



EnterpriseOne JDE5
Global Solutions: Belgium
PeopleBook

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EnterpriseOne JDE5
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Setup

System Setup

Before you use J.D. Edwards software, you must set up and define certain information that the system 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 documented in the base guides, as well as international and country-specific tasks for Belgium.

Setting Up User Display Preferences

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

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

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

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

► To set up user display preferences

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

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

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

- Localization Country Code

4. Complete the following optional fields:

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

5. Click OK.

See Also

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

Processing Options for User Profiles (P0092)

Processing

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

Processing Con

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

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

Group

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

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

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

Setting Up User Defined Codes

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

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

Caution

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

See Also

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

Payment Instrument (00/PY)

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

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

Produce Bank File (04/PP)

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

- R04572L2 Create A/P Bank Diskette - Foreign Belgium
- R04572L3 Create A/P Bank Diskette – Belgium Domestic/EURO

VAT Report Code (74B/TA)

You must set up the UDC 74B/TA with the correct legal codes to configure the Set up Tax Rate Area / Document Type program (P74B500). Typical Belgian tax codes are contained in the Codes field.

The Codes column is a numeric two-position field. The Description 01 column lists the category of the value added tax (VAT) being reported and contains standard Belgian categories. The Description 02 column contains the type of VAT.

Your VAT Report Code (74B/TA) user defined code table should look like the following form:

Codes	Description 01	Description 02	Special Handling	Hard Coded
00	Zero tax	Outgoing		N
01	6 pct. tax	Outgoing		N
02	12 pct. tax	Outgoing		N
03	21 pct. tax	Outgoing		N
45	VAT paid by co-contractor	Outgoing		N
46	Free from VAT: Intracomm. goo	Outgoing		N
47	Free from VAT: non EU Export	Outgoing		N
48	Credit Notes for code 46	Outgoing		N
49	Credit Notes for A, B and C	Outgoing		N
54	VAT Payable on A	VAT payable		N
55	Intracomm. goods and services	VAT payable		N
56	Co-contractor goods and servi	VAT payable		N
57	Non EU import, VAT domestic	VAT payable		N

Category Code 07 (01/07)

Set up user defined codes in UDC table 01/07 to identify foreign payment reporting categories for the Belgian authorities. For example, you might set up the following codes:

- 090 Export credits
- 092 International business credits

You should verify all codes with the Belgian authorities before entering them.

Note

You can assign suppliers a default value for Category Code 07 in the Supplier Master (F0401). All vouchers for that supplier are then automatically assigned that value in the detail section of the grid for all vouchers entered.

Setting Up Additional Bank Account Information

To process bank transactions for Belgium, the account information that you enter must be accurate to avoid service charges from the bank and possible rejection of electronic funds transfers. Electronic funds transfers can be rejected for payments and receipts because of incomplete or incorrect account information.

J.D. Edwards software automatically validates the bank account information for Belgian suppliers and customers, including the bank account numbers, according to the standards set by the Belgian banking authority. The Modulus 97 algorithm validates the bank account number when you add or change a bank account number. If you enter an invalid bank account number, you receive an error message stating that the bank account is invalid.

Note

When you add bank account information in the Bank Account Number field, ensure that the Control Digit is included, in addition to the Bank Account number in the Bank Account Number field. The Control Digit field is considered part of the bank account number in Belgium.

Before You Begin

- ❑ Verify that your company, suppliers, and customers have a country code equal to BE (Belgium) in the Address Book Master (F0101). The validation of the online bank account information is activated based on this key.

See Also

- ❑ *Setting Up Bank Account Information* in the *Accounts Payable Guide* for information about entering bank account information for your company
- ❑ *Entering Supplier Records* in the *Accounts Payable Guide* for information about entering bank account information for your suppliers
- ❑ *Setting Up Bank Information for A/R* in the *Accounts Receivable Guide* for information about entering bank account information for your customers
- ❑ *Entering Address Book and Mailing Information* in the *Address Book Guide*

Setting Up Additional Voucher Information

J.D. Edwards provides an option for reporting I.B.L.C./B.L.W.I (Institut Belgo-Luxembourgeois Du Change/Belgisch-Luxemburgs Wisselinstitut) codes for foreign payments. The I.B.L.C./B.L.W.I. is a Belgian governmental authority that requires reporting codes for all foreign payment orders. In conjunction with the Create A/P Bank Diskette - Belgian Foreign

(R04572L2) payment format, you must set up your suppliers and individual vouchers correctly.

Supplier Master Information

You can set up Category Code 07 with a default value only if your supplier sells one particular type of good or service. If you set up Category Code 07 in the supplier master, the Category Code 07 value defaults into the detail section of the grid of each individual voucher automatically. This value is included in the flat file produced by the R04572L2 program.

If you choose to set up Category Code 07 at the Supplier Master level, the Address Book Revision form should look like the following form:

Supplier Master Information - [Address Book Revision]	
File Edit Preferences Form Window Help	
OK Cancel Dismiss Abort Links A/R OLE Internet	
Address Number: 800086	
Address Book Mailing Additional Related Address Cat Code 1 - 10 Cat Code 11 - 30	
Category Code 01	
Category Code 02	
Category Code 03	
Category Code 04	
Category Code 05	
Category Code 06	
Category Code 07	p90
Category Code 08	
Category Code 09	
Category Code 10	

Voucher Setup

You can enter the Category Code 07 value at the time of voucher entry. To do this task, enter the Category Code 07 value in the field in the voucher detail grid.

If you choose to set up Category Code 07 at the individual voucher level, the Cat Cd 07 field in the detail area of the Enter Voucher Payment Information form should look like the following form:

Standard Voucher Entry - [Enter Voucher - Payment Information]

File Edit Preferences Form Row Window Help

OK Del... Can... New... Dis... Abo Links G/L Di... OLE ... Internet

Document No/Typ/Co 67 PV 00070 Batch No 32008 Prev Doc

Company 00070 French Company

Supplier Number 800087 Belgian Supplier #2 Business Unit 1

Invoice Number 31321231 Discount % Payment Terms

Invoice Date 6/6/05 G/L Date 6/6/05 Service/Tax Date 6/6/05

Currency USD Exchange Rate 34.8189415 Base BEF Foreign

	Tax Rate/Area	Tax Amount	Taxable Amount	Adjust Doc Ty	Recur Freq	No. Pym	Hdl Cod	Cat Cd 07	1099 Flag	Pay Ext	C/R I/R
	BE4880F		50,000.00					020			
	BE4880F		750,000.00					979			

Gross 800,000.00 Disc Tax Taxable 800,000.00

Warning: Date Is In Future Fiscal Year Row 3

Note

If the voucher does not contain a value in the Category Code 07 field, the flat file contains the value 000.

Entering Customer Information for Parent Companies

The Belgian authorities allow only one VAT listing per VAT registration number for the Quarterly and Yearly VAT report. If multiple customers have identical VAT registration numbers within the J.D. Edwards system, a parent company must report the consolidated information for all its customers to the Belgian authorities.

When you enter customers from Belgium, enter the value 2 for the customer whom you want designated as the parent in the Add'l Ind Tax ID field. This code designates all sales and VAT information for that specific address to print on the report listing, in case multiple addresses have the same VAT registration number.

► **To enter customer information for parent companies**

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

1. On Work With Addresses, locate the customer whom you want to be the parent, and then choose A/B Revision from the Form menu.

Address Book Revisions - [Address Book Revision]

File Edit Preferences Form Window Help

OK Cancel Dismiss Abort Links A/R Previous Next OLE Internet

Number 900030

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

es Y/N/M N Receivables Y/N

Employee Y/N ☐ User Code

Netting (Y) ☐ Subledger Inactive Code

Corporation Code Corporate entity

Import Certificate Add'l Ind Tax ID 2

Message Miscellaneous Code

Work With Addresses Address Book Revision

2. On Address Book Revision, click the Additional tab and complete the following field with the value 2:
 - Add'l Ind Tax ID
3. Click OK.

All sales and VAT information for multiple customers with the same VAT numbers are now reported as part of the parent customer record.

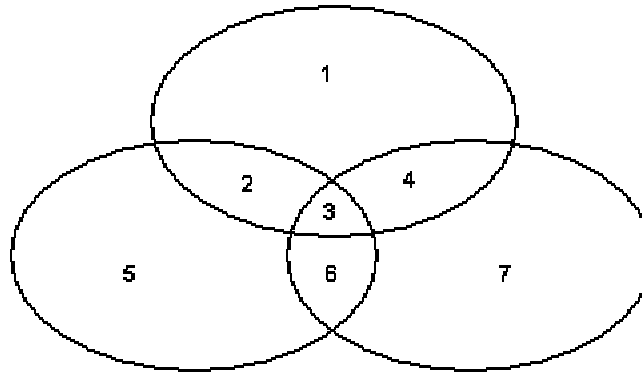
Setting Up Tax Rate Areas

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:

Tax Rate Areas



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.

Before You Begin

- ☐ Set up the tax authorities in the address book.
- ☐ Set up the necessary tax AAls.

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*

► **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.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Tax Rate/Areas - Tax Rate/Area Revisions

OK Cancel Form Tools

Tax Rate/Area: CO Effective Date: 01/01/97

Description: Colorado State & Regional Tax Expiration Date: 12/31/06

Tax Authorities

Address	Tax Authority	G/L Offset	Tax Rate
4010	Colorado State Treasurer	TXTX	3.800

☐ Compound Tax
☐ VAT Expense
☐ VAT Expense
☐ VAT Expense

TOTAL TAX: 3.800

Inventory/Purchasing/Sales Order

Item Number: Maximum Unit Cost:

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

- Tax Rate/Area
- Description
- Effective Date
- Expiration Date
- Tax 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+.
4. To calculate a nonrecoverable VAT percentage, complete steps 5 and 6; otherwise, proceed to step 7.
5. Turn on the following option:
 - VAT Expense
6. 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.
7. Verify the system-supplied information in the following field:
 - TOTAL TAX
8. 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.
9. Click OK.
10. 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 Belgium

You use the Set up TAX Rate Area / Document Type program (P74B500) to set up your tax rates and areas for Belgium. You must set up the tax rate area and valid document types according to the type of VAT that is being reported. The data that you enter in this program is stored in the Monthly VAT table (F74B100).

Note

Valid tax rate areas must first be created in the standard Tax Rate/Areas program (P4008). See *Setting Up Tax Rates Areas*.

Tax Rate/Areas must be set up according to accepted Belgian legal codes. Existing legal codes retrieve tax data from one of the two Code Tax/Amount fields in the Sales/Use/VAT Tax table (F0018). Please review the codes and their Code Tax/Amount values below.

Note

The Code Tax/Amount column is not part of the UDC table 74B/TA. It corresponds to the Set up Tax Rate Area / Document Type program (P74B500) and indicates which field in the Sales/Use/VAT Tax table is used in the report.

Code	Description 01	Description 02	Code Tax/Amount
00	Zero tax	Outgoing	A
01	6% tax	Outgoing	A
02	12%	Outgoing	A
03	21%	Outgoing	A
45	VAT Co-contractor	Outgoing	A
46	Free from VAT: Intracommunity goods	Outgoing	A
47	Free from VAT: Export, non-EU	Outgoing	A
48	Credit notes for code 46	Outgoing	A
49	Credit notes for others	Outgoing	A
54	VAT payable	VAT payable	T
55	Intracommunity Goods	VAT payable	T
56	Co-contractor goods and services	VAT payable	T
57	Non-EU import, VAT domestic	VAT payable	T
59	VAT recoverable	VAT recoverable	T
61	Corrected total VAT payable	VAT payable	T

62	Corrected total VAT recoverable	VAT recoverable	T
63	VAT on credit notes received	VAT payable	T
64	VAT on credit notes sent	VAT recoverable	T
81	Goods and services	Incoming	A
82	Services and others	Incoming	A
83	Investments	Incoming	A
84	Credit notes for code 86	Incoming	A
85	Other credit notes	Incoming	A
86	Intracommunity goods	Incoming	A
87	Other services	Incoming	A
98	Not in VAT report	Outgoing	A
99	Not in VAT report	Incoming	A

Below are examples of Tax Rate/Areas that you might use in Belgium. You can set up your document types with a Doc Type value of asterisk (*), or you can use a specific document type.

Tax Rate Area	Doc Type	VAT Code	Code Tax/Amount	Description of Tax Rate Area
CNPUGOBEL	*	81	A	Credit notes - Purchasing goods Belgium
CNPUGOBEL	*	85	A	Credit notes - Purchasing goods Belgium
CNPUGOBEL	*	63	T	Credit notes - Purchasing goods Belgium
CNPUSEEEUC	*	82	A	Credit notes - Purchasing services European Community
CNPUSEEEUC	*	84	A	Credit notes - Purchasing services European Community
CNPUSEEEUC	*	87	A	Credit notes - Purchasing services European Community
CNSABEL	RI	49	A	Credit Notes - Sales Belgium
CNSABEL	RI	64	T	Credit Notes - Sales Belgium
CNSAOTHER	RI	49	A	Credit Notes - Sales orders
PUGOBEL	PV	81	A	Purchasing goods - Belgium

PUGOBEL	PV	59	T	Purchasing goods - Belgium
PUGOEUC	PV	81	A	Purchasing goods - European Community
PUGOEUC	PV	86	A	Purchasing goods - European Community
PUGOEUC	PV	59	T	Purchasing goods - European Community
PUGOEUC	PV	55	T	Purchasing goods - European Community
PUINVNONEU	PV	83	A	Purchasing Investments - non-European Community
PUINVNONEU	PV	87	A	Purchasing Investments - non-European Community
PUINVNONEU	PV	56	T	Purchasing Investments - non-European Community
PUINVNONEU	PV	59	T	Purchasing Investments - non-European Community
PUSEEUC	PV	82	A	Purchasing services European Community
PUSEEUC	PV	87	A	Purchasing services European Community
PUSEEUC	PV	56	T	Purchasing services European Community
PUSEEUC	PV	59	T	Purchasing services European Community
SABEL0	RI	00	A	Sales Belgium 0%
SABEL21	RI	03	A	Sales Belgium 21%
SABEL21	RI	54	T	Sales Belgium 21%

► **To add a tax rate and area**

From the Belgium Localization menu, (G74B), choose Set up Tax Rate Area / Document Type.

1. On Work with Tax Area & Document Type, click Add.

Set up TAX Rate Area / Document Type - [Tax Area & Document Type Revisions]

File Edit Preferences Window Help

OK Cancel New... Dis... Add Links Displ... OLE ... Internet

Tax Rate/Area: BE00

Document Type: PV Voucher

Item Number:

☒ Invoice/Voucher

VAT Code	Code Tax/Amount
00	

Create new Grid Format Row:1

2. On Tax Area & Document Type Revisions, complete the following fields and click OK:
 - Tax Rate/Area
 - Document Type
 - Item Number
 - VAT Code
 - Code Tax/Amount
 - Invoice/Voucher

► **To revise a tax rate and area**

From the Belgium Localization menu, (G74B), choose Set up Tax Rate Area / Document Type.

