PeopleSoft®

EnterpriseOne Xe Accounts Payable PeopleBook

September 2000

J.D. Edwards World Source Company
7601 Technology Way
Denver, CO 80237

Portions of this document were reproduced from material prepared by J.D. Edwards.

Copyright ©J.D. Edwards World Source Company, 2000

All Rights Reserved

SKU XeEAAP

J.D. Edwards is a registered trademark of J.D. Edwards & Company. The names of all other products and services of J.D. Edwards used herein are trademarks or registered trademarks of J.D. Edwards World Source Company.

All other product names used are trademarks or registered trademarks of their respective owners.

The information in this guide is confidential and a proprietary trade secret of J.D. Edwards World Source Company. It may not be copied, distributed, or disclosed without prior written permission. This guide is subject to change without notice and does not represent a commitment on the part of J.D. Edwards & Company and/or its subsidiaries. The software described in this guide is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement. J.D. Edwards World Source Company uses automatic software disabling routines to monitor the license agreement. For more details about these routines, please refer to the technical product documentation.

Table of Contents

Overviews 1–1
Industry Overview 1–3
  Supplier Management 1–3
  Processing Vouchers 1–3
  Processing Payments 1–3
Accounts Payable Overview 1–5
  System Integration 1–6
  Accounts Payable Features 1–7
    Supplier Management 1–7
    Business Process Management 1–8
      Multiple Voucher Entry Methods 1–8
      Duplicate Invoice Notification 1–8
      Flexible Tax Structures 1–8
      Payment Processing 1–9
      Reporting 1–9
    Multinational Features 1–9
  Account Numbering Concepts 1–10
    Business Unit - The “Where” 1–10
    Object.Subsidiary - The “What” 1–11
  Accounts Payable System Flow 1–11
  Accounts Payable Information Flow 1–13
  Tables Used by Accounts Payable 1–14
    Tables and Descriptions 1–15
  Menu Overview 1–17

Setup

Accounts Payable System Setup 2–1
Setting Up Constants for A/P 2–3
  Setting Up Batch Control 2–4
  Setting Up Batch Approval and Post Security 2–5
  Setting Up the Automatic Offset Method 2–10
  Setting Up Invoice Number Editing 2–11
  Setting Up Time Intervals for A/P Aging Reports 2–12
Setting Up Payment Terms 2–13
  Setting Up Net Payment Terms 2–14
  Setting Up Net with Discount Payment Terms 2–16
  Setting Up Proximate Date Payment Terms 2–16
  Setting Up Due Upon Receipt Payment Terms 2–17
  Setting Up Split Payment Terms 2–18
  Printing a Payment Terms Report 2–20

Working with Advanced Payment Terms 2–21
  Setting Up Due Date Rules 2–22
  Verifying Due Date Rules 2–28
  Setting Up Workday Calendars 2–30
  Setting Up Advanced Payment Term Codes 2–32
  Setting Up Installment Payments 2–35
  Setting Up Payment Terms for Multitiered Discounts 2–39
  Processing Options for Batch Update for Multitiered A/R (R005142) and Multitiered A/P (R005141) 2–42
Understanding User Defined Codes for A/P 2–45
  Document Type Codes 2–45
    Voucher Document Type Codes – 00/DV 2–46
    Matching Document Type Codes – 00/DT 2–46
  Payment Status Codes – 00/PS 2–47
  Payment Instrument Codes – 00/PY 2–47
    Hard-Coded Codes 2–48
    Soft-Coded Codes 2–48
  Check Translation Codes – 98/CT 2–48
  Tax Explanation Codes – 00/EX 2–49
  Special Handling Codes – 00/HC 2–49
  Draft Processing Codes – 00/DV 2–50
  1099 Processing Codes – 04/TR and 01/07 2–50
    Type of Return – 04/TR 2–51
    Address Book Category Code 07 – 01/07 2–52
  Bank Type Codes – 00/BT 2–53
Setting Up Next Numbers for A/P 2–55

Automatic Accounting Instructions 3–1
Understanding AAIs 3–3
  Elements of an AAI Form 3–3
  Default AAIs 3–4
  AAI Prefixes and Suffixes 3–5
Understanding AAIs for A/P 3–7
  Components of AAIs for A/P 3–7
  AAIs During Voucher and Payment Processing 3–8
  Search Sequence for AAIs 3–9
    Example: Search Sequence for a Company and G/L Offset 3–9
  Accounts Payable AAIs 3–9
    Payables Bank – PB 3–10
    Payables Trade – PC 3–10
    Payables Discounts Available/Lost – PKD/PKL 3–11
    Voucher Logging Expense/Trade – PP/PQ 3–12
      Example: AAI Items for Voucher Logging 3–13
    Payables Tax – PT 3–13
    Drafts Payable – PD 3–14
    Unrealized Gains/Losses on Open Transactions– PV/PW/PR . . . 3–15
    Realized Gains/Losses on Foreign Currency Payments – PG/PL 3–16
    Realized Gains/Losses on Alternate Currency Payments – PY/PZ 3–16
    Clearing Account for Alternate Currency Payments – P7 3–17

1099s for G/L Method – PX 3–18
Working with AAIs 3–21
Processing Options for Automatic Accounting Instructions 3–29

A/P Tax Setup 4–1
Types of Taxes 4–1
Setting Up Tax Authorities for A/P 4–3
Setting Up Tax Rates and Areas for A/P 4–7
Processing Options for Tax Rates and Areas 4–11
Understanding Tax Explanation Codes for A/P 4–13
Types of Tax Explanation Codes 4–13
Tax Calculations 4–14
Example: Tax Explanation Code S (Sales Tax) 4–14
Example: Tax Explanation Code U (Use Tax) 4–15
Example: Tax Explanation Code V (VAT) 4–15
Example: Tax Explanation Code C (VAT + Sales Tax) 4–16
Example: Tax Explanation Code B (VAT + Use Tax) 4–17
Understanding AAIs for A/P Taxes 4–19
Value-Added Tax Codes 4–20
Use Tax Codes 4–21
Sales Tax Codes 4–22
VAT Plus Use Tax Codes 4–22
VAT Plus Sales Tax Codes 4–23
Tax-Exempt Tax Code 4–24
Setting Up Tax Rules by Company for A/P 4–25
Examples: Calculation Rules 4–25
Example 1: Calculate both tax and discount on gross 4–25
Example 2: Calculate tax on gross 4–26
Example 3: Calculate discount on gross 4–26
Example 4: Calculate neither tax nor discount on gross 4–27

Daily

Supplier Information 5–1
Entering Supplier Records 5–3
Processing Options for Supplier Master Information (P04012) 5–30
Processing Options for Supplier Master MBF (P0100043) 5–31
Setting Up Multiple Bank Accounts for Suppliers 5–33
Assigning Multiple Bank Accounts to Suppliers 5–34
Activating a Bank Account as a Vendor Record Type 5–37
Assigning Payment Instrument and G/L Account Relationships 5–38
Reviewing the Pre-Note Status of a User-Defined Record Type 5–41
Working with Supplier Records 5–45

Voucher Processing 6–1
The Three-Tier Process 6–2
Entering Vouchers 6–3
Reviewing and Approving Vouchers 6–3
Posting Vouchers to G/L 6–4

Working with A/P Batch Control 6–5
Approving Voucher Batches Using Workflow 6–11
    Activating Manager Approval 6–11
    Selecting a Batch Approval Version 6–13
    Setting Up a Manager to Approve Batches 6–14
    Submitting Batches for Approval 6–16
    Approving Batches 6–17
    Verifying Batch Approval 6–20
Understanding G/L Date Warnings 6–23
    Warning and Error Messages 6–24
Working with Standard Vouchers 6–25
    Entering Standard Vouchers 6–26
    Exiting Standard Voucher Entry Out of Balance 6–39
    Locating Vouchers 6–41
    Revising Unposted Vouchers 6–43
    Copying Vouchers 6–44
    Deleting Unposted Vouchers 6–45
    Adding Attachments to Vouchers 6–46
Entering Other Types of Vouchers 6–49
    Entering Vouchers with Discounts 6–49
    Entering Split Payment Vouchers 6–53
    Entering Installment Payments for a Voucher 6–55
    Entering Debit Memos 6–57
    Entering Vouchers with Taxes 6–57
    Entering Multicurrency Vouchers 6–61
        Domestic Currency Vouchers 6–62
        Foreign Currency Vouchers 6–62
        Bank Account Considerations 6–62
            Assigning a Monetary Bank Account 6–63
            Assigning a Non-Monetary Bank Account 6–63
Processing Options for Voucher Entry 6–67
    Processing Options for A/P Standard Voucher Entry (P0411) 6–67
    Master Business Function 6–77
    Processing Options for Voucher Entry MBF (P0400047) 6–78
Working with Model Journal Entries 6–83
    Creating a Model Journal Entry 6–84
    Entering a Voucher Journal Entry Based on a Model 6–85
Entering Speed Vouchers 6–87
        Processing Options for Speed Voucher Entry 6–89
Reviewing and Approving Vouchers 6–91
    Reviewing Vouchers 6–91
        Difference Amounts in Using or Not Using Batch Control 6–92
        Multicurrency Batch Totals 6–94
            Example: Multicurrency Batch Totals 6–94
    Approving Vouchers 6–94
Understanding the Post Process for Vouchers 6–97
        Selects the Batch to Post 6–97
        Creates Automatic Offsets 6–97
        Validates Information and Processes Errors 6–98
        Posts Transactions 6–99

Updates the Tax table 6–99
Updates the Batch Status 6–99
Updates the Line Extension Code Field 6–100
OneWorld and WorldSoftware Post-Process Coexistence Issues 6–100
Posting Vouchers 6–103
Posting Batches of Vouchers 6–103
Verifying the Post of Vouchers 6–109
Reviewing Your Workflow Messages 6–110
Reviewing the General Ledger Post Report 6–112
Reviewing the Post Detail Error Report 6–112
Processing Options for General Ledger Post Report 6–112
Revising Batches to Post Out-of-Balance 6–114
Revising and Voiding Posted Vouchers 6–117
Revising Posted Vouchers 6–117
Changing a Posted Voucher with Taxes 6–118
Voiding Posted Vouchers 6–119
Printing Voucher Journals 6–123
Processing Options for Voucher Journal Report 6–124

Other Voucher Entry Methods 7–1
Types of Methods 7–1
Logged Vouchers 7–1
Recurring Vouchers 7–1
Prepaid Vouchers 7–2
Vouchers for Multiple Companies 7–2
Multiple Vouchers for Suppliers 7–2
Working with Logged Vouchers 7–3
Example: Voucher Logging 7–4
Suspense Accounts for the A/P Trade Account and Expenses 7–5
Before You Begin 7–6
Entering Logged Vouchers 7–6
Printing Voucher Detail Reports 7–9
Processing Options for Voucher Detail Report 7–10
Redistributing Logged Vouchers 7–11
Redistributing a Purchase Order Voucher 7–13
Processing Options for Voucher JE Redistribution 7–14
Working with Recurring Vouchers 7–17
Entering Recurring Vouchers 7–19
Reviewing Recurring Vouchers 7–20
Reviewing Recurring Vouchers Online 7–20
Printing the Recurring Voucher Report 7–21
Revising Recurring Vouchers 7–22
Canceling Recurring Vouchers 7–23
Recycling Recurring Vouchers 7–24
The Recycle Process 7–25
Processing Options for Recycle Recurring Vouchers 7–25
Posting Recurring Vouchers 7–26
Entering Prepayments 7–27
Example: Entering and Paying Prepaid Vouchers 7–27
Entering Prepaid Vouchers 7–29

    Reviewing Prepaid Vouchers 7–31
  Applying Payments to Prepaid Vouchers 7–32
  Closing Out Negative Pay Items for Prepaid Vouchers 7–33
Entering Vouchers for Multiple Companies 7–37
    Example: Voucher for Multiple Companies 7–37
    Multiple Companies Information 7–38
Entering Multiple Vouchers 7–41

Automatic Payment Processing 8–1
Setting Up Bank Account Information for A/P 8–5
,Setting Up a Print Sequence for Payments 8–13
Setting Up Payment Instruments 8–17
  Processing Options for Payment Instruments 8–23
    Processing Options for A/P Print Payments – Standard Format 8–23
    Processing Options for A/P Print Payments – Draft Format 8–25
    Processing Options for Create A/P Bank Tape – CTX Format 8–25
    Processing Options for A/P Payments – Contract Management 8–26
Setting Up Payment Information 8–29
Setting Up Bank Account Cross-References 8–33
  Setting Up Bank Account Cross-References for A/P 8–33
  Verifying Bank Account Cross-References for A/P 8–35
    Bank Account Exception Report 8–36
    Address Book Exception Report 8–36
Working with Payee Control 8–37
  Understanding System Set Up for Payee Control 8–37
    Controlled Fields 8–38
    Considerations and Setup 8–39
  Reviewing and Approving Changes to Controlled Data 8–40
  Printing Changes to Controlled Data 8–41
  Purging Approved Payee Control Records 8–42
Working with Supplier Withholding Taxes 8–43
  Setting Up Withholding Taxes 8–43
    Stopping Withholding Taxes 8–48
  Calculating Withholding 8–48
    The Calculate Withholding Batch Process 8–49
      Selects Voucher Pay Items 8–49
      Calculates Withholding Amounts 8–49
      Updates the Pay Status 8–49
      Creates Two Pay Items 8–49
      Produces Two Reports 8–50
    Processing Options for Calculate Withholding 8–51
  Paying Withheld Amounts 8–51
  Reporting Withheld Amounts 8–53
Preparing Vouchers for Automatic Payments 8–55
  Determining Cash Requirements 8–55
    Processing Options for Cash Requirements Report 8–56

        Data Selection for Cash Requirements Report 8–57
    Reviewing Vouchers 8–57
        Processing Options for A/P Speed Status Change 8–59
    Revising Vouchers 8–60
    Splitting Payments 8–63
    Releasing Vouchers 8–64
        Processing Options for A/P Speed Status Change 8–66
Creating Payment Groups 8–67
    Processing Options for Create Payment Groups (R04570) 8–71
        Understanding the Payment Currency Processing Option 8–81
    Data Sequence for Create Payment Control Groups 8–84
Working with Payment Groups 8–85
    Printing the Payment Analysis Report 8–88
        Processing Options for Payment Analysis Report 8–88
    Reviewing Payment Groups 8–88
    Reviewing Payments with a Write Status 8–91
    Reviewing Payments with an Update Status 8–94
    Revising Unprocessed Payments 8–96
Working with Automatic Payments 8–105
    Writing Payments 8–105
    Resetting Payment Processing 8–111
    Removing Processed Payments 8–113
    Copying Payments to Tape 8–114
        Additional Tape Copy Options 8–116
Updating the A/P Ledger 8–119
        Update Ledger Process 8–120
Processing Options for Work with Payment Groups 8–123
    Processing Options for Work with Payment Groups (P04571) 8–123
Reviewing and Approving Automatic Payments 8–133
    Reviewing Automatic Payments 8–133
    Approving Automatic Payments 8–134
Posting Automatic Payments 8–135
        Post Payments Process 8–136
Calculating Realized Gains and Losses During the Post 8–137
    Example: British Company Pays Foreign Voucher in Foreign Currency 8–138
    Example: Canadian Company Pays Foreign Voucher in Alternate Currency 8–139
    Example: Belgian Company Pays Foreign Vouchers in Alternate Currency 8–141
    Example: German Company Pays Foreign Voucher in Alternate Currency 8–142
Voiding Automatic Payments and Vouchers 8–145
    Voiding an Automatic Payment 8–145
    Voiding an Automatic Payment and Its Vouchers 8–147
        Processing Options for Void Payment Entry 8–149

Manual Payment Processing 9–1
Working with Manual Payments 9–3
    Entering Manual Payments with Existing Vouchers 9–3

Processing Options for A/P Manual Payments (P0413M) 9–8
Entering Manual Payments without Existing Vouchers 9–14
Entering Manual Payments in an Alternate Currency 9–20
Printing Manual Payments 9–22
Locating Manual Payments 9–23
Revising Unposted Manual Payment Amounts 9–24
Voiding Manual Payments 9–24
Approving and Posting Manual Payments 9–25
Approving Manual Payments for Posting 9–25
Reviewing Manual Payments Online 9–25
Printing the Manual Payment Journal 9–26
Data Selection for Manual Payment Journal 9–26
Posting Manual Payments 9–26
Voiding Manual Payments 9–29

Supplier Ledger and Payment Information 10–1
Reviewing Supplier Ledger Information 10–3
Reviewing General Voucher Information 10–3
Reviewing Voucher Detail Information 10–4
Reviewing Voucher Summary Information 10–6
Reviewing Vouchers in an “As If” Currency 10–7
Reviewing Voucher Payment History 10–8
Supplier Self Service 10–13
Reviewing Supplier Payment Information 10–15
Locating Payments 10–15
Reviewing Payments 10–16
Reviewing Payment Summary Information 10–17
Processing Options for Supplier Payment Inquiry 10–18

A/P Draft Processing 11–1
Processing Paid Drafts 11–1
Creating Drafts 11–2
Closing Drafts 11–2
Posting Closed Drafts 11–2
Example: Paying Drafts 11–3
Closing Paid Drafts 11–5
Posting Closed Drafts 11–7
Processing Options for Post Outstanding Drafts 11–8

A/P Standard and Analytical Reports 12–1
Printing A/P Standard Reports 12–3
Printing Open A/P Summary Reports 12–3
Processing Options for Open A/P Summary Report 12–5
Data Sequence for Open A/P Summary Reports 12–5
Printing Open A/P Detail Reports 12–6
A/P Detail with Remarks Report 12–6
Processing Options for A/P Detail by Supplier with Remarks and Net Amounts (R04423A) 12–6
Open A/P Detail with Aging Report 12–8
Processing Options for Open A/P Details with Aging (R04423B) . . . 12–8
Data Selection for Open A/P Detail 12–13

Data Sequence for Open A/P Detail 12–13
Printing Open A/P Reports with Foreign Amounts 12–13
Processing Options for Currency Detail - Aging Report 12–15
Processing Options for Currency Detail Report 12–16
Processing Options for Open A/P Detail w/Foreign Currency Aging 12–16
Data Sequence for Open A/P with Foreign Amounts 12–17
Printing A/P Analytical Reports 12–19
Printing Payment Detail Reports 12–19
Processing Options for Payment Details Report 12–20
Data Sequence for Payment Details Report 12–20
Printing Payment Registers 12–20
Data Sequence for Payment Registers 12–20
Printing Suspected Duplicate Payments Reports 12–21
Data Sequence for Suspected Duplicate Payment 12–21
Printing Supplier Analysis Reports 12–22
Processing Options for Supplier Analysis Report 12–22
Data Sequence for Supplier Analysis Report 12–22
Printing Supplier Totals by G/L Account Reports 12–22
Processing Options for Supplier/Customer Totals by Account 12–23
Printing Netting Reports 12–25
Creating the A/R and A/P Netting Report Workfile Table 12–25
Processing Options for Build A/R and A/P Netting File 12–26
Data Selection for Build Netting Report Workfile 12–26
Printing the Receivables and Payables Netting Report 12–26
Data Selection for Receivables and Payables Netting Report . . . 12–27
Data Sequence for Receivables and Payables Netting Report . . . 12–27
Printing the Netting - Aging Report 12–27
Data Selection for the Netting - Aging Report 12–28
Data Sequence for the Netting - Aging Report 12–28
Processing Options for A/R – A/P Netting Report 12–28

Periodic

Period-End Processing 13–1
Differences Between Integrity and “As Of” Reports 13–1
Processing A/P Integrity Reports 13–3
Running A/P Integrity Reports 13–3
A/P Original Document to G/L by Batch Report 13–4
Balance Test 13–4
Pay Status Test 13–5
A/P Payments to G/L by Batch Report 13–5
A/P to G/L by Offset Account Report 13–6
Correcting A/P Out-of-Balance Conditions 13–6
Report Amounts Do Not Net to Zero 13–7
Batch Was Posted Out of Balance without Automatic Offset Entries 13–8
Invalid Journal Entry Was Posted to an A/P Account 13–8

Data Records Are Damaged 13–8
G/L Offset Code Was Changed 13–8
A/P Control Account Was Changed 13–9
The Voucher (F0411) and Payment (F0414) are Out of Balance 13–9
General Ledger Transactions are Out of Balance 13–10
Printing A/P “As Of” Reports 13–11
Generating Date Tables 13–11
Processing Options for Date File Generation 13–13
Printing A/P “As Of” Reports 13–13
Processing Options for “As Of” Open A/P Details with Aging (P04423D) 13–14
Processing Options for As Of Open A/P Summary 13–19
Working with YTD Voucher Amounts 13–21
Correcting YTD Voucher Amounts 13–21
Updating YTD Voucher Amounts 13–22
Computation Methods 13–22
Computation Method 1 13–22
Computation Method 2 13–23
Processing Options for A/P Annual Close 13–24
Reviewing YTD Voucher Amounts 13–25
Updating A/P Ledger from Address Book 13–27
Example: Approver Number and Category Code 7 Update 13–27
Processing Options for Update Approver/Category Code 7 13–28

Unrealized Currency Gains and Losses 14–1
Example: Unrealized Gain and Loss for a Foreign Voucher 14–1
Understanding AAIs for A/P Gains and Losses 14–3
Realized Gains and Losses 14–3
Unrealized Gains and Losses 14–4
Calculating Unrealized A/P Gains and Losses 14–7
Processing Options for Unrealized Gains and Losses Report . . . 14–8

Advanced & Technical

A/P Cash Forecasting 15–1
A/P Cash Forecasting Process 15–1
Forecasting A/P Cash Flow 15–3
Processing Options for A/P Cash Forecasting 15–4

Batch Voucher Processing 16–1
What Happens When You Process Batch Vouchers? 16–1
Batch Voucher Process 16–2
Storing and Forwarding Vouchers 16–5
Technical Data Tables 16–6
Business Data Tables 16–6
Downloading Master Tables to the PC 16–7
Creating Vouchers to Store and Forward 16–8
Uploading Vouchers to the Server 16–10

Processing Vouchers 16–12
Updating Transaction Control Records 16–12
Processing Options for Update Store and Forward Records 16–12
Posting Vouchers 16–13
Purging Processed Vouchers 16–13
Processing Options for Store and Forward Vouchers 16–14
Processing Options for Store & Forward Vouchers 16–14
Converting Vouchers for Batch Processing 16–17
Reviewing Batch Vouchers 16–19
Revising Unprocessed Batch Vouchers 16–25
Adding Vouchers to Batches 16–26
Correcting Unprocessed Batch Vouchers 16–27
Changing, Deleting, or Voiding Vouchers 16–27
Processing Batch Vouchers 16–29
Processing the Transaction Information 16–30
Errors in Processing 16–30
Submitting Vouchers for Batch Processing 16–31
Verifying Batch Voucher Information 16–32
Correcting Batch Vouchers 16–33
Posting Batch Vouchers 16–33
Processing Options for Voucher Batch Processor 16–34
Purging Processed Batch Vouchers 16–39

Technical Processes 17–1
Purging A/P Records 17–3
System Administrator Responsibilities 17–3
Processing Options for Purge Closed A/P Records 17–4
Data Selection and Sequence for Purge Closed A/P Records . . . 17–4
Converting Supplier Currency Codes and Amounts 17–5
Converting Supplier Currency Codes and Amounts 17–5
Reviewing the Exceptions Report 17–7
Example: Before and After the Supplier Conversion 17–7
Example: Parent/Child Structure with Different Currencies 17–8
Processing Options for Euro Address Book Conversion – F0401 17–9
Appendix A: Quick Reference for A/P Codes A–1
Appendix B: Currency Codes and Decimals B–1
Multi-Currency Option Off B–1
Multi-Currency Option On B–1
Unit Ledgers B–1
Amount Ledgers B–1
Monetary (Currency-Specific) Accounts B–2
Technical Considerations B–2
Balances by Currency Post B–3
Summarized Currency Post B–3
Appendix C: Training Chart of Accounts C–1
Appendix D: Batch Input Setup for Vouchers D–1
Table 1: Required Fields for Voucher Transactions D–2
Table 2: Required Fields for Journal Entry Transactions D–5
Table 3: Additional Required Fields for Processing Discounts D–7

    Table 4: Additional Required Fields for Processing Tax Information D–10
    Tax Considerations for Updating Journal Entry Transactions D–12
    Table 5: Additional Required Fields for Multicurrency D–13
        Guidelines for Domestic and Foreign Transactions D–13
        Required Fields for Multicurrency D–15
    Currency Considerations for Updating Journal Entry Transactions D–19
    Table 6: Additional Required Field for Processing Payments D–20
    Table 7: Optional Fields for Processing Batch Vouchers D–21
    Table 8: Ignored Fields D–28
    Table 9: Fields Reserved for Users D–30
    Table 10: Required Fields for Enterprise-Wide Profitability Solution System . . . D–31

Appendix E: Interoperability E–1

Setting Up Outbound Interoperability E–5
    Reviewing Record Types E–5
        Processing Options for User Defined Codes E–6
    Setting Up Transaction Types E–6
    Setting Up Data Export Controls E–7
    Setting Up the Flat File Cross-Reference E–11
Sending Transactions from OneWorld E–13
        Processing Options for F0411 Interoperability Processing E–15
        Processing Options for F0413 Interoperability Processing E–15
Reviewing the Processing Log E–17
Purging Interoperability Transactions E–19

Appendix F: Vertex Quantum for Sales and Use Tax F–1

Setting Up the J.D. Edwards/Quantum Interface F–9
    Activating Quantum F–10
    Testing the Quantum Connection F–12
    Activating Quantum Logging F–14
    Setting Up Automatic Accounting Instructions for Quantum F–15
    Setting Up User Defined Codes for Quantum F–16
    Assigning Non-Stock Product Categories to Order Types F–16
    Defining Tax Information for Items F–19
Assigning GeoCodes to Address Book Records F–21
    Assigning GeoCodes Globally to Address Book Records F–23
    Assigning GeoCodes Manually to Address Book Records F–24
    Calculating Taxes for Related Addresses F–29
        The GeoCode Hierarchy F–29
            Accounts Payable - Use or Exempt Tax F–29
            Accounts Payable - Sales Tax F–30
            Accounts Receivable - Sales Tax F–31
            Sales Order Management - Sales Tax F–31
            Procurement - Use Tax F–32
            CSMS - Service Contract Sales Tax F–33
            CSMS - Service Order Sales Tax F–34
            CSMS - Service Order Use Tax F–34
            CSMS - Call Sales Tax F–35

Contract/Service Billing - Sales Tax F–35
Working with Quantum Taxes F–37
Overriding GeoCodes on an Invoice F–39
Overriding GeoCodes on a Voucher F–40
Overriding GeoCodes on a Sales Order F–41
Overriding GeoCodes on a Purchase Order F–43
Overriding GeoCodes on a Service Contract F–44
Overriding GeoCodes on a Service Order F–45
Overriding GeoCodes on a Call F–46
Overriding GeoCodes on Contract Billing F–48
Overriding GeoCodes on Service Billing F–52
Processing Quantum Tax Information F–57
Printing Tax Information F–57
Posting Tax Information F–58

Appendix G: EDI for Accounts Payable G–1
Processing Inbound EDI Vouchers G–3
Receiving EDI Invoice - Summary Transactions (810/INVOIC) G–3
Understanding the Mapping Requirements for Processing Inbound EDI Vouchers G–4
Transferring Inbound EDI Voucher Transactions G–7
Processing Options for EDI Inbound 810 Edit/Create G–8
Processing Outbound EDI Payments G–11
Setting Up the System for Electronic Payment Processing G–11
Processing Outbound EDI Payments G–12
Creating Automatic Payments G–13
Transferring Outbound Payment Transactions G–13
Running the Update As Sent Program G–14
Purging Processed Outbound EDI Payments G–14

Index

Overviews

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

The overviews consist of:

- ☐ Industry Overview
- ☐ Accounts Payable Overview

Industry Overview

The responsibilities of an accounts payable (A/P) department include:

- Supplier Management
- Processing Vouchers
- Processing Payments

Supplier Management

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

An A/P deparment must easily be able to access information about suppliers such as payment terms and balance information to negotiate better prices and discounts with its suppliers.

Processing Vouchers

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

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

Processing Payments

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

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

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

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

Accounts Payable Overview

An accounts payable department has many responsibilities, including:

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

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

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

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

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

For organizations that have offices around the world, the J.D. Edwards software provides the flexibility needed to operate in multiple countries, each with unique currency, language, and statutory requirements. It also provides you the ability to make payments in a different currency from your domestic currency without creating a voucher in the alternate currency.

This overview of the Accounts Payable system consists of the following topics:

- System integration
- Accounts payable features
- Account numbering concepts
- Accounts payable system flow
- Accounts payable information flow
- Tables used by accounts payable

System Integration

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

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

General Accounting	Various general ledger accounts are debited and credited when a voucher and payment are processed. When a voucher is entered, the general ledger expense account is debited and the accounts payable trade account is credited. When the voucher is paid, the accounts payable trade account is debited and the bank account is credited.
Procurement	Vouchers are created when you match a purchase receipt to the supplier invoice.
Inventory	Inventory is increased when you purchase and pay for stock items.
Contract Management	Vouchers are created when you use the progress payment cycle.
Equipment/Plant Management	When an equipment charge is entered, the system automatically includes the equipment number from the purchase order on the voucher, or you can do so manually.

Job Cost	Vouchers are created when payments are made against a contract for a job.
Fixed Assets	Vouchers are created when you purchase (acquire) an asset or purchase items to maintain an existing asset.

Accounts Payable Features

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

The features of the Accounts Payable system include:

- Supplier management
- Business process management
- Multinational functionality

See Also

- *Enterprise-Wide Profitability Solution Overview* in the *Enterprise-Wide Profitability Solution Guide* for information about cost objects and the cost management features

Supplier Management

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

- Whether a supplier sends invoices in a foreign currency (which the system converts to your domestic currency)
- How the supplier prefers to be paid (such as by check, draft, or electronic funds transfer)
- Whether to send payments directly to the supplier, to a parent organization, or to another address
- Which payment terms and tax codes are used by the supplier
- Purchasing instructions

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

Business Process Management

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

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

Multiple Voucher Entry Methods

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

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

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

Duplicate Invoice Notification

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

Flexible Tax Structures

Different countries have different tax requirements for their suppliers. J.D. Edwards supports tax structures such as GST (goods and services tax), PST (provincial sales tax), VAT (value-added tax), tax on tax, and tax-only vouchers.

Payment Processing

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

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

Reporting

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

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

Multinational Features

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

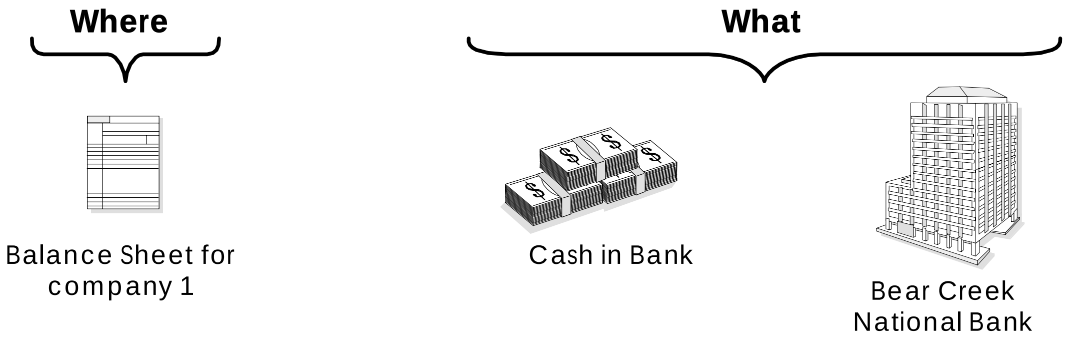
Currency processing	Pay vouchers in a domestic, foreign, or alternate currency, using any currency in the world, from the Australian dollar to the Belgian franc to the euro. You can also forecast payments for your payables by currency.
Multiple languages	Communicate with suppliers in their preferred languages to enhance relationships and reduce potential misunderstanding regarding vouchers and other correspondence.

See Also

- *Accounts Payable Transactions and the Euro* in the *Euro Implementation Guide* for information about the common currency for Economic and Monetary Union (EMU) member nations

Account Numbering Concepts

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



1 Business Unit	1110 Object	BEAR Subsidiary
• Required	• Required	• Optional
• Maximum 12 characters	• Maximum 6 characters	• Maximum 8 characters
• Alphanumeric	• Alphanumeric	• Alphanumeric

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

Business Unit - The “Where”

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

Business units are unique, 12-character, alphanumeric fields. The following criteria apply:

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

Object.Subsidiary - The “What”

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

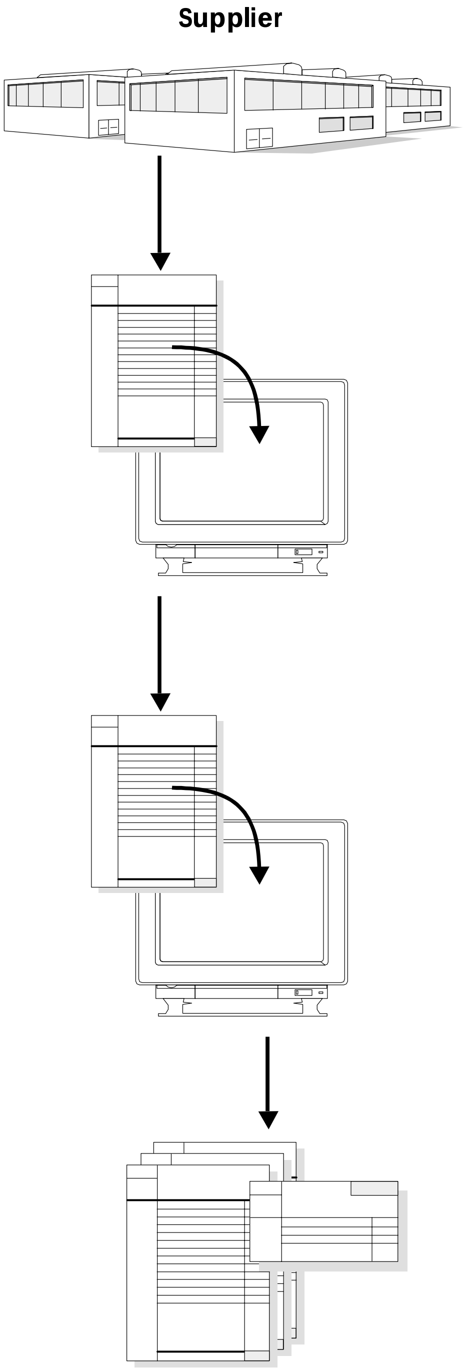
There are two parts of the “what”:

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

Accounts Payable System Flow

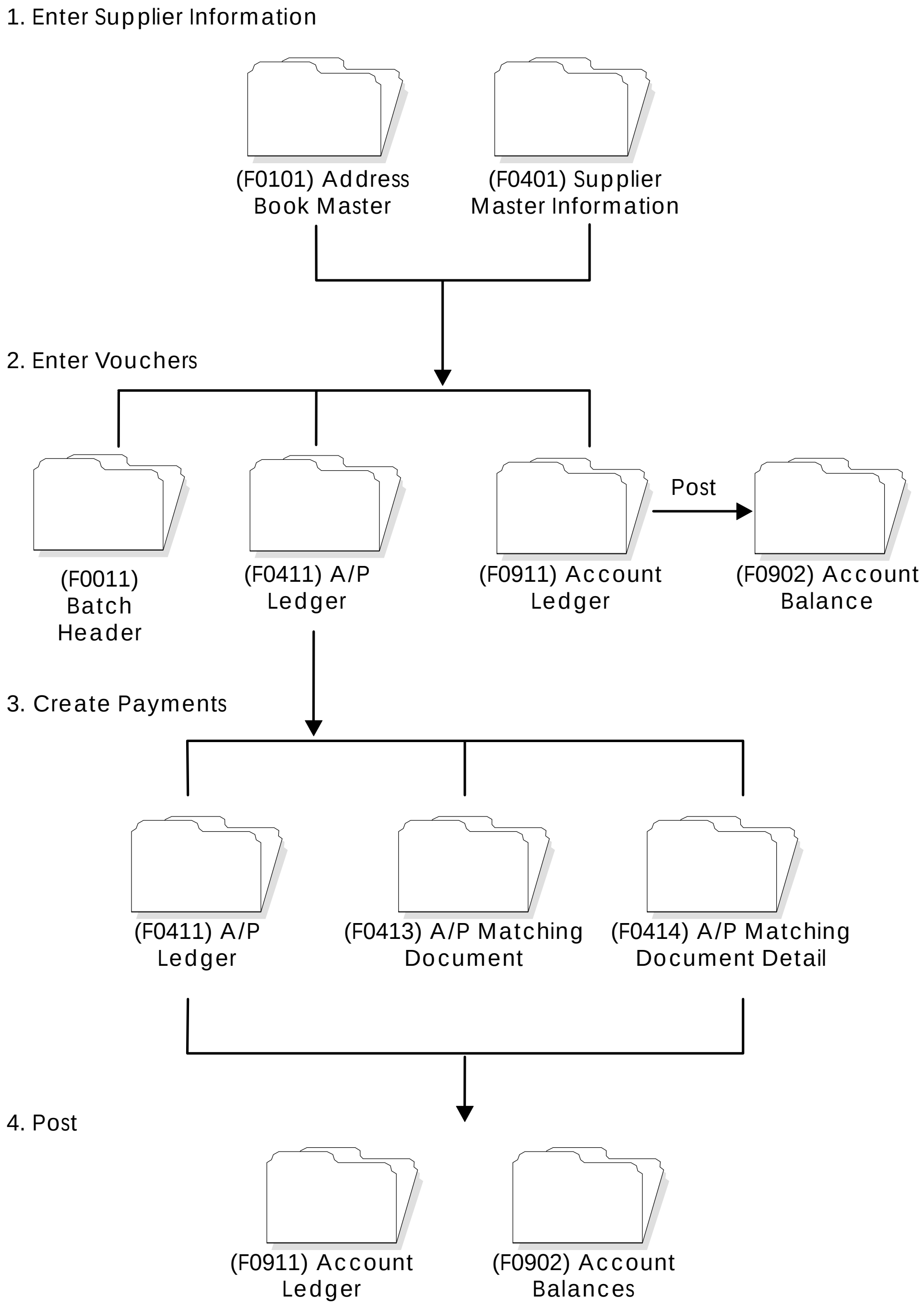
When a supplier sends you an invoice that you must pay, you enter a purchase order if you use procure to pay. Then, regardless of whether you use procure to pay, you enter a voucher to represent the invoice. Finally, you select the voucher for payment.

The following graphic illustrates this process.



1. A supplier sends you a bill.
2. If you procure to pay, you enter a purchase order. If you procure for stock, you match the purchase order to a receiver document indicating you received the goods. In procure to pay, the system creates a voucher automatically.
3. In A/P, you enter the voucher into the system.
4. You select the voucher for payment.

Accounts Payable Information Flow


1. Enter Supplier Information
(F0101) Address Book Master
(F0401) Supplier Master Information
2. Enter Vouchers
(F0011) Batch Header
(F0411) A/P Ledger
(F0911) Account Ledger
Post
(F0902) Account Balance
3. Create Payments
(F0411) A/P Ledger
(F0413) A/P Matching Document
(F0414) A/P Matching Document Detail
4. Post
(F0911) Account Ledger
(F0902) Account Balances

Tables Used by Accounts Payable

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

Address Book

Address Book Master (F0101)

Accounts Payable

Supplier Master (F0401)

A/P Ledger (F0411)

A/P Matching Document Summary (F0413)

A/P Matching Document Detail (F0414)

General Ledger

Account Ledger (F0911)

Account Balance (F0902)

Tables and Descriptions

The Accounts Payable system uses the following primary tables:

Batch Control Records (F0011)	Stores identification header records for each batch.
Address Book Master (F0101)	Stores the following supplier information: • Supplier names • Supplier address effective dates • Category code information • Factor/Special Payee
Supplier Master (F0401)	Stores the following voucher information for suppliers: • Vouchered amounts year-to-date and period-to-date • Payment terms • G/L offset • Payment instrument • Tax information
A/P Ledger (F0411)	Stores the following voucher transaction information: • Invoice date • Invoice amount • Due date • G/L date
A/P Matching Document (F0413)	Stores the following payment summary information: • Payment number • Payment amount • Payment date • Payment instrument • G/L bank account
A/P Matching Document Detail (F0414)	Stores the following payment and transaction information: • Discount taken • G/L offset • Payment amount • Company number Stores one record for every pay item. The A/P Matching Document table (F0413) and A/P Matching Document Detail table (F0414) are linked by an internal ID which is assigned by the system. These tables, combined with the A/P Ledger table (F0411), form the A/P Ledger.

Account Balances (F0902)	Stores the following summary balance information for the G/L: • Net postings for each period • Year-to-date balances • Prior year balances • Inception-to-date balances
Account Ledger (F0911)	Stores the following detailed information for G/L transactions: • G/L account numbers • G/L date and amounts • Journal entry line descriptions This table contains one record for each G/L distribution for a voucher.

Menu Overview

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

Menu Overview – Accounts Payable

Accounts Payable G04

Daily Processing

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

Periodic Processing

- Period End Processes G0421
- Annual Processes G0422

Advanced and Technical Operations

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

System Setup

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

Setup

Accounts Payable System Setup

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

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

Constants	Establish system basics, such as: • Whether the system verifies that the amount and number of documents in a batch of vouchers balance to the totals that you enter separately • Whether you require management approval of batches of documents before posting • How you want the system to create automatic offsetting entries • Whether the system verifies that suppliers' invoice numbers are not duplicates • The number of days in the time intervals on your aging reports
Payment terms	Define payment terms codes, such as net due upon receipt, for easier voucher entry
User defined codes	Define customized codes, such as document types and payment statuses, that are appropriate for your business needs
Next numbers	Establish an automatic numbering system for documents

Accounts Payable system setup consists of:

☐ Setting up constants for A/P

☐ Setting up payment terms

☐ Working with advanced payment terms

☐ Understanding user defined codes for A/P

☐ Setting up next numbers for A/P

Setting Up Constants for A/P

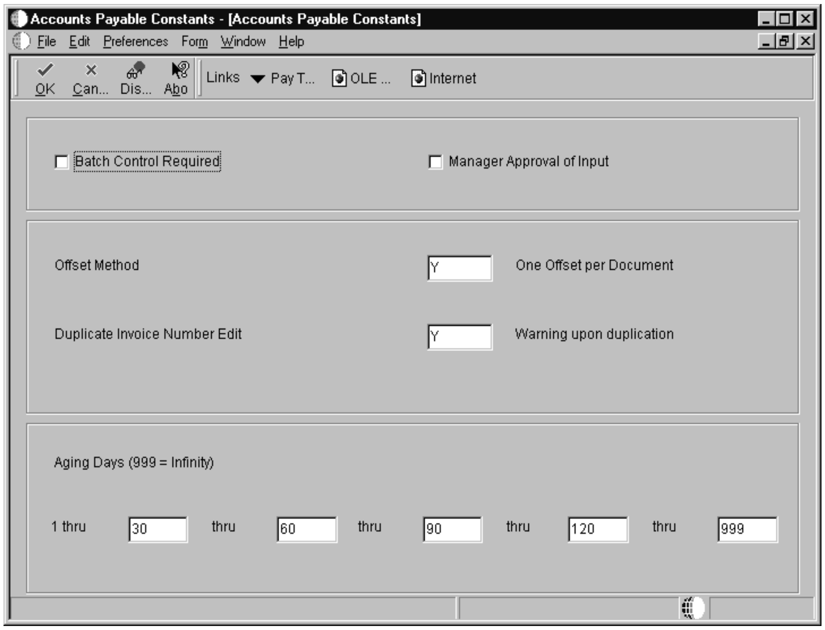
Constants provide a basic framework for how your Accounts Payable system works, based on your business needs. Generally, one person sets up constants. J.D. Edwards recommends that you do not change constants after they have been set up because this might produce unpredictable results.

Setting up A/P constants consists of:

- ☐ Setting up batch control
- ☐ Setting up batch approval and post security
- ☐ Setting up the automatic offset method
- ☐ Setting up invoice number editing
- ☐ Setting up time intervals for A/P aging reports

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

Information about the A/P constants is stored in the General Constants table (F0009).


Accounts Payable Constants - [Accounts Payable Constants]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Pay T...
OLE ...
Internet

☐ Batch Control Required
☐ Manager Approval of Input

Offset Method: Y One Offset per Document

Duplicate Invoice Number Edit: Y Warning upon duplication

Aging Days (999 = Infinity)

1 thru 30 thru 60 thru 90 thru 120 thru 999

Before You Begin

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

Setting Up Batch Control

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

▶ To set up batch control

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

On Accounts Payable Constants, click the following option:

- Batch Control Required

Field	Explanation
Batch Control Required	A code in WorldSoftware, or an option in OneWorld software, that generates automatic verification of the totals entered for each batch. Valid codes for WorldSoftware are: Y Batch control on. A batch header control form appears when you select voucher or payment entry. You enter the total number of documents and the total amount you expect the batch to contain. When you finish entering each batch, the system displays the difference, if any, between the totals you expected to enter and the totals you actually entered. N Batch control off. In OneWorld, the batch control on option is represented by a check mark.

Setting Up Batch Approval and Post Security

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

This process consists of the following task:

- Setting up management approval

If you specify that a manager must approve each batch of vouchers before it can be posted, you need to set up a list of Secured users and a list of Approved By users. Secured users are users restricted from approving and posting batches. Approved By users are users who can approve and post batches for secured users.

This process consists of either of the following tasks:

- Setting up Approved By users
- Setting up Secured users

You might want to restrict unauthorized users from viewing batches other than their own in the General Journal Review program.

This process consists of the following task:

- Setting up Batch Review security

When an employee reopens a batch previously approved by a manager, the batch remains in an approved status unless changes are made to the detail area.

Changes in the detail area result in batch status moving to pending. Opening a batch or changing the header does not change the approved status.

▶ To set up management approval

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

On Accounts Payable Constants, click the following option:

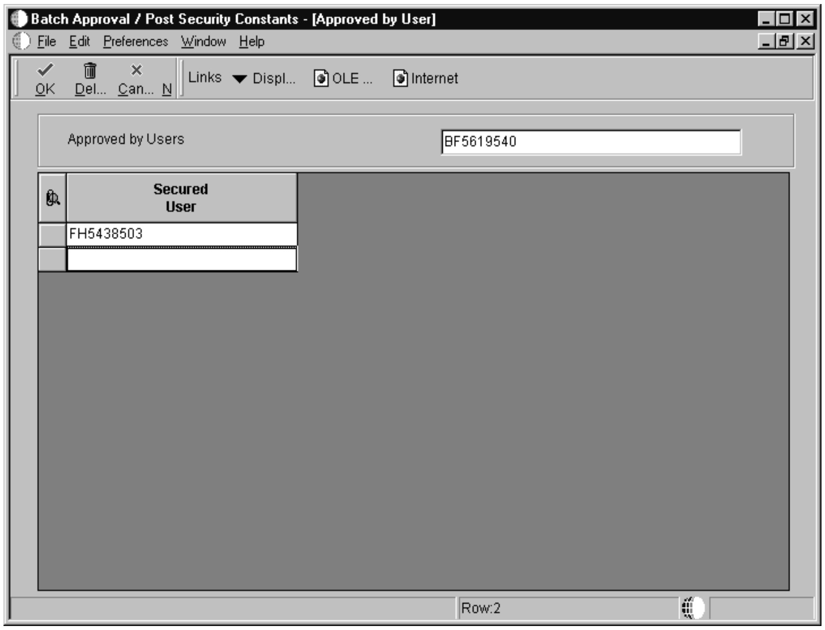
- Manager Approval of Input

Field	**Explanation**
Manager Approval of Input	A code for WorldSoftware, or an option in OneWorld software, that controls approval of batches for posting. Valid codes for WorldSoftware are: Y Management approval is required. The system assigns a status code of Pending to each batch. You must manually change the status to Approved before the system will post the batch. N Management approval is not required. The system approves all batches for posting. For OneWorld software: • If this option is turned on, it indicates management approval is required. • If this option is turned off, it indicates management approval is not required.

▶ To set up Approved By users

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

1. On Batch Approval/Post Security Constants, click the following option:
   - A/P Batch Security
2. Choose Approved By User from the Form menu.
3. On Work With Approved by Users, click Add.


Batch Approval / Post Security Constants - [Approved by User]
File Edit Preferences Window Help
OK
Del...
Can...
N
Links
Displ...
OLE ...
Internet
Row:2

Approved by Users: BF5619540

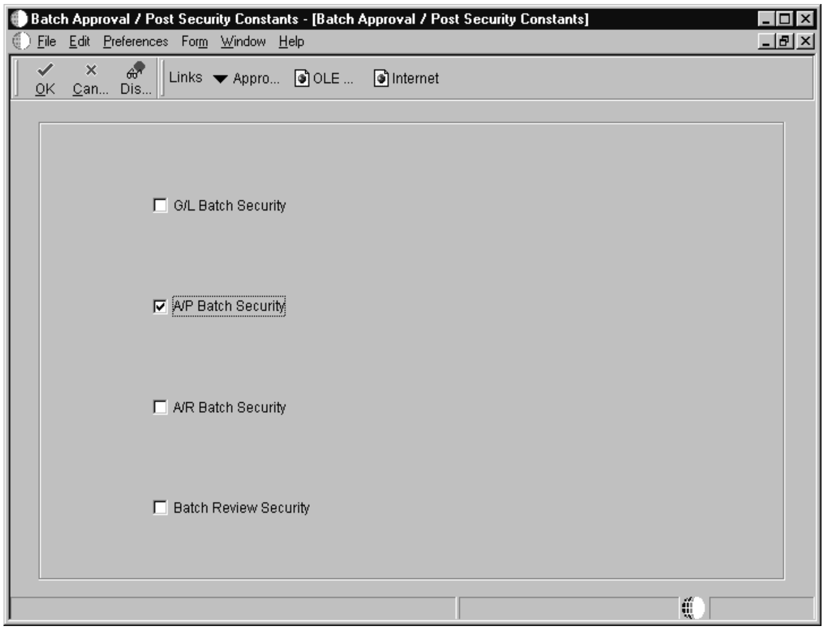
Secured User
FH5438503

4. On Approved by User, complete the following fields and click OK:
   - Approved By User
   - Secured User

To run a report that lists all of the users who can approve and post batches, choose Batch Security Rpt (Report) from the Form menu. On Work with Batch Versions - Available Versions, choose the version you want to run and click Select.

▶ To set up Secured users

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


Batch Approval / Post Security Constants - [Batch Approval / Post Security Constants]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Links
Appro...
OLE ...
Internet

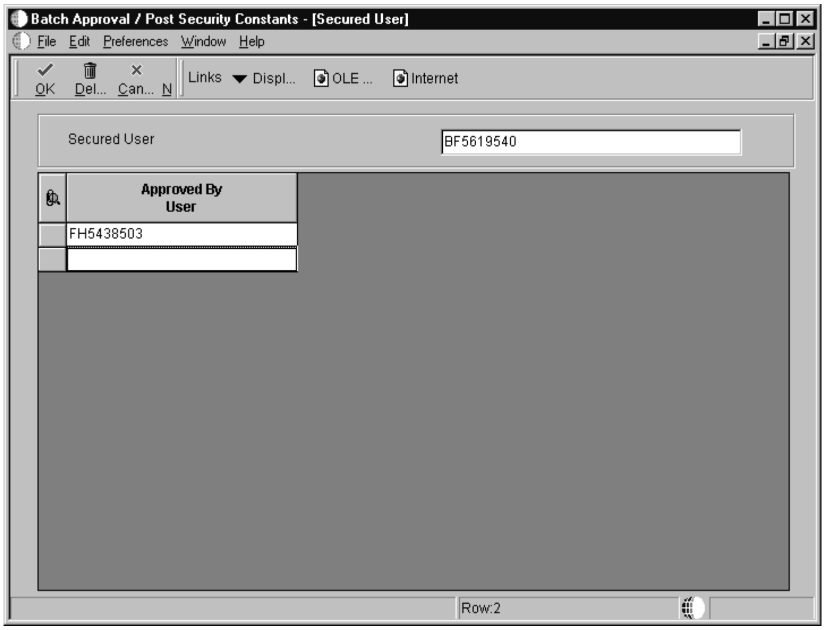
☐ G/L Batch Security

☑ A/P Batch Security

☐ A/R Batch Security

☐ Batch Review Security

1. On Batch Approval/Post Security Constants, click the following option:
   - A/P Batch Security
2. Choose Secured Users from the Form menu.
3. On Work With Secured Users, click Add.


Batch Approval / Post Security Constants - [Secured User]
File Edit Preferences Window Help
OK
Del...
Can...
N
Links
Displ...
OLE ...
Internet

Secured User: BF5619540

Approved By User
FH5438503

Row:2

4. On Secured User, complete the following fields and click OK:
   - Secured User
   - Approved By User

To run a report that lists all of the users who can approve and post batches, choose Batch Security Rpt (Report) from the Form menu. On Work With Batch Versions-Available Versions, choose the version that you want to run and click Select.

Field	Explanation
A/P Batch Security	A code of Y will activate batch security editing in the Accounts Payable system. This editing will be performed when approving and posting Accounts Payable batches. Once a Y code has been entered, you MUST set up manager/secured user authority (by pressing the function key at the bottom of the screen). For OneWorld software, click the A/P Batch Security option.
Secured User	A user restricted from approving and posting batches. The Approved By user is the only person allowed to approve and post batches for Secured users.
Approved By User	A user authorized to approve and submit batches to post for a group of Secured users. Secured users are restricted from approving and posting batches. If the Approved By user has authority to approve all users' batches, you may enter *ALL in the Secured User field, rather than identifying each user individually.

▶ To set up Batch Review security

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

On Batch Approval/Post Security Constants, click the following option:

- Batch Review Security

Field	Explanation
Batch Review Security	This field restricts unauthorized users from viewing batches other than their own through the General Journal Review program.

Setting Up the Automatic Offset Method

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

▶ To set up the automatic offset method

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

On Accounts Payable Constants, complete the following field:

- Offset Method

Field	Explanation
Offset Method	The method for automatically generating an offset entry when it is posted to the general ledger. Valid codes are: D Creates an individual offset for each transaction by pay item. If the pay item has discounts or taxes, each amount is recorded separately by pay item when the transaction is posted. Note: This option is available only for WorldVision and WorldSoftware. S Creates an individual offset for each transaction by pay item. If the pay item has discounts or taxes, each amount is recorded separately by pay item when the transaction is posted. Y Create one offset per document. Multiple pay items are summarized by account, including taxes and discounts. B Creates one offset for each batch of transactions by account. The system generates a separate automatic entry during the post for the gross amount, discount, and tax amounts of each voucher pay item. The system creates offsets against actual amount and multi-currency ledger types only.

See Also

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

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

Setting Up Invoice Number Editing

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

▶ To set up invoice number editing

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

On Accounts Payable Constants, complete the following field:

- Duplicate Invoice Number Edit

Field	Explanation
Duplicate Invoice Number Edit	A code that specifies whether the system validates the invoice number to determine if it is a duplicate. Valid values are: H Validate the invoice number to determine if it is a duplicate. If it is a duplicate number, the system issues an error message requiring you to enter a unique invoice number. Y Validate the invoice number to determine if it is a duplicate. It if is a duplicate number, the system issues a warning message but does not require you to enter a unique invoice number. It allows the duplication. N Do not validate the invoice number to determine if it is a duplicate. The system allows the entry of any invoice number regardless of whether it is a duplicate, and issues no message. To report on duplicate invoice numbers, run the Suspected Duplicate Payments report.

Setting Up Time Intervals for A/P Aging Reports

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

▶ To set up time intervals for A/P aging reports

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

On Accounts Payable Constants, complete the following field:

- Aging Days (999 = Infinity)

Field	Explanation
Aging Days (999 = Infinity)	A field that lets you determine the time intervals for calculating aging. You can specify the numerical intervals to be used as aging categories for the columns on A/P aging reports. You can override these intervals by setting the processing options of the individual aging reports.

Setting Up Payment Terms

Payment terms are used by the Accounts Payable and Accounts Receivable systems. Payment terms ensure that the seller and the buyer agree on when a payment is due for goods or services rendered. The difference between standard and advanced payment terms is that standard payment terms allow you to set up simple payment terms for due dates and discounts to encourage early payment. For example, you can set up payment terms to allow a certain number of days for payment, or you can factor in discounts. Advanced payment terms allow more flexibility, such as specifying different due date rules or discounts for unequal installment payments.

Payment terms make entering invoices and vouchers more efficient. When entering a customer or supplier master record, you specify the payment terms that the customer uses most frequently. Then, when you enter an invoice or voucher, or you release a voucher, you can either:

- Accept the default payment terms
- Designate different payment terms

Payment terms can range from simple to complex, depending on the policy of your organization. You can set up codes for various payment terms, and you should set up a blank code for the most commonly used payment term. These codes determine the discounts, discount due dates, and net due dates for your invoices and vouchers. A payment terms code consists of the following one, two, or three-character combinations:

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

Setting up payment terms consists of:

☐ Setting up net payment terms

☐ Setting up net with discount payment terms

☐ Setting up proximate date payment terms

☐ Setting up due upon receipt payment terms

☐ Setting up split payment terms

☐ Printing a payment terms report

Information about payment terms is stored in the Payment Terms table (F0014).

See Also

- *Working with Advanced Payment Terms*

Setting Up Net Payment Terms

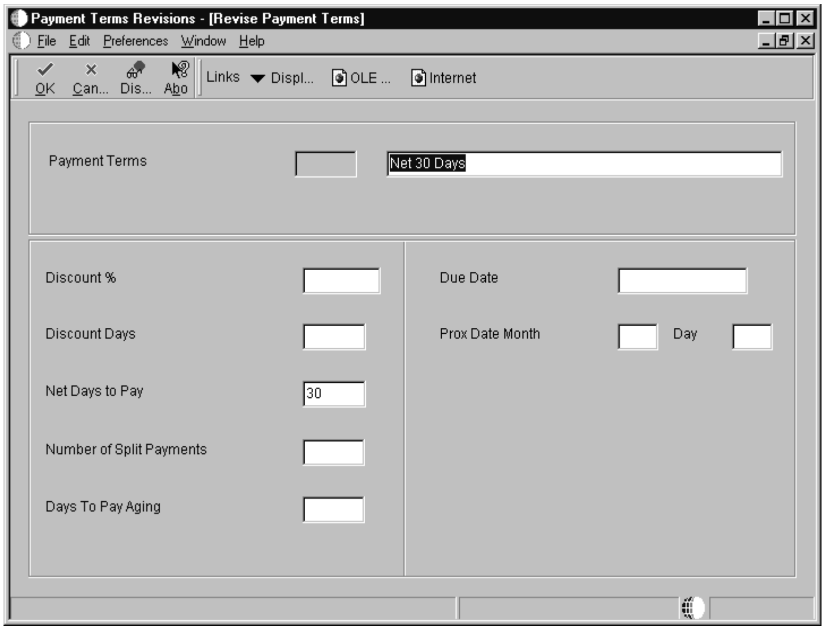
When setting up net payment terms, you allow a customer a specific number of days to pay an invoice or release a voucher. When you enter an invoice or voucher, the system calculates the net due date by adding the number of days to the invoice date.

For example, if the net days to pay is 30, and the invoice date is June 14, the due date for the invoice is July 14.

▶ To set up net payment terms

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

1. On Work With Payment Terms, click Add to access Revise Payment Terms.


Payment Terms Revisions - [Revise Payment Terms]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Discount %
Discount Days
Number of Split Payments
Days To Pay Aging
Due Date
Prox Date Month
Day

Payment Terms: Net 30 Days

Net Days to Pay: 30

2. On Revise Payment Terms, complete the following fields:
   - Payment Terms
   - Net Days to Pay
3. Complete the following unlabeled field:
   - Description – Payment Terms

Field	Explanation
Payment Terms	A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form. For WorldSoftware, the following are examples of valid values: Blank Net 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Fixed day of 25th Z Net 90 This code prints on customer invoices. For OneWorld software, the following are examples of valid values: blank Net 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
Net Days to Pay	The number of days allowed for payment. This field works in conjunction with the Discount Days field. For example, Payment Terms of 2/10 net 30 indicates that the customer has 10 days to pay and receive a 2 percent discount, or pay the full amount within 30 days (net 30). Payments received after 30 days are delinquent. This is also the number of days after the invoice date when the first split payment is due, if the customer is using that option.
Description – Payment Terms	The text that describes the payment terms code. You can print this text on the invoice, for example, 2/10, net 30, fixed day 25.

Setting Up Net with Discount Payment Terms

When setting up net with discount payment terms, you allow a discount if the customer pays an invoice within a certain number of days. The system calculates the discount due date by adding the number of discount days to the invoice date.

For example, if an invoice has a discount of 1%, discount days of 10, and net days to pay of 30, the payment terms allow a 1% discount if the customer pays the invoice within 10 days of the date of the invoice. If the invoice is not paid, the customer has 30 days to pay the full amount before it's considered late.

▶ To set up net with discount payment terms

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

1. On Work with Payment Terms, click Add to access Revise Payment Terms.
2. On Revise Payment Terms, complete the following fields and click OK:
   - Payment Terms
   - Discount %
   - Discount Days
   - Net Days to Pay
3. Complete the following unlabeled field:
   - Description – Payment Terms

Field	Explanation
Discount %	The percent of the total invoice that you will discount if the invoice is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is .02.
Discount Days	A number indicating how many days after the invoice date that the discount is available. The system uses this number to compute the discount due date.

Setting Up Proximate Date Payment Terms

When setting up proximate date payment terms, you specify when an invoice or voucher is due by indicating the proximate or subsequent month and day. The system calculates the month that the invoice is due by adding the proximate month to the month of the invoice.

The proximate day is the date in that month. For example, if an invoice date is May 20, the proximate month is 1, and the proximate day is 10, then the payment would be due on June 10.

▶ To set up proximate date payment terms

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

1. On Work with Payment Terms, click Add to access Revise Payment Terms.
2. On Revise Payment Terms, complete the following fields and click OK:
    - Payment Terms
    - Day
    - Prox Date Month
3. Complete the following unlabeled field:
    - Description – Payment Terms

Field	**Explanation**
Prox Date Month	The month increment of the proximate due date. For example, a proximate date of 01/15 indicates that the payment is due on the 15th of next month. A proximate date of 03/10 means the payment is due three months hence on the 10th.
Day	The day increment of the proximate due date. For example, a proximate date of 01/15 indicates that the payment is due on the 15th of next month. A proximate date of 03/10 means the payment is due three months hence on the 10th.

Setting Up Due Upon Receipt Payment Terms

When you set up due upon receipt payment terms, you expect payment from a customer upon receipt of an invoice. For the payment terms of due upon receipt, the system sets the due date equal to the invoice date.

For example, if the invoice date is June 10, the due date is June 10. If no invoice date is specified, the system uses the G/L date.

▶ To set up due upon receipt payment terms

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

1. On Work with Payment Terms, click Add to access Revise Payment Terms.
2. Complete the following fields:
   - Payment Terms
3. Complete the following unlabeled field:
   - Description – Payment Terms
4. Make sure the following fields are blank and click OK:
   - Due Date
   - Net Days to Pay

Setting Up Split Payment Terms

Instead of a customer paying the entire invoice on the due date, you might arrange for an invoice to be paid with equal, consecutive payments. To do this, set up split payment terms. You can do this only if the number of days between payments is a constant number, such as 30.

For example, an invoice has a date of July 1, two equal payments are due, and the number of days between payments is 30. In this case, the first payment is due July 31, 30 days from the invoice date. The second payment is due August 30, 30 days from the first payment due date. If the payment term has discounts, the entire discount is calculated on the first payment.

The difference between split payments and installment payments is that with installment payments you can specify different due date rules, specify discounts for each installment, or set up unequal payments with discount due dates.

▶ To set up split payment terms

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

1. On Work with Payment Terms, click Add to access Revise Payment Terms.
2. On Revise Payment Terms, complete the following fields:
   - Payment Terms
   - Net Days to Pay

  - Number of Split Payments
  - Days To Pay Aging

3. To allow a discount, complete the following optional field:
   - Discount %
4. Complete the following unlabeled field:
   - Description – Payment Terms

Field	Explanation
Number of Split Payments	The number of equal, consecutive payments that the system divides the invoice into. For example, if the payment terms are 1/3, 1/3, 1/3 due in 30, 60, 90 days, respectively, the number of split payments is 3. Days to pay aging, then, is 30. You can use split payments only if the number of days between payments is a constant number, such as 30.
Days To Pay Aging	The number of days that the system uses to calculate the due date for each payment if you are using split payments. For example, if the payment terms are 1/3, 1/3, 1/3 due in 30, 60, and 90 days, respectively, the number of split payments is 3, and the days to pay aging is 30 (30 days between payments). You can use split payments only if the number of days between payments is a constant number, such as 30.
Discount %	The percent of the total invoice that you will discount if the invoice is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is .02.

See Also

- *Setting Up Installment Payments* in the chapter *Working with Advanced Payment Terms.*

Printing a Payment Terms Report

You can print a report that shows the payment terms that are set up in your system.

▶ To print a payment terms report

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

On Work with Payment Terms, choose a payment term, and choose Payment Terms Print from the Report menu.

Working with Advanced Payment Terms

Advanced payment terms provide you with the flexibility to define how the system calculates due dates and discount percentages for your invoices and vouchers. A due date can be a net due date or a discount due date.

Because of the complex and diverse ways of calculating due dates, you can set up due date rules using various components to calculate a due date. For example, you can specify that the system adds 10 days to the based-on date, which might be the G/L date, when calculating the discount due date of an invoice or voucher.

The system stores payment term information in the following tables:

- Advanced Payment Terms (F00141)
- Due Date Rules (F00142)
- Due Date Rules Day Range (F00143)
- Installments (F00144)
- Multi-Tiered Payment Terms (F00147)

Working with advanced payment terms includes:

- ☐ Setting up due date rules
- ☐ Verifying due date rules
- ☐ Setting up workday calendars (optional)
- ☐ Setting up advanced payment term codes
- ☐ Setting up installment payments
- ☐ Setting up payment terms for multitiered discounts

See Also

- *Setting Up Payment Terms*

Setting Up Due Date Rules

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

You can specify a due date rule as either a discount due date or a net due date. After you set up due date rules for both the net due date and the discount due date, you set up the payment term code. This enables you to link the rules together with a discount percent to define the:

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

Due Date Rule Components

A due date rule can consist of any of the following components:

Based on Date	An invoice date, G/L date, service tax date, statement date, and so on.
Days to Add	The number of days that the system adds to the based-on date.
Months to Add	The number of months that the system adds to the based-on date.
Fixed Days	The same day every month, such as the 10th or 15th of each month.
Date Range	A range of days that the system uses in conjunction with other components.
Workday Calendar	A calendar that you can use to ensure that the due date is on a workday.
Workday Rule	A rule that you can use to ensure that if a due date is on a nonworkday, the system moves it forward or backward to an actual workday. It also determines whether to count nonworkdays when calculating the due date.

Multitiered discounts	You can set up payment terms that allow for multiple discount percentages. For example, you might set up a payment term that allows your customer to receive a 20 percent discount on their invoice if they remit payment within 10 days, a 10 percent discount if the invoice is paid within 20 days, and no discount with the full amount due in 30 days. You can define up to five tiers of discount percentages.

By using a combination of these due date components, you can set up unlimited payment terms to meet your business needs.

Due Date Rule Examples

You might set up due date rules as follows:

- Use the invoice or voucher date as the based-on date and add one month. For example, if the date of the invoice is June 25th, the due date is July 25th.
- Use the G/L date as the based-on date, and add one month and five days. For example, if the G/L date is June 12th, the due date is July 17th.
- Use the G/L date as the based-on date, add one month and five days, and use the workday rule as actual days. This is commonly known as a "swing payment term" and is most often used in Germany.

  Set the date range as follows:

  - Days 1–10: add 5 days
  - Days 11–31: use the 31st as the fixed day

  If your G/L date is June 2nd, your due date will be July 15, based on using the following criteria:

  - For the due date rule, add one month and five days to the G/L date to arrive at a date of July 7.
  - Set the date range. Locate the date range that includes July 7th. This date range is the one that is set for days 1–10. On the range for the last day (July 10), apply the date range rule.

  Because the based-on date is within the first date range, the system adds five days and one month to the last day in the date range. Therefore, the due date for the payment is July 15th.

Date Ranges

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

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

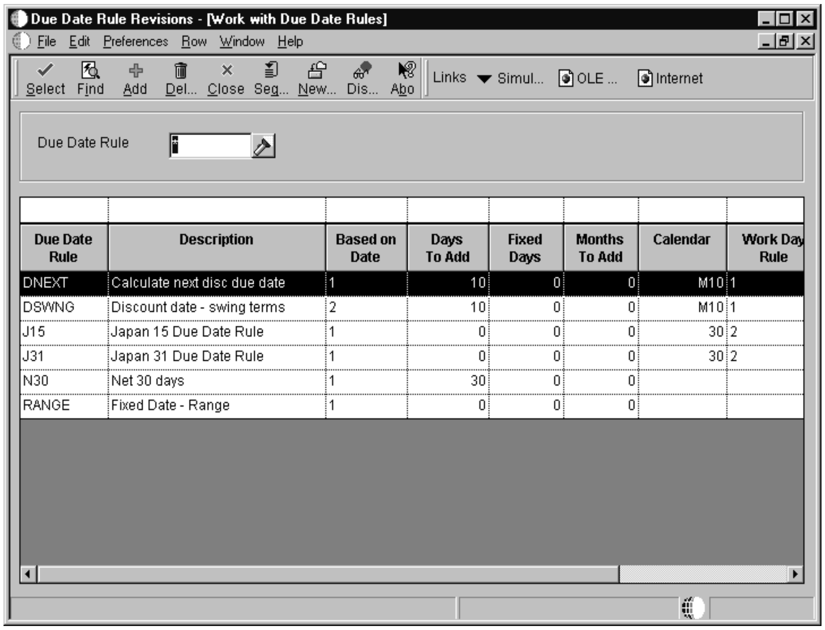
The ranges must not overlap, and they must include a full month (the 1st through the 31st).

Additionally, when you set up a date range, you cannot specify both the number of days to add and a fixed-days number. However, you can specify the number of months to add along with the number of days to add or the fixed days. Therefore, you can specify only the following date ranges:

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

▶ To set up due date rules

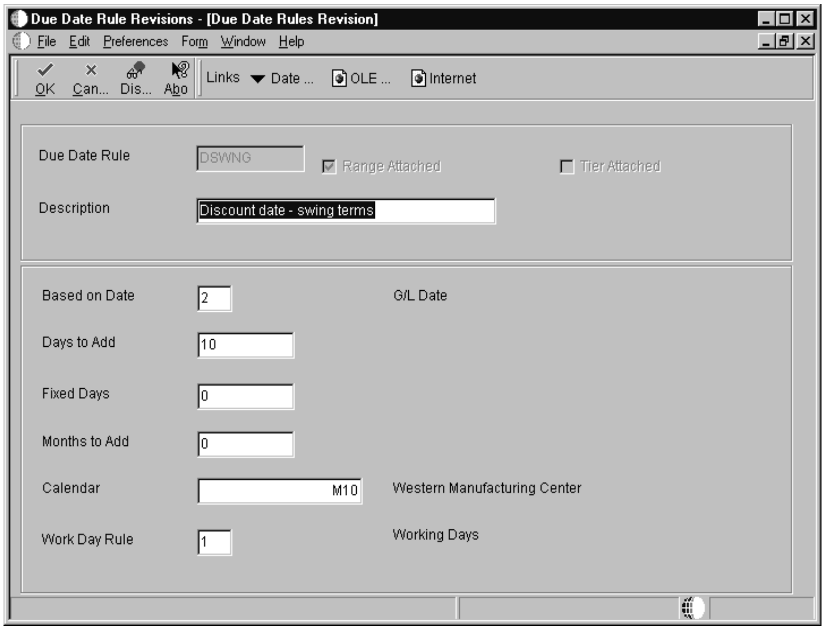
From the Payment Terms Revisions menu (G00141), choose Due Date Rules Revisions.


Due Date Rule Revisions - [Work with Due Date Rules]
File Edit Preferences Row Window Help
Select Find Add Del... Close Seg... New... Dis... Abo
Links Simul... OLE ... Internet

Due Date Rule

Due Date Rule	Description	Based on Date	Days To Add	Fixed Days	Months To Add	Calendar	Work Day Rule
DNEXT	Calculate next disc due date	1	10	0	0	M10	1
DSWNG	Discount date - swing terms	2	10	0	0	M10	1
J15	Japan 15 Due Date Rule	1	0	0	0	30	2
J31	Japan 31 Due Date Rule	1	0	0	0	30	2
N30	Net 30 days	1	30	0	0		
RANGE	Fixed Date - Range	1	0	0	0		

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


Due Date Rule Revisions - [Due Date Rules Revision]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links Date ... OLE ... Internet

Due Date Rule: DSWNG ☑ Range Attached ☐ Tier Attached

Description: Discount date - swing terms

Based on Date: 2 G/L Date

Days to Add: 10

Fixed Days: 0

Months to Add: 0

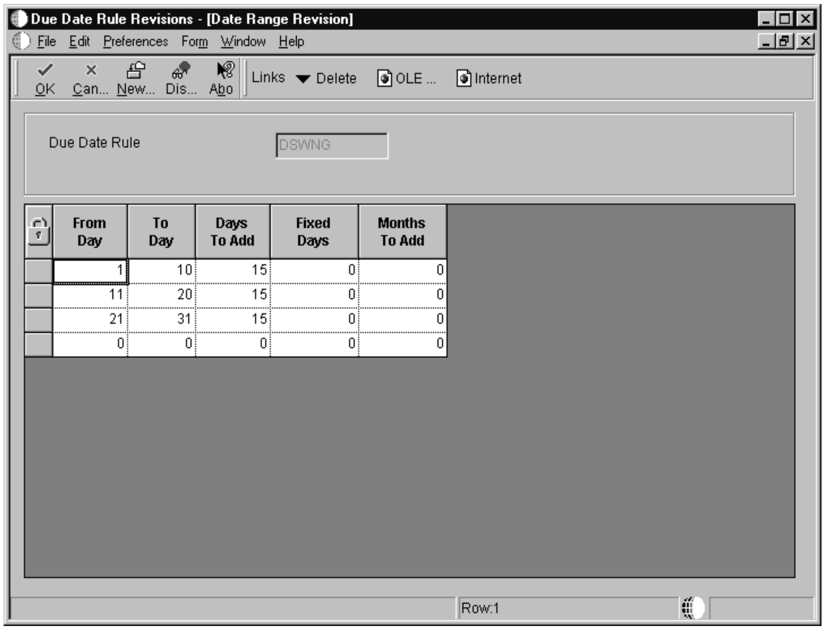
Calendar: M10 Western Manufacturing Center

Work Day Rule: 1 Working Days

2. On Due Date Rules Revision, complete the following fields:
   - Due Date Rule
   - Description
3. To define how the system calculates the due date, complete any of the following fields:
   - Based on Date
   - Days to Add
   - Fixed Days
   - Months to Add
4. To specify information about a workday calendar, complete the following fields:
   - Calendar
   - Work Day Rule
5. Click OK.

   To set up a date range as part of your due date rule, choose a due date rule on Work with Due Date Rules.

6. From the Row menu, choose Date Range.


Due Date Rule Revisions - [Date Range Revision]
File Edit Preferences Form Window Help
OK Can... New... Dis... Abo
Links Delete OLE ... Internet
Row:1

Due Date Rule DSWNG

From Day	To Day	Days To Add	Fixed Days	Months To Add
1	10	15	0	0
11	20	15	0	0
21	31	15	0	0
0	0	0	0	0

7. On Date Range Revision, complete the following fields:
   - From Day
   - To Day

8. Complete the following optional fields:
   - Days To Add
   - Fixed Days
   - Months To Add
9. Click OK.

Field	Explanation
Due Date Rule	The due date rule that the system uses to determine the installment due date of an invoice. You define due date rules on the Due Date Rule Revisions form.
Description	A user defined name or remark.
Based on Date	The initial date from which the net due date and discount due date is calculated. Note: The based on date attached to the net due date rule and the discount due date rule is applicable for the first installment only for installment payment terms. Each subsequent installment will use the previously calculated net due date as the basis for calculating the next due date.
Days to Add	This field indicates the number of days to add to the based on date to determine the discount or net due date.
Fixed Days	This field indicates the fixed day that will be used during the date calculation.
Months to Add	This field indicates the number of months to add to the based on date to determine the net due date or the discount due date.
Calendar	The calendar name used in workday calculations. It will be validated against the Work Day table (F0007).

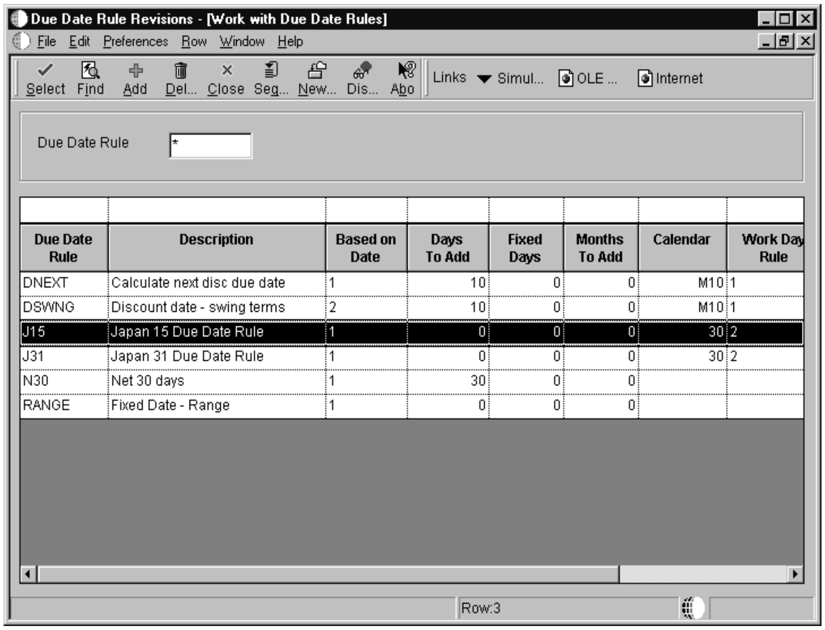
Field	Explanation
Work Day Rule	A code that controls how the system determines the due date when the due date falls on a non-working day. The workday rule operates in conjunction with the fixed days, add days, and date range. Valid values: blank When calculating the due date, use actual days. Ignore day classifications, such as working day, weekend, and holiday. 1 When calculating the due date, omit non-working days. If the due date falls on a non-working day, move the due date forward to the next working day. 2 When calculating the due date, use actual days. If the due date falls on a non-working day, move the due date forward to the next working day. 3 When calculating the due date, do not omit non-working days. If the due date falls on a non-working day, move the due date back to the last working day.
From Day	This field indicates the lower value of a day range. The allowable values are 1 to 31. This must be lower than the To Day value.
To Day	This field indicates the upper value of a day range. The allowable values are 1 to 31. This must be greater than the From Day value.

Verifying Due Date Rules

You can verify that date rules you set up are functioning correctly by using the Simulator feature. This feature is especially useful when multiple date ranges are defined in the payment term.

▶ To verify due date rules

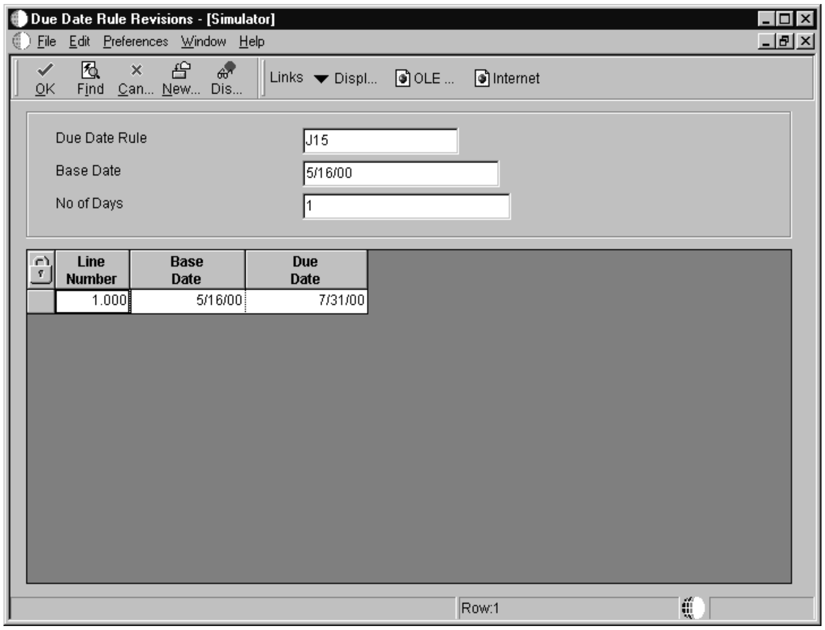
From Payment Terms Revisions (G00141), choose Due Date Rules Revisions.


Due Date Rule Revisions - [Work with Due Date Rules]
File Edit Preferences Row Window Help
Select Find Add Del... Close Seg... New... Dis... Abo
Links Simul... OLE ... Internet
Row:3

Due Date Rule *

Due Date Rule	Description	Based on Date	Days To Add	Fixed Days	Months To Add	Calendar	Work Day Rule
DNEXT	Calculate next disc due date	1	10	0	0	M10	1
DSWNG	Discount date - swing terms	2	10	0	0	M10	1
J15	Japan 15 Due Date Rule	1	0	0	0	30	2
J31	Japan 31 Due Date Rule	1	0	0	0	30	2
N30	Net 30 days	1	30	0	0		
RANGE	Fixed Date - Range	1	0	0	0		

1. On Work with Due Date Rules, click Find to list all due date rules, or limit your search by entering the due date rule you want to select in the Due Date Rule field.
2. Choose the due date rule you want to test, and choose Simulator from the Row menu.


Due Date Rule Revisions - [Simulator]
File Edit Preferences Window Help
OK Find Can... New... Dis...
Links Displ... OLE ... Internet
Row:1

Due Date Rule J15
Base Date 5/16/00
No of Days 1

Line Number	Base Date	Due Date
1.000	5/16/00	7/31/00

3. On Simulator, enter the date in the Base Date field and click Find.

   The system calculates the due date in the grid based on the date entered and the due date rule you defined.

   For example, if you set up the due date for the first of the month, and the invoice date is between the first and the tenth, you can verify that you set up the due date rule correctly by entering a date between 1 and 10. Likewise, if you set up the due date to be on the fifteenth of the month, and the invoice is between the eleventh and the thirty-first, you can verify that the due date rule is set up correctly by entering a date between 11 and 31.

4. Click OK to exit Simulator.

   Because Simulator serves only as a validating tool for hypothetical due dates, no data you enter in Simulator is saved.

Setting Up Workday Calendars

When setting up due date rules for your payment terms, you can set up workday calendars. These calendars enable you to specify the actual workdays, weekends, holidays, and so on, of your organization. You can set up multiple calendars and reference the name of one in the due date rule.

After you set up a workday calendar, you specify which action to take if the system calculates the due date on a nonworkday. You do this on the Due Date Rules Revision form. For example, you can instruct the system to:

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

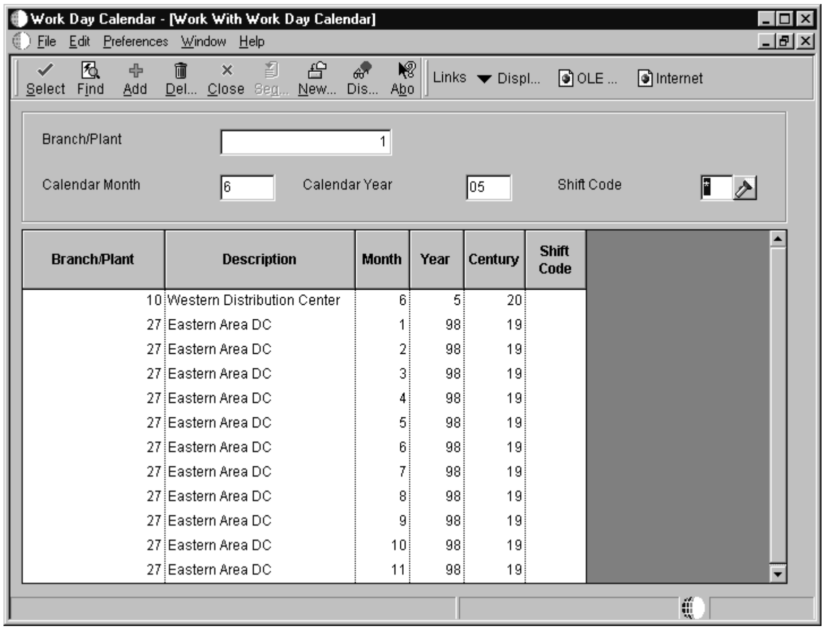
If you specify a workday rule, you can adjust the payment's due date to correspond with your workdays. For example, you can prevent unintended grace periods that might occur if the due date falls on a Saturday and your business is closed. In addition, you can specify that the payment is due in 30 working days instead of 30 calendar days.

The Work Day Calendar program (P00071) is a Manufacturing program. On the Work Day Calendar form, the Branch field does not refer to a Branch/Plant (business unit). Instead, it refers to the name that you assign to the workday calendar for your due date rules.

When you set up a workday calendar, the system accesses it from the Work Day Calendar table (F0007).

▶ To set up workday calendars

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

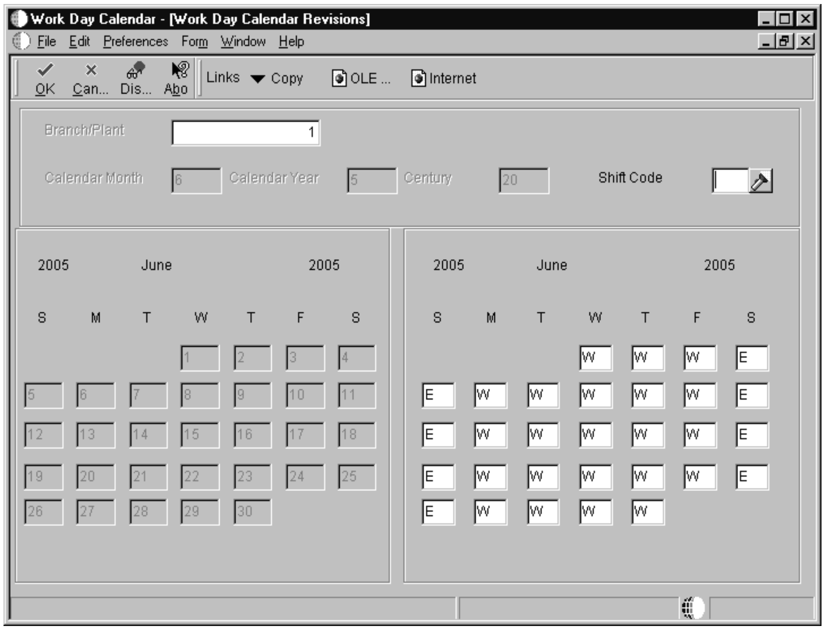

Work Day Calendar - [Work With Work Day Calendar]
File Edit Preferences Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Displ... OLE ... Internet

Branch/Plant	1
Calendar Month	6
Calendar Year	05
Shift Code	*

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

1. On Work With Work Day Calendar, complete the following fields and click Add.
   - Branch/Plant

     On the Work Day Calendar form, the Branch field does not refer to a Branch/Plant (business unit). Instead, it refers to the name that you assign to the workday calendar for your due date rules.
   - Calendar Year
   - Calendar Month
   - Shift Code



Work Day Calendar - [Work Day Calendar Revisions]

Branch/Plant: 1

Calendar Month: 6

Calendar Year: 5

Century: 20

Shift Code:

2005 June 2005

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

2005 June 2005

S	M	T	W	T	F	S
			W	W	W	E
E	W	W	W	W	W	E
E	W	W	W	W	W	E
E	W	W	W	W	W	E
E	W	W	W	W		

The calendar for the month and year appears twice. The left portion of the form shows the numerical days, and the right portion of the form shows the workdays and nonworkdays.

2. On Work Day Calendar Revisions, change the default values as necessary for each day of the week and click OK.

   Some examples of the type of day you can specify on the calendar are:

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

Setting Up Advanced Payment Term Codes

You can set up codes for various payment terms. These codes determine the net due dates, discounts, and discount due dates for your invoices and vouchers. This makes entering invoices and vouchers more efficient.

When you enter a customer or supplier record, you specify the payment term code that the customer or supplier uses most frequently. Then, when you enter the invoice or voucher, you can either:

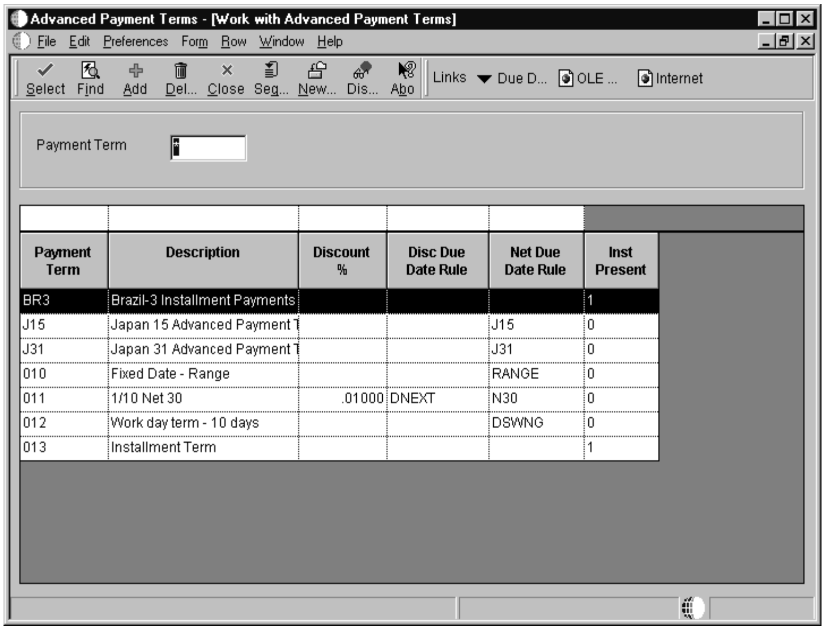
- Accept the default payment term code
- Designate a different payment term code

Before You Begin

- ☐ Ensure that you have set up the necessary due date rules that the system uses to calculate net due dates and discount due dates. This enables the system to link the rule to a specific payment term. See *Setting Up Due Date Rules*.

▶ To set up advanced payment term codes

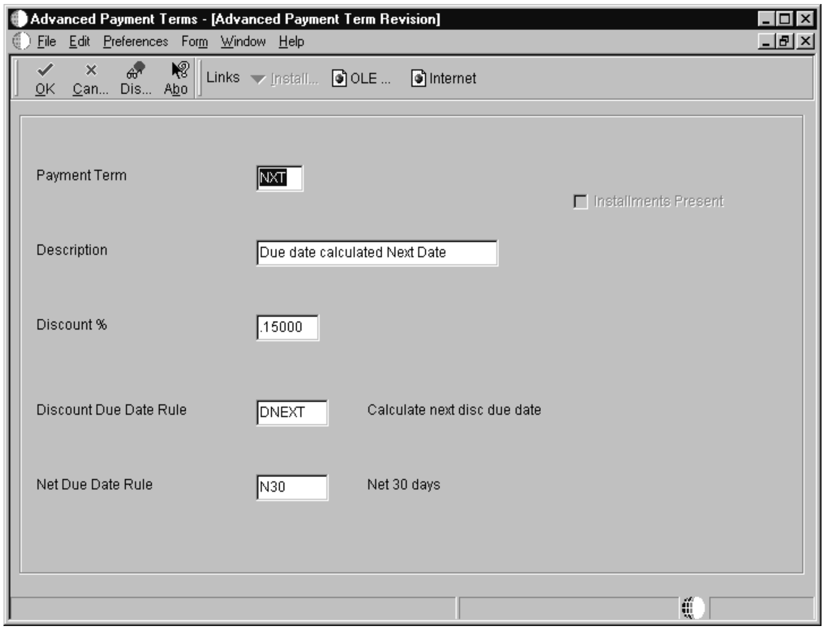
From the Payment Terms Revisions menu (G00141), choose Advanced Payment Terms.


Advanced Payment Terms - [Work with Advanced Payment Terms]
File
Edit
Preferences
Form
Row
Window
Help
Select
Find
Add
Del...
Close
Seg...
New...
Dis...
Abo
Links
Due D...
OLE ...
Internet

Payment Term *

Payment Term	Description	Discount %	Disc Due Date Rule	Net Due Date Rule	Inst Present
BR3	Brazil-3 Installment Payments				1
J15	Japan 15 Advanced Payment T			J15	0
J31	Japan 31 Advanced Payment T			J31	0
010	Fixed Date - Range			RANGE	0
011	1/10 Net 30	.01000	DNEXT	N30	0
012	Work day term - 10 days			DSWNG	0
013	Installment Term				1

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


Advanced Payment Terms - [Advanced Payment Term Revision]
File Edit Preferences Form Window Help
OK Can... Dis... Abo Links Install... OLE ... Internet
Installments Present

Payment Term	NXT	
Description	Due date calculated Next Date	
Discount %	.15000	
Discount Due Date Rule	DNEXT	Calculate next disc due date
Net Due Date Rule	N30	Net 30 days

2. On Advanced Payment Term Revision, complete the following fields:
   - Payment Term
   - Description
3. To specify a discount percentage for the invoice or voucher, complete the following field:
   - Discount %
4. To attach a due date rule to the payment term, complete the following fields:
   - Discount Due Date Rule
   - Net Due Date Rule

     For payment terms that have multiple date ranges, leave these fields blank.

Field	Explanation
Description	The text that describes the payment terms code. You can print this text on the invoice, for example, 2/10, net 30, fixed day 25.
Discount %	The percent of the total invoice that you will discount if the invoice is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is .02. . . . . *Form-specific information* . . . . For advanced payment terms in A/R and A/P, this amount is a whole number, not a decimal.
Discount Due Date Rule	The due date rule that the system uses to calculate the discount due date of an invoice. This is similar to a discount due date payment term. You define the discount due date rule on the Due Date Rule Revisions form.
Net Due Date Rule	The due date rule that the system uses to calculate the net due date of an invoice installment. You define net due date rules on the Due Date Rule Revisions form.

Setting Up Installment Payments

Instead of having an invoice or voucher paid all at one time, you can arrange installment payments. You can set up installment payment terms to pay an invoice or voucher with multiple payments over a specified period of time.

When you set up installment payment terms, you can set up equal payments or unequal payments with different percentages. The system calculates the installment amount by multiplying the invoice open amount by the percent that you define. You can also specify a different discount percent for each installment. The system calculates the due date of each installment based on the due date rule you assign to it.

The following describes two examples of installment payment terms:

Equal payments with a discount due date	You might set up five equal payments. Each payment includes a 10 percent discount if paid within the discount period that you defined in the discount due date rule. The actual due date of the payment depends on the net due date rule that you set up.
Unequal payments with a discount due date	You might set up six payments. Five of the payments might be 15 percent of the invoice amount, and the sixth payment is 25 percent. Each payment might also include a 5 percent discount if paid within the discount period that you defined in the discount due date rule. The actual due date of the payment depends on the net due date rule that you set up.

Installment Payment Terms Example

The following is an example of advanced payment terms using installment payments. Suppose you have a payment that you want to split into three installments:

Invoice Amount:	10,000.00
Invoice Date:	July 15
Based on Date:	July 31 (end of month invoice date)
First installment:	3,000.00 due August 30
Second installment:	3,000.00 due September 29
Third installment:	4,000.00 due October 29

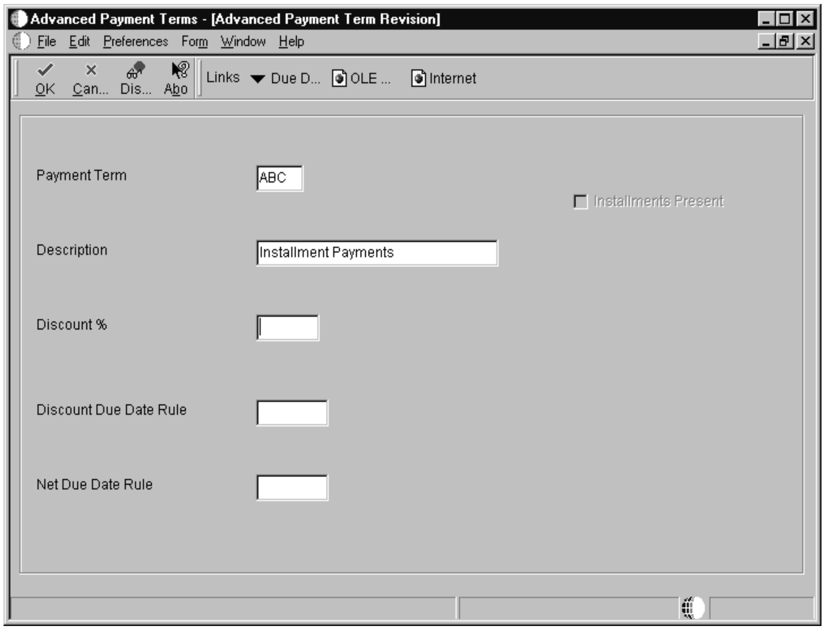
The solution in this example is to create an installment payment term. This installment payment term is based on three payments at equal intervals. To determine the payment term, the system:

1. Calculates the due date of the first installment by setting the invoice date to the end of the month. The system then adds 30 days.
2. Calculates the second installment by retrieving the due date of the first installment and adding 30 days.
3. Calculates the last installment by retrieving the due date of the second installment and adding 30 days.

▶ To set up installment payments

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

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


Advanced Payment Terms - [Advanced Payment Term Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Due D...
OLE ...
Internet

Payment Term: ABC

☐ Installments Present

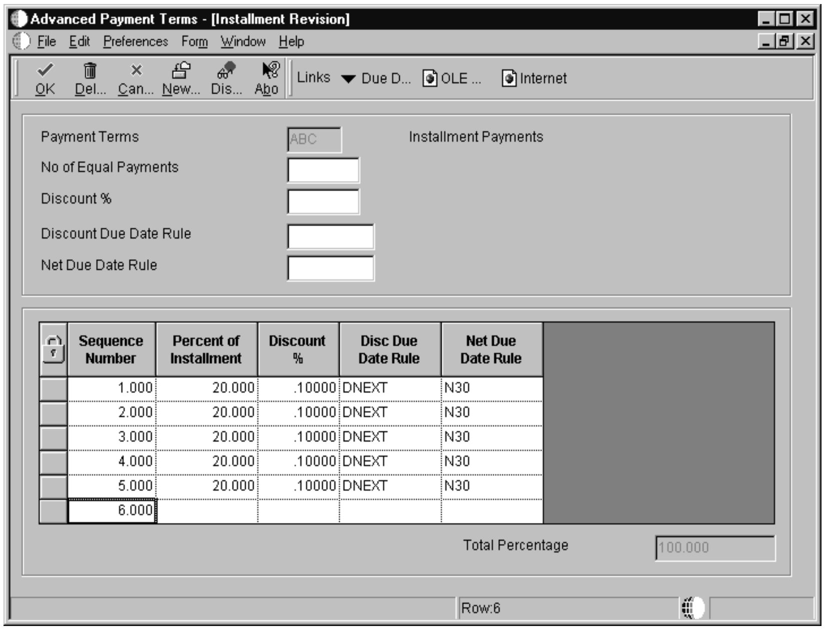
Description: Installment Payments

Discount %:

Discount Due Date Rule:

Net Due Date Rule:

2. On Advanced Payment Term Revision, complete the following fields and click OK:
    - Payment Term
    - Description
3. On Work with Advanced Payment Terms, click Find.
4. Choose the record you created.
5. From the Row menu, choose Installments.


Advanced Payment Terms - [Installment Revision]
File Edit Preferences Form Window Help
OK Del... Can... New... Dis... Abo
Links Due D... OLE ... Internet
Installment Payments

Payment Terms: ABC
No of Equal Payments:
Discount %:
Discount Due Date Rule:
Net Due Date Rule:

Sequence Number	Percent of Installment	Discount %	Disc Due Date Rule	Net Due Date Rule
1.000	20.000	.10000	DNEXT	N30
2.000	20.000	.10000	DNEXT	N30
3.000	20.000	.10000	DNEXT	N30
4.000	20.000	.10000	DNEXT	N30
5.000	20.000	.10000	DNEXT	N30
6.000				

Total Percentage: 100.000

Row:6

6. On Installment Revision, complete the following fields in the header area and click OK:
   - No of Equal Payments
   - Discount %
   - Discount Due Date Rule
   - Net Due Date Rule
7. Complete the following field in the detail area, if necessary:
   - Percent of Installment

   You can complete the header area if you are dividing the amount into equal payments, or you can enter information in the detail area. You must enter the percent of installment expressed as a whole number, not a decimal.

   You can divide the total amount of the discount into as many installments as necessary. The installments do not have to be equal, but they must total 100%. The discount does not need to equal 100%, but the percent of installment must equal 100%.
8. Click OK.

Field	Explanation
No of Equal Payments	The number of transactions to be processed.
Discount Due Date Rule	The due date rule that the system uses to calculate the discount due date of an invoice. This is similar to a discount due date payment term. You define the discount due date rule on the Due Date Rule Revisions form.
Net Due Date Rule	The due date rule that the system uses to calculate the net due date of an invoice installment. You define net due date rules on the Due Date Rule Revisions form.
Percent of Installment	Results in a calculation. . . . . *Form-specific information* . . . . Percent of Installment A percentage of the invoice that the system will use to generate one installment payment. You can divide the total amount of the discount into as many installments as necessary. The installments do not have to be equal, but they must equal 100% of the invoice total amount. Unlike typical split payments, you can create installments using variable percentages. You do not need to enter decimals. If the installment is 20%, you enter the percent as a whole number (20).

Setting Up Payment Terms for Multitiered Discounts

You can set up payment terms that allow for multiple discount percentages. For example, you might set up a payment term that allows your customer to receive a 20 percent discount on their invoice if they remit payment within 10 days, a 10 percent discount if the invoice is paid within 20 days, and no discount with the full amount due in 30 days. You can define up to five tiers of discount percentages.

After you set up payment terms for multitiered discounts, you can assign the payment terms to the applicable invoices or vouchers. You run the multitiered batch update program to recalculate the discount available for your invoices or vouchers based on the number of days that have passed and the current tier.

For example, you might set up a multitiered payment term for which the first tier is 30 percent for 10 days and the second tier is 20 percent for 20 days. You assign the payment term to an invoice or voucher. When the invoice or voucher is 11 days old and you run the multitiered batch update program, the system replaces the discount amount at 30 percent with the discount amount at 20 percent. The discount due date becomes 20 days from the date of the invoice or voucher.

Setting up payment terms for multitiered discounts consists of:

- Setting up a multitiered due date rule
- Updating the discount available for multitiered terms

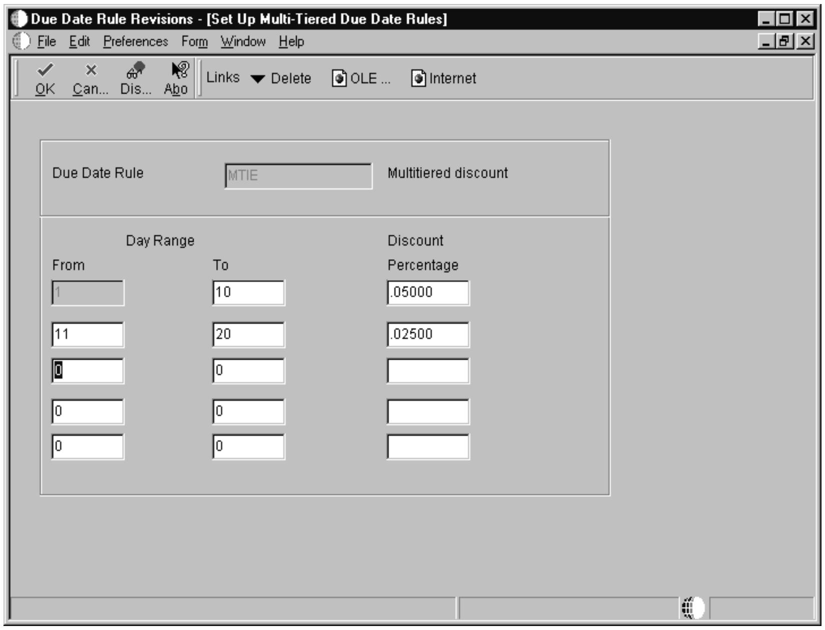
▶ To set up a multitiered due date rule

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

Set up multitiered due date rules for payment terms that allow multiple discount percentages.

Note: You can set up due date rules as having date ranges or multiple tiers, but not both.

1. On Work with Due Date Rules, click Add.
2. On Due Date Rules Revisions, complete the following fields:
   - Due Date Rule
   - Description
3. To define how the system calculates the due date, complete any of the following fields:
   - Based on Date
   - Days to Add
   - Fixed Days
   - Months to Add
4. To specify information about a workday calendar, complete the following fields:
   - Calendar
   - Work Day Rule
5. Click OK.
6. Locate the due date rule and choose Multi-Tiered from the Row menu.


Due Date Rule Revisions - [Set Up Multi-Tiered Due Date Rules]
File
Edit
Preferences
Form
Window
Help
OK
Can...
Dis...
Abo
Links
Delete
OLE ...
Internet

Due Date Rule: MTIE Multitiered discount

Day Range From	To	Discount Percentage
1	10	.05000
11	20	.02500
0	0	
0	0	
0	0	

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

Field	Explanation
From	Enter the From day value of the second tier. This must be less than the To value for this tier. There should be no skipped days and no overlapping days.
To	Enter the day value for the end day of the second tier. This must be greater than the From day value for this tier. There must be no overlaps and no skipped days.
Discount Percentage	The percent of the total invoice that will be discounted if the customer pays the invoice within the day range specified in the first tier. Entered this value as a decimal. For example, a 2% discount is .02.

▶ To update the discount available for multitiered terms

From the Payment Terms Revisions menu (G00141), choose Update A/R Invoices or Update A/P Vouchers.

To update the discount available for invoices and vouchers that you assign multitiered discount payment terms, you run the multitiered batch update programs. The update programs recalculate the discounts available and due dates of your invoices or vouchers.

When you update the discount available for multitiered terms, the system verifies the date of the invoice to determine whether the document has crossed a tier defined in the date rules for the assigned payment term. If it has, the system recalculates the available discount based on the number of days that have passed and the current tier.

Partially paid invoices or invoices with zero discount amounts available are not processed.

Tax Rules

For Tax Rules (F0022), the system first reads the company record. If no tax rules exist for the company, the system reads the tax rules set up for the default company 00000. The system will not process invoices if the tax rules for the company are set up with the Calculate Discount on Gross field (TXD1) equal to N.

Suppressing the Update

To suppress the multitiered update for a specific voucher that meets the update criteria, set the appropriate processing options in Speed Status Change (P0411S). See *Preparing Vouchers for Automatic Payment* for more information.

Processing Options for Batch Update for Multitiered A/R (R005142) and Multitiered A/P (R005141)

Display Tab

1. Tax Information

Use this processing option to specify whether you want the system to print tax information. Valid values are:

Blank	Print tax information.
1	Do not print tax information.

Defaults Tab

1. As Of Date

Use this processing option to specify the “as of” date. The system calculates the discount from the date you specify. If you leave this field blank, the system uses the current system date.

Understanding User Defined Codes for A/P

The A/P System is preloaded with several user defined codes (UDCs). These A/P codes are classified into the following UDC types, sometimes called lists:

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

See Also

- *User Defined Codes* in the *OneWorld Foundation Guide*

Document Type Codes

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

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

The system maintains two groups of document type codes:

- Voucher document type codes
- Matching document type codes

Voucher Document Type Codes – 00/DV

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

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

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

See Also

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

Matching Document Type Codes – 00/DT

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

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

PE (change the voucher amount)	The system creates an audit trail record by changing the amount of a posted voucher or voiding the voucher.
PK (automatic payment)	The system creates an offsetting payment, using the automatic payment process.
PN (manual payment)	The system creates an offsetting payment during manual payment entry.
PO (void payment)	The system reopens the original voucher so that you can pay it at another time.

Payment Status Codes – 00/PS

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

The system provides the following payment status codes:

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

Payment Instrument Codes – 00/PY

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

Hard-Coded Codes

The system provides the following hard-coded codes:

X - Electronic data interchange (EDI) check

Y - EDI wire

Z - EDI

Soft-Coded Codes

Examples of soft-coded codes include:

C - Check (8.75 inches)

D - Draft

N - Note

T - Electronic funds transfer (EFT)

W - Check (8.5 inches)

Check Translation Codes – 98/CT

Check translation codes (98/CT) are available for mutlicurrency payment writing capability. These soft codes allow you to translate and print payment amounts in multiple currencies using the appropriate language translation and decimal indicators.

Examples of check translation codes include:

X00500 - US Dollar Translation

X00500CH - Chinese

X00500FR - French Franc Translation

X00500S1 - Spanish 1 Female 2 Decimal

X00500S2 - Spanish 2 Male 2 Decimal

X00500S3 - Spanish 3 Female 0 Decimal

X00500S4 - Spanish 4 Male 0 Decimal

X00500BR - Brazil

X00500D - Germany

X00500I - Italy

X00500U - United Kingdom

See Also

- *Translating User Defined Codes into Alternate Languages* in the *OneWorld Foundation Guide*

Tax Explanation Codes – 00/EX

You assign codes (00/EX) for various methods of calculating taxes, such as sales tax and value-added tax (VAT). Some of the codes also use Automatic Accounting Instructions (AAIs). The first letter of each value available is hard coded to perform a specific calculation and should not be changed. However, you can create additional user defined codes by defining a second letter that begins with one of the first letters. Tax explanation codes include:

B - VAT + Use tax

C - VAT + Sales tax

E - Exempt

S - Sales tax

U - Use (self-assessed) tax

V - VAT

See Also

- *Understanding Tax Explanation Codes for A/P* for a complete listing of these codes

Special Handling Codes – 00/HC

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

Examples of special handling codes include:

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

Draft Processing Codes – 00/DV

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

The following user defined codes are required for draft processing:

Document types (00/DV)	• PV (voucher) • P1 (draft)
Payment status (00/PS)	• D (draft accepted) • # (draft selected) • P (draft paid) • Other payment statuses, as necessary
Payment instruments (00/PY)	• A code for each payment instrument you use

See Also

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

1099 Processing Codes – 04/TR and 01/07

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

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

- Type of Return (04/TR)
- Address Book Category Code 07 (01/07)

For Type of Return (04/TR) user defined codes, OneWorld Software is preinstalled with these values. However, for the Address Book Selection Code

(01/07) codes, you specify what codes the system selects to process vouchers using the 1099 A/P Workfile table (F045143).

Type of Return – 04/TR

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

This user defined code list determines the valid values for the following:

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

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

A	1099-MISC
1	1099-DIV
6	1099-INT

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

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

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

UDC 04/TR	AMOUNT TYPE	Box Number	Amount Code
A	**1099 MISC**	**MISC**	
A1	Rents	1	1
A2	Royalties	2	2
A3	Other income	3	3
A4	Federal income tax withheld	4	4
A5	Fishing boat proceeds	5	5

A6	Medical & health care products	6	6
A7	Nonemployee compensation	7	7
A8	Substitute payments in lieu of dividends or interest	8	8
A9	Direct sales “indicator”	9	See Note
AA	Crop insurance proceeds	10	A
AB	Excess golden parachute payments	13	B
AC	Gross proceeds paid to an attorney	13	C
	Note: An X prints in Box 9 and no amount is reported on magnetic media, so there is no Amount Code 9. Also, UDCs AB and AC both print in Box 13, with EPP or A notations, respectively.		
1	**1099 DIV**	**DIV**	
11	Ordinary dividends	1	1
1A	Total capital gains distributions	2a	2
1B	28% rate gain	2b	3
1C	Unrecaptured section 1250 gain	2c	4
1D	Section 1202 gain	2d	5
13	Nontaxable distributions	3	6
14	Federal income tax withheld	4	7
15	Investment expenses	5	8
16	Foreign tax paid	6	9
18	Cash liquidation distributions	8	A
19	Noncash liquidation distributions	9	B
6	**1099 INT**	**INT**	
61	Interest income not included in Box 3	1	1
62	Early withdrawal penalty	2	2
63	U.S. Savings Bonds and Treasury obligations	3	3
64	Federal income tax withheld	4	4
65	Investment expenses	5	5
66	Foreign tax paid	6	6

Address Book Category Code 07 – 01/07

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

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

See Also

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

Bank Type Codes – 00/BT

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

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

See Also

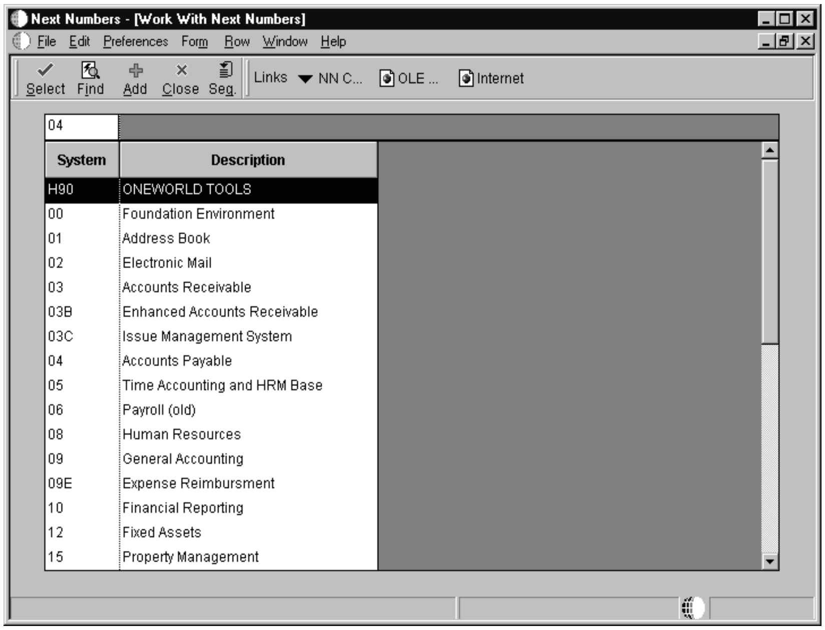
- *Setting Up Multiple Bank Accounts for Suppliers*

Setting Up Next Numbers for A/P

When you enter a document, such as an invoice or journal entry, you can assign a document number or let the Next Numbers program assign one. Next Numbers assigns numbers to documents using either or both of the following methods:

- Standard next numbers. The system finds the next available number in the Next Numbers table (F0002) and assigns the number to the document.
- Next numbers by company and fiscal year. The system assigns a unique set of next numbers for each company, fiscal year, or combination of company and fiscal year in the Next Numbers by Company/Fiscal Year table (F00021).

Caution: Do not change the sequence of standard next numbers in the tables. Each next number must remain on its current line because programs reference a specific line in the tables. For example, in the General Accounting system, the next number for journal entries must be on the second line.


Next Numbers - [Work With Next Numbers]
File Edit Preferences Form Row Window Help
Select Find Add Close Seq.
Links NN C... OLE ... Internet

04

System	Description
H90	ONEWORLD TOOLS
00	Foundation Environment
01	Address Book
02	Electronic Mail
03	Accounts Receivable
03B	Enhanced Accounts Receivable
03C	Issue Management System
04	Accounts Payable
05	Time Accounting and HRM Base
06	Payroll (old)
08	Human Resources
09	General Accounting
09E	Expense Reimbursment
10	Financial Reporting
12	Fixed Assets
15	Property Management

Setting up next numbers consists of:

- Reviewing standard next numbers
- Activating check digits for standard next numbers
- Assigning next numbers by company and fiscal year

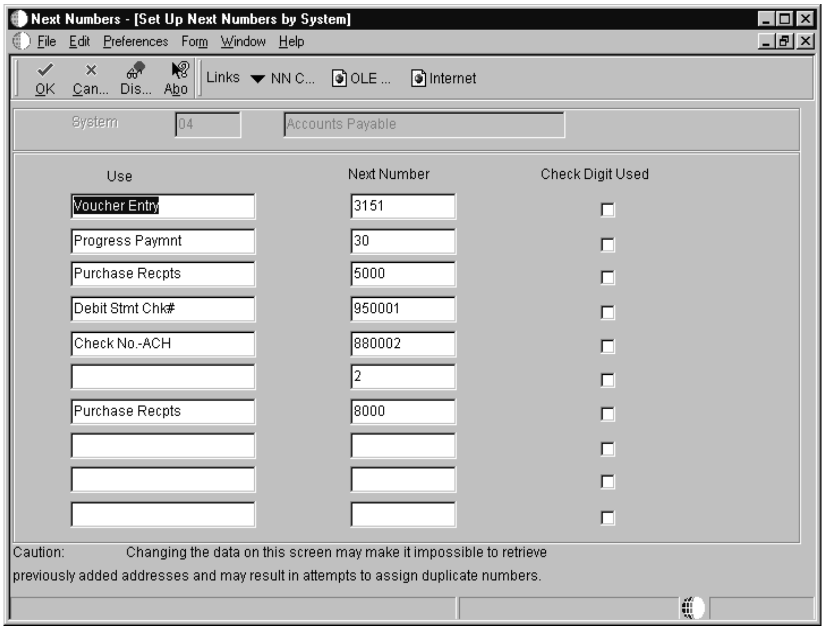
Caution: Do not change any next numbers after you start using the J.D. Edwards system. Changing the numbers can result in duplicates as well as the inability to locate previously added numbers.

▶ To review standard next numbers

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

You can review the next numbers that the system assigns to journal entries and other documents.

1. On Work With Next Numbers, choose the system for which you want to review next numbers and click Select.


Next Numbers - [Set Up Next Numbers by System]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
NN C...
OLE ...
Internet

System 04 Accounts Payable

Use	Next Number	Check Digit Used
Voucher Entry	3151	☐
Progress Paymnt	30	☐
Purchase Recpts	5000	☐
Debit Stmt Chk#	950001	☐
Check No.-ACH	880002	☐
	2	☐
Purchase Recpts	8000	☐
		☐
		☐
		☐

Caution: Changing the data on this screen may make it impossible to retrieve previously added addresses and may result in attempts to assign duplicate numbers.

2. On Set Up Next Numbers by System, verify information in the following field:
   - Next Number

Field	Explanation
System	A user defined code (98/SY) that identifies a J.D. Edwards system.

Field	Explanation
Next Number	The number that the system will assign next. The system can use next numbers for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and sequential W-2s. You must use the next number types already established unless you provide custom programming.

▶ To activate check digits for standard next numbers

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

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

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

1. On Work With Next Numbers, follow the steps for reviewing standard next numbers.
2. On Set Up Next Numbers by System, click the following option for each set of next numbers that applies and click OK:
    - Check Digit Used

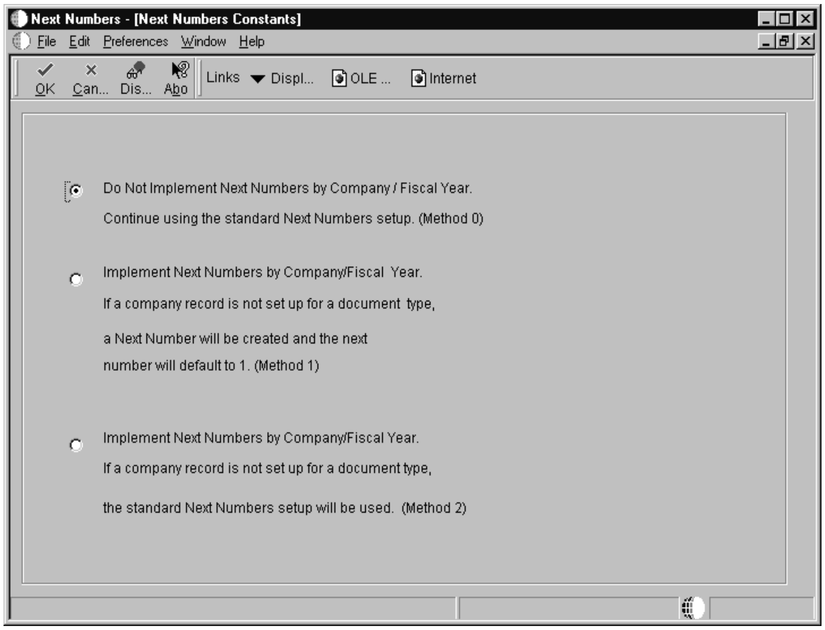
Field	Explanation
Check Digit 01	An option that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In this example, the system would never assign next number 72 while check digits are activated. Valid codes for WorldSoftware are: Y Yes, add a check digit to this next number. N No, do not add a check digit. For OneWorld software, select this option to add a check digit.

▶ To assign next numbers by company and fiscal year

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

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

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


Next Numbers - [Next Numbers Constants]
File Edit Preferences Window Help
OK Can... Dis... Abo
Links Displ... OLE ... Internet

● Do Not Implement Next Numbers by Company / Fiscal Year.
Continue using the standard Next Numbers setup. (Method 0)

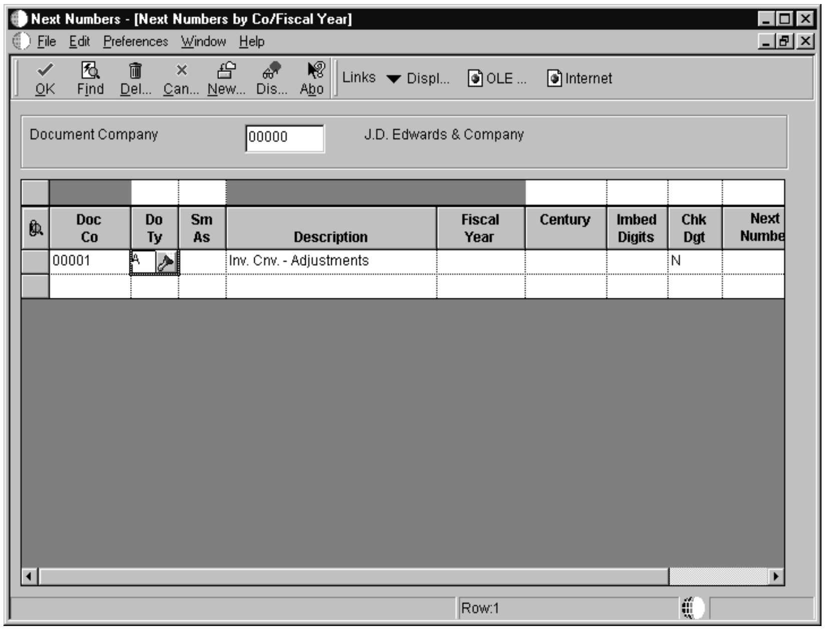
○ Implement Next Numbers by Company/Fiscal Year.
If a company record is not set up for a document type,
a Next Number will be created and the next
number will default to 1. (Method 1)

○ Implement Next Numbers by Company/Fiscal Year.
If a company record is not set up for a document type,
the standard Next Numbers setup will be used. (Method 2)

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

   If you selected method 1 or method 2, complete the following steps:

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


Next Numbers - [Next Numbers by Co/Fiscal Year]
File Edit Preferences Window Help
OK Find Del... Can... New... Dis... Abo
Links Displ... OLE ... Internet
Row:1

Document Company 00000 J.D. Edwards & Company

Doc Co	Do Ty	Sm As	Description	Fiscal Year	Century	Imbed Digits	Chk Dgt	Next Numbe
00001	A		Inv. Cnv. - Adjustments				N	

4. On Next Numbers by Co/Fiscal Year, complete the following fields and click OK:
   - Document Company
   - Doc Co
   - Do Ty
   - Sm As
   - Fiscal Year
   - Century
   - Imbed Digits
   - Chk Dgt
   - Next Number Range 1
   - Auto Reset

Field	Explanation
Doc Co	A number that, with the document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry. If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company. If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.
Do Ty	A user defined code (00/DT) that identifies the origin and purpose of the transaction. J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory documents O Ordering document types The system creates offsetting entries as appropriate for these document types when you post batches.
Sm As	If you set up next numbers by company or by company and fiscal year, a document type can share the same next number sequence as another document type. Same As Document Type refers to the document type that controls the next number the system uses. For example, you create a document with a document type of RR. The document that you create should use the same next number sequence as regular invoices or RI document types. In this case, define the RR document type setup record with a Same As Document Type of RI.
Fiscal Year	The four-digit fiscal year designation. You must always use the year in which the first period ends. For example, a fiscal year beginning October 1, 1998 and ending September 30, 1999 is fiscal year 1998.

Field	Explanation
Imbed Digits	The number of digits that the system imbeds in a document number to represent the fiscal year. The imbed digits are only used when assigning next numbers by fiscal year. Valid values are: 1 Imbed one digit. The last digit of the fiscal year will be imbedded in the first position of the resulting document number. For example, 80012345, represents the 8 from 1998 and 0012345 is the next number. 2 Imbed two digits. The last two digits of the fiscal year will be imbedded in the first two positions of the resulting document number. For example, 98012345, represents the 98 from 1998 and 012345 is the next number.
Chk Dgt	An option that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In this example, the system would never assign next number 72 while check digits are activated. Valid codes for WorldSoftware are: Y Yes, add a check digit to this next number. N No, do not add a check digit. For OneWorld software, select this option to add a check digit.
Next Number Range 1	The number that the system will assign next. The system can use next numbers for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and sequential W-2s. You must use the next number types already established unless you provide custom programming. . . . . *Form-specific information* . . . . For companies that you do not set up on Next Numbers by Company/Fiscal Year, the results vary, depending on the method selected on Next Numbers Constants, as follows: • If you are using method 1, the system creates a record for each company that you do not set up and starts numbering with 1 for all companies. • If you are using method 2, the system uses the starting number shown on Set Up Next Numbers by System (standard next numbers) for each company that you do not set up.

Field	Explanation
Auto Reset	The number that you want the system to use when resetting next numbers for a new fiscal year. Auto Reset applies only to next numbers by fiscal year. Document number will reset or start with the number specified for each new fiscal year.

Automatic Accounting Instructions

Automatic accounting instructions (AAIs) define the relationships between your day-to-day accounting functions and your chart of accounts. AAIs are rules that define how to create general ledger entries for each transaction. For example, AAIs tell the system to credit an A/P trade account when posting vouchers.

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

Setting Up AAIs for Accounts Payable consists of:

- ☐ Understanding AAIs
- ☐ Understanding AAIs for Accounts Payable
- ☐ Working with AAIs

Understanding AAIs

Each J.D. Edwards system that interfaces with the General Accounting system has AAIs. Each AAI is associated with a specific general ledger account that consists of:

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

Understanding AAIs consists of the following topics:

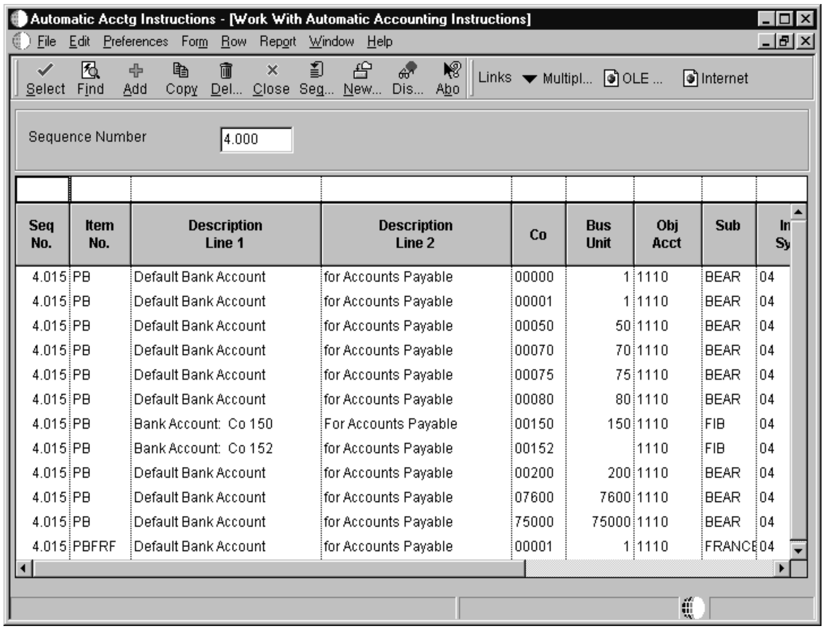
☐ Elements of an AAI Form

☐ Default AAIs

☐ AAI Prefixes and Suffixes

Elements of an AAI Form

The Work With Automatic Accounting Instructions form shows a list of the AAIs used in the J.D. Edwards systems.



Sequence Number 4.000

Seq No.	Item No.	Description Line 1	Description Line 2	Co	Bus Unit	Obj Acct	Sub	In Sy
4.015	PB	Default Bank Account	for Accounts Payable	00000	1	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00001	1	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00050	50	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00070	70	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00075	75	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00080	80	1110	BEAR	04
4.015	PB	Bank Account: Co 150	For Accounts Payable	00150	150	1110	FIB	04
4.015	PB	Bank Account: Co 152	for Accounts Payable	00152		1110	FIB	04
4.015	PB	Default Bank Account	for Accounts Payable	00200	200	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	07600	7600	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	75000	75000	1110	BEAR	04
4.015	PBFRF	Default Bank Account	for Accounts Payable	00001	1	1110	FRANCE	04

The Description Line 2 field allows you to add more specific or more narrowly defined information than what you entered in the Description Line 1 field. You can leave this field blank.

Programs are set up to look for a specific AAI item. The item number is the hard-coded name of the AAI and cannot be changed.

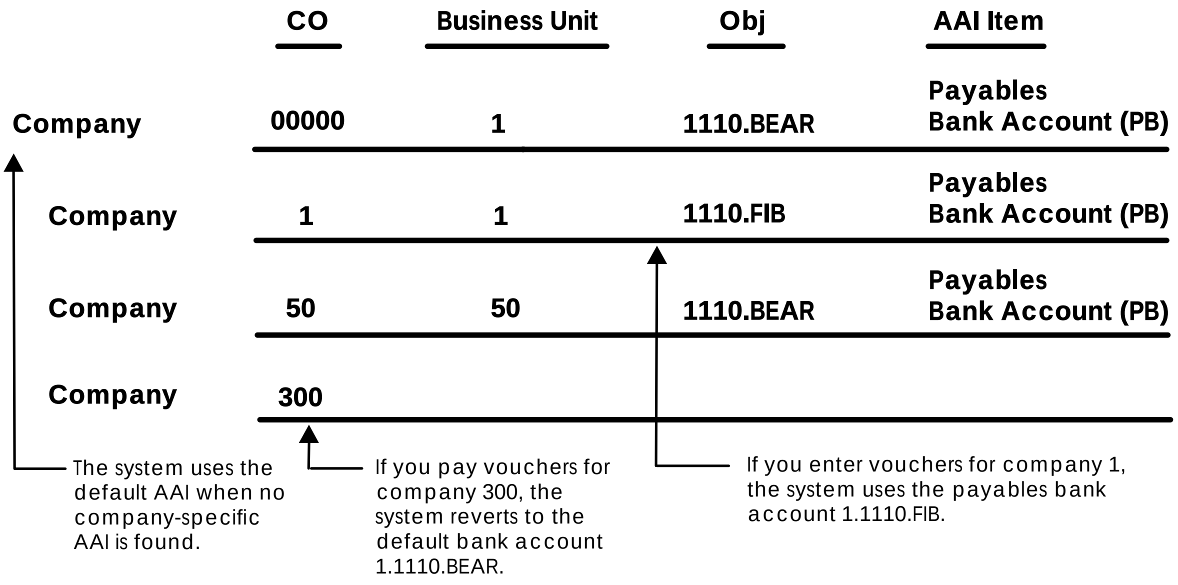
The sequence number does not serve a programming function. It is only used to determine where an AAI appears in the list.

Default AAIs

The system uses a combination of company and AAI item to determine which account to use in a particular situation. You can create AAIs for each unique combination of company and G/L offset code that you anticipate using. You can create various combinations to direct entries to different offset accounts.

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

The following graphic illustrates three different AAIs that you might set up using different combinations of company, business unit, and object.


CO
Business Unit
Obj
AAI Item
Company
00000
1
1110.BEAR
Payables Bank Account (PB)
Company
1
1
1110.FIB
Payables Bank Account (PB)
Company
50
50
1110.BEAR
Payables Bank Account (PB)
Company
300

The system uses the default AAI when no company-specific AAI is found.

If you pay vouchers for company 300, the system reverts to the default bank account 1.1110.BEAR.

If you enter vouchers for company 1, the system uses the payables bank account 1.1110.FIB.

AAI Prefixes and Suffixes

Groups of AAI items with a common purpose have a similar prefix. For example, all of the A/P trade account AAIs begin with the prefix PC, all of the A/P bank account AAIs begin with the prefix PB, and so on. This uniformity allows you to locate a group of accounts by entering the group prefix in the Query By Example line.

To allow for more flexibility, some AAI items have one of the following user defined suffixes:

- X suffix. The x suffix indicates a currency code. Some AAIs have a suffix of xxx to accommodate three-character currency codes. Use these AAIs to set up multiple AAI types for each company. If an AAI item has an x suffix (one or more lowercase x letters), the system replaces the x letters with characters.
- Y suffix. This suffix indicates a G/L offset code. Some AAIs have a suffix of yyyy to accommodate one- to four-character offset codes. For example, the object account for notes payable (offset code NOTE) can be different from the one for trade accounts payable (offset code TRAD).

Understanding AAIs for A/P

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

Understanding AAIs for A/P consists of the following topics:

- ☐ Components of AAIs for A/P
- ☐ AAIs During Voucher and Payment Processing
- ☐ Search Sequence for AAIs
- ☐ Accounts Payable AAIs

Components of AAIs for A/P

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

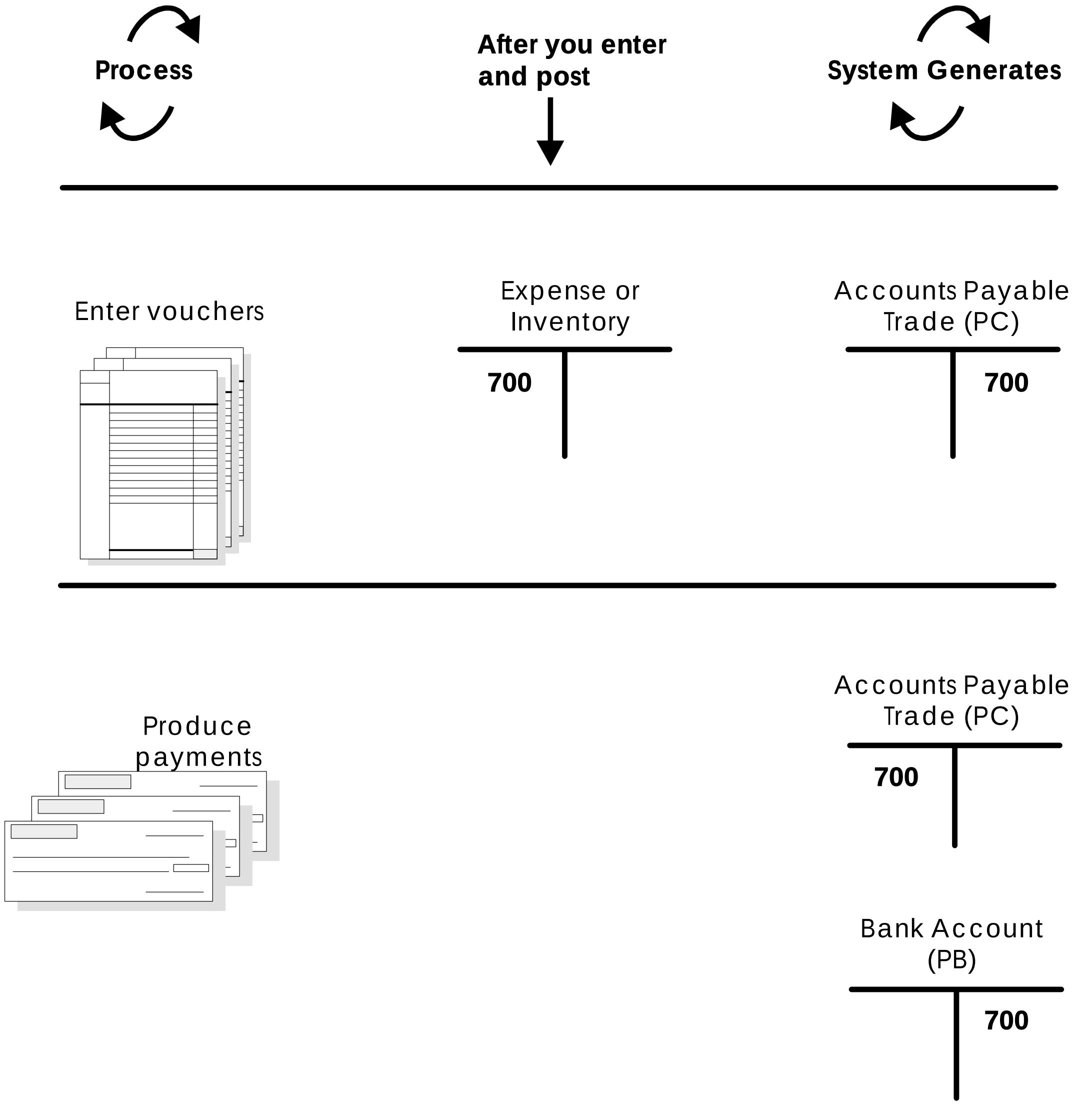
You will notice that for some AAIs, such as payables discounts (item PKD), the business unit part of the AAI is optional. If you choose not to include a business unit for those AAIs, the business unit of the voucher is used as part of the specified account number.

Some AAI items have a user-defined suffix of x or y. The xxx accommodates a three-character currency code, whereas the yyyy accommodates a one- to four-character G/L offset code.

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

AAIs During Voucher and Payment Processing

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


Process
After you enter and post
System Generates
Enter vouchers
Expense or Inventory
700
Accounts Payable Trade (PC)
700
Produce payments
Accounts Payable Trade (PC)
700
Bank Account (PB)
700

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

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

- Company number
- G/L offset

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

Search Sequence for AAIs

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

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

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

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

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

Accounts Payable AAIs

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

- Payables Bank – PB
- Payables Trade – PC
- Payables Discounts Available/Lost – PKD/PKL
- Voucher Logging Expense/Trade – PP/PQ
- Payables Tax – PT
- Drafts Payable – PD
- Unrealized Gains/Losses on Open Transactions – PV/PW/PR
- Realized Gains/Losses on Foreign Currency Payments– PG/PL
- Realized Gains/Losses on Alternate Currency Payments – PY/PZ
- Clearing Account for Alternate Currency Payments – P7
- 1099s for G/L Method – PX

See Also

- *Understanding AAIs for A/P Taxes*
- *Understanding AAIs for A/P Gains and Losses*

Payables Bank – PB

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

If you have multiple bank accounts defined for a company, you can define an offset using PByyyy (payables bank account). If you use PByyyy, you must also define PCyyyy (payables trade account) for the same offset.

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

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

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

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

Item	Description	Co	BU	Obj	Sub	Seq No.
PBOMNI (PByyyy)	OMNI bank-specific code		100	1110	OMNI	4.015
PCOMNI (PCyyyy)	OMNI bank-specific G/L offset code		100	4110		4.020

Payables Trade – PC

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

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

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

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

For trade accounts, you need to set up:

- Default AAI item for company 00000
- Company-specific AAI items
- Offset codes PCyyyy (PCNOTE) for company 00000
- Company-specific offset codes

This is illustrated in the following table:

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

Payables Discounts Available/Lost – PKD/PKL

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

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

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

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

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

Voucher Logging Expense/Trade – PP/PQ

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

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

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

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

When the preliminary expense account is redistributed to the actual expense trade account, the system adjusts the suspense trade account (PQ) to the actual expense account (PC).

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

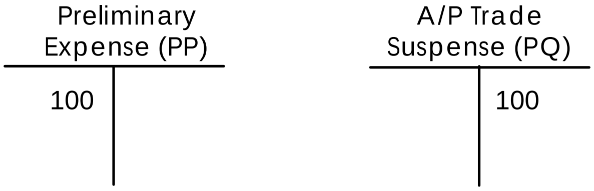
- Credits the preliminary expense (PP)
- Debits the A/P trade suspense (PQ)
- Credits the A/P trade (PC)

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

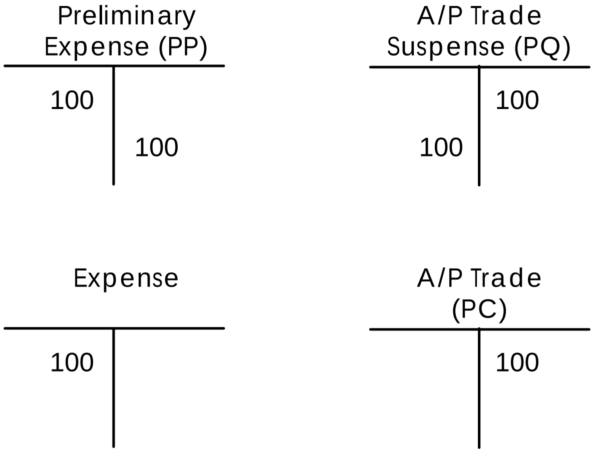
Item	Description	Co	BU	Obj	Sub	Seq No.
PPyyyy	Preliminary Distribution for Voucher Logging		R	R	O	4.045
PQyyyy	Suspense A/P Trade Account		R	R	O	4.047

Example: AAI Items for Voucher Logging

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


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

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


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

Payables Tax – PT

An AAI item for payables taxes (PT) is required. Tax explanation codes use AAI item PTyyyy to point to VAT (value-added tax) and PT _ _ _ _ to point to Use tax (a self-assessed sales tax).

PTyyyy is similar to PCyyyy, but the offset, which you can change, is defined in the Tax Rate/Area table.

The following table shows the information that is needed when setting up item PT:

Item	Description	Co	BU	Obj	Sub	Seq No.
PTyyyy	Tax Recoverable/Payable on Purchases		R	R	O	4.060
PT_ _ _ _	Accrued Use/ Self-Assessment Tax		R	R	O	4.060

See Also

- *Understanding AAIs for A/P Taxes* for more information about setting up taxes for Accounts Payable

Drafts Payable – PD

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

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

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

- Debits A/P trade
- Credits drafts payable

When you pay the draft, the system:

- Debits drafts payable
- Credits your bank account

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

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

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

See Also

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

Unrealized Gains/Losses on Open Transactions– PV/PW/PR

The following AAI items define the accounts that the system uses for unrealized gains and losses on open foreign or alternate currency vouchers:

- PVxxx (unrealized gain)
- PWxxx (unrealized loss)
- PRxxx or PRyyyy (unrealized gain/loss offset)

The system uses AAI items PV and PW for the reversing entries it creates when you calculate unrealized gains and losses on open foreign or alternate currency vouchers and AAI item PR for the offsetting entry.

The following table shows the information that is needed when setting up AAI items PV, PW, and PR:

Item	Description	Co	BU	Obj	Sub	Seq No.
PVxxx	Unrealized Gain on a Foreign/Alternate Currency Transaction		O	R	O	4.075
PWxxx	Unrealized Loss on a Foreign/Alternate Currency Transaction		O	R	O	4.075
PRyyyy or PRxxx	Unrealized Gain/Loss Offset on a Foreign/ Alternate Currency Transaction		O	R	O	4.075

See Also

- *Understanding AAIs for A/P Gains and Losses*

Note: With the introduction of the euro on 1 January 1999, companies no longer record unrealized gains and losses on open transactions between EMU currencies. For EMU currency vouchers that were open prior to 1999, AAI items PVxxx and PWxxx were used to track *realized* gains and losses. According to regulations, EMU companies were required to:

- Realize losses on open EMU vouchers at the end of 1998
- Realize gains on open EMU vouchers by no later than the end of 1999

Realized Gains/Losses on Foreign Currency Payments – PG/PL

The following AAI items define the accounts that the system uses for realized gains and losses on foreign currency payments:

- PGxxx (gain)
- PLxxx (loss)

The system uses AAI items PG and PL for the entries it creates when you calculate realized gains and losses on paid items.

The following table shows the information that is needed when setting up AAI items PG and PL:

Item	Description	Co	BU	Obj	Sub	Seq No.
PGxxx	Realized Gain on a Foreign Currency Transaction		O	R	O	4.070
PLxxx	Realized Loss on a Foreign Currency Transaction		O	R	O	4.070

See Also

- *Understanding AAIs for A/P Gains and Losses*

Realized Gains/Losses on Alternate Currency Payments – PY/PZ

The gains and losses for alternate currency payments are recorded separately from standard gains and losses and are handled by using different accounts and AAIs. Gains and losses for alternate currency payments are created by exchange rate fluctuations between currencies and do not apply to EMU currency transactions, which are irrevocably fixed to the euro.

When an alternate currency payment is involved in a non-EMU currency transaction, the following AAI items define the accounts that the system uses for realized gains and losses created by exchange rate fluctuations:

- PYxxx (alternate currency payment gain)
- PZxxx (alternate currency payment loss)

When you post a payment, the system creates an entry in the alternate currency payment gain or loss account as follows:

- Creates an entry in the gain account if the amount derived by converting from an alternate currency directly to a domestic currency is greater than the amount derived by converting from an alternate currency to a foreign currency to a domestic currency
- Creates an entry in the loss account if the amount derived by converting from an alternate currency directly to a domestic currency is less than the amount derived by converting from an alternate currency to a foreign currency to a domestic currency

When you apply an alternate currency payment to a voucher, there is the potential for a slight rounding difference. The rounding difference, which is immaterial, occurs when the domestic currency amount applied to a voucher is not the same as the domestic currency amount of the payment. Slight rounding differences can occur on transactions between EMU currencies, as well as other currencies.

The system uses AAI items PY and PZ to record slight rounding differences, even though the differences are not due to exchange rate fluctuations. A rounding difference might occur when amounts are converted back and forth between a foreign and domestic currency, or an alternate and domestic currency. To record a rounding difference, the system creates an offset journal entry in the alternate currency gain or loss account when you post the alternate currency payment.

Clearing Account for Alternate Currency Payments – P7

If you process payments in an alternate currency, you must set up an alternate currency clearing account and AAI item P7 to track the conversion of the payment amount to the original voucher amount.

The alternate currency clearing account provides an audit trail of the offset amounts for the voucher and payment entries as follows:

- The original foreign voucher and the domestic side of the foreign voucher
- The alternate currency payment and the domestic side of the alternate currency payment

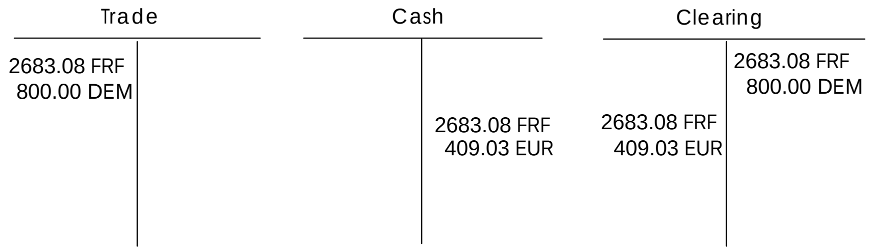
The alternate currency clearing account will balance on the domestic side, but not on the foreign side. This is because the foreign side contains different currencies, which will never balance.

The alternate currency clearing account that is assigned to AAI item P7 must follow these rules:

- It must be in the same company as the bank account from which the payment is made.
- It cannot be a monetary account.
- It must be company specific. You cannot use company 00000 as a default.
- It must include a business unit.

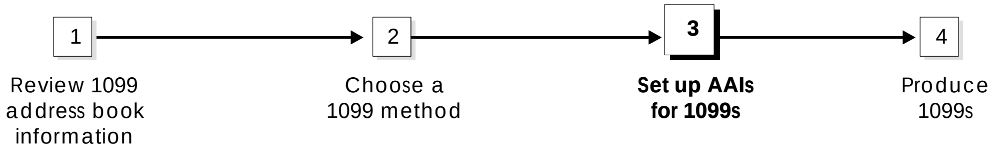
Example: Alternate Currency Clearing Account

The following example shows T-Account entries for a foreign voucher (DEM), the domestic side of the voucher (FRF), and an alternate currency payment (EUR).


Trade
2683.08 FRF
800.00 DEM
Cash
2683.08 FRF
409.03 EUR
Clearing
2683.08 FRF
800.00 DEM
2683.08 FRF
409.03 EUR

1099s for G/L Method – PX

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


1
Review 1099 address book information
2
Choose a 1099 method
3
Set up AAIs for 1099s
4
Produce 1099s

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

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

PXAxxx	1099-MISC (Miscellaneous) form
PX1xxx	1099-DIV (Dividend and Distribution) form
PX6xxx	1099-INT (Interest Income) form

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

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

About AAI Object Accounts for 1099s

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

- AAI items
- Object accounts

  Subsidiary accounts are optional, and Business Units are not used.

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

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

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

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

See Also

- *1099 Processing Codes* in the chapter *Understanding User Defined Codes for A/P* for more information about 1099 codes
- *OneWorld IRS Form 1099 Processing Guide (1999)*

Working with AAIs

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

Working with AAIs consists of:

- Reviewing and revising a single AAI
- Reviewing and revising one or more AAIs
- Setting up AAIs
- Copying AAIs

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

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

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

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

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

Before You Begin

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

☐ Set up security, if applicable. See the *Server and Network Administration Guide.*

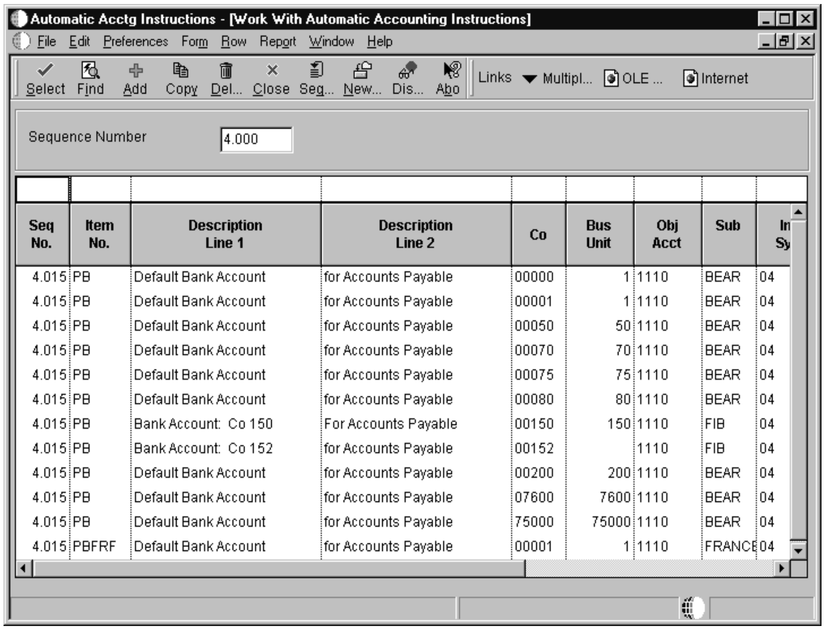
See Also

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

▶ To review and revise a single AAI

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

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

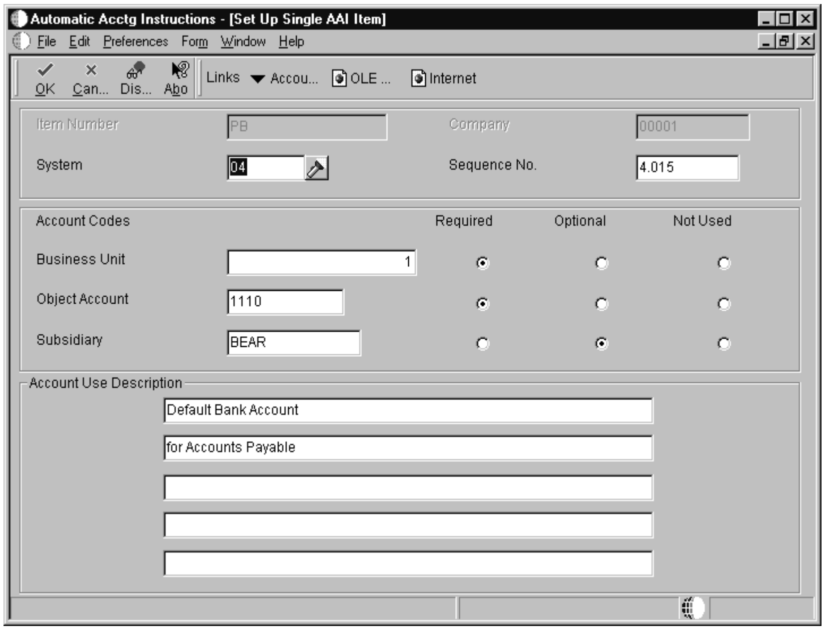

Automatic Acctg Instructions - [Work With Automatic Accounting Instructions]
File Edit Preferences Form Row Report Window Help
Select Find Add Copy Del... Close Seq... New... Dis... Abo
Links Multipl... OLE ... Internet

Sequence Number 4.000

Seq No.	Item No.	Description Line 1	Description Line 2	Co	Bus Unit	Obj Acct	Sub	In Sy
4.015	PB	Default Bank Account	for Accounts Payable	00000	1	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00001	1	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00050	50	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00070	70	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00075	75	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00080	80	1110	BEAR	04
4.015	PB	Bank Account: Co 150	For Accounts Payable	00150	150	1110	FIB	04
4.015	PB	Bank Account: Co 152	for Accounts Payable	00152		1110	FIB	04
4.015	PB	Default Bank Account	for Accounts Payable	00200	200	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	07600	7600	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	75000	75000	1110	BEAR	04
4.015	PBFRF	Default Bank Account	for Accounts Payable	00001	1	1110	FRANCE	04

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

     AAIs for the Accounts Payable system have sequence numbers that start with 4. You can use a Query By Example field to advance to account ranges associated with this sequence number.
2. To narrow your search, enter additional search criteria in the Query By Example line and click Find.


