



EnterpriseOne JDE5
Global Solutions: Germany
PeopleBook

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Global Solutions: Germany PeopleBook
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Setup

System Setup

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

Setting Up Your System for Localization

You must complete the system setup tasks described in the base guides as well as the country-specific tasks for Germany.

Setting Up User Display Preferences

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

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

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

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

► To set up user display preferences

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

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

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

- Localization Country Code

4. Complete the following optional fields:

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

5. Click OK.

See Also

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

Processing Options for User Profiles (P0092)

Processing

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

Processing Con

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

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

Group

Fast Path
Language
Date Format
Date Separator Character
Date Format Character
Country
Processing Con

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

Environment 1
Environment 2
Environment 3
Environment 4
Environment 5
Environment 6
Environment 7
Environment 8
Environment 9
Environment 10
Environment 11
Environment 12

Setting Up User Defined Codes

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

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

Caution

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

See Also

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

Affiliated Companies (74/AC)

You must set up UDC 74/AC so that the system will determine whether the customer or supplier company is affiliated with the reporting company. You must list the address book records of all companies with which the reporting company is affiliated. The system uses the Affiliated Companies user defined code list 74/AC to select records for reporting and to group data for affiliated companies and non-affiliated companies in the following manner:

Affiliated companies

If the address book number from a record in the Accounts Payable Ledger table (F0411) matches an address book record in user defined code list 74/AC, the system selects the record for reporting for affiliated companies.

Nonaffiliated companies

If the address book number from a record in the Accounts Payable Ledger table (F0411) does not match an address book record in user defined code list 74/AC, the system selects the record for reporting for non-affiliated companies.

LZB Country Code (74/LA)

You must set up UDC 74/LA with valid Bundesbank Landerschlüssel Codes (German Federal Bank Country Codes) and descriptions. The Description 02 field should be set up with abbreviated country descriptions, and the special handling code field should contain the three-digit bank code. The Bundesbank provides you with these country codes. For example, you might set up the following valid values:

Codes	Description 01	Description 02	Special Handling
AD	Andorra	Andorr	043
AE	United Arab Emirates (UAE)	A Emir	647
AF	Afghanistan	Afghan	660
AG	Antigua and Barbuda	Antigu	459
AI	Anguilla	Anguil	446

- **Code: AD**
 - Description 01: Andorra
 - Description 02: Andorr
 - Special Handling: 043
- **Code: AE**
 - Description 01: United Arab Emirates (UAE)
 - Description 02: A Emir
 - Special Handling: 647
- **Code: AF**
 - Description 01: Afghanistan
 - Description 02: Afghan
 - Special Handling: 660
- **Code: AG**
 - Description 01: Antigua
 - Description 02: Antigu
 - Special Handling: 459
- **Code: AI**
 - Description 01: Anguilla

- Description 02: Anguil
- Special Handling: 446

The system uses the Description 02 Field and the Special Handling Code in multiple fields in the Z1 output file. You must obtain valid bank values from the Bundesbank (German Federal Bank).

Country Codes (00/CN)

You must set up an entry in Country Codes (00/CN) with a blank character code and a description. You should repeat the two-character country code in the Description 02 field.

The system uses the numeric country codes that have been defined by the fiscal authority as a secondary check for the country in which the company is located. If the address book number is left blank, the system finds the blank entry in Country Codes (00/CN), retrieves it, and then looks in the Description 02 field to confirm the two-character ISO code for the domestic country.

User defined code list 00/CN should look like the following:

The screenshot shows a software window titled "User Defined Codes - [Work With User Defined Codes]". It has a menu bar (File, Edit, Preferences, Form, Row, Report, Window, Help) and a toolbar with icons for Select, Find, Add, Del..., Close, Seg..., New..., Dis..., and Abo. Below the toolbar, there are input fields for "Product Code" (00) and "User Defined Codes" (CN), with labels "Foundation Environment" and "Country Codes" respectively. The main area contains a table with the following data:

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

European Union Members (00/EU)

Each European Union Member (EMU) member currency must be set up in user defined code table 00/EU.

The User Defined Codes form (00/EU) contains default currency codes and effective dates that the country joins the EMU. Verify the existing values and ensure that a valid currency code exists for the euro (EUR).

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

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

Product Code Foundation Environment

User Defined Codes European Union Members

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

The Special Handling Code field is a text field, not a date field. You *must* enter the effective date in the following format, regardless of your date preferences:

DD/MM/YYYY

Each currency has an effective date, which allows you to enter existing EMU currencies now and, at a later time, add other currencies that join the EMU. Enter the effective date for a currency in the Special Handling Code field on User Defined Codes (00/EU).

Special Handling Code-A/P Payment (00/HC)

You must set up Special Handling Code-A/P Payment (00/HC) with a U and a W value in the table where:

- U represents imported goods
- W represents services transactions or capital movements

The U and W are mutually exclusive records within the Z1 format.

Produce Bank File (04/PP)

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

- R04572G1 - Create A/P Bank Tape - Germany
- R04572G2 - Create A/P Bank Diskette - Germany
- R04572G3 - Print Automatic Payments - Check - Germany
- R04572G5 - Create A/P Bank Diskette - Germany

Payment Instrument (00/PY)

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

In addition, you can associate a payment instrument with a bank account and with a print program in order to generate a check or a bank file. See *Working with German Payment Formats*.

Payment Instruction Code (74/27)

Set up payment instruction codes to provide additional payment information to the bank. For example, you might set up the following valid values:

Code	Description 01	Description 02
01	/BENONLY/	PAY TO BENEFICIARY ONLY
02	/CHECK/	PAY ONLY BY CHECK
04	/HOLD/	BENEFICIARY WILL CALL
06	/PHONE/	TELEPHONE ADVICE ACC. WITH BANK
07	/TELE/	TELECOMM ADVICE ACC. WITH BANK

Cost Settlement Code (74/28)

Set up cost settlement codes to indicate the party responsible for the transaction fee. For example, you might set up the following valid values:

- 00 - Trans/3rd party fees to principal
- 01 - All fees debited to principal
- 02 - All fees debited to recipient

Label for Payment (74/29)

Set up labels for payment types to indicate the payment method used by the bank. For example, you might set up the following valid values:

- 00 - Standard transmission (for example, letter, normal SWIFT message)
- 10 - Telex payment or urgent SWIFT message
- 20 - Check drawing, any form of dispatch
- 21 - Check drawing, sent by registered mail
- 22 - Check drawing, sent by special delivery
- 23 - Check drawing, sent by registered mail or special delivery
- 30 - Check drawn on principal, any form of dispatch
- 31 - Check drawn on principal, sent by registered mail
- 32 - Check drawn on principal, sent by special delivery

- 33 - Check drawn on principal, sent by registered mail or special delivery
- 34-49 - Reserved for intercompany purposes
- 50-99 - In-house

Code Number (74/30)

Set up code numbers to indicate type of service industry. For example, you might set up the following valid values:

- 014.Transp by domest air carrier
- 015.Transp by foreign air carr
- 016.Transp by other carr

Setting Up an Alternate Chart of Accounts

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

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

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

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

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

► To set up an alternate chart of accounts

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

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

- Company

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

2. Click Add to access Revise Single Account.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Single Account

OK Cancel Form Tools

Account Number 70.1110.FRANCE First Bank of Paris

Revise Single Account More Category Codes 1-10 Category Codes 11-20 Category Codes 21-23

Business Unit/Object/Subsidiary 70 1110 FRANCE

Description First Bank of Paris

Account Level of Detail 7

Posting Edit ☐ Allows all posting

Budget Pattern Code ☐

Model Account/Consolidations ☐ Non-Model/Consolidation

Currency Code ☐

Account ID 00019641

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

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

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

Note

In China, use only Category Code 21.

See Also

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

Setting Up Tax Rules by Company

Set up your tax rules so that the system can calculate the appropriate invoice and discount amounts when you enter a transaction. You set up tax rules for each of your companies in your Accounts Payable, Accounts Receivable, and General Accounting systems. The system uses these rules to:

- Display a warning message (or reject a transaction) whenever you enter a tax amount that differs from the system-calculated tax

- Determine whether invoice amounts should be calculated on the amount including or excluding the discount
- Determine whether discount amounts should be calculated on the gross amount (including tax) or the net amount (excluding tax)

The tax rules that you set up for your system consist of tolerance ranges and calculation rules.

Tolerance Ranges

Tolerance ranges specify the amount of variance that can exist between the amount of tax that you enter for a transaction and the tax amount that the system calculates. When you enter a tax amount that differs from the tax amount that the system calculates, you might receive a warning or a hard error message. You set up tolerance ranges to control the type of message that the system issues for different variance amounts. Tolerance ranges apply only to VAT.

Note

You can specify tolerance ranges by percentages or amounts, but not both. If you specify tolerance percentage ranges, do not specify tolerance amount ranges. If you specify tolerance amount ranges, do not specify tolerance percent ranges.

For example, you might specify a tax rule with a tolerance range by amounts as follows:

Tolerance amount for warning is 2.

Tolerance amount for error is 10.

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

Range for warning

Tolerance amount for warning is 2:

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

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

Note

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

Range for error

Tolerance amount for error is 10:

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

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

Note

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

Calculation Rules

Set up calculation rules to specify how the system calculates tax and discount amounts when both are given.

The examples use the following amounts:

- Taxable: 1,000
- Tax percent: 10
- Tax amount: 100
- Discount: 1 percent

Example: Tax and Discount Calculation for the United Kingdom

In the United Kingdom, you must set company tax rules as follows:

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

Example: Tax and Discount Calculation for Germany

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

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

► To set up tax rules by company

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

1. On Work with Tax Rules, click Add.

Tax Rules - [Tax Rules Revisions]

File Edit Preferences Window Help

OK Cancel Dismiss Apply Links ▼ Displ... OLE ... Internet

Company

☒ A/R ☐ A/P ☐ G/L

Tolerance

	Warning	Error
<input checked="" type="radio"/> %	<input type="text"/>	<input type="text"/>
<input type="radio"/> Amt		

OR

☐ Amt

Calculations

☒ Tax on Gross Including Discount

☐ Tax on Gross Excluding Discount

☐ Discount on Gross Including Tax

☐ Sales Order Taxes at Order Level

Edit

☐ Allow Understatement of Tax Amt

2. On Tax Rules Revisions, complete the following field:
 - Company
3. Click one of the following buttons:
 - A/R
 - A/P
 - G/L
4. To specify the calculation rules for the company, select the following option under the Calculations heading:
 - Tax on Gross Excluding Discount
5. To specify additional calculation rules for the company, click the following option under the Calculations heading:
 - Sales Order Taxes at Order Level
6. Verify that Discount on Gross Including Tax is not selected.
7. To specify the type of tolerance range, click one of the following options:
 - %
 - Amt

8. To specify tolerance ranges, complete the following fields:
 - Tolerance Rate - Warn
 - Tolerance Rate - Error
9. To further specify tolerance information for the Accounts Receivable system, select the following field:
 - Allow Understatement of Tax Amt
10. Click OK.

Setting Up User Defined Codes for Intrastat Reporting

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

Caution

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

See Also

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

Country Codes (00/CN)

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

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

Select Find Add Del... Close Seg... New... Dis... Abo

Links Code ... OLE ... Internet

Product Code Foundation Environment

User Defined Codes Country Codes

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

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

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

Caution

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

State and Province Codes (00/S)

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

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

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

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

Product Code Foundation Environment

User Defined Codes State & Province Codes

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

European Community Members (74/EC)

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

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

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

Product Code EMEA Localization

User Defined Codes European Community Members

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

Nature of Transaction Codes

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

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

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

Nature of Transaction – EU (74/NT)

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

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

- Use the Codes field to enter a concatenated value to identify the nature of transaction. Concatenate the following values in sequence without any separators, such as commas or spaces:
Company Number, Order Document Type, Line Type
- Enter the nature of transaction code in the Description 02 field.
- Enter the nature of VAT regime (statistical procedure) in the Special Handling field, if required.

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

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

Product Code EMEA Localization

User Defined Codes Nature of Transaction

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

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

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

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

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

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

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

Product Code 41 Inventory Management

User Defined Codes S2 Sales Catalog Subsections

Codes	Description 01	Special Handling	Hard Coded
	Blank - Sales Rpt Code 2 41/S2		N
APP	Apparel Section		N
AVA	Aviation		N
COM	Commuter Bike Section		N
MNT	Mountain Bike Section		N
SAF	Safety Equipment Section		N
TRG	Touring Bike Section		N
WH1	White Products - Fuels		N

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

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

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

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

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

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

Product Code Inventory Management

User Defined Codes Commodity Class Codes

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

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

Intrastat Regime Code (00/NV)

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

Caution

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

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

Select Find Add Del... Close Seg... New... Dis... Abo

Links Code ... OLE ... Internet

Product Code Foundation Environment

User Defined Codes INTRASTAT Regime Code

	Codes	Description 01	Special Handling	Hard Coded
	10	Perm. export		
	11	Perm. export after rework		
	21	Temp. export		
	22	Temp. export after rework		
	10	Perm. export		N
	11	Perm. export after rework		N
	21	Temp. export		N
	22	Temp. export for rework		N

Shipping Commodity Class (41/E)

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

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

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

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

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

Product Code Inventory Management

User Defined Codes Shipping Commodity Class

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

Condition of Transport (00/TC)

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

User Defined Codes - [Work With User Defined Codes]

File Edit Preferences Form Row Report Window Help

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

Product Code Foundation Environment

User Defined Codes Condition of Transport

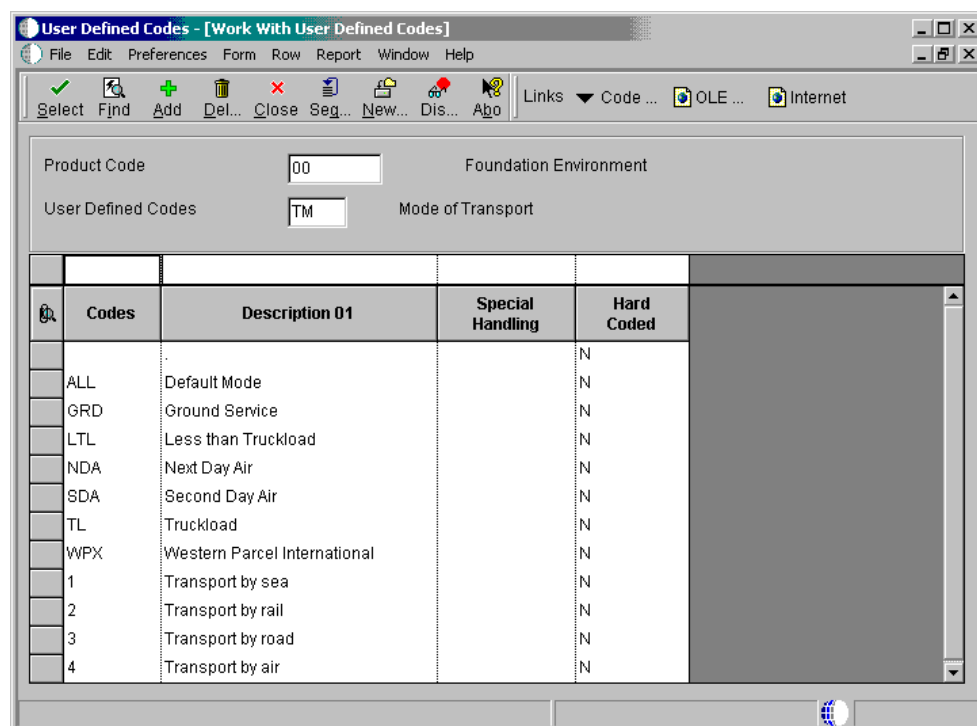
	Codes	Description 01	Special Handling	Hard Coded
	CIF	Carriage, Insurance, Freight		
	DDP	Delivered Duty Paid		
	DDU	Delivered Duty Unpaid		
	EXW	Ex Works		
	FOB	Free on Board		
	XXX	Other		

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

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

Mode of Transport (00/TM)

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



The screenshot shows a software window titled "User Defined Codes - [Work With User Defined Codes]". It has a menu bar (File, Edit, Preferences, Form, Row, Report, Window, Help) and a toolbar with icons for Select, Find, Add, Del..., Close, Seg..., New..., Dis..., and Abo. Below the toolbar, there are input fields for "Product Code" (00) and "User Defined Codes" (TM), with labels "Foundation Environment" and "Mode of Transport" respectively. The main area contains a table with the following data:

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

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

Freight Handling Code (42/FR)

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

Note

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

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

Note

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

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

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

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

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

Arrivals or Dispatchings (74/TD)

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

To set up user defined code list 74/TD, enter the same codes in the Codes field that you use for document types on user defined code list 00/DT. The Description 01 field must contain either "Arrival" or "Dispatch." The system uses user defined code list 74/TD in conjunction with user defined code list 00/DT to determine whether the transaction represents the arrival or dispatch of goods for Intrastat reporting purposes. You need to include only those document types that are used in sales or purchasing on user defined code list 74/TD.

Note

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

Intrastat Declaration Type (74/IT)

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

	Codes	Description 01	Special Handling	Hard Coded
1		Fiscal	F	Y
2		Statistical	S	Y
3		Complete	C	Y

You specify the character that the system uses to populate the Intrastat declaration in the special handling code for each value. The code specified in the special handling code is

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

The default value is 3 (Complete).

Triangulation Tax Rates (00/VT)

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

Setting Up Commodity Code Information

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

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

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

Before You Begin

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

► To set up commodity code information

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

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

2. On Intrastat Commodity Code, complete the following fields:
 - Shipping Commodity Class
 - Commodity Code
 - Description
3. Complete the following optional fields if they pertain to the commodity code:
 - Supplementary UOM
 - Volume Conversion Factor

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

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

4. Click OK.

Entering Cross-References for Items and Suppliers

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

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

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

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

The Supplier and Item Cross Reference program stores information in the Intrastat Supplier/Item Cross Reference table (F744101). The Intrastat Generation - Procurement program (R001812) retrieves the cross-referenced information if you specify in the processing options to use the F744101 table.

Note

The system retrieves the country of origin from the address book record of the supplier. The supplier's country of origin can be overridden when you update the Order Address Information table (F4006) for an individual order. If necessary, you can override the country of origin in the Country of Origin field (ORIG) in the F744101 table and by specifying in the processing options of the Intrastat Generation - Procurement program (R001812) to use the F744101 table.

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

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

► To enter item/supplier cross references

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

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

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

- Item Number

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

- Address Number

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

When the system searches for a specific record in the Intrastat Supplier/Item Cross Reference table (F744101), it first searches for a record that matches the Item Number and Address Number. If no record is found, the system searches for a record that matches the Address Number with an Item Number of *ALL. If no record is found, the system then searches for a record that matches the Item Number with an Address Number of *ALL.

- Country of Origin
- Original Country of Origin

See Also

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

Validating Tax ID Numbers

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

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

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

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

Activating Tax ID Validation

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

Product Code: 70 Multi-National Products

User Defined Codes: TI Tax ID Validation

Codes	Description 01	Description 02	Special Handling	Hard Coded
	Default Country	US	1	N
AU	Austria	AU	1	N
AUS	Austria	AU	1	N
BE	Belgium	BE	1	N
BEL	Belgium	BE	1	N
DE	Germany	DE	1	N
DEU	Germany	DE	1	N
DN	Denmark	DN	1	N
DNK	Denmark	DN	1	N
ES	Spain	ES	1	N
ESP	Spain	ES	1	N

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

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

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

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

- Enter 1 in the Special Handling field.

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

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

Example: Tax ID or VAT Registration Number for Germany

Country
ID
[]
D E 8 2 3 7 9 0 4 2 1

See Also

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

Additional Information

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

Data Integrity and the Chart of Accounts

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

Account Defined Only in the Account Master Table

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

J.D. Edwards recommends that you establish an internal procedure to audit the integrity of the data entered. For example, you can run a Financial Enterprise Report Writer (Financial

ERW) report that provides the following information to verify that the alternate accounts correspond to the accounts in the F0901 table:

Ledger Type (AA Actual Amounts)	DR	CR
Total Alternate Accounts (A)	DR	CR
Total Other or Corporate Accounts (B)	DR	CR
General Total (A + B)	DR	CR

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

Account Defined Only in the Alternate Chart of Accounts

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

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

Security on the Alternate Chart of Accounts

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

Caution

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

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

Account Deleted from the Category Code Tables

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

Caution

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

See Also

- ❑ *Setting Up an Alternate Chart of Accounts*

Multiple Ledger Types

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

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

Currency Ledgers

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

Depreciation Ledgers

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

User Defined Ledgers

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

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

Translation Considerations for Multilingual Environments

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

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

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

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

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

See Also

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

Translation Routines

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

J.D. Edwards provides the following translation routines:

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

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

J.D. Edwards Multicurrency Solution Summary

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

- Convert foreign currencies into the local currency
- Convert different local currencies into one currency for reporting and comparisons

- Adhere to regulations that are defined in the countries in which the company operates
- Revalue currencies due to changes in exchange rates

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

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

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

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

Data Entry in Foreign or Domestic Currency

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

Setting Up Daily Transaction Rates

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

Default exchange rates	When you enter a transaction, the system supplies the exchange rate from the F0015 table.
Exchange rates for individual contracts	You can specify exchange rates for individual customers and suppliers.
Spot rates	You can enter an exchange rate when you enter a transaction. The value that you enter overrides the exchange rate from the F0015 table.

Intercompany Settlements

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

Gain and Loss Recognition

Features of gain and loss recognition include:

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

Detailed Currency Restatement

Detailed currency restatement enables you to do the following:

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

Balance Currency Restatement

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

As If Currency Repost

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

See Also

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

Taxes

VAT Processing

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

Output VAT

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

Output VAT is also called the following:

- A/P VAT Receivable
- Recoverable VAT
- Collectable VAT

Input VAT

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

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

Input VAT is also called the following:

- A/R VAT Payable
- Deductible VAT

Nonrecoverable Input VAT

Input VAT cannot be recovered for:

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

German VAT

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

VAT Returns

VAT returns must be completed for each month by the tenth day of the following month and filed with the local tax office.

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

VAT Exemptions

In Germany, the following transactions are nontaxable:

- Transactions within the same entity

- Transactions for the transfer of business
- Transactions for subsidies, penalty payments, and compensation

Entering Journal Entries with Tax

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

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

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

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

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

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

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

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

Note

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

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

Example: Journal Entry with Tax

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

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

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

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

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

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

Before You Begin

- ☐ Set up the general accounting tax AAls.