Tax Y/N	Do Ty	Invoice/Voucher	Item Number	VAT Code	Code Tax/Amount
CNPUGOB*	1			81	A
CNPUGOB*	1			85	A
CNPUGOB*	1			63	T
CNPUGOB*	1			82	A

1. On Work with Tax Area & Document Type, complete the following fields and click Find:
 - Tax Rate/Area
 - Document Type
2. Click the row in the detail area that you want to revise and click Select.

Set up TAX Rate Area / Document Type - [Tax Area & Document Type Revisions]

File Edit Preferences Window Help

OK Cancel New... Dis... Add... Links Display... OLE ... Internet

Tax Rate/Area: CNPUGO

Document Type: All Document Types

Item Number:

☒ Invoice/Voucher

VAT Code	Code Tax/Amount
81	A
85	A
63	T
82	A
00	

Row:1

3. On Tax Area & Document Type Revisions, revise the following fields, as necessary:
 - VAT Code
 - Code Tax/Amount
4. Click OK.

Additional Information

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

Setting Up an Alternate Chart of Accounts

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

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

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

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

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

► To set up an alternate chart of accounts

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

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

- Company

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

2. Click Add to access Revise Single Account.

The screenshot shows the PeopleSoft 'Revise Single Account' form. At the top, there's a 'Select Workspace' dropdown set to 'Active Foundation'. Below that, the 'Active Foundation' header is visible with 'Personalize', 'Change Role', and 'Sign Out' links. The main form area is titled 'Revise Single Account' and contains several sections. The first section has an 'Account Number' field with the value '70.1110.FRANCE' and a description 'First Bank of Paris'. Below this, there's a 'Revise Single Account' tab with sub-tabs for 'More', 'Category Codes 1-10', 'Category Codes 11-20', and 'Category Codes 21-23'. The 'More' tab is active, showing fields for 'Business Unit/Object/Subsidiary' (70, 1110, FRANCE), 'Description' (First Bank of Paris), 'Account Level of Detail' (7), 'Posting Edit' (checkbox), 'Budget Pattern Code' (checkbox), 'Model Account/Consolidations' (checkbox), 'Currency Code' (checkbox), and 'Account ID' (00019641). The 'Posting Edit' checkbox is labeled 'Allows all posting'. The 'Model Account/Consolidations' checkbox is labeled 'Non-Model/Consolidation'.

3. On the Revise Single Account tab, complete the following fields:

- Business Unit/Object/Subsidiary
- Description

- Account Level of Detail
 - Posting Edit
 - Budget Pattern Code
 - Currency Code
 - Account ID
4. Click the Category Codes 21–23 tab.

Accounts by Business Unit - [Revise Single Account]

File Edit Preferences Form Window Help

OK Cancel Dismiss Abort Links Acct T... Previo... Next OLE ... Internet

Account Number 70.1110.FRANCE First Bank of Paris

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

Category Code 21	55550	Current account
Category Code 22		.
Category Code 23		.

Work With Accounts Revise Single Account

5. On the Category Codes 21–23 tab, complete the following fields and click OK:
- Category Code 21
 - Category Code 22
 - Category Code 23

Note

In China, use only Category Code 21.

See Also

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

Data Integrity and the Chart of Accounts

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

Account Defined Only in the Account Master Table

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

J.D. Edwards recommends that you establish an internal procedure to audit the integrity of the data entered. For example, you can run a Financial Enterprise Report Writer (Financial ERW) report that provides the following information to verify that the alternate accounts correspond to the accounts in the F0901 table:

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

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

Account Defined Only in the Alternate Chart of Accounts

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

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

Security on the Alternate Chart of Accounts

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

Caution

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

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

Account Deleted from the Category Code Tables

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

Caution

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

See Also

- ❑ *Setting Up an Alternate Chart of Accounts*

Multiple Ledger Types

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

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

Currency Ledgers

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

Depreciation Ledgers

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

User Defined Ledgers

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

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

Translation Considerations for Multilingual Environments

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

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

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

Business Unit Descriptions	<p>You can translate the descriptions of the business units that you set up for your system. See <i>Translating Business Units</i> in the <i>General Accounting Guide</i>.</p> <p>The system stores translation information for business units in the Business Unit Alternate Description Master table (F0006D).</p> <p>Print the Business Unit Translation Report (R00067) to review the description translations in the base language and one or all of the additional languages that your business uses.</p>
Account Descriptions	<p>You can translate the descriptions of your accounts into languages other than the base language. See <i>Translating Accounts</i> in the <i>General Accounting Guide</i>.</p> <p>After you translate your chart of accounts, you can print the Account Translation report. You can set a processing option to show account descriptions in both the base language and one or all of the additional languages that your business uses.</p>
Automatic Accounting Instruction (AAI) Descriptions	<p>You can translate the descriptions of the automatic accounting instructions (AAIs) that you set up for your system. See <i>Working with AAIs</i> in the <i>General Accounting Guide</i>.</p>
UDC Descriptions	<p>You can translate the descriptions of the UDCs that you set up for your system. See <i>Translating User Defined Codes into Alternate Languages</i> in the <i>OneWorld Foundation Guide</i>.</p>
Delinquency Notice Text	<p>Specify a language preference for each customer when you create customer master records. The language preference</p>

	<p>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>
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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
- Revalue currencies due to changes in exchange rates

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

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

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

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

Data Entry in Foreign or Domestic Currency

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

Setting Up Daily Transaction Rates

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

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

Intercompany Settlements

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

Gain and Loss Recognition

Features of gain and loss recognition include:

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

Detailed Currency Restatement

Detailed currency restatement enables you to do the following:

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

Balance Currency Restatement

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

As If Currency Repost

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

See Also

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

Taxes

Tax Processing

J.D. Edwards provides value added tax (VAT) processing for Belgium.

VAT Processing

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

Output VAT

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

Output VAT is also called the following:

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

Input VAT

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

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

Input VAT is also called the following:

- A/R VAT Payable
- Deductible VAT

Nonrecoverable Input VAT

Input VAT cannot be recovered for:

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

Belgian VAT

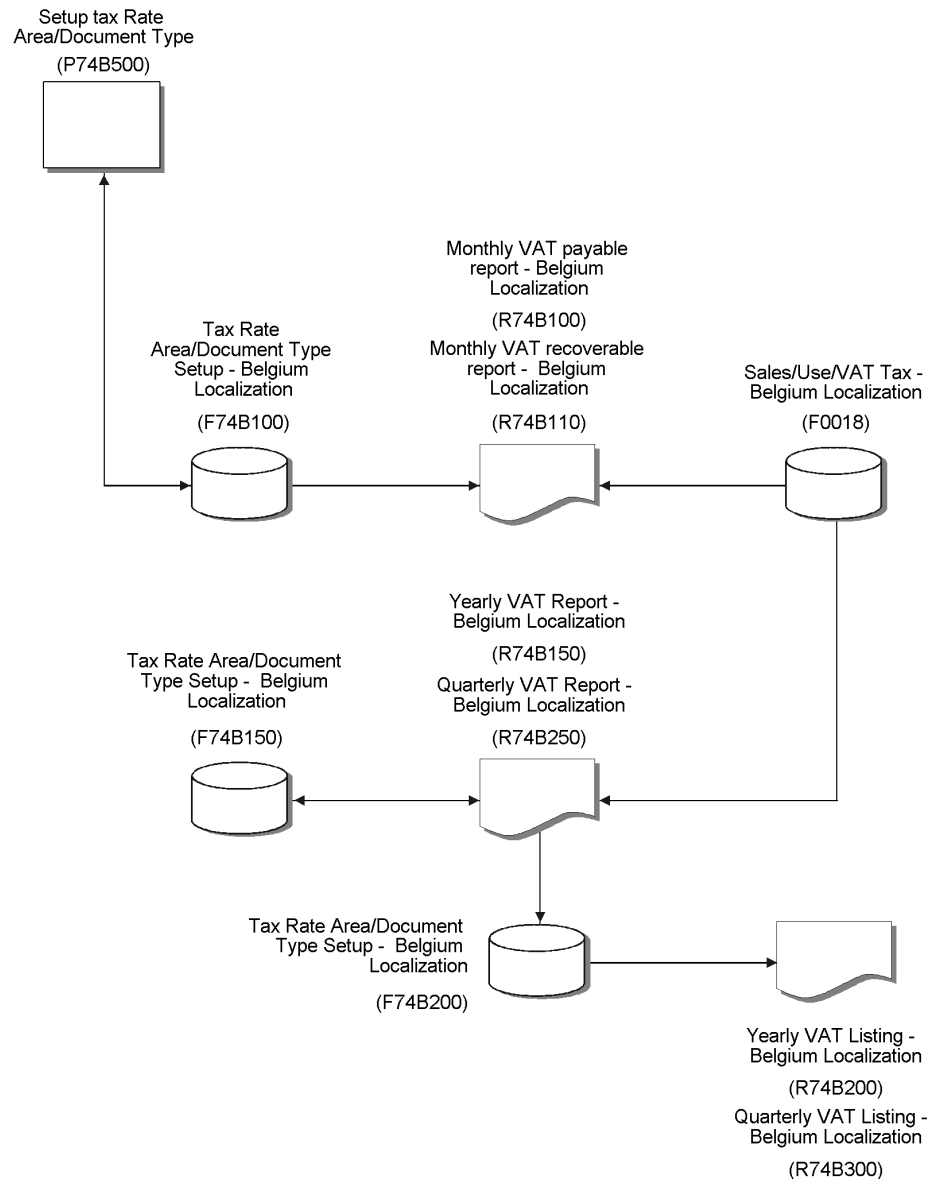
In Belgium, the taxpayer is liable for collectable VAT and deductible VAT. Collectable VAT is included on sales (Invoices in the A/R system). Deductible VAT is included in the purchase of goods, equipment, and services (Vouchers in the A/P system). Collectable VAT can be offset against any deductible VAT.

J.D. Edwards VAT reporting solution for Belgium includes the following VAT reports:

Monthly VAT Payable (R74B100)	<p>Gives an overview of the VAT and Taxable amounts, and the totals for the different VAT codes.</p> <p>Reports the codes 00, 01, 02, 03, 45, 46, 47, 48, 49, 54, 64, and 98 (future use).</p>
Monthly VAT Recoverable (R74B110)	<p>Gives an overview of the VAT and Taxable amounts, and the totals for the different VAT codes.</p> <p>Reports the codes 55, 56, 57, 59, 61, 62, 63, 81, 82, 83, 84, 85, 86, 87, and 99 (future use).</p>
Yearly VAT (R74B150)	<p>Creates a flat file for the yearly VAT report for Belgium. The system only selects Belgian customers.</p> <p>Checks the VAT number; if any errors are located, shows the errors in an exceptions report.</p> <p>Creates a cover letter for the flat file.</p>
Yearly VAT Listing (R74B200)	<p>Creates the listing for the yearly VAT report for Belgium.</p> <p>Creates a cover letter for the Belgian authorities.</p>
Quarterly VAT (R74B250)	<p>Creates a flat file for the quarterly VAT report for Belgium. Only non-Belgian EU customers are included.</p> <p>Checks the VAT number; if any errors are located, shows the errors in an exceptions report.</p> <p>Creates a cover letter for the flat file.</p>
Quarterly VAT Listing (R74B300)	<p>Creates the listing for the quarterly VAT report for Belgium.</p> <p>Creates a cover letter for Belgian authorities.</p>

Each of the reports is a legal requirement of the Belgian government authorities and is based on tax amounts located in the Sales/Use/VAT Tax table (F0018), which is updated at the time of posting. See *VAT Processing* for more information regarding VAT terminology.

The following graphic illustrates the Belgian VAT process:



Entering Journal Entries with Tax

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

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

The system provides a field for the address book number, which you can use to associate the entry with an employee, supplier, customer, or company. Depending on the setting of the processing option, the system might require an address book number for each detail line

(general ledger distribution). You can enter a default address book number in the header area. The system uses this number for address book numbers that you leave blank on detail lines.

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

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

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

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

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

Note

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

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

Example: Journal Entry with Tax

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

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

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

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

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

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

Before You Begin

- ☐ Set up the general accounting tax AAls.

See Also

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

► To enter journal entries with tax

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

1. On Work with Journal Entries with VAT, click Add.
2. On Journal Entries with VAT, complete the following fields:
 - G/L Date
 - Explanation
3. Complete the following optional field in the header area:
 - Address Number
4. Complete the following fields for each G/L distribution with tax:
 - Account Number
 - Tx Ex
You must use V.
 - Tax Area

5. Complete one of the following the fields:

- Taxable Amount

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

- Gross Amount

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

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

- Address Number

7. Review the calculated tax in the following field:

- Tax

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

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

Note

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

9. Click OK.

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

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

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

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

- G/L Date
- Explanation

3. Complete the following optional field in the header area:

- Address Number

4. Complete the following fields for the tax-only G/L distribution:

- Account Number
- Tx Ex
You must use VT.
- Tax Area

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

Processing Options for Journal Entries with VAT (P09106)

Batch Type

1. Enter a default batch type

Batch Type

Addr # Required

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

Address Book Number

MBF Version

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

Version

Printing Monthly Payable and Recoverable VAT Reports

Use one of the following navigations:

- From the Belgium Localization menu (G74B), choose Monthly VAT Payable report - Belgium.
- From the Belgium Localization menu (G74B), choose Monthly VAT Recoverable report - Belgium.

J.D. Edwards software solution for monthly VAT consist of two reports:

- Monthly VAT Payable report - Belgium (R74B100)
- Monthly VAT Recoverable report - Belgium (R74B110)

Each report consists of two parts:

- Detail information at the document number levels
- Summary totals per VAT Report Code

You should know the following key concepts about monthly VAT reports:

Legal Format

The reports must be printed in the legal format. The government authority does not allow any format other than its official paper documents. You should obtain the official paper documents from the Belgian authorities.

Reporting

VAT returns must be completed for each month on a special form and filed with the local tax office before the 20th day of the following month. You must also pay any excess collected VAT over deductible VAT before that day.

G/L Date

All vouchers and invoices are included in the monthly reports based on their G/L date.

Working with the Monthly VAT Payable Report

From the Belgium Localization menu (G74B), choose Monthly VAT Payable report - Belgium.

The Belgian Tax Authorities require monthly VAT reports on the detail of the VAT amounts declared on all of your customer invoices. All customers must be included on the report, including Belgian customers, European Union (EU) member customers, and non-EU customers.

