

PeopleSoft®

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EnterpriseOne JDE5  
Accounts Payable  
PeopleBook

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Accounts Payable PeopleBook  
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## **Overviews**

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An accounts payable system is an integral part of your overall accounting system. Understanding its importance in the accounting system can help reduce costs and improve efficiency.

### **Industry Overview**

#### **Supplier Management**

An accounts payable department must build and maintain a partnership with its suppliers to ensure that it gets its supplies quickly and that suppliers are paid in a timely and convenient manner.

An accounts payable department must be able to easily access information about suppliers such as payment terms and balance information in order to negotiate better prices and discounts with its suppliers.

#### **Processing Vouchers**

After receiving an invoice, the accounts payable department will need to record a liability and the corresponding expense or asset. Depending on the size of the company, the accounts payable department might receive hundreds of invoices daily and will need a system that creates vouchers quickly and accurately.

Often, the accounts payable department will have to match vouchers with invoices and purchase orders from other departments such as purchasing. So the department will need an accounts payable system that integrates easily with other departments and other software systems.

#### **Processing Payments**

The goal of the accounts payable department is to ensure that payments are made most timely, accurate, and efficient manner possible, and in the manner that suppliers want. Before paying its suppliers, the accounts payable department needs to consider several factors such as the due date of the invoice, whether a discount can be taken, and the amount of cash on hand versus the amount due to suppliers.

Suppliers are usually paid by various payment methods such as electronic funds transfers (EFTs), drafts, and paper checks. They might want specific information included on the check such as an invoice number or purchase order number. An international company might need to pay in more than one currency.

Suppliers commonly require payment before delivering goods or services. The prepayment must be matched with the actual invoice when the goods are received.

Thus, an accounts payable department needs an accounts payable system capable of matching prepayments with future invoices, one that is flexible, and one that offers a variety of payment options.

## **Accounts Payable Overview**

An accounts payable department has many responsibilities, including:

- Tracking expenditures for goods and services provided by suppliers
- Maintaining and analyzing supplier information
- Coordinating accounts payable activities with other departments such as purchasing and payroll
- Managing cash

The J.D. Edwards Accounts Payable system provides the tools to complete all these tasks and much more. It accommodates the need for accurate and timely payables that follow standard procedures, but it also allows you to select options that are unique to your organization.

If you need to set up a suspense account while processing vouchers, the J.D. Edwards Accounts Payable system allows you to do so without interrupting the flow of processing. While processing payments, you can set up the system to take advantage of discounts and pay your suppliers according to their needs. The Accounts Payable system can pay by electronic fund transfers (EFT), tape, drafts, or paper. You can even set up multiple bank accounts to take advantage of discounts that banks might offer for using the same bank as your supplier. The J.D. Edwards Accounts Payable system allows you to prepay for services or goods and still maintain the integrity of the system.

You have the flexibility that you need for effective cash management because you, not the system, manage your workflow. At each stage in the workflow, you designate the next step, and the system calculates taxes, discounts, and currency conversions according to your specifications. The J.D. Edwards Accounts Payable system allows you to consider many variables before submitting a payment to the supplier, such as the due date of the invoice, whether a discount can be taken, and the amount of cash on hand versus the amount due to the supplier.

A critical step in building a strong supply chain for your organization is developing an ongoing partnership with your suppliers. The J.D. Edwards Accounts Payable system provides various tools to help you build that partnership, such as payment terms and preferences, account balance information by supplier, and the ability to review total purchases from suppliers so that your organization can negotiate better prices with your suppliers. The Accounts Payable system also gives you the option of allowing your suppliers to independently review their vouchers and payments in your system through the supplier self-service mode.

For organizations that have offices around the world, the J.D. Edwards Accounts Payable software provides the flexibility needed to operate in multiple countries, each with unique currency, language, and statutory requirements.

## **System Integration**

The Accounts Payable system works with other J.D. Edwards systems to ensure that all payables transactions and information are fully integrated into accounts payable.

The following systems integrate with the Accounts Payable system, as described:

<b>General Accounting</b>	Various general ledger accounts are debited and credited when a voucher and payment are processed. When a voucher is entered, the general ledger expense account is debited and the accounts payable trade account is credited. When the voucher is paid, the accounts payable trade account is debited and the bank account is credited.
<b>Procurement</b>	Vouchers are created when you match a purchase receipt to the supplier invoice.
<b>Inventory</b>	Inventory is increased when you purchase and pay for stock items.
<b>Contract Management</b>	Vouchers are created when you use the progress payment cycle.
<b>Equipment/Plant Management</b>	When an equipment charge is entered, the system automatically includes the equipment number from the purchase order on the voucher, or you can do so manually.
<b>Job Cost</b>	Vouchers are created when payments are made against a contract for a job.
<b>Fixed Assets</b>	Vouchers are created when you purchase (acquire) an asset or purchase items to maintain an existing asset.

## Accounts Payable Features

The Accounts Payable system provides many features that are user defined. These features allow you to adapt the system to your unique business environment and to effectively manage your accounts payable.

### See Also

- Advanced Cost Accounting Overview in the *Advanced Cost Guide* for information about cost objects and the cost management features in ACA.

### Supplier Management

With efficient supplier management, you can improve your supplier relationships and leverage your organization's purchasing power for better terms and conditions. As part of managing your supplier information, you determine:

- How the supplier prefers to be paid (such as by check, draft, or electronic funds transfer)

- Whether to send payments directly to the supplier, to a parent organization, or to another address
- Which payment terms and tax codes are used by the supplier
- Purchasing instructions

On a supplier-by-supplier basis, you can review information such as balances forward and open items versus payments using the online inquiries.

### **Business Process Management**

For flexible management of your business processes, the system provides features that allow you to implement your current objectives and make adjustments when those objectives change. The features include:

- Multiple voucher entry methods
- Duplicate invoice notification
- Flexible tax structures
- Payment processing
- Reporting

### **Multiple Voucher Entry Methods**

When a supplier sends you an invoice, you enter the invoice as a voucher in the Accounts Payable system. You can enter vouchers using the method that is most efficient for you. Choose from any of the following methods:

- Standard
- Speed Multi
- Voucher logging
- Recurring
- Prepayment
- Multiple company, single supplier
- Multiple voucher, single supplier
- Multiple voucher, multiple suppliers

You can make the entry process even more efficient by using model journal entries for vouchers that use the same accounting distributions.

### **Duplicate Invoice Notification**

With duplicate invoice notification, you are notified of any invoices with the same invoice number. This reduces confusion and allows you to control or prevent duplicate payments.

### **Payment Processing**

Whether you pay vouchers automatically or manually, the result is controlled, efficient, and accurate. You can organize your vouchers and have the system handle the payments. Or you can select vouchers for manual, split, or partial payments based on your cash requirements. On a supplier-by-supplier basis, you can review information such as open items and payments.

An alternative to the conventional method of producing payments is the use of drafts. Drafts, which are promises to pay debts, are used in various countries around the world. Because of the legal nature of the underlying liabilities, requirements and procedures for draft processing differ from those for regular payment processing.

### **Reporting**

Successful payables management requires timely and accurate information about cash flow, aging information, discount opportunities, and so on.

With the timesaving, paperless design of the Accounts Payable system, you can immediately review, analyze, and manage up-to-the-minute supplier information, payment history, vouchers, and other information online. Alternatively, you can print the same information in a report.

### **Multinational Features**

Multinational features allow you to build a global supplier network to optimize price, terms, and availability of goods. The multinational features in the Accounts Payable system include:

**Currency processing** Pay vouchers in a domestic, foreign, or alternate currency, using any currency in the world, from the Australian dollar to the Japanese yen to the euro. For information about multicurrency processing, see the *Multicurrency Guide for Accounts Receivable and Accounts Payable*.

**Multiple languages** Communicate with suppliers in their preferred languages to enhance relationships and reduce potential misunderstanding regarding vouchers and other correspondence.

## **Account Numbering Concepts**

This document uses the Business Unit.Object.Subsidiary standard notation for account numbers.



1 Business Unit	1110 Object	BEAR Subsidiary
<ul style="list-style-type: none"> <li>• Required</li> <li>• Maximum 12 characters</li> <li>• Alphanumeric</li> </ul>	<ul style="list-style-type: none"> <li>• Required</li> <li>• Maximum 6 characters</li> <li>• Alphanumeric</li> </ul>	<ul style="list-style-type: none"> <li>• Optional</li> <li>• Maximum 8 characters</li> <li>• Alphanumeric</li> </ul>

The account number includes both the "Where" and "What." You can use periods, commas, or other user-defined symbols to separate the components of the account number. The period (.) separator is the default.

#### **Business Unit—The "Where"**

The business unit describes where in your organization the transaction will have an impact. It represents the lowest organizational level within your business and it is where you record all revenues, expenses, assets, liabilities, and equities. For example, a business unit can be a department, a branch office, or a truck.

Business units are unique 12-character, alphanumeric fields.

Business units have the following characteristics:

- A business unit can belong to only one company.
- A company can have several business units.
- Each company has at least one business unit for the balance sheet.

#### **Object.Subsidiary—The "What"**

The Object.Subsidiary represents what kind of transaction is being created. An object is a description of the transaction, for example, 1110 (Cash in Bank). A subsidiary is an expanded description of the object account, for example, 1110.BEAR (Cash in Bank.Bear Creek National Bank).

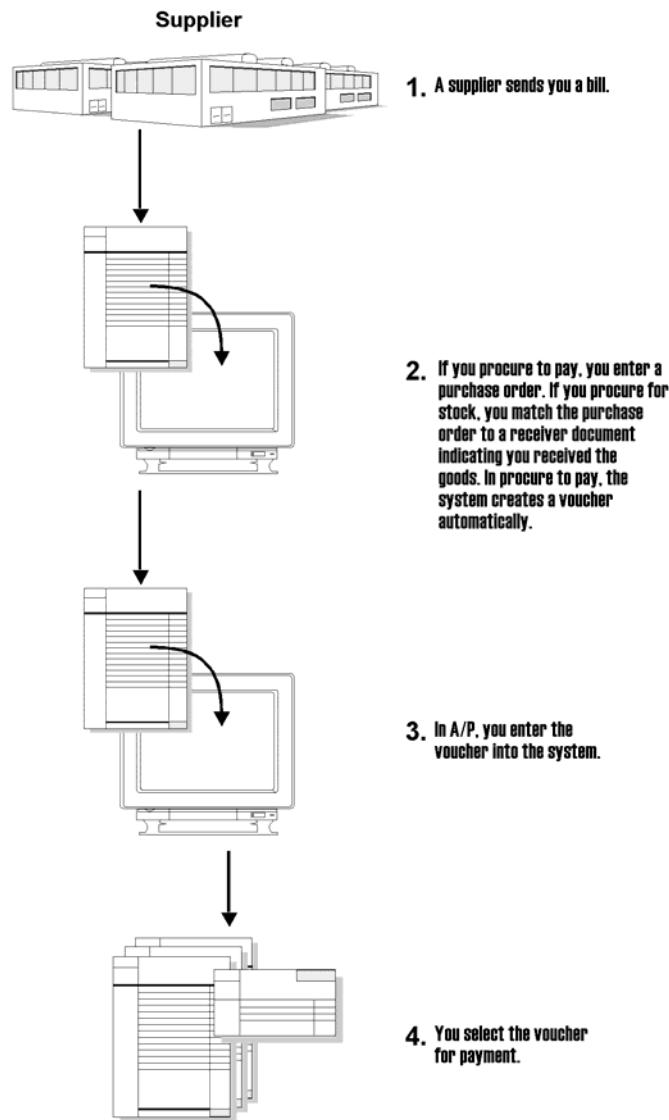
The "what" consists of two parts:

- Object (four, five, or six characters, depending on your organization's setup)
- Subsidiary (one to eight characters)

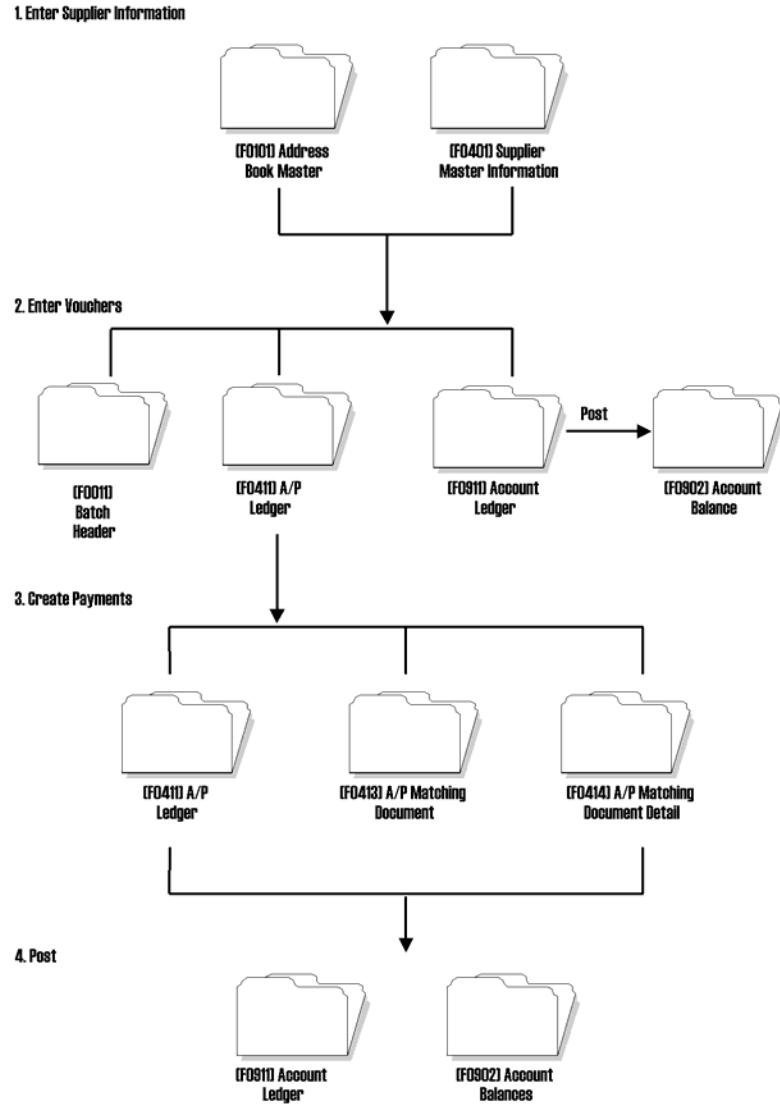
## Accounts Payable System Flow

When a supplier sends you an invoice that you must pay, you enter a purchase order if you use procure to pay. Then, regardless of whether you use procure to pay, you enter a voucher to represent the invoice. Finally, you select the voucher for payment.

The following graphic illustrates this process.

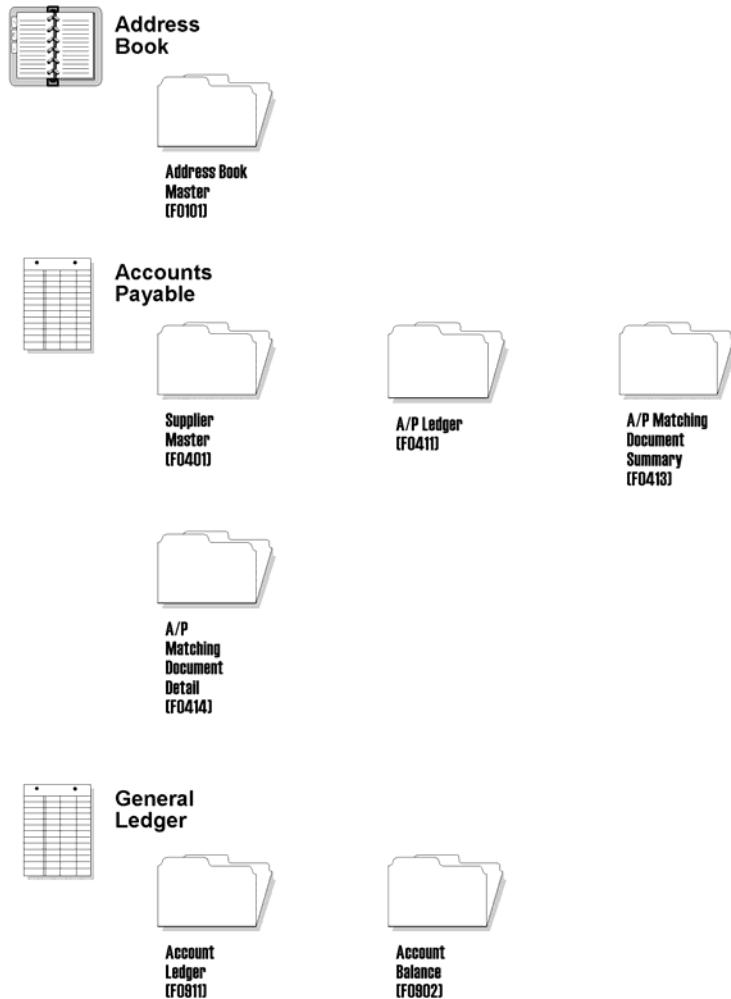


## Accounts Payable Information Flow



## Tables Used by the Accounts Payable System

The Accounts Payable system uses the following tables, in addition to the Batch Control Records table (F0011).



### ***Tables and Descriptions***

The Accounts Payable system uses the following primary tables:

<b>Batch Control Records (F0011)</b>	Stores identification header records for each batch.
<b>Address Book Master (F0101)</b>	Stores the following supplier information: <ul style="list-style-type: none"> <li>• Supplier names</li> <li>• Supplier address effective dates</li> <li>• Category code information</li> <li>• Factor/Special Payee</li> </ul>
<b>Supplier Master (F0401)</b>	Stores the following voucher information for suppliers: <ul style="list-style-type: none"> <li>• Voucherized amounts year-to-date and period-to-date</li> <li>• Payment terms</li> <li>• G/L offset</li> <li>• Payment instrument</li> <li>• Tax information</li> </ul>
<b>Accounts Payable Ledger (F0411)</b>	Stores the following voucher transaction information: <ul style="list-style-type: none"> <li>• Invoice date</li> <li>• Invoice amount</li> <li>• Due date</li> <li>• G/L date</li> </ul>
<b>Accounts Payable Matching Document (F0413)</b>	Stores the following payment summary information: <ul style="list-style-type: none"> <li>• Payment number</li> <li>• Payment amount</li> <li>• Payment date</li> <li>• Payment instrument</li> <li>• G/L bank account</li> </ul>
<b>Accounts Payable Matching Document Detail (F0414)</b>	Stores the following payment and transaction information: <ul style="list-style-type: none"> <li>• Discount taken</li> <li>• G/L offset</li> <li>• Payment amount</li> <li>• Company number</li> </ul> <p>Stores one record for every pay item.</p> <p>The A/P Matching Document table (F0413) and A/P Matching Document Detail table (F0414) are linked by an internal ID, which is assigned by the system. These tables, combined with the A/P Ledger table (F0411), form the A/P Ledger.</p>
<b>Account Balances (F0902)</b>	Stores the following summary balance information for the general ledger: <ul style="list-style-type: none"> <li>• Net postings for each period</li> <li>• Year-to-date balances</li> <li>• Prior year balances</li> </ul>

- Inception-to-date balances

**Account Ledger  
(F0911)** Stores the following detailed information for G/L transactions:

- G/L account numbers
- G/L date and amounts
- Journal entry line descriptions

This table contains one record for each G/L distribution for a voucher.

## Menu Overview

The major menus in the Accounts Payable system are listed below:

### Menu Overview - Accounts Payable

Accounts Payable G04



#### Daily Processing

- S Supplier and Voucher Entry G0411
- S Manual Payment Processing G0412
- S Automatic Payment Processing G0413
- S Other Voucher Entry Methods G04111
- S Accounts Payable Reports G0414



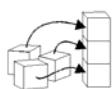
#### Periodic Processing

- S Period End Processes G0421
- S Annual Processes G0422



#### Advanced and Technical Operations

- S A/P Advanced and Technical Operations G0431
- S Batch Voucher Processing G04311
- S Store and Forward Vouchers G04318
- S EDI Processing G4726



#### System Setup

- S Accounts Payable Setup G0441
- S Payment Terms G00141
- S Automatic Payment Setup G04411
- S Tax Processing and Reporting G0021

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# Setup

## Accounts Payable System Setup

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Before you use the Accounts Payable system, you need to define certain information that the system will use during processing. You define this information to customize the system for your business needs. For example, you might want to enter the totals for a batch of vouchers first and have the system verify the totals after you enter the batch.

The following describes the information that you must set up for the Accounts Payable system:

<b>Constants</b>	Establish system basics, such as:
	<ul style="list-style-type: none"><li>• Whether the system verifies that the amount and number of documents in a batch of vouchers balance to the totals that you enter separately</li><li>• Whether you require management approval of batches of documents before posting</li><li>• How you want the system to create automatic offsetting entries</li><li>• Whether the system verifies that suppliers' invoice numbers are not duplicates</li><li>• The number of days in the time intervals on your aging reports</li></ul>
<b>Payment terms</b>	Define payment terms codes, such as net due upon receipt, for easier voucher entry
<b>User defined codes</b>	Define customized codes, such as document types and payment statuses, that are appropriate for your business needs
<b>Next numbers</b>	Establish an automatic numbering system for documents

### **Setting Up Constants for the Accounts Payable System**

Constants provide a basic framework for how your Accounts Payable system works, based on your business needs. Generally, one person sets up constants. J.D. Edwards recommends that you do not change constants after they have been set up because this might produce undesirable results.

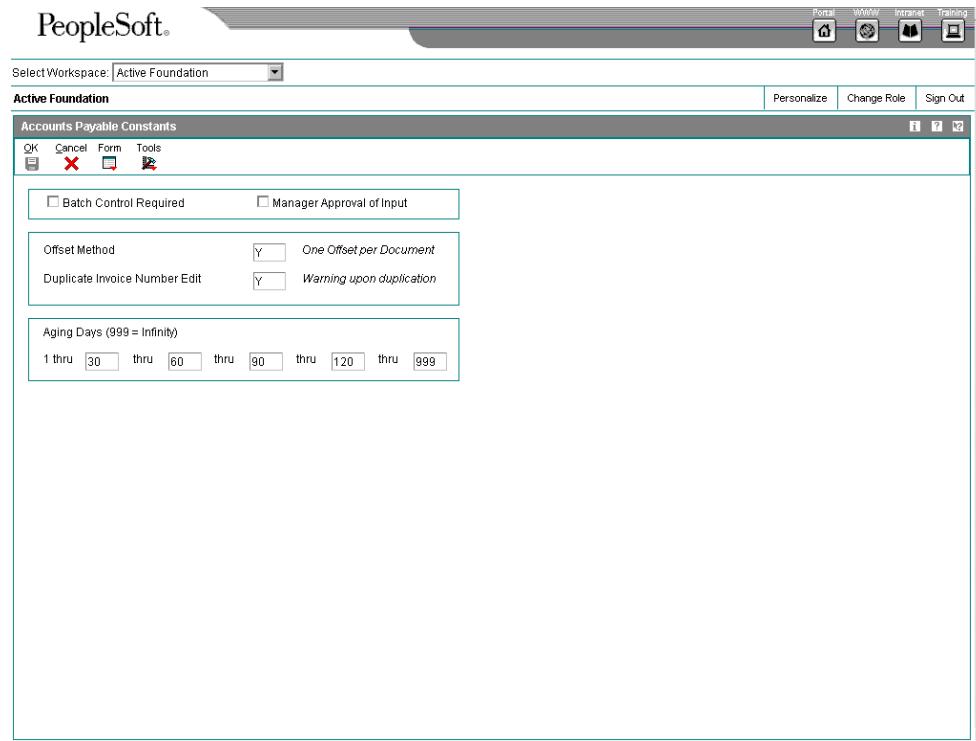
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#### **Note**

Settings for constants are loaded during software initialization. Therefore, in order for the settings to take effect, you must exit and restart OneWorld.

Information about the Accounts Payable constants is stored in the General Constants table (F0009).

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### Before You Begin

- Ensure that only authorized personnel can access and change accounts payable constants.

### Setting Up Batch Control

When you create a batch of documents, you might want to track the total number of vouchers and total amount for a batch of vouchers. This allows you to verify the total amount expected against the total amount entered immediately after you enter each batch.

#### ► To set up batch control

*From the Accounts Payable Setup menu (G0441), choose Accounts Payable Constants.*

1. On System Setup, click Accounts Payable Constants.
2. On Accounts Payable Constants, click the following option, and then click OK:
  - Batch Control Required

### Setting Up the Automatic Offset Method

You need to specify how the system makes offsetting entries to the A/P liability and discount accounts when you post vouchers to the general ledger.

### ► To set up the automatic offset method

---

*From the Accounts Payable Setup menu (G0441), choose Accounts Payable Constants.*

1. On System Setup, click Accounts Payable Constants.
2. On Accounts Payable Constants, complete the following field, and then click OK:
  - Offset Method

#### See Also

- R09801, General Ledger Post* in the *Reports Guide* for a report sample with a voucher entry batch type (V)

This sample report shows a journal entry that the system created as an automatic offset using the detail method (offset = Y). The system uses the voucher number for the document number of the automatic offset.

## Setting Up Invoice Number Editing

The Invoice Number Editing feature allows you to set up your system so that it notifies you when an invoice duplicates another invoice. Duplicate invoices might occur when a supplier invoice is accidentally entered twice.

### ► To set up invoice number editing

---

*From the Accounts Payable Setup menu (G0441), choose Accounts Payable Constants.*

1. On System Setup, click Accounts Payable Constants.
2. On Accounts Payable Constants, complete the following field, and then click OK:
  - Duplicate Invoice Number Edit

## Setting Up Time Intervals for A/P Aging Reports

The columns on your aging reports are calculated based on the number of days in each time interval that you set up.

### ► To set up time intervals for A/P aging reports

---

*From the Accounts Payable Setup menu (G0441), choose Accounts Payable Constants.*

1. On system Setup, click Accounts Payable Constants.
2. On Accounts Payable Constants, complete the following field, and then click OK:
  - 1 thru

## Payment Terms

Payment terms are used by the Accounts Payable and Accounts Receivable systems to specify a payment due date and, optionally, a discount percent and discount due date. Payment terms allow you to enter invoices and vouchers more efficiently because the system

calculates the due dates and discounts for you. You can specify a default payment term on the customer and supplier records. Then, when you enter a voucher or invoice you can either accept the default or override it with a different payment term.

Payment terms can range from simple to complex, depending on the policy of your organization. You define a payment term by using a one-, two-, or three-character combination of the following values:

- Alphabetic (A–ZZZ)
- Numeric (0–999)
- Special characters (including blank)

For example, you might use A1%, which combines all types of characters.

Payment terms are not system specific. The Accounts Payable and Accounts Receivable systems use the same payment terms.

### **Blank Payment Term Code**

You can use a blank payment term code for the most commonly used payment term, but you should also set up that payment term with a code to use as an override, especially if you use a nonblank default payment term on the customer or supplier record. For example, if the supplier master record is set up to use 001 as the payment term code, and you want to override it on the voucher to the blank payment term code, the system will continue to supply the default (001) from the supplier record every time you clear the field.

### **Types of Payment Terms**

Two types of payment terms are available:

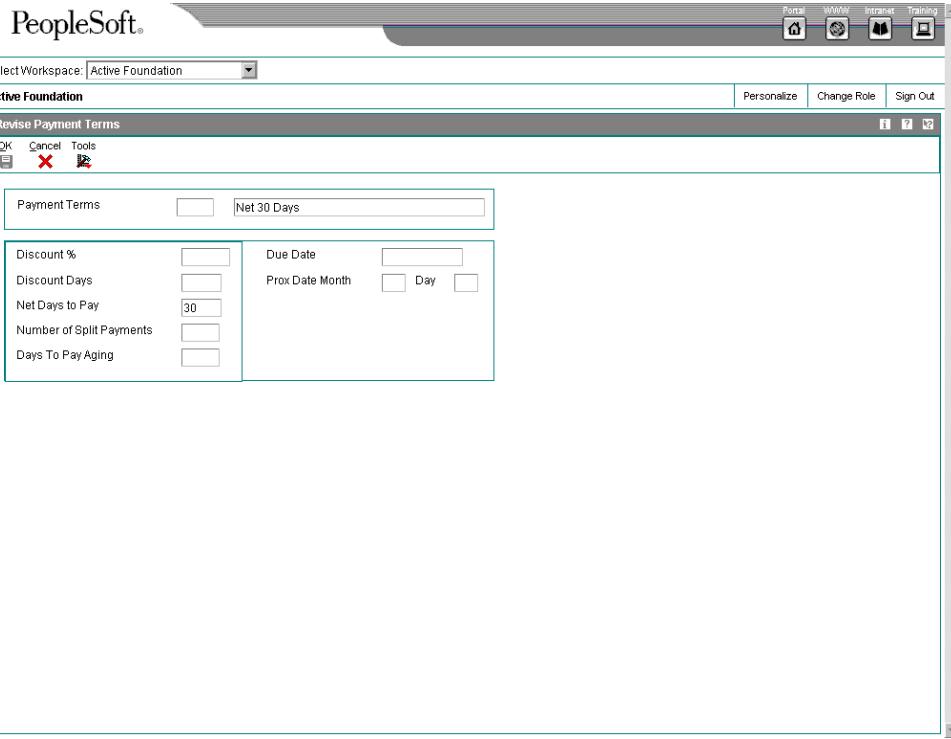
<b>Standard</b>	Standard payment terms allow you to: <ul style="list-style-type: none"> <li>• Specify due dates using one of three methods: <ul style="list-style-type: none"> <li>• Entering a specific date</li> <li>• Specifying the number of days to add to the invoice date</li> <li>• Specifying the number of months to add to the invoice date and the date in the month</li> </ul> </li> <li>• Specify discounts as a percent of the gross amount for each invoice or voucher, or each invoice or voucher pay item.</li> <li>• Specify discount due dates</li> <li>• Divide an invoice or voucher equally into multiple pay items. You can specify a due date for the first pay item and the number of days to add to each remaining pay item.</li> </ul>
<b>Advanced</b>	Advanced payment terms provide all the features of standard payment terms, but also allow you to: <ul style="list-style-type: none"> <li>• Specify a calendar and workday rule to use in conjunction with the due date. For example, if the due date falls on a weekend day, the system can automatically change it to the previous Friday or following Monday.</li> <li>• Specify a based-on date other than the invoice date, such as the G/L date or service/tax date.</li> <li>• Calculate net and discount due dates using date ranges that allow you to add days and months, specify a fixed date, or use a combination of the two.</li> <li>• Divide a transaction into multiple pay items based on a percentage. For example, the amount of the first pay item might be 20% of the total amount, and the amount the second and third pay items might each be 40% of the total.</li> <li>• Specify varying discount percentages for multiple pay items. For example, the percentage of the discount for the first pay item might be 10%, and the remaining pay items might be 20% each.</li> <li>• Specify varying discount percentages based on the due date. For example, you might grant a 5% discount to customers who pay within 10 days, and a 2% discount to customers who pay between 11 and 30 days.</li> </ul>

#### ► To set up net payment terms

---

*From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.*

1. On Work With Payment Terms, click Add.



2. On Revise Payment Terms, complete the following field:
  - Payment Terms
3. In the unlabeled field to the right of Payment Terms, enter a brief description to identify the payment term.
4. Complete the following field for the system to calculate the net due date:
  - Net Days to Pay

The system adds the number of days that you specify to the invoice date to calculate the net due date.
5. To set up the payment term with a discount, complete the following fields:
  - Discount %

Enter the discount percent as a decimal. For example, to specify a 1% discount, enter .01.

  - Discount Days

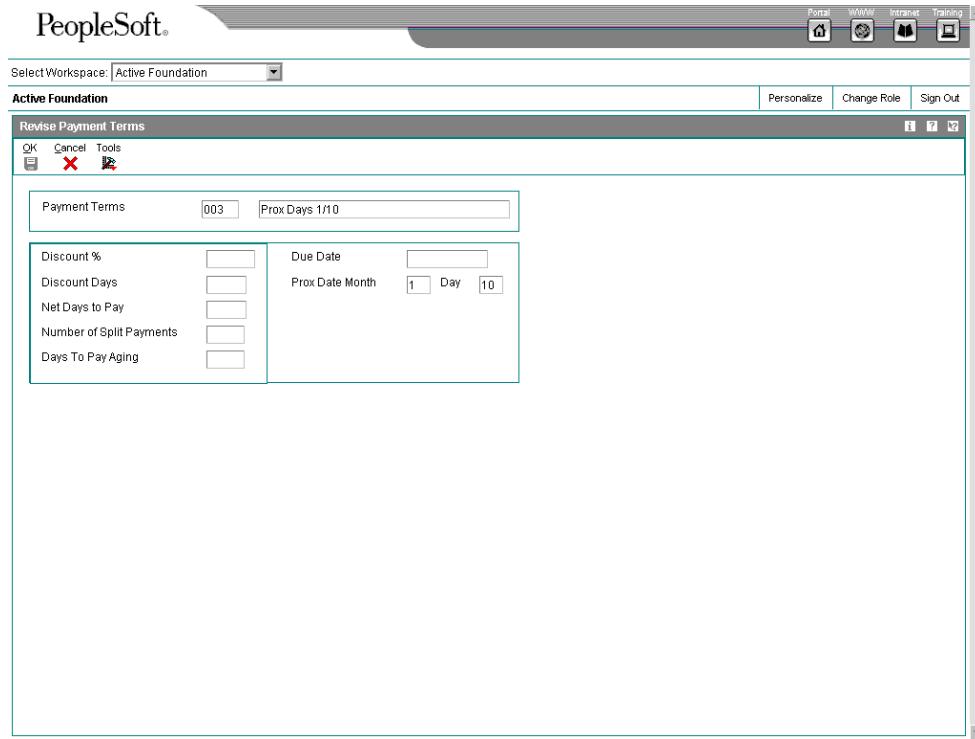
The system adds the number of days that you specify to the invoice date to calculate the discount due date.
6. Click OK.

► **To set up proximate date payment terms**

---

From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.

1. On Work With Payment Terms, click Add.



2. On Revise Payment Terms, complete the following field:

- Payment Terms
3. In the unlabeled field to the right of Payment Terms, enter a brief description to identify the payment term.
  4. Complete the following fields for the system to calculate the net due date:

- Prox Date Month

The system adds the number of months that you specify to the invoice date to determine the month of the net due date.

- Day

The system uses the day that you specify as the day that the payment is due.

For example, if you specify a Prox Date Month of 1 and a Day of 16, and you enter a voucher with an invoice date of 6/10, the system calculates the due date as 7/16.

5. To set up the payment term with a discount, complete the following fields:

- Discount %

Enter the discount percent as a decimal. For example, to specify a 1% discount, enter .01.

- Discount Days

The system adds the number of days that you specify to the invoice date to calculate the discount due date.

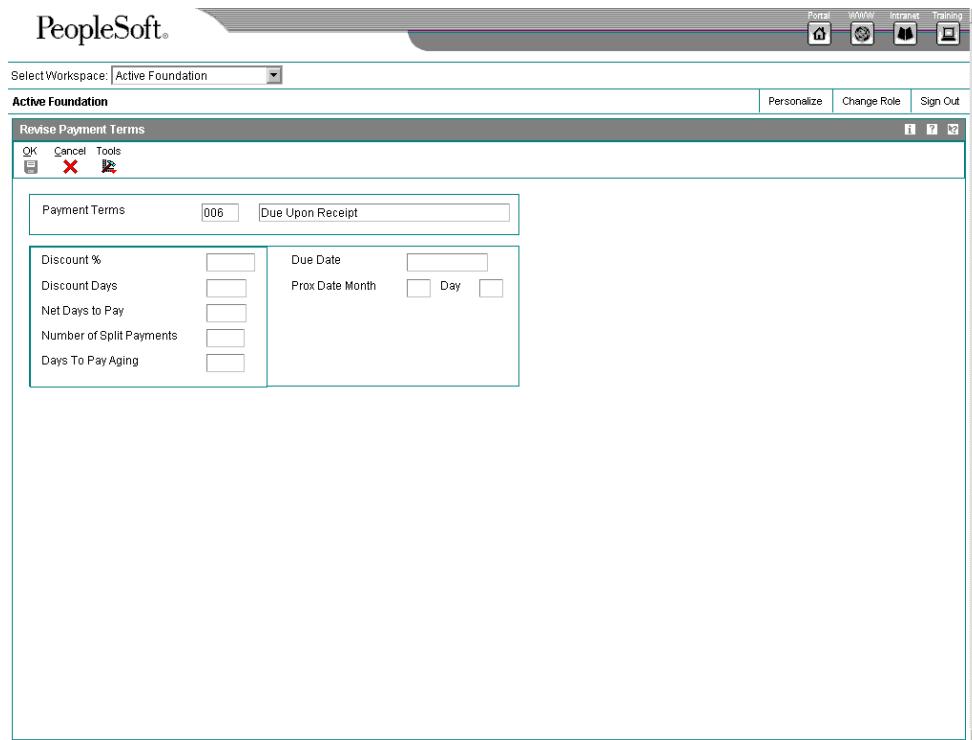
6. Click OK.

#### ► To set up due upon receipt payment terms

---

*From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.*

1. On Work With Payment Terms, click Add.



2. On Revise Payment Terms, complete the following field:

- Payment Terms

3. In the unlabeled field to the right of Payment Terms, enter a brief description to identify the payment term and click OK.

#### See Also

- *Setting Up Advanced Payment Terms*

#### ► To set up split payment terms

---

*From the Payment Terms Revisions menu (G00141), choose Payment Terms Revisions.*

1. On Work With Payment Terms, click Add.

The screenshot shows the 'Revise Payment Terms' dialog box. At the top left is a toolbar with icons for 'OK', 'Cancel', 'Tools', and other functions. The main area contains a table with the following data:

Payment Terms	005	50/50 Split Payments	
Discount %	<input type="text"/>	Due Date	<input type="text"/>
Discount Days	<input type="text"/>	Prox Date Month	<input type="checkbox"/> Day <input type="checkbox"/>
Net Days to Pay	<input type="text" value="30"/>		
Number of Split Payments	<input type="text" value="2"/>		
Days To Pay Aging	<input type="text" value="30"/>		

2. On Revise Payment Terms, complete the following field:

- Payment Terms
3. In the unlabeled field to the right of Payment Terms, enter a brief description to identify the payment term.
  4. Complete the following additional fields to define the terms of the split payment:

- Net Days to Pay
- Number of Split Payments
- Days To Pay Aging

5. To allow a discount, complete the following optional fields:

- Discount %

Enter the discount percent as a decimal. For example, to specify a 1% discount, enter .01.

- Discount Days

The system adds the number of days that you specify to the invoice date to calculate the discount due date.

6. Click OK.

## Setting Up Advanced Payment Terms

Advanced payment terms allow you to customize payment due dates by setting up due date rules. Due date rules allow you to set up more complex and diverse payment terms because you can:

- Specify a workday calendar and workday rule.

Specify which days of the month are workdays and which are weekends and holidays. Additionally, if due dates fall on a weekend or holiday, you can specify whether to use that date or have the system automatically change the due date to the previous or following working day.

- Specify the based-on date.

Unlike the due dates for standard payment terms, which are always based on the invoice date, advanced payment terms allow you to specify whether to use the invoice date, G/L date, or service/tax date.

- Specify the number of days and months to add to the based-on date based on a range of transaction dates, or specify the months to add and a fixed date based on a date range.
- Specify unique rules for net and discount due dates.

You could have net due dates that use a date range and are based on the G/L date, and discount due dates that have a fixed date based on the invoice date.

The system stores advanced payment term information in the following tables:

- Advanced Payment Terms (F00141)
- Due Date Rules (F00142)
- Due Date Rules Day Range (F00143)
- Installment Payment Terms (F00144)
- Multitiered Payment Terms (F00147)

### See Also

- Setting Up Payment Terms*

## Work Day Calendars

When setting up due date rules for your advanced payment terms, you can set up work day calendars. These calendars allow you to specify actual work days, weekends, holidays, and other user-defined types of days for your organization. You can set up multiple calendars and reference one of them in a due date rule.

After you set up a work day calendar, you specify which action to perform if the system calculates the due date on a nonworking day. You do this on the Due Date Rules Revision form by specifying a work day rule. By using a work day rule, you can adjust the payment's due date to correspond to your work days, as well as prevent unintended grace periods that might occur if the due date falls on a Saturday and your business is closed.

For example, you can instruct the system to:

- Use work days only when counting the days to calculate the due date and not allow the due date to occur on a nonwork day.
- Use the work day after the calculated due date as the due date. For example, if the calculated due date occurs on the weekend, the system moves it to the following Monday.
- Use the work day before the calculated due date as the due date. For example, if the calculated due date falls on the weekend, the system moves it to the previous Friday.

Work day calendars are stored in the Workday Calendar table (F0007).

#### ► To add a work day calendar

---

*Use one of the following navigations:*

*For the Accounts Payable and Accounts Receivable systems, choose Work Day Calendar from the Payment Terms Revisions menu (G00141).*

*For the Enterprise Asset Management system, choose Work Day Calendar from the Planning Setup menu (G1346).*

*For the Transportation Management system, choose Work Day Calendar from the Transportation Setup menu (G4941).*

*For the Shop Floor Management system, choose Shop Floor Calendar from the Shop Floor Management Setup menu (G3141).*

*For the Product Data Management system, choose Shop Floor Calendar from the Product Data Management Setup menu (G3041).*

The Work With Workday Calendar form appears, displaying all calendars that have been set up.

Branch/Plant	Description	Month	Year	Century	Shift Code
10	Western Distribution Center	6	5	20	
27	Eastern Area DC	1	98	19	
27	Eastern Area DC	2	98	19	
27	Eastern Area DC	3	98	19	
27	Eastern Area DC	4	98	19	
27	Eastern Area DC	5	98	19	
27	Eastern Area DC	6	98	19	
27	Eastern Area DC	7	98	19	
27	Eastern Area DC	8	98	19	
27	Eastern Area DC	9	98	19	
27	Eastern Area DC	10	98	19	
27	Eastern Area DC	11	98	19	

- To add a new calendar, on Work With Workday Calendar, complete the following required fields:

- Branch/Plant

With the exception of ALL, which is a hard-coded value for this program, the branch/plant that you assign must exist in the Business Unit Master table (F0006).

- Calendar Month
- Calendar Year

- Complete the following optional field to specify a unique calendar for the same branch/plant:

- Shift Code

- Click Add.

The Workday Calendar Revisions form appears, displaying two calendars for the month and year. The calendar on the left shows the numerical days, and the one on the right shows the working days and nonworking days.

June 2005						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 2005						
S	M	T	W	T	F	S
E	W	W	W	W	W	E
E	W	W	W	W	W	E
E	W	W	W	W	W	E
E	W	W	W	W	W	

- On Workday Calendar Revisions, change the default values as necessary for each day of the week and click OK.

The types of days that you can specify are in UDC 00/TD. With the exception of W, which is hard-coded as a work day, all other values specified are nonworking days. Examples of the type of day that you can specify on the calendar are:

- W (workday)
- E (weekend)
- H (holiday)
- S (shut-down)

## **Setting Up Due Date Rules**

Before you set up advanced payment term codes, you must define the rules that the system uses to calculate due dates for invoices and vouchers. You can set up as many due date rules as necessary.

You can set up a due date rule for either a discount due date or a net due date. After you set up due date rules, you set up the advanced payment term code that uses the rule and you specify a discount percent, if desired. Thus, the due date rule is linked to the advanced payment term code and discount percent to define the following:

- Default payment term code for a customer or supplier
- Payment term code for a specific invoice or voucher
- Payment term code for a specific invoice or voucher pay item

You can verify that the due date rules that you set up work correctly by using the Simulator feature, which allows you to perform multiple tests without entering transactions. See the task *To verify due date rules*.

### **Due Date Rule Components**

A due date rule can consist of any of the components listed in the following table. Using a combination of these due date components allows you to set up unlimited payment terms to meet your business needs.

<b>Based-on Date</b>	An invoice date, G/L date, or service tax date.
<b>Days to Add</b>	The number of days that the system adds to the based-on date.
<b>Months to Add</b>	The number of months that the system adds to the based-on date.
<b>Fixed Days</b>	The same date every month, such as the 10 <sup>th</sup> or 15 <sup>th</sup> of each month.
<b>Date Range</b>	A range of days that the system uses in conjunction with other components.
<b>Work day Calendar</b>	A calendar that you can use to specify the days of the week that are working days.
<b>Work day Rule</b>	A rule that you can use to ensure that if a due date is on a nonworking day, the system moves it forward or backward to an actual work day. It also specifies whether to count nonworking days when calculating the due date.
<b>Multitiered discounts</b>	You can set up payment terms that allow for multiple discount percentages. For example, you might set up a payment term that allows your customer to receive a 20 percent discount on their invoice if it is paid within 10 days, a 10 percent discount if it is paid within 20 days, and no discount if the full amount is paid after 20 days. You can define up to five tiers of discount percentages.

### Date Ranges

If you specify a date range in your due date rule, the system uses the last day in the range in conjunction with the months to add, the days to add, or a fixed date. If you do not specify a month to add, the days to add, or a fixed date, the system assigns the last day of the range as the due date.

For example, if you set up a date range from the 10<sup>th</sup> to the 25<sup>th</sup> of June and you do not specify a fixed date or months and days to add, the due date of the payment is June 25<sup>th</sup>.

The ranges must not overlap, and they must include a full month (the 1<sup>st</sup> through the 31<sup>st</sup>). The system always uses the last day of the month, regardless of the number of days in the month, when you specify fixed days as 31.

When you set up a date range, you can specify the number of months to add along with the number of days to add or the fixed date. However, you cannot specify both the number of days to add and a fixed date. The types of date ranges that you can specify are:

- Months to add
- Days to add
- Fixed date
- Months to add and days to add
- Months to add and fixed date

### Examples of Due Date Rules

Because payment terms can be very complex, the following examples might be helpful when you are setting up advanced payment terms that use a combination of date ranges and rules.

Both examples assume that you are using a workday rule that specifies actual (all) days in the due date calculation, as opposed to working days only.

### Example 1

If the invoice date is between the 1<sup>st</sup> and 15<sup>th</sup>, set up a payment term that uses a fixed date of the 10<sup>th</sup> in the following month. Otherwise, add two days to the invoice date if it is between the 16<sup>th</sup> and 31<sup>st</sup>.

Steps to complete:

1. Specify a date range for 1–15 that adds 1 month and has fixed days of 10.

The system calculates the due date to be the 10<sup>th</sup> of the following month for all transactions that have an invoice date between the 1<sup>st</sup> and the 15<sup>th</sup>.

2. Specify a separate date range for each date after the 15th. You specify this date range as follows:

From Day	To Day	Days to Add
16	16	2
17	17	2
18	18	2
19	19	2
20	20	2

Continue adding a range for each single day that adds two days through the 31<sup>st</sup>.

---

#### Caution

Do not set up a second range for 16–31 that adds two days. This is a common mistake. In this case, the system would calculate the due date on the 2<sup>nd</sup> of the following month because it adds two days to the last day specified in the date range, which could be the 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> or 31<sup>st</sup>, depending on the month and year.

---

### Example 2

If the G/L date is between the 1<sup>st</sup> and the 10<sup>th</sup>, set up a payment term that adds one month and five days to the G/L date. If the date is between the 11<sup>th</sup> and the 20<sup>th</sup>, add one month to the G/L date. If the date is between the 21<sup>st</sup> and the 31<sup>st</sup>, add one month and use a fixed date of the 31<sup>st</sup>.

Steps to complete:

1. Specify a separate date range for each day between the 1<sup>st</sup> and the 10<sup>th</sup> as follows:

From Day	To Day	Days to Add	Months to Add
1	1	5	1
2	2	5	1

3	3	5	1
4	4	5	1
5	5	5	1

Continue adding a range for each single day that adds one month and five days through the 10<sup>th</sup>.

---

**Caution**

Do not set up a range from 1–10 that adds one month and five days. This is a common mistake. In this case, the system would calculate the due date to be on the 15<sup>th</sup> of the next month for all transactions with a G/L date between the 1<sup>st</sup> and the 10<sup>th</sup> because it uses the last day of the range (10) and adds one month and five days to it.

---

2. Specify a date range for each day between the 11th and the 20th as follows:

From Day	To Day	Days to Add	Months to Add
11	11	0	1
12	12	0	1
13	13	0	1
14	14	0	1
15	15	0	1

Continue adding a range for each single day that adds one month through the 20<sup>th</sup>.

3. Specify a date range between the 21<sup>st</sup> and 31<sup>st</sup> that adds one month and has fixed days of 31.

From Day	To Day	Days to Add	Months to Add	Fixed Days
21	31	0	1	31

You do not need to specify a separate range for each date because the due date is fixed.

#### ► To set up due date rules

---

*From the Payment Terms Revisions menu (G00141), choose Due Date Rule Revisions.*

1. On Work with Due Date Rules, click Add.

The screenshot shows the 'Due Date Rules Revision' dialog box from the PeopleSoft application. The dialog has a title bar 'Due Date Rules Revision' with standard buttons like OK, Cancel, Form, Tools, and a red X. Below the title bar, there are two checkboxes: 'Range Attached' (unchecked) and 'Tier Attached' (unchecked). The 'Description' field contains the value 'Fixed Date - Range'. The main body of the dialog contains several input fields and dropdowns:

- 'Based on Date': A dropdown menu showing '1'.
- 'Days to Add': A dropdown menu showing '0'.
- 'Fixed Days': A dropdown menu showing '0'.
- 'Months to Add': A dropdown menu showing '0'.
- 'Calendar': A dropdown menu.
- 'Work Day Rule': A dropdown menu.

2. On Due Date Rules Revision, complete the following fields:
  - Due Date Rule
  - Description
3. To define how the system calculates the due date, complete any of the following fields:
  - Based on Date
  - Days to Add
  - Fixed Days
  - Months to Add
4. To specify information about a workday calendar, complete the following fields:
  - Calendar
  - Work Day Rule
5. Click OK.
6. To set up a date range as part of the due date rule, on Work with Due Date Rules, choose a due date rule, and then choose Date Range from the Row menu.

The screenshot shows the 'Date Range Revision' dialog box from the PeopleSoft application. The dialog has a title bar 'Date Range Revision' with standard window controls (OK, Cancel, Form, Tools). Below the title bar is a toolbar with icons for OK, Cancel, Form, Tools, and a magnifying glass. The main area contains a table titled 'Customize Grid' with columns: From Day, To Day, Days To Add, Fixed Days, and Months To Add. There are two rows of data:

	From Day	To Day	Days To Add	Fixed Days	Months To Add
<input checked="" type="checkbox"/>	1	10	0	20	0
<input type="checkbox"/>	11	20	0	30	0
<input type="checkbox"/>	21	31	0	10	0
<input type="checkbox"/>					

7. On Date Range Revision, complete the following fields to define the range of days to which the rule applies:

- From Day
- To Day

If you specify a To Day of 31 and the month does not have 31 days, the system uses the last day of the month.

8. Complete one or more of the following fields to define the rule:

- Days To Add
- Fixed Days
- Months To Add

If you specify a fixed date that is after the date range, you do not need to specify months to add; the system automatically uses the fixed date of the next month. For example, if the date range is 21 to 31 and the fixed date is the 10<sup>th</sup>, the system uses the 10<sup>th</sup> day of the following month. It does not assign a due date that is prior to the based-on date.

---

**Note**

When you add a rule to a date range, the system always uses the last day of the date range to apply the rule. For example, if you specify a range of 1 through 15 and a rule that adds three days, the system calculates the due date on the 18<sup>th</sup> if the based-on date is between 1 and 15. The system does not add 3 days to each day specified in the date range; it adds three days to the ending date of the range. See *Examples of Due Date Rules* for more information.

---

9. Click OK.

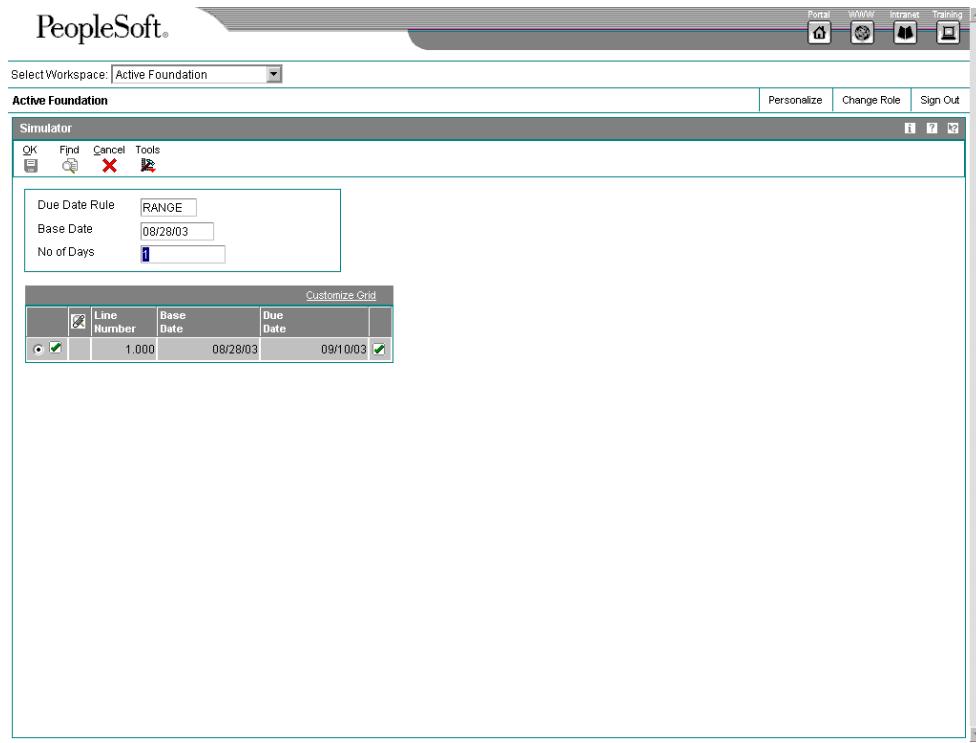
---

**► To verify due date rules**

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*From the Payment Terms Revisions menu (G00141), choose Due Date Rule Revisions.*

1. On Work with Due Date Rules, click Find to display all due date rules or type the due date rule that you want to verify in the Due Date Rule field and click Find.
2. Choose the due date rule that you want to test, and then choose Simulator from the Row menu.



3. On Simulator, complete the following fields and click Find:

- Base Date

Enter the date that you want to use to test the rule.

- No of Days

Enter the number of days that you want the system to display. For example, if you specify a base date of 6/25/05 and 10 for the number of days, the system displays the due date calculation for 6/25/05 through 7/04/05.

The system calculates the due date in the detail area based on the due date rule and base date specified.

---

#### Note

Because the Simulator program serves only as a validating tool for hypothetical due dates, no data is saved.

---

## Setting Up Advanced Payment Term Codes

After you establish due date rules, you assign them to an advanced payment term code. Advanced payment term codes are three-character alphanumeric values that identify the type of payment term. When you create advanced payment term codes, you can also specify the

discount percent to use for the discount due-date rule that you assign. The system uses this discount percent unless you set up installment or multitiered discounts, in which case the system clears the value specified.

### Before You Begin

- ❑ Verify that you have set up the necessary due date rules to calculate net due dates and discount due dates. See *Setting Up Due Date Rules*.

### ► To set up advanced payment term codes

---

*From the Payment Terms Revisions menu (G00141), choose Advanced Payment Terms.*

1. On Work with Advanced Payment Terms, click Add.

The screenshot shows the PeopleSoft Advanced Payment Term Revision dialog box. The dialog has a title bar 'Advanced Payment Term Revision' with standard Windows-style buttons (OK, Cancel, Form, Tools). Below the title bar is a toolbar with icons for Print, Copy, Paste, and Cut. The main area contains several input fields:

Payment Term	NXT	<input type="checkbox"/> Installments Present
Description	Due date calculated Next Date	
Discount %	.15	
Discount Due Date Rule	DNEXT	
Net Due Date Rule	N30	

2. On Advanced Payment Term Revision, complete the following fields:
    - Payment Term
    - Description
  3. To specify a discount percentage for the invoice or voucher, complete the following field:
    - Discount %
- Enter the discount percentage as a decimal. For example, to specify a 1% discount, enter .01.

The system ignores the discount percentage specified if you use installment or multitiered discounts.

4. To attach the due date rules to the payment term, complete the following fields and click OK:
  - Discount Due Date Rule
  - Net Due Date Rule

## **Setting Up Installment Payment Terms**

Instead of paying invoice or voucher all at one time, you can enter the transaction for installment payments by using installment payment terms. Like split payment terms, installment payment terms divide the transaction into multiple payments over a specified period of time. Unlike split payment terms, which divide the transaction evenly by a specified number, you determine the percentage of each installment and the percentage of the discount for each installment.

The system calculates the installment amount by multiplying the transaction's gross amount by the percentage that you define. The system calculates the discount due date and net due date of each installment based on the due date rules that you assign to it.

Because you can assign different due date rules to each installment, you can create unlimited variations of the amounts due, the discounts allowed, the dates by which payments must be received to receive a discount, and the dates on which the installment must be paid before it is considered delinquent.

The following examples describe the different types of installment payment terms that you might set up:

<b>Equal payments with a discount</b>	<p>You might set up five equal payments as follows:</p> <ul style="list-style-type: none"> <li>• Payment 1 = 20% with a 10% discount</li> <li>• Payment 2 = 20% with a 10% discount</li> <li>• Payment 3 = 20% with a 10% discount</li> <li>• Payment 4 = 20% with a 10% discount</li> <li>• Payment 5 = 20% with a 10% discount</li> </ul> <p>The discount and net due dates of the payment depend on the due date rules that you assign to the payment term.</p>
<b>Unequal payments with a discount</b>	<p>You might set up three unequal payments as follows:</p> <ul style="list-style-type: none"> <li>• Payment 1 = 50% with a 5% discount</li> <li>• Payment 2 = 30% with a 5% discount</li> <li>• Payment 3 = 20% with a 5% discount</li> </ul> <p>The discount and net due dates of the payment depend on the due date rules that you assign to the payment term.</p>
<b>Unequal payments with varying discounts</b>	<p>You might set up four unequal payments as follows:</p> <ul style="list-style-type: none"> <li>• Payment 1 = 40% with a 10% discount</li> <li>• Payment 2 = 30% with a 8% discount</li> <li>• Payment 3 = 20% with a 6% discount</li> <li>• Payment 4 = 10% with a 5% discount</li> </ul> <p>The discount and net due dates of the payment depend on the due date rules that you assign to the payment term.</p>

### Example: Installment Payment Term

The following is an example of when you might use an installment payment term. Suppose that you have an invoice that you want to split into three installments, as follows:

Amount	9,000.00
Invoice Date	July 15, 2002
Based on Date	Invoice Date
First Installment	2,000.00 with a 10% discount
Second Installment	3,000.00 with a 5% discount
Third Installment	4,000.00 with a 1% discount

Percent of Installment	Calculation
------------------------	-------------

<b>First Installment</b>	$2000 / 9000 = 22.222\%$
<b>Second Installment</b>	$3000 / 9000 = 33.333\%$
<b>Third Installment</b>	$4000 / 9000 = 44.445\%$

Because the total percentage must equal 100, you must round the percentage of the last installment up.

When you enter the invoice for 9,000.00, the system calculates the installment amounts as follows:

Amount of Installment	Calculation
<b>First Installment</b>	$9000 \times .22222 = 1,999.98$
<b>Second Installment</b>	$9000 \times .33333 = 2,999.97$
<b>Third Installment</b>	$9000 \times .44444 = 4,000.05$

---

#### Note

The system uses soft rounding when amounts do not divide evenly. See *Rounding Versus Soft Rounding* and *Soft Rounding Example: Multiple Pay Items* for more information.

---

#### Due Date Calculations for Installment Payment Terms

Installment payment terms use due date rules to determine the discount and net due dates to assign to the transaction. The system uses the based-on date specified on the due date rule to determine the due dates for the first installment only. The system uses due dates of the first installment as the based-on date for the second installment, and the due dates of the second installment as the based-on date for the third installment, and so on.

For example, suppose in the previous example you have the following due date rules assigned to each installment to calculate the corresponding discount and net due dates:

Due Date Rule	Based-on Date	Days to Add
DISCT	Invoice Date	10
NET	Invoice Date	30

Because you entered the invoice with an invoice date of 7/15/02, the system calculates the due dates as follows for each installment:

Installment	Discount Due Date	Calculation	Net Due Date	Calculation

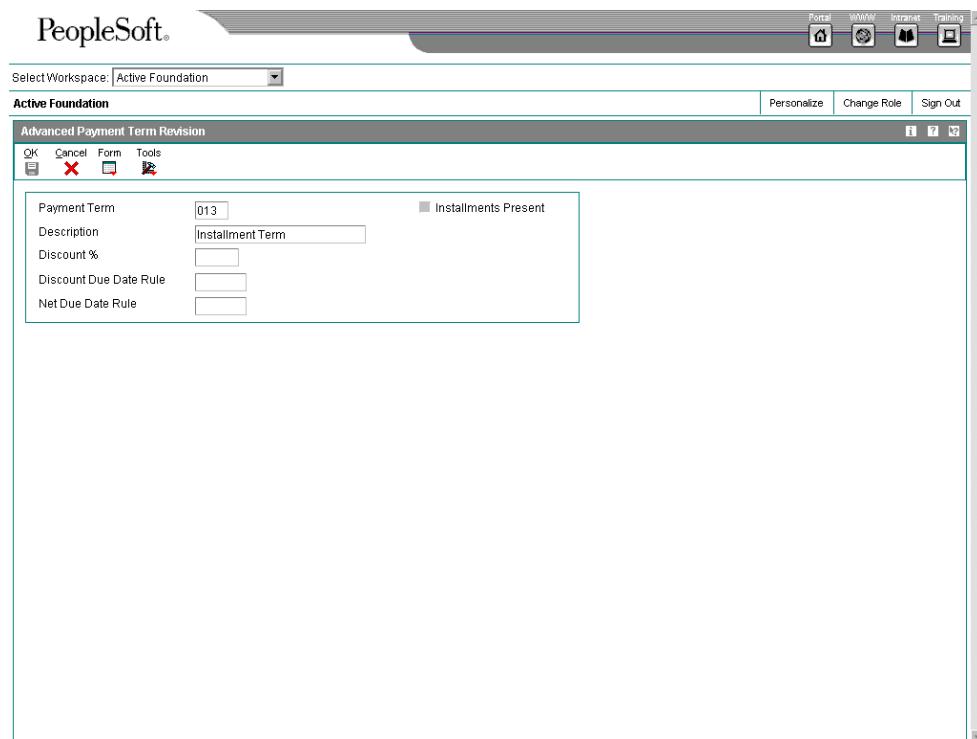
First	7/25/02	The system adds 10 days to the invoice date.	8/14/02	The system adds 30 days to the invoice date.
Second	8/24/02	The system adds 10 days to the net due date of the first installment.	9/13/02	The system adds 30 days to the net due date of the first installment.
Third	9/23/02	The system adds 10 days to the net due date of the second installment.	10/13/02	The system adds 30 days to the net due date of the second installment.

#### ► To set up installment payment terms

---

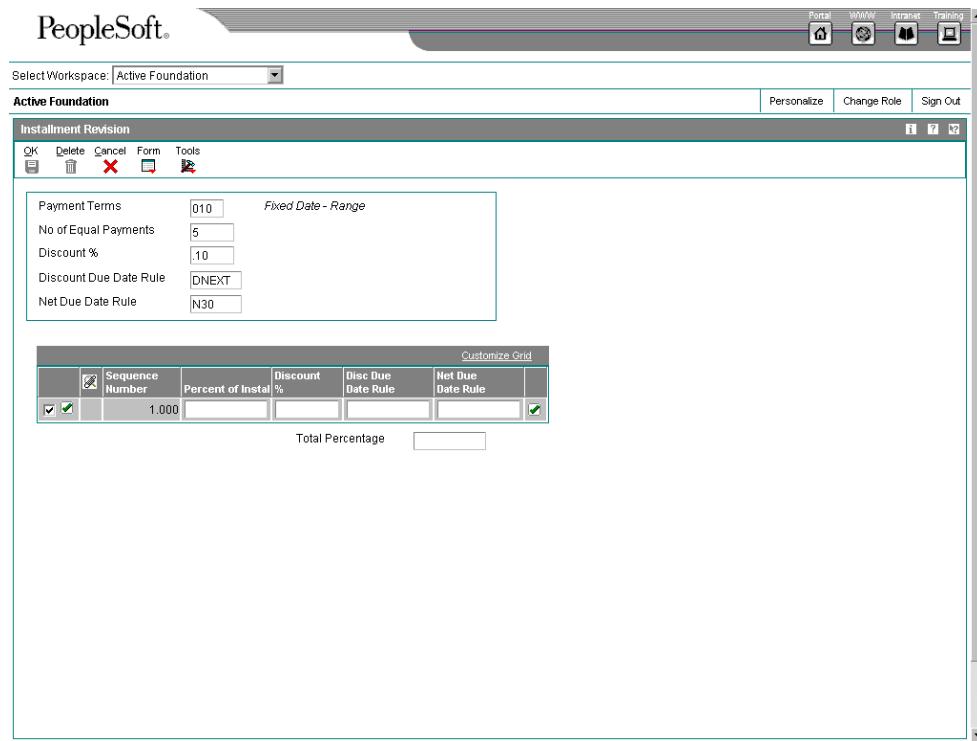
*From the Payment Terms Revisions menu (G00141), choose Advanced Payment Terms.*

1. On Work with Advanced Payment Terms, click Add.



2. On Advanced Payment Term Revision, complete the following fields and click OK:
  - Payment Term

- Description
3. On Work with Advanced Payment Terms, click Find.
  4. Choose the record that you created.
  5. From the Row menu, choose Installments.



6. To assign the same values to all installments, on Installment Revision, complete one or more of the following fields in the header area. Otherwise, proceed to step 9.
  - No of Equal Payments
  - Discount %

Enter the percentage as a decimal. For example, to specify a 10 percent discount, enter .10.

  - Discount Due Date Rule

Leave this field blank if you do not specify a discount percentage.

  - Net Due Date Rule
7. Click OK.
8. On Work with Advanced Payment Terms, to review the installments, choose the payment term and choose Installments from the Row menu.

9. To assign a unique value for the installment, complete one or more of the following fields in the detail area:

- Percent of Installment

Enter the percentage as a whole number. For example, to specify a 20 percent installment, enter 20. The total percentage that you enter must equal 100.

- Discount %

Enter the percentage as a decimal. For example, to specify a 10 percent discount, enter .10.

- Disc Due Date Rule

- Net Due Date Rule

10. Click OK.

## Setting Up Payment Terms for Multitiered Discounts

Many companies want to reward their customers for early and prompt payments by allowing a greater discount based on the date that the customers remit their payment. Being able to change the discount percentage based on the date allows you to negotiate better terms with your suppliers and offer better terms to your customers.

You can set up advanced payment terms that allow the discount percentage to vary according to the number of days that have passed from the date that you specify as your based-on date for your due date rule. You can define up to five tiers of discount percentages.

For example, you might set up a payment term that allows a 10% discount if the payment is remitted within 10 days from the invoice date, a 5% discount if the payment is remitted within 20 days, and a 1% discount if the payment is remitted between 21 and 29 days.

To determine the discount due date for the first tier, the system uses the information that you provide on the due date rule. To determine the discount due date for subsequent tiers, the system adds the ending day of the tier to the based on date specified.

To calculate new discount percentages and discount due dates for subsequent tiers, you must run either the Update A/R Invoices batch program (R005142) or the Update A/P Vouchers batch program (R005141). See *Updating Invoices and Vouchers for Multitiered Discounts* for detailed information about this process.

### ► To set up a multitiered due date rule

---

*From the Payment Terms Revisions menu (G00141), choose Due Date Rule Revisions.*

1. On Work with Due Date Rules, click Add.
2. On Due Date Rules Revision, complete the following fields:

- Due Date Rule
- Description

3. To define how the system calculates the discount due date for the first tier, complete the following fields:

- Based on Date
- Days to Add

The value that you enter should equal the value that you enter in the To field of the first tier.

For example, if you want to assign a 10% discount to transactions that are 1–10 days after the based on date, you enter 10 in this field and the To field of the first tier.

4. Do not enter values in the following fields:
  - Fixed Days
  - Months to Add
5. To specify information about a workday calendar, complete the following fields:
  - Calendar
  - Work Day Rule
6. Click OK.
7. On Work with Due Date Rules, click Find.
8. Choose the due date rule that you set up, and then choose Multitiered from the Row menu.

The screenshot shows the 'Set Up Multitiered Due Date Rules' dialog box. At the top, there are buttons for OK, Cancel, Form, Tools, and a red X. The title bar says 'Active Foundation'. Below the title bar, there's a toolbar with icons for Home, Refresh, Print, and Help. The main area has tabs for Personalize, Change Role, and Sign Out. The dialog box itself has a title 'Set Up Multitiered Due Date Rules' and a sub-tab 'Multitiered Discount'. It contains a table with three columns: 'From', 'Day Range', and 'Discount Percentage'. The data in the table is as follows:

From	Day Range	Discount Percentage
1	To 5	0.05000
6	10	0.02500
11	15	0.01500
16	20	0.01000
0	0	

9. On Set Up Multitiered Due Date Rules, complete the following fields and click OK:
  - From
  - To
  - Discount Percentage

### **Processing Options for Update A/P Vouchers (R005141)**

#### **Display Tab**

This processing option specifies whether to print tax information on the report.

---

##### **1. Tax Information.**

###### **Blank = Print tax information**

###### **1 = Do not print tax information**

Use this Processing Option to specify whether you want Tax Information to be printed.

Valid values are:

Blank The system prints tax information.

1 The system does not print tax information.

---

#### **Defaults Tab**

This processing option specifies the date for the system to use to calculate the discount amount and discount due date.

---

## 1. As Of Date

### **Blank = Use system date**

Use this Processing Option to specify the As Of Date. The System uses this date to calculate Discounts. Leave the processing option blank to use the current system date, or enter the As Of date.

---

## **Understanding User Defined Codes for A/P**

The Accounts Payable system is preloaded with several user defined codes (UDCs).

- *Document type codes*
- *Payment status codes*
- *Payment instrument codes*
- *Tax explanation codes*
- *Special handling codes*
- *Draft processing codes*
- *1099 processing codes*
- *Bank type codes*

### **See Also**

- User Defined Codes in the OneWorld Foundation Guide*

## **Document Type Codes**

When you enter a transaction, such as a voucher or a draft, you must specify the document type.

The document type code, document number and document company, and G/L date are the link between the Accounts Payable system and the General Accounting system.

The system maintains two groups of document type codes:

- Voucher document type codes
- Matching document type codes

### **See Also**

- Setting Up Next Numbers for A/P* for information about setting up next numbers by document type

### **Voucher Document Type Codes - 00/DV**

Voucher document types (00/DV) are also known as original documents. Original documents can exist by themselves. You must attach (or match) a matching document to an original document. All original documents are soft-coded.

Set up a code for each type of original document that you use when you enter vouchers.

<b>PV (voucher)</b>	The system creates this voucher when you enter a supplier's invoice during voucher entry. You can associate this document type with matching document types PE, PK, PN, PT, and PO.
<b>PR (recurring voucher)</b>	The system creates this voucher for a specific number of payments.
<b>PM (manual voucher)</b>	The system creates this voucher when it creates the corresponding payment.
<b>PD (debit memo)</b>	The system creates this voucher when you enter a supplier's credit.

### **Matching Document Type Codes - 00/DT**

Matching Document Types (00/DT) represent documents that cannot exist by themselves. You must attach (or match) each to a corresponding original document. For example, a manual payment is a matching document that must have a corresponding voucher as the original document. All matching documents are hard-coded.

The system provides the following codes for the matching documents that you use when you enter vouchers:

<b>PE (change the voucher amount)</b>	The system creates an audit trail record by changing the amount of a posted voucher or voiding the voucher.
<b>PK (automatic payment)</b>	The system creates an offsetting payment, using the automatic payment process.
<b>PN (manual payment)</b>	The system creates an offsetting payment during manual payment entry.
<b>PO (void payment)</b>	The system reopens the original voucher so that you can pay it at another time.
<b>PT (electronic funds transfer)</b>	The system creates this matching document for payments generated in the electronic funds transfer process.

### **Payment Status Codes - 00/PS**

Payment status codes (00/PS) indicate whether a voucher is approved, pending, paid, and so on. You assign a payment status code if you need to change the status that the system has assigned. Some payment status codes are hard-coded.

The system provides the following payment status codes:

- A - Approved for payment.

- H - Hold pending approval (soft-coded). You can set up additional codes for each type of hold status for vouchers.
- P - Paid in full.
- R - Retainage.
- % - Withholding tax applies.
- # - Payment in process. The system marks any vouchers that you select during prepayment processing with # (pound sign). This prevents any changes to the voucher until payment processing is complete.

## **Payment Instrument Codes - 00/PY**

Payment instrument codes (00/PY) indicate various methods of payment, such as draft, check, and electronic funds transfer. You assign a payment instrument code to each voucher. Set up a code for each type of payment instrument that you use. Blank is the default.

### **Hard-Coded Codes**

The system provides the following hard-coded codes:

- X - Electronic data interchange (EDI) check
- Y - EDI wire
- Z - EDI

### **Soft-Coded Codes**

Examples of soft-coded codes include:

- C - Check (8.75 inches)
- D - Draft
- N - Print Checks - Brazil
- T - Electronic funds transfer (EFT)
- W - Check (8.5 inches)

## **Special Handling Codes - 00/HC**

You assign codes (00/HC) for various types of special handling instructions, such as remittance attachment. Special handling codes are soft-coded. Set up a code for each type of special handling instructions that you use.

Examples of special handling codes include:

- Remittance attachment
- Application form attachment
- Return payment to tax department

## Draft Processing Codes - 00/DV

A draft is a promise to pay a debt. Drafts are used in various countries around the world. Draft processing is a variation of automatic payment processing and uses the same setup.

The following user defined codes are required for draft processing:

- |                                    |   |
|------------------------------------|---|
| <b>Document types (00/DV)</b>      | <ul style="list-style-type: none"><li>• PV (voucher)</li><li>• P1 (draft)</li></ul>   |
| <b>Payment status (00/PS)</b>      | <ul style="list-style-type: none"><li>• D (draft accepted)</li><li>• # (draft selected)</li><li>• P (draft paid)</li><li>• Other payment statuses, as necessary</li></ul> |
| <b>Payment instruments (00/PY)</b> | <ul style="list-style-type: none"><li>• A code for each payment instrument that you use</li></ul>   |

### See Also

- Drafts Payable - PD* in *Understanding AAIs for A/P* for more information about Drafts Payable setup
- Drafts Payable* in *About AAIs for A/P* for more information about Drafts Payable setup

## 1099 Processing Codes - 04/TR and 01/07

The Accounts Payable system uses user defined codes to select vouchers for 1099 processing. You set up specific user defined code lists to link vouchers in the WF - 1099 A/P WorkFile table (F045143) to the appropriate IRS form and box.

The user defined codes in the Accounts Payable system for 1099 processing are:

- Type of Return (04/TR)
- 1099 Reporting Code (01/07)

For Type of Return - 1099s (04/TR) user defined codes, OneWorld software is preinstalled with these values. However, for the Address Book Selection Code (01/07) codes, you specify what codes the system selects to process vouchers using the WF - 1099 A/P WorkFile table (F045143).

### Type of Return - 04/TR

The Type of Return - 1099's (04/TR) user defined code indicates a type of 1099 return and the relevant box on that return.

This user defined code table defines the valid values for the following:

- Type of Return processing option for the Build 1099 A/P Workfile program
- Type of Return data item (TOR), which is used on the Adjust 1099 A/P Workfile Records form

The type of return is a two-part code. The first part is a code that indicates the type of form. The codes for form type are:

- A 1099-MISC
- 1 1099-DIV

- 6 1099-INT

The second part identifies the box on the form. This can be a number, a letter, or both. For example:

- For code A1, the A represents form 1099-MISC and the 1 represents Box 1 (rents).
- For code AA, the first A represents form 1099-MISC and the second A represents Box 10.
- For codes 1A, 1B, 1C, and 1D, the 1 represents form 1099-DIV and the letters represent Boxes 2a, 2b, 2c, and 2d.

The following table contains the valid values in the Type of Return - 1099's table (04/TR), the corresponding box numbers on the preprinted form, and the amount codes on the magnetic media. Refer to IRS Publication 1220, *Specifications for Filing Forms 1098, 1099, 5498 and W-2 Magnetically or Electronically*.

UDC 04/TR	AMOUNT TYPE	Box Number	Amount Code
A	1099 MISC		MISC
A1	Rents	1	1
A2	Royalties	2	2
A3	Other income	3	3
A4	Federal income tax withheld	4	4
A5	Fishing boat proceeds	5	5
A6	Medical & health care payments	6	6
A7	Nonemployee compensation	7	7
A8	Substitute payments in lieu of dividends or interest	8	8
A9	Direct sales "indicator"	9	See Note
AA	Crop insurance proceeds	10	A
AB	Excess golden parachute payments	13	B
AC	Attorney's fees	13	C

Note: An X prints in Box 9 and no amount is reported on

magnetic media, so there is no Amount Code 9. Also, UDCs AB and AC both print in Box 13, with EPP or A notations, respectively.

1	1099 DIV	DIV		
11	Ordinary dividends	1	1	
1A	Total capital gains distributions	2a	2	
1B	28% rate gain	2b	3	
1C	Unrecaptured section 1250 gain	2c	4	
1D	Section 1202 gain	2d	5	
13	Nontaxable distributions	3	6	
14	Federal income tax withheld	4	7	
15	Investment expenses	5	8	
16	Foreign tax paid	6	9	
18	Cash liquidation distributions	8	A	
19	Noncash liquidation distributions	9	B	
6	1099 INT	INT		
61	Interest income not included in Box 3	1	1	
62	Early withdrawal penalty	2	2	
63	U.S. savings bonds, etc.	3	3	
64	Federal income tax withheld	4	4	
65	Investment expenses	5	5	
66	Foreign tax paid	6	6	

## **1099 Reporting Code - 01/07**

When you select vouchers for processing using category code 07, you must have entered values for category code 07 for each voucher pay item. Valid values for category code 07 are defined in the 1099 Reporting Code (01/07) user defined code table.

You can duplicate the values in user defined code table 04/TR or set up different values. However, it is helpful if you associate these values directly with the form and box numbers of the 1099 returns that you plan to produce. For example, you can set up A1 (form 1099-MISC, Box 1), A2 (form 1099-MISC, Box 2), 11 (form 1099-DIV, Box 1), 61 (form 1099-INT, Box 1), and so on.

### **See Also**

- Customizing User Defined Codes in the OneWorld® Foundation Guide.*
- OneWorld IRS Form 1099 Processing Guide*

## **Bank Type Codes - 00/BT**

You assign bank type codes (00/BT) for setting up multiple bank accounts for suppliers. When you assign codes to bank types, you can use any code except those that are hard-coded in the system, such as types V, C, D, P, G, M, and B.

When you define a bank type code on your system for any supplier, a record is created in the Multiple Vendor Bank Account Status table (F0401M) with the default Pre-Note Status of P.

### **See Also**

- Setting Up Multiple Bank Accounts for Suppliers*

## **Setting Up System Next Numbers**

When you enter a document, such as an invoice, a voucher, a work order, or a journal entry, you can assign a document number or let the Next Numbers program assign one. Next numbers is an automatic numbering feature. The Next Numbers program assigns numbers to documents using either or both of the following types of numbers:

- Standard next numbers. The system finds the next available number in the Next Numbers - Automatic table (F0002) and assigns that number to the document.
- Next numbers by company and fiscal year. The system finds the next available number by company and fiscal year, or by company only, in the Next Numbers by Company/Fiscal Year - Automatic table (F00021).

Next numbers work in conjunction with the data dictionary. Each data dictionary item that uses next numbers contains a next numbering index value that corresponds to the line number containing the next number value for that data item.

J.D. Edwards makes several important recommendations to set up next numbers. J.D. Edwards recommends that you:

- Do not change a next number. Changing the numbers can result in duplicates as well as the inability to locate previously added numbers. If you must change a next number, change it to a greater value only.

- Do not delete next number values. If you delete a next number value, you might get unexpected results.
- Do not change the sequence of the next numbers in the table. Each next number must remain on its current line because programs reference a specific line in the table. For example, in the General Accounting system, the next number for journal entries must be on the second line. .
- Do not use blank as a next number value.

You can have the system assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry. For example, activating check digits in the address book for suppliers prevents a voucher from being assigned to the wrong supplier if digits are transposed during voucher entry.

J.D. Edwards recommends that you use check digits for next numbers only if a transposition during data entry is likely to create errors.

### **Before You Begin**

- To add a fiscal year to a next numbers record that already exists for a company (with no fiscal year defined), you must delete the existing record and then add a new record for the company, including the fiscal year. To remove a fiscal year from an existing next numbers record for a company and fiscal year, you must delete the existing record and then add a new record for the company with no fiscal year defined.

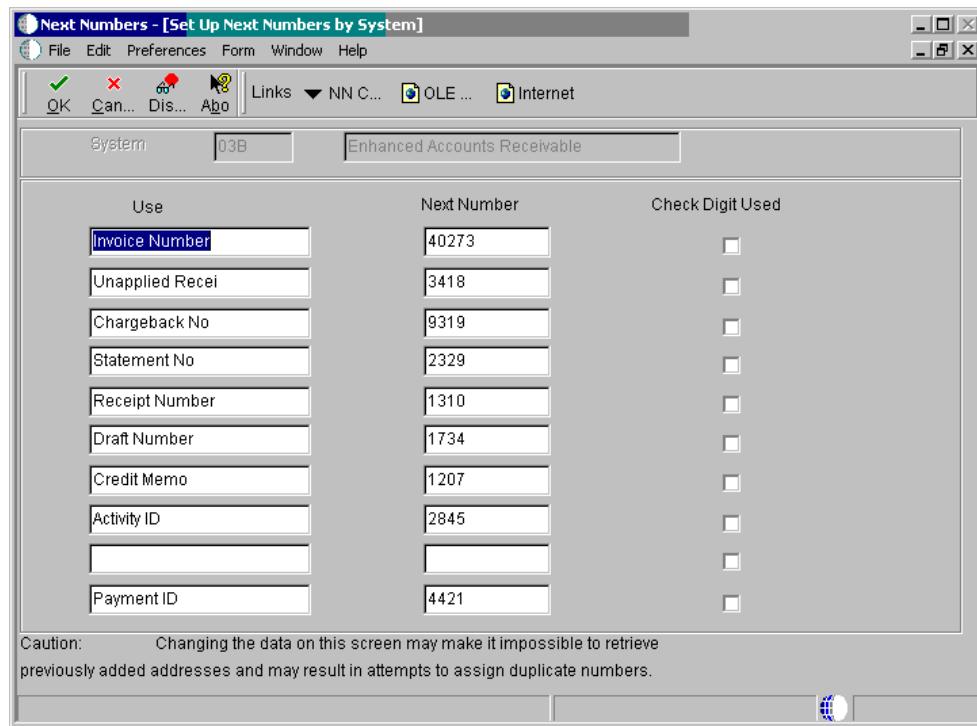
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### **► To review next numbers**

*From the General Systems menu (G00), choose Next Numbers.*

You can review the next numbers that the system assigns to invoices and other documents. You can also have the system assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry.

1. On Work With Next Numbers, scroll down to find the system that you want to review, or use the following query by example field to find the system:
  - System
2. Choose the system that you want to review and click Select.



3. On Set Up Next Numbers by System, verify information in the following field:
  - Next Number Range 1
4. Choose the Check Digits Used option for each number that you want to activate check digits.

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#### Note

J.D. Edwards recommends that you use check digits for next numbers only if a transposition during data entry is likely to create errors.

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5. Click OK.

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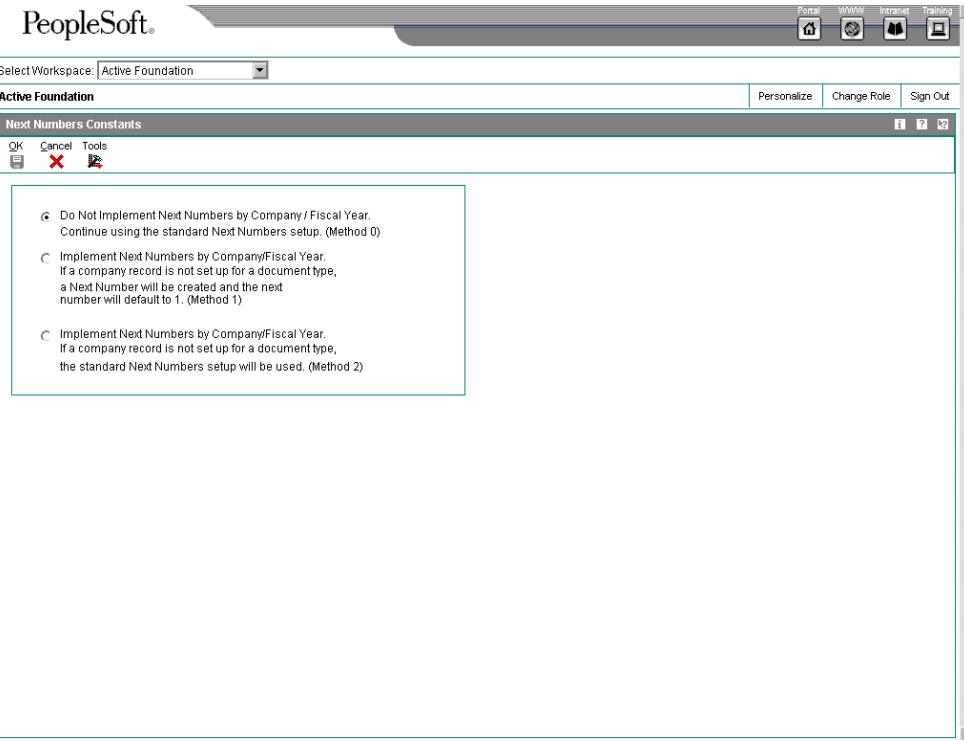
#### ► To assign next numbers by company and fiscal year

---

*From the General Systems menu (G00), choose Next Numbers.*

The system can assign a unique set of next numbers to invoices and other documents for a specific company and fiscal year. This process is helpful if your organization needs to have a consecutive document number for each company or for each company by fiscal year.

1. On Work with Next Numbers, choose NN Constant from the Form menu.



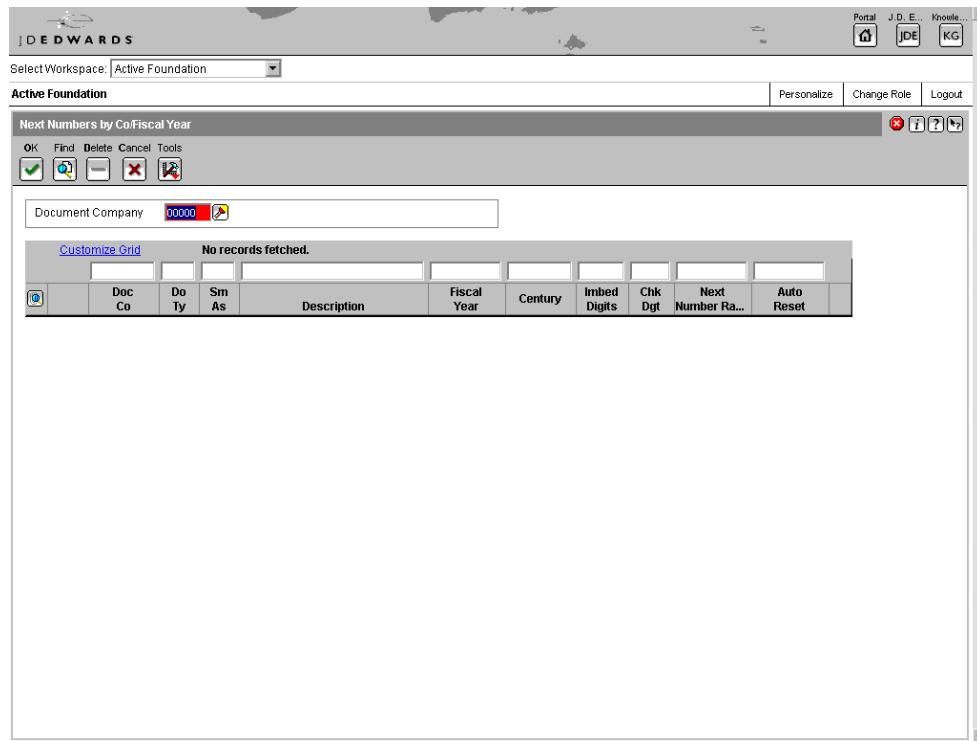
2. On Next Numbers Constants, choose the method that you want to use and click OK.

If next numbers by company or document already exist for the other next number method, you must delete that next number before you can add the new constant or fiscal year.

- If you choose Method 1, the system uses 1 as the default starting number for all companies. You can define a different starting number for the companies that you set up.
- If you choose Method 2, the system uses the standard next number as the default starting number for those companies that you do not set up. You can define the starting number for companies that you set up; or let the system supply the default, which is 1.

If you selected Method 1, complete the following steps:

3. On Work with Next Numbers, choose NN by Co/FY from the Form menu.



4. On Next Numbers by Co/Fiscal Year, complete the following fields and click OK:

- Document Company
- Doc Co
- Do Ty
- Sm As
- Description
- Fiscal Year
- Century
- Imbed Digits
- Chk Dgt
- Next Number Range 1
- Auto Reset

## **Automatic Accounting Instructions**

---

Automatic accounting instructions (AAIs) define the relationships between your day-to-day accounting functions and your chart of accounts. They are rules that define how to create general ledger entries.

Each J.D. Edwards system that interfaces with the General Accounting system has automatic accounting instructions. AAIs can be used to:

- Determine how the post program creates journal entries for intercompany settlements.
- Determine how the system distributes journal entries so that each company maintains a zero net balance.
- Debit an Accounts Receivable or Accounts Payable trade account when you are posting invoices or vouchers. AAIs eliminate the need to enter offsetting accounts manually or to know which offset account to update at the time of posting.
- In the Sales Order Management and Procurement systems, provide journal entries for many different kinds of transactions. See the *Sales Order Management* guide and the *Procurement* guide.
- In the Fixed Assets system, identify accounts that post to fixed assets and equipment, and create asset master records, depreciation account records, and other transactions.

Because the software already has AAIs in place, you must verify that they are appropriate for your business needs. You can revise existing AAIs and set up others as needed.

Each automatic accounting instruction is associated with a specific general ledger account that consists of:

- A business unit
- An object
- A subsidiary (optional)

### **AAI Prefixes and Suffixes**

Groups of AAI items with a common purpose have a similar prefix. This uniformity allows you to locate a group of accounts by entering the group prefix in the Query By Example line. The prefix typically is two or three characters long. Each software system has its own rules for these prefixes, so be sure you understand the rules for the systems you are working with.

To allow for flexibility, some AAIs use a suffix that can be from 1–4 characters long. The length of the suffix is limited by the length of the prefix. The AAI, including the suffix, cannot be more than six characters long. The suffix (the characters that follow the item name or prefix) most commonly indicate one of the following:

- In many systems, a three-character suffix identifies the currency code of the accounts designated.
- In General Accounting:
  - The xxx suffix identifies the currency code of monetary accounts.

- The x suffixes on a three-character item (as in GLG1) identify transition points on financial statements.
- The xx suffix on a four-character item identifies the beginning and end of ranges for a particular transaction, such as in GLRC01 and GLRC02 for the beginning and end of a range of accounts to be reconciled.
- In Accounts Payable:
  - The xxxx suffix identifies G/L offset accounts to use in particular transactions, such as PREP for prepayments or WHLD for withholding taxes payable.
  - The xxxx suffix also identifies ranges of accounts to be used in the G/L method of 1099 processing, as in PXA101 to identify the A type of return, box 1, and 01 as the beginning of an account range.
  - The xxxx suffix (from one to four characters) attached to the item PB identifies alternate bank accounts.
  - The xx suffix identifies a range of accounts, with odd numbers being the beginning of a range and even numbers being the end.
- In Accounts Receivable:
  - The xxxx suffix identifies G/L offset accounts to use in particular transactions, such as NOTE for notes receivable, EMP for employee accounts receivable, or UC for unapplied receipts.
  - An xxxx suffix attached to the AAI item RC identifies an alternate offset account.
  - The suffix attached to adjustment types of RA, as in RAMW, must match the reason code on a receipt adjustment transaction.
- In Fixed Assets, a suffix typically identifies the beginning or end of a range of accounts.

## **Default AAIs**

Systems that use AAIs use a combination of company number and AAI item to determine which account to use in a particular situation. You can create AAIs for each unique combination of company and G/L offset code that you anticipate using.

Your system includes AAIs that are already assigned to company 00000. You can customize them for your company, business unit, or object account setup. You can assign any valid account to the default AAIs for company 00000. If the system cannot find an AAI for a specific company, it uses the one for company 00000. You do not need to set up a special AAI for any company that uses the default.

### **Example**

Item PC, used in Accounts Payable to designate an offset account for payable transactions, can either have a default for the company 00000 item or use a full account structure of business unit/object/subsidiary. If you use the default, you can leave the business unit blank on the AAI, and the system will:

- Find an AAI that has the company number and use the business unit on the AAI for that company. If no business unit appears on the AAI with the company number, the system will

- Use the balance sheet business unit for the company. If no AAI for the company exists, the system will
- Go to the AAI for company 00000 and use the account shown there. If no business unit is on the AAI for company 00000, the system will go to the voucher, find its business unit, and attach that business unit to the object and subsidiary on the AAI for company 00000.

## Account Ranges

When the system validates account ranges for AAIs, it reads and sorts alphabetic characters before numeric characters. If you use alphabetic characters in object accounts, be sure to define complete AAI account ranges that include both alphabetic and numeric characters. An alphabetic character should begin each range. A subsidiary comprised of the number 99999999 generally ends each range.

The following example shows a range that includes all possible objects. AAI item CR01 represents the beginning of the range and AAI item CR02 represents the end of the range:

AAI	Company	Business Unit	Object	Subsidiary
CR01	00001	blank	AAAA	blank
CR02	00001	blank	9999	999999999

The AAI item that begins the first range in a series (such as the item for AAI CR) should have a suffix of 01 (for example, CR01), and the AAI item that ends the range should have a suffix of 02 (for example, CR02).

Always use consecutive suffixes to define ranges. In the example above, CR03 would begin the second range, and CR04 would end the second range. In this example, do not skip CR03 and CR04 and start the second range with CR05. If the system searches the AAIs for an account and finds a gap in the range numbering, it stops the search.

---

### Note

Although the AAIs must be consecutive, the object accounts associated with those AAIs can be in any order.

---

You can exclude specific account numbers from an AAI account range by defining two ranges. The easiest way to keep track of these exclusions is to set up ranges so that the first range ends *before* the excluded numbers and the second range begins *after* the excluded numbers.

## Understanding AAIs for A/P

Each time you enter a transaction for which the system must create journal entries, the system must locate the appropriate account numbers. It does this by reviewing the AAI tables that correspond to the transaction. In accounts payables, for example, if you enter a voucher, the system locates the item that contains account numbers for A/P trade accounts.

