

PeopleSoft®

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EnterpriseOne JDE5  
Global Solutions Japan  
PeopleBook

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**May 2002**



EnterpriseOne JDE5  
Global Solutions Japan PeopleBook  
SKU JDE5EJP0502

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# Setup

## System Setup

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

### Setting Up Your System for Localization

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

### Setting Up User Display Preferences

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

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

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

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

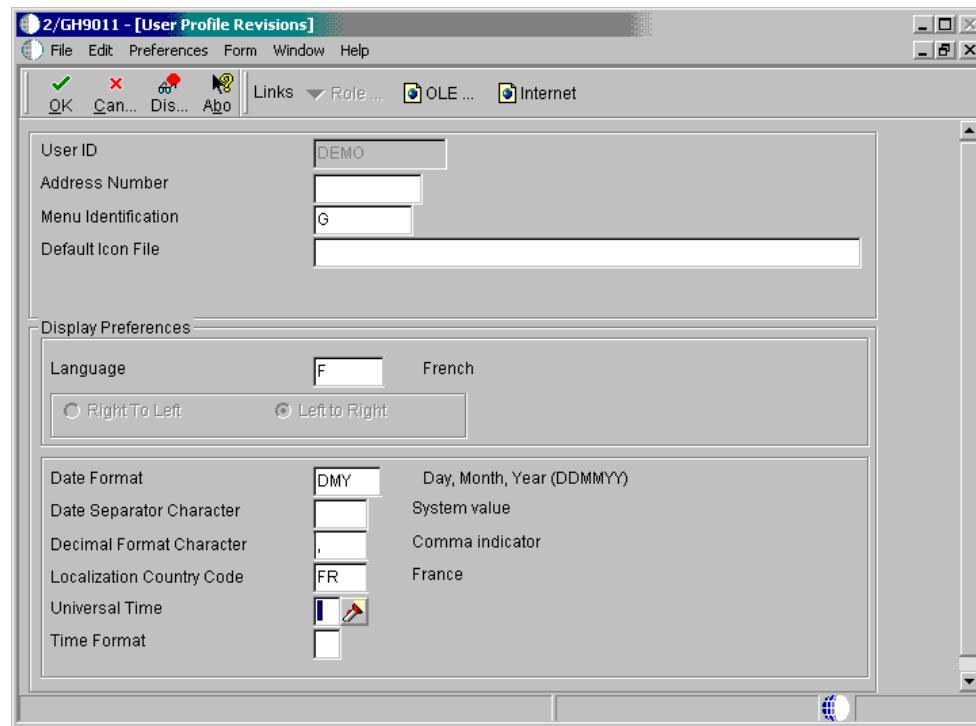
---

#### ► To set up user display preferences

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

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



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

- Localization Country Code

4. Complete the following optional fields:

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

5. Click OK.

#### See Also

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

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

---

##### Processing

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

##### Processing Con

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

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

##### Group

##### Fast Path

---

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

---

## Setting Up User Defined Codes

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

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### Caution

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

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### See Also

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

### Document Type - Invoices Only (00/DI)

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

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

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

### **Document Type - All Documents (00/DT)**

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

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

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

### **Payment Instrument (00/PY)**

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

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

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

For Japan, set up the following user defined codes:

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

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#### **Note**

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

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### **Address Book - Language (01/LP)**

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

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

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

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

- P04573 (Auto Payment Detail)
- R04573JP (Japan Bank Paper Transfer)

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

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

- P04574 - print dbt statement - standard

### **Print/Tape Program - Payments (04/PP)**

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

- R04572JP (Create A/P Bank Tape - Japan)
- R04572N (Print Automatic Payments – Draft Format)

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

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

- R04576JP (A/P Auto Payment Register – Japan)
- R04576N (A/P Auto Payment Register – Drafts)

### **Invoice Type - Japan (75/IC)**

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

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

### **Draft Status Code (75/PS)**

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

- # - Selected
- D - Received
- G - Remitted
- P - Paid (discounted drafts)
- R - Updated (discounted drafts)

### **Receipt Type - Japan (75/RE)**

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

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

### **Bank Transfer Type (75/TT)**

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

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

### **Withholding Tax Category (75/WT)**

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

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

## **Setting Up Country Constants for Address Book**

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

For more information, review the following:

- Overview

To review predefined formats, see the following:

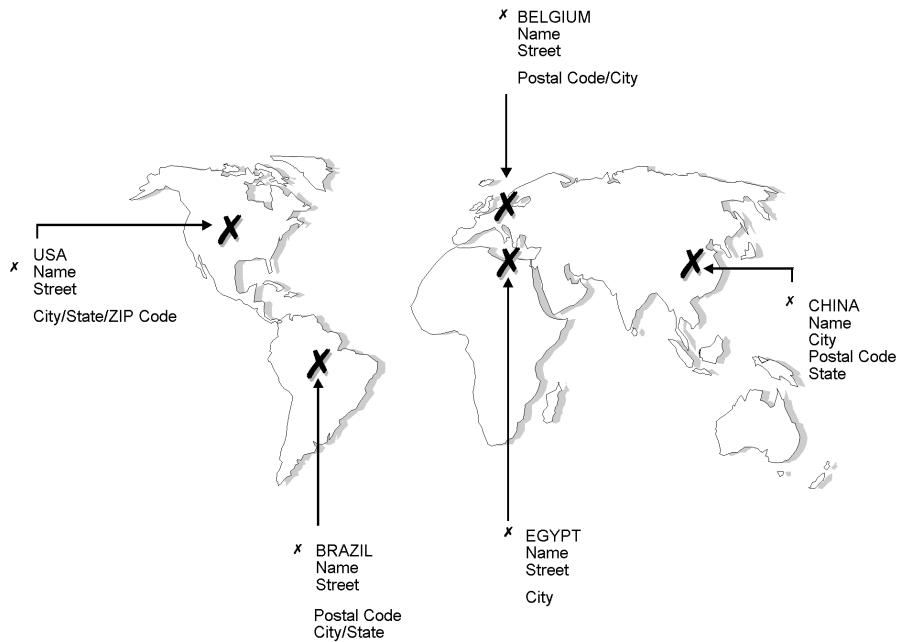
- Predefined Mailing Formats

To set up country constants for address book, follow this procedure:

- To set up country constants

### **Overview of Setting Up Country Constants for Address Book**

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



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

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

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

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

If you set up an address format ID to include any of the above items, all address book records that use that address format ID include the items that you specify. For example, you assign address format ID 08 to both Brazil and Mexico. You want your Brazil address records to contain an attention line. On the Set Up Country Constants form, you set up address format ID 08 to include the attention line information, such as attention abbreviation, attention name placement, and title location. When you print reports and labels for your Brazilian and Mexican addresses and any other country that uses address format ID 08, the attention information will appear. To set up attention information for Brazil only, you remove the Brazil

entry for format address ID 08 and associate Brazil's country code (BR) to an address format ID that you are not using for another country (for example, address format ID 14).

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

---

### **Caution**

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

---

### **See Also**

- User Defined Codes in OneWorld Foundation*

### **Predefined Mailing Formats**

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

#### **Format 01**

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

#### **Format 02**

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

#### **Format 03**

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

#### **Format 04**

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

#### **Format 05**

- Mailing Name
- Address Block
- City
- State

- Country
- Format 06**
- Mailing Name
  - Address Block
  - Postal Code/State/City
  - Country
- Format 07**
- Mailing Name
  - Address Block
  - City
  - Country
- Format 08**
- Mailing Name
  - Address Block
  - Postal Code/City/State
  - Country
- Format 09**
- Mailing Name
  - Address Block
  - City/State
  - Postal Code
- Format 10**
- Mailing Name
  - Address Block
  - City/Postal Code
  - Country
- Format 11**
- Mailing Name
  - Postal Code/City
  - Address Block
  - Country
- Format 12**
- Mailing Name
  - Address Block
  - City/State
  - Postal Code
  - Country
- Format 13**
- Postal Code
  - Mailing Name
  - Address Block
  - Country
- Format 14**
- Mailing Name
  - Address Block
  - City
  - County
  - Postal Code
  - Country
- Format 15**
- Postal Code

- Address Block
- Mailing Name
- Country

#### **Format 16**

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

#### **Before You Begin**

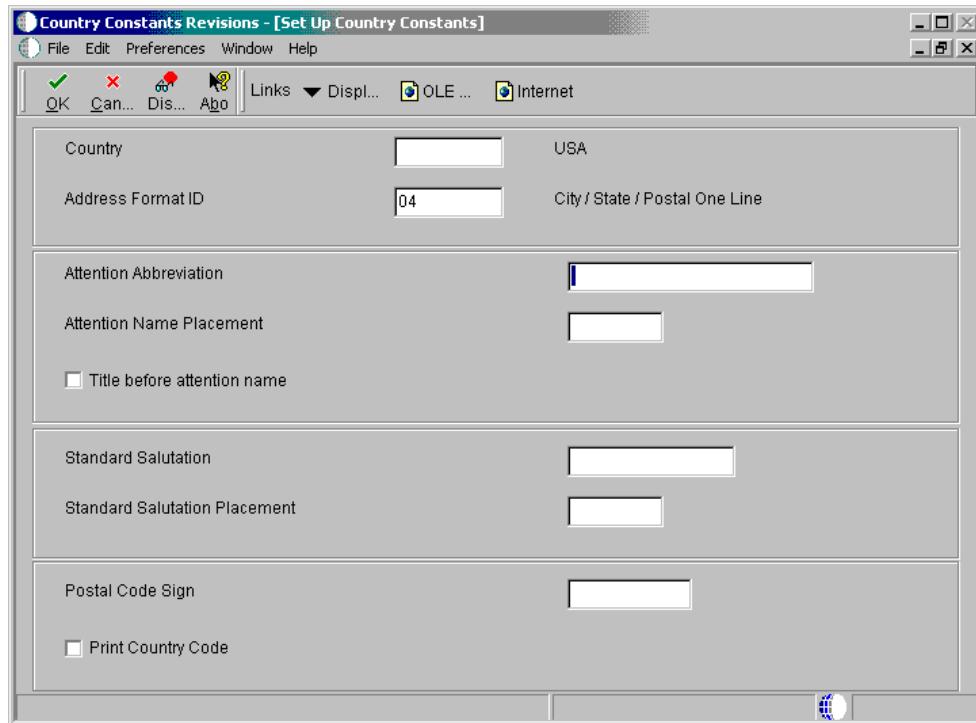
- Define country codes in UDC Country Codes (00/CN). If you need to assign more than one address format ID for a country, define a second country code in UDC 00/CN.

#### **► To set up country constants**

---

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

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



3. On Set Up Country Constants, complete the following field to create a country code:

- Country

4. Complete the following field:

- Address Format ID

5. Complete the following optional fields:

- Attention Abbreviation
- Attention Name Placement
- Title before attention name
- Standard Salutation
- Standard Salutation Placement
- Postal Code Sign
- Print Country Code

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

6. Click OK.

## **Setting Up Country Constants for Japan**

Before you can use the Japan-specific programs in OneWorld, you must set up the Country Constants.

---

### **► To set up Country Constants for Japan**

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

**Country Constants Revisions - [Work With Country Constants]**

Country Code	Description	Address Format ID	Address Format Description
FI	Finland	01	Postal Code / City - No State
FR	France	01	Postal Code / City - No State
GB	United Kingdom	10	City / Postal Code - No State
IE	Ireland	01	Postal Code / City - No State
IT	Italy	08	Postal / City / State One Line
JP	Japan	15	Mailing Name Last
MX	Mexico	08	Postal / City / State One Line
NL	Netherlands	01	Postal Code / City - No State
NO	Norway	01	Postal Code / City - No State
NZ	New Zealand	10	City / Postal Code - No State
PE	Peru	10	City / Postal Code - No State
SE	Sweden	01	Postal Code / City - No State
SG	Singapore	10	City / Postal Code - No State
TW	Taiwan	10	City / Postal Code - No State
US	United States	04	City / State / Postal One Line
VE	Venezuela	10	City / Postal Code - No State

1. On Work With Country Constants, locate the Japan country code (JP) and click Select.

**Country Constants Revisions - [Set Up Country Constants]**

Country	JP	Japan
Address Format ID	15	Mailing Name Last
Attention Abbreviation	<input type="text"/>	
Attention Name Placement	<input type="text"/>	
<input type="checkbox"/> Title before attention name		
Standard Salutation	<input type="text"/>	
Standard Salutation Placement	<input type="text"/>	
Postal Code Sign	<input type="text"/>	
<input type="checkbox"/> Print Country Code		

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

## Setting Up Currency Codes

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

After you set up your currency codes, you assign them to:

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

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

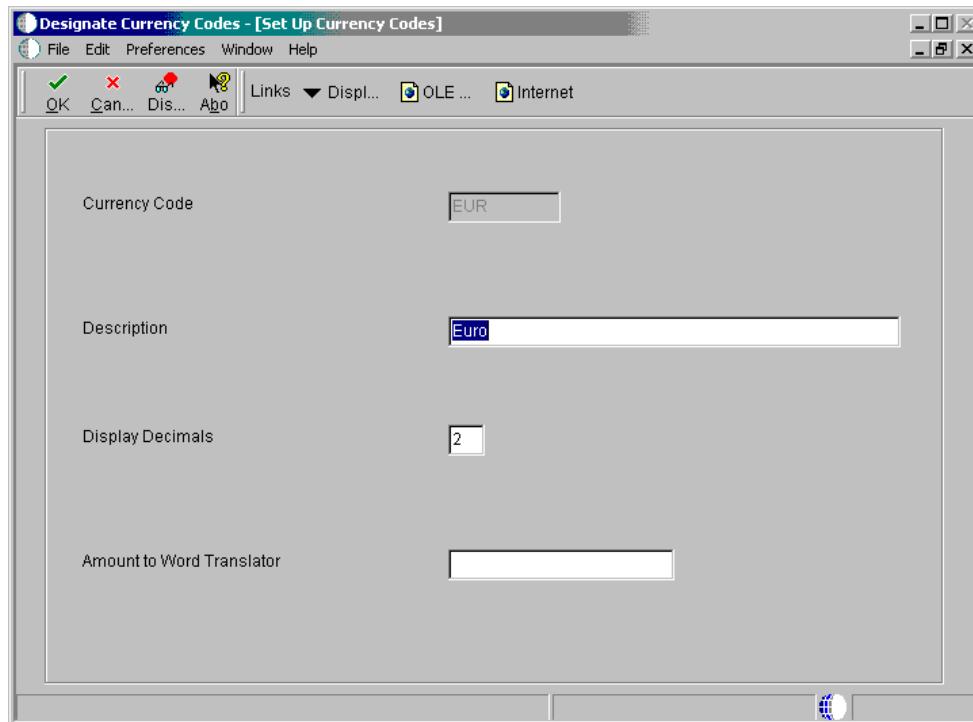
The currency codes that are provided with the J.D. Edwards demo data are recognized by the International Standards Organization (ISO).

### ► To set up currency codes

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

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



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

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

---

**Caution**

After you define the number of decimals (Display Decimals field) for a currency, do not change it. If you change it, transactions that are already processed will be adversely affected.

---

### How Currency Decimals Are Handled

The number of decimal positions that the system displays for an amount varies depending on the type of ledger used in the transaction and the currency code. Review the following table to determine how the system handles decimals in a multicurrency environment.

Decimals for amounts that appear without a company number	Controlled by the value of the Display Decimals field (CDED) in the Data Dictionary for the amount fields used.
Decimals for amounts in unit ledgers (ledger types ending in U)	Controlled by the value of the Display Decimals field (CDED) in the Data Dictionary for the amount fields used.
Decimals for transaction amounts in ledger type CA (foreign currency) Post Account Balances by Currency: On	Controlled by the transaction currency code. The number of decimals for a currency is defined in the Currency Codes table (F0013).
Decimals for transaction amounts in ledger type AA (domestic currency)	Controlled by the base (company) currency code. The number of decimals for a currency is defined in the Currency Codes table (F0013).
Decimals for transaction amounts or balances that are not unit, AA, or CA ledger types	Controlled by the base (company) currency code. The number of decimals for a currency is defined in the Currency Codes table (F0013).
<b>Note</b> An exception to this rule occurs when a currency has been assigned to a ledger type in the Ledger Type Master File table (F0025). In this case, the decimals are controlled by the currency assigned to the	

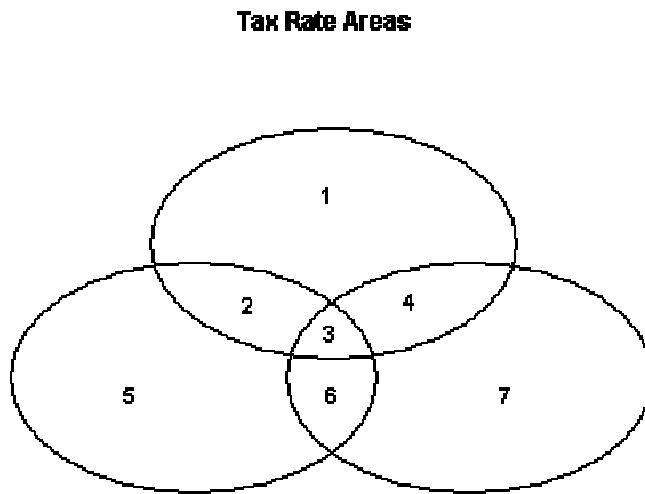
	ledger, not the company.
Decimals for transaction amounts in ledger type CA (foreign currency).  Post Account Balances by Currency: Off	Controlled by the first currency code that is associated with a particular total amount.  The system obtains the currency code from the following tables in the order listed: <ul style="list-style-type: none"> <li>• Account Balances (F0902) and Asset Account Balances File (F1202) - account currency code</li> <li>• Account Ledger (F0911) - account currency code, first or last transaction currency code</li> <li>• Customer Ledger (F03B11) and Accounts Payable Ledger (F0411) - first or last transaction currency code</li> </ul>

## Setting Up Tax Rate Areas

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

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

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



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

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

For each tax area, however, the total tax burden can vary. It is the cumulative effect of multiple tax authorities for a single tax area that causes the tax burden to vary from one tax area to another. For example, the businesses located in tax area 5 must remit tax to only one tax authority (Tax Authority A for 3%). Businesses in tax area 2 remit taxes to two tax authorities (Tax Authorities A for 3% and B for 2%), and businesses in tax area 3 remit taxes to all three tax authorities.

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

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

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

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

### **See Also**

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

### **Before You Begin**

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

### **► To set up tax rate areas**

---

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

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

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

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

Enter the address number of the tax authority.

- G/L Offset

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

- Tax Rate

---

**Note**

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

---

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

- Compound Tax

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

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

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

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

  - Maximum Unit Cost

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

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

---

Item#/MaxCost

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

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

---

### **Setting Up Tax Rates and Areas for Consumption Tax**

To calculate and track the different taxes that you pay to your customers and suppliers, you must set up tax areas and rates. Each tax area is a physical, geographic area, such as a state, province, or county. Different tax authorities assess a variety of taxes for each geographical area. Additionally, each authority within a tax area can have a different tax rate. You set up tax rates in the Tax Rates/Areas (P4008) program.

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

## Setting Up Fiscal Date Patterns

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

### See Also

- Overview of Fiscal Date Patterns*
- G/L Date Warnings and Errors*
- To set up fiscal date patterns*

### Overview of Fiscal Date Patterns

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

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

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

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

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

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

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

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

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

## Setting Up Fiscal Date Patterns for Japan

You must set up fiscal date patterns for Japan. You must enter J in the Fiscal Date Pattern field for each record that you have displayed in Company Setup.

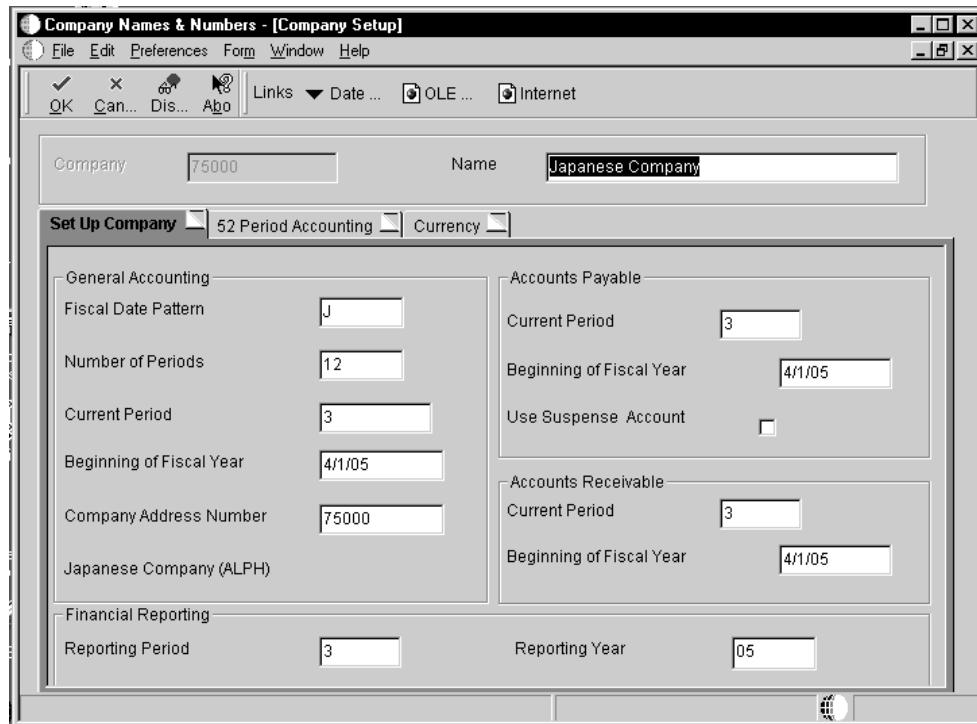
### Note

In Japan, the fiscal year begins in April.

### ► To set up fiscal date patterns for Japan

*On the Organization Account Setup (G09411), choose Company Names & Numbers.*

1. Choose the record with which you want to work and click Select.



2. On Company Setup, choose the Set Up Company tab and then enter J in the following field to enable the correct date pattern for the Japan fiscal year:

- Fiscal Date Pattern

## Setting Up the Stamp Tax Table

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

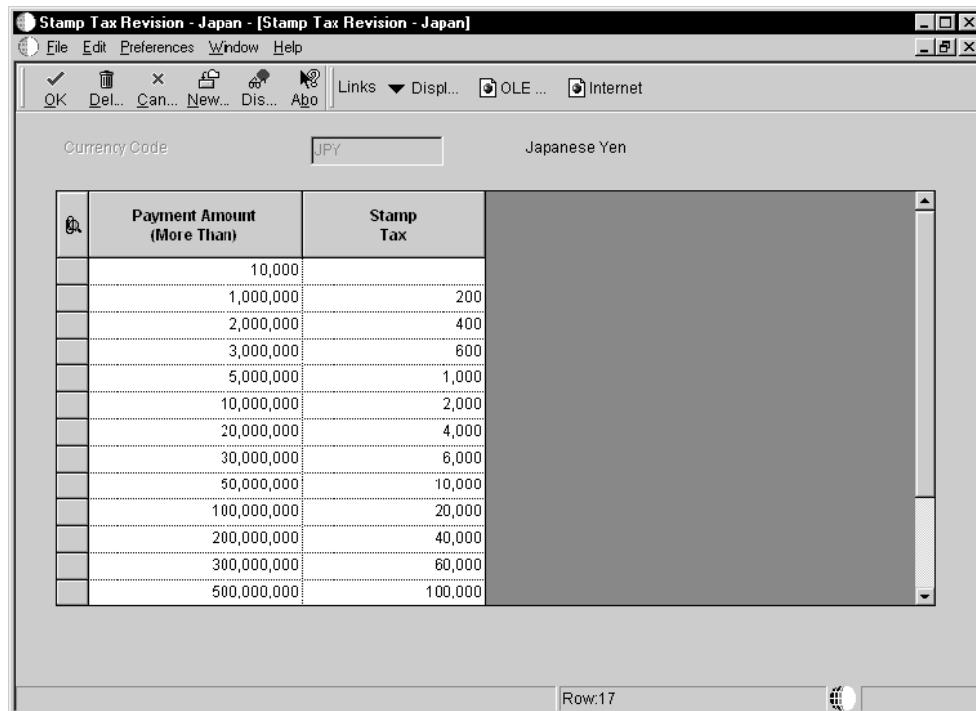
To calculate and report on the stamp tax for accounts payable drafts, you must set up and maintain the Stamp Tax table (F75013) through the Stamp Tax Revision program (P75013).

