

PeopleSoft®

EnterpriseOne Xe
Global Solutions - Japan
PeopleBook

September 2000

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7601 Technology Way
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Solutions Summary

J.D. Edwards Business Solutions for Japan

J.D. Edwards Country Information

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

Banking Solutions Summary

J.D. Edwards solutions for banking requirements in Japan include:

- ☐ Bank identification validation

Bank Identification Validation

J.D. Edwards software validates bank identification information during the draft generation and remittance processes to prevent errors when transmitting transactions to the bank.

Availability: B73.1

Accounts Receivable Solutions Summary

J.D. Edwards solutions for accounts receivable requirements in Japan include:

- ☐ Draft processing
- ☐ Kagami invoice processing

Draft Processing

In addition to the standard drafts process, J.D. Edwards provides the following draft processing localizations for Japan:

- Draft statements formatted to meet country-specific requirements
- Validation of bank identification information
- Electronic file format
- Notification of non-sufficient funds formatted to meet country-specific requirements
- Bank draft number assignment
- Contingent liability for discounted drafts

Availability: B73.1

Kagami Invoice Processing

J.D. Edwards software provides functionality for creating monthly invoices and statements in a summary or detail format.

Availability: B73.1

Accounts Payable Solutions Summary

J.D. Edwards solutions for accounts payable requirements in Japan include:

- ☐ Additional supplier information
- ☐ Automatic payment processing
- ☐ Bank transfer processing
- ☐ Draft processing

Additional Supplier Information

In Japan, specific information is required to process drafts and bank transfers, including payee address number, draft payment term, and transfer time. In addition to the standard information that you enter and maintain for the Address Book, you can enter and maintain additional supplier information for Japan.

Availability: B73.1

Automatic Payment Processing

In addition to the standard payment formats that are included in the Accounts Payable automatic payment solution, J.D. Edwards provides the following country-specific payment formats for Japan:

- Electronic payment
- Checks
- Payment register

Availability: B73.1

Bank Transfer Processing

J.D. Edwards provides a country-specific tape format for businesses in Japan to use to transmit payment information to the bank. When you use the bank transfer process, the software automatically reduces payment amounts by any applicable bank charges and required taxes.

Availability: B73.1

Draft Processing

J.D. Edwards provides an accounts payable draft solution that meets the country-specific requirements for Japan.

Availability: B73.1

Additional Functionality for Japan

J.D. Edwards provides additional functionality for Japan including:

- ☐ Asset depreciation
- ☐ Payment terms
- ☐ Wareki date
- ☐ Consumption tax reconciliation
- ☐ Withholding tax processing

Asset Depreciation

J.D. Edwards standard depreciation solution is completely user defined to meet the depreciation needs of any business in any country. You can set up user defined depreciation to calculate the depreciation for assets based on depreciation methods that are used in Japan, including:

- Zoka-Shokyaku
- Tobetsu-Shokyaku
- Warimashi-Shokyaku

Payment Terms

The enhanced payment terms provide you with the flexibility to define how the system calculates due dates and discount percentages for your invoices and vouchers.

Enhanced payment terms consist of the following:

- Due date rules
- Work day calendars
- Enhanced payment term codes

Availability: B73.1

Wareki Date

J.D. Edwards OneWorld Software uses the date format that you specify in your Windows desktop setting. To use the Wareki date format, you must have a Japanese operating system.

Consumption Tax Reconciliation

In Japan, consumption tax must be reported against the revenue or expense that originally generated the tax. Businesses in Japan can use J.D. Edwards standard tax reconciliation process to meet the consumption tax reporting requirement.

Withholding Tax Processing

J.D. Edwards withholding tax solutions integrates with the voucher entry and payment processes. The withholding tax process includes the calculation and payment of withholding tax on vouchers that businesses receive from suppliers.

Availability: B733.2

System Setup

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

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

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

Setting Up Your System for Localization

You must complete the system setup tasks detailed in the base guides as well as the following additional tasks for Japan:

- ☐ Setting up user display preferences
- ☐ Setting up user defined codes
- ☐ Setting up country constants for Address Book
- ☐ Setting up country constants for Japan
- ☐ Defining currency codes
- ☐ Setting up tax rates and areas for A/P
- ☐ Setting up tax rates and areas for consumption tax
- ☐ Setting up fiscal date patterns
- ☐ Setting up fiscal date patterns for Japan
- ☐ Setting up the Stamp Tax table
- ☐ Setting up your system with the Wareki date format
- ☐ Setting up your system for tax reconciliation
- ☐ Entering additional information for suppliers

Setting Up User Display Preferences

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

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

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

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

► To set up user display preferences

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

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

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

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

Display Preferences:

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

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

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

See Also

- *OneWorld System Administration: User Profiles*

Processing Options for User Profile Revisions (P0092)

A/B Validation

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

Setting Up User Defined Codes

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

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

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

Set up the following user defined codes to process business transactions in Japan:

- Document type - invoices only (00/DI)
- Document type - all documents (00/DT)
- Payment instrument (00/PY)
- Address book - language (01/LP)
- Accounts payable - attachment program - payments (04/PA)
- Accounts payable - debit statement pgm - payments (04/PD)
- Print/tape program - payments (04/PP)
- Accounts payable - register program - payments (04/PR)
- Invoice type - Japan (75/IC)
- Draft status code (75/PS)
- Receipt type - Japan (75/RE)
- Bank transfer type (75/TT)
- Withholding tax category (75/WT)

See Also

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

Document Type - Invoices Only (00/DI)

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

You must enter the identical matching document types in user defined codes Document Type - Invoice Only (00/DI). For Japan, you can set up document types for:

- RI - Invoice
- RR - Recurring invoice
- RT - A/R fee & interest
- R2 - Contract billing
- R3 - Draft invoice

Document Type - All Documents (00/DT)

Set up matching document types so that you can identify, group, and process similar transactions.

In addition to the hard-coded document types that are used throughout J.D. Edwards software, you can set up document types that are based on your specific business needs. You must enter the original identical document types in user defined codes Document Type - All Documents (00/DT). For Japan, you can set up document types for:

- RI - Invoice
- RR - Recurring invoice
- RT - A/R Fee & interest
- R2 - Contract billing
- R3 - Draft invoice

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 can set up payment instruments for automatic debits and automatic receipts.

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

To process discounted drafts in Japan, you must define a special payment instrument for discounted drafts. The system uses the special payment instrument in conjunction with the RD3x AAI to create the contingent liability transactions for discounted drafts.

For Japan, set up the following user defined codes:

- D - Draft by invoice (AR & AP)
- Q - Bank transfer - Japan

Note: You must set up a payment instrument in order to calculate withholding for Japan. See *Withholding Japanese Taxes*.

Address Book - Language (01/LP)

Set up user defined codes to specify a language to use in forms and printed reports. Before any translations become effective, a language code must exist at either the system level or in your user preferences.

For Japan, a “3” is required in the Special Handling Code field in Address Book - Language (01/LP) to enable the secondary alpha name field in the address book to allow Kana names. The “3” in the Special Handling Code field will also enable searching the description field in the Business Unit form.

Accounts Payable - Attachment Program - Payments (04/PA)

Set up each of the programs that you use to print payment attachments as a user defined code. The following programs are available for Japan:

- P04573 - print attachments - standard
- P04573JP - print paper transfer form - Japan

Accounts Payable - Debit Statement Pgm - Payments (04/PD)

Set up each of the programs that you use to print a debit statement with a payment as a user defined code. The following program is available for Japan:

- P04574 - print dbt statement - standard

Print/Tape Program - Payments (04/PP)

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

- P04572JP - produce bank tape
- P04572N - print payments - drafts

Accounts Payable - Register Program - Payments (04/PR)

Set up each of the programs that you use to print payment registers as a user defined code. The following programs are available for Japan:

- P045746JP - print register - Japan
- P04576N - payment register - drafts

Invoice Type - Japan (75/IC)

Set up user defined codes to identify each type of invoice that you want to include in the summarized invoices (Kagami) that you print. For example, you can set up codes to identify:

- Document type - invoices only UDC (00/DI)
- Document type - all documents UDC (00/DT)

Draft Status Code (75/PS)

Set up user defined codes to identify the status of a draft in the Accounts Receivable system. For Japan, set up the following codes:

- # - Selected
- D - Received
- G - Remitted

- P - Paid (discounted drafts)
- R - Updated (discounted drafts)

Receipt Type - Japan (75/RE)

Set up user defined codes to identify each type of receipt that you want to include in the summarized invoices (Kagami) that you print. For example, you can set up codes for the following types of receipts:

- RA - A - Adjustment
- RC - C - Cash receipts
- RK - A - Cash receipts - check
- RO - A - Reversing or void
- RV - A - Non-sufficient funds
- RA - A - Chargeback
- R1 - D - Draft

Bank Transfer Type (75/TT)

Set up user defined codes to identify each type of bank transfer that your company uses. For Japan, set up codes for the following bank transfer types:

- blank - Default
- E - Express bank transfer with bank charge
- L - Letter bank transfer with bank charge
- 7 - Express bank transfer without bank charge
- 8 - Letter bank transfer without bank charge

Withholding Tax Category (75/WT)

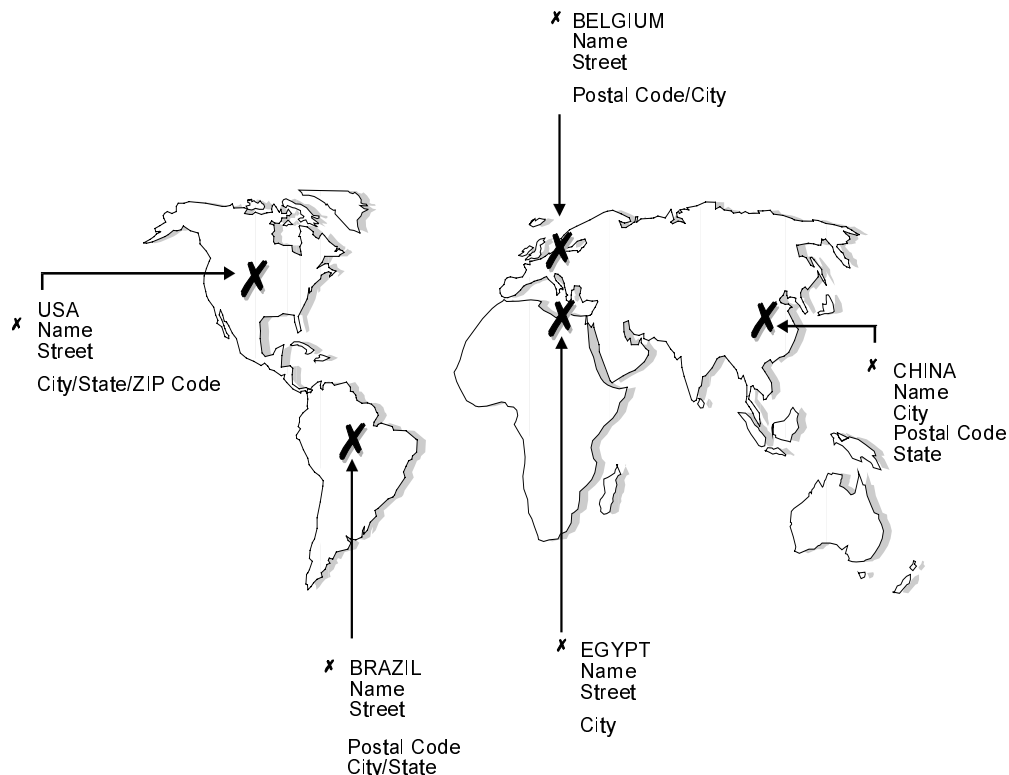
Set up user defined codes to identify each type of withholding tax category that your company uses. For Japan, set up codes for the following withholding tax authority types:

- blank - Without calculation
- 1 - Resident
- 2 - Nonresident
- 3 - Attorney

Setting Up Country Constants for Address Book

Country constants define how address information prints on reports and mailing labels. Countries require specific information for postal addresses. If you do business in several countries, you might need to define mail formats for each country.

The following illustration shows postal information that is required by different countries.



The Address Book system provides 16 mailing formats. When you set up country constants, you assign an address format ID to a country code. Country constant information is stored in the Country Constants Master table (F0070). When you use the Address Book Revisions program to create or update an address book record, you assign a country code to the address book record. When you print a report or label, the system matches the country code that is assigned to the address book record with the country code that is stored in the Country Constants Master table (F0070) and prints the address in the format that is specified by the address format ID.

When you set up country constants, you should create a default code of blank as an address format ID. To create a blank country code, update the Country Constants Master table (F0070) with the address format ID number, the country name, and the format description. Leave the Country Code field blank.

When you set up country constants, you can include any of the following for an address format ID:

- Attention line and location of the attention line
- Salutation and location of the salutation
- Postal code sign
- Country code

If you set up an address format ID to include any of the above items, all address book records that use that address format ID include the items that you specify. For example, you assign address format ID 08 to both Brazil and Mexico. You want your Brazil address records to contain an attention line. On the Set Up Country Constants form, you set up address format ID 08 to include the attention line information, such as attention abbreviation, attention name placement, and title location. When you print reports and labels for your Brazilian and Mexican addresses and any other country that uses address format ID 08, the attention information will appear. To set up attention information for Brazil only, you remove the Brazil entry for format address ID 08 and associate Brazil's country code (BR) to an address format ID that you are not using for another country (for example, address format ID 14).

If you have more than one address book record for a country and the addresses require different mailing formats, you must set up additional country codes in UDC 00/CN for the country.

Caution: When you change the country constants for an address format ID, all address book records that are associated with that address format ID are affected. J.D. Edwards recommends that you ensure that only authorized personnel change address book country constants.

Predefined Mailing Formats

The following list describes the mailing formats that are shipped with the Address Book system. If you require more than 16 formats, or if a format does not satisfy your business requirements, you will need to custom-write additional business functions.

Format 01	<ul style="list-style-type: none"> • Mailing Name • Address Block • Postal Code/City • Country
Format 02	<ul style="list-style-type: none"> • Mailing Name • Address Block • City • State • Postal Code • Country
Format 03	<ul style="list-style-type: none"> • Mailing Name • Address Block • City/Postal Code • State • Country
Format 04	<ul style="list-style-type: none"> • Mailing Name • Address Block • City/State/Postal Code • Country
Format 05	<ul style="list-style-type: none"> • Mailing Name • Address Block • City • State • Country
Format 06	<ul style="list-style-type: none"> • Mailing Name • Address Block • Postal Code/State/City • Country

Format 07	<ul style="list-style-type: none">• Mailing Name• Address Block• City• Country
Format 08	<ul style="list-style-type: none">• Mailing Name• Address Block• Postal Code/City/State• Country
Format 09	<ul style="list-style-type: none">• Mailing Name• Address Block• City/State• Postal Code
Format 10	<ul style="list-style-type: none">• Mailing Name• Address Block• City/Postal Code• Country
Format 11	<ul style="list-style-type: none">• Mailing Name• Postal Code/City• Address Block• Country
Format 12	<ul style="list-style-type: none">• Mailing Name• Address Block• City/State• Postal Code• Country
Format 13	<ul style="list-style-type: none">• Postal Code• Mailing Name• Address Block• Country
Format 14	<ul style="list-style-type: none">• Mailing Name• Address Block• City• County• Postal Code• Country

Format 15

- Postal Code
- Address Block
- Mailing Name
- Country

Format 16

- Mailing Name
- Address Block
- Postal Code/City
- Country

Before You Begin

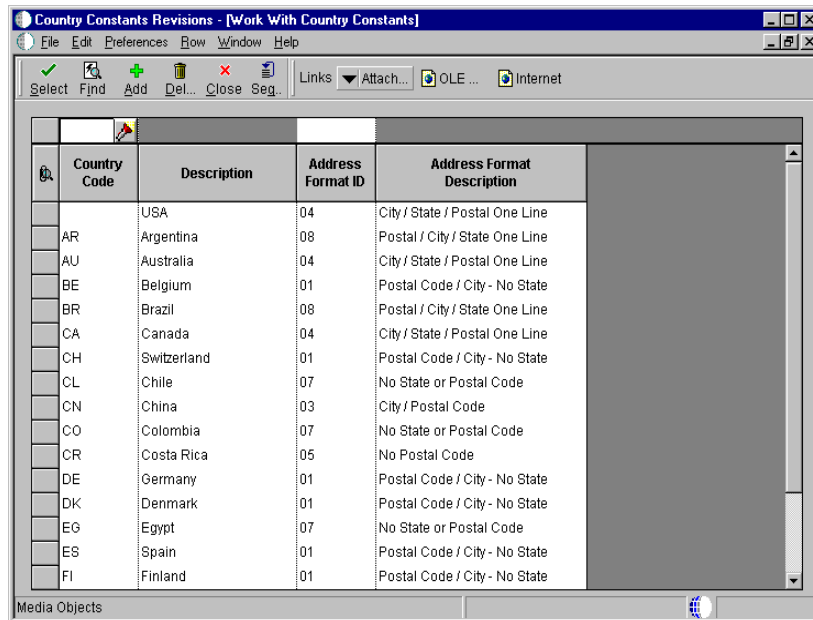
- ☐ Define country codes in UDC Country Codes (00/CN). If you need to assign more than one address format ID for a country, define a second country code in UDC 00/CN.

See Also

- *User Defined Codes in the OneWorld Foundation Guide*

► To set up country constants

From the Address Book Setup menu (G0141), choose Country Constants Revisions.



1. On Work With Country Constants, click Find to view the existing address format IDs.
2. Choose one of the following options:
 - To add a new country code, click Add.
 - To change an existing address format ID for a country code, choose the appropriate record in the detail area and click Select.

The screenshot shows a software window titled "Country Constants Revisions - [Set Up Country Constants]". It features a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu is a toolbar with icons for "OK", "Cancel", "Dismiss", "Abort", "Links", "Display", "OLE", and "Internet". The main content area is organized into several sections with input fields and checkboxes:

- Country:** A text field containing "USA".
- Address Format ID:** A text field containing "04".
- Attention Abbreviation:** An empty text field.
- Attention Name Placement:** An empty text field.
- Title before attention name:** An unchecked checkbox.
- Standard Salutation:** An empty text field.
- Standard Salutation Placement:** An empty text field.
- Postal Code Sign:** An empty text field.
- Print Country Code:** An unchecked checkbox.

At the bottom of the window, there is a status bar that reads "Exit to OLE objects window".

3. On Set Up Country Constants, complete the following field to add a country code:
 - Country
4. To add a country code or to change an address format ID, complete the following field:
 - Address Format ID
5. Complete the following optional fields:
 - Attention Abbreviation
 - Attention Name Placement
 - Title before attention name
 - Standard Salutation

- Standard Salutation Placement
- Postal Code Sign
- Print Country Code

These optional fields are associated with the address format ID. If you set up values in any of the optional fields, the value appears on all address book records that use the address format ID.

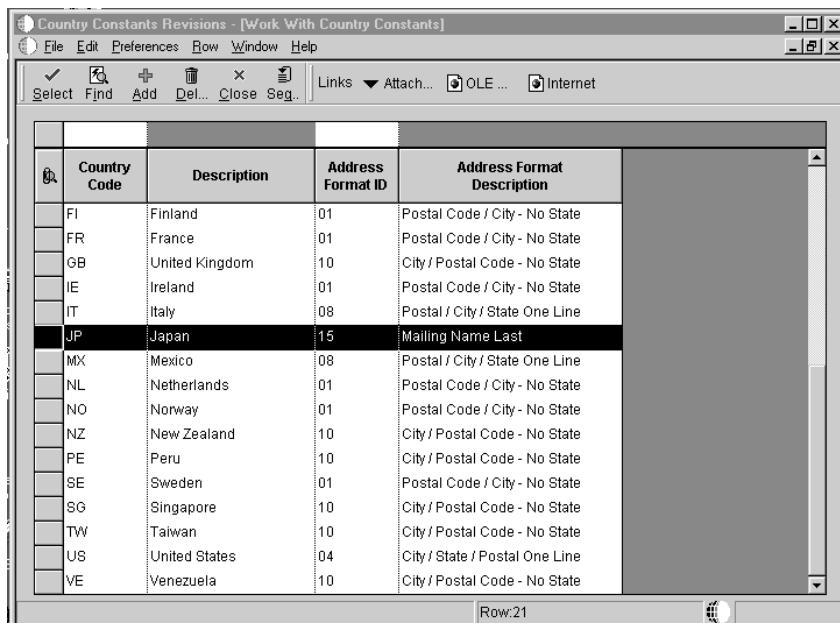
6. Click OK.

Field	Explanation
Country	<p>A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion.</p> <p>The Address Book system uses the country code for data selection and address formatting.</p>
Address Format ID	A user defined code (00/AF) that specifies how an address will appear on documents, reports, and mailing labels.
Attention Abbreviation	A field that specifies how the word “Attention” is abbreviated on mailing labels.
Attention Name Placement	<p>A code that specifies where the attention name line will appear in the formatted mailing address. Valid codes are:</p> <ul style="list-style-type: none"> 0 Insert attention line after Address Line 1. 1 Insert attention line after Address Line 2. 2 Insert attention line after last non-blank address line. 3 Insert attention line on first line (before street address). <p>If you leave this field blank, the system uses 0.</p>
Title before attention name	<p>A code in WorldSoftware or an option in OneWorld software that controls where the title of the Who’s Who attention name is placed when printing an address.</p> <p>For WorldSoftware, valid values are:</p> <ul style="list-style-type: none"> 0 Place the title after the Who’s Who attention name. 1 Place the title before the Who’s Who attention name. <p>If you leave this field blank, the system uses 0.</p> <p>For OneWorld software, a selected option means to place the title before the Who’s Who attention name.</p>

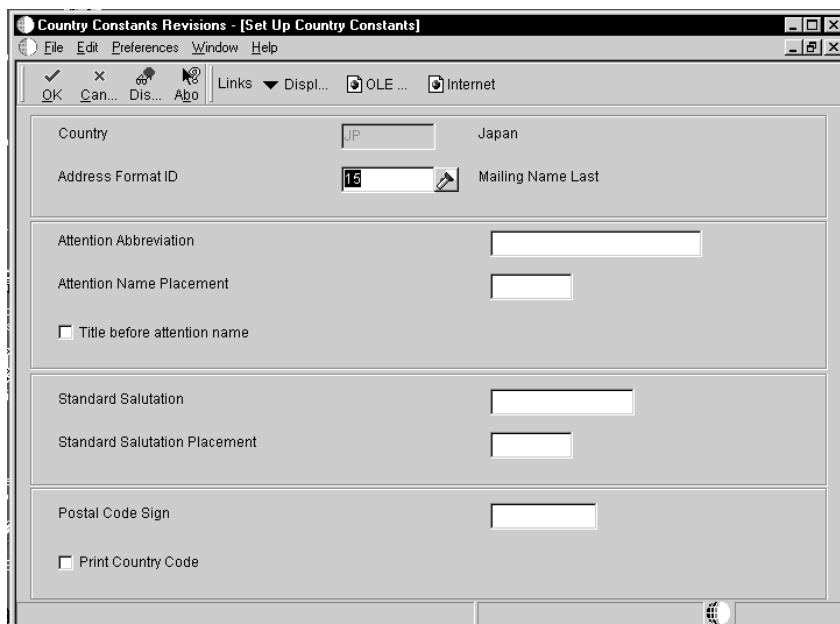
Field	Explanation
Standard Salutation	<p>A field that specifies a personal salutation in an address.</p> <p>The Standard Salutation field is associated with the Address Format ID field. If you set up a standard salutation, the salutation will appear on every address record that uses that Address Format ID.</p>
Standard Salutation Placement	<p>A code that specifies where the salutation will appear in relation to the name.</p> <p>Blank The standard salutation will appear before the name.</p> <p>0 The standard salutation will appear before the name.</p> <p>1 The standard salutation will appear after the name.</p> <p>2 The standard salutation will appear for one of the following:</p> <ul style="list-style-type: none"> - At the end of the last non-blank address line if no attention name exists. - At the end of the attention name if an attention name exists.
Postal Code Sign	<p>A sign required by the Japanese Postal System. A standard postal code sign must precede the Postal Code Sign. The standard postal code sign and Postal Code Sign are required to appear on the first line of an address.</p>
Print Country Code	<p>A flag that designates whether to print the country code on mailing addresses.</p> <p>For WorldSoftware, valid values are:</p> <p>0 Do not print country code.</p> <p>1 Print country code.</p> <p>If you leave this field blank, the system assumes 0.</p> <p>For OneWorld software, a selected option means the country code will be printed.</p>

Setting Up Country Constants for Japan

On the Address Book Setup (G0141) menu, choose Country Constants Revisions.



1. Locate the Japan country code (JP) and click Select.



2. On Set Up Country Constants, you must enter 15 in the Address Format ID field to enable the Mailing Name Last address format to unify the appearance of addresses on documents, reports, and mailing labels.

Defining Currency Codes

In order for your currency amounts to reflect the correct decimal positions, you must define a currency code for each currency with which you work. For each currency code, you also assign a program that converts amounts to words when writing payments.

After you define your currency codes, you can assign them to:

- Companies
- Monetary accounts (usually bank accounts)
- Suppliers and customers
- Ledger types

The system maintains this information in the Currency Codes table (F0013).

The currency codes in the Currency Codes table that is provided with the J.D. Edwards demo data are recognized by the International Standards Organization (ISO).

How Currency Decimals Are Handled

The following list describes how decimals are handled in a multi-currency environment:

Decimals for amounts that appear without a company number	Controlled by the data display decimals in the data dictionary.
Decimals for amounts in unit ledger types (ledgers ending in U)	Controlled by the data display decimals for the U field in the data dictionary. This field is not currency specific.
Decimals for transaction amounts in ledger type CA (foreign currency)	Controlled by the currency code assigned to the individual transaction.

Decimals for transaction amounts in ledger type AA (domestic currency) Controlled by the company currency code.

Decimals for transaction amounts or balances that are not unit, AA, or CA ledger types Controlled by the company currency code or by the currency code of the ledger type.

Decimals for foreign (CA ledger) summary amounts Controlled by the first currency code associated with a particular total amount.

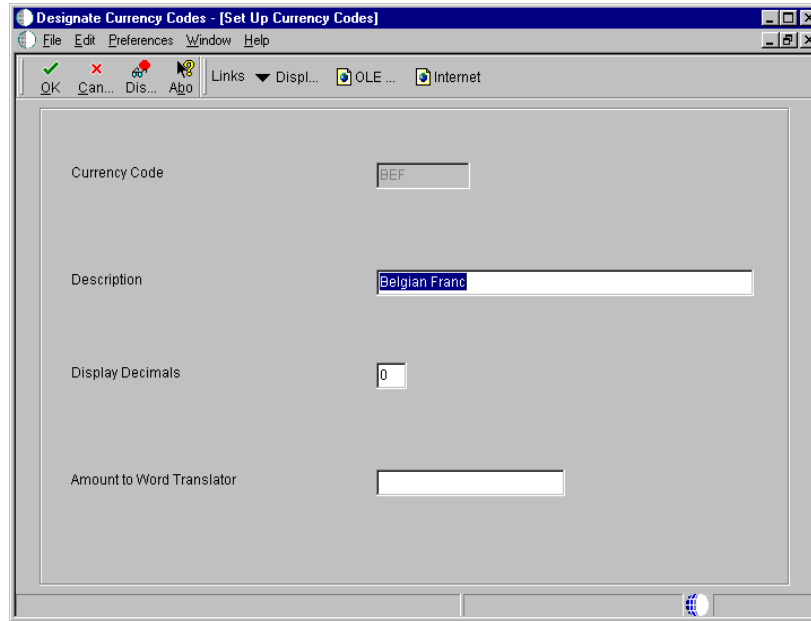
The system obtains the currency code from the following tables in the order listed:

- Account Balances (F0902) and Item Balances (F1202) tables (account currency code)
- Account Ledger table (F0911) (account currency code, first or last transaction currency code)
- Accounts Receivable Ledger (F03B11) and Accounts Payable Ledger (F0411) tables (first or last transaction currency code)

► To define currency codes

From the Multi-Currency Setup menu (G1141), choose Designate Currency Codes.

1. On Work With Currency Codes and Rates, click Add.



2. On Set Up Currency Codes, complete the following fields:

- Currency Code
- Description
- Display Decimals
- Amount to Word Translator

After you define the number of decimals for a currency, do not change it. If you do, you will get incorrect results in transactions already processed.

Field	Explanation
Currency Code	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Currency codes are normally three characters. J.D. Edwards recommends that you use internationally accepted codes, such as those acknowledged by the International Standards Organization (ISO).</p>
Description	A user defined name or remark.

Field	Explanation
Display Decimals	This parameter allows you to designate the number of decimals in the currency amount or quantity fields. For example, U.S. dollars would be 2 decimals, Japanense yen would be 0 decimals, and Cameroon francs would be 3 decimals. The entire data dictionary has been initially set to conform to 2-decimal currencies. By changing the data dictionary, you can change the appearance of forms and reports to correspond to zero-decimal (yen) or 3-decimal (francs) currencies.
Amount to Word Translator	The routine used by the A/P check writer program to convert numeric values to words.

See Also

- *Setting Up EMU Member Currencies* in the *Euro Implementation Guide* for information about setting up the user defined code table (00/EU) for Economic and Monetary Union (EMU) currencies

Setting Up Tax Rates and Areas for A/P

To calculate and track the different taxes you pay to your suppliers, you must set up tax rates and areas.

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

► To set up tax rates and areas

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

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

Tax Rate/Areas - [Tax Rate/Area Revisions]

File Edit Preferences Form Window Help

OK Can... Dis... Abo Links Attach... OLE ... Internet

Tax Rate/Area: 1002003003 Effective Date: 6/6/05

Description: Brazilian IPI Tax Expiration Date: 6/6/06

Address	Tax Authority	G/L Offset	Tax Rate
4349	Department of Taxation		30.000
4349	Department of Taxation		10.000

TOTAL TAX: 40.000

Inventory/Purchasing/Sales Order

Item Number: Maximum Unit Cost:

2. On Tax Rate/Area Revisions, complete the following fields:
 - Tax Rate/Area
 - Description
 - Effective Date
 - Expiration Date
 - Tax Authorities
 - G/L Offset
 - Tax Rate
3. Complete the following optional fields:
 - Item Number (Short) (optional, used only for Distribution)
 - Maximum Unit Cost (optional, used only for Distribution)
4. To calculate the tax on the tax amount, verify that the following option is turned on:
 - Compound Tax

5. If a nonrecoverable percentage is applied to all VAT taxes for the tax rate/area, verify that the following option is turned on:
 - VAT Expense
6. Verify the system-supplied information in the following field and Click OK:
 - TOTAL TAX

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

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

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

Processing Options for Tax Rates and Areas

Item#/MaxCost

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

Validation

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

Setting Up Tax Rates and Areas for Consumption Tax

On Tax Processing Reporting (G0021), choose Tax Rates/Areas.

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

Japan has three percentage rates for both accounts payable and accounts receivable. You must set up the appropriate tax rate to calculate payable taxes.

Tax Rate/Area	Tax Area Description	Effective Date	Expiration Date	Tax Rate 1	Tax Rate 2
FRIVA	French IVA 20.6%	1/1/99	12/31/05	20.600	
GRAL	IVA 21%	1/1/97	12/31/10	21.000	
IA	State of Iowa Sales Tax	1/1/97	12/31/06	4.100	
JP00	Japan Consumption Tax 0% - AP	1/1/98	12/31/09		
JP03	Japan Consumption Tax 3% - AP	1/1/98	12/31/09	3.000	
JP05	Japan Consumption Tax 5% - AP	1/1/98	12/31/09	5.000	
JR00	Japan Consumption Tax 0% - AR	1/1/98	12/31/09		
JR03	Japan Consumption Tax 3% - AR	1/1/98	12/31/09	3.000	
JR05	Japan Consumption Tax 5% - AR	1/1/98	12/31/09	5.000	
NY	New York State Tax	1/1/97	12/31/06	5.000	
NYC	New York City Tax	1/1/97	12/31/06	5.000	3.250
ONT	Canadian GST Tax (Ontario)	1/1/97	12/31/06	7.000	8.000
PERC	Percepcion 21%	1/1/97	12/31/10	21.000	

Setting Up Fiscal Date Patterns

Fiscal date patterns represent the beginning date for the fiscal year and the ending date for each period in that year. The system must have a calendar, or fiscal date pattern, that is associated with each company in your organization. When you enter transactions, the system uses the G/L date of each transaction to establish where in the company's fiscal date pattern to post the transaction.

You can use the regular fiscal date pattern (system-defined by the letter R) or define your own (represented by the letters A-N). The regular pattern includes 14 periods for the following accounting needs:

- 12-period accounting
- 12 periods plus an extra period for audit adjustments
- 4-4-5 period accounting
- 13 periods plus an extra period for audit adjustments

If the end-of-period date for period 12 is the same as the end-of-period date for periods 13 and 14, the system counts only 12 periods. For example, the end-of-period date for periods 12, 13, and 14 is December 31, 2005.