## Components of AAIs for A/P

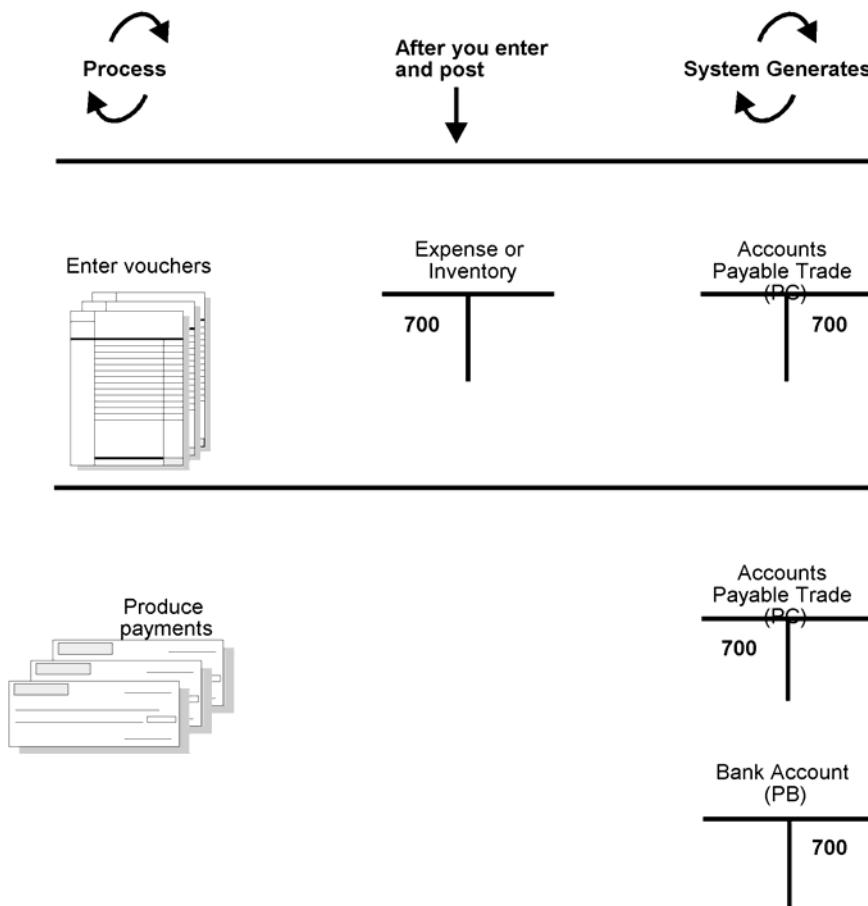
The name of an AAI item, such as PC, is hard-coded. AAI items for Accounts Payable always start with the letter P. For example, PC is the AAI item for payables class and PB is the AAI item for payables bank. Each AAI item has account codes consisting of a business unit, object, and subsidiary, which are mapped to your chart of accounts.

You will notice that for some AAIs, such as payables discounts (item PKD), the business unit part of the AAI is optional. If you choose not to include a business unit for those AAIs, the business unit of the voucher is used as part of the specified account number.

Some AAIs require that you define a complete range, consisting of a beginning and an ending AAI item. For example, for item PX (used for 1099 processing), the first range must begin with PXyy01. J.D. Edwards requires that you end the first range with PXyy02, the next consecutive number. Define the next range, if needed, to start with PXyy03 and end with PXyy04, and so on.

## AAIs During Voucher and Payment Processing

The following graphic shows how the Accounts Payable system uses AAIs for instructions during voucher and payment processing.



When you enter a voucher, an AAI determines which bank account to assign to the voucher and which A/P Trade (liability) account to credit when the voucher is posted.

Each time you enter a transaction, the system locates the following information:

- Company number
- G/L offset

The system reviews the appropriate AAI table to locate an account number that has been set up for the combination of company and AAI item. If an account number exists for the combination, the system uses that account. If no account number exists, the system uses the account set up for company 00000.

## Search Sequence for AAIs

Each AAI has a hierarchical order in which the system searches for an account number. The following example shows how the system searches for this information. The example shows the hierarchy for a company and G/L offset account.

### **Example: Search Sequence for a Company and G/L Offset**

If you enter a voucher for company 00100 and G/L offset code 30, the system determines which A/P trade account to use based on the following search hierarchy:

1. Search for company 00100, item PC30.
2. If not found, search for company 00000, item PC30.
3. If not found, search for company 00100, item PC \_\_\_\_\_.
4. If not found, search for company 00000, item PC \_\_\_\_\_.

If none of these AAI items are found, an error occurred in the AAI setup.

## Accounts Payable AAIs

The following AAIs and corresponding items are available in the Accounts Payable system:

- Payables Bank - PB
- Payables Trade - PC
- Payables Discounts Available/Lost - PKD/PKL
- Voucher Logging Expense/Trade - PP/PQ
- Payables Tax - PT
- Drafts Payable - PD
- 1099s for G/L Method - PX

### See Also

- Understanding AAIs for A/P Taxes*
- About AAIs for A/P Taxes*
- Setting Up A/P Currency Gains and Losses in the Multicurrency Guide for Accounts Receivable and Accounts Payable* for information about AAIs for gains and losses

## **Payables Bank - PB**

An AAI item for the default bank account (PB) is required. This item specifies the default bank account that the system assigns if you do not enter a bank account number when you enter a voucher.

If you have multiple bank accounts defined for a company, you can define an offset using PB<sub>yyyy</sub> (payables bank account). If you use PB<sub>yyyy</sub>, you must also define PC<sub>yyyy</sub> (payables trade account) for the same offset.

For example, company 1 has two bank accounts: 1.1110.BEAR and 1.1110.FIB. You define PBBEAR and PBFIB to point to the respective bank account. PCBEAR and PCFIB must also exist in your AAI table. You can, however, point them back to the same account defined in PC \_\_\_\_\_. In voucher entry, you would enter the yyyy into the G/L Offset field in the detail area to specify an account.

The following table shows the information that is needed when you set up item PB:

Item	Description	Co	BU	Obj	Sub	Seq No.
PB	Payables Bank		R	R	0	4.015

For example, Universal Incorporated must be paid from OMNI National Bank, which is not the default payables bank. Set up the G/L offset code of OMNI in the supplier master record or on each voucher for Universal Incorporated and set up the following AAs:

Item	Description	Co	BU	Obj	Sub	Seq No.
PBOMNI (PB <sub>yyyy</sub> )	OMNI bank-specific code		100	1110	OMNI	4.015
PCOMNI (PC <sub>yyyy</sub> )	OMNI bank-specific G/L offset code		100	4110		4.020

## **Payables Trade - PC**

An AAI item for the accounts payable trade accounts (PC) is required. A payable trade account is the holding or clearing account that you use until you pay the voucher. This item specifies the default trade account that the system assigns to each voucher if you do not enter a trade account for the G/L offset when you enter the voucher.

The payables offset code can be specific to a supplier so that when you enter a voucher, the system uses the offset code from the supplier master record.

The following shows the information that is needed when you set up item PC:

Item	Description	Co	BU	Obj	Sub	Seq No.
PC	Payables Trade Account		O	R	0	4.020

For trade accounts, you need to set up:

- Default AAI item for company 00000
- Company-specific AAI items
- Offset codes PC<sub>yyyy</sub> (PCNOTE) for company 00000
- Company-specific offset codes

This is illustrated in the following table:

<b>Item</b>	<b>Description</b>	<b>Co</b>	<b>BU</b>	<b>Obj</b>	<b>Sub</b>	<b>Seq No.</b>
PC (PC ____)	Payables Trade Account			100	4110	4.020
PC (PC ____)	Company 200-specific Payables Trade Account	200	200	4110		4.020
PCNOTE (PCyyyy)	Default Notes Payable Trade Account			100	4110	4.020
PCNOTE (PCyyyy)	Company 200-specific Trade Account	200	200	4110		4.020

### **Payables Discounts Available/Lost - PKD/PKL**

An AAI item for payable discounts available (PKD) and for payable discounts lost (PKL) is required if you are taking discounts. These items specify the profit and loss account for discounts available and lost. Discounts are not recognized until a payment is posted. The system uses PKD and PKL for the offsets that it creates when posting the payment.

Discounts taken is the net of discounts available and discounts lost. Both AAI PKD and its associated item PKL can point to the same general ledger account number. If you take a discount at the time of payment, the system writes the amount to whatever account is associated with PKD. If you do not take a discount at the time of payment, the system writes the amount to whatever account is associated with PKL.

Set up a default PKD and PKL account for company 00000 or a specific PKD and PKL account for each company.

The following table shows the information that is needed when setting up items PKD and PKL:

<b>Item</b>	<b>Description</b>	<b>Co</b>	<b>BU</b>	<b>Obj</b>	<b>Sub</b>	<b>Seq No.</b>
PKD	Discounts Available	O	R	0		4.050
PKL	Discounts Lost	O	R	0		4.050

### **Voucher Logging Expense/Trade - PP/PQ**

AAI items for preliminary distribution (PP) and a suspense trade account (PQ) are optional if you are using voucher logging. Voucher logging is a feature of the Accounts Payable system that allows you to enter a voucher, but defer distribution to a G/L expense account, which is typically a suspense account.

These items specify the default values for preliminary expense and suspense trade accounts when you enter a logged voucher. If you do not set up item PP, you will have to enter a valid suspense account when you enter a logged voucher. If you do not set up item PQ, the system will use the account for item PC when you post the logged voucher.

You designate the use of the suspense trade account on Company Names and Numbers in the General Accounting system:

- If you enter 0, the system uses the A/P payables class (PC) AAI item to post the liability to a regular trade account.
- If you enter 1, the system uses the voucher logging - trade (PQ) AAI item to post the liability to a suspense trade account.

When the preliminary expense account is redistributed to the actual expense account, the system adjusts the suspense trade account (PQ) to the A/P Trade Account (PC).

When you know the expense accounts to post the voucher to, you use Voucher JE Redistribution. You must manually enter the expense account. The system:

- Credits the preliminary expense (PP)
- Debits the A/P trade suspense (PQ)
- Credits the A/P trade (PC)

The following table shows the information that is needed when items PP and PQ are set up:

Item	Description	Co	BU	Obj	Sub	Seq No.
PPyyyy	Preliminary Distribution for Voucher Logging	R	R	O		4.045
PQyyyy	Suspense A/P Trade Account	R	R	O		4.047

### Example: AAI Items for Voucher Logging

You enter a voucher in the amount of 100 in Voucher Logging Entry. The system debits the preliminary expense account in AAI item PP and credits the trade suspense account in AAI item PQ. The following graphic shows the initial journal entry when the A/P trade suspense account (PQ) is used instead of the A/P trade account (PC).

Preliminary Expense (PP)	A/P Trade Suspense (PQ)
100	100

When you redistribute the voucher, you debit an expense account. The system debits the A/P trade suspense account and credits the preliminary expense and A/P trade accounts. The following graphic shows the complete journal entry.

Preliminary Expense (PP)	A/P Trade Suspense (PQ)
100	100
100	100

Expense	A/P Trade (PC)
100	100

## Drafts Payable - PD

AAIs define rules for programs that automatically generate journal entries. You should set up draft AAIs for each company if you use a different account number for it. That is, you do not need to set up an AAI for each company if the companies use the same account. If the system cannot find an AAI for a specific company, it uses the AAI from company 00000.

A draft is a promise to pay a debt. Drafts are used in various countries around the world. Draft processing is a variation of automatic payment processing and uses the same setup.

Draft processing uses a single AAI that defines the drafts payable account. This account acts as a holding or clearing account until you pay the draft. When you create a draft, the system:

- Debits A/P trade
- Credits drafts payable

When you pay the draft, the system:

- Debits drafts payable
- Credits your bank account

You set up a single AAI for the drafts payable account (item PD), which the system uses as the default. You can also set up one AAI for each payment instrument (item PDx, where x equals the user defined code for a payment instrument).

The following table shows the information that is needed when item PD is set up:

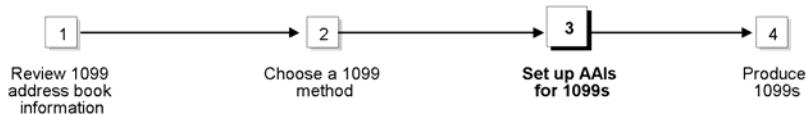
Item	Description	Co	BU	Obj	Sub	Seq No.
PD or PDx	Drafts Payable	R	R	O		4.043

### See Also

- *Understanding User Defined Codes for A/P* for more information about setting up your system for drafts payable

## 1099s for G/L Method - PX

The G/L method uses AAIs to determine G/L account number ranges for 1099 processing. You must edit the 1099 AAI items to tie your chart of accounts to the corresponding IRS form and box.



Setting up AAIs is the third task in the 1099 process.

You need to define the following AAI items, depending on the type of 1099 forms you will process:

**PXAXXX** 1099-MISC (Miscellaneous) form

**PX1xxx** 1099-DIV (Dividend and Distribution) form

**PX6xxx** 1099-INT (Interest Income) form

Individual AAI items are associated with boxes on the 1099 form. For example, UDC 04/TR values A1 through A9 (AAI items PXA1xx through PXA9xx) correspond to 1099 MISC boxes 1 through 9. However, UDC 04/TR value AA (AAI item PXAAxx) corresponds to box 10, and both AB and AC (AAI items PXABxx and PXACxx) correspond to box 13. Also, the 1099 DIV form has boxes 2a, 2b, 2c, and 2d that correspond to UDC 04/TR values 1A, 1B, 1C, and 1D (AAI items PX1Axx through PX1Dxx).

Each pair of AAI items defines the beginning and end of a range of object accounts. For example, Attorney Fees (box 13 on the 1099 MISC form) are identified by the range of accounts associated with AAI items PXAC01 and PXAC02. If you need to identify other accounts, use another range defined by PXAC03 and PXAC04, and so on.

### **About AAI Object Accounts for 1099s**

Object accounts and object account ranges determine which voucher payments are included in 1099 processing. Before processing 1099s using the G/L method, you need to determine which object accounts are eligible for 1099s. After you determine the accounts, you must define the following AAI information:

- AAI items
- Object accounts

Subsidiary accounts are optional, and business units are not used.

You assign expense accounts to AAIs for 1099 processing. When deciding which object accounts to assign, do not include the following:

- Bank accounts
- A/P trade accounts
- A/R trade accounts

Follow these guidelines when you define object account ranges for your AAIs for 1099s:

- Set up AAIs for company 00000 only.
- Do not leave object account for any item blank.
- Do not overlap ranges.
- Enter the object and, optionally, subsidiary for the end of the range.
- Use up to 49 ranges for each type of 1099.
- Delete any unused 1099 ranges. You cannot just clear the Business Unit, Object Account, and Subsidiary fields.

#### **See Also**

- 1099 Processing Codes –04/TF and 01/07* in the chapter *Understanding User Defined Codes for A/P* for more information about 1099 codes
- OneWorld® IRS Form 1099 Processing Guide (2001)*

## **Working with AAIs**

Because the system already has AAIs in place, you must verify that these AAIs are appropriate for your business needs. You can revise existing AAIs and set up additional AAIs as needed.

Before you revise or set up AAIs, review the existing information. For each AAI item, verify that a default AAI exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exist.

Depending on your needs, you can review, revise, and set up AAIs on either of the following forms:

- Set Up Single AAI Item
- Set Up Multiple AAI Items

The Set Up Single AAI Item form displays all of the detail for one AAI at a time. The Set Up Multiple AAI Items form can display the detail for more than one AAI item at a time, which might be more useful if you have multiple items to review, revise, or set up.

Although the procedures for using these forms are similar, the sequence and names of some fields differ.

#### **See Also**

- Working with AAIs* in the *General Accounting Guide* for information about translating AAIs

#### **Before You Begin**

- Set up your chart of accounts. See *Creating and Updating Your Chart of Accounts* in the *General Accounting Guide*.

#### **► To review and revise a single AAI**

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To review AAI items in detail one at a time and revise as needed, use the Set Up Single AAI Item form. You also use this form when you copy an existing AAI Item.

*Use one of the following navigations:*

*From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.*

*From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.*

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

*From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.*

1. On Work With Automatic Accounting Instructions, to start the list of AAI items with a specific sequence number, change the following field and click Find:

- Sequence No.

AAIs for the Accounts Payable system have sequence numbers that start with 4. Those for the Accounts Receivable system have sequence numbers that start with 3. Those for the General Accounting system begin with 1. You can use a field in the QBE row to advance to account ranges that are associated with this sequence number.

2. To narrow your search, enter additional search criteria in the QBE row and click Find.
3. Choose an AAI item and click Select.
4. On Set Up Single AAI Item, review the fields, change the following fields as needed, and click OK:

- System
- Sequence No.
- Business Unit
- Object Account
- Subsidiary

You can change the value in an account segment field (business unit, object account, and subsidiary) if the account segment was originally defined as required or optional. You cannot change the value if the account segment was originally defined as not used unless you first change the Not Used code to Required or Optional. J.D. Edwards recommends that you do not change this code on existing AAI items.

You cannot change the following fields for existing AAI items:

- Item Number
- Company

J.D. Edwards recommends that you do not change the Required, Optional, and Not Used options.

#### ► **To review and revise one or more AAIs**

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To display information for one or more AAI items at a time, use the Set Up Multiple AAI Items form.

*Use one of the following navigations:*

*From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.*

*From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.*

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

*From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.*

1. On Work With Automatic Accounting Instructions, to review and revise AAI items with different item numbers, choose an item, and then choose Multiple AAI's from the Row menu.

Set Up Multiple AAI Items											
OK	Find	Delete	Cancel	Row	Tools						
Records 1 - 10 <span style="float: right;">Customize Grid</span>											
Seq. No.	Item No.	Co	Business Unit	BU Op	Obj Acct	Obj Op	Sub	Sub Op	Description Line 1	Description Line 2	
<input checked="" type="checkbox"/>	4.015 PB	00000	1	R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00050	50	R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00070	70	R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00075	75	R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00077	77	R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00080	80	R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00150	150	R	1110	R	FIB	O	Bank Account: Co 150	For Accounts Payable	
<input type="checkbox"/>	4.015 PB	00152	R	1110	R	FIB	O	Bank Account: Co 152		for Accounts Payable	
<input type="checkbox"/>	4.015 PB	00200	200	R	1110	R	BEAR	O	Default Bank Account	for Accounts Payable	

2. On Set Up Multiple AAI Items, type \* to view all, or a single number to view only one item number in the following field in the header area of the form:
  - Item Number
3. Type an initial letter followed by \* in the Item No. field in the QBE row, and click Find.
4. On Set Up Multiple AAI Items, review the fields, changing the following fields as needed; and click OK:
  - Seq. No.
  - Business Unit
  - Obj Acct
  - Sub
  - Description Line 1
  - Description Line 2

- Product Code

You can change the value in an account segment field (business unit, object account, and subsidiary) if the account segment was originally defined as required or optional. You cannot change the value if the account segment was originally defined as not used unless you first change the Not Used code to Required or Optional. J.D. Edwards recommends that you do not change this code on existing AAI items.

Do not change the following fields in the detail area for existing AAI items:

- Item No.
- Co

J.D. Edwards recommends that you do not change the following fields:

- BU Op
- Obj Op
- Sub Op

#### **► To set up AAIs**

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After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

You must use a valid item number when you set up an AAI. The Subsidiary and Description fields are optional for all AAIs. The Business Unit field is optional for some AAI items. If the business unit is not entered in the AAI, the business unit of the voucher or invoice is used in conjunction with the object and subsidiary entered for the AAI.

*Use one of the following navigations:*

*From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.*

*From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.*

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

*From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.*

1. On Work With Automatic Accounting Instructions, do one of the following:

- To access Set Up Single AAI Item, click Add.
- To access Set Up Multiple AAI Items, choose an item, and then choose Multiple AAIs from the Row Menu.

The Set Up Multiple AAI Items form is useful for adding and changing AAIs because you can review more than one AAI item at a time.

2. On Set Up Single AAI Item or Set Up Multiple AAI Items, complete the following fields, and then click OK:

- Item Number
- Co
- Business Unit
- Obj Acct
- Sub
- Description Line 1

#### ► To copy an AAI

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When you copy an existing AAI, the system keeps the existing AAI and adds the new one. This procedure is an efficient method of setting up a new AAI.

*Use one of the following navigations:*

*From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.*

*From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.*

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

*From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.*

1. Choose an existing AAI and click Copy.
2. On Set Up Single AAI Item, enter the values for the new AAI item in the following fields and click OK:

- Item Number
- Company
- System
- Sequence No.
- Business Unit
- Object Account
- Subsidiary
- Description Line 1

#### ► To translate AAIs

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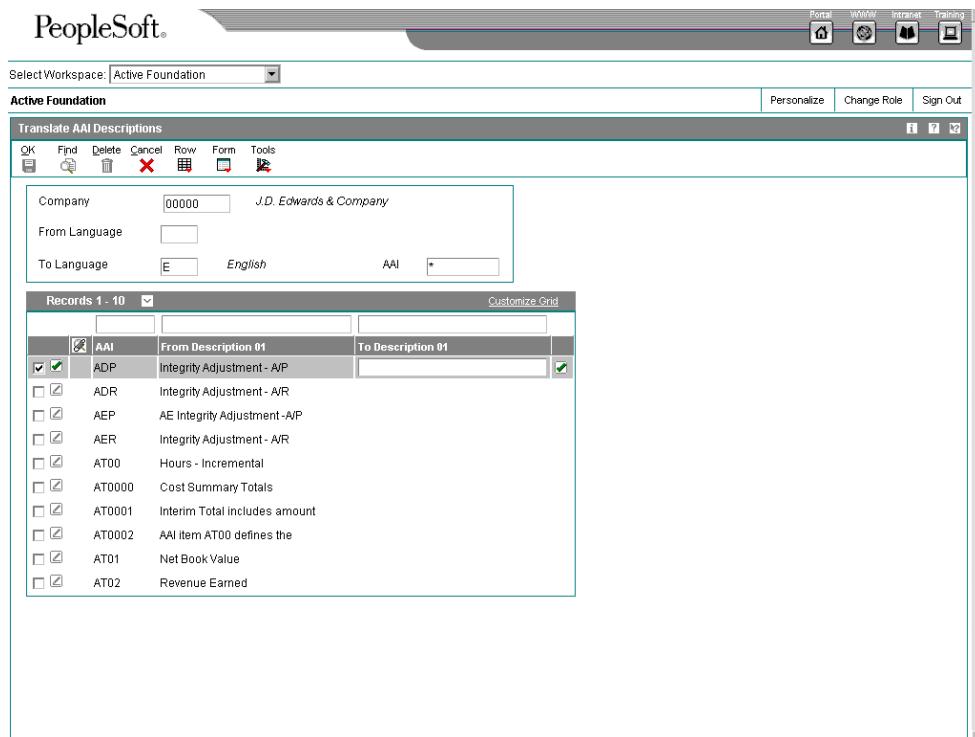
If your business is multinational, you might want to translate the descriptions of your AAIs. The descriptions work in conjunction with the language specified for each person who uses

the J.D. Edwards system. For example, when someone who is set up as a French-speaking user accesses an AAI that has a French translation, the description appears in French.

You can see the translated AAIs only when they are accessed by reports or by online programs and inquiries. You cannot see the translations directly from the Automatic Accounting Instructions Master table (F0012), but you see them only from the reports and programs that access text from the master table.

*The translation information is stored in the AAI Alternate Description Master table (F0012D).*

*From the General Accounting System Setup menu (G0941), choose Translate AAIs.*



1. On Translate AAI Descriptions, complete the following fields:

- Company
- From Language
- To Language

2. To skip to a specific AAI, complete the following field:

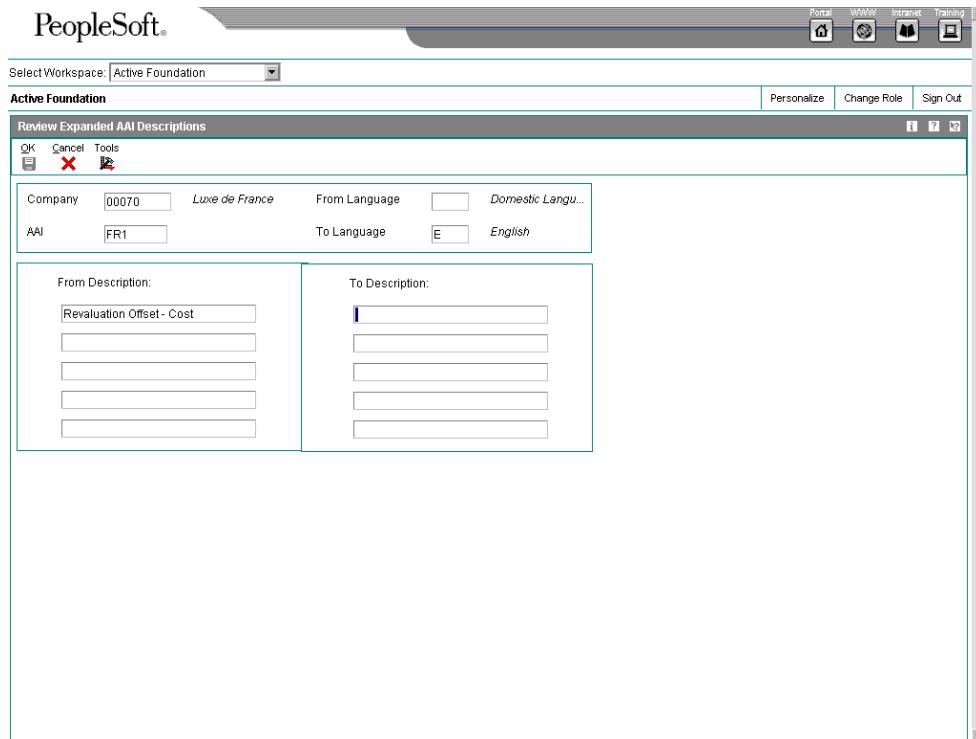
- AAI

3. Click Find.

4. Complete the following field for each AAI:

- To Description 01

5. To add more translated text to an AAI, choose Expanded Desc from the Row menu.



6. On Review Expanded AAI Descriptions, enter the additional text and click OK.

7. On Translate AAI Descriptions, click OK.

You must click OK on Translate AAI Descriptions for any additions or changes to take effect. For example, if you add an expanded description and click OK on Review Expanded AAI Descriptions, you must also click OK on Translate AAI Descriptions. If you click Cancel, the system deletes your changes.

#### **► To review translated AAIs in multiple languages**

*From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.*

1. Choose an AAI, and then choose Translate AAI from the Row menu.

The system displays AAI Translations, showing the descriptions for the AAI for each language in which a translation has been entered.

### **Processing Options for Automatic Accounting Instructions (P0012)**

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Sequence No.

Enter the desired value and press OK to continue.

Enter the Starting Sequence Number

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## Daily

### **Supplier Information**

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The supplier master record is the central reference that you use to determine how a supplier's activity is managed by the Accounts Payable system. It is a central storage place for all of your supplier information.

You must create a supplier master record before you can enter a voucher and issue payment.

#### **Entering Supplier Records**

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

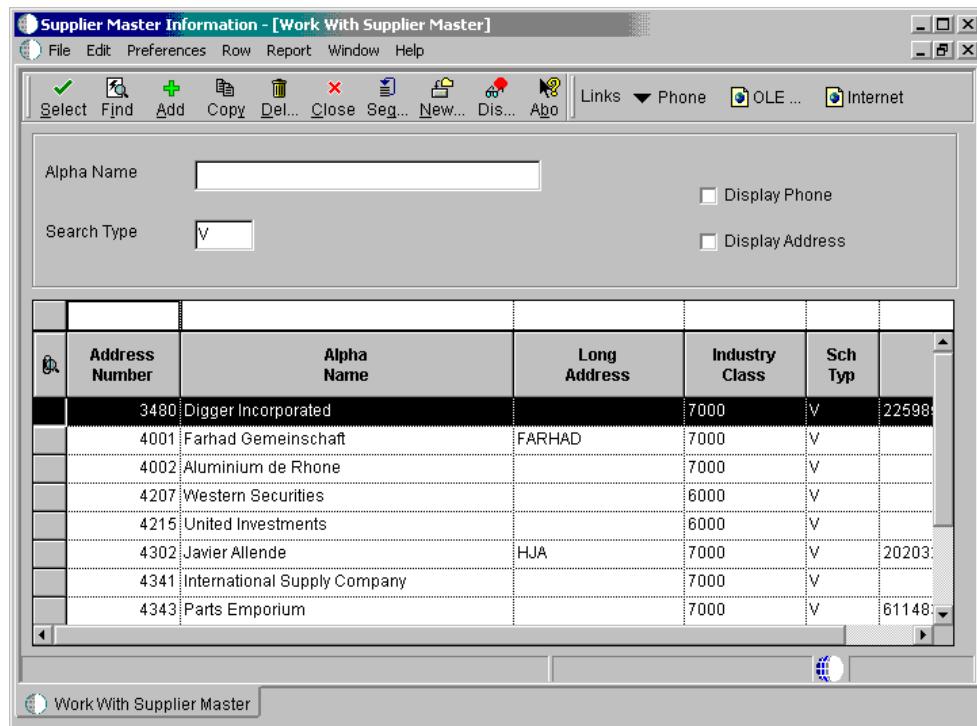
The information that you enter in a supplier record is stored automatically in the following tables:

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

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

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

- Work With Supplier Master
- Work With Addresses



### Note

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

### See Also

- Working with Address Book Records* in the *Address Book Guide* for more information about entering supplier information

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

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

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

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

PeopleSoft.

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

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Address Book Revision

OK Cancel Form Tools

Address Number

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

Alpha Name

Long Address Number

Tax ID

Search Type  Suppliers

Business Unit  FinancialDistribution Company

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

The screenshot shows the PeopleSoft Address Book Revision interface. At the top, there's a navigation bar with links for Portlet, WWWW, Intranet, Training, and other system icons. Below that is a dropdown menu for 'Select Workspace' set to 'Active Foundation'. The main title is 'Address Book Revision'. A toolbar with buttons for OK, Cancel, Form, and Tools is visible. The main content area contains fields for 'Address Number' (3480), 'Mailing Name' (Digger Enterprises), and address details: 'Address Line 1' (5 River Road), 'City' (Sacramento), 'State' (CA), 'Postal Code' (94203), 'Country' (USA), and 'County' (blank). Below these fields is a large empty text area.

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

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

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

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

## ► To enter additional address book information

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

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

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

- Address Number: 3480
- Payables Y/N/M: Y (checkbox checked)
- Receivables Y/N: (checkbox unchecked)
- Employee Y/N: (checkbox unchecked)
- AR/AP Netting (Y): (checkbox unchecked)
- HRM Records Exist: (checkbox checked)
- Add'l Ind Tax ID: (text box)
- Tax Exempt Certificate: (text box)
- Workflow section:
  - E-mail Preference: (text box)
  - Shortcut Client Type: (text box)
- Person/Corporation Code: N (checkbox checked)
- Non-corporate entity: (checkbox unchecked)
- Credit Message: (text box)
- Language: (text box)
- Industry Classification: 7000 (checkbox checked)
- Services: (checkbox unchecked)

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

- Payables Y/N/M

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

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

4. Complete the following optional fields:

- Person/Corporation Code
- Tax Exempt Certificate

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

5. Click OK to save the record.

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

### **► To enter supplier master information**

---

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

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

1. On Supplier Master Revision, on the Vouchers tab, complete the following optional fields:
  - Credit Message
  - Payment Terms - A/P

- Payment Instrument
- Factor/Special Payee
- Parent Number

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

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

2. If applicable, click the following option:

- Pre-Note Code

3. Click one of the following multiple payments options:

- Yes
- No
- Contract

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

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

6. Complete the following fields:

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

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

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

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

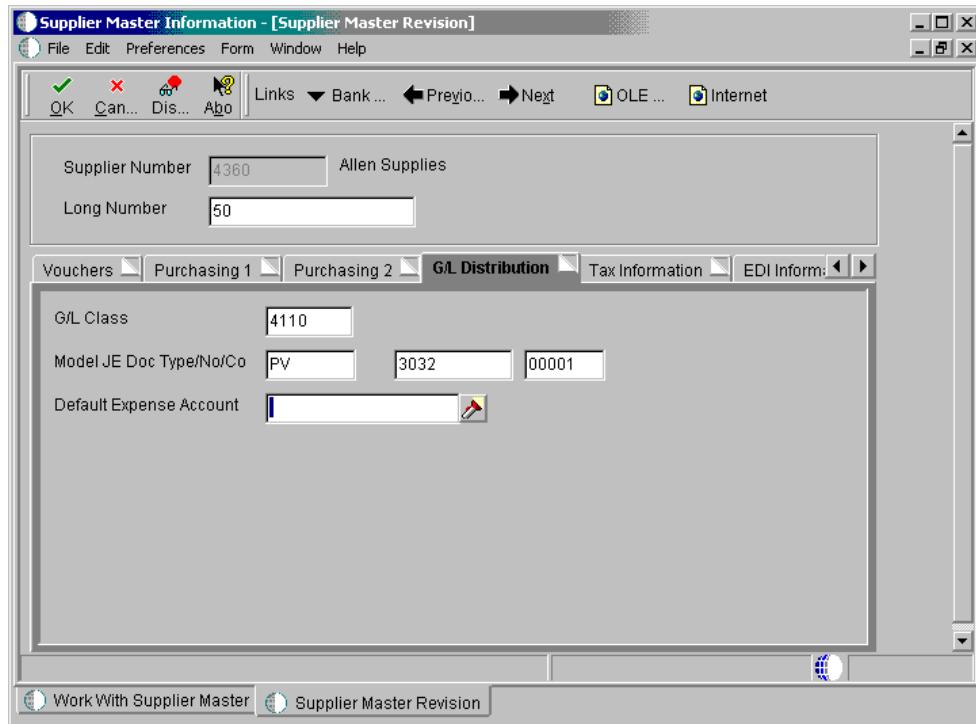
See the *Data Interface for Electronic Data Interchange Guide* for more information about the EDI tab.

## ► To enter default G/L distribution

---

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

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



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

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

### See Also

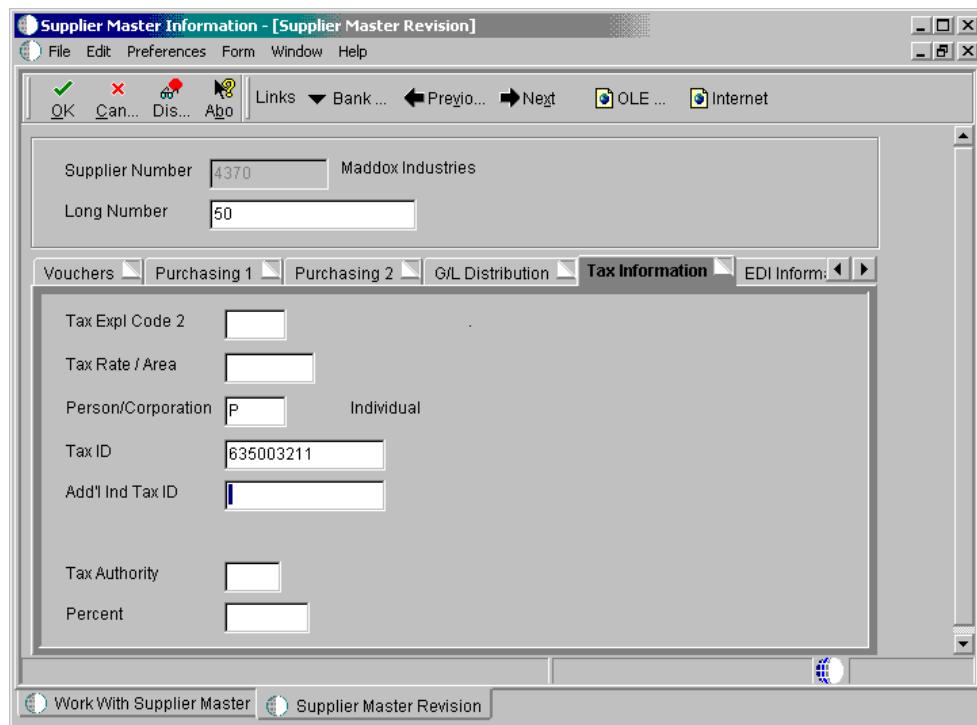
- See *Vertex Quantum for Sales and Use Tax* for more information about tax setup and processing.

## ► To enter tax information

---

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

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



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

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

### ► To enter information for 1099 reporting

---

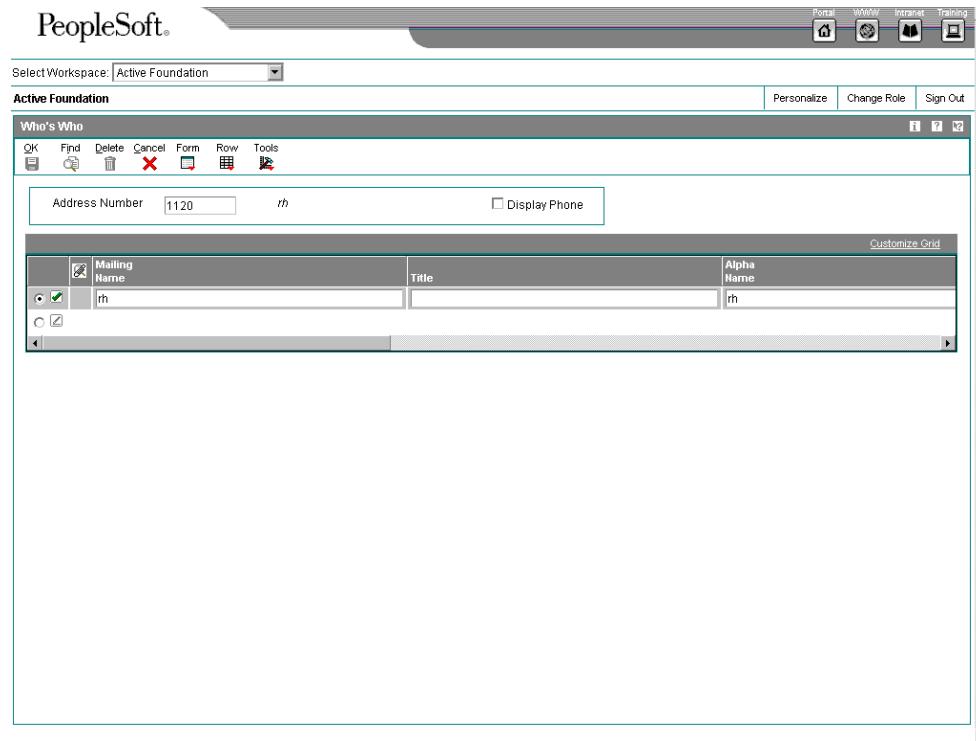
After you enter address, mailing information, supplier master information, and tax information for a supplier, you might want to enter 1099 information to report amounts paid to a supplier. If a supplier is not a legal entity, you must enter the legal name of the person that corresponds to the supplier's tax ID.

1. On Supplier Master Revision, choose A/B Revision from the Form menu.
2. On Address Book Revision, click the Cat Code 1 - 10 tab.

The screenshot shows the PeopleSoft Address Book Revision interface. At the top, there is a toolbar with icons for Portal, WWW, Intranet, and Training. 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 'Address Book Revision'. The 'Cat Code 1 - 10' tab is currently selected. In the 'Errors' section, a red box highlights an issue: 'not found in User Defined Code'. Below this, a message says 'Please look for the highlighted fields, correct the entries, and resubmit your request.' There is a table with columns for Category Code 01 through 10, each containing a text input field. The first row has values: Category Code 01 (125), San Francisco Branch, Category Code 06 (empty), Category Code 07 (empty); Category Code 02 (empty), Category Code 08 (empty); Category Code 03 (empty), Category Code 09 (empty); Category Code 04 (empty), Category Code 10 (empty); Category Code 05 (empty). The 'Address Number' field contains '3480'.

3. On the Cat Code 1 - 10 tab, complete the following field and click OK:
  - Category Code 07

Category code 07 applies only to the A/P Ledger method of 1099 processing, not to the G/L method.
4. On Supplier Master Revision, choose Who's Who from the Form menu.



5. On Who's Who, complete the following fields and click OK:
  - Mailing Name
  - Type Code
6. On Supplier Master Revision, click the Tax Information tab.
7. On the Tax Information tab, verify the values for the following fields and click OK:
  - Person/Corporation
  - Tax ID
8. On Supplier Master Revision, choose A/B Revision from the Form menu.
9. On Address Book Revision, on the Mailing tab, verify that the supplier's street address is the last nonblank line of the mailing address.  
A 1099 form has four lines for the following information:
  - Legal name
  - Supplier name
  - Street address
  - City, state, and zip code
10. Click OK to save the record.
11. To return to Supplier Master Revision, choose A/P from the Form menu.

After you complete these steps, follow the steps to assign bank accounts to suppliers.

## See Also

- ❑ *OneWorld IRS Form 1099 Processing Guide (2001)*

### ► To assign bank accounts to suppliers

---

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

1. On Supplier Master Revision, do one of the following:
  - If a processing option is set to automatically display the Bank Accounts form, click OK.
  - Choose Bank Accounts from the Form menu.
2. On Work With Bank Accounts by Address, click Add.

The screenshot shows the PeopleSoft interface with the title 'Supplier Master Information - Set Up Bank Accounts By Address'. The window includes standard toolbar buttons (OK, Cancel, Form, Tools) and a status bar with links to Portal, WWW, Intranet, Training, and Help. The main area displays a form with the following fields:

Address Number	740002	Finnish Supplier
Record Type		
<input checked="" type="radio"/> Supplier	<input type="radio"/> Customer	<input type="radio"/> A/R Drafts, Auto Debit
<input type="radio"/> Auto Receipts Payor		
Bank Information		
Bank Transit Number	*3480	
Bank Account Number	5479203984800	
Control Digit	<input type="text"/>	
IBAN	<input type="text"/>	
Description	Bear Creek National Bank	
Checking or Savings Account	<input type="checkbox"/> 0	Checking account
SWIFT Code	<input type="text"/>	
Reference/Roll Number	<input type="text"/>	
Bank Address Number	0	
Bank Country Code	<input type="text"/>	

3. On Set Up Bank Accounts by Address, complete the following fields:

- Address Number
- Bank Transit Number
- Bank Account Number

- Checking or Savings Account

4. Click one of the following record type options:

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

5. Complete the following optional fields:

- Control Digit
- Description
- SWIFT Code
- Reference/Roll Number

6. Click OK, and then click Close.

#### See Also

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

## Processing Options for Supplier Master Information (P04012)

### Entry Tab

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

---

## **1. Tax ID**

**Blank = Display this field**

**1 = Hide this field**

**2 = Disable this field**

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

Blank   Display this field.

1      Hide this field.

2      Disable this field.

---

## **Defaults Tab**

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

---

## **1. Search Type**

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

## **2. Amount Currency Code**

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

---

## **Version Tab**

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

---

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

Blank = Version ZJDE0001

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

---

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

Blank = Version ZJDE0001

---

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

---

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

The Address Book program contains a processing option where you can specify a version of Supplier Master to use when adding supplier master records from the Address Book. Be sure the version for the Supplier Master you specify for the Address Book processing option is the same as the version of Supplier Master that is called on the menu you started from.

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

### **Outbound Tab**

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

---

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

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

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

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

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

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

Blank Write the After image.

1 Write the Before and After image.

---

### **See Also**

- Choosing Vouchers for 1099 Processing in the IRS Form 1099 Processing Guide (2001) for more about entering 1099 information*

## Setting Up Multiple Bank Accounts for Suppliers

If your business uses bank tape processing to transmit payments electronically, you can assign multiple bank accounts to your suppliers. After multiple bank accounts are set up, you can direct payment to any one of your suppliers' accounts. One advantage of assigning multiple bank accounts is that bank fees are often reduced if the payor and the payee use the same bank.

When you set up multiple bank accounts for a supplier, you can either assign the same user-defined record type to all bank accounts, or assign a unique user-defined record type to each bank account. Your choice of setup methods depends on how you intend to select a bank account for payment.

If you want to manually activate a bank account for payment, you can assign the same user-defined record type to all bank accounts. To choose a specific bank account for payment, activate the record as the vendor (V) record type account.

Or if you want the system to select a bank account based on a relationship set up between the user-defined record type, the payment instrument, and your G/L account, you should assign each bank account its own user-defined record type. If your system will choose the bank account for payment, you should review the pre-note status of user-defined record types to ensure proper payment.

If you assign the same user-defined record type to all bank accounts, you will need to activate a bank account as a vendor record type, but you will not need to assign a relationship between the G/L account or payment instrument and the record type, or review the pre-note status of a user-defined record type.

If you assign each bank account its own user-defined record type, you will need to assign a relationship between a payment instrument or G/L account and a user-defined record type and review the pre-note status of the record type. You will not need to activate a bank account as a vendor record type.

Information about multiple bank accounts for suppliers is stored in the following tables:

<b>Bank Transit Number Master (F0030)</b>	Supplier bank-account information
<b>Multiple Vendor Bank Account Types (F0417M)</b>	Bank-account type information that specifies the relationship linking user-defined record types to a payment instrument and, optionally, to a G/L bank account
<b>Multiple Vendor Bank Account Status (F0401M)</b>	Status information of supplier bank accounts for user-defined bank types

### See Also

- ❑ *Working with Address Book Records* in the *Address Book Guide* for more information about entering supplier information
- ❑ *Entering Supplier Records* for more information about entering supplier information for Accounts Payable

### Before You Begin

- ❑ Add new bank types to user defined code 00/BT. See [Understanding User Defined Codes for A/P](#) for information about Bank Type Codes.

- Set up your system for bank tape processing. See [Setting Up Bank Account Information for A/P](#) for information about bank tape processing.

## Assigning Multiple Bank Accounts to Suppliers

If your business uses bank tape processing to transmit payments electronically, you can assign multiple bank accounts to your suppliers. If you set up multiple bank accounts, you can direct electronic payments to any one of your suppliers' accounts.

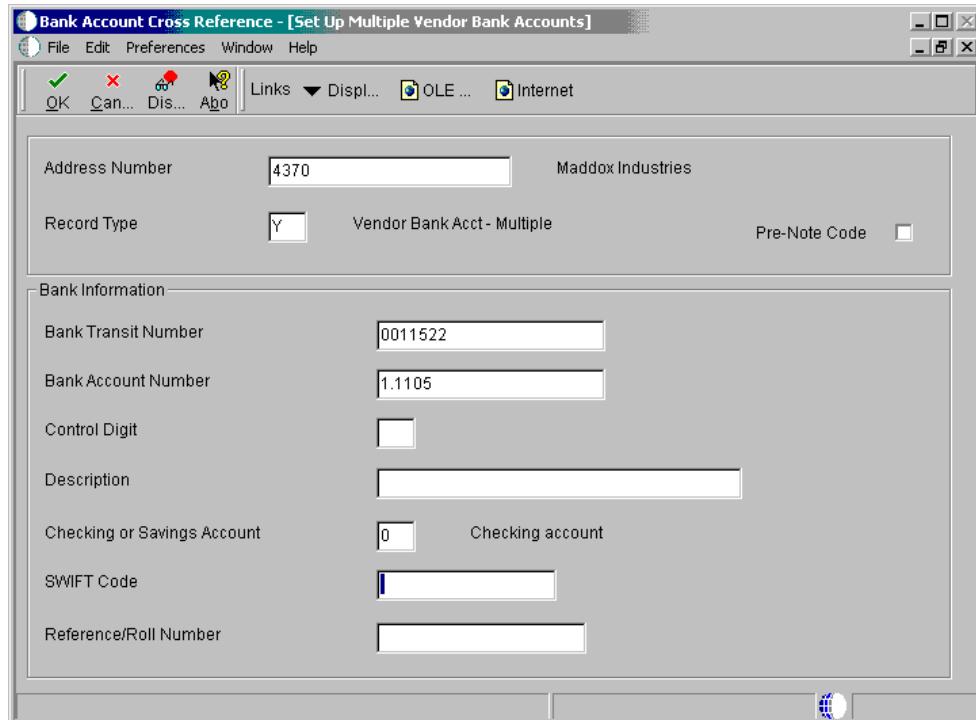
You can set up multiple bank accounts for a supplier and assign them all the same user-defined record type. For example, you can set up five different bank accounts, at five different banks, in five different cities, and assign them all as record type Z. Or if you want the system to automatically assign bank accounts based on rules you have set up, you should assign each bank account its own record type.

### ► To assign multiple bank accounts to suppliers

---

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

1. On Work With Bank Accounts By Address, to locate a supplier, click Find, or limit your search by completing any of the fields in the QBE row and click Find.
2. Choose a supplier, and then choose User-Defined Types from the Form menu.



3. On Set Up Multiple Vendor Bank Accounts, complete the following fields:

- Address Number

- Record Type

4. Complete the following bank information fields:

- Bank Transit Number
- Bank Account Number
- Checking or Savings Account

5. Complete the following optional fields:

- Control Digit
- Description
- SWIFT Code
- Reference/Roll Number

6. Click OK, and then click Close.

## **Activating a Bank Account as a Vendor Record Type**

Complete this task only if either of the following is true:

- Suppliers have the same user-defined record type assigned to multiple bank accounts.
- A payment instrument and G/L bank account relationship are not established for the user-defined record type.

You can set up multiple bank accounts for a supplier and assign them all the same user-defined record type. For example, you can set up five different bank accounts for a supplier and assign them all as record type Z.

If you assign the same user-defined record type to multiple bank accounts, you must manually activate the account to which you send your electronic payments. Otherwise, the program uses the first account that it finds that meets the default search criteria. For example, if you assign five bank accounts the record type Z and attempt to send an electronic payment, the system sends the electronic payment to the first Z record type account that it finds for the supplier. Rather than have the system perform this selection automatically, you can specify which account the system uses each time you run the bank tape process.

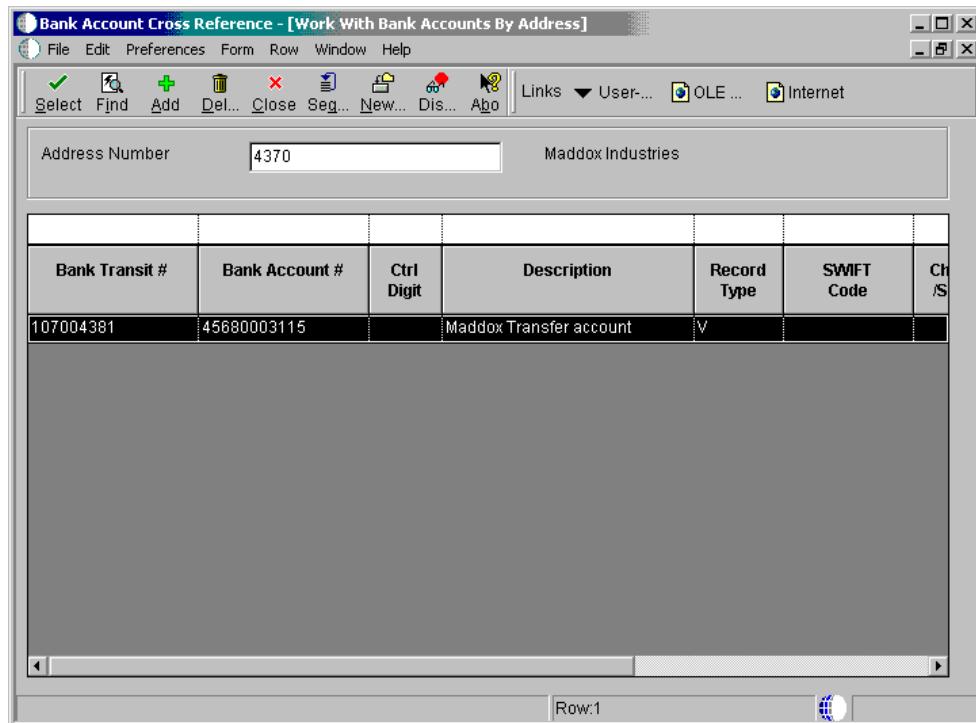
For example, you could select one of the five Z type accounts that you assigned, and activate it as a vendor (V) type account. The system then exchanges the record types of the Z type account that you selected and the V type account. After you activate a specific record type and make it a V record type, you run standard bank tape processing that uses a V record type for a supplier.

Also, you can activate any bank account as a draft (D) record type. The process is nearly identical to activating a vendor (V) record type.

## ► To activate a bank account as a vendor record type

---

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



1. On Work With Bank Accounts By Address, click Find to show all bank accounts, or limit your search by completing any of the fields in the Query By Example line and click Find.
2. Choose an account with a user-defined record type that you want to activate.
3. Choose Activate as Vendor from the Row menu.

The system exchanges the user-defined record type with the vendor (V) record type that is hard coded. When you run the bank tape processing program, the system uses the new vendor (V) record type.

## Assigning Payment Instrument and G/L Account Relationships

This task is not necessary if you are manually activating a user-defined record type account as the vendor (V) type account.

When you assign a payment instrument to a record type or to a record type and a G/L bank account, you are setting up rules that allow the system to choose which bank account to use during automatic payment processing. The system will automatically choose the correct bank account based on the relationships that you set up.

To send a payment to one of the bank accounts that you set up for a supplier, you must set up one of two possible record-type relationship options:

- Set up a relationship between the user-defined record type that you created for Bank Type Codes (00/BT) and a payment instrument. In this case, a payment instrument would be associated with a specific user-defined record type.

For example, you specify payment instrument T with user-defined record type Z. Then, whenever you process a payment instrument of T, for any bank account that you have not specifically defined, the system uses record type Z to retrieve the payee's bank account information. If bank information for record type Z is not set up for a payee, the system uses the hard-coded record type V as the default for that payee.

- Set up a relationship between the user-defined record type that you created for Bank Type Codes (00/BT) and a G/L bank account and payment instrument. In this case, both a G/L bank account and a payment instrument would be associated with a specific user-defined record type.

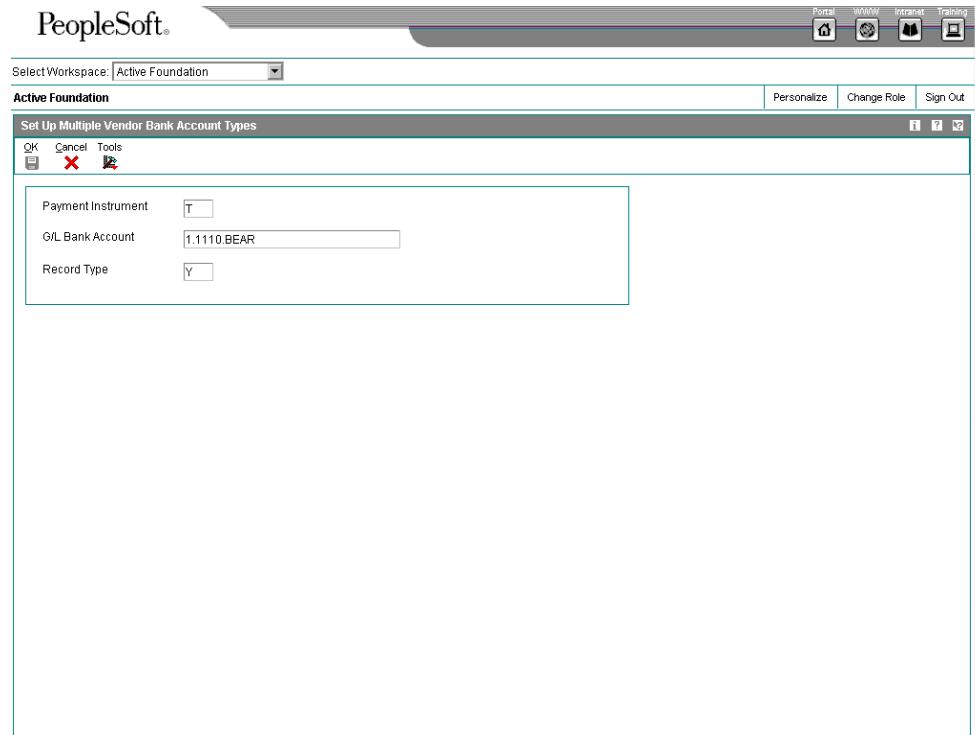
For example, you specify G/L bank account 1.1110 and payment instrument T with user-defined record type Y. Then, whenever you process a payment instrument of T for bank account 1.1110, the system uses record type Y to retrieve the payee's bank account information. If bank information for record type Y is not set up for a payee, the system uses the hard-coded record type V as the default for that payee.

## ► To assign payment instrument and G/L account relationships

---

*From the Automatic Payment Setup menu (G04411), choose Multiple Vendor Bank Account Types.*

- On Work With Multiple Vendor Bank Account Types, click Add.



- On Set Up Multiple Vendor Bank Account Types, complete the following fields:

- Payment Instrument
- G/L Bank Account
- Record Type

---

**Note**

You need to complete only the G/L Bank Account field if you are setting up a relationship between the record type and the G/L bank account.

---

3. Click OK.

## Reviewing the Pre-Note Status of a User-Defined Record Type

This task is not necessary if you are manually activating a user-defined record type account as the vendor (V) type account.

A pre-note code indicates whether a supplier is in a setup or complete status for electronic funds transfer (EFT). The setup cycle is called pre-note setup status, in which EFT information is being created or verified with a bank. After the EFT information is verified, the system changes the supplier's pre-note status to complete.

When you process bank tape payments, the system performs pre-note editing if the G/L (payor) bank account is set up to do so. When you run a bank tape, all the new suppliers that are at a pre-note setup status receive printed payments while test records are written to the bank tape. The system stores the pre-note status assigned to payees in the Supplier Master table (F0401). When the bank tape arrives at the bank, the bank partially processes the test records through its system to verify that the account information is correct.

---

**Note**

In the G/L Bank Accounts program (P0030G), the Revise Bank Information form includes the Override Supplier Pre-Note Code option. If this option is turned on, pre-note editing is not performed during the processing of bank tape payments for the G/L bank account on the form.

---

When you set up a user-defined bank account for a supplier, the system creates a record with a pre-note setup status. This is a separate record in the Multiple Vendor Bank Account Status table (F0401M). When the system performs pre-note editing for user-defined record types, the supplier's pre-note status is retrieved from the Multiple Vendor Bank Account Status table. If the supplier does not have a bank account record for the user-defined record type, or the default hard-coded vendor (V) type account is used, the supplier's pre-note status is retrieved from the Supplier Master table.

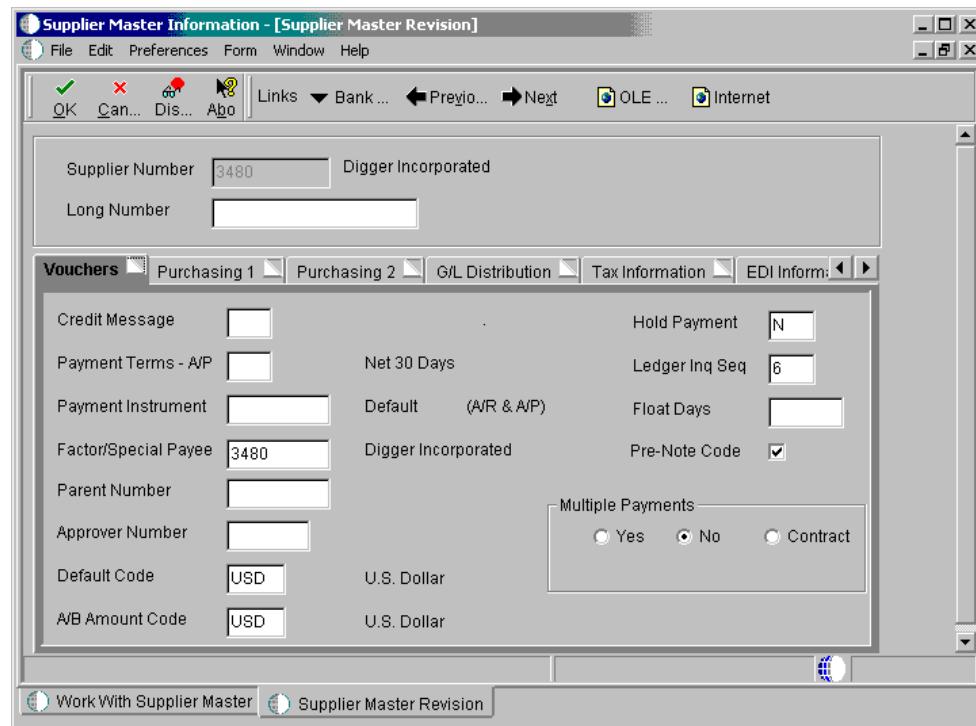
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**► To review the pre-note status of a user defined record type**

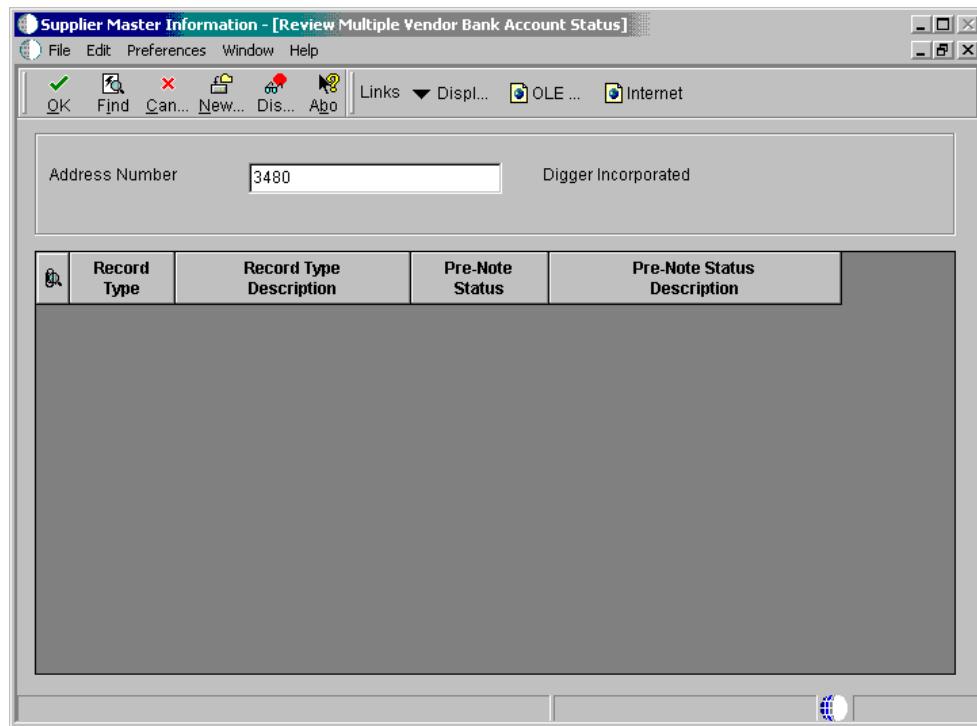
---

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

1. On Work With Supplier Master, click Find, or limit your search by completing any of the fields in the QBE row and click Find.
2. Choose a supplier for review and click Select.



3. On Supplier Master Revision, review the Pre-Note Code option for vendor (V) type records. If it contains a checkmark, the record is at a pre-note setup status. If the option is blank, the record is at a pre-note cycle complete status.
  - Pre-Note Code
4. To review the status of multiple bank accounts for a vendor, choose Multiple Bank from the Form menu.



5. On Review Multiple Vendor Bank Account Status, review data in the Pre-Note Status column.

The next time you run an automatic payment process for the same supplier, the system skips the test record and printed payment sequence and processes the record with the other live records on the bank tape.

After payments are processed and the supplier's status changes to pre-note cycle complete status, the system does not change the pre-note status back to setup if you add another bank account with the same user-defined record type. You must do that manually by clicking the pre-note option on Supplier Master Revision.

## Working with Supplier Records

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

- Alpha name
- Search type

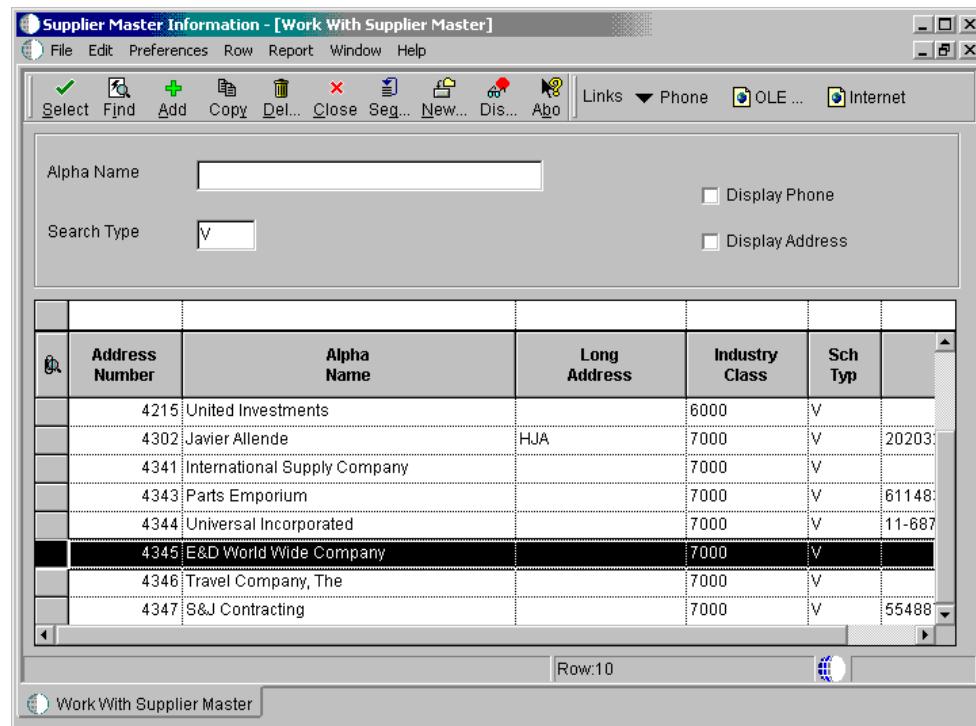
The alpha name and search type are stored in the Address Book Master table (F0101).

### **► To locate supplier records**

---

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

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



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

- Alpha Name
- Search Type

#### **See Also**

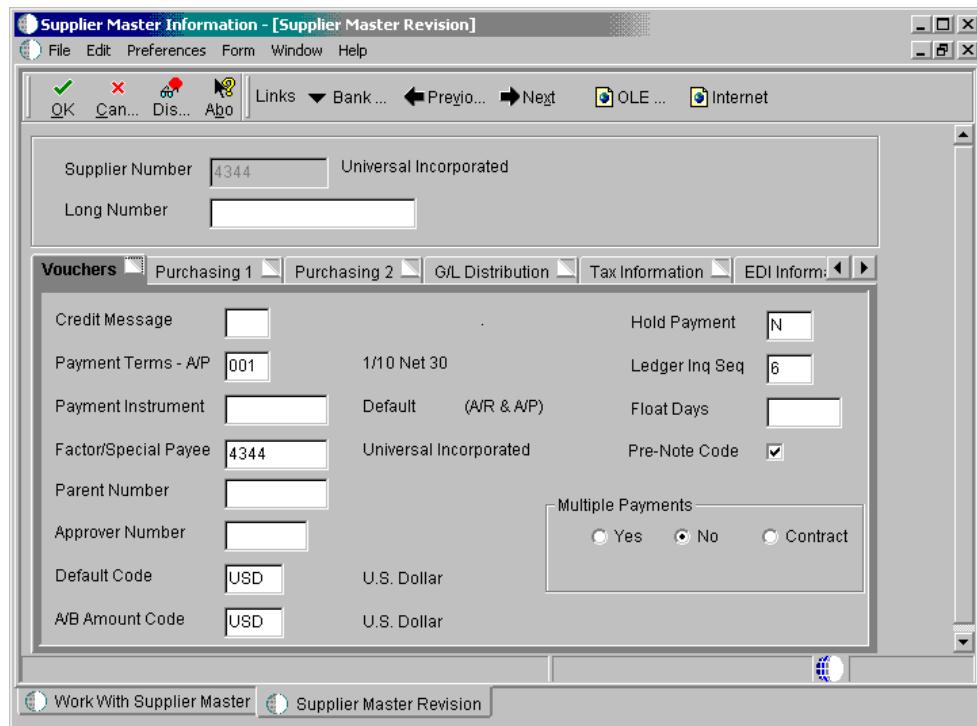
□ Locating Existing Address Book Records by Word Search in the Address Book Guide

► **To revise supplier records**

---

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

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



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

## **Deleting Supplier Records**

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

If you do not want to delete the address book record, but you no longer need to use a supplier record, you can enter 1 in the Hold Payment field on the Supplier Master Revision. Then you will not be able to enter a voucher for or make a payment to that supplier.

### **See Also**

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

### **► To delete supplier records**

---

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

1. On Work With Addresses, click Find.
2. Choose a supplier record and then click Delete.

---

**Note**

Completing the Hold Payment field on the Supplier Master form will not prevent you from creating purchase orders for that supplier. If you enter a hold code on the Purchasing 1 tab of the Supplier Master record, any purchase order written will immediately be assigned a Hold status and will not be processed until the hold code is removed.

---

## **Voucher Processing**

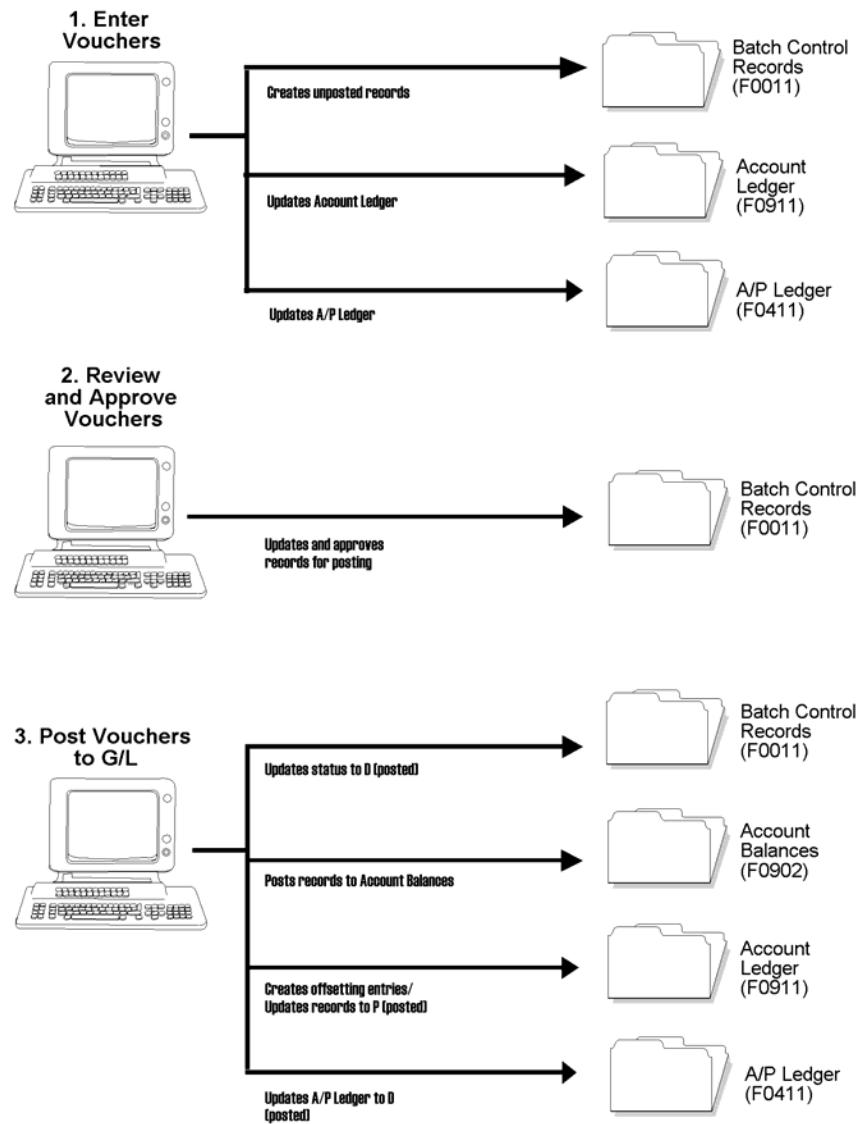
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You must create a voucher before you can issue payment to your suppliers. Effective management of voucher processing is fundamental to your accounts payable department.

### **The Three-Tier Process**

Voucher processing is one example of three-tier processing. All J.D. Edwards systems use three-tier processing to manage batches of transactions. The term *three-tier* refers to three standard steps that you perform.

The following graphic illustrates the three-tier process:



## Entering Vouchers

Depending on your needs, you can enter either of the following types of vouchers:

- Standard vouchers. These vouchers provide the most flexibility and options.
- Speed vouchers. These vouchers offer less flexibility and fewer options than standard vouchers. However, they provide a quicker way of entering voucher and accounting information.

The following table lists the features of standard and speed vouchers and the advantages and disadvantages of each:

<b>Standard voucher advantages</b>	You can:
	<ul style="list-style-type: none"> <li>• Create split payments</li> <li>• Set up recurring vouchers</li> <li>• Modify and delete entries</li> <li>• Specify from which bank account to pay</li> <li>• Assign an alternate payee</li> </ul>
<b>Standard voucher disadvantages</b>	You cannot:
	<ul style="list-style-type: none"> <li>• Enter vouchers as quickly because you use two or more forms to enter voucher and general ledger information</li> </ul>
<b>Speed voucher advantages</b>	You can:
	<ul style="list-style-type: none"> <li>• Enter vouchers quickly because you enter less information</li> <li>• Use one form to enter voucher and general ledger information</li> </ul>
<b>Speed voucher disadvantages</b>	You cannot:
	<ul style="list-style-type: none"> <li>• Locate an existing voucher</li> <li>• Override G/L bank account or G/L (class) offset</li> <li>• Modify or delete entries</li> <li>• Set up recurring vouchers</li> <li>• Create a payment schedule</li> <li>• Split payments</li> <li>• Assign an alternate payee</li> </ul>

## Reviewing and Approving Vouchers

After you enter vouchers, you can review and approve them before posting. Use the review program to:

- Review and approve voucher batches
- Add vouchers to existing batches
- Review and change individual vouchers
- Review and change journal entries

## Posting Vouchers to G/L

After you review and approve vouchers, post them to the general ledger. The post program:

- Selects unposted vouchers and edits each transaction
- Creates automatic offsets to A/P trade and tax accounts
- Posts accepted transactions to the Account Balances table (F0902)
- Marks the vouchers as posted (P) in the Account Ledger (F0911) and posted (D) in the Accounts Payable Ledger (F0411) tables

- Sends workflow messages to the Employee Work Center for transactions in error
- Prints a general ledger report, a post detail report, or both

## Using Batch Control to Manage the Entry Process

Before entering transactions, you can activate batch control to help manage your entry process. The batch control feature allows you to quickly determine whether you entered your transactions correctly. You specify the number of transactions and the total amount that you plan to enter in the batch on the manual batch record. You use batch control to verify whether the batch of transactions that you enter balances to the manual record of the batch. Instead of reviewing each transaction individually, you can determine at a glance whether the total amount and number of documents entered requires further review.

Batch control is for your information only. The system does not prevent you from posting the batch if differences exist between the amounts that you entered and the amounts that you expected.

You activate batch control in the constants for your system by clicking the appropriate option. When you activate batch control, you activate it for the entire system. For example, if you activate batch control in the Accounts Receivable system, it is activated for both the invoice and receipt applications.

Batch control information is stored in the Batches Control Records table (F0011).

### See Also

- Setting Up Constants for A/P* for information about how to set up Batch Control
- Multicurrency Batch Totals* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*

### ► To enter batch information

---

*Use one of the following navigations:*

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

*From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry or Speed Invoice Entry.*

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

1. On the transaction entry program, click Add.
2. On Batch Control, complete the following fields and click OK:

- Batch Date

This field is optional. If you leave it blank, the system uses today's date.

- Batch Number

This field is optional. If you leave it blank, the system assigns the batch number from Next Numbers.

- Total Batch Amount

The data dictionary setting for this item (AICU) specifies the number of decimals that the system displays in this field when you enter a value.

- Total Documents

## Reviewing Batch Totals

After you enter transactions and exit the batch, the system subtracts the totals that you entered for the batch from the totals that you expected to enter and displays the result in the Difference row on the Batch Control form. This can help you locate missing or duplicate entries before you post them. Batch control is for your information only; you do not need to correct the information on the form. If the amount entered differs from the amount expected, the system does not prevent you from posting the batch.

When you finish entering transactions and exit the batch, one of two things happens:

1. If the system has not finished processing the batch, the NOTIFY - The Batch Is Still In The Process Of Closing form appears. The following two options are available on this form:
  - Retry. The Batch Control form appears when the system has finished processing the batch. Continue to click Retry until the Batch Control form appears.
  - Cancel. The Batch Control form does not appear, and you will not be able to compare the totals that you entered on the Batch Control form with the totals you entered for the batch. Bypassing the Batch Control form does not affect the transactions that you entered or the status of the batch.
2. The system has finished processing the batch, and the following Batch Control form appears.

The screenshot shows a Windows application window titled "Standard Voucher Entry - [Batch Control]". The menu bar includes File, Edit, Preferences, Window, and Help. The toolbar contains icons for OK, Cancel, Discard, Abort, Links, Display, OLE, and Internet. The main area is a "Batch Control" form with the following data:

	Amount	Documents
Total Expected	26,245	6
Total Entered	25,140	5
Difference	1,105	1

Review the form to compare the totals that you entered on the Batch Control form with the totals that you entered for the batch. If there is a difference, you should review your data to locate the discrepancy.

On Batch Control, review the following fields:

- Total Expected Amount
- Total Expected Documents
- Total Entered Amount
- Total Entered Documents

---

#### Note

If you did not enter information on the Batch Control form before you entered transactions, the system displays negative numbers in the Difference row for Amount and Documents. The Batch Control form always uses the following formula: Total Expected - Total Entered. If you do not complete the Total Expected fields, the system assumes zero and your difference is negative.

---

## Setting Up Batch Approval and Post Security

You can specify that management must approve each batch of transactions before it can be posted.

If you specify that management must approve each batch of transactions before it can be posted, you will need to set up a list of *secured users* and a list of *approved by users*.

Secured users are users who are restricted from approving and posting batches. Approved by users are users who can approve and post batches for secured users.

You might also want to restrict unauthorized users from viewing batches other than their own in the Review Unposted Batches program (P0011).

To save time, increase efficiency, and decrease costs, you can set up a batch approval workflow for batch types G (journal entries) and V (vouchers), which enables you to electronically approve outstanding batches of transactions. After you enter a batch of transactions, an action message is sent to the employee work center to notify the approver that a batch is ready for approval. From the work center, the approver can access the notification message, review and approve the batch, and if necessary, post the batch.

If you use a batch approval workflow, you can set up a list of approvers so that electronic messages are sent to multiple employees at one time. When one approver accesses the notification message and takes action, the system automatically deletes the notification message for the remaining approvers. This workflow scenario eliminates the possibility of duplicated effort while allowing flexibility when one or more approvers are unavailable.

When a secured user opens a previously-approved batch and changes information in the detail area, the system changes the status of the batch to pending. If the secured user makes no changes to the batch or changes only the information in the header area, the batch remains in an approved status.

You can set up Batch Approval and Post Security for the following systems:

- General Accounting
- Accounts Payable
- Accounts Receivable

#### **Related Information**

<b>Printing Secured and Approved-by users</b>	You can print a listing of the secured users or approved-by users by choosing Batch Security from the Form menu of the Batch Approval / Post Security Constants form, and then running one of the batch versions.
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#### **► To set up batch approval for A/P**

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*From the Accounts Payable Setup menu (G0441), choose Accounts Payable Constants.*

1. On System Setup, choose Accounts Payable Constants.
2. On Accounts Payable Constants, click the following option, and then click OK:
  - Manager Approval of Input

#### **► To set up approved by users**

---

*From the G/L Advanced & Technical Operations menu (G0931), choose Batch Approval / Post Security Constants.*

1. On Batch Approval / Post Security Constants, click one or more of the following options to turn them on:
  - A/P Batch Security
  - A/R Batch Security
  - G/L Batch Security
2. Choose Approved by Users from the Form menu.
3. On Work With Approved by Users, click Add.
4. On Approved by User, complete the following fields and click OK:
  - Approved By User
  - Secured User
5. On Work With Approved by Users, to run a report that lists all of the users who can approve and post batches, choose Batch Security Rpt from the Form menu.

#### **► To set up secured users**

---

*From the G/L Advanced & Technical Operations menu (G0931), choose Batch Approval / Post Security Constants.*

1. On Batch Approval / Post Security Constants, click one or more of the following options to turn them on:
  - G/L Batch Security
  - A/P Batch Security
  - A/R Batch Security
2. Choose Secured Users from the Form menu.
3. On Work With Secured Users, click Add.
4. On Secured User, complete the following fields and click OK:
  - Secured User
  - Approved By User
5. On Work With Secured Users, to run a report that lists all of the users who can approve and post batches, choose Batch Security Rpt from the Form menu.

## Setting Up Workflow to Approve and Post Batches

If you want to approve batches or approve and post batches from the employee work center, you must specify the approving managers in the appropriate workflow process. After each transaction batch is entered, the approver receives a workflow message that notifies him or her that the batch is ready for approval. Depending on the workflow process that you choose, batches can either be approved or be approved and then automatically submitted to post directly from the work center. Additionally, the employee who entered the batch receives notification that the batch was approved.

The system uses the workflow process in conjunction with the Batch Approval / Post Security Constants program (P00241) to determine who receives workflow messages. Because the system sends workflow messages only to workflow recipients, employees that you set up as approved by users must also be set up as recipients in the workflow process.

---

### Note

Employees who are set up as approved by users can still approve batches from the appropriate batch review program, based on the system.

---

The following workflow processes are available for approving batches:

- JDEBCHAPR – You use this process to approve journal entry batches (batch type G).
- JDEVBCCHAPR – You use this process to approve voucher batches (batch type V).

Each process has the following two versions:

- Version 1 – You activate this version if you want to approve batches only.
- Version 2 – You activate this version if you want to approve and post batches.

## See Also

- Setting Up Distribution Lists* in the *Enterprise Workflow Management Guide* for more information about creating groups.
- Setting Up distribution Lists* in the *Enterprise Workflow Management Guide* for more information about creating groups.

## Before You Begin

- Print the Batch Security report (R0024P) to obtain the list of approved by and secured users.

## Adding Managers for the Workflow Process

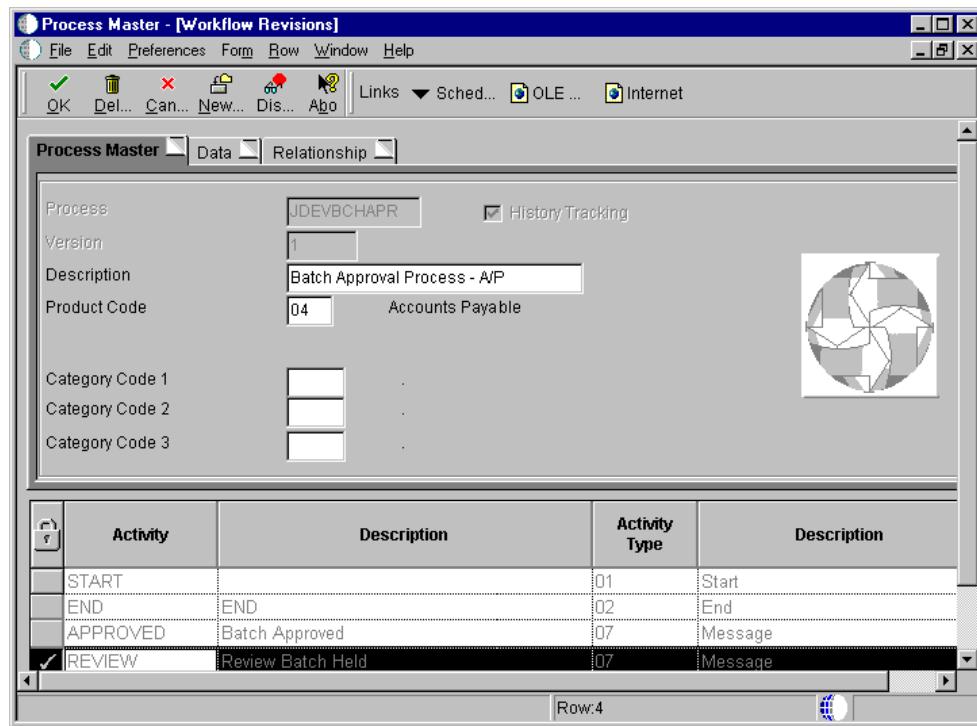
Before you activate a process to receive workflow messages, you must set up the managers as recipients and, optionally, set up the specific employees for whom the managers approve batches. You can add each manager individually to the process or you can create a group of managers to receive workflow messages. If you set up a group, you can maintain the distribution list outside of the actual workflow process. Regardless of whether you choose to create a group and distribution list or add the approving managers individually, the process to add them as recipients to the workflow process is the same.

### ► To set up a manager to approve batches

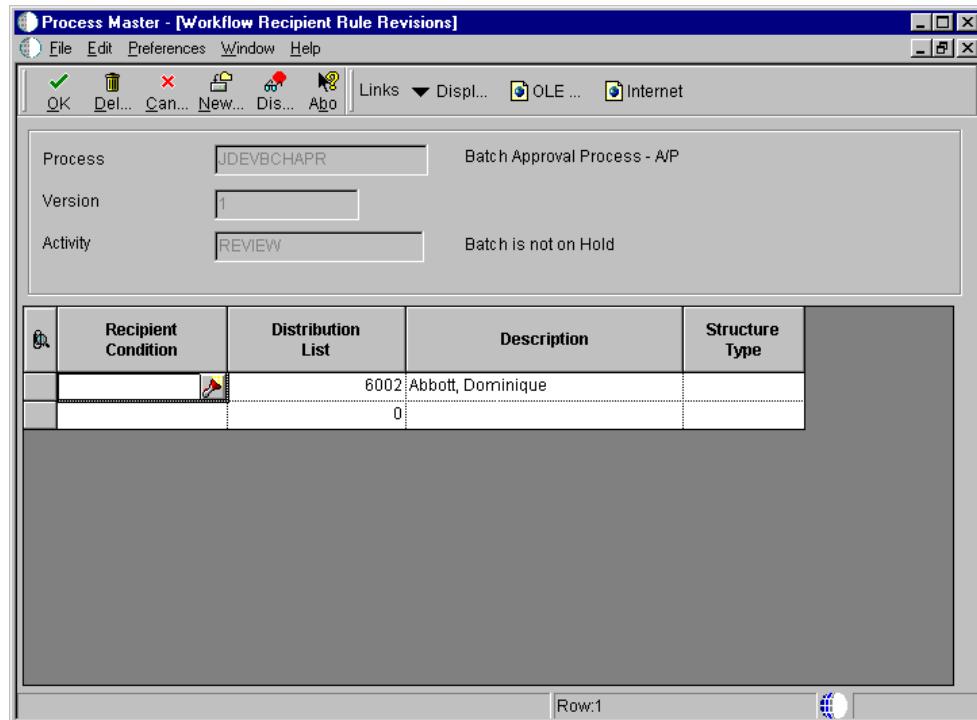
---

*From the Workflow Management Setup menu (G0241), choose Process Master.*

1. On Work With Processes, type JDE\* in the following field, and then click Find:
  - Process  
JDEBCHAPPR is the process for approving journal entry batches.  
JDEVBCHAPR is the process for approving voucher batches.
2. Locate the version of the process that you want to use and click Select.  
Use version 1 to approve batches only.  
Use version 2 to approve and post batches.



3. On Workflow Revisions, choose the row that contains Review in the Activity column.
4. Choose Recipient Rules from the Row menu.



5. On Workflow Recipient Rule Revisions, complete the following field:

- Distribution List

You can enter the address number of the approving manager or the address number that is set up for the group of approving managers.

6. If you entered in the Distribution List field the address number for a group that has a specific structure type, complete the following additional field:
  - Structure Type
7. Click OK.
8. On Workflow Revisions, click OK.
9. To activate the process, on Work with Processes, choose the version, and then choose Activate from the Row menu.

## **Assigning Secured Users to Approving Managers**

If you want approving managers to receive workflow messages for batches that specific users enter, you must set up a recipient condition in the workflow process and specify the address book numbers of the secured users. This setup is similar to the way in which you set up batch approval and post security. For example, if you want the batches that Mary Smith submits to be approved by Bob Jones, but the batches that Craig Miller submits to be approved by Jill Thomas, you must specify this criterion in the workflow process.

### **► To assign secured users to a manager**

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*From the Workflow Management Setup menu (G0241), choose Process Master.*

1. On Work With Processes, type JDE\* in the following field, and then click Find:

- Process

JDEBCHAPR is the process for approving journal entry batches.

JDEVBCHAPR is the process for approving voucher batches.

---

#### **Note**

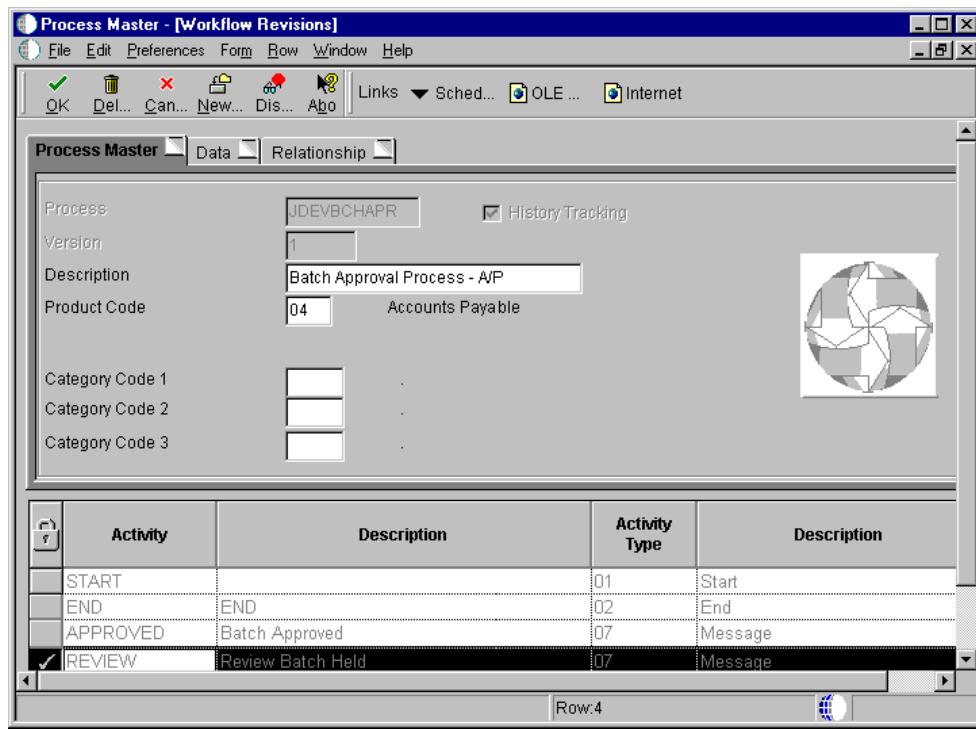
The process that you choose cannot be active. If the process is active, choose the process and then click Deactivate from the Row menu before continuing.

---

2. Locate the version of the process that you want to use and click Select.

Use version 1 to approve batches only.

Use version 2 to approve and post batches.



- On the first blank detail line of Workflow Revisions, complete the following fields:
  - Activity
  - Description
  - Activity Type

You must enter 09 for the activity type.
- Choose the detail row that contains the information that you entered, and then choose ER Definition from the Row menu.
- On Criteria Design, click the Operator field and choose *If* from the drop down menu.
- Choose *BF mnOriginatorNumber* from the list under the Left Operand field.
- Choose *is equal to* from the list under the Comparison field.
- Choose *<Literal>* from the list under the Right Operand field.
- On Single value, choose the List of values tab, complete the following field, and click Add:
  - Address Number – Originator

Enter the address book number of the first secured user.
- Continue adding secured users to the list and then click OK.

11. On Criteria Design, click OK.
12. On Workflow Revisions, choose the activity for Review and choose Recipient Rules from the Row menu.
13. On Workflow Recipient Rule Revisions, complete the following field and click OK
  - Recipient Condition

Enter the name that you assigned to the activity.
14. On Workflow Revisions, click OK.
15. On Work With Processes, activate the version of the process by choosing the version and then choosing Activate from the Row menu.
16. Click Close.

## Submitting Batches for Approval

After you enter a batch, you can submit it to a manager for approval. This process requires that you are familiar with Workflow Management.

### See Also

- Verifying Batch Approval* for information about how to verify that the manager approved the batch

### Before You Begin

- Verify that the option for Manager Approval of Input is turned on in the system constants.
- Select a batch approval version.
- Set up a manager to approve batches.

### ► To submit a batch for approval

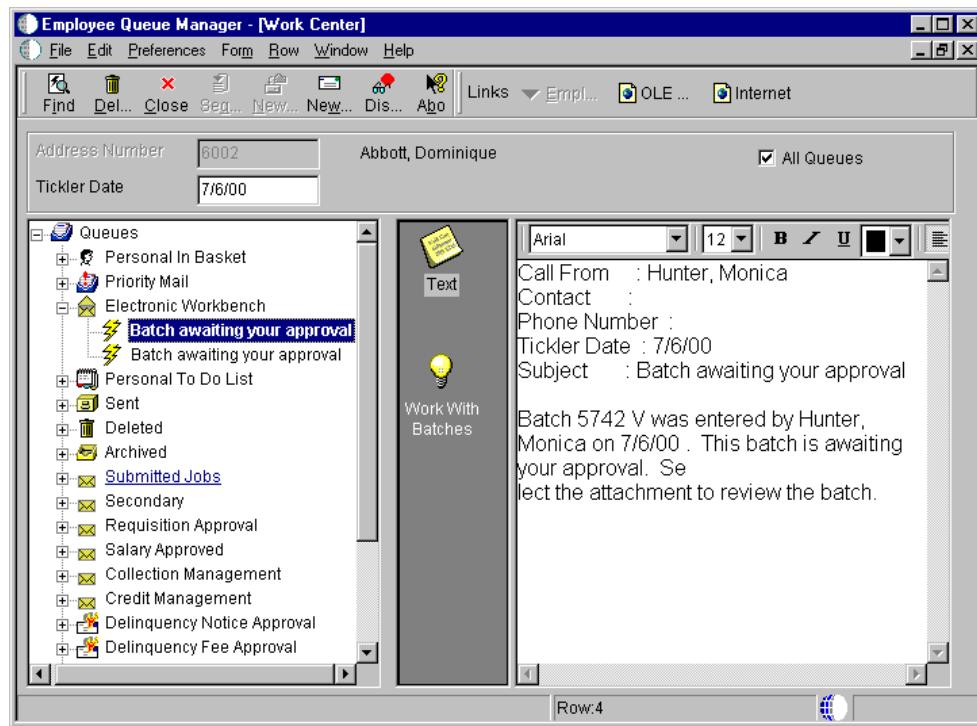
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*From the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry or Speed Voucher Entry.*

*Alternatively, from the Other Voucher Entry Methods menu (G04111), choose Multi Voucher-Single Supplier, Multi Voucher-Multi Supplier, or Multi Company-Single Supplier.*

Enter any batch of one or more vouchers that require approval by a manager.

If you have correctly set up your system for batch approval, the batch is automatically routed to the manager.



On Work Center, in Electronic Workbench, a message appears for the manager indicating that the batch is awaiting approval. The message contains the batch number, the batch type, the person who entered the batch, and the date that the batch was entered.