The Monthly VAT Payable report (R74B100) shows the following detail:

- Amounts at the document number levels
- Summary VAT Report code totals

The following detail section of the report is an example of amounts at the document number levels:

Company	00070	Currency Code	BEF	Monthly VAT Payable report - Belgium										Date report:	08/09/00	14:32:47	Page -	1	
BE French Company				Amounts in Base Currency										Period:	01/11/00	-	30/11/00		
Avenue, Louise, 200																			
10500		Paris																	
Doc	DC	G/L	Address	Tax	Itm	Total Invoice	00	01	02	03	45	46	47	48	49	54	64	Amount	
Number	Ty	Date	Number	Rate/Area	No	Amount	Zero Tax	6 pct Tax	12 pct Tax	21 Pct Tax	VAT Co-conf	Base Intra	Base Exp	CN Intra	Other CN	Vat Pay	Vat CN		
2	RM	11/11/00	900010	BE06		140000									140000				
2	RM	11/11/00	900010	BE06		175000									175000				
3	RM	11/11/00	800080	BE01		5000									4717		283		
4	RM	11/11/00	900030	BE05		30749								30749					
83	RI	11/11/00	900010	BE06		2310000-							2310000-						
84	RI	11/11/00	900020	BE02		50000-			44643-							5357-			
84	RI	11/11/00	900020	BE03		25000-				20661-						4339-			
84	RI	11/11/00	900020	BE03		6000									4959		1041		
85	RI	12/11/00	900030	BE05		49199-						49199-							
85	RI	12/11/00	900030	BE05		36899								36899					
86	RI	11/11/00	76531	BE01		660000-		622642-								37358-			
87	RI	25/11/00	900020	BE02		700000-			625000-							75000-			
87	RI	25/11/00	900020	BE02		2500									2232		268		
89	RI	11/11/00	900040	BE05		19642857-						19642857-							
90	RI	11/11/00	900050	BE05		285714286-						285714286-							
Grand Total						308755194-		622642-	669643-	20661-		305406342-	2310000-	67648	326908	122054-	1592		

The following summary section of the report is an example of the summary VAT Report Code totals:

BE French Company

Amounts in Base Currency

Period: 01/11/00 - 30/11/00

Avenue, Louise, 200

10500

Paris

User Def Code	Description	Description	Total Amount per VAT Report Code
00	Zero tax	Outgoing	
01	6 pct. tax	Outgoing	622,642-
02	12 pct tax	Outgoing	669,643-
03	21 pct. tax	Outgoing	20,661-
45	VAT paid by co-contractor	Outgoing	
46	Free from VAT: Intracomm. goo	Outgoing	305,406,342-
47	Free from VAT: non EU Export	Outgoing	2,310,000-
48	Credit Notes for code 46	Outgoing	67,648
49	Credit Notes for A, B and C	Outgoing	326,908
54	VAT Payable on A	VAT payable	122,054-
64	VAT on credit notes send	VAT recoverable	1,592
98	Not in VAT Report	Outgoing	

Working with the Monthly VAT Recoverable Report

From the Belgium Localization menu (G74B), choose Monthly VAT Recoverable report - Belgium.

The Belgian Tax Authorities require monthly VAT reports on the detail of the VAT amounts declared on all of your supplier vouchers. All suppliers must be included on the report, including Belgian suppliers, European Union (EU) member suppliers, and non-EU suppliers.

The Monthly VAT Recoverable report (R74B110) shows the following detail:

- Amounts at the document number levels
- Summary VAT Report code totals

The following detail section of the report is an example of amounts at the document number levels:

Company	00070	Currency Code	BEF	Monthly VAT Recoverable report										Date report:		14/09/00	11:26:32	Page -	1	
				- Belgium																
BE French Company				Amounts in Base Currency																
Avenue, Louise, 200														Period:		01/10/05	-	31/10/05		
10500 Paris																				
Doc	DC	G/L	Address	Tax	Total	55	56	57	59	61	62	81	82	83	86	87	Amount	Amount		
Number	Ty	Date	Number	Rate/Area	Amount	Intra Goods	Co-Contract	Non EU Imp	VAT Recov	Corr VAT	VAT rec	Goods	Services	Investm	Intra Goods	Other svc				
4	PD	30/10/05	800086	BE01	15000-															
5	PD	30/10/05	800086	BE2103F	20000-							16529-					85	16529-	63	3471-
6	PD	30/10/05	800087	BE1101F	184493-							174050-					85	174050-	63	10443-
6	PD	30/10/05	800087	BE1103F	245991-							203299-					85	203299-	63	42692-
7	PD	30/10/05	77139	BE1103N	2520000-							2520000-					85	2520000-		
7	PD	30/10/05	77139	BE168AU	2880000-							2880000-					85	2880000-		
9	PD	30/10/05	77139	BE02	3240000-															
9	PD	30/10/05	77139	BE03	3600000-															
50	PV	30/10/05	800086	BE01	10000															
50	PV	30/10/05	800086	BE02	15000															
50	PV	30/10/05	800086	BE03	20000															
51	PV	30/10/05	800087	BE2103F	184493				32019			152474								
51	PV	30/10/05	800087	BE1101F	245991				13924			232067								
51	PV	30/10/05	800087	BE1103F	307489				53366			254123								
52	PV	30/10/05	77139	BE1101F	2160000				122264			2037736								
52	PV	30/10/05	77139	BE1103F	2520000				437356			2082644								
52	PV	30/10/05	77139	BE1103N	2880000							2880000								
54	PV	30/10/05	800086	BE02	10000															
54	PV	30/10/05	800086	BE2103F	20000				3471			16529								
54	PV	30/10/05	800086	BE4103F	30000				5207				24793							
55	PV	30/10/05	800086	BE1603F	79000	21000-			21000			79000			79000					
56	PV	30/10/05	800087	BE4601F	1156159		73797-		73797				1156159			1156159				
56	PV	30/10/05	800087	BE4101H	1844933				52215				1792718							
56	PV	30/10/05	800087	BE12ST	307489															
56	PV	30/10/05	800087	BE5603F	3400828	904017-			904017						3400828	3400828				
Grand Total					2485898	925017-	73797-		1718636			1940695	2973670	3400828	3479828	1156159	5793878-	56606-		

The following summary section of the report is an example of the summary VAT Report Code totals:

Company	00070	Currency Code	BEF	Monthly VAT Recoverable report	Date report:	14/09/00	11:26:32	Page -	2
				- Belgium					
BE French Company				Amounts in Base Currency	Period:	01/10/05	-	31/10/05	
Avenue, Louise, 200									
10500	Paris								
User	Description			Description			Total Amount per		
Def Code							VAT Report Code		
55	Intracomm. goods and services			VAT payable			925,017-		
56	Co-contractor goods and servi			VAT payable			73,797-		
57	Non EU import, VAT domestic			VAT payable					
59	VAT recoverable			VAT recoverable			1,718,636		
61	Corr.: total VAT payable			VAT payable					
62	Corr.: total VAT recoverable			VAT recoverable					
63	VAT on credit notes received			VAT payable			56,606-		
81	Goods and Services			Incoming			1,940,695		
82	Services and Other			Incoming			2,973,670		
83	Goods for internal use			Incoming			3,400,828		
84	Credit Notes for 86			Incoming					
85	Other Credit Notes			Incoming			5,793,878-		
86	Intracomm. Goode and Services			Incoming			3,479,828		
87	Services on real estate			Incoming			1,156,159		
99	Not in VAT Report			Incoming					

Tax Code Columns in the Monthly VAT Recoverable Report

The two columns on the right of the Monthly VAT Recoverable report automatically include the appropriate VAT Legal Code values on those voucher detail items that have been

assigned a Tax Rate/Area that includes a Legal Code column not already on the report. The other columns on the report include the most common listing of VAT Legal Code values.

55	56	57	59	61	62	81	82	83	86	87	Amount	Amount
Intra Goods	Co-Contract	Non EU Imp	VAT Recov	Corr VAT	VAT rec	Goods	Services	Investm	Intra Goods	Other svc		

The Code and Amount columns automatically include the voucher VAT tax detail that is not included in the list of columns already on the report. For example, a Tax Rate/Area can be defined to include a Legal VAT code that is not in the original columns.

The following table illustrates an example of a complete Tax Rate/Area setup:

Tax Rate Area	Document Type	VAT Code	Code	Tax/Amount	Description of Tax Rate Area
BE2103F	*	81	A		Goods and services
BE2103F	*	85	A		Other credit notes
BE2103F	*	63	T		VAT on credit notes received

In the example below, the legal VAT codes 85 and 63 are not included in the columns. Therefore, the amounts default to the Code column to the left of the Amount column. Any vouchers with VAT amounts according to this Tax Rate/Area produce a report similar to the following:

Company	00070	Currency Code	BEP	Monthly VAT Recoverable report - Belgium										Date report:		14/09/00	11:26:32	Page -	1
BE French Company				Amounts in Base Currency										Period:		01/10/05	-	31/10/05	
Avenue, Louise, 200																			
10500		Paris																	
Doc	DC	G/L	Address	Tax	Total	55	56	57	59	61	62	81	82	83	86	87	Amount	Amount	
Number	Ty	Date	Number	Rate/Area	Amount	Intra Goods	Co-Contract	Non EU Imp	VAT Recov	Corr VAT	VAT rec	Goods	Services	Investm	Intra Goods	Other svc			
4	PD	30/10/05	800086	BE01	15000-														
5	PD	30/10/05	800086	BE2103F	20000-							16529-					85	16529-	
6	PD	30/10/05	800087	BE1101F	184493-							174050-					63	10443-	
6	PD	30/10/05	800087	BE1103F	245991-							203299-					85	203299-	
7	PD	30/10/05	77139	BE1103N	2520000-							2520000-					85	2520000-	
7	PD	30/10/05	77139	BE168AU	2880000-							2880000-					85	2880000-	

The system includes the codes and amounts for legal VAT codes 85 and 63 in the columns on the left of the Amount column because those legal VAT codes do not have a predefined column in the report.

These columns correspond to the values of the Tax Rate/Areas that are assigned to vouchers in the Set Up Tax Rate/Area Document Type program (P74B500). See *Setting Up Tax Rates and Areas for Belgium* for more information on these codes.

Note

The Code column header never appears on the report. However, the legal VAT code always appears on the same line as the amount and to the left of the Amount column.

Working with the Yearly VAT Report

From the Belgium Localization menu (G74B), choose Yearly VAT Report - Belgium.

The Belgian Tax Authorities require yearly reports that include VAT amounts for all customers who were invoiced during the fiscal year. Only Belgian customers need to be reported. The Belgian Tax Authorities require that this information be submitted in electronic form. J.D. Edwards provides both paper and electronic output for this report.

You should know the following key concepts about the Yearly VAT Report (R74B150):

Output

The Yearly VAT Report (R74B150) produces a hard copy report in addition to the standard electronic flat file output. Hard copies of the report contain VAT numbers that are incorrect, the directory and file name of the electronic flat file output, and a cover letter for the Belgian Authorities that is submitted along with the electronic flat file output.

You should print two copies of the final report. You give one copy to the government authorities and you keep one copy on file for audit purposes. Contact the Belgian tax authorities for more information regarding Belgian tax practices.

Processing Options

A processing option allows the user to produce an equivalent hard copy of the Yearly VAT Listing (R74B200), which can be printed in the format chosen by the user. This report lists Total Sales by Customer (excluding VAT amounts) and Total VAT amounts by Customer. You can specify the version of the Yearly VAT Listing to be printed.

You should not include zero VAT amounts in the electronic flat file. You can set the Minimum Taxable Amount to Report field on the Process tab to exclude all customers under specified amounts.

Report Execution

The report should be executed locally to successfully create the electronic flat file. Two methods are:

- Users can override the default report execution logic settings by choosing the Advanced row exit when submitting the report.
- Select the LOCAL option. By selecting the LOCAL option, you direct the report to run locally and allow for the creation of the electronic flat file in the local PC directory that is indicated.

Object Configuration Manager (P986110) can be configured so that the execution logic for this program always occurs locally.

Running the Report

Each time that you run the report, you must indicate a unique file name for the output. If you run the same report twice with the same file name indicated, you double the data that is contained in the electronic flat file.

Report Validation

This report validates the VAT number, or Tax Identification number, of each customer.

Validation occurs when the report is submitted. If an incorrect VAT number is encountered, the first page of the report output describes the number and the type of error that are encountered.

The VAT number, or Tax Identification number, is stored in the TaxId field (Alias TAX) field that is located in the Address Book Master table (F0101).

If invalid VAT numbers are associated with Customer records, you must correct those numbers and rerun the report to avoid the government-assessed penalty.

Note

You should run the report in proof mode until all VAT validation issues are corrected.

VAT Numbers

In some cases, such as recognized health care providers, you might not have a VAT number for that customer. In those cases, you can assign 99_NB as a VAT/Tax ID value.

In any case for which you do not know the VAT number, you can enter 99_unknown or 99_onbekend in the VAT/Tax ID field.

**Multiple
Company
Reporting**

The VAT Yearly program supports multiple company reporting for the paper report and the electronic file. You choose multiple company reporting by including multiple companies in the data selection.

Note

For electronic reporting, the program produces a flat file in the format that is accepted by the Belgian authorities. However, for paper reporting, you might need to submit a separate cover letter to the Belgian authorities that includes a description of each of the companies and its VAT information.

The Yearly VAT Report - Belgium output shows the following detail:

- Errors encountered by the VAT validation routine (N74B0150), as well as their associated error codes. In the example below, BE0003 and BE0001 are the error codes. If the VAT numbers are correct, the first section is blank. For more information on reviewing these errors, see *Working With Error Messages* in the *Development Tools Guide*.
- Errors encountered by the VAT validation routine (N74B0150), as well as their associated error codes, see *Working With Error Messages* in the *Development Tools Guide*.
- Message indicating that data was successfully recorded in the electronic flat file output.
- The local PC directory and file name of the electronic flat file output.

The following is an example of the Yearly VAT Report - Belgium:

Address Number	Description	Tax ID	Error Message	Error Code
800087	Belgian Supplier #2	99_NB	Unknown VAT Number or VAT exempt, please review	BE0001
800080	Belgian Customer	BE100000071	Error on VAT Number	BE0003
76531	belgian test klant 3	BE404885125	Error on VAT Number	BE0003

Data has been successfully written

C:\YearlyVAT.txt

Note

The Yearly VAT Report - Belgium output contains a cover letter to submit along with the electronic file output. The cover letter detail is normally translated into either French or Dutch by the customer. J.D. Edwards does not provide a translated version of these reports.