Automatic Acctg Instructions - [Set Up Single AAI Item]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links Accou... OLE ... Internet

Item Number PB

Company 00001

System 04

Sequence No. 4.015

Account Codes		Required	Optional	Not Used
Business Unit	1	●	○	○
Object Account	1110	●	○	○
Subsidiary	BEAR	○	●	○

Account Use Description

Default Bank Account

for Accounts Payable

3. Choose an AAI item and click Select.
4. On Set Up Single AAI Item, review the fields, changing the following fields as needed, and click OK:

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

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

   You cannot change the following fields for existing AAI items:

   - Item Number
   - Company

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

   - Required
   - Optional
   - Not Used

Field	Explanation
System	A user defined code (98/SY) that identifies a J.D. Edwards system.
Sequence No	A number used to organize the table into a logical group for online viewing and reporting.
Business Unit	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. 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. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table. . . . . *Form-specific information* . . . . Defining a business unit code might be optional, depending on the type of AAI. For example, if the business unit code is optional and you do not set one up for the AAI, the system might use the business unit of a voucher or invoice, or it might use the business unit associated with the company of a transaction.
Business Unit	A code in WorldSoftware, or an option in OneWorld software, that specifies whether the business unit is required for this Automatic Accounting Instruction. Valid values for WorldSoftware are: O Optional R Required N Not used This code is informational and may be changed depending on how the AAI is used.
Object Account	The portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, dividing labor into regular time, premium time, and burden. Note: If you are using a flexible chart of accounts and the object account is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. For example, entering 000456 is not the same as entering 456, because if you enter 456, the system enters three blank spaces to fill a 6-digit object.

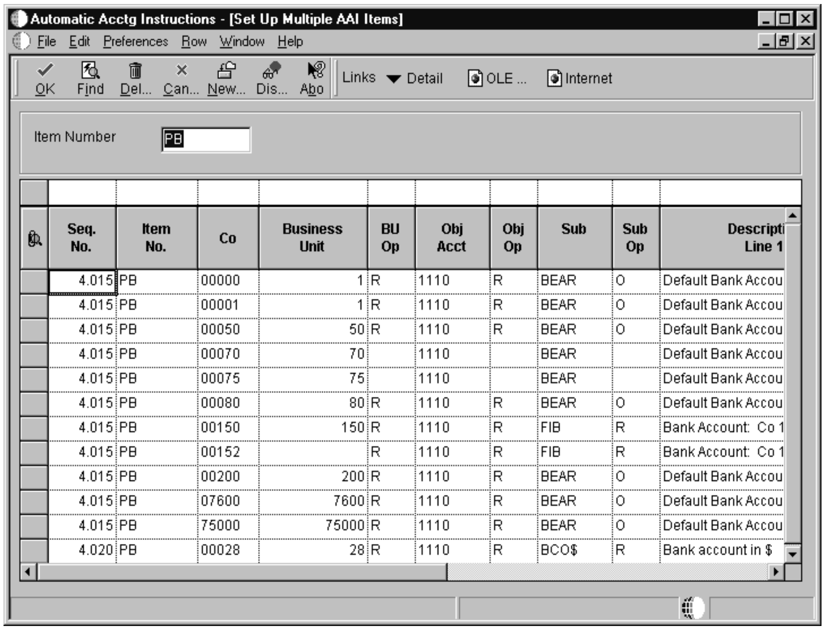
Field	Explanation
Object Account	A code in WorldSoftware, or an option in OneWorld software, that specifies whether the business unit is required for this Automatic Accounting Instruction. Valid values for WorldSoftware are: O Optional R Required N Not used This code is informational and may be changed depending on how the AAI is used.
Subsidiary	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. . . . . *Form-specific information* . . . . This number identifies the general ledger subsidiary account for the AAI when one is required. Defining a subsidiary account can be optional, depending on the type of AAI. Use 99999999 to express the end of a range of subsidiary accounts.
Item Number	A hard-coded field that defines an account or range of accounts used for a particular function. For example, item GLG4 defines the retained earnings account, which is used for annual close purposes. During processing, programs use the item number and company number to find the correct account to debit or credit. Along with company, the item (or range) is the key to the AAI table.

▶ To review and revise one or more AAIs

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

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

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


Automatic Acctg Instructions - [Set Up Multiple AAI Items]
File Edit Preferences Row Window Help
OK Find Del... Can... New... Dis... Abo
Links Detail OLE ... Internet

Item Number PB

Seq. No.	Item No.	Co	Business Unit	BU Op	Obj Acct	Obj Op	Sub	Sub Op	Descripti Line 1
4.015	PB	00000	1	R	1110	R	BEAR	O	Default Bank Accou
4.015	PB	00001	1	R	1110	R	BEAR	O	Default Bank Accou
4.015	PB	00050	50	R	1110	R	BEAR	O	Default Bank Accou
4.015	PB	00070	70		1110		BEAR		Default Bank Accou
4.015	PB	00075	75		1110		BEAR		Default Bank Accou
4.015	PB	00080	80	R	1110	R	BEAR	O	Default Bank Accou
4.015	PB	00150	150	R	1110	R	FIB	R	Bank Account: Co 1
4.015	PB	00152		R	1110	R	FIB	R	Bank Account: Co 1
4.015	PB	00200	200	R	1110	R	BEAR	O	Default Bank Accou
4.015	PB	07600	7600	R	1110	R	BEAR	O	Default Bank Accou
4.015	PB	75000	75000	R	1110	R	BEAR	O	Default Bank Accou
4.020	PB	00028	28	R	1110	R	BCO$	R	Bank account in $

2. On Set Up Multiple AAI Items, type * in the Item Number field in the header of the form, type an initial letter followed by * in the Item No. Query By Example field, and click Find.
   - Item Number
3. On Set Up Multiple AAI Items, review the fields, changing the following fields as needed, and click OK:
   - Seq No.
   - Business Unit
   - Object Account
   - Sub
   - Product Code

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

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

- Item No.
- Co

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

- BU Op
- Obj Op
- Sub Op

4. To display only the AAI items for a specific item number for review and revision, complete the following field in the header area and click Find:
    - Item Number

▶ To set up AAIs

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

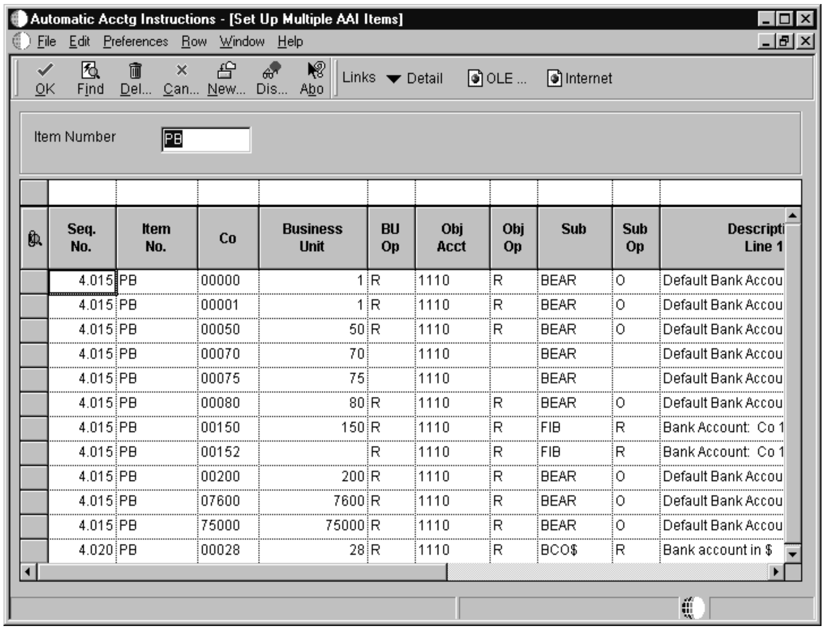
After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

You must use a valid item number when you set up an AAI. The Subsidiary and Description fields are optional for all AAIs in the Accounts Payable system. The Business Unit field is optional for some AAI items, including PC (A/P trade), PKD (discounts available), PKL (discounts lost), PG (realized gain), PL (realized loss), PV (unrealized gain), and PW (unrealized loss).

If the business unit is not entered in the AAI, the business unit of the voucher is used in conjunction with the object/subsidiary entered in the AAI.

1. On Work With Automatic Accounting Instructions, do one of the following:
    - To access Set Up Single AAI Item, click Add.
    - To access Set Up Multiple AAI Items, choose an item and then choose Multiple AAIs from the Row Menu.

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


Automatic Acctg Instructions - [Set Up Multiple AAI Items]
File Edit Preferences Row Window Help
OK Find Del... Can... New... Dis... Abo
Links Detail OLE ... Internet

Item Number PB

Seq. No.	Item No.	Co	Business Unit	BU Op	Obj Acct	Obj Op	Sub	Sub Op	Descripti Line 1
4.015	PB	00000	1	R	1110	R	BEAR	O	Default Bank Accou
4.015	PB	00001	1	R	1110	R	BEAR	O	Default Bank Accou
4.015	PB	00050	50	R	1110	R	BEAR	O	Default Bank Accou
4.015	PB	00070	70		1110		BEAR		Default Bank Accou
4.015	PB	00075	75		1110		BEAR		Default Bank Accou
4.015	PB	00080	80	R	1110	R	BEAR	O	Default Bank Accou
4.015	PB	00150	150	R	1110	R	FIB	R	Bank Account: Co 1
4.015	PB	00152		R	1110	R	FIB	R	Bank Account: Co 1
4.015	PB	00200	200	R	1110	R	BEAR	O	Default Bank Accou
4.015	PB	07600	7600	R	1110	R	BEAR	O	Default Bank Accou
4.015	PB	75000	75000	R	1110	R	BEAR	O	Default Bank Accou
4.020	PB	00028	28	R	1110	R	BCO$	R	Bank account in $

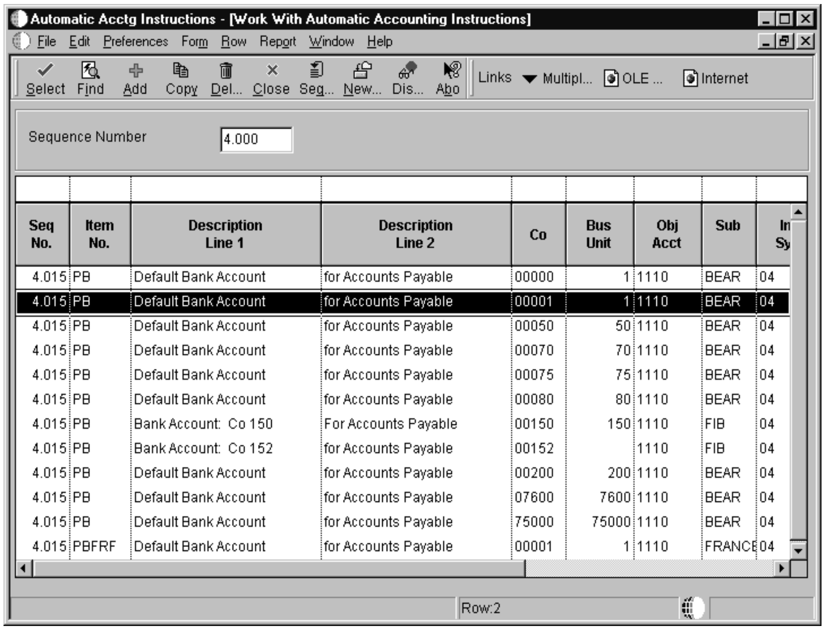
2. On Set Up Single AAI Item or Multiple AAI Items, complete the following fields and click OK:

   - Item No.
   - Co
   - Business Unit
   - Obj Acct
   - Sub
   - Description Line 1

▶ To copy an AAI

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

You can add a new AAI item by copying an existing one and modifying it as needed.


Automatic Acctg Instructions - [Work With Automatic Accounting Instructions]
File Edit Preferences Form Row Report Window Help
Select Find Add Copy Del... Close Seq... New... Dis... Abo
Links Multipl... OLE ... Internet
Row:2

Sequence Number 4.000

Seq No.	Item No.	Description Line 1	Description Line 2	Co	Bus Unit	Obj Acct	Sub	In Sy
4.015	PB	Default Bank Account	for Accounts Payable	00000	1	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00001	1	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00050	50	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00070	70	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00075	75	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	00080	80	1110	BEAR	04
4.015	PB	Bank Account: Co 150	For Accounts Payable	00150	150	1110	FIB	04
4.015	PB	Bank Account: Co 152	for Accounts Payable	00152		1110	FIB	04
4.015	PB	Default Bank Account	for Accounts Payable	00200	200	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	07600	7600	1110	BEAR	04
4.015	PB	Default Bank Account	for Accounts Payable	75000	75000	1110	BEAR	04
4.015	PBFRF	Default Bank Account	for Accounts Payable	00001	1	1110	FRANCE	04

On Work With Automatic Accounting Instructions, choose an existing AAI and click Copy.

Processing Options for Automatic Accounting Instructions

`Enter the starting sequence number.` ____________

A/P Tax Setup

Various tax authorities assess and collect taxes. In order to comply with governmental tax regulations, you need to set up tax information in your Accounts Payable system. After you set up this information, you can:

- Track taxes according to different tax rates and areas
- Assign a default tax rate to a supplier
- Apply a tax rate to an entire voucher or individual pay items
- Enter a tax amount or have the system calculate the amount
- Track tax history in a separate table

A/P tax setup consists of:

- ☐ Setting up tax authorities for A/P
- ☐ Setting up tax rates and areas for A/P
- ☐ Understanding tax explanation codes for A/P
- ☐ Understanding AAIs for A/P taxes
- ☐ Setting up tax rules by company for A/P

After you set up your tax information, you designate tax rates in the supplier master record or tax amounts when you enter a voucher.

Types of Taxes

You might be assessed one of the following types of taxes:

Sales tax	This tax is calculated on the gross sales price of the goods. Customers who buy goods for their own use pay sales tax at the time of purchase. Suppliers who buy goods for resale do not pay sales tax.

Use tax	This is a sales tax that is calculated and self-assessed by the buyer. A use tax might be levied when a company keeps the goods it manufactures for its own use. For example, a pencil manufacturer might owe a use tax when it keeps some of the pencils it manufactures for the use of its own employees. A use tax might also be levied when a buyer in one tax area is responsible for direct payment of local sales taxes on goods and services purchased outside the local tax area. For example, a catalog company in New York does not collect sales taxes from buyers in Colorado, but the buyers must pay the Colorado tax authorities directly.
Value-Added Tax (VAT)	This tax is collected at each stage in the production and distribution of goods and services as value is added. As a business adds value to a product, the business pays VAT on the added value.
Canadian Goods and Services Tax (GST) and Provincial Sales Tax (PST)	In Canada, the federal government assesses a GST, which is a value-added tax. The provincial governments assess a PST. The tax rates vary from province to province and are calculated using either the value of the goods or the value plus GST.

Tax types are not exclusive to a single country. For example, VAT is used worldwide and encompasses a variety of value-added taxes, such as:

- IVA in Italy
- TVA in Belgium
- GST in Singapore

Setting Up Tax Authorities for A/P

Tax authorities are government agencies that assess and collect taxes. For tracking and reporting purposes, your organization must set up an address book record for each tax authority to whom it reports.

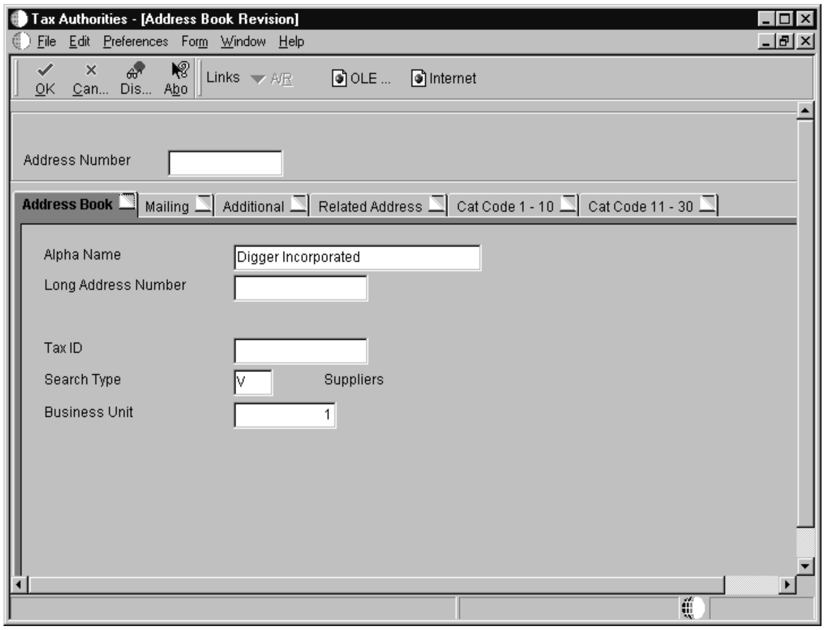
Before You Begin

- ☐ Set up a user defined code (01/ST) for search type T (tax)

▶ To set up tax authorities

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

1. On Work With Addresses, click Add.


Tax Authorities - [Address Book Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
A/R
OLE ...
Internet
Address Book
Mailing
Additional
Related Address
Cat Code 1 - 10
Cat Code 11 - 30

Address Number

Alpha Name: Digger Incorporated

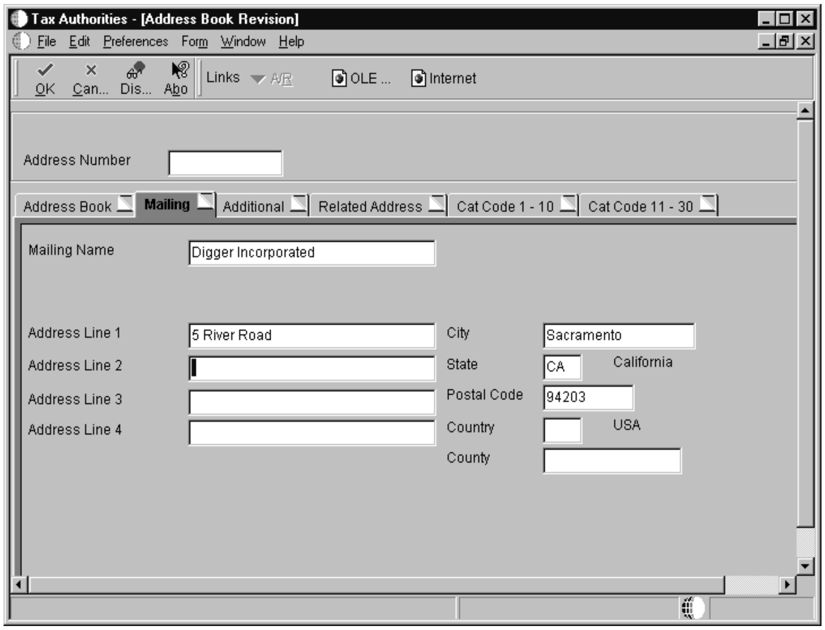
Long Address Number

Tax ID

Search Type: V Suppliers

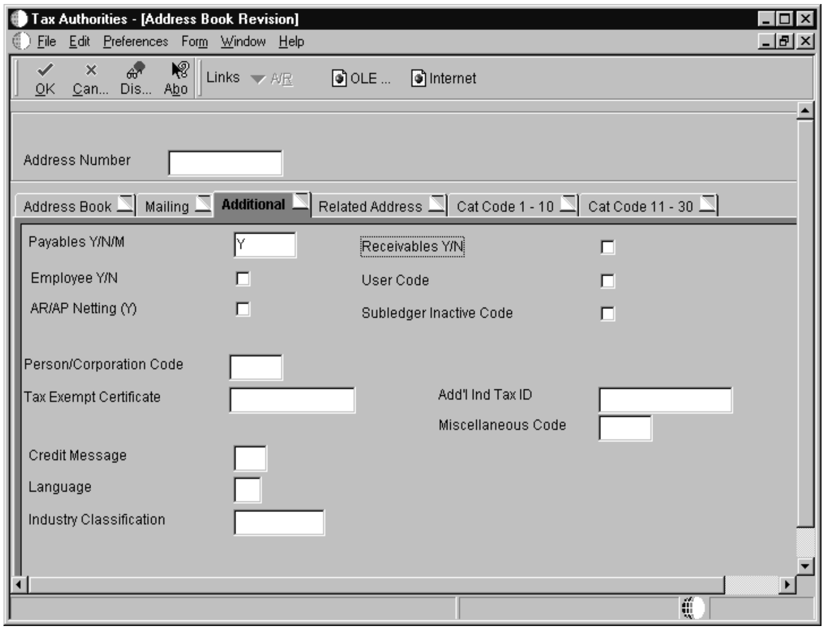
Business Unit: 1

2. On Address Book Revision, on the Address Book tab, complete the following fields:
   - Alpha Name
   - Search Type


Tax Authorities - [Address Book Revision]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links A/R
OLE ...
Internet
Address Number
Address Book
Mailing
Additional
Related Address
Cat Code 1 - 10
Cat Code 11 - 30
Address Line 2
Address Line 3
Address Line 4
County

Mailing Name: Digger Incorporated
Address Line 1: 5 River Road
City: Sacramento
State: CA California
Postal Code: 94203
Country: USA

3. Click the Mailing tab and then complete the following field:
   - Mailing Name


Tax Authorities - [Address Book Revision]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links A/R
OLE ...
Internet
Address Number
Address Book
Mailing
Additional
Related Address
Cat Code 1 - 10
Cat Code 11 - 30
Person/Corporation Code
Tax Exempt Certificate
Add'l Ind Tax ID
Miscellaneous Code
Credit Message
Language
Industry Classification

Payables Y/N/M: Y
Employee Y/N ☐
AR/AP Netting (Y) ☐
Receivables Y/N ☐
User Code ☐
Subledger Inactive Code ☐

4. Click the Additional tab, complete the following field, and click OK:
   - Payables Y/N/M

Field	Explanation
Search Type	A user defined code (01/ST) that identifies the kind of address book record that you want the system to select when you search for a name or message. Examples include the following: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority
Payables Y/N/M	A code that identifies the address as a supplier. Valid values are: Y Yes, this is a supplier. A processing option determines whether the supplier master record automatically appears after you add an address. N No, this is not a supplier. This code does not prevent you from entering a voucher for the address. M This is a miscellaneous, one-time supplier. This code does not prevent you from entering multiple vouchers for the address. F This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting. You should assign tax authorities as suppliers. This allows tax payments to be made to tax authorities. Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.

See Also

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

Setting Up Tax Rates and Areas for A/P

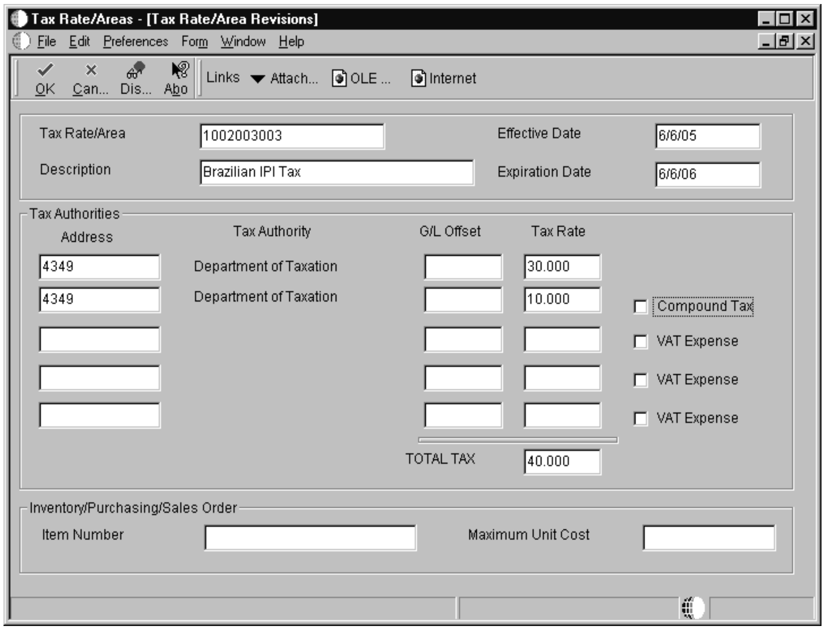
To calculate and track the different taxes you pay to your suppliers, you must set up tax rates and areas.

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

Description Brazilian IPI Tax

Effective Date 6/6/05

Expiration Date 6/6/06

Tax Authorities

Address	Tax Authority	G/L Offset	Tax Rate	
4349	Department of Taxation		30.000	
4349	Department of Taxation		10.000	☐ Compound Tax
				☐ VAT Expense
				☐ VAT Expense
				☐ VAT Expense
		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	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). 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. The system uses this code to properly calculate the tax amount.
Tax Authorities	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. You can have up to five tax authorities for a single tax area. . . . . *Form-specific information* . . . . 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.

Field	Explanation
G/L Offset	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. Examples are: 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 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. 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.
Tax Rate	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.

Field	Explanation
Tax Calculation Method	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. Valid values for WorldSoftware are: Y Tax on a tax. Indicates that the tax is calculated after GST has been added to the product value. The taxable amount plus any GST calculated for a previous tax authority is added to calculate the basis for this authority. N Not tax on a tax. Indicates that the tax is calculated against the value of the product. The taxable amount is the basis for this authority. Note: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters B and C. For OneWorld software: • 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. . . . . *Form-specific information* . . . . 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.
Tax Type	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. Valid values for WorldSoftware are: R Not recoverable. The tax is an expense and is not a receivable. Blank Recoverable. The tax is a receivable. This is the default. Note: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters C, B, and V. For OneWorld software: • 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: ____________

Understanding Tax Explanation Codes for A/P

You might be required to calculate, pay, and track taxes on some invoices you receive from your suppliers. When this is necessary, you need to enter a tax explanation code on the supplier or voucher record. This code controls how you:

- Assess taxes
- Distribute taxes to specific G/L revenue and expense accounts

Tax explanation codes are user defined codes (00/EX).

When working with taxes, you need to understand:

- Types of tax explanation codes
- Tax calculations

Types of Tax Explanation Codes

The following list briefly describes the tax explanation codes that J.D. Edwards provides for A/P voucher processing. The first letter of each value available is hard coded to perform a specific calculation and should not be changed. However, you can create additional user defined codes by defining a second letter that begins with one of the first letters (B, C, E, S, U, or V):

B - GST + PST, where PST is seller-assessed (Canadian)

BT - Same as B, but taxes only

C - GST + PST, where PST is seller-assessed (Canadian)

CT - Same as C, but taxes only

E - Exempt

S - Sales tax, seller-assessed (PST in Canada; sales in the U. S.)

ST - Same as S, but taxes only

U - Use tax, seller-assessed (PST in Canada)

UT - Same as U, but taxes only

V - VAT (VAT in Europe and GST in Canada)

VT - Same as V, but taxes only

V+ - Same as V, but calculated as tax on tax

See Also

- *Customizing User Defined Codes* in the *OneWorld Foundation Guide*
- *Understanding User Defined Codes for A/P* for information about tax explanation codes

Tax Calculations

The following examples show how the system calculates some commonly used taxes.

Note: You must activate the appropriate processing option in the post program in order for the system to update the Sales/Use/V.A.T. Tax File table (F0018) for tax reporting purposes. This is true for all of the following examples of tax explanation codes.

Example: Tax Explanation Code S (Sales Tax)

The system calculates the tax amount but does not make a separate entry to the general ledger for the tax amount. The tax amount (which is 73 in the following example) appears on the voucher. The system updates the Sales/Use/VAT Tax table (F0018) for tax reporting purposes.

Tax rate	7.3%
Taxable amount	1,000
To calculate sales tax	Taxable amount x sales tax rate 1,000 x .073 = 73
Voucher amounts	Taxable 1,000 Tax amount 73 Gross amount 1,073
Journal entries	Expense 1,073

Automatic offsets	A/P trade 1,073–

Example: Tax Explanation Code U (Use Tax)

The system calculates the tax amount and makes a separate entry to the general ledger for the tax amount. The tax amount (which is 73 in the following example) appears on the voucher. The system updates the Sales/Use/VAT Tax table for tax reporting purposes.

Tax rate	7.3%
Taxable amount	1,000
Formula to calculate use tax	Taxable amount x use tax rate 1,000 x .073 = 73
Voucher amounts	Taxable 1,000 Tax amount 73 Gross amount 1,000
Journal entries	Expense 1,073
Automatic offsets	A/P trade 1,000– Use tax payable 73–

Example: Tax Explanation Code V (VAT)

The system calculates the tax amount and makes a separate entry to the general ledger for the tax amount.

Tax rate	7.3%
Taxable amount	1,000
Formula to calculate VAT tax	Taxable amount x VAT tax rate 1,000 x .073 = 73

Voucher amounts	Taxable 1,000 Tax amount 73 Gross amount 1,073
Journal entries	Expenses 1,000
Automatic offsets	A/P trade 1,073– VAT recoverable 73

Example: Tax Explanation Code C (VAT + Sales Tax)

The system calculates taxes on a tax amount. The following example shows GST plus PST. This example shows a compounded tax amount. If it were not compounded, the PST amount would be 85.60.

Tax rate/area calculation method	Y (tax on tax)
Tax rate	7% GST, 8% PST
Taxable amount	1,000
Formula to calculate GST tax	Taxable amount x GST rate 1,000 x .07 = 70
Formula to calculate PST tax	(Taxable amount + GST) x PST rate (1,000 + 70) x .08 = 85.60
Tax amount	GST + PST 70 + 85.60 = 155.60
Voucher amounts	Taxable 1,000 Tax amount 155.60 Gross amount 1,155.60
Journal entries	Expense 1,085.60 (Taxable + PST)

Automatic offsets	A/P trade 1,155.60– GST recoverable 70

Example: Tax Explanation Code B (VAT + Use Tax)

The system calculates use tax on amounts that include GST.

Tax rate/area calculation method	Y (tax on tax)
Tax rate	10% GST, 5% Use
Taxable amount	1,000
Formula to calculate VAT tax	Taxable amount x GST rate 1,000 x .10 = 100
Formula to calculate use tax	(Taxable amount + GST) x Use rate (1,000 + 100) x .05 = 55
Tax amount	GST + Use 100 + 55 = 155
Voucher amounts	Taxable 1,000 Tax amount 155 Gross amount 1,100
Journal entries	Expense 1,055
Automatic offsets	GST recoverable 100 A/P trade 1,100– Use tax payable 55–

Understanding AAIs for A/P Taxes

If you are required to pay taxes on a supplier's invoice, you must set up your system so that the tax amounts are applied to the correct G/L accounts. When you set up AAIs for a specific type of tax, such as VAT, you designate which accounts you want to debit and credit for an invoice tax amount. If you pay taxes in multiple currencies, you need to set up tax AAIs at the company level.

An AAI item for payables taxes (PT) is required. Tax explanation codes use item PTyyyy to point to VAT. The offset account, which you can change, is defined in the Tax Rate/Area table.

The AAIs for A/P taxes are different from other AAIs for A/P. For example, unlike item PCyyyy, PT _ _ _ _ is not the default AAI for PTyyyy and is not used when the G/L offset account is blank. Instead, PT _ _ _ _ is the AAI for use taxes.

The character code yyyy represents a G/L offset account for the tax explanation code, such as PTSALE or PTVAT. The character code yyyy points to the AAI item, which, in turn, points to the appropriate tax account. For example, for the code PTVATB, PT is the AAI item for a payables tax account and VATB is the character code that identifies the G/L offset account.

Each tax explanation code has corresponding AAI items that identify the debit and credit tax accounts. The types of tax explanation codes are:

- Value-added tax codes
- Use tax codes
- Sales tax codes
- VAT plus use tax codes
- VAT plus sales tax codes
- Tax-exempt tax code

See Also

- *Working with AAIs*

Value-Added Tax Codes

The tax explanation codes for value-added taxes use AAI item PTyyyy. The following list describes these codes:

Tax explanation code V	When you enter the total amount of a voucher, you debit the G/L distribution accounts for the purchase goods. The system debits a VAT recoverable account and credits the accounts payable trade account. PTyyyy identifies the VAT recoverable account and PCyyyy identifies the A/P trade account. For example: • Dr 1000 – G/L distribution (goods of 1000) • Dr 100 – PTyyyy (VAT recoverable account for the tax rate/area) • Cr 1100 – PCyyyy Gross (A/P account for goods of 1000 + VAT of 100)
Tax explanation code V+	VAT calculated as a tax on a tax. The accounts are the same as those for V.
Tax explanation code VT	Taxes only. The accounts are the same as those for V. For example: • Dr 0 – G/L distribution (goods of 0) • Dr 100 – PTyyyy (VAT recoverable account for the tax rate/area) • Cr 100 – PCyyyy Gross (A/P account for VAT of 100)

Typically, VAT is not included in the G/L distribution amount because a company is usually reimbursed for any VAT that is paid to suppliers when the company sells those goods. However, some portion or all of VAT is included in the amount if the tax rate/area is set up with a VAT expense (that is, a nonreimbursable VAT) line. For all of VAT to be included in the G/L distribution amount, the VAT expense line would be set up as 100 percent.

The G/L offset values for items PT and PC are different. The offset for PT is defined in the Tax Rate/Area table (F4008), whereas the offset for item PC is defined in the Accounts Payable Ledger table (F0411).

Use Tax Codes

The tax explanation codes for use taxes use AAI item PT_ _ _ _. The following list describes these codes:

Tax explanation code U

Use tax (PST in Canada), self-assessed. When you enter a voucher, you debit G/L distribution accounts (for the goods plus the sales tax). The system credits the self-assessed use tax payable account and credits the A/P account. PT_ _ _ _ identifies the business unit, object, and the subsidiary of the use tax account.

If you need to have the use tax defined by a tax rate/area, leave the subsidiary portion of the AAI blank, but set up the account including the subsidiary as the tax rate/area in your Account Master table (F0901). For example, if the tax rate area is CO (for Colorado), and the business unit/object to define use tax is 1.4112, you can set up 1.4112.CO in your chart of accounts. The system automatically posts the use tax to 1.4112.CO if the account exists; otherwise, it uses 1.4112.

PCyyyy identifies the A/P account. For example:

- Dr 1050 – G/L distribution (goods of 1000 and use tax of 50).
- Cr 50 – PT_ _ _ _ + tax rate/area (self-assessed taxes payable account for the tax rate/area). If this account does not exist, uses PT_ _ _ _.
- Cr 1000 – PCyyyy Gross (A/P account for goods of 1000).

Tax explanation code UT

Self-assessed use tax (PST in Canada), taxes only. The accounts are the same as those for U. For example:

- Dr 50 – G/L distribution (use tax of 50).
- Cr 50 – PT_ _ _ _ + tax rate/area (self-assessed taxes payable account for the tax rate/area). If this account does not exist, uses PT_ _ _ _.

Sales Tax Codes

The tax explanation codes for sales taxes do not use an AAI item. The resulting entries for sales taxes are:

Tax explanation code S Sales tax (PST in Canada), seller-assessed. When you enter a voucher, you debit G/L distribution accounts (for the goods plus the sales tax). The system credits an A/P payable account. PCyyyy identifies the A/P account. For example:

- Dr 1050 – G/L distribution (goods of 1000 + sales tax of 50)
- Cr 1050 – PCyyyy Gross (A/P accounts for goods of 1000 + sales tax of 50)

Tax explanation code ST Seller-assessed sales tax (PST in Canada), taxes only. The accounts are the same as those for S. For example:

- Dr 50 – G/L distribution (sales tax of 50)
- Cr 50 – PCyyyy Gross (A/P account for sales tax of 50)

VAT Plus Use Tax Codes

The tax explanation codes for VAT plus use taxes use AAI items PTyyyy and PT _ _ _ _. The following list describes these codes:

Tax explanation code B GST plus self-assessed PST (Canada only). When you enter a voucher, you debit G/L distribution accounts (for the goods plus PST). The system debits a GST receivable account, credits the self-assessed tax payable account, and credits the A/P account. PT_ _ _ _ identifies the business unit and object of the self-assessed tax account. The tax rate/area can be the subsidiary portion of the self-assessed tax account. PTyyyy identifies the GST receivable account and PCyyyy identifies the A/P account. For example:

- Dr 1030 – G/L distribution (goods of 1000 + PST of 30).
- Dr 70 – PTyyyy (GST receivable account for the tax rate/area).
- Cr 30 – PT_ _ _ _ + tax rate/area (PST self-assessed taxes payable account for the tax rate/area). If this account does not exist, uses PT_ _ _ _.
- Cr 1070 – PCyyyy Gross (A/P account for goods of 1000 + GST of 70).

Tax explanation code BT	GST + self-assessed PST (Canada only), taxes only. The accounts are the same as those for B. For example: • Dr 30 – G/L distribution (PST of 30). • Dr 70 – PTyyyy (GST receivable account for the tax rate/area). • Cr 30 – PT_ _ _ _ + tax rate/area (PST self-assessed taxes payable account for the tax rate/area). If this account does not exist, uses PT_ _ _ _. • Cr 70 – PCyyyy Gross (A/P account for GST of 70).

The amount distributed to the general ledger includes the goods and the use tax because this is the true cost of purchased goods. Typically, VAT is not included in the G/L distribution amount because a company is usually reimbursed for any VAT that is paid to suppliers when the company sells those goods. However, some portion or all of VAT is included in the amount if the tax rate/area is set up with a VAT expense (that is, a non-reimbursable VAT) line. For all of VAT to be included in the G/L distribution amount, the VAT expense line would be set up as 100 percent.

The G/L offset values for items PT and PC are different. The offset for PT is defined in the Tax Rate/Area table (F4008), whereas the offset for item PC is defined in the Accounts Payable Ledger table (F0411).

VAT Plus Sales Tax Codes

The tax explanation codes for VAT plus sales taxes use AAI item PTyyyy. The following list describes these codes:

Tax explanation code C	GST plus seller-assessed PST (Canada only). When you enter a voucher, you debit G/L distribution accounts (for the goods plus PST). The system debits a GST receivable account and credits the A/P account. PTyyyy identifies the GST receivable account and PCyyyy identifies the A/P account. For example: • Dr 1030 – G/L distribution (goods of 1000 + PST of 30) • Dr 70 – PTyyyy (GST receivable account for the tax rate/area) • Cr 1100 – PCyyyy Gross (A/P accounts for goods of 1000 + GST of 70 + PST of 30)

Tax explanation code CT	GST + seller-assessed PST (Canada only), taxes only. Accounts are the same as those for C. For example: • Dr 30 – G/L distribution (PST of 30) • Dr 70 – PTyyyy (GST receivable account for the tax rate/area) • Cr 100 – PCyyyy Gross (A/P accounts for GST of 70 + PST of 30)

The amount distributed to the general ledger includes the goods and the use tax because this is the true cost of purchased goods. Typically, VAT is not included in the G/L distribution amount because a company is usually reimbursed for any VAT that is paid to suppliers when the company sells those goods. However, some portion or all of VAT is included in the amount if the tax rate/area is set up with a VAT expense (that is, a nonreimbursable VAT) line. For all of VAT to be included in the G/L distribution amount, the VAT expense line would be set up as 100 percent.

The G/L offset values for items PT and PC are different. The offset for PT is defined in the Tax Rate/Area table (F4008), whereas the offset for item PC is defined in the Accounts Payable Ledger table (F0411).

Tax-Exempt Tax Code

The tax explanation code for tax-exempt vouchers does not use an AAI item. The entry for tax-exempt vouchers is:

Tax explanation code E	Exempt. When you enter a voucher, the system performs no tax calculations. You debit G/L distribution accounts and the system credits an A/P account. For example: • Dr 1000 – G/L distribution (goods of 1000) • Cr 1000 – PCyyyy Gross (A/P account for goods of 1000)

Setting Up Tax Rules by Company for A/P

Set up your tax rules so that the Accounts Payable system can calculate any applicable taxes when you enter a supplier's invoice. If you do not set up tax rules for a company, the system uses the tax rules for company 00000. The system uses these rules to:

- Display a warning message (or reject a transaction altogether) whenever someone enters a tax amount that differs from the system-calculated tax
- Calculate discounts on a gross amount that already includes tax
- Calculate tax on a gross amount that includes the discount amount

Setting up tax rules by company consists of:

- Setting up tolerance information for A/P
- Setting up calculation rules for A/P

Examples: Calculation Rules

The system calculates gross and discount amounts using the tax rules that you set up. Each of the following examples uses a different combination of rules to calculate the following:

- Tax on gross with or without discounts
- Discount on gross with or without tax

The examples use the following amounts:

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

Example 1: Calculate both tax and discount on gross

Calculate Tax on Gross (Including Discount)	Yes

Calculate Discount on Gross (Including Tax)	Yes
Discount Formula	(Taxable Amount + Tax Amount) x (Discount Rate %) = Discount Available (1,000 + 100) x .01 = 11.00
Gross Formula	Taxable Amt + Tax = 1,000 + 100 = 1,100

Example 2: Calculate tax on gross

Calculate Tax on Gross (Including Discount)	Yes
Calculate Discount on Gross (Including Tax)	No
Discount Formula	Taxable Amount x Discount Rate % = Discount Available 1,000 x .01 = 10.00
Gross Formula	Taxable Amount + Tax = 1,000 + 100 = 1,100

Example 3: Calculate discount on gross

Calculate Tax on Gross (Including Discount)	No
Calculate Discount on Gross (Including Tax)	Yes
Discount Formula	[(Taxable Amount + Tax Amount) x (Discount Rate %)] / (1 – Discount Rate %) [(1,000 + 100) x .01] / (1 – .01) = 11.11
Gross Formula	Taxable Amount + Tax + Discount = 1,000 + 100 + 11.11 = 1,111.11

Example 4: Calculate neither tax nor discount on gross

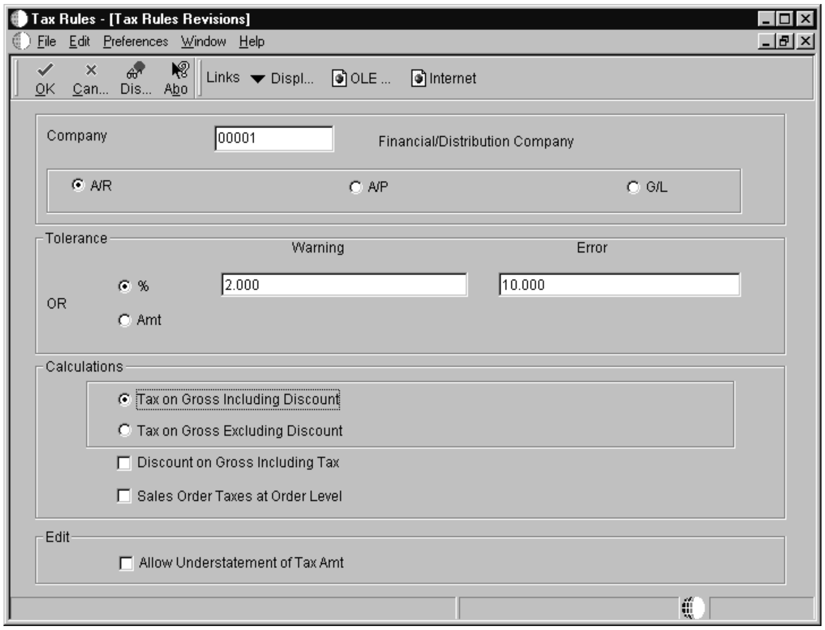
Calculate Tax on Gross (Including Discount)	No
Calculate Discount on Gross (Including Tax)	No
Discount Formula	(Taxable Amount x Discount Rate %) / (Discount Rate % x Tax Rate) (1,000 x .01) / (.01 x .10) = 10.10
Gross Formula	Taxable Amount + Tax + Discount = 1,000 + 100 + 10.10 = 1,110.10

▶ To set up tolerance information for A/P

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

When you enter a tax amount that differs from the tax amount that the system calculates, you might receive a warning message. By setting up tolerance information, you control the type of message that the system issues for different tolerance ranges. Tolerance ranges apply only to VAT and GST, and can be a percentage or monetary amount.

1. On Work With Tax Rules, click Add.


Tax Rules - [Tax Rules Revisions]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Company 00001 Financial/Distribution Company

● A/R ○ A/P ○ G/L

Tolerance

		Warning	Error
	● %	2.000	10.000
OR	○ Amt		

Calculations

● Tax on Gross Including Discount
○ Tax on Gross Excluding Discount
☐ Discount on Gross Including Tax
☐ Sales Order Taxes at Order Level

Edit

☐ Allow Understatement of Tax Amt

2. On Tax Rules Revisions, complete the following field:
   - Company
3. Click the following option:
   - A/P
4. Under the Tolerance heading, click one of the following options to identify the type of tolerance:
   - %
   - Amt
5. Complete the following fields to identify the range for the type of tolerance you selected:
   - Warning
   - Error

6. After you complete these steps, follow the steps to set up the calculation rules.
7. To indicate whether you want the system to accept a VAT or GST amount that is less than the specified tax rate, click the following option:
   - Edit

Field	Explanation
Warning	Percentage used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses this percentage to determine whether to display a warning message. Enter the percentage as a whole number. For example, enter 10% as 10. If you enter 10 in this field and there is a difference between the tax amount you entered and the system-calculated tax amount, the system handles it as follows: Accept difference is 9.99% or less Warning difference is 10% or more The default (blank) causes a warning message to display if you enter a tax that does not exactly match the system-calculated amount tax. Note: This field applies only to VAT and GST.
Warning	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. Valid values for WorldSoftware are: R Not recoverable. The tax is an expense and is not a receivable. Blank Recoverable. The tax is a receivable. This is the default. Note: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters C, B, and V. For OneWorld software: • If this option is turned on, tax is not recoverable. • If this option is turned off (default), tax is recoverable.

Field	Explanation
Error	Percentage used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use it). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses the percentage to determine whether to reject the tax entry. This percentage is used in conjunction with the Tolerance Percentage for Warning field. For example, a 10 tolerance percentage for warning and a 15 tolerance percentage for error works as follows: Accept difference is 9.99% or less Warning difference is between 10% and 14.99% Reject difference is 15% or more The default (blank) indicates that no entry is to be rejected. Note: This field applies only to VAT or GST.
Amt	The radio button indicates the tolerance type. Tolerance can be expressed as a percentage or as an amount.
Edit	Code that indicates whether you can enter a VAT or GST amount on the A/R Invoice Entry form that is less than the system-calculated tax amount (less than the specified tax rate). Valid codes for WorldSoftware are: Y Accept amount less than the specified tax rate. N Reject amount less than the specified tax rate. Blank Defaults to N. NOTE: This field applies only to VAT and GST. For OneWorld software: • If this option is clicked, accepted amount is less than the specified tax rate. • If this option is blank (default), rejected amount less than the specified tax rate.

▶ To set up calculation rules for A/P

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

After you set up the tolerance information, set up the calculation rules. Calculation rules identify which method to use for calculating tax and discount amounts when both are specified. The rules control how the system validates the correct tax amount, based on the total amount of the voucher.

1. On Work With Tax Rules, follow the steps to set up tolerance information for A/P.
2. On Tax Rules Revisions, under the Calculations heading, click one of the following options:
   - Tax on Gross Including Discount
   - Tax on Gross Excluding Discount
3. Click the following option, if necessary:
   - Discount on Gross Including Tax

   If this option is turned on, tax will be included in the gross that is used to calculate discount.
4. Click OK.

Daily

Supplier Information

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

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

Supplier information consists of:

- ☐ Entering supplier records
- ☐ Setting up multiple bank accounts for suppliers
- ☐ Working with supplier records

Entering Supplier Records

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

When entering supplier records, you can:

- Enter supplier address and mailing information
- Enter additional address book information
- Enter supplier master information
- Enter default G/L distribution
- Enter tax information
- Enter information for 1099 reporting
- Assign bank accounts to suppliers

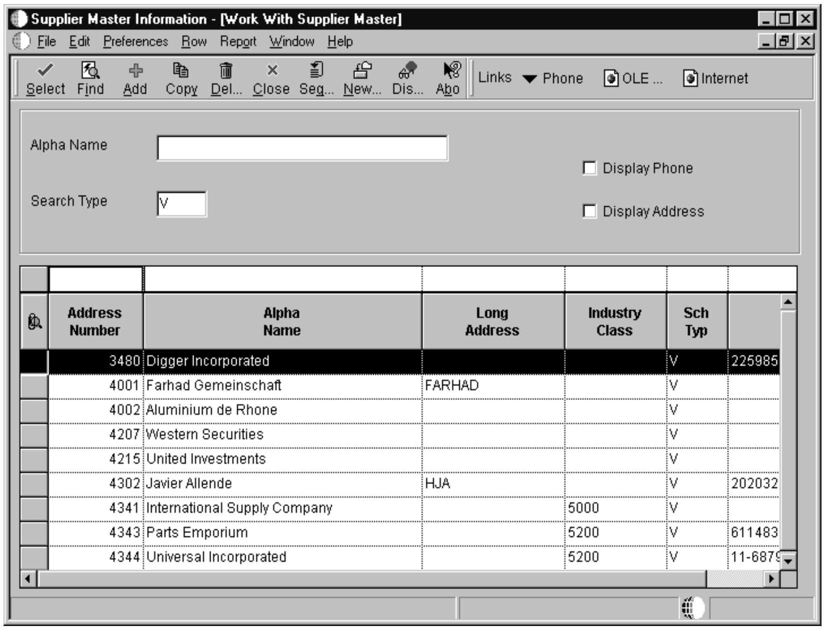
The information you enter in a supplier record is stored automatically in the following tables:

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

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

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

- Work With Supplier Master
- Work With Addresses


Supplier Master Information - [Work With Supplier Master]
File
Edit
Preferences
Row
Report
Window
Help
Select
Find
Add
Copy
Del...
Close
Seg...
New...
Dis...
Abo
Links
Phone
OLE ...
Internet

Alpha Name

Search Type V

☐ Display Phone

☐ Display Address

Address Number	Alpha Name	Long Address	Industry Class	Sch Typ	
3480	Digger Incorporated			V	225985
4001	Farhad Gemeinschaft	FARHAD		V	
4002	Aluminium de Rhone			V	
4207	Western Securities			V	
4215	United Investments			V	
4302	Javier Allende	HJA		V	202032
4341	International Supply Company		5000	V	
4343	Parts Emporium		5200	V	611483
4344	Universal Incorporated		5200	V	11-687

See Also

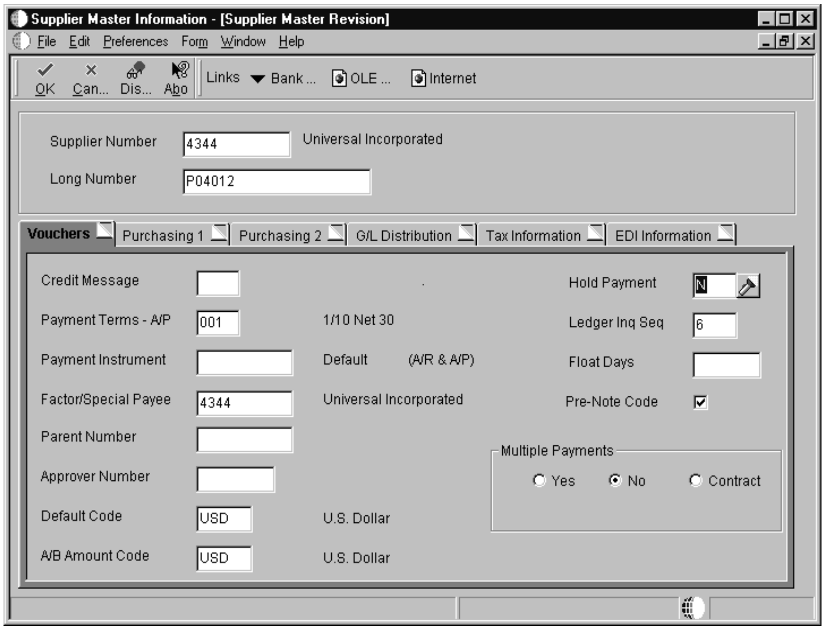
- *Working with Address Book Records* in the *Address Book Guide* for more about entering supplier information.

▶ To enter supplier address and mailing information

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

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

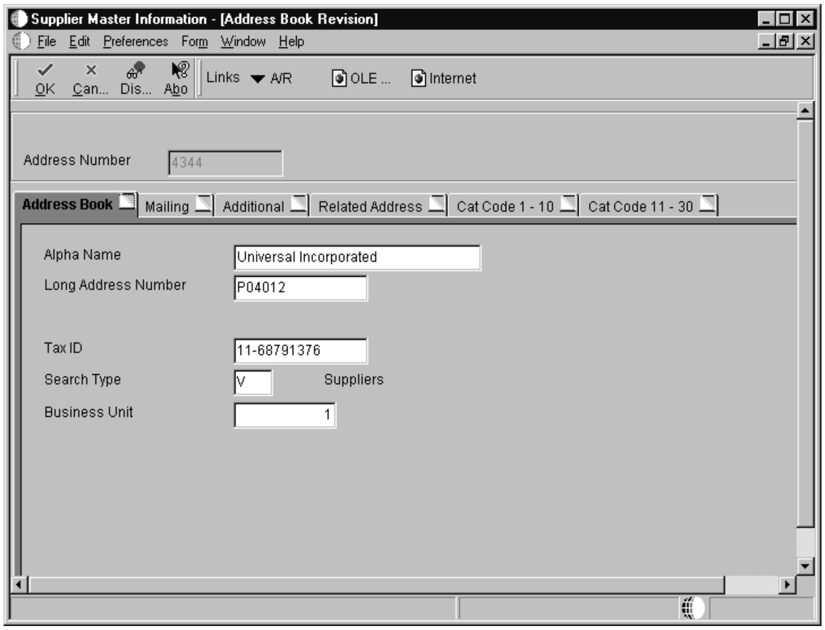
1. On Work With Supplier Master, click Add to access Supplier Master Revision.


Supplier Master Information - [Supplier Master Revision]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links Bank ... OLE ... Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information

Supplier Number 4344 Universal Incorporated
Long Number P04012

Credit Message
Payment Terms - A/P 001 1/10 Net 30
Payment Instrument Default (A/R & A/P)
Factor/Special Payee 4344 Universal Incorporated
Parent Number
Approver Number
Default Code USD U.S. Dollar
A/B Amount Code USD U.S. Dollar
Hold Payment N
Ledger Inq Seq 6
Float Days
Pre-Note Code ☑
Multiple Payments ○ Yes ● No ○ Contract

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

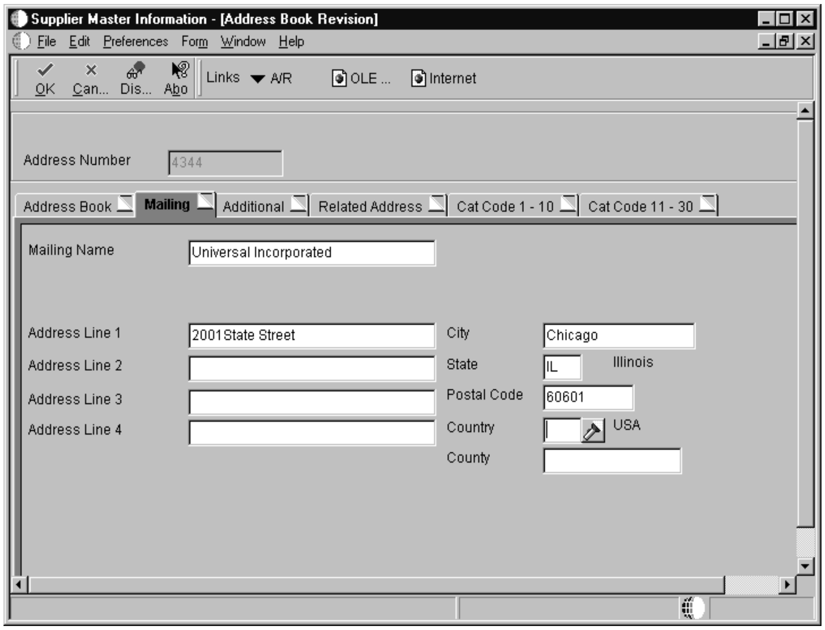

Supplier Master Information - [Address Book Revision]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links A/R OLE ... Internet
Address Book
Mailing
Additional
Related Address
Cat Code 1 - 10
Cat Code 11 - 30

Address Number 4344

Alpha Name Universal Incorporated
Long Address Number P04012
Tax ID 11-68791376
Search Type V Suppliers
Business Unit 1

3. On Address Book Revision, on the Address Book tab, complete the following fields to identify the supplier:
   - Alpha Name
   - Search Type

4. Complete the following optional fields to limit the search criteria:
   - Address Number
   - Long Address Number
   - Tax ID
   - Business Unit


Supplier Master Information - [Address Book Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
A/R
OLE ...
Internet
Address Book
Mailing
Additional
Related Address
Cat Code 1 - 10
Cat Code 11 - 30
Address Line 2
Address Line 3
Address Line 4
County

Address Number 4344

Mailing Name Universal Incorporated

Address Line 1 2001 State Street

City Chicago

State IL Illinois

Postal Code 60601

Country USA

5. Click the Mailing tab and complete the following fields to enter mailing information:
   - Mailing Name
   - Address Line 1
   - Address Line 2
   - Address Line 3
   - Address Line 4
   - City
   - State
   - Postal Code
   - Country
   - County
6. Enter information on any of the relevant tabs on this form, then click OK to save the information.

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

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

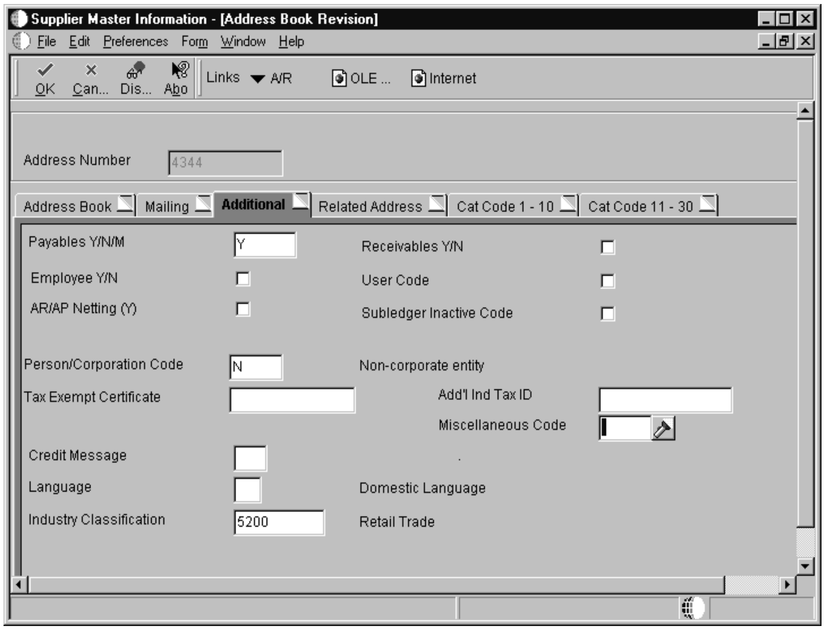
Field	Explanation
Search Type	A user defined code (01/ST) that identifies the kind of address book record that you want the system to select when you search for a name or message. Examples include the following: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority
Business Unit	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. 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. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Mailing Name	The company or person to whom billing or correspondence is addressed. The mailing name prints as the payee name on 1099 returns. You can override this information by using the Type Code field on Who's Who.
Address Line 1	The first line of the mailing address for an employee, customer, or supplier in the Address Book system. The Internal Revenue Service (IRS) restricts the size of the address that prints on an employee's year-end tax returns. To comply with IRS regulations, the system uses the following restrictions: • On W-2 returns, the system prints only the last three nonblank address lines plus the city, state, and postal code. • On 1099 returns, the system prints only the last nonblank address line plus the city, state, and postal code. • On U.S. federal magnetic media, the system writes only the last nonblank address line plus the city, state, and postal code.

Field	Explanation
Address Line 2	On 1099 forms, the system prints only the last non-blank line of the Mailing Address. This is because the IRS limits 1099 address to three lines, consisting of name, street address, and city, state, and zip code.
City	The city associated with the address.
State	A user defined code (00/S) for the state or province. This code is usually a postal service abbreviation.
Postal Code	The United States ZIP code or the postal code attached to the address for delivery in other countries. This code is used as the low end value when doing Postal Code Transaction range processing.
Country	A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion. The Address Book system uses the country code for data selection and address formatting.
County	The name of a county, parish, or other political district that is necessary for the address or for tax purposes.

▶ To enter additional address book information

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

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


Supplier Master Information - [Address Book Revision]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links A/R
OLE ...
Internet
Address Book
Mailing
Additional
Related Address
Cat Code 1 - 10
Cat Code 11 - 30

Address Number 4344

Payables Y/N/M Y

Receivables Y/N ☐

Employee Y/N ☐

User Code ☐

AR/AP Netting (Y) ☐

Subledger Inactive Code ☐

Person/Corporation Code N Non-corporate entity

Tax Exempt Certificate

Add'l Ind Tax ID

Miscellaneous Code

Credit Message

Language Domestic Language

Industry Classification 5200 Retail Trade

2. On the Additional tab, complete the following field:
   - Payables Y/N/M
3. Click the option for each of the following, if necessary:
   - Receivables Y/N
   - Employee Y/N
   - User Code
   - AR/AP Netting (Y)
   - Subledger Inactive Code
4. Complete the following optional fields:
   - Person/Corporation Code
   - Tax Exempt Certificate
   - Add'l Ind Tax ID
   - Credit Message
   - Address Book – Miscellaneous Code
   - Language
   - Industry Classification
5. Click OK to save the record.

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

Field	Explanation
Payables Y/N/M	A code that identifies the address as a supplier. Valid values are: Y Yes, this is a supplier. A processing option determines whether the supplier master record automatically appears after you add an address. N No, this is not a supplier. This code does not prevent you from entering a voucher for the address. M This is a miscellaneous, one-time supplier. This code does not prevent you from entering multiple vouchers for the address. F This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting. You should assign tax authorities as suppliers. This allows tax payments to be made to tax authorities. Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.
Receivables Y/N	A code in WorldSoftware or an option in OneWorld software that identifies the address as a customer. Valid values for WorldSoftware are: Y Yes, this is a customer. A processing option determines whether the customer master record automatically appears after you add an address. N No, this is not a customer. This code does not prevent you from entering an invoice for the address. Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Receivables and Payables fields are N. For OneWorld software: On This is a customer. Off This is not a customer.
Employee Y/N	A code in WorldSoftware or an option in OneWorld software that indicates whether this address is an employee. Valid codes for WorldSoftware are: Y Yes, this is an employee. N No, this is not an employee. For OneWorld software, a selected option means the address is an employee. This code is informational only. It has no predetermined use in the Address Book system.

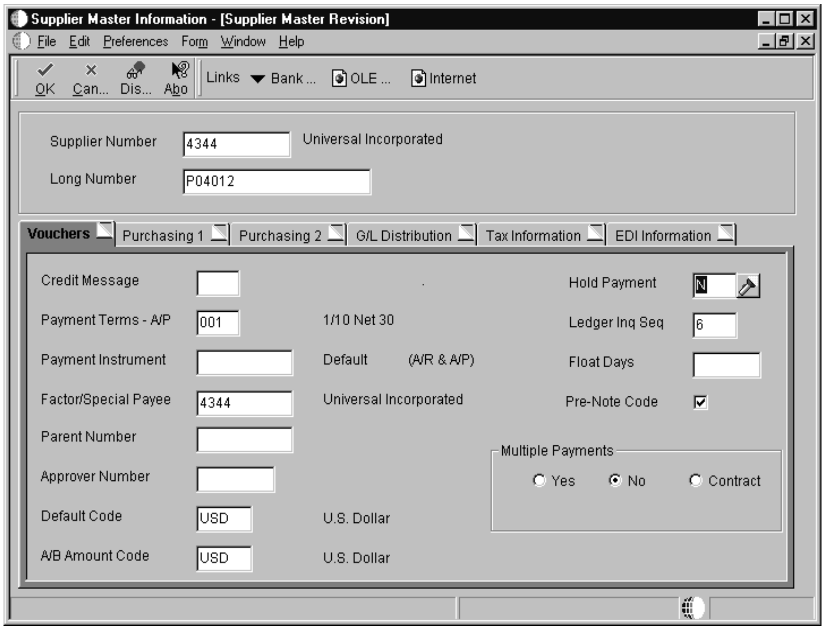
Field	Explanation
User Code	A code in WorldSoftware or an option in OneWorld software that you define in the data dictionary to reference an address. You can use this field to indicate information that is pertinent to your business.
AR/AP Netting (Y)	A code in WorldSoftware or an option in OneWorld software that indicates whether an address is eligible for use in the A/R and A/P netting process. This value applies to both the Accounts Receivable and Accounts Payable systems.
Subledger Inactive Code	A code in WorldSoftware or an option in OneWorld that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank. If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.
Person/Corporation Code	A code that designates the type of taxpayer. Valid values for U.S. entities are: C Corporate entity (the 20-digit Tax field prints as 12-3456789) P Individual (the 20-digit Tax field prints as 123-45-6789) N Noncorporate entity (the 20-digit Tax field prints as 12-3456789) Blank Corporate entity Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field): 1 Individual 2 Corporate entity 3 Both an individual and a corporate entity 4 Noncorporate entity 5 Customs authority For 1099 reporting, the system selects suppliers with codes of P and N.
Tax Exempt Certificate	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.
Add'l Ind Tax ID	An additional identification number that a tax authority assigns to an individual.

Field	**Explanation**
Credit Message	A user defined code (00/CM) that displays information about a particular customer or supplier. Examples: 1 Over credit limit 2 Requires purchase order 3 Not on maintenance agreement 4 Notify the credit manager The Customer Master Revision and the Supplier Master Revision forms display credit messages for customers and suppliers when you enter or locate information.
Miscellaneous Code	A user defined code (01/EP) that designates from where a user sends and receives messages. Values include: Blank Inactive e-mail. Assigned to a user who sends and receives only internal messages. 1 JDEM Messaging. All messages sent and received using this preference are local to the OneWorld database. JDEM messaging does not allow any access to e-mail (internet). 2 Microsoft Exchange. Assigned to a user who sends and receives internal and external messages using Exchange, which is accessed from the Work Center. 3 Microsoft Outlook. Assigned to a user who sends and receives internal and external messages using Outlook, which is accessed from the Work Center. 4 Other. Assigned to a user who sends and receives internal and external messages using a third-party e-mail system other than Exchange or Outlook, such as Lotus Notes.
Language	A user defined code (01/LP) that specifies a language to use in forms and printed reports. Before specifying a language, a language code must exist at either the system level or in your user preferences.
Industry Classification	A code that classifies goods and services. This code can be in the format of any one of the following systems of classification: • Standard Industrial Classification (SIC). A numerical system used in the United States to classify goods and services. This code is four digits. • Harmonized System (HS). The international method of classifying goods. More than fifty countries use this code. It can be up to 10 digits. • Standard Industrial Trade Classification (SITC). A numerical code system developed by the United Nations to classify goods used in international trade. International organizations use this code. It can be up to six digits.

▶ To enter supplier master information

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

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


Supplier Master Information - [Supplier Master Revision]
File
Edit
Preferences
Form
Window
Help
OK
Can...
Dis...
Abo
Links
Bank ...
OLE ...
Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information

Supplier Number 4344 Universal Incorporated
Long Number P04012

Credit Message
Payment Terms - A/P 001 1/10 Net 30
Payment Instrument Default (A/R & A/P)
Factor/Special Payee 4344 Universal Incorporated
Parent Number
Approver Number
Default Code USD U.S. Dollar
A/B Amount Code USD U.S. Dollar
Hold Payment N
Ledger Inq Seq 6
Float Days
Pre-Note Code ☑
Multiple Payments ○ Yes ● No ○ Contract

1. On Supplier Master Revision, on the Vouchers tab, complete the following optional fields:

   - Credit Message
   - Payment Terms – A/P
   - Payment Instrument
   - Factor/Special Payee
   - Parent Number

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

   - Approver Number
   - Hold Payment
   - Ledger Inq Seq

  - Float Days
  - Pre–Note Code
2. Click one of the following multiple payments options:
  - Yes
  - No
  - Contract
3. Complete the following Currency Codes fields:
  - Default Code
  - A/B Amount Code
4. Enter information on all of the relevant tabs on this form, then click OK to save the information.

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

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

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

Field	**Explanation**
Credit Message	A user defined code (00/CM) that displays information about a particular customer or supplier. Examples: 1 Over credit limit 2 Requires purchase order 3 Not on maintenance agreement 4 Notify the credit manager The Customer Master Revision and the Supplier Master Revision forms display credit messages for customers and suppliers when you enter or locate information.

Field	**Explanation**
Payment Terms – A/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. You define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the payment terms that you use most frequently. For WorldSoftware, use the following: blank Net 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Prox 25th For OneWorld software, use the following: blank Net 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
Payment Instrument	The user defined code that determines the type of payment made to the supplier. . . . . *Form-specific information* . . . . The system uses this information as the default value when you enter vouchers. The default is blank.
Factor/Special Payee	An address book number that identifies a special payment address for A/P. If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field. This address must exist in the Address Book Master table (F0101) for validation purposes.
Parent Number	The address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. For example: • Subsidiaries with parent companies • Branches with a home office • Job sites with a general contractor This address must exist in the Address Book Master table (F0101) for validation purposes. Any value you enter in this field updates the Address Book Organizational/Structure table (F0150) for the blank structure type. The value you enter in the Parent Number field updates the Address Organization Structure Master table (F0150) if the Structure Type field is blank.

Field	Explanation
Approver Number	The address of the individual who approves voucher logging transactions. This address must exist in the Address Book Master table (F0101) for validation purposes.
Hold Payment	A code that controls whether you can enter accounts payable vouchers and make payments to this supplier. Valid codes are: 1 Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier. Y Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier. 2 Hold payment of outstanding vouchers, but allow entry of new vouchers for this supplier. N Allow payment and voucher entry. This is the default. To hold payment of an individual voucher, rather than all outstanding vouchers, use the payment status code in the Voucher Entry program.
Ledger Inq Seq	A code used to designate the display sequence of the default ledger in the Ledger Inquiry programs. Valid values are: 1 document number 2 net due date 3 invoice date 4 statement number (A/R) or invoice number (A/P) 5 purchase order number 6 document type, document number 7 matching document 8 G/L date A summarized by document B summarized by due date and document
Float Days	The number of days the check floated, as defined by subtracting the check date from the bank deposit date.

Field	Explanation
Pre–Note Code	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. Valid codes for WorldSoftware are: 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. If you leave this field blank, the system uses N. 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. For OneWorld software: On Pre-note setup status. Off Pre-note cycle complete status.
Yes	A code in WorldSoftware, or an option in OneWorld software, that indicates whether a separate check will be issued for each pay item on a voucher. Valid codes are: Y Yes, create a separate check for each pay item. (Certain agencies of the government require this.) N No, do not create separate checks. Issue one check for the voucher, regardless of the number of pay items. C Create one check per contract and collate the checks in contract or job number order. The system maintains this field in the Supplier Master table (F0401).

Field	Explanation
Contract	A code in WorldSoftware, or an option in OneWorld software, that indicates whether a separate check will be issued for each pay item on a voucher. Valid codes are: Y Yes, create a separate check for each pay item. (Certain agencies of the government require this.) N No, do not create separate checks. Issue one check for the voucher, regardless of the number of pay items. C Create one check per contract and collate the checks in contract or job number order. The system maintains this field in the Supplier Master table (F0401).
A/B Amount Code	The currency in which amounts are stored in the address book. For example, the credit limit, invoiced this year, invoiced prior year, and so on. The currency you specify is used to record and store transaction history. . . . . *Form-specific information* . . . . This field appears if multi-currency is turned on in the General Accounting Constants.
Default Code	Indicates the currency used by the supplier. If you leave this field blank, Supplier Master provides the default value. If no currency is assigned to the supplier, the default value is the currency code of the voucher company. . . . . *Form-specific information* . . . . This field appears if multi-currency is turned on in the General Accounting Constants.

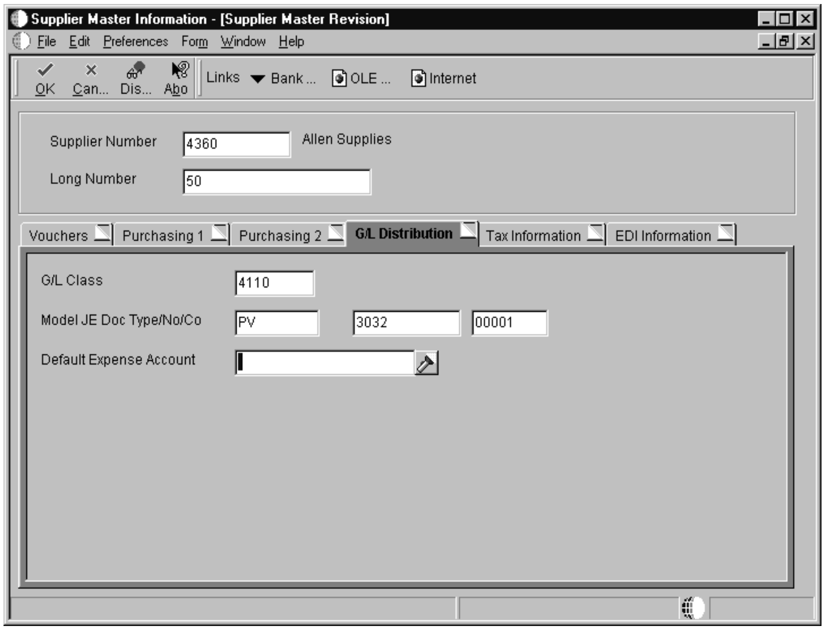
See Also

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

▶ To enter default G/L distribution

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

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


Supplier Master Information - [Supplier Master Revision]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links Bank ... OLE ... Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information

Supplier Number 4360 Allen Supplies

Long Number 50

G/L Class 4110

Model JE Doc Type/No/Co PV 3032 00001

Default Expense Account

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

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

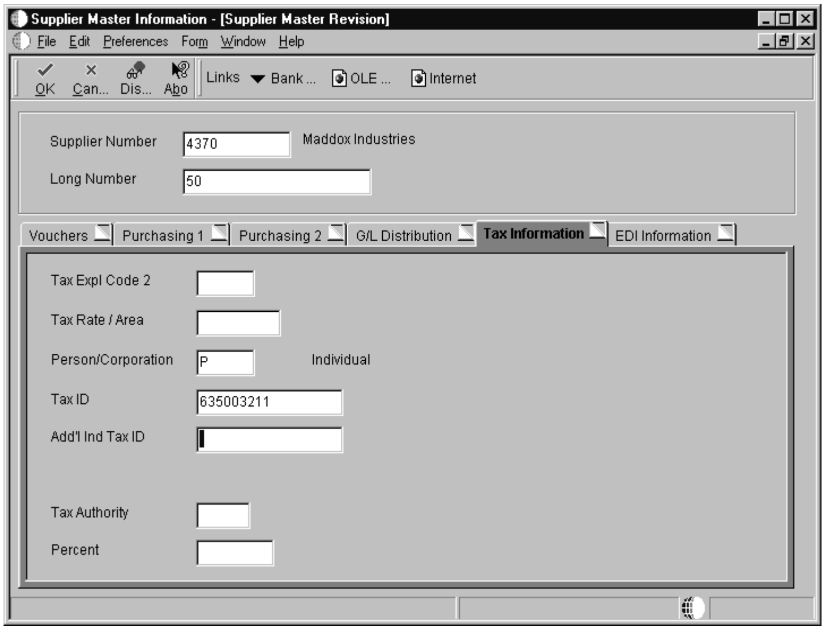
Field	Explanation
G/L Class	A code that determines the A/P liability account (class) that will be the offset when you post vouchers. This code may be alphanumeric or may match the object account of the G/L account number. For example: blank – Trade Accounts Payable TRAD or 4110 – Trade Accounts Payable OTHR or 4120 – Other Accounts Payable (Use class codes as the exception to the trade account.) If you leave this field blank during voucher entry, the system uses the default value from the supplier master record. Note: Do not use class code 9999 for WorldSoftware and OneWorld co-existence. This is reserved for the post program and indicates that offsets should not be created.

Field	Explanation
Document Type – A/P Default for Model JE	A code that identifies the type of model journal entry to use for a particular supplier. . . . . *Form-specific information* . . . . If you specify a model JE, do not specify a default expense account. Although you may enter a default account, the system will override it with the model JE.
Default Expense Account	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • 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 The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program. . . . . *Form-specific information* . . . . Do not specify a default expense account if you specify a model JE. Although the system allows you to do this, the model JE overrides the default expense account. You would then need to delete the JE and enter the default expense account.

▶ To enter tax information

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

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


Supplier Master Information - [Supplier Master Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Bank ...
OLE ...
Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information

Supplier Number 4370 Maddox Industries
Long Number 50
Tax Expl Code 2
Tax Rate / Area
Person/Corporation P Individual
Tax ID 635003211
Add'l Ind Tax ID
Tax Authority
Percent

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

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

Field	Explanation
Tax Expl Code 2	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.

Field	**Explanation**
Tax Rate / Area	A user-defined code that identifies a tax or geographical 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. Typically, the U.S. sales and use taxes require multiple taxing authorities per tax rate/area, whereas value added taxes often require only one simple rate. . . . . *Form-specific information* . . . . The system uses this information as the default when you enter vouchers.
Person/Corporation	A code that designates the type of taxpayer. Valid values for U.S. entities are: C Corporate entity (the 20-digit Tax field prints as 12-3456789) P Individual (the 20-digit Tax field prints as 123-45-6789) N Noncorporate entity (the 20-digit Tax field prints as 12-3456789) Blank Corporate entity Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field): 1 Individual 2 Corporate entity 3 Both an individual and a corporate entity 4 Noncorporate entity 5 Customs authority For 1099 reporting, the system selects suppliers with codes of P and N.
Tax ID	The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity. Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.
Add'l Ind Tax ID	An additional identification number that a tax authority assigns to an individual.
Tax Authority	A code that identifies the government agency for which you withhold taxes from supplier payments. This code must be a valid address book number.

Field	Explanation
Percent	The rate of withholding tax retained from payment to a supplier. This number is expressed as a whole decimal. For example, 20 percent would be expressed as .2000.

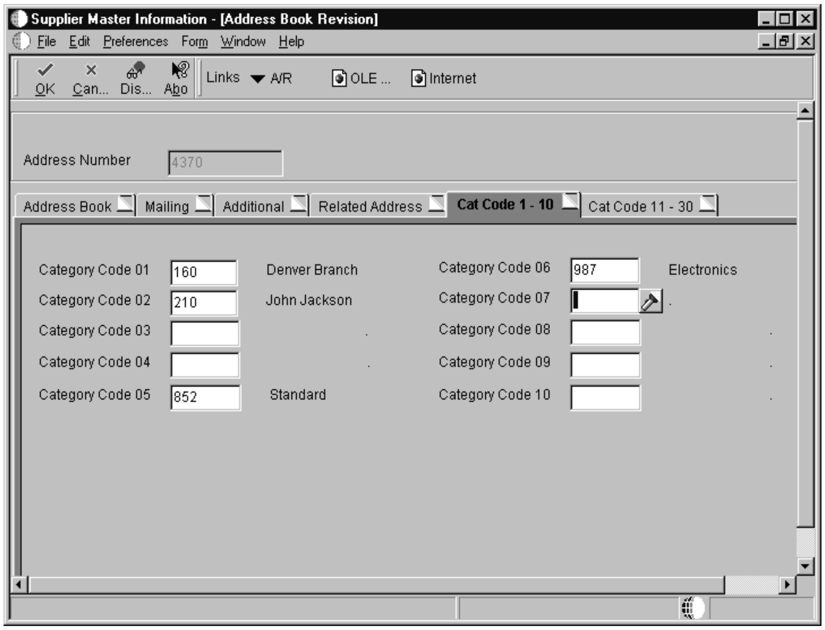
See Also

- See *Appendix F: Vertex Quantum for Sales and Use Tax* for more information on tax setup and processing.

▶ To enter information for 1099 reporting

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

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

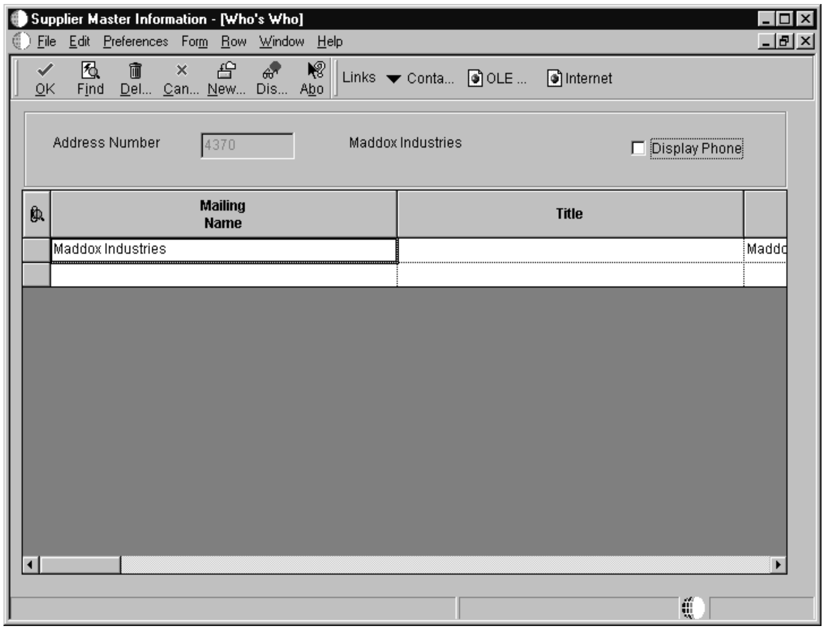

Supplier Master Information - [Address Book Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
A/R
OLE ...
Internet
Address Book
Mailing
Additional
Related Address
Cat Code 1 - 10
Cat Code 11 - 30

Address Number 4370

Category Code 01 160 Denver Branch
Category Code 02 210 John Jackson
Category Code 03
Category Code 04
Category Code 05 852 Standard
Category Code 06 987 Electronics
Category Code 07
Category Code 08
Category Code 09
Category Code 10

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

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


Supplier Master Information - [Who's Who]
File Edit Preferences Form Row Window Help
OK
Find
Del...
Can...
New...
Dis...
Abo
Links
Conta...
OLE ...
Internet

Address Number 4370 Maddox Industries ☐ Display Phone

Mailing Name	Title	
Maddox Industries		Maddo

5. On Who's Who, complete the following fields and click OK:
   - Mailing Name
   - Type Code
6. On Supplier Master Revision, click the Tax Information tab.
7. On the Tax Information tab, verify the values for the following fields and click OK:
   - Person/Corporation
   - Tax ID
8. On Supplier Master Revision, choose A/B Revision from the Form menu.
9. On Address Book Revision, on the Mailing tab, verify that the supplier's street address is the last nonblank line of the mailing address.

   A 1099 form has four lines for the following information:

   - Legal name
   - Supplier name
   - Street address
   - City, state, and zip code
10. Click OK to save the record.
11. To return to Supplier Master Revision, choose A/P from the Form menu.

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

Field	**Explanation**
Category Code 07	One of 30 reporting codes that you can assign to an address in the Address Book system. Use these codes to identify addresses for reports, mailings, and so on. Category codes are user defined codes (01/01–30). Examples: Category code 01 – Location or Branch Category code 02 – Salesperson Category code 03 – New tenant Category code 04 – Credit officer . . . . *Form-specific information* . . . . You can enter a user defined code (01/07) in this field to mark vouchers for which you generate 1099 returns. The supplier master record provides the default value for this field. You can change this value or leave it blank to exclude this voucher from 1099 processing.
Mailing Name	The company or person to whom billing or correspondence is addressed. The mailing name prints as the payee name on 1099 returns. You can override this information by using the Type Code field on Who's Who.
Type Code	A user defined code (01/W0) that identifies the Who's Who entry. For example: A Attention name B Billing contact C 1099 contact name E Emergency contact O Other T 1099 legal name If an organization's legal name is different from the name under which it is doing business, enter a T (1099 legal name). During 1099 processing, this code tells the system to print the legal name in addition to the mailing name on 1099 forms. If you are submitting 1099 forms on magnetic media, enter a C (contact code) to identify the contact person at the transmitter address.

Field	Explanation
Person/Corporation Code	A code that designates the type of taxpayer. Valid values for U.S. entities are: C Corporate entity (the 20-digit Tax field prints as 12-3456789) P Individual (the 20-digit Tax field prints as 123-45-6789) N Noncorporate entity (the 20-digit Tax field prints as 12-3456789) Blank Corporate entity Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field): 1 Individual 2 Corporate entity 3 Both an individual and a corporate entity 4 Noncorporate entity 5 Customs authority For 1099 reporting, the system selects suppliers with codes of P and N.
Tax ID	The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity. Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing. . . . . *Form-specific information* . . . . For US employees, the Tax ID is a social security number. For Canadian employees, the Tax ID must be a valid and unique Social Insurance Number (SIN).

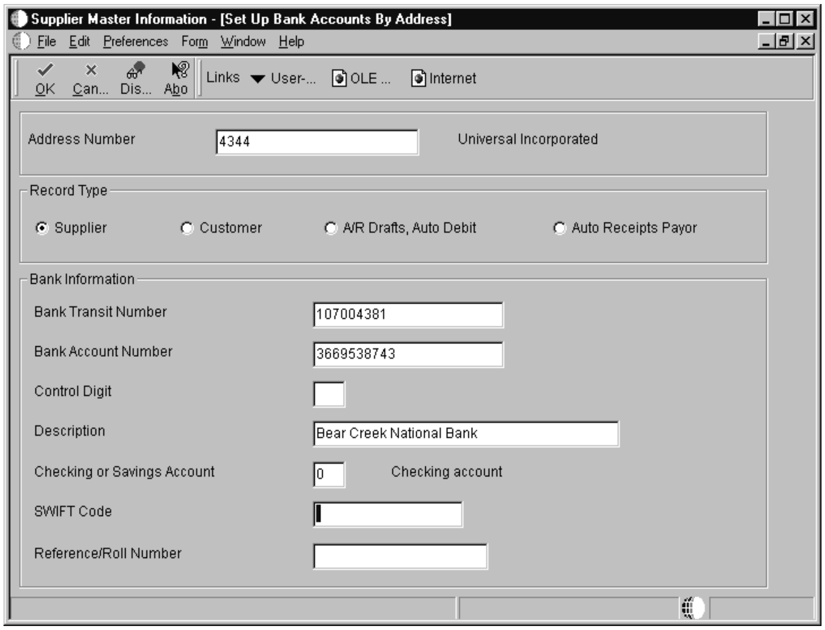
See Also

- *OneWorld IRS Form 1099 Processing Guide (1999)*

To assign bank accounts to suppliers

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

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



Supplier Master Information - [Set Up Bank Accounts By Address]

Address Number: 4344 Universal Incorporated

Record Type

● Supplier ○ Customer ○ A/R Drafts, Auto Debit ○ Auto Receipts Payor

Bank Information

Bank Transit Number: 107004381
Bank Account Number: 3669538743
Control Digit:
Description: Bear Creek National Bank
Checking or Savings Account: 0 Checking account
SWIFT Code:
Reference/Roll Number:

3. On Set Up Bank Accounts by Address, complete the following fields:
    - Address Number
    - Bank Transit Number
    - Bank Account Number
    - Checking or Savings Account
4. Click one of the following record type options:
    - Supplier
    - Customer
    - A/R Drafts, Auto Debit
    - Auto Receipts Payor
5. Complete the following optional fields:
    - Control Digit
    - Description

- SWIFT Code
- Reference/Roll Number

6. Click OK, then click Close.

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.
Checking or Savings Account	A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments. Valid values are: blank Checking account 0 Checking account 1 Savings account
Supplier	A code that distinguishes external bank accounts from internal bank accounts. Valid values are: 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 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. . . . . *Form-specific information* . . . . For OneWorld, designate the record type by clicking one of the following options: • Supplier • Customer • A/R Drafts, Auto Debit • Auto Receipts Payor
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).

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	The recipient's reference number. In Italy, this field is used to enter the SIA code. For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.

See Also

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

Processing Options for Supplier Master Information (P04012)

Entry Tab

1. Tax ID

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

Blank	Display this field.
1	Hide this field.
2	Disable this field.

Defaults Tab

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

1. Search Type

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

2. Amount Currency Code

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

Version Tab

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

1. Supplier Master MBF (P0100043)

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

Processing Options for Supplier Master MBF (P0100043)

Outbound Tab

1. Transaction Type

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

.2. Change Transaction Image

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

Blank	Write the “after” image (default).
1	Write the “before” and “after” images

See Also

- *Choosing Vouchers for 1099 Processing* in the *IRS Form 1099 Processing Guide (1999)* for more about entering 1099 information

Setting Up Multiple Bank Accounts for Suppliers

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

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

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

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

Setting up multiple bank accounts for suppliers includes two or more of the following tasks:

- ☐ Assigning multiple bank accounts to suppliers
- ☐ Activating a bank account as a vendor record type
- ☐ Assigning payment instrument and G/L account relationships
- ☐ Reviewing the pre-note status of a user-defined record type

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

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

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

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

Before You Begin

- ☐ Add new bank types to user defined code 00/BT. See *Understanding User Defined Codes for A/P* for information about Bank Type Codes.
- ☐ Set up your system for bank tape processing. See *Setting Up Bank Account Information for A/P* for information about bank tape processing.

See Also

- *Working with Address Book Records* in the *Address Book Guide* for more information about entering supplier information
- *Entering Supplier Records* for more information about entering supplier information for A/P

Assigning Multiple Bank Accounts to Suppliers

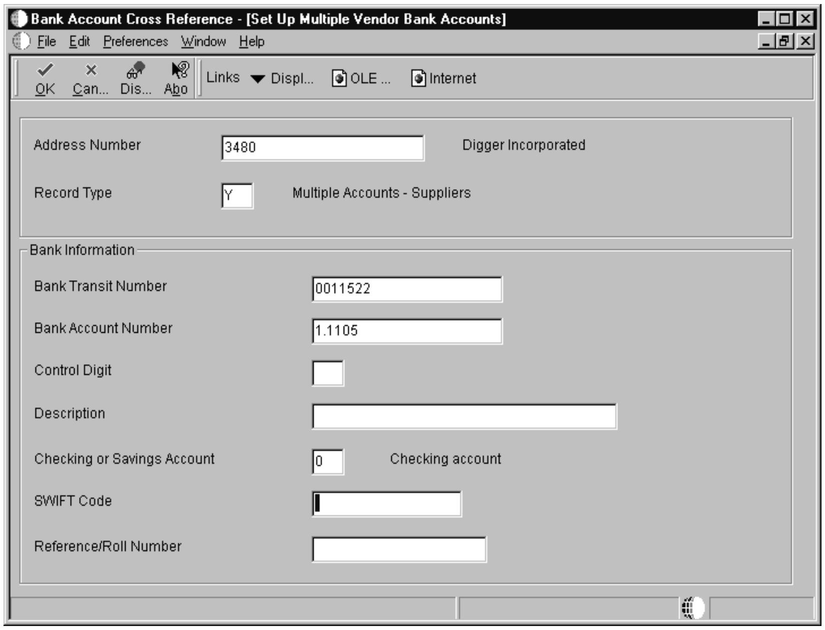
If your business uses bank tape processing to transmit payments electronically, you can assign multiple bank accounts to your suppliers. If you set up multiple bank accounts, you can direct electronic payments to any one of your suppliers' accounts.

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

▶ To assign multiple bank accounts to suppliers

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

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


Bank Account Cross Reference - [Set Up Multiple Vendor Bank Accounts]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Bank Information

Address Number 3480 Digger Incorporated
Record Type Y Multiple Accounts - Suppliers
Bank Transit Number 0011522
Bank Account Number 1.1105
Control Digit
Description
Checking or Savings Account 0 Checking account
SWIFT Code
Reference/Roll Number

3. On Set Up Multiple Vendor Bank Accounts, complete the following fields:
   - Address Number
   - Record Type
4. Complete the following bank information fields:
   - Bank Transit Number
   - Bank Account Number
   - Checking or Savings Account
5. Complete the following optional fields:
   - Control Digit
   - Description
   - SWIFT Code
   - Reference/Roll Number

6. Click OK, and then click Close.

Field	Explanation
Address Number	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.
Record Type	A code that distinguishes external bank accounts from internal bank accounts. Valid values are: 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 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. . . . . *Form-specific information* . . . . You must assign custom Bank Type Codes (00/BT) to the user defined code table in order to set up multiple bank accounts for suppliers. When you assign codes to bank types, you can use any code except those that are hard-coded in the system, such as types V, C, D, P, G, M, and B.
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.
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).

Field	Explanation
Checking or Savings Account	A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments. Valid values are: blank Checking account 0 Checking account 1 Savings account
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	The recipient's reference number. In Italy, this field is used to enter the SIA code. For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.

Activating a Bank Account as a Vendor Record Type

Complete this task only if (1) suppliers have the same user-defined record type assigned to multiple bank accounts, or (2) a payment instrument and G/L bank account relationship are not established for the user-defined record type.

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

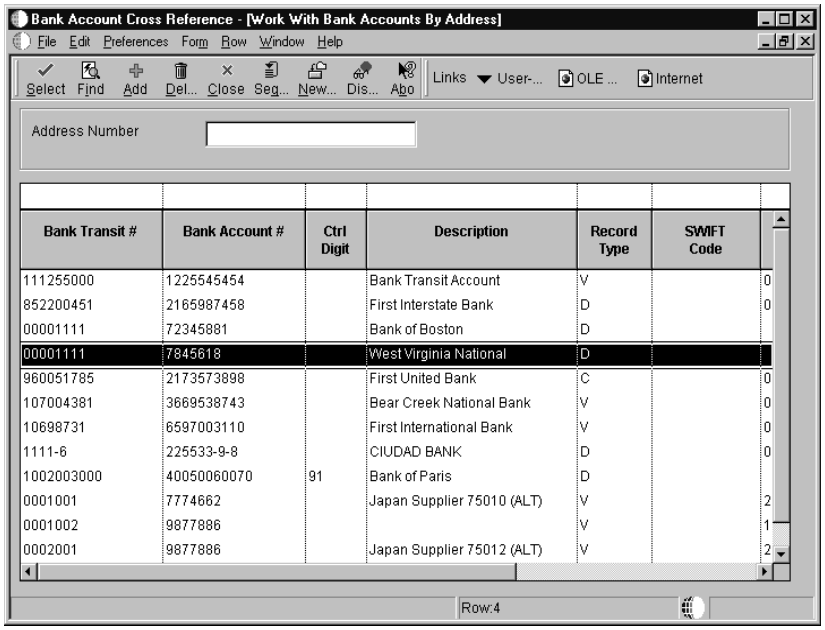
If you assign the same user-defined record type to multiple bank accounts, you must manually activate the account to which you send your electronic payments. Otherwise, the program uses the first account it finds that meets the default search criteria. For example, if you assign five bank accounts the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

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

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

▶ To activate a bank account as a vendor record type

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


Bank Account Cross Reference - [Work With Bank Accounts By Address]
File Edit Preferences Form Row Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links User-... OLE ... Internet
Row:4

Address Number

Bank Transit #	Bank Account #	Ctrl Digit	Description	Record Type	SWIFT Code	
111255000	1225545454		Bank Transit Account	V		0
852200451	2165987458		First Interstate Bank	D		0
00001111	72345881		Bank of Boston	D		
00001111	7845618		West Virginia National	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

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

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

Assigning Payment Instrument and G/L Account Relationships

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

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

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

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

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

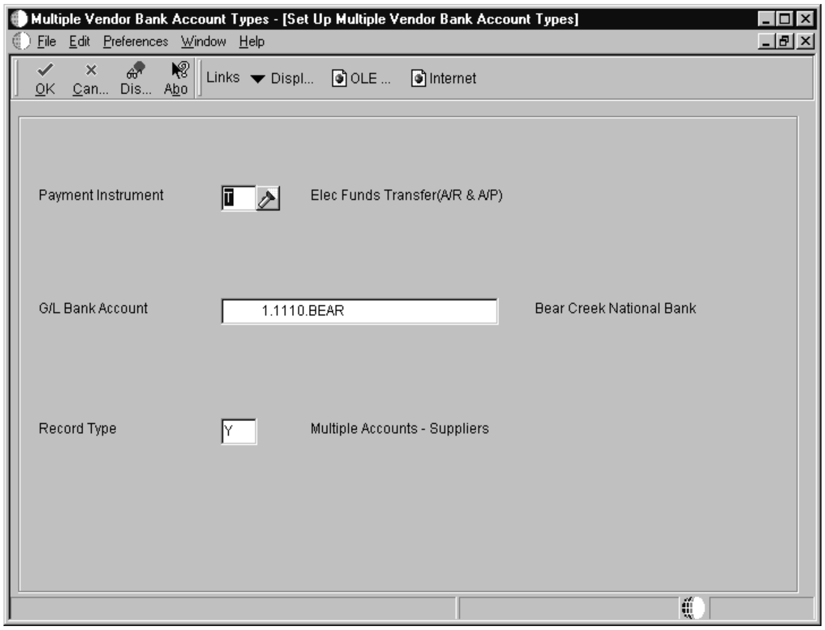
- Set up a relationship between the user-defined record type that you created for Bank Type Codes (00/BT) and a G/L bank account and payment instrument. In this case, both a G/L bank account and a payment instrument would be associated with a specific user-defined record type.

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

▶ To assign payment instrument and G/L account relationships

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

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


Multiple Vendor Bank Account Types - [Set Up Multiple Vendor Bank Account Types]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Payment Instrument T Elec Funds Transfer(A/R & A/P)

G/L Bank Account 1.1110.BEAR Bear Creek National Bank

Record Type Y Multiple Accounts - Suppliers

2. On Set Up Multiple Vendor Bank Account Types, complete the following fields:
   - Payment Instrument
   - G/L Bank Account
   - Record Type

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

3. Click OK.

Field	**Explanation**
Payment Instrument	The user defined code that determines the type of payment made to the supplier.
G/L Bank Account	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • 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 The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.

Field	Explanation
Record Type	A code that distinguishes external bank accounts from internal bank accounts. Valid values are: 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 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.

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

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

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

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

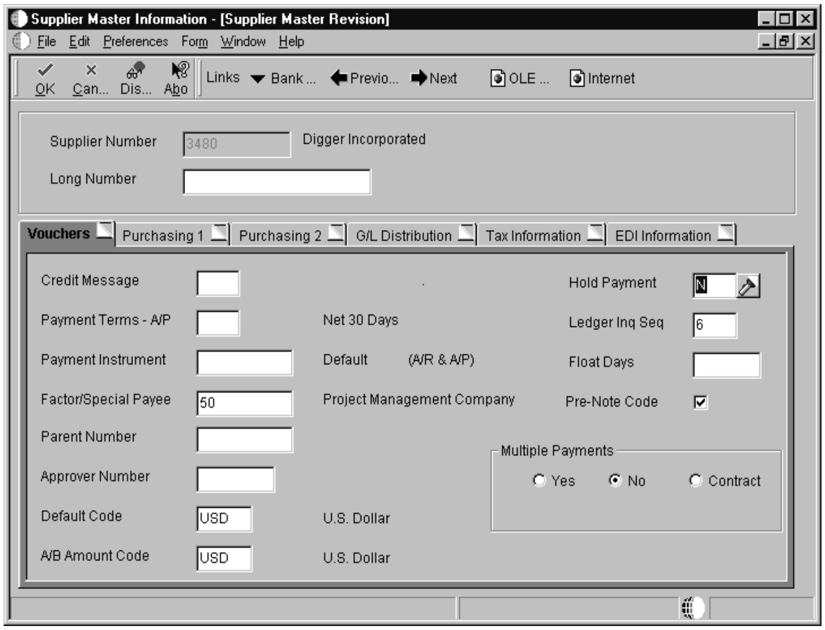
Note: In G/L Bank Accounts (P0030G), the Revise Bank Information form includes the option Override Supplier Pre-Note Code. If this option is selected, pre-note editing is not performed during the processing of bank tape payments for the G/L bank account on the form.

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

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

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

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


Supplier Master Information - [Supplier Master Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Bank ...
Previo...
Next
OLE ...
Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information

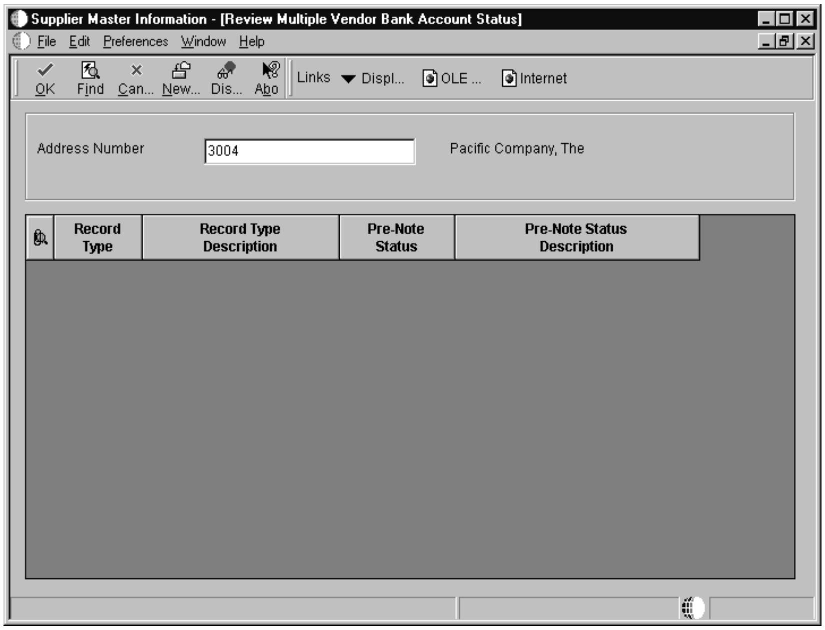
Supplier Number 3480 Digger Incorporated
Long Number

Credit Message
Payment Terms - A/P Net 30 Days
Payment Instrument Default (A/R & A/P)
Factor/Special Payee 50 Project Management Company
Parent Number
Approver Number
Default Code USD U.S. Dollar
A/B Amount Code USD U.S. Dollar

Hold Payment N
Ledger Inq Seq 6
Float Days
Pre-Note Code ☑

Multiple Payments
○ Yes ● No ○ Contract

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


Supplier Master Information - [Review Multiple Vendor Bank Account Status]
File Edit Preferences Window Help
OK
Find
Can...
New...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Address Number 3004 Pacific Company, The

Record Type	Record Type Description	Pre-Note Status	Pre-Note Status Description

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

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

   After payments are processed and the supplier's status changes to pre-note cycle complete status, the system changes the pre-note status back to setup if you add another bank account with the same user-defined record type.

Field	Explanation
Pre–Note Code	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. Valid codes for WorldSoftware are: 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. If you leave this field blank, the system uses N. 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. For OneWorld software: On Pre-note setup status. Off Pre-note cycle complete status.

Working with Supplier Records

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

- Alpha name
- Search type

Working with supplier records consists of the following tasks:

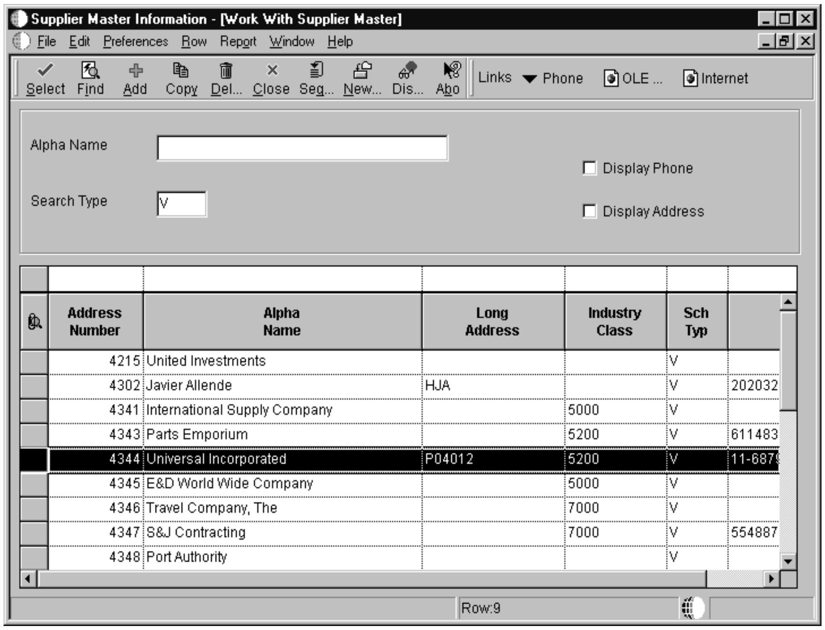
- Locating supplier records
- Revising supplier records
- Deleting supplier records

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

▶ To locate supplier records

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

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


Supplier Master Information - [Work With Supplier Master]
File Edit Preferences Row Report Window Help
Select Find Add Copy Del... Close Seg... New... Dis... Abo
Links Phone OLE ... Internet

Alpha Name
Search Type V

☐ Display Phone
☐ Display Address

Address Number	Alpha Name	Long Address	Industry Class	Sch Typ	
4215	United Investments			V	
4302	Javier Allende	HJA		V	202032
4341	International Supply Company		5000	V	
4343	Parts Emporium		5200	V	611483
4344	Universal Incorporated	P04012	5200	V	11-687
4345	E&D World Wide Company		5000	V	
4346	Travel Company, The		7000	V	
4347	S&J Contracting		7000	V	554887
4348	Port Authority			V	

Row:9

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

- Alpha Name
- Search Type

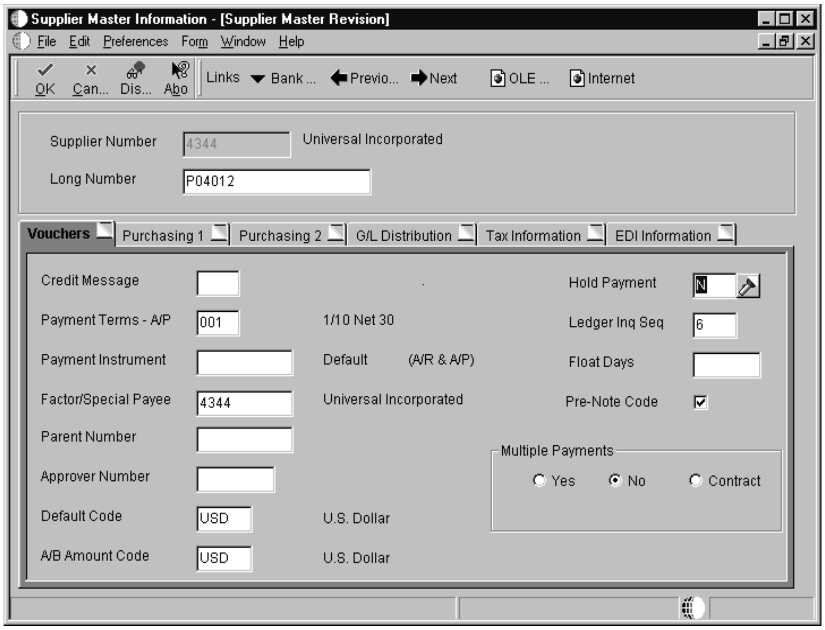
See Also

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

▶ To revise supplier records

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

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


Supplier Master Information - [Supplier Master Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Bank...
Previo...
Next
OLE ...
Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information

Supplier Number 4344 Universal Incorporated
Long Number P04012

Credit Message
Payment Terms - A/P 001 1/10 Net 30
Payment Instrument Default (A/R & A/P)
Factor/Special Payee 4344 Universal Incorporated
Parent Number
Approver Number
Default Code USD U.S. Dollar
A/B Amount Code USD U.S. Dollar

Hold Payment N
Ledger Inq Seq 6
Float Days
Pre-Note Code ☑

Multiple Payments
○ Yes ● No ○ Contract

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

See Also

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

▶ To delete supplier records

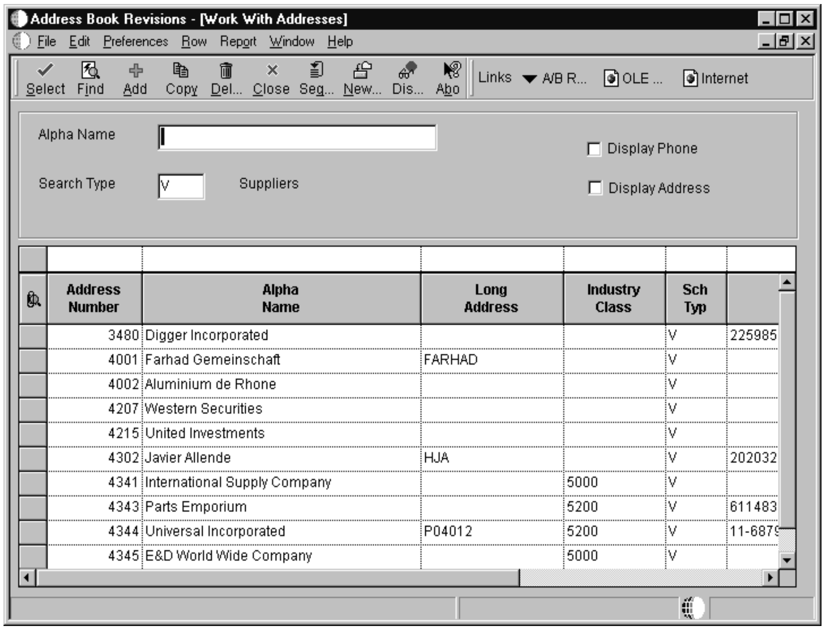
From the Daily Processing menu (G01), choose Address Book Revisions.

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

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

See Also

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


Address Book Revisions - [Work With Addresses]
File Edit Preferences Row Report Window Help
Select Find Add Copy Del... Close Seq... New... Dis... Abo
Links A/B R... OLE ... Internet

Alpha Name

Search Type V Suppliers

☐ Display Phone

☐ Display Address

Address Number	Alpha Name	Long Address	Industry Class	Sch Typ	
3480	Digger Incorporated			V	225985
4001	Farhad Gemeinschaft	FARHAD		V	
4002	Aluminium de Rhone			V	
4207	Western Securities			V	
4215	United Investments			V	
4302	Javier Allende	HJA		V	202032
4341	International Supply Company		5000	V	
4343	Parts Emporium		5200	V	611483
4344	Universal Incorporated	P04012	5200	V	11-687
4345	E&D World Wide Company		5000	V	

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

Voucher Processing

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

Voucher processing consists of:

☐ Understanding A/P batch control

☐ Approving Voucher Batches Using Workflow

☐ Understanding G/L date warnings

☐ Working with standard vouchers

☐ Entering other types of vouchers

☐ Processing options for voucher entry

☐ Working with model journal entries

☐ Entering speed vouchers

☐ Reviewing and approving vouchers

☐ Understanding the post process for vouchers

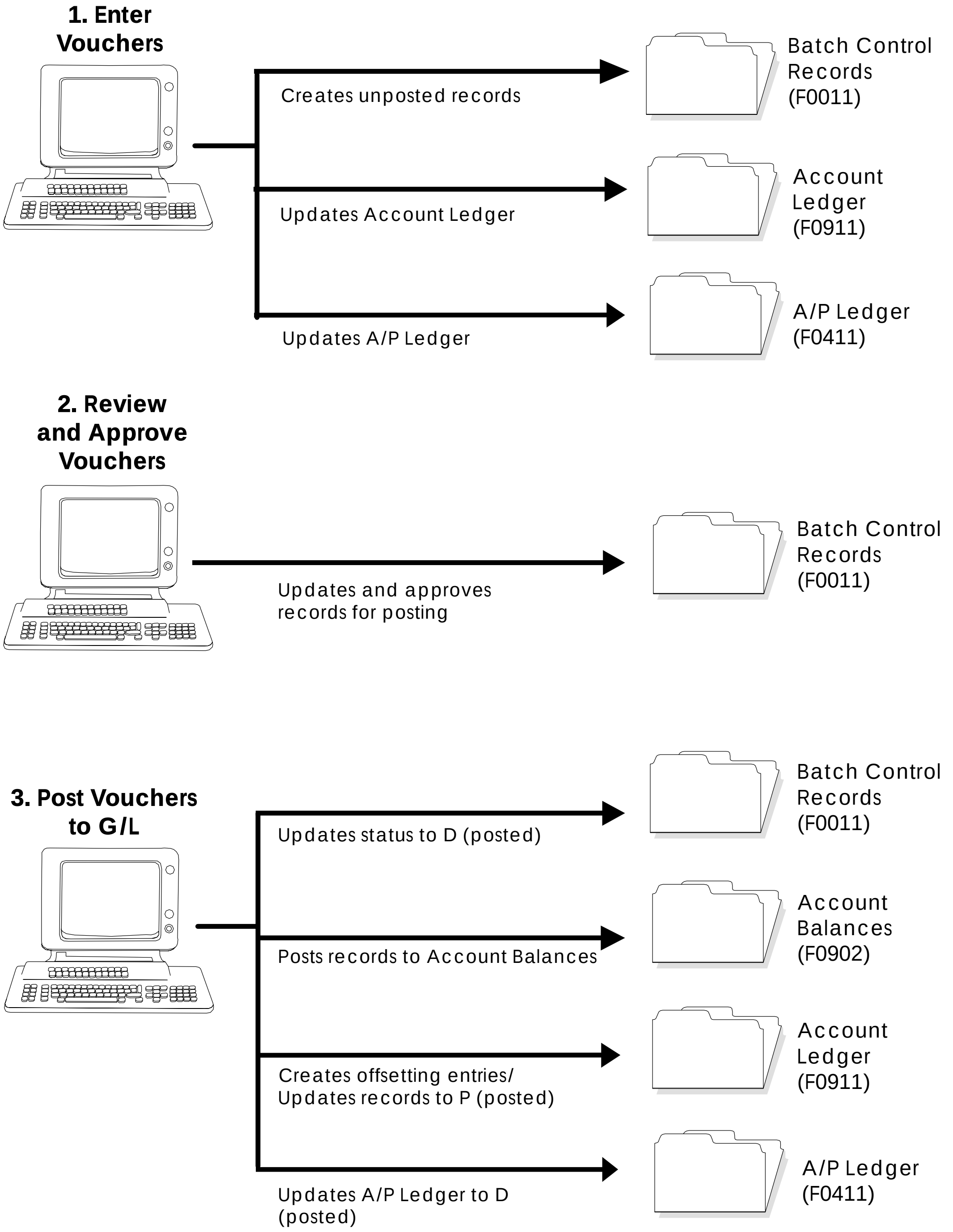
☐ Posting vouchers

☐ Revising and voiding posted vouchers

☐ Printing voucher journals

The Three-Tier Process

The following graphic illustrates the three-tier process:


1. Enter Vouchers
Creates unposted records
Batch Control Records (F0011)
Updates Account Ledger
Account Ledger (F0911)
Updates A/P Ledger
A/P Ledger (F0411)
2. Review and Approve Vouchers
Updates and approves records for posting
Batch Control Records (F0011)
3. Post Vouchers to G/L
Updates status to D (posted)
Batch Control Records (F0011)
Posts records to Account Balances
Account Balances (F0902)
Creates offsetting entries/ Updates records to P (posted)
Account Ledger (F0911)
Updates A/P Ledger to D (posted)
A/P Ledger (F0411)

Entering Vouchers

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

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

The following list describes the features of standard and speed vouchers and the advantages and disadvantages of each:

Standard voucher advantages	You can: • Create split payments • Set up recurring vouchers • Modify and delete entries • Specify from which bank account to pay • Assign an alternate payee
Standard voucher disadvantages	You cannot: • Enter vouchers as quickly because you use two or more forms to enter voucher and general ledger information
Speed voucher advantages	You can: • Enter vouchers quickly because you enter less information • Use one form to enter voucher and general ledger information
Speed voucher disadvantages	You cannot: • Locate an existing voucher • Override G/L bank account or G/L (class) offset • Modify or delete entries • Set up recurring vouchers • Create a payment schedule • Split payments • Assign an alternate payee

Reviewing and Approving Vouchers

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

- Review and approve voucher batches

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

Posting Vouchers to G/L

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

- Selects unposted vouchers and edits each transaction
- Creates automatic offsets to A/P trade and tax accounts
- Posts accepted transactions to the Account Balances table (F0902)
- Marks the vouchers as posted (P) in the Account Ledger (F0911) and (D) in the A/P Ledger (F0411) tables
- Sends workflow messages to the Employee Work Center for transactions in error
- Prints a general ledger report and/or a post detail report

Working with A/P Batch Control

The A/P batch control feature allows you to determine quickly if you entered your vouchers correctly. Batch control alerts you if a batch of vouchers you entered does not equal the dollar amount or number of documents expected. If you do not activate batch control, the system will not alert you if there is a difference between the amount you entered and the amount you expected.

With batch control, you verify that the batch of vouchers you enter into the system balances to a manual record of the batch. If you discover discrepancies, you do not have to correct them. Batch control is for your information only, and it will not prevent you from posting a batch.

To ensure that an authorized manager approves the batch of vouchers before it is posted, you can activate manager approval. See *Approving Voucher Batches Using Workflow* for information about how to activate manager approval.

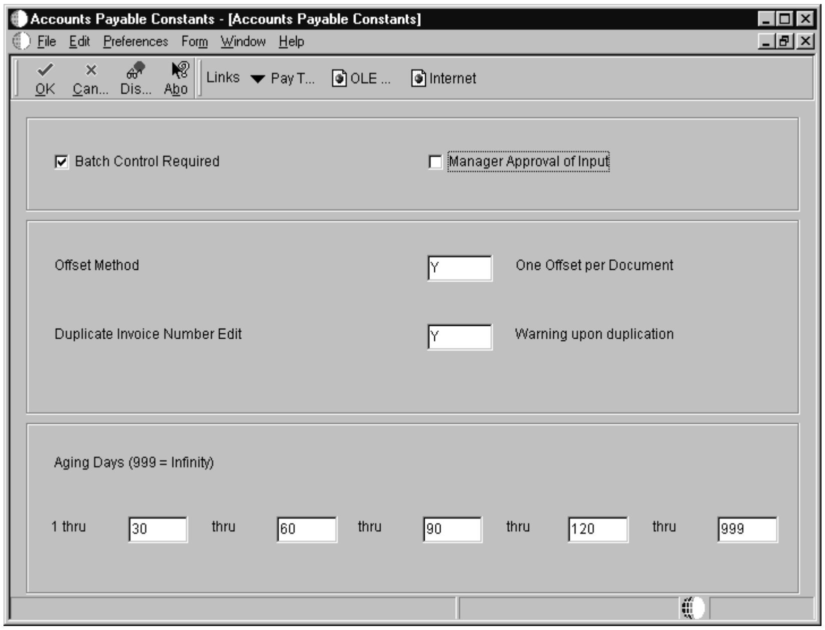
Batch control information is stored in the Batch Control table (F0011).

Batch control consists of the following steps:

- Activating batch control
- Entering batch information
- Reviewing batch totals

▶ To activate batch control

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


Accounts Payable Constants - [Accounts Payable Constants]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Pay T...
OLE ...
Internet

☑ Batch Control Required

☐ Manager Approval of Input

Offset Method Y One Offset per Document

Duplicate Invoice Number Edit Y Warning upon duplication

Aging Days (999 = Infinity)

1 thru 30 thru 60 thru 90 thru 120 thru 999

On Accounts Payable Constants, choose the Batch Control Required option and click OK. You must exit and restart OneWorld in order to initialize a OneWorld constant.

Normally, the constants for OneWorld are set up once during the initial system configuration.

▶ To enter batch information

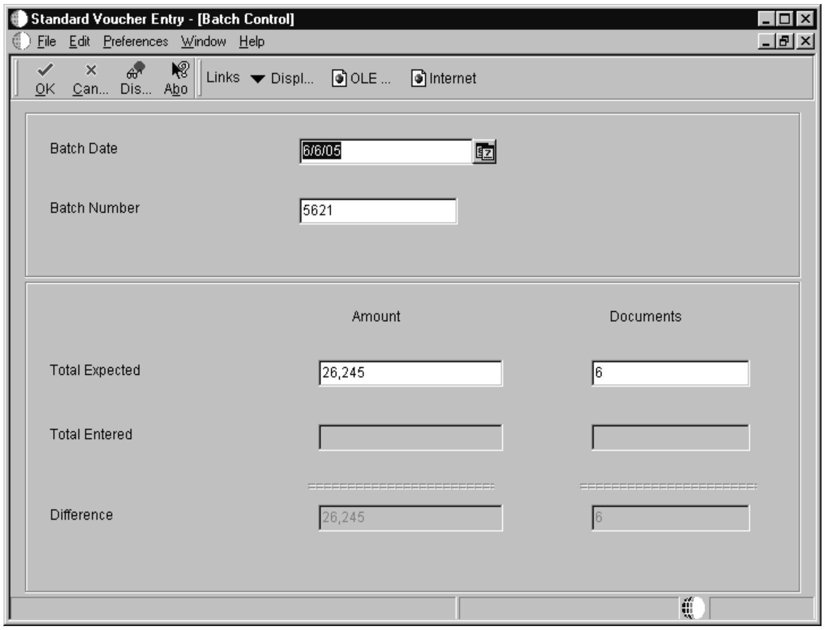
From the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry.

Alternatively, you can choose any of the other voucher entry methods.

After you activate and initialize the Batch Control option on the Accounts Payable Constants form, you must enter batch information before you enter vouchers.

1. On Supplier Ledger Inquiry, click Add.

   The Batch Control form appears if you have set up and initialized Batch Control properly. The batch control form appears only here and when you update a batch, but does not appear at any other time during voucher processing.


Standard Voucher Entry - [Batch Control]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Batch Date 6/6/05

Batch Number 5621

	Amount	Documents
Total Expected	26,245	6
Total Entered		
Difference	26,245	6

2. On Batch Control, complete the following fields, and click OK:
   - Batch Date
   - Batch Number
   - Input Total
   - Amount – Number of Documents Expected

Field	Explanation
Batch Date	The date of the batch. If you leave this field blank, the system date is used.
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.

Field	Explanation
Total Expected	On batch header forms, this is the total amount that you expect to enter for the batch. This amount must be entered without decimals. For journal entries in the general ledger, this amount is the total of the debits. In other systems, it is the total amount of all documents in the batch. The system keeps track of the amount that you enter and displays the difference, if any, when you finish the batch. When you review batches of transactions, this is the difference between the input total and what you actually entered. Example: Input Total – 10052 Total Entered – 10000 Total Remaining – 52 If you are using batch control but you did not enter an input total, this amount appears as a negative number when you review batches. Note: Depending on how your system uses batch review, this field might not apply to batches created by your particular system.
Amount – Number of Documents Expected	The number of documents you expect to enter in the current batch. The system maintains a count of the documents you actually enter and displays the difference, if any, when you finish the batch.

▶ To review batch totals

After you enter vouchers, the system compares the control totals with the actual totals you entered for the batch. When you exit the batch, one of two things happens:

- If the batch has not finished processing, the NOTIFY - The Batch Is Still In The Process Of Closing form appears. You have the following two options on this form:
    - You can click Retry. If the process of closing the batch has completed, the Batch Control form appears.
    - You can click Cancel. The Batch Control form does not appear again, which means you will not be able to compare the totals in the Amount and Documents fields on the form. Bypassing the Batch Control form does not affect the vouchers you have entered or the status of the batch.
- If the batch has finished processing, the Batch Control form appears again. Determine whether a difference in amount and document totals exists. If there is a difference, you should review your data to locate the discrepancies.

On Batch Control, review the following fields:

- Input Total

  The Amount column does not represent decimal precision. A batch might contain multiple currencies with different decimal positions. You can set up the decimal position for transactions in the Data Dictionary.

- Amount – Number of Documents Expected

Note: If there is a difference between the numbers in the Total Expected Amount or Total Expected Documents fields and the numbers in the Total Entered Amount or Total Entered Documents fields, the system does not prevent you from posting the batch.

See Also

- *Setting Up Constants for A/P*
- *Working with Queues* in the *OneWorld Foundation Guide*
- *Viewing Messages* in the *OneWorld Foundation Guide*

Approving Voucher Batches Using Workflow

Batch approval provides a method of internal control for processing vouchers, by requiring a manager's authorization. The employee and the manager use the OneWorld workflow feature to submit and approve batches respectively for processing. In order for this security to be available for your system, you must activate manager approval and set up a manager.

Batch approval using OneWorld workflow is available for all voucher entry programs including Multi Voucher-Single Supplier, Multi Voucher-Multi Supplier, or Multi Company-Single Supplier. The batch approval procedure works for both adding and updating any of these kinds of vouchers. For example, if you enter a voucher using the speed voucher method, and then update that voucher using standard voucher entry, the batch approval procedure still functions properly on the updated voucher.

Batch approval using workflow consists of the following tasks:

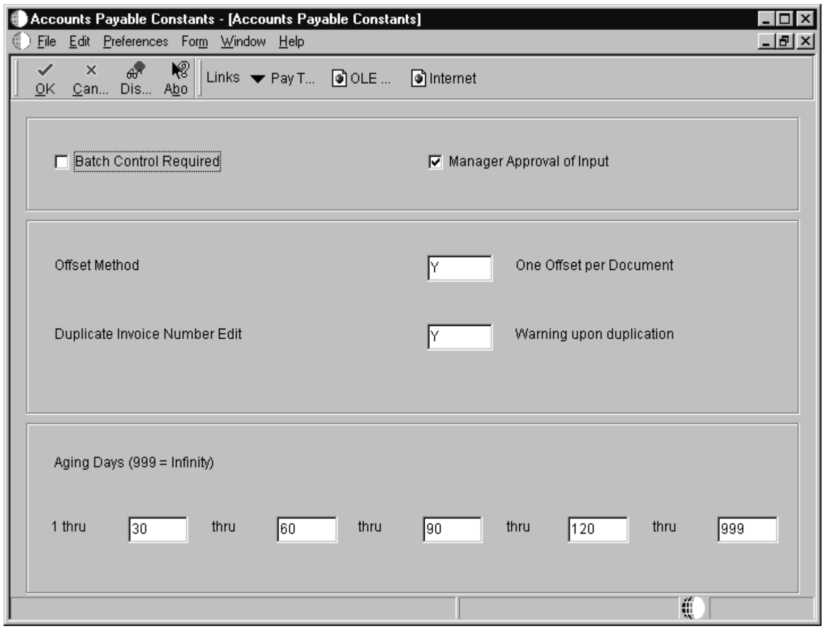
- ☐ Activating manager approval
- ☐ Selecting a batch approval version
- ☐ Setting up a manager to approve batches
- ☐ Submitting batches for approval
- ☐ Approving batches
- ☐ Verifying batch approval

Activating Manager Approval

To use the batch approval using the workflow process, you must activate the Manager Approval of Input option on your system. You activate the batch approval process in Accounts Payable Constants. You must have system administrator privileges to activate the batch approval process.

▶ To activate manager approval

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


Accounts Payable Constants - [Accounts Payable Constants]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Pay T...
OLE ...
Internet

☐ Batch Control Required

☑ Manager Approval of Input

Offset Method: Y One Offset per Document

Duplicate Invoice Number Edit: Y Warning upon duplication

Aging Days (999 = Infinity)

1 thru 30 thru 60 thru 90 thru 120 thru 999

1. On Accounts Payable Constants, click the following option:
   - Manager Approval of Input
2. Exit and restart OneWorld to initialize the Manager Approval of Input security control.

   Normally, the constants for OneWorld are set up once during the initial system configuration.

Field	Explanation
Manager Approval of Input	A code for WorldSoftware, or an option in OneWorld software, that controls approval of batches for posting. Valid codes for WorldSoftware are: Y Management approval is required. The system assigns a status code of Pending to each batch. You must manually change the status to Approved before the system will post the batch. N Management approval is not required. The system approves all batches for posting. For OneWorld software: • If this option is turned on, it indicates management approval is required. • If this option is turned off, it indicates management approval is not required.

Selecting a Batch Approval Version

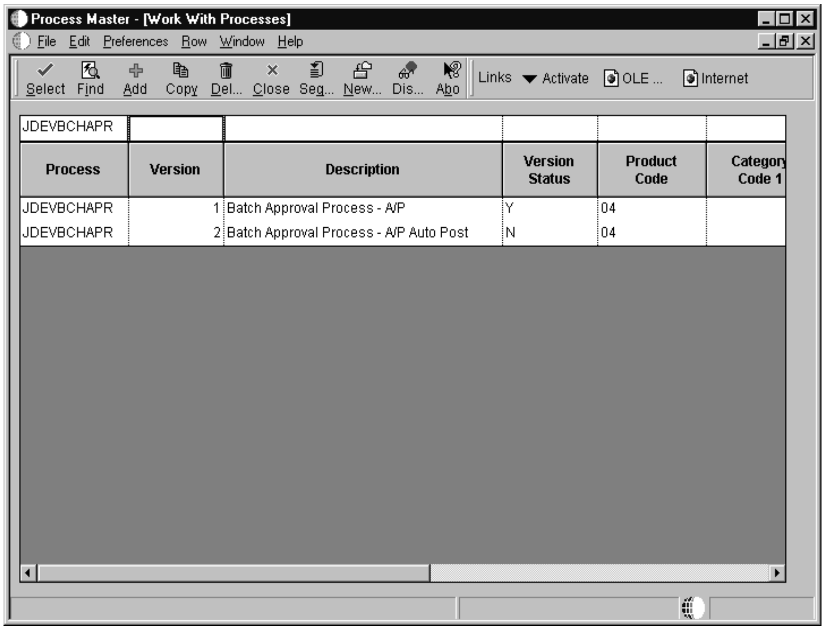
You can select the version of batch control that best meets your business needs. You must select a version before completing any of the remaining batch approval tasks.

▶ To select a batch approval version

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

1. On Work with Processes, type JDEVBCHAPR in the following Query By Example field, and click Find:
   - Process

   JDEVBCHAPR is an abbreviation for the JDE Voucher Batch Approval Process.


Process Master - [Work With Processes]
File Edit Preferences Row Window Help
Select Find Add Copy Del... Close Seg... New... Dis... Abo
Links Activate OLE ... Internet

Process	Version	Description	Version Status	Product Code	Category Code 1
JDEVBCHAPR					
JDEVBCHAPR	1	Batch Approval Process - A/P	Y	04	
JDEVBCHAPR	2	Batch Approval Process - A/P Auto Post	N	04	

2. On Work with Processes, choose one of the following batch approval process versions:
   - Version 1, Batch Approval Process - A/P, sends a message from the manager to the employee stating that the batch is approved and is ready for posting.
   - Version 2, Batch Approval Process - A/P Auto Post, sends a message from the manager to the employee stating that the batch is approved and has been automatically submitted for posting.
3. To activate a batch approval process version, complete the following field:

- Process Version Status

Version 1 is active by default. A status of Y should appear in the Version Status field.

If the version selected does not meet your business needs, select the activated version, and from the Row menu choose Deactivate. Next, select a version by choosing a record, and from the Row menu choose Activate.

Field	**Explanation**
Process Version Status	Indicates if the version of the workflow process is active. There can only be one active version of a worklfow process.

Setting Up a Manager to Approve Batches

The batch approval process requires that a manager approve batches submitted by anyone in the company. Before you initiate this process, you must set up one individual who approves all batches. The process accepts only one manager who can approve batches. You must have system administrator privileges to set up a manager who can approve batches.

▶ To set up a manager to approve batches

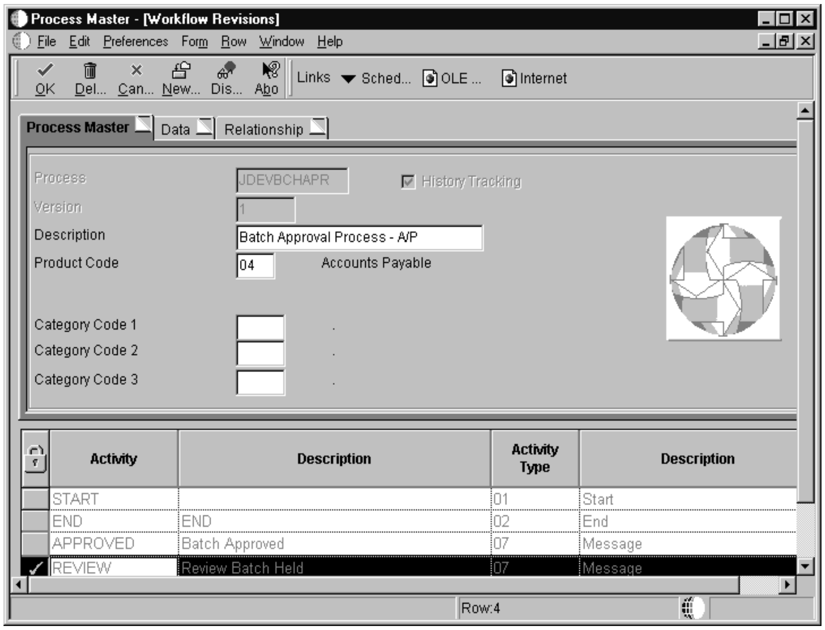
From the Workflow Management Setup menu (G0241), choose Process Master.

1. On Work with Processes, type JDEVBCHAPR in the following Query By Example field, and click Find:
   - Process

   JDEVBCHAPR is an abbreviation for the JDE Voucher Batch Approval Process.

   The versions for the JDE Voucher Batch Approval Process appear.

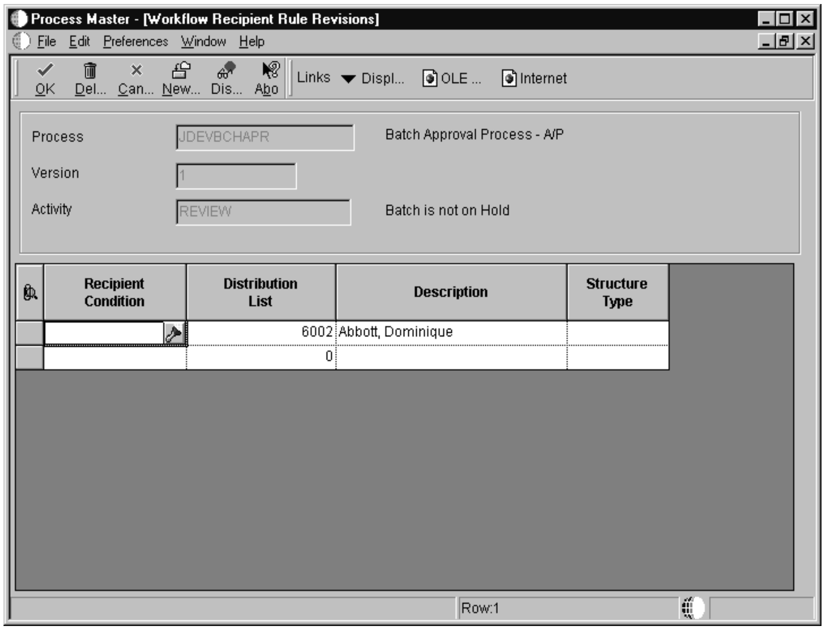
2. Choose the batch approval version you activated for your business practice, and click Select.


Process Master - [Workflow Revisions]
File Edit Preferences Form Row Window Help
OK Del... Can... New... Dis... Abo
Links Sched... OLE ... Internet
Process Master
Data
Relationship
Row:4

Process JDEVBCHAPR ☑ History Tracking
Version 1
Description Batch Approval Process - A/P
Product Code 04 Accounts Payable
Category Code 1
Category Code 2
Category Code 3

Activity	Description	Activity Type	Description
START		01	Start
END	END	02	End
APPROVED	Batch Approved	07	Message
✓ REVIEW	Review Batch Held	07	Message

3. On Workflow Revisions, choose the row with Review in the Activity column on the Process Master tab.
4. On Workflow Revisions, choose Recipient Rules from the Row menu.


Process Master - [Workflow Recipient Rule Revisions]
File Edit Preferences Window Help
OK Del... Can... New... Dis... Abo
Links Displ... OLE ... Internet
Row:1

Process JDEVBCHAPR Batch Approval Process - A/P
Version 1
Activity REVIEW Batch is not on Hold

Recipient Condition	Distribution List	Description	Structure Type
	6002	Abbott, Dominique	
	0		

5. On Workflow Recipient Rule Revisions, complete the following fields and click OK:
   - Distribution List

     Enter the address number of the person who has authorization to approve batches.

- Description

Field	Explanation
Distribution List	The hierarchical structure used for approvals during a Workflow activity.
Description	A user defined name or remark.

See Also

- *Creating a Workflow Process* in the *Enterprise Workflow Management Guide* for more information about adding activities to a process.

Submitting Batches for Approval

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

Before You Begin

☐ Activate manager approval.

☐ Select a batch approval version.

☐ Set up a manager to approve batches.

Caution: Verify that the person requesting that a batch be approved is set up in the Address Book. See *Working with Address Book Records* in the *Address Book Guide* for information about setting up people on your system.

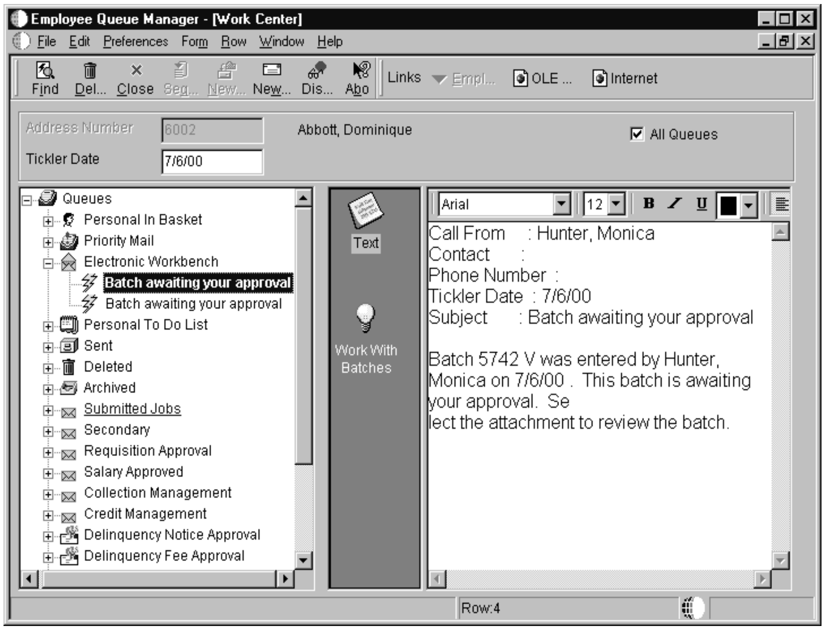
▶ To submit a batch for approval

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

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

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

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


Employee Queue Manager - [Work Center]
File Edit Preferences Form Row Window Help
Find Del... Close Seg... New... New... Dis... Abo
Links Empl... OLE ... Internet
Queues
Personal In Basket
Priority Mail
Electronic Workbench
Batch awaiting your approval
Batch awaiting your approval
Personal To Do List
Sent
Deleted
Archived
Submitted Jobs
Secondary
Requisition Approval
Salary Approved
Collection Management
Credit Management
Delinquency Notice Approval
Delinquency Fee Approval
Text
Work With Batches
Arial 12 B I U
Row:4

Address Number 6002 Abbott, Dominique
Tickler Date 7/6/00
☑ All Queues

Call From : Hunter, Monica
Contact :
Phone Number :
Tickler Date : 7/6/00
Subject : Batch awaiting your approval

Batch 5742 V was entered by Hunter, Monica on 7/6/00 . This batch is awaiting your approval. Se
lect the attachment to review the batch.

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

See Also

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

Approving Batches

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

Before You Begin

☐ Activate manager approval.

☐ Select a batch approval version.

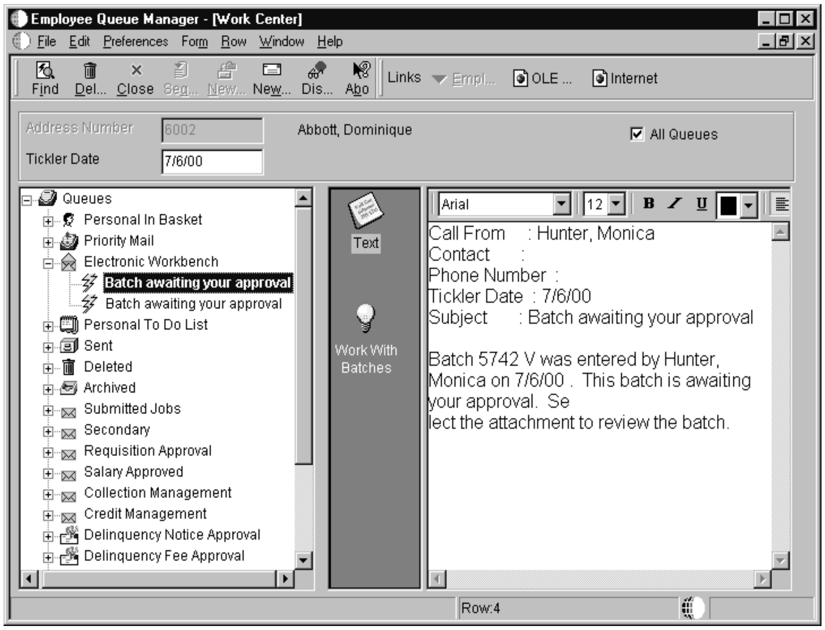
☐ Set up a manager to approve batches.

▶ To approve batches

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

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

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


Employee Queue Manager - [Work Center]
File Edit Preferences Form Row Window Help
Find Del... Close Seq... New... New... Dis... Abo
Links Empl... OLE ... Internet
Queues
Personal In Basket
Priority Mail
Electronic Workbench
Batch awaiting your approval
Batch awaiting your approval
Personal To Do List
Sent
Deleted
Archived
Submitted Jobs
Secondary
Requisition Approval
Salary Approved
Collection Management
Credit Management
Delinquency Notice Approval
Delinquency Fee Approval
Text
Work With Batches
Arial
12
B I U
Row:4

Address Number 6002 Abbott, Dominique

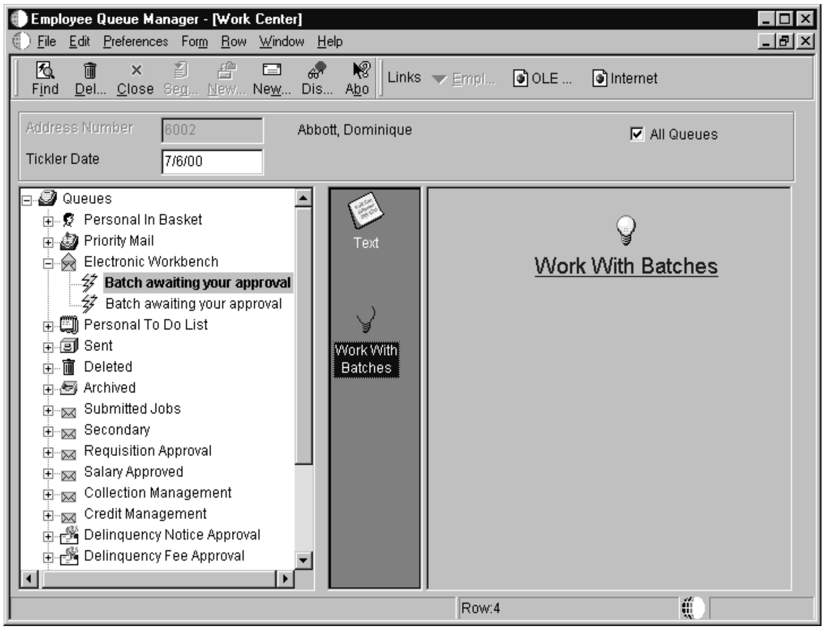
Tickler Date 7/6/00

☑ All Queues

Call From : Hunter, Monica
Contact :
Phone Number :
Tickler Date : 7/6/00
Subject : Batch awaiting your approval

Batch 5742 V was entered by Hunter, Monica on 7/6/00 . This batch is awaiting your approval. Se lect the attachment to review the batch.

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


Employee Queue Manager - [Work Center]
File Edit Preferences Form Row Window Help
Find Del... Close Seq... New... New... Dis... Abo
Links Empl... OLE ... Internet
Queues
Personal In Basket
Priority Mail
Electronic Workbench
Batch awaiting your approval
Batch awaiting your approval
Personal To Do List
Sent
Deleted
Archived
Submitted Jobs
Secondary
Requisition Approval
Salary Approved
Collection Management
Credit Management
Delinquency Notice Approval
Delinquency Fee Approval
Text
Work With Batches
Work With Batches
Row:4

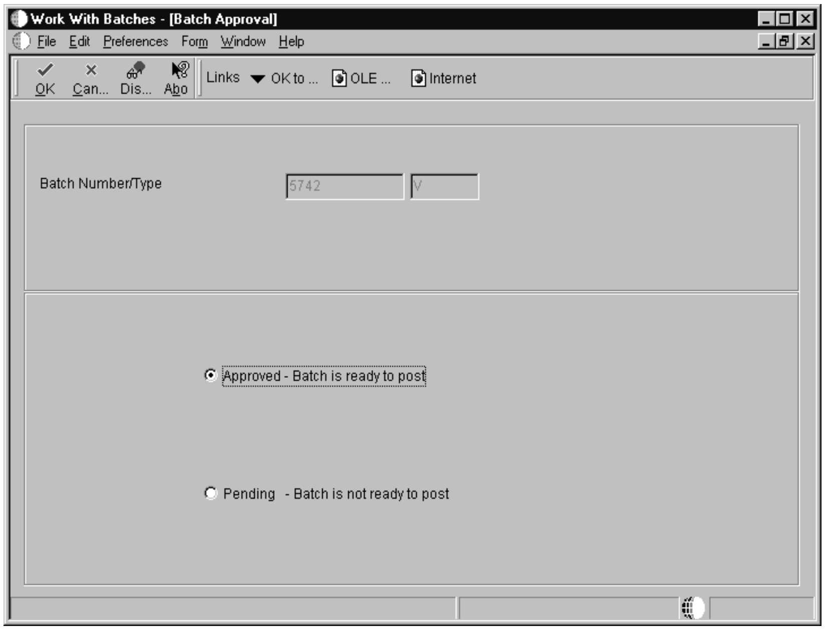
Address Number 6002 Abbott, Dominique

☑ All Queues

Tickler Date 7/6/00

4. Click the Work With Batches icon in the center of the form, and click the Work With Batches shortcut that appears.

5. On Work With Batches, choose the record, and then choose Batch Approval from the Row menu.


Work With Batches - [Batch Approval]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links OK to ... OLE ... Internet

Batch Number/Type 5742 V

● Approved - Batch is ready to post

○ Pending - Batch is not ready to post

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

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

7. On Work With Batches, the Status Description changes from Pending to Approved. Click Find to refresh the data.

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

Field	Explanation
Skip To Name	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.
Approved – Batch is ready to post	A code that indicates whether a batch is ready for posting. Valid codes are: A Approved, ready for posting. P Pending approval. The batch will not post. If the system constants do not specify manager approval, the system automatically approves batches that are not in error.
Pending – Batch is not ready to post	A code that indicates whether a batch is ready for posting. Valid codes are: A Approved, ready for posting. P Pending approval. The batch will not post. If the system constants do not specify manager approval, the system automatically approves batches that are not in error.

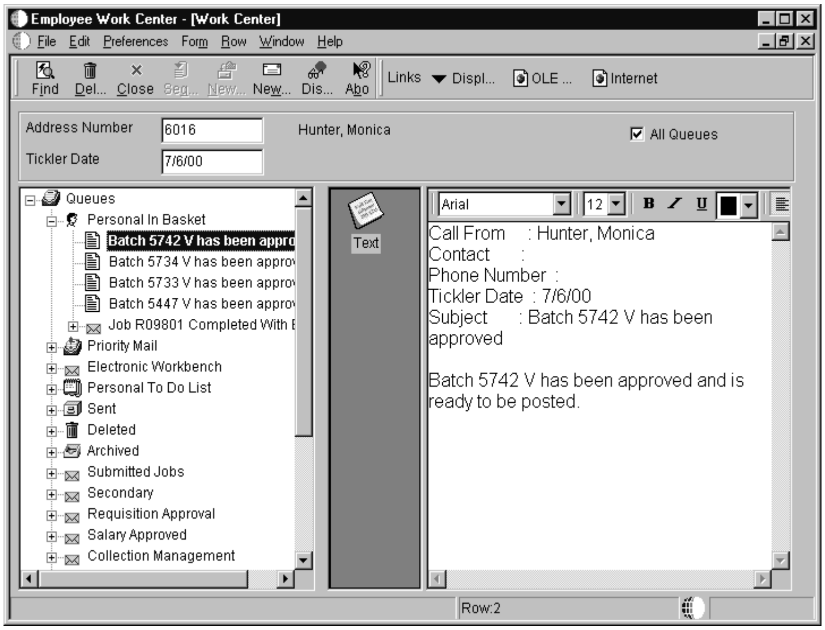
Verifying Batch Approval

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

▶ To verify batch approval

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

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


Employee Work Center - [Work Center]
File Edit Preferences Form Row Window Help
Find Del... Close Seg... New... New... Dis... Abo
Links Displ... OLE ... Internet
Queues
Personal In Basket
Batch 5742 V has been appro
Batch 5734 V has been approv
Batch 5733 V has been approv
Batch 5447 V has been approv
Job R09801 Completed With E
Priority Mail
Electronic Workbench
Personal To Do List
Sent
Deleted
Archived
Submitted Jobs
Secondary
Requisition Approval
Salary Approved
Collection Management
Text
Arial
12
B I U
Row:2

Address Number 6016 Hunter, Monica

Tickler Date 7/6/00

☑ All Queues

Call From : Hunter, Monica
Contact :
Phone Number :
Tickler Date : 7/6/00
Subject : Batch 5742 V has been approved

Batch 5742 V has been approved and is ready to be posted.

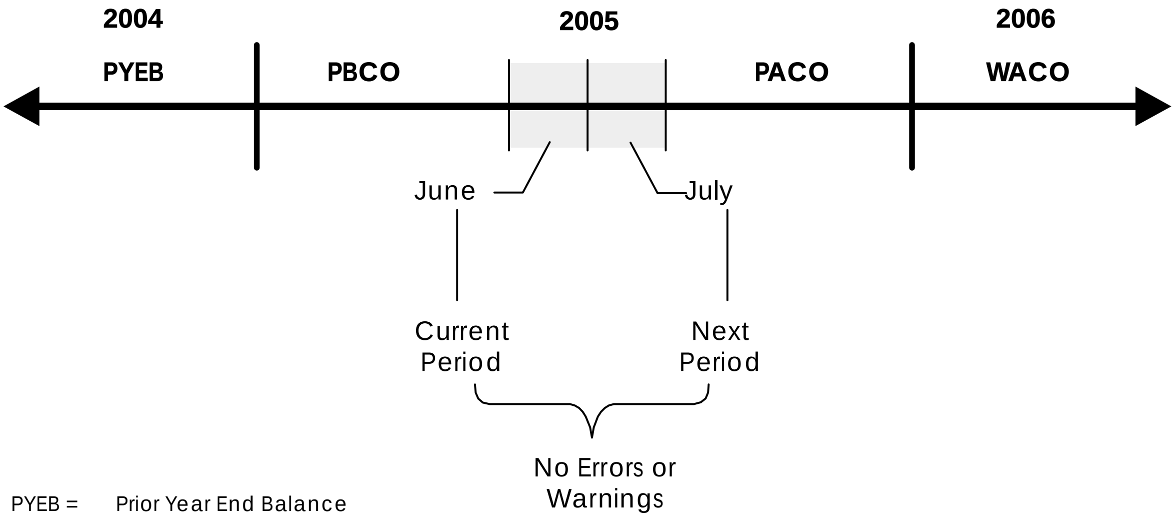
A message appears with the batch number and type, indicating that the batch is approved and ready to be posted (if Version 1 is active) or the batch is approved and posted (if Version 2 is active).

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

Understanding G/L Date Warnings

When you enter a transaction, the system edits the G/L date against the open period in the company constants. If you enter a voucher with a G/L date that is not in the current or next accounting period, you get a warning or an error message.

In the example below, if the company constant in the G/A system is set with the current period equal to 06, and you entered transactions to periods 06 and 07 (June and July), you would *not* get a warning or an error message because these are open periods. This is known as a “two-period” window.


2004
2005
2006
PYEB
PBCO
PACO
WACO
June
July
Current Period
Next Period
No Errors or Warnings

PYEB = Prior Year End Balance
PBCO = Post Before Cut Off
PACO = Post After Cut Off
WACO = Way After Cut Off

Warning and Error Messages

The following table describes the types of warning and error messages that you receive when you enter a transaction outside of the two-period window. These messages appear based on how you set your general accounting constants and fiscal date patterns.

PYEB – Prior Year-End Balance	**Reason:** You entered a G/L date in the prior year. **Result:** You get an error message. The system does not accept the entry.
PBCO – Post Before Cut Off	**Reason:** You entered a G/L date before the current period. **Result:** You get either a warning or an error message because you entered or changed a transaction with a G/L date in a prior period.
PACO – Post After Cut Off	**Reason:** You entered a G/L date that is after the two-period window. **Result:** You get either a warning or an error message, depending on how you set up your fiscal date patterns. If your fiscal date pattern is not set up for the full year, you get an error message. If it is set up for the full year, you get a warning.
WACO – Way After Cut Off	**Reason:** You entered a G/L date in a future year. **Result:** You get either a warning or an error message, depending on how you set up your fiscal date patterns. If the fiscal date pattern is set up for the future year of your transaction, the system allows you to enter the G/L date. If the future year is not set up, the system returns an error.

See Also

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

Working with Standard Vouchers

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

Working with standard vouchers consists of:

☐ Entering standard vouchers

☐ Exiting standard voucher entry out of balance

☐ Locating vouchers

☐ Revising unposted vouchers

☐ Copying vouchers

☐ Deleting unposted vouchers

☐ Adding attachments to vouchers

Before You Begin

☐ Set up suppliers on Supplier Master Information. See *Entering Supplier Records.*

☐ Set the appropriate processing options.

☐ Verify that the following AAIs are set up correctly:

- PC (payables trade)
- PB (payables bank)
- PKD (payables discounts available)
- PKL (payables discounts lost)
- PG (realized gain on foreign currency)
- PL (realized loss on foreign currency)
- PT (payables tax)

See *Understanding AAIs for A/P.*

Entering Standard Vouchers

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

To enter a standard voucher, you:

- Enter voucher information
- Enter general ledger information

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

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

The system assigns a batch type of V for vouchers. When you enter a standard voucher, the system marks it as unposted and adds it to the Account Ledger (F0911) and A/P Ledger (F0411) tables. When you post it, the system updates the Account Balances table (F0902) and marks the voucher as posted in the Account Ledger and A/P Ledger tables.