## Approving Batches

After the employee submits a batch for approval, a manager must either approve or not approve the batch. The system processes the decision of the manager and sends a message back to the employee.

### Before You Begin

- Activate manager approval.
- Select a batch approval version.
- Set up a manager to approve batches.

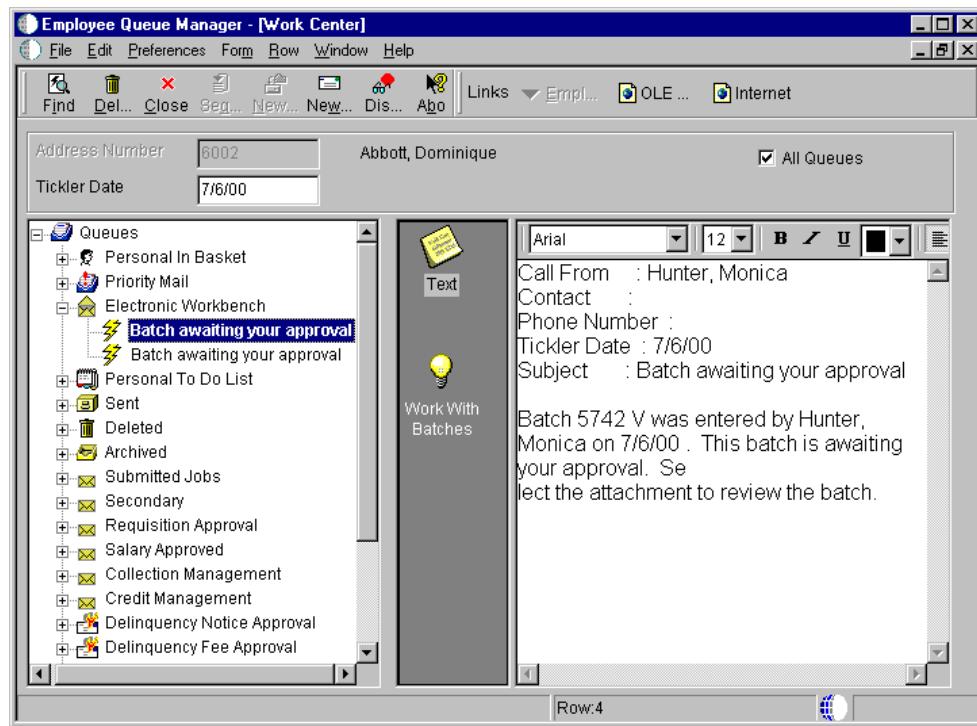
### ► To approve batches

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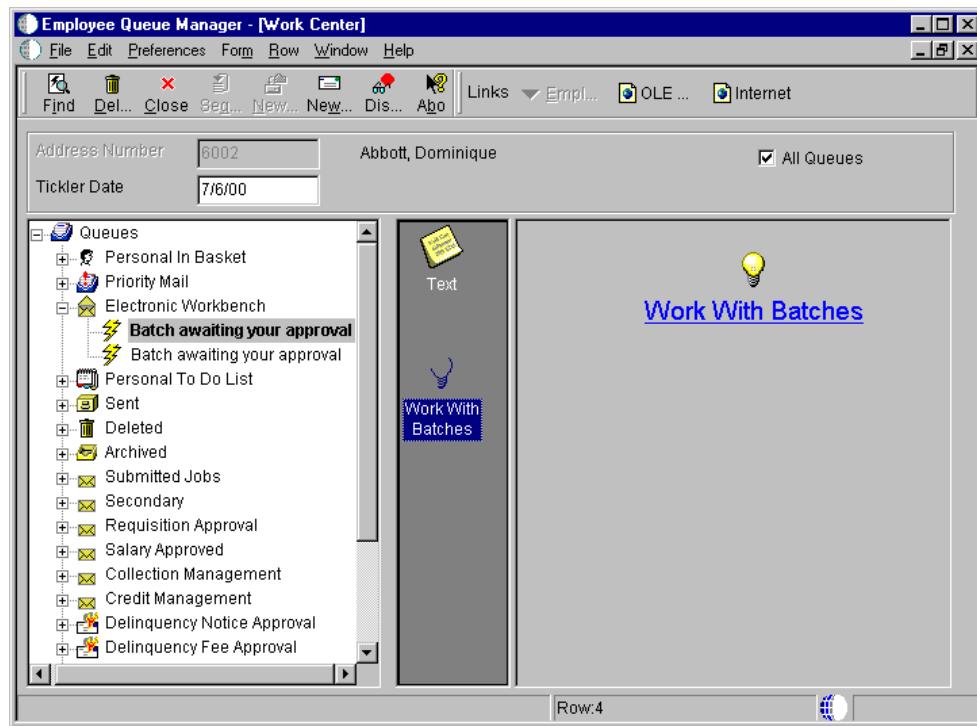
*From the Workflow Management menu (G02), choose Employee Queue Manager.*

1. On Work With Employee Queue Manager, click Find to show all managers or, to limit your search, enter a specific name in the following field and click Find:
  - Skip To Name
2. Choose the name of the manager set up in the JDEVBCCHAPR Process to approve batches of vouchers, and click Select.

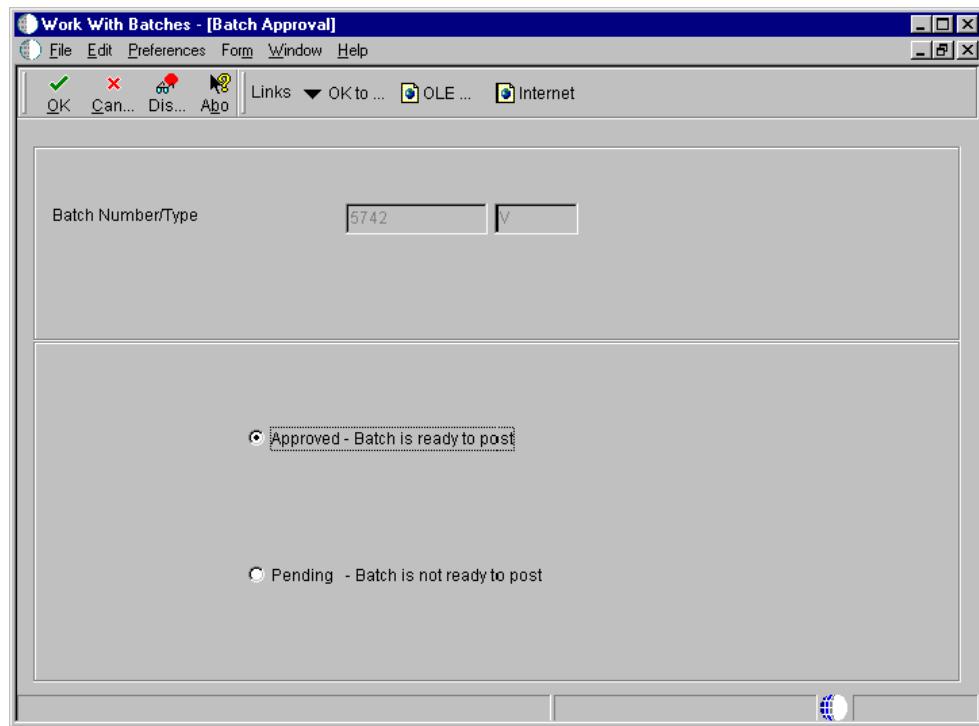
The process is designed so that the manager performing this step enters his or her own name.



3. On Work Center, open Electronic Workbench and select the message that describes the batch that you want to approve.



4. Click the Work With Batches icon in the center of the form, and click the Work With Batches shortcut that appears.
5. On Work With Batches, choose the record, and then choose Batch Approval from the Row menu.



6. On Batch Approval, click one of the following options, and then click OK:

- Approved - Batch is ready to post
- Pending - Batch is not ready to post

On Work With Batches, the Status Description changes from Pending to Approved.

7. On Work With Batches, click Find to refresh the data.

If you approve the batch, the system automatically deletes the batch awaiting approval message on the Work Center form in Electronic Workbench.

## **Processing Options for Work Center (P012501)**

### **Queue Management Tab**

---

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

**A specific Search Type**

**Blank = None**

Use this processing option to identify the kind of address book record you want the system to select when you search for a name from within the Employee Queue Manager. Valid values are:

- E Employees
- X Ex-employees
- V Suppliers
- C Customers
- P Prospects
- M Mail distribution lists
- T Tax authority

#### **2. Category Code - Address Book 01**

**A specific Category Code**

**Blank = None**

Use this processing option to fill in the filter field for category code 1 when accessing the Employee Queue Manager.

#### **3. Category Code - Address Book 02**

**A specific Category Code**

**Blank = None**

---

Use this processing option to fill in the filter field for category code 2  
when accessing the Employee Queue Manager.

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#### **4. Category Code - Address Book 03**

**A specific Category Code**

**Blank = None**

Use this processing option to fill in the filter field for category code 3  
when accessing the Employee Queue Manager.

#### **5. Category Code - Address Book 04**

**A specific Category Code**

**Blank = None**

Use this processing option to fill in the filter field for category code 4  
when accessing the Employee Queue Manager.

#### **6. Mail Box**

**A specific Mail Box**

**Blank = 01**

When entering the Work Center, this processing option will enter the default  
Address Book number that is used to search for Work Center queues. This number  
may be changed after entering the Work Center.

#### **7. Address Number**

**A specific Address Number**

**Blank = Signed on user**

---

---

Use this processing option to enter an valid value for searching for a user's queue when entering the Work Center.

## **8. Message Print**

**A specific version**

**Blank = ZJDE0001**

Use this processing option to enter the report version in the Work Center that is used for printing out messages.

### **1. User Name**

**1 = Signed on user**

**Blank = Disabled**

Use this processing option to filter the grid when accessing the Employee Queue Manager. Valid values are:

- 1 Default to the user name.

### **2. Message Type 1 - 2**

**1 = Enabled**

**Blank = Disabled**

Use this processing option to define the type of template used for the header of the message being created.

- 1 Displays this field when creating a new message within the Work

---

Center

Blank The field will not be visible when creating a message.

### **3. Mail Box Designation**

**1 = Enabled**

**Blank = Disabled**

Use this processing option to define which mail box a message is sent to.

Valid values are:

- 1 Display this field when creating a new message within the Work Center

Blank The field will not be visible when creating a message

### **4. E-Mail Category Code 1**

**1 = Enabled**

**Blank = Disabled**

Use this processing option to further categorize the message being sent.

Valid values are:

- Blank This field will not be visible when creating a message
- 1 This field will be visible when creating a message

### **5. E-Mail Category Code 2**

**1 = Enabled**

**Blank = Disabled**

---

Use this processing option to further categorize the message being sent.

Valid values are:

Blank This field will not be visible when creating a message

1 This field will be visible when creating a message

## **6. E-mail Type Prompt**

**1 = Enabled**

**Blank = Disabled**

A command prompt that lets a user choose whether to send an internal or external e-mail message. The user must be signed on and must have an external e-mail preference set.

### **1. Call Management**

**1 = Enabled**

**Blank = Disabled**

Use this processing to enable the Call Management feature of the Work Center.

Valid values are:

Blank The Call Management features will not be enabled in the Work Center

1 Enables the Call Management features of the Work Center

### **2. Call Entry Application Version**

**A specific version**

**Blank = ZJDE0001**

---

Use this processing option to specify the version of the Call Entry application to be used. Call Management must be enabled. Enter the version number or leave this field blank to use version ZJDE0001.

### **3. Status - Assignee to Queue**

Enter the status to use when moving a call from an assignee back to a queue. Blank does not update the call status.

### **4. Status - Queue to Assignee**

Use this processing option to enter the status to use when moving a call from a queue back to an assignee. Blank does not update the call status.

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#### **Work Center Tab**

#### **Process Tab**

#### **Call Management Tab**

### **Verifying Batch Approval**

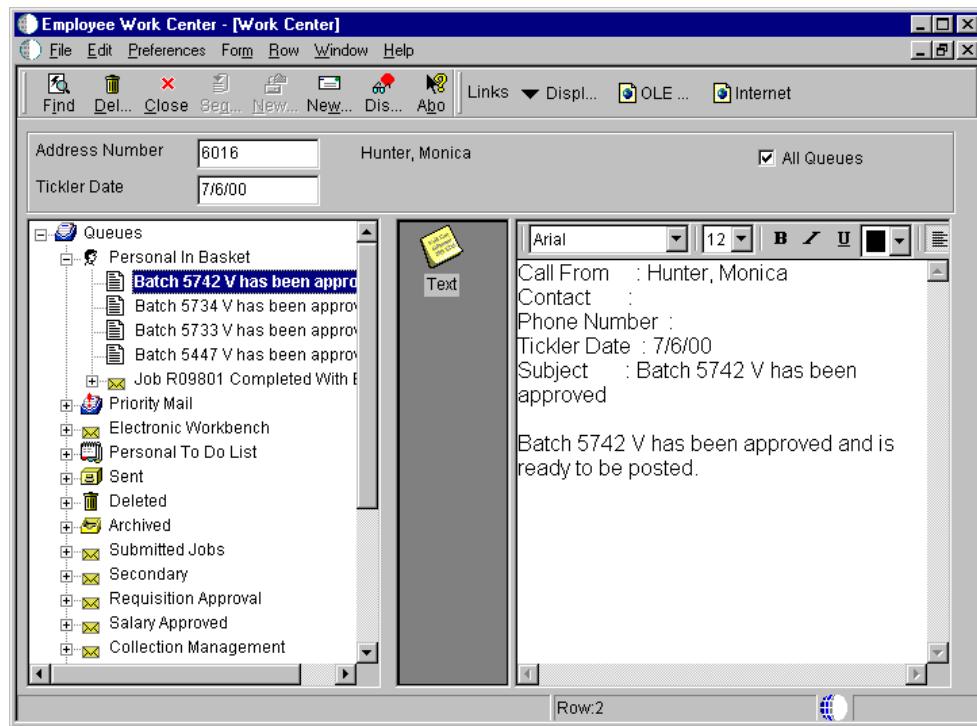
If you submitted a batch for approval, you can verify whether the manager approved the batch. If the system is set up for batch approval, the system does not process the batch until the manager approves it.

#### **► To verify batch approval**

---

*From the Workflow Management menu (G02), choose Employee Work Center.*

1. Verify that the following field shows the name of the person who submitted the batch for approval.
  - Address Number
2. On Work Center, open your personal in basket.

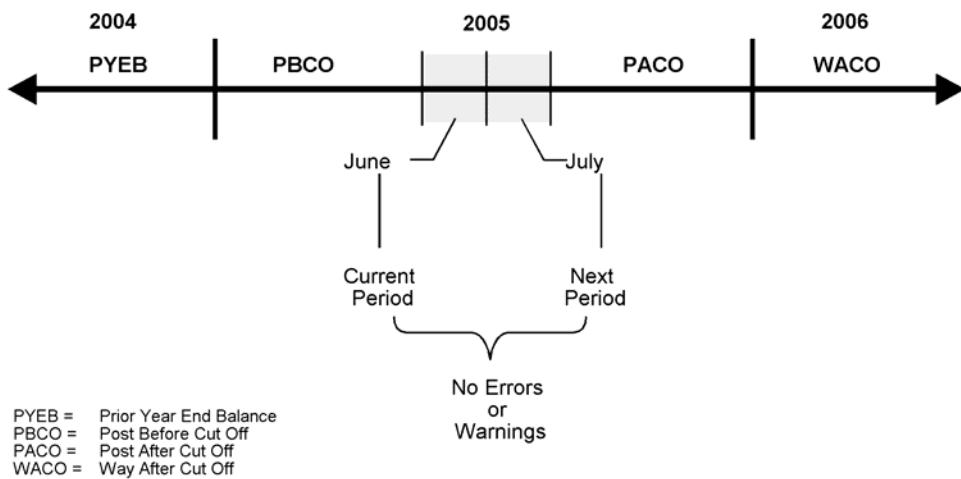


A message appears with the batch number and type, indicating that the batch is approved and ready to be posted (if version 1 is active) or the batch is approved and posted (if version 2 is active).

## G/L Date Warnings and Errors

When you enter, review, or revise a transaction, the system validates the G/L date against the open periods for the system (General Accounting, Accounts Payable, or Accounts Receivable) in the company constants. The open periods are the current and the next accounting period. If you enter, review, or revise a transaction with a G/L date that is not in the open periods, you receive a warning or an error message.

In the following example, the current period is June (period 06). If you enter, review, or revise transactions in periods 06 and 07 (June and July), you do *not* receive a warning or an error message because these are open periods.



## Warning and Error Messages

The following table describes the warnings and error messages that you receive when you enter a transaction outside of the two-period window. The message that appears depends on the settings in your general accounting constants and fiscal date patterns.

<b>PYEB - Prior Year-End Balance</b>	<p><b>Reason:</b> You entered a G/L date for the prior year.</p> <p><b>Result:</b> The system issues an error message and does not accept the entry.</p> <p><b>Solution:</b> For journal entry transactions only, you can use document type ## to enter and post entries to a prior year (for example, to make audit adjustments).</p>
<b>PBCO - Post Before Cut Off</b>	<p><b>Reason:</b> You entered a G/L date that is prior to the current period.</p> <p><b>Result:</b> The system issues either a warning or an error message, depending on the PBCO setting in your general accounting constants.</p> <p><b>Solution:</b> If the PBCO feature is not activated, the system issues an error message and you must change the date of the transaction so that it is in the current period, or change the constant to allow PBCO entries.</p> <p>If the PBCO feature is activated, the system issues a warning and you can click OK to accept the entry.</p>
<b>PACO - Post After Cut Off</b>	<p><b>Reason:</b> You entered a G/L date that is after the two-period window.</p> <p><b>Result:</b> The system issues either a warning or an error message, depending on how the fiscal date pattern is set up.</p> <p><b>Solution:</b> If the fiscal date pattern is not set up for the full year, the system issues an error message. You must change the G/L date of the transaction to be within the two-month window, or set up the fiscal date pattern for the entire year.</p> <p>If the fiscal date pattern is set up for the full year, the system issues a warning and you can click OK to accept the entry.</p>
<b>WACO - Way After Cut Off</b>	<p><b>Reason:</b> You entered a G/L date for a future year.</p> <p><b>Result:</b> The system issues either a warning or an error message, depending on how the fiscal date pattern is set up.</p> <p><b>Solution:</b> If the fiscal date pattern is not set up for the future year, the system issues an error message. You must change the G/L date of the transaction.</p> <p>If the fiscal date pattern is set up for the future year of your transaction, the system issues a warning and you can click OK to accept the entry.</p>

### See Also

- ❑ *Setting Up Fiscal Date Patterns in the General Accounting Guide*
- ❑ *Setting Up Constants for General Accounting in the General Accounting Guide*

## Working with Standard Vouchers

Standard vouchers provide the most features and flexibility when you enter vouchers for your suppliers' invoices. When you need to add, change, delete, or void vouchers, use standard voucher entry.

### Before You Begin

- ❑ Set up suppliers on Supplier Master Information. See [Entering Supplier Records](#).
- ❑ Set the appropriate processing options.
- ❑ Verify that the following AAIs are set up correctly:

- PC (payables trade)
- PB (payables bank)
- PKD (payables discounts available)
- PKL (payables discounts lost)
- PT (payables tax)

See *Understanding AAIs for A/P*.

## Entering Standard Vouchers

After you receive a supplier's invoice, you must create a voucher before you can issue payment. You create a voucher by entering information from the supplier's invoice. You can also enter information about how you will process the voucher for payment, or you can allow this information to be supplied automatically from the supplier record. The system sets up the voucher to allow payment to the supplier.

To enter a standard voucher, you:

- Enter voucher information
- Enter general ledger information

After you enter voucher information, you enter the general ledger information. Typically, you enter a debit to an expense account. When you post, the system creates an offset to a liability account.

When you complete a voucher, the system displays the assigned document type and document number. You can use this information to locate and review a voucher.

The system assigns a batch type of V for vouchers. When you enter a standard voucher, the system marks it as unposted and adds it to the Account Ledger (F0911) and Accounts Payable Ledger (F0411) tables. When you post the voucher, the system updates the Account Balances table (F0902) and marks the voucher as posted in the Account Ledger and Accounts Payable Ledger tables. It also creates the offset to the liability account designated in the AAIs.

A supplier record must exist in the Address Book Master (F0101) and Supplier Master (F0401) tables before you can enter a voucher. Typically, you create a supplier record first, and then you enter the voucher. However, you can create a supplier record at the time you enter the voucher. To do so, choose Address Book from the Form menu on the Enter Voucher - Payment Information form. Then follow the steps to enter a supplier record.

### See Also

- Entering Supplier Records*
- Entering Basic Journal Entries in the General Accounting Guide*

### ► To enter voucher information

---

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

1. On Supplier Ledger Inquiry, click Add.

**Standard Voucher Entry - [Enter Voucher - Payment Information ]**

File Edit Preferences Form Row Window Help

OK Del... Can... New... Dis... Abo Links G/L Di... OLE... Internet

Document No/Typ/Co	1599	PV	00001	Batch No	6050	Prev Doc	
Company	00001	Financial/Distribution Company					
Supplier Number	4341	International Supply Company			Business Unit	1	
Invoice Number	H54920	<input type="checkbox"/> Discount %		Payment Terms			
Invoice Date	6/5/2005	G/L Date	6/30/2005	Service/Tax Date		6/30/2005	
Currency	EUR	Exchange Rate	1.1820331	Base	USD	<input checked="" type="checkbox"/> Foreign	
<b>Pay Item</b>	<b>Gross Amount</b>	<b>Discount Available</b>	<b>Remark</b>	<b>Due Date</b>	<b>Pay Status</b>	<b>P C</b>	
001	5,000.00			7/5/2005	A		
002							

Gross 5,000.00 Disc Tax Taxable

2. On Enter Voucher-Payment Information, complete the following fields:

- Company
- Supplier Number
- G/L Date

If you make errors during data entry on fields in the header, you must correct them from the header. The system does not allow you to change the detail area until you make corrections to fields in the header. When you make corrections to fields in the header, the system automatically updates the corresponding data in the grid.

3. You can also complete any of the following optional fields:

- Document No/Typ/Co
- Business Unit
- Invoice Number
- Payment Terms
- Invoice Date
- Service/Tax Date

4. In the detail area, complete the following field:

- Gross Amount

5. In the detail area, complete any of the following optional fields for each pay item:

- Discount Available
- Remark
- Due Date
- Pay Status
- P C
- Open Amount
- G/L Bank Account Number
- Payee Number
- G/L Offset
- Tax Ex
- Tax Rate/Area
- Tax Amount
- Taxable Amount
- Adjust Doc Ty
- Recur Freq
- No. Pym
- Hdl Cod
- Cat Cd 07
- 1099 Flag
- Pay Ext
- C/R I/R
- Closed Item

If multiple pay items exist, the system assigns pay item numbers that are sequential. Recurring vouchers can have only one pay item.

6. Click OK to access G/L distribution and continue entering the voucher.

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

## ► To enter general ledger information

After you enter voucher information, enter the detail lines that distribute the voucher amount to your G/L accounts.

1. On Enter Voucher - G/L Distribution, complete the following fields for each detail line:

- Account Number
- Amount

After you enter an account number, the system validates it against the chart of accounts in the Account Master table (F0901). If an account number is not set up in your chart of accounts, the system displays an error message and does not accept the entry.

The total amount that you enter for the G/L distribution lines must equal the total amount entered in the gross amount field for the voucher, or the system returns an error. The Amount field at the bottom of the form indicates the gross amount for the voucher. The Remaining field provides you with an ongoing tally of what amount is required to equal the gross amount of the voucher.

2. You can also complete the following optional field for each detail line:

- Explanation -Remark-

---

### Note

If you are using Advanced Cost Accounting, G/L information is automatically updated in the Account Ledger Tag File table (F0911T) when you complete the Cost Object and Object Type fields during voucher entry. You must activate the Cost Management Constants to display these object fields. See [Setting up Constants](#) and [Setting up Cost Object Types](#) in the

*Advanced Cost Accounting Guide* for more information about the Cost Management Constants (P1609) and Cost Object Types (P1620) programs.

---

## **Entering Invoices and Vouchers Out of Balance**

Under normal circumstances, when you enter an invoice or voucher, you enter two sides of the transaction: the invoice or voucher, and the G/L distribution. The system requires that the amounts of both sides equal each other before you can complete transaction entry. If you exit the G/L distribution form before completing the entry, you lose the information in the invoice or voucher and must re-enter the transaction in its entirety.

To save work that you have completed, you can exit an invoice or voucher out of balance, and then complete the G/L distribution entry at a later date. Because the post program requires every transaction in the batch to be in balance, you have a safeguard against accidentally posting a transaction that is out of balance.

---

### **Caution**

Although you can enable the system to post transactions that are out of balance, J.D. Edwards does not recommend that you use this procedure. If you post a transaction that is out of balance the system does not update all the appropriate accounts, and you will encounter an integrity issue. See *Revising Batches to Post Out-of-Balance* in the *General Accounting Guide* for more information.

---

### **► To enter a voucher out of balance**

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

1. On Standard Voucher Entry, follow the steps to enter basic invoice information.  
See *Entering Standard Vouchers*.
2. On G/L Distribution, complete the following fields with available information:
  - Account Number
  - Amount
3. From the Form menu choose Exit Out of Bal. This saves your entry.

## **Locating Vouchers**

To review, change, delete, or void a voucher, you must first locate it.

Voucher information is stored in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables. The system assigns a batch type of V for vouchers.

► To locate a voucher

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Foreign Amount
1564	PV	00001	6/5/05	6/30/05	6/15/05	1,500.00	1,500.00	
1565	PV	00001	6/15/05	6/30/05	7/15/05	2,500.00	2,500.00	
1565	PV	00001	6/15/05	6/30/05	8/14/05	2,500.00	2,500.00	
1567	PD	00001	6/23/05	6/30/05	6/30/05	1,000.00	1,000.00	
1568	PV	00001	6/25/05	6/30/05	7/5/05	437.75	437.75	
1569	PV	00001	4/15/05	4/30/05	4/25/05	4,500.00		
1570	PV	00001	5/5/05	5/31/05	5/15/05	3,000.00	3,000.00	
1571	PV	00001	5/10/05	5/31/05	5/20/05	2,700.00	2,700.00	
1572	PV	00001	5/26/05	5/31/05	6/5/05	5,000.00	5,000.00	

1. On Supplier Ledger Inquiry, to limit your search, complete any of the following fields:
  - Supplier Number
  - Date From
  - Thru Date
  - Batch Number
2. To limit the documents displayed by date, click one of the following options:
  - Invoice
  - G/L
3. To limit the documents displayed by pay status, click one of the following options:
  - Paid
  - Open
  - Withheld
  - All

4. To display only recurring vouchers, click the following option:
  - Recurring
5. To display pay items in summary format, click the following option:
  - Summarize

If you do not do this, the system displays pay items in detail format, with one line per pay item.
6. Click Find to display the documents that meet your search criteria.
7. Choose the voucher that you want to work with.
8. Click Select to display the voucher on the Enter Voucher-Payment Information form.

You can use the Foreign option to toggle between the foreign and domestic currency. If you turn on the Foreign option, the foreign amount of the voucher is displayed. If you turn off the Foreign option, the domestic amount of the voucher is displayed.

#### See Also

- Reviewing Vouchers*
- Revising Unposted Vouchers*
- Revising Posted Vouchers*

### Revising Unposted Vouchers

You can change or delete an unpaid voucher before you post it. However, you *cannot* change the following key fields:

- Document Number
- Document Type
- Document Company
- Company
- Supplier Number
- G/L Date

To change the information in a key field, perform one of the following actions:

- Delete the voucher and re-enter it.
- Copy the voucher, make your changes, click OK, and then delete the original voucher.

The system allows you to pay an unposted voucher if it is approved. After a pay item is paid, however, you cannot change it unless you void the payment.

Voucher information is stored in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables. Voucher batch information is stored in the Batch Control Records table (F0011).

#### ► **To revise an unposted voucher**

---

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.  
See *To locate a voucher*
2. Choose the voucher and click Select.
3. On Enter Voucher - Payment Information, change the information in any field that is not a key field and click OK.  
If you changed the gross amount, the system automatically displays Enter Voucher-G/L Distribution to prompt you to change the amount of your G/L distribution and verify that the G/L distribution balances with the gross amount.
4. On Enter Voucher - G/L Distribution, change the value in the following fields to create a balancing entry:
  - Account Number
  - Amount
5. Optionally, change the text in the following field and click OK:
  - Explanation -Remark-

#### **See Also**

- *Locating Vouchers*
- *Revising Posted Vouchers*
- *Preparing Vouchers for Automatic Payments* for information about using Speed Status Change to change voucher information

### **Copying Vouchers**

You can create a new voucher by copying an existing voucher and then making the changes to the appropriate fields on the new voucher. This procedure is useful when you need to:

- Correct errors in fields that you cannot change on an existing voucher, such as the G/L date. In this case, you can use the copy to replace the existing voucher.
- Enter a voucher that is similar to an existing lengthy voucher.

You can copy a posted or an unposted voucher.

#### **► To copy a voucher**

---

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

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.
2. Choose the voucher and click Copy.  
The system displays a copy of the voucher that you selected on Enter Voucher - Payment Information. The Document Number, Document Type, and Document Company fields are blank.
3. On Enter Voucher - Payment Information, change information as needed and click OK.
4. On Enter Voucher - G/L Distribution, complete the following fields and click OK:

- Account Number
- Amount
- Explanation -Remark-

The system adds the new voucher and displays Supplier Ledger Inquiry.

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#### **Note**

The G/L distribution of the original voucher that you copied does not appear on this form unless you set up your supplier in the supplier master with a model journal entry or default expense account.

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5. If the new voucher replaces the original voucher, locate the original voucher and delete or void it.

#### **See Also**

- Locating Vouchers*
- Voiding Posted Vouchers*
- Deleting Unposted Vouchers*

### **Deleting Unposted Vouchers**

When you delete an unposted voucher on the Supplier Ledger Inquiry form, you can delete either an entire voucher or a pay item for the voucher that has not been paid.

Alternatively, you can delete an unposted voucher on the Voucher Entry Journal Review form. The functionality of this form is similar to the Supplier Ledger Inquiry form. The primary difference is that the Voucher Entry Journal Review form displays summarized information only. Therefore, you can delete an entire voucher, but not an individual pay item.

When you delete an unposted voucher on the Voucher Entry Journal Review form, the system updates the Voucher Entry Journal Review form, and the deleted voucher no longer appears. When you exit to the Work With Batches form, click Find to update that form and verify that the voucher has been deleted.

Regardless of whether you delete an unposted voucher on the Supplier Ledger Inquiry form or on the Voucher Entry Journal Review form, the system does not provide an audit trail. If you want to maintain an audit trail, you must post the batch and then void the voucher.

When you delete a multicurrency voucher, the system deletes both the foreign and domestic sides simultaneously.

#### **See Also**

- Working with Media Objects* in the *OneWorld Foundation Guide* for more information about media objects
- Locating Vouchers* for the steps to locate vouchers

## ► To delete unposted vouchers

---

You can choose to delete more than one voucher or pay item; however, the system deletes only the first highlighted one.

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

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.  
See *To locate a voucher*.
2. To delete an entire voucher:
  - Choose the voucher and click Delete.
  - Click OK to confirm the deletion.
3. To delete a voucher pay item:
  - a. Choose the voucher and click Select.
  - b. On Enter Voucher - Payment Information, choose the pay item and click Delete.
  - c. Click OK to confirm the deletion.
  - d. Click OK again.
  - e. On Enter Voucher - G/L Distribution, change the Amount field to adjust for the pay item that you deleted and click OK.

## Adding Attachments to Vouchers

After you enter a voucher, you can add one of the following attachments to it:

- Text
- Image
- OLE

These attachments are for internal reference only and do not appear on vouchers or reports. Depending on the results that you want, complete one of the following tasks:

- Add an attachment to the entire voucher
- Add an attachment to the pay item of a voucher

## ► To add an attachment to the entire voucher

---

You can add an attachment to an entire voucher only if the voucher is in summarized mode. The attachment appears on the last pay item.

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

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.  
See *To locate a voucher*.
2. Choose the Summarize option.
3. Choose the voucher.
4. From the Row menu, choose Attachments.

5. On Media Objects, choose New from the File menu, and then choose one of the following:
  - Text
  - Image
  - OLE
6. Attach the text or object.
7. Choose Save & Exit from the File menu.

► **To add an attachment to the pay item of a voucher**

---

If you add an attachment to a pay item, it replaces the attachment for the entire voucher if one already exists.

The system displays a paper-clip icon on Enter Voucher - Payment Information if an attachment was added to the pay item of a voucher. For performance reasons, the attachment icon does not appear unless you place your cursor over the far left column on the form.

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

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.  
See *To locate a voucher*.
2. Choose the voucher and click Select.
3. On Enter Voucher - Payment Information, choose the pay item for which you want to add an attachment.
4. From the Row menu, choose Attachments.
5. On Media Objects, choose New from the File menu, and then choose one of the following:
  - Text
  - Image
  - OLE
6. Attach the text or object.
7. Choose Save & Exit from the File menu.

## Entering Other Types of Vouchers

In addition to entering basic information for a standard voucher, you can enter other types of information. For example, you might want to enter a voucher with multiple line items for different due dates or tax information.

The entry process for standard vouchers serves as the basis for entering other types of vouchers.

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### Note

To enter vouchers with taxes, see *Entering Invoices and Vouchers with Taxes* in the Tax Reference Guide.

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## Entering Invoices and Vouchers with Discounts

You can enter invoices and vouchers with discounts as incentive to issue and receive payments early. When you enter an invoice or voucher with a discount, the system calculates the discount and net due dates according to the payment terms assigned to the transaction.

Three methods are available for entering discounts:

1. Using payment terms. You enter an invoice or voucher, specifying the payment terms. The system calculates the discount available and due dates from the payment terms. If you want to override the discount amount to zero, you must establish a payment term that does not calculate a discount, then use that payment term on the Standard Invoice Entry form.

If you change a payment term to recalculate a new discount amount or due date, remove the system-calculated information by clearing the following fields:

- Discount Available
- Discount Due Date
- Net Due Date

If you change the payment terms but not the other discount fields, the system will not recalculate the discount information.

2. Entering a discount amount. You enter an invoice or voucher, specifying the discount available and, optionally, discount and net due dates.
3. Entering a discount percentage. You enter an invoice or voucher, specifying the discount percentage and, optionally, discount and net due dates.

### Before You Begin

- Verify that the following automatic accounting instructions (AAIs) are set up correctly:
  - PKD (payables discounts available)
  - PKL (payables discounts lost)

See *Understanding AAIs for A/P*.

---

### ► To enter a voucher with a discount using payment terms

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

1. On Supplier Ledger Inquiry, follow the steps to enter a standard voucher.

See [\*Entering Standard Vouchers\*](#).

2. On Enter Voucher - Payment Information, complete the following field and click OK:

- Payment Terms

The system calculates the discount and the due date, based on the payment term.

To override a default payment term from the Supplier Master so that the discount amount is 0 (zero), create a payment term which does not calculate a discount. Then use this payment term when you enter the discount.

If you change the payment terms or the gross amount of the voucher, clear the Discount Available and Due Date fields so that the system can recalculate these values.

#### **► To enter a voucher with a discount by entering a discount amount**

---

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

1. On Supplier Ledger Inquiry, follow the steps to enter a standard voucher.

See [Entering Standard Vouchers](#).

The screenshot shows the 'Enter Voucher - Payment Information' window in PeopleSoft. At the top, there are buttons for OK, Delete, Cancel, Form, Row, Tools, and a red X. Below these are fields for Document No/Typ/Co (00001), Batch No (84330), Prev Doc, Company (Financial Distribution Company), Supplier Number (3480, Digger Enterprises), Business Unit (1), Invoice Number (321555), Discount % (unchecked), Default Payment Terms (001), Invoice Date (06/15/05), G/L Date (06/30/05), Service/Tax Date (06/15/05), Currency (USD), Exchange Rate, Base (USD), and Foreign. A grid titled 'Records 1 - 1' displays one row: Pay Item 001, Gross Amount 14500, Discount Available 145, Remark Engine Blocks, Due Date, Pay Status, P/C, Open Amount, and G/L Bank Number.

2. On Enter Voucher - Payment Information, complete the following field and click OK:

- Discount Available

The system uses the amount that you entered as the discount available.

#### ► To enter a voucher with a discount by entering a discount percentage

---

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

1. On Supplier Ledger Inquiry, follow the steps to enter a standard voucher.

See [Entering Standard Vouchers](#).

The screenshot shows the PeopleSoft Enter Voucher - Payment Information window. At the top, there are buttons for OK, Delete, Cancel, Form, Row, Tools, and a red X. Below that is a toolbar with icons for document, trash, search, and other functions. The main area has tabs for Active Foundation and Personalize, Change Role, and Sign Out.

**Enter Voucher - Payment Information**

Document No/Typ/Co: 00001 Batch No: 84330 Prev Doc

Company: 00001 Financial/Distribution Company  
 Supplier Number: 3480 Digger Enterprises  
 Invoice Number: 321555  
 Invoice Date: 06/15/05 G/L Date: 06/30/05 Service/Tax Date: 06/15/05  
 Currency: USD Exchange Rate: Base: USD Foreign

**Records 1 - 3**

Pay Item	Gross Amount	Pymt Terms	Discount %	Discount Available	Remark	Due Date	Pay Status	P/C	Open Amount
001	14,500.00	001			145.00 Engine Blocks	06/25/05 A			14,500.00
002	100.00	001			1.00	06/25/05 A			100.00
003									

Gross: 14,600.00 Disc: 146.00 Tax: Taxable:

2. On Enter Voucher - Payment Information, click the following option:
  - Discount %
3. Complete the following field to enter a discount percent or override any discount information specified in the payment terms and click OK:
  - Discount %

The system calculates the discount for you, based on the percentage you entered.

## Rounding Versus Soft Rounding

If you process a significant number of invoices and vouchers that have discounts, taxes, or both, rounding differences can add up quickly. This topic describes the differences between rounding and soft rounding. The system uses rounding on transactions with a single pay item and soft rounding on transactions with multiple pay items.

### Rounding

Rounding automatically occurs when the system performs a calculation and the result does not exactly equal the lowest currency unit. In this situation, the following occurs:

- If the amount is 5 or greater, the system rounds up.
- If the amount is less than 5, the system rounds down.

For example, if the result of a calculation is 0.55672 and the currency is Canadian dollars (CAD), which has two decimal places, the system uses the third number to the right of the

decimal to determine the rounding. In this example, it rounds the amount up to 0.56. Conversely, if the amount were 0.55472, the system would use 4 to determine the rounding and rounds the amount down to 0.55.

### **Soft Rounding**

When the total of two or more amounts must equal a specific amount, the system uses soft rounding to force the total. For example, if you split a voucher for 100 Japanese yen (JPY) into three payments, the system calculates the first pay item at 33, the second at 34, and the third at 33 so that the total of the three pay items equals 100. If the system did not use soft rounding, you would have to enter an amount that could be divided equally among pay items or submit pay items that did not equal the total amount due, which would not be acceptable.

To minimize the negative effects of rounding, the system uses soft rounding on transactions with multiple pay items. The system stores the amount that it adds or subtracts to a calculated amount in a cache (memory), and then adds or subtracts that amount from the next pay item as follows:

- If the system rounds up the amount for a pay item, it subtracts that amount from the next pay item before rounding that pay item.
- If the system rounds down the amount for a pay item, it adds that amount to the next pay item before rounding that pay item.

If the system did not perform soft rounding, you might overpay or underpay as well as overcharge or undercharge. While soft rounding does not control overpayments or underpayments and overcharges or undercharges between transactions, it does minimize the impact of rounding within a single transaction. The system does not carry soft rounding amounts from one transaction to another.

### **Soft Rounding Example: Multiple Pay Items**

This example illustrates how the system performs soft rounding for a basic transaction with multiple pay items.

In this example, the gross amount for the transaction is 100.00 Canadian dollars (CAD) and it has a split payment term of 3. The pay item amounts are rounded to the nearest cent and decimals are equal to 2. The total rounded amount of all pay items must equal 100.00 CAD.

A Beginning Cache Amount	B Pay Item	C Unrounded Amount	D Temporary Amount	E Rounded Amount	F Difference +/- (Ending Cache Amount)
0	001	33.33333	33.33333	33.33	- 0.00333
- 0.00333	002	33.33333	33.33666	33.34	+ 0.00334
+ 0.00334	003	33.33333	33.32999	33.33	+ 0.00001

The system uses the following formula to calculate amounts:

A – Beginning Cache Amount = 0 (zero) for the first pay item. Each successive pay item = Ending Cash Amount from the previous pay item.

B – Unrounded Amount = gross amount divided (or multiplied) by the number of pay items.

C – Temporary Amount = B – A.

D – Rounded Amount = Round C to the decimal places of the currency. (This is the gross amount that appears on the invoice or voucher.)

E – Difference (Ending Cache Amount) = D – C.

Using this formula, the system calculates the pay item amounts as follows:

**Pay item 001:**

Beginning Cache Amount = 0

Unrounded Amount =  $100.00 / 3 = 33.33333$

Temporary Amount =  $33.33333 - 0 = 33.33333$

Rounded Amount = 33.33

Difference (Ending Cache Amount) =  $-0.00333$

The ending cache amount ( $-0.00333$ ) becomes the beginning cache amount ( $-0.00333$ ) for the next pay item.

**Pay item 002:**

Beginning Cache Amount =  $-0.00333$

Unrounded Amount =  $100 / 3 = 33.33333$

Temporary Amount =  $33.33333 - (-0.00333) = 33.33666$

Rounded Amount = 33.34

Difference (Ending Cache Amount) =  $+0.00334$

The ending cache amount ( $+0.00334$ ) becomes the beginning cache amount ( $+0.00334$ ) for the next pay item.

**Pay item 003:**

Beginning Cache Amount =  $+0.00334$

Unrounded Amount = 33.33333

Temporary Amount =  $33.33333 - 0.00334 = 33.32999$

Rounded Amount = 33.33

Difference (Ending Cache Amount) =  $33.33 - 33.32999 = + 0.00001$

No more pay items exist for this transaction, so the system does not store the ending cache amount (+ 0.00001).

With soft rounding, the rounded amounts of the pay items equal 100.00 ( $33.33 + 33.34 + 33.33$ ), which equals the gross amount. Without soft rounding, each unrounded amount would be rounded down to the nearest cent and the total would be 99.99 ( $33.33 + 33.33 + 33.33$ ). Although the difference between the amounts is only .01, the differences become noticeable when you enter a significant number of invoices and vouchers.

## **Using Split and Installment Payment Terms**

You use split or installment payment terms when you want to issue or receive payments in regular intervals. Regardless of the type of payment term that you enter on the transaction, the process for entering the transaction is the same.

### **Split Payment Terms**

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When you use split payment terms, the system divides the gross amount of the transaction into equal amounts to be paid at regular intervals. For example, you might require that a customer pay half an invoice amount when the order is placed, and pay the remaining amount when the service is complete or when goods are shipped.

You can change the payment terms and amounts before the payment is issued or received. The system calculates the net due date based on the payment term that you specify.

If you enter transactions with discounts or taxes, the system splits the discount and tax amounts appropriately among the pay items.

### **Installment Payment Terms**

Installment payments are similar to split payments, but allow you to set up equal or unequal payments with different discount percentages and due dates for each installment. The system calculates the due date of each installment based on the due date rule you assign to it.

The following describes two examples of installment payment terms:

<b>Equal payments with a discount due date</b>	You might set up five equal payments. Each payment includes a 10 percent discount if paid within the discount period that you defined in the discount due date rule.  The actual due date of the payment depends on the net due date rule that you set up.
<b>Unequal payments with a discount due date</b>	You might set up six payments. Five of the payments might be 15 percent of the invoice amount, and the sixth payment is 25 percent. Each payment might also include a 5 percent discount if paid within the discount period that you defined in the discount due date rule.  The actual due date of the payment depends on the net due date rule that you set up.

## See Also

- *Entering Supplier Records*
- *Setting Up Payment Terms*

## Before You Begin

- Verify that the payment terms for split and installment payments are set up correctly.  
See *Setting Up Payment Terms and Working with Advanced Payment Terms*.

### ► To enter vouchers using split and installment payment terms

---

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

1. On Supplier Ledger Inquiry, click Add.
2. On Enter Voucher – Payment Information, follow the steps to enter basic voucher information.  
See [\*Entering Standard Vouchers\*](#).
3. Complete the following fields and then click OK:
  - Payment Terms  
You must select a payment term that is set up for split payments.
  - Gross Amount  
Enter the gross amount for the invoice on the first detail line.

---

#### Note

If you enter discount or tax information, the system splits the discount and tax amounts appropriately among the pay items.

---

4. Complete the necessary G/L distribution information and click OK.  
See *Entering G/L Distribution Information*.

---

**Note**

You must finish entering the voucher, then reinquire on it to see the multiple pay items that the system created.

---

**Related Information**

<b>Revising the gross amount</b>	If you change the invoice gross amount, you must manually adjust the discount amount or clear the field so that the system can recalculate it.
<b>Adding invoice pay items</b>	If you enter additional pay items to the invoice, you must manually enter the appropriate discount amount.

## Entering Debit Memos

When a supplier sends you a credit, enter the voucher as a debit memo. The credit is applied to open vouchers when you issue payment to the supplier.

---

**► To enter a debit memo**

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

On Supplier Ledger Inquiry, follow the steps to enter a standard voucher, but enter the gross amount as a *negative amount* on Enter Voucher-Payment Information.

See [Entering Standard Vouchers](#) in the chapter *Working with Standard Vouchers*.

If payment terms are used to generate a discount on the voucher, the system calculates a negative discount amount when you enter a debit memo. Therefore, you must clear the Payment Terms and Discount Available fields so that the voucher does not include a negative discount.

When you enter a debit memo, the system assigns the document type that is specified in the Debit Memo Document Type processing option of Voucher Entry MBF. Generally, a debit memo is assigned a document type PD.

## Processing Options for Standard Voucher Entry (P0411)

**Display Tab**

These processing options specify how the system groups and displays data on the Supplier Ledger Inquiry form.

---

## **1. Recurring Vouchers**

Use this processing option to specify recurring vouchers as the default voucher type.

Valid values are:

Blank The system shows all vouchers (no default criteria).

1 The system shows only recurring vouchers.

When you enter 1, the program places a check mark in the Recurring Vouchers option on the Supplier Ledger Inquiry form.

## **2. Summarized Vouchers**

Use this processing option so that vouchers appear with multiple pay items in a summarized, single pay item format.

Valid values are:

Blank The system shows all vouchers (no default criteria).

1 The system shows only summarized vouchers.

When you enter 1, the program places a check mark in the Summarize option on the Supplier Ledger Inquiry form.

---

## **Currency Tab**

These processing options allow you to display amounts in a currency other than the currency in which the amounts are stored on the system. Amounts displayed in a different currency are hypothetical only; they are not saved to the system when you exit the Standard Voucher Entry program.

---

## **1. 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 USD can appear as if it is in EUR.

Valid values are:

Blank The As If currency grid column does not appear.

Or, enter the preferred code for As If 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 when you exit the Standard Voucher Entry program.

---

## **2. 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 a date you specify.

Valid values are:

Blank The system uses the Thru date.

Or, enter the As Of date.

NOTE: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As Of date.

---

## **Manual Payments Tab**

These processing options control the creation of manual payments.

---

### **1. Manual Payment Creation**

Use this processing option to specify whether to generate manual payments instead of automatic payments. This option applies only to manual payments without voucher match and is not available in multi-company and multi-voucher modes.

Valid values are:

- Blank No payment information appears.
- 1 Generate manual payments (without voucher match).

Note: If you enter 1, click Add on Supplier Ledger Inquiry. Then complete the Enter Voucher - Payment Information form, and click OK. Complete the Payment Information form for manual payment processing.

### **2. Duplicate Payments**

Use this processing option to specify the type of message that appears when you attempt to generate or edit a duplicate payment number. Use this option only if you enter 1 for Manual Payment Creation. The message indicates that you have used that payment number previously.

Valid values are:

- Blank Error
- 1 Warning

### **3. Automatic Payment Number Assignment**

Use this processing option to direct the program to automatically assign payment numbers to manual payments based on the bank account's next number.

Valid values are:

- Blank You manually assign payment numbers (default).

- 
- 1 The system assigns payment numbers based on the bank account's next number.
- 

### **Purchasing Tab**

This processing option specifies how the program processes vouchers that contain purchase order information.

---

#### **1. Voucher Delete**

Use this processing option to determine the type of message that appears when you attempt to delete vouchers that contain purchase order information. For example, indicate what the system does when you attempt to delete a voucher that contains a purchase order from the Supplier Ledger Inquiry form.

Valid values are:

Blank Do not permit editing (default)

1 Warning

2 Error

If a conflict exists between this processing option and the Voucher Message processing option for Voucher Entry MBF, the value set here overrides the value set in Voucher Message processing options.

---

### **Voucher Match Tab**

These processing options allow you to process matched vouchers from the procurement system rather than standard vouchers.

---

## **1. Match Processing**

Use this processing option to change the default voucher type from standard vouchers to matched vouchers. If you choose to run the voucher match program, you can choose either the three-way voucher match or the two-way voucher match.

Valid values are:

Blank Run Standard Voucher Entry (P0411)

1 Run Voucher Match (P4314) in the Procurement system

Alternatively, on the Non-Stock PO Processing menu (G43B11), choose one of the following:

- o Receive & Voucher POs
- o Match Voucher to Open Receipt

The Voucher Match Program (P4314) does not access the MBF processing options (P0400047). Therefore, the MBF processing option settings do not affect Voucher Match processing.

You might want to reverse a voucher. For example, you reverse a voucher when you return the items for which you created the voucher. If the voucher has been posted, the system reverses the corresponding journal entries. If the voucher has not been posted, the system deletes the entries.

NOTE: Do not delete a voucher in the Accounts Payable system if you created the voucher in the Procurement system. The voucher should be deleted in the Procurement system.

---

## **2. Voucher Match Version**

Use this processing option to accept the default voucher match version, or enter a specific version number for the Voucher Match program (P4314) in the Procurement system. You must complete this processing option if you enter 1 in the Match Processing processing option.

---

Valid values are:

Blank Use version number ZJDE0001.

Or, enter a specific version number.

---

### **Multi Company Tab**

This processing option allows you to process vouchers for multiple companies rather than standard vouchers.

---

#### **1. Multi-Company Single Supplier**

Use this processing option to specify whether to process vouchers that represent expenses for multiple internal companies. These multi-company vouchers expenses are distributed to different G/L and offset bank accounts, but to the same supplier.

Valid values are:

Blank Enter a standard voucher.

1 Enter a multi-company single supplier voucher.

Note: The manual payment function is not available for this type of voucher processing.

Alternatively, access this processing option by choosing Multi-Company Single Supplier from the Other Voucher Entry Methods menu (G04111).

---

### **Multi Vouchers Tab**

This processing option specifies whether to enter multiple vouchers or standard vouchers.

---

## **1. Multiple Vouchers**

Use this processing option to allow you to quickly enter multiple vouchers for one or more suppliers. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process.

Valid values are:

- Blank Enter a standard voucher.
- 1 Enter multiple vouchers with a single supplier.
- 2 Enter multiple vouchers with multiple suppliers.

Note: You can use the multiple-voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method. Also, the manual payment function is not available for this type of voucher processing. For additional information, as well as other limitations to multiple voucher entry, consult the documentation or online help for Entering Multiple Vouchers.

Alternatively, access this processing option by choosing either Multi Voucher - Single Supplier or Multi Voucher - Multi Supplier from the Other Voucher Entry Methods menu (G04111).

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## **Logging Tab**

These processing options allow you to enter logged vouchers rather than standard vouchers.

---

## **1. Voucher Logging**

Use this processing option to specify whether to enter a voucher before you assign it a G/L account. At a later time, you can redistribute the voucher to the correct G/L accounts.

You can specify a default G/L account for preliminary distribution, as well as a suspense trade account for logged vouchers. To do this, use AAI PP (Preliminary Distribution for Voucher Logging) and PQ (Suspense A/P Trade Account for Voucher Logging). To use AAI PQ, select the Use Suspense Account option in the Company Names and Numbers program (P0010). From the Organization & Account menu (G09411), choose Company Names and Numbers.

Valid values are:

Blank Enter a standard voucher (default).

1 Enter a logged voucher.

When you enter 1 in this processing option, the program adds a selected Logged option to the Supplier Ledger Inquiry form, and the program ignores the selections you make for Prepayments.

Alternatively, from the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.

NOTE: This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of Voucher Entry MBF (P0400047). You must enter 1 in both Voucher Logging processing options in order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

## **2. G/L Date**

Use this processing option to specify whether to use the system date as the

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default G/L date for a logged voucher.

Valid values are:

Blank Enter date manually during the data entry process.

1 Use the system date as the default G/L date.

NOTE: If you enter 1 in this processing option, you cannot override the date,

since you have designated the system date.

---

### **Prepayments Tab**

These processing options specify how the program processes prepayments. Use prepayments to pay for goods or services before you receive an invoice.

---

## **1. G/L Offset Account**

Use this processing option to set up automatic accounting instructions (AAI item PCxxxx) to predefine classes of automatic offset accounts for accounts.

For example, you can assign G/L offsets as follows:

- o Blank or 4110 - Trade Accounts Payable
- o RETN or 4120 - Retainage Payable
- o OTHR or 4230 - Other Accounts Payable (see A/P class code - APC)
- o PREP or 4111 - Prepayment A/P Trade Account

Enter the code for the G/L offset account that the system uses to create prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items. If you leave this field blank (default), the system uses the Standard Voucher Entry program.

NOTE: If WorldSoftware and OneWorld software coexist, do not use code 9999. In WorldSoftware this code is reserved for the post program and indicates that offset accounts should not be created.

## **2. G/L Distribution Account**

Use this processing option to specify the G/L distribution account that the system uses for creating prepayment pay items.

You can use one of the following formats for account numbers:

- o Structured account (business unit.object.subsidiary)
- o 25-digit unstructured number
- o 8-digit short account ID number
- o Speed code

The first character of the account indicates the format of the account number.

You define the account format in the General Accounting Constants program (P000909).

NOTE: Use this processing option only if you enter a valid value in the G/L

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Offset Account processing option.

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### **3. Pay Status Code**

Use this processing option to enter the default pay status code for prepayments. The pay status code is a user defined code (00/PS) that indicates the current payment status of a voucher.

Valid codes are:

- P The voucher is paid in full.
- A The voucher is approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.
- H The voucher is on hold pending approval.
- R Retainage.
- % Withholding applies to the voucher.
- ? Other codes. All other codes indicate reasons that payment is being withheld.

NOTES:

- o The Accounts Payable system does not print payments for any codes other than the codes provided in this valid codes list.
- o Use this processing option only if you enter a valid value in the G/L Offset Account processing option.
- o If WorldSoftware and OneWorld software coexists, and you leave this processing option blank, the prepayment status of H for negative prepayment pay items is the default value.

### **4. Number of Days**

Use this processing option to enter the number of days to add to the due date of the negative prepayment pay items. This processing option is valid only if WorldSoftware and OneWorld software coexists.

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### **5. Tax Area**

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Use this processing option to direct the program to show the Prepayment Tax form for prepayments. You use the Prepayment Tax form to assign tax codes to negative pay items that are different from the tax codes for the corresponding positive pay items. This is necessary, for example, when tax laws treat positive pay items and negative pay items differently. Otherwise, the system automatically generates a negative pay item for each positive pay item, assigning each negative pay item the same tax area code and tax explanation code as its corresponding positive pay item.

If you specify a tax area code and tax explanation code on the Prepayment Tax form, the new codes appear on all negative pay items, overriding the original tax area codes and tax explanation codes on the positive pay items. For example, if there are several positive pay items, each of which specify a different tax area code and tax explanation code, but you specify a particular tax area code and tax explanation code on the Prepayment Tax form, the system assigns the tax area code and tax explanation code you specify on the Prepayment Tax form to all negative pay items.

Valid values are:

Blank Do not show the Prepayment Tax form.

1 Show the Prepayment Tax form.

NOTE: Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

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### **Prepayment Tax Area Code**

Use this processing option to enter a default code that identifies a tax or geographic area that has common tax rates and tax distribution. The system uses this code to properly calculate the tax amount. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).

Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one tax.

NOTE: Use this processing option only if you enter 1 in the Tax Area processing option.

### **Prepayment Tax Explanation Code**

Use this processing option to set up a default tax explanation code for transactions with a certain supplier. This tax explanation code is a user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.

NOTE: Use this processing option only if you enter 1 in the Tax Area processing option.

---

### **MBF Version Tab**

These processing options allow you to override the default Master Business Function version ZJDE0001 for standard voucher and journal entry processing.

---

## **1. Voucher Master Business Function Version**

Use this processing option to specify a version number to override Standard Voucher Entry processing (version ZJDE0001 for application P0400047).

NOTE: Only persons responsible for system-wide setup should change this version number.

## **2. Journal Entry Master Business Function Version**

Use this processing option to specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049).

NOTE: Only persons responsible for system-wide setup should change this version number.

---

### **Process Tab**

These processing options specify whether to allow changes to vouchers when you are reviewing them and whether to activate supplier self-service.

---

## **1. Voucher Entry Mode**

Use this processing option to specify whether the system allows changes to vouchers after you select them from the Supplier Ledger Inquiry form. If you leave this field blank, the system allows you to make changes to existing vouchers that you select from the Supplier Ledger Inquiry form. If you enter 1 in this field, the system restricts you to inquiries of existing vouchers that you select from the Supplier Ledger Inquiry form.

Valid values are:

- Blank Allow changes to the selected voucher.
- 1 Do not allow changes to the selected voucher.

---

## **2. Supplier Self Service Mode**

Use this processing option to activate the Supplier Self-Service function for use in Java/HTML. The Self-Service function allows suppliers to view their own vouchers and payments.

Valid values are:

- Blank Do not activate Supplier Self-Service function.
  - 1 Activate Supplier Self-Service function.
-

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

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

## **Master Business Function**

A master business function (MBF) provides a central location for standard business rules about entering documents such as vouchers, invoices, and journal entries.

The master business function comprises processing options that are shared by certain programs. The processing options for the Voucher Entry MBF are used by the following voucher entry programs:

- Standard Voucher Entry (P0411)
- Speed Voucher Entry (P0411SV)
- Multi-Company Single Supplier (P0411)
- Multi-Voucher Single Supplier (P0411)
- Multi-Voucher Multiple Supplier (P0411)
- Batch Voucher Processor (R04110Z)

### **► To review versions and processing options for the Voucher Entry MBF**

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

1. On Work With Interactive Versions, type the applic
2. Choose a version.
3. To review the process option settings for the version, choose Processing Options from the Row menu.
4. Make any necessary changes to the processing options and click OK.

### **Processing Options for Voucher Entry MBF (P0400047)**

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#### **Defaults**

1. Service/Tax Date

Blank = Use the G/L Date

1 = Use the Invoice Date

2. Pay Status Code

Use this processing option to specify the default pay status code for vouchers.

3. Document Types for Vouchers and Debit Memos

Voucher Document Type

Debit Memo Document Type

4. Alternate/Payee

Blank = Enter the supplier number into the Alternate/Payee field

1 = Enter the Factor/Special Payee address into the Alternate/Payee field

Date Edits

Date Edit Error Message

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Invoice Date > Today's Date  
Invoice Date > G/L Date  
Currency  
1. Value Added Tax Allowed  
Blank = Do not allow Value Added Tax  
1 = Allow Value Added Tax  
2. Exchange Rate Date  
Blank = Use the Invoice Date  
1 = Use the G/L Date  
3. Exchange Rate Retrieval  
Blank = Retrieve the last exchange rate in the F0015  
1 = Return an error message  
4. Exchange Rate Tolerance Limit  
Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table.  
5. Currency Disagreement  
Blank = Return an error  
1 = Allow different currencies and do not return any messages  
Manual Pymnts  
1. Duplicate Payment Message  
Blank = Return an error message  
1 = Return a warning message  
Purchasing  
1. Voucher Message  
Blank = Allow changes and deletions of vouchers and return no message  
1 = Return a warning message  
2 = Return an error message  
Logging  
1. Voucher Logging  
Blank = Do not allow logged vouchers  
1 = Allow logged vouchers  
Interop  
1. Interoperability Version

---

## Working with Model Journal Entries

You can set up model journal entries as reusable templates to predefine, store, and retrieve regular or recurring transactions. Use models as the basis for journal entries to save time and reduce the potential for error.

You can vary the information included in the model to fit the situation. For example, you might include:

- Account numbers, amounts, and explanations
- Account numbers and explanations only (because amounts can vary)
- Account numbers, percentages, and explanations

The system stores model journal entries in the Account Ledger table (F0911) with a model posted code (M) and without a G/L date. Actual journal entries contain a G/L date and a posted code that indicates whether they are posted or unposted (P or blank).

## Locating Model Journal Entries

You must locate a model journal entry before you can revise or reuse it.

## ► To locate a model journal entry

---

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click the Models option.
2. Click Find.

The system displays all model journal entries.

If you click Find without clicking the Models option, the system displays all of the journal entries except the models.

### See Also

- *Working with Recurring Journal Entries*

## Creating a Model Journal Entry

You can create models to serve as templates for entering monthly accruals and other recurring journal entries. You can enter the G/L distribution information in the model journal entry. So when you reuse the model journal entry, the G/L distribution has already been entered, thereby saving you data entry time. If you are creating a model journal entry for vouchers or invoices, you can assign the model to either a supplier or customer record.

## ► To create a model journal entry

---

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click Add.
2. On Journal Entry, click the Model option.

The G/L Date field disappears from the header area.

3. Complete the following fields:

- Explanation
- Document Type

4. Complete the following optional fields:

- Document Number
- Document Company

5. Complete the following field for each G/L distribution:

- Account Number

6. Complete the following optional field for each G/L distribution:

- Amount

PeopleSoft.

7. Click OK.

### See Also

- Creating a Model for a Percent Journal Entry*

### Processing Options for Journal Entry (P0911)

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#### Batch Type

1. Enter a Default Batch Type

#### Batch Type

##### Format Control

1. Enter a '1' to specify Journal Entries with Debit/Credit

#### Debit/Credit Format

##### 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

##### Field Control

1. For Fixed Assets systems enter a '1' to require the entry of an Asset ID if an account is in an AAI asset account range. Leave blank to not require an entry.

#### Require Asset ID

---

## **Creating a Model for a Percent Journal Entry**

You can create models for journal entries that have fixed percentages of a variable amount. When you subsequently enter an amount based on the model, the system uses the percentages to distribute the gross amount.

### **► To create a model for a percent journal entry**

---

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click Add.
2. On Journal Entry, click the Model option.  
The G/L Date field disappears from the header area.
3. Enter % in the following field:

- Document Type

The % field appears in the detail area.

The total debit percentages for balanced journal entries must equal the total credit percentages. The total debit or credit percentages do not have to equal 100%.

4. Complete the following field:
  - Explanation
5. Complete the following optional fields:
  - Document Number
  - Document Company
6. Complete the following fields for each G/L distribution percentage and click OK:
  - Account Number
  - %
  - Remark

## **Changing a Model Journal Entry**

You might need to change a model journal entry.

### **► To change a model journal entry**

---

*From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.*

1. On Work With Journal Entries, click the Models option.
2. To display models for a document type, complete the following field in the Query By Example row:

- Document Type
3. Click Find.
  4. Choose the model that you want to change and click Select.
  5. On Journal Entry, change the information as necessary and click OK.

#### **See Also**

- *Creating a Model Journal Entry*

### **Entering G/L Distribution Based on a Model**

To simplify the entry process, you can set up and use model journal entries. You set up model journal entries when you have vouchers and invoices that use the same account distribution. You can choose the model at the time you enter the G/L distribution for the transaction, or you can set up a default model for the system to use on the supplier or customer record.

#### **See Also**

- *Entering Standard Vouchers in Working with Standard Vouchers* for steps on how to enter a voucher and G/L distribution

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#### **► To choose a model for the G/L distribution entry**

*Use one of the following navigations:*

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

*From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.*

1. On Supplier Ledger Inquiry or Work with Customer Ledger Inquiry, click Add and follow the steps to enter a standard voucher or invoice.

See *Entering Standard Vouchers*

See *Entering Standard Invoices*

2. On Enter Voucher - G/L Distribution or G/L Distribution, choose Model Journals from the Form menu.
3. On Model Journals Search & Select, complete the following field and click Find to display a particular document type:

- Doc Type/No/Co

4. Choose the appropriate model and click Select.

The system displays the model on Enter Voucher - G/L Distribution or G/L Distribution. You can now add or revise the actual journal entry based on the information from the model.

5. Click OK.

► **To add or revise the G/L distribution entry based on the model**

---

After you choose a model, you use it as the basis for your G/L distribution, adding and revising it as needed.

*Use one of the following navigations:*

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

*From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.*

1. Follow the steps to enter a voucher or invoice.

*See the task To enter voucher information or To enter basic invoice information.*

2. Follow the steps to choose a model for the journal entry.

*See the task To choose a model for the G/L distribution.*

3. On Enter Voucher - G/L Distribution or G/L Distribution, complete or change the following field for each G/L distribution, if applicable:

- Amount

4. Replace or clear information in other fields as necessary, and then click OK.

## Entering Speed Vouchers

As an alternative to entering standard vouchers, you can use the Speed Voucher method to enter high-volume, simple vouchers. With speed vouchers, you enter voucher and G/L distribution information on one form. Consider using this method for a voucher that has:

- A single pay item (which has a single due date and tax rate/area)
- Simple accounting instructions

You cannot use the speed method for multiple pay items or for changing or deleting vouchers. You must use the standard voucher entry or speed release program.

As with standard vouchers, speed voucher information is stored in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

### See Also

- ❑ *Entering Other Types of Vouchers* for more information about entering a voucher with discounts, multiple pay items, and taxes
- ❑ *Entering Basic Journal Entries* in the *General Accounting Guide* for more information about entering G/L distributions

### Before You Begin

- ❑ Set up supplier master records. See [Entering Supplier Records](#).
- ❑ Set the appropriate processing options.
- ❑ Verify that the following AAIs are set up correctly:
  - PC (payables trade)
  - PB (payables bank)

- PKD (payables discounts available)
- PKL (payables discounts lost)
- PT (payables tax)

See About AAIs for A/P

### ► To enter a speed voucher

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

1. On Speed Voucher Entry, to identify the invoice, complete the following fields:

- Supplier Number
- Invoice Amount

2. You can also complete the following optional fields to identify the invoice:

- Invoice Number
- Invoice Date

If you make errors during data entry on fields in the header, you must correct them from the header. The system does not allow you to change the grid until you make corrections to fields in the header. When you make corrections to fields in the header, the system automatically updates the corresponding data in the grid.

3. To specify how to process the voucher, complete the following fields:

- Company
  - G/L Date
4. You can also complete the following optional fields to specify how to process the voucher:
- Discount Available
  - Payment Terms
  - Pay Status
  - Payment Remark
5. To enter general ledger information, complete the following fields:
- Account Number
  - Amount
6. You can also complete the following optional field to enter general ledger information:
- Payment Remark
- After you complete a speed voucher, you can choose Exit Out Of Balance from the Form menu. See [Exiting Standard Voucher Entry Out of Balance](#) for more information about the purpose, function, and potential hazards of exiting out of balance.
7. Click OK.

## Processing Options for Speed Voucher Entry (P0411SV)

---

### Manual Checks

1. Enter a '1' for manual checks

1 = Manual Check Creation

2. Enter a '1' to automatically assign payment number based on the bank account's next payment number

1 = Auto Payment Numbers

### MBF Version

1. Enter the version of the Voucher Entry Master Business Function to be used for Speed Voucher Entry. If left blank, version ZJDE0001 (of application P0400047) will be used.

### Version

---

## Using the Batch Review Program

After you enter transactions into the system, you might want to review them before you post them to the general ledger. Additionally, depending on the settings in your constants, you might need to approve the batch. You use the same program, Batches (P0011), when you review transaction batches online; therefore, the process to review transactions and approve batches is the same, regardless of the system. The only difference between the various batch review programs is the default batch type that displays on the form, which you can override. You can review all batch types from any batch review program.

Because invoices and vouchers are two-sided entries, you can review the invoice or voucher, as well as the G/L distribution (journal entry).

#### See Also

- Using Batch Control to Manage the Entry Process*
- Working with Batch Headers* in the *General Accounting Guide* for information about creating and revising batch header records
- Printing Voucher Journals*
- Revising Unposted Vouchers*
- Revising Posted Vouchers*
- Setting Up Constants for A/P* for information about manager approval

### Difference Amounts and Batch Control

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter in a batch. These differences are shown for both the input total and the number of documents, and are informational only.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. The differences displayed are informational only.

### Reviewing Transaction Batches

You use the Batches program (P0011) to review transaction batches. You can display a list of batches based on your user ID, a posting status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

---

#### Note

If the batch review security feature is activated, the system might not display all batches. Instead, the system displays only the batches that you are authorized to review and approve.

---

When you review a list of batches, you can access transaction detail for a specific batch. For example, you can review the number of invoices, vouchers, and journal entries within a batch and the total amount of the transaction. You can also select a specific transaction to review.

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter. These differences are shown for both the input total and the number of documents. If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. See *Using Batch Control to Manage the Entry Process*.

The batch review program displays information in the Batch Control Records table (F0011).

---

#### ► To review transaction batches

*From the transaction entry or process menu, choose the review menu selection (P0011).*

1. On Work With Batches, click Find to display all batches for all users. To limit the information that appears, complete one or both of the following fields and click Find:

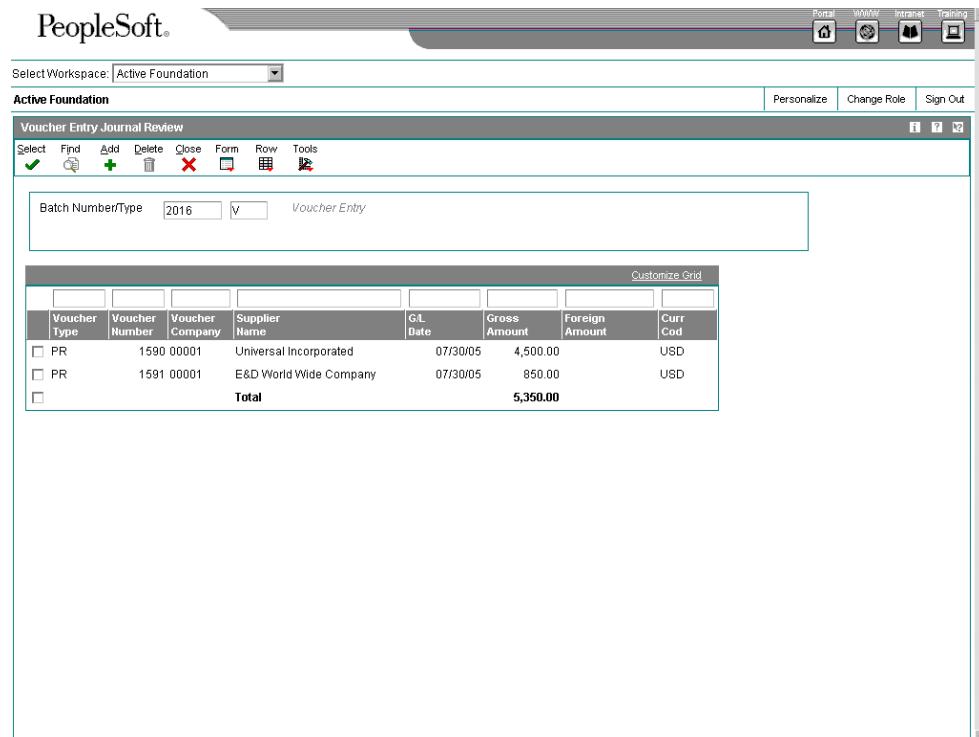
- User ID
  - Batch Number / Type
2. To review only posted or unposted batches, click one of the following options:
- Posted Batches
  - Unposted Batches
3. To limit the search further, complete one or both of the following fields:
- Batch Date
  - Batch Status
4. Click Find.

#### ► To review or revise voucher information

---

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

1. On Work With Batches, follow the steps to review a batch.  
See *Reviewing Transaction Batches*.
2. Choose a batch and click Select.



Voucher Type	Voucher Number	Voucher Company	Supplier Name	G/L Date	Gross Amount	Foreign Amount	Curr Cod
PR	1590 00001	Universal Incorporated	Universal Incorporated	07/30/05	4,500.00		USD
PR	1591 00001	E&D World Wide Company	E&D World Wide Company	07/30/05	850.00		USD
		Total			5,350.00		

3. On Voucher Entry Journal Review, choose the voucher that you want to review or revise, and click Select.

When you view batch amounts, the gross amount of the voucher appears even if part of the voucher has been paid. The batch total amount includes debit memos.

Choose Payment Inquiry from the Form menu to see more detailed information about a manual payment without matching voucher (batch type W).

4. On Enter Voucher - Payment Information, change the information in any field that the system allows, and click OK.

See *Revising Unposted Vouchers*.

---

**Note**

If you revise a voucher that is posted, the system automatically changes the batch status from posted to the default entry status, either pending or approved, depending on the setting in the A/P constants.

If you revise an amount, you must post the batch again to update the ledger and Account Balances table (F0902). The post processes only the changed transaction. See *The Post Process*.

---

#### ► To review or revise voucher G/L information

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1. On Work With Batches, follow the steps to review transaction batches.

See *Reviewing Transaction Batches*.

2. Choose a batch, and click Select.

3. On Voucher Entry Journal Review, to verify that the amount of the journal entry is equal to the amount of the voucher, review the following field.

- J.E. Bal

4. To review general ledger information, choose G/L Distribution from the Row menu.

5. Click Cancel to return to Voucher Entry Journal Review.

6. To revise information on the G/L Distribution form, choose Voucher from the Row menu.

7. On Enter Voucher - Payment Information, choose G/L Distribution from the Form menu.

8. On G/L Distribution, revise the information in any available field and click OK.

---

**Note**

If you revise a voucher that is posted, the system automatically changes the batch status from posted to the default entry status, either pending or approved, depending on the setting in the A/R constants.

If you revise an amount, or account number, you must post the batch again to update the ledger and Account Balances table (F0902). The post processes only the changed transaction. See *The Financial Post Process*.

---

## **Adding Transactions to an Existing Batch**

When you cannot revise a transaction, you need to delete it and re-enter it in the system. Ideally, you might want to add the transaction to its original batch. To add a transaction to an existing batch, you must use the Batches program (P0011). The process to add transactions is the same regardless of the type of transaction.

## **Approving Transaction Batches**

After you enter and review a batch of transactions, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on the settings in your system constants, the system assigns either a pending or an approved status to the batch.

If you do not turn on the Manager Approval of Input option in the constants, the system automatically assigns an approved status to the transaction batches.

### **See Also**

- Reviewing Transaction Batches*
- Approving Voucher Batches Using Workflow*

### **► To approve transaction batches**

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*From the transaction entry or process menu, choose the review menu selection (P0011).*

1. On Work With Batches, follow the steps to review the batch:

See *Reviewing Transaction Batches* for more information.

2. Choose one or more batches.
3. From the Row menu, choose Batch Approval.
4. On Batch Approval, click the following option and click OK:

- Approved - Batch is ready to post

To temporarily prevent a batch from posting, change the batch status from approved to pending on Batch Approval.

5. To verify the approval, review the following fields on Work With Batches:

- Batch Status
- Status Description

## The Financial Post Process

After you enter, review, and approve transactions, you must post them. All financial transactions such as journal entries, invoices, and vouchers must be posted to the Account Balances table (F0902); and the Asset Account Balances table (F1202) for fixed assets) to update their respective systems with current transaction records and maintain the integrity of the systems.

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### Note

All journal entries that are within the FX range of accounts in the AAIs must be posted to the Asset Account Balances table to update the Equipment/Plant Management system with current transaction records.

---

The post program performs the following tasks in sequential order:

### Selects Data to Post

The program takes the following actions to select the data for posting:

- Selects all approved batches that match the criteria specified in the data selection from the Batch Control Records table (F0011).
- Changes the batch status in the Batch Control Records table to indicate that the selected batches are in use.
- Selects the unposted transactions for the selected batches from the applicable transaction table.

### Validates Information and Performs Error Processing

After selecting the batches and transactions to post, the program performs numerous edits. These edits validate the information for the job, the batches, and the transactions. The program edits for and verifies that:

- The processing option versions and constants are valid.
- Transaction data is valid and can include the following information:
  - The account exists in the Account Master table (F0901) and is a posting account.
  - The business unit exists in the Business Unit Master table (F0006).
  - The G/L date is valid.
- Intercompany setup is correct for intercompany settlements.
- Each batch is in balance.

If the program finds errors, it:

- Sends workflow messages to the Employee Work Center for the user who ran the Post program. For example, you receive messages for transactions that are in error and batches that do not balance.
- Prints a Post Detail Error report if a batch for a required-to-balance ledger type does not balance and is not specified as allowed to post.
- Places the entire batch in error if any transactions are in error, which prevents the batch from posting.

For batches with errors, no posting occurs. Only the final step of the process applies (updating the batch status to E).

#### **Creates Automatic Entries**

For batches that do not contain errors, the post process continues. The program creates and posts transactions for automatic entries. The type of automatic entry varies by system and batch type. For example, if you use intercompany settlements, the post program creates automatic entries to the intercompany account for the appropriate companies. If you post accounts receivable or accounts payable transactions the system creates automatic entries to the A/P and A/R trade accounts. For more information about the type of automatic entries the post creates, see the corresponding concept associated with posting specific types of transactions.

#### **Updates the Posted Codes**

After validating the integrity of the information in the job, batches, and transactions, the program:

- Updates the posted code for each transaction to D in the respective ledger tables of the system
- Updates the posted code for each transaction to P in the Account Ledger table (F0911)
- Posts transactions to the Account Balances table (F0902)
- Prints the General Ledger Post report

The program posts to the appropriate ledgers. For example, the program posts domestic amounts to the AA (actual amount) ledger.

The program also creates transactions for automatic offsets that are required for intercompany settlements, if applicable.

#### **Updates the Taxes Table**

The program updates the tax amount in the Taxes table (F0018), based on a processing option setting.

#### **Updates the Batch Status**

After posting each transaction to the Account Balances table, the program updates the transaction in the Account Ledger table with a G/L posted code of P (posted).

After posting all of the transactions for a batch, the program updates the status of the batch in the Batch Control table (F0011). The program sets each posted batch to D (posted) and each unposted batch to E (error).

#### **Updates the Line Extension Code Field**

When the post generates Account Ledger (F0911) records, the system updates the Line Extension Code field (EXTL) with a value of AE. This update differentiates Account Ledger records that you enter through voucher or invoice entry from those records generated by the post--such as payments, automatic entries, and receipts.

#### **Initiates Programs Defined in Processing Options**

Depending on processing option settings, the program processes other programs when the post process is complete.

- The Detailed Currency Restatement program updates the XA, YA, and ZA ledgers if you set that processing option.
- The Fixed Asset Post program updates asset information if you set that processing option.
- The 52 Period Post program updates the Account Balances - 52 Period Accounting table (F0902B) if you set that processing option.

### **Related Information**

The Post program in OneWorld differs from the Post program in WorldSoftware:

- In OneWorld, the Pre-Post programs in Accounts Payable and Accounts Receivable create the offsetting entries (not the Post program). The offsetting entries use the transaction date (not the end of the month).
- Offset Method D is not available in OneWorld.
- In OneWorld, the system uses the Ledger Type Master File table (F0025) to determine the ledgers that are required to balance and the ledgers that require intercompany settlements. In WorldSoftware, the ledgers are hardcoded in the programs.
- In OneWorld, the posting and updating tasks occur in a different sequence than they do in WorldSoftware. For example, the program updates the Account Balances table before it updates the Account Ledger table.

### **Before You Begin**

- Verify that the batch has an approved status.
- Ensure that all post menu selections are routed to the same job queue and that the job queue allows only one job to process at a time.
- Verify the offset method in A/P and A/R constants.

If you are using multicurrency, the Offset Method field in A/P constants and the A/R constants must agree with the Intercompany Settlements field in G/A constants. For example, if the Offset Method field is B (create an offset for each batch), the Intercompany Settlements field must be set to 1 (flex compatible, create intercompany settlements using a hub company), not to 2 (flex compatible, create intercompany settlements without a hub company). If you do not set up these two constants so that they are compatible, the system returns an error.

See [Intercompany Settlements](#) in the *General Accounting Guide* for more information about intercompany multicurrency processing.

### **Posting Financial Batches**

You can run the Post program from menu selections that describe the process, such as Post General Journal, Post Vouchers to G/L, or Post Receipts to GL, or from one of the batch review programs, such as Invoice Journal Review or Review Payments. The menu selection that you choose depends partly on convenience: one allows you to post directly from the menu, and the other allows you to post without exiting the review program.

The menu selection also depends on the method of posting that you want to use. The following methods are available for posting batches.

When you choose to run the post program from a "post" menu selection, the system accesses the Work With Batch Versions - Available Versions form.

<b>G/L Post by Version</b>	From the Work With Batch Versions form, choose and run a version of the post.  Advantage: The program posts all of the approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.
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When you choose to run the post program from a batch review program, the system accesses the Work With Batches form.

<b>Post by Version</b>	From Work With Batches, choose Post by Version from the Form menu. You then choose and run a version of the post. This method works the same way as starting the post from the Post Invoices to G/L menu selection.  Advantage: The program posts all of the approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.  Another advantage is that you can run the post by version locally or on a server.
<b>Post by Batch</b>	From Work With Batches, choose one or more batches, and then choose Post by Batch from the Row menu. The program selects the version to run that is based on the batch type and sends the data selection to a version for you.  Advantage: Data selection occurs automatically.  Disadvantage: You cannot run Post by Batch locally.
<b>Subsystem G/L Post</b>	From Work With Batches, choose one or more batches, and then choose Subsystem G/L Post from the Row menu. The program sends the data selection to a subsystem table.  Advantage: Data selection occurs automatically, and system resources can be better utilized. For example, the system administrator might hold batches in the subsystem and run them at night when system resources are more readily available.

Each version of the post program has data selection set for a specific batch type. The following table lists the system, the version of the post program, and the corresponding batch type for each financial post program:

System	Description of Transaction	Version	Batch Type
<b>General Accounting</b>	Journal Entries	ZJDE0001	G
	Allocations	ZJDE0010	D
	Detail Currency Restatement	ZJDE0041	XX
<b>Accounts Payable</b>	Vouchers	ZJDE0002	V
	Automatic Payments	ZJDE0003	K
	Manual Payments with Voucher Match	ZJDE0004	M
	Manual Payments without Voucher Match	ZJDE0005	W

<b>Accounts Receivable</b>	Invoices	ZJDE0006	IB
	Receipts	ZJDE0007	RB
	Drafts	ZJDE0020	DB

Do not change the data selection for the batch type. Use the version of the post that corresponds to the type of batch that you want to post.

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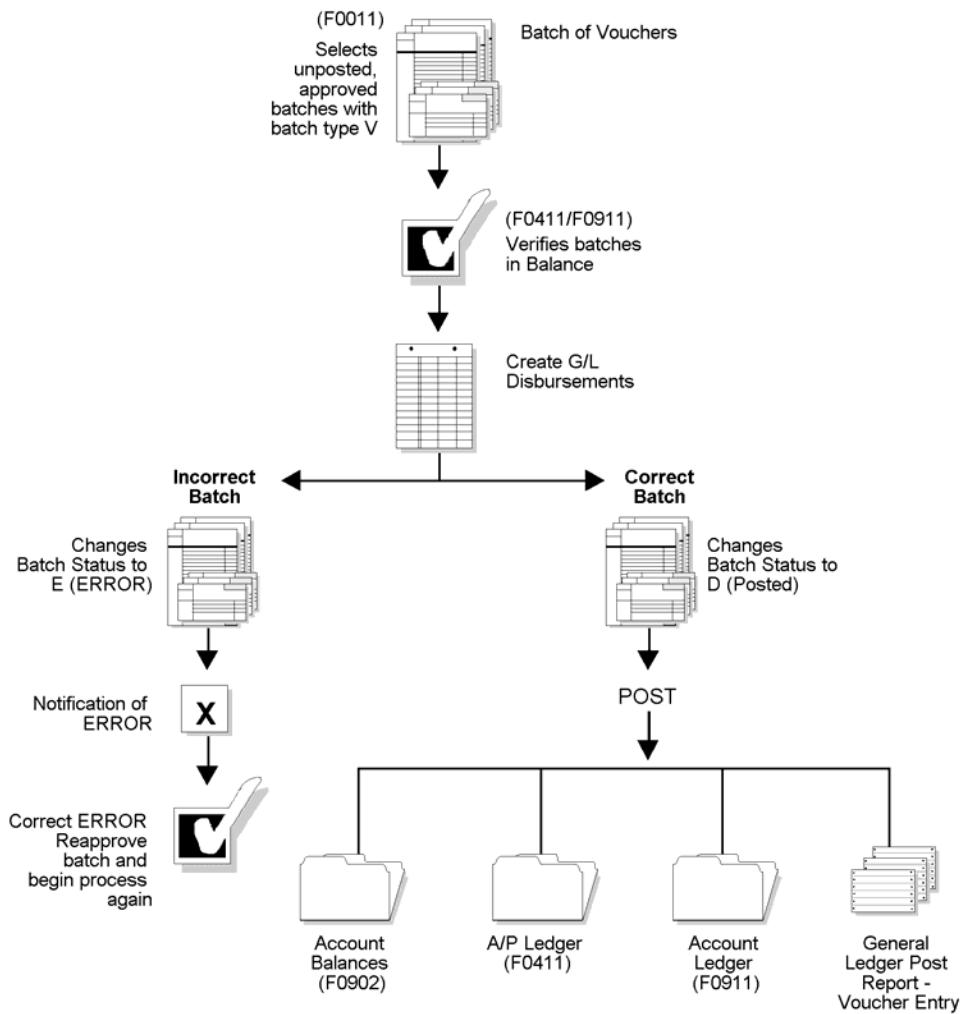
### **Caution**

The post program performs a number of complex tasks. J.D. Edwards strongly recommends that you observe these constraints:

- Do not customize the programming.
  - Do not change accounts, AAIs for the General Accounting system, intercompany settlements in the general accounting constants, or processing options for the post program while it is running.
-

## The Voucher Post Process

The following graphic illustrates the voucher post process:



## Automatic Entries for Voucher Batches

The program selects the unposted transactions for the selected batch from the Accounts Payable Ledger table (F0411).

Next, the program creates transactions for automatic offset amounts. It also creates other related entries, such as taxes and intercompany settlements.

The automatic offset amount is a debit or credit to the A/P trade account and is controlled by the AAI item PC. The program uses the company number and the G/L offset from each

voucher to locate the AAI item PC. This item contains the offset account to which you are posting.

---

#### Note

If you choose the batch offset (B) method, you cannot use the detail method (2) of intercompany settlements.

---

During the post process, the system retrieves the following information for the automatic offset:

- Automatic offset method. This method is based on the offset method in A/P Constants.
  - Document type. The document type is AE (automatic entry) and includes intercompany settlements and automatic offsetting entries for A/P and A/R.
- 

#### Note

Although posting out-of-balance batches prevents the system from creating intercompany settlements, posting out-of-balance does create AE document types for A/P and A/R.

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- Document number. This number is based on the offset method in the A/P constants. If you post in detail (Offset Method Y), an offset document is created for each document number. When you post the document number in batch (Offset Method B), the document number corresponds to the batch number.
- Account description/explanation. For example:
  - Accounts Payable Trade/Post Offset by Batch V (batch number)
  - Accounts Payable Trade/Post Offset by Doc V (voucher number)

If the voucher includes taxes, the system generates an automatic offset with the characteristics described above, except that the account description is from the AAI item PT (payables tax). Later in the process, the system records the tax amount in the Sales/Use/V.A.T. Tax File table (F0018), based on a processing option.

#### See Also

- *Submitting a Report* in the *Enterprise Report Writer Guide* for more information about using the Work with Batch Versions form
- *Posting Foreign Currency Vouchers* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*

#### ► To post all approved batches

---

*From the transaction entry or process menu, choose the post menu selection (R09801)*

*From the transaction entry or process menu, choose the review menu selection (P0011), and then choose Post by Version from the Form menu.*

1. On Work With Batch Versions - Available Versions, double-click the version to run.
2. On Version Prompting, leave the Data Selection option turned off and click Submit.
3. On Processing Options, click OK.

After you initially set up the processing options, changes are typically not needed.

4. On Report Output Destination, choose the destination for the General Ledger Post report and click OK.
5. As prompted, choose whether to run the program locally or on the server.

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination that you chose.

#### ► **To post using manual data selection**

---

*From the transaction entry or process menu, choose the post menu selection (R09801)*

*From the transaction entry or process menu, choose the review menu selection (P0011), and then choose Post by Version from the Form menu.*

1. On Work With Batch Versions - Available Versions, double-click the version to run.
2. On Version Prompting, click the Data Selection option and click Submit.
3. On Data Selection, enter the selection criteria on a blank line.

Do not delete or type over the existing specifications for the batch status (A) and the batch type (G).

For example, double-click And for the operator, Batch Number (F0011) for the left operand, "is equal to" for the comparison, and Literal for the right operand where you can enter the batch number or numbers.

4. If you use Literal for the right operand, enter the value or values on the next form and click OK.

For example:

- To specify a single batch, choose the Single value tab and enter the batch number.
- To specify a range of batches, choose the Range of values tab, and enter the beginning and ending batch numbers.

5. On Data Selection, click OK.

6. On Processing Options, click OK.

After you initially set up the processing options, changes are typically not needed.

7. On Report Output Destination, choose the destination for the General Ledger Post report and click OK.
8. As prompted, choose whether to run the program locally or on the server.

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination that you chose.

#### ► **To post using automated data selection**

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Use this procedure to start posting one or more batches immediately without exiting the transaction Review program (P0011).

---

### Note

If you run the program locally, you are not be able to use Work With Batches until posting is complete for all the batches. You are able to use other selections from the menus.

---

*From the transaction entry or process menu, choose the review menu selection (P0011).*

1. On Work With Batches, choose the batch or batches to post.
2. Choose Post by Batch from the Row menu.
3. On Report Output Destination, choose the destination for the General Ledger Post report and click OK.

The program sends the data selection for each selected batch to a version. Each selected batch becomes a separate job. The program selects the version to process based on the batch type and posts the batches consecutively.

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination that you chose.

---

### ► To post using automated data selection and a subsystem

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Use this procedure to post one or more approved batches using a subsystem. Your system administrator must start the subsystem before posting can occur. Posting occurs in a separate area and, typically, at a later time.

*From the transaction entry or process menu, choose the review menu selection (P0011).*

1. On Work With Batches, choose the batch or batches to post.
2. Choose Subsystem G/L Post from the Row menu.

The program sends the data selection for each selected batch to the version ZJDE0011, which is used for all subsystem posting. Each selected batch becomes a separate job in the subsystem. The program posts the batches consecutively in the background on the server. If the subsystem runs constantly, you might not notice any difference between subsystem posting and posting by batch on the server, except that the program always sends reports to the printer. You cannot choose to see reports on the screen.

---

### Caution

Do not enter data selection information for the subsystem post version (ZJDE0011) because this version is shared by other systems.

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### See Also

- *Submitting a Report* in the *Enterprise Report Writer Guide* for more information about data selection

## **Processing Options for General Ledger Post Report (R09801)**

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### **Print**

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

### **Account Format**

#### **Versions**

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

#### **Detailed Currency Restatement Version**

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

#### **Fixed Asset Post Version**

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

#### **52 Period Post Version**

### **Edits**

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

### **Update Transaction**

#### **Taxes**

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

#### **Update Tax File**

- 2) Adjust V.A.T. Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' = Update VAT, Ext. Price and Taxable. (for discounts taken)

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

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

### **Process**

- 1) Enter a '1' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)

#### **Explode parent item time.**

### **Cash Basis**

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

#### **\*\*\*Obsolete\*\*\***

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

#### **Units Ledger Type**

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

#### **\*\*\*Obsolete\*\*\***

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## What You Should Know About Processing Options

<b>Versions</b>	If you use the appropriate processing option to specify a version to execute, the version must already exist on the server.
<b>Ensuring that required fields contain data</b>	<p>Set the Edits tab processing option if your organization uses custom programs that add records directly to the Account Ledger table (F0911) without ensuring that required fields contain data. When you set this processing option, the Post program:</p> <ul style="list-style-type: none"><li>• Retrieves the account ID (short account number) associated with the account number if the Account ID field is blank or filled with zeroes.</li><li>• Retrieves the company number associated with the account number if the Company field is blank.</li><li>• Recalculates the remaining fields as necessary by comparing the values in each field to the G/L Date field and then checking the fiscal date pattern.</li></ul> <p>If you use only J.D. Edwards programs or process externally created records through the Journal Entry Transactions Batch File table (F0911Z1), you do not need to set this processing option. J.D. Edwards programs ensure that required fields contain data.</p>

## Verifying the Post

After posting your transactions, verify that your batches posted successfully. If any of the batches did not post, you must correct all of the errors and set the batch to approved status before the program will post the batch. The system creates a variety of messages and reports to help you verify the posting information.

### See Also

- ❑ *Viewing Messages* in the *Foundation Guide* for information about messages
- ❑ *Working with Queues* in the *Foundation Guide* for information about queues
- ❑ *Reviewing Journal Entries* in the *General Accounting Guide* for information about working with batches.
- ❑ *Reviewing and Approving Vouchers* in the *Accounts Payable Guide* for information about working with batches.
- ❑ *Reviewing and Approving Invoices* for information about working with batches.

### Reviewing Your Workflow Messages

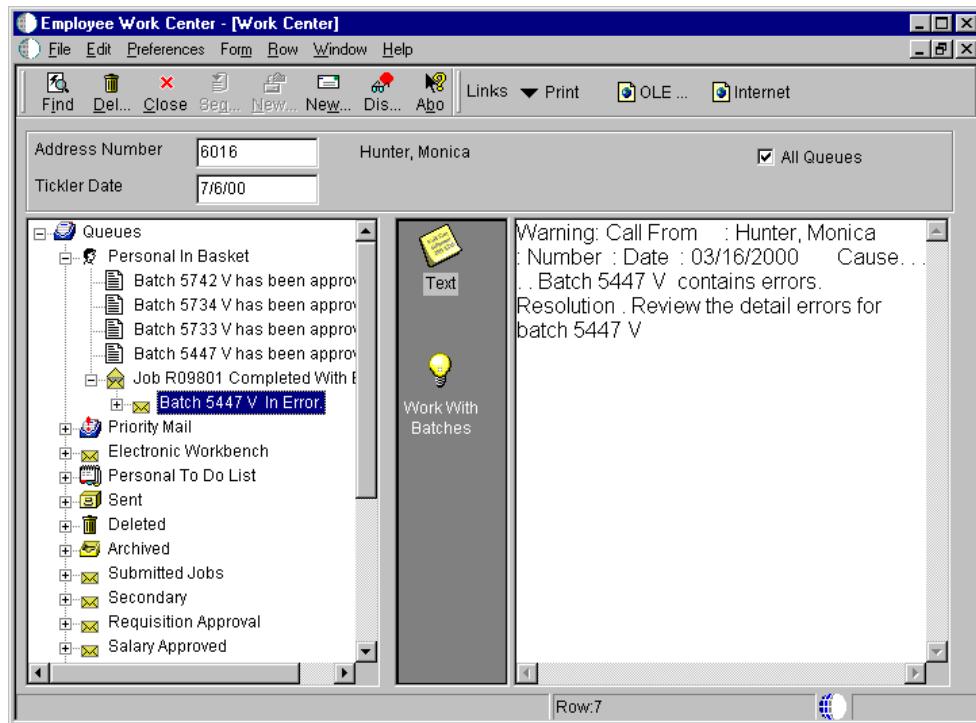
The post program sends workflow messages to the Employee Work Center when a job either completes normally and errors occur. After you run the post program, review your workflow messages to determine the status of a job.