#### Note

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

#### ► To set up the Stamp Tax table

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



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

On Stamp Tax Revision - Japan, complete the following fields:

- Payment Amount (More Than)
- Stamp Tax

#### Setting Up Your System with the Wareki Date Format

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

**Meiji Era**

1866-1912

<b>Taisho Era</b>	1912-1926
<b>Showa Era</b>	1926-1989
<b>Heisei Era</b>	1989-present

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

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

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

## **Setting Up Your System for Tax Reconciliation**

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

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

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

## **Processing Options for Journal Entry (P0911)**

---

Batch Type  
1. Enter a Default Batch Type

Batch Type

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

Debit/Credit Format

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

Version

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

Require Asset ID

---

## **Entering Additional Information for Suppliers**

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

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

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

Information about suppliers is stored in the following tables:

**Supplier Master (F0401)** Contains supplier information

**Address by Date (F0116)** Contains mailing address information

**Bank Transit Number Master (F0030)** Contains bank account information

**Japan A/B Additional Information (F750401)** Contains additional address book information that is maintained by the country server for Japan

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

### Before You Begin

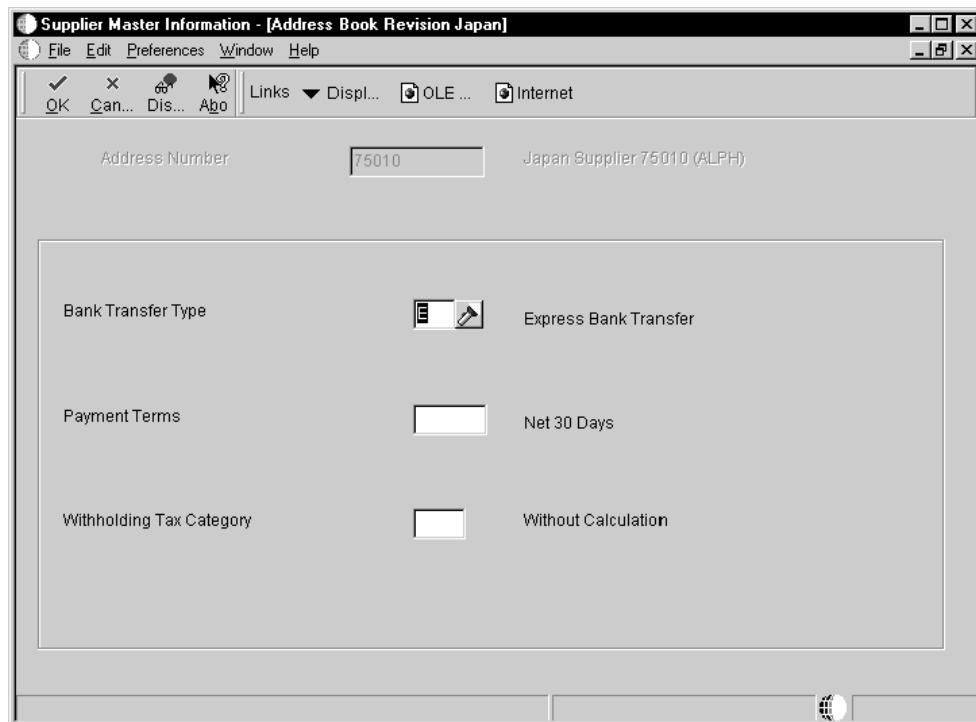
- ❑ Verify that Japan is the country that you have selected for your user display preferences. See *Setting Up User Display Preferences*.
- ❑ Set up payment terms for drafts. See *Setting Up Payment Terms* in the *Accounts Payable Guide*.
- ❑ Set up a user defined codes table (75\TT) for transfer types.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

### ► To enter additional information for suppliers

---

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

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



3. On Address Book Revision Japan, complete the following fields and click OK:
  - Bank Transfer Type
  - Payment Terms
  - Withholding Tax Category

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

#### See Also

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

### Additional Information

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

### Financials Statements for Japan

The following account listings demonstrate the uniform format for financial statements that are used by most businesses in Japan.

#### Balance Sheet

<b>Assets</b>	<b>Liabilities</b>
<b>Current Assets</b>	<b>Current Liabilities</b>
Cash on hand and at bank	Trade notes payable
Trade notes receivable	Trade accounts payable
Allowance for bad debts	Trade notes, accounts payable to affiliates
Trade accounts receivable	Short-term borrowings
Allowance for bad debts	Current portion of long-term borrowings
Trade notes, accounts receivable from affiliates	Other accounts payable
Allowance for bad debts	Accrued corporation and inhabitants tax
Marketable securities	Accrued enterprise tax
Treasury stock	Accrued expenses
Merchandise	Deposits received
Finished goods	Deferred income
Semi-finished goods	Allowances
Work in progress	Allowance for bonus payments
Raw materials and consumables	Allowance for damages

Supplies	Allowance for repairs
Advance payments	Allowance for warranty
Prepaid expenses	Other current liabilities
Other accounts receivable	<i>Total current liabilities</i>
Other accounts receivable from affiliates	
Short-term loans	
Allowance for bad debts	
Other current assets	
<i>Total current assets</i>	

<b>II Fixed Assets</b>	<b>II Long-Term Liabilities</b>
<b>Tangible fixed assets</b>	
Buildings	Bonds payable
Accumulated depreciation	Bonds with warrants
Structures	Convertible bonds
Accumulated depreciation	Long-term borrowings
Machinery and equipment	Long-term borrowings from shareholders, officers, and employees
Accumulated depreciation	Long-term borrowings from affiliates
Vehicles	Allowances
Accumulated depreciation	Allowances for severance payments
Tools, fixtures, and fittings	Allowances for special repair
Accumulated depreciation	Other
<i>Total tangible fixed assets</i>	<i>Total long-term liabilities</i>
Land	
Construction in progress	<i>Total liabilities</i>
<b>Intangible fixed assets</b>	<b>Capital</b>

Mining rights	<b>I Share Capital</b>
Land rights	<b>II Capital Reserve</b>
Trademark rights	<b>III Legal Earned Reserve</b>
Patents	<b>IV Other Surpluses</b>
Telephone rights	1. Other capital surpluses
Goodwill	Reserves for government grants
<i>Total intangible fixed assets</i>	Reserves for gain on insurance claims
Investment and other assets	2. Voluntary reserves
Long-term cash at bank	Reserve for overseas investment losses
Investment in securities	Reserve for dividend equalization
Investment in subsidiaries	Reserve for business extension
Investment in affiliates	Reserve for additional equipment
Investment in partnerships	Reserve for sinking fund
Long-term loans	General reserve
Allowance for bad debts	3. Unappropriated
Doubtful receivables	<i>Total capital</i>
Long-term prepaid expenses	
Other	<i>Total liabilities and capital</i>
<i>Total investment and other assets</i>	
<i>Total fixed assets</i>	

### **III Deferred Charges**

- Organizing expenses
- Pre-operating costs
- Experimental research costs

Development costs  
Stock issuing costs  
Bond discounts  
Interest during construction  
*Total deferred charges*

*Total assets*

## **Profit and Loss Statement**

### **I Turnover**

Turnover to affiliates  
Turnover to other customers

### **II Cost of Sales**

1. Opening stock
2. Purchases
- Subtotal
3. Closing stock

*Gross Profit*

### **III Distribution Costs and Administration Expenses**

Packaging and freight  
Commission  
Warehouse  
Advertising  
Directors' remuneration  
Payroll

Bonuses  
Welfare benefits  
Traveling  
Postage, telephone, and telex  
Utilities  
Insurance and maintenance  
Taxes and dues  
Provision for accrued enterprise tax  
Depreciation  
Provision for allowance for doubtful accounts  
Research and development  
Other

### *Operating Profit*

**IV Non-Operating Income**  
Interest income and dividends  
Interest income from affiliates  
Interest income on securities  
Dividend income  
Dividend income from affiliates

## **Multiple Ledger Types**

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

During the first few days of January, your company reports the yearly results for the previous year. However, in France, for example, the law specifies that the company has until March to report fiscal activity to the authorities. From January 1 until the time that the French company reports fiscal activity, the year is closed from the standpoint of the company, but it is not yet

closed from a local legal standpoint. The time difference means that the French company must make adjustments for three months in order to report transactions in the correct year. These adjustments do not have to appear in the corporate ledger. These adjustments are typically recorded in an alternate ledger type.

### **Currency Ledgers**

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

### **Depreciation Ledgers**

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

### **User Defined Ledgers**

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

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

## **Translation Considerations for Multilingual Environments**

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

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

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

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

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

## See Also

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

## J.D. Edwards Multicurrency Solution Summary

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

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

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

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

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

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

## Data Entry in Foreign or Domestic Currency

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

## Setting Up Daily Transaction Rates

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

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

## Intercompany Settlements

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

## Gain and Loss Recognition

Features of gain and loss recognition include:

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

## Detailed Currency Restatement

Detailed currency restatement enables you to do the following:

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

## Balance Currency Restatement

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

## As If Currency Repost

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

**See Also**

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

# Taxes

## Withholding Japanese Taxes

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

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

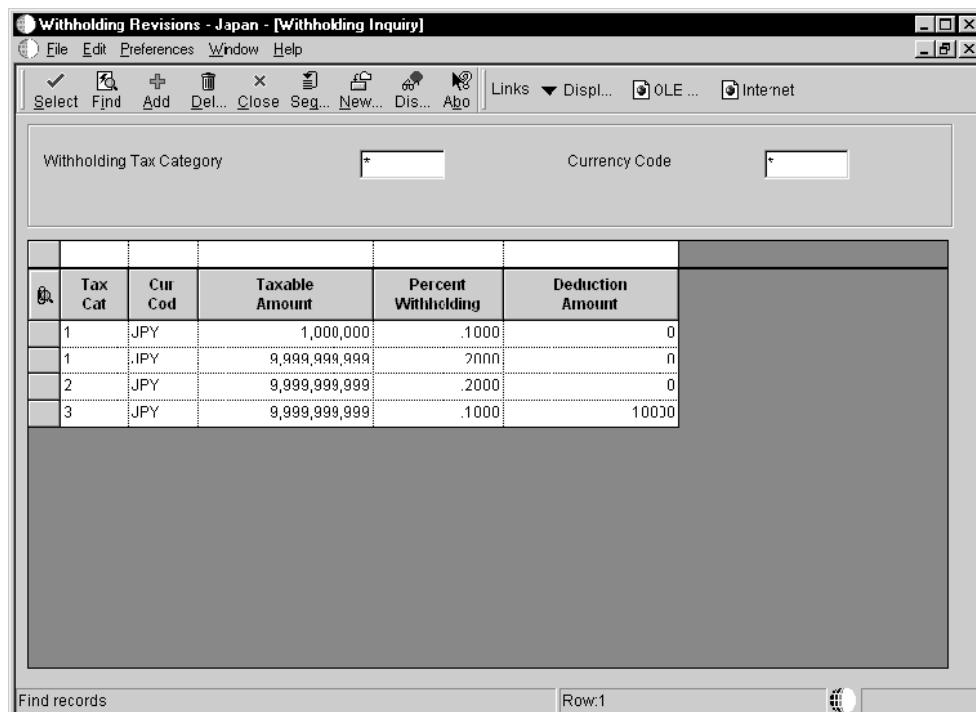
Annually, the company creates a statutory report on accumulated withholding tax and submits the report to the government tax authority. The report is created only when a threshold amount is reached. The report is then sent to both the government tax authority and the supplier.

## Entering Japanese Withholding Information

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

### ► To enter Japanese withholding information

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



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

## Calculating Withholding - Japan

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

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

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

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

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

### Before You Begin

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

## Processing Options for Calculate Withholding - Japan (R7500090)

---

Process

1. Release Pay Status Code

Blank = 'A'

2. Withheld Pay Status Code

Blank = 'H'

3. Withheld Record Due Date

Blank = Voucher's due date

4. Rounding

Blank = Rounding nearest integer

1 = Rounding down

2 = Rounding up

5. G/L Offset

6. G/L Bank Account

Taxes

1. Tax Authority for A/P Withholding
- 

## Reviewing the Withholding Tax Detail Report

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

You submit the Withholding Tax Detail - Japan (R7500100) report to the government tax authority and the supplier. This report shows withholding tax amounts and open withholding tax amounts by supplier for a fiscal period.

## Processing Consumption Tax

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

### Before You Begin

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

### Entering Journal Entries with Tax

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

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

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

area. The system uses this number for address book numbers that you leave blank on detail lines.

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

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

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

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

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

---

#### Note

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

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

## **Example: Journal Entry with Tax**

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

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

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

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

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

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

### **See Also**

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

### **Before You Begin**

- Set up the general accounting tax AAIs.

### **► To enter journal entries with tax**

---

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

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

- Address Number

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

- Account Number

- Tx Ex

You must use V.

- Tax Area

5. Complete one of the following the fields:

- Taxable Amount

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

- Gross Amount

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

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

- Address Number

7. Review the calculated tax in the following field:

- Tax

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

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

#### **Note**

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

9. Click OK.

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

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

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

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

- G/L Date

- Explanation

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

You must use VT.

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

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

---

### Batch Type

1. Enter a default batch type

### Batch Type

#### Addr # Required

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

### Address Book Number

### MBF Version

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

### Version

---

## **Creating the Tax Reconciliation Workfile**

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

After you set up your system to process tax reconciliation and enter your transactions, you run the Tax Reconciliation program (R00189) to create the WF - Tax Reconciliation table (F00189).

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

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

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

The system stores the tax details for each transaction in the Taxes table (F0018). The tax detail record for each pay item in a transaction includes the following information:

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

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

When you run the Tax Reconciliation program, the system creates records in the WF - Tax Reconciliation table (F00189). The records are based on each pay item distribution's percentage of the whole transaction.

The following tables illustrate how the system creates WF - Tax Reconciliation records from the transaction records in the Account Ledger table (F0911) and the tax detail records in the Taxes table (F0018):

### **Taxes Table (F0018) Record**

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

### **Account Ledger Table (F0911) Record**

Doc Number	Doc Type	Pay Item/ Suffix	Account	Amount
123	PV	000	1.1111	200
123	PV	000	2.2222	300
123	PV	001	3.3333	500
123	PV	001	4.4444	600
123	PV	001	5.5555	900

### **Tax Reconciliation Workfile (F00189) Record**

Doc Number	Doc Type	Pay Item	Account	Taxable	Tax	Nontaxable
123	PV	000	1.1111	200	20	0
123	PV	000	2.2222	300	30	0
123	PV	001	3.3333	500	50	0
123	PV	001	4.4444	600	60	0
123	PV	001	5.5555	900	90	0

#### Sales/Use/VAT Tax Table (F0018) Record

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

#### Account Ledger Table (F0911) Record

Doc Number	Doc Type	Pay Item/ Suffix	Account	Amount
123	PV	000	1111.1	200
123	PV	000	2222.2	300
123	PV	001	3333.3	500
123	PV	001	4444.4	600
123	PV	001	5555.5	900

#### Tax Reconciliation Workfile (F00189) Record

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

#### Reviewing the Tax Reconciliation Table

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

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

You can review the records that the system creates in the Tax Reconciliation table by printing the Tax Reconciliation report.

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## Accounts Receivable Drafts

### Processing A/R Drafts in Japan

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

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

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

The Reference field is included in the following programs:

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

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

### Printing the Draft Receivable Report

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

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

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## Statements

### Working with Kagami

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

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

### Printing Kagami Statements

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

#### ► **To specify the Kagami print program**

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1. On the Draft Daily Operations menu (G03B161), choose Statement Print with Draft.
2. Copy the Statement Refresh with Draft version.
3. From the Row menu, choose Processing Options.
4. On Processing Options, click the Print tab.
5. In the Print Program field for processing option 3, type the program number, R03B5001JP.

Kagami statements include the following information:

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

#### Before You Begin

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

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

##### Print Tab

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

---

### **1. Aging Information**

**Blank = Do not print aging information**

**1 = Print aging information**

Use this processing option to select whether to print aging information.

Valid values are:

Blank The system does not print aging information.

1 The system prints aging information.

### **2. Account Summary**

**Blank = Print account summary**

**1 = Suppress print on account summary**

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

Valid values are:

Blank The system prints account summary.

1 The system does not print account summary.

### **3. Invoice Date**

**Blank = Suppress print on invoice date**

**1 = Print invoice date**

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

Valid values are:

---

**Blank** The system does not print the invoice date.

**1** The system prints the invoice date.

#### **4. Statement Number**

**Blank = Suppress print on statement number**

**1 = Print the statement number**

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

Valid values are:

**Blank** The system does not print the statement number.

**1** The system prints the statement number.

#### **5. Remit to Address**

**Blank = Suppress print on remit to address**

**1 = Print remit to address**

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

Valid values are:

**Blank** The system does not print the remit to address.

**1** The system prints the remit to address

#### **6. Tax Information**

**Blank = Suppress print**

**1 = Print**

---

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

Valid values are:

Blank The system does not print the tax information.

1 The system prints the tax information.

## 7. Sales Information

**Blank = Suppress print**

**1 = Print from F4211**

**2 = Print from F42119**

**3 = Print from F4211, if not found print from F42119**

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

Valid values are:

Blank The system does not print the sales information.

1 The system prints from the Sales Order Detail file (F4211).

2 The system prints from the Sales Order History file (F42119).

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

## 8. Kagami Summary

**Blank = Suppress print**

**1 = Print**

---

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

Valid values are:

Blank The system does not print the Kagami summary.

1 The system prints the Kagami summary.

---

### **Process Tab**

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

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#### **1. Invoice Record**

##### **1 = Summarize each invoice record**

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

Valid values are:

Blank The system does not summarize each invoice record.

1 The system summarizes each invoice record.

---

## **Statement Processing**

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You send statements to your customers to inform them of their account activities and to provide them with an additional payment option. Statements list the open invoices and their due dates, as well as the invoices that were paid in that period. You can generate statements in detail, wherein each invoice appears on a statement until it is paid, or you can generate statements that are summarized. When summarized, unpaid invoices are summarized into a single balance forward amount like on a credit card statement.

When you generate statements, the system updates invoice records that appear on the statement with the statement number and statement date. The system also updates the following tables:

- A/R Notification History (F03B20) - This table stores information about the statement.
- A/R Notification History Detail (F03B21) - This table stores information about the invoices that appear on the statement.

Because the system stores information about a statement, you can review statements previously generated online to answer customer inquiries and reprint statements that are lost. You can also reset the last statement generated so that you can include a last minute payment by a customer or make a change to the data selection. Information is stored in the statement tables until you purge it.

### Before You Begin

- Ensure that you have completed the Print Statement option on the Accounts Receivable Constants form and on the Customer Master Revision form (Collection tab).
- Post all invoices and receipts. The system selects only posted records for processing statements.
- Run Update A/R from Address Book (R03B802) to ensure that changes made to the customer's alpha name or parent number are updated to invoices and reflected properly on the statement.

## Generating Statements

*From the Statement Reminder Processing menu (G03B22), choose Statement Notification Refresh.*

When you generate statements, in addition to creating records in the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables, the system updates the following fields in the following tables:

<b>Customer Ledger (F03B11)</b>	<ul style="list-style-type: none"><li>• Statement Number (CTL)</li><li>• Statement Date (SMTJ)</li></ul>
<b>Invoice Revisions (F03B112)</b>	<ul style="list-style-type: none"><li>• Statement Print Flag (STPF)</li></ul>
<b>Receipts Detail (F03B14)</b>	<ul style="list-style-type: none"><li>• Statement Number (CTL)</li><li>• Statement Date (SMTJ)</li></ul>

You use processing options to customize statements for your organization. For example, you can choose the statement print program and version that you want to use to print statement detail. This allows you to specify whether to print aging or account summary information on the statement, whether to print each invoice pay item or summarize the pay items for each invoice, and the date that you want to print on the statement.

The following print programs, which are set up on user defined code 03B/ST, are available for generating statements:

- R03B5001 - Statement Print  
This is the standard statement print program.
- R03B5001JP - Kagami Invoice Statement  
This is a localized statement format for Japan.
- R03B5002 - Italian Statement Print  
This is a localized statement format for Italy.
- R03B5003 - Statement Print Credit Card

This is the print program that you use to print statements in a credit card format. The system prints only new invoices and summarizes invoices previously printed into a balance forward amount.

- R03B506 - Statement Print with Draft

This is the statement print program that you use when you want to include draft information.

You can also create a custom print program to use.

When you want to limit the invoices that print on the statement or change the order in which invoices print, you use the data selection and data sequence for the statement print program. For example, you might want to exclude paid invoices from the statement, or you might want invoices to print on the statement according to due date instead of document number.

---

**Note**

To exclude paid invoices from the statement, use the following data selection in the version of the statement print program:

Open Amount is not equal to <ZERO>

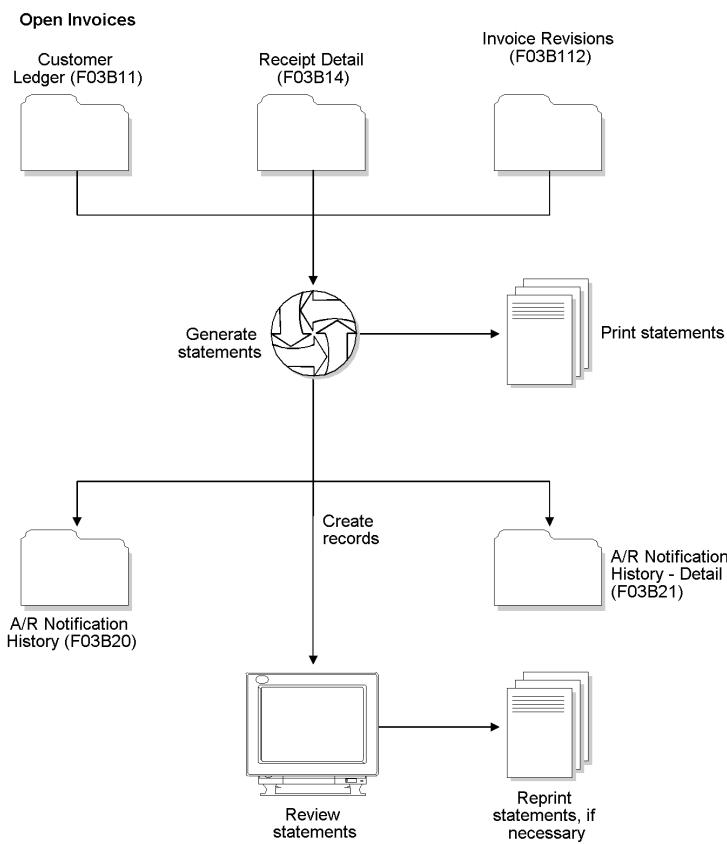
This data selection allows credit amounts and debit amounts to appear on the statement, but excludes paid invoices.

---

The data selection for Statement Notification Refresh (R03B500X) controls which statements are generated, not which invoices are printed on the statement. You should not change the data sequence for R03B500X.

The following graphic illustrates how the system processes statements:

## Statement Processing



## Technical Considerations When Generating Statements

The following are the programs involved when you generate statements:

Program	Description
R03B500X	This program updates the F03B20, F03B21, F03B11, F03B112, and F03B14 tables.
R03B5005	This is the print driver that is used to submit the print program that you specify in the processing option. This program does not update any tables.
R03B5001 R03B5002 R03B5003 R03B5001JP R03B506	These are the print programs that produce the statement. You have a choice of which print program the system uses.

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

Both the Statement Notification Refresh program (R03B500X) and the Statement Print program (R03B5001) have a processing option for summarizing invoices.

In the Statement Notification Refresh program, the processing option specifies whether to create a summarized invoice record in the F03B20 table, in addition to a record for each invoice. This processing option works independently of the corresponding option in the Statement Print program.

