate. You set up the tax rate by area for one of the options and then specify the option for like items on the Item Branch/Plant Info. form.

#### **Before You Begin**

- Set up the tax authorities in the address book.
- Set up the necessary tax AAIs.

#### **See Also**

- Setting Up Base Pricing Structure* in the *Sales Order Management Guide* for more information about setting up item and customer price groups
- Setting Up a Tax Rate for Intra-Community VAT* in the country-specific *Global Solutions Guide*

#### **► To set up tax rate areas**

---

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

1. On Work With Tax Rate/Areas, click Add.

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

- Tax Rate/Area
- Description
- Effective Date
- Expiration Date
- Tax Auth 1

Enter the address number of the tax authority.

- G/L Offset

Only tax explanation code V uses the G/L Offset for the 2nd and subsequent tax authorities. The system ignores the field for all other tax explanation codes.

- Tax Rate

---

**Note**

If you use tax explanation codes B (VAT + Use) or C (VAT + sales), you must enter the VAT tax authority and tax rate on the first line of the tax rate area.

---

3. To calculate tax on the previous tax rate entered, activate the following option:

- Compound Tax

The system calculates only compound tax when you use tax explanation codes B and C. To process compound taxes for tax explanation code V (VAT), use V+.

- To calculate a nonrecoverable VAT percentage, complete steps 5 and 6; otherwise, proceed to step 7.
- Turn on the following option:
  - VAT Expense
- Complete the following field to specify the nonrecoverable VAT percent:
  - Tax Rate

The nonrecoverable percent applies to the first tax rate only when using tax explanation codes C and B.
- Verify the system-supplied information in the following field:
  - TOTAL TAX
- To specify tax rate/area information for an inventory item, complete the following fields:
  - Item Number

You can enter an item number or an item group (3–8). If you enter an item group, you must set the Validation processing option to 0; otherwise, the system validates the number specified for a group as an item.

  - Maximum Unit Cost

These fields are used in the sales and procurement systems only. You can disable these fields by setting a processing option.
- Click OK.
- To print the tax rates that are set up, choose Tax Area Report from the Report menu.

#### **Processing Options for Tax Rate/Areas (P4008)**

---

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 Your System for Date Edits**

From the Italian Reports menu (G093152), choose G/L Date Edit Processing Options.

Use J.D. Edwards localized software to edit the dates that you enter for original fiscal vouchers and invoices. When you use J.D. Edwards standard data entry programs with the

date edit feature and when your user preferences are set with the country preference code of IT (Italy), you automatically access the following business functions each time that you enter a document.

**Voucher and Invoice Entry  
Master Business Functions**

The Voucher Entry and Invoice Entry Master Business Functions validate the information that you enter for invoices and vouchers.

**Business Function for Italian  
Date Edits (B7400200)**

Business function B7400200 validates that the G/L date that you enter for the document is the same or later than that of the document immediately preceding it.

You set the processing options for the business functions on the GL DateEdit Processing Options program (P7400IT). These processing options determine the type of date edit to perform for each of the documents that you enter.

After you set up the processing options for the business function, you can set up different versions of the data entry programs for fiscal documents (invoices and vouchers that include VAT) and nonfiscal documents (other documents that do not include VAT). The versions are based on the processing options that you set up for the business functions. Set up the version for fiscal documents to include the date editing feature. The version for nonfiscal documents can either issue a warning or not include the date editing feature.

**Before You Begin**

- Set up your user display preferences with a country preference code for Italy (IT). See *Setting Up User Display Preferences*.

**Processing Options for G/L Date Edit Processing Options (P7400IT)**

---

A/P

1. Enter a value to select G/L date validation. Values are as follows: Blank = No Validation; 1 = Warning; 2 = Hard Error.

G/L Date Validation

A/R

1. Enter a value to select G/L date validation. Values are as follows: Blank = No Validation; 1 = Warning; 2 = Hard Error.

G/L Date Validation

---

**Setting Up an Alternate Chart of Accounts**

You can set up an alternate chart of accounts if your corporate reporting requirements are different from 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.

In the Account Master table (F0901), you can define the local chart of accounts 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.

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 called 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.

If you are using the Copy Accounts to Business Units program (P0006) to create a chart of accounts based on a model, the system copies 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 and Account Setup menu (G09411), choose Accounts by Business Unit.*

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).

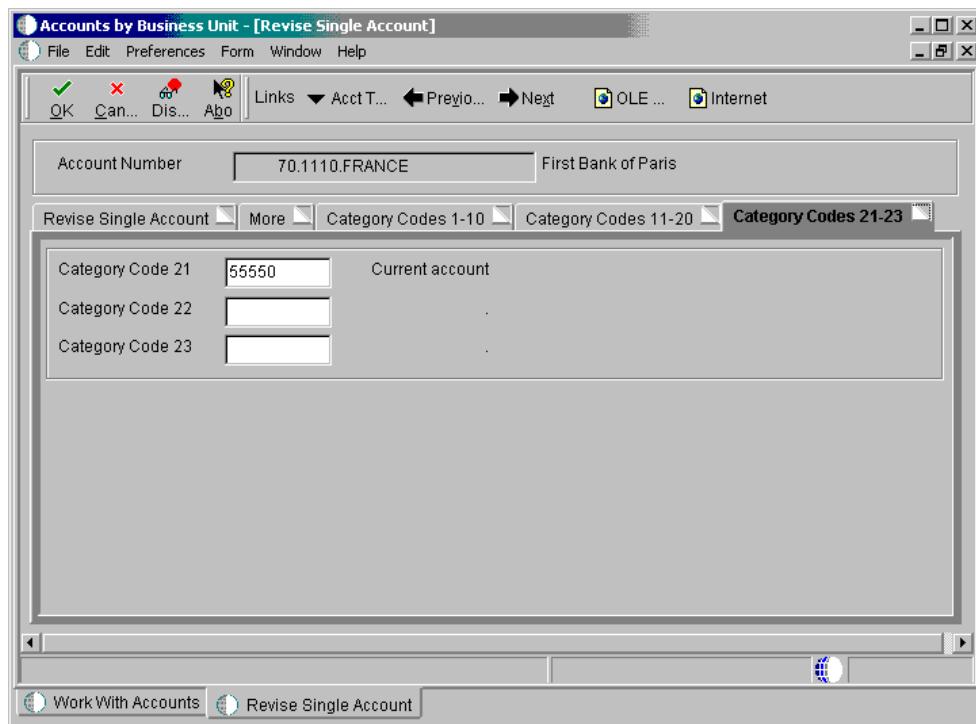
2. Click Add to access Revise Single Account.

The screenshot shows the PeopleSoft Revise Single Account window. At the top, there's a toolbar with icons for Home, Search, Print, and Exit. Below the toolbar, a navigation bar includes 'Select Workspace: Active Foundation' and links for Personalize, Change Role, and Sign Out. The main window title is 'Revise Single Account'. It contains several input fields and dropdown menus. One dropdown menu is open, showing options: 'Category Codes 1-10', 'Category Codes 11-20', and 'Category Codes 21-23'. Other visible fields include 'Account Number' (70.1110.FRANCE), 'Description' (First Bank of Paris), 'Business Unit/Object/Subsidiary' (70), 'Posting Edit' (Allows all posting), 'Budget Pattern Code' (Non-Model/Consolidation), and 'Currency Code' (FRANCE). At the bottom, there's an 'Account ID' field with the value 00019641.

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.



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.

---

**See Also**

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

## Setting Up the Data Dictionary to Process Withholding Tax

When you process withholding tax, the system uses the data item IRS - Withholding Tax Status to track the status of the tax.

The following values are hard-coded for the data item IRS:

- 0 - Voucher entered with withholding tax information.
- 1 - Payment for voucher entered (debt to fiscal authority).
- 2 - Withholding tax paid to fiscal authority.
- 9 - Withholding tax cancelled.

In addition, you can set up another user defined value to indicate that a Withholding Tax Certification report has been generated for the tax.

**See Also**

- INPS Withholding Tax* for more information about the status of withholding tax records during the withholding process
- OneWorld Foundation Guide* for general information about setting up and implementing the data dictionary

## Setting Up AAIs to Process Withholding Tax

To identify the Withholding Tax account in your chart of accounts, set up the PKD (Discounts Available) and PKL a (Discounts Lost) automatic accounting instructions (AAIs) with the same object account.

### Example: PKD Automatic Accounting Instruction

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Set Up Single AAI Item

Account Codes				Required	Optional	Not Used
Business Unit	1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Object Account	4434	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Subsidiary		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		

Account Use Description

Italian Withholding Tax

### Example: PKL Automatic Accounting Instruction

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Set Up Single AAI Item

Account Codes				Required	Optional	Not Used
Business Unit	1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Object Account	4434	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Subsidiary		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		

Account Use Description

Italian Withholding Tax

## See Also

- Working with AAIs in the General Accounting Guide* for general information about setting up and implementing AAIs

## Setting Up Withholding Tax Codes

If your suppliers are subject to withholding tax, define withholding tax rates so that the system can calculate the withholding tax when you enter supplier vouchers. To do this task, you set up withholding tax codes.

When you set up codes for withholding tax, you specify, among other parameters, the withholding tax type, the percentage, and the base of computation for the tax. For example, the type of withholding tax to which a supplier is subject is *Ritenuta d'acconto imposta*. Based on this type of withholding tax, vouchers for the supplier are subject to a withholding tax rate that is 20 percent of the total taxable amount.

You can also establish links between different withholding taxes and the user defined codes that you set up for Model 770 reporting.

### Before You Begin

- Set up the user defined codes for Model 770 reporting on user defined codes table 74/RA. See *Setting Up User Defined Codes*.

### ► To set up withholding tax codes

---

*From the Additional Italian Tax Processing menu (G002131), choose Setup Withholding Tax Codes.*

1. On Work With Withholding Tax Codes - Italy, click Add.

The screenshot shows a PeopleSoft application window titled "Withholding Tax Codes Revision - Italy". The window has a toolbar at the top with icons for OK, Cancel, Tools, and a red X. Below the toolbar is a menu bar with "Active Foundation" and links for Personalize, Change Role, and Sign Out. The main area contains a form with the following fields:

Withholding Tax Code	T1
Withholding Tax Description	Fiscal 1038 Tax
Withholding Tax Short Description	
W/T Code - Fiscal	1038
Basis Percentage	80
Withholding Tax Percentage	12
Section of 770 Form	A
Withholding Type	R
Include in Balance	1
Withholding Fraction	

2. On Withholding Tax Codes Revision - Italy, complete the following fields to define a withholding tax code:
  - Withholding Tax Code
  - Withholding Tax Description
  - Withholding Tax Short Description
  - W/T Code - Fiscal
  - Withholding Type
  - Include in Balance
3. To define the withholding tax percentage and base of computation for the withholding tax code, complete the following fields:
  - Basis Percentage
  - Withholding Tax Percentage
4. To establish a link between the withholding tax code and the 770 Model reporting code, complete the following field:
  - Section of 770 Form

You must complete this field when you define a new withholding tax code.

5. Click OK.

## Setting Up Withholding Tax Information for Suppliers

Businesses in Italy are required to set up the following information about any suppliers who are subject to withholding tax:

- Fiscal group code
- Withholding tax code
- Individual tax identification number
- Country

You are required to include this information in your withholding tax reports.

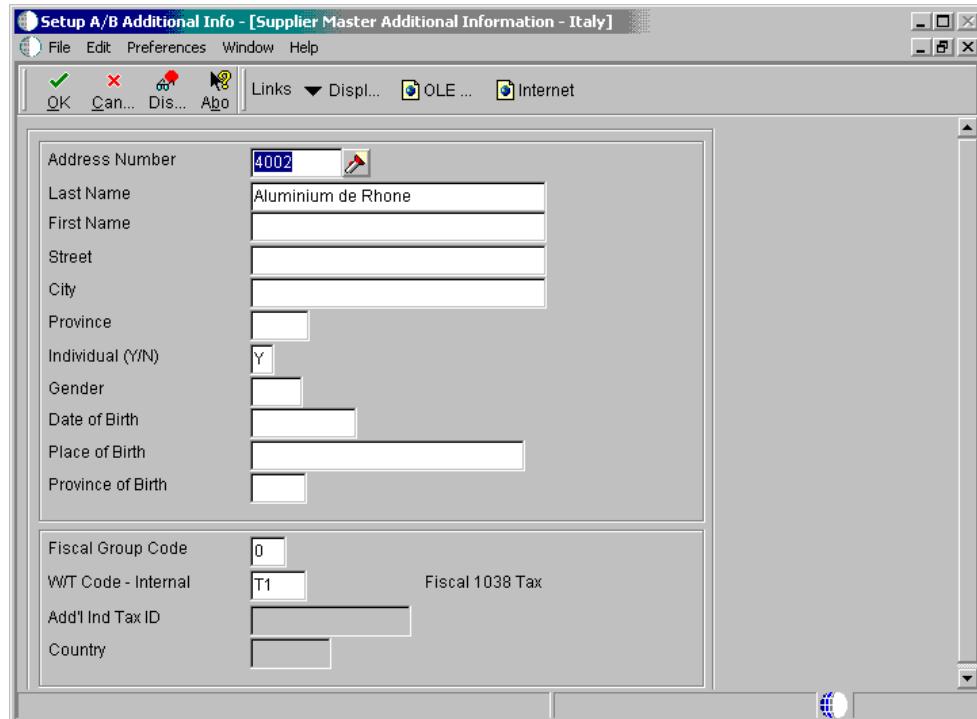
When you set up withholding tax information for your suppliers, you associate suppliers with specific withholding tax rates. When you enter vouchers for your suppliers, the system uses this default rate to calculate the withholding tax amounts. You can override default supplier information, if necessary.

The system displays the individual tax identification number and country of the supplier based on the supplier's record in the Address Book Master table (F0101).

### ► To enter withholding tax information for suppliers

*From the Additional Italian Tax Processing menu (G002131), choose Setup A/B Additional Info.*

1. On Work with Italian Suppliers, click Add.



2. On Supplier Master Additional Information - Italy, complete the following field to locate a supplier:
  - Address Number
3. To enter withholding tax information for the supplier, complete the following fields:
  - Fiscal Group Code
  - W/T Code - Internal
4. Complete the following optional fields:
  - Individual (Y/N)
  - Gender
  - Date of Birth
  - Place of Birth
  - Province of Birth
5. Verify the information in the following fields and click OK:
  - Add'l Ind Tax ID
  - Country

## Setting Up User Defined Codes for Intrastat Reporting

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

---

### Caution

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

---

### See Also

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

## Country Codes (00/CN)

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

The screenshot shows the SAP User Defined Codes interface. The title bar reads "User Defined Codes - [Work With User Defined Codes]". The menu bar includes File, Edit, Preferences, Form, Row, Report, Window, Help. The toolbar contains icons for Select, Find, Add, Del, Close, Seg, New, Dis, Abo, Links, Code..., OLE..., and Internet. The main area has two input fields: "Product Code" with value "00" and "User Defined Codes" with value "CN". Below these is a table with columns: Codes, Description 01, Description 02, Special Handling, and Hard Coded. The table lists various countries:

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

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

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

---

### Caution

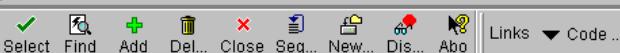
Do not use blank as your default country code. You must use a nonblank country code on your address book records in order for the country code to be included on Intrastat reports.

---

## State and Province Codes (00/S)

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

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

User Defined Codes - [Work With User Defined Codes]						
File Edit Preferences Form Row Report Window Help 						
Product Code		00	Foundation Environment			
User Defined Codes		S	State & Province Codes			
#	Codes	Description 01	Description 02	Special Handling	Hard Coded	
*	All States			N	N	
AB	Alberta					
AI	Arctic Islands					
AK	Alaska					
AL	Alabama	Brazil				
AM	Amazonas					
AR	Arkansas					
AU	Australia					
AZ	Arizona					
BC	British Columbia					

### European Community Members (74/EC)

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

	Codes	Description 01	Special Handling	Hard Coded
	AT	Austria	N	N
	BE	Belgium	N	N
	BL	Belgium and Luxembourg	N	N
	DE	Germany	N	N
	DK	Denmark	N	N
	ES	Espain	N	N
	FI	Finland	N	N
	FR	France	N	N
	GB	Great Britain	N	N
	GR	Greece	N	N
	IE	Ireland	N	N
	IT	Italy	N	N

### Nature of Transaction Codes

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

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

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

#### Nature of Transaction – EU (74/NT)

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

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

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

Company Number, Order Document Type, Line Type

- Enter the nature of transaction code in the Description 02 field.

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

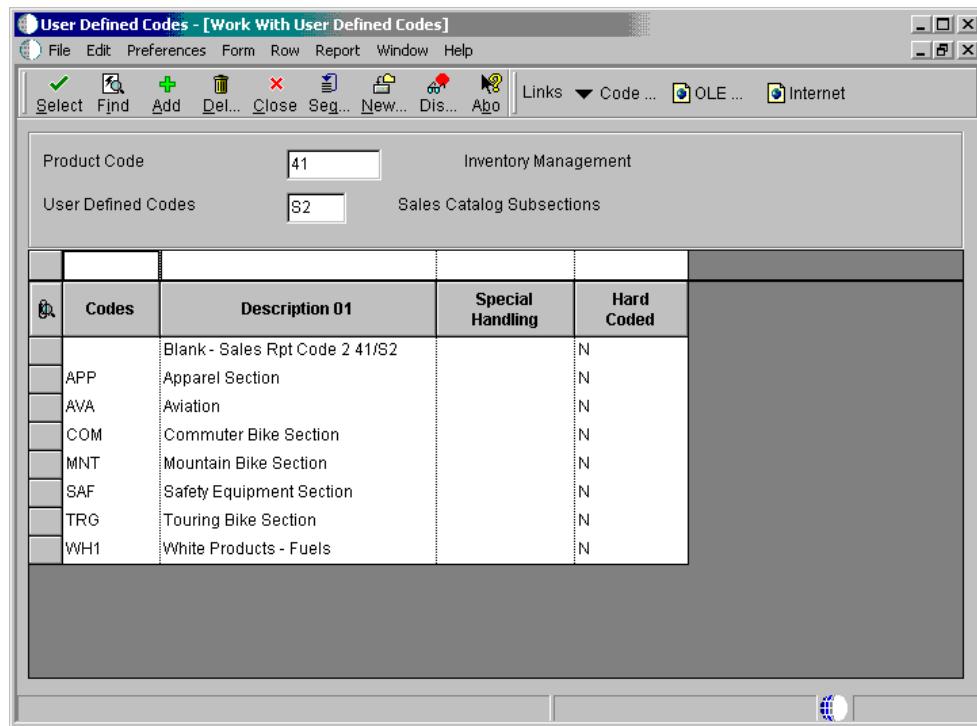
	Codes	Description 01	Description 02	Special Handling	Hard Coded
	00100XIS	Export to Customer	16		N
	00100COC	Credit to Customer	16		N
	00100SOS	Stock Inv Item	10		N
	00100X2S	Transfer from Branch	10		N
	00200SOS	Stock Inv Item	11		N
	00200X1S	Export to Customer	16		N
	00200X2S	Transfer from Branch	11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

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

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

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

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



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

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

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

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

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

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

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

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

### Intrastat Regime Code (00/NV)

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

---

#### **Caution**

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

---

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

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

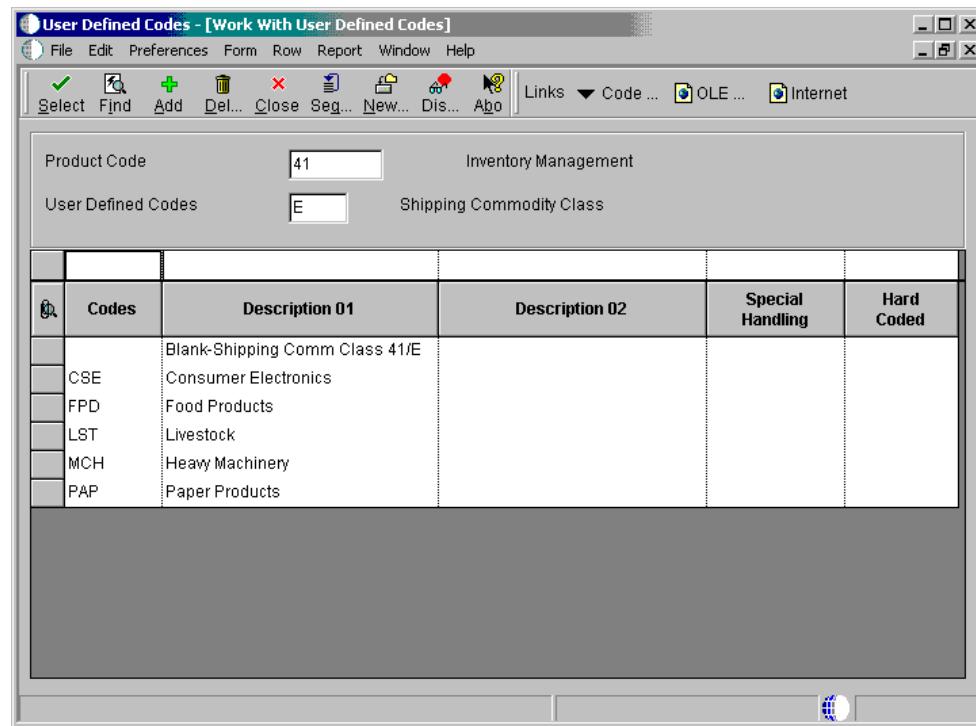
Product Code	00	Foundation Environment	
User Defined Codes	NV	INTRASTAT Regime Code	
Codes	Description 01	Special Handling	Hard Coded
10	Perm. export		
11	Perm. export after rework		
21	Temp. export		
22	Temp. export after rework		
10	Perm. export		N
11	Perm. export after rework		N
21	Temp. export		N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

### Shipping Commodity Class (41/E)

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

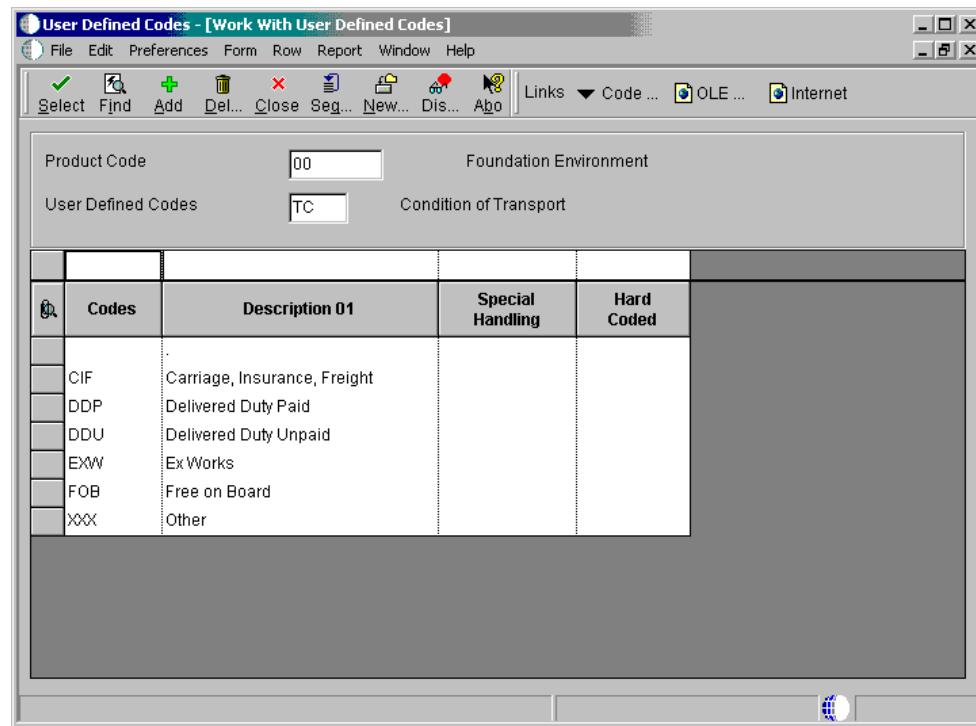
To comply with Intrastat guidelines, commodity codes must have a corresponding commodity value.

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



### Condition of Transport (00/TC)

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



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

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

### Mode of Transport (00/TM)

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

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

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

### Freight Handling Code (42/FR)

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

---

#### Note

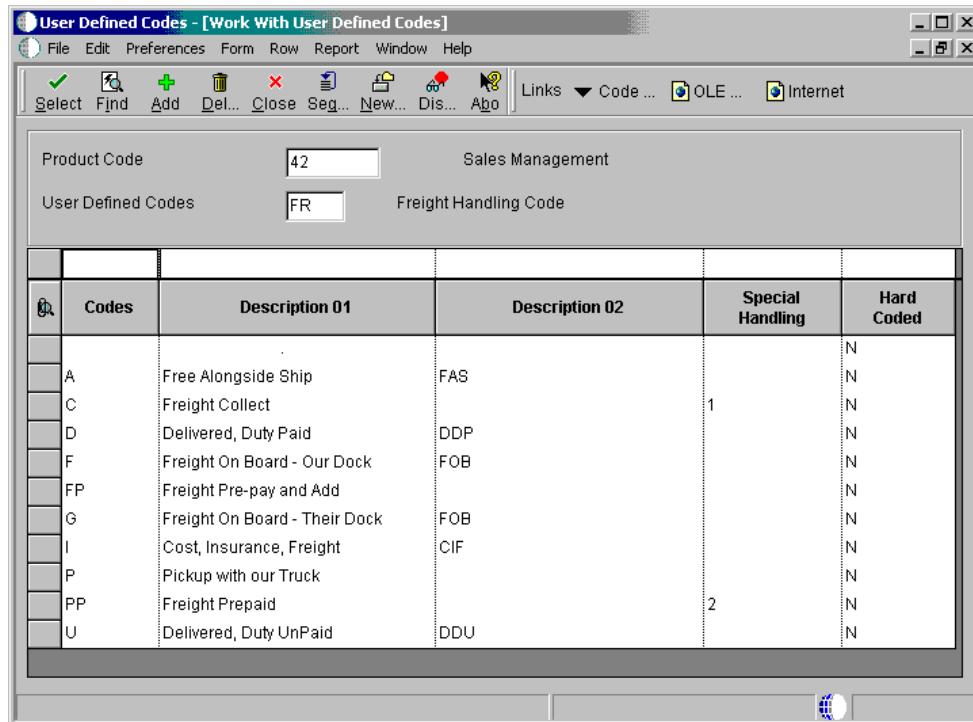
You must set up one freight handling code line in UDC 42/FR for each separate combination of Condition of Transport, Condition of Transport extension, and Mode of Transport tables.

---

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

### Note

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



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

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

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

### Arrivals or Dispatchings (74/TD)

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

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

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

---

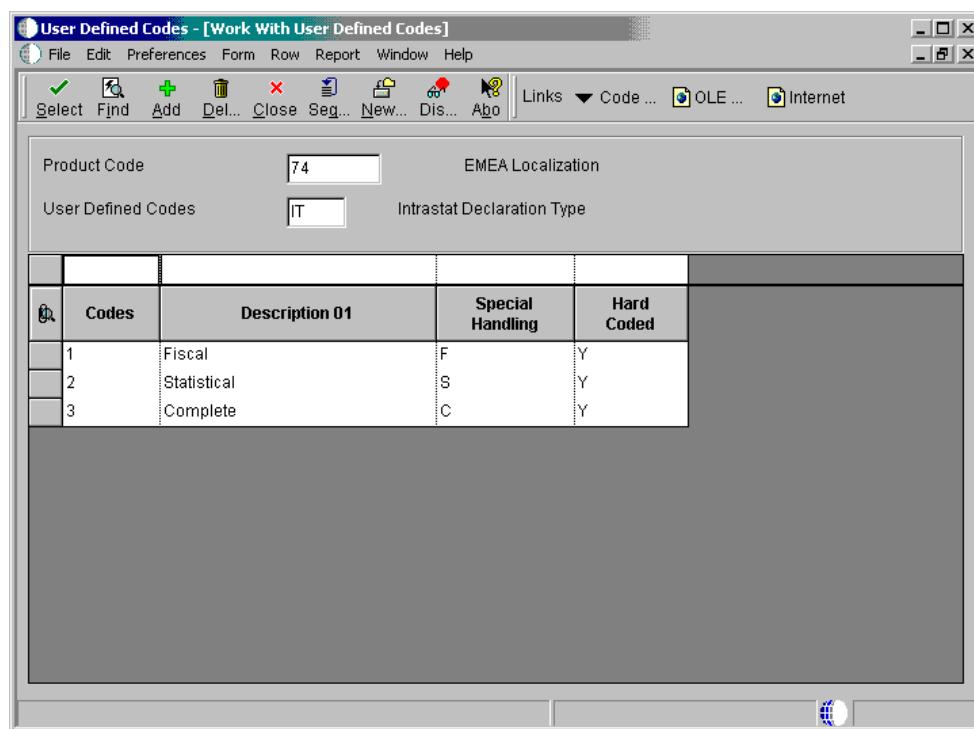
**Note**

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

---

**Intrastat Declaration Type (74/IT)**

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



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

The default value is 3 (Complete).

## Triangulation Tax Rates (00/VT)

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

## Setting Up Commodity Code Information

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

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

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

### Before You Begin

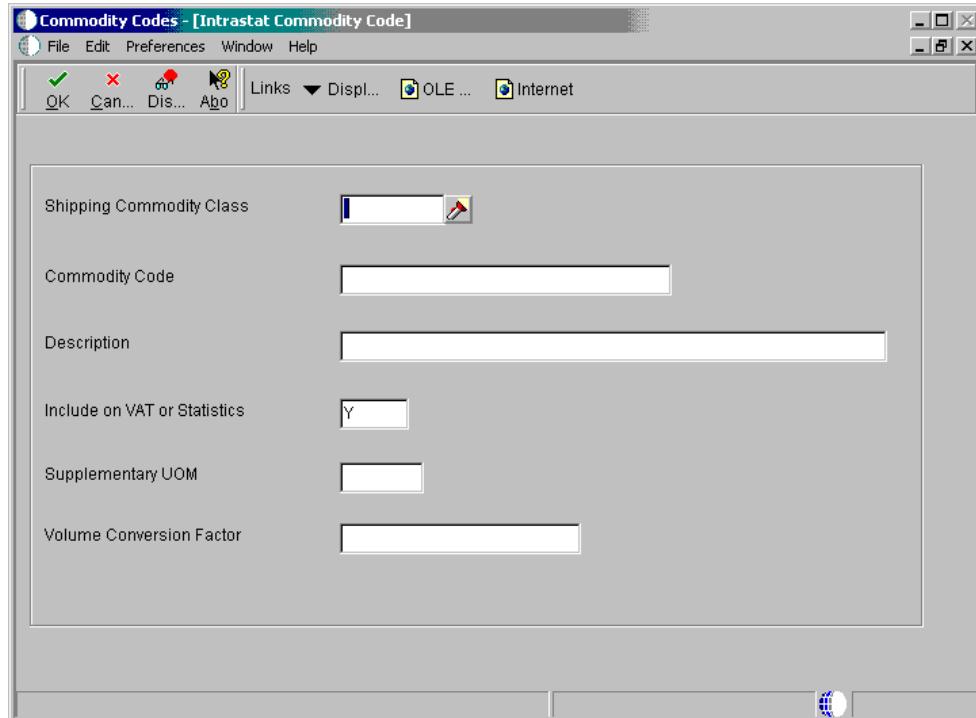
- ❑ Set up shipping commodity class codes on UDC 41/E. See *Setting Up User Defined Codes for Intrastat Reporting*.

### ► To set up commodity code information

---

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

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



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

- Shipping Commodity Class
- Commodity Code
- Description

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

- Supplementary UOM
- Volume Conversion Factor

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

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

4. Click OK.

## **Entering Cross-References for Items and Suppliers**

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

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

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

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

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

### **Note**

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

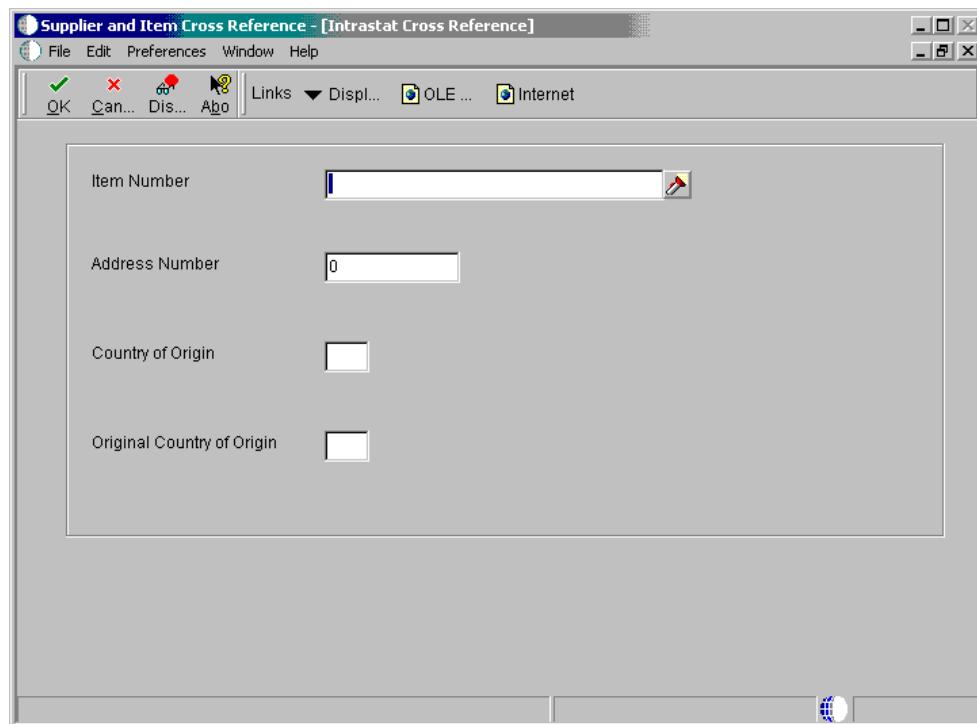
The system uses the Country of Origin field (ORIG) to determine transaction eligibility for Intrastat reporting. The Original Country of Origin field (ORG0) is for information only.

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

### ► To enter item/supplier cross references

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

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



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

- Item Number

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

- Address Number

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

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

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

- Country of Origin
- Original Country of Origin

#### See Also

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

### Validating Tax ID Numbers

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

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

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

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

#### Activating Tax ID Validation

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

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

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

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

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

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

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

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

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

- Enter 1 in the Special Handling field.

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

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

### **Considerations for Validating Italian Corporate and Personal Tax IDs**

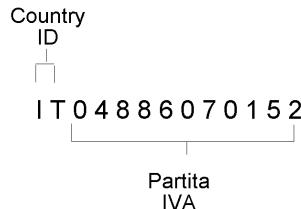
To validate both corporate and personal tax IDs, enter the corporate tax ID and the personal tax ID in the Address Book record for the person or corporation. You enter the corporate tax

ID in the Tax ID field (TAX) on the Address Book tab on the Address Book Revision form. You enter the personal tax ID in the Add'l Ind Tax ID field (TX2) on the Additional tab.

The corporate tax ID, the personal tax ID, or both are validated for each Address Book record, depending on the value in the Person/Corporation Code field (TAXC) on the Additional tab. The following table explains the conditions for determining which tax ID the system validates:

<b>Value in Person/Corporation Code field</b>	<b>ID Validated by the system</b>
Blank (corporate entity)	corporate tax ID
1 (individual)	personal tax ID
2 (corporate entity)	corporate tax ID
3 (both an individual and a corporate entity)	personal tax ID and corporate tax ID

#### **Example: Tax ID or VAT Registration Number for Italy**



#### **See Also**

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

### **Setting Up 30/60/90 End-of-Month Invoice Date**

In the following example, a payment is split into three installments. The first installment is due 30 days after the end of the month of the invoice date. The second installment is due after 60 days, and the third installment is due after 90 days. No matter what the day of the month when the invoice was created, the due dates are always calculated from the end of that month.

**Invoice Amount** 9.000,00 lire

**Invoice Date** 15 July

<b>Based on Date</b>	End of month invoice date (31 July)
<b>First Installment</b>	3.000,00 due 30 August
<b>Second Installment</b>	3.000,00 due 29 September
<b>Third Installment</b>	3.000,00 due 29 October

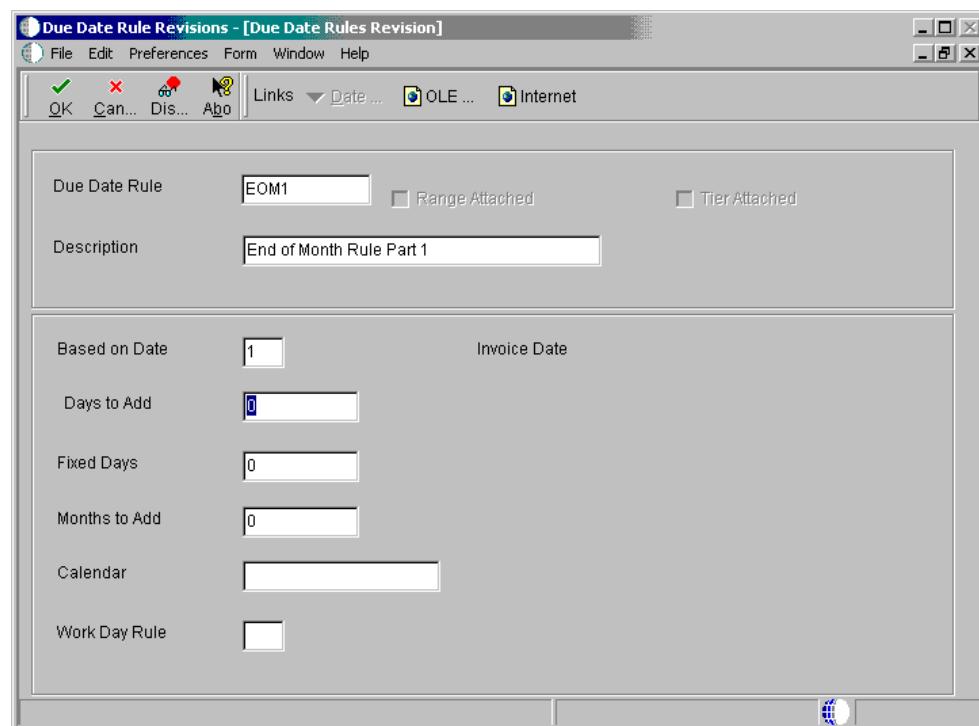
To pay the invoice in this example, you must set up an installment payment term that is based on three equal payments. To determine the due dates of the payments, you must first set up the date range to calculate the end of the month of the invoice date. You then set up the first installment to be due 30 days after the calculated end of the month, the second installment to be due 30 days after the first installment, and the third installment to be due 30 days after that installment.

### Example: Due Date Rules

Set up due date rules for the 30/60/90 end-of-month invoice date as shown in the following examples:

#### End of Month Rule Part 1

End of Month Rule Part 1 calculates the invoice date.



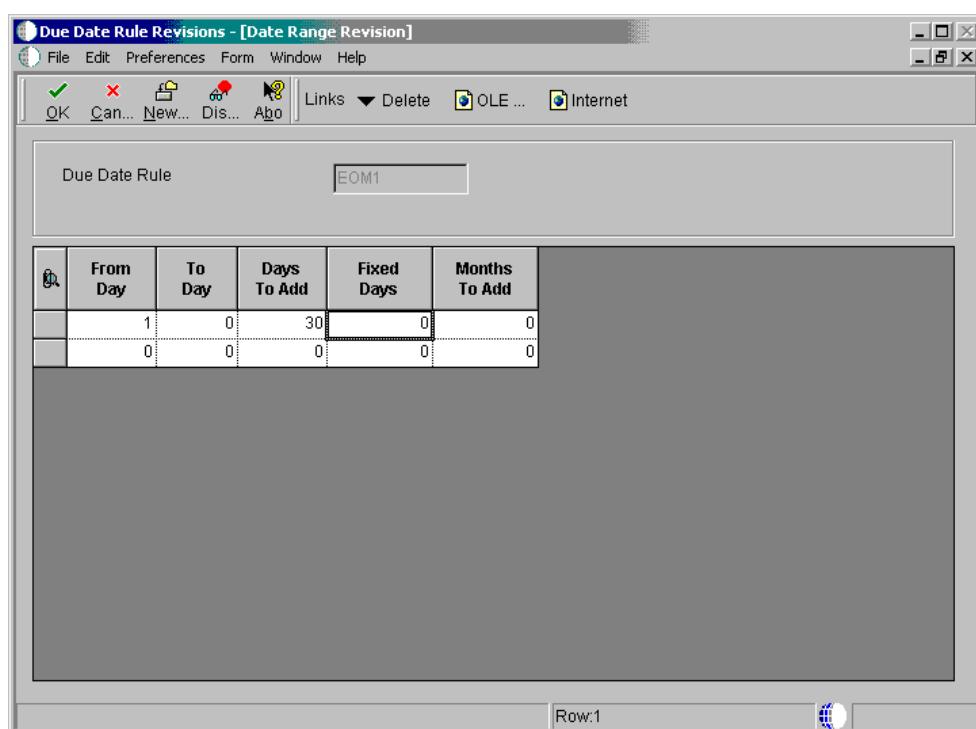
**Due Date Rule** EOM1

**Description** End of Month Rule Part 1

**Based on Date** 1 (Invoice Date)

### Date Range for End of Month Rule Part 1

The system calculates the end of the month for the invoice date from the date range.



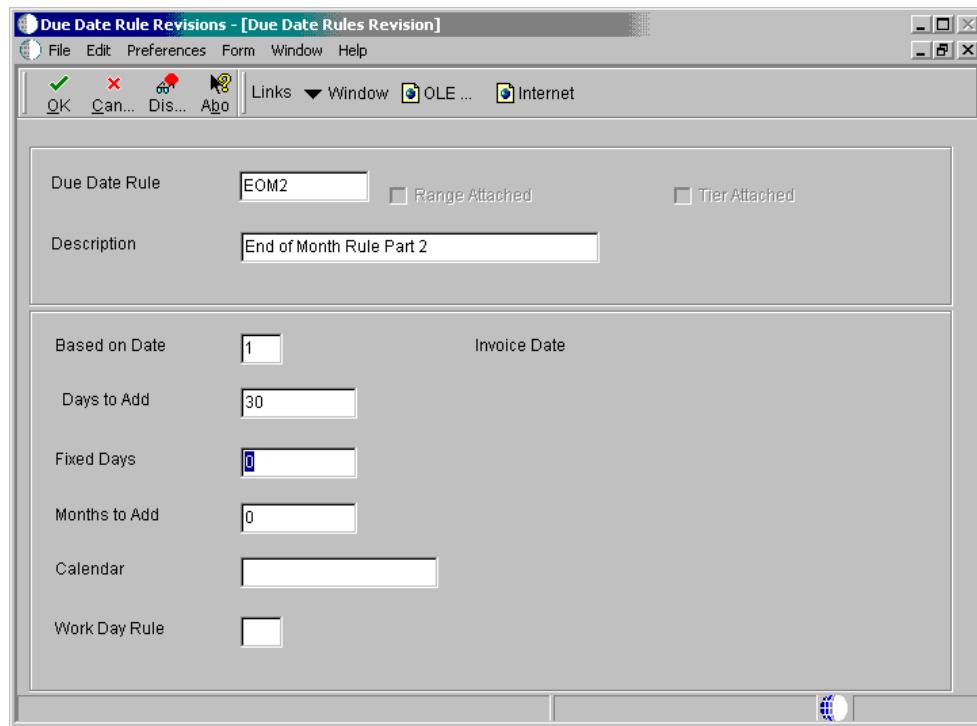
**From Day** 1

**To Day** 31

**Days to Add** 30

### End of Month Rule Part 2

End of Month Rule Part 2 calculates a due date 30 days after the previous due date.



**Due Date Rule** EOM2

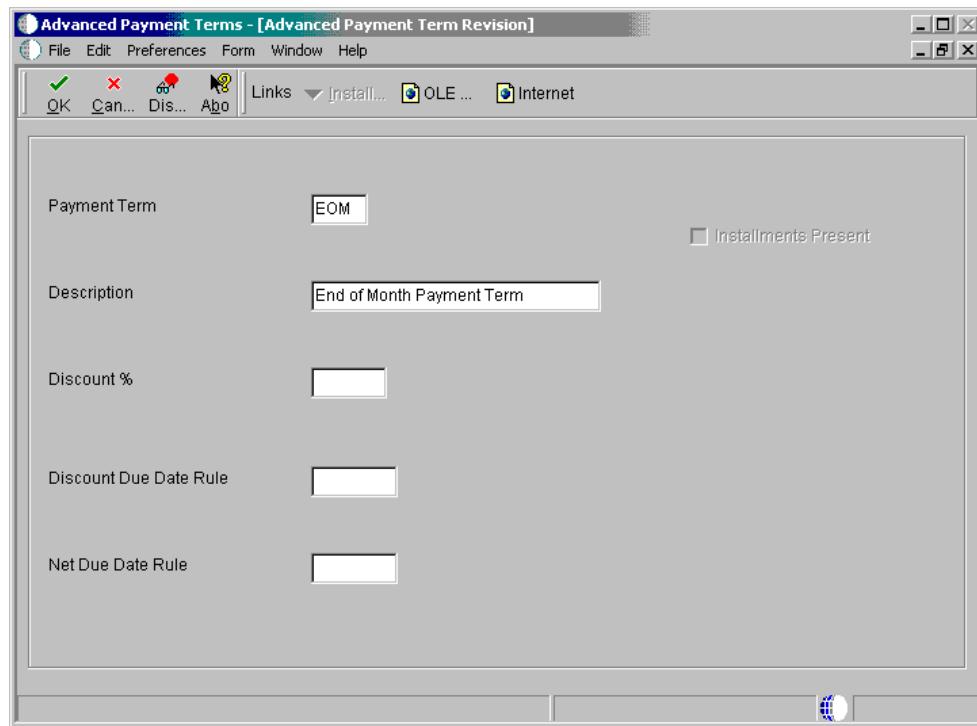
**Description** End of Month Rule Part 2

**Based on Date** 1 (Invoice Date)

**Days to Add** 30

### Example: Advanced Payment Terms

Set up the end-of-month payment term as shown in the following example:

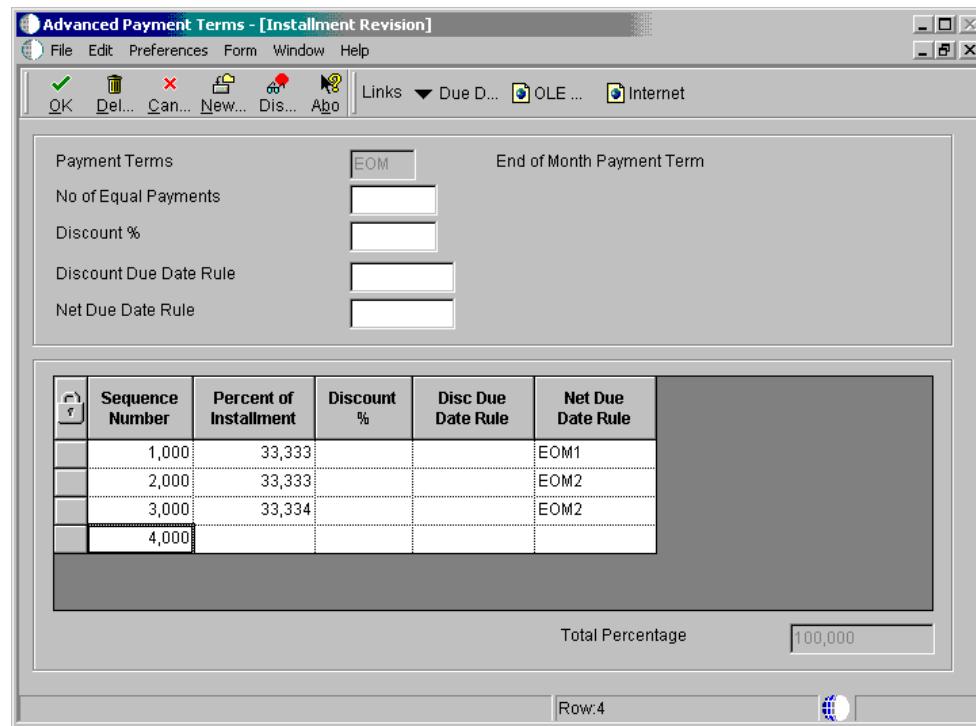


**Payment Term** EOM

**Description** End of Month Payment Term

### **Example: Installments**

Set up the installment payments for the end-of-month payment term as shown in the following example:



**Sequence Number** 1.000

**Percent of Installment** 33.333

**Net Due Date Rule** EOM1

**Sequence Number** 2.000

**Percent of Installment** 33.333

**Net Due Date Rule** EOM2

**Sequence Number** 3.000

**Percent of Installment** 33.334

**Net Due Date Rule** EOM2

## Additional Information

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

## **Periodic System Maintenance Activities**

The following table lists periodic activities that J.D. Edwards recommends for daily operations. The table lists control reports and verification programs with a brief description of each and the frequency with which J.D. Edwards recommends that the procedures be executed.

<b>Procedure</b>	<b>Program Description</b>	<b>Frequency</b>
Clean control headers	R007031 Run the Batch to Detail/Out of Balance report to delete batch headers with no transactions from the Batch Control Records table (F0011).	Every night
	<p><b>Note</b></p> <p>If you do not want to erase the headers of certain types of batches even though no transaction details exist for the batch, enter X in the Description 02 field of the user defined codes table 98/IT for the batch type that should not be deleted.</p> <p>The program also updates any batch header to D (posted) if the individual transactions in the batch have already been posted and indicates any out-of-balance batches.</p>	
Update Supplier Master Table	R04802 Run the Global Update A/P Records with A/B Information program to update the Accounts Payable Ledger based on the information in the Supplier Master table (F0401).	Every night
	<p>The program updates the following data:</p> <ul style="list-style-type: none"><li>• First 10 category codes of the master table</li><li>• Parent company</li><li>• Alpha name</li></ul>	

## **Data Integrity and the Chart of Accounts**

In addition to the corporate chart of accounts that you set up in the Account Master table (F0901), you can define an alternate chart of accounts using category codes 21, 22, and 23.

### **Account Defined Only in the Account Master Table**

You might create an account in the Account Master table (F0901) without defining a corresponding alternate account. If you do, when transactions are entered for the account in the F0901 table, any reporting measures that are based on the alternate chart of accounts are incomplete.

J.D. Edwards recommends that you establish an internal procedure to audit the integrity of the data entered. For example, you can run a Financial Enterprise Report Writer (Financial ERW) report that provides the following information to verify that the alternate accounts correspond to the accounts in the F0901 table:

Ledger Type (AA Actual Amounts)

DR

CR

Total Alternate Accounts (A)	DR	CR
Total Other or Corporate Accounts (B)	DR	CR
General Total (A + B)	DR	CR

Run the report on a daily or weekly basis, depending on the volume of your transactions.

### **Account Defined Only in the Alternate Chart of Accounts**

You might create an alternate account using category codes 21, 22, and 23 without defining a corresponding account in the Account Master table (F0901).

In this case, no actual transactions can be entered for the account. In J.D. Edwards software, you cannot enter accounts with an alternate account number.

### **Security on the Alternate Chart of Accounts**

You can secure both your local chart of accounts (defined by object and subsidiary) and your alternate chart of accounts (defined in category codes 21, 22, and 23) using the processing options on any of the account master programs (P0901). If you secure your accounts in this way, you cannot change account numbers in the category code that you secured. For example, if you secure category code 21, you will not be able to change the value of category code 21 on any account.

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#### **Caution**

You should secure your chart of accounts after the account structure is well defined. J.D. Edwards recommends that you then restrict access to the processing options so that the security is not compromised.

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If you use the Change Account Information program (R09813) and want to maintain the integrity of your alternate chart of accounts, you should exclude from the global update the category code that contains your alternate account. To exclude a category code, make sure that the processing option for that category code does not contain a 1. The processing options for category codes are located on the Account Info tab.

### **Account Deleted from the Category Code Tables**

You might delete from the category code tables (UDCs 09/21 through 09/23) an alternate account that has active transactions and balances. When you do, the system does not display an error message to indicate that active transaction information is attached to the account.

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#### **Caution**

J.D. Edwards recommends that you establish an internal procedure to restrict the access to user defined codes tables to a few individuals who are responsible for system setup. These individuals should understand how category codes and accounts are related.

---

## **See Also**

- Setting Up an Alternate Chart of Accounts*

## **Multiple Ledger Types**

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

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

### **Currency Ledgers**

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

### **Depreciation Ledgers**

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

### **User Defined Ledgers**

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

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

## **Translation Considerations for Multilingual Environments**

J.D. Edwards software can display menus, forms, and reports in different languages. All software is shipped with the base language of English. You can install other languages as needed. For example, if you have multiple languages installed in one environment to allow

different users to display different languages, each user can work in his or her preferred language by setting up his or her user preferences accordingly.

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

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

<b>Business Unit Descriptions</b>	<p>You can translate the descriptions of the business units that you set up for your system. See <i>Translating Business Units</i> in the <i>General Accounting Guide</i>.</p> <p>The system stores translation information for business units in the Business Unit Alternate Description Master table (F0006D).</p> <p>Print the Business Unit Translation Report (R00067) to review the description translations in the base language and one or all of the additional languages that your business uses.</p>
<b>Account Descriptions</b>	<p>You can translate the descriptions of your accounts into languages other than the base language. See <i>Translating Accounts</i> in the <i>General Accounting Guide</i>.</p> <p>After you translate your chart of accounts, you can print the Account Translation report. You can set a processing option to show account descriptions in both the base language and one or all of the additional languages that your business uses.</p>
<b>Automatic Accounting Instruction (AAI) Descriptions</b>	<p>You can translate the descriptions of the automatic accounting instructions (AAs) that you set up for your system. See <i>Working with AAs</i> in the <i>General Accounting Guide</i></p>
<b>UDC Descriptions</b>	<p>You can translate the descriptions of the UDCs that you set up for your system. See <i>Translating User Defined Codes into Alternate Languages</i> in the <i>OneWorld Foundation Guide</i>.</p>
<b>Delinquency Notice Text</b>	<p>Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information form determines the language in which the delinquency notice and the text on the notice should appear when you use final mode. (In proof mode, the statements print in the language preference that is assigned to the client in the Address Book.)</p> <p>J.D. Edwards base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you add to the bottom of the notice. To do this, follow the instructions for setting up text for delinquency notices and verify that you have completed the</p>

	Language field on the Letter Text Identification form. See <i>Setting Up Letter Text for Delinquency Notices and Statements</i> in the <i>Accounts Receivable Guide</i> .
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The translations that you set up for your system also work with the language that is specified in the user profile for each person who uses the system. For example, when a French-speaking user accesses the chart of accounts, the system displays the account descriptions in French, rather than in the base language.

#### See Also

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

### Translation Routines

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

J.D. Edwards provides the following translation routines:

- X00500 - English
- X00500BR - Brazilian Portuguese
- X00500CH - Chinese
- X00500D - German (mark)
- X00500ED - German (euro)
- X00500FR - French (franc)
- X00500EF - French (euro)
- X00500I - Italian (lira)
- X00500EI - Italian (euro)
- X00500S1 - Spanish (female)
- X00500S2 - Spanish (male)
- X00500S3 - Spanish (female, no decimal)
- X00500S4 - Spanish (male, no decimal)
- X00500S5 - Spanish (euro)
- X00500U - United Kingdom
- X00500U1 - United Kingdom (words in boxes)

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

## **J.D. Edwards Multicurrency Solution Summary**

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

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

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

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

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

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

### **Data Entry in Foreign or Domestic Currency**

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

### **Setting Up Daily Transaction Rates**

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

<b>Default exchange rates</b>	When you enter a transaction, the system supplies the exchange rate from the F0015 table.
-------------------------------	---

<b>Exchange rates for individual contracts</b>	You can specify exchange rates for individual customers and suppliers.
<b>Spot rates</b>	You can enter an exchange rate when you enter a transaction. The value that you enter overrides the exchange rate from the F0015 table.

## Intercompany Settlements

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

## Gain and Loss Recognition

Features of gain and loss recognition include:

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

## Detailed Currency Restatement

Detailed currency restatement enables you to do the following:

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

## Balance Currency Restatement

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

## As If Currency Repost

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

## See Also

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

## Country-Server Exits

J.D. Edwards solution for Italy includes country-server exits that facilitate country-specific functions without modifying or disrupting standard software functions or processes. Country-server exits cause certain forms or business functions to be available to the appropriate users, and hidden from users for whom the forms or business functions are not pertinent.

The country-specific logic of these country-server exits for Italy is invoked if the localization country code in User Profile Revisions is IT (Italy). The business functions that run when you use these country-server exits are dependent on the steps that you perform while using an application. For example, if you access the A/P Standard Voucher Entry program (P0411) and choose Add, certain business functions run to invoke that process. If you access the A/P Standard Voucher Entry menu (P0411) and choose Payments Inquiry from the Form menu, different business functions run to invoke that process.

### Tax ID Validation

The following programs invoke the country-server exit for tax ID validation:

- P03013 - Customer Master
- P04012 - Supplier Master
- P01012 - Address Book

The following business functions are called to run the country-server exit for tax ID validation within address book records for customers, suppliers, and so on. The business functions follow this order:

- N7000030 - Validation Plug & Play - Tax ID
- B7000030 - Validation C/S - Tax ID
- B7400050 - Tax ID Validation - Italy

### Bank ID Validation

The following programs invoke the country-server exit for bank ID validation:

- P0030G - G/L Bank Accounts
- P0030A - Bank Accounts By Address
- P7430IT - Bank Revision - Italy
- P03B602 - Draft Entry

The following business functions are called to run the country-server exit for bank ID validation. The business functions follow this order:

- N7000040 - Validation Plug & Play - Bank ID
- B7000040 - Validation C/S - Bank ID
- N7400010 - Bank ID Validation - Italy

### **General Ledger Date Edit**

The country-specific logic for general ledger date edit for Italy is invoked if the localization country code in User Profile Revisions is IT (Italy).