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

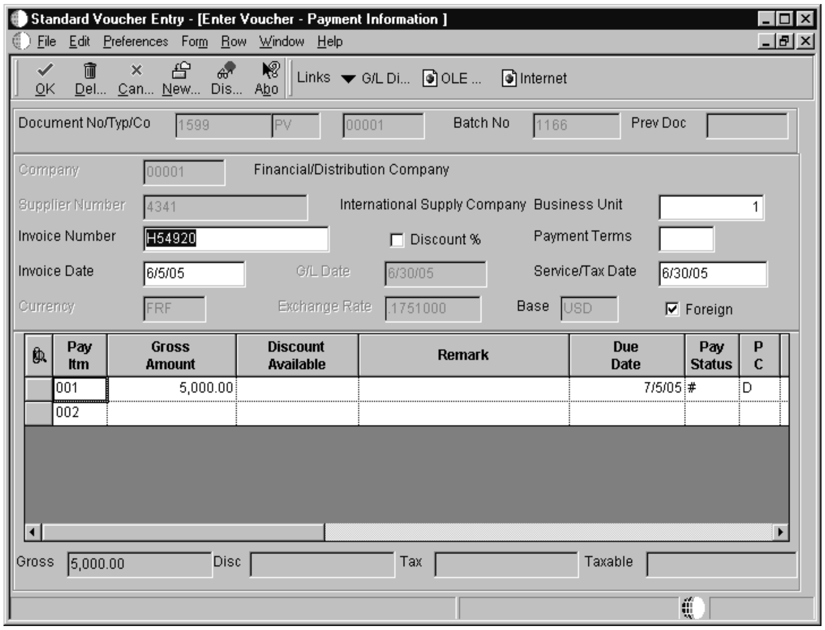
See Also

- *Entering Supplier Records*
- *Entering Basic Journal Entries* in the *General Accounting Guide*
- *Managing Invoices Received in an Alternate Currency* in the *Procurement Guide* for information about how to manage domestic or foreign purchase orders when the supplier's invoice is in an alternate currency

▶ To enter voucher information

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

1. On Supplier Ledger Inquiry, click Add.


Standard Voucher Entry - [Enter Voucher - Payment Information]
File
Edit
Preferences
Form
Row
Window
Help
OK
Del...
Can...
New...
Dis...
Abo
Links
G/L Di...
OLE ...
Internet

Document No/Typ/Co 1599 PV 00001
Batch No 1166
Prev Doc

Company 00001 Financial/Distribution Company
Supplier Number 4341 International Supply Company
Business Unit 1
Invoice Number H54920
☐ Discount %
Payment Terms
Invoice Date 6/5/05
G/L Date 6/30/05
Service/Tax Date 6/30/05
Currency FRF
Exchange Rate .1751000
Base USD
☑ Foreign

Pay Itm	Gross Amount	Discount Available	Remark	Due Date	Pay Status	P C
001	5,000.00			7/5/05	#	D
002						

Gross 5,000.00
Disc
Tax
Taxable

2. On Enter Voucher-Payment Information, complete the following fields:
   - Company
   - Supplier Number
   - G/L Date

   If you make errors during data entry on fields in the header, you must correct them from the header. The system does not allow you to change the grid until you make corrections to fields in the header. When you make corrections to fields in the header, the system automatically updates the corresponding data in the grid.

3. You can also complete any of the following optional fields:
   - Document No/Typ/Co
   - Business Unit
   - Invoice Number
   - Payment Terms Code
   - Invoice Date

   - Service/Tax Date
4. In the detail area, complete the following field:
   - Gross Amount
5. In the detail area, complete the following optional fields for each pay item:
   - Discount Available
   - Remark
   - Due Date
   - Pay Status
   - P C
   - Open Amount
   - G/L Bank Account Number
   - Payee Number
   - G/L Offset
   - Tax Ex
   - Tax Rate/Area
   - Tax Amount
   - Taxable Amount
   - Adjust Doc Ty
   - Recur Freq
   - No Pym
   - Payment Handling Code
   - Cat Cd 07
   - 1099 Flag
   - Pay Ext
   - C/R I/R
   - Closed Item

   If multiple pay items exist, the system assigns pay item numbers that are sequential. Recurring vouchers can have only one pay item.

6. Click OK to access G/L distribution and continue entering the voucher.

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

Field	Explanation
Document No/Typ/Co	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. Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Some examples are: • 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
Company	A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries. . . . . *Form-specific information* . . . . This field identifies which company is responsible for the voucher. This code affect the journal entries that the post program generates. AAIs use this field to determine the appropriate A/P liability and cash accounts, as well as tax accounts and the default expense account.

Field	Explanation
Invoice Number	The supplier’s invoice number used for voucher entry. 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. 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). To test for erroneously entered duplicate invoice numbers, run the Suspected Duplicate Payments report.
Payment Terms Code	A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form. For WorldSoftware, the following are examples of valid values: Blank Net 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Fixed day of 25th Z Net 90 This code prints on customer invoices. For OneWorld software, the following are examples of valid values: blank Net 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 . . . . *Form-specific information* . . . . If you leave this field blank, the default is the payment term from the supplier master record. The value in this field determines how the system splits the payments.

Field	Explanation
Invoice Date	The date of the supplier's invoice. . . . . *Form-specific information* . . . . The system uses this date to calculate the due date of the invoice. The default value is the G/L date.
G/L Date	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.
Service/Tax Date	A date that indicates when you purchased the goods or services, or when you incurred the tax liability. Generally, when you leave this field blank, the system uses the G/L date you specified.
Gross Amount	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.
Discount Available	The amount of the discount available as opposed to the amount of the discount actually taken. If the supplier's invoice specifies a discount available, type that amount. If not, do one of the following: • Compute the amount manually and type it in the field. • Leave the field blank. The system calculates the amount based on the payment terms specified in the address book. • Type a zero (0) to override the address book value and indicate that a discount is not applicable (WorldSoftware only). Note: If the discount is to be calculated automatically, take care in determining the amount available for discount. Usually, freight, sales taxes, and labor included in the gross amount do not qualify for discounts. If this is the case, separate these pay items to ensure that the discount is calculated correctly.
Remark	A generic field that you use for a remark, description, name, or address. . . . . *Form-specific information* . . . . The system can print this information on the check stub.

Field	Explanation
Due Date	The date the discount is due. If there is no discount, the system displays the net due date in this field. If you leave this field blank during voucher entry, the system calculates the due date using the invoice date and the payment terms code. If you leave the Payment Terms field blank, the system calculates the discount due date and net due date based on the payment terms you specified for the supplier on the Supplier Master Revision form. The net due date does not appear on the voucher entry forms. It is calculated or assigned by the system based on the value entered in the Discount Due Date field. If the Discount Due Date field is blank, the system calculates it and the net discount date. If you enter a discount due date manually, the net discount date is assigned the same date. If you change the discount due date to a value other than blank after the net due date is calculated or assigned, the net discount date calculated previously is not changed.
Pay Status	A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Valid codes are: % Withholding applies # Check between written A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications C Credit pending D Draft accepted E Draft – expired not collected G Draft deposited not due H Hold pending approval N Need tax exemption certificate O Owner payment P Paid. The voucher or invoice is paid in full R Retainage S Balance forward summarized T Disputed taxes V Held/variance in receipt match X Draft receipt voucher Z Selected/payment pending

Field	Explanation
G/L Posted Code	This code designates the status of the posting of each particular transaction in the General Ledger table. Valid codes are: P Posted. (This transaction cannot be altered.) M A model journal entry. blank Unposted status. This code also designates the status of the posting of each particular transaction in the A/R and A/P Ledger file. Valid codes are: P (paid) Transactions that have been processed through cash entries programs and will require being read again in the pre-post. X Transactions that have been processed through pre-post that were originally P from cash entries programs. D Transactions that have been successfully posted or that have been processed through the cash entries programs with a one-to-one record relationship with the general ledger (for example, adjustments, journal entry from cash receipts, and so on).
Amount Open	The amount of an invoice, voucher, or pay item that is unpaid. The open amount reflects the gross amount of the voucher after this manual payment was applied.
Account Number – Input (Mode Unknown)	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • 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 The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
Payee Number	The address number that identifies the recipient of the payment. . . . . *Form-specific information* . . . . If you do not enter a value, the default is the factor/special payee from the supplier record.

Field	Explanation
G/L Offset	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. G/L offsets might be assigned as follows: • 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) 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. Note: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.
Tax Expl Code 1	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code. 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. . . . . *Form-specific information* . . . . If you leave this field blank, the default value is from the supplier master record.

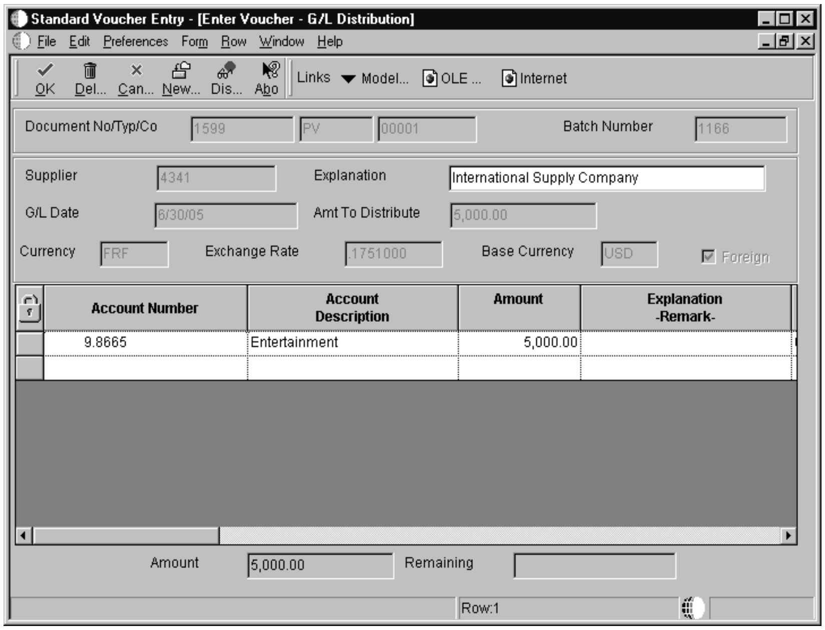
Field	Explanation
Tax Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). 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. The system uses this code to properly calculate the tax amount. . . . . *Form-specific information* . . . . If you leave this field blank, the default value is from the supplier master record.
Amount – Tax	This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST). . . . . *Form-specific information* . . . . When you enter a tax amount, you might receive a warning message or hard error (based on the tolerance limit you set on Tax Rules Revisions) if the amount is different than the calculated amount in the Tax Rate/Area field. A warning does not prevent you from completing the entry.
Amount – Taxable	The amount on which taxes are assessed. . . . . *Form-specific information* . . . . If you enter an amount in this field, the system validates it according to the tax rules you set up on Tax Rules by Company.
Document Type – Adjusting	This field is used in A/P processing to mark a change to a vouchers gross amount (PE records) in the A/P Ledger file (F0411).

Field	Explanation
Frequency – Recurring	A code to designate that a voucher or invoice payment is to be set up as recurring. If a frequency is defined, the number of recurring payments must also be defined. These two pieces of information are used when you run the Recycle Recurring Voucher/Invoices program. Valid recurring frequency values are: MO Monthly AN Annually WK Weekly QT Quarterly SA Semiannually BW Biweekly Note: If you specify a recurring frequency in voucher entry, you cannot enter multiple pay items. However, if you specify a recurring frequency in invoice entry, you can enter multiple pay items.
Recurring Frequency # of Payments	Identifies the total number of recurring payments to be made for an invoice or a voucher. For recurring payments, enter the total number of payments including the original invoice or voucher. The invoice or voucher you are currently entering is the first payment. When the next recurring payment is created, this value is reduced by 1. For example, if twenty payments are to be made, enter 20 during invoice entry or voucher entry. The next time a new recurring payment is created, the number of payments will be 19.
Hdl Cod	A one-position user defined code that the system uses to sequence the printing of payments. . . . . *Form-specific information* . . . . The system prints a separate payment for each supplier by this code.
Category Code – Address Book 07	One of 30 reporting codes that you can assign to an address in the Address Book system. Use these codes to identify addresses for reports, mailings, and so on. Category codes are user defined codes (01/01–30). Examples: Category code 01 – Location or Branch Category code 02 – Salesperson Category code 03 – New tenant Category code 04 – Credit officer . . . . *Form-specific information* . . . . You can enter a user defined code (01/07) in this field to mark vouchers for which you generate 1099 returns. The supplier master record provides the default value for this field. You can change this value or leave it blank to exclude this voucher from 1099 processing.

Field	Explanation
1099 Flag	A code that indicates whether to include the pay item in 1099 processing (A/P Ledger method only). Valid values are: blank Do not include in 1099 processing 1 Include in 1099 processing Do not flag vouchers that have distribution entries to G/L accounts that use the AAI ranges for PX. These vouchers will be automatically included in the G/L method of 1099 processing. . . . . *Form-specific information* . . . . If only part of a voucher is subject to 1099 reporting, use multiple pay items to enter the portions that are and are not subject to 1099 reporting.
Pay Item Extension Number	This is used to make adjustment entries to individual pay items. This field is necessary to make the record unique within the file.
A/R – A/P – Cash Rcpts/Inv Reg Code	In A/R this field indicates whether the cash records from cash receipts are written in detail or summary. A blank indicates that cash records are written in summary. A 1 indicates that cash records are written in detail. All records within a batch will have the same value. In A/P this field indicates that the voucher has been entered using a different module. Valid values are: P Preliminary Invoice (w/o redistribution) R Redistribution complete C Credit tied to debit business unit M Voucher match (OneWorld ONLY) L Logged Voucher tied to Puchase Order (OneWorld ONLY)
Closed Item – As Of Processing	A code that indicates an item is totally closed on the As Of date and will be ignored for future rebuilds of the As Of file.

▶ To enter general ledger information

After you enter voucher information, enter the detail lines that distribute the voucher amount to your G/L accounts.


Standard Voucher Entry - [Enter Voucher - G/L Distribution]
File Edit Preferences Form Row Window Help
OK Del... Can... New... Dis... Abo
Links Model... OLE ... Internet

Document No/Typ/Co 1599 PV 00001
Batch Number 1166
Supplier 4341
Explanation International Supply Company
G/L Date 6/30/05
Amt To Distribute 5,000.00
Currency FRF
Exchange Rate .1751000
Base Currency USD
☑ Foreign

Account Number	Account Description	Amount	Explanation -Remark-
9.8665	Entertainment	5,000.00	

Amount 5,000.00
Remaining

Row:1

1. On Enter Voucher - G/L Distribution, complete the following fields for each detail line:
   - Account Number
   - Amount

   After you enter an account number, the system validates it against the chart of accounts in the Account Master table (F0901). If an account number is not set up in your chart of accounts, the system displays an error message and does not accept the entry.

   The total amount you enter for the G/L distribution lines must equal the total amounts entered in the gross amount field for the voucher, or the system returns an error. The Amount field at the bottom of the form indicates the gross amount for the voucher. The Remaining field provides you with an ongoing tally of what amount is required to equal the gross amount of the voucher.

2. You can also complete the following optional field for each detail line:
   - Explanation –Remark–

Note: If you are using the Enterprise-Wide Profitability Solution System, G/L information is automatically updated to the Account Ledger Tag File table (F0911T) when you complete the Cost Object and Object Type fields during voucher entry. You must activate the Cost Management Constants to display these object fields. See *Setting up Constants* and *Setting up Cost Object Types* in the *Enterprise-Wide Profitability Solution Guide* for more information about the Cost Management Constants (P1609) and Cost Object Type Definition (P1620) Programs.

Field	Explanation
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • 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 The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
Amount	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. . . . . *Form-specific information* . . . . To manually reverse the G/L distribution, you can enter the new balancing amount and account number.
Explanation –Remark–	An optional field for additional information regarding a specific line item. . . . . *Form-specific information* . . . . If you entered a remark on invoice or voucher entry, that is the default.

Exiting Standard Voucher Entry Out of Balance

You can enter voucher information, distribute the voucher amount to G/L accounts, and then exit with the information out of balance. For example, when an employee enters a standard voucher, the system stores the standard voucher information in the A/P Ledger table (F0411). Next, the employee enters the detail lines that distribute the voucher amount to the G/L accounts. The system stores the distribution information in the Account Ledger table (F0911). Under normal business circumstances, the amounts in the two tables are in balance.

Unusual situations might occur when the employee chooses to enter all but one detail line from a voucher, intending to research that item. If the employee cancels out of voucher entry, all of the information entered in the other detail lines is lost. In order to save the information entered so far, the employee can choose to exit out of balance. Later, the employee can return to the process and enter the remaining detail line in order to bring the G/L information into balance with the voucher information.

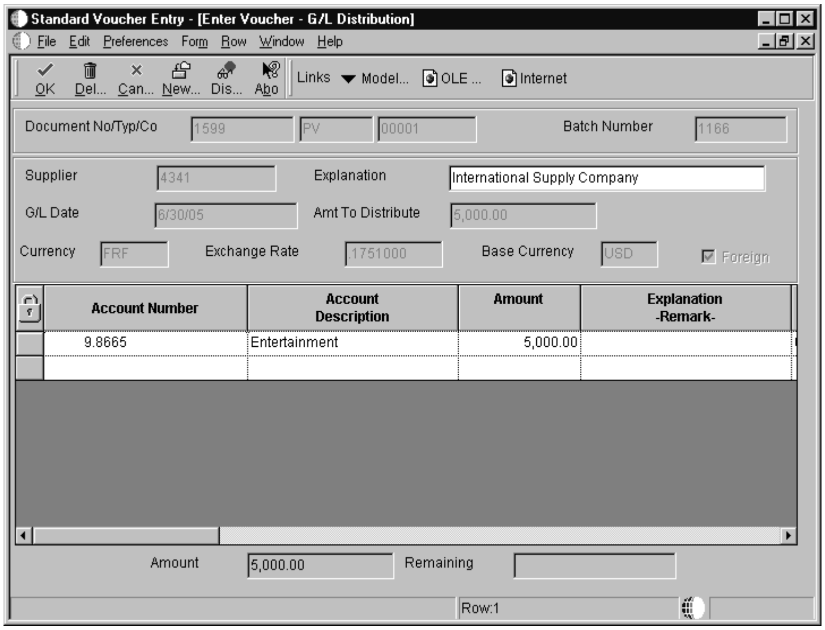
The information stored in the A/P Ledger table and the Account Ledger table must be in balance in order for the amounts to be posted. This safeguard protects your system against the storage of incomplete or inaccurate data.

Caution: You can enable the system to post out of balance, but J.D. Edwards recommends that you do not. If you exit voucher entry with the amounts out of balance, and enable the system to post those amounts while they are out of balance, you might have difficulty identifying, locating and correcting data entry errors. Posting out of balance can also cause integrity problems.

▶ To exit standard voucher entry out of balance

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

1. Enter a standard voucher.
2. On Enter Voucher - Payment Information, click OK.


Standard Voucher Entry - [Enter Voucher - G/L Distribution]
File Edit Preferences Form Row Window Help
OK Del... Can... New... Dis... Abo
Links Model... OLE ... Internet
Row:1

Document No/Typ/Co	1599 PV 00001
Batch Number	1166
Supplier	4341
Explanation	International Supply Company
G/L Date	6/30/05
Amt To Distribute	5,000.00
Currency	FRF
Exchange Rate	.1751000
Base Currency	USD
☑ Foreign	

Account Number	Account Description	Amount	Explanation -Remark-
9.8665	Entertainment	5,000.00	

Amount 5,000.00 Remaining

3. On Enter Voucher - G/L Distribution, complete the following fields with available information, and then choose Exit Out of Balance from the Form menu:
   - Account Number

- Amount

Field	Explanation
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • 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 The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
Amount	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. . . . . *Form-specific information* . . . . To manually reverse the G/L distribution, you can enter the new balancing amount and account number.

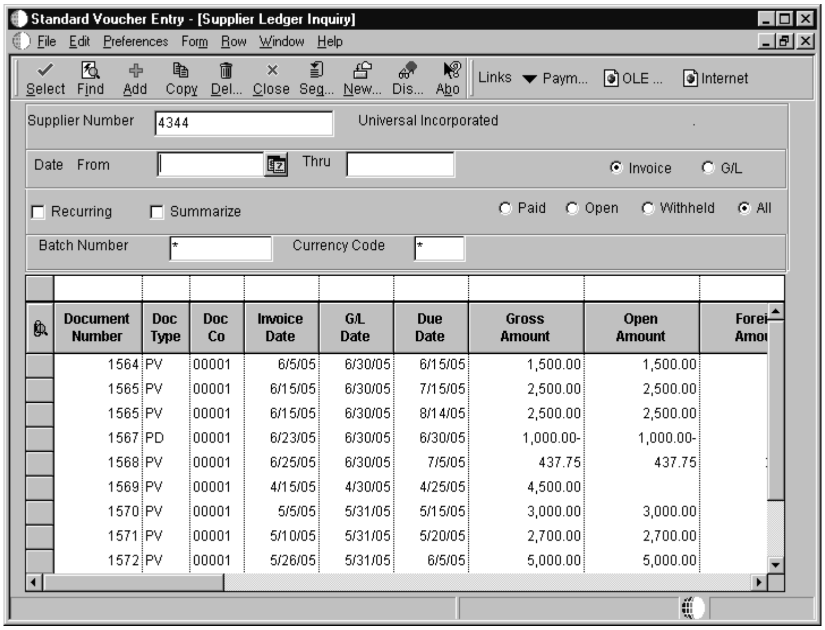
Locating Vouchers

To review, change, delete, or void a voucher, you must first locate it.

Voucher information is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables. The system assigns a batch type of V for vouchers.

▶ To locate a voucher

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.


Standard Voucher Entry - [Supplier Ledger Inquiry]
File Edit Preferences Form Row Window Help
Select Find Add Copy Del... Close Seg... New... Dis... Abo
Links Paym... OLE ... Internet

Supplier Number 4344 Universal Incorporated

Date From Thru ● Invoice ○ G/L

☐ Recurring ☐ Summarize ○ Paid ○ Open ○ Withheld ● All

Batch Number * Currency Code *

Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Forei Amou
1564	PV	00001	6/5/05	6/30/05	6/15/05	1,500.00	1,500.00	
1565	PV	00001	6/15/05	6/30/05	7/15/05	2,500.00	2,500.00	
1565	PV	00001	6/15/05	6/30/05	8/14/05	2,500.00	2,500.00	
1567	PD	00001	6/23/05	6/30/05	6/30/05	1,000.00-	1,000.00-	
1568	PV	00001	6/25/05	6/30/05	7/5/05	437.75	437.75	
1569	PV	00001	4/15/05	4/30/05	4/25/05	4,500.00		
1570	PV	00001	5/5/05	5/31/05	5/15/05	3,000.00	3,000.00	
1571	PV	00001	5/10/05	5/31/05	5/20/05	2,700.00	2,700.00	
1572	PV	00001	5/26/05	5/31/05	6/5/05	5,000.00	5,000.00	

1. On Supplier Ledger Inquiry, to limit your search, complete any of the following fields and click Find:
   - Supplier Number
   - Date From
   - Thru
   - Batch Number
2. To limit the documents displayed by date, click one of the following options:
   - Invoice
   - G/L
3. To limit the documents displayed by pay status, click one of the following options:
   - Paid
   - Open
   - Withheld
   - All
4. To display only recurring vouchers, click the following option:
   - Recurring Voucher
5. To display pay items in summary format, click the Summarized option.

   If you do not do this, the system displays pay items in detail format, with one line per pay item.

6. Click Find to display the documents that meet your search criteria.
7. Choose the voucher that you want to work with.
8. Click Select to display the voucher on Standard Voucher Entry.

   You can use the Foreign option to toggle between the foreign and domestic currency. If you select the Foreign option, the foreign amount of the voucher is displayed. If you deselect the Foreign option, the domestic amount of the voucher is displayed.

See Also

- *Reviewing Vouchers*
- *Revising Unposted Vouchers*
- *Revising Posted Vouchers*

Revising Unposted Vouchers

You can change or delete an unpaid voucher before you post it. However, you *cannot* change the following key fields:

- Document Number
- Document Type
- Document Company
- Company
- Supplier Number
- G/L Date
- Currency Code

To change the information in a key field, perform one of the following actions:

- Delete the voucher and re-enter it.
- Copy the voucher, make your changes, click OK, and then delete the original voucher.

The system allows you to pay an unposted voucher if it is approved. After a pay item is paid, however, you cannot change it unless you void the payment.

Voucher information is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables. Voucher batch information is stored in the Batch Control (F0011) table.

▶ To revise an unposted voucher

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.
2. Choose the voucher and click Select.
3. On Enter Voucher-Voucher Payment Information, change the information in any field that is not a key field and click OK.

   If you changed the gross amount, the system automatically displays Enter Voucher-G/L Distribution to prompt you to change the amount of your G/L distribution and verify that the G/L distribution balances with the gross amount.

4. On Enter Voucher-G/L Distribution, change the value in the following field to create a balancing entry:
   - Account Number
   - Amount
5. Optionally, change the text in the following field and click OK:
   - Explanation –Remark–

See Also

- *Locating Vouchers*
- *Revising Posted Vouchers*
- *Preparing Vouchers for Automatic Payments* for information about using Speed Status Change to change voucher information

Copying Vouchers

You can create a new voucher by copying an existing voucher and then making the changes to the appropriate fields on the new voucher. This procedure is useful when you need to:

- Correct errors in fields that you cannot change on an existing voucher, such as the G/L date. In this case, you can use the copy to replace the existing voucher.
- Enter a voucher that is similar to an existing lengthy voucher.

You can copy a posted or an unposted voucher.

▶ To copy a voucher

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.
2. Choose the voucher and click Copy.

   The system displays a copy of the voucher that you selected on Enter Voucher-Payment Information. The Document Number, Document Type, and Document Company fields are set to blank.

3. On Enter Voucher-Payment Information, change information as needed and click OK.
4. On Enter Voucher - G/L Distribution add the following fields and click OK:
   - Account Number
   - Amount
   - Explanation –Remark–

   The system adds the new voucher and exits to Supplier Ledger Inquiry.

   Note: The G/L distribution of the original voucher you copied does not appear on this form unless you set up your supplier in the supplier master with a model journal entry or default expense account.

5. If the new voucher replaces the original voucher, locate the original voucher and delete or void it.

See Also

- *Locating Vouchers*
- *Voiding Posted Vouchers*
- *Deleting Unposted Vouchers*

Deleting Unposted Vouchers

When you delete an unposted voucher on the Supplier Ledger Inquiry form, you can delete either an entire voucher or a pay item for the voucher that has not been paid.

Alternatively, you can delete an unposted voucher on the Voucher Entry Journal Review form. The functionality of this form is similar to the Supplier Ledger Inquiry form. The primary difference is that the Voucher Entry Journal Review form displays summarized information only. Because of that, you can delete an entire voucher, but not an individual pay item.

When you delete an unposted voucher on the Voucher Entry Journal Review form, the system updates the Voucher Entry Journal Review form and the deleted voucher no longer appears. When you exit to the Work with Batches form, click Find to update that form and verify that the voucher has been deleted.

Regardless of whether you delete an unposted voucher on the Supplier Ledger Inquiry form or on the Voucher Entry Journal Review form, the system does not provide an audit trail. If you want to maintain an audit trail, you must post the batch and then void the voucher.

When you delete a multicurrency voucher, the system deletes both the foreign and domestic sides simultaneously.

▶ To delete unposted vouchers

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

You can choose to delete more than one voucher or pay item; however, the system deletes only the first highlighted one.

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.
2. To delete an entire voucher:
    - Choose the voucher and click Delete.
    - Click OK to confirm the deletion.
3. To delete a voucher pay item:
    - Choose the voucher and click Select.
    - On Enter Voucher-Payment Information, choose the pay item and click Delete.
    - Click OK to confirm the deletion.
    - Click OK again.
    - On Enter Voucher-G/L Distribution, change the Amount field to adjust for the pay item you deleted and click OK.

Adding Attachments to Vouchers

After you enter a voucher, you can add one of the following attachments to it:

- Text

- Image
- OLE

These attachments are for internal reference only and do not appear on vouchers or reports. Depending on the results you want, complete one of the following tasks:

- Add an attachment to the entire voucher
- Add an attachment to the pay item of a voucher

See Also

- *Working with Media Objects* in the *OneWorld Foundation Guide* for more information about media objects
- *Locating Vouchers* for the steps to locate vouchers

▶ To add an attachment to the entire voucher

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

You can add an attachment to an entire voucher only if the voucher is in summarized mode. The attachment appears on the last pay item.

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.
2. Choose the Summarize option.
3. Choose the voucher.
4. From the Row menu, choose Attachments.
5. On Media Objects, choose New from the File menu, and then choose one of the following:
    - Text
    - Image
    - OLE
6. Attach the text or object.
7. Choose Save & Exit from the File menu.

▶ To add an attachment to the pay item of a voucher

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

If you add an attachment to a pay item, it replaces the attachment for the entire voucher if one already exists.

The system displays a paper-clip icon on Enter Voucher-Payment Information if an attachment was added to the pay item of a voucher. For performance reasons, the attachment icon does not appear unless you place your cursor over the far left column on the form.

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.
2. Choose the voucher and click Select.
3. On Enter Voucher-Payment Information, choose the pay item for which you want to add an attachment.
4. From the Row menu, choose Attachments.
5. On Media Objects, choose New from the File menu, and then choose one of the following:
    - Text
    - Image
    - OLE
6. Attach the text or object.
7. Choose Save & Exit from the File menu.

Entering Other Types of Vouchers

In addition to entering basic information for a standard voucher, you can enter other types of information. For example, you might want to enter a voucher with multiple line items for different due dates or tax information.

Entering other types of vouchers consists of:

- ☐ Entering vouchers with discounts
- ☐ Entering split payment vouchers
- ☐ Entering installment payments for a voucher
- ☐ Entering debit memos
- ☐ Entering vouchers with taxes
- ☐ Entering multicurrency vouchers

The entry process for standard vouchers serves as the basis for entering other types of vouchers.

Entering Vouchers with Discounts

Suppliers frequently offer discounts as an incentive for early payment of their invoices. When you enter a voucher with a discount, the system calculates the discount according to the payment term assigned to the voucher. You can change the discount before you issue payment by changing the payment term or discount available. The system creates the associated journal entries for the discount amount when you issue payment.

The three methods of discounts available for voucher entry are:

Payment Terms	You enter a voucher and specify the payment terms. The system calculates the discount available and due date from the payment terms.
Discount Amount	You enter a voucher, specify the discount available and, optionally, specify a discount due date.

Discount Percentage	You enter a voucher, specify the discount as a percentage and, optionally, specify a discount due date. The system calculates the discount available from the percentage you entered.

Before You Begin

☐ Verify that the following automatic accounting instructions (AAIs) are set up correctly:

- PC (payables trade)
- PB (payables bank)
- PKD (payables discounts available)
- PKL (payables discounts lost)
- PG (realized gain on foreign currency)
- PL (realized loss on foreign currency)
- PT (payables tax)

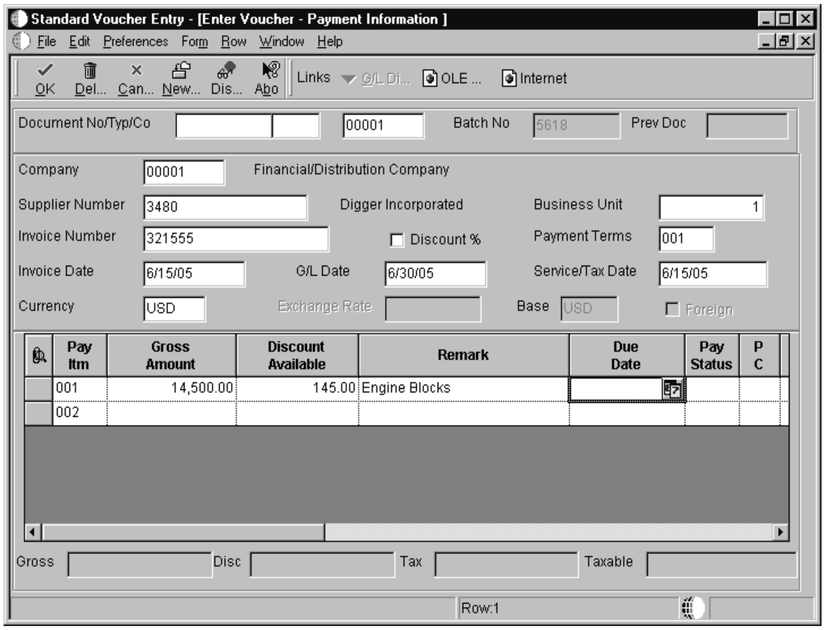
See *Understanding AAIs for A/P.*

▶ To enter a voucher with a payment term discount

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

1. On Supplier Ledger Inquiry, follow the steps to enter a standard voucher.

   See *Entering Standard Vouchers* in the chapter *Working with Standard Vouchers*.


Standard Voucher Entry - [Enter Voucher - Payment Information]
File Edit Preferences Form Row Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
G/L Di...
OLE ...
Internet
Gross
Disc
Tax
Taxable
Row:1

Document No/Typ/Co 00001
Batch No 5618
Prev Doc
Company 00001 Financial/Distribution Company
Supplier Number 3480 Digger Incorporated
Business Unit 1
Invoice Number 321555
☐ Discount %
Payment Terms 001
Invoice Date 6/15/05
G/L Date 6/30/05
Service/Tax Date 6/15/05
Currency USD
Exchange Rate
Base USD
☐ Foreign

Pay Itm	Gross Amount	Discount Available	Remark	Due Date	Pay Status	P C
001	14,500.00	145.00	Engine Blocks			
002						

2. On Enter Voucher-Payment Information, complete the following fields to enter a discount with a payment term:

   - Payment Terms
   - Gross Amount

   The system calculates the discount and the due date, based on the payment term. To override a default payment term from the Supplier Master so the discount amount is 0 (zero), you must create a payment term which does not calculate a discount. Then, use this payment term when you enter the discount.

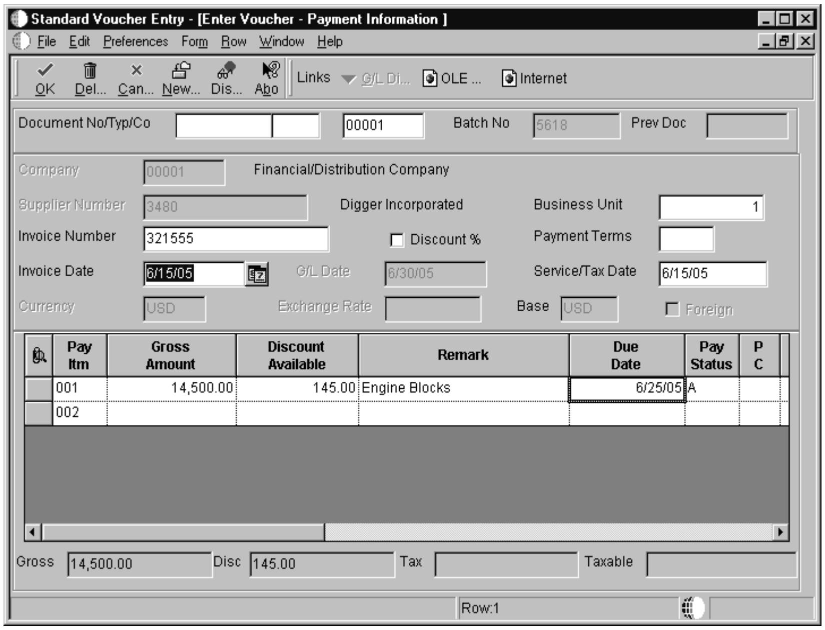
   If you change the payment terms or the gross amount of the voucher, clear the Discount Available and Due Date fields so that the system can recalculate these values.

▶ To enter a voucher with a discount amount

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

1. On Supplier Ledger Inquiry, follow the steps to enter a standard voucher.

   See *Entering Standard Vouchers* in the chapter *Working with Standard Vouchers*.


Standard Voucher Entry - [Enter Voucher - Payment Information]
File Edit Preferences Form Row Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
G/L Di...
OLE ...
Internet

Document No/Typ/Co 00001 Batch No 5618 Prev Doc

Company 00001 Financial/Distribution Company

Supplier Number 3480 Digger Incorporated Business Unit 1

Invoice Number 321555 ☐ Discount % Payment Terms

Invoice Date 6/15/05 G/L Date 6/30/05 Service/Tax Date 6/15/05

Currency USD Exchange Rate Base USD ☐ Foreign

Pay Itm	Gross Amount	Discount Available	Remark	Due Date	Pay Status	P C
001	14,500.00	145.00	Engine Blocks	6/25/05	A	
002						

Gross 14,500.00 Disc 145.00 Tax Taxable

Row:1

2. On Enter Voucher-Payment Information, complete the following fields to enter a discount amount:
    - Gross Amount
    - Discount Available
    - Due Date (optional)

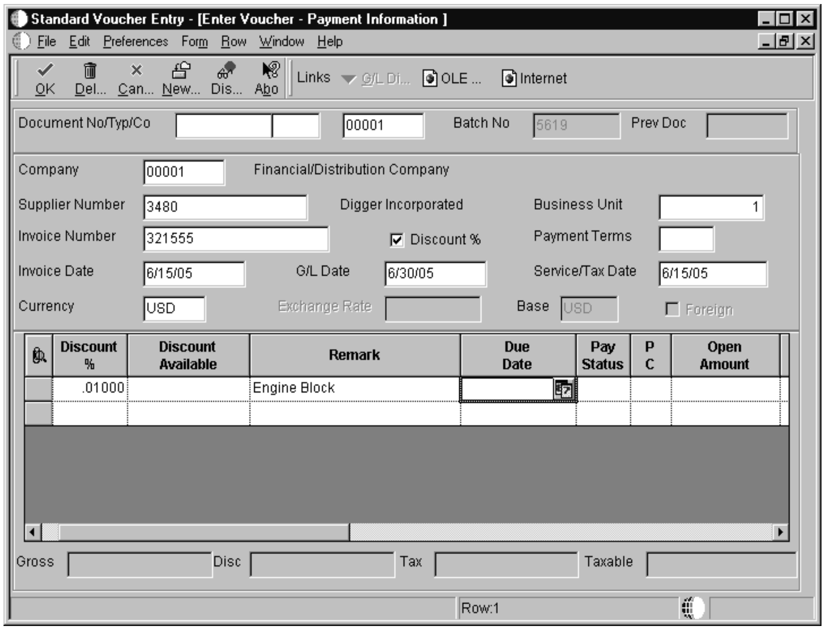
   The system uses the discount amount that you calculated.

▶ To enter a voucher with a discount percentage

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

1. On Supplier Ledger Inquiry, follow the steps to enter a standard voucher.

   See *Entering Standard Vouchers* in the chapter *Working with Standard Vouchers*.


Standard Voucher Entry - [Enter Voucher - Payment Information]
File Edit Preferences Form Row Window Help
OK Del... Can... New... Dis... Abo
Links G/L Di... OLE ... Internet

Document No/Typ/Co	00001	Batch No	5619
Prev Doc			
Company	00001 Financial/Distribution Company		
Supplier Number	3480 Digger Incorporated	Business Unit	1
Invoice Number	321555 ☑ Discount %	Payment Terms	
Invoice Date	6/15/05 G/L Date 6/30/05	Service/Tax Date	6/15/05
Currency	USD Exchange Rate	Base	USD ☐ Foreign

Discount %	Discount Available	Remark	Due Date	Pay Status	P C	Open Amount
.01000		Engine Block				

Gross Disc Tax Taxable

Row:1

2. On Enter Voucher-Payment Information, click the following option:
   - Discount Percent Flag
3. Complete the following fields to enter a discount percent and override any discount information specified in the payment terms:
   - Gross Amount
   - Discount %

   The system calculates the discount for you, based on percentage you entered.

Field	Explanation
Discount Percent Flag	If this box is checked, discount percent amount may be entered.
Discount %	The percent of the total invoice that you will discount if the invoice is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is .02.

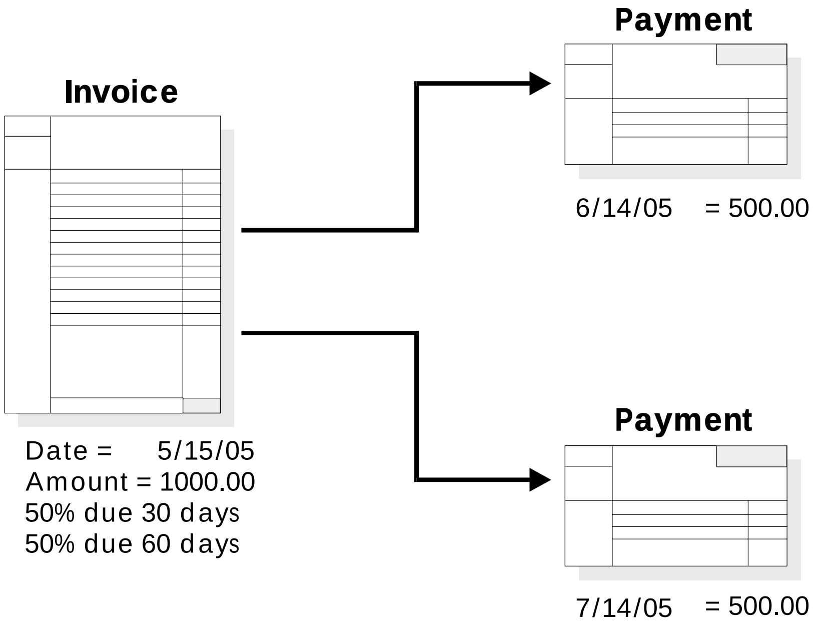
Entering Split Payment Vouchers

You might need to pay your vouchers in equal installments and at regular intervals. For example, a supplier could require that you pay half an invoice amount when you place an order and the remaining amount when the service is complete or when goods are shipped. To do this, enter a split payment voucher.

The system divides payments into equal amounts paid at regular intervals according to the payment term assigned to the voucher.

You can change the payment terms and amounts before payment is made. The system calculates the net due date based on the payment terms that you specify. If you change the invoice amount, you must manually adjust the gross amounts for the pay items.

The following graphic illustrates an invoice that is split into two payments:



▶ To enter a split payment voucher

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

1. On Supplier Ledger Inquiry, follow the steps to enter a standard voucher.

   See *Entering Standard Vouchers* in the chapter *Working with Standard Vouchers*.

2. On Enter Voucher-Payment Information, complete the following field:
   - Payment Terms

   You must select a payment term that is set up for split payments.

   When you enter the payment term, only one pay item appears. You do not see the voucher split until you enter the G/L distribution and then review the voucher.

Field	Explanation
Payment Terms	A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code indicates the most frequently used payment term. You define the specifications for each type of payment term on the Payment Terms Revisions form. For WorldSoftware, the following are examples of valid values: Blank Net 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Fixed day of 25th Z Net 90 This code prints on customer invoices. For OneWorld software, the following are examples of valid values: blank Net 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 . . . . *Form-specific information* . . . . If you leave this field blank, the default is the payment term from the supplier master record. The value in this field determines how the system splits the payments.

See Also

- *Entering Supplier Records*
- *Setting Up Payment Terms*

Entering Installment Payments for a Voucher

Instead of having an invoice or voucher paid all at one time, you can arrange installment payments. You can set up installment payment terms to pay an invoice or voucher with multiple payments over a specified period of time.

When you set up installment payment terms, you can set up equal payments or unequal payments with different discount percentages. You can also specify a different discount percent for each installment. The system calculates the due date of each installment based on the due date rule you assign to it.

The following describes two examples of installment payment terms:

Equal payments with a discount due date	You might set up five equal payments. Each payment includes a 10 percent discount if paid within the discount period that you defined in the discount due date rule. The actual due date of the payment depends on the net due date rule that you set up.
Unequal payments with a discount due date	You might set up six payments. Five of the payments might be 15 percent of the invoice amount, and the sixth payment is 25 percent. Each payment might also include a 5 percent discount if paid within the discount period that you defined in the discount due date rule. The actual due date of the payment depends on the net due date rule that you set up.

Before You Begin

☐ Verify that the payment terms for installment payments are set up correctly. See *Setting Up Installment Payments.*

▶ To enter installment payments for a voucher

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

1. On Supplier Ledger Inquiry, click Add.
2. On Enter Voucher - Payment Information, follow the steps to enter voucher information.

   See *Entering Standard Vouchers* in the chapter *Working with Standard Vouchers*.

3. Complete the following field, and click OK:
   - Payment Term

   Choose a payment term that is established for installment payments. When you enter the payment term, only one pay item appears. You do not see the voucher installments until you enter the G/L distribution and locate the voucher again.

   If you change the voucher amount, you must manually adjust the gross amount for pay items.

To apply the voucher to additional pay items, you must manually enter the appropriate discount amount.

4. Complete the necessary G/L distribution information.

See Also

- ☐ *Setting Up Installment Payments* for information about setting up payment terms for installment payments.

Entering Debit Memos

When a supplier sends you a credit, enter the voucher as a debit memo. The credit is applied to open vouchers when you issue payment to the supplier.

▶ To enter a debit memo

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

On Supplier Ledger Inquiry, follow the steps to enter a standard voucher, except enter the gross amount as a *negative amount* on Enter Voucher-Payment Information.

See *Entering Standard Vouchers* in the chapter *Working with Standard Vouchers*.

If payment terms are used to generate a discount on the voucher, the system calculates a negative discount amount when you enter a debit memo. Therefore, you must clear the Payment Terms and Discount Available fields so that the voucher does not include a negative discount.

When you enter a debit memo, the system assigns the document type that is specified in the Debit Memo Document Type processing option of Voucher Entry MBF. Generally, a debit memo is assigned a document type PD.

Entering Vouchers with Taxes

Enter tax information on a voucher if you want to override the default tax information. Default information, which is assigned on the supplier master record, applies to all associated pay items. You can override the default tax information for a pay item.

The system creates accounting entries for taxes when you post the voucher.

Before You Begin

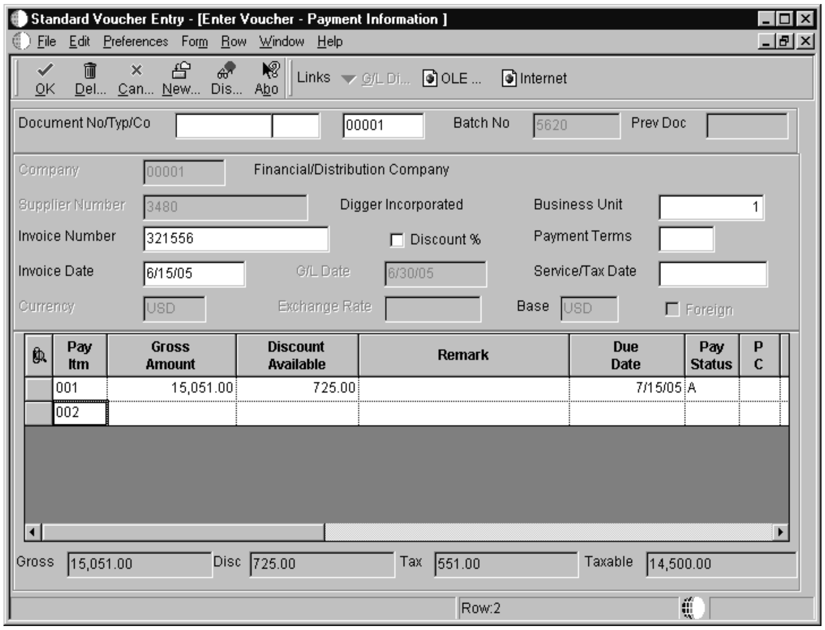
- ❑ Set up the appropriate tax rates and areas. See *Setting Up Tax Rates and Areas for A/P.*
- ❑ Set the processing options for the Post program to update the Sales/Use/VAT Tax table (F0018).
- ❑ Set up AAI item PT (payables taxes). See *Understanding AAIs for A/P.*

▶ To enter a voucher with taxes

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

1. On Supplier Ledger Inquiry, follow the steps to enter a standard voucher.

   See *Entering Standard Vouchers* in the chapter *Working with Standard Vouchers*.


Standard Voucher Entry - [Enter Voucher - Payment Information]
File Edit Preferences Form Row Window Help
OK Del... Can... New... Dis... Abo
Links G/L Di... OLE ... Internet
Row:2

Document No/Typ/Co 00001 Batch No 5620 Prev Doc

Company 00001 Financial/Distribution Company

Supplier Number 3480 Digger Incorporated Business Unit 1

Invoice Number 321556 ☐ Discount % Payment Terms

Invoice Date 6/15/05 G/L Date 6/30/05 Service/Tax Date

Currency USD Exchange Rate Base USD ☐ Foreign

Pay Itm	Gross Amount	Discount Available	Remark	Due Date	Pay Status	P C
001	15,051.00	725.00		7/15/05	A	
002						

Gross 15,051.00 Disc 725.00 Tax 551.00 Taxable 14,500.00

2. On Enter Voucher-Payment Information, complete the following fields:
   - Tax Ex (Explanation Code)
   - Tax Rate/Area
   - Tax Amount

   Tax Rate/Area information for your supplier defaults in from the supplier master record unless you set up a Tax Rate/Area for a business unit associated with the supplier. When you set up a Tax Rate/Area for a supplier by business unit, the business unit record overrides the supplier master record for the Tax Rate/Area as well as the Tax Ex (Tax Explanation) fields during voucher entry.

For example, you set up supplier 1001 with a Denver Tax Rate/Area in the supplier master record as well as with a Colorado Tax Rate/Area under Business Unit 1. During voucher entry, the system automatically uses Colorado for the Tax Rate/Area field.

3. You may also complete the following optional fields:
   - Service/Tax Date
   - Tax Amount
   - Taxable Amount

   Typically, when you enter a voucher with taxes you will enter a gross amount and let the system calculate the taxable amount and tax amount. However, you can also enter a taxable amount and let the system calculate the gross amount and tax amount. The system calculates any remaining amounts, regardless of which combination of fields you use. Alternatively, you can enter amounts in all three fields.

   To change tax information, you must change or clear the system-calculated information (tax amount and taxable amount) so that the system can recalculate it. When a voucher has multiple tax rates, you must change tax information for each pay item that differs from the default information.

Field	**Explanation**
Service/Tax Date	A date that indicates when you purchased the goods or services, or when you incurred the tax liability. Generally, when you leave this field blank, the system uses the G/L date you specified.

Field	Explanation
Tax Ex	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code. 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. . . . . *Form-specific information* . . . . If you leave this field blank, the default value is from the supplier master record.
Tax Rate/Area	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). 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. The system uses this code to properly calculate the tax amount. . . . . *Form-specific information* . . . . If you leave this field blank, the default value is from the supplier master record.

Field	Explanation
Tax Amount	This is the amount of tax that applies to the payment you are entering. The system makes accounting entries when you post the payment and voucher or when you post the receipt and invoice. If you leave this field blank, the system calculates it for you based on the tax explanation code and tax rate/area you defined for the supplier on Supplier Master Information or for the customer on Customer Master Information. If you enter a tax amount, the system validates it against the tolerance ranges you specify on Tax Rules by Company. . . . . *Form-specific information* . . . . When you enter a tax amount, you might receive a warning message or hard error (based on the tolerance limit you set on Tax Rules Revisions) if the amount is different than the calculated amount in the Tax Rate/Area field. A warning does not prevent you from completing the entry.
Taxable Amount	The amount on which taxes are assessed. . . . . *Form-specific information* . . . . If you enter an amount in this field, the system validates it according to the tax rules you set up on Tax Rules by Company.

See Also

- *Entering Standard Vouchers*
- *Setting Up Tax Rules by Company for A/P*

Entering Multicurrency Vouchers

To process vouchers in multiple currencies, you must assign a currency to every company that you set up. Likewise, you must assign a company to every voucher that you enter. The currency of the company determines the *base currency* of the voucher.

The currency in which you issue a voucher is called the *transaction currency*. You can enter a transaction currency when you enter a voucher, or let the system assign the default currency code from the supplier master record.

Additionally, when you enter a voucher, you must assign a bank account or let the system assign a bank account based on the AAI item PB. The currency code assigned to a bank account designates the bank account as a *monetary account,* and vouchers are paid in that currency only.

To understand the relationship between the base and transaction currencies of the voucher, as well as currency considerations for bank accounts, review the following:

- Domestic currency vouchers
- Foreign currency vouchers
- Bank account considerations

Note: When you enter a voucher, the system uses the AAI item PC to locate the A/P trade account. The A/P trade account must be assigned to a company that has the same base currency as the company that you enter on the voucher.

Domestic Currency Vouchers

A voucher is domestic when the transaction currency that you assign to the voucher is the same as the base currency of the company that you enter on the voucher. When you are entering domestic currency vouchers, the system does not update foreign amount fields.

For example, company 00001 has a base currency of USD, and you enter a voucher for company 00001 and assign a transaction currency of USD. The base currency (USD) is the same as the transaction currency (USD); therefore, the voucher is domestic.

Foreign Currency Vouchers

A voucher is foreign when the transaction currency that you assign to the voucher is different from the base currency of the company that you entered on the voucher. The voucher has a foreign amount (based on the transaction currency) and a domestic amount (based on the base currency). The system calculates domestic amounts based on the exchange rate that you enter or that the system retrieves from the Currency Exchange Rates table (F0015).

For example, company 00001 has a base currency of USD, and you enter a voucher for company 00001 and assign a transaction currency of FRF (or any other currency that is not USD). The base currency (USD) is ont the same as the transaction curency (FRF); therefore, the voucher is foreign.

Bank Account Considerations

When you assign a bank account to a multicurrency voucher, the bank account can either be a monetary account, which has a currency designation, or a non-monetary account, which has a blank currency code. When you enter a voucher, different currency conditions apply depending on whether the bank account is monetary or non-monetary.

Assigning a Monetary Bank Account

If you enter a voucher and assign a monetary bank account, the bank account currency must be the same as the voucher's transaction currency. For example, company 00001 has a base currency of USD. You enter a voucher for company 00001 and assign a transaction currency of FRF. The monetary bank account that you assign to the voucher must also have a currency of FRF.

Assigning a Non-Monetary Bank Account

If you enter a voucher with a non-monetary bank account, the company that is assigned to the bank account must have the same currency as the voucher's base currency. For example, company 00001 has a base currency of USD, and you enter a voucher for company 00001 and assign a transaction currency of FRF. The bank account that you enter on the voucher must be assigned to a company that has a base currency of USD.

Before You Begin

☐ Ensure that the multicurrency conversion option is set to Y (multiplier) or Z (divisor) in the General Accounting Constants.

☐ Determine whether you need to activate the Allow Multi-Currency Intercompany Transaction option in the General Accounting Constants. See *Multi-Currency Setup* in the *General Accounting* Guide.

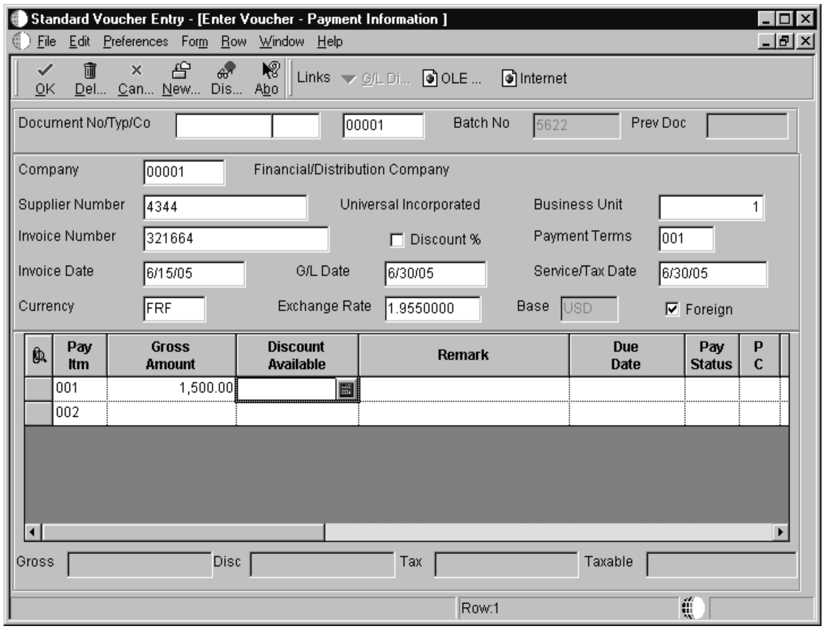
☐ Verify that the following AAIs are set up correctly:

- Realized Gain (PG)
- Realized Loss (PL)

▶ To enter multicurrency vouchers

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

1. On Supplier Ledger Inquiry, click Add.


Standard Voucher Entry - [Enter Voucher - Payment Information]
File Edit Preferences Form Row Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
G/L Di...
OLE ...
Internet
Row:1

Document No/Typ/Co 00001 Batch No 5622 Prev Doc

Company 00001 Financial/Distribution Company

Supplier Number 4344 Universal Incorporated Business Unit 1

Invoice Number 321664 ☐ Discount % Payment Terms 001

Invoice Date 6/15/05 G/L Date 6/30/05 Service/Tax Date 6/30/05

Currency FRF Exchange Rate 1.9550000 Base USD ☑ Foreign

Pay Itm	Gross Amount	Discount Available	Remark	Due Date	Pay Status	P C
001	1,500.00					
002						

Gross Disc Tax Taxable

2. On Enter Voucher-Payment Information, follow the steps to enter a standard voucher.
3. Complete the following fields:
   - Currency

     If you leave this field blank, the system assigns the base currency code of the company that you enter. The company's base currency is not displayed until you click in the detail area of the form.

   - Exchange Rate

     If you leave this field blank, the system retrieves the exchange rate from the Currency Exchange Rates table (F0015).

     If the base currency and the transaction currency of the voucher are two Economic Monetary Union (EMU) currencies, such as DEM and FRF, leave this field blank. You cannot override the exchange rate on a voucher between two EMU currencies because they are irrevocably fixed to the euro.

     See *Spot Rates and Triangulation* in the *Euro Implementation Guide.*

   - Foreign

     The system updates this option based on the currency code that you enter.

4. In the detail area, complete the following fields for each pay item, and click OK:

    - Remark

      To enter the domestic amount of a foreign voucher, the Foreign option must be deselected before you enter the gross amount. The option is not available to deselect until you click in the detail area of the form.

    - Remark
    - Due Date
    - Discount Due Date

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

   See *To enter general ledger information*.

Field	Explanation
Foreign	A code that specifies whether amounts are in the domestic currency of the contract or the foreign currency of the supplier. Valid codes are: D Domestic F Foreign 3 Foreign and Domestic For conversions, D indicates domestic to foreign, and F indicates foreign to domestic.
Currency	A code that indicates the currency of a customer's or a supplier's transactions. . . . . *Form-specific information* . . . . If you leave this field blank, the currency code is retrieved from the supplier master record. If there is not a currency code assigned to the supplier, the currency code of the voucher company is used.

Field	Explanation
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. . . . . *Form-specific information* . . . . If you leave this field blank, the system uses the Currency Exchange Rate table (F0015). The effective date for the exchange rate is either the invoice date or the general ledger date, depending on how the processing options are set.

See Also

- *Intercompany Settlements* in the *General Accounting Guide* for more information about intercompany multicurrency processing

Processing Options for Voucher Entry

Processing Options for A/P Standard Voucher Entry (P0411)

Display Tab

These processing options specify how the system groups and shows Supplier Ledger Inquiry data.

1. Recurring Vouchers

Use this processing option to specify recurring vouchers as the default voucher type.

Valid values are:

Blank	The system shows all vouchers (no default criteria).
1	The system shows only recurring vouchers.

When you enter 1, the program places a check mark in the Recurring Vouchers option on the Supplier Ledger Inquiry form.

2. Summarized Vouchers

Use this processing option so that vouchers appear with multiple pay items in a summarized, single pay item format.

Valid values are:

Blank	The system shows all vouchers (no default criteria).
1	The system shows only summarized vouchers.

When you enter 1, the program places a check mark in the Summarize option on the Supplier Ledger Inquiry form.

Currency Tab

These processing options allow you to show amounts in a currency other than the currency in which the amounts are stored on the system. These processing options allow you to view amounts in a different currency as a hypothetical scenario only; the amounts that appear in the different currency are not saved to the system when you exit the Standard Voucher Entry program.

1. As If Currency

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this As If currency. For example, an amount in USD can appear as if it is in FRF.

Valid values are:

Blank The As If currency grid column does not appear.

Or, enter the preferred code for As If currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system when you exit the Standard Voucher Entry program.

2. As Of Date

Use this processing option to specify an As Of date if you enter a currency code for the As If Currency processing option. This option processes the exchange rate as of a date you specify.

Valid values are:

Blank The system uses the Thru date.

Or, enter the As Of date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As Of date.

Manual Payments Tab

These processing options control the manual creation of payments.

1. Manual Payment Creation

Use this processing option to specify whether to generate manual payments instead of automatic payments. This option applies only to manual payments without voucher match and is not available in multi-company and multi-voucher modes.

Valid values are:

Blank	No payment information appears.
1	Generate manual payments (without voucher match).

Note: If you enter 1, click Add on Supplier Ledger Inquiry. Then complete the Enter Voucher - Payment Information form, and click OK. Complete the Payment Information form for manual payment processing.

2. Duplicate Payments

Use this processing option to specify the type of message that appears when you attempt to generate or edit a duplicate payment number. Use this option only if you enter 1 for Manual Payment Creation. The message indicates that you have used that payment number previously.

Valid values are:

Blank	Error.
1	Warning.

3. Automatic Payment Number Assignment

Use this processing option to direct the program to automatically assign payment numbers to manual payments based on the bank account's next number.

Valid values are:

Blank	You manually assign payment numbers (default).
1	The system assigns payment numbers based on the bank account's next number.

Purchasing Tab

These processing options define how the program processes vouchers that contain purchase order information.

1. Voucher Delete

Use this processing option to determine the type of message that appears when you attempt to delete vouchers that contain purchase order information. For example, indicate what the system does when you attempt to delete a voucher that contains a purchase order from the Supplier Ledger Inquiry form.

Valid values are:

Blank	Do not permit editing (default)
1	Warning
2	Error

If a conflict exists between this processing option and the Voucher Message processing option for Voucher Entry MBF, the value set here overrides the value set in Voucher Message processing options.

Voucher Match Tab

These processing options allow you to process matched vouchers from the procurement system rather than standard vouchers.

1. Match Processing

Use this processing option to change the default voucher type from standard vouchers to matched vouchers. If you choose to run the voucher match program, you can choose either the three-way voucher match or the two-way voucher match.

Valid values are:

Blank	Run Standard Voucher Entry (P0411)
1	Run Voucher Match (P4314) in the Procurement system

Alternatively, on the Non-Stock PO Processing menu (G43B11), choose one of the following:

- Receive & Voucher POs
- Match Voucher to Open Receipt

The Voucher Match Program (P4314) does not access the MBF processing options (P0400047). Therefore, the MBF processing option settings do not affect Voucher Match processing.

You might want to reverse a voucher. For example, you reverse a voucher when you return the items for which you created the voucher. If the voucher has been posted, the system reverses the corresponding journal entries. If the voucher has not been posted, the system deletes the entries.

Note: Do not delete a voucher in the Accounts Payable system if you created the voucher in the Procurement system. The voucher should be deleted in the Procurement system.

2. Voucher Match Version

Use this processing option to accept the default voucher match version, or enter a specific version number for the Voucher Match program (P4314) in the Procurement system. You must complete this processing option if you enter 1 in the Match Processing processing option.

Valid values are:

Blank	Use version number ZJDE0001 (default).
	Or, enter a specific version number.

Multi-Company Tab

This processing option allows you to process vouchers for multiple companies rather than standard vouchers.

1. Multiple Company Single Supplier

Use this processing option to specify whether to process vouchers that represent expenses for multiple internal companies. These multi-company vouchers expenses are distributed to different G/L and offset bank accounts, but to the same supplier.

Valid values are:

Blank	Enter a standard voucher.
1	Enter a multi-company single supplier voucher.

Note: The manual payment function is not available for this type of voucher processing.

Alternatively, access this processing option by choosing Multi-Company Single Supplier from the Other Voucher Entry Methods menu (G04111).

Multi-Vouchers Tab

This processing option allows you to specify whether to enter multiple vouchers rather than standard vouchers.

1. Multiple Vouchers

Use this processing option to allow you to quickly enter multiple vouchers for one or more suppliers. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process.

Valid values are:

Blank	Enter a standard voucher.
1	Enter multiple vouchers with a single supplier.
2	Enter multiple vouchers with multiple suppliers.

Note: You can use the multiple-voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method. Also, the manual payment function is not available for this type of voucher processing. For additional information, as well as other limitations to multiple voucher entry, consult the documentation or online help for Entering Multiple Vouchers.

Alternatively, access this processing option by choosing either Multi Voucher - Single Supplier or Multi Voucher - Multi Supplier from the Other Voucher Entry Methods menu (G04111).

Logging Tab

These processing options allow you to enter logged vouchers rather than standard vouchers.

1. Voucher Logging

Use this processing option to specify whether to enter a voucher before you assign it a G/L account. At a later time, you can redistribute the voucher to the correct G/L accounts.

You can specify a default G/L account for preliminary distribution, as well as a suspense trade account for logged vouchers. To do this, use AAI PP (Preliminary Distribution for Voucher Logging) and PQ (Suspense A/P Trade Account for Voucher Logging). To use AAI PQ, select the Use Suspense Account option in the Company Names and Numbers program (P0010). From the Organization & Account menu (G09411), choose Company Names and Numbers.

Valid values are:

Blank	Enter a standard voucher (default).
1	Enter a logged voucher.

When you enter 1 in this processing option, the program adds a selected Logged option to the Supplier Ledger Inquiry form, and the program ignores the selections you make for Prepayments.

Alternatively, from the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.

Note: This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of Voucher Entry MBF (P0400047). You must enter 1 in both Voucher Logging processing options in order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

2. G/L Date

Use this processing option to specify whether to use the system date as the default G/L date for a logged voucher.

Valid values are:

Blank Enter date manually during the data entry process.
1 Use the system date as the default G/L date.

Note: If you enter 1 in this processing option, you cannot override the date, since you have designated the system date.

Prepayments Tab

These processing options specify how the program processes prepayments. Use prepayments to pay for goods or services before you receive an invoice.

1. G/L Offset Account

Use this processing option to set up Automatic Accounting Instructions (AAI item PCxxxx) to predefine classes of automatic offset accounts for Accounts.

For example, you can assign G/L offsets as follows:

- Blank or 4110 - Trade Accounts Payable.
- RETN or 4120 - Retainage Payable.
- OTHR or 4230 - Other Accounts Payable (See A/P Class code - APC).
- PREP or 4111 - Prepayment A/P Trade Account.

Enter the code for the G/L offset account that the system uses to create prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items. If you leave this field blank (default), the system uses the Standard Voucher Entry program.

Note: If you use both WorldSoftware and OneWorld in a state of coexistence, do not use code 9999. In WorldSoftware this code is reserved for the post program and indicates that offset accounts should not be created.

2. G/L Distribution Account

Use this processing option to specify the G/L distribution account that the system uses for creating prepayment pay items.

You can use one of the following formats for account numbers:

- Structured account (business unit.object.subsidiary).
- 25-digit unstructured number.
- 8-digit short account ID number.
- Speed code.

The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909).

Note: Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

3. Pay Status Code

Use this processing option to enter the default pay status code for prepayments. The pay status code is a user defined code (00/PS) that indicates the current payment status of a voucher.

Valid codes are:

P	The voucher is paid in full.
A	The voucher is approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.
H	The voucher is on hold pending approval.
R	Retainage.
%	Withholding applies to the voucher.
?	Other codes. All other codes indicate reasons that payment is being withheld.

Notes:

- The Accounts Payable system does not print payments for any codes other than the codes provided in this valid codes list.
- Use this processing option only if you enter a valid value in the G/L Offset Account processing option.
- If WorldSoftware and OneWorld software coexists, and you leave this processing option blank, the prepayment status of H for negative prepayment pay items is the default value.

4. Number of Days

Use this processing option to enter the number of days to add to the due date of the negative prepayment pay items. This processing option is valid only if WorldSoftware and OneWorld software coexists in your system.

5. Tax Area

Use this processing option to direct the program to show the Prepayment Tax form for prepayments. You use the Prepayment Tax form to assign tax codes to negative pay items that are different from the tax codes for the corresponding positive pay items. This is necessary, for example, when tax laws treat positive pay items and negative pay items differently. Otherwise, the system automatically generates a negative pay item for each positive pay item, assigning each negative pay item the same tax area code and tax explanation code as its corresponding positive pay item.

If you specify a tax area code and tax explanation code on the Prepayment Tax form, the new codes appear on all negative pay items, overriding the original tax area codes and tax explanation codes on the positive pay items. For example, if there are several positive pay items, each of which specify a different tax area code and tax explanation code, but you specify a particular tax area code and tax explanation code on the Prepayment Tax form, the system assigns the tax area code and tax explanation code you specify on the Prepayment Tax form to all negative pay items.

Valid values are:

Blank	Do not show the Prepayment Tax form.
1	Show the Prepayment Tax form.

Note: Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

6. Tax Values

Prepayment Tax Area Code

Use this processing option to enter a default code that identifies a tax or geographic area that has common tax rates and tax distribution. The system uses this code to properly calculate the tax amount. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).

Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one tax.

Note: Use this processing option only if you enter 1 in the Tax Area processing option.

Prepayment Tax Explanation Code

Use this processing option to set up a default tax explanation code for transactions with a certain supplier. This tax explanation code is a user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.

Note: Use this processing option only if you enter 1 in the Tax Area processing option.

MBF Version Tab

These processing options override the default Master Business Function version ZJDE0001 for standard voucher and journal entry processing.

1. Master Business Function Version

Use this processing option to specify a version number to override Standard Voucher Entry processing (version ZJDE0001 for application P0400047).

NOTE: Only persons responsible for system-wide setup should change this version number.

2. Journal Entry Master Business Function Version

Use this processing option to specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049).

NOTE: Only persons responsible for system-wide setup should change this version number.

Process Tab

These processing options set up variables that are available during processing, such as whether to allow changes to vouchers when you are reviewing them and whether to activate supplier self-service.

1. Voucher Entry Mode

Use this processing option to specify whether the system allows changes to vouchers after you select them from the Supplier Ledger Inquiry form. If you leave this field blank, the system allows you to make changes to existing vouchers that you select from the Supplier Ledger Inquiry form. If you enter 1 in this field, the system restricts you to inquiries of existing vouchers that you select from the Supplier Ledger Inquiry form.

Valid values are:

Blank	Allow changes to the selected voucher.
1	Do not allow changes to the selected voucher.

2. Supplier Self-Service Mode

Use this processing option to activate the Supplier Self-Service function for use in Java/HTML. The Self-Service function allows suppliers to view their own vouchers and payments.

Valid values are:

Blank	Do not activate Supplier Self-Service function
1	Activate Supplier Self-Service function

What You Should Know About Processing Options

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

Master Business Function

The purpose of a master business function (MBF) is to provide a central location for standard business rules about entering documents such as vouchers, invoices, and journal entries.

The master business function is comprised of processing options that are shared by certain programs. The processing options for the Voucher Entry MBF are used by the following voucher entry programs:

- Standard
- Speed
- Multi-Company Single Supplier
- Multi-Voucher Single Supplier
- Multi-Voucher Multiple Supplier
- Voucher Batch Processor

To review versions and processing options for the Voucher Entry MBF in OneWorld, follow these steps:

1. From the System Administration Configuration Tools menu (GH9011), choose Interactive Versions.
2. On Work with Interactive Versions, type the application number (P0400047) in the Interactive Application field and click Find.
3. Choose a version.
4. To review the process option settings for the version, choose Processing Options from the Row menu.

Processing Options for Voucher Entry MBF (P0400047)

Defaults Tab

These processing options specify default settings for service or tax dates, pay status codes, document types, and payees.

1. Service/Tax Date

Use this processing option to specify whether to use the G/L date or the invoice date to indicate when you purchased the goods or services, or when you incurred the tax liability.

Valid values are:

Blank	Use the G/L date.
1	Use the Invoice date.

2. Pay Status Code

Use this processing option to specify the default pay status code for vouchers. Enter a user defined Pay Status code (00/PS), or leave the field blank to use the user defined Pay Status code set up as the default. Typically, the default Pay Status code is A (approved for payment).

3. Document Types for Vouchers and Debit Memos

Voucher Document Type

Use this processing option to specify the default Document Type for a voucher. You can enter any user defined Document Type code (00/DV).

Debit Memo Document Type

Use this processing option to specify the default Document Type for a debit memo. You can use any user defined Matching Document Type code (00/DT).

4. Alternate/Payee

Use this processing option to enter the Factor/Special Payee address from the Supplier Master table (F0401) into the Alternate/Payee field for payments.

Note: Payments are made to the address book number that is in the Alternate/Payee field.

Valid values are:

Blank Enter the supplier number into the Alternate/Payee field.
1 Enter the Factor/Special Payee address into the Alternate/Payee field.

Date Edits Tab

These processing options specify what the system does when you enter an invoice date that is after today's date, or after the G/L date.

1. Date Edit Error Message

Invoice Date > Today's Date

Use this processing option to specify the kind of message you receive when you enter an invoice date that is after today's date.

Valid values are:

Blank Accept any date entered and do not return a warning or an error message.
1 Return a warning message if the invoice date entered is after today's date.
2 Return an error message if the invoice date entered is after today's date.

Invoice Date > G/L Date

Use this processing option to specify the kind of message you receive when you enter an invoice date that is after the G/L date.

Valid values are:

Blank Accept any date entered and do not return a warning or an error message.
1 Return a warning message if the invoice date entered is after today's date.
2 Return an error message if the invoice date entered is after today's date.

Currency Tab

These processing options specify the default currency settings for vouchers.

1. Value Added Tax Allowed

Use this processing option to specify whether to allow Value Added Tax on currency entries.

Valid values are:

Blank Do not allow Value Added Tax.
1 Allow Value Added Tax.

2. Exchange Rate Date

Use this processing option to specify the date the system uses to retrieve the currency exchange rate.

Valid values are:

Blank	Use the invoice date.
1	Use the G/L date.

3. Exchange Rate Retrieval

Use this processing option to specify what you want the system to do for a currency exchange rate. You can direct the system to retrieve the last exchange rate that exists in the Currency Exchange Rate table (F0015) without giving you any kind of warning or error message. Or, you can direct the system to return an error message if the G/L date of the voucher is in a fiscal period different from the effective date of the exchange rate.

For example, if the fiscal date pattern on your system is set up for the months of the calendar year, and a voucher is entered with a G/L date of 12/15/05, but the last effective date for an exchange rate is 11/01/05, the system returns an error. The last fiscal period for the exchange rate was November, but the voucher was entered in December. The error message appears to let you know that the exchange rate in the F0015 table has probably expired and requires updating.

Valid values are:

Blank	Retrieve the last exchange rate in the F0015 table.
1	Return an error message.

4. Exchange Rate Tolerance Limit

Use this processing option to specify an exchange rate tolerance limit. During voucher entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5 in this field, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

5. Currency Disagreement

Use this processing option to specify what you want the system to do when the currency of the payment is different from the currency of the G/L bank account.

Valid values are:

Blank	Return an error.
1	Allow different currencies and do not return any messages.

Manual Payment Tab

This processing option specifies the kind of message that appears when someone enters a duplicate payment number.

1. Duplicate Payment Message

Use this processing option to specify the kind of message you want to appear when someone enters a duplicate payment number using the same bank account.

Valid values are:

Blank	Return an error message.
1	Return a warning message.

Purchasing Tab

This processing option specifies the kind of message that appears in response to changes or deletions of vouchers that contain a purchase order or contract number.

1. Voucher Message

Use this processing option to specify how you want the system to respond to processing changes and deletions of vouchers that contain a purchase order or contract number.

Valid values are:

Blank	Allow changes and deletions of vouchers and return no message.
1	Return a warning message.
2	Return an error message.

Logging Tab

This processing option specifies whether to allow voucher entry prior to assigning it a G/L account.

1. Voucher Logging

Use this processing option to specify whether to allow voucher entry prior to assigning it a G/L account. At a later time the voucher can be distributed to the correct G/L accounts.

You can specify a default G/L account for preliminary distribution, as well as a suspense trade account for logged vouchers. To do this, use AAI PP (Preliminary Distribution for Voucher Logging) and PQ (Suspense A/P Trade Account for Voucher Logging). To use AAI PQ, select the Use Suspense Account option in the Company Names and Numbers program (P0010). From the Organization & Account Menu (G09411), choose company names and numbers.

Valid values are:

Blank	Do not allow logged vouchers.
1	Allow logged vouchers.

Note: This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of A/P Standard Voucher Entry (P0411). You must enter 1 in both Voucher Logging processing options in order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

Interop Tab

This processing option specifies the version of the F0411 Interoperability Processing Options application (P0400048) that determines if outbound records are written. See *Sending Transactions from OneWorld* for more information about Interoperability processing options.

1. Interoperability Version

Enter the version of the F0411 Interoperability Processing Options application (P0400048) that determines if outbound records are written. If you leave this processing option blank, the system uses the default version ZJDE0001.

Working with Model Journal Entries

You can set up model journal entries as reusable templates to predefine, store, and retrieve regular or recurring G/L transactions. Use models as the basis for journal entries to save time and reduce the potential for error.

You can vary the information that you include in a model to fit the situation. For example, you might include:

- Account numbers, amounts, and explanations
- Account numbers and explanations only (because amounts can vary)
- Account numbers, percentages, and explanations

Working with model journal entries consists of:

☐ Creating a model journal entry

☐ Entering a voucher journal entry based on a model

The system stores model journal entries in the Account Ledger table (F0911) with a posted code that indicates a model and without a G/L date. Actual journal entries contain a G/L date and a posted code that indicates whether they are posted or unposted.

See Also

- *Working with Model Journal Entries* in the *General Accounting Guide* for information about models for percent journal entries

Creating a Model Journal Entry

You can create models to use as templates for entering your usual G/L distribution information. You can then assign the model to the supplier record so that when you enter a voucher, the system retrieves the values in the model for the G/L distribution, thereby saving you data entry time.

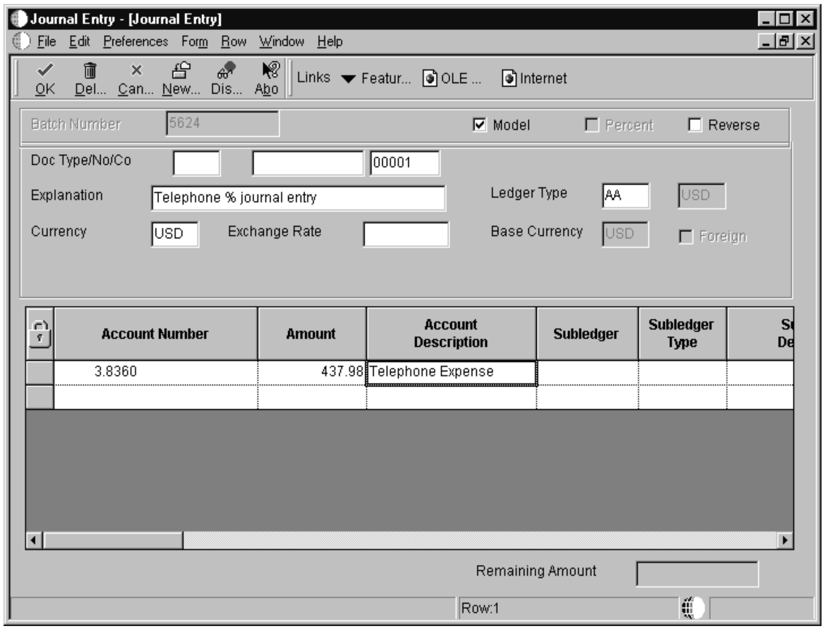
To locate model journal entries, click the Model option on Work With Journal Entries before you click Find. If you click Find without entering search criteria, the system displays all journal entries except models.

To revise a model, choose the model on Work with Journal Entries and click Select. The model is then displayed on Journal Entry, and you can change it there.

▶ To create a model journal entry

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

1. On Work With Journal Entries, click Add.


Journal Entry - [Journal Entry]
File Edit Preferences Form Row Window Help
OK Del... Can... New... Dis... Abo
Links Featur... OLE ... Internet

Batch Number 5624

☑ Model ☐ Percent ☐ Reverse

Doc Type/No/Co 00001

Explanation Telephone % journal entry

Ledger Type AA USD

Currency USD

Exchange Rate

Base Currency USD

☐ Foreign

Account Number	Amount	Account Description	Subledger	Subledger Type
3.8360	437.98	Telephone Expense		

Remaining Amount

Row:1

2. On Journal Entry, click the Model option.

   The system removes the G/L Date field from the header area.

3. Complete the following header field:
   - Explanation

4. You can also complete the following optional header field:
    - Doc Type/No/Co
5. Complete the following detail field for each G/L distribution:
    - Account Number
6. You can also complete the following optional detail fields for each G/L distribution:
    - Amount
    - Remark

Entering a Voucher Journal Entry Based on a Model

After you create a model journal entry, you can use it as a template for the actual G/L distribution for a voucher. To use a model journal entry for the G/L distribution, perform the following actions:

- Choose a model for the journal entry
- Add or revise the journal entry that is based on the model

See Also

- *Entering Standard Vouchers* in the chapter *Working with Standard Vouchers* for steps on how to enter a voucher and G/L distribution

▶ To choose a model for the journal entry

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

1. On Supplier Ledger Inquiry, follow the steps to enter a standard voucher.
2. On Enter Vouchers-G/L Distribution, choose Model Journals from the Form menu.
3. On Model Journals Search & Select, complete the following field and click Find to display a particular document type:
    - Document Type
4. Choose the appropriate model and click Select.

    The system displays the model on Enter Vouchers-G/L Distribution. You can now add or revise the actual journal entry based on the information from the model.

▶ To add or revise the journal entry that is based on the model

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

After you choose a model, you use it as the basis for your specific journal entry, adding and revising it as needed.

1. Follow the steps to choose a model for the journal entry.
2. On Enter Vouchers-G/L Distribution, complete the following field:
   - G/L Date
3. Complete or change the following field for each G/L distribution, if applicable:
   - Amount
4. Replace or clear information in other fields, as necessary, and click OK.

Entering Speed Vouchers

As an alternative to entering standard vouchers, you can use the Speed Voucher method to enter high-volume, simple vouchers. With speed vouchers, you enter voucher and G/L distribution information on one form. Consider using this method for a voucher that has:

- A single pay item (which has a single due date and tax rate/area)
- Simple accounting instructions

You cannot use the speed method for multiple pay items, changing or deleting vouchers. You must use the standard voucher entry or speed release program.

As with standard vouchers, speed voucher information is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

Before You Begin

☐ Set up supplier master records. See *Entering Supplier Records.*

☐ Set the appropriate processing options.

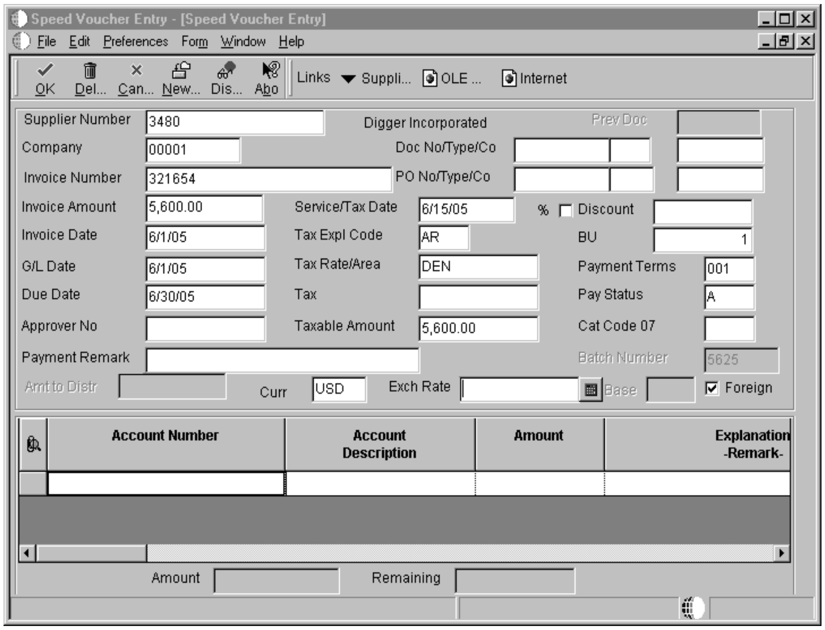
☐ Verify that the following AAIs are set up correctly:

  - PC (payables trade)
  - PB (payables bank)
  - PKD (payables discounts available)
  - PKL (payables discounts lost)
  - PG (realized gain on foreign currency)
  - PL (realized loss on foreign currency)
  - PT (payables tax)

  See About AAIs for A/P

▶ To enter a speed voucher

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


Speed Voucher Entry - [Speed Voucher Entry]
File Edit Preferences Form Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Suppli...
OLE ...
Internet
Account Number
Account Description
Amount
Explanation -Remark-

Supplier Number 3480 Digger Incorporated
Prev Doc
Company 00001
Doc No/Type/Co
Invoice Number 321654
PO No/Type/Co
Invoice Amount 5,600.00
Service/Tax Date 6/15/05
% ☐ Discount
Invoice Date 6/1/05
Tax Expl Code AR
BU 1
G/L Date 6/1/05
Tax Rate/Area DEN
Payment Terms 001
Due Date 6/30/05
Tax
Pay Status A
Approver No
Taxable Amount 5,600.00
Cat Code 07
Payment Remark
Batch Number 5625
Amt to Distr
Curr USD
Exch Rate
Base
☑ Foreign
Amount
Remaining

1. On Speed Voucher Entry, to identify the invoice, complete the following fields:
   - Supplier Number
   - Invoice Amount
2. You can also complete the following optional fields to identify the invoice:
   - Invoice Number
   - Invoice Date

   If you make errors during data entry on fields in the header, you must correct them from the header. The system does not allow you to change the grid until you make corrections to fields in the header. When you make corrections to fields in the header, the system automatically updates the corresponding data in the grid.

3. To specify how to process the voucher, complete the following fields:
   - Company
   - G/L Date
4. You can also complete the following optional fields to specify how to process the voucher:
   - Discount Available
   - Payment Terms
   - Pay Status
   - Name – Remark
5. To enter general ledger information, complete the following fields:

- Account Number
- Amount

6. You can also complete the following optional field to enter general ledger information:
   - Explanation –Remark–

   After you complete a speed voucher, you can choose Exit Out Of Balance from the Form menu. See *Exiting Standard Voucher Entry Out of Balance* for more information about the purpose, function, and potential hazards in exiting out of balance.

Field	Explanation
Amount	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.

See Also

- *Entering Other Types of Vouchers* for more information about entering a voucher with discounts, multiple pay items, taxes, or foreign currencies
- *Entering Basic Journal Entries* in the *General Accounting Guide* for more information about entering G/L distributions

Processing Options for Speed Voucher Entry

```
Manual Checks

1. Enter a '1' for manual checks

      1 = Manual Check Creation                  ____________

2. Enter a '1' to automatically assign
    payment number based on the bank
    account's next payment number

      1 = Auto Payment Numbers                   ____________

MBF Version

1.  Enter the number of the Master
    Business Function Processing Option
    Version to be used for Speed Voucher
    Entry.  If left blank, ZJDE0001 will
    be used.

      Version                                    ____________
```

Reviewing and Approving Vouchers

After entering vouchers, you can verify their accuracy before posting them to the general ledger. This consists of:

- ☐ Reviewing vouchers
- ☐ Approving vouchers

To review and approve voucher batches, you access the Work with Batches form. You can use this same form to post batches of vouchers that you have approved.

Reviewing Vouchers

When you review vouchers for posting, you can display a list of batches based on such things as their status. For example, you might want to review all batches with a posting status of pending.

Note: If the batch review security feature is activated, the system might not list all batches. Instead, the system lists only the batches that you are authorized to review and approve.

When you review a list of batches, you can access transaction detail for a specific voucher batch. For example, you can review the number of vouchers within a batch. You can also select a specific voucher or journal entry.

If you add, change, or void a voucher in a batch that has been posted, the system changes the batch status from posted to your default entry status (either pending or approved). You must post the batch again. The system posts only the changed transactions.

The review program displays and updates information from the following tables:

- Batch Control (F0011)
- A/P Ledger (F0411)
- Account Ledger (F0911)

Difference Amounts in Using or Not Using Batch Control

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter in a batch. These differences are shown for both the input total and the number of documents, and are informational only.

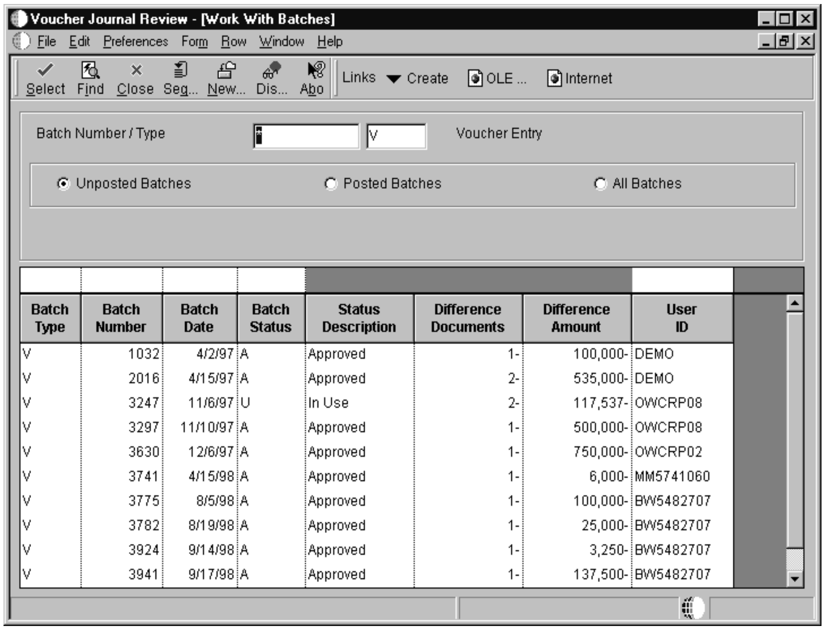
If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. The differences displayed are informational only.

See Also

- *About Batch Voucher Processing*
- *Locating Vouchers*
- *Posting Vouchers*

▶ To review vouchers

From the Supplier & Voucher Entry menu (G0411), choose Voucher Journal Review.


Voucher Journal Review - [Work With Batches]
File Edit Preferences Form Row Window Help
Select Find Close Seg... New... Dis... Abo
Links Create OLE ... Internet

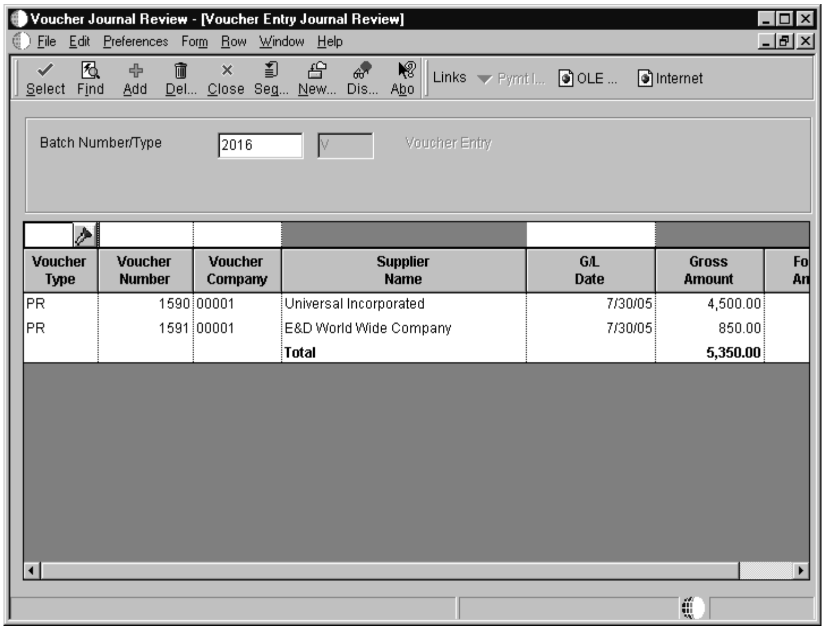
Batch Number / Type * V Voucher Entry

● Unposted Batches ○ Posted Batches ○ All Batches

Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
V	1032	4/2/97	A	Approved	1-	100,000-	DEMO
V	2016	4/15/97	A	Approved	2-	535,000-	DEMO
V	3247	11/6/97	U	In Use	2-	117,537-	OWCRP08
V	3297	11/10/97	A	Approved	1-	500,000-	OWCRP08
V	3630	12/6/97	A	Approved	1-	750,000-	OWCRP02
V	3741	4/15/98	A	Approved	1-	6,000-	MM5741060
V	3775	8/5/98	A	Approved	1-	100,000-	BW5482707
V	3782	8/19/98	A	Approved	1-	25,000-	BW5482707
V	3924	9/14/98	A	Approved	1-	3,250-	BW5482707
V	3941	9/17/98	A	Approved	1-	137,500-	BW5482707

1. On Work With Batches, click Find to display all batches, or complete the following field to limit your search:
    - Batch Number

2. Choose the following option:
   - Batch Status
3. Choose a batch and click Select.


Voucher Journal Review - [Voucher Entry Journal Review]
File Edit Preferences Form Row Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Pymt I... OLE ... Internet

Batch Number/Type 2016 V Voucher Entry

Voucher Type	Voucher Number	Voucher Company	Supplier Name	G/L Date	Gross Amount	Fo An
PR	1590	00001	Universal Incorporated	7/30/05	4,500.00	
PR	1591	00001	E&D World Wide Company	7/30/05	850.00	
			Total		**5,350.00**	

4. On Voucher Entry Journal Review, choose the voucher that you want to review.

   When you view batch amounts, the gross amount of the voucher appears even if part of the voucher has been paid. The batch total amount includes debit memos.

   Choose Payment Inquiry from the Form menu to see more detailed information about a manual payment without matching voucher (batch type W).

   You can enter additional vouchers into an existing batch by clicking Add on Voucher Entry Journal Review.

5. Do one of the following:
   - To review the voucher, click Select. On Enter Voucher-Payment Information, change the information in any field that is not a key field (optional).
   - To review general ledger information, choose G/L Distribution from the Form menu. On Enter Voucher-G/L Distribution, change the information in any field that is not a key field (optional).

Field	Explanation
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.

Multicurrency Batch Totals

Batch amounts are not currency-sensitive. For flexibility in data entry, you can enter different currencies in the same batch. The system adds the debit amounts of the entries to obtain the batch total.

If you enter transactions with different currencies in the same batch, the system does not adjust for the decimal notations of the different currencies. Instead, you get a hash total. For this reason, many users prefer to enter transactions with each different currency in separate batches.

You can review the foreign currency of each voucher and the domestic currency of the company to which it was entered by reviewing the voucher.

To determine the expected input total for a batch with currencies that have different decimal places, add the amounts without using a decimal point.

Example: Multicurrency Batch Totals

You enter vouchers for 10,535.00 FRF and 16,433,500 BEF in the same batch. The system disregards the decimal point in the French franc amount and calculates a hash total. The total amount entered is 17,487,000 (1053500 plus 16433500).

The system displays decimals in the input totals based on the setting in the data dictionary. Using the same figures:

- If you set the data dictionary to display zero decimals, the system displays 17,487,000.
- If you set the data dictionary to display two decimals, the system displays 174,870.00.

Approving Vouchers

After you enter a batch of vouchers, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on your company requirements, as defined in the A/P constants, the system assigns either a pending or an approved status to the batch.

On the other hand, to temporarily prevent a batch from posting, change its status from approved to pending.

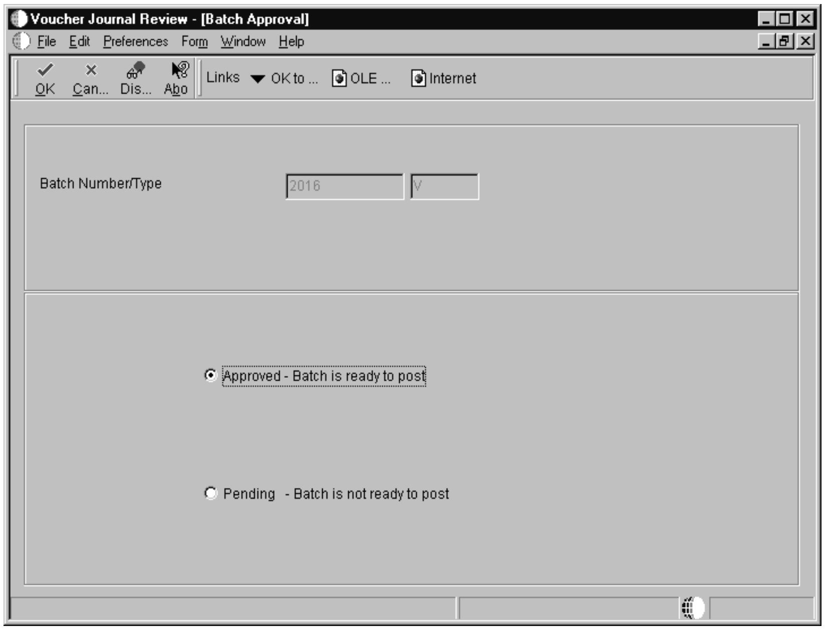
The review program displays and updates information from the following tables:

- Batch Control (F0011)
- Account Ledger (F0911)
- A/P Ledger (F0411)

▶ To approve vouchers

From the Supplier & Voucher Entry menu (G0411), choose Voucher Journal Review.

1. On Work With Batches, follow the steps to review voucher batches.
2. Choose the batch or batches that you want to approve.
3. From the Row menu, choose Batch Approval.


Voucher Journal Review - [Batch Approval]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links OK to ... OLE ... Internet

Batch Number/Type 2016 V

● Approved - Batch is ready to post

○ Pending - Batch is not ready to post

4. On Batch Approval, click the Approved - Batch is ready to post option and perform one of the following actions:
   - To approve one batch, click OK.
   - To approve more than one batch, choose OK to All from the Form menu.
5. To verify the approval, review the following field on Work With Batches:
   - Status Description

See Also

- *Reviewing Vouchers*
- *Approving Voucher Batches Using Workflow*

Understanding the Post Process for Vouchers

After you enter, review, and approve vouchers, you post them so they are reflected in your general ledger.

The Post program performs the following tasks during the post process, in this sequence:

- Selects the batch to post
- Creates automatic offsets
- Validates information and processes errors
- Posts transactions
- Updates the tax table
- Updates the batch status
- Updates the line extension code field

Selects the Batch to Post

The program performs the following actions to select the data for posting:

- Selects all approved batches that match the criteria specified in the data selection from the Batch Control Records table (F0011). However, the post process completely processes one batch before starting the next batch.
- Changes the batch status in the Batch Control table to indicate that the selected batch is in use.

Creates Automatic Offsets

The program selects the unposted transactions for the selected batch from the Accounts Payable Ledger table (F0411).

Next, the program creates transactions for automatic offset amounts. It also creates other related entries such as taxes and intercompany settlements.

The automatic offset amount is a debit or credit to the A/P trade account and is controlled by the AAI item PC. The program uses the company number and the G/L offset from each voucher to locate AAI item PC. This item contains the offset account to which you are posting.

Note: If you choose the batch offset (B) method, you cannot use the detail method (2) of intercompany settlements.

During the post process, the system retrieves the following information for the automatic offset:

- Automatic offset method. This is based on the offset method in A/P Constants.
- Document type. This is AE (automatic entry) and includes intercompany settlements and automatic offsetting entries for A/P and A/R.

  Note: Although posting out-of-balance batches prevents the system from creating intercompany settlements, posting out-of-balance does create AE document types for A/P and A/R.

- Document number. This is based on the offset method in the A/P constants. If you post in detail (Offset Method Y), an offset document is created for each document number. When you post the document number in batch, (Offset Method B), the document number corresponds to the batch number.
- Account description/explanation. For example:
  - Accounts Payable Trade/Post Offset by Batch V (batch number)
  - Accounts Payable Trade/Post Offset by Doc V (voucher number)

If the voucher includes taxes, the system generates an automatic offset with the characteristics described above, except that the account description is from the AAI item PT (payables tax). Later in the process it records the tax amount in the Sales/Use/V.A.T. Tax File table (F0018), based on a processing option.

Validates Information and Processes Errors

After selecting the batches and transactions to post, the program performs numerous edits. These edits validate the information for the job, the batches, and the transactions. The program validates that:

- The processing option versions and constants are valid.
- Transaction data is valid, such as:
  - The account exists in the Account Master table (F0901) and is a posting account.
  - The business unit exists in the Business Unit Master table (F0006).
  - The G/L date is valid.
- Intercompany setup is correct for intercompany settlements.
- Each batch is in balance.

If the program finds errors, the program:

- Sends workflow messages to the Employee Work Center to the user who ran the Post program. For example, you receive messages for transactions that are in error and batches that do not balance.
- Prints a Post Detail Error report if a batch does not balance.
- Deletes the automatic offset created earlier in the posting sequence.
- Places the entire batch in error if any transactions are in error, which prevents the batch from posting.

For batches with errors, no posting occurs.

Posts Transactions

After validating the integrity of the information in the job, batches, and transactions, the program:

- Updates the posted code for each transaction to D in the Accounts Payable Ledger table (F0411)
- Updates the posted code for each transaction to P in the Account Ledger table (F0911)
- Posts transactions to the Account Balances table (F0902)
- Prints the General Ledger Post report

The program posts to the appropriate ledgers. For example, the program posts:

- Domestic amounts to the AA (actual amount) ledger
- Foreign amounts to the CA (currency amount) ledger, if applicable

The program also creates transactions for automatic offsets that are required for intercompany settlements, if applicable.

Updates the Tax table

The program updates the tax amount in the Sales/Use/V.A.T. Tax File table (F0018), based on a processing option setting.

Updates the Batch Status

After the posting process is complete, a posted code of D (posted) is automatically assigned to the batch. If an error caused a batch to remain unposted, it is assigned a status of E (error) in the Batch Control Records table (F0011).

Updates the Line Extension Code Field

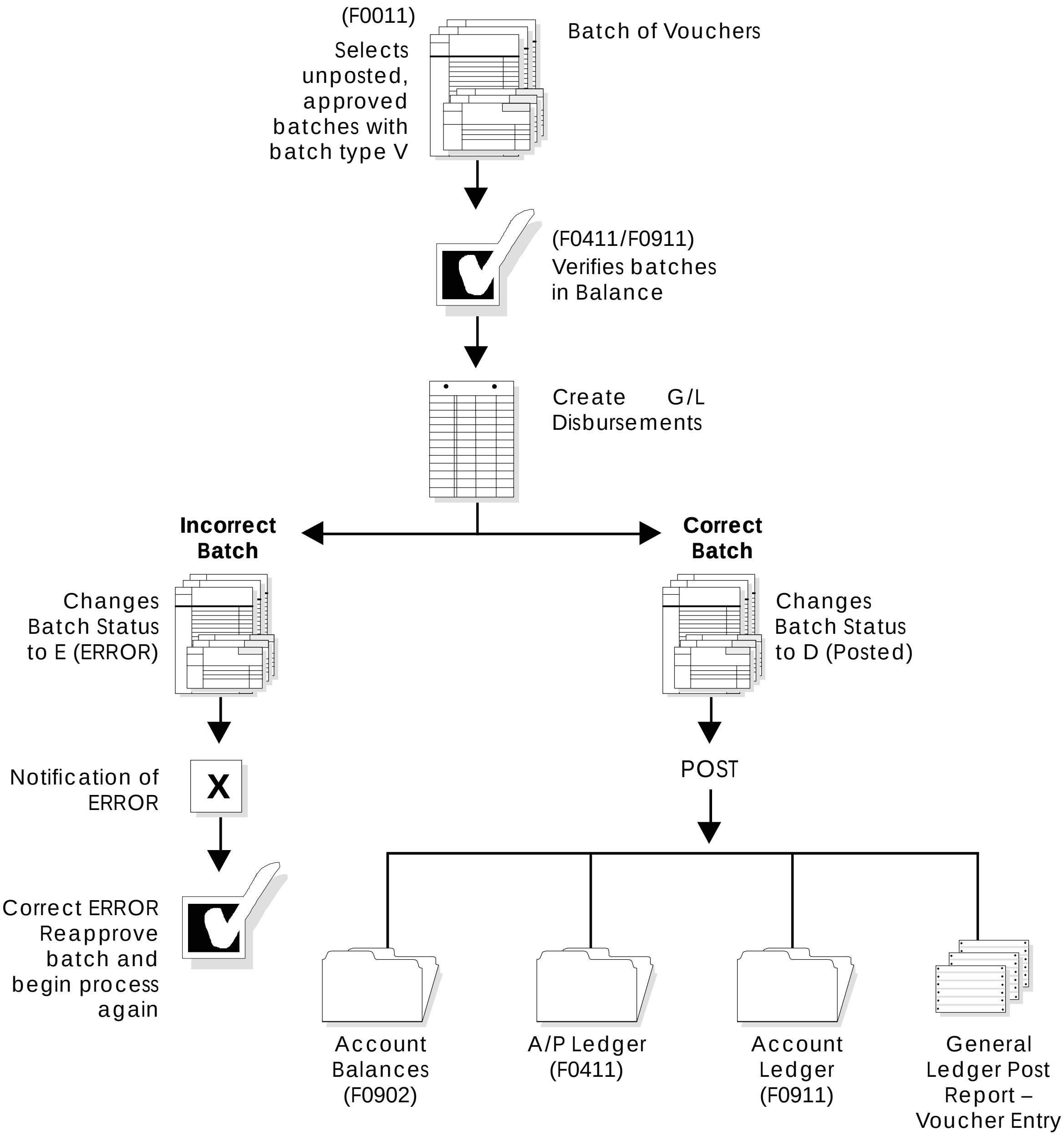
When the post generates Account Ledger (F0911) records, the system updates the Line Extension Code field (EXTL) with a value of AE. This update differentiates Account Ledger records that you enter through voucher or invoice entry from those records generated by the post, such as payments and cash receipts.

OneWorld and WorldSoftware Post-Process Coexistence Issues

The Post program in OneWorld differs from the Post program in WorldSoftware. If OneWorld and WorldSoftware coexist in your environment, you should know that:

- In OneWorld, the Pre-Post programs in Accounts Payable create the offsetting entries (not the Post program). The offsetting entries use the transaction date (not the end of the month).
- Offset Method D is not available in OneWorld.
- In OneWorld, the system uses the Ledger Rules table (F0025) to determine the ledgers that are required to balance and the ledgers that require intercompany settlements. In WorldSoftware, the ledgers are hardcoded in the programs.
- In OneWorld, the posting and updating tasks occur in a different sequence than they do in WorldSoftware. For example, the program updates the Account Balances table before it updates the Account Ledger table.
- Because the sequence of events differs, you must complete posting in the software where you started posting. For example, if you start posting a batch in OneWorld and the batch has errors, you must correct the errors and complete the post of that batch in OneWorld. Conversely, if you start the Post program in WorldSoftware, you must complete the process in WorldSoftware.

The following graphic illustrates the voucher post process:


(F0011)
Selects unposted, approved batches with batch type V
Batch of Vouchers
(F0411/F0911)
Verifies batches in Balance
Create G/L Disbursements
Incorrect Batch
Correct Batch
Changes Batch Status to E (ERROR)
Changes Batch Status to D (Posted)
Notification of ERROR
X
POST
Correct ERROR Reapprove batch and begin process again
Account Balances (F0902)
A/P Ledger (F0411)
Account Ledger (F0911)
General Ledger Post Report – Voucher Entry

Posting Vouchers

After you enter, review, and approve vouchers, post them to the general ledger. Posting vouchers consists of:

- ☐ Posting batches of vouchers
- ☐ Verifying the post of vouchers

Before You Begin

- ☐ Verify that the batch has an approved status.
- ☐ If OneWorld and WorldSoftware coexist, ensure that you do not run the Post program in OneWorld and WorldSoftware at the same time.
- ☐ Ensure that all post menu selections are routed to the same job queue and that the job queue allows only one job to process at a time.
- ☐ Verify the offset method in A/P constants.

  If you are using multi-currency, the Offset Method field in A/P constants must agree with the Intercompany Settlements field in G/A constants. For example, if the Offset Method field is B (create an offset for each batch), the Intercompany Settlements field must be set to 1 (flex compatible, create intercompany settlements using a hub company), not to 2 (flex compatible, create intercompany settlements without a hub company). If you do not set up these two constants so that they are compatible, the system returns an error.

See Also

- *Intercompany Settlements* in the *General Accounting Guide* for more information about intercompany multicurrency processing

Posting Batches of Vouchers

You can start the Post Vouchers to G/L program from either of two menu selections:

- Choose Post Vouchers to G/L to start posting directly from the menu.

- Choose Voucher Journal Review to start posting without exiting the General Journal Review program.

The menu selection you choose depends on the method of posting you want to use. If you post from the Post Vouchers to G/L program, you can:

- Post all approved batches
- Post using manual data selection

If you post from the Voucher Journal Review program, you can:

- Post using automated data selection (available from General Journal Review only)
- Post using automated data selection and a subsystem (available from General Journal Review only)

The following table summarizes the methods available by menu selection and includes the advantages of each method.

Post Vouchers to G/L menu selection	When you choose Post Vouchers to G/L from the menu, the program displays the Work with Batch Versions form. You then choose and run a version. Advantage: The program posts all approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.
Voucher Journal Review menu selection: G/L Post by Version (Form menu)	From Work With Batches, you choose G/L Post by Version from the Form menu. You then choose and run a version of the post. This method works the same as starting the post from the Post Vouchers to G/L menu selection. Advantage: Same as the method for Post Vouchers to G/L.
Voucher Journal Review menu selection: G/L Post by Batch (Row menu)	From Work With Batches, you choose one or more batches and then choose G/L Post by Batch from the Row menu. The program selects the version to run based on the batch type and sends the data selection to a version for you. Advantage: Data selection occurs automatically.

Voucher Journal Review menu selection: Subsystem G/L Post (Row menu)	From Work With Batches, you choose one or more batches and then choose Subsystem G/L Post from the Row menu. The program sends the data selection to a subsystem table. Advantage: Data selection occurs automatically and system resources can be better utilized. For example, the system administrator might hold batches in the subsystem and run them at night when system resources are more readily available.

When you use any method except the Subsystem G/L Post, you choose whether to run the program locally or on the server.

Caution: The Post program performs a number of complex tasks. J.D. Edwards strongly recommends that you observe these constraints:

- Do not customize the programming.
- Do not change accounts, AAIs for the General Accounting system, intercompany settlements in the general accounting constants, or processing options for the post program while the post is running.

When you post vouchers, the system creates automatic offset entries to the general ledger for the A/P Trade account. The system typically credits an A/P liability account and debits an expense account.

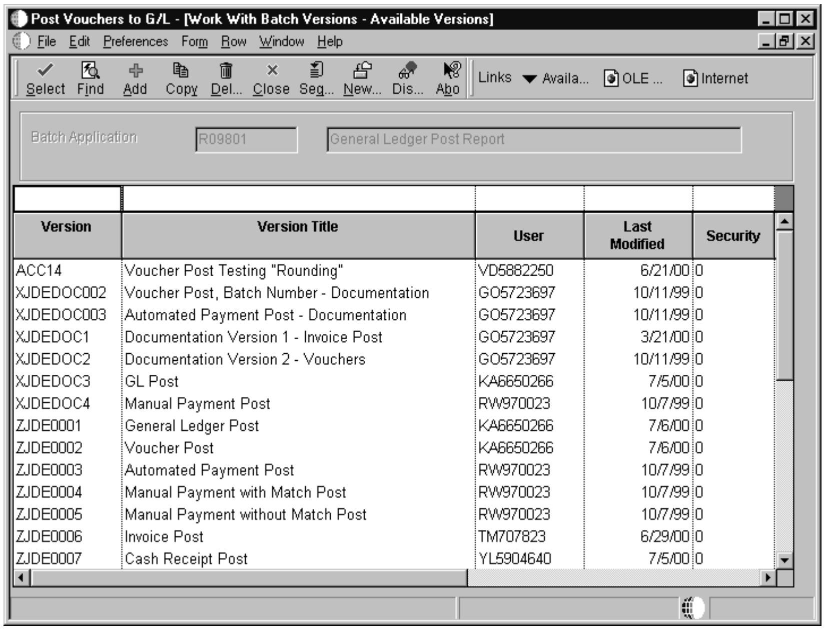
All J.D. Edwards post programs post to the general ledger in the same way. Only one post program is available for vouchers. The post program for vouchers has the data selection for batch type set to V (vouchers). You should not change this.

▶ To post all approved batches

From the Supplier & Voucher Entry menu (G0411), choose Post Vouchers to G/L.

Alternatively, choose Voucher Journal Review from the Supplier & Voucher Entry menu (G0411). On Work with Batches, choose Post by Version from the Form menu.

When you use either of these menu selections to start the post, leave the data selection unchanged to post all approved batches.


Post Vouchers to G/L - [Work With Batch Versions - Available Versions]
File Edit Preferences Form Row Window Help
Select Find Add Copy Del... Close Seg... New... Dis... Abo
Links Availa... OLE ... Internet

Batch Application R09801 General Ledger Post Report

Version	Version Title	User	Last Modified	Security
ACC14	Voucher Post Testing "Rounding"	VD5882250	6/21/00	0
XJDEDOC002	Voucher Post, Batch Number - Documentation	GO5723697	10/11/99	0
XJDEDOC003	Automated Payment Post - Documentation	GO5723697	10/11/99	0
XJDEDOC1	Documentation Version 1 - Invoice Post	GO5723697	3/21/00	0
XJDEDOC2	Documentation Version 2 - Vouchers	GO5723697	10/11/99	0
XJDEDOC3	GL Post	KA6650266	7/5/00	0
XJDEDOC4	Manual Payment Post	RW970023	10/7/99	0
ZJDE0001	General Ledger Post	KA6650266	7/6/00	0
ZJDE0002	Voucher Post	KA6650266	7/6/00	0
ZJDE0003	Automated Payment Post	RW970023	10/7/99	0
ZJDE0004	Manual Payment with Match Post	RW970023	10/7/99	0
ZJDE0005	Manual Payment without Match Post	RW970023	10/7/99	0
ZJDE0006	Invoice Post	TM707823	6/29/00	0
ZJDE0007	Cash Receipt Post	YL5904640	7/5/00	0

1. On Work with Batch Versions - Available Versions, choose the version to run and click Select.
2. On Version Prompting, leave the Data Selection option turned off and click Submit.
3. On Processing Options, click OK.

   After you initially set up the processing options, changes are typically not needed.

4. On Report Output Destination, choose the destination for the General Ledger Post report (on the screen or to a printer) and click OK.
5. As prompted, choose where to run the program (locally or on the server).

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination you chose.

▶ To post using manual data selection

From the Supplier & Voucher Entry menu (G0411), choose Post Vouchers to G/L.

Alternatively, choose Voucher Journal Review from the Supplier & Voucher Entry menu (G0411). On Work with Batches, choose G/L Post by Version from the Form menu.

When you use either of these menu selections to start the post, you can specify one or more batches for the post using manual data selection.

1. On Work with Batch Versions, double-click the version to run, or choose Run Version from the Row menu.
2. On Version Prompting, click the Data Selection option and click Submit.
3. On Criteria Design, enter the selection criteria on a blank line.

   Do not delete or type over the existing specifications for the batch status (A) and the batch type (V).

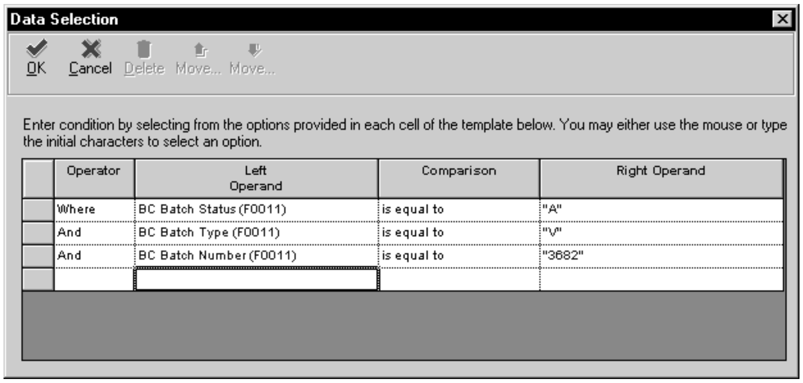
   For example, double-click And for the operator, Batch Number (F0011) for the left operand, “is equal to” for the comparison, and Literal for the right operand, where you can enter the batch number or numbers.

4. If you use Literal for the right operand, enter the value or values on the next form and click OK.

   For example:

   - To specify a single batch, choose the Single value tab and enter the batch number.
   - To specify a range of batches, choose the Range of values tab and enter the beginning and ending batch numbers.

The following example shows the criteria required to select batch 3682.



Enter condition by selecting from the options provided in each cell of the template below. You may either use the mouse or type the initial characters to select an option.

Operator	Left Operand	Comparison	Right Operand
Where	BC Batch Status (F0011)	is equal to	"A"
And	BC Batch Type (F0011)	is equal to	"V"
And	BC Batch Number (F0011)	is equal to	"3682"

5. On Criteria Design, click OK.
6. On Processing Options, click OK.
7. On Report Output Destination, choose the destination for the General Ledger Post report and click OK.
8. As prompted, choose whether to run the program locally or on the server.

See Also

- *Submitting Reports* in the *OneWorld Foundation Guide* for more information about using the Work with Batch Versions form

▶ To post using automated data selection

From the Supplier & Voucher Entry menu (G0411), choose Voucher Journal Review.

Use this procedure to start posting one or more batches immediately without exiting the review form.

If you run the program locally when you use G/L Post by Batch to post multiple batches, you will not be able to use Work With Batches until posting is complete for all the batches. However, you will be able to use other programs.

1. On Work With Batches, choose the batch or batches to post.
2. Choose G/L Post by Batch from the Row menu.
3. On Report Output Destination, choose the destination for the General Ledger Post report (on the screen or to a printer) and click OK.

The program sends the data selection for each highlighted batch to a version. The program selects the version to execute based on the batch type and posts the batches consecutively.

▶ To post using automated data selection and a subsystem

From the Supplier & Voucher Entry menu (G0411), choose Voucher Journal Review.

Use this procedure to post one or more approved batches using a subsystem. Your system administrator must start the subsystem before posting can occur. Posting occurs in a separate area and typically at a later time.

1. On Work With Batches, choose the batch or batches to post.
2. Choose Subsystem G/L Post from the Row menu.

The program sends the data selection for each highlighted batch to the version ZJDE0011, which is used for all subsystem posting. The program will post the batches consecutively in background on the server. If the subsystem runs constantly, you might not notice any difference between subsystem posting and posting by batch on the server, except that the program always sends reports to the printer. You cannot choose to see reports on the screen.

Caution: Do not enter data selection information for the subsystem post version (ZJDE0011), because this version is shared by other systems.

Verifying the Post of Vouchers

After posting your vouchers, verify that your batches of vouchers posted successfully. If any batches did not post, you must correct all errors and set the batch to approved status before the program will post the batch. The program creates a variety of messages and reports to help you verify the posting information.

Complete the following tasks:

- Review your workflow messages
- Review the General Ledger Post Report
- Review the Post Detail Error Report

See Also

- *Working with Queues* in the *OneWorld Foundation Guide* for information about workflow messages
- *Viewing Messages* in the *OneWorld Foundation Guide* for information about messages
- *Reviewing and Approving Vouchers* for information about working with batches

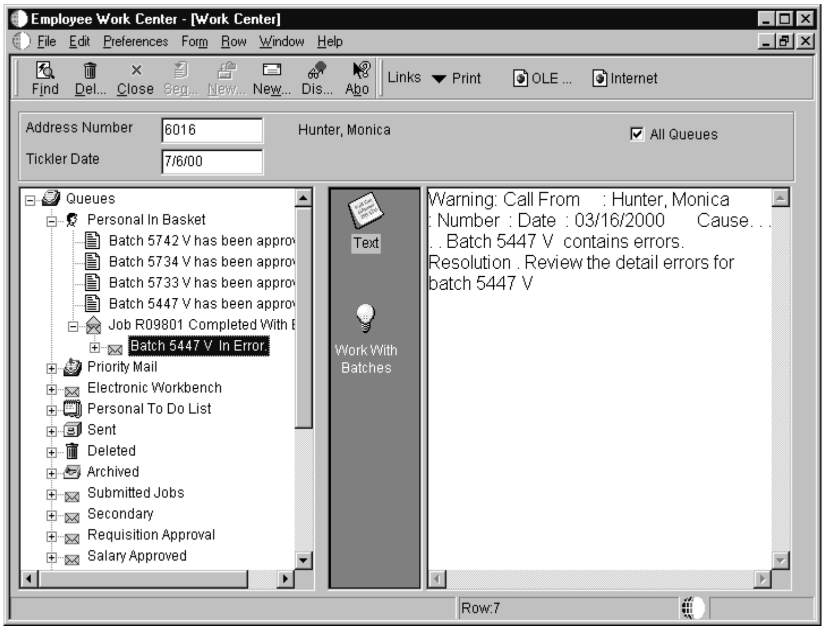
Reviewing Your Workflow Messages

The post program sends workflow messages to the Employee Work Center when a job completes normally and when errors occur. After you run the post program, you should review your workflow messages to determine the status of a job.

If a job did not complete normally, review the error messages. Typically, one message notifies you that a job had errors, followed by one or more detailed messages defining the errors. After reviewing your error messages, you can access the batches in error and correct the errors interactively.

▶ To review workflow messages

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


Employee Work Center - [Work Center]
File Edit Preferences Form Row Window Help
Find Del... Close Seq... New... New... Dis... Abo
Links Print OLE ... Internet
Queues
Personal In Basket
Batch 5742 V has been approv
Batch 5734 V has been approv
Batch 5733 V has been approv
Batch 5447 V has been approv
Job R09801 Completed With E
Batch 5447 V In Error.
Priority Mail
Electronic Workbench
Personal To Do List
Sent
Deleted
Archived
Submitted Jobs
Secondary
Requisition Approval
Salary Approved
Text
Work With Batches
Row:7

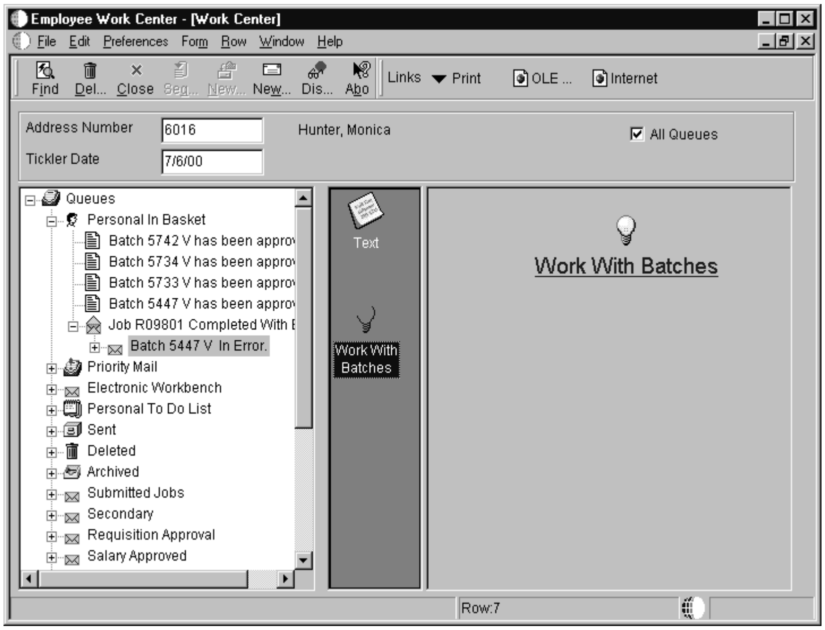
Address Number 6016 Hunter, Monica

Tickler Date 7/6/00

☑ All Queues

Warning: Call From : Hunter, Monica
: Number : Date : 03/16/2000 Cause. . .
. . Batch 5447 V contains errors.
Resolution . Review the detail errors for batch 5447 V

1. On Work Center, review your workflow messages for batch job errors.
2. To review detail information about a batch error, click on the error message.
3. To access the batch in error, click the Work With Batches icon in the center bar to replace the message text in the right panel with the icon.

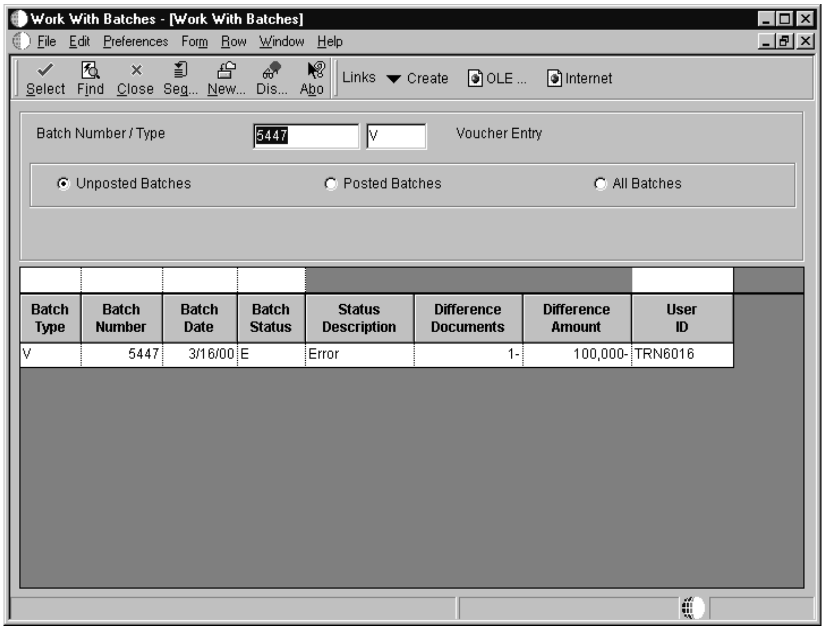

Employee Work Center - [Work Center]
File Edit Preferences Form Row Window Help
Find Del... Close Seq... New... New... Dis... Abo
Links Print OLE ... Internet
Queues
Personal In Basket
Batch 5742 V has been appro
Batch 5734 V has been appro
Batch 5733 V has been appro
Batch 5447 V has been appro
Job R09801 Completed With E
Batch 5447 V In Error.
Priority Mail
Electronic Workbench
Personal To Do List
Sent
Deleted
Archived
Submitted Jobs
Secondary
Requisition Approval
Salary Approved
Text
Work With Batches
Work With Batches
Row:7

Address Number 6016 Hunter, Monica

Tickler Date 7/6/00

☑ All Queues

4. Double-click the Work With Batches icon in the right panel.


Work With Batches - [Work With Batches]
File Edit Preferences Form Row Window Help
Select Find Close Seq... New... Dis... Abo
Links Create OLE ... Internet

Batch Number / Type 5447 V Voucher Entry

● Unposted Batches ○ Posted Batches ○ All Batches

Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
V	5447	3/16/00	E	Error	1-	100,000-	TRN6016

5. On Work With Batches, chose Batch Reviews, Voucher Review from the Row menu.

6. On Voucher Entry Journal Review, do one of the following:

- To review the voucher, click Select. On Enter Voucher-Payment Information, change the information in any field that is not a key field (optional).
- To review general ledger information, choose G/L Distribution from the Form menu. On Enter Voucher-G/L Distribution, change the information in any field that is not a key field (optional).

Reviewing the General Ledger Post Report

To verify the automatic offsets that were posted to the Account Balances, Accounts Payable Ledger, and Account Ledger tables, review the General Ledger Post - Voucher Entry report.

This report lists batches that posted successfully. At the end of the report, if one or more batches contained errors, the report also includes a text box to alert you that the program found errors. You should review your electronic mail for messages that provide more detail. From there, you can access the Work With Batches and Journal Entry forms, where you can correct errors.

If you enter voucher entries with multiple currencies, the General Ledger Post - Voucher Entry report lists both the CA ledger and converted AA amounts for foreign currency transactions. Additionally, it lists the currency code of the CA ledger amount and the domestic currency of the company for the AA ledger amount. The CA amounts represent the foreign side of the entry. The AA amounts represent the domestic side of the entry.

See Also

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

Reviewing the Post Detail Error Report

When you set up ledgers, you specify whether a ledger is required to balance. If the post program finds an out-of-balance condition in a ledger type that is required to balance, the program generates a report.

If you enter vouchers with multiple currencies, this report includes AA (actual amounts) and CA (currency amounts) ledger information. Both the CA and AA ledgers must be in balance.

Processing Options for General Ledger Post Report

```
Print

1)  Enter which Account Number to print
    on the report.    '1' = Structured
    Account;    '2' = Short Account ID;
    '3' = Unstructured Account;    ' ' =
```

Default Account Format.

Account Format ____________

Versions

1) Enter a version of the Detailed Currency Restatement (R11411) to execute. If left blank, Detailed Currency Restatement entries will not be created. (i.e. ZJDE0001)

Detailed Currency Restatement Version ____________

2) Enter a version of the Fixed Asset Post (R12800) to execute. If left blank, Fixed Asset Post will not be executed. (i.e. ZJDE0001)

Fixed Asset Post Version ____________

3) Enter a version of the 52 Period Post (R098011) to execute. If left blank, 52 Period Post will not be executed. (i.e. ZJDE0001)

52 Period Post Version ____________

Edits

1) Enter a '1' if you wish to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter in records being posted, prior to editing and posting the records.

Update Transaction ____________

Taxes

1) Enter when to update the Tax File (F0018). '1' = V.A.T. or Use Tax only; '2' = for all Tax Amounts; '3' = for all Tax Explanation Codes; ' ' = no update to Tax File (Default).

Update Tax File ____________

2) Adjust V.A.T. Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' = Update VAT, Ext. Price and Taxable ____________

3) Adjust V.A.T Account for Receipt Adjustments and Write Offs. Tax

```
    explanation must be a 'V'.

      '1' = Update VAT only;  '2' =          ____________
      Update VAT, Ext. Price and
      Taxable

Process

Enter a '1' if you wish to explode
    parent item time down to the
    assembly component level. Component
    billing rates will be used.  (This
    applies to batch type 'T' only.)

      Explode parent item time.              ____________
```

What You Should Know About Processing Options

Posting an alternate currency ledger	If you use the alternate currency ledger XA, set the appropriate processing option to update the ledger and produce a separate Posting Journal.
Updating the tax table	After a batch is posted, the tax file can only be updated manually for that batch. If you want to update tax amounts to the Sales/Use/V.A.T. Tax File table (F0018) for tax reporting, you must activate the processing options.

Revising Batches to Post Out-of-Balance

To correct a problem found on an integrity report, you can revise a batch to post or not post out-of-balance. In some cases, you might need to post an out-of-balance journal entry. For example:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

▶ To revise batches to post out-of-balance

From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions. Or, from the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal Review.

1. On Work With Batches, locate the batch header.
2. Choose Revise from the Row menu.
3. On Create/Revise Batch Header, choose Overrides from the Form menu.
4. On Batch Overrides, choose the following options and click OK:

- Allow batch to post out of balance
- Exclude batch from integrity report

Field	Explanation
Allow batch to post out of balance	A code that controls out-of-balance posting. This field works in conjunction with the Intercompany Offsets field (ICO). For WorldSoftware, valid codes for this field are: Y Yes, post this batch out of balance N No, do not post this batch out of balance The system automatically sets this field to N after each successful post of a batch. For OneWorld, click the option to post the batch out of balance.
Exclude batch from integrity report	A code that controls the inclusion or exclusion of an out of balance batch on an integrity report (P007031). For WorldSoftware, valid codes are: Y Yes, include batch out of balance on integrity reports N No, do not include batch out of balance on integrity reports For OneWorld, click the option to exclude the batch from integrity reports.

See Also

- *Posting a Batch of Journal Entries* in the *General Accounting Guide*

Revising and Voiding Posted Vouchers

After a voucher is posted but before you pay it, you might need to revise it. For example, you might need to add lines to the G/L distribution. You might also need to void it. These activities consist of the following tasks:

- ☐ Revising posted vouchers
- ☐ Voiding posted vouchers

Revising Posted Vouchers

You might need to revise posted, unpaid vouchers. For example, you might need to add lines to the G/L distribution.

The system maintains an audit trail when you change a posted voucher. It uses document type PE (change in gross amount) for the new transactions that adjust the posted transactions. The new transaction is stored in the Accounts Payable Ledger table (F0411).

You cannot change the following key fields:

- Document Number
- Document Type
- Document Company
- Supplier Number
- G/L Date
- Company
- G/L Offset
- Currency Code

Company and G/L Offset become key fields when a voucher is posted. To change the information in one of these key fields, perform one of the following actions:

- Void and re-enter the voucher
- Copy the voucher and change the appropriate fields on the new voucher before you accept it, and then void the original

Any change to a voucher on a voucher entry form reopens the batch and requires you to repost the batch. Consider using Speed Release to change information that does not change the G/L distribution, such as due date. Speed Release does not reopen the batch.

If you make certain types of changes, the system changes the batch status from posted to unposted. You must post the batch again. This is true if you:

- Change the total gross amount for the voucher
- Change the number of vouchers in a batch
- Change a journal entry

If you must post the batch again, you might need to approve the batch before you post it. You must do this if the default entry status for the original voucher was pending.

Changing a Posted Voucher with Taxes

You cannot add taxes to a posted voucher. However, you can change the gross amount of the voucher, and enter tax information as an additional pay item.

To change a posted voucher with taxes, enter a new gross amount and remove the tax amount and taxable amount information. The system recalculates the tax information.

▶ To revise a posted voucher

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

1. On Supplier Ledger Inquiry, follow the steps to locate a voucher.

   See *Locating Vouchers* in the chapter *Working with Standard Vouchers*.
2. On Enter Voucher-Payment Information, change the information in any field that is not a key field and click OK.
3. On Enter Vouchers-G/L Distribution, complete the following fields to create a balancing entry, if necessary:
   - Account Number
   - Amount
4. You can also complete the following optional field to create a balancing entry:
   - Explanation –Remark–

See Also

- *Revising Unposted Vouchers*
- *Copying Vouchers*
- *Posting Vouchers*

Voiding Posted Vouchers

To remove a posted voucher from your general ledger, you must void it and then post the batch again. You can void a voucher in any open fiscal period. However, you cannot delete it from the system after it has been posted.

To void a paid voucher, you must void the payment. After you do so, the voucher is considered unpaid and can be voided. After you void the voucher, you must post the batch again.

The system maintains an audit trail when you void a posted voucher. When you void a voucher, an additional record is generated in the Accounts Payable Ledger table (F0411) for the voided amount, the gross amount on the original voucher is blanked out, and the pay status is updated to P (Paid in Full). Additionally, the Pay Extension field is updated to a value of 1, and the Adjustment Document Type field is updated with a value of PE (change in gross amount). The system uses document type PE for the new transactions that reverse the posted transactions.

Caution: Do not use the Accounts Payable system to void vouchers that were created in the Procurement system. If you created a voucher in the Procurement system, it must be reversed from the Procurement system. If you void the voucher in the Accounts Payable system, you can compromise the integrity of your purchasing data. You can set the Voucher Delete processing option on the Purchasing tab of the Standard Voucher Entry program to prompt you with a warning or error if you attempt to void a voucher created in the Procurement system.

You can void vouchers from either Supplier Ledger Inquiry or Voucher Journal Review. Regardless of which program you choose, you can delete entire vouchers or specific pay items (or multiple pay items). Choose any of the following tasks:

- Voiding an entire voucher using Supplier Ledger Inquiry
- Voiding an entire voucher using Voucher Journal Review
- Voiding specific pay items using Supplier Ledger Inquiry
- Voiding specific pay items using Voucher Journal Review

▶ To void an entire voucher using Supplier Ledger Inquiry

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.

   See *Locating Vouchers* in the chapter *Working with Standard Vouchers*.

2. To void an entire voucher, take the following actions:
   - Click the Summarize option.
   - Choose the voucher and click Delete.

     This does not actually delete the voucher from the system, but instead voids it and creates a reversing entry.

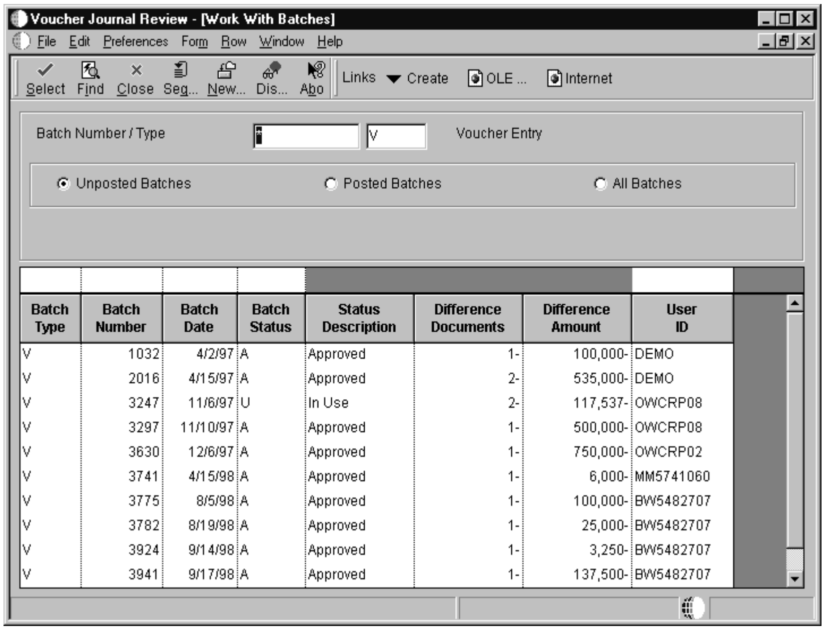
   - On Confirm Delete, click OK.
   - On Enter G/L Date to Void, change the G/L date to void the voucher in a different period, if applicable.
   - Click OK.

   The system creates a document (PE) for the change in the gross amount and displays it on Supplier Ledger Inquiry.

3. To verify the void, choose the voided voucher on Supplier Ledger Inquiry and click Select.
4. On Enter Voucher-Payment Information, review the reversing entry (created by the void).

▶ To void an entire voucher using Voucher Journal Review

From the Supplier & Voucher Entry menu (G0411), choose Voucher Journal Review.


Voucher Journal Review - [Work With Batches]
File Edit Preferences Form Row Window Help
Select Find Close Seg... New... Dis... Abo
Links Create OLE ... Internet

Batch Number / Type V Voucher Entry

● Unposted Batches ○ Posted Batches ○ All Batches

Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
V	1032	4/2/97	A	Approved	1-	100,000-	DEMO
V	2016	4/15/97	A	Approved	2-	535,000-	DEMO
V	3247	11/6/97	U	In Use	2-	117,537-	OWCRP08
V	3297	11/10/97	A	Approved	1-	500,000-	OWCRP08
V	3630	12/6/97	A	Approved	1-	750,000-	OWCRP02
V	3741	4/15/98	A	Approved	1-	6,000-	MM5741060
V	3775	8/5/98	A	Approved	1-	100,000-	BW5482707
V	3782	8/19/98	A	Approved	1-	25,000-	BW5482707
V	3924	9/14/98	A	Approved	1-	3,250-	BW5482707
V	3941	9/17/98	A	Approved	1-	137,500-	BW5482707

1. On Work With Batches, click Find to show all batches, or complete the following field to limit the search and click Find:
   - Batch Number / Type
2. Choose a batch and click Select.
3. On Voucher Entry Journal Review, choose the voucher you want to void and click Delete.
4. Click OK to confirm that you want to void the voucher.

After you void a posted voucher, the system recalculates the total amount of the batch and updates the Voucher Entry Journal Review form with the gross amount deleted. If you use multiple currencies, the foreign amount and currency code are also deleted.

▶ To void a specific pay item using Supplier Ledger Inquiry

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.

   See *Locating Vouchers* in the chapter *Working with Standard Vouchers*.

2. To void a specific pay item or multiple pay items, choose the voucher and click Select.
3. On Enter Voucher - Payment Information, choose the pay item or multiple pay items you want to void and click Delete.

4. Click OK to confirm that you want to void the pay item or multiple pay items.
5. On G/L Distribution, enter a new line item for the desired account and for the amount of the pay item or multiple pay items, and click OK.

▶ To void a specific pay item using Voucher Journal Review

From the Supplier & Voucher Entry menu (G0411), choose Voucher Journal Review.

1. On Work With Batches, follow the steps for locating batches.

   See *Locating Vouchers* in the chapter *Working with Standard Vouchers*.

2. Choose a batch and click Select.
3. On Voucher Entry Journal Review, choose the voucher that has the pay item or items you want to void and click Select.
4. On Enter Voucher - Payment Information, choose the pay item or pay items you want to void and click Delete.
5. On G/L Distribution, enter a new line item for the desired account of the pay item or multiple pay items, and click OK.

See Also

- *Voiding Automatic Payments and Vouchers*
- *Posting Vouchers*

Printing Voucher Journals

From the Supplier & Voucher Entry menu (G0411), choose Voucher Journal Report.

Generally, you review voucher journal information online. However, if you need to perform a detailed analysis, a printed journal might provide a more workable format. Printed reports are helpful when you are resolving out-of-balance conditions.

The tax amounts that appear on the Voucher Journal Report are calculated based on the tax explanation code and tax rate/area for a pay item.

This report lists transactions from the A/P Ledger (F0411) and Account Ledger (F0911) tables. To see VAT amounts from the tax worktable (F0018), you must set the processing option for Tax Processing. VAT amounts appear on the report only if the voucher has been posted.

The processing time for this batch process is related to the number of records in your system.

Abbreviated column headings	This report uses the following column headings: • Ty - Document Types • PC - Posted Code • LT - Ledger Type • PS - Payment Status • PI - Payment Instrument

See Also

- *R04305, Voucher Journal* in the *Reports Guide* for a report sample
- *Reviewing Vouchers* for information about reviewing voucher journal information online

Processing Options for Voucher Journal Report

Print Options

Select the Account Number to print:
Blank = Number entered during input;
’1’ = Account Number; ’2’ = Short
Account ID; ’3’ = Unstructured
Account.

Tax Processing

Enter a ’1’ to use the Tax Workfile
(F0018) to print the VAT Receivable
amounts (for posted amounts). If
left blank, only the tax amounts
from the A/P Ledger file (F0411)
will be printed.

Other Voucher Entry Methods

Many suppliers have different payment expectations. Depending on the supplier, you might need to enter a voucher with limited information for many internal companies, or set up a voucher that is for the same amount every month.

Working with other voucher entry methods consists of:

- ☐ Working with logged vouchers
- ☐ Working with recurring vouchers
- ☐ Entering prepayments
- ☐ Entering vouchers for multiple companies
- ☐ Entering multiple vouchers

Types of Methods

This section describes the other voucher entry methods.

Logged Vouchers

If you do not know which G/L account to distribute a voucher to, you can enter a logged (preliminary) voucher. This is useful if you want to quickly enter a voucher when you receive the supplier's invoice so that you can maintain accurate accounts payable information.

When you enter a logged voucher, the system distributes the total amount of the voucher to a G/L suspense account. Later, you review and redistribute the voucher to the correct G/L accounts.

To view those vouchers assigned to a suspense account, print the Voucher Detail report. This report shows transaction totals from the A/P Ledger table.

Recurring Vouchers

You can enter a recurring voucher for a supplier who sends you invoices for the same amount on a regular basis. This voucher entry method is ideal for lease and rent payments.

You specify the frequency and the number of payments when you enter the original voucher.

Prepaid Vouchers

When a supplier requires that you pay for goods or services before they submit an invoice, enter a prepaid voucher. Examples of reasons why you might do this include:

- To pay deposits on services to be rendered
- To take advantage of discounts
- To pay employee travel advances

You can enter a prepaid voucher and issue a manual payment or produce a payment in the next batch of automatic payments. Later, when you receive the actual invoice, the system reduces the payment to the supplier by the amount of the prepayment.

Vouchers for Multiple Companies

One way to distribute expenses to different G/L offset accounts and bank accounts is to enter a voucher and assign a different G/L offset code to each voucher pay item. Another way is to enter a voucher for multiple companies. Typically you do this when you want to distribute an expense, such as for advertising, among several internal companies.

When you enter a voucher for multiple companies, expenses are distributed based on the company, and not the G/L offset code, that you assign to each pay item. When you pay the voucher, the system uses the A/P liability account and bank account, and the offset accounts for discounts and currency gains/losses associated with the company.

Note: No intercompany settlements are created when you enter a voucher for multiple companies.

Multiple Vouchers for Suppliers

If you receive many vouchers from your suppliers at one time, you might enter them in the system using one of the multiple-voucher entry methods. These methods speed up the entry process and are useful if the vouchers do not require special processing.

With these methods, you can enter:

- Multiple vouchers for one supplier
- Multiple vouchers for more than one supplier

Working with Logged Vouchers

To enter a voucher before you assign it a G/L account, use voucher logging. Then at a later time, review and redistribute the voucher to the correct G/L accounts.

When you enter a logged voucher, the system:

1. Creates a voucher with a voucher number and document type of PL.
2. Distributes the total amount of the voucher to a G/L suspense account. The default for this suspense account is specified in AAI item PP.
3. Records the offset amount based on the A/P trade account (AAI item PC) or the A/P trade suspense account (AAI item PQ), depending on which method is designated on Company Numbers and Names.

Information about logged vouchers is maintained in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

Working with logged vouchers consists of:

- ☐ Entering logged vouchers
- ☐ Printing Voucher Detail Reports
- ☐ Redistributing logged vouchers
- ☐ Redistributing a purchase order voucher

The following graphic illustrates the voucher logging process:

Step 1.
Set up AAIs and Processing Option for Voucher Logging

Step 2.
A/P data entry person enters logged vouchers

Step 3.
Logged vouchers are distributed to appropriate people for approval and coding

Step 4.
Vouchers are returned to A/P data entry clerk with correct G/L distribution

Step 5.
A/P data entry person redistributes logged vouchers

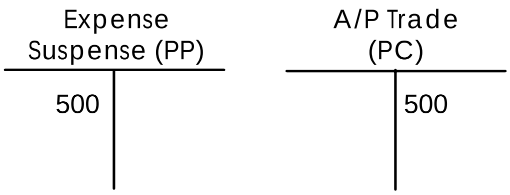
Example: Voucher Logging

You can log vouchers for preliminary distribution to expense and A/P trade suspense accounts and then redistribute the voucher amounts to the correct accounts. Depending on your company setup, you could have a suspense account for just expenses, or for *both* expenses and your A/P trade account.

Suspense Account for Expenses

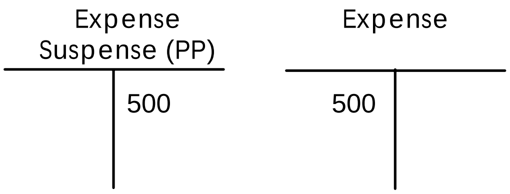
For example, you receive a voucher for 500.00. You enter it using voucher logging and forward a copy of the voucher to the manager of the branch office for account distribution and payment approval. Your company, however, is not set up to use an A/P trade suspense account. When you enter and post the voucher to the G/L distribution suspense account, AAI item PP, the distribution is as follows:

Entry


Expense Suspense (PP)
500
A/P Trade (PC)
500

When you redistribute the voucher, the G/L distribution is as follows:

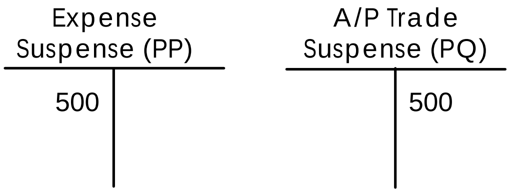
Redistribution


Expense Suspense (PP)
500
Expense
500

Suspense Accounts for the A/P Trade Account and Expenses

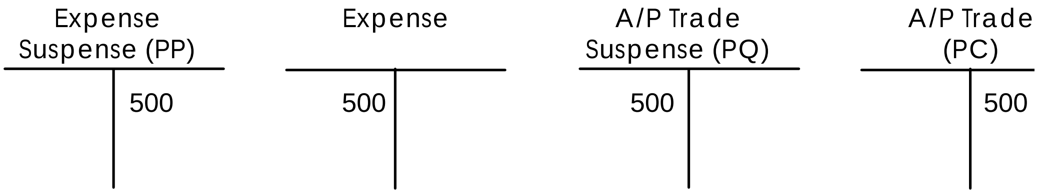
In this example, the company is set up in Company Names and Numbers to use an A/P trade suspense account. Therefore, you have suspense accounts for both A/P trade and expense accounts. The AAI items PP (preliminary distribution) and PQ (trade suspense account) refer to both the G/L and A/P trade suspense accounts. When you enter and post the voucher, the distribution is as follows:

Entry


Expense Suspense (PP)
500
A/P Trade Suspense (PQ)
500

When you redistribute the voucher, the G/L distribution is as follows:

Redistribution



Before You Begin

☐ Activate the processing option for logged vouchers in the Voucher Logging processing option of the Voucher Entry MBF program (P0400047).

☐ Activate the Use Suspense Account option on Company Names and Numbers.

☐ Set up AAI item PP and, if you use the trade suspense account, item PQ. See *Understanding AAIs for A/P.*

☐ Assign an approver number to each supplier (optional).

☐ Run Update Approver/Category Code 7 (optional). See *Updating A/P Ledger from Address Book*.

Entering Logged Vouchers

Occasionally, you might not know which G/L account to distribute a voucher. To maintain accurate A/P information, when you receive the supplier's invoice, you can enter a logged voucher and redistribute it later.

▶ To enter a logged voucher

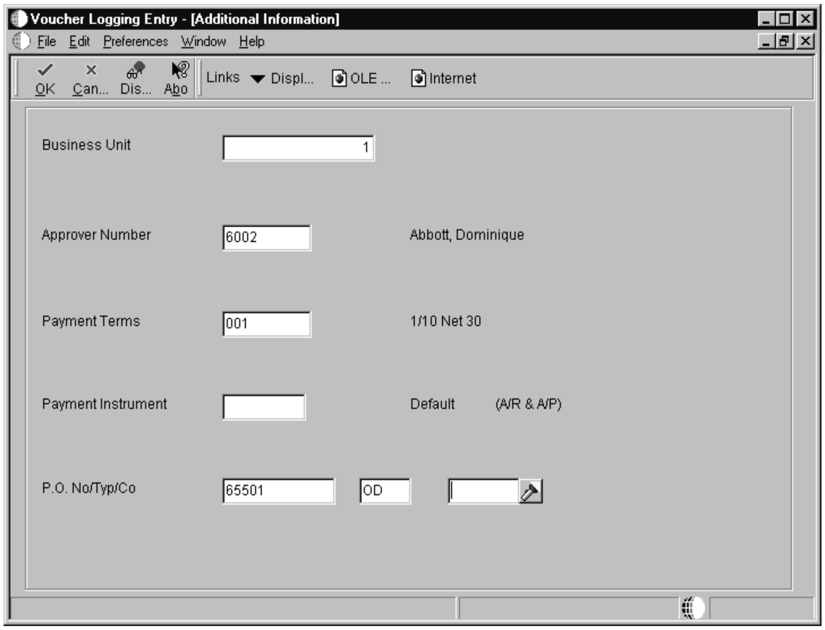
From the Other Voucher Entry Methods menu (G04111), choose Voucher Logging Entry.

You must access the Supplier Ledger Inquiry form by choosing the Voucher Logging Entry menu selection. If you do not, the system will not prompt you to enter a preliminary distribution account for the voucher.

1. On Supplier Ledger Inquiry, follow the steps for entering a standard voucher.

See *Entering Standard Vouchers* in the chapter *Working with Standard Vouchers*.

2. On Enter Voucher - Payment Information, in addition to the steps for entering a standard voucher, complete the following optional field:
   - Approver
3. To enter purchase order information, choose Additional Information from the Form menu.



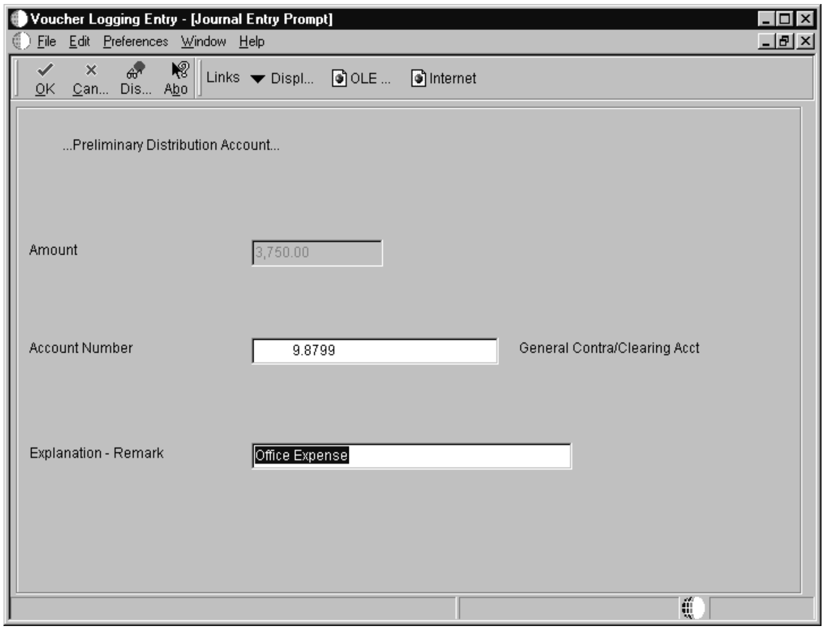
Voucher Logging Entry - [Additional Information]

Business Unit	1	
Approver Number	6002	Abbott, Dominique
Payment Terms	001	1/10 Net 30
Payment Instrument		Default (A/R & A/P)
P.O. No/Typ/Co	65501 OD	

4. On the Additional Information form, complete the following optional field for a purchase order voucher:
   - P.O. No/Typ/Co

   Entering a purchase order number allows you to easily redistribute the logged voucher using voucher match.

   See *Redistributing a Purchase Order Voucher.*
5. Click OK to return to Enter Voucher - Payment Information.
6. To access Journal Entry Prompt, click OK on Enter Voucher-Payment Information.