If a job did not complete normally, review the error messages. Typically, one message notifies you that a job had errors, followed by one or more detailed messages defining the errors. After reviewing your error messages, you can access the batches in error and correct the errors interactively. The process to review workflow

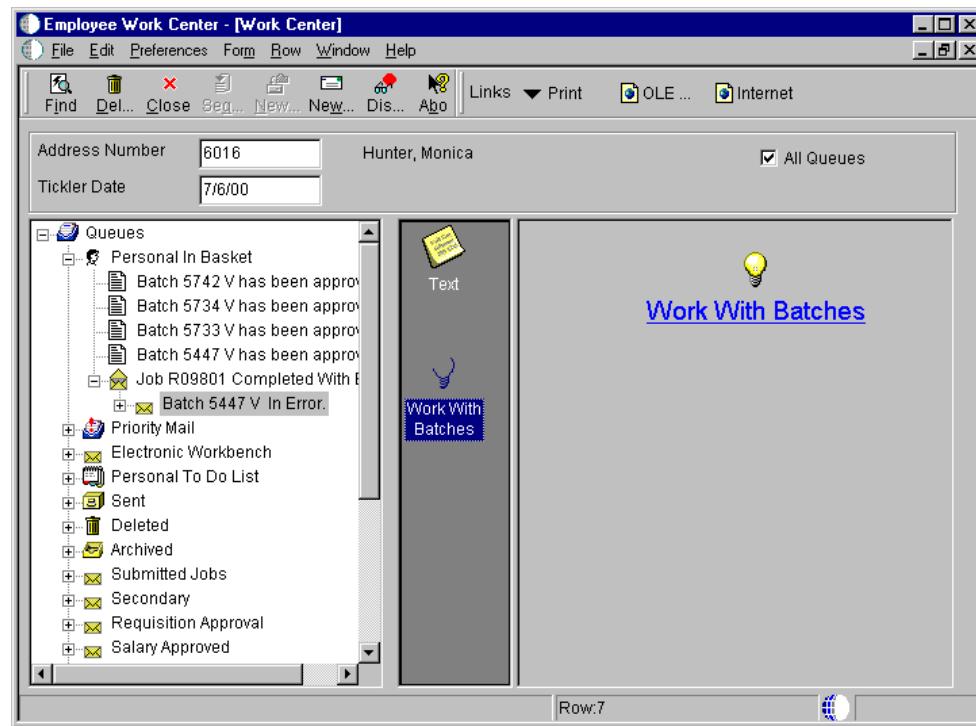
► **To review workflow messages**

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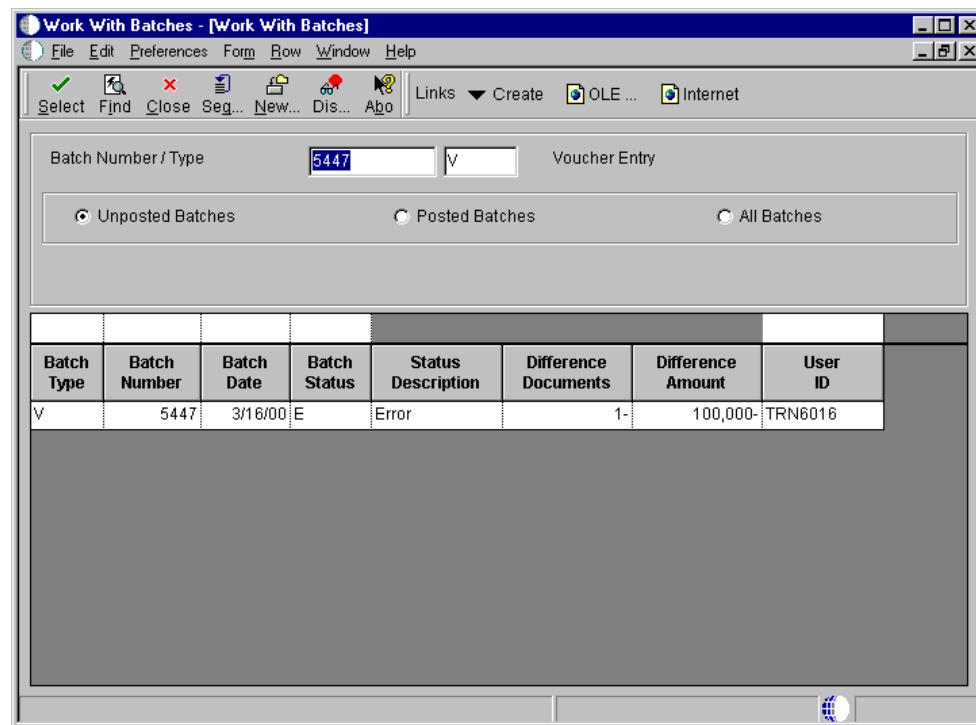
*From the Workflow Management menu (G02), choose Employee Work Center.*



1. On Work Center, review your workflow messages for batch job errors.
2. To review detail information about a batch error, click on the error message.
3. To access the batch in error, click the Work With Batches icon in the center bar to replace the message text in the right panel with the icon.



4. Click the Work With Batches icon in the right panel.



5. On Work With Batches, choose the type of batch that you want to review from the Row menu, and follow the steps to revise the transaction for that batch type.

### Reviewing the General Ledger Post Report

To verify the transactions that were posted to the Account Balances and the Account Ledger tables, review the General Ledger Post Report.

The General Ledger Post report lists batches that posted successfully. At the end of the report, if one or more batches contained errors, the report also includes a text box to alert you that the program found errors. You should review your workflow messages in the Employee Work Center for messages that provide more detail. From there, you can access the Work With Batches and Journal Entry forms, where you can correct errors.

A General Ledger Post Report that contains only heading information indicates that the Post program could not post any batches and has sent messages to your electronic mail.

If you use Fixed Assets, the program produces a separate General Ledger Post Report.

### See Also

- R09801, General Ledger Post Report* in the *Reports Guide* for a report sample

### Reviewing the Post Detail Error Report

When you set up ledgers, you specify whether a ledger is required to balance. If the post program finds an out-of-balance condition in a ledger type that is required to balance, the program generates a report. If you determine that an out-of-balance journal entry is in error, correct the error and post the batch again.

In some cases, you might need to post an out-of-balance journal entry. For example:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

### Revising Batches to Post Out-of-Balance

To correct a problem found on an integrity report, you can revise a batch to post or not post out-of-balance. In some cases, you might need to post an out-of-balance journal entry. For example:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

#### ► To revise batches to post out-of-balance

---

*From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions.*

1. On Work With Batches, change the Batch Type to the appropriate symbol such as V for vouchers, and then click Find to locate the batch.
2. Choose the batch and then choose Revise from the Row menu.
3. On Create/Revise Batch Header, choose Overrides from the Form menu.
4. On Batch Overrides, choose the following options and click OK:
  - Allow batch to post out of balance
  - Exclude batch from integrity report

### **Related Information**

<b>Preventing a batch from posting</b>	To prevent an approved batch from posting, change its status to pending.
--	--

## **Revising and Voiding Posted Vouchers**

After a voucher is posted but before you pay it, you might need to revise it. For example, you might need to add lines to the G/L distribution. You might also need to void it.

### **Revising Posted Vouchers**

You might need to revise posted, unpaid vouchers. For example, you might need to add lines to the G/L distribution.

The system maintains an audit trail when you change a posted voucher. It uses document type PE (change in gross amount) for the new transactions that adjust the posted transactions. The new transaction is stored in the Accounts Payable Ledger table (F0411).

You cannot change the following key fields:

- Document Number
- Document Type
- Document Company
- Supplier Number
- G/L Date
- Company
- G/L Offset

Company and G/L Offset become key fields when a voucher is posted. To change the information in one of these key fields, perform one of the following actions:

- Void and re-enter the voucher
- Copy the voucher and change the appropriate fields on the new voucher before you accept it, and then void the original

Any change to a voucher on a voucher entry form reopens the batch and requires you to repost the batch. Consider using Speed Status Change to change information that does not change the G/L distribution, such as due date. Speed Status Change does not reopen the batch.

If you make certain types of changes, the system changes the batch status from posted to unposted. You must post the batch again. This is true if you:

- Change the total gross amount for the voucher
- Change the number of vouchers in a batch
- Change a journal entry

If you must post the batch again, you might need to approve the batch before you post it. You must do this if the default entry status for the original voucher was pending.

#### See Also

- Revising Unposted Vouchers*
- Copying Vouchers*
- Posting Vouchers*

#### ► To revise a posted voucher

---

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

1. On Supplier Ledger Inquiry, follow the steps to locate a voucher.  
See [Locating Vouchers](#) in the chapter *Working with Standard Vouchers*.
2. On Enter Voucher - Payment Information, change the information in any field that is not a key field and click OK.
3. On Enter Vouchers - G/L Distribution, complete the following fields to create a balancing entry, if necessary:
  - Account Number
  - Amount
4. You can also complete the following optional field to create a balancing entry:
  - Explanation -Remark-

#### Voiding Posted Vouchers

To remove a posted voucher from your general ledger, you must void it and then post the batch again. You can void a voucher in any open fiscal period. However, you cannot delete it from the system after it has been posted.

To void a paid voucher, you must void the payment. After you do so, the voucher is considered unpaid and can be voided. After you void the voucher, you must post the batch again.

The system maintains an audit trail when you void a posted voucher. When you void a voucher, an additional record is generated in the Accounts Payable table (F0411) for

the voided amount, the gross amount on the original voucher is blanked out, and the pay status is updated to P (Paid in Full). Additionally, the Pay Extension field is updated to a value of 1, and the Adjustment Document Type field is updated with a value of PE (change in gross amount). The system uses document type PE for the new transactions that reverse the posted transactions.

---

### **Caution**

Do not use the Accounts Payable system to void vouchers that were created in the Procurement system. If you created a voucher in the Procurement system, it must be reversed from the Procurement system. If you void the voucher in the Accounts Payable system, you can compromise the integrity of your purchasing data. You can set the Voucher Delete processing option on the Purchasing tab of the Standard Voucher Entry program to prompt you with a warning or error if you attempt to void a voucher created in the Procurement system.

---

You can void vouchers from either Supplier Ledger Inquiry or Voucher Journal Review. Regardless of which program you choose, you can delete entire vouchers or specific pay items (or multiple pay items). Choose any of the following tasks:

- Voiding an entire voucher using Supplier Ledger Inquiry
- Voiding an entire voucher using Voucher Journal Review
- Voiding a specific pay item using Supplier Ledger Inquiry
- Voiding a specific pay item using Voucher Journal Review

### **See Also**

- Voiding Automatic Payments and Vouchers*
- Posting Vouchers*

#### **► To void an entire voucher using Supplier Ledger Inquiry**

---

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

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.

See [Locating Vouchers](#) in the chapter *Working with Standard Vouchers*.

2. To void an entire voucher, perform the following actions:

- a. Click the Summarize option.
- b. Choose the voucher and click Delete.

This does not actually delete the voucher from the system, but instead voids it and creates a reversing entry.

- c. On Confirm Delete, click OK.
- d. On Enter G/L Date to Void, change the G/L date to void the voucher in a different period, if applicable.
- e. Click OK.

The system creates a document (PE) for the change in the gross amount and displays it on Supplier Ledger Inquiry.

3. To verify the void, choose the voided voucher on Supplier Ledger Inquiry and click Select.
4. On Enter Voucher - Payment Information, review the reversing entry (created by the void).

#### ► **To void an entire voucher using Voucher Journal Review**

---

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

1. On Work With Batches, click Find to show all batches, or complete the following field to limit the search and click Find:
2. Choose a batch and click Select.
3. On Voucher Entry Journal Review, choose the voucher that you want to void and click Delete.
4. On Confirm Delete, click OK to confirm that you want to void the voucher.

After you void a posted voucher, the system recalculates the total amount of the batch and updates the Voucher Entry Journal Review form with the gross amount deleted.

#### ► **To void a specific pay item using Supplier Ledger Inquiry**

---

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

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.  
See [Locating Vouchers](#) in the chapter *Working with Standard Vouchers*.
2. To void a specific pay item or multiple pay items, choose the voucher and click Select.
3. On Enter Voucher - Payment Information, choose the pay item or multiple pay items that you want to void and click Delete.
4. On Confirm Delete, click OK to confirm that you want to void the pay item or multiple pay items.
5. On Enter Voucher - Payment Information, click OK.
6. On Enter Voucher - G/L Distribution, enter a new line item for the desired account and for the amount of the pay item or multiple pay items, and click OK.

#### ► **To void a specific pay item using Voucher Journal Review**

---

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

1. On Work With Batches, click Find to show all batches, or complete the following field to limit the search and click Find:
  - Batch Number / Type
2. Choose a batch and click Select.
3. On Voucher Entry Journal Review, choose the voucher that has the pay item or items that you want to void and click Select.
4. On Enter Voucher - Payment Information, choose the pay item or pay items that you want to void and click Delete.

5. On Confirm Delete, click OK.
6. On Enter Voucher - Payment Information, click OK.
7. On G/L Distribution, enter a new line item for the desired account of the pay item or multiple pay items, and click OK.

## Printing Voucher Journals

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

Generally, you review voucher journal information online. However, if you need to perform a detailed analysis, a printed journal might provide a more workable format. Printed reports are helpful when you are resolving out-of-balance conditions.

The tax amounts that appear on the Voucher Journal Report are calculated based on the tax explanation code and tax rate/area for a pay item.

This report lists transactions from the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables. To see VAT amounts from the tax worktable (F0018), you must set the processing option for Tax Processing. VAT amounts appear on the report only if the voucher has been posted.

The processing time for this batch process is related to the number of records in your system.

### Abbreviated column headings

This report uses the following column headings:

- Ty - Document Types
- PC - Posted Code
- LT - Ledger Type
- PS - Payment Status
- PI - Payment Instrument

### See Also

- R04305, Voucher Journal* in the *Reports Guide* for a report sample
- Reviewing Vouchers* for information about reviewing voucher journal information online

## Processing Options for Voucher Journal Report (R04305)

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### Print Options

Select the Account Number to print: Blank = Number entered during input; '1' = Account Number; '2' = Short Account ID; '3' = Unstructured Account.

### Tax Processing

Enter a '1' to use the Tax Workfile (F0018) to print the VAT Receivable amounts (for posted amounts). If left blank, only the tax amounts from the A/P Ledger file (F0411) will be printed.

---

## **Other Voucher Entry Methods**

Many suppliers have different payment expectations. Depending on the supplier, you might need to enter a voucher with limited information for many internal companies, or set up a voucher that is for the same amount every month.

### **Logged Vouchers**

If you do not know which G/L account to distribute a voucher to, you can enter a logged (preliminary) voucher. This is useful if you want to quickly enter a voucher when you receive the supplier's invoice so that you can maintain accurate accounts payable information.

When you enter a logged voucher, the system distributes the total amount of the voucher to a G/L suspense account. Later, you review and redistribute the voucher to the correct G/L accounts.

To view those vouchers assigned to a suspense account, print the Voucher Detail report. This report shows transaction totals from the Accounts Payable Ledger table.

### **Recurring Vouchers**

You can enter a recurring voucher for a supplier who sends you invoices for the same amount on a regular basis. This voucher entry method is ideal for lease and rent payments.

You specify the frequency and the number of payments when you enter the original voucher.

### **Prepaid Vouchers**

When a supplier requires that you pay for goods or services before they submit an invoice, enter a prepaid voucher. Examples of reasons why you might do this include:

- To pay deposits on services to be rendered
- To take advantage of discounts
- To pay employee travel advances

You can enter a prepaid voucher and issue a manual payment or produce a payment in the next batch of automatic payments. Later, when you receive the actual invoice, the system reduces the payment to the supplier by the amount of the prepayment.

### **Vouchers for Multiple Companies**

One way to distribute expenses to different G/L offset accounts and bank accounts is to enter a voucher and assign a different G/L offset code to each voucher pay item. Another way is to enter a voucher for multiple companies. Typically you do this when you want to distribute an expense, such as for advertising, among several internal companies.

When you enter a voucher for multiple companies, expenses are distributed based on the company, and not the G/L offset code, that you assign to each pay item. When you pay the voucher, the system uses the A/P liability account and bank account and the offset account for discounts associated with the company.

---

**Note**

No intercompany settlements are created when you enter a voucher for multiple companies.

---

## **Multiple Vouchers for Suppliers**

If you receive many vouchers from your suppliers at one time, you might enter them in the system using one of the multiple-voucher entry methods. These methods speed up the entry process and are useful if the vouchers do not require special processing.

With these methods, you can enter:

- Multiple vouchers for one supplier
- Multiple vouchers for more than one supplier

## **Working with Logged Vouchers**

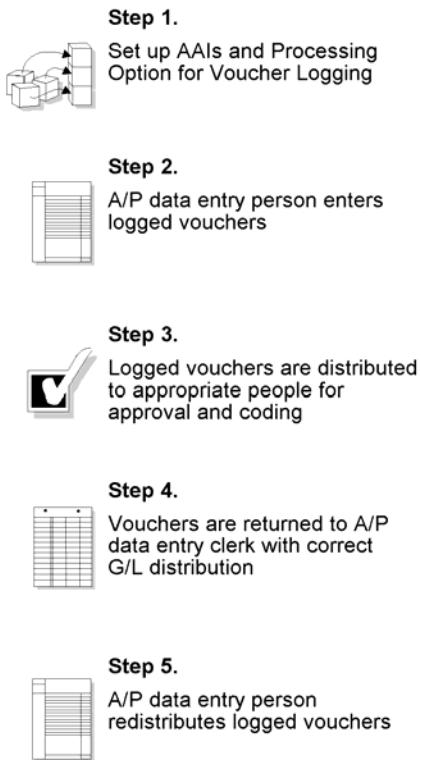
To enter a voucher before you assign it a G/L account, use voucher logging. Then at a later time, review and redistribute the voucher to the correct G/L accounts.

When you enter a logged voucher, the system:

1. Creates a voucher with a voucher number and document type of PL.
2. Distributes the total amount of the voucher to a G/L suspense account. The default for this suspense account is specified in AAI item PP.
3. Records the offset amount based on the A/P trade account (AAI item PC) or the A/P trade suspense account (AAI item PQ), depending on which method is designated on Company Numbers and Names.

Information about logged vouchers is maintained in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

The following graphic illustrates the voucher logging process:



## Example: Voucher Logging

You can log vouchers for preliminary distribution to expense and A/P trade suspense accounts and then redistribute the voucher amounts to the correct accounts. Depending on your company setup, you could have a suspense account for just expenses, or for *both* expenses and your A/P trade account.

### Suspense Account for Expenses

Assume you receive a voucher for 500.00. You enter it using voucher logging, and forward a copy of the voucher to the manager of the branch office for account distribution and payment approval. Your company, however, is not set up to use an A/P trade suspense account. When you enter and post the voucher to the G/L distribution suspense account, AAI item PP, the distribution is as follows:

#### Entry

Expense Suspense (PP)	A/P Trade (PC)
500	500

- Debit of 500 to the Expense Suspense (PP) account

- Credit of 500 to the A/P Trade (PC) account

When you redistribute the voucher, the G/L distribution is as follows:

#### Redistribution

Expense Suspense	Expense
(PP) 500	500

- Credit of 500 to the Expense Suspense (PP) account
- Debit of 500 to the Expense account

#### **Suspense Accounts for the A/P Trade Account and Expenses**

In this example, the company is set up in Company Names and Numbers to use an A/P trade suspense account. Therefore, you have suspense accounts for both A/P trade and expense accounts. The AAI items PP (preliminary distribution) and PQ (trade suspense account) refer to both the G/L and A/P trade suspense accounts. When you enter and post the voucher, the distribution is as follows:

#### Entry

Expense Suspense (PP)	A/P Trade Suspense (PQ)
500	500

- Debit of 500 to the Expense Suspense (PP) account
- Credit of 500 to the A/P Trade Suspense (PQ) account

When you redistribute the voucher, the G/L distribution is as follows:

#### Redistribution

Expense Suspense (PP)	Expense	A/P Trade Suspense (PQ)	A/P Trade (PC)
500	500	500	500

- Credit of 500 to the Expense Suspense (PP) account
- Debit of 500 to the Expense account
- Debit of 500 to the A/P Trade Suspense (PQ) account
- Credit of 500 to the A/P Trade (PC) account

#### **See Also**

- [Using Split and Installment Payment Terms](#)

### **Entering Logged Vouchers**

Occasionally, you might not know which G/L account to distribute a voucher to. To maintain accurate A/P information, when you receive the supplier's invoice, you can enter a logged voucher and redistribute it later.

#### **Before You Begin**

- Activate the processing option for logged vouchers in the Voucher Logging processing option of the Voucher Entry MBF Processing Options program (P0400047).
- Activate the Use Suspense Account option on the Company Names & Numbers program.
- Set up AAI item PP and, if you use the trade suspense account, item PQ. See [Understanding AAIs for A/P](#).
- Set up AAI item PP and, if you use the trade suspense account, item PQ. See [About AAIs for A/P](#)
- Assign an approver number to each supplier (optional).
- Run Update Approver/Category Code 7 (optional). See [Updating A/P Ledger from Address Book](#).

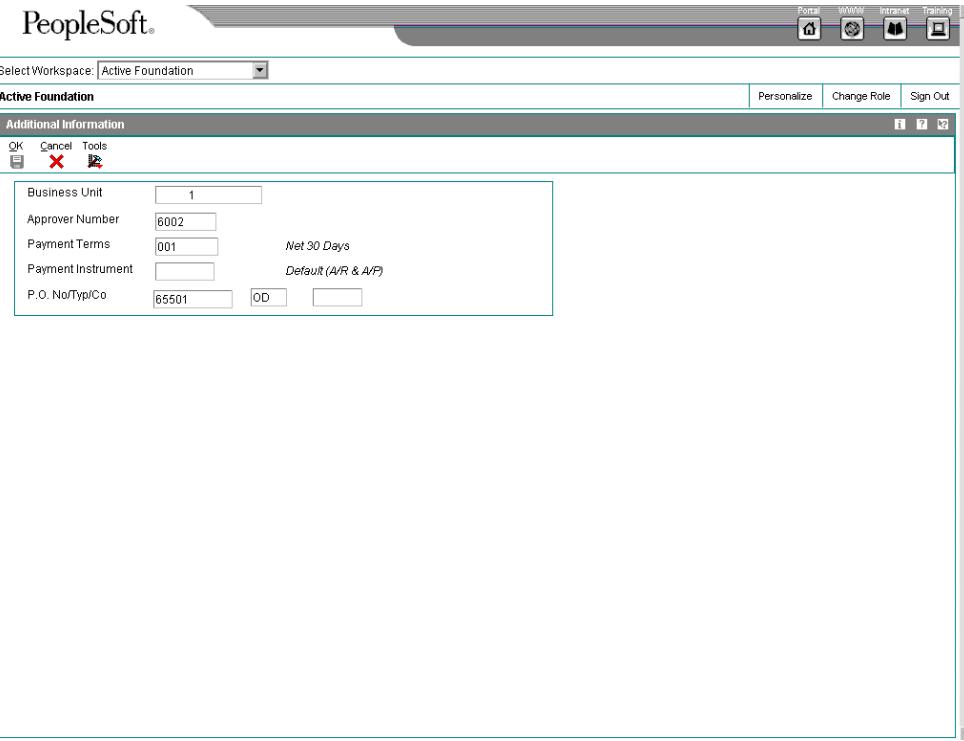
#### **► To enter a logged voucher**

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You must access the Supplier Ledger Inquiry form by choosing the Voucher Logging Entry menu selection. If you do not, the system will not prompt you to enter a preliminary distribution account for the voucher.

*From the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.*

1. On Supplier Ledger Inquiry, follow the steps for entering a standard voucher.  
See [Entering Standard Vouchers](#) in the chapter *Working with Standard Vouchers*.
2. On Enter Voucher - Payment Information, in addition to the steps for entering a standard voucher, complete the following optional field:
  - Approver
3. To enter purchase order information, choose Additional Information from the Form menu.

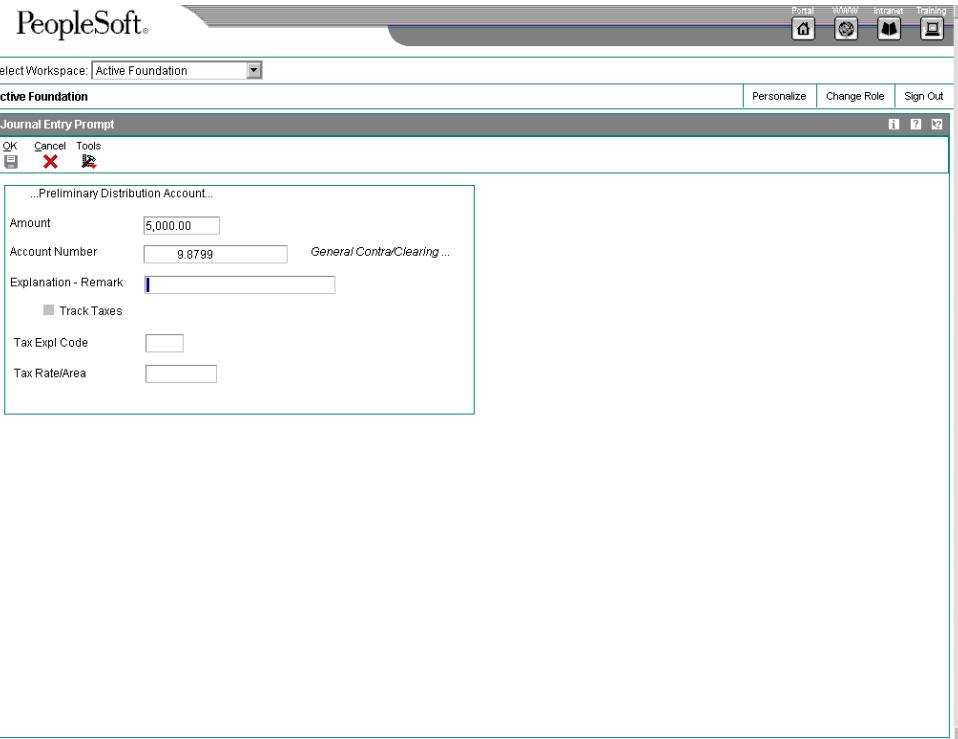


4. On the Additional Information form, complete the following optional field for a purchase order voucher:
  - P.O. No/Typ/Co

Entering a purchase order number allows you to easily redistribute the logged voucher using voucher match.

See [Redistributing a Purchase Order Voucher](#).

  5. Click OK to return to Enter Voucher - Payment Information.
  6. To access Journal Entry Prompt, click OK on Enter Voucher - Payment Information.



7. On Journal Entry Prompt, the expense suspense account set up for AAI item PP appears in the following field:

- Account Number

You can override the value in this field. If item PP is not set up, an error message appears.

8. Complete the following optional field:

- Explanation - Remark

9. Click OK.

---

#### Note

You can revise a logged voucher before you redistribute it as long as the voucher remains unposted. After a logged voucher is posted, the only way to change it is to void and re-enter it. You cannot void a single pay item.

---

## Printing Voucher Detail Reports

From the Other Voucher Entry Methods menu (G04111), choose Voucher Detail Report.

The voucher detail reports print by approver number and show due dates and expense suspense accounts along with the open amount. You can print either of the following versions:

- A/P Detail by Approver with Remarks
- A/P Detail by Approver with Aging

For information about the A/P Detail by Approver with Foreign Currency Aging report, see the *Multicurrency Guide for Accounts Receivable and Accounts Payable*.

You must set the processing options to correspond with the version that you print. For example, if you want to print a detail report with aging, you must:

- Select the A/P Detail by Approver with Aging version
- Set the Print processing option to print aging
- Set the Aging processing options

This report is similar to the Open A/P Details with Aging Report.

### See Also

- *Printing Open A/P Detail Reports*

### Processing Options for Voucher Detail Report (R04428)

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#### Print

1. Enter a '0' to print aging information, or a '1' to print discount and remark information.

#### Print Format

#### Hold

1. Enter a '1' to bypass suppliers with a Hold Payment Code of 'Y'. If left blank, all suppliers will print.

#### Supplier Hold Payment Code

#### Aging

1. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the Processing Options will be used for aging. Note: If selected, all other aging Processing Options will be ignored.

#### Aging From A/P Constants

2. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

#### As Of Date

3. Specify one of the following dates to age accounts from: 'D' = Due Date; 'I' = Invoice Date; 'G' = General Ledger Date. If left blank, 'D' is the default.

#### Date To Age Accounts

4. Specify one of the following methods for aging calculations: '1' = Aging Days; '2' = Fiscal Periods; '3' = Calendar. If left blank, '1' is the default.

#### Method

5. Enter the following aging category information (for Method '1' only):

#### Beginning

thru

thru

thru

6. Enter a '1' to age credits, or leave blank to apply credit to the Current column.

#### Age Credits Method

---

## What You Should Know About Processing Options

**Print processing option** If you set this processing option to 1 (to print the detail report with remarks), the system ignores all of the Aging processing options.

## Redistributing Logged Vouchers

After you enter a logged voucher, review and redistribute the amounts from the suspense accounts to the correct G/L accounts.

### Note

You can redistribute a voucher using a G/L date earlier than the voucher's G/L date. To do so, you must post the voucher before you redistribute it.

If you enter an approver number in the processing options, the system preloads that number so that the undistributed vouchers assigned to that approver can be easily reviewed and redistributed.

### ► To redistribute a logged voucher

*From the Other Voucher Entry Methods menu (G04111), choose Voucher JE Redistribution.*

Document Number	Doc Type	Doc Co	Supplier Number	Supplier Name	Gross Amount	Foreign Amount	Batch Number	Batch Type	Pay Stat	Curr Code	Invoice Date
1576 PL	00001		4344	Universal Incorporated	1,500.00		1033	V	H	USD	
3190 PL	00001		4344	Universal Incorporated	1,125.00		6455	V	A	USD	
						2,625.00					

1. On Work With Voucher JE Redistribution, display all undistributed vouchers by clicking Find, or complete any of the following fields to limit your search and click Find:
  - Approver Number
  - Invoice Number
  - Company
2. Change the following optional field:
  - Redistribution Date
3. From the Row menu, choose Journal Entry.

	Account Number	Account Description	Amount	Explanation - Remark	Co	Sub-ledger	Su De
<input checked="" type="checkbox"/>	9.8799	General Contra/Clearing Acct	1,500.00	Miscellaneous Expense	00001		
<input type="checkbox"/>	9.8799	General Contra/Clearing Acct	1,500.00	1,500- Miscellaneous Expense	00001		

Amount: [ ] Remaining: 1,500.00

Note that the system automatically reverses the original suspense account distribution. The G/L date is the same as the redistribution date you entered on the Work with Voucher JE Redistribution form.

4. On Enter Voucher - G/L Distribution, complete the following fields on the first blank line and click OK:
  - Account Number
  - Amount

## **Redistributing a Purchase Order Voucher**

After you have entered a logged purchase order voucher, you can redistribute the amounts to the correct accounts. For you to accomplish the process, the purchase order must originate in the Procurement system. A purchase order voucher that originates in the Procurement system will begin with the document type prefix of O (for example, OV).

### **► To redistribute a purchase order voucher**

---

*From the Other Voucher Entry Methods menu (G04111), choose Voucher JE Redistribution.*

1. On Work With Voucher JE Redistribution, display all undistributed vouchers by clicking Find, or complete any of the following fields to limit your search and click Find:
  - Approver Number
  - Invoice Number
  - Company
2. Choose a voucher with a Doc Type prefix that begins with O.
3. From the Row menu, choose Redistribute PO.
4. On Voucher Match, change the G/L Date to reflect the new redistribution date.
5. Click OK.

### **See Also**

- Processing Options for Voucher Entry*

### **Processing Options for Voucher JE Redistribution (P042002)**

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#### **Defaults**

1. Enter the Approver Number you wish to default.
2. Enter the Pay Status code to be assigned to the voucher after it has been redistributed. If left blank, the voucher's Pay Status will not be changed.

#### **Versions**

1. Enter the version to be used for Voucher Match (P4314). If left blank, ZJDE0003 will be used.

Voucher Match version

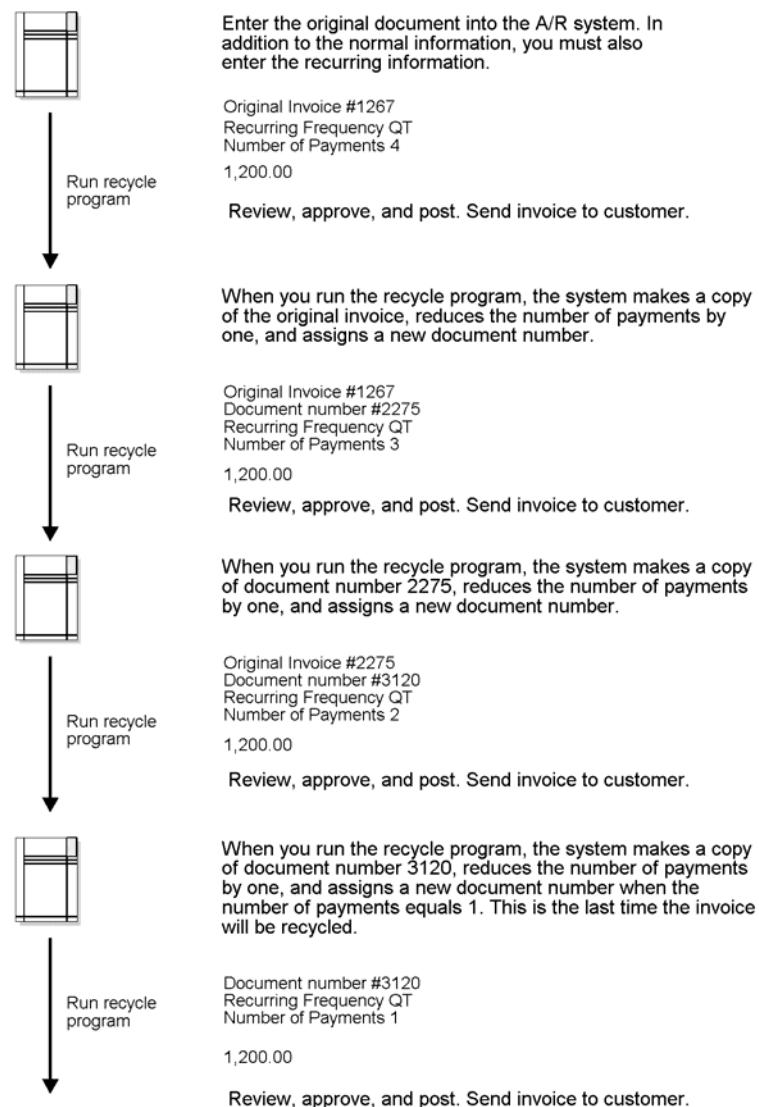
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## **Processing Recurring Invoices and Vouchers**

If you need to bill a customer or make a payment for the same amount on a regular basis, such as monthly or quarterly, you can enter a recurring invoice or voucher. When you enter a recurring transaction, you indicate the total number of invoices or vouchers that you want the system to create and the interval for them. For example, if you bill or make lease payments every month for one year, you can set up a recurring invoice or voucher for 12 payments with a monthly frequency. Then, instead of entering an invoice or voucher each month, you run a recycle program that creates a new transaction from the original. The system assigns a new document number and batch number to the new transaction and reduces the number of payments by one. You continue to recycle and create new transactions until one payment remains.

You must use the standard entry program to enter recurring transactions. In addition to the standard transaction information, you complete the frequency and number of payments fields. This indicates to the system that the transaction is recurring. To cancel a recurring transaction, you remove the values from these fields.

The following graphic illustrates the recurring transaction process:



## See Also

- About Voucher Processing* for more information about three-tier processing
- Voucher Processing* for more information about three-tier processing

## Entering Recurring Vouchers

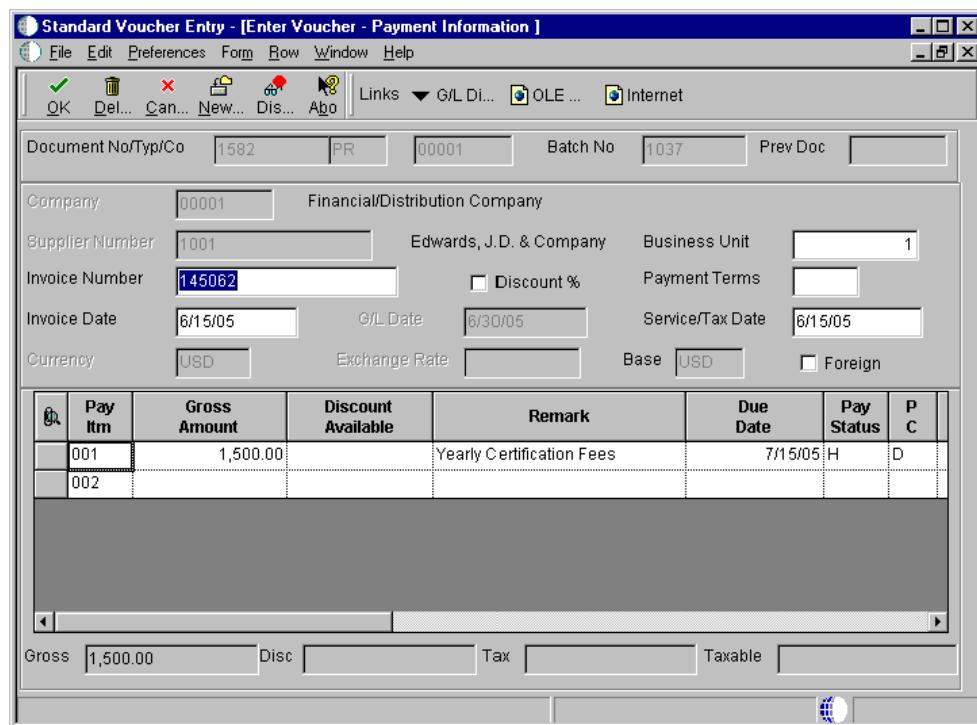
To pay a supplier on a periodic basis, enter a recurring voucher. A recurring voucher can have only one pay item.

The system assigns a document type of PR to recurring vouchers.

### ► To enter a recurring voucher

*From the Other Voucher Entry Methods menu (G04111), choose Standard Voucher Entry.*

1. On Supplier Ledger Inquiry, follow the steps for entering a standard voucher.



2. On Enter Voucher-Payment Information, complete the following fields in the detail area and click OK:

- Recur Freq
- No. Pym

## Reviewing Recurring Vouchers

After you enter recurring vouchers, you might want to verify them for accuracy before running the recycle program. You can:

- Review recurring vouchers online
- Print the Recurring Voucher Report

## See Also

- ❑ *Revising Recurring Vouchers* for information about changing recurring vouchers

## Reviewing Recurring Vouchers Online

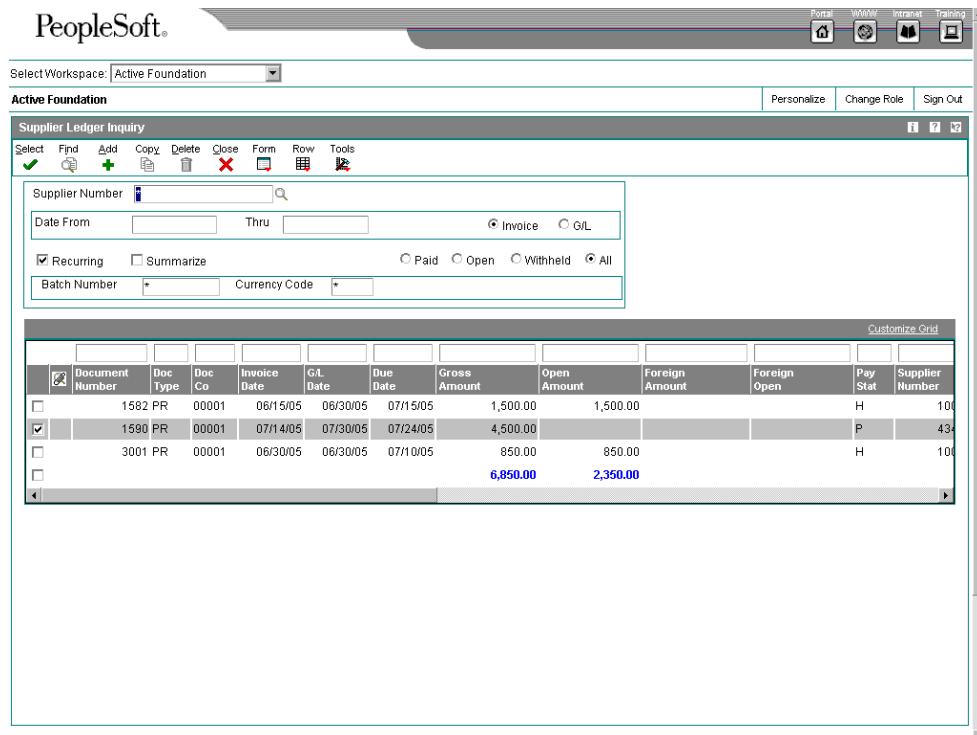
If you do not have many recurring vouchers to review, reviewing them online is a quicker alternative to printing a report.

### ► To review recurring vouchers online

*From the Other Voucher Entry Methods menu (G04111), choose Recurring Voucher Inquiry.*

1. On Supplier Ledger Inquiry, click the Recurring Vouchers option.
2. Follow the steps for locating a voucher.

See [Locating Vouchers](#) in the chapter *Working with Standard Vouchers*.



3. Choose the voucher that you want to review, and click Select.

## Printing the Recurring Voucher Report

From the Other Voucher Entry Methods menu (G04111), choose Recurring Voucher Report.

Normally, you review vouchers to be recycled online. However, if you have numerous vouchers to review, the Recurring Voucher Report is a more usable format. This report is the traditional voucher journal that is used for proofing and balancing. It shows transactions from

the Accounts Payable Ledger table (F04111) and related information from the Account Ledger table (F09111).

#### See Also

- R04305, Voucher Journal* in the *Reports Guide* for a report sample
- Printing Voucher Journals* for information about processing options

## Revising Recurring Invoices and Vouchers

Before recycling your recurring invoices and vouchers, you might need to revise them. This might happen if you bill a customer the same amount for a monthly service agreement and then you increase the cost of the service agreement. Or it might happen if a supplier requests payment in a different currency, and you have the voucher set up as recurring.

The system assigns a new document number to each new invoice and voucher that is recycled, ensuring that when you revise a recurring transaction, no conflicts exist with the old recurring transaction information. When you revise a recurring invoice or voucher you can:

- Change selected fields.
- Cancel the recurring portion of the transaction.
- Delete or void the recurring transaction.

#### See Also

- Deleting Invoice and Invoice Pay Items*
- Voiding Posted Invoices*

### ► To revise a recurring voucher

---

You can revise a recurring voucher any time after it is paid and prior to recycling it again. You can delete a recurring voucher before or after it has been recycled.

*From the Other Voucher Entry Methods menu (G04111), choose Recurring Voucher Inquiry.*

1. On Supplier Ledger Inquiry, click the following option:

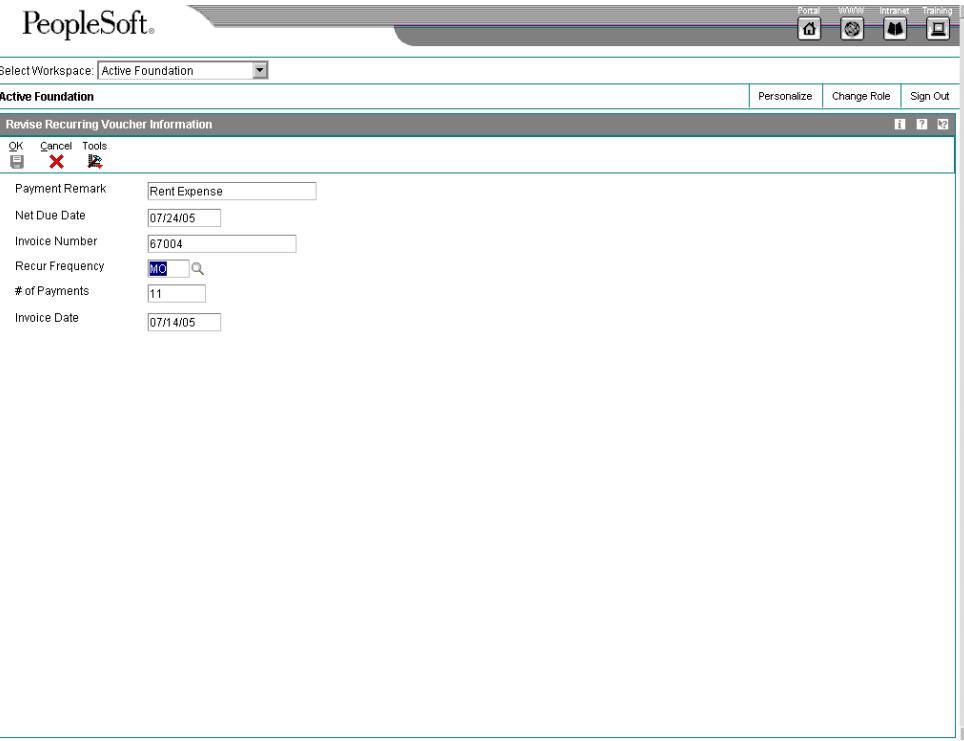
- Recurring

2. Follow the steps for locating a voucher.

See [Locating Vouchers](#).

3. Choose the voucher that you want to revise.

4. From the Row menu, choose Revise Recurr Vchrs (Recurring Vouchers).



5. On Revise Recurring Voucher Information, change the necessary information and click OK.

---

#### Note

If an invoice is paid, you can update only the Recur Freq (Recurring Frequency) and the No. Pymt (Number of Payments) fields.

---

#### Related Information

If you enter an invoice or voucher that is not recurring and want to add recurring information, use the standard entry program and enter the frequency and number of payments into the grid. The system does not change the document type of the transaction when you add recurring information to it.

### Canceling Recurring Invoices and Vouchers

You can cancel a recurring invoice or voucher by clearing the Recurring Frequency and Number of Payments fields. If you remove the recurring information in error, you can add it back on the transaction by using the standard entry program and entering the recurring information into the detail line.

Canceling a recurring transaction does not change the document type; however, you will not be able to locate the transaction by using the Recurring or Recurring Invoice options on the ledger inquiry programs.

## Recycling Recurring Invoices and Vouchers

*To recycle invoices and vouchers, use one of the following navigations:*

*From the Other Invoice Entry Methods menu (G03B111), choose Recycle Recurring Invoices.*

*From the Other Voucher Entry Methods menu (G04111), choose Recycle Recurring Vouchers.*

After you enter, review, and revise recurring invoices and vouchers, you recycle them to create a new batch of transactions. The recycling program generates a new transaction based on the number of payments and the recurring frequency that you specified when you created the original recurring transaction. When you recycle an invoice or voucher, the system makes a copy of the previous transaction and updates the appropriate fields. It repeats this process every time you run the recycle program until the number of payments equals one. When there is one payment remaining, the transaction no longer recycles. For example, to set up a recurring invoice or voucher for one year, you set the number of payments to 12. Because the original transaction is the first payment, the recycle program does not consider transactions that have one payment remaining. :

You do not have to pay an existing invoice or voucher in order to generate the next cycle of recurring transactions.

This process updates information in the following tables:

- Batch Control Records (F0011)
- Customer Ledger (F03B11) for invoices
- Accounts Payable Ledger (F0411) for vouchers
- Account Ledger (F0911)

### The Recycle Process

When you recycle recurring invoices and vouchers, the system:

- Removes the recurring frequency and number of payments from either the original transaction or the most recent copy of the transaction.
- Creates a new invoice and voucher and updates the following:
  - Document number with a new number
  - Batch number with a new number
  - Number of payments (decreases by one)
  - G/L date and net due date, using the recurring frequency to calculate the next date
  - Invoice date according to the processing options
  - Invoice number (vouchers only) according to the processing options
- Creates an exception report that lists the number of invoices and vouchers that were successfully recycled, and the number of transactions that could not be recycled due to errors (exceptions). You can view error messages in the Work Center. These errors include:
  - No accounting distribution records created. This occurs when no records are found in the Account Ledger table for the recurring invoice or voucher.

- G/L date is for a prior fiscal year (PYEB).
- G/L date is for a prior period (PBCO), and Allow PBCO Postings is not activated in the General Accounting Constants (P0000).
- G/L date does not occur in a fiscal date pattern for the company.

After recycling recurring invoices and vouchers, you must post them to the general ledger.

#### **See Also**

- The Financial Post Process* for information about posting transactions to the general ledger.

#### **Before You Begin**

- Set up a separate version for each recurring frequency that you use, such as monthly, quarterly, and annually. Use data selection to choose only those vouchers with a specific frequency.
- Set up a next numbers series for recurring vouchers (optional).

#### **Processing Options for Recycle Recurring Vouchers (R048101)**

---

##### Defaults

1. Enter a '1' to leave the invoice number blank. Default of blank will duplicate the invoice number.

##### Invoice Number Flag

2. Enter a '1' to use today's date as the invoice date. Enter a '2' to duplicate the invoice date. Default of blank will increment the invoice date.

##### Invoice Date Flag

---

#### **Entering Prepayments**

Sometimes you must pay for goods or services before you receive an invoice. For example, you might need to:

- Pay for employee expenses or travel advances
- Pay for up-front deposits on services to be rendered
- Take advantage of a discount

For situations in which you have not yet received an invoice, you can enter a prepaid voucher for an advance. You can create the payment in the next batch of automatic payments, or pay it using manual payments.

If you are going to create the payment in the next batch of automatic payments, enter the prepaid voucher and then follow your regular procedures for processing automatic payments.

#### **Example: Entering and Paying Prepaid Vouchers**

An employee requests a travel advance of 1,000. To enter the travel advance as a prepayment, you enter a prepaid voucher for 1,000 and the system creates a pending negative pay item for 1,000.

When you post the voucher, the system creates a 1,000 debit to the prepaid expense account that you specified in the AAIs and a 1,000 credit to the A/P trade account. When you post the payment, the system creates a debit to the A/P trade account and a credit to the cash account.

	Prepaid Expense 1.1890	Cash 1.1110.BEAR	A/P Trade 1.4110	Expense 9.8740
Enter prepaid voucher				0
Post prepaid voucher (Negative Pay Item)	1000		1000	
Pay prepay voucher and post payment		1000	1000	

The employee later submits an expense report for 2,200 for travel expenses, which you enter as a standard voucher. You then release the pending negative pay item for 1,000 to reduce the net open amount to 1,200, which is the balance that you owe.

	Prepaid Expense 1.1890	Cash 1.1110.BEAR	A/P Trade 1.4110	Expense 9.8740
Enter prepaid voucher				0
Post prepaid voucher (negative pay item)	1000		1000	
Post prepaid voucher and post payment		1000	1000	
<b>Enter and post actual voucher</b>				
Apply negative pay item and pay balance of actual voucher - post payment	1000	1200	1000 2200	2200

Information about prepaid vouchers is stored in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables. Information about payments is stored in the Account Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables.

### Before You Begin

- Activate Prepayments processing in the Prepayment Voucher Entry processing options. To activate this feature, you must enter the default G/L offset account designator for creating Prepayments under the Prepayments tab. The A/P Manual Payments program (P0413M) for standard voucher entry is not available for this type of voucher processing.
- Set up the AAI item PCyyyy to assign a default prepaid expense account. The G/L offset item is the AAI item PCyyyy used to create prepayment entries.

## Entering Prepaid Vouchers

When you enter a prepaid voucher, the system creates a negative pay item for every pay item on the voucher. After you enter the prepaid voucher, you can apply a manual or automatic payment.

Later, when you enter the voucher for actual expenses, you enter it just as you would enter a standard voucher. You can then apply the pending negative pay item to the actual voucher manually so that the amount owed to the supplier is reduced by the amount of the prepayment. Or you can change the pay status of the negative pay item to approved and let the system apply it to any open vouchers for that supplier by running the automatic payment process.

### ► To enter a prepaid voucher

---

*From the Other Voucher Entry Methods menu (G04111), choose Prepayment Voucher Entry.*

---

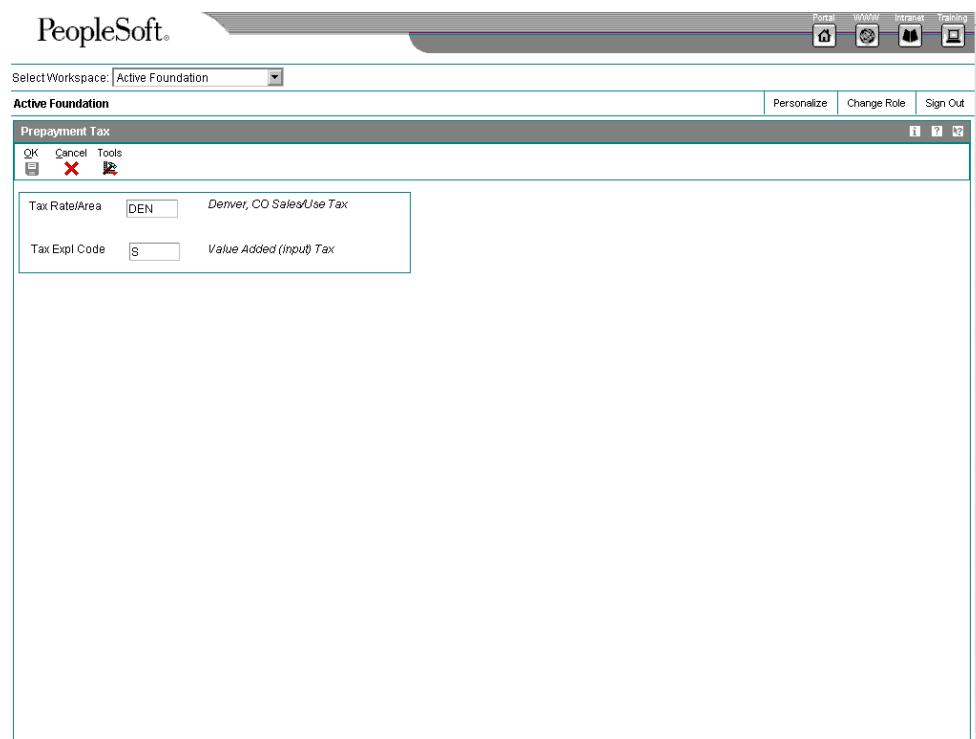
#### Note

The Prepay option appears if you have activated Prepayments in the processing options. This option is informational only, and does not allow you to selectively view only prepaid vouchers.

---

1. On Supplier Ledger Inquiry, click Add.

The Prepayment Tax form appears if you set the Tax Area processing option under the Prepayments tab accordingly.



- On Prepayment Tax, complete the following fields and click OK:
  - Tax Rate/Area
  - Tax Expl Code

If you entered the values for these fields in the Tax Values processing option on the Prepayments tab, the system completes these fields automatically.

Pay Item	Gross Amount	Discount Available	Remark	Due Date
001	4,020.00		Miscellaneous expenseMiscellan	17
002				

- On Enter Voucher - Payment Information, follow the steps for entering a standard voucher.

See [Entering Standard Vouchers](#) in the chapter *Working with Standard Vouchers*.

- If the Enter Voucher - G/L Distribution form appears, complete the G/L distribution information as described below.

If you did not enter an account number in the G/L Distribution Account processing option 2 and the distribution amount is not zero, the Enter Voucher - G/L Distribution form appears. Enter the appropriate account number on this form and click OK. Do not enter an amount on this form.

A G/L distribution is required for prepayments if the distribution amount is not zero. If a prepayment account was specified in processing option 2, the Enter Voucher - G/L Distribution form does not appear, and the prepayment voucher is added with a journal entry to the prepayment account.

If you receive an error message after entering the account number, review the processing option on the Zero Amount tab for Master Business Function for the Journal Entry program (P0900049). This processing option must be set to allow a monetary amount of zero to be entered for this form.

5. Click Cancel to exit to Enter Voucher - Payment Information.
6. On Supplier Ledger Inquiry, click Find to see the prepaid pay items that you entered and the negative pay items that the system created.

## Reviewing Prepaid Vouchers

<b>Reviewing prepaid vouchers on Voucher Entry Journal Review</b>	If you review a prepaid voucher that has not yet been paid, the Gross Amount field on Voucher Entry Journal Review will be blank. That is because the prepaid pay items that you entered and the negative pay items that the system created equal 00.00 (zero). If you select the voucher, you can review the positive and negative pay items on Enter Voucher - Payment Information.
---	---

### See Also

- Processing Options for Voucher Entry*

## Applying Payments to Prepaid Vouchers

You can allow the voucher to be paid normally via the Automatic Payment process. Or after you enter a prepaid voucher, you can immediately apply a manual payment to it. You do not have to post the prepaid voucher first. When you apply payment, the system closes out the positive pay item associated with the prepaid voucher.

The manual payment program creates records in the Accounts Payable Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables and updates the Accounts Payable Ledger table (F0411).

### ► To apply manual payments to prepaid vouchers

---

*From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match.*

On Work with Payments, follow the steps for entering manual payments. See [Entering Manual Payments with Existing Vouchers](#) in the chapter *Working with Manual Payments*.

---

### Note

You do not have to pay prepayment vouchers with a manual payment. If time permits, you can allow the voucher to be paid normally via the Automatic Payment process.

---

See [Automatic Payment Processing](#).

### Processing Options for Payment With Voucher Match (P0413M)

#### Defaults

These processing options specify how to view open vouchers and establish system defaults for the processing options.

---

## **1. Mode to View Open Pay Items**

**Blank = View details**

**1 = View summary**

Use this processing option to specify the mode in which you want to view open pay items on the Select Open Pay Items form.

Valid values are:

Blank View open pay items in detail mode. The system displays each pay item.

1 View open pay items in summary mode. The system displays pay items by voucher number and due date. The system enters \* in each field in the Pay Item column that contains more than one pay item for a voucher. You can unclick the Summarize option on the Select Open Pay Items form to show the number of pay items on the voucher.

NOTE: This option also exists on the Supplier Ledger Inquiry form. However, if you choose summary mode on this form, the Pay Item column does not appear on the detail area of the form.

## **2. Assign Payment Numbers**

**Blank = Manually enter payment number**

**1 = System automatically assigns numbers**

Use this processing option to specify how you want the the next payment number assigned.

Valid values are:

Blank Enter the payment number manually in the Payment Number field on the Manual Payment Entry form.

- 
- 1 Allow the system to assign the payment number based on the value for the specified bank account in the Next Payment Number field on the Set Up G/L Bank Account form. You can view this field by choosing Bank Account Information from the Automatic Payment Setup menu (G04411).

### **3. Enter Payment Amount**

**Blank = Enter payment amount manually**

**1 = System calculates payment amount automatically**

Use this processing option to specify how you want to enter the payment amount.

Valid values are:

Blank Enter the payment amount manually in the Payment Amount field on the Manual Payment Entry form.

- 1 Allow the system to calculate the payment amount from the pay items you select.

NOTE: If you enter the payment amount manually, you must enter the amount prior to choosing Pay Items from the Form menu to select which voucher pay items you are going to pay.

---

### **Display**

This processing option specifies whether to display the Value Date field.

---

## **1. Display Value Date Field**

**Blank = Do not display Value Date field**

**1 = Display Value Date field**

Use this processing option to specify whether to display the Value Date field on the Manual Payment Entry form. If you choose to display the field, you must update it manually. The Value Date field is used by companies in Europe and indicates the date they expect the bank to process a payment.

Valid values are:

Blank Do not display the Value Date field.

1 Display the Value Date field.

---

## **Processing**

These processing options specify limits on automatic system processing.

---

### **1. Display Draft Entry Option**

**Blank = Do not display option**

**1 = Display option**

Use this processing option to specify whether you want the system to display the Draft Entry option on the Manual Payment Entry form. Drafts, which are promises to pay debts, are used in various countries around the world. Drafts, like vouchers, can be processed to be paid in various currencies.

Valid values are:

Blank Do not display the Draft Entry option.

1 Display the Draft Entry option.

NOTE: If you choose the Draft Entry option, the payment type changes from PN to P1.

---

### **2. Duplicate Number Error Message**

---

Blank = Issue an error

1 = Issue a warning

Use this processing option to specify what kind of message you want the system to issue when someone enters a duplicate payment number using the same bank account.

Valid values are:

Blank Issue an error message.

1 Issue a warning message.

### 3. Allow Negative Payments

Blank = Do not allow negative payments

1 = Allow negative payments

Use this processing option to specify whether you want the system to allow the entry of negative payments. Businesses in some countries are not allowed to have outstanding debit memos. So, you can use negative payments to record reimbursements from suppliers using the supplier's check number. When you post the supplier's check as a negative payment, the system updates the proper accounts with the correct amounts.

Valid values are:

Blank Do not allow negative payments.

1 Allow negative payments.

### 4. Delete Unposted Automatic Payments

Blank = Do not allow payments to be deleted

1 = Allow payments to be deleted

---

---

Use this processing option to specify whether you want the system to allow the deletion of unposted automatic payments.

Valid values are:

Blank Do not allow unposted automatic payments to be deleted. These payments can be voided.

1 Allow unposted automatic payments to be deleted.

NOTE: If unposted payments are deleted, all records of their existence are physically removed from the system. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, which leaves an audit trail.

## 5. Delete Unposted Manual Payments

Blank = Do not allow payments to be deleted

1 = Allow payments to be deleted

Use this processing option to specify whether you want to allow the system to delete unposted manual payments. Valid values are:

Blank

Do not allow unposted manual payments to be deleted. These payments can still be voided.

1

Allow unposted manual payments to be deleted.

Note: If unposted manual payments are deleted, all records of their existence are physically removed from the tables. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, indicating a void payment entry. There is an audit trail

## **Currency**

These processing options specify system defaults for currency processing.

---

## **1. Activate Alternate Payment**

**Blank = Do not activate Alternate Payment**

**1 = Activate Alternate Payment**

Use this processing option to specify whether the system activates Alternate Payment on the Form menu.

Valid values are:

Blank Do not activate Alternate Payment on the Form menu.

1 Activate Alternate Payment on the Form menu.

NOTE: The Alternate Payment selection accesses the Alternate Currency form.

This form allows you to pay a voucher in a currency other than the domestic or foreign currency of a voucher. For example, a voucher entered in Canadian dollars (CAD), whose base currency is U.S. dollars (USD), can be paid in Belgian francs (BEF)-or any currency other than CAD or USD.

## **2. Exchange Rate Date Edit**

**Blank = Do not edit Exchange Rate Date**

**1 = Edit Exchange Rate Date**

Use this processing option to specify whether the system validates that the effective date of the exchange rate is within the same G/L reporting period in the Company Constants.

Valid values are:

Blank The system does not perform the validation; it accepts any date.

1 The system performs the validation and issues a warning message if the effective date is not within the same G/L reporting period.

---

### **3. Exchange Rate Tolerance Limit**

#### **Enter a whole number percent**

Use this processing option to specify an exchange rate tolerance limit. During payment entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Exchange Rate Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

---

#### **Print**

These processing options specify system defaults for payment print.

---

## **1. Payment Instrument**

Use this processing option to specify the payment instrument for the payment.

The system uses the value you enter in this processing option to determine which print program to use when it generates payments.

Each payment instrument has an assigned print program number. To view assigned print programs, choose Payment Instrument Defaults from the Automatic Payment Setup menu (G04411). The A/P Payments - Default Print and Update table (F0417) contains the payment instrument and assigned print program information. For example, if you leave this field blank, the system uses the print program assigned to a blank value on the F0417 table.

For valid payment instruments and values, see user defined code table 00/PY.

## **2. Print Program Version Number**

Use this processing option to specify the version number of the print program.

To view valid version numbers, choose batch Versions from the System Administration Tools menu (GH9011). Enter the Print program number in the Batch Application field, and click Find. The system displays all available versions.

If this processing option is left blank, the system uses version ZJDE0001.

## **3. Retain Print Field Value**

Use this processing option to specify whether you want the status of the Print Payment option on the Manual Payment Entry form to stay the same until you change it.

Valid values are:

Blank Do not retain the same value. The Manual Payment Entry form opens

---

---

with the Print Payment option unchecked regardless of how you left it the last time you worked on the form.

- 1 Retain the same value. The Manual Payment Entry form opens with the Print Payment option retaining the value it had the last time you worked on the form.
- 

## **Voids**

This processing option specifies limits on voiding vouchers created with purchase orders.

---

### **1. Vouchers with Purchase Orders**

#### **Blank = Allow vouchers to be voided**

**1 = Issue a warning message**

**2 = Issue an error message**

Use this processing option to specify how you want the system to respond to the removal of vouchers that contain a purchase order when you are using Void Payment Entry (P0413M).

Valid values are:

Blank Allow the voiding of vouchers with purchase orders, and issue no message.

- 1 Issue a warning message.
- 2 Issue an error message.

NOTE: If you use the Accounts Payable system to revise or void a voucher that was originally entered from the Purchase Order system, that action will compromise the integrity of the Purchase Order Detail File table (F4311).

---

## **Inquiry**

This processing option specifies whether to deactivate the OK and Delete options on the Manual Payment Entry form when you review payments.

---

## **1. Deactivate OK and Delete**

**Blank = Leave OK and Delete active**

**1 = Deactivate OK and Delete**

Use this processing option to deactivate the OK and Delete options on the Manual Payment Entry form when payments are being reviewed. Deactivating these options prevents changes from being made to existing records. You can review manual payments by choosing either Supplier & Voucher Entry from the Supplier & Voucher Entry menu (G0411) or by choosing Payment with Voucher Match from the Manual Payment Processing menu (G0412).

Valid values are:

Blank Do not deactivate the OK and Delete options during review.

1 Deactivate the OK and Delete options during review.

NOTE: Entering 1 in this processing option does not deactivate the OK and Delete options during initial payment entry.

---

## **Closing Out Negative Pay Items for Prepaid Vouchers**

After you apply a manual payment to a prepaid voucher, the negative pay item associated with the prepaid voucher still remains open. To close out the negative pay item, you first need to enter the voucher with the actual expenses.

When you close out the negative pay item, the amount owed to a supplier is reduced by the amount of the prepayment. You can close a negative pay item using one of two methods. You can choose the manual process that follows in this chapter, or you can close out negative pay items with automatic payment processing. As long as the pay status of the negative pay item is changed from Hold (H) to Approved (A), the automatic payment process will net the negative pay item against any vouchers for the same supplier.

The advantage of the manual method is that you can choose the specific voucher that closes out a specific negative pay item. The advantage of the automatic method is that the system automatically nets any negative pay items against any vouchers for the same supplier.

### **Before You Begin**

- Pay the positive prepaid voucher.
- Enter the actual voucher from the supplier.

► **To close out negative pay items for prepaid vouchers**

---

*From the Other Voucher Entry Methods menu (G04111), choose Prepayment Selection.*

Only negative pay items that have not yet been matched appear on this form. After you pay the Prepayment item, this form shows the associated negative pay item that has not yet been applied or matched to the actual voucher.

The screenshot shows the PeopleSoft Work With Prepayment Selection screen. At the top, there are tabs for Active Foundation and other workspace options like Personalize, Change Role, and Sign Out. Below the tabs is a toolbar with icons for Select, Find, Close, Row, and Tools. The main area displays a grid of data with the following columns: Document Number, Doc Co, Doc Type, Pay Itm, Open Amount, Foreign Open, Pay Stat, Invoice Date, PO Doc Type, Purchase Order, Address Number, Curr Code, and Due Date. A single row is selected, showing the following values:

Document Number	Doc Co	Doc Type	Pay Itm	Open Amount	Foreign Open	Pay Stat	Invoice Date	PO Doc Type	Purchase Order	Address Number	Curr Code	Due Date
3036 00001	PV	002	500.00-	A	07/01/05	4344	USD	07/0				

1. On Work With Prepayment Selection, complete the following fields and click Find:
  - Supplier Number
  - Company
  - Currency
2. Choose the negative pay item or items.
3. From the Row menu, you can choose Manual Payments or Split Prepayments. Manual Payment Entry is the default selection.
4. Optionally, to enter a split prepayment, choose Split Prepayment from the Row menu. On Split Prepayments, complete the following fields and click OK:
  - Open Amount
  - Discount Available

PeopleSoft.

Select Workspace: Active Foundation

Active Foundation

Manual Payment Entry

OK	Delete	Cancel	Form	Row	Tools																																	
Payment Number <input type="text"/> Prev Payment <input type="text"/> Batch Number <input type="text" value="84337"/> Supplier Number <input type="text" value="4344"/> Universal Incorporated <input type="checkbox"/> Print Payment Bank Account Number <input type="text" value="1.1110.BEAR"/> Bear Creek National Bank Payment Amount <input type="text"/> Payment Date <input type="text"/> Currency Code <input type="text" value="USD"/> Exchange Rate <input type="text"/> Base <input checked="" type="checkbox"/> USD <input type="checkbox"/> Foreign																																						
Records 1 - 2 <span style="float: right;">Customize Grid</span> <table border="1"> <thead> <tr> <th></th> <th>Doc Type</th> <th>Document Number</th> <th>Company</th> <th>Doc Pay Item</th> <th>Invoice Number</th> <th>Due Date</th> <th>Open Amount</th> <th>Payment Amount</th> <th>Discount Available</th> <th>Discount Taken</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input checked="" type="checkbox"/> PV</td> <td>3036 00001</td> <td>002</td> <td>35718T1</td> <td></td> <td>07/01/05</td> <td>500.00-</td> <td>500.00-</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Remaining Amount <input type="text" value="500.00"/></p>							Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	Due Date	Open Amount	Payment Amount	Discount Available	Discount Taken	<input type="radio"/>	<input checked="" type="checkbox"/> PV	3036 00001	002	35718T1		07/01/05	500.00-	500.00-			<input type="radio"/>	<input checked="" type="checkbox"/>									
	Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	Due Date	Open Amount	Payment Amount	Discount Available	Discount Taken																												
<input type="radio"/>	<input checked="" type="checkbox"/> PV	3036 00001	002	35718T1		07/01/05	500.00-	500.00-																														
<input type="radio"/>	<input checked="" type="checkbox"/>																																					

5. On Manual Payment Entry, choose Pay Items from the Form menu.

Prepayment Selection - [Select Open Pay Items]

File Edit Preferences Window Help

Select Find Close Seg... New... Dis... Abo Links Disp... OLE... Internet

Supplier Number  Digger Incorporated

Payment Type	Document Number	Doc Co	Pay Item	Due Date	Open Amount	Discount Taken
PV	3205	UUUU1	UU1	7/15/05	4,020.00	
PV	3208	00001	001	7/15/05	4,020.00	
PV	3210	00001	001	7/15/05	4,020.00	
PV	3220	00001	001	7/15/05	4,020.00	

Summarize

Row:2

- On Select Open Pay Items, choose the actual voucher associated with the prepayment and click Select.

Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	Due Date	Open Amount
PV	3189	00001	002	444	6/30/05	650.00
PV	3205	00001	001	455	7/15/05	4,020.00

- On Manual Payment Entry, complete the following field and click OK:

- Payment Date

#### See Also

- Entering Split Payment Vouchers*

### Entering Vouchers for Multiple Companies

When you create a voucher that consists of expenses incurred by multiple internal companies and is to be distributed to different G/L offset and bank accounts, enter a voucher for multiple companies. When you do this, you create a one-to-one correspondence between the general ledger distribution and the accounts payable offset.

The primary difference between a standard voucher and a voucher for multiple companies is that you do not include a company on a multiple company voucher.

For a voucher with multiple companies:

- The G/L distribution line determines which company is used for the offset.
- The account number represents the distribution expense associated with the pay item.
- The system generates a separate pay item for each line of distribution.

When you pay the voucher, the system uses the A/P trade account, bank account, and offset accounts for discounts associated with the company.

Information about vouchers for multiple companies is maintained in the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

## Multiple Companies Information

The following information will help you enter vouchers for multiple companies:

- If you entered a voucher on the Multi Company - Single Supplier form, you must change it on this form.
- When you distribute a voucher to more than one company, the domestic currency must be the same for all companies.
- When you post vouchers, the system creates intercompany entries if the expense or liability accounts used for automatic offsets are from different companies.

### See Also

- Processing Options for Voucher Entry*

### Example: Voucher for Multiple Companies

The A/P trade account and bank account used in this example are determined by the:

- Business unit used in the G/L distribution and the company associated with the business unit
- A/P class code (G/L offset), which might be a default from the supplier master or entered on the G/L distribution line of the voucher

You distribute a voucher of 2,500 to two accounts:

210.8370 Expense Company 00100	205.8370 Expense Company 00004
1,500	1,000

- You debit 210.8370 (Expense) for 1,500
- You debit 205.830 (Expense) for 1,000

The system credits the A/P trade (liability) accounts using AAI item PCyyyy set up for each company.

100.4110 A/P Trade Company 00100/PCxxxx	200.4110 A/P Trade Company 00004/PCxxxx
1,500	1,000

- The system credits 100.4110 (A/P Trade for company 100) for 1,500
- The system credits 200.4110 (A/P Trade for company 4) for 1,000

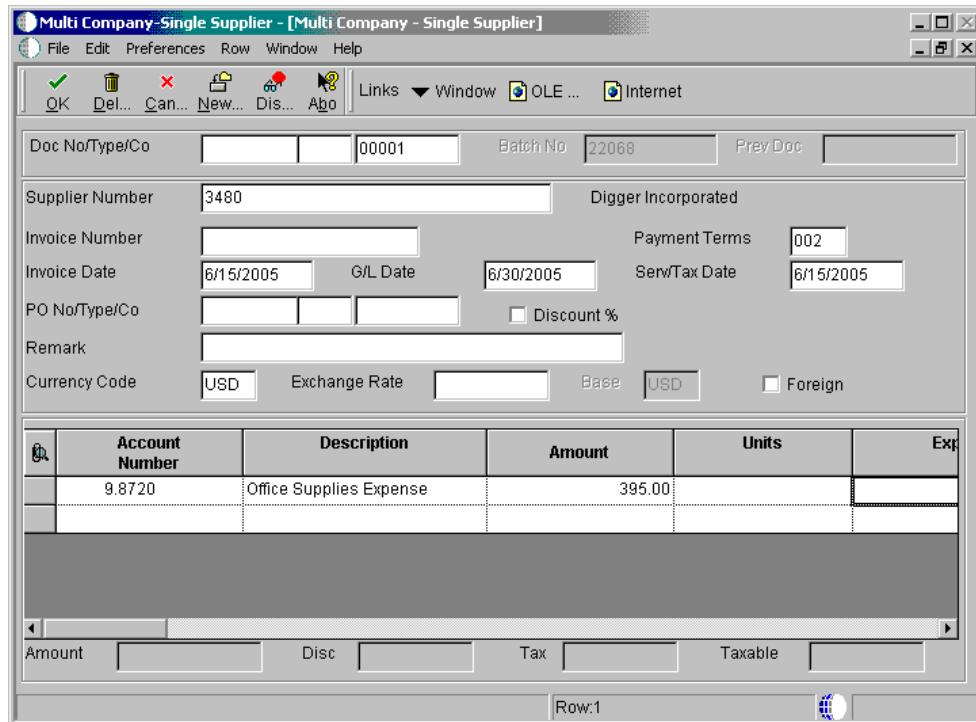
The offsets can also point to the same AAI A/P trade account (PCyyyy). The system generates intercompany offsets, as necessary.

#### ► To enter a voucher for multiple companies

---

*From the Other Voucher Entry Methods menu (G04111), choose Multi Company-Single Supplier.*

1. On Supplier Ledger Inquiry, click Add.



2. On Multi Company - Single Supplier, follow the steps for entering a standard voucher. See [Entering Standard Vouchers](#) in the chapter *Working with Standard Vouchers*.

Access the detail area to review the companies assigned to each distribution line on Multi Company - Single Supplier.

3. Complete the following field for each company associated with the voucher:

- Account Number
- Amount

The company associated with the account number appears in the detail area.

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

**Invalid processing options** The Multiple Company - Single Supplier program uses the same processing options as Standard Voucher Entry. However, some of the processing options do not apply. When you enter a voucher for multiple companies, the following processing options do not apply:

- Manual checks
- Purchasing
- Voucher Match
- Versions
- Logging

### **Entering Multiple Vouchers**

To quickly enter many vouchers for one or more suppliers, use one of the multiple voucher entry methods. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process.

You can use the multiple voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method. The multiple voucher entry methods have other limitations. You cannot use them to enter:

- Multiple pay items
- Multiple lines of G/L distribution
- Split pay items
- Special bank accounts
- Special G/L offsets
- Special payment handling
- Automatic reversing entries
- Discounts
- Taxes
- Zero invoice amounts
- Prepaid vouchers
- Logged vouchers

- Recurring vouchers

The system creates a voucher for each detail line and updates the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

### Before You Begin

- To make entry easier, organize your vouchers by G/L date and due date. Additionally, you can organize them by payment terms and invoice date.

### ► To enter multiple vouchers for a single supplier

---

To enter many vouchers at one time for the same supplier, use this multiple voucher entry method.

*From the Other Voucher Entry Methods menu (G04111), choose Multi Voucher-Single Supplier.*

1. On Supplier Ledger Inquiry, click Add.

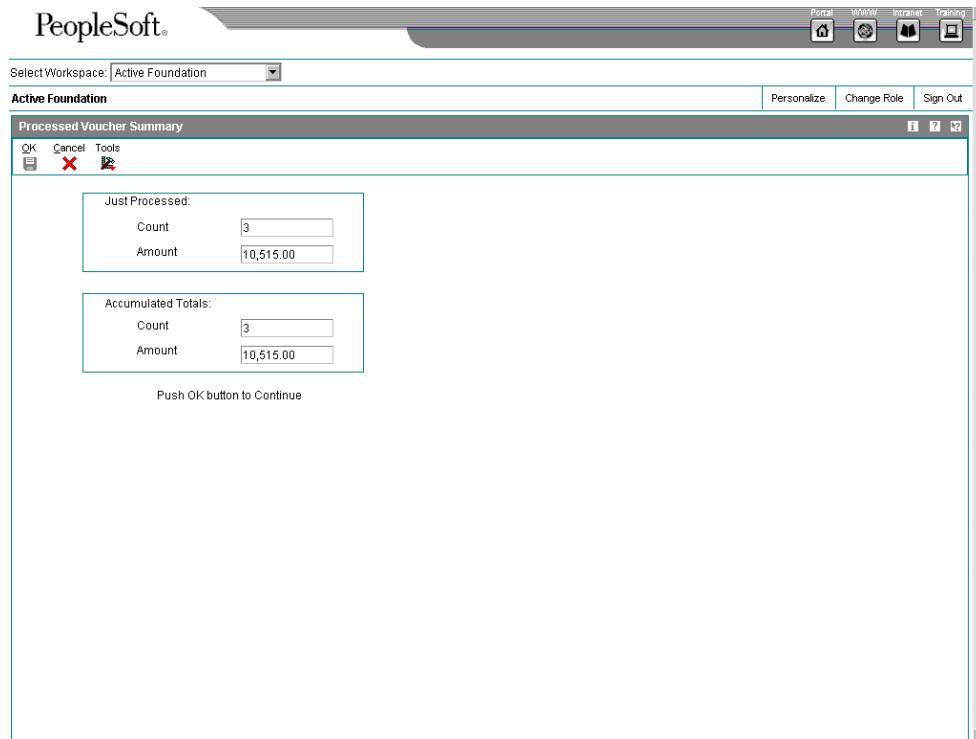
Records 1 - 3							Customize Grid
	Invoice Number	Invoice Amount	Account Number	Remark	Sub-ledger	Sub-Type	Invoice Date
<input type="radio"/>	I12398	8,760.00	4.8700	Miscellaneous expense			06/15/05
<input type="radio"/>	J12397	265.00	1.1350	Office expense			06/15/05
<input checked="" type="radio"/>	K12399	1490	5.6350	Office expense			06/15/05

2. On Multi-Voucher Entry, complete the following fields:

- Supplier
- Invoice Date
- G/L Date
- Due Date

The information that you enter applies to all vouchers.

3. In the detail area, complete the following fields for each voucher:
  - Invoice Number
  - Invoice Amount
  - Account Number
  - Remark
  
4. To override the information in the header portion of the form, complete the following fields in the detail area for any voucher:
  - Invoice Date
  - G/L Date
  
5. Click OK.



On Processed Voucher Summary, the system displays the total number and amount of the vouchers.

6. Click OK.

#### **► To enter multiple vouchers for multiple suppliers**

---

To enter many vouchers at one time for more than one supplier, use this multiple voucher entry method.

From the Other Voucher Entry Methods menu (G04111), choose Multi Voucher-Multi Supplier.

1. On Supplier Ledger Inquiry, click Add.

The screenshot shows the PeopleSoft Multi-Voucher Entry interface. At the top, there are buttons for OK, Delete, Cancel, Form, and Tools. Below this is a grid of input fields for Invoice Date (06/01/05), GL Date (06/15/05), Service/Tax Date, Due Date (06/01/05), Payment Terms (001), Tax Expl (AR), Tax Rate/Area (CO), Currency, Exchange Rate, and a Foreign checkbox. A message box indicates 'Batch Number 84341'. Below these fields is a table titled 'Records 1 - 3' with columns for Invoice Number, Invoice Amount, Supplier, Account Number, and Remark. The table contains three rows, each with a checked checkbox in the first column. The data is as follows:

	Invoice Number	Invoice Amount	Supplier	Account Number	Remark
<input type="checkbox"/>	N112585	1,315.00 1001		1.1110.BEAR	
<input type="checkbox"/>	N112586	875.00 3480		1.1110.BEAR	
<input checked="" type="checkbox"/>	N112587	2345	4060	1.1110.BEAR	

2. On Multi-Voucher Entry, follow the steps for entering multiple vouchers for a single supplier.
3. In the detail area, complete the following field for each supplier and click OK:
  - Supplier

## Automatic Payment Processing

After you set up the Accounts Payable system, you define how you want the system to process automatic payments. You use automatic payments to group vouchers and produce multiple payments in a single payment run.

Automatic payment processing allows you to manage your payments efficiently and take advantage of favorable discount terms whenever possible. Use automatic payment processing to pay vouchers during your usual payment cycle.

During automatic payment processing, the system works with the following document and batch types:

**Voucher document type**

- PV (voucher)
- PR (recurring voucher)
- PL (voucher logging)
- PD (debit memo)
- PM (voucher without match)
- \_ \_ (user defined voucher type)

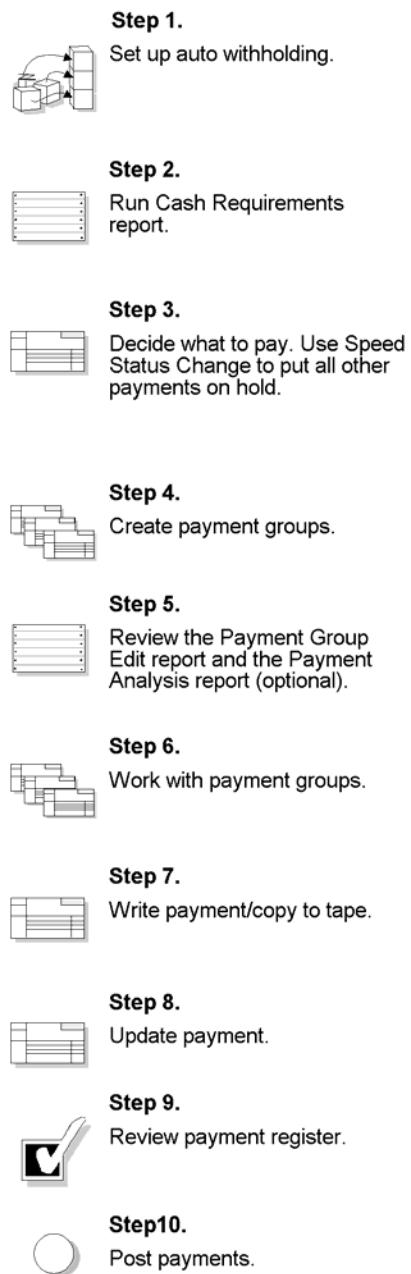
**Payment document type**

- PK (automatic payment)

**Batch type**

- K (automatic payment)

The following graphic illustrates the automatic payment process:



### Before You Begin

- Set up the G/L account for each bank account used by your organization.
- For each supplier to whom you want to transfer funds electronically, set the payment instrument to the appropriate value.

### 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>B</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.
<b>C</b>	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).
<b>D</b>	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.
<b>G</b>	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
<b>H</b>	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.

---

### See Also

- *Setting Up Multiple Bank Accounts for Suppliers*

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

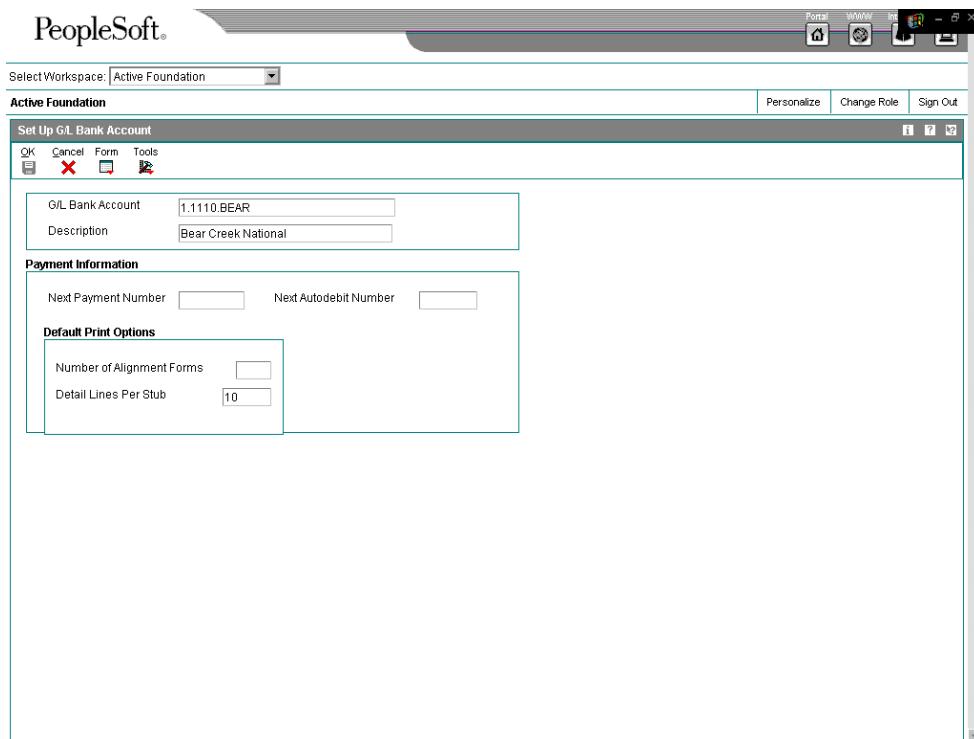
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*Use one of the following navigations:*

*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 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.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Revise Bank Information

G/L Bank Account	1.1110.BEAR
Description	Bear Creek National
Bank Address Number	333
Bank Transit Number	578955422
Bank Account Number	45-879512
IBAN	
Control Digit	
Checking or Savings Account	<input checked="" type="checkbox"/> Checking account
SWIFT Code	
Bank Country Code	
<input type="checkbox"/> Override Supplier Pre-Note Code	

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

- Address Number

This is the bank's address book number.

- Bank Transit Number

You can leave this field blank.

- Bank Account Number
- Control Digit
- Checking or Savings Account
- SWIFT Code

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

- Override Supplier Pre-Note Code

---

**Note**

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

---

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

- Receivables

This field is used only in Accounts Receivable draft processing.

- Payables

12. Click OK.

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

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

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

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

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

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

- Authorization Info Qualifier
- Authorization Information
- Security Info Qualifier

- Security Information
- Interchange Sender ID
- Interchange Receiver ID
- Application Sender's Code
- Application Receiver's Code

#### ► To delete or revise G/L bank account information

---

*Use one of the following navigations:*

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

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

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

#### ► To set up supplier and customer bank account information

---

*Use one of the following navigations:*

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

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

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

- Address Number

**Note**

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

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

The screenshot shows the 'Set Up Bank Accounts By Address' window in PeopleSoft. At the top, there are buttons for OK, Cancel, Form, and Tools. The 'Address Number' field contains '3333' and the 'Continental Incorporated' field is also visible. Under 'Record Type', the 'Supplier' radio button is selected. The 'Bank Information' section contains fields for Bank Transit Number ('96051785'), Bank Account Number ('2173579'), Control Digit (''), IBAN (''), Description ('First Interstate Bank'), Checking or Savings Account (''), SWIFT Code (''), Reference/Roll Number (''), Bank Address Number (''), and Bank Country Code ('').

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

- Address Number

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

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

5. Complete the following fields:

- Bank Transit Number

You can leave this field blank.

- Bank Account Number

- Control Digit

- Description

- Checking or Savings Account

- SWIFT Code

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

- Reference/Roll Number

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

---

**Note**

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

---

6. Click OK.

---

**► To delete or revise supplier or customer bank account information**

---

*Use one of the following navigations:*

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

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

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

- Address Number

---

**Note**

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

---

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

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

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

#### ► To set up bank transit numbers by bank address

---

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

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

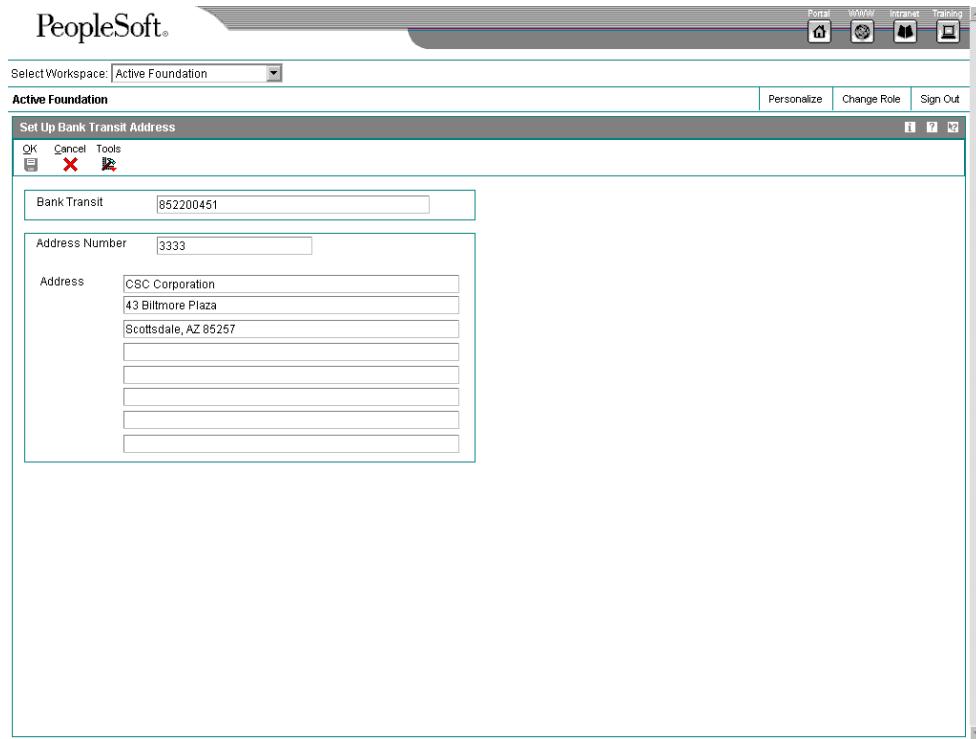
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#### Note

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.

---

#### 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 Suppliers and Customers

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

The Bank Account Exception Report (R00310) verifies that the address book number for each supplier and customer bank record in the Bank Transit Master table (F0030) exists in the Address Book Master table (F0101). Any records that do not exist in the address book print on the report. The report bypasses any bank account records that have a blank address number.

This report does not update any information. If any records appear on this exception report, you must perform either of the following actions:

- Add the missing address book number to the Address Book Master table (F0101)
  - Remove the supplier or customer bank record from the Bank Transit Master table (F0030)
- 

#### Note

This program does not have any associated processing options.

---

#### See Also

- *R00311A, Address Book Exception Report* in the *Reports Guide* for a report sample

## Setting Up a Print Sequence for Payments

The payment sequence option allows you to control the order in which your payments print. You can choose to print payments in a sequence that is meaningful to your needs. For example, you might want payments to print in descending order by amount so that the largest payment amounts print first, or you might want to print payments alphabetically. You control the payment sequence by setting up sequence IDs on the Automatic Payment Setup menu. The sequence IDs establish the printing order and can contain up to six data items from fields in the A/P payments worktable.

You must define a sequence ID for each different print sequence that you want to use. When you create your payment groups, you specify which sequence you want to use in the

sequence ID processing option and whether the values for the sequence should print in ascending or descending order.

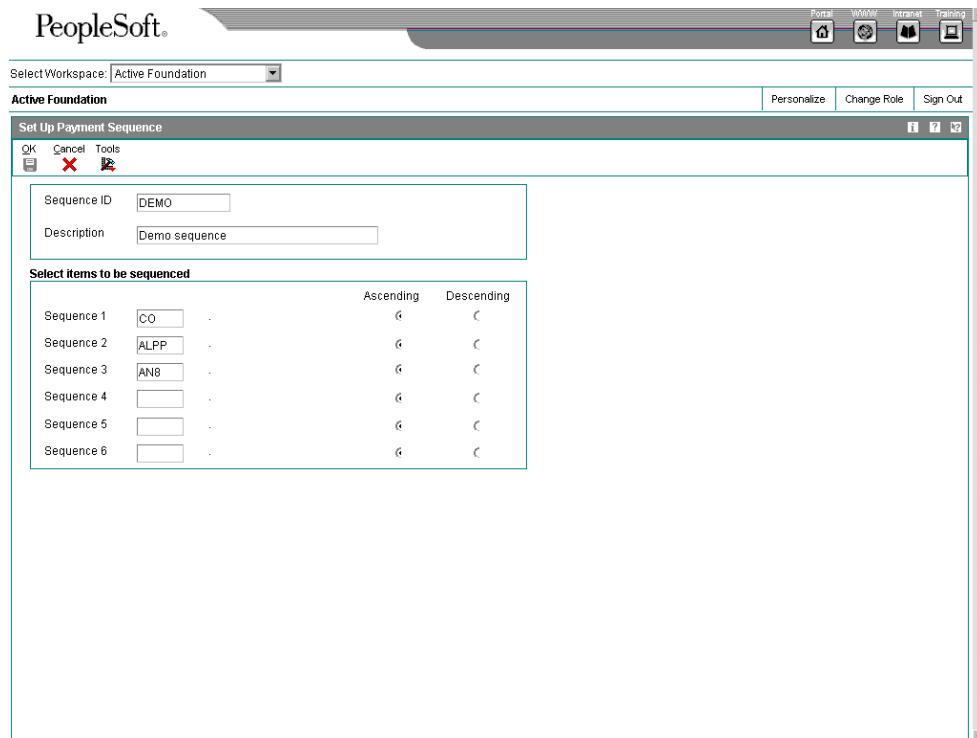
If you want to print payments based on criteria outside of the J.D. Edwards Accounts Payable system, you can use special handling codes. Special handling codes are user defined and assigned at the time of voucher entry. You can use them to sort payments by including them in your sequence ID.