### **Voucher Entry**

The following program invokes all of the applications that use the business functions for the country-server exit for the general ledger date edit during voucher entry:

- P0411 - A/P Standard Voucher Entry

The following business functions are called to run the country-server exit for the general ledger date edit during voucher entry:

- B0400047 - Voucher Entry Master Business Function
- N7000330 - B0400047 - Plug & Play
- N7000331 - B0400047 - CS - Process Localization Requirements

### **Customer Ledger Inquiry**

The following program invokes all of the applications that use the business functions for the country-server exit for the general ledger date edit during customer ledger inquiry:

- P03B2002 - Customer Ledger Inquiry

The following business functions are called to run the country-server exit for the general ledger date edit during customer ledger inquiry. The business functions follow this order:

- B03B0011 - Invoice Entry Master Business Function
- N7000570 - B03B0011 - Plug & Play
- N7000571 - B03B0011 - CS - Process Localization Requirements

### **Withholding Tax Processing**

The following programs invoke the country-server exit for withholding tax processing when you perform the following processes:

<b>Program</b>	<b>Processes</b>
A/P Standard Voucher Entry (P0411)	Entering vouchers, exiting vouchers, and deleting vouchers
Voucher Match (P4313)	Matching purchase order vouchers
Speed Status Change (P0411S)	Entering A/P speed status releases

Create Payment Control Groups (R04570)	Creating payment control groups
Auto Payment Detail (P04573)	Creating automatic payment details and updating automatic payments
Supplier Master (P04012)	Creating supplier master records
A/P Manual Payments (P0413M)	Entering payments manually and updating payments manually
A/P Void Payment (P0413V)	Voiding payments

### **Standard Voucher Entry**

The following program invokes the country-server exit for voucher entry:

- P0411 - A/P Standard Voucher Entry

The following business functions are called to run the country-server exit for voucher entry.  
The business functions follow this order:

- B0400047 - Voucher Entry Master Business Function
- N7000330 - B0400047 - Plug & Play
- N7000331 - B0400047 - CS - Process Localization Requirements

### **Voucher Exit**

The following program invokes the country-server exit for voucher exit:

- P0411 - A/P Standard Voucher Entry

The following business functions are called to run the country-server exit for voucher exit.  
The business functions follow this order:

- N7000340 - P0411 - Plug & Play
- N7000341 - P0411 - CS - Process Localization Requirements

### **Delete Voucher**

The following program invokes the country-server exit for deleting a voucher:

- P0411 - A/P Standard Voucher Entry

The following business functions are called to run the country-server exit for deleting a voucher. The business functions follow this order:

- B0400035 - Delete Voucher From Browse Screen
- N7000700 - B0400035 - Plug & Play
- N7000701 - B0400035 - CS - Process Localization Requirements

### **Purchase Order Voucher Match**

The following program invokes the country-server exit for withholding tax processing during purchase order voucher match:

- P4314 - Voucher Match

The following business functions are called to run the country-server exit for withholding tax processing during purchase order voucher match. The business functions follow this order:

- N7000400 - P4314 - Plug & Play
- N7000401 - P4314 - CS - Process Localization Requirements

### **A/P Speed Release**

The following program invokes the country-server exit for withholding tax processing during A/P speed release:

- P0411S - Speed Status Change

The following business functions are called to run the country-server exit for withholding tax processing during A/P speed release. The business functions follow this order:

- N7000370 - P0411S - Plug & Play
- N7000371 - P0411S - CS - Process Localization Requirements

### **Create Payment Control Groups**

The following program invokes the country-server exit for withholding tax processing when you create payment control groups:

- R04570 - Create Payment Control Groups

The following business functions are called to run the country-server exit for withholding tax processing when you create payment control groups. The business functions follow this order:

- N7000250 - R04570 - Plug & Play
- N7000251 - R04570 - CS - Process Localization Requirements

### **Automatic Payment Detail**

The following program invokes the country-server exit for withholding tax processing when you use automatic payment detail in all software versions:

- P04573 - Auto Payment Detail

The following business functions are called to run the country-server exit for withholding tax processing when you use automatic payment detail. The business functions follow this order:

- N7000270 - P04573 - Plug & Play
- N7000271 - P04573 - CS - Process Localization Requirements

### **Update Automatic Payment**

The following program invokes the country-server exit for withholding tax processing when you update automatic payments:

- P04573 - Auto Payment Detail

The following business functions are called to run the country-server exit for withholding tax processing when you update automatic payments. The business functions follow this order:

- B0400394 - Update Automatic Payments
- N7000260 - B0400394 - Plug & Play

- N7000261 - B0400394 - CS - Process Localization Requirements

### **Supplier Master**

The following program invokes the country-server exit for withholding tax processing when you use supplier master records in all software versions:

- P04012 - Supplier Master

The following business functions are called to run the country-server exit for withholding tax processing when you use supplier master records. The business functions follow this order:

- N7000150 - P01012 - Plug & Play
- N7000151 - P01012 - CS - Process Localization Requirements

### **Manual Payments**

The following program invokes the country-server exit for withholding tax processing when you enter payments manually:

- P0413M - A/P Manual Payments

The following business functions are called to run the country-server exit for withholding tax processing when you enter payments manually. The business functions follow this order:

- N7000360 - P0413M - Plug & Play
- N7000361 - P0413M - CS - Process Localization Requirements

### **Update Voucher Record with Payment Information**

The following program invokes the country-server exit for withholding tax processing when you update voucher records with payment information:

- P0413M - A/P Manual Payments

The following business functions are called to run the country-server exit for withholding tax processing when you update voucher records with payment information. The business functions follow this order:

- B0400076 - Update Voucher Record With Payment Information
- N7000780 - B0400076 - Plug & Play
- N7000781 - B0400076 - CS - Process Localization Requirements

### **Void Payments**

The following program invokes the country-server exit for withholding tax processing when you void payments:

- P0413V - A/P Void Payment

The following business functions are called to run the country-server exit for withholding tax processing when you void payments. The business functions follow this order:

- N7000380 - P0413V - Plug & Play
- N7000381 - P0413V - CS - Process Localization Requirements

# Taxes

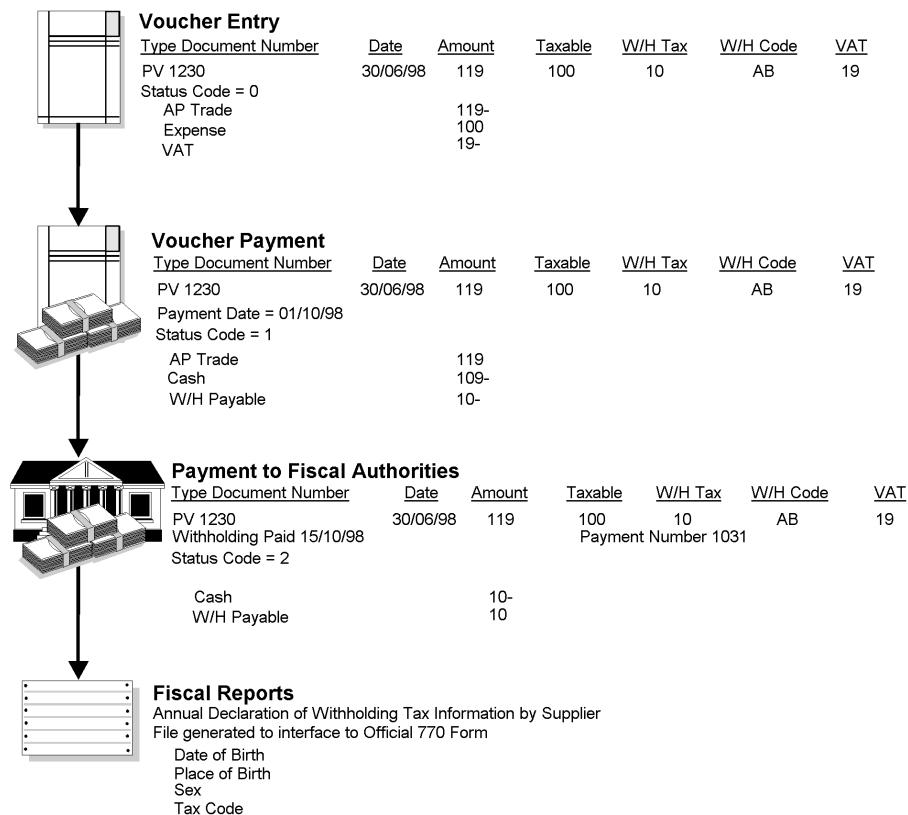
## Withholding Tax Processing

In Italy, businesses must withhold taxes from payments to certain types of suppliers, such as self-employed and contract suppliers. These withholding taxes are remitted directly to the government. Each year, businesses must submit the Modello 770 form to the tax authorities. The Modello 770 form contains information about the suppliers from whom withholding tax has been collected.

In some cases, businesses can defer the recognition of A/P VAT receivable (input) on vouchers for suppliers who are subject to withholding tax until the voucher is paid. The document used to defer the VAT is called Notula.

Businesses must also give a certification of all of the amounts paid for their services, including detail of the tax withheld, to all their suppliers who are subject to withholding tax.

The following graphic illustrates the withholding tax process for Italy:



## **INPS Withholding Tax**

In addition to the standard withholding tax, payment to certain types of contractors is subject to a social security (INPS) withholding tax. The INPS withholding tax is paid to the Italian social security office, Istituto Nazionale Previdenza Sociale (INPS).

The company must withhold 2/3 of the withholding tax amount that is due to the contractor and pay this amount by the 20th of every month. The supplier is liable for the remaining 1/3 of the ten percent.

The base amount for the calculation of INPS withholdings can be 95 percent or 100 percent, depending on the type of contractor.

The company is liable for the debt to INPS from the time of payment to the contractor.

## **Notula**

Notula is the document used by a company to defer VAT recognition until payment of a voucher is made. Notula is used for suppliers who are subject to withholding tax. You should use the prepayment process in the base software to process Notula.

You can use the system to process Notula for specific stages in the prepayment process as follows:

<b>Enter prepayment voucher</b>	When you enter prepayment vouchers for Notula, you: <ul style="list-style-type: none"><li>• Use a version of the Voucher Entry program for prepayments .</li><li>• Use a special document type.</li><li>• Enter a tax explanation code of E for exempt .</li><li>• Enter a tax rate with a zero percent tax rate.</li></ul>
<b>Record payment</b>	To record the voucher as paid, you use manual payment with voucher match for the voucher without VAT.
<b>Enter standard voucher</b>	Enter a standard voucher with a normal tax explanation code and tax rate. When the system determines that the supplier for the voucher is subject to withholding, the system displays the withholding window.  Use the form to select the matching Notula document for the voucher. The system retrieves the VAT amount along with the withholding tax amount.  Distribute as normal. When you post the voucher, the system updates the tax table.
<b>Close the amounts</b>	Enter a second payment to close the amounts in the Accounts Payable Detail table.

---

**Note**

The default document type for Notula is PF. You can set up a special document type for Notula in the processing options for Notula Browse - Italy (P7404074).

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**See Also**

- Entering Prepayments in the Accounts Payable Guide*

**J.D. Edwards Status Codes for Withholding Tax**

To track withholding tax records through the withholding tax process, refer to the Withholding Tax Status field. The system automatically updates this field for each tax record, based on the status of the record in the withholding tax process.

Status	Description	Update Programs
0	Withholding tax amounts generated.	A/P Standard Voucher Entry (P0411) A/P Speed Voucher Entry (P0411SV) Voucher Match (P4314) Store and Forward Voucher Batch Processor (R04110Z2)
1	Voucher paid to supplier.	A/P Manual Payments (P0413M) Automatic Payments (P0457xx)
2	Withholding tax re-distributed.	Distribute W/T Amount Report (R7404530)
3	Withholding tax paid to government.	Withholding Tax Payments (R7404500)
4	Certification printed.	Withholding Tax Certification - Italy (R7404027)
5	770 form printed.	770 Model - Italy (R74094)
9	Record deleted.	

### **Before You Begin**

- Set up data dictionary values for withholding tax processing. See *Setting Up the Data Dictionary to Process Withholding Tax*.
- Set up the PKD and PKL automatic accounting instructions. See *Setting Up AAIs to Process Withholding Tax*.
- Set up codes to identify the withholding tax rates that you use. See *Setting Up Withholding Tax Codes*.
- Set up withholding tax information for your suppliers. See *Setting Up Withholding Tax Information for Suppliers*.

### **Entering Vouchers with Withholding Tax**

You enter vouchers for suppliers who are subject to withholding tax just as you would enter any other voucher. After you complete the account distribution for the voucher on the A/R and A/P Journal Entries forms, the system displays the Review Withholding Tax - Italy form (P740411) so that you can enter the withholding tax information for the voucher.

The system stores withholding tax information in the Withholding Tax Detail - Italy table (F74411).

### **Before You Begin**

- Set up your user preferences with a country preference code of IT (Italy). See *Setting Up User Display Preferences*.
- Verify that you have set up withholding tax information for the supplier for whom you are entering vouchers. See *Setting Up Withholding Tax Information for Suppliers*.

#### **► To enter vouchers with withholding tax**

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

1. On Supplier Ledger Inquiry, complete the steps for entering a standard voucher.  
See *Entering Standard Vouchers* in the *Accounts Payable Guide*.

After you click OK on the G/L Distribution form, the system displays the Withholding Tax Detail – Italy form.

The screenshot shows the PeopleSoft interface for managing withholding tax details. The top navigation bar includes links for Portal, Home, Intranet, and Training. The main title is "Active Foundation" under "Withholding Tax Detail - Italy". Below the title are standard toolbar buttons for OK, Delete, Form, Tools, and Print. The main content area contains a form with fields for Doc. No/Type/Co (32568), PV (00001), Address Number (4002, Aluminum de Rhone), Invoice Number (43562), Invoice Date (06/15/05), Company (00001), Gross Amount (500.00), Tax Amount (500.00), Currency Code (EUR), Exchange Rate (1.1820331), Base (USD), and Foreign (checkbox checked). Below the form is a grid titled "Customize Grid" with columns for W/T Code, W/T Description, Status, Foreign Taxable Amt Subject to W/T, Foreign Base Amount Subject to W/T, Foreign W/T Amount, and Pay Itm. One row is selected with T1 and Fiscal 1038 Tax in the description. At the bottom of the grid is an "Amount To Distribute" field set to 500.00.

2. On Withholding Tax Detail - Italy, complete the following fields and click OK:
  - Amount not Subject to Withholding Tax
  - W/T Code
  - W/T Description
  - Status
  - Taxable Amount Subject to W/T
  - Base Amount Subject to W/T
  - Withholding Tax Amount
  - Pay Itm

## Processing Withholding Tax Payments

The system calculates withholding tax amounts based on the information that you enter during the voucher entry process.

After the system processes withholding taxes, you can calculate and print withholding tax payments for the government.

## **Manual Payments**

When you record a payment, the system determines whether the supplier is subject to withholding tax based on the information that you set up for the supplier. If the supplier is subject to the tax, the system displays the voucher information and updates the Discount Taken field with the withholding tax amount.

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### **Note**

The Discount Taken field should be blank at the time that you record the payment. If the Discount Available field contains an amount, the system replaces this amount with the withholding tax amount that is calculated at payment entry time.

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### **Caution**

Italian companies that manage withholding tax within the J.D. Edwards system are not able to apply discounts on the invoice.

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When you post the transaction for the payment, the system uses the PKD AAI that you set up to define the withholding tax account. The PKD AAI associates the accounting entry to the withholding tax payable account.

## **Automatic Payments**

The system processes withholding tax at specific stages of the automatic payment process as follows:

<b>Create payment control groups</b>	When you create a payment control group that includes vouchers that are subject to withholding tax, the system updates the Discount Taken field in the A/P Payment Processing - Summary (F04572) and A/P Payment Processing - Detail (F04573) tables with the withholding tax amount from the Withholding Tax Detail - Italy table (F74411). The system calculates the payment amount by subtracting the withholding tax (discount) from the gross.
<b>Work with payment control groups</b>	When you reset or remove individual vouchers from the payment control group, the system removes the withholding tax amount from the Discount Taken field in the A/P Payment Processing - Summary (F04572) and A/P Payment Processing - Detail (F04573) tables. At this point in the process, the system does not update the Accounts Payable Detail table (F0411) and does not impact the voucher records.
<b>Update payment group</b>	When you update the payment group, the system changes the payment status of the withholding tax to 1 (payment made to supplier) in the Withholding Tax Detail table. The system also updates the Accounts Payable Detail table (F0411) with the amount in the Discount Taken field for the withholding tax amount.

## Technical Considerations

<b>Prompt payment discounts</b>	You cannot use prompt payment discounts with withholding tax because the withholding tax amounts are stored in the prompt payment discount fields.  In Italy, A/P prompt payment discounts are not used.
<b>Speed release</b>	You cannot split vouchers for suppliers who are subject to withholding tax.
<b>Split payment control groups</b>	You cannot split a payment control group to exclude part of a voucher because this creates a new pay item on the voucher.

## Revising Withholding Tax Details

You can revise the withholding tax information that the system stores in the Withholding Tax Detail table (F74411) using the Withholding Tax Revisions program. You can also use the Withholding Tax Revisions form to review all of the withholding tax information for a specific voucher.

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### Caution

The information that you revise using the Withholding Tax Revisions form immediately updates the Withholding Tax Detail table. The system does not recalculate taxes and related amounts. You should revise withholding tax information only in exceptional cases, such as when you must adjust the withholding tax information manually.

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If you are implementing J.D. Edwards Accounts Payable system for the first time, you can use the Withholding Tax Revisions form to load open withholding tax information from your previous system.

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### ► To revise withholding tax details

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*From the Additional Italian Tax Processing menu (G002131), choose Withholding Tax Revisions.*

1. On Work With Withholding Tax - Italy, click Find.
2. Choose a row and click Select.

PeopleSoft®

W/T Code	W/T Description	Status	Taxable Amount Subject to W/T	Base Amount Subject to W/T	Withholding Tax Amount	Withholding Tax Amount Paid
<input checked="" type="checkbox"/>	Fiscal 1038 Tax	0				
<input type="checkbox"/>						

3. On Withholding Tax Detail - Italy, revise any of the following fields and click OK:

- W/T Code
- W/T Description
- Status
- Taxable Amount Subject to W/T
- Base Amount Subject to W/T
- Withholding Tax Amount
- Withholding Tax Amount Paid
- Withholding Tax Foreign Amount Paid
- Payment Date
- Government Date
- Withholding Tax Payment Reference
- Pay Itm

## **Printing Withholding Tax Reports**

You can print reports to review withholding tax information that the system stores in the Withholding Tax Detail - Italy table (F74411) and the Additional Address Book Information table (F0091).

## **Printing the Proposal of Payment Report**

From the Additional Italian Tax Processing menu (G002131), choose Print W/T Payment Proposal.

You can print a cash requirement report that includes details about withholding tax amounts, and Italian bank identification codes and descriptions. You can use this report to verify payment information before you write the actual payments for your suppliers. To do this verification, run the Print Withholding Tax Payment Proposal report.

The report includes the following information:

- Payment due dates, from dates, and through dates
- Supplier number
- Legal name of supplier
- Document type and number
- Pay item
- Supplier invoice number and invoice date
- Net due date
- Open amount
- Withholding tax amount
- Payment status
- Payment instrument
- Bank identification number and description
- Currency code
- Foreign amount

### **Processing Options for Print W/T Payment Proposal (R7404430)**

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#### Date

1. Enter the From and Through Due Date below. Blank will use system date as the through date.

From Due Date

Through Due Date

Print

2. Enter '1' to print the address of Supplier

Print

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## Printing a List of Withholding Tax Payments Due

From the Additional Italian Tax Processing menu (G002131), choose Generate Withholding Tax Pmts.

You can print a list of the withholding tax amounts that you owe the Italian Revenue Tax office. To find this information, print the Generate Withholding Tax Payments report. The report lists all of the vouchers that were paid to the suppliers who are subject to withholding tax. You can send the report to the Italian tax office as proof of amounts that were withheld from payments to suppliers.

You can run the report in proof or final mode. When you specify final mode and indicate the "paid" withholding tax status in the processing options, the system marks the withholding tax records as paid to the government. The system also updates the government payment reference and the government payment date for each record in the Withholding Tax Detail - Italy table.

The Generate Withholding Tax Payment report includes the following information:

- Withholding tax code
- Address Book number of the supplier
- Legal name of the supplier
- Supplier invoice number and payment date
- Withholding tax taxable amount
- Withholding tax amount
- Withholding tax progress status (specified in the report processing options)
- Government payment date (specified in the report processing options)
- Government Payment reference (specified in the report processing options)

You can run a version of the Generate Withholding Tax Payments report to change the status of withholding tax records after you print Withholding Tax Certifications for your suppliers. To do this procedure, create a version of the report in final mode and indicate your user defined withholding tax status as "certified" in the processing options. Do not specify a payment date.

### See Also

- Setting Up the Data Dictionary to Process Withholding Tax* for more information about the data dictionary values that indicate withholding tax status

### Processing Options for Generate Withholding Tax Pmts (R7404500)

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#### Mode

1. Enter a '1' to run the report in Final Mode, if left blank, the report will run in Proof Mode.

#### Proof or Final

#### Final

1. Specify the date of payment to the tax office. If left blank, the withholding tax payment date will not be updated.

#### Payment Date

2. Enter the value to be used for the new W/T paid status. If left blank, the withholding tax status will not be updated.

#### Withholding Tax Status

3. Enter the number of the payment document. If left blank the payment reference will not be updated.

#### Payment Reference

## **Printing the Withholding Tax Certifications Report**

From the Additional Italian Tax Processing menu (G002131), choose Print W/T Certifications.

You can print a certification of withholding tax paid. You are required to give these withholding tax certificates to your suppliers. To do this procedure, print the Withholding Tax Certifications report.

You can print the Withholding Tax Certifications report on A4 paper. The report looks like a certification letter and includes the following information:

- Date
- Supplier name and address
- REGISTERED (to indicate that the letter is sent through registered mail)
- Default report titles that you can revise
- Certification number (specified in the processing options for the report)
- Date
- Period for which the certification has been issued
- Amount of the tax withheld by the company
- INPS contribution

You can run the report in proof or final mode.

### **Processing Options for Print W/T Certifications (R7404027)**

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#### Dates

1. Enter the date to be printed on the certifications.

#### Certification Date

2. Enter the dates to process.

#### From Date

#### Thru Date

#### Number

3. Enter the number to be printed on the first certificate. If no number is entered, certificates will be printed without a number.

#### Initial Number

#### Mode

4. Enter '1' to run the certifications print in final mode. If left blank the report will be run in proof mode.

#### Proof or Final Mode

#### Status

5. Enter the value which will update the W/T file with the progress status "CERTIFIED". If left blank, even if the process is run in final mode, NO updates will be done on the W/T.

#### Status

#### Company

6. Enter Company, Title and Name to print on the certifications.

#### Company

#### Title

#### Name

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## **Printing the Model 770 Report**

From the Additional Italian Tax Processing (G002131) menu, choose Model 770 W/T Commission - Free Format.

In Italy, businesses are required to withhold taxes from payments to certain types of suppliers, such as self-employed and contract suppliers. Businesses remit the withheld taxes directly to the government. Once a year, businesses are required to submit the Model 770 form to the tax authorities. The Model 770 form contains information about suppliers from whom taxes have been withheld.

In 1999, the Italian Tax Authority began requiring that businesses file the Model 770 form electronically. Business can file the form directly, using software programs supplied by providers who are certified by the Italian Tax Authority; or submit the form to a third party, such as a bank or chartered accountant, who will file the form electronically.

The Model 770 - Free Format report produces the Model 770 report in Microsoft Excel format. You can reformat or revise the information as necessary and then import the file to one of the software programs that is certified by the Italian Tax Authority.

The Model 770 - Free Format report is based on the following tables:

- Withholding Tax Detail - Italy (F74411)
- Withholding Tax Codes - Italy (F74405)

The report provides the following information about the reporting company, qualifying suppliers, and transactions with those suppliers:

- Address Book Number
- Section of 770 Form
- Company Tax ID
- Tax ID of Supplier
- Surname or Company Name
- Supplier Name
- Gender
- Date of Birth
- City of Birth (or State if abroad)
- Province of Birth
- City Fiscal Address
- Province of Fiscal Address
- Street and Number of Fiscal Address
- Not Residence checkbox
- Foreign State of Residence
- Foreign State Code
- Line of Business - Government Code
- Amount Not Subject to Withholding Tax
- Taxable Amount Subject to Withholding Tax

- Withholding Tax Gross Amount
- Withholding Tax Amount Paid

To group the data to match the sections of the Model 770 report, base your data selection on either the Withholding Tax Code field or the Section of the 770 Form field. Set up withholding tax codes by using the Withholding Tax Codes - Italy program (P740405). Use this program to associate the various sections of the 770 form with the withholding tax codes that print on that section. If the government determines that certain withholding details should be placed on a different section of the 770 form, you can change either the cross-reference between the withholding tax code and the section of the 770 form, or use data selection to produce the report with the specific withholding codes that are required for a section.

You can also run the report without data selection, and then reformat the data in Microsoft Excel.

### Date Format

The legal date format for the Model 770 form is dd/mm/yyyy. The Microsoft Excel spreadsheet that is produced by the Model 770 - Free Format report uses the date format from Regional Settings on the Windows Control Panel. To comply with the legal requirement, you can either change the date format in your Regional Settings or specify the correct column format in Microsoft Excel.

### Before You Begin

- Set up numeric country codes on user defined code table 74/CN. See *Setting Up User Defined Codes* for information on user defined code table 74/CN.

### See Also

- *Setting Up Withholding Tax Codes*
- *Entering Vouchers with Withholding Tax*

### Processing Options for Model 770 - W/T Commission - Free Format (R74094D)

#### Defaults Tab

Use these processing options to identify the company that is submitting the Model 770 report and to specify the status that the system uses to update the Withholding Tax Detail – Italy table (F74411).

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#### 1. Fiscal ID

Use this processing option to specify the tax ID of the company who is submitting the Model 770 report.

#### 2. Status

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Use this processing option to specify the status the system will use to update the Withholding Tax Detail table (F74411) when the Model 770 report is run in final mode. If this processing option is blank, the system does not update the Withholding Tax Detail table, even if the process is run in final mode.

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### **Process Tab**

Use this processing option to specify whether the report runs in proof or final mode.

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#### **1. Process Mode**

##### **Blank = Proof mode**

##### **1 = Final mode**

Use this processing option to specify whether the system will print the 770 Form in proof or final mode.

Valid values are:

Blank The system will print the 770 Form in proof mode.

1 The system will print the 770 Form in final mode.

When you run the report in final mode, the system updates the Withholding Tax Detail table (F74411) with the status you entered in the Status processing option on the Defaults tab.

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### **Printing the Supplier Ledger Report with Withholding Tax Details**

From the Additional Italian Tax Processing menu (G002131), choose Print Supplier W/T Ledger.

You can print a list of all of the transactions for a supplier that are subject to withholding tax. To do this procedure, run the Withholding Tax Ledger By Supplier report.

Supplier information on the report includes:

- Address Book number
- First and last name
- Address (street and city)
- Province
- Fiscal ID
- Date of birth
- Place of birth
- Province of birth
- Gender

Transaction and withholding tax details on the report includes:

- Supplier invoice date and invoice number
- Abbreviated description of the withholding tax
- Base of calculation for the withholding tax
- Amount not subject to withholding tax
- VAT amount
- Total amount paid
- Taxable amount subject to withholding tax
- Internal withholding tax code
- Fiscal withholding tax code
- Withholding tax percentage
- Withholding tax amount paid
- Net paid amount
- Supplier payment date
- Government payment date
- Payment reference

## **VAT Processing**

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

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

- A/P VAT Receivable

- Recoverable VAT
- Collectable VAT

#### **Input VAT**

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

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

Input VAT is also called the following:

- A/R VAT Payable
- Deductible VAT

#### **Nonrecoverable Input VAT**

Input VAT cannot be recovered for:

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

## **Italian VAT**

If you work with Italian VAT, you should understand the following terminology and principles:

#### **VAT returns**

VAT returns must be completed for each month on a special form and filed with the local tax office on the 20th of the month.

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

#### **VAT exemptions**

To be exempt from VAT, your business must work within the following guidelines:

- Goods must be physically moved to another EU-member country.
- Customers must have VAT identification codes.
- Invoices must show applicable VAT numbers.
- Goods cannot be of a special category, such as vehicles.

## **Deferred Invoices and VAT**

A new VAT law (DL 29/9/97 n. 328) has been in effect in Italy since September, 1997. This law concerns deferred invoices in which the shipment date is prior to the invoice date. For deferred invoices, the VAT payable on sales should be declared with reference to the shipment date, not the invoice date. An example of deferred invoices is a product that is delivered daily and invoiced monthly.

The two types of deferred invoices are:

- The invoice date and shipment date are in the same reporting period, but the shipment date is prior to the invoice date.
- The invoice date and the shipment date are *not* in the same reporting period, and the shipment date is prior to the invoice date.

The second type of deferred invoice impacts summary VAT reporting. The VAT should be accounted for in the Summary VAT report (R74093) for the month of the shipment if that month is prior to the month of the invoice. To accomplish this task, the system evaluates the shipment date of a sales order to determine if it is prior to the invoice date. This evaluation is performed during the Sales Update process (R42800) through the use of a country server. If the shipment date is prior to the invoice date, the system updates the Service/Tax Date field in the Customer Ledger table (F03B11).

When you run the Summary VAT report and select transactions by tax rate, the system uses the service/tax date rather than the G/L date for deferred invoices.

## Intra-Community VAT

Since the creation of the single market in 1993, goods sold from a taxable entity in one EU member state to a taxable entity in another EU member state are treated as exempt from VAT. The buyer is then subject to output VAT on the transaction in the buyer's own EU member state. In some cases, the buyer is entitled to recover the amount of the output VAT as input VAT.

In the J.D. Edwards Accounts Payable system, you record the VAT on these transactions by setting up a tax rate/area for intra-community VAT. The VAT payable is compensated with the VAT receivable, and both amounts must be shown in the relevant reports. The reports must also show the transactions that were exempt from VAT.

To qualify for the Intra-Community VAT exemption, the buyer's VAT registration number, including the European Union Member State National Identification Number, must be quoted on the supplier's invoice.

### Reporting Considerations

You must print the information for sales and purchases that are subject to intra-community VAT on separate VAT reports. To report on intra-community VAT separately, use data selection to select transactions with the tax rate/area for intra-community VAT.

### See Also

- Tax Rates for Intra-Community VAT*

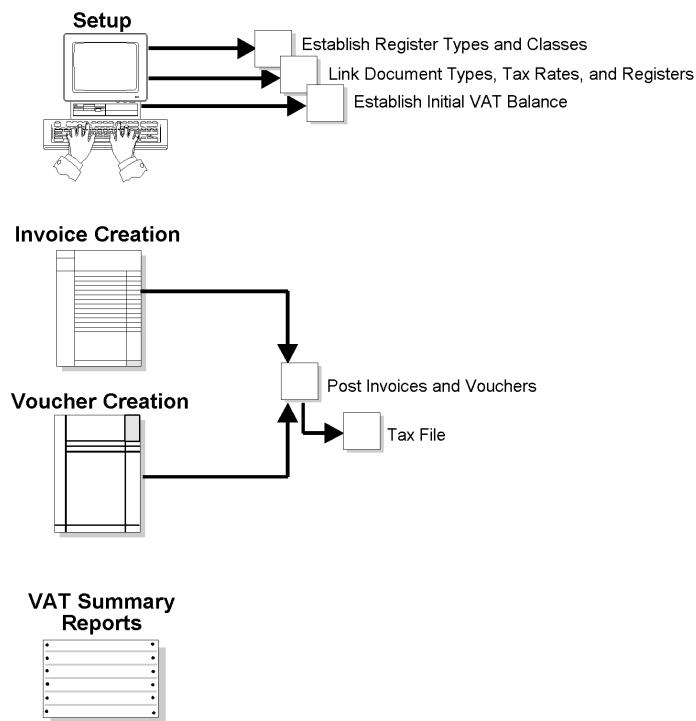
## Summary VAT

In Italy, the government requires businesses to report VAT on accounts receivable and accounts payable transactions. You can meet this reporting requirement by assigning a register type and class to each transaction.

Assigning register types and classes lets you group VAT information on the summary VAT report. The summary VAT report groups information based on register class, then register type, and then tax rate. For example, the information that is grouped under the registration

class for sales might include register types for sales that are VAT taxable and sales that are VAT exempt. Information within those register types would be summarized by tax rate.

The following graphic illustrates how you use J.D. Edwards software to process summary VAT:



## Setting Up Register Types and Classes for Summary VAT

To report on summarized VAT, you must set up register types and classes to track and report VAT tax in a summarized format. Then create a link between the register types and classes, and the appropriate type of transaction (document type).

You specify different register classes for sales and purchases. Register types are subsets of register classes. For example, the register types for a sales register class might include:

- Sales within Italy
- Sales within the EU
- Sales outside the EU

When you link register types and classes to document types, you establish and maintain the relationships among document types, VAT rates, register types, and classes. You can use these relationships to create summarized VAT reports.

## Before You Begin

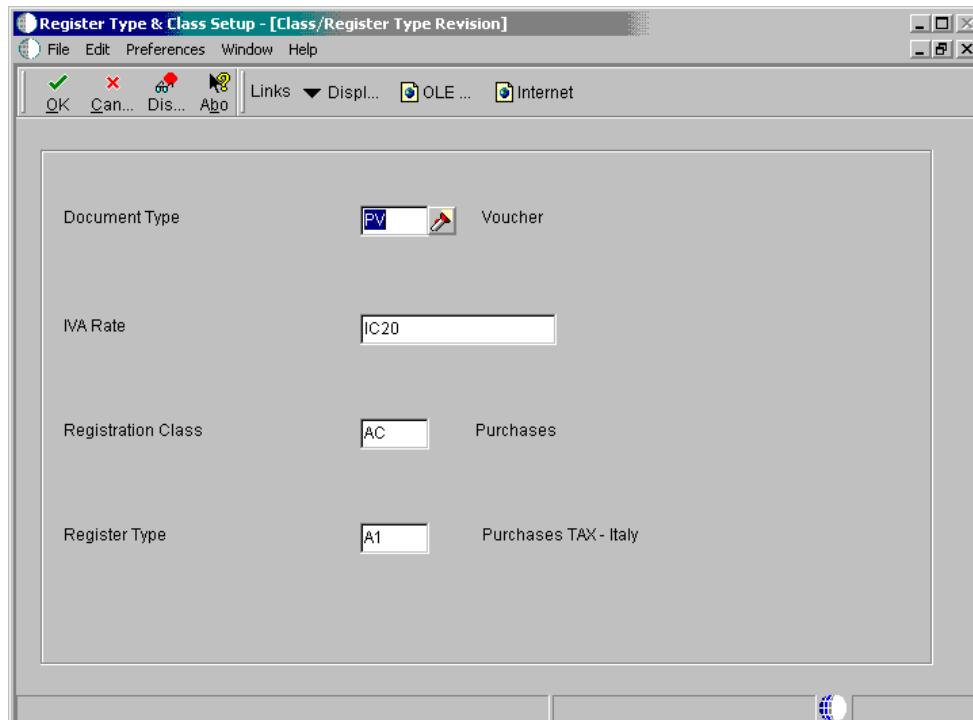
- ❑ Set up user defined codes for register classes (system 74, type 01) and register types (system 74, type 02). See *Setting Up User Defined Codes*.

### ► To set up register types and classes for summary VAT

---

*From the Additional Italian Tax Processing menu (G002131), choose Register Type & Class Setup.*

1. On Work With Class/Register Types, click Add.



2. On Class/Register Type Revision, complete the following fields and click OK:

- Document Type
- IVA Rate
- Registration Class
- Register Type

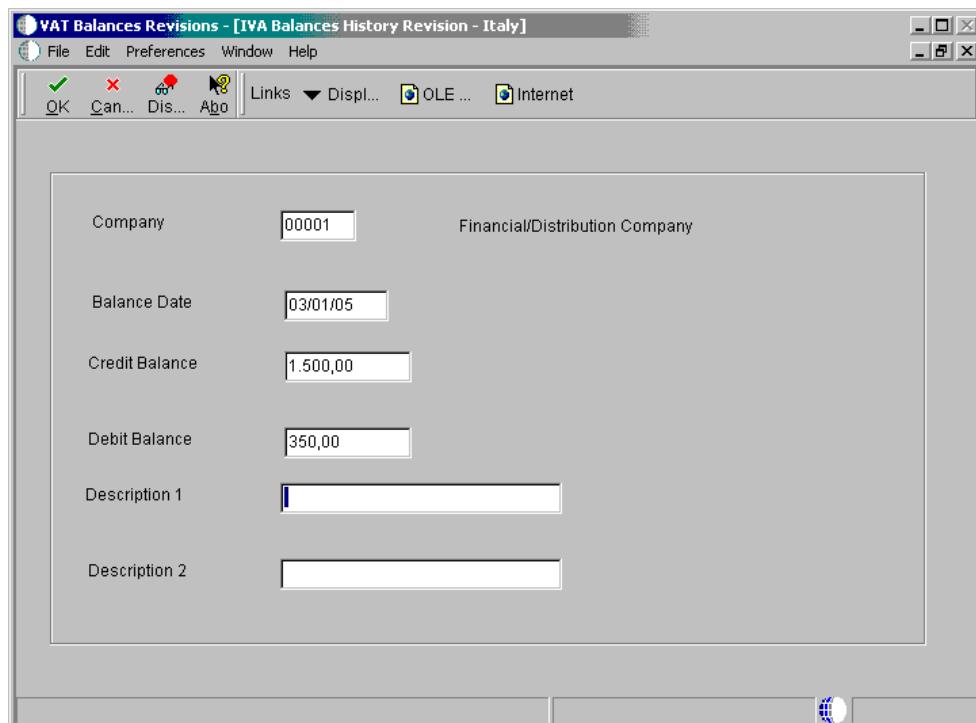
## Establishing an Initial VAT Balance

You can use IVA Balances Revisions to establish an initial VAT balance, or to review and revise the VAT balances that print on your summarized VAT report.

## ► To establish an initial VAT balance

From the Additional Italian Tax Processing menu (G002131), choose VAT Balances Revisions.

1. On Work With IVA Balances History - Italy, click Add.



2. On IVA Balances History Revision - Italy, complete any of the following fields and click OK:

- Credit Balance
- Debit Balance
- Description 1
- Description 2

## Entering Journal Entries with Tax

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

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

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

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

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

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

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

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

---

#### Note

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

- V  
This code identifies the account entered in the Journal Entries with VAT program (P09106) that has tax information specified.
  - T  
This code identifies the entry to the tax account that the system creates based on the AAI item GTxxxx.
  - O  
This code identifies the offset account entered in the Journal Entries with VAT program (P09106).
-

## Example: Journal Entry with Tax

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

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

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

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

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

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

### Before You Begin

- Set up the general accounting tax AAIs.

### See Also

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

### ► To enter journal entries with tax

---

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

1. On Work with Journal Entries with VAT, click Add.
2. On Journal Entries with VAT, complete the following fields:
  - G/L Date
  - Explanation
3. Complete the following optional field in the header area:

- Address Number

4. Complete the following fields for each G/L distribution with tax:

- Account Number

- Tx Ex

You must use V.

- Tax Area

5. Complete one of the following the fields:

- Taxable Amount

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

- Gross Amount

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

6. If necessary, complete the following field in the detail area:

- Address Number

7. Review the calculated tax in the following field:

- Tax

If you change the tax amount, the system validates your change against the Tax Rules. See *Setting Up Tax Rules*.

8. Complete the G/L distribution for offsetting entries as needed.

#### **Note**

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

9. Click OK.

#### **► To enter a tax-only journal entry**

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

1. On Work with Journal Entries with VAT, click Add.

2. On Journal Entries with VAT, complete the following fields:

- G/L Date

- Explanation

3. Complete the following optional field in the header area:
  - Address Number
4. Complete the following fields for the tax-only G/L distribution:
  - Account Number
  - Tx Ex

You must use VT.

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

## **Processing Options for Journal Entries with VAT (P09106)**

---

### Batch Type

1. Enter a default batch type

### Batch Type

#### Addr # Required

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

### Address Book Number

### MBF Version

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

### Version

---

## **Entering VAT-Only Vouchers for the Customs Authority (Bolle doganali)**

In Italy, goods imported from outside the EU are subject to VAT. The Italian Customs Authority assesses VAT on goods imported from outside the EU at the relevant Italian domestic rate. To pay the required VAT, set up the Customs Authority as an address book record with a person/corporation code of 5 (customs authority). You can pay this type of VAT by creating VAT-only vouchers for the Customs Authority.

Normally in Italy, different document types are used for VAT-only vouchers and standard vouchers. The same next numbers are used for both types of vouchers, and both are printed sequentially on the A/R - A/P IVA Tax Report - Italy (R004051). Alternatively, you can print VAT-only vouchers separately on the A/R - A/P IVA Tax Report - Italy and with a separate numbering scheme. To do this procedure, set up next numbers by document type and print the A/R - A/P IVA Tax Report - Italy by document type.

Set up a special version of the A/P Standard Voucher Entry program (P0411) to process VAT-only vouchers. Use the processing options for the program to default a specific document type for VAT-only vouchers.

---

**Note**

You do not have to set up a special version of the Voucher Entry program if your company decides to use the same next number (Same As) for VAT-only vouchers and standard vouchers.

---

When you enter VAT-only vouchers for A/P, use the tax explanation code of VT. You can enter the tax amount with the gross amount that is equal to the tax amount for vouchers with a tax explanation code of VT.

You enter two types of VAT-only vouchers:

- Vouchers with VAT payment by Carrier/Customs Agency
- Vouchers with VAT payment directly to the Customs Authority

For VAT-only vouchers with VAT payment by carrier or customs agency, the entries are posted as follows:

**VAT-only vouchers**      DR - VAT Recoverable account  
                                  CR - Payable to VAT-only vouchers account

**Customs agency voucher**      DR - VAT Transit account  
                                  DR - VAT Recoverable account  
                                  CR - Debt to Customs Agency account  
                                  DR - Customs Expenses account

**Close the VAT-only voucher**      DR - Payable to VAT-only voucher account  
                                  CR - VAT Transit account

**Note**

You create the entries to close the VAT-only voucher through the manual or automatic payment process. To do this procedure, replace the bank account with the VAT Transit account that was previously debited when the Customs Agency voucher was posted.

For VAT-only vouchers with VAT payment directly to the Customs Authority, the entries are posted as follows:

**VAT-only vouchers**      DR - VAT Recoverable account  
                                  CR - Payable to VAT-only voucher account

**Payment to the Customs Authority**      DR - Payable to VAT-only voucher account  
                                  CR - Bank account

**Close the VAT-only voucher**      DR - Payable to VAT-only voucher account  
                                  CR - VAT Transit account

## Printing Monthly VAT Reports

From the Italian VAT Processing menu (G00213), choose Monthly VAT Report.

In Italy, businesses are required to print monthly reports to document accounts payable and accounts receivable VAT. The report must be printed on a form following the guidelines of art. 27 of the DPR 26 ottobre 1972 n.633.

You use the processing options on the Monthly VAT Report to create both an Accounts Payable and an Accounts Receivable version of the report. You should run both reports monthly.

You also need to indicate which rate from your Intra-Community VAT tax rate/area is included on the report. On the Accounts Payable version, include the positive tax rate. On the Accounts Receivable version, include the negative tax rate.

### See Also

- Intra-Community VAT*

## Processing Options for Monthly VAT Report (R004051)

---

### Mode

1. Enter a '1' to run the report in Final Mode. Leave blank to run the report in Proof mode

### Final or Proof Mode

### Dates

1. Enter the From and Through G/L Dates below. Blank will use the system date as the through date.

### From G/L Date

### Through G/L Date

### Print

1. Enter a '1' to have the report skip 2 lines when document numbers are not sequential or when G/L dates are not sequential.

### Sequential Numbers and Dates

2. Enter a '1' to suppress report headings and page numbers. Default of blank will print headings and page numbers.

### Suppress Header

3. Enter a '1' to print the document type description from user defined codes instead of invoice remark.

### Document Description

### Page Numbers

1. Enter the Year and the Start Number to format the numbering of the pages of the report.

### Fiscal Year

Blank = Print runtime page numbers if report heading is not suppressed

### Start Number

Blank = Print runtime page numbers if report heading is not suppressed

### Form

1. Enter a '1' for A/P VAT Report. Default of blank will print A/R VAT Report. NOTE: version selection for Batch Type should be different for A/R and A/P reports.

### A/P or A/R Form

2. Enter a '1' to reverse the sign of the transaction. Select whether to reverse the sign for A/R or A/P in Processing Option 1.

### Reverse Sign

3. Select the Tax Rate for Intra-community VAT you want to print on the report.

This depends if you are running the A/R version (Input VAT - minus sign) or if you are running the A/P version (Output VAT - plus sign).

Blank prints the Tax Rate you entered on line 1 of Tax Rate/Area Revision

1 prints the Tax Rate you entered on line 2 of Tax Rate/Area Revision

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Blank - Tax Rate Line 1

1 - Tax Rate Line 2

Currency

1. Enter the Currency Code for As-If currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.
  2. Enter the As-Of date for processing the current rate for the as-if currency. If left blank, the system date will be used.
- 

## Printing the Summary VAT Report

From the Additional Italian Tax Processing menu (G002131), choose Print VAT Summary Reports.

To review the total amount of VAT that is due to the Italian government, print the summary VAT report. The report prints VAT totals by:

- Register type
- Register class
- Previous balance

When you print the summary VAT report, the system:

- Creates a temporary workfile (F74093), based on the links that you establish for document type, register class, and register; and for the information in the Sales/Use/VAT Tax table (F0018).
- Prints an error report that lists records from the Sales/Use/VAT Tax table that do not include register type or register class information.
- Prints the summary VAT report.

## Rounding Considerations

Rounded lira amounts are reported in thousand lira increments. The rounding logic for the summary VAT report program is hardcoded as follows:

- If the last three digits of the total amount are greater than or equal to 500, then the rounding amount is the result of the subtraction of this value from the upper 1000 liras. For example, if the total is 1.154.750, the rounding amount is 250 and the total VAT to pay is 1.155.000.
- If the last three digits of the total amount are lower than or equal to 500, then the rounding amount is the difference between this value and the lower 1000 liras. For example, if the total is 1.154.350, the rounding amount is 350 and the total VAT to pay is 1.154.000.

---

### Note

Italian laws state that the invoice must include the VAT amount. The VAT amount must be rounded to the lira if it includes fractions. Although the law does not identify the rounding method to use, the common and current interpretation of the law is that mathematical rounding should be used to round to the nearest lira. This interpretation is supported by the

laws regarding the payment and collection of VAT, which state that the amount should be rounded to the nearest thousand lira, as described above. J.D. Edwards supports this method of rounding.

---

### Date Ranges

The beginning date of the date range that is specified in the processing options for the summary VAT report (R74093) must be one day later than the most recent record in the summary VAT workfile (F74093). If you are running the summary VAT report for the first time, the beginning date must be one day later than the date of the initial VAT balance.

### Intra-Community VAT Summary Report

You must print the information for sales and purchases that are subject to intra-community VAT on separate sections of the summary VAT report. To separate intra-community VAT on the report, you must set up a register type and class for the intra-community VAT tax rate/area and document type.

To report the offset intra-community VAT, you need to indicate which rate from your Intra-Community VAT tax rate/area includes the negative tax rate.

### Before You Begin

- Establish the relationships between your document types, and register types and classes. See *Setting Up Register Types and Classes for Summary VAT*.
- Establish an initial VAT balance. See *Establishing an Initial VAT Balance*.

### See Also

- Intra-Community VAT*

## Processing Options for Print VAT Summary Report (R74093)

---

### Date Range

Enter the date range

### From date

### Thru date

### Company

Enter the Company as your Data Selection

### Company

### Proof or Final

Enter a '1' to run in final mode, leave blank or anything else to run in proof mode.

### Proof or Final Mode

### Page Numbers

1. Enter the Year and the Start Number to format the numbering of the pages of the report.

### Fiscal Year

Blank = Print runtime page numbers

Start Number

Blank = Print runtime page numbers

### Print Options

1. Enter a '1' to use the thru date as the report header. If left blank or anything else, the standard JDE report header will be used.

### Print Header Option

---

2. Enter the Tax Rate, Register Class and Register Type for Payable Intra-Community Offset VAT.

Blank - Tax Rate 1

1 - Tax Rate 2

VAT Register Class

VAT Register Type

Suppress Sign

Enter a '1' if you would like to suppress the printing of the negative sign. If left blank or anything else the sign will be printed.

Suppress the printing of the negative sign

Currency

1. Enter the Currency Code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.

2. Enter the As-of date for processing the current rate for the as-if currency. If left blank, the system date will be used.

---

## Printing the VAT by Tax Area Code Report

From the Italian VAT Processing menu (G00213), choose VAT Report by Tax Area Code.

In Italy, businesses are required to print a report of VAT by Tax Area Code. The report must print the VAT for Accounts Payable and Accounts Receivable in two separate columns. In addition, the report must be printed on a special legal form that is prenumbered and approved by the Tax Authorities.

## Processing Options for VAT Report by Tax Area Code (R00400)

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G/L Date

Enter the From and Through G/L Dates:

From Date

Through Date

Print Option

Enter '1' to suppress report headings and page numbers. If left blank page headings will be printed.

Suppress page headings

Blank Line

Enter '1' to insert a blank line when Tax Area Codes are skipped.

Insert a Blank Line

Reverse Sign

Enter '1' to reverse the sign on A/R transactions.

Reverse the Sign Option

---

## Working with Annual VAT Reporting

Businesses in Italy are required to complete annual VAT reports. The report can be submitted to the tax authorities on paper or electronically, but it must conform to the legally required format.

Annual VAT reports include summarized VAT information from customer invoice and supplier voucher records. The information must be summarized by the supplier or customer tax identification number. The system creates a cumulative record for customers or suppliers who have the same tax identification number, as in the case of a parent businesses with subsidiaries.

The system stores summarized VAT information by supplier and customer in the Year-End VAT Revision - Italy table (F00900). The Year-End VAT Revision table is based on the Sales/Use/VAT Tax table (F0018), which includes all of the detailed VAT information for invoices and vouchers.

You can distinguish supplier vouchers and customer invoices in the Sales/Use/VAT Tax table by the Batch Type. You distinguish supplier vouchers and customer invoices in the Year-End VAT Revision - Italy table by Information Type.

The system uses the user defined codes table 00/IV (VAT codes) to determine whether amounts are considered taxable, nontaxable, or excluded. Records that include VAT codes that are not defined on the table are considered non-VAT. The system does not include these records in the Year-End VAT Revision - Italy table.

The Year-End VAT Revision - Italy table includes the following information for each customer and supplier:

- Total number of invoices or vouchers
- Total taxable amount
- Total tax amount
- Total nontaxable amount
- Total nontaxable "8 comma 2" (suppliers only)

You can update the summarized VAT information in the table by using a batch program or by manually entering each record. You can also revise summarized VAT information.

## **Creating the Year-End VAT Table**

From the Italian VAT Processing menu (G00213), choose Annual VAT File Build.

To create the Year-End VAT Revision - Italy table (F00900), run the Batch Year-end IVA File Creation - Italy program (R00911). The system summarizes the information in the Sales/Use/VAT Tax table (F0018) by invoice or voucher, based on the current year that you define in the processing options. You can run this program once a year or as many times as you need to update the records in the Year-End VAT Revision - Italy table.

### **Processing Options for Annual VAT File Build (R00911)**

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#### **Year-End VAT**

1. Enter a '1' to specify customers.

Enter a '2' to specify Suppliers and Custom Authorities.

Caution: Only '1' and '2' are valid entries.

Blank will default in a value of '1' for Customers.

2. Enter a '1' to clear the Annual IVA File (F00900). If left blank this file will be updated.

Caution: This processing option should be set to clear the file only once per year.

#### **Currency**

1. Enter the Currency Code for as-if currency reporting. This option allows for amounts to be translated and stored into F00900 in a currency other than the currency they are stored in. If left blank, amounts will be stored into F00900 in their database currency.

2. Enter the As-Of date for processing the current rate for the as-if currency. If left blank, the system date will be used.

---

## **Printing the Annual VAT Control Report**

From the Italian VAT Processing menu (G00213), choose Annual VAT Control Reports.

Print the Annual VAT Control Report to review a paper copy of the information in the Year-End VAT Revision - Italy table (F00900) before you transfer the Annual VAT Report to tape or print the Annual VAT Report on special forms.

You can use the control report to simulate figures as they will be printed on the special form or on a tape. You can also use the report to verify that the amounts in the Year-End VAT Revision - Italy table correspond to the amounts in the Sales/Use/VAT Tax table (F0018).

### **Processing Options for Annual VAT Control Reports (R00910)**

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#### Scaling Factor

Enter a "1" if you want to use the scaling factor of 1000. Default of blank will not use a scaling factor.

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## **Revising Annual VAT Information**

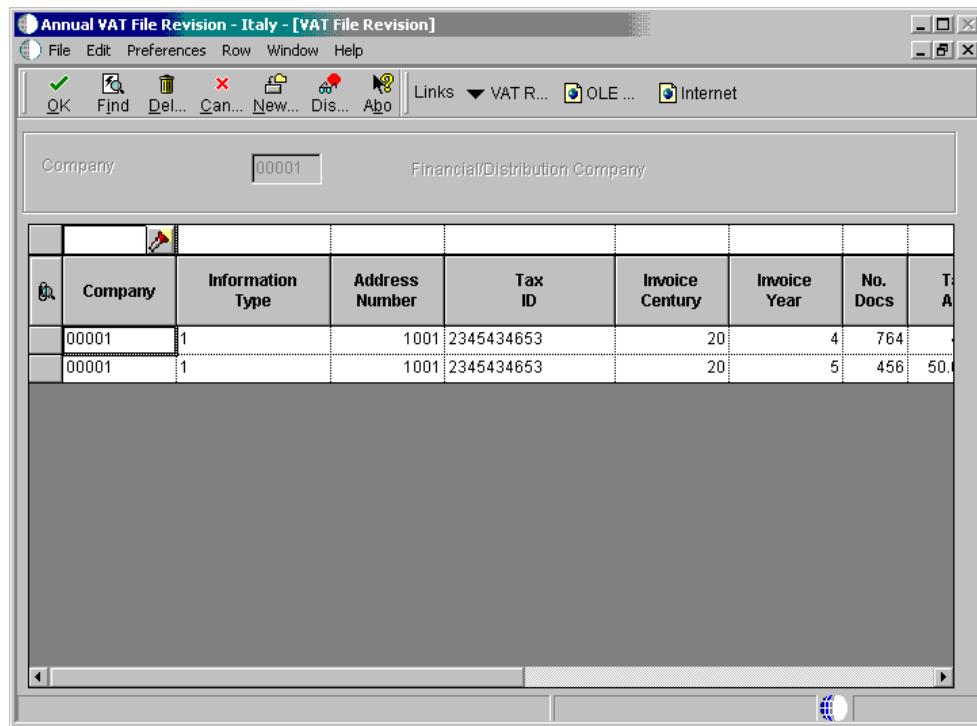
In exceptional cases, you might need to revise existing records or create new records in the Annual VAT Ledger table.

### **► To revise annual VAT information**

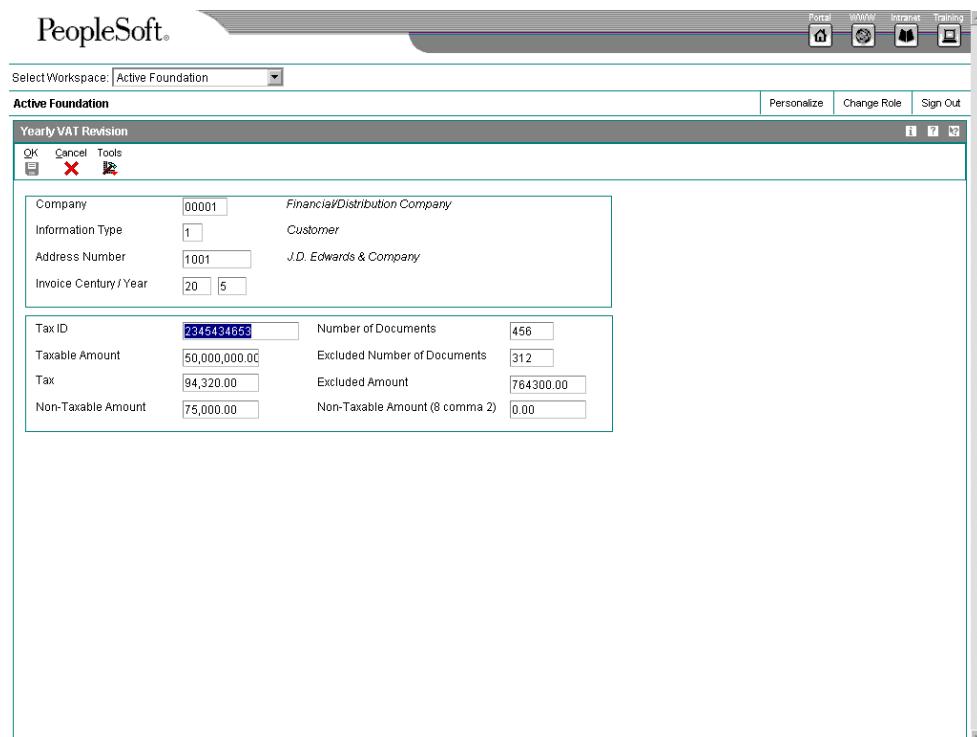
---

*From the Italian VAT Processing menu (G00213), choose Annual VAT File Revision - Italy.*

1. On Work With Yearly VAT Details, click Find.
2. Choose a record and click Select.



3. On VAT File Revision, choose a row in the detail area, and then choose VAT Revision from the Row menu.



4. On Yearly VAT Revision, revise the information in any of the following fields and click OK:
  - Taxable Amount
  - Tax
  - Non-Taxable Amount
  - Number of Documents
  - Excluded Number of Documents
  - Excluded Amount
  - Non-Taxable Amount (8 comma 2)

## **Creating the Year-End VAT Tape**

From the Italian VAT Processing menu (G00213), choose Year-end VAT Output File Generation - Italy.