The following example is the cover letter that is included in the Yearly VAT Report - Belgium:

Yearly report of tax payable

On floppy disk

Covering Letter

(three copies are expected)

(Attach identification label if applicable)

Name or appellation and address of the tax-payer:

BE French Company

Avenue, Louise, 200

1050 Paris

VAT number: BE404885126

Contact Name Digger Incorporated (ALPH)

Telephone number: 916 484-4055

Year that the transactions took place, that have been included in the return: 2000

Number of customers in this return: 000005

Total of sales (Excluding VAT): 3,925,192,909.43- EUR

Total amount of VAT: 456,606,248.71- EUR

Sincere and true declared

(Date)

(Signature)

(Function)

The Yearly VAT Listing report (R74B200) can also be submitted to the Belgian Tax Authorities. The details are listed below. The Yearly VAT Listing produces a separate cover letter and customer detail report.

The following example is the cover letter of the Yearly VAT Listing report, followed by the report itself.

VALUE ADDED TAX

YEARLY REPORT OF TAX PAYABLE ON DELIVERED GOODS AND SERVICES DURING THE YEAR

Declarant

(stick here the identification-label)

BOX INTENDED FOR THE ADMINISTRATION

Stamp of the VAT-inspectionoffice:

Date of receipt:

Visual check:

Number of pages:

Currency:

Code A/B/L/R:

Year:

Coding:

BOX TO BE COMPLETED BY THE TAX PAYER

Number of pages: 1

Number of customers: 000016

Total amount sales: 360,779,663

Total amount VAT: 1,099,385

A. Only to be completed by the small company who, on December 31, of the fiscal year which this tax report is related to, the exemption regulation of taxes applied:

1. Amount of sales that has been accomplished this year: 360,779,663

2. Date on which the small company has started to use the exemption regulation of taxes:
if the activity under that regulation started during the year (day/month): 12 / 1

B. Only to be completed by agricultural exploiter intended by article 6 of the royal decree nr 50.
(check one of the subjoined boxes):

1. I declare to be obliged to put in the yearly intrastat return, intended by article 6 of the royal decree nr 50: ☒

2. I declare not to be obliged to put in the previous mentioned yearly intrastat return: ☐

SINCERE AND COMPLETE DECLARED

Date:

Signature:

00001 General total:

10,957,998

			Sales (Excl VAT)	VAT Amount
SeqNr.	Name and Address of the Customer	VAT Number	In EURO	In EURO
Transfer:				
000001	Oostenrijk bel loc	ATU999999999	2,881,000	
000002	BE test Customer 2- DE Parent FIVE TECH WAY 8023 FORTH COLLINS	DE323266553	307,457,460	416,529
000003	denemarken bel soc	DK999999999	2,296,379	
000004	griekenland	EL999999999	1,909,000	
000005	Spanje bel loc	ES99999999999	2,512,000	
000006	Finland bel loc	FI999999999	1,725,000	
000007	BE test Customer 1 - FRF THREE TECH WAY 8023 DENVER	FR65653232235	18,449-	
000008	Client Claire 8 rue manet 7837 plaisir	FR65653232236	30,590	5,996
000009	French customer	FR9999999999999	11,591,739	312,397
000010	graet brittan bel loc	GB99999999999	2,431,916	364,463
000011	ierland bel loc	IE999999999	2,249,000	
000012	italy	IT12345670983	2,326,000	
000013	Luxemburg bel loc	LU999999999	2,527,000	
000014	nederland	NL9999999999999	2,790,000	
000015	Portugal bel loc	PT99999999999	3,252,000	
000016	Zweden bel loc	SE9999999999999	3,861,030	
Company 00070 General total:			360,779,663	1,099,385

Working with the Quarterly VAT Report

From the Belgium Localization menu (G74B), choose Quarterly VAT Report - Belgium.

The Belgian Tax Authorities require quarterly reports that include VAT amounts for all customers who are located in European Union (EU) member countries, except Belgium. Only non-Belgian EU member customers who are invoiced during the fiscal quarter need to be reported. The Belgian Tax Authorities require that this information be submitted in electronic file output. J.D. Edwards provides both a paper and electronic version of this report.

You should know the following key concepts about the Quarterly VAT Report (R74B250):

Reporting Year	Quarterly reports must be based on the Calendar year, not the Fiscal year that is associated with a particular company. The date range is specified in the processing options of the report.
Output	<p>The Quarterly VAT Report (R74B250) program produces a hard copy report in addition to the standard electronic flat file output. Hard copies of the report contain VAT numbers that are incorrect; the directory and file name of the electronic flat file output; and a cover letter for the Belgian Authorities, which is submitted along with the electronic flat file output. This feature is equivalent to that provided in the Yearly VAT report.</p> <p>You should print two copies of the final report. You give one copy to the government authorities, and you keep one copy on file for audit purposes. Contact the Belgian tax authorities for more information regarding Belgian tax practices.</p>
Processing Options	<p>A processing option allows the user to produce an equivalent hard copy of the Quarterly VAT Report (R74B300), which can be printed in the format chosen by the user. You can specify the version of the R74B300 to be printed.</p> <p>You should not include zero VAT amounts in the electronic flat file. You can set the Minimum Taxable Amount to Report field on the Process tab to exclude all customers under specified amounts.</p>
Report Execution	<p>The report should be executed locally for the successful creation of the electronic flat file. Two methods are:</p> <ul style="list-style-type: none">• Users can override the default report execution logic settings by choosing the Advanced row exit when submitting the report.• Selecting the LOCAL option. By selecting the LOCAL option, you direct the report to run locally and allow for the creation of the electronic flat file in the local PC directory that is indicated. <p>Object Configuration Manager (P986110) can be configured so that the execution logic for this program always occurs locally.</p>
Running the Report	Each time that you run the report, you must indicate a unique file name for the output. If you run the same report twice with the same file name indicated, you double the data that is contained in the electronic file output.
Report Validation	<p>This report validates the VAT number, or Tax Identification number, of each customer, according to the validation routines that are appropriate to each EU country.</p> <p>Validation occurs when the report is submitted. If an incorrect VAT number is encountered, the first page of the report output describes the number and the type of error that are encountered.</p> <p>The VAT number, or Tax Identification number, is stored in the TaxId field (Alias TAX) field that is located in the Address Book Master table (F0101).</p> <p>If invalid VAT numbers are associated with Customer records, you must correct those numbers and rerun the report to avoid the government-assessed penalty.</p> <p>Note</p> <p>You should run the report in proof mode until all of the VAT validation issues are corrected.</p>
VAT Numbers	<p>In some cases, such as recognized health care providers, you might not have a VAT number for that customer. In those cases, you can assign 99_NB as a VAT/Tax ID value.</p> <p>For any case for which you do not know the VAT number, you can enter 99_unknown or 99_onbekend in the VAT/Tax ID field.</p>

Multiple Company Reporting

The VAT Quarterly program supports multiple company reporting for the paper report and the electronic file. You choose multiple company reporting by including multiple companies in the data selection.

Note

For electronic reporting, the program produces a flat file in the format that is accepted by the Belgian authorities. However, for paper reporting, you might need to submit a separate cover letter to the Belgian authorities that includes a description of each of the companies and its VAT information.

The Quarterly VAT Report - Belgium (R74B250) shows the following detail:

- Errors encountered by the VAT Validation routine (N74B0150), as well as their associated error code. For more information on reviewing these errors, see *Working With Error Messages in the Development Tools Guide*.

Specifically, this routine verifies the following information for these current EU member countries:

Country	Country Code	VAT Number Length
Denmark	DK	8 positions
Germany	DE	9 positions
Finland	FI	8 positions
France	FR	11 positions
Great Britain	GB	9 positions
Ireland	IE	8 positions
Italy	IT	11 positions
Luxembourg	LU	8 positions
Netherlands	NL	11 positions
Austria	AT	9 positions
Portugal	PT	9 positions
Spain	ES	9 positions

- If customers from those countries have incorrect address book information according to this criteria, an error is returned, and the customer address book record must be adjusted.
- If the VAT numbers are correct, the first section is blank.
- Message indicating that data was successfully recorded in the electronic flat file output.
- The local PC directory and file name of the electronic flat file output.

Note

Complete EU member VAT validation routines are included in the Xe release of OneWorld.

The following report is an example of the Quarterly VAT report output:

Address Number	Description	Tax ID	Error Message	Error Code
4001	Farhad Gemeinschaft	00358710390	Error on VAT Number	BE0001
1500	Fournisseur Claire		Error on VAT Number	BE0002

Data has been successfully written

c:\quarterlyvat.txt

The Quarterly VAT Report, as with the Yearly VAT Report, produces a cover letter that is submitted along with the electronic file output.

Note

The cover letter detail is normally translated into either French or Dutch by the customer. J.D. Edwards does not provide a translated version of these reports.

The following report is an example of the Quarterly VAT cover letter:

Quarterly report of tax payable			
On floppy disk			
Covering Letter			
(three copies are required)			
(Attach identification label if applicable)			
Name or appellation and address of the tax-payer:			
BE French Company			
Avenue, Louise, 200			
1050	Paris		
VAT-number:	BE404885126		
Contact Name	Financial/Distribution Company		
Telephonenumber:			
Quarter that the transactions took place, that have been included in the return:			
			3 / 2000
Number of customers in this return:			
000016			
Total of sales :	360,779,663	BEF	
Sincere and true declared			
(Date)			
(Signature)			
(Function)			

The Quarterly VAT Listing - Belgium (R74B300) can also be submitted to the Belgian Tax Authorities. The details of the report are listed below. The Yearly VAT Listing produces a separate cover letter and customer detail report.

The following example is the cover letter of the Quarterly VAT Listing - Belgium report followed by the report itself:

VALUE ADDED TAX

QUARTERLY REPORT OF TAX PAYABLE
ON DELIVERED GOODS AND SERVICES

DURING THE QUARTER 4 / 2000

Declarant

(click the identification label here)

BOX INTENDED FOR THE ADMINISTRATION

Stamp of the VAT Inspection Office:

Date of receipt:

Visual check:

Number of pages:

Currency: BEF

Code A/B/L/R:

Year:

Coding:

BOX TO BE COMPLETED BY THE TAX PAYER

Number of pages: 1

Number of customers: 000002

Total amount: 3,415,608 BEF

SINCERE AND COMPLETE DECLARED

Date:

Signature:

Quarterly VAT Listing - Belgium contains Codes and Note Columns that provide you with the ability to report this information to the Belgian authorities. If you need to report information from these columns to the Belgian authorities, you must customize them. The Quarterly VAT Listing - Belgium is not set up to populate these columns.

Some typical uses of the Code and Notes column are the following:

Notes Column

You might want to use this column to indicate that manual adjustments have been made to this customer's sales total.

SeqN°	Name and Address of the Customer	VAT Registration ID	Code	Sales	Quarter	Year	Notes
				In Belgium Francs			
Transfer:							
000001	BE test Customer 2- DE Parent FIVE TECH WAY 8023 FORTH COLLINS	DE323266553		2,783,036	4	2000	
000002	BE test Customer 1 - FRF THREE TECH WAY 8023 DENVER	FR65653232235		632,572	4	2000	
				Company	00001	General total:	3,415,608

Working with Processing Options for Belgian VAT Reports

Before you run either the VAT Monthly Payable or Recoverable reports, you must complete the following setup.

You must complete the following processing option on the General Ledger Post (R09801) program. Invoices with VAT amounts must be posted to update the Sales/Use/VAT Tax table (F0018) and appear on the report.

Tax Tab (Update Tax field) Enter to update the Tax File (F0018):

1 = VAT or Use Tax only

2 = For all Tax Amounts

3 = For all Tax Explanation Codes

Blank = No update to Tax File (Default)

Note

For the Sales/Use/VAT Tax table (F0018) to update correctly, you must have 1, 2, or 3 as a value in this processing option.

You should review the following data selections on the Belgian VAT report that you are running:

- VAT Payable (R74B100)**
- Data selection options are based on fields from the Sales/Use/VAT Tax table (F0018). Because the Monthly VAT reports are typically based on a single company, Company is a recommended value. The Company Currency code must be either Belgian Franc (BEF) or Euro (EUR).
 - Batch type is a commonly used value for selecting the appropriate data.

Your data selection for the VAT Payable report might look like the following example:

	Operator	Left Operand	Comparison	Right Operand
	Where	BC Batch Type (F0018)	is equal to	"B"

VAT Recoverable (R74B110)

- Data selection options are based on fields from the Sales/Use/VAT Tax table (F0018). Because the Monthly VAT reports are typically based on a single company, Company is a recommended value.
- Batch type is a commonly used value for selecting the appropriate data.

Your data selection for the VAT Recoverable report might look like the following example:

	Operator	Left Operand	Comparison	Right Operand
	Where	BC Batch Type (F0018)	is equal to	"V"

VAT Yearly (R74B150)

- Data selection options are based on fields from the Sales/Use/VAT Tax table (F0018).
- Company and date range are selected by using the appropriate processing option values.
- Batch type is a commonly used value for selecting the appropriate data.
- The VAT Yearly program supports multiple company reporting for the paper report and the electronic file. You choose multiple company reporting by including multiple companies in the data selection.

Note

For electronic reporting, the program produces a flat file in the format that is

acceptable to the Belgian authorities. However, for paper reporting, you might need to submit a separate cover letter to the Belgian authorities.

- The cover page of the report prints according to the value that you enter in the processing options.

Your data selection for the VAT Yearly report might look like the following example:

	Operator	Left Operand	Comparison	Right Operand
	Where	BC Batch Type (F0018)	is equal to	"1B"

VAT Quarterly (R74B250)

- Data selection options are based on fields from the Sales/Use/VAT Tax table (F0018).
- Company and date range are selected by using the appropriate processing option values.
- Belgian Customer Invoices are automatically excluded from the report.
- Batch type is a commonly used value for selecting the appropriate data.
- The VAT Quarterly program supports multiple company reporting for the paper report and the electronic file. You choose multiple company reporting by including multiple companies in the data selection.

Note

For electronic reporting, the program produces a flat file in the format that is acceptable to the Belgian authorities. However, for paper reporting, you might need to submit a separate cover letter to the Belgian authorities.

- The cover page of the report prints according to the value that you enter in the processing options.

Your data selection for the VAT Quarterly report might look like the following example:

	Operator	Left Operand	Comparison	Right Operand
	Where	BC Batch Type (F0018)	is equal to	"1B"

Processing Options for Monthly VAT Recoverable Report (R74B110)

Process Tab

These processing options customize which data the system includes in your report and whether to update the Sales/Use/VAT Tax table (F0018).

1. Period starting date
2. Period end date
3. Print Flag
4. Company
5. Company Address Number

Processing Options for Monthly VAT Payable Report (R74B100)

Process Tab

These processing options customize which data the system includes in your report and whether to update the Sales/Use/VAT Tax table (F0018).

1. Period starting date
2. Period end date
3. Print Flag

4. Company**5. Company Address Number**

Processing Options for Yearly VAT Report (R74B150)**Process Tab**

These processing options customize which data the system includes in your report.