After you define a fiscal date pattern, you can assign it to other companies. If your companies all use the same fiscal date pattern, define it once and then assign it to all companies that reference it. You cannot set up a company until you set up the fiscal date pattern for the company. You can access the fiscal date pattern forms without specifying a company.

The system uses the last day of the first period (period 1) to determine the fiscal year for all processing, including financial reports and all reports with processing options that allow you to set the fiscal year.

You cannot define more than one fiscal date pattern for the same fiscal year, which could happen with short years. For example, if you define period 1 of 2005 to end on January 7, 2005, and period 1 of 2006 to end on December 31, 2005, the system considers both of these to be fiscal year 2005.

Fiscal date patterns are stored in the Fiscal Date Patterns table (F0008).

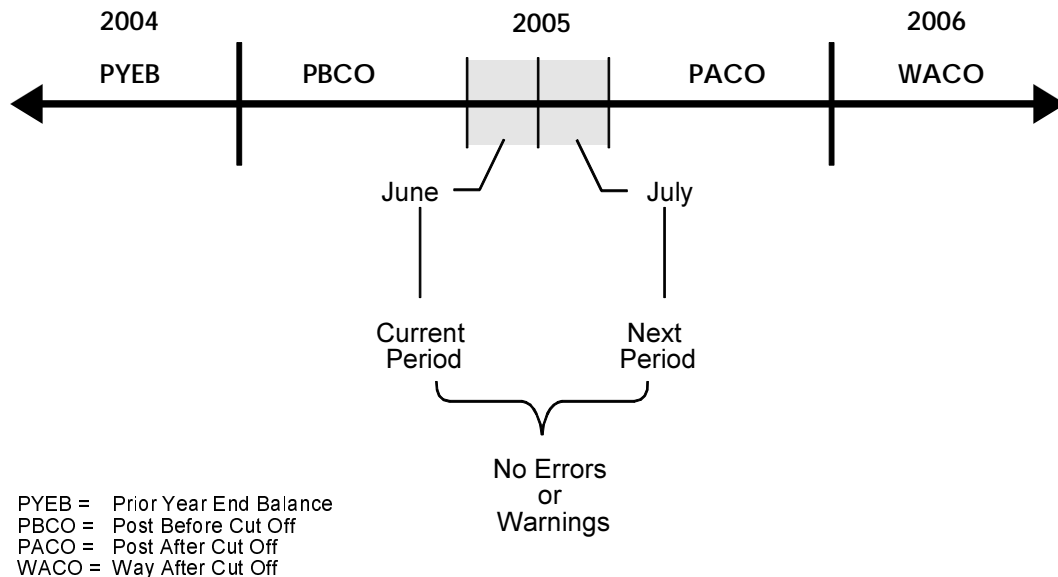
Typically, you should not change a fiscal date pattern unless you are restructuring your company.

You cannot delete a fiscal date pattern if the pattern code and fiscal year exist together in the Company Constants table.

How Fiscal Date Patterns Affect Transactions

When you enter a transaction, the system edits the G/L date against the open period in the Company Constants table (F0010). If you enter a journal entry with a G/L date that is not in the current or next accounting period, you get a warning or an error message. If you enter a journal entry with a G/L date that is in the current or next accounting period, you do not get a warning or an error message.

In the following example, the current period is June (period 06). If you entered transactions to periods 06 and 07 (June and July), you would *not* get a warning or an error message.



Warning and Error Messages You Might Receive

The following list shows the types of warning and error messages that you receive when you enter a transaction outside the two-period window. These messages are based on how you set your general accounting constants.

PYEB - Prior Year-End Balance

Reason: You entered a G/L date in a prior year.

Result: You get an error message. The system does not accept the entry.

Solution: You can use document type ## to make and post entries to a prior year (for example, to make audit adjustments).

PBCO - Post Before Cut Off

Reason: You entered a G/L date before the current period.

Result: You get a warning or an error message, depending on your general accounting constants.

Solution: If the general accounting constant to allow PBCO entries is not set, you get an error message. Change the date of the transaction so that it is in the current period. If the constants allow PBCO entries or you are trying to delete an unposted document, you get a warning. For a warning, you can change the date or click OK to accept the entry.

PACO - Post After Cut Off

Reason: You entered a G/L date that is after the two-period window.

Result: You get a warning or an error message, depending on how you set up your fiscal date patterns. If your fiscal date pattern is not established for the period of the entry, you get an error message. If it is set up for the full year, you get a warning.

Solution: For an error message, change the date to be within the two-month window. For a warning, you can change the date or click OK to accept the entry.

WACO - Way After Cut Off

Reason: You entered a G/L date in a future year.

Result: You get a warning or an error message, depending on how you set up your fiscal date patterns. If your date pattern is not set up for the next fiscal year, you get an error message.

Solution: For an error message, change the date. For a warning, you can change the date or click OK to accept the entry.

► To set up a fiscal date pattern

From the Organization and Account Setup menu (G09411), choose Company Names and Numbers.

You can set up fiscal date patterns for the current fiscal year, the preceding fiscal year, and the next fiscal year.

1. On Work With Companies, choose Date Pattern from the Form menu.
2. On Work With Fiscal Date Patterns, click Add to access Set Up Fiscal Date Pattern.

Period	End Date	Period	End Date
1	1/31/05	8	8/31/05
2	2/28/05	9	9/30/05
3	3/31/05	10	10/31/05
4	4/30/05	11	11/30/05
5	5/31/05	12	12/31/05
6	6/30/05	13	
7	7/31/05	14	

3. On Set Up Fiscal Date Pattern, complete the following fields:
 - Fiscal Date Pattern
 - Date Fiscal Year Begins
4. Complete the following field for each period in the pattern and click OK:
 - End Date

Field	Explanation
Fiscal Date Pattern	A code that identifies date patterns. You can use one of 15 codes. You must set up special codes (letters A through N) for 4-4-5, 13-period accounting, or any other date pattern unique to your environment. An R, the default, identifies a regular calendar pattern.
Date Fiscal Year Begins	The first day of the fiscal year.
End Date	<p>The month end date in 12-period (monthly) accounting. The period end date in 13-period, or 4-4-5 period, or 52-period accounting.</p> <p>.....<i>Form-specific information</i>.....</p> <p>You can use period 13 for audit adjustments in 12-period accounting by setting up period 12 to end on December 30 and period 13 to end on December 31. You can set up period 14 in the same way for 13-period or 4-4-5 accounting. The system validates the dates you enter.</p>

Setting Up Fiscal Date Patterns for Japan

On the Organization Account Setup (G09411), choose Company Names & Numbers. Locate a record and click Select.

The screenshot shows a software window titled "Company Names & Numbers - [Company Setup]". It has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Disk", "Add", "Links", "Date...", "OLE...", and "Internet". The main area contains a "Company" field with the value "75000" and a "Name" field with the value "Japanese Company". Below these fields are three tabs: "Set Up Company", "52 Period Accounting", and "Currency". The "Set Up Company" tab is selected and contains two sub-sections: "General Accounting" and "Financial Reporting". In the "General Accounting" section, there are fields for "Fiscal Date Pattern" (set to "J"), "Number of Periods" (set to "12"), "Current Period" (set to "3"), "Beginning of Fiscal Year" (set to "4/1/05"), "Company Address Number" (set to "75000"), and "Japanese Company (ALPH)". In the "Financial Reporting" section, there are fields for "Reporting Period" (set to "3") and "Reporting Year" (set to "05").

Note: You must enter J in the Fiscal Date Pattern field for each record that you have displayed in Company Names & Numbers.

On Company Names & Numbers, on the Set Up Company tab, enter J in the following field to enable the correct date pattern for the Japan fiscal year. In Japan, the fiscal year begins in April.

- Fiscal Date Pattern

Setting Up the Stamp Tax Table

When businesses in Japan issue drafts for payment, they are required to pay a stamp tax. The tax amount depends on the amount of the draft.

To calculate and report on the stamp tax for accounts payable drafts, you must set up and maintain the Stamp Tax table (F75013) through the Stamp Tax Revision program (P75013).

Note: The Stamp Tax Revisions form is not a multi-currency form. The system recognizes only your company currency for the records in the Stamp Tax table (F75013).

► To set up the Stamp Tax table

From the Japanese Localization menu (G75J), choose Stamp Tax Revision - Japan.

The screenshot shows the 'Stamp Tax Revision - Japan' window. The currency is set to JPY (Japanese Yen). The table lists payment amounts and corresponding stamp tax values.

Payment Amount (More Than)	Stamp Tax
10,000	
1,000,000	200
2,000,000	400
3,000,000	600
5,000,000	1,000
10,000,000	2,000
20,000,000	4,000
30,000,000	6,000
50,000,000	10,000
100,000,000	20,000
200,000,000	40,000
300,000,000	60,000
500,000,000	100,000

Row: 17

- On Stamp Tax Revision - Japan, complete the following fields:
 - Payment Amount (More Than)
 - Stamp Tax

Field	Explanation
Payment Amount (More Than)	In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice.
Stamp Tax	This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).

Setting Up Your System with the Wareki Date Format

In Japan, an era ends with the death of an emperor and then a new era begins with the reign of a new emperor. For example, the Japanese eras since the year 1886 are as follows:

Meiji Era	1866-1912
Taisho Era	1912-1926
Showa Era	1926-1989
Heisei Era	1989-present

Although the date format YY/MM/DD is used in Japan, businesses will often use a special date convention that shows the year of the current era. This date format is referred to as the Wareki date format.

The Wareki date format is HYY/MM/DD, where H is an optional character for the specific era and YY is the sequential year since the start of the era. For example, in the current era, the Wareki equivalent of 99/01/31 (January 31, 1999) would be H11/01/31, or January 31 of the eleventh year of the Heisei Era. Businesses usually use the Wareki date format on outgoing documents, however, all dates on a bank tape must be represented in the Wareki format.

To use the Wareki date format, you must have a Japanese operating system. J.D. Edwards OneWorld software uses the date format that you specify in your Windows desktop settings.

Setting Up Your System for Tax Reconciliation

To capture the information that the system needs to reconcile tax amounts to the transactions that generated the tax, you must perform the following setup procedures for the General Accounting, Accounts Payable, and Accounts Receivable systems:

General Accounting	On the Journal Entries, Reports, Inquiries menu (G0911), choose Journal Entries with Debit/Credit Format. Set the processing option for the Journal Entry program to display the Pay Item field in the debit/credit format.
Accounts Payable and Accounts Receivable	Set the processing option for the accounts receivable and accounts payable Journal Entry program to display the journal entries with debit/credit format on your entry forms.

You must complete the setup for tax reconciliation before you enter any business transactions.

Processing Options for Journal Entries

Batch Type

1. Enter a Default Batch Type

Batch Type _____

Format Control

1. Enter a '1' to specify Journal Entries with Debit/Credit

Debit/Credit Format _____

MBF Version

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

Version _____

Field Control

1. For Fixed Assets systems enter a '1' to require the entry of an Asset ID if an account is in an AAI asset account range. Leave blank to not require an entry.

Require Asset ID

Entering Additional Information for Suppliers

Before you can process drafts or bank transfers, you must create a supplier master record. When you create a supplier master record, you set up information about how the system processes various business transactions for that supplier.

In Japan, in addition to the standard supplier information, you must set up information that is required to process drafts and bank transfers. This additional information includes:

- Payee address number
- Bank transfer type
- Payment term
- Withholding tax category

Information about suppliers is stored in the following tables:

Supplier Master (F0401)	Contains supplier information
Address by Date (F0116)	Contains mailing address information
Bank Transit Number Master (F0030)	Contains bank account information
Japan A/B Additional Information (F750401)	Contains additional address book information that is maintained by the country server for Japan

You can access the additional information for a supplier from the Supplier Master Information form when you add a new supplier to the system or change the information for an existing supplier.

Before You Begin

- ☐ Verify that Japan is the country that you have selected for your user display preferences. See *Setting Up User Display Preferences*.
- ☐ Set up payment terms for drafts. See *Accounts Payable: Setting Up Payment Terms*.
- ☐ Set up a user defined codes table (75\TT) for transfer types. See *Setting Up User Defined Codes*.

► To enter additional information for suppliers

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

1. On Work with Supplier Master, locate a supplier master record and click Select.
2. On Supplier Master Information, choose Regional Information from the Form menu.

The screenshot shows a software window titled "Supplier Master Information - [Address Book Revision Japan]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Display", "Links", "Display...", "OLE...", and "Internet". The main area of the window contains the following information:

Address Number	75010	Japan Supplier 75010 (ALPH)
Bank Transfer Type		Express Bank Transfer
Payment Terms		Net 30 Days
Withholding Tax Category		Without Calculation

3. On Address Book Revision Japan, complete the following fields and click OK:

- Bank Transfer Type
- Payment Terms
- Withholding Tax Category

You must set up a withholding tax authority in order to calculate Japanese withholding taxes. See *Withholding Japanese Taxes*.

Field	Explanation
Bank Transfer Type	<p>Bank Transfer Type is payee specific and is stored in Japanese A/B Tag File (F750401). You can set up the bank transfer type with the Supplier Master Information program. The four kinds of bank transfers in Japan are:</p> <ul style="list-style-type: none"> E Express bank transfer with bank charge L Letter bank transfer with bank charge 7 Express bank transfer without bank charge 8 Letter bank transfer without bank charge
Payment Terms	<p>A code that indicates the default payment terms for a supplier. Payment terms determine due dates and discounts, and are used as a default value when you create vouchers.</p> <p>You define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the payment terms that you use most frequently.</p> <p>For WorldSoftware, use the following:</p> <ul style="list-style-type: none"> blankNet 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Prox 25th <p>For OneWorld software, use the following:</p> <ul style="list-style-type: none"> blankNet 30 days (default) 001 1/10 net 30 002 Net 30 days (override) 003 Prox days 1/10 004 Due at first of month 005 50/50 split payments 006 Due upon receipt <p>.....Form-specific information.....</p> <p>A code that is used as a default payment term to calculate a maturity date when you create draft payments.</p>
Withholding Tax Category	<p>A tax category code that determines the withholding tax amount charged on professional services.</p>

See Also

- *Accounts Payable: Entering Supplier Records* for more information about adding new suppliers to the system

Additional Information

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

- ☐ Financial statements for Japan
- ☐ Multiple ledger types
- ☐ Translation considerations for multilingual environments
- ☐ J.D. Edwards multi-currency solution summary

Financial Statements for Japan

The following account listing demonstrates the uniform format for financial statements used by most businesses in Japan.

Balance Sheet

Assets	Liabilities
I Current Assets	I Current Liabilities
Cash on hand and at bank	Trade notes payable
Trade notes receivable	Trade accounts payable
Allowance for bad debts	Trade notes, accounts payable to affiliates
Trade accounts receivable	Short-term borrowings
Allowance for bad debts	Current portion of long-term borrowings
Trade notes, accounts receivable from affiliates	Other accounts payable
Allowance for bad debts	Accrued corporation and inhabitants tax
Marketable securities	Accrued enterprise tax
Treasury stock	Accrued expenses
Merchandise	Deposits received
Finished goods	Deferred income
Semi-finished goods	Allowances

Work in progress	Allowance for bonus payments
Raw materials and consumables	Allowance for damages
Supplies	Allowance for repairs
Advance payments	Allowance for warranty
Prepaid expenses	Other current liabilities
Other accounts receivable	<i>Total current liabilities</i>
Other accounts receivable from affiliates	
Short-term loans	
Allowance for bad debts	
Other current assets	
<i>Total current assets</i>	
II Fixed Assets	II Long-Term Liabilities
Tangible fixed assets	Bonds payable
Buildings	Bonds with warrants
Accumulated depreciation	Convertible bonds
Structures	Long-term borrowings
Accumulated depreciation	Long-term borrowings from shareholders, officers, and employees
Machinery and equipment	Long-term borrowings from affiliates
Accumulated depreciation	Allowances
Vehicles	Allowances for severance payments
Accumulated depreciation	Allowances for special repair
Tools, fixtures, and fittings	Other
Accumulated depreciation	<i>Total long-term liabilities</i>
Land	
Construction in progress	<i>Total liabilities</i>
<i>Total tangible fixed assets</i>	
Intangible fixed assets	Capital
Mining rights	I Share Capital
Land rights	II Capital Reserve
Trademark rights	III Legal Earned Reserve
Patents	IV Other Surpluses

Telephone rights	1. Other capital surpluses
Goodwill	Reserves for government grants
<i>Total intangible fixed assets</i>	Reserves for gain on insurance claims
Investment and other assets	2. Voluntary reserves
Long-term cash at bank	Reserve for overseas investment losses
Investment in securities	Reserve for dividend equalization
Investment in subsidiaries	Reserve for business extension
Investment in affiliates	Reserve for additional equipment
Investment in partnerships	Reserve for sinking fund
Long-term loans	General reserve
Allowance for bad debts	3. Unappropriated
Doubtful receivables	<i>Total capital</i>
Long-term prepaid expenses	
Other	<i>Total liabilities and capital</i>
<i>Total investment and other assets</i>	
<i>Total fixed assets</i>	
III Deferred Charges	
Organizing expenses	
Pre-operating costs	
Experimental research costs	
Development costs	
Stock issuing costs	
Bond discounts	
Interest during construction	
<i>Total deferred charges</i>	
<i>Total assets</i>	

Profit and Loss Statement

I Turnover	
Turnover to affiliates	
Turnover to other customers	
II Cost of Sales	
1. Opening stock	
2. Purchases	
Subtotal	
3. Closing stock	
Gross Profit	
III Distribution Costs and Administration Expenses	
Packaging and freight	
Commission	
Warehouse	
Advertising	
Directors' remuneration	
Payroll	
Bonuses	
Welfare benefits	
Travelling	
Postage, telephone, and telex	
Utilities	
Insurance and maintenance	
Taxes and dues	
Provision for accrued enterprise tax	
Depreciation	
Provision for allowance for doubtful accounts	
Research and development	
Other	

<i>Operating Profit</i>	
IV Non-Operating Income	
Interest income and dividends	
Interest income from affiliates	
Interest income on securities	
Dividend income	
Dividend income from affiliates	

Multiple Ledger Types

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

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

Currency Ledgers

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

Depreciation Ledgers

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

User Defined Ledgers

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

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

Translation Considerations for Multilingual Environments

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

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

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

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

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

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

See Also

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

Business Unit Descriptions

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

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

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

See Also

- *General Accounting: Translating Business Units*

Account Descriptions

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

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

See Also

- *General Accounting: Translating Accounts*

Automatic Accounting Instruction Descriptions

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

See Also

- *General Accounting: Working with AAIs*

User Defined Code Descriptions

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

See Also

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

Delinquency Notice Text

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

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

See Also

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

J.D. Edwards Multicurrency Solution Summary

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

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

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

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

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

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

Data Entry in Foreign or Domestic Currency

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

Setting Up Daily Transaction Rates

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

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

Intercompany Settlements

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

Gain and Loss Recognition

Gain and loss recognition features include:

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

Detailed Currency Restatement

Detailed currency restatement features enable you to:

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

Balance Currency Restatement

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

As If Currency Repost

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

See Also

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

Tax Processing

J.D. Edwards country-specific processes for tax requirements in Japan include the following:

- ☐ Withholding Japanese taxes
- ☐ Processing consumption tax

Withholding Japanese Taxes

Processing withholding tax includes the following tasks:

- ☐ Understanding Japanese withholding tax
- ☐ Entering Japanese withholding information
- ☐ Calculating withholding - Japan
- ☐ Reviewing the withholding tax detail report

Understanding Japanese Withholding Tax

Japanese withholding tax applies to professional services given by doctors, lawyers, and so on. For example, in the pharmaceutical industry, companies must submit their experimental drugs to clinical testing for the drugs to pass the requirements. Doctors perform these tests and record the results for the pharmaceutical company. When the doctors submit their reports to the medical companies, they are paid for their services. The doctors (suppliers) are paid without the withholding tax amount.

The payer (company) holds the withholding tax amount as a liability tax payment to the government. During each fiscal period, the withholding tax amount and its base are recorded in a subledger by each payee (supplier) and the tax amount is calculated.

Annually, the company creates a statutory report on accumulated withholding tax and submits the report to the government tax authority. The report is created only when a threshold amount is reached. The report is then sent to both the government tax authority and the supplier.

Entering Japanese Withholding Information

You may need to add, delete, or revise the Japanese withholding information. Withholding Revisions - Japan (P75014) allows you to maintain your withholding information.

► To enter Japanese withholding information

From the Japanese Localization menu (G75J), choose Withholding Revisions - Japan.

	Tax Cat	Cur Cod	Taxable Amount	Percent Withholding	Deduction Amount
1		JPY	1,000,000	.1000	0
1		JPY	9,999,999,999	.2000	0
2		JPY	9,999,999,999	.2000	0
3		JPY	9,999,999,999	.1000	10000

1. On Withholding Inquiry, click Add.
2. On Enter Withholding Information, complete the following fields and click OK.
 - Withholding Tax
 - Currency Code
 - Taxable Amount
 - Percent Withholding
 - Deduction Amount
3. Click Find to review your entries.

Calculating Withholding - Japan

From the Japanese Localization menu (G75J), choose Calculate Withholding - Japan.

Calculate Withholding - Japan (R7500090) calculates the withholding for Japan, updates the existing pay item, and creates a negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item. Additional results to consider are:

- If you change the default pay status of the original pay item, the system changes the default pay status for the negative pay item.
- The negative pay item offsets the amount of the original pay item when you process the original and negative pay items for payment.

The system creates a pay item for the withholding amount using the tax authority in the supplier master record. You can override this value with a processing option.

If you leave the processing option blank, the system assigns a pay status of H (hold) to pay items for tax authorities, thus allowing you to accumulate withholdings and pay them on a periodic basis.

Before You Begin

- ☐ Set up your suppliers with a payment instrument and withholding tax authority. See *Entering Additional Information for Suppliers*.
- ☐ Set the processing options for Country Specific Processing Options - Japan (P04580JP).
- ☐ Set the processing options for Calculate Withholding - Japan (R7500090), including the withheld record due date and the rounding.

Processing Options for Calculate Withholding - Japan (R7500090)

Process Tab

1. Release Pay Status Code

Use this processing option to enter the pay status to assign to the voucher to be released for payment.

Valid values are found in the user defined codes list 00/PS (Payment Status Codes).

If you leave this field blank, A is the default.

2. Withheld Pay Status Code

Use this processing option to enter the pay status to assign to the withheld pay item.

Valid values are found in the user defined codes list (00/PS) (Payment Status Codes).

If you leave this field blank, H is the default.

3. Withheld Record Due Date

Use this processing option to assign the due date to the withheld pay item. If you leave this field blank, the voucher's due date will be assigned.

4. Rounding

Use this processing option to specify the method of rounding. Valid values are:

Blank Round to the nearest integer.

1 Round down.

2 Round up.

Examples of rounding down:

Amount = 1500.15; Rounding = 1500.00

Amount = 1500.65; Rounding = 1500.00

Example of rounding up:

Amount = 1500.15; Rounding = 1501.00

5. G/L Offset

Use this processing option to enter the G/L offset AAI PC to be assigned to the withheld pay item. This offset should represent the withholding account.

Note: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.

6. G/L Bank Account

Use this processing option to assign the G/L bank account to the withheld pay item.

If you leave this field blank, the bank account will be assigned from AAI item PB.

Taxes Tab

1. Tax Authority for A/P Withholding

Use this processing option to enter an override tax authority to be assigned to the Alt Payee field in the withholding entry.

If you leave this field blank, the tax authority will be retrieved from the supplier's Address Book record.

Reviewing the Withholding Tax Detail Report

From the Japanese Localization menu (G75J), choose Withholding Tax Detail - Japan.

Withholding Tax Detail - Japan (R7500100) is designed to be submitted to the government tax authority and the supplier. This report will show withholding tax amounts and open withholding tax amounts by supplier for a fiscal period.

Processing Consumption Tax

Businesses in Japan are required to submit the Consumption Tax report. Consumption tax must be reported against the revenue or expense that originally generated the tax.

Processing consumption tax includes the following tasks:

- ☐ Entering journal entries with tax
- ☐ Creating the tax reconciliation workfile
- ☐ Reviewing the tax reconciliation workfile

Before You Begin

- ☐ You must set up your system for tax reconciliation before entering any business transactions. See *Setting Up Your System for Tax Reconciliation*.

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 your journal entries to reflect that information.

When you enter a journal entry with VAT or similar taxes, you might know the gross amount, or you might know the taxable amount of the entry. If you enter the gross amount, the system calculates the taxable amount and the tax. If you enter the taxable amount, the system calculates the gross amount and the tax. The system calculates the tax based on the tax area.

To enter a journal entry for tax only, provide a tax amount and a tax explanation code of VT. Do not enter a taxable amount. For example, you might need to enter a tax that was assessed on a bank statement.

The AAIs for journal entries with VAT and similar taxes are in the format GTyyyy, where yyyy is the G/L offset for the tax authority. If you do not specify a business unit in the AAI, the system uses the business unit of the account number from the line item of the tax entry.

When you enter transactions using the Journal Entries with VAT program, the system automatically updates the Sales/Use/VAT Tax table (F0018) and ignores the tax processing options in the Post program.

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

Entering a journal entry with tax consists of one of the following tasks:

- Entering a journal entry with tax (taxable amount)
- Entering a journal entry with tax (gross amount)

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 will use this number for address book numbers that you leave blank on detail lines.

Before You Begin

- ❑ Set up the applicable tax rates, areas, and authorities. See *Setting Up Tax Authorities for A/P* and *Setting Up Tax Rates and Areas for A/P* in the *Accounts Payable Guide* or *Setting up Tax Authorities for A/R* and *Setting Up Tax Rates and Areas for A/R* in the *Accounts Receivable Guide*.

Example: Journal Entry with Tax

If you have tax on a bank charge, your entry might look like this:

Account Number	Gross Amount	Tax Amount	Ex	Tax Area
7001.8810	1000	60	V	BE6
70.1110.BBL	1060-			

The resulting entry to the general ledger would look like this:

Account Number	Description	Amount
7001.8810	Bank Charges	1000
70.1240	VAT	60
70.1110.BBL	Bank Account	1060-

See Also

- *Entering Basic Journal Entries*

► To enter a journal entry with tax (taxable amount)

On G/L Advanced & Technical Operations (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 optional fields in the header area as necessary, including the following field:
 - Address Number

If you do not enter a document type, the system uses a default of JE.

4. For each G/L distribution with tax, complete the following fields:
 - Account Number
 - Taxable Amount
 - Tx Ex (Tax Explanation Code)
 - Tax Area
5. If necessary, complete the following field in the detail area:
 - Address Number
6. Review the calculated tax in the following field:
 - Tax
7. Complete the G/L distribution for offsetting entries as needed.
8. Click OK.

Field	Explanation
Amount	<p>A number that identifies the actual amount. Enter debits with no sign or a plus sign. Enter credits with a minus sign either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores nonsignificant symbols.</p> <p>.....<i>Form-specific information</i>.....</p> <p>If you enter an amount in the Taxable Amount field, the system calculates the gross amount and the tax. If you enter an amount in the Gross Amount field, the system calculates the taxable amount and the tax.</p>
Tax	<p>This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).</p> <p>.....<i>Form-specific information</i>.....</p> <p>Leave this field blank to have the system calculate the tax. Also, leave this field blank on the offsetting entry, where the Amount field includes the amount and the tax amount from the preceding lines. Enter the tax in this field for tax-only journal entries.</p>
Tax Expl Code 1	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.</p> <p>A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> <p>The Tax Explanation Code is used in conjunction with the Tax Rate Area and Tax Rules by Company to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code, including E, to exempt the pay item from calculating taxes.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter V, VT, or a user defined code beginning with V. V+ is not a valid code.</p>

Field	Explanation
Tax Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p> <p>.....<i>Form-specific information</i>.....</p> <p>You can post only to a single tax authority. The system allocates all VATs to the tax authority associated with the first tax area listed. If the tax areas you enter are associated with more than one tax authority, the system does not allocate the VAT correctly.</p>

► To enter a journal entry with tax (gross amount)

On G/L Advanced & Technical Operations (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 optional fields in the header area as necessary, including the following field:
 - Address Number

If you do not enter a document type, the system uses a default of JE.
4. For each G/L distribution with tax, complete the following fields:
 - Account Number
 - Tx Ex (Tax Explanation Code)

- Tax Area
 - Gross Amount
5. If necessary, complete the following field in the detail area:
 - Address Number
 6. Review the calculated tax in the following field:
 - Tax
 7. Complete the G/L distribution for offsetting entries as needed.
 8. Click OK.

Processing Options for Journal Entries with VAT

Batch Type

Enter a Default Batch Type

Addr # Required

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.

MBF Version

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.

What You Should Know About Processing Options

Versions

If you use the appropriate processing option to specify a version to execute, the version must already exist on the server.

Creating the Tax Reconciliation Workfile

From the Tax Reconciliation Process menu (G00212), choose Tax Reconciliation.

After you set up your system to process tax reconciliation and enter your transactions, you can run the Tax Reconciliation Workfile Build program to create the Tax Reconciliation workfile (F00189).

The Tax Reconciliation workfile contains information that links detailed tax records from the Sales/Use/VAT Tax File table (F0018) with their original revenue or expense accounts in the Account Ledger table (F0911). You can use this information to report your consumption tax against the revenue or expense that originally generated the tax.

A transaction can consist of multiple pay items. You can distribute each pay item in a transaction to one or more accounts. The system reconciles taxes against the revenue or expense that originally generated the tax based on the pay item that you associate with each line of distribution.

To reconcile tax against the revenue or expense that originally generated the tax, you must indicate the pay item associated with each line of distribution.

The system stores the tax details for each transaction in the Sales/Use/VAT Tax File table (F0018). The tax detail record for each pay item in a transaction includes the following information:

- Tax type
- Tax area
- Taxing authority
- Tax basis
- Taxable components of the gross amount
- Nontaxable components of the gross amount
- Taxable amount

The system stores the account distribution information for each transaction in the Account Ledger table (F0911).

When you run the Tax Reconciliation program, the system creates records in the Tax Reconciliation workfile. The records are based on each pay item distribution's percentage of the whole transaction.

The following tables illustrate how the system creates Tax Reconciliation workfile records from the transaction records in the Account Ledger table (F0911) and creates the corresponding tax detail records in the Sales/Use/VAT Tax table (F0018).

Sales/Use/VAT Tax Table (F0018) Record

Doc Number	Doc Type	Pay Item/ Suffix			Taxable	Tax	Nontaxable
123	PV	000			500	50	0
123	PV	001			2000	200	0

Account Ledger Table (F0911) Record

Doc Number	Doc Type	Pay Item/ Suffix	Account	Amount			
123	PV	000	1111.1	2000			
123	PV	000	2222.2	300			
123	PV	001	3333.3	500			
123	PV	001	4444.4	600			
123	PV	001	5555.5	900			

Tax Reconciliation Workfile (F00189) Record

Doc Number	Doc Type	Pay Item/ Suffix	Account		Taxable	Tax	Non-taxable
123	PV	000	1111.1		200	20	0
123	PV	000	2222.2		300	30	0
123	PV	001	3333.3		500	50	0
123	PV	001	4444.4		600	60	0
123	PV	001	5555.5		900	90	0

Reviewing the Tax Reconciliation Workfile

From the Tax Reconciliation Process menu (G00212), choose Tax Reconciliation Report.

When you run the Tax Reconciliation program, the system creates records in the Tax Reconciliation workfile. The records are based on each pay item distribution's percentage of the whole transaction.

You can review the records that the system creates in the Tax Reconciliation workfile. To do this, print the Tax Reconciliation report.

Accounts Receivable Draft Processing

Processing accounts receivable drafts consists of the following tasks:

- ☐ Overview of A/R drafts
- ☐ Setting up A/R draft processing
- ☐ Working with draft origination
- ☐ Working with draft acceptance
- ☐ Working with draft remittance
- ☐ Working with draft collection
- ☐ Approving and posting A/R drafts
- ☐ Draft reporting

Overview of Accounts Receivable Drafts

The overview of Accounts Receivable drafts includes the following topics:

- ☐ What are the types of drafts?
- ☐ What are the steps for processing drafts?
- ☐ Processing A/R drafts in Japan

What Are the Types of Drafts?

Each type of draft corresponds to a different payment instrument. The different types are divided into two categories, as follows:

Manual drafts

Manual drafts are also called customer acceptance drafts because they must be accepted by the customer before they can be remitted to the bank. Several types of manual drafts are available:

- The supplier prints the draft with bank account information.
- The supplier prints the draft with the bank name only.
- The customer prints the draft with bank account information.
- The customer prints the draft with the bank name only.