Run the Year-End VAT Tape Creation program to transfer the information from the Year-End VAT Revision - Italy table to a file that you can copy to a tape in the format that is required by the tax authorities in Italy. If you decide to transfer the information to tape, you do not have to print the special form reports for suppliers and customers.

### **Processing Options for Year-End VAT Output File Generation – Italy (R00918)**

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R00918

1. Enter the year to process. This will determine the selection of records based on Invoice Date.

Century

Year

2. Enter the address book line to be used for continuation of the name.

3. Enter the address book line to be used for street information.

4. Enter the code to be used for Person/Corporation Tax Code.

5. Enter the appropriate number to designate the tape density.

'1' - 800 bpi

'2' - 1600 bpi

'3' - 6250 bpi

---

## **Printing Annual VAT Reports for Customers and Suppliers**

From the Italian VAT Processing menu (G00213), choose A/R Annual Report Customer Format - Italy or A/P Annual Rpt Supplier Format - Italy.

You can submit print copies of the annual VAT reports for customers and suppliers. You do not have to print paper copies of the annual VAT reports if you submit the reports on tape. To print copies of the annual VAT reports, run the Supplier VAT Form and the Customer VAT Form programs.

The annual VAT reports for suppliers and customers include the following information:

- Supplier or customer name
- Street
- Postal Code
- City
- Province
- Tax Identification Number
- Total taxable amount of vouchers or invoices for the current year
- Total taxable amount of vouchers or invoices for the previous year
- Total tax amount of voucher or invoices for the current year
- Total tax amount of voucher or invoices for the previous year
- Total nontaxable amount of vouchers or invoices for the current year
- Total nontaxable amount of vouchers or invoices for the previous year

#### **Processing Options for A/R Annual Report Customer Format – Italy (R00916)**

---

##### Dates

1. Enter the year to process. This will determine the selection of records based on invoice.

##### Century

##### Year

##### A/B

2. Enter the address book line number to be printed for continuation of the name.

3. Enter address book line to be used for street information.

##### Header

4. Enter the information to be printed at the top of the form.

##### Enter Person/Corporation Code

##### Enter Business Information

##### Enter Company Business

---

#### **Processing Options for A/P Annual Rpt Supplier Format – Italy (R00917)**

---

##### Date

##### Century

##### Effective Year

Enter the year to process. This will determine the selection of records based on Invoice date.

##### Address

Enter the address book line to be used for continuation of the name. Blank will default to the current setup which means there is no additional line for continuation of the name.

Enter the address book line to be used for street information. Blank will default to the address line 1.

##### Tax Information

Enter the information to be printed on the top of the form.

##### Personal/Corp. Code

##### Business Information

##### Company Business

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## Working with Suspended VAT

Italian law allows businesses that sell goods to certain government-owned or controlled institutions, such as hospitals and schools, to defer the booking of VAT payable until receipt of complete or partial payment for the invoice. Instead of booking VAT to an active VAT payable account at the time of the sale, the business must hold the VAT in suspense until payment is received. Typically, invoices that are subject to suspended VAT are for large amounts that are paid in installments over a long period of time.

In Italy, businesses report and remit VAT to the government on a periodic basis. The amount that a business owes is calculated as the difference between the VAT payable (generated in the Accounts Receivable system) and the VAT recoverable (generated in the Accounts Payable system) amounts.

You must report on suspended VAT, in addition to VAT payable and VAT recoverable. When the suspended VAT is realized, it becomes VAT payable and is reported as such.

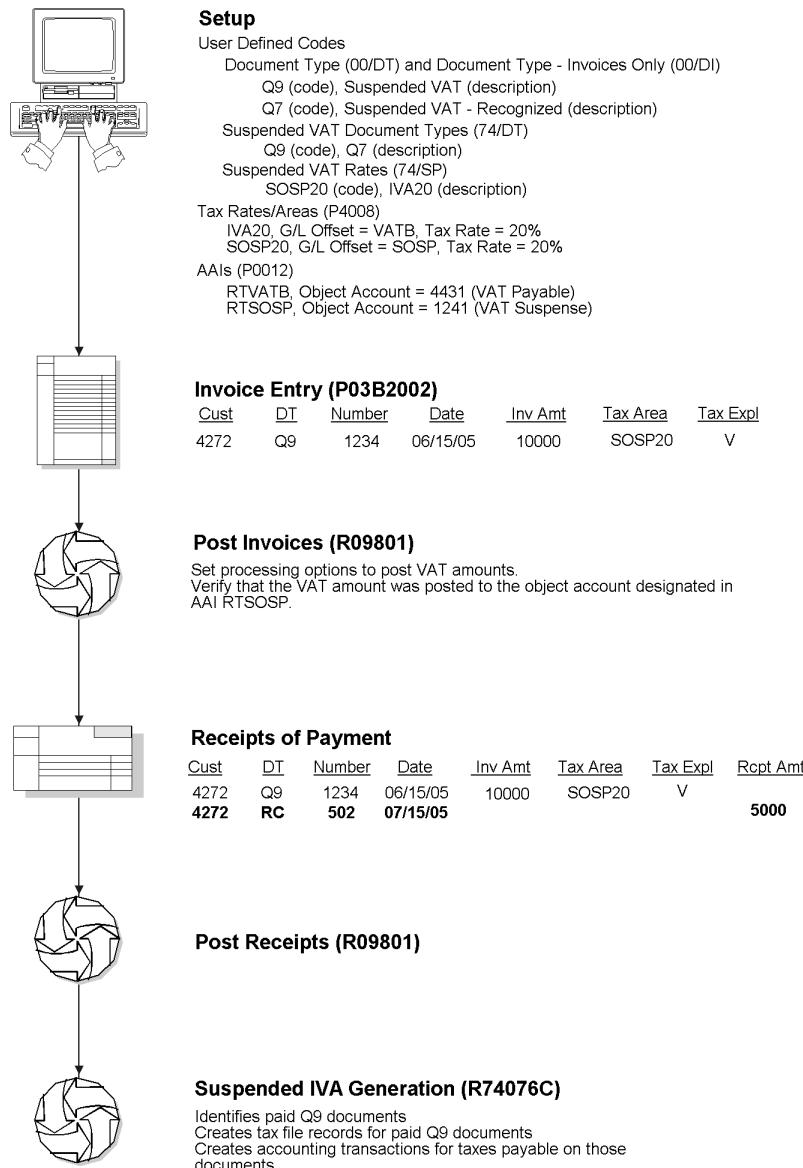
You can use J.D. Edwards localized software for suspended VAT to:

- Identify which transactions are subject to suspended VAT.
- Calculate and print VAT payable at the time of invoicing.
- Hold the VAT payable in a suspense account until payment is received.
- Generate the appropriate accounting transactions when payment is received.
- Report on both VAT payable and suspended VAT.

To process suspended VAT for Italy:

1. Enter invoices that are subject to suspended VAT with a special tax rate/area (for example, SOSP20) and a special document type (for example, Q9) for suspended VAT.
2. Post the invoices. The tax amount is posted to a special suspended VAT account.
3. Enter receipts, selecting the invoices that are subject to suspended VAT and have received payment.
4. Post the receipts.
5. Run the Suspended IVA - Receipts/Rebates Control Reports program (R74076C) to create journal entries to reclassify the suspended VAT amount as a recognized VAT in a VAT payable account.

The following graphic illustrates the suspended VAT process:



## Euro Considerations for Suspended VAT

The Sales/Use/VAT Tax table (F0018) does not have its own euro conversion program. The records in the Sales/Use/VAT Tax table are converted when you run the euro conversion programs for the Customer Ledger (F03B11), the Accounts Payable Ledger (F0411), and the Account Ledger (F0911).

When you run the euro conversion program for the Customer Ledger, the system converts related records for the suspended VAT document type (Q9) in the Sales/Use/VAT Tax table as long as the tax amount field (RPSTAM) is populated in the Customer Ledger.

When you run the euro conversion program for the Account Ledger, the system converts related records for the suspended VAT-recognized document type (Q7) in the Sales/Use/VAT Tax table.

### **Multicurrency Considerations for Suspended VAT**

The Suspended IVA - Receipts/Rebate Control Reports program (R74076C) has been updated to create journal entries with the suspended VAT-recognized document type (Q7) in the CA ledger as well as in the AA ledger when payment is received for an invoice with the suspended VAT document type (Q9).

## **Generating Suspended VAT Amounts**

From the Additional Italian Tax Processing menu (G002131), choose Suspended VAT Generation.

You must identify and account for customer payments that are subject to suspended VAT. To do this procedure, run the Suspended VAT Generation program. When you run this program, the system:

- Selects only records in the Accounts Receivable Ledger (F03B11) that are subject to suspended VAT and that do not have corresponding records in the Suspended VAT Detail table (F743B14I). Records in the Accounts Receivable Ledger that are subject to suspended VAT have a specific user-defined document type.
- Creates a record in the Suspended VAT Detail table (F743B14I).
- Creates an internal document in the Sales/Use/VAT Tax table (F0018) with a specific user-defined document type for suspended VAT-recognized. The program uses the values in UDC 74/DT to determine the association between the suspended VAT document type and the suspended VAT-recognized document type. The new document uses the tax code to recognize VAT, based on the tax rates and areas that you set up for your system. The program uses the values in UDC 74/SP to determine the association between the suspended VAT code and the recognized VAT tax code.
- Creates journal entries in the Account Ledger (F0911). The journal entries debit the VAT suspense account and credit the VAT payable account.

The system also prints an internal control document that you can use as an audit trail of the new, system-generated entries in the Sales/Use/VAT Tax table (F0018). The control document includes the following information:

- Invoice header with supplier address
- Identifier of the internal document (type, number, and G/L date)
- Suspense invoice reference (type, number, and G/L date)
- Totals by VAT rate, taxable amount, and tax
- Internal document totals

### **Data Selection**

Use data selection on the Suspended VAT Generation program to select only those documents with the suspended VAT document type.

## **Before You Begin**

- Define suspended VAT and suspended VAT-recognized document types in UDC 00/DT and UDC 00/DI.
- Cross-reference the suspended VAT and suspended VAT-recognized document types in UDC 74/DT.
- Set up a tax rate/area for suspended VAT. See *Setting Up a Tax Rate/Area for Suspended VAT*.
- Cross-reference the suspended VAT and VAT payable tax rates on UDC 74/SP.
- Set up automatic accounting instruction RTxxxx for the G/L offset on the suspended VAT tax rate.
- Link your customers to the suspended VAT G/L Offset account by assigning them the suspended VAT tax rate to them. See *Creating Customer Records* in the *Accounts Receivable Guide*.
- Post all outstanding transactions.

## **Processing Options for Suspended VAT Generation (R74076C)**

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### **As Of Date**

1. Enter the As OF G/L date. The receipts/rebates on vouchers with suspense IVA before this date will be included in the generation of new documents. If blank, the current system date will be used.

### **G/L Date**

2. Enter the G/L Date to use to generate the documents with debit IVA. If blank, the receipt G/L date will be used.

### **Doc Generation**

3. Enter '1' to run the document generation. If left blank only the controls will be performed with the relative notification.

4. Enter '1' if a new document number is to be assigned, based on document type. If blank the old document number will be maintained.

### **Ledger Type**

5. Enter the Ledger Type to post new generated documents. If left blank 'AA' will be used.

### **Versions**

6. Enter a '1' if you want to automatically post the newly generated documents. If blank the newly generated documents will not be posted.

7. Enter the version of the Posting UBE to be submitted. If blank ZJDE0001 version will be submitted.

8. Enter a '1' if you want to automatically submit the Internal Document print. If blank the Internal Document print will not be submitted.

9. Enter the version of the Internal Document print. If blank the ZJDE0001 version will be submitted.

---

## **Printing the Open Suspended VAT Invoice Listing**

From the Additional Italian Tax Processing menu (G002131), choose Invoice List Control Report.

You can print a list of suspended VAT invoices that still need to be paid by printing the Invoice List Control report. When you print the report, the system verifies that the invoice has not been paid on the "as of" date that you specify for the report. The system then calculates the open amount.

For each invoice, the report lists the following information:

- Identifying data (date, number, and pay item)
- VAT rate

- Original credit amounts (taxable, tax, and total)
- Advance receipts amounts and credit notes to be debited (taxable, tax, and total)

### **Processing Options for Invoice List Control Report (R74079)**

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#### **As Of Date**

As of Date: Enter the As of Date. If Left Blank System Date Will Be Use.

#### **Currency**

1. Enter the Currency Code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.
  2. Enter the As-Of date for processing the current rate for the as-if currency. If left blank, the system date will be used.
- 

### **Printing the Monthly Suspended VAT Report**

From the Additional Italian Tax Processing menu (G002131), choose Monthly Suspended VAT Report.

The Monthly Suspended VAT report is the same Monthly VAT report that you run to report on all types of VAT. To run the report for suspended VAT, use data selection to select only documents with the document type for suspended VAT. To run the report for non-suspended or recognized VAT, use data selection to select all documents except those with the document type for suspended VAT.

#### **See Also**

- Printing Monthly VAT Reports* for more information on the A/R - A/P IVA Tax Report - Italy (R004051), including the processing options for the report

### **Working with the VAT Ceiling**

The VAT ceiling is an annual limit that exempts a company from VAT on the portion of their invoices that are below the limit. Companies that sell more than a specific percentage of their total produce outside of their own country are eligible for the VAT ceiling. Companies that are eligible for the VAT ceiling should notify suppliers not to include VAT on their invoices. Once the year-to-date total of the company's invoices reaches the VAT ceiling, the company should notify its suppliers to begin including VAT again.

In some countries, such as Italy, the VAT ceiling limit, as well as eligibility requirements, are set by the government.

You can use the J.D. Edwards localized solution for the VAT ceiling to:

- Determine eligibility for the VAT ceiling.
- Calculate the VAT ceiling annual limit.
- Monitor the use of the VAT ceiling during the year.
- Produce a monthly report. You can use this report to complete a legal register, if necessary

- Send a workflow message to the appropriate manager when the VAT ceiling amount that is available at the end of a month is within a threshold percentage that you define. The manager can then notify your suppliers to include VAT on their invoices.

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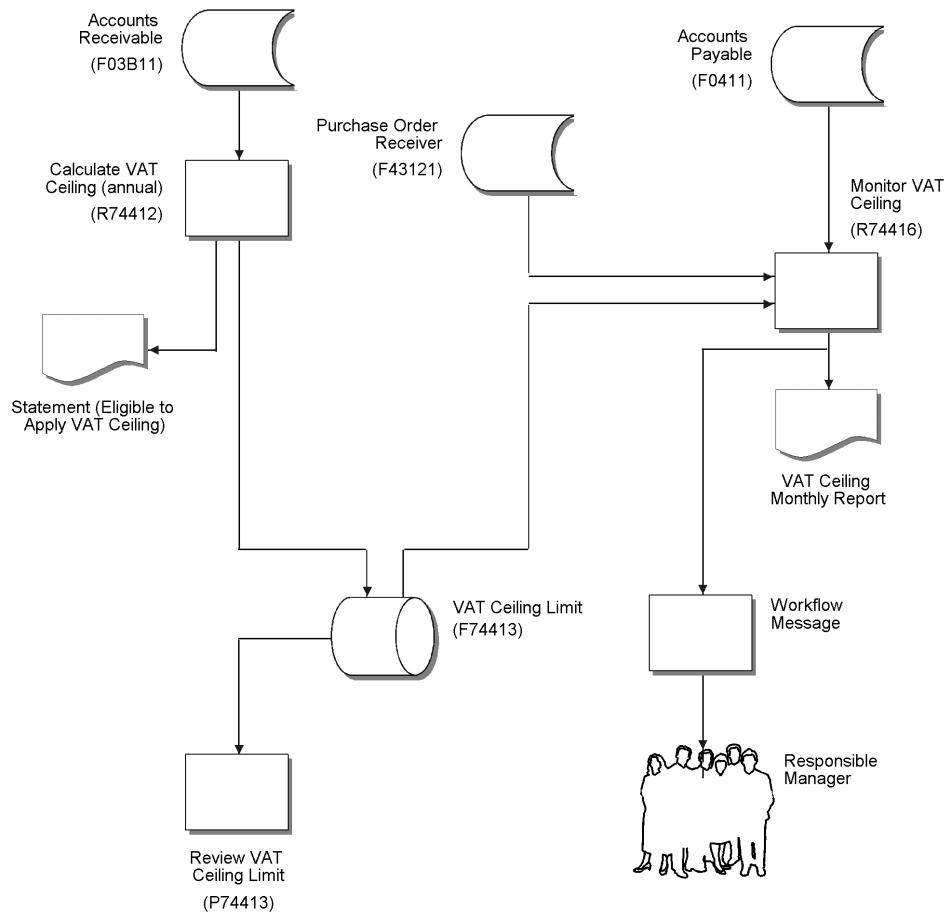
#### Note

To use J.D. Edwards VAT ceiling features to meet legal requirements, you must use both the Accounts Payable and Purchasing systems. If you are not using the Purchasing system, you can use a processing option on the Monitor VAT Ceiling program (R74416) to bypass the Purchasing system. However, if you bypass the Purchasing system, the system gives only an estimate of the VAT ceiling use during the year. The amounts are not legally acceptable and should *not* be entered in a legal VAT ceiling register.

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If your organization is divided into different companies within the J.D. Edwards system, you should consolidate those companies under a parent company for purposes of the VAT ceiling. You can use the Default Company processing option on the Calculate VAT Ceiling program (R74412) and the Company processing option on the Monitor VAT Ceiling program (R74416) to enter the name of the parent company. If you do not complete these processing options, the system does not consolidate companies and calculate the VAT ceiling for each company within the J.D. Edwards system.

The following graphic illustrates the VAT ceiling process:



## Italian VAT Ceiling Requirements

Companies in Italy that sell more than 10 percent of their total produce outside of Italy can purchase goods and services from their suppliers without having to apply VAT within the limits of the VAT ceiling amount. The VAT ceiling amount is calculated on an annual basis and corresponds to the amount of export operations (goods and services) sold by the company during the previous year.

### Legal Reporting Requirements

Italian legislation requires that you enter data in a legal register within the end of the second month following the month on which you are reporting. For example, you can obtain these data by running the Monitor VAT Ceiling report (R74416) for the month of May at the end of July, then run it again for the month of June at the end of August, and so on.

A supplier can send you a voucher by the 20th of the month following the month in which the goods were delivered. For this reason, you should wait until the last days of the two-month-long grace period for registering VAT ceiling data to run the Monitor VAT Ceiling report in

final mode so that you have the most accurate data that is possible. If you wait until this time to run the report in final mode, the "Received not vouchered" amount should equal zero.

## Determining Eligibility for the VAT Ceiling

*From the Italian VAT Processing menu (G00213), choose Calculate VAT Ceiling.*

You can run the Calculate VAT Ceiling report at the beginning of each year to determine if you are eligible for the VAT ceiling, based on your previous year's sales, and to record the VAT ceiling limit for the coming year.

To determine your eligibility, the system uses the information in the Customer Ledger table (F03B11) to perform the following calculations:

- The gross amount for all invoices between the dates that you specified in the processing options
- The gross amount for all foreign invoices between the dates that you specified in the processing options
- The percentage of all foreign invoices

The system produces a report that indicates whether you are eligible for the VAT ceiling, based on the percentage of foreign invoices.

If you are eligible for the VAT ceiling, the system calculates the initial VAT ceiling limit. The initial VAT ceiling limit is the total amount of vouchers that will be exempt from VAT.

The system stores the initial VAT ceiling limit in the VAT Ceiling Limits table (F74413).

## Processing Options for Calculate VAT Ceiling (R74412)

### Display Tab

Use these processing options to specify the G/L date range of the invoice records to be examined in determining VAT ceiling eligibility.

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#### 1. From GL Date

Use this processing option to specify the beginning G/L date for the records to be examined. The system examines invoices for the year preceding the year for which you are determining VAT ceiling eligibility. If you are determining eligibility for the current year, this date is the beginning date of the previous year.

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## **2. Thru GL Date**

Use this processing option to specify the ending G/L date for the records to be examined. The system examines invoices for the year preceding the year for which you are determining VAT ceiling eligibility. If you are determining eligibility for the current year, this date is the ending date of the previous year.

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## **Default Tab**

Use these processing options to specify default values to be used in determining VAT ceiling eligibility.

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### **1. Default Company**

Use this processing option to specify a company number to use for consolidating multiple companies. If this processing option is blank, the VAT ceiling will be calculated for each company processed.

### **2. Default Percentage**

Use this processing option to specify the percentage used to determine eligibility for the VAT ceiling. This is the ceiling percentage. For example, if the tax authority requires that at least 10 percent of your total produce must be sold abroad in order to qualify for the VAT ceiling, enter 10 in this option.

### **3. Vat Ceiling Fiscal Year (Required)**

Use this processing option to specify the fiscal year for which you are

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determining VAT ceiling eligibility.

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## Adding VAT Ceiling Information

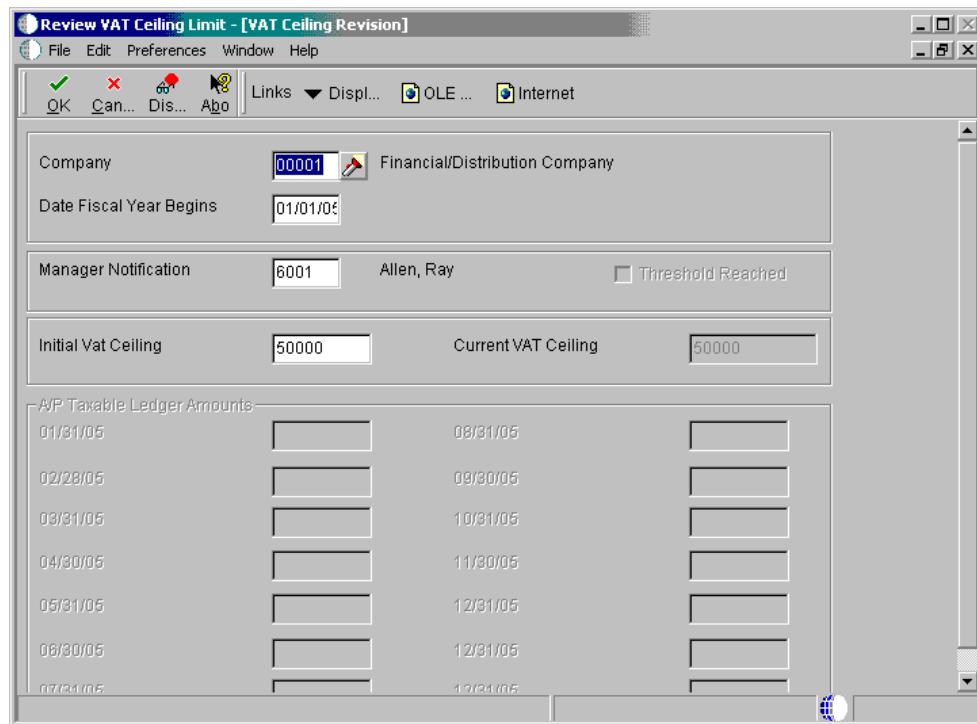
Rather than having J.D. Edwards software calculate your VAT ceiling automatically, you can manually add VAT ceiling information. For example, if you are converting to J.D. Edwards software mid-year and you know your VAT ceiling limit, you can enter it manually.

### ► To add the VAT ceiling

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*From the Italian VAT Processing menu (G00213), choose Review VAT Ceiling Limit.*

1. On Work With VAT Ceiling, click Add.



2. On VAT Ceiling Revision, complete the following fields and click OK:

- Company
- Date Fiscal Year Begins
- Manager Notification

- Initial Vat Ceiling

## Monitoring the VAT Ceiling

*From the Italian VAT Processing menu (G00213), choose Monitor VAT Ceiling.*

When you run the Monitor VAT Ceiling report, the system calculates the total amount of vouchers that has been processed during the period that is specified in the processing options. To determine whether you are still within the VAT ceiling limit, the system subtracts the total invoices from the initial VAT ceiling limit.

When the total amount of your invoices has reached the threshold percentage that you specified in the processing options, the system sends a workflow message to the person responsible for notifying suppliers to include VAT on their vouchers.

You should run the Monitor VAT Ceiling report (R74416) frequently in proof mode to monitor the VAT ceiling. During any given month, the "Received not voucherized" amount should steadily decrease. The amounts that are obtained when you run the report in proof mode give an estimate of the use of the VAT ceiling during the specified period.

You run the Monitor VAT Ceiling report in final mode to record the month's progress toward the limit in the VAT Ceiling Limits table (F74413).

You can use the Review VAT Ceiling Limit program (P74413) to view the information that is provided by the Monitor VAT Ceiling report. However, the Review VAT Ceiling Limit program does not display euro amounts.

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### Caution

Because the VAT Ceiling Limits table is updated only when you run the Monitor VAT Ceiling report in final mode, you should run the Monitor VAT Ceiling report in proof mode rather than using the Review VAT Ceiling Limit program if you want to check VAT ceiling information at times other than when you have just run the Monitor VAT Ceiling report in final mode.

## Manager Notification

You can use the processing options on the Monitor VAT Ceiling report to specify a threshold percentage. When the remaining VAT ceiling percentage reaches the threshold percentage, the system sends a message to a manager to inform him or her that the VAT ceiling that remains is nearing its limit. For example, if you enter 10, the manager is notified when 90 percent of the VAT ceiling has been used and only 10 percent remains. If you wait until the VAT ceiling is reached to inform your suppliers to begin to include VAT on invoices again, you might incur fines.

### Processing Options for Monitor VAT Ceiling (R74416)

#### Process Tab

Use these processing options to specify the date range of the fiscal year for which you are monitoring the VAT ceiling, whether you are using the OneWorld Purchasing module, and whether to run the report in proof or final mode.

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**Vat Ceiling Period**

Use this processing option to specify the accounting period for which you are monitoring the VAT ceiling.

**Beginning Date for Fiscal Year Being Monitored**

Use this processing option to specify the beginning date of the fiscal year for which you are monitoring the VAT ceiling.

**From Date**

Use this processing option to specify the starting date of the month for which you are monitoring the VAT ceiling.

**Thru Date**

Use this processing option to specify the ending date of the month for which you are monitoring the VAT ceiling.

**Purchasing Module**

Use this processing option to indicate whether you are using the OneWorld Purchasing module. Valid values are:

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- Blank The Purchasing module is installed.
- 1 The Purchasing module is not installed.

### **Proof / Final Mode**

Use this processing option to specify whether you would like to run the report in proof or final mode. Valid values are:

Blank Proof mode

1 Final mode

Running the report in final mode updates the amount of VAT ceiling used with the total of the supplier invoices that were processed during the month that is being monitored. The amount of VAT ceiling used is stored in the VAT Ceiling Limit table (F74413).

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### **Defaults Tab**

Use these processing options to specify default information that is used during processing, such as the threshold percentage, and the manager to be notified when the threshold percentage is reached.

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### **Company**

Use this processing option to specify the company that you want to use to consolidate multiple companies for VAT ceiling calculations. If you leave this option blank, the VAT ceiling will be monitored separately for each company being processed.

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### **Manager Notification**

Use this processing option to specify the Address Book number of the manager

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who will receive a workflow message. The system sends a message when the amount of VAT ceiling remaining reaches the threshold you specify in the Threshold Percentage processing option. If you leave this option blank, the threshold message will be sent to the person whose address book number you entered on the VAT Ceiling Revision form.

### **Threshold Percentage**

Use this processing option to specify a threshold percentage for the VAT ceiling. When the year-to-date total of your invoices reaches the VAT ceiling threshold, the system sends a workflow message to the manager who is listed in the Manager Notification processing option. The manager can then notify your company's suppliers to include VAT on their invoices. For example, if you enter 10, the manager will be notified when 90 percent of the VAT ceiling has been used and only 10 percent remains.

### **Currency**

Use this processing option to specify whether to display amounts in the euro in addition to the base currency.

Blank Do not display amounts in euros.

1 Display amounts in the base currency and in euros.

The system converts currency amounts at the current exchange rate from the Currency Exchange Rates table (F0015).

### **Currency Code - From**

Use this processing option to specify the base currency for the report, such as euro (EUR) or lira (ITL).

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## **Bank Information**

### **Bank Information Processing**

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J.D. Edwards country-specific processes for banking requirements in Italy include validating bank information. In Italy, businesses that remit incorrect or incomplete bank identification or account information to the bank are subject to fees. To avoid these charges, businesses must carefully validate bank identification and account information that is entered into the system during data entry.

You can use J.D. Edwards software to validate the following bank information:

- Bank identification numbers
- Account information

The system validates bank information based on the Bank ID - Italy (F74030).

### **Validating Account Information**

You can set up your system to automatically validate account information when you access the following forms during data entry:

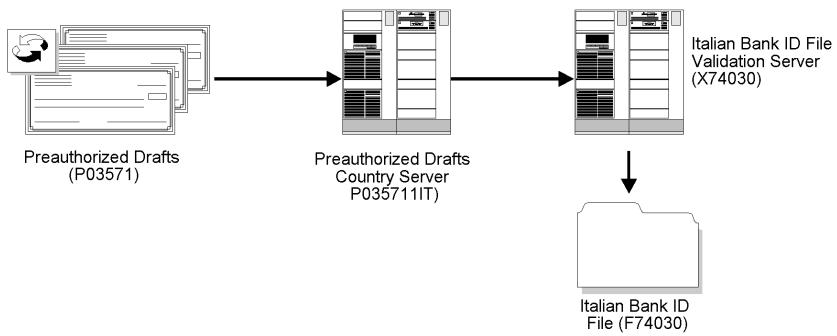
- Bank Account Cross-Reference
- Bank Account Cross-Reference Window
- G/L Bank Account Information

When you access these data entry forms, the system validates the bank account information based on the following bank account validation programs:

- Bank Account Cross-Reference Country Server
- Bank Account Cross-Reference Window Country Server
- G/L Bank Account Information Country Server

The system validates bank information based on the Bank ID - Italy table (F74030).

The following graphic illustrates how the system validates bank information for preauthorized drafts:



## Validating Bank Identification Information

Italian banks assess a service charge when invalid account or bank identification numbers are included in the customer information that businesses remit for processing accounts receivable drafts (RiBa) and automatic payments.

Italian bank identification information consists of two 5-character numbers:

**ABI**      Bank transit number (Bank ID)

**CAB**      Bank branch code (Branch ID)

The Banca d'Italia maintains and updates valid bank identification numbers. Individual banks can provide their clients with the updated information on tape or diskette.

J.D. Edwards supports the COMIT format and ships a preloaded bank identification information table with the localized software for Italy. The table includes all of the possible valid combinations of bank transit accounts and branches as provided by the Banca d'Italia. J.D. Edwards updates the bank identification information table with each release of the software. In addition, you can make your own revisions to update the bank table as needed.

If you use J.D. Edwards localized software to validate bank identification information, the system validates bank transit numbers and bank branch codes when you:

- Generate prauthorized accounts receivable drafts.
- Create the accounts receivable drafts remittance table.

During both processes, the system validates the customer bank information against the valid bank identification information in the Bank ID - Italy table (F74030). The system creates drafts for all of the customers, even if the bank information is invalid. The system identifies the customers whose bank information is invalid with a warning message. If the bank information for a customer is missing from the Bank ID - Italy table, the system prints a list of these customers on an exception report (R03571E).

J. D. Edwards software validates account and bank identification information throughout the draft process as follows:

**A/R Batch Draft Creation (R03B671)** The system prints an error report that lists customers with missing or invalid bank information. You can review the list to correct or update the bank information before you generate the drafts.

**Draft Remittance (R03B672)** When you remit drafts, the system validates bank information again and includes the drafts for all of the specified customers in the electronic bank file. The system prints an error report that lists the customers with missing or invalid bank information.

## **Uploading Bank Identification Information to Your System**

From the Italian Bank File Processing menu (G00215), choose Bank ID Table Upload - Italy.

You can automatically update bank identification information from a tape or diskette to your system. To do this procedure, run the Bank ID Table Upload - Italy program (R74301). This program is a template that is based on the COMIT record layout. You might need to customize the program to meet your specific needs.

## **Revising Bank Identification Information Manually**

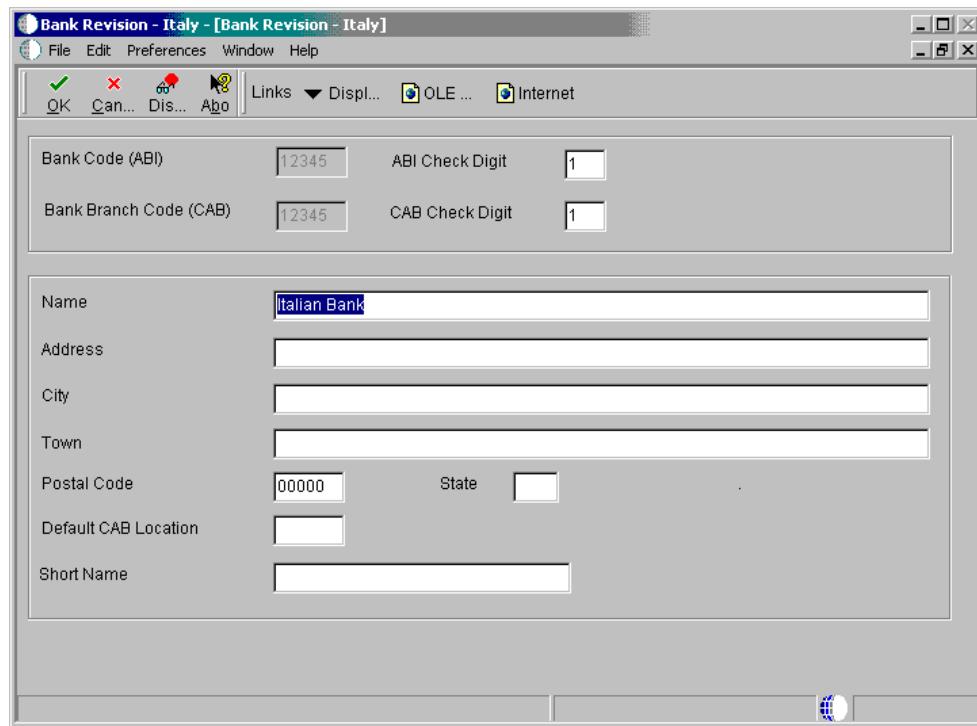
You can revise bank identification information manually on an as-needed basis.

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### **► To revise bank identification information manually**

*From the Italian Bank File Processing menu (G00215), choose Bank Revision - Italy.*

1. On Work With Bank - Italy, click Find.
2. Choose a bank code and click Select.



3. On Bank Revision – Italy, revise any of the following fields and click OK:

- Name
- Address
- City
- Town
- Postal Code
- State
- Default CAB Location
- Short Name

## Converting Bank Numbers

From the Italian Bank File Processing menu (G00215), choose Italian Bank File Processing.

You must run the Italian Bank Number Conversion program (R74800) to move the SIA code from the Bank User Number field to the Reference/Roll Number field in the Bank Transit Number Master table (F0030).

This conversion is necessary because the SIA code, which formerly was a numeric value, is now an alphanumeric code.

You can run the conversion program in proof or final mode. Proof mode prints a report of all selected G/L bank accounts that shows the original value for the Bank User Number and Reference/Roll Number fields. Final mode clears the Bank User Number field, updates the Reference/Roll Number field, and prints the converted values on the report.

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**Note**

You now enter the SIA code in the Reference/Roll Number field when entering bank account information in the Bank Accounts by Address program (P0030A) and the G/L Bank Accounts program (P0030G).

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## **Processing Options for Italian Bank File Processing (R74800)**

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**Process**

1. Enter '1' to process in final mode or leave blank for proof mode. Final mode will update selected G/L bank accounts in the Bank Transit Number Master (F0030). Proof mode will print the original values for review.

**Proof or Final Mode**

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# Invoices

## Invoice Processing

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Invoices for free goods are invoices that have a zero value. In Italy, invoices for free goods must be entered into the system for fiscal and VAT reporting purposes.

### **Invoices for Free Goods**

Invoices for free goods have a zero value. In Italy, invoices for free goods must be entered into the system for fiscal and VAT reporting purposes.

When you enter invoices for free goods into the system, the first pay item represents the taxable amount with the relevant tax rate. You enter this pay item with a tax explanation code of V (VAT). The second pay item represents the gross amount (negative). To calculate the gross amount, add the first pay item taxable amount and the VAT amount. Enter the second pay item with a tax explanation code of E (exempt) with a tax rate of zero.

The following table is an example of an invoice for free goods:

Pay Item	Gross Amount	Taxable Amount	Tax Amount	Tax Rate Code	Tax Explanation Code
001		1000	200	IT20	V
002	-1200			IT00	E

The total invoice value is zero and the invoice can be posted to update the tax table. The G/L distribution debits the Cost of Goods Sold account and credits a specific expense account for free goods.

To close the invoice, record a cash receipt through the Receipts Entry program (P03B102).

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## Accounts Receivable Drafts

### Accounts Receivable Draft Processing

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In Italy, accounts receivable drafts can be remitted to the bank on paper or electronically.

#### Types of Accounts Receivable Drafts

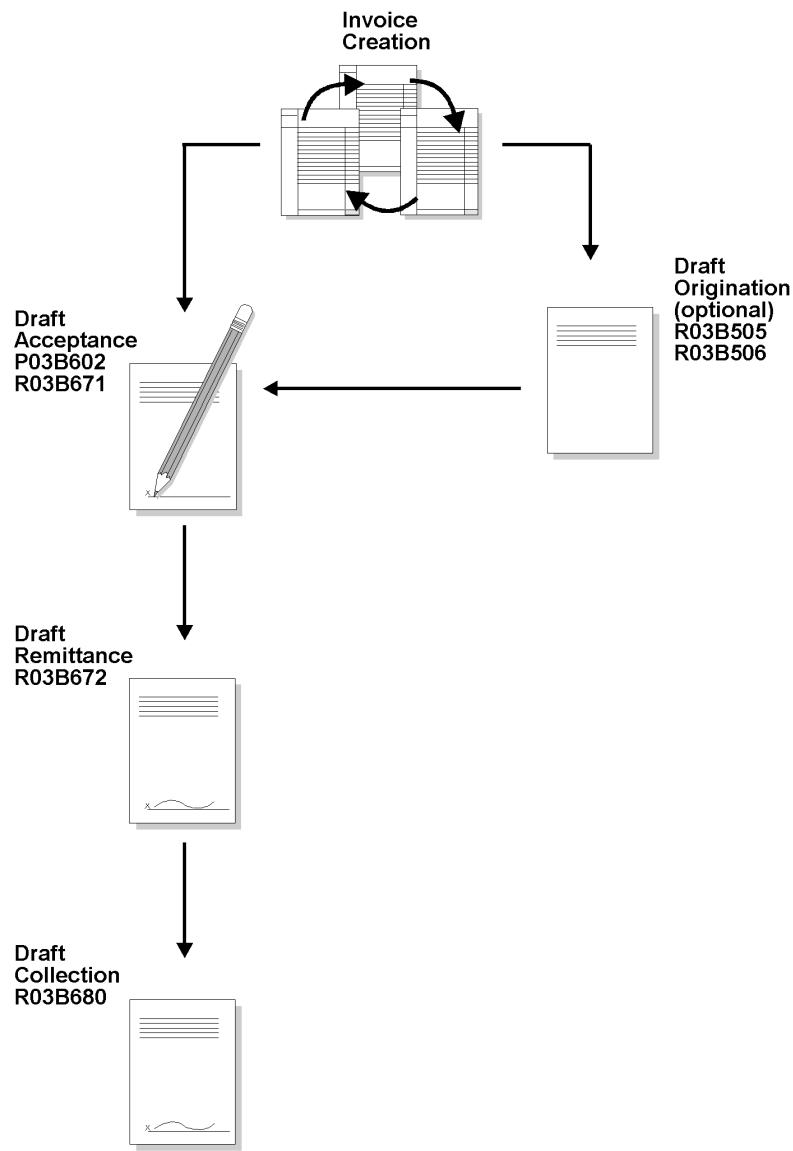
Each type of draft corresponds to a particular payment instrument. The different types of draft are divided into two categories, as follows:

<b>Manual drafts</b>	Manual drafts are also called customer acceptance drafts because a customer must accept them before they can be remitted to the bank. The following types of manual drafts are available: <ul style="list-style-type: none"><li>• The supplier prints the draft with bank account information.</li><li>• The supplier prints the draft with the bank name only.</li><li>• The customer prints the draft with bank account information.</li><li>• The customer prints the draft with the bank name only.</li></ul> The system can distinguish drafts with only a bank name from those with complete bank account information. This is helpful because banks generally assess an additional fee to collect drafts if you do not provide account information.
<b>Automatic drafts</b>	Automatic drafts are also called preauthorized drafts because they do not require customer acceptance. You and your customer agree in advance that the customer will pay with a draft.

#### Steps for Processing Accounts Receivable Drafts

A draft is a payment that passes through various steps of processing. During each step, the system creates either electronic or paper records, as well as accounting entries.

The following graphic illustrates the process flow for drafts. For the post-dated checks used in other parts of the world, the draft remittance step is omitted.



## Draft Origination

The draft process begins when either you or your customer originates (prints) a draft. The draft shows the amount to be paid, the due date, banking information and, possibly, information about the underlying liabilities (invoices).

You can generate a draft by printing an invoice with a draft, or a statement with a draft. Some customers expect one draft per invoice. Other customers expect one draft for a statement of invoices. You can either send invoices with drafts attached or send statements with drafts attached.

This step updates the customer ledger with the draft number (statement number), but has no effect on the general ledger.

<b>Customer Number 7001</b>				
<b>Document Type</b>	<b>Document Number</b>	<b>Document Amount</b>	<b>Statement Number</b>	<b>Print Y/N</b>
RI	1234	10,000	10005	Y

If the customer generates the draft, you skip this step.

## Draft Acceptance

A draft has no legal force until the customer accepts it.

For manual drafts, your customer can accept the draft by:

- Signing the draft that you originated and returning it to you
- Changing the draft that you originated (date, amount, bank, and so on), then signing and returning it to you
- Originating, signing, and sending the customer's own draft to you

For automatic drafts, the draft is accepted by prior agreement, so each draft does not require customer acceptance.

Draft acceptance also includes entering the draft into the system. If you process drafts manually, you enter the draft to create the appropriate records. If you process drafts automatically, the system creates the appropriate draft records for you.

Regardless of whether you enter the draft manually, or create the draft automatically, the system:

- Creates a record in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables.
- Marks the invoice as paid by changing its pay status to P.
- Creates an invoice record (document type R1) in the Customer Ledger table (F03B11).

After you enter the draft, you must post it to the general ledger. When you post drafts, system creates a journal entry to debit drafts receivable and credit an A/R trade account.

<b>Customer Number 7001</b>						
<b>Document Type</b>	<b>Document Number</b>	<b>Document Amount</b>	<b>Print Y/N</b>	<b>Pay Status</b>	<b>Pay Instr</b>	
RI	1234	10,000		P	2	
R1	10005	10,000	Y	D	2	

## Draft Remittance (Optional)

Draft remittance consists of the following steps:

1. You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. You can remit the draft either electronically or on paper in the form of a bank register.
2. You post the journal entry. The system creates a journal entry to debit drafts remitted and credit drafts receivable.

3. You arrange to collect funds from the draft in one of the following ways:

- Wait until the funds become available on the due date specified by the draft.
- Request an advance from your bank before the due date of the draft. Typically, banks charge a fee when they advance funds for a draft before its due date.

Customer Number 7001					
Doc Type	Document Number	Document Amount	Print Y/N	Pay Status	Pay Instr
R1	10005	10,000	Y	G	2

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#### Note

Draft remittance is optional in certain countries.

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### Draft Collection

Draft collection consists of the following steps:

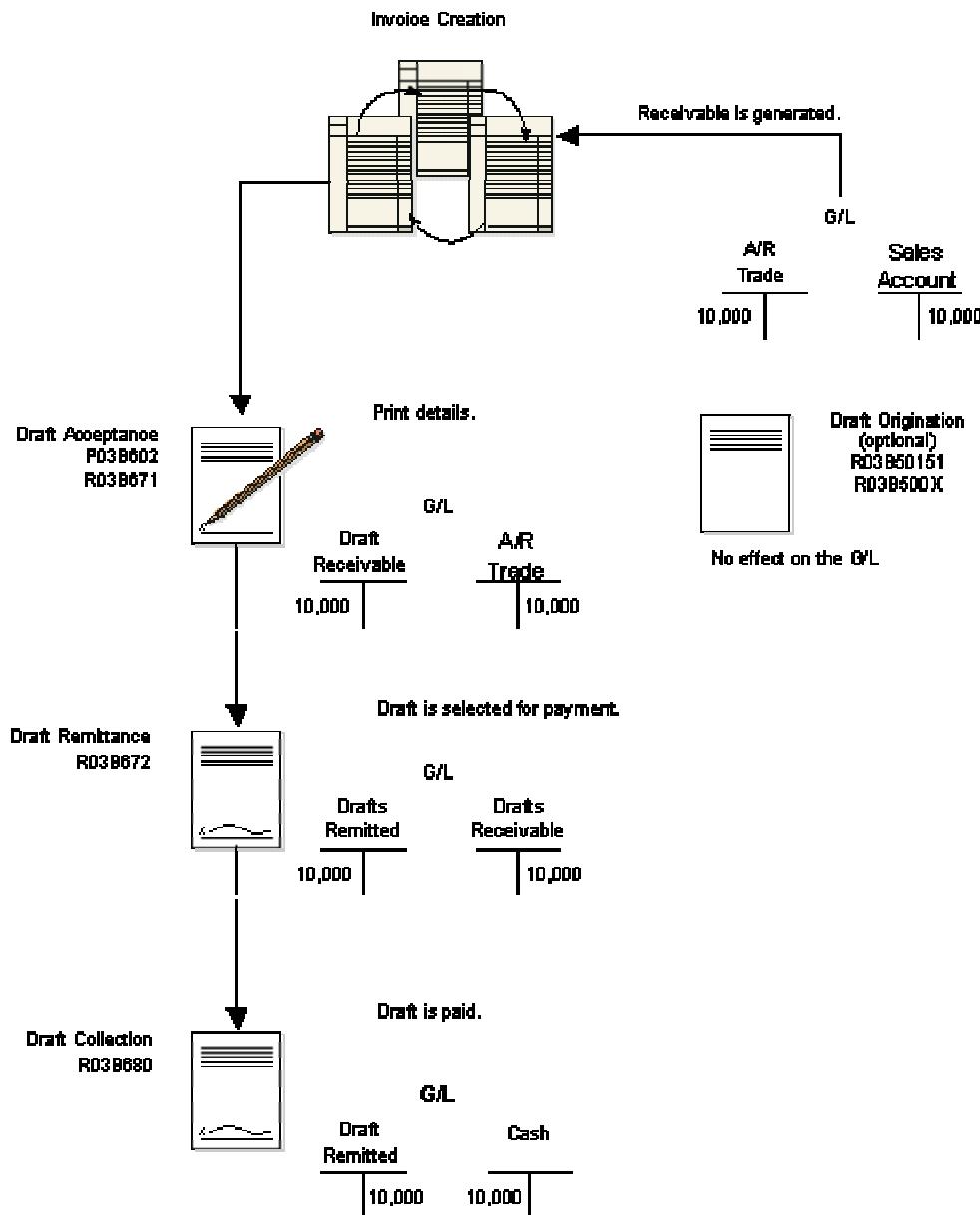
1. Your bank collects the funds for the draft from the customer's bank on the due date of the draft, or your bank informs you it cannot collect the funds.
2. On or after the due date, both you and your customer recognize the transfer of cash. You update the status of the draft in your records to show that it has been collected.
3. You post the journal entry. The system creates a journal entry to debit a bank account and credit drafts remitted.

Customer Number 7001					
Doc Type	Document Number	Document Amount	Pay Status	Pay Instr	
R1	10005	10,000	P	2	

### Draft Processing on the General Ledger

The following graphic illustrates the effect of each stage of the draft process on the general ledger:

## Draft Processing Effect on General Ledger



## Setting Up User Defined Codes for Accounts Receivable Drafts

You must set up the following user defined codes for draft processing. You can customize user defined codes to meet your business requirements unless they are hard coded.

## Payment Instrument Codes (00/PY)

---

You use payment instrument codes (00/PY) to categorize drafts for reporting and accounting purposes. For example, if you want to distinguish drafts that you originated from those your customer originated, or if you want to distinguish drafts for which you have bank account information from those for which you do not, you can assign the drafts different payment instruments. The payment instrument that you assign to a draft can also be used in conjunction with AAI items (RD1x, RD2x, RD3x, and RD4x) to assign different accounts based on the payment instrument. See *Setting Up AAIs for Accounts Receivable Drafts*.

The following table provides examples of the payment instruments that are set up to use for draft processing. You can use these codes or set up additional codes. Using a payment instrument in draft processing is optional.

Code	Description of Code	Suggested Use During Draft Processing
D	Draft by invoice	You might assign this payment instrument to invoices that you generate to use for data selection when you print drafts by invoice.
F	Draft by statement	You might assign this payment instrument to invoices that you generate to use for data selection when you print drafts by statement.
1	Draft that you originate with a bank account number	You might assign this payment instrument to the draft you accept (using the Enter Our Drafts program, P03B602) to indicate that the draft that you originated has customer bank account information.
2	Draft customer originates with a bank account number	You might assign this payment instrument to the draft you accept (using the Enter Customer Drafts program, P03B602) to indicate that the draft that the customer originated has bank account information.
3	Draft you originate without a bank account number	You might assign this payment instrument to the draft you accept (using the Enter Our Drafts program, P03B602) to indicate that the draft that you originated does not have customer bank account information.
4	Draft customer originates without a bank account number	You might assign this payment instrument to the draft you accept (using the Enter Customer Drafts program, P03B602) to indicate that the draft that the customer originated does not have bank account information.

---

### Note

The description of the payment instrument code in this table might not be the same as the description in the UDC (00/PY) because these codes can be used in other systems.

---

## Pay Status Codes (00/PS)

The system updates invoice (document type RI) and draft invoice (document type R1) records in the Customer Ledger table (F03B11) with one of the following pay status codes (00/PS) based on where it is in the draft process:

Code	Description of Code	Stage Used in Draft Processing	Description of Use
A	Approved for payment	<ul style="list-style-type: none"><li>Invoice Generation</li></ul>	When you create an invoice and expect your customer to pay by draft, the system displays this pay status on the invoice.
P	Paid in full	<ul style="list-style-type: none"><li>Draft Acceptance</li><li>Draft Collection</li></ul>	When you accept the draft, the system updates the pay status of the invoice to this status. The system also updates the draft invoice to this pay status when the draft is collected.
D	Draft accepted	<ul style="list-style-type: none"><li>Draft Acceptance</li></ul>	When you accept the draft, the system updates the pay status of the draft invoice to this status.
#	Draft included in register	<ul style="list-style-type: none"><li>Draft Registration</li></ul>	When you register the draft, the system updates the pay status of the draft invoice to this status.
G	Draft deposited not due	<ul style="list-style-type: none"><li>Draft Remittance</li></ul>	When you submit the draft to the bank and you update the draft with the remitted information, the system updates the draft invoice to this status.

### See Also

- User Defined Codes for Accounts Receivable*
- User Defined Codes* in the *Foundation Guide* for information about adding and revising UDCs

## Setting Up AAIs for Accounts Receivable Drafts

AAIs define rules for programs that automatically generate journal entries. You set up draft AAIs that are company specific only for companies that use a unique account number. You do not need to set up separate AAIs for companies that use the same account. If the system cannot find an AAI for a specific company, it uses the AAI for the default company, company 00000. You set up AAIs for draft processing the same way that you set up other AAIs for accounts receivable.

The system uses the following AAIs for draft processing, where x is the payment instrument:

## **Drafts Receivable (RD1x)**

The RD1x AAI item defines the drafts receivable account to debit when you accept a draft. The system automatically debits the drafts receivable account (RD1x) unless you override it in the processing options, and credits the A/R trade account (RC).

When you remit drafts, the system debits drafts remitted (RD2x, RD3x, or RD4x) and credits drafts receivable (RD1x).

## **Drafts Remitted (RD2x)**

The RD2x AAI item defines the drafts remitted account to debit when you remit drafts for cash. The system automatically debits the drafts remitted account (RD2x) unless you override it in the processing options, and credits the drafts receivable account (RD1x).

When you collect drafts, the system debits a bank account (RB) and credits the drafts remitted account (RD2x).

## **Drafts Remitted for Discount (RD3x)**

The RD3x AAI item defines the drafts remitted for discount account to debit when you remit drafts for a discount. During draft remittance, you use a processing option to choose the drafts remitted for discount account. The system debits the drafts remitted for discount account (RD3x) and credits the drafts receivable account (RD1x).

When you collect drafts, the system debits a bank account (RB) and credits the drafts remitted for discount account (RD3x).

## **AAIs for Contingent Liability (RD4x)**

The RD4x AAI item defines the draft contingent liability account to credit when you remit drafts for a discount if you are required to recognize a contingent liability until the maturity date of the draft. During draft remittance, you use a processing option to choose the draft contingent liability account. The system debits the draft remitted for discount account (RD3x), and credits the drafts receivable account (RD1x). The system also debits the bank account of the remittance, based on a processing option, or the bank account used during the preregister, and credits the draft contingent liability account (RD4x) unless you override it in the processing options.

When you collect drafts, the system debits the draft contingent liability account (RD4x) and credits the drafts remitted for discount account (RD3x).

## **AAIs for Void/Non-Sufficient Funds (RD5)**

The RD5 AAI item defines the account for the new draft that the system creates when you void or specify a draft as NSF. This account keeps track of the draft receivables that originated for a voided/NSF draft with a renewal. The system debits the draft receivable account (RD5) and credits the trade receivable account (RD1x).

## **AAIs by Draft Type**

The following tables show the AAIs that are used for different types of drafts during each step of the processing drafts:

## Standard Drafts

---

Step	Debit G/L Account	AAI Item	Credit G/L Account	AAI Item
Acceptance	Drafts Receivable	RD1x	Accounts Receivable	RC
Remittance	Drafts Remitted	RD2x	Drafts Receivable	RD1x
Collection	G/L Bank Account	RB	Drafts Remitted	RD2x

### Discounted Drafts

Step	Debit G/L Account	AAI Item	Credit G/L Account	AAI Item
Acceptance	Drafts Receivable	RD1x	Accounts Receivable	RC
Remittance	Drafts Remitted for Discount	RD3x	Drafts Receivable	RD1x
Collection	G/L Bank Account	RB	Drafts Remitted for Discount	RD3x

### Discounted Drafts with Contingent Liability

Step	Debit G/L Account	AAI Item	Credit G/L Account	AAI Item
Acceptance	Drafts Receivable	RD1x	Accounts Receivable	RC
Remittance	Drafts Remitted for Discount	RD3x	Drafts Receivable	RD1x
Remittance	G/L Bank Account	RB	Drafts Contingent Liability	RD4x
Collection	Drafts Contingent Liability	RD4x	Drafts Remitted for Discount	RD3x

### See Also

- Automatic Accounting Instructions*
- AAIs for Accounts Receivable*

## Setting Up Bank Account Information

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

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

- Bank Account Information (P0030G) – You use this program to set up your company's bank accounts. If you process Accounts Payable payments or Accounts Receivable automatic debits, you must set up your company's bank accounts.

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

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

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

Record Type	Description
B	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.
C	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
D	The system assigns this value when you set up bank account information and turn on the A/R Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process drafts or auto debits.
G	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
H	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).
M	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B). See the task <i>To set up payment information by business unit</i> in the <i>Accounts Payable Guide</i> .
P	The system assigns this value when you set up bank account information and turn on the Auto Receipts Payor option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process receipts automatically.
V	The system assigns this value when you set up bank account information and turn on the Supplier option using the Bank Account Cross Reference program (P0030A).
X, Y	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any value in the UDC for bank type codes (00/BT) that are not listed above.