1. Start date**2. End date****3. Tax exemption****4. Article 6 of royal decree nr. 50****5. Minimum Taxable Amount to Report****6. Final Mode**

Print Tab

These processing options specify whether the VAT Listing prints, as well as which version is printed.

1. VAT Listing**2. Version Yearly VAT Listing (R74B200)**

File Tab

These processing options specify where the system stores the report output, as well as the file length.

1. File name**2. File length**

Currency Tab

These processing options specify the currency use for reporting, as well as the exchange date used for triangulation.

1. Currency**2. Exchange date for triangulation**

Defaults Tab

These processing options specify the contact information for the report, as well as the company for which the report is created.

1. Address Number

2. Company

Processing Options for Quarterly VAT Report (R74B250)

Process Tab

These processing options customize which data the system includes in your report.

1. Start date

2. End date

3. Quarter

4. Minimum Taxable Amount to Report

5. Final Mode

Print Tab

These processing options specify whether the VAT Listing prints, as well as which version is printed.

1. VAT Listing

2. Quarterly VAT Listing Version (R74B300)

File Tab

These processing options specify where the system stores the report output, as well as the file length.

1. File name

2. File length

Currency Tab

These processing options specify the currency use for reporting, as well as the exchange date used for triangulation.

1. Currency

2. Exchange date for triangulation

1. Enter the currency in which you want to report the VAT (BEF/EUR)

Defaults Tab

These processing options specify the contact information for the report, as well as the company for which the report is created.

1. Address Number

2. Company

Automatic Payments

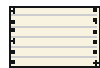
Use automatic payment processing to pay vouchers during your usual payment cycle.

The following graphic illustrates the automatic payment process:

Automatic Payment Process



Step 1.
Set up **auto withholding**.



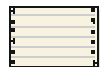
Step 2.
Run **Cash Requirements report**.



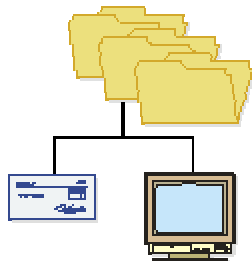
Step 3.
Decide what to pay. Use **Speed Status Change** to put all other Payments on hold.



Step 4.
Create payment groups.



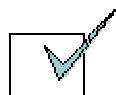
Step 5.
Review the **Payment Group Edit report** and the **Payment analysis report** (optional).



Step 6.
Work with payment groups.



Step 8.
Update payment.



Step 9.
Review **payment register**.



Step 10.
Post payments.

Setting Up Bank Account Information

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

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

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

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

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

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

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

Note

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

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

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

See Also

- *Setting Up Multiple Bank Accounts for Suppliers*

► To set up G/L bank account information

Use one of the following navigations:

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

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Set Up G/L Bank Account

OK Cancel Form Tools

G/L Bank Account: 1.1110.BEAR

Description: Bear Creek National

Payment Information

Next Payment Number: Next Autodebit Number:

Default Print Options

Number of Alignment Forms: Detail Lines Per Stub: 10

3. On Set Up G/L Bank Account, complete the following fields:
 - G/L Bank Account
 - Description
4. Complete the following optional field for Accounts Payable payment processing:
 - Next Payment Number
5. Complete the following optional field for the Accounts Receivable system:
 - Next Auto Debit Number
6. To set up default print options for Accounts Payable payments, complete the following fields:
 - Number of Alignment Forms
 - Detail Lines Per Stub

Note

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

- Payments
- Debit Statements

- Attachments

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Bank Information

OK Cancel Form Tools

G/L Bank Account 1.1110.BEAR

Description Bear Creek National

Bank Address Number 3333

Bank Transit Number 578955422

Bank Account Number 45-879512

IBAN

Control Digit

Checking or Savings Account *Checking account*

SWIFT Code

Bank Country Code

Float Days

Receivables

Payables

☐ Override Supplier Pre-Note Code

9. On Revise Bank Information, complete the following fields:
 - Address Number
This is the bank's address book number.
 - Bank Transit Number
You can leave this field blank.
 - Bank Account Number
 - Control Digit
 - Checking or Savings Account
 - SWIFT Code
10. To avoid the use of the pre-note code that is assigned to the supplier, verify that the following option is turned on:

- Override Supplier Pre-Note Code

Note

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

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

- Receivables

This field is used only in Accounts Receivable draft processing.

- Payables

12. Click OK.

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

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

- Bank User Number
- Reference/Roll Number
- Bank Reference Name

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

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

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

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

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

Use one of the following navigations:

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

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

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

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

Use one of the following navigations:

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

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

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

- Address Number

Note

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

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Set Up Bank Accounts By Address

OK Cancel Form Tools

Address Number 3333 Continental Incorporated

Record Type

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

Bank Information

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

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

- Address Number

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

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

5. Complete the following fields:

- Bank Transit Number
You can leave this field blank.
- Bank Account Number
- Control Digit
- Description
- Checking or Savings Account

- SWIFT Code

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

- Reference/Roll Number

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

Note

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

6. Click OK.

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

Use one of the following navigations:

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

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

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

- Address Number

Note

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

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

The system displays either the Set Up Bank Accounts By Address or the Set Up Multiple Vendor Bank Accounts form depending on the record type of the bank account that you choose.
5. Revise any of the fields on the form and click OK.

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

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

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

Note

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

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

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

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

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

- Bank Transit
- Address Number

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

Note

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

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 Belgian Payment Formats

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

- R04572L2** The Belgian foreign payment format. This payment format is based on the current Belgian banker association standard and allows clients to write electronic funds transfers to foreign suppliers.
- R04572L3** The Belgian domestic and Euro compliant payment format. This payment format is based on the current Belgian banker association standard. This format allows clients to write EFT to domestic suppliers.

Specify the following write programs to generate payment formats for Belgium:

- R04572L2** Create A/P Bank Diskette – Belgium Foreign
- R04572L3** Create A/P Bank Diskette – Belgium Domestic/EURO

Before You Begin

- ❑ Set up a code on user defined codes table 00/PY for each payment instrument that you use and set up codes on user defined codes table 04/PP for your payment programs. See *Setting Up User Defined Codes*.

Working with the Foreign Payment Format

The Create A/P Bank Diskette - Belgium Foreign (R04572L2) payment format is used for payments to foreign suppliers. When you run the Create A/P Bank Diskette - Belgium Foreign program, it creates the following output and generates a standard bank formatted output file in the following tables:

Create A/P Bank Diskette - Belgium Foreign (R04572L2)	Produces a cover page in the standard printed format
Create A/P Bank Diskette - Belgium Domestic/EURO (R04572L3)	Produces an attachment in the standard printed format
A/P Payment Tape File (F04572OW)	The standard Electronic Funds Transfer file in the J.D. Edwards payment processing cycle
Text Processor Header (F007101)	The header record for the Text File Processor program (P007101)
Text Processor Detail (F007111)	The detail record for the Text File Processor program (P007101)

Note

You can use either the A/P Payment Tape File (F04572OW) or Text Processor files to extract payment details from the J.D. Edwards system.

The following example shows the Create A/P Bank Diskette - Belgium Foreign diskette cover sheet:

R04572L2	J.D. Edwards & Company	Page	1
	Create A/P Bank Diskette - Belgium Forei	Date -	12/09/00
Diskette Cover Sheet			
Paperless Electronic Data Interchange			
Summary Transfer Order			
PRINCIPAL	BE -French Distribution Center		
	Avenue, Louise, 200		
	Site 240		
	10500	Paris	
Registration Number	OW00000403		
Ordering Customer's Account Number	5103897544		
	FRENCH COMPANY BANK ACCOUNT		
Name of Medium file	R04572L2		
Creation Date	12/09/00		
Number of Data Records 1			14
Number of Payment Orders			4
Total of Amounts			996,000.00
Principal's Authorized Signature			

The cover page contains the following details:

Principal	The name and address of the company that is remitting the payment.
Registration Number	The file ID for the A/P Payment Tape File - OneWorld (F04572OW)
Ordering Customer's Account Number	The bank transit number that is associated with the company account which is being used for payment. This information is found in the Bank Account Information table (F0030) that is associated with that account.
Name of Medium File	The name of the report that creates the file.
Creation Date	The date when the file is created.
Number of Data Records	The number of data records created in the A/P Payment Tape File (F04572OW).
Number of Payment Orders	The number of separate payments included in the file.
Total of Amounts	The total amount of the payments added together.

When you run the Create A/P Bank Diskette - Belgium Foreign program, a standard payment attachment is created by the payment attachment program that is associated with this payment group. As with standard payment processing, the payment attachment contains the invoice numbers that are included in the payment.

The following example shows the payment attachment:

Payment Attachment						
800087	Belgian Supplier #2					Check No. - 880483
						Check Date - 26/09/00
						Page 1 of 1
	Invoice	Invoice				
	Number	Date	Remark	Gross	Deductions	Amount Paid
98988998		05/05/05		50,000.00		50,000.00
				50,000.00		50,000.00

Considerations for the Foreign Payment Format

To correctly populate the bank's address in the output file from the Create A/P Bank Diskette – Belgium Format program (R04572L2), you must complete either of the following fields:

- SWIFT Code on the Set Up Bank Accounts by Address form
- Address Number on the Set Up Bank Transit Address form

When you complete the SWIFT Code field, the SWIFT Code and the supplier's account number create a unique bank/bank account number combination in the bank file. When you complete the Address Number field for the bank, the bank's mailing address and the supplier's account number create a unique bank address/bank account number combination in the bank file.

Caution

J.D. Edwards recommends completing the SWIFT Code field and leaving the Address Number field blank. If you complete both fields, the system uses the SWIFT Code.

See *Setting Up Bank Account Information* for information on setting up the SWIFT Code and on setting up bank transit numbers.

Processing Options for Create A/P Bank Diskette - Belgium Foreign (R04572L2)

Bank Info

1. Enter one of the following to indicate the bank's payment method: blank = Normal SWIFT, TLX = Urgent SWIFT (Other codes available from the bank)

Bank's Payment Method :

2. Enter the cost code to indicate where the bank's charges will be applied: NOR = Normal costs, BEN = All costs to beneficiary, OUR = All costs to orderer

Cost Code :**Diskette**

3. Enter the following default values :

Device Name

Tape Density

Label Name

Block Size

New Volume Name

New Owner ID

File Name

The Domestic Belgium Payment Format

The Create A/P Bank Diskette - Belgium Domestic/EURO (R04572L3) payment format is used for payments to domestic suppliers. When you run the Create A/P Bank Diskette - Belgium Domestic/EURO program, it creates the following output and generates a standard bank formatted output file in the following tables:

Create A/P Bank Diskette - Belgium Domestic/EURO (R04572L3)

Produces a cover page and a reference list in the standard printed format

Bank Payment Detail List - Belgium (R74GHP70)

Produces a bank payment detail list in the standard printed format (optional)

A/P Check Processing - Special Check Attachment (R04573)

Produces a standard attachment to the payment (optional)

A/P Payment Tape File (F04572OW)

The standard electronic funds transfer file in the J.D. Edwards payment processing cycle

Text Processor Header (F007101)

The header record for the Text File Processor program (P007101)

Text Processor Detail (F007111)

The detail record for the Text File Processor program
(P007101)

Note

You can use either the A/P Payment Tape File (F04572OW) or Text Processor files to extract payment details from the J.D. Edwards system.

The following example shows the reference list that is generated on the first page of the report:

belgische leverancier

12345 Cherry St.

County Belgica

988852 Antwerp

REFERENCE LIST		9/8/00	Page :		1
Registration Number :		OW00000371	Exec. Date :		9/8/00
Payment from :		5103897544	FRENCH COMPANY BANK ACCOUNT		
Payment to :		5103895555	belgische leverancier		
Do Ty	Document Number	Invoice Number	Invoice Date	Payment Amount	Due Date
PD	1	656898986556	9/9/00	5,000-	9/9/00
PD	4	RM5916750	10/30/05	15,000-	10/30/05
PD	5	RM5916752	10/30/05	20,000-	10/30/05
PV	45	6565323232200	9/9/00	440,000	10/9/00
				400,000	BEF

The reference list contains the following details:

Registration Number This number identifies the file in A/P Payment Tape File table (F04572OW).

Payment From The bank transit number that is associated with the company account which is being used for payment. This information is found in the Bank Account Information file (F0030) that is associated with that monetary account.

Payment To This line identifies the payee's bank account number.

Detail Section This section includes the document type, document number, invoice number, invoice date, payment amount, and due date.

The following example shows the diskette cover sheet:

R04572L3	J.D. Edwards & Company	Page	1
	Create A/P Bank Diskette - Belgium Domes	Date -	9/8/00
Diskette Cover Sheet		DUPLICATE	
Paperless Electronic Data Interchange			
Summary Transfer Order			
Company	00070		
	FRENCH COMPANY		
Registration Number	OW00000371		
Ordering Customer's Account Number	5103897544		
	FRENCH COMPANY BANK ACCOUNT		
Creation Date	9/8/00		
Execution Date	9/8/00		
Number of Data Records 1 and 2		2	
Number of Payment Orders		1	
Total of Amounts		400,000	
Control Checksum of the Beneficiaries		5,103,895,555	
_____ Company and Signature			

This information is equivalent to the cover page detail that is described in the foreign payment format section above.

In addition to the reference list and cover page, an additional report is generated by the domestic payment program. The Bank Payment Detail List - Belgium program (R74GHP70), or Remittance letter, generates a hard copy of detail information that is included in the electronic file. It contains additional detail information about the electronic payment.

Processing Options for Create A/P Bank Diskette - Belgium Domestic/EURO (R04572L3)

Diskette

1. Enter Execution Date. When blank the current date will be taken.

Execution Date :

2. Duplicate Generation. Enter a 1 to indicate that this is not the first generation of the diskette. A 'D' will be placed in the Header Record of the diskette.