### ► To set up a print sequence for payments

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

1. On Work With Payment Sequences, click Add.

You can add a new sequence by copying an existing one and modifying it as needed. On Work With Payment Sequences, choose the existing payment sequence and click Copy.



2. On Set Up Payment Sequence, complete the following fields:

- Sequence ID
- Description

3. Enter a data dictionary item in at least one of the following fields:

- Sequence 1
- Sequence 2

- Sequence 3
- Sequence 4
- Sequence 5
- Sequence 6

To see a list of data dictionary items that you can use when setting up payment sequences 1–6, click the Search button to access the user defined code table (H04/SF).

If Payment Handling Code (CRC) is the first field in your print sequence, you must assign vouchers a user defined code (00/HC) that is meaningful to your organization.

4. For each sequence that you set up, choose either Ascending or Descending.
5. Click OK

## **Setting Up Payment Instruments**

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

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

### **See Also**

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

### **Before You Begin**

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

### **► To assign programs to a payment instrument**

---

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

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

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

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

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

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

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

The screenshot shows the PeopleSoft Set Up Payment Instrument Defaults window. At the top, there are buttons for OK, Cancel, Tools, and Help. Below these are two input fields: 'Payment Instrument' (set to P04572) and 'GL Bank Account' (set to 1.1110.BEAR). Under the heading 'Print Programs', there are four pairs of fields: 'Payments' (P04572) and 'Print Payments - Standard'; 'Payment Register' (P04576) and 'Payment Register - Standard'; 'Attachments' (P04573) and 'Print Attachments - Standard'; and 'Debit Statements' (P04574) and 'Print Dbt Statement - Standard'. The 'Print Version', 'Register Version', 'Attachment Version', and 'Debit Version' fields are empty.

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

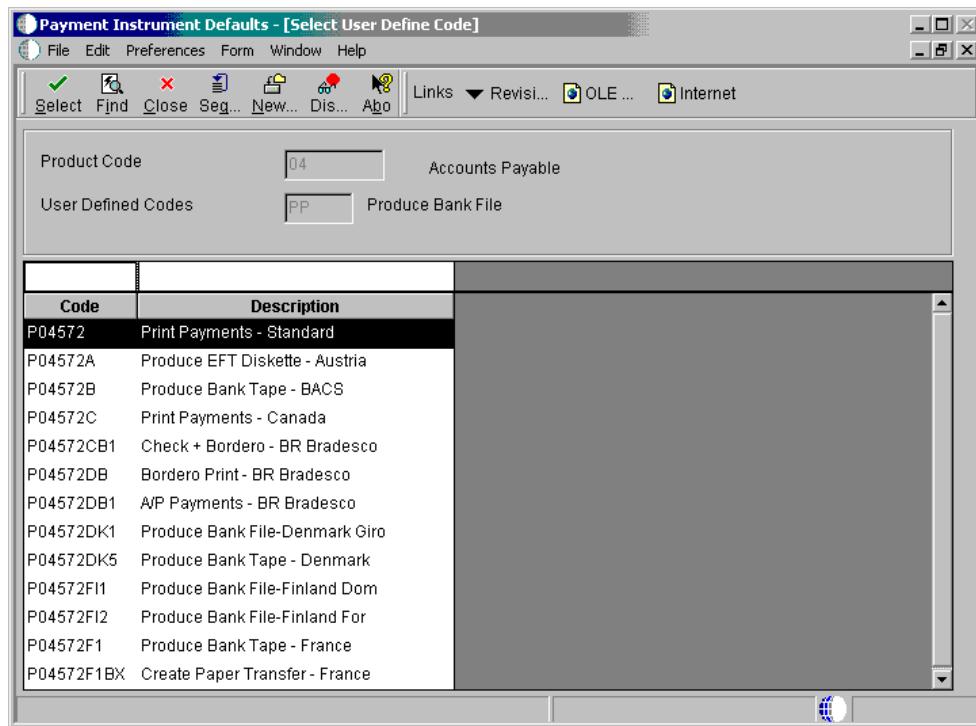
- Attachments
- Debit Statements

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

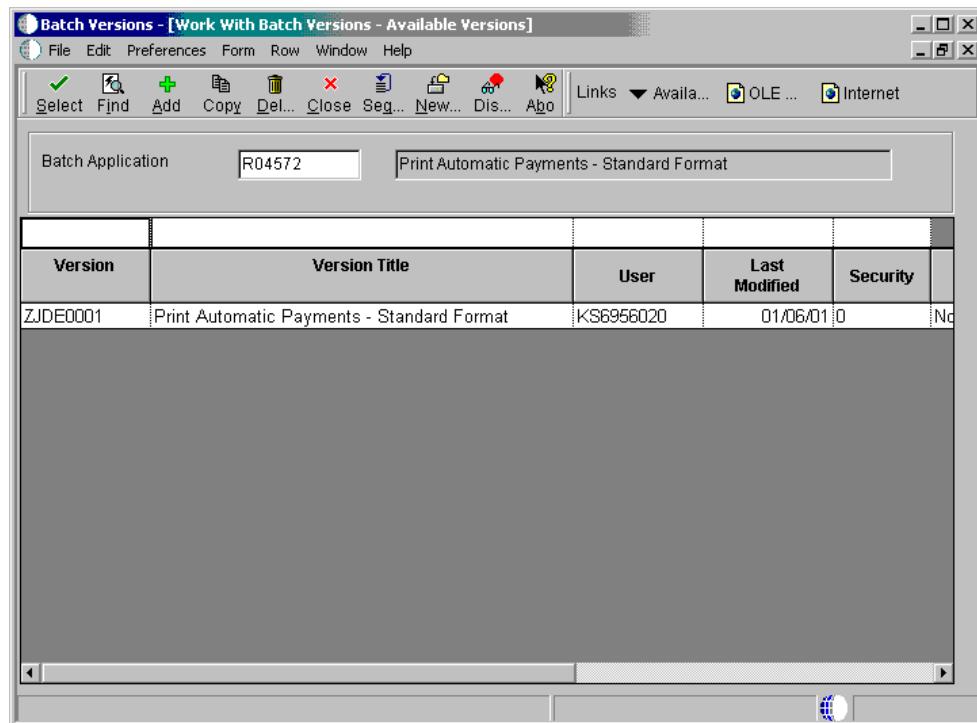
---

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.

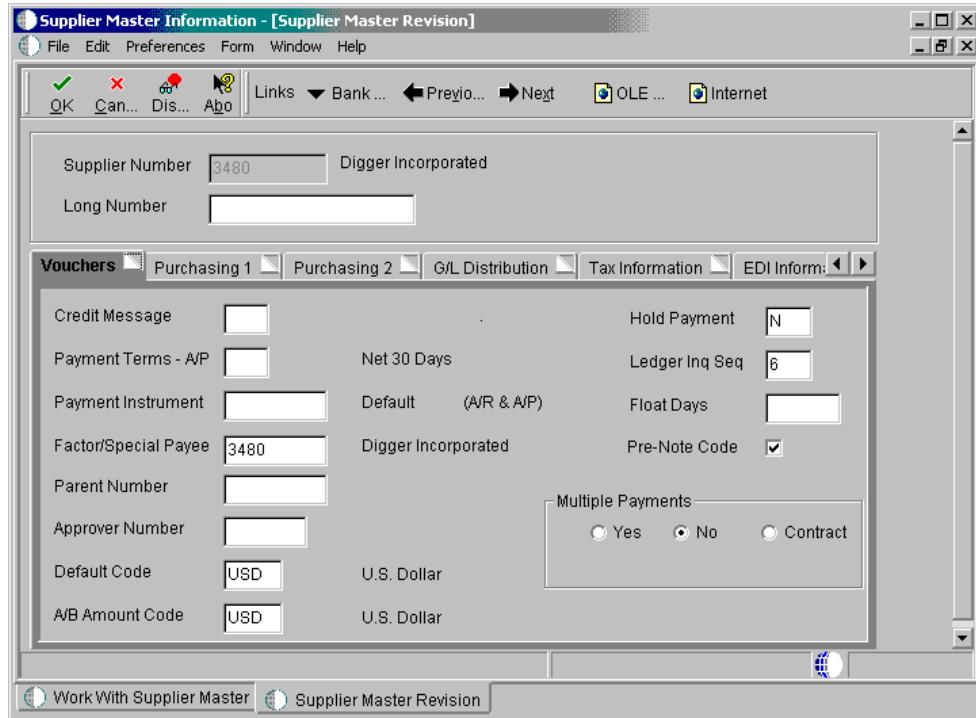
## ► To assign a payment instrument to a supplier

---

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

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#### 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 '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**

2. Enter a '1' if you would like the payee name and number printed on the stub. If left blank, no payee information will print on the stub.

**Payee Name**

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

**Purchase Order**

4. Choose one of the following to print on the stub: '' - Remark, '1' - Supplier Name (Useful if paying alternate payee for several vendors), '2' - Supplier Invoice Number.

**Alternate Stub Information****Print**

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

**Form Type (FUTURE)**

---

**Processing Options for A/P Print Payments – Draft****Address**

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

**Address Format (FUTURE)****Payment**

1. Choose one of the following to print on the stub: '' - Remark, '1' - Supplier Name (useful if paying alternate payee for several vendors), '2' - Supplier Invoice Number

**Print Information****Print**

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

**Form Type (FUTURE)**

---

**Processing Options for A/P Print Payments – CTX****EFT**

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

**File ID Modifier**

2. Enter the tape payment detail (10 pos.) description. For example, you may want to enter EXP REIMB for expense reimbursements. This description may be used by the bank and printed on the supplier's bank account statement.

**Tax Authority 4****Tape Payment Detail Description****EFT(more)**

1. Enter the Company ID number (10 pos.). This is the Identification Code Designator (ICD) followed by a 9 digit identification number. Valid ICD's are: '1' = IRS Employer Identification #, '3' = Data Universal Numbering System, '9' = User Assigned #.

**Identification Code Designator**

2. Enter a value (20 character alpha) to be placed in the Discretionary Data field on the Company/Batch Header record format. If left blank the Discretionary Data field will be blank.

**Discretionary Data****PRINT**

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

**Print Program**

---

## TAPE

1. Enter the following defaults values:  
Device Name  
Tape Density  
Label Name  
Block Size  
New Volume Name  
TAPE (more)  
New Owner ID  
File Name
- 

## Processing Options for A/P Print Payments – Subcontract

---

### Translation

1. Enter the program name to translate payment amount from numbers to words. (See User Defined Codes system code '98', record type 'CT' for program names.) If left blank, the traslation 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

## Setting Up Payment Information

Depending on how payments are processed in your organization, you can either:

- Set up payment information by business unit
- Set up a company name to print on payments

### See Also

- Setting Up Payment Instruments* for information about the components of a payment

### ► To set up payment information by business unit

---

You might need to set up payment information by business unit if you produce payments by business unit. If you do so, payments are processed using:

- Business unit information from the voucher
- Bank account information from the business unit

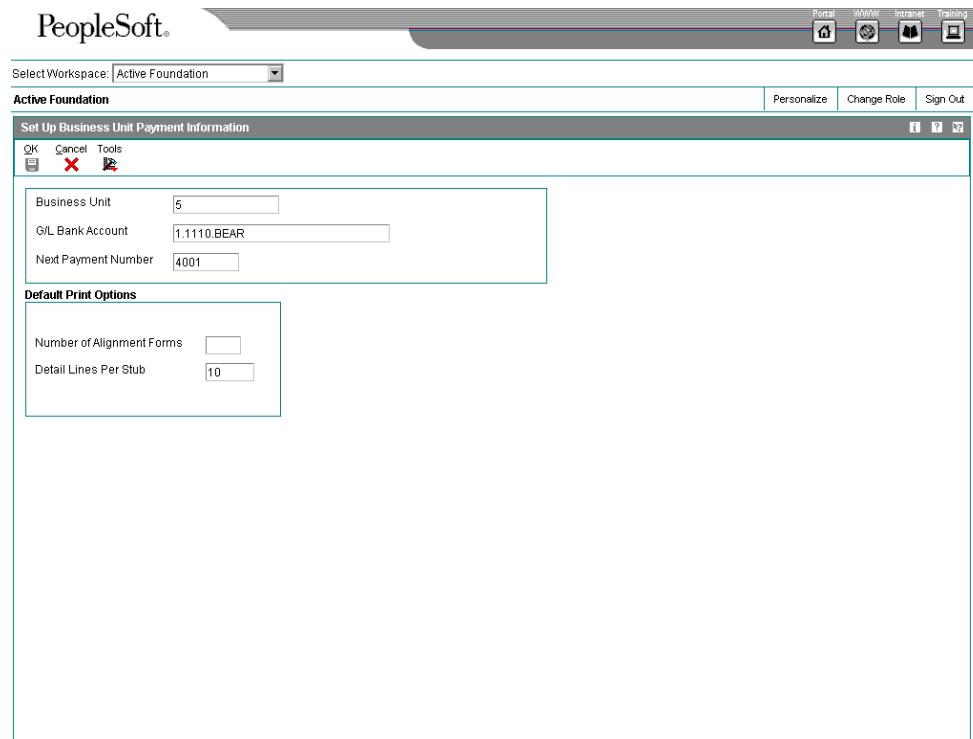
When you create payment groups, the system uses business unit payment information only if you set a processing option to process payments by business unit. Otherwise, it uses the

bank account information that you set up for payments on the Work With G/L Bank Accounts form.

You can assign your business units the same bank account as long as each business unit has a different value, such as a different next payment number, assigned to it.

*From the Automatic Payment Setup menu (G04411), choose Business Unit Information.*

1. On Work With Business Unit Payment Information, click Add.



2. On Set Up Business Unit Payment Information, complete the following fields:

- Business Unit
- G/L Bank Account

3. You can also complete the following optional field:

- Next Payment Number

---

#### 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
- 

4. Complete the following fields for default print options (optional):

- Number of Alignment Forms
- Detail Lines Per Stub

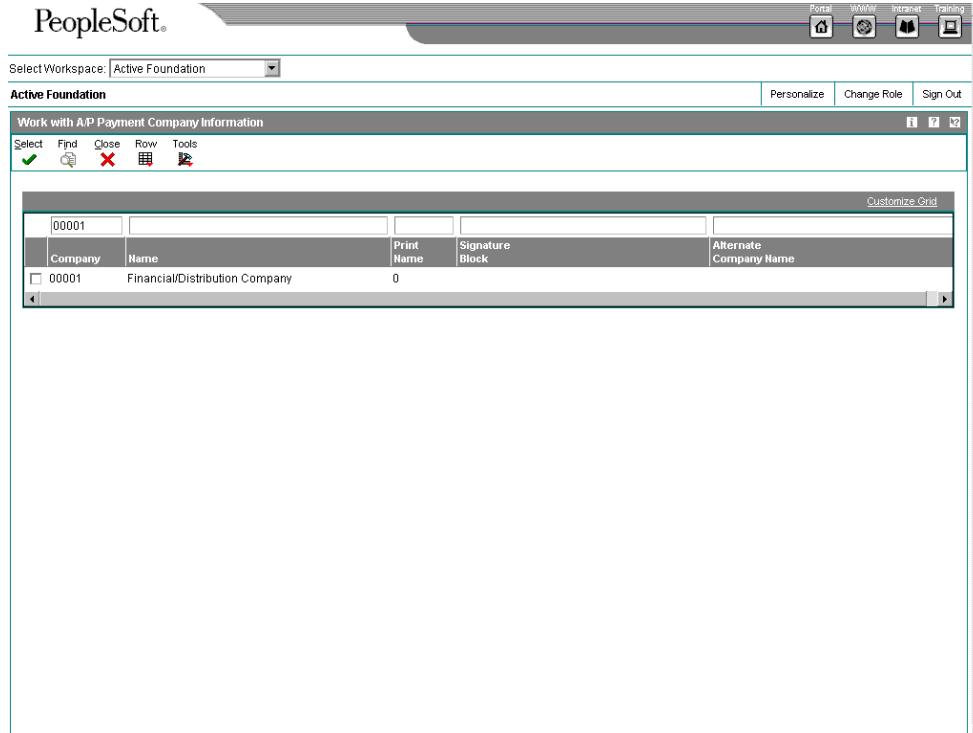
5. Click OK.

#### **► To set up a company name to print on payments**

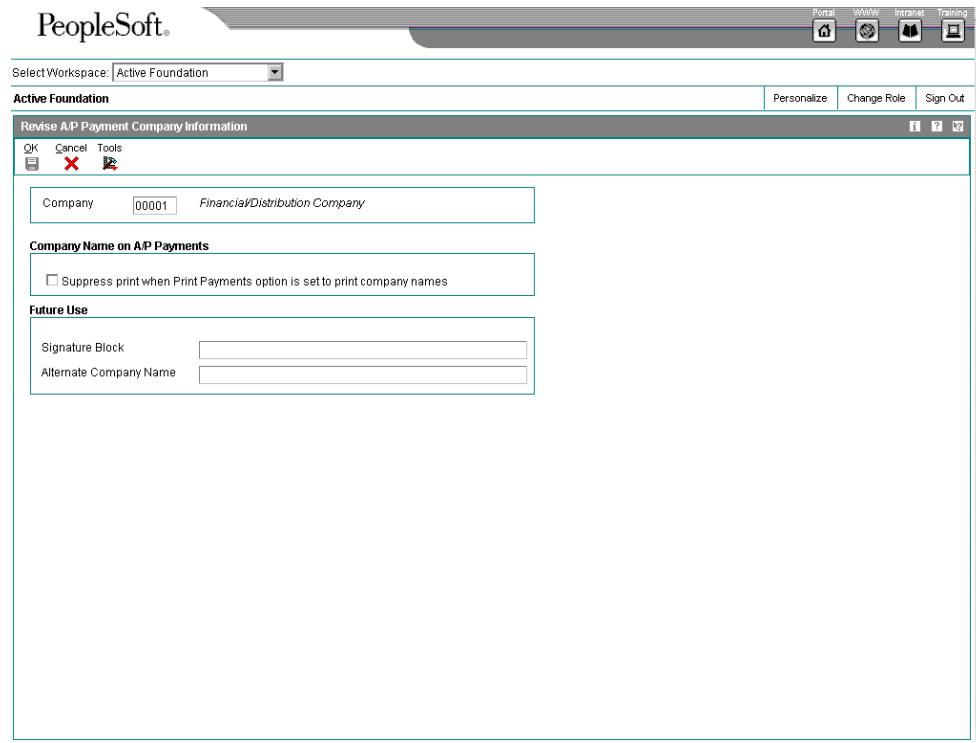
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You can control whether a company name prints on your payments. The company payment information is stored in the Company Constants table (F0010).

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



1. On Work with A/P Payment Company Information, to locate the company with which you want to work, enter a value in the QBE row and click Find.
2. To access Revise A/P Payment Company Information, choose the company and click Select.



3. On Revise A/P Payment Company Information, click the following option:
  - Suppress print when Print Payments option is set to print company names

The default setting prints the company name on payments. If you click this option, the company name is not printed on payments.

The following fields are for future use:

- Signature Block
- Alternate Company Name

4. Click OK.

## Working with Payee Control

Payee control is an audit feature that helps to ensure that one person cannot commit and conceal an error or act of fraud of selected, critical payee information. When monitored changes are made, this feature holds payments to the payee pending review and approval of changed information. You use payee control in order to control changes made to selected, critical payee and bank account information. One person enters the change and another approves it. Thus, the involvement of two people is required to make changes that affect payments.

Until a change is approved, the system prevents automatic payments to a payee for whom controlled information has been changed. The program for creating payment groups bypasses payees that have unapproved payee control records and prints an error message

on the edit report. The program for writing payments prints an error message if the payee's alpha name, mailing name, or SWIFT code changes are unapproved.

The system does not prevent you from writing manual payments if the controlled information has changed.

## **Understanding System Setup for Payee Control**

Prior to using payee control, you must ensure that certain system features are set up properly for your business needs. For example, you must determine which fields and tables you are going to control access and changes to. You must also set up certain tables, security, and system constants.

### **Controlled Fields**

Depending on how you set the processing options for the A/P Payee Control Server - Processing Options Only program (X0450), you can control changes, or additions and changes, to each of the following fields and corresponding tables:

<b>Alpha name (F0101)</b>	Changes to a payee's alpha name can divert the physical payment. The alpha name can be changed on Address Book Revision.
<b>Bank account number (F0030)</b>	Changes to a payee's bank account number can divert an electronic payment. The bank account number can be changed on Set Up Bank Accounts by Address.
<b>Bank transit number (F0030)</b>	Changes to a payee's bank transit number can divert an electronic payment. The bank transit number can be changed on Set Up Bank Accounts by Address.
<b>Bank account type (F0030)</b>	Changes to a payee's bank account type can divert an electronic payment. The bank account type can be changed on Set Up Bank Accounts by Address.
<b>Mailing name (F0111)</b>	Changes to the payee's mailing name can divert the physical payment. The mailing name can be changed on Address Book Revision and Who's Who.
<b>Payee (F0411)</b>	Changes to the voucher's payee can divert the payment while a voucher is being entered, or after. The payee can be changed on Enter Voucher - Payment Information, alternate voucher entry forms, and Update Single Pay Item (from Speed Status Change).
<b>Special payee (F0101)</b>	Changes to the supplier's special payee can divert a payment at the time a voucher is entered. The special payee can be changed on the Related Address tab of Address Book Revisions and on Supplier Master Information.
<b>SWIFT code (F0030)</b>	Changes to a payee's SWIFT code can divert an electronic payment. The SWIFT code can be changed on Set Up Bank Accounts by Address.

When the system detects a change to a controlled field, it writes a record to the Payee Control File table (F0450). This record includes the original information, the changed information, and the user ID of the person who made the change.

For example, Universal Incorporated has a supplier number of 4344 and an alternate payee number of 3610. You add a voucher for supplier number 4344 and enter an alternate payee number of 5910. If you have the payee control feature activated, the system creates a payee control record because the voucher's payee number (5910) does not match the supplier number (4344) or alternate payee number (3610). This record must be approved by another person before payment can be issued.

### **Considerations and Setup**

Considerations for setting up your system for payee control include the limitations to the extent of the control possible, accessing the processing options for payee control, and setup information.

<b>Limitations</b>	<p>Payee control is not a foolproof system. It is intended for use in conjunction with management controls to prevent error and fraud. You must implement security for the:</p> <ul style="list-style-type: none"> <li>• Payee Control File table (F0450). Deleting this table disables the audit trail.</li> <li>• A/P Payee Control Server - Processing Options Only program. Changing the processing options for this server affects the way the system monitors changes.</li> <li>• A/P Manual Payments program and Voucher Entry with Manual Payment program. You can write manual payments to payees for whom controlled information has been changed.</li> </ul>
<b>Accessing the processing options for payee control</b>	<p>To access the processing options for the A/P Payee Control Server - Processing Options Only program:</p> <ul style="list-style-type: none"> <li>• From Accounts Payable Setup (G0441), choose Accounts Payable Constants</li> <li>• On System Setup, choose Accounts Payable Constants</li> <li>• To access the version, on Accounts Payable Constants, choose Payee Control from the Form menu</li> </ul>
<b>Setting up payee control</b>	<p>Setting up payee control consists of:</p> <ul style="list-style-type: none"> <li>• Installing the Payee Control File table (F0450) in your production environment</li> <li>• Updating coexistence World DREAM Writer and OneWorld UBE ZJDE0001 versions to correctly write records to the Payee Control File table (F0450)</li> <li>• Setting up action code security for the Payee Control Review and Approval program</li> <li>• Setting up security for the A/P Payee Control Server - Processing Options Only program</li> <li>• Setting the processing options for the A/P Payee Control Server - Processing Options Only program</li> <li>• Setting up security for manual payments</li> </ul> <p>See <i>Setting Up Action Security</i> in the <i>System Administration Guide</i>.</p>

## Reviewing and Approving Changes to Controlled Data

To remove a payment restriction, you must approve the changes. The person responsible for approving changes should be someone other than the person who entered them.

As part of the review process, you can review the changed data on the form where the change was made. You can also review details about the change, including the:

- Data that existed before the change
- Data that existed after the change
- User ID of the person who made the change
- Date and time of the change

When you approve a change, the system records the:

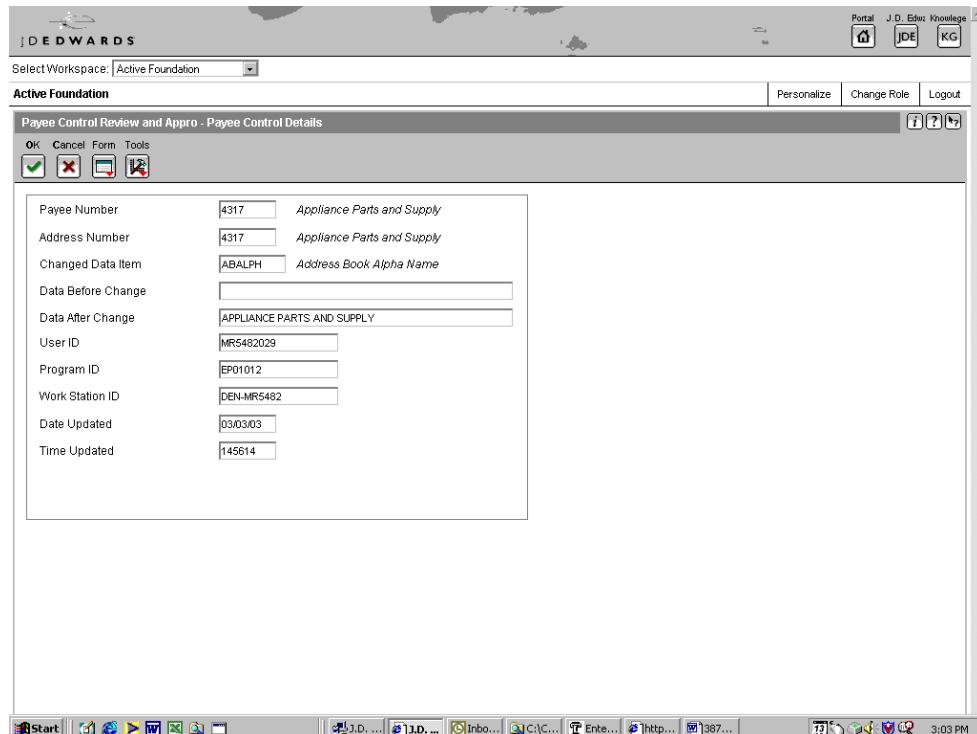
- User ID of the person who approved the change
- Date and time that the change was approved

This program reads information in the Payee Control File table (F0450).

#### ► To review and approve changes to controlled data

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*From the A/P Advanced & Technical Operations menu (G0431), choose Payee Control Review and Appro.*



1. On Payee Control Approval, review all records by clicking Find, or limit your search by completing the following fields and clicking Find:
  - Payee Number
  - Changed Item
2. To review the form where the change was made, choose an item and choose Transaction from the Row menu.
3. Click Cancel to return to Payee Control Approval.
4. To access Payee Control Details, choose an item and choose Details from the Row menu.

Payee Number	4360	Allen Supplies
Address Number	10313	Clear View Specialties
Changed Data Item	RPPYE	A/P Alternate Payee
Data Before Change		
Data After Change	00004360 ALLEN SUPPLIES	
User ID	CW902004	
Program ID	EP0411	
Work Station ID	WITHERSC01	
Date Updated	10/7/98	
Time Updated	95208	
Document No/Ty/Co/lm	3057	PV 00050 001

5. On Payee Control Details, do one of the following:
  - To approve, choose Approve from the Form menu and click OK to confirm the approval.
  - To cancel approval after choosing Approve from the Form menu but prior to clicking OK, choose Reset from the Form menu.
  - To indicate nonapproval, click Cancel to exit the Payee Control Details form. This action takes you back to the Payee Control Approval form.

## Printing Changes to Controlled Data

*From the A/P Advanced & Technical Operations menu (G0431), choose Payee Control Approval Report.*

Before or after you approve changes to controlled data online, you can review them in a report format. The Payee Control Approval Report shows information such as the:

- Data that existed before the change
- Data that existed after the change
- User ID of the person who made the change
- User ID of the person who approved the change
- Date and time of the change
- Date and time that the change was approved

The Payee Control Approval Report retrieves information from the Payee Control table (F0450).

## **See Also**

- R04505, Payee Control Approval* in the *Reports Guide* for a report sample

## **Purging Approved Payee Control Records**

*From the A/P Advanced & Technical Operations menu (G0431), choose A/P Payee Control File Purge.*

After you approve changes to controlled data, purge the control records. The purge program selects and purges records in the Payee Control File table (F0450). Purging control records removes the audit trail.

This is a batch program.

## **Supplier Withholding Taxes**

You might need to comply with government regulations that require you to withhold a percentage of payments to suppliers for whom you do not have a tax ID. In the United States, for example, you might need to withhold taxes and pay the Internal Revenue Service directly if you do not have a tax ID for a person with whom you contract services.

### **Before You Begin**

- Set up the tax authority to whom you remit the tax.

#### **► To set up a supplier for withholding**

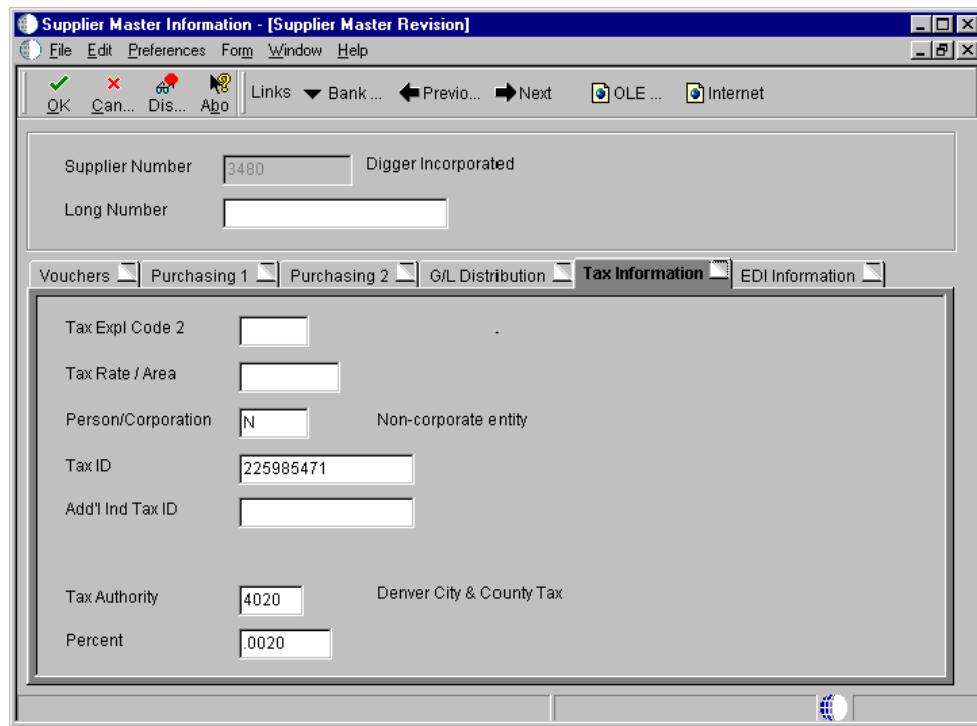
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If you are required to withhold a percentage of each payment to a particular supplier, you must set up that supplier for withholding. The system deducts the percentage that you specify from each voucher that you enter. It also makes that percentage payable to the tax authority that you specify.

When you enter a voucher for a supplier that you have set up for withholding, the system assigns the voucher a pay status of % (withholding applies).

*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 Tax Information tab.
4. Complete the following fields and click OK:
  - Tax Authority
  - Percent

#### **Related Information**

##### **Stop withholding for a supplier**

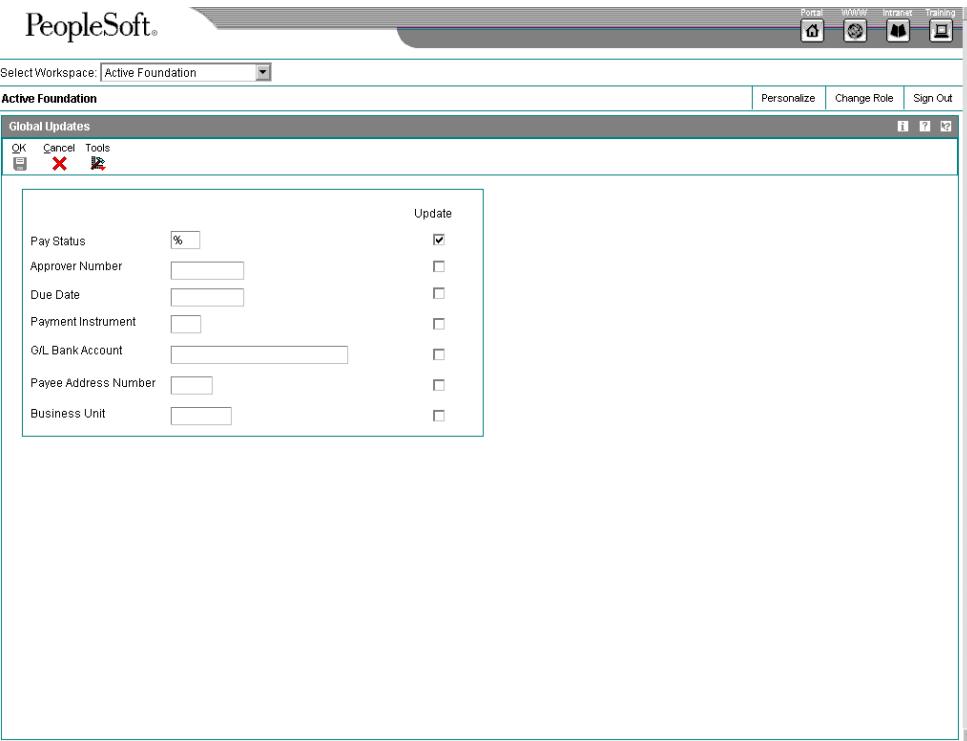
To stop withholding taxes for a supplier, remove the information from the Withholding Percent and Tax Authority fields on the Tax Information tab of the Supplier Master Revision form.

#### **► To set up existing vouchers for withholding**

When you first set up a supplier for withholding, you might have unpaid vouchers for that supplier that are subject to withholding. You must change the pay status of these vouchers to indicate that withholding should be calculated when you pay them.

*From the Automatic Payment Processing menu (G0413), choose Speed Status Change.*

1. On Work with Speed Status Change, locate and choose the voucher or vouchers that are subject to withholding.
2. Choose Global Update from the Row menu.



3. On Global Updates, change the following field to % to indicate that withholding applies:
  - Pay Status
4. Select Update then click OK.

## Calculating Withholding

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

When you run the Calculate Withholding program (R04580), the system:

- Selects voucher pay items with a pay status of % (withholding applies)
- Calculates withholding amounts using the withholding percentage in the supplier master record.
- Updates the pay status on the original voucher pay item from % to the value designated in the processing options. If you leave the processing option blank, the system assigns the data dictionary value. If that value is blank, it assigns an A (approved).
- Creates a negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item. The additional results to consider are:
  - If you change the default pay status of the original pay item, the system changes the default pay status for the negative pay item.

- The negative pay item offsets the amount of the original pay item when you process the original and negative pay items for payment.
- Creates a pay item for the withholding amount using the tax authority in the supplier master record. You can override this value with a processing option.

When the system creates the new pay item, it does not change the supplier number to the number of the tax authority; it updates the Payee Number field (PYE). The pay item remains associated with the original supplier, and the payment is made to the tax authority. The new pay item has the same due date and G/L bank account as the original pay item.

- Assigns a pay status of H (hold) to the withholding pay item, which allows you to accumulate withholdings and pay them on a periodic basis, if you leave the processing option blank.
- Produces a report that either:
  - Lists the new pay items and the pay status of each item. PS represents Pay Status on the report.
  - Lists the vouchers that were not released for payment and the error associated with each voucher or pay item.

---

#### Note

As an alternative to running this batch process, you can automatically calculate withholding when you create payment groups by changing a processing option for the Create Payment Control Groups program. If you choose to do this, verify that the data selection for Create Payment Control Groups does not exclude unposted pay items. If you process only posted pay items, the system processes the original pay item (001) that has been posted, but disregards the negative pay item for withholding because it has not yet been posted. See *Creating Payment Groups* in the *Accounts Payable Guide* for more information.

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#### Before You Begin

- Set up a non-blank G/L offset in AAI item PCyyyy for withheld amounts.
- Set up the G/L offset and other values in the processing options.

#### Processing Options for Calculate Withholding

---

##### Pay Status

1. Enter the Pay Status to assign to the voucher to be released for payment. If left blank, the data dictionary default will be assigned. If the data dictionary default is blank, an 'A' will be assigned.

##### Pay Status Code

2. Enter the Pay Status to assign to the withheld pay item. If left blank, an 'H' will be assigned.

##### Pay Status Code

##### G/L Offset

3. Enter the G/L Offset, AAI PC, to be assigned to the withheld pay item. This offset should represent the withholding account and is required.

##### G/L Offset

4. Enter the G/L account for the zero balance records if any are created. (This must be the SHORT account number and is required).

##### Account ID

##### Tax Authority

E Enter an override Tax Authority to be assigned to the Alternate Payee field in the withholding entry.

---

---

Leave blank to retrieve Tax Authority from supplier's address book record.  
Tax Authority for A/P Withholding

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## Paying Withheld Amounts

Depending on whether you have tax information for a supplier when you calculate withholding, you either pay withheld amounts to a tax authority or pay the withheld amounts to the supplier.

When you pay withheld amounts, your vouchers can be either posted or unposted.

- |                              |  |
|------------------------------|--|
| <b>Posted<br/>vouchers</b>   | If you pay only posted vouchers, post the negative pay item immediately after calculating withholding but before creating payment groups. When you calculate withholding for posted vouchers, the system: <ul style="list-style-type: none"><li>• Creates pay items in the Accounts Payable Ledger table (F0411) with a posted code of blank.</li><li>• Creates zero amount (blank) records in the Account Ledger table (F0911) so that the new pay items in the Accounts Payable Ledger table can be posted. These blank records use the G/L account that you specify in a processing option.</li></ul> |
| <b>Unposted<br/>vouchers</b> | When the system calculates withholding on unposted vouchers, it does not create zero amount (blank) records in the Account Ledger table (F0911).   |

When you calculate withholding, the system creates a pay item for the tax authority. You can place the pay item on hold by setting a processing option. If you do not place the pay item on hold, and instead approve it at the time you calculate withholding, it will be in the next automatic payment cycle instead of being accumulated and paid on a periodic basis.

### See Also

- *Preparing Vouchers for Automatic Payments* for information about locating vouchers on Speed Status Change and changing the pay status and alternate payee

## Reporting Withheld Amounts

*From the Accounts Payable Reports menu (G0414), choose Open A/P Detail Report, and then choose A/P Details with Remarks.*

To report the amount that you are withholding for a tax authority, print the A/P Detail with Remarks report (R04423A).

## Data Selection

Set up the data selection to include Payee Address Number, and then enter the address number of the tax authority as the value. This report shows only withheld amounts, not the amounts of the original voucher pay items.

## Preparing Vouchers for Payment

Before paying vouchers, you need to review and release them. You can also change the pay status and due dates of open vouchers.

## Determining Cash Requirements

*From the Automatic Payment Processing menu (G0413), choose Cash Requirements Report.*

You can use the Cash Requirements Report to determine how much money you need for payments and how much money you have in your bank accounts. You can also use it to review upcoming cash requirements.

The report lists vouchers by supplier in three aging columns, provides a total for each supplier and each bank account, and shows the total amount necessary to pay open vouchers.

This batch report shows transactions from the Accounts Payable Ledger table (F0411).

On the Cash Requirements Report, PS represents pay status and PI represents payment instrument.

### See Also

- R04431, Cash Requirements* in the *Reports Guide* for a report sample

Note that this sample illustrates a nonmonetary bank account.

## Processing Options for Cash Requirements Report

---

### Print

1. Enter '1' to print the Payee Number.

### Print Payee Number

2. Enter '1' or blank for Short Account ID, '2' for Account Number or '3' for Unstructured Account.

### Account Format

3. Enter '1' to print the Supplier Invoice Number.

### Print Invoice Number

### Aging

1. Enter the 'As Of' date for processing or leave blank to use today's date.

### As Of Date

2. Enter the aging days or leave blank to base the aging on 7 days.

### Aging Days

### Process

1. Enter the cutoff date for allowing discounts. Pay items with a due date prior to this date will not take a discount. If left blank, all discounts will be taken regardless of the due date.

### Discount Cutoff Date

2. Enter '1' to bypass suppliers whose payments are on hold (the Hold Payment Code in Supplier Master is set to 'Y', '1' or '2').

### Bypass Suppliers on Hold

---

## Data Selection for Cash Requirements Report

To specify a payment method, add Payment Instrument. To exclude paid items, change Open Amount to not equal (NE) zero.

## Reviewing Vouchers

You can review vouchers and change or release them for payment. You will generally group your searches according to supplier, job or business unit, or G/L bank account so that you can efficiently make the changes for your current payment cycle. You can review vouchers for a:

- Supplier
- G/L bank account
- Pay status

When you review vouchers, the system displays open pay items with a pay status of approved or hold in ascending order by net due date. It does not display vouchers with a pay status of paid, draft accepted, or payment-in-process.

You can review vouchers that equal a specific amount. The system searches for all vouchers that, when added together, equal the amount that you specified. If, however, the vouchers do not equal the exact amount, the system includes one more voucher so that the total inquiry amount is greater than the amount specified.

For example, you want to review vouchers that equal 55,000. Based on your search criteria, the system finds three vouchers that add up to 54,000, but because that does not equal the amount that you specified, it includes a fourth voucher for 5,000. In this example, the total inquiry amount that the system displays is 59,000, which is greater than the amount specified.

The system displays information from the Accounts Payable Ledger table (F0411).

### **Before You Begin**

- Set the processing options to enter default values in selected search fields.
- To review vouchers that equal a specific amount, set the processing option for total inquiry amount.

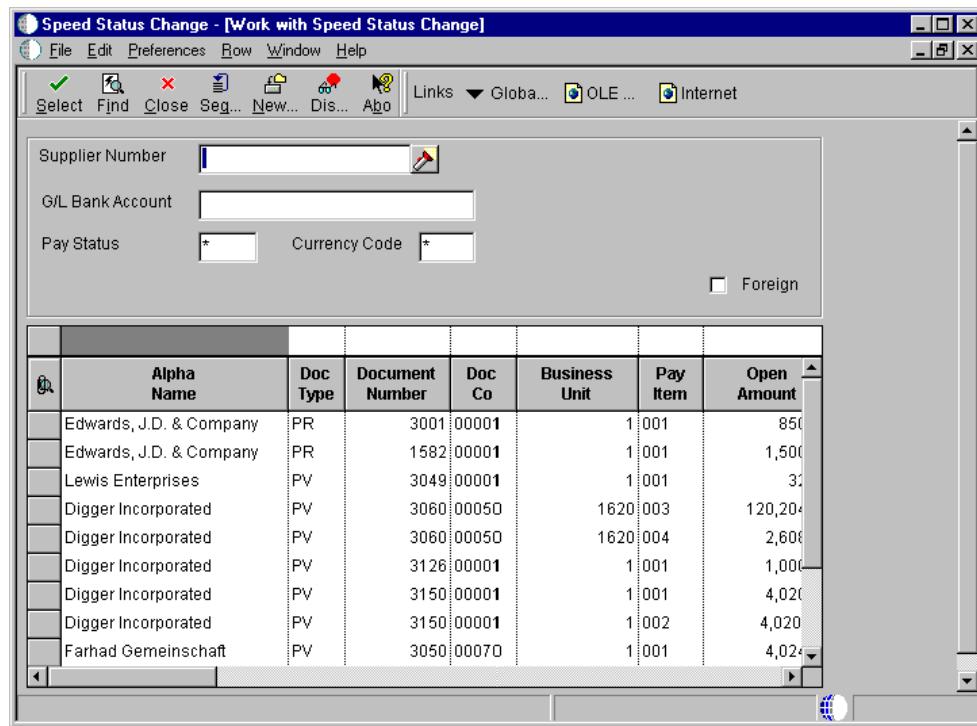
### **► To review vouchers**

---

You can set default values in the processing options for some of the search fields that appear in the QBE row of the form. If you do this, some of the fields might not be visible immediately. As a result, the information that the system displays might not appear to meet your search criteria when, indeed, it does.

If you set the default value in the Payment Instrument processing option to blank (a spacebar), the system will display vouchers for all payment instruments on Work with Speed Status Change. To view only those vouchers with a blank payment instrument, you must enter a blank (spacebar) in the Payment Instrument field in the QBE row. Then, if you want to view vouchers for all payment instruments again, you must delete the blank value.

*From the Automatic Payment Processing menu (G0413), choose Speed Status Change.*



1. On Work with Speed Status Change, complete any of the following fields:
  - Supplier Number
  - G/L Bank Account
  - Pay Status
2. For additional search criteria, scroll through the detail area and complete any of the fields in the QBE row.  
To clear a field in the QBE row, you must delete or backspace through the value. If you use the spacebar, the field is not cleared. Instead, the system searches for a blank value, which might produce incorrect results.
3. Click Find.

## Revising Vouchers

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).

You might need to revise vouchers before paying them. For example, after you assign a bank account to vouchers, you might decide that you want to pay those vouchers from a different account. This is especially common when you close a bank account and need to assign the vouchers to the account from which you will now pay.

You can make only changes that do not affect the voucher posting through speed release. Making changes through speed release can be more efficient than making them through voucher entry because:

- You can locate and change more than one voucher at a time.
- The system does not reopen the batch, so you do not need to post it again.

Revising vouchers consists of:

- Revising an individual voucher
- Revising multiple vouchers

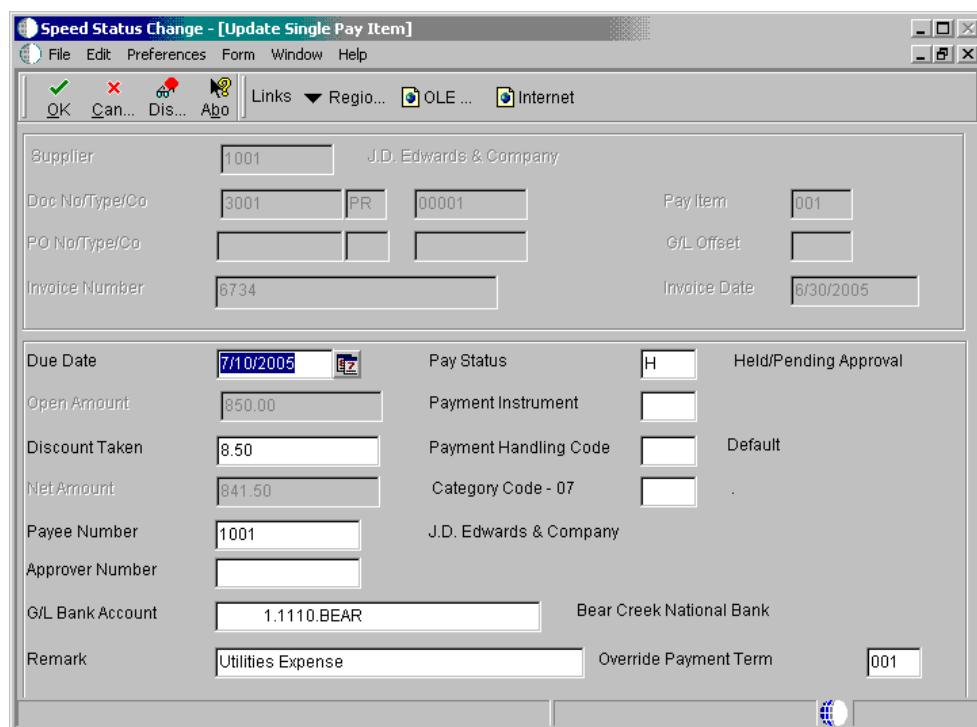
The system updates information in the Accounts Payable Ledger table (F0411).

#### ► To revise an individual voucher

---

*From the Automatic Payment Processing menu (G0413), choose Speed Status Change.*

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.  
See *Reviewing Vouchers*.
2. Choose a voucher to revise and click Select.



3. On Update Single Pay Item, change any of the following fields and click OK:

- Due Date
- Discount Taken

You cannot increase the amount of a discount using this process. Use Standard Voucher Entry to change the amount of a discount.

- Payee Number

Changing the payee for an individual voucher does not change the supplier with which the voucher is associated, even if the payee is a third party.

- Approver Number
- G/L Bank Account
- Remark
- Business Unit

---

**Caution**

Be cautious when you change the value in the Business Unit field using Speed Status Change. The field is used to select data for reports, and you might make it impossible to locate the voucher and its corresponding payment when you change this field.

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- Pay Status
- Payment Instrument
- Payment Handling Code
- Category Code - 07

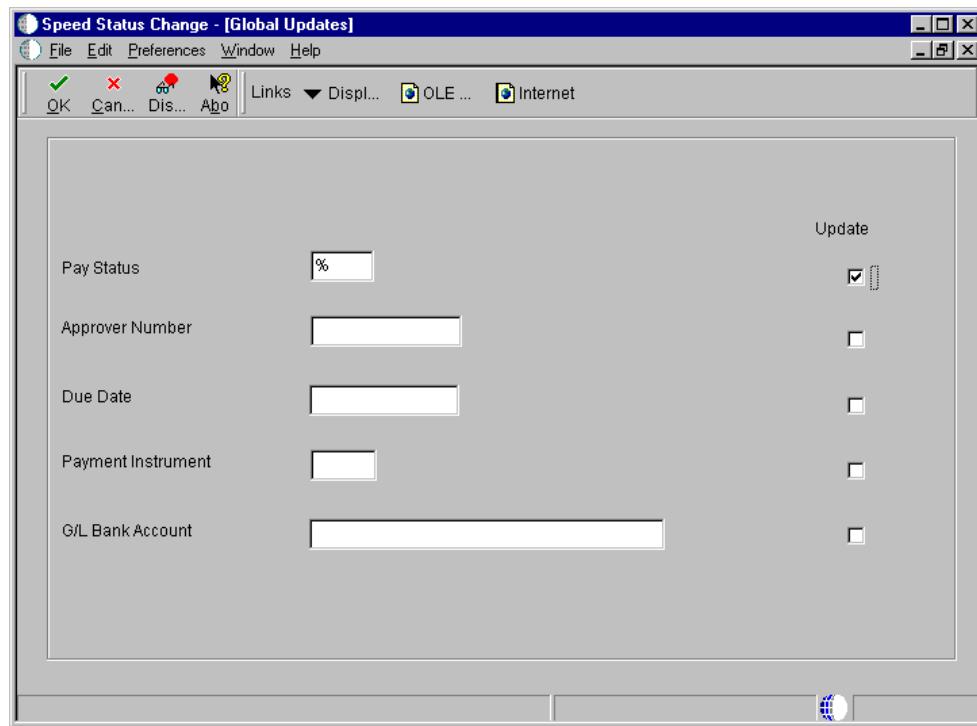
---

**► To revise multiple vouchers**

---

*From the Automatic Payment Processing menu (G0413), choose Speed Status Change.*

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.  
See [Reviewing Vouchers](#).
2. Choose the vouchers that you want to revise.
3. From the Row menu, choose Global Update.



4. On Global Updates, change any of the following fields:
  - Pay Status
  - Approver Number
  - Due Date
  - Payment Instrument
  - G/L Bank Account
5. Click the Update option next to each field that you change and click OK.

## Processing Options for Create Payment Groups (R04570)

### Dates Tab

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

---

### **1. Pay Through Date**

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

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

### **2. Displacement Days**

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

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

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

---

## **Amounts Tab**

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

---

### **Note**

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

---

---

## **1. Payment Amount Range**

### **Maximum**

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

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

### **Minimum**

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

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

## **2. Currency Code for Range Amounts**

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

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

## **3. Payment Instruments for Range Exceptions**

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### **Minimum Payment Instrument**

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

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

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

### **Maximum Payment Instrument**

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

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

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

---

## **Printing Tab**

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

---

### **1. Sequence ID**

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

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

NOTE: You cannot leave this processing option blank.

### **2. Print Attachments**

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

Valid values are:

Blank No, do not print attachments.

1 Yes, print attachments.

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

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

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### 3. G/L Bank Account

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

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

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

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

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

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

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

---

#### 4. Payment Currency

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

Valid values are:

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

- 1 You pay the domestic amount of the voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the voucher is paid in USD.
- 2 You pay the foreign amount of the voucher in the foreign currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the vouchers are paid in EUR. Vouchers that do not have a foreign currency are paid in the domestic currency.
- 3 You pay the current domestic amount of a foreign voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the foreign amount is converted to the current domestic amount based on today's effective exchange rate, and the voucher is paid in USD.
- 4 You pay the voucher in an alternate currency that is neither the

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domestic amount nor foreign currency of the voucher. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, but you want to pay the voucher in Canadian dollars (CAD), the voucher is paid in the alternate currency (CAD). Designate the payment currency in processing option 5.

#### Exchange Rate Notes

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

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

#### 5. Alternate Currency Code

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

#### 6. Prepayment Selection

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

Valid values are:

Blank Do not include negative prepayment items.

1 Include negative prepayment items.

### **Process By Tab**

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

---

## **1. Company**

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

Valid values are:

Blank No

1 Yes

## **2. Due Date**

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

Valid values are:

Blank No

1 Yes

## **3. Payee**

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

Valid values are:

Blank No

1 Yes

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

Voucher 1, Supplier 1001, Payee 1001

Voucher 2, Supplier 1001, Payee 1002

Voucher 3, Supplier 1001, Payee 1002

Voucher 4, Supplier 1002, Payee 1002

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Voucher 5, Supplier 1003, Payee 1001

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

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

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

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

#### **4. Business Unit**

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

Valid values are:

Blank No

1 Yes

---

#### **Summarize Tab**

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

---

## **1. Summarized Pay Item**

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

Valid values are:

Blank No

1 Yes

---

## **2. Summary Description**

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

Valid values are:

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

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

---

## **Report Tab**

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

---

### **1. Print Mailing Address**

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

Valid values are:

Blank No

1 Yes

### **2. Print Contract Number**

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

Valid values are:

Blank No

1 Yes

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

### **3. Print Job Number**

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

Valid values are:

Blank No

1 Yes

NOTE: To produce separate payments by job, the Statement Number field (CTL) must be included in the sort sequence. See DEMO version XJDE0007 for an

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example of the sort sequence, or copy DEMO version XJDE0007 and use it as a basis for your report.

---

### **Bank Tape Tab**

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

---

### **1. Print Bank Tape Information**

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

Valid values are:

Blank No

1 Yes

### **2. Payee Bank Account Error**

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

### **3. Bank Account X12 Information Error**

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

---

### **Withholding Tab**

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

---

## **1. Calculate Withholding**

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

Blank No

1 Yes

---

## **2. Program Version**

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

Blank Version number ZJDE0001 (default)

Or, enter the specific program version number

---

## **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:

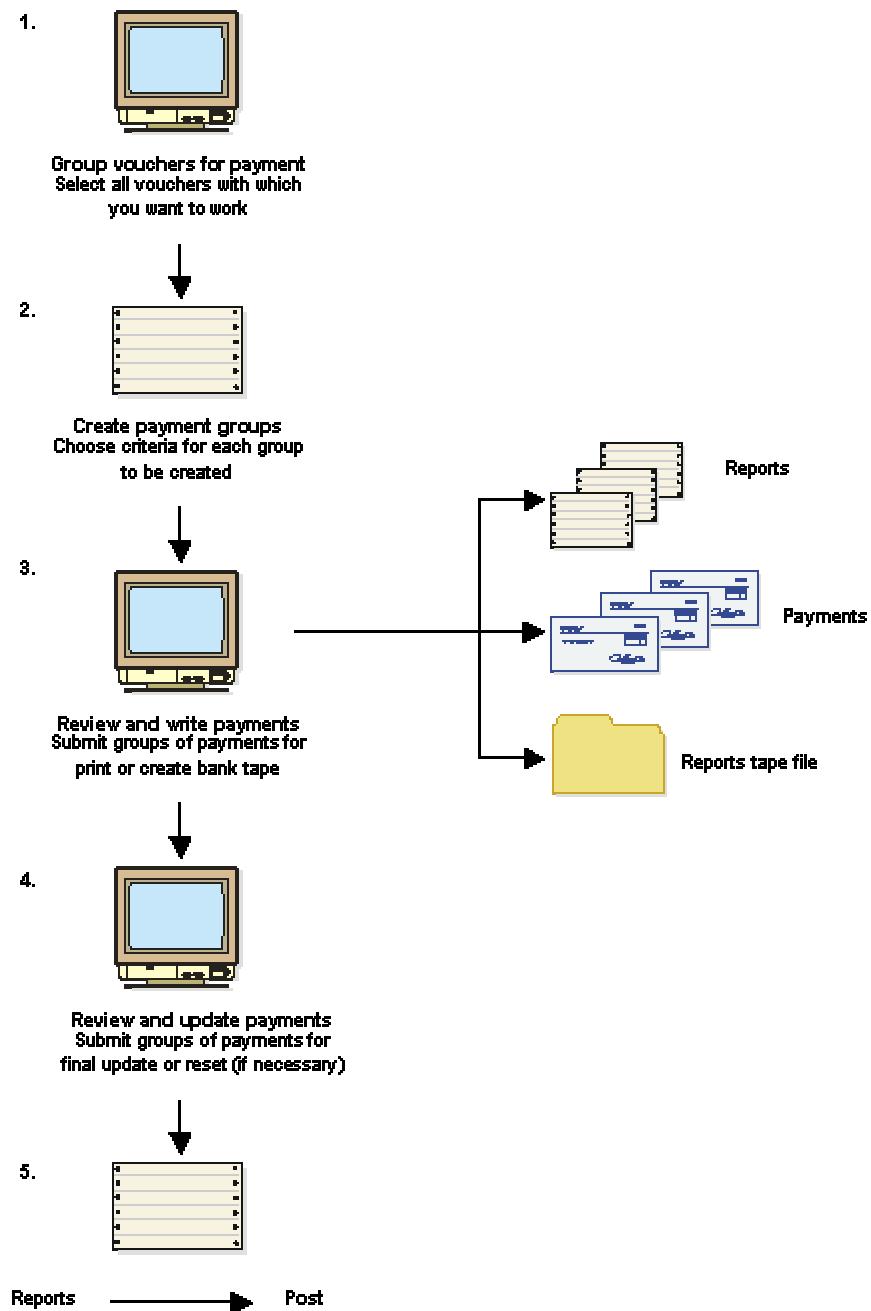
<b>Write</b>	The pay item is ready to be written.
<b>Update</b>	The payment has been written and is ready to be updated in the Account Ledger table (F0411).

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:

<b>Undo</b>	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.
<b>Reset</b>	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.

## **Splitting Payments**

You might want to split a voucher into more than one payment. For example, you can:

- Make a partial payment on a voucher now, and schedule one or more payments for a later date
- Split the payment between two payees

The new pay items have the same document number as the original voucher, but different pay item numbers. When you split payments, you might need to allocate discounts and taxes among the new voucher pay items.

You cannot split a recurring voucher pay item (document type PR) because this type of voucher can have only one pay item.

The system updates information in the Accounts Payable Ledger table (F0411).

### **► To split a payment**

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*From the Automatic Payment Processing menu (G0413), choose Speed Status Change.*

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.  
*See Reviewing Vouchers in the chapter Reviewing and Approving Vouchers.*
2. Choose a voucher.
3. From the Row menu, choose Split.

The screenshot shows the PeopleSoft Split Payments window. At the top, there are buttons for OK, Cancel, Tools, and a red X. The header says "Active Foundation". Below the header, the title is "Split Payments". The main area has several input fields: "Doc No/Type/Co" (3060), "Payee" (PV), "Address Number" (3480), "Invoice Number" (3665566), and "Invoice Date" (06/12/05). Below these is a section titled "Original Payment Information" with columns for "Open Amount" (60,750.00), "Discount Available", "Remark", "Due Date" (07/12/05), "Status" (A), and "Payee" (3480). Underneath is a section for "Remaining Amounts" with the value 60,750.00. At the bottom is a grid table with the following data:

	Open Amount	Discount Available	Remark	Due Date	Pay Stat	Payee Number	Document Number	Pay Item	Doc Co	Address Number
<input checked="" type="checkbox"/>				07/12/05	A	3480	3060 001	00050	3480	
<input type="checkbox"/>							3060 013			

The values for the remark, due date, pay status, and payee number are from the original pay item.

4. On Split Payments, complete the following fields and click OK:

- Open Amount
- Discount Available
- Remark
- Due Date
- Pay Stat
- Payee Number

The total of the open amounts that you enter in the detail area must be equal to the open amount that is shown in the header.

## Releasing Vouchers

Releasing vouchers for payment is the most common reason for using speed status change. You can:

- Release or place a voucher on hold
- Release or place multiple vouchers on hold

The system updates information in the Accounts Payable Ledger table (F0411).

## ► To release or place a voucher on hold

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*From the Automatic Payment Processing menu (G0413), choose Speed Status Change.*

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.

See [Reviewing Vouchers](#) in the chapter *Reviewing and Approving Vouchers*.

2. Choose a voucher and click Select.

3. On Update Single Pay Item, change the following field and click OK:

- Pay Status

## ► To release or place multiple vouchers on hold

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You can use search criteria to locate and change multiple vouchers. For example, you can:

- Review vouchers with a pay status of hold that equal a specific amount and approve them
- Review approved vouchers and hold them

*From the Automatic Payment Processing menu (G0413), choose Speed Status Change.*

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.

See [Reviewing Vouchers](#) in the chapter *Reviewing and Approving Vouchers*.

2. Choose the vouchers that you want to release or place on hold.

3. From the Row menu, choose Global Update.

4. On Global Updates, change the following field:

- Pay Status

5. Click Update next to each field that you change and then click OK.

## Processing Options for Speed Status Change

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### Pre-Load Data

1. Any values entered for the following fields will be loaded on screen:

Pay Status Code

Document Type

G/L Offset

Payment Instrument

Address Number - Approver

Currency Code - From

Supplier Invoice Number

Total Inquiry Amount

2. If using alternate currency payments, enter a '1' if you do not want to edit the G/L Bank Account Currency.

Payment Terms

1. Payment Terms Code

Enter "1" to allow Payment Term Code change.

---

## What You Should Know About Processing Options

**Default value for Payment Instrument** Blank is a valid payment instrument value. If you set the default value in the processing options to blank (a spacebar), you must also enter a blank in the Payment Instrument field in the QBE row of Work with Speed Status Change. Otherwise, the system displays all payment instruments, instead of those with a blank value.

## Creating Payment Groups

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

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

Create Payment Control Groups is a batch process that you run once for each payment cycle. The program typically creates more than one payment group. Each payment group contains information that determines how the group will be processed, including:

- Bank account
- Payment instrument

Each payment group also contains control information that determines which program to use for:

- Payments
- Registers
- Attachments
- Debit statements

If you need to include additional vouchers in a payment group, you can undo the group, approve those vouchers for payment, and rerun the program. The system displays payment groups after you write them until you undo them or update them to the A/P ledger.

When you create payment groups, the system:

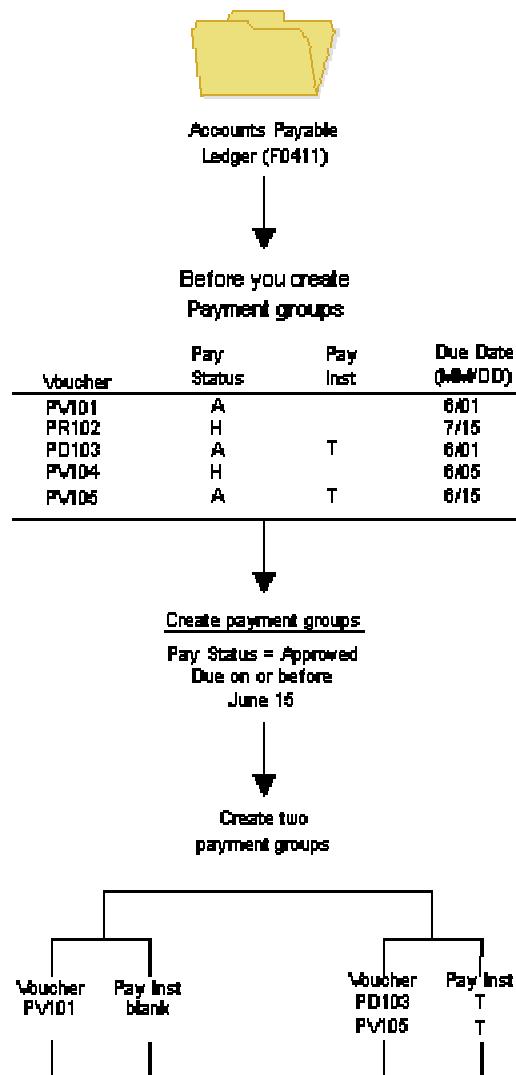
1. Selects vouchers with a pay status of A (approved) and a due date that is less than or equal to the specified pay through date.
2. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
  - Bank account
  - Payment instrument
  - Business unit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

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

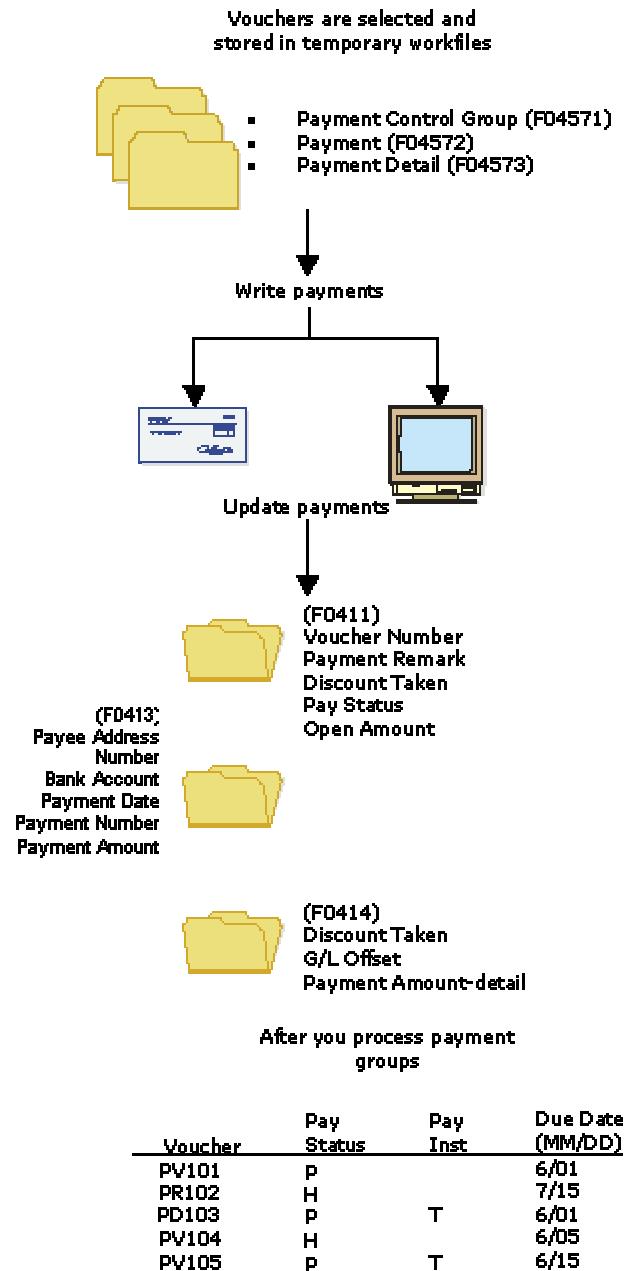
- Version ID
  - User
  - Creation date
  - Output queue
3. Assigns each payment group a "next status" of WRT (write).
  4. Changes the pay status of selected vouchers from A to # (payment in-process).
  5. Creates the following worktables to use in writing payments:
    - A/P Payment Processing - Header File table (F04571). Contains a single header record for each payment group with information about that group of payments.
    - A/P Payment Processing - Summary File table (F04572). Contains a record for each payment within a group. These records are the actual payments that will be written and updated through the Work with Payment Groups program. This information is the basis for the Accounts Payable - Matching Document table (F0413).
    - A/P Payment Processing - Detail File table (F04573). Contains a record for each voucher pay item within a payment. This is the information that will be printed on the payment stub and used to update the A/P ledger. This information is the basis for the Accounts Payable Matching Document Detail table (F0414).
  6. Prints a Create Payment Control Groups report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total. Examples of error messages include:
    - Hold payment code active
    - Supplier master information missing
    - Amount under payment limit

The following graphics show the process for creating payment groups:

## Creating Payment Groups



## Working With Payment Groups



### See Also

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

### Before You Begin

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

- Make changes to vouchers, if necessary. In general, you cannot change vouchers in a payment group until you complete the automatic payment process or remove the voucher from the group.
- Approve vouchers for payment.
- Calculate withholding, or set the processing options for this program to automatically calculate withholding.

## 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.

### See Also

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

## Processing Options for Payment Analysis Report

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### 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).

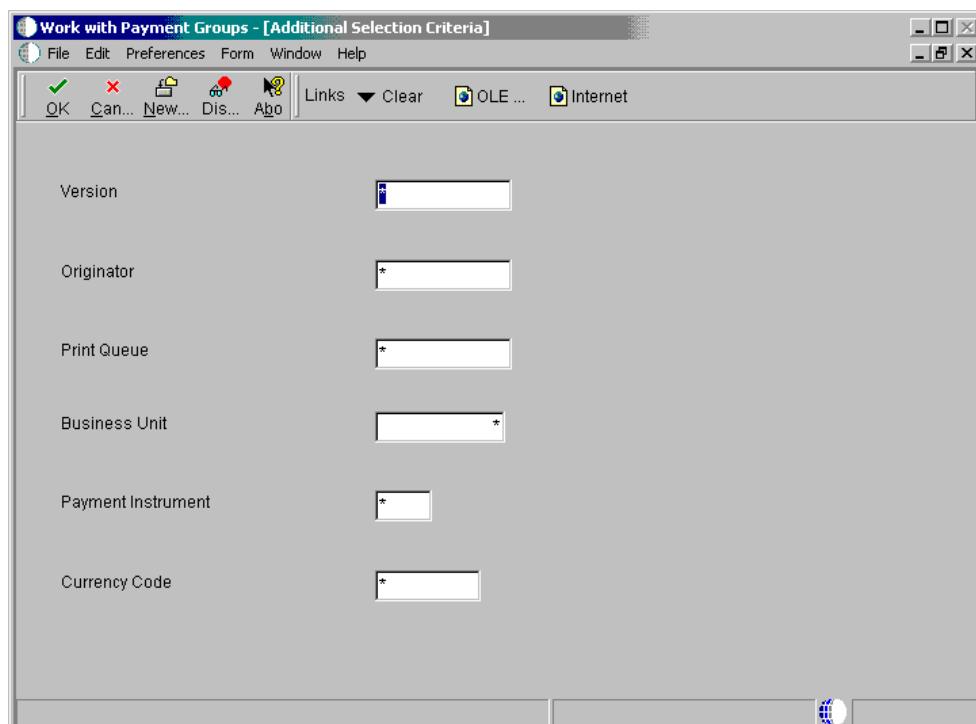
### ► To review a payment group

---

*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 screenshot shows the PeopleSoft Payment Group Detail form. At the top, there's a toolbar with icons for Portal, WWW, Intranet, and Training. Below that is a menu bar with 'Active Foundation' selected. The main area is titled 'Payment Group Detail'. It contains several input fields and sections:

- Bank Account:** 1.1110.BEAR, Bear Creek National Bank
- Version:** TR0002
- Originator:** DEMO
- Payment Group Control Number:** 9
- Currency:** USD
- Write Status:**
  - Payment Amount: 13,123.00
  - Number of Payments: 2
  - Discount Taken: 77.00
- Update Status:**
  - Payment Amount: [empty]
  - Number of Payments: [empty]
  - Discount Taken: [empty]

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 with the title "Work With Payment Group - Write Status". The top navigation bar includes "Portal", "Web Self", "Intranet", and "Training". The workspace is set to "Active Foundation". The main area displays a grid of payment transactions:

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.

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.

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 software application window titled "Work with Payment Groups - Payment Header Detail - Write Status". The window has a header bar with "J.D. EDWARDS" logo, "Select Workspace: Active Foundation", and navigation links like "Portal", "J.D. Edwards Knowledge", "Personalize", "Change Role", and "Logout". Below the header is a toolbar with "Cancel", "Tools", and other icons. 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)

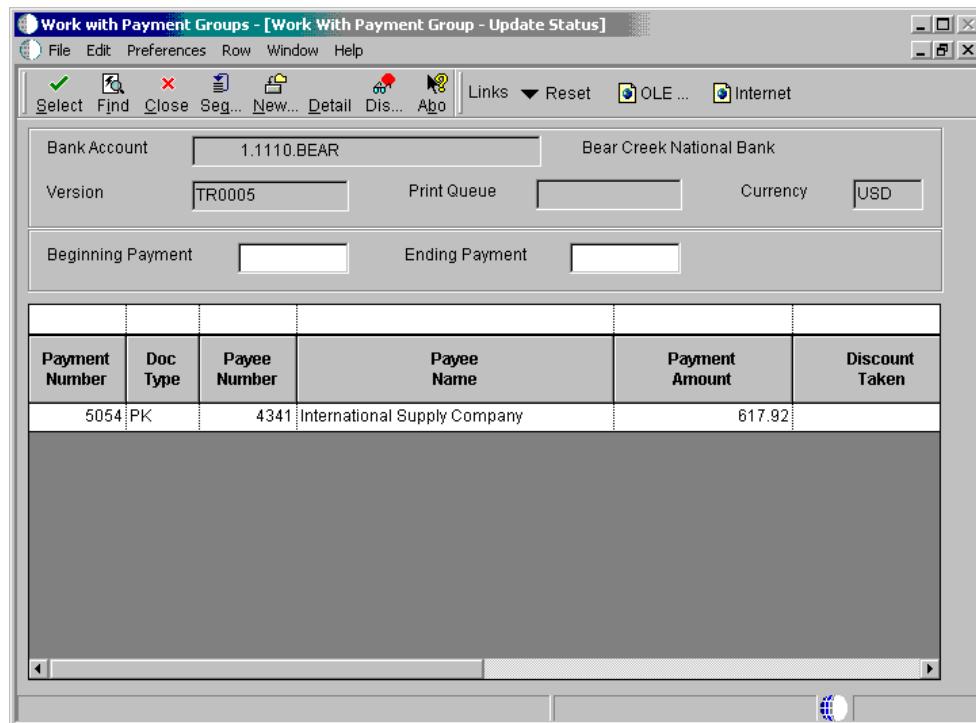
#### ► To review payment information (update status)

---

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.



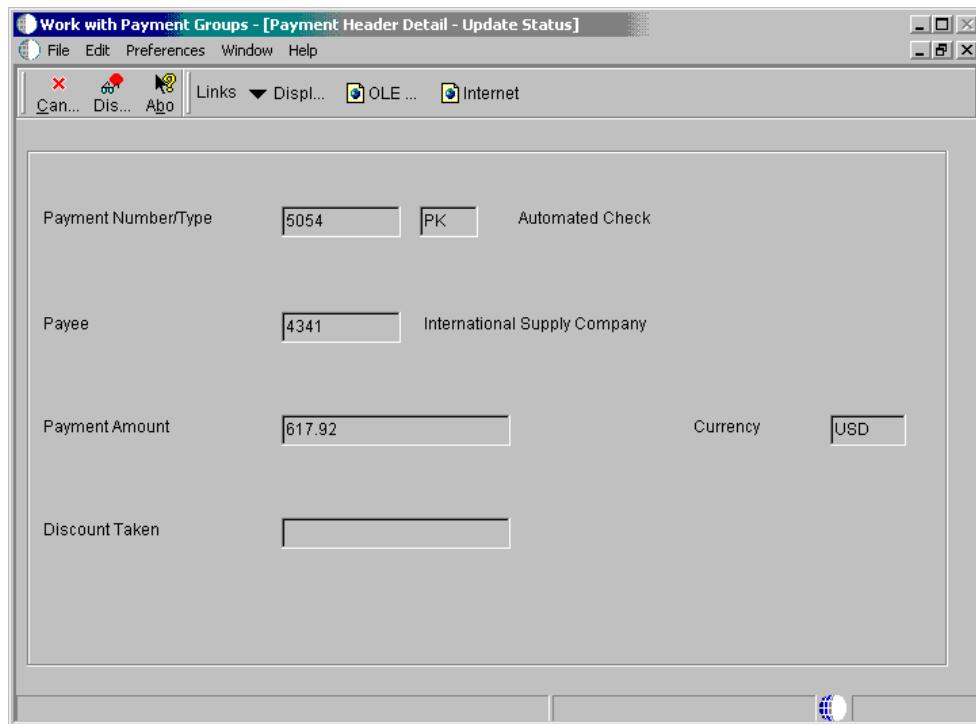
#### ► To review payment summary information (update status)

---

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.

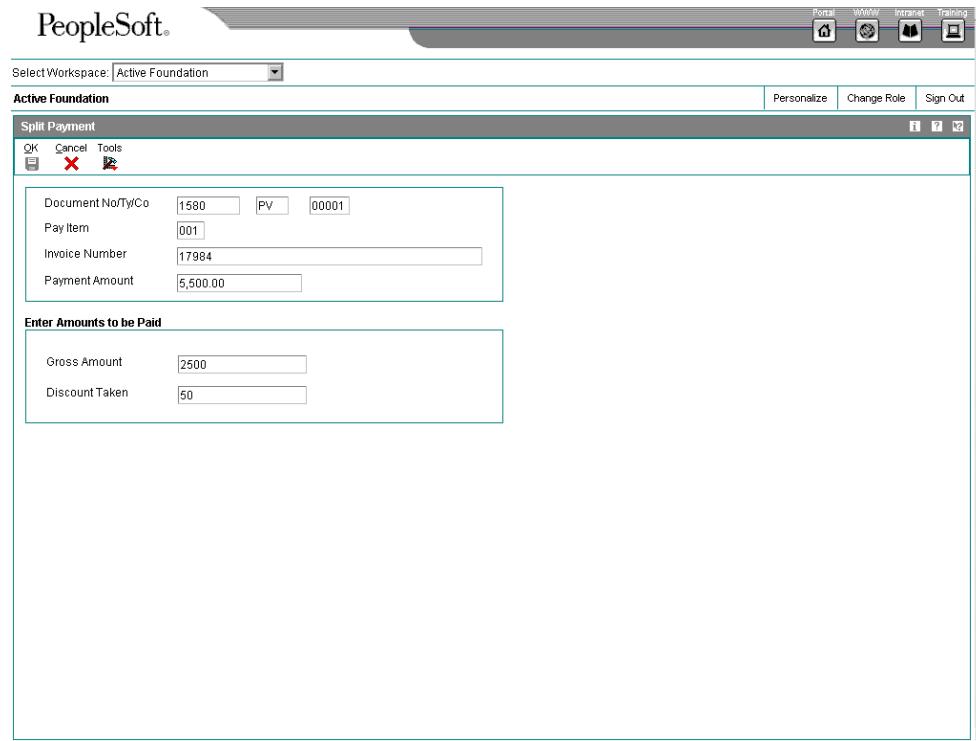
### ► To split a payment

---

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

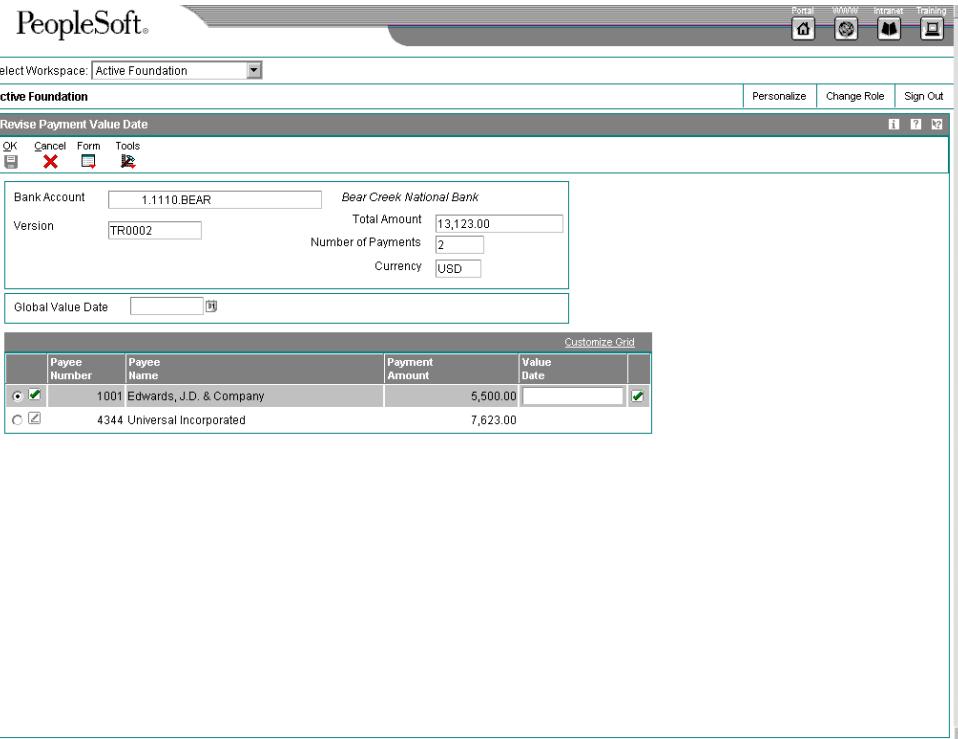
Typically, payment value dates apply to draft processing and indicate the date that a payment reaches a bank.

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**

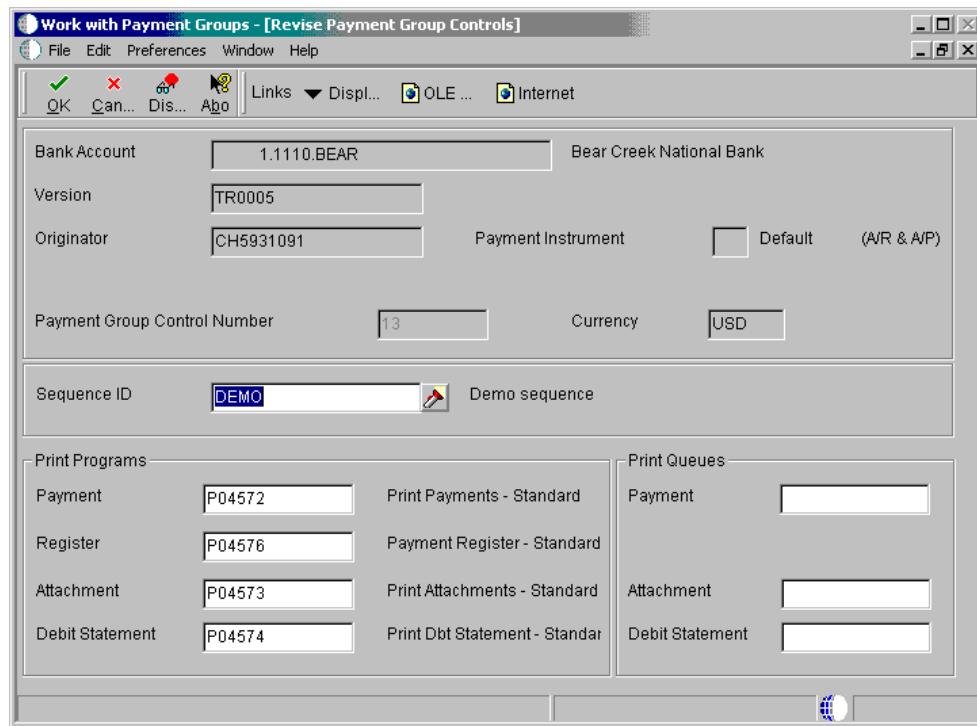
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You can change the print program, payment register, print queues, attachments, and debit statements for payments by changing the control information for the payment group. You can also change the sequence ID, which determines the order in which the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

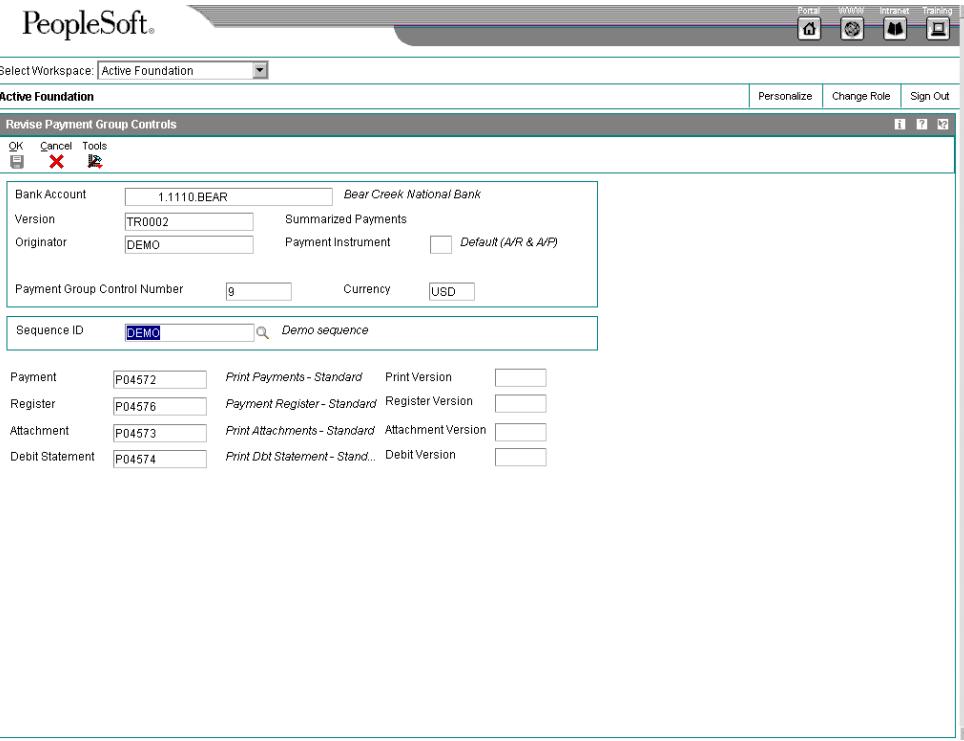
1. On Work with Payment Groups, follow the steps for reviewing payment groups.

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

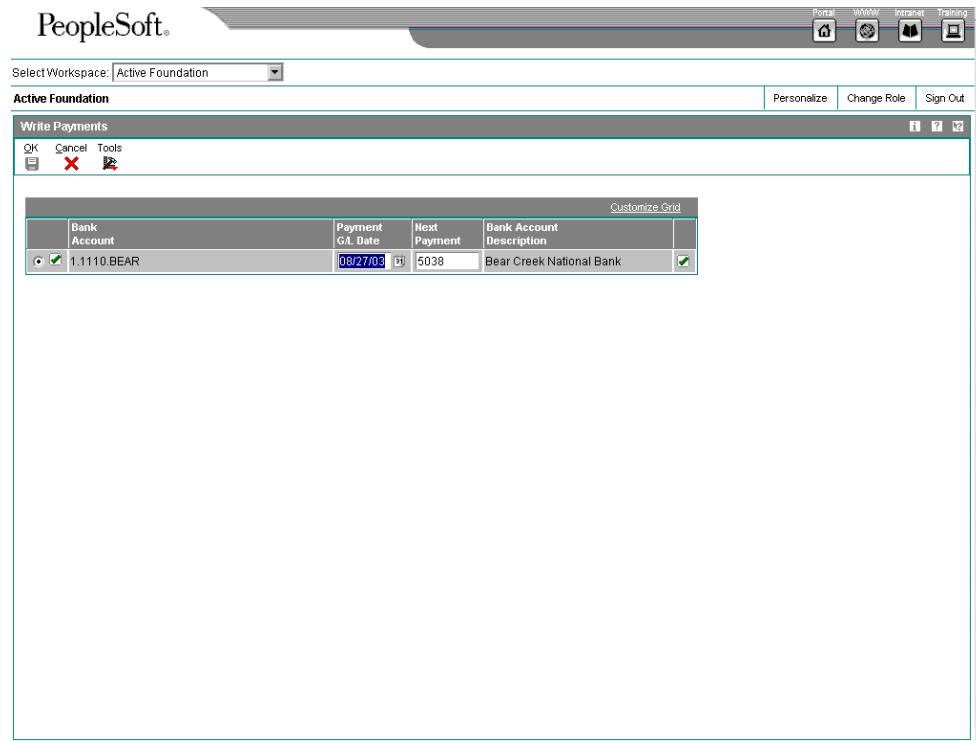
2. Choose one or more payment groups.

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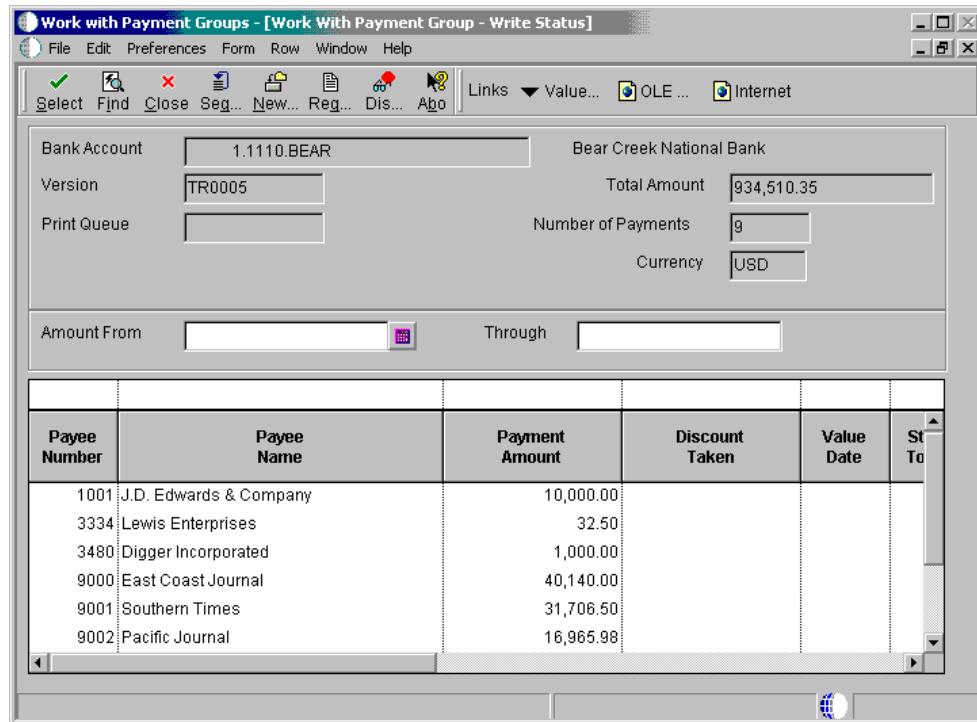
► **To write selected payments in a payment group**

---

*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).

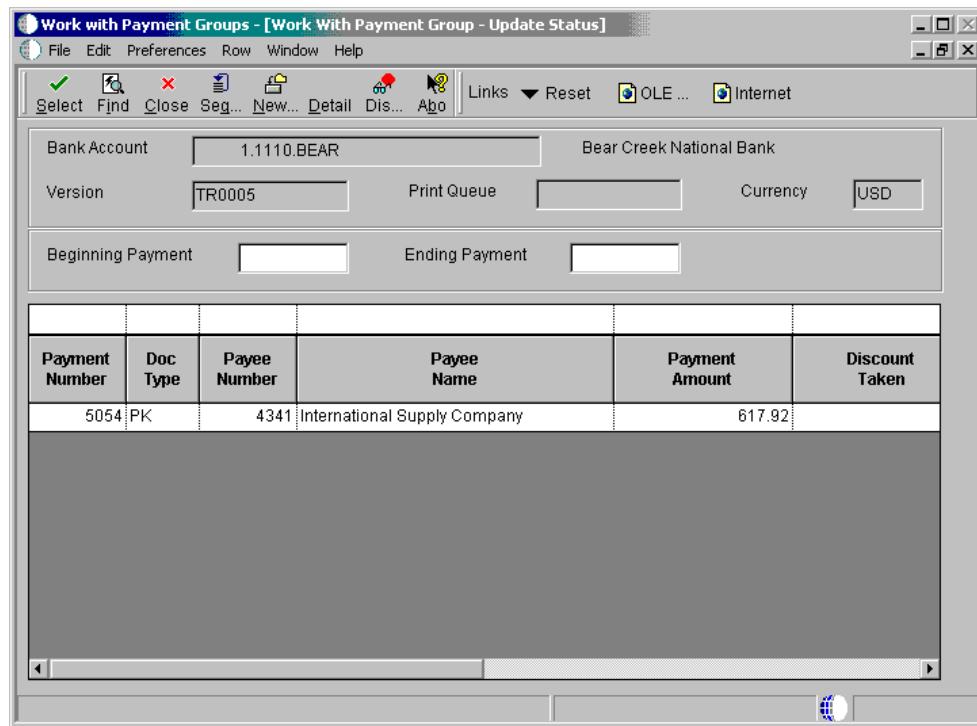
### **► To reset payment processing**

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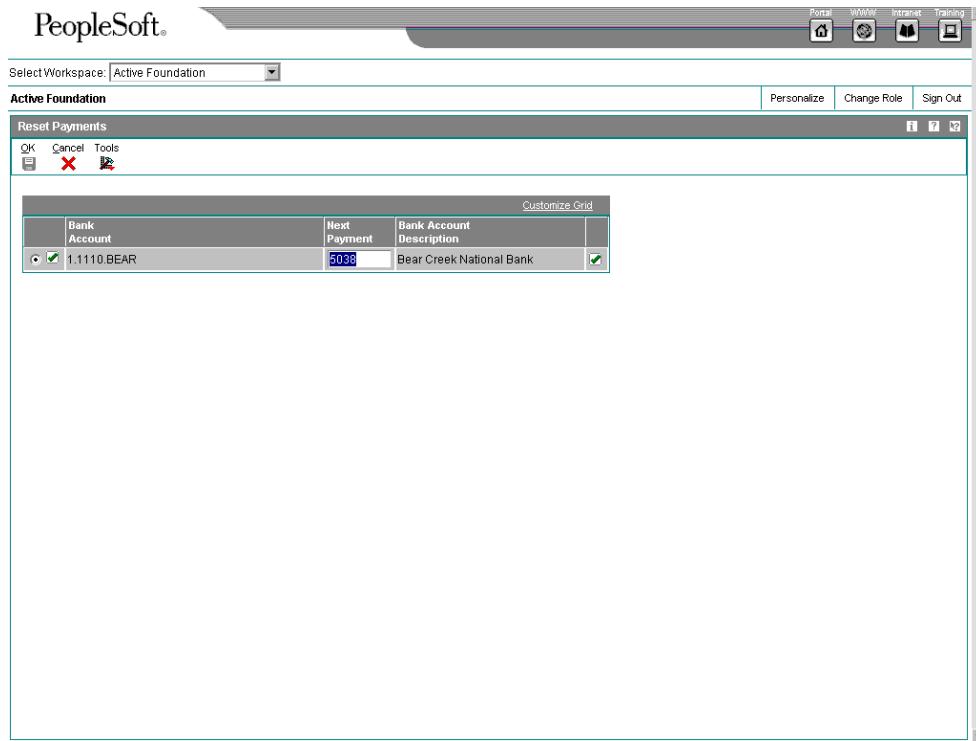
When you reset payment processing, the pay items return to open vouchers.