---

**Note**

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

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

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

---

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

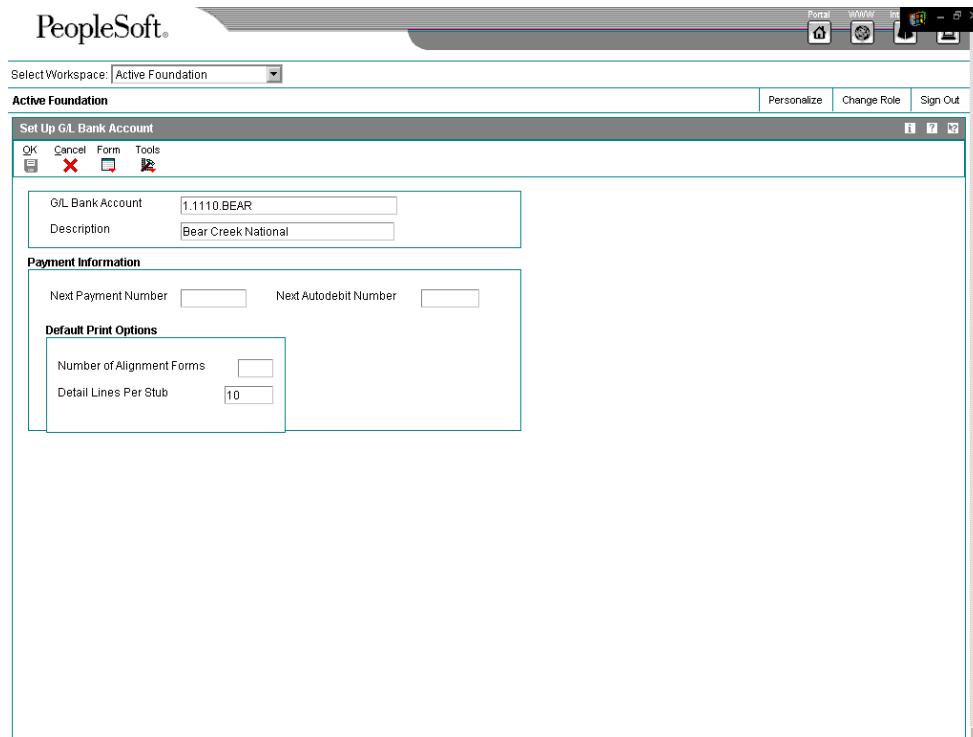
---

*Use one of the following navigations:*

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

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

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



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

---

**Note**

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

- Payments
  - Debit Statements
  - Attachments
- 

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

The screenshot shows the 'Revise Bank Information' window in PeopleSoft. The window title is 'Active Foundation'. It contains fields for bank details like G/L Bank Account (1.1110.BEAR) and Description (Bear Creek National). There are also fields for Bank Address Number (3333), Bank Transit Number (578955422), Bank Account Number (45-879512), IBAN, Control Digit, Checking or Savings Account (marked as a checking account), SWIFT Code, and Bank Country Code. A 'Float Days' section includes Receivables and Payables fields. A checkbox for 'Override Supplier Pre-Note Code' is located at the bottom.

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

- Address Number

This is the bank's address book number.

- Bank Transit Number

You can leave this field blank.

- Bank Account Number

- Control Digit

- Checking or Savings Account

- SWIFT Code

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

- Override Supplier Pre-Note Code

---

**Note**

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

---

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

- Receivables

This field is used only in Accounts Receivable draft processing.

- Payables

12. Click OK.

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

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

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

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

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

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

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

---

**► To delete or revise G/L bank account information**

---

*Use one of the following navigations:*

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

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

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

---

► **To set up supplier and customer bank account information**

---

*Use one of the following navigations:*

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

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

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

**Note**

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

---

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

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

- Address Number

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

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

5. Complete the following fields:

- Bank Transit Number

You can leave this field blank.

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

- SWIFT Code

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

- Reference/Roll Number

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

---

**Note**

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

---

6. Click OK.

---

**► To delete or revise supplier or customer bank account information**

---

*Use one of the following navigations:*

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

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

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

- Address Number

---

**Note**

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

---

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

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

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

---

**► To set up bank transit numbers by bank address**

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

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

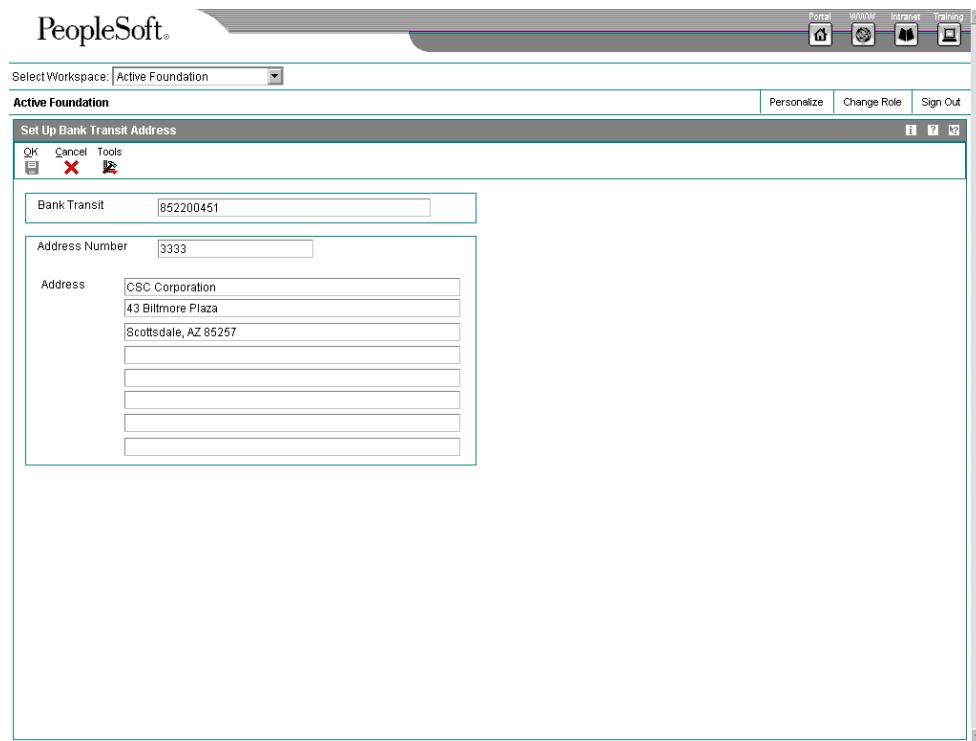
---

**Note**

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

---

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



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

- Bank Transit
- Address Number

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

---

**Note**

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

---

## Printing the Bank Account Exception Report for A/R Drafts

*From the Draft Remittance and Collection menu (G03B162), choose Bank Account Exception Report.*

You use the Bank Account Exception Report (R00314) to verify that you have valid bank transit numbers for each customer. The report prints information from the Bank Transit Master table (F0030).

Two versions of this report exist:

- Bank Validation – Country Specific – This version prints customer bank account records with a bank transit number that does not conform to country-specific rules
- Bank Validation – ‘B’ Type Bank – This version prints customer bank account records with a bank transit number that does not have an associated type B record.

This report bypasses bank account numbers that do not have address numbers.

This report does not update any information. If any records appear on this exception report, you must perform either of the following actions:

- To correct customer bank transit numbers, use the Bank Account Cross-Reference program (P0030A). See the task To delete or revise supplier or customer bank account information.
- To add missing B records, use the Bank Account by Addresses program (P0030A) to set up bank transit records. See the task To set up bank transit numbers by bank address.

## Processing Options for the Bank Account Exception Report (R00314)

---

### Validation

1. Enter a '1' to validate the bank transit number based on the 'B' bank type method. Default of blank will validate the transit number based on the available country specific validation rules (currently Italy, Japan and France).

Country or 'B' type

---

## Setting Up the Default Payment Instrument for Accounts Receivable Drafts

You can set up a default payment instrument for a customer on the customer record. The system updates invoice transactions for that customer with the payment instrument specified on the customer record, unless you change it on the invoice. For draft processing, you can use the payment instrument to differentiate customers for whom you might print invoices with a draft attachment from customers for whom you might print statements with a draft attachment. The draft payment instrument can be any valid payment instrument that is in UDC 00/PY.

Occasionally, the customer might use another form of payment. You can use Speed Status Change to change the payment instrument on an invoice-by-invoice basis. See *Updating Invoice Using Speed Status Change*.

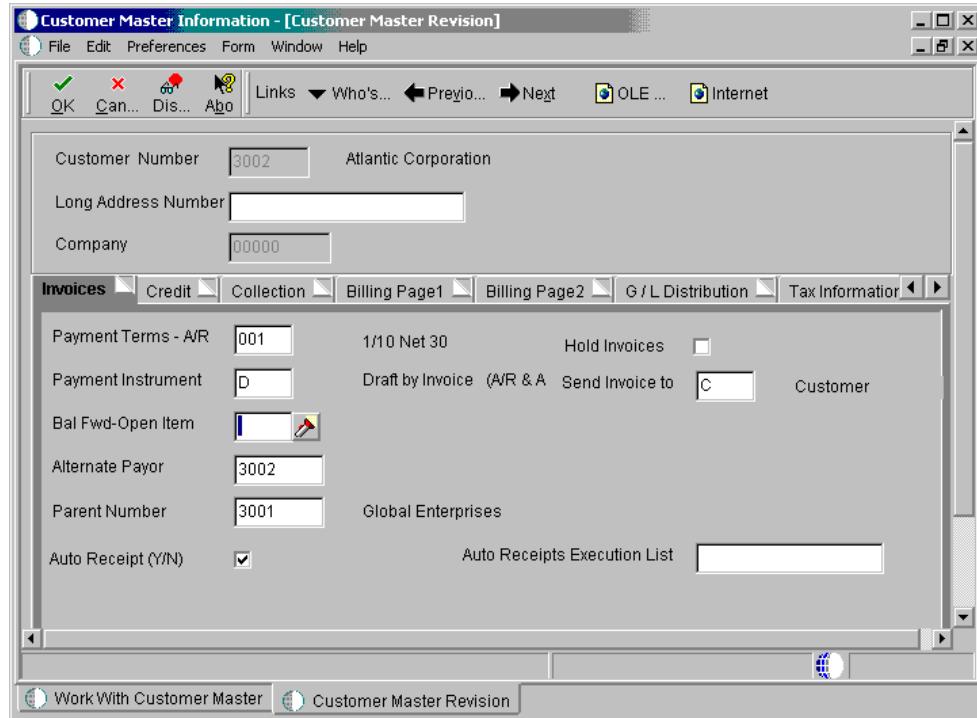
This program updates information in the Customer Master by Line of Business table (F03012).

#### ► To set up the default payment instrument for A/R drafts

---

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

1. On Work With Customer Master, click Find.
2. Choose the customer and click Select.



3. On Customer Master Revision, complete the following field and click OK:

- Payment Instrument

#### See Also

- *Creating Customer Records*

### Draft Origination

The draft process begins when you or your customer originates (prints) a draft. The draft shows the amount to be paid, the due date, and information about the underlying liabilities (invoices).

When you originate a draft, you can print either a statement or an invoice to send to your customer. Some customers expect one draft per invoice. Other customers expect one draft

for a statement of invoices. You can either send invoices with drafts attached or send statements with drafts attached.

---

#### Note

The default draft format conforms to the French Bank Association format. Users in other countries might need to modify the format for their specifications.

---

## Printing Invoices with Draft Attachments

*From the Draft Daily Operations menu (G03B161), choose Invoice Print with Draft.*

To print an invoice or credit memo with an attached draft, use the Invoice Print with Draft program. You can select different versions of this report to print delinquency fees or chargebacks only.

When you print invoices with draft attachments, the system assigns a draft number to the invoice and uses it to update the Statement Number field (CTL) on the invoice record. The system also prints the customer's bank account number and the draft number on the draft attachment.

This program prints and updates records in the Customer Ledger table (F03B11).

### Data Selection and Data Sequencing

If you assign payment instruments to your customer records, you can use data selection to choose only those invoice records with a specific payment instrument. For example, you can set Payment Instrument EQ (equal) to D (draft by invoice) so that the program selects only invoices for customers who typically pay by a draft.

The following data sequence is required:

6. Company
7. Address Number
8. Document (Voucher, Invoice, and so on)
9. Document Type
10. Document Company
11. Document Pay Item

If you change this sequence, the totals will be inaccurate.

### Processing Options for Invoice Print with Draft (R03B5051)

#### Print Tab

Use these processing options to specify which dates to use and whether to include tax amounts on the printed invoice.

---

#### 1. Invoice Print Date

Blank = Current date

---

---

Use this processing option to indicate the date you want to print on the invoices. If left blank, the system uses the current date.

## **2. Print Tax Amounts**

### **1 = Print tax amounts**

Use this processing option to indicate if you want tax amounts printed on the invoices. Valid values are:

Blank Do not print tax amounts on invoices.

1 Print tax amounts on invoices.

---

## **Currency Tab**

Use this processing option to specify whether to print currency information on the invoice.

---

### **1. Print Currency**

#### **1 = Print invoices with currency**

Use this processing option to specify whether you want the base currency and currency amounts of the invoice to be printed on the invoice. Valid values are:

Blank Do not print currency information on invoices.

1 Print currency information on invoices.

If you enter 1, the system prints foreign invoices with foreign amounts. If currency processing is turned off in the system, the system prints invoices in domestic amounts by default.

---

## **Attachments Tab**

Use this processing option to specify whether to print associated generic text on the invoice.

---

### **1. Print Attachments**

#### **1 = Print associated attachments**

---

Use this processing option to indicate if you want any generic text associated with an invoice to be printed on the invoice. Valid values are:

Blank Do not print associated generic text.

1 Print associated generic text.

---

### Draft - City Tab

Use this processing option to specify the city of origin of the invoice.

---

#### 1. Enter city of origin to print on draft

Use this processing option to indicate the city of origin of the invoice. The city you enter will be printed on the draft. If left blank, no city of origin will be printed on the draft.

---

### Printing Statements with Draft Attachments

*From the Draft Daily Operations menu (G03B161), choose Statement Print with Draft.*

To print a statement with one or more invoices combined into one draft, use the Statement Print with Draft program.

When you print invoices with draft attachments, the system assigns a draft number to the statement and uses it to update the Statement Number field (CTL) on the invoice record. The system also prints the customer's bank account number and the draft number on the draft attachment.

This program prints and updates records in the Customer Ledger table (F03B11).

### Data Selection and Data Sequencing

If you assign payment instruments to your customer records, you can use data selection to choose only those invoice records with a specific payment instrument. For example, you can set Payment Instrument EQ (equal) to F (draft by statement) so that the program selects only invoices for customers who typically pay by a draft.

The following data sequence is required:

12. Address Number - Alternate Payee
13. Company

14. Currency Code - From
15. Address Number
16. Document (Voucher, Invoice, and so on)
17. Document Type
18. Document Company
19. Pay Item

If you change this sequence, the totals on the statement will not be accurate.

### **Before You Begin**

- On the Collection tab on the Customer Master Revision form, choose the Print Statement option for each customer for whom you print statements with draft attachments. If you do not, the system generates an error and does not print a statement
- Turn on the Draft Flag option, and specify the Statement with Draft Print program (R03B506) and version of Print Program in the processing options for Statement Notification Refresh (R03B500X). See *Generating Statements* for more information.

### **Processing Options for Statement Notification Refresh (R03B500X)**

#### **Consolidation Tab**

This processing option specifies whether one statement is generated for the customer that includes records for all companies or a separate statement for the customer is generated for each company.

---

#### **1. Company**

Use this processing option to enter the company that you want to use to locate the remit to address. The system generates one statement for each customer for the company that you specify, regardless of whether the company is specified on the invoice. If you choose to retrieve aging specifications from the company constants, the system uses the company number that you specify to locate the remit to address, based on the value in the Remit To processing option, and the aging specifications.

If you leave this processing option blank, the system produces one statement for each customer by company. For example, if you enter invoices for the customer for companies 00001, 00020, and 00050, the system produces three statements, one for each company.

---

#### **Aging Tab**

These processing options specify the aging criteria for statements.

---

### **1. Company Constants**

**Blank = Use options 2 thru 5**

**1 = Use company constants**

Use this processing option to specify whether to retrieve the aging specifications from the Accounts Receivable constants. If you leave this field blank, the system uses the processing options for aging specifications (Date Types and Aging Categories). Valid values are:

Blank

Use processing options 2 through 5.

1

Use the Accounts Receivable constants

### **2. Statement Date**

Use this processing option to specify the date for the system to use to determine the aging category to which it assigns open invoices. The system compares the date that you enter with the date on the invoice, as specified by the Date Type processing option, to determine the number of days that the invoice is past due. The system uses this date as the statement date that prints on the statement.

Note: If you use the company constants to age and you enter a date for this processing option, the system uses the date entered in the Date Aging Based On field in the constants. If that field is blank, the system uses the date entered for this processing option. If both fields are blank, the system uses the system date to age open invoices.

### **3. Date Types**

**D = Due date**

**I = Invoice date**

**G = G/L date**

**S = Statement date**

---

Use this processing option to specify the date on the invoice that you want the system to use to determine the aging category. The system compares the date that you specify to the value in the Statement Date processing option to determine the number of days the invoice is past due. Valid values are:

Blank

Use the invoice due date.

1

Use the invoice date.

2

Use the G/L date.

3

Use the statement date.

#### **4. Aging Categories**

**1 = Aging days**

**2 = Fiscal period**

**3 = Calendar**

Use this processing option to specify which aging categories the system uses to assign invoices. The system uses the date specified in the Statement Date processing option and the value specified in the Date Type processing option to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Valid values are:

1

Aging days. The system assigns invoices to the aging categories specified in the Aging Category 1 through Aging Category 6 processing options. The aging categories are user defined.

2

---

---

Fiscal periods. The system uses the fiscal periods defined by the date pattern assigned to the company record as the aging categories.

3

Calendar. The system uses each calendar month as an aging category.

## **5. Aging Category 1**

Use this processing option in conjunction with the value specified in the Aging Category 2 processing option to specify the interval that the system uses for the future and current aging categories.

Note: The system does not print the future aging category on delinquency notices.

## **6. Aging Category 2**

Use this processing option in conjunction with the values specified in the Aging Category 1 and Aging Category 3 processing options to determine the interval that the system uses for the current and first aging categories.

## **7. Aging Category 3**

Use this processing option in conjunction with the values specified in the Aging Category 2 and Aging Category 4 processing options to determine the interval that the system uses for the first and second aging categories.

## **8. Aging Category 4**

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Use this processing option in conjunction with the values specified in the Aging Category 3 and Aging Category 5 processing options to determine the interval that the system uses for the second and third aging categories.

#### **9. Aging Category 5**

Use this processing option in conjunction with the values specified in the Aging Category 4 and Aging Category 6 processing options to determine the interval that the system uses for the third and fourth aging categories.

#### **10. Aging Category 6**

Use this processing option to specify the intervals the system uses as an aging category for the sixth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

---

## **11. Credits**

**Blank = Age credits**

**1 = Apply to current balance**

Use this processing option to specify whether to age credit memos and unapplied receipts according to the aging specifications, or to apply credits to the Current aging column that prints on the statement.

## **12. Exclude Future Amounts**

**Blank = Do not exclude**

**1 = Exclude**

Use this processing option to specify whether to prevent future invoice amounts from printing on the statement. The system uses the aging specifications from the Accounts Receivable constants or the processing options to determine whether the invoice has a future amount. For example, if you age invoices based on the due date, and the statement date is 6/30/05, the system prevents all invoices with a due date after 6/30/05 from printing the statement.

## **13. Multi-Currency**

**Blank = Domestic**

**1 = Foreign**

Use this processing option to specify whether to print amounts in the foreign currency of the invoice. Valid values are:

Blank

Print domestic amounts only on the statement.

---

Print domestic and foreign amounts on the statement.

#### **14. Draft Flag**

**Blank = Do not print with draft**

**I = Print with draft**

Use this processing option to produce statements with a draft. If you use this option, the system assigns a draft number to the statement, not a statement number.

---

#### **Print Tab**

These processing options specify the Remit To address, print program and version, and letter to print.

---

##### **1. Remit To Address**

**Blank = Company**

**A = 1st address number**

**B = 2nd address number**

**C = 3rd address number**

**D = 4th address number**

**E = Factor/special payee**

**F = 5th address number**

**Address = address number**

Use this processing option to specify the remit to address that prints on the statement. The remit to address indicates where the customer should send their payments. The system retrieves this address based on the address book record that is set up for the company that is designated on the invoice in the Address Book Master table (F0101). Valid values are:

---

---

**Blank**

Use the address of the company designated in the Customer Ledger (F03B11), unless you specify a company in the Consolidation processing option. The system retrieves the company's address book number from the Company Constants table (F0010).

**A**

Use the value in the 1st Address Number field (AN81) of the company record.

**B**

Use the value in the 2nd Address Number field (AN82) of the company record.

**C**

Use the value in the 3rd Address Number field (AN83) of the company record.

**D**

Use the value in the 4th Address Number field (AN84) of the company record.

**E**

Use the value in the Factor/Special Payee field (AN85) of the company record.

**F**

Use the value in the 5th Address Number field (AN86) of the company record.

**Address**

Specify an address book number that you want the system to use instead of the company's address book number.

For example, if you generate statements for company 00001, and you want the receipts to be remitted to a lockbox address, you set up the lockbox address as a record in the Address Book system and assign the lockbox address book number to one of the address book number fields on the address book record for company 00001. In this processing option, you specify which of these address book numbers to use

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### **Linked Information Not Found**

Use this processing option to specify whether to include a summarized invoice record in addition to each invoice pay item record in the A/R Notification History Detail (F03B21) table. You use the Review Statement program (P03B202) to review the information in this table. Valid values are:

Blank

Include invoice pay item records only.

1

Include a summarized invoice record in addition to the invoice pay item records.

Note: If you want to print summarized invoice information on the statement, use the corresponding processing option in the statement print program that you are using (R03B5001, for example).

### **2. Summarize Invoices**

**Blank = Pay items only**

**1 = Summarized and pay items**

Use this processing option to specify the statement print program to use to produce statements. Use the Search button for a list of valid statement print programs. If you leave this processing option blank, the system uses R03B5001. Each print statement program has processing options that control the type of information that the system prints on the statement. The data selection and data sequence of the print program controls the amount of detail that prints on the statement and the order in which it prints.

### **3. Print Program**

Use this processing option to specify the version of the statement print program to use. If you leave this processing option blank, the system uses ZJDE0001

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#### **4. Version of Print Program**

Use this processing option to specify a predefined letter for text that you want to print on the statement. If the letter was set up with a letter type, you must also specify the letter type.

---

#### **Update Tab**

These processing options specify whether the system uses an “as of” date to calculate invoice open amounts, whether it updates the statement number on invoice records, and whether the system creates one A/R Notification History Detail (F03B21) record for each invoice or for each invoice pay item.

---

##### **1. Date - As Of**

Use this processing option to specify the date that you want to use to produce statements for a prior period. This date is useful if a customer requests a statement for a specific date or for a date that is different from the original date that you used to produce the statement.

For example, if you need to produce a statement from several months ago, you enter the date that you want to use for the statement date in this processing option, and the system compares it to the closed date on the invoice to determine whether the invoice was open as of that date. If the invoice was open, the system recalculates the open amount and includes it on the statement. The system recalculates the open amount by adding to the current open amount the receipts that were applied to the invoice and have a G/L date that is on or after the as of date.

If you want to reprint a statement that was previously generated for a prior period, use the Review Statements program (P03B202).

**Caution:** The system requires additional processing time to determine whether the invoice was open on the date that you specify; therefore, do not complete this field unless you want to use this feature. For the system to perform As Of processing, you must include paid invoices in the data selection of the Statement Notification Refresh program (R03B500X). You might also want to limit your data selection to the specific customer for whom you are generating the statement.

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## **2. Statement Number Update**

**Blank = Always update**

**1 = Update blank fields only**

Use this processing option to overwrite the statement number on invoices that are included on multiple statements. For example, if an open invoice is included on statement 123 and the invoice is still open when you run statements again, the system assigns the new statement number to the invoice and overwrites the previous value. Valid values are:

Blank

Update the statement number on all invoice records.

1

Update the statement number on only those invoice records that do not have a value in the Statement Number field (CTL).

---

## **Processing Options for Statement Print with Draft (R03B506)**

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City

1. Enter the city name where the draft is being originated to be printed on the draft.

City

---

## **Draft Acceptance**

Regardless of whether you or the customer originates the draft, you must enter it into the Accounts Receivable system before you can process it. You enter a draft after your customer accepts it. The draft has no legal force until the customer accepts it. When a draft is accepted, the status of the invoice changes. In some countries this has legal ramifications.

For manual drafts, your customer can accept the draft by:

- Signing the draft that you originated and returning it to you
- Changing the draft that you originated (date, amount, bank, and so on), and then signing and returning it to you
- Originating, signing, and sending the draft to you

For automatic drafts, the draft is accepted by prior agreement, so each draft does not require customer acceptance.

## Entering Manual Drafts

Manual drafts are also called customer acceptance drafts because they must be accepted by the customer before they can be remitted to the bank. Several types of manual drafts are available:

- The supplier prints the draft with bank account information.
- The supplier prints the draft with the bank name only.
- The customer prints the draft with bank account information.
- The customer prints the draft with the bank name only.

Because banks generally assess an additional fee to collect drafts with incomplete bank account information, the system distinguishes drafts that have complete bank account information from those that have the bank name only.

You use one of the following programs to enter a draft manually, depending on whether you originate the draft or your customer does:

<b>Enter Our Drafts</b>	Use this program when your company originates a draft for the customer to sign and return.
<b>Enter Customer Drafts</b>	Use this program when the customer originates and accepts a draft, then sends it to your company to be entered.

The fields that you complete on the Enter Our Drafts and Enter Customer Drafts forms are the same. You can enter drafts in a foreign currency (the transaction currency of the invoice), but not in an alternate currency.

You select the invoices to pay with each draft. You can apply the payment in the following ways:

- One invoice with one draft
- Multiple invoices with one draft
- One invoice with multiple drafts (split pay items)

You apply the draft to open invoices using the same type input codes that you use to enter receipts:

- 10 - Invoice match
- 11 – Invoice match with chargeback discount
- 15 – Invoice match with write-off
- 16 – Invoice match with chargeback
- 17 – Invoice match with deduction

- 25 – Standalone write-off
- 26 – Standalone chargeback
- 27 – Standalone deduction

When you enter a draft, the system processes it as follows:

- Creates a batch header record (F0011) and assigns it the batch type DB (draft receipts)
- If you use the Enter Our Drafts program, the system validates the draft number that you enter against the draft number assigned to the invoices when you originated the draft using the Invoice Print with Draft or Statement Print with Draft program
- Applies draft receipts to open customer invoices
- Creates a draft record in the Receipts Detail table (F03B14) for each invoice pay item that the draft closes
- Creates an invoice record with a document type of R1 in the Customer Ledger table (F03B11) for the total draft amount
- Updates the payment status of the draft invoice to D (draft accepted)

After you enter drafts, you can approve and post them to the general ledger. The system creates a journal entry to debit drafts receivable and credit an A/R trade account if you post the draft at a Draft-Acceptance status. See *Journal Entries Created by the Draft Post* for information about entries that the system creates for other draft statuses.

This program updates and creates records in the Customer Ledger (F03B11), Receipts Header (F03B13), and Receipts Detail (F03B14) tables.

#### **Fields Updated During Draft Entry**

When you enter a draft, the system updates specific fields with the account ID that it locates from the AAI based on the type of draft you entered. The system uses this account ID when you post the draft to create automatic entries. The following table lists the fields that the system updates based on the type of draft and the AAI that the system uses to locate the account.

Account	Type of Draft	Field Updated	Table Updated	AAI Used
A/R Trade	Applied Draft (TI Code 10)	AID	F03B14	The system does not use an AAI.  The system uses the account entered in the AID field of the invoice record (F03B11).
	Unapplied Drafts	AID	F03B13	The system locates the account using the following hierarchy: <ul style="list-style-type: none"> <li>• RCxxxx, where xxxx is the value of the Unapplied G/L Offset field</li> <li>• RCxxxx for company 00000, where xxxx is the value of the Unapplied G/L Offset field</li> <li>• RCUC for the receipt</li> </ul>

				<p>company</p> <ul style="list-style-type: none"> <li>• RCUC for company 00000</li> </ul>
	Chargebacks (TI Codes 11, 16, and 26)	AIDC AID	F03B14 F03B11	<p>The system locates the account using the following hierarchy:</p> <ul style="list-style-type: none"> <li>• RCxxxx for the invoice company, where xxxx is the value of the Chargeback G/L Offset field</li> <li>• RCxxxx for company 00000, where xxxx is the value of the Chargeback G/L Offset field</li> <li>• RC for the invoice company</li> <li>• RC for company 00000</li> </ul>
	Standalone Chargebacks (TI Code 26)	AIDC	F03B14	<p>The system locates the account using the following hierarchy:</p> <ul style="list-style-type: none"> <li>• RCxxxx for the draft company, where xxxx is the value of the Chargeback G/L Offset field</li> <li>• RCxxxx for company 00000, where xxxx is the value of the Chargeback G/L Offset field</li> <li>• RC for the draft company</li> <li>• RC for company 00000</li> </ul>
Discount Taken	Discounts (TI Code 10)	AIDD	F03B14	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> <li>• RKD for the invoice company</li> <li>• RKD for company 00000</li> </ul>
Write-off	Write-offs (TI Codes 10, 15, and 25)	AIDW	F03B14	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> <li>• RAxx for the invoice company, where xx is the write-off reason code</li> <li>• RAxx for company 00000, where xx is the write-off reason code</li> <li>• RA for the invoice company</li> <li>• RA for company 00000</li> </ul>
	Standalone Write-	AIDW	F03B14	The system uses the following

	offs (TI Code 25)			<p>hierarchy:</p> <ul style="list-style-type: none"> <li>RAxx for the draft company, where xx is the write-off reason code</li> <li>RAxx for company 00000, where xx is the write-off reason code</li> <li>RA for the draft company</li> <li>RA for company 00000</li> </ul>
Deduction Suspense	Deduction (TI Code 17)	DAID	F03B14	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> <li>RNxxx, where xxx is the currency of the invoice company</li> <li>RNxxx, where xxx is the currency of company 00000</li> <li>RN for the invoice company</li> <li>RN for company 00000</li> </ul>
	Standalone Deductions (TI Code 27)	DAID	F03B14	<p>The system uses the following hierarchy:</p> <ul style="list-style-type: none"> <li>RNxxx, where xxx is the currency of the draft company</li> <li>RNxxx, where xxx is the currency of company 00000</li> <li>RN for the draft company</li> <li>RN for company 00000</li> </ul>

Some of the automatic accounting instructions have special rules for setting up the accounts. See *AAIs for Accounts Receivable* for the specific AAI item for any special considerations.

#### See Also

- Dates, Document Types, and Type Input Codes* for examples of using type input codes
- Automatic Entries Created by the Draft Post*

#### Before You Begin

- Set up a bank account for each customer who pays invoices by draft. See *Setting Up Bank Account Information*.
- Set up the draft AAIs. See *Setting Up AAIs for Accounts Receivable Drafts*.
- Verify that the appropriate offset account is set up for the AAI RCxxxx, where xxxx is the G/L offset. If you enter unapplied drafts, the system uses the default RCUC unless you specify a different Unapplied G/L Offset value or set a processing option to use the value from the customer record.

► **To enter an unapplied draft**

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*Use one of the following navigations:*

*From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts.*

*From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.*

1. On Work With Drafts, click Add.

The screenshot shows the PeopleSoft Draft Entry interface. At the top, there's a toolbar with icons for Home, Help, Internet, and Training. Below that is a navigation bar with 'Select Workspace: Active Foundation' and links for Personalize, Change Role, and Sign Out. The main area is titled 'Draft Entry' and contains a grid of input fields. The fields include: Payor (3003), CSC Corporation; Draft Number (500); Draft Date (07/05/05); Draft Due Date (07/05/05); Draft Amount (375.00); Payment Instrument (D); Company (00001); G/L Date (06/30/05); Bank Name (First Interstate); Customer Bank Acct No (2165987458); and Payment by Invoice (A/R & A/F). Below the grid, a message says 'No records fetched.' There are also buttons for OK, Delete, Cancel, Form, Row, and Tools. At the bottom, there are buttons for Amount Applied (375.00), Amount Pending, and Amount Unapplied.

2. On Draft Entry, complete the following fields:

- Payor
- Draft Number
- Draft Date
- Draft Due Date
- Draft Amount
- Payment Instrument
- Company
- G/L Date

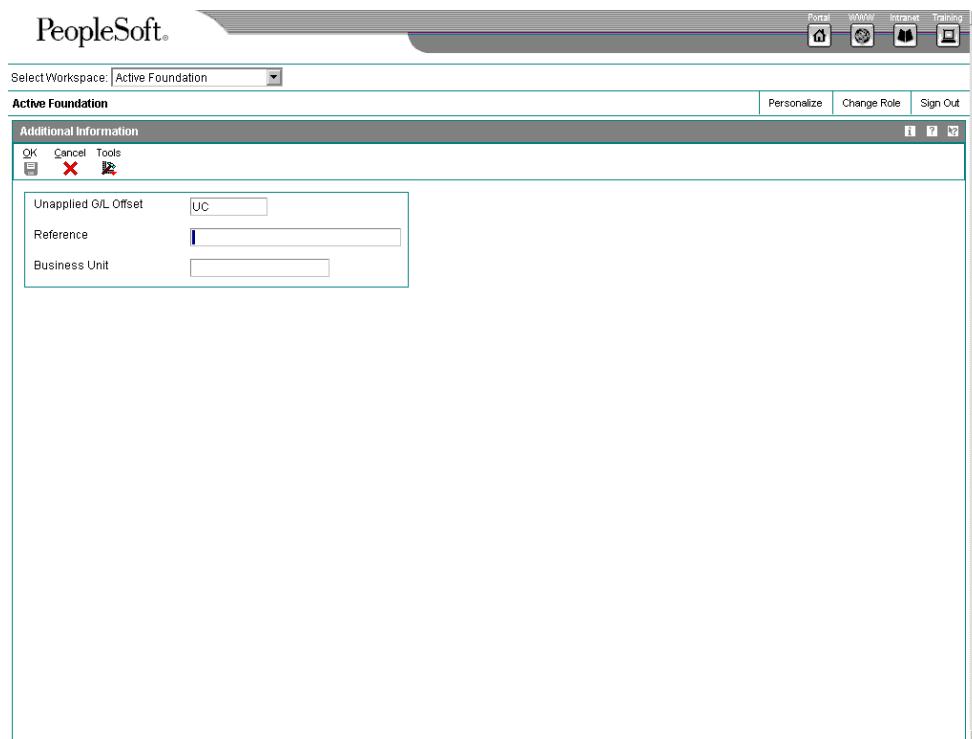
3. To specify bank information, complete the following fields:

- Customer Bank Acct No
  - Bank Transit
4. If the processing option for the bank name is set to require the bank name, complete the following field:
- Bank Name

#### Note

If the bank account information is set up for the customer and specified for A/R Drafts (Record Type D), the system completes the bank information fields automatically.

5. To specify more information, choose Additional Info from the Form menu.



6. Complete the following optional fields and click OK:

- Unapplied G/L Offset

Use this field to specify an offset value for the system to use to locate the A/R trade account for unapplied drafts. The system uses the default value UC and the associated AAI item RCUC if you do not override this value.

- Reference
- Business Unit

If you leave this field blank, the system uses the business unit assigned to the payor's address book record for unapplied draft (RU) and draft (R1) records that the system creates in the Customer Ledger table (F03B11).

7. On Draft Entry, click OK to create an unapplied draft.

### Related Information

The system assigns the document number and document type to the journal entry from the following fields that the system updates when you enter the draft.

<b>JE Document Number (DOCG)</b>	The system assigns the JE document number to the Receipts Header record (F03B13) at the time that you enter the draft, but does not assign it to the Receipt Detail record (F03B14) until you post the draft. The system retrieves the number to assign from the Next Numbers table for system 03B, line 6 (Draft Number).
<b>JE Document Type (DCTG)</b>	The system assigns the JE document type to the Receipts Header record (F03B13) at the time that you enter the draft, but does not assign it to the Receipts Detail record (F03B14) until you post the draft. Depending on the setting of the processing options and the type of draft that you enter, the system assigns a journal entry document type of R1 (unapplied drafts), RC (applied drafts created in detail), or RK (applied drafts created in summary).

See *Journal Entries Created by the Draft Post* for more information about how the system retrieves the values that it assigns.

### ► To apply drafts to open invoices

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When you apply drafts to open invoices, you follow the same steps that you use to pay receipts.

*Use one of the following navigations:*

*From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts.*

*From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.*

1. On Work With Drafts, follow the steps to add an unapplied draft.  
See the task *To enter an unapplied draft*.  
  
2. On Draft Entry, choose either Load or Select from the Form menu, and then follow the steps to display the open items for the customer.  
See *Displaying Open Items*.  
  
3. On Draft Entry, in the detail area, follow the steps to pay the invoice using the appropriate type input code.  
See one of the following tasks:
  - *To enter a simple invoice match receipt (TI code 10)*
  - *To enter receipts with discounts (TI code 10)*
  - *To enter receipts with chargebacks (TI codes 11 and 16)*

- *To enter receipts with write-offs (TI code 15)*
- *To enter receipts with deductions (TI code 17)*

#### **See Also**

- *Creating Standalone Records* for information about entering standalone write-offs, chargebacks, and deductions
- *Entering Remittance Information* for an alternative method of entering invoice information

#### **► To apply unapplied drafts to invoices**

---

*Use one of the following navigations:*

*From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts.*

*From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.*

1. On Work With Drafts, to locate unapplied drafts, enter UC in the following field of the QBE row and click Find:
  - Unapplied G/L Offset
2. Choose the unapplied draft to which you want to apply invoices and click Select.
3. On Draft Entry, display the open items for the customer by choosing either Load or Select from the Form menu.  
See *Displaying Open Items*.
4. On Draft Entry, in the header area, complete the following optional field:
  - G/L Date

---

#### **Note**

The G/L date that you assign does not change the G/L date of the unapplied draft record (F03B13). The system uses the G/L date for the draft detail record (F03B14) that it creates to pay the invoice.

---

5. In the detail area, complete the following field with the appropriate code:
  - TI

6. If necessary, override the value in the following fields:
  - Transaction Payment Amount
  - Transaction Discount Taken
  - Remark
  - Transaction Write Off Amount

If you enter a write-off amount, you must enter a write-off reason code.

- Transaction Charge Back Amount

If you enter a chargeback amount, you must enter a chargeback reason code.

- Transaction Deduction Amount

If you enter a deduction amount, you must enter a deduction reason code.

7. Verify that the following fields in the lower part of the form contain the correct information:

- Amount Applied

- Amount Pending

The amount pending should equal the draft amount specified in the header if you have fully applied the draft to invoices.

- Amount Unapplied

The system will create an unapplied draft record for the amount indicated in this field.

8. Click OK.

#### See Also

- *Applying Unapplied Receipts to Invoices* for more information about the records that the system creates

#### Processing Options for Draft Entry (P03B602)

##### Display Tab

These processing options specify whether to retain values that were previously entered on the Draft Entry form. If you are entering similar types of drafts, completing these processing options can reduce entry time.

---

##### 1. Payor Number

**Blank = Do not retain the payor number**

**1 = Retain the payor number**

Use this processing option to specify whether to retain the payor number entered on the Draft Entry form after you enter the draft. Valid values are:

---

Blank

---

Do not retain the payor number.

1

Retain the payor number.

## **2. Draft Date**

**Blank = Do not retain the draft date**

**1 = Retain the draft date**

Use this processing option to specify whether to retain the draft date entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the draft date.

1

Retain the draft date.

## **3. Company**

**Blank = Do not retain the company number**

**1 = Retain the company number**

---

Use this processing option to specify whether to retain the company number entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the company number.

1

Retain the company number.

#### **4. G/L Date**

**Blank = Do not retain the G/L date**

**1 = Retain the G/L date**

Use this processing option to specify whether to retain the G/L date entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the G/L date.

1

Retain the G/L date.

---

#### **5. Draft Due Date**

---

**Blank = Do not retain the draft due date**

**1= Retain the draft due date**

Use this processing option to specify whether to retain the draft due date entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the draft due date.

1

Retain the draft due date.

## **6. Bank Name**

**Blank = Do not retain the bank name**

**1 = Retain the bank name**

Use this processing option to specify whether to retain the customer bank name entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the customer bank name.

1

---

---

Retain the customer bank name.

## 7. Customer Bank Account

**Blank = Do not retain the bank account**

**1 = Retain the bank account**

Use this processing option to specify whether to retain the customer bank account number entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the customer bank account.

1

Retain the customer bank account.

## 8. Payment Instrument

**Blank = Do not retain the pay instrument**

**1 = Retain the pay instrument**

---

*I Use this processing option to specify whether to retain the payment instrument on the*

---

Draft Entry form after you enter the draft. Valid values are:

**Blank**

Do not retain the payment instrument.

**1**

Retain the payment instrument.

## **9. Bank Transit Number**

**Blank = Do not retain bank transit number**

**1 = Retain the bank transit number**

Use this processing option to specify whether to retain the bank transit number entered on the Draft Entry form after you enter the draft. Valid values are:

**Blank**

Do not retain the bank transit number.

**1**

Retain the bank transit number.

## **10. Currency**

**Blank = Do not retain the currency**

**1 = Retain the currency**

---

---

Use this processing option to specify whether the system retains the currency code entered on the Draft Entry form after you enter the draft. Valid values are:

Blank

Do not retain the currency code.

1

Retain the currency code.

## **11. Exchange Rate**

**Blank = Do not retain the exchange rate**

**1 = Retain the exchange rate**

Use this processing option to specify whether the system retains the exchange rate that is entered on the draft entry after you enter the draft. Valid values are:

Blank

Do not retain the exchange rate.

1

Retain the exchange rate.

---

## **Defaults Tab**

These processing options specify default values to use on the Draft Entry and Additional Information forms. When you enter a draft, you can override any of the values entered in these processing options.

---

## **1. Type Input Code**

**10 = Simple invoice match**

**11 = Match auto chargeback discount**

**15 = Match with write-off**

**16 = Match with chargeback**

**17 = Match with deduction**

Use this processing option to specify the default type input code for applying drafts to invoices. Valid values are:

Blank

The system does not default a value.

10

Simple invoice match

11

Match auto chargeback discount

15

Match with write-off

16

Match with chargeback

17

Match with deduction

---

If you enter 10, the system applies the draft to the oldest open invoice or group of invoices in a customer's account, similar to the Balance Forward type input code (1) for the Speed Receipts application.

## **2. Deduction Reason Code**

### **Blank = Manual entry**

Use this processing option to specify the default deduction reason code for entering a deduction amount. If you leave this field blank, the deduction reason code must be entered manually in the detail area on the Receipt Entry form. Valid deduction reason codes are defined in UDC 03B/CR.

## **3. Payment Instrument With Bank Account**

Use this processing option to specify the default payment instrument for drafts with a bank account number.

## **4. Payment Instrument Without Bank Account**

Use this processing option to specify the default payment instrument for drafts without a bank account number.

## **5. Drafts Receivable Account**

---

---

**Blank = RD1x AAI**

Use this processing option to specify the drafts receivable account number to use when you post drafts to the general ledger. You enter the account number in the standard format (bu.obj.sub). If you leave this processing option blank, the system uses the account number associated with the AAI item RD1x, where x is the payment instrument on the customer record (F03012).

**6. Default G/L Offset for Unapplied Cash****Blank = Do not default****1 = Default from G/L class code**

Use this processing option to specify whether to use the value in the G/L Class Code field of the customer record as the default value for the Unapplied G/L Offset field when you enter unapplied drafts. The system locates the A/R trade account based on the G/L offset that you use. Valid values are:

Blank

Do not use default values.

1

Use values from the G/L Class Code.

If the customer record does not have a G/L class code defined, the system uses the default G/L offset (UC) for unapplied drafts.

---

## **Edits Tab**

These processing options specify whether to allow:

- Write-offs
- The deletion of unposted drafts
- Charges to the draft status

They also specify whether the system notifies you of certain conditions, such as the entry of an overpayment.

---

### **1. Write-offs**

**Blank = Allow write-offs**

**1 = Do not allow write-offs**

Use this processing option to specify whether to allow write-offs on drafts. Valid values are:

Blank

Allow write-offs.

1

Do not allow write-offs.

### **2. Delete/NSF Unposted Receipts**

**Blank = Allow delete and NSF operations**

**1 = Do not allow delete and NSF operations**

Use this processing option to specify whether to allow the delete and NSF operations on unposted drafts. Valid values are:

---

---

**Blank**

Allow delete and NSF.

**1**

Do not allow delete and NSF.

### **3. Overpayment Edit**

**0 = No edit**

**1 = Warning**

**2 = Error**

Use this processing option to specify the severity of the error message issued when an invoice has been overpaid. Valid values are:

**0**

No Edit

**1**

Warning

**2**

Error

When you overpay an invoice, the system displays it as a negative open amount.

---

---

#### **4. Bank Name**

**Blank = Do not require bank name**

**1 = Require bank name**

Use this processing option to specify whether to require a bank name. Valid values are:

Blank Do not require a bank name

1 Require a bank name

---

#### **5. Return To Prior Draft Status**

**Blank = Allow prior draft status operation**

**1 = Do not allow prior draft status operation**

Use this processing option to specify whether to allow the return to prior draft status operation on drafts. Valid values are:

Blank Allow return to prior draft status operation

1 Do not allow return to prior draft status operation

---

### **Process Tab**

These processing options specify how the system applies drafts to invoices when you use a default type input code, and whether the system creates a summarized record in the Account Ledger table (F0911) for each batch of drafts that you enter or a detail record for each draft.

---

---

#### **1. Drafts Type**

---

---

**Blank = Supplier generated drafts**

**1 = Customer generated drafts**

Use this processing option to specify the type of drafts to process. Valid values are:

Blank Process supplier generated drafts

1 Process customer generated drafts

## **2. Open Amount**

**Blank = Create R1 with open amount**

**1 = Create R1 without open amount**

Use this processing option to specify whether to create invoice draft records (document type R1) with an open amount in the Customer Ledger table (F03B11). This processing option controls whether you can select the draft for aging. When you create a draft without an open amount, you use that record as a placeholder only and you cannot select it for payment or aging. Valid values are:

Blank

Create invoice draft records with an open amount.

1

Create invoice draft records without an open amount

## **3. Journal Entry Creation Method**

---

---

**Blank = Summarize journal entries****1 = Detail journal entries**

Use this processing option to specify whether the post program creates one summarized journal entry for the batch of drafts entered, or one journal entry for each draft. The system assigns the value that you enter in this processing option to the A/R Post field (ISTR) in the Receipts Header table (F03B13). The post program uses this value to create the journal entry records. Valid values are:

**Blank**

Create summarized journal entries. The system creates one journal entry with the document type RK for each batch of drafts that you post. The system assigns the draft batch number as the document number of the journal entry. To use this method, you must also ensure the following:

- o The offset method in the A/R Constants is equal to B (batch mode)
- o The intercompany settlement option in the General Accounting constants is not set to 2 (detail)
- o The batch does not contain any foreign transactions

If any of the preceding criteria are not met, the system creates journal entries in detail.

**1**

Create detailed journal entries. The system creates one journal entry with the document type RC for each draft in the batch. The system uses Next Numbers for journal entry documents (system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates the following fields in the Receipts Detail table (F03B14) with the journal entry information:

- o JE document type (RZDCTG)
- o JE document number (RZDOCG)
- o JE document company (RZKCOG)

---

#### **4. Display Invoices**

**Blank = Display all invoices**

**1 = Display only approved invoices**

Use this processing option to specify whether to display only invoices with an approved pay status. Valid values are:

Blank

Display all invoices.

1

Display only approved invoices.

---

#### **Currency Tab**

When you are using multi-currency, this processing option specifies whether the system validates for an effective exchange rate.

---

#### **1. Edit Effective Date**

**Blank = Do not edit effective date**

**1 = Edit effective date**

Use this processing option to specify whether the system validates the effective date that it uses to retrieve the exchange rate against the G/L date that you enter on the draft. Valid values are:

---

**Blank**

Do not validate the effective date.

**1**

Validate the effective date. The system issues a warning when the effective date of the exchange rate retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the G/L Date of the draft.

---

### **Chargeback Tab**

These processing options specify values that you want the system to assign to chargeback records that it creates.

---

#### **1. Pay Status**

##### **Blank = Data dictionary default**

Use this processing option to specify the default pay status that you want the system to assign to chargebacks. If you leave this processing option blank, the system uses the value that is set up in the Data Dictionary for item PST. Valid values are defined in UDC 00/PS (Pay Status).

#### **2. Date Option**

##### **Blank = Use the draft G/L date**

##### **1 = Use dates from the invoice**

---

Use this processing option to specify the invoice date and net due date that you want the system to assign to chargebacks. Valid values are:

Blank

Use the draft G/L date.

1

Use the corresponding dates from the invoice.

### **3. Reason Code**

#### **Blank = Manual entry**

Use this processing option to specify the default reason code that you want the system to assign when you enter a chargeback amount. If you leave this processing option blank, you must enter the chargeback reason code manually. Valid chargeback reason codes are defined in UDC 03B/CB.

---

#### **Auto Write-off Tab**

These processing options activate the automatic write-off feature and establish write-off limits for both under- and overpayments. When you activate the automatic write-off feature, you must specify the write-off reason code for the system to use.

---

#### **1. Maximum Underpayment Amount**

Use this processing option to specify the limit for the system to use to write off underpayments. If the difference between the payment amount and open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when you enter the draft.

---

---

## **2. Underpayment Reason Code**

Use this processing option to activate the automatic write-off process and to specify the default reason code that you want the system to assign when it automatically writes off an underpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for the write-off reason code that you specify.

## **3. Maximum Overpayment Amount**

Use this processing option to specify the maximum amount for which the system writes off overpayments. If the difference between the payment amount and the open amount of the invoice is equal to or greater than the amount specified, the system automatically writes off the remaining amount when you enter the draft. Enter the value as a negative amount.

## **4. Overpayment Reason Code**

Use this processing option to activate the automatic write-off process and to specify the default reason code for the system to assign when it automatically writes off an overpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for the write-off reason code that you specify.

---

### **Mnl Write-off Tab**

These processing options specify write-off limits for both under- and overpayments, and specify a default for the system to use for the write-off reason code.

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### **1. Maximum Underpayment Amount**

Use this processing option to specify the maximum amount for which you can write off an underpayments. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the draft.

### **2. Maximum Overpayment Amount**

Use this processing option to specify the maximum amount for which you can write off an overpayment. If the difference between the payment amount and the open amount of the invoice equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the draft. Enter the value as a negative amount.

### **3. Write-Off Reason Code**

#### **Blank = Manual entry**

Use this processing option to specify the default reason code that you want the system to assign when you enter a write-off amount. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAxx, where xx is the reason code) for each write-off reason code that you specify.

---

### **Discount Tab**

These processing options define rules for processing discounts.

---

### **1. Discount Available**

---

**Blank = Do not allow taken > available**

**1 = Allow taken > available**

Use this processing option to specify whether to allow the discount taken to be greater than the discount available. Valid values are:

Blank

Do not allow discounts taken to be greater than the discount available.

1

Allow discounts taken to be greater than the available discount.

## **2. Discount Applied**

**Blank = Do not allow taken > applied**

**1 = Allow taken > applied**

Use this processing option to specify whether to allow the discount taken to be greater than the payment amount. Valid values are:

Blank

Do not allow the discount taken to be greater than the payment amount.

1

Allow the discount taken to be greater than the payment amount.

---

---

### **3. Grace Period Days**

Use this processing option to specify the number of days to be added to the discount due date during which the discount can be taken. This processing option is used only when the system calculates the discount taken. You can also enter the discount amount manually.

---

#### **Match Priority Tab**

These processing options specify the order that you want the system to use to locate invoices on the Remittance Entry form.

---

##### **1. Invoice Match**

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

---

#### **Sales Order Match**

---

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

### **Customer Reference Match**

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

### **Statement Match**

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---

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference
- o Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

---

#### **Void/NSF Tab**

These processing options specify the values for the system to use when drafts are voided or designated as insufficient funds.

---

#### **1. Update Payment Instrument**

**Blank = Do not update**

**1 = Update**

Use this processing option to specify whether to update the payment instrument on the R1 draft record in the Customer Ledger table (F03B11) if the draft is voided or designated as NSF. Valid values are:

Blank

Do not update the payment instrument.

---

1

Update the payment instrument.

Note: You must specify a value in the Payment Instrument processing option if you specify 1 in this processing option

## **2. Payment Instrument for Invoice**

Use this processing option to specify the payment instrument to assign to R1 draft records in the Customer Ledger table (F03B11) when a draft is voided or designated as NSF. Valid values are set up in the UDC 00/PY. If the value of the Update Payment Instrument processing option is blank, the system ignores this processing option.

## **3. Payment Instrument for Draft**

Use this processing option to specify the payment instrument to assign to the new draft record that the system creates in the Customer Ledger table (F03B11) when you void or designate the draft as NSF with the option to renew the draft. Valid values are set up in UDC 00/PY.

## **4. Draft Account**

### **Blank = RD5 AAI**

Use this processing option to specify the draft receivable account number to use when you post drafts that have been voided or designated as NSF using the renewal option. You enter the account number in the standard format (bu.obj.sub). If you leave this processing option blank, the system uses the account number associated with the AAI item RD5.

## Processing Preauthorized Drafts

*From the Draft Daily Operations menu (G03B161), choose Pre-Authorized Drafts.*

Automatic drafts are also called preauthorized drafts because they do not require customer acceptance for each draft. You and your customer agree in advance that the customer will pay with a draft. You do not print and send a draft to the customer, but instead remit (deposit) the draft to your bank for collection.

You create automatic drafts by running the Pre-Authorized Drafts program (R03B671). You select the invoices to pay with each draft by using data selection. You can run this batch process in either proof or final mode:

<b>Proof mode</b>	You can choose to generate a detail or summary report of transactions: <ul style="list-style-type: none"><li>• Detail – lists each invoice to be paid by draft</li><li>• Summary – prints a summary of all invoices by customer or payor, due date, and payment instrument to be paid by draft</li></ul>
<b>Final mode</b>	You can make the same selections as in proof mode. In final mode, the system: <ul style="list-style-type: none"><li>• Creates drafts</li><li>• Updates the pay status of drafts to D (draft accepted)</li><li>• Generates a report</li></ul>

Whichever mode you choose, you can review the information and make necessary changes. You can use either Standard Invoice Entry or Speed Status Change to change the pay status.

The system processes drafts in the same way as receipts except that the system:

- Uses batch type DB (draft receipts)
- Applies draft receipts to open customer invoices
- Creates an invoice record with a document type of R1 in the Customer Ledger table (F03B11) for the total draft amount
- Updates the payment status of the draft invoice to D (draft accepted)

After you generate drafts, you must approve and post them to the general ledger to create the appropriate journal entries. See *Approving and Posting Accounts Receivable Drafts*.

This program updates and creates records in the Customer Ledger (F03B11), Receipts Header (F03B13), and Receipts Detail (F03B14) tables.

---

### Note

The report prints the abbreviated column heading PI, which indicates payment instrument.

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## **Processing Options for Pre-Authorized Drafts (R03B671)**

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### **Mode**

1. Enter a '1' to run the report in final mode. If left blank, the report will run in proof mode and no drafts will be created.

### **Summary/Detail**

2. Enter a '1' to create summary (one draft per customer / due date). '2' to create Payor summary drafts (one draft per Payor / due date). If left blank, detail draft will be created (one draft per invoice / due date).

### **Pay Thru Date**

3. Enter the Pay thru Date. If left blank, the system date will be used.

### **Pay Thru Date.**

### **Draft Date**

4. Enter the draft date. If left blank, the system date will be used.

### **Draft Date**

### **Draft G/L**

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

### **Draft G/L Date**

6. Enter the Draft Due date. If left blank, the invoice due date will be used.

### **Draft Due Date**

### **Receivable**

7. Enter the override Draft Receivable Account. If left blank, AAI's will be used - Draft Receivable Account (RDIx) where "x" = Pay Instrument.

### **Draft Receivable Account Number**

### **Journal Entry**

8. Select G/L Entry Method: ' ' = Create Summary Total J.E.'s. '1' = Create Detail J.E.'s ( create one J.E. for each deposit item).

### **Draft Amount**

9. Enter the minimum amount required to create the draft.

### **Minimum Draft Amount**

### **Negative**

10. Enter a '1' to allow creation of draft with a negative amount.

### **Statement**

11. Enter a '1' to use the statement number on the invoice record for the draft number, leave blank to use the Next Number for the draft number.

### **Open Amount**

12. Enter a '1' to create the draft record in the invoice file without an open amount. Default of blank will create the draft record with open amount.

### **Credit Card**

13. Enter a '1' to do credit card processing. If left blank regular draft processing will be performed

### **Credit Card Processing**

14. Enter Prepayment Origination Flag

### **Prepayment Origination Flag**

---

## **Revising Drafts**

After you enter drafts, you can review and revise them before you post them to the general ledger. You typically review drafts to:

- Verify information for a particular customer
- Revise draft information, such as the due date, payment instrument, or customer bank account

The following guidelines apply when you revise draft information:

- You cannot add invoices to a draft unless an unapplied amount exists.
- You can change the following fields when the draft has been accepted:
  - Draft Due Date  
You can also change this field after the draft has been remitted.
  - Draft Amount  
You cannot change this field if the draft is posted or if it is in a status other than Draft- Acceptance.
  - Payment Instrument
  - Bank Name
  - Customer Bank Account Number
  - Bank Transit
- You can never change the G/L date on a draft; however, you can assign a new G/L date to a posted draft when you perform additional tasks (such as applying the draft to invoices or voiding the draft). The system updates the Receipts Detail records (F03B14) with the G/L date that you enter. The system does not change the G/L date on the Receipts Header record (F03B13).

#### ► To revise drafts

---

*From the Draft Daily Operations menu (G03B161), choose Draft Inquiry.*

1. On Work With Drafts, click Find to locate all drafts, or complete the following fields to limit your search, and then click Find:
  - From
  - Through
2. Choose the draft that you want to review and click Select.
3. On Draft Entry, change any of the following fields and click OK.
  - Draft Due Date
  - Draft Amount  
You cannot change the draft amount if the draft is posted or is a status other than Draft - Acceptance.
  - Payment Instrument
  - Customer Bank Acct No
  - Bank Transit

## Approving and Posting Accounts Receivable Drafts

*Use one of the following navigations:*

*From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.*

*From the Draft Daily Operations menu (G03B161), choose Post Drafts to G/L.*

After you enter drafts, you must post them to the general ledger to update the appropriate account information. Depending on your organization's policy, your batches might require management approval before you can post them. The process to review and approve batches is the same regardless of the batch type. The batch type for draft batches is DB. See *Using the Batch Review Program* for information about reviewing and approving draft batches.

---

### Note

The status of the draft batch header remains In Use until you completely exit the draft entry program.