Voucher Logging Entry - [Journal Entry Prompt]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

...Preliminary Distribution Account...

Amount 3,750.00

Account Number 9.8799 General Contra/Clearing Acct

Explanation - Remark Office Expense

7. On Journal Entry Prompt, the expense suspense account set up for AAI item PP appears in the following field:
   - Account Number

   You can override the value in this field. If item PP is not set up, an error message appears.

8. Complete the following optional field:
   - Explanation – Remark
9. Click OK.

Note: You can revise a logged voucher before you redistribute it as long as the voucher remains unposted. After a logged voucher is posted, the only way to change it is to void and re-enter it. You cannot void a single pay item.

Field	**Explanation**
Approver Number	The address of the individual who approves voucher logging transactions. This address must exist in the Address Book Master table (F0101) for validation purposes.
P.O. No/Typ/Co	A document that authorizes the delivery of specified merchandise or the rendering of certain services.

Field	Explanation
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • 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 The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program. . . . . *Form-specific information* . . . . The default value is the account number for AAI item PP.

See Also

- *Entering Standard Vouchers*

Printing Voucher Detail Reports

From the Other Voucher Entry Methods menu (G04111), choose Voucher Detail Report.

After you enter logged vouchers, you can print a voucher detail report and distribute it to the appropriate person for approval and for the correct G/L account number. Vouchers appear on this report only if they are assigned a document type PL (voucher logging) and an approver number.

The voucher detail reports print by approver number and show due dates and expense suspense accounts along with the open amount. You can print either of the following versions:

- A/P Detail by Approver with Remarks
- A/P Detail by Approver with Aging

You must set the processing options to correspond with the version you print. For example, if you want to print a detail report with aging, you must:

- Select the A/P Detail by Approver with Aging version
- Set the Print processing option to print aging
- Set the Aging processing options

This report is similar to the Open A/P Detail Report.

See Also

- *Printing Open A/P Detail Reports*

Processing Options for Voucher Detail Report

Print

1. Enter a '0' to print aging information, or a '1' to print discount and remark information.

   Print Format ____________

Hold

1. Enter a '1' to bypass suppliers with a Hold Payment Code of 'Y'. If left blank, all suppliers will print.

   Supplier Hold Payment Code ____________

Aging

1. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the Processing Options will be used for aging. Note: If selected, all other aging Processing Options will be ignored.

   Aging From A/P Constants ____________

2. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

   As Of Date ____________

3. Specify one of the following dates to age accounts from: 'D' = Due Date; 'I' = Invoice Date; 'G' = General Ledger Date. If left blank, 'D' is the default.

   Date To Age Accounts ____________

4. Specify one of the following methods for aging calculations: '1' = Aging Days; '2' = Fiscal Periods; '3' = Calendar. If left blank, '1' is the default.

   Method ____________

5. Enter the following aging category information (for Method '1' only):

```
     Beginning
     thru
     thru
     thru

6.   Enter a '1' to age credits, or leave
     blank to apply credit to the Current
     column.

       Age Credits Method
```

What You Should Know About Processing Options

Print processing option	If you set this processing option to 1 (to print the detail report with remarks), the system ignores all of the Aging processing options.

Redistributing Logged Vouchers

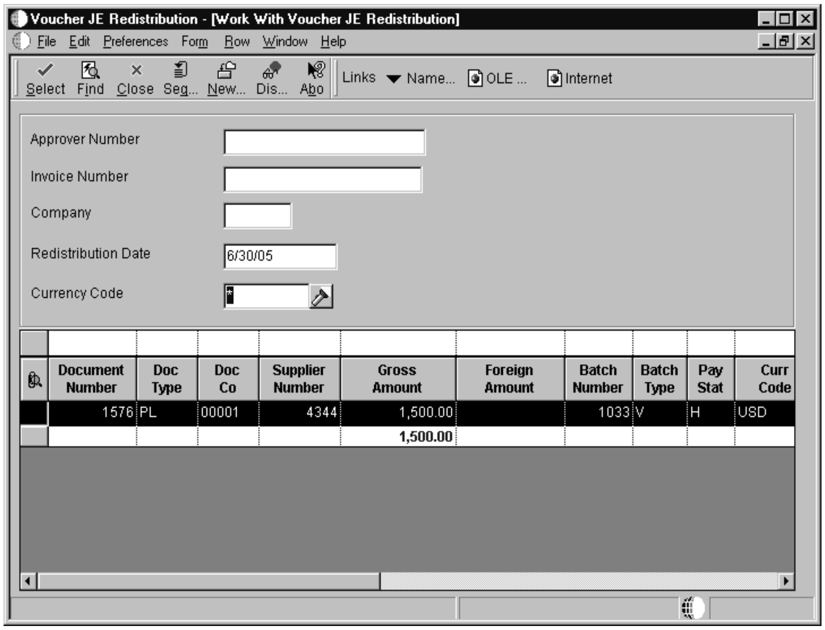
After you enter a logged voucher, review and redistribute the amounts from the suspense accounts to the correct G/L accounts.

Note: You can redistribute a voucher using a G/L date earlier than the voucher's G/L date. To do so, you must post the voucher before you redistribute it.

If you enter an approver number in the processing options, the system preloads that number so that the undistributed vouchers assigned to that approver can be easily reviewed and redistributed.

▶ To redistribute a logged voucher

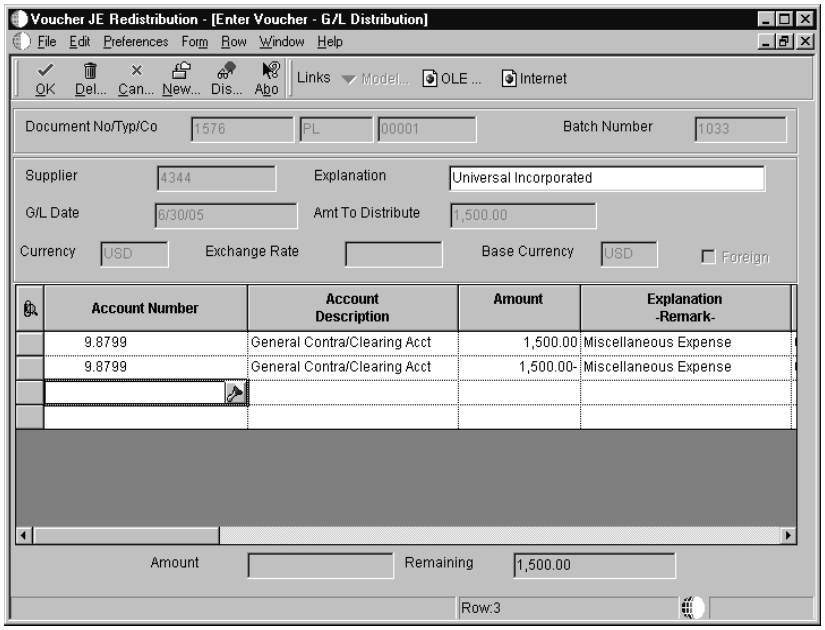
From the Other Voucher Entry Methods menu (G04111), choose Voucher JE Redistribution.


Voucher JE Redistribution - [Work With Voucher JE Redistribution]
File Edit Preferences Form Row Window Help
Select Find Close Seg... New... Dis... Abo
Links Name... OLE ... Internet

Approver Number
Invoice Number
Company
Redistribution Date 6/30/05
Currency Code *

Document Number	Doc Type	Doc Co	Supplier Number	Gross Amount	Foreign Amount	Batch Number	Batch Type	Pay Stat	Curr Code
1576	PL	00001	4344	1,500.00		1033	V	H	USD
				1,500.00					

1. On Work With Voucher JE Redistribution, display all undistributed vouchers by clicking Find, or complete any of the following fields to limit your search and click Find:
   - Address Number – Approver
   - Invoice Number
   - Company
   - Currency Code
2. Change the following optional field:
   - Redistribution Date
3. From the Row menu, choose Journal Entry.


Voucher JE Redistribution - [Enter Voucher - G/L Distribution]
File Edit Preferences Form Row Window Help
OK Del... Can... New... Dis... Abo
Links Model... OLE ... Internet

Document No/Typ/Co 1576 PL 00001
Batch Number 1033
Supplier 4344
Explanation Universal Incorporated
G/L Date 6/30/05
Amt To Distribute 1,500.00
Currency USD
Exchange Rate
Base Currency USD
☐ Foreign

Account Number	Account Description	Amount	Explanation -Remark-
9.8799	General Contra/Clearing Acct	1,500.00	Miscellaneous Expense
9.8799	General Contra/Clearing Acct	1,500.00-	Miscellaneous Expense

Amount
Remaining 1,500.00
Row:3

Note that the system automatically reverses the original suspense account distribution. The G/L date is the same as the redistribution date you entered on the Work with Voucher JE Redistribution form.

4. On Enter Voucher-G/L Distribution, complete the following fields on the first blank line and click OK:
    - Account Number
    - Amount

Field	Explanation
Redistribution Date	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.

Redistributing a Purchase Order Voucher

After you have entered a logged purchase order voucher, you can redistribute the amounts to the correct accounts. To accomplish the process, the purchase order must originate in the Procurement system. A purchase order voucher that originates in the Procurement system will begin with the document type prefix of O (for example, OV).

▶ To redistribute a purchase order voucher

From the Other Voucher Entry Methods menu (G04111), choose Voucher JE Redistribution.

1. On Work With Voucher JE Redistribution, display all undistributed vouchers by clicking Find, or complete any of the following fields to limit your search and click Find:
    - Address Number – Approver
    - Invoice Number
    - Company
    - Currency Code
2. Choose a voucher with a Doc Type prefix that begins with O.
3. From the Row menu, choose Redistribute PO.
4. On Voucher Match, change the G/L Date to reflect the new redistribution date.
5. Click OK.

See Also

- *Processing Options for Voucher Entry*

Processing Options for Voucher JE Redistribution

```
FORMAT CONTROL:
 1. Enter the sequence numbers (1-3)
    to indicate which formats will
    appear and in what order.  If all
    are left blank; all formats will
    appear in the order shown below.
      NOTE - These are used with the
             format selection function
             key.

             Supplier Name. . . . . . .          ____________
             Supplier Invoice Number. .          ____________
             Approver Name. . . . . . .          ____________

DEFAULT PROCESSING:
 2. Enter the APPROVER Number to be used         ____________
    for voucher selection.  Enter an '*'
    to display all vouchers requiring
    redistribution.

 3. Enter the Pay Status code to be              ____________
    assigned to the voucher after it
    has been redistributed.  If left
    blank, the voucher's Pay Status
    will not be changed.
```

```
DW VERSION FOR VOUCHER LOGGING ENTRY:
4. Enter the DREAM Writer version of              ____________
   Voucher Entry (P04105) to be called
   when the selection option for
   Voucher Logging is selected.
   If left blank, version ZJDE0002 will
   be called.

DW VERSION FOR P/O VOUCHER MATCH
5. Enter the DREAM Writer version of              ____________
   Purchase Order Voucher Match (P4314)
   to be called when the selection
   option for Redistribute P/O is
   selected. If left blank, version
   ZJDE0003 will be called.

DW VERSION FOR JOURNAL ENTRY REDISTR:
6. Enter the DREAM Writer version                 ____________
   Journal Entry (P03101) to be called
   when the selection option for JE
   Redistribution is selected.  If left
   blank, version ZJDE0001 will be
   called.
```

Working with Recurring Vouchers

If you owe a supplier a specific amount on a regular basis, such as a lease payment, set up your Accounts Payable system to create the voucher on a recurring basis.

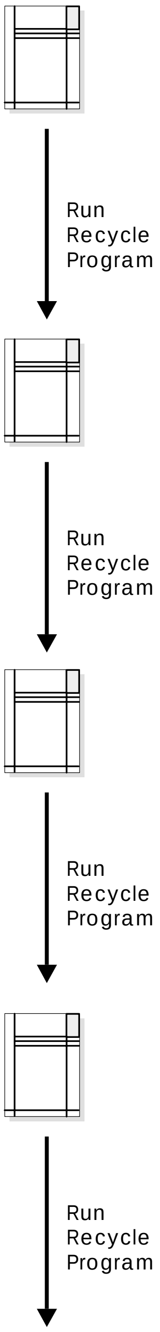
Working with recurring vouchers consists of:

- ☐ Entering recurring vouchers
- ☐ Reviewing recurring vouchers
- ☐ Revising recurring vouchers
- ☐ Canceling recurring vouchers
- ☐ Recycling recurring vouchers
- ☐ Posting recurring vouchers

To set up a recurring voucher, you first specify the initial payment, the total number of payments, the recurring frequency, and the accounting distributions for the periodic voucher amount.

On a periodic basis, you generate a copy of the original voucher. This copying process is called recycling. The recycled voucher has its own document number and batch that is different from the original voucher.

The following graphic illustrates the cycle for a recurring voucher.



Enter the original document. In addition to the regular voucher information you must also enter the recurring information.

Original Voucher 5555

Document number 1267
Recurring Frequency QT
Number of Payments 4

1,200.00 USD

Review and approve, post and pay document 1267.

When you run the recycle program, the system makes a copy of the original voucher, reduces the number of payments by one, and assigns a new document number.

Document number 2275
Recurring Frequency QT
Number of Payments 3

1,200.00 USD

Review and approve, post and pay document 2275.

When you run the recycle program, the system makes a copy of document number 2275, reduces the number of payments by one, and assigns a new document number.

Document number 3120
Recurring Frequency QT
Number of Payments 2

1,200.00 USD

Review and approve, post and pay document 3120.

When you run the recycle program, the system makes a copy of document number 3120, reduces the number of payments by one, and assigns a new document number. When the number of payments = 1, that is the last time the voucher will be recycled.

Document number 4890
Recurring Frequency QT
Number of Payments 1

1,200.00 USD

Review and approve, post and pay document 4890.

See Also

- *Voucher Processing* for more information about three-tier processing

Entering Recurring Vouchers

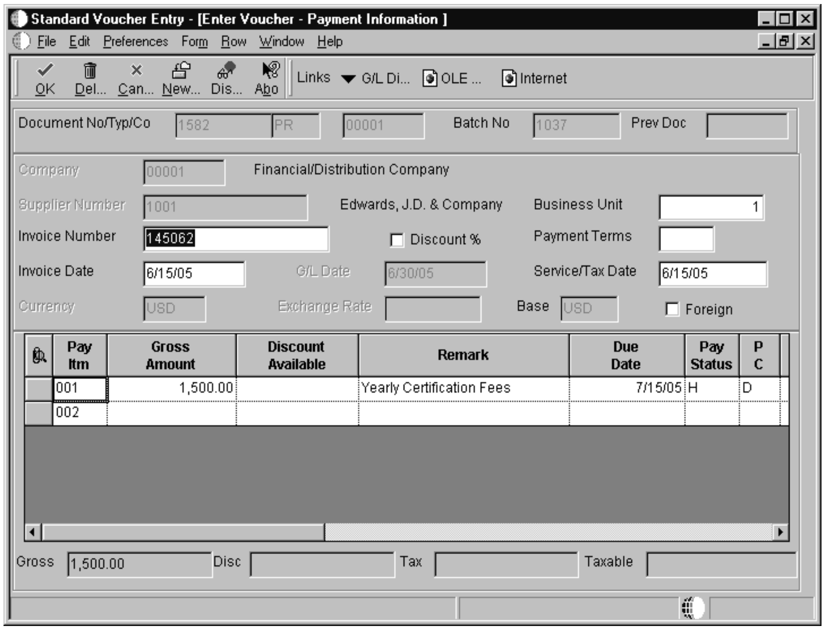
To pay a supplier on a periodic basis, enter a recurring voucher. A recurring voucher can have only one pay item.

The system assigns a document type of PR to recurring vouchers.

▶ To enter a recurring voucher

From the Other Voucher Entry Methods menu (G04111), choose Standard Voucher Entry.

1. On Supplier Ledger Inquiry, follow the steps for entering a standard voucher.



Standard Voucher Entry - [Enter Voucher - Payment Information]

Document No/Typ/Co 1582 PR 00001
Batch No 1037
Prev Doc
Company 00001 Financial/Distribution Company
Supplier Number 1001 Edwards, J.D. & Company
Business Unit 1
Invoice Number 145062
☐ Discount %
Payment Terms
Invoice Date 6/15/05
G/L Date 6/30/05
Service/Tax Date 6/15/05
Currency USD
Exchange Rate
Base USD
☐ Foreign

Pay Itm	Gross Amount	Discount Available	Remark	Due Date	Pay Status	P C
001	1,500.00		Yearly Certification Fees	7/15/05	H	D
002						

Gross 1,500.00
Disc
Tax
Taxable

2. On Enter Voucher-Payment Information, complete the following fields in the detail area and click OK:
   - Recur Freq
   - No Pym

Field	Explanation
Recur Freq	A code to designate that a voucher or invoice payment is to be set up as recurring. If a frequency is defined, the number of recurring payments must also be defined. These two pieces of information are used when you run the Recycle Recurring Voucher/Invoices program. Valid recurring frequency values are: MO Monthly AN Annually WK Weekly QT Quarterly SA Semiannually BW Biweekly Note: If you specify a recurring frequency in voucher entry, you cannot enter multiple pay items. However, if you specify a recurring frequency in invoice entry, you can enter multiple pay items.
No Pym	Identifies the total number of recurring payments to be made for an invoice or a voucher. For recurring payments, enter the total number of payments including the original invoice or voucher. The invoice or voucher you are currently entering is the first payment. When the next recurring payment is created, this value is reduced by 1. For example, if twenty payments are to be made, enter 20 during invoice entry or voucher entry. The next time a new recurring payment is created, the number of payments will be 19.

Reviewing Recurring Vouchers

After you enter recurring vouchers, you might want to verify them for accuracy before running the recycle program. You can:

- Review recurring vouchers online
- Print the Recurring Voucher Report

See Also

- *Revising Recurring Vouchers* for information about changing recurring vouchers

Reviewing Recurring Vouchers Online

If you do not have many recurring vouchers to review, reviewing them online is a quicker alternative to printing a report.

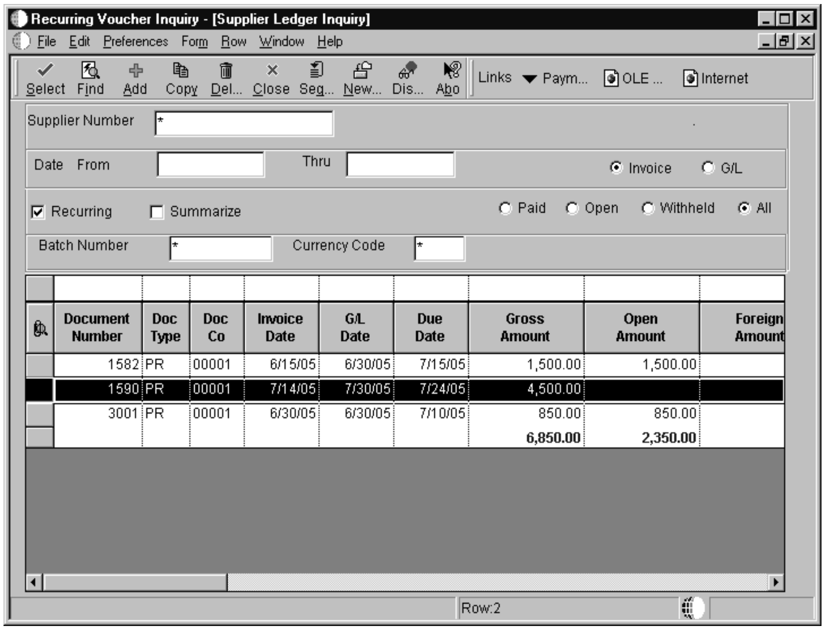
▶ To review recurring vouchers online

From the Other Voucher Entry Methods menu (G04111), choose Recurring Voucher Inquiry.

1. On Supplier Ledger Inquiry, click the Recurring Vouchers option.
2. Follow the steps for locating a voucher.

   See *Locating Vouchers* in the chapter *Working with Standard Vouchers*.

3. Choose the voucher that you want to review, and click Select.


Recurring Voucher Inquiry - [Supplier Ledger Inquiry]
File Edit Preferences Form Row Window Help
Select Find Add Copy Del... Close Seg... New... Dis... Abo
Links Paym... OLE ... Internet

Supplier Number: *

Date From: Thru:

● Invoice ○ G/L

☑ Recurring ☐ Summarize

○ Paid ○ Open ○ Withheld ● All

Batch Number: *
Currency Code: *

Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Foreign Amount
1582	PR	00001	6/15/05	6/30/05	7/15/05	1,500.00	1,500.00	
1590	PR	00001	7/14/05	7/30/05	7/24/05	4,500.00		
3001	PR	00001	6/30/05	6/30/05	7/10/05	850.00	850.00	
						6,850.00	**2,350.00**	

Row:2

Printing the Recurring Voucher Report

From the Other Voucher Entry Methods menu (G04111), choose Recurring Voucher Report.

Normally, you review vouchers to be recycled online. However, if you have numerous vouchers to review, the Recurring Voucher Report is a more usable format. This report is the traditional voucher journal that is used for proofing and balancing. It shows transactions from the A/P Ledger table (F0411) and related information from the Account Ledger table (F0911).

See Also

- *R04305, Voucher Journal* in the *Reports Guide* for a report sample
- *Printing Voucher Journals* for information about processing options

Revising Recurring Vouchers

Before you recycle a recurring voucher, you might have to revise it. For example, you are notified of an increase in a lease payment and you have the lease set up as a recurring voucher. Or a supplier requests payment in a different currency and amount, and you have the voucher set up as a recurring voucher.

The system assigns a new document number each time it generates a recurring voucher. Therefore, when you revise a recurring voucher, no conflicts exist with the old recurring voucher information. You can:

- Change selected information
- Cancel the voucher
- Delete the voucher

This program updates information in the Accounts Payable Ledger table (F0411).

▶ To revise a recurring voucher

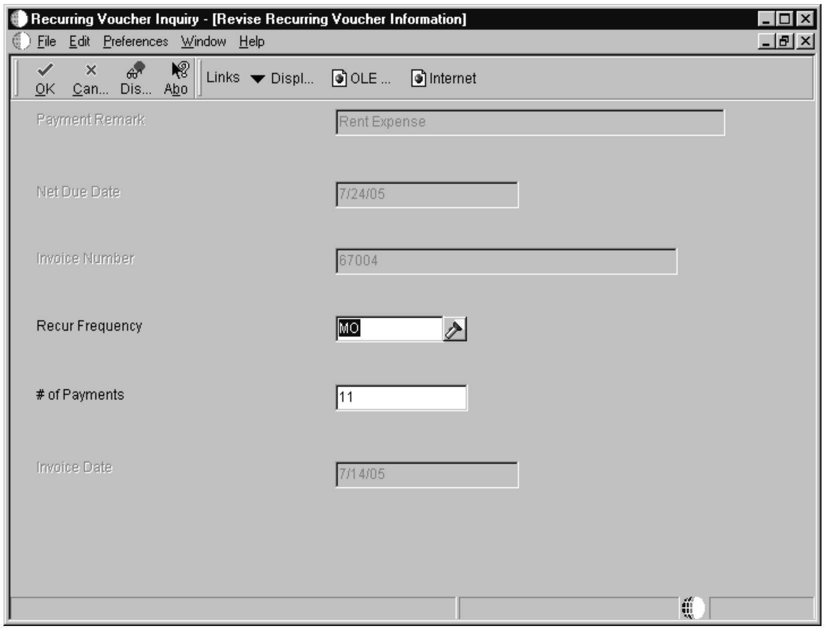
From the Other Voucher Entry Methods menu (G04111), choose Recurring Voucher Inquiry.

You can revise a recurring voucher any time after it is paid and prior to recycling it again. You can delete a recurring voucher before or after it has been recycled.

1. On Supplier Ledger Inquiry, click the Recurring option.
2. Follow the steps for locating a voucher.

   See *Locating Vouchers* in the chapter *Working with Standard Vouchers*.

3. Choose the voucher that you want to revise.
4. From the Row menu, choose Revise Recurring Vouchers.


Recurring Voucher Inquiry - [Revise Recurring Voucher Information]
File Edit Preferences Window Help
OK Can... Dis... Abo
Links Displ... OLE ... Internet

Payment Remark: Rent Expense

Net Due Date: 7/24/05

Invoice Number: 67004

Recur Frequency: MO

# of Payments: 11

Invoice Date: 7/14/05

5. On Revise Recurring Voucher Information, change any of the following fields and click OK:
    - Payment Remark
    - Net Due Date
    - Invoice Number
    - Frequency – Recurring
    - Recurring Frequency # of Payments
    - Invoice Date

Canceling Recurring Vouchers

You can cancel a recurring voucher by clearing the Recurring Frequency and Number of Payments fields. You cannot change, reactivate, or recycle a recurring voucher on Revise Recurring Voucher Information after you cancel it. However, you can enter data into the grid on Supplier Ledger Inquiry.

▶ To cancel a recurring voucher

From the Other Voucher Entry Methods menu (G04111), choose Recurring Voucher Inquiry.

1. On Supplier Ledger Inquiry, click the Recurring option.
2. Follow the steps for locating a voucher.

3. Choose the voucher that you want to cancel.
4. From the Row menu, choose Revise Recurring Vouchers.
5. On Revise Recurring Voucher Information, delete the information in the following fields:
   - Recur Frequency
   - # of Payments
6. Click OK.

Recycling Recurring Vouchers

From the Other Voucher Entry Methods menu (G04111), choose Recycle Recurring Vouchers.

After you enter, review, and revise recurring vouchers, recycle them to create a new batch of vouchers. Recycling recurring vouchers generates vouchers that are based on the number of payments and recurring frequency you specify when you set up the recurring voucher.

When you recycle a voucher, the system makes a copy of the previous copy and updates the appropriate fields. The system repeats this process every time you recycle the voucher until the number of payments equals one. When it reaches payment number 1, the voucher no longer recycles. For example, to set up recurring vouchers for one year, you would set up 12 (not 11) payments because the program does not recycle when the number of payments is one.

You do not have to pay existing recurring vouchers to generate the next batch of recurring vouchers.

When working with recurring vouchers, you can:

- Generate the next batch of recurring vouchers without paying existing recurring vouchers.
- Delete recurring vouchers before or after the recycling process.

This program updates information in the Batch Header (F0011), Supplier Master (F0401), A/P Ledger (F0411), and Account Ledger (F0911) tables.

Before You Begin

☐ Set up a separate version for each recurring frequency you use such as monthly, quarterly, and annually. Use data selection to choose only those vouchers with a specific frequency.

☐ Set up a next numbers series for recurring vouchers (optional).

The Recycle Process

When you recycle a recurring voucher, the system:

- Removes the recurring frequency and number of payments on the original voucher.
- Creates a new voucher and updates the:
  - Document Number field on the new voucher with the new document number
  - Batch number with a new number
  - Number of payments (decreases by one)
  - G/L date and net due date, using the recurring frequency to calculate the next date
  - Invoice date and number, according to the processing options
- Updates the A/P Ledger table (F0411) for the new voucher.
- Creates an Account Ledger (F0911) record for the new voucher.
- Sends a workflow message to the Employee Work Center, if errors exist. The errors might occur for the following reasons:
  - Accounting distribution records are not created. This happens when no matching records exist in the Account Ledger table (F0911) for the recurring voucher.
  - The G/L date for the newly created voucher is for a prior fiscal year (PYEB) or the G/L date is for a prior month (PBCO).
  - The prior month dates were not specified in the general accounting constants.
  - The G/L date does not fall within a valid fiscal date pattern for the company.

Processing Options for Recycle Recurring Vouchers

```
Defaults

1.   Enter a '1' to leave the invoice
    number blank.  Default of blank will
    duplicate the invoice number.

      Invoice Number Flag                                ____________

2.  Enter a '1' to use today's date as
    the invoice date.  Enter a '2' to
    duplicate the invoice date.  Default
    of blank will increment the invoice
    date.

      Invoice Date Flag                                  ____________
```

Posting Recurring Vouchers

From the Supplier & Voucher Entry menu (G0411), choose Post Vouchers to G/L.

After you recycle your recurring vouchers, you must post them to the general ledger.

See Also

- *Posting Vouchers*

Entering Prepayments

Sometimes you must pay for goods or services before you receive an invoice. For example, you might need to:

- Pay for employee expenses or travel advances
- Pay for up-front deposits on services to be rendered
- Take advantage of a discount

For situations in which you have not yet received an invoice, you can enter a prepaid voucher for an advance. You can create the payment in the next batch of automatic payments, or pay it using manual payments.

Entering prepayments consists of:

☐ Entering prepaid vouchers

☐ Applying payments to prepaid vouchers

☐ Closing out negative pay items for prepaid vouchers

If you are going to create the payment in the next batch of automatic payments, enter the prepaid voucher and then follow your regular procedures for processing automatic payments.

Example: Entering and Paying Prepaid Vouchers

An employee requests a travel advance of 1,000. To enter the travel advance as a prepayment, you enter a prepaid voucher for 1,000 and the system creates a pending negative pay item for 1,000.

When you post the voucher, the system creates a 1,000 debit to the prepaid expense account you specified in the AAIs and a 1,000 credit to the A/P trade account. When you post the payment, the system creates a debit to the A/P trade account and a credit to the cash account.

	Prepaid Expense 1.1890		Cash 1.1110.BEAR		A/P Trade 1.4110		Expense 9.8740	
Enter prepaid voucher							0	
Post prepaid voucher (Negative Pay Item)	1000					1000		
Pay prepay voucher and post payment				1000	1000			

The employee later submits an expense report for 2,200 for travel expenses, which you enter as a standard voucher. You then release the pending negative pay item for 1,000 to reduce the net open amount to 1,200, which is the balance you owe.

	Prepaid Expense 1.1890		Cash 1.1110.BEAR		A/P Trade 1.4110		Expense 9.8740	
Enter prepaid voucher							0	
Post prepaid voucher (negative pay item)	1000					1000		
Post prepaid voucher and post payment				1000	1000			
Enter and post actual voucher						**2200**	**2200**	
Apply negative pay item and pay balance of actual voucher – post payment		**1000**		**1200**	**1000** **1200**			

Information about prepaid vouchers is stored in the A/P Ledger (F0411) and Account Ledger (F0911) tables. Information about payments is stored in the Account Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables.

Before You Begin

- ☐ Activate Prepayments processing in the Prepayment Voucher Entry processing options. To activate this feature, you must enter the default G/L offset item for creating Prepayments under the Prepayment tab. The A/P Manual Payment Processing Options program (P0413M) for standard voucher entry is not available for this type of voucher processing.

☐ Set up the AAI item PCyyyy to assign a default prepaid expense account. The G/L offset item is the AAI item PCyyyy used to create prepayment entries.

Entering Prepaid Vouchers

When you enter a prepaid voucher, the system creates a negative pay item for every pay item on the voucher. After you enter the prepaid voucher, you can apply a manual or automatic payment.

Later, when you enter the voucher for actual expenses, you enter it just as you would enter a standard voucher. You can then apply the pending negative pay item to the actual voucher manually, so that the amount owed to the supplier is reduced by the amount of the prepayment. Or, you can change the pay status of the negative pay item to approved and let the system apply it to any open vouchers for that supplier by running the automatic payment process.

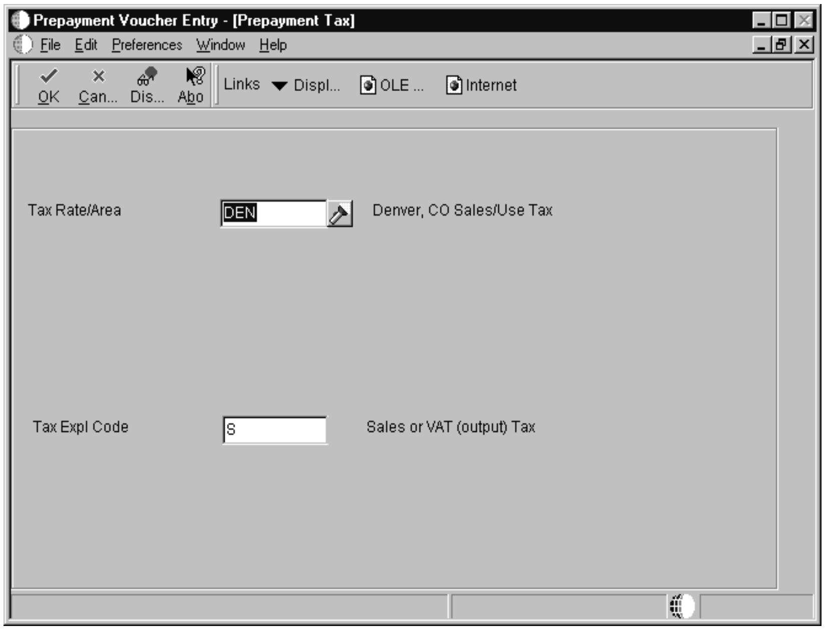
▶ To enter a prepaid voucher

From the Other Voucher Entry Methods menu (G04111), choose Prepayment Voucher Entry.

Note: The Prepay option appears if you have activated Prepayments in the processing options. This option is informational only, and does not allow you to selectively view only prepaid vouchers.

1. On Supplier Ledger Inquiry, click Add.

   The Prepayment Tax form appears if you set the Tax Area processing option under the Prepayments tab accordingly.

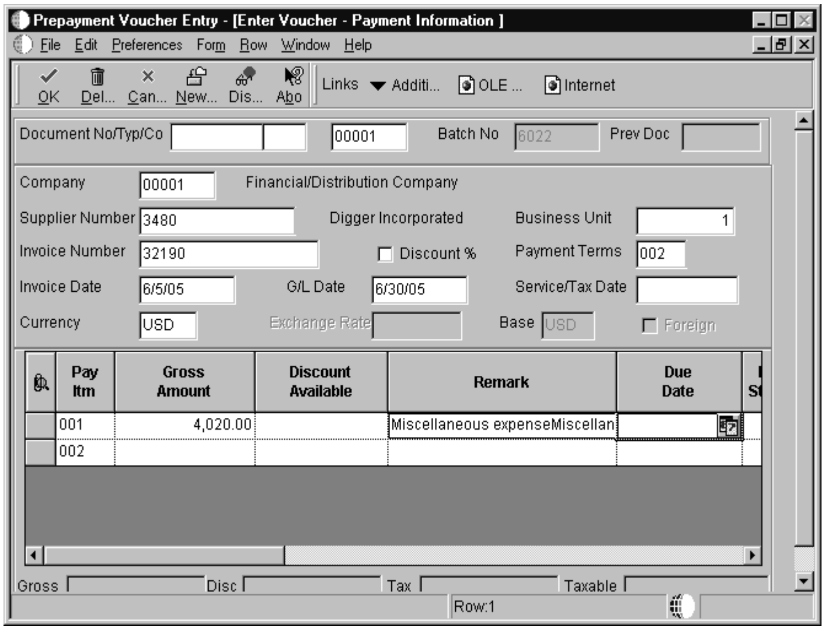

Prepayment Voucher Entry - [Prepayment Tax]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Tax Rate/Area: DEN — Denver, CO Sales/Use Tax

Tax Expl Code: S — Sales or VAT (output) Tax

2. On Prepayment Tax, complete the following fields:
   - Tax Rate/Area
   - Tax Expl Code

   If you entered the values for these fields in the Tax Values processing option on the Prepayments tab, the system populates these fields automatically.


Prepayment Voucher Entry - [Enter Voucher - Payment Information]
File Edit Preferences Form Row Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Additi...
OLE ...
Internet
Gross
Disc
Tax
Taxable
Row:1

Document No/Typ/Co: 00001
Batch No: 6022
Prev Doc:
Company: 00001 — Financial/Distribution Company
Supplier Number: 3480 — Digger Incorporated
Business Unit: 1
Invoice Number: 32190
☐ Discount %
Payment Terms: 002
Invoice Date: 6/5/05
G/L Date: 6/30/05
Service/Tax Date:
Currency: USD
Exchange Rate:
Base: USD
☐ Foreign

Pay Itm	Gross Amount	Discount Available	Remark	Due Date
001	4,020.00		Miscellaneous expenseMiscellan	
002				

3. On Enter Voucher-Payment Information, follow the steps for entering a standard voucher.

See *Entering Standard Vouchers* in the chapter *Working with Standard Vouchers*.

4. If the Enter Voucher-G/L Distribution form appears, complete the G/L distribution information as described below.

   If you did not enter an account number in the G/L Distribution Account processing option 2 and the distribution amount is not zero, the Enter Voucher-G/L Distribution form appears. Enter the appropriate account number on this form and click OK. Do not enter an amount on this form.

   A G/L distribution is required for prepayments if the distribution amount is not zero. If a prepayment account was specified in processing option 2, the Enter Voucher-G/L Distribution form does not appear, and the prepayment voucher is added with a journal entry to the prepayment account.

   If you receive an error message after entering the account number, review the processing option on the Zero Amount tab for Master Business Function for the Journal Entry program (P0900049). This processing option must be set to allow a monetary amount of zero be entered for this form.

5. Click Cancel to exit to Supplier Ledger Inquiry.
6. On Supplier Ledger Inquiry, click Find to see the prepaid pay items that you entered and the negative pay items that the system created.

Reviewing Prepaid Vouchers

Reviewing prepaid vouchers on Voucher Entry Journal Review	If you review a prepaid voucher that has not yet been paid, the Gross Amount field on Voucher Entry Journal Review will be blank. That is because the prepaid pay items you entered and the negative pay items the system created equal 00.00 (zero). If you select the voucher, you can review the positive and negative pay items on Enter Voucher - Payment Information.

See Also

- *Processing Options for Voucher Entry*

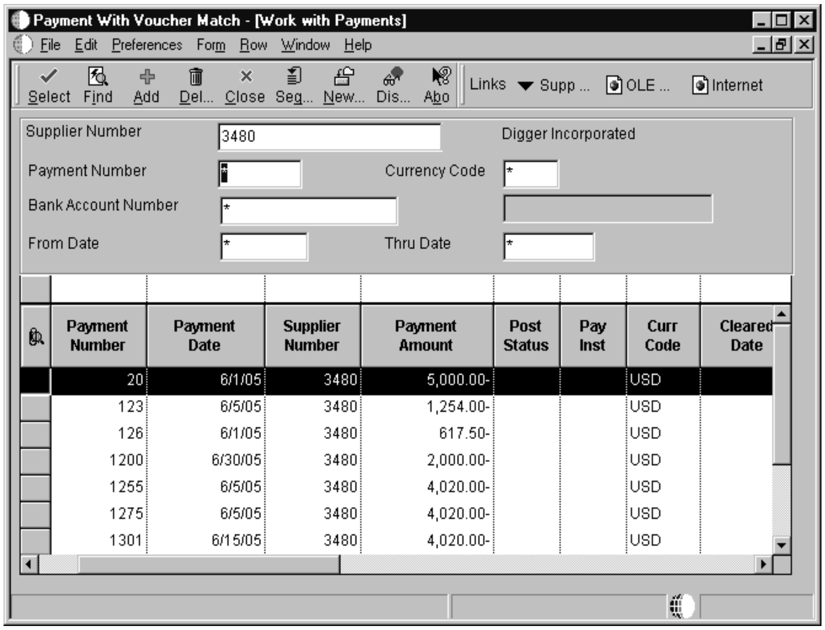
Applying Payments to Prepaid Vouchers

You can allow the voucher to be paid normally via the Automatic Payment process. Or, after you enter a prepaid voucher, you can immediately apply a manual payment to it. You do not have to post the prepaid voucher first. When you apply payment, the system closes out the positive pay item associated with the prepaid voucher.

The manual payment program creates records in the A/P Matching Document (F0413) and A/P Matching Document Detail (F0414) tables and updates the Accounts Payable Ledger table (F0411).

▶ To apply manual payments to prepaid vouchers

From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match.


Payment With Voucher Match - [Work with Payments]
File Edit Preferences Form Row Window Help
Select Find Add Del... Close Seg... New... Dis... Abo
Links Supp ... OLE ... Internet

Supplier Number 3480 Digger Incorporated

Payment Number *

Currency Code *

Bank Account Number *

From Date *

Thru Date *

Payment Number	Payment Date	Supplier Number	Payment Amount	Post Status	Pay Inst	Curr Code	Cleared Date
20	6/1/05	3480	5,000.00-			USD	
123	6/5/05	3480	1,254.00-			USD	
126	6/1/05	3480	617.50-			USD	
1200	6/30/05	3480	2,000.00-			USD	
1255	6/5/05	3480	4,020.00-			USD	
1275	6/5/05	3480	4,020.00-			USD	
1301	6/15/05	3480	4,020.00-			USD	

On Work with Payments, follow the steps for entering manual payments. See *Entering Manual Payments with Existing Vouchers* in the chapter *Working with Manual Payments*.

Note: You do not have to pay prepayment vouchers with a manual payment. If time permits, you can allow the voucher to be paid normally via the Automatic Payment process.

See *Automatic Payment Processing*.

Closing Out Negative Pay Items for Prepaid Vouchers

After you apply a manual payment to a prepaid voucher, the negative pay item associated with the prepaid voucher still remains open. In order to close out the negative pay item, you first need to enter the voucher with the actual expenses.

When you close out the negative pay item, the amount owed to a supplier is reduced by the amount of the prepayment. You can close a negative pay item using one of two methods. You can choose the manual process that follows in this chapter, or you can close out negative pay items with automatic payment processing. As long as the pay status of the negative pay item is changed from Hold (H) to Approved (A), the automatic payment process will net the negative pay item against any vouchers for the same supplier.

The advantage of the manual method is that you can choose the specific voucher that closes out a specific negative pay item. The advantage of the automatic method is that the system automatically nets any negative pay items against any vouchers for the same supplier.

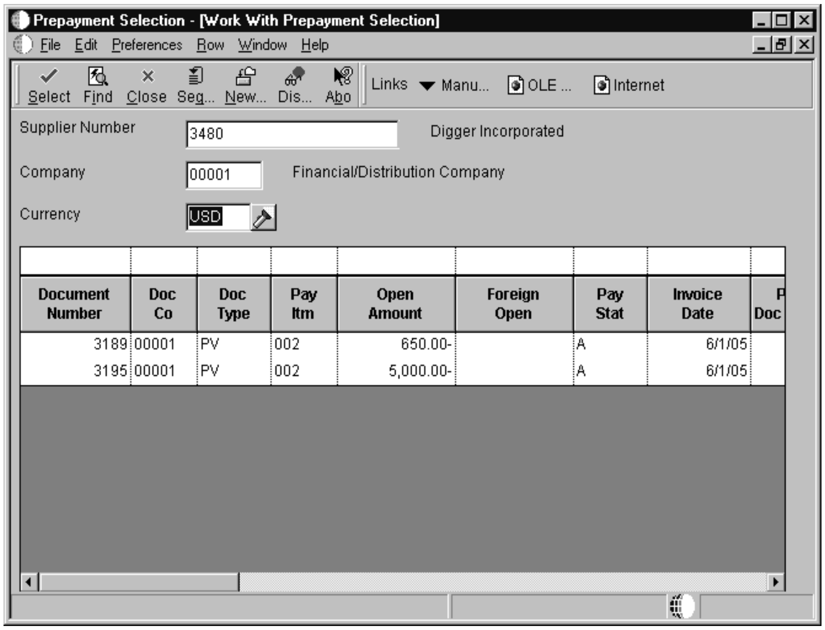
Before You Begin

- ☐ Pay the positive prepaid voucher.
- ☐ Enter the actual voucher from the supplier.

▶ To close out negative pay items for prepaid vouchers

From the Other Voucher Entry Methods menu (G04111), choose Prepayment Selection.

Only negative pay items that have not yet been matched appear on this form. After you pay the Prepayment item, this form shows the associated negative pay item that has not yet been applied or matched to the actual voucher.


Prepayment Selection - [Work With Prepayment Selection]
File
Edit
Preferences
Row
Window
Help
Select
Find
Close
Seq...
New...
Dis...
Abo
Links
Manu...
OLE ...
Internet

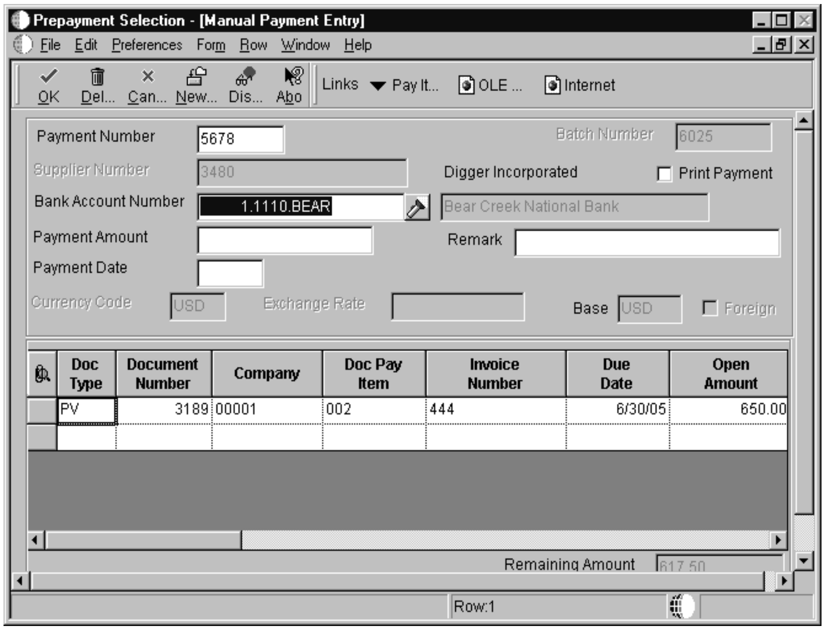
Supplier Number 3480 Digger Incorporated

Company 00001 Financial/Distribution Company

Currency USD

Document Number	Doc Co	Doc Type	Pay Itm	Open Amount	Foreign Open	Pay Stat	Invoice Date	P Doc
3189	00001	PV	002	650.00-		A	6/1/05	
3195	00001	PV	002	5,000.00-		A	6/1/05	

1. On Work With Prepayment Selection, complete the following fields and click Find:
   - Supplier Number
   - Company
   - Currency
2. Choose the negative pay item or items.
3. From the Row menu, you can choose Manual Payments or Split Prepayments. Manual Payment Entry is the default selection.
4. Optionally, to enter a split prepayment, choose Split Prepayment from the Row menu. On Split Prepayments, complete the following fields and click OK:
   - Open Amount
   - Discount Available


Prepayment Selection - [Manual Payment Entry]
File Edit Preferences Form Row Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Pay It...
OLE ...
Internet

Payment Number 5678

Batch Number 6025

Supplier Number 3480 Digger Incorporated

☐ Print Payment

Bank Account Number 1.1110.BEAR Bear Creek National Bank

Payment Amount

Remark

Payment Date

Currency Code USD

Exchange Rate

Base USD

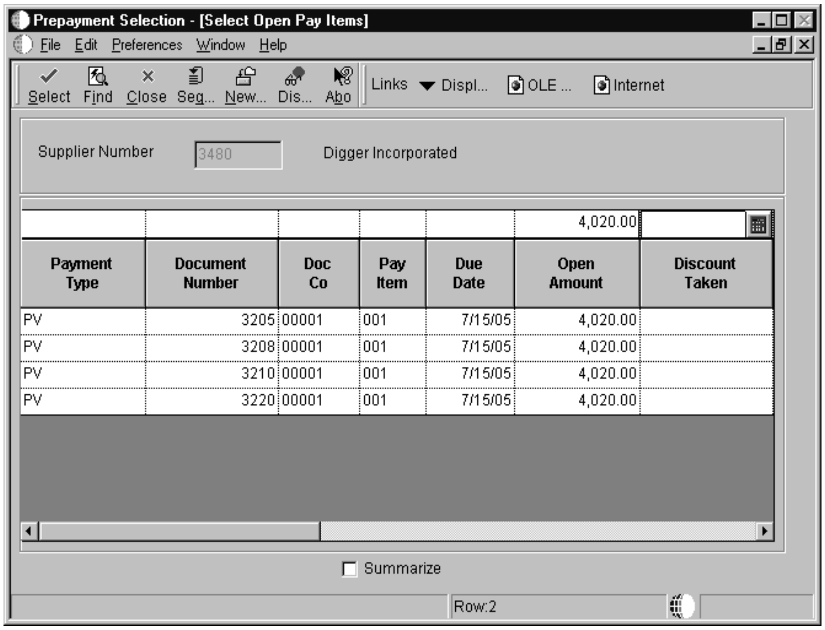
☐ Foreign

Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	Due Date	Open Amount
PV	3189	00001	002	444	6/30/05	650.00

Remaining Amount 617.50

Row:1

5. On Manual Payment Entry, choose Pay Items from the Form menu.


Prepayment Selection - [Select Open Pay Items]
File Edit Preferences Window Help
Select
Find
Close
Seg...
New...
Dis...
Abo
Links
Displ...
OLE ...
Internet

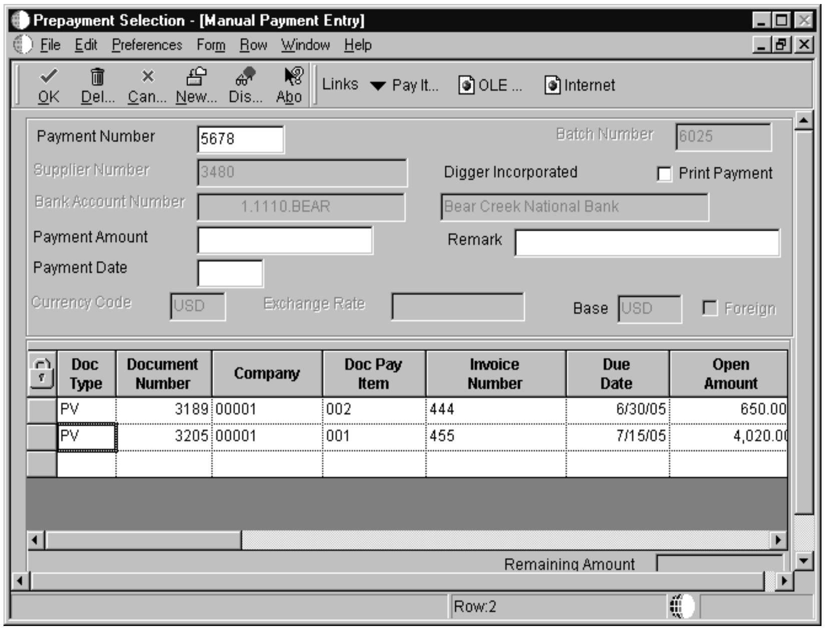
Supplier Number 3480 Digger Incorporated

Payment Type	Document Number	Doc Co	Pay Item	Due Date	Open Amount	Discount Taken
					4,020.00	
PV	3205	00001	001	7/15/05	4,020.00	
PV	3208	00001	001	7/15/05	4,020.00	
PV	3210	00001	001	7/15/05	4,020.00	
PV	3220	00001	001	7/15/05	4,020.00	

☐ Summarize

Row:2

6. On Select Open Pay Items, choose the actual voucher associated with the prepayment and click Select.


Prepayment Selection - [Manual Payment Entry]
File Edit Preferences Form Row Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Pay It...
OLE ...
Internet

Payment Number 5678

Batch Number 6025

Supplier Number 3480

Digger Incorporated

☐ Print Payment

Bank Account Number 1.1110.BEAR

Bear Creek National Bank

Payment Amount

Remark

Payment Date

Currency Code USD

Exchange Rate

Base USD

☐ Foreign

Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	Due Date	Open Amount
PV	3189	00001	002	444	6/30/05	650.00
PV	3205	00001	001	455	7/15/05	4,020.0

Remaining Amount

Row:2

7. On Manual Payment Entry, complete the following field and click OK:
   - Payment Date

See Also

- *Entering Split Payment Vouchers*

Entering Vouchers for Multiple Companies

When you create a voucher that consists of expenses incurred by multiple internal companies and is to be distributed to different G/L offset and bank accounts, enter a voucher for multiple companies. When you do this, you create a one-to-one correspondence between the general ledger distribution and the accounts payable offset.

The primary difference between a standard voucher and a voucher for multiple companies is that you do not include a company on a multiple company voucher.

For a voucher with multiple companies:

- The G/L distribution line determines which company is used for the offset.
- The account number represents the distribution expense associated with the pay item.
- The system generates a separate pay item for each line of distribution.

When you pay the voucher, the system uses the A/P trade account, bank account, and offset accounts for discounts and currency gains and losses associated with the company.

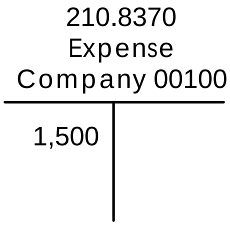
Information about vouchers for multiple companies is maintained in the A/P Ledger (F0411) and Account Ledger (F0911) tables.

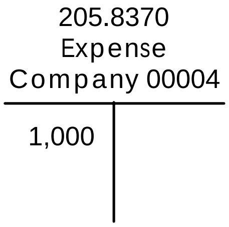
Example: Voucher for Multiple Companies

The A/P trade account and bank account used in this example are determined by the:

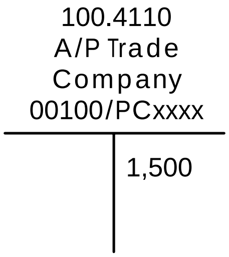
- Business unit used in the G/L distribution and the company associated with the business unit
- A/P class code (G/L offset), which might be a default from the supplier master or entered on the G/L distribution line of the voucher

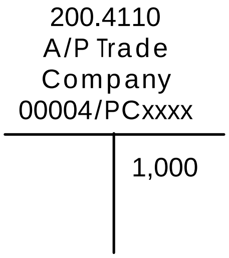
You distribute a voucher of 2,500 to two accounts:


210.8370
Expense
Company 00100
1,500


205.8370
Expense
Company 00004
1,000

The system credits the A/P trade (liability) accounts using AAI item PCxxxx set up for each company.


100.4110
A/P Trade
Company
00100/PCxxxx
1,500


200.4110
A/P Trade
Company
00004/PCxxxx
1,000

The offsets can also point to the same AAI A/P trade account (PCxxxx). The system generates intercompany offsets, as necessary.

Multiple Companies Information

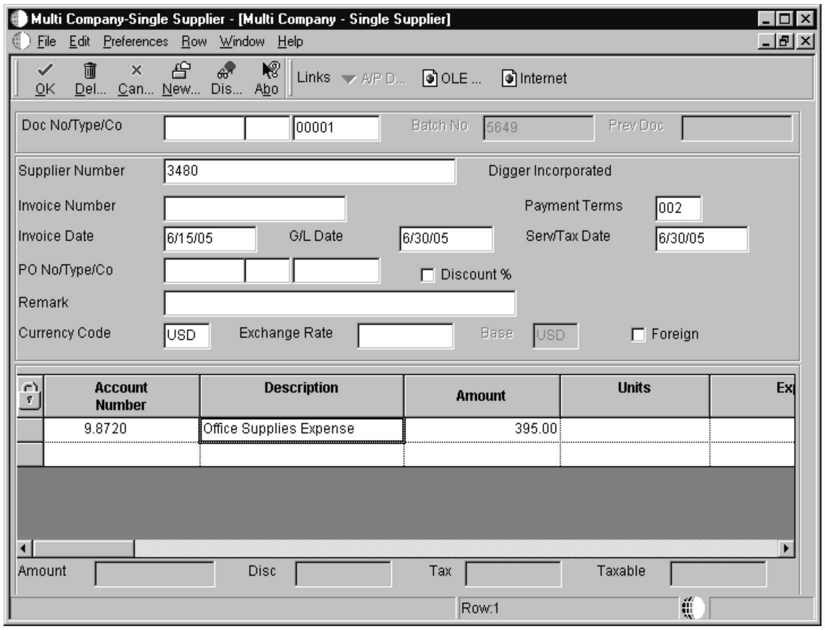
The following information assists the entry of vouchers for multiple companies:

- If you entered a voucher on the Multi Company form, you must change it on this form.
- When you distribute a voucher to more than one company, the domestic currency must be the same for all companies.
- When you post vouchers, the system creates intercompany entries if the expense or liability accounts used for automatic offsets are from different companies.

▶ To enter a voucher for multiple companies

From the Other Voucher Entry Methods menu (G04111), choose Multi Company-Single Supplier.

1. On Supplier Ledger Inquiry, click Add.


Multi Company-Single Supplier - [Multi Company - Single Supplier]
File
Edit
Preferences
Row
Window
Help
OK
Del...
Can...
New...
Dis...
Abo
Links
A/P D...
OLE ...
Internet
Row:1

Doc No/Type/Co: 00001
Batch No: 5649
Prev Doc:
Supplier Number: 3480 Digger Incorporated
Invoice Number:
Payment Terms: 002
Invoice Date: 6/15/05
G/L Date: 6/30/05
Serv/Tax Date: 6/30/05
PO No/Type/Co:
☐ Discount %
Remark:
Currency Code: USD
Exchange Rate:
Base: USD
☐ Foreign

Account Number	Description	Amount	Units	Ex
9.8720	Office Supplies Expense	395.00		

Amount:
Disc:
Tax:
Taxable:

2. On Multi Company-Single Supplier, follow the steps for entering a standard voucher.

   See *Entering Standard Vouchers* in the chapter *Working with Standard Vouchers*.

   Access the detail area to review the companies assigned to each distribution line on Multi Company - Single Supplier.

3. Complete the following field for each company associated with the voucher:

   - Account
   - Amount

   The company associated with the account number appears in the detail area.

See Also

- *Processing Options for Voucher Entry*

What You Should Know About Processing Options

Invalid processing options	The Multiple Company-Single Supplier program uses the same processing options as Standard Voucher Entry. However, some of the processing options do not apply. When you enter a voucher for multiple companies, the following processing options do not apply: • Manual checks • Purchasing • Voucher Match • Versions • Logging

Entering Multiple Vouchers

To quickly enter many vouchers for one or more suppliers, use one of the multiple voucher entry methods. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process.

You can use the multiple voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method. The multiple voucher entry methods have other limitations. You cannot use them to enter:

- Multiple pay items
- Multiple lines of G/L distribution
- Split pay items
- Special bank accounts
- Special G/L offsets
- Special payment handling
- Automatic reversing entries
- Discounts
- Taxes
- Zero invoice amounts
- Prepaid vouchers
- Logged vouchers
- Recurring vouchers

Entering multiple vouchers consists of:

- Entering multiple vouchers for a single supplier
- Entering multiple vouchers for multiple suppliers

The system creates a voucher for each detail line and updates the A/P Ledger (F0411) and Account Ledger (F0911) tables.

Before You Begin

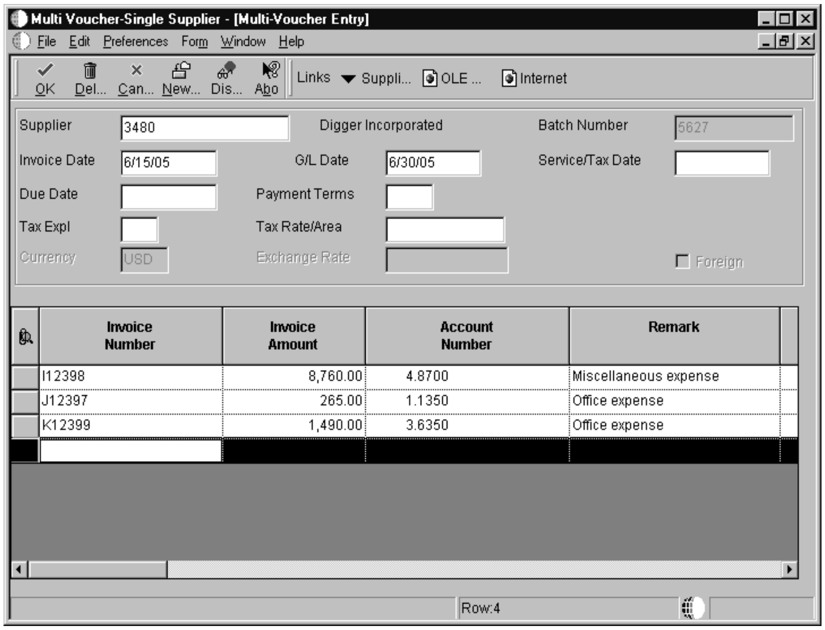
- ☐ To make entry easier, organize your vouchers by G/L date and due date. Additionally, you can organize them by payment terms, invoice date, and currency.

▶ To enter multiple vouchers for a single supplier

From the Other Voucher Entry Methods menu (G04111), choose Multi Voucher-Single Supplier.

To enter many vouchers at one time for the same supplier, use this multiple voucher entry method.

1. On Supplier Ledger Inquiry, click Add.


Multi Voucher-Single Supplier - [Multi-Voucher Entry]
File Edit Preferences Form Window Help
OK Del... Can... New... Dis... Abo
Links Suppli... OLE ... Internet
Row:4

Supplier 3480 Digger Incorporated
Batch Number 5627
Invoice Date 6/15/05
G/L Date 6/30/05
Service/Tax Date
Due Date
Payment Terms
Tax Expl
Tax Rate/Area
Currency USD
Exchange Rate
☐ Foreign

Invoice Number	Invoice Amount	Account Number	Remark
I12398	8,760.00	4.8700	Miscellaneous expense
J12397	265.00	1.1350	Office expense
K12399	1,490.00	3.6350	Office expense

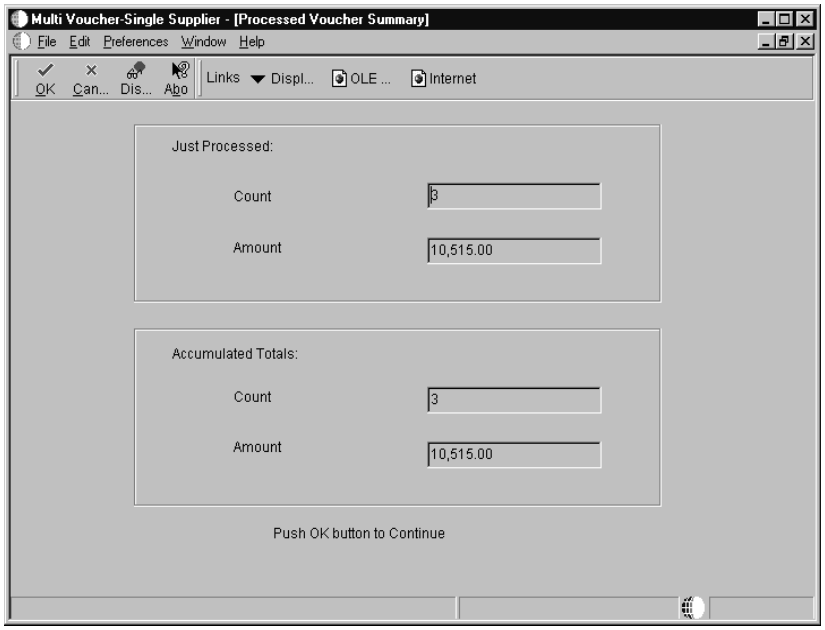
2. On Multi-Voucher Entry, complete the following fields:
   - Address Number
   - Invoice Date
   - G/L Date
   - Due Date
   - Currency Code – From(optional)

   The information you enter applies to all vouchers.

3. In the detail area, complete the following fields for each voucher:

   - Invoice Number
   - Invoice Amount
   - Account Number
   - Remark (optional)

4. To override the information in the header portion of the form, complete the following fields in the detail area for any voucher:
   - Invoice Date
   - G/L Date
5. Click OK.


Multi Voucher-Single Supplier - [Processed Voucher Summary]
File Edit Preferences Window Help
OK Can... Dis... Abo
Links Displ... OLE ... Internet

Just Processed:

Count 3

Amount 10,515.00

Accumulated Totals:

Count 3

Amount 10,515.00

Push OK button to Continue

On Processed Voucher Summary, the system displays the total number and amount of the vouchers.

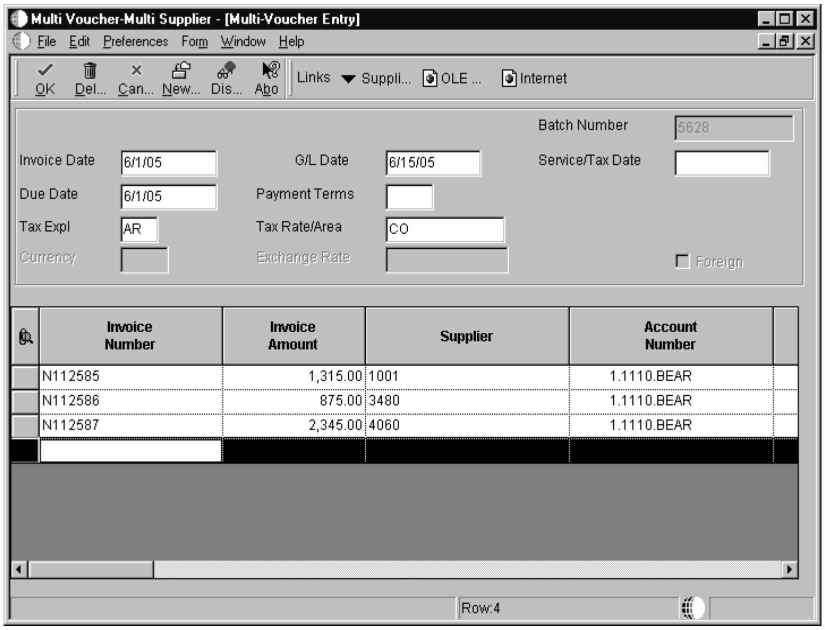
6. Click OK.

▶ To enter multiple vouchers for multiple suppliers

From the Other Voucher Entry Methods menu (G04111), choose Multi Voucher-Multi Supplier.

To enter many vouchers at one time for more than one supplier, use this multiple voucher entry method.

1. On Supplier Ledger Inquiry, click Add.


Multi Voucher-Multi Supplier - [Multi-Voucher Entry]
File Edit Preferences Form Window Help
OK Del... Can... New... Dis... Abo
Links Suppli... OLE ... Internet
Row:4

Batch Number 5628

Invoice Date 6/1/05

G/L Date 6/15/05

Service/Tax Date

Due Date 6/1/05

Payment Terms

Tax Expl AR

Tax Rate/Area CO

Currency

Exchange Rate

☐ Foreign

Invoice Number	Invoice Amount	Supplier	Account Number
N112585	1,315.00	1001	1.1110.BEAR
N112586	875.00	3480	1.1110.BEAR
N112587	2,345.00	4060	1.1110.BEAR

2. On Multi-Voucher Entry, follow the steps for entering multiple vouchers for a single supplier.
3. In the detail area, complete the following field for each supplier and click OK:
   - Address Number

Automatic Payment Processing

After you set up the Accounts Payable system, you define how you want the system to process automatic payments. You use automatic payments to group vouchers and produce multiple payments in a single payment run.

Automatic payment processing allows you to manage your payments efficiently and take advantage of favorable discount terms whenever possible. Use automatic payment processing to pay vouchers during your usual payment cycle.

During automatic payment processing, the system works with the following document and batch types:

Voucher document type	• PV (voucher) • PR (recurring voucher) • PL (voucher logging) • PD (debit memo) • PM (voucher without match) • _ _ (user defined voucher type)
Payment document type	• PK (automatic payment)
Batch type	• K (automatic payment)

Setting up automatic payment processing consists of the following required tasks:

☐ Setting up bank account information for A/P

☐ Setting up print sequence for payments

☐ Setting up payment instruments

Depending on your business requirements, the following tasks might be part of your automatic payment processing:

☐ Setting up payment information

☐ Setting up bank account cross-references

☐ Working with Payee Control

Automatic payment processing consists of:

☐ Working with supplier withholding taxes

☐ Preparing vouchers for automatic payments

☐ Creating payment groups

☐ Working with payment groups

☐ Working with automatic payments

☐ Updating the A/P ledger

☐ Processing options for Work with Payment Groups

☐ Reviewing and approving automatic payments

☐ Posting automatic payments

☐ Calculating realized gains and losses during the post

☐ Voiding automatic payments and vouchers

The following graphic illustrates the automatic payment process:

Step 1.
Set up auto withholding.

Step 2.
Run Cash Requirements report.

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

Step 4.
Create payment groups.

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

Step 6.
Work with payment groups.

Step 7.
Write payment/copy to tape.

Step 8.
Update payment.

Step 9.
Review payment register.

Step10.
Post 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

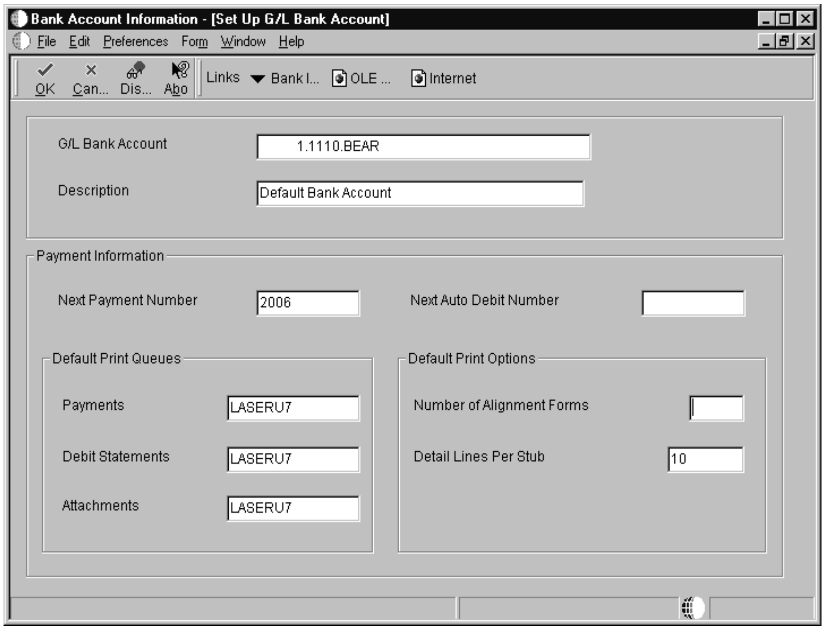
See Also

- *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.


Bank Account Information - [Set Up G/L Bank Account]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
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

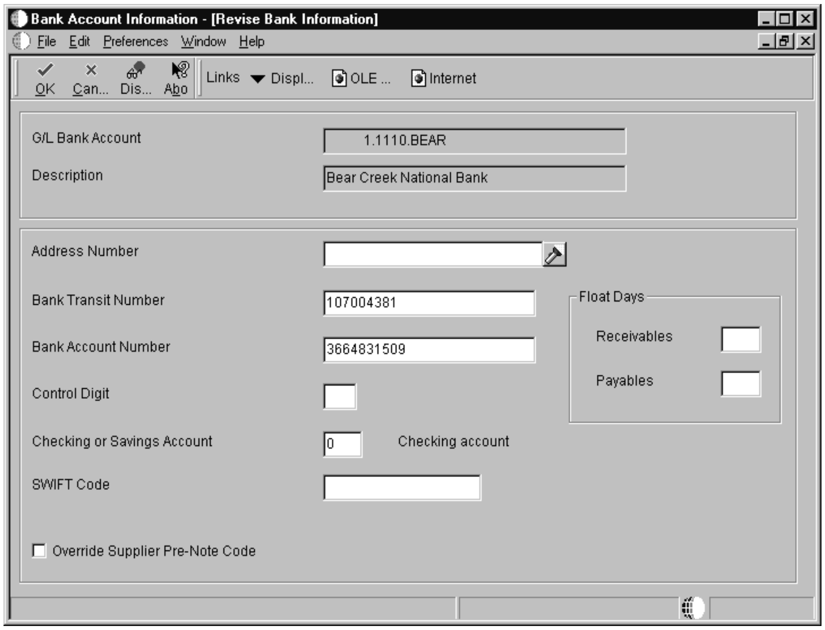
From the Automatic Payment Setup menu (G04411), choose Bank Account Information.

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.


File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Float Days
Receivables
Payables
☐ Override Supplier Pre-Note Code

Bank Account Information - [Revise Bank Information]

G/L Bank Account: 1.1110.BEAR

Description: Bear Creek National Bank

Address Number:

Bank Transit Number: 107004381

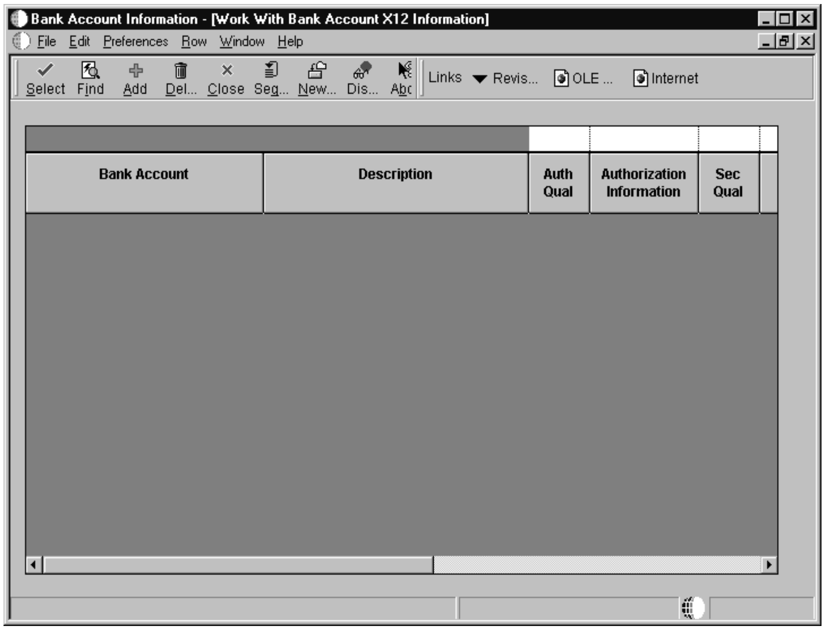
Bank Account Number: 3664831509

Control Digit:

Checking or Savings Account: 0 Checking account

SWIFT Code:

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.


Bank Account Information - [Work With Bank Account X12 Information]
File Edit Preferences Row Window Help
Select Find Add Del... Close Seg... New... Dis... Abc
Links Revis... OLE ... Internet
Bank Account
Description
Auth Qual
Authorization Information
Sec Qual

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.

Field	Explanation
Checking or Savings Account	A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments. Valid values are: blank Checking account 0 Checking account 1 Savings account
Float Days	Future Use – The number of days the check floated. This is defined by subtracting the check date from the bank deposit date. The value date is calculated by adding the float days to the payment date.
Override Supplier Pre–Note Code	A code for WorldSoftware, or an option in OneWorld software, that you use to override the Pre-Note processing for electronic funds transfers. Valid values in WorldSoftware are: 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. For OneWorld software, designate whether to override the Pre-Note code with a check mark. 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.
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.

Field	Explanation
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 a Print Sequence for Payments

The payment sequence option allows you to control the order in which your payments print. You can choose to print payments in a sequence that is meaningful to your needs. For example, you might want payments to print in descending order by amount so that the largest payment amounts print first, or you might want to print payments alphabetically. You control the payment sequence by setting up sequence IDs in the Automatic Payment Setup menu. The sequence IDs establish the printing order and can contain up to six data items from fields in the A/P payments worktable.

You must define a sequence ID for each different print sequence you want to use. When you create your payment groups, you designate which sequence you want to use in the sequence ID processing option and whether the values for the sequence should print in ascending or descending order.

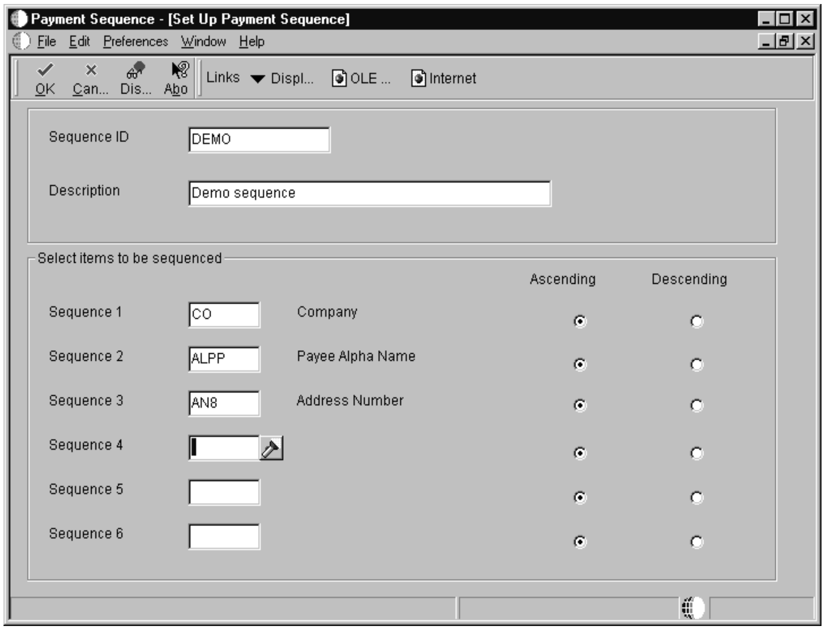
If you want to print payments based on criteria outside of the J.D. Edwards A/P system, you can use special handling codes. Special handling codes are user defined and assigned at the time of voucher entry. You can use them to sort payments by including them in your sequence ID.

▶ To set up a print sequence for payments

From the Automatic Payment Setup menu (G04411), choose Payment Sequence.

1. On Work With Payment Sequences, click Add.

   You can add a new sequence by copying an existing one and modifying it as needed. On Work With Payment Sequences, choose the existing payment sequence and click Copy.


Payment Sequence - [Set Up Payment Sequence]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Sequence ID: DEMO

Description: Demo sequence

Select items to be sequenced

			Ascending	Descending
Sequence 1	CO	Company	●	○
Sequence 2	ALPP	Payee Alpha Name	●	○
Sequence 3	AN8	Address Number	●	○
Sequence 4			●	○
Sequence 5			●	○
Sequence 6			●	○

2. On Set Up Payment Sequence, complete the following fields:
   - Sequence ID
   - Description
3. Enter a data dictionary item in at least one of the following fields:
   - Sequence 1
   - Sequence 2
   - Sequence 3
   - Sequence 4
   - Sequence 5
   - Sequence 6

   To see a list of data dictionary items that you can use when setting up payment sequences 1–6, click the flashlight icon to access the user defined code table (H04/SF).

   If Payment Handling Code (CRC) is the first field in your print sequence, you must assign vouchers a user defined code (00/HC) that is meaningful to your organization.

4. For each sequence you set up, click one of the following options:
   - Ascending
   - Descending

Field	Explanation
Sequence ID	The sequence ID used during A/P payment processing to determine in which order the payments should be processed.
Sequence (A/D) 1	A code for WorldSoftware, or an option for OneWorld software, that determines the sorting sequence. Valid codes for WorldSoftware are: A Ascending D Descending For OneWorld software, you designate the sorting sequence by clicking an option.

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.

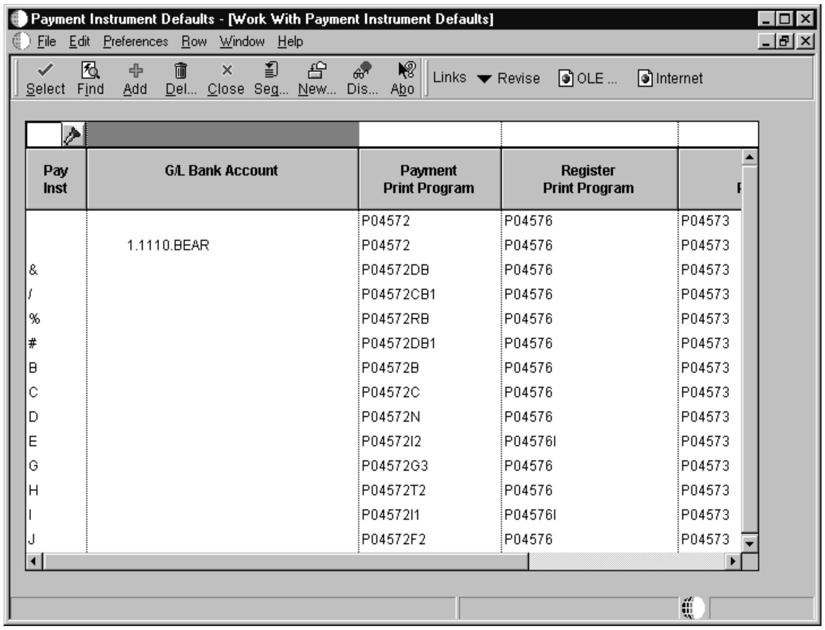
The Payment Instrument Defaults program includes all of the default programs associated with each component. The data is stored in the A/P Payments - Default Print and Update table (F0417).

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).

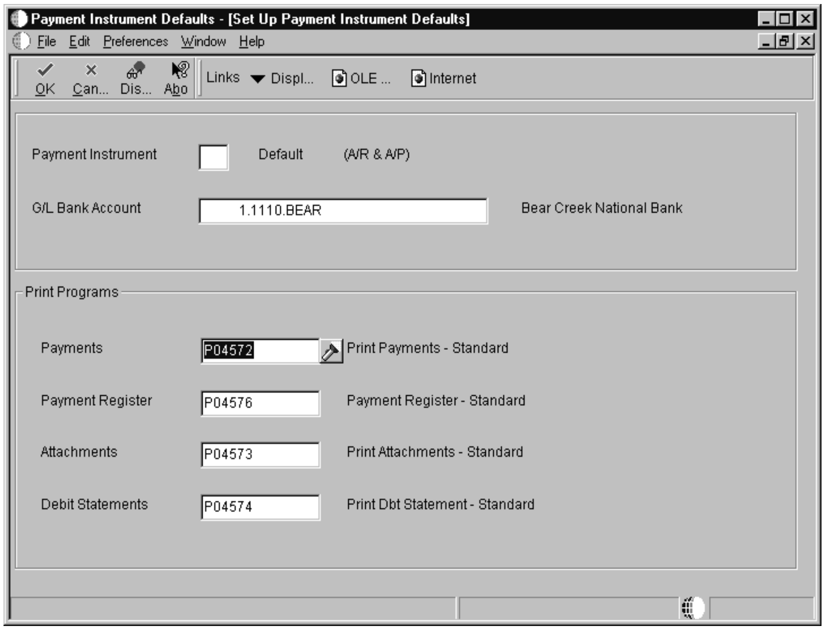
A debit statement is another type of payment instrument and is used to notify suppliers when you have overpaid them. By assigning a program to the debit statement component, you can print a separate debit statement form with a payment. A debit statement is automatically generated if debit memos and open 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	
		P04572	P04576	P04573
	1.1110.BEAR	P04572	P04576	P04573
&		P04572DB	P04576	P04573
/		P04572CB1	P04576	P04573
%		P04572RB	P04576	P04573
#		P04572DB1	P04576	P04573
B		P04572B	P04576	P04573
C		P04572C	P04576	P04573
D		P04572N	P04576	P04573
E		P04572I2	P04576I	P04573
G		P04572G3	P04576	P04573
H		P04572T2	P04576	P04573
I		P04572I1	P04576I	P04573
J		P04572F2	P04576	P04573

1. On Work With Payment Instrument Defaults, choose the payment instrument and click Select.


Payment Instrument Defaults - [Set Up Payment Instrument Defaults]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Print Programs

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

G/L Bank Account 1.1110.BEAR Bear Creek National Bank

Payments P04572 Print Payments - Standard

Payment Register P04576 Payment Register - Standard

Attachments P04573 Print Attachments - Standard

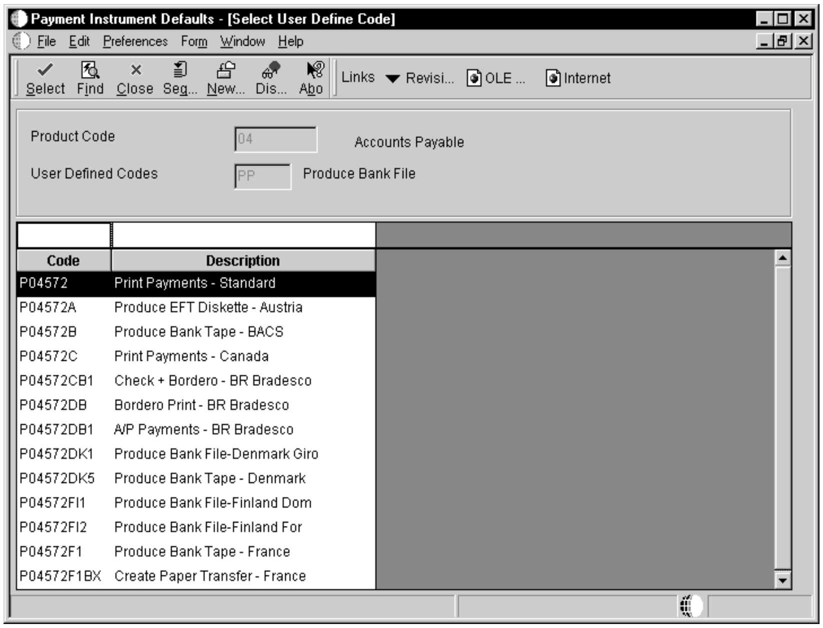
Debit Statements P04574 Print Dbt Statement - Standard

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.


Payment Instrument Defaults - [Select User Define Code]
File Edit Preferences Form Window Help
Select Find Close Seq... New... Dis... Abo
Links Revisi... OLE ... Internet

Product Code 04 Accounts Payable

User Defined Codes PP Produce Bank File

Code	Description
P04572	Print Payments - Standard
P04572A	Produce EFT Diskette - Austria
P04572B	Produce Bank Tape - BACS
P04572C	Print Payments - Canada
P04572CB1	Check + Bordero - BR Bradesco
P04572DB	Bordero Print - BR Bradesco
P04572DB1	A/P Payments - BR Bradesco
P04572DK1	Produce Bank File-Denmark Giro
P04572DK5	Produce Bank Tape - Denmark
P04572FI1	Produce Bank File-Finland Dom
P04572FI2	Produce Bank File-Finland For
P04572F1	Produce Bank Tape - France
P04572F1BX	Create Paper Transfer - France

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.

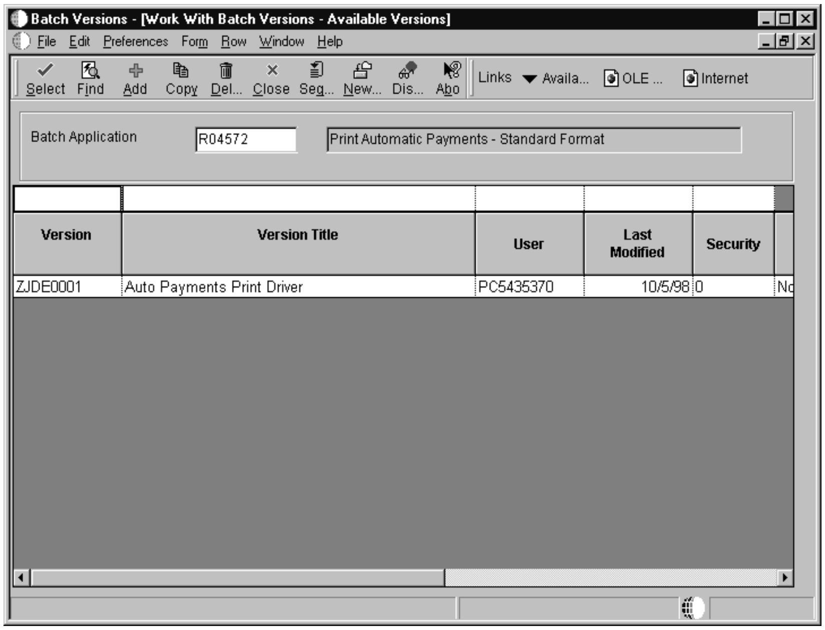
▶ To revise processing options for payment instrument formats

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


Batch Versions - [Work With Batch Versions - Available Versions]
File
Edit
Preferences
Form
Row
Window
Help
Select
Find
Add
Copy
Del...
Close
Seq...
New...
Dis...
Abo
Links
Availa...
OLE ...
Internet

Batch Application R04572 Print Automatic Payments - Standard Format

Version	Version Title	User	Last Modified	Security	
ZJDE0001	Auto Payments Print Driver	PC5435370	10/5/98	0	Nc

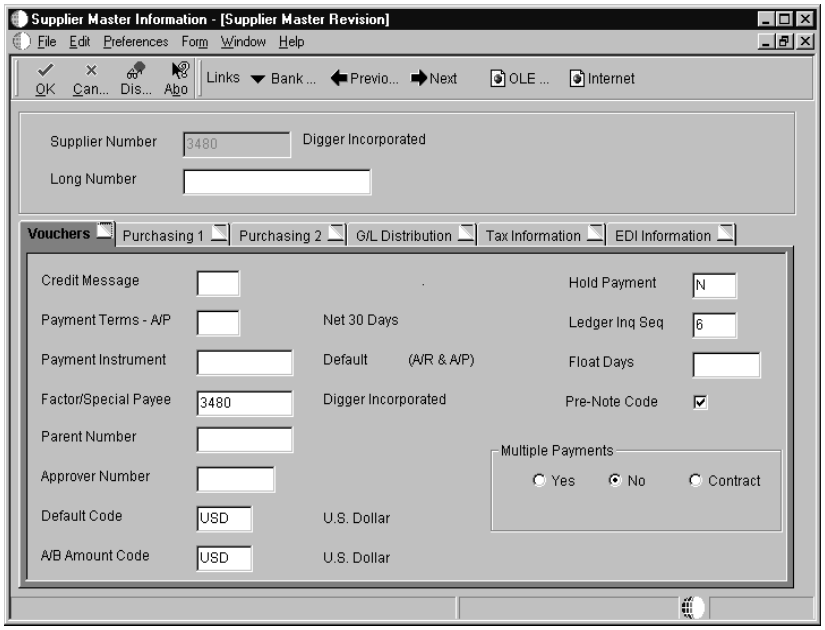
2. Choose the version.
3. From the Row menu, choose Processing Options.
4. Revise the processing options, as necessary.

▶ 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.


Supplier Master Information - [Supplier Master Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Bank ...
Previo...
Next
OLE ...
Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information

Supplier Number 3480 Digger Incorporated
Long Number
Credit Message
Payment Terms - A/P Net 30 Days
Payment Instrument Default (A/R & A/P)
Factor/Special Payee 3480 Digger Incorporated
Parent Number
Approver Number
Default Code USD U.S. Dollar
A/B Amount Code USD U.S. Dollar
Hold Payment N
Ledger Inq Seq 6
Float Days
Pre-Note Code ☑
Multiple Payments ○ Yes ● No ○ Contract

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	The user defined code that determines the type of payment made to the supplier. . . . . *Form-specific information* . . . . The system uses this information as the default value when you enter vouchers. The default is blank.
Pre–Note Code	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. Valid codes for WorldSoftware are: 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. If you leave this field blank, the system uses N. 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. For OneWorld software: 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 th 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 lelf blank, no
    company information will print.

      Company Name                                     ____________

Print

4. Enter the Forms Type for the Payments
    Spool File. If left blank, the
    defaul 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

Setting Up Payment Information

Depending on how payments are processed in your organization, you can:

- Set up payment information by business unit
- Set up a company name to print on payments

See Also

- *Setting Up Payment Instruments* for information about the components of a payment

▶ To set up payment information by business unit

From the Automatic Payment Setup menu (G04411), choose Business Unit Information.

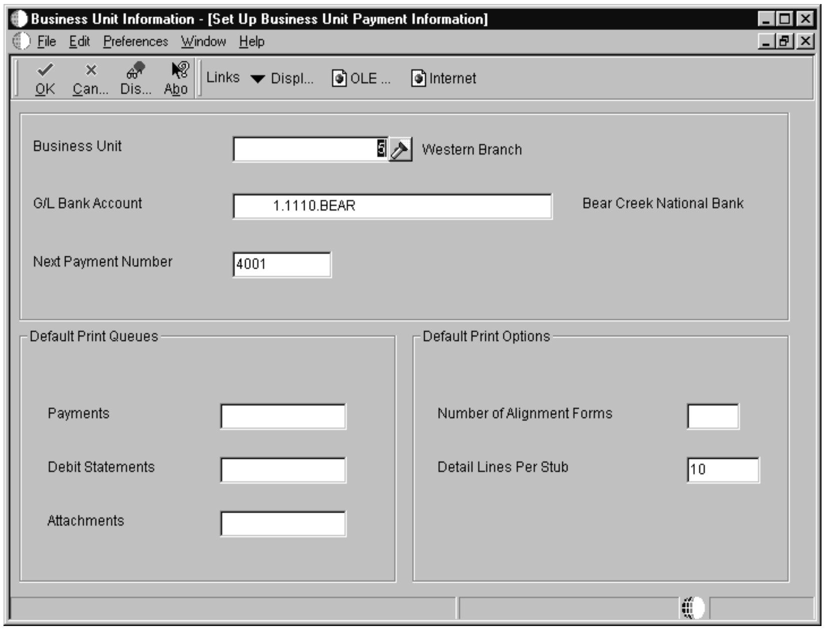
You might need to set up payment information by business unit if you produce payments by business unit. If you do so, payments are processed using:

- Business unit information from the voucher
- Bank account information from the business unit

When you create payment groups, the system uses business unit payment information only if you set a processing option to process payments by business unit. Otherwise, it uses the bank account information you set up for payments on the Work with G/L Bank Accounts form.

You can assign your business units the same bank account as long as each business unit has a different value, such as a different next payment number, assigned to it.

1. On Work with Business Unit Payment Information, click Add.


Business Unit Information - [Set Up Business Unit Payment Information]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Default Print Queues
Default Print Options

Business Unit 5 Western Branch

G/L Bank Account 1.1110.BEAR Bear Creek National Bank

Next Payment Number 4001

Payments

Debit Statements

Attachments

Number of Alignment Forms

Detail Lines Per Stub 10

2. On Set Up Business Unit Payment Information, complete the following fields:
   - Business Unit
   - G/L Bank Account
3. You can also complete the following optional field:
   - Next Payment Number
4. Complete the following optional fields for default print queues:
   - Payments
   - Debit Statements
   - Attachments

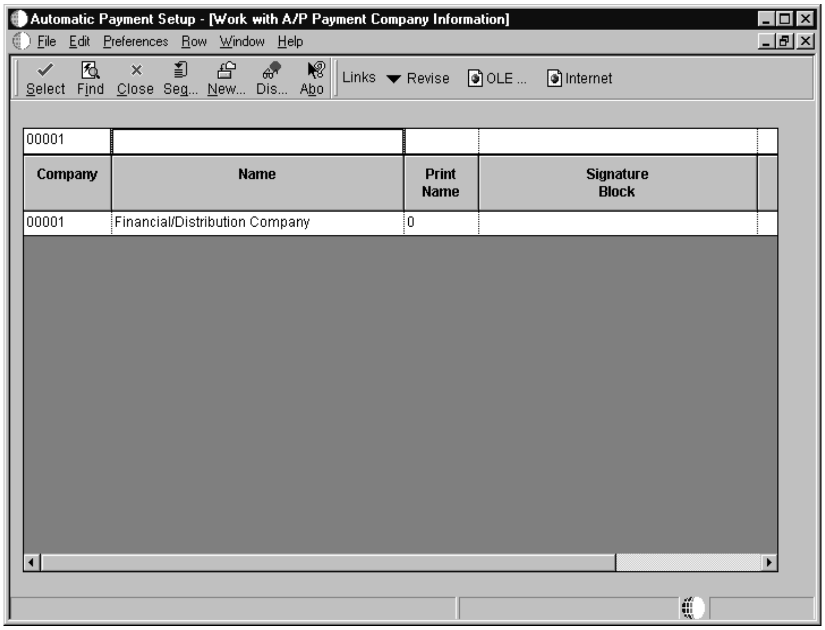
   OneWorld does not use print queue information when you print payments. The print queue fields appear for systems where OneWorld and WorldSoftware coexist.

5. Complete the following fields for default print options (optional):
   - Number of Alignment Forms
   - Detail Lines Per Stub
6. Click OK.

▶ To set up a company name to print on payments

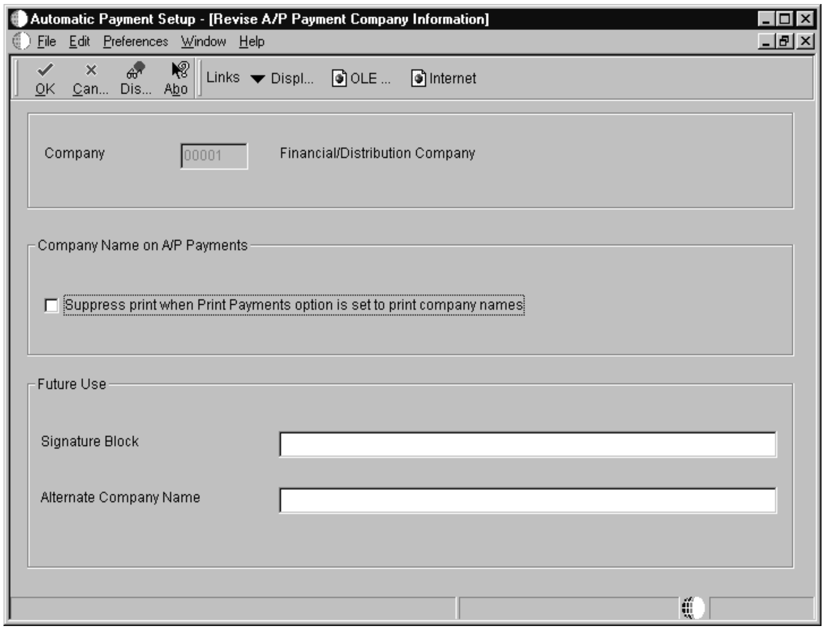
From the Automatic Payment Setup menu (G04411), choose Automatic Payment Setup.

You can control whether a company name prints on your payments. The company payment information is stored in the Company Constants table (F0010).


Automatic Payment Setup - [Work with A/P Payment Company Information]
File Edit Preferences Row Window Help
Select Find Close Seg... New... Dis... Abo
Links Revise OLE ... Internet

Company	Name	Print Name	Signature Block
00001			
00001	Financial/Distribution Company	0	

1. On Work with A/P Payment Company Information, to locate the company with which you want to work, enter a value on the Query By Example line and click Find.
2. To access Revise A/P Payment Company Information, choose the company and click Select.


Automatic Payment Setup - [Revise A/P Payment Company Information]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Company Name on A/P Payments
Future Use

Company 00001 Financial/Distribution Company

☐ Suppress print when Print Payments option is set to print company names

Signature Block

Alternate Company Name

3. On Revise A/P Payment Company Information, click the following option:
   - Suppress print when Print Payments option is set to print company names

     The default setting prints the company name on payments. If you click this option, the company name is not printed on payments.

   The following fields are for future use:
   - Signature Block
   - Alternate Company Name

Field	Explanation
Suppress print when Print Payments option is set to print company names	This data item is used in A/P payment processing to print the company name on payments. Valid values are: 0 Print the company name on the payments (default) 1 Do not print the company name If you leave this field blank, the system uses 0. For OneWorld, use the Suppress Print option to designate whether to print your company name on 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.

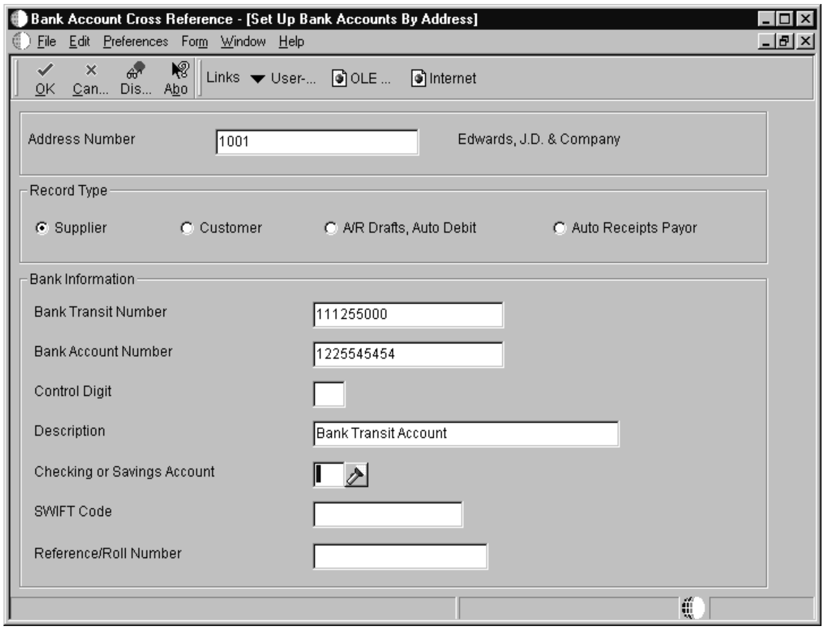
Before You Begin

- ☐ 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.


Bank Account Cross Reference - [Set Up Bank Accounts By Address]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links User-... OLE ... Internet

Address Number: 1001 Edwards, J.D. & Company

Record Type

● Supplier ○ Customer ○ A/R Drafts, Auto Debit ○ Auto Receipts Payor

Bank Information

Bank Transit Number	111255000
Bank Account Number	1225545454
Control Digit	
Description	Bank Transit Account
Checking or Savings Account	
SWIFT Code	
Reference/Roll Number	

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	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique.

Field	Explanation
Record Type	A code that distinguishes external bank accounts from internal bank accounts. Valid values are: 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 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. . . . . *Form-specific information* . . . . For OneWorld, designate the record type by clicking one of the following options: • Supplier • Customer • A/R Drafts, Auto Debit • Auto Receipts Payor
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	The recipient's reference number. In Italy, this field is used to enter the SIA code. For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.

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 Payee Control

Payee control is an audit feature that helps to ensure that one person cannot commit and conceal an error or act of fraud of selected, critical payee information. When monitored changes are made, this feature holds payments to the payee pending review and approval of changed information. You use payee control to control changes made to selected, critical payee and bank account information. One person enters the change and another approves it. Thus, the involvement of two people is required to make changes that affect payments.

Until a change is approved, the system prevents automatic payments to a payee for whom controlled information has been changed. The program for creating payment groups bypasses payees that have unapproved payee control records and prints an error message on the edit report. The program for writing payments prints an error message if the payee's alpha name, mailing name, or SWIFT code changes are unapproved.

The system does not prevent you from writing manual payments if the controlled information has changed.

Working with payee control consists of the following tasks:

- ☐ Understanding system set up for payee control
- ☐ Reviewing and approving changes to controlled data
- ☐ Printing changes to controlled data
- ☐ Purging approved payee control records

Understanding System Set Up for Payee Control

Prior to using payee control, you must ensure that certain system features are set up properly for your business needs. For example, you must determine which fields and tables you are going to control access and changes to. You must also set up certain tables, security, and system constants.

System set up for payee control includes the following topics:

- Controlled fields
- Considerations and setup

Controlled Fields

Depending on how you set the processing options for the A/P Payee Control Server program (X0450), you can control changes, or additions and changes, to each of the following fields and corresponding tables:

Alpha name (F0101)	Changes to a payee's alpha name can divert the physical payment. The alpha name can be changed on Address Book Revisions.
Bank account number (F0030)	Changes to a payee's bank account number can divert an electronic payment. The bank account number can be changed on Set Up Bank Accounts by Address.
Bank transit number (F0030)	Changes to a payee's bank transit number can divert an electronic payment. The bank transit number can be changed on Set Up Bank Accounts by Address.
Bank account type (F0030)	Changes to a payee's bank account type can divert an electronic payment. The bank account type can be changed on Set Up Bank Accounts by Address.
Mailing name (F0111)	Changes to the payee's mailing name can divert the physical payment. The mailing name can be changed on Address Book Revisions and Who's Who.
Payee (F0411)	Changes to the voucher's payee can divert the payment while a voucher is being entered, or after. The payee can be changed on Enter Voucher-Payment Information, alternate voucher entry forms, and Update Single Pay Item (from Speed Status Change).
Special payee (F0101)	Changes to the supplier's special payee can divert a payment at the time a voucher is entered. The special payee can be changed on Address Book Related Addresses and Supplier Master Information.
SWIFT code (F0030)	Changes to a payee's SWIFT code can divert an electronic payment. The SWIFT code can be changed on Set Up Bank Accounts by Address.

When the system detects a change to a controlled field, it writes a record to the Payee Control table (F0450). This record includes the original information, the changed information, and the user ID of the person who made the change.

For example, Universal Incorporated has a supplier number of 4344 and an alternate payee number of 3610. You add a voucher for supplier number 4344 and enter an alternate payee number of 5910. If you have the payee control feature activated, the system creates a payee control record because the voucher's payee number (5910) does not match the supplier number (4344) or alternate payee number (3610). This record must be approved by another person before payment can be issued.

Considerations and Setup

Considerations for setting up your system for payee control include the limitations to the extent of the control possible, accessing the processing options for payee control, and setup information.

Limitations	Payee control is not a foolproof system. It is intended for use in conjunction with management controls to prevent error and fraud. You must implement security for the: • Payee Control table (F0450). Deleting this table disables the audit trail. • Payee Control server. Changing the processing options for this server affects the way the system monitors changes. • Manual Payments program. You can write manual payments to payees for whom controlled information has been changed.
Accessing the processing options for payee control	To access the processing options for the A/P Payee Control Server: • From Accounts Payable Setup (G0441), choose Accounts Payable Constants • On System Setup, choose Accounts Payable Constants • To access the version, on Accounts Payable Constants choose Payee Control from the Form menu
Setting up payee control	Setting up payee control consists of: • Installing the Payee Control table (F0450) in your production environment • Updating coexistence World DREAM Writer and OneWorld UBE ZJDE0001 versions to correctly write records to the Payee Control File table (F0450). • Setting up action code security for the Payee Control Approval program • Setting up security for the Payee Control server • Setting the processing options for the Payee Control server • Setting up security for manual payments See *Setting Up Action Security* in the *System Administration Guide.*

Reviewing and Approving Changes to Controlled Data

In order to remove a payment restriction, you must approve the changes. The person responsible for approving changes should be someone other than the person who entered them.

As part of the review process, you can review the changed data on the form where the change was made. You can also review details about the change, including the:

- Data that existed before the change
- Data that existed after the change
- User ID of the person who made the change
- Date and time of the change

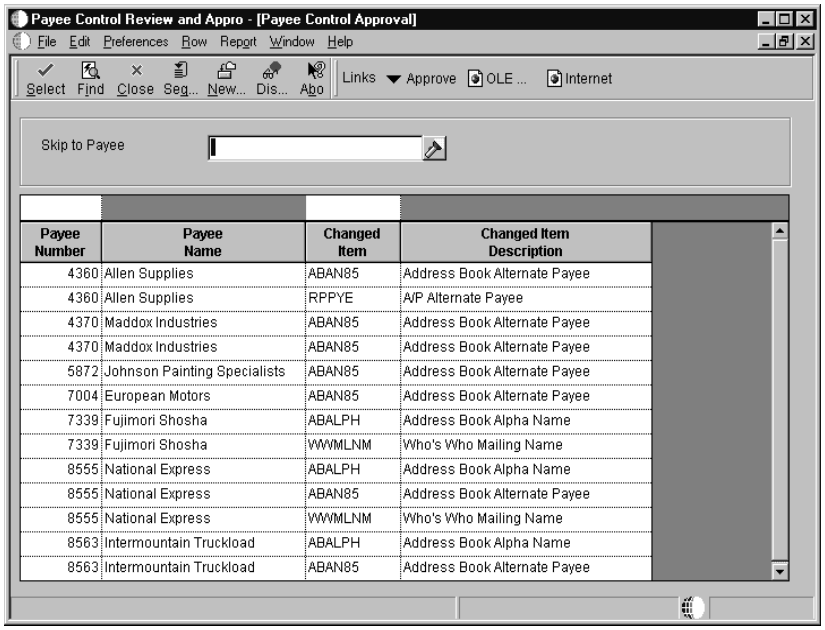
When you approve a change, the system records the:

- User ID of the person who approved the change
- Date and time that the change was approved

This program reads information in the Payee Control table (F0450).

▶ To review and approve changes to controlled data

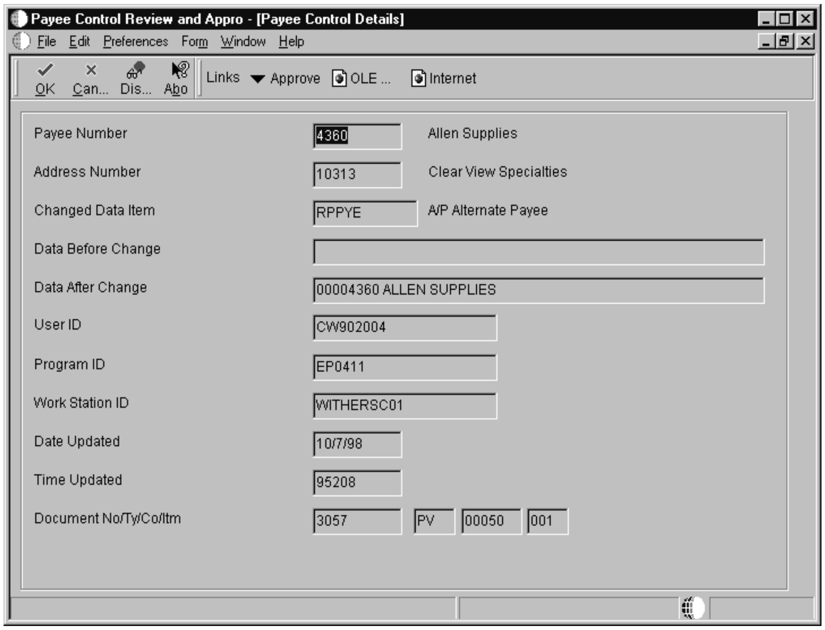
From the A/P Advanced & Technical Operations menu (G0431), choose Payee Control Review and Approval.


Payee Control Review and Appro - [Payee Control Approval]
File Edit Preferences Row Report Window Help
Select Find Close Seq... New... Dis... Abo
Links Approve OLE ... Internet

Skip to Payee

Payee Number	Payee Name	Changed Item	Changed Item Description
4360	Allen Supplies	ABAN85	Address Book Alternate Payee
4360	Allen Supplies	RPPYE	A/P Alternate Payee
4370	Maddox Industries	ABAN85	Address Book Alternate Payee
4370	Maddox Industries	ABAN85	Address Book Alternate Payee
5872	Johnson Painting Specialists	ABAN85	Address Book Alternate Payee
7004	European Motors	ABAN85	Address Book Alternate Payee
7339	Fujimori Shosha	ABALPH	Address Book Alpha Name
7339	Fujimori Shosha	WWMLNM	Who's Who Mailing Name
8555	National Express	ABALPH	Address Book Alpha Name
8555	National Express	ABAN85	Address Book Alternate Payee
8555	National Express	WWMLNM	Who's Who Mailing Name
8563	Intermountain Truckload	ABALPH	Address Book Alpha Name
8563	Intermountain Truckload	ABAN85	Address Book Alternate Payee

1. On Payee Control Approval, review all records by clicking Find, or limit your search by completing the following fields and clicking Find:
   - Payee Number
   - Changed Item
2. To review the form where the change was made, choose an item and choose Transaction from the Row menu.
3. Click Cancel to return to Payee Control Approval.
4. To access Payee Control Details, choose an item and choose Details from the Row menu.



Payee Number 4360 Allen Supplies
Address Number 10313 Clear View Specialties
Changed Data Item RPPYE A/P Alternate Payee
Data Before Change
Data After Change 00004360 ALLEN SUPPLIES
User ID CW902004
Program ID EP0411
Work Station ID WITHERSC01
Date Updated 10/7/98
Time Updated 95208
Document No/Ty/Co/Itm 3057 PV 00050 001

5. On Payee Control Details, do one of the following:
   - To approve, choose Approve from the Form menu and click OK to confirm the approval.
   - To cancel approval after choosing Approve from the Form menu but prior to clicking OK, choose Reset from the Form menu.
   - To indicate nonapproval, click Cancel to exit the Payee Control Details form. This action takes you back to the Payee Control Approval form.

Printing Changes to Controlled Data

From the A/P Advanced & Technical Operations menu (G0431), choose Payee Control Approval Report.

Before or after you approve changes to controlled data online, you can review them in a report format. The Payee Control Approval report shows information such as the:

- Data that existed before the change
- Data that existed after the change
- User ID of the person who made the change
- User ID of the person who approved the change
- Date and time of the change
- Date and time the change was approved

The Payee Control Approval report retrieves information from the Payee Control table (F0450).

See Also

- *R04505, Payee Control Approval* in the *Reports Guide* for a report sample

Purging Approved Payee Control Records

From the A/P Advanced & Technical Operations menu (G0431), choose A/P Payee Control File Purge.

After you approve changes to controlled data, purge the control records. The purge program selects and purges records in the Payee Control table (F0450). Purging control records removes the audit trail.

This is a batch program.

Working with Supplier Withholding Taxes

You might need to comply with government regulations that require you to withhold a percentage of payments to suppliers for whom you do not have a tax ID. In the United States, for example, you might need to withhold taxes and pay the Internal Revenue Service directly if you do not have a tax ID for a person with whom you contract services.

Working with supplier withholding taxes consists of:

☐ Setting up withholding taxes

☐ Calculating withholding taxes

☐ Paying withheld amounts

☐ Reporting withheld amounts

Setting Up Withholding Taxes

Setting up withholding taxes consists of:

- Setting up a tax authority for withholding
- Setting up a supplier for withholding
- Setting up an existing voucher for withholding
- Setting up many existing vouchers for withholding

See Also

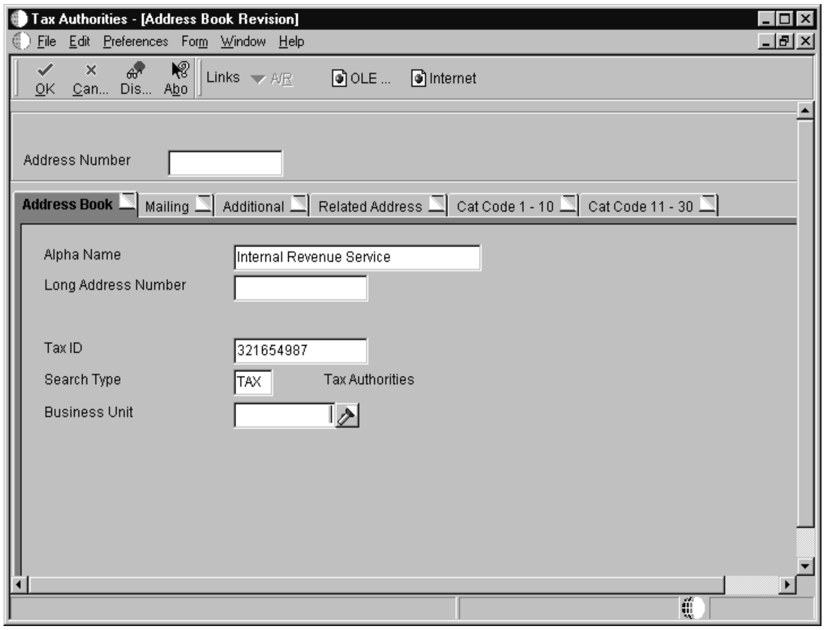
- *Locating Supplier Records* in the chapter *Working with Supplier Records*
- *Locating Vouchers* in the chapter *Working with Standard Vouchers*

▶ To set up a tax authority for withholding

From the Tax Processing & Reporting menu (G0021), choose Tax Authorities.

If you are required to report or pay withheld taxes to a particular tax authority, you must set up that tax authority in the address book.

1. On Work With Addresses, choose Add.


Tax Authorities - [Address Book Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
A/R
OLE ...
Internet
Address Number
Address Book
Mailing
Additional
Related Address
Cat Code 1 - 10
Cat Code 11 - 30
Long Address Number
Business Unit

Alpha Name: Internal Revenue Service

Tax ID: 321654987

Search Type: TAX Tax Authorities

2. On Address Book Revision, on the Address Book tab, complete the following fields:
   - Name – Alpha
   - Search Type
3. Click the Mailing tab, complete the following field, and then click OK:
   - Mailing Name

Field	**Explanation**
Mailing Name	The company or person to whom billing or correspondence is addressed. The mailing name prints as the payee name on 1099 returns. You can override this information by using the Type Code field on Who's Who.

Field	Explanation
Search Type	A user defined code (01/ST) that identifies the kind of address book record that you want the system to select when you search for a name or message. Examples include the following: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority

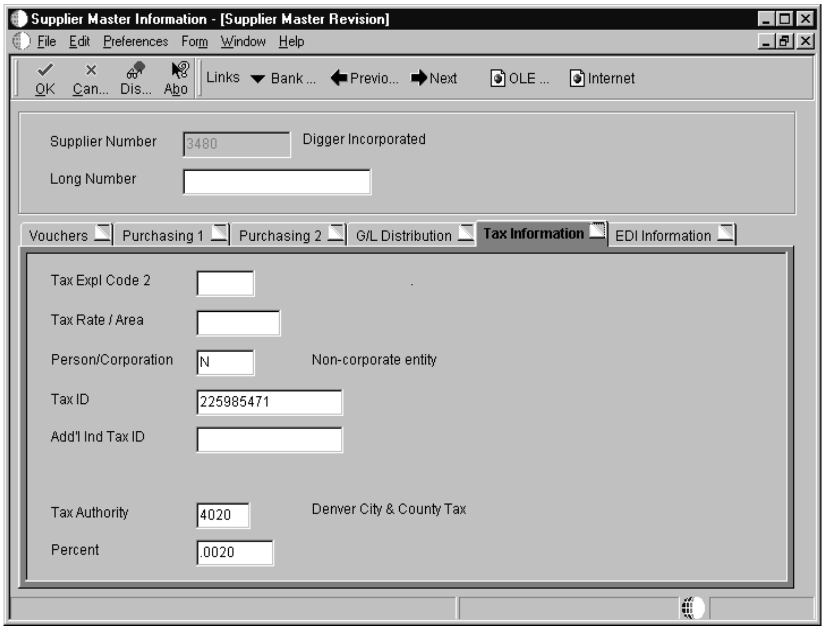
▶ To set up a supplier for withholding

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

If you are required to withhold a percentage of each payment to a particular supplier, you must set up that supplier for withholding. The system deducts the percentage you specify from each voucher you enter. It also makes that percentage payable to the tax authority you specify.

When you enter a voucher for a supplier that you have set up for withholding, the system assigns the voucher a pay status of % (withholding applies).

1. On Work With Supplier Master, locate and choose the supplier.
2. Click Select.


File
Edit
Preferences
Form
Window
Help
OK
Can...
Dis...
Abo
Links
Bank ...
Previo...
Next
OLE ...
Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information

Supplier Master Information - [Supplier Master Revision]

Supplier Number 3480 Digger Incorporated
Long Number
Tax Expl Code 2
Tax Rate / Area
Person/Corporation N Non-corporate entity
Tax ID 225985471
Add'l Ind Tax ID
Tax Authority 4020 Denver City & County Tax
Percent .0020

3. On Supplier Master Revision, click the Tax Information tab.
4. Complete the following fields and click OK:
   - Tax Authority
   - Percent

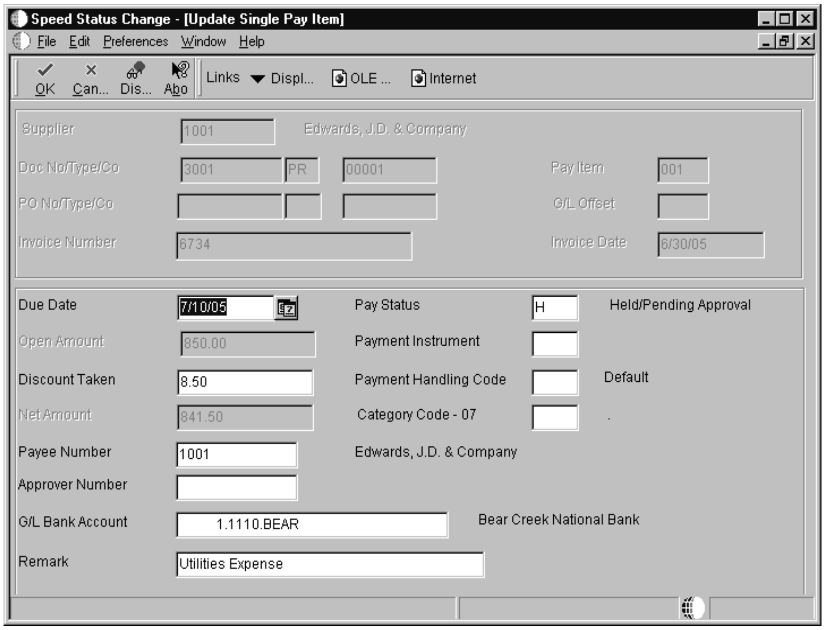
Field	Explanation
Tax Authority	A code that identifies the government agency for which you withhold taxes from supplier payments. This code must be a valid address book number.
Percent	The rate of withholding tax retained from payment to a supplier. This number is expressed as a whole decimal. For example, 20 percent would be expressed as .2000.

► To set up an existing voucher for withholding

From the Automatic Payment Processing menu (G0413), choose Speed Status Change.

When you first set up a supplier for withholding, you might have unpaid vouchers for that supplier that are subject to withholding. You must change the pay status of these vouchers to indicate that withholding should be calculated when you pay them.

1. On Work with Speed Status Change, locate and choose the voucher.
2. Click Select.



Supplier 1001 Edwards, J.D. & Company
Doc No/Type/Co 3001 PR 00001
Pay Item 001
PO No/Type/Co
G/L Offset
Invoice Number 6734
Invoice Date 6/30/05
Due Date 7/10/05
Pay Status H Held/Pending Approval
Open Amount 850.00
Payment Instrument
Discount Taken 8.50
Payment Handling Code Default
Net Amount 841.50
Category Code - 07 .
Payee Number 1001 Edwards, J.D. & Company
Approver Number
G/L Bank Account 1.1110.BEAR Bear Creek National Bank
Remark Utilities Expense

3. On Update Single Pay Item, change the following field to % to indicate that withholding applies:
   - Pay Status

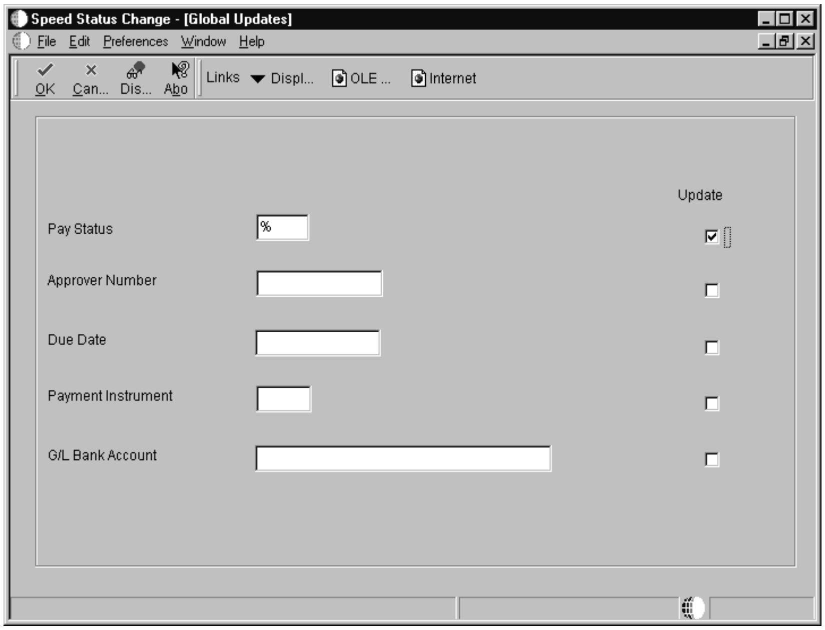
Field	Explanation
Pay Status	A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Valid codes are: % Withholding applies # Check between written A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications C Credit pending D Draft accepted E Draft – expired not collected G Draft deposited not due H Hold pending approval N Need tax exemption certificate O Owner payment P Paid. The voucher or invoice is paid in full R Retainage S Balance forward summarized T Disputed taxes V Held/variance in receipt match X Draft receipt voucher Z Selected/payment pending . . . . *Form-specific information* . . . . You cannot change the pay status to P (paid), D (draft accepted), or # (payment in-process).

▶ To set up many existing vouchers for withholding

From the Automatic Payment Processing menu (G0413), choose Speed Status Change.

You can change the pay status of many existing vouchers at one time to indicate that withholding should be calculated when you pay them.

1. On Work with Speed Status Change, locate and choose the vouchers.
2. From the Row menu, choose Global Update.


Speed Status Change - [Global Updates]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Update

Pay Status % ☑

Approver Number ☐

Due Date ☐

Payment Instrument ☐

G/L Bank Account ☐

3. On Global Updates, change the following field to % to indicate that withholding applies:
   - Pay Status
4. Click the following option and click OK:
   - Update

Stopping Withholding Taxes

To stop withholding taxes for a supplier, remove the information from the Withholding Percent and Tax Authority fields on the Tax Information tab.

Calculating Withholding

From the Automatic Payment Processing menu (G0413), choose Calculate Withholding.

When you calculate withholding, the system creates withholding records for existing vouchers. The Calculate Withholding program is a batch process that:

- Selects voucher pay items
- Calculates withholding amounts
- Updates the pay status
- Creates two pay items
- Produces two reports

Instead of running this batch process, you can automatically calculate withholding when you create payment groups by changing a processing option for the Create Payment Groups program. If you choose to do this, verify that the data selection criteria for Create Payment Groups does not exclude unposted pay items. If you process only posted pay items, the system processes the original pay item (001) that has been posted, but disregards the negative pay item for withholding because it has not yet been posted.

Before You Begin

☐ Set up a non-blank G/L offset in AAI item PCyyyy for withheld amounts.

☐ Set up the G/L offset and other values in the processing options.

The Calculate Withholding Batch Process

Selects Voucher Pay Items

The program selects voucher pay items with a pay status of % (withholding applies).

Calculates Withholding Amounts

The program calculates withholding amounts using the withholding percentage in the supplier master record.

Updates the Pay Status

The program updates the pay status on the original voucher pay item from % to the value designated in the processing options. If you leave the processing option blank, the system assigns the data dictionary value. If that value is blank, it assigns an A (approved).

Creates Two Pay Items

The program creates a negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item. The additional results to consider are:

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

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

When the system creates the new pay item, it does not change the supplier number to the number of the tax authority. The pay item remains associated with the original supplier, although payment is made to the tax authority. The new pay item has the same due date and G/L bank account as the original pay item.

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

Produces Two Reports

The program produces the following reports:

- Calculate Withholding Status Report lists the new pay items and the pay status of each item. PS represents Pay Status on the report.
- Calculate Withholding Error Report (if applicable) lists the vouchers that were not released for payment and the error associated with each voucher or pay item.

See Also

- *R04580, Calculate Withholding* in the *Reports Guide* for a report sample

Processing Options for Calculate Withholding

Pay Status

1. Enter the Pay Status to assign to the voucher to be released for payment. If left blank, the data dictionary default will be assigned. If the data dictionary default is blank, an 'A' will be assigned.

Pay Status Code ____________

2. Enter the Pay Status to assign to the withheld pay item. If left blank, an 'H' will be assigned.

Pay Status Code ____________

G/L Offset

3. Enter the G/L Offset, AAI PC, to be assigned to the withheld pay item. This offset should represent the withholding account and is required.

G/L Offset ____________

4. Enter the G/L account for the zero balance records if any are created. (This must be the SHORT account number and is required).

Account ID ____________

Tax Authority

5. Enter an override Tax Authority to be assigned to the Alternate Payee field in the withholding entry. Leave blank to retrieve Tax Authority from supplier's address book record.

Tax Authority for A/P Withholding ____________

Paying Withheld Amounts

Depending on whether you have tax information for a supplier when you calculate withholding, you perform one of the following actions:

- Pay withheld amounts to a tax authority
- Pay withheld amounts to a supplier

When you pay withheld amounts, your vouchers can be either posted or unposted.

Posted vouchers	If you pay only posted vouchers, post the negative pay item immediately after calculating withholding but before creating payment groups. When you calculate withholding for posted vouchers, the system: • Creates pay items in the A/P Ledger table (F0411) with a posted code of blank. • Creates zero amount (blank) records in the Account Ledger table (F0911) so that the new pay items in the A/P Ledger table can be posted. These blank records use the G/L account you specify in a processing option.
Unposted vouchers	When the system calculates withholding on unposted vouchers, it does not create zero amount (blank) records in the Account Ledger table (F0911).

See Also

- *Preparing Vouchers for Automatic Payments* for information about locating vouchers on Speed Status Change and changing the pay status and alternate payee

To pay a withheld amount to a tax authority

From the Automatic Payment Processing menu (G0413), choose Speed Status Change.

When you calculate withholding, the system creates a pay item for the tax authority. You can place the pay item on hold by setting a processing option. If you do not place the pay item on hold, and instead approve it at the time you calculate withholding, it would be in the next automatic payment cycle instead of being accumulated and paid on a periodic basis.

1. On Work with Speed Status Change, locate and choose the voucher.

   See *Locating Vouchers* in the chapter *Working with Standard Vouchers*.

2. Click Select.
3. On Update Single Pay Item, change the following field for the pay item:
   - Pay Status

▶ To pay a withheld amount to a supplier

From the Automatic Payment Processing menu (G0413), choose Speed Status Change.

If you withhold taxes because you do not have a tax ID for a supplier and later receive a tax ID, you can pay the withheld amount to the supplier instead of the tax authority.

1. On Work with Speed Status Change, locate and choose the voucher.
2. Click Select.
3. On Update Single Pay Item, change the following field for the pay item:
    - Payee Number
4. You can also change the following optional field for the pay item:
    - Pay Status

Reporting Withheld Amounts

To report the amount you are withholding for a tax authority, print an Open A/P Detail Report. You specify which tax authority you want to report by designating an Alternate Payee in the data selection. This report shows only withheld amounts, not the amounts of the original voucher pay items.

See Also

- *Printing A/P Standard Reports* for information about the Open A/P Detail Report

Preparing Vouchers for Automatic Payments

Before paying vouchers, you need to review and release them. You can also change the pay status and due dates of open vouchers.

Preparing vouchers for automatic payment consists of:

- ☐ Determining cash requirements
- ☐ Reviewing vouchers
- ☐ Revising vouchers
- ☐ Splitting payments
- ☐ Releasing vouchers

Determining Cash Requirements

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

You can use the Cash Requirements Report to determine how much money you need for payments and how much money you have in your bank accounts. You can also use it to review upcoming cash requirements.

The report lists vouchers by supplier in three aging columns, provides a total for each supplier and each bank account, and shows the total amount necessary to pay open vouchers.

If the bank account is a monetary bank account, the currency code printed on the header of the report is the bank account currency. The currency code printed in the currency code column is the domestic currency on the voucher. The amounts to the right of the currency code column are in domestic currency. The amounts to the left of the currency code column are in the bank account currency.

If the bank account is a nonmonetary bank account, the currency code printed on the header of the report is the domestic currency. The currency code printed in the currency code column is the foreign currency of the voucher. The amounts to the right of the currency code column are in the foreign currency. The amounts to the left are in the domestic currency.

This batch report shows transactions from the A/P Ledger table (F0411).

On the Cash Requirements report, PS represents pay status and PI represents payment instrument.

See Also

- *R04431, Cash Requirements* in the *Reports Guide* for a report sample

  Note that this sample illustrates a nonmonetary bank account.

Processing Options for Cash Requirements Report

```
Print

1.  Enter '1' to print the Payee
    Number.

      Print Payee Number                                ____________

2.  Enter '1' or blank for Short Account
    ID, '2' for Account Number or '3'
    for Unstructured Account.

      Account Format                                    ____________

3.  Enter '1' to print the Supplier
    Invoice Number.

      Print Invoice Number                              ____________

Aging

1.  Enter the 'As Of' date for
    processing or leave blank to use
    today's date.

      As Of Date                                        ____________

2.  Enter the aging days or leave blank
    to base the aging on 7 days.

      Aging Days                                        ____________
```

```
Process

1.  Enter the cutoff date for allowing
    discounts.  Pay items with a due
    date prior to this date will not
    take a discount.  If left blank, all
    discounts will be taken regardless
    of the due date.

      Discount Cutoff Date                        ____________

2.  Enter '1' to bypass suppliers whose
    payments are on hold (the Hold
    Payment Code in Supplier Master is
    set to 'Y', '1' or '2').

      Bypass Suppliers on Hold                    ____________
```

Data Selection for Cash Requirements Report

To specify a payment method, add Payment Instrument. To exclude paid items, change Open Amount to not equal (NE) zero.

Reviewing Vouchers

You can review vouchers and change or release them for payment. You will generally group your searches according to supplier, job or business unit, or G/L bank account so that you can efficiently make the changes for your current payment cycle. You can review vouchers for a:

- Supplier
- G/L bank account
- Pay status

When you review vouchers, the system displays open pay items with a pay status of approved or hold in ascending order by net due date. It does not display vouchers with a pay status of paid, draft accepted, or payment-in-process.

You can review vouchers that equal a specific amount. The system searches for all vouchers that, when added together, equal the amount you specified. If, however, the vouchers do not equal the exact amount, the system includes one more voucher so that the total inquiry amount is greater than the amount specified.

For example, you want to review vouchers that equal 55,000. Based on your search criteria, the system finds three vouchers that add up to 54,000, but because that does not equal the amount you specified, it includes a fourth voucher for 5,000. In this example, the total inquiry amount that the system displays is 59,000, which is greater than the amount specified.

The system displays information from the A/P Ledger table (F0411).

Before You Begin

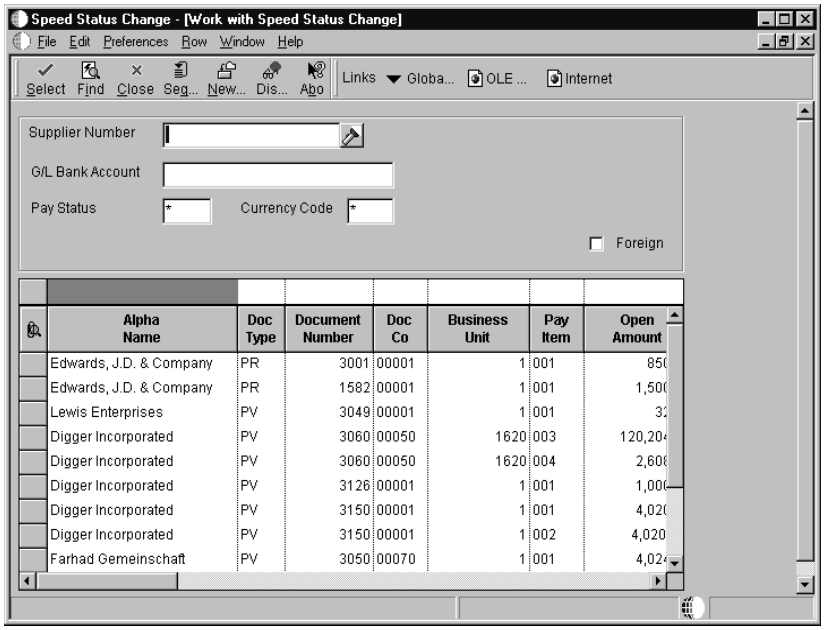
- ☐ Set the processing options to enter default values in selected search fields.
- ☐ To review vouchers that equal a specific amount, set the processing option for total inquiry amount.

▶ To review vouchers

From the Automatic Payment Processing menu (G0413), choose Speed Status Change.

You can set default values in the processing options for some of the search fields that appear in the Query By Example line of the form. If you do this, some of the fields might not be visible immediately. As a result, the information that the system displays might not appear to meet your search criteria when, indeed, it does.

If you set the default value in the Payment Instrument processing option to blank (a spacebar), the system will display vouchers for all payment instruments on Work with Speed Status Change. To view only those vouchers with a blank payment instrument, you must enter a blank (spacebar) in the Payment Instrument field in the Query By Example line. Then, if you want to view vouchers for all payment instruments again, you must delete the blank value.



Speed Status Change - [Work with Speed Status Change]
File Edit Preferences Row Window Help
Select Find Close Seg... New... Dis... Abo
Links Globa... OLE ... Internet

Supplier Number

G/L Bank Account

Pay Status *

Currency Code *

☐ Foreign

Alpha Name	Doc Type	Document Number	Doc Co	Business Unit	Pay Item	Open Amount
Edwards, J.D. & Company	PR	3001	00001	1	001	85
Edwards, J.D. & Company	PR	1582	00001	1	001	1,50
Lewis Enterprises	PV	3049	00001	1	001	3
Digger Incorporated	PV	3060	00050	1620	003	120,20
Digger Incorporated	PV	3060	00050	1620	004	2,60
Digger Incorporated	PV	3126	00001	1	001	1,00
Digger Incorporated	PV	3150	00001	1	001	4,02
Digger Incorporated	PV	3150	00001	1	002	4,020
Farhad Gemeinschaft	PV	3050	00070	1	001	4,02

1. On Work with Speed Status Change, complete any of the following fields:

- Supplier Number
- G/L Bank Account
- Pay Status

If you do not use a monetary bank account, supplier, or currency code when you review vouchers, the totals could be hash totals.

2. For additional search criteria, scroll through the detail area and complete any of the fields in the Query By Example line.

   To clear a field in the Query By Example line, you must delete or backspace through the value. If you use the spacebar, it does not clear the field. Instead, the system searches for a blank value, which might produce incorrect results.

3. Click Find.

Processing Options for A/P Speed Status Change

```
Pre-Load Data

1.  Any values entered for the following
    fields will be loaded on screen:

      Pay Status Code                              ____________
      Document Type                                ____________
      G/L Offset                                   ____________
      Payment Instrument                           ____________
      Address Number - Approver                    ____________
      Currency Code - From                         ____________
      Supplier Invoice Number                      ____________
      Total Inquiry Amount                         ____________
      2. If using alternate currency               ____________
      payments, enter a '1' if you do
      not want to edit the G/L Bank
      Account Currency.

Payment Terms

      1. Payment Terms Code                        ____________

      Enter "1" to allow Payment Term
      Code change.
```

What You Should Know About Processing Options

Total inquiry amount	If you specify a total inquiry amount in the processing option, you must also enter a currency code or bank account on Work with Speed Status Change. The system searches on open amounts, not foreign open amounts, using the selected currency or bank account.

Revising Vouchers

During the automatic payment process, set the minimum amount in the amount range to the lowest nonzero currency unit in the processing options for Create Payment Control Groups (for example, .01).

You might need to revise vouchers before paying them. For example, after you assign a bank account to vouchers, you might later decide that you want to pay those vouchers from a different account. This is especially common when you close a bank account and need to assign the vouchers to the account from which you will now pay.

You can make only changes that do not affect the voucher posting through speed release. Making changes through speed release can be more efficient than making them through voucher entry because:

- You can locate and change more than one voucher at a time.
- The system does not reopen the batch, so you do not need to post it again.

Revising vouchers consists of:

- Revising an individual voucher
- Revising multiple vouchers

The system updates information in the A/P Ledger table (F0411).

▶ To revise an individual voucher

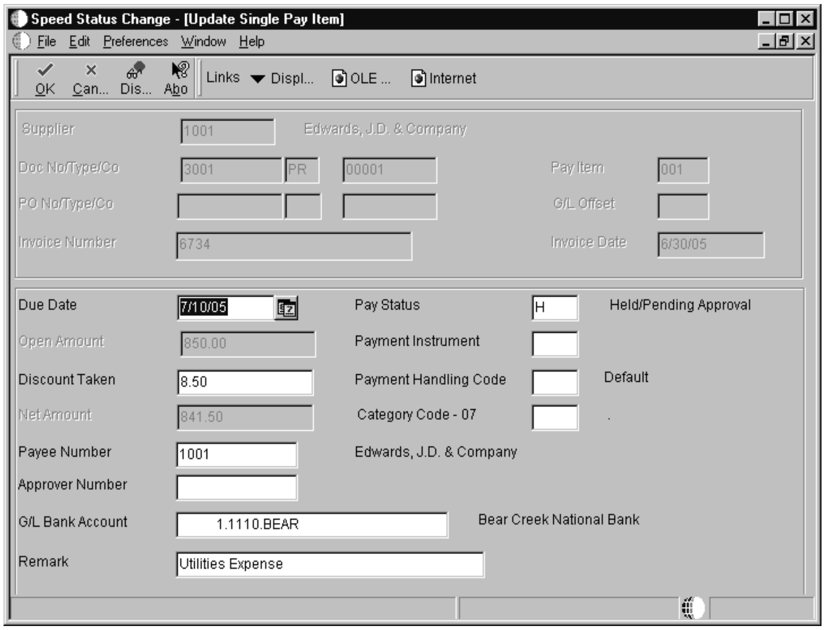
From the Automatic Payment Processing menu (G0413), choose Speed Status Change.

Some of the fields that you can change when revising an individual voucher are not available when you revise multiple vouchers.

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.

   See *Reviewing Vouchers* in the chapter *Reviewing and Approving Vouchers*.

2. Choose a voucher to revise and click Select.



Supplier 1001 Edwards, J.D. & Company
Doc No/Type/Co 3001 PR 00001
Pay Item 001
PO No/Type/Co
G/L Offset
Invoice Number 6734
Invoice Date 6/30/05
Due Date 7/10/05
Pay Status H Held/Pending Approval
Open Amount 850.00
Payment Instrument
Discount Taken 8.50
Payment Handling Code Default
Net Amount 841.50
Category Code - 07 .
Payee Number 1001 Edwards, J.D. & Company
Approver Number
G/L Bank Account 1.1110.BEAR Bear Creek National Bank
Remark Utilities Expense

3. On Update Single Pay Item, change any of the following fields and click OK:

    - Due Date
    - Discount Taken

      You cannot increase the amount of a discount using this process. Use Standard Voucher Entry to change the amount of a discount.

    - Payee Number

      Change the payee for an individual voucher does not change the supplier with which the voucher is associated, even if the payee is a third party.

    - Approver Number
    - G/L Bank Account

      You can change the bank account to any monetary bank account with the same currency as the voucher. The system edits the currency of the bank account against the transaction currency of the voucher.

      You can change the bank account to any nonmonetary bank account that is in a company with the same domestic currency as the voucher company. You can then pay any foreign currency out of that bank account, provided it is the transaction currency.

    - Remark

- Pay Status
- Payment Instrument
- Payment Handling Code
- Category Code – 07

▶ To revise multiple vouchers

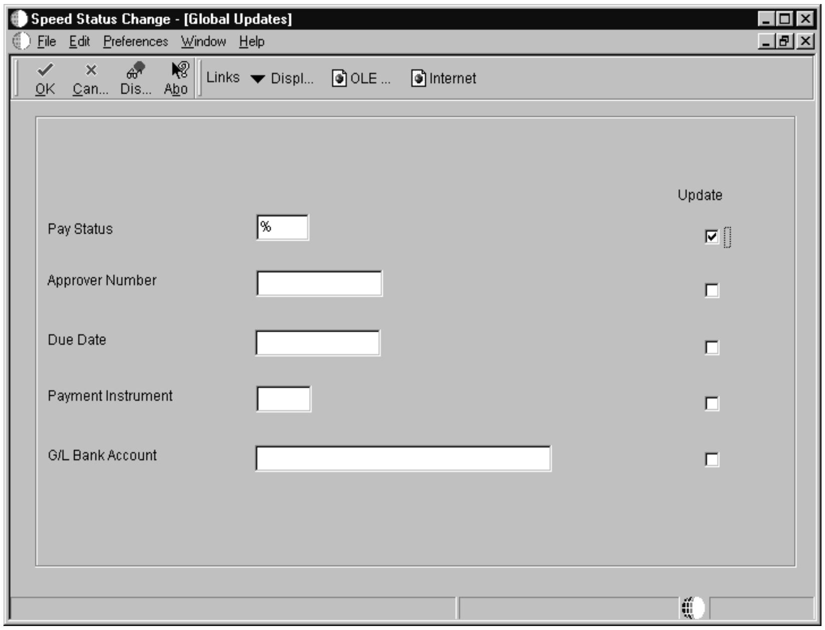
From the Automatic Payment Processing menu (G0413), choose Speed Status Change.

When you change single fields for multiple vouchers, the system changes all selected pay items to the new value.

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.

   See *Reviewing Vouchers* in the chapter Reviewing and Approving Vouchers.

2. Choose the vouchers that you want to revise.
3. From the Row menu, choose Global Update.


Speed Status Change - [Global Updates]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

		Update
Pay Status	%	☑
Approver Number		☐
Due Date		☐
Payment Instrument		☐
G/L Bank Account		☐

4. On Global Updates, change any of the following fields:
   - Pay Status
   - Approver Number

- Due Date
- Payment Instrument
- G/L Bank Account

  You can change the bank account to any monetary bank account with the same currency as the voucher. The system edits the currency of the bank account against the transaction currency of the voucher.

  You can change the bank account to any nonmonetary bank account that is in a company with the same domestic currency as the voucher company. You can then pay any foreign currency out of that bank account, provided it is the transaction currency.

5. Click the following option next to each field that you change and click OK:
   - Update

Splitting Payments

You might want to split a voucher into more than one payment. For example, you can:

- Make a partial payment on a voucher now, and schedule one or more payments for a later date
- Split the payment between two payees

The new pay items have the same document number as the original voucher, but different pay item numbers. When you split payments, you might need to allocate discounts and taxes among the new voucher pay items.

You cannot split a recurring voucher pay item (document type PR) because this type of voucher can have only one pay item.

The system updates information in the A/P Ledger table (F0411).

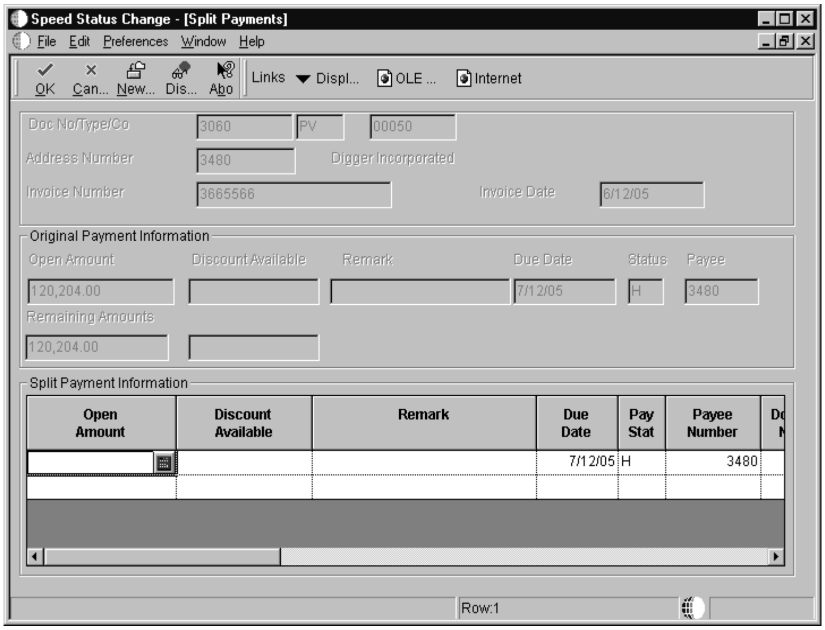
▶ To split a payment

From the Automatic Payment Processing menu (G0413), choose Speed Status Change.

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.

   See *Reviewing Vouchers* in the chapter *Reviewing and Approving Vouchers.*

2. Choose a voucher.
3. From the Row menu, choose Split.


Speed Status Change - [Split Payments]
File Edit Preferences Window Help
OK
Can...
New...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Row:1

Doc No/Type/Co 3060 PV 00050
Address Number 3480 Digger Incorporated
Invoice Number 3665566
Invoice Date 6/12/05

Original Payment Information

Open Amount	Discount Available	Remark	Due Date	Status	Payee
120,204.00			7/12/05	H	3480

Remaining Amounts 120,204.00

Split Payment Information

Open Amount	Discount Available	Remark	Due Date	Pay Stat	Payee Number
			7/12/05	H	3480

The values for the remark, due date, pay status, and payee number are from the original pay item.

4. On Split Payments, complete the following fields and click OK:
   - Open Amount
   - Discount Taken
   - Remark
   - Due Date
   - Pay Stat
   - Payee Number

   The total of the open amounts you enter in the detail area must be equal to the open amount that is shown in the header.

Releasing Vouchers

Releasing vouchers for payment is the most common reason for using speed status change. You can:

- Release or place a voucher on hold
- Release or place multiple vouchers on hold

The system updates information in the A/P Ledger table (F0411).

▶ To release or place a voucher on hold

From the Automatic Payment Processing menu (G0413), choose Speed Status Change.

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.

   See *Reviewing Vouchers* in the chapter *Reviewing and Approving Vouchers.*

2. Choose a voucher and click Select.
3. On Update Single Pay Item, change the following field and click OK:
   - Pay Status

▶ To release or place multiple vouchers on hold

From the Automatic Payment Processing menu (G0413), choose Speed Status Change.

You can use search criteria to locate and change multiple vouchers. For example, you can:

- Review vouchers with a pay status of hold that equal a specific amount and approve them
- Review approved vouchers and hold them

1. On Work with Speed Status Change, follow the steps for reviewing vouchers.

   See *Reviewing Vouchers* in the chapter *Reviewing and Approving Vouchers.*

2. Choose the vouchers that you want to release or place on hold.
3. From the Row menu, choose Global Update.
4. On Global Updates, change the following field and click OK:
   - Pay Status
5. Click the following option next to each field that you change:
   - Update

Processing Options for A/P Speed Status Change

Pre-Load Data

1. Any values entered for the following fields will be loaded on screen:

Pay Status Code ____________
Document Type ____________
G/L Offset ____________
Payment Instrument ____________
Address Number - Approver ____________
Currency Code - From ____________
Supplier Invoice Number ____________
Total Inquiry Amount ____________
2. If using alternate currency payments, enter a '1' if you do not want to edit the G/L Bank Account Currency. ____________

Payment Terms

1. Payment Terms Code ____________

Enter "1" to allow Payment Term Code change.

What You Should Know About Processing Options

Default value for Payment Instrument	Blank is a valid payment instrument value. If you set the default value in the processing options to blank (a spacebar), you must also enter a blank in the Payment Instrument field in the Query By Example line of Work with Speed Status Change. Otherwise, the system displays all payment instruments, instead of those with a blank value.

Creating Payment Groups

From the Automatic Payment Processing menu (G0413), choose Create Payment Control Groups.

After you have processed your vouchers, you can prepare to write your payments. Before you write payments, you must create payment groups to organize vouchers that can be paid together. For example, you can organize vouchers by bank account, 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:

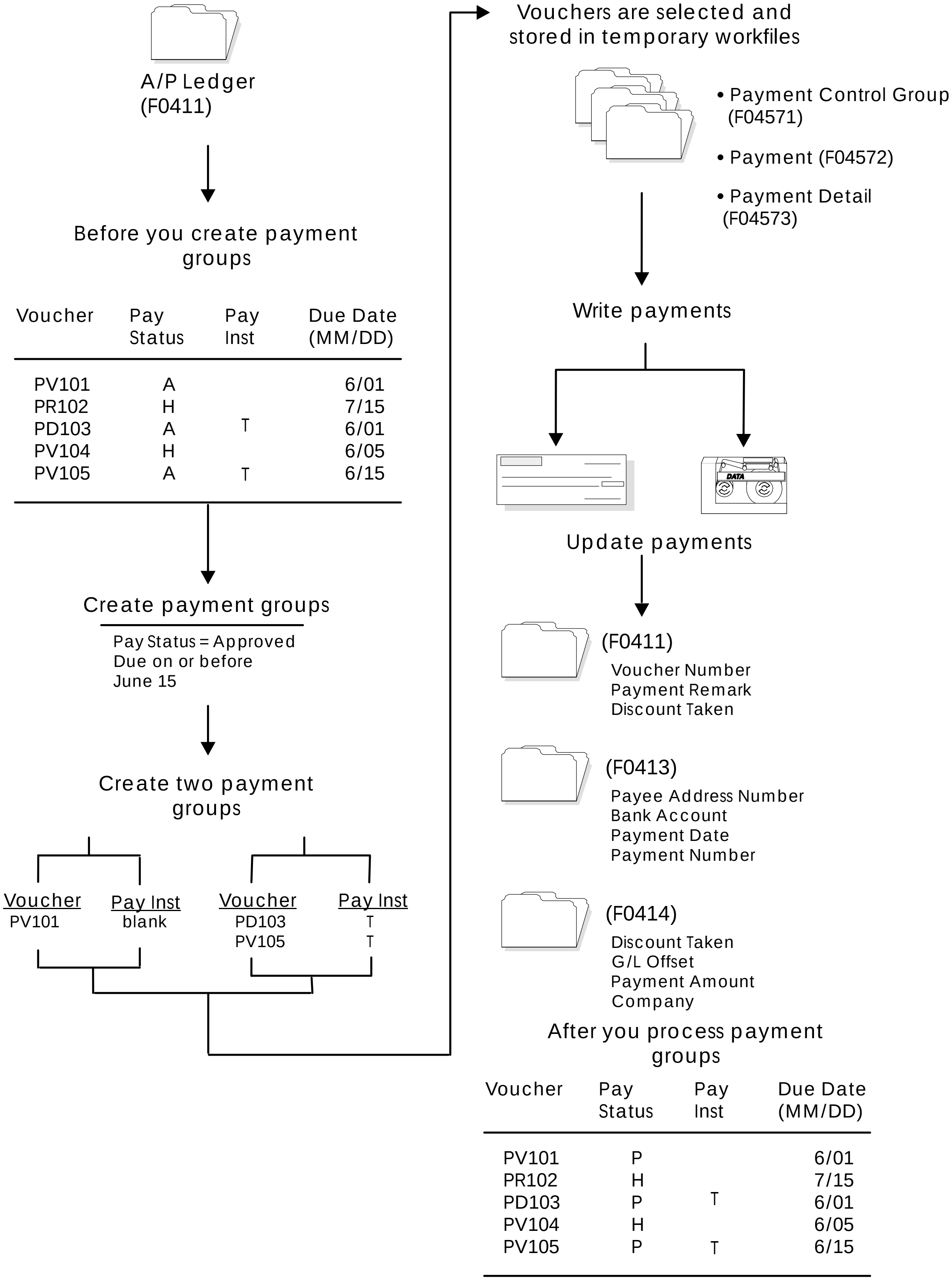
1. Selects vouchers with a pay status of A (approved) and a due date that is less than or equal to the specified pay through date.
2. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
   - Bank account
   - Payment instrument
   - Currency code
   - 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:


A/P Ledger
(F0411)
Before you create payment groups
Create payment groups
Pay Status = Approved
Due on or before
June 15
Create two payment groups
Voucher
PV101
Pay Inst
blank
Voucher
PD103
PV105
Pay Inst
T
T
Vouchers are selected and stored in temporary workfiles
• Payment Control Group (F04571)
• Payment (F04572)
• Payment Detail (F04573)
Write payments
DATA
Update payments
(F0411)
Voucher Number
Payment Remark
Discount Taken
(F0413)
Payee Address Number
Bank Account
Payment Date
Payment Number
(F0414)
Discount Taken
G/L Offset
Payment Amount
Company
After you process payment groups

Before you create payment groups

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

After you process payment groups

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

See Also

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

Before You Begin

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

☐ Make changes to vouchers, if necessary. In general, you cannot change vouchers in a payment group until you complete the automatic payment process or remove the voucher from the group.