The system can distinguish drafts with only a bank name from those with complete bank account information. This is helpful because banks generally assess an additional fee to collect drafts if you do not provide account information.

Automatic drafts

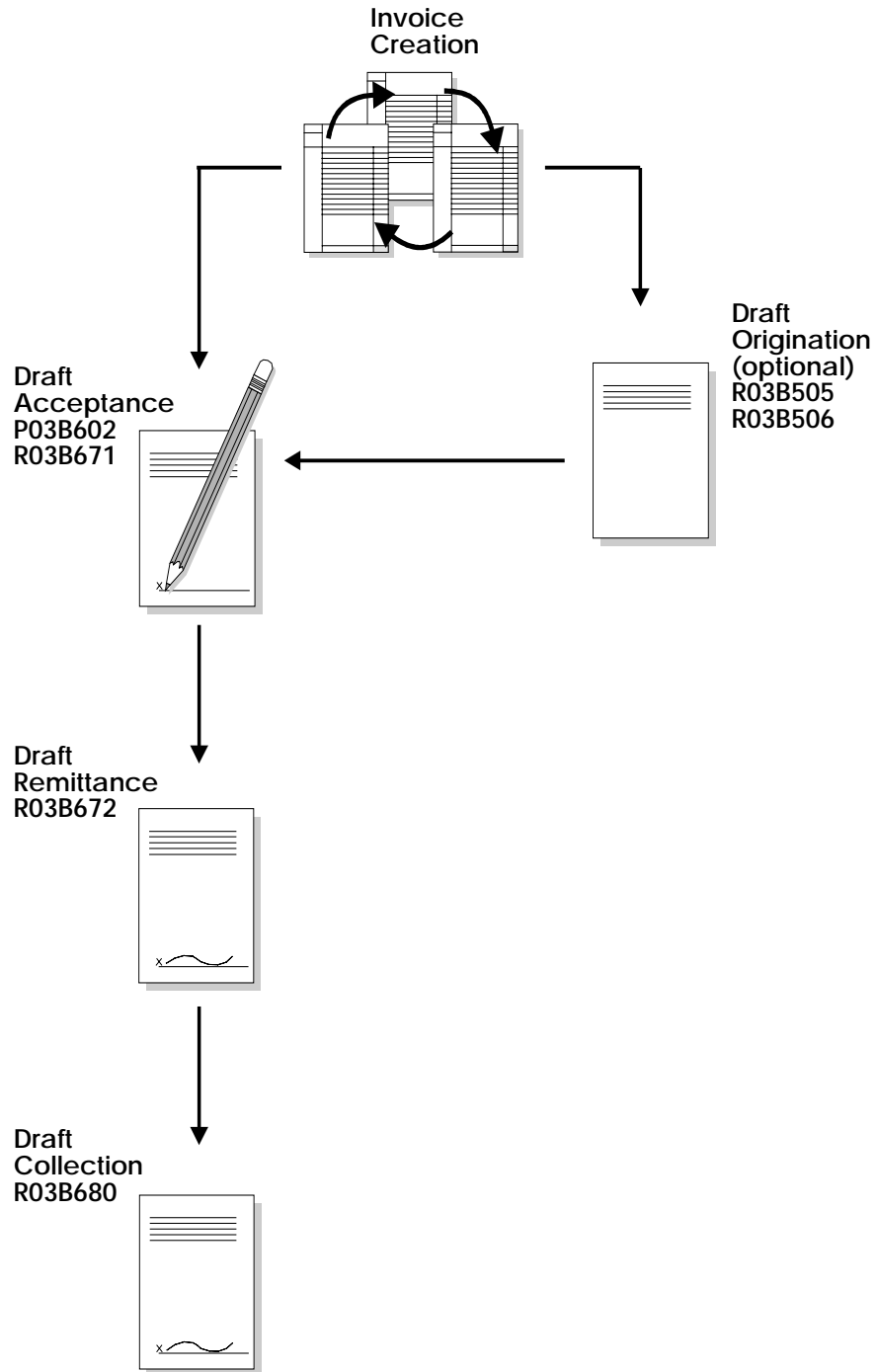
Automatic drafts are also called pre-authorized drafts because each draft does not require customer acceptance. You and your customer agree in advance that the customer will pay with a draft.

What Are the Steps for Processing Drafts?

The basic concept of a draft is an invoice that passes through various stages of processing. During each stage, the system must create electronic or paper records and might need to create accounting entries.

Draft Processing

The following graphic illustrates the process flow for drafts. For the post-dated checks used in other parts of the world, the draft remittance step is omitted.



The following material explains the process flow for drafts.

Invoice Creation

1. A customer purchases goods or services from you. This incurs a liability.
2. You can create the invoice through the J.D. Edwards Sales Order Management system, or you can use Standard or Speed Invoice Entry.
3. The system creates a journal entry that debits the accounts receivable trade account and credits a sales account.
4. You post the journal entry.

At this point in the process, the invoice is open. No draft exists.

Customer Number 7001				
Document Type	Document Number	Document Amount	Payment Instrument	Pay Status
RI	1234	10,000	D	A

Draft Origination (Optional)

The draft process begins when either you or your customer originates (prints) a draft. The draft shows the amount to be paid, the due date, banking information and, possibly, information about the underlying liabilities (invoices).

You can print an invoice with a draft, or a statement with a draft. Some customers expect one draft per invoice. Other customers expect one draft for a statement of invoices. You can either send invoices with drafts attached or send statements with drafts attached.

This step updates the customer ledger with the draft number, but has no effect on the general ledger.

Customer Number 7001				
Document Type	Document Number	Document Amount	Statement Number	Print Y/N
RI	1234	10,000	10005	Y

Draft Acceptance

1. A draft has no legal force until the customer accepts it.

For manual drafts, your customer can accept the draft by:

- Signing the draft that you originated and returning it to you
- Changing the draft that you originated (date, amount, bank, and so on), then signing and returning it to you
- Originating, signing, and sending the customer's own draft to you

For automatic drafts, the draft is accepted by prior agreement, and so each draft does not require customer acceptance.

2. After entering a draft either manually or automatically, the system marks the invoice as paid by changing its pay status to P.
3. The system creates a journal entry to debit drafts receivable and credit an A/R trade account.
4. You post the journal entry.

Customer Number 7001					
Document Type	Document Number	Document Amount	Print Y/N	Pay Status	Pay Instr
RI	1234	10,000		P	2
R1	10005	10,000	Y	D	2

Draft Remittance

1. You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. You can remit the draft either electronically or on paper in the form of a bank register. Draft remittance is an optional step in the draft process.
2. The system creates a journal entry to debit drafts remitted and credit drafts receivable.
3. You post the journal entry.

4. You arrange to collect funds from the draft in one of the following ways:

- Wait until the funds become available on the due date specified by the draft.
- Request an advance from your bank before the due date of the draft. Typically, banks charge a fee when they advance funds for a draft before its due date.

Customer Number 7001					
Doc Type	Document Number	Document Amount	Print Y/N	Pay Status	Pay Instr
R1	10005	10,000	Y	G	2

Note: Draft remittance is optional in certain countries.

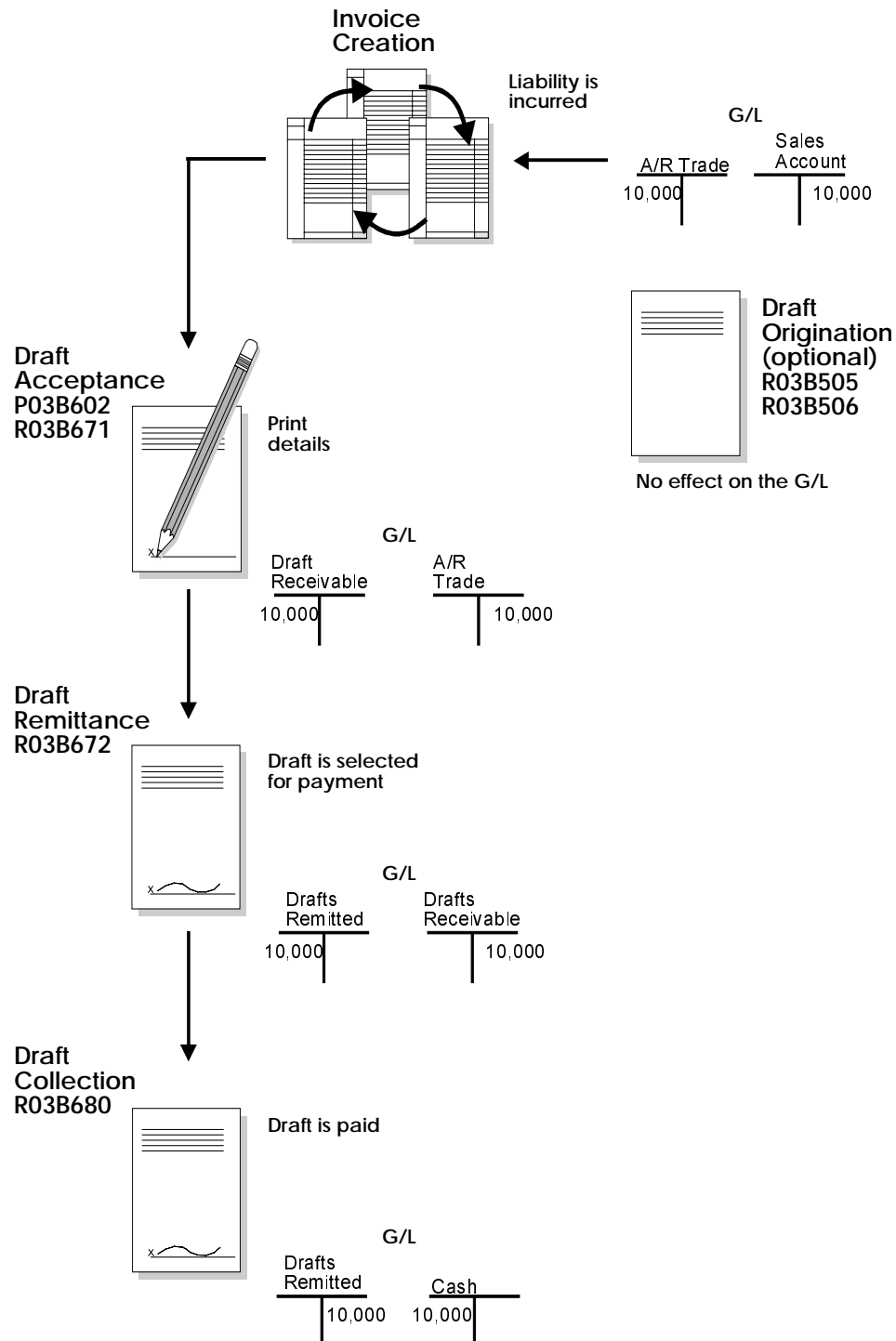
Draft Collection

1. Your bank collects the funds for the draft from the customer's bank on the due date of the draft. Your bank informs you if it cannot collect the funds.
2. On or after the due date, both you and your customer recognize the transfer of cash. You update the status of the draft in your records to show that it has been collected.
3. The system creates a journal entry to debit a cash account and credit drafts remitted.
4. You post the journal entry.

Customer Number 7001				
Doc Type	Document Number	Document Amount	Pay Status	Pay Instr
R1	10005	10,000	P	2

Draft Processing on the General Ledger

The following graphic illustrates the effect of each stage of the draft process on the general ledger:



Processing A/R Drafts in Japan

In Japan, banks assign a draft number to all drafts. All queries regarding drafts refer to this bank-assigned draft number. Businesses are required to include the bank-assigned draft number on all draft reporting.

Bank-assigned draft numbers are alphanumeric codes that are *not* generated by J.D. Edwards software. You can input and revise this number manually. You can also use this number to inquire on your drafts in the system.

Use the J.D. Edwards Reference field to input the draft number. The Reference field is alphanumeric and cannot include any blanks, special characters, or punctuation marks.

The Reference field is included in the following programs:

- Enter Our Drafts (P03B602)
- Enter Customer Drafts (P03B602)
- Drafts Inquiry (P03B602)
- Bank Remittance - Tape program (R03B672T)

To access the Reference field, locate a draft and click Select. Choose Additional Information from the Form menu on the Drafts Entry form.

Setting Up A/R Draft Processing

Setting up A/R Draft Processing consists of the following tasks:

- ☐ Setting up AAIs for A/R drafts
- ☐ Setting up user defined codes for A/R drafts
- ☐ Setting up drafts as the default payment instrument
- ☐ Setting up statements or invoices for A/R drafts
- ☐ Setting up bank account information for A/R drafts

Setting Up AAIs for A/R Drafts

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

You set up AAIs for draft processing the same way you set up other AAIs for A/R.

The following table shows the relationship among AAIs for standard drafts.

Step	Debit G/L Account	AAI	Credit G/L Account	AAI
Acceptance	Drafts Receivable	RD1x	Account Receivable	RC
Remittance	Drafts Remitted	RD2x	Drafts Receivable	RD1x
Collection	G/L Bank Account	RB	Drafts Remitted	RD2x

The following table shows the relationship among AAIs for discounted drafts.

Step	Debit G/L Account	AAI	Credit G/L Account	AAI
Acceptance	Drafts Receivable	RD1x	Account Receivable	RC

Remittance	Drafts Remitted for Discount	RD3x	Drafts Receivable	RD1x
Collection	G/L Bank Account	RB	Drafts Remitted for Discount	RD3x

The following table shows the relationship among AAIs for discounted drafts with contingent liability.

Step	Debit G/L Account	AAI	Credit G/L Account	AAI
Acceptance	Drafts Receivable	RD1x	Account Receivable	RC
Remittance	Drafts Remitted for Discount	RD3x	Drafts Receivable	RD1x
Remittance	G/L Bank Account	RB	Drafts Contingent Liability	RD4x
Collection	Drafts Contingent Liability	RD4x	Drafts Remitted for Discount	RD3x

You must set up the following AAIs for draft processing, where x represents the payment instrument.

AAIs for Drafts Receivable (RD1x)

The RD1x AAI item defines the drafts receivable account that you want to automatically debit when you enter or create an accepted draft. During draft entry and draft creation, the system automatically debits the drafts receivable account (RD1x) unless you override it in the processing options, and credits the A/R trade account (RC).

When you remit drafts, the system debits drafts remitted (RD2x or RD3x) and credits drafts receivable (RD1x).

AAIs for Drafts Remitted for Cash (RD2x)

The RD2x AAI item defines the drafts remitted account that you want to automatically debit when you remit drafts for cash. During draft remittance, the system automatically debits the drafts remitted account (RD2x) unless you override it in the processing options, and credits the drafts receivable account (RD1x).

When you collect drafts, the system debits a cash account (RB) and credits either the drafts remitted account (RD2x) or the drafts remitted for discount account (RD3x), depending on which you used for remittance.

AAIs for Drafts Remitted for Discount (RD3x)

The RD3x AAI item defines the drafts remitted for discount account that you want to automatically debit when you remit drafts for a discount. During draft remittance, you use a processing option to choose the drafts remitted for discount account. The system debits a drafts remitted for discount account (RD3x) and credits the drafts receivable account (RD1x).

When you collect drafts, the system debits a cash account (RB) and credits either the drafts remitted account (RD2x) or the drafts remitted for discount account (RD3x), depending on which you used for remittance.

AAIs for Contingent Liability (RD4x)

The RD4x AAI item defines the draft contingent liability account that you want to automatically credit when you remit drafts for a discount, if you are required to recognize a contingent liability until the maturity date of the draft. During draft remittance, you use a processing option to choose the draft contingent liability account. The system debits the bank account of the remittance or the bank account used during the preregister, and credits the draft contingent liability account (RD4x).

When you collect drafts, the system debits the draft contingent liability account (RD4x) and credits the drafts remitted for discount account (RD3x).

AAIs for Void/Non-Sufficient Funds (RD5)

The RD5 AAI item defines the account for the new draft that you create when you void a draft or designate a draft as NSF. This account keeps track of the draft receivables that originated for a voided/NSF draft with a renewal. The system debits the draft receivable account (RD5) and credits the trade receivable account (RD1x).

See Also

- *Understanding AAIs for A/R*

Setting Up User Defined Codes for A/R Drafts

You can customize user defined codes to suit your business needs.

You set up user defined codes for draft processing the same way you set up other user defined codes for A/R. You must set up the following user defined codes for draft processing.

Payment Instrument Codes

Payment instrument codes (00/PY) specify how your customers make payments. Your company can add codes for payment instruments. Examples are:

D (draft by invoice)	When you create an invoice and expect your customer to pay by draft, you use this code to indicate that your customer will pay the invoice by draft.
F (draft by statement)	When you create an invoice and expect your customer to pay by draft, you use this code to indicate that your customer will pay invoices grouped on a statement by draft.
0 (magnetic draft)	When you enter a pre-authorized draft, the system assigns this code. This is used during RiBa draft remittance only.
1 (supplier draft with account number)	When you originate a draft and your customer accepts the draft and returns it to you, you enter that information on Enter Our Drafts. The system assigns this code if you have customer bank account information.
2 (customer draft with account number)	When you send your customer an invoice and they return it as an accepted draft, you enter the draft on Enter Customer Drafts. The system assigns this code if you have customer bank account information.
3 (supplier draft without account number)	When you originate a draft and your customer accepts the draft and returns it to you, you enter that information on Enter Our Drafts. The system assigns this code if you do not have customer bank account information.
4 (customer draft without account number)	When you send your customer an invoice and they return it as a draft, you accept the draft on Enter Their Drafts. The system assigns this code if you do not have customer bank account information.

To process discounted drafts, you must also set up a user defined code for the payment instrument. The system uses this payment instrument in conjunction with the RD3x AAI to create discounted draft transactions.

Pay Status Codes

The system enters one of the following payment status codes (00/PS) on an invoice, statement, or draft, based on where it is in the draft process:

A (approved for payment)	When you create an invoice and expect your customer to pay by draft, the system designates this pay status on the invoice.
H (held pending approval)	When you create an invoice and expect your customer to pay by draft, the system designates this pay status on the invoice if management approval is required.
P (invoice paid in full)	When your customer pays the invoice with a draft and you enter that information, the system designates this pay status on the invoice. This invoice is an R1 document in the Customer Ledger table (F03B11). This pay status is also used to close an R1 draft invoice when it has been collected.
D (draft accepted)	When your customer pays the invoice with a draft and you enter that information, the system designates this pay status on the draft. This invoice is an R1 document in the Customer Ledger table (F03B11).
G (draft deposited not due)	When you submit the draft to the bank and you update the draft with the remitted information, the system designates this pay status on the draft.

During the typical process flow for drafts, the system changes the payment status of a draft at each stage of the process:

Acceptance	D (draft accepted)
Register	# (draft included in a register)
Remittance	G (draft deposited not due)
Collection	P (draft collected in full)

See Also

- *Understanding User Defined Codes for A/R*

Setting Up Drafts as the Default Payment Instrument

You can set a default payment instrument to use for each customer in the Customer Master record. The system displays the default payment instrument when you enter invoices for a customer. This saves data entry time when you are entering invoices.

For drafts, the payment instrument indicates whether you plan to send drafts attached to the customer's invoices or statements. The draft payment instrument can be any valid payment instrument (user defined code 00/PY).

Occasionally, the customer might use another form of payment. You can use Speed Status Change to change the payment instrument on an invoice-by-invoice basis.

This program updates information in the Customer Master table (F03012).

► **To set up drafts as the default payment instrument**

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

1. On Work With Customer Master, click Find.
2. Locate the customer, and click Select.

3. On Customer Master Revision, complete the following field, and click OK:
 - Payment Instrument

Field	Explanation
Payment Instrument	The user defined code (00/PY) that specifies how payments are made by the customer. For example: <ul style="list-style-type: none"> C Check D Draft T Electronic funds transfer

See Also

- *Creating Customer Records*

Setting Up Statements or Invoices for A/R Drafts

You can choose to print statements with one or more invoices combined into one draft. You must set up each customer for whom you want to print statements or invoices.

This program updates information in the Customer Master table (F03012).

► To set up statements or invoices for A/R drafts

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

1. On Work With Customer Master, locate the customer, and click Select.
2. On Customer Master Revision, choose the Collection tab.
3. Click the following option and click OK:
 - Print Statement

Field	Explanation
Print Statement	<p>A code that indicates whether the system prints invoices and statements for the customer.</p> <p>For World, the valid codes are:</p> <p>Y Yes, print invoices and statements</p> <p>N No, do not print invoices and statements</p> <p>For OneWorld, the valid options are:</p> <p>On Yes, print invoices and statements</p> <p>Off No, do not print invoices and statements</p>

See Also

- *Printing Statements or Invoices with Draft Attachments*

Setting Up Bank Account Information for A/R Drafts

In order for your bank to collect the customer drafts you remit, you must set up bank account information for the company G/L account and for each customer whose drafts you will remit.

Complete the following tasks:

- ☐ Set up draft bank accounts for customers
- ☐ Print the Bank Account Exception Report for A/R drafts

Setting Up Draft Bank Accounts for Customers

In order for your bank to collect the customer drafts you remit, you must specify the following information about your customers' bank accounts:

- Bank name
- Bank routing and transit information
- Customer's bank account number

If you do not provide this information, banks typically do not allow you to remit drafts on magnetic tape. They also typically assess additional charges to collect drafts without full bank account information.

Alternatively, if you use manual drafts, you can set a processing option for Draft Entry that allows you to enter the bank name only.

To set up customers for draft processing using bank tapes, you must set up a bank account with a record type of D (A/R Drafts, Auto Debit).

This program updates the Bank Transit Number Master table (F0030).

Before You Begin

- ☐ Verify that you have G/L bank account information set up for your customers. See Setting Up Bank Information for A/R.

► **To set up a draft bank account for a customer**

From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross - Reference.

Bank Transit #	Bank Account #	Ctrl Digit	Description	Record Type	SWIFT Code	Checking/Savings
111255000	1225545454		Bank Transit Account	V		0
852200451	2165987458		First Interstate Bank	V		0
00001111	547245647			D		
00001111	542645845			D		
960051785	2173573898		First United Bank	C		0
107004381	3669538743		Bear Creek National Bank	V		0
10698731	6597003110		First International Bank	V		0
1111-6	225533-9-8		CIUDAD BANK	D		0
1002003000	40050060070	91	Bank of Paris	D		
0001001	7774662		Japan Supplier 75010 (ALT)	V		2
0001002	9877886			V		1
0002001	9877886		Japan Supplier 75012 (ALT)	V		2
0002002	3787621			V		1

1. On Work With Bank Accounts by Address, click Add to access Set Up Bank Accounts by Address.

Address Number: 3333 Continental Incorporated

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

Bank Information:

Bank Transit Number:

Bank Account Number:

Control Digit:

Description:

Checking or Savings Account:

2. Complete the following field:
 - Address Number
3. Choose the following Record Type:
 - A/R Drafts, Auto Debit
4. Complete the following fields:
 - Bank Transit Number
 - Bank Account Number
 - Checking or Savings Account
5. Complete the following optional fields:
 - Control Digit
 - Description
6. Click OK.

Field	Explanation
Bank Transit Number	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
Bank Account Number	The bank account number for a company, customer, or supplier.

Field	Explanation
Record Type	<p>A code that distinguishes external bank accounts from internal bank accounts.</p> <p>Valid values are:</p> <ul style="list-style-type: none">C Customer Bank AccountsG Internal G/L Bank AccountsV Supplier Bank Account for payment via bank tapeD Default Bank Account for A/R Drafts and Auto DebitsB Valid Bank Transit NumbersM G/L Bank Account/Business Unit used to define print information in A/P payments <p>NOTE: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed.</p> <p>.....<i>Form-specific information</i>.....</p> <p>For OneWorld, designate the record type by clicking one of the following options:</p> <ul style="list-style-type: none">• Supplier• Customer• A/R Drafts, Auto Debit• Auto Receipts Payor

See Also

- *Creating Customer Records*
- *Setting Up Bank Information for A/R*

Printing the Bank Account Exception Report for A/R Drafts

From the Draft Remittance and Collections menu (G03B162), choose Bank Account Exception Report.

You use the Bank Account Exception Report to verify that you have valid bank transit numbers for each customer. Different versions of this report list one of the following:

- All bank account records that have a transit number that does not conform to country-specific rules
- All bank account records that have a transit number that does not have an associated type B record

This report bypasses bank account numbers that do not have address numbers, and it lists information from the Bank Transit Number Master table (F0030).

To correct bank account information that appears on this report, use Work With Bank Accounts by Address.

Processing Options for Bank Account Exception Report

Validation

1. Enter a '1' to validate the bank transit number based on the 'B' bank type method. Default of blank will validate the transit number based on the available country specific validation rules (currently Italy, Japan and France).

Country or 'B' type _____

Working with Draft Origination

The draft process begins when you or your customer originates (prints) a draft. The draft shows the amount to be paid, the due date, and information about the underlying liabilities (invoices).

Draft origination is an optional step in the draft process. When your customer originates the draft, you omit this step and begin the draft process with draft acceptance.

When you print a draft, you can print a statement or invoice to send to your customer. Some customers expect one draft per invoice. Other customers expect one draft for a statement of invoices. You can either send invoices with drafts attached or send statements with drafts attached.

Working with draft origination consists of:

- ☐ Printing invoices with draft attachments
- ☐ Printing statements with draft attachments

The default draft format conforms to the French Bank Association format. Users in other countries might need to modify the format for their specifications. Invoices and statements use a draft attachment included in the software.

Printing Invoices with Draft Attachments

From the Draft Daily Operations menu (G03B161), choose Invoice Print with Draft.

To print an invoice or credit memo with an attached draft, use Invoice Print with Draft. You can select different versions of this report to print delinquency fees or chargebacks.

The system assigns a draft number and updates the statement number on the invoice record. The system also prints the customer's bank account and the draft number on the draft attachment.

This program prints and updates records in the Customer Ledger table (F03B11).

Before You Begin

- ☐ On the Collection tab on the Customer Master Revision form, choose the Print Statement option for each customer for whom you print invoices with draft attachments. If you do not, the system generates an error and does not print an invoice. See *Setting Up Statements or Invoices for A/R Drafts*

Processing Options for Invoice Print with Draft (R03B5051)

Print Tab

Use these processing options to specify which dates and whether to include tax amounts on the printed invoice.

1. Invoice Print Date

Use this processing option to indicate the date you want to print on the invoices. If left blank, the system uses the current date.

2. Print Tax Amounts

Use this processing option to indicate if you want tax amounts printed on the invoices. Valid values are:

Blank Do not print tax amounts on invoices.

1 Print tax amounts on invoices.

Currency Tab

Use this processing option to indicate whether you want currency information printed on the invoice.

1. Print Currency

Use this processing option to specify whether you want the base currency and currency amounts of the invoice to be printed on the invoice. Valid values are:

Blank Do not print currency information on invoices.

1 Print currency information on invoices.

If you enter 1, the system prints foreign invoices with foreign amounts. If currency processing is turned off in the system, the system prints invoices in domestic amounts by default.

Attachments Tab

Use this processing option to indicate whether the system should print associated generic text on the invoice.

1. Print Attachments

Use this processing option to indicate if you want any generic text associated with an invoice to be printed on the invoice. Valid values are:

Blank Do not print associated generic text.

1 Print associated generic text.

Draft - City Tab

Use this processing option to indicate the city of origin of the invoice.

1. Draft Print City

Use this processing option to indicate the city of origin of the invoice. The city you enter will be printed on the draft. If left blank, no city of origin will be printed on the draft.

Data Selection for Invoice Print with Draft

You can set Payment Instrument EQ (equal) to D (draft by invoice) so that the program selects only invoices for draft customers who typically pay by a draft.

Data Sequence for Invoice Print with Draft

The following data sequence is required:

1. Company
2. Address Number
3. Document (Voucher, Invoice, etc.)
4. Document Type
5. Document Company
6. Document Pay Item

If you change this sequence, the totals will be inaccurate.

Printing Statements with Draft Attachments

From the Draft Daily Operations menu (G03B161), choose Statement Print with Draft.

To print a statement with one or more invoices combined into one draft, use Statement Print with Draft.

The system assigns a draft number to the statement and updates the statement number for each invoice on the statement. The system also prints the draft number on the statement and the customer's bank account on the draft attachment.

This program prints and updates records in the Customer Ledger table (F03B11). The processing time for this report is related to the amount of history retained in that table.

Before You Begin

- ☐ On the Collection tab on the Customer Master Revision form, choose the Print Statement option for each customer for whom you print statements with draft attachments. If you do not, the system generates an error and does not print a statement. See *Setting Up Statements or Invoices for A/R Drafts*
- ☐ Set up the Draft Flag and Print Program in the processing options for Statement Notification Refresh (R03B500X). See *Processing Statements* for more information.

Processing Options for Statement Print with Draft (R03B506)

City

1. Enter the city name where the draft is being originated to be printed on the draft.

City

Data Selection for Statement Print with Draft

You can set Payment Instrument EQ (equal) to F (draft by statement) so that the program selects only invoices for draft customers who typically pay by statement with a draft attachment.

Data Sequence for Statement Print with Draft

The following data sequence is required:

1. Address Number - Alternate Payee
2. Company
3. Currency Code - From
4. Address Number
5. Document (Voucher, Invoice, and so on)
6. Document Type
7. Document Company
8. Pay Item

If you change this sequence, the totals will be inaccurate.

Working with Draft Acceptance

Whether you originate the draft or your customer does, you must enter it into the Accounts Receivable system before you can process it. You enter or create a draft after your customer accepts it. The draft has no legal force until the customer accepts it. When a draft is accepted, the status of the invoice changes. In some countries this has legal ramifications.

For manual drafts, your customer can accept the draft by:

- Signing the draft that you originated and returning it to you
- Changing the draft that you originated (date, amount, bank, and so on), and then signing and returning it to you
- Originating, signing, and sending the customer's own draft to you

For automatic drafts, the draft is accepted by prior agreement, so each draft does not require customer acceptance.

Complete the following tasks:

- ☐ Entering manual drafts
- ☐ Creating automatic drafts
- ☐ Revising drafts
- ☐ Returning a draft to prior status
- ☐ Voiding drafts
- ☐ Working with NSF drafts

Entering Manual Drafts

Manual drafts are also called customer acceptance drafts because they must be accepted by the customer before they can be remitted to the bank. Several types of manual drafts are available:

- The supplier prints the draft with bank account information.
- The supplier prints the draft with the bank name only.
- The customer prints the draft with bank account information.
- The customer prints the draft with the bank name only.

The system distinguishes drafts with only a bank name from those with complete bank account information. This is because banks generally assess an additional fee to collect drafts if you do not provide account information.

You use one of the following programs to enter a draft manually, depending on whether you originate the draft or your customer does:

Enter Our Drafts	Use this program when your company originates a draft for the customer to sign and return.
Enter Customer Drafts	Use this program when the customer originates and accepts a draft, then sends it to your company to be accepted.

The fields you complete on Enter Our Drafts and Enter Customer Drafts are the same, and you can use multiple currencies when entering drafts.

You select the invoices to pay with each draft. You can apply the payment in the following ways:

- One invoice with one draft
- Multiple invoices with one draft
- One invoice with multiple drafts (split pay items)

The system processes drafts in the same way as receipts except that the system:

- Uses batch type DB (draft receipts)
- Validates the draft number against the draft number that the system created if you used Invoice Print with Draft Attachment or Statement Print with Draft Attachment
- Applies draft receipts to open customer invoices

- Creates a draft record in the Receipts Application Detail table (F03B14) for each pay item that the draft closes
- Enters the total draft amount in the Customer Ledger (F03B11) table as a new document with a document type of R1
- Sets the payment status of the draft to D (draft accepted)

After you enter drafts, you can approve and post journal entries to the general ledger. The system creates a journal entry to debit drafts receivable and credit an A/R trade account.

This program updates and creates records in the Customer Ledger (F03B11), Receipts Header (F03B13), and A/R Check Detail (F03B14) tables.

Before You Begin

- ☐ Set up a draft bank account for each customer who will pay invoice by draft. See *Setting Up Draft Bank Accounts for Customers*.

► To enter manual drafts

From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts or Enter Customer Drafts.