*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

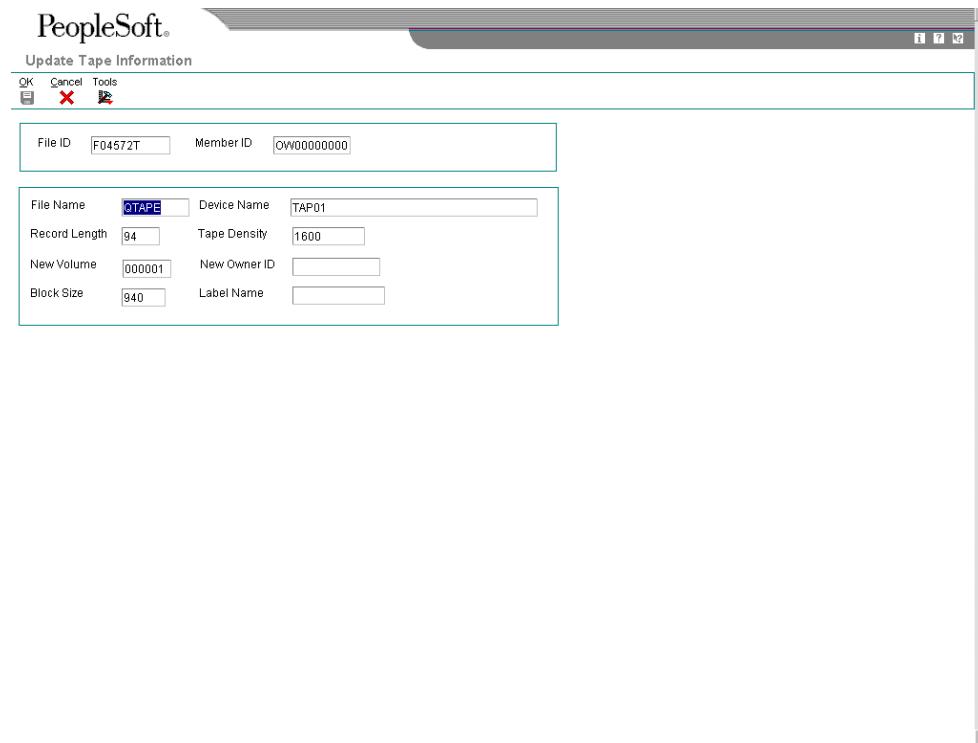
records in the table. Instead, you must delete the record on the Copy Bank Tape to Tape form. Do not do this until you verify that your bank has received the bank tape.

#### ► 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)**

---

##### BACS

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

##### Display BACS Format

##### PROGRAM

1. Enter the name of an alternate program to be used. If left blank, program J0457T will be used. NOTE: This processing option is ignored if BACS processing is turned on.

##### Alternate Processing Program (FUTURE)

---

### **Updating the A/P Ledger**

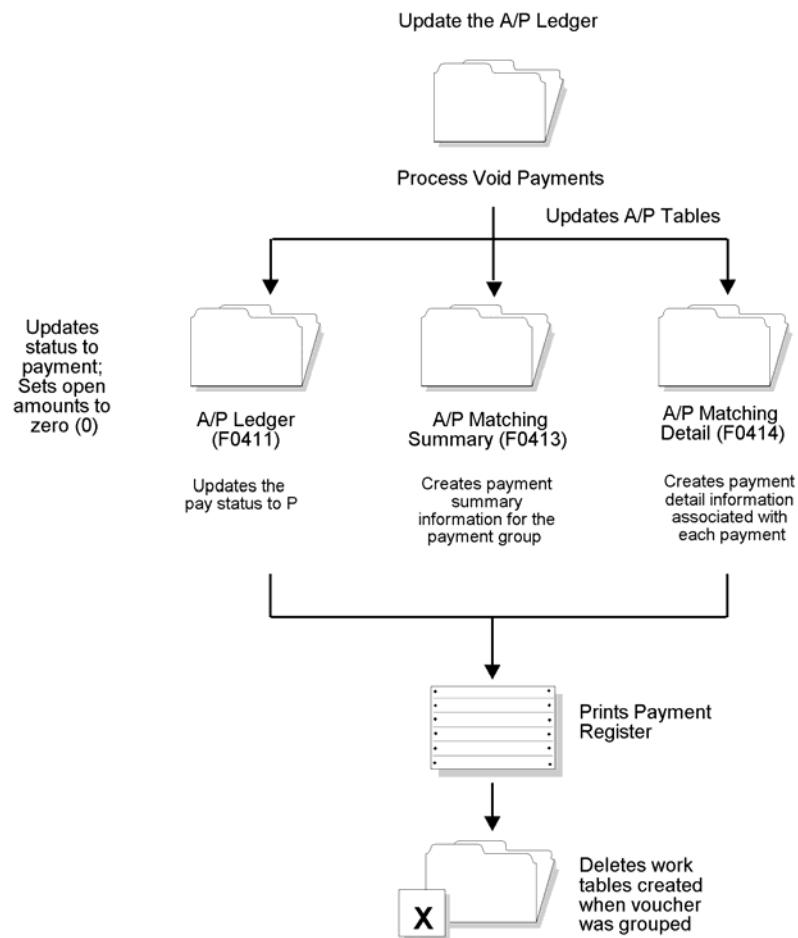
After you write payments, you must update the A/P ledger. Updating the A/P ledger creates transaction records of your payments and your payment register. You can update payments only if the next status of the payment group is UPD (update).

When you update the A/P ledger, the system:

- Processes void payments.
- Changes the pay status of vouchers from payment in-process (#) to paid (P) and sets the open amount to zero.
- Prints a payment register.
- Copies payment information to the Accounts Payable Matching Document table (F0413) and the Accounts Payable Matching Document Detail table (F0414) from the following workfiles:
  - A/P Payment Processing - Header File (F04571)

- A/P Payment Processing - Summary File (F04572)
- A/P Payment Processing - Detail File (F04573)
- Removes the records in the worktables that were created when you grouped vouchers for payment. Note that bank tape records remain in the table until they are deleted.

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



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

### Before You Begin

- ❑ Verify that all payments printed correctly. After you update the A/P ledger, you cannot reset payment processing. You must void the payments and begin the payment process again.

- Review processed payments. See *Reviewing Payment Groups* in the chapter *Working with Payment Groups*.

► **To update the A/P ledger**

---

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

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

## **Processing Options for Work with Payment Groups (P04571)**

### **Print Tab**

These processing options specify how the system prints payment groups.

---

## **1. Print Program Version**

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

## **2. Payment Control Group Output**

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

Valid values are:

- Blank Separate files by PCG.
- 1 Separate files by bank account.
- 2 Send multiple PCGs in one spool file.

## **Save Spool File (FUTURE)**

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

Valid values are:

- Blank Do not save spool file.
- 1 Save spool file.

---

## **Hold Spool File (FUTURE)**

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

Valid values are:

Blank Do not hold spool file.

1 Hold spool file.

#### **4. Payment Number Assignment (FUTURE)**

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

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

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

Valid values are:

Blank Do not assign payment numbers in sequential order.

1 Assign payment numbers in sequential order.

---

#### **Update Tab**

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

---

## **1. Register Program Version**

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

## **2. Post Void Payments**

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

Valid values are:

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

## **3. Submit Post Program**

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

Valid values are:

- Blank Do not automatically submit the A/P post.
  - 1 Automatically submit the A/P post.
- 

## **Display Tab**

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

---

### **1. Display Business Units**

#### **Display Business Units**

Use this processing option to specify whether you want to display the Business Unit assigned to the Payment Control Groups. If you enter 1, the Business Unit

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field appears on the Work With Payment Groups form. You can perform a search on a specific business unit by completing the Business Unit field in the Specify Preloaded Values processing option.

NOTE: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit.

Valid values are:

Blank Do not display Business Units.

1 Display Business Units.

#### Write Status

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

Valid values are:

Blank Do not display payment control groups at Write Status.

1 Display payment control groups at Write Status.

#### Update Status

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

Valid values are:

Blank Do not display payment control groups at Update Status.

1 Display payment control groups at Update Status.

---

### 3. G/L Bank Account

---

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

#### Originator

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

#### Payment Control Group Version

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

#### Print Queue

Use this processing option to specify a print queue that was originally assigned to the PCG by Create Payment Control Groups (R04570), based on the Payment Instrument Defaults table (F0417). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this print

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queue. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific print queue (data item CHKQ), or leave this processing option blank to search on all print queues (default).

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

#### Business Unit

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

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

#### Payment Instrument

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

---

### **Currency Code**

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

### **Display Alternate Currency Amounts**

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

Valid values are:

Blank Do not display PCG amounts in the alternate currency.

1 Display PCG amounts in the alternate currency.

### **Alternate Currency Effective Date**

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

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## **Currency Tab**

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

---

### **Effective Date**

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

### **Use Voucher's Rate**

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

Blank Use the exchange rate for the specified effective date.

1 Use the voucher's exchange rate.

---

## **Process Tab**

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

---

## **1. Interactive Process**

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

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

Valid values are:

Blank Submit the print and update jobs for batch processing.

1 Process payments interactively.

---

## **BACS Tab**

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

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## **1. BACS Processing**

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

Valid values are:

Blank Do not allow the entry of BACS processing dates.

1 Allow the entry of BACS processing dates.

---

## **Reviewing and Approving Automatic Payments**

After updating automatic payments to the A/P ledger, you can verify their accuracy and approve them.

After the payments are approved, you then post them to the general ledger.

### **See Also**

- Posting Automatic Payments*

## Reviewing Automatic Payments

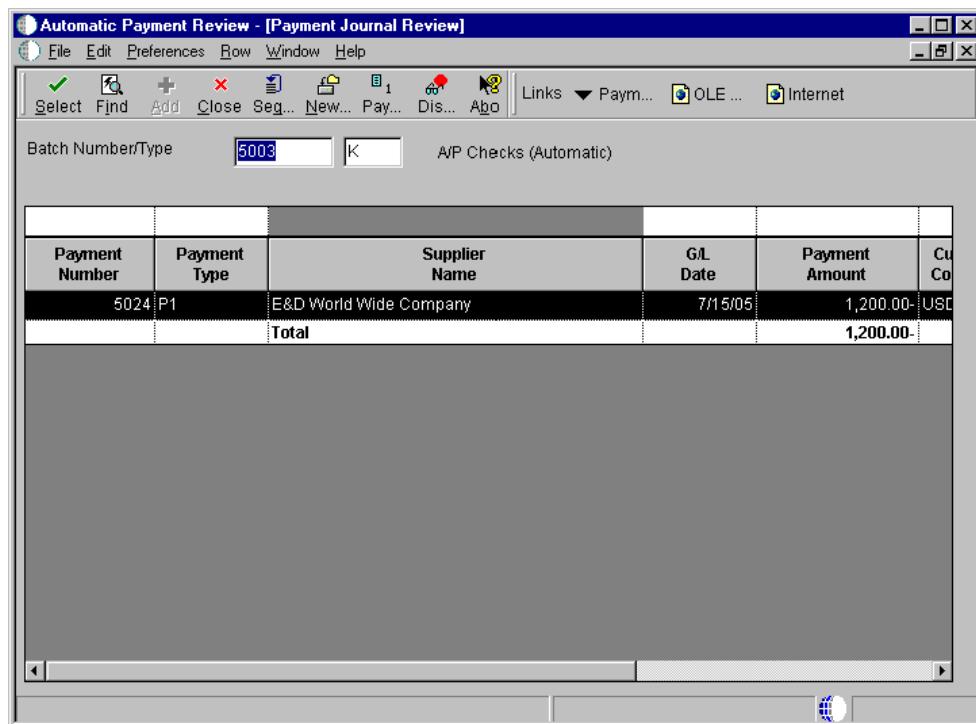
When you review automatic payments for posting, you can display a list of all unposted payment batches or a specific batch of payments. When you review a specific batch of payments, you can access the pay item detail for a specific payment.

### ► To review automatic payments

---

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

1. On Work With Batches, click Find to display all batches, or complete one of the following fields to limit your search and click Find:
  - Batch Number
  - Batch Status
2. Choose a payment group and click Select.



3. On Payment Journal Review, choose a payment to review and click Select.
4. On Manual Payment Entry, review the payments.
5. Click Cancel to exit Manual Payment Entry if payments are acceptable.

## Approving Automatic Payments

Businesses that require management approval before posting use the journal review program to review and approve their payments. Those businesses that do not require management approval can omit this task.

All J.D. Edwards journal review programs work in the same way. To review and approve automatic payments prior to posting, you use a review program that displays batch type K (automatic payments) only.

### See Also

- Reviewing Automatic Payments*

### Before You Begin

- Set the A/P constant for management approval of input according to your business requirements.

### ► **To approve automatic payments for posting**

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

1. Choose a payment batch.
2. Click Batch Approval on the Row Menu.
3. On Batch Approval, click Approved - Batch is Ready to Post and click OK.

## Posting Automatic Payments

After you update automatic payments to the A/P ledger and review and approve them, you then post them to the general ledger. When you post automatic payments, the system creates payment disbursement entries and offset entries to the general ledger for the payable account. The system creates journal entries (document type PK) that debit an A/P trade account that was originally credited when the voucher was posted. This keeps the A/P trade accounts in balance. Posting automatic payments creates records in the Account Ledger table (F0911).

All J.D. Edwards post programs post to the general ledger in the same way. There is only one post program for automatic payments. The post program for automatic payments has the data selection for batch type set to K (automatic payments) and the batch status set to A (approved). You should not change these settings. The Post program performs a number of complex tasks. J.D. Edwards strongly recommends that you do not customize the programming for it.

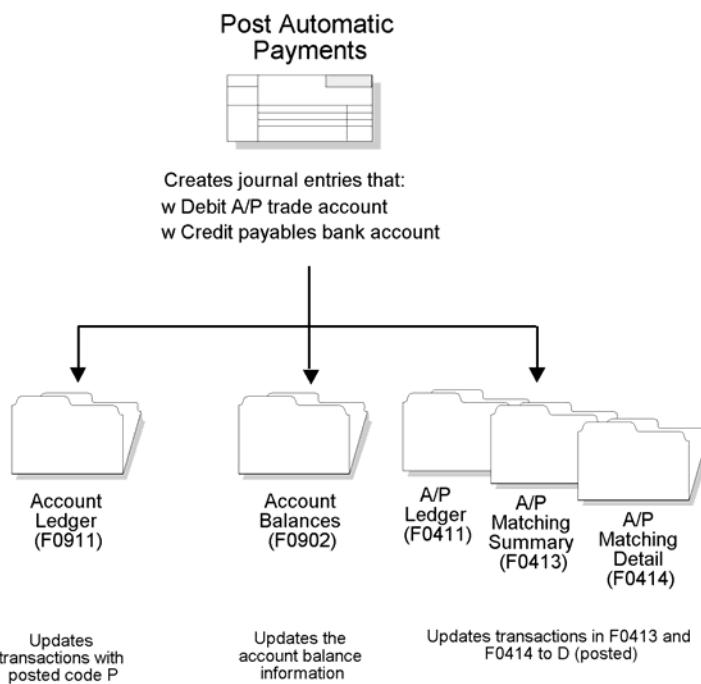
You can set a processing option in Work With Payment Groups to automatically submit payments for posting to the General Ledger after you update the A/P ledger.

You can start the post program from one of two menu selections on the Automatic Payment Processing menu (G0413):

- Post Payments to G/L
- Automatic Payment Review

## Post Payments Process

The following graphic illustrates what happens when the system posts payments to the General Ledger:



### See Also

- ❑ *R09801, General Ledger Post Report* in the *Reports Guide* for a report sample with a batch type of A/P Checks - Automatic (K)
- ❑ *Reviewing and Approving Automatic Payments*
- ❑ *Understanding the Post Process for Vouchers*
- ❑ *About the Post Process for Vouchers*
- ❑ *Posting Vouchers*

## Voiding Automatic Payments and Vouchers

You can determine whether a payment was posted by viewing its posted status. The statuses are:

- Blank - The payment was not posted or voided.
- D – The payment was posted.
- P - The payment post ended in an error; G/L entries to the bank account were written.

You can tell that a payment was voided if no payment amount exists.

When you void posted payments or vouchers, the system reopens the original batch. You must repost the batch to:

- Debit the cash account and credit the A/P trade account for voided payments
- Debit the A/P trade account and credit the G/L distribution account for voided vouchers

An unposted payment can be either voided or deleted, depending on how you set a processing option.

## **Voiding an Automatic Payment**

After you update payments, you can void them. You can void both posted and unposted payments. When you void payments, the system:

- Creates a matching document with a document type of PO (voided payment) in the Accounts Payable Matching Document Detail table (F0414). This matching document has a gross amount equal to the void amount and a pay status of P (paid).
- Reopens the original vouchers with an open amount and a pay status of A (approved).
- Voids payments with multiple currencies by voiding both the domestic and foreign sides of the payment.

---

### **Note**

You cannot void payments that were reconciled with the Account Reconciliation program (R12435). Reconciled payments must be unreconciled and then voided. See [Manually Changing Reconciled Transactions to Unreconciled](#) in the General Accounting Guide.

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### **Before You Begin**

- Set the processing options, including the option for whether the system voids or deletes an unposted payment.

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#### **► To void an automatic payment**

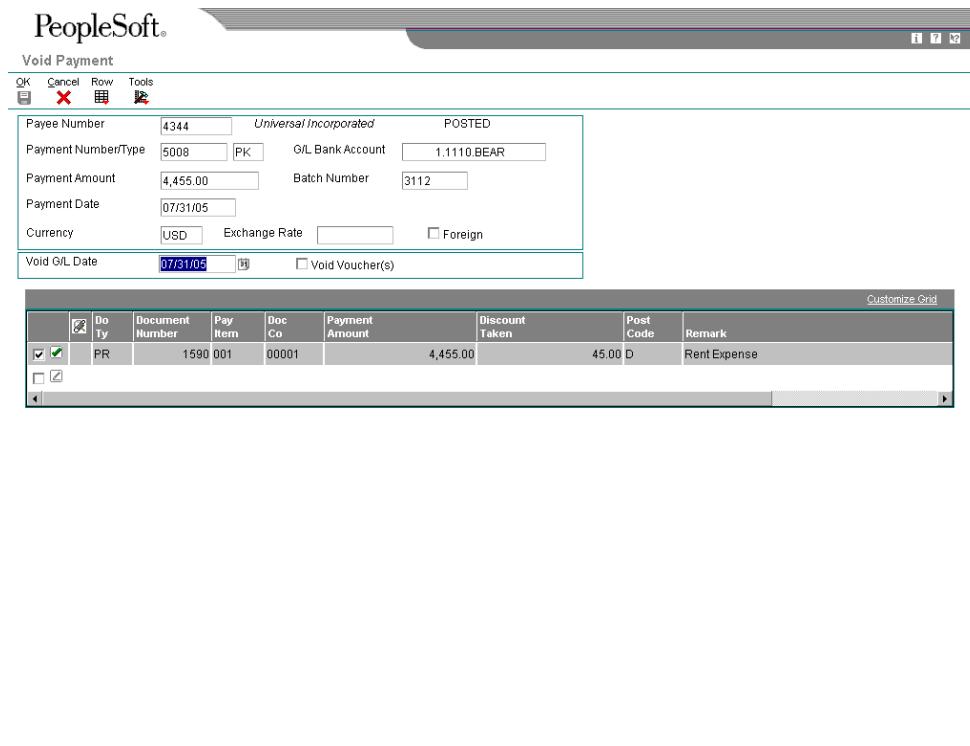
---

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

1. On Work with Payments, to locate the payment to void, complete any of the following fields and click Find:

- Supplier Number
- Payment Number
- Bank Account Number
- From Date
- Thru Date

2. Choose a payment.
3. From the Row menu, choose Void Pymt (Payment).



4. On Void Payment, change the following field to void the payment in a different period, if necessary, and click OK:
  - Void G/L Date
5. Click OK at the prompt to confirm the void.

## Voiding an Automatic Payment and Its Vouchers

To void a payment and not repay the vouchers in another payment cycle, you must void both the payment and its associated vouchers. When you void both the payment and the associated vouchers, the system:

- Removes the Payment Amount from the record in the Accounts Payable - Matching Document table (F0413).
- Creates a PO record for the voided payment in the Accounts Payable Matching Document Detail table (F0414).
- Creates an adjustment document with a document type of PE (change to voucher amount) in the Accounts Payable Ledger table (F0411). This adjustment document has a gross amount equal to the void amount and a pay status of P (paid).

---

### Note

You cannot void vouchers that have not been posted using the following process. If the vouchers are selected, but have not been posted, the system returns an error message and

only the payment is voided. You must post this voucher in order to void it. Then, void it using the A/P Standard Voucher Entry program. You cannot delete an unposted voucher that has been paid.

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### Caution

Do not use the Accounts Payable system to void vouchers that were created in the Procurement system. If you created a voucher in the Procurement system, it must be reversed from the Procurement system. If you void the voucher in the Accounts Payable system, the integrity of your purchasing data might be compromised. You can set the Voucher Delete processing option on the Purchasing tab of the A/P Standard Voucher Entry program to prompt you with a warning or error if you attempt to void a voucher created in the Procurement system.

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If the voucher created in the Procurement system has not been paid, you can reverse the voucher. See [Creating Vouchers](#) in the *Procurement Guide* for information about reversing vouchers.

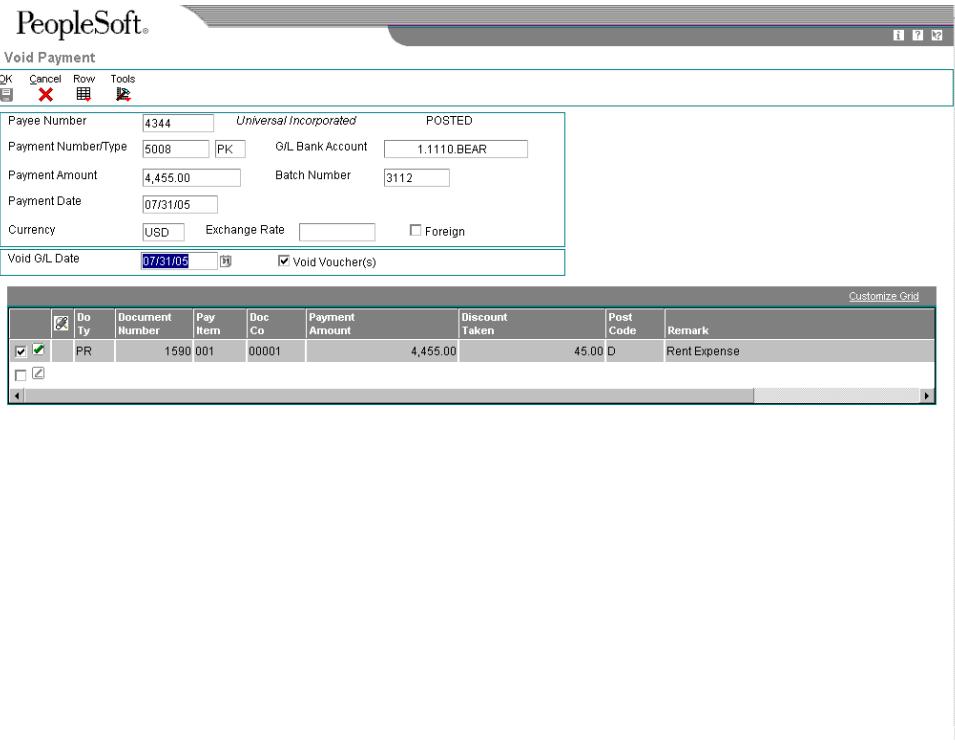
If the voucher has been paid, you must void the payment in the Accounts Payable system prior to reversing the voucher in the Procurement system. See [Voiding an Automatic Payment](#) or [Voiding Manual Payments](#).

### See Also

- [Voiding an Automatic Payment](#)
  - ▶ **To void an automatic payment and its vouchers**
- 

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

1. On Work with Payments, click Find to show all vouchers, or limit your search by completing any of the fields in the QBE row and clicking Find.
2. Choose the voucher and then choose Void Pymt (Payment) from the Row menu.



3. On Void Payment, choose the voucher or vouchers you want to void.

4. Click the following option and click OK:

- Void Voucher(s)

If you choose one of several vouchers and click Void Voucher(s), the system voids only that voucher. If you do not choose any vouchers and click Void Voucher(s), the system voids the first voucher in the grid.

5. Click OK to confirm the void.

### **Processing Options for Void Payment Entry (P0413M)**

#### **Defaults Tab**

These processing options specify defaults used for displaying items on Void Payment Entry.

---

## **1. Mode to View Open Pay Items**

**Blank = View details**

**1 = View summary**

Use this processing option to specify the mode in which you want to view open pay items on the Select Open Pay Items form.

Valid values are:

Blank View open pay items in detail mode. The system displays each pay item.

1 View open pay items in summary mode. The system displays pay items by voucher number and due date. The system enters \* in each field in the Pay Item column that contains more than one pay item for a voucher. You can unclick the Summarize option on the Select Open Pay Items form to show the number of pay items on the voucher.

NOTE: This option also exists on the Supplier Ledger Inquiry form. However, if you choose summary mode on this form, the Pay Item column does not appear on the detail area of the form.

## **2. Assign Payment Numbers**

**Blank = Manually enter payment number**

**1 = System automatically assigns numbers**

Use this processing option to specify how you want the the next payment number assigned.

Valid values are:

Blank Enter the payment number manually in the Payment Number field on

- 
- the Manual Payment Entry form.
- 1 Allow the system to assign the payment number based on the value for the specified bank account in the Next Payment Number field on the Set Up G/L Bank Account form. You can view this field by choosing Bank Account Information from the Automatic Payment Setup menu (G04411).

### **3. Enter Payment Amount**

**Blank = Enter payment amount manually**

**1 = System calculates payment amount automatically**

Use this processing option to specify how you want to enter the payment amount.

Valid values are:

Blank Enter the payment amount manually in the Payment Amount field on the Manual Payment Entry form.

- 1 Allow the system to calculate the payment amount from the pay items you select.

NOTE: If you enter the payment amount manually, you must enter the amount prior to choosing Pay Items from the Form menu to select which voucher pay items you are going to pay.

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### **Display Tab**

This processing option specifies whether to display the Value Date field.

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## **1. Display Value Date Field**

**Blank = Do not display Value Date field**

**1 = Display Value Date field**

Use this processing option to specify whether to display the Value Date field on the Manual Payment Entry form. If you choose to display the field, you must update it manually. The Value Date field is used by companies in Europe and indicates the date they expect the bank to process a payment.

Valid values are:

Blank Do not display the Value Date field.

1 Display the Value Date field.

---

## **Processing Tab**

These processing options specify operations that can be used for processing payment voids.

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### **1. Display Draft Entry Option**

**Blank = Do not display option**

**1 = Display option**

Use this processing option to specify whether you want the system to display the Draft Entry option on the Manual Payment Entry form. Drafts, which are promises to pay debts, are used in various countries around the world. Drafts, like vouchers, can be processed to be paid in various currencies.

Valid values are:

Blank Do not display the Draft Entry option.

1 Display the Draft Entry option.

NOTE: If you choose the Draft Entry option, the payment type changes from PN to P1.

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### **2. Duplicate Number Error Message**

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Blank = Issue an error

1 = Issue a warning

Use this processing option to specify what kind of message you want the system to issue when someone enters a duplicate payment number using the same bank account.

Valid values are:

Blank Issue an error message.

1 Issue a warning message.

### 3. Allow Negative Payments

Blank = Do not allow negative payments

1 = Allow negative payments

Use this processing option to specify whether you want the system to allow the entry of negative payments. Businesses in some countries are not allowed to have outstanding debit memos. So, you can use negative payments to record reimbursements from suppliers using the supplier's check number. When you post the supplier's check as a negative payment, the system updates the proper accounts with the correct amounts.

Valid values are:

Blank Do not allow negative payments.

1 Allow negative payments.

### 4. Delete Unposted Automatic Payments

Blank = Do not allow payments to be deleted

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1 = Allow payments to be deleted

Use this processing option to specify whether you want the system to allow the deletion of unposted automatic payments.

Valid values are:

Blank Do not allow unposted automatic payments to be deleted. These payments can be voided.

1 Allow unposted automatic payments to be deleted.

NOTE: If unposted payments are deleted, all records of their existence are physically removed from the system. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, which leaves an audit trail.

##### 5. Delete Unposted Manual Payments

Blank = Do not allow payments to be deleted

1 = Allow payments to be deleted

Use this processing option to specify whether you want to allow the system to delete unposted manual payments. Valid values are:

Blank

Do not allow unposted manual payments to be deleted. These payments can still be voided.

1

Allow unposted manual payments to be deleted.

Note: If unposted manual payments are deleted, all records of their existence are physically removed from the tables. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, indicating a void payment entry. There is an audit trail

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### **Currency Tab**

These processing options activate certain processes in currency processing.

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## **1. Activate Alternate Payment**

**Blank = Do not activate Alternate Payment**

**1 = Activate Alternate Payment**

Use this processing option to specify whether the system activates Alternate Payment on the Form menu.

Valid values are:

Blank Do not activate Alternate Payment on the Form menu.

1 Activate Alternate Payment on the Form menu.

NOTE: The Alternate Payment selection accesses the Alternate Currency form.

This form allows you to pay a voucher in a currency other than the domestic or foreign currency of a voucher. For example, a voucher entered in Canadian dollars (CAD), whose base currency is U.S. dollars (USD), can be paid in Belgian francs (BEF)-or any currency other than CAD or USD.

## **2. Exchange Rate Date Edit**

**Blank = Do not edit Exchange Rate Date**

**1 = Edit Exchange Rate Date**

Use this processing option to specify whether the system validates that the effective date of the exchange rate is within the same G/L reporting period in the Company Constants.

Valid values are:

Blank The system does not perform the validation; it accepts any date.

1 The system performs the validation and issues a warning message if the effective date is not within the same G/L reporting period.

---

### **3. Exchange Rate Tolerance Limit**

#### **Enter a whole number percent**

Use this processing option to specify an exchange rate tolerance limit. During payment entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Exchange Rate Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

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#### **Print Tab**

These processing options specify default information used in payment printing.

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## **1. Payment Instrument**

Use this processing option to specify the payment instrument for the payment.

The system uses the value you enter in this processing option to determine which print program to use when it generates payments.

Each payment instrument has an assigned print program number. To view assigned print programs, choose Payment Instrument Defaults from the Automatic Payment Setup menu (G04411). The A/P Payments - Default Print and Update table (F0417) contains the payment instrument and assigned print program information. For example, if you leave this field blank, the system uses the print program assigned to a blank value on the F0417 table.

For valid payment instruments and values, see user defined code table 00/PY.

## **2. Print Program Version Number**

Use this processing option to specify the version number of the print program.

To view valid version numbers, choose batch Versions from the System Administration Tools menu (GH9011). Enter the Print program number in the Batch Application field, and click Find. The system displays all available versions.

If this processing option is left blank, the system uses version ZJDE0001.

## **3. Retain Print Field Value**

Use this processing option to specify whether you want the status of the Print Payment option on the Manual Payment Entry form to stay the same until you change it.

Valid values are:

Blank Do not retain the same value. The Manual Payment Entry form opens

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with the Print Payment option unchecked regardless of how you left it the last time you worked on the form.

- 1 Retain the same value. The Manual Payment Entry form opens with the Print Payment option retaining the value it had the last time you worked on the form.
- 

### **Void Tab**

This processing option specifies whether vouchers with purchase orders can be voided.

---

#### **1. Vouchers with Purchase Orders**

**Blank = Allow vouchers to be voided**

**1 = Issue a warning message**

**2 = Issue an error message**

Use this processing option to specify how you want the system to respond to the removal of vouchers that contain a purchase order when you are using Void Payment Entry (P0413M).

Valid values are:

Blank Allow the voiding of vouchers with purchase orders, and issue no message.

- 1 Issue a warning message.
- 2 Issue an error message.

NOTE: If you use the Accounts Payable system to revise or void a voucher that was originally entered from the Purchase Order system, that action will compromise the integrity of the Purchase Order Detail File table (F4311).

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### **Inquiry Tab**

This processing option deactivates the OK and Delete buttons on inquiry transactions.

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## **1. Deactivate OK and Delete**

**Blank = Leave OK and Delete active**

**1 = Deactivate OK and Delete**

Use this processing option to deactivate the OK and Delete options on the Manual Payment Entry form when payments are being reviewed. Deactivating these options prevents changes from being made to existing records. You can review manual payments by choosing either Supplier & Voucher Entry from the Supplier & Voucher Entry menu (G0411) or by choosing Payment with Voucher Match from the Manual Payment Processing menu (G0412).

Valid values are:

Blank Do not deactivate the OK and Delete options during review.

1 Deactivate the OK and Delete options during review.

NOTE: Entering 1 in this processing option does not deactivate the OK and Delete options during initial payment entry.

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

<b>Void and Manual Payment Entry</b>	The processing options for the Void Payment form are the same as those for the Manual Payment Entry form.
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## **Manual Payment Processing**

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If you need to issue a payment immediately, you do not need to wait for your next payment cycle. You can enter a manual payment regardless of whether you have received the voucher. Manual payments can include payments:

- With an existing voucher
- Without an existing voucher

Depending on whether the payment is made for an existing voucher or the voucher is created at the time the payment is made, the system works with document and batch types as follows:

<b>Payment with existing voucher</b>	Voucher document type: <ul style="list-style-type: none"> <li>• PV (voucher)</li> <li>• PR (recurring voucher)</li> </ul> Payment document type: <ul style="list-style-type: none"> <li>• PN (manual payment)</li> </ul> Batch type: <ul style="list-style-type: none"> <li>• M (with match)</li> </ul>
<b>Payment without existing voucher</b>	Voucher document type: <ul style="list-style-type: none"> <li>• PM (manual voucher)</li> </ul> Payment document type: <ul style="list-style-type: none"> <li>• PN (manual payment)</li> </ul> Batch type: <ul style="list-style-type: none"> <li>• W (without match)</li> </ul>

## Working with Manual Payments

When you need to remit a payment to a supplier immediately, you can enter a manual payment and bypass the automatic payment process.

The entry programs for manual payments store voucher and payment information in the following ledger tables:

- Accounts Payable Ledger (F0411)
- Accounts Payable Matching Document (F0413)
- Accounts Payable Matching Document Detail (F0414)
- Account Ledger (F0911)

## Entering Manual Payments with Existing Vouchers

To create a manual payment for one or more vouchers that you have already entered, enter a manual payment with voucher match. You choose whether to print the payment. If you do not print it, you must prepare it manually.

When you create manual payments for an existing voucher, you:

- Approve the voucher for payment
- Enter payment information

The system creates a payment, updates the pay status of the voucher, and reduces the open amount of the voucher.

### See Also

- *Releasing Vouchers* in the chapter *Preparing Vouchers for Automatic Payment*
- *Reviewing Payments* in the chapter *Preparing Vouchers for Automatic Payment*

## **Before You Begin**

- Enter one or more vouchers that you intend to match to manual payments. See [Working with Standard Vouchers](#) or [Entering Other Types of Vouchers](#) for more information about voucher entry.

### **► To approve the voucher for payment**

---

You must approve a voucher before you can enter payment information.

*From the Manual Payment Processing menu (G0412), choose Speed Status Change.*

1. On Work with Speed Status Change, locate the voucher you want to approve.  
See [Locating Vouchers](#) in the chapter *Working with Standard Vouchers*.
2. Change the following field and click OK:
  - Pay Status

### **► To enter payment information**

---

For greater efficiency when you enter a manual payment, you can set a processing option so that the system calculates the total amount of the pay items that you select for payment. After you select the pay items, the system deducts the full discount, if applicable, and enters the full payment amount.

Alternatively, you can manually enter the payment amount. You can pay the whole amount of a voucher, or pay a partial amount.

*From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match.*

1. On Work with Payments, click Add.

PeopleSoft.

Manual Payment Entry

OK	Delete	Cancel	Form	Row	Tools
Payment Number		Prev Payment		Batch Number	84396
Supplier Number	3480	Digger Enterprises		<input type="checkbox"/> Print Payment	
Bank Account Number	1.1110.BEAR	Bear Creek National Bank			
Payment Amount	112,500.00	Remark			
Payment Date					
Currency Code	USD	Exchange Rate		Base	USD <input type="checkbox"/> Foreign

**Records 1 - 2**

	Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	Due Date	Open Amount	Payment Amount	Discount Available	Discount Taken
<input checked="" type="radio"/>	PV	3110	00200	001	110023	12/01/04	112,500.00	112,500.00		
<input type="radio"/>										

Customize Grid

Remaining Amount

2. On Manual Payment Entry, complete the following fields:

- Payment Number
- Supplier Number
- Payment Date

To print the manual payment, click the Print Payment option.

3. Complete the following field if the processing option for payment amount default is not set:

- Payment Amount

4. Complete the following optional fields:

- Bank Account Number
- Remark
- Value Date
- Print Payment

5. From the Form menu, choose Pay Items.

PeopleSoft.

Select Open Pay Items

Select Find Close Tools

Supplier Number 3480 Digger Enterprises

Records 1 - 10

Payment Type	Document Number	Doc Co	Pay Item	Due Date	Open Amount	Discount Taken	Exchange Rate	Curr Code	Pay Co	Pay Status	Invoice Number
<input type="checkbox"/> PV	3110 00200	001		12/01/04	112,500.00		USD	00200	A	110023	
<input type="checkbox"/> PV	3109 00200	001		12/31/04	80,000.00		USD	00200	A	110023	
<input type="checkbox"/> PV	3104 00050	001		05/30/05	169,683.52		USD	00050	A	SSD96	
<input type="checkbox"/> PV	3161 00050	001		06/12/05	5,000.00		USD	00050	A	811MA	
<input type="checkbox"/> PV	3106 00050	001		06/14/05	300.00		USD	00050	A	685	
<input type="checkbox"/> PV	3106 00050	002		06/14/05	650.00		USD	00050	A	685	
<input type="checkbox"/> PV	3191 00001	001		07/01/05	250.00		USD	00001	A	T1099	
<input type="checkbox"/> PV	3060 00050	001		07/12/05	60,750.00		USD	00050	A	366556	
<input type="checkbox"/> PV	3060 00050	002		07/12/05	8,100.00		USD	00050	A	366556	
<input type="checkbox"/> PV	3060 00050	005		07/12/05	13,500.00		USD	00050	A	366556	

Summarize

- On Select Open Pay Items, choose the pay items that you want to pay.

To choose pay items that do not appear in succession on this form, press and hold the Control key while clicking each one individually.

- Click Select.

The system automatically loads the pay items in the detail area of Manual Payment Entry. If you set the processing option for payment amount default, the system deducts the full discount amount and enters the full payment amount in the Payment Amount field.

The system sets the voucher pay status to Z. This prevents it from being selected for payment again.

**Payment With Voucher Match - [Manual Payment Entry]**

OK	Del...	Can...	New...	Dis...	Abo...	Links	Pay It...	OLE...	Internet																								
Payment Number				1256	Prev Payment			Batch Number	5639																								
Supplier Number				3480	Digger Incorporated	<input type="checkbox"/> Print Payment																											
Bank Account Number				1.1110.BEAR	Bear Creek National Bank																												
Payment Amount				4,020.00	Remark																												
Payment Date				7/15/05																													
Currency Code		USD	Exchange Rate				Base	USD	<input type="checkbox"/> Foreign																								
<table border="1"> <thead> <tr> <th>Doc Type</th> <th>Document Number</th> <th>Company</th> <th>Doc Pay Item</th> <th>Invoice Number</th> <th>Due Date</th> <th>Open Amount</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>PV</td> <td>3126 00001</td> <td>001</td> <td></td> <td>DD44781</td> <td>7/15/05</td> <td>1,000.00</td> <td>1,</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	Due Date	Open Amount	Payment Amount	PV	3126 00001	001		DD44781	7/15/05	1,000.00	1,								
Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	Due Date	Open Amount	Payment Amount																										
PV	3126 00001	001		DD44781	7/15/05	1,000.00	1,																										
Remaining Amount <span style="border: 1px solid black; padding: 2px;">3,020.00</span>																																	

8. On Manual Payment Entry, click OK to finish entering the payment.

---

#### Note

If the processing option is set for the system to automatically calculate the payment amount and you want to select an additional pay item, do not blank out the Payment Amount field. Instead, choose Pay Items from the Form menu. On Select Open Pay Items, choose the pay item and click Select. On Manual Payment Entry, the system recalculates the payment amount to include the pay item that you just added.

If the processing option is set for you to enter the payment amount manually and you want to select an additional pay item, blank out the Payment Amount field. Choose Pay Items from the Form menu. On Select Open Pay Items, choose the pay item and click Select. On Manual Payment Entry, enter the new payment amount.

---

## **Processing Options for A/P Manual Payments (P0413M)**

### **Defaults Tab**

These processing options specify the default settings for viewing modes and the way certain numbers must be entered in specified fields.

---

## **1. Mode to View Open Pay Items**

**Blank = View details**

**1 = View summary**

Use this processing option to specify the mode in which you want to view open pay items on the Select Open Pay Items form.

Valid values are:

Blank View open pay items in detail mode. The system displays each pay item.

1 View open pay items in summary mode. The system displays pay items by voucher number and due date. The system enters \* in each field in the Pay Item column that contains more than one pay item for a voucher. You can unclick the Summarize option on the Select Open Pay Items form to show the number of pay items on the voucher.

NOTE: This option also exists on the Supplier Ledger Inquiry form. However, if you choose summary mode on this form, the Pay Item column does not appear on the detail area of the form.

## **2. Assign Payment Numbers**

**Blank = Manually enter payment number**

**1 = System automatically assigns numbers**

Use this processing option to specify how you want the the next payment number assigned.

Valid values are:

Blank Enter the payment number manually in the Payment Number field on the Manual Payment Entry form.

- 
- 1 Allow the system to assign the payment number based on the value for the specified bank account in the Next Payment Number field on the Set Up G/L Bank Account form. You can view this field by choosing Bank Account Information from the Automatic Payment Setup menu (G04411).

### **3. Enter Payment Amount**

**Blank = Enter payment amount manually**

**1 = System calculates payment amount automatically**

Use this processing option to specify how you want to enter the payment amount.

Valid values are:

Blank Enter the payment amount manually in the Payment Amount field on the Manual Payment Entry form.

- 1 Allow the system to calculate the payment amount from the pay items you select.

NOTE: If you enter the payment amount manually, you must enter the amount prior to choosing Pay Items from the Form menu to select which voucher pay items you are going to pay.

---

### **Display Tab**

This processing option specifies whether to display the Value Date field on the Manual Payment Entry form.

---

## **1. Display Value Date Field**

**Blank = Do not display Value Date field**

**1 = Display Value Date field**

Use this processing option to specify whether to display the Value Date field on the Manual Payment Entry form. If you choose to display the field, you must update it manually. The Value Date field is used by companies in Europe and indicates the date they expect the bank to process a payment.

Valid values are:

Blank Do not display the Value Date field.

1 Display the Value Date field.

---

## **Processing Tab**

These processing options specify variables that are available during processing, such as:

- Whether to allow draft processing
  - What type of error message appears
  - Whether to allow negative payment processing
  - Whether to allow deletion of a certain kind of payment
- 

### **1. Display Draft Entry Option**

**Blank = Do not display option**

**1 = Display option**

Use this processing option to specify whether you want the system to display the Draft Entry option on the Manual Payment Entry form. Drafts, which are promises to pay debts, are used in various countries around the world. Drafts, like vouchers, can be processed to be paid in various currencies.

Valid values are:

Blank Do not display the Draft Entry option.

1 Display the Draft Entry option.

NOTE: If you choose the Draft Entry option, the payment type changes from PN

---

---

to P1.

## 2. Duplicate Number Error Message

Blank = Issue an error

1 = Issue a warning

Use this processing option to specify what kind of message you want the system to issue when someone enters a duplicate payment number using the same bank account.

Valid values are:

Blank Issue an error message.

1 Issue a warning message.

## 3. Allow Negative Payments

Blank = Do not allow negative payments

1 = Allow negative payments

Use this processing option to specify whether you want the system to allow the entry of negative payments. Businesses in some countries are not allowed to have outstanding debit memos. So, you can use negative payments to record reimbursements from suppliers using the supplier's check number. When you post the supplier's check as a negative payment, the system updates the proper accounts with the correct amounts.

Valid values are:

Blank Do not allow negative payments.

1 Allow negative payments.

---

## 5. Delete Unposted Manual Payments

Blank = Do not allow payments to be deleted

1 = Allow payments to be deleted

Use this processing option to specify whether you want to allow the system to delete unposted manual payments. Valid values are:

Blank

Do not allow unposted manual payments to be deleted. These payments can still be voided.

1

Allow unposted manual payments to be deleted.

Note: If unposted manual payments are deleted, all records of their existence are physically removed from the tables. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, indicating a void payment entry. There is an audit trail

---

## Currency Tab

These processing options define variables that are available for processing payments in foreign currencies.

---

## **1. Activate Alternate Payment**

**Blank = Do not activate Alternate Payment**

**1 = Activate Alternate Payment**

Use this processing option to specify whether the system activates Alternate Payment on the Form menu.

Valid values are:

Blank Do not activate Alternate Payment on the Form menu.

1 Activate Alternate Payment on the Form menu.

NOTE: The Alternate Payment selection accesses the Alternate Currency form.

This form allows you to pay a voucher in a currency other than the domestic or foreign currency of a voucher. For example, a voucher entered in Canadian dollars (CAD), whose base currency is U.S. dollars (USD), can be paid in Belgian francs (BEF)-or any currency other than CAD or USD.

## **2. Exchange Rate Date Edit**

**Blank = Do not edit Exchange Rate Date**

**1 = Edit Exchange Rate Date**

Use this processing option to specify whether the system validates that the effective date of the exchange rate is within the same G/L reporting period in the Company Constants.

Valid values are:

Blank The system does not perform the validation; it accepts any date.

1 The system performs the validation and issues a warning message if the effective date is not within the same G/L reporting period.

---

### **3. Exchange Rate Tolerance Limit**

#### **Enter a whole number percent**

Use this processing option to specify an exchange rate tolerance limit. During payment entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Exchange Rate Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

---

### **Print Tab**

These processing options specify variables that are related to printing manual payments. You can specify:

- A payment instrument
- A version number of the print program (P04572)
- The status of the Print Payment option on the Manual Payment Entry form

---

## **1. Payment Instrument**

Use this processing option to specify the payment instrument for the payment.

The system uses the value you enter in this processing option to determine which print program to use when it generates payments.

Each payment instrument has an assigned print program number. To view assigned print programs, choose Payment Instrument Defaults from the Automatic Payment Setup menu (G04411). The A/P Payments - Default Print and Update table (F0417) contains the payment instrument and assigned print program information. For example, if you leave this field blank, the system uses the print program assigned to a blank value on the F0417 table.

For valid payment instruments and values, see user defined code table 00/PY.

## **2. Print Program Version Number**

Use this processing option to specify the version number of the print program.

To view valid version numbers, choose batch Versions from the System Administration Tools menu (GH9011). Enter the Print program number in the Batch Application field, and click Find. The system displays all available versions.

If this processing option is left blank, the system uses version ZJDE0001

## **3. Retain Print Field Value**

Use this processing option to specify whether you want the status of the Print Payment option on the Manual Payment Entry form to stay the same until you change it.

Valid values are:

Blank Do not retain the same value. The Manual Payment Entry form opens with the Print Payment option unchecked regardless of how you left

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- 
- it the last time you worked on the form.
- 1 Retain the same value. The Manual Payment Entry form opens with the Print Payment option retaining the value it had the last time you worked on the form.
- 

### **Voids Tab**

This processing option specifies how the system will respond when someone attempts to void certain types of vouchers.

---

#### **1. Vouchers with Purchase Orders**

**Blank = Allow vouchers to be voided**

**1 = Issue a warning message**

**2 = Issue an error message**

Use this processing option to specify how you want the system to respond to the removal of vouchers that contain a purchase order when you are using Void Payment Entry (P0413M).

Valid values are:

Blank Allow the voiding of vouchers with purchase orders, and issue no message.

1 Issue a warning message.

2 Issue an error message.

NOTE: If you use the Accounts Payable system to revise or void a voucher that was originally entered from the Purchase Order system, that action will compromise the integrity of the Purchase Order Detail File table (F4311).

---

### **Inquiry Tab**

This processing option specifies whether to prevent someone from making changes to existing records when payments are being reviewed. This does not affect payment entry.

---

## **1. Deactivate OK and Delete**

**Blank = Leave OK and Delete active**

**1 = Deactivate OK and Delete**

Use this processing option to deactivate the OK and Delete options on the Manual Payment Entry form when payments are being reviewed. Deactivating these options prevents changes from being made to existing records. You can review manual payments by choosing either Supplier & Voucher Entry from the Supplier & Voucher Entry menu (G0411) or by choosing Payment with Voucher Match from the Manual Payment Processing menu (G0412).

Valid values are:

Blank Do not deactivate the OK and Delete options during review.

1 Deactivate the OK and Delete options during review.

NOTE: Entering 1 in this processing option does not deactivate the OK and Delete options during initial payment entry.

---

## **Entering Manual Payments without Existing Vouchers**

To create a manual payment without an existing voucher, enter a manual payment without voucher match. You might do this at the time you place an order or take delivery on product. You can enter multiple pay items for several supplier invoices.

When you enter a payment without an existing voucher, you can do either of the following:

- Enter manual payments (standard method)
- Enter manual payments (speed method)

The system creates a voucher and a payment. It assigns the document company to match that of the voucher, and the payment document number is either manually assigned or comes from Next Numbers.

You can prepare the payment manually or have the system print the payment.

### **Before You Begin**

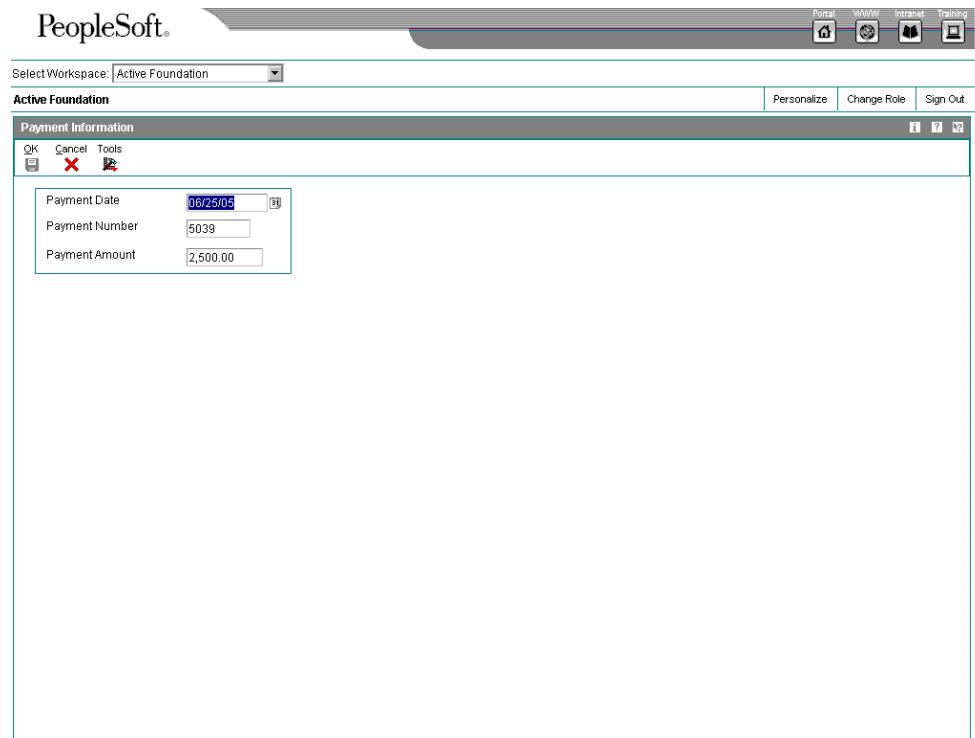
- Set the appropriate processing option under the Manual Pymnts tab to create manual payments.

► **To enter manual payments (standard method)**

---

*From the Manual Payment Processing menu (G0412), choose Payment Without Voucher Match.*

1. On Supplier Ledger Inquiry, click Add.



2. On Enter Voucher - Payment Information, complete the following fields:

- Company
- Supplier Number
- Invoice Number
- G/L Date

3. You can also complete the following optional fields:

- Invoice Date
- Service/Tax Date
- Payment Terms

4. In the detail area, complete the following field for each pay item:

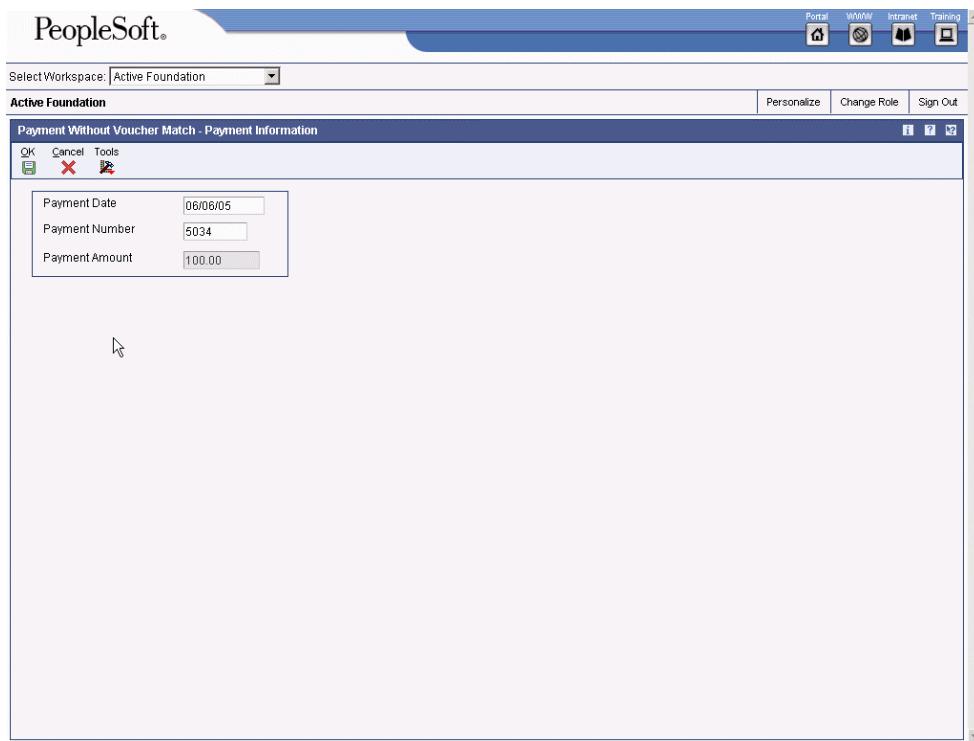
- Gross Amount

5. In the detail area, you can also complete the following optional fields for each pay item:

- Discount Available
- Remark
- G/L Bank Account Number
- G/L Offset

You can enter a voucher with multiple tax rates by entering each tax rate (with its associated gross and taxable amounts) as a separate pay item.

6. Click OK to enter payment information.



7. On Payment Information, complete the following fields:

- Payment Date
- Payment Number

8. Click OK to enter the general ledger information.

The screenshot shows the PeopleSoft G/L Distribution screen. At the top, there are buttons for OK, Delete, Cancel, Form, Row, and Tools. Below this is a header row with fields for Document No/Typ/Co (1597), PV (00050), Batch Number (2453), Supplier (3480), Explanation (Digger Incorporated), G/L Date (06/02/05), Amt To Distribute (27,500.00), Currency (USD), Exchange Rate, Base Currency (USD), and Foreign. The main area is a grid titled 'Customize Grid' with columns for Account Number, Account Description, Amount, Explanation -Remark-, Co, Sub-ledger, and Sub-de. There are three rows of data:

	Account Number	Account Description	Amount	Explanation -Remark-	Co	Sub-ledger	Sub-de
<input checked="" type="radio"/>	5100.1360.02200	Subcontracting	22,500.00	Earthwork #1	00050		
<input type="radio"/>	5100.1360.02600	Subcontracting	5,000.00	Earthwork #1	00050		
				Earthwork #1			

At the bottom of the grid, there are fields for Amount (27,500.00) and Remaining.

9. On Enter Voucher - G/L Distribution, enter or change any of the following fields, if necessary:

- Account Number
- Amount

10. You can also enter or change the following optional fields:

- Explanation -Remark-

11. Click OK to finish entering the payment.

#### See Also

- Working with Standard Vouchers*
- Processing Options for Voucher Entry*

#### ► To enter manual payments (speed method)

To create a manual payment quickly without an existing voucher, enter the payment using the speed method.

Several restrictions apply to entering manual payments with the speed method. You cannot:

- Change, delete, or void manual payments
- Enter multiple pay items or multiple supplier invoices
- Create or use model journal entries

- Override the G/L bank account

*From the Manual Payment Processing menu (G0412), choose Speed Payment Entry.*

Records 1 - 2					
	Account Number	Account Description	Amount	Explanation -Remark-	Units
<input checked="" type="radio"/>	9.8720		1,450.00		
<input type="radio"/>					

Amount 1,450.00 Remaining \_\_\_\_\_

1. On Speed Voucher Entry, complete the following fields:

- Supplier Number
- Company
- Invoice Amount
- Invoice Date

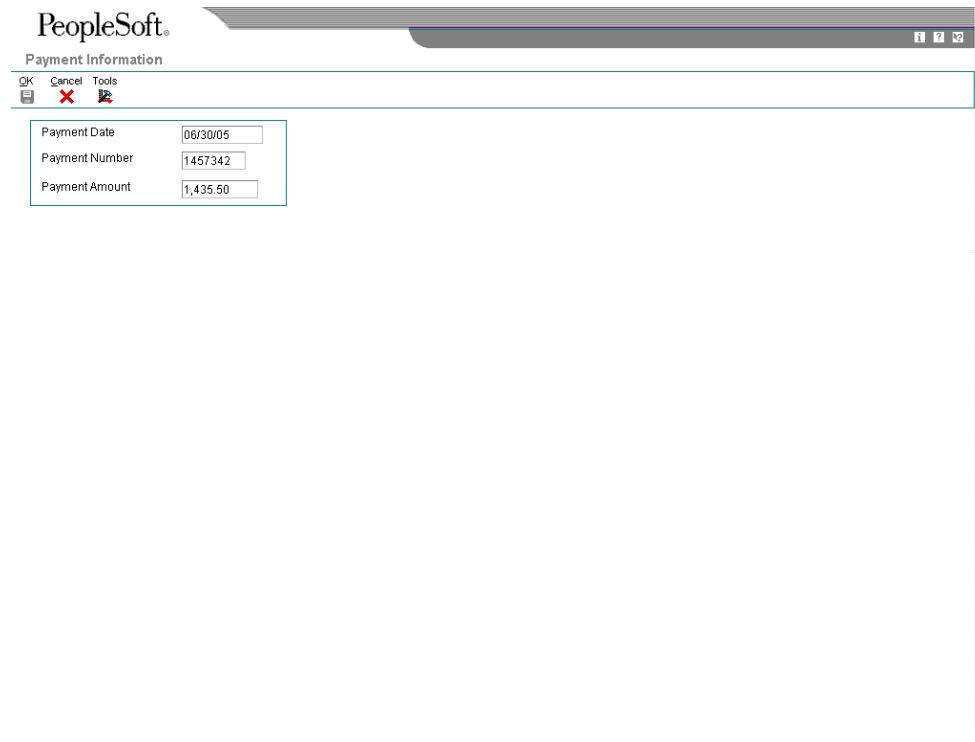
2. Complete the following optional fields:

- Invoice Number
- Discount Available
- G/L Date
- Due Date

3. To enter general ledger information, complete the following fields and click OK:

- Account Number
- Amount

- Explanation -Remark-



4. On Payment Information, complete the following fields and click OK:

- Payment Date
- Payment Number

#### See Also

- Processing Options for Speed Voucher Entry*

### Printing Manual Payments

After you enter a manual payment, you can print it. Usually you print a payment immediately after you enter it, but you can choose to print a payment at any time.

You can choose to print the payment to:

- The screen, for review
- A printer, for a hard copy

#### ► To print a manual payment

---

*From the Manual Payment Processing menu (G0412), choose Payment Without Voucher Match.*

1. On Supplier Ledger Inquiry, click Find to display all payments, or complete any of the following fields to limit the number of documents displayed:
  - Supplier Number
  - From Date
  - Payment Number
  - Bank Account Number
  - Thru Date
2. Choose a record and from the Row menu, choose Payment History.
3. On Work with Pay Item History, from the Row menu, choose Payments.
4. On Manual Payment Entry, click the Print Payment option and click OK.

---

**Note**

If you have already posted the payment, you will not be able to print it from this menu.

---

You can also print a manual payment by choosing Payment With Voucher Match from the Manual Payment Processing menu (G0412) or by choosing Supplier Ledger Inquiry from the Supplier & Voucher Entry menu (G0411).

## **Locating Manual Payments**

Before you change, delete, or void a payment, you must first locate it.

You can locate manual payments on any of the following forms:

- Work with Payments
- Supplier Ledger Inquiry
- Work With Batches

---

**► To locate a manual payment**

*From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match or Payment Without Voucher Match.*

On either Work with Payments or Supplier Ledger Inquiry, click Find to display all payments, or complete any of the following fields to limit the number of documents displayed and click Find.

- Supplier Number
- From Date
- Thru Date

On Work with Payments, you can complete the following additional fields to further limit the number of documents displayed:

- Payment Number
- Bank Account Number

#### **See Also**

- Reviewing Payment Groups*
- Reviewing Supplier Ledger Information*
- Reviewing Vouchers*

### **Revising Unposted Manual Payment Amounts**

You can change amounts on an unposted manual payment, but you cannot change the vouchers that are paid by it. For example, if you originally applied a payment to voucher 1001 PV, you cannot change the payment to apply to 1002 PV. You can, however, delete the payment and then apply the payment to 1002 PV.

Regardless of whether the payment was entered with or without a voucher, the steps to change the amount are the same.

---

#### **► To revise the amount of an unposted manual payment**

*From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match.*

1. On Work with Payments, follow the steps for locating manual payments.  
See [Locating Manual Payments](#).
2. Choose the payment you want to change and click Select.
3. On Manual Payment Entry, change the amount of the payment in the header.
4. Change the amount of the payment in the detail area to correspond to the change you made in the header, and click OK.

If you change any additional information in the grid, you are changing the voucher, not the payment.

#### **See Also**

- Voiding Automatic Payments and Vouchers*

### **Approving and Posting Manual Payments**

After you enter manual payments, you review and approve them. After the payments are approved, you then post them to the general ledger.

Posting payments creates records in the Account Ledger table (F0911).

## Approving Manual Payments for Posting

Businesses that require management approval before posting use the journal review program to review and approve their manual payments. Those businesses that do not require management approval can omit this task.

### Before You Begin

- Set the A/P constant for management approval of input according to your business requirements.

### Reviewing Manual Payments Online

From the Manual Payment Processing menu (G0412), choose Review Payments.

All J.D. Edwards journal review programs work in the same way. To review and approve manual payments prior to posting, you use a review program that displays one of the following batch types:

- Manual and Void Payments with Match (M)
- Manual Payments without Match (W)

### Printing the Manual Payment Journal

From the Manual Payment Processing menu (G0412), choose Manual Payment Journal Report.

An alternative to reviewing payments online is the payment journal. Use it for proofing and balancing purposes. If you have a problem balancing the General Ledger, the printed journal can be a more workable format for detailed review.

If the transactions in a batch have not been posted, the totals by batch indicate that it is not in balance. This is because the system has not yet created the journal entry offsets. If the transactions have been posted and the totals indicate that the batch is not in balance, you need to determine the cause of the problem and correct it.

The processing time for this batch report is related to the amount of history retained in the Accounts Payable Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables.

### See Also

- R04311, *Manual Payment Journal* in the *Reports Guide* for a report sample

### Data Selection for Manual Payment Journal

The DEMO versions of this program print the entire Accounts Payable Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables. You can limit your selection based on date, user ID, or any other criteria.

The user ID in the DEMO versions of this program is from the payment record. Therefore, if you limit your selection based on user ID and if the voucher was entered by one user and paid by another, you must select the user ID of the person who paid the voucher.

## **Posting Manual Payments**

*From the Manual Payment Processing menu (G0412), choose Post Manual Payments to G/L.*

When you post manual payments, the system creates payment disbursement entries and offset entries to the general ledger for the payable account. Payment records are created with a document type of PN. The system typically creates journal entries that debit the A/P trade account that was originally credited when the voucher was entered.

When manual payments without a voucher match are posted, the system does not generate a gain-loss record. The system interprets this type of transaction as a voucher and check combination.

All J.D. Edwards post programs work in the same way. A version exists for each of the two types of manual payments:

- Payments with Matching Vouchers (batch type M)
- Payments without Matching Vouchers (batch type W)

### **See Also**

- Understanding the Post Process for Vouchers*
- About the Post Process for Vouchers*
- Posting Vouchers*
- Working with Manual Payments*
- R09801, General Ledger Post Report* in the *Reports Guide* for a report sample.

## **Deleting or Voiding Manual Payments**

You can either delete or void unposted payments using program P0413M. You cannot change a posted payment. Instead, you must void and re-enter it.

When you delete an unposted manual payment, the system:

- Reopens vouchers that were paid by the deleted payment. If you no longer want to pay a reopened voucher, you can delete or void it.
- Does not provide an audit trail.

When you void a manual payment, whether posted or unposted, the system:

- Reopens vouchers that were paid by the voided payment. If you no longer want to pay a reopened voucher, you can delete or void it.
- Provides an audit trail, removing the payment amount and inserting a void payment date.

### **Before You Begin**

- If you want to delete unposted manual payments, on Payment with Voucher Match or Payments Without Voucher Match (both P0413M), verify that the Delete Unposted Manual Payments processing option on the Processing tab of P0413M is set to allow payments to be deleted.

## ► To delete manual payments

---

*From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match or Payment Without Voucher Match.*

1. On Work with Payments, click Find to display all payments, or complete any of the following fields to limit the number of documents displayed and click Find:
  - Supplier Number
  - Payment Number
  - Bank Account Number
  - From Date
  - Thru Date
2. Choose the payment to be deleted.
3. Click Delete, and then click OK to confirm the delete.

## ► To void a manual payment

---

*From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match, Payment Without Voucher Match, or Void Payment Entry.*

1. On Work with Payments, click Find to display all payments, or complete any of the following fields to limit the number of documents displayed, and then click Find:
  - Supplier Number
  - Payment Number
  - Bank Account Number
  - From Date
  - Thru Date
2. Choose the payment to be voided.
3. Click Void Pymt.
4. Verify the Void Payment Date, or change it as appropriate.
5. Click OK, and then click OK to confirm the void.

## **Supplier Ledger and Payment Information**

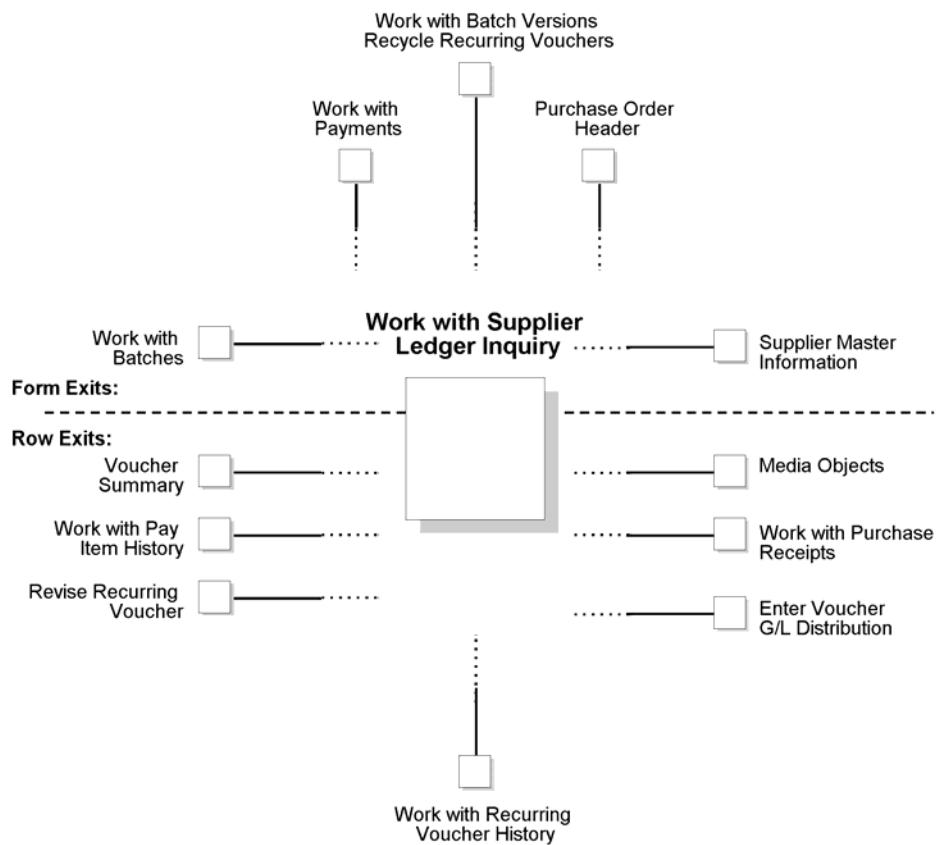
---

When you want to audit a supplier's transaction history, you can review the supplier's ledger and payment information.

At different times during the A/P process, you might need to view voucher and payment information for a specific supplier. To do this, review the supplier ledger for information such as:

- Open amounts remaining on a voucher
- Invoice, account, and purchase order information
- Pay status or posted code for a voucher
- Voucher detail and associated journal entry information
- Payment history

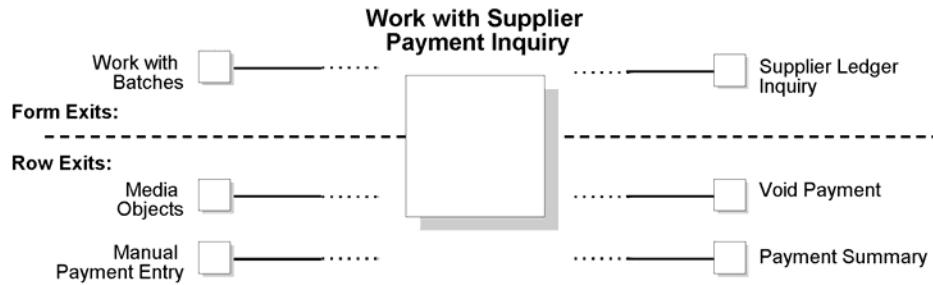
The following graphic shows the various forms and kinds of information you can access when you work with a supplier's ledger.



You might need to view transaction history for a supplier (payee), payment number, or bank account. To do this, review the supplier's payment information, such as:

- Payment detail and associated journal entry information
- Payment summary information
- A/P ledger information

The following graphic shows the forms and information you can access when you work with a supplier's payment information.



## Reviewing Supplier Ledger Information

When a supplier has account or transaction questions, you need to locate the information and respond quickly. Depending on where the voucher is in your A/P process, you can use the supplier ledger to review general or specific payment information for that voucher. For payment history, you can either directly review the supplier ledger or allow your suppliers to view limited voucher information using self-service.

## Reviewing General Voucher Information

Voucher details available to you include discounts available and taken, tax areas and amounts, and G/L accounts, amounts, and descriptions. Summary information can tell you voucher gross and open amounts, invoice numbers and dates, and purchase order numbers.

The A/P Standard Voucher Entry program (P0411) displays information from the Accounts Payable Ledger (F0411) and Account Ledger (F0911) tables.

### See Also

- Processing Options for Voucher Entry* for information about processing options

## Reviewing Voucher Detail Information

Reviewing voucher detail can include finding information about discounts, due dates, taxes, and G/L distributions. You can also determine a voucher's pay and posted status, and special handling requirements for services or imported goods.

### ► To review voucher detail information

---

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

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.

See [Locating Vouchers](#) in the chapter *Working with Standard Vouchers*.

2. Choose the voucher that you want to review and click Select.

**Supplier Ledger Inquiry - [Enter Voucher - Payment Information ]**

File Edit Preferences Form Row Window Help

OK Del... Can... New... Dis... Abo Links Addit... OLE... Internet

Document No/Typ/Co	1597	PV	00050	Batch No	2453	Prev Doc	
Company	00050	Project Management Company					
Supplier Number	3480	Digger Incorporated	Business Unit	1			
Invoice Number	73829	<input type="checkbox"/> Discount %	Payment Terms	006			
Invoice Date	6/2/05	G/L Date	6/2/05	Service/Tax Date	6/2/05		
Currency	USD	Exchange Rate		Base	USD	<input type="checkbox"/> Foreign	
<b>Pay Item</b>	<b>Gross Amount</b>	<b>Discount Available</b>	<b>Remark</b>	<b>Due Date</b>	<b>Pay Status</b>	<b>P C</b>	
001	27,500.00		Earthwork #1	6/2/05	P	D	
002							

Gross 27,500.00 Disc Tax Taxable

3. On Enter Voucher - Payment Information, choose the pay item that you want to review.
4. On Enter Voucher - Payment Information, choose Detail from the Row menu to review the detail of a pay item.

**P0411 - [Voucher Pay Items - Detail]**

File Edit Preferences Form Window Help

OK Cancel Dis... Abo Links More ... OLE ... Internet

Pay Item	001		
Gross Amount	27,500.00	Open Amount	
Discount Available			
Remark	Earthwork #1		
Due Date	6/2/2005		
Pay Status	P	Paid in Full	
G/L Posted Code	D		
Tax Expl/Code			
Tax Rate/Area			
Service/Tax Date	6/2/2005		
Tax Amount			
Taxable Amount			

5. On Voucher Pay Items - Detail, review the detail of the pay item and click OK.
6. On Enter Voucher - Payment Information, choose G/L Distribution from the Form menu to review the journal entry for a voucher.

**Supplier Ledger Inquiry - [Enter Voucher - G/L Distribution]**

File Edit Preferences Form Row Window Help

OK Del... Can... New... Dis... Abo Links Model... OLE ... Internet

Document No/Typ/Co	1597	PV	00050	Batch Number	2453																		
Supplier	3480	Explanation	Digger Incorporated																				
G/L Date	6/2/05	Amt To Distribute	27,500.00																				
Currency	USD	Exchange Rate		Base Currency	USD																		
<table border="1"> <thead> <tr> <th></th> <th>Account Number</th> <th>Account Description</th> <th>Amount</th> <th colspan="2">Explanation - Remark</th> </tr> </thead> <tbody> <tr> <td></td> <td>5100.1360.02200</td> <td>Subcontracting</td> <td>22,500.00</td> <td colspan="2">Earthwork #1</td> </tr> <tr> <td></td> <td>5100.1360.02600</td> <td>Subcontracting</td> <td>5,000.00</td> <td colspan="2">Earthwork #1</td> </tr> </tbody> </table>							Account Number	Account Description	Amount	Explanation - Remark			5100.1360.02200	Subcontracting	22,500.00	Earthwork #1			5100.1360.02600	Subcontracting	5,000.00	Earthwork #1	
	Account Number	Account Description	Amount	Explanation - Remark																			
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<table border="1"> <tr> <td>Amount</td> <td>27,500.00</td> <td>Remaining</td> <td></td> </tr> </table>						Amount	27,500.00	Remaining															
Amount	27,500.00	Remaining																					

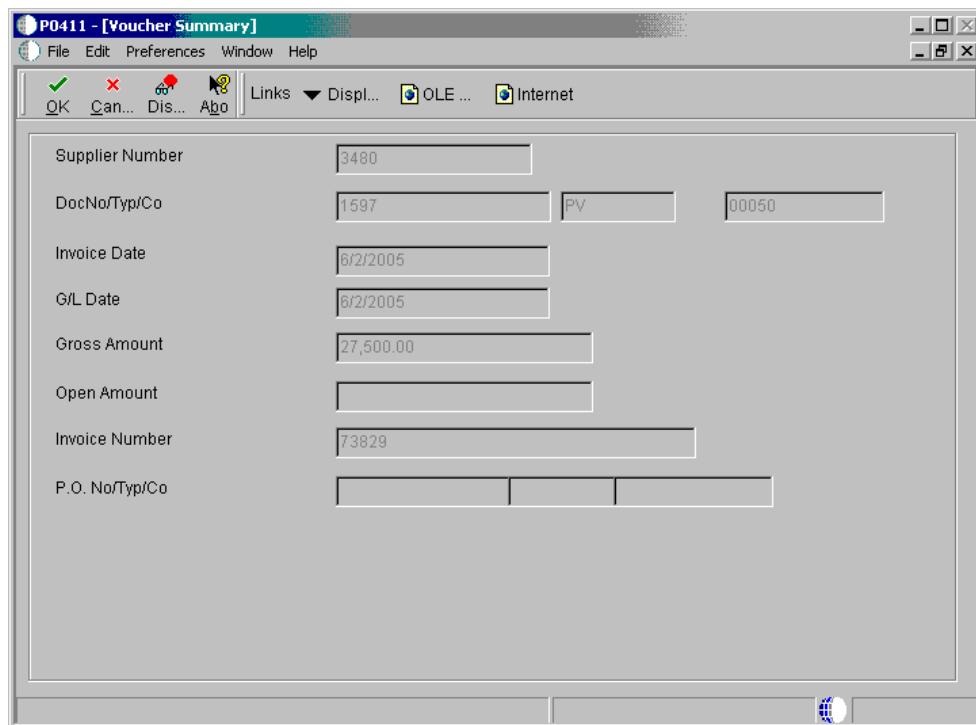
## Reviewing Voucher Summary Information

To review a voucher at a high level, use the voucher summary function. Voucher summary is useful for obtaining information such as an invoice date and number, open and gross amounts, and purchase order number.

### ► To review voucher summary information

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

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.  
See [Locating Vouchers](#) in the chapter *Working with Standard Vouchers*.
2. Choose the voucher that you want to review.
3. From the Row menu, choose Summary.



## Reviewing Voucher Payment History

You can either review voucher payment history directly in the supplier ledger or activate the supplier self-service application.

When you want to review all vouchers paid by a specific payment, you review its payment history. For example, you can review when a voucher was paid and the amount of the payment. You can also review other information, such as:

- Bank account information
- Discount information

► **To review voucher payment history**

---

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

1. On Supplier Ledger Inquiry, to limit your search, complete any of the following fields and click Find:

- Supplier Number
- Date From
- Thru Date
- Batch Number

2. To limit the documents displayed by date, click one of the following options:

- Invoice
- G/L

3. To display only recurring vouchers, click the following option:

- Recurring

4. To display pay items in summary format, click the Summarize option.

If you do not do this, the system displays pay items in detail format, with one line per pay item.

5. To limit the documents displayed by pay status, click one of the following options:

- Paid
- Open
- Withheld
- All

6. Click Find to display the documents that meet your search criteria.

7. Choose the voucher that you want to review.

8. From the Row menu, choose Payment History.

Payment Type	Payment Number	Payment Date	Payee	Payment Amount
PN	5009	6/30/2005	Universal Incorporated	2,970.0
PO	5009	6/30/2005	Universal Incorporated	2,970.0

9. Review any of the following fields:

- Payment Type
- Payment Number
- Payment Date
- Payee
- Payment Amount
- Discount Taken
- Post Code

The Work with Pay Item History form is the only form on which you can see the actual void payment (PO) records.

**See Also**

- Processing Options for Voucher Entry*

## Supplier Self-Service

If you activate supplier self-service, you allow your suppliers limited access to voucher and payment information. Supplier self-service permits a supplier to inquire on payments and resolve questions independently, without contacting your A/P personnel.

To enable the supplier self-service application, you must specify one in the Supplier Self Service Mode processing option on the Process tab. This selection tells the system to retrieve the supplier's address book number from the User Profile record. The address book number controls what voucher and payment information is available to your supplier.

When a supplier initially accesses your Web page, a payment inquiry form is displayed. The supplier can inquire on *all* vouchers or narrow the search based on vouchers in a *paid* or *open or withheld status*. Depending on the supplier's search criteria, the voucher detail displays only the following fields:

- Due Date
- Gross Amount
- Open Amount
- Invoice Number

To view specific payment information for a voucher, a supplier can access a payment history form from the Row menu. This form displays only certain fields, including:

- Payment Type
- Payment Number
- Payment Date
- Payee
- Payment Amount
- Discount Taken

All internal A/P information related to your company and business processes are hidden from your suppliers. For example, suppliers do not have access to bank account numbers, voucher batch data, and G/L account information.

## Reviewing Supplier Payment Information

To verify a payment to a supplier or to review a supplier's payment history, you need to locate and review the information quickly. Reviewing supplier payment information consists of:

- Locating payments
- Reviewing payments
- Reviewing payment summary information

### Locating Payments

To review payment information, you must first locate a list of payments that meet your search criteria. From this list, you choose a payment to review.

Supplier payment information is stored in the Accounts Payable Matching Document (F0413) and the Accounts Payable Matching Document Detail (F0414) tables.

#### ► To locate payments

---

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

On Work with Payments, click Find to display all payments, or complete any of the following fields to limit the documents that appear:

- Supplier Number
- Payment Number
- Bank Account Number
- From Date
- Thru Date

## Reviewing Payments

You can review information about a specific payment, such as the supplier's invoice number or the voucher number. You can review both manual and automatic payments on Manual Payment Entry.

### ► To review payments

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

1. On Work with Payments, follow the steps for locating payments.  
See [Locating Payments](#).
2. Choose the payment and click Select.

The screenshot shows the 'Supplier Payment Inquiry - [Manual Payment Entry]' window. The top menu bar includes File, Edit, Preferences, Form, Row, Window, Help, OK, Del..., Can..., New..., Dis..., Abo, Links, Pay It..., OLE..., and Internet. The main area contains fields for Payment Number (1200), Supplier Number (3480), Bank Account Number (1.1110.BEAR), Payment Amount (2,000.00), Payment Date (6/30/05), Currency Code (USD), Exchange Rate, Base (USD), and Print Payment (unchecked). Below these are sections for Digger Incorporated (Bear Creek National Bank) and Foreign currency options. A large table displays payment details for document number 3121, company 001, doc pay item P200, due date 7/15/05, and open amount 2,000.00. The bottom of the window features a Remaining Amount field and standard Windows-style scroll bars.

3. On Manual Payment Entry, choose the voucher that is associated with the payment.
4. Choose Vchr Dtl (Voucher Detail) from the Row menu.
5. On Enter Voucher - Payment Information, choose G/L Distribution from the Form menu to review the journal entry for the voucher.

## Reviewing Payment Summary Information

To quickly review information about a payment without directly accessing it, you can access the payment's summary information. For example, you might want to verify the bank account from which the payment is made or the amount of the payment.

### ► To review payment summary information

---

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

1. On Work with Payments, follow the steps for locating payments.  
See [Locating Payments](#).
2. Choose the payment.
3. From the Row menu, choose Pymt Sum (Payment Summary).

Payment Type/No <input type="text" value="PN 1"/>	Payments Post Status <input checked="checked" type="checkbox"/>
Payee Number <input type="text" value="4360"/>	Allen Supplies
Account Number <input type="text" value="61000.1110.BEAR"/>	Bear National Bank
Payment Amount <input type="text" value="2,250.00"/>	Void G/L Date <input type="text"/>
Payment Date <input type="text" value="07/15/05"/>	
Foreign Mode <input type="checkbox"/>	
Currency Code <input type="text" value="USD"/>	Batch Number <input type="text" value="6485"/>
Batch Date <input type="text" value="04/24/03"/>	
Payee Bank Account <input type="text"/>	Value Date <input type="text"/>
Payment Instrument <input type="checkbox"/> Default (A/R & A/P)	

## **Processing Options for A/P Manual Payments (P0413M)**

### **Defaults**

These processing options establish system defaults.

---

## **1. Mode to View Open Pay Items**

**Blank = View details**

**1 = View summary**

Use this processing option to specify the mode in which you want to view open pay items on the Select Open Pay Items form.

Valid values are:

Blank View open pay items in detail mode. The system displays each pay item.

1 View open pay items in summary mode. The system displays pay items by voucher number and due date. The system enters \* in each field in the Pay Item column that contains more than one pay item for a voucher. You can unclick the Summarize option on the Select Open Pay Items form to show the number of pay items on the voucher.

NOTE: This option also exists on the Supplier Ledger Inquiry form. However, if you choose summary mode on this form, the Pay Item column does not appear on the detail area of the form.

## **2. Assign Payment Numbers**

**Blank = Manually enter payment number**

**1 = System automatically assigns numbers**

Use this processing option to specify how you want the the next payment number assigned.

Valid values are:

Blank Enter the payment number manually in the Payment Number field on the Manual Payment Entry form.

- 
- 1 Allow the system to assign the payment number based on the value for the specified bank account in the Next Payment Number field on the Set Up G/L Bank Account form. You can view this field by choosing Bank Account Information from the Automatic Payment Setup menu (G04411).

### **3. Enter Payment Amount**

**Blank = Enter payment amount manually**

**1 = System calculates payment amount automatically**

Use this processing option to specify how you want to enter the payment amount.

Valid values are:

Blank Enter the payment amount manually in the Payment Amount field on the Manual Payment Entry form.

- 1 Allow the system to calculate the payment amount from the pay items you select.

NOTE: If you enter the payment amount manually, you must enter the amount prior to choosing Pay Items from the Form menu to select which voucher pay items you are going to pay.

---

### **Display**

This processing option specifies whether to display the Value Date field.

---

## **1. Display Value Date Field**

**Blank = Do not display Value Date field**

**1 = Display Value Date field**

Use this processing option to specify whether to display the Value Date field on the Manual Payment Entry form. If you choose to display the field, you must update it manually. The Value Date field is used by companies in Europe and indicates the date they expect the bank to process a payment.

Valid values are:

Blank Do not display the Value Date field.

1 Display the Value Date field.

---

## **Processing**

These processing options specify limits on automatic system processing.

---

### **1. Display Draft Entry Option**

**Blank = Do not display option**

**1 = Display option**

Use this processing option to specify whether you want the system to display the Draft Entry option on the Manual Payment Entry form. Drafts, which are promises to pay debts, are used in various countries around the world. Drafts, like vouchers, can be processed to be paid in various currencies.

Valid values are:

Blank Do not display the Draft Entry option.

1 Display the Draft Entry option.

NOTE: If you choose the Draft Entry option, the payment type changes from PN to P1.

---

### **2. Duplicate Number Error Message**

---

Blank = Issue an error

1 = Issue a warning

Use this processing option to specify what kind of message you want the system to issue when someone enters a duplicate payment number using the same bank account.

Valid values are:

Blank Issue an error message.

1 Issue a warning message.

### 3. Allow Negative Payments

Blank = Do not allow negative payments

1 = Allow negative payments

Use this processing option to specify whether you want the system to allow the entry of negative payments. Businesses in some countries are not allowed to have outstanding debit memos. So, you can use negative payments to record reimbursements from suppliers using the supplier's check number. When you post the supplier's check as a negative payment, the system updates the proper accounts with the correct amounts.

Valid values are:

Blank Do not allow negative payments.

1 Allow negative payments.

### 4. Delete Unposted Automatic Payments

Blank = Do not allow payments to be deleted

1 = Allow payments to be deleted

---

---

Use this processing option to specify whether you want the system to allow the deletion of unposted automatic payments.

Valid values are:

Blank Do not allow unposted automatic payments to be deleted. These payments can be voided.

1 Allow unposted automatic payments to be deleted.

NOTE: If unposted payments are deleted, all records of their existence are physically removed from the system. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, which leaves an audit trail.

## 5. Delete Unposted Manual Payments

Blank = Do not allow payments to be deleted

1 = Allow payments to be deleted

Use this processing option to specify whether you want to allow the system to delete unposted manual payments. Valid values are:

Blank

Do not allow unposted manual payments to be deleted. These payments can still be voided.

1

Allow unposted manual payments to be deleted.

Note: If unposted manual payments are deleted, all records of their existence are physically removed from the tables. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, indicating a void payment entry. There is an audit trail

## **Currency**

These processing options specify system defaults for currency processing.

---

## **1. Activate Alternate Payment**

**Blank = Do not activate Alternate Payment**

**1 = Activate Alternate Payment**

Use this processing option to specify whether the system activates Alternate Payment on the Form menu.

Valid values are:

Blank Do not activate Alternate Payment on the Form menu.

1 Activate Alternate Payment on the Form menu.

NOTE: The Alternate Payment selection accesses the Alternate Currency form.

This form allows you to pay a voucher in a currency other than the domestic or foreign currency of a voucher. For example, a voucher entered in Canadian dollars (CAD), whose base currency is U.S. dollars (USD), can be paid in Belgian francs (BEF)-or any currency other than CAD or USD.

## **2. Exchange Rate Date Edit**

**Blank = Do not edit Exchange Rate Date**

**1 = Edit Exchange Rate Date**

Use this processing option to specify whether the system validates that the effective date of the exchange rate is within the same G/L reporting period in the Company Constants.

Valid values are:

Blank The system does not perform the validation; it accepts any date.

1 The system performs the validation and issues a warning message if the effective date is not within the same G/L reporting period.

---

### **3. Exchange Rate Tolerance Limit**

#### **Enter a whole number percent**

Use this processing option to specify an exchange rate tolerance limit. During payment entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Exchange Rate Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

---

#### **Print**

These processing options specify system defaults for payment print.

---

## **1. Payment Instrument**

Use this processing option to specify the payment instrument for the payment.

The system uses the value you enter in this processing option to determine which print program to use when it generates payments.

Each payment instrument has an assigned print program number. To view assigned print programs, choose Payment Instrument Defaults from the Automatic Payment Setup menu (G04411). The A/P Payments - Default Print and Update table (F0417) contains the payment instrument and assigned print program information. For example, if you leave this field blank, the system uses the print program assigned to a blank value on the F0417 table.

For valid payment instruments and values, see user defined code table 00/PY.

## **2. Print Program Version Number**

Use this processing option to specify the version number of the print program.

To view valid version numbers, choose batch Versions from the System Administration Tools menu (GH9011). Enter the Print program number in the Batch Application field, and click Find. The system displays all available versions.

If this processing option is left blank, the system uses version ZJDE0001.

## **3. Retain Print Field Value**

Use this processing option to specify whether you want the status of the Print Payment option on the Manual Payment Entry form to stay the same until you change it.

Valid values are:

Blank Do not retain the same value. The Manual Payment Entry form opens

---

---

with the Print Payment option unchecked regardless of how you left it the last time you worked on the form.

- 1 Retain the same value. The Manual Payment Entry form opens with the Print Payment option retaining the value it had the last time you worked on the form.
- 

## **Voids**

This processing option specifies limits on voiding vouchers created with purchase orders.

---

### **1. Vouchers with Purchase Orders**

**Blank = Allow vouchers to be voided**

**1 = Issue a warning message**

**2 = Issue an error message**

Use this processing option to specify how you want the system to respond to the removal of vouchers that contain a purchase order when you are using Void Payment Entry (P0413M).

Valid values are:

Blank Allow the voiding of vouchers with purchase orders, and issue no message.

- 1 Issue a warning message.
- 2 Issue an error message.

NOTE: If you use the Accounts Payable system to revise or void a voucher that was originally entered from the Purchase Order system, that action will compromise the integrity of the Purchase Order Detail File table (F4311).

---

## **Inquiry**

This processing option specifies whether to deactivate the OK and Delete options on the Manual Payment Entry form when you review payments.

---

## **1. Deactivate OK and Delete**

**Blank = Leave OK and Delete active**

**1 = Deactivate OK and Delete**

Use this processing option to deactivate the OK and Delete options on the Manual Payment Entry form when payments are being reviewed. Deactivating these options prevents changes from being made to existing records. You can review manual payments by choosing either Supplier & Voucher Entry from the Supplier & Voucher Entry menu (G0411) or by choosing Payment with Voucher Match from the Manual Payment Processing menu (G0412).

Valid values are:

Blank Do not deactivate the OK and Delete options during review.

1 Deactivate the OK and Delete options during review.

NOTE: Entering 1 in this processing option does not deactivate the OK and Delete options during initial payment entry.

---

## **A/P Draft Processing**

---

A draft is a promise to pay a debt. Drafts are used in various countries around the world. When a voucher is processed for draft payment, the draft document received by payees notifies them that the payor's bank will process the draft and transfer the funds on a specified date.

After the bank processes the draft and the debt is paid, the company that generated the draft uses the A/P Drafts - Inquiry/Selection program (P04260) to close the paid draft, and the Post Drafts Payable program (R04803) to post the closed draft.

### **See Also**

- Writing Payments* for information about how to write payments
- Updating the A/P Ledger* for information about how to update the A/P ledger
- Drafts Payable - PD* in the chapter *Understanding AAIs for A/P* for information about setting up AAIs for A/P drafts
- Drafts Payable - PD* for information about setting up AAIs for A/P drafts

## **Processing Paid Drafts**

The steps for draft processing differ slightly from the steps for automatic payment processing because of legal liabilities. Also, a specific set of pay status codes are used with drafts. The following topics describe the stages and associated pay statuses for draft processing.

### **Creating Drafts**

Creating a draft involves changing your original voucher to an original draft document and assigning a pay status of D (draft accepted). The system incorporates certain features of the write payments and update A/P ledger steps from the automated payment process to create a draft.

The system uses the write payments step to:

- Change the next status of the payment group from WRT (write) to UPD (update).
- Print drafts using control information for payment groups.

The system uses the update payments to the A/P ledger to:

- Create a matching document with a document type of P1, which closes the voucher.
- Create an original document with a document type of P1 and a pay status of D (draft accepted). This document is the draft, which replaces the original voucher.

### **Closing Drafts**

After you create a draft, the draft document is sent to the bank. When you know a draft is paid, you close the draft so that you can post it to the general ledger. To close a draft, you select it using the A/P Drafts - Inquiry/Selection program (P04260). When you select it, you change the pay status of the draft from D (draft accepted) to # (draft selected).

This step has no equivalent in the automatic payment process.

### **Posting Closed Drafts**

After a draft is paid and closed, you post it to the general ledger. The system changes drafts with a pay status of # (draft selected) to P (draft paid). The system then generates and posts journal entries that debit drafts payable and credit the payables bank account, and prints a post report.

This step has no equivalent in the automatic payment process.

### **Example: Paying Drafts**

The following chart shows how the system uses the document type and document number information to group the entries related to the original voucher. The table shows one draft replacing several vouchers. Each row represents a new record in the accounts payable tables.

Action	Document Type	Document Number	Amount	Matching Document Type	Matching Document Number
--------	---------------	-----------------	--------	------------------------	--------------------------

<b>Enter vouchers</b>	PV	456	50,000		
	PV	457	50,000		
<b>Close vouchers</b>	PV	456	50,000	P1	155
	PV	457	50,000	P1	155

<b>Create draft</b>	P1	155	100,000		
---------------------	----	-----	---------	--	--

## Closing Paid Drafts

When you know a draft is paid, based on your bank statement or the draft due date, you close the draft. This allows you to post it to the general ledger.