☐ Approve vouchers for payment.

☐ Calculate withholding, or set the processing options for this program to automatically calculate withholding.

☐ 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

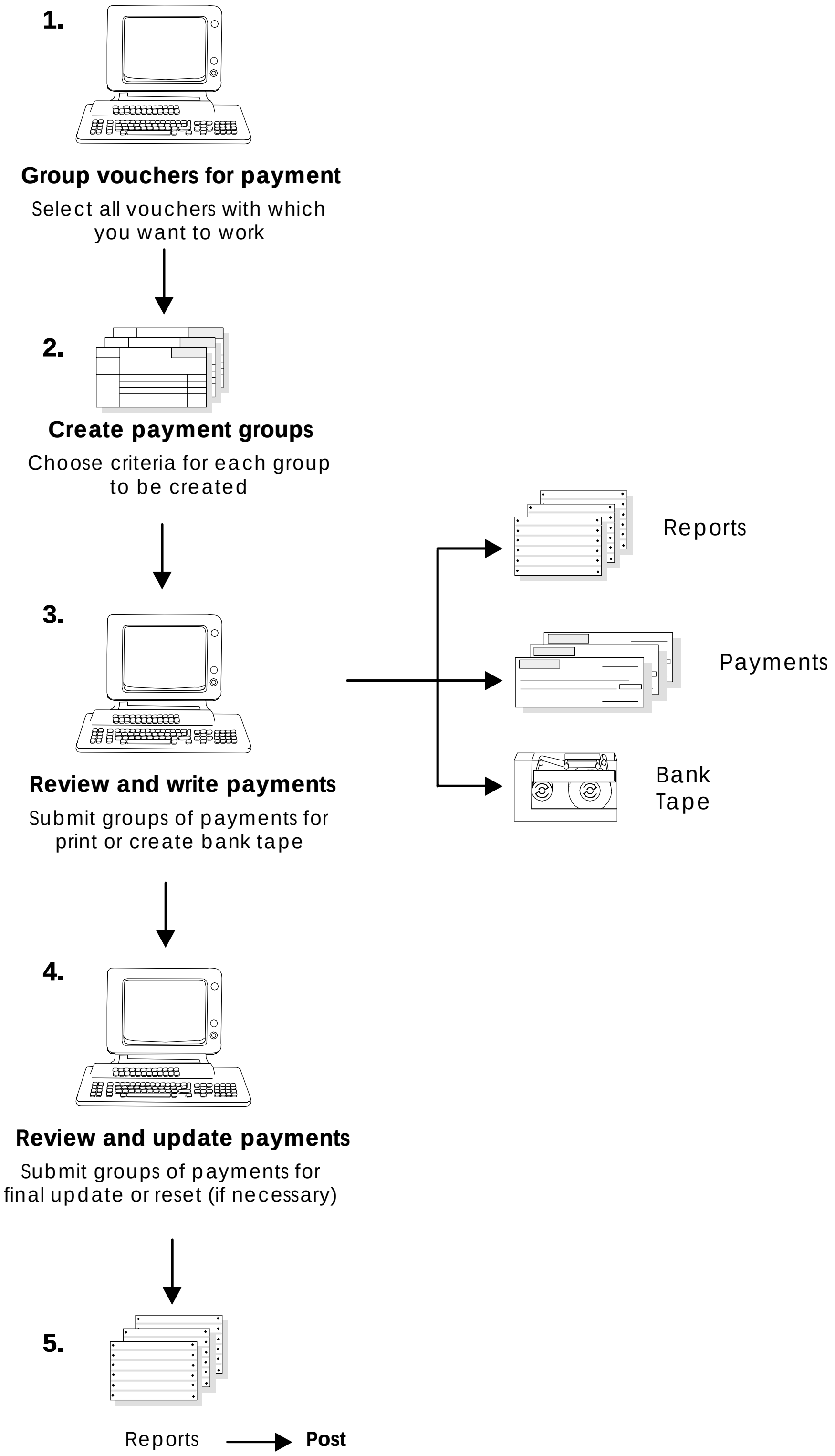
When you work with payment groups, you work with pay items that are at one of the following statuses:

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.


1.
Group vouchers for payment
Select all vouchers with which you want to work
2.
Create payment groups
Choose criteria for each group to be created
3.
Review and write payments
Submit groups of payments for print or create bank tape
Reports
Payments
Bank Tape
4.
Review and update payments
Submit groups of payments for final update or reset (if necessary)
5.
Reports
Post

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                                   ____________
```

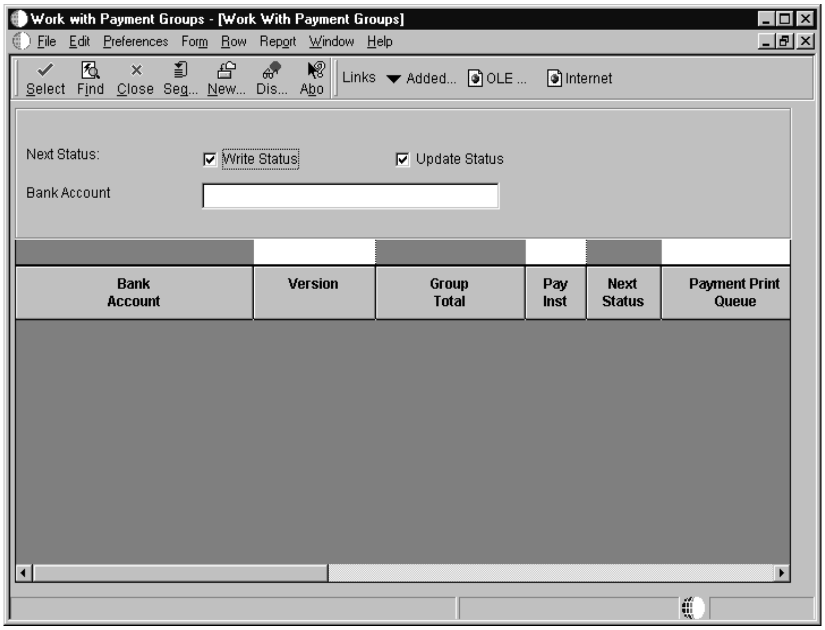
Reviewing Payment Groups

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.

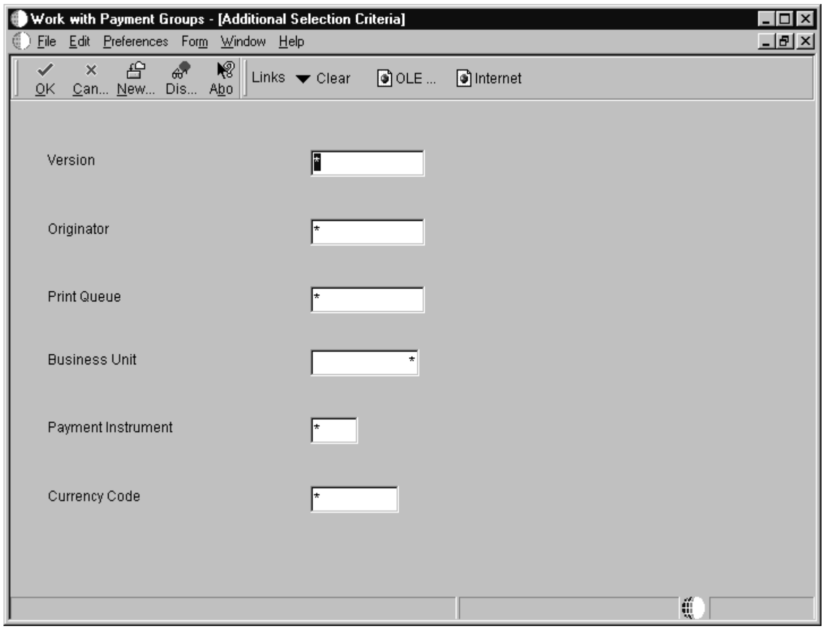

Work with Payment Groups - [Work With Payment Groups]
File Edit Preferences Form Row Report Window Help
Select Find Close Seg... New... Dis... Abo
Links Added... OLE ... Internet

Next Status: ☑ Write Status ☑ Update Status

Bank Account

Bank Account	Version	Group Total	Pay Inst	Next Status	Payment Print Queue

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...
Abo
Links
Clear
OLE ...
Internet

Version *

Originator *

Print Queue *

Business Unit *

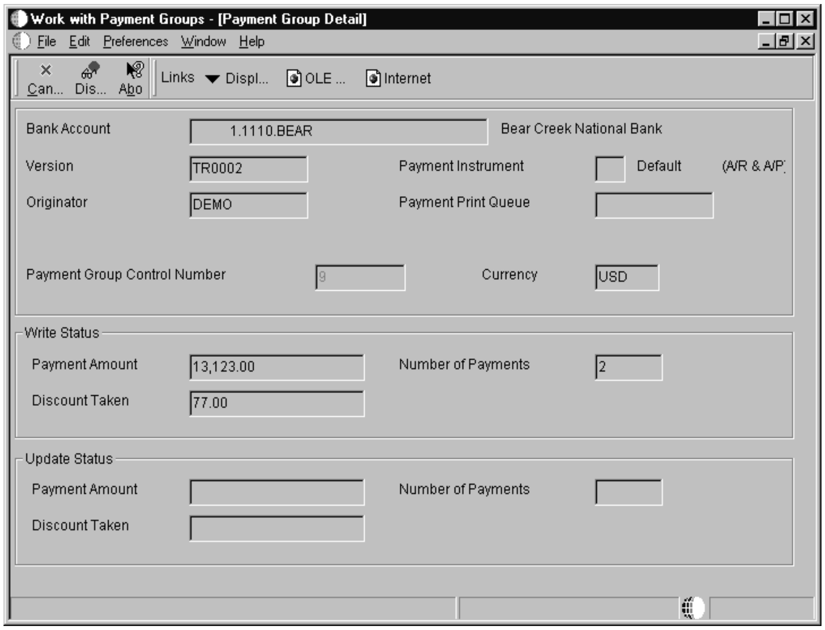
Payment Instrument *

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.



Bank Account	1.1110.BEAR	Bear Creek National Bank	
Version	TR0002	Payment Instrument	☐ Default (A/R & A/P
Originator	DEMO	Payment Print Queue	
Payment Group Control Number	9	Currency	USD

Write Status

Payment Amount	13,123.00	Number of Payments	2
Discount Taken	77.00		

Update Status

Payment Amount		Number of Payments	
Discount Taken			

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:

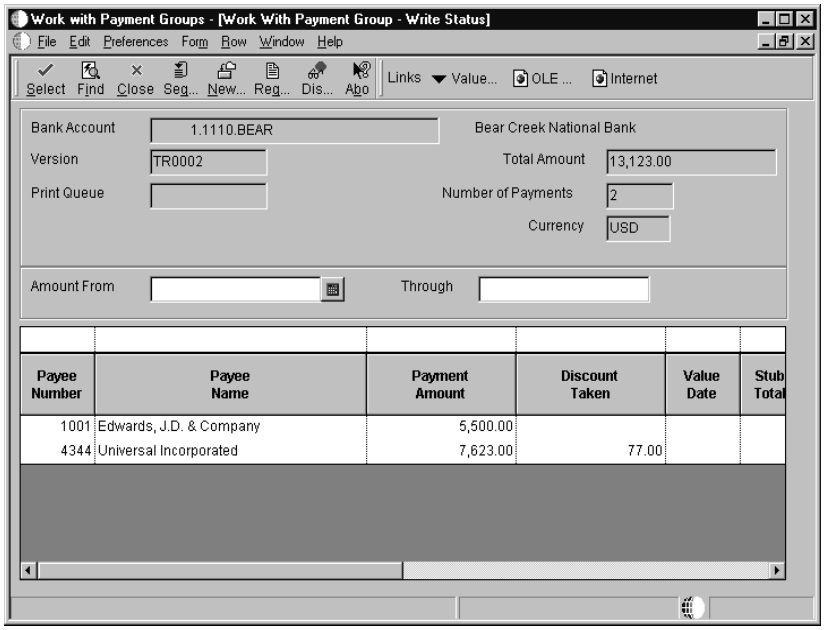
- A/P Payment Control Group (F04571)
- A/P Payment Header (F04572)

▶ 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.

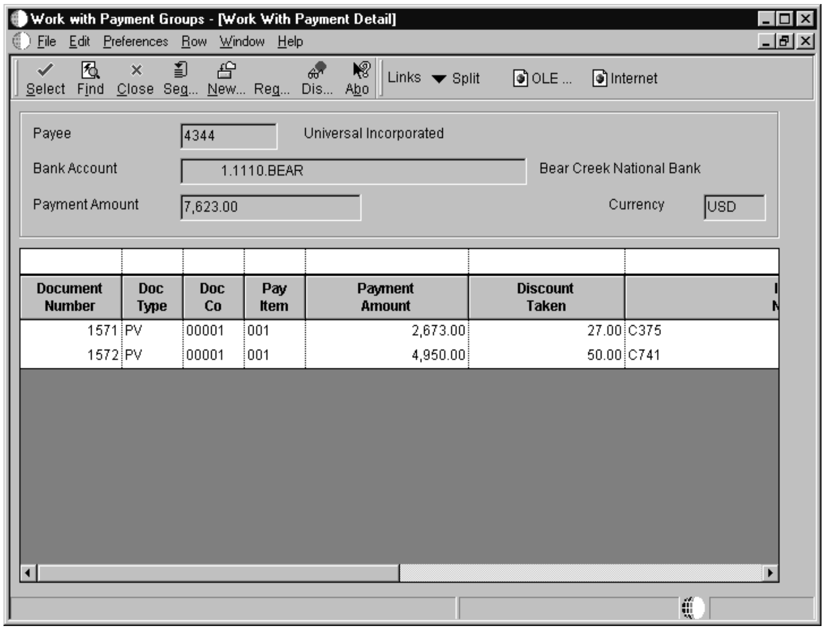
1. On Work With Payment Groups, click the following option and click Find:
   - Write Status
2. Choose a payment group and click Select.


Work with Payment Groups - [Work With Payment Group - Write Status]
File Edit Preferences Form Row Window Help
Select Find Close Seq... New... Reg... Dis... Abo
Links Value... OLE ... Internet

Bank Account: 1.1110.BEAR — Bear Creek National Bank
Version: TR0002
Print Queue:
Total Amount: 13,123.00
Number of Payments: 2
Currency: USD
Amount From:
Through:

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total
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.


Work with Payment Groups - [Work With Payment Detail]
File Edit Preferences Row Window Help
Select Find Close Seq... New... Reg... Dis... Abo
Links Split OLE ... Internet

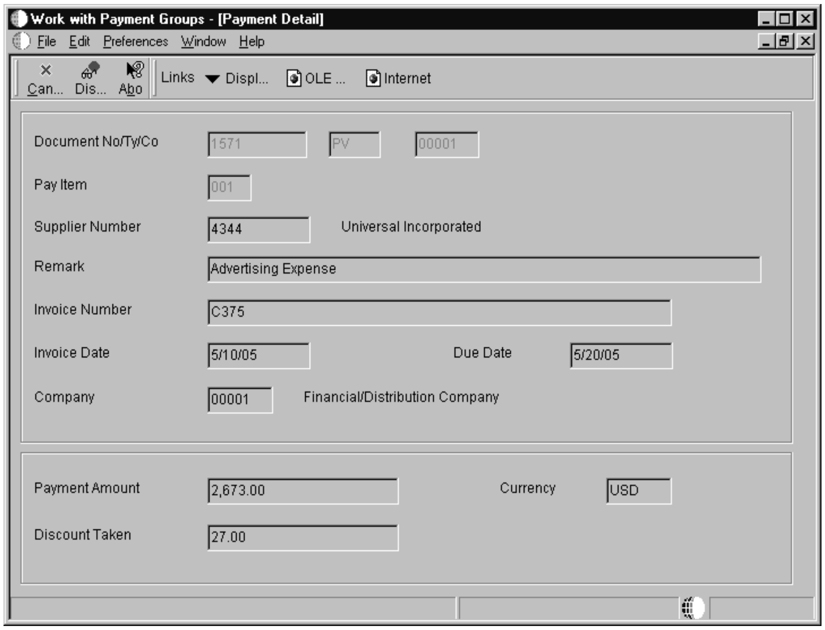
Payee 4344 Universal Incorporated

Bank Account 1.1110.BEAR Bear Creek National Bank

Payment Amount 7,623.00 Currency USD

Document Number	Doc Type	Doc Co	Pay Item	Payment Amount	Discount Taken	
1571	PV	00001	001	2,673.00	27.00	C375
1572	PV	00001	001	4,950.00	50.00	C741

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


Work with Payment Groups - [Payment Detail]
File Edit Preferences Window Help
Can... Dis... Abo
Links Displ... OLE ... Internet

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

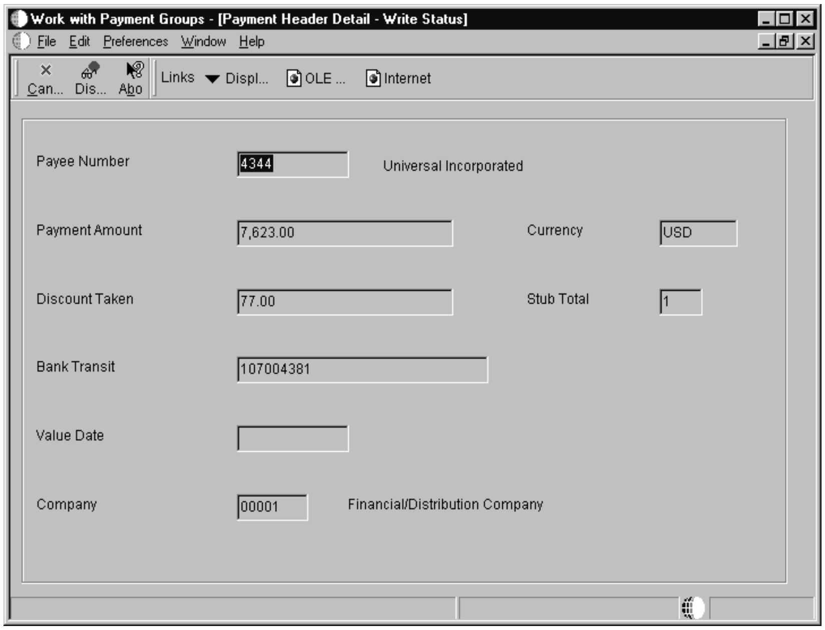
The Payment Detail form shows the voucher information associated with a payment.

▶ 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.



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:

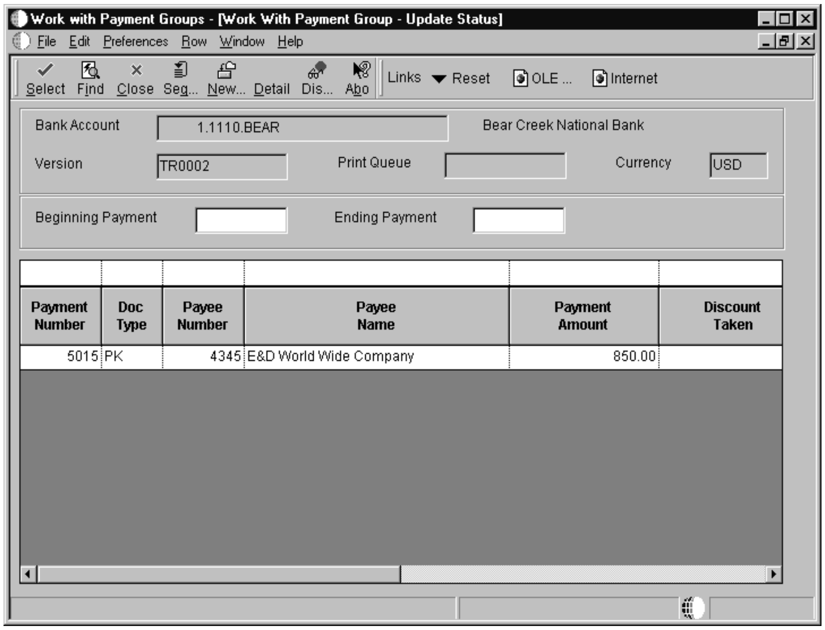
- A/P Payment Control Group (F04571)
- A/P Payment Header (F04572)

▶ 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.


Work with Payment Groups - [Work With Payment Group - Update Status]
File Edit Preferences Row Window Help
Select Find Close Seq... New... Detail Dis... Abo
Links Reset OLE ... Internet

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002 Print Queue Currency USD

Beginning Payment Ending Payment

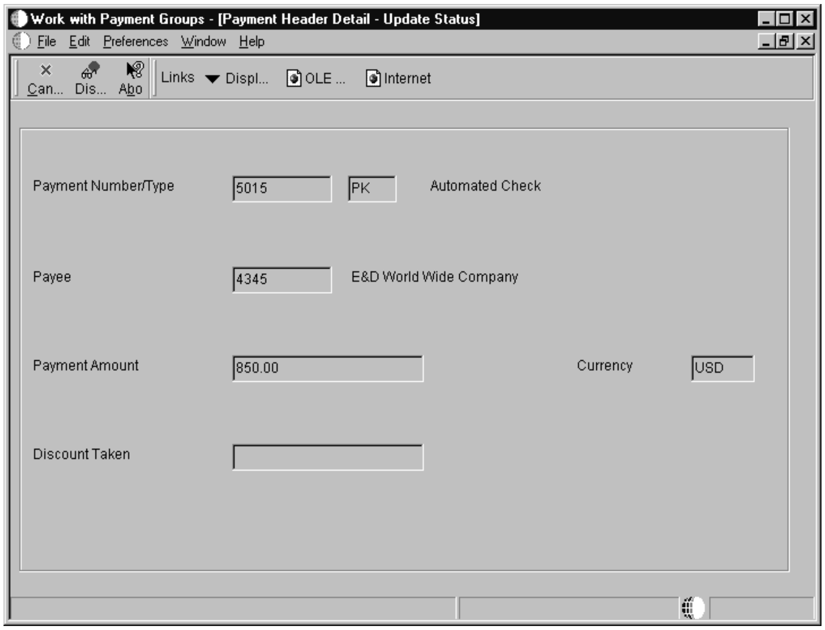
Payment Number	Doc Type	Payee Number	Payee Name	Payment Amount	Discount Taken
5015	PK	4345	E&D World Wide Company	850.00	

▶ 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.


Work with Payment Groups - [Payment Header Detail - Update Status]
File
Edit
Preferences
Window
Help
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Payment Number/Type 5015 PK Automated Check

Payee 4345 E&D World Wide Company

Payment Amount 850.00

Currency USD

Discount Taken

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

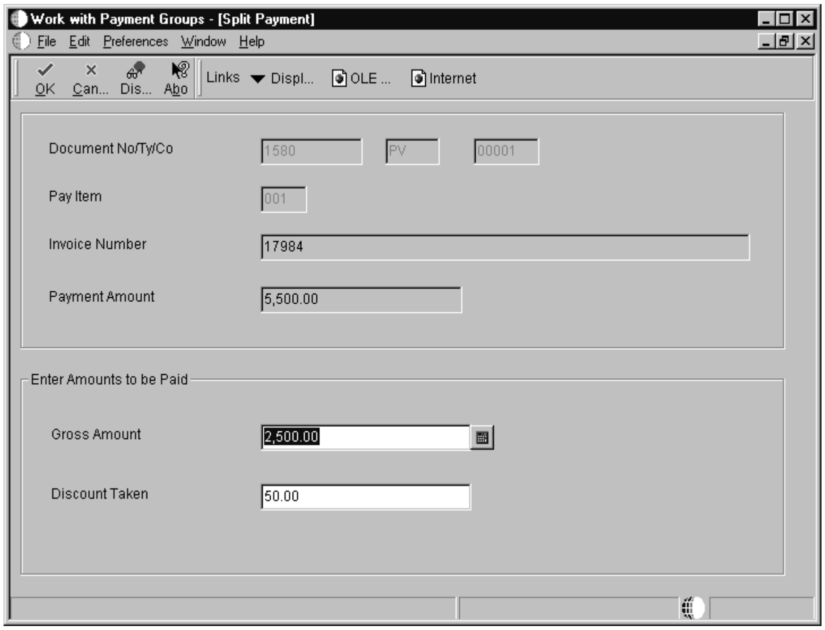
Excluding all debit memos	To exclude all debit memos, set the processing option for Minimum Amount in Create Payment Groups to the smallest currency unit (for example, .01).
Reviewing debit memos	When you process debit memos for review purposes only, you can run the Payment Analysis Report or review 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.


Work with Payment Groups - [Split Payment]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Document No/Ty/Co: 1580 PV 00001

Pay Item: 001

Invoice Number: 17984

Payment Amount: 5,500.00

Enter Amounts to be Paid

Gross Amount: 2,500.00

Discount Taken: 50.00

5. On Split Payment, complete the following fields and click OK:
   - Gross Amount
   - Discount Taken

Field	Explanation
Gross Amount	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. . . . . *Form-specific information* . . . . 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.
Discount Taken	In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice. In Accounts Payable, this is the amount of discount you take when you issue a payment. The discount taken does not have to be the same as the discount available. . . . . *Form-specific information* . . . . This amount must be less than the original gross amount and greater than zero.

▶ To revise the value date of a payment

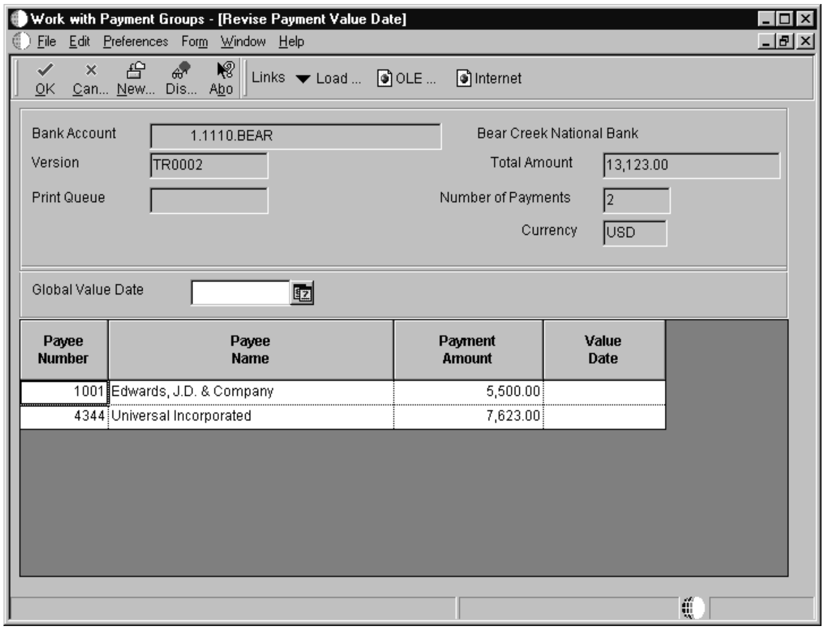
From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

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.



Bank Account: 1.1110.BEAR

Bear Creek National Bank

Version: TR0002

Total Amount: 13,123.00

Print Queue:

Number of Payments: 2

Currency: USD

Global Value Date:

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

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

Field	Explanation
Value Date	The date the payment amount was debited or credited to the bank account. 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.

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.

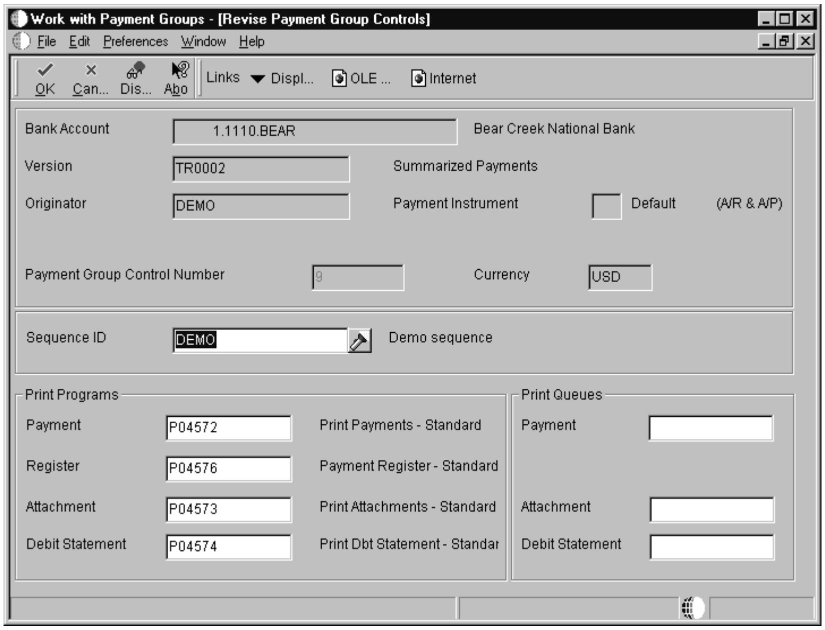
You can change the print program, payment register, print queues, attachments, and debit statements for payments by changing the control information for the payment group. You can also change the sequence ID, which determines the order in which the group's payments print.

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

Bank Account: 1.1110.BEAR Bear Creek National Bank
Version: TR0002
Originator: DEMO
Summarized Payments
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 Dbt Statement - Standar

Print Queues

Payment	
Attachment	
Debit Statement	

4. On Revise Payment Group Controls, change the following field (optional):
   - Sequence ID
5. Change any of the following print program fields:
   - Payment
   - Register
   - Attachment
   - Debit Statement
6. Change any of the following print queue programs:
   - Payment

- Attachment
- Debit Statement

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

7. Click OK.

Working with Automatic Payments

After you create payment groups, you must write payments. When you create payment groups, the system creates temporary payment records. You then use these records to print payments or copy them to a bank tape, depending on your setup. 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 USD x 107.863 = 53,931.50 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.

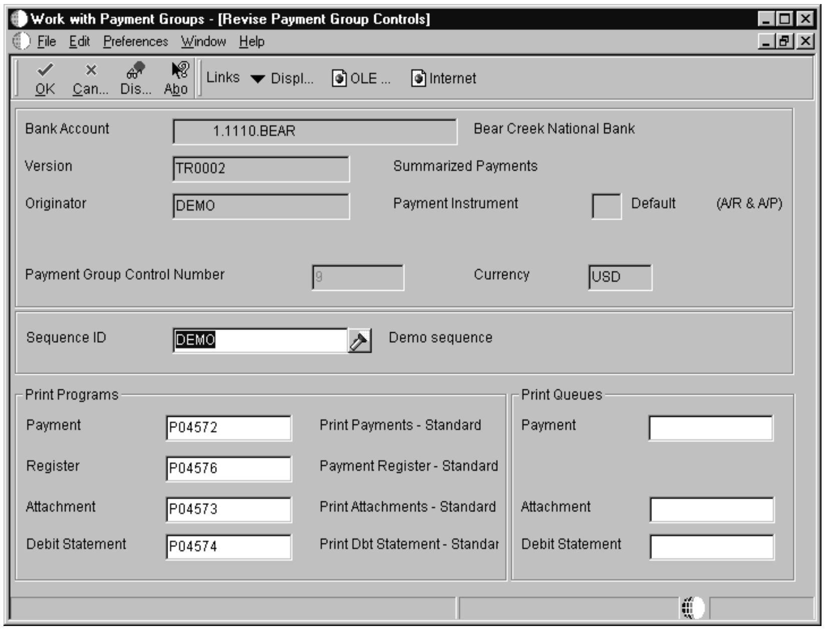
1. On Work with Payment Groups, follow the steps for reviewing payment groups.

   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.


Work with Payment Groups - [Revise Payment Group Controls]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
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 Dbt Statement - Standar

Print Queues
Payment
Attachment
Debit Statement

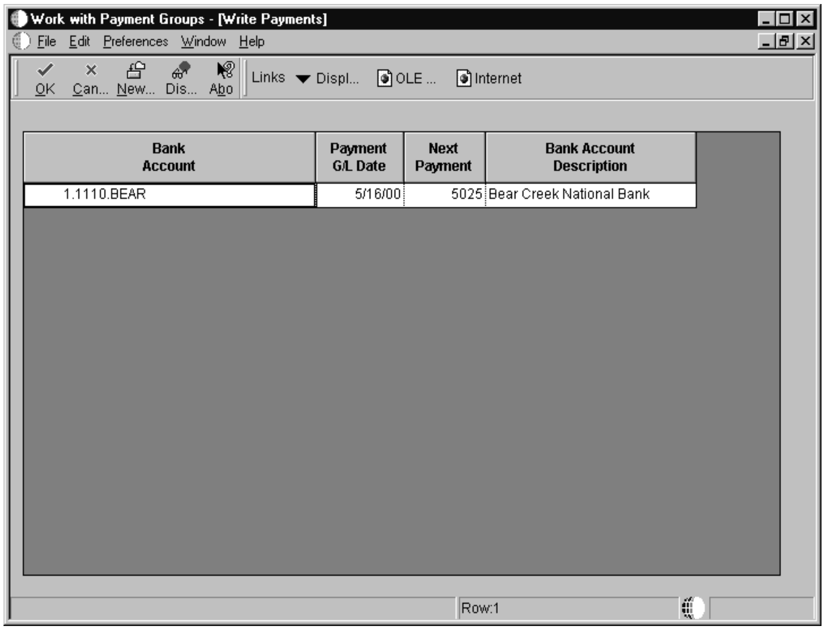
4. On Revise Payment Group Controls, verify that the following fields show the correct programs and click OK:

   - 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 Can... New... Dis... Abo
Links Displ... OLE ... Internet
Row:1

Bank Account	Payment G/L Date	Next Payment	Bank Account Description
1.1110.BEAR	5/16/00	5025	Bear Creek National Bank

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.

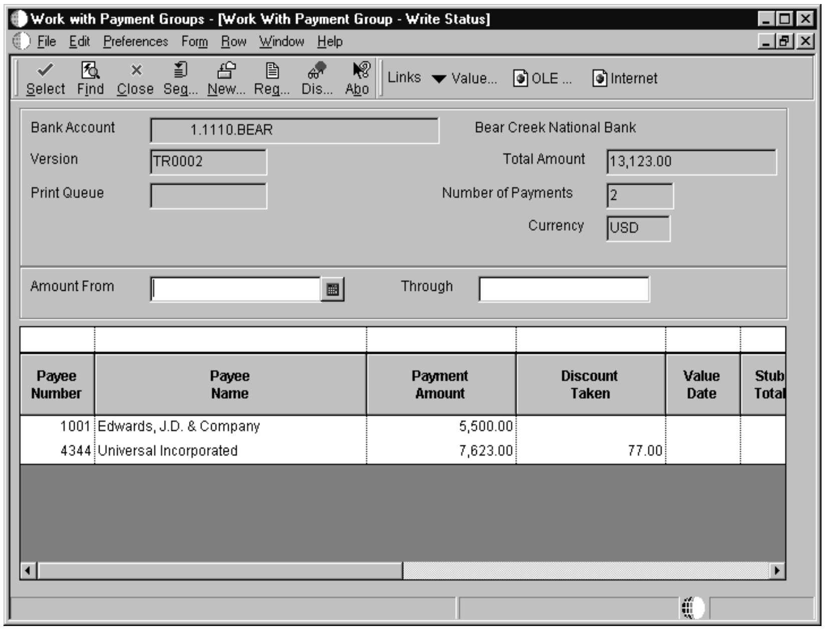
Field	Explanation
Payment	A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.
Register	A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.
Attachment	A user 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	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. . . . . *Form-specific information* . . . . The default value is today's date.
Next Payment	The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system. . . . . *Form-specific information* . . . . The default value is from the Bank Transit Master (F0030) record for the bank account.

▶ 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*.


Work with Payment Groups - [Work With Payment Group - Write Status]
File Edit Preferences Form Row Window Help
Select Find Close Seq... New... Req... Dis... Abo
Links Value... OLE ... Internet

Bank Account 1.1110.BEAR Bear Creek National Bank
Version TR0002
Print Queue
Total Amount 13,123.00
Number of Payments 2
Currency USD
Amount From
Through

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total
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. . . . . *Form-specific information* . . . . 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

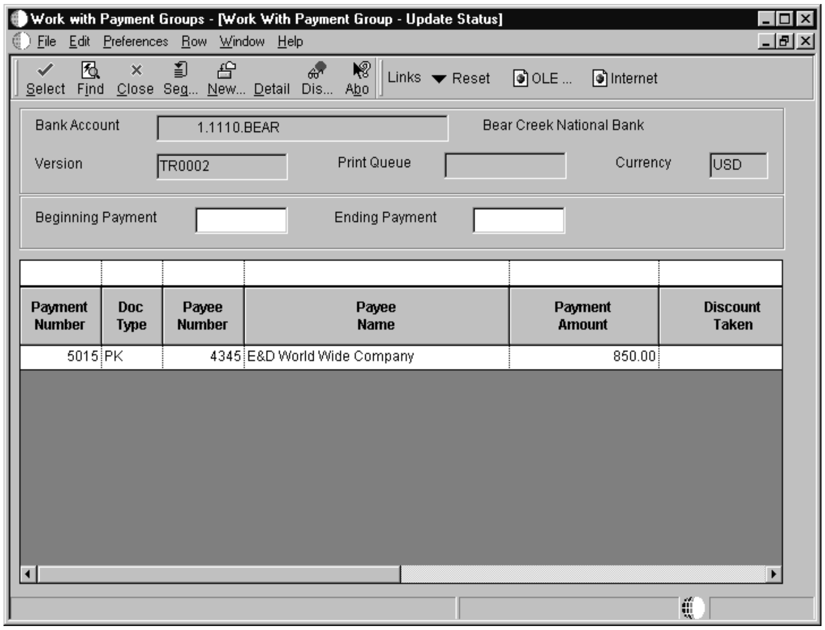
From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

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.


Work with Payment Groups - [Work With Payment Group - Update Status]
File Edit Preferences Row Window Help
Select
Find
Close
Seq...
New...
Detail
Dis...
Abo
Links
Reset
OLE ...
Internet

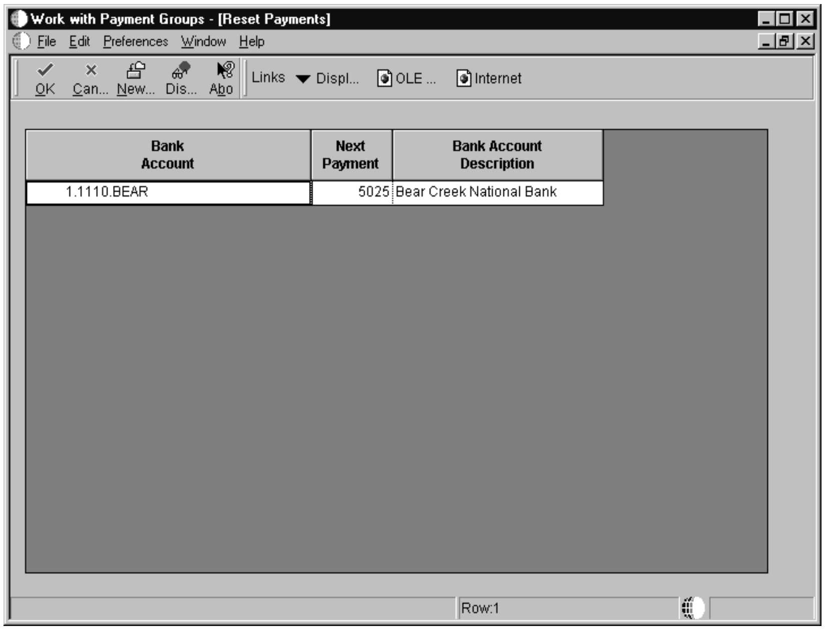
Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002 Print Queue Currency USD

Beginning Payment Ending Payment

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.


Work with Payment Groups - [Reset Payments]
File Edit Preferences Window Help
OK Can... New... Dis... Abo
Links Displ... OLE ... Internet
Row:1

Bank Account	Next Payment	Bank Account Description
1.1110.BEAR	5025	Bear Creek National Bank

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

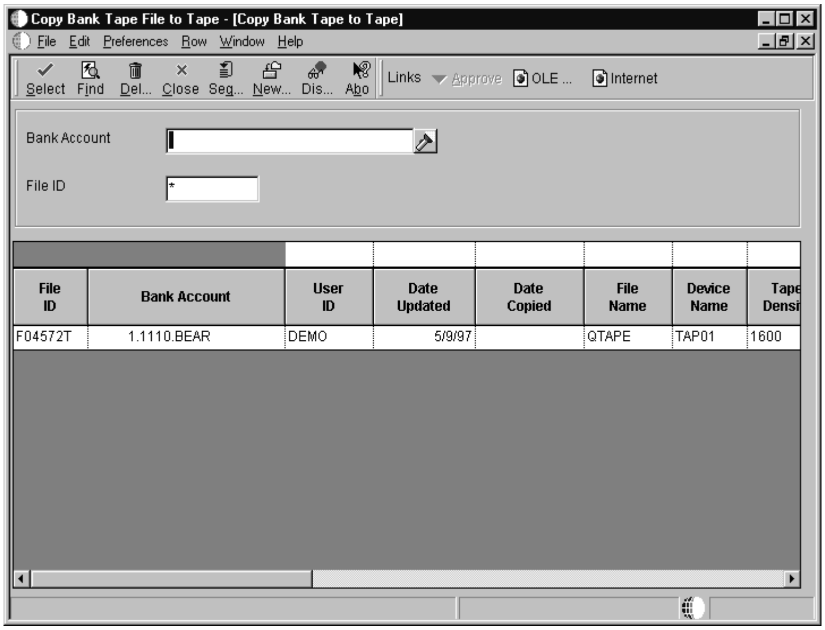
Typically, your MIS department presets the detail for a tape table. You should not change this information unless instructed to do so. You can, however, change many format specifications prior to copying the table to tape.

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.

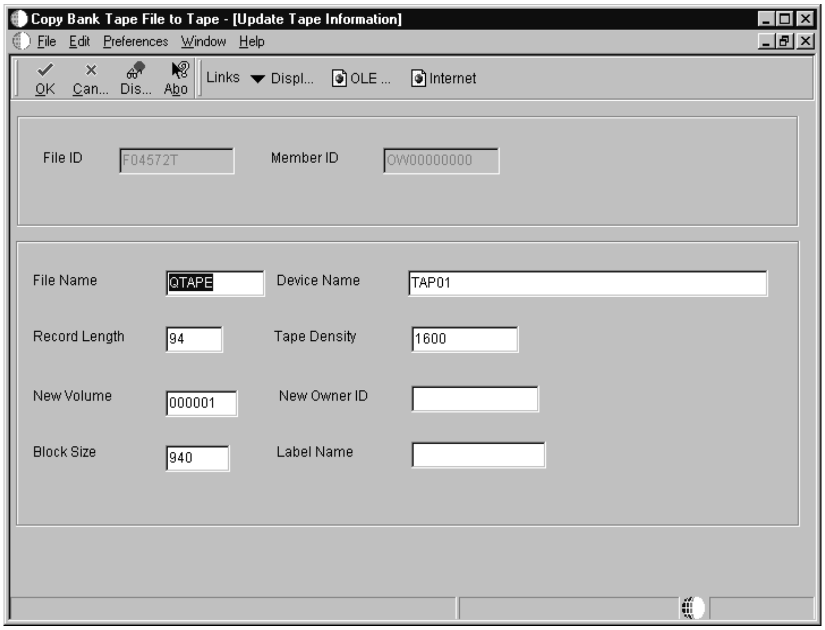


Bank Account

File ID *

File ID	Bank Account	User ID	Date Updated	Date Copied	File Name	Device Name	Tape Densi
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.


Copy Bank Tape File to Tape - [Update Tape Information]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

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.

Updating the A/P Ledger

After you write payments, you must update the A/P ledger. Updating the A/P ledger creates transaction records of your payments and your payment register. You can update payments only if the next status of the payment group is UPD (update).

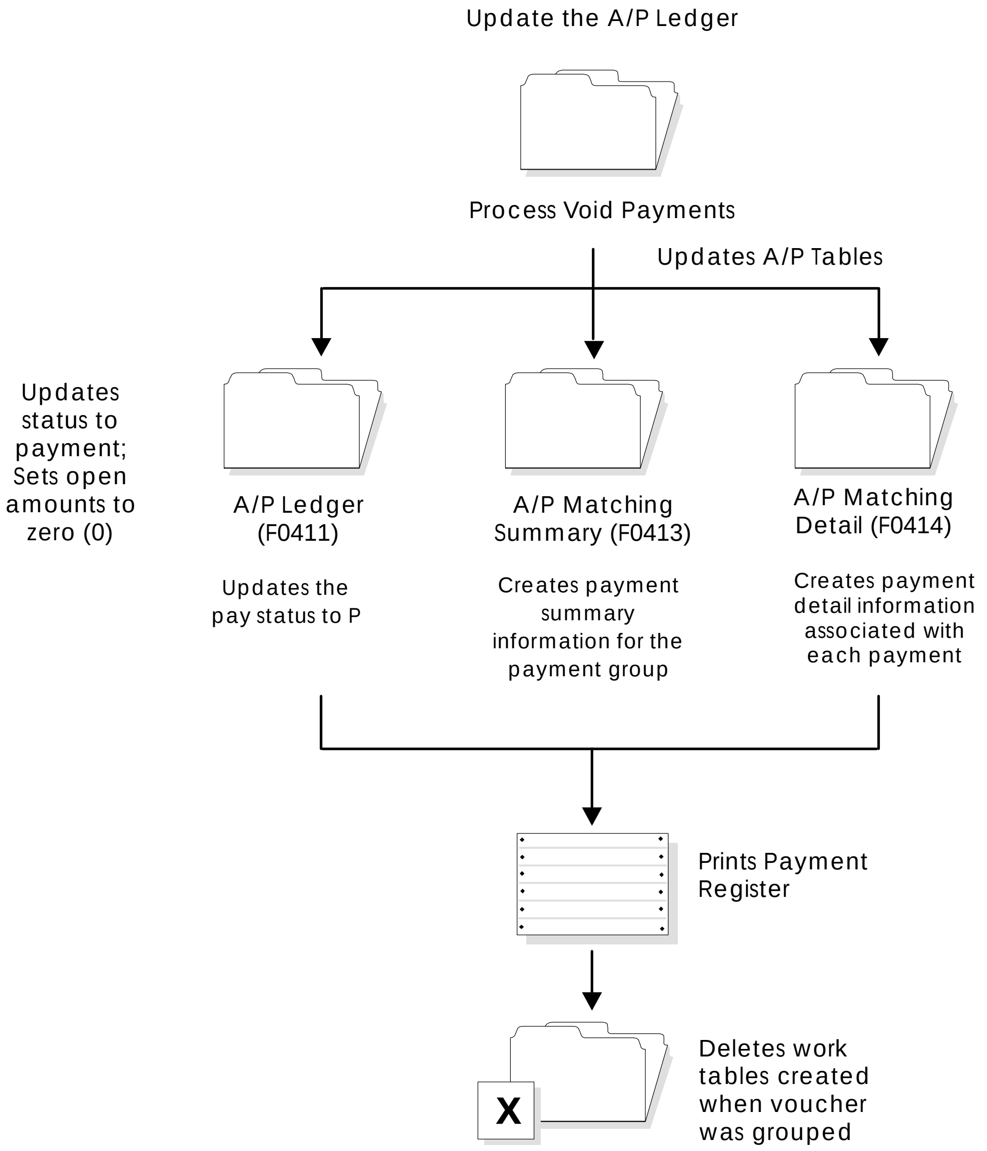
When you update the A/P ledger, the system:

- Processes void payments.
- Changes the pay status of vouchers from payment in-process (#) to paid (P) and sets the open amount to zero.
- Prints a payment register.
- Copies payment information to the A/P Matching Summary table (F0413) and the A/P Matching Detail table (F0414) from the following workfiles:
  - A/P Payment Control Group (F04571)
  - A/P Payment Header (F04572)
  - A/P Payment Detail (F04573)
- Removes the records in the worktables that were created when you grouped vouchers for payment. Note that bank tape records remain in the table until they are deleted.

After you update the A/P ledger tables, you can post payments to the G/L. Alternatively, a processing option for Work With Payment Groups allows you to automatically submit payments for posting to the G/L after you update the A/P ledger. During the posting process, the system creates the journal entries that debit the A/P trade account and credit the payables bank account.

Update Ledger Process

The following graphic illustrates what happens when the system updates the A/P ledger:


Update the A/P Ledger
Process Void Payments
Updates A/P Tables
Updates status to payment; Sets open amounts to zero (0)
A/P Ledger (F0411)
Updates the pay status to P
A/P Matching Summary (F0413)
Creates payment summary information for the payment group
A/P Matching Detail (F0414)
Creates payment detail information associated with each payment
Prints Payment Register
X
Deletes work tables created when voucher was grouped

Before You Begin

- ❑ Verify that all payments printed correctly. After you update the A/P ledger, you cannot reset payment processing. You must void the payments and begin the payment process again.
- ❑ Review processed payments. See *Reviewing Payment Groups* in the chapter *Working with Payment Groups*.

▶ To update the A/P ledger

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.
2. Choose one or more payment groups with a next status of Update.
3. From the Row menu, choose Update.

Processing Options for Work with Payment Groups

The Work with Payment Groups program (P04571) has a number of processing options to help you customize your payment groups.

Processing Options for Work with Payment Groups (P04571)

Print Tab

These processing options customize how you want the system to print payment groups.

1. Print Program Version

Use this processing option to specify the version the system uses for the print program. Enter a version number, or leave this processing option blank to use default version ZJDE0001.

2. Payment Control Group Output

Use this processing option to specify the output configuration for Payment Control Groups (PCG). You can send a spool file to a printer by PCG, by bank account, or you can send multiple PCGs to a printer simultaneously in one spool file.

Valid values are:

Blank	Separate files by PCG.
1	Separate files by bank account.
2	Send multiple PCGs in one spool file.

3. Spool File Status

Save Spool File (Future)

Use this processing option to specify whether you want to save a copy of a spool file after it has printed. This option is not yet functional in OneWorld software.

Valid values are:

Blank	Do not save spool file.
1	Save spool file.

Hold Spool File (Future)

Use this processing option to specify whether you want to hold a spool file, which requires that you release it manually before it prints. This option is not yet functional in OneWorld software.

Valid values are:

Blank	Do not hold spool file.
1	Hold spool file.

4. Payment Number Assignment (Future)

Use this processing option to instruct the system to assign payment numbers in sequential order. This option is not yet functional in OneWorld software.

This processing option is valid only if you enter a Blank or 1 in the Payment Control Group Output processing option.

This processing option is valid only for hard-copy payments and locks the records in the Bank Transit Number Master file (F0030) until the process of writing payments is completed. If you are working with electronic file transfer (EFT), segregate payment control groups by Prenote Code, then use this processing option only on those payment control groups with payees at a prenote status, resulting in printed payments.

Valid values are:

Blank	Do not assign payment numbers in sequential order.
1	Assign payment numbers in sequential order.

Update Tab

These processing options specify the register program version, how you want the system to post void payments to the general ledger, and whether you want the system to submit the A/P payment post after the payments are updated.

1. Register Program Version

Use this processing option to specify the version number of the register program. You can enter a specific version number, or leave this processing option blank to use default version ZJDE0001.

2. Post Void Payments

Use this processing option to specify whether you want the system to post void payments to the general ledger. Void payments include alignment checks and reset payments. Void payments also include checks that are printed as Void so that the stub can be used for additional information continued from the previous stub.

Valid values are:

Blank	Do not post void payments to the general ledger.
1	Post void payments to the general ledger.

3. Submit Post Program

Use this processing option to specify whether you want the system to automatically submit the A/P payment post after the payments are updated.

Valid values are:

Blank	Do not automatically submit the A/P post.
1	Automatically submit the A/P post.

Display Tab

These processing options customize the way the system displays payment groups.

1. Display Business Units

Display Business Units.

Use this processing option to specify whether you want to display the Business Unit assigned to the Payment Control Groups. If you enter 1, the Business Unit field appears on the Work With Payment Groups form. You can perform a search on a specific business unit by completing the Business Unit field in the Specify Preloaded Values processing option.

Note: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit.

Valid values are:

Blank	Do not display Business Units.
1	Display Business Units.

2. Next Status Selection

Write Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank	Do not display payment control groups at Write Status.
1	Display payment control groups at Write Status.

Update Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank	Do not display payment control groups at Update Status.
1	Display payment control groups at Update Status.

3. G/L Bank Account

Use this processing option to specify a preloaded value for the G/L Bank Account selection criteria. You can change the selection criteria on the Work With Payment Groups form. Enter a specific G/L bank account number, or leave this processing option blank to display all G/L bank accounts (default).

4. Specify Preloaded Values

Originator

Use this processing option to specify a preloaded value for the Transaction Originator (data item TORG) that ran the Create Payment Control Groups program (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs that the Originator created. You can change the selection criteria on the Additional Selection Criteria form. Enter a specific User ID (TORG), or leave this processing option blank to search on all transaction originators (default).

Payment Control Group Version

Use this processing option to specify a version number that created the Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this version number. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific version number, or leave this processing option blank to search on all versions (default).

Print Queue

Use this processing option to specify a print queue that was originally assigned to the PCG by Create Payment Control Groups (R04570), based on the Payment Instrument Defaults table (F0417). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this print queue. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific print queue (data item CHKQ), or leave this processing option blank to search on all print queues (default).

Note: This field is valid only if WorldSoftware and OneWorld coexist on your system.

Business Unit

Use this processing option to specify the business unit that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this business unit. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific business unit (data item MCU), or leave this processing option blank to search on all business units (default).

Note: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit. Additionally, this field is valid only if you enter 1 in the Display Business Units processing option.

Payment Instrument

Use this processing option to specify the payment instrument that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this payment instrument. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment instrument (data item PYIN), or leave this processing option blank to search on all payment instruments.

Currency Code

Use this processing option to specify the payment currency that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this currency code. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment currency code (data item CRCD), or leave this processing option blank to search on all payment currencies (default).

5. Alternate Currency

Display Alternate Currency Amounts

Use this processing option to specify whether you want the system to display the payment control group (PCG) amounts in the alternate currency. This conversion is for display purposes only, affecting the amounts on the Work With Payment Groups form. For writing foreign payments, complete the processing options on the Currency tab.

Valid values are:

Blank	Do not display PCG amounts in the alternate currency.
1	Display PCG amounts in the alternate currency.

Alternate Currency Effective Date

Use this processing option to specify the effective date for the alternate currency's exchange rate. Enter the effective date for the currency's exchange rate, or leave this processing option blank to use the system date (default).

Currency Tab

These processing options specify the exchange date and exchange rate when your business transactions involve foreign currencies.

1. Exchange Rate

Effective Date

Use this processing option to specify the date for a currency's exchange rate when you are writing foreign payments. You can enter a specific date, or leave this processing option blank to use the payment's G/L date (default).

Use Voucher's Rate

Use this processing option to specify the voucher's exchange rate when you are writing foreign payments.

Blank	Use the exchange rate for the specified effective date.
1	Use the voucher's exchange rate.

Process Tab

These processing options customize how the system processes payment control groups.

1. Interactive Process

Use this processing option to specify how you want the system to process payment control groups.

Note: This processing option does not override the Object Configuration Manager (OCM) mapping for server batch jobs, but only affects batch jobs run locally.

Valid values are:

Blank	Submit the print and update jobs for batch processing.
1	Process payments interactively.

2. Outbound Interoperability Processing

Use this processing option to indicate the transaction type for the interoperability transaction. If you enter a transaction type, the system writes to the F0413 Interoperability Table (F0413Z1) and the F0414 Interoperability Table (F0414Z1). The F0413 is the Accounts Payable - Matching Document table, and the F0414 is the Accounts Payable Matching Document Detail table. You can enter the user defined Transaction Type code (00/TT), or leave this processing option blank if you do not want the system to perform outbound interoperability processing.

BACS Tab

This processing option specifies whether the system allows the entry of Bank Automated Clearing System (BACS) processing dates. BACS refers to an electronic funds transfer method used in the United Kingdom.

1. BACS Processing

Use this processing option to indicate to the system whether you want to allow the entry of Bank Automated Clearing System (BACS) processing dates.

Valid values are:

Blank	Do not allow the entry of BACS processing dates.
1	Allow the entry of BACS processing dates.

What You Should Know About Processing Options

Currency Processing Option

You determine the exchange rate method you want to use for payments with a processing option:

- Voucher Exchange Rate
- Effective Date
- Payment G/L Date

The following examples describe these methods.

Voucher Exchange Rate

When you use this method, you pay the voucher at the exchange rate that was in effect when you entered the voucher. No gain or loss is calculated because the voucher domestic amount is equal to the payment domestic amount. For example:

	Foreign Amount	Domestic Amount	Exchange Rate
Voucher Information	300.00 FRF	750.00 USD	2.5000000
Payment Information	300.00 FRF	750.00 USD	2.5000000

Effective Date

When you use this method, the system retrieves the exchange rate for a specific date from the exchange rate table. A gain or loss might be calculated. For example, if you specify a date of 06/30/98 and the exchange rate set up for that date is 2.7500000:

	Foreign Amount	Domestic Amount	Exchange Rate
Voucher Information	300.00 FRF	750.00 USD	2.5000000
Payment Information	300.00 FRF	825.00 USD	2.7500000

The domestic voucher amount is 750.00 and the payment domestic amount is 825.00, which results in a realized loss of 75.00 on the domestic amount.

Payment G/L Date

When you use this method, the system retrieves the exchange rate for the G/L payment date from the exchange rate table. A gain or loss might be calculated. For example, if the payment G/L date is 06/15/98 and the exchange rate set up for that date is 2.2500000:

	Foreign Amount	Domestic Amount	Exchange Rate
Voucher Information	300.00 FRF	750.00 USD	2.5000000
Payment Information	300.00 FRF	675.00 USD	2.2500000

The domestic voucher amount is 750.00 and the payment domestic amount is 675.00, which results in a realized gain of 75.00 on the domestic amount.

Reviewing and Approving Automatic Payments

After updating automatic payments to the A/P ledger, you can verify their accuracy and approve them. This consists of:

☐ Reviewing automatic payments

☐ Approving automatic payments

After the payments are approved, you then post them to the general ledger.

See Also

- *Posting Automatic Payments*

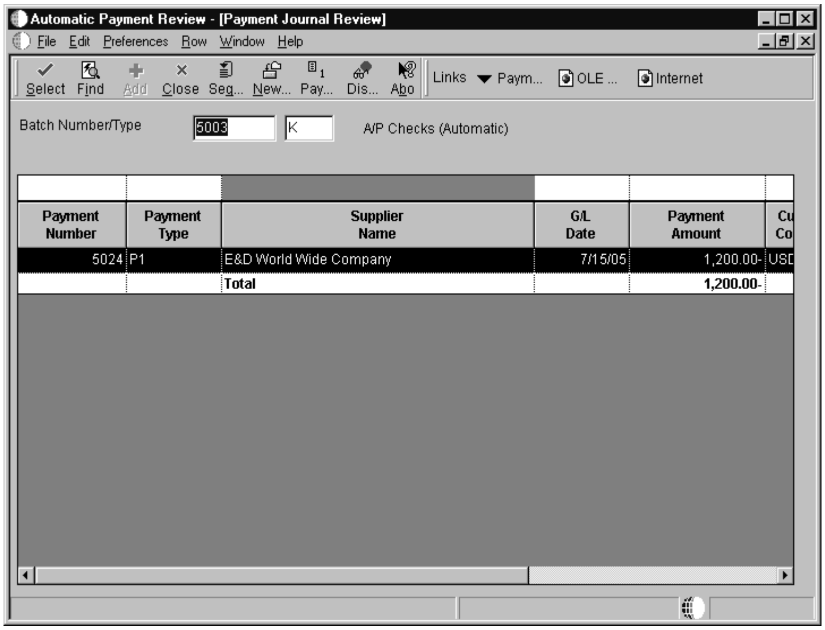
Reviewing Automatic Payments

When you review automatic payments for posting, you can display a list of all unposted payment batches or a specific batch of payments. When you review a specific batch of payments, you can access the pay item detail for a specific payment.

▶ To review automatic payments

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

1. On Work With Batches, click Find to display all batches, or complete the following field to limit your search:
   - Batch Number
2. Choose the following option:
   - Batch Status
3. Choose a payment group and click Select.


Automatic Payment Review - [Payment Journal Review]
File Edit Preferences Row Window Help
Select Find Add Close Seg... New... Pay... Dis... Abo
Links Paym... OLE ... Internet

Batch Number/Type 5003 K A/P Checks (Automatic)

Payment Number	Payment Type	Supplier Name	G/L Date	Payment Amount	Cu Co
5024	P1	E&D World Wide Company	7/15/05	1,200.00-	US
		Total		1,200.00-	

4. On Payment Journal Review, choose a payment to review and click Select.

Approving Automatic Payments

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

Businesses that require management approval before posting use the journal review program to review and approve their payments. Those businesses that do not require management approval can omit this task.

All J.D. Edwards journal review programs work in the same way. To review and approve automatic payments prior to posting, you use a review program that displays batch type K (automatic payments) only.

Before You Begin

☐ Set the A/P constant for management approval of input, according to your business requirements.

See Also

- *Reviewing Automatic Payments*

Posting Automatic Payments

After you update automatic payments to the A/P ledger and review and approve them, you then post them to the general ledger. When you post automatic payments, the system creates payment disbursement entries and offset entries to the general ledger for the payable account. The system creates journal entries (document type PK) that debit an A/P trade account that was originally credited when the voucher was posted. This keeps the A/P trade accounts in balance. The system also creates journal entries for gains and losses on exchange rate differences. Posting automatic payments creates records in the Account Ledger table (F0911).

All J.D. Edwards post programs post to the general ledger in the same way. There is only one post program for automatic payments. The post program for automatic payments has the data selection for batch type set to K (automatic payments) and the batch status set to A (approved). You should not change these settings. The Post program performs a number of complex tasks. J.D. Edwards strongly recommends that you do not customize the programming for it.

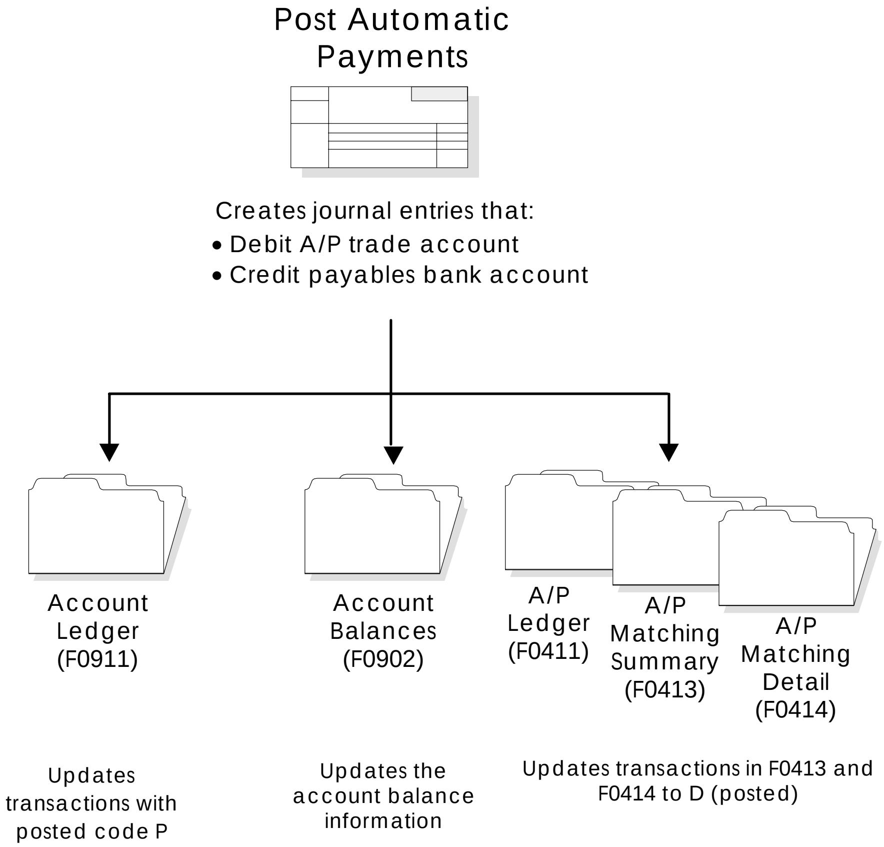
You can set a processing option in Work with Payment Groups to automatically submit payments for posting to the G/L after you update the A/P ledger.

You can start the post program from one of two menu selections from the Automatic Payment Processing menu (G0413):

- Post Payments to G/L
- Automatic Payment Review

Post Payments Process

The following graphic illustrates what happens when the system posts payments to the G/L:


Post Automatic Payments
Creates journal entries that:
• Debit A/P trade account
• Credit payables bank account
Account Ledger (F0911)
Account Balances (F0902)
A/P Ledger (F0411)
A/P Matching Summary (F0413)
A/P Matching Detail (F0414)
Updates transactions with posted code P
Updates the account balance information
Updates transactions in F0413 and F0414 to D (posted)

See Also

- *R09801, General Ledger Post* in the *Reports Guide* for a report sample with a batch type of A/P Checks - Automatic (K)
- *Calculating Realized Gains and Losses During the Post* for information about how the system handles gains and losses on foreign and alternate currency payments
- *Reviewing and Approving Automatic Payments*
- *Understanding the Post Process for Vouchers*
- *Posting Vouchers*

Calculating Realized Gains and Losses During the Post

When you post automatic payments, the system creates journal entries for realized gains and losses. The post process calculates these gains and losses based on whether the exchange rates have changed from the date of the voucher to the date of the payment.

To determine the gain or loss on a foreign currency payment, the system multiplies the voucher amount by the difference in the exchange rate from the time the voucher was entered and the payment was issued, and creates a gain or loss entry.

If an alternate currency payment is involved, there is the potential for two gains or losses:

- Standard gain/loss. Based on exchange rate differences between the foreign (transaction) currency and the domestic currency. This is the same gain or loss that would have been realized if a multi-currency payment was in the currency of the transaction.
- Alternate currency gain/loss. Based on exchange rate differences between the alternate (payment) currency and the domestic currency. This gain or loss is the difference between the following amounts:
    - The amount calculated by converting the alternate currency payment *directly* to the domestic currency (this is the amount that is actually paid from the bank account)
    - The amount calculated by converting the alternate currency payment amount to the foreign currency to the domestic currency

For example, if a Canadian company submits an invoice to a U.S. company in U.S. dollars and the U.S. company pays in Japanese yen, there is the potential for two gains and losses. One is a standard gain/loss, which is based on the fluctuation of exchange rates between the U.S. dollar (foreign currency) and the Canadian dollar (domestic currency). The other is an alternate currency gain/loss, which is based on the difference between the amounts calculated by converting:

- Japanese yen (alternate currency payment) directly to Canadian dollar (domestic currency)

- Japanese yen (alternate currency payment) to U.S. dollar (foreign currency) to Canadian dollar (domestic currency)

For more information about calculating gains and losses during the post, review the following:

☐ Example: British company pays foreign voucher in foreign currency

☐ Example: Canadian company pays foreign voucher in alternate currency

☐ Example: Belgian company pays foreign vouchers in alternate currency

☐ Example: German company pays foreign voucher in alternate currency

See Also

- *Calculating Unrealized A/P Gains and Losses* for information about gains and losses calculated on unpaid or open vouchers

Example: British Company Pays Foreign Voucher in Foreign Currency

In the following example, a British company receives an invoice in U.S. dollars (foreign currency) and pays the voucher in USD (foreign currency).

Because of the exchange rate risk, there is the potential for one gain or loss based on the fluctuation of exchange rates between the domestic currency and the foreign currency at the time of payment.

Description	**Currency**	**Amount**	**Exchange Rate January 1, 2000**	**Exchange Rate February 1, 2000**
Voucher (domestic currency)	GBP	303.60		
Voucher (foreign currency)	USD	500	1 USD = 0.6072 GBP	
Payment	USD	500		1 USD = 0.6081 GBP
Standard gain/loss	GBP	+ 0.45		

The foreign voucher on January 1, 2000 is 500 USD, or 303.60 GBP in the domestic currency.

Calculation: 500 USD x 0.6072 = 303.60 GBP

The foreign payment on February 1, 2000 is 500 USD.

Standard Gain/Loss

The gain or loss created by the exchange rate fluctuations from the payment date to the voucher date + 0.45 GBP.

500 USD x 0.6081 (exchange rate on payment date) = 304.05 GBP

500 USD x 0.6072 (exchange rate on voucher date) = 303.60 GBP

Calculation: 304.05 GBP – 303.60 GBP = + 0.45 GBP

Example: Canadian Company Pays Foreign Voucher in Alternate Currency

In the following example, a Canadian company receives an invoice in U.S. dollars (foreign currency) and pays the voucher in Japanese yen (alternate currency).

The Canadian company uses the divisor method for multicurrency transactions. Triangulation is not involved. Because of the exchange rate risk, there is the potential for two gains or losses: one between the Canadian dollar (CAD) and USD; the other between JPY, USD, and CAD.

Description	**Currency**	**Amount**	**Exchange Rate January 1, 2000**	**Exchange Rate February 1, 2000**
Voucher (domestic currency)	CAD	701.40		
Voucher (foreign currency)	USD	500	1 CAD = 0.71286 USD	
Payment	JPY	53,931.50		1 USD = 107.863 JPY 1 CAD = 0.6871 USD 1 CAD = 74.0614 JPY
Standard gain/loss	CAD	+ 26.30		
Alternate currency gain/loss	CAD	+ 0.50		

The foreign voucher on January 1, 2000 is 500 USD, or 701.40 CAD in the domestic currency.

Calculation: 500 USD / 0.71286 = 701.40 CAD

The alternate currency payment on February 1, 2000 is 53,931.50 JPY.

Calculation: 500 USD x 107.863 = 53,931.50 JPY

The foreign currency amount applied to the voucher is 500 USD.

Calculation: 53,931.50 JPY / 107.863 = 500 USD

The domestic currency amount applied to the voucher is 701.40 CAD.

Calculation: 500 USD / 0.71286 = 701.40 CAD

The domestic currency amount of the payment is 728.20 CAD.

Calculation: 53,931.50 JPY / 74.0614 = 728.20 CAD

Standard Gain/Loss

The standard gain/loss is + 26.30 CAD. This amount is based on the exchange rate fluctuations from the payment date to the voucher date:

500 USD / 0.6871 (exchange rate on payment date) = 727.70 CAD

500 USD / 0.71286 (exchange rate on voucher date) = 701.40 CAD

Calculation: 727.70 – 701.40 = + 26.30 CAD

Alternate Currency Gain/Loss

The alternate currency gain/loss is + 0.50 CAD. This amount is calculated using exchange rates on the payment date. It is based on 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.

53,931.50 JPY / 74.0614 = 728.20 CAD

(53,931.50 JPY / 107.863 = 500 USD) / 0.6871 = 727.70 CAD

Calculation: 728.20 – 727.70 = + 0.50 CAD

Example: Belgian Company Pays Foreign Vouchers in Alternate Currency

The following example involves the Economic and Monetary Union (EMU) currency, the euro. In this example, a Belgian company receives three foreign invoices in French francs (FRF) and pays the vouchers in the euro (EUR).

When the payment is created, the payment amount (EUR) is compared to the foreign and domestic voucher amounts to determine if the debt has been satisfied. Since the BEF and FRF exchange rates are fixed to the euro, the voucher and payment exchange rates do not fluctuate and there is no exchange rate gain or loss on the transaction.

However, there might be a slight rounding difference when two EMU currencies and a euro payment are involved. The rounding difference, which is immaterial, occurs when the domestic amount of a voucher is not the same as the domestic amount of the payment. This slight rounding difference is recorded in an alternate currency payment gain or loss account, as directed by AAI items RY or RZ.

Description	Currency	Amount	Fixed Exchange Rate January 1, 2000
Voucher (domestic currency)	BEF	6,149.78 x 3 = 18,449.34	1 EUR = 40.3399 BEF
Voucher (foreign currency)	FRF	1,000 x 3 = 3,000	1 EUR = 6.55957 FRF
Payment	EUR	457.35	
Standard gain/loss	BEF	Not applicable	
Alternate currency payment rounding difference	BEF	+ 0.11	

The Belgian company enters three foreign vouchers on January 1, 2000 for 1,000 FRF each, which is 6,149.78 BEF in the domestic currency. The Belgian amount is calculated through the euro, using triangulation.

Calculation: (1,000 FRF / 6.55957) x 40.3399 = 6,149.78 BEF

The alternate currency payment on February 1, 2000 is 457.35 EUR.

Calculation: 3,000 FRF / 6.55957 = 457.35 EUR

The domestic currency amount applied to the vouchers is 18,449.34 BEF.

Calculation: (1,000 FRF / 6.55957) x 40.3399 = 6,149.78 x 3 = 18,449.34 BEF

The domestic currency amount of the payment is 18,449.45 BEF.

Calculation: 457.35 EUR x 40.3399 = 18,449.45 BEF

Standard Gain/Loss

There is no gain/loss created by exchange rate fluctuations between the voucher (foreign) currency and domestic currency because both currencies are irrevocably fixed to the euro.

Alternate Currency Payment Rounding Difference

The alternate currency payment rounding difference is + 0.11 BEF. This amount is the domestic payment amount minus the domestic voucher amount.

Calculation: 18,449.45 BEF – 18,449.34 BEF = + 0.11 BEF

This rounding difference is recorded in an alternate currency payment gain or loss account, as directed by AAI items RY or RZ.

Example: German Company Pays Foreign Voucher in Alternate Currency

The following example involves the Economic and Monetary Union (EMU) currency, the euro. In this example, a German company receives a foreign invoice in French francs (FRF) and pays the voucher in the euro (EUR).

Since the DEM and FRF exchange rates are fixed to the euro, the voucher and payment exchange rates do not fluctuate and there is no exchange rate gain or loss on the transaction. A slight rounding difference can occur when two EMU currencies and a euro payment are involved; however, there is no rounding difference in this example.

Description	Currency	Amount	Exchange Rates January 1, 2000
Voucher (domestic currency)	DEM	596.33	
Voucher (foreign currency)	FRF	2000	1 EUR = 6.55957 FRF 1 EUR = 1.95583 DEM
Payment	EUR	304.90	
Standard gain/loss	DEM	Not applicable	
Alternate currency gain/loss	DEM	0.00	

The foreign voucher on January 1, 2000 is 2000 FRF, or 596.33 DEM in the domestic currency.

Calculation: (2000 FRF/ 6.55957) x 1.95583 = 596.33 DEM

The alternate currency payment on February 1, 2000 is 304.90 EUR.

Calculation: 2000 FRF / 6.55957 = 304.90 EUR

The domestic currency amount of the payment is 596.33 DEM.

Calculation: (2000 FRF / 6.55957) x 1.95583 = 596.33 DEM

Standard Gain/Loss

There is no gain/loss created by exchange rate fluctuations between the voucher (foreign) currency and domestic currency because both currencies are irrevocably fixed to the euro.

Alternate Currency Payment Rounding Difference

There is no alternate currency gain/loss because both currencies are irrevocably fixed to the euro.

A rounding difference, which is the difference between the domestic payment amount minus the domestic voucher amount, can occur when an alternate currency payment is involved. In this example, there is no rounding difference.

Calculation: 596.33 DEM – 596.33 DEM = 0.00 DEM

Voiding Automatic Payments and Vouchers

You can determine whether a payment was posted by viewing its posted status. The statuses are:

- Blank (the payment was not posted or voided).
- D - Posted.
- P - The payment post ended in an error, G/L entries to the bank account were written.

You can tell that a payment was voided if no payment amount exists.

When you void posted payments or vouchers, the system reopens the original batch. You must repost the batch to:

- Debit the cash account and credit the A/P trade account for voided payments
- Debit the A/P trade account and credit the G/L distribution account for voided vouchers

An unposted payment can be either voided or deleted, depending on how you set a processing option.

Voiding automatic payments and vouchers consists of:

☐ Voiding an automatic payment

☐ Voiding an automatic payment and its vouchers

Before You Begin

☐ Set the processing options, including the option for whether the system voids or deletes an unposted payment.

Voiding an Automatic Payment

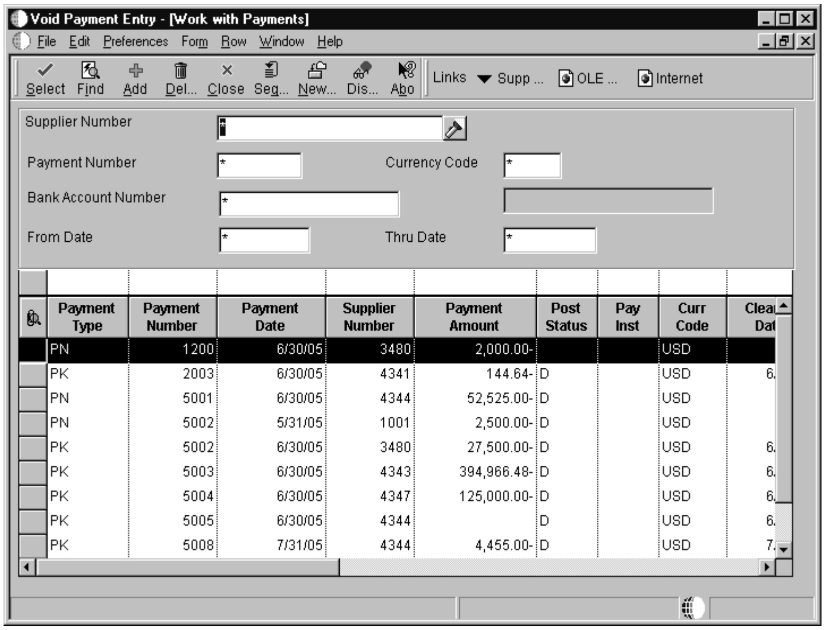
After you update payments, you can void them. You can void both posted and unposted payments. When you void payments, the system:

- Creates a matching document with a document type of PO (voided payment) in the A/P Matching Document Detail table (F0414). This matching document has a gross amount equal to the void amount and a pay status of P (paid).
- Reopens the original vouchers with an open amount and a pay status of A (approved).
- Voids payments with multiple currencies by voiding both the domestic and foreign sides of the payment.

Note: You cannot void payments that were reconciled with the Account Reconciliation Program (R12435). Reconciled payments must be unreconciled and then voided. See *Manually Changing Reconciled Transactions* in the *General Accounting Guide*.

▶ To void an automatic payment

From the Automatic Payment Processing menu (G0413), choose Void Payment Entry.


Void Payment Entry - [Work with Payments]
File Edit Preferences Form Row Window Help
Select
Find
Add
Del...
Close
Seq...
New...
Dis...
Abo
Links
Supp ...
OLE ...
Internet

Supplier Number *

Payment Number *

Currency Code *

Bank Account Number *

From Date *

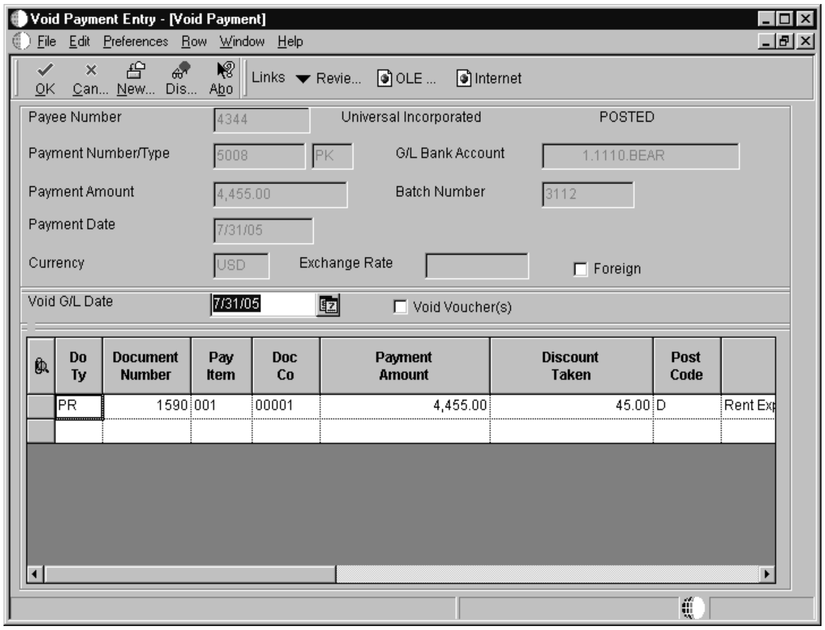
Thru Date *

Payment Type	Payment Number	Payment Date	Supplier Number	Payment Amount	Post Status	Pay Inst	Curr Code	Clea Dat
PN	1200	6/30/05	3480	2,000.00-			USD	
PK	2003	6/30/05	4341	144.64-	D		USD	6.
PN	5001	6/30/05	4344	52,525.00-	D		USD	
PN	5002	5/31/05	1001	2,500.00-	D		USD	
PK	5002	6/30/05	3480	27,500.00-	D		USD	6.
PK	5003	6/30/05	4343	394,966.48-	D		USD	6.
PK	5004	6/30/05	4347	125,000.00-	D		USD	6.
PK	5005	6/30/05	4344		D		USD	6.
PK	5008	7/31/05	4344	4,455.00-	D		USD	7.

1. On Work with Payments, locate the payment to void by completing any of the following fields and clicking Find:
    - Supplier Number
    - Payment Number
    - Bank Account Number
    - From Date

- Thru Date

2. Choose a payment.
3. From the Row menu, choose Void Payment.


Void Payment Entry - [Void Payment]
File Edit Preferences Row Window Help
OK
Can...
New...
Dis...
Abo
Links
Revie...
OLE ...
Internet

Payee Number	4344	Universal Incorporated	POSTED
Payment Number/Type	5008 PK	G/L Bank Account	1.1110.BEAR
Payment Amount	4,455.00	Batch Number	3112
Payment Date	7/31/05		
Currency	USD	Exchange Rate	☐ Foreign
Void G/L Date	7/31/05	☐ Void Voucher(s)	

Do Ty	Document Number	Pay Item	Doc Co	Payment Amount	Discount Taken	Post Code	
PR	1590	001	00001	4,455.00	45.00	D	Rent Ex

4. On Void Payment, change the following field to void the payment in a different period, if necessary, and click OK:
   - Void G/L Date
5. Click OK at the prompt to confirm the void.

Voiding an Automatic Payment and Its Vouchers

To void a payment and not repay the vouchers in another payment cycle, you must void both the payment and its associated vouchers. When you void both the payment and the associated vouchers, the system:

- Removes the Payment Amount from the record in the Accounts Payable - Matching Document table (F0413).
- Creates a PO record for the voided payment in the Accounts Payable Matching Document Detail table (F0414).
- Creates an adjustment document with a document type of PE (change to voucher amount) in the A/P Ledger table (F0411). This adjustment document has a gross amount equal to the void amount and a pay status of P (paid).

Note: You cannot void vouchers that have not been posted using the following process. If the vouchers are selected, but have not been posted, the system returns an error and only the payment is voided. You must post this voucher in order to void it. Then, void it using the Standard Voucher Entry program. You cannot delete an unposted voucher that has been paid.

Caution: Do not use the Accounts Payable system to void vouchers that were created in the Procurement system. If you created a voucher in the Procurement system, it must be reversed from the Procurement system. If you void the voucher in the Accounts Payable system, it can compromise the integrity of your purchasing data. You can set the Voucher Delete processing option on the Purchasing tab of the Standard Voucher Entry program to prompt you with a warning or error if you attempt to void a voucher created in the Procurement system.

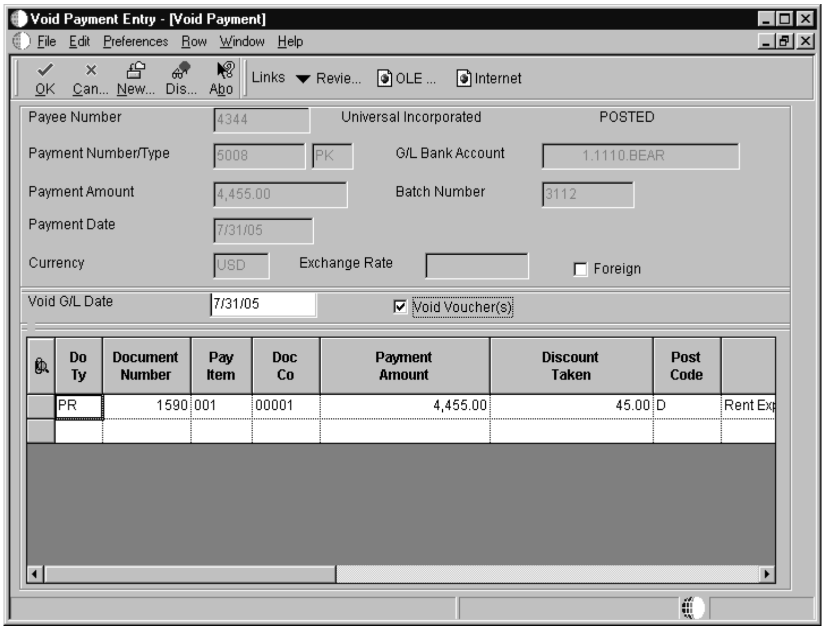
If the voucher created in the Procurement system has not been paid, you can reverse the voucher. See *Creating Vouchers* in the *Procurement Guide* for information about reversing vouchers.

If the voucher has been paid, you must void the payment in the Accounts Payable system prior to reversing the voucher in the Procurement system. See *Voiding an Automatic Payment* or *Voiding Manual Payments*.

▶ To void an automatic payment and its vouchers

From the Automatic Payment Processing menu (G0413), choose Void Payment Entry.

1. On Work with Payments, click Find to show all vouchers, or limit your search by completing any of the fields in the Query By Example line and clicking Find.
2. From the Row menu, choose Void Pymt (Payment).



Payee Number 4344 Universal Incorporated POSTED
Payment Number/Type 5008 PK
G/L Bank Account 1.1110.BEAR
Payment Amount 4,455.00
Batch Number 3112
Payment Date 7/31/05
Currency USD
Exchange Rate
☐ Foreign
Void G/L Date 7/31/05
☑ Void Voucher(s)

Do Ty	Document Number	Pay Item	Doc Co	Payment Amount	Discount Taken	Post Code	
PR	1590	001	00001	4,455.00	45.00	D	Rent Ex

3. On Void Payment, choose the voucher or vouchers you want to void.
4. Click the following option and click OK:
   - Void Voucher(s)

   If you choose one of several vouchers and click Void Voucher(s), the system voids only that voucher. If you do not choose any vouchers and click Void Voucher(s), the system voids the first voucher in the grid.

See Also

- *Voiding an Automatic Payment*

Processing Options for Void Payment Entry

Defaults

1. Enter a '1' to summarize pay items by Voucher number and Due Date when viewing open items.(Note: A checkbox also exists on the form to toggle summarized mode.)

   Summarize ____________

2. Enter a '1' to automatically assign payment numbers based on the bank

account next payment number.

Next Check ______________

Enter '1' for payment to default in after pay items are selected. If left blank the payment amount must be entered before entering select open pay items.

Payment Amount Default ______________

Display

3. Enter a '1' to allow display and update of Value Date.

Value Date ______________

Processing

4. Enter a '1' to display the draft entry field.

Draft Display ______________

5. Enter a '1' to issue a warning when a duplicate payment number within a bank account has been entered. If left blank an error will be given.

Duplicate Check ______________

6. Enter a '1' to allow negative payments to be entered into the system.

Negative Payment ______________

7. Enter a '1' to allow unposted Automatic Payments to be physically deleted from the system.

Void Auto Payment ______________

8. Enter the transaction type for the interoperability transaction. If left blank, outbound interoperability processing will not be performed.

Type - Transaction ______________

Currency

9. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the involved transaction.

Exchange Date Edit ______________

9. Enter the exchange rate Tolerance Limit.

Tolerance Limit ____________

Print

12. Enter the following default information for automatic print processing:

Payment Instrument ____________
Print Program Version Number ____________
Retain Print Field Value ____________

Voids

13. Select one of the following values for deletes of vouchers that contain a purchase order when using the void payments application to void a voucher.

' ' = no message, 1= warning, 2 = hard error ____________

Inquiry

13. A '1' will be entered here if called by Supplier Payment Inquiry version to grey out the OK and Delete buttons.

____

What You Should Know About Processing Options

Void and Manual Payment Entry	The processing options for the Void Payment Entry form are the same as those for the Manual Payment Entry form.

Manual Payment Processing

If you need to issue a payment immediately, you do not need to wait for your next payment cycle. You can enter a manual payment regardless of whether you have received the voucher. Manual payments can include payments:

- With an existing voucher
- Without an existing voucher

Depending on whether the payment is made for an existing voucher or the voucher is created at the time the payment is made, the system works with document and batch types as follows:

Payment with existing voucher	Voucher document type: • PV (voucher) • PR (recurring voucher) Payment document type: • PN (manual payment) Batch type: • M (with match)
Payment without existing voucher	Voucher document type: • PM (manual voucher) Payment document type: • PN (manual payment) Batch type: • W (without match)

Processing payments manually includes:

- ☐ Working with manual payments
- ☐ Approving and posting manual payments
- ☐ Voiding manual payments

Working with Manual Payments

When you need to remit a payment to a supplier immediately, you can enter a manual payment and bypass the automatic payment process.

Working with manual payments consists of:

- ☐ Entering manual payments with existing vouchers
- ☐ Entering manual payments without existing vouchers
- ☐ Entering manual payments in an alternate currency
- ☐ Printing manual payments
- ☐ Locating manual payments
- ☐ Revising unposted manual payment amounts

The entry programs for manual payments store voucher and payment information in the following ledger tables:

- A/P Ledger (F0411)
- A/P Matching Document (F0413)
- A/P Matching Document Detail (F0414)
- Account Ledger (F0911)

Entering Manual Payments with Existing Vouchers

To create a manual payment for one or more vouchers that you have already entered, enter a manual payment with voucher match. You choose whether to print the payment. If you do not print it, you must prepare it manually.

When you create manual payments for an existing voucher, you:

- Approve the voucher for payment
- Enter payment information

The system creates a payment, updates the pay status of the voucher, and reduces the open amount of the voucher.

See Also

- *Releasing Vouchers* in the chapter *Preparing Vouchers for Automatic Payment*
- *Reviewing Payments* in the chapter *Preparing Vouchers for Automatic Payment*

Before You Begin

☐ Enter one or more vouchers that you intend to match to manual payments. See *Working with Standard Vouchers* or *Entering Other Types of Vouchers* for more information about voucher entry.

▶ To approve the voucher for payment

From the Manual Payment Processing menu (G0412), choose Speed Status Change.

You must approve a voucher before you can enter payment information.

1. On Work with Speed Status Change, locate the voucher you want to approve.

   See *Locating Vouchers* in the chapter *Working with Standard Vouchers*.

2. Change the following field:
   - Pay Status

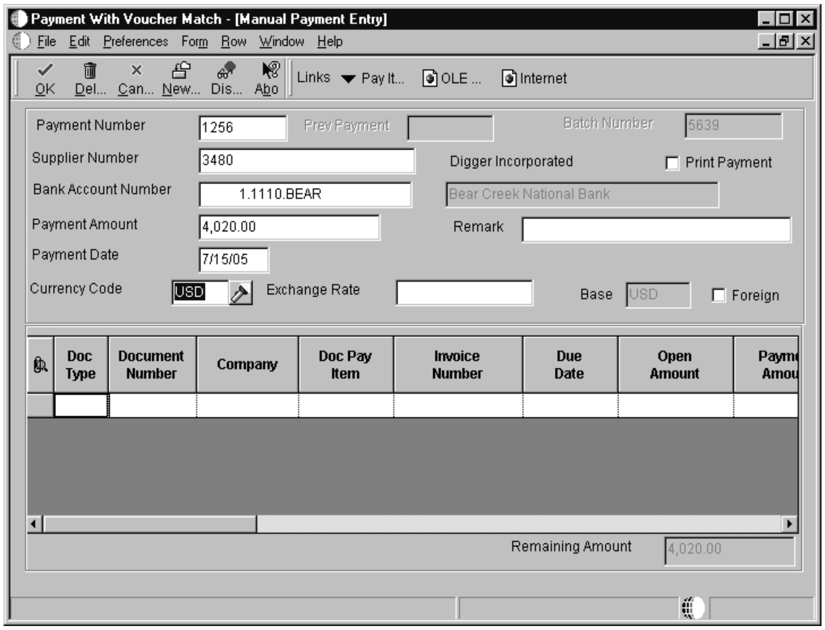
▶ To enter payment information

From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match.

For greater efficiency when you enter a manual payment, you can set a processing option so that the system calculates the total amount of the pay items that you select for payment. After you select the pay items, the system deducts the full discount, if applicable, and enters the full payment amount.

Alternatively, you can manually enter the payment amount. You can pay the whole amount of a voucher, or pay a partial amount.

1. On Work with Payments, click Add.


File
Edit
Preferences
Form
Row
Window
Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Pay It...
OLE ...
Internet
Doc Type
Document Number
Company
Doc Pay Item
Invoice Number
Due Date
Open Amount
Paym Amou

Payment With Voucher Match - [Manual Payment Entry]

Payment Number 1256
Prev Payment
Batch Number 5639
Supplier Number 3480 Digger Incorporated
☐ Print Payment
Bank Account Number 1.1110.BEAR Bear Creek National Bank
Payment Amount 4,020.00
Remark
Payment Date 7/15/05
Currency Code USD
Exchange Rate
Base USD
☐ Foreign
Remaining Amount 4,020.00

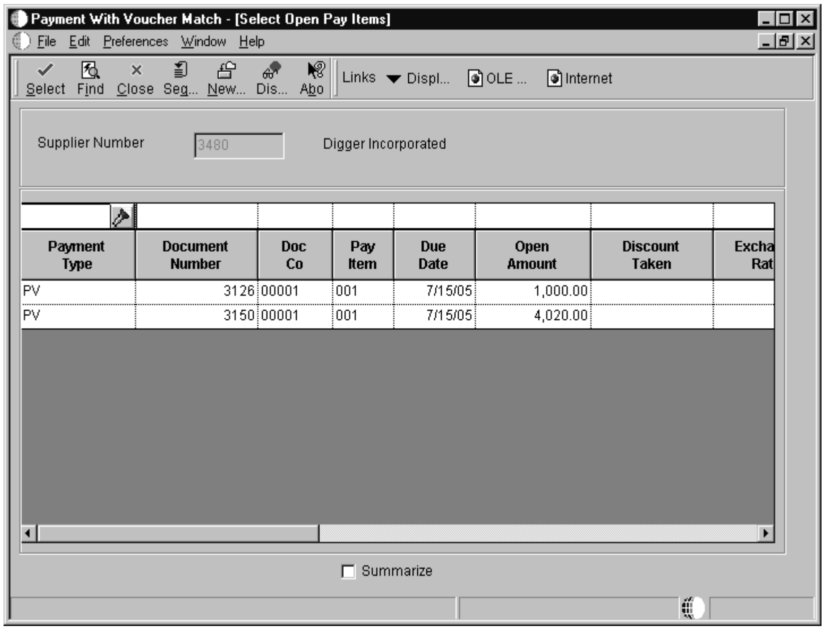
2. On Manual Payment Entry, complete the following fields:
   - Payment Number
   - Payee Address Number
   - Payment Date
   - Currency Code

   To print the manual payment, click the Print Payment option.

   To see the exchange rate for a currency code, tab through the Exchange Rate field. If you do not do this now, you can see the exchange rate value after you select open pay items and return to this form.

3. Complete the following field if the processing option for payment amount default is not set:
   - Payment Amount
4. Complete the following optional fields:
   - Bank Account Number
   - Remark
   - Value Date

5. From the Form menu, choose Pay Items.


Payment With Voucher Match - [Select Open Pay Items]
File
Edit
Preferences
Window
Help
Select
Find
Close
Seg...
New...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Supplier Number 3480 Digger Incorporated

Payment Type	Document Number	Doc Co	Pay Item	Due Date	Open Amount	Discount Taken	Excha Rat
PV	3126	00001	001	7/15/05	1,000.00		
PV	3150	00001	001	7/15/05	4,020.00		

☐ Summarize

6. On Select Open Pay Items, choose the pay items you want to pay.

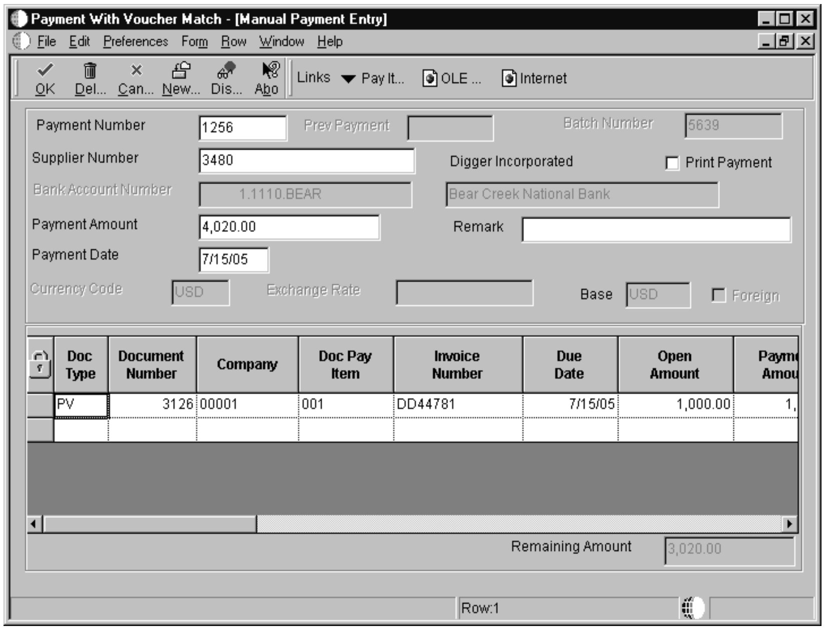
   To choose pay items that do not appear in succession on this form, hold the Control key and click each one individually.

7. To issue payment to a different alternate payee, type over the default value in the following field in the grid area:

   - Payee Number

8. Click Select.

   The system automatically loads the pay items in the detail area of Manual Payment Entry. If you set the processing option for payment amount default, the system deducts the full discount amount and enters the full payment amount in the Payment Amount field.


Payment With Voucher Match - [Manual Payment Entry]
File Edit Preferences Form Row Window Help
OK Del... Can... New... Dis... Abo
Links Pay It... OLE ... Internet
Row:1

Payment Number	1256	Prev Payment	
Batch Number	5639		
Supplier Number	3480	Digger Incorporated	☐ Print Payment
Bank Account Number	1.1110.BEAR	Bear Creek National Bank	
Payment Amount	4,020.00	Remark	
Payment Date	7/15/05		
Currency Code	USD	Exchange Rate	
Base	USD	☐ Foreign	

Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	Due Date	Open Amount	Paym Amou
PV	3126	00001	001	DD44781	7/15/05	1,000.00	1,

Remaining Amount 3,020.00

9. On Manual Payment Entry, click OK to finish entering the payment.

Field	Explanation
Payment Number	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. It is possible to have duplicate payment numbers for different suppliers. The combination of the following numbers must be unique: • Payment number • Supplier number • Bank account number . . . . *Form-specific information* . . . . 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.

Field	Explanation
Curr Code	A code that indicates the currency of a customer's or a supplier's transactions. . . . . *Form-specific information* . . . . 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.
Value Date	The date the payment amount was debited or credited to the bank account. 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.
Payment 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. . . . . *Form-specific information* . . . . 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.
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).

Processing Options for A/P Manual Payments (P0413M)

Defaults Tab

These processing options define the default settings for viewing modes and define the way certain numbers are entered in specified fields.

1. Mode to View Open Pay Items

Use this processing option to specify the mode in which you want to view open pay items on the Select Open Pay Items form.

Valid values are:

Blank View open pay items in detail mode. The system displays each pay item.

1 View open pay items in summary mode. The system displays pay items by voucher number and due date. The system enters * in each field in the Pay Item column that contains more than one pay item for a voucher. You can unclick the Summarize option on the Select Open Pay Items form to show the number of pay items on the voucher.

NOTE: This option also exists on the Supplier Ledger Inquiry form. However, if you choose summary mode on this form, the Pay Item column does not appear on the detail area of the form.

2. Assign Payment Information

Assign Payment Numbers

Use this processing option to specify how you want the the next payment number assigned.

Valid values are:

Blank Enter the payment number manually in the Payment Number field on the Manual Payment Entry form.
1 Allow the system to assign the payment number based on the value for the specified bank account in the Next Payment Number field on the Set Up G/L Bank Account form. You can view this field by choosing Bank Account Information from the Automatic Payment Setup menu (G04411).

Enter Payment Amount

Use this processing option to specify how you want to enter the payment amount.

Valid values are:

Blank Enter the payment amount manually in the Payment Amount field on the Manual Payment Entry form.
1 Allow the system to calculate the payment amount from the pay items you select.

NOTE: If you enter the payment amount manually, you must enter the amount prior to choosing Pay Items from the Form menu to select which voucher pay items you are going to pay.

Display Tab

This processing option specifies whether the Value Date field appears on the Manual Payment Entry form.

1. Display Value Date Field

Use this processing option to specify whether to display the Value Date field on the Manual Payment Entry form. If you choose to display the field, you must update it manually. The Value Date field is used by companies in Europe and indicates the date they expect the bank to process a payment.

Valid values are:

Blank	Do not display the Value Date field.
1	Display the Value Date field.

Processing Tab

Use these processing options to set up variables that are available during processing, such as:

- Whether to allow draft processing
- What type of error message appears
- Whether to allow negative payment processing
- Whether to allow deletion of a certain kind of payment
- Whether to enable and specify interoperability transactions

1. Display Draft Entry Option

Use this processing option to specify whether you want the system to display the Draft Entry option on the Manual Payment Entry form. Drafts, which are promises to pay debts, are used in various countries around the world. Drafts, like vouchers, can be processed to be paid in various currencies.

Valid values are:

Blank	Do not display the Draft Entry option.
1	Display the Draft Entry option.

NOTE: If you choose the Draft Entry option, the payment type changes from PN to P1.

2. Duplicate Number Error Message

Use this processing option to specify what kind of message you want the system to issue when someone enters a duplicate payment number using the same bank account.

Valid values are:

Blank	Issue an error message.

1	Issue a warning message.

3. Allow Negative Payments

Use this processing option to specify whether you want the system to allow the entry of negative payments. Businesses in some countries are not allowed to have outstanding debit memos. So, you can use negative payments to record reimbursements from suppliers using the supplier's check number. When you post the supplier's check as a negative payment, the system updates the proper accounts with the correct amounts.

Valid values are:

Blank	Do not allow negative payments.
1	Allow negative payments.

4. Delete Unposted Automatic Payments

Use this processing option to specify whether you want the system to allow the deletion of unposted automatic payments.

Valid values are:

Blank	Do not allow unposted automatic payments to be deleted. These payments can be voided.
1	Allow unposted automatic payments to be deleted.

NOTE: If unposted payments are deleted, all records of their existence are physically removed from the system. There is no audit trail. However, if payments are voided, the system creates a PO document type for the payment, which leaves an audit trail.

Currency Tab

Use these processing options to define variables that are available for processing payments in foreign currencies.

1. Activate Alternate Payment

Use this processing option to specify whether the system activates Alternate Payment on the Form menu.

Valid values are:

Blank	Do not activate Alternate Payment on the Form menu.
1	Activate Alternate Payment on the Form menu.

NOTE: The Alternate Payment selection accesses the Alternate Currency form. This form allows you to pay a voucher in a currency other than the domestic or foreign currency of a voucher. For example, a voucher entered in Canadian dollars (CAD), whose base currency is U.S. dollars (USD), can be paid in Belgian francs (BEF)—or any currency other than CAD or USD.

2. Exchange Rate Date

Use this processing option to specify whether the system validates that the effective date of the exchange rate is within the same G/L reporting period in the Company Constants.

Valid values are:

Blank	The system does not perform the validation; it accepts any date.
1	The system performs the validation and issues a warning message if the effective date is not within the same G/L reporting period.

3. Exchange Rate Tolerance Limit

Use this processing option to specify an exchange rate tolerance limit. During payment entry you can manually override the exchange rate that exists in the Currency Exchange Rate table (F0015). The Exchange Rate Tolerance Limit processing option places limits on how far the exchange rate you enter manually can differ from the exchange rate in the F0015 table.

Valid values are whole numbers that indicate a percent of the exchange rate in the F0015 table. For example, if you enter 5, you can manually override the exchange rate that exists in the F0015 table with a number that is plus or minus 5 percent of the table value.

Print Tab

Use these processing options to set up variables that are related to printing manual payments. You can specify:

- A payment instrument
- A version number of the print program (P04572)
- The status of the Print Payment option on the Manual Payment Entry form

1. Payment Instrument

Use this processing option to specify the payment instrument for the payment. The system uses the value you enter in this processing option to determine which print program to use when it generates payments.

Each payment instrument has an assigned print program number. To view assigned print programs, choose Payment Instrument Defaults from the Automatic Payment Setup menu (G04411). The A/P Payments - Default Print and Update table (F0417) contains the payment instrument and assigned print program information. For example, if you leave this field blank, the system uses the print program assigned to a blank value on the F0417 table.

For valid payment instruments and values, see user defined code table 00/PY.

2. Print Program Version Number

Use this processing option to specify the version number of the print program.

To view valid version numbers, choose batch Versions from the System Administration Tools menu (GH9011). Enter the Print program number in the Batch Application field, and click Find. The system displays all available versions.

If this processing option is left blank, the system uses version ZJDE0001.

3. Retain Print Field Value

Use this processing option to specify whether you want the status of the Print Payment option on the Manual Payment Entry form to stay the same until you change it.

Valid values are:

Blank	Do not retain the same value. The Manual Payment Entry form opens with the Print Payment option unchecked regardless of how you left it the last time you worked on the form.
1	Retain the same value. The Manual Payment Entry form opens with the Print Payment option retaining the value it had the last time you worked on the form.

Voids Tab

This processing option specifies how the system responds when someone attempts to void certain types of vouchers.

1. Vouchers with Purchase Orders

Use this processing option to specify how you want the system to respond to the removal of vouchers that contain a purchase order when you are using Void Payment Entry (P0413M).

Valid values are:

Blank	Allow the voiding of vouchers with purchase orders, and issue no message.
1	Issue a warning message.
2	Issue an error message.

NOTE: If you use the Accounts Payable system to revise or void a voucher that was originally entered from the Purchase Order system, that action will compromise the integrity of the Purchase Order Detail File table (F4311).

Inquiry Tab

This processing option prevents someone from making changes to existing records when payments are being reviewed.

1. Deactivate OK and Delete

Use this processing option to deactivate the OK and Delete options on the Manual Payment Entry form when payments are being reviewed. Deactivating these options prevents changes from being made to existing records. You can review manual payments by choosing either Supplier & Voucher Entry from the Supplier & Voucher Entry menu (G0411) or by choosing Payment with Voucher Match from the Manual Payment Processing menu (G0412).

Valid values are:

Blank	Do not deactivate the OK and Delete options during review.
1	Deactivate the OK and Delete options during review.

NOTE: Entering 1 in this processing option does not deactivate the OK and Delete options during initial payment entry.

Entering Manual Payments without Existing Vouchers

To create a manual payment without an existing voucher, enter a manual payment without voucher match. You might do this at the time you place an order or take delivery on product. You can enter multiple pay items for several supplier invoices.

When you enter a payment without an existing voucher, you can do either of the following:

- Enter manual payments (standard method)
- Enter manual payments (speed method)

The system creates a voucher and a payment. It assigns the document company to match that of the voucher, and the payment document number is either manually assigned or comes from Next Numbers.

You can prepare the payment manually or have the system print the payment.

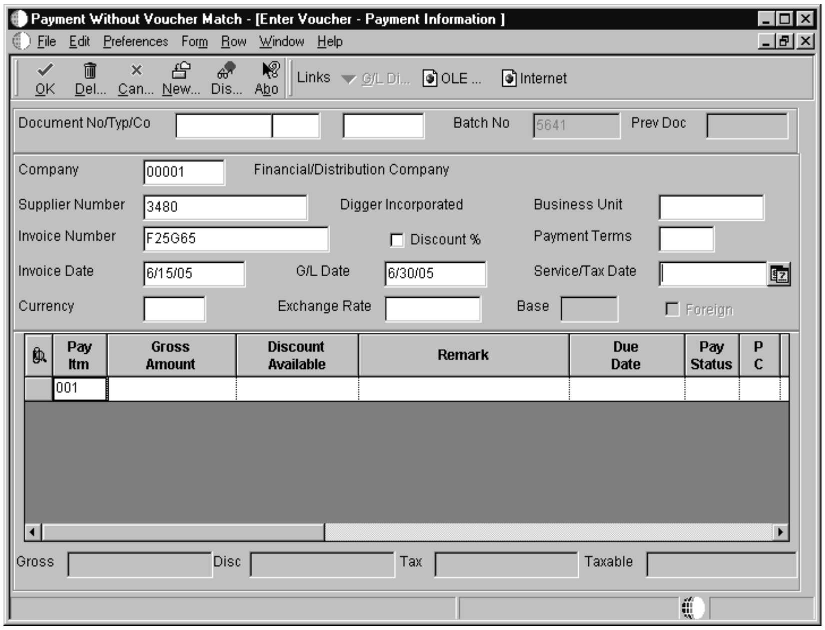
Before You Begin

- ☐ Set the appropriate processing option under the Manual Checks tab to create manual payments.

▶ To enter manual payments (standard method)

From the Manual Payment Processing menu (G0412), choose Payment Without Voucher Match.

1. On Supplier Ledger Inquiry, click Add.


Payment Without Voucher Match - [Enter Voucher - Payment Information]
File Edit Preferences Form Row Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
G/L Di...
OLE ...
Internet
Document No/Typ/Co
Prev Doc
Business Unit
Payment Terms
Service/Tax Date
Currency
Exchange Rate
Base
Foreign
Gross
Disc
Tax
Taxable

Batch No 5641

Company 00001 Financial/Distribution Company

Supplier Number 3480 Digger Incorporated

Invoice Number F25G65 ☐ Discount %

Invoice Date 6/15/05 G/L Date 6/30/05

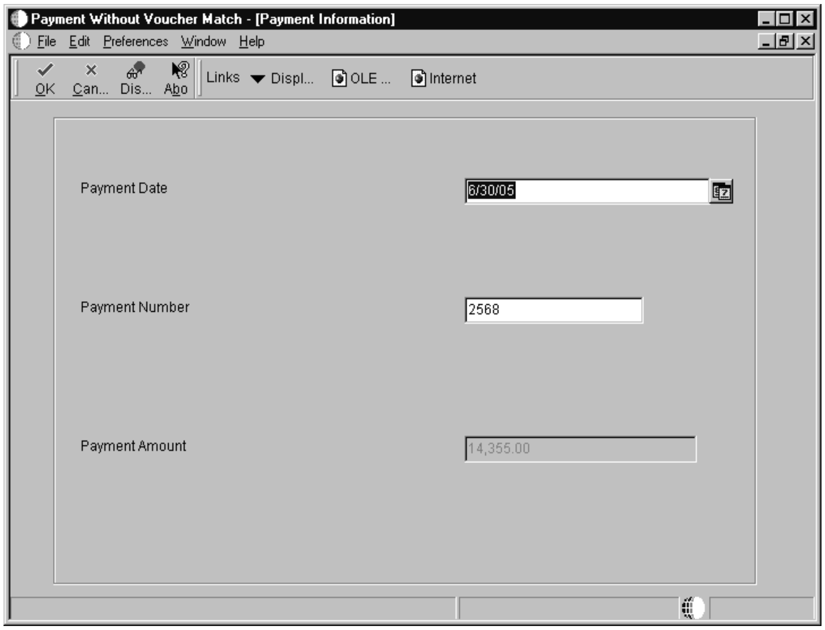
Pay Itm	Gross Amount	Discount Available	Remark	Due Date	Pay Status	P C
001						

2. On Enter Voucher-Payment Information, complete the following fields:
   - Company
   - Supplier Number
   - Invoice Number
   - G/L Date
3. You can also complete the following optional fields:
   - Invoice Date
   - Service/Tax Date
   - Payment Terms
4. In the detail area, complete the following field for each pay item:
   - Gross Amount

5. In the detail area, you can also complete the following optional fields for each pay item:
   - Discount Available
   - Remark
   - G/L Bank Account Number
   - G/L Offset

   You can enter a voucher with multiple tax rates by entering each tax rate (with its associated gross and taxable amounts) as a separate pay item.

6. Click OK to enter payment information.

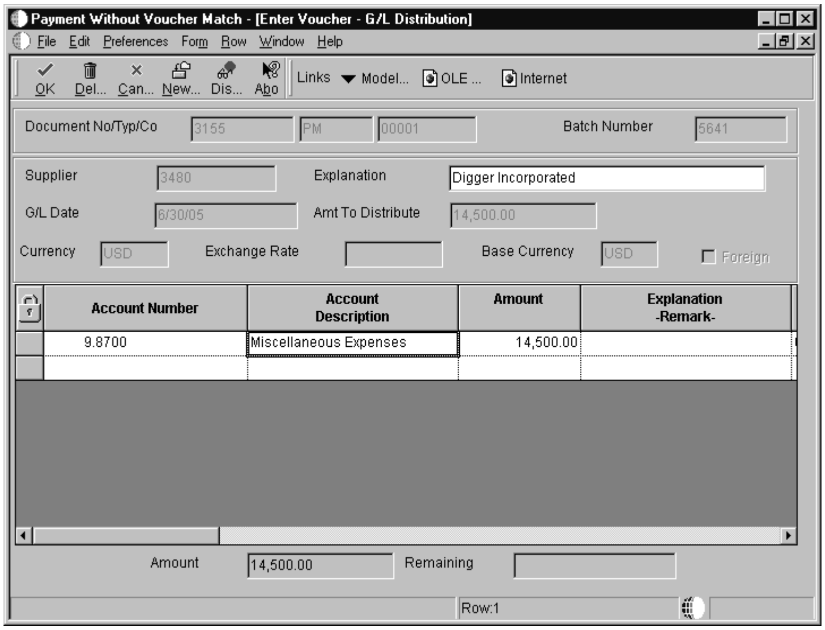

Payment Without Voucher Match - [Payment Information]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Payment Date 6/30/05

Payment Number 2568

Payment Amount 14,355.00

7. On Payment Information, complete the following fields:
   - Payment Date
   - Payment Number
8. Click OK to enter the general ledger information.


Payment Without Voucher Match - [Enter Voucher - G/L Distribution]
File Edit Preferences Form Row Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Model...
OLE ...
Internet

Document No/Typ/Co 3155 PM 00001 Batch Number 5641

Supplier 3480

Explanation Digger Incorporated

G/L Date 6/30/05

Amt To Distribute 14,500.00

Currency USD

Exchange Rate

Base Currency USD

☐ Foreign

Account Number	Account Description	Amount	Explanation -Remark-
9.8700	Miscellaneous Expenses	14,500.00	

Amount 14,500.00 Remaining

Row:1

9. On Enter Voucher-G/L Distribution, enter or change any of the following fields, if necessary:
   - Account Number
   - Amount
10. You can also enter or change the following optional fields:
    - Explanation –Remark– (optional)
11. Click OK to finish entering the payment.

Field	Explanation
Gross Amount	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.

See Also

- *Working with Standard Vouchers*
- *Processing Options for Voucher Entry*

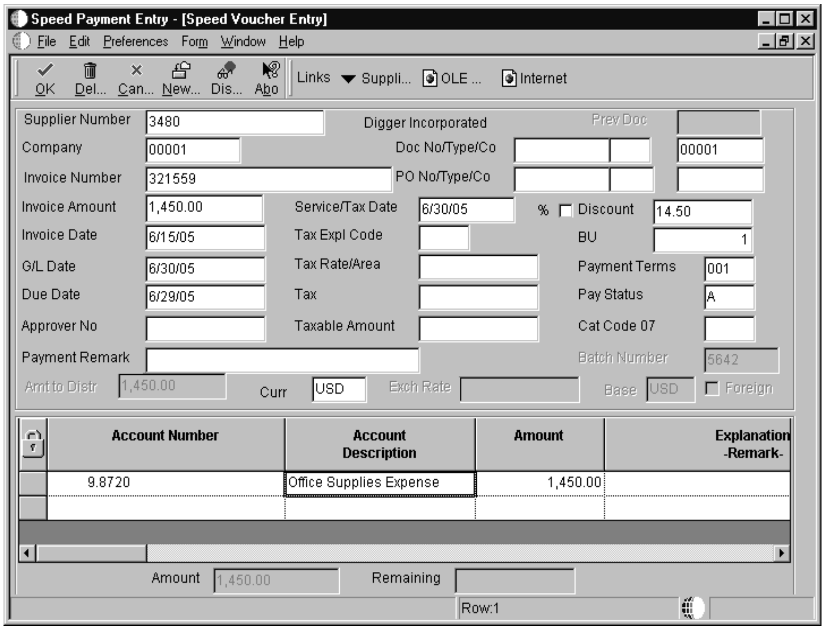
▶ To enter manual payments (speed method)

From the Manual Payment Processing menu (G0412), choose Speed Payment Entry.

To create a manual payment quickly without an existing voucher, enter the payment using the speed method.

Several restrictions apply to entering manual payments with the speed method. You cannot:

- Change, delete, or void manual payments
- Enter multiple pay items or multiple supplier invoices
- Create or use model journal entries
- Convert multiple currency amounts
- Calculate currency gains and losses
- Override the G/L bank account


Speed Payment Entry - [Speed Voucher Entry]
File Edit Preferences Form Window Help
OK Del... Can... New... Dis... Abo
Links Suppli... OLE ... Internet
Row:1

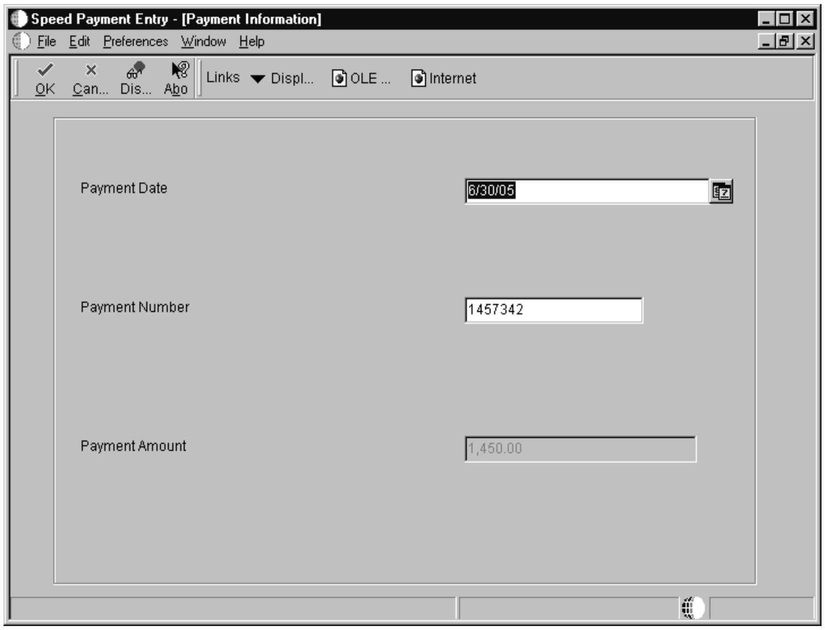
Supplier Number: 3480 Digger Incorporated
Prev Doc:
Company: 00001
Doc No/Type/Co: 00001
Invoice Number: 321559
PO No/Type/Co:
Invoice Amount: 1,450.00
Service/Tax Date: 6/30/05
% ☐ Discount: 14.50
Invoice Date: 6/15/05
Tax Expl Code:
BU: 1
G/L Date: 6/30/05
Tax Rate/Area:
Payment Terms: 001
Due Date: 6/29/05
Tax:
Pay Status: A
Approver No:
Taxable Amount:
Cat Code 07:
Payment Remark:
Batch Number: 5642
Amt to Distr: 1,450.00
Curr: USD
Exch Rate:
Base: USD
☐ Foreign

Account Number	Account Description	Amount	Explanation -Remark-
9.8720	Office Supplies Expense	1,450.00	

Amount: 1,450.00
Remaining:

1. On Speed Voucher Entry, complete the following fields:
    - Supplier Number
    - Company
    - Invoice Amount
    - Invoice Date
2. Complete the following optional fields:
    - Invoice Number
    - Discount Available
    - G/L Date
    - Due Date

3. To enter general ledger information, complete the following fields and click OK:
   - Account Number
   - Amount
   - Explanation –Remark– (optional)


Speed Payment Entry - [Payment Information]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Payment Date 6/30/05

Payment Number 1457342

Payment Amount 1,450.00

4. On Payment Information, complete the following fields and click OK:
   - Payment Date
   - Payment Number

Field	Explanation
Payment Number	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. It is possible to have duplicate payment numbers for different suppliers. The combination of the following numbers must be unique: • Payment number • Supplier number • Bank account number . . . . *Form-specific information* . . . . 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.

See Also

- *Processing Options for Speed Voucher Entry*

Entering Manual Payments in an Alternate Currency

Before you enter a manual payment in an alternate currency, make sure you set the processing option to display the Alternate Currency Entry form.

To enter a manual payment in an alternate currency, you designate the alternate currency in which you want to pay when you enter the manual payment. The system then converts the selected vouchers to the alternate currency amount, using the following exchange rates from the Currency Exchange Rates table (F0015):

- Alternate to domestic currency
- Foreign to alternate currency

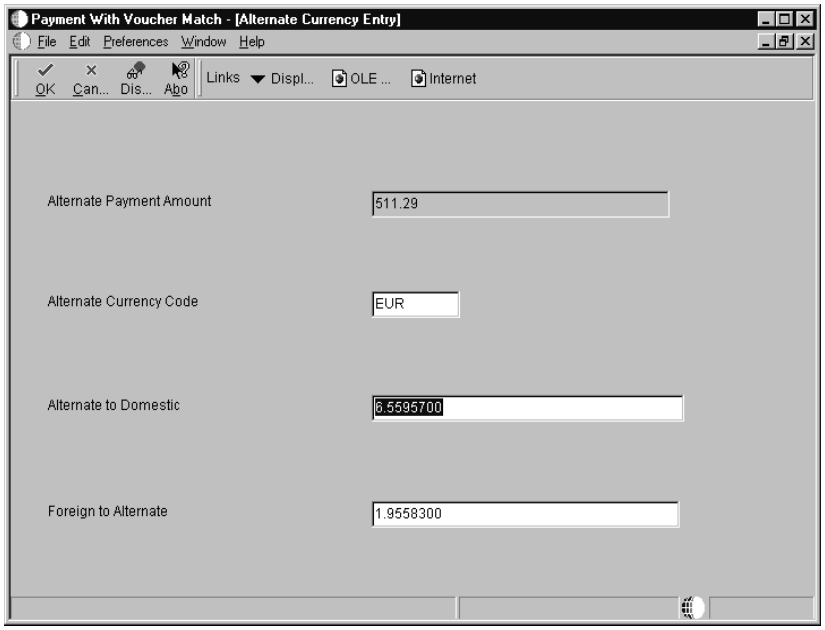
You do not have the option to print a payment when you enter a manual payment in an alternate currency. You must write the payment manually.

Entering manual payments in an alternate currency is similar to entering manual payments in a domestic or foreign currency. The differences are described in the following steps.

▶ To enter manual payments in an alternate currency

From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match.

1. On Select Open Pay Items, choose the pay items you want to pay in an alternate currency, and click Select.
2. On Manual Payment Entry, choose Alternate Payment from the Form menu.


Payment With Voucher Match - [Alternate Currency Entry]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Alternate Payment Amount 511.29

Alternate Currency Code EUR

Alternate to Domestic 6.5595700

Foreign to Alternate 1.9558300

3. On Alternate Currency Entry, enter a value (such as EUR) in the Alternate Currency Code field.
4. To retrieve exchange rates from the Currency Exchange Rate table (F0015), tab through the following fields and click OK:
   - Foreign to Alternate
   - Alternate to Domestic

   You can override the exchange rates in these fields only if the Prohibit Spot Rate flag for a currency relationship is turned off. Spot rates are allowed on transactions between an EMU and non-EMU currency and two non-EMU currencies. Spot rates are not allowed on transactions between two EMU member currencies.

Printing Manual Payments

After you enter a manual payment, you can print it. Usually you print a payment immediately after you enter it, but you can choose to print a payment at any time.

You can choose to print the payment to:

- The screen, for review
- A printer, for a hard copy

You do not have the option to print a manual payment entered in an alternate currency.

▶ To print a manual payment

From the Manual Payment Processing menu (G0412), choose Payment Without Voucher Match.

1. On Supplier Ledger Inquiry, click Find to display all payments, or complete any of the following fields to limit the number of documents displayed:
   - Supplier Number
   - From Date
   - Payment Number
   - Bank Account Number
   - Thru Date
2. Choose a record and from the Row menu, choose Payment History.
3. On Work with Pay Item History, from the Row menu, choose Payments.
4. On Manual Payment Entry, click the Print Payment Option and click OK.

Note: If you have already posted the payment, you will not be able to print it from this menu.

You can also print a manual payment by choosing Payment with Voucher Match from the Manual Payment Processing menu (G0412) or by choosing Supplier Ledger Inquiry from the Supplier Voucher Entry menu (G0411).

Locating Manual Payments

Before you change, delete, or void a payment, you must first locate it.

You can locate manual payments on any of the following forms:

- Work with Payments
- Supplier Ledger Inquiry
- Work with Batches

▶ To locate a manual payment

From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match or Payment Without Voucher Match.

On either Work with Payments or Supplier Ledger Inquiry, click Find to display all payments, or complete any of the following fields to limit the number of documents displayed:

- Supplier Number
- From Date
- Thru Date

On Work with Payments, you can complete the following additional fields to further limit the number of documents displayed:

- Payment Number
- Bank Account Number

See Also

- *Reviewing Payment Groups*
- *Reviewing Supplier Ledger Information*
- *Reviewing Vouchers*

Revising Unposted Manual Payment Amounts

You can change amounts on an unposted manual payment, but you cannot change the vouchers that are paid by it. For example, if you originally applied a payment to voucher 1001 PV, you cannot change the payment to apply to 1002 PV. You can, however, delete the payment and then apply the payment to 1002 PV.

▶ To revise the amount of an unposted manual payment

From the Manual Payment Processing menu (G0412), choose Payment With Voucher Match.

Regardless of whether the payment was entered with or without a voucher, the steps to change the amount are the same.

1. On Work with Payments, follow the steps for locating manual payments.

   See *Locating Manual Payments*.

2. Choose the payment you want to change and click Select.
3. On Manual Payment Entry, change the amount of the payment in the header.
4. Change the amount of the payment in the detail area to correspond to the change you made in the header, and click OK.

   If you change any additional information in the grid, you are changing the voucher, not the payment.

Voiding Manual Payments

You cannot change a posted payment. Instead, you must void and re-enter it. You can only delete unposted payments. When you delete an unposted manual payment, the system:

- Reopens vouchers that were paid by the deleted payment. If you no longer want to pay a reopened voucher, you can delete or void it.
- Does not provide an audit trail.

To void a manual payment and its associated vouchers, follow the steps you use to void automatic payments.

See Also

- *Voiding Automatic Payments and Vouchers*

Approving and Posting Manual Payments

After you enter manual payments, you review and approve them. After the payments are approved, you then post them to the general ledger.

This process involves:

- ☐ Approving manual payments for posting
- ☐ Posting manual payments

Posting payments creates records in the Account Ledger table (F0911).

Approving Manual Payments for Posting

To approve payments prior to posting, you can:

- ☐ Review manual payments online
- ☐ Print the manual payment journal

Businesses that require management approval before posting use the journal review program to review and approve their manual payments. Those businesses that do not require management approval can omit this task.

Before You Begin

- ☐ Set the A/P constant for management approval of input, according to your business requirements.

Reviewing Manual Payments Online

From the Manual Payment Processing menu (G0412), choose Review Payments.

All J.D. Edwards journal review programs work in the same way. To review and approve manual payments prior to posting, you use a review program that displays one of the following batch types:

- Manual and Void Payments with Match (M)
- Manual Payments without Match (W)

Printing the Manual Payment Journal

From the Manual Payment Processing menu (G0412), choose Manual Payment Journal Report.

An alternative to reviewing payments online is the payment journal. Use it for proofing and balancing purposes. If you have a problem balancing the G/L, the printed journal can be a more workable format for detailed review.

If the transactions in a batch have not been posted, the totals by batch indicate that it is not in balance. This is because the system has not yet created the journal entry offsets. If the transactions have been posted and the totals indicate that the batch is not in balance, you need to determine the cause of the problem and correct it.

The processing time for this batch report is related to the amount of history retained in the A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables.

See Also

- *R09801, Manual Payment Post* in the *Reports Guide* for a report sample

Data Selection for Manual Payment Journal

The DEMO versions of this program print the entire A/P Matching Document (F0413) and A/P Matching Document Detail (F0414) tables. You can limit your selection based on date, user ID, or any other criteria.

The user ID in the DEMO versions of this program is from the payment record. Therefore, if you limit your selection based on user ID and if the voucher was entered by one user and paid by another, you must select the user ID of the person who paid the voucher.

Posting Manual Payments

From the Manual Payment Processing menu (G0412), choose Post Manual Payments to G/L.

When you post manual payments, the system creates payment disbursement entries and offset entries to the general ledger for the payable account. Payment records are created with a document type of PN. The system typically creates journal entries that debit the A/P trade account that was originally credited when the voucher was entered.

When manual payments without a voucher match are posted, the system does not generate a gain-loss record. The system interprets this type of transaction as a voucher and check combination.

All J.D. Edwards post programs work in the same way. There is a version for each of the two types of manual payments:

- Payments with Matching Vouchers (batch type M)
- Payments without Matching Vouchers (batch type W)

See Also

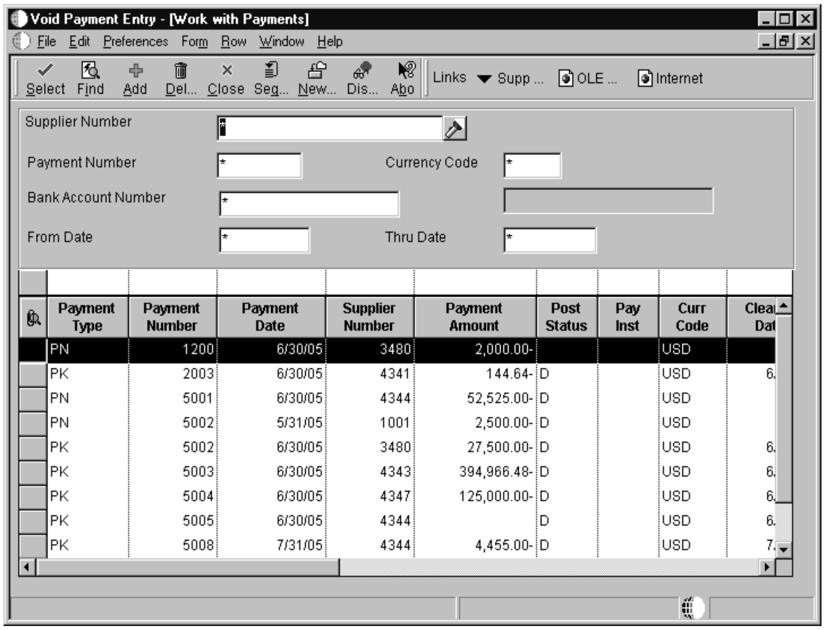
- *Understanding the Post Process for Vouchers*
- *Posting Vouchers*
- *Working with Manual Payments*

Voiding Manual Payments

From the Manual Payment Processing menu (G0412), choose Void Payment Entry.

You can void posted or unposted manual payments. Optionally, you can void the vouchers associated with a payment. The process for voiding manual payments is the same as that for voiding automatic payments.

▶ To void a manual payment


Void Payment Entry - [Work with Payments]
File
Edit
Preferences
Form
Row
Window
Help
Select
Find
Add
Del...
Close
Seq...
New...
Dis...
Abo
Links
Supp ...
OLE ...
Internet

Supplier Number			
Payment Number	*	Currency Code	*
Bank Account Number	*		
From Date	*	Thru Date	*

Payment Type	Payment Number	Payment Date	Supplier Number	Payment Amount	Post Status	Pay Inst	Curr Code	Clea Dat
PN	1200	6/30/05	3480	2,000.00-			USD	
PK	2003	6/30/05	4341	144.64-	D		USD	6.
PN	5001	6/30/05	4344	52,525.00-	D		USD	
PN	5002	5/31/05	1001	2,500.00-	D		USD	
PK	5002	6/30/05	3480	27,500.00-	D		USD	6.
PK	5003	6/30/05	4343	394,966.48-	D		USD	6.
PK	5004	6/30/05	4347	125,000.00-	D		USD	6.
PK	5005	6/30/05	4344		D		USD	6.
PK	5008	7/31/05	4344	4,455.00-	D		USD	7.

On Work with Payments, follow the steps for voiding automatic payments.

Voiding Automatic Payments and Vouchers

Supplier Ledger and Payment Information

When you want to audit a supplier's transaction history, you can review the supplier's ledger and payment information.

At different times during the A/P process, you might need to view voucher and payment information for a specific supplier. To do this, review the supplier ledger for information such as:

- Open amounts remaining on a voucher
- Invoice, account, and purchase order information
- Pay status or posted code for a voucher
- Voucher detail and associated journal entry information
- Payment history

You might need to view transaction history for a supplier (payee), payment number, or bank account. To do this, review the supplier's payment information, such as:

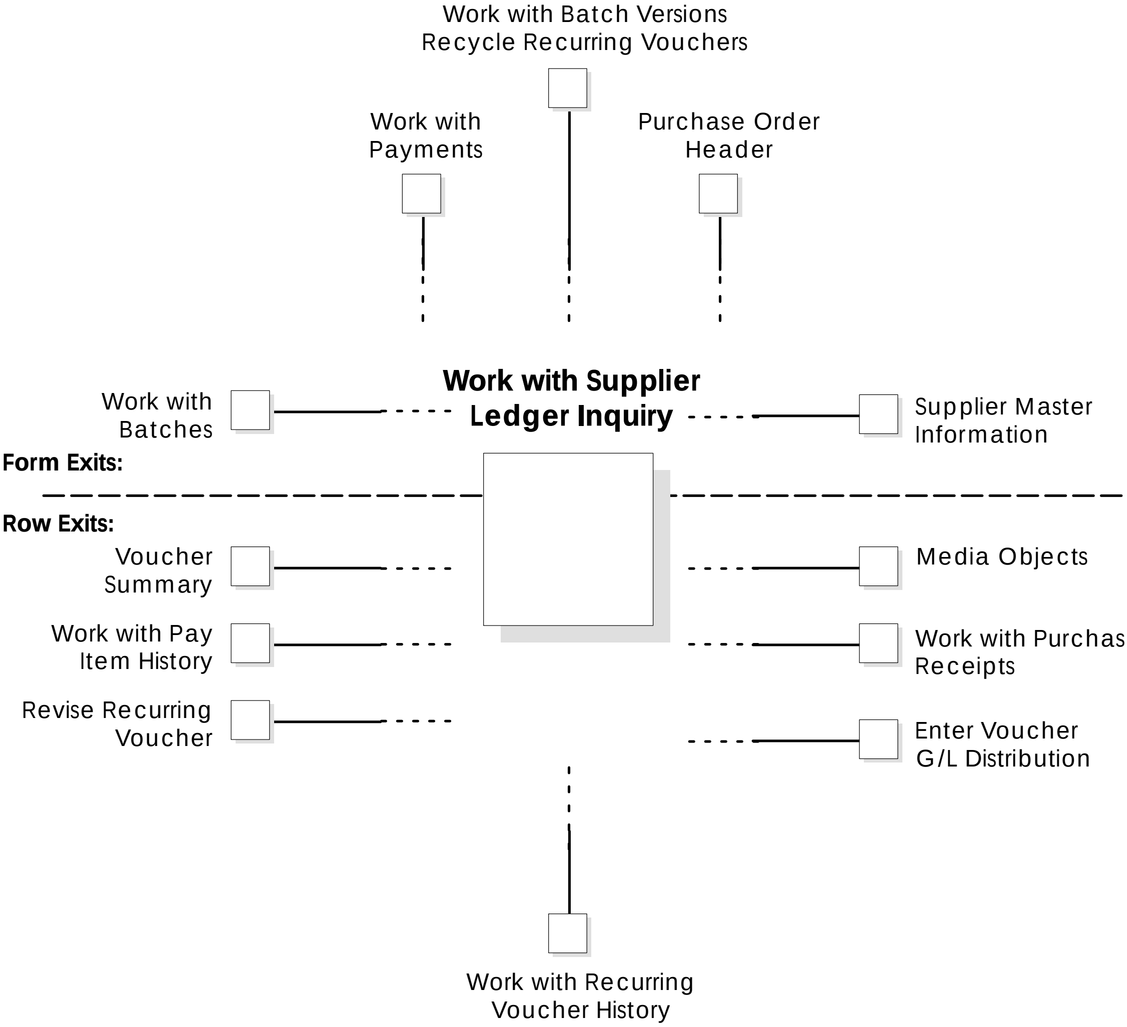
- Payment detail and associated journal entry information
- Payment summary information
- A/P ledger information

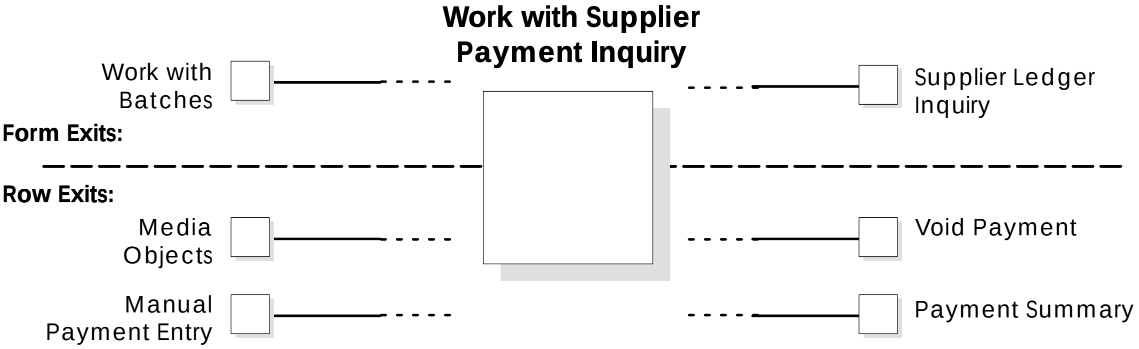
Supplier ledger and payment information consists of:

☐ Reviewing supplier ledger information

☐ Reviewing supplier payment information

The following graphic shows the various forms and kinds of information you can access when you work with a supplier's ledger and payments.


Work with Batch Versions
Recycle Recurring Vouchers
Work with Payments
Purchase Order Header
Work with Supplier Ledger Inquiry
Work with Batches
Supplier Master Information
Form Exits:
Row Exits:
Voucher Summary
Media Objects
Work with Pay Item History
Work with Purchase Receipts
Revise Recurring Voucher
Enter Voucher G/L Distribution
Work with Recurring Voucher History


Work with Supplier Payment Inquiry
Work with Batches
Supplier Ledger Inquiry
Form Exits:
Row Exits:
Media Objects
Void Payment
Manual Payment Entry
Payment Summary

Reviewing Supplier Ledger Information

When a supplier has account or transaction questions, you need to locate the information and respond quickly. Depending on where the voucher is in your A/P process, you can use the supplier ledger to review general or specific payment information for that voucher. For payment history, you can either directly review the supplier ledger or allow your suppliers to view limited voucher information using self service.

Reviewing the supplier ledger consists of the following tasks:

- ☐ Reviewing General Voucher Information
- ☐ Reviewing Voucher Payment History

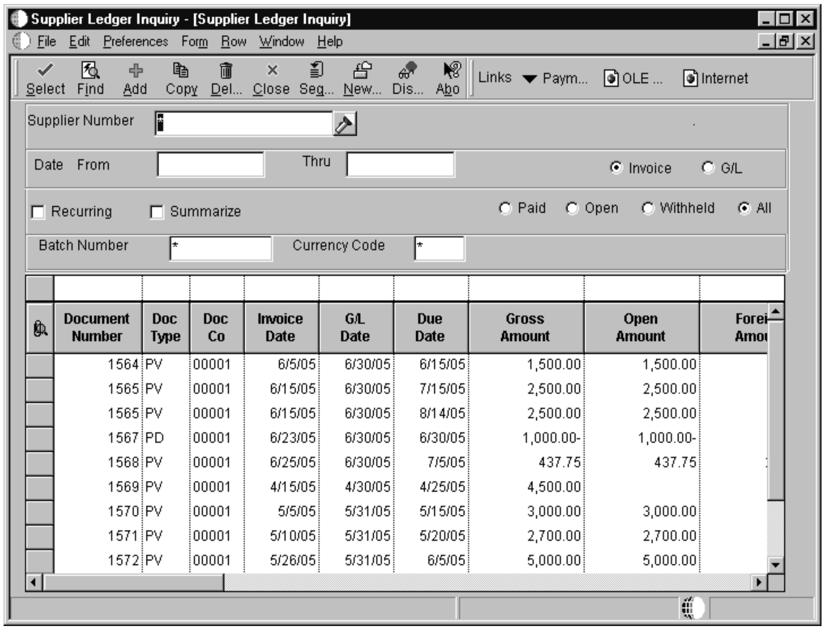
Reviewing General Voucher Information

Reviewing general voucher information in the supplier ledger consists of the following tasks:

- ☐ Reviewing voucher detail information
- ☐ Reviewing voucher summary information
- ☐ Reviewing vouchers in an "as if" currency

Voucher details available to you include discounts available and taken, tax areas and amounts, and G/L accounts, amounts, and descriptions. Summary information can tell you voucher gross and open amounts, invoice numbers and dates, and purchase order numbers. The "as if" currency functionality allows you to review voucher amounts as if they were entered in a currency other than the domestic or foreign currency.

The Supplier Ledger Inquiry program (P0411) displays information from the A/P Ledger (F0411) and Account Ledger (F0911) tables.


Supplier Ledger Inquiry - [Supplier Ledger Inquiry]
File Edit Preferences Form Row Window Help
Select Find Add Copy Del... Close Seg... New... Dis... Abo
Links Paym... OLE ... Internet

Supplier Number *

Date From Thru ● Invoice ○ G/L

☐ Recurring ☐ Summarize ○ Paid ○ Open ○ Withheld ● All

Batch Number * Currency Code *

Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Forei Amou
1564	PV	00001	6/5/05	6/30/05	6/15/05	1,500.00	1,500.00	
1565	PV	00001	6/15/05	6/30/05	7/15/05	2,500.00	2,500.00	
1565	PV	00001	6/15/05	6/30/05	8/14/05	2,500.00	2,500.00	
1567	PD	00001	6/23/05	6/30/05	6/30/05	1,000.00-	1,000.00-	
1568	PV	00001	6/25/05	6/30/05	7/5/05	437.75	437.75	
1569	PV	00001	4/15/05	4/30/05	4/25/05	4,500.00		
1570	PV	00001	5/5/05	5/31/05	5/15/05	3,000.00	3,000.00	
1571	PV	00001	5/10/05	5/31/05	5/20/05	2,700.00	2,700.00	
1572	PV	00001	5/26/05	5/31/05	6/5/05	5,000.00	5,000.00	

See Also

- *Processing Options for Voucher Entry* for information about processing options

Reviewing Voucher Detail Information

Reviewing voucher detail can include finding information about discounts, due dates, taxes, and G/L distributions. You can also determine a voucher's pay and posted status, and special handling requirements for services or imported goods.

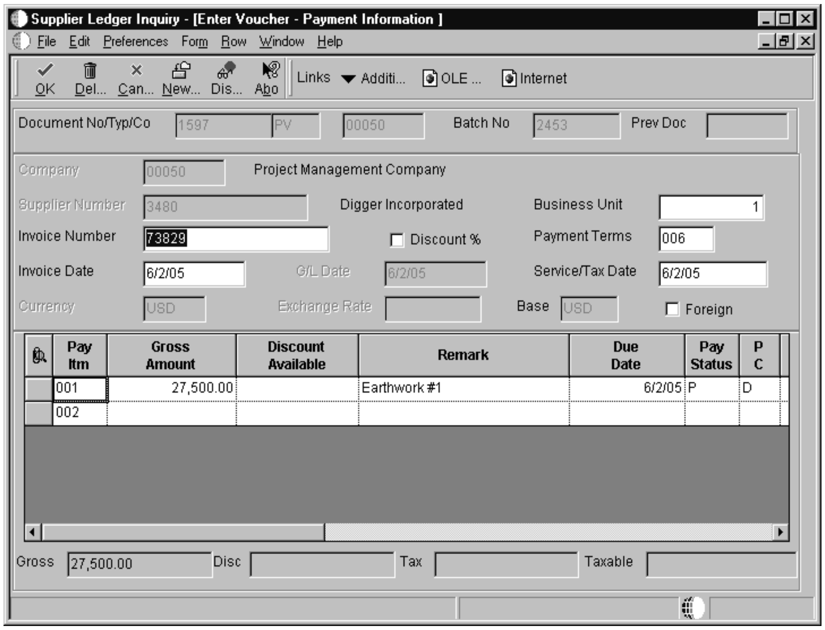
▶ To review voucher detail information

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.

   See *Locating Vouchers* in the chapter *Working with Standard Vouchers*.

2. Choose the voucher that you want to review and click Select.


Supplier Ledger Inquiry - [Enter Voucher - Payment Information]
File Edit Preferences Form Row Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Additi...
OLE ...
Internet

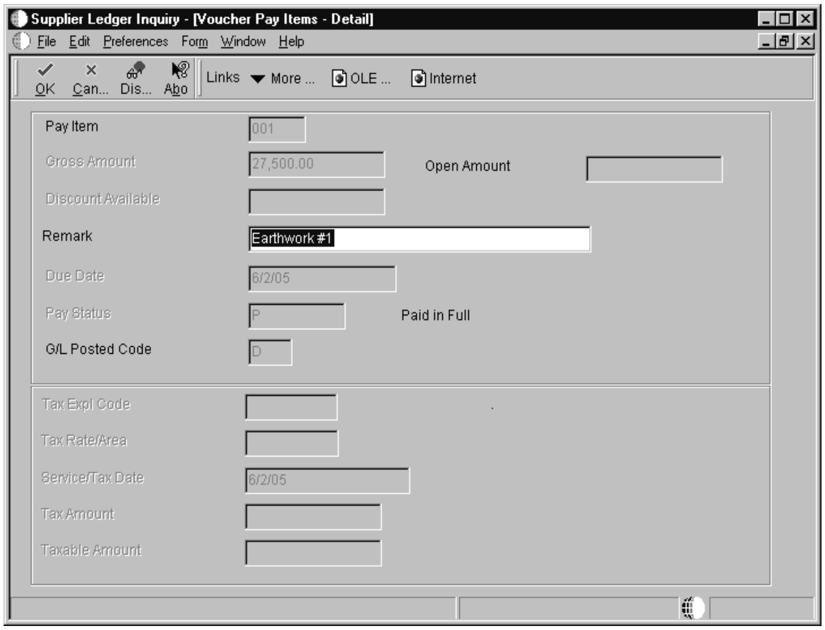
Document No/Typ/Co: 1597 PV 00050
Batch No: 2453
Prev Doc:

Company: 00050 Project Management Company
Supplier Number: 3480 Digger Incorporated
Business Unit: 1
Invoice Number: 73829
☐ Discount %
Payment Terms: 006
Invoice Date: 6/2/05
G/L Date: 6/2/05
Service/Tax Date: 6/2/05
Currency: USD
Exchange Rate:
Base: USD
☐ Foreign

Pay Itm	Gross Amount	Discount Available	Remark	Due Date	Pay Status	P C
001	27,500.00		Earthwork #1	6/2/05	P	D
002						

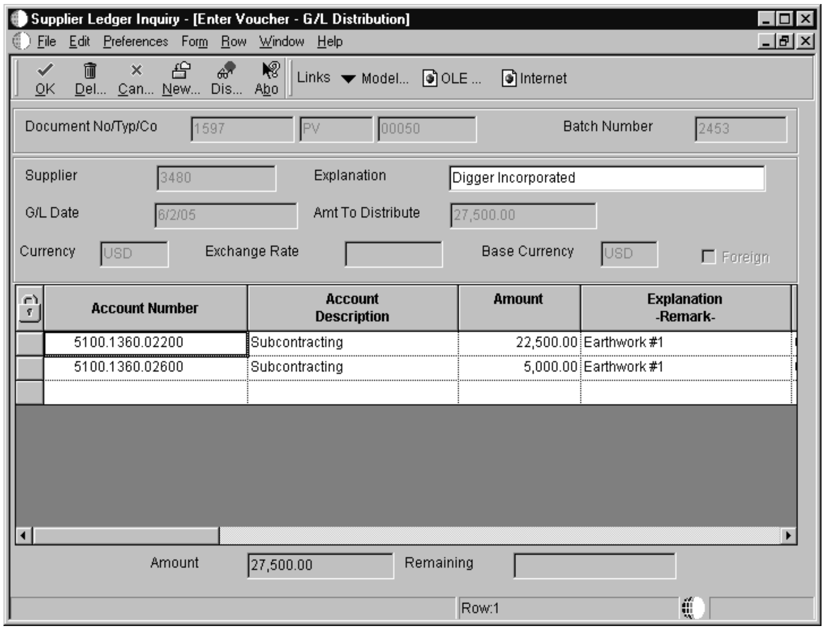
Gross: 27,500.00
Disc:
Tax:
Taxable:

3. On Enter Voucher-Payment Information, choose the pay item that you want to review.
4. On Enter Voucher-Payment Information, choose Detail from the Row menu to review the detail of a pay item.


Supplier Ledger Inquiry - [Voucher Pay Items - Detail]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
More ...
OLE ...
Internet

Pay Item: 001
Gross Amount: 27,500.00
Open Amount:
Discount Available:
Remark: Earthwork #1
Due Date: 6/2/05
Pay Status: P Paid in Full
G/L Posted Code: D
Tax Expl Code:
Tax Rate/Area:
Service/Tax Date: 6/2/05
Tax Amount:
Taxable Amount:

5. On Voucher Pay Items - Detail, review the detail of the pay item and click OK.
6. On Enter Voucher - Payment Information, choose G/L Distribution from the Form menu to review the journal entry for a voucher.


Supplier Ledger Inquiry - [Enter Voucher - G/L Distribution]
File Edit Preferences Form Row Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Model...
OLE ...
Internet
Row:1

Document No/Typ/Co 1597 PV 00050 Batch Number 2453

Supplier 3480 Explanation Digger Incorporated

G/L Date 6/2/05 Amt To Distribute 27,500.00

Currency USD Exchange Rate Base Currency USD ☐ Foreign

Account Number	Account Description	Amount	Explanation -Remark-
5100.1360.02200	Subcontracting	22,500.00	Earthwork #1
5100.1360.02600	Subcontracting	5,000.00	Earthwork #1

Amount 27,500.00 Remaining

Reviewing Voucher Summary Information

To review a voucher at a high level, use the voucher summary function. Voucher summary is useful for obtaining information such as an invoice date and number, open and gross amounts, and purchase order number.

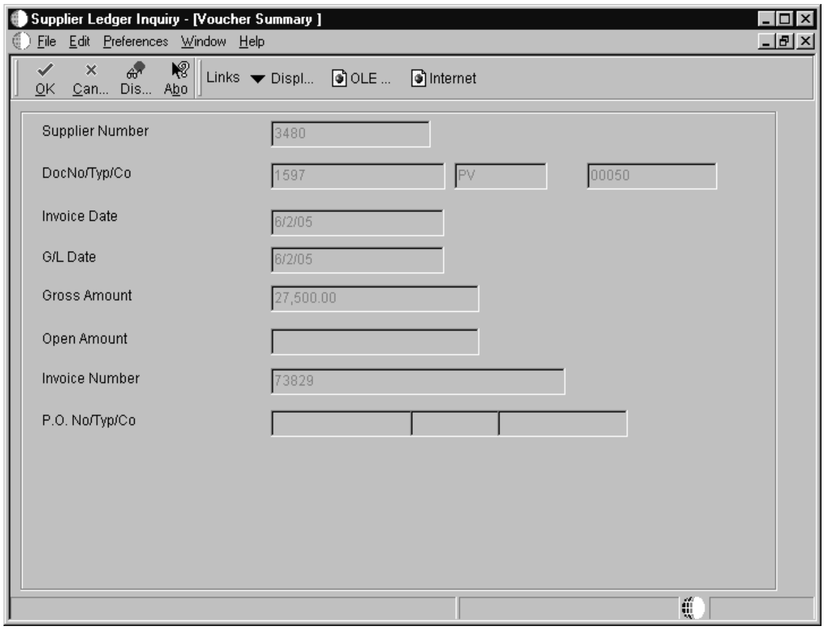
▶ To review voucher summary information

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

1. On Supplier Ledger Inquiry, follow the steps for locating vouchers.

   See *Locating Vouchers* in the chapter *Working with Standard Vouchers*.

2. Choose the voucher that you want to review.
3. From the Row menu, choose Summary.


Supplier Ledger Inquiry - [Voucher Summary]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Supplier Number: 3480
DocNo/Typ/Co: 1597 PV 00050
Invoice Date: 6/2/05
G/L Date: 6/2/05
Gross Amount: 27,500.00
Open Amount:
Invoice Number: 73829
P.O. No/Typ/Co:

Reviewing Vouchers in an “As If” Currency

Regardless of whether you enter a voucher in a domestic or foreign currency, you can review amounts as if they were entered in another currency. For example, you can review amounts in the French franc as if they were entered in the euro. Likewise, you can review amounts in the Japanese yen as if they were entered in the U.S. dollar, and so on.

To review amounts in an “as if” currency, you must enter a currency code and effective date in the processing options. This activates the As If Currency Code field on the Supplier Ledger Inquiry form and retrieves the corresponding exchange rate needed to calculate the “as if” currency amount.

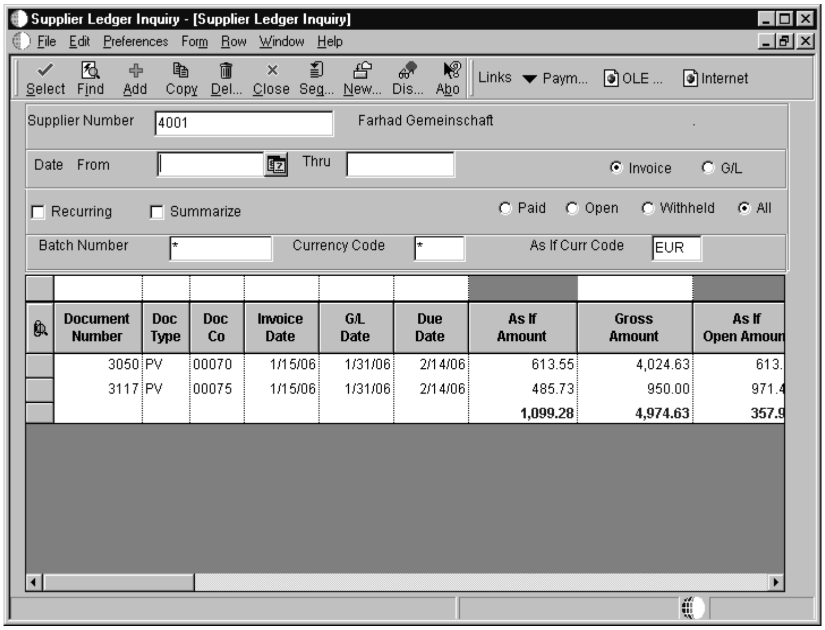
The “as if” currency amounts that you review are not written to a table, but rather are stored in temporary memory. Therefore, this processing does not impact disk space.

▶ To review vouchers in an “as if” currency

From the Supplier Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

On Supplier Ledger Inquiry, follow the steps for locating vouchers.

See *Locating Vouchers* in the chapter *Working with Standard Vouchers*.


Supplier Ledger Inquiry - [Supplier Ledger Inquiry]
File Edit Preferences Form Row Window Help
Select Find Add Copy Del... Close Seg... New... Dis... Abo
Links Paym... OLE ... Internet

Supplier Number 4001 Farhad Gemeinschaft

Date From Thru ● Invoice ○ G/L

☐ Recurring ☐ Summarize ○ Paid ○ Open ○ Withheld ● All

Batch Number * Currency Code * As If Curr Code EUR

Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	As If Amount	Gross Amount	As If Open Amoun
3050	PV	00070	1/15/06	1/31/06	2/14/06	613.55	4,024.63	613.
3117	PV	00075	1/15/06	1/31/06	2/14/06	485.73	950.00	971.4
						1,099.28	**4,974.63**	**357.9**

Reviewing Voucher Payment History

You can either review voucher payment history directly in the supplier ledger or activate the supplier self-service application.

When you, personally, want to review all vouchers paid by a specific payment, you review its payment history. For example, you can review when a voucher was paid and the amount of the payment. You can also review other information, such as:

- Bank account information
- Discount information
- Currency information

▶ To review voucher payment history

From the Supplier & Voucher Entry menu (G0411), choose Supplier Ledger Inquiry.

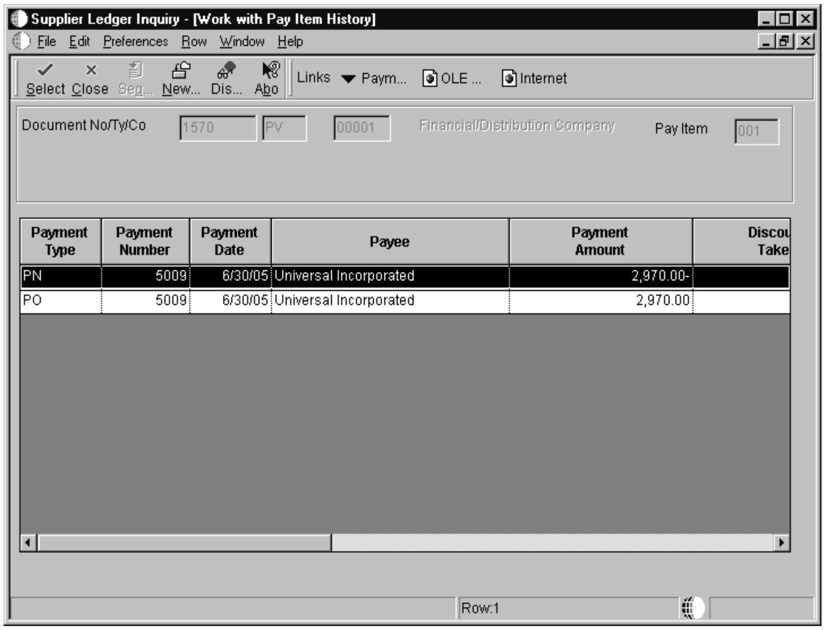
1. On Supplier Ledger Inquiry, to limit your search, complete any of the following fields and click Find:
   - Supplier Number
   - Date From
   - Thru

   - Batch Number
   - Currency Code

2. To limit the documents displayed by date, click one of the following options:
   - Invoice
   - G/L
3. To display only recurring vouchers, click the following option:
   - Recurring Voucher
4. To display pay items in summary format, click the Summarized option.

   If you do not do this, the system displays pay items in detail format, with one line per pay item.

5. To limit the documents displayed by pay status, click one of the following options:
   - Paid
   - Open
   - Withheld
   - All
6. Click Find to display the documents that meet your search criteria.
7. Choose the voucher that you want to review.
8. From the Row menu, choose Payment History.


Supplier Ledger Inquiry - [Work with Pay Item History]
File Edit Preferences Row Window Help
Select Close Seq... New... Dis... Abo
Links Paym... OLE ... Internet
Row:1

Document No/Ty/Co 1570 PV 00001 Financial/Distribution Company

Pay Item 001

Payment Type	Payment Number	Payment Date	Payee	Payment Amount	Discou Take
PN	5009	6/30/05	Universal Incorporated	2,970.00-	
PO	5009	6/30/05	Universal Incorporated	2,970.00	

9. Review any of the following fields:
   - Payment Type
   - Payment Number
   - Payment Date
   - Payee
   - Payment Amount
   - Discount Taken
   - Foreign Payment Amount
   - Foreign Discount Taken
   - Currency Code
   - Post Code

The Work with Pay Item History form is the only form where you can see the actual void payment (PO) records.

Field	Explanation
Supplier Number	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.
Date – From/Thru – Julian	A date to be used for selection criteria.
Batch Number	A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number.
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions.
Invoice	Indicates the type of date used when entering a From/Thru date selection.
G/L	Indicates the type of date used when entering a From/Thru date selection.
Recurring	If checked, recurring vouchers will be displayed when the find button is pressed.

Field	Explanation
Summarize	An option that indicates whether the system shows vouchers in summary or detail mode. In OneWorld software: On The system shows a summarized version of the record that you select. For example, if you enter a voucher with two pay items, you view one line with a total of the two pay items. Off The system shows all records. For example, the system shows all pay items, line numbers, and so on.
All	A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Valid codes are: % Withholding applies # Check between written A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications C Credit pending D Draft accepted E Draft – expired not collected G Draft deposited not due H Hold pending approval N Need tax exemption certificate O Owner payment P Paid. The voucher or invoice is paid in full R Retainage S Balance forward summarized T Disputed taxes V Held/variance in receipt match X Draft receipt voucher Z Selected/payment pending
Payment Type	A user defined code (00/DT) that specifies the kind of document used to match the original document.
Payment Number	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.
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).
Payee	A user defined name or remark.
Payment 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.

Field	Explanation
Discount Taken	In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice. In Accounts Payable, this is the amount of discount you take when you issue a payment. The discount taken does not have to be the same as the discount available.
Foreign Payment Amount	The foreign amount to be paid on an A/P Payment run.
Foreign Discount Taken	The amount of the discount, expressed in the foreign currency of the transaction, that was taken during the application of a payment or item to an open invoice or voucher. When you add new vouchers and invoices, the discount taken equals the full discount available. During A/R Speed Release (P03114), A/P Speed Release (P04114), and Cash Receipts (P03103) the Discount Taken field may be updated to reflect the actual discount taken. Automatic Accounting Instruction accounts have been provided to record discounts lost or reductions of discounts previously taken for Accounts Payable is PKD, and to record sales discount taken for Accounts Receivable is RKD. It is recommended that journal entries for discounts be recorded manually in the voucher entry program. Then if the discount is not taken, the payment writer program will automatically record all discounts lost. In Accounts Receivable, let the Cash Receipts program record the discounts taken for you automatically.
Post Code	This code designates the status of the posting of each particular transaction in the General Ledger table. Valid codes are: P Posted. (This transaction cannot be altered.) M A model journal entry. blank Unposted status. This code also designates the status of the posting of each particular transaction in the A/R and A/P Ledger file. Valid codes are: P (paid) Transactions that have been processed through cash entries programs and will require being read again in the pre-post. X Transactions that have been processed through pre-post that were originally P from cash entries programs. D Transactions that have been successfully posted or that have been processed through the cash entries programs with a one-to-one record relationship with the general ledger (for example, adjustments, journal entry from cash receipts, and so on).

See Also

- *Processing Options for Voucher Entry*

Supplier Self Service

If you activate supplier self service, you allow your suppliers limited access to voucher and payment information. Supplier self service permits a supplier to inquire on payments and resolve questions, independently, without contacting your A/P personnel.

To enable the supplier self-service application, you must specify one in the Supplier Self-Service Mode Processing Option. This selection tells the system to retrieve the supplier's address book number from the User Profile record. The address book number controls what voucher and payment information is available to your supplier.

When a supplier initially accesses your Web page, a payment inquiry form is displayed. The supplier can inquire on *all* vouchers or narrow the search based on vouchers in a *paid, open or withheld status, by currency code*. Depending on the supplier's search criteria, the voucher detail displays only the following fields:

- Due Date
- Gross Amount
- Open Amount
- Foreign Amount
- Foreign Open
- Invoice Number

To view specific payment information for a voucher, a supplier can access a payment history form from the Row menu. This form displays only certain fields including:

- Payment Type
- Payment Number
- Payment Date
- Payee
- Payment Amount
- Discount Taken

All internal A/P information related to your company and business processes are hidden from your suppliers. For example, suppliers do not have access to bank account numbers, voucher batch data, and G/L account information.

Reviewing Supplier Payment Information

To verify a payment to a supplier or review a supplier's payment history, you need to locate and review the information quickly. Reviewing supplier payment information consists of:

- ☐ Locating payments
- ☐ Reviewing payments
- ☐ Reviewing payment summary information

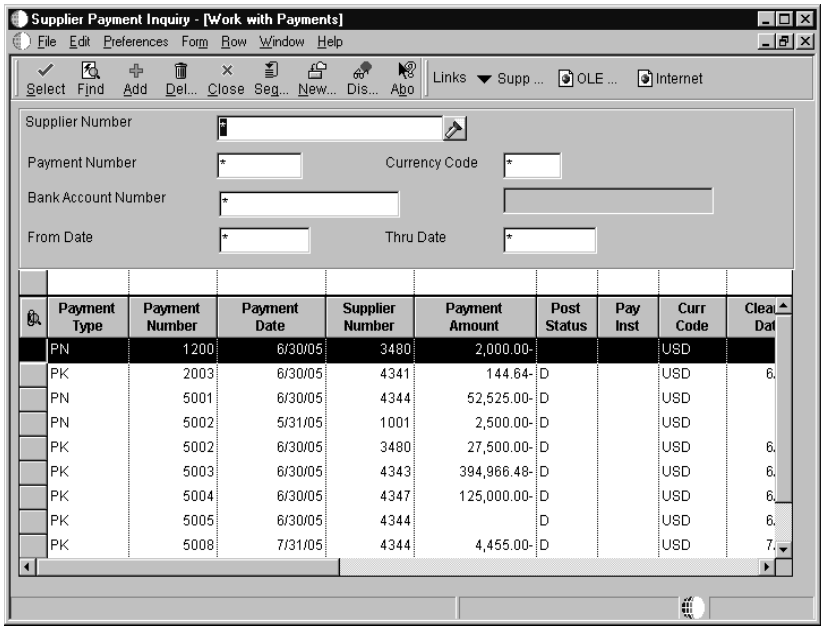
Locating Payments

To review payment information you must first locate a list of payments that meet your search criteria. From this list, you choose a payment to review.

Supplier payment information is stored in the A/P Matching Document (F0413) and the A/P Matching Document Detail (F0414) tables.

▶ To locate payments

From the Supplier & Voucher Entry menu (G0411), choose Supplier Payment Inquiry.


Supplier Payment Inquiry - [Work with Payments]
File Edit Preferences Form Row Window Help
Select Find Add Del... Close Seg... New... Dis... Abo
Links Supp ... OLE ... Internet

Supplier Number *

Payment Number * Currency Code *

Bank Account Number *

From Date * Thru Date *

Payment Type	Payment Number	Payment Date	Supplier Number	Payment Amount	Post Status	Pay Inst	Curr Code	Clea Dat
PN	1200	6/30/05	3480	2,000.00-			USD	
PK	2003	6/30/05	4341	144.64-	D		USD	6.
PN	5001	6/30/05	4344	52,525.00-	D		USD	
PN	5002	5/31/05	1001	2,500.00-	D		USD	
PK	5002	6/30/05	3480	27,500.00-	D		USD	6.
PK	5003	6/30/05	4343	394,966.48-	D		USD	6.
PK	5004	6/30/05	4347	125,000.00-	D		USD	6.
PK	5005	6/30/05	4344		D		USD	6.
PK	5008	7/31/05	4344	4,455.00-	D		USD	7.

On Work with Payments, click Find to display all payments, or complete any of the following fields to limit the documents that display:

- Supplier Number
- Payment Number
- Bank Account Number
- From Date
- Thru Date

Reviewing Payments

You can review information about a specific payment, such as the supplier's invoice number or the voucher number.

▶ To review payments

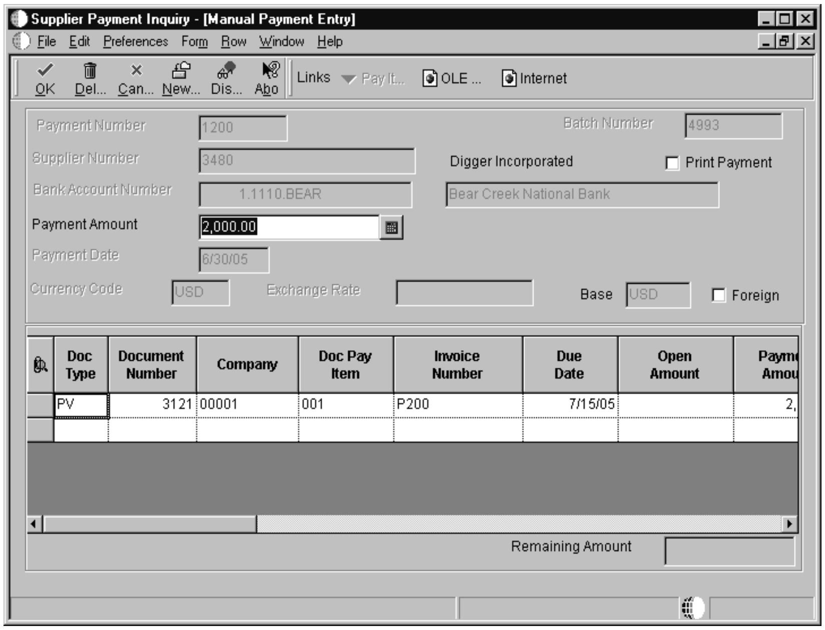
From the Supplier & Voucher Entry menu (G0411), choose Supplier Payment Inquiry.

You can review both manual and automatic payments on Manual Payment Entry.

1. On Work with Payments, follow the steps for locating payments.

   See *Locating Payments.*

2. Choose the payment and click Select.


Supplier Payment Inquiry - [Manual Payment Entry]
File Edit Preferences Form Row Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Pay It...
OLE ...
Internet

Payment Number 1200
Batch Number 4993
Supplier Number 3480 Digger Incorporated
☐ Print Payment
Bank Account Number 1.1110.BEAR Bear Creek National Bank
Payment Amount 2,000.00
Payment Date 6/30/05
Currency Code USD
Exchange Rate
Base USD
☐ Foreign

Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	Due Date	Open Amount	Paym Amou
PV	3121	00001	001	P200	7/15/05		2,

Remaining Amount

3. On Manual Payment Entry, choose the voucher that is associated with the payment.
4. Choose Voucher Detail from the Row menu.
5. On Enter Voucher-Payment Information, choose G/L Distribution from the Form menu to review the journal entry for the voucher.

Reviewing Payment Summary Information

To quickly review information about a payment without directly accessing it, you can access the payment's summary information. For example, you might want to verify the bank account from which the payment is made or the amount of the payment.

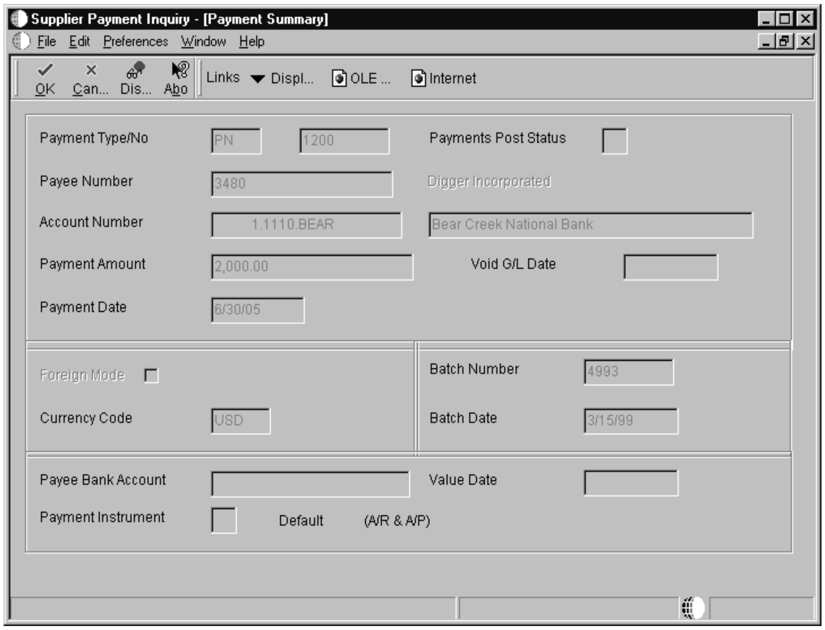
▶ To review payment summary information

From the Supplier & Voucher Entry menu (G0411), choose Supplier Payment Inquiry.

1. On Work with Payments, follow the steps for locating payments.

   See *Locating Payments*.

2. Choose the payment.
3. From the Row menu, choose Payment Summary.


Supplier Payment Inquiry - [Payment Summary]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Payment Type/No	PN 1200	Payments Post Status	☐
Payee Number	3480	Digger Incorporated	
Account Number	1.1110.BEAR	Bear Creek National Bank	
Payment Amount	2,000.00	Void G/L Date	
Payment Date	6/30/05		
Foreign Mode	☐	Batch Number	4993
Currency Code	USD	Batch Date	3/15/99
Payee Bank Account		Value Date	
Payment Instrument	☐ Default (A/R & A/P)		

Processing Options for Supplier Payment Inquiry

Defaults

1. Enter a ’1’ to summarize pay items by Voucher number and Due Date when viewing open items.(Note: A checkbox also exists on the form to toggle summarized mode.)

Summarize ____________

2. Enter a ’1’ to automatically assign payment numbers based on the bank account next payment number.

Next Check ____________

Enter ’1’ for payment to default in after pay items are selected. If left blank the payment amount must be entered before entering select open pay items.

Payment Amount Default ____________

Display

3. Enter a ’1’ to allow display and update of Value Date.

Value Date ____________

Processing

4. Enter a ’1’ to display the draft entry field.

Draft Display ______________

5. Enter a '1' to issue a warning when a duplicate payment number within a bank account has been entered. If left blank an error will be given.

Duplicate Check ______________

6. Enter a '1' to allow negative payments to be entered into the system.

Negative Payment ______________

7. Enter a '1' to allow unposted Automatic Payments to be physically deleted from the system.

Void Auto Payment ______________

8. Enter the transaction type for the interoperability transaction. If left blank, outbound interoperability processing will not be performed.

Type – Transaction ______________

Currency

9. Enter a '1' to edit the exchange rate Effective Date Period against the G/L Period for the involved transaction.

Exchange Date Edit ______________

9. Enter the exchange rate Tolerance Limit.

Tolerance Limit ______________

Print

12. Enter the following default information for automatic print processing:

Payment Instrument ______________
Print Program Version Number ______________
Retain Print Field Value ______________

Voids

13. Select one of the following values for deletes of vouchers that contain a purchase order when using the void payments application to void a voucher.

' ' = no message, 1= warning, 2 = hard error ______________

Inquiry