Duplicate :

3. Enter the following default values :

Device Name :

Label Name :

New Volume :

New Owner Id :

File Name

Reference List

1. Print Reference List. 1=Always Print Reference List. Otherwise a Reference List will only be printed for the payee whose invoice numbers hit the max of the Bank Message Field

Print Reference List

2. Print Bank Payment Detail List. 1=Print the Bank Payment Detail List

Print Bank Payment Detail List

Currency

1. EURO Currency Code. When this currency code equals the currency code of the payment (F04572) then the Euro Bank Payment Format will be taken. Otherwise the BEF Bank Payment Format will be taken

EURO Currency Code :

Setting Up Payment Instruments

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

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

Before You Begin

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

See Also

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

► To assign programs to a payment instrument

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

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

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

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

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

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Set Up Payment Instrument Defaults

OK Cancel Tools

Payment Instrument

G/L Bank Account 1.1110.BEAR

Print Programs

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

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

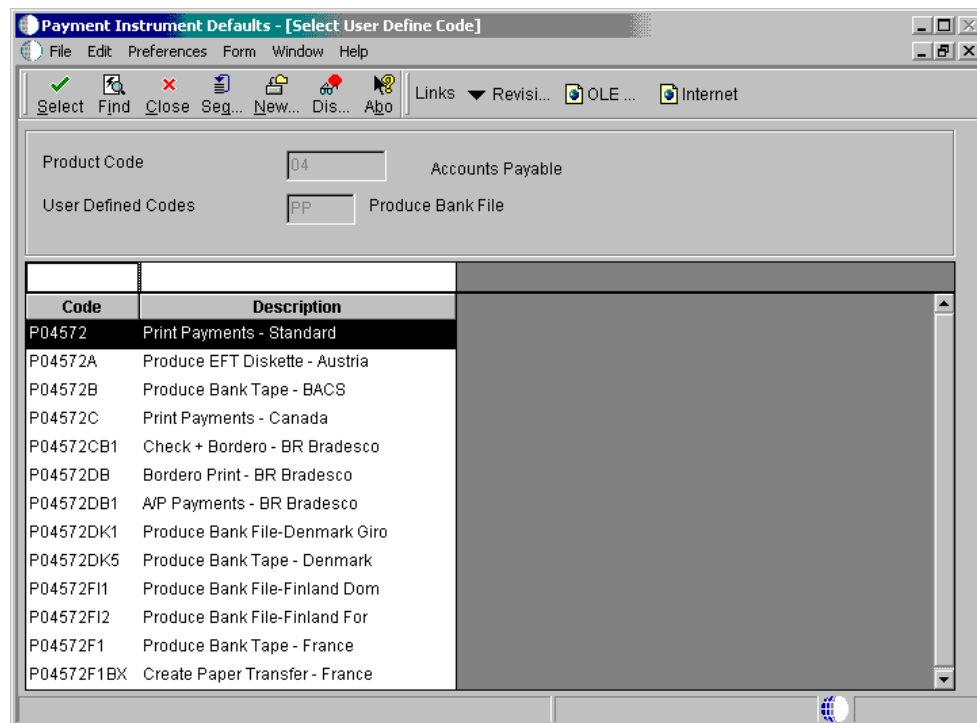
- Attachments

- Debit Statements

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

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

- During the automatic payment process, set the minimum amount in the amount range to the lowest nonzero currency unit in the processing options for Create Payment Control Groups (for example, .01).
4. To select from a list of available program numbers, click the corresponding field and then click the Search button to access Select User Defined Code.



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

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

6. Click OK.

► To revise processing options for payment instrument formats

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

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

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

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

Version	Version Title	User	Last Modified	Security
ZJDE0001	Print Automatic Payments - Standard Format	KS6956020	01/06/01	0

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

► To assign a payment instrument to a supplier

When you print payments, the system uses the payment instrument assigned to the voucher. Typically, you set up the most commonly used payment instrument as the default, so you do not have to define a payment instrument for each supplier. The system uses the payment instrument assigned to the supplier, unless you override it when you enter a voucher.

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

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

Supplier Master Information - [Supplier Master Revision]

File Edit Preferences Form Window Help

OK Can... Dis... Abo Links Bank ... Previo... Next OLE ... Internet

Supplier Number 3480 Digger Incorporated

Long Number

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

Credit Message

Payment Terms - A/P Net 30 Days

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

Factor/Special Payee 3480 Digger Incorporated

Parent Number

Approver Number

Default Code USD U.S. Dollar

A/B Amount Code USD U.S. Dollar

Hold Payment N

Ledger Inq Seq 6

Float Days

Pre-Note Code ☒

Multiple Payments

☐ Yes ☒ No ☐ Contract

Work With Supplier Master Supplier Master Revision

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

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

Processing Options for Payment Instruments

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

Processing Options for A/P Print Payments – Standard Format

Translation

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

Translation Program

Address

1. Enter an override address format to use for the name and/or company addresses. If left blank, the

country format will be used.

Address Format (FUTURE)

Payment

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

Company Name

2. Enter a '1' if you would like the payee name and number printed on the stub. If left blank, no payee information will print on the stub.

Payee Name

3. Enter a '1' if you would like the purchase order number to print on the stub instead of the supplier invoice number.

Purchase Order

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

Alternate Stub Information

Print

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

Form Type (FUTURE)

Processing Options for A/P Print Payments – Draft

Address

1. Enter an override address format.

If left blank, the address number's

country format will be used.

Address Format (FUTURE)

Payment

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

Print Information

Print

1. Enter the Forms Type for the Payments Spool File.

If left blank, the default is

'APCHECKS'

Form Type (FUTURE)

Processing Options for A/P Print Payments – CTX

EFT

1. Enter the File ID modifier (1 pos.).

This is used to distinguish between

multiple files created on the same date. Default is '1'.

File ID Modifier

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

Tax Authority 4

Tape Payment Detail Description

EFT(more)

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

Identification Code Designator

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

Discretionary Data

PRINT

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

Print Program

TAPE

1. Enter the following defaults values:

Device Name
Tape Density
Label Name
Block Size
New Volume Name
TAPE (more)
New Owner ID
File Name

Processing Options for A/P Print Payments – Subcontract

Translation

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

Translation Program

Address

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

Address

Payment

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

Company Name

Print

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

Form Type

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.

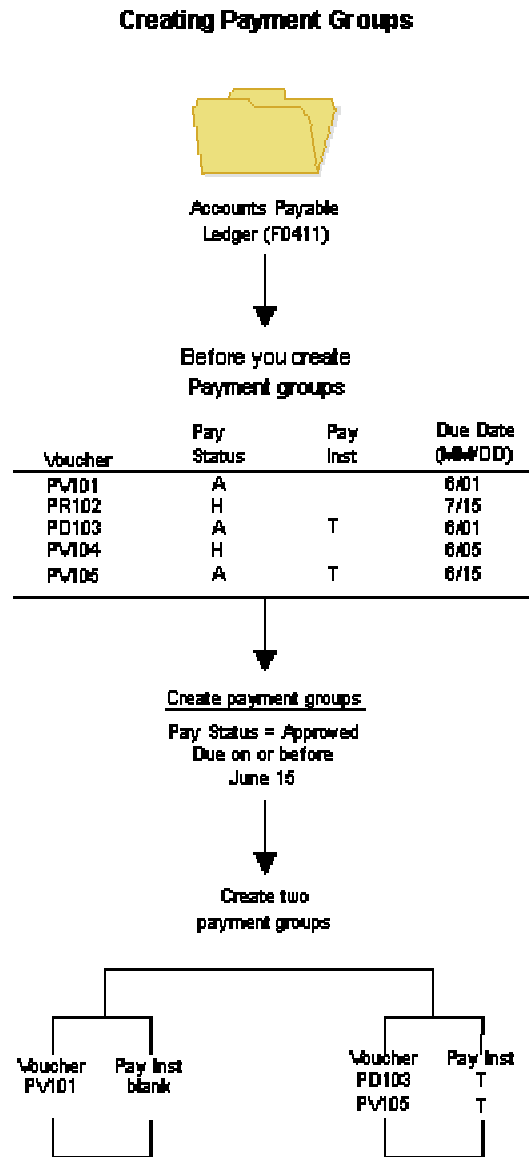
When you create payment groups, the system:

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

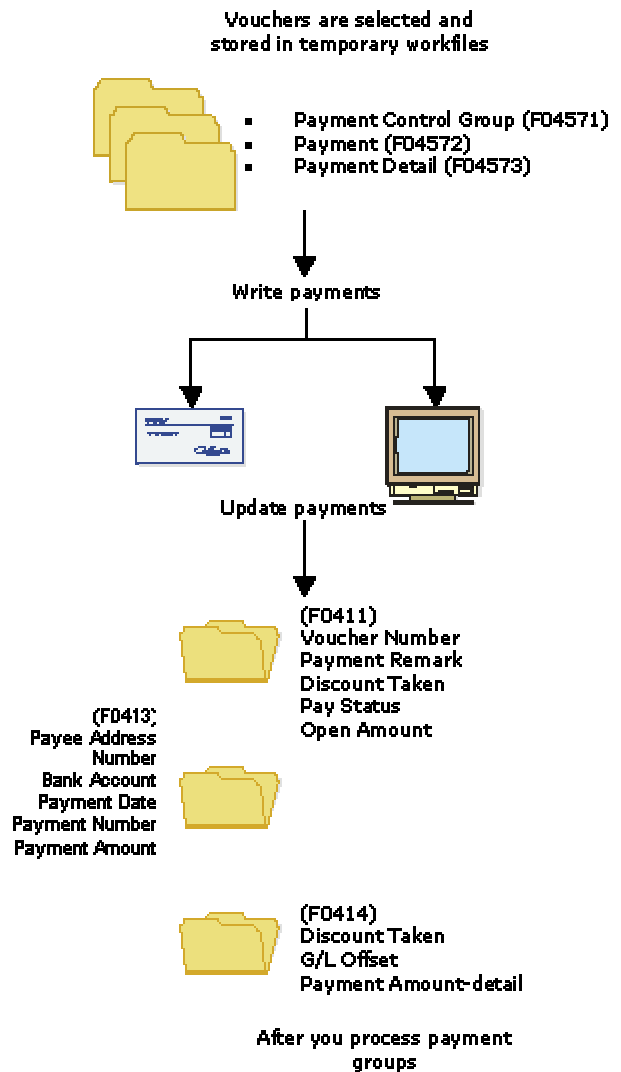
After the system creates payment groups, each group also has the following information in common:

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

The following graphics show the process for creating payment groups:



Working With 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

Before You Begin

- ❑ Verify that you set up suppliers with the correct payment instrument.
- ❑ Make changes to vouchers, if necessary. In general, you cannot change vouchers in a payment group until you complete the automatic payment process or remove the voucher from the group.
- ❑ Approve vouchers for payment.

- ☐ Calculate withholding, or set the processing options for this program to automatically calculate withholding.

Processing Options for Create Payment Groups (R04570)

Dates Tab

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

1. Pay Through Date

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

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

2. Displacement Days

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

3. Discount Cutoff Date

Use this processing option to enter the final date that you are allowed to take a discount. Pay items with a due date prior to the date you enter are not

eligible for discounts, so the system sets the discount amounts of these pay items to zero. If this processing option is blank, the program takes all discounts currently available for the selected pay items.

Amounts Tab

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

Note

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

1. Payment Amount Range

Maximum

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

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

Minimum

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

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

2. Currency Code for Range Amounts

Use this processing option to enter a code that specifies the currency for the values you entered in the Payment Amount Range processing option fields. If necessary, the system converts these amounts to the payment currency of each payment control group. For example, if you enter ranges of 100 to 5000 in USD, the system converts those USD amounts to EUR for a EUR payment group, to GBP

for a GBP payment group, and so on. The conversion allows for the correct minimum and maximum comparisons for all payment groups created each time you run this program.

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

3. Payment Instruments for Range Exceptions

Minimum Payment Instrument

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

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

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

Maximum Payment Instrument

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

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

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

Printing Tab

These processing options allow you to customize various printing options for payment groups.

1. Sequence ID

Use this processing option to determine the order that the program processes and prints the A/P payments by entering a sequence ID.

Sequence IDs are user defined. To set up and define sequence IDs, choose Payment Sequence from the Automatic Payment Setup menu (G04411).

NOTE: You cannot leave this processing option blank.

2. Print Attachments

Use this processing option to specify whether to print attachments with the payment. For example, you might want to print an attachment when the payment detail information will not fit on the pay stub. Only 99 pay stubs can print per payment, and each pay stub can print 10 detail lines.

Valid values are:

Blank No, do not print attachments.

1 Yes, print attachments.

NOTE: If you leave this option blank and you have more than 99 pay stubs, two or more payments will print. However, if you enter 1, a single payment will print with one pay stub referring to the attachment. The attachment will print all pay items.

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

3. G/L Bank Account

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

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

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

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

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

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

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

4. Payment Currency

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

Valid values are:

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

- 1 You pay the domestic amount of the voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the voucher is paid in USD.
- 2 You pay the foreign amount of the voucher in the foreign currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the vouchers are paid in EUR. Vouchers that do not have a foreign currency are paid in the domestic currency.
- 3 You pay the current domestic amount of a foreign voucher in the domestic currency. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, the foreign amount is converted to the current domestic amount based on today's effective exchange rate, and the voucher is paid in USD.
- 4 You pay the voucher in an alternate currency that is neither the domestic amount nor foreign currency of the voucher. For example, if you entered the voucher in EUR for company 00001, whose base

currency is USD, but you want to pay the voucher in Canadian dollars (CAD), the voucher is paid in the alternate currency (CAD). Designate the payment currency in processing option 5.

Exchange Rate Notes

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

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

5. Alternate Currency Code

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

6. Prepayment Selection

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

Valid values are:

Blank Do not include negative prepayment items.

1 Include negative prepayment items.

Process By Tab

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

1. Company

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

Valid values are:

Blank No

1 Yes

2. Due Date

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

Valid values are:

Blank No

1 Yes

3. Payee

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

Valid values are:

Blank No

1 Yes

For example, the following table illustrates one possible voucher, supplier, and payee combination:

Voucher 1, Supplier 1001, Payee 1001

Voucher 2, Supplier 1001, Payee 1002

Voucher 3, Supplier 1001, Payee 1002

Voucher 4, Supplier 1002, Payee 1002

Voucher 5, Supplier 1003, Payee 1001

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

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

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

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

4. Business Unit

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

Valid values are:

Blank No

1 Yes

Summarize Tab

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

1. Summarized Pay Item

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

Valid values are:

Blank No

1 Yes

2. Summary Description

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

Valid values are:

- Blank The generic description Invoice Summary appears on the pay stub.
- 1 The remark from the first pay item appears on the pay stub.

Report Tab

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

1. Print Mailing Address

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

Valid values are:

- Blank No
- 1 Yes

2. Print Contract Number

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

Valid values are:

- Blank No
- 1 Yes

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

basis for your report.

3. Print Job Number

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

Valid values are:

Blank No

1 Yes

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

Bank Tape Tab

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

1. Print Bank Tape Information

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

Valid values are:

Blank No

1 Yes

2. Payee Bank Account Error

Use this processing option to specify whether the program issues an error when bank account information does not exist for the payee.

Valid values are:

Blank Do not issue an error.

-
- 1 Issue an error.

3. Bank Account X12 Information Error

Use this processing option to specify whether the program issues an error when X12 information does not exist for the G/L bank account.

Valid values are:

Blank Do not issue an error.

- 1 Issue an error.
-

Withholding Tab

These processing options specify whether to submit the Calculate Withholding program before you create payment control groups.