You choose which drafts you want to close from a list of drafts that are associated with a particular bank account. When you close a draft, the system changes its pay status from accepted to selected. After the draft is at this status, you can post it to the general ledger, which changes its pay status to paid.

### ► To close a paid draft

*From the Automatic Payment Processing menu (G0413), choose Draft Inquiry/Selection.*

Address Number	Alpha Name	Draft Amount	Due Date	Pay Stat	Curr Code	Currency Draft Amount	Account Number
	4345 E&D WorldWide Company	1,200.00-	07/01/05 #	USD		1,200.00	1.1110.BEAR

1. On Work With A/P Drafts - Inquiry/Selection, complete the following field and click Find:
  - Bank Account

2. To limit your search to drafts that are ready to be closed, enter D in the following field in the QBE row:

- Pay Stat

3. Choose the draft you want to close.

4. From the Row menu, choose Select to change the pay status from accepted to selected.

Before you post drafts, you can review and make changes to close drafts. To change the status of a draft from selected (closed) back to accepted (not closed), choose the draft. Then from the Row menu, choose Deselect.

### ► To post closed drafts

---

*From the Automatic Payment Processing menu (G0413), choose Post Outstanding Drafts.*

After drafts are paid and you close them, you post them to update the general ledger with the final payment information.

When you post drafts, you use a batch program that selects all drafts with a pay status of # (draft selected), indicating closed drafts. It uses the AAI item PDx to generate and post journal entries that debit the drafts payable account and credit the payables bank account. It also changes the pay status of the draft to P (draft paid) and generates a posting report.

Four DEMO versions are available:

<b>Post Selected Drafts Payable - Proof</b>	This version runs a proof report, showing all drafts you have selected for posting on A/P Drafts - Inquiry/Selection.
<b>Post Selected Drafts Payable - Final</b>	This version is similar to the proof version except that it posts those drafts to the general ledger.
<b>Post Drafts Payable by Due Date - Proof</b>	This version runs a proof report, showing all drafts eligible for payment as of the date you specify.
<b>Post Drafts Payable by Due Date - Final</b>	This version is similar to the proof version except that it posts those drafts to the general ledger.

### See Also

- *R04803, Post Selected Drafts Payable* in the *Reports Guide* for a report sample

## Processing Options for Post Drafts Payable (R04803)

---

### Journal Entry

1. Enter a '1' to create Journal Entries. Default of blank will print a report only.

### Proof or Final

2. Enter a '1' to create summary Journal Entries. Default of blank will create detail Journal Entries for each draft.

### Tax Authority 4

### Detail or Summary

### Batch

1. Enter a '1' to override the automatic approval of the Journal Entries batch for payment and have it

---

follow the batch management approval setup defined in the A/P Constants.

Batch Approval Override

Dates

1. Enter the pay thru date to process. If left blank, the system date will be used.

Pay Thru Date

2. Enter the G/L Date for the Journal Entries created. If left blank, the system date will be used.

G/L Date

Currency

1. Enter the override exchange rate.

currency code if an exchange rate is entered.

Override Exchange Rate

NOTE: selection criteria must include

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## A/P Standard and Analytical Reports

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To effectively manage information about your suppliers, print A/P reports. For example, you might print a report to determine which vouchers have been paid for a specific supplier.

Printing standard reports enables you to review and manage voucher information, such as:

- Open balances and aging
- History for a supplier

Printing analytical reports enables you to review and analyze payment information for a supplier, such as:

- Payment detail
- Summarized payment register information
- Duplicate payment information
- Open A/R and A/P amounts
- Year-to-date vouchered amounts
- G/L account detail

### Printing A/P Standard Reports

You can print standard reports to review and manage A/P information, such as vouchers to be paid, open balance amounts for suppliers, and total payment amounts for a selected supplier.

These reports read information from the Address Book Master (F0101) and Accounts Payable Ledger (F0411) tables through a joined business view.

The processing time for these reports depends on the amount of history retained in the Address Book and Accounts Payable Ledger tables. Print the reports during off-peak hours.

### Printing Open A/P Summary Reports

*From the Accounts Payable Reports menu (G0414), choose Open A/P Summary Report.*

To review summary information about open voucher balances and aging, choose from either of the following summary reports:

- A/P Summary Report
- "As-Of" - Open A/P Summary Report

You control the type of date from which you want to age your vouchers and the aging categories that you want to appear on these summary reports. Depending on the results you want, set up your aging specifications using one of the following:

**A/P constants** The system calculates aging based on the A/P constants, where you designate the number of days in each time interval for the columns on your aging reports. For example, you can designate 30, 60, 90, and 120 days and more.

To review the A/P constants for your system, from the Accounts Payable Setup menu (G0441), choose Accounts Payable Constants.

**Processing options** The system calculates aging based on processing options. The processing options override the intervals you designate in the A/P constants. You can designate aging by due date, invoice date, or G/L date, and by one of the following aging methods:

- Aging days
- Fiscal periods
- Calendar

### See Also

*Reports Guide* for a sample of the following A/P Summary reports:

- *R04413, Open A/P Summary*
- *R04413A, A/P Summary with Currency*
- *R04413C, "As Of" Open A/P Summary*
- *R04413D, "As Of" A/P Summary with Currency*

### Processing Options for Open A/P Summary Report

---

#### Aging

1. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging.

#### Retrieve Aging Specifications

2. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

#### "As Of" Date

3. Specify one of the following dates to age accounts from: D = Due Date (Default), I = Invoice Date, G = General Ledger Date.

#### Date to Age

4. Specify one of the following methods for aging calculations: 1 = Aging Days (Default), 2 = Fiscal Periods, 3 = Calendar.

#### Aging Method

5. Enter the following aging category information: (for method '1' only). Aging Days:

#### Beginning

thru

thru

thru

thru

6. Specify one of the following for aging credits: '' = Apply Credits to Current Column (Default), '1' = Age Credits.

#### Aging Credits

#### Print Options

1. Enter a '1' to bypass suppliers with a Hold Payment code of 'Y'. If left blank, all suppliers will print.

#### Bypass Suppliers

---

## **Data Sequence for Open A/P Summary Report**

The report totals are dependent on the following sequence:

1. Company
2. Address Number

## **Printing Open A/P Detail Reports**

*From the Accounts Payable Reports menu (G0414), choose Open A/P Detail Report.*

You can print four kinds of detail reports:

- A/P Detail with Remarks
- A/P Detail with Aging
- "As-Of" A/P Detail with Remarks
- "As-Of" Open A/P Details With Aging

### **See Also**

- Printing Voucher Detail Reports* for information about printing A/P detail reports by approver during the voucher logging process

## **A/P Detail by Supplier with Remarks and Net Amount Report**

To view detailed voucher information for one or more suppliers, print the A/P Detail by Supplier with Remarks and Net Amounts report. This report shows each voucher pay item, net amounts, due dates, and remarks with the open amount information. Print any of the following versions:

- Open A/P Detail with Net Amounts & Remarks
- Open A/P Detail with Remarks
- Open A/P Detail with Recurring Frequency
- Supplier Payment Information

### **Processing Options for A/P Detail by Supplier with Remarks and Net Amounts (R04423A)**

#### **Print Options Tab**

These processing options specify print options on reports.

---

**1. Exclude Suppliers on Hold****2. Print Recurring Voucher Information****3. Number of Remaining Payments**

Use this processing option to enter the number of remaining payments to highlight on the report. For recurring payments, enter the total number of payments including the original voucher, which generates the first payment.

The system flags any vouchers with this number (or less) of remaining payments on the report.

When the system generates the next recurring payment, the total number decreases by 1. For example, if you must make 20 payments, enter 20 during invoice entry or voucher entry. After you make the first payment, the number of payments decreases to 19.

**4. Print Payment Information****5. Original Amount Column Totals**

---

**Open A/P Detail with Aging Report**

To view voucher information for one or more suppliers, print the Open A/P Detail with Aging report. This report shows aging information and due dates with the open amount information. Print one of the following versions:

- Open A/P Details with Aging
- Retainages Payable with Aging
- Open A/P Details Recurring Frequency with Aging

**Processing Options for Open A/P Details with Aging (R04423B)****Print Options Tab**

These processing options specify print options for this report.

---

## **1. Exclude Suppliers on Hold**

## **2. Print recurring Voucher Information**

## **3. Number of Remaining Payments**

Use this processing option to enter the number of remaining payments to highlight on the report. For recurring payments, enter the total number of payments including the original voucher, which generates the first payment.

The system flags any vouchers with this number (or less) of remaining payments on the report.

When the system generates the next recurring payment, the total number decreases by 1. For example, if you must make 20 payments, enter 20 during invoice entry or voucher entry. After you make the first payment, the number of payments decreases to 19.

## **4. Print Payment Information**

## **5. Original Amount Column Totals**

---

### **Aging Tab**

These processing options specify aging criteria that will be used for this report.

---

#### **Note**

If you do not change any of the default settings on this tab, the system retrieves aging specifications from A/P constants. If you change the first processing option from the default of 1 to blank, the system retrieves aging specifications from the values that you enter on this tab.

---

---

## **1. Aging Specifications**

### **2. Date Calculation**

### **3. Date Type**

### **4. Method**

### **5. Aging Categories**

#### **Aging Category 1**

Use this processing option to specify the intervals the system uses as an aging category for the first aging column of the A/P aging reports.

For example, if you enter 30, the system calculates aging days from 30 days prior to the date determined by the Date Calculation processing option. If you enter 0, the system calculates aging days from the date determined by the Date Calculation processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date Calculation processing option.

#### **Aging Category 2**

Use this processing option to specify the intervals the system uses as an aging category for the second aging column of the A/P aging reports.

For example, if you enter 0, the system calculates aging days from the date determined by the Date Calculation processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date Calculation processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date Calculation processing option.

---

### **Aging Category 3**

Use this processing option to specify the intervals the system uses as an aging category for the third aging column of the A/P aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date Calculation processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date Calculation processing option. If you enter 90, the system calculates aging days from 90 days after the date determined by the Date Calculation processing option.

### **Aging Category 4**

Use this processing option to specify the intervals the system uses as an aging category for the fourth aging column of the A/P aging reports.

For example, if you enter 60, the system calculates aging days from 60 days after the date determined by the Date Calculation processing option. If you enter 90, the system calculates aging days from 90 days after the date determined by the Date Calculation processing option. If you enter 999, the system calculates aging days from 999 days after the date determined by the Date Calculation processing option. You might enter a long interval in this last processing option to keep track of vouchers that have been on hold for a long period of time.

---

## 6. Age Credits

## **Data Selection for Open A/P Details with Aging**

Both the Open A/P Detail with Remarks report and the Open A/P Detail with Aging report require the following data selection:

- Open amount not equal to zero
- Pay item extension number equal to zero

## **Data Sequence for Open A/P Details with Aging**

The report totals for Open A/P Detail with Remarks and Open A/P Detail with Aging are dependent on the following data sequence:

1. Company
2. Address Number

## **Printing A/P Analytical Reports**

The processing time for these reports depends on the amount of history that is retained in the Supplier Master (F0401), Accounts Payable Ledger (F0411), and Account Ledger (F0911) tables. Print the reports during off-peak hours.

## **Printing Payment Detail Reports**

*From the Accounts Payable Reports menu (G0414), choose Payment Details.*

The A/P Payment History Detail report shows voucher detail for all payments for a selected supplier. Print this report to determine which vouchers have been paid.

When you print the A/P Payment History Detail Report, the system uses payment header and voucher detail information from the following tables:

- Address Book Master (F0101)
- Accounts Payable Matching Document (F0413)
- Accounts Payable Matching Document Detail (F0414)

### **See Also**

- R04424, A/P Payment History Detail in the *Reports Guide* for a report sample

## **Processing Options for A/P Payment History Detail Report (R04424)**

---

### Print Formats

1. Enter a '1' to print the report with foreign and domestic amounts of the payment. If left blank, only the payment amount will display.

### Print Amount Information

2. Enter a '1' to begin a new page with each payment number. If left blank, a new page will begin with each payee.

### Print Page Information

---

## **Data Sequence for A/P Payment History Detail Report**

The report totals are dependent on the following sequence:

1. Payee Address Number
2. Payment/Item Number

## Printing Payment Registers

*From the Accounts Payable Reports menu (G0414), choose Payment Register.*

For audit purposes, you might need an additional copy of a payment register. The Payment Register report is similar to the register that prints during automatic payment processing. However, the payment information on this register is summary instead of detail. This register also lists multistub payments and payments that were voided due to a reset.

### See Also

- R09313, *Payment Register* in the *Reports Guide* for a report sample

### Data Sequence for Payment Register

The report totals are dependent on the following sequence:

1. Batch Number
2. Check Date
3. Document Type
4. Document Number
5. Document Company
6. Address Number

## Printing Suspected Duplicate Payments Reports

*From the Accounts Payable Reports menu (G0414), choose Suspected Duplicate Payments.*

Prior to payment processing, you might want to identify any duplicate vouchers. To avoid duplicate vouchers, set the A/P constants so that you get either an error message or a warning of a possible duplicate when you enter a voucher. See *Setting Up Constants for A/P*.

If the A/P constants are not set to allow for editing duplicate supplier invoice numbers when you enter vouchers, print the Suspected Duplicate Payments report.

Information on this report is from the Accounts Payable Ledger table (F0411). Vouchers appear on this report based on one of the following criteria:

- Duplicate invoice number
- Duplicate amount within an invoice

This report does not adjust the status of any vouchers listed.

### See Also

- R04601, *Suspected Duplicate Payments* in the *Reports Guide* for a report sample

### Data Sequence for Suspected Duplicate Payments

The report totals are dependent on the following sequence:

1. Address Number
2. Invoice Number
3. Document Number
4. Document Type
5. Document Company
6. Pay Item
7. Pay Item Extension Number

## Printing Supplier Analysis Reports

*From the Accounts Payable Reports menu (G0414), choose Supplier Analysis.*

To review a supplier's transaction activity, print the Supplier Analysis Report. This report lists suppliers in descending order according to their year-to-date voucherized amount (gross amount less taxes). It also shows the suppliers' ranks, the amount voucherized the previous year, and the value in the Hold Payment field of the Supplier Master.

In order for the Voucherized Year to Date column to list only the current year's activity, you must run the Update YTD Voucher Amounts program as part of your annual close procedures. See *Updating YTD Voucher Amounts*.

Suppliers with a year-to-date balance of zero do not appear on this report. Information on this report is from the Supplier Master table (F0401).

### See Also

- R04602, *Supplier Analysis* in the *Reports Guide* for a report sample

### Processing Options for Supplier Analysis Report (R04602)

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#### Currency

Enter the Currency that the report is to be stated in. If left blank the report will be stated in U.S.Dollars (USD). This is only used if multi currency is on.

#### Currency

---

### Data Sequence for Supplier Analysis Report

The report totals are dependent on the following sequence:

1. Amount Voucherized Year-to-Date
2. Address Number

## Printing Supplier Totals by G/L Account Reports

*From the Accounts Payable Reports menu (G0414), choose Supplier/Customer Totals by G/L Acct.*

To analyze which suppliers provide specific types of services and products based on G/L distributions, print the Supplier/Customer Totals by Account report. This shows G/L account detail information and totals by supplier from the Account Ledger table (F0911).

#### **See Also**

- R09450, Supplier/Customer Totals by Account* in the *Reports Guide* for a report sample

#### **Processing Options for Supplier/Customer Totals by Account (R09450)**

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##### **Display**

Enter the type of Account Number to print on the Report. '' = Number entered during input    '1' = Structured Account '2' = Short Account ID '3' = Third Account Number

Enter a '1' to print the Supplier/Customer Address. If left blank, no address will print

---

#### **Printing Netting Reports**

When you do a large volume of business with another organization as both a customer and a supplier, you can net your receivable and payable transactions with that organization. When you net transactions, you calculate the net amount due from or due to another organization. This allows you and the other organization to mutually resolve your open transactions with a single payment.

You can print netting reports that show whether your company owes or is owed money. These reports do not make adjustments to the account ledgers. Instead, the reports provide comparisons between A/R and A/P amounts, and are useful in the following situations:

- The A/R balance is a credit.
- The A/P balance is a debit.
- The customer or supplier has both A/R and A/P balances.

You can use this information to net the receivable and payable balances for eligible organizations.

#### **Creating the A/R and A/P Netting Report Workfile Table**

*From the Accounts Receivable Reports menu (G03B14), choose Refresh A/P and A/R Netting.*

Before you can print the Netting - Aging Report, you must create the workfile it uses. When you do this, the system rebuilds the A/R Netting Workfile table (F03B465) based on current information in the Accounts Receivable Ledger and Accounts Payable Ledger tables.

#### **See Also**

- R03B450, Receivables/Payables Netting* in the *Reports Guide* for a report sample

#### **Before You Begin**

- Verify that the A/R Netting Workfile table (F03B465) exists. Unlike other programs, the program that builds the netting report workfile does not create the table if it does not exist.

#### **Processing Options for Refresh A/P and A/R Netting (R03B465)**

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- 
1. Enter the version for the Netting Workfile Build for Accounts Receivable (R03B4651). If left blank, a default of ZJDE0001 will be used.

Version

2. Enter the version for the Netting Workfile Build for Accounts Payable (R03B4652). If left blank, a default of ZJDE0001 will be used.

Version

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### **Data Selection for Refresh A/P and A/R Netting**

By default, the system includes only open invoices and vouchers in the A/R and A/P Netting table. You can use data selection to further limit the size of the table. For example, you can select records based on a company and a fiscal period.

You can change the data selection as follows:

- For A/R, by changing the data selection for A/R Netting File Refresh (R03B4651)
- For A/P, by changing the data selection for A/P Netting File Refresh (R03B4652)

### **Printing the Receivables and Payables Netting Report**

*From the Accounts Receivable Report menu (G03B14), choose Receivables/Payables Netting.*

You print the Receivables/Payables Netting - Summary report when you want the system to calculate the potential offsets between open A/P balances and open A/R balances.

This report lists information from the Customer Ledger (F03B11) and Supplier Ledger (F0411) tables.

When you print this report, the system does the following:

1. Totals the open A/R and open A/P balances for each account.
2. Compares the two sums.
3. Calculates the potential offsets.

For example, an account with an open A/R balance of 50,000 and an open A/P balance of 30,000 has a potential A/R offset of 20,000. If the opposite is true, the account has a potential A/P offset.

4. Calculates the net amount of the two offset fields and lists the grand total in the appropriate column.

#### **See Also**

- R03B450, Receivables/Payables Netting - Summary* in the *Reports Guide* for a report sample

#### **Before You Begin**

- Verify that the A/P Netting Workfile table (F03B465) exists. Unlike other reports, the Receivables/Payables Netting - Summary report does not create the table if it does not exist. You create the A/P Netting Workfile table with the A/R and A/P Netting Report - Detail report (R03B466).

## **Data Selection for Receivables/Payables Netting - Summary**

Each data selection field should be equal to \*ALL so that the report includes all data and gives a complete picture of potential netting.

## **Data Sequence for Receivables/Payables Netting - Summary**

This report is sequenced by address number and company. You should not change this sequence.

## **Printing the Netting - Aging Report**

*From the Accounts Receivable Report menu (G03B14), choose Netting - Aging Report.*

You print the A/R and A/P Netting Report - Detail report when you want the system to age balances. This report lists transactions by customer and supplier based on aging.

By selecting different versions of this report, you can review detailed or summary information.

This report lists information from the A/R Netting Workfile table (F03B465).

When you print this report, the system:

1. Totals the open A/R and open A/P amounts for each account.
2. Ages the balances for each account as determined by the processing options.

### **See Also**

- R03B466, A/R and A/P Netting* in the *Reports Guide* for a report sample

### **Before You Begin**

- Create the A/R and A/P Netting Report - Detail table. See *Creating the A/R and A/P Netting Report Workfile Table*.

### **Processing Options for A/R and A/P Netting Report – Detail (R03B466)**

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#### **Format Control**

1. Enter one of the following format options:

<blank> = Domestic Only Aging

'1' = Foreign Currency Aging

2. Enter a '1' to print the supplier's invoice number beneath the document information on the report. If left blank, the invoice number will not be printed.

#### **Use Constants**

3. Enter a '1' to retrieve the aging specifications from A/R Constants. If left blank, the processing options for aging will be used. (Note: Report MUST be sequenced and set to page break by company if company defaults are requested.)

#### **As Of Date**

4. Enter the "As of" date to age open balances. If left blank the current date is used as the default.

#### **Methods**

5. Specify one of the following dates to age accounts from:

D = Due Date (Default)

I = Invoice Date

G = G/L Date

Note: The Statement Date Aging Method of "S" is invalid in Accounts Payable and is also invalid for this report. If "S" is specified, the Due Date method "D" will be used.

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6. Specify one of the following methods for aging calculations:

1 = Aging Days (Default)

2 = Fiscal Periods

3 = Calendar

7. Enter the following aging category information: (for method '1' only)

(Aging Days)

Beginning

Thru

Thru

Thru

Age Credits

8. Enter a '1' to age credits. If left blank, all credits will apply only to the current aging column.

Aging Days

9. Enter the maximum number of aging days for a transaction to be included on the report. If left blank, all transactions will be included regardless of aging days.

Rounding

13. Rounding Factor:

<blank> = No rounding (Default)

'0' = Round to decimals only

'1' = Divide by 10

'2' = Divide by 100

'3' = Divide by 1000

'4' = Divide by 10000

'5' = Divide by 100000

File Build

10. File Build Options:

Enter one of the following values to control the workfile build:

<blank> = No workfile build (Default)

'1' = Build permanent file

'2' = Build temporary workfile

Note: Temporary file will be cleared at the completion of the report.

11. A/R Build Option:

Enter the version to be used for the Account Receivable workfile build (R03B4651). If left blank, a default of ZJDE0001 will be used.

12. A/P Build Option:

Enter the version to be used for the Accounts Payable workfile build (R03B4652). If left blank, a default of ZJDE0001 will be used.

---

### **Data Selection for the A/R and A/P Netting Report - Detail**

You can use data selection to limit the detail on the report. For example, you can include any fields in the Address Book Master table (F0101), as well as many of the fields shared by the Accounts Receivable Ledger and Accounts Payable tables.

### **Data Sequence for the A/R and A/P Netting Report - Detail**

This report is sequenced by company and address number. You can add to this sequence, but you should not change it.

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## Periodic

### Period-End Processing

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As part of your internal balancing procedures, you need to verify that your data is correct.

#### Differences between Integrity and "As Of" Reports

<b>Integrity reports</b>	Run these reports to:
	<ul style="list-style-type: none"><li>• Ensure that your A/P and accounts ledgers remain in balance</li><li>• Identify any problems and inconsistencies in your ledgers in a timely and efficient manner</li></ul>
<b>"As of" reports</b>	Run these reports to:
	<ul style="list-style-type: none"><li>• View summary or detail information about your accounts payable</li><li>• Compare totals on the "as of" report with your A/P trade account balance in the general ledger to identify any balancing problems</li></ul>

#### A/P Integrity Reports

Integrity reports identify problems and inconsistencies with your data so that you can resolve them and ensure that your J.D. Edwards systems remain in balance. Use these reports to verify that your A/P data matches your G/L data and that your A/P transactions have the correct pay status.

You can run integrity reports only as of the current day. Integrity reports do not have "as of" capabilities. That is, you cannot run them as of a certain date, such as the last day of the month, to ensure that your data was in balance at that time.

Follow these guidelines when running integrity reports:

- Submit one integrity report at a time
- Run integrity reports when other users are not accessing the system to ensure accuracy
- Run integrity reports weekly so that you do not risk compromising your accounting data
- Run integrity reports as needed during the conversion process at a new software installation site or during an initial learning period so that you can correct any errors promptly

The A/P integrity reports include posted transactions only.

#### See Also

- ❑ *Printing A/P "As Of" Reports*

## **Running A/P Integrity Reports**

You should run these integrity reports:

- Weekly so that you do not risk compromising your accounting data
- As needed during the conversion process at a new software installation site or during an initial learning period so that you can correct any errors promptly

These integrity reports include posted transactions only.

### **A/P To G/L Integrity Report By Batch**

*From the Period End Processing menu (G0421), choose A/P Orig Doc to G/L by Batch.*

The A/P To G/L Integrity Report By Batch verifies that the gross amount of each batch in the Accounts Payable Ledger table (F0411) is in balance with the amounts in the corresponding batch in the Account Ledger table (F0911). It also checks for an invalid pay status on every pay item.

This report does not include batches of payments entered without voucher match (batch type W). To test the integrity of this type of batch, run the A/P Payments to G/L by Batch report. See *A/P Payments To G/L By Batch Report*.

This report performs two types of integrity tests:

- Balance Test
- Pay Status Test

#### **Balance Test**

This test performs the following for each batch:

- Compares the gross amount in the Accounts Payable Ledger table with the gross amount in the Account Ledger table
- Compares the automatic offset amount with the A/P control amount
- Compares both the above A/P and G/L amounts

The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it does not add gain or loss transactions to the gross voucher amounts. It also does not add the discount taken or subtract the discount lost from the gross amount for the associated payment transaction.

The system adds the VAT to the voucher taxable amount and subtracts the amount of Use tax on transactions. It also adds the VAT from unposted PE (matching document type) transactions for any change to the gross amount.

#### **Pay Status Test**

This test checks the pay status on every pay item in a batch. If a voucher does not have an open amount, the pay status is paid. If a voucher has an open amount, the pay status might be held or approved. If any discrepancies exist, the voucher transactions print on the integrity report.

## See Also

- R04701, A/P to G/L Integrity Report by Invalid Pay Status Integrity* in the Reports Guide for a report sample

## A/P Payments To G/L By Batch Report

*From the Period End Processing menu (G0421), choose A/P Payments to G/L by Batch.*

The A/P Payments To G/L By Batch report verifies that each batch of Accounts Payable Matching Document Detail (F0414) payments is in balance with the corresponding batch of Account Ledger (F0911) amounts.

This test performs the following comparisons for each batch:

- Compares the gross amount in the A/P Matching Document Detail table with the gross amount in the Account Ledger table
- Compares the automatic offset amount with the A/P control amount
- Compares both of the above A/P and G/L amounts

The net differences between these amounts should be zero, indicating that the payments are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it ignores gain and loss transactions because no offset accounts exist in the G/L.

Because manual payments made without a matching voucher (type W) contain both voucher and payment information, the system identifies integrity problems for this batch type differently than for other batch types:

- Gross Amount column. When a difference exists between the payment and voucher amounts, the program prints the difference in this column, with an error message that specifies which amount is greater.
- Distribution Amount column. When a difference exists between the distribution amounts, the program prints the difference in this column, with an error message that the F0911 amounts do not net to 0.
- Automatic Offsets column. When a difference exists between the automatic offset amounts, the program prints the difference in this column, with an error message that the F0911 amounts do not net to 0.

## A/P To G/L Integrity By Offset Account Report

*From the Period End Processing menu (G0421), choose A/P to G/L by Offset Account.*

The A/P to G/L by Offset Account report compares the posted open Accounts Payable Ledger table (F0411) amounts with the balance in the offsetting A/P control (trade) accounts in the Account Balances table (F0902). The open Accounts Payable Ledger table (F0411) amounts do not include taxes or discounts.

This test:

- Summarizes the Accounts Payable Ledger open amounts for each G/L account. (The G/L offset code in the voucher points to the A/P control offset account, which is item PC in AAIs.)

- Compares the G/L account amount with the corresponding A/P control account. The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are not, the totals for the G/L offset account number appear on the integrity report. AAIs control which accounts appear on the report.
- Prints the sum of any G/L offset code that cannot be associated with an account in the Account Balances table. This usually occurs if an AAI is missing, if it's been changed, or if it points to an invalid account.

#### **See Also**

- *R047001A, A/P to G/L Integrity by Offset Account* in the *Reports Guide* for a report sample

## **Correcting A/P Out-of-Balance Conditions**

After running an integrity report, you must correct any errors that the system detects.

#### **Report Amounts Do Not Net to Zero**

This error occurs with the A/P To G/L Integrity Report By Batch and A/P To G/L Integrity By Offset Account reports. It is usually caused by unposted A/P batches. The system updates the A/P ledger tables, whereas the post program updates the Account Balances table (F0902).

To correct this error, post all A/P batches.

The following example illustrates why the integrity report shows amounts that are out of balance unless the transactions are posted.

This is what happens when you enter and post voucher #1234:

- Document Type = PV (voucher)
- Gross Amount = 1,000 (F0411)
- Open Amount = 1,000 (F0411)
- Posted Code = D (F0411)
- Amount = 1,000 (F0902)

The open amount in the F0411 and the amount in the F0902 are in balance.

This is what happens when you void voucher #1234:

- Document Type = PV (voucher)
- Gross Amount = 1,000 (F0411)
- Open Amount = Blank (zero) (F0411)
- Posted Code = D (F0411)
- Amount = 1,000 (F0902)

Because the open amount is now zero, and the F0902 amount is 1,000, the integrity report shows the amounts as out of balance.

This is what happens when you post the voided transaction:

- Matching Document Type = PE (change the voucher amount)

- Gross Amount = -1,000 (F0411)
- Open Amount = Blank (zero) (F0411)
- Posted Code = D (F0411)
- Amount = Blank (zero) (F0902)

The -1,000 in the F0411 is applied to the amount in the F0902. The open amount in the F0411 and the amount in the F0902 are now in balance (both are at zero).

#### **Batch Was Posted Out of Balance without Automatic Offset Entries**

This error occurs only with the A/P To G/L Integrity By Offset Account report. It can occur when a power failure occurs during posting or when more than one post program is active at the same time.

To correct this error, determine the missing offset entries, create the balancing journal entry, and post the batch.

#### **Invalid Journal Entry Was Posted to an A/P Account**

This error occurs with the A/P To G/L Integrity Report By Batch and A/P To G/L Integrity By Offset Account reports. Typically, the A/P control offset account (posting edit code = M) includes only machine-generated entries with a document type of AE (automatic entry). A manually entered document, such as a journal entry, that appears in this account can cause a balancing problem.

To correct this, locate the journal entry, correct or void the entry, and post it.

#### **Data Records Are Damaged**

This error can occur with any A/P integrity report for a variety of reasons, including hardware failure.

To correct this problem:

- If the damaged records are in the Accounts Payable Ledger table, you might need to use a utility program to remove them from the table. For more information, contact your system administrator.
- If the records are in the Account Balances table, you might need to repost the Account Ledger.

#### **G/L Offset Code Was Changed**

This error occurs only with the A/P To G/L Integrity By Offset Account report. It occurs if you change the G/L offset code to which your vouchers are assigned and the system cannot find a match for the Accounts Payable Ledger records that contain the old offset code.

The report prints the old PCyyyy (where yyyy equals the G/L offset code) item that is missing from AAIs under the Account column along with the total of the vouchers that include the old code.

The report does not print the G/L account balance, because the system cannot find a match.

You can correct this error in one of two ways:

- Change the A/P amounts with the old offset codes to include the new offset code
- Set up the old offset code and retain it until you have paid all open vouchers that have the old code

### **A/P Control Account Was Changed**

This error occurs only with the A/P To G/L Integrity By Offset Account report. It occurs if you change the AAIs for the A/P control account to which the voucher G/L offset code is attached. The system cannot find a match in the Account Balances table because the association between the G/L offset code and the old account number is lost.

The report prints an amount in the Detail column that is greater than the amount in the Balance column. The difference should equal the old A/P control account balance amount.

To correct this problem, locate the old A/P control offset account total and manually add it to balance this account.

### **The Voucher (F0411) and Payment (F0414) are Out of Balance**

This error occurs only for batches with a batch type of W (without match) on the A/P Payments To G/L By Batch report. It occurs for one of the following reasons:

- A void to a transaction that does not void related transactions
- A power failure or other problem during the post process
- Data records are damaged

To correct this problem, determine which amount is incorrect by printing the Manual Payment Journal report and general journal reports.

To correct a problem with damaged records, you might need to run a data file utility program. For more information, contact your system administrator.

### **See Also**

- Printing the Manual Payment Journal in the Accounts Payable Guide*
- Printing General Journals in the General Accounting Guide*

### **General Ledger Transactions Are Out of Balance**

This error can occur on the A/P Orig Doc to G/L by Batch report and A/P Payments to G/L by Batch report (batch type W only). The error can be related to either distribution amounts or automatic offset amounts, and can be caused by any of the following:

- Unposted A/P batches. To correct this problem, post all A/P batches.
- Journal entries that have been voided incorrectly. This happens when you use the wrong program to void entries. For example, you use Journal Entry (P0911) rather than Void Payment Entry (P0413M). To correct this problem, you might need to use a data file utility to reset the records to their original state. Then, use the correct

program to void the transaction. For more information, contact your system administrator.

- A power failure or other problem during the post process (distribution amounts only). To correct this problem, repost the batch.
- A batch posted out of balance without automatic offset entries.
- An invalid journal entry posted to an A/P account.
- Damaged data records.
- A changed A/P control account.
- An exit out-of-balance when you enter the voucher expense distribution.

## Printing A/P "As Of" Reports

You can use "as of" reports to help resolve problems you might encounter with your data. Prior to printing and reviewing these reports, you must create a complete picture of the A/P ledger as of a specific date. You can generate a file as of a specific period of time and compare the A/P transaction open balance with the balance of the A/P trade G/L account for the same period of time. These two balances should match if all of the transactions are posted to the general ledger and the trade account has been updated properly.

Auditors find these reports especially useful because they can run them for any period of time, as long as the date file has been generated.

## Generating Date Tables

*From the Period End Processing menu (G0421), choose Date File Generation.*

To update your workfiles, you must generate a date table. The system uses the date you specify in the first processing option and compares it with the G/L date of all the A/P transactions. The open amount of the voucher is calculated based on the voucher's gross amount, adjustments, and payment transactions within the G/L date time frame. The Create A/P 'As Of' files report updates three worktables if you set up your processing options appropriately:

- WF - "As Of" Accounts Payable Ledger table (F0411A), based on the Accounts Payable Ledger table (F0411)
- WF - "As Of" Accounts Payable Payment Register table (F0413A), based on the Accounts Payable Matching Document table (F0413)
- WF - "As Of" Accounts Payable Payment Detail table (F0414A), based on the Accounts Payable Matching Document Detail table (F0414)

To produce custom reports that include payment information as of a specific date, you can use the WF - "As Of" Accounts Payable Payment Register and WF - "As Of" Accounts Payable Payment Detail tables.

If you are updating only open items, the system uses the date you enter in the Date processing option and compares it with the G/L date of the records as follows:

- If the G/L date of the voucher is after the date entered, the WF - "As Of" Accounts Payable Ledger table (F0411A) is not updated.

- If the G/L date of the voucher is equal to or prior to the date entered, the voucher is included in the table, but adjustment (including voiding vouchers) and payment records must be considered to determine the open amount of the voucher.
- If the G/L date of the adjustment or payment record is after the date entered, the records are not considered in the calculation of the open amount. The open amount of the voucher is equal to the gross amount.
- If the G/L date of the adjustment or payment record is equal or prior to the date entered, the amount of the payment or adjustment is subtracted from the gross amount of the voucher and updated so that it becomes the open amount.

When you update only open items, records are written to the WF - "As Of" Accounts Payable Ledger table (F0411A) alone. The system automatically sets the pay status to A (approved) if an open amount exists in your Accounts Payable Ledger (F0411).

If you are including both Open and Paid items in the worktables, the date comparison indicated previously continues, but payment records with a G/L date equal or prior to the date entered are also updated to the WF - "As Of" Accounts Payable Payment Register table (F0413A) and WF - "As Of" Accounts Payable Payment Detail table (F0414A). If no open amounts exist in your Accounts Payable Ledger (F0411), the system will automatically set the pay status to P (paid).

You need to include paid items in the worktables only when:

- You want to include paid information on the report that you are running
- You want to include vouchers that have been prepaid on the report

Vouchers are considered prepaid any time the G/L date of the payment precedes the G/L date of the voucher. The processing time for generating the worktables for both open and paid items can take significantly longer than the time it takes to generate a table for just open items.

### **Before You Begin**

- Schedule this procedure for after business hours to ensure adequate processing time.

### **Processing Options for Create A/P 'As Of' Files (R04901)**

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#### Date

1. Enter the 'As Of' date. If left blank the current date will be used.

#### 'As Of' Date

#### Update

1. Include paid items in 'As Of' file:

'0' = open items only

'1' = open and paid items

Note: The inclusion of paid items in the 'As Of' file will increase the processing time.

#### Update Option

#### Pre-Payments

1. Enter a '1' if you want the remarks field of pre-paid vouchers to show the document type and number of the payment. Only the first payment will appear. Any remarks already in the field will be overwritten.

#### Remarks

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## **Printing A/P "As Of" Reports**

*From the Period End Processing menu (G0421), choose Open A/P Detail Report or Open A/P Summary Report.*

To review information in your A/P ledger as of a specific date, run the following "as of" reports:

- A/P Detail Reports - Exit Form
- A/P Summary Reports - Exit Form

If you generate your date tables in OneWorld, you must run your reports in OneWorld. Likewise, if you generate your date tables in WorldSoftware, you must run your reports in WorldSoftware. This is because WorldSoftware and OneWorld store the "as of" date differently.

These batch reports are excellent problem-solving tools. For example, you can use the A/P Detail Reports - Exit Form report to compare the A/P period end balance with the A/P trade account balance in the general ledger.

These reports include information as of the date you specify in the report processing options and the date you specify when you generate your date table.

### **See Also**

- *Reports Guide* for a sample of the following A/P detail reports:
  - *R04423C, "As Of" A/P Detail by Supplier with Remarks*
  - *R04423B, Open A/P Details with Aging*

### **Before You Begin**

- Ensure that you have generated the date table with the correct "as of" date.

### **Processing Options for "As-Of" Open A/P Details with Aging (R04423D)**

#### **Print Options Tab**

These processing options specify print options on reports.

- 
- 1. Exclude Suppliers on Hold**
  - 2. Print recurring Voucher Information**
  - 3. Number of Remaining Payments**

Use this processing option to enter the number of remaining payments to highlight on the report. For recurring payments, enter the total number of payments including the original voucher, which generates the first payment. The system flags any vouchers with this number (or less) of remaining payments on the report.

When the system generates the next recurring payment, the total number decreases by 1. For example, if you must make 20 payments, enter 20 during invoice entry or voucher entry. After you make the first payment, the number of payments decreases to 19.

- 4. Print Payment Information**
  - 5. Original Amount Column Totals**
- 

#### **Aging Tab**

These processing options specify the aging criteria to be used on the report.

If you do not change any of the default settings on this tab, the system retrieves aging specifications from A/P constants. If you change the default 1 to a blank in the first processing option, the system retrieves aging specifications from the values you enter on this tab.

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## **1. Aging Specifications**

### **2. Date Calculation**

### **3. Date Type**

### **4. Method**

### **5. Aging Categories**

#### **Aging Category 1**

Use this processing option to specify the intervals the system uses as an aging category for the first aging column of the A/P aging reports.

For example, if you enter 30, the system calculates aging days from 30 days prior to the date determined by the Date Calculation processing option. If you enter 0, the system calculates aging days from the date determined by the Date Calculation processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date Calculation processing option.

#### **Aging Category 2**

Use this processing option to specify the intervals the system uses as an aging category for the second aging column of the A/P aging reports.

For example, if you enter 0, the system calculates aging days from the date determined by the Date Calculation processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date Calculation processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date Calculation processing option.

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### **Aging Category 3**

Use this processing option to specify the intervals the system uses as an aging category for the third aging column of the A/P aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date Calculation processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date Calculation processing option. If you enter 90, the system calculates aging days from 90 days after the date determined by the Date Calculation processing option.

### **Aging Category 4**

Use this processing option to specify the intervals the system uses as an aging category for the fourth aging column of the A/P aging reports.

For example, if you enter 60, the system calculates aging days from 60 days after the date determined by the Date Calculation processing option. If you enter 90, the system calculates aging days from 90 days after the date determined by the Date Calculation processing option. If you enter 999, the system calculates aging days from 999 days after the date determined by the Date Calculation processing option. You might enter a long interval in this last processing option to keep track of vouchers that have been on hold for a long period of time.

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## 6. Age Credits

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### **Processing Options for Open A/P Summary Report (R04413)**

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#### **Aging**

1 Enter a ID to retrieve the aging specifications from A/P Constants. If left blank, the processing options

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will be used for aging.

Retrieve Aging Specifications

2. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

"As Of" Date

3. Specify one of the following dates to age accounts from: D = Due Date (Default), I = Invoice Date, G = General Ledger Date.

Date to Age

4. Specify one of the following methods for aging calculations: 1 = Aging Days (Default), 2 = Fiscal Periods, 3 = Calendar.

Aging Method

5. Enter the following aging category information: (for method '1' only). Aging Days:

Beginning

thru

thru

thru

6. Specify one of the following for aging credits: '' = Apply Credits to Current Column (Default), '1' = Age Credits.

Aging Credits

Print Options

1. Enter a '1' to bypass suppliers with a Hold Payment code of 'Y'. If left blank, all suppliers will print.

Bypass Suppliers

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## Working with YTD Voucher Amounts

As part of your cash management procedures, you will want to review the total vouchered amount for your suppliers. Although the vouchered year-to-date (YTD) amount field is updated interactively as vouchers are entered, J.D. Edwards recommends that you run the update to ensure accurate totals. To see accurate totals, you must make any necessary corrections and then update the supplier's YTD voucher amounts. Generally, you do this either monthly or at the end of a calendar or fiscal year as part of your system-wide annual close.

### Correcting YTD Voucher Amounts

*From the A/P Advanced & Technical Operations menu (G0431), choose Update YTD Voucher Amount.*

You will want to correct any errors with your supplier records before you update their voucher amounts for the year-to-date. To locate these errors, run the annual close program in proof mode. The system sends any workflow messages to the Work Center program (P012501). It lists each supplier that is in error, with an error message and a corresponding document number. You must correct these errors before you update YTD voucher amounts.

Continue to rerun the update program in proof mode until you have corrected all errors. When you rerun the program in proof mode, use data selection to select only those suppliers that were previously in error to verify that they are no longer in error.

### Updating YTD Voucher Amounts

*From the A/P Advanced & Technical Operations menu (G0431), choose Update YTD Voucher Amount.*

Typically, you update YTD voucher amounts soon after you close the year for A/P activity as part of your annual close procedures. The YTD voucher amount is based on the *gross amount* of the voucher. When you update YTD amounts, the system does the following for all

suppliers across all companies, based on the beginning and ending date you specify in the Date Options processing options:

- Calculates total voucher amounts from the Accounts Payable Ledger table (F0411)
- Updates the following in the Supplier Master table (F0401):
  - Prior year-end voucher amounts
  - Year-to-date voucher amounts

When you update these voucher amounts, the system removes the amounts from the year-to-date total so that it will reflect only the current year's activity.

If the system finds errors when you update year-to-date voucher amounts, it sends an error message to the Workflow Management system.

If you purge your A/P records more than once a year, remember to update your supplier YTD voucher amounts each time you do so.

The Update YTD Voucher Amount is a batch program.

### **Computation Methods**

You can update the Supplier Master table (F0401) using a computation method you specify in the Computation processing option.

#### **Computation Method 1**

This method uses the dates you specify in the Date Options processing options to calculate the prior-year vouchered amounts and to update the Amount Vouchered PYE field. Therefore, it is critical that A/P transactions from the prior year exist in your environment. Any transaction with G/L dates after those entered in the Date Options processing options will have amounts updated in the Vouchered YTD field.

For example, if the current year is 2005 and you want to calculate vouchered year-to-date amounts (based on a calendar year), enter 01/01/04 as the "from date" and 12/31/04 as the "thru date." These dates identify the prior year, so all transactions after 12/31/04 are updated for the current year. If you enter dates beginning with 01/01/05 and ending with 12/31/05, the Amount Vouchered PYE field will be updated and any transactions after 12/31/05 will be updated in the Amount Vouchered YTD field.

You can run this process as often as necessary, but it will be accurate only if A/P vouchers between the beginning date and the current date have not been purged from the Accounts Payable Ledger table (F0411).

#### **Computation Method 2**

This method assumes that transactions from the prior year have been purged or are missing from your records. You still enter the dates of the prior fiscal year as in computation method 1, but the program uses the information differently. Because no records exist for the prior year, the program calculates the vouchered YTD amount by adding the amounts of vouchers with a G/L date after the "thru date" that you specify in the Date Options processing options. Next, the program subtracts this total from the existing amount vouchered YTD total. The result is updated in the Amount Vouchered PYE field. The Amount Vouchered YTD field is replaced with the newly calculated year-to-date amount.

For example, if the current year is 2005 and you want to calculate vouchered year-to-date amounts (based on a calendar year), enter 01/01/04 as the "from date" and 12/31/04 as the

"thru date." The total of all vouchers with a G/L date after 12/31/04 equals the new year-to-date amount. The new prior year amount is calculated by subtracting the new year-to-date amount from the previous amount vouchered YTD total.

- 10,000** The current amount vouchered YTD total.
- 6,500** The total of vouchers with a G/L date after the "thru date." This amount becomes the new amount in the Amount Vouchered YTD field.
- 3,500** The new amount vouchered PYE. This amount is the result of subtracting the new year-to-date amount (6500) from the current amount vouchered YTD total (10,000). If your system has been active for more than two years, the amount vouchered PYE includes all years prior to the current year since you last ran Update YTD Voucher Amount.

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### **Caution**

If you run this process more than once for Computation Method 2, the Amount Vouchered PYE field displays zero.

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### **Before You Begin**

- Enter all vouchers for all companies for the period or fiscal year.

### **Processing Options for Update YTD Voucher Amount (R04820A)**

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#### Date Options

1. Enter a "From" date to be used as the beginning period for the close.

#### From Date

2. Enter a "Thru" date to be used as the ending period for the close.

#### Thru Date

#### Update Contr

3. Enter a '1' to update the Supplier Master in Final Mode. If left blank, the balances in the Supplier Master will not be updated (Proof Mode). NOTE: A run in proof mode is highly recommended if using computation method 2.

#### Computation

4. Enter a '1' to compute prior vouchered using the "From" and "Thru" dates. Enter a '2' to compute prior vouchered by taking the existing YTD vouchered less the computed YTD vouchered, using the "Thru" date only.

#### Chg Amt Curr

5. For Computation Method '1' only; Final Mode only. Enter a currency here to be updated to the Amount Currency in your Supplier Master file. If left blank, the Supplier Master file will not be updated.

#### Currency Code - A/B Amounts

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

- |                     |  |
|---------------------|--|
| <b>Date Options</b> | The system uses the amount calculated for the date range (processing options 1 and 2) to update the prior year-end voucher amounts in the supplier master.     |
|                     | It uses the amount calculated for the dates after the date designated in processing option 2 to update the year-to-date voucher amount in the supplier master. |

## **Reviewing YTD Voucher Amounts**

After you update YTD voucher amounts, you can review the information you updated in either of two ways:

- Review supplier balances online
- Review supplier balances on a report

### **Before You Begin**

- Run Update YTD Voucher Amount so that your supplier records reflect accurate year-to-date and prior year-end amounts.

### **See Also**

- Printing Supplier Analysis Reports*
  - To review supplier balances online**
- 

You can review supplier balances online using any form that displays the supplier number.

*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, choose Additional Info from the Form menu.

The screenshot shows the 'Additional Supplier Information' window in PeopleSoft. The window has a title bar 'Additional Supplier Information' and a toolbar with buttons for OK, Cancel, Tools, and a red X. Below the toolbar is a table with four rows:

Supplier Number	1120
Amount Vouchered YTD	<input type="text"/>
Amount Vouchered PYE	<input type="text"/>
Address Book Amount	0.00

At the bottom left of the window is a checkbox labeled 'Minimum Check Code'.

4. On Additional Supplier Information, verify the year-to-date and prior-year-end voucher amounts.

#### ► To review supplier balances on a report

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*From the Accounts Payable Reports menu (G0414), choose Supplier Analysis.*

To view a supplier's transaction activity, print a version of the Supplier Analysis Report. This report lists suppliers in descending order according to their year-to-date voucher amount. The system updates the year-to-date amounts for a supplier at the time you enter the voucher.

#### **Processing Options for Supplier Analysis Report (R04602)**

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##### Currency

Enter the Currency that the report is to be stated in. If left blank the report will be stated in U.S.Dollars (USD). This is only used if multi currency is on.

##### Currency

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### **Updating the Accounts Payable Ledger from the Address Book**

*From the A/P Advanced & Technical Operations menu (G0431), choose Update Approver/Cat Code 7.*

To ensure that you are working with current information, you should update the Accounts Payable ledger. This is necessary whenever you change either of the following values:

- An approver number when you enter logged vouchers

- Category code 7 when you enter vouchers with 1099 information

When you change the approver number or category code 7 in the supplier record, the system does not automatically change existing transactions in the Accounts Payable Ledger table (F0411). You need to update the Accounts Payable ledger with your changes.

### **Example: Approver Number and Category Code 7 Update**

The following example illustrates an issue that you might encounter if you do not update the Accounts Payable ledger.

You set up Dominique Abbott (address book number 4002) as the approver for A & D Parts (supplier number 4005) vouchers. On June 1, you enter two vouchers for A & D Parts using Voucher Logging Entry. The Supplier Master Information for A & D Parts shows Dominique Abbott is the approver for these vouchers. On June 2, Dominique Abbott leaves the company without redistributing the vouchers that you entered.

Dominique Abbott is replaced by Melvyn Easter (address book number 6000). On Supplier Master Information, you change the approver number for vouchers for A & D Parts from 4002 (Dominique Abbott) to 6000 (Melvyn Easter). On June 10, you enter another voucher for A & D Parts. Melvyn Easter is the approver for this voucher.

On June 15, Melvyn Easter is ready to redistribute the logged vouchers. The following table illustrates the information in the Accounts Payable ledger table.

Date	Transaction Records	Approver Number
06/01/98	PV 3285	4002 Dominique Abbott
06/01/98	PV 4267	4002 Dominique Abbott
06/10/98	PV 5342	6000 Melvyn Easter

Melvyn Easter enters his approver number (6000) on the Work With Voucher J. E. Redistribution form. The system displays vouchers that have Melvyn Easter (number 6000) as approver as follows:

- If you do not update approver and category code 7 information, the Work With Voucher J. E. Redistribution form displays only PV 5342 because this is the only voucher that has Melvyn Easter (number 6000) as approver. PV 3285 and PV 4267 still have Dominique Abbott as approver.
- If you update approver and category code 7 information, the Work With Voucher J. E. Redistribution form displays all three vouchers because the program has read the supplier record for A & D Parts and changed the approver for all open vouchers to 6000 (Melvyn Easter).

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#### **Note**

Run this update program during off-peak hours and ensure there no users are on the system.

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## **Processing Options for Global Update A/P Records (R04802)**

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### **Protect**

If left blank, the field Category Code '07' will be updated with the Address Book value. Any other value in the processing option will protect the field and will not update it.

Protect Category Code '07'

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## **Advanced & Technical**

### **A/P Cash Forecasting**

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As part of your cash management activities, you might find it helpful to review a summary of your open vouchers. This summary includes the total amount and due dates of open vouchers and the amount required to pay them.

#### **Forecasting Cash Flow**

*Use one of the following navigations:*

*From the A/P Advanced & Technical Operations menu (G0431), choose A/P Cash Forecasting Summarization.*

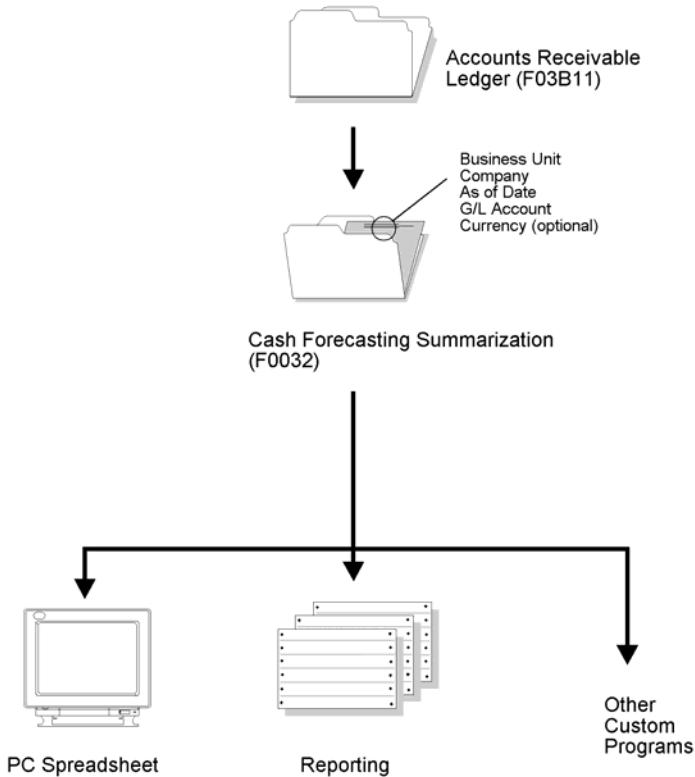
*From the A/R Advanced & Technical Operations menu (G03B31), choose A/R Cash Forecasting.*

As part of your cash forecasting activities, reviewing a summary of your open invoices or vouchers might be helpful.

When you run cash forecasting, the system:

- Consolidates open invoices and vouchers from the Customer Ledger table (F03B11) or the Accounts Payable Ledger table (F0411)
- Summarizes information by business unit, company, due date, and currency
- Deletes existing records in the Cash Forecasting Summarization table (F0032) with the cash type that you specify in a processing option
- Updates the Cash Forecasting Summarization table with the new information

The following graphic illustrates the cash forecasting process:



The Cash Forecasting Summarization Build program generates a Cash Forecasting Summarization table (F0032). The information in this table consists of:

- The total amount of all open invoices and vouchers
- Due dates of open documents
- The amount required to close the open invoices and vouchers

You can use Enterprise Report Writer to view the information created by the Cash Forecasting Summarization Build program. The information can also be downloaded to a standard spreadsheet program or used by custom programs to perform cash analysis. See the *Enterprise Report Writing Guide* for information on setting up and running reports.

#### **Caution**

The Cash Forecasting Summarization table contains summary information from the general ledger, accounts payable ledger, and accounts receivable ledger. The cash type designates the system in which the information originated. A cash type is alphanumeric and can be up to five characters. J.D. Edwards recommends that you use the same cash type each time you run the program. If you run the program again with a different cash type, two sets of information will be in the Cash Forecasting Summarization table.

For information about foreign amount and currency code fields in the F0032 table, see *Forecasting Cash Flow in Foreign Currencies* in the *Multicurrency Guide for Accounts Receivable and Accounts Payable*

## **Processing Options for A/P Cash Forecasting Summarization Build**

---

### **Process**

1. Enter a cash type to designate an A/P record in the Cash Forecasting Summarization File (F0032). If left blank, '04' will be used as the cash type.

### **Cash Type**

2. Enter a '1' to reverse the positive and negative signs of the amounts. If left blank, the signs for the amounts in the Cash Forecasting Summarization File (F0032) will appear as they would in the A/P Ledger File (F0411).

### **Reverse Amount Signs**

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## **Batch Voucher Processing**

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When you create vouchers using an external source, such as a personal computer (PC) or electronic data interchange (EDI), you can transfer them to the J.D. Edwards Accounts Payable system for processing. When you process these batch vouchers and transfer them to the Accounts Payable system, they are stored in batch tables. You can review and revise them prior to processing them.

If you create vouchers on a PC using the J.D. Edwards Accounts Payable system instead of an external source, you transfer those vouchers to a server for processing.

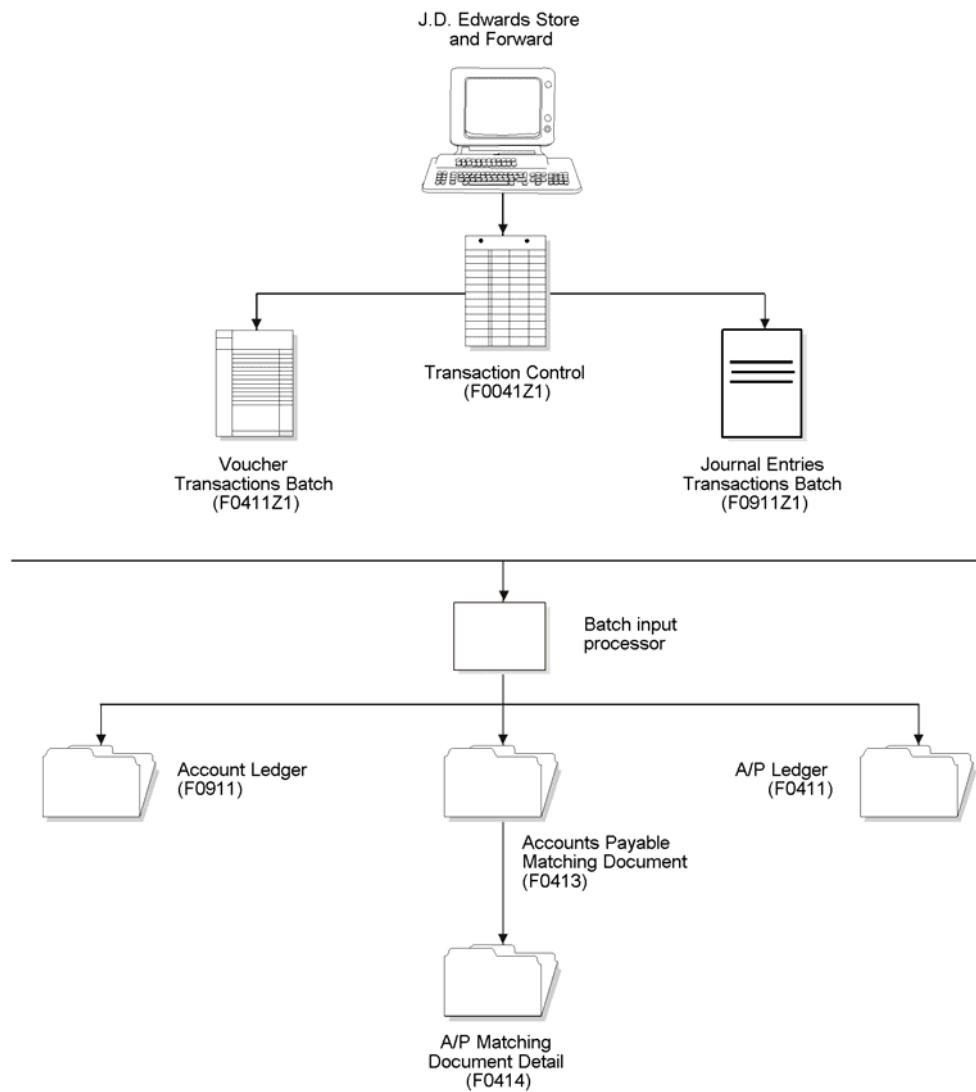
### **What Happens When You Process Batch Vouchers?**

After you convert batch vouchers, processing them does the following:

- Applies validation rules to existing data
- Provides default data where necessary
- Creates invoice information in the Accounts Payable Ledger table (F0411)
- Creates associated G/L distribution information in the Account Ledger table (F0911) and, if necessary, in the Account Ledger Tag File table (F0911T)

### **Batch Voucher Process**

The following graphic illustrates the batch voucher process. Note that the Transaction Control step pertains only to store and forward vouchers, not batch voucher processing.



Many of the tasks for storing and forwarding vouchers are the same as those for batch voucher processing. You access tasks for store and forward from the Store and Forward Vouchers menu (G04318), and you access tasks for batch voucher processing from the Batch Voucher Processing menu (G04311).

### Before You Begin

- Map voucher transactions from their external system to the J.D. Edwards Accounts Payable system in the appropriate format.

### See Also

- Batch Input Setup for Vouchers* for information about field requirements and formats for the voucher conversion and upload process
- Sending Payment Orders with Remittance* in the *Data Interface for Electronic Data Interchange Guide* for information about EDI processing for Accounts Payable

## **Storing and Forwarding Vouchers**

Store and forward voucher processing provides an efficient way to enter and manage a high volume of vouchers before processing them in the Accounts Payable system. For example, if you are at a remote site and do not have a dedicated line for access to the server, you can create vouchers locally on your PC during normal business hours. Then you can upload them to the server for processing during off-peak hours.

Before you can enter transactions using the store and forward environment, you must download the following tables:

- Technical data tables
- Business data tables

### **See Also**

- ❑ *Working with Store-and-Forward Processing in the Configurable Network Computing Implementation Guide*
- ❑ *Cost Object Tracking in Store and Forward in the Enterprise-Wide Profitability Solution Guide*
- ❑ *Cost Object Tracking in Accounts Payable in the Enterprise-Wide Profitability Solution Guide*

## **Technical Data Tables**

You must download technical data tables, such as Next Numbers - Automatic (F0002) and Next Numbers by Company/Fiscal Year - Automatic (F00021). The system creates a download report for each table that you download. Use this report to verify the number of records that the system downloads to your PC.

### **See Also**

- ❑ *Technical Data Tables Needed for Store-and-Forward in the Configurable Network Computing Implementation Guide* for information about the technical data tables you must download for store and forward processing

## **Business Data Tables**

The following is a list of the business data tables that must reside on the local machine that is used for voucher store and forward processing. To copy these tables to the local machine, you must copy each table separately. Each table is associated with one version. All versions might not be present for all tables. You can create new versions for these tables in A/P Batch Voucher Entry (P0411Z1).

<b>Table</b>	<b>Description</b>
--------------	--------------------

<b>F0004</b>	User Defined Code Types
<b>F0005</b>	User Defined Codes
<b>F0006</b>	Business Unit Master
<b>F0008</b>	Fiscal Date Patterns
<b>F0009</b>	General Constants
<b>F0010</b>	Company Constants
<b>F0012</b>	Automatic Accounting Instructions Master
<b>F0013</b>	Currency Codes
<b>F0014</b>	Payment Terms
<b>F0022</b>	Tax Rules
<b>F0041Z1</b>	Transaction Control File
<b>F0101</b>	Address Book Master
<b>F0111</b>	Address Book - Who's Who
<b>F0116</b>	Address by Date
<b>F0401</b>	Supplier Master
<b>F0411Z1</b>	Voucher Transactions - Batch File
<b>F0901</b>	Account Master
<b>F0907</b>	Chart of Accounts Format
<b>F0911Z1</b>	Journal Entry Transactions - Batch File
<b>F0911Z1T</b>	Journal Entry Transactions - Batch Tag File
<b>F1609</b>	Cost Management Constants
<b>F4008</b>	Tax Areas
<b>F4801</b>	Work Order Master File

The system creates a download report for each table that you download. Use this report to verify the number of records that the system downloads to your PC.

## Downloading Master Tables to the PC

Before creating vouchers on your PC, you must download tables from the server. These tables are necessary to create and validate transactions. For example, to provide you with the supplier information that you need to create vouchers, you must download the Address Book Master (F0101) and Supplier Master (F0401) tables.

You must download each table separately. You can use data selection or category codes to limit the information that the system downloads from each table. Each version of the Store and Forward Download program represents a table and its associated tables, or a group of tables.

In addition to business data tables, you must also download technical data tables, such as Next Numbers - Automatic (F0002) and Next Numbers by Company/Fiscal Year - Automatic (F00021). The system creates a download report for each table that you download. Use this report to verify the number of records that the system downloads to your PC.

After you download the business data and technical data tables, you can enter your transactions using the store and forward environment.

### ► To download master tables to the PC

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*From the Store and Forward Vouchers menu (G04318), choose Master Table Download.*

In many businesses, the system administrator downloads the necessary master tables. Determine whether this has already been done before you proceed with the following steps.

You must be connected to the server and signed on to your normal production environment to download the master tables to your PC.

1. On Work With Batch Versions - Available Versions, choose a version of the Master Tables Download.

You can view a complete description of the table you want to download. To do so, choose the appropriate version on the Work With Batch Versions - Available Versions form, and then choose Version Detail from the Row menu.

2. Click Select.
3. On Version Prompting, perform one of the following actions:
  - Click the Data Selection option to limit the information that the system downloads and click Submit. On Data Selection, make your data selections and click OK.
4. On Printer Selection, select your report destination and click OK.

## Creating Vouchers to Store and Forward

After you download the master tables to your PC, you can create standard J.D. Edwards vouchers using the store and forward environment. You store the vouchers on your PC until you are ready to upload (forward) them to the server for processing.

When you create vouchers that you store and forward, the system does not assign document numbers until you upload and process them. Instead, it assigns a transaction number to each voucher. When you create vouchers that you store and forward, the system:

- Edits and validates each voucher based on the information that you downloaded from the tables

- Creates a transaction control record for each voucher, assigns it a status of 1 (ready to process), and stores it in the Transaction Control File table (F0041Z1)
- Creates a transaction record in the Voucher Transactions - Batch File (F0411Z1), Journal Entry Transactions - Batch File (F0911Z1), and Journal Entry Transactions - Batch Tag File (F0911Z1T) tables

### Before You Begin

- Set the processing options

### ► To create vouchers to store and forward

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*From the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Revision.*

- On Work With Store & Forward Vouchers, click Add.

Gross Amount	Discount Available	Remark
3,307.70	33.08	840782700Payroll Taxes

- On Enter Voucher - Payment Information, follow the steps to enter a standard voucher.

See *Entering Standard Vouchers*.

### Processing Options for A/P Batch Voucher Entry (P0411Z1)

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#### Defaults

- Select the default Service/Tax Date:  
1 =Use Invoice Date, '' =Use G/L Date
- Enter the default Pay Status or leave blank to use the Data Dictionary default value.

#### Default Pay Status

- Enter a ID to default the Factor/Special Payee address from Address Book into the Alternate/Payee

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for payments.

Default Factor/Special Payee address

Dates

1. Enter a value to select Date Edit Processing: '' =No Edit, 1 =Warning, 2 =Hard Error  
Invoice Date > Todays Date  
Invoice Date > G/L Date

Currency

1. Enter a '1' to allow Value Added Tax on currency entries.  
1 =VAT Tax allowed on currency entries

Manual Cks

1. Enter a '1' to create a manual check for the total voucher amount.  
1 =Manual Check Creation

Journal Entry

1. Enter a '1' to bypass the out-of-balance edits between the voucher and the journal entries. If left blank, the Journal Entry must balance ( A/P amounts equal to G/L amounts ).  
1 =Bypass out-of-balance edit

Display

1. Enter a '1' to display summarized vouchers on the Work With Store & Forward Vouchers form.  
1 = Summarized

Entry Type

1. Enter a '1' if the transactions were NOT entered using One World Store\_Forward Voucher Entry.  
1 = Transaction NOT Store\_Forward entry.
- 

## Uploading Vouchers to the Server

After creating vouchers on your PC, you must upload them to the server for processing. To do this, you must be connected to the server and signed on to your normal production environment.

Before you upload and process your vouchers, you can review them. See [Reviewing Batch Vouchers](#) for more information.

After reviewing the vouchers, you might need to correct or delete some of them. To do so, locate the voucher that you want to modify on the Work With Store & Forward Vouchers form. Make the changes to the voucher on your PC and upload it again. See [Revising Unprocessed Batch Vouchers](#) for more information.

When you upload vouchers, the system:

- Creates records in the Voucher Transactions - Batch File (F0411Z1) and Journal Entry Transactions -Batch File (F0911Z1) tables on the server (target environment).
- Uploads information from the Journal Entry Transactions - Batch Tag File table (F0911Z1T). The system does this only if the Activate Cost Objects flag in the Cost Management Constants table (F1609) is active and if a voucher contains cost management information (which the system stores in F0911Z1T).
- Updates the transaction control status of each voucher to 5 (uploaded) on the PC. After a voucher is updated to this status, you cannot modify it on the PC. You can make changes to it only on the server.

If a voucher on the PC is a status of 1 (ready to process) or 2 (errors), you can make changes to it on the PC.

- Creates a transaction control record for each voucher on the server and assigns it a status of 1 (ready to process).

- After the system successfully uploads vouchers from the local machine to the server, it deletes the F0411 and F0911 records from the local machine and stores them on the destination machine (server).

The system creates a transmission upload report for all of the vouchers that you upload. Use this report to verify that the vouchers have been uploaded correctly.

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#### Note

To maximize system performance, upload the vouchers during off-peak hours.

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### ► To upload vouchers to the server

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*From the Store and Forward Vouchers menu (G04318), choose Voucher Upload.*

1. On Work With Batch Versions - Available Versions, choose the Store and Forward Upload version.
2. Click Select.
3. On Version Prompting, click Submit.
4. On Printer Selection, click one of the report destination options and click OK.

#### See Also

- ❑ *R04110Z2, Store and Forward Voucher Batch Processor* in the *Reports Guide* for a report sample
- ❑ *Working with Queues* in the *OneWorld Foundation Guide* for information about viewing errors that might occur when you are uploading vouchers
- ❑ *Cost Object Tracking in Store and Forward* in the *Enterprise-Wide Profitability Solution Guide* for information about working with cost management for A/P
- ❑ *Viewing Messages* in the *OneWorld Foundation Guide* for information about using messages in the Employee Work Center to view errors that might occur when you are uploading vouchers

### Processing Vouchers

*From the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Process.*

After you upload vouchers to the server, you must process them to create transactions in the Accounts Payable Ledger table (F0411).

After you upload your vouchers and process them, you must update the transaction control status of the vouchers on the PC to match the status of those on the server.

#### See Also

- ❑ *Working with Queues* in the *OneWorld Foundation Guide* for information about using queues in the Employee Work Center to view errors that might occur when you are posting vouchers
- ❑ *Processing Batch Vouchers* for more information about submitting vouchers for processing and verifying voucher information

## **Processing Options for the Store and Forward Voucher Batch Processor**

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### **Processing**

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

1 = Final Mode '' = Proof mode

2. Enter a '1' to allow A/P voucher processing if G/L records in F0911Z1 are out of balance. (A/P amounts are not equal to G/L amounts). If left blank, the transaction will not be processed if the amounts are out of balance.

1 = Allow out of Balance

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

1 = Purge '' = No Purge

### **Messages**

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

1 = Suppress Warning " = No Suppress

2. Enter the user to receive the Workflow messages. If left blank, the user that entered the transaction will receive the Workflow messages.

### **User ID for Workflow messages**

### **Defaults**

1. Enter a '1' to bypass the defaulting of tax area and tax explanation code. If left blank, the tax fields will be defaulted from Address Book and the Business Unit Master tables.

1 = Bypass Tax Default

### **MBF Versions**

1. Enter the number of the Master Business Function Processing Option Version to be used for Voucher Processing. If left blank, ZJDE0001 will be used.

### **Version**

2. Enter the number of the Master Business Function Processing Option Version to be used for Journal Entry Processing. If left blank, ZJDE0001 will be used.

### **Version**

### **Batch Approval**

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

### **Batch Approval**

### **Auto Post**

1. Enter a version of the Post Program (R09801), that you wish to run if you would like your entries automatically posted to the account balances table (F0902) after creation. If this Processing Option is left blank, the post will not be submitted.

### **Version**

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## **Updating Transaction Control Records**

*From the Store and Forward Vouchers menu (G04318), choose Update Transaction Control Record.*

After you process vouchers, the transaction control status for each voucher on the PC will be different from the voucher's status on the server. You need to update the status on the PC so that it matches the status on the server. To do this, run the Update Transaction Control Record program.

You can also run the update program to identify any PC vouchers that were in error when they were uploaded to the server. The system updates the voucher on the PC with the error status of the voucher on the server. You can then identify the vouchers that are in error on the PC, correct them, and upload them again to the server. Alternatively, you can correct them on the server.

## **Processing Options for Update Store and Forward Records, as Processed or Purge**

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### Purge

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

Purge = '1', No Purge = ''

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## **Posting Vouchers**

*From the Supplier & Voucher Entry menu (G0411), choose Post Vouchers to G/L.*

After you process your vouchers, you must post them to the general ledger.

You can post vouchers to the general ledger manually from the Supplier & Voucher Entry menu (G0411). Alternatively, you can set two processing options in the Store and Forward Voucher Batch Processor report to post processed batch vouchers automatically at the time of processing. For the processing options for the Store and Forward Voucher Batch Processor report (R04110Z2):

- On the Batch Approval tab, enter 1 in the Batch Approval field to automatically set the status of the processed batch to Approved.
- On the Auto Post tab, enter a version of the General Ledger Post report (R09801) in the Version field.

### **See Also**

- Posting Batches*
- Revising Posted Vouchers*
- Working with Queues* in the *OneWorld Foundation Guide* for information about using queues in the Employee Work Center to view errors that might occur when posting vouchers

## **Purging Processed Vouchers**

*From the Store and Forward Vouchers menu (G04318), choose Purge Store and Forward Vouchers.*

After posting vouchers, you should purge them from both your PC and the Batch table on the server. When you run the program, the Override Location feature allows you to purge vouchers on either the client or the server.

Alternatively, you can use a processing option to automatically purge processed vouchers from the batch files when you update transaction control records.

When you purge processed vouchers, the system removes the records in the following tables:

- Voucher Transactions - Batch File (F0411Z1)
- Journal Entry Transactions - Batch File (F0911Z1)
- Transaction Control File (F0041Z1)

### **See Also**

- Purging Processed Batch Vouchers* for information about processing options
- Updating Transaction Control Records* for information about purging processed transactions automatically

## Converting Vouchers for Batch Processing

Voucher batch processing is a method of taking information from a system external to J.D. Edwards software and converting it so that it can be processed as a J.D. Edwards transaction. You can upload batch vouchers from outside sources such as PC data entry, third party or customer systems, or electronic data interchanges (EDI). In order to do this, you must create a custom program that provides proper data to specific fields in the Voucher Transactions - Batch File table (F0411Z1) and in the Journal Entry Transactions - Batch File table (F0911Z1).

The batch process then verifies that the information entered into these transaction tables (known as Z files) is processed correctly, converted, and entered into the Accounts Payable Ledger table (F0411) and the Account Ledger table (F0911). If you attempt to update either the Accounts Payable Ledger table (F0411) or the Account Ledger table (F0911) without using the batch process and the Z files, you might compromise your J.D. Edwards voucher information. After your external voucher information is converted and entered into the Accounts Payable Ledger (F0411) and the Account Ledger (F0911) tables, you can process it as a J.D. Edwards transaction.

### See Also

- Batch Input Setup for Vouchers* for information about field requirements and formats for the voucher conversion and upload process
- Technical Data Tables Needed for Store-and-Forward in the Configurable Network Computing Implementation Guide* for information about the technical data tables you must download for store and forward processing

## Reviewing Batch Vouchers

After you convert batch vouchers, you might want to verify their accuracy before you process them. You can review batch vouchers both before and after you process them.

Batch voucher information is stored in the Voucher Transactions - Batch File (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables. Profit management information for batch vouchers is stored in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

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### Caution

Be sure to use the appropriate program to review and revise vouchers. If you began with the Store and Forward program, you must use the Store and Forward Batch Voucher Revision program from the Store and Forward Vouchers menu (G04318) to review and revise vouchers. If you are processing batches independently of the Store and Forward program, then use the Batch Voucher Revisions program from the Batch Voucher Processing menu (G04311) to review and revise vouchers.

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### See Also

- Cost Object Tracking in Store and Forward in the Enterprise-Wide Profitability Solution Guide* for cost management information about Accounts Payable

## ► To review batch voucher information

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After you transfer vouchers, you can review specific information about the batch. For example, you might want to verify the number of vouchers in a batch for a specific date.

*Use one of the following navigations:*

*If you are processing batch vouchers, from the Batch Voucher Processing menu (G04311), choose Batch Voucher Revisions.*

*If you have transferred vouchers from storage, from the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Revision.*

1. On Work With Store & Forward Vouchers, click Find to display all batch vouchers or to limit the vouchers that appear, complete any of the following fields or options and click Find:
  - Processed
  - Summarize
  - Batch Number
2. To display vouchers by date, complete the following fields:
  - From Date
  - Thru Date
3. If you display vouchers by date, to specify which type of date you want to appear, click one of the following options:
  - Invoice
  - GL
  - Transmission
4. Click Find.

## ► To review individual batch vouchers

---

When reviewing information about your batch vouchers, you might want to review the G/L distributions or the pay item detail associated with a specific voucher.

*Use one of the following navigations:*

*If you are processing batch vouchers, from the Batch Voucher Processing menu (G04311), choose Batch Voucher Revisions.*

*If you are working with store and forward vouchers, from the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Revision.*

1. On Work With Store & Forward Vouchers, follow the steps to review batch voucher information.

See *To review batch voucher information*

2. Choose the voucher that you want to review and click Select.

	Gross Amount	Discount Available	Remark
	1.200,00		Office supplies

3. On Enter Voucher - Payment Information, choose Detail from the Row menu to review the voucher's pay items.

Line Number	1.000	G/L Posted Code	
Gross Amount	1.200,00	Open Amount	1.200,00
Discount Available			
Remark	Office supplies		
Due Date	7/25/05		
Pay Status	A	Approved for Payment	
Tax Expl Code			
Tax Rate/Area			
Tax Amount			
Taxable Amount			

4. To review the G/L distribution for the voucher, choose G/L Distribution from the Form menu on Enter Voucher - Payment Information.

#### See Also

- Processing Vouchers for the Store & Forward Batch Voucher Process*

### Revising Unprocessed Batch Vouchers

After you load vouchers from an external source to the Accounts Payable system, you might need to make additions or corrections to them before you process them in final mode.

The system uses next numbers to automatically assign document and batch numbers during final processing. J.D. Edwards recommends that you use next numbers. For audit purposes, however, J.D. Edwards recommends that you use the transaction number field with your old document number. If the number assigned already exists in the Accounts Payable Ledger table (F0411), the system returns an error message.

When you add or correct batch vouchers, you update information in the Voucher Transactions - Batch File (F0411Z1) and the Journal Entry Transactions - Batch File (F0911Z1) tables. When you add or correct profit management information on batch vouchers, you update information in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

---

#### Caution

You must use the appropriate program to review and revise vouchers. If you began with the store and forward program, you must use Store and Forward Batch Voucher Revision from the Store and Forward Vouchers menu (G04318) to review and revise vouchers. If you are processing batches independently of the store and forward program, then use Batch Voucher Revisions from the Batch Voucher Processing menu (G04311) to review and revise vouchers.

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#### See Also

- Cost Object Tracking in Store and Forward in the Enterprise-Wide Profitability Solution Guide* for cost management information about Accounts Payable

### Adding Vouchers to Batches

You cannot add a voucher to a batch that you attempted to process. You can, however, create a new batch and add a voucher to it. Typically, you should not need to add a voucher to a batch. An exception is when you have difficulty processing transactions from an interfaced system. To detect and correct any discrepancies, compare the voucher you manually enter to the voucher that the interface system creates.

When you add a voucher to a batch, the system creates J.D. Edwards vouchers in the batch A/P ledger and the batch account ledger. Vouchers remain in the batch table until you process and purge them from the Voucher Transactions - Batch File table.

## ► To add a voucher to a batch

---

*Use one of the following navigations:*

*If you are processing batch vouchers, from the Batch Voucher Processing menu (G04311), choose Batch Voucher Revisions.*

*If you are working with store and forward vouchers, from the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Revision.*

1. On Work With Store & Forward Vouchers, click Add to access Enter Voucher-Payment Information.
2. On Enter Voucher - Payment Information, complete the following field to add a voucher to an existing batch:

- Batch Number

When adding batch vouchers, you do not need to enter a document number. The system automatically assigns this number when you process them. This prevents duplicate numbers in the A/P ledger.

3. Follow the steps to enter a standard voucher.

See [Entering Standard Vouchers](#).

## Correcting Unprocessed Batch Vouchers

When you find an error in an unprocessed batch voucher, you can change or delete it. To correct transaction information for a batch voucher, it must include the following:

- Batch number
- Transaction number
- Supplier number
- Company

You correct unprocessed records using different menus, based on whether you are using store and forward vouchers uploaded to the server from another program or batch voucher processing. If you choose store and forward vouchers, the transaction control record is also updated.

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

## ► To correct an unprocessed batch voucher

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*Use one of the following navigations:*

*If you are processing batch vouchers, from the Batch Voucher Processing menu (G04311), choose Batch Voucher Revisions.*

*If you are working with store and forward vouchers, from the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Revision.*

1. Follow the steps to review batch voucher information.

See [To review batch voucher information](#).

2. On Work With Store & Forward Vouchers, choose the voucher that you want to correct and click Select.
3. On Enter Voucher - Payment Information, change any field that is not a key field and click OK.
4. On Enter Voucher - G/L Distribution, change the G/L distribution, if necessary.

## **Changing, Deleting, or Voiding Vouchers**

To delete processed transactions from the temporary batch table, you must purge them. You can set a processing option to purge processed batch transactions that were transmitted successfully through the voucher batch processor.

You cannot use the Work With Store & Forward Vouchers form to change, delete, or void vouchers that the system has processed in final mode or vouchers for a different accounting period. You must use the Enter Voucher - Payment Information form to do this.

### **See Also**

- Purging Processed Batch Vouchers* for information about deleting transactions
- Processing Vouchers for the Store and Forward Batch Voucher Process*
- Revising Unposted Vouchers*

## **Processing Batch Vouchers**

After you convert, review, and revise your batch vouchers, you can process them.

When you process batch vouchers, the system creates:

- Voucher information in the Accounts Payable Ledger table (F0411).
- Associated accounting distribution information in the Account Ledger table (F0911).
- Payment information in the Accounts Payable Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables if you supply a payment number and date.
- Profit management information in the Account Ledger Tag File table (F0911T). The system does this only if the Activate Cost Objects flag in the Cost Management Constants table (F1609) is active and if a voucher contains cost management information, which the system stores in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

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### **Caution**

You must use the appropriate program to review and revise vouchers. If you began with the store and forward program, you must use Store and Forward Batch Voucher Revision from the Store and Forward Vouchers menu (G04318) to review and revise vouchers. If you are processing batches independently of the store and forward program, then use Batch Voucher Revisions from the Batch Voucher Processing menu (G04311) to review and revise vouchers.

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## See Also

- Cost Object Tracking in Store and Forward in the *Enterprise-Wide Profitability Solution Guide* for cost management information about Accounts Payable

## Processing the Transaction Information

After your custom program loads the transaction information into the Voucher Transaction - Batch File (F0411Z1), Journal Entry Transactions - Batch File (F0911Z1), and Journal Entry Transactions - Batch Tag File (F0911Z1T) tables, run the Voucher Batch Processor program (R04110Z). Running this program processes the information in the F0411Z1, F0911Z1, and F0911Z1T tables and loads it into the Accounts Payable Ledger (F0411), the Account Ledger (F0911), and the Account Ledger Tag File (F0911T) tables.

Any additional information that is necessary for a completed transaction is loaded from other sources or calculated from existing information. For example:

- The document number originates from the Next Number Revisions program (P0002).
- The fiscal year and period are calculated from the G/L date and Companies program (P0010).
- The F0911 explanation comes from the supplier's alpha name from the supplier number.
- The F0911 company number is assigned based on the business unit from the first line of distribution.

## Errors in Processing

If any errors occur during processing, they are noted on the edit report. You can correct the errors and reprocess the batch. If a transaction in the batch is in error, that transaction does not process with the rest of the batch. However, you can set a processing option so that if one transaction is in error, the none of the is processed.

After the batch has been successfully processed, the field VLEDSP is updated from a value of 0 to 1. These records remain in the F0411Z1 and F0911Z1 tables until they are purged. Alternatively, you can set up a processing option to purge these tables automatically.

The following tips should help you reduce the number of error messages or help you identify and resolve them when they occur:

- Initially process a small number of records in a batch. Most errors that occur on one record also occur on all records. Correct the errors on the smaller number of records, and then follow the same sequence of steps when you process a larger number of records in a batch.
- The only thing that prevents a batch from processing is an error. Warning messages alert you to nonstandard events, but do not prevent processing. You can turn off warning messages by means of a processing option.
- You can run the proof in batch mode. However, proof mode is not necessary because you can review the transactions before posting (during which time they could be deleted). Also, any error prevents the batch from processing anyway.
- Reading error messages helps identify the cause and the resolution of errors. Error messages can be accessed and read from the Work Center in one of three ways:
  - From the Workflow Management menu (G02), choose Employee Work Center.

- Set the OneWorld preferences to view the Exit Bar. Then, choose Batch Voucher Processor from the Batch Voucher Processing menu (G04311), or choose Store and Forward Batch Voucher Process from the Store and Forward Vouchers menu (G04318). Right click the batch program that you chose, and click Prompt For Version. On the Find/Browse form, choose Work Center from the Tools menu on the Exit Bar.
- Set the OneWorld preferences to view the Exit Bar. Then, choose Work With Servers from the System Administration Tools menu (GH9011). On Work With Servers, choose Work Center from the Tools menu on the Exit Bar.

All error messages are also located in the Data Dictionary, where you can locate the error number and review the glossary.

- If errors occur that you cannot resolve, enter a transaction manually through Batch Supplier Master Revision (P0401Z1), and process it successfully. Then compare a copy file of the F0411Z1 transaction that you entered manually to a F0411Z1 transaction entered by the Voucher Batch Processor (R04110Z). Comparing the differences helps you locate discrepancies and resolve the errors.

## **Submitting Vouchers for Batch Processing**

*Use one of the following navigations:*

*If you are working with batch vouchers, from the Batch Voucher Processing menu (G04311), choose Batch Voucher Processor.*

*If you are working with store and forward vouchers, from the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Process.*

Two program versions in the system are for Payroll processing only. They are versions ZJDE0003 and ZJDE0004.

You can submit your vouchers for processing in proof or final mode.

In proof mode, the system:

- Verifies the data and produces a report that shows the number of incorrect transactions. Errors are written to a message in the Enterprise Workflow system. Processing in proof mode does not affect your ledgers.
- Allows you to correct errors from the workflow message before you process them in final mode.

In final mode, the system:

- Creates vouchers in the Accounts Payable Ledger table (F0411) and associated journal entries in the Account Ledger table (F0911).
- Creates payments in the Accounts Payable Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables if you supply a payment number and date.
- Assigns document and batch numbers if you leave them blank in the Voucher Transactions - Batch File table (F0411Z1).
- Supplies information for the fields that you leave blank.
- Produces a report that shows the number of correct and incorrect transactions. Errors are written to a message in the Enterprise Workflow system.

- Purges vouchers that have been processed (if you set this processing option).

### **Before You Begin**

- For vouchers created using an external source, ensure that all data fields have values. The system does not process batch vouchers with null values.

See *Converting Vouchers for Batch Processing* for information about batch voucher fields

### **Verifying Batch Voucher Information**

After you process batch vouchers in proof mode, the system produces an exceptions report that shows the number of correct and incorrect transactions.

An alternative to reviewing the exceptions report is to access the Employee Work Center system to view specific errors regarding the batches. You can access the batches that are in error directly from the error messages. This feature allows you to locate the problems and correct them interactively.

#### **See Also**

- *R04110Z, Voucher Batch Processor* in the *Reports Guide* for a report sample
- *Sending Payment Orders with Remittance* in the *Data Interface for Electronic Data Interchange Guide* for information about EDI processing for Accounts Payable

### **Correcting Batch Vouchers**

If errors appear on the exceptions report after you process batch vouchers in proof mode, you must correct them before you can process the batch vouchers in final mode.

Perform one of the following actions:

- Correct the data in the batch table at its external source and transmit the batch again to the Accounts Payable system.
- Locate the individual voucher from Batch Voucher Revisions or Store and Forward Batch Voucher Revision and change or delete it.
- Locate the individual voucher on Work With Store & Forward Vouchers. Then access Enter Voucher - Payment Information to change or delete the voucher on the server.

If errors occurred while the voucher was in final mode, the voucher can still be deleted or revised. To delete or revise a voucher that was processed in final mode, use the Enter Voucher - Payment Information form.

#### **See Also**

- *Revising Unprocessed Batch Vouchers*
- *Entering Standard Vouchers* for more information about changing or deleting unposted vouchers
- *Working with Manual Payments* for more information about changing and deleting manual payments

## Posting Batch Vouchers

*From the Supplier & Voucher Entry menu (G0411), choose Post Vouchers to G/L.*

After you process your batch vouchers, you must post them to the general ledger.

You can post vouchers to the general ledger manually from the Supplier & Voucher Entry menu (G0411). Alternatively, you can set two processing options in the Store and Forward Voucher Batch Processor report to post processed batch vouchers automatically at the time of processing:

- Enter 1 in the Batch Approval field on the Batch Approval tab to automatically set the status of the processed batch to Approved.
- Enter a version of the General Ledger Post Report (R09801) in the Version field on the Auto Post tab.

### See Also

- Revising Posted Vouchers*
- Posting Batches*

## Processing Options for Voucher Batch Processor (R04110Z)

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### Processing

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

1 = Final Mode '' = Proof mode

2. Enter a '1' to allow A/P voucher processing if G/L records in F0911Z1 are out of balance. (A/P amounts are not equal to G/L amounts). If left blank, the transaction will not be processed if the amounts are out of balance.

1 = Allow out of Balance

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

1 = Purge '' = No Purge

### Messages

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

1 = Suppress Warning '' = No Suppress

2. Enter the user to receive the Workflow messages. If left blank, the user that entered the transaction will receive the Workflow messages.

### User ID for Workflow messages

### Defaults

1. Enter a '1' to bypass the defaulting of tax area and tax explanation code. If left blank, the tax fields will be defaulted from Address Book and the Business Unit Master tables.

1 = Bypass Tax Default

### MBF Versions

1. Enter the number of the Master Business Function Processing Option Version to be used for Voucher Processing. If left blank, ZJDE0001 will be used.

### Version

2. Enter the number of the Master Business Function Processing Option Version to be used for Journal Entry Processing. If left blank, ZJDE0001 will be used.

### Version

### Batch Approval

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

### Batch Approval

### Auto Post

1. Enter a version of the Post Program (R09801), that you wish to run if you would like your entries automatically posted to the account balance table (F00001) after creation. If this Processing Option is

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left blank, the post will not be submitted.  
Version

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

Vouchers will be purged from the F0411Z1 and F0911Z1 tables if the processing option is set appropriately.

## **Purging Processed Batch Vouchers**

*Use one of the following navigations:*

*If you are working with batch vouchers, from the Batch Voucher Processing menu (G04311), choose Purge Batch Voucher Entries.*

*If you are working with stored and forwarded vouchers, from the Store and Forward Vouchers menu (G04318), choose Purge Store and Forward Vouchers.*

After you review, process, and post your batch vouchers, you must purge them. The system holds processed vouchers in the batch table until you do so. You can purge batch vouchers in either of the following ways:

- Set a processing option for the Voucher Batch Processor program to automatically purge them when you process your batch vouchers in final mode
- Purge them as a separate task

When you purge batch vouchers, the system removes all successfully processed vouchers from specific tables. (If a processed voucher has been successfully processed, the EDSP field equals 1.) Regardless of the batch they are in, successfully processed vouchers are purged from the following tables:

- Voucher Transactions - Batch File (F0411Z1)
- Journal Entry Transactions - Batch File (F0911Z1)
- Journal Entry Transactions - Batch Tag File (F0911Z1T)

Purging removes only batch vouchers and does not affect A/P ledger vouchers.

## **Technical Processes**

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Occasionally, you might need to erase data to conserve disk space.

### **Purging Accounts Payable Records**

*From the A/P Advanced & Technical Operations menu (G0431), choose Purge Closed A/P Records.*

To conserve system disk space, purge your paid Accounts Payable records periodically. When you purge Accounts Payable records, you run a batch program that:

- Removes paid transactions from the Accounts Payable Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables if:

- The G/L date of the transaction is on or before the "as of" date set in a processing option.
- The open amount is zero.
- Removes Accounts Payable payment summary information from the Accounts Payable Matching Document table if the payment date of a record is on or before the payment date set in a processing option.
- Removes all drafts that have not yet been paid. This is because the draft document type P1 does not have a G/L date or an open amount. To prevent this from happening, use the data selection to exclude documents with document type P1 and pay status D.
- Copies purged records to the following tables:
  - Purge - Accounts Payable Ledger (F0411P)
  - Purge - Accounts Payable Matching Document (F0413P)
  - Purge - Accounts Payable Matching Document Detail (F0414P)

For reporting purposes, you can keep these tables on your system or copy them to another medium. If you keep them on your system and you purge again, the system adds newly purged records to the existing tables.

### **Caution**

Be careful that you do not purge Accounts Payable ledger information that might be needed by other systems, such as Procurement.

## **System Administrator Responsibilities**

The system administrator is responsible for several tasks related to purging Accounts Payable records:

- After you purge Account Payable records, contact your system administrator to reorganize the files. This reorders the remaining records, maximizes system disk space, speeds system processing, and rebuilds the table indices.
- When you purge Accounts Payable records, the system does not purge the associated journal entries. Contact your system administrator to develop a plan to purge the Account Ledger table (F0911).
- To remove the tables of purged records from your system, contact your database administrator.

### **Before You Begin**

- Back up the Accounts Payable Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables.
- Update YTD voucher amounts.

## **Processing Options for Purge Closed A/P Records (R04800)**

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### **As Of Date**

1. Enter G/L Purge 'As Of' Date.

Purge as of date

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### **Data Selection and Sequence for Purge Closed A/P Records**

To prevent the system from purging recurring vouchers, set the Number of Payments equal to (EQ) ZERO.

To prevent the system from purging drafts that have not yet been paid, exclude documents with document type P1 and pay status D.

To avoid unpredictable results while purging, do not change the following data sequence:

1. Document Company
2. Document Number
3. Document Type

After the purge process is complete, you can defragment the Accounts Payable Ledger table (F0411) and rebuild the table indices. Contact your database administrator for more information about this process.

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## Appendices

### Quick Reference for Accounts Payable Codes

Consult the following table for Accounts Payable menus, payment status codes, payment terms, and document types.

A/P Codes		
<small>Menus Payment Status Code</small>		
G04	Accounts Payable	A Approved for payment
G0411	Supplier & Voucher Entry	# Payment in-process
G04111	Other Voucher Entry Methods	P Paid in full
G0412	Manual Payment Processing	% Withholding applies
G0413	Automatic Payment Processing	D Draft accepted
G0414	Accounts Payable Reports	
G0421	Periodic Processes	Any others are a type of payment hold:
G0422	Annual 1099 Processing	H Held/Pending approval
G0431	Advanced & Technical Operations	R Retainage
G04311	Batch Voucher Processing	
G04318	Store & Forward Vouchers	
G0441	Accounts Payable Setup	
<small>Document Types</small>		
<b>Original Documents</b>		<b>Matching Documents</b>
PV	Voucher	PE Change to Voucher Amount
PR	Recurring voucher	(when amount on a posted voucher
PM	Manual voucher (w/o Voucher Match)	is changed)
PD	Debit memo	PK Created when voucher is paid through
PL	Logged voucher	automatic payment processing
PN	Created when manual payment is processed	
PO	Created when posted payment is voided	
PT	Electronic Funds Transfer Payment	

## Training Chart of Accounts

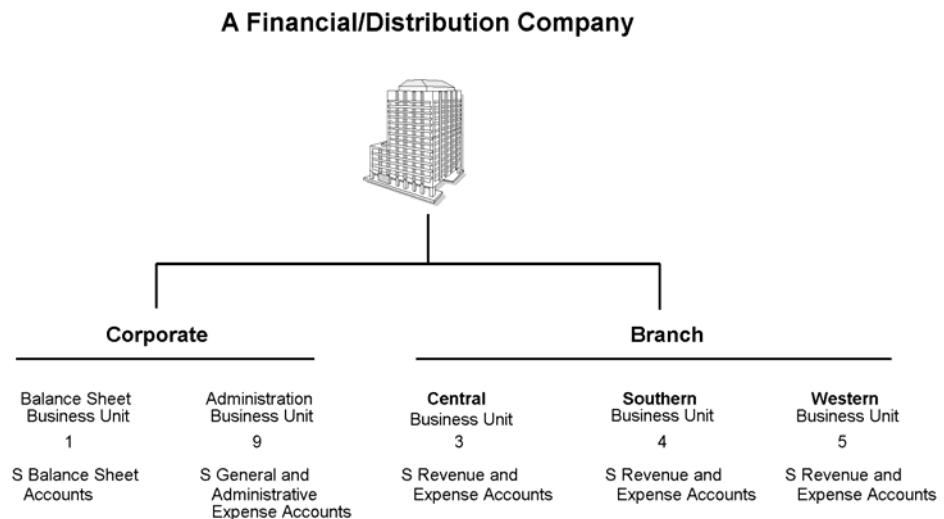
### Company Structure

A Financial/Distribution Company (company 00001) has its corporate headquarters in Denver, Colorado. Three branch offices report to the Denver headquarters:

- Central Branch
- Southern Branch
- Western Branch

Each branch office performs sales and marketing functions for its regions. Administrative and accounting functions are done at corporate headquarters. Expenses and revenues are tracked by each branch office.