In the Statement Print program, the processing option specifies whether to print each invoice pay item on the statement or print one invoice that summarizes all pay items. This processing option is dependent on the corresponding processing option in the Statement Notification Refresh program. To print summarized invoices, you must also specify that the system create the summarized invoice record.

## **Processing Options for Statement Notification Refresh (R03B500X)**

### **Consolidation Tab**

This processing option specifies whether one statement is generated for the customer that includes records for all companies or a separate statement for the customer is generated for each company.

---

#### **1. Company**

Use this processing option to enter the company that you want to use to locate the remit to address. The system generates one statement for each customer for the company that you specify, regardless of whether the company is specified on the invoice. If you choose to retrieve aging specifications from the company constants, the system uses the company number that you specify to locate the remit to address, based on the value in the Remit To processing option, and the aging specifications.

If you leave this processing option blank, the system produces one statement for each customer by company. For example, if you enter invoices for the customer for companies 00001, 00020, and 00050, the system produces three statements, one for each company.

---

### **Aging Tab**

These processing options specify the aging criteria for statements.

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#### **1. Company Constants**

---

**Blank = Use options 2 thru 5**

**1 = Use company constants**

Use this processing option to specify whether to retrieve the aging specifications from the Accounts Receivable constants. If you leave this field blank, the system uses the processing options for aging specifications (Date Types and Aging Categories). Valid values are:

Blank

Use processing options 2 through 5.

1

Use the Accounts Receivable constants

## **2. Statement Date**

Use this processing option to specify the date for the system to use to determine the aging category to which it assigns open invoices. The system compares the date that you enter with the date on the invoice, as specified by the Date Type processing option, to determine the number of days that the invoice is past due. The system uses this date as the statement date that prints on the statement.

Note: If you use the company constants to age and you enter a date for this processing option, the system uses the date entered in the Date Aging Based On field in the constants. If that field is blank, the system uses the date entered for this processing option. If both fields are blank, the system uses the system date to age open invoices.

## **3. Date Types**

**D = Due date**

**I = Invoice date**

**G = G/L date**

**S = Statement date**

Use this processing option to specify the date on the invoice that you want the system to use to determine the aging category. The system compares the date that you specify to the value in the Statement Date processing option to determine the number of days the invoice is past due. Valid values are:

---

Blank

---

Use the invoice due date.

1

Use the invoice date.

2

Use the G/L date.

3

Use the statement date.

#### **4. Aging Categories**

**1 = Aging days**

**2 = Fiscal period**

**3 = Calendar**

Use this processing option to specify which aging categories the system uses to assign invoices. The system uses the date specified in the Statement Date processing option and the value specified in the Date Type processing option to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Valid values are:

1

Aging days. The system assigns invoices to the aging categories specified in the Aging Category 1 through Aging Category 6 processing options. The aging categories are user defined.

2

Fiscal periods. The system uses the fiscal periods defined by the date pattern assigned to the company record as the aging categories.

3

Calendar. The system uses each calendar month as an aging category.

---

#### **5. Aging Category 1**

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Use this processing option in conjunction with the value specified in the Aging Category 2 processing option to specify the interval that the system uses for the future and current aging categories.

Note: The system does not print the future aging category on delinquency notices.

## **6. Aging Category 2**

Use this processing option in conjunction with the values specified in the Aging Category 1 and Aging Category 3 processing options to determine the interval that the system uses for the current and first aging categories.

## **7. Aging Category 3**

Use this processing option in conjunction with the values specified in the Aging Category 2 and Aging Category 4 processing options to determine the interval that the system uses for the first and second aging categories.

## **8. Aging Category 4**

Use this processing option in conjunction with the values specified in the Aging Category 3 and Aging Category 5 processing options to determine the interval that the system uses for the second and third aging categories.

## **9. Aging Category 5**

Use this processing option in conjunction with the values specified in the Aging Category 4 and Aging Category 6 processing options to determine the interval that the system uses for the third and fourth aging categories.

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## **10. Aging Category 6**

Use this processing option to specify the intervals the system uses as an aging category for the sixth aging column of the A/R aging reports.

For example, if you enter 30, the system calculates aging days from 30 days after the date determined by the Date: Age As Of processing option. If you enter 60, the system calculates aging days from 60 days after the date determined by the Date: Age As Of processing option. If you enter 90, the system calculates aging days from ninety days after the date determined by the Date: Age As Of processing option.

## **11. Credits**

**Blank = Age credits**

**1 = Apply to current balance**

Use this processing option to specify whether to age credit memos and unapplied receipts according to the aging specifications, or to apply credits to the Current aging column that prints on the statement.

## **12. Exclude Future Amounts**

**Blank = Do not exclude**

**1 = Exclude**

---

Use this processing option to specify whether to prevent future invoice amounts from printing on the statement. The system uses the aging specifications from the Accounts Receivable constants or the processing options to determine whether the invoice has a future amount. For example, if you age invoices based on the due date, and the statement date is 6/30/05, the system prevents all invoices with a due date after 6/30/05 from printing the statement.

### **13. Multi-Currency**

**Blank = Domestic**

**1 = Foreign**

Use this processing option to specify whether to print amounts in the foreign currency of the invoice. Valid values are:

Blank

Print domestic amounts only on the statement.

1

Print domestic and foreign amounts on the statement.

### **14. Draft Flag**

**Blank = Do not print with draft**

**1 = Print with draft**

Use this processing option to produce statements with a draft. If you use this option, the system assigns a draft number to the statement, not a statement number.

---

#### **Print Tab**

These processing options specify options such as how the system prints the Remit To address, the version to use, and letter types.

---

##### **1. Remit To Address**

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---

**Blank = Company**

**A = 1st address number**

**B = 2nd address number**

**C = 3rd address number**

**D = 4th address number**

**E = Factor/special payee**

**F = 5th address number**

**Address = address number**

Use this processing option to specify the remit to address that prints on the statement. The remit to address indicates where the customer should send their payments. The system retrieves this address based on the address book record that is set up for the company that is designated on the invoice in the Address Book Master table (F0101). Valid values are:

**Blank**

Use the address of the company designated in the Customer Ledger (F03B11), unless you specify a company in the Consolidation processing option. The system retrieves the company's address book number from the Company Constants table (F0010).

**A**

Use the value in the 1st Address Number field (AN81) of the company record.

**B**

Use the value in the 2nd Address Number field (AN82) of the company record.

**C**

Use the value in the 3rd Address Number field (AN83) of the company record.

**D**

Use the value in the 4th Address Number field (AN84) of the company record.

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E

Use the value in the Factor/Special Payee field (AN85) of the company record.

F

Use the value in the 5th Address Number field (AN86) of the company record.

#### Address

Specify an address book number that you want the system to use instead of the company's address book number.

For example, if you generate statements for company 00001, and you want the receipts to be remitted to a lockbox address, you set up the lockbox address as a record in the Address Book system and assign the lockbox address book number to one of the address book number fields on the address book record for company 00001. In this processing option, you specify which of these address book numbers to use

#### 2. Summarize Invoices

**Blank = Pay items only**

**1 = Summarized and pay items**

Use this processing option to specify whether to include a summarized invoice record in addition to each invoice pay item record in the A/R Notification History Detail (F03B21) table. You use the Review Statement program (P03B202) to review the information in this table. Valid values are:

Blank

Include invoice pay item records only.

1

Include a summarized invoice record in addition to the invoice pay item records.

Note: If you want to print summarized invoice information on the statement, use the corresponding processing option in the statement print program that you are using (R03B5001, for example).

---

#### 3. Print Program

---

Use this processing option to specify the statement print program to use to produce statements. Use the Search button for a list of valid statement print programs. If you leave this processing option blank, the system uses R03B5001. Each print statement program has processing options that control the type of information that the system prints on the statement. The data selection and data sequence of the print program controls the amount of detail that prints on the statement and the order in which it prints.

#### **4. Version of Print Program**

Use this processing option to specify the version of the statement print program to use. If you leave this processing option blank, the system uses ZJDE0001

#### **5. Letter Name**

Use this processing option to specify a predefined letter for text that you want to print on the statement. If the letter was set up with a letter type, you must also specify the letter type.

#### **6. Letter Type**

Use this processing option to specify a predefined letter for text that you want to print on the statement. If the letter was set up with a letter type, you must also specify the letter type.

---

### **Update Tab**

These processing options specify whether the system uses an “as of” date to calculate invoice open amounts, whether it updates the statement number on invoice and receipt records, and whether the system creates one A/R Notification History Detail record (F03B21) for each invoice or invoice pay item.

---

#### **1. Date - As Of**

Use this processing option to specify the date that you want to use to produce statements for a prior period. This date is useful if a customer requests a statement for a specific date or for a date that is different from the original date that you used to produce the statement.

For example, if you need to produce a statement from several months ago, you enter the date that you want to use for the statement date in this processing option, and the system compares it to the closed date on the invoice to determine whether the invoice was open as of that date. If the invoice was open, the system recalculates the open amount and includes it on the statement. The system recalculates the open amount by adding to the current open amount the receipts that were applied to the invoice and have a G/L date that

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is on or after the as of date.

If you want to reprint a statement that was previously generated for a prior period, use the Review Statements program (P03B202).

**Caution:** The system requires additional processing time to determine whether the invoice was open on the date that you specify; therefore, do not complete this field unless you want to use this feature. For the system to perform As Of processing, you must include paid invoices in the data selection of the Statement Notification Refresh program (R03B500X). You might also want to limit your data selection to the specific customer for whom you are generating the statement.

## **2. Statement Number Update**

**Blank = Always update**

**1 = Update blank fields only**

Use this processing option to overwrite the statement number on invoices that are included on multiple statements. For example, if an open invoice is included on statement 123 and the invoice is still open when you run statements again, the system assigns the new statement number to the invoice and overwrites the previous value. Valid values are:

**Blank**

Update the statement number on all invoice records.

**1**

Update the statement number on only those invoice records that do not have a value in the Statement Number field (CTL).

---

## **Processing Options for Statement Print (R03B5001)**

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**Print**

1. Enter a '1' to print aging information on the statement.

**Print Aging Information**

2. Enter a '1' to suppress printing the account summary information at the end of the statement.

---

---

Employee (History and Turnover)

Suppress Account Summary

3. Enter a '1' to print the invoice date on the statement. Leave blank to print the due date.

Invoice Date/Due Date

4. Enter a '1' to print the following at the top of each statement.

Statement Number

Remit to Address

5. Enter a '1' to summarize each invoice on a single detail line. Leave blank to print each pay item on a separate detail line.

Print Summarized Invoices

---

## Reviewing Statements

Because the system stores statement information, you can review statements online. This is especially useful when a customer contacts you about a statement. The Review Statements program (P03B202) allows you to quickly access the statement and interactively respond to the customer's concern. You can also reprint a statement previously generated.

When you review statement information, you can review the invoices and payments that were recorded on the statement.

When you review statements, you can access:

- All statements for all of your customers
- All statements for a specific customer
- Statements with a specific notification date
- Invoice and payment information on a specific statement
- Summary information for the statement, such as associated aging information

The information that the system displays is for inquiry purposes only.

When you review statements, the system displays information from the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. These tables are also used to store information about delinquency notices.

### See Also

- Reviewing Statements in the Invoice and Receipt Currencies in the Multicurrency Guide for Accounts Receivable and Accounts Payable.*

### ► To review statements

---

*From the Statement Reminder Processing menu (G03B22), choose Review Statements.*

1. On Work With Notifications, click Find to display all statements for all customers, or complete any of the following fields to limit the information that the system displays, and click Find:

- Statement Number
- Customer Number
- Notification Date

### Note

The system displays both delinquency notices and statements for the customer if you do not specifically designate a statement number. To display only statements, enter ST in the QBE row for the Notification Type (No Ty) field.

2. To review the details of a statement, choose the statement and click Select or choose Review from the Row menu.

The screenshot shows the PeopleSoft Statement Review interface. At the top, there's a toolbar with buttons for Select, Find, Close, Form, Row, and Tools. The main area contains several input fields and dropdown menus:

- Statement Number: 610
- Remit To Address: 1 Financial/Distribution Company
- Statement Date: 07/31/05
- Billing Address: 150 Property Management Company
- Payment Terms: Net 30 Days
- Currency Code: USD U.S. Dollar
- Revisions/Write Offs: [empty]
- New Invoices: [empty]
- Receipt Adjustment: [empty]
- Discount Taken: [empty]
- Previous Balance: 16,716.66
- Payments Received: [empty]
- Outstanding Amt Due: 16,716.66
- Transaction Currency Code: [empty]
- Transaction Payments Received: [empty]
- Transaction Discount Taken: [empty]
- Transaction Receipt Adjustment: [empty]

Below these fields is a grid titled "Customize Grid" with columns for Address Number, Name, Do Ty, Description, Document Number, Co, Pay Itm, Invoice Date, Remark, and Prev Bal. Three rows of data are visible:

Address Number	Name	Do Ty	Description	Document Number	Co	Pay Itm	Invoice Date	Remark	Prev Bal
<input checked="" type="radio"/>	150 Property Management Cor RI	Invoice		3035 00001	001		04/30/05		
<input type="radio"/>	150 Property Management Cor RI	Invoice		3035 00001	002		04/30/05		
<input type="radio"/>	150 Property Management Cor RI	Invoice		3035 00001	003		04/30/05		

3. On Statement Review, to display invoice pay items that are summarized, click the following option and click Find:

- Invoice Summary

The system displays the summarized invoice pay item only when you choose the corresponding processing option when you run Statement Notification Refresh (R03B500X).

4. To review the statement summary, which includes aging information, choose Summary from the Form menu.

PeopleSoft®

The system ages invoices according to the specifications that you chose in the processing options for Statement Notification Refresh (R03B500X).

## Reprinting Statements

<b>Reprinting statements</b>	While reviewing statements, you might need to reprint one for a customer. To do this, choose the statement that you want to reprint on Work With Notifications, and then choose Reprint from the Row menu.  Alternatively, on Statement Review, choose Reprint from the Form menu, and then click Cancel.  The system runs the print program when you exit the Work With Notifications form.
<b>Changing statement print information</b>	You can change the information that the system uses to print statements. For example, you can change the print program and the version that the system uses to reprint statements. To change statement print information, choose Print Information from the Row menu on the Work With Notifications form.

## Processing Options for Review Statements (P03B202)

### Version

Enter the version of the Statement Notification Reset (R03B5015) to reset the statement. <Blank> will default to ZJDE0001.

## **Resetting Statements**

You can reset transactions on current statements and reprocess the statements to include additional information that might not have been received or processed at the time you generated the original statement. This includes payment information, adjustments, and changes to invoices. For example, if you process statements before receiving a payment, you can reset the statement that you generated to include the payment information on the statement before sending it to the customer.

You can reset only the last statement generated. The system issues an error message if you try to reset previously generated statements.

When you reset statements, the system runs the version of the Statement Notification Reset program (R03B5015) that you enter in the processing options of the Review Statements program (P03B202) and resets the following tables to the status they had before you originally processed the statements:

- A/R Notification History (F03B20).
- A/R Notification History Detail (F03B21).
- Customer Ledger (F03B11). If you process and print an invoice in a statement once, the system resets the Statement Number (CTL) and Statement Date (SMTJ) to blank. If you do so more than once, the system resets CTL and SMTJ to their previous values.
- Receipts Detail (F03B14). The system resets the statement number and statement date to blank.
- Invoice Revisions (F03B112). The system resets the Statement Print Flag (STPF) to blank.

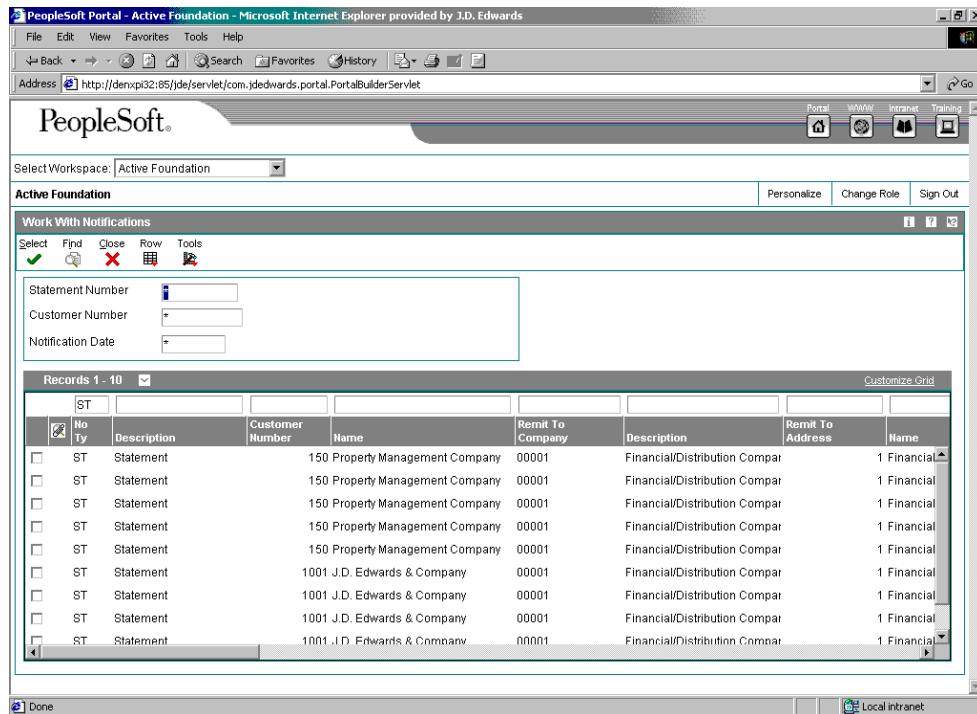
If you need to revise a statement that is not the current statement, you can generate a new statement by using the As Of Date processing option in the Statement Notification Refresh program (R03B500X).

### **► To reset statements**

---

*From the Statement Reminder Processing menu (G03B22), choose Review Statements.*

1. On Work With Notifications, locate and choose the statement that you want to reset.
2. From the Row menu, choose Reset.



In the detail area, the system marks the statements for reset. To deselect statements, choose the marked statements and choose Reset from the Row menu.

3. Click Close.

When you click Close, the system runs the Statement Notification Reset program (R03B5015). You must rerun Statement Notification Refresh to regenerate a new statement for the customer.

## Purging Statements and Delinquency Notices

*From the Statement Reminder Processing menu (G03B22), choose Statement/Notification Purge.*

When you consider statement or delinquency notice information to be obsolete, you can purge it. The Statement/Notification Purge program removes statement and delinquency notice records from the A/R Notification History (F03B20) and A/R Notification History Detail (F03B21) tables. The system does not write purged information to another table for archiving. If you want to retain purged information, keep a backup of your tables before purging them.

The system purges both statement and delinquency notices unless you specify a notification type in the data selection.

- To purge statements only, use the notification type ST.
- To purge delinquency notices only, use the notification type DL.

The system purges records based on the values in the Notification Date processing option and Number of Months processing option. This ensures that the system purges the correct information. If these two processing options are not used in conjunction with each other, the

system reads the oldest value (either the date in the Notification Date processing option or the value in the Number of Months processing option) to purge the fewest number of records.

The system does not produce a report of the records purged.

---

**Note**

The purge program does not remove records with a future date. To remove all the records in the F03B20 and F03B21 tables, consider using a data file utility.

---

---

## **Processing Options for Statement/Notification Purge (R03B5010)**

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**Date**

Enter a Notification Date for the Purge. All Notifications less than or equal to this date will be removed. If left blank the date will default to todays date.

**Notification Date**

Enter the number of months of history that should be retained. Any records past this month, and older than the notification date will be removed.

**Number of Months**

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

**Final Mode**

---

## Accounts Payable Drafts

### Accounts Payable Draft Processing

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In Japan, most accounts payable vouchers are paid with a draft. To pay vouchers with a draft, businesses:

1. Enter supplier invoices.
2. Process the invoices through the Accounts Payable department.
3. Create draft documents in lieu of checks or bank transfers.
4. Send draft documents to the bank for payment.

When the draft documents arrive for processing, the bank performs the following steps:

1. Assigns draft numbers to the payments to be processed.
2. Remits funds to the supplier on the draft.

In addition to completing the internal draft process, businesses are required to do the following:

1. Report and remit a stamp tax for each supplier voucher that is paid with a draft.
3. Include the bank-assigned draft number on all draft reporting.

#### Before You Begin

- You must set up the Stamp Tax table for reporting purposes before processing drafts. See *Setting Up the Stamp Tax Table*.

### Setting Up Bank Account Information

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

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

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

Although all the programs update and store bank account information in the Bank Transit Master table (F0030), the system differentiates each bank account record using a record

type. The record type not only identifies whether the bank account is for a supplier or customer; it is also used to differentiate customers who process drafts and automatic debits from customers who use automatic receipt processing.

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

<b>Record Type</b>	<b>Description</b>
<b>B</b>	The system assigns this value to records created using the Bank Account Addresses program (P0030A). You use this program to associate bank transit numbers with the bank account address number.
<b>C</b>	The system assigns this value when you set up bank account information and specify the option for Customer using the Bank Account Cross Reference program (P0030A).
<b>D</b>	The system assigns this value when you set up bank account information and turn on the A/R Drafts, Auto Debit option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process drafts or auto debits.
<b>G</b>	The system assigns this value when you set up G/L bank account information for your company using the Bank Account Information program (P0030G).
<b>H</b>	The system assigns this value when you set up Dutch bank accounts using the Dutch Payments Bank Information program (P74030H).
<b>M</b>	The system assigns this value when you set up bank account information by business unit using the Business Unit Information program (P0030B). See the task <i>To set up payment information by business unit</i> in the <i>Accounts Payable Guide</i> .
<b>P</b>	The system assigns this value when you set up bank account information and turn on the Auto Receipts Payor option using the Bank Account Cross Reference program (P0030A). You must turn on this option for customers who process receipts automatically.
<b>V</b>	The system assigns this value when you set up bank account information and turn on the Supplier option using the Bank Account Cross Reference program (P0030A).
<b>X, Y</b>	These codes are predefined for you to use if your supplier has multiple bank accounts. You do not need to use these specific codes (X or Y); you can set up and use any value in the UDC for bank type codes (00/BT) that are not listed above.