See Also

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

► To enter journal entries with tax

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

1. On Work with Journal Entries with VAT, click Add.
2. On Journal Entries with VAT, complete the following fields:
 - G/L Date
 - Explanation

3. Complete the following optional field in the header area:
 - Address Number
4. Complete the following fields for each G/L distribution with tax:
 - Account Number
 - Tx Ex
You must use V.
 - Tax Area
5. Complete one of the following the fields:
 - Taxable Amount
If you enter the taxable amount, the system calculates the gross amount.
 - Gross Amount
If you enter the gross amount, the system calculates the taxable amount.
6. If necessary, complete the following field in the detail area:
 - Address Number
7. Review the calculated tax in the following field:
 - Tax
If you change the tax amount, the system validates your change against the Tax Rules. See *Setting Up Tax Rules*.
8. Complete the G/L distribution for offsetting entries as needed.

Note

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

9. Click OK.

► To enter a tax-only journal entry

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

1. On Work with Journal Entries with VAT, click Add.
2. On Journal Entries with VAT, complete the following fields:
 - G/L Date
 - Explanation

3. Complete the following optional field in the header area:
 - Address Number
4. Complete the following fields for the tax-only G/L distribution:
 - Account Number
 - Tx Ex
You must use VT.
 - Tax Area
5. Complete one of the following fields. The system updates the other field based on the value specified.
 - Gross Amount
 - Tax
6. Complete the G/L distribution for offsetting entries as needed and click OK.

Processing Options for Journal Entries with VAT (P09106)

Batch Type

1. Enter a default batch type

Batch Type

Addr # Required

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

Address Book Number

MBF Version

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

Version

Printing VAT Reports

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

A common business practice in Germany and throughout Europe is to track and reconcile VAT by revenue and expense account.

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

Run the VAT Journal program to print a VAT report. The report includes all records in the Sales/Use/VAT Tax File table that meet your data selections and processing option criteria.

You can customize the tax information that prints on VAT reports by defining up to five columns of tax information from the Sales/Use/VAT Tax File table. Each column can

represent up to twelve different tax rates and areas. You can also specify whether a column contains taxable amounts or tax amounts.

You can print VAT reports to review the taxes on sales or the taxes on purchases. To specify taxes on sales or purchases, include the document type in your data selection. For example, to print a VAT report for purchases, specify Document Type PV.

You can sequence VAT reports by any field in the Sales/Use/VAT Tax File table. The most common report sequence is as follows:

1. Company
2. Document Type
3. Document Number

Note

If you print a VAT report that includes multiple currencies, the system does not print a grand total. To see grand total amounts, print separate VAT reports by company for each currency.

Processing Options for VAT Journals (R00320)

Selection Date

1. Enter the beginning G/L date. This date will select documents greater than or equal to this date.

Beginning Date

2. Enter the ending G/L date. This date will select documents less than or equal to this date.

Ending Date**Distribution**

1. Enter a '1' to distribute the TAXABLE amount into the tax area columns. Leave blank to distribute the actual TAX amount.

Company

1. Enter the number of the company to use for the heading information and VAT Registration Number.

NOTE: Does not affect the information being reported.

Company**Summarization**

1. Enter a '1' to summarize the report by document number. The default of blank will print a detail line for each document line number.

Columns

1. Enter the upper and the lower headings for the five user-defined columns on the report.

Column 1 Upper Heading**Column 1 Lower Heading****Column 2 Upper Heading****Column 2 Lower Heading****Column 3 Upper Heading****Column 3 Lower Heading****Column 4 Upper Heading****Column 4 Lower Heading****Column 5 Upper Heading****Column 5 Lower Heading**

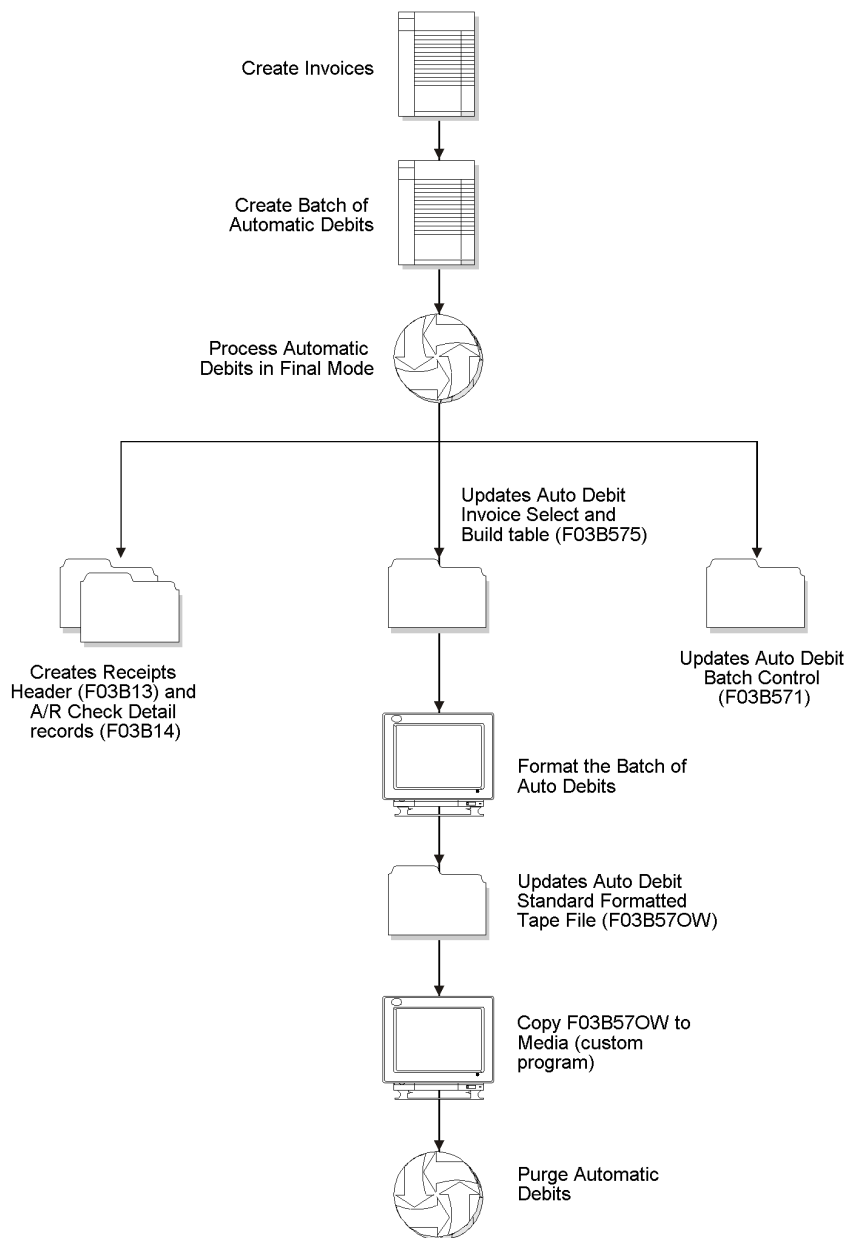
Automatic Debits

You can automatically debit (withdraw funds from) a customer's bank account by updating a table that you send to your bank that collects payment from your customer via electronic funds transfer (EFT).

The automatic debit process records the receipt at the time the table is updated. You run a program to format the table according to your bank's specifications, and then send it to the bank by copying it to a medium (such as a tape, diskette, or CD) or sending it electronically. Your bank collects payment from your customer and then notifies you that the transaction is complete.

Automatic debits work well in situations in which you invoice predefined amounts every month. You can also use automatic debits with invoice amounts that vary with each billing period.

The following graphic illustrates the information flow when you are using automatic debits:



When you use the automatic debit process, you:

- Identify those customers who have agreed to the automatic debit process
- Select the customer invoices to be paid
- Build and update worktables that are sent to the bank
- Update customer invoices as paid
- Format automatic debit information to meet country-specific bank requirements
- Copy automatic debit information to a medium to send to your bank, or transfer automatic debit information electronically
- Purge automatic debit batches

The automatic debit process updates the following tables:

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

Before You Begin

- ❑ On Customer Master Revisions, enter A (Automatic Debits, Accounts Receivable only) in the Payment Instrument field and click the Auto Receipt option. Option A is not hard coded, and you can use other values. See *Creating Customer Records*.
- ❑ On Set Up Bank Accounts by Address, verify that you have a G/L bank account for automatic debits set up for your customers. See *Setting Up Bank Account Information*.
- ❑ On Set Up G/L Bank Account, verify that a next auto debit number is specified for the bank account to which the automatic debits will be credited. See *Setting Up Bank Account Information*.
- ❑ On A/R Constants, click the Auto Receipt option. See *Setting Up Accounts Receivable Constants*.
- ❑ Create a custom program to copy processed and formatted automatic debit batches to the medium that your bank accepts, or to transmit them electronically.

Working with Automatic Debits for Germany

You can specify the type of agreement that you have with your customer regarding automatic debits. In Germany, businesses can enter into the following automatic debit agreements:

- Direct Debit Authority. An agreement between the business (supplier) and the customer that allows the customer to dispute the automatic debit charge within six weeks.
- Transfer Instruction. An agreement between the business (supplier) and the bank. In this case, the customer does not have the right to protest the bank charges.

When you run the Automatic Debiting program to process German automatic debits, you can specify one of the following program numbers to create debit formats or a bank cover sheet:

R03B575DD	German Bank File Format and Statement Diskette
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R03B575DD1	German Bank Cover Sheet
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Note

The German Bank File Format and Statement Diskette program calls the bank cover sheet program (R03B575DD1) automatically.

You can enter these program numbers in the Bank File processing option when you create and process automatic debits. Alternatively, you can enter the program number in the Automatic Debit Batches program (P03B571) and then format the bank file.

The payment format programs generate a bank table that adheres to the German banking standards for automatic debits.

Before You Begin

- ❑ To specify the type of automatic debit agreement for the payment group, access the processing options for the German format program that you are using. Enter a 1 in the processing option if you have a transfer instruction with the bank. Leave the processing option blank if you have Direct Debit Authority with your customer. In both cases, the system writes the information to the correct field on the bank file for your bank to read.

See Also

- ❑ *Formatting a Batch of Automatic Debits* in the *Accounts Receivable Guide* for detailed instructions on formatting automatic debits

Processing Options for German Bank File Format and Statement Diskette (R03B575DD)

Defaults

1. Enter a '1' if the Automatic Debits are to be created as Abbuchungen. If left blank, Lastschriften records will be created.

German Format

2. Enter a '1' if a Customer Statement is to be printed for the Automatic Debits. If left blank, Customer Statements will only be printed when the number of invoice details exceeds the maximum number that may be included on the format.

Print Customer Statement

3. Tape Density:

Tape Density

Currency

4. Enter the Currency Code that is used in your system to identify the EURO
-

Creating and Processing a Batch of Automatic Debits

To create a batch of automatic debits, you use processing options and data selection to specify which invoices you want to include in the batch. You can create the batch in either proof or final mode.

Proof Mode

When you run the Create Automatic Debit Batch program (R03B571) in proof mode, the system:

- Validates the selection of invoices that are to be automatically debited to customers.
- Generates a record in the Auto Debit Batch Control table (F03B571) to identify the automatic debit batch. This record appears on the Work with Auto Debit Batches form.
- Generates records in the Auto Debit Invoice Select and Build table (F03B575) that includes all of the invoices that match your data selection criteria.

- Prints two reports:
 - R03B571 (Create Automatic Debit Batch) prints an exception report of any errors that occur in the selection of invoices for the automatic debit batch. If the system does not detect an error, the message *Records Processed - No Exceptions* is printed.
 - R03B575 (Process Automatic Debits) prints the invoices that constitute the automatic debit batch.
- Updates the Status field in the Auto Debit Batch Control table (F03B571) to 1 (Proof Mode).

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

Final Mode

When you run the Create Automatic Debit Batch program (R03B571) in final mode, the system does everything it does for proof mode. In addition, it:

- Runs version ZJDE0001 of Process Automatic Debits program (R03B575)
- Creates a record in the Batch Control Record table (F0011) with a batch type RB
- Creates records in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables that you must post to the Account Ledger table (F0911)
- Assigns a payment number using Next Numbers for automatic debits
- Changes the invoice pay status to P (paid)
- Updates the Status field in the Auto Debit Batch Control table (F03B571) to 2 (Final Mode)

Caution

If you create the automatic debit batch in proof mode before you process it in final mode, the system uses the same version of the Create Automatic Debit Batch program (R03B571). Therefore, the system processes any changes made to the data selection.

When you create the automatic debit batch in final mode, you can also set processing options to automatically format the batch to meet country-specific bank requirements. To do this, specify the bank file format program in the Bank File processing option. Alternatively, you can manually format a batch of automatic debits after you process the batch by entering the program number on the Revise Auto Debit Controls form. See *Formatting a Batch of Automatic Debits*.

► To create a batch of automatic debits in proof mode

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

Bank Account:

☒ All Batches
 ☐ Proof Mode
 ☐ Final Mode

Bank Account	Version	User	Status	Batch Status	Number of Receipts	Number of Invoices	Gross Amount	Discount Taken	Net Amount
1.1110.BEAR	XJDE0001	RH5572702	1	Proof Mode	2	2	3,203.64		3.20

1. On Work With Auto Debit Batches, click Add.
2. On Work With Batch Versions - Available Versions, create a new version or run an existing version of the Create Automatic Debit Batch program.
3. Verify that the processing options are set for proof mode.

► To process a batch of automatic debits in final mode

Complete the following steps if the automatic debit batch was created previously in proof mode; otherwise, follow the steps to create the automatic batch in proof mode, but change the processing option to Final Mode. See the task *To create a batch of automatic debits in proof mode*.

Caution

The system runs the version of the Create Automatic Debit Batch program (R03B571) that was used to create the batch in proof mode. Therefore, the system processes any changes made to the data selection.

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

1. On Work With Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:
 - Bank Account
 - User

2. To display batches by mode, click one of the following options:

- All Batches
- Proof Mode
- Final Mode

3. Click Find to display the batches that meet your criteria.

4. Choose the batch that you want to process.

5. From the Row menu, choose Final Mode.

After you process automatic debits, you can review the resulting receipt batches on Auto Debits Journal Review. Then, post the entries to the general ledger. See *Approving and Posting Receipts*.

Processing Options for Process Auto Debits (R03B571)

Processing

1. Enter a '1' to run the Auto Debit Selection in Final Mode. If left blank, only a proof report will be produced.

Final Processing Mode

2. Enter the "As Of" Date to process. All invoices will be processed that have a Comparison Date on or before the As Of date. If left blank, the system date will default.

As Of Date

3. Enter the type of date to compare against the As Of Date. (blank = Net Due Date; 'D' = Discount Due Date; 'I' = Invoice Date; 'G' = GL Date; 'S' = Statement Date)

Type of Comparison Date

4. Enter a '1' to process auto debits in the invoice's transaction currency. If left blank the auto debits will be processed in the domestic currency.

Auto debits Process Mode

Bank Account

4. Enter the override G/L Bank Account to be used for ALL processed invoices. If left blank, the bank account will be retrieved using the AAls setup for that company.

GL Bank Account

Discounts

5. Enter a '1' if ALL discounts are to be processed. If left blank, the Cutoff Date will be used to validate the available discount.

Process All Discounts

6. Enter the Cutoff Date for applying discounts. Discounts will not be taken if the Discount Due Date is prior to this date.

Discount Cutoff Date

GL Defaults

7. Enter a G/L Date. If left blank, the system date will be used.

G/L Date

8. Select G/L Entries Method (blank equals Create Summary Total Journal Entries; '1' equals Create Detail Journal Entries which will create one journal entry per deposit item.)

Create Detail Journal Entries

Amount Limits

9. Enter the MINIMUM amount that can be selected for payment via Automatic Debits. Amounts under this will not be selected.

Enter Minimum Amount

10. Enter the MAXIMUM amount that can be selected for payment via Automatic Debits. Amounts over this will not be selected.

Enter Maximum Amount

Bank File

11. Enter the name of the program to format the bank file.

Bank Format Program

12. Enter the name of the version to format the bank file.

Bank Format Version

BACS

13. Enter a '1' if BACS Processing is to be used for this Auto Debits batch. If left blank, BACS Processing will NOT be performed for this batch.

BACS Processing

14. Enter the BACS Processing Date.

BACS Processing Date

15. Enter the number of BACS days to be added to the BACS Processing Date in order to calculate the expiration date.

Number of BACS Days

16. Enter the Workday Calendar name.

Workday Calendar

Approving and Posting Automatic Debit Batches

Choose one of the following navigations:

From the Automatic Debiting menu (G03B131), choose Auto Debits Journal Review

From the Automatic Debiting menu (G03B131), choose Post Auto Debits to G/L.

After you process automatic debits in final mode, you must post them to the general ledger. You can review the processed automatic debit batches using the Auto Debits Journal Review program (P0011) before you post the batches. Depending on the setting of your accounts receivable constants, you might have to approve batches before you post them.

Because automatic debit batches are receipt batches (batch type RB), you follow the same steps to post them that you use to post receipts. When you post automatic debit batches, the system creates the appropriate entries to your bank, A/R trade and, if applicable, discount taken account. See *Approving and Posting Receipts*.

Formatting a Batch of Automatic Debits

You create records in the Auto Debit Standard Formatted Tape File worktable (F03B57OW) to meet country-specific requirements of the bank. To do this, specify the bank-file format program on the Revise Auto Debit Controls form. The following bank file format programs are currently available:

- R03B575AD - Austrian format
- R03B575BD – Belgian format
- R03B575DD - German format
- R03B575DH - Dutch format
- R03B575FD - French format
- R03B575GB - United Kingdom format
- R03B575SD - Swiss format

Note

The Austrian, German, and Swiss format programs each call an additional bank cover sheet program (R03B575AD1, R03B575DD1, and R03B575SD1, respectively) automatically.

If a program is not available for your country-specific requirements, you must create a custom program for your bank's specifications.

You can format automatic debit information for the bank in one of the following ways:

- Enter the format program number (such as R03B575DD) into the processing option of the Process Auto Debits program (R03B571) prior to running it in final mode
- Enter the program number on the Revise Auto Debit Controls form, and then run that program manually by choosing Format Bank File from the Row menu of the Work with Auto Debit Batches form.

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

If you are using a custom program, ensure that it updates the Status field in the Auto Debit Batch Control table. J.D. Edwards recommends that you use one of the supplied programs as a template if you are creating a custom program for this purpose.

► To format a batch of automatic debits

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

1. On Work With Auto Debit Batches, locate a batch of automatic debits.
2. Choose the batch that you want to work with and click Select.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Auto Debit Controls

OK Cancel Tools

User: RH5572702 Version: XJDE0001 Batch Number: Batch Type:

Batch Status: 1 Proof Mode

Bank Account: 1.1110.BEAR Bear Creek National Bank

G/L Date: 08/01/05 Discount Cutoff Date:

BACS Date: BACS Days to Add: 0

Workday Calendar:

Discount Processing: Journal Entry Method: 1

Copy File To Medium:

Customized Programs

Format Bank File Program: Create Medium Program:

Format Bank File Version: Create Medium Version:

3. On Revise Auto Debit Controls, verify that the selections are correct for the following fields:

- Format Bank File Program
- Format Bank File Version
- Create Medium Program
- Create Medium Version

You can change the values in these fields, if necessary.

4. Click OK.
5. On Work With Auto Debit Batches, choose Format Bank File from the Row menu.

Transferring Automatic Debit Batches to the Bank

After you format the automatic debit batch and have records in the Auto Debit Standard Formatted Tape File (F03B57OW), you must copy the records to a medium to send to your bank, or transfer them to the bank electronically.

You are responsible for creating the program to transfer the formatted records to your bank. After the records are copied, the program should update the Status field in the Auto Debit Batch Control table (F03B571) to 4 (Copy to Medium) to indicate that the batches are ready for purging.

Purging a Batch of Automatic Debits

After you successfully process a batch of automatic debits, you can purge the processed records. When you choose to purge auto debit batches, the system purges records from the following tables:

- Auto Debit Invoice Select and Build (F03B575)
- Auto Debit Standard Formatted Tape File (F03B57OW)

The system also prompts you to additionally purge the record in the Auto Debit Batch Control table (F03B571). If you do not choose to purge the Auto Debit Batch Control table (F03B571), the system updates the status of the batch records to 5 (Purged) but does not remove them from the table. You can still purge these records at a later date by choosing the option.

You should purge automatic debit batches only when the status of the auto debit batch is 4 (Copy to Medium). If you purge batches at any other status, the system displays a Purge Confirmation window.

Caution

After you purge automatic debit information, you cannot recover the information, and no audit trail exists.

► To purge a batch of automatic debits

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

1. On Work With Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:

- Bank Account
 - User
2. To display batches by mode, click one of the following options:
 - All Batches
 - Proof Mode
 - Final Mode
 3. Click Find to display the batches that meet your criteria.
 4. Choose the batch.
 5. From the Row menu, choose Purge.
 6. If the system displays the Purge Confirmation window, click Yes.
The system displays the Purge Confirmation window if the status of the batch is not 4.
 7. On Purge Historical Information, click OK to purge only the Auto Debit Invoice Select and Build (F03B575) and Auto Debit Standard Formatted Tape File (F03B57OW) tables, or enter 1 in the field provided to additionally purge the Auto Debit Batch Control table (F03B571).
 8. Click OK.

Setting Up Credit Insurance Policies

When you purchase insurance policies to cover open liability, you can record these policies in the Credit and Collections system. With these policies recorded, you can monitor customers' insured credit limits using reports or on a transactional basis, depending on the type of policy that you specify.

General policies cover multiple customers, and you can review the policy on an ongoing basis using reports. Single policies cover a customer or project based on an effective date that you specify. You monitor single policies on a transactional basis.

You can set up multiple policies for one insurance company. The system maintains policies in the Credit Insurance table (F03B29) in the currency in which they are purchased. The percentage of coverage that you purchase is determined by each company and might not fully cover the customer's liability.

Note

You cannot set up a policy for a customer at the line-of-business level.

Before You Begin

- ❑ Create an address book record for the insurance company. See *Entering Address Book Records* in the *Address Book Guide*.

- ❑ Create a supplier record for the insurance company. See *Entering Supplier Records* in the *Accounts Payable Guide*.

Setting Up a General Credit Insurance Policy

You set up general policies when you want to use one policy for multiple customers or for a specific customer base. To set up a general policy, determine the liability of customers over a specific period of time. If you determine that the insured limit is insufficient or that a customer has too much coverage, you can adjust the policy with the insurance company and update the insured policy amount.

When you set up multiple general policies, you must keep track of the customers covered by the policy separately. You can do this by adding an attachment to the policy and listing the customers, using category codes or by tracking them separately on an Excel spreadsheet.