```
13.  A '1'  will be entered here if
    called by Supplier Payment Inquiry
    version to grey out the OK and
    Delete buttons.
```

A/P Draft Processing

A draft is a promise to pay a debt. Drafts are used in various countries around the world. When a voucher is processed for draft payment, the draft document received by payees notifies them that the payor's bank will process the draft and transfer the funds on a specified date.

After the bank processes the draft and the debt is paid, the company that generated the draft uses the A/P Drafts - Inquiry/Selection program (P04260) to close the paid draft, and the Post Drafts Payable program (R04803) to post the closed draft.

Draft processing is a variation of automatic payment processing and includes the following tasks:

☐ Closing paid drafts

☐ Posting closed drafts

With the introduction of the euro, the Economic and Monetary Union (EMU) common currency, you can use A/P draft processing to create draft payments in the euro or any other alternate currency. This means that you can process drafts for domestic or foreign vouchers and pay them in an alternate, or third, currency. The system calculates and writes alternate currency drafts in the same way it writes alternate currency payments.

See Also

- *Writing Payments* for information about how to write payments
- *Updating the A/P Ledger* for information about how to update the A/P ledger
- *Drafts Payable - PD* in the chapter *Understanding AAIs for A/P* for information about setting up AAIs for A/P drafts

Processing Paid Drafts

The steps for draft processing differ slightly from the steps for automatic payment processing because of legal liabilities. Also, a specific set of pay status codes are used with drafts. The following topics describe the stages and associated pay statuses for draft processing.

Creating Drafts

Creating a draft involves changing your original voucher to an original draft document and assigning a pay status of D (draft accepted). The system incorporates certain features of the write payments and update A/P ledger steps from the automated payment process to create a draft.

The system uses the write payments step to:

- Change the “next status” of the payment group from WRT (write) to UPD (update).
- Print drafts using control information for payment groups.

The system uses the update payments to the A/P ledger to:

- Create a matching document with a document type of P1, which closes the voucher.
- Create an original document with a document type of P1 and a pay status of D (draft accepted). This document is the draft, which replaces the original voucher.

Closing Drafts

After you create a draft, the draft document is sent to the bank. When you know a draft is paid, you close the draft so that you can post it to the general ledger. To close a draft, you *select* it using the A/P Drafts - Inquiry/Selection program (P04260). When you select it, you change the pay status of the draft from D (draft accepted) to # (draft selected).

This step has no equivalent in the automatic payment process.

Posting Closed Drafts

After a draft is paid and closed, you post it to the general ledger. The system changes drafts with a pay status of # (draft selected) to P (draft paid). The system then generates and posts journal entries that debit drafts payable and credit the payables bank account, and prints a post report.

This step has no equivalent in the automatic payment process.

Example: Paying Drafts

The following chart shows how the system uses the document type and document number information to group the entries related to the original voucher. The table shows one draft replacing several vouchers. Each row represents a new record in the accounts payable tables.

Action	Document Type	Document Number	Amount	Matching Document Type	Matching Document Number
Enter vouchers	PV PV	456 457	50,000 50,000		
Close vouchers	PV PV	456 457	50,000 50,000	P1 P1	155 155
Create draft	P1	155	100,000		

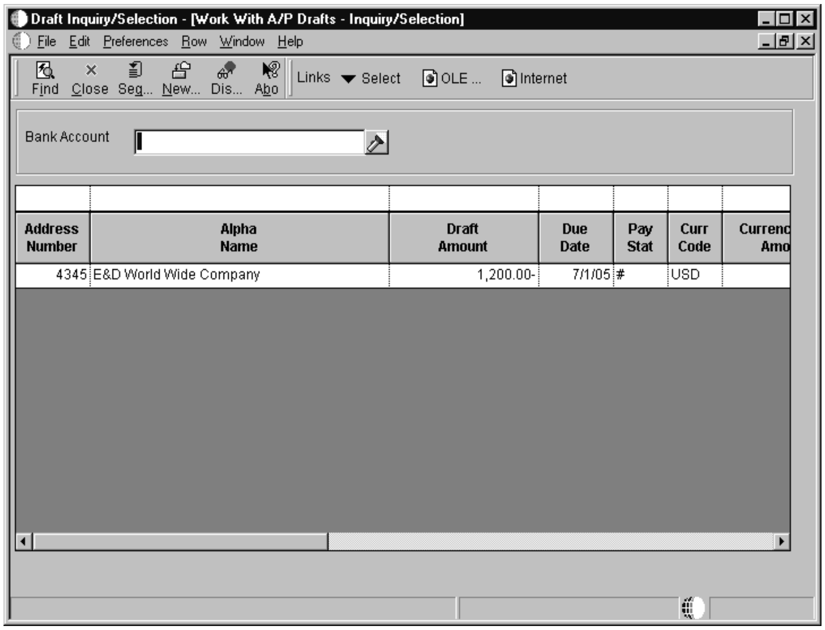
Closing Paid Drafts

When you know a draft is paid, based on your bank statement or the draft due date, you close the draft. This allows you to post it to the general ledger.

You choose which drafts you want to close from a list of drafts that are associated with a particular bank account. When you close a draft, the system changes its pay status from accepted to selected. After the draft is at this status, you can post it to the G/L, which changes its pay status to paid.

▶ To close a paid draft

From Automatic Payment Processing (G0413), choose Draft Inquiry/Selection.


Draft Inquiry/Selection - [Work With A/P Drafts - Inquiry/Selection]
File
Edit
Preferences
Row
Window
Help
Find
Close
Seq...
New...
Dis...
Abo
Links
Select
OLE ...
Internet
Bank Account

Address Number	Alpha Name	Draft Amount	Due Date	Pay Stat	Curr Code	Currenc Amo
4345	E&D World Wide Company	1,200.00-	7/1/05	#	USD	

1. On Work With A/P Drafts-Inquiry/Selection, complete the following field and click Find:
   - Bank Account
2. To limit your search to drafts that are ready to be closed, enter D in the following field in the Query By Example line:
   - Pay Stat
3. Choose the draft you want to close.

4. From the Row menu, choose Select to change the pay status from accepted to selected.

   Before you post drafts, you can review and makes changes to close drafts. To change the status of a draft from selected (closed) back to accepted (not closed) choose the draft. Then from the Row menu, choose Deselect.

Field	Explanation
Pay Stat	A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice. Valid codes are: % Withholding applies # Check between written A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications C Credit pending D Draft accepted E Draft – expired not collected G Draft deposited not due H Hold pending approval N Need tax exemption certificate O Owner payment P Paid. The voucher or invoice is paid in full R Retainage S Balance forward summarized T Disputed taxes V Held/variance in receipt match X Draft receipt voucher Z Selected/payment pending . . . . *Form-specific information* . . . . In the context of drafts, the following codes apply: D Draft accepted. # Draft selected. P Draft paid.

Posting Closed Drafts

From the Automatic Payment Processing menu (G0413), choose Post Outstanding Drafts.

After drafts are paid and you close them, you post them to update the general ledger with the final payment information.

When you post drafts you use a batch program that selects all drafts with a pay status of # (draft selected) indicating closed drafts. It uses the AAI item PDx to generate and post journal entries that debit the drafts payable account and credit the payables bank account. It also changes the pay status of the draft to P (draft paid) and generates a posting report.

Four DEMO versions are available:

Post Selected Drafts Payable – Proof	This version runs a proof report, showing all drafts you have selected for posting on Draft Inquiry/Selection.
Post Selected Drafts Payable – Final	This version is similar to the proof version except that it posts those drafts to the general ledger.
Post Drafts Payable by Due Date – Proof	This version runs a proof report, showing all drafts eligible for payment as of the date you specify.
Post Drafts Payable by Due Date – Final	This version is similar to the proof version except that it posts those drafts to the general ledger.

See Also

- *R09801, Post Selected Drafts Payable* in the *Reports Guide* for a report sample

Processing Options for Post Outstanding Drafts

Journal Entry

1. Enter a '1' to create Journal Entries. Default of blank will print a report only.

Proof or Final ____________

2. Enter a '1' to create summary Journal Entries. Default of blank will create detail Journal Entries for each draft.

Detail or Summary ____________

Batch

1. Enter a '1' to override the automatic approval of the Journal Entries batch for payment and have it follow the batch management approval setup defined in the A/P Constants.

Batch Approval Override ____________

Dates

1. Enter the pay thru date to process. If left blank, the system date will be used.

Pay Thru Date ____________

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

G/L Date ____________

Currency

1. Enter the override exchange rate. NOTE: selection criteria must include currency code if an exchange rate is entered.

Override Exchange Rate ____________

A/P Standard and Analytical Reports

To effectively manage information about your suppliers, print A/P reports. For example, you might print a report to determine which vouchers have been paid for a specific supplier.

The tasks involved in working with A/P reports include:

- ☐ Printing A/P standard reports
- ☐ Printing A/P analytical reports
- ☐ Printing netting reports

Printing standard reports enables you to review and manage voucher information, such as:

- Open balances and aging
- History for a supplier
- Multicurrency amounts

Printing analytical reports enables you to review and analyze payment information for a supplier, such as:

- Payment detail
- Summarized payment register information
- Duplicate payment information
- Open A/R and A/P amounts
- Year-to-date vouchered amounts
- G/L account detail

Printing A/P Standard Reports

You can print standard reports to review and manage A/P information, such as vouchers to be paid, open balance amounts for suppliers, and total payment amounts for a selected supplier.

This task consists of:

- ☐ Printing open A/P summary reports
- ☐ Printing open A/P detail reports
- ☐ Printing open A/P reports with foreign amounts

These reports read information from the Address Book Master (F0101) and A/P Ledger (F0411) tables through a joined business view.

The processing time for these reports depends on the amount of history retained in the Address Book and A/P Ledger tables. Print the reports during off-peak hours.

Printing Open A/P Summary Reports

From the Accounts Payable Reports menu (G0414), choose Open A/P Summary Report.

To review summary information about open voucher balances and aging, choose from any of the following summary reports:

- Open A/P Summary
- A/P Summary by Branch Office
- A/P Summary by Company
- A/P Summary with Currency
- "As Of" Open A/P Summary
- "As Of" A/P Summary with Currency

You control the type of date from which you want to age your vouchers and the aging categories that you want to appear on these summary reports. Depending on the results you want, set up your aging specifications using one of the following:

A/P constants	The system calculates aging based on the A/P constants, where you designate the number of days in each time interval for the columns on your aging reports. For example, you can designate 30, 60, 90, and 120 days and more. To review the A/P constants for your system, from the Accounts Payable Setup menu (G0441), choose Accounts Payable Constants.
Processing options	The system calculates aging based on processing options. The processing options override the intervals you designate in the A/P constants. You can designate aging by due date, invoice date, or G/L date, and by one of the following aging methods: • Aging days • Fiscal periods • Calendar

See Also

- *Reports Guide* for a sample of the following A/P Summary reports:
  - *R04413, Open A/P Summary*
  - *R04413A, A/P Summary with Currency*
  - *R04413C, "As Of" Open A/P Summary*
  - *R04413D, "As Of" A/P Summary with Currency*

Processing Options for Open A/P Summary Report

Aging

1. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging.

   Retrieve Aging Specifications ____________

2. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

   "As Of" Date ____________

3. Specify one of the following dates to age accounts from: D = Due Date (Default), I = Invoice Date, G = General Ledger Date.

   Date to Age ____________

4. Specify one of the following methods for aging calculations: 1 = Aging Days (Default), 2 = Fiscal Periods, 3 = Calendar.

   Aging Method ____________

5. Enter the following aging category information: (for method '1' only). Aging Days:

   Beginning ____________
   thru ____________
   thru ____________
   thru ____________
   thru ____________

6. Specify one of the following for aging credits: ' ' = Apply Credits to Current Column (Default), '1' = Age Credits.

   Aging Credits ____________

Print Options

1. Enter a '1' to bypass suppliers with a Hold Payment code of 'Y'. If left blank, all suppliers will print.

   Bypass Suppliers ____________

Data Sequence for Open A/P Summary Reports

The report totals are dependent on the following sequence:

1. Company

2. Address Number
3. Currency Code (for correct totaling by currency)

Printing Open A/P Detail Reports

From the Accounts Payable Reports menu (G0414), choose Open A/P Detail Report.

You can print two kinds of detail reports:

- A/P Detail with Remarks Report
- A/P Detail with Aging Report

See Also

- *Printing Voucher Detail Reports* for information about printing A/P detail reports by approver during the voucher logging process

A/P Detail with Remarks Report

To view detailed voucher information for one or more suppliers, print the Open A/P Detail with Remarks report. This report shows each voucher pay item, net amounts, due dates, and remarks with the open amount information. Print any of the following versions:

- Open A/P Detail with Net Amounts and Remarks
- Open A/P Detail with Remarks
- Open A/P Detail with Recurring Frequency and Remarks
- Supplier Payment Information

Processing Options for A/P Detail by Supplier with Remarks and Net Amounts (R04423A)

Print Options Tab

These processing options customize print options on reports.

1. Exclude Suppliers on Hold

Use this processing option to specify whether to print reports that exclude suppliers on hold for payment. You indicate that a supplier is on hold on the

Work With Supplier Master form. A supplier on hold will have a Hold Payment Code of Y or 1.

Valid values are:

Blank	Print all suppliers (default).
1	Exclude suppliers on hold.

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

2. Print Recurring Voucher Information

Use this processing option to specify whether to print recurring voucher information on the report. This information includes the total number of payments, as well as the frequency of the recurring payments.

Valid values are:

Blank	Do not print recurring voucher information on the report.
1	Print recurring voucher information on the report.

3. Number of Remaining Payments

Use this processing option to enter the number of remaining payments to highlight on the report. For recurring payments, enter the total number of payments including the original voucher, which generates the first payment. The system flags any vouchers with this number (or less) of remaining payments on the report.

When the system generates the next recurring payment, the total number decreases by 1. For example, if you must make 20 payments, enter 20 during invoice entry or voucher entry. After you make the first payment, the number of payments decreases to 19.

4. Print Payment Information

Use this processing option to indicate how much payment information the system prints on the reports.

Valid values are:

Blank	Print only original voucher information.
1	Print payment information, as well as original voucher information (default).

5. Original Amount Column Totals

Use this processing option if you entered 1 in the Print Payment Information processing option and you want to specify whether payment amounts in the Original Amount Column Total appears on the report.

Valid values are:

Blank	Include only original document amounts in this column.
1	Include payment amounts in this column (default).

Open A/P Detail with Aging Report

To view voucher information for one or more suppliers, print the Open A/P Detail with Aging report. This report shows aging information and due dates with the open amount information. Print either of the following versions:

- Open A/P Detail with Aging
- Retainages Payable with Aging

Processing Options for Open A/P Details with Aging (R04423B)

Print Options Tab

These processing options customize print options on reports.

1. Exclude Suppliers on Hold

Use this processing option to specify whether to print reports that exclude suppliers on hold for payment. You indicate that a supplier is on hold on the Work With Supplier Master form. A supplier on hold will have a Hold Payment Code of Y or 1.

Valid values are:

Blank	Print all suppliers (default).
1	Exclude suppliers on hold.

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

2. Print Recurring Voucher Information

Use this processing option to specify whether to print recurring voucher information on the report. This information includes the total number of payments, as well as the frequency of the recurring payments.

Valid values are:

Blank	Do not print recurring voucher information on the report.
1	Print recurring voucher information on the report.

3. Number of Remaining Payments

Use this processing option to enter the number of remaining payments to highlight on the report. For recurring payments, enter the total number of payments including the original voucher, which generates the first payment. The system flags any vouchers with this number (or less) of remaining payments on the report.

When the system generates the next recurring payment, the total number decreases by 1. For example, if you must make 20 payments, enter 20 during invoice entry or voucher entry. After you make the first payment, the number of payments decreases to 19.

4. Print Payment Information

Use this processing option to indicate how much payment information the system prints on the reports.

Valid values are:

Blank	Print only original voucher information.
1	Print payment information, as well as original voucher information (default).

5. Original Amount Column Totals

Use this processing option if you entered 1 in the Print Payment Information processing option and you want to specify whether payment amounts in the Original Amount Column Total appears on the report.

Valid values are:

Blank	Include only original document amounts in this column.
1	Include payment amounts in this column (default).

Aging Tab

These processing options allow you to customize various aging alternatives.

If you do not change any of the default settings on this tab, the system retrieves aging specifications from A/P constants. If you change the default 1 to a blank in the first processing option, the system retrieves aging specifications from the values you enter on this tab.

1. Aging Specifications

Use this processing option to indicate the source of aging specifications. You can retrieve them from A/P constants, or from the processing options on this Aging tab.

Valid values are:

Blank	Retrieve the aging specifications from the processing options on the Aging tab. Note: If you change the default 1 to blank, you must complete the remaining processing options on the Aging tab.
1	Retrieve the aging specifications from A/P constants (default). Note: If you leave the 1 in this processing option, the program ignores the remaining processing options on the Aging tab.

You can review the A/P constants for your system. From the Accounts Payable Setup menu (G0441), choose Accounts Payable Constants.

2. Date Calculation

Use this processing option to enter the "as of" date to age open balances. The date that you enter in this processing option determines the aging period into which the system places the transaction. The "as of" date is the date you want the aging to begin. For example, you could indicate that you want to start the voucher's aging as of June 21, when you actually received the voucher on June 25.

Valid values are:

Blank	Use system date (default).
1	Enter date manually.

Note: Complete this processing option only if you enter a blank in the Aging Specifications processing option.

3. Date Type

Use this processing option to enter the date type that you want the program to use for aging calculations. The date type is a user defined code (H00/AG). Select the code that indicates from which of the following dates you want the program to age accounts.

Valid codes are:

D	Due date (default)

I	Invoice or voucher date
G	General ledger date

Note: Complete this processing option only if you enter a blank in the Aging Specifications processing option.

4. Method

Use this processing option to designate how the system calculates aging. The method is a user defined code (H00/AH). 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 vouchers that are due in 1–30 days, column two could include vouchers that are due in 31–60 days, and so on.

If you calculate aging by fiscal period, you include vouchers by periods as you define them. For example, you could define fiscal periods as extending from the sixteenth of one month to the fifteenth of the following month. Then, column one could include vouchers for the first period, column two could include vouchers for the second period, and so on.

If you calculate aging by calendar, you include vouchers by month. For example, column one could include the vouchers that are due in January, column two could include vouchers due in February, and so on.

Valid codes are:

1	Aging days (default)
2	Fiscal periods
3	Calendar

Note: Complete this processing option only if you enter a blank in the Aging Specifications 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 Categories

Aging Category 1

Use this processing option to specify the intervals the system uses as an aging category for the first aging column of the A/P aging reports.

For example, if you enter 30, the system calculates aging days from 30 days prior to the date determined by the Date Calculation processing option. If you enter 0, the system calculates aging days from the date determined by the Date Calculation processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date Calculation processing option.

Aging Category 2

Use this processing option to specify the intervals the system uses as an aging category for the second aging column of the A/P aging reports.

For example, if you enter 0, the system calculates aging days from the date determined by the Date Calculation processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date Calculation processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date Calculation processing option.

Aging Category 3

Use this processing option to specify the intervals the system uses as an aging category for the third aging column of the A/P aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date Calculation processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date Calculation processing option. If you enter 90, the system calculates aging days from 90 days after the date determined by the Date Calculation processing option.

Aging Category 4

Use this processing option to specify the intervals the system uses as an aging category for the fourth aging column of the A/P aging reports.

For example, if you enter 60, the system calculates aging days from 60 days after the date determined by the Date Calculation processing option. If you enter 90, the system calculates aging days from 90 days after the date determined by the Date Calculation processing option. If you enter 999, the system calculates aging days from 999 days after the date determined by the Date Calculation processing option. You might enter a long interval in this last processing option to keep track of vouchers that have been on hold for a long period of time.

6. Age Credits

Use this processing option to specify whether to apply credits to the current aging column or to age credits.

Valid values are:

Blank	Apply credits to the current aging column.
1	Apply credits to age credits (default).

Note: Complete this processing option only if you leave the Aging Specifications processing option blank.

Data Selection for Open A/P Detail

Both the Open A/P Detail with Remarks report and the Open A/P Detail with Aging report require the following data selection:

- Open amount not zero
- Pay item extension number equal to zero

Data Sequence for Open A/P Detail

The report totals for Open A/P Detail with Remarks and Open A/P Detail with Aging are dependent on the following data sequence:

1. Company
2. Address Number

Printing Open A/P Reports with Foreign Amounts

From the Accounts Payable Reports menu (G0414), choose Open A/P with Foreign Amounts.

To view voucher information for one or more suppliers using multiple currencies, print the Open A/P with Foreign Amounts report. This report is similar to the Open A/P Detail report, except that the original domestic and open foreign balances appear in the base currency of the company. This report can include any of the following details:

- Currency detail. Prints detailed transactions for both foreign and domestic amounts.
- Currency detail aging. Prints detailed transactions for foreign amounts. If no foreign amounts exist, the system will print domestic amounts.
- Open detail with foreign currency aging. Prints detailed transactions for foreign amounts. If no foreign amounts exist, the system will print detailed transactions for domestic amounts.

Foreign totals on this report use the decimals of the currency of the last transaction before the total.

See Also

- *Reports Guide* for a sample of the following reports:
    - *R04423A, Open A/P Detail by Supplier with Remarks*

- *R04423B, Open A/P Details with Aging*
- *R04427B, Currency Detail - Aging*
- *R04427C, Open A/P Detail with Foreign Currency Aging*
- *R04427A, Currency Detail - Foreign & Domestic*

Processing Options for Currency Detail - Aging Report

Hold Payment

1. Enter a '1' to bypass suppliers with a Hold Payment Code of "Y". Leave blank to show all Suppliers.

   Hold Payment Bypass: ____________

Aging

1. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging.

   Retrieve Aging from Constants: ____________

2. Enter the "As Of" date to age open balnaces. If left blank, the current date is used as the default.

   As Of Date: ____________

3. Specify one of the following dates from which to age accounts. D = Due Date (Default), I = Invoice Date, G = General Ledger Date.

   Aging – Date Based On (D/I/G) ____________

4. Specify one of the following methods for aging calculations: 1 = Aging Days (Default), 2 = Fiscal Periods, 3 = Calendar.

   Aging Method: ____________

More Aging

1. Enter the following aging category information (for method "1" only):

   Beginning ____________
   thru: ____________
   thru: ____________
   thru: ____________

2. Enter a '1' to age credits or leave blank to apply credits to the current column.

   Age Credits: ____________
   thru: ____________
   thru: ____________
   thru: ____________

Processing Options for Currency Detail Report

Bypass

Enter a '1' to bypass suppliers with a Hold Payment Code of "Y". If left blank, all suppliers will be printed.

Bypass Suppliers on Hold ____________

Processing Options for Open A/P Detail w/Foreign Currency Aging

Hold Payment

1. Enter a '1' to bypass suppliers with a Hold Payment Code of "Y". Leave blank to show all Suppliers.

Hold Payment Bypass: ____________

Aging

1. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging.

Retrieve Aging from Constants: ____________

2. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

As Of Date: ____________

3. Specify one of the following dates from which to age accounts: D = Due Date (Default), I = Invoice Date, G = General Ledger Date.

Aging – Date Based On (D/I/G) ____________

4. Specify one of the following methods for aging calculations: 1 = Aging Days (Default), 2 = Fiscal Periods, 3 = Calendar.

Aging Method: ____________

More Aging

1. Enter the following aging category information (for method "1" only):

Beginning: ____________
thru: ____________
thru: ____________
thru: ____________

2. Enter a '1' to age credits or leave blank to apply credits to the

current column.

Age Credits: ____________

Pymnt Options

1. Enter a '1' to include payment amounts in the Orignal amount column total on the report. If left blank, only original document amounts will be totalled in this column. This option is only valid if payment information is being printed.

Include Payments in Total: ____________

Data Sequence for Open A/P with Foreign Amounts

The report totals are dependent on the following sequence, which should not be changed:

1. Company
2. Alpha Name
3. Address Number
4. Currency Code

Printing A/P Analytical Reports

When you want to review and analyze supplier information, you can:

- ☐ Print Payment Detail reports
- ☐ Print Payment Registers
- ☐ Print Suspected Duplicate Payments reports
- ☐ Print Supplier Analysis reports
- ☐ Print Supplier Totals by G/L Account reports

The processing time for these reports depends on the amount of history that is retained in the Supplier Master (F0401), A/P Ledger (F0411), and Account Ledger (F0911) tables. Print the reports during off-peak hours.

Printing Payment Detail Reports

From the Accounts Payable Reports menu (G0414), choose the Payment Details report.

The Payment Detail report shows voucher detail for all payments for a selected supplier. Print this report to determine which vouchers have been paid.

When you print the Payment Detail report, the system uses payment header and voucher detail information from the following tables:

- Address Book Master (F0101)
- A/P Matching Document (F0413)
- A/P Matching Document Detail (F0414)

See Also

- *R04424, A/P Payment History Detail* in the *Reports Guide* for a report sample

Processing Options for Payment Details Report

```
Print Formats

1.  Enter a '1' to print the report with
    foreign and domestic amounts of the
    payment.  If left blank, only the
    payment amount will display.

      Print Amount Information                 ____________

2.  Enter a '1' to begin a new page with
    each payment number.  If left blank,
    a new page will begin with each
    payee.

      Print Page Information                   ____________
```

Data Sequence for Payment Details Report

The report totals are dependent on the following sequence:

1. Payee Address Number
2. Payment/Item Number

Printing Payment Registers

From the Accounts Payable Reports menu (G0414), choose the Payment Register report.

For audit purposes, you might need an additional copy of a payment register. The Payment Register report is similar to the register that prints during automatic payment processing. However, the payment information on this register is summarized instead of detailed. This register also lists multistub payments and payments that were voided due to a reset.

See Also

- *R09313, Payment Register* in the *Reports Guide* for a report sample

Data Sequence for Payment Registers

The report totals are dependent on the following sequence:

1. Batch Number
2. Check Date
3. Document Type
4. Document Number

5. Document Company
6. Address Number

Printing Suspected Duplicate Payments Reports

From the Accounts Payable Reports menu (G0414), choose the Suspected Duplicate Payments report.

Prior to payment processing, you might want to identify any duplicate vouchers. To avoid duplicate vouchers, set the A/P constants so that you get either an error message or a warning of a possible duplicate when you enter a voucher. See *Setting Up Constants for A/P.*

If the A/P constants are not set to allow for editing duplicate supplier invoice numbers when you enter vouchers, print the Suspected Duplicate Payments report.

Information on this report is from the A/P Ledger table (F0411). Vouchers appear on this report based on one of the following criteria:

- Duplicate invoice number
- Duplicate amount within an invoice

This report does not adjust the status of any vouchers listed.

See Also

- *R04601, Suspected Duplicate Payments* in the *Reports Guide* for a report sample

Data Sequence for Suspected Duplicate Payment

The report totals are dependent on the following sequence:

1. Address Number
2. Invoice Number
3. Document Number
4. Document Type
5. Document Company
6. Pay Item
7. Pay Item Extension Number

Printing Supplier Analysis Reports

From the Accounts Payable Reports menu (G0414), choose the Supplier Analysis report.

To view a supplier's transaction activity, print the Supplier Analysis report. This report lists suppliers in descending order according to their year-to-date voucher amount. The voucher amounts on this report are gross amounts less any taxes. The system updates the year-to-date amounts for a supplier at the time you enter the voucher.

In order for the Vouchered Year-to-Date column to reflect only the current year's activity, you must run the Update YTD Voucher Amounts program as part of your annual close procedures. See *Updating YTD Voucher Amounts*.

Suppliers with a year-to-date balance of zero do not print on this report. Information on this report is from the Supplier Master table (F0401).

If you work in a multicurrency environment, a * appears for the amount if the system cannot find an exchange rate.

See Also

- *R04602, Supplier Analysis* in the *Reports Guide* for a report sample

Processing Options for Supplier Analysis Report

```
Report Currenc

Enter the Currency that the report is to
    be stated in. If left blank  the
    report will be stated in U.S.Dollars
    (USD). This is only used if multi
    currency is on.

      Currency                                   ____________
```

Data Sequence for Supplier Analysis Report

The report totals are dependent on the following sequence:

1. Amount Vouchered Year-to-Date
2. Address Number

Printing Supplier Totals by G/L Account Reports

From the Accounts Payable Reports menu (G0414), choose the Supplier/Customer Totals by G/L Account report.

To analyze which suppliers provide specific types of services and products based on G/L distributions, print the Supplier Totals by G/L Account report. This shows G/L account detail information and totals by supplier from the Account Ledger table (F0911).

See Also

- *R09450, Supplier/Customer Totals by Account* in the *Reports Guide* for a report sample

Processing Options for Supplier/Customer Totals by Account

```
Display

Enter the type of Account Number to
    print on the Report.  ' ' = Number
    entered during input      '1' =
    Structured Account '2' = Short
    Account ID  '3' =  Third Account
    Number


Enter a '1' to print the
    Supplier/Customer Address.  If left
    blank, no address will print
```

Printing Netting Reports

When you do a large volume of business with another organization as both a customer and a supplier, you can net your receivable and payable transactions with that organization. When you net transactions, you calculate the net amount due from or due to another organization. This allows you and the other organization to mutually resolve your open transactions with a single payment.

You can print netting reports that show whether your company owes or is owed money. These reports do not make adjustments to the account ledgers. Instead, the reports provide comparisons between A/R and A/P amounts, and are useful in the following situations:

- The A/R balance is a credit.
- The A/P balance is a debit.
- The customer or supplier has both A/R and A/P balances.

You can use this information to net the receivable and payable balances for eligible organizations.

Printing netting reports consists of the following tasks:

☐ Creating the A/R and A/P Netting Report Workfile table

☐ Printing the Receivables and Payables Netting report

☐ Printing the Netting - Aging report

Creating the A/R and A/P Netting Report Workfile Table

From the Accounts Receivable Report menu (G03B14), choose Build Netting Report File.

Before you can print the Netting - Aging Report, you must create the workfile it uses. When you do this, the system rebuilds the A/R Netting Workfile table (F03B465) based on current information in the A/R Ledger and A/P Ledger tables.

Before You Begin

☐ Verify that the A/R Netting Workfile table (F03B465) exists. Unlike other programs, the program that builds the netting report workfile does not create the table if it does not exist.

Processing Options for Build A/R and A/P Netting File

```
Version

1.  Enter the version for the Netting
    Workfile Build for Accounts
    Receivable (R03B4651).  If left
    blank, a default of ZJDE0001 will be
    used.

      Version                                        ____________

2.  Enter the version for the Netting
    Workfile Build for Accounts Payable
    (R03B4652).  If left blank, a
    default of ZJDE0001 will be used.

      Version                                        ____________
```

Data Selection for Build Netting Report Workfile

By default, the system includes only open invoices and vouchers in the A/R and A/P Netting Workfile table. You can use data selection to further limit the size of the table. For example, you can select records based on a company and a fiscal period.

You can change the data selection as follows:

- For A/R, by changing the data selection for A/R Netting File Refresh (R03B4651)
- For A/P, by changing the data selection for A/P Netting File Refresh (R03B4652)

Printing the Receivables and Payables Netting Report

From the Accounts Receivable Report menu (G03B14), choose Receivables/Payables Netting.

You print the Receivables and Payables Netting report when you want the system to calculate the potential offsets between open A/P balances and open A/R balances.

This report lists information from the A/R Ledger (F03B11) and A/P Ledger tables (F0411).

When you print this report, the system does the following:

1. Totals the open A/R and open A/P balances for each account.
2. Compares the two sums.
3. Calculates the potential offsets.

   For example, an account with an open A/R balance of 50,000 and an open A/P balance of 30,000 has a potential A/R offset of 20,000. If the opposite is true, the account has a potential A/P offset.

4. Calculates the net amount of the two offset fields and lists the grand total in the appropriate column.

See Also

- *R03B450, Receivables/Payables Netting* in the *Reports Guide* for a report sample

Before You Begin

☐ Verify that the A/P Netting Workfile table (F03B465) exists. Unlike other reports, the Receivables and Payables Netting report does not create the table if it does not exist. You create the A/P Netting Workfile table with the Netting - Aging Report UBE (R03B466).

Data Selection for Receivables and Payables Netting Report

Each data selection field should be equal to *ALL so that the report includes all data and gives a complete picture of potential netting.

Data Sequence for Receivables and Payables Netting Report

This report is sequenced by address number and company. You should not change this sequence.

Printing the Netting - Aging Report

From the Accounts Receivable Report menu (G03B14), choose Netting - Aging Report.

You print the Netting - Aging report when you want the system to age balances. This report lists transactions by customer and supplier aged by currency type.

By selecting different versions of this report, you can review detailed or summary information. You can also review multicurrency or domestic currency only versions of the report.

This report lists information from the A/R Netting Workfile table (F03B465).

When you print this report, the system:

1. Totals the open A/R and open A/P amounts for each account.
2. Ages the balances for each account as determined by the processing options.

See Also

- *R03B466, A/R and A/P Netting* in the *Reports Guide* for a report sample

Before You Begin

☐ Create the A/R and A/P Netting Report Workfile table. See *Creating the A/R and A/P Netting Report Workfile Table*.

Data Selection for the Netting - Aging Report

You can use data selection to limit the detail on the report. For example, you can include any fields in the Address Book (F0101), as well as many of the fields shared by the A/R Ledger and A/P Ledger tables.

Data Sequence for the Netting - Aging Report

This report is sequenced by company and address number. You can add to this sequence, but you should not change it.

Processing Options for A/R – A/P Netting Report

```
Format Control

      1. Enter one of the following                     ____________
      format options:    <blank> =
      Domestic Only Aging  '1' = Foreign
      Currency Aging
      2. Enter a '1' to print the                       ____________
      supplier's invoice number beneath
      the document information on the
      report.  If left blank, the
      invoice number will not be
      printed.

Use Constants

      3.  Enter a '1' to retrieve the                   ____________
      aging specifications from A/R
      Constants.  If left blank, the
      processing options for aging will
      be used.  (Note: Report MUST be
      sequenced and set to page break by
      company if company defaults are
```

requested.)

As Of Date

4. Enter the “As of” date to age open balances. If left blank the current date is used as the default. ____________

Methods

5. Specify one of the following dates to age accounts from: D = Due Date (Default) I = Invoice Date G = G/L Date Note: The Statement Date Aging Method of “S” is invalid in Accounts Payable and is also invalid for this report. If “S” is specified, the Due Date method “D” will be used. ____________

6. Specify one of the following methods for aging calculations: 1 = Aging Days (Default) 2 = Fiscal Periods 3 = Calendar ____________

7. Enter the following aging category information: (for method ’1’ only) (Aging Days)

Beginning ____________
Thru ____________
Thru ____________
Thru ____________
Thru ____________

Age Credits

8. Enter a ’1’ to age credits. If left blank, all credits will apply only to the current aging column. ____________

Aging Days

9. Enter the maximum number of aging days for a transaction to be included on the report. If left lank, all transactions will be included regardless of aging days. ____________

Rounding

13. Rounding Factor: <blank> = No rounding (Default) ’0’ = Round to decimals only ’1’ = Divide by 10 ’2’ = Divide by 100 ’3’ = Divide by 1000 ’4’ = Divide by 10000 ’5’ = Divide by 100000 ____________

File Build

10. File Build Options: Enter one of the following values to control the workfile build: ____________

<blank> = No workfile build (Default) '1' = Build permanent file '2' = Build temporary workfile Note: Temporary file will be cleared at the completion of the report.

11. A/R Build Option: Enter the version to be used for the Account Receivable workfile build (R03B4651). If left blank, a default of ZJDE0001 will be used. ____________

12. A/P Build Option: Enter the version to be used for the Accounts Payable workfile build (R03B4652). If left blank, a default of ZJDE0001 will be used. ____________

Periodic

Period-End Processing

As part of your internal balancing procedures, you need to verify that your data is correct. This consists of:

- ☐ Processing A/P integrity reports
- ☐ Printing A/P "as of" reports

  These periodic reports are used to identify any balancing problems and data inconsistencies between your accounts payable and general ledgers.

- ☐ Working with YTD voucher amounts
- ☐ Updating A/P ledger from address book

Differences Between Integrity and "As Of" Reports

Integrity reports	Run these reports to: • Ensure that your A/P and accounts ledgers remain in balance • Identify any problems and inconsistencies in your ledgers in a timely and efficient manner
"As of" reports	Run these reports to: • View summary or detail information about your accounts payable • Compare totals on the As Of report to your A/P trade account balance in the general ledger to identify any balancing problems

Processing A/P Integrity Reports

Integrity reports identify problems and inconsistencies with your data so that you can resolve them and ensure that your J.D. Edwards systems remain in balance. Use these reports to verify that your A/P data matches your G/L data and that your A/P transactions have the correct pay status.

You can run integrity reports only as of the current day. Integrity reports do not have "as of" capabilities. That is, you cannot run them as of a certain date, such as the last day of the month, to ensure that your data was in balance at that time.

Processing A/P integrity reports consists of:

☐ Running A/P integrity reports

☐ Correcting A/P out-of-balance conditions

You should:

- Submit one integrity report at a time
- Run integrity reports when other users are not accessing the system, to ensure accuracy

See Also

- *Printing A/P "As Of" Reports*

Running A/P Integrity Reports

To identify potential balancing problems and data inconsistencies, run the following reports:

- A/P Original Document to G/L by Batch report
- A/P Payments to G/L by Batch report
- A/P to G/L by Offset Account report

You should run these integrity reports:

- Weekly, so you do not risk compromising your accounting data
- As needed during the conversion process at a new software installation site or during an initial learning period, so you can correct any errors promptly

These integrity reports include posted transactions only.

A/P Original Document to G/L by Batch Report

From the Period End Processing menu (G0421), choose A/P Orig Doc to G/L by Batch.

The A/P Orig Doc to G/L by Batch report verifies that the gross amount of each batch in the A/P Ledger table (F0411) is in balance with the amounts in the corresponding batch in the Account Ledger table (F0911). It also checks for an invalid pay status on every pay item.

This report does not include batches of payments entered without voucher match (batch type W). To test the integrity of this type of batch, run the A/P Payments to G/L by Batch report. See *A/P Payments to G/L by Batch Report.*

This report performs two types of integrity tests:

- Balance Test
- Pay Status Test

Balance Test

This test performs the following for each batch:

- Compares the gross amount in the A/P Ledger table to the gross amount in the Account Ledger table
- Compares the automatic offset amount to the A/P control amount
- Compares both the above A/P and G/L amounts

The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it does not add gain or loss transactions to the gross voucher amounts. It also does not add the discount taken or subtract the discount lost from the gross amount for the associated payment transaction.

The system adds the VAT to the voucher taxable amount and subtracts the amount of Use tax on transactions. It also adds the VAT from unposted PE (matching document type) transactions for any change to the gross amount.

Pay Status Test

This test checks the pay status on every pay item in a batch. If a voucher does not have an open amount, the pay status is paid. If a voucher has an open amount, the pay status might be held or approved. If any discrepancies exist, the voucher transactions print on the integrity report.

See Also

- *R04701, A/P to G/L Integrity Report by Invalid Pay Status Integrity* in the *Reports Guide* for a report sample

A/P Payments to G/L by Batch Report

From the Period End Processing menu (G0421), choose A/P Payments to G/L by Batch.

The A/P Payments to G/L by Batch report verifies that each batch of A/P Matching Document Detail (F0414) payments is in balance with the corresponding batch of Account Ledger (F0911) amounts.

This test performs the following comparisons for each batch:

- Compares the gross amount in the A/P Matching Document Detail table to the gross amount in the Account Ledger table
- Compares the automatic offset amount to the A/P control amount
- Compares both of the above A/P and G/L amounts

The net differences between these amounts should be zero, indicating that the payments are in balance. If they are in balance, the integrity report is blank. If they are not, the batch totals appear on the integrity report.

When the system totals gross amounts, it ignores gain and loss transactions because no offset accounts exist in the G/L.

Because manual payments made without a matching voucher (type W) contain both voucher and payment information, the system identifies integrity problems for this batch type differently than for other batch types:

- Gross Amount column. When a difference occurs between the payment and voucher amounts, the program prints the difference in this column, with an error message that specifies which amount is greater.

- Distribution Amount column. When a difference occurs between the distribution amounts, the program prints the difference in this column, with an error message that the F0911 amounts do not net to 0.
- Automatic Offsets column. When a difference occurs between the automatic offset amounts, the program prints the difference in this column, with an error message that the F0911 amounts do not net to 0.

A/P to G/L by Offset Account Report

From the Period End Processing menu (G0421), choose A/P to G/L by Offset Account.

The A/P to G/L by Offset Account report compares the posted open A/P Ledger (F0411) amounts to the balance in the offsetting A/P control (trade) accounts in the Account Balances table (F0902). The open A/P Ledger (F0411) amounts do not include taxes or discounts.

This test:

- Summarizes the A/P Ledger open amounts for each G/L account. (The G/L offset code in the voucher points to the A/P control offset account, which is item PC in AAIs.)
- Compares the G/L account amount to the corresponding A/P control account. The net differences between these amounts should be zero, indicating that the amounts are in balance. If they are not, the totals for the G/L offset account number appear on the integrity report. AAIs determine which accounts appear on the report.
- Prints the sum of any G/L offset code that cannot be associated with an account in the Account Balances table. This usually occurs if an AAI is missing, if it's been changed, or if it points to an invalid account.

See Also

- *R047001A, A/P to G/L by Offset Account* in the *Reports Guide* for a report sample

Correcting A/P Out-of-Balance Conditions

After running an integrity report, you must correct any errors that the system detects. Following are typical errors you might encounter:

- Report amounts do not net to zero
- Batch was posted out of balance without automatic offset entries
- Invalid journal entry was posted to an A/P account
- Data records are damaged

- G/L Offset Code was changed
- A/P Control Account was changed
- The voucher (F0411) and payment (F0414) are out of balance
- General Ledger transactions are out of balance

Report Amounts Do Not Net to Zero

This error occurs with the A/P Orig Doc to G/L by Batch and A/P to G/L by Offset Account reports. It is usually caused by unposted A/P batches. The system updates the A/P ledger tables, whereas the post program updates the Account Balances table (F0902).

To correct this error, post all A/P batches.

The following example illustrates why the integrity report shows amounts that are out of balance unless the transactions are posted.

This is what happens when you enter and post voucher #1234:

- Document Type = PV (voucher)
- Gross Amount = 1,000 (F0411)
- Open Amount = 1,000 (F0411)
- Posted Code = D (F0411)
- Amount = 1,000 (F0902)

The open amount in the F0411 and the amount in the F0902 are in balance.

This is what happens when you void voucher #1234:

- Document Type = PV (voucher)
- Gross Amount = 1,000 (F0411)
- Open Amount = Blank (zero) (F0411)
- Posted Code = D (F0411)
- Amount = 1,000 (F0902)

Because the open amount is now zero, and the F0902 amount is 1,000, the integrity report shows the amounts as out of balance.

This is what happens when you post the voided transaction:

- Matching Document Type = PE (change the voucher amount)
- Gross Amount = -1,000 (F0411)
- Open Amount = Blank (zero) (F0411)

- Posted Code = D (F0411)
- Amount = Blank (zero) (F0902)

The -1,000 in the F0411 is applied to the amount in the F0902. The open amount in the F0411 and the amount in the F0902 are now in balance (both are at zero).

Batch Was Posted Out of Balance without Automatic Offset Entries

This error occurs only with the A/P to G/L by Offset Account report. It can occur when a power failure occurs during posting or when more than one post program is active at the same time.

To correct this error, determine the missing offset entries, create the balancing journal entry, and post the batch.

Invalid Journal Entry Was Posted to an A/P Account

This error occurs with the A/P Orig Doc to G/L by Batch and A/P to G/L by Offset Account reports. Typically, the A/P control offset account (posting edit code = M) includes only machine-generated entries with a document type of AE (automatic entry). A manually entered document, such as a journal entry, that appears in this account can cause a balancing problem.

To correct this, locate the journal entry, correct or void the entry, and post it.

Data Records Are Damaged

This error can occur with any A/P integrity report for a variety of reasons, including hardware failure.

To correct this problem:

- If the damaged records are in the A/P Ledger table, you might need to use a utility program to remove them from the table. For more information, contact your system administrator.
- If the records are in the Account Balances table, you might need to repost the Account Ledger.

G/L Offset Code Was Changed

This error occurs only with the A/P to G/L by Offset Account report. It occurs if you change the G/L offset code to which your vouchers are assigned and the system cannot find a match for the A/P Ledger records that contain the old offset code.

The report prints the old PCyyyy (where yyyy equals the G/L offset code) item that is missing from AAIs under the Account column along with the total of the vouchers that include the old code.

The report does not print the G/L account balance, because the system cannot find a match.

You can correct this error in one of two ways:

- Change the A/P amounts with the old offset codes to include the new offset code
- Set up the old offset code and retain it until you have paid all open vouchers that have the old code

A/P Control Account Was Changed

This error occurs only with the A/P to G/L by Offset Account report. It occurs if you change the AAIs for the A/P control account to which the voucher G/L offset code is attached. The system cannot find a match in the Account Balances table because the association between the G/L offset code and the old account number is lost.

The report prints an amount in the Detail column that is greater than the amount in the Balance column. The difference should equal the old A/P control account balance amount.

To correct this problem, locate the old A/P control offset account total and manually add it to balance this account.

The Voucher (F0411) and Payment (F0414) are Out of Balance

This error occurs only for batches with a batch type of W (without match) on the A/P Payments to G/L by Batch report. It occurs for one of the following reasons:

- A void to a transaction that does not void related transactions
- A power failure or other problem during the post process
- Data records are damaged

To correct this problem, determine which amount is incorrect by printing the Manual Payment Journal and General Journal reports.

To correct a problem with damaged records, you might need to run a data file utility program. For more information, contact your system administrator.

See Also

- *Printing the Manual Payment Journal* and *Printing General Journals* in the *General Accounting Guide*

General Ledger Transactions are Out of Balance

This error can occur on the A/P Orig Doc to G/L by Batch report and A/P Payments to G/L by Batch report (batch type W only). The error can be related to either distribution amounts or automatic offset amounts, and can be caused by any of the following:

- Unposted A/P batches. To correct this problem, post all A/P batches.
- Journal entries that have been voided incorrectly. This happens when you use an incorrect program to void entries, for example when you use Journal Entry (P09101) rather than Void Payment Entry (P04103). To correct this problem, you might need to use a data file utility to reset the records to their original state. Then, use the correct program to void the transaction. For more information, contact your system administrator.
- A power failure or other problem during the post process (distribution amounts only). To correct this problem, repost the batch.
- Batch was posted out of balance without automatic offset entries
- Invalid journal entry was posted to an A/P account
- Data records are damaged
- A/P control account was changed
- Exit out-of-balance when entering expense distribution on the voucher

Printing A/P “As Of” Reports

You can use “as of” reports to help resolve problems you might encounter with your data. Prior to printing and reviewing these reports, you must create a complete picture of the A/P ledger as of a specific date. You can generate a file as of a specific period of time and compare the A/P transaction open balance to the balance of the A/P trade G/L account for the same period of time. These two balances should match if all of the transactions are posted to the general ledger and the trade account has been updated properly.

Auditors find these reports especially useful because they can run them for any period of time, as long as the date file has been generated.

Producing “as of” reports consists of:

- ☐ Generating date tables
- ☐ Printing A/P “as of” reports

Generating Date Tables

From the Periodic Processes menu (G0421), choose Date File Generation.

To update your workfiles, you must generate a date table. The system uses the date you specify in the first processing option and compares it to the G/L date of all the A/P transactions. The open amount of the voucher is calculated based on the voucher’s gross amount, adjustments, and payment transactions within the G/L date time frame. The Date File Generation updates three worktables if you set up your processing options appropriately:

- WF - As Of A/P Ledger workfile (F0411A), based on the A/P Ledger table (F0411)
- WF - As Of A/P Payment Register workfile (F0413A), based on the A/P Matching Document table (F0413)
- WF - As Of A/P Payment Detail workfile (F0414A), based on the A/P Matching Document Detail table (F0414)

To produce custom reports that include payment information as of a specific date, you can use the As Of A/P Payment Register and As Of A/P Payment Detail workfiles.

If you are updating only Open items, the system uses the date you enter in the Date Calculation processing option and compares it to the G/L date of the records as follows:

- If the G/L date of the voucher is after the date entered, the “As Of” A/P Ledger table (F0411A) is not updated.
- If the G/L date of the voucher is equal to or prior to the date entered, the voucher is included in the table, but adjustment (including voiding vouchers) and payment records must be considered to determine the open amount of the voucher.
- If the G/L date of the adjustment or payment record is after the date entered, the records are not considered in the calculation of the open amount. The open amount of the voucher is equal to the gross amount.
- If the G/L date of the adjustment or payment record is equal or prior to the date entered, the amount of the payment or adjustment is subtracted from the gross amount of the voucher and updated so that it becomes the open amount.

When you update only Open items, records are written to the “As Of” A/P Ledger table (F0411A) alone. The system automatically sets the pay status to A (approved) if an open amount exists in your Accounts Payable Ledger (F0411)

If you are including both Open and Paid items in the worktables, the date comparison indicated previously continues, but payment records with a G/L date equal or prior to the date entered are also updated to the “As Of” A/P Payment Register table (F0413A) and “As Of” A/P Payment Detail table (F0414A). If no open amounts exist in your Accounts Payable Ledger (F0411), the system will automatically set the pay status to P (paid).

You need to include paid items in the worktables only when:

- You want to include paid information on the report that you are running
- You want to include vouchers that have been prepaid on the report

Vouchers are considered prepaid any time the G/L date of the payment precedes the G/L date of the voucher. The processing time for generating the worktables for both Open and Paid items can take significantly longer than the time it takes to generate a table for just Open items.

Before You Begin

☐ Schedule this procedure for after business hours to ensure adequate processing time.

Processing Options for Date File Generation

```
Date

1. Enter the 'As Of' date.  If left
    blank the current date will be
    used.

      'As Of' Date                                   ____________

Update

1. Include paid items in 'As Of' file:
    ' ' = open items only   '1' = open
    and paid items   Note: The inclusion
    of paid items in the 'As Of' file
    will increase the processing time.

      Update Option                                  ____________

Pre-Payments

1. Enter a '1' if you want the remarks
    field of pre-paid vouchers to show
    the document type and number of the
    payment. Only the first payment will
    appear. Any remarks already in the
    field will be overwritten.

      Remarks                                        ____________
```

Printing A/P “As Of” Reports

From the Period End Processing menu (G0421), choose Open A/P Detail Report or Open A/P Summary Report.

To review information in your A/P ledger as of a specific date, run the following “as of” reports:

- Open A/P Detail
- Open A/P Summary

If you generate your date tables in OneWorld, you must run your reports in OneWorld. Likewise, if you generate your date tables in WorldSoftware, you must run your reports in WorldSoftware. This is because WorldSoftware and OneWorld store the “as of” date differently.

These batch reports are excellent problem-solving tools. For example, you can use the Open A/P Detail report to compare the A/P period end balance to the A/P trade account balance in the general ledger.

These reports include information as of the date you specify in the report processing options and the date you specify when you generate your date table.

See Also

- *Reports Guide* for a sample of the following A/P Detail reports:
  - *R04423C, "As Of" A/P Detail by Supplier with Remarks*
  - *R04423B, "As Of" Open A/P Detail with Aging*

Before You Begin

☐ Ensure that you have generated the date table with the correct "as of" date.

Processing Options for "As Of" Open A/P Details with Aging (P04423D)

Print Options Tab

These processing options customize print options on reports.

1. Exclude Suppliers on Hold

Use this processing option to specify whether to print reports that exclude suppliers on hold for payment. You indicate that a supplier is on hold on the Work With Supplier Master form. A supplier on hold will have a Hold Payment Code of Y or 1.

Valid values are:

Blank	Print all suppliers (default).
1	Exclude suppliers on hold.

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

2. Print Recurring Voucher Information

Use this processing option to specify whether to print recurring voucher information on the report. This information includes the total number of payments, as well as the frequency of the recurring payments.

Valid values are:

Blank	Do not print recurring voucher information on the report.
1	Print recurring voucher information on the report.

3. Number of Remaining Payments

Use this processing option to enter the number of remaining payments to highlight on the report. For recurring payments, enter the total number of payments including the original voucher, which generates the first payment. The system flags any vouchers with this number (or less) of remaining payments on the report.

4. Print Payment Information

When the system generates the next recurring payment, the total number decreases by 1. For example, if you must make 20 payments, enter 20 during invoice entry or voucher entry. After you make the first payment, the number of payments decreases to 19.

Use this processing option to indicate how much payment information the system prints reports.

Valid values are:

Blank	Print only original voucher information.
1	Print payment information, as well as original voucher information (default).

5. Original Amount Column Totals

Use this processing option if you entered 1 in the Print Payment Information processing option and you want to specify whether payment amounts in the Original Amount Column Total appears on the report.

Valid values are:

Blank	Include only original document amounts in this column.
1	Include payment amounts in this column (default).

Aging Tab

These processing options allow you to customize various aging alternatives.

If you do not change any of the default settings on this tab, the system retrieves aging specifications from A/P Constants. If you change the default 1 to a blank in the first processing option, the system retrieves aging specifications from the values you enter on this tab.

1. Aging Specifications

Use this processing option to indicate the source of aging specifications. You can retrieve them from A/P constants, or from the processing options on this Aging tab.

Valid values are:

Blank	Retrieve the aging specifications from the processing options on the Aging tab. Note: If you change the default 1 to blank, you must complete the remaining processing options on the Aging tab.
1	Retrieve the aging specifications from A/P constants (default). Note: If you leave the 1 in this processing option, the program ignores the remaining processing options on the Aging tab.

2. Date Calculation

Use this processing option to enter the "as of" date to age open balances. The date that you enter in this processing option determines the aging period into which the system places the transaction. The "as of" date is the date you want the aging to begin. For example, you could indicate that you want to start the voucher's aging as of June 21, when you actually received the voucher on June 25.

Valid values are:

Blank	Use system date (default).
1	Enter date manually.

Note: Complete this processing option only if you enter a blank in the Aging Specifications processing option.

3. Date Type

Use this processing option to enter the date type that you want the program to use for aging calculations. The date type is a user defined code (H00/AG). Select the code that indicates from which of the following dates you want the program to age accounts.

Valid codes are:

D	Due date (default)
I	Invoice or voucher date
G	General ledger date

Note: Complete this processing option only if you enter a blank in the Aging Specifications processing option.

4. Method

Use this processing option to designate how the system calculates aging. The method is a user defined code (H00/AH). 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 vouchers that are due in 1–30 days, column two could include vouchers that are due in 31–60 days, and so on.

If you calculate aging by fiscal period, you include vouchers by periods as you define them. For example, you could define fiscal periods as extending from the sixteenth of one month to the fifteenth of the following month. Then, column one could include vouchers for the first period, column two could include vouchers for the second period, and so on.

If you calculate aging by calendar, you include vouchers by month. For example, column one could include the vouchers that are due in January, column two could include vouchers due in February, and so on.

Valid codes are:

1	Aging days (default)
2	Fiscal periods
3	Calendar

Note: Complete this processing option only if you enter a blank in the Aging Specifications 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 Categories

Aging Category 1

Use this processing option to specify the intervals the system uses as an aging category for the first aging column of the A/P aging reports.

For example, if you enter 30, the system calculates aging days from 30 days prior to the date determined by the Date Calculation processing option. If you enter 0, the system calculates aging days from the date determined by the Date Calculation processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date Calculation processing option.

Aging Category 2

Use this processing option to specify the intervals the system uses as an aging category for the second aging column of the A/P aging reports.

For example, if you enter 0, the system calculates aging days from the date determined by the Date Calculation processing option. If you enter 30, the system calculates aging days from 30 days after the date determined by the Date Calculation processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date Calculation processing option.

Aging Category 3

Use this processing option to specify the intervals the system uses as an aging category for the third aging column of the A/P aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date Calculation processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date Calculation processing option. If you enter 90, the system calculates aging days from 90 days after the date determined by the Date Calculation processing option.

Aging Category 4

Use this processing option to specify the intervals the system uses as an aging category for the fourth aging column of the A/P aging reports.

For example, if you enter 60, the system calculates aging days from 60 days after the date determined by the Date Calculation processing option. If you enter 90, the system calculates aging days from 90 days after the date determined by the Date Calculation processing option. If you enter 999, the system calculates aging days from 999 days after the date determined by the Date Calculation processing option. You might enter a long interval in this last processing option to keep track of vouchers that have been on hold for a long period of time.

6. Age Credits

Use this processing option to specify whether to apply credits to the current aging column or to age credits.

Valid values are:

Blank	Apply credits to the current aging column.
1	Apply credits to age credits (default).

Note: Complete this processing option only if you leave the Aging Specifications processing option blank.

Processing Options for As Of Open A/P Summary

Aging

1. Enter a '1' to retrieve the aging specifications from A/P Constants. If left blank, the processing options will be used for aging.

   Retrieve Aging Specifications ____________

2. Enter the "As Of" date to age open balances. If left blank, the current date is used as the default.

   "As Of" Date ____________

3. Specify one of the following dates to age accounts from: D = Due Date (Default), I = Invoice Date, G = General Ledger Date.

   Date to Age ____________

4. Specify one of the following methods for aging calculations: 1 = Aging Days (Default), 2 = Fiscal Periods, 3 = Calendar.

   Aging Method ____________

5. Enter the following aging category information: (for method '1' only). Aging Days:

   Beginning ____________
   thru ____________
   thru ____________
   thru ____________
   thru ____________

6. Specify one of the following for aging credits: ' ' = Apply Credits to Current Column (Default), '1' = Age Credits.

   Aging Credits ____________

Print Options

1. Enter a '1' to bypass suppliers with a Hold Payment code of 'Y'. If left blank, all suppliers will print.

   Bypass Suppliers ____________

Working with YTD Voucher Amounts

As part of your cash management procedures, you will want to review the total vouchered amount for your suppliers. Although the vouchered year-to-date (YTD) amount field is updated interactively as vouchers are entered, J.D. Edwards recommends that you run the update to ensure accurate totals. To see accurate totals, you must make any necessary corrections and then update the supplier's YTD voucher amounts. Generally, you do this either monthly or at the end of a calendar or fiscal year as part of your system-wide annual close.

Working with YTD voucher amounts consists of:

☐ Correcting YTD voucher amounts

☐ Updating YTD voucher amounts

☐ Reviewing YTD voucher amounts

Correcting YTD Voucher Amounts

From the A/P Advanced & Technical Operations menu (G0431), choose Update YTD Voucher Amount.

You will want to correct any errors with your supplier records before you update their voucher amounts for the year-to-date. To locate these errors, run the annual close program in proof mode. The system sends any workflow messages to the Employee Work Center. It lists each supplier that is in error, with an error message and a corresponding document number. You must correct these errors before you update YTD voucher amounts.

Typically, these errors occur for currency-related transactions only when:

- Multicurrency is activated, but the AB Amount Code field (which indicates the currency of the Vouchered YTD amount) on the Supplier Master record has not been updated
- You are changing the currency code on existing records and a valid exchange rate does not exist

Continue to rerun the update program in proof mode until you have corrected all errors. When you rerun the program in proof mode, use data selection to select only those suppliers that were previously in error to verify that they are no longer in error.

Updating YTD Voucher Amounts

From the A/P Advanced & Technical Operations menu (G0431), choose Update YTD Voucher Amount.

Typically, you update YTD voucher amounts soon after you close the year for A/P activity as part of your annual close procedures. The YTD voucher amount is based on the *gross amount* of the voucher. When you update YTD amounts, the system does the following for all suppliers across all companies, based on the beginning and ending date you specify in the Date Options processing options:

- Calculates total voucher amounts from the A/P Ledger table (F0411)
- Updates the following in the Supplier Master table (F0401):
    - Prior year-end voucher amounts
    - Year-to-date voucher amounts

  When you update these voucher amounts, the system removes the amounts from the year-to-date total so that it will reflect only the current year's activity.

If the system finds errors when you update year-to-date voucher amounts, it sends an error message to the Workflow Management system.

If you purge your A/P records more than once a year, remember to update your supplier YTD voucher amounts each time you do so.

The Update YTD Voucher Amounts is a batch program.

Computation Methods

You can update the Supplier Master table (F0401) using a computation method you specify in the Computation processing option.

Computation Method 1

This method uses the dates you specify in the Date Options processing options to calculate the prior-year vouchered amounts and update the Amount Vouchered PYE field. Therefore, it is critical that A/P transactions from the prior year exist in your environment. Any transaction with G/L dates after those entered in the Date Options processing options will have amounts updated in the Vouchered YTD field.

For example, if the current year is 2005 and you want to calculate vouchered year-to-date amounts (based on a calendar year), enter 01/01/04 as the From Date and 12/31/04 as the Thru Date. These dates identify the prior year, so all transactions after 12/31/04 are updated for the current year. If you enter dates beginning with 01/01/05 and ending 12/31/05, the Amount Vouchered PYE field will be updated and any transactions after 12/31/05 will be updated in the Amount Vouchered YTD field.

You can run this process as often as necessary, but it will be accurate only if A/P vouchers between the beginning date and the current date have not been purged from the A/P Ledger file (F0411).

Computation Method 2

This method assumes that transactions from the prior year have been purged or are missing from your records. You still enter the dates of the prior fiscal year as in Computation Method 1, but the program uses the information differently. Because there are no records for the prior year, the program calculates the Vouchered YTD amount by adding the amounts of vouchers with G/L date after the Thru Date that you specify in the Date Options processing options. Next, the program subtracts this total from the existing Amount Vouchered YTD total. The result is updated in the Amount Vouchered PYE field. The Amount Vouchered YTD field is simply replaced with the newly calculated year-to-date amount.

For example, if the current year is 2005 and you want to calculate vouchered year-to-date amounts (based on a calendar year), enter 01/01/04 as the From Date and 12/31/04 as the Thru Date. The total of all vouchers with a G/L date after 12/31/04 equals the new year-to-date amount. The new prior year amount is calculated by subtracting the new year-to-date amount from the previous Amount Vouchered YTD total.

10,000	The current Amount Vouchered YTD total.
6,500	The total of vouchers with a G/L date after the Thru Date. This amount becomes the new amount in the Amount Vouchered YTD field.
3,500	The new Amount Vouchered PYE. This amount is the result of subtracting the new year-to-date amount (6500) from the current Amount Vouchered YTD total (10,000). If your system has been active for more than two years, the Amount Vouchered PYE includes all years prior to the current year since you last ran Update YTD Voucher Amount.

Caution: If you run this process more than once for Computation Method 2, the Amount Vouchered PYE field displays zero.

Before You Begin

- ☐ Enter all vouchers for all companies for the period or fiscal year.

Processing Options for A/P Annual Close

Date Options

1. Enter a "From" date to be used as the beginning period for the close.

   From Date ____________

2. Enter a "Thru" date to be used as the ending period for the close.

   Thru Date ____________

Update Contr

3. Enter a '1' to update the Supplier Master in Final Mode. If left blank, the balances in the Supplier Master will not be updated (Proof Mode). NOTE: A run in proof mode is highly recommended if using computaion method 2.

   ____

Computation

4. Enter a '1' to compute prior vouchered using the "From" and "Thru" dates. Enter a '2' to compute prior vouchered by taking the existing YTD vouchered less the computed YTD vouchered, using the "Thru" date only.

   ____

Chg Amt Curr

5. For Computation Method '1' only; Final Mode only. Enter a currency here to be updated to the Amount Currency in your Supplier Master file. If left blank, the Supplier Master file will not be updated.

   Currency Code - A/B Amounts ____________

What You Should Know About Processing Options

Date Options	The system uses the amount calculated for the date range (processing options 1 and 2) to update the prior year-end voucher amounts in the supplier master. It uses the amount calculated for the dates after the date designated in processing option 2 to update the year-to-date voucher amount in the supplier master.

Reviewing YTD Voucher Amounts

After you update YTD voucher amounts, you can review the information you updated in either of two ways:

- Review supplier balances online
- Review supplier balances on a report

Before You Begin

☐ Run the Update YTD Voucher Amounts program so that your supplier records reflect accurate year-to-date and prior year-end amounts.

See Also

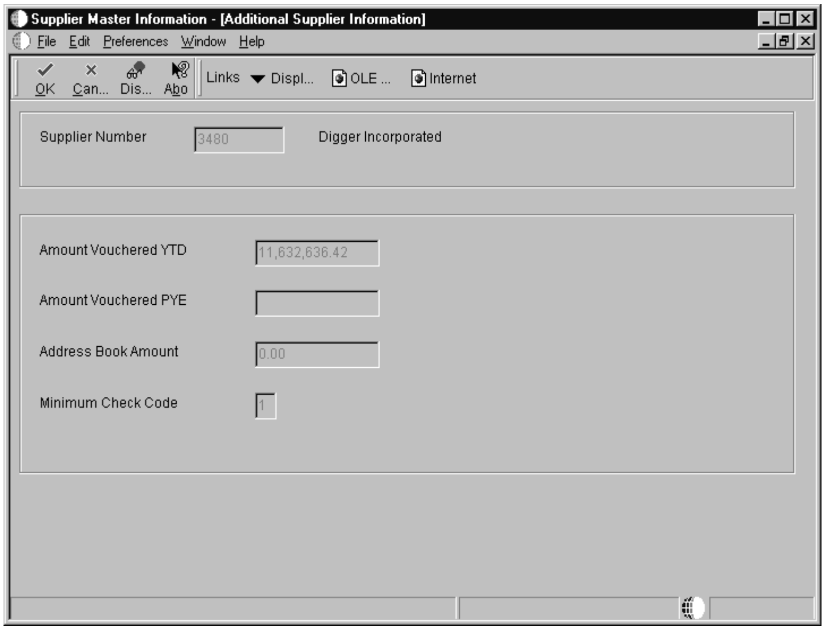
- *Printing Supplier Analysis Reports*

▶ To review supplier balances online

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

You can review supplier balances online using any form that displays the supplier number.

1. On Work With Supplier Master, locate and choose the supplier.
2. Click Select.
3. On Supplier Master Revision, choose Additional Information from the Form menu.


Supplier Master Information - [Additional Supplier Information]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Supplier Number: 3480 Digger Incorporated

Amount Vouchered YTD: 11,632,636.42

Amount Vouchered PYE:

Address Book Amount: 0.00

Minimum Check Code: 1

4. On Additional Supplier Information, verify the year-to-date and prior-year-end vouchered amounts.

▶ To review supplier balances on a report

From the Accounts Payable Reports menu (G0414), choose Supplier Analysis.

To view a supplier's transaction activity, print a version of the Supplier Analysis report. This report lists suppliers in descending order according to their year-to-date voucher amount. The system updates the year-to-date amounts for a supplier at the time you enter the voucher.

Updating A/P Ledger from Address Book

From the A/P Advanced and Technical Operations menu (G0431), choose Update Approver/Category Code 7.

To ensure that you are working with current information, you should update the A/P ledger. This is necessary whenever you change either of the following values:

- An approver number when you enter logged vouchers
- Category code 7 when you enter vouchers with 1099 information

When you change the approver number or category code 7 in the supplier record, the system does not automatically change existing transactions in the A/P Ledger table (F0411). You need to update the A/P ledger with your changes.

Example: Approver Number and Category Code 7 Update

The following example illustrates an issue that you might encounter if you do not update the A/P ledger.

You set up Dominique Abbott (address book number 4002) as the approver for A & D Parts (supplier number 4005) vouchers. You set a processing option to display the Approver Number field on Voucher Logging Entry. On June 1, you enter two vouchers for A & D Parts. Dominique Abbott is the approver for these vouchers. On June 2, Dominique Abbott leaves the company without redistributing the vouchers that you entered.

Dominique Abbott is replaced by Melvyn Easter (address book number 6000). On Supplier Master Information, you change the approver number for vouchers for A & D Parts from 4002 (Dominique Abbott) to 6000 (Melvyn Easter). On June 10, you enter another voucher for A & D Parts. Melvyn Easter is the approver for this voucher.

On June 15, Melvyn Easter is ready to redistribute the logged vouchers. The following graphic illustrates the information in the A/P Ledger table.

Date	Transaction Records	Approver Number
06/01/98	PV 3285	4002 Dominique Abbott
06/01/98	PV 4267	4002 Dominique Abbott
06/10/98	PV 5342	6000 Melvyn Easter

Melvyn Easter enters his approver number (6000) on Voucher J. E. Redistribution. The system displays vouchers that have Melvyn Easter (number 6000) as approver as follows:

- If you do not update approver and category code 7 information, Voucher J. E. Redistribution displays only PV 5342 because this is the only voucher that has Melvyn Easter (number 6000) as approver. PV 3285 and PV 4267 still have Dominique Abbott as approver.
- If you update approver and category code 7 information, Voucher J. E. Redistribution displays all three vouchers because the program has read the supplier record for A & D Parts and changed the approver for all open vouchers to 6000 (Melvyn Easter).

Note: Run this update program during off-peak hours and ensure there are no users on the system.

Processing Options for Update Approver/Category Code 7

```
Option

Enter a '1' to protect the Category Code
    '07' from being updated with the
    Address Book value. If left blank,
    the field will be updated.

      Protect Category Code '07'                    ____________
```

Unrealized Currency Gains and Losses

Unrealized gains and losses apply to unpaid vouchers or the open portion of partially paid vouchers. These gains and losses are calculated at the end of the period and are used to revalue your open foreign vouchers. The system records these gains and losses by creating reversing journal entries.

Working with unrealized currency gains and losses includes:

☐ Understanding AAIs for A/P gains and losses

☐ Calculating unrealized A/P gains and losses

Example: Unrealized Gain and Loss for a Foreign Voucher

The following example shows unrealized gain and loss amounts for a foreign voucher (USD).

The first table shows the original voucher for 100 USD, which carried an open amount of 50 USD at the end of the month.

Description	**CA Ledger**		**AA Ledger**			
	Transaction Amount	Currency Code	Exchange Rate	Domestic Amount	Currency Code	Gain (–)/ Loss (+)
Voucher Entry	100.00	USD	.6072	60.72	GBP	
End of Month Valuation						
(current rate)	50.00	USD	.6092	30.46	GBP	– 0.10
(original rate)	50.00	USD	.6072	30.36	GBP	

The next table shows an unrealized loss, which is calculated on the open portion of the voucher.

Description	**Account**	**AA Ledger Amounts**	**CA Ledger Amounts**
Revalue Open Items	Unrealized Loss	0.10	
	A/P - Other	0.10–	

See Also

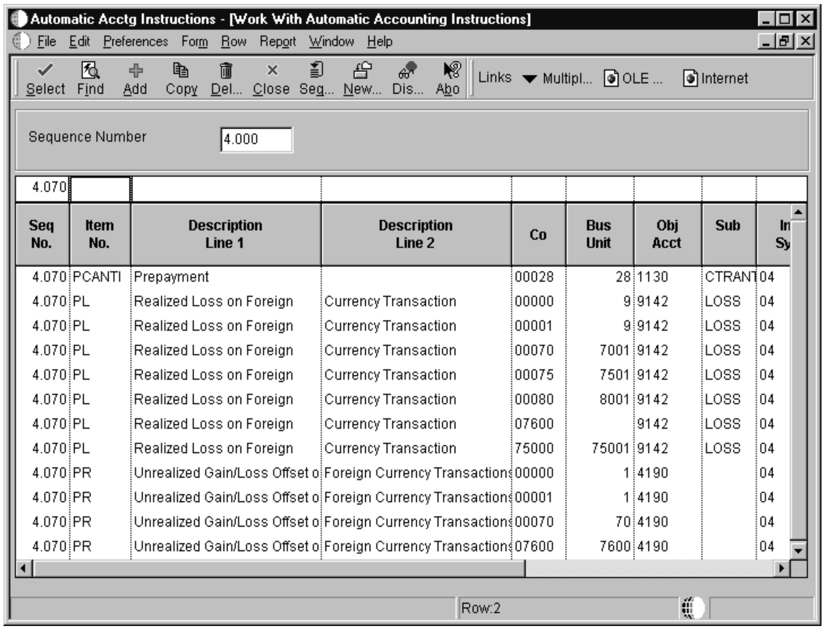
- *About Detailed Currency Restatement* in the *General Accounting I Guide*

Understanding AAIs for A/P Gains and Losses

When the system calculates currency gains and losses, it uses AAIs to distribute the gain or loss to the correct G/L account. These AAIs are used to calculate:

- Realized gains and losses
- Unrealized gains and losses

The following form shows an example of AAIs used for realized and unrealized gains and losses.


Automatic Acctg Instructions - [Work With Automatic Accounting Instructions]
File Edit Preferences Form Row Report Window Help
Select Find Add Copy Del... Close Seg... New... Dis... Abo
Links Multipl... OLE ... Internet
Row:2

Sequence Number 4.000

Seq No.	Item No.	Description Line 1	Description Line 2	Co	Bus Unit	Obj Acct	Sub	In Sy
4.070								
4.070	PCANTI	Prepayment		00028	28	1130	CTRANT	04
4.070	PL	Realized Loss on Foreign	Currency Transaction	00000	9	9142	LOSS	04
4.070	PL	Realized Loss on Foreign	Currency Transaction	00001	9	9142	LOSS	04
4.070	PL	Realized Loss on Foreign	Currency Transaction	00070	7001	9142	LOSS	04
4.070	PL	Realized Loss on Foreign	Currency Transaction	00075	7501	9142	LOSS	04
4.070	PL	Realized Loss on Foreign	Currency Transaction	00080	8001	9142	LOSS	04
4.070	PL	Realized Loss on Foreign	Currency Transaction	07600		9142	LOSS	04
4.070	PL	Realized Loss on Foreign	Currency Transaction	75000	75001	9142	LOSS	04
4.070	PR	Unrealized Gain/Loss Offset o	Foreign Currency Transaction	00000	1	4190		04
4.070	PR	Unrealized Gain/Loss Offset o	Foreign Currency Transaction	00001	1	4190		04
4.070	PR	Unrealized Gain/Loss Offset o	Foreign Currency Transaction	00070	70	4190		04
4.070	PR	Unrealized Gain/Loss Offset o	Foreign Currency Transaction	07600	7600	4190		04

Realized Gains and Losses

The system uses the following AAIs to calculate realized gains and losses:

- Realized gain: item PGxxx
- Realized loss: item PLxxx

To determine the gain or loss amount, the system multiplies the voucher amount by the difference in the exchange rate between the original voucher and the payment.

For realized gains or losses on foreign currency payments:

- The system uses the account number to track foreign currency gains or losses.
- The system creates a gain/loss entry at time of payment.
- You can set up these items by company and currency code (xxx). The currency code is used to track gains and losses by currency.

Unrealized Gains and Losses

You can calculate your unrealized gains and losses by either:

- Entering them manually
- Creating them automatically by running the Unrealized Gains and Losses report

You must set up the following AAIs if you want the system to automatically calculate your unrealized gains and losses:

- Unrealized gain: item PVxxx
- Unrealized loss: item PWxxx
- Offsets: item PRyyyy

The following applies to items PVxxx and PWxxx for Accounts Payable:

- xxx represents the currency code used to track unrealized gains and losses by currency.
- yyyy represents the G/L offset code (which creates the offset).
- The system creates reversing entries for unrealized gains or losses on open items if the exchange rate changes after the original entry was made.
- The system creates unrealized gains, based on one of the following AAIs (in hierarchical order):
  - PVxxx for a specific company
  - PVxxx for company 00000
  - PVyyyy for a specific company
  - PVyyyy for company 00000
  - PV for a specific company
  - PV for company 00000

- The system creates an offsetting entry, based on one of the following AAIs (in hierarchical order):
    - PRyyyy for a specific company
    - PRxxx for a specific company
    - PRyyyy for company 00000
    - PRxxx for company 00000
    - PR for a specific company
    - PR for company 00000
    - PVyyyy for company 00000

See Also

- *Understanding AAIs for A/P*
- *Working with AAIs* for information about setting up AAIs

Calculating Unrealized A/P Gains and Losses

From the Period End Processing menu (G0421), choose A/P Unrealized Gain/Loss Report.

If you work with multiple currencies, you need to calculate unrealized gains and losses for your foreign vouchers. When you calculate unrealized gains and losses, the system:

- Revalues your open foreign vouchers
- Analyzes your realized gains and losses in detail

If you mix multiple currencies when you record your unrealized gains and losses, the foreign grand total and any other subtotals appear as **NA** (not applicable) because totals for mixed currencies are meaningless.

To prevent this, set up a different batch version for each company that has a different base currency. Setting up a separate batch version for each specific company has the added advantage of reducing the size of the Unrealized Gains and Losses report.

Run the Unrealized Gains and Losses program first in proof mode. Review the report it produces and correct any exchange rates, if necessary. Continue to run the program in proof mode until you have corrected all exchange rates, and then run the program in final mode. Final mode creates journal entries. Therefore, you should not run this report in final mode more than once per fiscal period.

Use a processing option to create the reversing journal entry necessary to record the unrealized gain or loss. The system assigns journal entries a document type of JX. This is the only document type that can be used to adjust the domestic side of a monetary (currency-specific) account. The system creates only one reversing journal entry per company.

The Detailed Restatement field in company constants determines whether a multiplier or divisor is used in calculating the alternate currency amount. This typically is the opposite setting from the general accounting constants used for foreign transactions. For example, if the general accounting constant for foreign transactions is a multiplier, the company constant for detailed restatement is a divisor. See *Setting Up Detailed Currency Restatement* in the *General Accounting Guide*.

The Unrealized Gains and Losses program produces a report that shows:

- The base company currency and the transaction currency for each voucher

- The voucher number and due date
- The original and current domestic amount calculated for each voucher
- The foreign amount of the voucher
- The realized gain or loss if the voucher or invoice has had a payment
- The unrealized gain or loss for an open voucher or invoice
- Discount amounts for the voucher
- Pay status of the voucher

When you print the Unrealized Gains and Losses report, the system uses information from the following tables:

- Accounts Payable Ledger (F0411)
- Accounts Payable Matching Document Detail (F0414)

Before You Begin

☐ Enter new exchange rates on Set Daily Transaction Rates.

See Also

- *Calculating Realized Gains and Losses During the Post* for information about calculating realized gains and losses at the time of payment
- *R04425, A/P Unrealized Gain/Loss* in the *Reports Guide* for a report sample

Processing Options for Unrealized Gains and Losses Report

```
As Of Date

1. Enter the "As Of" date for processing
    the current exchange rate.  Default
    of blank will process rate using
    today's date.

      As Of Date                                    ____________

Hold Payment

2. Enter a '1' to bypass suppliers with
    a hold payment code of 'Y' or '1'.
    Default of blank will show all
    suppliers.

      Bypass Suppliers                              ____________

Journal Entry

3. Enter a '1' to create journal entries
    for both gains and losses.  Enter a
    '2' to create journal entries only
    for accounts with a calculated loss.
    Enter a '3' to create journal
```

entries only for calculated gains. Default of blank will not create journal entries.

Create journal entries ____________

4. Enter the G/L date. Default of blank will use the last day of the current period.

G/L date ____________

5. Enter a '1' to create the journal entry batches in an Approved status regardless of the value in the Management Approval of Input general constant. Default of blank will not override the settings.

Approved status ____________

Defaults

6. Enter the ledger type for entry. If left blank, ledger type AA will be used.

Ledger Type ____________

Zero Amounts

7. Enter a '1' to omit the creation of journal entry line items with zero amounts and no units. This may be useful when creating journal entries from models.

Omit zero amounts ____________

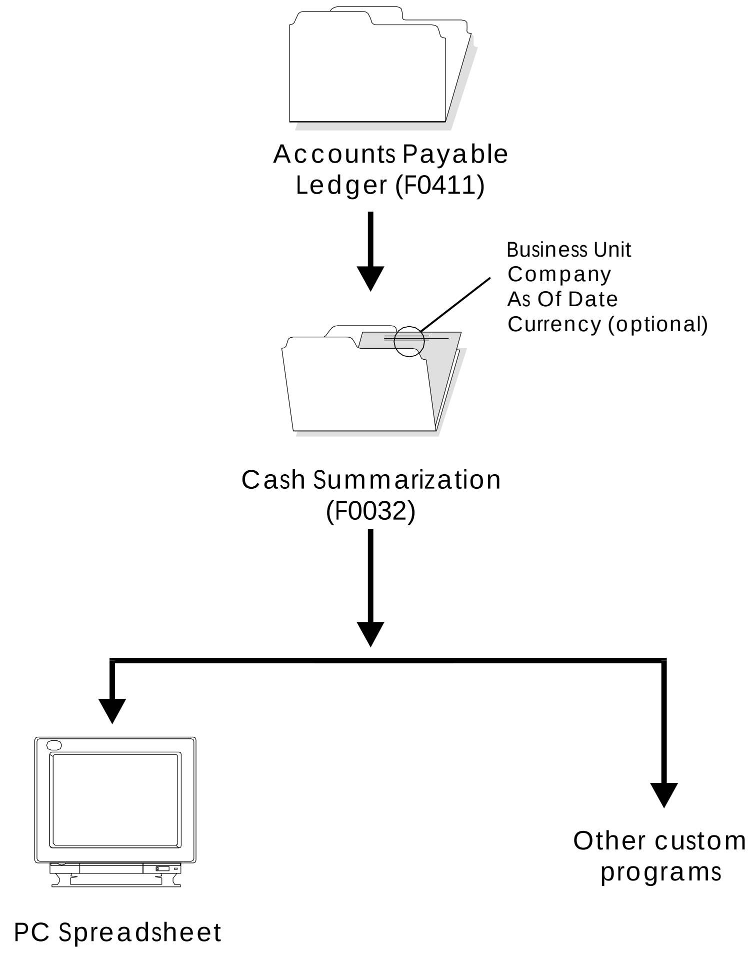
Advanced & Technical

A/P Cash Forecasting

As part of your cash management activities, you might find it helpful to review a summary of your open vouchers. This summary includes the total amount and due dates of open vouchers, and the amount required to pay them.

A/P Cash Forecasting Process

The following graphic illustrates the cash forecasting process:


Accounts Payable Ledger (F0411)
Business Unit
Company
As Of Date
Currency (optional)
Cash Summarization (F0032)
PC Spreadsheet
Other custom programs

Accounts payable cash management consists of the following task:

- Forecasting A/P cash flow

Forecasting A/P Cash Flow

From the A/P Advanced & Technical Operations menu (G0431), choose A/P Cash Forecasting Summarization.

A/P Cash Forecasting generates a Cash Summarization table (F0032). The information in this table consists of:

- The total amount of all open vouchers
- Due dates of open vouchers
- The amount required to pay vouchers

The Cash Summarization table contains summary information from G/L, A/P, and A/R. The cash type designates the system in which the information originated. A cash type is alphanumeric and can be up to five characters. The default cash type for A/P records is 04. J.D. Edwards recommends that you use the same cash type each time you run the program. If you run the program again with a different cash type, two sets of A/P information will be in the Cash Summarization table.

When you are using multiple currencies, vouchers are summarized by both the domestic and foreign currencies. In the Cash Summarization table, the domestic currency code appears in the Currency Code field. The foreign currency code appears in the To Currency Code field. When you process domestic vouchers, the foreign amount and currency code are the same as the domestic amount and currency code.

You can use the reporting feature to view the information created by this program. The information can also be downloaded to a standard spreadsheet program or used by custom programs to perform cash analysis.

When you run A/P cash forecasting, the system:

1. Consolidates open vouchers from the A/P Ledger table (F0411)
2. Summarizes information by business unit, company, due date, and currency
3. Deletes existing records in the Cash Summarization table with the cash type you specify in a processing option
4. Updates the Cash Summarization table with the new information

Processing Options for A/P Cash Forecasting

Process

1. Enter a cash type to designate an A/P record in the Cash Forecasting Summarization File (F0032). If left blank, '04' will be used as the cash type.

   Cash Type ______________

2. Enter a '1' to reverse the positive and negative signs of the amounts. If left blank, the signs for the amounts in the Cash Forecasting Summarization File (F0032) will appear as they would in the A/P Ledger File (F0411).

   Reverse Amount Signs ______________

Batch Voucher Processing

When you create vouchers using an external source, such as a personal computer (PC) or electronic data interchange (EDI), you can transfer them to the J.D. Edwards Accounts Payable system for processing. When you process these batch vouchers to the Accounts Payable system, they are stored in batch tables. You can review and revise them prior to processing them.

If you create vouchers on a PC using the J.D. Edwards Accounts Payable system instead of an external source, you transfer those vouchers to a server for processing. Processing these vouchers consists of:

- ☐ Storing and forwarding vouchers
- ☐ Processing options for store and forward vouchers

Many of the tasks for storing and forwarding vouchers are the same as those for batch voucher processing. Although the five tasks listed below are the same for storing and forwarding vouchers as they are for batch voucher processing, you access these tasks from different menus. You access tasks for store and forward from the Store and Forward Vouchers menu (G04318), and you access tasks for batch voucher processing from the Batch Voucher Processing menu (G04311).

Batch voucher processing consists of:

- ☐ Converting vouchers for batch processing
- ☐ Reviewing batch vouchers
- ☐ Revising unprocessed batch vouchers
- ☐ Processing batch vouchers
- ☐ Purging processed batch vouchers

What Happens When You Process Batch Vouchers?

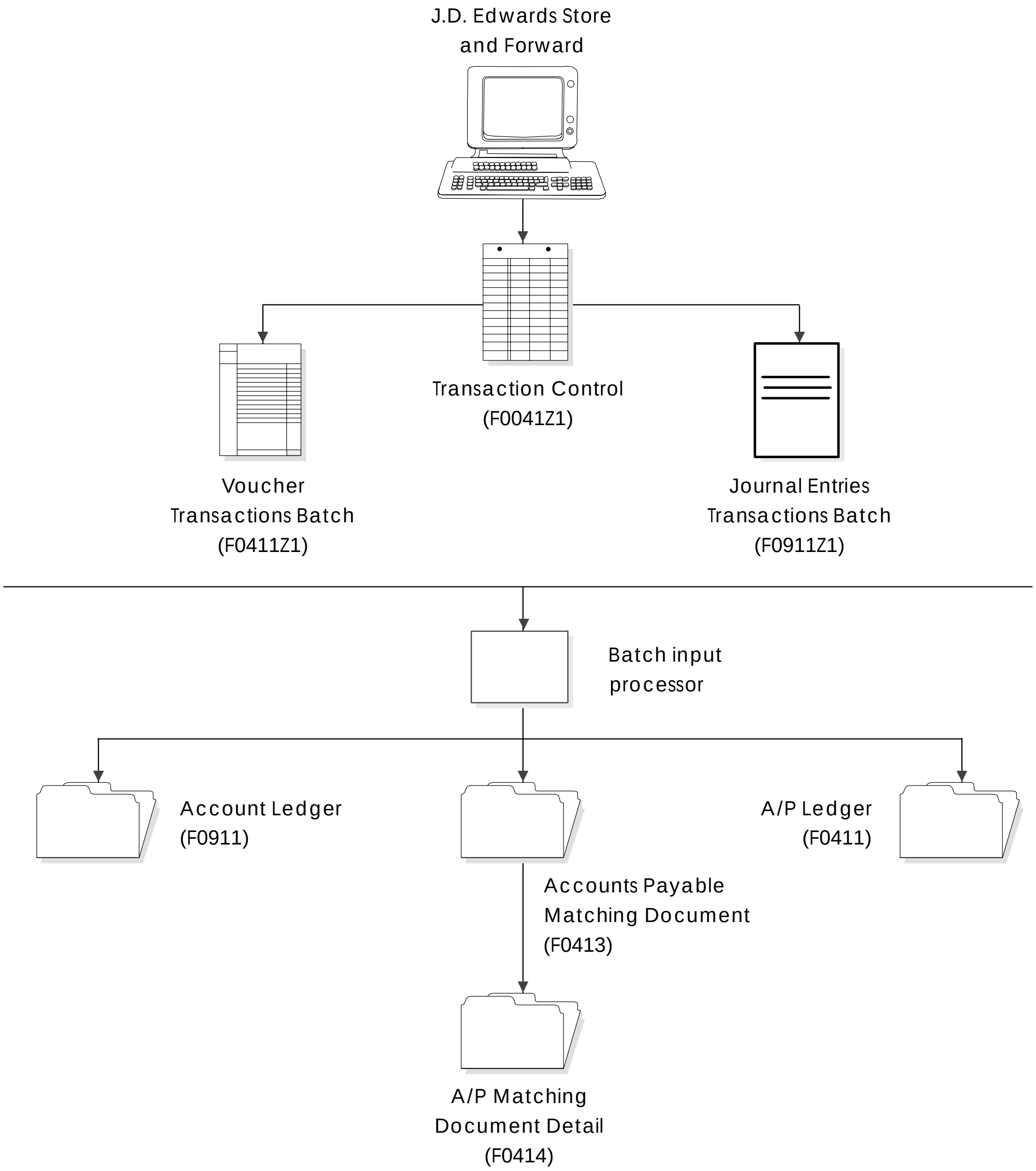
After you convert batch vouchers, processing them does the following:

- Applies validation rules to existing data
- Provides default data where necessary
- Creates invoice information in the Accounts Payable Ledger table (F0411)

- Creates associated G/L distribution information in the Account Ledger table (F0911) and, if necessary, in the Account Ledger Tag File table (F0911T)

Batch Voucher Process

The following graphic illustrates the batch voucher process. Note that the Transaction Control step pertains only to store and forward vouchers, not batch voucher processing.


J.D. Edwards Store and Forward
Transaction Control (F0041Z1)
Voucher Transactions Batch (F0411Z1)
Journal Entries Transactions Batch (F0911Z1)
Batch input processor
Account Ledger (F0911)
A/P Ledger (F0411)
Accounts Payable Matching Document (F0413)
A/P Matching Document Detail (F0414)

Before You Begin

☐ Map voucher transactions from their external system into the J.D. Edwards Accounts Payable system in the appropriate format.

See Also

- *Appendix D: Batch Input Setup for Vouchers* for information about field requirements and formats for the voucher conversion and upload process
- *Sending Payment Orders with Remittance* in the *Data Interface for Electronic Data Interchange Guide* for information about EDI processing for A/P

Storing and Forwarding Vouchers

Store and forward voucher processing provides an efficient way to enter and manage a high-volume of vouchers before processing them in the Accounts Payable system. For example, if you are at a remote site and do not have a dedicated line for access to the server, you can create vouchers locally on your PC during normal business hours. Then, you can upload them to the server for processing during off-peak hours.

Storing and forwarding vouchers consists of:

- ☐ Downloading master tables to the PC
- ☐ Creating vouchers to store and forward
- ☐ Uploading vouchers to the server
- ☐ Processing vouchers
- ☐ Updating transaction control records
- ☐ Posting vouchers
- ☐ Purging processed vouchers

Before you can enter transactions using the store and forward environment, you must download the following tables:

- Technical data tables
- Business data tables

See Also

- *Working with Store and Forward Processing* in the *Configurable Network Computing Implementation Guide*
- *Cost Object Tracking in Store and Forward* in the *Enterprise-Wide Profitability Solution Guide*
- *Cost Object Tracking in Accounts Payable* in the *Enterprise-Wide Profitability Solution Guide*

Technical Data Tables

You must download technical data tables, such as Next Numbers (F0002) and Next Numbers by Company/Fiscal Year (F00021). The system creates a download report for each table that you download. Use this report to verify the number of records that the system downloads to your PC.

See Also

- *Technical Data Tables Needed for Store and Forward* in the *Configurable Network Computing Implementation Guide* for information about the technical data tables you must download for store and forward processing

Business Data Tables

The following is a list of the business data tables that must reside on the local machine that is used for voucher store and forward processing. To copy these tables to the local machine, you must copy each table separately. Each table is associated with one version. All versions might not be present for all tables. You can create new versions for these tables in Voucher Entry (P0411Z1).

Table	**Description**
F0004	User Defined Code Types
F0005	User Defined Codes
F0006	Business Unit Master
F0008	Fiscal Date Patterns
F0009	General Constants
F0010	Company Constants
F0012	AAIs
F0013	Currency Codes
F0014	Payment Terms
F0022	Tax Rules

F0041Z1	Transaction Control
F0101	Address Book Master
F0111	Address Book – Who's Who
F0116	Address by Date
F0401	Supplier Master
F0411Z1	Voucher Transactions – Batch
F0901	Account Master
F0907	Chart of Accounts Format
F0911Z1	Journal Entry Transactions – Batch
F0911Z1T	Journal Entry Transactions – Batch Tag File
F1609	Cost Management Constants
F4008	Tax Areas
F4801	Work Order Master

The system creates a download report for each table that you download. Use this report to verify the number of records that the system downloads to your PC.

Downloading Master Tables to the PC

Before creating vouchers on your PC, you must download tables from the server. These tables are necessary to create and validate transactions. For example, to provide you with the supplier information that you need to create vouchers, you must download the Address Book Master (F0101) and Supplier Master Information (F0401) tables.

You must download each table separately. You can use data selection or category codes to limit the information that the system downloads from each table. Each version of the Master Tables Download program represents a table and its associated tables, or a group of tables.

In addition to business data tables, you must also download technical data tables, such as Next Numbers (F0002) and Next Numbers by Company/Fiscal Year (F00021). The system creates a download report for each table that you download. Use this report to verify the number of records that the system downloads to your PC.

After you download the business data and technical data tables, you can enter your transactions using the store and forward environment.

▶ To download master tables to the PC

From the Store and Forward Vouchers menu (G04318), choose Master Table Download.

In many businesses, the system administrator downloads the necessary master tables. Find out whether this has already been done before you proceed with the following steps.

You must be connected to the server and signed on to your normal production environment to download the master tables to your PC.

1. On Work With Batch Versions, choose a version of the Master Tables Download.

   You can view a complete description of the table you want to download. To do so, choose the appropriate version on the Work With Batch Versions form, and then choose Version Detail from the Row menu.

2. From the Row menu, choose Run Version.
3. On Version Prompting, perform one of the following actions:
   - Click the Data Selection option to limit the information that the system downloads and click Submit. On Criterion Design, make your data selections and click OK.
   - Click Submit.
4. On Report Output Destination, click the option to print or preview on screen and click OK.
5. On Environment Overrides, enter the name of the source environment and target environment and click OK.

Creating Vouchers to Store and Forward

After you download the master tables to your PC, you can create standard J.D. Edwards vouchers using the store and forward environment. You store the vouchers on your PC until you are ready to upload (forward) them to the server for processing.

When you create vouchers that you store and forward, the system does not assign document numbers until you upload and process them. Instead, it assigns a transaction number to each voucher. When you create vouchers that you store and forward, the system:

- Edits and validates each voucher based on the information that you downloaded from the tables
- Creates a transaction control record for each voucher, assigns it a status of 1 (ready to process), and stores it in the Transaction Control table (F0041Z1)
- Creates a transaction record in the Voucher Transaction - Batch File (F0411Z1), Journal Entry Transactions - Batch File (F0911Z1), and Journal Entry Transactions - Batch Tag File (F0911Z1T) tables

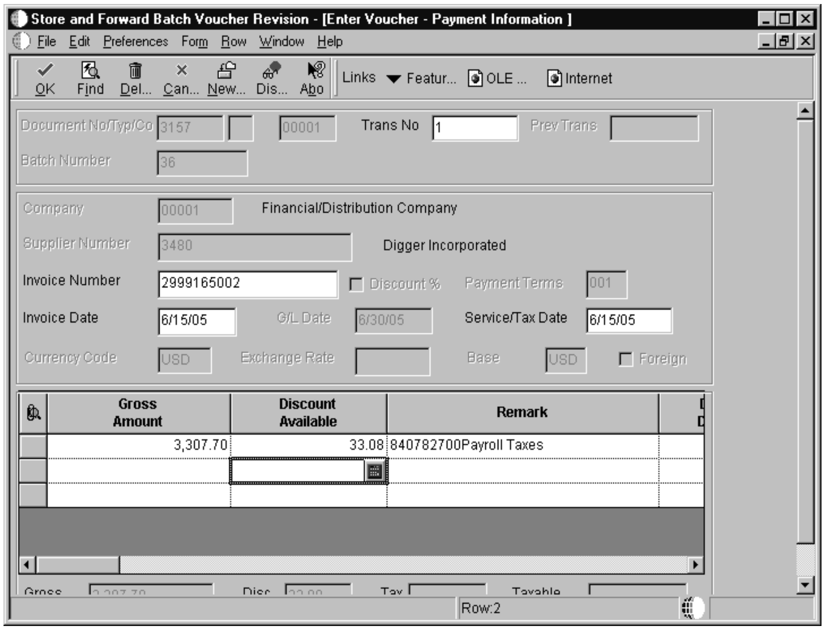
Before You Begin

☐ Set the processing options

▶ To create vouchers to store and forward

From the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Revision.

1. On Work With Store & Forward Vouchers, click Add.


Store and Forward Batch Voucher Revision - [Enter Voucher - Payment Information]
File Edit Preferences Form Row Window Help
OK
Find
Del...
Can...
New...
Dis...
Abo
Links
Featur...
OLE ...
Internet

Document No/Typ/Co 3157 00001
Trans No 1
Prev Trans
Batch Number 36
Company 00001 Financial/Distribution Company
Supplier Number 3480 Digger Incorporated
Invoice Number 2999165002
☐ Discount %
Payment Terms 001
Invoice Date 6/15/05
G/L Date 6/30/05
Service/Tax Date 6/15/05
Currency Code USD
Exchange Rate
Base USD
☐ Foreign

Gross Amount	Discount Available	Remark
3,307.70	33.08	840782700Payroll Taxes

Gross
Disc
Tax
Taxable
Row:2

2. On Enter Voucher-Payment Information, follow the steps to enter a standard voucher.

See *Entering Standard Vouchers*

Uploading Vouchers to the Server

After creating vouchers on your PC, you must upload them to the server for processing. To do this, you must be connected to the server and signed on to your normal production environment.

Before you upload and process your vouchers, you can review them. See *Reviewing Batch Vouchers* for more information.

After reviewing the vouchers, you might need to correct or delete some of them. To do so, locate the voucher that you want to modify on the Work With Store & Forward Vouchers form. Make the changes to the voucher on your PC and upload it again. See *Revising Unprocessed Batch Vouchers* for more information.

When you upload vouchers, the system:

- Creates records in the Voucher Transaction Batch (F0411Z1) and Journal Entries Transaction Batch (F0911Z1) tables on the server (target environment).
- Uploads information from the Journal Entry Transactions - Batch Tag File table (F0911Z1T). The system does this only if the Activate Cost Objects flag in the Cost Management Constants table (F1609) is active, and if a voucher contains cost management information (which the system stores in F0911Z1T).
- Updates the transaction control status of each voucher to 5 (uploaded) on the PC. After a voucher is updated to this status, you cannot modify it on the PC. You can make changes to it only on the server.

  If a voucher on the PC is a status of 1 (ready to process) or 2 (errors), you can make changes to it on the PC.
- Creates a transaction control record for each voucher on the server and assigns it a status of 1 (ready to process).

The system creates a transmission upload report for all of the vouchers that you upload. Use this report to verify that the vouchers have been uploaded correctly.

Note: To maximize system performance, upload the vouchers during off-peak hours.

▶ To upload vouchers to the server

From the Store and Forward Vouchers menu (G04318), choose Voucher Upload.

1. On Work With Batch Versions, choose the Store and Forward Upload version.
2. From the Row menu, choose Run Version.
3. On Version Prompting, click Submit.
4. On Report Output Destination, click one of the following options and click OK:
   - On Screen
   - To Printer
5. On Environment Overrides, enter the exact name of the target environment and click OK.

See Also

- *R04110Z2, Store & Forward Voucher Batch Processor* in the *Reports Guide* for a report sample
- *Working with Queues* in the *OneWorld Foundation Guide* for information about viewing errors that might occur when you are uploading vouchers
- *Cost Object Tracking in Store and Forward* in the *Enterprise-Wide Profitability Solution Guide* for information about working with cost management for A/P
- *Viewing Messages* in the *OneWorld Foundation Guide* for information about using messages in the Employee Work Center to view errors that might occur when you are uploading vouchers

Processing Vouchers

From the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Process.

After you upload vouchers to the server, you must process them to create transactions in the A/P Ledger table (F0411).

After you upload your vouchers and process them, you must update the transaction control status of the vouchers on the PC to match the status of those on the server.

See Also

- *Working with Queues* in the *OneWorld Foundation Guide* for information about using queues in the Employee Work Center to view errors that might occur when you are posting vouchers
- *Processing Batch Vouchers* for more information about submitting vouchers for processing and verifying voucher information

Updating Transaction Control Records

From the Store and Forward Vouchers menu (G04318), choose Update Transaction Control Record.

After you process vouchers, the transaction control status for each voucher on the PC will be different from the voucher's status on the server. You need to update the status on the PC so that it matches the status on the server. To do this, run the Update Transaction Control Record program.

You can also run the update program to identify any PC vouchers that were in error when they were uploaded to the server. The system updates the voucher on the PC with the error status of the voucher on the server. You can then identify the vouchers that are in error on the PC, correct them, and upload them again to the server. Alternatively, you can correct them on the server.

Processing Options for Update Store and Forward Records

```
Purge

Enter a '1' to automatically purge
    processed transactions from the
    batch files.  If left blank,
    transactions will be flagged as
    processed and will remain in the
    batch files.

      Purge = '1' , No Purge = ' '                ____________
```

Posting Vouchers

From the Supplier & Voucher Entry menu (G0411), choose Post Vouchers to G/L.

After you process your vouchers, you must post them to the general ledger.

You can post vouchers to the general ledger manually from the Supplier & Voucher Entry menu (G0411). Alternatively, you can set two processing options to post processed batch vouchers automatically at the time of processing:

- Enter 1 in the Batch Approval field on the Batch Approval tab to automatically set the status of the processed batch to Approved
- Enter a version of the Post program (R09801) in the Version field on the Auto Post tab

See Also

- *Posting Vouchers*
- *Revising Posted Vouchers*
- *Working with Queues* in the *OneWorld Foundation Guide* for information about using queues in the Employee Work Center to view errors that might occur when posting vouchers

Purging Processed Vouchers

From the Store and Forward Vouchers menu (G04318), choose Purge Store and Forward Vouchers.

After posting vouchers, you should purge them from both your PC and the Batch table on the server. When you run the program, the Override Location feature allows you to purge vouchers on either the client or the server.

Alternatively, you can use a processing option to automatically purge processed vouchers from the batch files when you update transaction control records.

When you purge processed vouchers, the system removes the records in the following tables:

- Voucher Transactions Batch (F0411Z1)
- Journal Entry Transactions Batch (F0911Z1)
- Transaction Control (F0041Z1)

See Also

- *Purging Processed Batch Vouchers* for information about processing options
- *Updating Transaction Control Records* for information about purging processed transactions automatically

Processing Options for Store and Forward Vouchers

Processing Options for Store & Forward Vouchers

Processing

1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.

   1 = Final Mode ' ' = Proof mode ______________

2. Enter a '1' to allow A/P voucher processing if G/L records in F0911Z1 are out of balance. (A/P amounts are not equal to G/L amounts). If left blank, the transaction will not be processed if the amounts are out of balance.

   1 = Allow out of Balance ______________

3. Enter a '1' to automatically purge processed transactions from the batch file. If left blank, transactions will be flagged as processed and will remain in the file.

   1 = Purge ' ' = No Purge ______________

Messages

1. Enter a '1' to suppress the creation of warning Workflow messages. If left blank, warning messages will be created in Workflow.

   1 = Suppress Warning '' = No Suppress ______________

2. Enter the user to receive the Workflow messages. If left blank, the user that entered the transaction will receive the Workflow messages.

   User ID for Workflow messages ______________

Defaults

1. Enter a '1' to bypass the defaulting of tax area and tax explanation code. If left blank, the tax fields will be defaulted from Address Book and the Business Unit Master tables.

   1 = Bypass Tax Default ______________

MBF Versions

1. Enter the number of the Master Business Function Processing Option Version to be used for Voucher Processing. If left blank, ZJDE0001 will be used.

   Version ______________

2. Enter the number of the Master Business Function Processing Option Version to be used for Journal Entry Processing. If left blank, ZJDE0001 will be used.

   Version ______________

Batch Approval

1. Enter a '1' if you would like to have the batch status on all batches created through the Voucher Batch Processor to be set to 'Approved' (regardless of the general accounting constants). If this field is left blank, the batch status will be set according to the general accounting constants.

   Batch Approval ______________

Auto Post

1. Enter a version of the Post Program (R09801), that you wish to run if you would like your entries automatically posted to the account balances table (F0902) after creation. If this Processing Option is left blank, the post will not be submitted.

   Version ______________

Converting Vouchers for Batch Processing

Voucher batch processing is a method of taking information from a system external to J.D. Edwards software and converting it so that it can be processed as a J.D. Edwards transaction. You can upload batch vouchers from outside sources such as PC data entry, third party or customer systems, or electronic data interchanges (EDI). In order to do this, you must create a custom program that provides proper data to specific fields in the Voucher Transactions - Batch File table (F0411Z1) and in the Journal Entry Transactions - Batch File table (F0911Z1).

The batch process then verifies that the information entered into these transaction tables (known as Z files) is processed correctly and converted into the Accounts Payable Ledger table (F0411) and the Accounts Ledger table (F0911). If you attempt to update either the Accounts Payable Ledger table (F0411) or the Accounts Ledger table (F0911) without using the batch process and the Z files, you can compromise your J.D. Edwards voucher information. After your external voucher information is converted into the Accounts Payable Ledger (F0411) and the Accounts Ledger (F0911) tables, you can process it as a J.D. Edwards transaction.

See Also

- *Appendix D: Batch Input Setup for Vouchers* for information about field requirements and formats for the voucher conversion and upload process
- *Technical Data Tables Needed for Store and Forward* in the *Configurable Network Computing Implementation Guide* for information about the technical data tables you must download for store and forward processing

Reviewing Batch Vouchers

After you convert batch vouchers, you might want to verify their accuracy before you process them. You can review batch vouchers both before and after you process them. When reviewing batch vouchers, you can:

- Review batch voucher information
- Review individual batch vouchers

Batch voucher information is stored in the Voucher Transactions - Batch File (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables. Profit management information for batch vouchers is stored in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

Caution: Be sure to use the appropriate program to review and revise vouchers. If you began with the Store and Forward program, you must use the Store and Forward Batch Voucher Revision program from the Store and Forward Vouchers menu (G04318) to review and revise vouchers. If you are processing batches independently of the Store and Forward program, then use the Batch Voucher Revisions program from the Batch Voucher Processing menu (G04311) to review and revise vouchers.

See Also

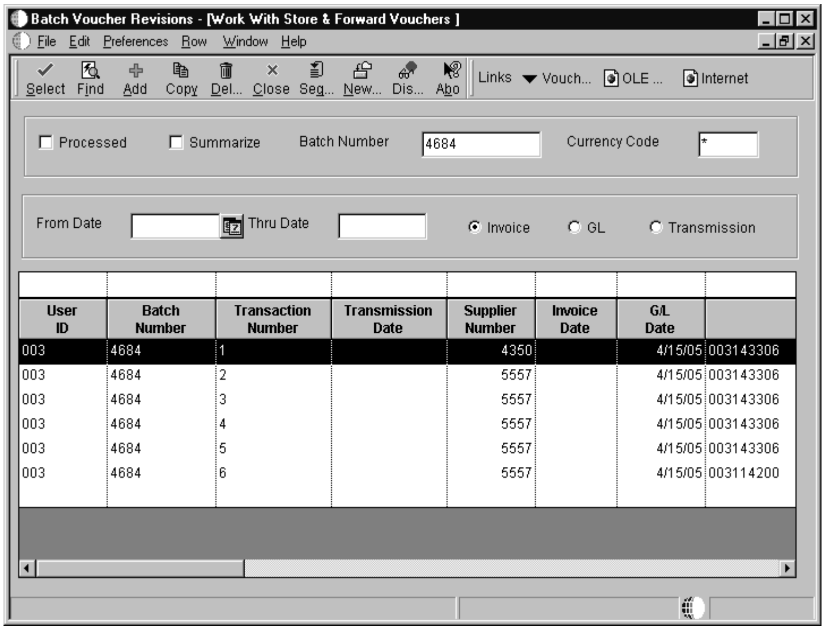
- *Cost Object Tracking in Store and Forward* in the *Enterprise-Wide Profitability Solution Guide* for cost management information about A/P

▶ To review batch voucher information

If you are processing batch vouchers, from the Batch Voucher Processing menu (G04311), choose Batch Voucher Revisions.

If you have transferred vouchers from storage, from the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Revision.

After you transfer vouchers, you can review specific information about the batch. For example, you might want to verify the number of vouchers in a batch for a specific date.


Batch Voucher Revisions - [Work With Store & Forward Vouchers]
File Edit Preferences Row Window Help
Select Find Add Copy Del... Close Seg... New... Dis... Abo
Links Vouch... OLE ... Internet

☐ Processed ☐ Summarize Batch Number 4684 Currency Code *

From Date Thru Date ● Invoice ○ GL ○ Transmission

User ID	Batch Number	Transaction Number	Transmission Date	Supplier Number	Invoice Date	G/L Date	
003	4684	1		4350		4/15/05	003143306
003	4684	2		5557		4/15/05	003143306
003	4684	3		5557		4/15/05	003143306
003	4684	4		5557		4/15/05	003143306
003	4684	5		5557		4/15/05	003143306
003	4684	6		5557		4/15/05	003114200

1. On Work With Store and Forward Vouchers, click Find to display all batch vouchers, or limit the vouchers that display by completing the following fields and clicking find:
    - Processed
    - Summarize
    - Batch Number
    - Currency Code
2. To display vouchers by date, complete the following fields:
    - From Date
    - Thru Date
3. If you display vouchers by date, designate which type of date you want to display by clicking one of the following options:
    - Invoice
    - GL
    - Transmission

Field	Explanation
Processed	An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program. Valid values for WorldSoftware are: 0 Unprocessed only 1 Processed and unprocessed For OneWorld software: On The system shows records that have been successfully processed. Off The system shows records that have not yet been processed.
Summarize	An option that indicates whether the system shows vouchers in summary or detail mode. In OneWorld software: On The system shows a summarized version of the record that you select. For example, if you enter a voucher with two pay items, you view one line with a total of the two pay items. Off The system shows all records. For example, the system shows all pay items, line numbers, and so on.
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the J.D. Edwards transactions for each control (user) batch number it finds.
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions.
Invoice	Indicates the type of date used when entering a From/Thru date selection. . . . . *Form-specific information* . . . . Date types include Invoice, G/L, and Transmission.
Transmission	Indicates the type of date used when entering a From/Thru date selection. . . . . *Form-specific information* . . . . Date types include Invoice, G/L, and Transmission.

▶ To review individual batch vouchers

If you are processing batch vouchers, from the Batch Voucher Processing menu (G04311), choose Batch Voucher Revisions.

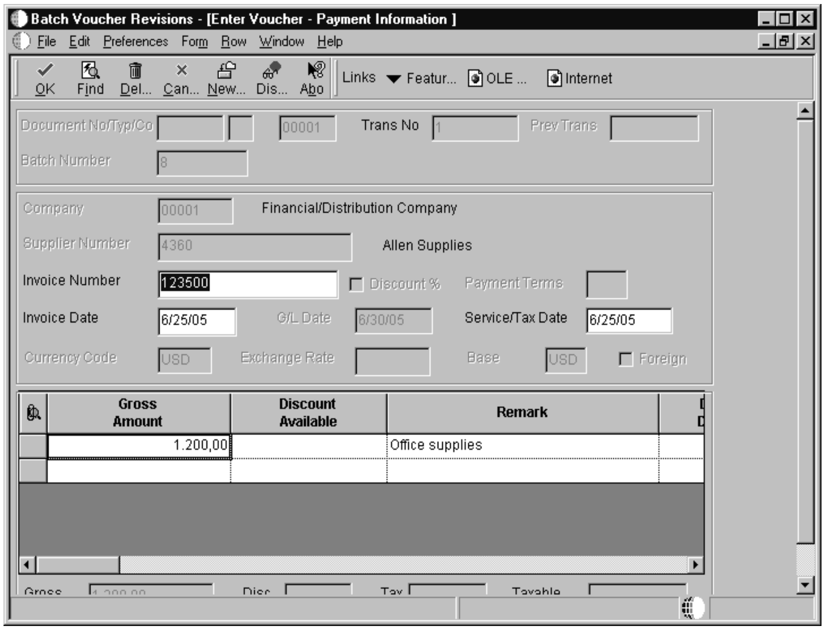
If you are working with store and forward vouchers, from the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Revision.

When reviewing information about your batch vouchers, you might want to review the G/L distributions or the pay item detail associated with a specific voucher.

1. On Work With Store & Forward Vouchers, follow the steps to review batch voucher information.

   See *To review batch voucher information*

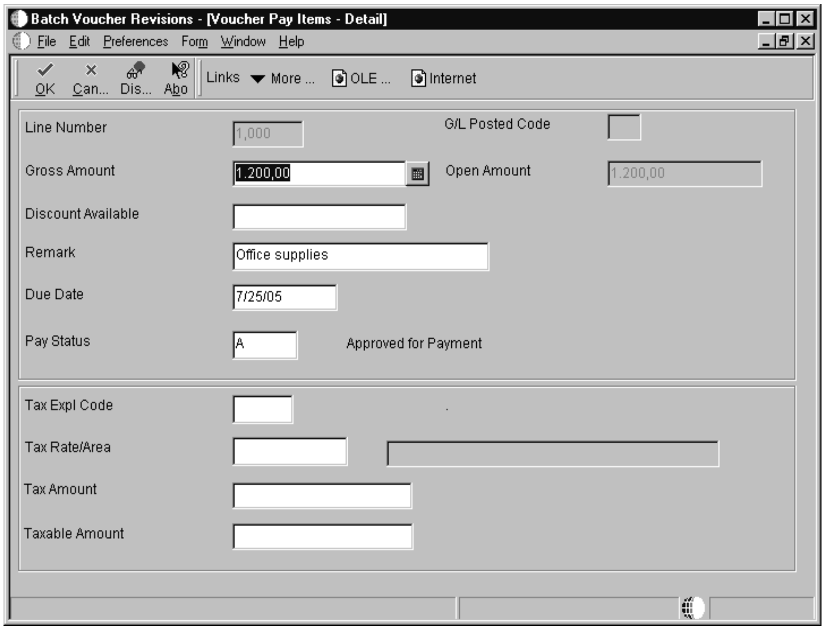
2. Choose the voucher that you want to review and click Select.


Batch Voucher Revisions - [Enter Voucher - Payment Information]
File Edit Preferences Form Row Window Help
OK
Find
Del...
Can...
New...
Dis...
Abo
Links
Featur...
OLE ...
Internet

Document No/Typ/Co	00001
Trans No	1
Prev Trans	
Batch Number	8
Company	00001 Financial/Distribution Company
Supplier Number	4360 Allen Supplies
Invoice Number	123500
☐ Discount %	
Payment Terms	
Invoice Date	6/25/05
G/L Date	6/30/05
Service/Tax Date	6/25/05
Currency Code	USD
Exchange Rate	
Base	USD
☐ Foreign	

Gross Amount	Discount Available	Remark
1.200,00		Office supplies

3. On Enter Voucher-Payment Information, choose Detail from the Row menu to review the voucher's pay items.


Batch Voucher Revisions - [Voucher Pay Items - Detail]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links More ... OLE ... Internet

Line Number: 1,000
G/L Posted Code:
Gross Amount: 1.200,00
Open Amount: 1.200,00
Discount Available:
Remark: Office supplies
Due Date: 7/25/05
Pay Status: A Approved for Payment
Tax Expl Code:
Tax Rate/Area:
Tax Amount:
Taxable Amount:

4. To review the G/L distribution for the voucher, choose G/L Distribution from the Form menu on Enter Voucher-Payment Information.

See Also

- *Processing Options for Store & Forward Vouchers*

Revising Unprocessed Batch Vouchers

After you load vouchers from an external source to the Accounts Payable system, you might need to make additions or corrections to them before you process them in final mode.

Revising unprocessed batch vouchers consists of:

- ☐ Adding vouchers to batches
- ☐ Correcting unprocessed batch vouchers
- ☐ Changing, deleting, or voiding vouchers

The system uses next numbers to automatically assign document and batch numbers during final processing. J.D. Edwards recommends that you use next numbers. For audit purposes, however, J.D. Edwards recommends that you use the transaction number field with your old document number. If the number assigned already exists in the Accounts Payable Ledger table (F0411), the system returns an error.

When you add or correct batch vouchers, you update information in the Voucher Transactions - Batch File (F0411Z1) and the Journal Entry Transactions - Batch File (F0911Z1) tables. When you add or correct profit management information on batch vouchers, you update information in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

Caution: You must use the appropriate program to review and revise vouchers. If you began with the Store and Forward program, you must use the Store and Forward Batch Voucher Revision program from the Store and Forward Vouchers menu (G04318) to review and revise vouchers. If you are processing batches independently of the Store and Forward program, then use the Batch Voucher Revisions program from the Batch Voucher Processing menu (G04311) to review and revise vouchers.

See Also

- *Cost Object Tracking in Store and Forward* in the *Enterprise-Wide Profitability Solution Guide* for cost management information about A/P

Adding Vouchers to Batches

You cannot add a voucher to a batch that you attempted to process. You can, however, create a new batch and add a voucher to it. Typically, you should not need to add a voucher to a batch. An exception is when you experience difficulty processing transactions from an interfaced system. To detect and correct any discrepancies, compare the voucher you manually enter to the voucher that the interface system creates.

When you add a voucher to a batch, the system creates J.D. Edwards vouchers in the batch A/P ledger and the batch account ledger. Vouchers remain in the batch table until you process and purge them from the Voucher Transactions Batch table.

▶ To add a voucher to a batch

If you are processing batch vouchers, from the Batch Voucher Processing menu (G04311), choose Batch Voucher Revisions.

If you are working with store and forward vouchers, from the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Revision.

1. On Work with Store & Forward Vouchers, click Add to access Enter Voucher-Payment Information.
2. On Enter Voucher-Payment Information, complete the following field to add a voucher to an existing batch:
   - Batch Number

   When adding batch vouchers, you do not need to enter a document number. The system automatically assigns this number when you process them. This prevents duplicate numbers in the A/P ledger.

3. Follow the steps to enter a standard voucher.

See *Entering Standard Vouchers*

Correcting Unprocessed Batch Vouchers

When you find an error in an unprocessed batch voucher, you can change or delete it. To correct transaction information for a batch voucher, it must include the following:

- Batch number
- Transaction number
- Supplier number
- Company

You correct unprocessed records using different menus, based on whether you are using store and forward vouchers uploaded to the server from another program or batch voucher processing. If you choose store and forward vouchers, the transaction control record is also updated.

Vouchers that you create using the store and forward process have transaction control records. Vouchers that you upload to the server from another program do not.

▶ To correct an unprocessed batch voucher

If you are processing batch vouchers, from the Batch Voucher Processing menu (G04311), choose Batch Voucher Revisions.

If you are working with store and forward vouchers, from the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Revision.

1. Follow the steps to review batch voucher information.

See *To review batch voucher information*

2. On Work with Store & Forward Vouchers, choose the voucher that you want to correct and click Select.
3. On Enter Voucher-Payment Information, change any field that is not a key field and click OK.
4. On Enter Voucher-G/L Distribution, change the G/L distribution, if necessary.

Changing, Deleting, or Voiding Vouchers

To delete processed transactions from the temporary batch table, you must purge them. You can set a processing option to purge processed batch transactions that were transmitted successfully through the voucher batch processor.

You cannot use the Work with Store & Forward Vouchers form to change, delete, or void vouchers that the system has processed in final mode or vouchers for a different accounting period. You must use the Standard Voucher Entry form to do this.

See Also

- *Purging Processed Batch Vouchers* for information about deleting transactions
- *Processing Options for Store and Forward Vouchers*
- *Revising Unposted Vouchers*

Processing Batch Vouchers

After you convert, review, and revise your batch vouchers, you can process them. This consists of:

- ☐ Processing the transaction information
- ☐ Submitting vouchers for batch processing
- ☐ Verifying batch voucher information
- ☐ Correcting batch vouchers
- ☐ Posting batch vouchers

When you process batch vouchers, the system creates:

- Voucher information in the A/P Ledger table (F0411).
- Associated accounting distribution information in the Account Ledger table (F0911).
- Payment information in the A/P Matching Document (F0413) and A/P Matching Document Detail (F0414) tables, if you supply a payment number and date.
- Profit management information in the Account Ledger Tag File table (F0911T). The system does this only if the Activate Cost Objects flag in the Cost Management Constants table (F1609) is active, and if a voucher contains cost management information, which the system stores in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

Caution: You must use the appropriate program to review and revise vouchers. If you began with the Store and Forward program, you must use the Store and Forward Batch Voucher Revision program from the Store and Forward Vouchers menu (G04318) to review and revise vouchers. If you are processing batches independently of the Store and Forward program, then use the Batch Voucher Revisions program from the Batch Voucher Processing menu (G04311) to review and revise vouchers.

See Also

- *Cost Object Tracking in Store and Forward* in the *Enterprise-Wide Profitability Solution Guide* for cost management information about A/P

Processing the Transaction Information

After your custom program loads the transaction information into the Voucher Transaction - Batch File (F0411Z1), Journal Entry Transactions - Batch File (F0911Z1), and Journal Entry Transactions - Batch Tag File (F0911Z1T) tables, run the Voucher Batch Processor program (R04110Z). Running this program processes the information in the F0411Z1, F0911Z1, and F0911Z1T tables, and loads it into the Accounts Payable Ledger table (F0411), the Account Ledger table (F0911), and the Account Ledger Tag File table (F0911T).

Any additional information that is necessary for a completed transaction is loaded from other sources or calculated from existing information. For example:

- The document number originates from the Next Numbers program (P0002).
- The fiscal year and period are calculated from the G/L date and Company Names & Numbers program (P00105).
- The F0911 explanation comes from the supplier's alpha name from the supplier number.
- The F0911 company number is assigned based on the business unit from the first line of distribution.

Errors in Processing

If any errors occur during processing, they are noted on the edit report. You can correct the errors and reprocess the batch. If a transaction in the batch is in error, that transaction does not process with the rest of the batch. However, you can set a processing option so that if one transaction is in error, the entire batch does not process.

After the batch has been successfully processed, the field VLEDSP is updated from a value of 0 to 1. These records remain in the F0411Z1 and F0911Z1 tables until they are purged. Alternatively, you can set up a processing option to purge these tables automatically.

The following tips might help you reduce the number of error messages, or help you identify and resolve them when they occur:

- Initially process a small number of records in a batch. Most errors that occur on one record also occur on all records. Correct the errors on the smaller number of records, and then follow the same sequence of steps when you process a larger number of records in a batch.
- The only thing that prevents a batch from processing is an error. Warning messages alert you to nonstandard events, but do not prevent processing. You can turn off warning messages by means of a processing option.
- You can run the proof in batch mode. However, proof mode is not necessary because you have the option to review the transactions before

posting (during which time they could be deleted). Also, any error prevents the batch from processing anyway.

- Reading error messages helps identify the cause and the resolution of errors. Error messages can be accessed and read from the Work Center in one of three ways:
  - From the Workflow Management menu (G02), choose Employee Work Center.
  - Set the OneWorld preferences to view the Exit Bar. Then, choose Batch Voucher Processor from the Batch Voucher Processing menu (G04311), or choose Store and Forward Batch Voucher Process from the Store and Forward Vouchers menu (G04318). Right click the UBE you chose, and click Prompt For Version. On the Find/Browse form, choose Work Center from the Tools menu on the Exit Bar.
  - Set the OneWorld preferences to view the Exit Bar. Then, choose Work With Servers from the System Administration Tools menu (GH9011). On Work With Servers, choose Work Center on the Tools menu on the Exit Bar.

  All error messages are also located in the Data Dictionary, where you can locate the error number and review the glossary.

- If errors occur that you cannot resolve, enter a transaction manually through Batch Voucher Revisions (P0401Z1), and process it successfully. Then compare a copy file of the F0411Z1 transaction that you entered manually to a F0411Z1 transaction entered by the Voucher Batch Processor program (R04110Z). Comparing the differences assists you in locating discrepancies and resolving the errors.

Submitting Vouchers for Batch Processing

If you are working with batch vouchers, from the Batch Voucher Processing menu (G04311), choose Batch Voucher Processor.

If you are working with store and forward vouchers, from the Store and Forward Vouchers menu (G04318), choose Store and Forward Batch Voucher Process.

Two program versions on the system are for Payroll processing only. They are versions ZJDE0003 and ZJDE0004.

You can submit your vouchers for processing in proof or final mode.

In proof mode, the system:

- Verifies the data and produces a report that shows the number of incorrect transactions. Errors are written to a message in the Enterprise Workflow system. Processing in proof mode does not affect your ledgers.

- Allows you to correct errors from the workflow message before you process them in final mode.

In final mode, the system:

- Creates vouchers in the A/P Ledger table (F0411) and associated journal entries in the Account Ledger table (F0911).
- Creates payments in the A/P Matching Document (F0413) and A/P Matching Document Detail (F0414) tables if you supply a payment number and date.
- Assigns document and batch numbers if you leave them blank in the Voucher Transactions - Batch File table (F0411Z1).
- Supplies information for the fields that you leave blank.
- Produces a report that shows the number of correct and incorrect transactions. Errors are written to a message in the Enterprise Workflow system.
- Purges vouchers that have been processed (if you set this processing option).

Before You Begin

☐ For vouchers created using an external source, ensure that all data fields have values. The system does not process batch vouchers with null values.

See *Converting Vouchers for Batch Processing* for information about batch voucher fields.

Verifying Batch Voucher Information

After you process batch vouchers in proof mode, the system produces an exceptions report that shows the number of correct and incorrect transactions.

An alternative to reviewing the exceptions report is to access the Employee Work Center system to view specific errors regarding the batches. You can access the batches that are in error directly from the error messages. This feature allows you to locate the problems and correct them interactively.

See Also

- *R04110Z, Voucher Batch Processor* in the *Reports Guide* for a report sample

- *Sending Payment Orders with Remittance* in the *Data Interface for Electronic Data Interchange Guide* for information about EDI processing for A/P

Correcting Batch Vouchers

If errors appear on the exceptions report after you process batch vouchers in proof mode, you must correct them before you can process the batch vouchers in final mode.

Perform one of the following actions:

- Correct the data in the batch table at its external source and transmit the batch again to the Accounts Payable system.
- Locate the individual voucher on Batch Voucher Revisions or Store and Forward Batch Voucher Revision and change or delete it.
- Locate the individual voucher on Work with Store & Forward Vouchers. Then, access Enter Voucher-Payment Information to change or delete the voucher on the server.

If errors occurred while the voucher was in final mode, the voucher can still be deleted or revised. To delete or revise a voucher that was processed in final mode, use the Standard Voucher Entry form.

See Also

- *Revising Unprocessed Batch Vouchers*
- *Entering Standard Vouchers* for more information about changing or deleting unposted vouchers
- *Working with Manual Payments* for more information about changing and deleting manual payments

Posting Batch Vouchers

From the Supplier & Voucher Entry menu (G0411), choose Post Vouchers to G/L.

After you process your batch vouchers, you must post them to the general ledger.

You can post vouchers to the general ledger manually from the Supplier & Voucher Entry menu (G0411). Alternatively, you can set two processing options to post processed batch vouchers automatically at the time of processing:

- Enter 1 in the Batch Approval field on the Batch Approval tab to automatically set the status of the processed batch to Approved.

- Enter a version of the Post program (R09801) in the Version field on the Auto Post tab.

See Also

- *Revising Posted Vouchers*
- *Posting Vouchers*

Processing Options for Voucher Batch Processor

```
Processing

1.  Enter a '1' to process the batch
    information in Final mode.  If left
    blank, the batch processing will be
    performed in Proof mode and no file
    updates will occur.

      1 = Final Mode  ' ' = Proof mode                ____________

2.  Enter a '1' to allow A/P voucher
    processing if G/L records in F0911Z1
    are out of balance.  (A/P amounts
    are not equal to G/L amounts).  If
    left blank, the transaction will not
    be processed if the amounts are out
    of balance.

      1 = Allow out of Balance                        ____________

3.  Enter a '1' to automatically purge
    processed transactions from the
    batch file.  If left blank,
    transactions will be flagged as
    processed and will remain in the
    file.

      1 = Purge  ' ' = No Purge                       ____________

Messages

1.  Enter a '1' to suppress the creation
    of warning Workflow messages.  If
    left blank, warning messages will be
    created in Workflow.

      1 = Suppress Warning  '' = No                   ____________
      Suppress

2.  Enter the user to receive the
    Workflow messages.  If left blank,
    the user that entered the
    transaction will receive the
    Workflow messages.