---

#### **Note**

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

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

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

---

#### See Also

- [Setting Up Multiple Bank Accounts for Suppliers](#)

#### ► **To set up G/L bank account information**

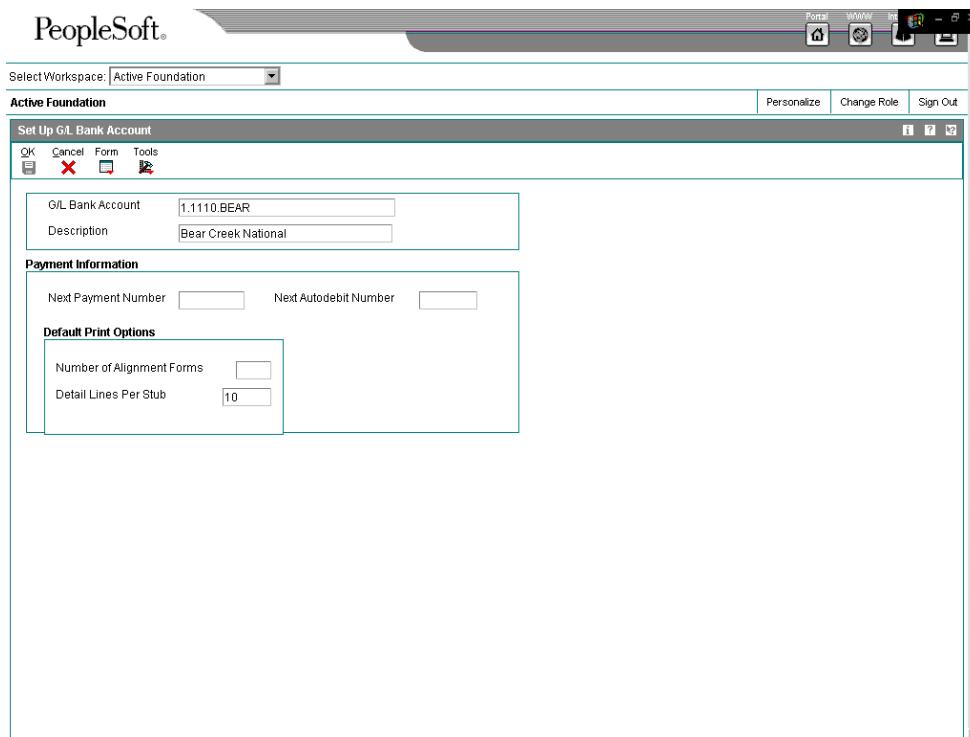
---

*Use one of the following navigations:*

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

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

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



3. On Set Up G/L Bank Account, complete the following fields:
  - G/L Bank Account
  - Description
4. Complete the following optional field for Accounts Payable payment processing:

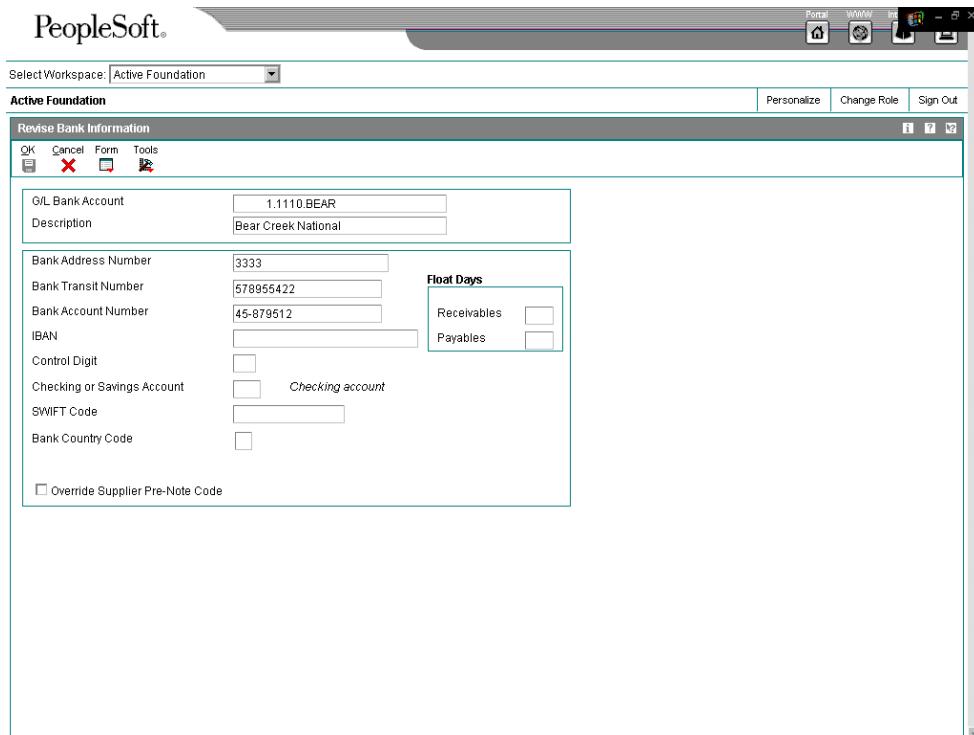
- Next Payment Number
5. Complete the following optional field for the Accounts Receivable system:
- Next Auto Debit Number
6. To set up default print options for Accounts Payable payments, complete the following fields:
- Number of Alignment Forms
  - Detail Lines Per Stub

#### Note

The following fields are not used in OneWorld. They appear on the form for systems where OneWorld and WorldSoftware™ coexist.

- Payments
- Debit Statements
- Attachments

7. Click OK, and then click Cancel.
8. On Work With G/L Bank Accounts, to enter additional bank account information, locate and choose your bank account, and then choose Bank Info from the Row menu.



9. On Revise Bank Information, complete the following fields:

- Address Number

This is the bank's address book number.

- Bank Transit Number

You can leave this field blank.

- Bank Account Number

- Control Digit

- Checking or Savings Account

- SWIFT Code

10. To avoid the use of the pre-note code that is assigned to the supplier, verify that the following option is turned on:

- Override Supplier Pre-Note Code

---

**Note**

Some payment instruments are hard-coded to produce a paper check if insufficient information is provided, regardless of whether this option is turned on.

---

11. Complete the following options if you use float days:

- Receivables

This field is used only in Accounts Receivable draft processing.

- Payables

12. Click OK.

13. On Work With G/L Bank Accounts, if you use A/P drafts or BACS, choose BACS Info from the Row menu.

14. On Revise BACS Information, complete the following fields and click OK:

- Bank User Number

- Reference/Roll Number

- Bank Reference Name

15. On Work With G/L Bank Accounts, to enter account information for CTX bank tapes used in A/P payment processing, choose X12 Info from the Form menu.

16. On Work With Bank Account X12 Information, click Add.

17. On Set Up Bank Account X12 Information, complete the following fields and click OK:

- Authorization Info Qualifier
- Authorization Information
- Security Info Qualifier
- Security Information
- Interchange Sender ID
- Interchange Receiver ID
- Application Sender's Code
- Application Receiver's Code

► **To delete or revise G/L bank account information**

---

*Use one of the following navigations:*

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

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

1. On Work With G/L Bank Accounts, click Find to display all bank account records.
2. To delete a bank account record, choose the bank account record and click Delete.
3. On Confirm Delete, click OK.
4. To revise payment information or default print options, choose the bank account record and choose Revise from the Row menu.
5. On Set Up G/L Bank Account, revise any of the fields on the form and click OK.
6. To revise additional bank information, such as the bank transit or account numbers, on Work With G/L Bank Accounts, choose the bank account record and choose Bank Info from the Row menu.
7. On Revise Bank Information, revise any of the fields on the form and click OK.
8. To revise BACS information, on Work With G/L Bank Accounts, choose the bank account record and choose BACS Info from the Row menu.
9. On Revise BACS Information, revise any of the fields on the form and click OK.
10. To revise CTX information, on Work With G/L Bank Accounts, choose X12 Info from the Form menu.
11. On Work With Bank Account X12 Information, click Find, choose the bank account, and click Select.
12. On Set Up Bank Account X12 Information, revise any of the fields on the form and click OK.

► **To set up supplier and customer bank account information**

---

*Use one of the following navigations:*

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

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

1. On Work With Bank Accounts by Address, click Find to display all bank account information, or complete the following field to limit the display and click Find:

- Address Number

**Note**

The system displays records for suppliers and customers only. The system does not display records for record types B, G, or M.

2. To add a new bank account record, click Add.

The screenshot shows the PeopleSoft application interface. At the top, there's a toolbar with icons for Portal, WWW, Intranet, Training, and Help. Below the toolbar, the title bar says "PeopleSoft". The main window has a header "Active Foundation" with buttons for Personalize, Change Role, and Sign Out. The main content area is titled "Set Up Bank Accounts By Address". It contains several sections: "Record Type" with radio buttons for Supplier (selected), Customer, A/R Drafts, Auto Debit, and Auto Receipts Payor; and "Bank Information" which includes fields for Bank Transit Number (96051785), Bank Account Number (2173579), Control Digit, IBAN, Description (First Interstate Bank), Checking or Savings Account, SWIFT Code, Reference/Roll Number, Bank Address Number, and Bank Country Code. There are also "OK", "Cancel", "Form", and "Tools" buttons at the top left of the form.

3. On Set Up Bank Accounts By Address, complete the following field:

- Address Number

4. To specify the record type, choose one of the following options:

- Supplier
- Customer

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

5. Complete the following fields:

- Bank Transit Number

You can leave this field blank.

- Bank Account Number
- Control Digit
- Description
- Checking or Savings Account
- SWIFT Code

The system displays this field only when you choose the option for Supplier.

- Reference/Roll Number

The system displays this field only when you choose the option for Supplier.

---

**Note**

Some of the fields are required for specific bank formats in specific countries. Your bank might not require all of this information.

---

6. Click OK.

---

**► To delete or revise supplier or customer bank account information**

---

*Use one of the following navigations:*

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

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

1. On Work With Bank Accounts By Address, complete the following field and click Find:

- Address Number

---

**Note**

The system displays all bank account records for suppliers and customers only. The system does not display bank account records for record types B, G, or M.

---

2. To delete a bank account record, choose the record and choose Delete from the toolbar.

3. On Confirm Delete, click OK.
4. To revise bank account information, choose the bank account that you want to revise and choose Revise from the Row menu.

The system displays either the Set Up Bank Accounts By Address or the Set Up Multiple Vendor Bank Accounts form depending on the record type of the bank account that you choose.

5. Revise any of the fields on the form and click OK.

### ► **To set up bank transit numbers by bank address**

---

You can associate a bank transit number with a bank's address book number.

*From the Accounts Receivable Setup menu (G03B41), choose Bank Account Addresses. Error! Bookmark not defined.Error! Bookmark not defined.*

---

#### **Note**

You can also access this form by choosing Bank Transit from the Form menu in the Bank Account Cross Reference program. See the task *To set up supplier and customer bank account information*.

---

1. On Work With Bank Transit Addresses, click Add.

The screenshot shows the PeopleSoft Set Up Bank Transit Address window. The window title is "Set Up Bank Transit Address". It has a toolbar with "OK", "Cancel", and "Tools" buttons. The main area contains several input fields:

- "Bank Transit" field: 852200451
- "Address Number" field: 3333
- "Address" field:
  - CSC Corporation
  - 43 Biltmore Plaza
  - Scottsdale, AZ 85257

2. On Set Up Bank Transit Address, complete the following fields and click OK:

- Bank Transit
- Address Number

The system creates a record in the Bank Transit Master table (F0030) with the record type B.

---

#### Note

You can revise the address book number that is associated with the bank transit number by locating the bank transit record and choosing Revise from the Row menu. If you need to revise the bank transit number, choose the record and delete it, and then add it again.

---

## Creating a Payment Group Version for A/P Drafts

From the Automatic Payment Processing menu (G0413), choose Create Payment Control Groups.

Before you can process A/P drafts as payments for vouchers, you must create payment groups. When you create payment groups, the system groups vouchers that have similar information, such as the same bank account and payment instrument. This grouping allows the system to process similar vouchers in the same way. You use the payment groups when you review and write payments.

Each payment group contains information that determines how the group will be processed, including:

- Bank account
- Payment instrument
- Output queue

Each payment group also contains control information that determines which format program to use for each of the following:

- Payments
- Registers
- Attachments
- Debit statements

You must set up a unique version of the Create Payment Control Groups program to process accounts payable drafts for Japan. Set up the data selection for the version to specify the payment instrument for drafts or bank transactions. If you want to specify the draft payment instrument, choose user defined code D. If you want to specify the bank transaction payment instrument, choose user defined code Q.

Use the processing options for the new version to specify an override bank account number. The system uses the override account number as the short account ID of the draft payables account to which the drafts will be posted.

Set up the data selection for the version to specify your payment instrument for Japanese drafts and the original bank account number on the voucher records.

## Processing Automatic Payments to Create A/P Drafts

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

After you set up your system to meet Japanese requirements for accounts payable drafts, you can create drafts using the automatic payment process in the J.D. Edwards Accounts Payable system.

### Creating an A/P Draft

To create A/P drafts, access the Work with Payment Groups form and inquire on the draft payable account number. Choose the vouchers that you want to include in a payment group for drafts.

When you create A/P drafts, you use the Write function on Work with Payment Groups to print the drafts.

After you use the Write function to print your drafts, use the Update function to do the following:

- Change the pay status of an original voucher from # (in process) to P (paid).
- Create a matching document with a document type of P1. This matching document closes the original voucher.
- Create a new original document. The system assigns a document type of P1 with a pay status of D to the new document, indicating that the draft has been created.
- Print the Stamp Tax Calculation report (R750403). The system generates the report based on the amount of the draft and the information in the Stamp Tax table (F75013).

When you create A/P drafts, you can use a processing option to submit the group to post. When you submit the payment group to post, the system creates journal entries that debit the accounts payable trade account and credit the drafts payable account. The system uses AAI item PDx to identify the general ledger account to use for drafts payable.

### Paying an A/P Draft

When an A/P draft has been paid by your bank and cash has been transferred, you must identify the paid draft in your system by choosing the draft for payment. When you choose the draft for payment, the system closes the draft and creates a batch for posting.

The following graphic shows how the system uses the document type and document number information to group the entries that are related to the original voucher. The graphic shows one draft that replaces several vouchers. Each row represents a new record in the accounts payable tables.

Action	Document Type	Document Number	Amount	Matching Document Type	Matching Document Number
Enter vouchers	PV	456	50,000		
	PV	457	50,000		
Close vouchers	PV	456	50,000	P1	155
	PV	457	50,000	P1	155

Create	P1	155	100,000
			draft

## Posting Outstanding A/P Drafts

After an A/P draft has been paid, you post the draft to the general ledger. The system selects drafts with a pay status of draft selected, and then generates and posts journal entries that debit drafts payable and credit the payables bank account. The system also changes the pay status of the draft to paid and generates a post report.

### See Also

For more information on processing options for the A/P Automatic Payments program:

- Processing Options for Work with Payment Groups* in the *Accounts Payable Guide*
- Automatic Payment Processing* in the *Accounts Payable Guide*

## Processing Options for Stamp Tax Calculation (R750403)

### Process Tab

Use this processing option to specify the mode in which the system processes the Stamp Tax calculation.

---

#### 1. Mode

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

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

Use this processing option to select which mode to process stamp calculation.

Valid values are:

Blank Proof

1 Final

---

## Processing Manual Payments to Create A/P Drafts

When you need to remit an accounts payable draft to pay a supplier immediately, you can use the manual payment process.

To create an accounts payable draft for a voucher that you have already entered, enter a manual payment with voucher match. You can choose whether to print the payment. If you do not print the payment, you prepare it manually.

#### ► To process manual payments to create A/P drafts

---

*From Manual Payment Processing (G0412), choose Payment with Voucher Match.*

1. On Work with Payments, click Add.

Doc Type	Document Number	Company	Doc Pay Item	Invoice Number	Due Date	Open Amount	Payment Amount
PV	3142	75000	001	1001	05/08/31	100	100

2. On Manual Payment Entry, complete the following fields:

- Payment Number
- Supplier Number
- Bank Account Number
- Payment Amount
- Remark
- Payment Date
- Currency Code
- Exchange Rate

If you do not enter a payment number, the system uses the next payment number of the account that you enter in the G/L Bank Account field.

3. To automatically print the payment, click the Print Payment option.
4. From the Form menu, choose Pay Items to access Select Open Pay Items.
5. On Select Open Pay Items, choose the voucher that you want to pay and click Select.

The system automatically loads the voucher in the detail area of Manual Payment Entry.

6. On Manual Payment Entry, click OK to finish entering the payment.

## Entering Bank-Assigned Draft Numbers for A/P Drafts

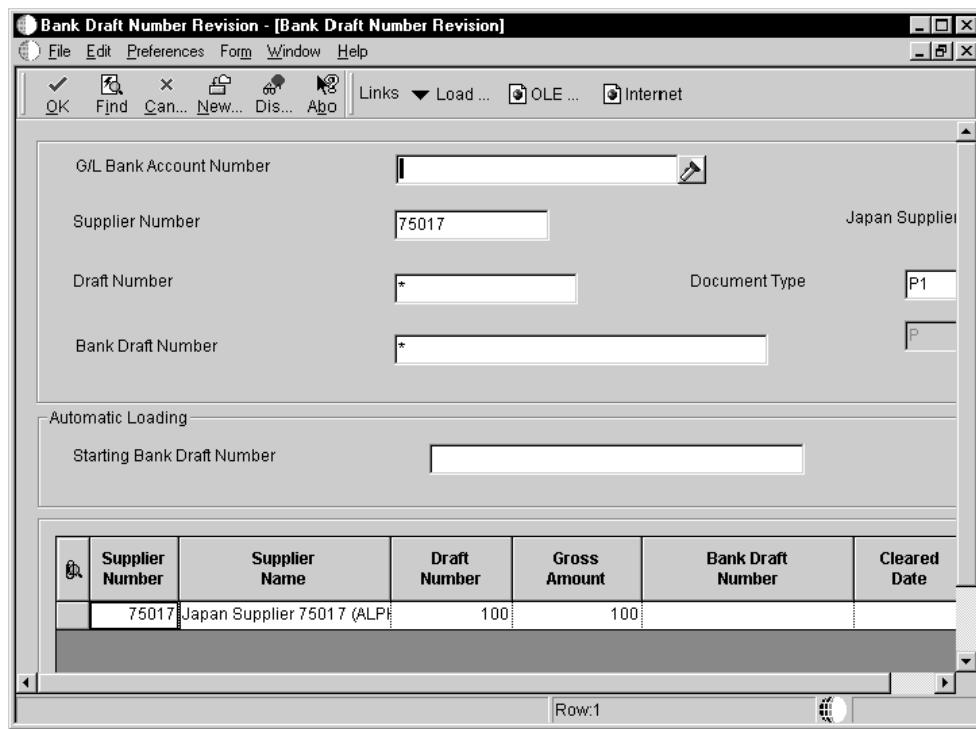
In Japan, banks assign a bank draft number to all draft transactions. Businesses are required to include the bank draft number on all draft reporting.

Bank draft numbers are alphanumeric codes that you can input and revise manually. You can also use the number to review your drafts.

### ► To enter bank draft numbers for A/P drafts for Japan

---

*From the Japanese Localization menu (G75J), choose Bank Draft Number Revision.*



1. On Bank Draft Number Revision, complete the following fields to locate a specific draft:
  - G/L Bank Account Number

- Supplier Number
  - Draft Number
  - Document Type
  - Bank Draft Number
2. In the Automatic Loading section, complete the following field to automatically number bank drafts:
    - Starting Bank Draft Number
  3. Click Find.
  4. Complete the following fields in the detail area:
    - Bank Draft Number
    - Cleared Date

## **Printing the A/P Draft Payable List**

From the Japanese Localization menu (G75J), choose A/P Draft Payable List.

In Japan, businesses that process drafts can print the A/P Draft Payable List to list all outstanding draft payables, including the bank name and value date.

## **Working with Bank and Branch Information**

Bank transfers are commonly used in Japan to move funds between bank accounts. The Japanese Bank Association (JBA) has defined detailed standards regarding fund transfers that include:

- Bank transfer tape format
- Bank charges applied to transfers
- Consumption taxes assessed on bank charges

In Japan, businesses can remit payment by electronic or paper bank transfers. To process any bank transfer, banks require the following information:

<b>Bank/branch number</b>	Every bank and bank branch through which a transfer is processed can be identified by a bank/branch number. Bank/branch numbers are assigned to banks by the JBA. Businesses should validate these numbers to prevent incurring a bank charge for the submission of invalid bank information.
---------------------------	---

<b>Payor and payee bank account information</b>	The bank account information for the payor and the payee consists of an account number and an account type. The following account types are possible: <ul style="list-style-type: none"> <li>• Savings</li> <li>• Current</li> </ul>
---	--

- Deposit
- Other

**Bank transfer  
payor number**

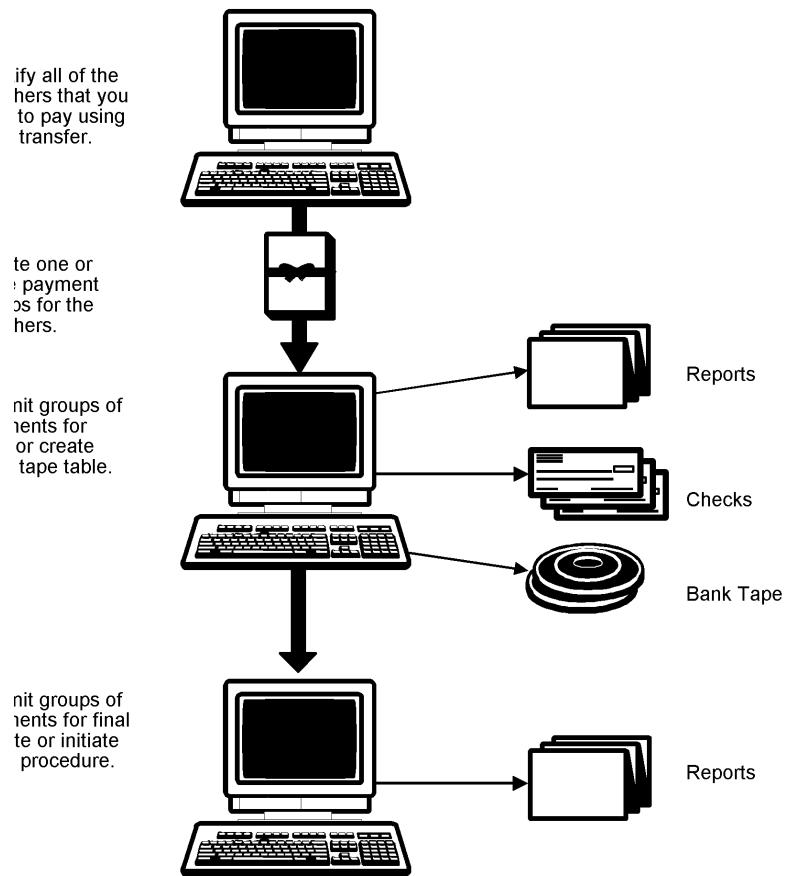
A bank transfer number is assigned to each payor by the bank.

**Transfer type**

Businesses can select the following transfer types:

- Express with bank charges
- Letter with bank charges
- Express without bank charges
- Letter without bank charges

The following graphic shows the primary steps for processing bank transfers:



## Updating Bank and Branch Information

From the Japanese Localization menu (G75J), choose Bank/Branch Table Upload.

In Japan, banks and bank branches are identified by a bank number and a branch number. These numbers are assigned to banks by the JBA.

You can upload the latest bank and branch information from the JBA into a table on your system. When you process bank transfers, the system validates the bank numbers and branch numbers for each transfer against valid values in the table.

To upload bank and branch information to your system, run the Upload Bank/Branch Master program. The system creates the Bank/Branch Master Table - Japan (F75010) and prints a report that lists the following information:

- Total number of bank records added
- Total number of branch records added
- Total number of records read

Use processing options to replace all of the existing records in the Bank/Branch Master table or to add only records that do not already exist in the table.

#### **Processing Options for Bank/Branch Table Upload – Japan (R75010A)**

---

File

1.

Enter the From Library name. The Library which contains the uploaded JBA Bank.Branch Information File specified in Option 2. (FUTURE)

2.

G/L Offset - Tax Area 1

Enter the From File name. The File which contains the JBA Bank/Branch Information uploaded through Client Access/PC Support. (FUTURE)

Update

1.

Enter '1' to REPLACE records in file. Default is ADD record to file. Replace or Add

---

## **Revising Bank and Branch Information**

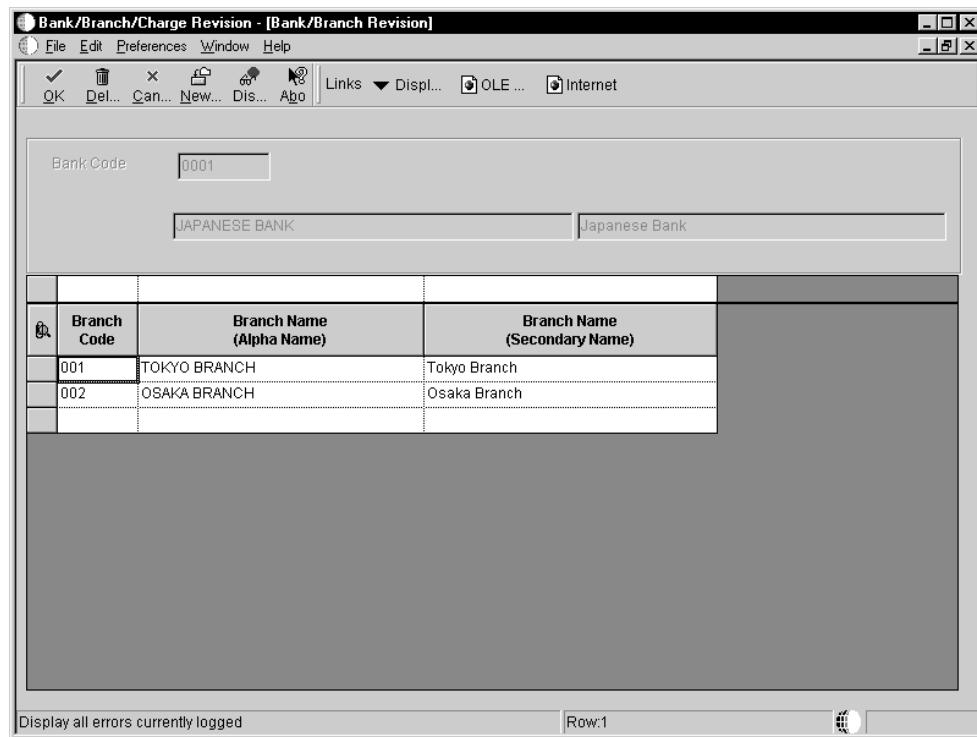
You can update or add bank and branch information to your system manually on an as-needed basis. The following steps describe how to revise bank and branch information. To add bank and branch information, click Add on the Work With Bank - Japan form.