The following illustration shows the business unit structure for company 00001. Notice that the balance sheet business unit (1) has the same identifier as company 00001. Refer to this organization when you do the training exercises.



### Chart of Accounts Structure

The chart of accounts identifies the accounts assigned to the business units within your company's reporting structure. It controls:

- How amounts are posted (posting edit code)
- The level of detail (LOD) for account balances
- Accounts assigned to different business units (indicated by X)

The following table is a partial chart of accounts. Refer to it when you do the training exercises.

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
1000	Assets	N	3	X				
1001	Current Assets	N	4	X				
1100	Cash	N	5	X				
1105	Petty Cash		6	X				
1110	Cash in Banks	N	6	X				
1110.BEAR	Bear Creek National Bank		7	X				

1110.FIB	First Interstate Bank		7	X					
1110.FRANCE	First Bank of Paris		7	X					
1110.PAYROLL	First Interstate Payroll		7	X					
1130	Short-Term Investments	N	6	X					
1131	Certificates of Deposit		7	X					
1133	Treasury Bills		7	X					
1136	Investment Funds		7	X					
1137	Savings Accounts		7	X					
1200	Accounts Receivable	N	5	X					
1210	Trade Accounts Receivable		6	X					
1215	Allow for Doubtful Accounts		6	X					
1218	Finance Charges Receivable		6	X					
1220	Notes Receivable		6	X					
1222	Drafts Receivable		6	X					
1224	Remittances Receivable		6	X					
1225	Retainages Receivable		6	X					
1230	Employee Receivable		6	X					
1240	VAT Recoverable		6	X					
1250	Accrued Rebates Receivable		6	X					
1260	Accrued Interest Receivable		6	X					
1280	Unbilled Accounts Receivable		6	X					
1290	Other Accounts Receivable		6	X					
1291	Intercompany Accounts Receivable	M	6	X					
1292	Netting Suspense Account	M	6	X					
1299	Credit Note Reimbursable		6	X					
1300	Work in Process	N	5	X					

1320	Costs in Excess of Billing	N	6	X					
1330	Contract Costs	N	7	X					
1340	Labor	N	8	X					
1341	Regular Time		9	X					
1342	Premium Time		9	X					
1343	Burden		9	X					
1344	Materials		8	X					
1346	Equipment		8	X					
1347	Subcontracts		8	X					
1350	Other Costs		8	X					
1380	Contract Billing	N	6	X					
1390	Gross Profit in Work in Progress	N	6	X					
1391	Recognized Revenue - Debit		7	X					
1392	Recognized Cost - Credit		7	X					
1400	Inventory	N	5	X					
1410	Inventory - In Routing		6	X					
1411	Inventory		7	X					
1413	Landed Cost Components	N	7	X					
1414	Harbor Fees		8	X					
1415	Brokerage Fees		8	X					
1416	Volume Rebates		8	X					
1418	Import Duty		8	X					
1430	Freight In		7	X					
1462	Direct Ship Purchases		7	X					
1469	Non-Stock for Sale		7	X					
1800	Prepaid Expenses	N	5	X					

1810	Prepaid Insurance		6	X					
1820	Prepaid Rent		6	X					
1830	Prepaid Interest		6	X					
1890	Other Prepaid Expenses		6	X					
2000	Fixed Assets	N	4	X					
2001	Property and Equipment	N	5	X					
2010	Land		6	X					
2020	Buildings		6	X					
2025	Leasehold Improvements		6	X					
2030	Heavy Equipment		6	X					
2040	Vehicles		6	X					
2060	Furniture and Office Equipment		6	X					
2070	Computer		6	X					
2090	Other Assets		6	X					
2095	Repair Equipment		6	X					
2100	Accumulated Depreciation	N	5	X					
2120	Accum Depr - Buildings		6	X					
2125	Accum Depr - Office Furniture		6	X					
2130	Accum Depr - Improvement		6	X					
2140	Accum Depr - Equipment		6	X					
2160	Accum Depr - Vehicles		6	X					
2170	Accum Depr - Computer		6	X					
2190	Accum Depr - Other Assets		6	X					
3900	Other Assets	N	5	X					
3920	Organization Cost		6	X					
3921	Amortization of Org Cost		6	X					

3990	Miscellaneous Other Assets		6	X					
4000	Liabilities and Equity	N	3	X					
4010	Current Liabilities	N	4	X					
4100	Accounts Payable	N	5	X					
4110	Accounts Payable - Trade		6	X					
4111	Received Not Vouchered		6	X					
4112	A/P Invoice Logging Distribution		6	X					
4115	Received - In Routing		6	X					
4120	Drafts Payable		6	X					
4130	Notes Payable		6	X					
4135	Contracts Payable		6	X					
4140	Retainages Payable		6	X					
4160	Customer Deposit		6	X					
4163	Alternate Currency Clearing A/P		6	X					
4165	Billings in Excess - Costs		5	X					
4181	Landed Cost Components	N	6	X					
4184	Harbor Fees		7	X					
4185	Brokerage Fees		7	X					
4186	Freight		7	X					
4188	Import Duty		7	X					
4190	Accounts Payable - Other		6	X					
4200	Accrued Payroll Liabilities	N	5	X					
4205	Accrued Payroll		6	X					
4206	Accrued Liabilities - Clearing		6	X					
4208	United Way		7	X					
4211	Federal Payroll Tax Withheld		7	X					

4212	FICA Payroll Tax Payable		7	X					
4213	Medicare Tax Payable		7	X					
4214	Federal Unemployment Tax Payable		7	X					
4221	State Taxes Withheld		7	X					
4221.CA	California Taxes Withheld		8	X					
4221.CO	Colorado Taxes Withheld		8	X					
4221.NY	New York Taxes Withheld		8	X					
4222	State Unemployment Tax		7	X					
4222.CA	California Unemployment Tax		8	X					
4222.CO	Colorado Unemployment Tax		8	X					
4222.NY	New York Unemployment Tax		8	X					
4223	State Disability		7	X					
4223.CA	California Disability		8	X					
4223.CO	Colorado Disability		8	X					
4223.NY	New York Disability		8	X					
4230	Local Head Tax Payable		7	X					
4230.DEN	Denver Head Tax Payable		8	X					
4240	City Tax Payable		7	X					
4250.CA	County Tax Payable		7	X					
4260	School Tax Payable		7	X					
4305	Worker's Comp Insurance		7	X					
4305.CA	California Worker's Comp		8	X					
4305.CO	Colorado Worker's Comp		8	X					
4305.NY	New York Worker's Comp		8	X					
4306	General Liability Insurance		7	X					
4306.CA	California Liability Insurance		8	X					

4306.CO	Colorado Liability Insurance		8	X					
4306.NY	New York Liability Insurance		8	X					
4310	Life Insurance		7	X					
4314	Employee Advances/Losses		7	X					
4315	Health Insurance		7	X					
4317	401K Plan		7	X					
4327	Miscellaneous		7	X					
4330	Union Dues		7	X					
4330.1000	Union 1000		8	X					
4330.4000	Union 4000		8	X					
4330.7000	Union 7000		8	X					
4330.7700	Union 7700		8	X					
4333	Actual Burden Clearing		7	X					
4334	Flat Burden Clearing		7	X					
4336	Sick Time		8	X					
4337	Vacation Time		8	X					
4400	Other Accrued Liabilities		5	X					
4410	Accrued Interest Expense		6	X					
4420	Other Accrued Expenses		6	X					
4430	Accrued Taxes	N	5	X					
4431	VAT Payable		6	X					
4433	Sales and Use Tax Payable		6	X					
4450	Withholding Taxes Payable		6	X					
4510	Income Taxes Payable		6	X					
4520	Federal Income Taxes Payable		7	X					
4530	State Income Taxes Payable		7	X					

4540	Sales Tax Payable		6	X					
4550	Sales Tax Payable		7	X					
4600	Long-Term Liabilities	N	4	X					
4610	Notes Payable		5	X					
4620	Bank Notes Payable		6	X					
4640	Other Notes Payable		6	X					
4690	Long-Term Debt		5	X					
4900	Stockholders' Equity	N	4	X					
4910	Common Stock		5	X					
4920	Paid In Capital		5	X					
4930	Translation Gain/Loss		6	X					
4980	Retained Earnings		5	X					
4999	YTD Income (Loss)	N	5	X					
5000	Revenues	N	4		X	X	X		
5005	Sales - Product A	N	5		X	X	X		
5010	Store Sales		6		X	X	X		
5015	Wholesale Sales		6		X	X	X		
5020	Direct Ship Sales		6		X	X	X		
5030	Contract Sales		6		X	X	X		
5040	Deferred Revenue		6		X	X	X		
5050	Interplant Sales		6		X	X	X		
5060	Less Returns and Allowances		6		X	X	X		
5070	Less Sales Discounts		6		X	X	X		
5080	Freight Out		6		X	X	X		
5090	Service Sales		6		X	X	X		
5200	Sales - Other	N	5		X	X	X		

5202	Inter-Company Sales		6		X	X	X	
5204	Training Revenue		6		X	X	X	
5206	Finance Charge Income Credit		6		X	X	X	
5208	Rebate Revenue		6		X	X	X	
5210	Other Revenue		6		X	X	X	
6000	Direct Costs	N	4		X	X	X	
6010	Cost of Sales	N	5		X	X	X	
6020	Prime Cost of Goods		6		X	X	X	
6200	Damage Credit/Write-off		6		X	X	X	
6210	Disputed Tax/Freight Write-off		6		X	X	X	
6250	Minor Amount Write-off		6		X	X	X	
6300	Cost of Sales - Other	N	5		X	X	X	
6310	Physical Inventory and Adjustment		6		X	X	X	
6315	Standard Cost Variance		6		X	X	X	
6320	Deferred Cost of Goods Sold		6		X	X	X	
6350	Other Costs		6		X	X	X	
6999	COGS / % of Billing Adjustment		7		X	X	X	
7450	Outside Operations		5		X	X	X	
7900	Allocated Overhead	N	5		X	X	X	
7910	Distributed Payroll Expense		6		X	X	X	
7930	Distributed Building Expense		6		X	X	X	
7950	Distributed Computer Costs		6		X	X	X	
7970	Distributed General Expenses		6		X	X	X	
7990	Distributed Interest Expense		6		X	X	X	
8000	General and Administrative	N	4					X
8100	Administrative Salaries	N	5		X	X	X	X

8110	Salaries and Wages		6		X	X	X	X
8115	Regular Pay		7					X
8115.MGR	Regular Pay - Managers		7					X
8116	Overtime Pay		7					X
8117	Commissions		7					X
8120	Employee Benefits	N	6					X
8125	Burden - Fringe		7					X
8126	Burden - Tax		7					X
8130	Vacation and Sick Expense		7		X	X	X	X
8130.8130	Vacation and Sick Expense		7		X	X	X	X
8135	FICA/Medicare		7					X
8136	401K Contribution		7					X
8138	Retirement Plan		7					X
8140	Insurance - Health and Disability		7					X
8145	Insurance Worker's Comp		7					X
8150	Insurance		7					X
8170	Unemployment Taxes		7					X
8175	Uniforms		7					X
8176	Employee Lunch Allowance		7					X
8177	Car Allowance		7					X
8190	Reimbursed Employee Expense		7					X
8191	Sick Expense		7					X
8192	Vacation Expense		7					X
8199	Distributed Payroll (Credit)		7					X
8300	Building Expense	N	5		X	X	X	X
8310	Accrued Property Taxes		6		X	X	X	X

8315	Depr - Building and Improvement		6		X	X	X	X
8320	Depr - Office Furn/Equipment		6		X	X	X	X
8325	Depr - Other Assets		6		X	X	X	X
8330	Insurance - General Liability		6		X	X	X	X
8350	Rent Expense		6		X	X	X	X
8355	Repair and Maintenance		6		X	X	X	X
8360	Telephone Expense		6		X	X	X	X
8370	Utilities Expense		6		X	X	X	X
8399	Bldg Contra/Clearing		6		X	X	X	X
8400	Equipment Expenses	N	5		X	X	X	
8401	Meter/Odometer Readings	N	6		X	X	X	
8402	Odometer Reading - Incremental		7		X	X	X	
8403	Hour Meter-Incremental		7		X	X	X	
8404	Odometer Reading - Original		7		X	X	X	
8405	Hour Meter - Original		7		X	X	X	
8410	Usage Analysis	N	6		X	X	X	
8411	Operating Hours/Miles		7		X	X	X	
8412	Idle Hours/Miles		7		X	X	X	
8413	Down Hours/Miles		7		X	X	X	
8420	Revenue Earned	N	6		X	X	X	
8421	Ownership Portion		7		X	X	X	
8422	Operating Portion		7		X	X	X	
8423	Maintenance Portion		7		X	X	X	
8424	Other Portion		7		X	X	X	
8430	Billed Sales	N	7		X	X	X	
8435	Billed Sales Adjustment		8		X	X	X	

8440	Ownership Expense	N	6		X	X	X		
8441	Depreciation		7		X	X	X		
8442	Taxes		7		X	X	X		
8443	Insurance		7		X	X	X		
8444	Lease Payments		7		X	X	X		
8445	Rent Payments		7		X	X	X		
8446	Interest Expense		7		X	X	X		
8450	Operating Expense	N	6		X	X	X		
8451	Fuel, Oil, and Gas		7		X	X	X		
8453	Tires		7		X	X	X		
8455	Wear Items		7		X	X	X		
8480	Maintenance Expense	N	6		X	X	X		
8481	Labor	N	7		X	X	X		
8482	Regular Time		8		X	X	X		
8483	Overtime		8		X	X	X		
8485	Parts		7		X	X	X		
8488	Burden		7		X	X	X		
8489	Distributed Equipment (Credit)		6		X	X	X		
8600	Supplies, Services, and Other	N	5		X	X	X	X	
8605	Advertising		6		X	X	X	X	
8610	Art and Drafting		6						X
8615	Bad Checks		6						X
8620	Bad Debt Expense		6						X
8625	Bank Expenses		6						X
8630	Bank Charges		6						X
8635	Business Licenses		6						X

8640	Bookkeeping Fees		6					X
8650	Cash Shortages		6					X
8660	Contributions		6					X
8665	Entertainment		6		X	X	X	X
8670	Dues and Subscriptions		6		X	X	X	X
8675	General Taxes, Fees, and Licences		6		X	X	X	X
8685	Legal, Accounting, and Other		6		X	X	X	X
8700	Miscellaneous Expenses		6		X	X	X	X
8710	Moving Expense		6		X	X	X	X
8720	Office Supplies Expense		6		X	X	X	X
8730	Postage and Freight		6		X	X	X	X
8740	Travel, Meals, and Lodging		6		X	X	X	X
8799	General Contra/Clearing		6					X
8800	Computer Expenses	N	5					X
8810	Repair and Maintenance		6					X
8820	Rental/Lease Expense		6					X
8830	Software License and Fee		6					X
8840	Computer Supplies		6					X
8850	Computer Telephone/Modem		6					X
8860	Depreciation - Computer		6					X
8899	Distributed Computer Expense		6					X
8900	Interest Expense	N	5					X
8920	Interest Expense		6					X
8999	Distributed Interest Expense		6					X
9000	Other Income and Expenses	N	4					X
9100	Other Income	N	5					X

9110	Gain on Sales of Assets	N	6					X
9111	Proceeds from Asset Disposal		7					X
9112	NBV of Assets Disposed		7					X
9113	Cash Proceeds Clearing		7					X
9120	Interest Income		6					X
9130	Rent Income		6					X
9140	Currency Gain/Loss	N	6					X
9142	Realized Gain/Loss	N	7					X
9142.GAIN	Realized Gain		8					X
9142.LOSS	Realized Loss		8					X
9143	Alternative Currency Gain/Loss	N	7					X
9143.GAIN	Alternative Currency Gains		8					X
9143.LOSS	Alternative Currency Losses		8					X
9144	Unrealized Gain/Loss	N	7					X
9144.GAIN	Unrealized Gain		8					X
9144.LOSS	Unrealized Loss		8					X
9150	Discounts Taken		6					X
9153	Discounts Available		7					X
9156	Discounts Lost		7					X
9160	Miscellaneous Revenues		6					X
9200	Other Expense	N	5					X
9230	Interest Expense		6					X
9250	Miscellaneous Expenses		6					X
9700	Income Taxes	N	5					X
9705	Accrued Income Taxes		6					X
9710	Accrued Federal Taxes		7					X

9720	Accrued State Taxes			7						X
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## Batch Input Setup for Vouchers

To successfully upload batch voucher entries from external sources such as PC data entry, third party or customer systems, or electronic data interchanges (EDI), you must create a custom program that provides proper data to fields in the Voucher Transactions - Batch File table (F0411Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).

Certain fields are required for the basic voucher upload process. Additional fields for discount, tax, and payment information are available to include more voucher detail in the upload. Other fields are ignored or reserved for users.

If you are using the Enterprise-Wide Profitability Solution system, you must also provide data to fields in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

The following topics are included in this appendix:

- Required fields for the Voucher Transactions - Batch File (F0411Z1) and the Journal Entry Transactions - Batch File (F0911Z1) tables.
- Additional fields required for processing discounts.
- Additional fields required for processing tax information.
- Tax Considerations for Updating the Journal Entry Transactions - Batch File table (F0911Z1).
- Required field for processing payments.
- Optional fields for processing batch vouchers.
- Fields the system ignores for processing batch vouchers.
- Fields reserved for users.
- Fields required if you are using the Enterprise-Wide Profitability Solution system.

## Required Fields for Voucher Transactions

The following fields in the Voucher Transactions - Batch File table (F0411Z1) are required for processing batch vouchers.

Field Name	Alias	Type	Length	Definition
EDI - User ID	VLEDUS	Alpha	10	A user-defined identification number. Enter the user ID of the person who runs the process or the person who receives the messages in the Work Center. This field, in conjunction with the transaction number (VLEDTN), the batch number (VLEDBT), and the line number (VLEDLN), uniquely identifies a specific voucher.
EDI - Transaction Number	VLEDTN	Alpha	22	This field, in conjunction with the line number (VLEDLN), identifies each transaction. Each new transaction number indicates a new voucher. You cannot have more than one

				transaction with the same number in a batch unless the line number is different. This field normally contains the source system's document number so that the transaction is readily identified.
EDI - Line Number	VLEDLN	Number	7	This field is used in conjunction with the transaction number (VLEDTN) to identify each pay item of the voucher. If a transaction has only one pay item, you can leave this field blank.
EDI - Successfully Processed	VLEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the transaction was successfully processed using the batch processor. Blank or 0 (zero) indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value of the field to 1.
EDI - Transaction Action	VLEDTC	Alpha	1	For transactions to process, the value in this field must be A. No other values are valid.
EDI - Transaction Type	VLEDTR	Alpha	1	A code that identifies a particular kind of transaction. The transaction type for vouchers must be V.
EDI - Batch Number	VLEDBT	Alpha	15	This field, in conjunction with the transaction number (VLEDTN), the user ID (VLEDUS), and the line number (VLEDLN), uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time the value changes. To increase performance, assign one batch number for each group of transactions processed at one time.
Address Number	VLAN8	Number	8	A number that identifies an entry in the Address Book Master table (F0101). Use this number to identify the supplier associated with the voucher transaction.
G/L Date	VLDGJ	Date	6	<p>Enter the G/L date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy), while others might require a Julian date format.</p> <p>The Julian date format is cyyddd (where c = century). Enter 0 (zero) for transactions in the 20th century and enter 1 for transactions in the 21st century. For example, the date 6/1/99 corresponds to the Julian date 099152, and the date 6/01/00 corresponds to the Julian date 100153 (because the year 2000 has a leap day, 2/29/00).</p> <p>Alternatively, you can leave this field blank and complete the fields VLDGM (mm), VLDGD (dd), VLDGY (yy), VLDG# (cc) in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDG#). For</p>

example, enter 19 for 1999, or enter 20 for 2005.

Company	VLCO	Alpha	5	A number that identifies the organization to which the voucher belongs. This number must exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet.
G/L Offset	VLGLC	Alpha	4	<p>The value of this field in conjunction with the company number (VLCO) determines the A/P trade (offset) account to which the transaction posts. The account established in the AAI item PCyyyy (where yyyy = the value in the G/L Offset field) is used in the post process. You can establish the AAI for each company or for company 00000 (as the default).</p> <p>You do not need to complete this field unless you want to direct different transactions to different offset accounts.</p>
Gross Amount	VLAG	Number	15	<p>Enter the transaction amount in the format your database accepts. Some databases accept a decimal identifier while others do not.</p> <p>If you enter the transaction in a foreign currency (Currency Mode F), leave this field blank and use the Currency Amount field (VLACR) instead.</p> <p>If you process transactions using Currency Mode 3, you must complete both the Gross Amount and Currency Amount fields.</p>
G/L Bank Account	VLGLBA	Number	8	<p>If you leave this field blank, the system uses the account set up in the AAI item PB for the company specified. If the AAI item for the company is not found, the AAI for company 00000 is used.</p> <p>Alternatively, enter the account ID (GMAID) of the bank account from which the voucher should be paid. The account ID is located in the Account Master table (F0901).</p>
Business Unit	VLMCU	Alpha	12	The value you enter in this field must exist in the Business Unit Master table (F0006). If you leave this field blank, the system uses the value in the Security Business Unit field (MCU) in the supplier's address book record.

## Required Fields for Journal Entry Transactions

The following fields in the Journal Entry Transactions - Batch File table (F0911Z1) are required for processing batch vouchers.

This table identifies only the required fields that you must complete. The system populates the remaining required fields based on information in the Voucher Transactions - Batch File table (F0411Z1) for the transaction.

For more information about completing other optional fields for the Journal Entry Transactions - Batch File table (F0911Z1), see *Batch Input Setup for Journal Entries* in the *General Accounting Guide*.

<b>Field Name</b>	<b>Alias</b>	<b>Type</b>	<b>Length</b>	<b>Definition</b>
EDI - User ID	VNEDUS	Alpha	10	The values you enter in these fields must exactly match the values you entered in the corresponding fields in the Voucher Transactions - Batch File table (F0411Z1).
EDI - Transaction Number	VNEDTN	Alpha	22	The values you enter in these fields must exactly match the values you entered in the corresponding fields in the Voucher Transactions Batch File table (F0411Z1).
EDI - Successfully Processed	VNEDSP	Alpha	1	The values you enter in these fields must exactly match the values you entered in the corresponding fields in the Voucher Transactions Batch File table (F0411Z1).
EDI - Transaction Action	VNEDTC	Alpha	1	The values you enter in these fields must exactly match the values you entered in the corresponding fields in the Voucher Transactions Batch File table (F0411Z1).
EDI - Transaction Type	VNEDTR	Alpha	1	The values you enter in these fields must exactly match the values you entered in the corresponding fields in the Voucher Transactions Batch File table (F0411Z1).
EDI - Batch Number	VNEDBT	Alpha	15	The values you enter in these fields must exactly match the values you entered in the corresponding fields in the Voucher Transactions Batch File table (F0411Z1).
EDI - Line Number	VNEDLN	Number	7	This field is incremented for every line of account distribution for the voucher. For example, if one voucher has 10 lines of account distribution, the line number begins with 1 and is incremented for each line. As long as the transaction number (VLEDTN) is the same, all lines of the account distribution for the voucher will be processed together.
Document Company	VNKCO	Alpha	5	J.D. Edwards recommends that you leave these fields blank in the Voucher Transactions - Batch File table (F0411Z1).  If you complete these fields in the Voucher Transactions - Batch File table (F0411Z1), you must enter the same values in the corresponding fields in the Journal Entry

Transactions - Batch File table (F0911Z1).

Document Type	VNDCT	Alpha	2	J.D. Edwards recommends that you leave these fields blank in the Voucher Transactions - Batch File table (F0411Z1).  If you complete these fields in the Voucher Transactions - Batch File table (F0411Z1), you must enter the same values in the corresponding fields in the Journal Entry Transactions - Batch File table (F0911Z1).
Document Number	VNDOC	Number	8	J.D. Edwards recommends that you leave these fields blank in the Voucher Transactions - Batch File table (F0411Z1).  If you complete these fields in the Voucher Transactions - Batch File table (F0411Z1), you must enter the same values in the corresponding fields in the Journal Entry Transactions - Batch File table (F0911Z1).
Batch Number	VNICU	Number	8	J.D. Edwards recommends that you leave these fields blank in the Voucher Transactions - Batch File table (F0411Z1).  If you complete these fields in the Voucher Transactions - Batch File table (F0411Z1), you must enter the same values in the corresponding fields in the Journal Entry Transactions - Batch File table (F0911Z1).
Batch Type	VNICUT	Alpha	1	J.D. Edwards recommends that you leave these fields blank in the Voucher Transactions - Batch File table (F0411Z1).  If you complete these fields in the Voucher Transactions - Batch File table (F0411Z1), you must enter the same values in the corresponding fields in the Journal Entry Transactions - Batch File table (F0911Z1).
G/L Date	VNDGJ	Date	6	Enter the same value you used in the corresponding field in the Voucher Transactions - Batch File table (F0411Z1).
Account Number	VNANI	Number	29	Enter the account number in the format BU.OBJ.SUB.
Account Mode	VNAM	Number	1	Enter 2 in this field to correspond to the account number you entered in the Account Number field (VNANI).
Ledger Type	VNLT	Alpha	2	Enter AA in this field. You must set up this value in UDC list 09/LT (Ledger Types).
Amount	VNA	Number	15	Enter the amount that corresponds to the account number you entered. Use a format that your database accepts. Some databases accept a decimal identifier, while others do not.

## See Also

- Invoice and Voucher Batch Processing with Taxes* in the *Tax Reference Guide* for information about processing vouchers with taxes

## Additional Required Fields for Processing Discounts

The following fields in the Voucher Transactions - Batch File table (F0411Z1) are required for processing voucher discounts in addition to those fields listed in Tables 1 and 2.

Field Name	Alias	Type	Length	Definition
Discount Available	VLADSC	Number	15	<p>Enter the amount of the discount in a format your database accepts. Some databases accept a decimal identifier, while others do not. If you enter a discount amount, you must also enter a discount due date (VLDDNJ).</p> <p>If you leave this field blank, the system calculates the discount amount and discount due date based on the value of the Payment Terms Code field (VLPTC). If the Payment Terms Code field is blank and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table (F0401) to calculate the discount amount and the discount due date.</p> <p>You cannot enter the value in this field as a percent. For example, if you use USD currency, and you enter a value of .05, the system will read this as a 5-cent discount.</p>
Payment Terms Code	VLPTC	Alpha	3	<p>The value you enter in this field is validated against an entry in the Payment Terms table (F0014). If the payment term is defined to calculate a discount, the Discount Available (VLADSC), the Discount Due Date (VLDDNJ), and the Net Due Date (VLDDJ) fields in the Supplier Master table (F0401) are updated accordingly.</p> <p>If you leave this field blank and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table (F0401) to determine the discount and the discount due date.</p>
Net Due Date	VLDDJ	Date	6	<p>This field identifies the due date of the voucher regardless of whether a discount is available. If you complete the Payment Terms Code field (VLPTC), the system automatically calculates the net due date when the voucher is processed. If you leave the Payment Terms Code field blank, and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table (F0401) to determine the net due date (VLDDJ).</p> <p>If you do not use a payment term, enter the net due date in a format your database accepts. See the data item for G/L Date (VLDGJ) for more information.</p> <p>Alternatively, leave this field blank and complete the VLDDM</p>

(mm), VLDDD (dd), VLDDY (yy), and VLDD# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDD#). For example, enter 19 for 1999 and 20 or 2005.

Discount Due Date	VLDDNJ	Date	6	<p>This field identifies the date through which a discount can be taken when the payment is issued. When vouchers are processed, this field is automatically populated based on the definition of the payment term. If you leave the Payment Terms Code field (VLPTC) blank, and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table (F0401) to determine the Discount Available (VLADSC), the Discount Due date (VLDDNJ) and the Net Due Date (VLDDJ) fields.</p> <p>If you do not use a payment term, but you use the discount available, enter a date in the format your database accepts. See the data item for G/L Date (VLDGJ) in Table 1 for more information.</p> <p>Alternatively, leave this field blank and complete the VLDDNM (mm), VLDDND (dd), VLDDNY (yy), and VLDDN# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDDN#). For example, enter 19 for 1999 and 20 for 2005.</p>
Batch File Discount Handling Flag	VLEDDH	Alpha	1	Enter a 1 in this field to process vouchers with discounts.
Discount Taken	VLADSA	Number	15	Leave this field blank. This field is updated in the Supplier Master table (F0411) when the payment is issued and the discount taken.

## Additional Required Field for Processing Payments

The following field is required for processing payments in the Voucher Transactions - Batch File table (F0411Z1).

You can process paid vouchers for the upload process if these vouchers meet two payment conditions. First, only one payment is allowed per voucher. Second, the payment amount must be for the total voucher amount.

Payment information is updated to the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables.

Field Name	Alias	Type	Length	Definition
Matching Document Number	VLDOCM	Number	8	To process a paid voucher, compete this field with the check number that paid the voucher in full.

## Optional Fields for Processing Batch Vouchers

The following fields in the Voucher Transactions - Batch File table (F0411Z1) are optional for batch voucher processing and are used with Tables 1 and 2. You can use the fields to provide additional information about vouchers.

J.D. Edwards recommends that you leave specific fields blank so that the system will populate them.

Field Name	Alias	Type	Length	Definition
EDI - Detail Lines Processed	VLEDDL	Number	5	The number of detail lines included in a specific transaction. For user verification only.
Document Number	VLDOC	Number	8	<p>The number that identifies the transaction in the Accounts Payable Ledger table (F0411). If you leave this field blank, the system uses next numbers for System 04 to generate a document number.</p> <p>If you enter a value in this field, the value cannot exist in the Account Payable Ledger table (F0411), or the transaction is considered a duplicate and does not process. If you enter a value in this field, you must enter the same value in the corresponding field in the Journal Entry Transactions - Batch File table (F0911Z1).</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Document Type	VLDCT	Alpha	2	<p>A code that defines the type of transaction. If you leave this field blank, the value is determined by the processing options of the Voucher Entry MBF Processing Options program (P0400047).</p> <p>If you enter a value in this field, the value must exist in both UDC 00/DT (Document Type - All Documents) and 00/DV (Document Type - Vouchers Only). If you enter a value in this field, you must enter the same value in the corresponding field in the Journal Entry Transactions - Batch File table (F0911Z1).</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Document Company	VLKCO	Alpha	5	<p>A code that identifies the company of the transaction. This field is used only to differentiate transaction numbers by company. If you leave this field blank, the system uses the value you entered in the Company field (VLCO).</p> <p>If you enter a value in this field, the value must exist in the Company Constants table (F0010). Any value you enter in this field must also be entered into the corresponding field in the Journal Entry Transactions - Batch File table (F0911Z1).</p> <p>J.D. Edwards recommends that you leave this field blank.</p>
Document Pav Item	VLSFX	Alpha	3	A code that indicates the pay item number of the voucher. If you leave this field blank, the system assigns the pay

Pay Item			item beginning with 001. Use the Line Number field (VLEDLN) to designate transactions that have multiple pay items.
			If the transaction number (VLEDLN) and the line number (VLEDLN) combination are duplicated, the next and all subsequent transactions will be ignored regardless of whether the Pay Item field is used.
Pay Item Extension Number	VLSFXE	Number 2	Leave this field blank. This field is updated by other systems that process records and store them in the Accounts Payable Ledger table (F0411).
Adjusting Document Type	VLDCTA	Alpha 2	Leave this field blank. This field is updated when processed vouchers are either changed or voided.
Payee Address Number	VLPYE	Number 8	Complete this field if someone other than the supplier will be paid. The value entered into this field must exist in the Address Book Master table (F0101).
Approver Address Number	VLSNTO	Number 8	This is the address book number of the person who is authorized to approve a voucher for payment. It is used in conjunction with payee approval, and the Payee Approval field must have a value.
Invoice Date	VLDIVJ	Date 6	Enter the invoice date in the format your database accepts.  If you leave this field blank, the system uses the G/L date. See the data item for G/L Date (VLDGJ) in Table 1 for examples.  You can also leave this field blank and complete fields VLDIVM (mm), VLDIVD (dd), VLDIVY (yy), and VLDIV# (cc) in the month/date/year/century format. Enter the prefix of the year in the Century field (VLDIV#). For example, enter 19 for 1999 and 20 for 2005.
Fiscal Year	VLFY	Number 2	J.D. Edwards recommends that you leave these fields blank. The system populates them based on the G/L date and the company.
Century	VLCTRY	Number 2	J.D. Edwards recommends that you leave these fields blank. The system populates them based on the G/L date and the company.
Period Number	VLPN	Number 2	J.D. Edwards recommends that you leave these fields blank. The system populates them based on the G/L date and the company.
Batch Number	VLICU	Number 8	A number used to group vouchers that are processed simultaneously. If you leave this field blank, the system uses next numbers for System 00 to generate a batch.

				number.
				J.D. Edwards recommends that you leave this field blank.
Batch Type	VLICUT	Alpha	2	A code that designates the type of transaction being processed, such as invoice, voucher, and so on. If you complete this field, you must enter V (Voucher). If you leave this field blank, the system populates the field with V when processing the vouchers.
Batch Date	VLDICJ	Date	6	<p>Enter the date of the batch. If you leave this field blank, the system uses the date that the batch process program is run. If you complete this field, enter the date in a format that your database accepts. See the field definition for G/L Date (VLDGJ) in Table 1 for more information.</p> <p>Alternatively, you can leave this field blank and complete the fields VLDICM (mm), VLDICD (dd), VLDICY (yy), and VLDIC# (cc) in the month/day/year/ century format. Enter the prefix of the year in the Century field (VLDIC#). For example, enter 19 for 1999, or enter 20 for 2005.</p>
Balanced - Journal Entries	VLBALJ	Alpha	1	<p>J.D. Edwards recommends that you leave this field blank.</p> <p>This field indicates whether the amounts of the journal entries associated with the transaction are in balance with the gross amount of the voucher.</p>
Pay Status Code	VLPST	Alpha	1	<p>This field indicates whether the voucher is open, paid, or on hold. The value of this field must exist in UDC 00/PS (Pay Status).</p> <p>If you leave this field blank, the system populates the field according to the value in the processing option in the Voucher Entry MBF Processing Options program (P0400047). If you did not assign a value in the processing option, the default value of the data dictionary item PST will be used.</p>
Amount Open	VLAAP	Number	15	<p>J.D. Edwards recommends that you leave this field blank.</p> <p>The system automatically updates the Amount Open field (VLAPP) with the value in the Gross Amount field (VLAG). Processing partially paid vouchers is not supported by this application. If you enter a value in this field, you will get an error, and the transaction will not process.</p>
G/L Posted Code	VLPOST	Alpha	1	<p>Leave this field blank. Run the post program (R09801) to update this field.</p> <p>If you previously processed historical data as a journal entry, J.D. Edwards recommends that you create an associated Journal Entry Transactions - Batch File table (F0911Z1) transaction and use the A/P trade account as the G/L distribution account. Then, when the transaction is posted, accounting will not be affected.</p>

				If you process posted voucher transactions out of balance (that is, without corresponding Journal Entry Transactions - Batch File table (F0911Z1) information), enter D in this field. However, by doing this, you compromise your ability to void these transactions in the future, and you will create discrepancies on the A/P batch integrity reports.
Object Account	VLOBJ	Alpha	6	Any value that you enter in this field is passed. The system does not validate this field.
Subsidiary	VLSUB	Alpha	8	Any value that you enter in this field is passed. The system does not validate this field.
Subledger Type	VLSBLT	Alpha	1	Any value that you enter in this field is passed. The system does not validate this field.
Subledger	VLSBL	Alpha	8	Any value that you enter in this field is passed. The system does not validate this field.
Void Flag	VLVOD	Alpha	1	Leave this field blank. It will be updated when a voucher is voided.
Document Company (Original Order)	VLODOC	Alpha	8	<p>Any values that you enter in these fields are passed to the Accounts Payable Ledger table (F0411). These fields are not validated.</p> <p>If you leave these fields blank, the system updates them with the values assigned to the Document Number, Document Type, and Document Company fields from the Accounts Payable Ledger table (F0411).</p>

Document Type - Original	VLODCT	Alpha	2	<p>Any values that you enter in these fields are passed to the Accounts Payable Ledger table (F0411). These fields are not validated.</p> <p>If you leave these fields blank, the system updates them with the values assigned to the Document Number, Document Type, and Document Company fields from the Accounts Payable Ledger table (F0411).</p>
Document - Original	VLOKCO	Alpha	5	<p>Any values that you enter in these fields are passed to the Accounts Payable Ledger table (F0411). These fields are not validated.</p> <p>If you leave these fields blank, the system updates them with the values assigned to the Document Number, Document Type, and Document Company fields from the Accounts Payable Ledger table (F0411).</p>
Document Pay Item - Original	VLOSFX	Alpha	3	<p>Any values that you enter in these fields are passed to the Accounts Payable Ledger table (F0411). These fields are not validated.</p> <p>If you leave these fields blank, the system updates them with the values assigned to the Document Number, Document Type, and Document Company fields from the Accounts Payable Ledger table (F0411).</p>
Payment Handling Code	VLCRC	Alpha	3	This field is used to segregate vouchers for payment processing or to provide additional information. You must enter a value that exists in UDC 00/HC (Special Handling Code).
Supplier Invoice Number	VLVINV	Alpha	25	Enter the invoice number in this field. Any value you enter in this field passes to the corresponding Accounts Payable Ledger table (F0411) record. This field is not validated.

Document Company (Purchase Order)	VLPKCO	Alpha	5	Any values you enter in these fields pass to the corresponding Accounts Payable Ledger table (F0411) record. These fields are not validated.
Purchase Order	VLPO	Alpha	8	Any values you enter in these fields pass to the corresponding Accounts Payable Ledger table (F0411) record. These fields are not validated.
Document Type - Purchase Order	VLPDCT	Alpha	2	Any values you enter in these fields pass to the corresponding Accounts Payable Ledger table (F0411) record. These fields are not validated.
Line Number	VLLNID	Number	6	Any values you enter in these fields pass to the corresponding Accounts Payable Ledger table (F0411) record. These fields are not validated.
Order Suffix	VLSFXO	Alpha	3	Any values you enter in these fields pass to the corresponding Accounts Payable Ledger table (F0411) record. These fields are not validated.
Reference	VLVR01	Alpha	25	Any values you enter in these fields pass to the corresponding Accounts Payable Ledger table (F0411) record. These fields are not validated.
Unit	VLUNIT	Alpha	8	Any values you enter in these fields pass to the corresponding Accounts Payable Ledger table (F0411) record. These fields are not validated.
Business Unit	VLMCU2	Alpha	12	Any values you enter in these fields pass to the corresponding Accounts Payable Ledger table (F0411) record. These fields are not validated.
Name - Remark	VLRMK	Alpha	30	Use this field to explain a voucher pay item. Depending on how your processing options are set, this field might be printed on the A/P check.
Frequency - Recurring	VLRF	Alpha	2	Complete these fields only if the voucher is a recurring voucher that will be recycled. Documents generated with recurring information have the Document Type RR. The value you enter in the Frequency Recurring field must exist in UDC H00/RF (Recurring Frequency).

				The number of payments corresponds to the number of times the voucher will be recycled. If the number of payments is equal to 1, a new voucher will not be generated.
Recurring Frequency # of Payments	VLDRF	Number	3	Complete these fields only if the voucher is a recurring voucher that will be recycled. Documents generated with recurring information have the Document Type RR. The value you enter in the Frequency Recurring field must exist in UDC H00/RF (Recurring Frequency).
				The number of payments corresponds to the number of times the voucher will be recycled. If the number of payments is equal to 1, a new voucher will not be generated.
Units	VLU	Number	15	Any value you enter in this field will be passed. The system does not validate it.
Unit of Measure	VLUM	Alpha	2	This field describes the type of units. The value you enter must exist in UDC 00/UM (Unit of Measure).
Payment Instrument	VLRYIN	Alpha	1	Any value you enter in this field must exist in the UDC 00/PY (Payment Instrument). If you leave this field blank, the system updates it with the corresponding value from the Supplier Master table (F0401) when the voucher is processed.
Category Code - Address Book 7	VLAC07	Alpha	3	This field is used to process 1099s. Any values entered should match the corresponding values on the 1099 form. Any values entered in this field must exist in the UDC 01/07.
Flag for 1099	VLTNN	Alpha	1	If you enter a 1 in this field, the voucher is processed for 1099s. However, you do not have to complete this field for 1099 processing.
Item Number - Short	VLITM	Number	8	This is the inventory item number. Any value you enter in this field is passed. The system does not validate values in this field.
Transaction Originator	VLTORG	Alpha	10	These fields should be left blank. The system updates them when the transaction is processed.
User ID	VLUSER	Alpha	10	These fields should be left blank. The system updates them when the transaction is processed.
Program ID	VLPID	Alpha	10	These fields should be left blank. The system updates them when the transaction is processed.

Date Updated	VLUPMJ	Date	6	These fields should be left blank. The system updates them when the transaction is processed.
Time Last Updated	VLUPMT	Number	6	These fields should be left blank. The system updates them when the transaction is processed.
Work Station ID	VLJOBN	Alpha	10	These fields should be left blank. The system updates them when the transaction is processed.

## Ignored Fields

These fields in the Voucher Transactions - Batch File table (F0411Z1) are ignored by the system.

Field Name	Alias	Type	Length	Definition
Type Record	VLEDTY	Alpha	1	The system ignores these fields.
Record Sequence	VLEDSQ	Number	2	The system ignores these fields.
EDI - Document Type	VLEDCT	Alpha	2	The system ignores these fields.
EDI - Transaction Set Format	VLEDTS	Alpha	6	The system ignores these fields.
EDI - Translation Format	VLEDFT	Alpha	10	The system ignores these fields.
EDI - Transmission Date	VLEDDT	Date	6	The system ignores these fields.
EDI - Send/Receive Indicator	VLEDER	Alpha	1	The system ignores these fields.
Batch File Create G/L Record	VLEDGL	Alpha	1	The system ignores these fields.
User Address Number	VLEDAN	Number	8	The system ignores these fields.
Account ID	VLAID2	Alpha	8	The system ignores these fields.
Bank Transit Short ID	VLBAID	Number	8	The system ignores these fields.
Sequence Number - Operations	VLOPSQ	Number	5	The system ignores these fields.
Control/Statement Field	VLCTL	Alpha	13	The system ignores these fields.
Closed Item - As Of Processing	VLFNLP	Alpha	1	The system ignores these fields.
Tax Rate/ Area 3 - Withholding	VLTXA3	Alpha	10	The system ignores these fields.

Tax Expl Code 3 -Withholding	VLEXR3	Alpha	2	The system ignores these fields.
A/R - A/P Miscellaneous Code 1	VLRP1	Alpha	1	The system ignores these fields.
A/R - A/P Miscellaneous Code 2	VLRP2	Alpha	1	The system ignores these fields.
A/R - A/P Cash Rcpts/Inv Reg Code	VLRP3	Alpha	1	The system ignores these fields.
Historical Currency Conversion Rate	VLHCRR	Number	15	The system ignores these fields.
Historical Date - Julian	VLHDGJ	Date	6	The system ignores these fields.
Historical Date - MO	VLHDGM	Number	2	The system ignores these fields.
Historical Date - DA	VLHDGD	Number	2	The system ignores these fields.
Historical Date - YR	VLHDGY	Number	2	The system ignores these fields.
Historical Date - CTRY	VLHDG#	Number	2	The system ignores these fields.

## Fields Reserved for Users

The following fields in the Voucher Transactions - Batch File table (F0411Z1) are reserved for users. These fields are not updated by any J.D. Edwards program or displayed on any form in the Accounts Payable system.

Field Name	Alias	Type	Length	Definition
User Reserved Code	VLURC1	Alpha	3	Enter any alphanumeric value up to three characters in length.
User Reserved Date	VLURDT	Date	6	Enter any date in this field. Use a format that your database accepts.  See the data item for G/L Date (VLDGJ) in table 1 for more information.
User Reserved Amount	VLURAT	Number	15	Enter any amount in this field. Use a format that your database accepts.
User Reserved Number	VLURAB	Number	8	Enter any number up to eight digits in length.
User Reserved Reference	VLURRF	Alpha	15	Enter any alphanumeric value up to 15 characters in length.

## Required Fields for Advanced Cost Accounting System

If you are using the Advanced Cost Accounting system (System 16), you must complete additional fields in the Journal Entry Transactions - Batch Tag File table (F0911Z1T). The system processes these fields and moves them into the corresponding Account Ledger Tag File table (F0911T). If you are not using the Advanced Cost Accounting system, you do not need to complete any fields in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

<b>Field Name</b>	<b>Alias</b>	<b>Type</b>	<b>Length</b>	<b>Definition</b>
EDI - User ID	VNEDUS	Alpha	10	The values you enter in these fields must match the values that you enter in the corresponding fields in the Voucher Transactions - Batch File table (F0411Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).
EDI - Transaction Number	VNEDTN	Alpha	22	The values you enter in these fields must match the values that you enter in the corresponding fields in the Voucher Transactions Batch File table (F0411Z1) and the Journal Entry Transactions Batch File table (F0911Z1).
EDI - Batch Number	VNEDBT	Alpha	15	The values you enter in these fields must match the values that you enter in the corresponding fields in the Voucher Transactions Batch File table (F0411Z1) and the Journal Entry Transactions Batch File table (F0911Z1).
EDI - Line Number	VNEDLN	Number	7	The values you enter in these fields must match the values that you enter in the corresponding fields in the Voucher Transactions Batch File table (F0411Z1) and the Journal Entry Transactions Batch File table (F0911Z1).
Cost Object Type 1-4	VNABT1 VNABT2 VNABT3 VNABT4	Alpha	1	Enter up to four cost object types. The system uses these fields to edit the values that you enter in the corresponding Cost Object fields (VNABR1 - VNABR4). If you enter a value in one of the Cost Object Type fields, you must enter a value in the corresponding Cost Object field. The values in the Cost Object Type fields must exist in the Cost Object Types table (F1620).
Cost Object 1-4	VNABR1 VNABR2 VNABR3 VNABR4	Alpha	12	Enter up to four cost objects. The value in each Cost Object field must adhere to the edit rules for the corresponding Cost Object Type (VNABT1 - VNABT4).
Posting Code 1-10	VNPMD01 - VNPM10	Alpha	1	Leave these fields blank.
Item Number	VNITM	Number	8	If you enter a value in this field, the system validates it against the Item Master table (F4101).

## **Interoperability**

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To fulfill the information requirements of an enterprise, companies sometimes use products from different software and hardware providers. Interoperability among products is key to successfully implementing an enterprise solution. Full interoperability among different systems results in a flow of data among the different products that is seamless to the user. OneWorld provides interoperability functions to facilitate the exchange of data with systems that are external to OneWorld.

### **See Also**

- The *Interoperability Guide* for a comparison of interoperability functionality
- EDI Document Processing* in the *Data Interface for Electronic Data Interchange Guide* for more information about electronic commerce

### **Outbound Transactions**

In an outbound transaction, you send data from OneWorld to an external system. The system, in effect, creates a copy of the transaction and places the copied transaction in an interface table where external systems can access it.

Interoperability for outbound transactions requires that you set a processing option specifying a transaction type. Additionally, some entry programs allow you to specify a version of the master business function processing options program that, in turn, allows you to specify a version of the interoperability processing options program. This is useful if you need to create your own version of the interoperability processing options to designate different transaction types.

In the Accounts Payable system, the following programs use the Voucher Entry MBF Processing Options (P0400047) to write outbound transactions; therefore you can specify a version of the F0411 Interoperability Processing Options program (P0400048):

- A/P Standard Voucher Entry (P0411)
- A/P Speed Voucher Entry (P0411SV)
- Prepayment Vouchers (P0411)
- Logged Vouchers (P0411)
- Multi Company - Single Supplier (P041016)
- Multi-Voucher Entry (P041017)
- Store and Forward Batch Voucher Processor (R04110Z2)
- Voucher Batch Processor (R04110Z)

See *Processing Options for Voucher Entry MBF (P0400047)* in the chapter *Processing Options for Voucher Entry*

The following Accounts Payable programs do not use the Voucher Entry MBF Processing Options program, so you cannot designate a version of the interoperability processing options. These programs always use version ZJDE0001 of the F0411 Interoperability Processing Options program to write outbound voucher transactions:

- Speed Status Change (P0411S)

- A/P Voucher Journal Entry Redistribution (P042002)
- Recycle Recurring Vouchers (R048101)
- Batch Update for Multitiered A/P (R005141)
- General Ledger Post Report (R09801)

The system copies and stores outbound voucher transactions in the F0411 Interoperability Table (F0411Z3). The system copies and stores corresponding journal entries for outbound voucher transactions in the F0911 Interoperability Table (F0911Z4).

The following *payment* programs also create outbound interoperability transactions.

- A/P Manual Payments (P0413M)
- A/P Speed Voucher Entry (P0411SV)
- A/P Void Payment (P0413V)
- A/P Auto Payments - Update Driver (R04575)
- Version ZJDE0003 Automated Payments Post (R09801)
- Version ZJDE0004 Manual Payment with Match Post (R09801)
- Version ZJDE0005 Manual Payment without Match Post (R09801)

These programs always use version ZJDE0001 of the F0413Z1 Retrieve Interoperability Processing Options program (P0400297) to create outbound payment transactions.

The system copies and stores outbound payment transactions in the F0413 and F0414 Interoperability tables (F0413Z1 and F0414Z1). The system copies and stores corresponding journal entries for outbound payment transactions in the F0911 Interoperability Table (F0911Z4).

#### **Note**

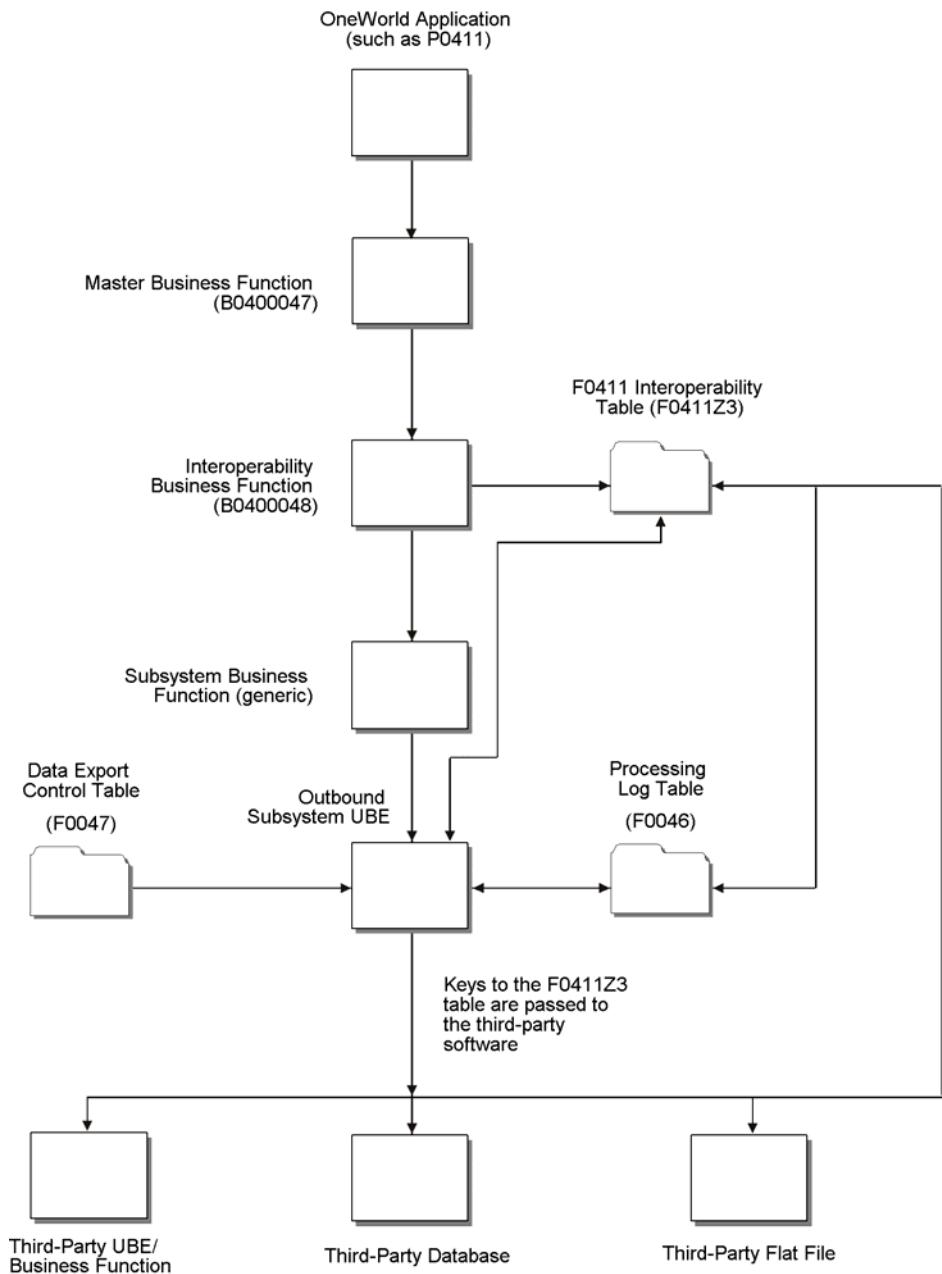
Payment programs that update voucher records also update the F0411 Interoperability Table if the processing option is set.

#### **Coexistence**

If OneWorld and WorldSoftware coexist, outbound interoperability is available only through OneWorld.

#### **Outbound Interoperability Example**

The following diagram shows the outbound interoperability process for a voucher transaction. In this example, transactions are created in the A/P Standard Voucher Entry program (P0411) in OneWorld and sent through the outbound interoperability process to a third-party software package. An outbound payment transaction follows this same interoperability process except that payment transactions do not use a master business function. Outbound payments use Interoperability Business Function B0400297 and Interoperability tables F0413Z1 and F0414Z1.



## Setting Up Outbound Interoperability

In an outbound transaction, you send data from OneWorld to an external system. Before you can initiate outbound interoperability, you must set up basic identifying information and controls. In the Accounts Payable system, you can send both voucher and payment transactions through outbound interoperability.

## Reviewing Record Types

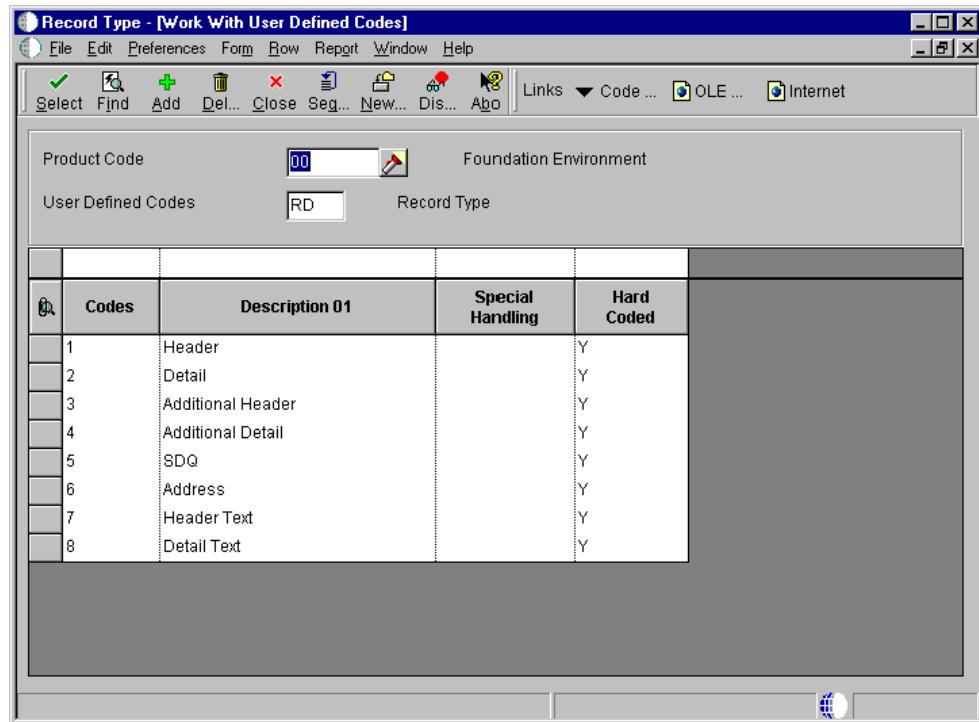
When you set up flat file cross-reference information, you must specify the record types. Record types indicate the type of information that is exchanged between OneWorld and external systems, such as addresses, header or detail transactions, text, or additional information.

You can review hard-coded record types in UDC 00/RD. The system uses these codes to identify the forms with which the system stores information for inbound and outbound documents.

Record types are hard coded by J.D. Edwards and cannot be changed.

### ► To review record types

*From the Financials Interoperability Reporting menu (G00313), choose Record Type.*



On Work With User Defined Codes, review the following fields:

- Codes
- Description 01

## Processing Options for User Defined Codes (P0004A)

### Defaults Tab

These processing options specify the defaults for system code and record type.

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**1. Enter the desired System Code:**

Use this processing option to enter a user defined code (98/SY) that identifies a J.D. Edwards system.

**2. Enter the desired Record Type:**

Use this processing option to enter a default record type for user defined codes. Enter a record type that is valid for the system code specified in the System Code processing option

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### **Setting Up Transaction Types**

To identify the transactions that the system uses, you can add transaction type codes to UDC 00/TT. For each transaction type, you must also set up data export controls to identify the external system to which you are sending the transactions. You must set up transaction types before you set up data export controls.

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**Note**

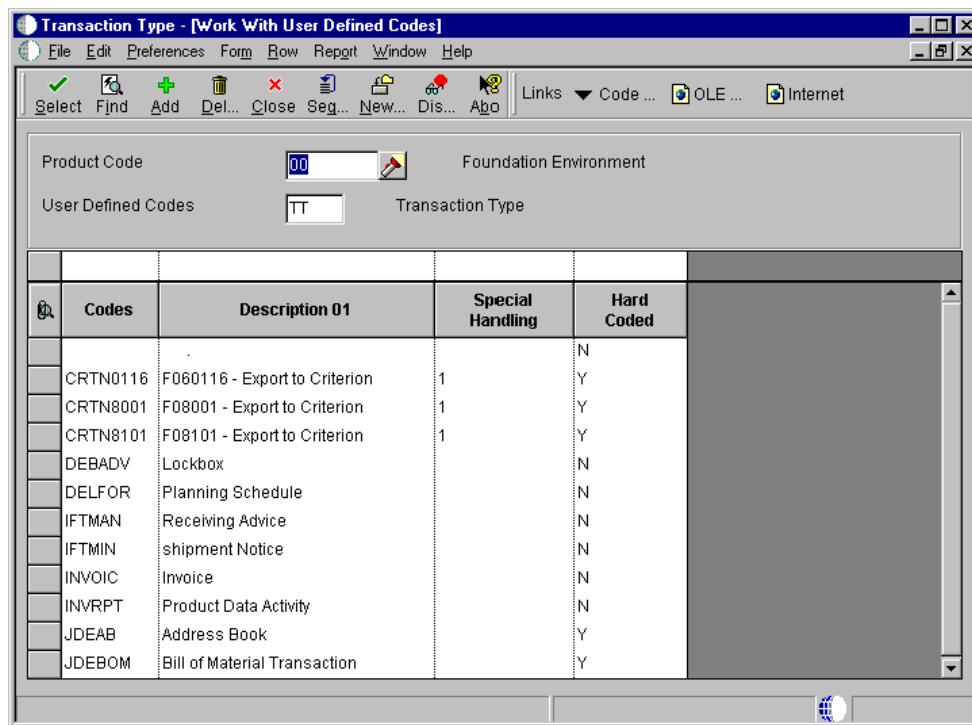
J.D. Edwards provides transaction type JDEVOUCH for OneWorld vouchers and JDEPYMNT for OneWorld payments.

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## ► To set up transaction types

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From the *Financials Interoperability Processing* menu (G00313), choose *Transaction Type*.



1. On Work With User Defined Codes, click Add.
2. On User Defined Codes, scroll to the last empty row of the detail area and complete the following fields:
  - Codes
  - Description 01

---

### Caution

Be sure to add each new code on the *last* detail row so that you do not inadvertently overwrite a blank code, which might appear in the first detail row. A blank code might have only a period in the Description field.

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### See Also

- *Reviewing Record Types* for the processing options for this program
- *User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes

## Setting Up Data Export Controls

You define export information for outbound transactions only. To set up data export controls for each transaction type, you must indicate the document type, batch application or function, and version from which the external system retrieves information from the interface tables.

You can define data export controls based on either of the following:

**UBE or batch processor** You can specify a vendor-specific outbound batch processor that accesses the OneWorld interface tables.

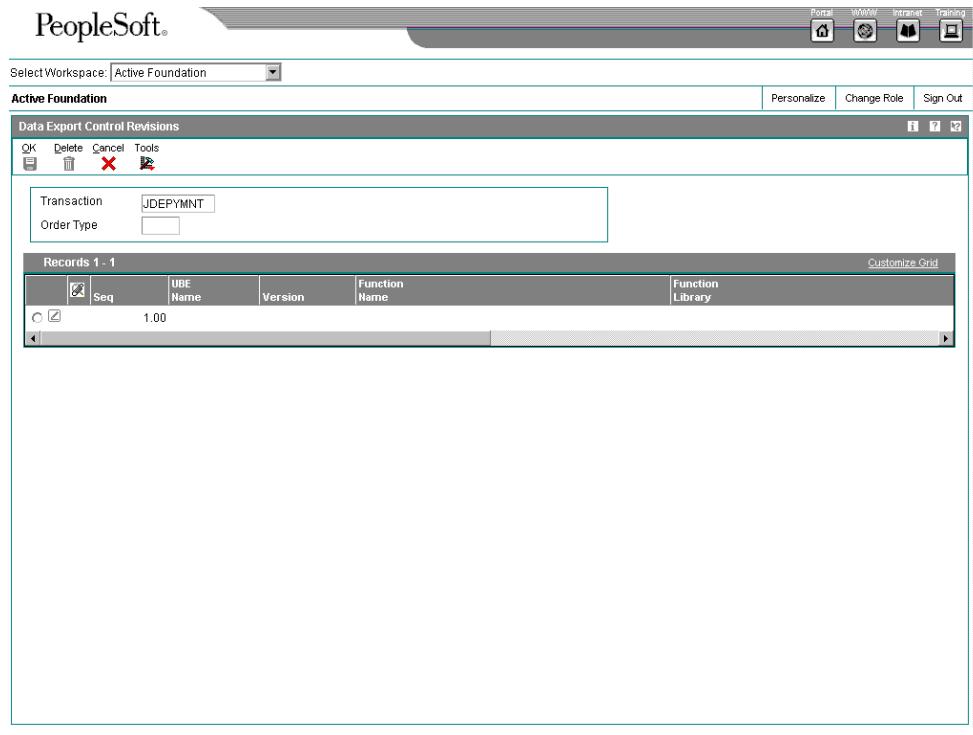
**Function name and library** You can specify a vendor-specific function name and library to identify the external custom program that accesses the OneWorld interface tables.

### ► To set up data export controls

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*From the Financials Interoperability Processing menu (G00313), choose Data Export Controls.*

1. On Work With Data Export Controls, click Add.



2. On Data Export Control Revisions, complete the following field with the appropriate transaction type, such as JDEVOUCH (vouchers) or JDEPYMNT (payments):
  - Transaction
3. Complete the following field:

- Order Type

4. To specify a vendor-specific batch process, complete the following fields:

- UBE Name
- Version

5. To specify a vendor-specific function, complete the following fields:

- Function Name
- Function Library

6. Complete the remaining fields:

- Execute For Add
- Execute For Upd
- Execute For Del
- Execute For Inq
- Flat File Exp Mode
- Ext DB Exp Mode
- Ext API Exp Mode
- Launch Immediately

7. Click OK.

#### See Also

- *Detailed Tasks for Custom Programming* in the *Interoperability Guide* for information about vendor-specific applications and functions

### Setting Up the Flat File Cross-Reference

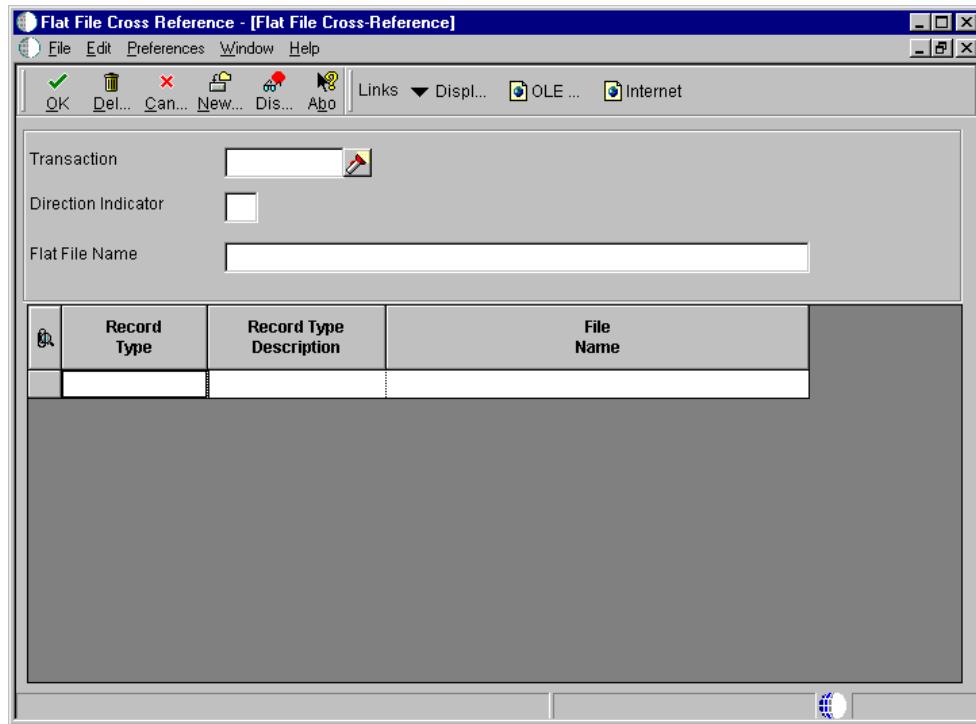
For outbound transactions, if you cannot write data from OneWorld to the interface tables in the format required by the external system, you can write the data to a specific flat file for each transaction type and record type.

#### ► To set up the flat file cross-reference

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*From the Financials Interoperability Processing menu (G00313), choose Flat File Cross Reference.*

1. On Work With Flat File Cross-Reference, click Add.



2. On Flat File Cross-Reference, complete the following field with a transaction type such as JDEVOUCH to specify vouchers or JDEPYMNT to indicate payments:
  - Transaction
3. Complete the following field with 2 to specify that this transaction type is outbound:
  - Direction Indicator
4. Complete the following field with 1 to specify header records and 2 (if necessary) to specify detail records:
  - Record Type
5. Complete the following field with F0411Z3 for JDEVOUCH, or F0413Z1 or F0414Z1 for JDEPYMNT to specify the source of the information:
  - File Name
6. Click OK.

#### See Also

- ❑ *Converting Data from Flat Files into EDI Interface Tables* in the *Data Interface for Electronic Data Interchange Guide* for information about this process, which works the same for interoperability functions

## Sending Transactions from OneWorld

To enable outbound processing for vouchers and payments, you specify the transaction type in the corresponding processing options. For vouchers, use the F0411 Interoperability Processing Options program (P0400048). For payments, use the F0413Z1 Retrieve Interoperability Processing Options program (P0400297).

To send corresponding Accounts Payable journal entry transactions, set the processing option in the F0911 Interoperability Processing Options program (P0900160). You are not required to use the same transaction type that is used for vouchers or payments, but the processing option must be completed for journal entries to be processed to the F0911 Interoperability Table (F0911Z4).

When you send outbound Accounts Payable voucher or payment transactions, J.D. Edwards recommends that you also include the matching Accounts Payable journal entry transactions.

If you create additional versions of the F0411 Interoperability Processing Options program for additional transaction types (for either vouchers or journal entries), you must specify the version you create in the corresponding Voucher Entry (P0400047) or Journal Entry (P0900049) MBF Processing Options programs.

If you create additional versions of the Voucher or Journal Entry MBF Processing Options program, you must specify the version you create in the processing option of the voucher entry program that uses the master business function processing options.

The default outbound transaction is a copy of a transaction after you create or change it (*an after image*). With interoperability, you can also send a copy of each transaction as it was before you changed it (*a before image*). To control the type of image, you set the corresponding processing option in the F0411, F0413, and F0911 interoperability processing options programs.

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### Note

Creating and sending before images requires additional processing time.

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The system places a copy of each transaction in the interface table that corresponds to the type of transaction you specify in the processing option:

- Voucher transactions are placed in the F0411 Interoperability Table (F0411Z3).
- Payment transactions are placed in the F0413 and F0414 Interoperability Tables (F0413Z1 and F0414Z1).
- Corresponding journal entry transactions are placed in the F0911 Interoperability Table (F0911Z4).

The data is then available for an external system to use.

### See Also

- ❑ *Detailed Tasks for OneWorld Operations* in the *Interoperability Guide* for more information about interoperability methods
- ❑ *OneWorld APIs Interoperability Models* in the *Interoperability Guide* for information about implementing asynchronous, synchronous, and batch transactions in OneWorld

- ❑ Call the OneWorld Completion Confirmation API in the *Interoperability Guide* for information about updating the application program interface (API)

### Before You Begin

- ❑ Define the data export controls for the type of outbound transaction. The system uses data export controls to identify the batch programs or business processes that third parties provide for use in processing transactions. See *Setting Up Outbound Interoperability*.
- ❑ For the interoperability processing option for the Voucher Entry MBF Processing Options program (P0400047), specify the version of the F0411 Interoperability Processing Option program (P0400048) that you want to run. If you leave this processing option blank, the system will use the default version (ZJDE0001).

#### ► To enable outbound processing from OneWorld

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You can differentiate outbound transactions by transaction type by creating multiple versions of the interoperability processing option programs. For example, you might want to differentiate vouchers generated by the procurement system from vouchers generated manually.

To enable outbound processing, you use processing options to specify the transaction type and the type of image to send.

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

1. On Work With Interactive Versions, type the appropriate Interoperability Business Function in the Interactive Application field and click Find.  
For voucher transactions, enter P0400048, for payments, enter P0400297, and for corresponding journal entries, enter P0900160.
2. Choose the version specified in the Voucher Entry MBF Processing Options, or ZJDE0001 if the option is blank.
3. From the Row menu, choose Processing Options.
4. Set the processing options and click OK.
5. From the Row menu, click Run.

The system places a copy of each transaction in the outbound interface table and updates it with the transaction type that you specify in the processing option.

### Processing Options for F0411 Interoperability Processing Options

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#### Interop

1. Enter the transaction type for the interoperability transaction. If left blank, the outbound interoperability will not be performed.

#### Transaction Type

2. Enter a '1' to write the before image for a change transaction. If left blank, only the after image will be written.

#### Before Image

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## Processing Options for F0413Z1 Retrieve Interoperability Processing Options

### Interop

1. Enter the transaction type for the interoperability transaction. If left blank, the outbound interoperability will not be performed.

### Transaction Type

2. Enter a '1' to write the before image for a change transaction. If left blank, only the after image will be written.

### Before Image

## Reviewing the Processing Log

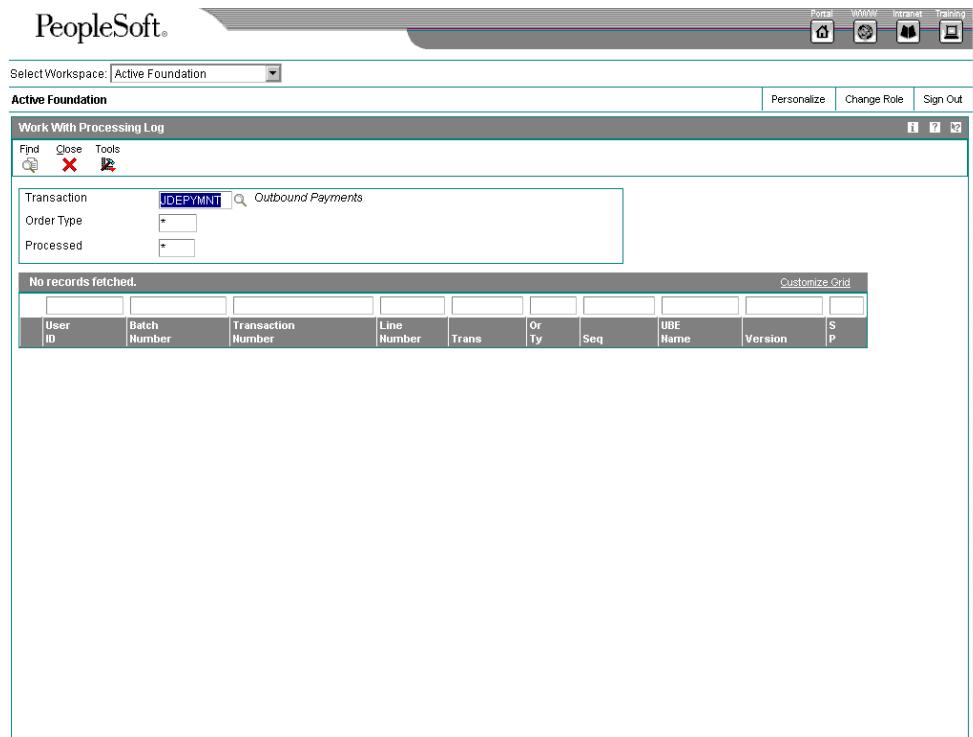
You use the processing log to review whether the system has processed specific outbound transactions successfully. The system creates a record in the processing log for every outbound transaction that is processed. The processing log contains key fields from the Data Export Control table (F0047), such as transaction type, sequence number, batch process or function, and corresponding version.

### See Also

- ❑ *Subscribe to Outbound Transactions* in the *Interoperability Guide* for more information about the Data Export Control table and the processing log

### ► To review the processing log

*From the Financials Interoperability Processing menu (G00313), choose Processing Log.*



1. On Work With Processing Log, complete the following field with the transaction type that you want to review. For example, type JDEVOUCH for voucher transactions or JDEPYMNT for payment transactions.
  - Transaction
2. Click Find to review successfully processed transactions ready for third-party software integration.

The information in the processing log is for review only and cannot be changed in the processing log or in OneWorld programs.

## Purging Interoperability Transactions

*Use one of the following navigations:*

*For vouchers: From the Financials Interoperability Processing menu (G00313), choose Purge F0411 Interoperability Table.*

*For payments: From the Financials Interoperability Processing menu (G00313), choose Purge F0413/F0414 Interoperability Table.*

When data becomes obsolete or when you need more disk space, you can use the Purge Interoperability Table programs to remove data from the interoperability tables. These programs identify processed voucher and payment transactions in the F0411 and F0413 interoperability tables (F0411Z3 and F0413Z1) and the corresponding records in the Processing Log table (F0046).

If the corresponding records in the Processing Log table are all marked as processed, the program purges the processed transactions in the F0411, F0413, and F0414 interoperability tables, and the corresponding records in the Processing Log table. If the corresponding records in the Processing Log table are not all marked as processed, the program does not purge any records.

### See Also

- Purge Batch Process and Named Event Rules* in the *Interoperability Guide* for more information about purging interoperability information

## Vertex Quantum for Sales and Use Tax

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If your company wants to apply sales taxes automatically, you can use the Vertex Quantum for Sales and Use Tax system (Quantum) with the following J.D. Edwards systems:

- General Accounting
- Accounts Receivable
- Accounts Payable
- Sales Order Management
- Procurement
- Customer Service Management System (CSMS)
- Contract Billing

- Service Billing
- 

#### **Caution**

If you are using the J.D. Edwards Payroll system, you are required to use the Quantum for Payroll Tax System. See *Setting Up Tax Information* in the *Payroll Guide*.

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For further information about the J.D. Edwards interface to the Vertex Quantum software, see the Knowledge Garden.

## **EDI for Accounts Payable**

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The Accounts Payable system can process both inbound EDI vouchers and outbound EDI payments. Inbound vouchers follow the EDI standard for receiving invoice-summary transactions (EDI transmission 810). Outbound payments follow the EDI standard for sending payment orders with remittance (EDI transmission 820).

#### **See Also**

- *Overview for Electronic Data Interchange System* in the *Data Interface for Electronic Data Interchange Guide* for general information about EDI processing

### **Inbound EDI Vouchers**

The Accounts Payable system can process inbound vouchers. Inbound vouchers follow the EDI standard for receiving invoice-summary transactions (EDI transmission 810).

After you successfully process inbound EDI vouchers, the transactions are ready for batch voucher processing.

#### **See Also**

- *Receiving Documents* in the *Data Interface for Electronic Data Interchange Guide* for information about flat file conversion and flat file formatting
- *Batch Voucher Processing* for information about processing inbound EDI vouchers that have been successfully uploaded

### **Receiving EDI Invoice - Summary Transactions (810/INVOIC)**

You can use EDI to receive Accounts Payable vouchers. To receive inbound vouchers, you run a program that converts and transfers the EDI information from the format that was sent from your trading partner in the inbound EDI tables to the format used by the Voucher Transactions - Batch File (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables. To process vouchers received through EDI, you must understand the mapping requirements of the voucher at the time the transactions are received.

#### **Understanding the Mapping Requirements for Processing Inbound EDI Vouchers**

The following EDI tables are used to receive EDI voucher transmissions:

- EDI Invoice Header - Inbound (F47041)
- EDI Invoice Detail - Inbound (F47042)

- EDI Invoice Summary - Inbound (F47044)

You can receive multiple vouchers in a single EDI transmission, and each voucher can have multiple pay items. The system differentiates vouchers and their related pay items by using the following key fields:

- EDI Document Key Company (EDKCO)
- EDI Document Number (EDOC)
- EDI Document Type (EDCT)

To successfully process EDI vouchers, complete the following fields in the following tables:

- EDI Invoice Header - Inbound (F47041)
  - EDI Document Key Company (SYEDKCO)
  - EDI Document Number (SYEDOC)
  - EDI Document Type (SYEDCT)
  - EDI Line Number (SYEDLN)
  - EDI Transaction Set Number (SYEDIST)  
Enter 810 for inbound voucher transactions.
  - EDI Send/Receive Indicator (SYEDER)  
Enter R for inbound EDI voucher transactions.
  - Company (SYCO)
  - Address Number (SYAN8)
  - G/L Date (SYDGJ)
  - Currency Code (SYCRC)

Complete this field only when you complete the Currency Amount field (ACR) in the EDI Invoice Detail - Inbound and EDI Invoice Summary - Inbound tables (F47042 and F47044).

You must enter the same currency code value in all tables.

- Exchange Rate (SYCRR)  
Complete this field only when you complete the Currency Amount field (ACR) in the EDI Invoice Detail - Inbound and EDI Invoice Summary - Inbound tables (F47042 and F47044).

You must enter the same exchange rate value in all tables.

- EDI Invoice Detail - Inbound (F47042)
  - EDI Document Key Company (SZEDKCO)
  - EDI Document Number (SZEDOC)
  - EDI Document Type (SZEDCT)
  - EDI Line Number (SZEDLN)
  - EDI Transaction Set Number (SZEDIST)  
Enter 810 for inbound voucher transactions.

- EDI Send/Receive Indicator (SZEDER)  
Enter R for inbound EDI voucher transactions.
- Company (SZCO)
- Account Number (SZANI)  
Enter the G/L distribution account number, or leave this field blank for the system to assign the account number. See *Transferring Inbound EDI Voucher Transactions*.  
  
You cannot enter more than one G/L distribution account number for a voucher pay item.
- Gross Amount (SZAG)  
Enter the amount of the voucher pay item. Do not enter a value in this field if the voucher amount is foreign. Instead, use the Currency Amount field (SZACR).
- Open Amount (SZAAP)  
Enter the amount of the voucher pay item. The value of the open amount must equal the value of the gross amount. You cannot process partially paid vouchers.
- Currency Code (SZCRC)  
Complete this field only when you complete the Currency Amount field (ACR) in the EDI Invoice Detail - Inbound and EDI Invoice Summary - Inbound tables (F47042 and F47044).  
  
You must enter the same currency code value in all tables.
- Exchange Rate (SZCRR)  
Complete this field only when you complete the Currency Amount field (ACR) in the EDI Invoice Detail - Inbound and EDI Invoice Summary - Inbound tables (F47042 and F47044).  
  
You must enter the same exchange rate value in all tables.
- Currency Amount (SZACR)  
Enter the foreign amount of the voucher pay item. If you use multicurrency, but the voucher is in the domestic currency, do not enter the domestic amount in this field. Instead, use the Gross Amount field (SZAG).
- Foreign Open Amount (SZFAP)  
Enter the foreign amount of the voucher pay item. The value of the foreign open amount must equal the value of the currency amount. You cannot process partially paid vouchers. If you use multicurrency, but the voucher is in the domestic currency, do not enter the domestic amount in this field. Instead, use the Open Amount field (SZAAP).
- EDI Invoice Summary - Inbound (F47044)
  - EDI Document Key Company (SWEDKCO)
  - EDI Document Number (SWEDOC)
  - EDI Document Type (SWEDCT)

- EDI Line Number (SWEDLN)
- EDI Transaction Set Number (SWEDIST)
 

Enter 810 for inbound voucher transactions.
- EDI Send/Receive Indicator (SWEDER)
 

Enter R for inbound EDI voucher transactions.
- Company (SWCO)
- Address Number (SWAN8)
- Gross Amount (SWAG)
 

Enter the total amount of the voucher. Do not enter a value in this field if the voucher amount is foreign. Instead, use the Currency Amount field (SZACR).
- Open Amount (SWAAP)
 

Enter the total amount of the voucher. The value of the open amount must equal the value of the gross amount. You cannot process partially paid vouchers.
- Currency Code (SWCRCD)
 

Complete this field only when you complete the Currency Amount field (ACR) in the EDI Invoice Detail - Inbound and EDI Invoice Summary - Inbound tables (F47042 and F47044).

You must enter the same currency code value in all tables.
- Exchange Rate (SWCRR)
 

Complete this field only when you complete the Currency Amount field (ACR) in the EDI Invoice Detail - Inbound and EDI Invoice Summary - Inbound tables (F47042 and F47044).

You must enter the same exchange rate value in all tables.
- Currency Amount (SWACR)
 

Enter the total foreign amount of the voucher. If you use multicurrency, but the voucher is in the domestic currency, do not enter the domestic amount in this field. Instead, use the Gross Amount field (SWAG).
- Foreign Open Amount (SWFAP)
 

Enter the total foreign amount of the voucher. The value of the foreign open amount must equal the value of the currency amount. You cannot process partially paid vouchers. If you use multicurrency, but the voucher is in the domestic currency, do not enter the domestic amount in this field. Instead, use the Open Amount field (SWAAP).

### **Transferring Inbound EDI Voucher Transactions**

*From the Invoice - Summary menu (G47261), choose Edit/Create Voucher.*

Run the Edit/Create Voucher program (R47041) to transfer inbound EDI vouchers to the Voucher Transactions - Batch File and the Journal Entry Transactions - Batch File tables (F0411Z1 and F0911Z1) without matching the voucher to a purchase order.

You can run this program in proof or final mode:

- In proof mode, the system produces the Inbound EDI Voucher Edit/Create report that you use to review transactions and correct errors prior to running the program in final mode.
- In final mode, the system:
  - Copies the voucher information from the EDI interface tables into the Voucher Transactions - Batch File table (F0411Z1).
  - Creates corresponding transactions in the Journal Entry Transactions - Batch File table (F0911Z1).
  - Determines the G/L distribution account number using the following hierarchy:
    1. If the EDI transmission provides an account number, the system uses this account number. If the EDI transmission does not provide an account number, the system searches for the supplier's default account number in the Supplier Master table (F0401) and uses it.
    2. If you activate voucher logging in the processing options, the system searches the Automatic Accounting Instructions (AAIs) for the item PP. The account number that is set up in this AAI item overrides the account number that is entered in the EDI transmission. If the AAI item PP is not set up, the system prints an error on the report.
    3. If you do not activate voucher logging, and the EDI transmission does not provide the account number, and a default expense account does not exist in the Supplier Master table, the system searches for the AAI item PP and uses the account number that is set up for this item. If the AAI item PP is not set up, the system prints an error on the report.
  - Prints the Inbound EDI Voucher Edit/Create report. This report prints the gross and open amounts of each voucher. The system prints any errors that it detects on the report.
  - Updates the Processed (Y/N) field (EDSP) on the transactions in the inbound EDI interface tables.

### **Processing Options for Edit/Create Voucher (R47041)**

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#### **Processing**

1. Specify a blank to process in proof mode or a '1' to process in final mode.

#### **Processing Mode**

2. Enter a '1' to perform Processing Control Edit to determine processing mode. If a record is not found, then the transaction will not be processed. Enter a '2' to perform Processing Control Edit. If a record is not found, the transaction will be processed. Blanks will process all selected records. [FUTURE]

#### **Processing Control Edit**

#### **Default Option**

1. Enter a '1' to use the invoice date on the EDI transmission for the date of the voucher. If left blank, the system date will be used.

#### **Date of the Voucher**

2. Enter a date to be used as the date of the voucher. If entered, this date will override the previous processing option.

#### **Date of the Voucher**

3. Enter a '1' to use the Tax ID on the EDI transmission to determine the supplier number. If left blank, the value transmitted in the reference field will be used. (Note: Default is blank.)

#### **Supplier Number Determination**

#### **Default Values**

1. Payment Instrument Code (Note: Default is Z.)
2. G/L Bank Account Number (Short ID)
3. G/L Date

- 
4. Company  
Logging  
1. Enter a '1' if you wish to perform Invoice Logging (Note: Default is blank).  
Logging  
Auto Process  
1. Enter the version of the Batch Voucher Processor (R04110Z) that you wish to run. If left blank, the Batch Voucher Processor will not run automatically. (Note: Default is blank.)  
Batch Voucher Processor Version
- 

## Purging Processed Inbound EDI Vouchers

*From the Invoice - Summary menu (G47261), choose Purge Inbound Vouchers.*

After you successfully process inbound EDI voucher transactions, you can remove them from the inbound EDI tables by running the purge program. The system retains processed EDI voucher transactions in the system 47 tables until you purge them.

When you purge inbound EDI voucher transactions, the system removes all processed records—that is, records that have a Y in the Processed (Y/N) field (EDSP)—from the following inbound EDI tables:

- EDI Invoice Header - Inbound (F47041)
- EDI Invoice Detail - Inbound (F47042)
- EDI Invoice Summary - Inbound (F47044)

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### Caution

When you purge information, the system does not copy transactions to a purge table. Instead, the system deletes transactions from your system.

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## Outbound EDI Payments

You process Accounts Payable payment transactions and store them in the EDI interface tables to send outbound EDI 820 transmissions directly to your trading partner (bank). You create EDI payments by completing the same process that you use when you create A/P automatic payments. Instead of printing physical checks that you mail to your supplier, you send payments electronically to your supplier's bank.

## Setting Up the System for Electronic Payment Processing

When you create A/P payment transactions for outbound EDI processing, you must create them in the standard X12 format. Additionally, you must set up your system for electronic payment processing. To do this, you must perform the following tasks:

<b>Assign a pre-note code</b>	<p>When you set up a supplier in the address book, the default pre-note code for the supplier is P. When you process payments electronically the first time, this pre-note value (P) tells the system to generate both a payment record for the bank and a physical check for the supplier. This allows the bank to verify that all the information necessary to process payments electronically is set up correctly. When the first payment run completes, the system changes the pre-note code from P to blank. This indicates that all future payments will be processed electronically and no paper checks will be produced.</p> <p>If you change the bank account code on Work With Bank Accounts by Address, the system resets the pre-note code to P. The next electronic transfer handles this supplier as a new supplier, unless you change the pre-note code to N or blank.</p>
<b>Set up bank account information</b>	<p>You must set up the bank account information for the bank from which you are withdrawing funds in the G/L Bank Accounts program (P0030G).</p> <p>See <i>Setting Up Bank Account Information</i>.</p> <p>You must also set up the supplier's bank account information in the Bank Accounts by Address program (P0030A) for record type V. You can access this program from the Supplier Master Revision Form by choosing Bank Accounts from the form menu, or you can access it from the Automatic Payment Setup menu (G04411).</p> <p>See <i>Setting Up Bank Account Information</i>.</p>
<b>Define the correct method of payment</b>	<p>To produce electronic payments in the X12 format that EDI processing requires, you must assign a payment instrument to the supplier. The payment instrument that you assign must be defined in the Payment Instrument Defaults program (P0417), which you can access from menu G04411. Additionally, you must assign the print payment program R47052T to the payment instrument that you choose. If you do not assign this print payment program, payment information is not written in the X12 format that EDI requires.</p> <p>See <i>Setting Up Payment Instruments</i>.</p>
<b>Set up next numbers</b>	<p>You must assign a next number for the EDI Document Number in system 47, line 1.</p> <p>See <i>Setting Up System Next Numbers</i>.</p>
<b>Set processing options in the Create Payment Control Groups program</b>	<p>Set the processing options under the Bank Tape tab of the Create Payment Control Groups program (R04570) to cause the system to return errors if the payee bank account or X12 bank account information is not correct.</p>

## Processing Outbound EDI Payments

You use outbound EDI payments to transmit payment information electronically to a financial institution instead of writing a check. You must complete the following tasks to successfully process outbound EDI payments:

- Create Automatic Payments
- Transfer Outbound Payment Transactions
- Run the Update as Sent program

### **Creating Automatic Payments**

All the programs necessary to create automatic payments and send them for outbound EDI processing are accessed from the Payment Order with Remittance menu (G47266). You use the following Accounts Payable payment programs to create automatic payment records. Those programs store the resulting data in both accounts payable payment processing and EDI tables, pending the transmission of the data to a financial institution.

See *Automatic Payment Processing* for information about these programs:

- Speed Status Change
- Update A/P From Address Book
- Calculate Withholding
- Cash Requirements Report
- Create Payment Control Groups
- Payment Analysis Report
- Work with Payment Groups

When you create payments, you update the following A/P and EDI payment worktables:

- F04571 - A/P Payment Processing - Header File
- F04572 - A/P Payment Processing - Summary File
- F04573 - A/P Payment Processing - Detail File
- F47056W - EDI Payment Order Header - Work
- F470561W - EDI Payment Order Bank N & A - Work
- F470562W - EDI Payment Order Vendor N & A - Work
- F470563W - EDI Payment Order Payee N & A - Work
- F47057W - EDI Payment Order Remittance Advice - Work

### **Transferring Outbound Payment Transactions**

*From the Payment Order with Remittance menu (G47266), choose Copy to Outbound EDI Files.*

After you run the automatic payment process, you must copy the payment transactions from the EDI worktables to the EDI interface tables to make them available to the translator software.

The Copy to Outbound EDI Files program (R47057) copies payment transactions to the following EDI payment interface tables:

- F47056 - EDI Payment Order Header - Outbound
- F470561 - EDI Payment Order Bank N & A - Outbound
- F470562 - EDI Payment Order Vendor N & A - Outbound

- F470563- EDI Payment Order Payee N & A - Outbound
- F47057 - EDI Payment Order Remittance Advice - Outbound

As the system copies the payment transactions to the EDI payment interface tables, it marks the corresponding transaction in the EDI worktables as processed by updating the Processed (Y/N) field (EDSP) to Y. This prevents the system from copying previously processed records.

### **Running the Update as Sent Program**

*From the Payment Order with Remittance menu (G47266), choose Update as Sent.*

You run the Update as Sent program (R47058) when your trading partner notifies you that they received your EDI payment transmission.

When you run the Update as Sent program, the system updates the Processed (Y/N) field (EDPSP) to Y on the payment transactions in your EDI payment interface tables (F47056, F470561, F470562, F470563, and F47057). This prevents the translator software from reprocessing the same transactions.

### **Purging Processed Outbound EDI Payments**

*From the Payment Order with Remittance menu (G47266), choose Purge EDI Files.*

After you successfully process EDI payment transactions, you can remove them from the outbound EDI tables by running the purge program. The system retains processed EDI payment transactions in the system 47 tables until you purge them.

When you purge outbound EDI payments, the system removes all processed records—that is, records that have a Y in the Processed (Y/N) field (EDSP)—from the following EDI payment interface tables:

- EDI Payment Order Header - Outbound (F47056)
- EDI Payment Order Bank N & A - Outbound (F470561)
- EDI Payment Order Vendor N & A - Outbound (F470562)
- EDI Payment Order Payee N & A - Outbound (F470563)
- EDI Payment Order Remittance Advice - Outbound (F47057)

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#### **Caution**

When you purge information, the system does not copy transactions to a purge table. Instead, the system deletes transactions from your system.

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### **Setting Up Credit Card Security**

If you are concerned about securing credit card information for your employees, J.D. Edwards recommends the following security protocol:

- Set up table security on the following tables, which are the only tables that contain credit card information:

- The Credit Card Information table (F0075)
- The EDI Payment Order Remittance Advice – Outbound table (F47057) if you process payments using EDI.

Table security prevents access to credit card information for all users.

- Set up exclusive application security for each table for the following programs:

<b>Secured Table</b>	<b>Exclusive Application Security</b>	<b>Reason for Access</b>
Credit Card Information (F0075)	P09E122 – Employee Credit Cards	To give users access to their own credit card information
	P09E2011 – Expense Entry	To give the system access to retrieve the credit card address book number
	R47057 – Copy to Outbound EDI Files	To retrieve the credit card number to process the payment using EDI
EDI Payment Order Remittance Advice–Outbound (F47057)	R47057 – Copy to Outbound EDI Files	To write the credit card number to the F47057 table

Exclusive application security allows the programs that are necessary for processing reimbursements and EDI payments to have access to the necessary tables.

#### See Also

- Working with Security Workbench in the System Administration Guide*
- Understanding Signon Security in the System Administration Guide*