1. On Work With Drafts, click Add.

Enter Customer Drafts - [Draft Entry]

File Edit Preferences Form Row Window Help

Links Additi... OLE ... Internet

Payor 3333 Continental Incorporated Batch 5768

Draft Number 500 504 Previous

Draft Date 6/30/05 Company 00001 G/L Date 6/30/05

Draft Due Date 7/5/05 Bank Name

Draft Amount 750.00 Customer Bank Acct No 1.1110.BEAR

Payment Instrument D Draft by Invoice (A/R & A/P) Bank Transit 51657574

Currency Code USD Exchange Rate Base USD Foreign

Transaction	Transaction	Transaction	WO	Transaction	CB
Payment Amount	Discount Taken	Write Off Amount	CD	Charge Back Amount	CD

Amount Applied Amount Pending Amount Unapplied 750.00

2. On Draft Entry, complete the following fields:
 - Payor
 - Draft Number
 - Draft Date
 - Draft Due Date
 - Draft Amount
 - Company
 - G/L Date
 - Payment Instrument

3. To specify bank information, complete the following fields, if applicable:
 - Customer Bank Acct No
 - Bank Transit

Or, complete the following field based on the processing option value that you set:

- Bank Name
4. To specify multi-currency information, complete the following fields:
 - Currency Code
 - Exchange Rate

5. Do one of the following:
 - To load all invoices for a customer, choose Load from the Form menu
 - To select specific invoices for a customer, choose Select from the Form menu

If you choose Select, the system displays the Select Invoices form.

- On Customer Drafts, to locate customer invoices, click Find on Select Invoices
- On Customer Drafts, to continue selecting specific invoices, choose specific invoices and click Select. Then click Close.

To enter remittance information, choose Remittance Entry from the Form menu. See *Entering Remittance Information* for detailed information about locating invoices using Remittance Entry.

If you want to create stand-alone write-offs, chargebacks, or deductions, the process is identical to receipts processing. See *Creating Stand-Alone Records*.

6. On Draft Entry, change the following fields, if necessary:
 - Payment Amount
 - Discount Taken
 - Write-Off Amount
 - WO CD (Write-off Reason Code)
 - Chargeback Amount
 - CB CD (Chargeback Reason Code)
 - Deduction Amount
 - DD CD (Deduction Reason Code)
 - Chargeback G/L Offset
 - Remark
7. To remove pay items from the draft, choose the pay item and choose Void/Delete from the Row menu.
8. To specify a draft reference, choose Additional Info from the Form menu.

9. On Additional Information, complete the following optional fields:

- Unapplied G/L Offset
- Reference
- Business Unit

10. Click OK.

Field	Explanation
Payor	A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.
Draft Number	<p>This field is the check number as entered by the user in cash receipts.</p> <p>.....<i>Form-specific information</i>.....</p> <p>For Our Drafts, you enter the number generated by Invoice Print with Draft Attachments or Statement Print with Draft Attachments. The system validates this number in the invoice file.</p> <p>For Customer Drafts, enter the customer's draft number.</p>
Draft Amount	The actual amount of the receipt or payment.

Field	Explanation
Discount Taken	<p>In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice.</p> <p>In Accounts Payable, this is the amount of discount you take when you issue a payment.</p> <p>The discount taken does not have to be the same as the discount available.</p>
Write-Off Amount	The amount of the write-off when you apply a receipt to an invoice.
Chargeback Amount	An amount in which to apply a payment and create a new invoice (document type RB) in the Customer Ledger.
CB CD	<p>A code that identifies the reason for a chargeback applied to the invoice during receipt entry. Typical reason codes are:</p> <p>DA Disputed amounts</p> <p>DD Disallowed discount amount</p>
Deduction Amount	The amount of the deduction. This amount does not necessarily need to be associated with a given invoice.
DD CD	<p>A code that identifies the reason for a deduction applied to the invoice during receipts entry. Typical reason codes are:</p> <p>DG Damaged Goods</p> <p>SS Short Shipment</p> <p>UD Undefined Deduction</p>
Chargeback G/L Offset	<p>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Receivable Chargebacks.</p> <p>G/L offset might be assigned as follows:</p> <ul style="list-style-type: none"> blank or 1210 - Trade Accounts Receivable <p>If you leave this field blank during Receipt Entry, the system will use the default from the invoice that is being chargeback to.</p>

Field	Explanation
Unapplied G/L Offset	<p>The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.</p> <p>G/L offsets might be assigned as follows:</p> <ul style="list-style-type: none"> • Blank or 1210 - Trade Accounts Receivable • RETN or 1220 - Retainages Receivable • EMP or 1230 - Employee Accounts Receivable • JIB or 1240 - JIB Receivable (See A/R Class Code - ARC) • Blank or 4110 - Trade Accounts Payable • RETN or 4120 - Retainage Payable • OTHR or 4230 - Other Accounts Payable (See A/P Class code - APC) <p>If you leave this field blank during data entry, the system uses the default value from the Customer Master by Line of Business table (F03012) or the Supplier Master table (F0401). The post program uses the G/L Offset class to create automatic offset entries.</p> <p>NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Unapplied receipt records are created with the G/L Offset default value RCUC (unapplied cash). You can override this value in receipts entry on the Additional Information form. If you want to specify that the system uses the G/L Class code that is set up for the customer in Customer Master Revisions, do so in the processing options for Standard Receipts (P03B102) and Drafts Entry (P03B602).</p>
Reference	An alphanumeric value that you use as a cross-reference or secondary reference number when working with Drafts.
Business Unit	<p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>

See Also

- *Entering Basic Receipts*

Processing Options for Draft Entry (P03B602)

Display Tab

1. Payor Number

Use this processing option to specify whether to retain the payor number on the form after you enter the draft. Valid values are:

Blank Do not retain the payor number

1 Retain the payor number

2. Draft Date

Use this processing option to specify whether to retain the draft date on the form after you enter the draft. Valid values are:

Blank Do not retain the draft date

1 Retain the draft date

3. Company

Use this processing option to specify whether to retain the company number entered on the form after you enter the draft. Valid values are:

Blank Do not retain the company

1 Retain the company

4. G/L Date

Use this processing option to specify whether to retain the G/L date entered on the form after you enter the draft. Valid values are:

Blank Do not retain the G/L date

1 Retain the G/L date

5. Draft Due Date

Use this processing option to specify whether to retain the draft due date entered on the form after you enter the draft. Valid values are:

Blank Do not retain the draft due date

1 Retain the draft due date

6. Bank Name

Use this processing option to specify whether to retain the bank name entered on the form after the draft has been entered. Valid values are:

Blank Do not retain the bank name

1 Retain the bank name

7. Customer Bank Account

Use this processing option to specify whether to retain the customer bank account number entered on the form after you enter the draft. Valid values are:

Blank Do not retain the customer bank account number

1 Retain the customer bank account number

8. Payment Instrument

Use this processing option to specify whether to retain the payment instrument entered on the form after you enter the draft. Valid values are:

Blank Do not retain the payment instrument

1 Retain the payment instrument

9. Bank Transit Number

Use this processing option to specify whether to retain the bank transit number entered on the form after you enter the draft. Valid values are:

Blank Do not retain the bank transit number

1 Retain the bank transit number

10. Currency

Use this processing option to specify whether to retain the currency entered on the form after you enter the draft. Valid values are:

Blank Do not retain the currency

1 Retain the currency

11. Exchange Rate

Use this processing option to specify whether to retain the exchange rate entered on the form after you enter the draft. Valid values are:

Blank Do not retain the exchange rate

1 Retain the exchange rate

Defaults Tab

1. Type Input Code

Use this processing option to specify the default value for the Type Input Code for the receipts application. Valid values are:

- 10 Simple invoice match
- 11 Match auto chargeback discount
- 15 Match with write-off
- 16 Match with chargeback
- 17 Match with deduction

If you enter 10, the system applies the receipt to the oldest open invoice or group of invoices in a customer's account, similar to the Balance Forward type input code (1) for the Speed Receipts application.

2. Deduction Reason Code

Use this processing option to specify the default deduction reason code. This code is automatically supplied when a deduction amount is entered.

3. Payment Instrument with Bank Account

Use this processing option to specify the default payment instrument for drafts with a bank account number.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR. Also, set up the AAI RN for the deduction suspense account.

4. Payment Instrument without Bank Account

Use this processing option to specify the default payment instrument for drafts without a bank account number.

5. Drafts Receivable Account

Use this processing option to specify the drafts receivable account number (using the business unit.object.subsidiary format). If you leave this field blank, the program will use the RD1x AAI for the draft receivable account, where x is the payment instrument.

6. Default G/L Offset for Unapplied Cash

Use this processing option to specify whether to use default values for the G/L Offset for unapplied cash from the G/L class code in the Customer Master table (F03012). Valid values are:

Blank Do not use the default values

1 Use the default values from G/L Class Code

If the G/L class code in the Customer Master table is blank, the system uses the G/L offset for unapplied cash, UC.

Edits Tab

1. Write-offs

Use this processing option to specify whether to allow write-offs. Valid values are:

Blank Allow write-offs.

1 Do not allow write-offs.

2. Delete/NSF Unposted Receipts

Use this processing option to specify whether to allow delete and NSF functionality on unposted drafts. Valid values are:

Blank Allow delete and NSF operations

1 Do not allow delete and NSF operations

3. Overpayment Edit

Use this processing option to specify the severity of the error message issued when an invoice has been overpaid. Valid values are:

- 0 No Edit
- 1 Warning
- 2 Error

4. Bank Name

Use this processing option to specify whether to require a bank name. Valid values are:

Blank Do not require a bank name

- 1 Require a bank name

5. Return to Prior Draft Status

Use this processing option to specify whether to allow the return to prior draft status operation on drafts. Valid values are:

Blank Allow return to prior draft status operation

- 1 Do not allow return to prior draft status operation

Process Tab

1. Drafts Type

Use this processing option to specify the type of drafts to process. Valid values are:

Blank Process supplier generated drafts

- 1 Process customer generated drafts

2. Open Amount

Use this processing option to specify whether to create R1 documents with an open amount in the Customer Ledger table (F03B11). The setting of this processing option controls whether you can select the draft for aging. When you create a draft without an open amount, you use that record as a placeholder only, and you cannot select it for payment or aging.

Blank Create R1 with an open amount in the Customer Ledger table (F03B11)

- 1 Create R1 without an open amount in the Customer Ledger table (F03B11)

3. Journal Entry Creation Method

Use this processing option to specify whether to create summarized or detailed journal entries. When you post receipts, the system creates one journal entry for each receipt or draft record (detail), or one journal entry for each batch of receipts or drafts (summary). The post is determined by how the ISTR (A/R Post Status) field in the Receipts Header (F03B13) is set. If you leave this processing option blank, the ISTR field remains blank and the system creates journal entries in summary mode. If you enter 1, the system reads ISTR as 1 and creates journal entries in detail. Valid values are:

Blank Summarized journal entries

- 1 Detail journal entries

Do not enter detail and summary records in the same batch. Each batch must be processed with the corresponding version (detail or summary) of the Apply Receipts to Invoices program (R03B50).

Depending on how you set processing options for drafts entry and how you set the values in the General Accounting Constants, the system produces different documents in the Account Ledger table (F0911).

If you set the processing option to Summary method (value of 0), the system generates one journal entry per receipt batch in the Account Ledger table (F0911). The system assigns the journal entry a document type of RK, with a document number equal to the receipt batch number.

In order for the Summary method to work, you must do the following:

- Set the offset method in the A/R Constants to a value of B (batch mode)
- Ensure that the intercompany settlement option in the General Accounting Constants is not set to a value of 2
- Ensure that there are no foreign transactions in the batch

Otherwise, the system generates journal entries using the Detail method.

If you set the processing options to Detail method (value of 1), the system generates one journal entry for each draft. The result is a document type of RC. The system uses Next Numbers to determine the next journal entry document number. The system then updates the document number for audit purposes (using fields RZDCTG, RZDOCG, and RZKCOG) in the Receipt Application Detail table (F03B14).

Note: When you post cash receipts, the resulting journal entry can be created as summarized (one journal entry for each receipt batch), or detail (one journal entry for each receipt). This processing option, in conjunction with the settings in the A/R and G/A Constants, determines how the system creates journal entries. The following table outlines the resulting entry for each combination of settings.

Foreign Trans (G/A Constants)	Intercompany (G/A Constants)	Offset Method (A/R Constants)	Detail/Summary Receipt (Receipt Processing Options)	Journal Entry Creation (F0911)
No	1 (1 = Hub)	B	D	Detail
No	1	Y	D	Detail
No	1	S	D	Detail
No	2 (2 = Detail)	B	D	Error (not allowed)
No	2	Y	D	Detail
No	2	S	D	Detail
No	1	B	S	Summary
No	1	Y	S	Detail
No	1	S	S	Detail
No	2	B	S	Error (not allowed)
No	2	Y	S	Detail
No	2	S	S	Detail
Yes	1	B (S)	D	Detail
Yes	1	Y	D	Detail

Yes	1	S	D	Detail
Yes	2	B	D	Error (not allowed)
Yes	2	Y	D	Detail
Yes	2	S	D	Detail
Yes	1	B	S	Summary
Yes	1	Y	S	Detail
Yes	1	S	S	Detail
Yes	2	B	S	Error (not allowed)
Yes	2	Y	S	Detail
Yes	2	S	S	Detail

- Y = One automatic entry offset per document regardless of the number line item.
- S = One automatic entry per pay item
- B = One automatic entry per batch

4. Display Invoices

Use this processing option to specify whether to display only invoices with an approved pay status. Valid values are:

Blank Display all invoices

1 Display only approved invoices

Currency Tab

1. Edit Effective Date

Use this processing option to specify whether to validate the exchange rate effective date against the G/L period of the draft. Valid values are:

Blank Do not edit effective date

1 Edit effective date

If you enter 1, the system issues a warning that the Effective Date being retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the G/L Date.

Chargeback Tab

1. Pay Status

Use this processing option to specify the default pay status to be used when creating chargebacks. If you leave this field blank, the system uses the Data Dictionary default value for PST.

2. Date Option

Use this processing option to specify which invoice date and net due date to use when creating chargebacks.

Blank Use the draft G/L date

1 Use dates from the original invoice

3. Reason Code

Use this processing option to specify a default reason code to use when a chargeback amount is entered. If you leave this field blank, the chargeback reason code must be entered manually.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Auto Write-off Tab

1. Maximum Underpayment Amount

Use this processing option to specify the limit for automatic write-offs for underpayment amounts. When a payment is applied to an invoice and the remaining open amount is less than or equal to this limit, the system writes off the amount when you enter the draft.

2. Underpayment Reason Code

Use this processing option to specify the write-off reason code for the system to use when performing automatic write-offs for underpayment amounts. This processing option is required if automatic underpayment write-offs are allowed.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

3. Maximum Overpayment Amount

Use this processing option to specify the automatic write-off amounts for overpayments. When a payment is applied to an invoice and the overpayment amount is less than or equal to this limit, the amount will be automatically written off. Enter the value as a negative amount.

4. Overpayment Reason Code

Use this processing option to specify the write-off reason code to be used when the system performs automatic write-offs for overpayment amounts. This processing option is required if automatic overpayment write-offs are allowed.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Mnl Write-off Tab

1. Maximum Underpayment Amount

Use this processing option to specify the limit for manual write-off amounts for underpayments. Write-off amounts greater than this limit are not allowed.

2. Maximum Overpayment Amount

Use this processing option to specify the limit for manual write-off amounts for overpayments. Write-off amounts greater than this limit are not allowed. Enter the value as a negative amount.

3. Write-off Reason Code

Use this processing option to specify the default write-off reason code. This code is automatically supplied as the write-off reason code when a manual write-off amount is entered.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Discount Tab

1. Discount Available

Use this processing option to specify whether to allow the discount taken to be greater than the discount available. If you leave this field blank, the system will not allow discounts taken to be greater than the discount available. If you enter 1, the system allows for discounts taken that are greater than the available discount.

2. Discount Applied

Use this processing option to specify whether to allow the discount taken to be greater than the amount applied. Valid values are:

Blank Do not allow the discount to be greater than the amount applied

1 Allow the discount to be greater than the amount applied

3. Grace Period Days

Use this processing option to specify the number of grace period days to be used with the discount due date. This option is used only when calculating the default discount taken. You can also enter the discount manually.

Match Priority Tab

1. Invoice Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference

- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Sales Order Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Customer Reference Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Statement Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Void/NSF Tab

1. Update Payment Instrument

Use this processing option to specify whether to update the invoice payment instrument with the value from the Payment Instrument for Invoice processing option during the void/NSF process. Valid values are:

Blank Do not update the payment instrument

1 Update the payment instrument

2. Payment Instrument for Invoice

Use this processing option to specify the invoice payment instrument when voiding or designating a draft as having non-sufficient funds (NSF). If the value of the Update Payment Instrument processing option is blank, the system ignores this processing option.

3. Payment Instrument for Draft

Use this processing option to specify the payment instrument of the draft created during the void/NSF process.

4. Draft Account

Use this processing option to specify the account of the draft (business unit.object.subsidiary) that was created during the void/NSF process. If you leave this processing option blank, the system uses the account of the RD5 automatic accounting instruction.

Creating Automatic Drafts

From the Draft Daily Operations menu (G03B161), choose Pre-Authorized Drafts.

Automatic drafts are also called pre-authorized drafts because they do not require customer acceptance for each draft. You and your customer agree in advance that the customer will pay with a draft. You do not print and send a draft to the customer, but instead remit (deposit) the draft to your bank for collection.

You create automatic drafts by running pre-authorized drafts. You select the invoices to pay with each draft by using data selection. You can run this batch process in either proof or final mode.

Proof mode

You can choose to print a detailed or summarized list of transactions:

- Detail - prints a list of each invoice to be paid by draft
- Summary - prints a summary of all invoices by customer, due date, and payment instrument to be paid by draft

Final mode

You can make the same selections as in proof mode. In final mode, the system:

- Creates drafts
- Sets the pay status of drafts to D (draft accepted)
- Generates a report

Whichever mode you choose, you can review the information and make necessary changes. You can use either Standard Invoice Entry or Speed Status Change to change the pay status.

The system processes drafts in the same way as receipts except that the system:

- Uses batch type DB (draft receipts)
- Validates the draft number against the draft number that the system created if you used Invoice Print with Draft Attachment or Statement Print with Draft Attachment
- Applies draft receipts to open customer invoices
- Enters the total draft amount in the Customer Ledger table (F03B11) as a new document with a document type of R1
- Sets the payment status of the draft to D (draft accepted)

When you create drafts, the system creates a journal entry to debit drafts receivable and credit an A/R trade account. After you create drafts, you approve and post journal entries to the general ledger.

This program updates and creates records in the Customer Ledger, Receipts Header (F03B13), and A/R Check Detail (F03B14) tables.

Abbreviated Column Heading

- PI indicates Payment Instrument.

Processing Options for Pre-Authorized Drafts

Mode

1. Enter a '1' to run the report in final mode. If left blank, the report will run in proof mode and no drafts will be created.

Summary/Detail

2. Enter a '1' to create summary (one draft per customer / due date).
'2' to create Payor summary drafts (one draft per Payor / due date).
If left blank, detail draft will be created (one draft per invoice / due date).
-

Pay Thru Date

3. Enter the Pay thru Date. If left blank, the system date will be used.

Pay Thru Date. _____

Draft Date

4. Enter the draft date. If left blank, the system date will be used.

Draft Date _____

Draft G/L

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

Draft G/L Date _____

6. Enter the Draft Due date. If left blank, the invoice due date will be used.

Draft Due Date _____

Receivable

7. Enter the override Draft Receivable Account. If left blank, AAI's will be used - Draft Receivable Account (RDIx) where "x" = Pay Instrument.

Draft Receivable Account Number _____

Journal Entry

8. Select G/L Entry Method: ' ' =
Create Summary Total J.E.'s. '1'
= Create Detail J.E.'s (create one
J.E. for each deposit item).

Draft Amount

9. Enter the minimum amount required to create the draft.

Minimum Draft Amount _____

Negative

10. Enter a '1' to allow creation of draft with a negative amount.

Statement

11. Enter a '1' to use the statement number on the invoice record for the draft number, leave blank to use the Next Number for the draft number.

Open Amount

12. Enter a '1' to create the draft record in the invoice file without an open amount. Default of blank will create the draft record with open amount.

Credit Card

13. Enter a '1' to do credit card processing. If left blank regular draft processing will be performed

Credit Card Processing

14. Enter Prepayment Origination Flag

Prepayment Origination Flag

Revising Drafts

After you enter drafts, you can revise and review them. Before you post the journal entries to the general ledger, you can also change them. You typically review drafts to:

- Review draft information based on specific criteria
- Verify information for a particular customer
- Revise draft information, such as the due date, payment instrument, or customer bank account

The following guidelines apply when you revise draft information:

- You cannot add invoices to a draft unless an unapplied amount exists.
- You cannot change:
 - Payor
 - Currency
 - Company

- Draft number
- Draft date
- Batch number
- You can change the Draft Due Date field only when it is in the acceptance and remittance stages.
- You can change the Draft Amount field only when the draft is in the acceptance stage and the unposted stage.
- You can change the G/L Date field only at the draft acceptance stage when it is unposted. If you select a posted draft from Work With Drafts, the system displays this field as blank. You must enter a new G/L date for additional tasks, such as applying payments to invoices.
- You can change the following fields at draft acceptance, regardless of whether the draft is posted:
 - Payment Instrument
 - Customer Bank Account Number
 - Bank Transit
 - Bank Name
 - Draft Due Date

► To revise drafts

From the Draft Daily Operations menu (G03B161), choose Draft Inquiry.

1. On Work with Drafts, locate drafts. You can complete the following fields, and click Find to limit your search:
 - From
 - Through
2. Choose the draft you want to review and click Select.
3. On Draft Entry, change any of the following fields and click OK.
 - Draft Due Date
 - Draft Amount
 - Payment Instrument

- G/L Date
- Customer Bank Acct No
- Bank Transit
- Bank Name

Field	Explanation
Draft Due Date	The date that the item was debited or credited to the bank account.
Draft Amount	The actual amount of the receipt or payment.
Payment Instrument	The user defined code (00/PY) that specifies how payments are made by the customer. For example: C Check D Draft T Electronic funds transfer
G/L Date	A date that identifies the financial period to which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
Customer Bank Acct No	The bank account number for a company, customer, or supplier.
Bank Transit	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
Bank Name	A name or remark that describes an element in the J.D. Edwards systems.

See Also

- *Reviewing Invoice Information* for other methods of locating drafts

Returning a Draft to Prior Status

If you remit or collect a draft in error, you can return the draft to its prior status rather than completely processing the draft and then voiding it. You can select multiple drafts for this purpose. The system reverses any changes that were made to the drafts when each was moved to its current status.

You cannot return a draft from the acceptance status to a prior status, or return a draft that is voided or designated as having insufficient funds (NSF) to a prior status.

In the processing options for Draft Entry (P03B602), you can specify whether to prohibit users from using this feature.

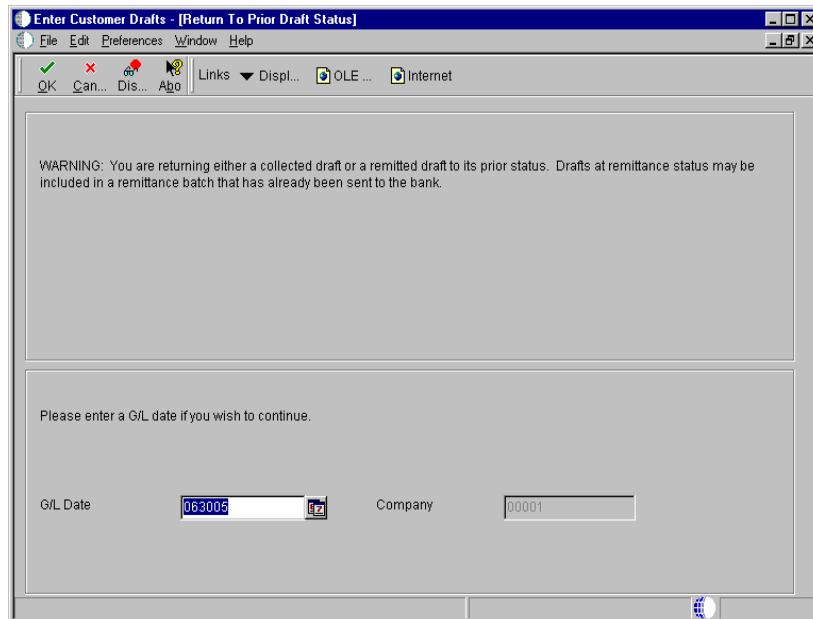
When you return a draft from remittance status to acceptance status, the system:

- Issues a warning that the remittance paper or tape batch might have already been sent to the bank for processing.
- Removes the draft from the remittance register if the draft is included in the remittance register.
- Updates the Customer Ledger (F03B11) table with a document type of R1 with the prior pay status.
- Updates the Receipts Header (F03B13) table with the prior draft status and batch.
- Updates the A/R Check Detail (F03B14) table. The system reverses the posted or deletes the unposted D type records that correspond to the current draft status.
- Deletes the Draft Remittance Workfile (F03B672) record if the draft is currently remitted by tape format, and marks the Text Processor Header (F007101) record with a status of 3.

► To return a draft to prior status

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to locate drafts.
See [Locating Receipts](#).
2. Choose the draft you want to return.
3. From the Row menu, choose Prior Status.



4. On Return to Prior Draft Status, complete the following field:
 - G/L Date

Voiding Drafts

If you enter a draft in error, you can void or delete the draft. You can use the void feature at any stage of draft processing. When you need to delete a draft, you can do so only before you post the journal entries for it. Otherwise, you must use the void feature. Also, you can not delete a draft at the remittance or collection stages; you must first post the draft, and then void it.

Before You Begin

- ☐ Ensure that you have set up the Void/NSF AAI (RD5) for voiding and designating drafts as NSF.

See Also

- *Entering Invoice Match Receipts*

► To void drafts

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to locate drafts.
See *Locating Receipts*.
2. Choose the draft you want to void.
3. From the Row menu, choose Void/Delete or NSF.
4. Click OK on the Confirm Delete message box.

5. On Void/NSF Draft, complete the following fields:
 - G/L Date
 - Reason Code
6. To specify renewal information, complete the following fields:
 - Renewal
 - Draft Number
 - Draft Date

- Draft Due Date
- Payment Instrument
- Exchange Rate

7. To create additional journal entries for bank fees, click the following option:

- Journal Entry

8. To create additional journal entries with VAT (value added tax), click the following option:

- Journal Entry With VAT

Depending on the journal entry option that you select, the appropriate journal entry form appears when you click OK. You can create journal entries for bank fees or any applicable taxes. You must do this manually.

9. To create invoices for charging bank fees, click the following option:

- Invoice Entry

If you click the Invoice Entry option, the Standard Invoice Entry form appears when you click OK.

10. Click OK.

If you specified draft renewal, the Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

If you do not specify draft renewal, the Draft Entry form does not appear.

Field	Explanation
Reason Code	A code which represents an explanation as to why an invoice or receipt was voided.
Draft Number	This field is the check number as entered by the user in cash receipts.
Draft Date	For manual payments, the payment date and the G/L date are the same. The system uses the Payment-G/L Date to retrieve the correct exchange rate from the Exchange Rates table (F0015).

Working with NSF Drafts

When you receive a partial payment or no payment from a customer, you can designate the draft as having non-sufficient funds (NSF). The remaining partial or full amount can be collected at a later time.

The system writes the records for NSF drafts to the following tables:

- A/R Check Detail (F03B14)
- Customer Ledger (F03B11)

Working with NSF drafts consists of:

- ☐ Entering a full NSF draft
- ☐ Entering a partial NSF draft
- ☐ Creating a renewal draft

Entering a Full NSF Draft

A full NSF draft is one you collected for no amount. You can use the NSF feature at any stage of draft processing to reopen the existing invoices and process the draft. If you anticipate that the customer will pay the NSF amount, use the partial NSF feature to create new records for this purpose.

You can renew the draft. Using draft renewal, you can create a new draft to pay the same invoices. For example, if you might need to charge back amounts, such as bank fees. Otherwise, this process will reopen these invoices. If applicable taxes exist, you can manually create journal entries using the current Journal Entry program.

See Also

- *Entering a Partial NSF Draft*
- *Creating a Renewal Draft*

► To enter a full NSF draft

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to locate drafts.
See *Locating Receipts*.
2. Choose the draft that you want to designate as NSF.
3. From the Row menu, choose NSF.
4. Click OK on the Confirm Delete message box.

5. On Void/NSF Draft, complete the following fields:
 - G/L Date
 - Reason Code
6. To specify renewal information, complete the following fields:
 - Renewal
 - Draft Number
 - Draft Date

- Draft Due Date
 - Payment Instrument
 - Exchange Rate
7. To create additional journal entries for bank fees, click the following option:
 - Journal Entry
 8. To create additional journal entries with VAT (value added tax), click the following option:
 - Journal Entry With VAT

Depending on the journal entry option that you select, the appropriate journal entry form appears when you click OK. You can create journal entries for bank fees or any applicable taxes. You must do this manually.
 9. To create invoices for charging bank fees, click the following option:
 - Invoice Entry

If you click the Invoice Entry option, the Standard Invoice Entry form appears when you click OK.
 10. Click OK.

If you specified draft renewal, the Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

If you do not specify draft renewal, the Draft Entry form does not appear.

Entering a Partial NSF Draft

Rather than reopening invoices paid by a draft that has non-sufficient funds (NSF), you can enter a partial NSF draft for the insufficient or full amount. You can enter a partial NSF draft between remittance and collection stages or after the collection stage of draft processing, but not during the acceptance stage. For example, you might learn that the customer has insufficient funds for a payment after you have remitted the draft to the bank or after you have moved the draft to collection status.

Invoices paid by partial NSF drafts are not reopened. The draft gross amount remains unchanged and the draft unapplied amount is lowered by the NSF amount. If the draft unapplied amount is less than the NSF amount, the system creates a chargeback for the difference.

You can create a renewal draft when you anticipate a future payment for the amount of the NSF draft. The gross amount of the renewal draft will equal the amount of the NSF draft.

When you create a partial NSF draft using the NSF Draft fields, the system:

- Creates a partial NSF detail record in the A/R Check Detail table (F03B14) with a type input code of 30
- Might create a partial-NSF standalone chargeback record in the A/R Check Detail table with a type input code of 36
- Might create a partial NSF standalone chargeback record in the Customer Ledger table (F03B11) with a document type of NP
- Creates a renewal draft in the Receipts Header (F03B13), A/R Check Detail (F03B14), and Customer Ledger (F03B11) tables when you specify a renewal draft
- Applies the renewal draft to the chargeback, where appropriate.
- Records a void reason code of PNS and a G/L date to the original draft in the Receipts Header table (F03B13)

The system includes partial NSF drafts in the regular NSF calculation when you run the A/R Statistical History Refresh program (R03B16). Standalone chargebacks for partial NSF drafts are not included in the A/R Statistical History Refresh.

See Also

- *Creating a Renewal Draft*

► To enter a partial NSF draft

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to locate drafts.
2. Choose the draft that you want to designate as having insufficient funds.
3. From the Row menu, choose Void/Delete or NSF.
4. Click OK on the Confirm Delete message box.

5. On Void/NSF Draft, complete the following fields:
 - G/L Date
 - Reason Code
6. To specify that the insufficient amount is to be charged back to the customer, activate the following option:
 - Partial NSF
7. Complete the following field:
 - NSF Draft (NSF Amount)

You can enter the partial or full amount in the NSF Amount field. When using a foreign currency, this field is displayed as Foreign NSF Amount.

If you specified draft renewal, the Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

If you do not specify draft renewal, the Draft Entry form does not appear.

Field	Explanation
NSF Draft	<p>In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice.</p> <p>.....<i>Form-specific information</i>.....</p> <p>If you activate the Partial NSF option, the system displays the NSF Amount field. When you complete this field, the system creates a partial NSF document type NP for the insufficient amount in the Customer Ledger table (F03B11). If do not activate the Partial NSF option, the system re-opens the invoices paid by this draft for the full amount applied to the draft.</p>

See Also

- *Creating a Renewal Draft*

Creating a Renewal Draft

When you work with drafts having non-sufficient funds (NSF drafts), you can specify that the draft should be renewed. When renewing drafts, the system creates a new draft for the insufficient amount. The system applies this new draft to the reopened invoices or to the chargeback, depending on how the Partial NSF option is set on the Void/NSF form for the record.

► To create a renewal draft

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to void or enter NSF drafts.
2. On Void/NSF Draft, to specify renewal information, complete the following fields:
 - Renewal
 - Draft Number
 - Draft Date

- Draft Due Date
 - Payment Instrument
 - Exchange Rate
3. To create additional journal entries for bank fees, click the following option:
 - Journal Entry
 4. To create additional journal entries with VAT (value added tax), click the following option:
 - Journal Entry With VAT

Depending on the journal entry option that you select, the appropriate journal entry form appears when you click OK. You can create journal entries for bank fees or any applicable taxes. You must do this manually.
 5. To create invoices for charging bank fees, click the following option:
 - Invoice Entry

If you click the Invoice Entry option, the Standard Invoice Entry form appears when you click OK.
 6. Click OK.
- The Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

Working with Draft Remittance

You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. In certain countries, draft remittance is an optional step in the draft process.