### **► To revise bank and branch information**

---

*From the Japanese Localization menu (G75J), choose Bank/Branch/Charge Revision.*

1. On Work with Bank - Japan, locate an existing record.
2. From the Row menu, choose Bank/Branch.



3. On Bank/Branch Revision, complete the following fields:

- Branch Name (Alpha Name)
- Branch Name (Secondary Name)

### **Entering Bank Charge Information**

Banks levy a service charge on each transfer that they process. The amount of the service charge is based on the following information:

- The actual amount of the transfer (also referred to as the treating amount)
- Whether the transfer is an express or letter transfer
- Whether the transfer is an internal or external bank transfer
- Whether the transfer is an internal or external branch transfer

Either the customer or the supplier agrees to pay the bank charges. The amount of the transfer is the total payment amount minus the bank charges and tax.

In addition, the service charge for each bank transfer is subject to consumption tax.

In some cases, the addition of the consumption tax on the amount of the transfer moves the transfer into another treating charge category. When this action happens, the transfer becomes subject to a lower service charge, and the business must recognize an adjustment for the transfer.

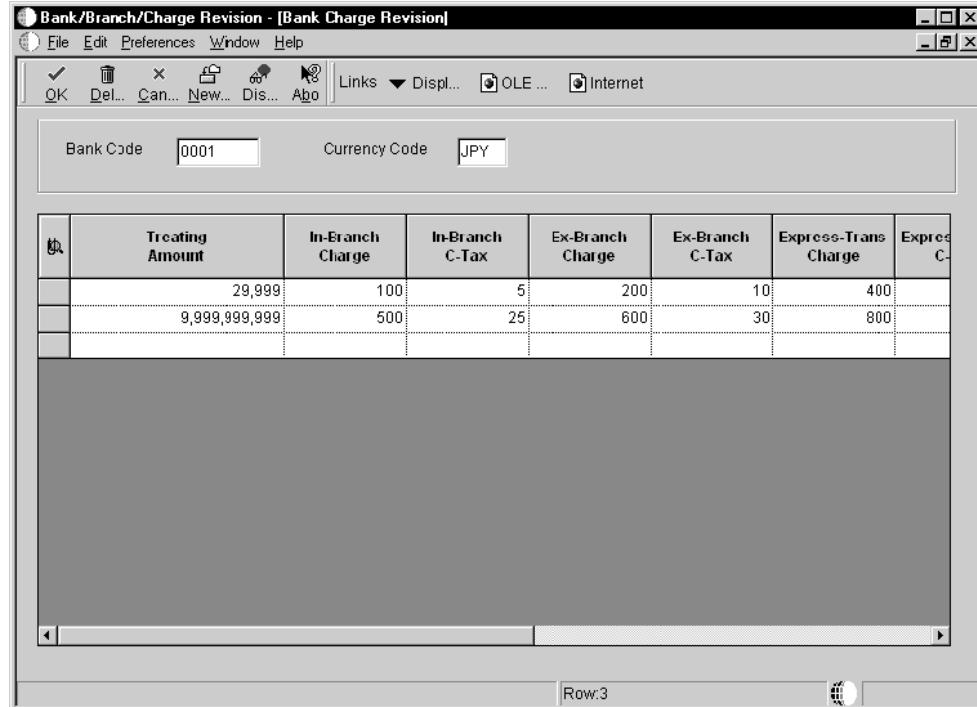
To process accounts payable bank transfers, you must maintain bank charge information for your system. To do this procedure, access the Bank Charge Revision form.

### ► To enter bank charge information

---

*From the Japanese Localization menu (G75J), choose Bank/Branch/Charge Revision.*

1. On Work with Bank - Japan, locate an existing record.
2. From the Row menu, choose Bank Charge.



3. On Bank Charge Revision, complete the following fields:

- Treating Amount
- In-Branch Charge
- In-Branch C-Tax
- Ex-Branch Charge
- Ex-Branch C-Tax
- Express-Trans Charge
- Express-Trans C-Tax
- Letter-Trans Charge
- Letter-Trans C-Tax

## **Creating Payment Groups for Bank Transfers**

From the Automatic Payment Processing menu (G0413), choose Create Payment Control Groups.

Before you can process bank transfers, you must create payment groups. When you create payment groups, the system groups vouchers that have similar information, such as the same bank account and payment instrument. This grouping allows the system to process the same types of vouchers in the same way. You use the payment groups when you review and write payments.

Each payment group contains information that determines how the group is processed, including:

- Bank account
- Payment instrument
- Output queue

Each payment group also contains control information that determines which format program to use for each of the following:

- Payment format
- Registers
- Attachments
- Debit statements

You must set up a unique version of the Create Payment Control Groups program to process accounts payable bank transfers for Japan. Set up the data selection for the version to specify the payment instrument for bank transfers.

When you run the Create Payment Control Groups program for bank transfers, the system:

- Calculates the appropriate bank charges and consumption tax for each transfer.
- Creates a separate pay item for each transfer to represent the bank charge, consumption tax, and adjustment amounts as follows:
  - Pay item 997 represents the bank charge amount.
  - Pay item 998 represents the consumption tax amount.
  - Pay item 999 represents any adjustment amount.
- Reduces the total payment amount for the transfer by these amounts.
- Prints a report listing the bank charges.

---

### **Note**

If you use accounts payable bank transfers for Japan, voucher pay items 997, 998, and 999 are reserved. You cannot use these voucher pay items in the base Accounts Payable system.

---

When you process accounts payable bank transfers for Japan, the system creates the following journal entries for each transfer:

- Normal journal

- Bank charge journal
- Consumption tax journal
- Bank charge adjustment journal

To void the bank transfer, you must void all of the associated journals entries.

---

## **Automatic Payments**

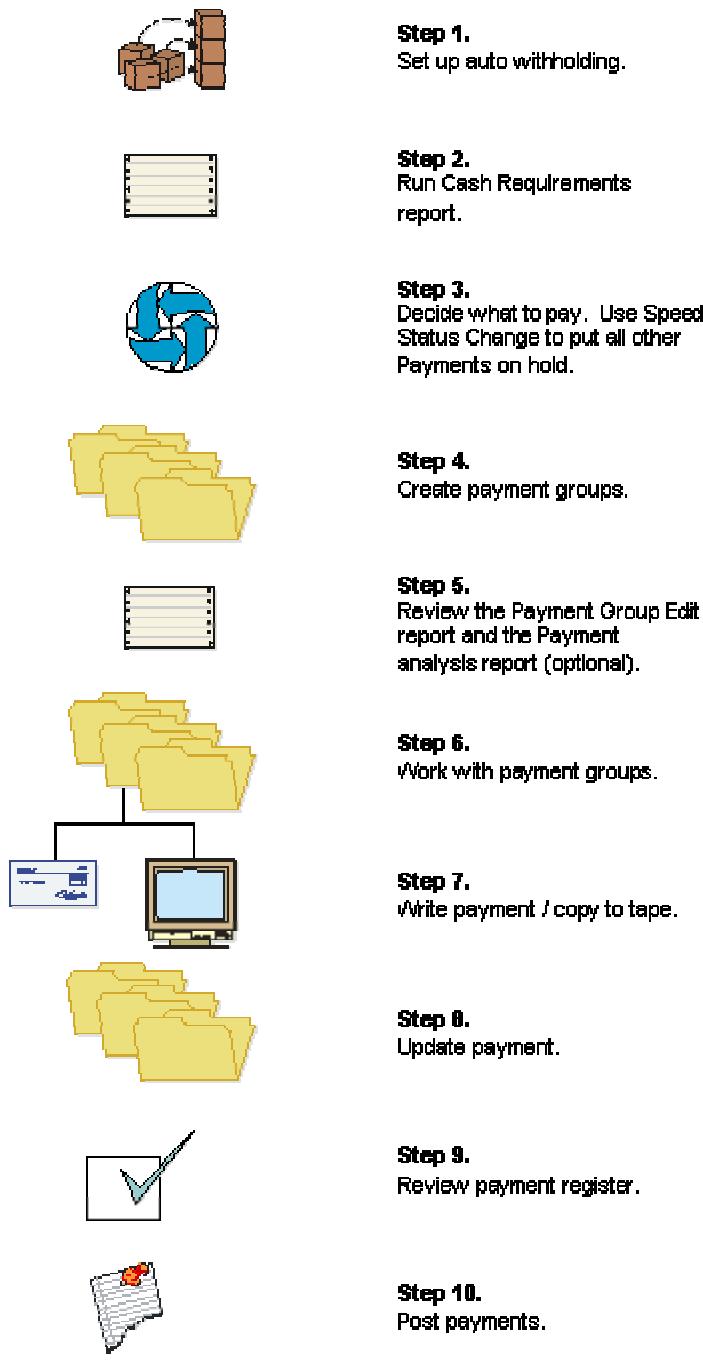
### **Automatic Payment Processing**

---

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

The following graphic illustrates the automatic payment process:

## Automatic Payment Process



### Before You Begin

- Set up bank account information for your suppliers. See *Setting Up Bank Account Information*.

## Working with Payment Instruments

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

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

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

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

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

### Payment Instrument Codes

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

---

#### Note

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

---

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

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

## Working with Japanese Payment Formats

Assign the following programs to payment instruments for Japan:

<b>Payment formats</b>	Specify program R04572JP as the Write program to generate the payment format accepted by Japanese banks.
------------------------	--

<b>Attachments</b>	Specify program R04573JP as the Attachment program to generate the attachments for accounts payable bank transfers for Japan.
--------------------	---

### **Processing Options for Create A/P Bank Tape – Japan (R04572JP)**

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#### Tape

Enter the following default values:

Device Name

Tape Density

Label Name

Block Size

New Volume

Tape (more)

New Owner ID

File Name

---

### **Processing Options for Japan Bank Transfer Paper (R04573JP)**

---

#### Date selection

Enter "1" for Japanese Date format, default will use Western Date format.

Selection Number

---

## **Setting Up Payment Instruments**

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

- Payments. This is the printed copy or tape table for the payment.
- Payment registers. This is the printed list of payments.
- Attachments. This is a printed report that contains the detail information that does not fit on a payment stub.
- Debit statements. This is a printed list of debit balances that indicates you have overpaid a supplier. It shows net amounts that are either a credit or that zero out a voucher.

### **See Also**

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

### **Before You Begin**

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

---

### **► To assign programs to a payment instrument**

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The Payment Instrument Defaults program includes all of the default programs associated with each component. The data is stored in the A/P Payments - Default Print and Update table (F0417).

You assign a program number to each component of a payment instrument. For example, you could assign program P04573 (for print standard attachments) to the attachments component of a payment instrument. The system accesses this program and, based on the program number, produces the appropriate type of attachment.

You are not limited to using the preassigned programs for each payment instrument. For example, if the default of blank for your company is to print a check that is in a Canadian format, you can change the payment print program from the Auto Payments Write/Reset program (P04572) to the Print Automatic Payments - Check - Canada report (R04572C).

A debit statement is another type of payment instrument and is used to notify suppliers when you have overpaid them. By assigning a program to the debit statement component, you can print a separate debit statement form with a payment. A debit statement is automatically generated if debit memos and open vouchers for a supplier net to zero. The system assigns a debit statement number as the payment number for the payment record, clears the open amounts of all records, and changes the pay status to paid.

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

*From the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults.*

1. On Work With Payment Instrument Defaults, click Find to display payment instruments.
2. Choose the payment instrument and click Select.

The screenshot shows the 'Set Up Payment Instrument Defaults' window in a PeopleSoft application. The window title is 'Set Up Payment Instrument Defaults'. It has buttons for OK, Cancel, and Tools. There are two input fields: 'Payment Instrument' (containing P04572) and 'GL Bank Account' (containing 1.1110.BEAR). Below these are sections for 'Print Programs' containing four pairs of fields: 'Payments' (P04572) and 'Print Payments - Standard'; 'Payment Register' (P04576) and 'Payment Register - Standard'; 'Attachments' (P04573) and 'Print Attachments - Standard'; and 'Debit Statements' (P04574) and 'Print Dbt Statement - Standard'. The background of the window is light blue, and the overall interface is typical of mid-2000s enterprise software.

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

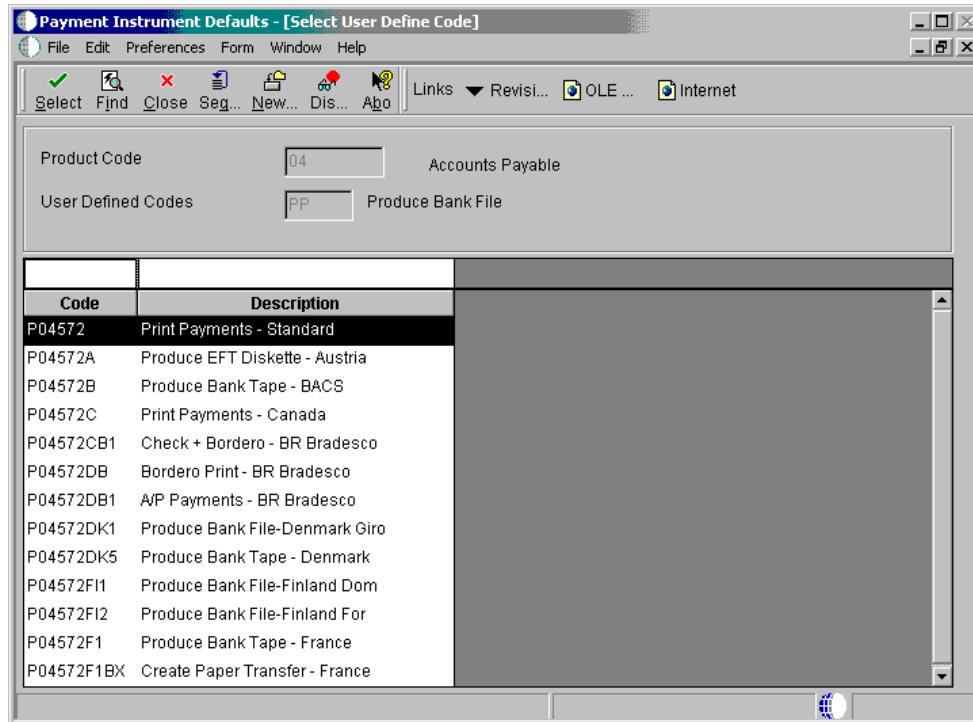
- Payments
- Payment Register
- Attachments
- Debit Statements

Even if you do not want to use debit statements, you should enter a value or the system returns an error message.

To prevent a debit balance from generating a debit statement, do the following:

- During the automatic payment process, set the minimum amount in the amount range to the lowest nonzero currency unit in the processing options for Create Payment Control Groups (for example, .01).

4. To select from a list of available program numbers, click the corresponding field and then click the Search button to access Select User Defined Code.



5. On Select User Define Code, perform one of the following actions:
  - Choose the appropriate program for the payment instrument and click Select
  - Click Revisions to add a program to the user defined list, and then assign the program number to the payment instrument

The system returns to Set Up Payment Instrument Defaults, where you can verify the program number.

6. Click OK.

#### ► To revise processing options for payment instrument formats

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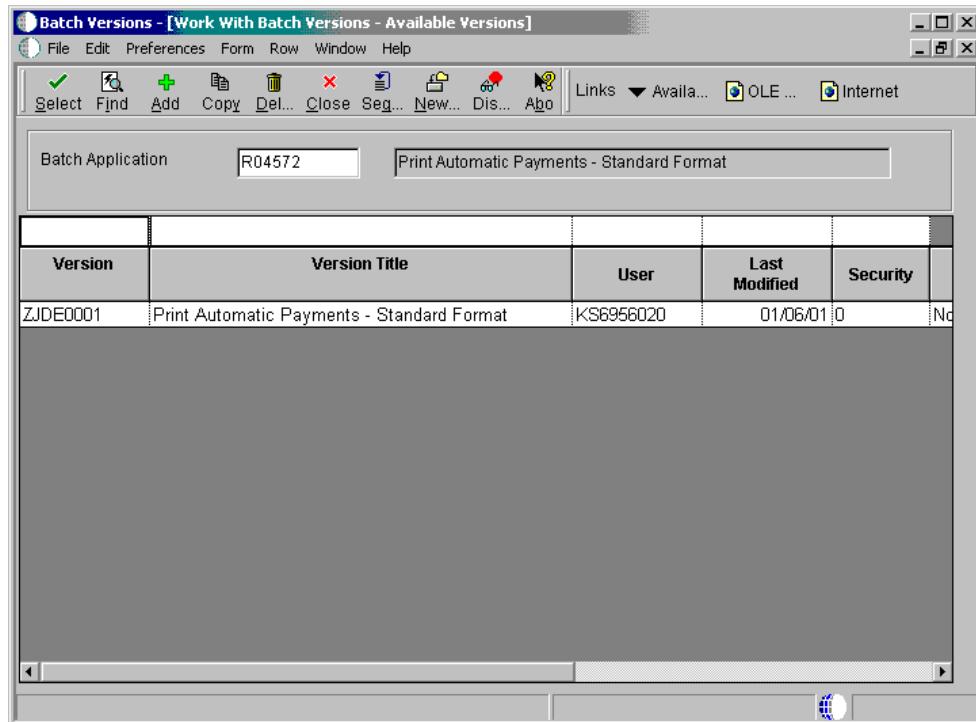
Some of the programs associated with a payment instrument have processing options that further define the format of each component of a payment instrument. Review and, if necessary, revise these processing options before using each program.

The payment instrument formats use the Rxxxx convention (where xxxx equals the program number), whereas the program format used in the payment instrument defaults is Pxxxx. For example, to access the format for P04572, the standard print payment format, you enter R04572 in the Batch Application field, and click Find.

*On the System Administration Tools menu (GH9011), choose Batch Versions.*

1. On Work With Batch Versions - Available Versions, enter the program number in the following field and click Find:

- Batch Application



2. Choose the version.
3. From the Row menu, choose Processing Options.
4. Revise the processing options, as necessary.

#### ► To assign a payment instrument to a supplier

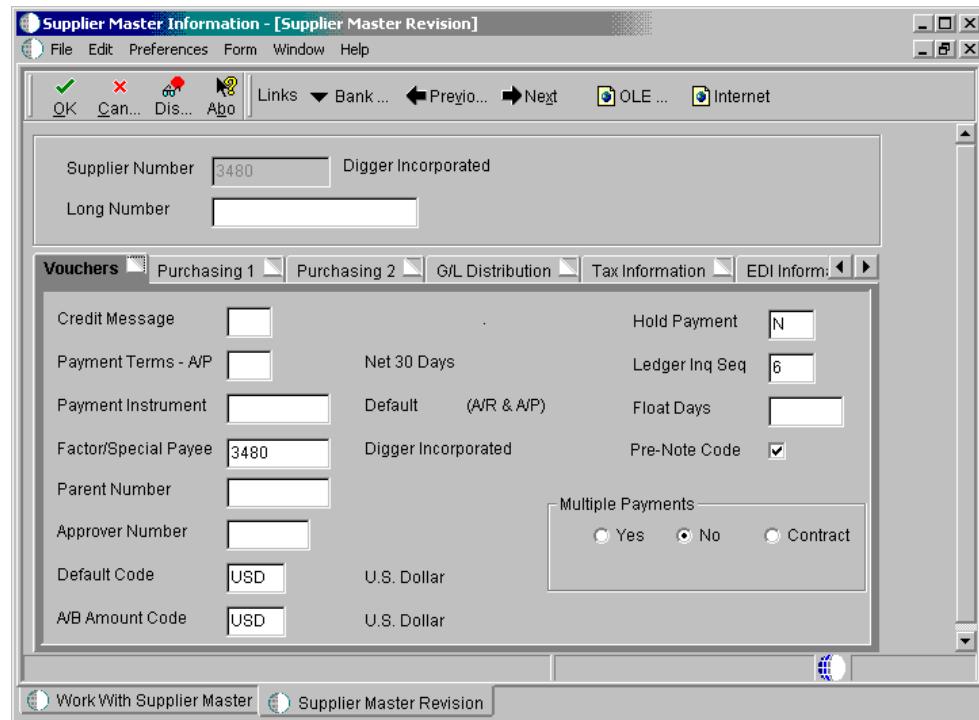
---

When you print payments, the system uses the payment instrument assigned to the voucher. Typically, you set up the most commonly used payment instrument as the default, so you do

not have to define a payment instrument for each supplier. The system uses the payment instrument assigned to the supplier, unless you override it when you enter a voucher.

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

1. On Work With Supplier Master, locate and choose the supplier.
2. Click Select.



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

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

### **Processing Options for Payment Instruments**

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

## **Processing Options for A/P Print Payments – Standard Format**

---

### **Translation**

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

### **Translation Program**

### **Address**

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

### **Address Format (FUTURE)**

### **Payment**

1. Enter a '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)**

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## **Processing Options for A/P Print Payments – Draft**

---

### **Address**

1. Enter an override address format. If left blank, the address number's country format will be used.

### **Address Format (FUTURE)**

### **Payment**

1. Choose one of the following to print on the stub: '' - Remark, '1' - Supplier Name (useful if paying alternate payee for several vendors), '2' - Supplier Invoice Number

### **Print Information**

### **Print**

1. Enter the Forms Type for the Payments Spool File. If left blank, the default is 'APCHECKS'

### **Form Type (FUTURE)**

---

## **Processing Options for A/P Print Payments – CTX**

---

### **EFT**

1. Enter the File ID modifier (1 pos.). This is used to distinguish between multiple files created on the same date. Default is '1'.

### **File ID Modifier**

2. Enter the tape payment detail (10 pos.) description. For example, you may want to enter EXP REIMB for expense reimbursements. This description may be used by the bank and printed on the supplier's bank account statement.

### **Tax Authority 4**

### **Tape Payment Detail Description**

### **EFT(more)**

1. Enter the Company ID number (10 pos.). This is the Identification Code Designator (ICD) followed by a 9 digit identification number. Valid ICD's are: '1' = IRS Employer Identification #, '3' = Data Universal Numbering System, '9' = User Assigned #.

### **Identification Code Designator**

2. Enter a value (20 character alpha) to be placed in the Discretionary Data field on the Company/Batch Header record format. If left blank the Discretionary Data field will be blank.
-

---

#### Discretionary Data

##### PRINT

1. Enter the payment print program to use if the pre-note status is set to 'P', requiring a payment print.

##### Print Program

##### TAPE

1. Enter the following defaults values:

##### Device Name

##### Tape Density

##### Label Name

##### Block Size

##### New Volume Name

##### TAPE (more)

##### New Owner ID

##### File Name

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## Processing Options for A/P Print Payments – Subcontract

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#### Translation

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

#### Translation Program

#### Address

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

#### Address

#### Payment

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

#### Company Name

#### Print

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

#### Form Type

---

## See Also

- Localization guides for country-specific formats

## Creating Payment Groups

From the Automatic Payment Processing menu (G0413), choose Create Payment Control Groups.

After you have processed your vouchers, you can prepare to write your payments. Before you write payments, you must create payment groups to organize vouchers that can be paid together. For example, you can organize vouchers by bank account and payment instrument in separate groups. Then the vouchers can be paid with the proper check stock. You use the payment groups when you review and write payments.