You can review and validate these policies on a monthly basis using reports. Then, for example, you can return to the insurance company and adjust the policy amount when the need arises. You can use the following reports to review information for general credit insurance policies:

- A/R Details with Aging (R03B4201B)
- Open A/R Summary Analysis (R03B155)
- Currency - Foreign/Domestic with Aging (R03B429C)

► To set up a general credit insurance policy

From the *Credit & Collections Setup* menu (G03B411), choose *Work With Credit Insurance*.

1. On *Work with Credit Insurance*, click *Add*.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Credit Insurance Definition

OK Cancel Form Tools

Insurance Company	4350	Policy Number	156621
Policy Type	1		
Customer Number		Company	00000
Effective Date	06/06/05	Ending Date	08/31/05

Insured Amount	5,000.00	Currency Code	USD
----------------	----------	---------------	-----

Insurance Premium		Unit Cost	
Currency Code	USD	Units Purchased	
Percentage Coverage			

2. On Credit Insurance Definition, complete the following fields:

- Insurance Company

You set up the insurance company as a supplier (search type V) in the Address Book system. The system uses the supplier's address book number to associate the policy with the insurance company.

- Policy Number

- Policy Type

Enter 1 for General Policy.

- Effective Date

- Ending Date

- Insured Amount

- Currency Code

This is the currency of the insured amount.

3. Complete the following optional fields and click OK:

- Insurance Premium

- Currency Code

This is the currency of the insurance premium.

- Unit Cost

- Units Purchased

- Percentage Coverage

Setting Up a Single Credit Insurance Policy

You set up a single policy for a customer or project that you review on a transactional basis. Normally, you specify an effective period because single policies are taken out for a specific period of time. .

The system monitors the insured credit limit when you enter an invoice, similar to how it monitors internal credit limits. You associate the policy with a customer when you update the insurance company address book number and the insured amount in the Credit Insurance table (F03B29).

► To set up a single credit insurance policy

From the Credit & Collections Setup menu (G03B411), choose Work With Credit Insurance. .

1. On Work with Credit Insurance, click Add.

The screenshot shows the PeopleSoft interface for the 'Credit Insurance Definition' form. The form is titled 'Credit Insurance Definition' and has a toolbar with 'OK', 'Cancel', 'Form', and 'Tools' buttons. The form is divided into several sections with input fields:

Insurance Company	4350	Policy Number	156621
Policy Type	1		
Customer Number	3002	Company	00000
Effective Date	06/06/05	Ending Date	08/31/05

Insured Amount	150000.00	Currency Code	FRF
----------------	-----------	---------------	-----

Insurance Premium	12500.00	Unit Cost	
Currency Code	FRF	Units Purchased	
Percentage Coverage	80.00		

2. On Credit Insurance Definition, complete the following fields:

- Insurance Company

You set up the insurance company as a supplier (search type V) in the Address Book system. The system uses the supplier's address book number to associate the policy with the insurance company.

- Policy Number
- Policy Type
Enter 2 or 3 for Single Policy.
- Customer Number
- Effective Date
- Ending Date
- Insured Amount
- Currency Code
This is the currency of the insured amount.

3. Complete the following optional fields and click OK:

- Insurance Premium
- Currency Code
This is the currency of the insurance premium.
- Unit Cost
- Units Purchased
- Percentage Coverage

Related Tasks

Reviewing credit insurance policies	<p>After you set up a credit insurance policy, you can select the policy on the Work with Credit Insurance form and use Row menus to review the following types of information:</p> <ul style="list-style-type: none"> • The Supplier Master record for the insurance company • The Customer Master record for the customer associated with the policy • Work with Customer Ledger Inquiry and Account Balance Inquiry forms to review information such as why a customer is being considered for insurance
--	--

Encashment Processing

Encashment Processing

Encashment, a common business practice in Germany, is a process by which a third party receives payments from the customers of a business and then disburses the payment to the business. You can use J.D. Edwards software to process encashment using the following methods:

Parent/child	The parent business processes customer invoices and cash receipts for all of its subsidiary businesses.
Factoring	The business forwards its customer invoices to an encashment company.

Processing Encashments Using the Parent/Child Method

When you use the parent/child method to process encashments, a parent company processes all the receipts for its child companies. To use the parent/child encashment method, you must specify the number of the parent company or the special payee for each customer that you set up.

Process parent/child encashment invoices as you would process normal cash receipts. You can use the Parent Number or Factor/Special Payee fields on the Customer Ledger Inquiry form to select only the invoices that the parent company is going to pay.

See Also

- ❑ *Entering Receipts with Manual Write-Offs in the Accounts Receivable Guide*

Processing Encashments Using the Factoring Method

When you use the factoring method to process encashments, your customers remit the payment for their invoices to an encashment company which then processes the payments and invoices. You receive the payment for the invoices, minus a predetermined commission, from the encashment company.

To process encashments using the factoring method, you write off the receipts that you know will be paid by the encashment company using the Receipts Entry programs.

You must set up a reason code (user defined code 03/AR) and a general ledger account for the receipts that you plan to write off for encashment. The reason code that you associate with the receipts determines which general ledger account the system debits when you post the receipts.

You set up the reason codes in the AAls. For example, you set up AAl item RAXx (where xx is the two-character reason code) to associate the reason codes to the general ledger accounts.

See Also

- ❑ *Entering Receipts with Manual Write-Offs in the Accounts Receivable Guide*

Automatic Payments

Automatic Payment Processing

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

The following graphic illustrates the automatic payment process:

Automatic Payment Process



Step 1.
Set up ~~auto~~ withholding.



Step 2.
Run Cash Requirements
report.



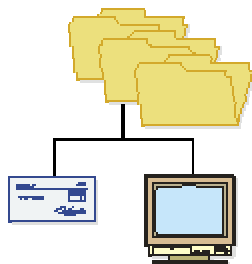
Step 3.
Decide what to pay. Use Speed
Status Change to put all other
Payments on hold.



Step 4.
Create payment groups.



Step 5.
Review the Payment Group Edit
report and the Payment
analysis report (optional).

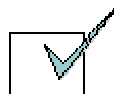


Step 6.
Work with payment groups.

Step 7.
Write payment / copy to tape.



Step 8.
Update payment.



Step 9.
Review payment register.



Step 10.
Post payments.

Z1 Processing

When issuing a foreign payment, German companies are required to submit a paper or electronic form that provides information to the Bundesbank (German Federal Bank) for

statistical purposes. The electronic form (form Z1) must be accompanied by an attachment report (form Z4).

The Z1 foreign payment format (R04572G5) provides a means to create foreign payments and the corresponding electronic form.

Z1 processing produces a specific foreign payment output file with the following records:

- Q record - header information
- T record - detail payment information
- U record - detail report information for imported goods (to be reported to the Bundesbank)
- W record - detail report information for service transactions or capital movements (to be reported to the Bundesbank)
- Z record - trailer information

Note

The Z1 output file does not include the following component:

- V Record - Automatic payments relating to merchanting trade cannot be created (this is the information related to the V record). If a payment is for such purposes, the payment must be written out manually on a Z1 form.

Z1 processing uses the following tables in addition to the standard A/P Payment Processing tables (F04571, F04572, and F04573):

**Germany-Bank Transit
Number Master File Addtl
Information (F74030G)**

This table holds additional bank account information for each supplier's bank account. Each address book record can have only one record in the Germany-Bank Transit Number Master File Addtl Information table (F74030G).

**Detail Payment Instructions
for German Payments
(F7404572)**

This table holds the same information as the Germany-Bank Transit Number Master File Addtl Information table (F74030G) except that it is used to enter or update bank information at the payment control group level.

**Detail Payment Instructions
EXT. for German Payments
(F7404573)**

This table holds the same information as the Detail Payment Instructions for German Payments table (F7404572) except that it is used to enter or update bank information at the pay item level.

Setting Up for Z1 Payments

- ☐ Verify that Germany is the country that you have selected in your user display preferences.
- ☐ Verify that you have set up the user defined codes for processing automatic payments in Germany.

Entering Vouchers for Z1 Payments

Specify the Create A/P Bank Diskette - Germany program (R04572G5) as the payment instrument for vouchers for foreign payments. Payment instruments are set up using the Payment Instrument Defaults program (P0417). The payment instrument can be entered at the time of voucher entry, it can default from the supplier master, or it can be changed using speed release before the payment group is created.

In addition, each pay item must include detail on what is being purchased. This information is used to determine which record (U or W) is used in conjunction with the detail record (T) in the Z1 output file. This information is essential for reporting to the Bundesbank (German Federal Bank).

- The U record should be created if the voucher (and therefore payment) is related to the import of goods.
- The W record should be created if the voucher (and therefore payment) is related to services transactions or capital movements.

You must enter a U or a W from UDC 00/HC in the Payment Handling Code field (CRC) for each pay item. The system creates a W record only if the Payment Handling Code is W. The system creates a U record if the Payment Handling Code is U, is left blank, or contains any other value than W.

Note

J.D. Edwards recommends that you enter a U or a W when entering the voucher. However, the payment handling code can be added or changed in the speed release program before the payment group is created.

See Also

- ❑ *Special Handling Code-A/P Payment (00/HC)* for more information about setting up payment handling codes for Germany

Creating Payment Groups for Z1 Payments

Each time that you run the Create Payment Control Groups program (R04570) for Germany, the system calls the German country server (X045704DE). The country server creates a new record in the Detail Payment Instructions for German Payments table (F7404572) for each pay item. The record in the Detail Payment Instructions for German Payments table is an exact copy of the equivalent record in the Germany-Bank Transit Number Master File Addtl Information table (F74030G).

Note

The Create Payment Control Group program does not allow you to combine multiple currencies. If you want to combine two or more payment groups into one payment file to be sent to the bank, you need to follow certain steps when writing the group. See *Writing the Payment Groups for the Z1*.

Modifying Information in a Payment Group

After the group is created (but before it is written), the Additional Bank Information can be changed for each individual payment group or pay item. To change the detail payment instructions for payments, you must access the payment group using Automatic Payment Groups (P04571).

► To modify information at the payment group level

From the German Localizations menu (G74G), choose Work with Payment Groups.

1. On Work with Payment Groups, click Find and choose a payment group.
2. Click Select to access the payment group level.
3. On Work with Payment Group - Write Status, choose a payment group in the detail area.
4. From the Row menu, choose Regional Information.

Note

The Regional Information option is available only for payments to German suppliers using the Z1 payment format.

5. On Work with Payment Groups - [Find/Browse], click Select.
6. On Work with Payment Groups - [Fix/Inspect], validate all or any fields necessary.

► To modify information at the payment detail level

From the German Localizations menu (G74G), choose Work with Payment Groups.

1. On Work with Payment Groups, click Find and choose a payment group.
2. Click Select to access the payment group level.
3. On Work With Payment Group - Write Status, locate and choose a payment.
4. Click Select to access payment detail.
5. On Work with Payment Detail, choose a pay item in the detail area.
6. From the Row menu, choose Regional Information.

Note

The Regional Information option is available only for payments to German suppliers using the Z1 payment format.

7. On Work with Payment Groups - [Find/Browse], click Select.
8. On Work with Payment Groups - [Fix/Inspect], validate all or any fields necessary.

The Work with Payment Group program provides the ability to display group or detailed payment instructions using the Detail Payment Instructions - German (P744572) and the A/P Payment Detail Extension File (P744573) programs. The default bank account information for German foreign payments is displayed upon inquiry. The Germany-Bank Transit Number Master File Addtl Information table (F74030G) provides the supplier's group and detail information. The information can be modified only before the payment is written. Any single code or all codes can be changed.

Writing Payment Groups for Z1 Payments

If you want to combine two or more payment groups into one payment file to be sent to the bank, you need to perform the following steps when writing the group:

4. Set the Payment Control Group Output processing option on the Print tab for Automatic Payment Groups (P04571) to 1. This processing option allows you to write several groups into one file separating on the bank account number (1).
5. Because all groups have to be written simultaneously, choose all groups in the detail area and choose Write from the Row menu.

Caution

If groups are written simultaneously, take special care to ensure that the groups are not reset or undone separately. J.D. Edwards recommends that immediately after writing groups, you review and then update the groups together to ensure that no vouchers are paid twice.

After you update, verify, or correct all details, you write the payment groups that will create the Z1 file. The Z1 file is created only if the A/P Payments - Z1 Diskette File (P04572Z5) is specified as the payment instrument.

Note

Whether the U or W record is created depends upon the value in the Payment Handling Code for each pay item.

Key Notes Regarding the Fields for the Z1 Format

Q Record:

- Field 9: This field indicates whether the file includes statistical information (U or W record) to send to the Federal Bank. This field is always set to J, indicating that either a U or W record is always included in the file.
- Field 10 & 11: You must indicate the Regional Centre Bank area code for the Create A/P Bank Diskette - Germany file (R04572G5). Additionally, you must indicate the Principal's Company Code and Principal's Industrial Code. This processing option is mandatory because field Q9 is equal to J. If the Processing Option is blank, then the Bundesbank (German Federal Bank) rejects the file.

T Record:

- Field 8 - SWIFT Address/BLZ: This field contains either the SWIFT address or the BLZ code of the beneficiary's bank. One of these values must be entered or the Bundesbank does not accept the file. If the SWIFT or BLZ code does not exist for the supplier, J.D. Edwards recommends you submit the Z1 foreign payment format via a paper copy. This field must be entered in the Bank Transit Number Master table (F0030) or the file will fail with the bank.
- Field 18 - Instruction Code 3: If records U and W are in DEM, this field should be blank. Otherwise, it contains 95. If the transaction currency in T13 is used, then T18 must equal 95. If T19 is filled, then T18 must be blank.
- Field 19 - Instruction Code 4: This field is used if you use a DEM Bank Account to pay a USD-Invoice. Then the value of 14a/b must be DEM, which will be converted by the bank to the T13 currency. If T18 is filled, then T19 must be blank.

- **Field 20 - Additional Instruction Code Information:** This field allows you to provide additional information for the instruction codes. You can enter this information in the Bank Account Cross Reference - Germany (P74030G) program.
- **Field 21 - Cost Settlement Code:** This field contains the cost settlement code. You can enter this information via Cost Settlement UDC (74/28) in the Bank Account Cross Reference - Germany (P74030G) program.
- **Field 22 - Label for type of Payment:** This field contains the label for type of payment. You can enter this information via Label for Payment UDC (74/29) in the Bank Account Cross Reference - Germany (P74030G) program.
- **Field 23 - Additional Instruction to Principal's Bank:** This field enables you to add instructions to the principal's bank account. You can enter this information in the Bank Account Cross Reference - Germany (P74030G) program.
- **Field 24 - Contact Name and Telephone Number:** This field enables you to add the contact name and telephone number of the person to contact at the principal's company if the paying bank has questions related to the payment order. You can enter this information in the Bank Account Cross Reference - Germany (P74030G) program.
- **Field 25 - Reporting Code:** This field enables you to indicate whether the contents of the T record should be reported to the Federal Bank. You can enter this information in the Bank Account Cross Reference - Germany (P74030G) program.

W Record:

- **Field 3 - Type of Transaction Concerned:** This field enables you to designate whether the transaction is for capital movements/capital gains or for service or transfers. You can enter this information in the Bank Account Cross Reference - Germany (P74030G) program.

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:

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

Address Number	Alpha Name	Long Address	Industry Class	Sch Typ	
3480	Digger Incorporated		7000	V	22598
4001	Farhad Gemeinschaft	FARHAD	7000	V	
4002	Aluminium de Rhone		7000	V	
4207	Western Securities		6000	V	
4215	United Investments		6000	V	
4302	Javier Allende	HJA	7000	V	20203
4341	International Supply Company		7000	V	
4343	Parts Emporium		7000	V	61148

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®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Supplier Master Revision

OK Cancel Form Tools

Supplier Number 1120 th

Long Number

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

Credit Message

Payment Terms - A/P Net 30 Days

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

Factor/Special Payee 1120 th

Parent Number

Approver Number

Default Code

A/B Amount Code USD U.S. Dollar

Hold Payment N

Float Days

☒ Pre-Note Code

Multiple Payments

☐ Yes ☒ No ☐ Contract

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 Personalize Change Role Sign Out

Address Book Revision

OK Cancel Form Tools

Address Number 3480

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

Alpha Name Digger Enterprises

Long Address Number

Tax ID 225985471

Search Type ☒ Suppliers

Business Unit 1 Financial Distribution 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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Address Book Revision

OK Cancel Form Tools

Address Number 3480

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

Mailing Name Digger Enterprises

Address Line 1 5 River Road City Sacramento

Address Line 2 . State CA California

Address Line 3 Postal Code 94203

Address Line 4 Country USA

County

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' form with the 'Additional' tab selected. The form is titled 'Active Foundation' and includes navigation links for 'Personalize', 'Change Role', and 'Sign Out'. The 'Address Number' field is populated with '3480'. The 'Additional' tab is active, showing various fields for supplier information. The 'Payables Y/N/M' field is set to 'Y'. The 'Receivables Y/N' field is empty. The 'Employee Y/N' field is empty. The 'AR/AP Netting (Y)' field is empty. The 'Subledger Inactive Code' field is empty. The 'HRM Records Exist' field is empty. The 'Add'l Ind Tax ID' field is empty. The 'Tax Exempt Certificate' field is empty. The 'Person/Corporation Code' field is set to 'N', with a note 'Non-corporate entity'. The 'Credit Message' field is empty. The 'Language' field is empty. The 'Industry Classification' field is set to '7000', with a note 'Services'. The 'Workflow' section includes 'E-mail Preference' and 'Shortcut Client Type' fields, both of which are empty.

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 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.

The screenshot displays the 'Supplier Master Information - [Supplier Master Revision]' window. The 'Tax Information' tab is active, showing fields for tax-related data. The 'Supplier Number' is 4370, and the company name is 'Maddox Industries'. The 'Long Number' is 50. The 'Tax Expl Code 2' and 'Tax Rate / Area' fields are empty. The 'Person/Corporation' field is set to 'P' (Individual). The 'Tax ID' is 635003211. The 'Add'l Ind Tax ID' field is empty. The 'Tax Authority' and 'Percent' fields are also empty. The bottom status bar indicates the current window is 'Supplier Master Revision'.

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
- To enter withholding information, complete the following fields:
 - Tax Authority
 - Percent
 - Click OK to save the record.

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

The screenshot shows the PeopleSoft Supplier Master Revision form with the Vouchers tab selected. The form includes the following fields and sections:

- Supplier Information:**
 - Supplier Number: 1120
 - Long Number: (empty)
- Vouchers Tab:**
 - Credit Message: (empty)
 - Payment Terms - A/P: (empty) Net 30 Days
 - Payment Instrument: (empty) Default (A/R & A/P)
 - Factor/Special Payee: 1120
 - Parent Number: (empty)
 - Approver Number: (empty)
 - Default Code: (empty)
 - A/B Amount Code: USD U.S. Dollar
 - Hold Payment: N
 - Float Days: (empty)
 - Pre-Note Code: ☒
 - Multiple Payments:**
 - ☐ Yes
 - ☒ No
 - ☐ Contract

- 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*.

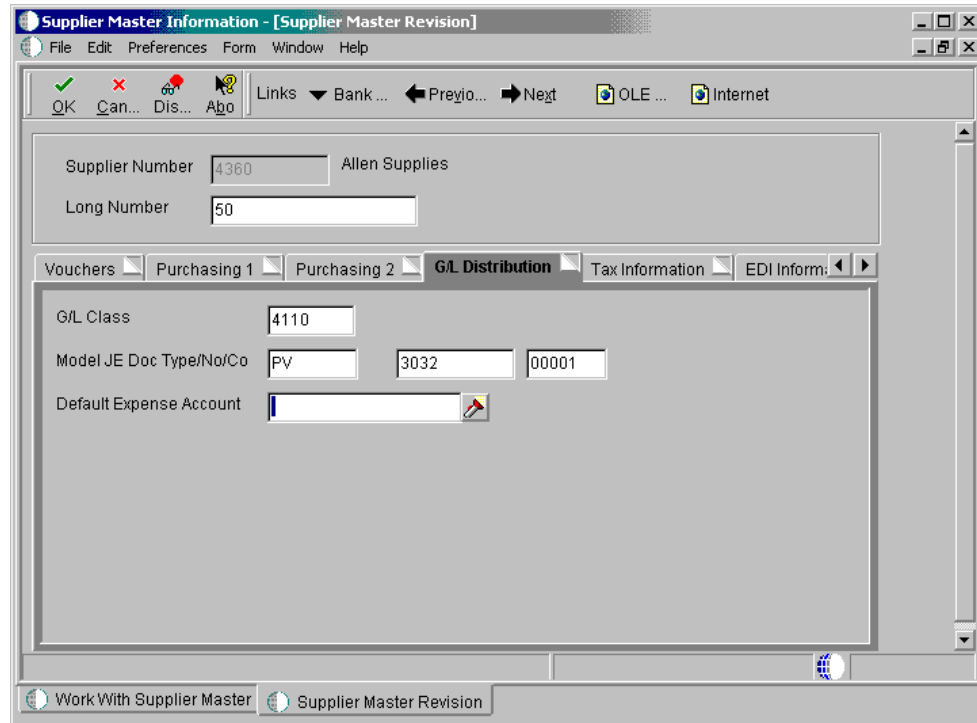
See *Setting Up Supplier and Item Information* in the *Procurement Guide* for information about the Purchasing 1 and Purchasing 2 tabs.

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 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 for 'Supplier Master Information - Set Up Bank Accounts By Address'. The top navigation bar includes 'Portal', 'Workflow', 'Intranet', and 'Training'. Below this is a 'Select Workspace' dropdown set to 'Active Foundation'. The main header area contains 'Active Foundation', 'Personalize', 'Change Role', and 'Sign Out'. The form title is 'Supplier Master Information - Set Up Bank Accounts By Address'. It features a toolbar with 'OK', 'Cancel', 'Form', and 'Tools' icons. The 'Address Number' field is populated with '740002' and the 'Supplier' is 'Finnish Supplier'. The 'Record Type' section has four radio buttons: 'Supplier' (selected), 'Customer', 'A/R Drafts, Auto Debit', and 'Auto Receipts Payor'. The 'Bank Information' section contains several fields: 'Bank Transit Number' (*3480), 'Bank Account Number' (5479203984800), 'Control Digit' (empty), 'IBAN' (empty), 'Description' (Bear Creek National Bank), 'Checking or Savings Account' (0, with 'Checking account' text), 'SWIFT Code' (empty), 'Reference/Roll Number' (empty), 'Bank Address Number' (0), and 'Bank Country Code' (empty).