Working with draft remittance consists of:

- ☐ Creating bank registers for A/R drafts
- ☐ Reviewing and revising bank registers for A/R drafts
- ☐ Remitting drafts
- ☐ Understanding contingent liability

You can remit the draft either electronically or on paper in the form of a bank register. Generally, you must have complete bank account information for your customer in order to use an electronic format. When you do not have complete bank account information for your customer, you can print a bank register to send to your bank.

You can manually create a bank register to use when remitting drafts. Alternatively, you can choose to have the system select the drafts to remit. When you select the drafts to remit, the system groups drafts that have the same due date and payment instrument into a single statement in the register.

You can arrange to collect funds from the draft in one of the following ways:

- Wait until the funds become available on the due date specified by the draft.
- Request an advance from your bank before the due date of the draft. This is called discounting the draft. Typically, banks charge a fee when they advance funds for a draft before its due date. You must account for this fee separately during draft collection.

Creating Bank Registers for A/R Drafts

You can manually create a bank register to use when remitting drafts. This is an optional step in the draft process.

When you create a bank register, you select the drafts to include in the register. Bank registers should include only drafts that you will remit electronically or in the form of a printed register. They can include either regular drafts or discounted drafts, but only one transaction currency for the entire register.

You can have only one register per bank account. If a bank register exists, you can add drafts to it or remove drafts from it. You must completely process one register before you create another.

When you create a bank register, the system:

- Changes the pay status of selected drafts from D (draft accepted) to # (selected for payment).
- Changes the pay status of removed drafts from # (selected for payment) to D (draft accepted).
- Updates the G/L bank account of selected drafts.
- Creates a bank register (batch) containing the drafts you selected. The register number is the batch number concatenated with a five-digit number.

This program updates information in the A/R Check Detail table (F03B14).

Example: Bank Register

The following example shows how the system groups drafts on the basis of payment instrument and due date.

Draft Due Date	Draft Payment Instrument	Draft Amount	Due Date	Payment Instrument	Register Amount
07/01/05	0	300.00	07/01/05	0	500.00
07/01/05	0	200.00			
07/01/05	2	300.00	07/01/05	2	300.00
08/15/05	2	100.00	08/15/05	2	350.00
08/15/05	2	250.00			

► **To create bank registers for A/R drafts**

From the Draft Remittance and Collection menu (G03B162), choose Draft Register Creation and Review.

Draft Register	Draft Amount	Foreign Draft Amount	Curr Code	G/L Bank Account	G/L Account Description	Du Da

1. On Work With Draft Registers for Payment, to determine whether a bank register exists, complete the following field and click Find:
 - G/L Bank Account
2. Click Add to create a new bank register.

Draft Register Creation & Review - [Draft Register Details]

File Edit Preferences Form Window Help

OK Find Del... Can... New... Dis... Abo Links ▼ Drafts OLE ... Internet

Account Number: 2.8115 Regular Pay: _____

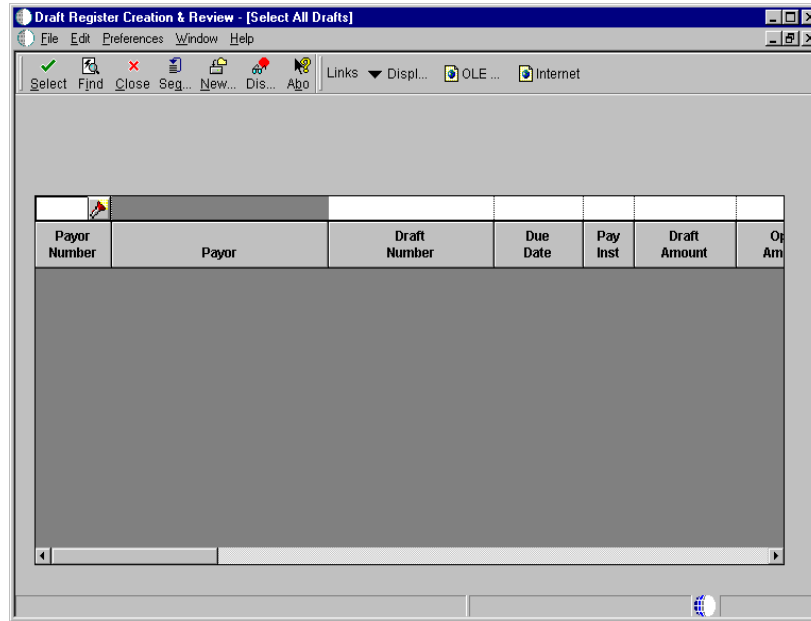
Amount Requested: _____ Currency Code: SD

Amount Selected: _____

Amount Difference: _____

Payor Number	Payor	Draft Number	Due Date	Pay Inst	Draft Amount	Base Curr	C
--------------	-------	--------------	----------	----------	--------------	-----------	---

3. On Draft Register Details, complete the following fields:
 - Account Number
 - Currency Code
4. Complete the following optional field:
 - Amount Requested
5. From the Form menu, choose Drafts.



6. On Select All Drafts, choose the individual drafts that you want to pay from this account, and click Select.
7. On Draft Register Details, click OK.

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit. object .subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Amount Requested	<p>The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT.</p>

Reviewing and Revising Bank Registers for A/R Drafts

You can use Draft Register Creation and Review to change registers for a specific bank account and date range.

Because you can have only one register per bank account, locating a bank account shows its register. Draft Register Creation and Review shows information for active registers. That is, you can review information only for registers you have created but not yet remitted to your bank.

This program displays and updates information in the Receipts Header table (F03B13).

► To review and revise A/R draft bank registers

From the Draft Remittance and Collection menu (G03B162), choose Draft Register Creation and Review.

1. On Work With Draft Registers for Payment, complete the following field and click Find:
 - G/L Bank Account
2. Review the information in the following fields:
 - Draft Amount
 - Due Date
3. Choose the draft register and click Select.
4. On Draft Register Details, review the information in the following fields:
 - Payor
 - Payment Instrument
 - Company
 - Bank Transit
 - Cust Bank Acct #

5. To add a draft to the register, choose Drafts from the Form menu and follow the steps for creating a bank register.
See Creating Bank Registers for A/R Drafts.
6. To delete a draft from the register, highlight the draft you want to delete and click Delete.

Remitting Drafts

From the Draft Remittance and Collection menu (G03B162), choose Draft Remittance.

You remit (deposit) drafts to your bank so that it can collect the funds from your customer's bank. You can remit drafts either electronically or on paper in the form of a bank register. Generally, you must have complete bank account information for your customer in order to use an electronic format. When you do not have complete bank account information for your customer, you can print a bank register to send to your bank.

The electronic remittance format for OneWorld creates Text File Processor batches that contain the remittance information. The system stores the batches in the following tables:

- Text Processor Header (F007101)
- Text Processor Detail (F00711)

The Text File Processor assigns the batch number from Next Numbers 00/07. See *Setting Up Next Numbers* for more information.

You can run this batch process in either proof or final mode.

Proof mode

In proof mode, the system:

- Selects accepted draft, that is, drafts that have been accepted but not yet submitted to your bank for collection
- Verifies the G/L date against the company G/L period
- Prints reports

Final mode

In final mode, the system works in the same way as proof mode except that it also:

- Changes the payment status of the draft to G (draft deposited not due)
- Creates journal entries to debit drafts remitted and credit drafts receivable when posted
- If you select an electronic version, creates a tape table that you can copy to tape or diskette and send to your bank

J.D. Edwards recommends that you run this process in proof mode before running it in final mode. This allows you to review and correct errors prior to updating records. If the system finds errors when running the report in final mode, it prints an error message on the report and does not create journal entries.

After you remit drafts, you approve and post journal entries to the general ledger. The system creates a journal entry to credit drafts receivable and debit drafts remitted.

This program updates and creates information in the Customer Ledger (F03B11), Receipts Header (F03B13), and A/R Check Detail (F03B14) tables. The electronic versions of this program write information to the Magnetic Draft Remittance table (F03672). This table indexes records by user ID, program ID, version ID, and payment ID.

See Also

- *Electronic Formats and the Euro* in the *Euro Implementation Guide* for information about country-specific formats that handle draft remittance in the euro

Processing Options for Draft Remittance

Proof/Final

1. Enter a '1' to run in Final Mode.
This will update the draft to remitted status. Default of blank would print the report only
-

As Of Date

2. Enter "As Of" date to process. All drafts due on or before this date will be processed. If left blank, the current system date will be used.

Bank

3. Enter a blank to indicate the process is without a Register, '1' to indicate the process is with Register.
4. Enter the G/L Bank Account that the drafts will be remitted to. Note: If an account is entered here then the processing option 3 should indicate that it is without register.

G/L Remittance

5. Specify which G/L Account from AAI's to use for Drafts: Remitted "blank" = Cashed (RD2x) '1' = Discounted (RD3x) '2' = Contingent (RD4x)
6. Enter an override Drafts Remitted Account number. The AAI's will be ignored if an account is entered here.
7. Enter an account number to override RD4 AAI's Account Number. If left blank a RD4 AAI's will be use.

G/L Date

8. Enter the G/L Date for the Journal Entries created. If left blank, the system date will be used.

Maximum

9. Enter the Maximum Amount of the accumulated drafts.
-

Minimum

10. Enter the Minimum Amount for the Remittance Process.

Paper/Tape

11. Enter the Program and Version to do the Paper Or Tape Remittance.

Custom Report

12. Enter a Program ID and Version ID to submit a custom remittance report

Program ID
Version ID

What You Should Know About Processing Options

Custom Report (12)

The program for which you specify program ID and version ID is a client-specific, custom program.

Data Selection for Draft Remittance

You can change the data selection for Payment Instrument. The DEMO versions of this report are set to select drafts using G/L Bank Account. You can add other selection criteria. For example, you can select drafts on the basis of the payment instrument.

If you encounter errors when running Draft Remittance, do the following:

- Verify that you selected the correct version.
- Verify that the G/L date you entered for processing option is correct
- Verify that the data selection includes the draft that you are attempting to include
- If you used Draft Selection for Bank Payment to create a register manually, verify that the “as of” date you entered in the processing options is the same as or later than the latest draft due date in the register

Understanding Contingent Liability

You can request an advance from your bank before the due date of the draft. This is called discounting a draft. When a draft is discounted, some countries require businesses to recognize a contingent liability until the maturity date of the draft, as follows:

- Before the due date of the draft, recognize the draft as cash and offset the amount as a contingent liability.
- On the due date of the draft, close the contingent liability by processing the collection.

You create journal entries for contingent liability when you remit a draft. When you collect the draft, the system reverses these journal entries.

To create journal entries for contingent liability, use the G/L Remittance processing options for Draft Remittance. When you use one of these processing options to specify a G/L account for contingent liability, the system creates two sets of journal entries:

- Debit drafts remitted and credit drafts receivable. This is the journal entry required by all remittances.
- Debit the G/L bank account and credit drafts contingent liability. This is the additional journal entry required for contingent liability.

When your bank collects the draft, the system recognizes the existence of the contingent liability and clears the contingent liability account.

Working with Draft Collection

From the Draft Remittance and Collection menu (G03B162), choose Draft Collection with Status Update.

Your bank collects the funds for the draft from the customer's bank on the due date of the draft. Your bank informs you if it cannot collect the funds. On or after the due date, both you and your customer recognize the transfer of cash. You update the status of the draft in your records to show that it has been collected.

Some companies prefer to close the draft on the draft due date, while others wait until the payment appears on their bank statement. Depending on your company policy, do one of the following:

- Run Status Update with Journal Entries on the draft due dates to create journal entries.
- Run Status Update without Journal Entries on the draft due dates using a pay status code of something other than P (paid). After you verify that payments have been collected, run Status Update with Journal Entries.

Additionally, your bank might assess fees for draft collection. Typical fees include charges for incomplete bank information, discounted drafts, and commissions. In addition, the tax regulations in certain countries might require that VAT be assessed on these fees. You account for all fees by creating a separate journal entry on Journal Entry With VAT Tax.

You can run this batch process in either proof or final mode.

Proof mode

In proof mode, the system:

- Selects drafts with a remitted to bank status, that is, drafts that have been remitted but not yet collected.
- Prints a report that shows the drafts to be updated. It shows all drafts that have a payment status of G (draft deposited not due) with a due date that you specify in a processing option.

Final mode

In final mode, the system works in the same way as proof mode except that it changes the pay status of drafts to P (paid) or to another value that you choose.

After you collect drafts, you approve and post journal entries to the general ledger. You must run the program using this option in order to close your drafts. The system creates a journal entry to debit a cash account and credit drafts remitted.

If the draft was created with a contingent liability, the system clears that account.

This process updates records in the Customer Ledger, Receipts Register, and Receipts Application Detail tables, and creates records in the Receipts Application Detail table.

Processing Options for Draft Collection with Status Update

Proof / Final

1. Enter a '1' to run in the Final Mode. Default of blank will print the report only.

As Of Date

2. Enter the "As of" date to process.
All drafts due on or before this date will be processed. If left blank, the current system date will be used.

G/L Date

3. Enter the G/L date for the Journal Entries. If left blank, the system date will be used.

4. Enter a '1' to calculate the G/L Date by adding the Float Days for the bank account to the Net Due Date. Leave blank to use the option above to calculate GL Date

5. Enter a "1", if you want to calculate G/L Date entering Float days and to select drafts by pay instruments. If you use this option, all of the option above will be ignored.

6. Enter number of float days to add the the Drafts Due Date to calculate G/L Date. If you select option above, you must enter number of float days.

7. Enter payment instrument type to select drafts by Pay Instruments. If option '5' is selected, you must enter a valid Pay Instruments Type.

Payment Instrument

Pay Status

8. Enter the Pay Status to update the the draft records. If left blank, the pay status will be updated with 'P' (Paid).

Pay Status Code

9. Enter a '1' to update the pay status of the draft in the Journal Ledger File without closing the Drafts. A blank would close the Draft.

Exchange Rate

10. Enter the currency exchange rate to be used. This rate is between the currency being processed and the currency of the bank account. If left blank, the rate will be derived from the exchange rate information.

Exchange Rate Override

Data Selection for Draft Collection with Status Update

Typically, you select drafts for collection on the basis of payment instrument.

See Also

- *Entering Journal Entries with VAT in the General Accounting Guide*

Approving and Posting A/R Drafts

The system creates journal entries for the following draft operations:

Draft acceptance	Debits the drafts receivable account and credits an A/R trade account
Draft remittance	Debits drafts remitted and credits drafts receivable
Draft collection	Debits a cash account and credits drafts remitted

You can post these journal entries after each operation, at any time during the draft cycle, or at the end of the draft cycle.

Approving and posting A/R drafts consist of:

- ☐ Reviewing and approving journal entries for A/R drafts
- ☐ Reviewing and revising draft batches
- ☐ Posting journal entries for A/R drafts

Reviewing and Approving Journal Entries for A/R Drafts

From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.

You review journal entries to verify that they debit and credit the correct G/L accounts. After you review journal entries, you might need to approve them prior to posting. This depends on whether your company requires management approval before posting a batch.

All J.D. Edwards journal review programs work the same way. Draft Journal Review displays only records with a batch type of DB (drafts).

See Also

- *Reviewing Invoices*
- *Approving Invoice Batches*

Reviewing and Revising Draft Batches

After entering drafts and before posting them to the general ledger, you can verify their accuracy and review or revise entries, such as the A/R trade account for an accepted draft. You can:

- Revise draft batches
- Review G/L information for drafts
- Review draft detail information

All J.D. Edwards journal review programs work the same way. The Work with Batches form displays a batch type of DB (drafts).

Draft batches information is maintained in the following tables:

- Batch Control (F0011)
- Customer Ledger (F03B11)
- Receipts Header (F03B13)
- A/R Check Detail (F03B14)
- Account Ledger (F0911)

► To revise draft batches

From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.

1. On Draft Journal Review, locate the draft batch and click Select.
2. On Work with Drafts Journal Review, to revise the draft, choose the draft and then choose Revise from the Row menu.
3. On Draft Entry, revise draft information as needed.

► To review G/L information for drafts

From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.

1. On Work with Drafts Journal Review, to revise draft information, choose Revise from the Row menu.
2. On Work with Drafts Journal Review, to review G/L information, choose G/L Review from the Row menu.

► To review draft detail information

From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.

1. On Draft Journal Review, locate the draft batch and click Select.
2. On Work with Drafts Journal Review, select a draft and choose Detail from the Row menu.

Posting Journal Entries for A/R Drafts

From the Draft Daily Operations menu (G03B161), choose Post Drafts to G/L

After you review and approve journal entries, you must post them to the general ledger. The posting process debits and credits G/L accounts.

All J.D. Edwards post programs work the same way. The Post program for A/R drafts has the processing option for batch selection set to DB (draft receipts). You should not change this.

See Also

- *Posting Invoices*

Draft Reporting

Draft reporting includes the following task:

- ☐ Printing the draft receivable report

Printing the Draft Receivable Report

From the Japanese Localization menu (G75J), choose Draft Receivable Report.

In Japan, businesses that process accounts receivable drafts must submit a list of processed drafts. The listing must include the bank-assigned draft number. To meet this requirement, you can print the Draft Receivable Report (R7503420).

Kagami Processing

Processing Kagami consists of the following tasks:

- ☐ Working with Kagami
- ☐ Processing statements

Working with Kagami

Working with Kagami includes the following tasks:

- ☐ Understanding Kagami
- ☐ Printing Kagami statements

Understanding Kagami

In Japan, bank transfers are the most commonly used method of payment. Japanese banks charge a fee for each transfer that a business requests. To help their customers avoid excessive bank charges, a monthly summarized invoice, or Kagami, is issued as the general billing procedure for Japanese businesses.

Businesses that use monthly summarized invoicing do not issue invoices for every goods delivery. Instead, businesses establish a monthly cut-off date with the customer and issue one invoice that summarizes all of the customer's business transactions for the prior month.

Printing Kagami Statements

To print Kagami statements, follow the A/R statement process, specifying Kagami Invoice Statement Print (R03B5001JP) as the print program.

To specify the Kagami print program

1. On the Draft Daily Operations menu (G03B161), choose Statement Print with Draft.
2. Copy the Statement Refresh with Draft version.
3. From the Row menu, choose Processing Options.
4. On Processing Options, click the Print tab.

5. In the Print Program field for processing option 3, type the program number, R03B5001JP.

Kagami statements include the following information:

- “Bill to” name and address for the customer.
- Billing period. Although billing periods vary by customer, the beginning of the period must be the day after the last cutoff date. The end of the previous period is the cutoff date.
- Open amount as of the cutoff date. The open amount is summarized by sales, cash receipts, adjustments, and so on.
- Detailed information from each sales order, such as invoice number, item number, and price.

Before You Begin

- ☐ Verify that you have a next number set up for the summarized invoice number in the Accounts Receivable system. To do this, use the next number for the Statement No. field. See *Accounts Receivable: Setting Up Next Numbers*

Processing Options for Kagami Invoice Statement Print - Japan (R03B5001JP)

Print Tab

Use these processing options to customize various defaults for Kagami Invoice Statement Print - Japan (R03B01JP).

1. Aging Information

2. Account Summary

Use this processing option to select whether to print account summary.

Valid values are:

Blank The system prints account summary.

- 1 The system does not print account summary.

3. Invoice Date

Use this processing option to select whether to print the invoice date.

Valid values are:

Blank The system does not print the invoice date.

1 The system prints the invoice date.

4. Statement Number

Use this processing option to select whether or not to print the statement number.

Valid values are:

Blank The system does not print the statement number.

1 The system prints the statement number.

5. Remit to Address

Use this processing option to select whether to print the remit to address.

Valid values are:

Blank The system does not print the remit to address.

1 The system prints the remit to address

6. Tax Information

Use this processing option to select whether to print tax information on the invoice document level.

Valid values are:

Blank The system does not print the tax information.

1 The system prints the tax information.

7. Sales Information

Use this processing option to specify where to print the sales information from or whether to print the sales information. The system can print the information from the Sales Order Detail file (F4211) or the Sales Order History file (F42119).

Valid values are:

Blank The system does not print the sales information.

- 1 The system prints from the Sales Order Detail file (F4211).
- 2 The system prints from the Sales Order History file (F42119).
- 3 The system retrieves from the Sales Order Detail file (F4211) first, if data is not found, the system retrieves from the Sales Order History file (F42119).

8. Kagami Summary

Use this processing option to select whether to print the Kagami summary.

Valid values are:

Blank The system does not print the Kagami summary.

- 1 The system prints the Kagami summary.

Process Tab

Use this processing option to customize invoice records when printing the Kagami invoice statement.

1. Invoice Record

Use this processing option to select whether to summarize each invoice record.

Valid values are:

Blank The system does not summarize each invoice record.

- 1 The system summarizes each invoice record.

Processing Statements

You send statements to your customers to inform them of their account activities. For example, you can print a statement for a customer to show their current open balance or a summary of their account.

After sending statements to your customers, a customer might contact you concerning a problem with their statement. For example, a statement might show an incorrect balance due to a billing error on an invoice or a missing credit memo. When this happens, you must be able to quickly access the statement to locate the problem. The Accounts Receivable system enables you to display the customer's statement online for review. Then, you can process and print the statement again, if necessary.

Processing statements consists of:

- ☐ Generating statements
- ☐ Reviewing statements
- ☐ Resetting statements
- ☐ Purging statements

Before You Begin

- ☐ Ensure that you have completed the Print Statement option on the A/R Constants form and on the Customer Master Revision form (Collection tab).

Technical Considerations

Update A/R from Address Book (R03B802)

To ensure that alpha names and parent/child relationships are reflected on the statement, run the Update A/R from Address Book program (R03B802) before running the refresh program (R03B500X).

**Data Sequence for
Statement Notification
Refresh (R03B500X)**

Data Sequence controls the order in which statement records are updated to the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. The sequencing should not be changed.

You cannot change the sequencing to print statements in a different order.

If you want to change the sequence of the statement detail, use the Data Sequence of the Statement Print program (R03B5001, for example).

Records with future dates

The purge does not remove statements or delinquency notices having a future date from the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. If you want to remove all of the contents in these tables, consider clearing them using a data file utility.

**Statement processing
time**

To minimize statement processing time, ensure that you have correctly completed the processing options for Statement Notification Refresh. For example, if you use the Date - As Of processing option, the system requires more time to calculate statements “as of” specific dates. A common mistake is to enter the aging date in the Date - As Of processing option, which dramatically increases statement processing time.

Generating Statements

From the Statement Reminder Processing menu (G03B22), choose Statement Notification Refresh.

Before You Begin

- ☐ Activate the print statement option in the A/R constants and in the customer master record.
- ☐ Post all invoices. The system selects only posted invoices for processing statements.

To notify customers of their account activity, process A/R statements. You can customize statements for your organization to include:

- Invoice detail
- Current balance due
- Account summary
- Account aging

To process statements, you must first run Statement Notification Refresh. This batch process:

- Reads the following tables within a specific statement billing period:
 - Open invoices in the Customer Ledger table (F03B11)
 - Receipt detail in the Receipt Application Detail table (F03B14)
 - Invoice revisions in the A/R Adjustments table (F03B112)
- Creates records in the A/R Notification (F03B20) and A/R Notification Detail (F03B21) tables

Data Selection

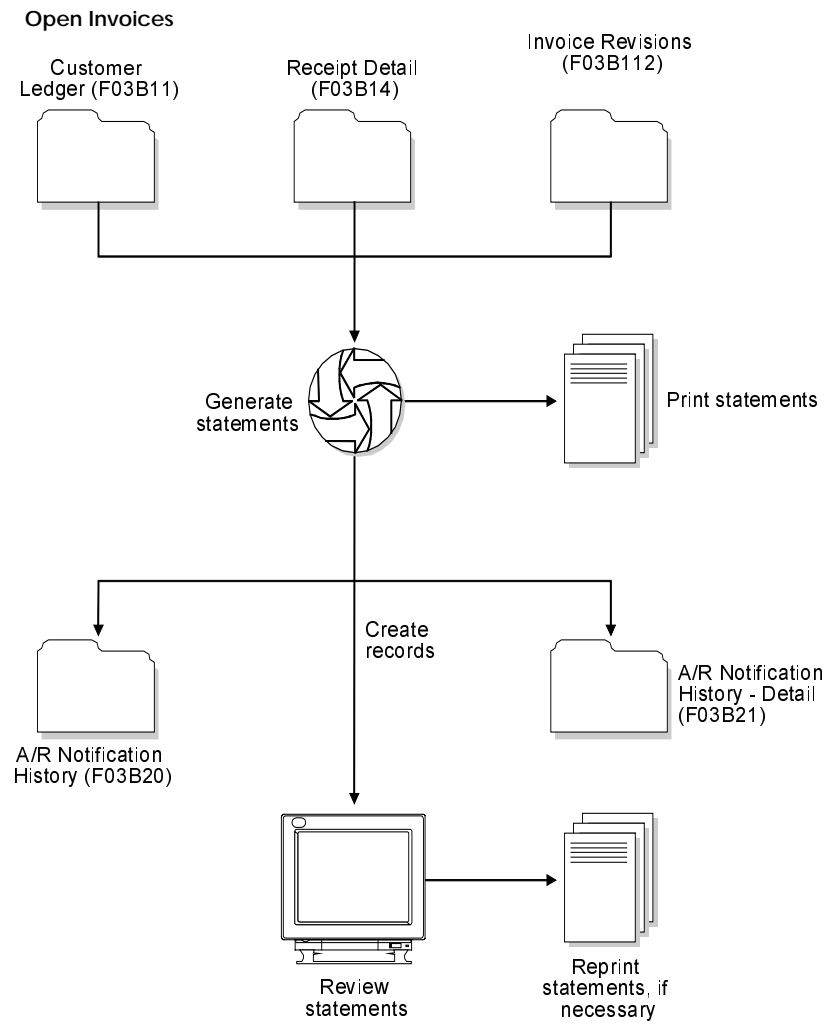
To exclude paid invoices from appearing on statements, use Data Selection as follows:

- Where amount open is not equal to <ZERO>

This data selection allows credit amounts and debit amounts to appear on the statement, but excludes paid invoices.

The following graphic illustrates how the system processes statements:

Statement Processing



Processing Options for Statement Notification Refresh (R03B500X)

Consolidation Tab

1. Company

Use this processing option to enter the company you want to use for locating the remit to address, aging information (if aging by constants), and statement letters.

If you leave this field blank, the system generates one statement for each customer by company.

Aging Tab

These processing options determine the aging criteria for statements.

1. Company Constants

Use this processing option to retrieve the aging specifications and statement date from A/R Company Constants (F0010). If you leave this field blank, the system uses processing options for aging specifications (Statement Date, Date Types, and Aging Categories).

2. Statement Date

Use this processing option to specify the statement date from which the system ages open balances.

3. Date Types

Use this processing option to specify the date you want the program to use for aging calculations. The system compares this date with the Statement Date processing option. Valid values are:

- D Use the due date
- I Use the invoice date
- G Use the G/L date
- S Use the statement date

4. Aging Categories

Use this processing option to calculate aging. If you calculate aging by aging days, you will need to indicate the number of days in each column. For example, column one could include invoices that are due in 1 - 30 days. Column two could include invoices that are due in 31 - 60, and so on.

If you calculate aging by fiscal period, you include invoices by periods as you define them. For example, you can define fiscal periods as extending from the sixteenth of the month to the fifteenth of the following month. Then, column one would include invoices for the first period, and column two would include invoices for the second period, and so on.

Note: Complete this processing option only if you enter a blank value in the Aging Specification processing option. Otherwise, these periods are determined by the Date Pattern chosen for each company as defined in Company Numbers and Names (G09411).

5. Aging Category 1

Use this processing option to specify the intervals the system uses as an aging category for the first aging column of the A/R aging reports.

For example, if you enter -30, the system calculates aging days from 30 days prior to the date determined by the Date: Age As Of processing option. If you enter 0, the system calculates aging days from the date determined by the Date: Age As Of processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option.

6. Aging Category 2

Use this processing option to specify the intervals the system uses as an aging category for the second aging column of the A/R aging reports.

For example, if you enter -30, the system calculates aging days from 30 days prior to the date determined by the Date: Age As Of processing option. If you enter 0, the system calculates aging days from the date determined by the Date: Age As Of processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option.

7. Aging Category 3

Use this processing option to specify the intervals the system uses as an aging category for the third aging column of the A/R aging reports.

For example, if you enter -30, the system calculates aging days from 30 days prior to the date determined by the Date: Age As Of processing option. If you enter 0, the system calculates aging days from the date determined by the Date: Age As Of processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option.

8. Aging Category 4

Use this processing option to specify the intervals the system uses as an aging category for the fourth aging column of the A/R aging reports.

For example, if you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from 90 days after the date determined by the Date: Age As Of processing option. If you enter 999, the system calculates aging days from 999 days after the date determined by the Date: Age As Of processing option. A long interval in this last processing option shows invoices that have been on hold for a long period of time.

9. Aging Category 5

Use this processing option to specify the intervals the system uses as an aging category for the fifth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

10. Aging Category 6

Use this processing option to specify the intervals the system uses as an aging category for the sixth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

11. Credits

Use this processing option to specify whether to age account credits, or to apply credits to the current aging balance.

12. Exclude Future Amounts

Use this processing option to specify whether to exclude future invoice amounts on invoices. The system compares the Date Type (Aging processing option 3) with the value specified in the Statement Date processing option. For example, if you are aging invoices based on the due date, and the statement date is 6/30/05, all invoices with a due date after 6/30/05 will be excluded from the statement.

13. Multi-Currency

Use this processing option to print statements showing the foreign currency. Enter 1 to print statements with foreign currency. Leave this field blank to print domestic currency only.

14. Draft Flag

Use this processing option to produce statements with a draft. If you use this option, the system assigns a draft number to the statement, not a statement number.

Print Tab

These processing options determine options such as how the system prints the Remit To address, the version to use, and letter types.

1. Remit To Address

Use this processing option to specify the Remit To address that the system prints on the statement so the customer knows where to remit their payment. These Address Book records are company records in the Address Book Master table (F0101). Valid values are:

Blank Use the address of the company designated on the F03B11 Invoice Record.

- A Use the value in the First Address Number field (AN81).
- B Use the value in the Second Address Number field (AN82).
- C Use the value in the Third Address Number field (AN83).
- D Use the value in the Fourth Address Number field (AN84).
- E Use the value in the Factor/Special Payee field (AN86).
- F Use the value in the Fifth Address Number field (AN85).

In order to use alternate address book number fields, you must assign the alternate address book number to the company address book record for records being processed. For example, if you generate statements for company 00001, and you want the receipts remitted to a lockbox address, you can set up the lockbox address in the Address Book system. You assign the lockbox address book number to an alternate address book number field on the company 00001 address book record. You would specify which alternate address book number to use in this processing option.

2. Summarize Invoices

Use this processing option to specify whether to insert summarized by invoice statement records into the A/R Notification History Detail (F03B21) table. Enter 1 to create records for invoices and invoice pay items. The summarized invoice records will be displayed on the Review Statement form (P03B202).

Leave this field blank to create records only for invoice pay items.

If you wish to have summarized information printed on the statement, use the processing options associated with Print A/R Statements (R03B5001).

3. Print Program

Use this processing option to specify the name of the program used to print statements. Use the visual assist to view a list of the valid print programs.

You use the Print Program processing options for statement notification refresh to produce statements that cater to product industries. For example, you can print using a credit card statement format, or print statements with a draft.

4. Version of Print Program

Use this processing option to enter the name of the version the system will use to print statements. If you leave this processing option blank, the system uses XJDE0001.

5. Letter Name and Letter Type

Use the Letter Name processing option to specify a pre-defined letter for printing.

Use the Letter Type processing option to specify the type of letter you wish to generate. Use the visual assist to select from the list of letter types that you set up on Work with Letter Text (G03B2801).

Update

These processing options specify the date the system uses to recalculate open invoice amounts and to determine whether the system should update the Statement Number field.

1. Date - As Of

Use this processing option to specify the “as of” date when you must produce a statement “as of” a specific date. A common mistake is to use this date as the aging date, which dramatically increases statement processing time.

When using “as of” date processing, the system recalculates open invoice amounts “as of” the date you enter. The system reads the G/L date of the receipt to determine whether the invoice has been paid. If the G/L date of the receipt is on or after the “as of” date entered, the system considers the invoice open and includes it on the statement. If the G/L receipt date is before the “as of” date entered, the system considers the invoice closed and does not include it on the statement.

For example, suppose you enter an invoice with a G/L date of 6/15/05 that is paid by a receipt with a G/L date of 7/10/05. If your “as of” date is 6/30/05, the invoice will show as open on the statement. This is useful if a customer requests a statement for a specific date or for a date other than the date that the statement was originally processed.

2. Statement Number Update

Use this processing option to update the statement number. When you run statements, you can instruct the system to update the statement number in the Customer Ledger (F03B11) table or to keep the original statement number. If you leave this processing option blank, the system will always update the statement number.