Create Payment Control Groups is a batch process that you run once for each payment cycle. The program typically creates more than one payment group. Each payment group contains information that determines how the group will be processed, including:

- Bank account
- Payment instrument

Each payment group also contains control information that determines which program to use for:

- Payments
- Registers
- Attachments
- Debit statements

If you need to include additional vouchers in a payment group, you can undo the group, approve those vouchers for payment, and rerun the program. The system displays payment groups after you write them until you undo them or update them to the A/P ledger.

When you create payment groups, the system:

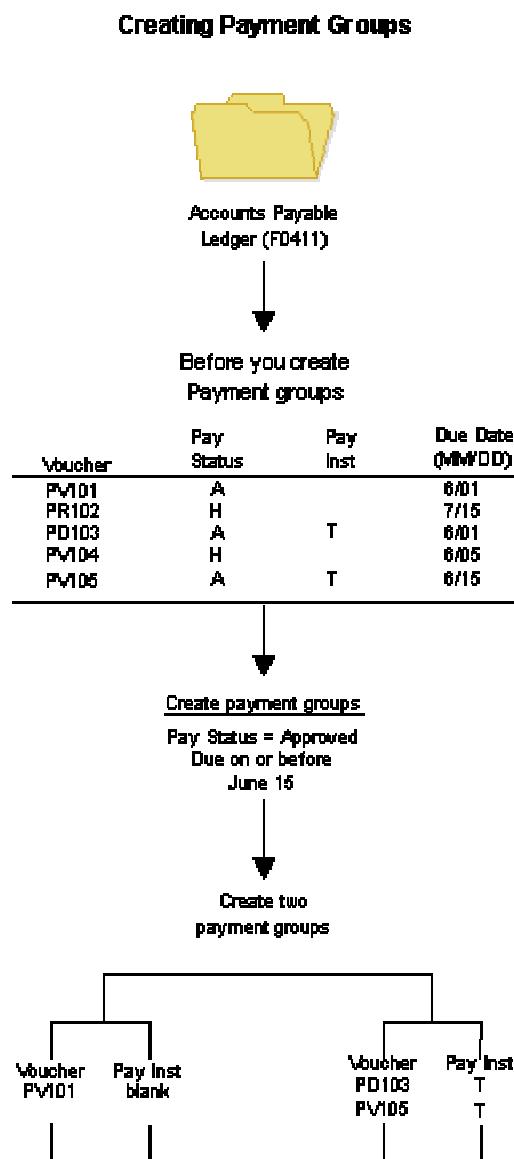
4. Selects vouchers with a pay status of A (approved) and a due date that is less than or equal to the specified pay through date.
5. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:
  - Bank account
  - Payment instrument
  - Business unit (optional)
  - Company (optional)

After the system creates payment groups, each group also has the following information in common:

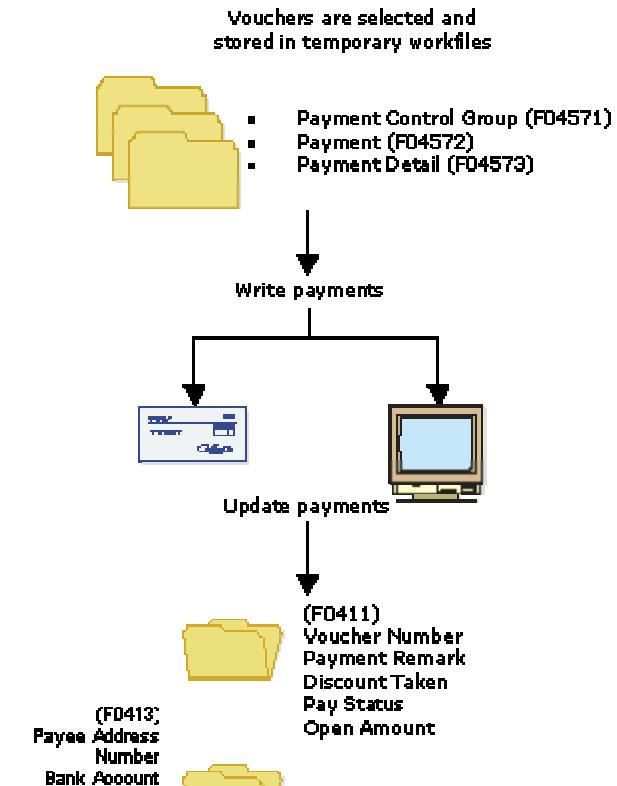
- Version ID
  - User
  - Creation date
  - Output queue
6. Assigns each payment group a "next status" of WRT (write).
  7. Changes the pay status of selected vouchers from A to # (payment in-process).
  8. Creates the following worktables to use in writing payments:
    - A/P Payment Processing - Header File table (F04571). Contains a single header record for each payment group with information about that group of payments.
    - A/P Payment Processing - Summary File table (F04572). Contains a record for each payment within a group. These records are the actual payments that will be written and updated through the Work with Payment Groups program. This information is the basis for the Accounts Payable - Matching Document table (F0413).
    - A/P Payment Processing - Detail File table (F04573). Contains a record for each voucher pay item within a payment. This is the information that will be printed on the payment stub and used to update the A/P ledger. This information is the basis for the Accounts Payable Matching Document Detail table (F0414).
  9. Prints a Create Payment Control Groups report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total. Examples of error messages include:
    - Hold payment code active
    - Supplier master information missing

- Amount under payment limit

The following graphics show the process for creating payment groups:



## Working With Payment Groups



(FD413)  
Payee Address Number  
Bank Account  
Payment Date  
Payment Number  
Payment Amount

(FD414)  
Discount Taken  
G/L Offset  
Payment Amount-detail

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.

## Processing Options for Create Payment Groups (R04570)

### Dates Tab

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

---

#### 1. Pay Through Date

Use this processing option to specify a due date through which you want to create a group of vouchers for payment. For example, if you want to create a payment group consisting of vouchers with due dates through March 15, 2005, enter 03/15/05. The system creates a payment group consisting of vouchers with due dates on or before March 15, 2005. Enter the date in this processing option, or leave the processing option blank to select vouchers by Displacement Days.

Note: If you leave the Pay Through Date field blank and the Displacement Days processing option as zero, the system date is used for the Pay Through Date.

#### 2. Displacement Days

Use this processing option to specify the number of days from today's date through which you want to create a group of vouchers for payment. For example, if today's date is March 10, and you specify three displacement days, the system includes vouchers with due dates through March 13 in the payment group. Enter the number of days in this processing option, or leave as zero to use the system date as the Pay Through Date.

#### 3. Discount Cutoff Date

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Use this processing option to enter the final date that you are allowed to take a discount. Pay items with a due date prior to the date you enter are not eligible for discounts, so the system sets the discount amounts of these pay items to zero. If this processing option is blank, the program takes all discounts currently available for the selected pay items.

---

### **Amounts Tab**

These processing options specify payment ranges, currency, and payment range exceptions.

---

#### **Note**

The minimum and maximum amounts here refer to payment amounts, not voucher amounts. Use data selection to control the maximum and minimum amounts of the vouchers to be selected.

---

#### **1. Payment Amount Range**

##### **Maximum**

Use this processing option to specify the maximum amount in a range of payment amounts to use for selecting a group of vouchers. The amount cannot be zero.

Note: Do not include symbols to indicate currency. Specify currency in the Currency Code for Range Amounts processing option.

##### **Minimum**

Use this processing option to specify the minimum amount in a range of payment amounts to use for selecting a group of vouchers. The amount cannot be zero. To prevent the system from generating a debit statement (negative or zero payment totals) enter the lowest currency unit. For example, use .01 for CAD or USD.

Note: Do not include symbols to indicate currency. Specify currency in the Currency Code for Range Amounts processing option.

---

#### **2. Currency Code for Range Amounts**

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Use this processing option to enter a code that specifies the currency for the values you entered in the Payment Amount Range processing option fields. If necessary, the system converts these amounts to the payment currency of each payment control group. For example, if you enter ranges of 100 to 5000 in USD, the system converts those USD amounts to EUR for a EUR payment group, to GBP for a GBP payment group, and so on. The conversion allows for the correct minimum and maximum comparisons for all payment groups created each time you run this program.

NOTE: The currency code is relevant only if currency conversion is turned on for your system.

### **3. Payment Instruments for Range Exceptions**

#### **Minimum Payment Instrument**

Use this processing option to assign payment instruments to vouchers that are not included in the amount range you specify in the Payment Amount Range processing option.

- o Minimum Payment Instrument - A payment instrument that you want to assign to vouchers that have an amount less than the minimum amount range you specify in the Payment Amount Range processing option.

NOTE: You set up payment instruments on user defined code table 00/PY. You must also set up payment instruments defaults. On the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults (P0417).

#### **Maximum Payment Instrument**

Use this processing option to assign payment instruments to vouchers that are not included in the amount range you specify in the Payment Amount Range processing option.

- o Maximum Payment Instrument - A payment instrument that you want to assign to vouchers that have an amount more than the maximum amount

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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

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your payment instrument. From the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults, and then choose the payment instrument and click Select. On Set Up Payment Instrument Defaults, you can enter a program number in the Attachments field to specify the attachment program you want the payment instrument to use. The default attachment program is R04573.

### 3. G/L Bank Account

Use this processing option to specify a bank account that you want the system to use instead of the bank account that is assigned to the voucher pay item when the voucher is entered.

To specify a G/L bank account, enter its short account ID. The short account ID is an eight-digit alphanumeric field that does not allow any special characters. Therefore, if you identify a short account ID in the General Accounting Constants by attaching a special character to it, you do not include the special character in this field.

If the short account ID does not use eight digits, whatever digits are unused must be filled with zeros. For example, if the short account ID for the bank account you want to use is 108, enter the number as 00000108. If you use the visual assist to choose the bank account, the system enters the number into the field correctly.

If the intercompany settlements constant is set to N, and you specify a G/L override bank account in this field, the system compares each voucher's company to the company of the override G/L bank account. If the voucher company is not the same as the company of the override G/L bank account, the system does not include that voucher in the payment group.

Before you can enter a G/L bank account in this field, you must set up the account on your system. To set up G/L bank accounts, choose Bank Account Information from the Automatic Payment Setup menu (G04411).

If you use multicurrency, consider the following guidelines when using this processing option:

- 
- o If the bank account is a monetary account, it must have the same currency as either the domestic or foreign currency of the voucher.
  - o If the bank account is a non-monetary account, its company currency must be the same as the domestic currency of the voucher.

#### 4. Payment Currency

Use this processing option to specify the currency method that the program uses for payment.

Valid values are:

Blank You pay in the currency of the G/L bank account. For monetary accounts, this is the currency assigned to the G/L bank account in the Account Master table (F0901). For nonmonetary accounts, this is the currency assigned to the company in which the business unit of the G/L bank account resides. For example, the currency associated with the G/L bank account 1.1110.BEAR is U.S. dollars (USD) because business unit 1 belongs to company 00001 whose currency is USD. If you enter vouchers in the euro dollar (EUR) for company 00001, you can either pay the vouchers from the monetary bank account in EUR, or you can pay them from a bank account that belongs to a company whose base currency is USD.

- 1 You pay the domestic amount of the voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the voucher is paid in USD.
- 2 You pay the foreign amount of the voucher in the foreign currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the vouchers are paid in EUR. Vouchers that do not have a foreign currency are paid in the domestic currency.

- 
- 3 You pay the current domestic amount of a foreign voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the foreign amount is converted to the current domestic amount based on today's effective exchange rate, and the voucher is paid in USD.
  - 4 You pay the voucher in an alternate currency that is neither the domestic amount nor foreign currency of the voucher. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, but you want to pay the voucher in Canadian dollars (CAD), the voucher is paid in the alternate currency (CAD). Designate the payment currency in processing option 5.

#### Exchange Rate Notes

Later in the automatic payment process, the system calculates a gain or loss if the exchange rate of the voucher is different from the exchange rate of the payment.

When you make payments in the current domestic currency, the Create Payment Groups program calculates the domestic amounts being paid using the exchange rate effective that day. This may be different than the exchange rate effective when you actually make the payment.

#### 5. Alternate Currency Code

Use this processing option to enter the code for the alternate currency amount. You enter a value in this processing option only if you specified 4 in the Payment Currency processing option.

#### 6. Prepayment Selection

Use this processing option to indicate whether you want to include negative prepayment items in the payment group.

Valid values are:

---

Blank Do not include negative prepayment items.

1 Include negative prepayment items.

---

## **Process By Tab**

These processing options specify the categories by which the system groups payments.

---

### **1. Company**

Use this processing option to specify whether to create separate payments based on company.

Valid values are:

Blank No

1 Yes

### **2. Due Date**

Use this processing option to specify whether to create separate payments based on due date.

Valid values are:

Blank No

1 Yes

### **3. Payee**

Use this processing option to specify whether to create payments based on payee, regardless of the supplier.

Valid values are:

Blank No

1 Yes

For example, the following table illustrates one possible voucher, supplier,

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and payee combination:

- Voucher 1, Supplier 1001, Payee 1001
- Voucher 2, Supplier 1001, Payee 1002
- Voucher 3, Supplier 1001, Payee 1002
- Voucher 4, Supplier 1002, Payee 1002
- Voucher 5, Supplier 1003, Payee 1001

If you leave the Payee processing option blank, the system generates four payments, based on the payee, then supplier:

- o Payee 1001: Supplier 1001, Voucher 1
- o Payee 1001: Supplier 1003, Voucher 5
- o Payee 1002: Supplier 1001, Vouchers 2 and 3
- o Payee 1002: Supplier 1002, Voucher 4

If you set the Payee processing option to 1, you have two payments based only on the payee:

- o Payee 1001: Supplier 1001, Voucher 1, and Supplier 1003, Voucher 5
- o Payee 1002: Supplier 1001, Vouchers 2 and 3, and Supplier 1002, Voucher 4

4

#### **4. Business Unit**

Use this processing option to specify whether to create separate payment control groups by business unit.

Valid values are:

Blank No

1 Yes

---

#### **Summarize Tab**

These processing options allow you to customize the information that appears on the payment stub.

---

## **1. Summarized Pay Item**

Use this processing option to specify whether to summarize pay items within a document on the pay stub or attachment.

Valid values are:

Blank No

1 Yes

---

## **2. Summary Description**

Use this processing option to specify the information that appears in the Description field on the pay stub.

Valid values are:

Blank The generic description Invoice Summary appears on the pay stub.

1 The remark from the first pay item appears on the pay stub.

---

## **Report Tab**

These processing options specify the information that will appear on the report. To produce separate payments by job, the Statement Number field (CTL) must be included in the sort sequence.

---

## **1. Print Mailing Address**

Use this processing option to specify whether the mailing address for each payee appears on the report.

Valid values are:

Blank No

1 Yes

---

## **2. Print Contract Number**

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

Valid values are:

Blank No

1 Yes

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

### **3. Print Job Number**

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

Valid values are:

Blank No

1 Yes

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

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## **Bank Tape Tab**

These processing options specify the bank information that prints on the report.

---

### **1. Print Bank Tape Information**

Use this processing option to specify whether bank tape information appears on the edit report.

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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.

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## **1. Calculate Withholding**

Use this processing option to specify whether to submit the Calculate Withholding program prior to creating payment control groups.

Blank No

1 Yes

---

---

## **2. Program Version**

Use this processing option to specify the version number of the Calculate Withholding program. You must specify a version number if you enter 1 in the Calculate Withholding processing option.

Blank Version number ZJDE0001 (default)

Or, enter the specific program version number

---

## **Data Sequence for Create Payment Control Groups**

The data sequence for this program is set to create separate payments by payee. Any changes to this sequencing results in payments by voucher instead of payments by payee. Selecting the Multiple Payments option on the Supplier Master Revision form does not override the payee sequencing.

The sequence for Create Payment Control Groups must be as follows:

- G/L Bank Account
- Payment Instrument
- Check Routing Code

This sequence must be used to produce payments that are grouped properly.

## **Working with Payment Groups**

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

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

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

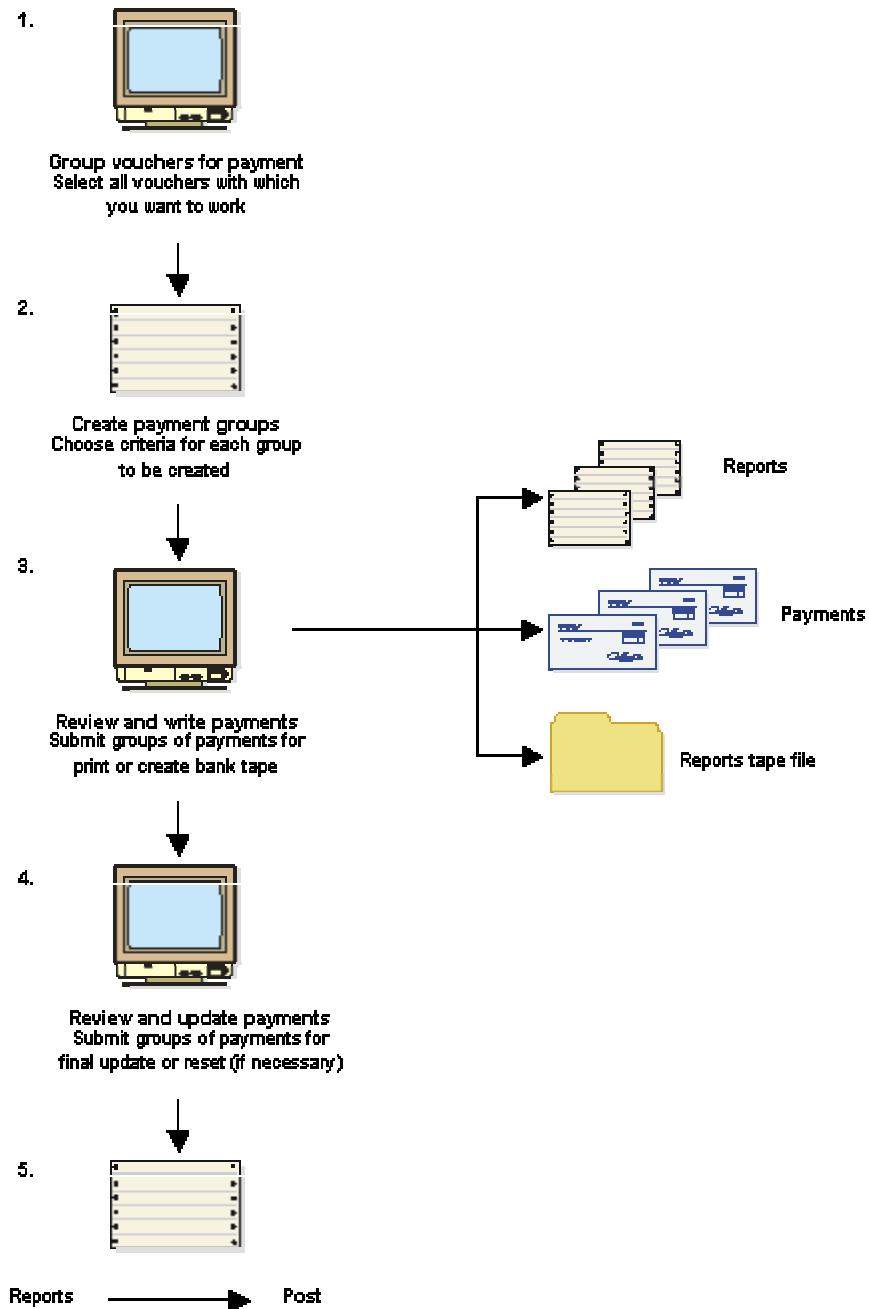
<b>Write</b>	The pay item is ready to be written.
<b>Update</b>	The payment has been written and is ready to be updated in the Account Ledger table (F0411).

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

<b>Undo</b>	Undo means to remove a pay item from the payment group. You can undo pay items, regardless of whether they are at a status of write or update. In either case, the pay item returns to an open voucher with a status of approved.
<b>Reset</b>	Reset means to return a pay item to the previous step in the payment process. If the status of the pay item is update and you reset it, the pay item returns to a pay status of write.

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

## Payment Process Overview



### Printing the Payment Analysis Report

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

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

## **See Also**

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

## **Processing Options for Payment Analysis Report**

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### Print

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

### Detail Voucher Information

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

### Business Unit

---

## **Reviewing Payment Groups**

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

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

### **► To review a payment group**

---

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

1. On Work With Payment Groups, click one or both of the following options:

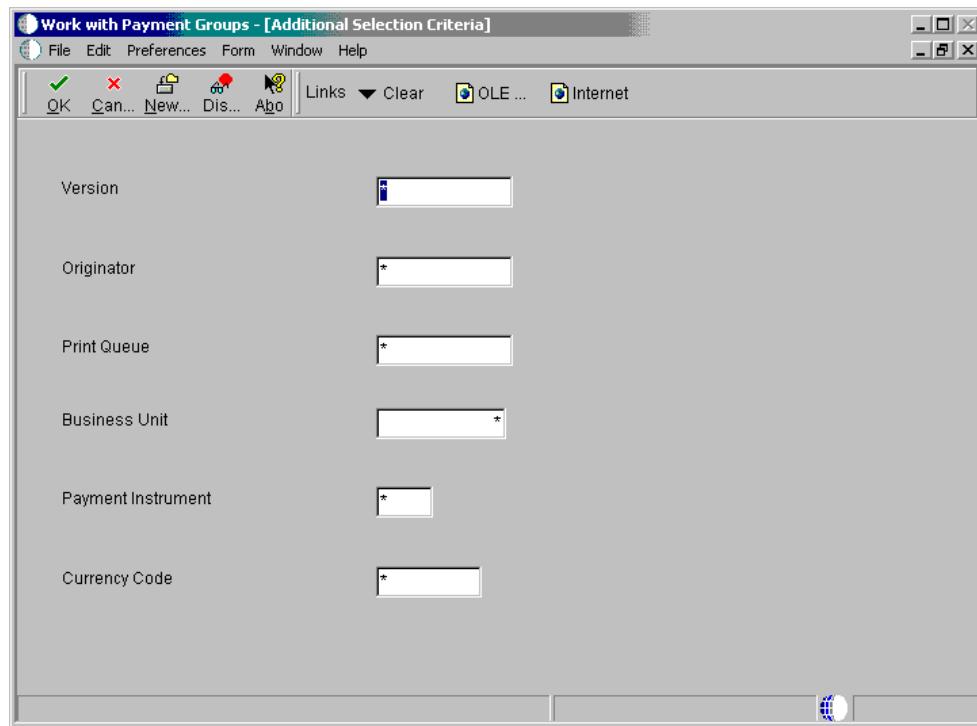
- Write Status
- Update Status

2. To further limit your search, complete the following field:

- Bank Account

3. Click Find.

4. For additional search criteria, choose Added Selection from the Form menu.



5. On Additional Selection Criteria, complete any of the following fields and click OK:
  - Version
  - Originator
  - Print Queue
  - Business Unit
  - Payment Instrument

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

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

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

## Reviewing Payments with a Write Status

Before you write payments, you can do the following:

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

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

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

### **► To review payment and voucher information (write status)**

---

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

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

1. On Work With Payment Groups, click the following option and click Find:

- Write Status

2. Choose a payment group and click Select.

PeopleSoft.

Select Workspace: Active Foundation

**Active Foundation**

**Work With Payment Group - Write Status**

Bank Account: 1.1110.BEAR      Bear Creek National Bank  
 Version: TR0002      Total Amount: 13,123.00  
 Number of Payments: 2      Currency: USD

Amount From: [ ] Through: [ ]

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total	Company	Bank Transit
<input type="checkbox"/> 1001 Edwards, J.D. & Company	1001 Edwards, J.D. & Company	5,500.00			1 00001	111255000	
<input type="checkbox"/> 4344 Universal Incorporated	4344 Universal Incorporated	7,623.00	77.00		1 00001	107004381	
[ ]							

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

PeopleSoft.