---

### See Also

- ❑ *The Financial Post Process* for detailed information about procedures, processing options, and the post reports
- ❑ *Calculating Realized Gains and Losses* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable* for information about how the system manages gains and losses on foreign drafts

## Posting Accounts Receivable Drafts

*From the Draft Daily Operations menu (G03B161), choose Post Drafts to G/L.*

After you approve drafts, you can post them to the general ledger. Because the system creates all the entries to the Account Ledger table (F0911) when you post drafts, balancing errors occur only when the post program is interrupted. If the post program is aborted before it completes, run the post program again to delete the entries that the system created, and then run the post program a third time to create new entries.

During the post, the system does the following:

- Selects unposted receipt transactions from the following tables:
  - Receipts Header (F03B13)
  - Receipts Detail (F03B14)
- Edits and verifies each transaction

If no errors occur, the system does the following:

- Debits and credits the appropriate accounts in the Account Ledger table (F0911)  
The account that the system debits depends on the draft status.

- Creates automatic offsets to the A/R trade account in the Account Ledger table (F0911)
  - Creates automatic entries to the discount, write-off, chargeback, or deduction account, if applicable
  - Updates balances in the Account Balances table (F0902)
  - Marks the transactions as posted (P) in the Account Ledger table (F0911)
  - Updates the Receipt Detail table (F03B14) with a D in the Posted Code field
- 

**Note**

The system does not update the Receipts Header record (F03B13) until the draft is collected and posted. If the draft is posted after acceptance and remittance, the system does not update the Posted Code field.

---

- Updates the status of the Batch Control Records table (F0011) to D.

See *Journal Entries Created by the Draft Post* and *Automatic Entries Created by the Draft Post* for more detailed information about the accounts that the system debits and credits for each draft status.

You can also post drafts using the Draft Journal Review program (P0011).

---

**Note**

The system creates unapplied draft (RU), draft (R1), chargeback (RB), and deduction (R5) invoices with a posted status of D in the Customer Ledger table (F03B11). To determine whether these records are posted, you must locate and verify the posted status of the draft document from which they originated.

---

### **Journal Entries Created by the Draft Post**

When you post drafts to the general ledger, the system creates the Account Ledger record (F0911) based on the journal entry creation method and the status of the draft when you post it.

The following tables list the journal entries that the system creates for standard drafts, drafts that are discounted, and drafts that are discounted with contingent liability:

<b>Standard Drafts</b>				
<b>Draft Status</b>	<b>JE Doc Type</b>	<b>AAI Item</b>	<b>Account Debited</b>	<b>Account Credited</b>
Acceptance (4)	R1	RD1x	Drafts Receivable	
	AE	RC*		A/R Trade
Remittance (3)	R2	RD2x	Drafts Remitted	
	R1	RD1x		Drafts Receivable
Collection (1)	RC**	RB	G/L Bank	
	R2	RD2x		Drafts Remitted

<b>Discounted Drafts</b>				
<b>Draft Status</b>	<b>JE Doc Type</b>	<b>AAI Item</b>	<b>Account Debited</b>	<b>Account Credited</b>
Acceptance (4)	R1	RD1x	Drafts Receivable	
	AE	RC*		A/R Trade
Remittance (3)	R2	RD3x	Drafts Remitted for Discount	
	R1	RD1x		Drafts Receivable
Collection (1)	RC**	RB	G/L Bank	
	R2	RD3x		Drafts Remitted for Discount

<b>Discounted Drafts with Contingent Liability</b>				
<b>Draft Status</b>	<b>JE Doc Type</b>	<b>AAI Item</b>	<b>Account Debited</b>	<b>Account Credited</b>
Acceptance (4)	R1	RD1x	Drafts Receivable	
	AE	RC*		A/R Trade
Remittance Contingent (2)	R2	RD3x	Drafts Remitted for Discount	
	R1	RD1x		Drafts Receivable
	RC**	RB	G/L Bank	
	R2	RD4x		Drafts Contingent Liability

Collection (1)	R2	RD4x	Drafts Continent Liability	
	R2	RD3x		Drafts Remitted for Discount

\* See *Fields Updated During Draft Entry* for more information about how the system retrieves the A/R trade account.

\*\* The document type might be R1 depending on the journal entry creation method as explained below.

### Detail Method

If you set the processing option to create detailed journal entries, when you enter the draft, the system updates the A/R Post Status (ISTR) field of the document in the Receipts Header table (F03B13) to 1. When you post drafts, the system creates one document in the Account Ledger table (F0911) for each draft in the batch. The system retrieves the values for the document number, document type, and document company that it assigns to the journal entry from the JE Document Number (RZDOC), JE Document Type (RZDOCG), and JE Document Company (RZKCO) fields that it assigned to the Receipt Header record (F03B13) when the draft was entered. The system updates the same fields in the corresponding records in the Receipts Detail table (F03B14) when you post the draft.

When the system creates a journal entry using the detail method, it assigns it a document type of RC.

### Summary Method

When you set the processing option to create summarized journal entries, the system updates the A/R Post Status field (ISTR) to 0 in the F03B13 record and creates one F0911 record for each batch of drafts posted. The system retrieves the values for the document number, document type, and document company that it assigns to the journal entry from the JE Document Number (RZDOC), JE Document Type (RZDOCG), and JE Document Company (RZKCO) fields that it assigned to the Receipt Header record (F03B13) when the draft was entered.

Regardless of the journal entry creation method specified in the processing options, the system must also meet the following criteria to create summarized journal entries:

- The offset method in the Accounts Receivable Constants is set to B (batch mode).
- The intercompany settlement option in the general accounting constants is set to a value other than 2.

Otherwise, the system generates detailed journal entries.

When the system creates a journal entry using the summarized method, it assigns it a document type of R1.

## Key to Method Used

The following table shows the type of journal entry that the system creates based on the settings in the General Accounting and Accounts Receivable constants.

Intercompany (G/A Constants)	Offset Method* (A/R Constants)	Journal Entry Creation Method (Summary or Detail)	Journal Entry Created (F0911)
1 (1 = Hub)	B	D	Detail
1	Y	D	Detail
1	S	D	Detail
2 (2 = Detail)	B	D	Error (not allowed)
2	Y	D	Detail
2	S	D	Detail
1	B	S	Summary
1	Y	S	Detail
1	S	S	Detail
2	B	S	Error (not allowed)
2	Y	S	Detail
2	S	S	Detail

See *Multicurrency Journal Entries Created by the Draft Post* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable* if you enter foreign or alternate currency receipts.

## Posting Voided and NSF Receipts

The system also creates journal entries when you post a draft that has been voided or designated as insufficient funds (NSF). Regardless of the processing option setting for the journal entry creation method, the following occurs:

- When you post a voided draft, the system creates a journal entry with the document type RO.
- When you post a draft that is designated as NSF, the system creates a journal entry with the document type RV.

The system updates the DOCQ and DCTQ fields on the F03B13 record with the document number and document type that the system assigns to the journal entry.

## Posting Zero Amount Drafts

When you apply unapplied drafts to invoices, the system does not generate any journal entries because the amount of the draft is zero.

Additionally, the system creates an automatic entry (document type AE) only when the A/R trade account to which the unapplied draft was posted is different from the A/R trade account to which the invoice was posted. If the trade accounts are the same for the unapplied draft and the invoice, the system does not generate any AE entries, nor does it produce a posting edit report.

### **Automatic Entries Created by the Draft Post**

When you post drafts, the system creates automatic entries (document type AE) in the Account Ledger table (F0911). The system uses the account IDs from fields that the system updated when you entered the draft. The following table shows the field that the post uses to locate the account for the AE entry based on the type of draft that you entered.

Account	Type of Draft	Field	Table
A/R Trade	Applied Draft (TI Code 10)	AID	F03B14
	Unapplied Drafts	AID	F03B13
	Chargebacks (TI Codes 11, 16, and 26)	AIDC	F03B14
Discount Taken	Discounts (TI Code 10)	AIDD	F03B14
Write-off	Write-offs (TI Codes 10, 15, and 25)	AIDW	F03B14
Deduction Suspense	Deduction (TI Codes 17 and 27)	DAID	F03B14

See *Fields Updated During Draft Entry* for information about how the system locates the account ID based on the AAI item.

For currency-specific information about fields updated by the draft post, see *Multicurrency Automatic Entries Created by the Draft Post* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*.

### **Deleting and Voiding Drafts**

If you enter a draft in error, you can delete or void it. When you delete or void a draft, the system reopens any invoices that the draft paid.

You can delete a draft only when:

- The draft is not posted
- The draft is at a draft-acceptance status (4)

---

#### **Note**

If the draft is at a remittance or collection status, you cannot delete it; you must post the draft and then void it.

---

When you delete a draft, the system removes the draft records from the following tables:

- Receipt Header (F03B13)

- Receipt Detail (F03B14)
- Customer Ledger (F03B11)

If the draft is posted, you must void the draft. When you void a draft, the system updates the following fields on the draft's Receipt Header record (F03B13):

- Receipt NSF/Void Code field (NFVD)  
The system updates this field to V.
- Void Date (VDGJ)  
The system uses the G/L date that you enter when you void the draft.
- Void Reason Code (VRE)  
The system uses the reason code that you enter when you void the draft.

The system also creates a new batch, which you must post to create the reversing journal entries. You can void the draft at any stage of draft processing.

### **Before You Begin**

- Verify that the AAI item RD5x is set up. The system uses this AAI when you void or designate drafts as NSF.

### **► To delete or void a draft**

---

*Use one of the following navigations:*

*From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts.*

*From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.*

1. On Work With Drafts, click Find to locate all drafts, or complete the following fields to limit your search, and then click Find:
  - From
  - Through
2. Choose the draft that you want to delete or void, and then choose Void/Delete from the Row menu.
3. On Confirm Delete, click OK.

4. On Void/NSF Draft, complete the following fields and click OK:

- G/L Date
- Reason Code

You must complete both fields regardless of whether the draft is posted.

## Draft Remittance

You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. In certain countries, draft remittance is an optional step in the draft process. You can remit drafts to your bank for collection on either a tape or by printing a paper register. Generally, you must have complete bank account information for your customer in order to use an electronic format.

Before you remit the drafts to your bank, you can create a register. When you do this, the system updates the draft Receipts Header records (F03B13) with your G/L bank account information and assigns the records a register number. Then, when you run the Draft Remittance program (P03B672), you can use data selection to choose the drafts by the register number. By running the Draft Register and Creation program (P03B675), you ensure that the bank information is complete before you run the Draft Remittance program.

If you do not create a register, the system updates the draft Receipts Header records with the bank account information when you run the Draft Remittance program.

## **Creating and Revising Registers for Accounts Receivable Drafts**

You can manually create an online register to use when remitting drafts to your bank. This is an optional step in the draft remittance process. When you create a register, you choose the drafts that you want to remit to your bank for collection. You must remit those drafts to the bank by running the Draft Remittance program (R03B672) before you can create another register for the same bank account; however, you can add and remove drafts from an existing register before you remit them.

The advantages of creating a register before remitting drafts are:

- Drafts are organized for collection by payment instrument and due date
- An online record of the drafts to be remitted is provided for you to review
- An easy method of selecting drafts when you run the Draft Remittance program is provided (you can select by draft register number)
- The draft status is updated so that the same drafts will not be remitted accidentally to the wrong bank for collection.

You can include either regular drafts or discounted drafts on the register, but all drafts must be in the same transaction currency.

When you create a register, the system:

- Creates a batch header record in the Batches table (F0011) with a batch type &B
- Changes the pay status of the selected draft invoice records (F03B11) from D (draft accepted) to # (selected for payment)
- Updates the G/L bank account on the selected draft receipt records (F03B13)
- Assigns a register number (DREG field) to the selected draft receipt records (F03B13) by concatenating a 5-digit number (starting with 00001) to the batch number

### **► To create a register for Accounts Receivable drafts**

---

*From the Draft Remittance and Collection menu (G03B162), choose Draft Register Creation & Review.*

1. On Work With Draft Registers for Payment, to determine whether a register exists, complete the following field and click Find:
  - G/L Bank Account

You cannot create a new register if one exists for the bank account specified.
2. Click Add to create a new register.

The screenshot shows the 'Draft Register Details' window in PeopleSoft. At the top, there's a toolbar with buttons for OK, Find, Delete, Cancel, Form, and Tools. The main area contains several input fields: 'Account Number' (28115), 'Register Number' (empty), 'Amount Requested' (empty), 'Amount Selected' (empty), and 'Amount Difference' (empty). To the right of 'Amount Requested' is a 'Currency Code' field set to 'USD'. Below these fields is a message: 'No records fetched.' At the bottom is a grid table with the following columns: Payor Number, Payor, Draft Number, Due Date, Pay Inst, Draft Amount, Base Curr, Cur Cod, Mode, and Foreign Draft Amount. The first row of the grid is highlighted in grey.

3. On Draft Register Details, complete the following fields:

- Account Number

This is the account number of your G/L bank.

- Currency Code

4. Complete the following optional field:

- Amount Requested

If you want to choose multiple drafts for remittance, you can verify that the amount of the drafts you choose equals the amount that you expected by completing this field.

5. From the Form menu, choose Drafts.

6. On Select All Drafts, use the fields in the QBE row to locate and choose the individual drafts that you want the bank to collect, and click Select.

7. On Draft Register Details, click OK.

**To review and revise registers Accounts Receivable drafts**

*From the Draft Remittance and Collection menu (G03B162), choose Draft Register Creation & Review.*

1. On Work With Draft Registers for Payment, complete the following field and click Find:

- G/L Bank Account
2. Review the information in the following fields:
    - Draft Amount
    - Due Date
  3. Choose the draft register and click Select.
  4. On Draft Register Details, review the information in the following fields:
    - Payor Number
    - Pay Inst
    - Co
    - Bank Transit
    - Cust Bank Acct #
  5. To add a draft to the register, choose Drafts from the Form menu and follow the steps for creating a bank register.  
See the task, *To create a register for Accounts Receivable drafts*.
  6. To delete a draft from the register, on Draft Register Details, choose the draft that you want to delete and click Delete.
  7. On Confirm Delete, click OK to delete the draft.

## Remitting Drafts

*From the Draft Remittance and Collection menu (G03B162), choose Draft Remittance.*

You remit drafts to your bank so that it can collect the funds from your customer's bank. You can remit drafts either electronically or on paper in the form of a bank register. Generally, you must have complete bank account information for your customer in order to use an electronic format. When you do not have complete bank account information for your customer, you can print a bank register to send to your bank.

You can run this batch process in either proof or final mode:

<b>Proof mode</b>	In proof mode, the system: <ul style="list-style-type: none"> <li>• Selects accepted drafts (Draft Status 4) from the Receipt Header table (F03B13)</li> <li>• Verifies the G/L date against the company's G/L fiscal period</li> <li>• Prints a report of the drafts to be remitted</li> </ul>
<b>Final mode - Paper (R03B672P)</b>	In final mode for paper, the system performs the same actions that it does in proof mode, and it also: <ul style="list-style-type: none"> <li>• Creates a new batch header record (F0011) for the remittance batch</li> <li>• Changes the payment status of the draft invoice records (F03B11) from A (or #).</li> </ul>

	<p>if the register was created previously) to G (draft deposited not due)</p> <ul style="list-style-type: none"> <li>Changes the Draft Status from 4 (Draft-Acceptance) to 3 (Draft-Remittance) or 2 (Draft-Remittance Contingent)</li> <li>Updates the Draft Remittance table (F03B672)</li> </ul> <p>The system automatically removes records from the F03B672 table when it creates the .pdf file that you print.</p>
<b>Final mode - Tape (R03B672T)</b>	<p>In final mode for tape, the system performs the same actions that it does in final mode for paper, and it also:</p> <ul style="list-style-type: none"> <li>Updates the Text Processor Header table (F007101)</li> <li>Updates the Text Processor Detail table (F007111)</li> </ul> <p>The system assigns the batch number from Next Numbers 00/07.</p> <p><b>Note</b></p> <p>You must run the Text File Processor program (P007101) to purge batches from the text processor tables (F007101 and F007111). When you purge draft remittance batches, the system also removes the records from the Draft Remittance table (F03B672). See <i>Purging a Text Batch in the Text File Processor</i> in the <i>Global Solutions Spain Guide</i>.</p>

J.D. Edwards recommends that you run this process in proof mode before running it in final mode. This allows you to review and correct errors prior to updating records. If the system finds errors when running the report in final mode, it prints an error message on the report.

---

#### **Note**

The system prints an \* in the following columns if the drafts remitted are in mixed currencies:

- Due Date Total
  - Customer Total
- 

After you remit drafts, you approve and post the remittance batch to the general ledger. The system creates the appropriate journal entries. See *Journal Entries Created by the Accounts Receivable Draft Post* for more information.

#### **Data Selection for Draft Remittance**

You can change the data selection for the payment instrument. The DEMO versions of this report are set to select drafts using the G/L bank account. You can add other selection criteria. For example, you can select drafts on the basis of the payment instrument.

If you encounter errors when running Draft Remittance, do the following:

- Verify that you selected the correct version.
- Verify that the G/L date you entered for the processing option is correct.
- Verify that the data selection includes the draft that you are attempting to include.
- Verify that the "as of" date you entered in the processing options is the same as or later than the latest draft due date.

## Contingent Liability

You can request an advance from your bank before the due date of the draft. This is called discounting a draft. When a draft is discounted, some countries require businesses to recognize a contingent liability until the maturity date of the draft, as follows:

- Before the due date of the draft, recognize the draft as cash and offset the amount as a contingent liability.
- On the due date of the draft, close the contingent liability by processing the collection.

You create journal entries for contingent liability when you post the draft remittance. When you collect the draft, the system reverses these journal entries.

To create journal entries for contingent liability, use the G/L Remittance processing options for the Draft Remittance program (R03B672). When you use one of these processing options to specify a G/L account for contingent liability, the system creates two sets of journal entries:

- Debit drafts remitted and credit drafts receivable. This is the journal entry required by all remittances.
- Debit the G/L bank account and credit drafts contingent liability. This is the additional journal entry required for contingent liability.

When your bank collects the draft, the system recognizes the existence of the contingent liability and clears the contingent liability account.

### See Also

- *Electronic Formats and the Euro* in the *Euro Implementation Guide* for information about country-specific formats that handle draft remittance in the euro

## Processing Options for Draft Remittance (R03B672)

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### Proof/Final

1. Enter a '1' to run in Final Mode. This will update the draft to remitted status. Default of blank would print the report only

### As Of Date

2. Enter "As Of" date to process. All drafts due on or before this date will be processed. If left blank, the current system date will be used.

### Bank

3. Enter a blank to indicate the process is without a Register, '1' to indicate the process is with Register.
4. Enter the G/L Bank Account that the drafts will be remitted to. Note: If an account is entered here then the processing option 3 should indicate that it is without register.

### G/L Remittance

5. Specify which G/L Account from AAI's to use for Drafts: Remitted "blank" = Cashed (RD2x) '1' = Discounted (RD3x) '2' = Contingent (RD4x)

6. Enter an override Drafts Remitted Account number. The AAI's will be ignored if an account is entered here.

7. Enter an account number to override RD4 AAI's Account Number. If left blank a RD4 AAI's will be used.

8. Enter the override currency exchange rate. (\*\*Effective only for remittance with Contingent Liability\*\*)  
Blank = Derived from the exchange rate table

### G/L Date

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8. Enter the G/L Date for the Journal Entries created. If left blank, the system date will be used.

Maximum

9. Enter the Maximum Amount of the accumulated drafts.

Minimum

10. Enter the Minimum Amount for the Remittance Process.

Paper/Tape

11. Enter the Program and Version to do the Paper Or Tape Remittance.

Custom Report

12. Enter a Program ID and Version ID to submit a custom remittance report

Program ID

Version ID

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### What You Should Know About Processing Options

<b>Custom Report (12)</b>	The program for which you specify program ID and version ID is a client-specific, custom program.
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<b>Custom Report (12)</b>	The program for which you specify program ID and version ID is a client-specific, custom program.
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### Italian Draft Remittance Formats

J.D. Edwards provides several country-specific formats for electronic accounts receivable drafts remittance. You specify the country-specific format that you want to use on the Paper/Tape tab of the processing options for the Draft Remittance program (R03B672).

Specify one of the following formats for electronic accounts receivable drafts remittance for Italy:

**R03B672IP** AR Magnetic RIBA Draft Remittance Paper Format

**R03B672IT** A/R Magnetic RIBA Draft Remittance Tape Format

**R03B672IR** A/R Magnetic RID Draft Remittance Tape Format

When you use the magnetic RiBa and RID remittance formats, the system creates text file processor batches that contain the remittance information. See *Copying Text in the Text File Processor* for information about converting each batch to a flat file.

## **Processing Options for A/R Magnetic RIBA Draft Remittance Tape Format (R03B672IT)**

---

Bank

1. Enter the bank tape sequence number. (Optional)

Sequence Number

2. Enter the Remittance Date. If left blank the system date will be used.

Remittance Date

3. Bank Search Type Code. Enter the Search Type code to identify the payor as a Bank.

Search Type

Italian Tape

4. Enter the following information regarding RiBa authorization:

Province

Number

Date

5. Enter line number from address book for client name continuation.

Client Name

6. Enter line number from address book for client street address.

Client Street Address

Create

7. Enter one of the following:      '' = Create Tape Only (Final Mode)      '1' = Print RiBa on  
pre-printed form      '2' = Print RiBa AND Create Tape (Final Mode Only)

Create Option

---

## **Processing Options for A/R Magnetic RID Draft Remittance Tape Format (R03B672IR)**

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### **Tape**

#### **1. Beginning Sequence Number of tape (Optional)**

Use this processing option to specify the beginning sequence number of the RID tape file.  
(Optional)

#### **2. Remittance Date**

Use this processing option to specify the remittance date of the RID tape file

#### **3. Search Type Code**

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Use this processing option to specify the search type that identifies the payor as a bank. If the Address Book Search Type of the payor matches this code, the payor is a bank

#### **4. RID Type**

Use this processing option to specify the type of RID tape format being created.

Valid values are:

Blank

Commercial RID

1

Users RID

2

Speed RI

#### **5. Client Address Line Number**

Use this processing option to specify the Address Line Number in the Address Book that contains the street address of the debtor for Record 40.

Valid values are:

Blank or 1

Address Line 1

1

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Address Line 1

2

Address Line 2

3

Address Line 3

4

Address Line

## **Create**

### **1. Creation Option**

Use this processing option to specify the type of format being created.

Valid values are:

Blank

Create tape only (final mode only).

1

Print RID on pre-printed form.

2

Print RID and create tape (final mode only)

---

## Returning a Draft to Prior Status

If you remit or collect a draft in error, you can return the draft to its prior status rather than completely processing the draft and then voiding it. You can select multiple drafts for this purpose. The system reverses any changes that were made to the drafts when each was moved to its current status.

---

### Note

You cannot return a draft from the acceptance status to a prior status, or return a draft that is voided or designated as having insufficient funds (NSF) to a prior status.

---

In the processing options for the draft entry programs (P03B602), you can specify whether to prohibit users from using this feature.

When you return a draft to a previous status, the system:

- Issues a warning that the remittance paper or tape batch might have already been sent to the bank for processing.
- Removes the draft from the remittance register if the draft is included in the remittance register.
- Updates the draft invoice record (R1) in the Customer Ledger table (F03B11) to the prior pay status.
- Updates the Receipts Header table (F03B13) with the prior draft status and batch.
- Removes unposted records from the Receipts Detail table (F03B14) for the current status.
- Reverses posted records from the Receipts Detail table (F03B14) for the current status.
- Deletes the draft record from the Draft Remittance Work File table (F03B672) if it exists (remitted using a tape format), and marks the Text Processor Header record (F007101) with a status of 3 (Suspended/Outbound).

---

### Note

The system retrieves the status for the Text Processor Header record from the user defined code 00/TL.

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### ► To return a draft to prior status

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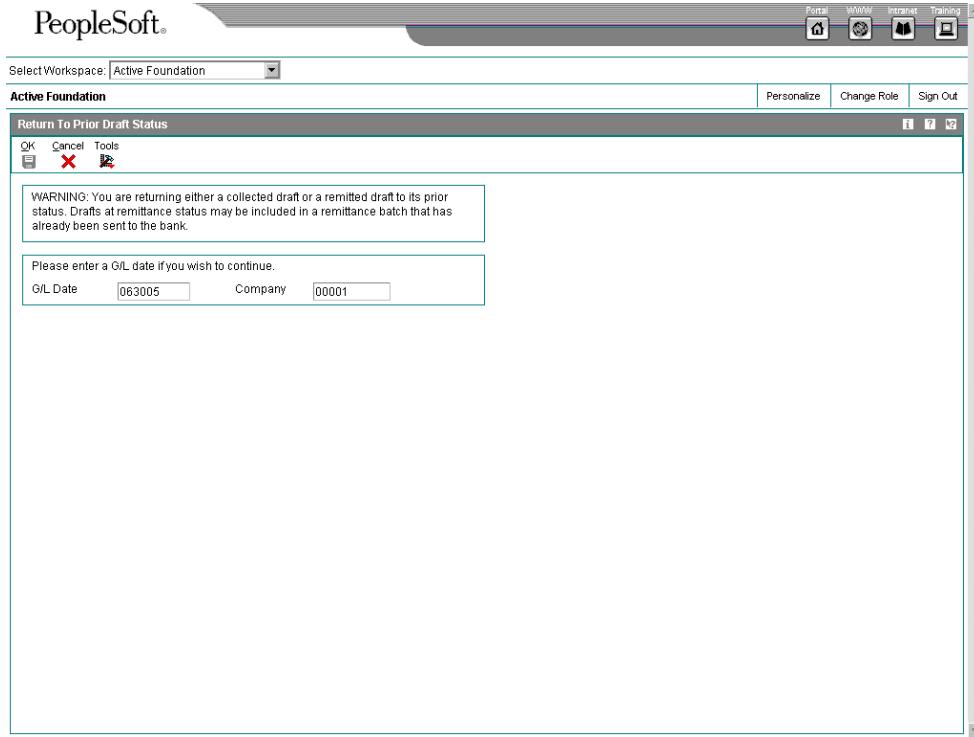
*Use one of the following navigations:*

*From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts.*

*From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.*

1. On Work With Drafts, click Find to locate all drafts, or complete the following fields to limit your search, and then click Find:
  - From

- Through
2. Choose the draft that you want to return to a prior status, and then choose Prior Status from the Row menu.



3. On Return To Prior Draft Status, complete the following field and click OK:
  - G/L Date

## **Designating a Draft as Nonsufficient Funds (NSF)**

If your customer does not have sufficient funds to pay the draft, you can designate the draft as NSF. You can designate the entire draft amount or a portion of the draft amount as NSF.

### **Entering a Full NSF Draft**

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A full NSF draft is a draft for which you did not collect any money. You can use the NSF feature at any stage of draft processing to reopen the existing invoices and process the draft. When you designate a draft as NSF, the system:

- Removes the open amount from the draft record (R1) in the Customer Ledger table (F03B11)
- Assigns a pay status of P to the draft record (R1)

- Assigns the G/L date that you entered as the date closed on draft record (R1)
- Creates a new batch for the NSF record

You must post this batch to create the appropriate journal entries and update the Account Ledger (F0911) and Account Balances (F0902) tables.

You can also renew the draft using the draft renewal feature. See *Creating a Renewal Draft*.

When you designate a draft as NSF, you can also create a new invoice or create a journal entry directly from the Void/NSF Draft form by turning on the appropriate option. This allows you to charge back your customer for any fees that the bank might have charged you, or to create a journal entry for the fees. If the fees are taxable, you can designate the tax on the invoice or turn on the Journal Entry with VAT option.

## **Entering a Partial NSF Draft**

Rather than designate the entire draft amount as NSF, you can specify the amount of the draft that cannot be collected by using the Partial NSF option. Because the system cannot determine which invoices to reopen, the system keeps the original invoices closed (paid) and creates a standalone chargeback invoice (document type NP) for the amount of the NSF when you designate a partial NSF.

You can enter a partial NSF draft between remittance and collection stages or after the collection stage of draft processing, but not during the acceptance stage. For example, you might learn that the customer has insufficient funds for a payment after you have remitted the draft to the bank or after you have moved the draft to collection status.

You can create a renewal draft when you anticipate a future payment for the amount of the NSF draft. The gross amount of the renewal draft will equal the amount of the NSF draft.

When you create a partial NSF, the system:

- Creates a record in the Receipts Detail table (F03B14) with a type input code of 30 to designate a partial NSF. The system generates this record to adjust the amount to be collected from the customer's bank.
- Creates a record in the Receipts Detail table with a type input code of 36 to designate a standalone chargeback record that the system created as a result of the partial NSF.
- Creates an invoice chargeback record in the Customer Ledger table (F03B11) with a document type of NP for the amount of the NSF.

---

### **Note**

The system includes partial NSF drafts in the NSF calculation when you run the Statistics History Update program (R03B16). The system does not include standalone chargeback records for partial NSF drafts (document type NP) in the NSF calculation.

---

## **Creating a Renewal Draft**

When you designate a draft as having nonsufficient funds (NSF drafts), you can specify that the draft should be renewed. When renewing drafts, the system creates a new draft for the

insufficient amount. The system applies this new draft to the reopened invoices or to the chargeback, depending on how the Partial NSF option is set on the Void/NSF Draft form for the record.

If you renew the draft, the system:

- Creates a new draft in the Receipts Header (F03B13), Receipts Detail (F03B14), and Customer Ledger (F03B11) tables.
- Matches the newly created draft to the original invoices that were open, or to the chargeback invoice that the system created if the Partial NSF option was specified. You can revise, remove, or add invoice records as desired.
- Updates the G/L date of the original draft in the Receipts Header table (F03B13)

#### ► To designate a draft as NSF (full and partial)

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*Use one of the following navigations:*

*From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts.*

*From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.*

- On Work With Drafts, click Find to locate all drafts, or complete the following fields to limit your search, and then click Find:
  - From
  - Through
- Choose the draft, and then choose NSF from the Row menu.
- On Confirm Delete, click OK.

The screenshot shows the PeopleSoft Void/NSF Draft window. At the top, there are buttons for OK, Cancel, Tools, and a red X. The main area contains several groups of input fields:

- Payer Number:** 3002, **Atlantic Corporation**
- Draft Number:** 19050, **Batch:** DB, **5917**, **G/L Date:** 03/13/02
- Draft Date:** 07/11/05, **Company:** 00070, **G/L Date:** 07/31/05
- Draft Due Date:** 07/13/05, **Bank Name:** Banque Nationale de Paris
- Draft Amount:** 550.00, **Customer Bank Acct #:** 150128482
- Payment Instrument:** 4, **Bank Transit:** 302075018
- Currency:** EUR, **Exchange Rate:** [empty], **Base:** EUR, **Foreign:** [empty]

Below these are sections for **Void Draft** (G/L Date: 06/30/05, Reason Code: VOD, Void Receipt, Partial NSF checked) and **Renewal** (Renewal checked, Draft Number: 61234, Draft Date: [empty], Draft Due Date: [empty], Payment Instrument: [empty]). At the bottom are checkboxes for Journal Entry, Journal Entry With VAT, and Invoice Entry.

4. On Void/NSF Draft, complete the following fields:
  - G/L Date
  - Reason Code
5. To specify a partial NSF, complete the following option and field; otherwise, proceed to step 6.
  - Partial NSF

The system creates a chargeback invoice for the amount specified in the NSF Amount field.
  - NSF Amount

You can enter an amount up to (but not including) the total amount of the draft. When you use a foreign currency, this field is displayed as Foreign NSF Amount.
6. To specify renewal information, complete the following fields.
  - Renewal
  - Draft Number
  - Draft Date
  - Draft Due Date
  - Payment Instrument
  - Exchange Rate
7. To create a journal entry for bank fees, click the following option:
  - Journal Entry

See *Entering Basic Journal Entries* in the *General Accounting Guide*.
8. To create a journal entry with VAT (value added tax), click the following option:
  - Journal Entry With VAT

See *Entering Journal Entries with Tax* in the *Tax Reference Guide*.
9. To create an invoice to charge the customer for bank fees, click the following option:
  - Invoice Entry

See *Entering Standard Invoices*.
10. Click OK.

11. If you specified a partial NSF, the system displays the Create Standalone Payment form. Complete the following fields and click OK:

- Customer
- Customer Reference
- Chargeback Reason Code
- Chargeback G/L Offset

12. If you specified draft renewal, the Draft Entry form displays the new draft that was created and the open invoice or chargeback. On Draft Entry, you can change invoice information as necessary.

## Printing the NSF Drafts Notification Report

*From the Draft Remittance and Collection menu (G03B162), choose NSF Drafts Notification.*

To monitor the total amount of drafts that have been returned for insufficient funds, print the NSF Drafts Notification report. The system prints a separate report for each customer that has NSF drafts and allows you to set up and print a message on the report to provide them with additional information. You might want to set up different messages for different levels of severity. For example, "The following drafts have been returned by your bank for insufficient funds. Please remit the funds to your bank immediately."

The system prints records from the Receipts Detail table (F03B14), but uses the invoice date from the R1 draft record in the Customer Ledger table (F03B11).

## Processing Options for the NSF Drafts Notification Report (R03B574)

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### Print Date

Enter the date to print on the report, if left blank, system date will be used.

### Address Format

Enter the address format code to determine the display format for the customer address. If left blank or value is invalid, then country default will be used.

### Enter Country Code

### Date Range

Enter the initial date. All drafts due on or after this date will be selected. If left blank, then the default is the system date.

### As of Date

Enter "As of Date". All drafts due on or before this date will be selected. If left blank, system date will default.

### Summarized

Enter "1" to summarize all drafts detail lines by the document number. If left blank, then each line will be displayed.

### System

Enter the user defined codes for the desired NSF letter text. These codes and text are contained in the Generic Message/text Review File.

### System Code

### User Defined Code

### NSF Letter Code

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## What You Should Know About Processing Options

<b>System tab</b>	To print a message on the report, you must first set up the product code, user code, letter code, and message using the Generic Message/Rates Records program (P00191). See <i>Setting Up Statement Messages</i> in the <i>Real Estate Management Guide</i> .  You can choose any combination of codes to use for P00191, but you must specify the same codes in the processing options on the System tab.
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## Draft Collection

*From the Draft Remittance and Collection menu (G03B162), choose Draft Collection with Status Update.*

You can arrange to collect funds for the draft in one of the following ways:

- Wait until the funds become available on the due date specified by the draft.
- Request an advance from your bank before the due date of the draft. This is called discounting the draft. Typically, banks charge a fee when they advance funds for a draft before its due date. You must account for this fee separately during draft collection.

Your bank collects the funds for the draft from the customer's bank on the due date of the draft. Your bank informs you if it cannot collect the funds. On or after the due date, both you and your customer recognize the transfer of funds. You update the status of the draft in your records to show that it has been collected.

Some companies prefer to close the draft on the draft due date, while others wait until the payment appears on their bank statement. Processing options control the pay status code that the system assigns to paid draft records (R1), as well as whether to close the draft (the system removes the open amount from the draft record and creates Receipts Detail records when you close the draft). If you choose to leave the draft records open, you must run the Draft Collection with Status Update program again to select and update the draft records and to create matching Receipts Detail records. After you collect the draft and close it, you must post the draft batch to create the appropriate journal entries.

Additionally, your bank might assess fees for draft collection. Typical fees include charges for incomplete bank information, discounted drafts, and commissions. In addition, the tax regulations in certain countries might require that VAT be assessed on these fees. You account for all fees by creating a separate journal entry using the Journal Entry with VAT program (P09106). See *Journal Entries with Tax* in the *Tax Reference Guide*.

You can run this program in either proof or final mode.

<b>Proof mode</b>	In proof mode, the system: <ul style="list-style-type: none"><li>• Selects drafts that are either accepted or remitted.</li><li>• Prints a report that shows the drafts to be updated. It shows all drafts that have a payment status of G (draft deposited not due) with a due date that you specify in a processing option.</li></ul>
<b>Final mode</b>	In final mode, the system: <ul style="list-style-type: none"><li>• Changes the pay status of draft records (R1) to P (paid) or to another value that you choose.</li></ul>

	<ul style="list-style-type: none"> <li>Creates a batch header record in the Batches table (F0011) for collected drafts. You must post this batch to create the appropriate journal entries.</li> <li>If the draft was created with a contingent liability, the system clears that account.</li> </ul>
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This process updates records in the Customer Ledger (F03B11), Receipts Header (F03B13), and Receipts Detail (F03B14) tables.

## Processing Options for Draft Collection with Status Update (R03B680)

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### Proof / Final

- Enter a '1' to run in the Final Mode. Default of blank will print the report only.

### As Of Date

- Enter the "As of" date to process.  
All drafts due on or before this date will be processed. If left blank, the current system date will be used.

### G/L Date

- Enter the G/L date for the Journal Entries. If left blank, the system date will be used.
- Enter a '1' to calculate the G/L Date by adding the Float Days for the bank account to the Net Due Date.  
Leave blank to use the option above to calculate GL Date
- Enter a "1", if you want to calculate G/L Date entering Float days and to select drafts by pay instruments. If you use this option, all of the option above will be ignored.
- Enter number of float days to add the the Drafts Due Date to calculate G/L Date.If you select option above, you must enter number of float days.
- Enter payment instrument type to select drafts by Pay Instruments. If option '5' is selected, you must enter a valid Pay Instruments Type.

### Payment Instrument

#### Pay Status

- Enter the Pay Status to update the the draft records. If left blank, the pay status will be updated with 'P' (Paid).

### Pay Status Code

- Enter a '1' to update the pay status of the draft in the Journal Ledger File without closing the Drafts. A blank would close the Draft.

### Exchange Rate

- Enter the currency exchange rate to be used. This rate is between the currency being processed and the currency of the bank account. If left blank, the rate will be derived from the exchange rate information.

(\*\*\*Effective only if draft has been remitted without Contingent Liability\*\*\*)

### Exchange Rate Override

## What You Should Know About Processing Options

<b>Pay Status Update – (9)</b>	If you choose to update the pay status (with the value specified in the previous processing option) without closing the draft, the system: <ul style="list-style-type: none"><li>• Leaves the open amount in the R1 draft record in the Customer Ledger table (F03B11)</li><li>• Does not create Receipts Detail records (F03B14) for the draft R1 records</li><li>• Creates an empty batch header record, which you can either post or automatically delete by running the Batch to Detail and Out of Balance integrity report. See <i>Correcting Out-of-Balance Batches</i> in the <i>General Accounting Guide</i>.</li></ul>
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## Considerations for Draft Collection in Italy

In Italy, companies typically do not consider a draft paid until the bank sends verification of the actual payment. In this case, the preferred practice for collecting a draft is to set the processing options for the Draft Collection program so that the program does not automatically create journal entries. Instead, it updates the payment instrument for the draft to an intermediate status. The intermediate status indicates that payment for the draft has been requested from the bank, but it has not actually been received. When the bank verifies the payment of the draft, you can create and post a manual journal entry for the payment. Then you run the Draft Collection program for the draft again to update the payment instrument for the draft to a "paid" status.

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## **Automatic Payments**

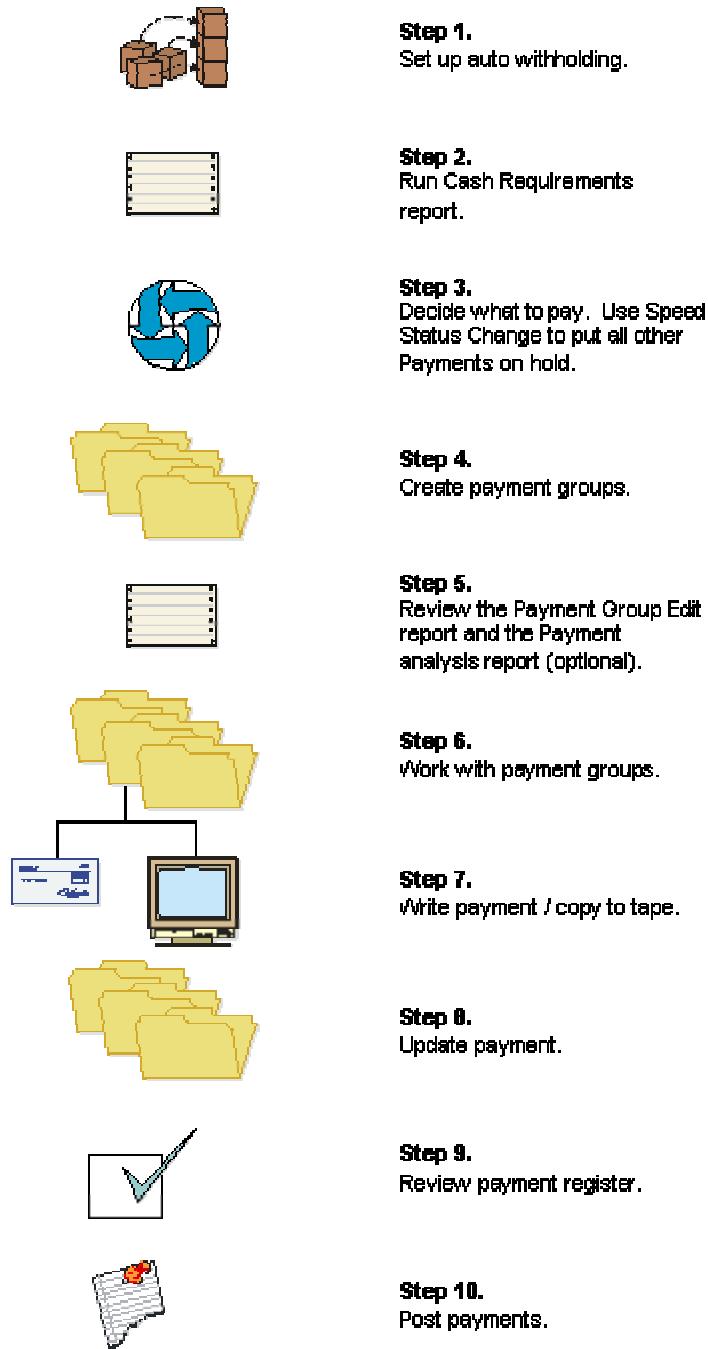
### **Automatic Payment Processing**

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

The following graphic illustrates the automatic payment process:

## Automatic Payment Process



## Before You Begin

- You must run the Italian Bank Number Conversion program (R74800). See *Converting Bank Numbers*.

## Setting Up Bank Account Information

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

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

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

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

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

Record Type	Description
B	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.
C	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
D	The system assigns this value when you set up bank account information and turn on the A/R Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process drafts or auto debits.
G	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
H	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).

<b>M</b>	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B). See the task <i>To set up payment information by business unit</i> in the <i>Accounts Payable Guide</i> .
<b>P</b>	The system assigns this value when you set up bank account information and turn on the Auto Receipts Payor option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process receipts automatically.
<b>V</b>	The system assigns this value when you set up bank account information and turn on the Supplier option using the Bank Account Cross Reference program (P0030A).
<b>X, Y</b>	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any value in the UDC for bank type codes (00/BT) that are not listed above.

---

#### Note

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

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

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

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#### See Also

*Setting Up Multiple Bank Accounts for Suppliers*

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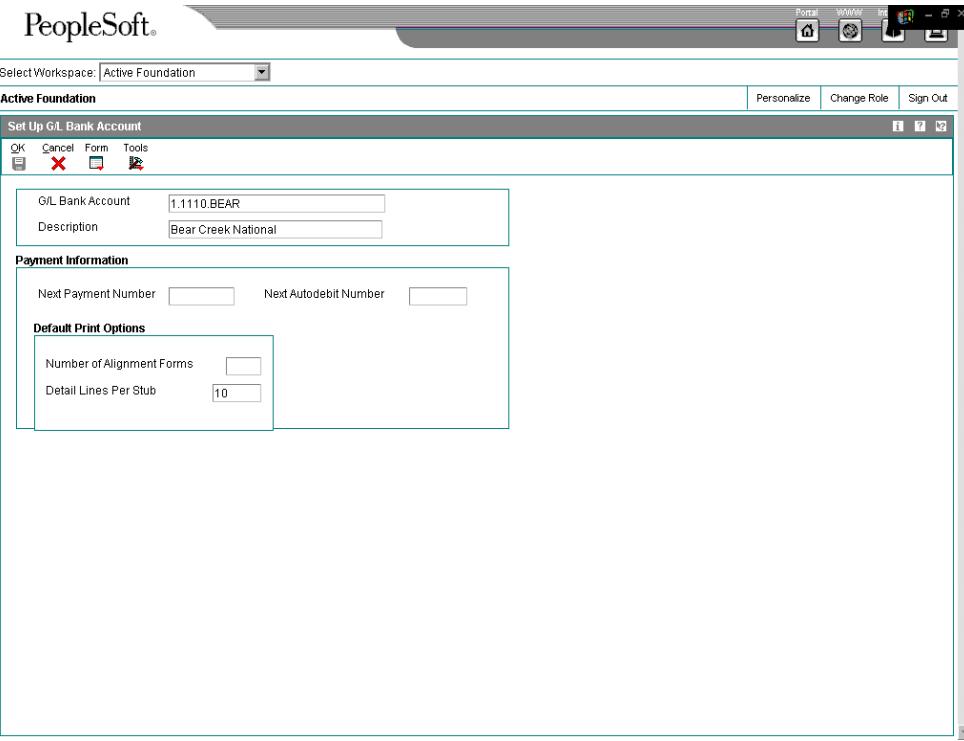
#### ► To set up G/L bank account information

*Use one of the following navigations:*

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

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

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



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

---

**Note**

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

- Payments

- Debit Statements
  - Attachments
- 

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

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

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

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

- Address Number

This is the bank's address book number.

- Bank Transit Number

You can leave this field blank.

- Bank Account Number

- Control Digit

- Checking or Savings Account

- SWIFT Code

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

- Override Supplier Pre-Note Code

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**Note**

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

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

- Receivables

This field is used only in Accounts Receivable draft processing.

- Payables

12. Click OK.

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

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

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

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

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

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

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

## ► To delete or revise G/L bank account information

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*Use one of the following navigations:*

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

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

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

## ► To set up supplier and customer bank account information

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*Use one of the following navigations:*

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

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

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

---

### Note

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

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

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

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

- Address Number

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

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

5. Complete the following fields:

- Bank Transit Number

You can leave this field blank.

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

- SWIFT Code

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

- Reference/Roll Number

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

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**Note**

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

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6. Click OK.

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**► To delete or revise supplier or customer bank account information**

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*Use one of the following navigations:*

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

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

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

- Address Number

---

**Note**

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

---

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

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

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

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**► To set up bank transit numbers by bank address**

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

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

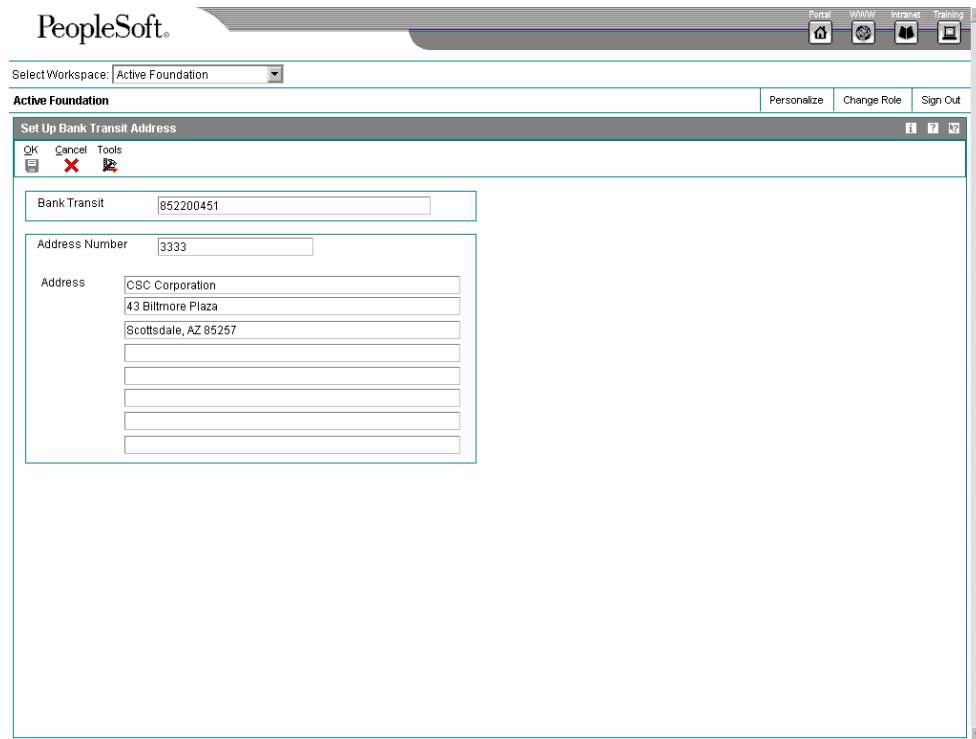
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**Note**

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

---

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



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

- Bank Transit
- Address Number

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

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**Note**

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

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## Working with Payment Instruments

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

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

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

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

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

### Payment Instrument Codes

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

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#### Note

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

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

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

## Working with Italian Payment Formats

Assign the following programs to payment instruments for Italy:

**Payment  
formats**

Specify the following programs to generate payment formats for Italy:

- P04572I1 for electronic fund transfer format (diskette)

- P04572I2 for check format

**Note**

The electronic funds transfer format for Italy accepts a maximum of five payment details because five is the maximum number of details allowed in a record 60 in the flat file. The Write Program (P04572I1) writes a detail record in each record 60 in the flat file. You must manually control the number of payments that you include in the payment control group.

The P04572I1 format has been enhanced to support the euro.

<b>Registers</b>	Specify A/P Auto Payment Register - Italy (R04576I) to generate the payment register for electronic fund transfer and check formats in Italy.
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**Before You Begin**

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

See *Setting Up User Defined Codes*.

**Processing Options for Create A/P Bank Tape – Italy (R04572I1)**

---

Date

Enter a '1' to print value date.

Default = blank will print due date.

Due Date or Value Date

Tape

1. Enter the following defaults

Device Name

Tape Density

Label Name

Block Size

New Volume Name

Tape (more)

New Owner ID

File Name

Currency

Enter the currency code that is used in your system to identify the EURO.

**Processing Options for A/P Print Payments – Checks – Italy (R04572I2)**

---

Translation

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

Translation Program

Address

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

Address Format (FUTURE)

---

Print

1. Enter the Forms Type for the payments spool file. If left blank the default is 'APCHECKS'  
Form Type (FUTURE)

---

## Setting Up Payment Instruments

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

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

### Before You Begin

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

### See Also

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

#### ► **To assign programs to a payment instrument**

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

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

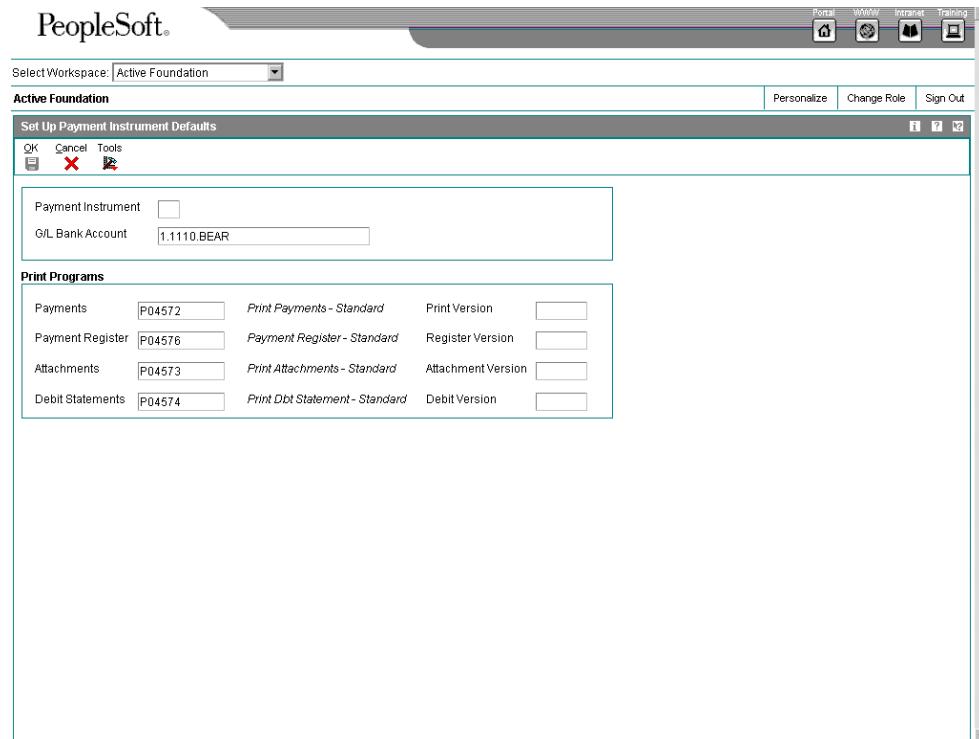
You are not limited to using the preassigned programs for each payment instrument. For example, if the default for your company is to print a check that is in a Canadian format, you can change the payment print program from the Auto Payments Write/Reset program (P04572) to the Print Automatic Payments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

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

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

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

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



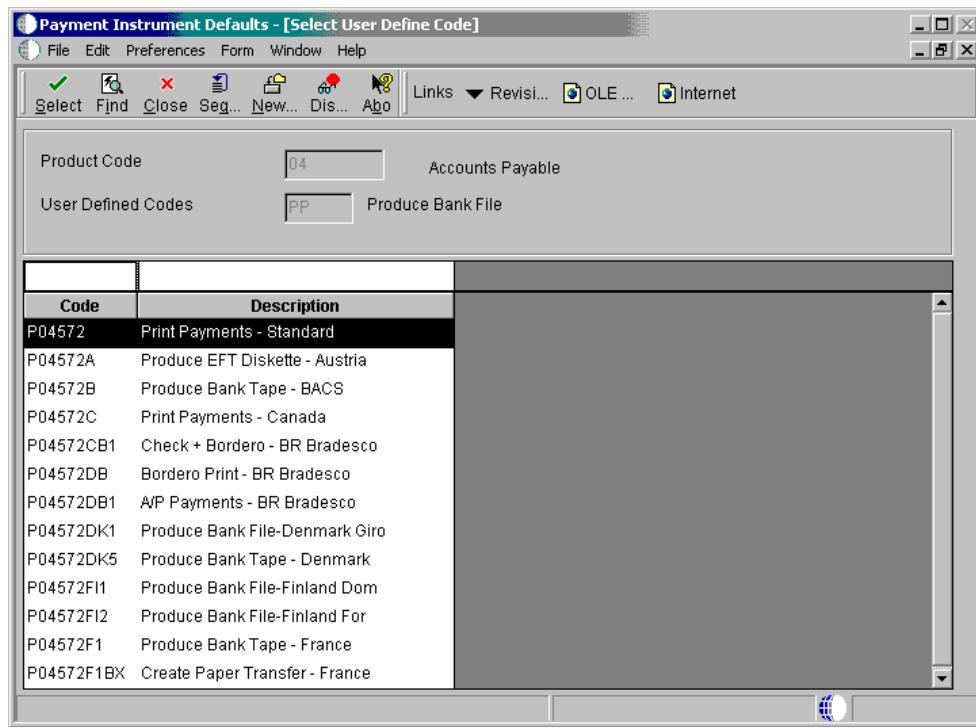
3. On Set Up Payment Instrument Defaults, enter a program number in the following fields:

- Payments
- Payment Register
- Attachments
- Debit Statements

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

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

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



5. On Select User Define Code, perform one of the following actions:
- Choose the appropriate program for the payment instrument and click Select
  - Click Revisions to add a program to the user defined list, and then assign the program number to the payment instrument
- The system returns to Set Up Payment Instrument Defaults, where you can verify the program number.
6. Click OK.

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

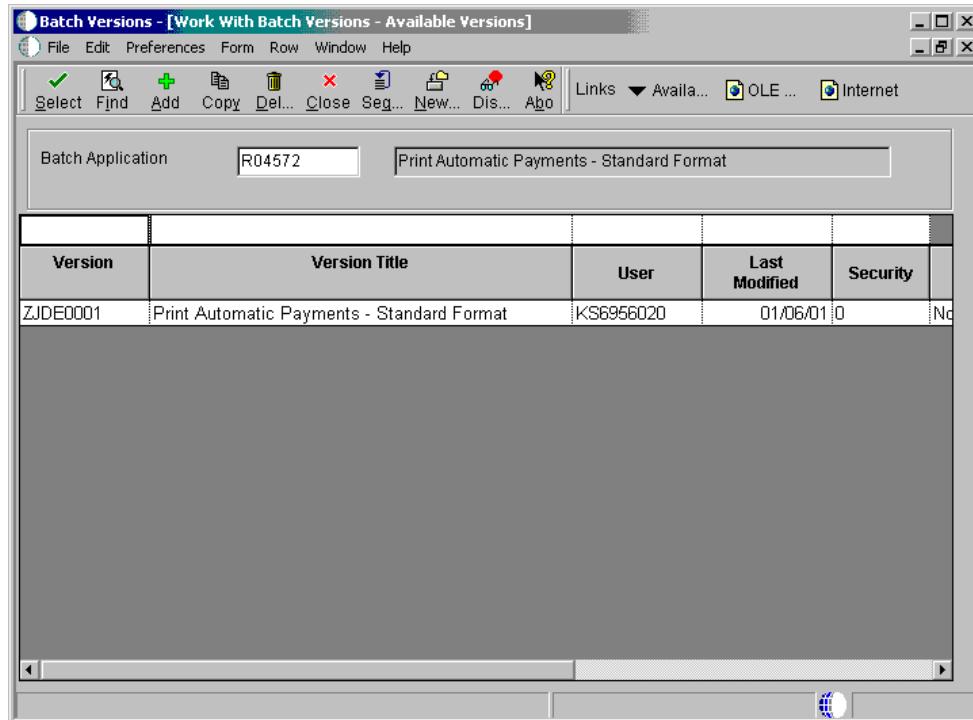
Some of the programs associated with a payment instrument have processing options that further define the format of each component of a payment instrument. Review and, if necessary, revise these processing options before using each program.