Reviewing Statements

When a customer contacts you about a statement, you can review it online. This enables you to quickly access the statement and interactively respond to the customer’s concern.

If an invoice and receipt are in different currencies, you can review the receipt amount in the transaction currency as well as the invoice currency. For example, you work for a company that issues an invoice in French francs and is paid in euros. You can review the receipt amount in both the transaction currency (euro) and the invoice currency (French francs), which is especially helpful when working customer accounts.

Reviewing receipt amounts in two currencies applies to online statements only. It does not apply to printed statements, which continue to print receipt amounts in the invoice currency, regardless of whether they were paid in another currency.

When reviewing statements, you can:

- Review multiple statements
- Review an individual statement

The information that the system displays is for inquiry purposes only. You cannot change or delete a statement during your review.

► To review multiple statements

From the Statement Reminder Processing menu (G03B22), choose Review Statements.

When you review multiple statements, you can access:

- All statements for all of your customers
- All statements for a specific customer
- Statements with a specific notification date

The system displays information from the A/R Notification History table.

ST	No Ty	Description	Customer Number	Name	Remit To Company	Description
ST		Statement	1001	Edwards, J.D. & Company	00001	Financial/Distribution Comp
ST		Statement	3001	Global Enterprises	00001	Financial/Distribution Comp
ST		Statement	3002	Atlantic Corporation	00001	Financial/Distribution Comp
ST		Statement	3002	Atlantic Corporation	00001	Financial/Distribution Comp
ST		Statement	3004	Pacific Company, The	00001	Financial/Distribution Comp
ST		Statement	3333	Continental Incorporated	00001	Financial/Distribution Comp
ST		Statement	4242	Capital System	00001	Financial/Distribution Comp

1. On Work With Notifications, click Find to display all statements for all customers, or complete any of the following fields to limit the information that the system displays:
 - Statement Number
 - Customer Number
 - Notification Date
2. To continue reviewing statements, review an individual statement.

Field	Explanation
Statement Number	A/R Statement field usage: This is the statement number on which the invoice is printed. For example, when statements are run, if statement number 1234 contains invoices 151 and 152, this field will then contain the value 1234 for all pay items associated with invoices 151 and 152.
Notification Date	This date identifies when either a statement, delinquency or finance charge notice was sent to a customer.

► To review an individual statement

From the Statement Reminder Processing menu (G03B22), choose Review Statements.

After reviewing multiple statements, you can access an individual statement to review its details. For example, you might want to see the open invoices and their due dates that are shown on the statement. You can also access summary information for the statement, such as associated aging information.

When you review an individual statement, the system displays information from the A/R Notification History (F03B20) and A/R Notifications History Detail (F03B21) tables.

1. On Work With Notifications, choose the statement that you want to review.
2. From the Row menu, choose Review.

Review Statements - [Statement Review]

File Edit Preferences Form Row Window Help

Select Find Close Seg... New... Dis... Abo Links Reprint OLE ... Internet

Statement Number 500 Remit To Address 1 Financial/Distribution Company
 Statement Date 5/31/05 Billing Address 1001 Edwards, J.D. & Company
☐ Invoice Summary Payment Terms 001 1/10 Net 30

Currency Code USD U.S. Dollar Revisions/Write Offs
 New Invoices 65,300.00 Receipt Adjustment
 Discount Taken 226.00- Previous Balance
 Payments Received 37,767.00- Outstanding Amt Due 27,307.00

Transaction Currency Code Transaction Payments Received
 Transaction Discount Taken Transaction Receipt Adjustment

Address Number	Name	Do Ty	Description	Document Number	Co	Pay Item	Invoice Date
1001	Edwards, J.D. & Company	RB	Chargeback	6100001	001		6/10/05
1001	Edwards, J.D. & Company	RU	Unapplied Cash	15100001	001		4/16/05
1001	Edwards, J.D. & Company	R5	Deduction	22100001	001		5/12/05
1001	Edwards, J.D. & Company	RU	Unapplied Cash	23100001	001		6/20/05

- On Statement Review, choose Summary from the Form menu to review summary information.

Review Statements - [Notification Summary]

File Edit Preferences Window Help

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

Statement Number 500
 Notification Date 5/31/05
 Remit To Address 1 Financial/Distribution Company
 Address Number 1001 Edwards, J.D. & Company
 Payment Terms 001 1/10 Net 30

Previous Balance
 New Invoices 65,300.00
 Discount Taken 226.00-
 Payments Received 37,767.00-
 Revisions/Write Offs
 Outstanding Balance Due 27,307.00
 Currency Code USD U.S. Dollar

Aging Information

Future Amount	Current	31 - 60	61 - 120	121 - 150	151 - 999	Over 999

Related Information

Reprinting statements

While reviewing statements, you might need to reprint one for a customer. To do this, choose the statement that you want to print again on Work With Notifications. Then, from the Row menu, choose Reprint.

The system runs the print program when you exit the Work With Notifications form.

Changing statement print information

You can change the information that the system uses to print statements when you are reviewing statements. For example, you can change the print program and the version that the system uses during the statement refresh. When you change statement print information, you must choose Re-print from the Row menu on Work With Notifications or Statement Review.

Resetting Statements

You can reset transactions on current statements and reprocess the statements to include additional information that might not have been received or processed at the time you processed the original statement. This includes payment information, adjustments, and changes to invoices. For example, if you process statements before receiving a payment, you can reset the statement that you generated to include the payment information on the statement before sending it to the customer.

You can reset only the last statement generated. The system issues an error if you try to reset previously generated statements.

When you reset statements, the system runs the Statement Notification Reset program (R03B5015) and resets the following tables to the status they had before you originally processed the statements:

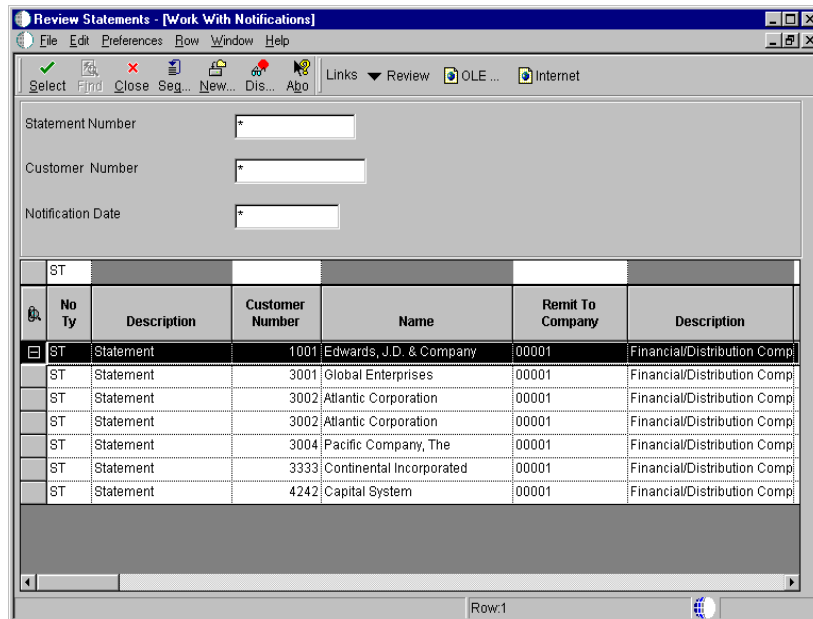
- A/R Notification History (F03B20).
- A/R Notification History Detail (F03B21).
- Customer Ledger (F03B11). If you process and print an invoice in a statement once, the system resets the Statement Number (CTL) and Statement Date (SMTJ) to blank. If you do so more than once, the system resets CTL and SMTJ to their previous values.

- A/R Check Detail (F03B14). The system resets the statement number and statement date to blank.
- A/R Adjustment (F03B112). The system resets the Statement Print Flag (STPF) to blank.

► To reset statements

From the Statement Reminder Processing menu (G03B22), choose Review Statements.

1. On Work With Notifications, choose the statement that you want to reset.
2. From the Row menu, choose Reset.



In the detail area, the system marks the statements for reset. To deselect statements, choose the marked statements and choose Reset from the Row menu.

3. Click Close.

When you click Close, the system runs the Statement Notification Reset program (R03B5015).

Processing Options for Resetting Statements

Version

Enter the version of the Statement Notification Reset (R03B5015) to reset the statement. <Blank> will default to ZJDE0001.

Purging Statements

From the Statement Reminder Processing menu (G03B22), choose Statement/Notification Purge (R03B5010).

When you consider statement information to be obsolete, you can purge it. The system purges records based on the values established in the Notification Date processing option and Number of Months processing option. This ensures that the system purges the correct information. If these two processing options are not used in conjunction with each other, the system reads the oldest value (either the date in the Notification Date field or the value in the Number of Months field) to purge the fewest number of records.

Technical Considerations

The Statement/Notification Purge program removes delinquency notice and statement records from the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. The system does not record purged information to another table for archiving. If you want to retain purged information, keep a backup of your tables before purging.

If you want to purge only statement information, use Data Selection to specify the notification type ST. Doing so limits the purge to statements. You can use notification type DL in the Data Selection for purging only delinquency notices.

Processing Options for Statement/Notification Purge

Date

Enter a Notification Date for the Purge.
All Notifications less than or equal
to this date will be removed. If
left blank the date will default to
today's date.

Notification Date

Enter the number of months of history
that should be retained. Any records
past this month, and older than the
notification date will be removed.

Number of Months

Enter a '1' to run in the final mode.
Default of blank will print report
only.

Final Mode

Accounts Payable Draft Processing

Processing accounts payable (A/P) drafts consists of the following tasks:

- ☐ Understanding A/P drafts
- ☐ Setting up bank account information for A/P
- ☐ Creating a payment group version for A/P drafts
- ☐ Processing automatic payments to create A/P drafts
- ☐ Processing manual payments to create A/P drafts
- ☐ Entering bank-assigned draft numbers for A/P drafts
- ☐ Printing the A/P draft payable list

Before You Begin

- ☐ You must set up the Stamp Tax table for reporting purposes before processing drafts. See *Setting Up the Stamp Tax Table*.

Understanding A/P Drafts

In Japan, most accounts payable vouchers are paid with a draft. To pay vouchers with a draft, businesses:

1. Enter supplier invoices.
2. Process the invoices through the Accounts Payable department.
3. Create draft documents in lieu of checks or bank transfers.
4. Send draft documents to the bank for payment.

When the draft documents arrive for processing, the bank performs the following steps:

1. Assigns draft numbers to the payments to be processed.
2. Remits funds to the supplier on the draft.

In addition to completing the internal draft process, businesses are required to do the following:

1. Report and remit a stamp tax for each supplier voucher that is paid with a draft.
2. Include the bank-assigned draft number on all draft reporting.

Setting Up Bank Account Information for A/P

You must set up information for each bank account from which you make payments. Bank account information is required in the Accounts Payable system for making payments.

When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

Setting up bank account information for A/P includes:

- Setting up bank account information for payments
- Setting up bank account information for bank tape processing

See Also

- *Entering Supplier Records* for information about assigning bank accounts to suppliers

► To set up bank account information for payments

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

1. On Work With G/L Bank Accounts, click Add.

The screenshot shows a Windows-style dialog box titled "Bank Account Information - [Set Up G/L Bank Account]". It features a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu is a toolbar with icons for "OK", "Can...", "Dis...", and "Add". The main area of the dialog is divided into several sections. At the top, there are two input fields: "G/L Bank Account" containing the text "1.1110.BEAR" and "Description" containing "Default Bank Account". Below these is a section titled "Payment Information" which contains "Next Payment Number" (2006) and "Next Auto Debit Number" (empty). Further down, there are two columns of input fields. The left column, under "Default Print Queues", has "Payments" (LASERU7), "Debit Statements" (LASERU7), and "Attachments" (LASERU7). The right column, under "Default Print Options", has "Number of Alignment Forms" (empty) and "Detail Lines Per Stub" (10). At the bottom right of the dialog is a small globe icon.

2. On Set Up G/L Bank Account, complete the following fields:
 - G/L Bank Account
 - Description
3. Complete the following optional field:
 - Next Payment Number
4. To set up default print queues, complete the following fields:
 - Payments

- Debit Statements
- Attachments

OneWorld does not use print queue information when you print payments. The print queue fields appear for systems where OneWorld and WorldSoftware coexist.

5. To set up default print options, complete the following fields:

- Number of Alignment Forms
- Detail Lines Per Stub

Follow the steps for setting up bank information for bank tape processing, if applicable.

See *Setting Up Bank Account Information for Bank Tape Processing*.

Field	Explanation
Next Payment Number	The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.
Next Auto Debit Number	The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.
Number of Alignment Forms	The number of checks that are needed at the start of check printing in order for the check stock to be aligned properly on the printer.
Detail Lines per A/P Payment Stub	The number of detail lines that can appear on an A/P payment stub. The maximum number of detail lines that can print on the stub is 10. If you want more than 10 lines of detail you must make custom modifications to the Print Automatic Payments - Standard Format program (R04572).

► To set up bank account information for bank tape processing

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

When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

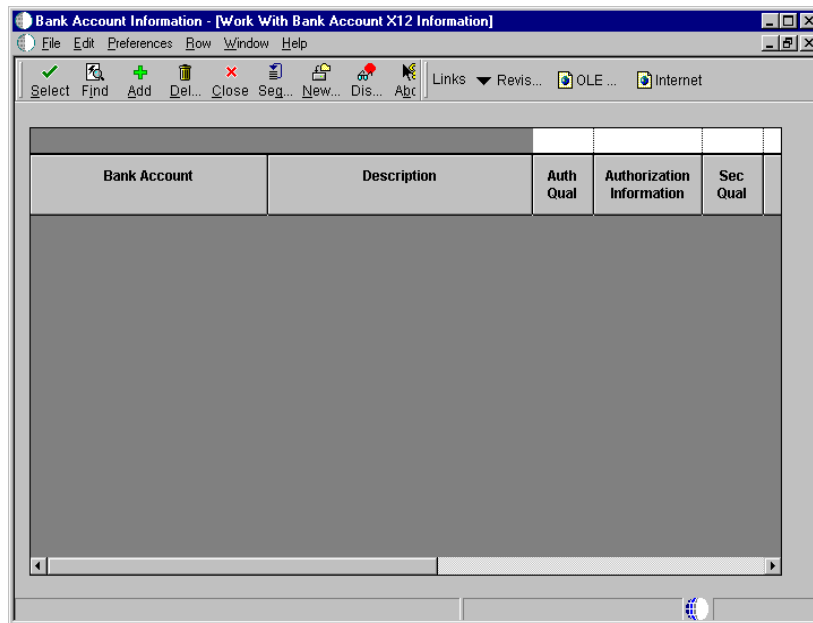
1. On Work With G/L Bank Accounts, follow the steps for setting up bank account information for payments.

See *Setting Up Bank Account Information for Payments*.

2. Choose the bank account.
3. From the Row menu, choose Bank Info.

4. On Revise Bank Information, complete the following optional fields:
 - Address Number
 - Bank Transit Number
 - Bank Account Number
 - Control Digit
 - Checking or Savings Account
 - SWIFT Code
 - Float Days
5. To avoid the use of the pre-note code assigned to the supplier, verify that the following option is turned off:
 - Override Supplier Pre-Note Code

6. Click OK to return to Work with G/L Bank Accounts.
7. If you use drafts or BACS, choose BACS Information from the Row menu.
8. On Revise BACS Information, complete the following fields:
 - Bank User Number
 - Reference/Roll Number
 - Bank Reference Name
9. To return to Work with G/L Bank Accounts, click OK.
10. To enter account information for CTX bank tapes, choose X12 info from the Form menu, and then click Add.



11. On Work with Bank Accounts X12 Information, complete the following fields and click OK:
 - Auth Qual
 - Authorization Information
 - Sec Qual
 - Security Information
 - Interchange Sender ID

- Interchange Receiver ID
- Application Sender's Code
- Application Receiver's Code

Field	Explanation
Control Digit	An optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. This is the SWIFT code of the beneficiary's bank.
Checking or Savings Account	<p>A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> blank Checking account 0 Checking account 1 Savings account
Float Days	<p>Future Use - The number of days the check floated. This is defined by subtracting the check date from the bank deposit date.</p> <p>The value date is calculated by adding the float days to the payment date.</p>
Override Supplier Pre-Note Code	<p>A code for WorldSoftware, or an option in OneWorld software, that you use to override the Pre-Note processing for electronic funds transfers.</p> <p>Valid values in WorldSoftware are:</p> <ul style="list-style-type: none"> blank Use the Pre-Note code assigned to the supplier. 1 Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. <p>For OneWorld software, designate whether to override the Pre-Note code with a check mark.</p> <ul style="list-style-type: none"> On Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. Off Use the Pre-Note code assigned to the supplier.
Auth Qual	Code to identify the type of information in the Authorization Information. X12 standard information used in payments.

Field	Explanation
Authorization Information	Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier. X12 standard information for payments.
Security Information	This is used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier. X12 standards for payments.
Interchange Sender ID	Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element. X12 standards for payments.
Interchange Receiver ID	Identification code published by the receiver of the data. When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them. X12 standards for payments.
Applicaton Sender's Code	Code identifying party sending transmission. Codes agreed to by trading partners. X12 standards for payments.
Applicaton Receiver's Code	Code identifying party receiving transmission. Codes agreed to by trading partners. X12 standards for payments.

Creating a Payment Group Version for A/P Drafts

From the Automatic Payment Processing menu (G0413), choose Create Payment Control Groups.

Before you can process A/P drafts as payments for vouchers, you must create payment groups. When you create payment groups, the system groups vouchers that have similar information, such as the same bank account and payment instrument. This grouping allows the system to process similar vouchers in the same way. You use the payment groups when you review and write payments.

Each payment group contains information that determines how the group will be processed, including:

- Bank account
- Payment instrument
- Output queue

Each payment group also contains control information that determines which format program to use for each of the following:

- Payments
- Registers
- Attachments
- Debit statements

You must set up a unique version of the Create Payment Control Groups program to process accounts payable drafts for Japan. Set up the data selection for the version to specify the payment instrument for drafts or bank transactions. If you want to specify the draft payment instrument, choose user defined code D. If you want to specify the bank transaction payment instrument, choose user defined code Q.

Use the processing options for the new version to specify an override bank account number. The system uses the override account number as the short account ID of the draft payables account to which the drafts will be posted.

Set up the data selection for the version to specify your payment instrument for Japanese drafts and the original bank account number on the voucher records.

Processing Automatic Payments to Create A/P Drafts

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

After you set up your system to meet Japanese requirements for accounts payable drafts, you can create drafts using the automatic payment process in the J.D. Edwards Accounts Payable system.

Creating an A/P Draft

To create A/P drafts, access the Work with Payment Groups form and inquire on the draft payable account number. Choose the vouchers that you want to include in a payment group for drafts.

When you create A/P drafts, you use the Write function on Work with Payment Groups to print the drafts.

After you use the Write function to print your drafts, use the Update function to do the following:

- Change the pay status of an original voucher from # (in process) to P (paid).
- Create a matching document with a document type of P1. This matching document closes the original voucher.
- Create a new original document. The system assigns to the new document a document type of P1 with a pay status of D to indicate that the draft has been created.
- Print the stamp tax report (R750403). The system generates the report based on the amount of the draft and the information in the Stamp Tax table (F75013).

When you create A/P drafts, you can use a processing option to submit the group to post. When you submit the payment group to post, the system creates journal entries that debit the accounts payable trade account and credit the drafts payable account. The system uses AAI item PDx to identify the general ledger account to use for drafts payable.

Paying an A/P Draft

When an A/P draft has been paid by your bank and cash has been transferred, you must identify the paid draft in your system by choosing the draft for payment. When you choose the draft for payment, the system closes the draft and creates a batch for posting.

The following graphic shows how the system uses the document type and document number information to group the entries that are related to the original voucher. The graphic shows one draft that replaces several vouchers. Each row represents a new record in the accounts payable tables.

Action	Document Type	Document Number	Amount	Matching Document Type	Matching Document Number
Enter vouchers	PV	456	50,000		
	PV	457	50,000		
Close vouchers	PV	456	50,000	P1	155
	PV	457	50,000	P1	155
Create draft	P1	155	100,000		

Posting Outstanding A/P Drafts

After an A/P draft has been paid, you post the draft to the general ledger. The system selects drafts with a pay status of draft selected, and then generates and posts journal entries that debit drafts payable and credit the payables bank account. The system also changes the pay status of the draft to paid and generates a post report.

See Also

For more information on processing options for the A/P Automatic Payments program:

- *Accounts Payable: Processing Options for Work with Payment Groups*
- *Accounts Payable: Automatic Payment Processing.*

Processing Options for Stamp Tax Calculation (R750403)

Process Tab

Use this processing option to specify the mode in which you want to process Stamp Tax calculation.

1. Processing Date

Use this processing option to select which mode to process stamp calculation.

Valid values are:

Blank Proof

1 Final

Processing Manual Payments to Create A/P Drafts

When you need to remit an accounts payable draft to pay a supplier immediately, you can use the manual payment process.

To create an accounts payable draft for a voucher that you have already entered, enter a manual payment with voucher match. You can choose whether to print the payment. If you do not print the payment, you prepare it manually.

► To process manual payments to create A/P drafts

From Manual Payment Processing (G0412), choose Payment with Voucher Match.

1. On Work with Payments, click Add.

Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	Due Date	Open Amount	Payment Amount
PV	3142	75000	001	1001	05/08/31	100	

2. On Manual Payment Entry, complete the following fields:

- Payment Number
- Supplier Number
- Bank Account Number
- Payment Amount

- Remark
- Payment Date
- Currency Code
- Exchange Rate

If you do not enter a payment number, the system uses the next payment number of the account that you enter in the G/L Bank Account field.

3. To automatically print the payment, click the Print Payment option.
4. From the Form menu, choose Pay Items to access Select Open Pay Items.
5. On Select Open Pay Items, choose the voucher that you want to pay and click Select.

The system automatically loads the voucher in the detail area of Manual Payment Entry.

6. On Manual Payment Entry, click OK to finish entering the payment.

Field	Explanation
Payment Number	<p>The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.</p> <p>.....<i>Form-specific information</i>.....</p> <p>You can set a processing option to let the system automatically assign a number to manual checks or drafts. This lets you use a consecutive numbering scheme which will apply to all checks and drafts, whether manual or automated.</p>
Supplier Number	<p>A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.</p>

Field	Explanation
Bank Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Payment Amount	<p>In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice.</p> <p>.....<i>Form-specific information</i>.....</p> <p>If you leave this field blank and set the appropriate processing option, the system adds the pay items you select on Select Open Pay Items and enters the full payment amount (deducting any full discount) for you.</p>
Remark	A generic field that you use for a remark, description, name, or address.
Payment Date	For manual payments, the payment date and the G/L date are the same. The system uses the Payment-G/L Date to retrieve the correct exchange rate from the Exchange Rates table (F0015).
Currency Code	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p> <p>.....<i>Form-specific information</i>.....</p> <p>For a foreign payment, you must enter a value in this field so that the system uses the correct exchange rate. The system updates the foreign and domestic side of the voucher.</p>
Exchange Rate	The conversion rate that the system uses to convert foreign currencies to the domestic currency. If the Multi-Currency Conversion field in General Accounting Constants is set to Y, the multiplier rate is used for all calculations. If set to Z, the system uses the divisor to calculate currency conversions.

Entering Bank-Assigned Draft Numbers for A/P Drafts

In Japan, banks assign a bank draft number to all draft transactions. Businesses are required to include the bank draft number on all draft reporting.

Bank draft numbers are alphanumeric codes that you can input and revise manually. You can also use the number to review your drafts.

► To enter bank draft numbers for A/P drafts for Japan

From the Japanese Localization menu (G75J), choose Bank Draft Number Revision.

Supplier Number	Supplier Name	Draft Number	Gross Amount	Bank Draft Number	Cleared Date
75017	Japan Supplier 75017 (ALP)	100	100		

1. On Bank Draft Number Revision, complete the following fields to locate a specific draft:
 - G/L Bank Account Number
 - Supplier Number
 - Draft Number
 - Document Type
 - Bank Draft Number

2. Under the Automatic Loading heading, complete the following field to automatically number bank drafts:
 - Starting Bank Draft Number
3. Click Find.
4. Complete the following fields in the detail area:
 - Bank Draft Number
 - Cleared Date

Field	Explanation
G/L Bank Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Supplier Number	The address number that identifies the recipient of the payment.
Draft Number	<p>A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.</p> <p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Some examples are:</p> <ul style="list-style-type: none"> • Automated/Manual Payment Original document - Voucher Matching document - Payment • A/R Original Invoice Original document - Invoice • Receipt Application Original document - Invoice Matching document - Receipt • Credit Memo/Adjustment Original document - Invoice Matching document - Credit Memo • Unapplied Receipt Original document - Receipt

Field	Explanation
Document Type	<p>A user defined code (00/DT) that identifies the origin and purpose of the transaction.</p> <p>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.</p> <p>The reserved document type prefixes for codes are:</p> <ul style="list-style-type: none"> P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory documents O Ordering document types <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p>
Bank Draft Number	<p>The supplier's invoice number used for voucher entry.</p> <p>Note: Voucher entry allows only one invoice per voucher number. If there are multiple invoice numbers on a voucher, you must set them up as multiple vouchers or combine them and enter them as one voucher.</p> <p>Depending on how you have your A/P constants set, a duplicate invoice number can either be accepted without warning or error, or will produce a Warning message, in which the duplicate can still be accepted, or an Error. Blank values are treated in the same manner as any other invoice number (a duplicate will produce the same results).</p> <p>To test for erroneously entered duplicate invoice numbers, run the Suspected Duplicate Payments report.</p>
Starting Bank Draft Number	<p>The supplier's invoice number used for voucher entry.</p> <p>Note: Voucher entry allows only one invoice per voucher number. If there are multiple invoice numbers on a voucher, you must set them up as multiple vouchers or combine them and enter them as one voucher.</p> <p>Depending on how you have your A/P constants set, a duplicate invoice number can either be accepted without warning or error, or will produce a Warning message, in which the duplicate can still be accepted, or an Error. Blank values are treated in the same manner as any other invoice number (a duplicate will produce the same results).</p> <p>To test for erroneously entered duplicate invoice numbers, run the Suspected Duplicate Payments report.</p>

Field	Explanation
Cleared Date	<p>The date the payment amount was debited or credited to the bank account.</p> <p>It is not the date the bank reconciled the payment. Automatic payments automatically populate this field. If you are making manual payments and have directed a processing option to display the value date, you can manually enter the value date.</p>

Printing the A/P Draft Payable List

From the Japanese Localization menu (G75J), choose A/P Draft Payable List.

In Japan, business that process drafts can print the A/P Draft Payable List to list all outstanding draft payables, including the bank name and value date.

Accounts Payable Bank Transfer Processing

Processing accounts payable bank transfers consists of the following tasks:

- ☐ Overview of bank transfers
- ☐ Setting up for bank transfers
- ☐ Working with bank and branch information
- ☐ Creating payment groups for bank transfers

Overview of Bank Transfers

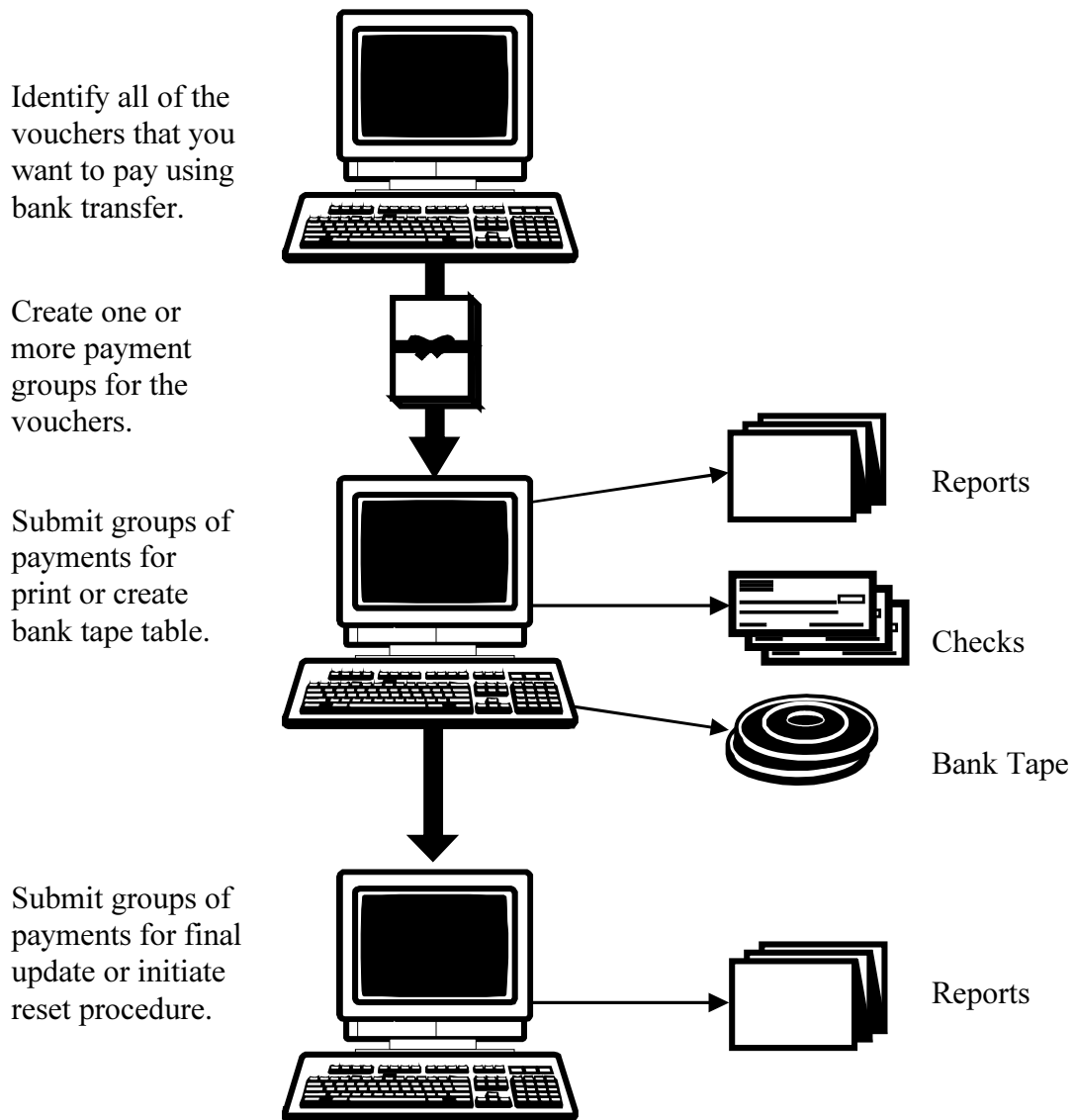
Bank transfers are commonly used in Japan to move funds between bank accounts. The Japanese Bank Association (JBA) has defined detailed standards regarding fund transfers that include:

- Bank transfer tape format
- Bank charges applied to transfers
- Consumption taxes assessed on bank charges

In Japan, businesses can remit payment by electronic or paper bank transfers. To process any bank transfer, banks require the following information:

Bank/branch number	Every bank and bank branch through which a transfer is processed can be identified by a bank/branch number. Bank/branch numbers are assigned to banks by the JBA. Businesses should validate these numbers to prevent incurring a bank charge for the submission of invalid bank information.
Payor and payee bank account information	<p>The bank account information for the payor and the payee consists of an account number and an account type. The following account types are possible:</p> <ul style="list-style-type: none">• Savings• Current• Deposit• Other
Bank transfer payor number	A bank transfer number is assigned to each payor by the bank.
Transfer type	<p>Businesses can select the following transfer types:</p> <ul style="list-style-type: none">• Express with bank charges• Letter with bank charges• Express without bank charges• Letter without bank charges

The following graphic shows the primary steps for processing bank transfers.



Setting Up for Bank Transfers

Setting up for bank transfers includes the following tasks:

- ☐ Setting up bank account information for A/P
- ☐ Setting up bank account cross-references

Setting Up Bank Account Information for A/P

You must set up information for each bank account from which you make payments. Bank account information is required in the Accounts Payable system for making payments.

When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

Setting up bank account information for A/P includes:

- Setting up bank account information for payments
- Setting up bank account information for bank tape processing

See Also

- *Entering Supplier Records* for information about assigning bank accounts to suppliers

► To set up bank account information for payments

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

1. On Work With G/L Bank Accounts, click Add.

Bank Account Information - [Set Up G/L Bank Account]

File Edit Preferences Form Window Help

OK Cancel Dismiss Abort Links Bank I... OLE... Internet

G/L Bank Account: 1.1110.BEAR

Description: Default Bank Account

Payment Information

Next Payment Number: 2006 Next Auto Debit Number:

Default Print Queues

Payments: LASERU7

Debit Statements: LASERU7

Attachments: LASERU7

Default Print Options

Number of Alignment Forms:

Detail Lines Per Stub: 10

2. On Set Up G/L Bank Account, complete the following fields:

- G/L Bank Account
- Description

3. Complete the following optional field:

- Next Payment Number

4. To set up default print queues, complete the following fields:

- Payments
- Debit Statements
- Attachments

OneWorld does not use print queue information when you print payments. The print queue fields appear for systems where OneWorld and WorldSoftware coexist.