Select Workspace: Active Foundation

**Active Foundation**

**Work With Payment Detail**

Payee: 4344      Universal Incorporated  
 Bank Account: 1.1110.BEAR      Bear Creek National Bank  
 Payment Amount: 7,623.00      Currency: USD

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

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

The screenshot shows the PeopleSoft Payment Detail form. At the top, there's a navigation bar with links for Portal, WWWW, Intranet, Training, and other system icons. Below that is a toolbar with buttons for Cancel, Tools, and a red X. The main area is titled "Payment Detail". It contains two main sections. The first section has fields for Document No/Ty/Co (1571), Pay Item (001), Supplier Number (4344) with a remark "Universal Incorporated", Remark (Advertising Expense), Invoice Number (C375), Invoice Date (05/10/05), Due Date (05/20/05), and Company (00001) with a description "FinancialDistribution Company". The second section has fields for Payment Amount (2,673.00), Currency (USD), and Discount Taken (27.00).

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

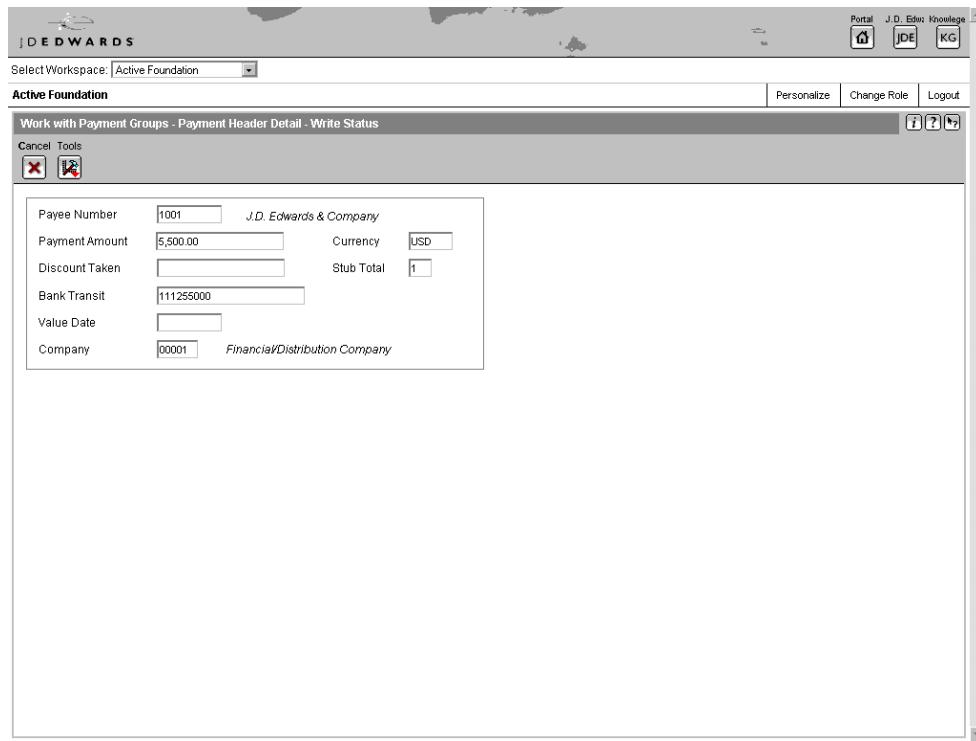
#### **► To review payment summary information (write status)**

---

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

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

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



## Reviewing Payments with an Update Status

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

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

You can reset a payment group that is at update status and rewrite your payments, if necessary. When you reset written payments in an update status (UPD), you return them to a status of write (WRT). See [Resetting Payment Processing](#).

The payment group programs display information from the following worktables:

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

### **► To review payment information (update status)**

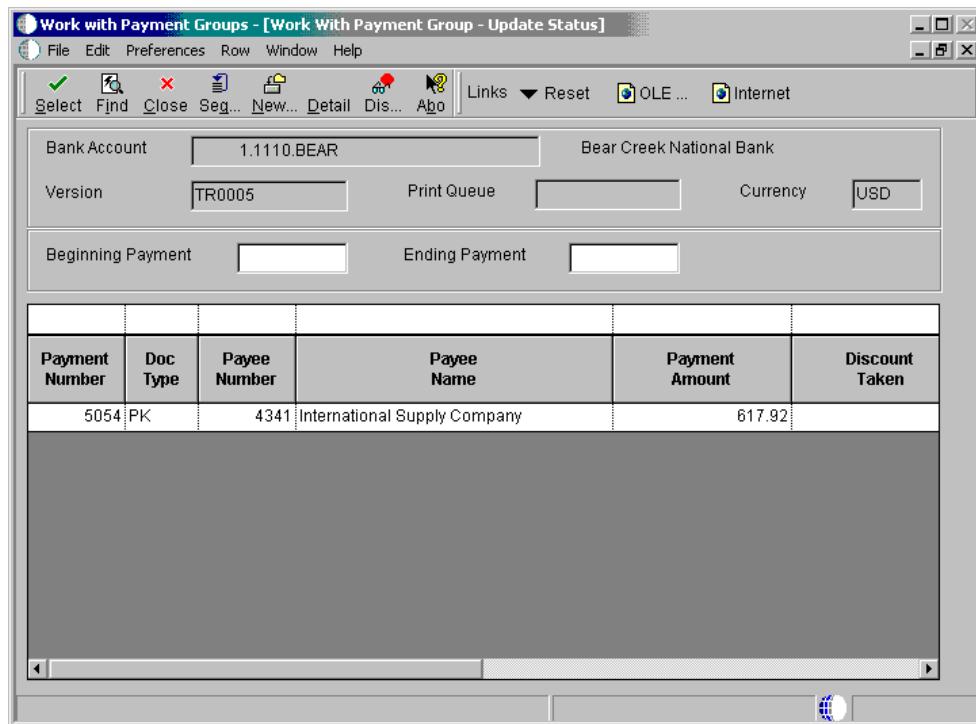
---

You can review payment information for a specific payment group before you update the payment.

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

1. On Work With Payment Groups, click the following option and click Find:

- Update Status
2. Choose a payment group and click Select.



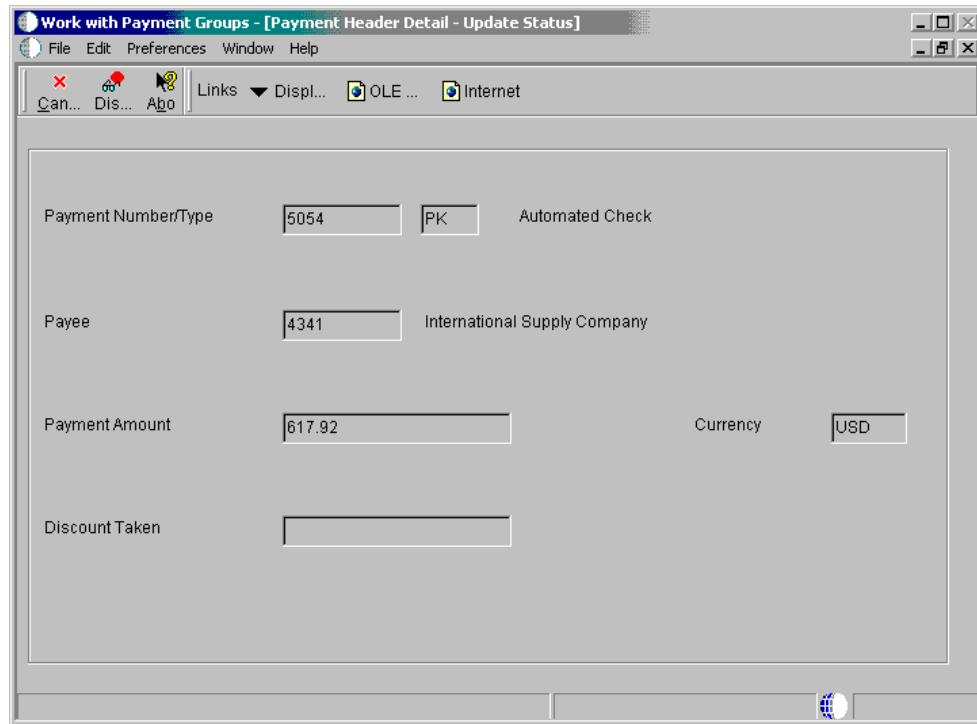
#### **► To review payment summary information (update status)**

---

When you review payments within a payment group, you can review the summary information associated with a specific payment.

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

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



## Revising Unprocessed Payments

You can make limited changes to payments, vouchers, and payment groups before you write them, including the following:

- Excluding debit memos (credit vouchers)
- Splitting payments
- Revising the value date of payments
- Removing voucher pay items
- Removing unprocessed payments
- Removing an entire payment group
- Revising control information for a payment group

### See Also

- *Setting Up Payment Instruments*

#### ► To exclude a debit memo (credit voucher)

---

You can exclude a debit memo on any of the following forms:

- Work With Payment Groups (the steps in this procedure use this form)
- Work With Payment Group - Write Status
- Work With Payment Detail

- Work With Payment Group - Update Status

Debit memos occur when you have overpaid a supplier or have been issued credit from a supplier. You can exclude these debit memos from payment processing.

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

1. On Work With Payment Groups, choose a payment group, payment, or voucher.
2. From the Row menu, choose Undo.
3. On Undo Confirmation, click Yes.
4. On Reset Payments, click OK.

### Related Tasks

<b>Excluding all debit memos</b>	To exclude all debit memos, set the processing option for Minimum Amount in Create Payment Control Groups to the smallest currency unit (for example, .01).
<b>Reviewing debit memos</b>	When you process debit memos for review purposes only, you can run the Payment Analysis Report or review them on Work With Payment Groups before you undo them.

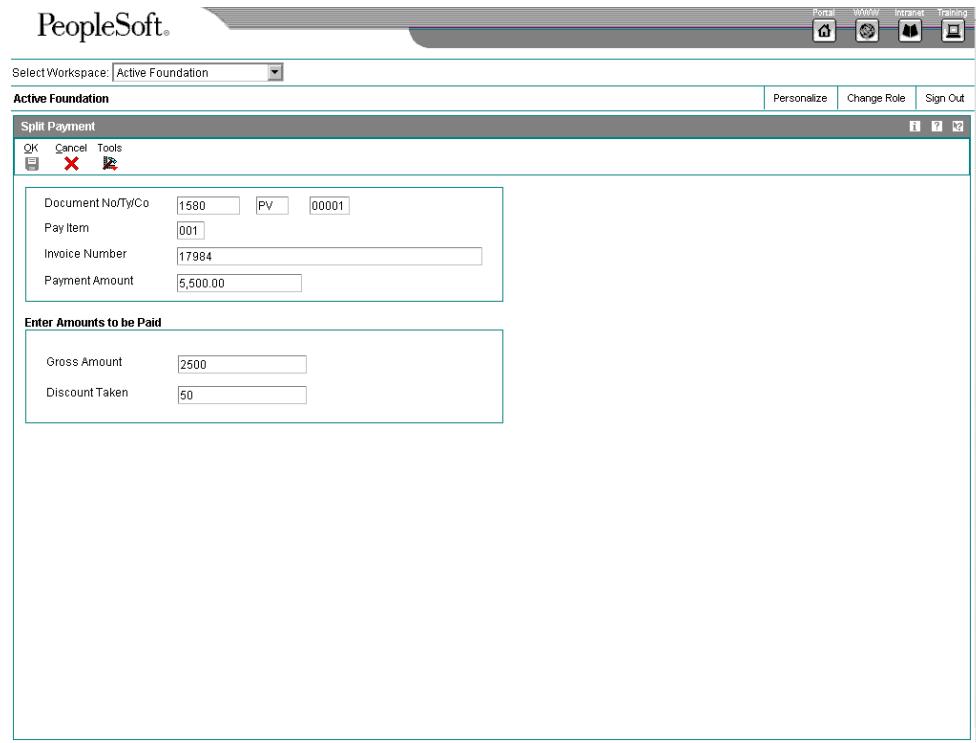
### ► To split a payment

---

When you want to pay part of a voucher now and part later, you can split the payment. When you decrease the gross amount of a voucher, the system creates a new voucher pay item for the remaining balance. The new pay item is created using the default pay status, which is typically A (approved) for payment. The new pay item is not part of a payment group.

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

1. On Work With Payment Groups, choose a payment group and click Select.
2. On Work With Payment Group - Write Status or on Work With Payment Group - Update Status, depending on what options you selected on Work With Payment Groups, choose a record and choose Pay Items from the Row menu.
3. On Work With Payment Detail, choose a voucher.
4. From the Row menu, choose Split.



5. On Split Payment, complete the following fields and click OK:

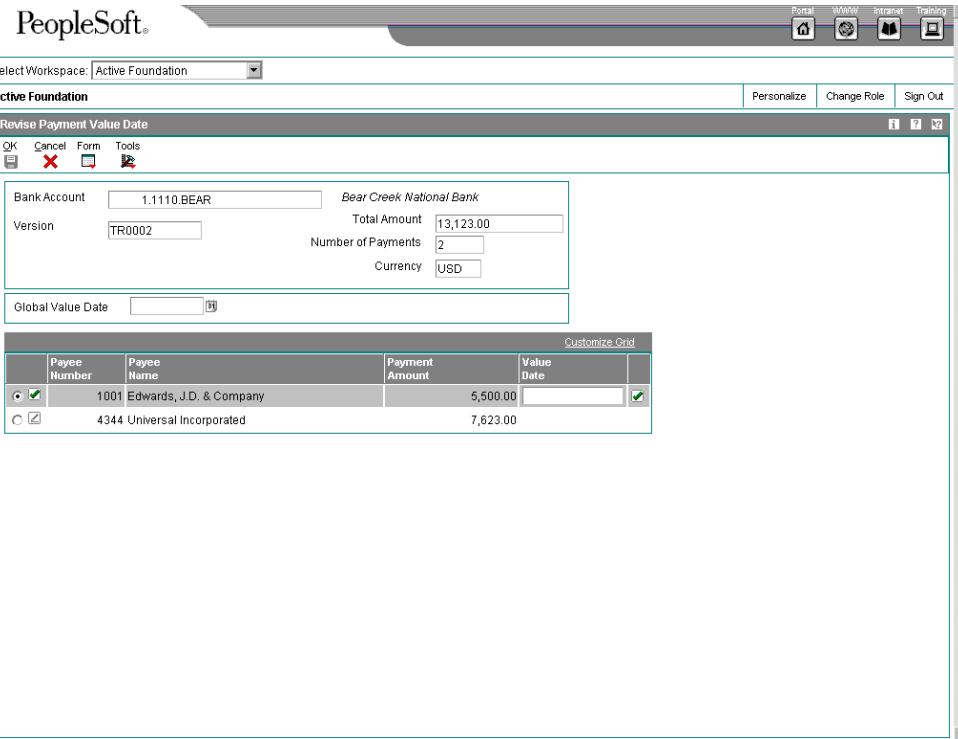
- Gross Amount
- Discount Taken

#### ► To revise the value date of a payment

Typically, payment value dates apply to draft processing and indicate the date that a payment reaches a bank.

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

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.  
See [Reviewing Payments with a Write Status](#).
2. On Work With Payment Group - Write Status, choose ValueDate from the Form menu.



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

#### ► To remove a voucher pay item

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

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

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

5. On Reset Payments, click OK.

#### ► **To remove an unprocessed payment**

---

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

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

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.  
See *Reviewing Payments with a Write Status*.
2. On Work With Payment Group - Write Status, choose a payment.
3. From the Row menu, choose Undo.
4. On Undo Confirmation, accept or reject undoing the selected payment.

#### ► **To remove an entire payment group**

---

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

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

#### ► **To revise control information for a payment group**

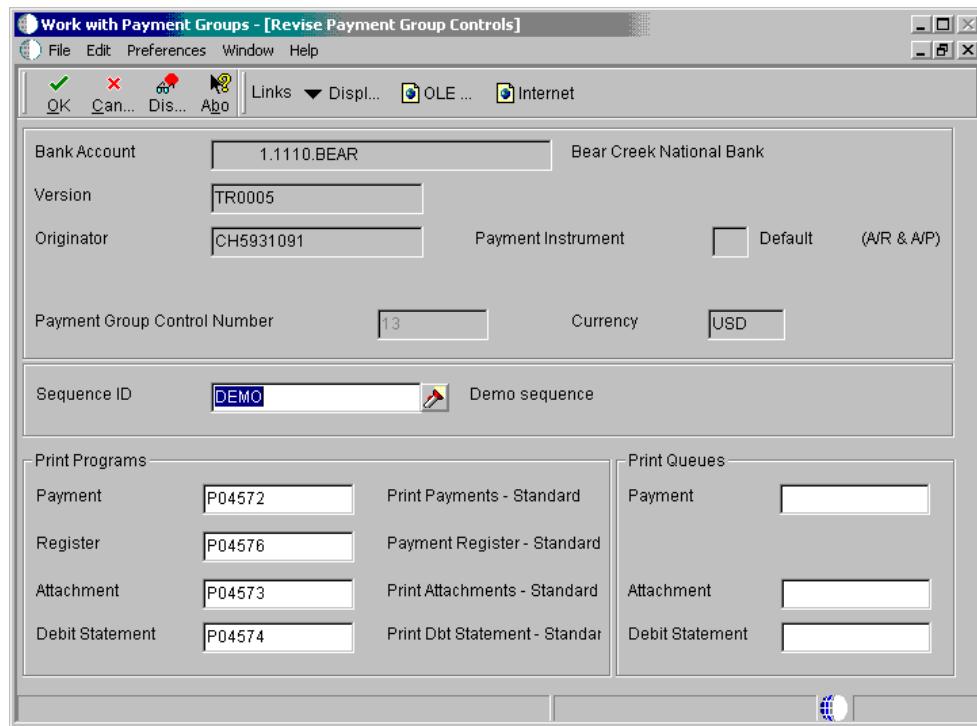
---

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

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

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.  
See *Reviewing Payment Groups*.
2. Choose a payment group.
3. From the Row menu, choose Controls.



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

- Sequence ID

5. Change any of the following print program fields:

- Payment
- Register
- Attachment
- Debit Statement

6. Change any of the following print queue programs:

- Payment
- Attachment
- Debit Statement

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

7. Click OK.

## **Working with Automatic Payments**

After you create payment groups, you must write payments. When you create payment groups, the system creates temporary payment records. You then use these records to print payments or copy them to a bank tape, depending on your setup.

### **Writing Payments**

When you write payments, you can print the payments or copy them to a bank tape. You can perform either of the following actions:

- Write all payments in a payment group
- Write selected payments in a payment group

When you write payments, the system:

- Creates a matching document with a document type of PK (automatic payment). This payment closes the voucher.
- Creates a matching document with a document type of PT (electronic funds transfer).
- Assigns payment numbers.
- Changes the "next status" of the payment group from WRT (write) to UPD (update).
- Prints payments using control information for payment groups.

When you issue a payment, you issue it to the alternate payee. You choose whether the alternate payee is the supplier or the factor/special payee in the voucher entry processing options. You can override the alternate payee default when you enter the voucher.

The system does not update the Accounts Payable Ledger table (F0411), the Accounts Payable Matching Document table (F0413), or the A/P Matching Document Detail table (F0414) until the update process. The payments remain in the temporary workfiles: A/P Payment Processing - Header File table (F04571), A/P Payment Processing - Summary File table (F04572), and A/P Payment Processing - Detail File table (F04573).

#### **Before You Begin**

- Review payments and make any changes necessary
- Verify control information for payment groups

#### **► To write all payments in a payment group**

---

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

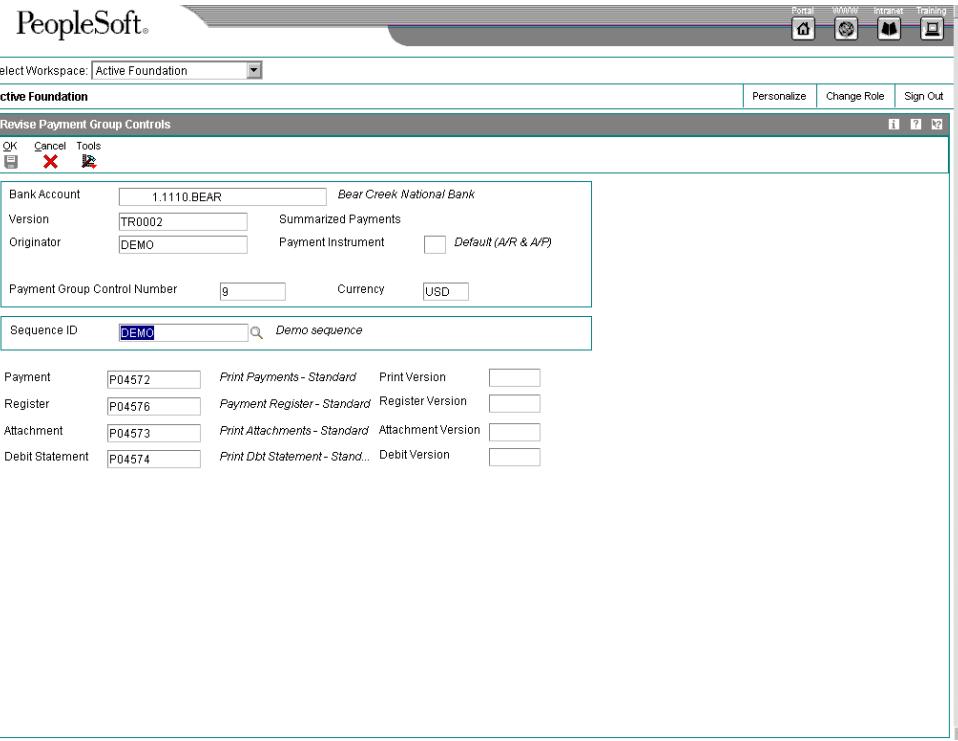
1. On Work with Payment Groups, follow the steps for reviewing payment groups.

See [Reviewing Payment Groups](#) in the chapter *Working with Payment Groups*.

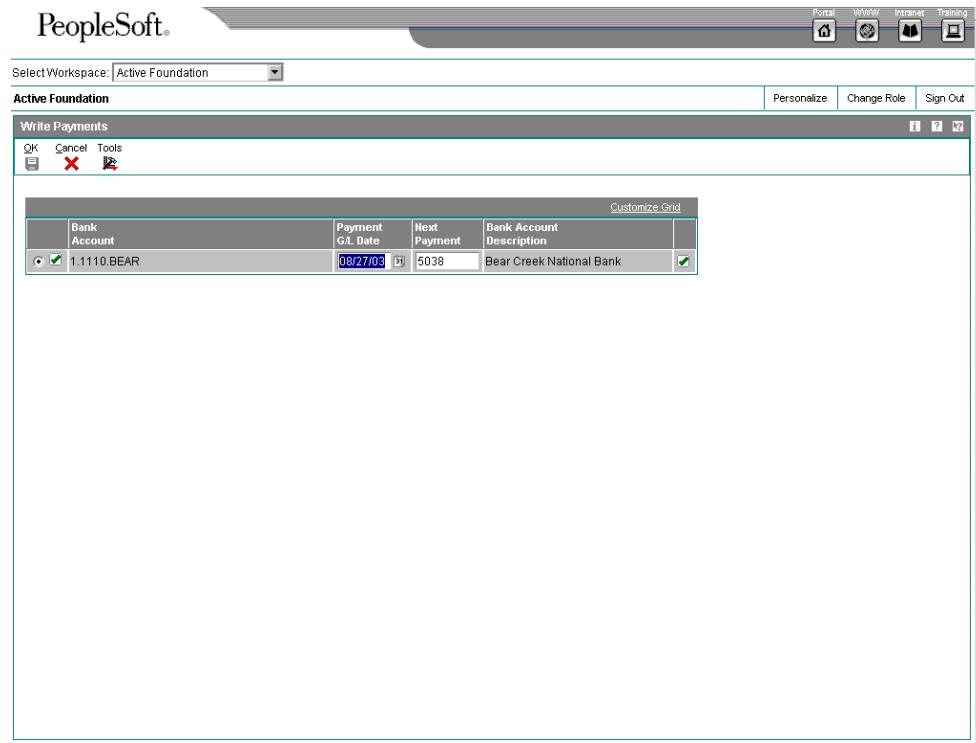
2. Choose one or more payment groups.

If some payments in a group have already been written, the payment group appears as two lines on the Work With Payment Groups form, with the appropriate totals for each line. One line is at a WRT (write) status and the other line is at a UPD (update) status.