      User ID for Workflow messages                   ____________

Defaults

1.  Enter a '1' to bypass the defaulting
```

of tax area and tax explanation code. If left blank, the tax fields will be defaulted from Address Book and the Business Unit Master tables.

1 = Bypass Tax Default ____________

MBF Versions

1. Enter the number of the Master Business Function Processing Option Version to be used for Voucher Processing. If left blank, ZJDE0001 will be used.

Version ____________

2. Enter the number of the Master Business Function Processing Option Version to be used for Journal Entry Processing. If left blank, ZJDE0001 will be used.

Version ____________

Batch Approval

1. Enter a '1' if you would like to have the batch status on all batches created through the Voucher Batch Processor to be set to 'Approved' (regardless of the general accounting constants). If this field is left blank, the batch status will be set according to the general accounting constants.

Batch Approval ____________

Auto Post

1. Enter a version of the Post Program (R09801), that you wish to run if you would like your entries automatically posted to the account balances table (F0902) after creation. If this Processing Option is left blank, the post will not be submitted.

Version ____________

1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.

1 = Final Mode ' ' = Proof mode ____________

2. Enter a '1' to allow A/P voucher processing if G/L records in F0911Z1 are out of balance. (A/P amounts are not equal to G/L amounts). If

left blank, the transaction will not be processed if the amounts are out of balance.

1 = Allow out of Balance ______

3. Enter a '1' to automatically purge processed transactions from the batch file. If left blank, transactions will be flagged as processed and will remain in the file.

1 = Purge ' ' = No Purge ______

Messages

1. Enter a '1' to suppress the creation of warning Workflow messages. If left blank, warning messages will be created in Workflow.

1 = Suppress Warning '' = No Suppress ______

2. Enter the user to receive the Workflow messages. If left blank, the user that entered the transaction will receive the Workflow messages.

User ID for Workflow messages ______

Defaults

1. Enter a '1' to bypass the defaulting of tax area and tax explanation code. If left blank, the tax fields will be defaulted from Address Book and the Business Unit Master tables.

1 = Bypass Tax Default ______

Journal Entry

1. Enter the Ledger Type for entry. If left blank, Ledger Type AA will be used.

Ledger Type for entry ______

Store Forward

1. Enter a '1' if the transactions were NOT entered using OneWorld Store and Forward Voucher Entry.

1 =Transaction NOT Store and Forward ______

MBF Versions

1. Enter the number of the Master Business Function Processing Option

Version to be used for Voucher Processing. If left blank, ZJDE0001 will be used.

Version ______________

2. Enter the number of the Master Business Function Processing Option Version to be used for Journal Entry Processing. If left blank, ZJDE0001 will be used.

Version ______________

Batch Approval

1. Enter a '1' if you would like to have the batch status on all batches created through the Voucher Batch Processor to be set to 'Approved' (regardless of the general accounting constants). If this field is left blank, the batch status will be set according to the general accounting constants.

Batch Approval ______________

Auto Post

1. Enter a version of the Post Program (R09801), that you wish to run if you would like your entries automatically posted to the account balances table (F0902) after creation. If this Processing Option is left blank, the post will not be submitted.

Version ______________

Purging Processed Batch Vouchers

If you are working with batch vouchers, from the Batch Voucher Processing menu (G04311), choose Purge Batch Voucher Entries.

If you are working with stored and forwarded vouchers, from the Store and Forward Batch Voucher Processing menu (G04318), choose Purge Store and Forward Vouchers.

After you review, process, and post your batch vouchers, you must purge them. The system holds processed vouchers in the batch table until you do so. You can purge batch vouchers in either of the following ways:

- Set a processing option to automatically purge them when you process your batch vouchers in final mode
- Purge them as a separate task

When you purge batch vouchers, the system removes all successfully processed vouchers from specific tables. (If a processed voucher has been successfully processed, the EDSP field equals 1.) Regardless of the batch they are in, successfully processed vouchers are purged from the following tables:

- Voucher Transactions - Batch File (F0411Z1)
- Journal Entry Transactions - Batch File (F0911Z1)
- Journal Entry Transactions Batch Tag File (F0911Z1T)

Purging removes only batch vouchers and does not affect A/P ledger vouchers.

Technical Processes

Occasionally, you might need to erase data to conserve disk space or you might need to convert the currency code or address book amounts for multiple suppliers to a different currency. Technical processes include the following tasks:

☐ Purging A/P records

☐ Converting supplier currency codes and amounts

Purging A/P Records

From the A/P Advanced & Technical Operations menu (G0431), choose Purge Closed A/P Records.

To conserve system disk space, purge your paid A/P records periodically. When you purge A/P records, you run a batch program that:

- Removes paid transactions from the A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables if:
    - The G/L date of the transaction is on or before the "as of" date set in a processing option.
    - The open amount is zero.
- Removes A/P payment summary information from the A/P Matching Document table if the payment date of a record is on or before the payment date set in a processing option.
- Removes all drafts that have not yet been paid. This is because the draft document type P1 does not have a G/L date or an open amount. To prevent this from happening, use the data selection to exclude documents with document type P1 and pay status D.
- Copies purged records to the following tables:
    - Purge-A/P Ledger (F0411P)
    - Purge-A/P Matching Document (F0413P)
    - Purge-A/P Matching Document Detail (F0414P)

  For reporting purposes, you can keep these tables on your system or copy them to another medium. If you keep them on your system and you purge again, the system adds newly purged records to the existing tables.

Caution: Be careful that you do not purge A/P ledger information that might be needed by other systems, such as Procurement.

System Administrator Responsibilities

The system administrator is responsible for several tasks related to purging A/P records:

- After you purge A/P records, contact your system administrator to reorganize the files. This reorders the remaining records, maximizes system disk space, speeds system processing, and rebuilds the table indices.

- When you purge A/P records, the system does not purge the associated journal entries. Contact your system administrator to develop a program to purge the Account Ledger table (F0911).
- To remove the tables of purged records from your system, contact your database administrator.

Before You Begin

☐ Back up the A/P Ledger (F0411), A/P Matching Document (F0413), and A/P Matching Document Detail (F0414) tables.

☐ Update YTD voucher amounts.

Processing Options for Purge Closed A/P Records

```
As Of Date

1.  Enter G/L Purge 'As Of' Date.

       Purge as of date                                    ____________
```

Data Selection and Sequence for Purge Closed A/P Records

To prevent the system from purging recurring vouchers, set the Number of Payments to equal (EQ) ZERO.

To prevent the system from purging drafts that have not yet been paid, exclude documents with document type P1 and pay status D.

To avoid unpredictable results while purging, do not change the following data sequence:

1. Document Company
2. Document Number
3. Document Type

After the purge process is complete, you can defragment the Accounts Payable Ledger table (F0411) and rebuild the table indices. Contact your database administrator for more information about this process.

Converting Supplier Currency Codes and Amounts

You might convert a supplier's currency code or address book amounts for the following reasons:

- Your suppliers want to receive payments in a different currency
- You want to submit payments to your suppliers in a different currency
- You want to view a supplier's statistical amounts in a different currency

For example, you might want to convert statistical (address book) amounts for several of your suppliers from Canadian dollars to U.S. dollars. Or, if you do business with EMU companies, you might need to change the default currency code to the euro on multiple supplier master records.

This topic describes the following:

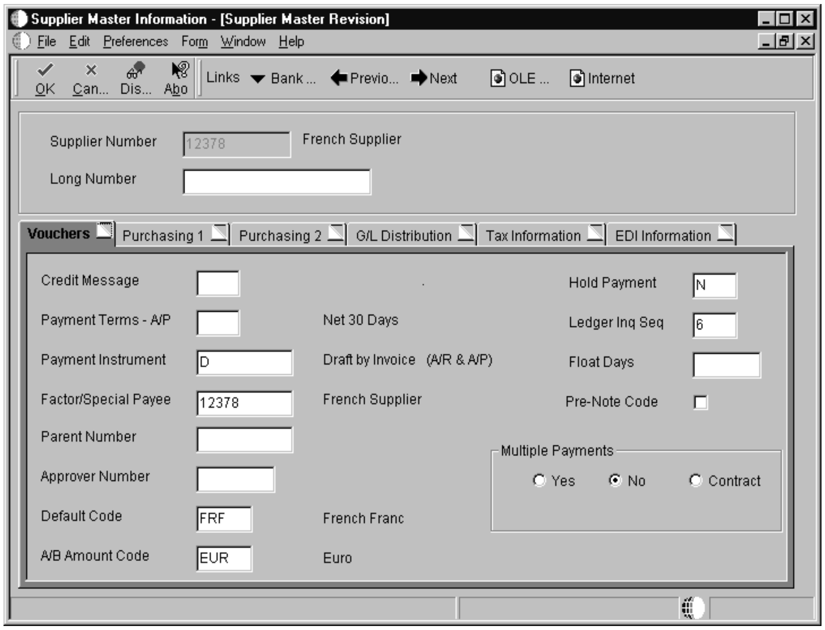
- ☐ Converting supplier currency codes and amounts
- ☐ Reviewing the exceptions report
- ☐ Example: Before and after the supplier conversion
- ☐ Example: Parent/child structure with different currencies

Converting Supplier Currency Codes and Amounts

You can convert the following currency codes and amounts at the same time or independently of one another.

- Supplier default currency code. To submit payments to suppliers in a different currency, convert the default currency code.
- Supplier address book currency and amounts. To view address book balance amounts for suppliers in a different currency, convert the address book currency code and the following amounts in the Supplier Master table (F0401):
  - Summary balance amounts (year-to-date voucher amounts, prior year voucher amounts, and open purchase order amounts).
  - Limit amounts (minimum and maximum purchase order amounts). See *Converting Supplier Limit Amounts* in the *Procurement Guide* for detailed information about how limit amounts are rounded.

To view a supplier's default and address book currency codes, access the Supplier Master Revisions form. The default currency code appears in the Default Code field and the address book currency appears in the A/B Amount Code field.


Supplier Master Information - [Supplier Master Revision]
File
Edit
Preferences
Form
Window
Help
OK
Can...
Dis...
Abo
Links
Bank ...
Previo...
Next
OLE ...
Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information

Supplier Number 12378 French Supplier
Long Number

Credit Message
Payment Terms - A/P Net 30 Days
Payment Instrument D Draft by Invoice (A/R & A/P)
Factor/Special Payee 12378 French Supplier
Parent Number
Approver Number
Default Code FRF French Franc
A/B Amount Code EUR Euro
Hold Payment N
Ledger Inq Seq 6
Float Days
Pre-Note Code ☐
Multiple Payments ○ Yes ● No ○ Contract

▶ To convert supplier currency codes and amounts

Although this program was originally designed for Economic and Monetary Union (EMU) companies to use during the euro transition period, it can be used by non-EMU companies as well.

The data selection for the Euro Address Book Conversion program provides flexibility when converting supplier amounts to another currency.

1. From the System Administration Tools menu (GH9011), choose Batch Versions.
2. On Work With Batch Versions-Available Versions, enter R890401E in the Batch Application field to access Euro Address Book Conversion - F0401.
3. Use the data selection to do the following:
   - To convert address book amounts by supplier, specify the address book numbers. If you do not do this, the conversion program converts all suppliers.
   - To convert amounts for all suppliers assigned a certain category code, specify the category code.

Reviewing the Exceptions Report

When you run the Euro Address Book Conversion - F0401 program, an exceptions report prints. Review the report for any of the following messages, and rerun the conversion program if necessary:

- *No processing errors*. If you entered 1 for processing option 1, the conversion program updates the F0401 table.
- *Currency exchange rate not found*. The currency code that you are converting to is not set up in the exchange rate table, or the exchange rate or effective date is not set up for the currency code.
- *Invalid currency entered*. The currency code you entered for currency processing option 3 or 4 or both is not valid.
- *Update error - record locked or not found*. The supplier master record is in use.

Example: Before and After the Supplier Conversion

This example shows supplier amounts before and after converting from the French franc (FRF) to the euro (EUR). For this example, the processing options for the Euro Address Book Conversion - F0401 were set as follows:

- Amount Currency processing option = EUR
- Currency Code processing option = blank
- Limit Amounts processing option = 50

The Amount Currency and Currency fields on the supplier master record are DEM. The EUR to DEM exchange rate is 1.95583.

After running the supplier conversion program, this supplier's address book amounts will be in the euro; however, their payments will remain in German marks.

F0401 Field	Description	Before Conversion	After Conversion	Rounded From
A6CRRP	Currency Code - A/P	DEM	DEM	Not applicable
A6CRCA	Currency Code - A/B	DEM	EUR	Not applicable
A6AYPD	Amount Vouchered Year-to-Date	157500.00	80528.47	Not applicable
A6APPD	Amount Vouchered Prior Year End	138000.00	70558.28	Not applicable
A6ABAM	Address Book Amount	Not used	Not used	Not applicable
A6ABA1	Address Book Amount	Not used	Not used	Not applicable
A6APRC	Open Order Amount	3000.00	1533.88	Not applicable
A6MINO	Minimum Order Value	15000.00	7650	7669.38
A6MAXO	Maximum Order Value	30000.00	15350	1338.76

Caution: In the Supplier Master table, the field A6ABAM stores a user-defined fixed amount and the field A6ABA1 is for future use. If you use either of these fields, be aware that the Euro Address Book Conversion - F0401 program converts the amounts, regardless of whether they are monetary amounts.

Example: Parent/Child Structure with Different Currencies

If you have a parent/child structure with different default and address book currencies, you can convert the parent independently from its children or vice versa. With this flexibility, you can continue to track address book amounts in the parent company's currency while paying some of the subsidiaries in another currency. This flexibility also allows you to convert address book amounts at the subsidiary level, convert the currencies of a parent and its children at the same time, and so on.

The following example shows a parent/child relationship with different currencies.

Relationship	Default Currency	Address Book Currency
Parent	ITL	ITL
Child 1	FRF	ITL
Child 2	FRF	ITL
Child 3	DEM	ITL

Child 1, Child 2, and Child 3 have requested that you submit payments in the euro. You run the Euro Address Book Conversion - F0401 program to convert their default currencies from French franc (FRF) and German mark (DEM) to euro (EUR). (Alternatively, you can convert the currencies of a parent and its children at the same time, if applicable.)

The following example shows the results after the conversion.

Relationship	Default Currency	Address Book Currency
Parent	ITL	ITL
Child 1	EUR	ITL
Child 2	EUR	ITL
Child 3	EUR	ITL

This example shows that you can continue to track address book amounts in the parent company's currency while submitting payments to some of the subsidiaries in the euro. It is also possible to convert the address book amounts to the euro at the subsidiary level.

Processing Options for Euro Address Book Conversion – F0401

```
Update

      1. Enter a  '1' to update Supplier          ____________
      Master balances. If left blank,
      Supplier Master balances will ot
      be updated.
      2. Enter a date to be used as the           ____________
      exchange rate date. If left blank,
      the current date is used as the
      default.

Currency

      3. Enter a currency here to be              ____________
      updated to the Amount Currency in
      the Supplier Master File. If left
      blank, the Amount Currency will
      not be updated.
      4. Enter a currency here to be              ____________
      updated to the Currency Code in
      the Supplier MAster file. If left
      blank, the Currency Code will not
      be updated.

Rounding

Enter the desired rounding factor for
    the following limit fields:  For
    example, a value of 100 will round
    the converted amount to the nearest
    hundred, 50 to the nearest 50, etc.
    If left blank, the limit values will
    not be rounded.
```

Minimum Order Value ______________
Maximum Order Value ______________

Appendix A: Quick Reference for A/P Codes

Consult the following table for Accounts Payable menus, payment status codes, payment terms, and document types.

A/P Codes

Menus

G04	Accounts Payable
G0411	Supplier & Voucher Entry
G04111	Other Voucher Entry Methods
G0412	Manual Payment Processing
G0413	Automatic Payment Processing
G0414	Accounts Payable Reports
G0421	Periodic Processes
G0422	Annual 1099 Processing
G0431	Advanced & Technical Operations
G04311	Batch Voucher Processing
G04318	Store & Forward Vouchers
G0441	Accounts Payable Setup

Payment Status Code

A	Approved for payment
#	Payment in-process
P	Paid in full
%	Withholding applies
D	Draft accepted

Any others are a type of payment hold:

H	Held/Pending approval
R	Retainage

Document Types

Original Documents

PV	Voucher
PR	Recurring voucher
PM	Manual voucher (w/o Voucher Match)
PD	Debit memo
PL	Logged voucher

Matching Documents

PE	Change to Voucher Amount (when amount on a posted voucher is changed)
PK	Created when voucher is paid through automatic payment processing
PN	Created when manual payment is processed
PO	Created when posted payment is voided
PT	Electronic Funds Transfer Payment

Appendix B: Currency Codes and Decimals

Multi-Currency Option Off

If the multi-currency option is turned off, the decimals associated with specific amount fields are determined by the display decimals defined in the data dictionary by your system administrator.

Multi-Currency Option On

If the multi-currency option is turned on, the decimals associated with specific amounts are determined as described below.

Unit Ledgers

Decimals for unit ledger types, such as BU and AU, are determined by the display decimals in the data dictionary.

Amount Ledgers

Decimals for amounts other than units are determined as follows:

- Any transaction entered with a currency different from the currency assigned to the company of the account being used is considered foreign.
- The decimal position is determined by the transaction's currency code.
- The number of decimals for a currency is defined in the Currency Codes table (F0013) and the Designate Currency Codes program (P0013).

All ledger types other than CA or any unit ledger type, as mentioned above, is considered *domestic* ledgers. The currency's decimal position is determined by the currency code assigned to the company of the account used. This allows multiple companies in the same environment to have different currencies in the AA ledger.

For example, Company 00100 is a U.S. dollar (USD) base currency company, and its AA ledger represents USD. Company 00002 has French francs (FRF) as its base currency, and its AA ledger then represents FRF.

An exception to this rule occurs when a currency has been assigned to a ledger type in user defined code list 09/LT. If the special handling code of a ledger type contains a currency code, the decimals for the ledger are determined by that currency code.

For example, you have a company with a base domestic currency of French francs (FRF). However, you want to establish a budget in U.S. dollars (USD). You can set up a ledger with USD in the Special Handling Code of user defined code list 09/LT. Any entry made to that ledger is considered USD and not FRF.

The designation of a currency code for a ledger type should be done only as an exception. A currency code designation for a ledger type applies to all companies using that ledger. Therefore, you should not indicate a currency for the AA or CA ledger.

Monetary (Currency-Specific) Accounts

If an account has been assigned a specific currency code, transactions entered to that account must be in that currency. This rule applies to the AA and CA ledgers only. If other ledger types have been established, the monetary account restrictions do not apply.

For monetary account revaluation purposes, a document type of JX overrides an edit that exists in programs so that entry can be made directly to the AA ledger.

Technical Considerations

The Account Balances table (F0902) contains two currency codes:

- CRCD. This code represents the original transaction currency.
- CRCX. This code represents the denominated currency (the company currency).

The following table illustrates the use of the CRCD and CRCX fields. The Account Balances table can optionally be posted by the originating currency of the transaction. For every transaction currency, you will have a corresponding balance.

If you do not require account balances by currency, your account balances can be summarized into one AA and one CA ledger balance for each account. (This does not consider the effect of posting by subledger to an account.)

Posting Option	Ledger Type	Originating Currency (CRCD)	"Denominated In" Currency (CRCX)
Summarized Currency Post	AA	Blank	Company Currency
Summarized Currency Post	CA	Blank	Company Currency

Posting Option	**Ledger Type**	**Originating Currency (CRCD)**	**“Denominated In” Currency (CRCX)**
Balances by Currency Post (and all monetary accounts)	AA	Transaction Currency	Company Currency
Balances by Currency Post (and all monetary accounts)	CA	Transaction Currency	Transaction Currency
Summarized Currency Post	All other ledger types	Blank	Ledger Currency if specified in user defined code list 09/LT or Company Currency

The result of posting a similar set of transactions to provide balances by currency or summarized currency balances is shown below. This example shows a Belgian franc (BEF) company with sales originating in Belgian francs, French francs (FRF), U.S. dollars (USD), and British pounds (GBP). Account 401.5005 for Sales of Product A is illustrated.

CRCD = Original transaction currency

CDCX = Denominated currency

Balances by Currency Post

Account	**CRCD**	**CRCX**	**AA Ledger Amount**	**CRCD CA**	**CRCX CA**	**CA Ledger Amount**
401.5005 Sales Product	BEF	BEF	100,000			
	FRF	BEF	60,000	FRF	FRF	10,000.00
	USD	BEF	150,000	USD	USD	5,000.00
	GBP	BEF	45,000	GBP	GBP	1,000.00

Summarized Currency Post

Account	**CRCD AA**	**CRCX AA**	**AA Ledger Amount**	**CRCD CA**	**CRCX CA**	**CA Ledger Amount**
401.5005 Sales Product		BEF	355,000		BEF	1,600,000

Appendix C: Training Chart of Accounts

Company Structure

A Financial/Distribution Company (company 00001) has its corporate headquarters in Denver, Colorado. Three branch offices report to the Denver headquarters:

- Central Branch
- Southern Branch
- Western Branch

Each branch office performs sales and marketing functions for its regions. Administrative and accounting functions are done at corporate headquarters. Expenses and revenues are tracked by each branch office.

The following illustration shows the business unit structure for company 00001. Notice that the balance sheet business unit (1) has the same identifier as company 00001. Refer to this organization when you do the training exercises.

A Financial/Distribution Company

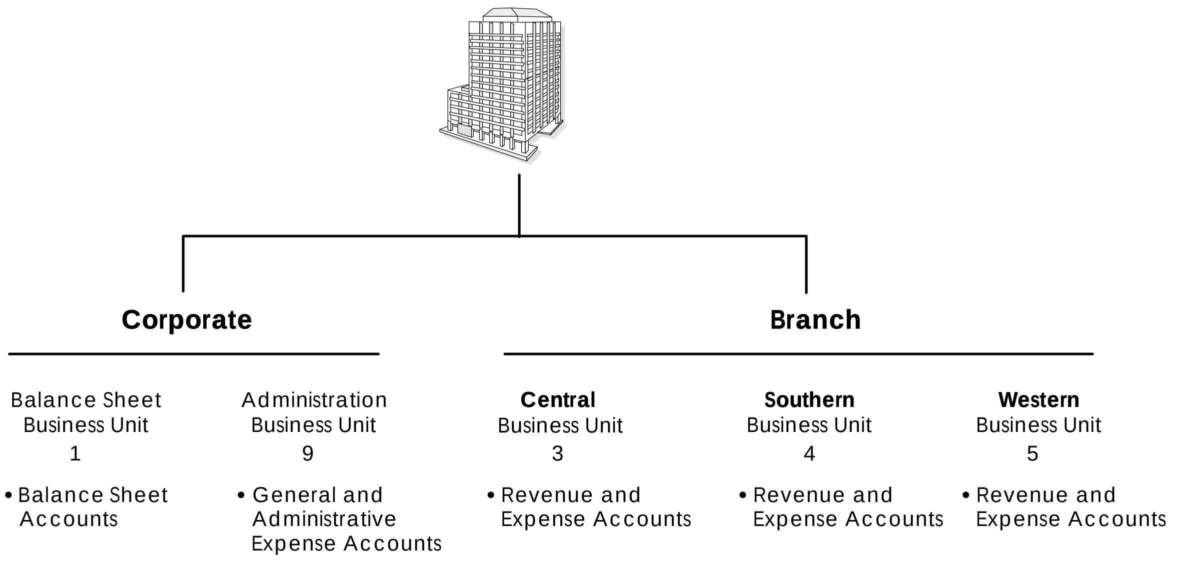

Corporate
Branch
Balance Sheet Business Unit 1
• Balance Sheet Accounts
Administration Business Unit 9
• General and Administrative Expense Accounts
Central Business Unit 3
• Revenue and Expense Accounts
Southern Business Unit 4
• Revenue and Expense Accounts
Western Business Unit 5
• Revenue and Expense Accounts

Chart of Accounts Structure

The chart of accounts identifies the accounts assigned to the business units within your company's reporting structure. It controls:

- How amounts are posted (posting edit code)
- The level of detail (LOD) for account balances
- Accounts assigned to different business units (indicated by X)

The following table is a partial chart of accounts. Refer to it when you do the training exercises.

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
1000	**Assets**	**N**	**3**	**X**				
1001	Current Assets	N	4	X				
1100	Cash	N	5	X				
1105	Petty Cash		6	X				
1110	Cash in Banks	N	6	X				
1110.BEAR	Bear Creek National Bank		7	X				
1110.FIB	First Interstate Bank		7	X				
1110.FRANCE	First Bank of Paris		7	X				
1110.PAYROLL	First Interstate Payroll		7	X				
1130	Short-Term Investments	N	6	X				
1131	Certificates of Deposit		7	X				
1133	Treasury Bills		7	X				
1136	Investment Funds		7	X				
1137	Savings Accounts		7	X				
1200	Accounts Receivable	N	5	X				
1210	Trade Accounts Receivable		6	X				
1215	Allow for Doubtful Accounts		6	X				
1218	Finance Charges Receivable		6	X				
1220	Notes Receivable		6	X				
1222	Drafts Receivable		6	X				
1224	Remittances Receivable		6	X				
1225	Retainages Receivable		6	X				
1230	Employee Receivable		6	X				
1240	VAT Recoverable		6	X				
1250	Accrued Rebates Receivable		6	X				
1260	Accrued Interest Receivable		6	X				
1280	Unbilled Accounts Receivable		6	X				

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
1290	Other Accounts Receivable		6	X				
1291	Intercompany Accounts Receivable	M	6	X				
1292	Netting Suspense Account	M	6	X				
1299	Credit Note Reimbursable		6	X				
1300	Work in Process	N	5	X				
1320	Costs in Excess of Billing	N	6	X				
1330	Contract Costs	N	7	X				
1340	Labor	N	8	X				
1341	Regular Time		9	X				
1342	Premium Time		9	X				
1343	Burden		9	X				
1344	Materials		8	X				
1346	Equipment		8	X				
1347	Subcontracts		8	X				
1350	Other Costs		8	X				
1380	Contract Billing	N	6	X				
1390	Gross Profit in Work in Progress	N	6	X				
1391	Recognized Revenue - Debit		7	X				
1392	Recognized Cost - Credit		7	X				
1400	Inventory	N	5	X				
1410	Inventory - In Routing		6	X				
1411	Inventory		7	X				
1413	Landed Cost Components	N	7	X				
1414	Harbor Fees		8	X				
1415	Brokerage Fees		8	X				
1416	Volume Rebates		8	X				
1418	Import Duty		8	X				
1430	Freight In		7	X				
1462	Direct Ship Purchases		7	X				
1469	Non-Stock for Sale		7	X				
1800	Prepaid Expenses	N	5	X				
1810	Prepaid Insurance		6	X				
1820	Prepaid Rent		6	X				
1830	Prepaid Interest		6	X				
1890	Other Prepaid Expenses		6	X				
2000	**Fixed Assets**	**N**	**4**	**X**				
2001	Property and Equipment	N	5	X				

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
2010	Land		6	X				
2020	Buildings		6	X				
2025	Leasehold Improvements		6	X				
2030	Heavy Equipment		6	X				
2040	Vehicles		6	X				
2060	Furniture and Office Equipment		6	X				
2070	Computer		6	X				
2090	Other Assets		6	X				
2095	Repair Equipment		6	X				
2100	Accumulated Depreciation	N	5	X				
2120	Accum Depr - Buildings		6	X				
2125	Accum Depr - Office Furniture		6	X				
2130	Accum Depr - Improvement		6	X				
2140	Accum Depr - Equipment		6	X				
2160	Accum Depr - Vehicles		6	X				
2170	Accum Depr - Computer		6	X				
2190	Accum Depr - Other Assets		6	X				
3900	Other Assets	N	5	X				
3920	Organization Cost		6	X				
3921	Amortization of Org Cost		6	X				
3990	Miscellaneous Other Assets		6	X				
4000	**Liabilities and Equity**	**N**	**3**	**X**				
4010	Current Liabilities	N	4	X				
4100	Accounts Payable	N	5	X				
4110	Accounts Payable - Trade		6	X				
4111	Received Not Vouchered		6	X				
4112	A/P Invoice Logging Distribution		6	X				
4115	Received - In Routing		6	X				
4120	Drafts Payable		6	X				
4130	Notes Payable		6	X				
4135	Contracts Payable		6	X				
4140	Retainages Payable		6	X				
4160	Customer Deposit		6	X				
4163	Alternate Currency Clearing A/P		6	X				
4165	Billings in Excess - Costs		5	X				
4181	Landed Cost Components	N	6	X				
4184	Harbor Fees		7	X				

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
4185	Brokerage Fees		7	X				
4186	Freight		7	X				
4188	Import Duty		7	X				
4190	Accounts Payable - Other		6	X				
4200	Accrued Payroll Liabilities	N	5	X				
4205	Accrued Payroll		6	X				
4206	Accrued Liabilities - Clearing		6	X				
4208	United Way		7	X				
4211	Federal Payroll Tax Withheld		7	X				
4212	FICA Payroll Tax Payable		7	X				
4213	Medicare Tax Payable		7	X				
4214	Federal Unemployment Tax Payable		7	X				
4221	State Taxes Withheld		7	X				
4221.CA	California Taxes Withheld		8	X				
4221.CO	Colorado Taxes Withheld		8	X				
4221.NY	New York Taxes Withheld		8	X				
4222	State Unemployment Tax		7	X				
4222.CA	California Unemployment Tax		8	X				
4222.CO	Colorado Unemployment Tax		8	X				
4222.NY	New York Unemployment Tax		8	X				
4223	State Disability		7	X				
4223.CA	California Disability		8	X				
4223.CO	Colorado Disability		8	X				
4223.NY	New York Disability		8	X				
4230	Local Head Tax Payable		7	X				
4230.DEN	Denver Head Tax Payable		8	X				
4240	City Tax Payable		7	X				
4250.CA	County Tax Payable		7	X				
4260	School Tax Payable		7	X				
4305	Worker’s Comp Insurance		7	X				
4305.CA	California Worker’s Comp		8	X				
4305.CO	Colorado Worker’s Comp		8	X				
4305.NY	New York Worker’s Comp		8	X				
4306	General Liability Insurance		7	X				
4306.CA	California Liability Insurance		8	X				
4306.CO	Colorado Liability Insurance		8	X				
4306.NY	New York Liability Insurance		8	X				

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
4310	Life Insurance		7	X				
4314	Employee Advances/Losses		7	X				
4315	Health Insurance		7	X				
4317	401K Plan		7	X				
4327	Miscellaneous		7	X				
4330	Union Dues		7	X				
4330.1000	Union 1000		8	X				
4330.4000	Union 4000		8	X				
4330.7000	Union 7000		8	X				
4330.7700	Union 7700		8	X				
4333	Actual Burden Clearing		7	X				
4334	Flat Burden Clearing		7	X				
4336	Sick Time		8	X				
4337	Vacation Time		8	X				
4400	Other Accrued Liabilities		5	X				
4410	Accrued Interest Expense		6	X				
4420	Other Accrued Expenses		6	X				
4430	Accrued Taxes	N	5	X				
4431	VAT Payable		6	X				
4433	Sales and Use Tax Payable		6	X				
4450	Withholding Taxes Payable		6	X				
4510	Income Taxes Payable		6	X				
4520	Federal Income Taxes Payable		7	X				
4530	State Income Taxes Payable		7	X				
4540	Sales Tax Payable		6	X				
4550	Sales Tax Payable		7	X				
4600	**Long-Term Liabilities**	**N**	**4**	**X**				
4610	Notes Payable		5	X				
4620	Bank Notes Payable		6	X				
4640	Other Notes Payable		6	X				
4690	Long-Term Debt		5	X				
4900	**Stockholders’ Equity**	**N**	**4**	**X**				
4910	Common Stock		5	X				
4920	Paid In Capital		5	X				
4930	Translation Gain/Loss		6	X				
4980	Retained Earnings		5	X				
4999	**YTD Income (Loss)**	**N**	**5**	**X**				

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
5000	**Revenues**	**N**	**4**		**X**	**X**	**X**	
5005	Sales - Product A	N	5		X	X	X	
5010	Store Sales		6		X	X	X	
5015	Wholesale Sales		6		X	X	X	
5020	Direct Ship Sales		6		X	X	X	
5030	Contract Sales		6		X	X	X	
5040	Deferred Revenue		6		X	X	X	
5050	Interplant Sales		6		X	X	X	
5060	Less Returns and Allowances		6		X	X	X	
5070	Less Sales Discounts		6		X	X	X	
5080	Freight Out		6		X	X	X	
5090	Service Sales		6		X	X	X	
5200	Sales - Other	N	5		X	X	X	
5202	Inter-Company Sales		6		X	X	X	
5204	Training Revenue		6		X	X	X	
5206	Finance Charge Income Credit		6		X	X	X	
5208	Rebate Revenue		6		X	X	X	
5210	Other Revenue		6		X	X	X	
6000	**Direct Costs**	**N**	**4**		**X**	**X**	**X**	
6010	Cost of Sales	N	5		X	X	X	
6020	Prime Cost of Goods		6		X	X	X	
6200	Damage Credit/Write-off		6		X	X	X	
6210	Disputed Tax/Freight Write-off		6		X	X	X	
6250	Minor Amount Write-off		6		X	X	X	
6300	Cost of Sales - Other	N	5		X	X	X	
6310	Physical Inventory and Adjustment		6		X	X	X	
6315	Standard Cost Variance		6		X	X	X	
6320	Deferred Cost of Goods Sold		6		X	X	X	
6350	Other Costs		6		X	X	X	
6999	COGS / % of Billing Adjustment		7		X	X	X	
7450	Outside Operations		5		X	X	X	
7900	Allocated Overhead	N	5		X	X	X	
7910	Distributed Payroll Expense		6		X	X	X	
7930	Distributed Building Expense		6		X	X	X	
7950	Distributed Computer Costs		6		X	X	X	
7970	Distributed General Expenses		6		X	X	X	
7990	Distributed Interest Expense		6		X	X	X	

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
8000	**General and Administrative**	**N**	**4**					**X**
8100	Administrative Salaries	N	5		X	X	X	X
8110	Salaries and Wages		6		X	X	X	X
8115	Regular Pay		7					X
8115.MGR	Regular Pay - Managers		7					X
8116	Overtime Pay		7					X
8117	Commissions		7					X
8120	Employee Benefits	N	6					X
8125	Burden - Fringe		7					X
8126	Burden - Tax		7					X
8130	Vacation and Sick Expense		7		X	X	X	X
8130.8130	Vacation and Sick Expense		7		X	X	X	X
8135	FICA/Medicare		7					X
8136	401K Contribution		7					X
8138	Retirement Plan		7					X
8140	Insurance - Health and Disability		7					X
8145	Insurance Worker’s Comp		7					X
8150	Insurance		7					X
8170	Unemployment Taxes		7					X
8175	Uniforms		7					X
8176	Employee Lunch Allowance		7					X
8177	Car Allowance		7					X
8190	Reimbursed Employee Expense		7					X
8191	Sick Expense		7					X
8192	Vacation Expense		7					X
8199	Distributed Payroll (Credit)		7					X
8300	Building Expense	N	5		X	X	X	X
8310	Accrued Property Taxes		6		X	X	X	X
8315	Depr - Building and Improvement		6		X	X	X	X
8320	Depr - Office Furn/Equipment		6		X	X	X	X
8325	Depr - Other Assets		6		X	X	X	X
8330	Insurance - General Liability		6		X	X	X	X
8350	Rent Expense		6		X	X	X	X
8355	Repair and Maintenance		6		X	X	X	X
8360	Telephone Expense		6		X	X	X	X
8370	Utilities Expense		6		X	X	X	X

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
8399	Bldg Contra/Clearing		6		X	X	X	X
8400	Equipment Expenses	N	5		X	X	X	
8401	Meter/Odometer Readings	N	6		X	X	X	
8402	Odometer Reading - Incremental		7		X	X	X	
8403	Hour Meter-Incremental		7		X	X	X	
8404	Odometer Reading - Original		7		X	X	X	
8405	Hour Meter - Original		7		X	X	X	
8410	Usage Analysis	N	6		X	X	X	
8411	Operating Hours/Miles		7		X	X	X	
8412	Idle Hours/Miles		7		X	X	X	
8413	Down Hours/Miles		7		X	X	X	
8420	Revenue Earned	N	6		X	X	X	
8421	Ownership Portion		7		X	X	X	
8422	Operating Portion		7		X	X	X	
8423	Maintenance Portion		7		X	X	X	
8424	Other Portion		7		X	X	X	
8430	Billed Sales	N	7		X	X	X	
8435	Billed Sales Adjustment		8		X	X	X	
8440	Ownership Expense	N	6		X	X	X	
8441	Depreciation		7		X	X	X	
8442	Taxes		7		X	X	X	
8443	Insurance		7		X	X	X	
8444	Lease Payments		7		X	X	X	
8445	Rent Payments		7		X	X	X	
8446	Interest Expense		7		X	X	X	
8450	Operating Expense	N	6		X	X	X	
8451	Fuel, Oil, and Gas		7		X	X	X	
8453	Tires		7		X	X	X	
8455	Wear Items		7		X	X	X	
8480	Maintenance Expense	N	6		X	X	X	
8481	Labor	N	7		X	X	X	
8482	Regular Time		8		X	X	X	
8483	Overtime		8		X	X	X	
8485	Parts		7		X	X	X	
8488	Burden		7		X	X	X	
8489	Distributed Equipment (Credit)		6		X	X	X	
8600	Supplies, Services, and Other	N	5		X	X	X	X

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
8605	Advertising		6		X	X	X	X
8610	Art and Drafting		6					X
8615	Bad Checks		6					X
8620	Bad Debt Expense		6					X
8625	Bank Expenses		6					X
8630	Bank Charges		6					X
8635	Business Licenses		6					X
8640	Bookkeeping Fees		6					X
8650	Cash Shortages		6					X
8660	Contributions		6					X
8665	Entertainment		6		X	X	X	X
8670	Dues and Subscriptions		6		X	X	X	X
8675	General Taxes, Fees, and Licences		6		X	X	X	X
8685	Legal, Accounting, and Other		6		X	X	X	X
8700	Miscellaneous Expenses		6		X	X	X	X
8710	Moving Expense		6		X	X	X	X
8720	Office Supplies Expense		6		X	X	X	X
8730	Postage and Freight		6		X	X	X	X
8740	Travel, Meals, and Lodging		6		X	X	X	X
8799	General Contra/Clearing		6					X
8800	Computer Expenses	N	5					X
8810	Repair and Maintenance		6					X
8820	Rental/Lease Expense		6					X
8830	Software License and Fee		6					X
8840	Computer Supplies		6					X
8850	Computer Telephone/Modem		6					X
8860	Depreciation - Computer		6					X
8899	Distributed Computer Expense		6					X
8900	Interest Expense	N	5					X
8920	Interest Expense		6					X
8999	Distributed Interest Expense		6					X
9000	**Other Income and Expenses**	**N**	**4**					**X**
9100	Other Income	N	5					X
9110	Gain on Sales of Assets	N	6					X
9111	Proceeds from Asset Disposal		7					X
9112	NBV of Assets Disposed		7					X
9113	Cash Proceeds Clearing		7					X

Account	Description	Post Edit	LOD	BU1	BU3	BU4	BU5	BU9
9120	Interest Income		6					X
9130	Rent Income		6					X
9140	Currency Gain/Loss	N	6					X
9142	Realized Gain/Loss	N	7					X
9142.GAIN	Realized Gain		8					X
9142.LOSS	Realized Loss		8					X
9143	Alternative Currency Gain/Loss	N	7					X
9143.GAIN	Alternative Currency Gains		8					X
9143.LOSS	Alternative Currency Losses		8					X
9144	Unrealized Gain/Loss	N	7					X
9144.GAIN	Unrealized Gain		8					X
9144.LOSS	Unrealized Loss		8					X
9150	Discounts Taken		6					X
9153	Discounts Available		7					X
9156	Discounts Lost		7					X
9160	Miscellaneous Revenues		6					X
9200	Other Expense	N	5					X
9230	Interest Expense		6					X
9250	Miscellaneous Expenses		6					X
9700	Income Taxes	N	5					X
9705	Accrued Income Taxes		6					X
9710	Accrued Federal Taxes		7					X
9720	Accrued State Taxes		7					X

Appendix D: Batch Input Setup for Vouchers

To successfully upload batch voucher entries from external sources such as PC data entry, third party or customer systems, or electronic data interchanges (EDI), you must create a custom program that provides proper data to fields in the Voucher Transactions - Batch File table (F0411Z1) and the Journal Entry Transactions - Batch File table (F0911Z1).

Certain fields are required for the basic voucher upload process. Additional fields for discount, tax, multiple currency, and payment information are available to include more voucher detail in the upload. Other fields are ignored or reserved for users.

If you are using the Enterprise-Wide Profitability Solution system, you must also provide data to fields in the Journal Entry Transactions - Batch Tag File table (F0911Z1T).

The following tables and topics are included in this appendix:

- Tables 1 and 2 list the required fields for the Voucher Transactions (F0411Z1) and the Journal Entry Transactions (F0911Z1) Batch File tables.
- Table 3 lists the additional fields required for processing discounts.
- Table 4 lists the additional fields required for processing tax information.
- Tax Considerations for Updating the Journal Entry Transactions - Batch File table (F0911Z1).
- Table 5 lists the required fields for processing multicurrency.
- Currency Considerations for Updating the Journal Entry Transactions - Batch File table (F0911Z1).
- Table 6 lists the required field for processing payments.
- Table 7 lists the optional fields for processing batch vouchers.
- Table 8 lists the fields the system ignores for processing batch vouchers.
- Table 9 lists the fields reserved for users.
- Table 10 lists the fields required if you are using the Enterprise-Wide Profitability Solution system.

The field names in these tables correspond to the field names on OneWorld interactive forms.

Table 1: Required Fields for Voucher Transactions

The following fields in the Voucher Transactions - Batch File table (F0411Z1) are required for processing batch vouchers.

Field Name	Alias	Type	Length	Definition
EDI – User ID	VLEDUS	Alpha	10	A user-defined identification number. Enter the user ID of the person who runs the process or the person who receives the messages in the Employee Work Center. This field, in conjunction with the transaction number (VLEDTN), the batch number (VLEDBT), and the line number (VLEDLN), uniquely identifies a specific voucher.
EDI – Transaction Number	VLEDTN	Alpha	22	This field, in conjunction with the line number (VLEDLN), identifies each transaction. Each new transaction number indicates a new voucher. You cannot have more than one transaction with the same number in a batch unless the line number is different. This field normally contains the source system's document number so that the transaction is readily identified.
EDI – Line Number	VLEDLN	Number	7	This field is used in conjunction with the transaction number (VLEDTN) to identify each pay item of the voucher. If a transaction has only one pay item, you can leave this field blank.
EDI – Successfully Processed	VLEDSP	Alpha	1	Leave this field blank. The system populates this field to indicate whether the transaction was successfully processed using the batch processor. Blank or 0 (zero) indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value of the field to 1.
EDI – Transaction Action	VLEDTC	Alpha	1	For transactions to process, the value in this field must be A. No other values are valid.
EDI – Transaction Type	VLEDTR	Alpha	1	A code that identifies a particular kind of transaction. The transaction type for vouchers must be V.

Field Name	Alias	Type	Length	Definition
EDI – Batch Number	VLEDBT	Alpha	15	This field, in conjunction with the transaction number (VLEDTN), the user ID (VLEDUS), and the line number (VLEDLN), uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new J.D. Edwards batch number each time the value changes. To increase performance, assign one batch number for each group of transactions processed at one time.
Address Number	VLAN8	Number	8	A number that identifies an entry in the Address Book table (F0101). Use this number to identify the supplier associated with the voucher transaction.
G/L Date	VLDGJ	Date	6	Enter the G/L date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (mmddyy), while others might require a Julian date format. The Julian date format is cyyddd (where c = century). Enter 0 (zero) for transactions in the 20th century and enter 1 for transactions in the 21st century. For example, the date 6/1/99 corresponds to the Julian date 099152, and the date 6/01/00 corresponds to the Julian date 100153 (since the year 2000 has a leap day, 2/29/00). Alternatively, you can leave this field blank and complete the fields VLDGM (mm), VLDGD (dd), VLDGY (yy), VLDG# (cc) in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDG#). For example, enter 19 for 1999, or enter 20 for 2005.
Company	VLCO	Alpha	5	A number that identifies the organization to which the voucher belongs. This number must exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet.

Field Name	Alias	Type	Length	Definition
G/L Offset	VLGLC	Alpha	4	The value of this field in conjunction with the company number (VLCO) determines the A/P trade (offset) account to which the transaction posts. The account established in the AAI item PCxxxx (where xxxx = the value in the G/L Offset field) is used in the post process. You can establish the AAI for each company or for company 00000 (as the default). You do not need to complete this field unless you want to direct different transactions to different offset accounts.
Gross Amount	VLAG	Number	15	Enter the transaction amount in the format your database accepts. Some databases accept a decimal identifier while others do not. If you enter the transaction in a foreign currency (Currency Mode F), leave this field blank and use the Currency Amount field (VLACR) instead. If you process transactions using Currency Mode 3, you must complete both the Gross Amount and Currency Amount fields.
G/L Bank Account	VLGLBA	Number	8	If you leave this field blank, the system uses the account set up in the AAI item PB for the company specified. If the AAI item for the company is not found, the AAI for company 00000 is used. Alternatively, enter the account ID (GMAID) of the bank account from which the voucher should be paid. The account ID is located in the Account Master table (F0901).
Business Unit	VLMCU	Alpha	12	The value you enter in this field must exist in the Business Unit Master table (F0006). If you leave this field blank, the system uses the value of the Security Business Unit field (MCU) in the supplier's address book record.

Table 2: Required Fields for Journal Entry Transactions

The following fields in the Journal Entry Transactions - Batch File table (F0911Z1) are required for processing batch vouchers.

This table identifies only the required fields that you must complete. The system populates the remaining required fields based on information in the Voucher Transactions - Batch File table (F0411Z1) for the transaction.

For more information about completing other optional fields for the Journal Entry Transactions - Batch File table (F0911Z1), see *Appendix D: Batch Input for Journal Entries* in the *General Accounting Guide*.

Field Name	**Alias**	**Type**	**Length**	**Definition**
EDI – User ID	VNEDUS	Alpha	10	The values you enter in these fields must exactly match the values you entered in the corresponding fields in the Voucher Transactions Batch File table (F0411Z1).
EDI – Transaction Number	VNEDTN	Alpha	22	
EDI – Successfully Processed	VNEDSP	Alpha	1	
EDI – Transaction Action	VNEDTC	Alpha	1	
EDI – Transaction Type	VNEDTR	Alpha	1	
EDI – Batch Number	VNEDBT	Alpha	15	
EDI – Line Number	VNEDLN	Number	7	This field is incremented for every line of account distribution for the voucher. For example, if one voucher has 10 lines of account distribution, the line number begins with 1 and is incremented for each line. As long as the transaction number (VLEDTN) is the same, all lines of the account distribution for the voucher will be processed together.
Document Company	VNKCO	Alpha	5	J.D. Edwards recommends that you leave these fields blank in the Voucher Transactions Batch File table (F0411Z1). If you complete these fields in the Voucher Transactions Batch File table (F0411Z1), you must enter the same values in the corresponding fields in the Journal Entry Transactions Batch File table (F0911Z1).
Document Type	VNDCT	Alpha	2	
Document Number	VNDOC	Number	8	
Batch Number	VNICU	Number	8	
Batch Type	VNICUT	Alpha	1	

Field Name	Alias	Type	Length	Definition
G/L Date	VNDGJ	Date	6	Enter the same value you used in the corresponding field in the Voucher Transactions Batch File table (F0411Z1).
Account Number	VNANI	Number	29	Enter the account number in the format BU.OBJ.SUB.
Account Mode	VNAM	Number	1	Enter 2 in this field to correspond to the account number you entered in the Account Number field (VNANI).
Ledger Type	VNLT	Alpha	2	Enter AA in this field. You must set up this value in UDC list 09/LT (Ledger Types).
Amount	VNAA	Number	15	Enter the amount that corresponds to the account number you entered. Use a format that your database accepts. Some databases accept a decimal identifier, while others do not.

Table 3: Additional Required Fields for Processing Discounts

The following fields in the Voucher Transactions - Batch File table (F0411Z1) are required for processing voucher discounts in addition to those fields listed in Tables 1 and 2.

Field Name	**Alias**	**Type**	**Length**	**Definition**
Discount Available	VLADSC	Number	15	Enter the amount of the discount in a format your database accepts. Some databases accept a decimal identifier, while others do not. If you enter a discount amount, you must also enter a discount due date (VLDDNJ). If you leave this field blank, the system calculates the discount amount and discount due date based on the value of the Payment Terms Code field (VLPTC). If the Payment Terms Code field is blank and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table (F0401) to calculate the discount amount and the discount due date. You cannot designate the value entered in this field as a percent. For example, if you use USD currency, and you enter a value of .05, the system will read this as a 5 cent discount.
Payment Terms Code	VLPTC	Alpha	3	The value you enter in this field is validated against an entry in the Payment Terms table (F0014). If the payment term is defined to calculate a discount, the Discount Available (VLADSC), the Discount Due Date (VLDDNJ), and the Net Due Date (VLDDJ) fields in the Supplier Master table (F0401) are updated accordingly. If you leave this field blank and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table (F0401) to determine the discount and the discount due date.

Field Name	Alias	Type	Length	Definition
Net Due Date	VLDDJ	Date	6	This field identifies the due date of the voucher regardless of whether a discount is available. If you complete the Payment Terms Code field (VLPTC), the system automatically calculates the net due date when the voucher is processed. If you leave the Payment Terms Code field blank, and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table (F0401) to determine the net due date (VLDDJ). If you do not use a payment term, enter the net due date in a format your database accepts. See the data item for G/L Date (VLDGJ) for more information. Alternatively, leave this field blank and complete the VLDDM (mm), VLDDD (dd), VLDDY (yy), and VLDD# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDD#). For example, enter 19 for 1999 and 20 or 2005.
Discount Due Date	VLDDNJ	Date	6	This field identifies the date through which a discount can be taken when the payment is issued. When vouchers are processed, this field is automatically populated based on the definition of the payment term. If you leave the Payment Terms Code field (VLPTC) blank, and the supplier has a payment term in the Supplier Master table (F0401), the system uses the payment term from the Supplier Master table (F0401) to determine the Discount Available (VLADSC), the Discount Due date (VLDDNJ) and the Net Due Date (VLDDJ) fields. If you do not use a payment term, but you use the discount available, enter a date in the format your database accepts. See the data item for G/L Date (VLDGJ) in Table 1 for more information. Alternatively, leave this field blank and complete the VLDDNM (mm), VLDDND (dd), VLDDNY (yy), and VLDDN# (cc) fields in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDDN#). For example, enter 19 for 1999 and 20 for 2005.

Field Name	**Alias**	**Type**	**Length**	**Definition**
Batch File Discount Handling Flag	VLEDDH	Alpha	1	Enter a 1 in this field to process vouchers with discounts.
Discount Taken	VLADSA	Number	15	Leave this field blank. This field is updated in the Supplier Master table (F0411) when the payment is issued and the discount taken.

Table 4: Additional Required Fields for Processing Tax Information

The following fields in the Voucher Transactions - Batch File Table (F0411Z1) are required for processing voucher tax information in addition to fields listed in Tables 1 and 2.

If you complete the Taxable, Non-Taxable, and Tax Amount fields, you can let the system calculate the Gross Amount field. The system calculates the gross amount based on the information you enter in the tax amount fields. Conversely, if you complete the Gross Amount field, you should not complete the Taxable, Non-Taxable, and Tax Amount fields.

If you leave the tax information fields blank but have default values in the Supplier Master table (F0401) or the Business Unit Master table (F0006), the system uses the appropriate value, from either or both the tax explanation code and tax rate area, to calculate voucher taxes. To bypass these tax defaults, activate the processing option on the Defaults tab of the Batch Voucher Processor program (R04110Z).

Note: The Business Unit Master table (F0006) contains only the Tax Rate Area field. In order for the value in the Tax Rate Area to appear as the default value in this record, you must provide a value in the Tax Explanation Code field.

Tax processing also uses the rules established in the Tax Rules by Company table (P0022) to determine whether the tax is based on the gross amount, the amount less discount, and so on. Verify the settings for your Tax Rules by Company so that taxes are calculated accordingly.

To update the Sales/Use/V.A.T. Tax table (F0018), you must activate a processing option in the Post program prior to posting transactions. See *Posting Vouchers*.

Field Name	Alias	Type	Length	Definition
Taxable Amount	VLATXA	Number	15	Enter the amount of the voucher that is taxable. If the total gross amount of the voucher is not taxable, you must enter the non-taxable portion of the voucher in the Non-Taxable field (VLATXN). The sum of the taxable (VLATXA), non-taxable (VLATXN), and tax (VLSTAM) amounts must equal the gross amount of the voucher. If you leave the Gross Amount field (VLAG) blank, the system calculates the gross amount based on the taxable (VLATXA) and non-taxable (VLATXN) amounts.

Field Name	Alias	Type	Length	Definition
Non-Taxable Amount	VLATXN	Number	15	Enter the amount of the voucher that is not taxable. The sum of the taxable (VLATXA), non-taxable VLATXN), and tax (VLSTAM) amounts must equal the gross amount of the voucher.
Tax Amount	VLSTAM	Number	15	This field identifies the amount of tax that is calculated for the voucher. If you leave this field blank, the system calculates the tax amount based on values in the Taxable Amount (VLATXA), the Tax Explanation Code (VLEXR1), and the Tax Rate/Area (VLTXA1) fields.
Tax Rate/Area	VLTXA1	Alpha	10	The value you enter in this field must exist in the Tax Areas table (F4008). The tax rate area determines at what percent the tax is calculated and defines the taxing authority.
Tax Expl Code 1	VLEXR1	Alpha	1	The value you enter in this field must exist in UDC list 00/EX (Tax Explanation Codes). All values are hard coded to perform tax calculations specific to the setup of the tax rate/area (VLTXA1) and in conjunction with the tax rules by company.
Service/Tax Date	VLDSVJ	Date	6	This date corresponds to the effective date used in the tax rate/area (VLTXA1). Enter the date in the format your database accepts. See the data item for G/L Date (VLDGJ) in Table 1 for more information. If you leave this field blank, the system uses the value from the G/L date. Alternatively, you can leave this field blank and complete the fields VLDSVM (mm), VLDSVD (dd), VLDSVY (yy), VLDSV# (cc) in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDSV#). For example, enter 19 for 1999, or enter 20 for 2005.

Tax Considerations for Updating Journal Entry Transactions

The amount you enter in the Journal Entry Transactions - Batch File Table (F0911Z1) records depends on one or more of the following items for the voucher you are processing:

- Discount Available
- Tax Explanation Code
- Tax Rate Area
- Tax Rules by Company definitions

A number of factors can affect the amount to distribute including the tax explanation code. For more informaiton about tax explanation codes, see *Understanding Tax Explanation Codes for A/P*.

Table 5: Additional Required Fields for Multicurrency

Vouchers with currency can be processed in a variety of ways. Before you convert transactions with currency, you should understand the relationship between the currency mode and the currency amount fields. You should also know how amounts are calculated using the exchange rate. The fields that are required and the way amounts are calculated depend on the types of transactions you enter.

Guidelines for Domestic and Foreign Transactions

Use the following guidelines to determine how to enter amounts, exchange rates, and currency modes.

Entering Domestic Transactions

If you are in a multicurrency environment and the currency code of the transaction (as identified by the value in VLCRCD) is equal to the currency code of the company, the transaction is a domestic transaction.

Enter the transaction amount in the Gross Amount field (VLAG) and enter D in the Currency Mode field (VLCRRM). Do not enter an exchange rate.

If you are entering discount information, complete the Discount Available field (VLADSC). If you leave the Discount Available field blank, and you entered a payment term, the system calculates the discount based on the payment term. If you leave both the Discount Available and the Payment Term fields blank, the system calculates the discount based on the payment term in the Supplier Master table (F0401). See *Table 3: Additional Required Fields for Processing Discounts.*

If you are entering tax information, complete the Taxable Amount (VLATXA), Non-Taxable Amount (VLATXN), and Tax Amount (VLSTAM) fields. If you leave these fields blank, the system calculates the amounts based on the tax rate/area (VKTXA1) and the tax explanation code (VLEXR1) you entered in the record. If you also leave the Tax Rate/Area and Tax Explanation Code fields blank, the system calculates the tax amounts based on the Tax/Rate Area and Tax Explanation Code fields in the Supplier Master table (F0401). See *Table 4: Additional Required Fields for Processing Tax Information*.

Entering Foreign Transactions

If the currency code of the transaction (as identified by the value in VLCRCD) is different from the currency code of the company, the transaction is a foreign transaction.

Enter the transaction amount in the Currency Amount field (VLACR) and enter F in the Currency Mode field (VLCRRM). The system calculates the domestic amount based on the Exchange Rate field (VLCRR).

If you are entering discount information, complete the Foreign Discount Available field (VLCDS). See *Table 3: Additional Required Fields for Processing Discounts.*

If you are entering tax information, complete the Foreign Taxable Amount (VLCTXA), Foreign Non-Taxable Amount (VLCTXN), and Foreign Tax Amount (VLCTAM) fields.

Entering the Domestic Side of a Foreign Transaction

If the currency code of the transaction (as identified by the value in VLCRCD) is different from the currency code of the company, but the Gross Amount field (VLAG) contains an amount, the transaction is a foreign transaction.

Enter F in the Currency Mode field (VLCRRM). The system calculates the foreign amount based on the exchange rate (VLCRR).

If you are entering discount information, complete the Foreign Discount Available field (VLCDS). See *Table 3: Additional Required Fields for Processing Discounts.*

If you are entering tax information, complete the Foreign Taxable Amount (VLCTXA), Foreign Non-Taxable Amount (VLCTXN), and Foreign Tax Amount (VLCTAM) fields.

Entering Foreign and Domestic Amounts Simultaneously Using Mode 3

If you know both the foreign and domestic amounts, you can bypass system calculations by entering 3 in the Currency Mode field (VLCRRM). You must complete the Exchange Rate field (VLCRR), but the system will not validate the exchange rate against the amounts entered or the Exchange Rate table (F0015).

Mode 3 bypasses calculations for discounts and taxes.

If the Currency Mode field (VLCRRM) is 3 and you want to process discounts, you must complete the discount information in the Discount Available field (VLADSC) and Foreign Discount Available field (VLCDS). The system will not calculate discounts based on the payment term.

If the Currency Mode field (VLCRRM) is 3 and you want to process taxes, you must complete all tax fields. The system will not calculate tax amounts based on the Tax Rate/Area (VLTXA1) and Tax Explanation Code (VLEXR1) fields.

Required Fields for Multicurrency

If you are using multiple currencies, the following fields in the Voucher Transactions Batch File table (F0411Z1) are required for voucher batch processing in addition to the fields listed in Tables 1 and 2.

In some of these fields, blank is a valid value.

Field Name	Alias	Type	Length	Definition
Currency Mode	VLCRRM	Alpha	1	A code that designates whether the voucher is domestic or foreign. This field is used in conjunction with the Currency Code (VLCRCD), Gross Amount (VLAG), Currency Amount (VLACR), and Exchange Rate (VLCRR) fields to calculate required information for the transaction. Enter D, F, or 3, depending on other information provided in the transaction. If you leave this field blank, the system determines this value based on other information provided in the transaction. The system will update this field when the voucher is processed.
Currency Code	VLCRCD	Alpha	3	A code that identifies the voucher currency. The value you enter in this field must exist in the Currency Codes table (F0013).

Field Name	Alias	Type	Length	Definition
Currency Amount	VLACR	Number	15	Enter the transaction amount only if the value of the Currency Code field (VLCRCD) is different from the currency code assigned to the company, as defined in the Company Constants table (F0010).
Exchange Rate	VLCRR	Number	15	This field specifies the exchange rate for calculating either the domestic or foreign amount of the voucher, depending on the information provided. If you leave this field blank and the currency mode (VLCRRM) is not 3, the system will retrieve the exchange rate from the Currency Exchange Rates table (F0015). Enter an exchange rate if you want to override the exchange rate established in the Currency Exchange Rates table (F0015) or if an exchange rate does not exist. If you set the Master Business Function (P0400047) processing option to activate tolerance checking, the system validates the exchange rate you enter. If you do not have tolerance checking activated, no validation is performed. You must enter an exchange rate in this field if the Currency Mode (VLCRRM) is 3. However, the exchange rate is not validated against the Currency Exchange Rates table (F0015) or the amounts on the transaction.
Foreign Discount Available	VLCDS	Number	15	Enter an amount, or leave this field blank to have the system calculate the discount based on the Payment Terms Code field (VLPTC). If the Payment Terms Code field is blank, but a payment term exists in the Supplier Master table (F0401), the system will calculate the discount based on the payment term in the Supplier Master table (F0401). If the currency mode (VLCRRM) is 3 and a discount is available, you must enter amounts in the Foreign Discount Available (VLCDS) and Discount Available (VLADSC) fields. No calculations are performed based on a payment term.

Field Name	Alias	Type	Length	Definition
Foreign Taxable Amount	VLCTXA	Number	15	The system populates these fields based on information in the Tax Rate/Area (VLTXA1), Tax Explanation Code (VLEXR1), and Currency Amount (VLACR) fields. The system calculates the information that is not provided in the record. For example, if you enter the foreign taxable amount, and you leave the currency amount blank, the system calculates the currency amount. You should not complete both the Currency Amount (VLACR) and the Foreign Taxable Amount (VLCTXA) fields. The currency amount (VLACR) and the foreign taxable amount (VLCTXA) fields should not be completed if the currency mode (VLCRRM) is D. Instead, use the Taxable Amount (VLATXA), Non-Taxable Amount (VLATXN), and Tax Amount (VLSTAM) fields. If the currency mode (VLCRRM) is 3 and the transaction has taxes, you must complete all tax fields, both foreign and domestic. If the currency mode is 3, the system will not perform any calculations.
Foreign Non-Taxable Amount	VLCTXN	Number	15	
Foreign Tax Amount	VLCTAM	Number	15	
Domestic Entry w/Mult Currency Distr	VLDMCD	Alpha	1	If the distribution accounts in the Journal Entry Transactions - Batch File table (F0911Z1) are in a company that has a different currency from the company in the Voucher Transactions - Batch File table (F0411Z1), enter 1 in this field and activate the Multicurrency Intercompany Settlement function in the General Accounting Constants table (F0009). If you are not using Multicurrency Intercompany Settlements, leave this field blank.
Foreign Open Amount	VLACR	Number	15	Leave this field blank. The system automatically populates this field when the transaction is processed.
Foreign Discount Taken	VLDSA	Number	15	Leave this field blank. This field is not populated until a payment is issued for a voucher containing an amount in the Foreign Discount Available field (VLCDS).

Field Name	Alias	Type	Length	Definition
Foreign Open Amount	VLACR	Number	15	Leave this field blank. The system automatically populates this field when the transaction is processed.
Foreign Discount Taken	VLDSA	Number	15	Leave this field blank. The system populates this field when a payment is applied against a voucher that contains an amount in the Foreign Discount Available field (VLCDS).

Currency Considerations for Updating Journal Entry Transactions

Some fields in the Journal Entry Transactions - Batch File table (F0911Z1) are necessary for currency processing. If you are entering a domestic transaction, enter the amount in the Amount field (VNAA). If you are entering a foreign transaction, enter the amount in the Currency Amount field (VNACR).

The Currency Code (VNCRCD), Currency Mode (VNCRRM), and Exchange Rate (VNCRR) fields should contain the same values as the corresponding fields in the Voucher Transactions - Batch File table (F0411Z1).

Enter AA in the Ledger Type field (VNLT) or leave it blank. Do not enter CA as a ledger type.

Table 6: Additional Required Field for Processing Payments

The following field is required for processing payments in the Voucher Transactions - Batch File table (F0411Z1).

You can process paid vouchers for the upload process if these vouchers meet two payment conditions. First, only one payment is allowed per voucher. Second, the payment amount must be for the total voucher amount.

Payment information is updated to the A/P Matching Document (F0413) and Matching Document Detail (F0414) tables.

Field Name	Alias	Type	Length	Definition
Matching Document Number	VLDOCM	Number	8	To process a paid voucher, compete this field with the check number that paid the voucher in full.

Table 7: Optional Fields for Processing Batch Vouchers

The following fields in the Voucher Transactions - Batch File table (F0411Z1) are optional for batch voucher processing and are used with Tables 1 and 2. You can use the fields to provide additional information about vouchers.

J.D. Edwards recommends that you leave specific fields blank so that the system will populate them.

Field Name	**Alias**	**Type**	**Length**	**Definition**
EDI – Detail Lines Processed	VLEDDL	Number	5	The number of detail lines included in a specific transaction. For user verification only.
Document Number	VLDOC	Number	8	The number that identifies the transaction in the Accounts Payable Ledger table (F0411). If you leave this field blank, the system uses next numbers for System 04 to generate a document number. If you enter a value in this field, the value cannot exist in the Account Payable Ledger table (F0411), or the transaction is considered a duplicate and does not process. If you enter a value in this field, you must enter the same value in the corresponding field in the Journal Entry Transactions Batch File table (F0911Z1). J.D. Edwards recommends that you leave this field blank.
Document Type	VLDCT	Alpha	2	A code that defines the type of transaction. If you leave this field blank, the value is determined by the processing options of the Voucher Entry Master Business Function (P0400047). If you enter a value in this field, the value must exist in both UDC table 00/DT (Document Type – All Documents) and 00/DV (Document Type – Vouchers Only). If you enter a value in this field, you must enter the same value in the corresponding field in the Journal Entry Transactions Batch File table (F0911Z1). J.D. Edwards recommends that you leave this field blank.

Field Name	Alias	Type	Length	Definition
Document Company	VLKCO	Alpha	5	A code that identifies the company of the transaction. This field is used only to differentiate transaction numbers by company. If you leave this field blank, the system uses the value you entered in the Company field (VLCO). If you enter a value in this field, the value must exist in the Company Constants table (F0010). Any value you enter in this field must also be entered into the corresponding field in the Journal Entry Transactions Batch File table (F0911Z1). J.D. Edwards recommends that you leave this field blank.
Document Pay Item	VLSFX	Alpha	3	A code that indicates the pay item number of the voucher. If you leave this field blank, the system assigns the pay item beginning with 001. Use the Line Number field (VLEDLN) to designate transactions that have multiple pay items. If the transaction number (VLEDLN) and the line number (VLEDLN) combination are duplicated, the next and all subsequent transactions will be ignored regardless of whether the Pay Item field is used.
Pay Item Extension Number	VLSFXE	Number	2	Leave this field blank. This field is updated by other systems that process records into the Accounts Payable Ledger table (F0411).
Adjusting Document Type	VLDCTA	Alpha	2	Leave this field blank. This field is updated when processed vouchers are either changed or voided.
Payee Address Number	VLPYE	Number	8	Complete this field if someone other than the supplier will be paid. The value entered into this field must exist in the Address Book Master table (F0101).
Approver Address Number	VLSNTO	Number	8	This is the address book number of the person who is authorized to approve a voucher for payment. It is used in conjunction with payee approval, and the Payee Approval field must have a value.

Field Name	Alias	Type	Length	Definition
Invoice Date	VLDIVJ	Date	6	Enter the invoice date in the format your database accepts. If you leave this field blank, the system uses the G/L date. See the data item for G/L Date (VLDGJ) in Table 1 for examples. You can also leave this field blank and complete fields VLDIVM (mm), VLDIVD (dd), VLDIVY (yy), and VLDIV# (cc) in the month/date/year/century format. Enter the prefix of the year in the Century field (VLDIV#). For example, enter 19 for 1999 and 20 for 2005.
Fiscal Year	VLFY	Number	2	J.D. Edwards recommends that you leave these fields blank. The system populates them based on the G/L date and the company.
Century	VLCTRY	Number	2	
Period Number	VLPN	Number	2	
Batch Number	VLICU	Number	8	A number used to group vouchers that are processed simultaneously. If you leave this field blank, the system uses next numbers for System 00 to generate a batch number. J.D. Edwards recommends that you leave this field blank.
Batch Type	VLICUT	Alpha	2	A code that designates the type of transaction being processed, such as invoice, voucher, and so on. If you complete this field, you must enter V (Voucher). If you leave this field blank, the system populates the field with V when processing the vouchers.
Batch Date	VLDICJ	Date	6	Enter the date of the batch. If you leave this field blank, the system uses the date that the batch process program is run. If you complete this field, enter the date in a format that your database accepts. See the field definition for G/L Date (VLDGJ) in Table 1 for more information. Alternatively, you can leave this field blank and complete the fields VLDICM (mm), VLDICD (dd), VLDICY (yy), and VLDIC# (cc) in the month/day/year/century format. Enter the prefix of the year in the Century field (VLDIC#). For example, enter 19 for 1999, or enter 20 for 2005.

Field Name	Alias	Type	Length	Definition
Balanced – Journal Entries	VLBALJ	Alpha	1	J.D. Edwards recommends that you leave this field blank. This field indicates whether the amounts of the journal entries associated with the transaction are in balance with the gross amount of the voucher.
Pay Status Code	VLPST	Alpha	1	This field indicates whether the voucher is open, paid, or on hold. The value of this field must exist in UDC list 00/PS (Pay Status). If you leave this field blank, the system populates the field according to the value in the processing option in the Voucher Master Business Function (P0400047). If you did not assign a value in the processing option, the default value of the data dictionary item PST will be used.
Amount Open	VLAAP	Number	15	J.D. Edwards recommends that you leave this field blank. The system automatically updates the Amount Open field (VLAPP) with the value in the Gross Amount field (VLAG). Processing partially paid vouchers is not supported by this application. If you enter a value in this field, you will get an error, and the transaction will not process.
G/L Posted Code	VLPOST	Alpha	1	Leave this field blank. Run the post program (R09801) to update this field. If you previously processed historical data as a journal entry, J.D. Edwards recommends that you create an associated Journal Entry Transactions - Batch File table (F0911Z1) transaction and use the A/P trade account as the G/L distribution account. Then, when the transaction is posted, accounting will not be effected. If you process posted voucher transactions out of balance (that is, without corresponding Journal Entry Transactions - Batch File table F0911Z1 information), enter D in this field. However, by doing this, you compromise your ability to void these transactions in the future, and you will create discrepancies on the A/P Batch Integrity reports.

Field Name	**Alias**	**Type**	**Length**	**Definition**
Object Account	VLOBJ	Alpha	6	Any value that you enter in this field is passed. The system does not validate this field.
Subsidiary	VLSUB	Alpha	8	
Subledger Type	VLSBLT	Alpha	1	
Subledger	VLSBL	Alpha	8	
Void Flag	VLVOD	Alpha	1	Leave this field blank. It will be updated when a voucher is voided.
Document Company (Original Order)	VLODOC	Alpha	8	Any values that you enter in these fields are passed to the Accounts Payable Ledger table (F0411). These fields are not validated. If you leave these fields blank, the system updates them with the values assigned to the Document Number, Document Type, and Document Company fields from the Accounts Payable Ledger table (F0411).
Document Type – Original	VLODCT	Alpha	2	
Document – Original	VLOKCO	Alpha	5	
Document Pay Item – Original	VLOSFX	Alpha	3	
Payment Handling Code	VLCRC	Alpha	3	This field is used to segregate vouchers for payment processing or to provide additional information. You must enter a value that exists in UDC list 00/HC (Special Handling Code).

Field Name	Alias	Type	Length	Definition
Supplier Invoice Number	VLVINV	Alpha	25	Enter the invoice number in this field. Any value you enter in this field passes to the corresponding Supplier Master Table (F0411) record. This field is not validated.
Document Company (Purchase Order)	VLPKCO	Alpha	5	Any values you enter in these fields pass to the corresponding Supplier Master table (F0411) record. These fields are not validated.
Purchase Order	VLPO	Alpha	8	
Document Type – Purchase Order	VLPDCT	Alpha	2	
Line Number	VLLNID	Number	6	
Order Suffix	VLSFXO	Alpha	3	
Reference	VLVR01	Alpha	25	
Unit	VLUNIT	Alpha	8	
Business Unit 2	VLMCU2	Alpha	12	
Name – Remark	VLRMK	Alpha	30	Use this field to explain a voucher pay item. Depending on how your processing options are set, this field might be printed on the A/P check.
Frequency – Recurring	VLRF	Alpha	2	Complete these fields only if the voucher is a recurring voucher that will be recycled. Documents generated with recurring information have the Document Type RR. The value you enter in the Frequency Recurring field must exist in UDC list H00/RF (Recurring Frequency). The number of payments corresponds to the number of times the voucher will be recycled. If the number of payments is equal to 1, a new voucher will not be generated.
Recurring Frequency # of Payments	VLDRF	Number	3	
Units	VLU	Number	15	Any value you enter in this field will be passed. The system does not validate it.
Unit of Measure	VLUM	Alpha	2	This field describes the type of units. The value you enter must exist in UDC list 00/UM (Unit of Measure).

Field Name	Alias	Type	Length	Definition
Payment Instrument	VLRYIN	Alpha	1	Any value you enter in this field must exist in the UDC list 00/PY (Payment Instrument). If you leave this field blank, the system updates it with the corresponding value from the Supplier Master table (F0401) when the voucher is processed.
Category Code - Address Book 7	VLAC07	Alpha	3	This field is used to process 1099s. Any values entered should match the corresponding values on the 1099 form. Any values entered in this field must exist in the UDC list 01/07.
Flag for 1099	VLTNN	Alpha	1	If you enter a 1 in this field, the voucher is processed for 1099s. However, you do not have to complete this field for 1099 processing.
Item Number - Short	VLITM	Number	8	This is the inventory item number. Any value you enter in this field is passed. The system does not validate values in this field.
Transaction Originator	VLTORG	Alpha	10	These fields should be left blank. The system updates them when the transaction is processed.
User ID	VLUSER	Alpha	10	
Program ID	VLPID	Alpha	10	
Date Updated	VLUPMJ	Date	6	
Time Last Updated	VLUPMT	Number	6	
Work Station ID	VLJOBN	Alpha	10	

Table 8: Ignored Fields

These fields in the Voucher Transactions - Batch File table (F0411Z1) are ignored by the system.

Field Name	Alias	Type	Length	Definition
Type Record	VLEDTY	Alpha	1	The system ignores these fields.
Record Sequence	VLEDSQ	Number	2	
EDI – Document Type	VLEDCT	Alpha	2	
EDI – Transaction Set Format	VLEDTS	Alpha	6	
EDI – Translation Format	VLEDFT	Alpha	10	
EDI – Transmission Date	VLEDDT	Date	6	
EDI – Send/Receive Indicator	VLEDER	Alpha	1	
Batch File Create G/L Record	VLEDGL	Alpha	1	
User Address Number	VLEDAN	Number	8	
Account ID	VLAID2	Alpha	8	
Bank Transit Short ID	VLBAID	Number	8	
Sequence Number - Operations	VLOPSQ	Number	5	
Control/Statement Field	VLCTL	Alpha	13	
Closed Item - As Of Processing	VLFNLP	Alpha	1	
Tax Rate/ Area 3 - Withholding	VLTXA3	Alpha	10	

Field Name	Alias	Type	Length	Definition
Tax Expl Code 3 -Withholding	VLEXR3	Alpha	2	The system ignores these fields.
A/R - A/P Miscellaneous Code 1	VLRP1	Alpha	1	
A/R - A/P Miscellaneous Code 2	VLRP2	Alpha	1	
A/R - A/P Cash Rcpts/Inv Reg Code	VLRP3	Alpha	1	
Historical Currency Conversion Rate	VLHCRR	Number	15	
Historical Date - Julian	VLHDGJ	Date	6	
Historical Date - MO	VLHDGM	Number	2	
Historical Date - DA	VLHDGD	Number	2	
Historical Date - YR	VLHDGY	Number	2	
Historical Date - CTRY	VLHDG#	Number	2	

Table 9: Fields Reserved for Users

The following fields in the Voucher Transactions Batch File table (F0411Z1) are reserved for users. These fields are not updated by any J.D. Edwards program or displayed on any form in the Accounts Payable system.

Field Name	**Alias**	**Type**	**Length**	**Definition**
User Reserved Code	VLURC1	Alpha	3	Enter any alphanumeric value up to three characters in length.
User Reserved Date	VLURDT	Date	6	Enter any date in this field. Use a format that your database accepts. See the data item for G/L Date (VLDGJ) in table 1 for more information.
User Reserved Amount	VLURAT	Number	15	Enter any amount in this field. Use a format that your database accepts.
User Reserved Number	VLURAB	Number	8	Enter any number up to eight digits in length.
User Reserved Reference	VLURRF	Alpha	15	Enter any alphanumeric value up to 15 characters in length.

Table 10: Required Fields for Enterprise-Wide Profitability Solution System

If you are using the Enterprise-Wide Profitability Solution system (System 16), you must complete additional fields in the Journal Entry Transaction - Batch Tag table (F0911Z1T). The system processes these fields into the corresponding Account Ledger Tag table (F0911T). If you are not using the Enterprise-Wide Profitability Solution system, you do not need to complete any fields in the Journal Entry Transactions - Batch File table (F0911Z1T).

Field Name	Alias	Type	Length	Definition
EDI – User ID	VNEDUS	Alpha	10	The values you enter in these fields must match the values that you enter in the corresponding fields in the Voucher Transactions Batch File table (F0411Z1) and the Journal Entry Transactions Batch File table (F0911Z1).
EDI – Transaction Number	VNEDTN	Alpha	22	
EDI – Batch Number	VNEDBT	Alpha	15	
EDI – Line Number	VNEDLN	Number	7	
Cost Object Type 1–4	VNABT1 VNABT2 VNABT3 VNABT4	Alpha	1	Enter up to four cost object types. The system uses these fields to edit the values that you enter in the corresponding Cost Object fields (VNABR1 – VNABR4). If you enter a value in one of the Cost Object Type fields, you must enter a value in the corresponding Cost Object field. The values in the Cost Object Type fields must exist in the Cost Object Types table (F1620).
Cost Object 1–4	VNABR1 VNABR2 VNABR3 VNABR4	Alpha	12	Enter up to four cost objects. The value in each Cost Object field must adhere to the edit rules for the corresponding Cost Object Type (VNABT1 – VNABT4).
Posting Code 1–10	VNPM01 – VNPM10	Alpha	1	Leave these fields blank.
Item Number	VNITM	Number	8	If you enter a value in this field, the system validates it against the Item Master table (F4101).

Appendix E: Interoperability

To fulfill the information requirements of an enterprise, companies sometimes use products from different software and hardware providers. Interoperability among products is key to successfully implementing an enterprise solution. Full interoperability among different systems results in a flow of data among the different products that is seamless to the user. OneWorld provides interoperability functions to facilitate the exchange of data with systems that are external to OneWorld.

Interoperability consists of the following tasks:

- ☐ Setting up outbound interoperability
- ☐ Sending transactions from OneWorld
- ☐ Reviewing the processing log
- ☐ Purging interoperability transactions

Outbound Transactions

In an outbound transaction, you send data from OneWorld to an external system. The system, in effect, creates a copy of the transaction and places the copied transaction in an interface table where external systems can access it.

Interoperability for outbound transactions requires that you set a processing option specifying a transaction type. Additionally, some entry programs allow you to specify a version of the master business function processing options program that, in turn, allows you to specify a version of the interoperability processing options program. This is useful if you need to create your own version of the interoperability processing options to designate different transaction types.

In the Accounts Payable system, the following programs use the Voucher Entry MBF Processing Options (P0400047) to write outbound transactions; therefore you can specify a verion of the F0411 Interoperability Processing Options program (P0400048):

- A/P Standard Voucher Entry (P0411)
- A/P Speed Voucher Entry (P0411SV)
- Prepayment Vouchers (P0411)
- Logged Vouchers (P0411)

- Multi Company - Single Supplier (P041016)
- Multi-Voucher Entry (P041017)
- Store and Forward Batch Voucher Processor (R04110Z2)
- Batch Voucher Processor (R04110Z)

  See *Processing Options for Voucher Entry MBF (P0400047)* in the chapter *Processing Options for Voucher Entry*

The following Accounts Payable programs do not use the Voucher Entry MBF Processing Options program, so you can not designate a version of the interoperability processing options. These programs always use version ZJDE0001 of the F0411 Interoperability Processing Options program to write outbound voucher transactions:

- Speed Status Change (P0411S)
- Voucher Logging Redistribution (P042002)
- Recycle Recurring Vouchers (R048101)
- Multitiered Discounts - Update A/P Vouchers (R005141)
- Version ZJDE0002 Voucher Post (R09801)

The system copies and stores outbound voucher transactions in the F0411 Interoperability table (F0411Z3). The system copies and stores corresponding journal entries for outbound voucher transactions in the F0911 Interoperability table (F0911Z4).

The following *payment* programs also create outbound interoperability transactions.

- A/P Manual Payments (P0413M)
- Speed Payment (P0411SV)
- A/P Void Payment (P0413V)
- A/P Auto Payments Update Driver (R04575)
- Version ZJDE0003 Automated Payments Post Report (R09801)
- Version ZJDE0004 Manual Payment with Match Post Report (R09801)
- Version ZJDE0005 Manual Payment without Match Post Report (R09801)

These programs always use version ZJDE0001 of the F0413Z1 Retrieve Interoperability Processing Options program (P0400297) to create outbound payment transactions.

The system copies and stores outbound payment transactions in the F0413 and F0414 Interoperability tables (F0413Z1 and F0414Z1). The system copies and stores corresponding journal entries for outbound payment transactions in the F0911 Interoperability table (F0911Z4).

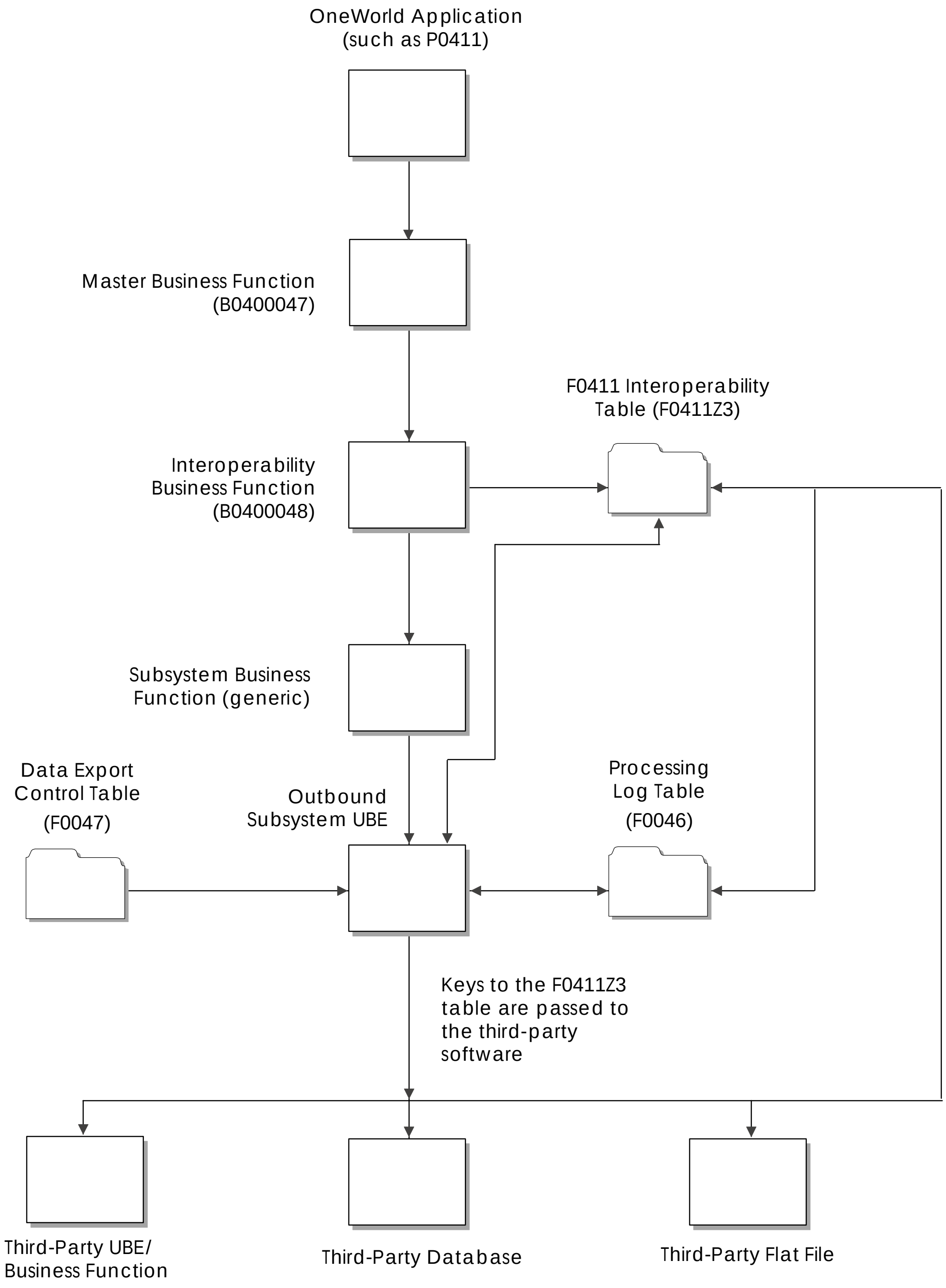
Note: Payment programs that update voucher records also update the F0411 Interoperability table if the processing option is set.

Coexistence

If OneWorld and WorldSoftware coexist, outbound interoperability is available only through OneWorld.

Outbound Interoperability Example

The following diagram shows the outbound interoperability process for a voucher transaction. In this example, transactions are created in the A/P Standard Voucher Entry program (P0411) in OneWorld and sent through the outbound interoperability process to a third-party software package. An outbound payment transaction follows this same interoperability process except that payment transactions do not use a master business function. Outbound payments use Interoperability Business Function B0400297 and Interoperability Tables F0413Z1 and F0414Z1.


OneWorld Application
(such as P0411)
Master Business Function
(B0400047)
F0411 Interoperability
Table (F0411Z3)
Interoperability
Business Function
(B0400048)
Subsystem Business
Function (generic)
Data Export
Control Table
(F0047)
Outbound
Subsystem UBE
Processing
Log Table
(F0046)
Keys to the F0411Z3
table are passed to
the third-party
software
Third-Party UBE/
Business Function
Third-Party Database
Third-Party Flat File

See Also

- The *Interoperability Guide* for a comparison of interoperability functionality
- *EDI Document Processing* in the *Data Interface for Electronic Data Interchange Guide* for more information about electronic commerce

Setting Up Outbound Interoperability

In an outbound transaction, you send data from OneWorld to an external system. Before you can initiate outbound interoperability, you must set up basic identifying information and controls. In the Accounts Payable system, you can send both voucher and payment transactions through outbound interoperability.

Setting up outbound interoperability consists of the following tasks:

- ☐ Reviewing record types
- ☐ Setting up transaction types
- ☐ Setting up data export controls
- ☐ Setting up the flat file cross-reference

Reviewing Record Types

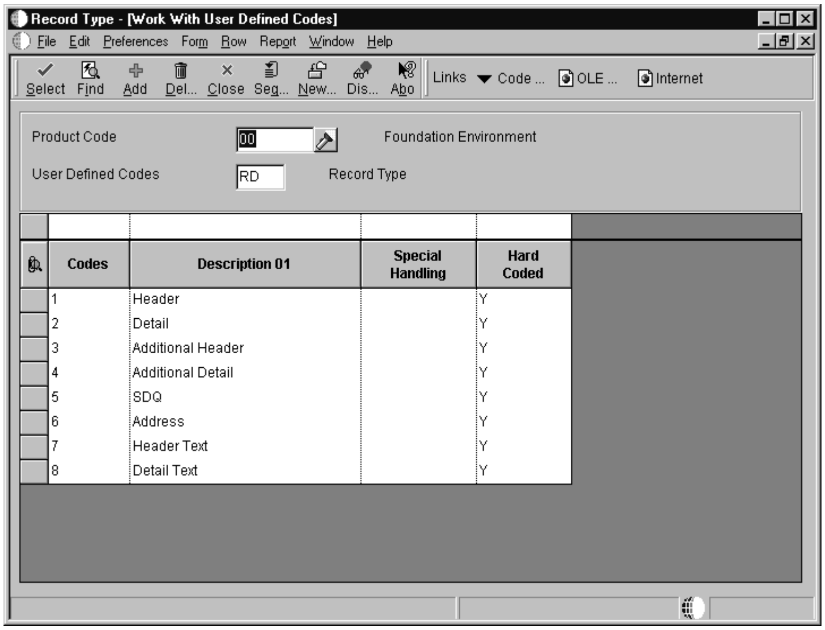
When you set up flat file cross-reference information, you must specify the record types. Record types indicate the type of information that is exchanged between OneWorld and external systems, such as addresses, header or detail transactions, text, or additional information.

You can review hard-coded record types in UDC 00/RD. The system uses these codes to identify the forms with which the system stores information for inbound and outbound documents.

Record types are hard coded by J.D. Edwards and cannot be changed.

▶ To review record types

From the Financials Interoperability menu (G00313), choose Record Type.


Record Type - [Work With User Defined Codes]
File Edit Preferences Form Row Report Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Code ... OLE ... Internet

Product Code: 00 Foundation Environment

User Defined Codes: RD Record Type

Codes	Description 01	Special Handling	Hard Coded
1	Header		Y
2	Detail		Y
3	Additional Header		Y
4	Additional Detail		Y
5	SDQ		Y
6	Address		Y
7	Header Text		Y
8	Detail Text		Y

On Work with User Defined Codes, review the following fields:

- Codes
- Description 01

Processing Options for User Defined Codes

`Defaults`

`Enter the desired System Code:` ____________

`Enter the desired Record Type:` ____________

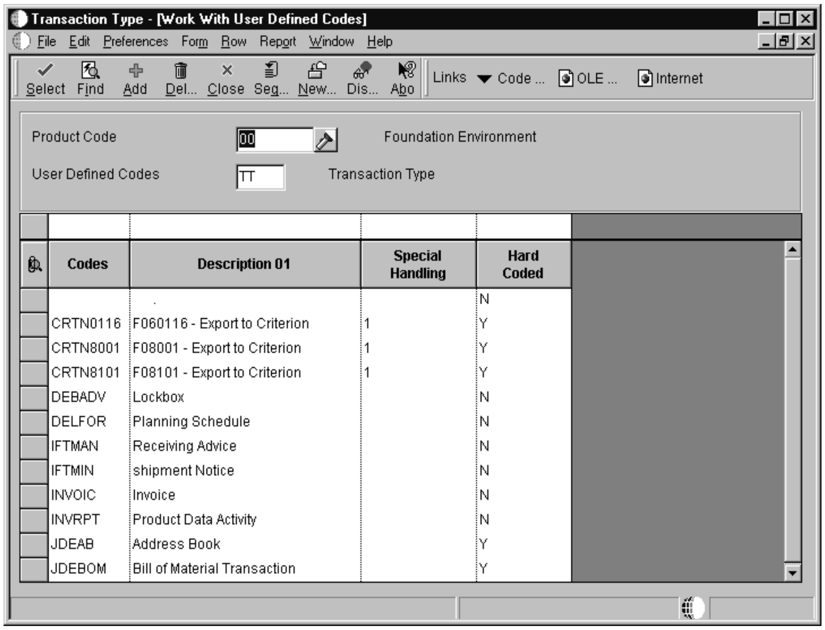
Setting Up Transaction Types

To identify the transactions that the system uses, you can add transaction type codes to UDC 00/TT. For each transaction type, you must also set up data export controls to identify the external system to which you are sending the transactions. You must set up transaction types before you set up data export controls.

Note: J.D. Edwards provides transaction type JDEVOUCH for OneWorld vouchers and JDEPYMNT for OneWorld payments.

▶ To set up transaction types

From the Financials Interoperability menu (G00313), choose Transaction Type.


Transaction Type - [Work With User Defined Codes]
File Edit Preferences Form Row Report Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Code ... OLE ... Internet

Product Code 00 Foundation Environment

User Defined Codes TT Transaction Type

Codes	Description 01	Special Handling	Hard Coded
	.		N
CRTN0116	F060116 - Export to Criterion	1	Y
CRTN8001	F08001 - Export to Criterion	1	Y
CRTN8101	F08101 - Export to Criterion	1	Y
DEBADV	Lockbox		N
DELFOR	Planning Schedule		N
IFTMAN	Receiving Advice		N
IFTMIN	shipment Notice		N
INVOIC	Invoice		N
INVRPT	Product Data Activity		N
JDEAB	Address Book		Y
JDEBOM	Bill of Material Transaction		Y

1. On Work With User Defined Codes, click Add.
2. On User Defined Codes, scroll to the last empty row of the detail area and complete the following fields:
    - Codes
    - Description 01

Caution: Be sure to add each new code on the *last* detail row so that you do not inadvertently overwrite a blank code, which might appear in the first detail row. A blank code might have only a period in the Description field.

See Also

- *Reviewing Record Types* for the processing options for this program
- *User Defined Codes* in the *OneWorld Foundation Guide* for more information about setting up user defined codes

Setting Up Data Export Controls

You define export information for outbound transactions only. To set up data export controls for each transaction type, you must indicate the document type, batch application or function, and version from which the external system retrieves information from the interface tables.

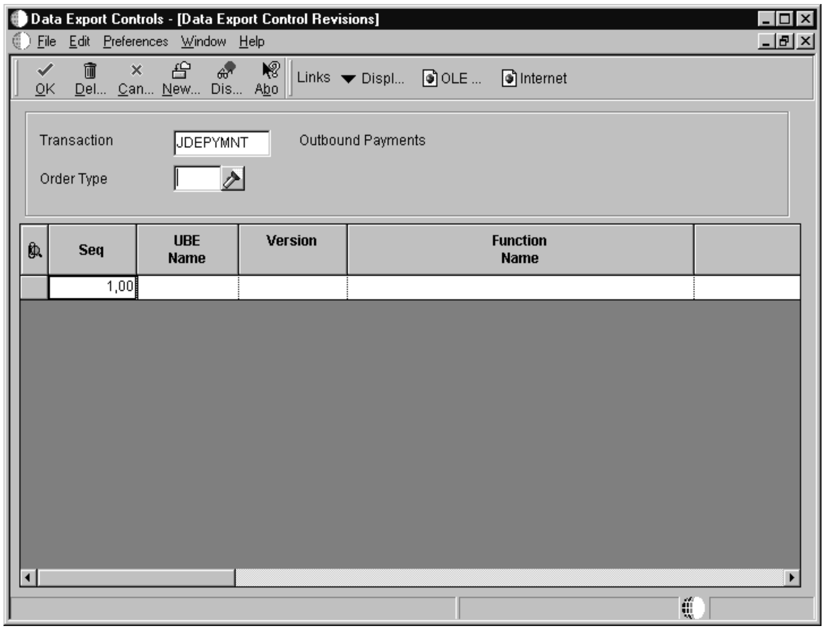
You can define data export controls based on either of the following:

UBE or batch processor	You can specify a vendor-specific outbound batch processor that accesses the OneWorld interface tables.
Function name and library	You can specify a vendor-specific function name and library to identify the external custom program that accesses the OneWorld interface tables.

▶ To set up data export controls

From the Financials Interoperability menu (G00313), choose Data Export Controls.

1. On Work With Data Export Controls, click Add.


Data Export Controls - [Data Export Control Revisions]
File Edit Preferences Window Help
OK Del... Can... New... Dis... Abo
Links Displ... OLE ... Internet
Seq
UBE Name
Version
Function Name

Transaction JDEPYMNT Outbound Payments

Order Type

Seq	UBE Name	Version	Function Name
1,00			

2. On Data Export Control Revisions, complete the following field with the appropriate transaction type, such as JDEVOUCH (vouchers) or JDEPYMNT (payments):
   - Transaction
3. Complete the following field:
   - Order Type (optional)

4. To specify a vendor-specific batch process, complete the following fields:
   - UBE Name
   - Version
5. To specify a vendor-specific function, complete the following fields:
   - Function Name
   - Function Library
6. Complete the remaining fields:
   - Execute For Add
   - Execute For Upd
   - Execute For Del
   - Execute For Inq
   - Flat File Exp Mode
   - Ext DB Exp Mode
   - Ext API Exp Mode
   - Launch Immediately
7. Click OK.

Field	**Explanation**
Transaction	A code that identifies a transaction by type.
Order Type	A user defined code (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following document types are defined by J.D. Edwards and should not be changed: P Accounts Payable documents R Accounts Receivable documents T Payroll documents I Inventory documents O Purchase Order Processing documents J General Accounting/Joint Interest Billing documents S Sales Order Processing documents OS Subcontract OP Purchase Order R2 Contract Billing

Field	Explanation
UBE Name	The OneWorld architecture is object-based. This means that discrete software objects are the building blocks for all applications, and that developers can reuse the objects in multiple applications. Each object is tracked by the Object Librarian. Examples of OneWorld objects include: • Batch Applications (such as reports) • Interactive Applications • Business Views • Business Functions • Business Functions Data Structures • Event Rules • Media Object Data Structures
Version	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.
Function Name	The name of the function.
Function Library	The library for the function. This includes the path for the directory where the library exists.
Execute For Add	A code that determines whether the system uses the batch application to process an added transaction record. Valid values are: 1 Use batch application to process an added transaction record 0 Do not use batch application to process an added transaction record
Execute For Upd	A code that determines whether the system uses the batch application to process an updated transaction record. Valid codes are: 1 Use batch application to process an updated transaction record 0 Do not use batch application to process an updated transaction record
Execute For Del	A code that determines whether the system uses the batch application to process a deleted transaction record. Valid codes are: 1 Use batch application to process a deleted transaction record 0 Do not use batch application to process a deleted transaction record

Field	Explanation
Execute For Inq	A code that determines whether the system uses the batch application to process an inquiry of a transaction record. Valid codes are: 1 Use batch application to process an inquiry of a transaction record 0 Do not use batch application to process an inquiry of a transaction record
Flat File Exp Mode	A code that determines whether the system exports the transaction record to a flat file. Valid codes are: 1 Export transaction record to a flat file 0 Do not export transaction record to a flat file
Ext DB Exp Mode	A code that determines whether the transaction record should be exported to an external database. Valid codes are: 1 Export transaction record to an external database. 0 Do not export transaction record to an external database.
Ext API Exp Mode	A code that determines whether the system exports the transaction record to an external API. Valid codes are: 1 Export transaction record to an external API 0 Do not export transaction record to an external API
Launch Immediately	This field controls the immediate execution of a batch job. If the field is set to a 1, the job will execute immediately.

See Also

- *Detailed Tasks for Custom Programming* in the *Interoperability Guide* for information about vendor-specific applications and functions

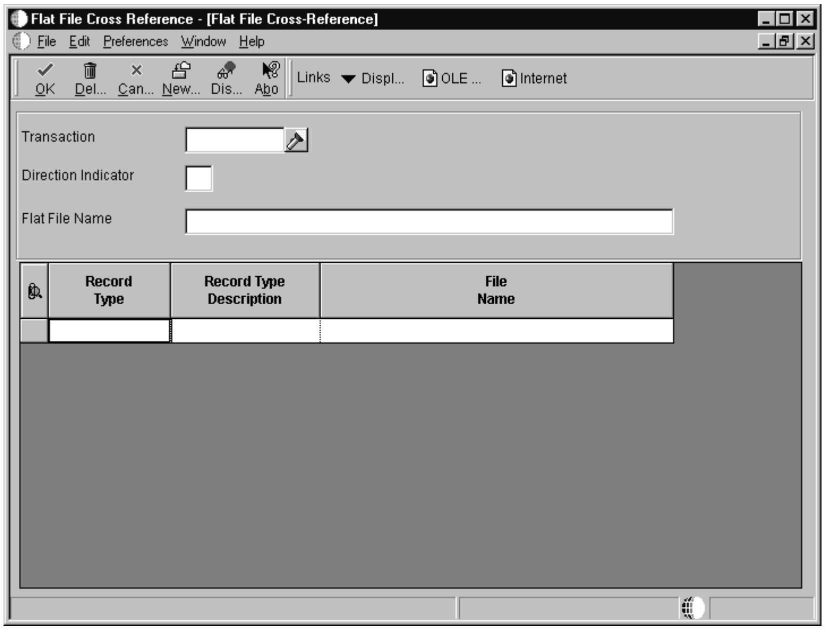
Setting Up the Flat File Cross-Reference

For outbound transactions, if you cannot write data from OneWorld to the interface tables in the format required by the external system, you can write the data to a specific flat file for each transaction type and record type.

▶ To set up the flat file cross-reference

From the Financials Interoperability menu (G00313), choose Flat File Cross-Reference.

1. On Work With Flat File Cross-Reference, click Add.


Flat File Cross Reference - [Flat File Cross-Reference]
File Edit Preferences Window Help
OK Del... Can... New... Dis... Abo
Links Displ... OLE ... Internet
Transaction
Direction Indicator
Flat File Name
Record Type
Record Type Description
File Name

2. On Flat File Cross-Reference, complete the following field with a transaction type such as JDEVOUCH to indicate vouchers or JDEPYMNT to indicate payments:
   - Transaction
3. Complete the following field with 2 to indicate that this transaction type is outbound:
   - Direction Indicator
4. Complete the following field with 1 to indicate header records and 2 (if necessary) to indicate detail records:
   - Record Type
5. Complete the following field with F0411Z3 for JDEVOUCH, or F0413Z1 or F0414Z1 for JDEPYMNT to indicate the source of the information:
   - File Name
6. Click OK.

See Also

- *Converting Data from Flat Files into EDI Interface Tables* in the *Data Interface for Electronic Data Interchange Guide* for information about this process, which works the same for interoperability functions

Sending Transactions from OneWorld

To enable outbound processing for vouchers and payments, you specify the transaction type in the corresponding processing options. For vouchers, use the F0411 Interoperability Processing Option program (P0400048). For payments, use the F0413 Interoperability Processing Option program (P0400297).

To send corresponding Accounts Payable journal entry transactions, set the processing option in the F0911 Interoperability Processing Option program (P0900160). You are not required to use the same transaction type that is used for vouchers or payments, but the processing option must be completed for journal entries to be processed to the F0911 Interoperability Table (F0911Z4)

When sending outbound A/P voucher or payment transactions, J.D. Edwards recommends that you also include the matching A/P journal entry transactions.

If you create additional versions of the Interoperability Processing Option program for additional transaction types (for either vouchers or journal entries), you must specify the version you create in the corresponding Voucher Entry (P0400047) or Journal Entry (P0900049) MBF Processing Options program

If you create additional versions of the Voucher or Journal Entry MBF Processing Options program, you must specify the version you create in the processing option of the voucher entry program that uses the master business function processing options.

The default outbound transaction is a copy of a transaction after you create or change it (an *after image*). With interoperability, you can also send a copy of each transaction as it was before you changed it (a *before image*). To control the type of image, you set the corresponding processing option in the F0411, F0413 and F0911 interoperability processing options programs.

Note: Creating and sending before images requires additional processing time.

The system places a copy of each transaction in the interface table that corresponds to the type of transaction you specify in the processing option:

- Voucher transactions are placed in the F0411 Interoperability table (F0411Z3).
- Payment transactions are placed in the F0413 and F0414 Interoperability tables (F0413Z1 and F0414Z1).
- Corresponding journal entry transactions are placed in the F0911 Interoperability table (F0911Z4).

The data is then available for an external system to use.

Before You Begin

☐ Define the data export controls for the type of outbound transaction. The system uses data export controls to identify the batch programs or business processes that third parties provide for use in processing transactions. See *Setting Up Outbound Interoperability.*

☐ Set the interoperability processing option in the Voucher Entry MBF Processing Options program (P0400047).to the version of the F0411 Interoperability Processing Option program (P0400048) that you want to run. If you leave this processing option blank, the system will use the default version (ZJDE0001).

See Also

- *Detailed Tasks for OneWorld Operations* in the *Interoperability Guide* for more information about interoperability methods
- *OneWorld Interoperability Models* in the *Interoperability Guide* for information about implementing asynchronous, synchronous, and batch transactions in OneWorld
- *Call the OneWorld Completion Confirmation API* in the *Interoperability Guide* for information about updating the application program interface (API)

▶ To send transactions from OneWorld

To enable outbound processing, you use processing options to specify the transaction type and the type of image to send.

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

1. On Work with Interactive Versions, type the appropriate Interoperability Business Function in the Interactive Application field and click Find.

   For voucher transactions, enter P0400048, for payments, enter P0400297, and for corresponding journal entries, enter P0900160.

2. Choose the version specified in the Voucher Entry MBF Processing Options, or ZJDE0001 if the option is blank.
3. From the Row menu, set the processing options.

   You can differentiate outbound transactions by transaction type by creating multiple versions of the interoperability processing option programs. For example, you might want to differentiate vouchers generated by the procurement system from vouchers generated manually.

The system places a copy of each transaction in the outbound interface table and updates it with the transaction type that you specify in the processing option.

Processing Options for F0411 Interoperability Processing

Interop

1. Enter the transaction type for the interoperability transaction. If left blank, the outbound interoperability will not be performed.

   Transaction Type ____________

2. Enter a '1' to write the before image for a change transaction. If left blank, only the after image will be written.

   Before Image ____________

Processing Options for F0413 Interoperability Processing

Interop

1. Enter the transaction type for the interoperability transaction. If left blank, the outbound interoperability will not be performed.

   Transaction Type ____________

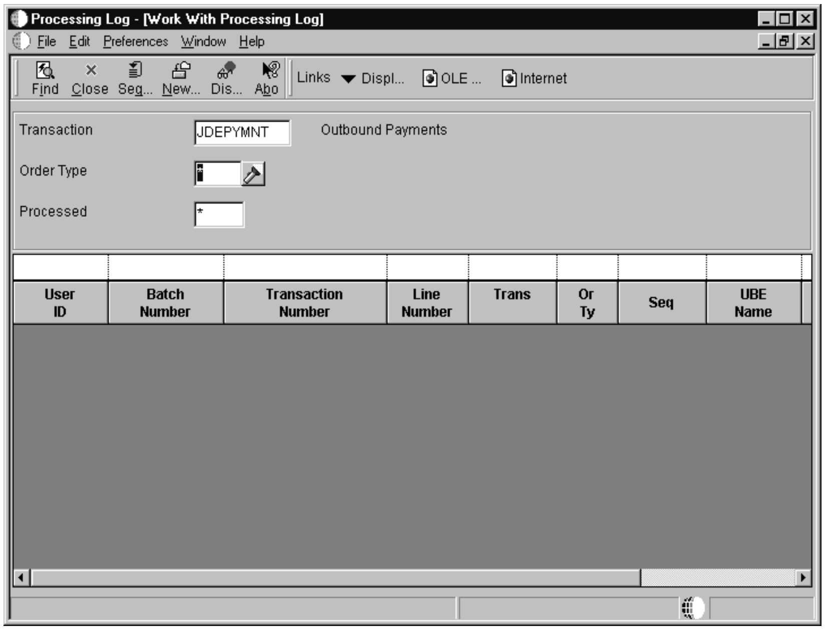
2. Enter a '1' to write the before image for a change transaction. If left blank, only the after image will be written.

   Before Image ____________

Reviewing the Processing Log

You use the processing log to review whether the system has processed specific outbound transactions successfully. The system creates a record in the processing log for every outbound transaction that is processed. The processing log contains key fields from the Data Export Control table (F0047), such as transaction type, sequence number, batch process or function, and corresponding version.

From the Financials Interoperability menu (G00313), choose Processing Log.


Processing Log - [Work With Processing Log]
File Edit Preferences Window Help
Find Close Seq... New... Dis... Abo
Links Displ... OLE ... Internet
User ID
Batch Number
Transaction Number
Line Number
Trans
Or Ty
Seq
UBE Name

Transaction JDEPYMNT Outbound Payments

Order Type

Processed *

▶ To review the processing log

1. On Work With Processing Log, complete the following field with the transaction type you wish to review. For example, type JDEVOUCH for voucher transactions or JDEPYMNT for payment transactions.
    - Transaction
2. Click Find to review successfully processed transactions ready for third-party software integration.

The information in the processing log is for review only and cannot be changed in the processing log or in OneWorld programs.

See Also

- *Subscribe to Outbound Transactions* in the *Interoperability Guide* for more information about the Data Export Control table and the processing log

Purging Interoperability Transactions

From the Financials Interoperability menu (G00313), choose Purge F0411 Interoperability Table for vouchers or choose Purge F0413/F0414 Interoperability Table for payments.

When data becomes obsolete or when you need more disk space, you can use the Purge Interoperability Table programs to remove data from the interoperability tables. These programs identify processed voucher and payment transactions in the F0411 and F0413 Interoperability tables (F0411Z3 and F0413Z1) and the corresponding records in the Processing Log table (F0046).

If the corresponding records in the Processing Log table are all marked as processed, the program purges the processed transactions in the F0411 and the F0413/F0414 Interoperability tables, and the corresponding records in the Processing Log table. If the corresponding records in the Processing Log table are not all marked as processed, the program does not purge any records.

See Also

- *Purge Batch Process and Named Event Rules* in the *Interoperability Guide* for more information about purging interoperability information

Appendix F: Vertex Quantum for Sales and Use Tax

If your company wants to apply sales taxes automatically, you can use the Vertex Quantum for Sales and Use Tax system (Quantum) with the following J.D. Edwards systems:

- General Accounting
- Accounts Receivable
- Accounts Payable
- Sales Order Management
- Procurement
- Customer Service Management System (CSMS)
- Contract Billing
- Service Billing

Caution: If you are using the J.D. Edwards Payroll system, you are required to use the Quantum for Payroll Tax System. See *Setting Up Tax Information* in the *Payroll Guide*.

Quantum software integrates with the J.D. Edwards OneWorld tax calculation software, which means that you can perform tax calculations using either the Quantum software, the J. D. Edwards tax calculation software, or both. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

Working with Quantum consists of:

☐ Setting up the J.D. Edwards/Quantum interface

☐ Assigning GeoCodes to address book records

☐ Working with Quantum taxes

☐ Processing Quantum tax information

When tax laws change, the Quantum software accesses the new requirements for each taxing authority so that you can apply the taxes correctly. Quantum software:

- Reduces the setup required for multiple tax rate areas
- Reduces processing time and rate maintenance

- Creates tax compliant records
- Allows exceptions and overrides to the default tax rates

Quantum calculates tax based on the standard rates and rules for the U.S., its territories and possessions, and Canada. To perform all other foreign tax calculations, you have two options:

- Use the J.D. Edwards tax calculation software
- Use the Quantum system, but maintain tax rates for foreign locations using the Quantum Tax Decision Maker

Before You Begin

☐ Verify that you have access to the following Vertex documentation for Quantum for Sales and Use Tax for additional information:

  - *Quantum for Sales and Use Tax Reference Manual*
  - *Quantum for Sales and Use Tax GeoCoder Master List*
  - *Quantum for Sales and Use Tax National Tax Rate Directory*
  - *Quantum for Sales and Use Tax Tax Decision Maker Taxability Guide*
  - *Quantum for Sales and Use Tax User's Guide*
  - *Quantum for Sales and Use Tax Training Guide for Tax Professionals*
  - *Quantum for Sales and Use Tax Returns User's Guide*

J.D. Edwards Components

The interface between J.D. Edwards systems and Quantum software transfers selected J.D. Edwards parameters to Quantum and then returns tax information to J.D. Edwards systems.

The standard J.D. Edwards tax calculation software components can be used with Quantum in the following ways:

Tax authorities	You use tax authorities within J.D. Edwards software to define the government agencies that assess and collect taxes. You define tax authorities in the J.D. Edwards tax processing system only for international tax authorities because those for the U.S. and Canada are stored by Quantum.
Tax rates and tax areas	For U.S. and Canadian taxes, you specify a GeoCode for each tax rate and tax area to allow Quantum to identify the correct taxing jurisdictions.
Automatic Accounting Instructions (AAIs)	For U.S. and Canadian taxes, you use the AAI code PT _ _ _ _ for the company. For non-United States and non-Canadian taxes, you assign an AAI to each taxing authority within each tax rate/area.
Tax rules by company	You can define tax rules for the Accounts Receivable, Accounts Payable, Sales Order Management, Procurement, CSMS, General Accounting, Contract Billing, and Service Billing systems. When you enter transactions for these systems, taxes are calculated according to these rules. The system uses these tax rules to: • Calculate discounts on a gross amount that already includes tax. • Calculate tax on a gross amount that includes the discount amount. • Control when the system displays a warning message (or rejects a transaction altogether) when someone enters a tax that differs from the system-calculated tax. This does not apply to E, S, and U tax types. This feature applies to taxes for all countries.

Tax explanation codes

Tax explanation codes control how a tax is assessed and how it is distributed to the general ledger revenue and expense accounts. J.D. Edwards software provides a number of tax explanation codes. Tax codes E, S, and U are predefined for Quantum software. Because the tax explanation code is a user defined code (00/EX), you can set up additional codes to meet specific business needs; however, the Quantum interface recognizes only tax codes E, S, and U.

In Quantum software, you can use the tax explanation code to make a customer or a specific transaction tax exempt. For example, a customer with a tax explanation code of E is exempt. Any purchase or sales order; accounts receivable invoice; CSMS, contract or service billing invoice; and CSMS contract line item can be coded with E to make that specific transaction exempt. Currently, CSMS service order routings are taxable and cannot be overridden.

Other available codes are U (use) for use in the Procurement, Accounts Payable, and CSMS systems, and S (sales) for use in Sales Order Management, Accounts Receivable, CSMS, Contract Billing, and Service Billing systems.

Quantum Components

The Quantum for Sales and Use Tax system includes the following components:

Rate and GeoCode Data Modules

The data modules store tax rates and other pertinent jurisdictional tax data for all U.S. and Canadian tax authorities, which include over 66,000 locations. All states and counties are on file, as well as all cities with populations over 250. If a city has a population less than 250 and levies a tax, that city is also included in the data modules.

Vertex researches and maintains the data contained in the file by remaining in constant contact with all jurisdictions that levy a tax. Every month, Vertex updates its internal databases and issues new data module files to its subscribers.

Tax Decision Maker

You can customize the Quantum system for your special needs. You use the Tax Decision Maker Engine in conjunction with the Tax Decision Maker (TDM) to automate (separately or in combination) product, customers, or jurisdictional tax exceptions. TDM lets you set up and maintain tax exceptions and also override customer and product exemptions. You can access TDM from Quantum menus.

Tax Decision Maker Engine

The Tax Decision Maker Engine interfaces with J.D. Edwards Sales Order Management, Procurement, Accounts Receivable, Accounts Payable, CSMS, Contract Billing and Service Billing systems.

When a J.D. Edwards program calls the Tax Decision Maker Engine, the Tax Decision Maker Engine determines the following:

- Whether the transaction is interstate or intrastate
- The transaction's taxing jurisdiction
- The appropriate tax rate
- The maximum tax base
- Excess amounts, if applicable
- Tax exceptions, if applicable

The Tax Decision Maker Engine then:

- Retrieves the appropriate tax rate
- Calculates tax amounts
- Returns the amount to the calling program

The module can also store tax history for an audit trail and for management reports and returns preparation (as an independent function outside the scope of J.D. Edwards generated reports). Because the Data Module isolates the state, county, city, and district rates, Quantum can calculate the four levels individually.

Quantum Tax Register file

From the Quantum Register file, the Tax Decision Maker Engine produces detail and summary sales tax register reports sequenced by state, county, and city for any billing period. You generate these reports from Quantum menus.

Returns Module

If you purchase the Returns Module in addition to the Quantum for Sales and Use Tax system, the Returns Module completes the sales tax cycle by automating state and local returns preparation. After calculating the amount to be paid to the appropriate tax authorities, the system automatically generates signature-ready sales and use tax forms and check requests.

Interface Considerations

Before you set up the J.D. Edwards/Quantum Sales Tax Interface to reflect your environment, carefully consider the specific conditions and requirements of the company, the product, the customer or supplier, and international tax obligations.

Company and Divisional Considerations	You should understand any special dispensations that the company has arranged with state or local jurisdictions for collecting sales and use taxes at a reduced rate. Then, consider whether tax returns are filed for just one company or for multiple companies.
Product Considerations	You should understand the business and how products fit into appropriate tax categories. For example, rebuilt machinery might be taxed differently than spare parts for the same machinery. Decide how the company intends to set up the taxing policies for J.D. Edwards and Quantum software.
Customer and Supplier Considerations	You must properly identify the tax category to which customers and suppliers belong. For example, a customer might be a provider of goods or services, a reseller, a charitable organization, or other tax group. Decide how you will set up customers and suppliers into both the J.D. Edwards and Quantum software modules.
International Tax Considerations	Be aware of international tax obligations. Know whether to use the J.D. Edwards Tax Calculation software or Quantum to manage and process non-U.S. and non-Canadian tax transactions.

Coexistence Considerations

Although you can work with OneWorld and WorldSoftware in a coexistent environment, the Vertex Sales and Use Tax Compliance product for WorldSoftware and Quantum for Sales and Use Tax for OneWorld do not coexist with each other. Quantum, however, has utilities that allow you to copy and merge information from the Compliance product to Quantum.

If you are coexistent, you can:

- Manage and maintain the TDM in the legacy Compliance system. Then, you can copy the Compliance TDM to the Quantum TDM using Quantum utilities.
- Merge the register tables created in both the Compliance and Quantum products into the Quantum product with Quantum utilities.

Note: The Compliance product has no utilities to copy the Quantum TDM or merge the Quantum register tables into the legacy system.

Setting Up the J.D. Edwards/Quantum Interface

If your company wants to apply sales taxes automatically, you can use Quantum software along with the J.D. Edwards system. Quantum software can coexist with the J.D. Edwards tax calculator software, which means that you can perform tax calculations using either system or both of them. However, if you want to perform a tax-only calculation, you must use the J.D. Edwards software.

Setting up Quantum consists of:

- ☐ Activating Quantum
- ☐ Testing the Quantum Connection
- ☐ Activating Quantum Logging
- ☐ Setting up automatic accounting instructions for Quantum
- ☐ Setting up user defined codes for Quantum
- ☐ Assigning non-stock product categories to order types
- ☐ Defining tax information for items

Before You Begin

- ☐ Review order line types. See *Setting Up Order Line Types* in the *Sales Order Management and Procurement Guides.*
- ☐ Review order activity rules. See *Setting Up Order Activity Rules in the Sales Order Management and Procurement Guides.*
- ☐ Verify that each customer address book record has a corresponding record in customer master information, and that all suppliers have a record in supplier master information.

What You Should Know About

Tax only calculations	For tax only calculations, use tax types ST (sales tax) and UT (use tax) along with the J.D. Edwards tax rate/area code. You cannot use these tax types with a Quantum GeoCode. For records with ST and UT tax types, records are not to be written to the Quantum Tax Register file, even if Quantum is active.
Returns Module	If you plan to use the Quantum Sales Tax Returns Module, you should install it after performing all other setup steps.

Activating Quantum

You must activate the Quantum interface prior to using the Quantum system with J.D. Edwards OneWorld software.

Note: Constants settings load during software initialization. Therefore, in order for the constants settings to take effect, you must exit and restart OneWorld.

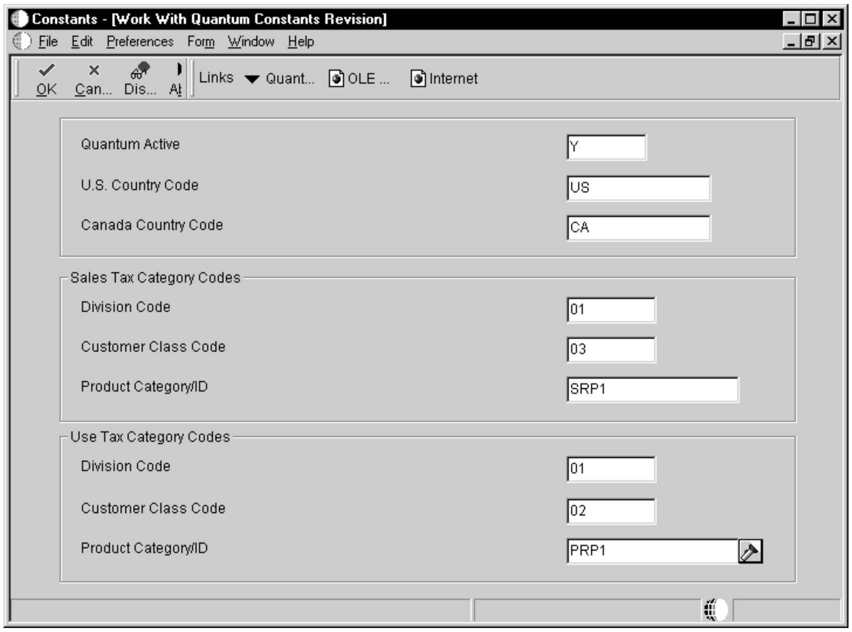
Before You Begin

☐ You must set up database connections to establish communication to the Quantum databases, both Quantum for Sales and Use Tax and Quantum for Payroll.

See *Setting Up Database Connections* in the *OneWorld Installation Guide* for more information.

▶ **To activate Quantum**

From the Vertex Quantum Sales and Use Tax menu (G731), choose Constants.


Constants - [Work With Quantum Constants Revision]
File Edit Preferences Form Window Help
OK Can... Dis... Al
Links Quant... OLE ... Internet

Quantum Active: Y
U.S. Country Code: US
Canada Country Code: CA

Sales Tax Category Codes
Division Code: 01
Customer Class Code: 03
Product Category/ID: SRP1

Use Tax Category Codes
Division Code: 01
Customer Class Code: 02
Product Category/ID: PRP1

1. On Work with Quantum Constants Revision, complete the following fields:
    - Quantum Active
    - U.S. Country Code
    - Canada Country Code
2. Complete the following fields for sales tax category codes:
    - Division Code
    - Customer Class Code
    - Product Category/ID
3. Complete the following fields for use tax category codes and click OK:
    - Division Code
    - Customer Class Code
    - Product Category/ID

Field	Explanation
Quantum Active	This value determines whether the system uses Quantum Sales and Use Tax for tax calculations. Y Use Quantum system to calculate taxes. N Do not use Quantum system to calculate taxes. Instead, use JDE tax calculations.

Field	Explanation
U.S. Country Code	The code that indicates the United States in the Quantum Sales and Use Tax system. This code must match the value in the Country field on the Mailing tab on the Address Book Revision form. For U.S. domestic customers, this field is typically blank.
Canada Country Code	The code that indicates Canada in the Vertex Sales and Use Tax System. This value must be CA, and must match the value in the Country field on the Mailing tab on the Address Book Revisions form.
Division Code	The Address Book Category Code that the Quantum Tax Interface uses for Division/Store Code for Sales Tax. The Address Book Category Code is passed to Quantum and matched to the Division/Store Code in the Quantum Tax Decision Maker module.
Customer Class Code	The Address Book Category Code that the Quantum Tax Interface uses for Customer Class Code for Sales Tax. The Customer Class Code is passed to Quantum and matched to the Customer Class Code in the Quantum Tax Decision Maker module.
Product Category/ID	The Item Branch/Plant Category Code that the Quantum Tax Interface uses for Product Category/ID for Sales Tax. The Item Branch/Plant Category Code is passed to Quantum and matched to the Product Category/ID field in the Quantum Tax Decision Maker module.
Division Code	The Address Book Category Code that the Quantum Tax Interface uses for Division/Store Code for Use Tax. The Address Book Category Code is passed to Quantum and matched to the Division/Store Code in the Quantum Tax Decision Maker module.
Customer Class Code	The Address Book Category Code that the Quantum Tax Interface uses for Customer Class Code for Use Tax. The Customer Class Code is passed to Quantum and matched to the Customer Class Code in the Quantum Tax Decision Maker module.
Product Category/ID	The Item Branch/Plant Category Code that the Quantum Tax Interface uses for Product Category/ID for Use Tax. The Item Branch/Plant Category Code is passed to Quantum and matched to the Product Category/ID field in the Quantum Tax Decision Maker module.

Testing the Quantum Connection

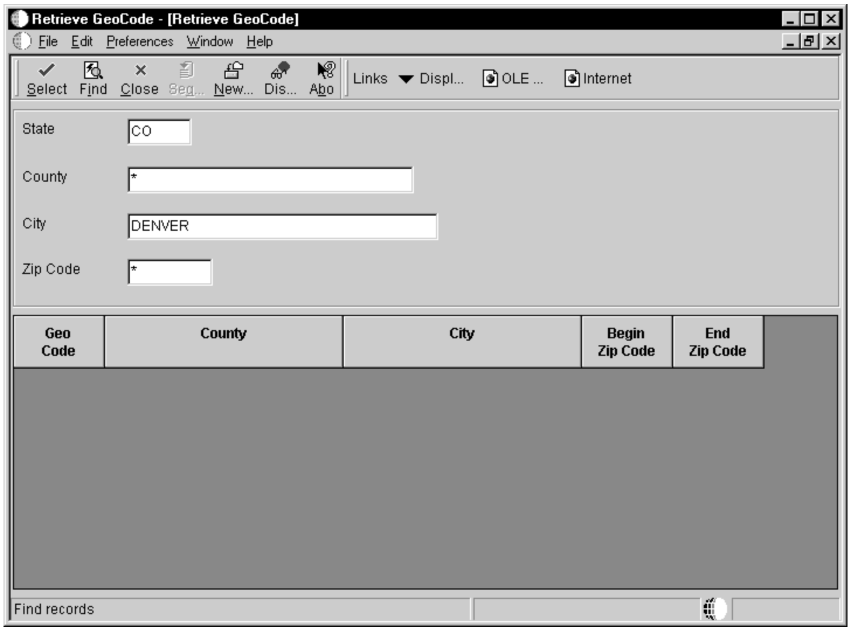
After you activate Quantum and set the country codes, J.D. Edwards recommends that you conduct a test to determine whether you have successfully connected to the Quantum system.

Before You Begin

☐ You must exit and restart OneWorld in order for the constants settings to take effect.

▶ To test the Quantum connection

1. Enter P73GEO in the fast path.


Retrieve GeoCode - [Retrieve GeoCode]
File
Edit
Preferences
Window
Help
Select
Find
Close
Seq...
New...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Geo Code
County
City
Begin Zip Code
End Zip Code
Find records

State CO

County *

City DENVER

Zip Code *

2. On Retrieve GeoCode, complete the following fields as follows:
    - Type CO in the State field
    - Type Denver in the City field
3. Click Find.
    - If you are properly connected to the Quantum system, 060310140 appears in the GeoCode column.
    - If nothing appears in the GeoCode column, a setup or configuration error might have occurred. Check the following:
        - The Quantum Active field must be set to Y, and the Canada Country Code set to CA, on Work With Quantum Constants Revision.
        - The constants values are initialized by exiting and restarting OneWorld.
        - The Data Source, Server, User ID, and Password must be set up properly in the Database Connections table. See *Setting Up Database Connections* in the *OneWorld Installation Guide*.

- All of the required business functions must be mapped to the server where the Quantum software is located. See OCM Mapping in the *OneWorld Installation Guide*.

Activating Quantum Logging

You might want to review the values you send to the Quantum interface, and then review the values generated by Quantum after processing. The Quantum Logging feature provides you with the ability to review these Before and After values.

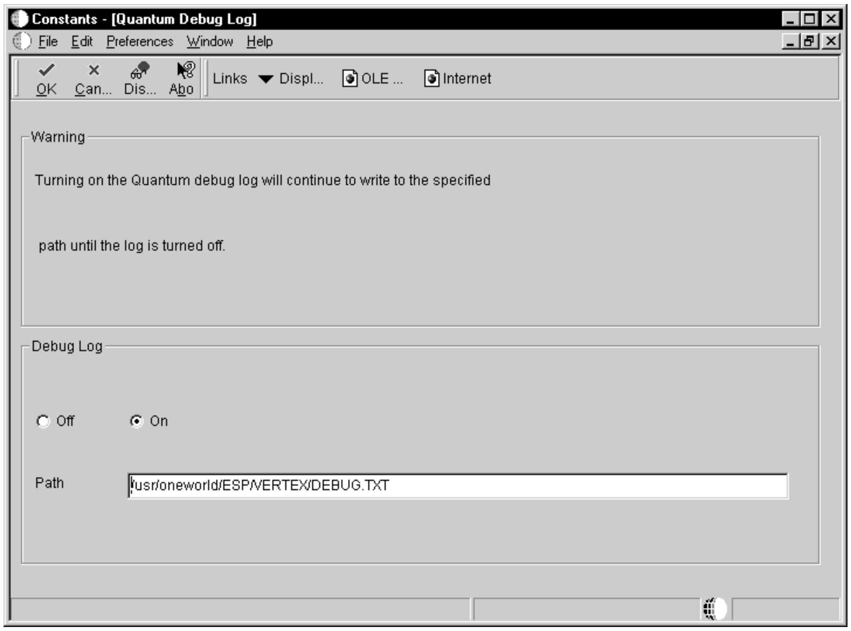
The Quantum Logging feature creates a two-page text file with the Before values you send on the first page, and the After values Quantum generates on the second page.

Caution: Use this feature with caution, because two pages of data are printed for every transaction going though the Tax Calculator for all users. Keeping this feature turned on after initial testing and setup negatively impacts system performance.

▶ To activate Quantum logging

From the Vertex Quantum Sales and Use Tax menu (G731), choose Constants.

1. On Work With Quantum Constants Revision, choose Quantum Log from the Form menu.



Warning

Turning on the Quantum debug log will continue to write to the specified

path until the log is turned off.

Debug Log

○ Off ● On

Path /usr/oneworld/ESP/VERTEX/DEBUG.TXT

2. On Quantum Debug Log, complete the following fields and click OK:
   - Debug Log
   - Path

Field	**Explanation**
Debug Log	An option that determines whether to enable the Quantum debug log. If you choose On, the Vertex Link Parm Area will be printed before and after calling the Vertex Tax Calculator Program. Use this feature with caution, because two pages of data are printed for every transaction going though the Tax Calculator for all users.
Path	The path and file name where the Quantum debug log will reside, such as C:\Debug\QuantumDebug.txt.

See Also

- *Quantum for Sales and Use Tax - Reference Manual* for more information about Quantum Logging

Setting Up Automatic Accounting Instructions for Quantum

You must create AAIs for each unique combination of company, transaction, document type, and G/L class (G/L offset account) that you want to use. Each AAI is associated with a specific G/L account that consists of a business unit, an object, and optionally, a subsidiary.

If you are required to collect taxes on customer invoices, you must distribute the tax amounts to the correct G/L accounts. When you set up AAIs for a specific type of tax, such as VAT or use tax, you designate the accounts to debit and credit for an invoice tax amount. The AAIs, PT_ _ _ _ (for payables) and RT_ _ _ _ (for receivables), are used only for taxes. The system is hard coded to look at the tax AAIs for the company. The system uses the state code prefix of the GeoCode as a subsidiary to search the Account Master (F0901) for the appropriate G/L account. If none is found, the system uses the business unit and object account in the company.

When you set up AAIs to use Quantum, you can set up G/L accounts by state. You must add the state code value as the subsidiary of the base account. During the post process, the system verifies the state code against the GeoCodes to search for the proper account.

Hierarchy for Quantum AAI Values

OneWorld identifies the proper G/L account according the following hierarchy:

1. The system retrieves the Business Unit and Object that the PT_ _ _ _ or RT_ _ _ _. AAIs indicate based on the company on the invoice or voucher.
2. The system retrieves the value in the State portion of the GeoCode.
3. The system attaches the State value to the Business Unit and Object as the Subsidiary.
4. The system searches the Account Master for that Business Unit, Object, and Subsidiary combination. If found, the system uses this account combination as the G/L account.
5. If still not found, the system searches the Account Master using just the Business Unit and Object. If found, the system uses this account combination as the G/L account.
6. If still not found, it searches the Account Master using the Business Unit and Object for Company 00000 for that particular PT_ _ _ _ or RT_ _ _ _ AAI. If found, the system uses this account combination as the G/L account.

See Also

- *Understanding AAIs for General Accounting* in the *General Accounting Guide*

Setting Up User Defined Codes for Quantum

The Quantum interface uses a user defined code (UDC) table (73/ST) that contains all of the address book Search Types that have GeoCodes assigned to them or that can have their GeoCodes revised. GeoCodes can be assigned only if the Search Type on the address book record is found in the GeoCode Assignment Search Type UDC table.

Typically, people who use Quantum set up the following Search Types:

- C - Customer
- V - Supplier
- E - Employee
- F - Facilities

Assigning Non-Stock Product Categories to Order Types

Quantum processes the taxing of both stock and non-stock items. Stock items are typically products that need to have records in the J.D. Edwards Inventory Master tables (F4101 and F4102). Non-stock items are not required to have records in these master tables, but still can exist on an order and have taxes assigned to them. For both stock and non-stock items, Quantum looks for a value for the Product Category/ID and Transaction Type to be used in the TDM.

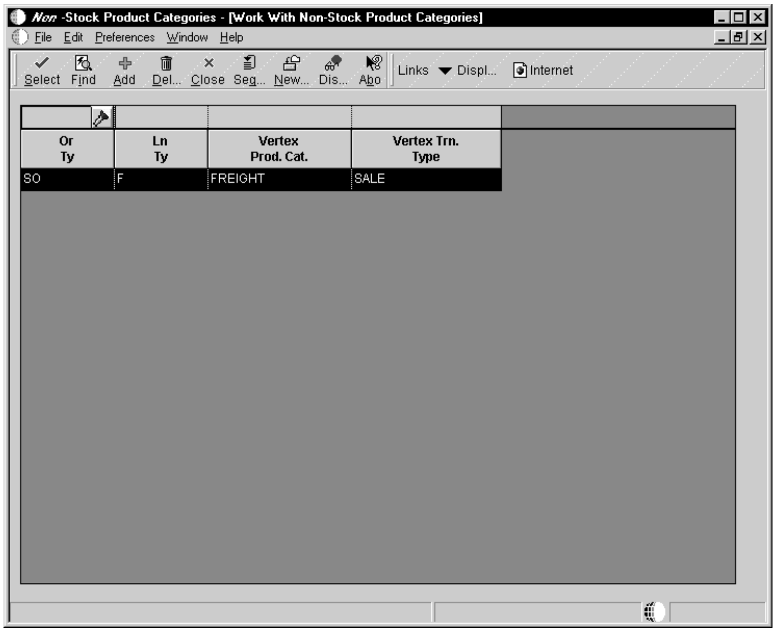
You can specify a Quantum product category or a Quantum transaction type for each order type and line type combination. The Quantum product category is used for product exceptions in TDM. The Quantum transaction type indicates to Quantum the type of transaction that is being processed (for example, sales, purchase, rental, or service) so Quantum can apply the appropriate tax type.

For stock items, the Product Category/ID is typically derived from the Category Code on the Item Branch/Plant record. The Transaction Type is usually derived from the System Code of the order. For Accounts Payable and Procurement, the Transaction Type is PURCH, and for Accounts Receivable and Sales Order Management, the Transaction Type is SALE.

For non-stock order lines (such as freight or lease charges), use the Non-Stock Product Categories program (P7307) to specify the Product Category/ID and Transaction Type.

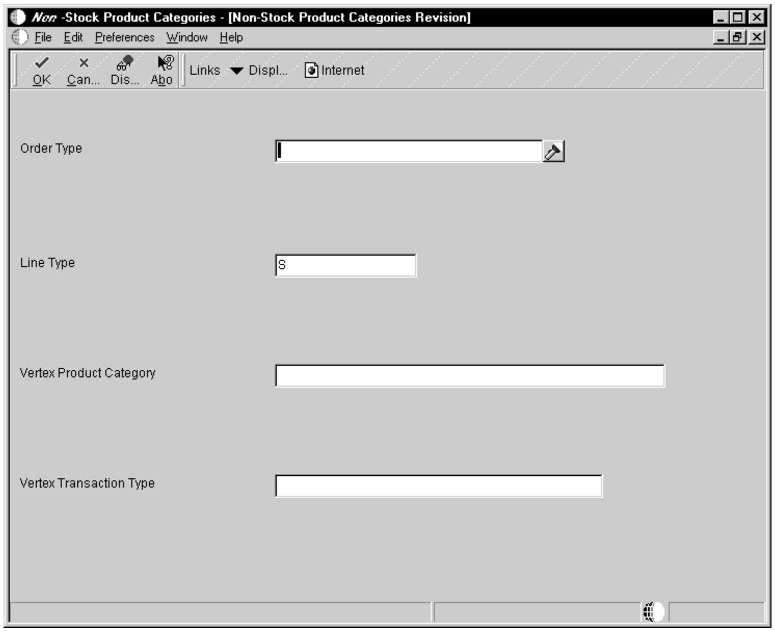
▶ To assign non-stock product categories to order types

From Vertex Quantum Sales and Use Tax menu (G731), choose Non-Stock Product Categories.


Non -Stock Product Categories - [Work With Non-Stock Product Categories]
File
Edit
Preferences
Window
Help
Select
Find
Add
Del...
Close
Seg...
New...
Dis...
Abo
Links
Displ...
Internet

Or Ty	Ln Ty	Vertex Prod. Cat.	Vertex Trn. Type
SO	F	FREIGHT	SALE

1. On Work with Non-Stock Product Categories, click Add.


Non -Stock Product Categories - [Non-Stock Product Categories Revision]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
Internet

Order Type

Line Type S

Vertex Product Category

Vertex Transaction Type

2. On Non-Stock Product Categories Revision, complete the following fields and click OK:
    - Order Type
    - Line Type
    - Vertex Product Category
    - Vertex Transaction Type

Hierarchy for Product Category/ID and Transaction Type Values

OneWorld derives the specific values to be passed to the Quantum Product Category/ID and Transaction Type in TDM according to the following hierarchy:

1. The system scans the value in the Item Balance Category field of the Quantum Constants.
    - If the field is blank, the system goes to step 2.
    - If the field is not blank, the system goes to step 3.
2. If the value in the Item Balance Category field of the Quantum Constants is blank:
    - The system goes to the Quantum Non-Stock Product Categories table (F7307) and uses the Document Type and Line Type of the order.
        - If a record exists in the F7307 table for that Document Type and Line Type combination, the system uses the Product Category/ID and Transaction Type corresponding to that record.

    - If no record exists in the F7307 table for that Document Type and Line Type combination, the system uses a blank for the Product Category/ID, and the Transaction Type is determined by the System Code of the order.

3. If the value in the Item Balance Category field of the Quantum Constants is *not* blank, the system goes to the corresponding Category Code in the Item Branch/Plant record for that item on the order. Then:
    - If an Item Branch/Plant record does not exist, or if the respective Category Code on the Item Branch/Plant record is blank, the system goes to step 2 to determine *both* the Product Category/ID and the Transaction Type.
    - If the Item Branch/Plant record does exist, and if the respective Category Code on the Item Branch/Plant record is not blank:
        - The system uses the Category Code value for the Product Category/ID.
        - The system uses step 2 to determine the Transaction Type.

Defining Tax Information for Items

To apply tax to the sales or purchase of an item, you perform two tasks to specify that the item is taxable:

- Activate the tax fields for the item on Item Branch/Plant Information to yes.
- Assign the item to a tax category.

In Quantum, the tax category corresponds to product categories that you define in Tax Decision Maker (TDM) for any special tax exceptions or overrides. For example, when you sell a stock item, the J.D. Edwards Sales Order Management system passes the tax category code to the Quantum system.

Before Quantum calculates the tax, it compares the tax category code to TDM product categories. If it finds a match (for example, the TDM setting for the category) taxable, exempt, or otherwise, it dictates how Quantum specifies a tax. If it does not find a match, Quantum taxes the item at the standard rate for that jurisdiction.

Taxes are calculated for items only if the customer is also taxable. If the value in the taxable field is No, the system writes the transaction to the Quantum Tax Register as exempt.

▶ To define tax information for items

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

1. On Work With Item Branch, locate the item whose tax information you want to define.
2. Complete the following fields:
   - Sales Taxable
   - Purchasing Taxable
3. Access Item Branch Class Codes.
4. On Item Branch Class Codes, complete fields as follows:
   - For sales tax, complete the field that corresponds to the value that you specified in the Item Balance Category field under Sales Tax Category Code on the Quantum Tax System Constants form.
   - For use tax, complete the field that corresponds to the value you specified in the Item Balance Category field under Use Tax Category Code on the Quantum Tax System Constants form.

Assigning GeoCodes to Address Book Records

After you activate the Vertex Quantum for Sales and Use Tax system, you must assign GeoCodes to existing address book records. That is, you must set up GeoCodes for every customer, supplier, Ship To, Ship From, warehouse, or branch/plant in the address book. The Tax Decision Maker Engine uses GeoCodes to calculate sales and use taxes for each customer and specific location.

A GeoCode is a nine-digit code that represents a taxing jurisdiction. All GeoCodes are defined and maintained by Vertex. Each GeoCode has the following format:

XXYYYZZZZ

where

XX = State

YYY = County

ZZZZ = City

You can assign GeoCodes to address book records manually or by using a batch program. You should start with the batch program to complete as many address book records as possible. Then, after reviewing the resulting report, you can use the manual process to change GeoCodes, if necessary. You can also use the manual process to assign a GeoCode to a new address book record.

Complete the following tasks:

☐ Assigning GeoCodes globally to address book records

☐ Assigning GeoCodes manually to address book records

☐ Calculating taxes for related addresses

If you use Quantum for Sales and Use Tax, the Tax Rate/Area field in the J.D. Edwards master and transaction tables are used to store the assigned GeoCode. However, a client can choose to use the Quantum tax system as well as the J.D. Edwards tax system.

To distinguish GeoCodes from J.D. Edwards tax area codes, each GeoCode is prefixed with V, M, or O within J.D. Edwards systems:

V (Vertex GeoCode)	A V prefix to the nine-digit GeoCode identifies the code as a literal Vertex GeoCode.
M (Multi-County Situation)	The system assigns M as the prefix to the GeoCode when you run the batch assignment program and it finds postal codes that cross two or more county boundaries. When this occurs, you must review the records and manually assign the appropriate GeoCode based on the county.
O (Outside City Limits)	If an address that is specified in the address book record is not physically located within the city limits and therefore is not subject to city tax, you must manually change the first character of the GeoCode from V to O. This indicates to Quantum not to calculate the city tax for that GeoCode.

Note: Vertex has not defined GeoCodes for non-U.S. or non-Canadian jurisdictions and does not maintain tax rates for these jurisdictions. However, you can create GeoCodes, beginning each GeoCode with 77 (in the state field), which lets you create records in TDM for each non-U.S. or non-Canadian jurisdiction.

Additionally, you can set up the Quantum Override table to maintain tax rates for each non-U.S. or non-Canadian taxing authority.

Before You Begin

☐ Verify that you have set up the address book search types in the user defined code table (73/ST) for GeoCode assignments. When you update GeoCodes, the system determines which address book records to update with GeoCodes based on the search type.

Assigning GeoCodes Globally to Address Book Records

You can use the following batch processes to update GeoCode information in multiple address book records:

- Update Address Book GeoCodes (R730101)
- Effective Address Update (R01840)

Update Address Book GeoCodes

From the Vertex GeoCode Tax Processing menu (G731), choose Update Address Book GeoCodes.

Use the Update Address Book GeoCodes (R730101) program to add GeoCodes to existing address book records. The system stores the GeoCode in the Tax Rate/Area field of either the Customer Master Information (F03012) table or the Supplier Master Information (F0401) table.

When you perform a batch address book record update, the system populates the Tax Rate/Area field with the appropriate GeoCode. The system does not enter a value in the field if:

- An address book record crosses multiple tax jurisdictions.
- Not enough information is available on the address to find a GeoCode.
- The country code on the address does not match the codes set up in the Constants for the United States and Canada.
- The state code on the address is incorrect.

The system produces reports that specify the number of GeoCodes that were not updated. The GeoCodes are categorized by the type of issue that prevented them from being updated. Additionally, the system sends messages to the Work Center that identify unmatched records. Messages in the Work Center are sent to the person that is processing the batch report, based on the User ID. For example, when an address book record can have more than one GeoCode assigned to it, the system does not match the address book record with a GeoCode. Use these reports and messages to identify any address book records that were not updated with GeoCodes. You will need to manually update those records.

Effective Address Update

From the A/B Advanced Technical Operations menu (G0131), choose Effective Address Update.

When you run the Effective Address Update, the system verifies effective dates of addresses and updates corresponding supplier and customer records accordingly. The system stores the GeoCode in the Tax Rate/Area field of either the Customer Master by Line of Business (F03012) or the Supplier Master (F0401) table.

When you perform a batch update based on effective dates, the system populates the Tax Rate/Area field with the appropriate GeoCode. The Effective Address Update does not update the Supplier Master and Customer Master records if the:

- Tax Explanation Code is missing the correct code of S, U, or E
- Tax Rate/Area field contains a value that is not a GeoCode or is blank
- Geocode cannot be assigned because of incomplete information or an address book record crossing multiple tax jurisdictions

The system produces reports that show both unmatched records and records that you might want to match. Additionally, the system sends messages to the Work Center that identify unmatched records. Messages in the Work Center are sent to the person that is processing the batch report, based on the User ID. For example, when an address book record can have more than one GeoCode assigned to it, the system does not match the address book record with a GeoCode. Use these reports to identify any address book records that were not updated with GeoCodes. You will need to manually update those records.

Assigning GeoCodes Manually to Address Book Records

The system assigns a GeoCode to the Business Unit Master, Supplier Master, and Customer Master records based on the following fields in the mailing address for the corresponding address book record:

- City
- State
- Postal Code
- County

You might have to manually change or assign GeoCodes for the following reasons:

- Records were not updated when you ran the Update Address Book GeoCodes and Effective Address Update processes due to data errors.
- A multi-county situation exists for an address book record.
- The address falls outside city limits.
- You have added a new address book record for a customer or supplier.
- An existing Address Book Record was changed.

When an address book record can have more than one GeoCode assigned to it, you use the Search and Select form to choose a GeoCode. The Quantum

GeoCode Select form lists all possible GeoCodes that correspond to county names and postal code ranges.

When you change an address, the system updates any existing GeoCodes. If the address change results in a different GeoCode, the system also updates the Tax Rate/Area field on the Customer Master Information (F03012) and Supplier Master Information (F0401) tables. If any of the following conditions exist, the Tax Rate/Area field is not updated:

- The proper Tax Explanation code is not assigned (S, U, or E).
- Errors occurred.
- The mailing address resides in multiple tax jurisdictions.
- The current value in the Tax Rate/Area field is blank or is an existing GeoCode.

Depending on the type of address book record, perform one of the following tasks to assign GeoCodes to business units, suppliers, and customers:

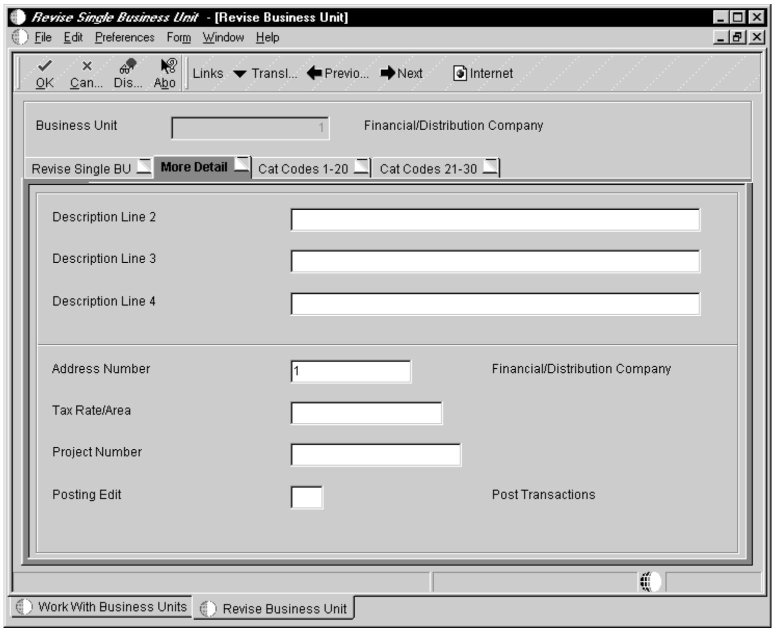
- Manually assigning GeoCodes to business units
- Manually assigning GeoCodes to suppliers
- Manually assigning GeoCodes to customers

Note: When you access the Search and Select Window from the visual assist for the Tax Rate/Area field on any form, the system verifies whether Quantum is active in the Quantum Constants. If so, the system first displays GeoCodes from which you can review and select appropriately. To review J.D. Edwards tax rates/areas, click Cancel on the GeoCode inquiry form. The system then displays J.D. Edwards tax rates.

▶ To manually assign GeoCodes to business units

From the Organization and Account Setup menu (G09411), choose Revise Single Business Unit.

1. On Work with Business Units, locate the business unit and click Select.
2. On Revise Business Unit, click the More Detail tab.


Revise Single Business Unit - [Revise Business Unit]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links Transl... Previo... Next Internet
Revise Single BU
More Detail
Cat Codes 1-20
Cat Codes 21-30
Work With Business Units
Revise Business Unit

Business Unit 1 Financial/Distribution Company

Description Line 2

Description Line 3

Description Line 4

Address Number 1 Financial/Distribution Company

Tax Rate/Area

Project Number

Posting Edit Post Transactions

3. Complete the following field and click OK:
   - Tax Rate/Area

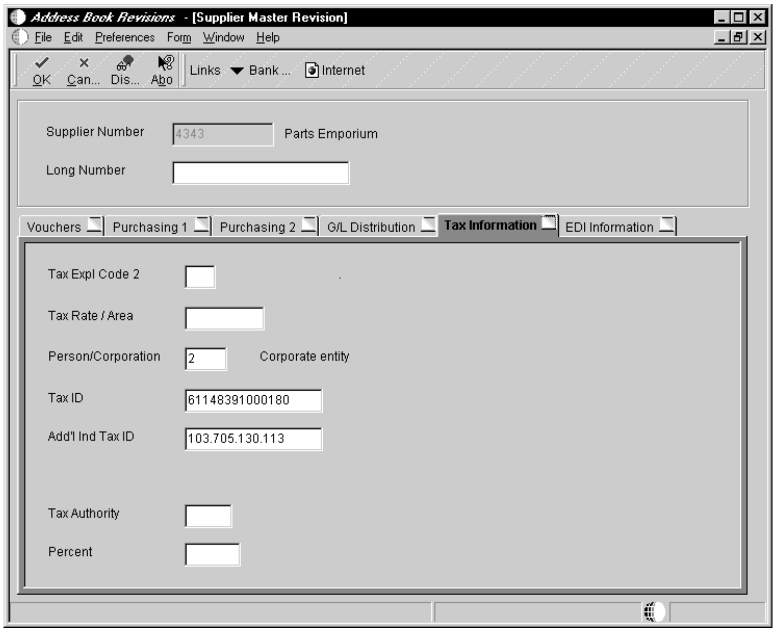
If you try to access GeoCode information using the Visual Assist in the Tax Rate/Area field, you must ensure that the business unit is assigned to an address book number.

Because there is no tax explanation code, if you are working with CSMS, the business unit tax explanation code is always a sales tax (S).

▶ To manually assign GeoCodes to suppliers

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

1. On Work with Addresses, locate the address book record whose GeoCode you want to change or add.
2. Choose A/P from the Row menu.


Address Book Revisions - [Supplier Master Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Bank ...
Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information
Tax Expl Code 2
Tax Rate / Area
Tax Authority
Percent
Long Number

Supplier Number 4343 Parts Emporium

Person/Corporation 2 Corporate entity

Tax ID 61148391000180

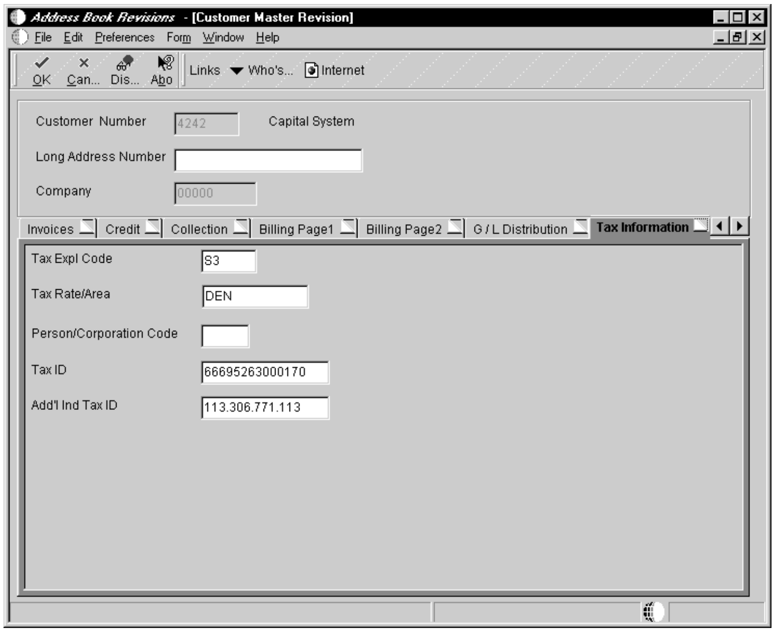
Add'l Ind Tax ID 103.705.130.113

3. On Supplier Master Revision, click the Tax Information tab and complete the following fields:
    - Tax Expl (Explanation) Code 2
    - Tax Rate/Area

▶ To manually assign GeoCodes to a customer

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

1. On Work with Addresses, locate the address book record whose GeoCode you want to change or add.
2. Choose A/R from the Row menu.


Address Book Revisions - [Customer Master Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Who's...
Internet
Invoices
Credit
Collection
Billing Page1
Billing Page2
G / L Distribution
Tax Information

Customer Number 4242 Capital System

Long Address Number

Company 00000

Tax Expl Code S3

Tax Rate/Area DEN

Person/Corporation Code

Tax ID 66695263000170

Add'l Ind Tax ID 113.306.771.113

3. On Customer Master Revision, click the Tax Information tab and complete the following fields:
   - Tax Expl (Explanation) Code
   - Tax Rate/Area

Calculating Taxes for Related Addresses

In order for Quantum to calculate taxes for various jurisdictions, laws and regulations, the GeoCodes might be based on one of the following three parameters:

Ship To	The Ship To location is generally the customer's location in a sales or purchase transaction. For example, your cost center, office, or plant location for the customer might be the Ship To. The system calculates Consumer's Use Tax if you are the customer for the purchase.
Ship From	The Ship From location is generally the seller's plant or warehouse that is delivering the product or service. It is crucial to a sales tax calculation, because different rules might apply for intrastate (Ship To and Ship From are in the same state) or interstate (Ship To and Ship From are in different states) transactions.
Order Acceptance	The Order Acceptance location is the place where the seller accepts, acknowledges, or receives the actual order. This is crucial for determining the correct tax on an interstate or intrastate transaction.

The GeoCode Hierarchy

When you enter an address book number to represent a customer (Sold To, Ship To), supplier or branch/plant (Ship From), the system uses different rules for each system.

Accounts Payable - Use or Exempt Tax

OneWorld uses the following hierarchy for accruing Use Tax:

Ship To	• GeoCode assigned to the Business Unit on the voucher. If no GeoCode is assigned to the Business Unit, then: • GeoCode assigned to the Supplier Master record for the Address Number of the Business Unit on the voucher. If no Address Number is assigned to the Business Unit, or if no GeoCode is assigned to the Supplier Master record, then: • GeoCode assigned to the Supplier Master record for the Address Number of the Company of the Business Unit on the voucher. • If no Address number is assigned to the Company, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.
Ship From	• GeoCode assigned to the Supplier Master record of the Supplier entered on the voucher. • If no GeoCode is assigned to the Supplier Master record, the system returns an error.
Order Acceptance	Same as Ship To hierarchy.

Accounts Payable - Sales Tax

OneWorld uses the following hierarchy for verifying Sales Tax:

Ship To	• GeoCode assigned to the Business Unit on the voucher. If no GeoCode is assigned to the Business Unit, then: • GeoCode assigned to the Supplier Master record for the Address Number of the Business Unit on the voucher. If no Address Number is assigned to the Business Unit, or if no GeoCode is assigned to the Supplier Master record, then: • GeoCode assigned to the Supplier Master record for the Address Number of the Company of the Business Unit on the voucher. • If no Address number is assigned to the Company, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.
Ship From	• GeoCode assigned to the Supplier Master record of the Supplier entered on the voucher. • If no GeoCode is assigned to the Supplier Master record, the system returns an error.
Order Acceptance	Same as Ship From hierarchy.

Accounts Receivable - Sales Tax

OneWorld uses the following hierarchy for accruing Sales Tax:

Ship To	• GeoCode assigned to the Customer Master record of the Address Number on the invoice for the Company entered on the invoice. If no GeoCode is assigned to the Customer Master record for that Company, then: • GeoCode assigned to the Customer Master record for the Company 00000 of the Address Number on the invoice. • If no GeoCode is assigned to the Customer Master record for Company 00000, the system returns an error.
Ship From	• GeoCode assigned to the Business Unit on the Invoice. If no GeoCode is assigned to the Business Unit, then: • GeoCode assigned to the Customer Master record for the Company entered on the invoice for the Address Number of the Business Unit on the invoice. If no GeoCode is assigned to this Customer Master record, the hierarchy goes to the next step (step 3). if no Address Number is assigned to the Business Unit, the hierarchy goes to step 4: • GeoCode assigned to the Customer Master record for Company 00000 for the Address Number of the Business Unit on the invoice. If no GeoCode is assigned to this Customer Master record, then: • GeoCode assigned to the Customer Master record for the Company of the Business Unit on the invoice for the Address Number assigned to the Company of the Business Unit on the invoice. • If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Customer Master record, the system returns an error.
Order Acceptance	Same as Ship From hierarchy.

Sales Order Management - Sales Tax

OneWorld uses the following hierarchy for accruing Sales Tax:

Ship To	• GeoCode assigned to the Customer Master record for the Address Number on the Order Detail Line. • If no GeoCode is assigned to the Customer Master record, the system returns an error.

Ship From	• GeoCode assigned to the Branch/Plant on the Order Detail Line. If no GeoCode is assigned to the Business Unit, then: • GeoCode assigned to the Customer Master record for the Address Number of the Branch/Plant on the Order Detail Line. If no Address Number is assigned to Branch/Plant, or if no GeoCode is assigned to the Customer Master record, then: • GeoCode assigned to the Customer Master record for the Address Number of the Company of the Branch/Plant on the Order Detail Line. • If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Customer Master record, the system returns an error.
Order Acceptance	• GeoCode assigned to the Branch/Plant on the Order Header. If no GeoCode is assigned to the Business Unit, then: • GeoCode assigned to the Customer Master record for the Address Number of the Branch/Plant on the Order Header. If no Address Number is assigned to Branch/Plant, or if no GeoCode is assigned to the Customer Master record, then: • GeoCode assigned to the Customer Master record for the Address Number of the Company of the Branch/Plant on the Order Header. • If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Customer Master record, the system returns an error.

Procurement - Use Tax

OneWorld uses the following hierarchy for accruing Use Tax:

Ship To	• GeoCode assigned to the Branch/Plant on the Order Detail Line. If no GeoCode is assigned to the Business Unit, then: • GeoCode assigned to the Supplier Master record for the Address Number of the Branch/Plant on the Order Detail Line. If no Address Number is assigned to Branch/Plant, or if no GeoCode is assigned to the Supplier Master record, then: • GeoCode assigned to the Supplier Master record for the Address Number of the Company of the Branch/Plant on the Order Detail Line. • If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.

Ship From

- GeoCode assigned to the Supplier Master record for the Address Number on the Order Header.
- If no GeoCode is assigned to the Supplier Master record, the system returns an error.

Order Acceptance

- GeoCode assigned to the Branch/Plant on the Order Header. If no GeoCode is assigned to the Business Unit, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Branch/Plant on the Order Header. If no Address Number is assigned to Branch/Plant, or if no GeoCode is assigned to the Supplier Master record, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Company of the Branch/Plant on the Order Header.
- If no Address Number is assigned to the Company, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.

CSMS - Service Contract Sales Tax

OneWorld uses the following hierarchy for accruing Service Contract Sales Tax:

Ship To

- GeoCode assigned to the Customer Master record of the Site Address Number on the Contract Detail Line.
- If no GeoCode is assigned to the Customer Master record, the system returns an error.

Ship From

- GeoCode assigned to the Business Unit on the Contract Detail Line. If no GeoCode is assigned to the Business Unit, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Business Unit on the Contract Detail Line.
- If no Address Number is assigned to Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.

Order Acceptance

- GeoCode assigned to the Business Unit on the Contract Header. If no GeoCode is assigned to the Responsible Business Unit, then:
- GeoCode assigned to the Supplier Master record for the Address Number of the Business Unit on the Contract Header.
- If no Address Number is assigned to Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.

CSMS - Service Order Sales Tax

OneWorld uses the following hierarchy for accruing Service Order Sales Tax:

Ship To	• GeoCode assigned to the Customer Master record of the Site Address Number on the Service Order. • If no GeoCode is assigned to the Customer Master record, the system returns an error.
Ship From	• GeoCode assigned to the Responsible Business Unit on the Service Order. If no GeoCode is assigned to the Responsible Business Unit, then: • GeoCode assigned to the Supplier Master record for the Address Number of the Responsible Business Unit on the Service Order. • If no Address Number is assigned to Responsible Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.
Order Acceptance	Same as Ship From hierarchy.

CSMS - Service Order Use Tax

OneWorld uses the following hierarchy for accruing Service Order Use Tax:

Ship To	• GeoCode assigned to the Responsible Business Unit on the Service Order. If no GeoCode is assigned to the Responsible Business Unit, then: • GeoCode assigned to the Supplier Master record for the Address Number of the Responsible Business Unit on the Service Order. • If no Address Number is assigned to Responsible Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.
Ship From	• GeoCode assigned to the Supplier Master record of the Site Address Number on the Service Order. • If no GeoCode is assigned to the Supplier Master record, the system returns an error.
Order Acceptance	Same as Ship To hierarchy.

CSMS - Call Sales Tax

OneWorld uses the following hierarchy for accruing Call Sales Tax:

Ship To	• GeoCode assigned to the Customer Master record of the Site Address Number on the Call. • If no GeoCode is assigned to the Customer Master record, the system returns an error.
Ship From	• GeoCode assigned to the Responsible Business Unit on the Call. If no GeoCode is assigned to the Responsible Business Unit, then: • GeoCode assigned to the Supplier Master record for the Address Number of the Responsible Business Unit on the Call. • If no Address Number is assigned to Responsible Business Unit, or if no GeoCode is assigned to the Supplier Master record, the system returns an error.
Order Acceptance	Same as Ship From hierarchy.

Contract/Service Billing - Sales Tax

OneWorld uses the following hierarchy for accruing Sales Tax:

Ship To	• GeoCode assigned to the Customer Master record of the Address Number on the Workfile Transaction.
Ship From	• GeoCode assigned to the Business Unit of the Workfile Transaction. If no GeoCode is assigned to the Business Unit, then: • GeoCode assigned to the Customer Master record for the Address Number of the Business Unit on the Workfile Transaction. If no GeoCode is assigned to this Customer Master record or no Address Number is assigned to the Business Unit then: • GeoCode assigned to the Customer Master record for the Address Number assigned to the Company of the Business Unit on the invoice. • If no GeoCode is assigned to the Business Unit or Customer Master, the system returns an error.
Order Acceptance	Same as Ship From hierarchy.

Working with Quantum Taxes

After you assign GeoCodes to address book records, you might need to override a GeoCode on an invoice, voucher, sales order, purchase order, service order, contract, or call.

Complete the following tasks:

- ☐ Overriding GeoCodes on an invoice
- ☐ Overriding GeoCodes on a voucher
- ☐ Overriding GeoCodes on a sales order
- ☐ Overriding GeoCodes on a purchase order
- ☐ Overriding GeoCodes on a service contract
- ☐ Overriding GeoCodes on a service order
- ☐ Overriding GeoCodes on a call
- ☐ Overriding GeoCodes on contract billing
- ☐ Overriding GeoCodes on service billing

When you enter a sales or purchase order, invoice, service order quote, voucher, or call, you can inquire on the order and review product information as well as calculated taxes. The system retrieves the tax information from the Tax Rate/Area field in the J.D. Edwards master and transaction tables, which are used to store the assigned GeoCode or J.D. Edwards tax code.

The Tax Decision Maker interfaces with the following programs in the J.D. Edwards systems:

Accounts Payable	• Supplier Master • Multi-Company Voucher Entry (P041016) • Multi-Voucher Entry (P041017) • Standard Voucher Entry (P0411) • Speed Voucher Entry (P0411SV)

Procurement	• Purchase Order Entry (P4310) • Purchase Order Workbench (P43101) • Voucher Match (P4314) • Order Revision History (43205) • Release Open Quotes (P43360)
Accounts Receivable	• Customer Master (P03013) • Standard Invoice Entry (P03B11) • Speed Invoice Entry (P03B11SI) • Speed Status Change (P03B114)
Sales Order Management	• Sales Order Entry (P4210) • Online Invoice Inquiry (P42230)
Customer Service Management System (CSMS)	• Contract Revisions (P1721) • Service Order Entry (P17714) • Service Order Quote (R17711) • Online Service Order Quote (P17717) • Call Entry (P17501)
Contract Billing	• Contract Billing Line Details (P5202) • Work Order Entry (P48201) • Job Cost Master Revisions (P510006) • Revise Single Business Unit (P0006)
Service Billing	• Tax Derivation Table (P48127) • Work Order Entry (P48201) • Job Cost Master Revisions (P510006) • Revise Single Business Unit (P0006)

When a J.D. Edwards program calls the Tax Decision Maker, the Tax Decision Maker Engine determines the following information:

- Whether the transaction is interstate or intrastate
- The transaction’s taxing jurisdiction
- The appropriate tax rate
- The maximum tax base
- Excess amounts, if applicable

The Tax Decision Maker then:

- Retrieves the appropriate tax rate
- Calculates tax amounts
- Returns the amount to the calling program

Note: In CSMS, the system does not calculate taxes until you run Service Contract Workfile Generation (R1732) or Service Order Workfile Generation (R1775) in final mode. However, the system does calculate taxes when you create a service order quote or enter a call.

See Also

- *Reviewing and Approving Vouchers* in the *Accounts Payable Guide* for more information about reviewing voucher information
- *Working with Invoices* in the *Accounts Receivable Guide* for more information about invoice information
- *Managing Service Contracts, Working with Service Orders,* and *Working With Calls* in the *Customer Service Management System Guide*
- *Reviewing Sales Order Information* in the *Sales Order Management Guide* for more information about reviewing sales orders
- *Working with Purchase Order Information* in the *Procurement Guide* for more information about reviewing purchase orders

Overriding GeoCodes on an Invoice

After you assign GeoCodes to your customers, the system uses the GeoCode to supply default tax information when you enter an invoice. If you want to override the tax information supplied by the system, you can do so when you enter the invoice.

The system makes accounting entries for sales taxes when you post the invoice based on the AAI item RT _ _ _ _ , which points to the sales tax account.

Note: You can also override tax information during Speed Invoice Entry and Multi-Invoice Entry.

▶ To override a GeoCode on an invoice

From Customer and Invoice Entry (G03B11), choose Standard Invoice Entry.

1. On Work with Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter an invoice with taxes.

   See *Entering an Invoice with Taxes (P03105)* in the *Accounts Receivable Guide*.

3. Complete the following fields to override tax information:
   - Tax Amount (optional)

- Tax Area
- Tax Expl (Explanation) Code (optional)

Field	Explanation
Tax Expl Code 1	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code. 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.
Amount – Taxable	The amount on which taxes are assessed.

Overriding GeoCodes on a Voucher

After you assign GeoCodes to your suppliers, the system uses the GeoCode to supply default tax information when you enter a voucher. If you want to override the tax information supplied by the system, you can do so when you enter the voucher.

The system makes accounting entries for use taxes when you post the voucher. AAI item PT_ _ _ _ (no G/L offset) points to the use tax account.

Note: You can also override tax information during Multi-Company Voucher entry, Multi-Voucher Entry, and Speed Voucher Entry.

▶ To override a GeoCode on a voucher

From Supplier and Voucher Entry (G0411), choose Standard Voucher Entry.

1. On Supplier Ledger Inquiry, click Add.
2. On Enter Voucher - Payment Information, follow the steps to enter basic information for a standard voucher.

   See *Entering Standard Vouchers* in the *Accounts Payable Guide*.

3. Complete the following fields to override tax information:
   - Tax Ex (Explanation) Code (optional)

- Tax Rate/Area
- Tax Amount (optional)
- Taxable Amount

Field	Explanation
Tax Explanation 2	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions. Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.
Amount – Taxable	The amount on which taxes are assessed.

Overriding GeoCodes on a Sales Order

When you enter a sales order, you can inquire on the order and review product information as well as calculated taxes. The system retrieves the tax information for the order from the Tax Rate/Area field in the J.D. Edwards master and transaction tables that are used to store the assigned GeoCode or J.D. Edwards tax code.

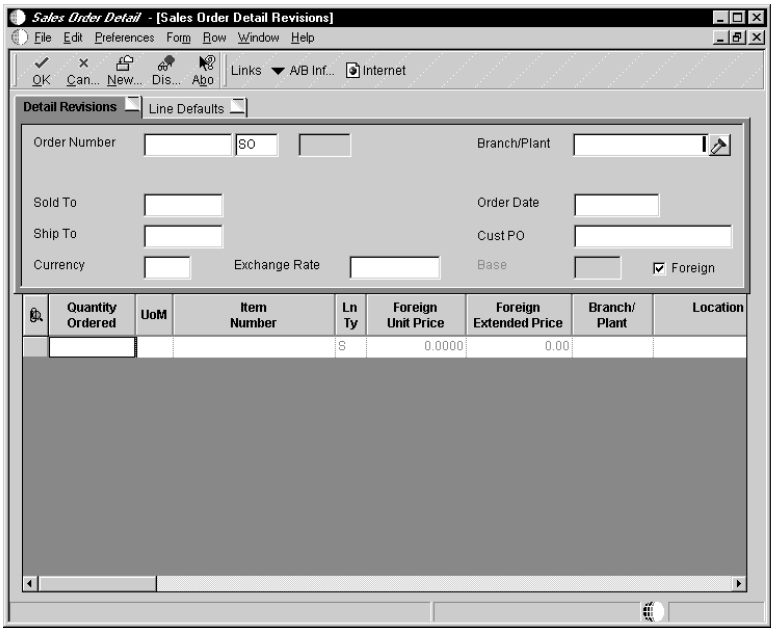
You can enter tax information that is specific to a detail line. This information determines whether taxes apply to the items or services on the detail line and how the system calculates the taxes.

▶ To override GeoCodes on a sales order

From the Sales Order Processing menu (G4211), choose Sales Orders Detail.

1. On Customer Service Inquiry, click Add.
2. On Sales Order Detail Detail Revisions, complete the steps to enter an order.

   To enter sales orders, see *Working with Detail Information* in the *Sales Order Management Guide*.

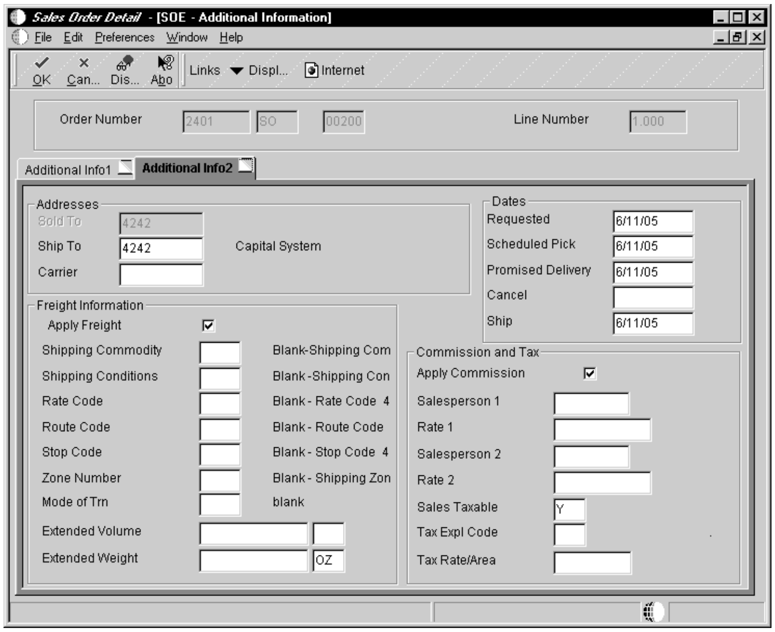

Sales Order Detail - [Sales Order Detail Revisions]
File Edit Preferences Form Row Window Help
OK Can... New... Dis... Abo
Links A/B Inf... Internet
Detail Revisions
Line Defaults
Branch/Plant
Sold To
Ship To
Currency
Exchange Rate
Order Date
Cust PO
Base
Quantity Ordered
UoM
Item Number
Ln Ty
Foreign Unit Price
Foreign Extended Price
Branch/ Plant
Location

Order Number SO

☑ Foreign

Quantity Ordered	UoM	Item Number	Ln Ty	Foreign Unit Price	Foreign Extended Price	Branch/ Plant	Location
			S	0.0000	0.00		

3. On Sales Order Detail Revisions, chose the order detail line and choose SOE – Additional from the Row menu.


Sales Order Detail - [SOE - Additional Information]
File Edit Preferences Window Help
OK Can... Dis... Abo
Links Displ... Internet
Additional Info1
Additional Info2
Addresses
Carrier
Freight Information
Shipping Commodity
Shipping Conditions
Rate Code
Route Code
Stop Code
Zone Number
Mode of Trn
Extended Volume
Blank-Shipping Com
Blank-Shipping Con
Blank - Rate Code 4
Blank - Route Code
Blank - Stop Code 4
Blank - Shipping Zon
blank
Dates
Cancel
Commission and Tax
Salesperson 1
Rate 1
Salesperson 2
Rate 2
Tax Expl Code
Tax Rate/Area

Order Number 2401 SO 00200

Line Number 1.000

Sold To 4242

Ship To 4242 Capital System

Apply Freight ☑

Extended Weight OZ

Requested 6/11/05

Scheduled Pick 6/11/05

Promised Delivery 6/11/05

Ship 6/11/05

Apply Commission ☑

Sales Taxable Y

4. Click the Additional Info 2 tab and complete the following fields to override tax information:
   - Tax Expl Code
   - Tax Rate/Area

Overriding GeoCodes on a Purchase Order

When you enter a purchase order, you can inquire on the order and review product information as well as calculated taxes. The system retrieves the tax information for the order from the Tax Rate/Area field in the J.D. Edwards master and transaction tables that are used to store the assigned GeoCode or J.D. Edwards tax code.

You can enter tax information that is specific to a detail line. This information determines whether taxes apply to the items or services on the detail line and how the system calculates the taxes.

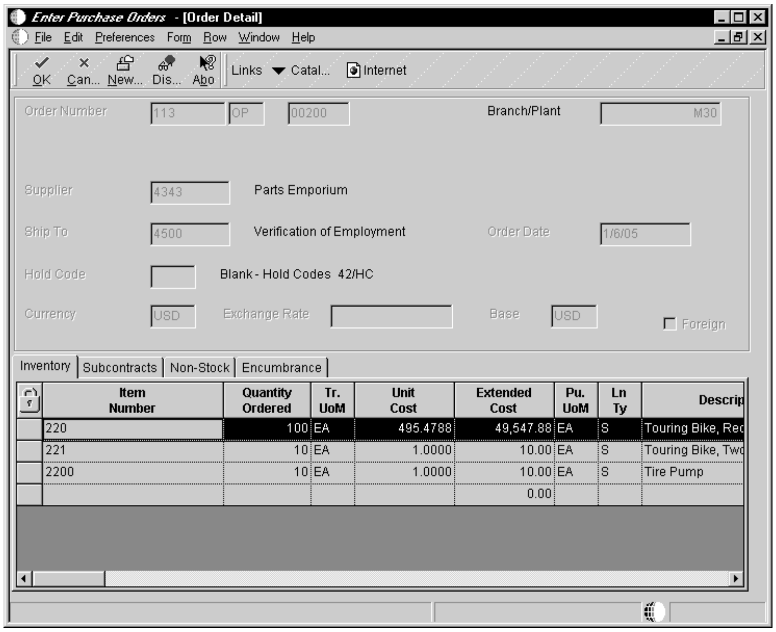
Note: You can review and change tax information on the Purchase Order Workbench and Voucher Match.

▶ To override GeoCodes on a purchase order

From the Purchase Order Processing (G43A11), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.
2. On Order Headers, complete the steps to enter an order and click OK.

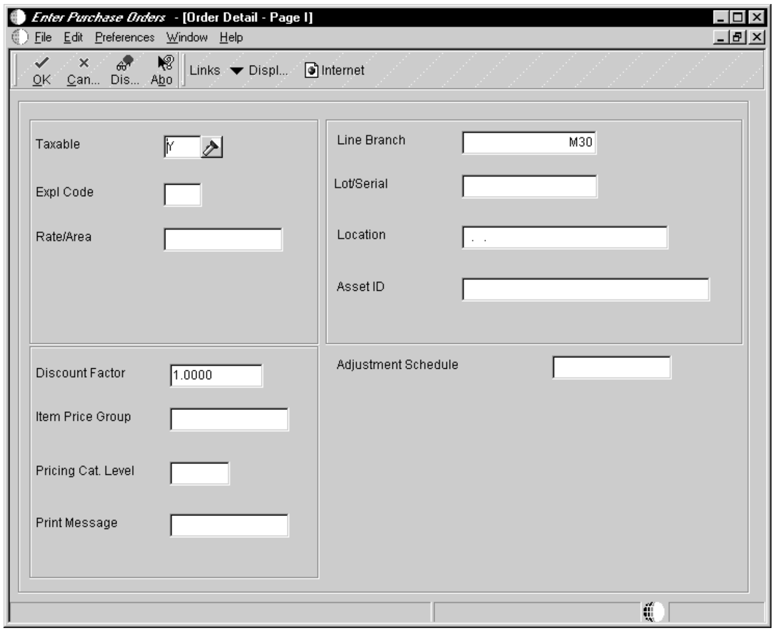
   See *Entering Purchase Order Detail Information* in the *Procurement Guide*.


Enter Purchase Orders - [Order Detail]
File Edit Preferences Form Row Window Help
OK
Can...
New...
Dis...
Abo
Links
Catal...
Internet
Inventory
Subcontracts
Non-Stock
Encumbrance

Order Number 113 OP 00200
Branch/Plant M30
Supplier 4343 Parts Emporium
Ship To 4500 Verification of Employment
Order Date 1/6/05
Hold Code Blank - Hold Codes 42/HC
Currency USD
Exchange Rate
Base USD
☐ Foreign

Item Number	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Ln Ty	Descrip
220	100	EA	495.4788	49,547.88	EA	S	Touring Bike, Re
221	10	EA	1.0000	10.00	EA	S	Touring Bike, Tw
2200	10	EA	1.0000	10.00	EA	S	Tire Pump
				0.00			

3. On Order Detail, select the Order Detail tab and choose Tax/Terms from the Row menu.



Taxable: Y

Expl Code:

Rate/Area:

Line Branch: M30

Lot/Serial:

Location: . .

Asset ID:

Discount Factor: 1.0000

Item Price Group:

Pricing Cat. Level:

Print Message:

Adjustment Schedule:

4. On Order Detail – Page 1, complete the following fields to override tax information:
    - Expl (Explanation) Code
    - Tax Rate/Area

Overriding GeoCodes on a Service Contract

When you enter a service contract, you are accessing the starting point of the contract programs. When you enter service contracts, you can review and override detail information about the contract such as customer entitlements, service packages, item numbers, and billing information, as necessary.

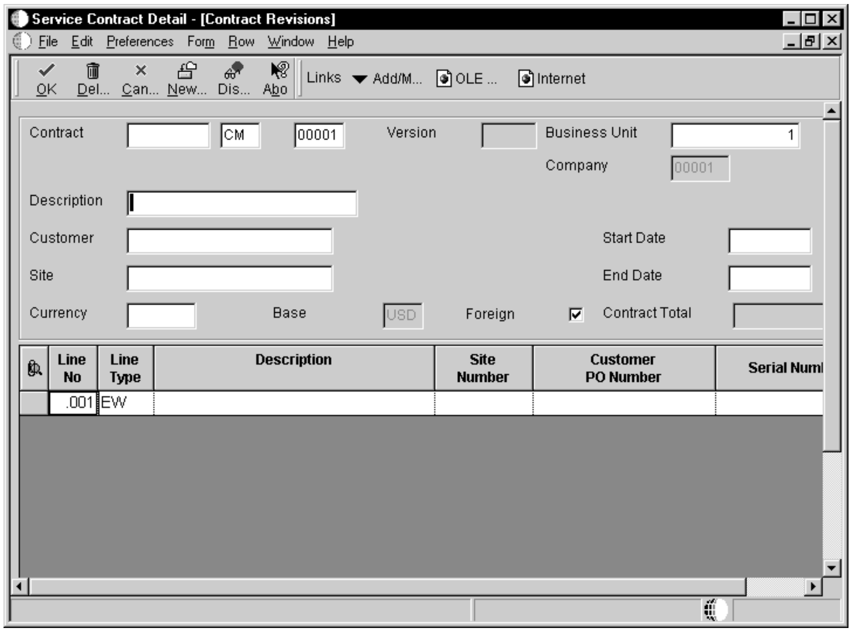
You can override tax information on a contract when you create a contract using direct entry.

Note: In CSMS, the system does not calculate taxes until you run Service Contract Workfile Generation (R1732) in final mode.

▶ To override GeoCodes on a service contract

From the Daily Service Contract Processing menu (G1714), choose Service Contract Detail.

1. On Work with Contracts, click Add.


Service Contract Detail - [Contract Revisions]
File Edit Preferences Form Row Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Add/M...
OLE ...
Internet

Contract CM 00001
Version
Business Unit 1
Company 00001
Description
Customer
Site
Start Date
End Date
Currency
Base USD
Foreign ☑
Contract Total

Line No	Line Type	Description	Site Number	Customer PO Number	Serial Num
.001	EW				

2. On Contract Revisions, complete the steps to enter a service contract,

   See *Entering Service Contracts* in the *Customer Service Management System Guide*.

3. Then, complete the following fields to override tax information:
   - Tax Explanation Code
   - Tax Rate/Area

Overriding GeoCodes on a Service Order

You can override tax information when you enter or modify a service order. You must enter a service order under the following circumstances:

- You need to bill for the parts required to fix a piece of equipment.
- You need to send a technician to the site to repair the problem.
- You use a service provider to resolve the problem and you need to create a voucher for payment.

You can retrieve numerous default values from a parent service order. For example, you can use values from a parent service order to retrieve the following information:

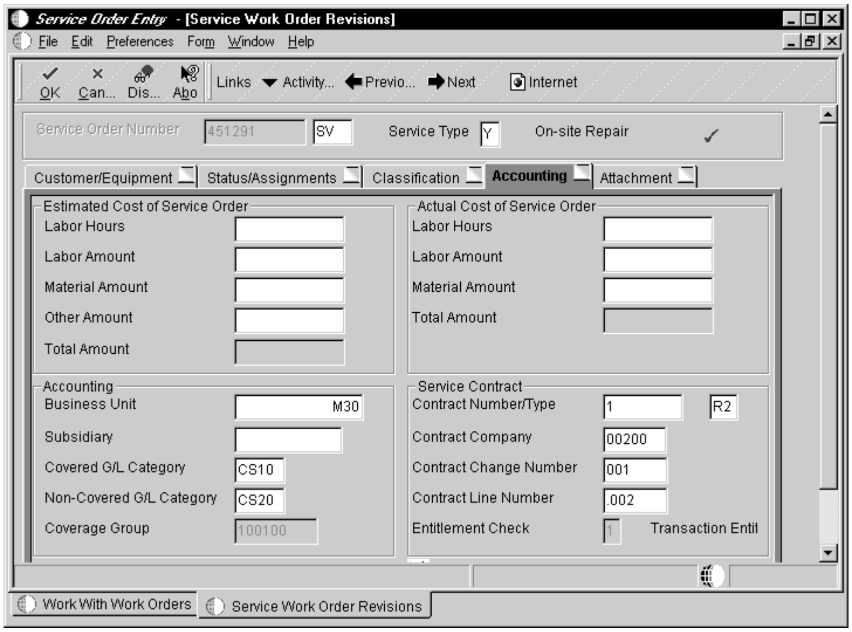
- Service type
- Start date
- Planned completion date

Note: In CSMS, the system calculates taxes when you create a service order quote. The system does not calculate final taxes until you run CSMS Service Order Workfile Generation (R1775) in final mode.

▶ To override a GeoCode on a service order

From the Daily Service Order Processing menu (G1712), choose Service Order Entry.

1. On Work with Service Orders, click Add.


Service Order Entry - [Service Work Order Revisions]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links Activity... Previo... Next Internet
Customer/Equipment
Status/Assignments
Classification
Accounting
Attachment
Estimated Cost of Service Order
Labor Hours
Labor Amount
Material Amount
Other Amount
Total Amount
Actual Cost of Service Order
Labor Hours
Labor Amount
Material Amount
Total Amount
Accounting
Subsidiary
Service Contract
Work With Work Orders
Service Work Order Revisions

Service Order Number 451291 SV

Service Type Y On-site Repair

Business Unit M30

Covered G/L Category CS10

Non-Covered G/L Category CS20

Coverage Group 100100

Contract Number/Type 1 R2

Contract Company 00200

Contract Change Number 001

Contract Line Number .002

Entitlement Check 1 Transaction Entit

2. On Service Work Order Revisions, complete the steps to enter a service work order and click the Accounting tab.

   To enter a service order, see *Working with Service Order Entry* in the *Customer Service Management System Guide.*

3. Complete the following fields to override tax information:
   - Tax Explanation Code
   - Tax Rate/Area

Overriding GeoCodes on a Call

When you receive a call from a customer, you enter, store and track a customer's question or problem. Depending on the issue, you might need to override tax information.

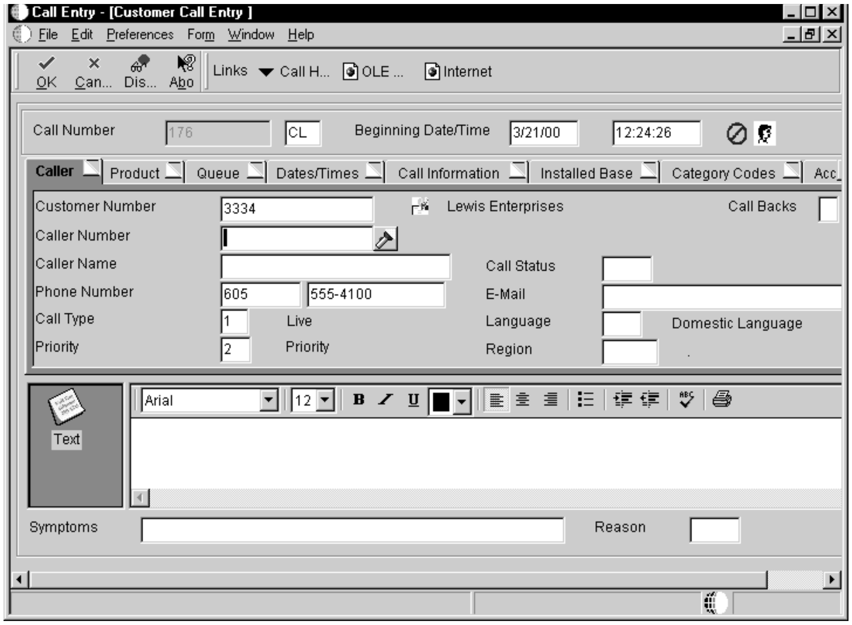
You can override this tax information at the time you directly enter the call.

Note: To calculate taxes on a call, you must turn on the Customer Call MBF Processing Options (P1700140).

▶ To override a GeoCode on a call

From the Daily Call Processing Menu (G1713), choose Call Entry.

1. On Work with Calls, click Add.

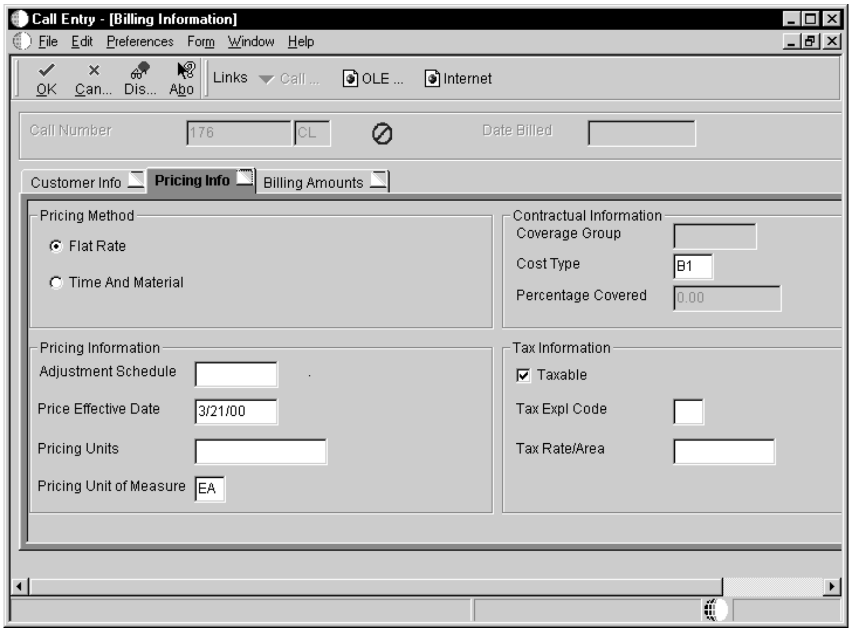

Call Entry - [Customer Call Entry]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links Call H... OLE ... Internet
Caller Product Queue Dates/Times Call Information Installed Base Category Codes Acc
Text
Arial 12 B I U

Call Number 176 CL
Beginning Date/Time 3/21/00 12:24:26
Customer Number 3334 Lewis Enterprises
Call Backs
Caller Number
Caller Name
Call Status
Phone Number 605 555-4100
E-Mail
Call Type 1 Live
Language Domestic Language
Priority 2 Priority
Region
Symptoms
Reason

2. On Customer Call Entry, complete the steps to enter a call.

   See *Entering Calls* in the *Customer Service Management System Guide*.

3. Choose Billing Information from the Form menu.


Call Entry - [Billing Information]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Call ...
OLE ...
Internet
Date Billed
Customer Info
Pricing Info
Billing Amounts
Pricing Method
Contractual Information
Coverage Group
Pricing Information
Adjustment Schedule
Pricing Units
Tax Information
Tax Expl Code
Tax Rate/Area

Call Number 176 CL

● Flat Rate

○ Time And Material

Cost Type B1

Percentage Covered 0.00

Price Effective Date 3/21/00

Pricing Unit of Measure EA

☑ Taxable

4. On Billing Information, click the Pricing Info tab.
5. Complete the following fields to override tax information:
   - Tax Expl (Explanation) Code
   - Tax Rate/Area

Overriding GeoCodes on Contract Billing

When you bill your customers, you might need to override or set up tax information to meet specific tax requirements associated with the work you perform for your customer. The Contract Billing system provides you with a hierarchy for entering tax information, depending on the contract. The system allows you to override information in the Customer Master and apply taxes at a line, work order, or business unit level.

To override tax information, the system uses the following tables, in the order listed, to search for and calculate tax information:

- Contract Billing Line Detail (F5202)
- Work Order Master File (F4801)
- Business Unit Master (F0006)

Depending on how you need to record taxable information for billing purposes, perform one of the following tasks to override GeoCodes for contract billing:

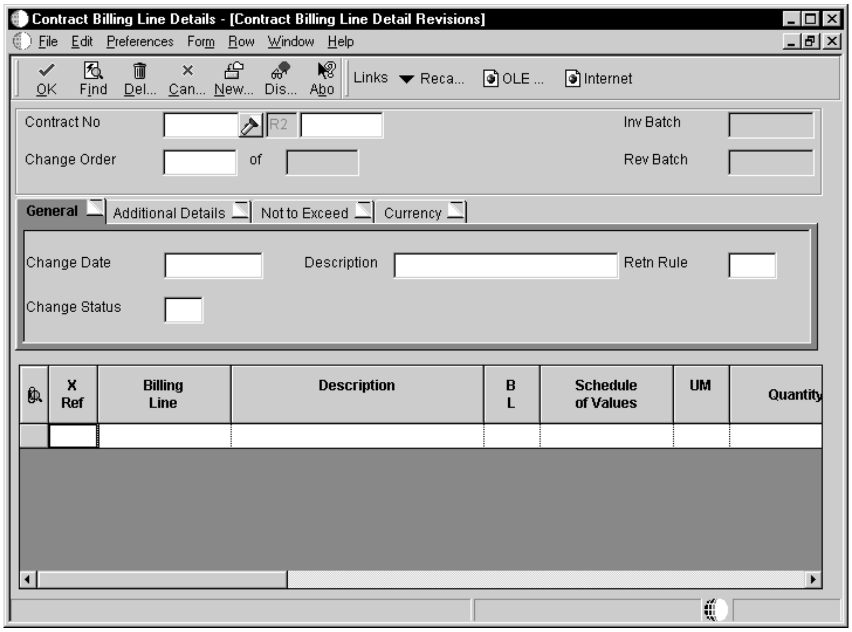
- Overriding a GeoCode using a contract billing line
- Overriding a GeoCode using a work order

- Overriding a GeoCode using a business unit

▶ To override a GeoCode using a contract billing line

From the Daily Processing menu (G5210), choose Contract Billing Line Details.

1. On Contract Billing Line Details, click Add.


Contract Billing Line Details - [Contract Billing Line Detail Revisions]
File Edit Preferences Form Row Window Help
OK
Find
Del...
Can...
New...
Dis...
Abo
Links
Reca...
OLE ...
Internet
Contract No
R2
Inv Batch
Change Order
of
Rev Batch
General
Additional Details
Not to Exceed
Currency
Change Date
Description
Retn Rule
Change Status
X Ref
Billing Line
Description
B L
Schedule of Values
UM
Quantity

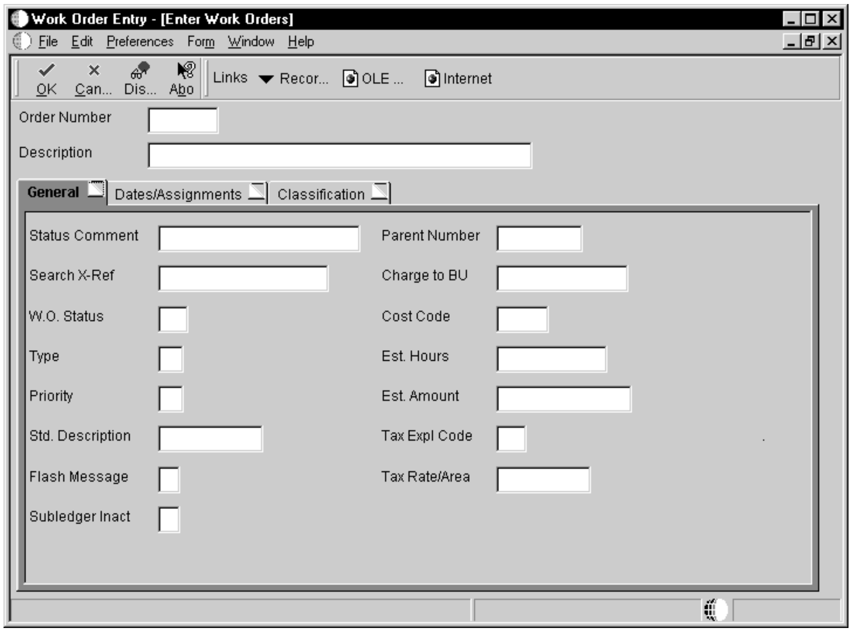
2. On Contract Billing Line Detail Revisions, click the General tab and complete the following fields to override tax information:

- Tx Ex (Explanation) Code
- Tax Rate

▶ To override a GeoCode using a work order

From the Work Order Processing menu (G4811), choose Work Order Entry.

1. On Work With Work Orders, click Add.

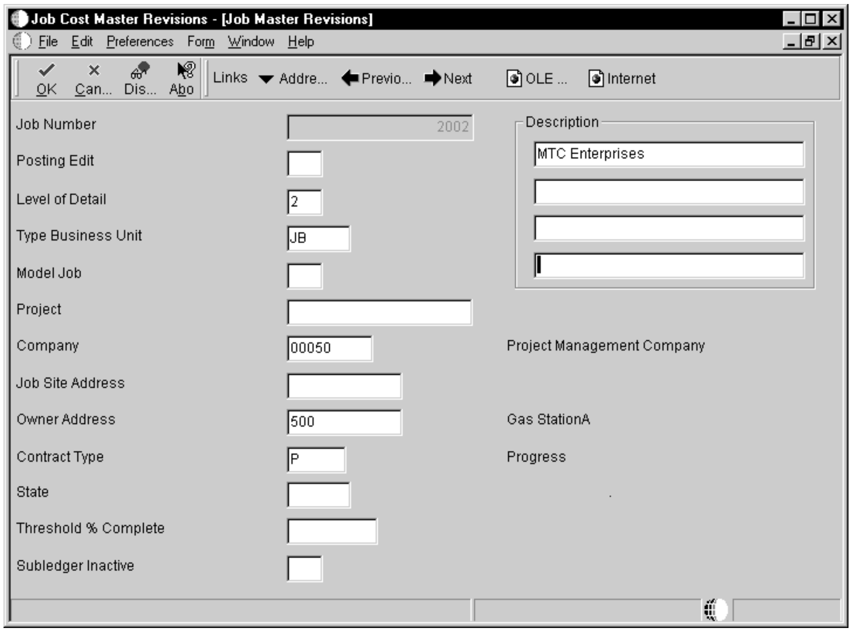

Work Order Entry - [Enter Work Orders]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Recor...
OLE ...
Internet
Order Number
Description
General
Dates/Assignments
Classification
Status Comment
Search X-Ref
W.O. Status
Type
Priority
Std. Description
Flash Message
Subledger Inact
Parent Number
Charge to BU
Cost Code
Est. Hours
Est. Amount
Tax Expl Code
Tax Rate/Area

2. On Enter Work Orders, click the General tab, and complete the following fields to override tax information:
   - Tax Expl (Explanation) Code
   - Tax Rate/Area

▶ To override a GeoCode using a job

From the Job Budget Setup menu (G5111), choose Job Cost Master Revisions.

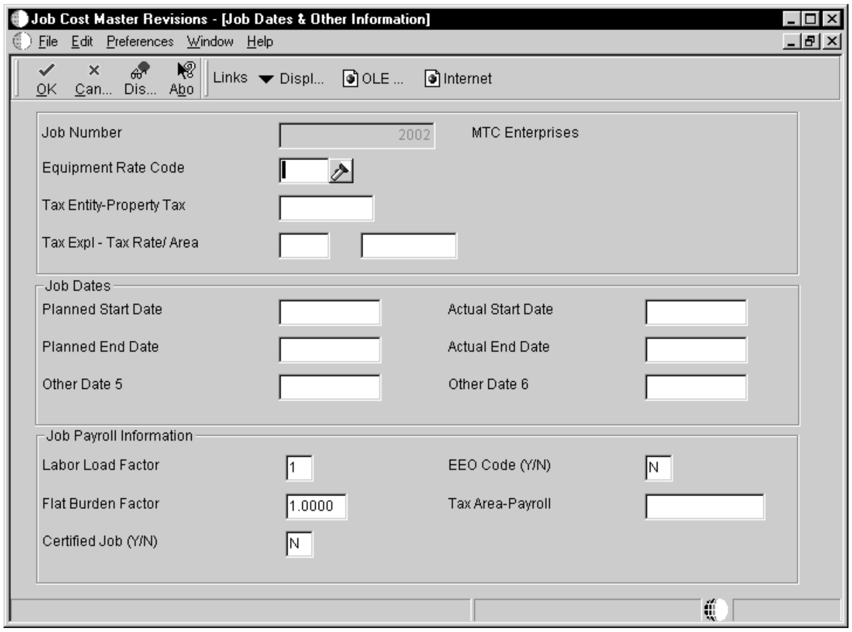
1. On Work with Job Master, click Add.


Job Cost Master Revisions - [Job Master Revisions]
File
Edit
Preferences
Form
Window
Help
OK
Can...
Dis...
Abo
Links
Addre...
Previo...
Next
OLE ...
Internet

Job Number	2002	
Posting Edit		
Level of Detail	2	
Type Business Unit	JB	
Model Job		
Project		
Company	00050	Project Management Company
Job Site Address		
Owner Address	500	Gas StationA
Contract Type	P	Progress
State		
Threshold % Complete		
Subledger Inactive		

Description
MTC Enterprises

2. On Job Master Revisions, complete the following fields:
   - Level of Detail
   - Type Business Unit
   - Project
   - Company
   - Job Site Address
   - Contract Type
   - Description
3. Choose Job Dates/Others from the Form menu.


Job Cost Master Revisions - [Job Dates & Other Information]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Equipment Rate Code
Tax Entity-Property Tax
Tax Expl - Tax Rate/ Area
Job Dates
Planned Start Date
Actual Start Date
Planned End Date
Actual End Date
Other Date 5
Other Date 6
Job Payroll Information
Tax Area-Payroll

Job Number 2002 MTC Enterprises

Labor Load Factor 1

EEO Code (Y/N) N

Flat Burden Factor 1.0000

Certified Job (Y/N) N

4. On Job Dates & Other Information, complete the following fields to override tax information:
   - Tax Expl (Explanation) Code
   - Tax Rate/Area

Overriding GeoCodes on Service Billing

When you bill your customers, you might need to override or set up tax information to meet specific tax requirements associated with the service you perform for your customer. The Service Billing system provides you with a hierarchy for entering tax information, depending on the service. The system allows you to override information in the Customer Master and apply taxes using the Tax Derivation Information table (F48127) a work order, or a business unit.

To override tax information, the system uses the following tables, in the order listed, to search for and calculate tax information:

- Tax Derivation Information (F48127)
- Work Order Master File (F4801)
- Business Unit Master (F0006)

Depending on how you need to record taxable information for billing purposes, perform one of the following tasks to override GeoCodes for Service Billing:

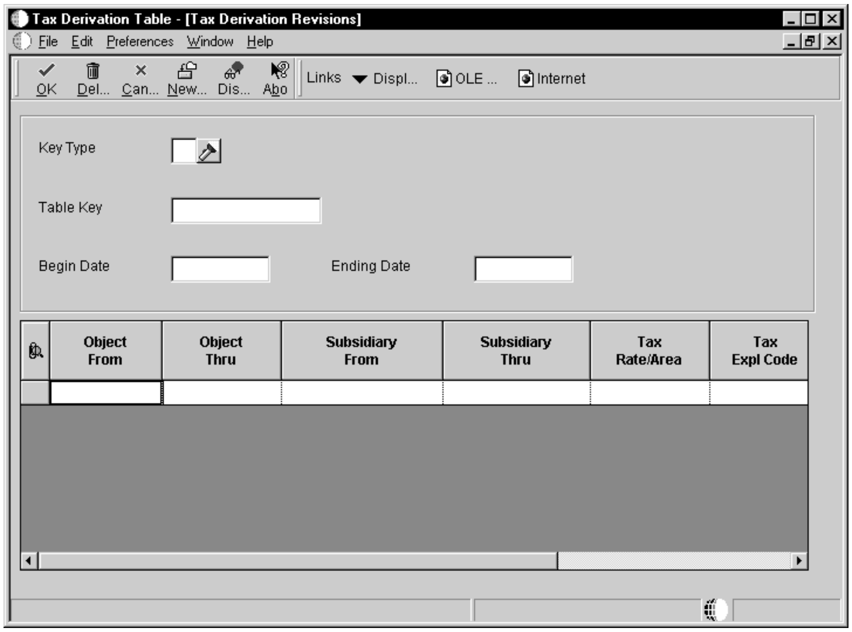
- Overriding a GeoCode using the Tax Derivation Information table (F48127)

- Overriding a GeoCode using a work order
- Overriding a GeoCode using a business unit

▶ To override a GeoCode using a tax derivation

From the Table Information menu (G48S41), choose Tax Derivation Table.

1. On Work with Tax Derivation Table, click Add.

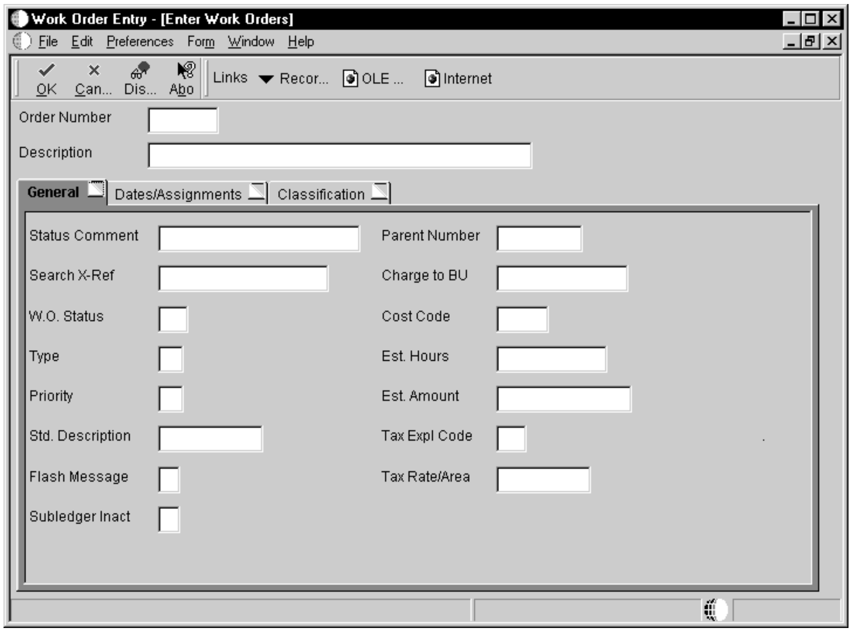

Tax Derivation Table - [Tax Derivation Revisions]
File Edit Preferences Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Key Type
Table Key
Begin Date
Ending Date
Object From
Object Thru
Subsidiary From
Subsidiary Thru
Tax Rate/Area
Tax Expl Code

2. On Tax Derivation Revisions, complete the following fields to override tax information:
   - Tax Rate/Area
   - Tax Expl (Explanation) Code

▶ To override a GeoCode using a work order

From the Work Order Processing menu (G4811), choose Work Order Entry.

1. On Work With Work Orders, click Add.


Work Order Entry - [Enter Work Orders]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Recor...
OLE ...
Internet
Order Number
Description
General
Dates/Assignments
Classification
Status Comment
Search X-Ref
W.O. Status
Type
Priority
Std. Description
Flash Message
Subledger Inact
Parent Number
Charge to BU
Cost Code
Est. Hours
Est. Amount
Tax Expl Code
Tax Rate/Area

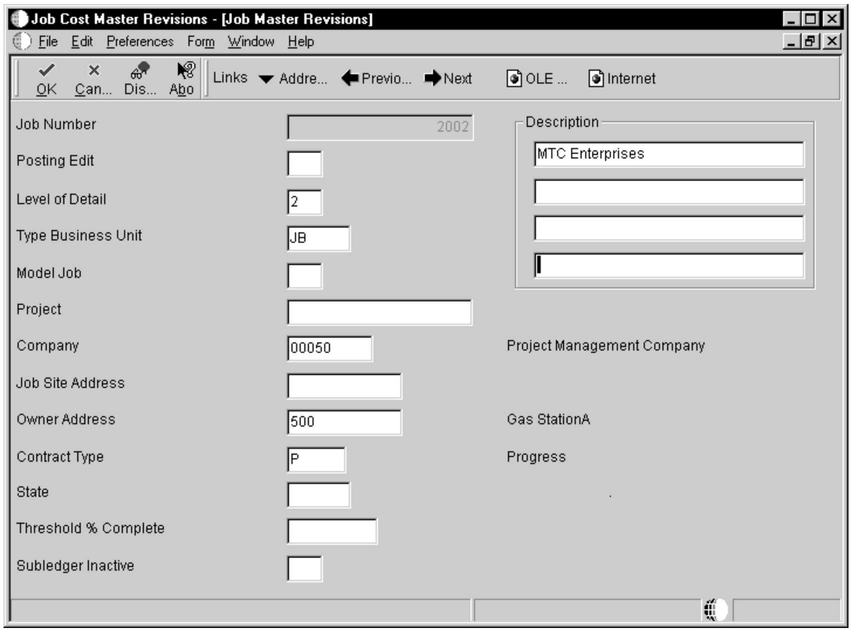
2. On Enter Work Orders, click the General tab, and complete the following fields to override tax information:

- Tax Expl (Explanation) Code
- Tax Rate/Area

▶ To override a GeoCode using a job

From the Job Budget Setup menu (G5111), choose Job Cost Master Revisions.

1. On Work with Job Master, click Add.

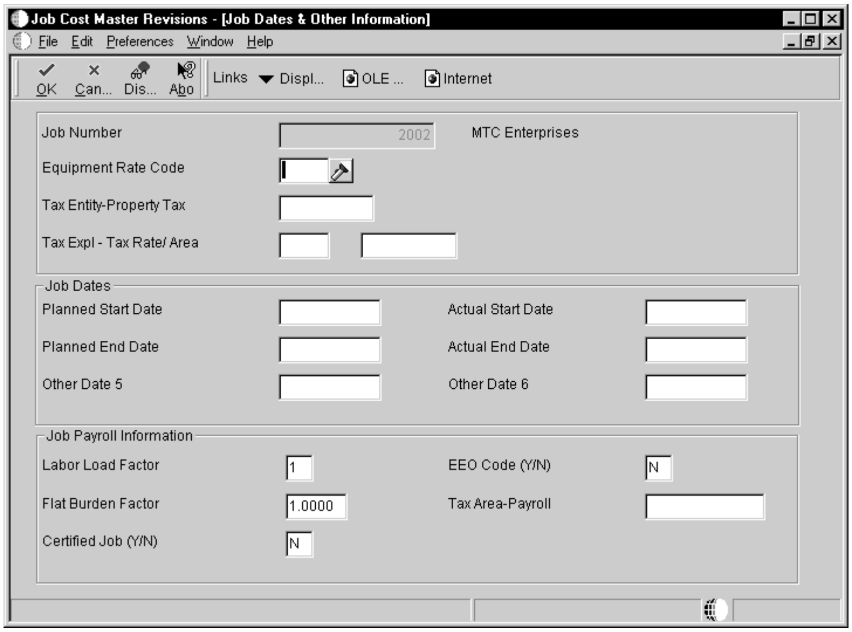

Job Cost Master Revisions - [Job Master Revisions]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Addre...
Previo...
Next
OLE ...
Internet

Job Number	2002	
Posting Edit		
Level of Detail	2	
Type Business Unit	JB	
Model Job		
Project		
Company	00050	Project Management Company
Job Site Address		
Owner Address	500	Gas StationA
Contract Type	P	Progress
State		
Threshold % Complete		
Subledger Inactive		

Description

MTC Enterprises

2. On Job Master Revisions, complete the following fields to override tax information:
   - Level of Detail
   - Type Business Unit
   - Project
   - Company
   - Job Site Address
   - Contract Type
   - Description
3. Choose Job Dates/Others from the Form menu.


Job Cost Master Revisions - [Job Dates & Other Information]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Job Number	2002	MTC Enterprises	
Equipment Rate Code			
Tax Entity-Property Tax			
Tax Expl - Tax Rate/ Area			

Job Dates

Planned Start Date		Actual Start Date	
Planned End Date		Actual End Date	
Other Date 5		Other Date 6	

Job Payroll Information

Labor Load Factor	1	EEO Code (Y/N)	N
Flat Burden Factor	1.0000	Tax Area-Payroll	
Certified Job (Y/N)	N		

4. On Job Dates & Other Information, complete the following fields to override tax information:
   - Tax Expl (Explanation) Code
   - Tax Rate/Area

Processing Quantum Tax Information

During transaction processing, you can choose to print tax information when you print documents for your customers. When you post accounts payable and accounts receivable information to the general ledger, the system posts Quantum tax information to the Quantum Tax Register and J.D. Edwards tax information to the J.D. Edwards tax table (F00018). You can specify the G/L accounts to which the system posts the taxes.

Complete the following tasks:

- ☐ Printing tax information
- ☐ Posting tax information

Printing Tax Information

You can print calculated taxes when you print a contract, sales order, purchase order, invoice, or voucher in the following J.D. Edwards programs:

Accounts Payable	• Print Voucher Journal (R04305)
Procurement	• Print Purchase Orders (R43500) • Print Order Detail (R4401P)
Accounts Receivable	• Invoice Print (R03B505)
Sales Order Management	• Print Invoice (R42565) • Open Orders by Item Report (R42632) • Open Orders by Customer Report (R42620) • Held Orders Report (R42640)
CSMS	• Service Order Quote (R17711) • Invoice Print (R48504)
Contract/Service Billing	• Invoice Print (R48504)

Posting Tax Information

In the standard J.D. Edwards tax processing system, the system calculates any taxes that have not been previously calculated and posts financial record information to the J.D. Edwards tax table (F0018).

In the Quantum for Sales and Use Tax system, the system taxes based on the GeoCode and records the pertinent information in the Quantum Tax Register.

OneWorld writes to the Quantum Tax Register at various times, depending on what program application is calculating taxes. Three different OneWorld product suites can create records in the Quantum Tax Register. They are the Financial, Distribution, and CSMS product suite applications.

Financial Processes

When OneWorld financial applications like the Accounts Receivable and Accounts Payable systems create financial records, the General Ledger Post Report program (R09801) writes A/R and A/P information to the Quantum Tax Register.

Distribution Processes

When financial records are created in a distribution application such as Sales Order Management or Procurement, those applications write the records to the Quantum Tax Register. OneWorld financial programs ignore these records and do not write to the Quantum Tax Register.

For example, when the Sales Update program (R42800) creates A/R records, the General Ledger Post Report program (R09801) ignores these A/R records and does not write to the Quantum Tax Register. When the Voucher Match program (P4314) creates A/P records, it also writes to the Quantum Tax Register. The General Ledger Post Report program (R09801) ignores the Voucher Match records.

CSMS Processes

With CSMS, the Service Billing system writes the tax information to the Quantum Tax Register. Again the A/R and A/P Post program ignores the CSMS tax records.

Contract and Service Billing Processes

If the financial records are created in the Contract or Service Billing systems, the system writes the tax information to the Quantum Tax Register when you create records in the Customer Ledger (F03B11) and Account Ledger (F0911) tables. This occurs at Billing Invoice A/R Journal Generation (R48199). Unlike tax processing in the J.D. Edwards system, the system does not write the tax information when you post the resulting batches.

See Also

- *Voucher Processing* in the *Procurement Guide*
- *Updating Sales Information* in the *Sales Order Management Guide*
- *Billing Contracts* in the *Customer Service Management Guide*
- *Posting Journal Entries* in the *General Accounting Guide*
- *Posting Vouchers* in the *Accounts Payable Guide*
- *Posting Invoices* in the *Accounts Receivable Guide*
- *Setting Up Automatic Accounting Instructions for Quantum*

Appendix G: EDI for Accounts Payable

The Accounts Payable system can process both inbound EDI vouchers and outbound EDI payments. Inbound vouchers follow the EDI standard for receiving invoice-summary transactions (EDI transmission 810). Outbound payments follow the EDI standard for sending payment orders with remittance (EDI transmission 820).

Processing EDI Accounts Payable transactions consists of the following tasks:

☐ Processing inbound EDI vouchers

☐ Processing outbound EDI payments

See Also

- *Data Interface for Electronic Data Interchange System Overview* in the *OneWorld Data Interface for Electronic Data Interchange Guide* for general information about EDI processing

Processing Inbound EDI Vouchers

The Accounts Payable system can process inbound vouchers. Inbound vouchers follow the EDI standard for receiving invoice-summary transactions (EDI transmission 810). Processing inbound EDI vouchers includes the following tasks:

☐ Receiving EDI invoice-summary transactions (810/INVOIC)

☐ Purging processed inbound EDI vouchers

After you successfully process inbound EDI vouchers, the transactions are ready for batch voucher processing.

See Also

- *Receiving Documents* in the *OneWorld Data Interface for Electronic Data Interchange Guide* for information about flat file conversion and flat file formatting
- *Batch Voucher Processing* for information about processing inbound EDI vouchers that have been successfully uploaded
- *About Batch Voucher Processing* for information about processing inbound EDI vouchers that have been successfully uploaded

Receiving EDI Invoice - Summary Transactions (810/INVOIC)

You can use EDI to receive Accounts Payable vouchers. To receive inbound vouchers, you run a program that converts and transfers the EDI information from the format that was sent from your trading partner in the inbound EDI tables to the format used by the Voucher Transactions - Batch File (F0411Z1) and Journal Entry Transactions - Batch File (F0911Z1) tables. To process vouchers received through EDI, you must understand the mapping requirements of the voucher at the time the transactions are received.

A/P EDI voucher processing includes the following:

☐ Understanding the mapping requirements for processing inbound EDI vouchers

☐ Transferring inbound EDI voucher transactions

Understanding the Mapping Requirements for Processing Inbound EDI Vouchers

The following EDI tables are used to receive EDI voucher transmissions:

- EDI Invoice Header - Inbound (F47041)
- EDI Invoice Detail (F47042)
- EDI Invoice Summary - Inbound (F47044)

You can receive multiple vouchers in a single EDI transmission, and each voucher can have multiple pay items. The system differentiates vouchers and their related pay items by using the following key fields:

- EDI Document Key Company (EDKCO)
- EDI Document Number (EDOC)
- EDI Document Type (EDCT)

To successfully process EDI vouchers, complete the following fields in the following tables:

- EDI Invoice Header - Inbound (F47041)
  - EDI Document Key Company (SYEDKCO)
  - EDI Document Number (SYEDOC)
  - EDI Document Type (SYEDCT)
  - EDI Line Number (SYEDLN)
  - EDI Transaction Set Number (SYEDIST)

    Enter 810 for inbound voucher transactions.

  - EDI Send/Receive Indicator (SYEDER)

    Enter R for inbound EDI voucher transactions.

  - Company (SYCO)
  - Address Number (SYAN8)
  - G/L Date (SYDGJ)
  - Currency Code (SYCRCD)

    Complete this field only when you complete the Currency Amount field (ACR) in the EDI Invoice Detail - Inbound and EDI Invoice Summary - Inbound tables (F47042 and F47044).

    You must enter the same currency code value in all tables.

  - Exchange Rate (SYCRR)

    Complete this field only when you complete the Currency Amount field (ACR) in the EDI Invoice Detail - Inbound and EDI Invoice Summary - Inbound tables (F47042 and F47044).

    You must enter the same exchange rate value in all tables.

- EDI Invoice Detail (F47042)
  - EDI Document Key Company (SZEDKCO)
  - EDI Document Number (SZEDOC)
  - EDI Document Type (SZEDCT)
  - EDI Line Number (SZEDLN)
  - EDI Transaction Set Number (SZEDIST)

    Enter 810 for inbound voucher transactions.

  - EDI Send/Receive Indicator (SZEDER)

    Enter R for inbound EDI voucher transactions.

  - Company (SZCO)
  - Account Number (SZANI)

    Enter the G/L distribution account number, or leave this field blank for the system to assign the account number. See *Transferring Inbound EDI Voucher Transactions.*

    You can not enter more than one G/L distribution account number for a voucher pay item.

  - Gross Amount (SZAG)

    Enter the amount of the voucher pay item. Do not enter a value into this field if the voucher amount is foreign. Instead, use the Currency Amount field (SZACR).

  - Open Amount (SZAAP)

    Enter the amount of the voucher pay item. The value of the open amount must equal the value of the gross amount. You can not process partially paid vouchers.

  - Currency Code (SZCRCD)

Complete this field only when you complete the Currency Amount field (ACR) in the EDI Invoice Detail - Inbound and EDI Invoice Summary - Inbound tables (F47042 and F47044).

You must enter the same currency code value in all tables.

- Exchange Rate (SZCRR)

  Complete this field only when you complete the Currency Amount field (ACR) in the EDI Invoice Detail - Inbound and EDI Invoice Summary - Inbound tables (F47042 and F47044).

  You must enter the same exchange rate value in all tables.

- Currency Amount (SZACR)

  Enter the foreign amount of the voucher pay item. If you use multicurrency, but the voucher is in the domestic currency, do not enter the domestic amount in this field. Instead, use the Gross Amount field (SZAG).

- Foreign Open Amount (SZFAP)

  Enter the foreign amount of the voucher pay item. The value of the foreign open amount must equal the value of the currency amount. You can not process partially paid vouchers. If you use multicurrency, but the voucher is in the domestic currency, do not enter the domestic amount in this field. Instead, use the Open Amount field (SZAAP).

- EDI Invoice Summary - Inbound (F47044)
  - EDI Document Key Company (SWEDKCO)
  - EDI Document Number (SWEDOC)
  - EDI Document Type (SWEDCT)
  - EDI Line Number (SWEDLN)
  - EDI Transaction Set Number (SWEDIST)

    Enter 810 for inbound voucher transactions.

  - EDI Send/Receive Indicator (SWEDER)

    Enter R for inbound EDI voucher transactions.

  - Company (SWCO)
  - Address Number (SWAN8)
  - Gross Amount (SWAG)

Enter the total amount of the voucher. Do not enter a value into this field if the voucher amount is foreign. Instead, use the Currency Amount field (SZACR).

- Open Amount (SWAAP)

  Enter the total amount of the voucher. The value of the open amount must equal the value of the gross amount. You can not process partially paid vouchers.

- Currency Code (SWCRCD)

  Complete this field only when you complete the Currency Amount field (ACR) in the EDI Invoice Detail - Inbound and EDI Invoice Summary - Inbound tables (F47042 and F47044).

  You must enter the same currency code value in all tables.

- Exchange Rate (SWCRR)

  Complete this field only when you complete the Currency Amount field (ACR) in the EDI Invoice Detail - Inbound and EDI Invoice Summary - Inbound tables (F47042 and F47044).

  You must enter the same exchange rate value in all tables.

- Currency Amount (SWACR)

  Enter the total foreign amount of the voucher. If you use multicurrency, but the voucher is in the domestic currency, do not enter the domestic amount in this field. Instead, use the Gross Amount field (SWAG).

- Foreign Open Amount (SWFAP)

  Enter the total foreign amount of the voucher. The value of the foreign open amount must equal the value of the currency amount. You can not process partially paid vouchers. If you use multicurrency, but the voucher is in the domestic currency, do not enter the domestic amount in this field. Instead, use the Open Amount field (SWAAP).

Transferring Inbound EDI Voucher Transactions

From the Invoice - Summary menu (G47261), choose Edit/Create Voucher.

Run the Edit/Create Voucher program (R47041) to transfer inbound EDI vouchers to the Voucher Transaction - Batch File and the Journal Entry Transactions - Batch File tables (F0411Z1 and F0911Z1) without matching the voucher to a purchase order.

You can run this program in proof or final mode:

- In proof mode, the system prints the Inbound EDI Vouhcer Edit/Create report that you use to review transactions and correct errors prior to running the program in final mode.
- In final mode, the system:
  - Copies the voucher information from the EDI interface tables into the Voucher Transaction - Batch File table (F0411Z1).
  - Creates corresponding transactions in the Journal Entry Transactions - Batch File table (F0911Z1).
  - Determines the G/L distribution account number using the following hierarchy:
    - If the EDI transmission provides an account number, the system uses this account number. If the EDI transmission does not provide an account number, the system searches for the supplier's default account number in the Supplier Master table (F0401) and uses it.
    - If you activate voucher logging in the processing options, the system searches the Automatic Accounting Instructions (AAIs) for the item PP. The account number that is set up in this AAI item overrides the account number that is entered in the EDI transmission. If the AAI item PP is not set up, the system prints an error on the report.
    - If you do not activate voucher logging, and the EDI transmission does not provide the account number, and a default expense account does not exist in the Supplier Master table, the system searches for the AAI item PP and uses the account number that is set up for this item. If the AAI item PP is not set up, the system prints an error on the report.
- Prints the Inbound EDI Voucher Edit/Create report. This report prints the gross and open amounts of each voucher. The system prints any errors that it detects on the report.
- Updates the Processed (Y/N) field (EDSP) on the transactions in the inbound EDI interface tables.

Processing Options for EDI Inbound 810 Edit/Create