5. To set up default print options, complete the following fields:

- Number of Alignment Forms
- Detail Lines Per Stub

Follow the steps for setting up bank information for bank tape processing, if applicable.

See *Setting Up Bank Account Information for Bank Tape Processing*.

Field	Explanation
Next Payment Number	The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.
Next Auto Debit Number	The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.
Number of Alignment Forms	The number of checks that are needed at the start of check printing in order for the check stock to be aligned properly on the printer.
Detail Lines per A/P Payment Stub	The number of detail lines that can appear on an A/P payment stub. The maximum number of detail lines that can print on the stub is 10. If you want more than 10 lines of detail you must make custom modifications to the Print Automatic Payments - Standard Format program (R04572).

► To set up bank account information for bank tape processing

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

When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

1. On Work With G/L Bank Accounts, follow the steps for setting up bank account information for payments.

See *Setting Up Bank Account Information for Payments*.

2. Choose the bank account.
3. From the Row menu, choose Bank Info.

Bank Account Information - [Revise Bank Information]

File Edit Preferences Window Help

OK Cancel Dismiss Abort Links Display OLE Internet

G/L Bank Account 1.1110.BEAR

Description Bear Creek National Bank

Address Number

Bank Transit Number 107004381

Bank Account Number 3664831509

Control Digit

Checking or Savings Account 0 Checking account

SWIFT Code

Float Days

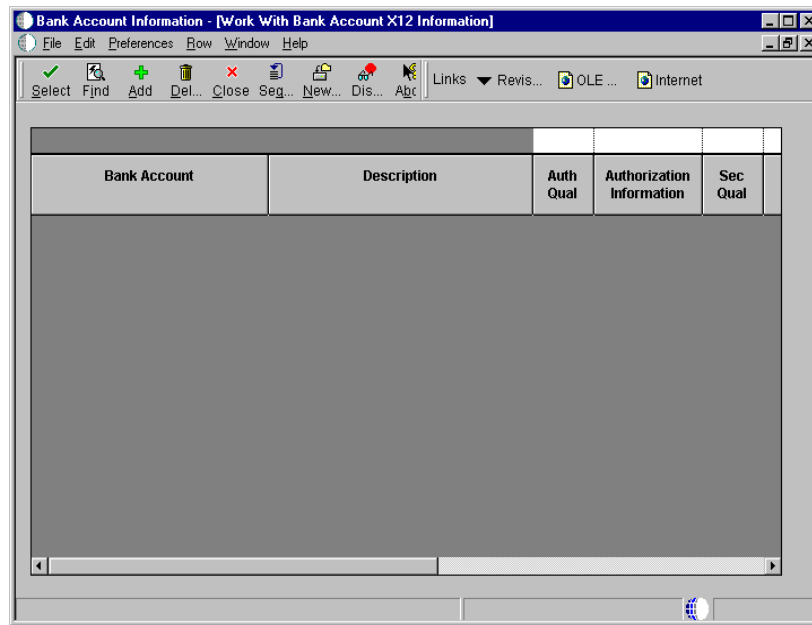
Receivables

Payables

☐ Override Supplier Pre-Note Code

4. On Revise Bank Information, complete the following optional fields:
 - Address Number
 - Bank Transit Number
 - Bank Account Number
 - Control Digit
 - Checking or Savings Account
 - SWIFT Code
 - Float Days
5. To avoid the use of the pre-note code assigned to the supplier, verify that the following option is turned off:
 - Override Supplier Pre-Note Code
6. Click OK to return to Work with G/L Bank Accounts.
7. If you use drafts or BACS, choose BACS Information from the Row menu.
8. On Revise BACS Information, complete the following fields:
 - Bank User Number

- Reference/Roll Number
 - Bank Reference Name
9. To return to Work with G/L Bank Accounts, click OK.
 10. To enter account information for CTX bank tapes, choose X12 info from the Form menu, and then click Add.



11. On Work with Bank Accounts X12 Information, complete the following fields and click OK:
 - Auth Qual
 - Authorization Information
 - Sec Qual
 - Security Information
 - Interchange Sender ID
 - Interchange Receiver ID
 - Applicaton Sender's Code
 - Applicaton Receiver's Code

Field	Explanation
Control Digit	An optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. This is the SWIFT code of the beneficiary's bank.
Checking or Savings Account	<p>A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> blank Checking account 0 Checking account 1 Savings account
Float Days	<p>Future Use - The number of days the check floated. This is defined by subtracting the check date from the bank deposit date.</p> <p>The value date is calculated by adding the float days to the payment date.</p>
Override Supplier Pre-Note Code	<p>A code for WorldSoftware, or an option in OneWorld software, that you use to override the Pre-Note processing for electronic funds transfers.</p> <p>Valid values in WorldSoftware are:</p> <ul style="list-style-type: none"> blank Use the Pre-Note code assigned to the supplier. 1 Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. <p>For OneWorld software, designate whether to override the Pre-Note code with a check mark.</p> <ul style="list-style-type: none"> On Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. Off Use the Pre-Note code assigned to the supplier.
Auth Qual	Code to identify the type of information in the Authorization Information. X12 standard information used in payments.
Authorization Information	Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier. X12 standard information for payments.

Field	Explanation
Security Information	This is used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier. X12 standards for payments.
Interchange Sender ID	Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element. X12 standards for payments.
Interchange Receiver ID	Identification code published by the receiver of the data. When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them. X12 standards for payments.
Applicaton Sender's Code	Code identifying party sending transmission. Codes agreed to by trading partners. X12 standards for payments.
Applicaton Receiver's Code	Code identifying party receiving transmission. Codes agreed to by trading partners. X12 standards for payments.

Setting Up Bank Account Cross-References

If you transfer funds electronically, you must set up bank account cross-references. This consists of:

- ☐ Setting up bank account cross-references for A/P
- ☐ Verifying bank account cross-references for A/P

Setting Up Bank Account Cross-References for A/P

To transfer funds electronically, you must set up bank account cross-references for your suppliers. These cross-references provide the necessary bank account information for your suppliers. Alternatively, you can add this information to the supplier record.

Bank account cross-references link suppliers in the Address Book Master table (F0101) to their bank account information in the Bank Transit Number Master table (F0030). Both the Accounts Payable and Accounts Receivable systems maintain this information.

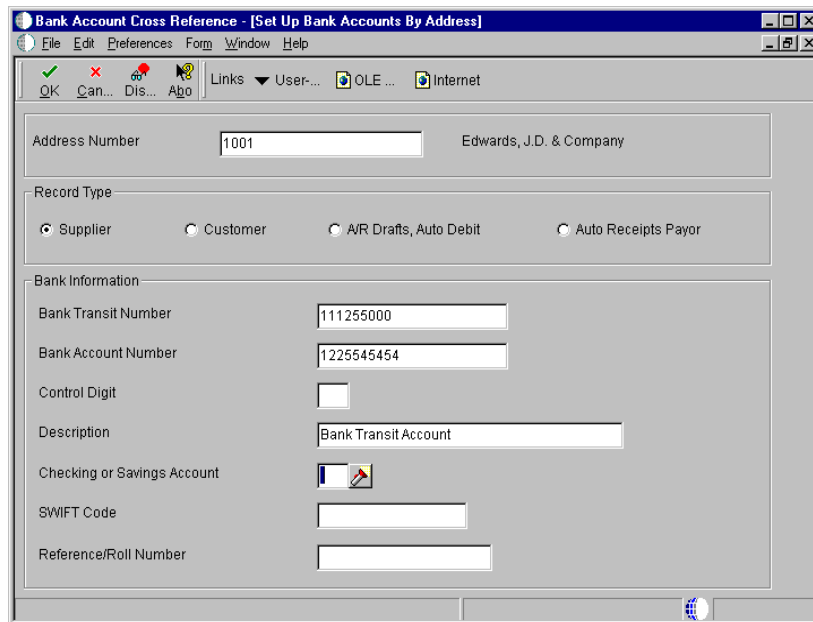
Before You Begin

- ☐ For each supplier to whom you want to transfer funds electronically, set the payment instrument to T and the pre-note code to P on the supplier record.

► To set up a bank account cross-reference for A/P

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

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



The screenshot shows a software window titled "Bank Account Cross Reference - [Set Up Bank Accounts By Address]". The window has a menu bar with "File", "Edit", "Preferences", "Form", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Discard", and "Apply", along with buttons for "Links", "User...", "OLE...", and "Internet". The main form area contains several sections: "Address Number" with a text box containing "1001" and "Edwards, J.D. & Company" to its right; "Record Type" with four radio buttons: "Supplier" (selected), "Customer", "A/R Drafts, Auto Debit", and "Auto Receipts Payor"; "Bank Information" with fields for "Bank Transit Number" (111255000), "Bank Account Number" (1225645454), "Control Digit" (empty), "Description" (Bank Transit Account), "Checking or Savings Account" (with a dropdown arrow), "SWIFT Code" (empty), and "Reference/Roll Number" (empty). A status bar at the bottom right shows a globe icon.

2. On Set Up Bank Accounts By Address, complete the following fields:
 - Address Number
 - Bank Transit Number
 - Bank Account Number
3. Click one of the options under the following heading:
 - Record Type

4. Complete the following field:
 - Checking or Savings Account
5. Complete the following optional fields:
 - Control Digit
 - Description
 - SWIFT Code
 - Reference/Roll Number
6. Click OK.

Field	Explanation
Bank Transit Number	<p>The routing and transit number for a particular bank account.</p> <p>The combination of account number and transit number must be unique.</p>
Record Type	<p>A code that distinguishes external bank accounts from internal bank accounts.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> C Customer Bank Accounts G Internal G/L Bank Accounts V Supplier Bank Account for payment via bank tape D Default Bank Account for A/R Drafts and Auto Debits B Valid Bank Transit Numbers M G/L Bank Account/Business Unit used to define print information in A/P payments <p>Note: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed.</p> <p>.....<i>Form-specific information</i>.....</p> <p>For OneWorld, designate the record type by clicking one of the following options:</p> <ul style="list-style-type: none"> • Supplier • Customer • A/R Drafts, Auto Debit • Auto Receipts Payor

Field	Explanation
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. This is the SWIFT code of the beneficiary's bank.
Reference/Roll Number	<p>The recipient's reference number.</p> <p>In Italy, this field is used to enter the SIA code.</p> <p>For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.</p>

Verifying Bank Account Cross-References for A/P

After you set up your bank account cross-references, you need to verify them before generating automatic payments. Print one of the following reports for verification purposes:

- Bank Account Exception Report
- Address Book Exception Report

These reports compare information in the Address Book Master table (F0101) and the Bank Transit Number Master table (F0030) and show any discrepancies.

Bank Account Exception Report

From Automatic Payment Setup (G04411), choose Bank Account Exception Report.

The Bank Account Exception Report edits all the addresses for each bank account cross-reference. It lists any records that do not exist in the address book and bypasses any bank account records that have a blank address number.

This report does not update any information. If any records appear on this exception report, you must perform either of the following actions:

- Enter the missing address record in Address Book
- Remove the address record from the bank account cross-reference

Address Book Exception Report

From Automatic Payment Setup (G04411), choose Address Book Exception Report.

The Address Book Exception Report lists any suppliers and customers in Address Book that do not have a corresponding bank account record in the bank account cross-references. The system edits customers and suppliers only if their method of payment requires a bank account record. For example, a supplier that receives payments through bank tape processing requires a bank account record.

This report does not update any information. If any records appear on this exception report, you must perform either of the following actions:

- Enter the missing bank account record in the bank transit number program
- Change the payment instrument code for the supplier or customer

See Also

- *R00311A, Address Book Exception* in the *Reports Guide* for a report sample

Working with Bank and Branch Information

Working with bank and branch information includes the following tasks:

- ☐ Updating bank and branch information
- ☐ Revising bank and branch information
- ☐ Entering bank charge information

Updating Bank and Branch Information

From the Japanese Localization menu (G75J), choose Bank/Branch Table Upload.

In Japan, banks and bank branches are identified by a bank number and a branch number. These numbers are assigned to banks by the JBA.

You can upload the latest bank and branch information from the JBA into a table on your system. When you process bank transfers, the system validates the bank numbers and branch numbers for each transfer against valid values in the table.

To upload bank and branch information to your system, run the Upload Bank/Branch Master program. The system creates the Bank/Branch Master Table - Japan (F75010) and prints a report that lists the following information:

- Total number of bank records added
- Total number of branch records added
- Total number of records read

Use processing options to replace all of the existing records in the Bank/Branch Master table or to add only records that do not already exist in the table.

Processing Options for Bank/Branch Table Upload - Japan (R75010A)

File

1.

Enter the From Library name. The Library which contains the uploaded JBA Bank.Branch Information File specified in Option 2. (FUTURE)

2.

Enter the From File name. The File which contains the JBA Bank/Branch Information uploaded through Client Access/PC Support. (FUTURE)

Update

1.

Enter '1' to REPLACE records in file. Default is ADD record to file. Replace or Add

Revising Bank and Branch Information

You can update or add bank and branch information to your system manually on an as-needed basis. The following steps describe how to revise bank and branch information. To add bank and branch information, click Add on the Work With Bank - Japan form.

► To revise bank and branch information

From the Japanese Localization menu (G75J), choose Bank/Branch/Charge Revision.

1. On Work with Bank - Japan, locate an existing record.
2. From the Row menu, choose Bank/Branch.

The screenshot shows a software window titled "Bank/Branch/Charge Revision - [Bank/Branch Revision]". It has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu is a toolbar with icons for "OK", "Del...", "Can...", "New...", "Dis...", and "Abo". To the right of the toolbar are buttons for "Links", "Displ...", "OLE...", and "Internet".

The main form area contains the following fields:

- Bank Code:** A text box containing "0001".
- Branch Name (Alpha Name):** A text box containing "JAPANESE BANK".
- Branch Name (Secondary Name):** A text box containing "Japanese Bank".

Below these fields is a table with three columns: "Branch Code", "Branch Name (Alpha Name)", and "Branch Name (Secondary Name)".

Branch Code	Branch Name (Alpha Name)	Branch Name (Secondary Name)
001	TOKYO BRANCH	Tokyo Branch
002	OSAKA BRANCH	Osaka Branch

At the bottom of the window, there is a status bar that says "Display all errors currently logged" on the left and "Row: 1" on the right.

3. On Bank/Branch Revision, complete the following fields:

- Branch Name (Alpha Name)
- Branch Name (Secondary Name)

Entering Bank Charge Information

Banks levy a service charge on each transfer that they process. The amount of the service charge is based on the following information:

- The actual amount of the transfer (also referred to as the treating amount)
- Whether the transfer is an express or letter transfer
- Whether the transfer is an internal or external bank transfer
- Whether the transfer is an internal or external branch transfer

Either the customer or the supplier will agree to pay the bank charges. The amount of the transfer is the total payment amount minus the bank charges and tax.

In addition, the service charge for each bank transfer is subject to consumption tax.

In some cases, the addition of the consumption tax on the amount of the transfer moves the transfer into another treating charge category. When this happens, the transfer becomes subject to a lower service charge and the business must recognize an adjustment for the transfer.

To process accounts payable bank transfers, you must maintain bank charge information for your system. To do this, access the Bank Charge Revision form.

► To enter bank charge information

From the Japanese Localization menu (G75J), choose Bank/Branch/Charge Revision.

1. On Work with Bank - Japan, locate an existing record.
2. From the Row menu, choose Bank Charge.

Treating Amount	In-Branch Charge	In-Branch C-Tax	Ex-Branch Charge	Ex-Branch C-Tax	Express-Trans Charge	Express C-
29,999	100	5	200	10	400	
9,999,999,999	500	25	600	30	800	

3. On Bank Charge Revision, complete the following fields:
 - Treating Amount
 - In-Branch Charge
 - In-Branch C-Tax
 - Ex-Branch Charge

- Ex-Branch C-Tax
- Express-Trans Charge
- Express-Trans C-Tax
- Letter-Trans Charge
- Letter-Trans C-Tax

Field	Explanation
Treating Amount	In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice.
In-Branch Charge	The bank charge fee when the payor's bank account and the payee's bank account are in the same branch and bank.
In-Branch C-Tax	The amount of consumption tax on the bank charge when the payer's bank account and the payee's bank account are in the same branch and bank.
Ex-Branch Charge	The bank charge fee when the payor's bank account and the payee's bank account are in the same bank, but in a different branch.
Ex-Branch C-Tax	The amount of consumption tax on the bank charge when the payor's bank account and the payee's bank account are in the same bank, but in a different branch.
Express-Trans Charge	<p>The bank charge when the payor's bank account and the payee's bank account are in different banks and the bank transfer type is E (Express Transfer).</p> <p>The bank transfer type is payee specific and is stored in the Japanese A/B Tag File (F750401). You can access the information that is stored in this table from the Supplier Master Information form. For WorldSoftware, choose Draft - Transfer Information from the Function menu. For OneWorld, choose Regional Information from the Form menu.</p>

Field	Explanation
Express-Trans C-Tax	<p>The amount of consumption tax on the bank charge when the payor's bank account and the payee's bank account are in different banks and the bank transfer type is E (Express Transfer).</p> <p>The bank transfer type is payee specific and is stored in the Japanese A/B Tag File (F750401). You can access the information that is stored in this table from the Supplier Master Information form. For WorldSoftware, choose Draft - Transfer Information from the Function menu. For OneWorld, choose Regional Information from the Form menu.</p>
Letter-Trans Charge	<p>The bank charge when the payor's bank account and the payee's bank account are in different banks and the bank transfer type is L (Letter Transfer).</p> <p>The bank transfer type is payee specific and is stored in the Japanese A/B Tag File (F750401). You can access the information that is stored in this table from the Supplier Master Information form. For WorldSoftware, choose Draft - Transfer Information from the Function menu. For OneWorld, choose Regional Information from the Form menu.</p>
Letter-Trans C-Tax	<p>The consumption tax amount on the bank charge when the payor's bank account and the payee's bank account are in different banks and the bank transfer type is L (Letter Transfer).</p> <p>The bank transfer type is payee specific and is stored in the Japanese A/B Tag File (F750401). You can access the information that is stored in this table from the Supplier Master Information form. For WorldSoftware, choose Draft - Transfer Information from the Function menu. For OneWorld, choose Regional Information from the Form menu.</p>

Creating Payment Groups for Bank Transfers

From the Automatic Payment Processing menu (G0413), choose Create Payment Control Groups.

Before you can process bank transfers, you must create payment groups. When you create payment groups, the system groups vouchers that have similar information, such as the same bank account and payment instrument. This grouping allows the system to process the same types of vouchers in the same way. You use the payment groups when you review and write payments.

Each payment group contains information that determines how the group will be processed, including:

- Bank account
- Payment instrument
- Output queue

Each payment group also contains control information that determines which format program to use for each of the following:

- Payment format
- Registers
- Attachments
- Debit statements

You must set up a unique version of the Create Payment Control Groups program to process accounts payable bank transfers for Japan. Set up the data selection for the version to specify the payment instrument for bank transfers.

When you run the Create Payment Control Groups program for bank transfers, the system:

- Calculates the appropriate bank charges and consumption tax for each transfer.
- Creates a separate pay item for each transfer to represent the bank charge, consumption tax, and adjustment amounts as follows:
 - Pay item 997 represents the bank charge amount.
 - Pay item 998 represents the consumption tax amount.
 - Pay item 999 represents any adjustment amount.
- Reduces the total payment amount for the transfer by these amounts.
- Prints a report listing the bank charges.

Note: If you use accounts payable bank transfers for Japan, voucher pay items 997, 998, and 999 are reserved. You cannot use these voucher pay items in the base Accounts Payable system.

When you process accounts payable bank transfers for Japan, the system creates the following journal entries for each transfer:

- Normal journal
- Bank charge journal
- Consumption tax journal
- Bank charge adjustment journal

To void the bank transfer, you must void all of the associated journals entries.

Automatic Payment Processing

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

The following graphic illustrates working with automatic payments.

Step 1



Set up auto withholding.

Step 2



Run Cash Requirements report.

Step 3



Decide what to pay. Use Speed Release 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.

Processing automatic payments consists of the following processes:

- ☐ Setting up bank account information for A/P
- ☐ Working with payment instruments
- ☐ Creating payment groups
- ☐ Working with payment groups
- ☐ Working with automatic payments

Setting Up Bank Account Information for A/P

You must set up information for each bank account from which you make payments. Bank account information is required in the Accounts Payable system for making payments.

When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

Setting up bank account information for A/P includes:

- Setting up bank account information for payments
- Setting up bank account information for bank tape processing

See Also

- *Entering Supplier Records* for information about assigning bank accounts to suppliers

► **To set up bank account information for payments**

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

1. On Work With G/L Bank Accounts, click Add.

2. On Set Up G/L Bank Account, complete the following fields:
 - G/L Bank Account
 - Description
3. Complete the following optional field:
 - Next Payment Number
4. To set up default print queues, complete the following fields:
 - Payments
 - Debit Statements
 - Attachments

OneWorld does not use print queue information when you print payments. The print queue fields appear for systems where OneWorld and WorldSoftware coexist.

5. To set up default print options, complete the following fields:

- Number of Alignment Forms
- Detail Lines Per Stub

Follow the steps for setting up bank information for bank tape processing, if applicable.

See *Setting Up Bank Account Information for Bank Tape Processing*.

Field	Explanation
Next Payment Number	The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.
Next Auto Debit Number	The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.
Number of Alignment Forms	The number of checks that are needed at the start of check printing in order for the check stock to be aligned properly on the printer.
Detail Lines per A/P Payment Stub	<p>The number of detail lines that can appear on an A/P payment stub.</p> <p>The maximum number of detail lines that can print on the stub is 10. If you want more than 10 lines of detail you must make custom modifications to the Print Automatic Payments - Standard Format program (R04572).</p>

► To set up bank account information for bank tape processing

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

When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

1. On Work With G/L Bank Accounts, follow the steps for setting up bank account information for payments.

See *Setting Up Bank Account Information for Payments*.

2. Choose the bank account.
3. From the Row menu, choose Bank Info.

Bank Account Information - [Revise Bank Information]

File Edit Preferences Window Help

OK Cancel Dismiss Apply Links Display OLE Internet

G/L Bank Account 1.1110.BEAR

Description Bear Creek National Bank

Address Number

Bank Transit Number 107004381

Bank Account Number 3664831509

Control Digit

Checking or Savings Account 0 Checking account

SWIFT Code

Float Days

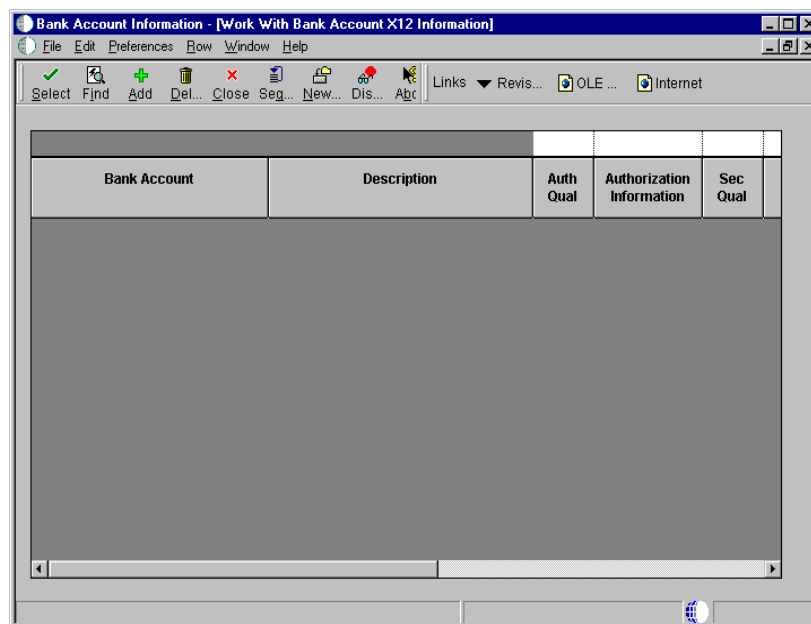
Receivables

Payables

☐ Override Supplier Pre-Note Code

4. On Revise Bank Information, complete the following optional fields:
 - Address Number
 - Bank Transit Number
 - Bank Account Number
 - Control Digit
 - Checking or Savings Account
 - SWIFT Code
 - Float Days
5. To avoid the use of the pre-note code assigned to the supplier, verify that the following option is turned off:
 - Override Supplier Pre-Note Code
6. Click OK to return to Work with G/L Bank Accounts.
7. If you use drafts or BACS, choose BACS Information from the Row menu.

8. On **Revise BACS Information**, complete the following fields:
 - Bank User Number
 - Reference/Roll Number
 - Bank Reference Name
9. To return to **Work with G/L Bank Accounts**, click **OK**.
10. To enter account information for CTX bank tapes, choose **X12 info** from the **Form** menu, and then click **Add**.



11. On **Work with Bank Accounts X12 Information**, complete the following fields and click **OK**:
 - Auth Qual
 - Authorization Information
 - Sec Qual

- Security Information
- Interchange Sender ID
- Interchange Receiver ID
- Application Sender's Code
- Application Receiver's Code

Field	Explanation
Control Digit	An optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. This is the SWIFT code of the beneficiary's bank.
Checking or Savings Account	<p>A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> blank Checking account 0 Checking account 1 Savings account
Float Days	<p>Future Use - The number of days the check floated. This is defined by subtracting the check date from the bank deposit date.</p> <p>The value date is calculated by adding the float days to the payment date.</p>
Override Supplier Pre-Note Code	<p>A code for WorldSoftware, or an option in OneWorld software, that you use to override the Pre-Note processing for electronic funds transfers.</p> <p>Valid values in WorldSoftware are:</p> <ul style="list-style-type: none"> blank Use the Pre-Note code assigned to the supplier. 1 Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. <p>For OneWorld software, designate whether to override the Pre-Note code with a check mark.</p> <ul style="list-style-type: none"> On Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. Off Use the Pre-Note code assigned to the supplier.

Field	Explanation
Auth Qual	Code to identify the type of information in the Authorization Information. X12 standard information used in payments.
Authorization Information	Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier. X12 standard information for payments.
Security Information	This is used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier. X12 standards for payments.
Interchange Sender ID	Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element. X12 standards for payments.
Interchange Receiver ID	Identification code published by the receiver of the data. When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them. X12 standards for payments.
Applicaton Sender's Code	Code identifying party sending transmission. Codes agreed to by trading partners. X12 standards for payments.
Applicaton Receiver's Code	Code identifying party receiving transmission. Codes agreed to by trading partners. X12 standards for payments.

Working with Payment Instruments

Working with payment instruments includes the following tasks:

- ☐ Working with Japanese payment formats
- ☐ Setting up payment instruments

Working with Japanese Payment Formats

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 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:

- 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 program P04573 (for print 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 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 drawn on a different bank account.

Assign the following programs to payment instruments for Japan:

Payment formats	Specify program P04572JP as the Write program to generate the payment format accepted by Japanese banks.
Attachments	Specify program P04573JP as the Attachment program to generate the attachments for accounts payable bank transfers for Japan.

Processing Options for Japan Bank Transfer Paper (R04573JP)

Date selection

Enter "1" for Japanese Date format,
default will use Western Date
format.

Selection Number _____

Processing Options for Create A/P Bank Tape - Japan (R04572JP)

Tape

Enter the following default values:

Device Name	_____
Tape Density	_____
Label Name	_____
Block Size	_____
New Volume	_____

Tape (more)

New Owner ID	_____
File Name	_____

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 determine 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.

Setting up payment instruments consists of:

- Assigning programs to a payment instrument
- Revising processing options for payment instrument formats
- Assigning a payment instrument to a supplier

Before You Begin

- ☐ Determine what payment instruments you use.
- ☐ Set up additional codes in user defined codes (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

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

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 Payments - Canada program (P04572C).

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, the open amounts of all records are cleared, and the pay status is changed 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.

Pay Inst	G/L Bank Account	Payment Print Program	Register Print Program	
&	1.1110.BEAR	P04572	P04576	P04573
/		P04572	P04576	P04573
%		P04572DB	P04576	P04573
#		P04572CB1	P04576	P04573
B		P04572RB	P04576	P04573
C		P04572DB1	P04576	P04573
D		P04572B	P04576	P04573
E		P04572C	P04576	P04573
G		P04572N	P04576	P04573
H		P04572I2	P04576I	P04573
I		P04572G3	P04576	P04573
J		P04572T2	P04576	P04573
		P04572I1	P04576I	P04573
		P04572F2	P04576	P04573

1. On Work With Payment Instrument Defaults, choose the payment instrument and click Select.

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

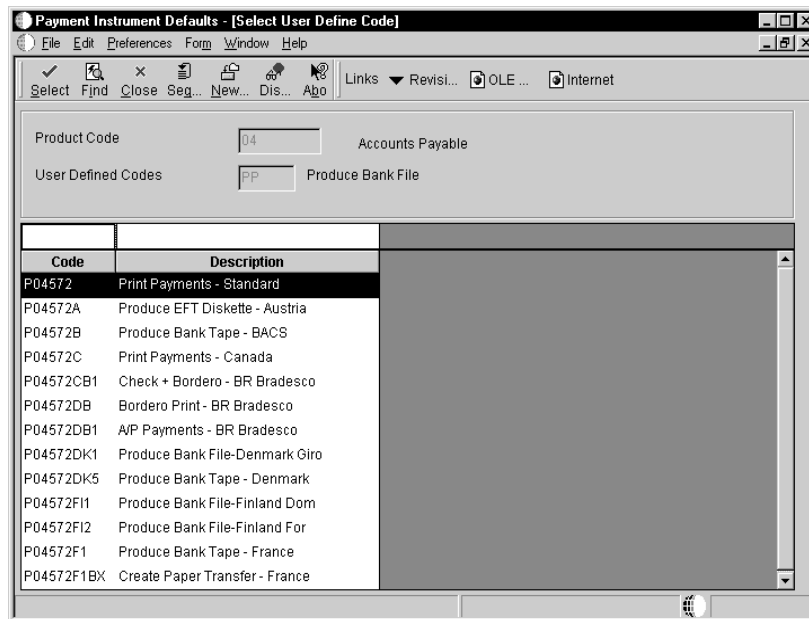
- Payments
- Payment Register
- Attachments
- Debit Statements

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

To prevent a debit balance from generating a debit statement, complete 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).

3. To select from a list of available program numbers, click the corresponding field and then click the flashlight icon to access Select User Defined Code.



4. On Select User Define Code, take 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, 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.

5. Click OK.

Field	Explanation
Payments	A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.
Payment Register	A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.
Attachments	A user defined program used to print attachments in A/P Payment processing. Only programs set up in user defined codes for 04/PA may be entered.
Debit Statements	A user defined program used to print debit statements in A/P payment processing. Only programs set up in user defined codes for 04/PD can be entered.

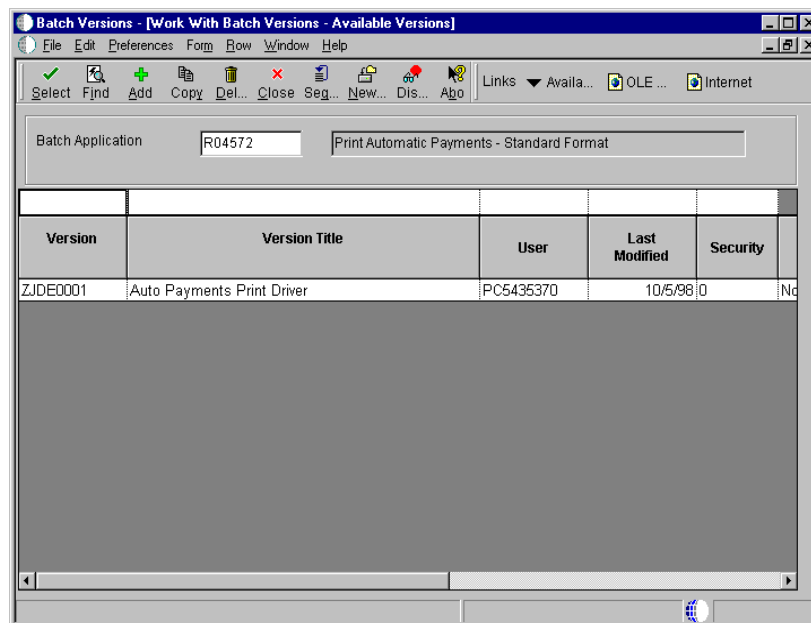
► **To revise processing options for payment instrument formats**

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

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.