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

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 Bank Account Information

You must set up bank account information if you process Accounts Payable payments or use specific Accounts Receivable applications, such as draft processing, auto debits, or automatic receipts processing. Depending on the type of information that you process, you must set up bank account information for your company's bank accounts, as well as for your suppliers or customers.

The system provides the following programs for setting up bank account information:

- **Bank Account Information (P0030G)** – You use this program to set up your company's bank accounts. If you process Accounts Payable payments or Accounts Receivable automatic debits, you must set up your company's bank accounts.
- **Bank Account Cross Reference (P0030A)** – You use this program to set up bank account information for your suppliers and customers. If you process Accounts Payable payments using electronic funds transfer, you must set up bank account information for the supplier. If you process automatic receipts, Accounts Receivable drafts, or automatic debits, you must set up bank account information for the customer.
- **Bank Account Addresses (P0030A)** – You use this program if you want to associate a bank transit number with a bank address book record.

Although all the programs update and store bank account information in the Bank Transit Master table (F0030), the system differentiates each bank account record using a record type. The record type not only identifies whether the bank account is for a supplier or customer; it is also used to differentiate customers who process drafts and automatic debits from customers who use automatic receipt processing.

The following table describes the available record types and how they are used:

Record Type	Description
B	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.
C	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
D	The system assigns this value when you set up bank account information and turn on the A/R Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process drafts or auto debits.
G	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
H	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).
M	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B). See the task <i>To set up payment information by business unit</i> in the <i>Accounts Payable Guide</i> .
P	The system assigns this value when you set up bank account information and turn on the Auto Receipts Payor option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process receipts automatically.

V	The system assigns this value when you set up bank account information and turn on the Supplier option using the Bank Account Cross Reference program (P0030A).
X, Y	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any value in the UDC for bank type codes (00/BT) that are not listed above.

Note

Although the same program is used for the Bank Account Cross Reference and Bank Account Addresses applications, the system displays a different form for each application, as follows:

- If you choose Bank Account Cross Reference, the system displays the Work With Bank Accounts By Address form (W0030AD).
- If you choose Bank Account Addresses, the system displays the Work With Bank Transit Addresses form (W0030AE).

You can also access this form by choosing Bank Transit from the Form menu on Work With Bank Accounts by Address.

See Also

- *Setting Up Multiple Bank Accounts for Suppliers*

► To set up G/L bank account information

Use one of the following navigations:

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

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Set Up G/L Bank Account

OK Cancel Form Tools

G/L Bank Account: 1.1110.BEAR

Description: Bear Creek National

Payment Information

Next Payment Number: Next Autodebit Number:

Default Print Options

Number of Alignment Forms: Detail Lines Per Stub: 10

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 Personalize Change Role Sign Out

Revise Bank Information

OK Cancel Form Tools

G/L Bank Account 1.1110.BEAR

Description Bear Creek National

Bank Address Number 3333

Bank Transit Number 578955422

Bank Account Number 45-879512

IBAN

Control Digit

Checking or Savings Account ☐ Checking account

SWIFT Code

Bank Country Code

☐ Override Supplier Pre-Note Code

Float Days

Receivables ☐

Payables ☐

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.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Set Up Bank Accounts By Address

OK Cancel Form Tools

Address Number 3333 Continental Incorporated

Record Type

☒ Supplier ☐ Customer ☐ A/R Drafts, Auto Debit ☐ Auto Receipts Payor

Bank Information

Bank Transit Number	96051785
Bank Account Number	2173579
Control Digit	
IBAN	
Description	First Interstate Bank
Checking or Savings Account	<input type="checkbox"/>
SWIFT Code	
Reference/Roll Number	
Bank Address Number	
Bank Country Code	<input type="checkbox"/>

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.*

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.

The screenshot shows the PeopleSoft interface for the 'Set Up Bank Transit Address' form. The top navigation bar includes the PeopleSoft logo and links for Portal, WWW, Intranet, and Training. Below this is a 'Select Workspace' dropdown menu set to 'Active Foundation'. The main header area contains 'Active Foundation' and buttons for 'Personalize', 'Change Role', and 'Sign Out'. The form title is 'Set Up Bank Transit Address'. The form fields are as follows:

Bank Transit	852200451
Address Number	3333
Address	CSC Corporation
	43 Biltmore Plaza
	Scottsdale, AZ 85257

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.

Setting Up Additional Bank Account Information

Foreign payment formats require more detailed information than is provided in the Bank Transit Master table (F0030).

You should set up this detailed information for your suppliers, both foreign and domestic. This information is stored in the Germany-Bank Transit Number Master File Addtl Information table (F74030G).

You can designate multiple bank accounts for a single supplier when the supplier is associated with a unique payment handling code.

Note

At this point, if either a Swift Code or a Routing Transit Code is not provided, a warning message is issued on an inquiry, add, or change. Users must ensure that the Swift Code or Routing Transit Code is provided before the payment process is completed. If the information is not provided, then the file will be filled with zeros.

Before You Begin

- ☐ Set up bank account information for Accounts Payable.

► To set up additional bank account information

From the German Localizations menu (G74G), choose German Bank Account.

1. On Work With German Bank Account Cross Reference, click Add.

The screenshot shows a software window titled "German Bank Account - [German Bank Account / Additional Information]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with buttons for "OK", "Can...", "Reg...", "Dis...", and "Ab...", along with icons for "Links", "Regio...", "OLE ...", and "Internet". The main area of the window contains several fields and labels:

- Address Number: 1001
- Bank Transit: 111255000
- Bank Account: 1225545454
- SWIFT Code: (empty field)
- Record Type: ☒ Vendor Bank Acct - Bank Tape
- Instruction code 1: 0
- Instruction code 2: 0
- Instruction code 3: 0
- Instruction code 4: 0
- Cost Settlement Code: 0
- Label for Payment: 0
- Code Number: 0
- Transaction concerned: ☐ Additional Instruction Code Information

2. On German Bank Account/Additional Information, complete the following fields:

- Address Number

The system automatically completes the following fields from the Bank Transit Master table (F0030).

- Bank Transit
- Bank Account
- SWIFT Code
- Record Type

3. Complete the following additional fields:

- Instruction code 1
- Instruction code 2
- Instruction code 3
- Instruction code 4
- Cost Settlement Code
- Label for Payment
- Code Number
- Transaction concerned
- Additional Instruction Code Information
- Instruction to Principal's Bank
- Reporting Code
- Contact Name and Telephone Number

4. Click OK.

Working with Payment Instruments

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

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

- Payment registers - A printed list of payments.

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

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

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

Payment Instrument Codes

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

Note

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

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

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

Working with German Payment Formats

J.D. Edwards supports the following country-specific automatic payment formats for the Germany:

Assign the following programs to payment instruments for Germany:

R04572G1 Bank tape format

R04572G2 Diskette format

Note

The R04572G2 format has been enhanced to support the euro.

R04572G3 Check format

R04572G5 Z1 diskette format

Note

The R04572G5 format calls the R04573G application, which creates a paper attachment to accompany the electronic submission (form Z4).

You can specify different versions of the Write, Register, Debit Statement, and Attachment programs that you assign to your payment instruments. To do this, access the versions list to create a new version of the program. Then, on Payment Instrument Defaults, access the detail area and type the new version name in the appropriate Version field.

If you print German checks, you must specify the German translation program (X00500D). To do this, access the processing options for the Print Automatic Payments - Check - Germany program (R04572G3). Enter X00500D in the Translation processing option.

Processing Options for Create A/P Bank Tape – Germany (R04572G1)

Transfer

1. Enter the city of origin.

City of Origin

Tape

1. Enter the following default values:

Device Name

Tape Density

Label Name

New Volume

New Owner ID

Tape File Name

Processing Options for Create A/P Bank Diskette – Germany (R04572G2)

Transfer

1. Enter the city of origin

City of Origin

Tape

1. Enter the following default values:

Device Name

Tape Density

Label Name

Block Size

New Volume

Tape (more)

New Owner ID

File Name

Currency

1. Enter the currency code that is used in your system to identify the EURO.

Processing Options for Print Automatic Payments – Check – Germany (R04572G3)

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 house and/or company addresses. If left blank, the

country format will be used.

Address Format (FUTURE)

Print

1. Enter the Forms Type for the payments spool files. If left blank the default is 'APCHECKS'.

Form Type (FUTURE)

Processing Options for A/P Payments – Z1 Diskette File (R04572G5)

G5 Format

ELECTRONIC FUNDS TRANSFER

1. Enter the city of origin

WAY BILL INFORMATION

2. Label Name

Q RECORD INFORMATION

3. Regional Centre Bank Area Codes

(2 digits)

Principals Company Code

(5 digits)

Principals Industrial Classification

(3 digits)

Setting up the Processing Options for A/P Payments - Z1 Diskette File (R04572G5)

The following are additional considerations for setting the processing options for the A/P Payments - Z1 Diskette File program (R04572G5):

Electronic Funds Transfer	Enter the city of origin - Enter the city of origin to be printed on the Begleitzettel or the Waybill.
Way Bill Information	Label Name - Enter the Label Name to be printed on the Begleitzettel or Waybill as the volume number of the disk.
Q Record Information	You must enter the Regional Bank Area Code, Company Code, and Industrial Classification Code. This information is printed in the Q record on the Z1 file in order to provide the respective Regional Federal Bank (LZB) with the proper regional information. You should obtain these codes from the Bundesbank (German Federal Bank).

Setting Up Payment Instruments

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

- Payments. This is the printed copy or tape table for the payment.
- Payment registers. This is the printed list of payments.
- Attachments. This is a printed report that contains the detail information that does not fit on a payment stub.

- Debit statements. This is a printed list of debit balances that indicates you have overpaid a supplier. It shows net amounts that are either a credit or that zero out a voucher.

Before You Begin

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

See Also

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

► To assign programs to a payment instrument

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.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Set Up Payment Instrument Defaults

OK Cancel Tools

Payment Instrument

G/L Bank Account

Print Programs

Payments	<input type="text" value="P04572"/>	Print Payments - Standard	Print Version	<input type="text"/>
Payment Register	<input type="text" value="P04576"/>	Payment Register - Standard	Register Version	<input type="text"/>
Attachments	<input type="text" value="P04573"/>	Print Attachments - Standard	Attachment Version	<input type="text"/>
Debit Statements	<input type="text" value="P04574"/>	Print Dbt Statement - Standard	Debit Version	<input type="text"/>

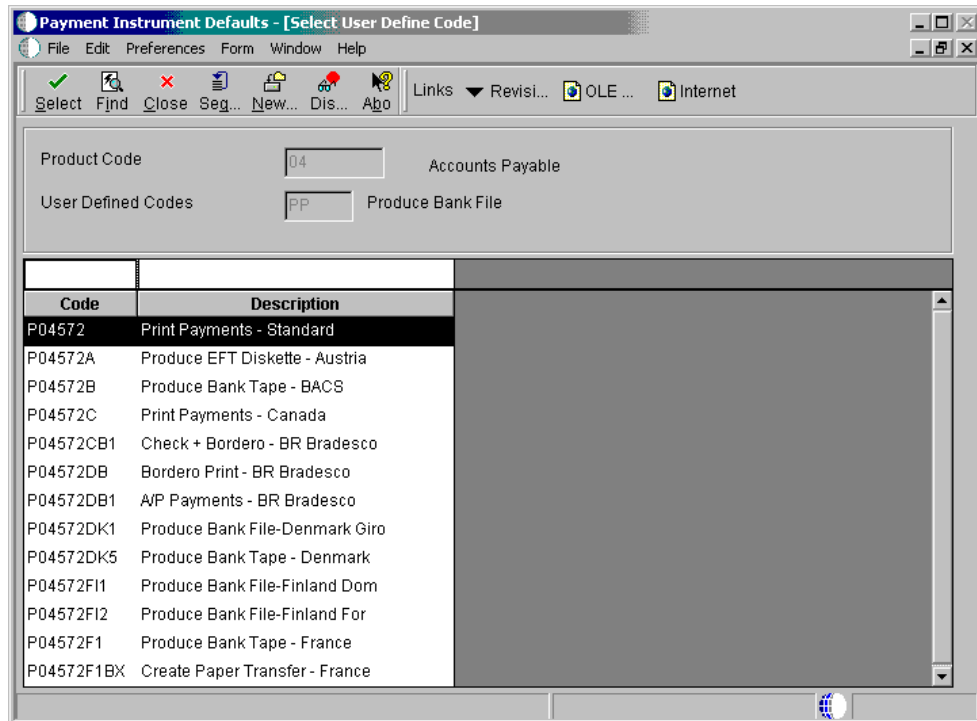
3. On Set Up Payment Instrument Defaults, enter a program number in the following fields:

- 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.

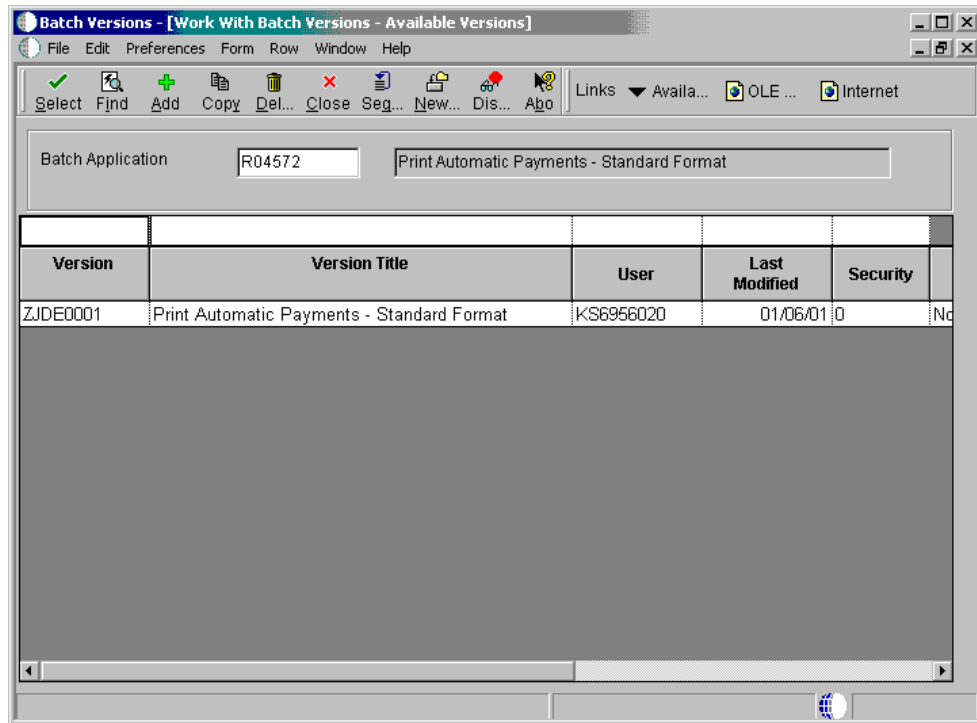
► To revise processing options for payment instrument formats

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.

Supplier Master Information - [Supplier Master Revision]

File Edit Preferences Form Window Help

OK Cancel Dis... Abort Links Bank ... Previo... Next OLE ... Internet

Supplier Number 3480 Digger Incorporated

Long Number

Vouchers Purchasing 1 Purchasing 2 G/L Distribution Tax Information EDI Inform: < >

Credit Message

Payment Terms - A/P Net 30 Days

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

Factor/Special Payee 3480 Digger Incorporated

Parent Number

Approver Number

Default Code USD U.S. Dollar

A/B Amount Code USD U.S. Dollar

Hold Payment N

Ledger Inq Seq 6

Float Days

Pre-Note Code ☒

Multiple Payments

☐ Yes ☒ No ☐ Contract

Work With Supplier Master Supplier Master Revision

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

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

Processing Options for Payment Instruments

The following subsections include processing options for the payment instrument formats.

Processing Options for A/P Print Payments – Standard Format

Translation

1. Enter the program name to translate payment amounts from numbers to words. (See User Defined Codes system '98', record type 'CT' for program names.) If left blank, the translation program associated with the payment currency will be used.

Translation Program

Address

1. Enter an override address format to use for the payee and/or company addresses. If left blank, the country format will be used.

Address Format (FUTURE)

Payment

1. Enter a '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 translation program associated with the payment currency code will be used.

Translation Program

Address

2. Enter an override address format to use for the payee and/or company addresses. If left blank, the country format will be used.

Address

Payment

3. Enter a '1' if you would like to print the company name and address on the payment. If left blank, no company information will print.

Company Name

Print

4. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'SUBCHECKS' Form Type

Setting Up the Processing Options for Create Payment Groups for Germany

For Germany, you must set up the processing options for the Create Payment Control Groups program (R04570) as follows:

- On the Printing tab, enter 1 in the Print Attachments processing option to print attachments.
- If you are using the Z1 format to process euro transactions, on the Printing tab, enter 4 in the Payment Currency processing option for alternate currency amount, and then indicate the alternate currency (the euro) in the Alternate Currency processing option.

A payment group is created for each bank account and currency. For example, if you are using format Z1 for foreign payments, the system creates a payment group for each currency.

See Also

- ❑ *Creating Payment Groups in the Accounts Payable Guide*

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:

6. 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.
7. 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:

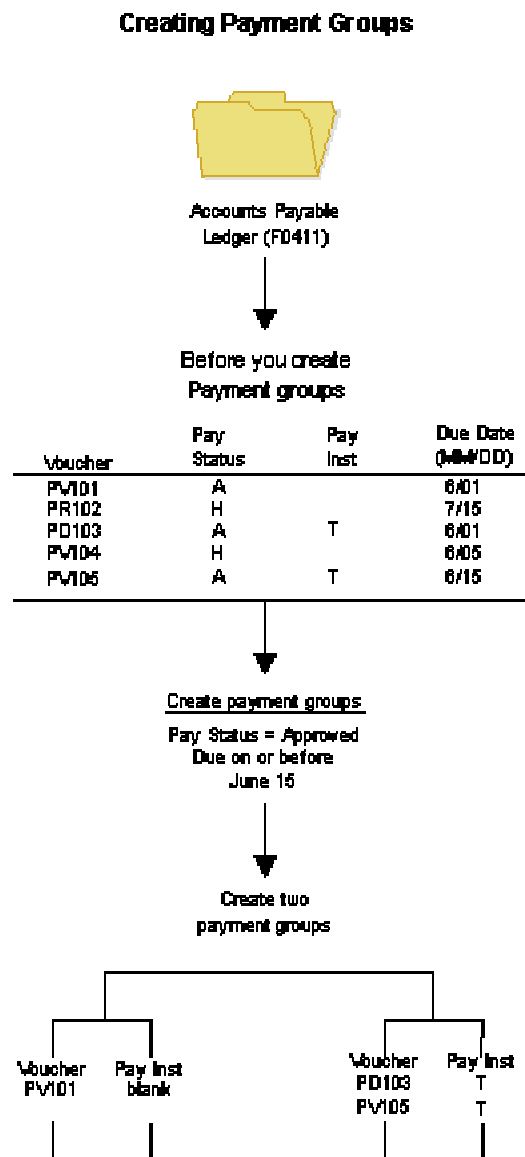
- Version ID
 - User
 - Creation date
 - Output queue
8. Assigns each payment group a "next status" of WRT (write).
 9. Changes the pay status of selected vouchers from A to # (payment in-process).
 10. Creates the following worktables to use in writing payments:
 - A/P Payment Processing - Header File 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).

11. 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:

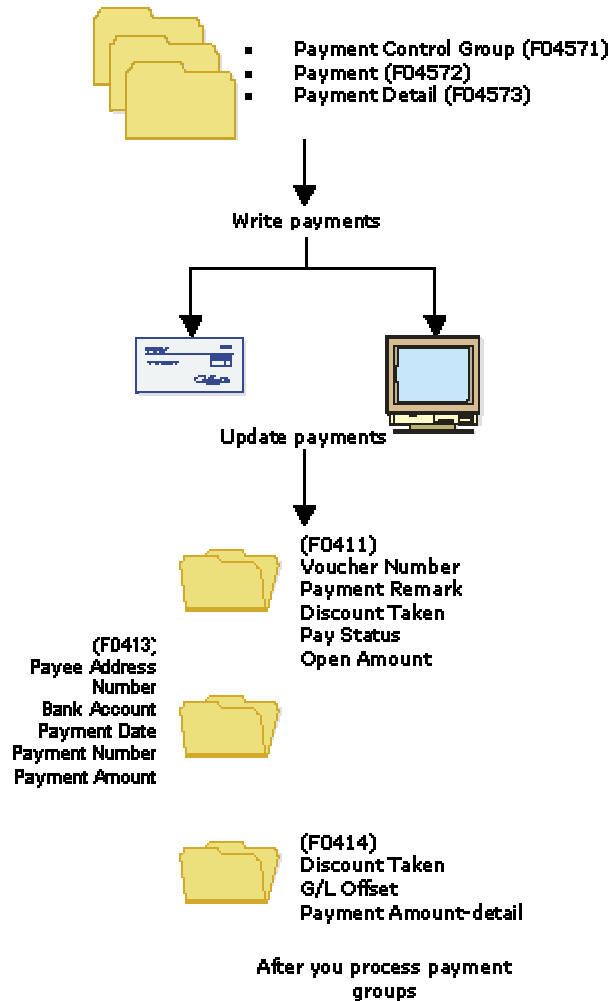
- Hold payment code active
- Supplier master information missing
- Amount under payment limit

The following graphics show the process for creating payment groups:



Working With Payment Groups

Vouchers are selected and stored in temporary workfiles



Voucher	Pay Status	Pay Inst	Due Date (MM/DD)
PV101	P		6/01
PR102	H		7/15
PD103	P	T	6/01
PV104	H		6/05
PV105	P	T	6/15

See Also

- ❑ *R04570, Create Payment Control Groups* in the *Reports Guide* for a report sample

Before You Begin

- ❑ Verify that you set up suppliers with the correct payment instrument.

- ☐ Make changes to vouchers, if necessary. In general, you cannot change vouchers in a payment group until you complete the automatic payment process or remove the voucher from the group.
- ☐ Approve vouchers for payment.
- ☐ Calculate withholding, or set the processing options for this program to automatically calculate withholding.

Processing Options for Create Payment Groups (R04570)

Dates Tab

These processing options allow you to customize payment and discount dates of payment groups. If you leave the Pay Through Date processing blank and the Displacement Days processing option is zero, the system date is used for the Pay Through Date.

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

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.

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 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

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 the contract number appears on the report.

Valid values are:

Blank No

1 Yes

NOTE: To produce separate payments by job, the Statement Number field (CTL)

must be included in the sort sequence. See DEMO version XJDE0007 for an example of the sort sequence, or copy DEMO version XJDE0007 and use it as a basis for your report.