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

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

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

- Batch Application



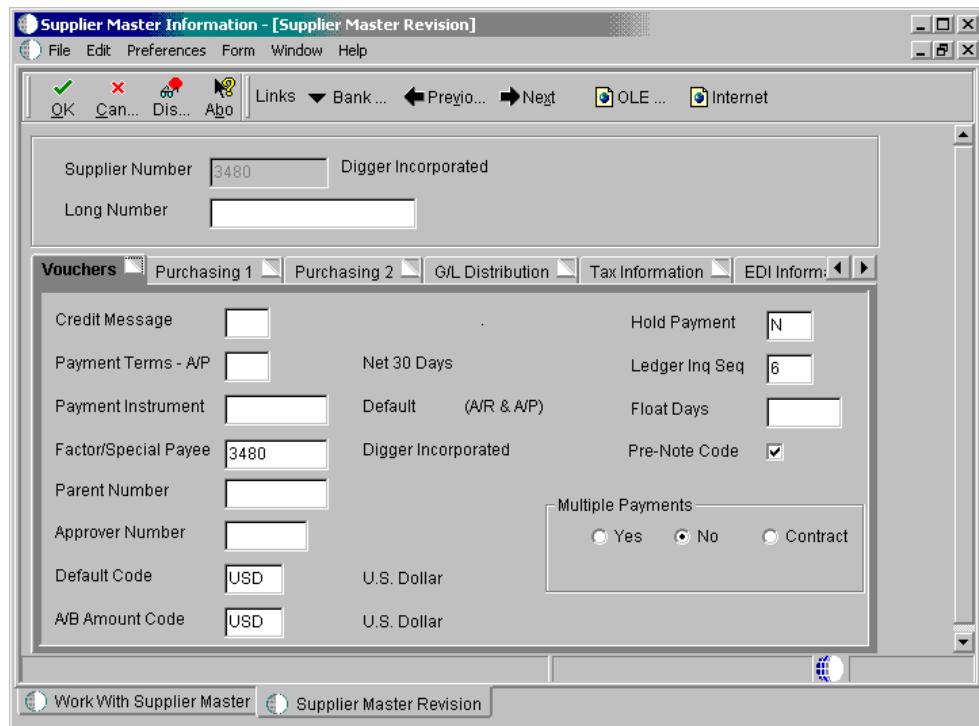
2. Choose the version.
3. From the Row menu, choose Processing Options.
4. Revise the processing options, as necessary.

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

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

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

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



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

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

### **Processing Options for Payment Instruments**

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

#### **Processing Options for A/P Print Payments – Standard Format**

##### **Translation**

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

##### **Translation Program**

##### **Address**

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

##### **Address Format (FUTURE)**

##### **Payment**

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

---

company information will print.

Company Name

2. Enter a '1' if you would like the payee name and number printed on the stub. If left blank, no payee information will print on the stub.

Payee Name

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

Purchase Order

4. Choose one of the following to print on the stub: '' - Remark, '1' - Supplier Name (Useful if paying alternate payee for several vendors), '2' - Supplier Invoice Number.

Alternate Stub Information

Print

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

Form Type (FUTURE)

---

### **Processing Options for A/P Print Payments – Draft**

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Address

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

Address Format (FUTURE)

Payment

1. Choose one of the following to print on the stub: '' - Remark, '1' - Supplier Name (useful if paying alternate payee for several vendors), '2' - Supplier Invoice Number

Print Information

Print

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

Form Type (FUTURE)

---

### **Processing Options for A/P Print Payments – CTX**

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EFT

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

File ID Modifier

2. Enter the tape payment detail (10 pos.) description. For example, you may want to enter EXP REIMB for expense reimbursements. This description may be used by the bank and printed on the supplier's bank account statement.

Tax Authority 4

Tape Payment Detail Description

EFT(more)

1. Enter the Company ID number (10 pos.). This is the Identification Code Designator (ICD) followed by a 9 digit identification number. Valid ICD's are: '1' = IRS Employer Identification #, '3' = Data Universal Numbering System, '9' = User Assigned #.

Identification Code Designator

2. Enter a value (20 character alpha) to be placed in the Discretionary Data field on the Company/Batch Header record format. If left blank the Discretionary Data field will be blank.

Discretionary Data

PRINT

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

Print Program

TAPE

1. Enter the following defaults values:

Device Name

Tape Density

Label Name

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

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### **Processing Options for A/P Print Payments – Subcontract**

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#### Translation

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

#### Translation Program

#### Address

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

#### Address

#### Payment

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

#### Company Name

#### Print

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

#### Form Type

---

### **See Also**

- Localization guides for country-specific formats

## **Creating Payment Groups**

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

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

Create Payment Control Groups is a batch process that you run once for each payment cycle. The program typically creates more than one payment group. Each payment group contains information that determines how the group will be processed, including:

- Bank account
- Payment instrument

Each payment group also contains control information that determines which program to use for:

- Payments
- Registers
- Attachments

- Debit statements

If you need to include additional vouchers in a payment group, you can undo the group, approve those vouchers for payment, and rerun the program. The system displays payment groups after you write them until you undo them or update them to the A/P ledger.

When you create payment groups, the system:

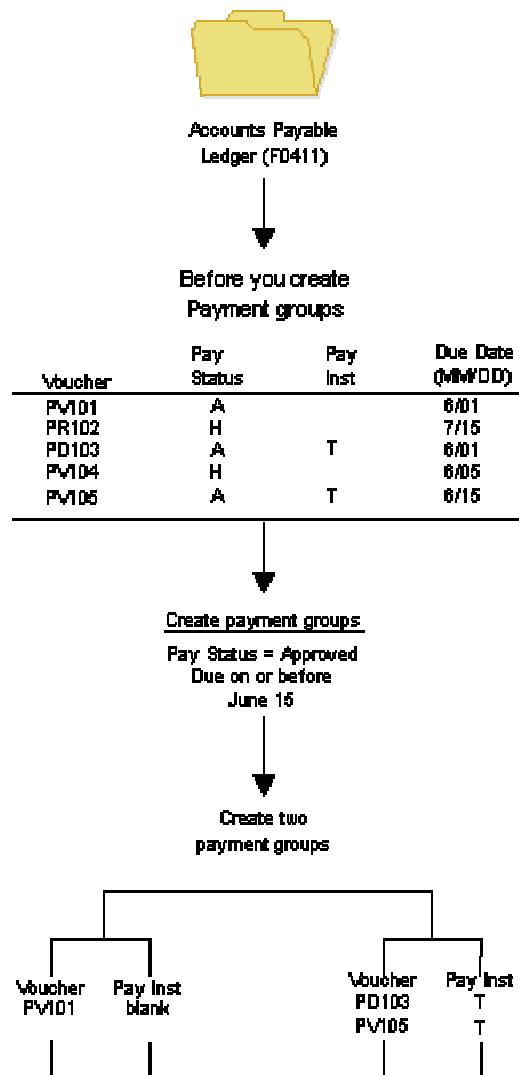
20. Selects vouchers with a pay status of A (approved) and a due date that is less than or equal to the specified pay through date.
21. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
  - Bank account
  - Payment instrument
  - Business unit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

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

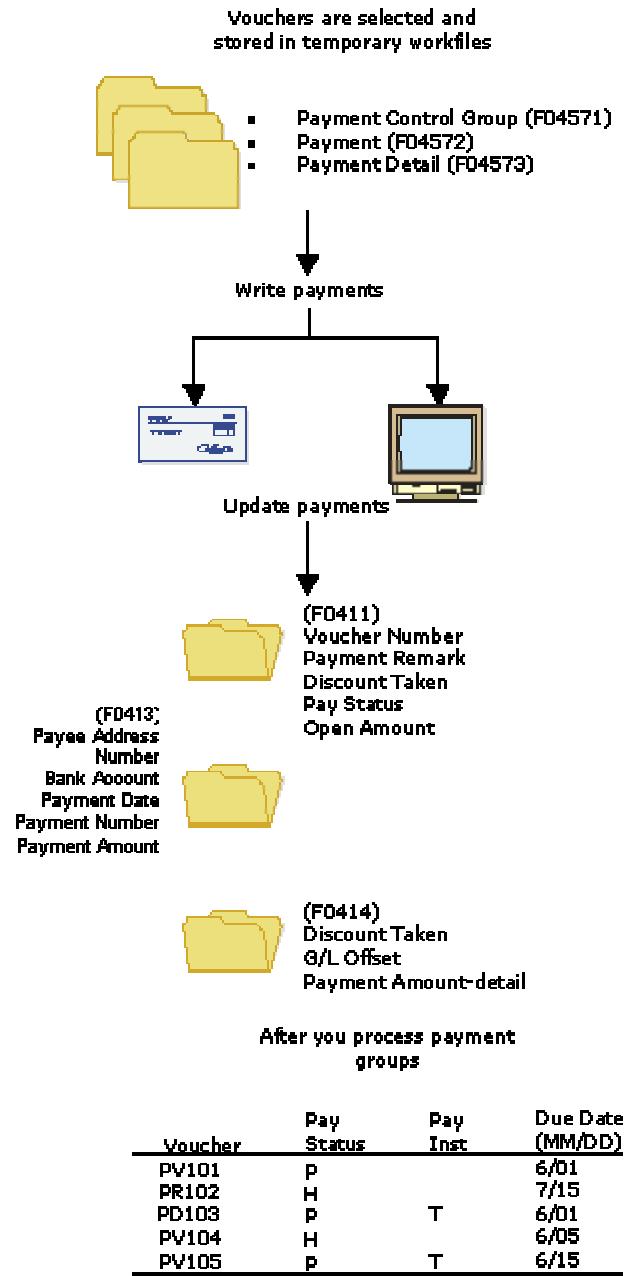
- Version ID
  - User
  - Creation date
  - Output queue
22. Assigns each payment group a "next status" of WRT (write).
  23. Changes the pay status of selected vouchers from A to # (payment in-process).
  24. Creates the following worktables to use in writing payments:
    - A/P Payment Processing - Header File table (F04571). Contains a single header record for each payment group with information about that group of payments.
    - A/P Payment Processing - Summary File table (F04572). Contains a record for each payment within a group. These records are the actual payments that will be written and updated through the Work with Payment Groups program. This information is the basis for the Accounts Payable - Matching Document table (F0413).
    - A/P Payment Processing - Detail File table (F04573). Contains a record for each voucher pay item within a payment. This is the information that will be printed on the payment stub and used to update the A/P ledger. This information is the basis for the Accounts Payable Matching Document Detail table (F0414).
  25. Prints a Create Payment Control Groups report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total. Examples of error messages include:
    - Hold payment code active
    - Supplier master information missing
    - Amount under payment limit

The following graphics show the process for creating payment groups:

## Creating Payment Groups



## Working With Payment Groups



### See Also

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

### Before You Begin

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

- Make changes to vouchers, if necessary. In general, you cannot change vouchers in a payment group until you complete the automatic payment process or remove the voucher from the group.
- Approve vouchers for payment.
- Calculate withholding, or set the processing options for this program to automatically calculate withholding.

## Processing Options for Create Payment Groups (R04570)

### Dates Tab

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

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#### 1. Pay Through Date

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

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

#### 2. Displacement Days

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

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

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

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#### **Amounts Tab**

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

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##### **Note**

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

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#### **1. Payment Amount Range**

##### **Maximum**

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

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

##### **Minimum**

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

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

## **2. Currency Code for Range Amounts**

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

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

## **3. Payment Instruments for Range Exceptions**

### **Minimum Payment Instrument**

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

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

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

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### **Maximum Payment Instrument**

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

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

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

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### **Printing Tab**

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

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#### **1. Sequence ID**

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

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

NOTE: You cannot leave this processing option blank.

#### **2. Print Attachments**

Use this processing option to specify whether to print attachments with the payment. For example, you might want to print an attachment when the payment

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detail information will not fit on the pay stub. Only 99 pay stubs can print per payment, and each pay stub can print 10 detail lines.

Valid values are:

Blank No, do not print attachments.

1 Yes, print attachments.

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

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

### 3. G/L Bank Account

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

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

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

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visual assist to choose the bank account, the system enters the number into the field correctly.

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

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

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

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

#### 4. Payment Currency

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

Valid values are:

Blank You pay in the currency of the G/L bank account. For monetary accounts, this is the currency assigned to the G/L bank account in the Account Master table (F0901). For nonmonetary accounts, this is the currency assigned to the company in which the business unit of the G/L bank account resides. For example, the currency associated with the G/L bank account 1.1110.BEAR is U.S. dollars (USD) because

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business unit 1 belongs to company 00001 whose currency is USD. If you enter vouchers in the euro dollar (EUR) for company 00001, you can either pay the vouchers from the monetary bank account in EUR, or you can pay them from a bank account that belongs to a company whose base currency is USD.

- 1 You pay the domestic amount of the voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the voucher is paid in USD.
- 2 You pay the foreign amount of the voucher in the foreign currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the vouchers are paid in EUR. Vouchers that do not have a foreign currency are paid in the domestic currency.
- 3 You pay the current domestic amount of a foreign voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the foreign amount is converted to the current domestic amount based on today's effective exchange rate, and the voucher is paid in USD.
- 4 You pay the voucher in an alternate currency that is neither the domestic amount nor foreign currency of the voucher. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, but you want to pay the voucher in Canadian dollars (CAD), the voucher is paid in the alternate currency (CAD). Designate the payment currency in processing option 5.

#### Exchange Rate Notes

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

When you make payments in the current domestic currency, the Create Payment Groups program calculates the domestic amounts being paid using the exchange rate

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effective that day. This may be different than the exchange rate effective when you actually make the payment.

#### 5. Alternate Currency Code

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

#### 6. Prepayment Selection

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

Valid values are:

Blank Do not include negative prepayment items.

1 Include negative prepayment items.

---

### Process By Tab

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

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#### 1. Company

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

Valid values are:

Blank No

1 Yes

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## **2. Due Date**

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

Valid values are:

Blank No

1 Yes

## **3. Payee**

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

Valid values are:

Blank No

1 Yes

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

Voucher 1, Supplier 1001, Payee 1001

Voucher 2, Supplier 1001, Payee 1002

Voucher 3, Supplier 1001, Payee 1002

Voucher 4, Supplier 1002, Payee 1002

Voucher 5, Supplier 1003, Payee 1001

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

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

- 
- o Payee 1002: Supplier 1002, Voucher 4

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

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

#### **4. Business Unit**

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

Valid values are:

Blank No

1 Yes

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#### **Summarize Tab**

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

---

#### **1. Summarized Pay Item**

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

Valid values are:

Blank No

1 Yes

---

## **2. Summary Description**

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

Valid values are:

- Blank The generic description Invoice Summary appears on the pay stub.
  - 1 The remark from the first pay item appears on the pay stub.
- 

## **Report Tab**

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

---

### **1. Print Mailing Address**

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

Valid values are:

- Blank No
- 1 Yes

### **2. Print Contract Number**

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

Valid values are:

- Blank No
  - 1 Yes
-

---

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

### **3. Print Job Number**

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

Valid values are:

Blank No

1 Yes

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

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## **Bank Tape Tab**

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

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### **1. Print Bank Tape Information**

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

Valid values are:

Blank No

1 Yes

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## **2. Payee Bank Account Error**

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

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## **3. Bank Account X12 Information Error**

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

---

## **Withholding Tab**

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

---

### **1. Calculate Withholding**

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

Blank No

1 Yes

---

## **2. Program Version**

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

Blank Version number ZJDE0001 (default)

Or, enter the specific program version number

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## **Data Sequence for Create Payment Control Groups**

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

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

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

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

## **Working with Payment Groups**

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

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

- Remove payment groups, payments, and vouchers from the payment cycle

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

**Write** The pay item is ready to be written.

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

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

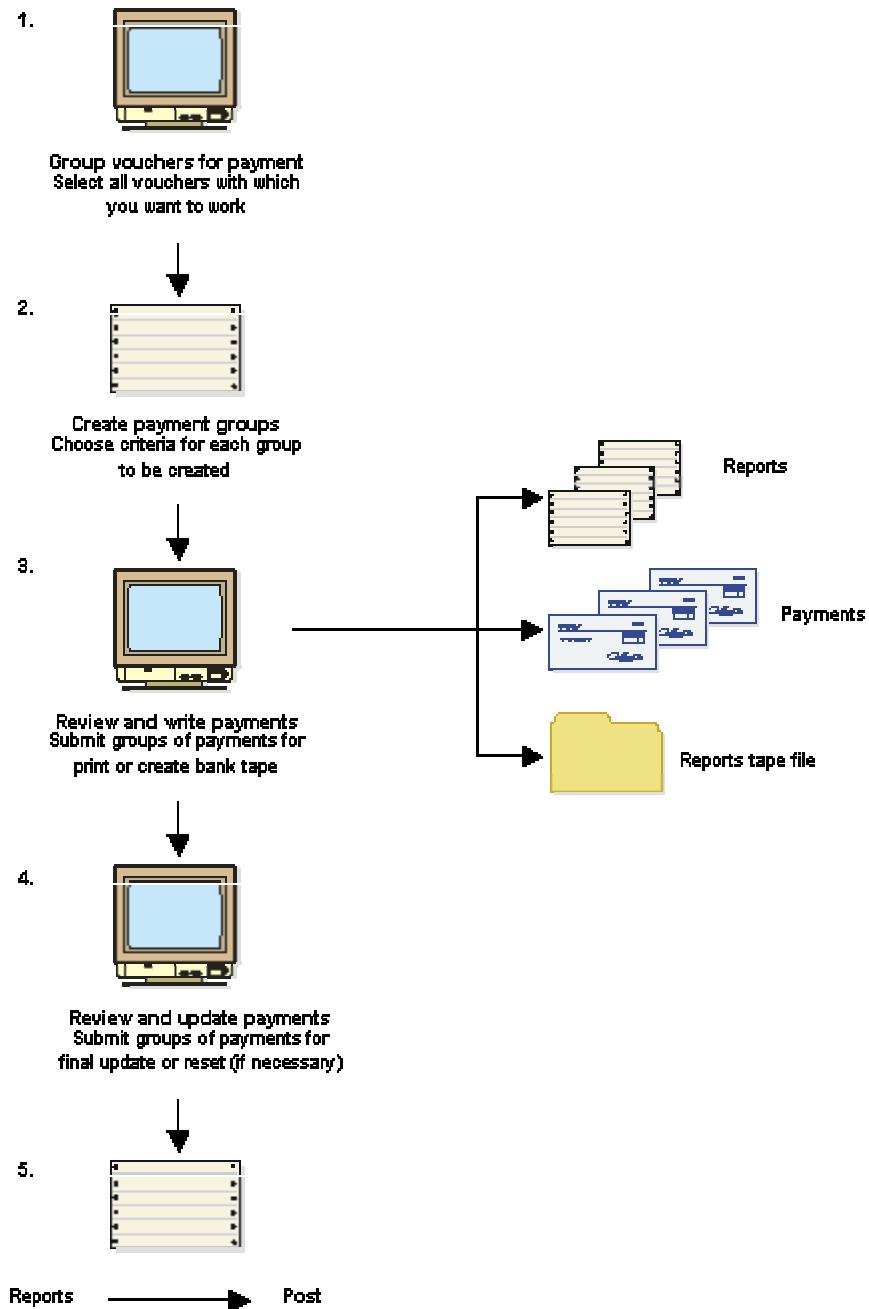
**Undo** Undo means to remove a pay item from the payment group. You can undo pay items, regardless of whether they are at a status of write or update. In either case, the pay item returns to an open voucher with a status of approved.

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

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

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

## Payment Process Overview



### Printing the Payment Analysis Report

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

You can print the Payment Analysis report at any time in the automatic payment process to ensure that payments are correct. This report shows whether payments are ready to be written or ready to be updated to the A/P ledger. It shows all payments in all payment groups.

#### See Also

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

#### Processing Options for Payment Analysis Report

---

##### Print

1. Enter a '1' if you would like to see the detail voucher information displayed. If left blank, only payment information will print.

##### Detail Voucher Information

2. Enter a '1' if processing payment control groups by Business Unit and would like to display the Business Unit on the report. If left blank, the Business Unit will not appear.

##### Business Unit

---

## Reviewing Payment Groups

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

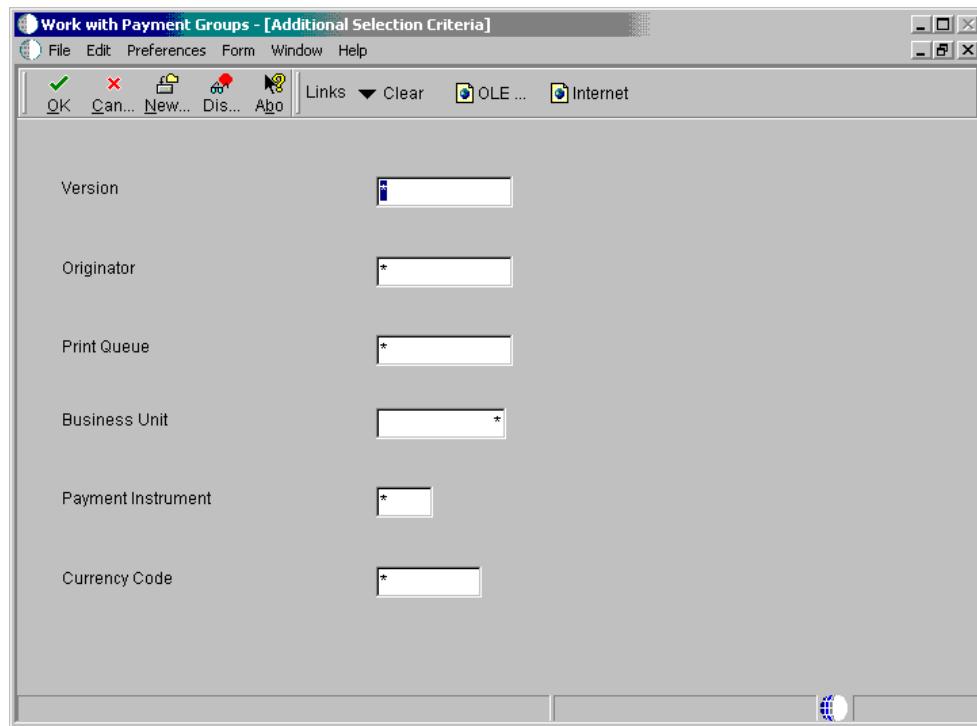
This program displays information from the A/P Payment Processing - Header File table (F04571).

#### ► To review a payment group

---

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

1. On Work With Payment Groups, click one or both of the following options:
  - Write Status
  - Update Status
2. To further limit your search, complete the following field:
  - Bank Account
3. Click Find.
4. For additional search criteria, choose Added Selection from the Form menu.



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

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

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

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

## Reviewing Payments with a Write Status

Before you write payments, you can do the following:

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

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

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

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

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

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

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

- Write Status

2. Choose a payment group and click Select.

The screenshot shows the PeopleSoft interface for managing payment groups. The title bar reads "PeopleSoft". The top navigation bar includes links for "Portal", "Web Self", "Intranet", and "Training". Below the title bar, there's a dropdown menu for "Select Workspace" set to "Active Foundation". The main header says "Active Foundation" and "Work With Payment Group - Write Status". A toolbar below the header has buttons for "Select", "Find", "Close", "Regional Info", "Form", "Row", and "Tools".

The main content area displays a grid of payment records. At the top of the grid, there are fields for "Bank Account" (1.1110.BEAR), "Version" (TR0002), and "Total Amount" (13,123.00). Below these, there are fields for "Number of Payments" (2) and "Currency" (USD). There are also "Amount From" and "Through" search fields.

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

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

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Work With Payment Detail

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

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

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

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Payment Detail

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

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

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

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

---

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

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

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

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

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

## Reviewing Payments with an Update Status

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

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

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

The payment group programs display information from the following worktables:

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

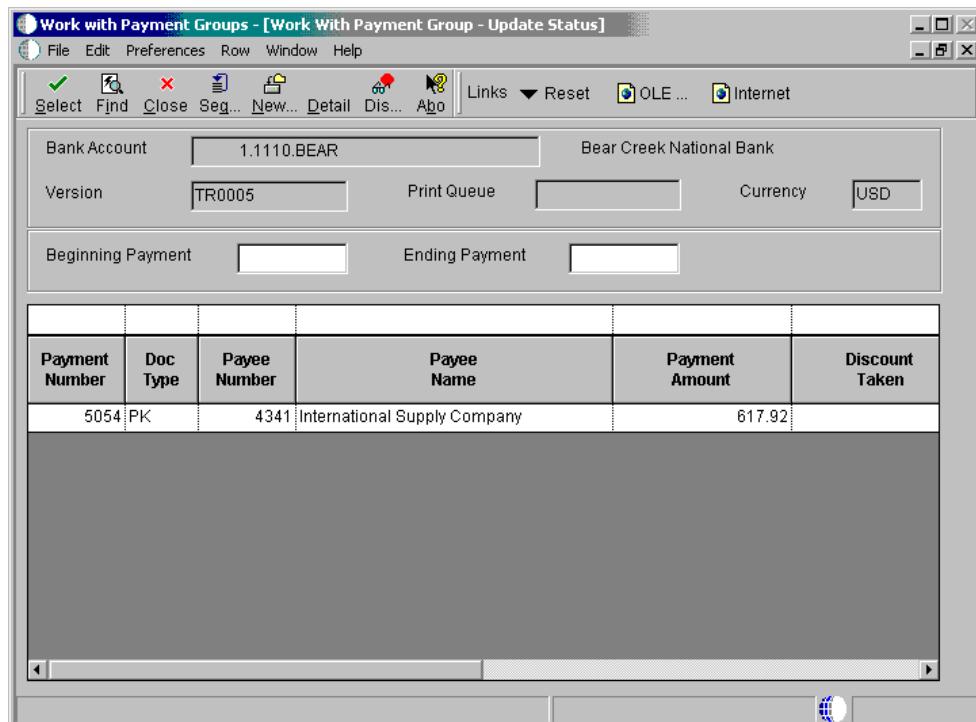
### ► To review payment information (update status)

---

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

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

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



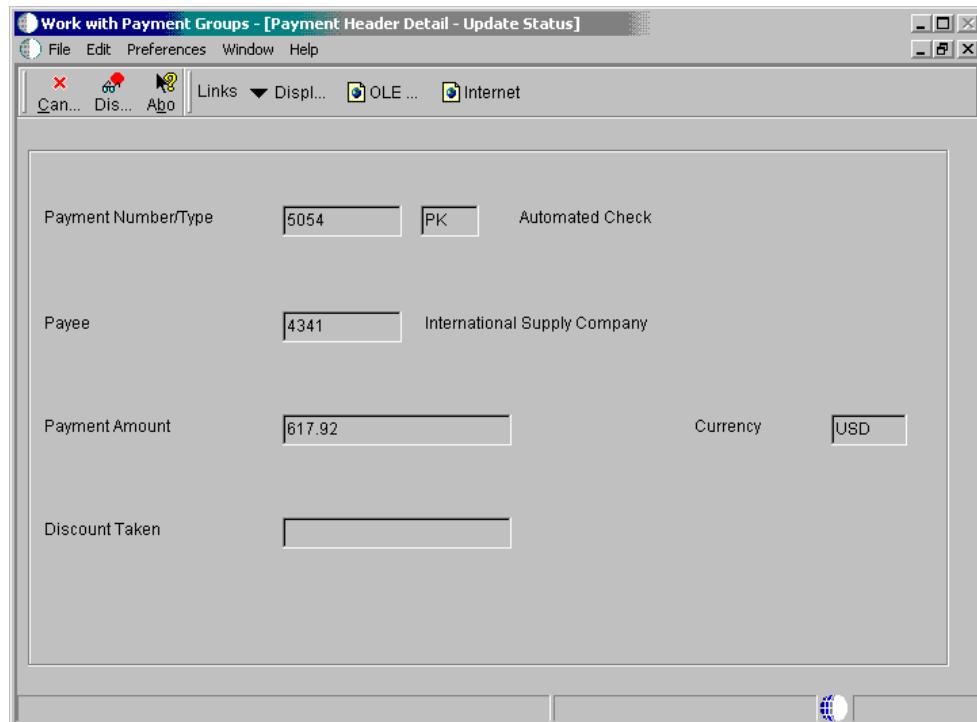
## ► To review payment summary information (update status)

---

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

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

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



## Revising Unprocessed Payments

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

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

#### **See Also**

- *Setting Up Payment Instruments*

#### **► To exclude a debit memo (credit voucher)**

---

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

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

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

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

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

#### **Related Tasks**

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

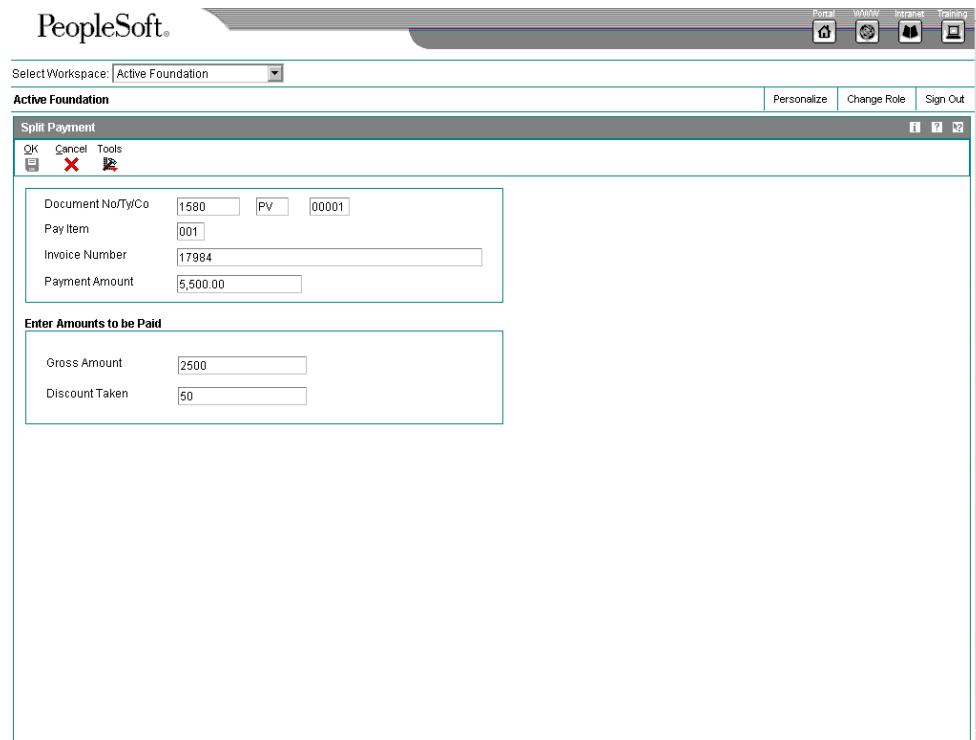
#### **► To split a payment**

---

When you want to pay part of a voucher now and part later, you can split the payment. When you decrease the gross amount of a voucher, the system creates a new voucher pay item for the remaining balance. The new pay item is created using the default pay status, which is typically A (approved) for payment. The new pay item is not part of a payment group.

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

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



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

- Gross Amount
- Discount Taken

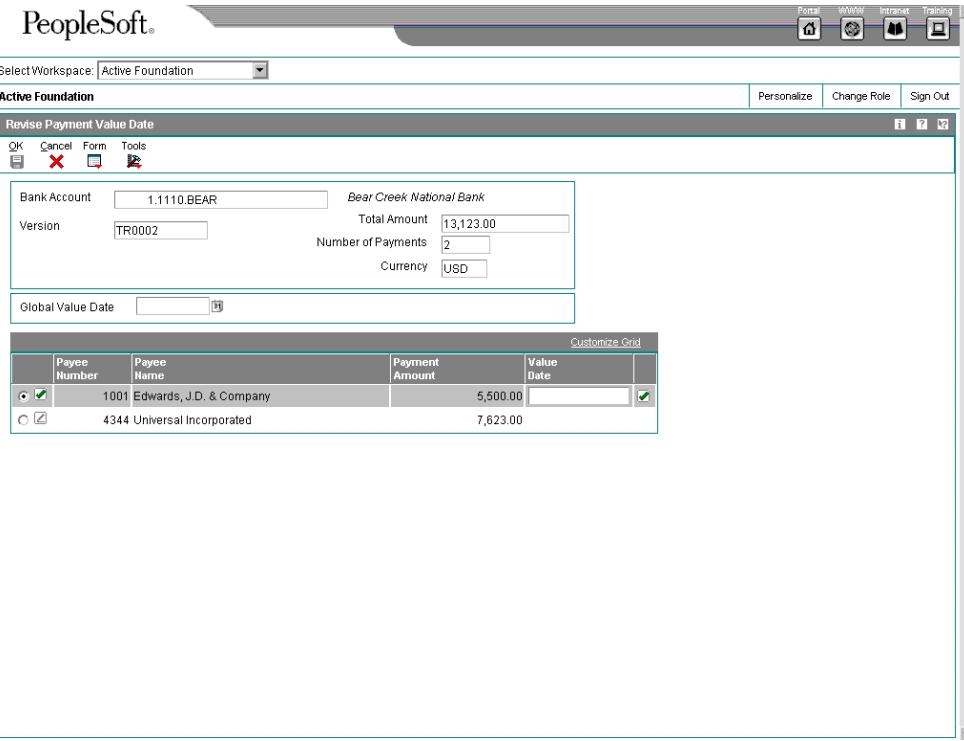
#### **► To revise the value date of a payment**

---

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

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

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



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

#### ► To remove a voucher pay item

When you do not want to pay a voucher, remove it from the payment group. The system resets the pay status of the voucher from payment in-process to approved.

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

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

5. On Reset Payments, click OK.

#### ► **To remove an unprocessed payment**

---

If you do not want to make a payment, you can remove it from the payment group. The system removes the voucher pay items from the payment group and resets their pay status from payment in-process to approved.

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

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

#### ► **To remove an entire payment group**

---

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

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

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

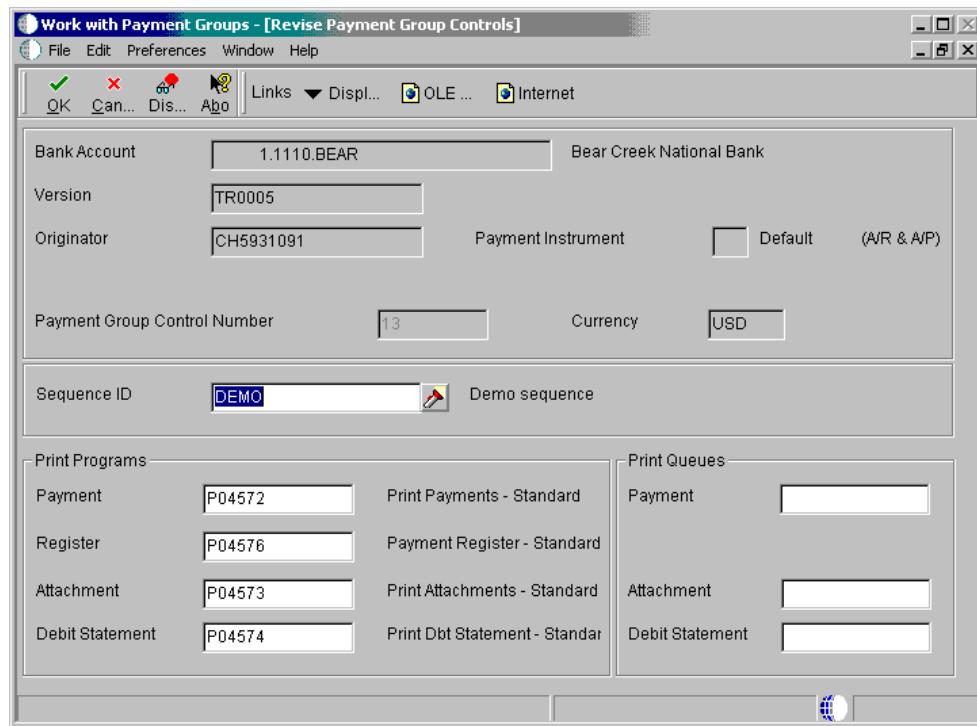
---

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

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

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.  
See *Reviewing Payment Groups*.
2. Choose a payment group.
3. From the Row menu, choose Controls.



4. On Revise Payment Group Controls, change the following field (optional):

- Sequence ID

5. Change any of the following print program fields:

- Payment
- Register
- Attachment
- Debit Statement

6. Change any of the following print queue programs:

- Payment
- Attachment
- Debit Statement

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

7. Click OK.

## **Working with Automatic Payments**

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

### **Writing Payments**

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

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

When you write payments, the system:

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

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

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

#### **Before You Begin**

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

#### **► To write all payments in a payment group**

---

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

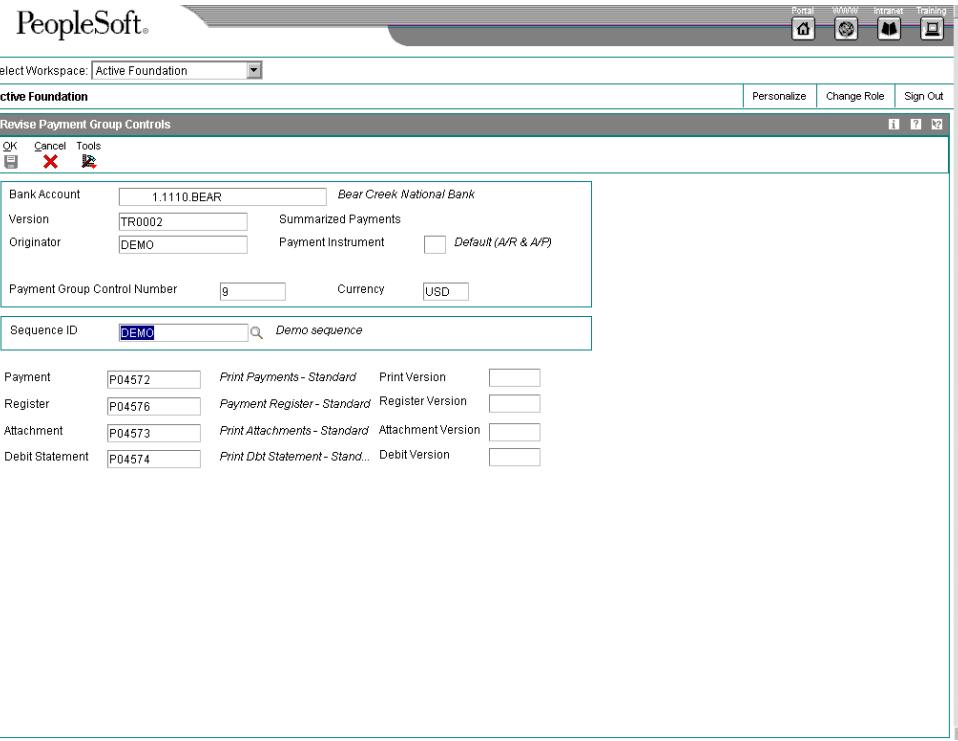
1. On Work with Payment Groups, follow the steps for reviewing payment groups.

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

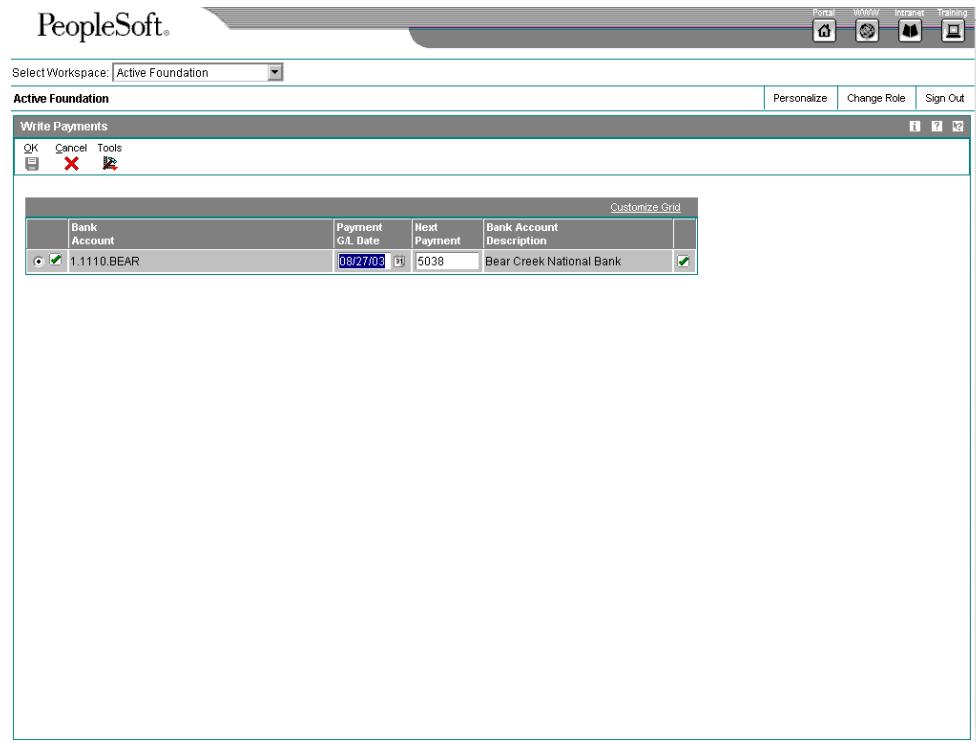
2. Choose one or more payment groups.

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

3. From the Row menu, choose Controls.



4. On Revise Payment Group Controls, verify that the following fields show the correct programs and click OK:
  - Payment  
U.S. clients who transfer funds electronically must enter a beginning payment number. If a supplier has a pre-note status of P, the system generates a payment and a pre-note.
  - Register
  - Attachment
  - Debit Statement
5. On Work with Payment Groups, choose Write from the Row menu.



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

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

---

#### Note

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

- On Screen
- To Printer
- Export to CSV

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

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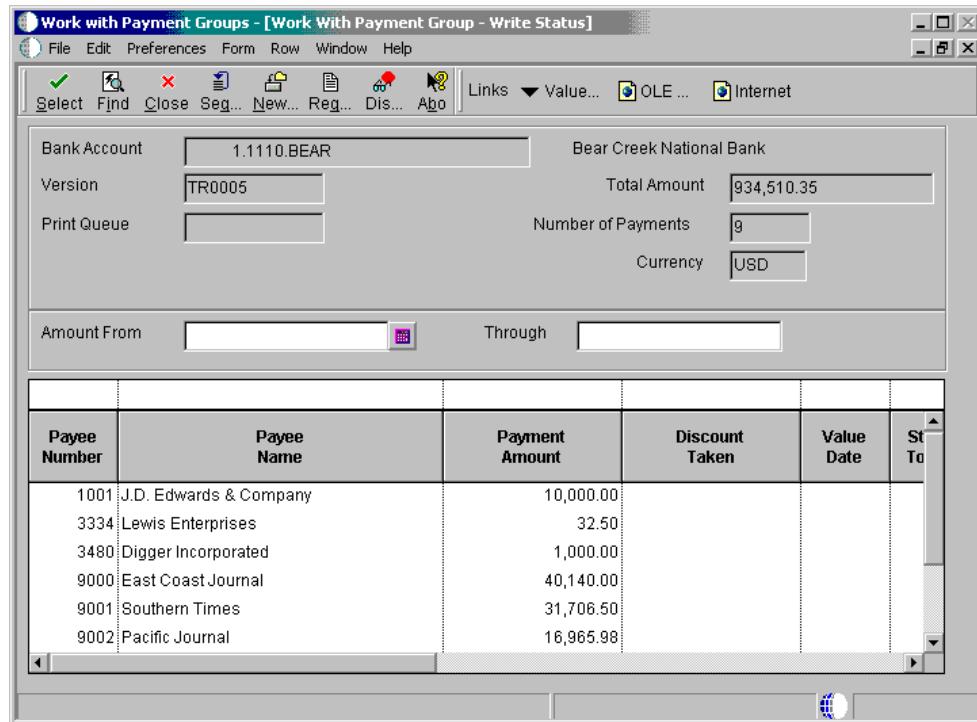
► **To write selected payments in a payment group**

---

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

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

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



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

## **Resetting Payment Processing**

After you write payments but before you update them, you might need to rewrite them. For example, you might need to rewrite payments because of an error, such as a paper jam, wrong payment number, or wrong payment date.

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

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

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

When you reset payments, you can either void payments or rewrite them with the same payment number:

- If you enter a new beginning payment number, the system voids any payments selected for reset that have a payment number less than the new beginning number, if that number was previously assigned.
- If you accept the next payment number (the default), the system voids payments by writing zero records.

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

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

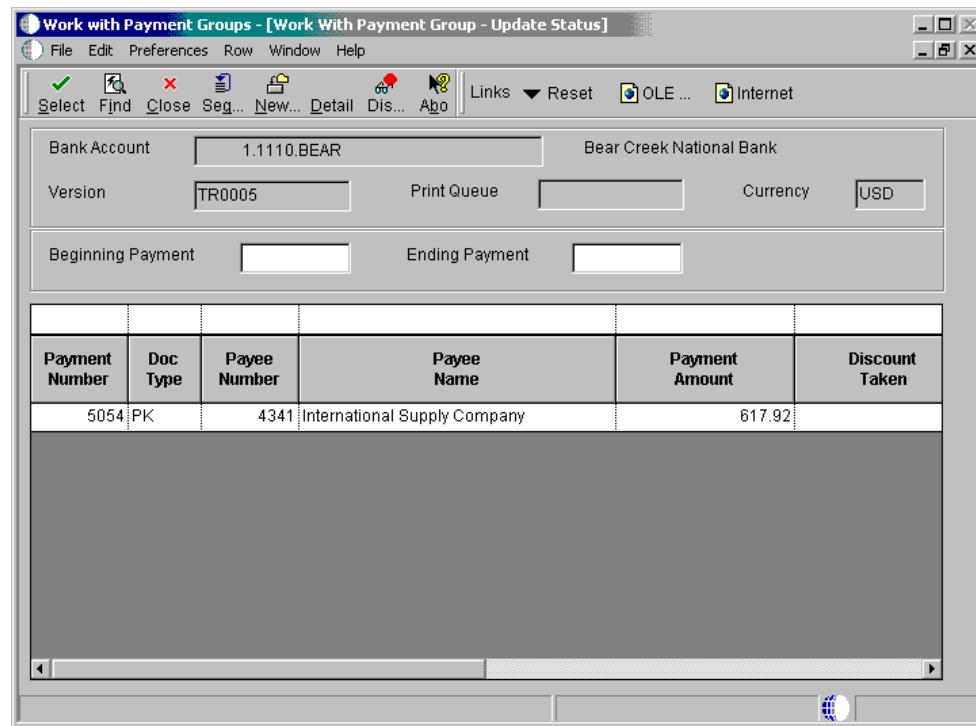
### **► To reset payment processing**

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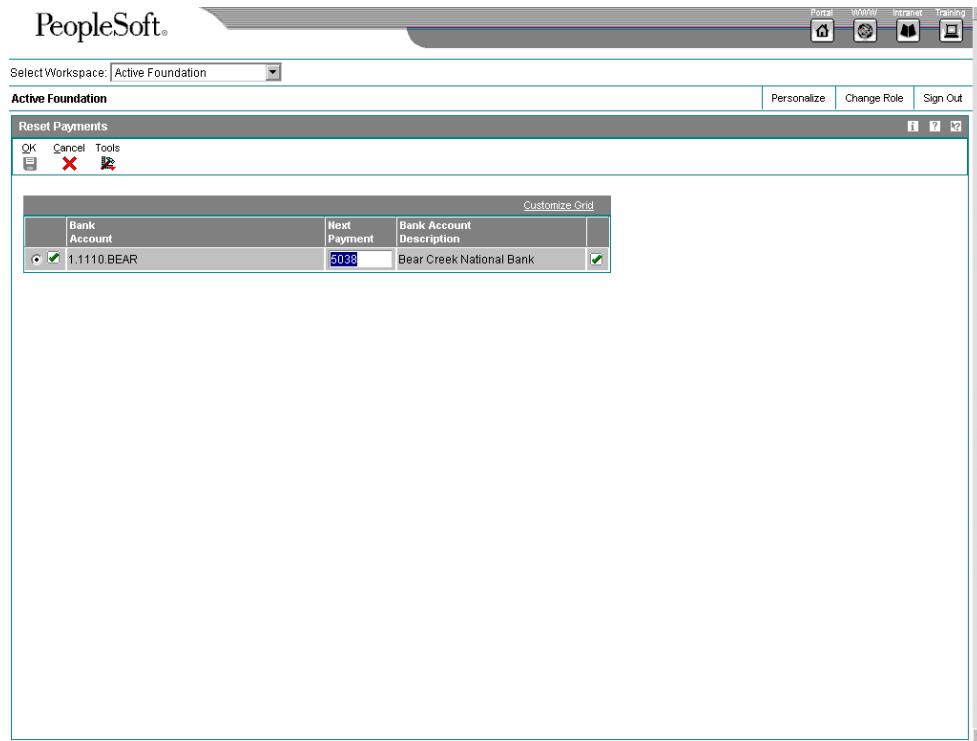
When you reset payment processing, the pay items return to open vouchers.

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

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



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



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

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

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

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

## Removing Processed Payments

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

- Voids the payment
- Removes the voucher pay items from the payment group
- Resets the pay status of the voucher from payment in-process to approved

You can then change vouchers and process them for payment at another time.

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

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

#### ► **To remove processed payments**

---

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.  
See [Reviewing Payment Groups](#) in the chapter *Working with Payment Groups*.
2. Perform one of the following actions:
  - Choose a payment group with a next status of UPD
  - On Work With Payment Group - Update Status, choose a payment
3. From the Row menu, choose Undo.
4. On Undo Confirmation, click Yes.
5. On Reset Payments, complete the following optional field and click OK:
  - Next Payment

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

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

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

## **Copying Payments to Tape**

When you write payments, the payment instrument can be an electronic format. In this case, writing payments creates bank tape tables rather than printing them. You must copy these tables to tape or diskette if you want to send the information to a financial institution.

Copying payments to tape consists of:

- Reviewing and changing the status and detail for a tape table
- Copying a tape table to tape or diskette

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

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

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

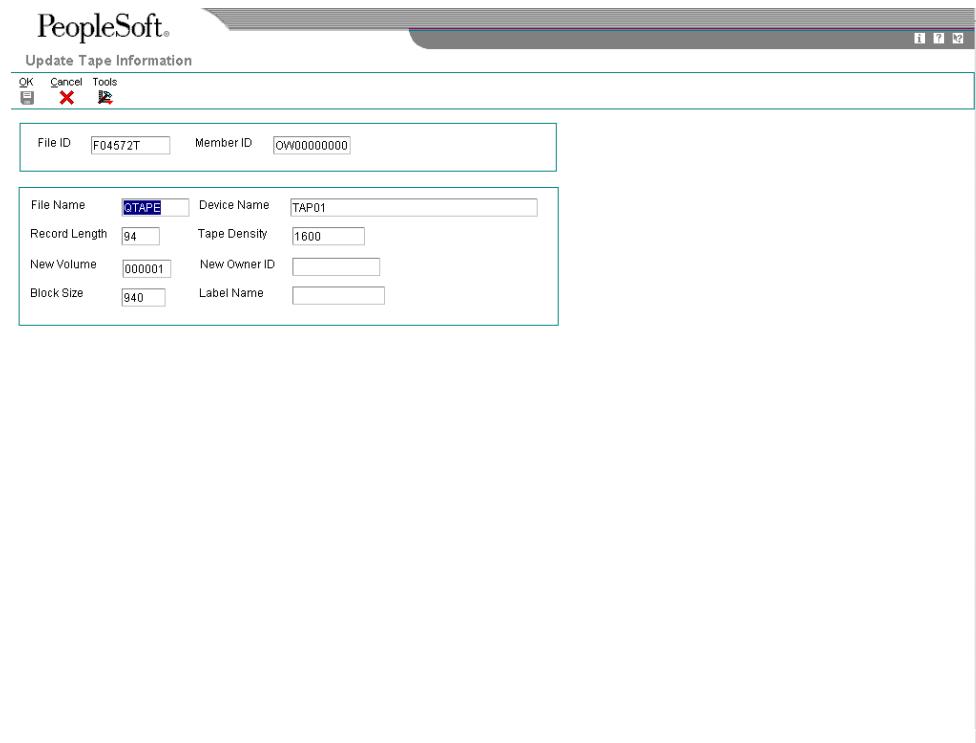
records in the table. Instead, you must delete the record on the Copy Bank Tape to Tape form. Do not do this until you verify that your bank has received the bank tape.

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

---

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

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



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

- Label Name

4. Click OK.

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

---

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

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

#### **Additional Tape Copy Options**

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

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

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

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##### BACS

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

Display BACS Format

##### PROGRAM

1. Enter the name of an alternate program to be used. If left blank, program J0457T will be used. NOTE:  
This processing option is ignored if BACS processing is turned on.

Alternate Processing Program (FUTURE)

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## General Accounting

### Accounting for Petrol Card Expense Reports

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In Italy, sales of petrol in petrol stations for cars and trucks do not have to be invoiced, even though petrol is VAT taxable. Every time that VAT subjects (professionals or companies) buy petrol for business purposes at a petrol station, they have to fill out a form called "Scheda Carburante" (petrol card) that documents the amount of the sale, including VAT.

Because petrol stations cannot issue invoices, the petrol card is the only document that allows VAT subjects to document the payable VAT. The card is also used when filing the annual tax declaration as proof of costs sustained by the subjects.

The petrol card is used when companies assign cars to employees. Every month employees who use company cars must attach the petrol card for the month to an expense report. The law requires the subjects to enter the kilometers traveled by each vehicle during the period on the petrol card for fiscal audit purposes. Use the Units field on the Journal Entry form to enter this amount.

The Accounts Payable employee who is responsible for expense reports management must enter all of the data that is contained on the petrol card for VAT and tax declaration purposes. Assign a specific document type when entering petrol cards in J.D. Edwards Accounts Payable system.

Many possible methods for accounting for petrol cards are used. See the following example for one method:

<b>Enter the employee expense report</b>	Debit - Transit account Credit - Payable to Employee account
<b>Post the petrol card in Accounts Payable</b>	Debit - Purchases (Petrol) account Credit - Petrol Card (dummy supplier) account
<b>Close petrol debt</b>	To close the debt to the dummy supplier (Petrol Card account), use the manual payment process and replace the Bank account with the Transit account that you used when entering the employee expense report. Debit - Petrol Card (dummy supplier) account Credit - Transit account

### Working with the Annual Close

---

You can use J.D. Edwards base software to complete the annual close for the fiscal year. When you close the fiscal year, you must:

- Close and calculate retained earnings

- Make adjustments
- Close profit and loss accounts
- Record the profit and loss for the fiscal year
- Close balance sheet accounts
- Print the G/L Registration Report with adjustments and closing entries
- Re-open balance sheet accounts
- Print the G/L Registration report with re-opening journal entries
- Print the General Ledger report

During the beginning months of the new fiscal year, you can make adjustments to the transactions of the previous year. To identify journal entries for adjustments in the system, the adjustment entries must include the following information:

- The G/L date must equal the end of the previous fiscal year.
- The document type must be ## to indicate that the entry is an adjustment.

The system prevents you from recording journal entries in the previous year unless the entries have a document type of ##. In addition, when you update the beginning balance in the Account Balances table (F0902), the system includes journal entries with the document type of ##.

In Italy, businesses complete the following phases at the close of the fiscal year to prepare the year-end balance sheet:

- Adjust and integrate journal entries.
- Close profit and loss accounts for revenues and expenses that were recorded during the year without carrying over the balance.
- Calculate retained earnings.
- Close balance sheet accounts on a summary account "ending balance sheet" and reopen the same balance sheet accounts for the following fiscal year.

During the close of the fiscal year and the preparation of the balance sheet, Italian businesses complete the following control reports:

- Trial Balance
- General Ledger

All the journal entries that the system generates for the close of the fiscal year are recorded on the G/L Registration report.

#### **See Also**

- Closing a Fiscal Year in the General Accounting Guide*
- Printing the G/L Registration Report* for information about assigning sequential registration numbers to closing and adjusting entries
- Preparing for the Annual Close*

## **Automatic Accounting Instructions**

The following table lists the AIs that you must set up in preparation for the annual close:

<b>GLG2</b>	Identifies the first assets account.
<b>GLG3</b>	Identifies the first liabilities account.
<b>GLG4</b>	Identifies the account in which the financial year result is stored. You must set up this AAI for each company.
<b>GLG5</b>	Identifies the last balance sheet account. The last balance sheet account is a non-posting account.
<b>GLG6</b>	Identifies the first profit-and-loss account.
<b>GLG12</b>	Identifies the last profit-and-loss account.

## User Defined Codes

The following table lists the user defined codes that you must set up in preparation for the annual close:

<b>Ledger types for post balancing (09/LP)</b>	Set up codes to define ledger types that are different from the AA ledger and for which you want to calculate the profit and loss for the financial year.  For example, you might define a specific ledger type to record the financial year result for your Italian operation, including the entries required by local law and tax authorities. All of the adjustments that are related to the law and tax criteria are recorded in that specific ledger.
<b>Ledger types (09/LT)</b>	Set up codes to define ledger types that you use for the opening and closing entries for accounts. You might even use separate ledger types for closing and re-opening entries.
<b>Annual close/spread ledger types (00/LT)</b>	Set up codes to define ledger types that the account closing program uses to update amounts for subsequent periods according to the rules defined for each ledger. The first character that you enter in the Description 2 field determines the rules that the closing program uses for the ledger.

## Ledger Types

The following table lists the ledger types that you must set up in preparation for the annual close. All user defined ledger types are identified with a U, followed by a digit or a letter.

<b>UX</b>	Set up the UX ledger type for closing assets and liabilities, and for profit and loss account entries. Although you can choose any client-reserved two-character code for the ledger type, set up the ledger type on the Ledger Types user defined codes table (09/LT).
<b>UY</b>	Set up the UY ledger type for re-opening assets and liabilities account entries. Although you can choose any client-reserved, two-character code for the ledger type, set up the ledger type on the Ledger Types user defined codes table (09/LT).