```
Processing

1.  Specify a blank to process in proof
    mode or a '1' to process in final
    mode.

      Processing Mode                                   ____________

2.  Enter a '1' to perform Processing
    Control Edit to determine processing
    mode.  If a record is not found,
```

then the transaction will not be processed. Enter a ’2’ to perform Processing Control Edit. If a record is not found, the transaction will be processed. Blanks will process all selected records. [FUTURE]

Processing Control Edit ____________

Default Option

1. Enter a ’1’ to use the invoice date on the EDI transmission for the date of the voucher. If left blank, the system date will be used.

Date of the Voucher ____________

2. Enter a date to be used as the date of the voucher. If entered, this date will override the previous processing option.

Date of the Voucher ____________

3. Enter a ’1’ to use the Tax ID on the EDI transmission to determine the supplier number. If left blank, the value transmitted in the reference field will be used. (Note: Default is blank.]

Supplier Number Determination ____________

Default Values

1. Payment Instrument Code (Note: Default is Z.) ____________
2. G/L Bank Account Number (Short ID) ____________
3. G/L Date ____________
4. Company ____________

Logging

1. Enter a ’1’ if you wish to perform Invoice Logging (Note: Default is blank).

Logging ____________

Auto Process

1. Enter the version of the Batch Voucher Processor (R04110Z) that you wish to run. If left blank, the Batch Voucher Processor will not run automatically. (Note: Default is blank.)

Batch Voucher Processor Version ____________

From the Invoice - Summary menu (G47261), choose Purge Inbound Vouchers.

After you successfully process inbound EDI voucher transactions, you can remove them from the inbound EDI tables by running the purge program. The system retains processed EDI voucher transactions in the system 47 tables until you purge them.

When you purge inbound EDI voucher transactions, the system removes all processed records, that is, records that have a Y in the Processed (Y/N) field (EDSP), from the following inbound EDI tables:

- EDI Invoice Header - Inbound (F47041)
- EDI Invoice Detail (F47042)
- EDI Invoice Summary - Inbound (F47044)

Caution: When you purge information, the system does not copy transactions to a purge table. Instead, the system deletes transactions from your system.

Processing Outbound EDI Payments

You process Accounts Payable payment transactions into the EDI interface tables to send outbound EDI 820 transmissions directly to your trading partner (bank). You create EDI payments by completing the same process that you use when you create A/P automatic payments. Instead of printing physical checks that you mail to your supplier, you send payments electronically to your supplier's bank.

Processing outbound EDI payments consists of:

- ☐ Setting up the system for electronic payment processing
- ☐ Processing outbound EDI payments (820/PAYORD)
- ☐ Purging processed outbound EDI payments

Setting Up the System for Electronic Payment Processing

When you create A/P payment transactions for outbound EDI processing, you must create them in the standard X12 format. Additionally, you must set up your system for electronic payment processing. To do this, you must perform the following tasks:

Assign a pre-note code	When you set up a supplier in the address book, the default pre-note code for the supplier is P. When you process payments electronically the first time, this pre-note value (P) tells the system to generate both a payment record for the bank, as well as a physical check for the supplier. This allows the bank to verify that all the information necessary to process payments electronically is set up correctly. When the first payment run completes, the system changes the pre-note code from P to blank. This indicates that all future payments will be processed electronically and no paper checks will be produced. If you change the bank account code on Bank Account Cross Reference, the system resets the pre-note code to P. The next electronic transfer handles this supplier as a new supplier, unless you change the pre-note code to N or blank.

Set up bank account information	You must set up the bank account information for the bank from which you are withdrawing funds in the Bank Account Information program (P0030G). See *Setting Up Bank Account Information for A/P.* You must also set up the supplier's bank account information in the Bank Account Cross Reference program (P0030A) for record type V. You can access this program from the Supplier Master by choosing the form menu Bank Accounts, or you can access it from the Automatic Payment Setup menu (G04411). See *Setting Up Bank Account Cross-References.*
Define the correct method of payment	To produce electronic payments in the X12 format that EDI processing requires, you must assign a payment instrument to the supplier. The payment instrument that you assign must be defined in the Payment Instrument Defaults program (P0417) located on menu G04411. Additionally, you must assign the print payment program P47052T to the payment instrument that you choose. If you do not assign this print payment program, payment information is not written in the X12 format that EDI requires. See *Setting Up Payment Instruments.*
Set up next numbers	You must assign a next number for the EDI Document Number in system 47, line 1. See *Setting Up Next Numbers for A/P.*
Set processing options in the Create Payment Groups program	Set the processing options under the Bank Tape tab of the Create Payment Groups program (R04570) to cause the system to return errors if the payee bank account or X12 bank account information is not correct.

Processing Outbound EDI Payments

Processing outbound EDI payments consists of the following tasks:

- Creating Automatic Payments
- Transferring Outbound Payment Transactions
- Running the Update As Sent program

Creating Automatic Payments

For your convenience, all the programs necessary to create automatic payments and send them for outbound EDI processing are located on the Payment Order with Remittance menu (G47266).

See *Automatic Payment Processing* for information about these programs:

- Speed Status Change
- Update A/P from Address Book
- Calculate Withholding
- Cash Requirements Report
- Create Payment Control Groups
- Payment Analysis Report
- Work with Payment Groups

When you create payments, you update the following A/P and EDI payment worktables:

- F04571 - A/P Payment Processing - Header File
- F04572 - A/P Payment Processing - Summary File
- F04573 - A/P Payment Processing - Detail File
- F047056W - EDI Payment Order Header - Work
- F470561W - EDI Payment Order Bank N & A - Work
- F470562W - EDI Payment Order Vendor N & A - Work
- F470563W - EDI Payment Order Payee N & A - Work
- F47057W - EDI Payment Order Remittance Advice - Work

Transferring Outbound Payment Transactions

From the Payment Order with Remittance menu (G47266), choose Copy to EDI Outbound Files.

After you run the automatic payment process, you must copy the payment transactions from the EDI worktables to the EDI interface tables to make them available to the translator software.

The program copies payment transactions to the following EDI payment interface tables:

- F047056 - EDI Payment Order Header - Outbound
- F470561 - EDI Payment Order Bank N & A - Outbound
- F470562 - EDI Payment Order Vendor N & A - Outbound

- F470563 - EDI Payment Order Payee N & A - Outbound
- F47057- EDI Payment Order Remittance Advice - Outbound

As the system copies the payment transactions to the EDI payment interface tables, it marks the corresponding transaction in the EDI worktables as processed by updating the Processed (Y/N) field (EDSP) to Y. This prevents the system from copying previously processed records.

Running the Update As Sent Program

From the Payment Order with Remittance menu (G47266), choose Update As Sent.

You run the Update As Sent program when your trading partner notifies you that they received your EDI payment transmission.

When you run the Update As Sent program (R47058), the system updates the Processed (Y/N) field (EDPSP) to Y on the payment transactions in your EDI payment interface tables (F047056, F470561, F470562, F470563, and F47057). This prevents the translator software from reprocessing the same transactions.

Purging Processed Outbound EDI Payments

From the Payment Order with Remittance menu (G47266), choose Purge EDI Files.

After you successfully process EDI payment transactions, you can remove them from the outbound EDI tables by running the purge program. The system retains processed EDI payment transactions in the system 47 tables until you purge them.

When you purge outbound EDI payments, the system removes all processed records, that is, records that have a Y in the Processed (Y/N) field (EDSP), from the following EDI payment interface tables:

- EDI Payment Order - Header (F47056)
- EDI Payment Order - Bank N & A (F470561)
- EDI Payment Order -Vendor N & A (F470562)
- EDI Payment Order - Payee N & A (F470563)
- EDI Payment Order - Remittance Advice (F47057)

Caution: When you purge information, the system does not copy transactions to a purge table. Instead, the system deletes transactions from your system.

Index

Index

Symbols

“As Of” Open A/P Summary, processing options, 13–19
“As of” reports
  generating date tables, 13–11
  printing, 13–13

Numbers

1099
  See also OneWorld IRS Form 1099 Processing Guide
  A/P Workfile table (F045143), 2–48
  Automatic Accounting Instructions, 3–20
  entering supplier information, 5–24
  user defined codes, 2–48

A

A/P Annual Close, processing options, 13–24
A/P annual close. *See* Annual close
A/P Cash Forecasting, processing options, 15–4
A/P cash forecasting. *See* Cash forecasting
A/P Cash Forecasting Summarization (R04520), 15–3
A/P Detail by Supplier with Remarks and Net Amounts (R04423A), processing options, 12–6
A/P Detail reports, printing open A/P detail reports, 12–6
A/P drafts, draft processing codes, 2–48
A/P Ledger, updating payments, 8–119
A/P Ledger table (F0411), 1–15, 6–39
A/P Manual Payments, processing options, 9–8
A/P Matching Document Detail table (F0414), 1–15
A/P Matching Document table (F0413), 1–15
A/P Original Document to G/L by Batch (R04701), 13–4
A/P Original Document to G/L by Batch Report, 13–4
A/P Payee Control File Purge (R0450P), 8–42
A/P Payments – Contract Management, processing options, 8–26
A/P Payments to G/L by Batch (R04702A), 13–5
A/P Payments to G/L by Batch Report, 13–5
A/P Print Payments – Draft Format, processing options, 8–25
A/P Print Payments – Standard Format, processing options, 8–23
A/P records, purging, 17–3
A/P reports, standard and analytical, 12–1
A/P Speed Status Change, processing options, 8–59, 8–66
A/P Summary reports, printing open A/P summary reports, 12–3
A/P to G/L by Offset Account (R047001A), 13–6
A/P to G/L by Offset Account report, 13–6
A/P Unrealized Gain/Loss Report, 14–7
A/P Unrealized Gain/Loss Report (R04425), 14–7
A/R – A/P Netting Report, processing options, 12–28
A/R and A/P Netting Workfile table (F03465), 12–25
AAIs
  See also Automatic accounting instructions
  reviewing, 3–24, 3–27
  revising, 3–24, 3–27
Account, balances by currency, B–2
Account Balances table (F0902), 1–16
Account Ledger table (F0911), 1–16, 6–39
Account number, invalid, 6–38
Account numbering
  business unit, 1–10

  concepts, 1–10
  object.subsidiary, 1–11
Accounts Payable Constants (P0000), 2–12
  activating batch control, 6–5
  activating manager approval, 6–11
  setting up batch control, 2–4
  setting up invoice number editing, 2–11
  setting up management approval, 2–6
  setting up the automatic offset method, 2–10
Activating a bank account as a vendor record type, Work With Bank Accounts by Address form, 5–38
Activating check digits for next numbers, Set Up Next Numbers by System form, 2–55
Adding an attachment to a pay item, Supplier Ledger Inquiry form, 6–48
Adding an attachment to an entire voucher, Supplier Ledger Inquiry form, 6–47
Adding attachments to vouchers, Media Objects form, 6–47
Adding or revising a model journal entry, Enter Vouchers - G/L Distribution form, 6–86
Address Book Exception report, 8–36
Address Book Exception Report (R00311A), 8–36
Address Book Master table (F0101), 1–15
Address Book Revisions (P01012)
  deleting supplier records, 5–47
  entering additional address book information, 5–9
  entering information for 1099 reporting, 5–24
  manually assigning GeoCodes to a customer, F–27
  manually assigning GeoCodes to suppliers, F–26
Advanced Payment Term Revision form, 2–32, 2–36
Alternate currency
  AAIs for clearing account, 3–18
  AAIs for realized gains/losses, 3–17
  AAIs for unrealized gains/losses, 3–15
  entering manual payments, 9–20
Alternate currency payments
  application outside of the EMU, 8–142
  calculating payment amounts, 8–106
  EMU example, 8–141
  example, 8–142
  gain and loss calculation, 8–137
  non-EMU example, 8–139
Analytical reports. *See* Reports
Annual close, 13–21
  correcting YTD voucher amounts, 13–21
  reviewing YTD voucher amounts, 13–25
  updating YTD voucher amounts, 13–22
Approving batches
  Batch Approval form, 6–95
  Work Center form, 6–18
  Work With Batches form, 6–18, 6–95
  Work With Employee Queue Manager form, 6–18
As if currency, Supplier Ledger Inquiry, 10–7
Assigning bank accounts to suppliers
  Supplier Master Revision form, 5–28
  Work With Bank Accounts By Address form, 5–28
Assigning GeoCodes to address book records, F–21
  global updates, F–23
  manual updates, F–24
    business units, F–25
    customer, F–27
    suppliers, F–26
Assigning multiple bank accounts to suppliers
  Set Up Bank Accounts By Address form, 5–35
  Work With Bank Accounts by Address form, 5–35
Assigning next numbers by company and fiscal year
  Next Numbers Constants form, 2–56
  Set Up Next Numbers by System form, 2–56
Assigning payment instrument relationships, Work With Multiple Vendor Bank Account Types form, 5–39
Assigning payment instruments to suppliers, Supplier Master Information form, 8–22
Assigning programs to payment instruments
  Select User Defined Code form, 8–20
  Set Up Payment Instrument Defaults form, 8–18
  Work With Payment Instrument Defaults form, 8–18
Attachments
  creating payment groups, 8–67

  setting up payment instruments, 8–17
  types of, 6–46
Automatic Accounting Instructions, processing options, 3–31
Automatic accounting instructions
  A/P, 3–9
  A/P draft processing, 3–15
  A/P overview, 3–7
  A/P taxes, 4–19
  alternate currency clearing (P7), 3–18
  Automatic Accounting Instructions form, 3–20
  defaults, 3–4
  discounts available (PKD), 3–12
  discounts lost (PKL), 3–12
  drafts payable (PD), 3–15
  elements of an AAI form, 3–3
  form 1099–DIV (PX1), 3–19
  form 1099–INT (PX6), 3–19
  form 1099–MISC (PXA), 3–19
  gains/losses offset (PR), 14–4
  overview, 3–1, 3–3
  payables bank (PB), 3–10
  payables tax (PT), 3–14
  payables trade (PC), 3–11
  prefixes and suffixes, 3–5
  realized gains/alternate currency (PY), 3–17
  realized gains/foreign currency (PG), 3–16
  realized losses (PL), 14–3
  realized losses/alternate currency (PZ), 3–17
  realized losses/foreign currency (PL), 3–16
  reviewing, 3–24, 3–27
  revising, 3–24, 3–27
  search sequence, 3–9
  setting up, 3–29
  unrealized gains (PV), 3–15, 14–4
  unrealized gains/losses offset (PR), 3–15
  unrealized losses (PW), 3–15, 14–4
  voucher logging expense (PP), 3–12
  working with, 3–23
Automatic Accounting Instructions (P0012)
  copying an AAI, 3–30
  reviewing and revising a single AAI, 3–24
  reviewing and revising one or more AAIs, 3–27
  setting up AAIs, 3–29
Automatic offsets, setting up method, 2–10
Automatic Payment Review (P0011), 8–133, 8–134
Automatic payment setup
  assigning programs to payment instruments, 8–18
  bank account cross-references, 8–33
  revising payment formats, 8–21
  setting up bank accounts, 8–5
  setting up payment information, 8–29
  setting up payment instruments, 8–17
  setting up print sequences, 8–13
Automatic Payment Setup (P0410), 8–31
Automatic payments
  approving, 8–134
  bank tapes, 8–114
  copying payments to tape, 8–114
  creating payment groups, 8–67
  CTX bank tape format, 8–7
  determining cash requirements, 8–55
  drafts. *See* Draft processing
  holding vouchers, 8–64
  locating, 10–15
  multicurrency, 8–81
  overview, 8–1
  posting, 8–135, 8–137
  preparing for payment processing, 8–55
  releasing vouchers, 8–64
  removing processed payments, 8–113
  removing unprocessed payments, 8–96
  resetting payment processing, 8–111
  reviewing, 8–133, 10–16
  reviewing payments (update status), 8–94
  reviewing payments (write status), 8–91
  reviewing summary information, 10–17
  reviewing vouchers, 8–57
  revising unprocessed payments, 8–96
  revising vouchers, 8–60
  splitting payments, 8–63
  updating the A/P ledger, 8–119
  voiding a payment and its vouchers, 8–147
  voiding payments, 8–145
  working with payment groups, 8–85
  writing, 8–105

B

Balances by currency codes and decimals, B–2
Bank Account Cross Reference (P0030A)
  activating a bank account as a vendor record, 5–38
  assigning multiple bank accounts to suppliers, 5–35
  setting up a bank account cross-reference, 8–33
  verifying, 8–35
Bank Account Exception report, 8–36
Bank Account Exception Report (R00310), 8–36
Bank Account Information (P00306), 8–7
Bank Account Information (P0030G), 8–5
Bank accounts
  activating as vendor record type, 5–37
  assigning multiple to suppliers, 5–34
  assigning to suppliers, 5–28
  exception report, 8–35
  setting up bank account information, 8–5
Bank tape
  CTX, 8–7
  Resetting payment processing, 8–113
Bank type codes, user defined codes, 2–51
Batch Approval/Post Security Constants (P00241)
  setting up Approved By users, 2–6
  setting up Batch Review security, 2–9
  setting up Secured users, 2–7
Batch control, Accounts Payable Constants form, 6–6
Batch Control Records table (F0011), 1–15
Batch controls, uses, 6–5
Batch File Entry - Exceptions report, 16–32
Batch information, Batch Control form, 6–6, 6–8
Batch processing, 16–2
  activating manager approval, 6–11
  adding vouchers to a batch, 16–26
  approval using workflow, 6–11
  approving batches, 6–17
  business data tables used, 16–6
  changing vouchers, 16–27
  converting batch vouchers, 16–17
  correcting batch vouchers, 16–33
  correcting unprocessed batch vouchers, 16–27
  creating vouchers to store and forward, 16–8
  deleting vouchers, 16–27
  downloading vouchers, 16–7
  error messages, 16–32
  manager setup, 6–14
  multicurrency batch totals, 6–94
  posting batch vouchers, 16–33
  posting vouchers, 16–13
  processing batch vouchers, 16–29
  processing vouchers, 16–12
  purging processed batch vouchers, 16–13, 16–39
  reviewing batch vouchers, 16–19
  revising batch vouchers, 16–25
  selecting a version, 6–13
  storing and forwarding vouchers, 16–5
  submitting batches for approval, 6–16
  submitting vouchers for processing, 16–31
  technical data tables used, 16–6
  updating transaction control records, 16–12
  uploading vouchers to the server, 16–10
  verifying batch approval, 6–20
  verifying batch voucher information, 16–32
  voiding vouchers, 16–27
  vouchers, 16–1
Batch status, posting, 6–97, 6–99
Batch Update for Multitiered A/R (R005142), processing options, 2–41
Batch Versions (P98305), 8–21, 17–6
Batch Voucher Processor (R04110Z), 16–31
Batch Voucher Revisions (P0411Z1), 16–19, 16–21, 16–26, 16–27
Batch vouchers. *See* Batch processing
Batches
  adding vouchers to existing batch, 6–93
  posting vouchers, 6–103
  preventing posting, 6–95
  revising posted, 6–91
  setting up batch control, 2–4
  setting up management approval, 2–6
Build A/R and A/P Netting File, processing options, 12–26
Build Netting Report File (R03B465), 12–25
Business process management, 1–8

Business unit definition, 1–10
Business Unit Information (P0030B), 8–29

C

Calculate Withholding, processing options, 8–51
Calculate Withholding (R04580), 8–48
Canceling a recurring voucher, 7–22
Cash forecasting, 15–1
  cash flow, 15–3
Cash management. *See* Cash forecasting
Cash requirements, determining, 8–55
Cash Requirements Report, 8–55
  processing options, 8–56
Cash Requirements Report (R04431), 8–55
Cash Summarization table (F0032), 15–3
Chart of accounts, example, C–2
Check digits, 2–53, 2–55
Choosing a model for a journal entry
  Model Journal Entries form, 6–85
  Supplier Ledger Inquiry form, 6–85
Choosing a model for a model entry, Enter Voucher - G/L Distribution form, 6–85
Closing a draft, Work With A/P Drafts-Inquiry/Selection form, 11–5
Closing out negative pay items
  Manual Payment Entry form, 7–32
  Select Open Pay Items form, 7–32
  Work With Prepayment Selection form, 7–32
Codes, user-defined. *See* User defined codes
Company Structure example, C–1
Connection to Quantum, testing, F–12
Constants (P7306), F–10, F–14
Constants for A/P, 2–3
Contract management integration with A/P system, 1–6
Controlled data. *See* Payee control
Conversion programs, supplier master conversion, 17–5
Converting vouchers for batch processing, 16–17
Copy Bank Tape File to Tape (P0457), 8–115, 8–116
Copying a voucher, Supplier Ledger Inquiry form, 6–45
Copying payments to tape, 8–114
Copying tape tables to tapes or diskettes, Copy Bank Tape to Tape form, 8–116
Create A/P Bank Tape – CTX Format, processing options, 8–25
Create Payment Control Groups (R04570), 8–67
Create Payment Groups, processing options, 8–71
Creating a model journal entry
  Journal Entry form, 6–84
  Work With Journal Entries form, 6–84
Creating taxes for related addresses, F–29
Creating the A/R and A/P Netting Workfile table, 12–25
Creating vouchers to store and forward
  Enter Voucher - Payment Information form, 16–9
  Work With Store & Forward Vouchers form, 16–9
CTX bank tape format, 8–7
CTX bank tape information, 8–5
Currency. *See* Multicurrency
Currency codes and decimals
  based on ledger types, B–1
  monetary amounts, B–2
  original and denominated currencies, B–2
Currency Detail – Aging Report, processing options, 12–15
Currency Detail Report, processing options, 12–16
Currency processing (multinational), 1–9

D

Data Export Control Revisions form, E–8
Data export controls, setting up, E–7
Date File Generation, processing options, 13–13
Date File Generation (R04901), 13–11
Date Range Revision form, 2–26
Date tables, generating date tables, 13–11
Debit memos
  entering, 6–57
  excluding from payment group, 8–97
Debit statements
  creating payment groups, 8–67

  defined and explained, 8–18
  setting up payment instruments, 8–17
  working with automatic payments, 8–107
Defining tax information for items, F–19
Deleting posted vouchers
  Voucher Entry Journal Review form, 6–121, 6–122
  Work With Batches form, 6–121, 6–122
Deleting supplier records, Work With Addresses form, 5–48
Deleting unposted vouchers, Supplier Ledger Inquiry form, 6–46
Denominated-In currency, B–2
Discounts
  See also Payment terms
  entering a voucher, 6–50, 6–51, 6–52
  multitiered, 2–38
  three methods, 6–49
Document types
  matching documents, A–1
  original documents, A–1
Draft Inquiry/Selection (P04260), 11–5
Draft processing, 11–1
  AAIs, 3–15
  closing drafts, 11–2
  differences between drafts and automatic payments, 11–1
  example of paying drafts, 11–3
  posting outstanding drafts, 11–2, 11–7
  proof and final post versions, 11–7
  purging unpaid drafts, 17–3
  selecting and closing drafts, 11–5
  updating the A/P ledger, 11–2
  writing payments. *See* Automatic payments
Draft processing codes, setup for A/P, 2–48
Drafts. *See* Draft processing
Due date rule, multitiered, 2–38
Due Date Rules
  components, 2–22
  Examples, 2–23
Due date rules, 2–22
  date ranges, 2–24
  setting up, 2–25
  Simulator, 2–28
Due upon receipt payment term, 2–18
Duplicate invoice notification, 1–8

E

EDI. *See* Electronic Data Interchange
EDI Inbound 810 Edit/Create, processing options, G–10
EDI Invoice Detail (F47042), G–5
EDI Invoice Header - Inbound (F47041), G–5
EDI Invoice Summary - Inbound (F47044), G–5
EDI Payments
  Creating Automatic Payments, G–17
  Processing Outbound EDI Payments, G–17
Effective Address Update (R01840), F–23
Electronic Data Interchange (EDI)
  EDI Overview, G–1
  Edit/Create Voucher, G–9
  Mapping Requirements for Inbound Vouchers, G–5
  Processing Inbound EDI Vouchers, G–3
  Processing Outbound EDI Payments, G–15
  Purging Inbound EDI Vouchers, G–13
  Purging Outbound EDI Payments, G–19
  Transferring Inbound EDI Vouchers, G–9
  Transferring Outbound EDI Payments, G–18
  Update As Sent program, G–18
Elements of an AAI form, Work With Automatic Accounting Instructions form, 3–3
Employee Queue Manager (P012501), 6–18
Employee Work Center (P012501)
  reviewing your workflow messages, 6–110
  verifying batch approval, 6–20
Enter Purchase Orders (P4310), F–43
Entering a speed voucher, Speed Voucher Entry form, 6–88
Entering a standard voucher entry out of balance, Enter Voucher - Payment Information form, 6–40
Entering a voucher with taxes
  Enter Voucher - Payment Information form, 6–58
  Supplier Ledger Inquiry form, 6–58
Entering address book information
  Address Book Revision form, 5–9

  Address Book Revisions form, 5–9
  Address Book-Additional Info form, 5–9
Entering default G/L distribution
  G/L Distribution form, 5–19
  Supplier Master Revision form, 5–19
Entering general ledger information, Enter Voucher - G/L Distribution form, 6–38
Entering information for 1099 reporting
  Address Book Revisions form, 5–24
  Supplier Master Revision form, 5–24
  Who’s Who form, 5–24
Entering installment payments, Enter Voucher - Payment Information form, 6–56
Entering logged vouchers
  Journal Entry Prompt form, 7–6
  Supplier Ledger Inquiry form, 7–6
Entering manual payments (speed method)
  Payment Information form, 9–18
  Speed Voucher Entry form, 9–18
Entering manual payments (standard method)
  Enter Voucher - G/L Distribution form, 9–15
  Enter Voucher - Payment Information form, 9–15
  Payment Information form, 9–15
  Supplier Ledger Inquiry form, 9–15
Entering manual payments with existing vouchers
  Manual Payment Entry form, 9–4, 9–7
  Work With Payments form, 9–4
  Work with Speed Status Change form, 9–4
Entering multi-currency invoices, 6–62
Entering multiple vouchers for multiple suppliers
  Multi-Voucher Entry form, 7–42
  Supplier Ledger Inquiry form, 7–42
Entering multiple vouchers for single suppliers
  Multi Voucher-Single Supplier form, 7–41
  Supplier Ledger Inquiry form, 7–41
Entering multiple vouchers for single vouchers, Processed Voucher Summary form, 7–42
Entering pay items, Select Open Pay Items form, 9–6
Entering prepaid vouchers
  Enter Voucher - Payment Information form, 7–28
  Supplier Ledger Inquiry form, 7–28
Entering recurring vouchers
  Enter Voucher - Payment Information form, 7–18
  Supplier Ledger Inquiry form, 7–18
Entering supplier address and mailing information
  Address Book Revisions form, 5–4
  Work With Supplier Master form, 5–4
Entering supplier master information
  Supplier Master Revision form, 5–14
  Work With Supplier Master form, 5–14
Entering supplier records
  Work With Addresses form, 5–4
  Work With Supplier Master form, 5–4
Entering tax information
  Supplier Master Revision form, 5–22
  Tax Information form, 5–22
Entering voucher information, Enter Voucher - Payment Information form, 6–27
Entering vouchers for multiple companies, Supplier Ledger Inquiry form, 7–38
Entering vouchers for multiple suppliers, Multi Company-Single Supplier form, 7–38
Enterprise-Wide Profitability Solution system, D–31
Equipment/Plant integration with A/P system, 1–6
Error messages, posting, 6–110
Euro Address Book Conversion – F0401, processing options, 17–9
Exception reports. *See* Reports
Excluding a debit memo, Work With Payment Groups form, 8–97

F

F0411 Interoperability Processing, processing options, E–15
F0413 Interoperability Processing, processing options, E–15
Fixed assets integration with A/P system, 1–7
Flat file cross-reference, interoperability, E–11
Flat File Cross-Reference form, E–12
Flat files
  converting to Interoperability, E–5

- cross-reference for Interoperability, E–11

Flow Diagrams
- Information, 1–13
- System, 1–12
- Tables, 1–14

Forecasting
- *See also* Cash forecasting
- Cash flow, 15–3

Forms
- Accounts Payable Constants, 2–4, 2–6, 2–10, 2–11, 2–12, 6–6, 6–12
- Additional Selection Criteria, 8–90
- Additional Supplier Information, 13–25
- Address Book Revision, 5–9
- Address Book Revisions, 4–3, 5–4, 5–24, 8–44
- Address Book-Additional Information, 5–9
- Advanced Payment Term Revision, 2–32, 2–36
- Automatic Accounting Instructions, 3–20
- Batch Approval, 6–95
- Batch Control, 6–6, 6–8
- Copy Bank Tape to Tape, 8–115, 8–116
- Criteria Design, 6–108
- Data Export Control Revisions, E–8
- Date Range Revision, 2–26
- Due Date Rules Revision, 2–25
- Enter G/L Date to Void, 6–120
- Enter Voucher - G/L Distribution, 6–38, 7–13, 9–15, 10–4
- Enter Voucher - Payment Information, 6–27, 6–40, 6–58, 6–118, 7–18, 7–28, 9–15, 10–4, 10–16, 16–9, 16–22
- Enter Vouchers - G/L Distribution, 6–85, 6–86, 6–118
- Flat File Cross-Reference, E–12
- G/L Distribution, 5–19
- Global Updates, 8–47, 8–62
- Installment Revision, 2–37
- Journal Entry, 6–84
- Journal Entry Prompt, 7–6
- Manual Payment Entry, 7–32, 9–4, 9–7, 10–16
- Media Objects, 6–47
- Model Journal Entries, 6–85
- Multi Company-Single Supplier, 7–38
- Multi-Voucher Entry, 7–41, 7–42
- Next Numbers by Company/Fiscal Year, 2–56
- Next Numbers Constants, 2–56
- Payee Control Approval, 8–41
- Payee Control Details, 8–41
- Payment Detail, 8–93
- Payment Group Detail, 8–91
- Payment Header Detail-Update Status, 8–96
- Payment Header Detail-Write Status, 8–94
- Payment Information, 9–15, 9–18
- Payment Journal Review, 8–133
- Payment Summary, 10–17
- Process Relationships, 6–14
- Processed Voucher Summary, 7–42
- Report Output Destination, 6–108
- Reset Payments, 8–113, 8–114
- Review Multiple Vendor Bank Account Status, 5–43
- Revise Bank Information, 8–7
- Revise Payment Group Controls, 8–102, 8–107
- Revise Payment Terms, 2–15
- Revise Payment Value Date, 8–99
- Revise Recurring Voucher Information, 7–21, 7–22
- Select Open Pay Items, 7–32, 9–6
- Select User Defined Code, 8–20
- Set Up Bank Accounts By Address, 5–35, 8–33
- Set Up Business Unit Payment Information, 8–29
- Set Up G/L Bank Account, 8–5
- Set Up Multiple AAI Items, 3–27
- Set Up Multiple Vendor Bank Account Types, 5–39
- Set Up Next Numbers by System, 2–54, 2–55, 2–56
- Set Up Payment Instrument Defaults, 8–18
- Set Up Payment Sequence, 8–13
- Set Up Single AAI Item, 3–24
- Speed Voucher Entry, 6–88, 9–18
- Split Payments, 8–63, 8–98
- Supplier Ledger Inquiry, 6–42, 6–44, 6–45, 6–46, 6–47, 6–48, 6–56, 6–120, 6–121, 7–28, 10–3, 10–6, 10–7, 10–8
- Supplier Master Information, 8–22
- Supplier Master Revision, 5–14, 5–19, 5–22, 5–28, 5–42
- Tax Information, 5–22, 8–45
- Tax Rate/Area Revisions, 4–7

Tax Rules Revisions, 4–28
Update Single Pay Item, 8–46, 8–60
Void Payment, 8–146, 8–149
Voucher Entry Journal Review, 6–92, 6–121, 6–122
Voucher Summary, 10–6
Who's Who, 5–24
Work Center, 6–18, 6–20, 6–110
Work Day Calendar Revisions, 2–31
Work With A/P Drafts-Inquiry/Selection, 11–5
Work With A/P Payment Company Information, 8–31
Work With Addresses, 5–4, 5–48, 8–44
Work With Advanced Payment Terms, 2–32
Work With AP Speed Release, 8–60, 8–65
Work With Automatic Accounting Instructions, 3–3, 3–24
Work With Bank Accounts By Address, 5–28
Work With Bank Accounts by Address, 5–38, 8–33
Work With Batch Versions, 6–106, 6–107
Work With Batches, 6–18, 6–92, 6–109, 6–121, 6–122, 8–133
Work With Business Unit Payment Information, 8–29
Work With Customer Ledger Inquiry, 6–63
Work With Data Export Controls, E–7, E–8
Work With Due Date Rules, 2–25, 2–28
Work With Employee Queue Manager, 6–18
Work With Flat File Cross-Reference, E–12
Work With Manual Payments, 9–23
Work With Next Numbers, 2–53
Work With Pay Item History, 10–8
Work With Payment Detail, 8–93, 8–98
Work With Payment Groups, 8–89, 8–92, 8–94, 8–95, 8–96, 8–97, 8–98, 8–99, 8–101, 8–102, 8–107, 8–109, 8–111, 8–114, 8–121
Work With Payment Group-Update Status, 8–95
Work With Payment Group-Write Status, 8–92, 8–101
Work With Payment Instrument Defaults, 8–18
Work With Payment Sequences, 8–13
Work With Payment Terms, 2–14
Work With Payments, 7–31, 8–146, 8–149, 9–29, 10–16
Work with Payments, 9–24
Work With Prepayment Selection, 7–32
Work With Processes, 6–13, 6–14
Work With Recurring Voucher History, 7–20
Work with Speed Status Change, 8–46, 8–47, 8–52, 8–53, 8–58, 8–62, 8–63, 8–65, 9–4
Work With Store & Forward, 16–20
Work With Store & Forward Vouchers, 16–9
Work With Supplier Master, 5–4, 5–42, 5–46, 8–45
Work With Tax Rules, 4–31
Work With Versions, 8–21
Work With Voucher JE Redistribution, 7–12
Work With Work Day Calendar, 2–31
Write Payments, 8–108

G

G/L account, assigning relationships with payment instruments, 5–38
G/L accounts, resolving out of balance, 13–6
G/L date warnings, 6–23
  types of, 6–24
G/L distribution, entering supplier default, 5–19
Gains/Losses. *See* Multicurrency
General accounting integration with A/P system, 1–6
General Ledger Post - Voucher Entry report, 2–10
General Ledger Post Report, processing options, 6–112
General Ledger Post-Voucher Entry report, 6–112
Global update, speed status change, 8–47, 8–62

Goods and services tax. *See* Tax setup
GST taxes, 4–2
  See also Tax setup

I

Installment payments, 2–34, 6–56
  about, 6–55
Installment Revision form, 2–37
Integrity reports, 13–3
  A/P Original Document to G/L by Batch, 13–4
  A/P Payments to G/L by Batch, 13–5
  A/P to G/L by Offset Account, 13–6
  correcting out-of-balance conditions, 13–6
  types of, 13–3
Interactive Versions (P983051), 6–77
Interface tables
  converting flat files for Interoperability, E–5
  flat file cross-reference for Interoperability, E–11
Interoperability
  converting flat files, E–5
  flat file cross-reference, E–11
  outbound transactions, E–13, E–14
  record types, E–5
Invalid account numbers, 6–38
Inventory integration with A/P system, 1–6
Invoice numbers, setting up editing, 2–11
Invoices, changing multi-currency, 6–63
Item Branch/Plant (P41026), F–20

J

Job cost integration with A/P system, 1–7
Journal entries
  models, 6–83
  revising a model, 6–84
Journal Entry (P0911), 6–84
Journal Entry Transactions - Batch File table (F0911Z1), D–5
  currency considerations, D–19
  tax considerations, D–12
Journal Entry Transactions - Batch table (F0911Z1), 16–17

L

Ledger types, using currency codes with, B–1
Line Extention Code field, 6–100
Locating a voucher, Supplier Ledger Inquiry form, 6–42, 10–8
Locating manual payments, Work With Manual Payments form, 9–23
Locating payments, Work With Payments form, 10–16
Locating supplier records, Work With Supplier Master form, 5–46
Logged vouchers, 7–1, 7–3
  AAIs for voucher logging expense, 3–12
  entering, 7–6
  example, 7–4
  printing reports, 7–9
  redistributing, 7–11
  revising, 7–8
Logging, Quantum Sales and Use Tax, F–14

M

Manager approval, Accounts Payable Constants form, 6–12
Manual Payment Journal, printing, 9–26
Manual Payment Journal Report (R04311), 9–26
Manual payments
  See also Prepayments
  approving for posting, 9–25
  entering payments with existing vouchers, 9–3
  entering payments without existing vouchers, 9–14
  locating, 9–23, 10–15
  overview, 9–1
  posting, 9–26
  prepaid vouchers, 7–31
  printing, 9–22
  reviewing, 9–25, 10–16
  reviewing manual payments online, 9–25
  reviewing summary information, 10–17
  revising unposted payments, 9–24
  voiding, 9–24, 9–29
Master business function (MBF), 6–77
Master Table Download (P00140), 16–8

Matching document type codes, 2–44
MBF. *See* Master business function
Menu overview, 1–17
Menus, list, A–1
Messages, electronic mail, 6–110
Model journal entries, 6–83
  creating, 6–84
  entering, 6–85
  locating, 6–84
  revising, 6–84
Monetary accounts. *See* Multicurrency
Multi Company–Single Supplier (P0411), 6–16
Multi Voucher–Multi Supplier (P0411), 7–42
Multi Voucher–Single Supplier (P0411), 7–41
  submitting a batch for approval, 6–16
Multi–tiered discounts, working with, 2–38
Multi-currency
  codes. *See* Currency codes and decimals
  deleting multi-currency information, 6–63
  posting by summary or detail, B–2
Multicurrency
  AAIs for gains/losses, 3–16, 14–3
  AAIs for realized gains/losses, 14–3
  AAIs for unrealized gains/losses, 3–15, 14–4
  AAIs for unrealized gains/losses offset, 3–15
  automatic payments, 8–81
  calculating unrealized gains/losses, 14–7
  entering vouchers, 6–61
  foreign payment example, 8–138
  foreign voucher example, 14–1
  gains/losses, 14–1
  mixing currencies, 6–94
Multi-currency information, deleting, 6–63
Multi-currency invoices, changing, 6–63
Multinational features, 1–9
Multinational functionality
  See also Multicurrency
  currency processing, 1–9
Multiple bank accounts, assigning to suppliers, 5–34
Multiple languages, 1–9
Multiple Vendor Bank Account Types (P0417M), 5–39
Multiple voucher entry methods, 1–8
Multitiered discounts, 2–38
  setting up, 2–38
  updating available discounts, 2–40
Mutlinational functionality, multiple languages, 1–9

N

Negative pay items, closing out, 7–32
Net payment term, 2–14
Net with discount payment term, 2–16
Netting
  Netting – Aging report, 12–27
  receivables and payables report, 12–26
Netting – Aging Report (R03B466), 12–27
Next numbers, revising batch vouchers, 16–25
Next Numbers (P0002)
  activating check digits, 2–55
  assigning next numbers by company/fiscal years, 2–56
  setting up, 2–53
  working with, 2–54
Non–Stock Product Categories (P7307), F–17

O

Object.subsidiary definition, 1–11
Open A/P Detail report, 8–53
Open A/P Detail Report (P04423), 12–6, 13–13
Open A/P Detail w/Foreign Currency Aging, processing options, 12–16
Open A/P Detail with Aging, processing options, 13–14
Open A/P Detail with Aging report, 12–8
Open A/P Detail with Remarks report, 12–6
Open A/P Details with Aging (R04423B), processing options, 12–8
Open A/P reports with foreign amounts, printing, 12–13
Open A/P Summary Report, processing options, 12–5
Open A/P Summary Report (P04413), 12–3, 13–13
Open A/P with Foreign Amounts (P04427), 12–13

Open A/P with Foreign Amounts report, 12–13
Originated-In currency, B–2
Out of balance, exiting speed voucher, 6–89
Outbound transactions, E–1
Out-of-balance conditions. *See* Integrity reports
Overriding GeoCodes on a contract, F–44
Overriding GeoCodes on a purchase order, F–43
Overriding GeoCodes on a sales order, F–41
Overriding GeoCodes on a service order, F–45
Overriding GeoCodes on a voucher, F–40
Overriding GeoCodes on an invoice, F–39
Overview
  Accounts Payable system, 1–5
  automatic payment processing, 8–1
  batch voucher processing, 16–1
  business process management, 1–8
  cash forecasting, 15–1
  currency gains/losses, 14–1
  draft processing, 11–1
  duplicate invoice notification, 1–8
  information flow, 1–13
  integrity and "as of" reports, 13–1
  manual payment processing, 9–1
  menu, 1–17
  multinational functionality, 1–9
  multiple voucher entry methods, 1–8
  other voucher entry methods, 7–1
  payee control, 8–37
  payment processing, 1–9
  reporting, 1–9
  standard and analytical reports, 12–1
  supplier information, 5–1
  supplier ledger and payment information, 10–1
  supplier management, 1–7
  system flow, 1–12
  tables and descriptions, 1–15
  tax setup, 4–1
  tax structures, 1–8
  technical processes, 17–1

P

P005141, Update A/P Vouchers, 2–40
P005142, Update A/R Invoices, 2–40
PACO (post after cut off), 6–24
Pay status codes, A–1
Payee control, 8–37
  considerations and setup, 8–39
  controlled fields, 8–38
  limitations, 8–39
  printing changes to controlled data, 8–41
  purging records, 8–42
  report, 8–41
  reviewing and approving changes to controlled data, 8–40
Payee Control Approval Report (R04505), 8–41
Payee Control Review and Approval (P0450), 8–40
Payee Control table (F0450), 8–38
Paying a withheld amount to a tax authority, Work with Speed Status Change form, 8–52, 8–53
Payment Analysis Report, processing options, 8–88
Payment Analysis report, 8–88
  printing, 8–88
Payment Analysis Report (R04578), 8–88
Payment Detail report, 12–19
Payment Details (R04424), 12–19
Payment Details Report, processing options, 12–20
Payment Group Edit report, 8–69
Payment group status
  update, 8–85
  write, 8–85
Payment groups
  creating. *See* Automatic payments
  pay item statuses, 8–85
  reviewing, 8–88
  reviewing payments (update status), 8–94
  reviewing payments (write status), 8–91
  working with, 8–85
Payment handling code, 8–14
Payment information, setting up, 8–29
Payment instrument, assigning relationships with G/L accounts, 5–38
Payment Instrument Defaults (P0417), 8–17

Payment instruments
  assigning programs, 8–18
  assigning to suppliers, 8–22
  components of, 8–17
  processing options for formats, 8–23
  revising formats, 8–21
  setting up, 8–17
Payment processing, 1–9
Payment Register (R09313), 12–20
Payment Register report, 12–20
Payment registers
  creating payment groups, 8–67
  setting up payment instruments, 8–17
Payment Sequence (P0415), 8–13
Payment terms
  codes, A–1
  due date rules, 2–22
  due upon receipt, 2–18
  due upon receipt setup, 2–18
  due upon receipt terms, 2–18
  installment payments, 6–55
  multitiered discounts, 2–38
  net, 2–14
  net with discount, 2–16
  net with discount terms, 2–16
  proximate date, 2–17
  proximate date setup, 2–17
  setting up, 2–13
  setting up codes, 2–32
  setting up due date rules, 2–25
  setting up net payment terms, 2–14
  setup, 2–13
  split payment terms, 2–18
  split payment terms setup, 2–19
  updating available discounts, 2–40
  work day calendars, 2–29
Payment With Voucher Match (P0413M)
  applying manual payments to prepaid vouchers, 7–31
  changing the amount of an unposted manual payment, 9–24
  entering manual payments in an alternate currency, 9–21
  entering payment information, 9–4
  locating a manual payment, 9–23
  printing a manual payment, 9–22
Payment Without Voucher Match (P0411)
  enter manual payments (standard method), 9–15
  locating a manual payment, 9–23
Payments
  automatic. *See* Automatic payments
  closing out negative pay items for prepaid vouchers, 7–32
  formats. *See* Payment instruments
  manual payments. *See* Manual payments
  prepayments. *See* Prepayments
  terms. *See* Payment terms
  update status, 1–8
  write status, 1–8
PBCO (post before cut off), 6–24
Post Detail Error report, 6–112
Post Manual Payments to G/L (R09801), 9–26
Post Outstanding Drafts, processing options, 11–8
Post Outstanding Drafts (R04803), 11–7
Post Vouchers to G/L (R09801)
  posting all approved batches, 6–106
  posting batch vouchers, 16–33
  posting recurring vouchers, 7–25
  posting using automated data selection, 6–108
  posting using automated data selection and subsystem, 6–109
  posting using manual data selection, 6–107
  posting vouchers, 16–13
Posting
  automated data selection, 6–103
  automatic payments, 8–135, 8–137
  batch vouchers, 16–33
  creating automatic offsets, 6–97
  differences between OneWorld and World, 6–100
  manual data selection, 6–103
  messages, 6–110
  method to use, 6–103
  out-of-balance, 6–114
  outstanding drafts, 11–7
  overview, 6–97
  posted codes, 6–99
  preventing, 6–95
  recurring vouchers, 7–25
  revising posted vouchers, 6–117
  selecting the data, 6–97
  starting from menu, 6–103
  starting from Voucher Journal Review, 6–103
  subsystem, 6–105

  transactions, 6–99
  understanding the post process, 6–97
  updating the batch status, 6–99
  updating the Line Extension Code field, 6–100
  updating the posted code, 6–99
  updating the tax file table, 6–99
  validating and error processing, 6–98
  verifying voucher post, 6–109
  voiding posted vouchers, 6–119
  vouchers, 6–103
  vouchers for batch processing, 16–13
Posting approved vouchers, Work With Batch Versions form, 6–106
Posting tax information, F–58
Posting using automated data selection, Work With Batches form, 6–108, 6–109
Posting using manual data selection, Criteria Design form, 6–108
Posting vouchers using manual data selection, Work With Batch Versions form, 6–107
Pre-note status, 5–33
Prepaid Vouchers, applying manual payments, 7–31
Prepayment Selection (P0411P), 7–32
Prepayment Voucher Entry (P0411), 7–28
Prepayments
  applying manual payments, 7–31
  closing out negative pay items, 7–32
  entering, 7–26
  entering prepaid vouchers, 7–28
  example, 7–26
Print sequences for payments, 8–13
Printing
  A/P “as of” reports, 13–11
  changes to controlled data, 8–42
  Open A/P Summary Reports, 12–3
Printing manual payments, 9–22
Printing netting reports, 12–25
Printing tax information, F–57
Printing the Netting – Aging report, 12–27
Printing the receivables and payables netting report, 12–26
Process Master (P98800), 6–13, 6–14
Processing
  batch vouchers, 16–29
  vouchers, 16–12
Processing errors, voucher batch processing, 16–30
Processing options
  “As Of” Open A/P Summary, 13–19
  A/P Annual Close, 13–24
  A/P Cash Forecasting, 15–4
  A/P Detail by Supplier with Remarks and Net Amounts (R04423A), 12–6
  A/P Manual Payments, 9–8
  A/P Payments – Contract Management, 8–26
  A/P Print Payments – Draft Format, 8–25
  A/P Print Payments – Standard Format, 8–23
  A/P Speed Status Change, 8–59, 8–66
  A/R – A/P Netting Report, 12–28
  Automatic Accounting Instructions, 3–31
  Batch Update for Multitiered A/R (R005142), 2–41
  Build A/R and A/P Netting File, 12–26
  Calculate Withholding, 8–51
  Cash Requirements Report, 8–56
  Create A/P Bank Tape – CTX Format, 8–25
  Create Payment Groups, 8–71
  Currency Detail – Aging Report, 12–15
  Currency Detail Report, 12–16
  Date File Generation, 13–13
  EDI Inbound 810 Edit/Create, G–10
  Euro Address Book Conversion – F0401, 17–9
  F0411 Interoperability Processing, E–15
  F0413 Interoperability Processing, E–15
  General Ledger Post Report, 6–112
  Open A/P Detail w/Foreign Currency Aging, 12–16
  Open A/P Detail with Aging, 13–14
  Open A/P Details with Aging (R04423B), 12–8
  Open A/P Summary Report, 12–5
  Payment Analysis Report, 8–88
  Payment Details Report, 12–20
  Post Outstanding Drafts, 11–8
  Purge Closed A/P Records, 17–4
  Recycle Recurring Vouchers, 7–24
  Speed Voucher Entry, 6–89
  Store & Forward Vouchers, 16–14
  Supplier Analysis Report, 12–22
  Supplier Master, 5–30
  Supplier Master MBF (P00100042), 5–31
  Supplier Payment Inquiry, 10–18
  supplier self service, 10–13

  - Supplier/Customer Totals by Account, 12–23
  - Tax Rates and Areas, 4–11
  - Unrealized Gains and Losses Report, 14–8
  - Update Approver/Category Code 7, 13–28
  - Update Store and Forward Records, 16–12
  - User Defined Codes, E–6
  - Void Payment Entry, 8–149
  - Voucher Batch Processor, 16–34
  - Voucher Detail Report, 7–10
  - Voucher Entry, 6–67
  - Voucher Entry MBF Processing Options, 6–78
  - Voucher JE Redistribution, 7–14
  - Voucher Journal Report, 6–124
  - Work with Payment Groups, 8–123
- Processing tax information, F–57
  - posting, F–58
  - printing, F–57
- Processing transaction information, 16–30
- Procurement integration with A/P system, 1–6
- Program IDs
  - P00071 (Work Day Calendar), 2–31
  - P0014 (Payment Terms Revisions), 2–14
  - P00145 (Advanced Payment Terms), 2–32
  - P00146 (Due Date Rules Revisions), 2–25
  - P00146 (Due Date Rules), 2–28
- Programs and IDs
  - *See also* specific program names
  - P0000 (Accounts Payable Constants), 2–4, 2–6, 2–10, 2–11, 2–12, 6–5, 6–11
  - P0002 (Next Numbers), 2–54, 2–55, 2–56
  - P0006 (Revise Single Business Unit), F–25
  - P0011 (Automatic Payment Review), 8–133, 8–134
  - P0011 (Review Payments), 9–25
  - P0011 (Voucher Journal Review), 6–106
    - approving vouchers, 6–95
    - posting using automated data selection, 6–108
    - posting using automated data selection and subsystem, 6–109
    - posting using manual data selection, 6–107
    - reviewing vouchers, 6–92
    - voiding a specific pay item, 6–122
    - voiding an entire voucher, 6–120
  - P0012 (Automatic Accounting Instructions)
    - copying an AAI, 3–30
    - reviewing and revising a single AAI, 3–24
    - reviewing and revising one or more AAIs, 3–27
    - setting up AAIs, 3–29
  - P00140 (Master Table Download), 16–8
  - P0022 (Tax Rules), 4–28, 4–30
  - P00241 (Batch Approval/Post Security Constants), 2–6, 2–7, 2–9
  - P00306 (Bank Account Information), 8–7
  - P0030A (Bank Account Cross Reference), 5–35, 5–38, 8–33
  - P0030B (Business Unit Information), 8–29
  - P0030G (Bank Account Information), 8–5
  - P01012 (Address Book Revisions)
    - deleting supplier records, 5–47
    - entering additional address book information, 5–9
    - manually assigning GeoCodes to a customer, F–27
    - manually assigning Geocodes to suppliers, F–26
  - P01012 (Address Book), 5–24
  - P01012 (Tax Authorities)
    - set up, 4–3
    - set up for withholding, 8–43
  - P012501 (Employee Queue Manager), 6–18
  - P012501 (Employee Work Center)
    - reviewing your workflow messages, 6–110
    - verifying batch approval, 6–20
  - P03B2002 (Standard Invoice Entry), F–39
  - P04012 (Supplier Master Information)
    - assigning a payment instrument to a supplier, 8–22
    - assigning bank accounts to suppliers, 5–28
    - entering additional address book information, 5–9
    - entering default G/L distribution, 5–19
    - entering information for 1099 reporting, 5–24
    - entering supplier address and mailing information, 5–4

  entering supplier master information, 5–14
  entering tax information, 5–21
  locating supplier records, 5–45
  reviewing pre-note status of a user defined record type, 5–42
  reviewing supplier balances online, 13–25
  revising supplier records, 5–46
  setting up a supplier for withholding, 8–45
P0410 (Automatic Payment Setup), 8–31
P0411 (Multi Company–Single Supplier), submitting a batch for approval, 6–16
P0411 (Multi Voucher–Multi Supplier), 7–42
  submitting a batch for approval, 6–16
P0411 (Multi Voucher–Single Supplier), 7–41
  submitting a batch for approval, 6–16
P0411 (Payment Without Voucher Match)
  enter manual payments (standard method), 9–15
  locating a manual payment, 9–23
P0411 (Prepayment Voucher Entry), 7–28
P0411 (Recurring Voucher Entry)
  canceling, 7–22
  reviewing online, 7–20
  revising, 7–21
P0411 (Standard Voucher Entry)
  adding or revising journal entry based on model, 6–86
  choosing a model for the journal entry, 6–85
  entering a debit memo, 6–57
  entering a recurring voucher, 7–18
  entering a split payment voucher, 6–54
  entering a voucher with discounts, 6–50, 6–51, 6–52
  entering a voucher with taxes, 6–58
  entering batch information, 6–6
  entering installment payments for a voucher, 6–56
  entering voucher information, 6–27
  exiting standard voucher entry out of balance, 6–40
  overriding a GeoCode on a voucher, F–40
  submitting a batch for approval, 6–16
P0411 (Supplier Ledger Inquiry)
  adding an attachment to the entire voucher, 6–47
  adding an attachment to the pay item of a voucher, 6–47
  copying a voucher, 6–45
  deleting unposted vouchers, 6–46
  locating a voucher, 6–41
  reviewing voucher detail information, 10–4
  reviewing voucher payment history, 10–8
  reviewing voucher summary information, 10–6
  reviewing vouchers in an as if currency, 10–7
  revising a posted voucher, 6–118
  revising an unposted voucher, 6–44
  voiding a specific pay item using Supplier Ledger Inquiry, 6–121
  voiding an entire voucher using Supplier Ledger Inquiry, 6–120
P0411 (Voucher Logging Entry), 7–6
P0411P (Prepayment Selection), 7–32
P0411S (Speed Status Change)
  approving a voucher for payment, 9–4
  paying a withheld amount to a supplier, 8–53
  paying a withheld amount to a tax authority, 8–52
  releasing or placing a voucher on hold, 8–65
  reviewing vouchers, 8–58
  revising an individual voucher, 8–60
  revising multiple vouchers, 8–62
  setting up an existing voucher for withholding, 8–46
  setting up many existing vouchers for withholding, 8–47
  splitting a payment, 8–63
P0411SV (Speed Payment Entry), 9–17
P0411SV (Speed Voucher Entry), 6–16, 6–87
P0411Z1 (Batch Voucher Revisions), 16–19, 16–21, 16–26, 16–27
P0411Z1 (Store and Forward Batch Voucher Revision), 16–9
  adding a voucher to a batch, 16–26
  correcting an unprocessed batch voucher, 16–27

  - reviewing individual batch vouchers, 16–22
- P0413M (Payment With Voucher Match)
  - applying manual payments to prepaid vouchers, 7–31
  - changing the amount of an unposted manual payment, 9–24
  - entering manual payments in an alternate currency, 9–21
  - entering payment information, 9–4
  - locating a manual payment, 9–23
  - printing a manual payment, 9–22
- P0413M (Supplier Payment Inquiry)
  - locating payments, 10–16
  - reviewing payment summary information, 10–17
  - reviewing payments, 10–16
- P0413M (Void Payment Entry), 8–146, 8–148, 9–29
- P0415 (Payment Sequence), 8–13
- P0417 (Payment Instrument Defaults), 8–17
- P0417M (Multiple Vendor Bank Account Types), 5–39
- P042002 (Voucher JE Redistribution), 7–11, 7–14
- P04260 (Draft Inquiry/Selection), 11–5
- P04413 (Open A/P Summary Report), 12–3, 13–13
- P04423 (Open A/P Detail Report), 12–6, 13–13
- P04427 (Open A/P with Foreign Amounts), 12–13
- P04428 (Voucher Detail Report), 7–9
- P0450 (Payee Control Review and Approval), 8–40
- P0457 (Copy Bank Tape File to Tape), 8–115, 8–116
- P04571 (Work with Payment Groups), 8–95, 8–97
  - excluding a debit memo (credit voucher), 8–97
  - removing a voucher pay item, 8–101
  - removing an entire payment group, 8–101
  - removing an unprocessed payment, 8–101
  - removing processed payments, 8–114
  - resetting payment processing, 8–111
  - reviewing a payment group, 8–88
  - reviewing payment and voucher information (write status), 8–92
  - reviewing payment information (update status), 8–95
  - reviewing payment summary information (write status), 8–94
  - revising control information for a payment group, 8–101
  - revising the value date of a payment, 8–99
  - updating the A/P ledger, 8–121
  - writing all payments in a payment group, 8–107
  - writing selected payments in a payment group, 8–109
- P0911 (Journal Entry), 6–84
- P1720 (Service Contract Detail), F–44
- P4008 (Tax Rate/Areas), 4–7
- P41026 (Item Branch/Plant), F–20
- P4210 (Sales Order Detail), F–41
- P4310 (Enter Purchase Orders), F–43
- P48201 (Service Order Entry), F–46
- P7306 (Constants), F–10, F–14
- P7307 (Non–Stock Product Categories), F–17
- P98305 (Batch Versions), 8–21, 17–6
- P983051 (Interactive Versions), 6–77
- P98800 (Process Master), 6–13, 6–14
- R00310 (Bank Account Exception Report), 8–36
- R00311A (Address Book Exception Report), 8–36
- R00410Z1P (Purge Store and Forward Vouchers), 16–39
- R0041Z1 (Update Transaction Control Record), 16–12
- R0041Z1P (Purge Store and Forward Vouchers), 16–13
- R01840 (Effective Address Update), F–23
- R03B450 (Reveivables/Payables Netting), 12–26
- R03B465 (Build Netting Report File), 12–25
- R03B466 (Netting – Aging Report), 12–27
- R04110Z (Batch Voucher Processor), 16–31
- R04110Z2 (Store and Forward Batch Voucher Process), 16–12, 16–31
- R0411Z1 (Voucher Upload), 16–11

R0411Z1P (Purge Batch Voucher Entries), 16–39
R04305 (Recurring Voucher Report), 7–20
R04311 (Manual Payment Journal Report), 9–26
R04424 (Payment Details), 12–19
R04425 (A/P Unrealized Gain/Loss Report), 14–7
R04431 (Cash Requirements Report), 8–55
R04505 (Payee Control Approval Report), 8–41
R0450P (A/P Payee Control File Purge), 8–42
R04520 (A/P Cash Forecasting Summarization), 15–3
R04570 (Create Payment Control Groups), 8–67
R04578 (Payment Analysis Report), 8–88
R04580 (Calculate Withholding), 8–48
R04601 (Suspected Duplicate Payments), 12–21
R04602 (Supplier Analysis), 12–22, 13–26
R047001A (A/P to G/L by Offset Account), 13–6
R04701 (A/P Original Document to G/L by Batch), 13–4
R04702A (A/P Payments to G/L by Batch), 13–5
R04800 (Purge Closed A/P Records), 17–3
R04802 (Update Approver/Category Code 7), 13–27
R04803 (Post Outstanding Drafts), 11–7
R048101 (Recycle Recurring Vouchers), 7–23
R04820A (Update YTD Voucher Amount), 13–21, 13–22
R04901 (Date File Generation), 13–11
R09313 (Payment Register), 12–20
R09450 (Supplier/Customer Totals by G/L Account), 12–22
R09801 (Post Manual Payments to G/L), 9–26
R09801 (Post Vouchers to G/L)
  posting all approved batches, 6–106
  posting batch vouchers, 16–33
  posting recurring vouchers, 7–25
  posting using automated data selection, 6–108
  posting using automated data selection and subsystem, 6–109
  posting using manual data selection, 6–107
  posting vouchers, 16–13
R730101 (Update Address Book Geocodes), F–23
Provincial sales tax. *See* PST taxes
Proximate date payment term, 2–17
PST taxes, 4–2
Purchase order voucher, redistributing, 7–14
Purge Batch Voucher Entries (R0411Z1P), 16–39
Purge Closed A/P Records, processing options, 17–4
Purge Closed A/P Records (R04800), 17–3
Purge Store and Forward Vouchers (R00410Z1P), 16–39
Purge Store and Forward Vouchers (R0041Z1P), 16–13
Purging
  A/P records, 17–3
  approved payee control records, 8–42
  Inbound EDI Vouchers, G–13
  Outbound EDI Payments, G–19
  processed batch vouchers, 16–13, 16–39
Purging data, E–19
PYEB (prior year–end balance), 6–24

Q

Quantum
  Sales and Use Tax, F–1
    AAIs, F–15
    activating logging, F–14
    assigning GeoCodes, F–21
    components, F–4
    constants, F–10
    interface considerations, F–6
    interface overview, F–3
    item tax information, F–19
    overriding GeoCodes, F–37
    overview, F–1
    posting tax information, F–57

    setup, F–9
    testing the quantum connection, F–12
  Vertex documentation, F–2

R

Receivables and Payables Netting report (P03450), 12–26
Receivables/Payables Netting (R03B450), 12–26
Recurring Voucher Entry (P0411)
  canceling, 7–22
  reviewing online, 7–20
  revising, 7–21
Recurring Voucher Report (R04305), 7–20
Recurring vouchers, the recycle process, 7–24
Recycle Recurring Vouchers, processing options, 7–24
Recycle Recurring Vouchers (R048101), 7–23
Redistributing a purchase order voucher, 7–14
Redistributing logged vouchers
  Enter Voucher - G/L Distribution form, 7–13
  Work With Voucher JE Redistribution form, 7–12
Releasing or placing a voucher on hold, Work with Speed Status Change form, 8–65
Releasing or placing multiple vouchers on hold, 8–65
  Work With AP Speed Release form, 8–65
Releasing vouchers, automatic payments, 8–65
Removing entire payment groups, Work With Payment Groups form, 8–101
Removing processed payments, 8–113
  Work With Payment Groups form, 8–114
Removing unprocessed payments
  Work With Payment Groups form, 8–101
  Work With Payment Group-Write Status form, 8–101
Removing voucher pay items, Work With Payment Groups form, 8–101
Reporting, 1–9
  withheld amounts, 8–53
Reports
  “as of” reports, 13–11
  A/P Voucher Journal, 6–123
  Address Book Exception, 8–36
  Bank Account Exception, 8–36
  Batch File Entry - Exceptions, 16–32
  Calculate Withholding Error, 8–50
  Calculate Withholding Status, 8–50
  Cash Requirements, 8–55
  differences between integrity and “as of”, 13–1
  General Ledger Post - Voucher Entry, 2–10
  General Ledger Post-Voucher Entry, 6–112
  integrity. *See* Integrity reports
  integrity reports, 13–3
  Manual Payment Journal, 9–26
  Netting – Aging, 12–27
  Open A/P Detail, 8–53, 13–13
  Open A/P Detail with Aging, 12–8
  Open A/P Detail with Remarks, 12–6
  Open A/P Summary, 13–13
  Open A/P with Foreign Amounts, 12–13
  Payment Analysis, 8–88
  Payment Detail, 12–19
  Payment Group Edit, 8–69
  Payment Register, 12–20
  Post Detail Error, 6–112
  printing voucher journal reports, 6–123
  Receivables and Payables Netting, 12–26
  Recurring Voucher report, 7–20
  setting up time intervals for aging, 2–12
  Supplier Analysis, 12–22
  Supplier Totals by G/L Account, 12–22
  Suspected Duplicate Payments, 12–21
  types of analytical reports, 12–19
  types of integrity reports, 13–3
  types of standard reports, 12–3
  Unrealized Gains/Losses, 14–7
  Voucher Detail, 7–9
  Voucher Journal, 6–123
Reset, return pay item to payment process, 8–86
Resetting payment processing, 8–111
  bank tape, 8–113
  Reset Payments form, 8–113, 8–114
  Work With Payment Groups form, 8–111
Review Payments (P0011), 9–25

Reviewing and approving controlled data changes to, 8–40
  Payee Control Approval form, 8–41
  Payee Control Details form, 8–41
Reviewing and changing status and detail for a tape table, Copy Bank Tape to Tape form, 8–115
Reviewing and revising a single AAI
  Set Up Single AAI Item form, 3–24
  Work With Automatic Accounting Instructions form, 3–24
Reviewing and revising one or more AAIs, Set Up Multiple AAI Items form, 3–27
Reviewing as if currency information, Supplier Ledger Inquiry form, 10–7
Reviewing automatic payments
  Payment Journal Review form, 8–133
  Work With Batches form, 8–133
Reviewing batch voucher information, Work With Store and Forward Vouchers form, 16–20
Reviewing batch vouchers, 16–19
Reviewing individual batch vouchers, Work With Store and Forward Vouchers form, 16–22
Reviewing payment and voucher information
  Payment Detail form, 8–93
  Work With Payment Detail form, 8–93
Reviewing payment groups
  Additional Selection Criteria form, 8–90
  Payment Group Detail form, 8–91
  Work With Payment Groups form, 8–89
Reviewing payment information (update status)
  Work With Payment Groups form, 8–95
  Work With Payment Group-Update Status form, 8–95
Reviewing payment summary information
  Payment Header Detail-Update Status form, 8–96
  Payment Header Detail-Write Status form, 8–94
  Payment Summary form, 10–17
  Work With Payment Groups form, 8–94, 8–96
  Work With Payments form, 10–17
Reviewing payments
  Enter Voucher - Payment Information form, 10–16
  Manual Payment Entry form, 10–16
  Work With Payments form, 10–16
Reviewing payments with a write status
  Work With Payment Groups form, 8–92
  Work With Payment Group-Write Status form, 8–92
Reviewing prepaid vouchers, 7–30
Reviewing record types, interoperability, E–5
Reviewing recurring vouchers
  Supplier Ledger Inquiry form, 7–20
  Work With Recurring Voucher History form, 7–20
Reviewing standard next numbers, Set Up Next Numbers by System form, 2–54
Reviewing supplier ledger information, Supplier Ledger Inquiry form, 10–3
Reviewing the pre-note status
  Review Multiple Bank Account Status form, 5–43
  Supplier Master Revision form, 5–42
  User-defined record type, 5–41
  Work With Supplier Master form, 5–42
Reviewing voucher detail information
  Enter Voucher - G/L Distribution form, 10–4
  Enter Voucher - Payment Information form, 10–4
  Supplier Ledger Inquiry form, 10–4
Reviewing voucher payment history, 10–8
  Supplier Ledger Inquiry form, 10–8
  Work With Pay Item History form, 10–8
Reviewing voucher summary information
  Supplier Ledger Inquiry form, 10–6
  Voucher Summary form, 10–6
Reviewing vouchers
  Voucher Entry Journal Review form, 6–92
  Work With Batches form, 6–92
  Work with Speed Status Change form, 8–58
Reviewing YTD Voucher Amounts, Additional Supplier Information form, 13–25
Reviewing YTD voucher amounts, 13–25
Revise Payment Terms form, 2–15
Revise Single Business Unit (P0006), F–25
Revising a posted voucher
  Enter Voucher - Payment Information form, 6–118

  Enter Vouchers - G/L Distribution from, 6–118
  Supplier Ledger Inquiry form, 6–118
Revising an individual voucher
  Update Single Pay Item form, 8–60
  Work With AP Speed Release form, 8–60
Revising an unposted voucher, Supplier Ledger Inquiry form, 6–44
Revising Batch Vouchers, 16–25
Revising batches to post out of balance, 6–114
Revising control information for payment groups
  Revise Payment Group Controls form, 8–102
  Work With Payment Groups form, 8–102
Revising multiple vouchers
  Global Updates form, 8–62
  Work wIth Speed Status Change form, 8–62
Revising processing options for payment formats, Work With Versions form, 8–21
Revising recurring vouchers, Supplier Ledger Inquiry form, 7–21
Revising supplier records, Work With Supplier Master form, 5–46
Revising the value date of payments
  Revise Payment Value Date form, 8–99
  Work With Payment Groups form, 8–99

S

Sales Order Detail (P4210), F–41
Sales taxes. *See* Tax setup
Selecting a batch approval version, Work With Processes form, 6–13
Self Service (Supplier), 10–13
Sending transactions from OneWorld, E–13, E–14
Sending transactions to external systems, E–13, E–14
Service Contract Detail (P1720), F–44
Service Order Entry (P48201), F–46
Setting up a manager
  Process Relationship form, 6–14
  Work With Processes form, 6–14
Setting up a print sequence for payments
  Set Up Payment Sequence form, 8–13
  Work With Payment Sequences form, 8–13
Setting up a tax authority for withholding
  Address Book Revisions form, 8–44
  Work With Address form, 8–44
Setting up AAIs for 1099s, 3–19
Setting Up AAIs for A/P, 3–1
  overview, 3–1
Setting up AAIs for Quantum, F–15
Setting up bank account cross-references
  Set Up Bank Accounts By Address form, 8–33
  Work With Bank Accounts by Address form, 8–33
Setting up bank account information for payments, Set Up G/L Bank Account form, 8–5
Setting up bank information for bank tapes, Revise Bank Information form, 8–7
Setting up calculation rules for A/P, Work With Tax Rules form, 4–31
Setting up company names to print on payments, Work With A/P Payment Company Information form, 8–31
Setting up data export controls, E–7, E–8
Setting up existing vouchers for withholding, Update Single Pay Item form, 8–46
Setting up installment payments, 2–34
Setting up many existing vouchers for withholding
  Global Updates form, 8–47
  Work with Speed Status Change form, 8–47
Setting up multiple bank accounts for suppliers, 5–33
Setting up next numbers, Work With Next Numbers form, 2–53
Setting up payment information by business unit
  Set Up Business Unit Payment Information form, 8–29
  Work With Business Unit Payment Information form, 8–29
Setting up suppliers for withholding, Tax Information form, 8–45

Setting up tax rates and areas, Work With Tax Rate/Areas form, 4–7
Setting up tax rules by company, 4–25
Setting up the J.D. Edwards/Quantum interface, F–9
  AAIs, F–15
  activating Quantum constants, F–10
  item tax information, F–19
Setting up tolerances for A/P
  Tax Rules Revisions form, 4–28
  Work With Tax Rules form, 4–28
Setup
  See also System setup
  AAIs, 3–29
  bank account cross–references, 8–33
  bank account information for A/P, 8–5
  constants for A/P, 2–3
  due date rules, 2–22, 2–25
  installment payments, 6–55
  multitiered discounts, 2–38
  next numbers, 2–53
  payment information, 8–29
  payment instruments, 8–17
  payment term codes, 2–32
  payment terms, 2–13
  print sequence for payments, 8–13
  suppliers for withholding, 8–45
  tax authorities, 4–3
  tax authorities for withholding, 8–44
  tax rates and areas, 4–7
  withholding taxes, 8–43
  work day calendars, 2–29
Simulator, due date rules, 2–28
Special handling codes, 2–47
Speed Payment Entry (P0411SV), 9–17
Speed Status Change (P0411S)
  approving a voucher for payment, 9–4
  paying a withheld amount to a supplier, 8–53
  paying a withheld amount to a tax authority, 8–52
  releasing or placing a voucher on hold, 8–65
  reviewing vouchers, 8–58
  revising an individual voucher, 8–60
  revising multiple vouchers, 8–62
  setting up an existing voucher for withholding, 8–46
  setting up many existing vouchers for withholding, 8–47
  splitting a payment, 8–63
Speed Voucher Entry, processing options, 6–89
Speed Voucher Entry (P0411SV), 6–16
  entering, 6–87
  exiting out of balance, 6–89
Split payment term, 2–18
Split payment terms setup, 2–19
Split Payments form, 8–98
Splitting
  payments, 8–63
  voucher payments, 6–53
Splitting payments
  Split Payments form, 8–63
  Work With Payment Detail form, 8–98
  Work With Payment Groups form, 8–98
  Work with Speed Status Change form, 8–63
Standard Invoice Entry (P03B2002), F–39
Standard Voucher Entry (P0411)
  adding or revising journal entry based on model, 6–86
  choosing a model for the journal entry, 6–85
  entering a debit memo, 6–57
  entering a recurring voucher, 7–18
  entering a split payment voucher, 6–54
  entering a voucher with discounts, 6–50, 6–51, 6–52
  entering a voucher with taxes, 6–58
  entering batch information, 6–6
  entering installment payments for a voucher, 6–56
  entering voucher information, 6–27
  exiting standard voucher entry of balance, 6–40
  overriding a GeoCode on a voucher, F–40
  submitting a batch for approval, 6–16
Standard vouchers, working with, 6–25
Store & Forward Vouchers, processing options, 16–14
Store and Forward Batch Voucher Process (R04110Z2), 16–12, 16–31
Store and Forward Batch Voucher Revision (P0411Z1), 16–9
  adding a voucher to a batch, 16–26
  correcting an unprocessed batch voucher, 16–27

  reviewing individual batch vouchers, 16–22
Submitting vouchers for batch processing, 16–31
Subsystem, posting, 6–103, 6–105
Supplier, pre-note status, 5–41
Supplier Analysis (R04602), 12–22, 13–26
Supplier Analysis Report, processing options, 12–22
Supplier Analysis report, 12–22
Supplier information, overview, 5–1
Supplier ledger information, 10–1
  reviewing, 10–3
Supplier Ledger Inquiry (P0411)
  adding an attachment to the entire voucher, 6–47
  adding an attachment to the pay item of a voucher, 6–47
  copying a voucher, 6–45
  deleting unposted vouchers, 6–46
  locating a voucher, 6–41
  reviewing voucher detail information, 10–4
  reviewing voucher payment history, 10–8
  reviewing voucher summary information, 10–6
  reviewing vouchers in an as if currency, 10–7
  revising a posted voucher, 6–118
  revising an uposted voucher, 6–44
  voiding a specific pay item using Supplier Ledger Inquiry, 6–121
  voiding an entire voucher using Supplier Ledger Inquiry, 6–120
Supplier management, 1–7
Supplier Master, processing options, 5–30
Supplier Master Information, MBF processing options, 5–31
Supplier Master Information (P04012)
  assigning a payment instrument to a supplier, 8–22
  assigning bank accounts to suppliers, 5–28
  entering additional address book information, 5–9
  entering default G/L distribution, 5–19
  entering information for 1099 reporting, 5–24
  entering supplier address and mailing information, 5–4
  entering supplier master information, 5–14
  entering tax information, 5–21
  locating supplier records, 5–45
  reviewing pre-note status of user defined record type, 5–42
  reviewing supplier balances online, 13–25
  revising supplier records, 5–46
  setting up a supplier for withholding, 8–45
Supplier Master MBF (P0100043), processing options, 5–31
Supplier Master table (F0401), 1–15
Supplier payment information, 10–1
  reviewing, 10–15
Supplier Payment Inquiry, processing options, 10–18
Supplier Payment Inquiry (P0413M)
  locating payments, 10–16
  reviewing payment summary information, 10–17
  reviewing payments, 10–16
Supplier records
  entering, 5–3
  locating, 5–45
  withholding. *See* Withholding taxes
  working with, 5–45
  year-to-date voucher amounts, 13–25
Supplier Self Service, 10–13
Supplier Totals by G/L Account report, 12–22
Supplier/Customer Totals by Account, processing options, 12–23
Supplier/Customer Totals by G/L Account (R09450), 12–22
Suppliers
  converting address book amounts, 17–5
  converting currency codes, 17–5
Suspected Duplicate Payments (R04601), 12–21
Suspected Duplicate Payments report, 12–21
Suspense accounts, vouchers, 3–12
System
  features, 1–7
  flow, 1–12
  integration, 1–6
  tables, 1–14
  tables and descriptions overview, 1–15

System setup, 2–1
  AAIs for A/P, 3–9
  constants, 2–3
  next numbers, 2–53
  overview, 2–1
  payment terms, 2–13
  user defined codes for A/P, 2–43

T

Table IDs
  F0011 - Batch Control Records, 1–15, 6–5
  F0013 - Currency Codes, B–1
  F0015 - Currency Exchange Rates, 6–61
  F0018 - Sales/Use/V.A.T. File table, 6–99
  F0030 - Bank Transit Number Master, 5–3, 5–34, 8–33, 8–36, 8–38
  F0032 - Cash Summarization, 15–3
  F0101 - Address Book Master, 1–15, 5–3, 8–38
  F0111 - Address Book - Who's Who, 8–38
  F0111 - Who's Who, 5–3
  F0115 - Telephone Number, 5–3
  F0116 - Address by Date, 5–3
  F03465 – A/R and A/P Netting Workfile, 12–25
  F0401 - Supplier Master, 1–15, 5–3, 5–41
  F0401M - Multiple Vendor Bank Account Status, 5–34, 5–42
  F0411 - A/P Ledger, 1–15, 6–39, 8–38, A–1
  F0411A - As Of A/P Ledger workfile, 13–11
  F0411AJC - A/P Report Join, 13–13
  F0411P - Purge - A/P Ledger, 17–3
  F0411Z1 - Voucher Transaction - Batch, 16–17
  F0411Z1 - Voucher Transactions - Batch, 16–19
  F0411Z1 - Voucher Transactions Batch, 16–25, 16–32
  F0413 - A/P Matching Document, 1–15
  F0413A - As Of A/P Matching Document workfile, 13–11
  F0413P - Purge - A/P Matching Document, 17–3
  F0414 - A/P Matching Document Detail, 1–15
  F0414A - As Of A/P Matching Document Detail workfile, 13–11
  F0414P - Purge - A/P Matching Document Detail, 17–3
  F0417M - Multiple Vendor Bank Account Types, 5–34
  F0450 - Payee Control, 8–38, 8–40, 8–42
  F045143 - 1099 A/P Workfile, 2–48
  F04571 - A/P Payment Control Group, 8–68
  F04572 - A/P Payment Header, 8–68
  F04573 - A/P Payment Detail, 8–68
  F0902 - Account Balances, 1–16
  F0911 - Account Ledger, 1–16, 16–32
  F0911 - Accounts Ledger, 6–39
  F0911Z1 - Journal Entry Transactions - Batch, 16–17, 16–19, 16–25
  F0911Z1T - Journal Entry Transactions - Batch Tag File, 16–19, 16–25
Tables
  descriptions and contents of, 1–15
  F47041 (EDI Invoice Header – Inbound), G–5
  F47042 (EDI Invoice Detail), G–5
  F47044 (EDI Invoice Summary - Inbound), G–5
  Type of Return (04/TR), 2–49
  used by A/P system, 1–14
Tax authorities, 4–3
Tax Authorities (P01012)
  set up, 4–3
  set up for withholding, 8–43
Tax calculations, 4–14
  sales tax, 4–14
  use tax, 4–15
  VAT, 4–15
  VAT and sales tax, 4–16
  VAT and use tax, 4–17
Tax explanation codes, 2–47, 4–13
Tax Rate/Areas (P4008), 4–7
Tax Rates and Areas, processing options, 4–11
Tax rates and areas, 4–7
Tax Rules (P0022)
  setting up calculation rules for A/P, 4–30
  setting up tolerance information for A/P, 4–28

Tax setup
  AAIs for payables taxes, 3–14
  AAIs for taxes, 4–19
  calculation of taxes, 4–14
  calculation rules examples, 4–25
  overview, 4–1
  sales tax codes, 4–22
  setting up calculation rules, 4–31
  setting up rules by company, 4–25
  setting up tax authorities, 4–3
  setting up tax rates and areas, 4–7
  tax-exempt tax codes, 4–24
  types of tax explanation codes, 4–13
  use tax codes, 4–21
  value-added tax codes, 4–20
  VAT plus sales tax codes, 4–23
  VAT plus use tax codes, 4–22
tax structures, 1–8
Taxes
  See also Tax setup
  calculating withholding, 8–48
  different types, 4–1
  entering supplier tax information, 5–21
  entering vouchers with taxes, 6–57
  paying withholding taxes to a supplier, 8–51
  paying withholding taxes to a tax authority, 8–51, 8–53
  sales taxes, 4–1
  setting up a supplier for withholding, 8–45
  Setting up tax authorities, 4–3
  setting up tax authorities, 8–44
  setup, 8–43
  supplier withholding taxes, 8–43
  tax calculation codes, 2–47
  withholding. *See* Withholding taxes
  withholding taxes reports, 8–50
Terms, payment. *See* Payment terms
Testing the Quantum Connection, F–12
Three-tier process
  entering vouchers, 6–3
  posting, 6–4
  reviewing and approving, 6–3
Transaction information, processing, 16–30

U

Undo, remove pay item from payment group, 8–86
Unrealized Gains and Losses Report, processing options, 14–8
Update, payment group status, 8–85
Update Address Book Geocodes (R730101), F–23
Update Approver/Category Code 7, processing options, 13–28
Update Approver/Category Code 7 (R04802), 13–27
Update Store and Forward Records, processing options, 16–12
Update Transaction Control Record (R0041Z1), 16–12
Update YTD Voucher Amount (R04820A), 13–21, 13–22
Updating, YTD voucher amounts, 13–22
Updating A/P ledger from address book, 13–27
Updating the A/P ledger, Work With Payment Groups form, 8–121
Updating transaction control records, 16–12
Uploading, vouchers to the server, 16–10
Use taxes, 4–2
User Defined Codes, processing options, E–6
User Defined Codes (P0004A)
  1099 processing (01/07 and 04/TR), 2–48
  bank type codes (00/BT), 2–51
  check translation (98/CT), 2–46
  document types (00/DV and 00/DT), 2–43
  draft processing codes, 2–48
  payment instruments (00/PY), 2–45
  payment status (00/PS), 2–45
  special handling (00/HC), 2–47
  tax explanation (00/EX), 2–47
User defined record types, 5–37
  assigning relationships between G/L account and payment instrument, 5–38
  reviewing the pre-note status, 5–41

V

Value dates, 8–99

Value-added taxes. *See* VAT taxes
VAT taxes, 4–2
  tax codes, 4–20
  VAT plus sales tax codes, 4–23
  VAT plus use tax codes, 4–22
Vendor. *See* Supplier
Vendor Record Type, 5–37
Verifying bank account cross-references, 8–35
Verifying batch approval, Work Center form, 6–20
Verifying batch voucher information, 16–32
Vertex. *See* Quantum
Void Payment Entry, processing options, 8–149
Void Payment Entry (P0413M), 8–146, 8–148, 9–29
Voiding automatic payments
  Void Payment form, 8–146
  Work With Payments form, 8–146
Voiding automatic payments and their vouchers
  Void Payment form, 8–149
  Work With Payments form, 8–149
Voiding manual payments, 9–24
  Work With Payments form, 9–29
Voiding posted vouchers, Supplier Ledger Inquiry form, 6–120, 6–121
Voucher batch processing, processing errors, 16–30
Voucher Batch Processor, processing options, 16–34
Voucher Detail Report, processing options, 7–10
Voucher Detail report, 7–9
Voucher Detail Report (P04428), 7–9
Voucher document type codes, 2–44
Voucher Entry, processing options, 6–67
Voucher Entry MBF Processing Options, processing options, 6–78
Voucher JE Redistribution, processing options, 7–14
Voucher JE Redistribution (P042002), 7–11, 7–14
Voucher Journal Report, processing options, 6–124
Voucher Journal Review (P0011)
  approving vouchers, 6–95
  posting all approved batches, 6–106
  posting using automated data selection, 6–108
  posting using automated data selection and subsystem, 6–109
  posting using manual data selection, 6–107
  reviewing vouchers, 6–92
  voiding a specific pay item, 6–122
  voiding an entire voucher, 6–120
Voucher Logging Entry (P0411), 7–6
Voucher Transaction - Batch table (F0411Z1), 16–17
Voucher Transactions - Batch File table (F0411Z1), D–2
  discounts, D–7
  ignored fields, D–28
  multicurrency, D–13
  optional fields, D–21
  payment processing, D–20
  reserved fields, D–30
  tax information, D–10
Voucher Upload (R0411Z1), 16–11
Creating, vouchers to store and forward, 16–8
Vouchers
  about the post process, 6–97
  adding attachments to vouchers, 6–46
  adding vouchers to batches, 16–26
  approving, 6–94
  approving batches, 6–17
  based on a model journal entry, 6–85
  batch approval using workflow, 6–11
  batch control, 6–5
  batch headers, 6–118
  canceling recurring, 7–22
  changing a posted voucher with taxes, 6–118
  changing pay items, 6–43
  changing voucher amounts, 6–44
  copying, 6–44
  correcting batch vouchers, 16–33
  correcting unprocessed batch vouchers, 16–27
  correcting YTD voucher amounts, 13–21
  creating model journal entries, 6–84
  creating payment groups, 8–67
  deleting unposted, 6–45
  downloading to PC, 16–7
  entering debit memos, 6–57

  - entering manual payments with existing vouchers, 9–3
  - entering manual payments without existing vouchers, 9–14
  - entering multicurrency vouchers, 6–61
  - entering multiple vouchers, 7–40
  - entering other types of vouchers, 6–49
  - entering prepaid vouchers, 7–28
  - entering recurring vouchers, 7–18
  - entering speed vouchers, 6–87
  - entering split payment vouchers, 6–53
  - entering standard vouchers, 6–26
  - entering vouchers for multiple companies, 7–36
  - entering vouchers with discounts, 6–49
  - entering with a preliminary account, 7–3
  - exiting out of balance, 6–39
  - grouping for automatic payments, 8–67
  - locating, 6–41
  - logged, 7–1
  - multicurrency, 6–61
  - multiple companies, 7–2, 7–36
  - multiple suppliers, 7–2, 7–42
  - other types of entry methods, 7–1
  - paying unposted vouchers, 6–43
  - posting, 6–103
  - posting recurring vouchers, 7–25
  - preparing for automatic payments, 8–55
  - prepayments, 7–2
  - processing vouchers, 6–1
  - recurring, 7–1, 7–16, 7–18
  - recurring voucher reports, 7–20
  - recurring vouchers. *See* Recurring vouchers
  - recycling recurring vouchers, 7–23
  - redistributing logged vouchers, 7–11
  - reviewing, 6–91
  - reviewing and approving, 6–91
  - reviewing detail information, 10–4
  - reviewing payment history, 10–8
  - reviewing prepaid, 7–30
  - reviewing recurring vouchers, 7–19
  - reviewing summary information, 10–6
  - reviewing vouchers for payment, 8–57
  - revising and voiding posted vouchers, 6–117
  - revising logged vouchers, 7–8
  - revising posted vouchers, 6–117
  - revising recurring vouchers, 7–21
  - revising unposted, 6–43
  - revising vouchers for automatic payments, 8–60
  - setting up withholding, 8–43
  - splitting payments, 6–53
  - standard vs. speed entry, 6–3
  - supplier self service, 10–13
  - updating YTD amounts for suppliers, 13–22
  - verifying batch approval, 6–20
  - verifying voucher posts, 6–109
  - voiding posted vouchers, 6–119
  - voucher journal entry based on a model, 6–85
  - with taxes, 6–57
  - working with standard, 6–25
  - year-to-date amounts for suppliers, 13–25

W

- WACO (way after cut off), 6–24
- Warning and error messages, G/L date warnings, 6–23
- Who’s Who form, 5–24
- Withholding taxes, 8–43
  - calculating, 8–48
  - paying to a supplier, 8–51
  - paying to a tax authority, 8–51, 8–53
  - setting up suppliers, 8–45
  - setting up tax authorities, 8–44
- Work Center form, 6–110
- Work Day Calendar Revisions form, 2–31
- Work day calendars, 2–29
- Work With Advanced Payment Terms form, 2–32
- Work With Customer Ledger Inquiry form, 6–63
- Work With Data Export Controls form, E–7, E–8
- Work With Due Date Rules form, 2–28
- Work With Flat File Cross-Reference form, E–12
- Work with Payment Groups, processing options, 8–123
- Work with Payment Groups (P04571), 8–95, 8–97
  - excluding a debit memo (credit voucher), 8–97
  - removing a voucher pay item, 8–101

  - removing an entire payment group, 8–101
  - removing an unprocessed payment, 8–101
  - removing processed payments, 8–114
  - resetting payment processing, 8–111
  - reviewing a payment group, 8–88
  - reviewing payment and voucher information (write status), 8–92
  - reviewing payment information (update status), 8–95
  - reviewing payment summary information (write status), 8–94
  - revising control information for a payment group, 8–101
  - revising the value date of a payment, 8–99
  - updating the A/P ledger, 8–121
  - writing all payments in a payment group, 8–107
  - writing selected payments in a payment group, 8–109
- Work With Payment Terms form, 2–14
- Work With Work Day Calendar form, 2–31
- Workflow messages
  - posting errors and other messages, 6–110
  - reviewing, 6–110
- Working with AAIs, 3–23
- Working with advanced payment terms, 2–22
- Working with Quantum taxes, F–37
- Working with standard vouchers, 6–25
- Write, payment group status, 8–85
- Writing, automatic payments, 8–105
- Writing all payments in a payment group
  - Revise Payment Group Controls form, 8–107
  - Work With Payment Groups form, 8–107
  - Write Payments form, 8–108
- Writing selected payments in a payment group, Work With Payment Groups form, 8–109

Y

- Year-end procedures, 13–21
- Year-to-date voucher amounts, 13–21