3. Print Job Number

Use this processing option to specify whether the job number appears on the report.

Valid values are:

Blank No

1 Yes

NOTE: To produce separate payments by job, the Statement Number field (CTL) must be included in the sort sequence. See DEMO version XJDE0007 for an example of the sort sequence, or copy DEMO version XJDE0007 and use it as a basis for your report.

Bank Tape Tab

These processing options 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

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.

Setting Up the Processing Options for Automatic Payment Groups for Germany

Special considerations exist when you use the Automatic Payment Groups program (P04571) in Germany.

Before using the program, you should set the processing options as follows:

- On the Print tab, for the Print Program Version processing option, enter version XJDE0001 for Z1 version.
- If you are using the Z1 format for foreign payments, enter 2 in the Payment Control Group Output processing option on the Print tab. This creates one file for all control groups. In addition, the system creates one file for each bank account and currency.

See Also

- ☐ *Revising Unprocessed Payments* in the *Accounts Payable Guide* for information about revising control information for payment groups

Working with Payment Groups

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

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

- Void the payments that were written and rewrite them
- Remove payment groups, payments, and vouchers from the payment cycle

When you work with payment groups, you work with pay items that are at one of the following statuses:

Write The pay item is ready to be written.

Update The payment has been written and is ready to be updated in the Account Ledger table (F0411).

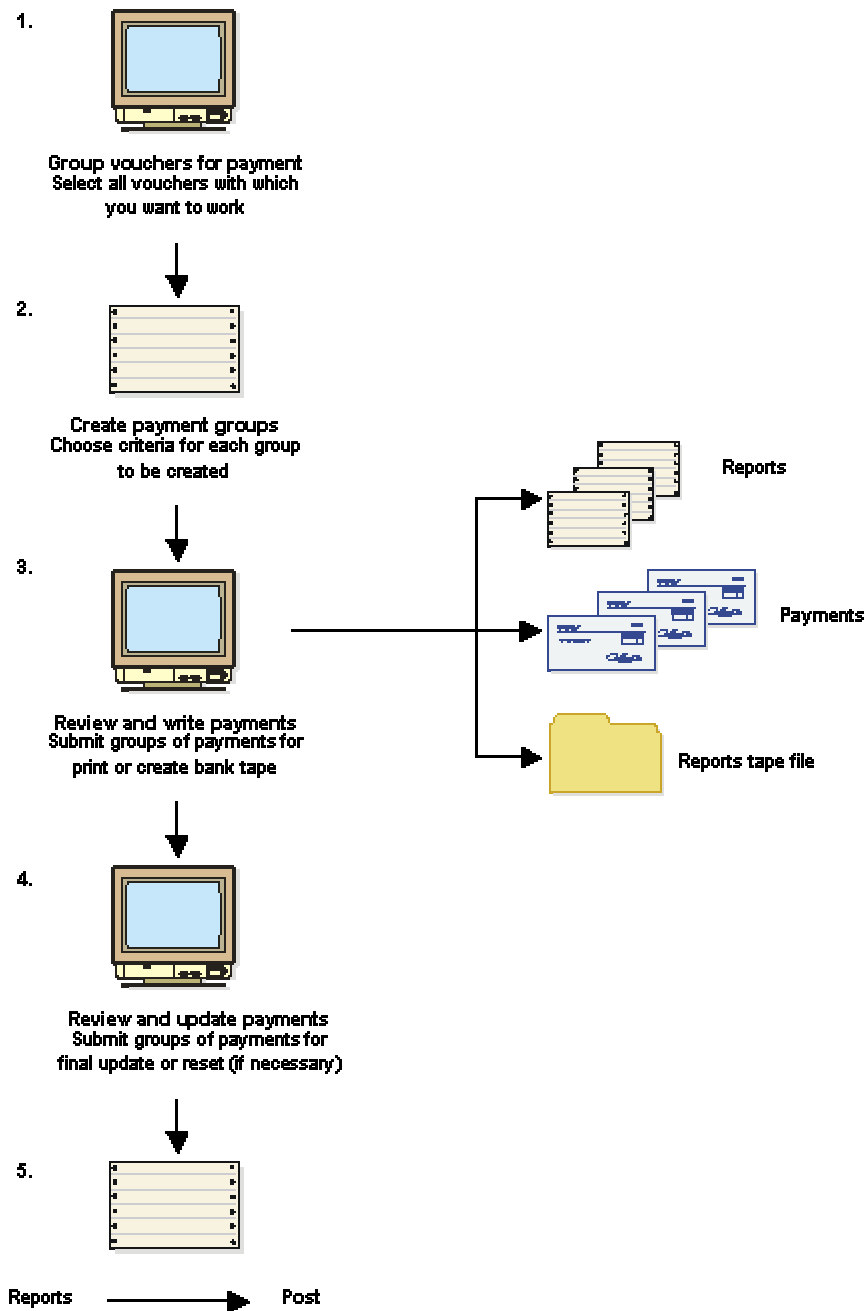
When pay items in a payment group are at a status of *write* or *update*, you might need to perform one of the following actions:

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

Reset Reset means to return a pay item to the previous step in the payment process.
If the status of the pay item is update and you reset it, the pay item returns to a pay status of write.

The following graphic shows the primary steps for processing payment groups. The current chapter documents steps 3 and 4.

Payment Process Overview



Printing the Payment Analysis Report

From the Automatic Payment Processing menu (G0413), choose Payment Analysis Report.

You can print the Payment Analysis report at any time in the automatic payment process to ensure that payments are correct. This report shows whether payments are ready to be written or ready to be updated to the A/P ledger. It shows all payments in all payment groups.

See Also

- ❑ *R04578, Payment Analysis* in the *Reports Guide* for a report sample

Processing Options for Payment Analysis Report

Print

1. Enter a '1' if you would like to see the detail voucher information displayed. If left blank, only payment information will print.

Detail Voucher Information

2. Enter a '1' if processing payment control groups by Business Unit and would like to display the Business Unit on the report. If left blank, the Business Unit will not appear.

Business Unit

Reviewing Payment Groups

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

This program displays information from the A/P Payment Processing - Header File table (F04571).

► To review a payment group

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

1. On Work With Payment Groups, click one or both of the following options:
 - Write Status
 - Update Status
2. To further limit your search, complete the following field:
 - Bank Account
3. Click Find.
4. For additional search criteria, choose Added Selection from the Form menu.

Work with Payment Groups - [Additional Selection Criteria]

File Edit Preferences Form Window Help

OK Can... New... Dis...

Links ▼ Clear OLE ... Internet

Version

Originator *

Print Queue *

Business Unit *

Payment Instrument *

Currency Code *

5. On Additional Selection Criteria, complete any of the following fields and click OK:

- Version
- Originator
- Print Queue
- Business Unit
- Payment Instrument

An alternative to entering a value in a field on Additional Selection Criteria is to preset the value in a processing option. For example, if you want to review only those vouchers for business unit 100, you can preset that value in a processing option. This is particularly useful if you routinely review vouchers that meet certain search criteria.

6. To view the detailed information for a single payment group, select the payment group on Work With Payment Groups.
7. Choose Detail from the Row menu.

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

Reviewing Payments with a Write Status

Before you write payments, you can do the following:

- Review payment and voucher information (write status)
- Review payment summary information (write status)

The payment group programs display information from the following temporary worktables:

- A/P Payment Processing - Header File (F04571)
- A/P Payment Processing - Summary File (F04572)

► To review payment and voucher information (write status)

You can review the payment and voucher information for a specific payment group before you write a payment. For example, you might want to verify that the correct bank account was assigned to a payment group or that a specific voucher is included in a payment.

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

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Work With Payment Group - Write Status

Select Find Close Regional Info Form Row Tools

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002 Total Amount 13,123.00

Number of Payments 2

Currency USD

Amount From Through

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	

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Work With Payment Detail

Select Find Close Regional Info Row Tools

Payee 4344 Universal Incorporated

Bank Account 1.1110.BEAR Bear Creek National Bank

Payment Amount 7,623.00 Currency USD

Document Number	Doc Type	Doc Co	Pay Item	Payment Amount	Discount Taken	Invoice Number
<input type="checkbox"/> 1571	PV	00001	001	2,673.00		27.00 C375
<input type="checkbox"/> 1572	PV	00001	001	4,950.00		50.00 C741

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

The screenshot shows the PeopleSoft web interface. At the top, the PeopleSoft logo is on the left, and navigation links for 'Home', 'Work With Payment', 'Internet', and 'Training' are on the right. Below the logo, a 'Select Workspace' dropdown menu is set to 'Active Foundation'. The main header area includes 'Active Foundation' and buttons for 'Personalize', 'Change Role', and 'Sign Out'. The 'Payment Detail' form is displayed, featuring a 'Cancel' button and a 'Tools' icon. The form contains two main sections. The first section includes fields for 'Document No/Ty/Co' (1571), 'PV' (00001), 'Pay Item' (001), 'Supplier Number' (4344) with the text 'Universal Incorporated', 'Remark' (Advertising Expense), 'Invoice Number' (C375), 'Invoice Date' (05/10/05), 'Due Date' (05/20/05), and 'Company' (00001) with the text 'Financia#Distribution Company'. The second section includes 'Payment Amount' (2,673.00), 'Currency' (USD), and 'Discount Taken' (27.00).

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

► To review payment summary information (write status)

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

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

1. On Work With Payment Groups, click the following option and click Find:
 - Write Status
2. Choose a payment group and click Select.
3. On Work With Payment Group - Write Status, choose the payee that you want to review.
4. From the Row menu, choose Detail.

The screenshot shows the J.D. Edwards software interface. At the top, there's a header bar with the J.D. Edwards logo and user information (Portal, J.D. Edwards Knowledge, JDE, KG). Below this is a 'Select Workspace' dropdown set to 'Active Foundation'. A navigation bar includes 'Active Foundation', 'Personalize', 'Change Role', and 'Logout'. The main window title is 'Work with Payment Groups - Payment Header Detail - Write Status'. Inside the window, there's a 'Cancel' button and a 'Tools' icon. The form contains 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	Financial/Distribution Company

Reviewing Payments with an Update Status

Before you update the payments that you have written, you can review them. To do so, complete either of the following tasks:

- Review payment information (update status)
- Review payment summary information (update status)

You can reset a payment group that is at 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.

Payment Number	Doc Type	Payee Number	Payee Name	Payment Amount	Discount Taken
5054	PK	4341	International Supply Company	617.92	

► **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.

Work with Payment Groups - [Payment Header Detail - Update Status]

File Edit Preferences Window Help

Can... Dis... Abo Links Displ... OLE... Internet

Payment Number/Type 5054 PK Automated Check

Payee 4341 International Supply Company

Payment Amount 617.92 Currency USD

Discount Taken

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

Excluding all debit memos

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).

Reviewing debit memos

When you process debit memos for review purposes only, you can run the Payment Analysis Report or review them on Work With Payment Groups before you undo them.

► To split a payment

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.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Split Payment

OK Cancel Tools

Document No/Ty/Co 1580 PV 00001

Pay Item 001

Invoice Number 17984

Payment Amount 5,500.00

Enter Amounts to be Paid

Gross Amount 2500

Discount Taken 50

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.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Payment Value Date

OK Cancel Form Tools

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002 Total Amount 13,123.00

Number of Payments 2

Currency USD

Global Value Date

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

3. On Revise Payment Value Date, complete the following field to revise the value date of all payments in the group:
 - Global Value Date
4. Click Load Date to update the value date for each payment.
5. To revise the value date of an individual payment, complete the following field:
 - Value Date
6. Click OK.

► To remove a voucher pay item

When you do not want to pay a voucher, remove it from the payment group. The system resets the pay status of the voucher from payment in-process to approved.

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

1. On Work With Payment Groups, follow the steps for reviewing vouchers.
See [Reviewing Vouchers](#) in the chapter *Reviewing and Approving Vouchers*.
2. On Work With Payment Detail, choose a voucher.
3. From the Row menu, choose Undo.
4. On Undo Confirmation, click Yes.
5. On Reset Payments, click OK.

► To remove an unprocessed payment

If you do not want to make a payment, you can remove it from the payment group. The system removes the voucher pay items from the payment group and resets their pay status from payment in-process to approved.

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

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.

See [Reviewing Payments with a Write Status](#).

2. On Work With Payment Group - Write Status, choose a payment.
3. From the Row menu, choose Undo.
4. On Undo Confirmation, accept or reject undoing the selected payment.

► To remove an entire payment group

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

1. On Work With Payment Groups, choose a payment group.
2. From the Row menu, choose Undo.
3. On Undo Confirmation, click Yes.

► To revise control information for a payment group

You can change the print program, payment register, print queues, attachments, and debit statements for payments by changing the control information for the payment group. You can also change the sequence ID, which determines the order in which the group's payments print.

The system uses payment instrument defaults to create the control information when you create payment groups. You can change this information before you write payments. Any change that you make affects the entire payment group.

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

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

See [Reviewing Payment Groups](#).

2. Choose a payment group.
3. From the Row menu, choose Controls.

Work with Payment Groups - [Revise Payment Group Controls]

File Edit Preferences Window Help

OK Cancel Dismiss Abort Links ▼ Displ... OLE ... Internet

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0005

Originator CH5931091 Payment Instrument ☐ Default (A/R & A/P)

Payment Group Control Number 13 Currency USD

Sequence ID DEMO Demo sequence

Print Programs

Payment	P04572	Print Payments - Standard
Register	P04576	Payment Register - Standard
Attachment	P04573	Print Attachments - Standard
Debit Statement	P04574	Print Dbt Statement - Standar

Print Queues

Payment	
Attachment	
Debit Statement	

4. On Revise Payment Group Controls, change the following field (optional):

- Sequence ID

5. Change any of the following print program fields:

- Payment
- Register
- Attachment
- Debit Statement

6. Change any of the following print queue programs:

- Payment
- Attachment
- Debit Statement

The print queues that you specify on the Revise Payment Group Controls form do not determine where payments, attachments, and debit statements print. Instead, the print properties of a version determine where they print.

7. Click OK.

Working with Automatic Payments

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.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Revise Payment Group Controls

OK Cancel Tools

Bank Account: 1.1110.BEAR Bear Creek National Bank

Version: TR0002 Summarized Payments

Originator: DEMO Payment Instrument: ☐ Default (A/R & A/P)

Payment Group Control Number: 9 Currency: USD

Sequence ID: DEMO Demo sequence

Payment	P04572	Print Payments - Standard	Print Version	<input type="text"/>
Register	P04576	Payment Register - Standard	Register Version	<input type="text"/>
Attachment	P04573	Print Attachments - Standard	Attachment Version	<input type="text"/>
Debit Statement	P04574	Print Dbt Statement - Stand...	Debit Version	<input type="text"/>

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.

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Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Write Payments

OK Cancel Tools

Bank Account	Payment G/L Date	Next Payment	Bank Account Description
1.1110 BEAR	08/27/03	5038	Bear Creek National Bank

Customize Grid

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.

► **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*.

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	St To
1001	J.D. Edwards & Company	10,000.00			
3334	Lewis Enterprises	32.50			
3480	Digger Incorporated	1,000.00			
9000	East Coast Journal	40,140.00			
9001	Southern Times	31,706.50			
9002	Pacific Journal	16,965.98			

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

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.

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

File Edit Preferences Row Window Help

Select Find Close Seg... New... Detail Dis... Abo Links Reset OLE ... Internet

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0005 Print Queue Currency USD

Beginning Payment Ending Payment

Payment Number	Doc Type	Payee Number	Payee Name	Payment Amount	Discount Taken
5054	PK	4341	International Supply Company	617.92	

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.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Reset Payments

OK Cancel Tools

Customize Grid

Bank Account	Next Payment	Bank Account Description
1.1110.BEAR	5038	Bear Creek National Bank

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)

General Accounting

General Ledger Accounting

You can review your chart of accounts by object and subsidiary. You can also review your alternate chart of accounts by category code.

Reviewing Account Information

You can review account information by object account or by category code.

Reviewing Account Ledgers by Object Account

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

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

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

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

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

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

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Work With Account Ledger by Object Account

Close Form Row Report Tools

Object/Sub

Ledger Type 1 AA General Ledger

Ledger Type 2 CA

Subledger/Type

Posted Unposted All

Display Company Subtotals

From Company

Thru Company

From Date 06/01/05

Thru Date 06/30/05

Currency Code

No records fetched. Customize Grid

Account Number	Account Description	Do Ty	Doc Number	Doc Co	G.L. Date	Explanation	LT 1 Amount	LT 1 Debit
----------------	---------------------	-------	------------	--------	-----------	-------------	-------------	------------

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

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

See Also

- ❑ *Reviewing Transactions in an "As If" Currency* in the *Multicurrency Guide* for information about reviewing "as if" currency amounts on the Account Inquiry by Object Account form

Processing Options for Account Ledger by Object Account (P09201)

Defaults

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

Object/Subsidiary Account Number

From Date

Through Date

Ledger Type

Subledger - G/L

Subledger Type

Currency Code

Second Ledger

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

Display Second Ledger Type

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

Ledger Type

Exits

For document type PK or PN: enter a 1 to exit to Journal Entries when going to the source document.

Leave blank to go to Manual Payments.

Exit for PK or PN

As-If Currency

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

As-If Currency

Enter the as of date for processing the current exchange rate for the as-if currency. If left blank the th...

date will be used.
Exchange Rate Date

Reviewing Account Ledgers by Category Code

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

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

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

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

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

► To review account ledgers by category code

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Work With Account Ledger By Category Code

Close Form Row Tools

Alternate Account 1110

Ledger Type 1 AA General Ledger

Ledger Type 2 CA Foreign Currency

Subledger

Posted Unposted All

Display Company Subtotals

From Company

Thru Company

From Date 1/1/05

Thru Date 06/30/05

Currency Code

No records fetched.

Document Number	Do Ty	Doc Co	G/L Date	Explanation	LT 1 Amount	LT 1 Debit	LT 1 Credit	P C	LT 2 Amount	LT Del
-----------------	-------	--------	----------	-------------	-------------	------------	-------------	-----	-------------	--------

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

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

See Also

- ❑ *Reviewing Transactions in an "As If" Currency* in the *Multicurrency Guide* for information about reviewing "as if" currency amounts on the Account Ledger by Category Code form

Processing Options for Account Ledger by Category Code (P09202)

Category Code

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

Category Code (21-23)

Defaults

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

Alternate Account

From Date

Through Date

Ledger Type

Subledger - G/L

Subledger Type

Currency Code

Second Ledger

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

Display Second Ledger Type

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

Ledger Type

Exits

For document type PK or PN: enter a 1 to exit to Journal Entries when going to the source document.

Leave blank to go to Manual Payments.

Exit for PK or PN

As-If Currency

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

As-If Currency

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

Exchange Rate Date

Reviewing Alternate Account Information

You can review alternate accounts and account ledgers for one category code at a time. You specify the category code in the processing options.

You can also review alternate accounts by company or organization structure, and you can review their balances online by company or organization structure. By doing this review, you can see several companies that together are one legal entity.

► To review alternate account information

From the Accounting Reports & Inquiries menu (G0912), choose Statutory Account Inquiry.

You can review selected alternate accounts and the associated detailed information. You can also review account ledgers.

1. On Statutory Account Inquiry, complete the following optional fields:

- Company
- Business Unit

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Statutory Account Inquiry

Select Find Close Row Tools

Company: 00070 Ledger Type: AA
 Business Unit: * Digit To Use For Subtotal:
 From Account: 44440 Level Of Rollup:
 Thru Account:
 Thru Date: 06/30/05 ☐ Period/Cumulative
 Currency Code: *

Records 1 - 10 Customize Grid

Alternate Account	Alternate Account Description	Debit Amount	Credit Amount	Balance
<input checked="" type="radio"/> 44440	Suppliers		54,102.25-	54,102.25-
<input type="radio"/> 45450	Estimated taxes			
<input type="radio"/> 45451	V.A.T. payable			
<input type="radio"/> 45459	Other social obligations			
<input type="radio"/> 48489	Sundry amounts payable			
<input type="radio"/> 49	Deferrals and accruals			
<input type="radio"/> 49492	Accrued charges		1,876.33-	1,876.33-
<input type="radio"/> 5200	Other Sales			
<input type="radio"/> 52520	Cost	10,200.00		10,200.00
<input type="radio"/> 55550	Current account		85,000.00-	85,000.00-

2. To limit your search, complete the following fields:

- From Account
- Thru Account

3. To display amounts for a specific period, complete one of the following fields:

- Thru Date
- Period

If the Period option is selected, the system shows the through period in the Thru Period field. If the Period option is cleared, the system shows the through date in the Thru Date field.

4. To specify how many leading digits in the alternate account number to use for subtotalling, complete the following field:

- Digit To Use For Subtotal

5. To specify the digit of the category code to use for rollup, complete the following field:
 - Level Of Rollup
6. To toggle between year-to-date and period totals, click the following option:
 - Period/Cumulative
7. To display a specific currency, complete the following field:
 - Currency Code
8. Click Find.