## Document Types

The following table lists the document types that you must set up in preparation for the annual close. All user defined ledger types are identified by a U, followed by a digit or a letter.

- |           |  |
|-----------|--|
| <b>##</b> | Document type ## is system-defined. You can use the ## document type to post journal entries for adjustments in the previous fiscal year.<br><br>Journal entries with the document type ## automatically update the account balance for the previous year.           |
| <b>UX</b> | Document type UX is used for re-opening the assets and liabilities accounts.<br><br>Although you can choose any client-reserved, two-character code for this document type, you must set up the document type on the Document Type user defined codes table (00/DT). |

## Chart of Accounts

The following table lists the accounts that you must define in your chart of accounts in preparation for the annual close:

- |  |   |
|--|---|
| <b>Final balance sheet account</b>     | Define the final balance sheet account for all of the closing entries that are related to assets and liabilities.   |
| <b>Beginning balance sheet account</b> | Define the beginning balance sheet account for all of the opening entries that are related to assets and liabilities.   |
| <b>Profit and loss</b>                 | Define the profit and loss account for the sum of all of the closing entries that are related to assets and liabilities, and to the year's profit-and-loss entry. |

## Reviewing Account Information

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You can review account information by object account or by category code.

## Verifying Account Balances

The following table lists the standard procedures that should be used by companies before month-end reporting is completed. The table represents a series of control reports and balance verification programs with a brief description of each, and the frequency with which J.D. Edwards recommends that the procedures be executed.

Procedure	Program	Description	Frequency
-----------	---------	-------------	-----------

<b>Procedure</b>	<b>Program</b>	<b>Description</b>	<b>Frequency</b>
Verify that document numbers are in sequence.	R74099A R74099B R74099C R74099D	The Sequential Number report highlights any interruption in the document number sequence and general accounting registration date sequence.	Daily
Print a listing of all unposted accounting batches.	R007011	The Unposted Batches Integrity Test highlights any unposted batches. The posting of all accounting batches is a prerequisite for the subsequent balance verifications.	Weekly
Verify that batch detail and batch header information match.	R007021	The Transactions to Batch Headers Integrity Test highlights any mismatch between batch headers and the individual transactions within the batch. Mismatches might include transactions for which no batch header or posted transactions that belong to unposted batches exist.	Weekly
Balance A/R against G/L.	R03B701	<p>Run the A/R to G/L by Batch Integrity Test to check the balance between the A/R Ledger (F0311) and the Account Ledger (F0911) by batch number.</p> <p>The program also highlights anomalous situations regarding the payment status, such as payment status P against open amounts.</p> <p>If the A/R and General Ledgers are out of balance, the Supplier/Customer Totals by Account (R09450) can be used as an additional verification tool.</p>	Weekly
Balance A/R against G/L by accounting class.	R03B7001A	Run the A/R to G/L by Accounting Class Integrity Test to match the A/R ledger (F0311) to the Account Balances table (F0902) by accounting class.	Weekly

<b>Procedure</b>	<b>Program</b>	<b>Description</b>	<b>Frequency</b>
Balance A/P against G/L.	R04701	<p>Run the A/P Original Documents to G/L by Batch Integrity Test to check the balance between the A/P Ledger (F0411) and the Account Ledger (F0911) by batch number.</p> <p>The program also highlights anomalous situations regarding the payment status, such as payment status P against open amounts.</p> <p>If the A/P and General Ledgers are out of balance, the Supplier/Customer Totals by Account (R09450) can be used as an additional verification tool.</p>	Weekly
		<b>Note</b>	
		If the Bolle Doganali are entered as prepaid documents, the ledger and the Customs debit account might be out of balance.	
Balance A/P against G/L by accounting class.	R047001A	Run the A/P Originals to G/L by Batch Integrity Test to match the A/P Ledger (F0411) to the Account Balances table (F0902) by offset account.	Weekly
Print Trial Balance reports.	R7409C3	By object.subsidiary.	Monthly
	R70472	By category code 21, 22, 23.	
Print Monthly VAT reports.	R004051	Run a version of the Italian A/R - A/P VAT Tax Report for EU VAT purchases to list the currency amounts of your invoices. Run other versions of the report to print the rest of your VAT ledgers.	Per tax regulations

## 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 & Inquiries menu (G0912), choose Account Inquiry by Object Account.*

The screenshot shows the PeopleSoft interface with the title 'Work With Account Ledger by Object Account'. The window includes a toolbar with icons for Close, Form, Row, Report, and Tools. Below the toolbar are several input fields: 'Object/Sub' (with a dropdown arrow), 'General Ledger' (with a dropdown arrow), 'From Company' (dropdown arrow), 'Thru Company' (dropdown arrow), 'From Date' (text box containing '06/01/05'), 'Thru Date' (text box containing '06/30/05'), and 'Currency Code' (dropdown arrow). There are also radio buttons for 'Posted', 'Unposted', and 'All', and a checkbox for 'Display Company Subtotals'. A message 'No records fetched.' is displayed above a grid. The grid has columns labeled 'Account Number', 'Account Description', 'Do Ty', 'Doc Number', 'Doc Co', 'G/L Date', 'Explanation', 'LT 1 Amount', and 'LT 1 Debit'. The first row of the grid is highlighted in grey. A 'Customize Grid' link is located in the top right corner of the grid area.

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 Transactions in an "As If" Currency* in the *Multicurrency Guide* for information about reviewing "as if" currency amounts on the Account Inquiry by Object Account form

#### **Processing Options for Account Ledger by Object Account (P09201)**

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##### **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 that 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).

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### ► To review account ledgers by category code

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

The screenshot shows the 'Work With Account Ledger By Category Code' window in PeopleSoft. The window has a toolbar at the top with buttons for Close, Form, Row, Tools, and a red X. Below the toolbar is a search bar labeled 'Select Workspace: Active Foundation'. The main area is titled 'Active Foundation' and contains a sub-section titled 'Work With Account Ledger By Category Code'. This section includes fields for 'Alternate Account' (set to 1110), 'General Ledger' (set to AA), 'From Company' (empty), 'Thru Company' (empty), 'From Date' (set to 1/1/05), 'Thru Date' (set to 06/30/05), 'Foreign Currency' (empty), 'Subledger' (empty), and processing options ('Posted', 'Unposted', 'All'). A checkbox for 'Display Company Subtotals' is also present. Below these settings is a message 'No records fetched.' followed by a grid table with 12 columns: Document Number, Doc Ty, Doc Co, G/L Date, Explanation, LT 1 Amount, LT 1 Debit, LT 1 Credit, P C, LT 2 Amount, and LT Del.

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 Transactions in an "As If" Currency* in the *Multicurrency Guide* for information about reviewing "as if" currency amounts on the Account Ledger by Category Code form

### **Processing Options for Account Ledger by Category Code (P09202)**

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#### **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

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## Reviewing Alternate Account Information

You can review alternate accounts and account ledgers for one category code at a time. You specify the category code in the processing options.

You can also review alternate accounts by company or organization structure, and you can review their balances online by company or organization structure. By doing this review, you can see several companies that together are one legal entity.

### ► To review alternate account information

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*From the Accounting Reports & Inquiries menu (G0912), choose Statutory Account Inquiry.*

You can review selected alternate accounts and the associated detailed information. You can also review account ledgers.

1. On Statutory Account Inquiry, complete the following optional fields:

- Company
- Business Unit

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Statutory Account Inquiry

Records 1 - 10

Alternate Account	Description	Debit Amount	Credit Amount	Balance
<input checked="" type="radio"/> 44440	Suppliers		54,102.25-	54,102.25-
<input type="radio"/> 45450	Estimated taxes			
<input type="radio"/> 45451	V.A.T. payable			
<input type="radio"/> 45459	Other social obligations			
<input type="radio"/> 48489	Sundry amounts payable			
<input type="radio"/> 49	Deferrals and accruals			
<input type="radio"/> 49492	Accrued charges	1,876.33-	1,876.33-	
<input type="radio"/> 5200	Other Sales			
<input type="radio"/> 52520	Cost	10,200.00		10,200.00
<input type="radio"/> 65650	Current account		85,000.00-	85,000.00-

2. To limit your search, complete the following fields:
  - From Account
  - Thru Account
3. To display amounts for a specific period, complete one of the following fields:
  - Thru Date
  - Period

If the Period option is selected, the system shows the through period in the Thru Period field. If the Period option is cleared, the system shows the through date in the Thru Date field.
4. To specify how many leading digits in the alternate account number to use for subtotaling, complete the following field:
  - Digit To Use For Subtotal
5. To specify the digit of the category code to use for rollup, complete the following field:
  - Level Of Rollup
6. To toggle between year-to-date and period totals, click the following option:
  - Period/Cumulative

7. To display a specific currency, complete the following field:
  - Currency Code
8. Click Find.

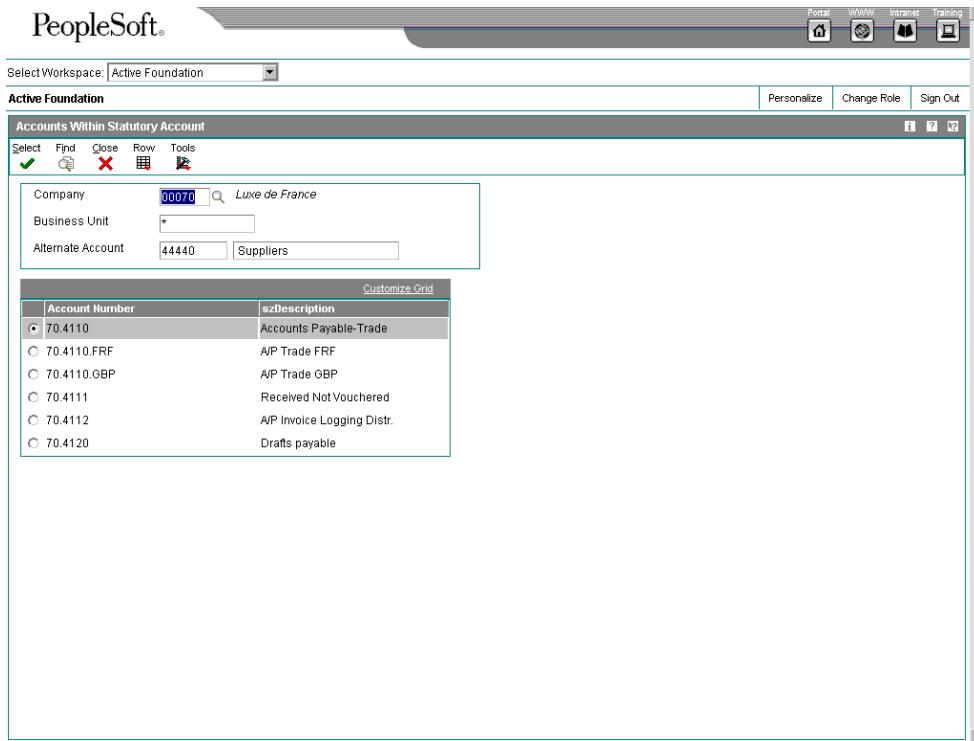
The processing time depends on the number of accounts that you are viewing.

9. To review account ledger information for the category code that you specified in the processing options, select an account and choose Ledger Inquiry from the Row menu.

**Work With Account Ledger By Category Code**

Document Number	Do Ty	Doc Co	G/L Date	Explanation	LT 1 Amount	LT1 Debit	LT 1 Credit	P C	LT 2 Amount	LT Del
3152 AE	00070	06/20/05	Offset By Document PV 3152		950.00-		950.00- P			
3154 AE	00070	06/20/05	Offset By DocumentPV 3154		1,800.00-		1,800.00- P			
3159 AE	00070	06/12/05	Offset By Document PV 3159		3,065.60-		3,065.60- P		3,990.00-	
3165 AE	00070	06/30/05	Offset By DocumentPV 3165		1,536.65-		1,536.65- P		2,000.00-	
3800 JE	00070	06/30/05	Account Balances Company 70		31,300.00	31,300.00	P			
			Column Total		24,147.75	31,300.00	7,152.25-		5,990.00-	
			Ledger Total		24,147.75	24,147.75			5,990.00-	
			Posted Total		24,147.75	31,300.00	7,152.25-		5,990.00-	
			Unposted Total							

10. On Work With Account Ledger By Category Code, follow the steps for reviewing account ledgers by category code.  
See *Reviewing Account Ledgers by Category Code*.
11. To display all of the accounts with the category code that you specified in the processing options, go back to Statutory Account Inquiry (if necessary) and choose Accounts from the Row menu.



12. On Accounts Within Statutory Account, select an account to review.
13. From the Row menu, choose one of the following to review the detail:
  - Account Ledger
  - Account Balance
  - Trial Balance by Object

#### See Also

- ❑ *Planning Your Chart of Accounts*
- ❑ *Creating and Updating Your Chart of Accounts*
- ❑ *Printing a Debit/Credit Trial Balance by Category Code Report*
- ❑ *Printing a General Ledger by Category Code Report*
- ❑ *Reviewing Account Ledgers by Category Code*

## Printing the Sequential Number Report

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*From the Italian Reports menu (G093152) or the French Reports menu (G093151), choose a Sequential Number Report option.*

Businesses in France and Italy are required by law to number each original fiscal document both sequentially and chronologically. Fiscal documents include VAT taxes, such as accounts payable vouchers and accounts receivable invoices. Because each revenue and expense

event must be documented in chronological order, businesses must include the numeric sequencing of each document number in the VAT registers.

Use the Sequential Number report to identify any document numbers that are out of sequence. When you print the report, the system checks the number for each document that includes a VAT amount in the following tables:

- Taxes (F0018)
- Accounts Payable Ledger (F0411)
- Accounts Receivable Ledger (F0311)

The report prints the appropriate error message for each document that meets the following conditions:

- The document number is not sequential.
- The general ledger date is lower than that of the previous document.

J.D. Edwards recommends that you print the Sequential Number Report daily, and if not daily, at least before you change the G/L date.

You must manually correct any errors in the sequential numbering or justify the gap in the numbering of your documents. You can run one of the following sequential number reports to indicate which table you want to perform the sequential document number validation:

<b>Taxes (F0018)</b>	When you run the Sequential Number Report - Tax File (R74099A) to verify that document numbers are in sequential order without interruptions, the system prints a report based on the Taxes table (F0018).
<b>Accounts Payable Ledger (F0411)</b>	When you run the Sequential Number Report - A/P Ledger (R74099B) to verify that document numbers are in sequential order without interruptions, the system prints a report based on the Accounts Payable Ledger (F0411).
<b>Accounts Receivable Ledger (F0311)</b>	When you run the Sequential Number Report - A/R (R74099C) to verify that document numbers are in sequential order without interruptions, the system prints a report based on the Accounts Receivable Ledger (F0311).

## Processing Options for Sequential Number Reports (R74099A, R74099B, and R74099C)

### Select Tab

Use these processing options to enter the range of dates for which you want to examine transactions for sequential numbering. The system will examine all transactions with a G/L date that is within the range that you specify.

#### 1. From Date

Use this processing option to enter the beginning of the range of G/L dates from which you

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want to select transactions

## 2. Thru Date

Use this processing option to enter the end of the range of G/L dates from which you want to select transactions

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## **Printing the G/L Registration Report**

---

From the Italian Reports menu (G093152), choose G/L Registration Report.

Businesses in Italy are required to print a general journal report that lists all of the general ledger transactions for each month in chronological and sequential order. To do this task, you can print a G/L Registration report.

You can print the G/L Registration report in proof or final mode. When you select final mode, the system assigns a chronological and sequential registration number to each general ledger transaction in the Account Ledger (F0911). The system stores the registration number for each transaction in a dedicated field (REG#). You can use a processing option to control whether the system assigns registration numbers to journal entries or to each individual journal entry line.

To ensure that the registration number for each transaction is sequential by date, run the G/L Registration Report/Update program in final mode only after you perform the following tasks:

- Enter all of the transactions for the month.
  - Review the G/L Registration report generated in proof mode.
- 

### **Note**

If your company implements J.D. Edwards software in the middle of a fiscal year, you need to indicate the continuing registration number from your previous numbering system (manual or automated). To do this task, access the Revise G/L Registration File form.

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## **Printing Considerations for the G/L Registration Report**

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You can reprint the G/L Registration Report in proof mode to review transactions for which registration numbers are already assigned.

You can also print the G/L Registration report for multicompany environments where general ledger transactions are entered for different document companies that belong to the same

legal entity. To do this task, set the processing options so that you can enter the legal company that you want to print on the header of the report. Then use data selection to identify the document companies that belong to the legal company.

## Registration Numbers for Adjusting Journal Entries

After the year end, you might need to enter general ledger transactions to record adjustments for the previous fiscal year. You can enter these adjusting journal entries with a special document type (##) and the general ledger date for the end of the fiscal year, such as 31/12/99.

Italian law requires that the date on which you actually enter the adjustment is also included in the journal entry record. To satisfy this requirement, the system records both the general ledger date that you specify for the end of the fiscal year and the actual date when you enter the adjusting entry. You can use a processing option to control the actual date of the adjustment entry that prints on the G/L Registration report. In addition, adjusting entries must include a chronological and sequential registration number, as would any other general ledger transaction.

Print the G/L Registration report to assign registration numbers to adjusting journal entries for the previous fiscal year. You can specify registration numbers for adjusting journal entries, based on the following numbering patterns:

- Start with the next available number for the previous fiscal year.
- Start with the next available number for the current fiscal year.

---

### Caution

The practice of numbering adjustments using the next available number for the previous fiscal year can be disputed by the Italian fiscal authority. The option of using the next available number for the current fiscal year is legally acceptable and should be adopted by all Italian customers. Use processing option 2 on the Adjustments tab for the G/L Registration Report - Italy (R09404) to select a numbering pattern.

When you print the G/L Registration report for the adjusting entries in final mode, the system:

- Updates the Adjustments Registration Date with the date that you specify in the processing option for adjusting entries
- Assigns chronological and sequential registration numbers to each transaction

### See Also

- *Setting Up Your System for Date Edits* for information about how to set up the system to edit vouchers and invoices for appropriate dates, and to assign sequential numbering
- *Working with the Annual Close* for more information about printing the G/L Registration report as part of the annual close procedure

## Processing Options for G/L Registration Report (R09404)

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### Mode

1. Enter a '1' for a final mode.  
Enter a '2' for final mode with headings and titles.
-

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Leave blank for Proof Mode.

Default is Proof Mode.

Processing Mode

Page Numbers

1. Enter the Year and the Start Number to format the numbering of the pages of the report.

Fiscal Year

Blank = Print runtime page numbers in proof mode. Do not print any page numbers in the final mode  
Start Number

Blank = Print runtime page numbers in proof mode. Do not print any page numbers in the final mode  
Dates

1. From Date

2. Thru Date

Company

1. Enter the company number to be used to store and retrieve G/L balance values. If left blank, company '00000' is used.

Legal Company

Options

1. Enter the Account Number Category Code to print on the report. The only valid values are 21, 22 and 23. Leave blank to print account number.

Select Account Number Category Code

Registration

1. Enter a '1' to assign a registration numbers for each individual journal entry line. Leave blank to assign a registration number to each document . Default is blank.

Registration Number Assignment

Adjustments

1. Enter Adjustment Registration Date

A specific Registration Date

Blank = Use adjustment's G/L date

2. Specify how the system will determine the next available registration number for adjustments

Blank = Use fiscal year from the  
registration date above

1 = Use fiscal year from the  
adjustment G/L date  
(NOT RECOMMENDED)

Currency

1. Enter the Currency Code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.

2. Enter the As-Of date for processing the current rate for the as-if currency. If left blank, the system date will be used.
- 

## **Printing the Trial Balance Report**

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*From the French Reports menu (G093151), choose T/B by Category Code or T/B by Object and Subsidiary.*

*or*

*From the Italian Reports menu (G093152), choose T/B by Object & Subsidiary or T/B by Category Code.*

Use the Trial Balance report to verify the accuracy of transactions in individual account ledgers. When all the transactions are accurate, the totals in this report equal the totals in the General Ledger report and the General Ledger Registration report.

Businesses often print the Trial Balance report to facilitate internal audits by verifying one or more accounts. Businesses also use the Trial Balance report for external audits, as required by a fiscal authority or auditing firm.

You can print the Trial Balance report to review the total debit and credit amounts for each account in any given ledger. You can also find errors that cause the General Ledger to be out of balance. Possible errors might include incorrect entries or missing transactions.

The format and contents of the localized trial balance report differs from the trial balance reports that J.D. Edwards provides in the base software solution. For example, the localized trial balance reports include the following information that the base trial balance reports do not:

- A total for each account and subtotals for account classes
- Transaction detail in debit and credit format
- Accumulation of different ledger types for the same account
- Information that is specific to a period (month and year) selection

You can run the French Trial Balance report by object and subsidiary or by category code, depending on whether your accounts are defined in the object.subsidiary or in category codes 21, 22, or 23.

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#### Note

If you print Trial Balance reports by object and subsidiary, you can review the accumulation of up to three ledger types for the same account. To do this, specify which ledger types that you would like to include on the report in the processing options. The Ledger Type processing option replaces the user defined code 74/LT.

## Final Annual Close

To perform a final annual close, you can run the Trial Balance report in proof or final mode. You should run the report in final mode to prevent users from entering transactions after a year-end close. New transactions will be visible on the report because they will not be flagged with the same date as older transactions, which will have the date that the report was run in final mode for the closed year.

When you run the report in final mode, the records included in the report are flagged in the Account Ledger table (F0911) to indicate that they have been printed in final mode. This process prevents the records from being printed in final mode again. An error message is printed on the report if any records have been printed in a previous final mode report. The word "Final" is printed on every page of a report run in final mode.

---

#### Note

Because running the Trial Balance report in final mode flags the records as having been printed, the Trial Balance report should be run before the General Ledger and General Journal reports.

---

## **See Also**

- Setting Up an Alternate Chart of Account*

## **Processing Options for Trial Balance by Object and Subsidiary (R7409C3)**

### **Select Tab**

Use these processing options to define the fiscal year and period for which the trial balance will be printed. If you leave the Period Number and Fiscal Year fields blank, the program uses the current period and year defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

You also use these processing options to select the ledger type that the report uses. For example, you can select the BA (budget amounts) ledger type to print a report of budget amounts.

You can specify as many as three ledger types. If you specify more than one ledger type, the system will combine the totals for these ledgers on the report. These totals will likely be meaningless because they will contain multiple currencies.

If you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals will be meaningless.

If you leave all three ledger types blank, the system will report only on ledger type AA.

---

### **1. Period Number**

Use this processing option to specify the period for which to print the trial balance.

If you complete this field, you must also specify the fiscal year for the period in the Fiscal Year field. If you leave this field blank, the program uses the current period defined on the Set Up Company form and recorded in the Company Constants table (F0010).

### **2. Fiscal Year**

Use this processing option to specify the last two digits of the fiscal year for which the trial balance prints. For example, enter 05 for 2005. If you complete this field, you must also complete the Period Number field.

If you leave this field blank, the program uses the current fiscal year defined for the General Accounting system and recorded in the Company Constants table (F0010).

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### **3. Ledger Type 1**

Use this processing option to specify the first ledger type on which you want to report.  
Valid values are found in UDC table 09/LT.

### **4. Ledger Type 2**

Use this processing option to specify the second ledger type on which you want to report.  
Valid values are found in UDC table 09/LT.

### **5. Ledger Type 3**

Use this processing option to specify the third ledger type on which you want to report.  
Valid values are found in UDC table 09/LT.

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### **Print Tab**

Use these processing options to specify how accounts should be displayed on the report. For example, you can specify which account descriptions should be used, whether accounts with a zero balance should be listed, whether subsidiary accounts should be summarized, and what level of subtotaling you want.

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### **1. Model Business Unit**

Use this processing option to specify the model business unit that contains the account descriptions you want to use. If you leave this processing option blank, the transaction account descriptions are used

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### **2. Accounts with Zero Balances**

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**Blank = Include accounts with zero balances.**

**1 = Omit accounts with zero balances.**

Use this processing option to specify whether the system omits accounts with zero balances in the selected period. Valid values are:

Blank

Include accounts with zero balances.

1

Omit accounts with zero balances

### **3. Summarize Subsidiary Accounts**

**Blank = Do not summarize subsidiary accounts.**

**1 = Summarize subsidiary accounts.**

Use this processing option to specify whether the system summarizes all subsidiary accounts into one object account. Valid values are:

Blank

Do not summarize subsidiary accounts.

1

Summarize subsidiary accounts.

### **4. Class Total Level**

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**1 = Classify by the first digit of the account number.**

**2 = Classify by the first two digits of the account number.**

**3 = Classify by the first three digits of the account number.**

**4 = Classify by all four digits of the account number.**

Use this processing option to specify how the system classifies accounts for purposes of subtotaling. The report classifies accounts by account number. You can classify by one, two, three, or four digits of the account number. The report includes a class total for each classification.

For example, if you classify accounts by two digits, the report includes a class total for accounts 1000 through 1099, another class total for accounts 1100 through 1199, and so on. If you classify accounts by three digits, the report includes a class total for accounts 1100 through 1110, another class total for accounts 1111 through 1119, and so on.

If you classify accounts by all four digits, each object account has its own class total; subsidiary accounts to a single object are included in the class total.

The system includes class totals at the level that you specify and at lower levels. For example, if you classify accounts by two digits, the report includes a class total for accounts 1000 through 1999, in addition to the class totals for accounts 1000 through 1099, 1100 through 1199, and so on.

Enter a number that corresponds to the number of account number digits you want to use to classify accounts. Valid values are:

1

Classify by the first digit of the account number.

2

Classify by the first two digits of the account number.

3

Classify by the first three digits of the account number.

---

Classify by all four digits of the account number

---

### **Process Tab**

Use this processing option to determine whether you run this report in proof or final mode.

---

#### **1. Mode**

**Blank = Proof**

**1 = Final**

Use this processing option to specify the mode in which you want to run this report. Valid values are:

Blank

Run the report in proof mode.

1

Run the report in final mode.

Caution: You can run this report in final mode only once for the selected period and fiscal year. The transactions that are printed in final mode do not appear if you run the report again

---

### **Currency Tab**

Use these processing options to show amounts in a currency other than the currency in which the amounts are stored on the system. These processing options allow you to view amounts in a different currency as a hypothetical scenario only; the amounts that appear in the different currency are not saved to the system.

---

#### **1. As-If Currency**

**Blank = The as-if currency grid column does not appear.**

**Or, enter the code for As-if currency.**

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic

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amounts in this as-if currency. For example, an amount stored in EUR can appear as if it is in CAD.

Specify the code for as-if currency. If you leave this processing option blank, the as-if currency grid column does not appear.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system

## 2. As-Of Date

**Blank = The system uses the system date.**

**Or, enter the As-of date.**

Use this processing option to specify an as-of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date that you specify.

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

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Note: A valid exchange rate must exist in the exchange rate table between the two currencies, based on the as-of date

## Processing Options for T/B by Category Code (R70472)

### Select Tab

Use these processing options to specify the fiscal year and period for which the trial balance will be printed. If you leave the fields blank, the program uses the current period and year defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

You also use these processing options to specify the ledger type that the report uses. For example, you can specify the BA (budget amounts) ledger type to print a report of budget amounts.

You can specify as many as three ledger types. If you specify more than one ledger type, the system will combine the totals for these ledgers on the report. These totals will likely be meaningless because they will contain multiple currencies.

Also, if you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals will be meaningless.

If you leave all three ledger types blank, the system will report only on ledger type AA.

---

### **1. Period Number**

Use this processing option to specify the period for which the trial balance will be printed.

If you complete this field, you must also specify the fiscal year for the period in the Fiscal Year field.

If you leave this field blank, the program uses the current period defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010)

### **2. Fiscal Year**

Use this processing option to specify the last two digits of the fiscal year for which the trial balance will be printed. For example, enter 05 for 2005.

If you complete this field, you must also complete the Period Number field.

If you leave this field blank, the program uses the current fiscal year defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010)

### **3. Ledger Type 1**

Use this processing option to specify the first ledger type you want to report on. Valid values are found in UDC 09/LT

### **4. Ledger Type 2**

Use this processing option to specify the second ledger type you want to report on. Valid values are found in UDC 09/LT

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## **5. Ledger Type 3**

Use this processing option to specify the third ledger type you want to report on. Valid values are found in UDC 09/LT

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### **Print Tab**

Use these processing options to specify how accounts should be displayed on the report. For example, you can specify which account numbers should be used, whether accounts with a zero balance should be listed, and what level of subtotaling you want.

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#### **1. Account Category Code**

**R021 = Category code 21**

**R022 = Category code 22**

**R023 = Category code 23**

Use this processing option if you want account numbers from an alternate chart of accounts to be included on the report. Specify the category code that contains the alternate chart of accounts. Valid values are:

R021

Category Code 21

R022

Category Code 22

R023

Category Code 2

#### **2. Accounts with Zero Balances**

**Blank = Include accounts with zero balances.**

**1 = Omit accounts with zero balances.**

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---

Use this processing option to specify whether the system should omit accounts with zero balances in the selected period. Valid values are:

Blank

Include accounts with zero balances.

1

Omit accounts with zero balances

### **3. Class Total Level**

**1 = Classify by the first digit of the account number.**

**2 = Classify by the first two digits of the account number.**

**3 = Classify by the first three digits of the account number.**

**4 = Classify by all four digits of the account number.**

Use this processing option to specify how the system should classify accounts for purposes of subtotaling. The report classifies accounts by account number. You can classify by one, two, three, or four digits of the account number. The

report includes a class total for each classification.

For example, if you classify accounts by two digits, the report includes a class total for accounts 1000 through 1099, and another class total for accounts 1100 through 1199, and so on. If you classify accounts by three digits, the report includes a class total for accounts 1100 through 1110, and another class total for accounts 1111 through 1119, and so on. If you classify accounts by all four digits, each object account has its own class total; subsidiary accounts to a single object are included in the class total.

The system includes class totals at the level you specify and at lower levels. For example, if you classify accounts by two digits, the report includes a class total for accounts 1000 through 1999 in addition to the class totals for accounts 1000 through 1099, 1100 through 1199, and so on.

Enter a number that corresponds to the number of account number digits you want to use to classify accounts. Valid values are:

1

Classify by the first digit of the account number.

---

---

2

Classify by the first two digits of the account number.

3

Classify by the first three digits of the account number.

4

Classify by all four digits of the account number.

If you leave this processing option blank, the report does not include any class totals.

You can use this processing option in conjunction with the Last Balance Sheet Account processing option to include subtotals for balance sheet and profit-and-loss accounts. If you do not specify a Class Total Level, the report includes subtotals for balance sheet and profit-and-loss accounts

#### **4. Last Balance Sheet Account**

Use this processing option to specify where the balance sheet accounts end and the profit and loss accounts begin in the alternate chart of accounts.

This processing option works in conjunction with the Class Total Level processing option. The system ends the balance sheet accounts and begins the profit and loss accounts at the end of the class that contains the account number you specify. For example, if you specify account number 622000 with Class Total Level 1, the system ends the balance sheet accounts with class 6 (the first digit of 622000). If you specify account number 622000 with Class Total Level 2, the system ends the balance sheet accounts with class 62 (the first two digits of 622000).

If you do not specify a Class Total Level the report does not include subtotals for balance sheet and profit-and-loss accounts

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#### **Process Tab**

This processing option determines whether you run this report in proof or final mode.

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## **1. Mode**

**Blank = Proof**

**1 = Final**

Use this processing option to specify the mode in which you want to run this report. Valid values are:

0

Run the report in proof mode.

1

Run the report in final mode.

If you leave this processing option blank, the report runs in proof mode.

Caution: You can run this report in final mode only once for the selected period and fiscal year. The transactions that are printed in final mode do not appear if you run the report again.

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## **Printing the General Ledger Report**

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*Use one of the following navigations:*

*From the French Reports menu (G093151), choose G/L by Category Code or G/L by Object and Subsidiary.*

*From the Italian Reports menu (G093152), choose G/L by Category Code or G/L by Object and Subsidiary.*

*From the Spanish Reports menu (G74S09), choose G/L by Category Code or G/L by Object and Subsidiary.*

You can use the General Ledger report as a basis for internal auditing to validate information in legal reports. You can also use the General Ledger report as a basis for external auditing by a third party, such as a fiscal authority or auditing firm.

The General Ledger report includes detailed information about account transactions. You can use the report to:

- Review transactions within individual accounts
- Research accounts that are out-of-balance
- Verify account accuracy
- Open and audit accounts with the same control totals as the journal report

The General Ledger report includes the following information:

- All of the transactions that are printed on the General Journal report (R7409C5)
- A period debit and credit total for each account
- A total balance in debit and credit format
- Beginning and ending balances for each account
- A balance forward for each account
- Accumulation of amounts from different ledger types for the same account
- Transactions based on a period selection or a date range selection
- G/L registration numbers for each transaction
- Currency codes for each transaction
- Company codes and names on the header of the report
- Business units (optional)
- Accounts with zero balances (optional)

You can print the General Ledger report by object and subsidiary or by category code, depending on whether your accounts are defined in the Account Master table by object and subsidiary, or in category codes 21, 22, or 23.

---

#### Note

If you print General Ledger reports by object and subsidiary, you can review the accumulation of up to three ledger types for the same account. You specify which ledger types you would like to include on the report in the processing options. The Ledger Type processing option replaces the user defined code 74/LT.

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## Final Annual Close

Businesses print the General Ledger report at least once a year for all accounts, typically at the end of the fiscal year. The total debits and credits that print on the report should equal the total debits and credits of the following:

- Trial Balance report (R7409C3 or R70472)

- Italian G/L Registration report (R09404)

To perform a final annual close, you can run the General Ledger report in final mode. When you run the report in final mode, the system includes only records that have been flagged by a trial balance report to indicate that they have been printed in final mode.

---

#### Note

Because running the Trial Balance report in final mode flags the records as having been printed, the Trial Balance report should be run before the General Ledger and General Journal reports.

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The word "Final" is printed on every page of a report run in final mode.

## Processing Options for General Ledger by Object and Subsidiary (R7409C1)

### Select Tab

Use these processing options to specify the time period for which the general ledger report will be printed. The Fiscal Dates processing options are required.

You also use these processing options to specify the ledger types that will be included on the report. For example, you can specify the BA (budget amounts) ledger type to print a report of budget amounts.

You can specify as many as three ledger types. If you specify more than one ledger type, the system will list transactions for all of these ledgers on the report. However, totals on a report that includes more than one ledger type will likely be meaningless because they will contain multiple currencies.

Also, if you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals will be meaningless.

If you leave all three ledger types blank, the system will report only on ledger type AA.

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### 1. Fiscal Dates

#### Beginning Period Number

Use this processing option to specify the first period for which to print the general ledger report

#### Beginning Fiscal Year

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Use this processing option to specify the fiscal year of the first period for which to print the general journal report

#### **Ending Period Number**

Use this processing option to specify the last period for which to print the general journal report

#### **Ending Fiscal Year**

Use this processing option to specify the fiscal year of the last period for which to print the general journal report

#### **2. Ledger Type 1**

Use this processing option to specify the first ledger type you want to report on. Valid values are found in UDC 09/LT

#### **3. Ledger Type 2**

Use this processing option to specify the second ledger type you want to report on. Valid values are found in UDC 09/LT

#### **4. Ledger Type 3**

Use this processing option to specify the third ledger type you want to report on. Valid values are found in UDC 09/LT

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#### **Print Tab**

Use these processing options to specify whether various elements print on the G/L by Object and Subsidiary report.

---

### **1. Subledger/Type**

**Blank = Do not include the subledger and subledger type columns.**

**1 = Include the subledger and subledger type columns.**

Use this processing option to specify whether you want to print the subledger and subledger type columns on the report. Valid values are:

Blank

Do not print the subledger and subledger type columns.

1

Print the subledger and subledger type columns

### **2. Business Unit**

**Blank = Do not include the business unit column.**

**1 = Include the business unit column.**

Use this processing option to specify whether the report should include a column that lists the business unit for each account. Valid values are:

Blank

Do not include the business unit column.

1

Include the business unit column

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---

### **3. Model Business Unit**

Use this processing option to specify the model business unit that contains the account descriptions you want to use. If you leave this processing option blank, the transaction account descriptions is used

### **4. Accounts with Zero Balances**

**Blank = Include accounts with zero balances.**

**1 = Omit accounts with zero balances.**

Use this processing option to specify whether the system should omit accounts with zero balances in the selected period. Valid values are:

Blank   Include accounts with zero balances.

1       Omit accounts with zero balances.

### **5. Unposted Transactions**

**Blank = Include posted transactions only.**

**1 = Include posted and unposted transactions.**

Use this processing option to specify whether the system should print unposted transactions on the report. Valid values are:

Blank

Print posted transactions only.

---

1

Print posted and unposted transactions

#### **6. Total for Posted and Unposted Transactions**

**Blank = Do not include totals for posted and unposted transactions.**

**1 = Include totals for posted and unposted transactions.**

Use this processing option to specify whether the system should print separate totals for posted and unposted transactions on the report. Valid values are:

Blank

Do not print totals for posted and unposted transactions.

1

Print totals for posted and unposted transactions.

Note: You can print totals for posted and unposted transactions only if you have set the Unposted Transactions processing option to print both posted and unposted transactions

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#### **Versions Tab**

Use this processing option to specify which version of the report you want to run.

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##### **1. Version**

**Blank = Print French report**

**1 = Print Italian report**

Use this processing option to specify either the French or Italian version of the G/L by Object and Subsidiary report. The French version of the report lists the batch number and batch type for each transaction. The Italian version of the report omits the batch number and batch type columns and lists instead the G/L registration number and currency code for each transaction. Valid values are:

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Blank

French version

1

Italian versio

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### **Process Tab**

This processing option specifies whether you run this report in proof or final mode.

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#### **1. Mode**

**Blank = Proof**

**1 = Final**

Use this processing option to specify the mode in which you want to run this report. Valid values are:

Blank

Run the report in proof mode.

1

Run the report in final mode.

If you leave this processing option blank, the report will run in proof mode.

Note: When you run this report in final mode, only those records that have been printed in final mode on a trial balance report (R7409C3 or R70472) will be printed

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### **Currency Tab**

These processing options allow you to show amounts in a currency other than the currency in which the amounts are stored on the system. These processing options allow you to view amounts in a different currency as a hypothetical scenario only; the amounts that appear in the different currency are not saved to the system.

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#### **1. As-If Currency**

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**Blank = The As-if currency grid column does not appear.**

**Or, enter the code for As-if currency.**

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this as-if currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for as-if currency. If you leave this processing option blank, the as-if currency grid column does not appear.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system

## **2. As-Of Date**

**Blank = The system uses the system date.**

**Or, enter the As-of date.**

Use this processing option to specify an as-of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the as-of date. If you leave this processing option blank, the system uses the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the as-of date

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## **Processing Options for G/L by Category Code (R70470)**

### **Select Tab**

Use these processing options to specify the beginning and ending dates and ledger types for the report.

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### **1. Fiscal Dates**

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**Beginning Period Number**

Use this processing option to specify the first period for which to print the general ledger report

**Beginning Fiscal Year**

Use this processing option to specify the fiscal year of the first period for which to print the general journal report

**Ending Period Number**

Use this processing option to specify the last period for which to print the general journal report

**Ending Fiscal Year**

Use this processing option to specify the fiscal year of the last period for which to print the general journal report

**2. Ledger Types****Ledger Type 1**

Use this processing option to specify the first ledger type on which you want to report. Valid values are found in UDC 09/LT.

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## **Ledger Type 2**

Use this processing option to specify the second ledger type on which you want to report.  
Valid values are found in UDC 09/LT

## **Ledger Type 3**

Use this processing option to specify the third ledger type on which you want to report.  
Valid values are found in UDC 09/LT.

---

## **Print Tab**

Use these processing options to specify the information to appear on the report.

---

### **1. Account Category Code**

**R021 = Category code 21**

**R022 = Category code 22**

**R023 = Category code 23**

Use this processing option if you want the system to include account numbers from an alternate chart of accounts on the report. Enter the category code that contains the alternate chart of accounts

### **2. Subledger/Type**

**Blank = Do not include the subledger and subledger type columns.**

**1 = Include the subledger and subledger type columns.**

---

*I* Use this processing option to specify whether you want to print the subledger and

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subledger type columns on the report.

### **3. Business Unit**

**Blank = Do not include the business unit column.**

**1 = Include the business unit column.**

Use this processing option to specify whether you want the report to include a column that lists the business unit for each account.

### **4. Accounts with Zero Balances**

**Blank = Do not include accounts with zero balances.**

**1 = Include accounts with zero balances.**

Use this processing option to specify whether you want the system to omit accounts with zero balances in the selected period. Valid values are:

Blank

Do not include accounts with zero balances.

1

Include accounts with zero balances

### **5. Unposted Transactions**

**Blank = Include posted transactions only.**

**1 = Include posted and unposted transactions**

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---

Use this processing option to specify whether you want the system to print unposted transactions on the report

#### **6. Total for Posted and Unposted Transactions**

**Blank = Do not include totals for posted and unposted transactions.**

**1 = Include totals for posted and unposted transactions.**

Use this processing option to specify whether separate totals for posted and unposted transactions should print on the report.

Note: You can print totals for posted and unposted transactions only if you have set the Unposted Transactions processing option to print both posted and unposted transactions

#### **7. First Profit and Loss Account**

Use this processing option to specify where the balance sheet accounts end and the profit and loss accounts begin in the alternate chart of accounts. If you complete this processing option, the report includes subtotals for balance sheet and profit and loss accounts

#### **8. Column Format**

**Blank = Include batch number and batch type columns.**

**1 = Include G/L registration number and currency code columns.**

Use this processing option to specify which optional columns should be included on the report.

---

---

## **9. Report Sequence**

**Blank = Sequence by Next Number**

**1 = Sequence by Period**

Use this processing option to specify the data sequencing for the system to use when processing this report. All options include category code as the first item of sequencing. Valid values are:

Blank

Sequence by next number. If you sequence by next number, records are sorted in order of G/L date and assigned a next number for each Account ID. Records are printed on the report in the order of these next numbers. Period totals do not print on the report.

1

Sequence by period. If you sequence by period, records are printed on the report in ascending order by G/L date. Period totals and period end balances print on the report

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## **Process Tab**

Use this processing option to specify whether to run the report in proof or final mode.

---

### **1. Mode**

**Blank = Proof**

**1 = Final**

Use this processing option to specify the mode in which you want to run this report.

Note: When you run this report in final mode, only those records that have been printed in final mode on a trial balance report (R7409C3 or R70472) print

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# Reporting

## Working with European Union Reporting

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Countries that are members of the European Union (EU) observe the Single European Act of 1987. The Single European Act is an agreement that opens markets to an area without internal boundaries, where free movement of goods, persons, services, and capital is assured in accordance with the provisions of the Treaty of Rome.

Because of the Single European Act, businesses in EU countries must adhere to EU requirements. For example, to help monitor the trade among members of the EU, businesses that exceed the limit of intra-union trade must submit the following reports to the customs authorities:

- EC Sales List
- Intrastat Report

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

In compliance with the Intrastat system, information on intra-union trade is collected directly from businesses. If you do business in a country that belongs to the EU, and you use J.D. Edwards Sales Order Management and Procurement systems, you can set up your system to extract all of the necessary information to meet EU Intrastat reporting requirements.

### Intrastat Requirements

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

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

In compliance with the Intrastat system, information on intra-union trade is collected directly from businesses. Periodically, businesses are required to send a statistical declaration or, in some member states, a combined statistical and fiscal declaration that gives detailed information regarding their intra-union trade operations of the previous period. The frequency with which you are required to submit these declarations depends on national requirements.

The major features of the Intrastat system are common in all member states, but the system can take national specifications into account. If you do business in a country that belongs to the EU and you use J.D. Edwards Sales Order Management and Procurement systems, you can extract all of the information necessary to meet Intrastat reporting requirements.

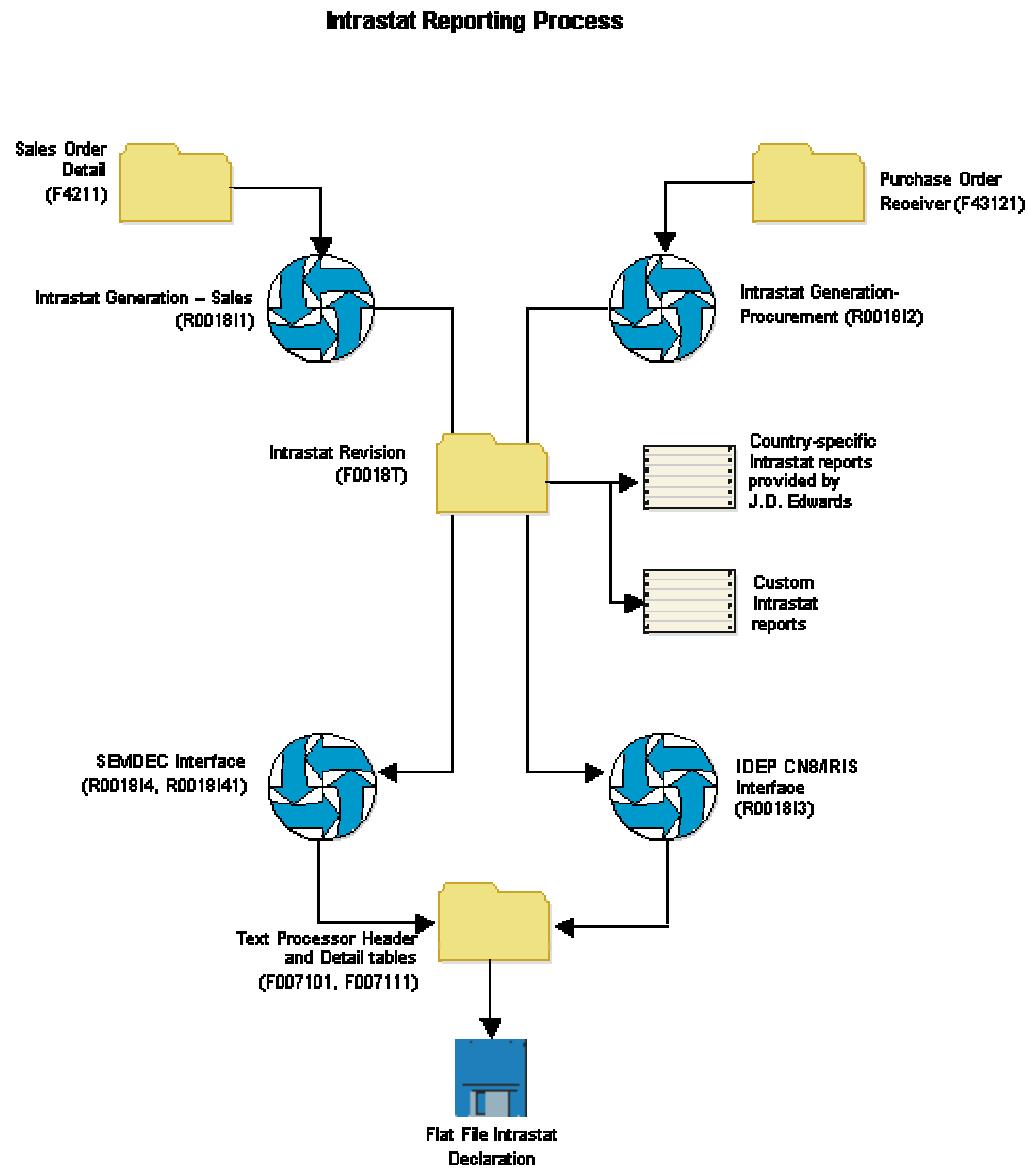
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#### Note

The information that is tracked by the Intrastat system is based strictly on the actual physical movement of goods between member countries of the EU. Intrastat information does not

apply to the movement of monetary amounts or the placement of orders between member countries.

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



## Intrastat Reporting and the Euro

With the introduction of the euro, the Statistical Office of the European Communities (Eurostat) and the national Statistical Offices of the Economic and Monetary Union (EMU) member nations have changed their Intrastat reporting requirements. Each EMU member

nation continues to determine its own Intrastat requirements, including whether reports are to be submitted in the euro, the national currency, or both.

Regardless of whether your company has converted its base currency to the euro, you can handle the Intrastat reporting requirements for the country in which it does business. The following examples describe situations that might apply to your company during the euro transition period:

- Your company has not converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business requires that you submit Intrastat reports in the euro.
- Your company has converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business is not prepared to handle Intrastat reports in the euro and requires that you submit them in the national currency.

For Intrastat reporting, the "as if" currency processing options in the Intrastat generation programs (R0018I1 and R0018I2) provide a simplified approach to reviewing and printing amounts in a currency different from your base currency.

## **Considerations for Creating Intrastat Reports**

Before you create Intrastat reports, determine the following:

- The base currency of each of your companies
- The currency in which you must submit Intrastat reports for each of your companies

If your business has multiple companies with multiple currencies, you should approach your Intrastat reporting carefully during the euro transition period. You should always be aware of each company's base currency and whether Intrastat reports must be in a national currency or the euro. This information helps to ensure that you convert currencies for Intrastat reporting only if necessary.

Based on the Intrastat reporting requirements for your companies and the countries in which they do business, you can use the processing options and data selection to create different versions of Intrastat Generation – Sales (R0018I1) and Intrastat Generation – Procurement (R0018I2).

## **Example: Company and Intrastat Reporting in Different Currencies**

Your business has three companies, each with a different base currency. You process all Intrastat reports at the end of 1999.

In January 2000, Company 1 converted its base currency from the German mark (DEM) to the euro (EUR). Companies 2 and 3 did not convert their base currencies. For 1999, the country Statistical Offices for Companies 1 and 2 required that Intrastat reports be submitted in the German mark and Belgian franc (BEF), respectively. The country Statistical Office for Company 3 required that reports be submitted in the euro.

The following scenario applies:

<b>Company</b>	<b>Base Currency as of January 2000</b>	<b>Intrastat Currency for 1999 Reporting</b>
Company 1	EUR	DEM

Company 2	BEF	BEF
Company 3	FRF	EUR

For Intrastat reporting purposes, you should do the following:

- Convert the euro amounts for Company 1 back to the German mark.
- Do not convert the amounts for Company 2.
- Convert the French franc (FRF) amounts for Company 3 to the euro.

For Companies 1 and 3 you would run the Intrastat Generation programs to load the information in the Intrastat Revision table (F0018T) and, at the same time, convert the amounts. You would do this one company at a time, creating a separate version for each company. Using the "as if" currency processing option, you would create one version for the German mark and the other version for the euro.

#### See Also

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

#### Before You Begin

Before you can collect information in the J.D. Edwards system for European Union reporting, you must perform the following tasks:

- Set up tax information for the Accounts Payable and Accounts Receivable systems. See *Setting Up Tax Rates Area*.
- Set up user defined codes for Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting*.
- Enter a VAT registration number for each of your customers and suppliers. See *Reviewing Tax ID Numbers*.

## Updating Intrastat Information

*Use one or both of the following navigations:*

*From the Intrastat Periodic Processing menu (G74STAT2), choose Intrastat Workfile Generation – Sales.*

*From the Intrastat Periodic Processing menu (G74STAT2), choose Intrastat Workfile Generation – Purchase.*

J.D. Edwards Intrastat reporting is based on the Intrastat Revision table (F0018T). This workfile is populated with information from the Sales Order Management, Procurement, and other systems. You run Intrastat reports based on your company's sales and procurement transactions for the reporting period. When you do this, the update process writes all of the required information from the tables in the Sales Order and Procurement systems to the F0018T table.

Use the following programs to update the F0018T table:

**Intrastat Workfile Generation -** Updates the F0018T table with sales information based on the

<b>Sales</b>	following tables:
	<ul style="list-style-type: none"> <li>• Sales Order Header File (F4201)</li> <li>• Sales Order Detail File (F4211)</li> </ul>
<b>Intrastat Workfile Generation - Purchase</b>	Updates the F0018T table with purchase information based on the following tables:
	<ul style="list-style-type: none"> <li>• Purchase Order Header (F4301)</li> <li>• Purchase Order Detail File (F4311)</li> <li>• Purchase Order Receiver File (F43121)</li> </ul>

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

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

When you run the update programs, you use processing options and data selections to select transactions based on a number of different criteria in the sales and procurement tables. Depending on the structure of your company and country-specific reporting requirements, you can specify that the system write records at cost, cost plus markup, or at the taxable purchase price. If you want to report the quantity actually shipped rather than the quantity ordered, you can use data selection to select order lines from the sales and procurement tables based on the order activity rule that corresponds to the shipped status. The system verifies that the transactions meet your selection criteria and qualify for Intrastat reporting before writing the required information from the sales and procurement tables, and any other applicable information from the additional tables, to the Intrastat Revision table.

To ensure that the F0018T table contains the most current information, you should periodically update the information in the F0018T table. The update program for sales accesses the detail for your sales transactions in the F4211 table. If you automatically purge the sales details to the Sales Order History File table (F42119) when you run the Update Customer Sales program (R42800), run the Intrastat generation program for sales after you confirm shipments and before you update sales information. You should update the F0018T table at least once per reporting period, after all sales order and purchase order transactions are entered and finalized.

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**Note**

If you change sales order or purchase order information after you generate the F0018T table, your changes will not be reflected in the F0018T table unless you regenerate the table or manually edit the table using the Intrastat Workfile Revision program (P0018T). See *Revising Intrastat Information* for information about manually editing the Intrastat Revision table.

---

**Transaction Eligibility**

Sales Order transactions are *not* eligible for Intrastat reporting if either the Sold To country or the Ship To country is the same as the Declarant country, or if any of these countries (Sold To, Ship To, or Declarant) is not in the European Union.

Procurement transactions are *not* eligible for Intrastat reporting if either the Supplier country or the Ship From country is the same as the Declarant country, or if any of these countries (Supplier, Ship From, or Declarant) is not in the European Union.

The system retrieves the Ship To country from the Order Address Information table (F4006), if a record exists. Otherwise, the system retrieves the Ship To country from the Sales Order Detail File table (F4211).

The system retrieves the Ship From country by searching the following tables in sequence:

26. Country (CTR) in the Address by Date table (F0116) using the supplier's address book record
27. Country (CTR) in the Order Address Information table (F4006)
28. Country of Origin (ORIG) in the Intrastat Supplier/Item Cross Reference table (F744101)

In the F744101 table, the Country of Origin (ORIG) is used to determine transaction eligibility for Intrastat reporting. The Original Country of Origin (ORG) is for information only. The Original Country of Origin field is populated by the Country of Origin (ORIG) field in the Item Branch File table (F4102) when you generate the F0018T table.

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**Note**

You must include codes for all European Union countries as valid values on UDC 74/EC (European Community Members).

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**Caution**

Changes to transaction eligibility that occur *after* you generate the F0018T table are *not* recognized when you regenerate the F0018T table using the processing option to refresh it. J.D. Edwards recommends that you generate the F0018T table only after you have completed all relevant changes to shipping and receiving information for the reporting period. If you must override addresses and change the transaction eligibility after generating the F0018T table, you should clear and completely regenerate the F0018T table.

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## **Triangulation**

The Intrastat Workfile Generation - Sales program (R0018I1) includes processing options for triangulation. However, the program has no logic to identify triangulation. Rather, the processing options allow you to indicate how to process interbranch records. If you use the processing options, the header branch/plant from the F4211 table is written to the F0018T table as the declaring company. Using the processing options also affects the document type and the taxable amount. Three separate taxable amounts can be written to the TAXA field in the Intrastat Revision table: the amount extended price (AEXP), the amount original cost (ECST), or the amount total extended cost (TCST). The amounts are retrieved for the header or detail branch/plant, depending on the processing option fields that you choose.

If you do not use the triangulation processing options, the detail branch/plant from the F4211 table is always written to the F0018T table as the declaring company and the document type is always the type that is entered on the sales order.

For the Intrastat Workfile Generation - Procurement program, you can specify the actual Ship From in the F4006 table. For example, suppose that the purchase order specifies the branch/plant (declarant) as Italy, and the supplier as Switzerland. However, when the goods are received, the customs note indicates that the goods were shipped from France. You should specify the actual Ship From in the Order Address table as France to ensure that the transaction will be included in the Intrastat Revision table correctly.

## **Multicurrency Environments**

In multicurrency environments, the system creates records in the F0018T table based on the base currency of the Sales branch/plant or the Purchasing branch/plant for each transaction.

You might need to restate the domestic amounts of foreign transactions at an official exchange rate or a monthly average exchange rate. To do this, use the processing options on the Currency tab to indicate the exchange rate type and the date for the exchange rate. The system recalculates the domestic amount based on the rate and date indicated in the processing options. The exchange rate is taken from the F1113 table.

## **Euro Considerations**

If you have not converted your companies to the euro and you must submit Intrastat reports in the euro, run the Intrastat generation programs for Sales and Procurement to update the F0018T table. Specify the euro in the "as if" currency processing option to convert transaction amounts to the euro and write them to the F0018T table. Each amount is converted separately, following the EMU conversion rules for no inverse. You can then create Intrastat reports in the euro.

If you have converted your companies to the euro and you must submit Intrastat reports in a national currency, run the Intrastat generation programs and specify the national currency in the "as if" currency processing option. You can then create Intrastat reports in the national currency.

For example, a French company has converted its base currency to the euro but plans to report all Intrastat information in French francs. The company runs the Intrastat generation programs to convert the euro (base currency) to the French franc ("as if" currency) and update French franc amounts in the F0018T table for Intrastat reporting.

To use "as if" currency processing for the Intrastat Generation - Sales and Intrastat Generation - Procurement programs, you must set processing options. These programs, unlike other programs that use "as if" currency processing, write amounts to a table. Other programs display or print "as if" currency amounts, but do not write amounts to a table.

If you use "as if" currency processing, you lose the direct audit trail for the amount fields between the F0018T table and the original tables in the Sales Order Management and Procurement systems.