3. From the Row menu, choose Controls.



4. On Revise Payment Group Controls, verify that the following fields show the correct programs and click OK:
  - Payment  
U.S. clients who transfer funds electronically must enter a beginning payment number. If a supplier has a pre-note status of P, the system generates a payment and a pre-note.
  - Register
  - Attachment
  - Debit Statement
5. On Work with Payment Groups, choose Write from the Row menu.



The Write Payments form displays one line for each bank account.

6. On Write Payments, verify the following fields and click OK:
  - Payment G/L Date
  - Next Payment

---

#### Note

When you write payments locally, the system gives you three output formats:

- On Screen
- To Printer
- Export to CSV

If you choose Export to CSV, the system can produce only *one* UBE (Universal Batch Engine), which results in a CSV format. For example, to export checks to CSV, the system calls the first UBE in the process, which is the A/P Auto Payments - Print Driver (R04571) program. The R04571 program produces a CVS formatted file. Because the A/P Auto Payments - Print Driver program calls a second UBE, the Print Automatic Payments - Standard Format program (R04572), the R04572 program is not exported to CSV, but printed as a PDF file.

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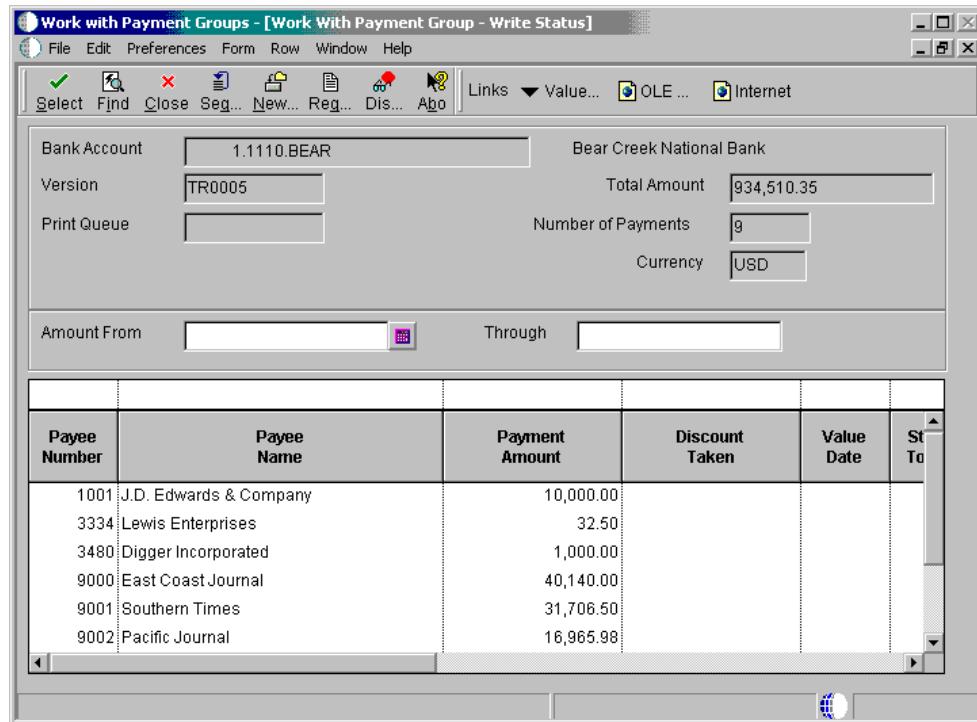
► **To write selected payments in a payment group**

---

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

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

See [Reviewing Payment Groups](#) in the chapter *Working with Payment Groups*.



2. On Work With Payment Group - Write Status, complete the following fields to limit your search and click Find:
  - Amount From
  - Through
3. Choose one or more payments.
4. From the Row menu, choose Write.
5. On Write Payments, verify the following fields and click OK:
  - Payment G/L Date
  - Next Payment

## **Resetting Payment Processing**

After you write payments but before you update them, you might need to rewrite them. For example, you might need to rewrite payments because of an error, such as a paper jam, wrong payment number, or wrong payment date.

Before you can rewrite payments, you must reset them. Written payments have a next status of UPD (update). When you reset payments, you are returning them to a next status of WRT (write), so you can correct the problem and rewrite them.

If you need to undo or reset a payment, you can identify the tape affected on the Copy Bank Tape File to Tape program that you access from the Automatic Payment Processing menu (G0413). This program shows information, including the file ID and the member ID.

If you reset payments that were written to a bank tape, you must delete the bank tape record before you can rewrite the payments.

When you reset payments, you can either void payments or rewrite them with the same payment number:

- If you enter a new beginning payment number, the system voids any payments selected for reset that have a payment number less than the new beginning number, if that number was previously assigned.
- If you accept the next payment number (the default), the system voids payments by writing zero records.

The system processes voided payments when you update the A/P ledger. You see these records when you post payments to the general ledger.

You can set a processing option for Work with Payment Groups to process voided payments that are stored in the Account Ledger table (F0911).

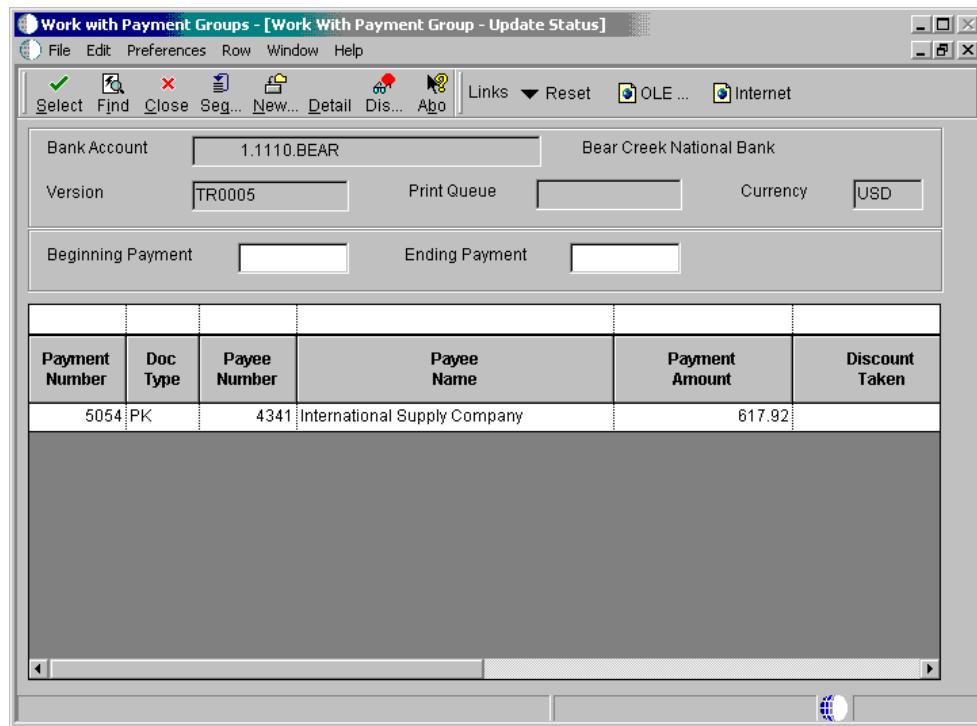
### **► To reset payment processing**

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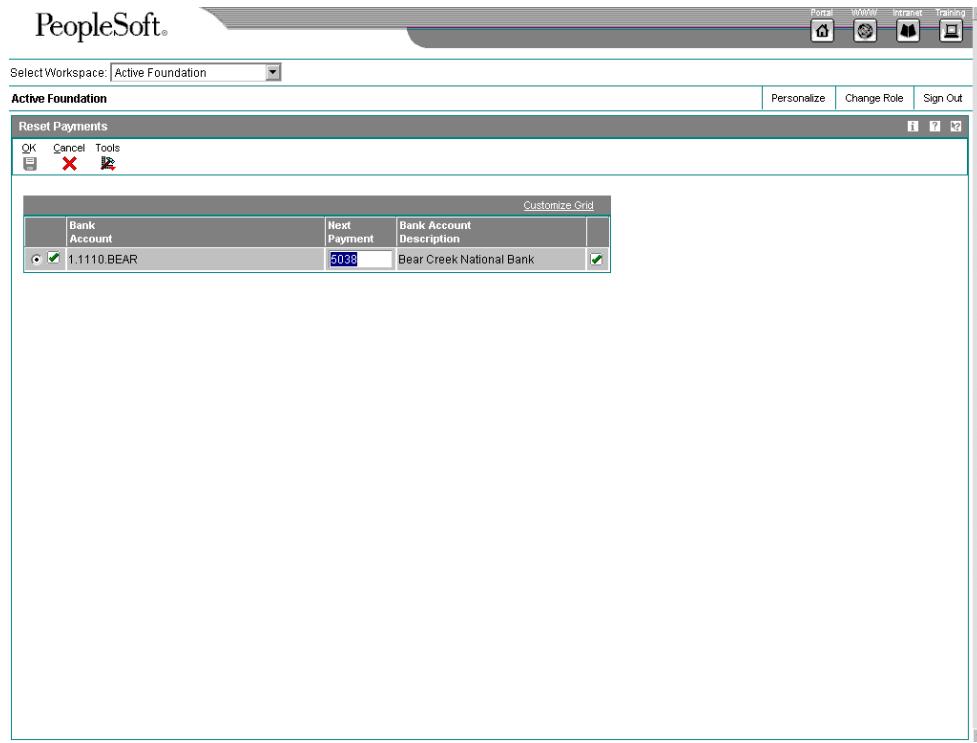
When you reset payment processing, the pay items return to open vouchers.

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.  
See [Reviewing Payment Groups](#) in the chapter *Working with Payment Groups*.
2. To reset the payments for an entire payment group, choose that group (next status must be UPD) on Work With Payment Groups.



3. To reset single payments, choose the payment on Work With Payment Group-Update Status.
4. To limit your search when resetting single payments, complete the following fields:
  - Beginning Payment
  - Ending Payment
5. Click Find.
6. Choose the payments to reset.
7. From the Row menu, choose Reset.



8. On Reset Payments, change the following field, if necessary, and click OK:

- Next Payment

#### **► To reset payment processing for a bank tape**

---

*From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.*

1. On Copy Bank Tape to Tape, click Find.
2. Choose the payment record you want to remove from the bank tape table and click Delete.
3. On Confirm Delete, click OK.

## **Removing Processed Payments**

After you write payments but before you update them, you might need to remove one or all of them from the current payment cycle. To do so, you undo the payment. The system then:

- Voids the payment
- Removes the voucher pay items from the payment group
- Resets the pay status of the voucher from payment in-process to approved

You can then change vouchers and process them for payment at another time.

If you need to undo a payment, you can identify the tape affected on the Copy Bank Tape to Tape form that you access from the Automatic Payment Processing menu (G0413). This form shows information, including the file ID and the member ID.

If you undo one or all payments that were written to a bank tape, you must delete the bank tape record before you process them for payment.

#### ► **To remove processed payments**

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.  
See [Reviewing Payment Groups](#) in the chapter *Working with Payment Groups*.
2. Perform one of the following actions:
  - Choose a payment group with a next status of UPD
  - On Work With Payment Group - Update Status, choose a payment
3. From the Row menu, choose Undo.
4. On Undo Confirmation, click Yes.
5. On Reset Payments, complete the following optional field and click OK:
  - Next Payment

If you do not reset the next payment number, the system creates void payments.

If you are resetting payments that were written to a bank tape, complete the following step to remove the payment record from the bank tape table.

6. On Copy Bank Tape to Tape, choose the payment record and click Delete.
7. On Confirm Delete, click OK.

## **Copying Payments to Tape**

When you write payments, the payment instrument can be an electronic format. In this case, writing payments creates bank tape tables rather than printing them. You must copy these tables to tape or diskette if you want to send the information to a financial institution.

Copying payments to tape consists of:

- Reviewing and changing the status and detail for a tape table
- Copying a tape table to tape or diskette

Typically, your MIS department presets the detail for a tape table. You should not change this information unless instructed to do so. You can, however, change many format specifications prior to copying the table to tape.

You can recopy a bank table to tape as long as you have not deleted the table. This might be necessary if, for example, your financial institution loses the original tape.

When you create a new bank tape table, you do not overwrite an existing table. The A/P Payment Tape File - OneWorld table (F04572OW) is a multi-member table, which means that each version (payment group) is a separate table. The system does not automatically delete

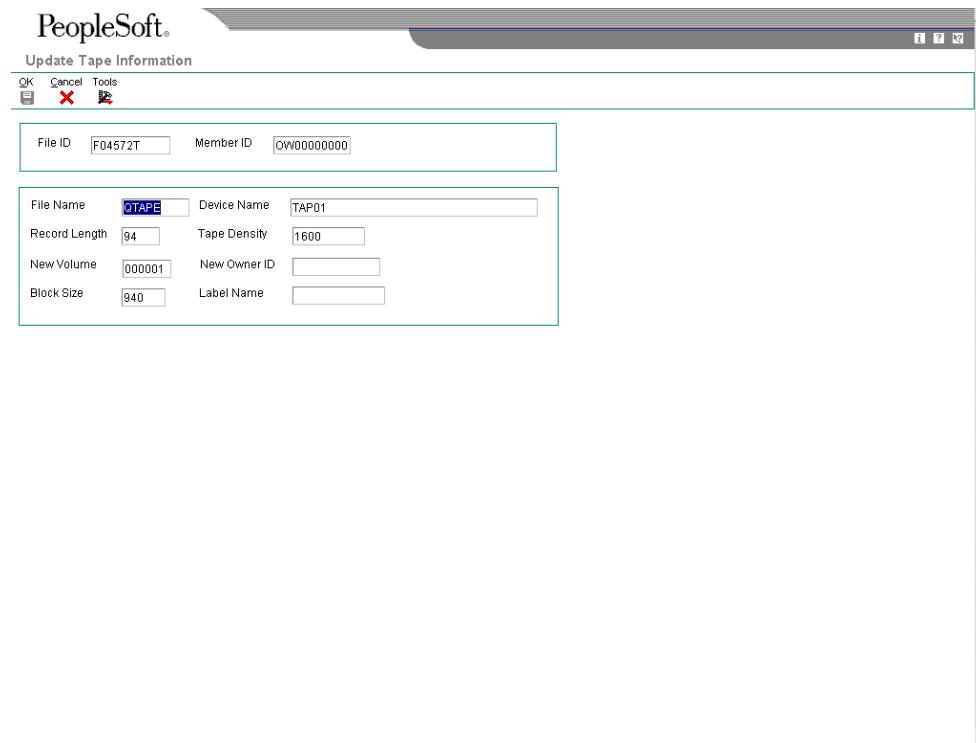
records in the table. Instead, you must delete the record on the Copy Bank Tape to Tape form. Do not do this until you verify that your bank has received the bank tape.

#### ► To review and change the status and detail for a tape table

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*From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.*

1. On Copy Bank Tape to Tape, to locate a tape table, click Find, or limit your search by completing any of the fields in the QBE row.
2. Choose the table you want to work with and click Select.



3. On Update Tape Information, change the information in the following fields (optional):
  - File Name
  - Record Length
  - New Volume
  - Block Size
  - Device Name
  - Tape Density
  - New Owner ID

- Label Name

4. Click OK.

#### ► **To copy a tape table to tape or diskette**

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*From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.*

On Copy Bank Tape to Tape, choose Tape or Diskette from the Row menu.

#### **Additional Tape Copy Options**

Three additional options for copying a tape table are available, which might be relevant to specific users.

- You can use IBM system commands to view the tape table. You must specify the table and member IDs, for example, table ID F04572T and member ID AP00000390.
- Information in tape tables is stored in a standard format. Instead of copying a tape table to tape or diskette, you can upload a tape table to a financial institution using a modem.
- Bank Automated Clearing System (BACS) clients can approve a bank tape before copying it to tape or diskette. From the Row menu, choose Approve. This menu selection is controlled by a BACS processing option.

#### **Processing Options for Copy Bank Tape File to Tape (P0457)**

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##### BACS

1. Enter a '1' to display the BACS format

##### Display BACS Format

##### PROGRAM

1. Enter the name of an alternate program to be used. If left blank, program J0457T will be used. NOTE: This processing option is ignored if BACS processing is turned on.

##### Alternate Processing Program (FUTURE)

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### **Updating the A/P Ledger**

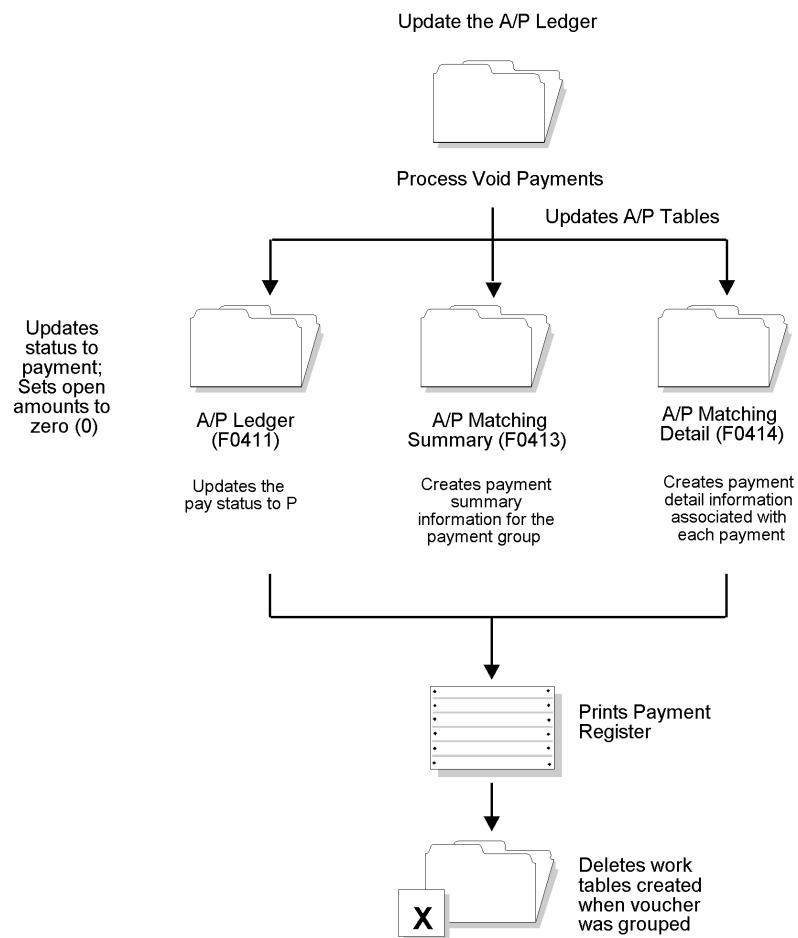
After you write payments, you must update the A/P ledger. Updating the A/P ledger creates transaction records of your payments and your payment register. You can update payments only if the next status of the payment group is UPD (update).

When you update the A/P ledger, the system:

- Processes void payments.
- Changes the pay status of vouchers from payment in-process (#) to paid (P) and sets the open amount to zero.
- Prints a payment register.
- Copies payment information to the Accounts Payable Matching Document table (F0413) and the Accounts Payable Matching Document Detail table (F0414) from the following workfiles:
  - A/P Payment Processing - Header File (F04571)

- A/P Payment Processing - Summary File (F04572)
- A/P Payment Processing - Detail File (F04573)
- Removes the records in the worktables that were created when you grouped vouchers for payment. Note that bank tape records remain in the table until they are deleted.

The following graphic illustrates what happens when the system updates the A/P ledger:



After you update the A/P ledger tables, you can post payments to the General Ledger. Alternatively, a processing option for Work With Payment Groups allows you to automatically submit payments for posting to the General Ledger after you update the A/P ledger. During the posting process, the system creates the journal entries that debit the A/P trade account and credit the payables bank account.

### Before You Begin

- Verify that all payments printed correctly. After you update the A/P ledger, you cannot reset payment processing. You must void the payments and begin the payment process again.

- Review processed payments. See *Reviewing Payment Groups* in the chapter *Working with Payment Groups*.

#### ► To update the A/P ledger

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.
2. Choose one or more payment groups with a next status of Update.
3. From the Row menu, choose Update.
4. On Report Output Destination, select the Report Destination and click OK.

### **Processing Options for Work with Payment Groups (P04571)**

#### **Print Tab**

These processing options specify how the system prints payment groups.

---

##### **1. Print Program Version**

Use this processing option to specify the version the system uses for the print program. Enter a version number, or leave this processing option blank to use default version ZJDE0001.

##### **2. Payment Control Group Output**

Use this processing option to specify the output configuration for Payment Control Groups (PCG). You can send a spool file to a printer by PCG, by bank account, or you can send multiple PCGs to a printer simultaneously in one spool file.

Valid values are:

- Blank Separate files by PCG.
- 1 Separate files by bank account.
- 2 Send multiple PCGs in one spool file.

#### **Save Spool File (FUTURE)**

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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.

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## **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.

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### **1. Register Program Version**

Use this processing option to specify the version number of the register program. You can enter a specific version number, or leave this processing option blank to use default version ZJDE0001.

### **2. Post Void Payments**

Use this processing option to specify whether you want the system to post void payments to the general ledger. Void payments include alignment checks and reset payments. Void payments also include checks that are printed as Void so that the stub can be used for additional information continued from the previous stub.

Valid values are:

Blank Do not post void payments to the general ledger.

1 Post void payments to the general ledger.

### **3. Submit Post Program**

Use this processing option to specify whether you want the system to automatically submit the A/P payment post after the payments are updated.

Valid values are:

Blank Do not automatically submit the A/P post.

1 Automatically submit the A/P post.

## **Display Tab**

These processing options specify the way the system displays payment groups.

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### 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.

#### 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:

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Blank Do not display payment control groups at Update Status.

1 Display payment control groups at Update Status.

### 3. G/L Bank Account

Use this processing option to specify a preloaded value for the G/L Bank Account selection criteria. You can change the selection criteria on the Work With Payment Groups form. Enter a specific G/L bank account number, or leave this processing option blank to display all G/L bank accounts (default).

### Originator

Use this processing option to specify a preloaded value for the Transaction Originator (data item TORG) that ran the Create Payment Control Groups program (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs that the Originator created. You can change the selection criteria on the Additional Selection Criteria form. Enter a specific User ID (TORG), or leave this processing option blank to search on all transaction originators (default).

### Payment Control Group Version

Use this processing option to specify a version number that created the Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this version number. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific version number, or leave this processing option blank to search on all versions (default).

### Print Queue

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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

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instrument (data item PYIN), or leave this processing option blank to search on all payment instruments.

### **Currency Code**

Use this processing option to specify the payment currency that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this currency code. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment currency code (data item CRCD), or leave this processing option blank to search on all payment currencies (default).

### **Display Alternate Currency Amounts**

Use this processing option to specify whether you want the system to display the payment control group (PCG) amounts in the alternate currency. This conversion is for display purposes only, affecting the amounts on the Work With Payment Groups form. For writing foreign payments, complete the processing options on the Currency tab.

Valid values are:

Blank Do not display PCG amounts in the alternate currency.

1 Display PCG amounts in the alternate currency.

### **Alternate Currency Effective Date**

Use this processing option to specify the effective date for the alternate currency's exchange rate. Enter the effective date for the currency's exchange rate, or leave this processing option blank to use the system date (default).

## **Currency Tab**

These processing options specify the effective date and exchange rate to use when your business transactions involve foreign currencies.

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### **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.

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## **Process Tab**

This processing option specifies how the system processes payment control groups.

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### **1. Interactive Process**

Use this processing option to specify how you want the system to process payment control groups.

NOTE: This processing option does not override the Object Configuration Manager (OCM) mapping for server batch jobs, but only affects batch jobs run locally.

Valid values are:

Blank Submit the print and update jobs for batch processing.

1 Process payments interactively.

## **BACS Tab**

This processing option specifies whether the system allows the entry of Bank Automated Clearing System (BACS) processing dates. BACS is an electronic funds transfer method used in the United Kingdom.

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### **1. BACS Processing**

Use this processing option to indicate to the system whether you want to allow the entry of Bank Automated Clearing System (BACS) processing dates.

Valid values are:

Blank Do not allow the entry of BACS processing dates.

1 Allow the entry of BACS processing dates.

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