The processing time depends on the number of accounts that you are viewing.
9. To review account ledger information for the category code that you specified in the processing options, select an account and choose Ledger Inquiry from the Row menu.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Work With Account Ledger By Category Code

Find Close Form Row Tools

Alternate Account Suppliers

Ledger Type 1 General Ledger From Company

Ledger Type 2 Foreign Currency Thru Company

Subledger From Date

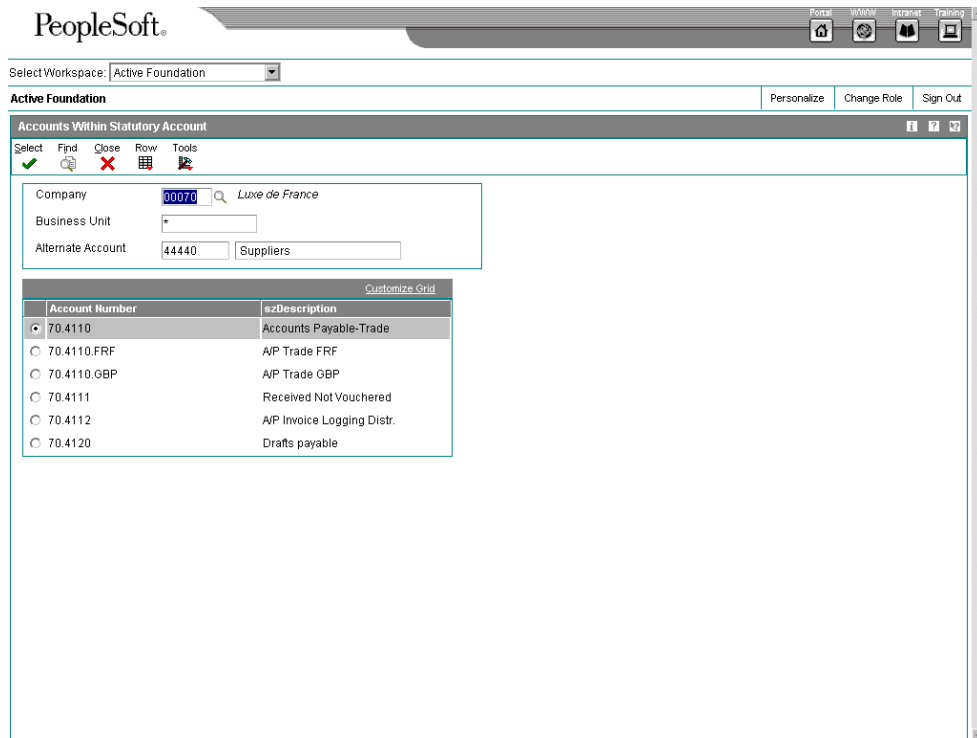
☐ Posted ☐ Unposted ☒ All Thru Date

☐ Display Company Subtotals Currency Code

Document Number	Do Ty	Doc Co	G/L Date	Explanation	LT 1 Amount	LT 1 Debit	LT 1 Credit	P C	LT 2 Amount	LT Det
3152 AE	00070	06/20/05	Offset By Document PV 3152	950.00-		950.00-	P			
3154 AE	00070	06/20/05	Offset By Document PV 3154	1,600.00-		1,600.00-	P			
3159 AE	00070	06/12/05	Offset By Document PV 3159	3,065.60-		3,065.60-	P	3,990.00-		
3165 AE	00070	06/30/05	Offset By Document PV 3165	1,536.65-		1,536.65-	P	2,000.00-		
3800 JE	00070	06/30/05	Account Balances Company 70	31,300.00	31,300.00		P			
			Column Total	24,147.75	31,300.00	7,152.25-		5,990.00-		
			Ledger Total	24,147.75	24,147.75			5,990.00-		
			Posted Total	24,147.75	31,300.00	7,152.25-		5,990.00-		
			Unposted Total							

10. On Work With Account Ledger By Category Code, follow the steps for reviewing account ledgers by category code.

See *Reviewing Account Ledgers by Category Code*.
11. To display all of the accounts with the category code that you specified in the processing options, go back to Statutory Account Inquiry (if necessary) and choose Accounts from the Row menu.



12. On Accounts Within Statutory Account, select an account to review.
13. From the Row menu, choose one of the following to review the detail:
 - Account Ledger
 - Account Balance
 - Trial Balance by Object

See Also

- ❑ *Planning Your Chart of Accounts*
- ❑ *Creating and Updating Your Chart of Accounts*
- ❑ *Printing a Debit/Credit Trial Balance by Category Code Report*
- ❑ *Printing a General Ledger by Category Code Report*
- ❑ *Reviewing Account Ledgers by Category Code*

Reporting

Working with European Union Reporting

Countries that are members of the European Union (EU) observe the Single European Act of 1987. The Single European Act is an agreement that opens markets to an area without internal boundaries, where free movement of goods, persons, services, and capital is assured in accordance with the provisions of the Treaty of Rome.

Because of the Single European Act, businesses in EU countries must adhere to EU requirements. For example, to help monitor the trade among members of the EU, businesses that exceed the limit of intra-union trade must submit the following reports to the customs authorities:

- EC Sales List
- Intrastat Report

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

In compliance with the Intrastat system, information on intra-union trade is collected directly from businesses. If you do business in a country that belongs to the EU, and you use J.D. Edwards Sales Order Management and Procurement systems, you can set up your system to extract all of the necessary information to meet EU Intrastat reporting requirements.

Intrastat Requirements

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

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

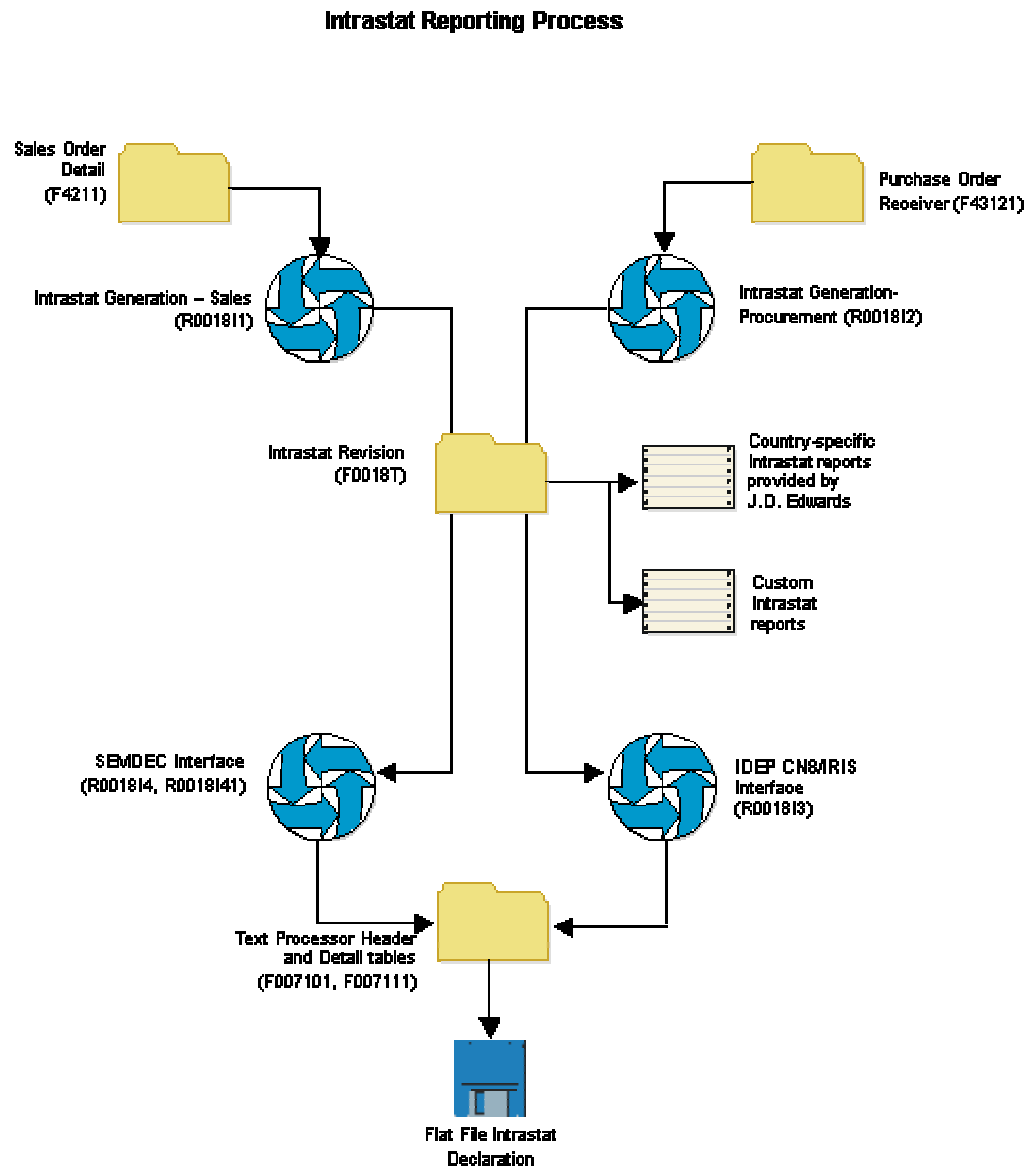
In compliance with the Intrastat system, information on intra-union trade is collected directly from businesses. Periodically, businesses are required to send a statistical declaration or, in some member states, a combined statistical and fiscal declaration that gives detailed information regarding their intra-union trade operations of the previous period. The frequency with which you are required to submit these declarations depends on national requirements.

The major features of the Intrastat system are common in all member states, but the system can take national specifications into account. If you do business in a country that belongs to the EU and you use J.D. Edwards Sales Order Management and Procurement systems, you can extract all of the information necessary to meet Intrastat reporting requirements.

Note

The information that is tracked by the Intrastat system is based strictly on the actual physical movement of goods between member countries of the EU. Intrastat information does not apply to the movement of monetary amounts or the placement of orders between member countries.

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



Intrastat Reporting and the Euro

With the introduction of the euro, the Statistical Office of the European Communities (Eurostat) and the national Statistical Offices of the Economic and Monetary Union (EMU) member nations have changed their Intrastat reporting requirements. Each EMU member nation continues to determine its own Intrastat requirements, including whether reports are to be submitted in the euro, the national currency, or both.

Regardless of whether your company has converted its base currency to the euro, you can handle the Intrastat reporting requirements for the country in which it does business. The

following examples describe situations that might apply to your company during the euro transition period:

- Your company has not converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business requires that you submit Intrastat reports in the euro.
- Your company has converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business is not prepared to handle Intrastat reports in the euro and requires that you submit them in the national currency.

For Intrastat reporting, the "as if" currency processing options in the Intrastat generation programs (R0018I1 and R0018I2) provide a simplified approach to reviewing and printing amounts in a currency different from your base currency.

Considerations for Creating Intrastat Reports

Before you create Intrastat reports, determine the following:

- The base currency of each of your companies
- The currency in which you must submit Intrastat reports for each of your companies

If your business has multiple companies with multiple currencies, you should approach your Intrastat reporting carefully during the euro transition period. You should always be aware of each company's base currency and whether Intrastat reports must be in a national currency or the euro. This information helps to ensure that you convert currencies for Intrastat reporting only if necessary.

Based on the Intrastat reporting requirements for your companies and the countries in which they do business, you can use the processing options and data selection to create different versions of Intrastat Generation – Sales (R0018I1) and Intrastat Generation – Procurement (R0018I2).

Example: Company and Intrastat Reporting in Different Currencies

Your business has three companies, each with a different base currency. You process all Intrastat reports at the end of 1999.

In January 2000, Company 1 converted its base currency from the German mark (DEM) to the euro (EUR). Companies 2 and 3 did not convert their base currencies. For 1999, the country Statistical Offices for Companies 1 and 2 required that Intrastat reports be submitted in the German mark and Belgian franc (BEF), respectively. The country Statistical Office for Company 3 required that reports be submitted in the euro.

The following scenario applies:

Company	Base Currency as of January 2000	Intrastat Currency for 1999 Reporting
Company 1	EUR	DEM
Company 2	BEF	BEF
Company 3	FRF	EUR

For Intrastat reporting purposes, you should do the following:

- Convert the euro amounts for Company 1 back to the German mark.
- Do not convert the amounts for Company 2.
- Convert the French franc (FRF) amounts for Company 3 to the euro.

For Companies 1 and 3 you would run the Intrastat Generation programs to load the information in the Intrastat Revision table (F0018T) and, at the same time, convert the amounts. You would do this one company at a time, creating a separate version for each company. Using the "as if" currency processing option, you would create one version for the German mark and the other version for the euro.

See Also

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

Before You Begin

Before you can collect information in the J.D. Edwards system for European Union reporting, you must perform the following tasks:

- ❑ Set up tax information for the Accounts Payable and Accounts Receivable systems. See *Setting Up Tax Rates Area*.
- ❑ Set up user defined codes for Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting*.
- ❑ Enter a VAT registration number for each of your customers and suppliers. See *Reviewing Tax ID Numbers*.

Updating Intrastat Information

Use one or both of the following navigations:

From the Intrastat Periodic Processing menu (G74STAT2), choose Intrastat Workfile Generation – Sales.

From the Intrastat Periodic Processing menu (G74STAT2), choose Intrastat Workfile Generation – Purchase.

J.D. Edwards Intrastat reporting is based on the Intrastat Revision table (F0018T). This workfile is populated with information from the Sales Order Management, Procurement, and other systems. You run Intrastat reports based on your company's sales and procurement transactions for the reporting period. When you do this, the update process writes all of the required information from the tables in the Sales Order and Procurement systems to the F0018T table.

Use the following programs to update the F0018T table:

Intrastat Workfile Generation - Sales

Updates the F0018T table with sales information based on the following tables:

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

Intrastat Workfile Generation - Purchase

Updates the F0018T table with purchase information based on the following tables:

- Purchase Order Header (F4301)

- Purchase Order Detail File (F4311)
- Purchase Order Receiver File (F43121)

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

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

When you run the update programs, you use processing options and data selections to select transactions based on a number of different criteria in the sales and procurement tables. Depending on the structure of your company and country-specific reporting requirements, you can specify that the system write records at cost, cost plus markup, or at the taxable purchase price. If you want to report the quantity actually shipped rather than the quantity ordered, you can use data selection to select order lines from the sales and procurement tables based on the order activity rule that corresponds to the shipped status. The system verifies that the transactions meet your selection criteria and qualify for Intrastat reporting before writing the required information from the sales and procurement tables, and any other applicable information from the additional tables, to the Intrastat Revision table.

To ensure that the F0018T table contains the most current information, you should periodically update the information in the F0018T table. The update program for sales accesses the detail for your sales transactions in the F4211 table. If you automatically purge the sales details to the Sales Order History File table (F42119) when you run the Update Customer Sales program (R42800), run the Intrastat generation program for sales after you confirm shipments and before you update sales information. You should update the F0018T table at least once per reporting period, after all sales order and purchase order transactions are entered and finalized.

Note

If you change sales order or purchase order information after you generate the F0018T table, your changes will not be reflected in the F0018T table unless you regenerate the table or manually edit the table using the Intrastat Workfile Revision program (P0018T). See *Revising Intrastat Information* for information about manually editing the Intrastat Revision table.

Transaction Eligibility

Sales Order transactions are *not* eligible for Intrastat reporting if either the Sold To country or the Ship To country is the same as the Declarant country, or if any of these countries (Sold To, Ship To, or Declarant) is not in the European Union.

Procurement transactions are *not* eligible for Intrastat reporting if either the Supplier country or the Ship From country is the same as the Declarant country, or if any of these countries (Supplier, Ship From, or Declarant) is not in the European Union.

The system retrieves the Ship To country from the Order Address Information table (F4006), if a record exists. Otherwise, the system retrieves the Ship To country from the Sales Order Detail File table (F4211).

The system retrieves the Ship From country by searching the following tables in sequence:

12. Country (CTR) in the Address by Date table (F0116) using the supplier's address book record
13. Country (CTR) in the Order Address Information table (F4006)
14. Country of Origin (ORIG) in the Intrastat Supplier/Item Cross Reference table (F744101)

In the F744101 table, the Country of Origin (ORIG) is used to determine transaction eligibility for Intrastat reporting. The Original Country of Origin (ORGO) is for information only. The Original Country of Origin field is populated by the Country of Origin (ORIG) field in the Item Branch File table (F4102) when you generate the F0018T table.

Note

You must include codes for all European Union countries as valid values on UDC 74/EC (European Community Members).

Caution

Changes to transaction eligibility that occur *after* you generate the F0018T table are *not* recognized when you regenerate the F0018T table using the processing option to refresh it. J.D. Edwards recommends that you generate the F0018T table only after you have completed all relevant changes to shipping and receiving information for the reporting period. If you must override addresses and change the transaction eligibility after generating the F0018T table, you should clear and completely regenerate the F0018T table.

Triangulation

The Intrastat Workfile Generation - Sales program (R001811) includes processing options for triangulation. However, the program has no logic to identify triangulation. Rather, the processing options allow you to indicate how to process interbranch records. If you use the processing options, the header branch/plant from the F4211 table is written to the F0018T table as the declaring company. Using the processing options also affects the document type and the taxable amount. Three separate taxable amounts can be written to the TAXA field in the Intrastat Revision table: the amount extended price (AEXP), the amount original cost (ECST), or the amount total extended cost (TCST). The amounts are retrieved for the header or detail branch/plant, depending on the processing option fields that you choose.

If you do not use the triangulation processing options, the detail branch/plant from the F4211 table is always written to the F0018T table as the declaring company and the document type is always the type that is entered on the sales order.

For the Intrastat Workfile Generation - Procurement program, you can specify the actual Ship From in the F4006 table. For example, suppose that the purchase order specifies the branch/plant (declarant) as Italy, and the supplier as Switzerland. However, when the goods are received, the customs note indicates that the goods were shipped from France. You should specify the actual Ship From in the Order Address table as France to ensure that the transaction will be included in the Intrastat Revision table correctly.

Multicurrency Environments

In multicurrency environments, the system creates records in the F0018T table based on the base currency of the Sales branch/plant or the Purchasing branch/plant for each transaction.

You might need to restate the domestic amounts of foreign transactions at an official exchange rate or a monthly average exchange rate. To do this, use the processing options on the Currency tab to indicate the exchange rate type and the date for the exchange rate. The system recalculates the domestic amount based on the rate and date indicated in the processing options. The exchange rate is taken from the F1113 table.

Euro Considerations

If you have not converted your companies to the euro and you must submit Intrastat reports in the euro, run the Intrastat generation programs for Sales and Procurement to update the F0018T table. Specify the euro in the "as if" currency processing option to convert transaction amounts to the euro and write them to the F0018T table. Each amount is converted separately, following the EMU conversion rules for no inverse. You can then create Intrastat reports in the euro.

If you have converted your companies to the euro and you must submit Intrastat reports in a national currency, run the Intrastat generation programs and specify the national currency in the "as if" currency processing option. You can then create Intrastat reports in the national currency.

For example, a French company has converted its base currency to the euro but plans to report all Intrastat information in French francs. The company runs the Intrastat generation programs to convert the euro (base currency) to the French franc ("as if" currency) and update French franc amounts in the F0018T table for Intrastat reporting.

To use "as if" currency processing for the Intrastat Generation - Sales and Intrastat Generation - Procurement programs, you must set processing options. These programs, unlike other programs that use "as if" currency processing, write amounts to a table. Other programs display or print "as if" currency amounts, but do not write amounts to a table.

If you use "as if" currency processing, you lose the direct audit trail for the amount fields between the F0018T table and the original tables in the Sales Order Management and Procurement systems.

Note

The German government requires that Intrastat reports include both the euro and national currency amounts. The Intrastat Report - Germany (R0018IG) accommodates this country-specific requirement. It uses both the base currency and "as if" currency amounts that are created when you update the Intrastat Revision table.

Performance Considerations

Depending on your data selection and the number of transactions stored in the Sales Order and Procurement systems, the time required to run the Intrastat Generation programs varies. To minimize the impact that these programs have on system performance, do the following:

- Specify your data selection as carefully as possible so that only the necessary records are written to the F0018T table.
- Update the F0018T table as part of your nightly operations.

Before You Begin

- ❑ Set up the user defined code tables that are used in Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting*.
- ❑ Set up commodity codes. See *Setting Up Commodity Code Information*.
- ❑ For Sales, set up country codes for the selling business unit (header business unit), shipping business unit (detail business unit) and customer in the Address Book. See *Entering Basic Address Book Information* in the *Address Book Guide*.
- ❑ For Procurement, set up country codes for the branch/plant and supplier in the Address Book, or enter countries of origin in the Intrastat Item/Supplier Cross Reference program (P744101). See *Entering Cross-References for Items and Suppliers*.

Processing Options for Intrastat Workfile Generation – Sales (R001811)

Transaction

1. To use the Reporting Code method, enter the Sales Reporting Code (1-5) which contains the Nature of Transaction.

-Or-

To use the User Defined Code method, enter the UDC table which contains the Nature of Transaction. If no values are entered in this option, table 74/NT will be used.

System Code

User Defined Codes

2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.

Defaults

1. Enter a value to update all records written during this execution for VAT Regime.

-Or-

Enter a User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

System Code

User Defined Codes

2. Enter a value to indicate if the Statistical Value Calculation is required.

Blank = Not Required

1 = Required

3. Enter the constant value per Kg to be used for Statistical Value Calculation. (Statistical Amount = Constant * Net Mass in KG + Taxable Amount.

3. To use the percentage method, enter the percentage to be used. (for example, 105 = 105% of actual value). If no values are entered in these options, the statistical value will be equal to the actual value.

Currency

-
1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.
 2. Enter the As-Of date for processing the current rate for the as-if currency. If left blank, the system date will be used.
 3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

Rate Type

Date - Effective

Process

TRIANGULATION RECORDS:

For the following situations, specify the records to be created by entering the value to be used followed by the document type for the record. The possible values are:

' ' = Record not created

'1' = Price

'2' = Cost

'3' = Transfer Cost

Leave the document blank to use the original document type.

Examples:

"3SI" = Transfer Cost, Document Type SI

"2 " = Cost, Original Document Type

1. Header Branch and Customer in the same country, Detail Branch in a different country:

Export from Header to Customer

Export from Detail to Customer

Export from Detail to Header

Import from Header to Detail

2. Header Branch and Detail Branch in the same country, Customer in a different country:

Export from Header to Customer

Export from Detail to Customer

3. Header Branch, Detail Branch and Customer in different countries:

Export from Header to Customer

Export from Detail to Customer

Export from Detail to Header

Import to Header from Detail

Processing Options for Intrastat Workfile Generation – Procurement (R0018I2)

Process

1. Enter the Purchasing Report Code (1-5) which contains the Nature of Transaction;

- Or -

Enter the User Defined Code table which contains the Nature of the Transaction. If no values are entered in this option, table 74/NT will be used.

System Code

User Defined Codes

2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.

3. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for Country of Origin.

4. Enter a '1' to use the Intrastat Supplier/Item Cross-Reference Table (F744101) for Original Country of Origin.

Defaults

1. Enter a value to indicate if the Statistical Value Calculation is required.

Blank = Not Required

1 = Required

2. Enter a percent to use for calculating Statistical Value. (For example, 105 = 105% or actual value)

- Or -

Enter the constant value per KG to be used. (Statistical Amount = Constant * Net mass in Kg + Taxable Amount)

If no values are entered, the statistical value will be equal to the actual value.

3. Enter a value to Statistical Procedure to update all records with.

- Or -

Enter the User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

System Code

User Defined Codes

Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency stored in. Amounts will be converted and printed in this as-if currency.

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

3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

Exchange Rate Type

Date Exchange Rate Effective

Revising Intrastat Information

You can revise existing data in the Intrastat Revision table (F0018T). You might need to do this to correct missing or inaccurate information, to add a specific transaction, to update the process indicator, or to enter information in fields that are required by the authorities but that are not populated by the J.D. Edwards system. You can also use the Intrastat Workfile Revision (P0018T) program to update sales order or purchase order information that has changed since you generated the F0018T table.

Before You Begin

- ☐ Run the Intrastat Workfile Generation - Sales (R0018I1) and Intrastat Workfile Generation - Procurement (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information*.