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### Note

The German government requires that Intrastat reports include both the euro and national currency amounts. The Intrastat Report - Germany (R0018IG) accommodates this country-specific requirement. It uses both the base currency and "as if" currency amounts that are created when you update the Intrastat Revision table.

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### Performance Considerations

Depending on your data selection and the number of transactions stored in the Sales Order and Procurement systems, the time required to run the Intrastat Generation programs varies. To minimize the impact that these programs have on system performance, do the following:

- Specify your data selection as carefully as possible so that only the necessary records are written to the F0018T table.
- Update the F0018T table as part of your nightly operations.

### Before You Begin

- Set up the user defined code tables that are used in Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting*.
- Set up commodity codes. See *Setting Up Commodity Code Information*.
- For Sales, set up country codes for the selling business unit (header business unit), shipping business unit (detail business unit) and customer in the Address Book. See *Entering Basic Address Book Information* in the *Address Book Guide*.
- For Procurement, set up country codes for the branch/plant and supplier in the Address Book, or enter countries of origin in the Intrastat Item/Supplier Cross Reference program (P744101). See *Entering Cross-References for Items and Suppliers*.

## Processing Options for Intrastat Workfile Generation – Sales (R0018I1)

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### Transaction

1. To use the Reporting Code method, enter the Sales Reporting Code (1-5) which contains the Nature of Transaction.

-Or-

To use the User Defined Code method, enter the UDC table which contains the Nature of Transaction. If no values are entered in this option, table 74/NT will be used.

### System Code

#### User Defined Codes

2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.

### Defaults

1. Enter a value to update all records written during this execution for VAT Regime.

-Or-

Enter a User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

### System Code

#### User Defined Codes

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2. Enter a value to indicate if the Statistical Value Calculation is required.

Blank = Not Required

1 = Required

3. Enter the constant value per Kg to be used for Statistical Value Calculation. (Statistical Amount = Constant \* Net Mass in KG + Taxable Amount.

3. To use the percentage method, enter the percentage to be used. (for example, 105 = 105% of actual value). If no values are entered in these options, the statistical value will be equal to the actual value.

#### Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.
2. Enter the As-Of date for processing the current rate for the as-if currency. If left blank, the system date will be used.
3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

#### Rate Type

Date - Effective

#### Process

##### TRIANGULATION RECORDS:

For the following situations, specify the records to be created by entering the value to be used followed by the document type for the record. The possible values are:

' ' = Record not created

'1' = Price

'2' = Cost

'3' = Transfer Cost

Leave the document blank to use the original document type.

#### Examples:

"3SI" = Transfer Cost, Document Type SI

"2 " = Cost, Original Document Type

1. Header Branch and Customer in the same country, Detail Branch in a different country:

Export from Header to Customer

Export from Detail to Customer

Export from Detail to Header

Import from Header to Detail

2. Header Branch and Detail Branch in the same country, Customer in a different country:

Export from Header to Customer

Export from Detail to Customer

3. Header Branch, Detail Branch and Customer in different countries:

Export from Header to Customer

Export from Detail to Customer

Export from Detail to Header

Import to Header from Detail

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## Processing Options for Intrastat Workfile Generation – Procurement (R0018I2)

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#### Process

1. Enter the Purchasing Report Code (1-5) which contains the Nature of Transaction;  
- Or -

Enter the User Defined Code table which contains the Nature of the Transaction. If no values are entered in this option, table 74/NT will be used.

System Code

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#### User Defined Codes

2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.
3. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for Country of Origin.
4. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for Original Country of Origin.

#### Defaults

1. Enter a value to indicate if the Statistical Value Calculation is required.

Blank = Not Required                    1 = Required

2. Enter a percent to use for calculating Statistical Value. (For example, 105 = 105% or actual value)

- Or -

Enter the constant value per KG to be used. (Statistical Amount = Constant \* Net mass in Kg + Taxable Amount)

If no values are entered, the statistical value will be equal to the actual value.

3. Enter a value to Statistical Procedure to update all records with.

- Or -

Enter the User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

#### System Code

#### User Defined Codes

#### Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency stored in. Amounts will be converted and printed in this as-if currency.
2. Enter the As-Of date for processing the exchange rate for the As-If currency. If left blank, the system date will be used.
3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

#### Exchange Rate Type

#### Date Exchange Rate Effective

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## Revising Intrastat Information

You can revise existing data in the Intrastat Revision table (F0018T). You might need to do this to correct missing or inaccurate information, to add a specific transaction, to update the process indicator, or to enter information in fields that are required by the authorities but that are not populated by the J.D. Edwards system. You can also use the Intrastat Workfile Revision (P0018T) program to update sales order or purchase order information that has changed since you generated the F0018T table.

### Before You Begin

- Run the Intrastat Workfile Generation - Sales (R0018I1) and Intrastat Workfile Generation - Procurement (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information*.

---

### ► To revise Intrastat information

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

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

The screenshot shows the PeopleSoft interface with the title bar "PeopleSoft". Below it is a toolbar with icons for Home, Refresh, Print, and Help. A menu bar has "Select Workspace" set to "Active Foundation". The main window is titled "Intrastat Tax File Revision". It contains a toolbar with "OK", "Cancel", "Tools", and a red "X" button. The "Detail" tab is selected, showing various fields: Order/Type/Co (12346, AF, 1), Order Suffix (000), Line Number (5), Purchase Receiver (20). Below these are fields for Company (1), Branch/Plant (1), Ship To/From (3002), Sold To (empty), Document Company (1, J.D. Edwards & Company), Document Number (500), Document Type (AF), Line Type (S, Stock Inventory Item), G/L Date (5/1/05), Invoice Date (05/01/05), Actual Ship (05/01/05), and Receipt Date (05/05/05).

2. On Intrastat Tax File Revision, revise the information in any of the following fields on the Detail tab:

- Company
- Branch/Plant
- Ship To/From
- Document Company
- Document Number
- Document Type
- Line Type
- G/L Date
- Invoice Date
- Actual Ship
- Receipt Date

3. Click the Amounts tab and revise the information in any of the following fields:

- Net Mass in KG
  - Base Currency
  - Taxable Amount
  - Statistical Value Amount
  - Transaction Currency
  - Foreign Taxable Amount
  - Foreign Statistical Value
  - Supplementary Units
4. Click the Codes tab, revise the information in any of the following fields, and then click OK:
- Country of Origin
  - Original Country of Origin
  - Region of Origin or Destination
  - Mode of Transport
  - Conditions of Transport
  - Nature of Transaction
  - Port of Entry or Exit
  - Nature of VAT Regime
  - Nature Code
  - Process Indicator
  - Commodity Code

## Purging Records from the Intrastat Table

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

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

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

You can run Intrastat Workfile Purge (R0018TP) in proof mode or final mode. Run the program in proof mode to review which records will be deleted. No records are deleted until you run the report in final mode.

## **Processing Options for Intrastat Workfile Purge (R0018TP)**

### **Defaults Tab**

Use these processing options to specify whether to run the program in proof or final mode and to specify the dates to use to select transactions.

---

#### **1. Proof or Final Mode**

Use this processing option to specify the mode in which you want to run this report. Final mode deletes all selected records from the Intrastat Revision table (F0018T).

Valid values are:

Blank

Run the report in proof mode.

1

Run the report in final mode

#### **2. From Date (Required)**

Use this processing option to specify the beginning date of the records you want to purge. This date is used with the date specified for comparison. The system purges records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date

#### **3. Thru Date (Required)**

Use this processing option to specify the last date of the records you want to purge. This date is used with the date specified for comparison. The system purges records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date

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#### **4. Compare Date (Required)**

**Blank = Invoice date**

- 1 = G/L date**
- 2 = Receipt date**
- 3 = Ship date**

Use this processing option to specify which date to use for comparison.

Valid values are:

Blank

Invoice date

1

G/L date

2

Receipt date

3

Ship dat

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### **Using the IDEP/IRIS Interface for Intrastat Reporting**

*From the Statistical Reports menu (G74STAT3), choose IDEP CN8 / IRIS Interface.*

IDEП/IRIS is an abbreviation for Intrastat Data Entry Package/Interactive Registration of the International Trade Statistics. Use IDEP CN8/IRIS Interface (R0018I3) to generate an

electronic Intrastat declaration in any of the following formats, which are used in the specified countries:

**IDEP/CN8** France, Italy, Spain, Austria, Belgium, Sweden, Denmark, Finland, Portugal, Greece, Ireland, and Luxembourg

**CBS-IRIS** Holland

**CBS-IRIS** Germany

Intrastat declarations are based on the information in the Intrastat Revision table (F0018T). Although the information that is required to appear on the Intrastat report is common for most EU members, reporting requirements vary by country.

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#### Note

Neither the IDEP/CN8 format nor the CBS-IRIS format requires a specific file layout.

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### **IDEP/CN8 - France, Italy, Spain, Austria, Belgium, Sweden, Denmark, Finland, Portugal, Greece, Ireland, and Luxembourg**

IDEP/CN8 includes an option to import the data necessary for the statistical declaration from an external administrative and financial system. IDEP/CN8 does not require a fixed record layout for the import file. You need to define the format of the data to be imported in IDEP/CN8. IDEP/CN8 can automatically perform the required conversions and validations of the data and produce the declaration.

In IDEP/CN8, you can import the following information:

- Detail lines
- Good codes for the provider of statistical information
- Trading partners' VAT registration numbers
- Exchange rates

Although you can import all of the information above, the J.D. Edwards Interface with IDEP/CN8 provides the ability to import only the detail lines and the trading partners' VAT registration numbers. For sales transactions, the VAT registration number of the customer is determined based on the declaration type. For statistical declarations, the system uses the value in the Ship To - Address Number field. For fiscal or complete declarations, the system uses the Sold To - Address Number. Because the default declaration type is complete, the VAT registration number uses the Sold To - Address Number by default. For procurement transactions, the system uses the VAT registration number of the supplier.

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#### Note

For B73.3.2 and OneWorld Xe, the Sold To address number is stored in user-reserved field URAB of the Intrastat Revision table (F0018T).

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Before importing this information from an external system, such as from J.D. Edwards to IDEP/CN8, you need to specify the format of the file to be imported. After you do so, you

need to specify the structure of the file to be imported (field sequence, field number, field size, and so forth) into IDEP/CN8.

The following table illustrates the structure that you must set up for an IDEP/CN8 file:

Field	Position[Length]
Declarant Reference Number	1-14[14]
Partner VAT number	16-35[20]
Original Country of Origin	37-39[3]
Country of Origin	41-43[3]
Nature of Transaction A	45-45[1]
Nature of Transaction B	47-47[1]
Statistical Procedure	49-53[5]
Mode of Transport	55-55[1]
Port of Entry	57-60[4]
Region of Origin	62-63[2]
Terms of Delivery	65-67[3]
Related Location 1 Identity	69-69[1]
Commodity Code	71-78[8]
Goods Description	80-219[140]
Supplementary Unit	221-233[13]
Net Mass	235-248[12,2]
Invoice Value	250-262[13]
Foreign Invoice Value	264-276[13]
Statistical Value	278-289[10,2]
Foreign Statistical Value	291-302[10,2]
Currency Code	304-306[3]
Declaration Type	307-307[1]

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#### Note

The comma in the Net Mass, Statistical Value and Foreign Statistical Value field lengths listed above denotes that a decimal point can be used before the last two characters in those field lengths.

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#### CBS-IRIS - Holland

The Dutch version of CBS-IRIS requires no fixed record layout for the import file. However, you must map the data coming from an import file in CBS-IRIS.

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#### Note

The data to be imported must be in flat file format. Also, you must indicate the first position and the number of positions of each field to be imported from the flat file. The number of positions to import should not exceed the number of positions defined in CBS-IRIS for the field. The fields cannot overlap. You should end each field with a carriage return and a line feed.

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In CBS-IRIS, the file containing the data to be imported should be a 'blank-separated txt-file' (this type of file can be compared with a Microsoft Excel file saved as a text file with blanks as separation characters).

In CBS-IRIS, you can leave the fields blank, as long as the positions defined are correct (in other words, each blank stands for one position in the record).

The following table illustrates the structure that you must set up for an CBS-IRIS - Holland file:

<b>Field</b>	<b>Position[Length]</b>
Declarant Reference Number	1-10[10]
Del VAT Number	12-23[12]
Partner VAT Number	25-42[18]
Original Country of Origin	44-46[3]
Country of Origin	48-50[3]
Nature of Transaction A	52-52[1]
Statistical Procedure/Nature of VAT Regime	554-55[2]
Mode of Transport	57-57[1]
Port of Entry	59-60[2]
Commodity Code	62-69[8]
Tariff Code	71-72[2]
Currency Code	74-74[1]
Supplementary Unit	76-85[10]
Net Mass	87-96[10]
Invoice Value	98-107[10]
Statistical Value	109-118[10]
Commodity Flow	120-120[1]
Reporting Period	122-127[6]

### **CBS-IRIS - Germany**

The German version of CBS-IRIS requires no fixed record layout for the import file. However, you must map the data coming from an import file. For each field imported in the flat file format, you need to set up the beginning position and the length of the field. The following table illustrates the structure that you must set up for a CBS-IRIS - Germany file:

<b>Field</b>	<b>Position[Length]</b>
Declarant VAT Number	1-16[16]
Original Country of Origin	18-20[3]
Country of Origin	22-24[3]
Nature of Transaction	26-27[2]
Statistical Procedure/Nature of VAT Regime	29-33[5]
Mode of Transport	35-35[1]
Port of Entry	37-40[4]
Region of Origin	42-44[3]
Commodity Code	46-53[8]
Currency Code	55-55[1]
Supplementary Unit	57-65[9]

Net Mass	67-75[9]
Invoice Value	77-85[9]
Statistical Value	87-95[9]
Commodity Flow	97-97[1]
Reporting Period	99-104[6]

## Grouping Transactions

To group transactions for sales, purchases, and adjustment declarations, set up versions of the IDEP/IRIS Interface program (R0018I3) that have data selection for sales orders, purchase orders, adjustments for sales orders, and adjustments for purchase orders based on document type.

### Electronic Format

Use the IDEP/IRIS Interface program (R0018I3) to create a flat file in the IDEP/IRIS message format, which you can submit to the proper tax authorities in an electronic format.

The IDEP/IRIS Interface program (R0018I3) generates one record for each declaring company.

When you run the IDEP/IRIS Interface program (R0018I3), the system creates a batch for review by the Text File Processor program (P007101). The batch is stored in the following tables:

- F007101 - Text Processor Header
- F007111 - Text Processor Detail Table

You must run the Text File Processor program to convert the batch to a flat file that you can submit to the different countries' customs authorities, statistical offices, or both.

The Text File Processor program assigns the batch number and interchange from the seventh field of next numbers for system 00. The Text File Processor assigns the message number from the fifth field of next numbers for system 74.

### See Also

- See *Setting Up System Next Numbers* in the *General Accounting Guide*.

### Before You Begin

- Run the Intrastat Workfile Generation - Sales (R0018I1) and Intrastat Workfile Generation - Procurement (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information*.

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## Processing Options for IDEP CN8/IRIS Interface (R0018I3)

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### Defaults

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## **1. Tax ID**

**Blank = Tax ID**

**1 = Additional Tax ID**

Use this processing option to specify which tax ID to use for the company and the customer. You can retrieve the tax ID from either the Additional Tax ID field (ABTX2) or the Tax ID field (ABTAX) in the Address Book Master table (F0101).

Valid values are:

Blank

Tax ID (ABTAX)

1

Additional Tax ID (ABTX2)

## **2. Country Code**

**Blank = ISO Code**

**1 = GEONOM Code**

Use this processing option to specify which format to use for the country code.

Valid values are:

Blank

Two-character ISO code. You must enter a two-character ISO code that is defined in UDC 00/CN.

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1

Three-digit GEONOM code. You must enter a three-digit GEONOM code that is defined in the special handling code field of UDC 00/CN

### **3. Declaration Type (UDC 74/IT)**

**1 = Fiscal**

**2 = Statistical**

**3 = Complete**

Use this processing option to specify the Intrastat declaration type (required for IDEP).

Valid values are:

1

Fiscal

2

Statistical

3

Complete

The codes that correspond to these declaration types are maintained in the Intrastat Declaration Type UDC (74/IT).

For IDEP, the code specified in the special handling code for the UDC is written to the text field in the Text Processor Detail table (E007111). This special handling code is also used

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to determine the VAT registration number for sales transactions. For statistical declarations, the system uses the Ship To - Address Number. For fiscal or complete declarations, the system uses the Sold To - Address Number

## **Process**

### **1. Interface Type**

**Blank = IDEP**

**1 = IRIS Holland**

**2 = IRIS Germany**

Use this processing option to specify the interface type for which the data should be formatted.

Valid values are:

Blank

IDEP

1

Dutch version of IRIS

2

German version of IRI

### **2. Commodity Flow**

---

---

Use this processing option to specify the direction of the movement of goods.

Valid values for Holland are:

6

Arrivals

7

Dispatches

For valid values for Germany, consult your CBS-IRIS documentation.

Note: This option is required only for the IRIS interface

### **3. Level of Detail**

**Blank = No summary**

**1 = Summary**

Use this processing option to specify whether the program should be run in detail or summary mode. In detail mode, the system reports on all transactions. In summary mode, the system summarizes the transactions according to the version you set up.

Valid values are:

Blank

Detail mode

1

Summary mode

---

**Note:** The level of summarization is determined by the version sequencing. If any sequenced field value changes, a level break occurs and a summarized record is written to the text file

#### **4. Proof or Final Mode**

**Blank = run IDEP/IRIS Interface in Proof mode**

**1 = run IDEP/IRIS Interface in Final mode**

Use this processing option to specify the mode in which you want to process the IDEP/IRIS Interface. Final mode updates the Text Processor Header table (F007101) and the Text Processor Detail table (F007111).

Valid values are:

Blank

Run the IDEP/IRIS Interface in proof mode.

1

Run the IDEP/IRIS Interface in final mode

#### **Currency**

##### **1. As-if Processing**

**Blank = Base Currency**

**1 = As-if Currency**

Use this processing option to specify whether the invoice amount and statistical amount are reported to IRIS in the domestic currency or in the as-if currency.

Valid values are:

---

---

Blank

Domestic currency

1

As-if currency

Note: The as-if values can be used only if the Intrastat Revision table (F0018T) has been generated using as-if processing. If you generate the Intrastat Revision table using as-if currency, both the domestic and the as-if amounts are stored in the F0018T table

## **2. Number of digits to truncate from monetary amounts**

Use this processing option to determine how many digits are truncated from monetary amounts. For example, if the value entered is 3, the monetary amount 123456 is truncated to 123.

Valid values are 0 - 9

## **Rounding**

### **1. Round Rules**

Blank = No rounding

- 1 = Round to nearest whole amount
  - 2 = Round down to whole amount
  - 3 = Round up to whole amount
  - 4 = Round to the nearest half
  - 5 = Round to the nearest tenth
  - 6 = Round to the nearest hundred
  - 7 = Round to the nearest thousand
-

---

### **Taxable Amount**

Use this processing option to specify the method to round both domestic and foreign taxable amounts.

Valid values are:

Blank

No rounding:  $14.66=14.66$

1

Round to the nearest whole amount:  $14.66=15$  (no decimals)

2

Round down to the nearest whole amount:  $14.66=14$  (no decimals)

3

Round up to the nearest whole amount:  $14.66=15$  (no decimals)

4

Round to the nearest half:  $14.66=14.5$  (one decimal place)

5

Round to the nearest tenth:  $14.66=14.7$  (one decimal place)

6

Divide by one hundred and then round:  $1674=17$

7

Divide by one thousand and then round:  $1674=$

---

### **Statistical Amount**

---

Use this processing option to specify the method to round both domestic and foreign statistical amounts.

Valid values are:

Blank

No rounding:  $14.66=14.66$

1

Round to the nearest whole amount:  $14.66=15$  (no decimals)

2

Round down to the nearest whole amount:  $14.66=14$  (no decimals)

3

Round up to the nearest whole amount:  $14.66=15$  (no decimals)

4

Round to the nearest half:  $14.66=14.5$  (one decimal place)

5

Round to the nearest tenth:  $14.66=14.7$  (one decimal place)

6

Divide by one hundred and then round:  $1674=17$

7

Divide by one thousand and then round:  $1674=$

---

### **Supplementary UOM**

---

Use this processing option to specify the method to round the supplementary unit of measure.

Valid values are:

Blank

No rounding:  $14.66=14.66$

1

Round to the nearest whole amount:  $14.66=15$  (no decimals)

2

Round down to the nearest whole amount:  $14.66=14$  (no decimals)

3

Round up to the nearest whole amount:  $14.66=15$  (no decimals)

4

Round to the nearest half:  $14.66=14.5$  (one decimal place)

5

Round to the nearest tenth:  $14.66=14.7$  (one decimal place)

6

Divide by one hundred and then round:  $1674=17$

7

Divide by one thousand and then round:  $1674=$

#### **Net Mass UOM**

---

Use this processing option to specify the method to round the net mass unit of measure.

---

Valid values are:

Blank

No rounding:  $14.66=14.66$

1

Round to the nearest whole amount:  $14.66=15$  (no decimals)

2

Round down to the nearest whole amount:  $14.66=14$  (no decimals)

3

Round up to the nearest whole amount:  $14.66=15$  (no decimals)

4

Round to the nearest half:  $14.66=14.5$  (one decimal place)

5

Round to the nearest tenth:  $14.66=14.7$  (one decimal place)

6

Divide by one hundred and then round:  $1674=17$

7

Divide by one thousand and then round:  $1674=$

**Print**

---

1. Reporting Period

---

### **Year (Required)**

Use this processing option to specify the reporting year

---

### **Period (Required)**

Use this processing option to specify the reporting period

---

## **Working with the EC Sales List**

If they perform the following functions, businesses in the EU that exceed the local limit of intra-union trade must submit the EC Sales List to their customs authorities on a quarterly basis:

- Supply goods to an entity that is registered for VAT in another EU-member country
- Send goods for processing to an entity that is registered for VAT in another EU-member country
- Return processed goods to an entity that is registered for VAT in another EU-member country
- Transfer goods from one EU-member country to another EU-member country in the course of business

---

### **Note**

If a sales or purchase transaction is arranged between EU members, but the goods are not shipped, the transaction must still be reported to the government.

---

You can use either of two EC Sales List programs (R0018L or R0018S) to generate the EC Sales List. Refer to the following table to determine which EC Sales List program you should use:

#### **R0018L**

Retrieves trade information from the Supply Chain system.

Bases results on information in the Intrastat Revision table (F0018T).

Reports trade triangulation in summary and detail

#### **R0018S**

Retrieves trade information from the Financials system.

Bases results on information in the Taxes table (F0018).

Uses tax rates from the Triangulation Tax

mode. You can report triangulation for interbranch transactions, direct ship transactions, or both.	Rates UDC (00/VT) to identify trade triangulation.
Can exclude nonstock items. Use data selection on the Intrastat generation programs (R0018I1 and R0018I2) to exclude nonstock items.	Cannot distinguish between stock and nonstock items; use this report only if your business does not provide services.
Does not net trade amounts based on credit memos, discounts, and write-offs.	Nets trade amounts based on credit memos, discounts, and write-offs.

### Trade Triangulation

Trade triangulation occurs when one EU member makes a sale or purchase with another EU member, but the goods represented by the transaction are physically shipped from a third EU member. Statistical reports that are submitted to EU authorities must identify trade triangulation transactions. Both the R0018L and R0018S programs identify trade triangulation transactions.

### Printing the EC Sales List (R0018L)

*From the Statistical Reports menu (G74STAT3), choose EC Sales List.*

You can print the EC Sales List (R0018L) in summary or detail mode. Detail mode provides information for auditing.

If you print in summary mode, the EC Sales List provides the following information about customers:

- VAT number
- Country of destination
- Total amount in reporting currency
- Triangulation

If you print in detail mode, the EC Sales List provides the following information about customers in addition to the information above:

- Company order number
- Order type
- Country of sale
- Country of shipment

### Triangulation

Triangulation can be reported in summary and detail mode in two ways: interbranch and direct ship.

**Inter Branch** Identifies as trade triangulation a transaction between two EU member countries in which the goods are shipped from a branch/plant of the supplier, which is located in a third EU member country.

**Direct Ship** Identifies as trade triangulation a transaction between two EU member countries in which the goods are shipped directly from a third company, which is located in a third

EU member country.

### Data Selection

You must run the EC Sales List separately for each VAT-registered company in your organization.

If you have interbranch shipments from branch/plants that are located in countries other than the country of your headquarters organization, you must submit the EC Sales List for each country within which you operate.

For example, if a German company has three branch/plants in Germany, one branch/plant in France, and one branch/plant in Denmark, that company must run the EC Sales List three times: once for the three branch/plants in Germany, once for the branch/plant in France, and once for the branch/plant in Denmark.

To run the EC Sales List for the branch/plants in each country, set up data selection with Document Company (KCO) equal to the company number of the headquarters company, and Company (CO) equal to the companies associated with each branch/plant. Note that the companies that are associated with the branch/plants must be set up with the country code that corresponds to the location of the branch/plant.

In the example above, you would run the EC Sales list with the following data selection:

For branch/plants in Germany:

- Document Company (KCO) = German company
- Company (CO) = company for German branch/plant 1
- Company (CO) = company for German branch/plant 2
- Company (CO) = company for German branch/plant 3

For the branch/plant in France:

- Document Company (KCO) = German company
- Company (CO) = company for French branch/plant

For the branch/plant in Denmark:

- Document Company (KCO) = German company
- Company (CO) = company for Danish branch/plant

### Before You Begin

- ❑ Enter VAT registration numbers for each customer. See *Validating Tax ID Numbers*.
- ❑ Enter country codes for each customer. See *Setting Up User Defined Codes for Intrastat Reporting*.
- ❑ Run the Intrastat Workfile Generation - Sales (R0018I1) and Intrastat Workfile Generation - Procurement (R0018I2) programs to build the Intrastat Revisions table (F0018T). See *Updating Intrastat Information*.

### Processing Options for the EC Sales List (R0018L)

#### Process Tab

Use these processing options to specify whether to print the report in summary or detail mode and to specify the triangulation method to use.

---

### **1. Reporting Level**

**Blank = Summary**

**1 = Detail**

Use this processing option to specify whether to run the program in summary or detail mode. If you run the program in detail mode, the report displays information that can be used for auditing.

Valid values are:

Blank

Summary

1

Detail

### **2. Triangulation**

**Blank = No Triangulation**

**1 = Direct Ship and Interbranch**

**2 = Direct Ship**

**3 = Interbranch**

Use this processing option to specify which triangulation method to use. Trade triangulation occurs when one EU member makes a sale or purchase with another EU member but the goods are physically shipped from a third EU member. If the goods are not shipped from an EU member then the transaction is not required to be reported to the government. This terminology is used specifically in the EU for Intrastat.

---

---

Valid values are:

Blank

No triangulation

1

Direct Ship and Interbranch

2

Direct Ship

3

Interbranch

---

### **Print Tab**

Use these processing options to specify the reporting period for the report.

---

#### **1. Reporting Period**

##### **From month**

Use this processing option to specify the beginning month of the period for which you are submitting the VAT EC Sales List

##### **From year**

Use this processing option to specify the beginning year of the period for which you are submitting the VAT EC Sales List

##### **To month**

Use this processing option to specify the ending month of the period for which you are submitting the VAT EC Sales List

---

---

**To year**

Use this processing option to specify the ending year of the period for which you are submitting the VAT EC Sales List

---

**Currency Tab**

Use this processing option to specify the currency code for as-if currency processing.

---

## 1. As-if Processing

Blank = Base Currency

1 = As-if Currency

Use this processing option to specify whether the invoice amount is reported in the domestic currency or in the as-if currency.

Valid values are:

Blank

Domestic currency

1

As-if currency

Note: The as-if values can be used only if the Intrastat Revision table (F0018T) has been generated using as-if processing. If you generate the Intrastat Revision table using as-if currency, both the domestic and the as-if amounts are stored in the F0018T table

---

**Printing the EC Sales List - A/R (R0018S)**

*From the Statistical Reports menu (G74STAT3), choose EC Sales List – A/R.*

You can print the EC Sales List - A/R (R0018S) in summary or detail mode. If you print in summary mode, the EC Sales List - A/R provides the following information about customers:

- Country of destination
- Customer VAT registration number
- Total value of supplies
- Triangulation (yes or no)
- Customer name and address (optional)

If you print in detail mode, the EC Sales List - A/R also includes the document number.

The EC Sales List - A/R includes the following information in the report header:

- Reporting company VAT registration number
- Reporting company currency code
- Company name and address

The report header can also include the approval code of the EC authority to whom the report will be submitted.

Information on the report is sequenced by company, address book number, tax ID, and document number. Line numbering and page numbering restart for each reporting company.

### **Before You Begin**

- ❑ Enter VAT registration numbers for each customer. See *Validating Tax ID Numbers*.
- ❑ Enter country codes for each customer. See *Setting Up User Defined Codes for Intrastat Reporting*.
- ❑ Set up tax rules for both Accounts Receivable and Accounts Payable with the following options selected:
  - Tax on Gross Including Discount
  - Discount on Gross Including Tax
 See *Setting Up Tax Rules by Company* in the *Accounts Payable Guide* or the *Accounts Receivable Guide*.
- ❑ Set the processing options in the General Ledger Post program (R09801) to automatically update the Taxes table (F0018).
- ❑ Set up the user defined code for Triangulation Tax Rates (00/VT). See *Setting Up User Defined Codes for Intrastat Reporting*.

### **Processing Options for EC Sales List – A/R (R0018S)**

#### **Select Tab**

Use these processing options to specify the branch ID and the date range for the report.

---

#### **1. Branch ID**

Use this processing option to specify the branch ID for the reporting company. The branch ID is displayed in the report heading; it is not used for data selection

---

---

## **2. To and From Dates**

### **From month (1-12):**

Use this processing option to specify the first calendar month of the reporting period. This information is used for data selection

### **From year (4 digits):**

Use this processing option to specify the first four-digit calendar year of the reporting period (for example, 2001). This information is used for data selection

### **To month (1-12):**

Use this processing option to specify the last calendar month of the reporting period. This information is used for data selection

### **To year (4 digits):**

Use this processing option to specify the last four-digit calendar year of the reporting period (for example, 2001). This information is used for data selection

---

## **Process Tab**

Use this processing option to specify whether to print the report in detail or summary mode.

---

### **1. Report Mode**

**Blank = Print in detail mode**

**1 = Print in summary mode**

---

Use this processing option to specify whether to run the report in summary mode or detail mode. If you choose detail mode, the document number of each transaction is displayed

---

---

on the report. Valid values are:

Blank

Detail mode

1

Summary mod

---

### **Display Tab**

Use this processing option to specify whether to display the name and address on the report.

---

#### **1. Name and Address**

Blank = Do not print name and address

1 = Print name and address

Use this processing option to include the name and address of each customer on the report.

Valid values are:

Blank

Do not print name and address.

1

Print name and address

---

### **As-If-Currency Tab**

Use these processing options to specify the as-if currency and the date to use to select the exchange rate.

---

#### **1. As-If-Currency Code**

---

---

Use this processing option to specify the currency code for as-if-currency reporting. This option lets you print amounts in a currency other than the currency in which they are stored. Amounts are converted and are displayed in the currency you specify. If you leave this processing option blank, amounts are displayed in the reporting company's base currency

## 2. Exchange Rate Date

Use this processing option to enter the as-of date for determining the exchange rate for the as-if-currency conversion. If you leave this processing option blank, the system uses the current date

---

### Approval Code Tab

Use this processing option to specify the approval code for the reporting authority.

---

### Reporting Authority Approval Code

Use this processing option to enter the Reporting Authority Approval Code. This code is displayed in the report heading. This code is required in Germany

---

## Working with the Text File Processor

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

To use the Text File Processor to create a text file, you must run a OneWorld program that has been set up to populate the Text Processor Header table (F007101) and Text Process Detail Table (F007111). For example, the following programs populate the text processor tables:

- IDEP/IRIS Interface (R0018I3)
- SEMDEC Interface - VAT EC Sales List (R0018I4)
- Draft Remittance File Format AEB 19 - Spain (R74S6729)
- Draft Remittance File Format AEB 32 - Spain (R74S6722)
- Draft Remittance File Format AEB 58 - Spain (R74S6728)

When you run any of these programs or any other programs that populate the text processor tables, the system creates a text batch in the text processor tables with the information that is

generated by the program. For example, all of the information required for the IDEP/IRIS Intrastat declaration is stored as one text batch.

Text batches are stored in the following tables:

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

The F007101 table stores information about the extract of information for an external system, such as information about the processes that populated the table and information about the creation of the text file. The F007111 table stores the text for the text file.

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

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

## Copying Text in the Text File Processor

Use the Copy Text function to copy text from the Text Processor Detail table (F007111) to a text file that can be submitted to an external agency or system. When you copy the text, specify the filename and location for the text file.

The system updates the Text Processor Header table (F007101) with the date when the text was copied. The system also updates the F007101 table to indicate that the batch has been processed.

---

### Note

If the text file is too large for the device that you selected, the system displays an error message. You should copy the text file to a larger device. You can then use a compression utility to reduce the size of the text file, if necessary.

---

### Before You Begin

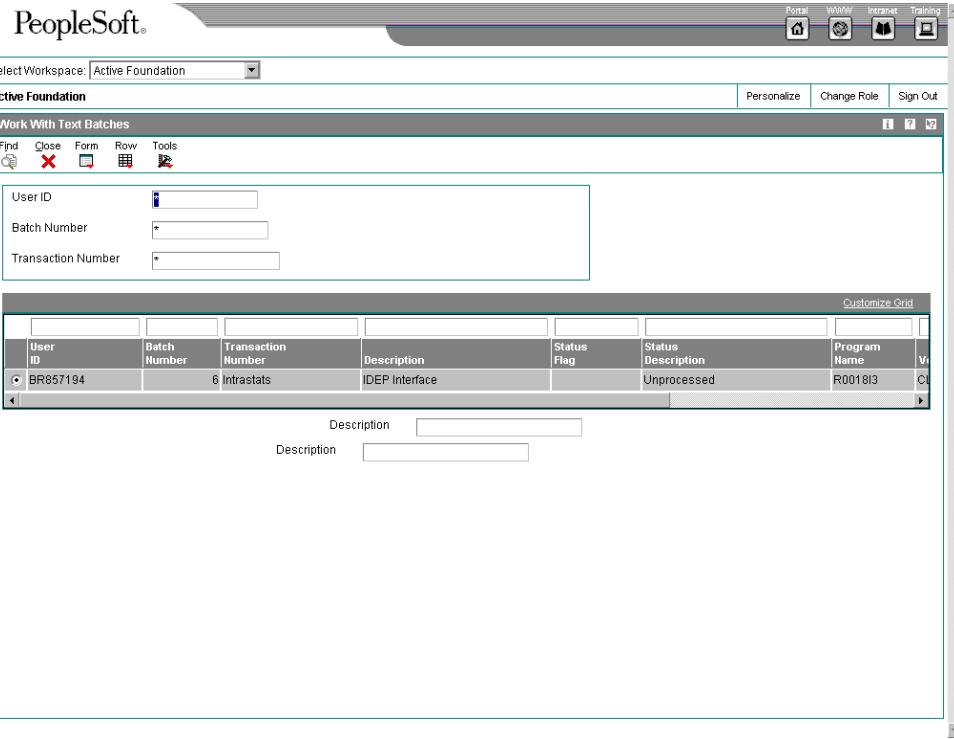
- Create a text batch by running a program that uses the Text File Processor.

---

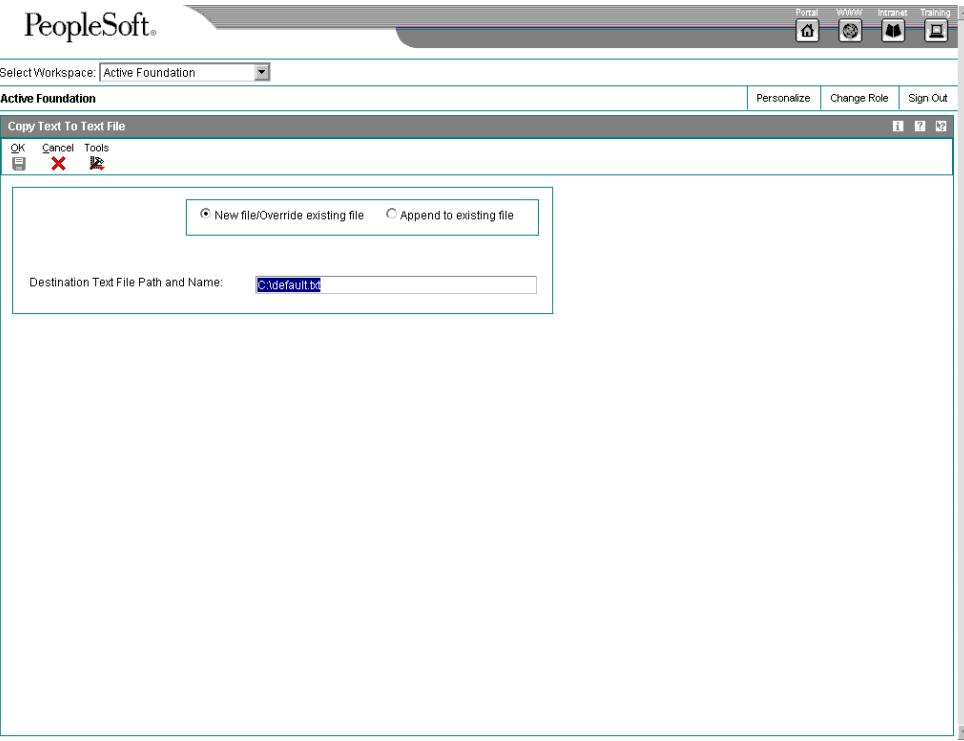
### ► To copy text in the Text File Processor

---

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



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



4. On Copy To Text File, click either of the following options:

- New file/Override existing file
- Append to existing file

5. Complete the following field and click OK:

- Destination Text File Path and Name:

The system displays the Work With Text Batches form.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Work With Text Batches

User ID	Batch Number	Transaction Number	Description	Status Flag	Status Description	Program Name
BR857194	6	Intrastats	IDEP Interface	1	Processed/Outbound	R001813

Description

Description

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

## Processing Options for Text File Processor (P007101)

### Process Tab

Use this processing option to specify the location of the Microsoft® Word template to be used during creation of the text file.

### Path Microsoft Word Template

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

## **Resetting a Text Batch in the Text File Processor**

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

### **► To reset a text batch in the Text File Processor**

---

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

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

## **Purging a Text Batch in the Text File Processor**

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

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

You can use a processing option on Purge Processed Transactions (R007102) to specify whether the system removes the records in the batch from the Text Processor Header table (F007101), as well as from the Text Processor Detail table.

If you do not remove records from the F007101 table when you purge a batch, the processed flag for those records is changed from processed to purged.

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

To set up an additional batch program to run when you purge a batch, enter the name of the additional batch program in the Additional Purge Process field (GPPR) in the F007101 table. When you run the purge program on a batch that includes the name of a batch program in the Additional Purge Process field, the system runs version ZJDE0001 of that batch program.

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

---

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

1. On Work With Text Batches, complete either of the following fields and click Find:
  - User ID
  - Batch Number

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

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

### **Process Tab**

Use this processing option to specify whether to delete header records.

---

#### **1. Purge Header Records**

**Blank = Do not delete header records**

**1 = Delete header records**

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

Valid values are:

- 1 Purge header and detail records
  - Blank Purge only detail records
- 

## **Reviewing Customer and Supplier Reports**

You can print reports to show our customers' and suppliers' balances. Before you print these reports, you must first generate the Customer/Supplier Balance Workfile (A/P and A/R) table (F74412). This table is populated with information about customer and supplier transactions.

You can also print open amounts reports for both customers and suppliers. You do not need to generate the F74412 table before running these reports.

## Building the Customer/Supplier Balance Workfile

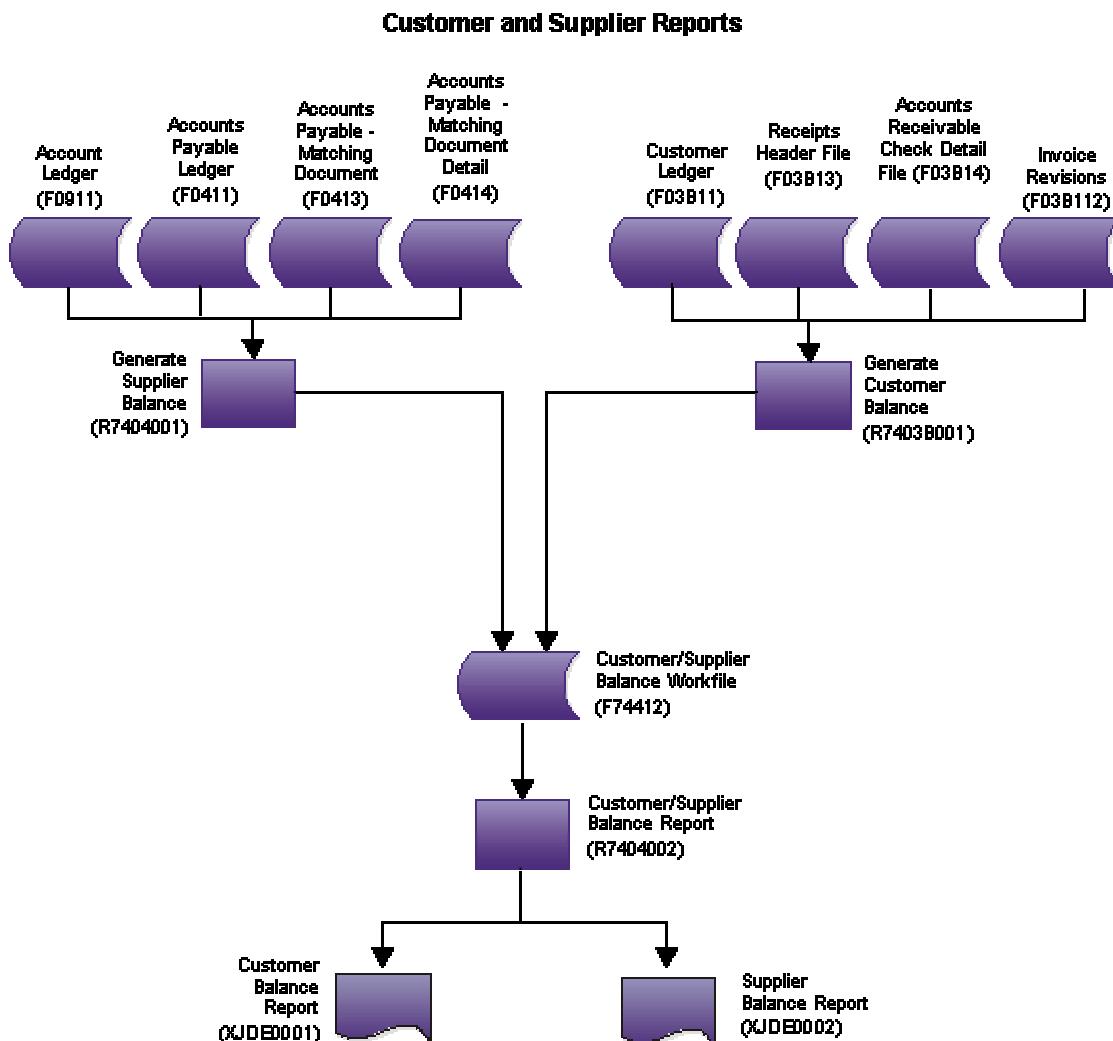
*Use one or both of the following navigations:*

*From the Accounts Payable Reports menu (G0414), choose Generate Supplier Balance.*

*From the Accounts Receivable Reports menu (G03B14), choose Generate Customer Balance.*

The Customer/Supplier Balance Workfile (A/P and A/R) table (F74412) contains information about customer and supplier transactions. You build the F74412 table by running the Generate Supplier Balance program (R7404001) and the Generate Customer Balance program (R7403B001). The F74412 table supplies information for the Customer Balance Report (R7404002) and the Supplier Balance Report (R7404002).

The following illustration shows the process for building the F74412 table in relation to the Customer and Supplier Balance reports:



The way you group information in the F74412 table determines how information is displayed on the Customer Balance Report and the Supplier Balance Report. You can group information in the F74412 table by G/L offset and customer parent number, G/L offset and customer number, customer parent number only, or customer number only. To determine how information is grouped in the F74412 table, you set the processing options on the Generate Supplier Balance and Generate Customer Balance programs.

If you group information in the F74412 table by G/L offset, drafts and deductions are excluded from the customer and supplier balance reports. If you group information only by customer parent number or customer number, you can include or exclude drafts using data selection for document type R1.

The Generate Supplier Balance program retrieves information from the following tables:

- F0411 - Accounts Payable Ledger
- F0413 - Accounts Payable - Matching Document
- F0414 - Accounts Payable Matching Document Detail
- F0911 - Account Ledger

The Generate Customer Balance program retrieves information from the following tables:

- F03B11 - Customer Ledger
- F03B112 - Invoice Revisions
- F03B13 - Receipts Header
- F03B14 - Receipts Detail

The F74412 table is rebuilt each time you run the Generate Supplier Balance and Generate Customer Balance programs. The Generate Supplier Balance program rebuilds only Accounts Payable records, while the Generate Customer Balance program rebuilds only Accounts Receivable records.

## **Processing Options for Generate Supplier Balance (R7404001)**

### **Select Tab**

Use these processing options to specify the dates to use to select transactions.

---

#### **1. Date From**

Use this processing option to enter the beginning of the range of G/L dates from which you want to select detail transactions. If you leave this processing option blank, the system date is used.

Note: The initial balance is calculated based on one day prior to the date you enter

---

#### **2. Thru Date**

Use this processing option to enter the end of the range of G/L dates from which you want to select detail transactions. If you leave this processing option blank, the system date is used

## **Process Tab**

Use these processing options to specify how to group transactions and to specify whether withholding should be displayed on a separate line.

---

### **1. Enter '1' for group by G/L Offset**

Use this processing option to specify whether the process should group information by G/L Offset.

Valid values are:

Blank

Do not group by G/L Offset.

1

Group by G/L Offset.

Note: Grouping by G/L Offset excludes drafts and deductions

### **2. Process Mode**

**Blank - Group by Supplier Number**

**1 - Group by Supplier Parent Number**

Use this processing option to indicate whether the process should group information by Parent Supplier Number or Supplier Number.

Valid values are:

Blank

Group by Supplier Number.

1

Group by Parent Supplier Number

---

---

### **3. Withholding Tax**

#### **Blank - Not Separate Withholding Tax**

##### **1- Separate Withholding Tax**

Use this processing option to specify whether the process should create a separate line for withholding tax for each payment document.

Valid values are:

Blank

Do not separate withholding tax information.

1

Separate withholding tax information

---

## **Processing Options for Generate Customer Balance (R7403B001)**

### **Select Tab**

Use these processing options to specify the dates to use to select transactions.

---

#### **1. Date From**

Use this processing option to enter the beginning of the range of G/L dates from which you want to select detail transactions. If you leave this processing option blank, the system date is used.

Note: The initial balance is calculated based on one day prior to the date you enter

#### **2. Thru Date**

Use this processing option to enter the end of the range of G/L dates from which you want to select detail transactions. If you leave this processing option blank, the system date is

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used

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### **Process Tab**

Use these processing options to specify how to group transactions.

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#### **1. Enter '1' for group by G/L Offset**

Use this processing option to specify whether the process should group information by G/L Offset. Valid values are:

Blank

Do not group by G/L Offset.

1

Group by G/L Offset.

Note: Grouping by G/L Offset excludes drafts and deductions

#### **2. Process Mode**

##### **Blank - Group by Customer Number**

###### **1 - Group by Customer Parent Number**

Use this processing option to specify whether the process should group information by parent Supplier Number or Supplier Number. Valid values are:

Blank

Group by Supplier Number.

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1

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## Printing Customer and Supplier Balance Reports

*Use one of the following navigations:*

*From the Spanish Reports menu (G74S09), choose Customer / Supplier Balance Report.*

*From the French Reports menu (G093151), choose Customer / Supplier Balance Report.*

*From the Italian Reports menu (G093152), choose Customer / Supplier Balance Report.*

The Supplier Balance Report and Customer Balance Report are different versions of the same program (R7404002). Whether a specific version of the program produces a Supplier Balance Report or Customer Balance Report depends on the processing options.

You print the supplier and customer balance reports to review the detail of the transactions between your company and your customers or suppliers. The reports also show the following information for each customer or supplier for a given date range and selected companies:

- Initial balance
- Debit and credit balance
- Closing balance

The supplier and customer balance reports have the following additional features:

- Transactions are printed with debit and credit amounts in separate columns.
- You can print the report with currency amounts displayed in euro.
- You can use the G/L Class (GLC) for data selection, sequencing, and subtotaling, if you group by General Ledger Offset.
- You can determine your customer or supplier as of a certain date, based on the From and Thru dates specified in the processing options of the Generate Supplier Balance and Generate Customer Balance programs.
- Detail transactions are printed within the period specified in the processing options of the Generate Supplier Balance and Generate Customer Balance programs.
- You can compare your customer and supplier balances by G/L Offset with the account balances.

The supplier and customer balance reports are based on information in the Customer/Supplier Balance Workfile (A/P and A/R) table (F74412). You must build the table using the Generate Supplier Balance program (R7404001) and the Generate Customer Balance program (R7403B001) before you run the customer and supplier balance reports.

The initial balance is calculated as of one day prior to the date specified in the Date From processing options for the Generate Supplier Balance and Generate Customer Balance programs.

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**Note**

When a voucher is paid for a supplier who is subject to withholding tax, the amount of withholding tax held can be printed on the line immediately after the payment on the supplier version of the report, depending on how the processing options are set for the Generate Supplier Balance program.

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## Processing Options for Customer / Supplier Balance Report (R7404002)

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**Select Tab****1. Balance from:**

**Blank = Account Payable**

**1 = Account Receivable**

Use this processing option to specify whether to print an Accounts Payable (supplier) balance report or an Accounts Receivable (customer) balance report. Valid values are:

Blank

Print an Accounts Payable report.

1

Print an Accounts Receivable report

**1. As-If Currency**

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored in the system. The system converts and shows domestic amounts in this As If currency. For example, an amount in FRF can appear as if it is in EUR. If you leave this processing option blank, the system prints the amounts in the domestic currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system

**2. As-If Currency Date**

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Use this processing option to specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify. If you leave this processing option blank, the system uses the system date.

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Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date

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### Currency Tab

## Printing Open Amount Reports for Customers

*From the French Reports menu (G093151) or the Italian Reports menu (G093152), choose A/R Inventory Book.*

The A/R Inventory Book report lists the total open amount for each customer by company. If a customer has open amounts in more than one company, the open amount for each company is listed separately.

You use a processing option to indicate whether the reports lists customers with positive open amounts or customers with negative open amounts. The system prevents you from including both positive and negative open amounts on the same report. A customer with a positive open amount has unpaid invoices. A customer with a negative open amount has overpaid.

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### Note

In Italy, businesses are required to report customer and supplier open amounts at year-end. To do this, print open amount reports for your customers. You are required by Italian law to include these reports as attachments to the Balance Sheet.

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## Processing Options for A/R Inventory Book (R7403B026)

### Print Tab

Use this processing option to include customers with a negative balance on the A/R Open Amounts report.

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### 1. Balances

**Blank = Include only customers with a positive balance.**

**1 = Include only customers with a negative balance.**

---

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Use this processing option to include customers with a negative balance on the A/R Open Amounts Report. If a customer has a negative balance, that customer has overpaid you. Valid values are:

Blank

Include only customers with a positive balance.

1

Include only customers with a negative balance

---

### **Currency Tab**

Use these processing options to show amounts in a currency other than the currency in which the amounts are stored on the system.

---

#### **1. As-If Currency**

**Blank = The As-if currency grid column does not appear.**

**Or, enter the code for As-if currency.**

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this As-If currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for As-If currency or leave this processing option blank if you do not want to show amounts in an alternate currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system

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#### **2. As-Of Date**

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**Blank = The system uses the system date.**

**Or, enter the As-of date.**

Use this processing option to specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the As-Of date, or leave this processing option blank to use the system date.

**Note:** A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date

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## **Printing Open Amount Reports for Suppliers**

*From the French Reports menu (G093151), choose French Reports or, from the Italian Reports menu (G093152), choose Italian Reports.*

The Supplier Inventory Book report lists the total open amount for each supplier by company. If a supplier has open amounts in more than one company, the open amount for each company is listed separately.

You use a processing option to indicate whether the reports lists suppliers with positive open amounts or suppliers with negative open amounts. The system prevents you from including both positive and negative open amounts on the same report. A supplier with a positive open amount has unpaid invoices. A supplier with a negative open amount has been overpaid.

You can use the processing options to display amounts in the euro.

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### **Note**

In Italy, business are required to report supplier open amounts at year-end. To do this, print the open amounts reports for your suppliers. You are required by Italian law to include these reports as attachments to the Balance Sheet.

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## **Processing Options for A/P Inventory Book (R7404026)**

### **Print Tab**

Use this processing option to include suppliers with a negative balance on the A/P Open Amounts report.

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## **1. Balances**

**Blank = Include only customers with a positive balance.**

**1 = Include only customers with a negative balance.**

Use this processing option to include suppliers with a negative balance on the A/P Open Amounts Report. If a supplier has a negative balance, you have overpaid that supplier.  
Valid values are:

Blank

Include only suppliers with a positive balance.

1

Include only suppliers with a negative balance

---

## **Currency Tab**

Use these processing options to show amounts in a currency other than the currency in which the amounts are stored on the system.

---

### **1. As-If Currency**

**Blank = The As-if currency grid column does not appear.**

**Or, enter the code for As-if currency.**

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this As-If currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for As If currency, or leave this processing option blank if you do not want to show amounts in an alternate currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system

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### **2. As-Of Date**

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**Blank = The system uses the system date.**

**Or, enter the As-of date.**

Use this processing option to specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the As-Of date, or leave this processing option blank to use the system date.

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Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date

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## **Preparing the Fixed Assets Legal Report**

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*From the Italian Reports menu (G093152), choose Legal Fixed Assets Report.*

Italian law requires that companies submit Fixed Assets Legal Report (Registro dei beni ammortizzabili) prior to the final date for filing the tax report (Dichirazione dei Redditi) with the Fiscal Authority. The Fixed Assets Legal Report must be printed on pre-numbered, stamped, and formatted paper.

J.D. Edwards Fixed Assets Legal Report is a plain paper report that provides information that is needed to complete the official legal report. The Fixed Assets Legal Report does not comply with specific format requirements.

The Fixed Assets Legal Report includes the following information for depreciable assets (both material and non-material assets):

- Acquisition date
- Original cost
- Revaluation
- Devaluation
- Accumulated depreciation as of the end of the previous fiscal period

The anticipated accumulated depreciation (fondo ammortamento anticipato) is displayed separately from the standard accumulated depreciation, when applicable.

- The actual depreciation coefficient applied during the fiscal period
- The depreciation expenses for the fiscal period
- The anticipated depreciation expenses for the fiscal period, when applicable
- Disposals (sale or other)

## **Processing Options for Fixed Assets Legal Report – Italy (R7412100)**

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### **Processing**

Select the Processing Options

1. Enter the Legal Company
  2. Enter the Ledger Type. The default value is 'AA'  
Enter the final period and fiscal year. Leave blank to use the current period and fiscal year
  3. Period
  4. Fiscal Year
5. Enter the subledger type that indicates the appreciation of the fixed asset

Enter Object Account and Subsidiary for plus values

6. Object Account
7. Subsidiary

Enter Object Account and Subsidiary for minus values

8. Object Account
9. Subsidiary

Report by parent

10. Enter '1' for a report by parent fixed asset. '0' for a report by fixed asset code. The default value is '0'

Printing

Select the printing options

1. Enter the Fixed Asset code to print. 1=Fixed Asset Code, 2=Unit Number, 3=Lot/serial Number. The default value is '1'
  2. Enter '1' if you do not want to print program name, print date and page numbers
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## Stock Valuation

### Stock Valuation In Italy

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#### Note

This section discusses Italian tax legislation in general terms only. You should not rely on statements in this section to determine your obligations under Italian law.

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In Italy, if you determine the value of your stock by using the Annual LIFO method, you must produce a year-end report that shows the value of the stock for each item or group of items. You use the report to gather the data you might need to create manual journal entries. Italian laws do not specify a layout for the report; however, it must show totals by business unit and company, the currency used, and the product quantity on hand at year close allocated to historical layers and using historical unit costs. J.D Edwards supplies the Annual Fiscal Report (R39220) to meet these requirements.

The minimum value of goods must not be lower than the cost or “normal value” of the goods, whichever is lower. The term *normal value* means the average price or consideration for the same or similar goods, under conditions of unrestricted competition and at the same stage of marketing, at the time and place in which they were purchased. The term *price* means the purchase price for goods, and the cost price for goods produced by the company. The cost of goods also includes additional expenses charged directly, excluding interest payable and operating costs. Refer to Art. 9.3 Pres. Decree 917/1986 for details about how you must calculate the value of goods.

When products have considerable unit cost changes compared to unit costs in the previous year, use the Normal Value Cost method to value your stock. Based on company-specific criteria, the normal value cost you use to determine the value of your stock must be calculated for the year and entered into the Unit Cost field in the Item Pool Valuation Cost Master table (F3908). When the normal value cost is lower than the average unit cost calculated using LIFO, you must override the calculated value of the stock with the normal value cost. If the normal value increases in a subsequent year, you must return to using the LIFO average cost.

To use the Normal Value Cost method to value stock, set the processing option for Substitute Cost for the Annual Layered Fiscal Report to 1. When you set this option to 1, the system overrides the average unit cost with the value that you entered in the Unit Cost field of the Item Pool Valuation Cost Master table (F3908).

#### See Also

- The *Advanced Stock Valuation Guide* for information about setting up and running the stock valuation program