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**

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

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.

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

The screenshot shows the 'Supplier Master Information - [Supplier Master Revision]' window. The 'Vouchers' tab is selected, displaying various fields for voucher management. The 'Supplier Number' is 3480, and the 'Supplier Name' is Digger Incorporated. The 'Payment Instrument' field is currently empty. The 'Pre-Note Code' checkbox is checked. The 'Multiple Payments' section has radio buttons for 'Yes', 'No', and 'Contract', with 'No' selected.

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

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*.

Field	Explanation
Payment Instrument	<p>The user defined code that determines the type of payment made to the supplier.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The system uses this information as the default value when you enter vouchers. The default is blank.</p>
Pre-Note Code	<p>A code in WorldSoftware or an option in OneWorld software that indicates whether a supplier is in a setup or complete pre-note status for electronic funds transfer.</p> <p>Valid codes for WorldSoftware are:</p> <ul style="list-style-type: none"> P Pre-note status. Set up electronic funds transfer information for this supplier with the bank. At this stage, the system writes a check to the supplier and makes a pre-note entry to the bank tape. No funds will be transferred until the pre-note cycle is complete. N Pre-note cycle complete. The bank has received and verified the supplier's account information. The system will process future payments to this supplier through electronic funds transfer. <p>If you leave this field blank, the system uses N.</p> <p>Note: The system sets the pre-note status to P for a supplier when you first add bank account information to a supplier's address record and any time you change bank account information.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none"> On Pre-note setup status. Off Pre-note cycle complete status.

Processing Options for Payment Instruments

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

Standard

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) _____

Draft

Processing Options for A/P Print Payments - Draft Format

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) _____

CTX

Processing Options for Create A/P Bank Tape - CTX Format

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.

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

Subcontract**Processing Options for A/P Payments - Contract Management**

Translation

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

Translation Program

Address

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

Address

Payment

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

Company Name

Print

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

Form Type

See Also

- Localization guides for country-specific formats
- *Electronic Formats and the Euro* in the *Euro Implementation Guide* for information about country-specific formats for the euro

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, currency, and payment instrument in separate groups. Then the vouchers can be paid with the proper check stock and in the proper currency. 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.

You can create payment groups in a domestic, foreign, or alternate currency. Creating alternate currency payment groups is similar to creating domestic and foreign payment groups. The Payment Currency and Alternate Currency Code processing options allow you to select a currency different from your current domestic currency to pay your supplier. These processing options allow you to process a voucher in one currency and make the matching payment in another. Thus you do not have to re-enter vouchers in the alternate currency, which saves you time and operating costs.

When you create payment groups, the system:

1. Selects vouchers with a pay status of A (approved) and a due date that is less than or equal to the specified pay through date.
2. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
 - Bank account
 - Payment instrument
 - Currency code
 - Business unit (optional)
 - Company (optional)

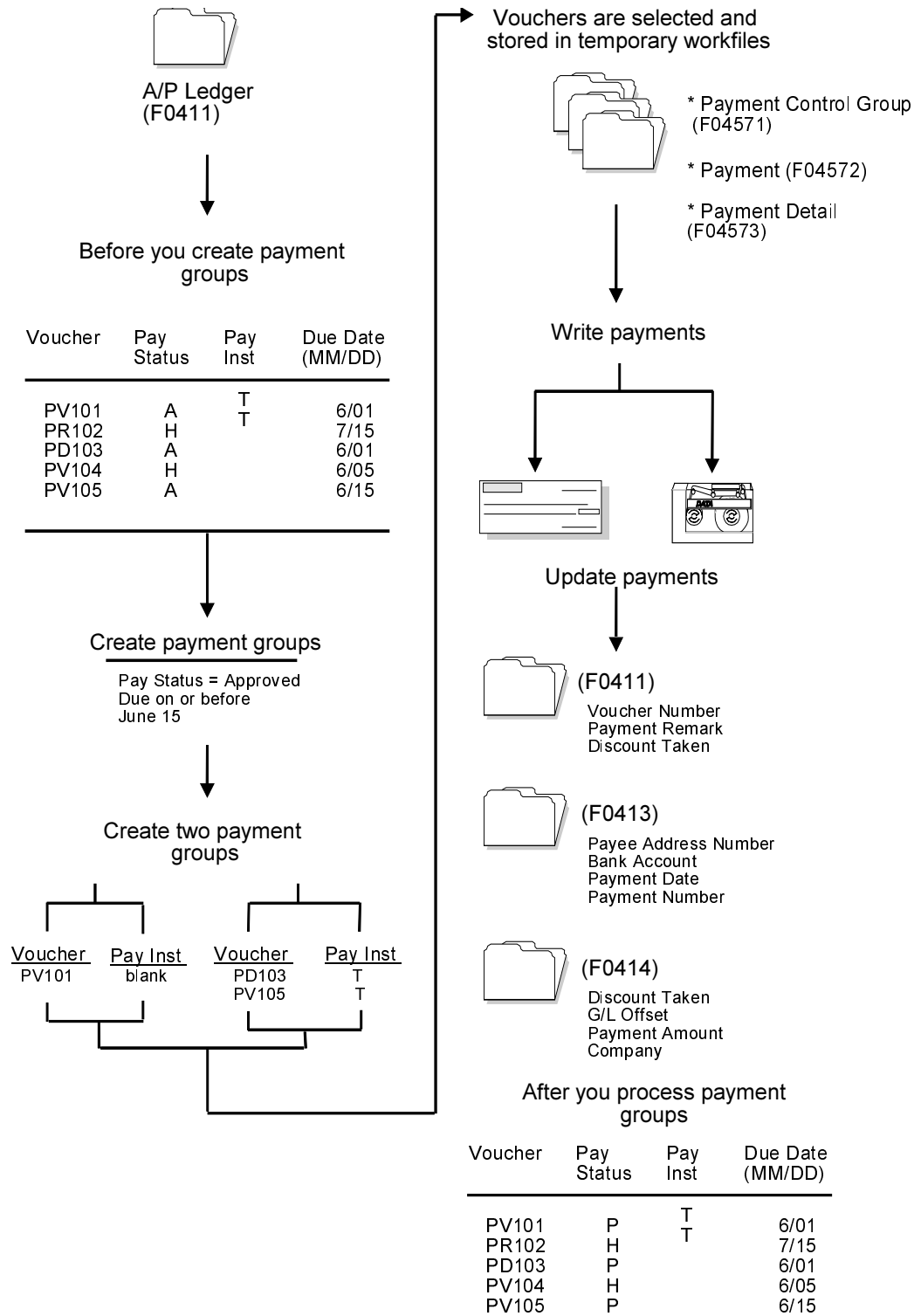
After the system creates payment groups, each group also has the following information in common:

- Version ID
 - User
 - Creation date
 - Output queue
3. Assigns each payment group a “next status” of WRT (write).
 4. Changes the pay status of selected vouchers from A to # (payment in-process).
 5. Creates the following worktables to use in writing payments:
 - A/P Payment Control Group table (F04571). Contains a single header record for each payment group with information about that group of payments.
 - A/P Payment Header 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 A/P Matching Document table (F0413).
 - A/P Payment Detail 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 Matching Document Detail table (F0414).

6. Prints a Payment Group Edit 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 graphic shows the process for creating payment groups:



See Also

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

Before You Begin

- ☐ Verify that you set up suppliers with the correct payment instrument.
- ☐ Make changes to vouchers, if necessary. In general, you cannot change vouchers in a payment group until you complete the automatic payment process or remove the voucher from the group.
- ☐ Approve vouchers for payment.
- ☐ Calculate withholding, or set the processing options for this program to automatically calculate withholding.
- ☐ Make sure you set up AAIs for alternate currency processing if you create payment groups in an alternate currency. See *Understanding AAIs for A/P* for more information.

Processing Options for Create Payment Groups (R04570)

Dates Tab

These processing options customize payment and discount dates of payment groups.

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.

1. Payment Amount Range

Maximum

Use this processing option to enter a numeric value indicating a payment amount range for a group of vouchers. For example, you can select vouchers between 500 and 1000.

Note: Do not enter symbols indicating a specific currency. Rather, specify the currency in the Currency Code processing option.

- Maximum - Enter the maximum amount allowed for vouchers in the selection range.

Minimum

Use this processing option to enter a non-zero numeric value indicating a payment amount range for a group of vouchers. For example, you can select vouchers between 500 and 1000.

Note: Do not enter symbols indicating a specific currency. Rather, specify the currency in the Currency Code processing option.

- **Minimum** - Enter the minimum amount allowed for vouchers in the selection range.

To prevent the system from generating a debit statement (negative or zero payment totals) enter the lowest currency unit. For example, currency 1 for BEF or .01 for USD.

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 FRF for a FRF 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.

- **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.

- **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:

- If the bank account is a monetary account, it must have the same currency as either the domestic or foreign currency of the voucher.
- 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 French francs (FRF) for company 00001, you can either pay the vouchers from the monetary bank account in FRF, 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 FRF 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 FRF for company 00001, whose base currency is USD, the vouchers are paid in FRF. 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 FRF 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 FRF for company 00001, whose base currency is USD, but you want to pay the voucher in the euro (EUR), the voucher is paid in the alternate currency. 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 than the exchange rate of the payment.

When you make payments in 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:

- Payee 1001: Supplier 1001, Voucher 1.
- Payee 1001: Supplier 1003, Voucher 5.
- Payee 1002: Supplier 1001, Vouchers 2 and 3.
- Payee 1002: Supplier 1002, Voucher 4.

If you set the Payee processing option to 1, you have two payments based only on the payee:

- Payee 1001: Supplier 1001, Voucher 1, and Supplier 1003, Voucher 5.
- Payee 1002: Supplier 1001, Vouchers 2 and 3, and Supplier 1002, Voucher 4.

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 customize the information that appears on the pay 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 appears on the report.

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 set up 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.

Understanding the Payment Currency Processing Option

Use the Payment Currency processing option to select the currency method that you want to use for payment. The method you can select from are:

- Bank Account's Monetary Unit
- Voucher Domestic Currency
- Voucher Foreign Currency
- Current Domestic Amount
- Alternate Currency Amount

Bank Account's Monetary Unit

When you use the Bank Account's Monetary Unit method, the currency in which you pay vouchers depends on whether the bank account assigned to the voucher is a monetary or nonmonetary account.

Paying Vouchers Assigned with a Monetary Bank Account

When you pay vouchers that you entered with a monetary bank account, you pay in the currency of the bank account.

For example:

- You enter a voucher in FRF for a company that has a base currency of USD.
- The bank account that you assign to the voucher is a monetary account in FRF.

Choosing this method results in paying the foreign amount of the voucher in the foreign currency (FRF).

A gain or loss might be calculated for this payment. The system calculates the gain or loss based on one of the following:

- The G/L date entered on the payment.
You enter the G/L date when you write payments. The system uses this date to locate the exchange rate in the Currency Exchange Rates table (F0015).
- The Exchange Rate Effective Date specified in the processing option for the Work with Payment Groups program (P04571).

If you leave this processing option blank, the system uses the G/L date.

Paying Vouchers Assigned with a Nonmonetary Bank Account

When you pay vouchers that you entered with a nonmonetary bank account (the currency code on the bank account is blank), you pay in the domestic currency of the voucher.

For example:

- You enter a voucher in FRF for a company that has a base currency of USD.
- The bank account that you assign is not a monetary account.

Choosing this method results in paying the domestic amount of the voucher in the domestic currency (USD), so no gain or loss occurs.

Voucher Domestic Currency

When you use the Voucher Domestic Currency method, you pay in the domestic currency of the voucher.

For example:

- You enter one voucher in FRF for a company that has a base currency of USD.
- You enter another voucher in USD for a company that has a base currency of USD.

Choosing this method results in paying the domestic amount of both vouchers in the domestic currency (USD), so no gain or loss occurs.

Voucher Foreign Currency

When you use the Voucher Foreign Currency method, you pay in the foreign currency of the voucher.

For example:

- You enter one voucher in FRF for a company that has a base currency of USD.
- You enter another voucher in FRF for a company that has a base currency of GBP.

Choosing this method results in paying the foreign amount of both vouchers in the foreign currency (FRF).

A gain or loss might be calculated for this payment. The system calculates the gain or loss based on one of the following:

- The G/L date entered on the payment.
You enter the G/L date when you write payments. The system uses this date to locate the exchange rate in the Currency Exchange Rates table (F0015).
- The Exchange Rate Effective Date specified in the processing option for the Work with Payment Groups program (P04571).

If you leave this processing option blank, the system uses the G/L date.

Current Domestic Amount

When you use the Current Domestic Amount method, you pay the current domestic amount of the voucher in the domestic currency.

For example:

- You enter a voucher in USD for a company that has a base currency of FRF.

You pay the domestic amount of the voucher in the domestic currency (FRF). Unlike the Voucher Domestic Currency method, which does not calculate a gain or loss, the system might calculate a gain or loss if the exchange rate at the time that you enter the voucher is different from the exchange rate at the time that you pay the voucher.

The system uses the current (today's) exchange rate that is set up in the Currency Exchange Rates table (F0015). The system does not use the G/L date or the Exchange Rate Effective Date processing option. If today's exchange rate is not set up, the system uses the previous exchange rate.

For example:

Exchange Rate

6/01 = 1.5

6/15 = 2.0

6/30 = 2.5

If you pay the voucher on 6/10 (today's date), the system uses the exchange rate for 6/01 (1.5), because no exchange rate is set up for 6/10. If you pay the voucher on 6/29, the system uses the exchange rate for 6/15 (2.0).

Alternate Currency Amount

When you use the Alternate Currency Amount method, you do not pay in the domestic or a foreign currency of the voucher; rather, you pay in an alternate currency.

For example:

- You enter a voucher in FRF for a company that has a base currency of USD.
- You specify EUR in the Alternate Currency processing option.

You pay the voucher in EUR, the alternate currency, which is neither the foreign currency (FRF) nor the domestic currency (USD).

Note: When you pay a voucher in an alternate currency, you pay the transaction amount of the voucher. The transaction amount is the domestic amount if the voucher is domestic only, or the foreign amount if the voucher is foreign.

A gain or loss might be calculated for this payment. The system calculates the gain or loss based on one of the following:

- The G/L date entered on the payment.

You enter the G/L date when you write payments. The system uses this date to locate the exchange rate in the Currency Exchange Rates table (F0015).

- The Exchange Rate Effective Date specified in the processing option for the Work with Payment Groups program (P04571).

If you leave this processing option blank, the system uses the G/L date.

Note: Gains and losses are not calculated between two Economic Monetary Union (EMU) currencies (such as DEM and FRF).

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 Print Multiple Checks option on the Supplier Master form does not override the payee sequencing.

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

Working with payment groups consists of:

- ☐ Printing the Payment Analysis report
- ☐ Reviewing payment groups
- ☐ Reviewing payments with a write status
- ☐ Reviewing payments with an update status
- ☐ Revising unprocessed payments

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 (G0411).

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

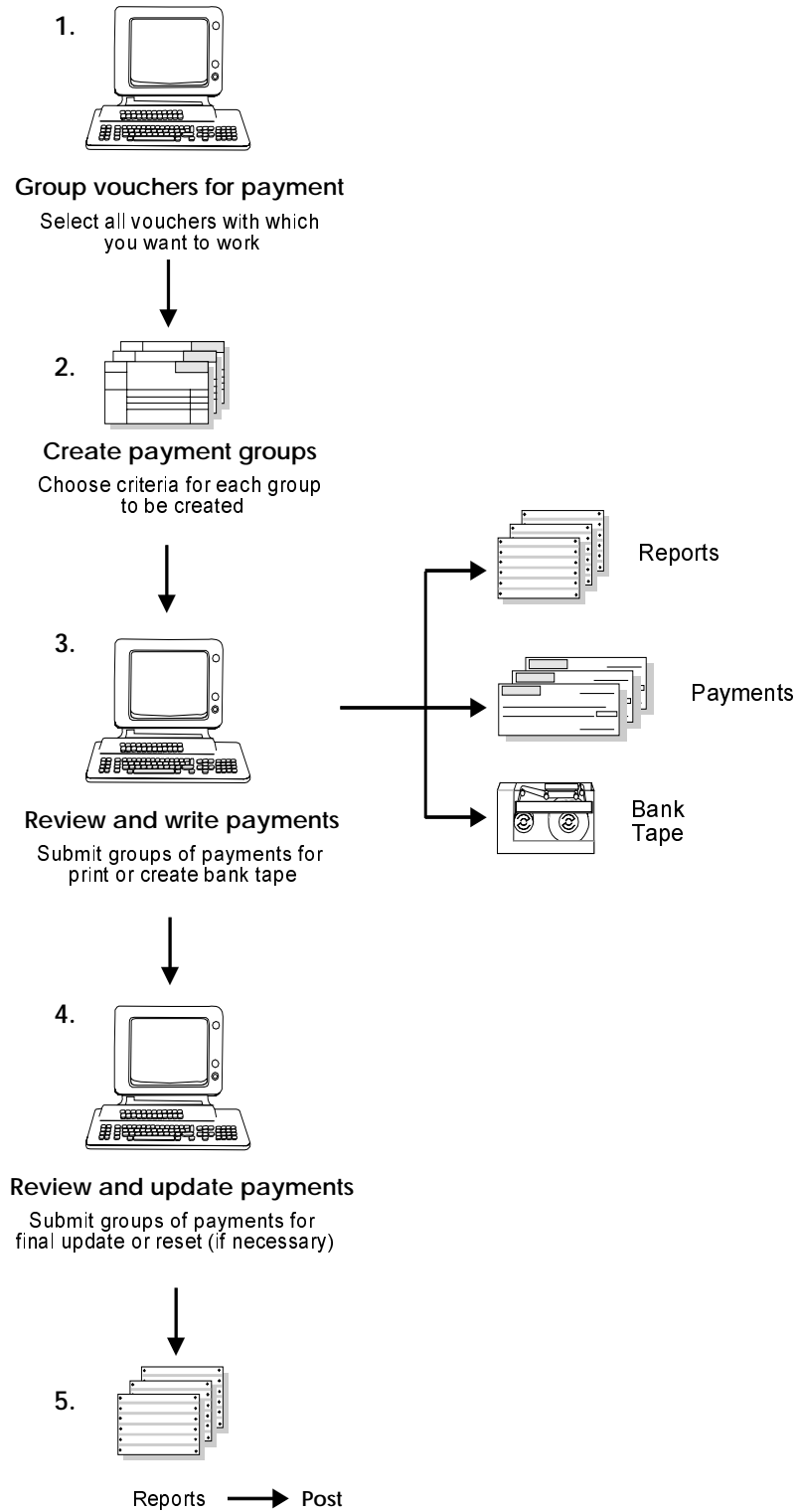
Undo means to remove a pay item from the payment group. You can undo pay items, regardless of whether they are at a status of write or update. In either case, the pay item returns to an open voucher with a status of approved.

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.



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 _____

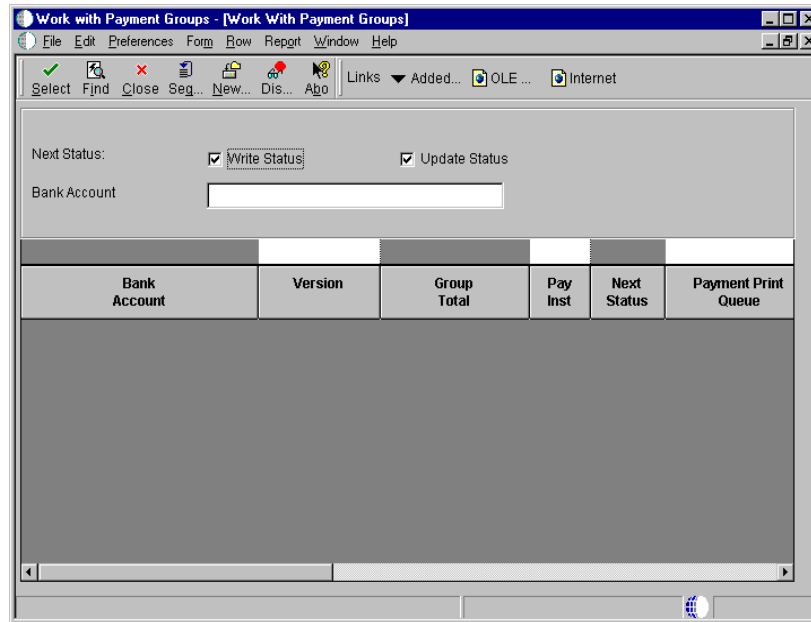
Reviewing Payment Groups

When you review payment groups, you can display groups based on a next status of either write or 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 Control Group (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... Add 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 History
- Transaction Originator
- Payment Print Queue
- Business Unit
- Payment Instrument
- Currency Code - From

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

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

The screenshot shows a software window titled "Work with Payment Groups - [Payment Group Detail]". It contains several input fields and sections. The top section includes "Bank Account" (1.1110.BEAR, Bear Creek National Bank), "Version" (TR0002), "Payment Instrument" (Default), "Originator" (DEMO), "Payment Print Queue", "Payment Group Control Number" (9), and "Currency" (USD). Below this are two sections: "Write Status" and "Update Status". The "Write Status" section has fields for "Payment Amount" (13,123.00), "Discount Taken" (77.00), and "Number of Payments" (2). The "Update Status" section has fields for "Payment Amount", "Discount Taken", and "Number of Payments".

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

Field	Explanation
Version History	A user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.
Payment Print Queue	This is the print output queue for A/P payments.
Payment Instrument	The user defined code that determines the type of payment made to the supplier.
Transaction Originator	The person who originally entered the transaction.

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 Control Group (F04571)
- A/P Payment Header (F04572)

► **To review payment and voucher information (write status)**

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

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.

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

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total
1001	Edwards, J.D. & Company	5,500.00			
4344	Universal Incorporated	7,623.00	77.00		

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

Document Number	Doc Type	Doc Co	Pay Item	Payment Amount	Discount Taken	Invoice Number
1571	PV	00001	001	2,673.00	27.00	C375
1572	PV	00001	001	4,950.00	50.00	C741

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

Document No/Ty/Co: 1571 PV 00001

Pay Item: 001

Supplier Number: 4344 Universal Incorporated

Remark: Advertising Expense

Invoice Number: C375

Invoice Date: 5/10/05 Due Date: 5/20/05

Company: 00001 Financial/Distribution Company

Payment Amount: 2,673.00 Currency: USD

Discount Taken: 27.00

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

► To review payment summary information (write status)

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

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

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.

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

File Edit Preferences Window Help

Can... Dis... Auto Links ▼ Displ... OLE... Internet

Payee Number 4344 Universal Incorporated

Payment Amount 7,623.00 Currency USD

Discount Taken 77.00 Stub Total 1

Bank Transit 107004381

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 an 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 Control Group (F04571)
- A/P Payment Header (F04572)

► To review payment information (update status)

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

You can review payment information for a specific payment group before you update the payment.

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
5015 PK		4345	E&D World Wide Company	850.00	

► To review payment summary information (update status)

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

When you review payments within a payment group, you can review the summary information associated with a specific payment.

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.

The screenshot shows a software window titled "Work with Payment Groups - [Payment Header Detail - Update Status]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "Can...", "Dis...", "Ago", "Links", "Displ...", "OLE ...", and "Internet". The main area of the window contains several input fields and labels:

- Payment Number/Type:** A text box containing "5015" and a dropdown menu showing "PK". To the right of these is the text "Automated Check".
- Payee:** A text box containing "4345" and the text "E&D World Wide Company" to its right.
- Payment Amount:** A text box containing "\$50.00".
- Currency:** A dropdown menu showing "USD".
- Discount Taken:** An empty text box.

Revising Unprocessed Payments

You can make limited changes to payments, vouchers, and payment groups before you write them, including:

- 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)

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

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.

1. On Work With Payment Groups, choose a payment group, payment, or voucher.
2. From the Row menu, choose Undo.

Related Tasks

Excluding all debit memos	To exclude all debit memos, set the processing option for Minimum Amount in Create Payment 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

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

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.

1. On Work With Payment Groups, choose a payment group and click Select.
2. On Work With Payment Groups - Write Status, or on Work With Payment Groups - Update Status, depending on what options you selected on Work With Payment Groups, choose a record and choose Pay Items from the Row menu.
3. On Work With Payment Detail, choose a voucher.
4. From the Row menu, choose Split.

5. On Split Payment, complete the following fields and click OK:

- Gross Amount
- Discount Taken

Field	Explanation
Gross Amount	<p>The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the gross amount less any discount in this field. It must be less than the original gross amount and greater than zero. This is the actual amount you will pay.</p>
Discount Taken	<p>In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice.</p> <p>In Accounts Payable, this is the amount of discount you take when you issue a payment.</p> <p>The discount taken does not have to be the same as the discount available.</p> <p>.....<i>Form-specific information</i>.....</p> <p>This amount must be less than the original gross amount and greater than zero.</p>

► To revise the value date of a payment

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

Typically, payment value dates apply to draft processing and indicate the date that a payment reaches a bank.

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 Value Date from the Form menu.

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.

Field	Explanation
Value Date	<p>The date the payment amount was debited or credited to the bank account.</p> <p>It is not the date the bank reconciled the payment. Automatic payments automatically populate this field. If you are making manual payments and have directed a processing option to display the value date, you can manually enter the value date.</p>

► 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.

On Work With Payment Groups

1. 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.

► To remove an unprocessed payment

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

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.

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.

► To revise control information for a payment group

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

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 you make affects the entire payment group.

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 Form menu, choose Controls.

Work with Payment Groups - [Revise Payment Group Controls]

File Edit Preferences Window Help

OK Cancel Dismiss Abort Links Display OLE ... Internet

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

Print Programs

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

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. Working with payments consists of:

- ☐ Writing payments
- ☐ Resetting payment processing
- ☐ Removing processed payments
- ☐ Copying payments to tape

Writing Payments

When you write payments, you can print the payments or copy them to a bank tape. You can take 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 A/P Ledger table (F0411), the A/P Matching Summary table (F0413), or the A/P Matching Detail table (F0414) until the update process. The payments remain in the temporary workfiles, A/P Payment Control Group table (F04571), A/P Payment Header table (F04572), and A/P Payment Detail table (F04573).

You can write payments in a domestic, foreign, or alternate currency. Writing alternate currency payments is similar to writing domestic and foreign payments. Most of the processing considerations for alternate currency payments are based on the AAI and processing option setup you do beforehand. You use the processing options to designate the currency in which to write your payments.

When you write alternate currency payments, the system calculates the payment amount as follows:

- Adds the total amount of vouchers in the voucher (supplier's invoice) currency.
- Uses the exchange rate between the voucher (supplier's invoice) currency and payment currency to calculate the payment amount.

For example, a Canadian company receives an invoice for 500 U.S. dollars (USD) and pays in Japanese yen (JPY), an alternate currency. To calculate the payment amount, the voucher (supplier's invoice) is multiplied by the exchange rate (1 USD = 107.863 JPY) as follows:

$$500 \text{ USD} \times 107.863 = 53,931.50 \text{ JPY}$$

When you write an alternate currency payment, gains and losses are recorded as follows:

- The fluctuation in the foreign to domestic exchange rate from payment date to voucher date is recorded as a standard gain/loss
- The difference between converting the alternate currency directly to the domestic currency and converting the alternate currency to the foreign currency to the domestic currency is recorded as an alternate gain/loss

Alternate currency payment amounts are stored in the A/P Matching Document table (F0413). The currency in this table will be different from the currency in the A/P Matching Document Detail table (F0414) because an alternate currency payment is involved. The historical exchange rate stored in the A/P Matching Document Detail table contains the exchange rate that is used to calculate from the foreign currency to the alternate currency.

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 an UPD (update) status.

3. From the Form menu, choose Controls.

The screenshot shows a software window titled "Work with Payment Groups - [Revise Payment Group Controls]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Can...", "Dis...", "Ago", "Links", "Displ...", "OLE ...", and "Internet". The main area contains several input fields and checkboxes:

- Bank Account:** 1.1110.BEAR (Bear Creek National Bank)
- Version:** TR0002
- Originator:** DEMO
- Payment Instrument:** ☐ Default (A/R & A/P)
- Payment Group Control Number:** 9
- Currency:** USD
- Sequence ID:** DEMO (Demo sequence)
- Print Programs:**
 - Payment:** P04572
 - Register:** P04576
 - Attachment:** P04573
 - Debit Statement:** P04574
- Print Queues:**
 - Payment:** [Empty field]
 - Attachment:** [Empty field]
 - Debit Statement:** [Empty field]

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 Payments, choose Write from the Row menu.

Work with Payment Groups - [Write Payments]

File Edit Preferences Window Help

OK Cancel New... Dis... Algo Links ▼ Displ... OLE ... Internet

Bank Account	Payment GL Date	Next Payment	Bank Account Description
1.1110.BEAR	5/16/00	5025	Bear Creek National Bank

Row:1

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. Since 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.

Field	Explanation
Payment	A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.
Register	A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.
Attachment	A user defined program used to print attachments in A/P Payment processing. Only programs set up in user defined codes for 04/PA may be entered.
Debit Statement	This is the A/P payments debit statements output queue.
Payment G/L Date	<p>A date that identifies the financial period that the transaction will be posted to. The Fiscal Date Patterns table for general accounting specifies the date range for each financial period. You can have up to 14 periods.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The default value is today's date.</p>
Next Payment	<p>The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The default value is from the Bank Transit Master (F0030) record for the bank account.</p>

► 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 *Working with Payment Groups*.

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total
1001	Edwards, J.D. & Company	5,500.00			
4344	Universal Incorporated	7,623.00	77.00		

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

Field	Explanation
Amount From	In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice. <i>Form-specific information</i> Specify the lower and upper limits to select an amount range.

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 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 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 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 G/L.

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**

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

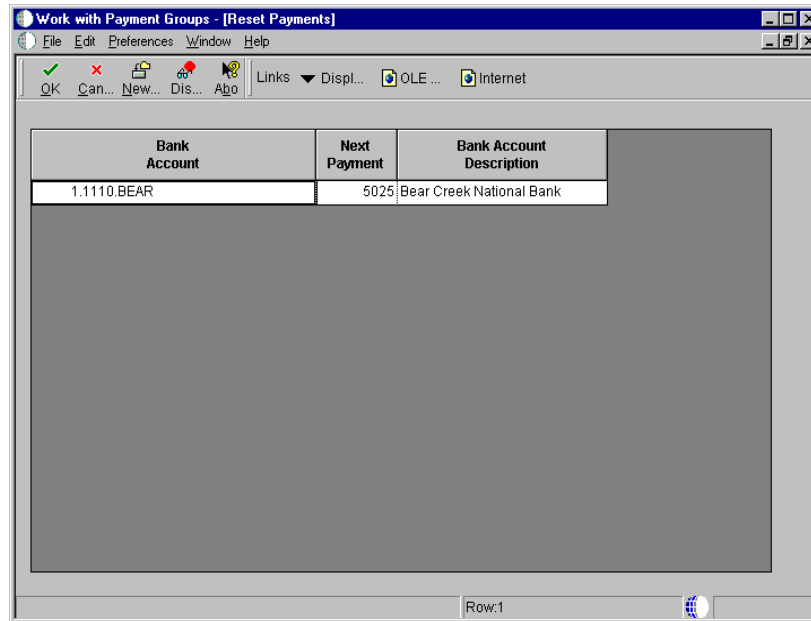
When you reset payment processing, the pay items return to open vouchers.

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.

Payment Number	Doc Type	Payee Number	Payee Name	Payment Amount	Discount Taken
5015	PK	4345	E&D World Wide Company	850.00	

3. To reset single payments, choose the payment on Work With Payment Group-Update Status.
4. To limit your search when resetting single payments, complete the following fields:
 - Beginning Payment
 - Ending Payment
5. Click Find.
6. Choose the payments to reset.

7. From the Row menu, choose Reset.



8. On Reset Payments, change the following field, if necessary:

- Next Payment

► To reset payment processing for a bank tape

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

On Copy Bank Tape to Tape, choose the payment record you want to remove from the bank tape table and click Delete.

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 File 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. Take 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 Reset Payments, complete the following optional field:
 - 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.

5. On Copy Bank Tape File to Tape, choose the payment record and click Delete.

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 - One World 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.

File ID	Bank Account	User ID	Date Updated	Date Copied	File Name	Device Name	Tape Density
F04572T	1.1110.BEAR	DEMO	5/9/97		QTAPE	TAP01	1600

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 Query By Example line.
2. Choose the table you want to work with and click Select.

File ID	F04572T	Member ID	OW00000000
File Name	QTAPE	Device Name	TAP01
Record Length	94	Tape Density	1600
New Volume	000001	New Owner ID	
Block Size	940	Label Name	

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

► **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.

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