► To revise Intrastat information

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

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Intrastat Tax File Revision

OK Cancel Tools

OrderType/Co 12346 AF 1 Order Suffix 000
 Line Number 5
 Purchase Receiver 20

Detail Amounts Codes User Reserved

Company 1
 Branch/Plant 1
 Ship To/From 3002
 Sold To
 Document Company 1 J.D. Edwards & Company
 Document Number 500
 Document Type AF
 Line Type S Stock Inventory Item
 G/L Date 5/1/05
 Invoice Date 05/01/05
 Actual Ship 05/01/05
 Receipt Date 05/05/05

2. On Intrastat Tax File Revision, revise the information in any of the following fields on the Detail tab:

- Company
- Branch/Plant
- Ship To/From
- Document Company
- Document Number
- Document Type
- Line Type
- G/L Date
- Invoice Date
- Actual Ship
- Receipt Date

3. Click the Amounts tab and revise the information in any of the following fields:

- Net Mass in KG

- Base Currency
 - Taxable Amount
 - Statistical Value Amount
 - Transaction Currency
 - Foreign Taxable Amount
 - Foreign Statistical Value
 - Supplementary Units
4. Click the Codes tab, revise the information in any of the following fields, and then click OK:
- Country of Origin
 - Original Country of Origin
 - Region of Origin or Destination
 - Mode of Transport
 - Conditions of Transport
 - Nature of Transaction
 - Port of Entry or Exit
 - Nature of VAT Regime
 - Nature Code
 - Process Indicator
 - Commodity Code

Purging Records from the Intrastat Table

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

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

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

You can run Intrastat Workfile Purge (R0018TP) in proof mode or final mode. Run the program in proof mode to review which records will be deleted. No records are deleted until you run the report in final mode.

Processing Options for Intrastat Workfile Purge (R0018TP)

Defaults Tab

Use these processing options to specify whether to run the program in proof or final mode and to specify the dates to use to select transactions.

1. Proof or Final Mode

Use this processing option to specify the mode in which you want to run this report. Final mode deletes all selected records from the Intrastat Revision table (F0018T).

Valid values are:

Blank

Run the report in proof mode.

1

Run the report in final mode

2. From Date (Required)

Use this processing option to specify the beginning date of the records you want to purge. This date is used with the date specified for comparison. The system purges records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date

3. Thru Date (Required)

Use this processing option to specify the last date of the records you want to purge. This date is used with the date specified for comparison. The system purges records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date

4. Compare Date (Required)

Blank = Invoice date

-
- 1 = G/L date**
 - 2 = Receipt date**
 - 3 = Ship date**

Use this processing option to specify which date to use for comparison.

Valid values are:

Blank

Invoice date

1

G/L date

2

Receipt date

3

Ship date

Printing the Intrastat Report

From the Statistical Reports menu (G74STAT3), choose Germany Electronic Submission or Germany Paper Report.

You print Intrastat reports based on the information in the Intrastat Revision table (F0018T). Although the information that is required to appear on the Intrastat report is common for most EU members, report formats vary from country to country.

The German Statistical Office allows the submission of Intrastat reports in the German mark, the euro, or both for the Taxable Amount and Statistical Value information. The Intrastat Report - Germany program (R0018IG) has been enhanced to accommodate this country-specific requirement. It uses the euro ("as if" currency) and domestic currency amounts that are created when you update the Intrastat workfiles.

The statistical office strongly discourages companies from submitting reports on paper. You can print the paper report to review it for accuracy, but you should use the Germany Electronic Submission report to create your final report. This report creates a flat file that can be copied to a magnetic tape that is sent to the German Statistical Office.

When you run the Intrastat report, the Process Indicator field is updated to the value 1 to indicate that the record has been processed. You can specify to suppress this updated value in the processing options.

See Also

- ❑ *Updating Intrastat Information* for information about euro considerations when updating the Intrastat workfile

Processing Options for Intrastat File – Germany (R0018IGF)

Identification

1. Enter the Branch ID to print on the Report.
2. Enter the Region Code of the Tax Authority.

Shipping

1. Shipping Type

1 = Imports
blank = Exports

Label

1. Diskette Label
1 = Required
Blank = Not Required
2. Enter the File Name and Library of the File.

Object Library Name

Member ID

Tax Number

Enter the Tax Number of the Registrar. If left blank, the Tax Number from the Address Book record for the company will be used. If the registrar is a third party, enter their Tax Number here.

Report Period

1. Enter the reporting period to print on the report heading.

Period

Year

Processing Options for Intrastat Report – Germany (R0018IG)

Identification

1. Enter the Branch ID to print on the report.
2. Enter the Region Code of the Tax Authority.

Tax Number

3. Enter the Tax Number of the Registrar. If left blank, the Tax Number from the Address Book record for the company will be used. If the registrar is a third party, enter the Tax Number here.

Report Period

4. Enter the reporting period to print on the report heading.

Period:

Year:

Report Type

1. Enter the record type to be processed
 - 1 - Arrival of goods (Import)
 - 2 - Expedition of goods (Export)

Summarization

1. Enter '1' to output summary records. Leave blank to output in detail.
-

Using the IDEP/IRIS Interface for Intrastat Reporting

From the Statistical Reports menu (G74STAT3), choose IDEP CN8 / IRIS Interface.

IDEP/IRIS is an abbreviation for Intrastat Data Entry Package/Interactive Registration of the International Trade Statistics. Use IDEP CN8/IRIS Interface (R001813) to generate an electronic Intrastat declaration in any of the following formats, which are used in the specified countries:

IDEP/CN8 France, Italy, Spain, Austria, Belgium, Sweden, Denmark, Finland, Portugal, Greece, Ireland, and Luxembourg

CBS-IRIS Holland

CBS-IRIS Germany

Intrastat declarations are based on the information in the Intrastat Revision table (F0018T). Although the information that is required to appear on the Intrastat report is common for most EU members, reporting requirements vary by country.

Note

Neither the IDEP/CN8 format nor the CBS-IRIS format requires a specific file layout.

IDEP/CN8 - France, Italy, Spain, Austria, Belgium, Sweden, Denmark, Finland, Portugal, Greece, Ireland, and Luxembourg

IDEP/CN8 includes an option to import the data necessary for the statistical declaration from an external administrative and financial system. IDEP/CN8 does not require a fixed record layout for the import file. You need to define the format of the data to be imported in IDEP/CN8. IDEP/CN8 can automatically perform the required conversions and validations of the data and produce the declaration.

In IDEP/CN8, you can import the following information:

- Detail lines
- Good codes for the provider of statistical information
- Trading partners' VAT registration numbers
- Exchange rates

Although you can import all of the information above, the J.D. Edwards Interface with IDEP/CN8 provides the ability to import only the detail lines and the trading partners' VAT registration numbers. For sales transactions, the VAT registration number of the customer is determined based on the declaration type. For statistical declarations, the system uses the value in the Ship To - Address Number field. For fiscal or complete declarations, the system uses the Sold To - Address Number. Because the default declaration type is complete, the VAT registration number uses the Sold To - Address Number by default. For procurement transactions, the system uses the VAT registration number of the supplier.

Note

For B73.3.2 and OneWorld Xe, the Sold To address number is stored in user-reserved field URAB of the Intrastat Revision table (F0018T).

Before importing this information from an external system, such as from J.D. Edwards to IDEP/CN8, you need to specify the format of the file to be imported. After you do so, you need to specify the structure of the file to be imported (field sequence, field number, field size, and so forth) into IDEP/CN8.

The following table illustrates the structure that you must set up for an IDEP/CN8 file:

Field	Position[Length]
Declarant Reference Number	1-14[14]
Partner VAT number	16-35[20]
Original Country of Origin	37-39[3]
Country of Origin	41-43[3]
Nature of Transaction A	45-45[1]
Nature of Transaction B	47-47[1]
Statistical Procedure	49-53[5]
Mode of Transport	55-55[1]
Port of Entry	57-60[4]
Region of Origin	62-63[2]
Terms of Delivery	65-67[3]
Related Location 1 Identity	69-69[1]
Commodity Code	71-78[8]
Goods Description	80-219[140]
Supplementary Unit	221-233[13]
Net Mass	235-248[12,2]
Invoice Value	250-262[13]
Foreign Invoice Value	264-276[13]
Statistical Value	278-289[10,2]
Foreign Statistical Value	291-302[10,2]
Currency Code	304-306[3]
Declaration Type	307-307[1]

Note

The comma in the Net Mass, Statistical Value and Foreign Statistical Value field lengths listed above denotes that a decimal point can be used before the last two characters in those field lengths.

CBS-IRIS - Holland

The Dutch version of CBS-IRIS requires no fixed record layout for the import file. However, you must map the data coming from an import file in CBS-IRIS.

Note

The data to be imported must be in flat file format. Also, you must indicate the first position and the number of positions of each field to be imported from the flat file. The number of positions to import should not exceed the number of positions defined in CBS-IRIS for the field. The fields cannot overlap. You should end each field with a carriage return and a line feed.

In CBS-IRIS, the file containing the data to be imported should be a 'blank-separated txt-file' (this type of file can be compared with a Microsoft Excel file saved as a text file with blanks as separation characters).

In CBS-IRIS, you can leave the fields blank, as long as the positions defined are correct (in other words, each blank stands for one position in the record).

The following table illustrates the structure that you must set up for an CBS-IRIS - Holland file:

Field	Position[Length]
Declarant Reference Number	1-10[10]
Del VAT Number	12-23[12]
Partner VAT Number	25-42[18]
Original Country of Origin	44-46[3]
Country of Origin	48-50[3]
Nature of Transaction A	52-52[1]
Statistical Procedure/Nature of VAT Regime	554-55[2]
Mode of Transport	57-57[1]
Port of Entry	59-60[2]
Commodity Code	62-69[8]
Tariff Code	71-72[2]
Currency Code	74-74[1]
Supplementary Unit	76-85[10]
Net Mass	87-96[10]
Invoice Value	98-107[10]
Statistical Value	109-118[10]
Commodity Flow	120-120[1]
Reporting Period	122-127[6]

CBS-IRIS - Germany

The German version of CBS-IRIS requires no fixed record layout for the import file. However, you must map the data coming from an import file. For each field imported in the flat file format, you need to set up the beginning position and the length of the field. The following table illustrates the structure that you must set up for a CBS-IRIS - Germany file:

Field	Position[Length]
Declarant VAT Number	1-16[16]
Original Country of Origin	18-20[3]
Country of Origin	22-24[3]
Nature of Transaction	26-27[2]
Statistical Procedure/Nature of VAT Regime	29-33[5]
Mode of Transport	35-35[1]
Port of Entry	37-40[4]
Region of Origin	42-44[3]
Commodity Code	46-53[8]

Currency Code	55-55[1]
Supplementary Unit	57-65[9]
Net Mass	67-75[9]
Invoice Value	77-85[9]
Statistical Value	87-95[9]
Commodity Flow	97-97[1]
Reporting Period	99-104[6]

Grouping Transactions

To group transactions for sales, purchases, and adjustment declarations, set up versions of the IDEP/IRIS Interface program (R0018I3) that have data selection for sales orders, purchase orders, adjustments for sales orders, and adjustments for purchase orders based on document type.

Electronic Format

Use the IDEP/IRIS Interface program (R0018I3) to create a flat file in the IDEP/IRIS message format, which you can submit to the proper tax authorities in an electronic format.

The IDEP/IRIS Interface program (R0018I3) generates one record for each declaring company.

When you run the IDEP/IRIS Interface program (R0018I3), the system creates a batch for review by the Text File Processor program (P007101). The batch is stored in the following tables:

- F007101 - Text Processor Header
- F007111 - Text Processor Detail Table

You must run the Text File Processor program to convert the batch to a flat file that you can submit to the different countries' customs authorities, statistical offices, or both.

The Text File Processor program assigns the batch number and interchange from the seventh field of next numbers for system 00. The Text File Processor assigns the message number from the fifth field of next numbers for system 74.

See Also

- ❑ See *Setting Up System Next Numbers* in the *General Accounting Guide*.

Before You Begin

- ❑ Run the Intrastat Workfile Generation - Sales (R0018I1) and Intrastat Workfile Generation - Procurement (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information*.

Processing Options for IDEP CN8/IRIS Interface (R0018I3)

Defaults

1. Tax ID

Blank = Tax ID

1 = Additional Tax ID

Use this processing option to specify which tax ID to use for the company and the customer. You can retrieve the tax ID from either the Additional Tax ID field (ABTX2) or the Tax ID field (ABTAX) in the Address Book Master table (F0101).

Valid values are:

Blank

Tax ID (ABTAX)

1

Additional Tax ID (ABTX2)

2. Country Code

Blank = ISO Code

1 = GEONOM Code

Use this processing option to specify which format to use for the country code.

Valid values are:

Blank

Two-character ISO code. You must enter a two-character ISO code that is defined in UDC 00/CN.

1

Three digit GEONOM code. You must enter a three digit GEONOM code that is defined in

the special handling code field of UDC 00/CN

3. Declaration Type (UDC 74/IT)

1 = Fiscal

2 = Statistical

3 = Complete

Use this processing option to specify the Intrastat declaration type (required for IDEP).

Valid values are:

1

Fiscal

2

Statistical

3

Complete

The codes that correspond to these declaration types are maintained in the Intrastat Declaration Type UDC (74/IT).

For IDEP, the code specified in the special handling code for the UDC is written to the text field in the Text Processor Detail table (F007111). This special handling code is also used to determine the VAT registration number for sales transactions. For statistical declarations, the system uses the Ship To - Address Number. For fiscal or complete declarations, the system uses the Sold To - Address Number

Process

1. Interface Type

Blank = IDEP

1 = IRIS Holland

2 = IRIS Germany

Use this processing option to specify the interface type for which the data should be formatted.

Valid values are:

Blank

IDEP

1

Dutch version of IRIS

2

German version of IRI

2. Commodity Flow

Use this processing option to specify the direction of the movement of goods.

Valid values for Holland are:

6

Arrivals

7

Dispatches

For valid values for Germany, consult your CBS-IRIS documentation.

Note: This option is required only for the IRIS interface

3. Level of Detail

Blank = No summary

1 = Summary

Use this processing option to specify whether the program should be run in detail or summary mode. In detail mode, the system reports on all transactions. In summary mode, the system summarizes the transactions according to the version you set up.

Valid values are:

Blank

Detail mode

1

Summary mode

Note: The level of summarization is determined by the version sequencing. If any sequenced field value changes, a level break occurs and a summarized record is written to the text file

4. Proof or Final Mode

Blank = run IDEP/IRIS Interface in Proof mode

1 = run IDEP/IRIS Interface in Final mode

Use this processing option to specify the mode in which you want to process the IDEP/IRIS Interface. Final mode updates the Text Processor Header table (F007101) and the Text Processor Detail table (F007111).

Valid values are:

Blank

Run the IDEP/IRIS Interface in proof mode.

1

Run the IDEP/IRIS Interface in final mode

Currency

1. As-if Processing

Blank = Base Currency

1 = As-if Currency

Use this processing option to specify whether the invoice amount and statistical amount are reported to IRIS in the domestic currency or in the as-if currency.

Valid values are:

Blank

Domestic currency

1

As-if currency

Note: The as-if values can be used only if the Intrastat Revision table (F0018T) has been generated using as-if processing. If you generate the Intrastat Revision table using as-if currency, both the domestic and the as-if amounts are stored in the F0018T table

2. Number of digits to truncate from monetary amounts

Use this processing option to determine how many digits are truncated from monetary amounts. For example, if the value entered is 3, the monetary amount 123456 is truncated to 123.

Valid values are 0 - 9

Rounding

1. Round Rules

Blank = No rounding

1 = Round to nearest whole amount

2 = Round down to whole amount

3 = Round up to whole amount

4 = Round to the nearest half

5 = Round to the nearest tenth

6 = Round to the nearest hundred

7 = Round to the nearest thousand

Taxable Amount

Use this processing option to specify the method to round both domestic and foreign taxable amounts.

Valid values are:

Blank

No rounding: $14.66=14.66$

1

Round to the nearest whole amount: $14.66=15$ (no decimals)

2

Round down to the nearest whole amount: $14.66=14$ (no decimals)

3

Round up to the nearest whole amount: $14.66=15$ (no decimals)

4

Round to the nearest half: $14.66=14.5$ (one decimal place)

5

Round to the nearest tenth: $14.66=14.7$ (one decimal place)

6

Divide by one hundred and then round: $1674=17$

7

Divide by one thousand and then round: $1674=$

Statistical Amount

Use this processing option to specify the method to round both domestic and foreign statistical amounts.

Valid values are:

Blank

No rounding: $14.66=14.66$

1

Round to the nearest whole amount: $14.66=15$ (no decimals)

2

Round down to the nearest whole amount: $14.66=14$ (no decimals)

3

Round up to the nearest whole amount: $14.66=15$ (no decimals)

4

Round to the nearest half: $14.66=14.5$ (one decimal place)

5

Round to the nearest tenth: $14.66=14.7$ (one decimal place)

6

Divide by one hundred and then round: $1674=17$

7

Divide by one thousand and then round: 1674=

Supplementary UOM

Use this processing option to specify the method to round the supplementary unit of measure.

Valid values are:

Blank

No rounding: 14.66=14.66

1

Round to the nearest whole amount: 14.66=15 (no decimals)

2

Round down to the nearest whole amount: 14.66=14 (no decimals)

3

Round up to the nearest whole amount: 14.66=15 (no decimals)

4

Round to the nearest half: 14.66=14.5 (one decimal place)

5

Round to the nearest tenth: 14.66=14.7 (one decimal place)

6

Divide by one hundred and then round: 1674=17

7

Divide by one thousand and then round: 1674=

Net Mass UOM

Use this processing option to specify the method to round the net mass unit of measure.

Valid values are:

Blank

No rounding: $14.66=14.66$

1

Round to the nearest whole amount: $14.66=15$ (no decimals)

2

Round down to the nearest whole amount: $14.66=14$ (no decimals)

3

Round up to the nearest whole amount: $14.66=15$ (no decimals)

4

Round to the nearest half: $14.66=14.5$ (one decimal place)

5

Round to the nearest tenth: $14.66=14.7$ (one decimal place)

6

Divide by one hundred and then round: $1674=17$

7

Divide by one thousand and then round: $1674=$

Print

1. Reporting Period

Year (Required)

Use this processing option to specify the reporting year

Period (Required)

Use this processing option to specify the reporting period

Working with the EC Sales List

If they perform the following functions, businesses in the EU that exceed the local limit of intra-union trade must submit the EC Sales List to their customs authorities on a quarterly basis:

- Supply goods to an entity that is registered for VAT in another EU-member country
- Send goods for processing to an entity that is registered for VAT in another EU-member country
- Return processed goods to an entity that is registered for VAT in another EU-member country
- Transfer goods from one EU-member country to another EU-member country in the course of business

Note

If a sales or purchase transaction is arranged between EU members, but the goods are not shipped, the transaction must still be reported to the government.

You can use either of two EC Sales List programs (R0018L or R0018S) to generate the EC Sales List. Refer to the following table to determine which EC Sales List program you should use:

R0018L	R0018S
Retrieves trade information from the Supply Chain system.	Retrieves trade information from the Financials system.
Bases results on information in the Intrastat Revision table (F0018T).	Bases results on information in the Taxes table (F0018).
Reports trade triangulation in summary and detail mode. You can report triangulation for interbranch transactions, direct ship transactions, or both.	Uses tax rates from the Triangulation Tax Rates UDC (00/VT) to identify trade triangulation.
Can exclude nonstock items. Use data selection on the Intrastat generation programs (R0018I1 and R0018I2) to exclude nonstock items.	Cannot distinguish between stock and nonstock items; use this report only if your business does not provide services.
Does not net trade amounts based on credit memos, discounts, and write-offs.	Nets trade amounts based on credit memos, discounts, and write-offs.

Trade Triangulation

Trade triangulation occurs when one EU member makes a sale or purchase with another EU member, but the goods represented by the transaction are physically shipped from a third EU member. Statistical reports that are submitted to EU authorities must identify trade triangulation transactions. Both the R0018L and R0018S programs identify trade triangulation transactions.

Printing the EC Sales List (R0018L)

From the Statistical Reports menu (G74STAT3), choose EC Sales List.

You can print the EC Sales List (R0018L) in summary or detail mode. Detail mode provides information for auditing.

If you print in summary mode, the EC Sales List provides the following information about customers:

- VAT number
- Country of destination
- Total amount in reporting currency
- Triangulation

If you print in detail mode, the EC Sales List provides the following information about customers in addition to the information above:

- Company order number
- Order type
- Country of sale
- Country of shipment

Triangulation

Triangulation can be reported in summary and detail mode in two ways: interbranch and direct ship.

Inter Branch Identifies as trade triangulation a transaction between two EU member countries in which the goods are shipped from a branch/plant of the supplier, which is located in a third EU member country.

Direct Ship Identifies as trade triangulation a transaction between two EU member countries in which the goods are shipped directly from a third company, which is located in a third EU member country.

Data Selection

You must run the EC Sales List separately for each VAT-registered company in your organization.

If you have interbranch shipments from branch/plants that are located in countries other than the country of your headquarters organization, you must submit the EC Sales List for each country within which you operate.

For example, if a German company has three branch/plants in Germany, one branch/plant in France, and one branch/plant in Denmark, that company must run the EC Sales List three

times: once for the three branch/plants in Germany, once for the branch/plant in France, and once for the branch/plant in Denmark.

To run the EC Sales List for the branch/plants in each country, set up data selection with Document Company (KCO) equal to the company number of the headquarters company, and Company (CO) equal to the companies associated with each branch/plant. Note that the companies that are associated with the branch/plants must be set up with the country code that corresponds to the location of the branch/plant.

In the example above, you would run the EC Sales list with the following data selection:

For branch/plants in Germany:

- Document Company (KCO) = German company
- Company (CO) = company for German branch/plant 1
- Company (CO) = company for German branch/plant 2
- Company (CO) = company for German branch/plant 3

For the branch/plant in France:

- Document Company (KCO) = German company
- Company (CO) = company for French branch/plant

For the branch/plant in Denmark:

- Document Company (KCO) = German company
- Company (CO) = company for Danish branch/plant

Before You Begin

- ☐ Enter VAT registration numbers for each customer. See *Validating Tax ID Numbers*.
- ☐ Enter country codes for each customer. See *Setting Up User Defined Codes for Intrastat Reporting*.
- ☐ Run the Intrastat Workfile Generation - Sales (R0018I1) and Intrastat Workfile Generation - Procurement (R0018I2) programs to build the Intrastat Revisions table (F0018T). See *Updating Intrastat Information*.