1. Calculate Withholding

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

Blank No

- 1 Yes

2. Program Version

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

Blank Version number ZJDE0001 (default)

Or, enter the specific program version number

Data Sequence for Create Payment Control Groups

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

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

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

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

Setting Up the Processing Options for Payment Groups

Before you run either the foreign or domestic payment format programs, verify that you have entered the appropriate payment format version that you set up for Belgian payment processing. You can specify the version in the Print Program Version processing option field on the Print Tab.

Working with Payment Groups

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

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

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

Write The pay item is ready to be written.

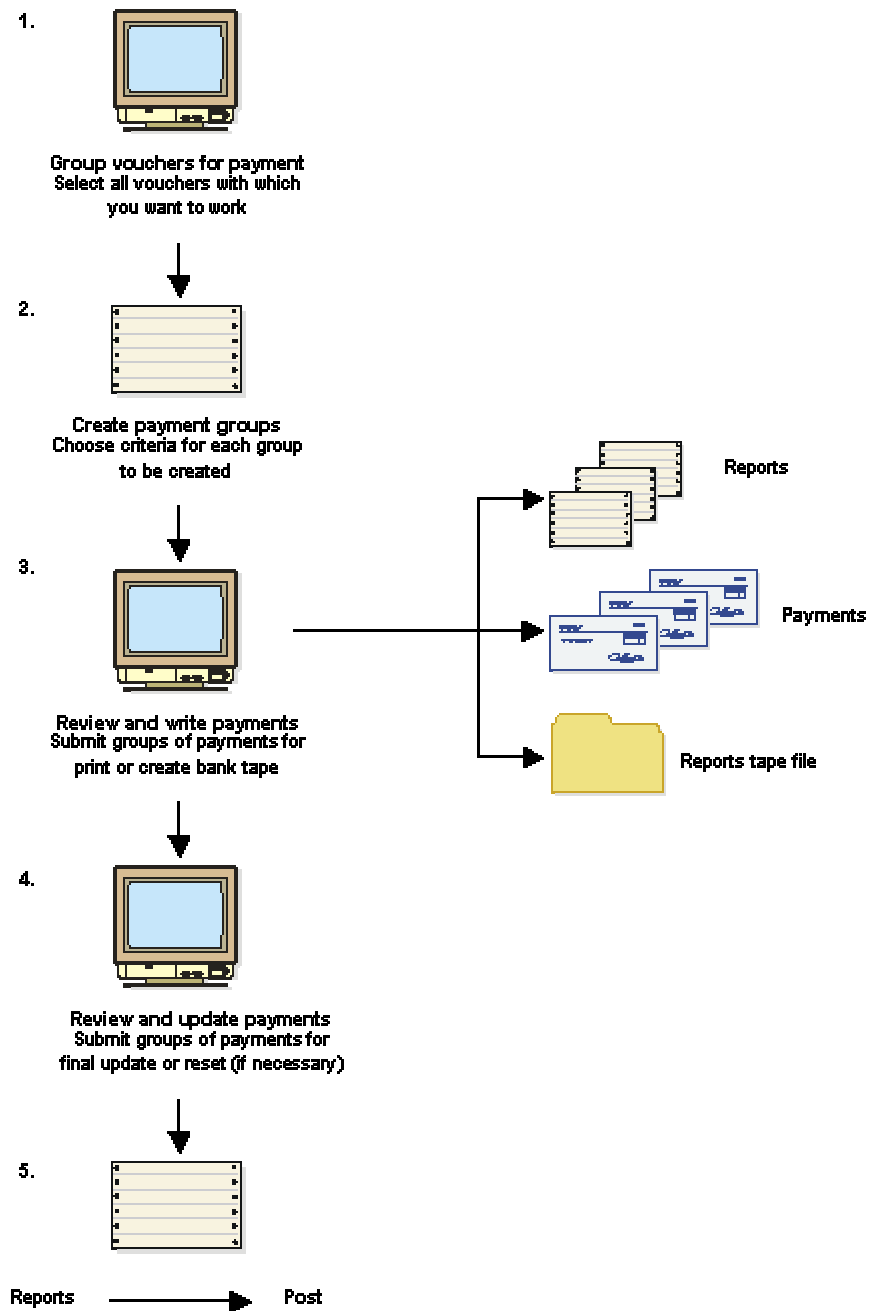
Update The payment has been written and is ready to be updated in the Account Ledger table (F0411).

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

- Undo** Undo means to remove a pay item from the payment group. You can undo pay items, regardless of whether they are at a status of write or update. In either case, the pay item returns to an open voucher with a status of approved.
- Reset** Reset means to return a pay item to the previous step in the payment process.
If the status of the pay item is update and you reset it, the pay item returns to a pay status of write.

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

Payment Process Overview



Printing the Payment Analysis Report

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

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

Processing Options for Payment Analysis Report

Print

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

Detail Voucher Information

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

Business Unit

Reviewing Payment Groups

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

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

► To review a payment group

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

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

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.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Payment Group Detail

Cancel Tools

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002 Payment Instrument ☐ Default (A/R & A/P)

Originator DEMO

Payment Group Control Number 9 Currency USD

Write Status

Payment Amount 13,123.00 Number of Payments 2

Discount Taken 77.00

Update Status

Payment Amount Number of Payments

Discount Taken

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

Reviewing Payments with a Write Status

Before you write payments, you can do the following:

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

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

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

► To review payment and voucher information (write status)

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

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

1. On Work With Payment Groups, click the following option and click Find:

- Write Status

2. Choose a payment group and click Select.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Work With Payment Group - Write Status

Select Find Close Regional Info Form Row Tools

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002

Total Amount 13,123.00

Number of Payments 2

Currency USD

Amount From Through

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total	Company	Bank Transit
<input type="checkbox"/>	1001 Edwards, J.D. & Company	5,500.00			1 00001	111255000	
<input type="checkbox"/>	4344 Universal Incorporated	7,623.00	77.00		1 00001	107004381	

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Work With Payment Detail

Select Find Close Regional Info Row Tools

Payee 4344 Universal Incorporated

Bank Account 1.1110.BEAR Bear Creek National Bank

Payment Amount 7,623.00

Currency USD

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

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

The screenshot shows the PeopleSoft web interface. At the top, the PeopleSoft logo is on the left, and navigation icons for Home, Work With Payments, Internet, and Training are on the right. Below the logo, a dropdown menu shows 'Active Foundation' selected. To the right of this are buttons for 'Personalize', 'Change Role', and 'Sign Out'. The main content area is titled 'Payment Detail' and contains a form with the following fields:

Document No/Ty/Co	1571	PV	00001
Pay Item	001		
Supplier Number	4344	Universal Incorporated	
Remark	Advertising Expense		
Invoice Number	C375		
Invoice Date	05/10/05	Due Date	05/20/05
Company	00001	Financia/Distribution Company	

Payment Amount	2,673.00	Currency	USD
Discount Taken	27.00		

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

► To review payment summary information (write status)

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

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

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

The screenshot shows the J.D. Edwards software interface. At the top, there is a navigation bar with the J.D. Edwards logo and user information. Below this is a 'Select Workspace' dropdown menu set to 'Active Foundation'. The main window title is 'Work with Payment Groups - Payment Header Detail - Write Status'. The form contains the following fields:

Payee Number	1001	J.D. Edwards & Company
Payment Amount	5,500.00	Currency USD
Discount Taken		Stub Total 1
Bank Transit	111255000	
Value Date		
Company	00001	Financial/Distribution Company

Reviewing Payments with an Update Status

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

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

You can reset a payment group that is at update status and rewrite your payments, if necessary. When you reset written payments in an update status (UPD), you return them to a status of write (WRT). See [Resetting Payment Processing](#).

The payment group programs display information from the following worktables:

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

► To review payment information (update status)

You can review payment information for a specific payment group before you update the payment.

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

1. On Work With Payment Groups, click the following option and click Find:

- Update Status

2. Choose a payment group and click Select.

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

► **To review payment summary information (update status)**

When you review payments within a payment group, you can review the summary information associated with a specific payment.

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

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

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

File Edit Preferences Window Help

Can... Dis... Ab... Links ▼ Displ... OLE ... Internet

Payment Number/Type Automated Check

Payee International Supply Company

Payment Amount Currency

Discount Taken

Revising Unprocessed Payments

You can make limited changes to payments, vouchers, and payment groups before you write them, including the following:

- Excluding debit memos (credit vouchers)
- Splitting payments
- Revising the value date of payments
- Removing voucher pay items
- Removing unprocessed payments
- Removing an entire payment group
- Revising control information for a payment group

See Also

- ❑ *Setting Up Payment Instruments*

► To exclude a debit memo (credit voucher)

You can exclude a debit memo on any of the following forms:

- Work With Payment Groups (the steps in this procedure use this form)
- Work With Payment Group - Write Status
- Work With Payment Detail

- Work With Payment Group - Update Status

Debit memos occur when you have overpaid a supplier or have been issued credit from a supplier. You can exclude these debit memos from payment processing.

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

1. On Work With Payment Groups, choose a payment group, payment, or voucher.
2. From the Row menu, choose Undo.
3. On Undo Confirmation, click Yes.
4. On Reset Payments, click OK.

Related Tasks

Excluding all debit memos

To exclude all debit memos, set the processing option for Minimum Amount in Create Payment Control Groups to the smallest currency unit (for example, .01).

Reviewing debit memos

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

► To split a payment

When you want to pay part of a voucher now and part later, you can split the payment. When you decrease the gross amount of a voucher, the system creates a new voucher pay item for the remaining balance. The new pay item is created using the default pay status, which is typically A (approved) for payment. The new pay item is not part of a payment group.

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

1. On Work With Payment Groups, choose a payment group and click Select.
2. On Work With Payment Group - Write Status or on Work With Payment Group - Update Status, depending on what options you selected on Work With Payment Groups, choose a record and choose Pay Items from the Row menu.
3. On Work With Payment Detail, choose a voucher.
4. From the Row menu, choose Split.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Split Payment

OK Cancel Tools

Document No/Ty/Co 1580 PV 00001

Pay Item 001

Invoice Number 17984

Payment Amount 5,500.00

Enter Amounts to be Paid

Gross Amount 2500

Discount Taken 50

5. On Split Payment, complete the following fields and click OK:

- Gross Amount
- Discount Taken

► To revise the value date of a payment

Typically, payment value dates apply to draft processing and indicate the date that a payment reaches a bank.

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

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

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

2. On Work With Payment Group - Write Status, choose ValueDate from the Form menu.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Payment Value Date

OK Cancel Form Tools

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002 Total Amount 13,123.00

Number of Payments 2

Currency USD

Global Value Date

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

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

► To remove a voucher pay item

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

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

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

► To remove an unprocessed payment

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

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

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

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

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

► To remove an entire payment group

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

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

► To revise control information for a payment group

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

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

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

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

See [Reviewing Payment Groups](#).

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

Work with Payment Groups - [Revise Payment Group Controls]

File Edit Preferences Window Help

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

Bank Account: 1.1110.BEAR Bear Creek National Bank

Version: TR0005

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

Payment Group Control Number: 13 Currency: USD

Sequence ID: DEMO Demo sequence

Print Programs

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

Print Queues

Payment	
Attachment	
Debit Statement	

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

- Sequence ID

5. Change any of the following print program fields:

- Payment
- Register
- Attachment
- Debit Statement

6. Change any of the following print queue programs:

- Payment
- Attachment
- Debit Statement

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

7. Click OK.

Working with Automatic Payments

After you create payment groups, you must write payments. When you create payment groups, the system creates temporary payment records. You then use these records to print payments or copy them to a bank tape, depending on your setup.

Writing Payments

When you write payments, you can print the payments or copy them to a bank tape. You can perform either of the following actions:

- Write all payments in a payment group
- Write selected payments in a payment group

When you write payments, the system:

- Creates a matching document with a document type of PK (automatic payment). This payment closes the voucher.
- Creates a matching document with a document type of PT (electronic funds transfer).
- Assigns payment numbers.
- Changes the "next status" of the payment group from WRT (write) to UPD (update).
- Prints payments using control information for payment groups.

When you issue a payment, you issue it to the alternate payee. You choose whether the alternate payee is the supplier or the factor/special payee in the voucher entry processing options. You can override the alternate payee default when you enter the voucher.

The system does not update the Accounts Payable Ledger table (F0411), the Accounts Payable Matching Document table (F0413), or the A/P Matching Document Detail table (F0414) until the update process. The payments remain in the temporary workfiles: A/P Payment Processing - Header File table (F04571), A/P Payment Processing - Summary File table (F04572), and A/P Payment Processing - Detail File table (F04573).

Before You Begin

- ☐ Review payments and make any changes necessary
- ☐ Verify control information for payment groups

► To write all payments in a payment group

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
See [Reviewing Payment Groups](#) in the chapter *Working with Payment Groups*.

2. Choose one or more payment groups.

If some payments in a group have already been written, the payment group appears as two lines on the Work With Payment Groups form, with the appropriate totals for each line. One line is at a WRT (write) status and the other line is at a UPD (update) status.

3. From the Row menu, choose Controls.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Revise Payment Group Controls

OK Cancel Tools

Bank Account: 1.1110.BEAR Bear Creek National Bank

Version: TR0002 Summarized Payments

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

Payment Group Control Number: 9 Currency: USD

Sequence ID: DEMO Demo sequence

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

4. On Revise Payment Group Controls, verify that the following fields show the correct programs and click OK:
 - Payment

U.S. clients who transfer funds electronically must enter a beginning payment number. If a supplier has a pre-note status of P, the system generates a payment and a pre-note.
 - Register
 - Attachment
 - Debit Statement
5. On Work with Payment Groups, choose Write from the Row menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Write Payments

OK Cancel Tools

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

Customize Grid

The Write Payments form displays one line for each bank account.

6. On Write Payments, verify the following fields and click OK:
 - Payment G/L Date
 - Next Payment

Note

When you write payments locally, the system gives you three output formats:

- On Screen
- To Printer
- Export to CSV

If you choose Export to CSV, the system can produce only *one* UBE (Universal Batch Engine), which results in a CSV format. For example, to export checks to CSV, the system calls the first UBE in the process, which is the A/P Auto Payments - Print Driver (R04571) program. The R04571 program produces a CVS formatted file. Because the A/P Auto Payments - Print Driver program calls a second UBE, the Print Automatic Payments - Standard Format program (R04572), the R04572 program is not exported to CSV, but printed as a PDF file.

► **To write selected payments in a payment group**

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
See [Reviewing Payment Groups](#) in the chapter *Working with Payment Groups*.

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

2. On Work With Payment Group - Write Status, complete the following fields to limit your search and click Find:
 - Amount From
 - Through
3. Choose one or more payments.
4. From the Row menu, choose Write.
5. On Write Payments, verify the following fields and click OK:
 - Payment G/L Date
 - Next Payment

Resetting Payment Processing

After you write payments but before you update them, you might need to rewrite them. For example, you might need to rewrite payments because of an error, such as a paper jam, wrong payment number, or wrong payment date.