Processing Options for the EC Sales List (R0018L)

Process Tab

Use these processing options to specify whether to print the report in summary or detail mode and to specify the triangulation method to use.

1. Reporting Level

Blank = Summary

1 = Detail

Use this processing option to specify whether to run the program in summary or detail

mode. If you run the program in detail mode, the report displays information that can be used for auditing.

Valid values are:

Blank

Summary

1

Detail

2. Triangulation

Blank = No Triangulation

1 = Direct Ship and Interbranch

2 = Direct Ship

3 = Interbranch

Use this processing option to specify which triangulation method to use. Trade triangulation occurs when one EU member makes a sale or purchase with another EU member but the goods are physically shipped from a third EU member. If the goods are not shipped from an EU member then the transaction is not required to be reported to the government. This terminology is used specifically in the EU for Intrastat.

Valid values are:

Blank

No triangulation

1

Direct Ship and Interbranch

2

Direct Ship

3

Interbranc

Print Tab

Use these processing options to specify the reporting period for the report.

1. Reporting Period

From month

Use this processing option to specify the beginning month of the period for which you are submitting the VAT EC Sales List

From year

Use this processing option to specify the beginning year of the period for which you are submitting the VAT EC Sales List

To month

Use this processing option to specify the ending month of the period for which you are submitting the VAT EC Sales List

To year

Use this processing option to specify the ending year of the period for which you are submitting the VAT EC Sales List

Currency Tab

Use this processing option to specify the currency code for as-if currency processing.

1. As-if Processing

Blank = Base Currency

1 = As-if Currency

Use this processing option to specify whether the invoice amount is reported in the domestic currency or in the as-if currency.

Valid values are:

Blank

Domestic currency

1

As-if currency

Note: The as-if values can be used only if the Intrastat Revision table (F0018T) has been generated using as-if processing. If you generate the Intrastat Revision table using as-if currency, both the domestic and the as-if amounts are stored in the F0018T table

Printing the EC Sales List - A/R (R0018S)

From the Statistical Reports menu (G74STAT3), choose EC Sales List – A/R.

You can print the EC Sales List - A/R (R0018S) in summary or detail mode. If you print in summary mode, the EC Sales List - A/R provides the following information about customers:

- Country of destination
- Customer VAT registration number
- Total value of supplies
- Triangulation (yes or no)
- Customer name and address (optional)

If you print in detail mode, the EC Sales List - A/R also includes the document number.

The EC Sales List - A/R includes the following information in the report header:

- Reporting company VAT registration number
- Reporting company currency code
- Company name and address

The report header can also include the approval code of the EC authority to whom the report will be submitted.

Information on the report is sequenced by company, address book number, tax ID, and document number. Line numbering and page numbering restart for each reporting company.

Before You Begin

- ☐ Enter VAT registration numbers for each customer. See *Validating Tax ID Numbers*.
- ☐ Enter country codes for each customer. See *Setting Up User Defined Codes for Intrastat Reporting*.

- ❑ Set up tax rules for both Accounts Receivable and Accounts Payable with the following options selected:
 - Tax on Gross Including Discount
 - Discount on Gross Including TaxSee *Setting Up Tax Rules by Company* in the *Accounts Payable Guide* or the *Accounts Receivable Guide*.
- ❑ Set the processing options in the General Ledger Post program (R09801) to automatically update the Taxes table (F0018).
- ❑ Set up the user defined code for Triangulation Tax Rates (00/VT). See *Setting Up User Defined Codes for Intrastat Reporting*.

Processing Options for EC Sales List – A/R (R0018S)

Select Tab

Use these processing options to specify the branch ID and the date range for the report.

1. Branch ID

Use this processing option to specify the branch ID for the reporting company. The branch ID is displayed in the report heading; it is not used for data selection

2. To and From Dates

From month (1-12):

Use this processing option to specify the first calendar month of the reporting period. This information is used for data selection

From year (4 digits):

Use this processing option to specify the first four-digit calendar year of the reporting period (for example, 2001). This information is used for data selection

To month (1-12):

Use this processing option to specify the last calendar month of the reporting period. This information is used for data selection

To year (4 digits):

Use this processing option to specify the last four-digit calendar year of the reporting period (for example, 2001). This information is used for data selection

Process Tab

Use this processing option to specify whether to print the report in detail or summary mode.

1. Report Mode

Blank = Print in detail mode

1 = Print in summary mode

Use this processing option to specify whether to run the report in summary mode or detail mode. If you choose detail mode, the document number of each transaction is displayed on the report. Valid values are:

Blank

Detail mode

1

Summary mod

Display Tab

Use this processing option to specify whether to display the name and address on the report.

1. Name and Address

Blank = Do not print name and address

1 = Print name and address

Use this processing option to include the name and address of each customer on the report.

Valid values are:

Blank

Do not print name and address.

1

Print name and address

As-If-Currency Tab

Use these processing options to specify the as-if currency and the date to use to select the exchange rate.

1. As-If-Currency Code

Use this processing option to specify the currency code for as-if-currency reporting. This option lets you print amounts in a currency other than the currency in which they are stored. Amounts are converted and are displayed in the currency you specify. If you leave this processing option blank, amounts are displayed in the reporting company's base currency

2. Exchange Rate Date

Use this processing option to enter the as-of date for determining the exchange rate for the as-if-currency conversion. If you leave this processing option blank, the system uses the current date

Approval Code Tab

Use this processing option to specify the approval code for the reporting authority.

Reporting Authority Approval Code

Use this processing option to enter the Reporting Authority Approval Code. This code is displayed in the report heading. This code is required in Germany

Working with the Text File Processor

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

To use the Text File Processor to create a text file, you must run a OneWorld program that has been set up to populate the Text Processor Header table (F007101) and Text Process Detail Table (F007111). For example, the following programs populate the text processor tables:

- IDEP/IRIS Interface (R0018I3)
- SEMDEC Interface - VAT EC Sales List (R0018I4)
- Draft Remittance File Format AEB 19 - Spain (R74S6729)
- Draft Remittance File Format AEB 32 - Spain (R74S6722)

- Draft Remittance File Format AEB 58 - Spain (R74S6728)

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

Text batches are stored in the following tables:

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

The F007101 table stores information about the extract of information for an external system, such as information about the processes that populated the table and information about the creation of the text file. The F007111 table stores the text for the text file.

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

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

Copying Text in the Text File Processor

Use the Copy Text function to copy text from the Text Processor Detail table (F007111) to a text file that can be submitted to an external agency or system. When you copy the text, specify the filename and location for the text file.

The system updates the Text Processor Header table (F007101) with the date when the text was copied. The system also updates the F007101 table to indicate that the batch has been processed.

Note

If the text file is too large for the device that you selected, the system displays an error message. You should copy the text file to a larger device. You can then use a compression utility to reduce the size of the text file, if necessary.

Before You Begin

- Create a text batch by running a program that uses the Text File Processor.

► To copy text in the Text File Processor

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Work With Text Batches

Find Close Form Row Tools

User ID

Batch Number

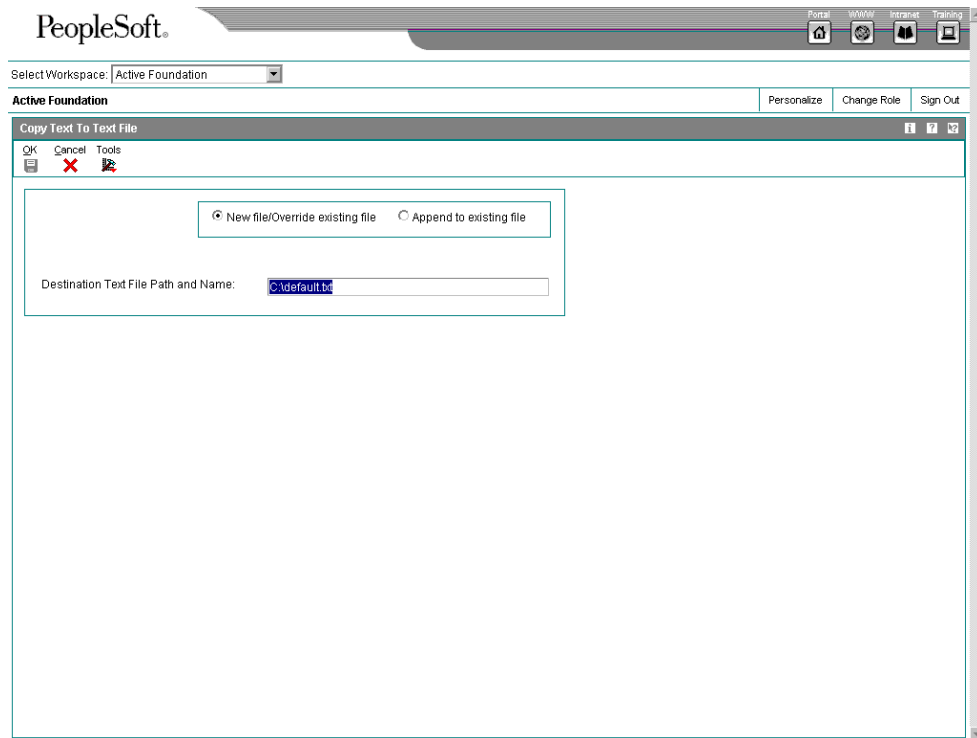
Transaction Number

User ID	Batch Number	Transaction Number	Description	Status Flag	Status Description	Program Name	Version
BR857194	6	Intrastats	IDEP Interface		Unprocessed	R001813	C

Description

Description

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



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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Work With Text Batches

Find Close Form Row Tools

User ID *

Batch Number *

Transaction Number *

User ID	Batch Number	Transaction Number	Description	Status Flag	Status Description	Program Name	Version
BR857194	6	Intrastats	IDEP Interface	1	Processed/Outbound	R001813	C

Description

Description

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

Processing Options for Text File Processor (P007101)

Process Tab

Use this processing option to specify the location of the Microsoft® Word template to be used during creation of the text file.

Path Microsoft Word Template

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

Resetting a Text Batch in the Text File Processor

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

► To reset a text batch in the Text File Processor

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

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

Purging a Text Batch in the Text File Processor

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

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

You can use a processing option on Purge Processed Transactions (R007102) to specify whether the system removes the records in the batch from the Text Processor Header table (F007101), as well as from the Text Processor Detail table.

If you do not remove records from the F007101 table when you purge a batch, the processed flag for those records is changed from processed to purged.

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

To set up an additional batch program to run when you purge a batch, enter the name of the additional batch program in the Additional Purge Process field (GPPR) in the F007101 table. When you run the purge program on a batch that includes the name of a batch program in the Additional Purge Process field, the system runs version ZJDE0001 of that batch program.

► To purge a text batch in the Text File Processor

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

1. On Work With Text Batches, complete either of the following fields and click Find:
 - User ID

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

Processing Options for Purge Processed Transactions (R007102)

Process Tab

Use this processing option to specify whether to delete header records.

1. Purge Header Records

Blank = Do not delete header records

1 = Delete header records

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

Valid values are:

1 Purge header and detail records

Blank Purge only detail records

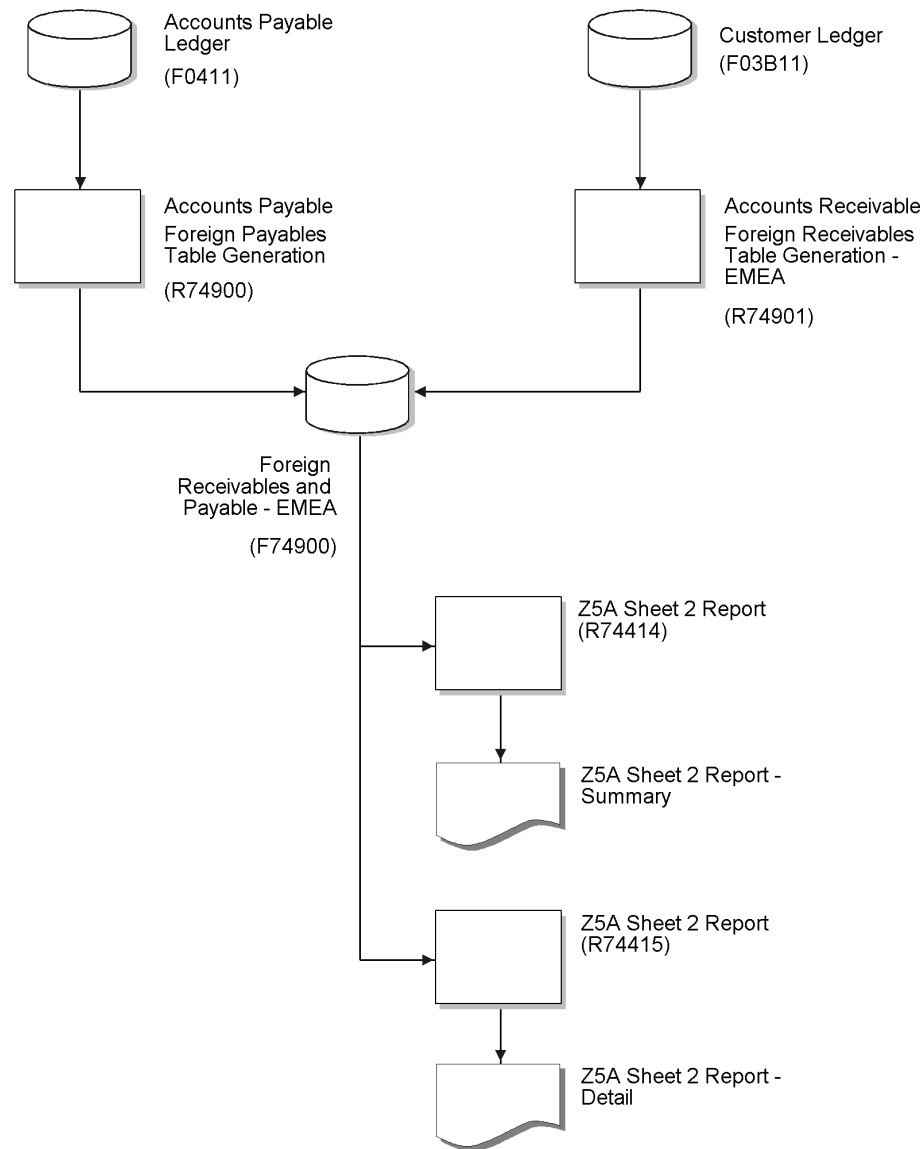
Working with Z5a Sheet 2 Report

Some European countries require that the balance of outstanding payables and receivables with foreign entities be reported on a periodic basis. The Deutsche Bundesbank (German Federal Bank) requires that various reports be submitted on a monthly basis, including the Z5a sheet 2. The Z5a sheet 2 report details "Forderungen und Verbindlichkeiten gegenüber Gebietsfremden aus dem Waren- und Dienstleistungsverkehr," or "Claims on and liabilities to non-residents arising from transactions in goods and services." Foreign payables and receivables are classified by country and reported in thousands of German marks or euros.

The Z5a Sheet 2 reports the group's data by affiliated or nonaffiliated companies; by accounts payable or accounts receivable; by prepayments, short-term payments, or long-term payments; and by country and currency.

The following graphic illustrates the foreign payables and receivables process:

Z5a Sheet 2 Process Flow



Before You Begin

- ❑ Set up Affiliated Companies in the user defined code 74/AC.

Note

You can override the affiliated companies by using processing options for the Foreign Payables File Generation - EMEA program (R74900) or the Foreign Receivables File Generation - EMEA - Germany program (R74901).

Generating the Foreign Payables Table

From the German Localizations menu (G74G), choose Foreign Payables Table Generation.

The Foreign Payables Table Generation program (R74900) populates the Foreign Receivables and Payables - EMEA table (F74900), which supplies data to reporting programs.

Processing Options for Foreign Payables Table Generation (R74900)

Defaults Tab

Use these processing options to define the data selection that will in turn process data into the Foreign Payables and Receivables table (F74900).

1. Report Ending Date

Use this processing option to specify the report ending date. The system compares this date to the processing date to select transaction records. The system selects records that are either previous to, or equal to, the report ending date

2. Processing Date

Blank = G/L date

1 = Invoice date

Use this processing option to specify which date to use for processing. Valid values are:

Blank

G/L Date

1

Invoice Dat

3. Long Term Obligation

Use this processing option to specify the number of days to add to the processing date to compare with the transaction due date for determining long term and short term

obligations. Valid values are:

Long term

Greater than or equal to the due date

Short term

Less than the due date

4. Processing Address

Blank = Supplier

1 = Payee

Use this processing option to specify which address to use for processing. The system uses this address to determine the location of the supplier. The supplier address number is usually the "purchased from" address. The payee address number is usually the "shipped from" address. Valid values are:

Blank

Supplier Address Number

1

Payee Address Number

Note: These addresses may be the same

5. A/P Prepayment

Use this processing option to specify the document type for accounts payable prepayments

6. Affiliated Suppliers

Product Code

Use this processing option to specify the system code of the user defined code list for affiliated suppliers. In the event that there are multiple reporting companies, you can

create additional lists of affiliated suppliers using user defined system code 55

User Defined Code

Use this processing option to specify the user defined code of the user defined code list for affiliated suppliers

Generating the Foreign Receivables Table

From the German Localizations menu (G74G), choose Foreign Receivables Table Generation.

The Foreign Receivables File Generation - EMEA program (R74901) populates the Foreign Receivables and Payables - EMEA table (F74900), which supplies data to reporting programs. The Foreign Receivables File Generation - EMEA program (R74901) is based on information in the Customer Ledger (F03B11).

Processing Options for Foreign Receivables Table Generation (R74901)

Defaults Tab

Use these processing options to define the data selection that will, in turn, process data into the Foreign Payables and Receivables table (F74900).

1. Report Ending Date

Use this processing option to specify the report ending date. The system compares this date to the processing date to select transaction records. The system selects records that are either previous to, or equal to, the report ending date

2. Processing Date

Blank = G/L date

1 = Invoice date

Use this processing option to specify which date to use for processing. Valid values are:

Blank

G/L Date

1

Invoice Dat

3. Long Term Claim

Use this processing option to specify the number of days to add to the processing date to compare with the transaction due date for determining long-term and short-term claims. Valid values are:

Long term

Greater than or equal to the due date

Short term

Less than the due dat

4. Processing Address

Blank = Customer

1 = Payor

Use this processing option to specify which address to use for processing. The system uses this address to determine the location of the customer. The customer address number is usually the "sold to" address. The payor address number is usually the "shipped to" address. Valid values are:

Blank

Customer Address Number

1

Payor Address Number

Note: These addresses may be the same

5. A/R Prepayment

Use this processing option to specify the G/L offset for accounts receivable prepayments

6. Affiliated Customer

Product Code

Use this processing option to specify the system code of the user defined code list for affiliated customers. In the event that there are multiple reporting companies, you can create additional lists of affiliated customers using user defined system code 55

User Defined Codes

Use this processing option to specify the user defined code of the user defined code list for affiliated customers

Printing the Z5a Sheet 2 Report

From the German Localizations menu (G74G), choose Z5a Sheet 2 Report - Summary or Z5a Sheet 2 Report - Detail.

In some countries, you are required to periodically report the balance of outstanding payables and receivables with foreign entities. The Z5a Sheet 2 report is used to collect data that you can transfer to the official form for the Deutsche Bundesbank (German Federal Bank).

The basic requirement of the Z5a Sheet 2 is to report the company's open accounts payable and open accounts receivable amounts that were transacted with a foreign entity. For the purpose of generating foreign payables tables, all Accounts Payable Ledger table (F0411) records that are posted but not paid are considered open.

All records written to the Foreign Receivables and Payables - EMEA table (F74900) should:

- Relate to the reporting company. For the Z5a Sheet 2 report, the value entered during data selection must be equal to the reporting company.
- Be open. All records in the Accounts Payable Ledger table (F0411) must have a status not equal to P.
- Be posted. All records in the Accounts Payable Ledger table (F0411) must have a status equal to D, where D equals the transactions that have been successfully posted or that have been processed through the cash entries programs with a one-to-one record relationship with the general ledger (for example, adjustments, journal entry from cash receipts, and so on).
- Have transaction dates falling on or before the report ending date. You will determine which date field, either the G/L date or the Invoice date, is to be used for reporting purposes.
- Have a customer country code different from the country code of the reporting company.
- Be identified for affiliation or nonaffiliation.
- Be identified for EMU membership. In order for the program to determine which currencies to summarize as euro currencies, you must set up the user defined code list for European Union Members (00/EU). See *Setting Up User Defined Codes*.

- Be identified as a prepayment, long-term obligation, or short-term payment. Prepayments are determined by their G/L offset for accounts receivable transactions and by their document type for accounts payable transactions.

Long term obligation and short term payment are defined as follows:

Long term obligation	A long-term obligation is normally defined as a payable due one year from the processing date of the transaction. The value entered in this processing option, in the form of full days, will be added to the invoice date or G/L date (processing date) and will be compared with the due date of the transaction. If the calculated date is equal to or beyond the due date, the transaction is considered a long-term obligation.
Short term obligation	A short term obligation is normally defined as the calculated date minus the due date.

OneWorld enables you to print summary and detail versions of the Z5a Sheet 2 reports.

The German Z5a Sheet 2 Report - Summary (R74414) report provides totals of both accounts receivable and accounts payable records for prepayments, short-term payments, and long-term payments for affiliated companies and nonaffiliated companies. The totals are listed separately by country and currency. The German Z5a Sheet 2 Report - Summary provides the data required to complete the report submitted to the Deutsche Bundesbank.

The German Z5a Sheet 2 - Detail (R74415) report is not required for reporting the accounts receivable and accounts payable totals to the Deutsche Bundesbank (German Federal Bank). This report contains transaction level detail and can be used for review and audit of transactions.

Processing Options for German Z5a Sheet 2 Report - Summary (R74414)

Defaults

1. Reporting Currency
 2. Date used for reporting
-

Processing Options for German Z5a Sheet 2 - Detail (R74415)

Defaults Tab

Use these processing options to customize various printing options for the Z5a Sheet 2 - Detail (R74415) report.

1. Processing Date

Blank = G/L date

1 = Invoice date

Use this processing option to select which date to use for processing.

Valid values are:

Blank G/L Date

1 Invoice Date

2. Processing Address

Blank = Address number

1 = Payee or Payor

Use this processing option to specify which address to use for accounts payable or accounts receivable processing.

Valid values are:

Blank Address Number

1 Payee or Payor Number

Note: The value in this processing option must match the value for the processing address in the Foreign Payables File Generation report (R74900) or the Foreign Receivables File Generation report (R74901) if you want the report to reflect the same information.

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