Before you can rewrite payments, you must reset them. Written payments have a next status of UPD (update). When you reset payments, you are returning them to a next status of WRT (write), so you can correct the problem and rewrite them.

If you need to undo or reset a payment, you can identify the tape affected on the Copy Bank Tape File to Tape program that you access from the Automatic Payment Processing menu (G0413). This program shows information, including the file ID and the member ID.

If you reset payments that were written to a bank tape, you must delete the bank tape record before you can rewrite the payments.

When you reset payments, you can either void payments or rewrite them with the same payment number:

- If you enter a new beginning payment number, the system voids any payments selected for reset that have a payment number less than the new beginning number, if that number was previously assigned.
- If you accept the next payment number (the default), the system voids payments by writing zero records.

The system processes voided payments when you update the A/P ledger. You see these records when you post payments to the general ledger.

You can set a processing option for Work with Payment Groups to process voided payments that are stored in the Account Ledger table (F0911).

► To reset payment processing

When you reset payment processing, the pay items return to open vouchers.

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
See [Reviewing Payment Groups](#) in the chapter *Working with Payment Groups*.
2. To reset the payments for an entire payment group, choose that group (next status must be UPD) on Work With Payment Groups.

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

File Edit Preferences Row Window Help

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

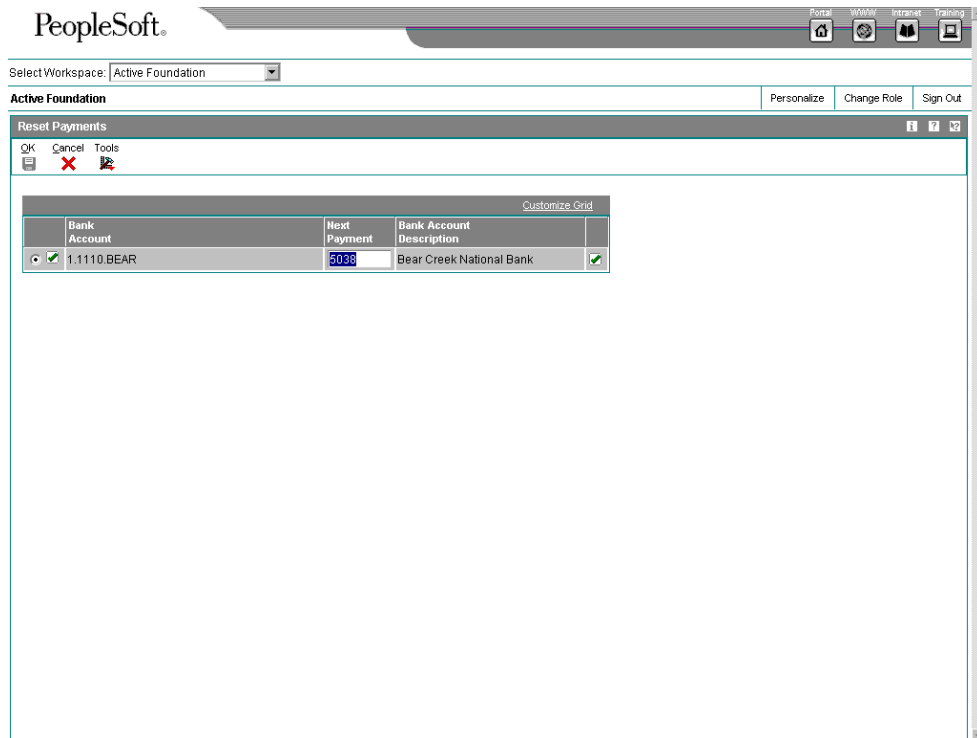
Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0005 Print Queue Currency USD

Beginning Payment Ending Payment

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

3. To reset single payments, choose the payment on Work With Payment Group-Update Status.
4. To limit your search when resetting single payments, complete the following fields:
 - Beginning Payment
 - Ending Payment
5. Click Find.
6. Choose the payments to reset.
7. From the Row menu, choose Reset.



8. On Reset Payments, change the following field, if necessary, and click OK:

- Next Payment

► To reset payment processing for a bank tape

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

1. On Copy Bank Tape to Tape, click Find.
2. Choose the payment record you want to remove from the bank tape table and click Delete.
3. On Confirm Delete, click OK.

Removing Processed Payments

After you write payments but before you update them, you might need to remove one or all of them from the current payment cycle. To do so, you undo the payment. The system then:

- Voids the payment
- Removes the voucher pay items from the payment group
- Resets the pay status of the voucher from payment in-process to approved

You can then change vouchers and process them for payment at another time.

If you need to undo a payment, you can identify the tape affected on the Copy Bank Tape to Tape form that you access from the Automatic Payment Processing menu (G0413). This form shows information, including the file ID and the member ID.

If you undo one or all payments that were written to a bank tape, you must delete the bank tape record before you process them for payment.

► To remove processed payments

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
See [Reviewing Payment Groups](#) in the chapter *Working with Payment Groups*.
2. Perform one of the following actions:
 - Choose a payment group with a next status of UPD
 - On Work With Payment Group - Update Status, choose a payment
3. From the Row menu, choose Undo.
4. On Undo Confirmation, click Yes.
5. On Reset Payments, complete the following optional field and click OK:
 - Next Payment

If you do not reset the next payment number, the system creates void payments.

If you are resetting payments that were written to a bank tape, complete the following step to remove the payment record from the bank tape table.

6. On Copy Bank Tape to Tape, choose the payment record and click Delete.
7. On Confirm Delete, click OK.

Copying Payments to Tape

When you write payments, the payment instrument can be an electronic format. In this case, writing payments creates bank tape tables rather than printing them. You must copy these tables to tape or diskette if you want to send the information to a financial institution.

Copying payments to tape consists of:

- Reviewing and changing the status and detail for a tape table
- Copying a tape table to tape or diskette

Typically, your MIS department presets the detail for a tape table. You should not change this information unless instructed to do so. You can, however, change many format specifications prior to copying the table to tape.

You can recopy a bank table to tape as long as you have not deleted the table. This might be necessary if, for example, your financial institution loses the original tape.

When you create a new bank tape table, you do not overwrite an existing table. The A/P Payment Tape File - OneWorld table (F04572OW) is a multi-member table, which means that each version (payment group) is a separate table. The system does not automatically delete

records in the table. Instead, you must delete the record on the Copy Bank Tape to Tape form. Do not do this until you verify that your bank has received the bank tape.

► **To review and change the status and detail for a tape table**

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

1. On Copy Bank Tape to Tape, to locate a tape table, click Find, or limit your search by completing any of the fields in the QBE row.
2. Choose the table you want to work with and click Select.

The screenshot shows the 'Update Tape Information' form in the PeopleSoft application. The form has a title bar with the PeopleSoft logo and a menu bar with 'OK', 'Cancel', and 'Tools'. Below the menu bar are icons for a printer, a red 'X' (cancel), and a magnifying glass (find). The form contains several input fields arranged in two main sections. The first section has 'File ID' (F04572T) and 'Member ID' (OW00000000). The second section has 'File Name' (OTAPE), 'Device Name' (TAP01), 'Record Length' (94), 'Tape Density' (1600), 'New Volume' (000001), 'New Owner ID', 'Block Size' (940), and 'Label Name'.

File ID	F04572T	Member ID	OW00000000
File Name	OTAPE	Device Name	TAP01
Record Length	94	Tape Density	1600
New Volume	000001	New Owner ID	
Block Size	940	Label Name	

3. On Update Tape Information, change the information in the following fields (optional):
 - File Name
 - Record Length
 - New Volume
 - Block Size
 - Device Name
 - Tape Density
 - New Owner ID
 - Label Name

4. Click OK.

► **To copy a tape table to tape or diskette**

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

On Copy Bank Tape to Tape, choose Tape or Diskette from the Row menu.

Additional Tape Copy Options

Three additional options for copying a tape table are available, which might be relevant to specific users.

- You can use IBM system commands to view the tape table. You must specify the table and member IDs, for example, table ID F04572T and member ID AP00000390.
- Information in tape tables is stored in a standard format. Instead of copying a tape table to tape or diskette, you can upload a tape table to a financial institution using a modem.
- Bank Automated Clearing System (BACS) clients can approve a bank tape before copying it to tape or diskette. From the Row menu, choose Approve. This menu selection is controlled by a BACS processing option.

Processing Options for Copy Bank Tape File to Tape (P0457)

BACS

1. Enter a '1' to display the BACS format

Display BACS Format

PROGRAM

1. Enter the name of an alternate program to be used. If left blank, program J0457T will be used. NOTE: This processing option is ignored if BACS processing is turned on.

Alternate Processing Program (FUTURE)

Working with the Text File Processor

The Text File Processor is a OneWorld tool that is used to convert OneWorld data to text files in the formats that are required by external entities, such as banks or government agencies.

To use the Text File Processor to create a text file, you must run a OneWorld program that has been set up to populate the Text Processor Header table (F007101) and Text Process Detail Table (F007111). For example, the following programs populate the text processor tables:

- IDEP/IRIS Interface (R0018I3)
- SEMDEC Interface - VAT EC Sales List (R0018I4)
- Draft Remittance File Format AEB 19 - Spain (R74S6729)
- Draft Remittance File Format AEB 32 - Spain (R74S6722)
- Draft Remittance File Format AEB 58 - Spain (R74S6728)

When you run any of these programs or any other programs that populate the text processor tables, the system creates a text batch in the text processor tables with the information that is

generated by the program. For example, all of the information required for the IDEP/IRIS Intrastat declaration is stored as one text batch.

Text batches are stored in the following tables:

- Text Processor Header (F007101)
- Text Processor Detail Table (F007111)

The F007101 table stores information about the extract of information for an external system, such as information about the processes that populated the table and information about the creation of the text file. The F007111 table stores the text for the text file.

When you export or import text in the Text File Processor, the system uses the seventh field from Next Numbers System 00. See *Setting Up Next Numbers* in the *General Accounting Guide*.

You use the Copy Text function in the Text File Processor to copy the information from the text batch to a flat file that can be copied to disk or other media and submitted to the appropriate entity. When you use the Copy Text function, you can specify the location and filename for the flat file that is created.

Copying Text in the Text File Processor

Use the Copy Text function to copy text from the Text Processor Detail table (F007111) to a text file that can be submitted to an external agency or system. When you copy the text, specify the filename and location for the text file.

The system updates the Text Processor Header table (F007101) with the date when the text was copied. The system also updates the F007101 table to indicate that the batch has been processed.

Note

If the text file is too large for the device that you selected, the system displays an error message. You should copy the text file to a larger device. You can then use a compression utility to reduce the size of the text file, if necessary.

Before You Begin

- ❑ Create a text batch by running a program that uses the Text File Processor.

► **To copy text in the Text File Processor**

From the Text File Processor menu (G0071), choose Text File Processor.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Work With Text Batches

Find Close Form Row Tools

User ID

Batch Number

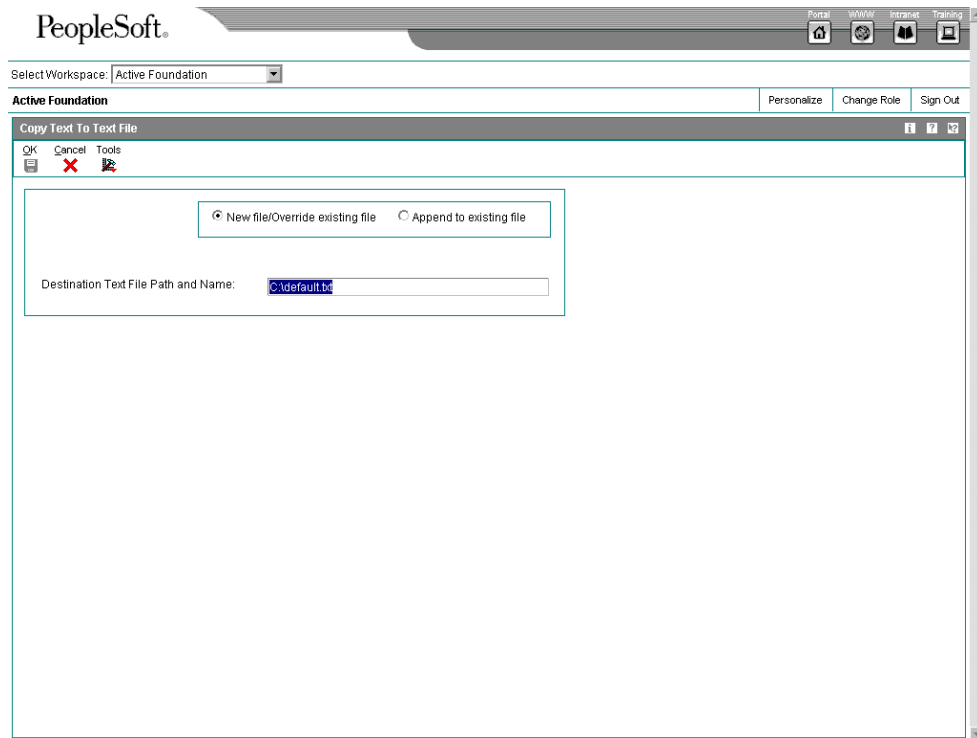
Transaction Number

User ID	Batch Number	Transaction Number	Description	Status Flag	Status Description	Program Name
BR857194	6	intrastats	IDEP Interface		Unprocessed	R001813

Description

Description

1. On Work With Text Batches, complete any of the following fields and click Find:
 - User ID
 - Batch Number
 - Transaction Number
2. In the detail area, select the batch that you want to process.
3. Choose Process Batch from the Row menu, and then choose Copy Text.



4. On Copy To Text File, click either of the following options:
 - New file/Override existing file
 - Append to existing file
 5. Complete the following field and click OK:
 - Destination Text File Path and Name:
- The system displays the Work With Text Batches form.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Work With Text Batches

Find Close Form Row Tools

User ID *
Batch Number *
Transaction Number *

User ID	Batch Number	Transaction Number	Description	Status Flag	Status Description	Program Name	Version
BR857194	6	Intrastats	IDEP Interface	1	Processed/Outbound	R001813	C

Description

Description

A value of 1 (Processed/Outbound) in the Status Flag field indicates that the batch has been processed successfully.

Processing Options for Text File Processor (P007101)

Process Tab

Use this processing option to specify the location of the Microsoft® Word template to be used during creation of the text file.

Path Microsoft Word Template

Use this processing option to override the location of the Microsoft Word template to be used during creation of the text file. The ActiveX copy text creates a Microsoft Word document based on the normal.dot template, which is normally located in c:\FilesOffice\ your Microsoft Office objects have been installed in a different path, you will need to enter the correct path for the location of the normal.dot template.

Importing Text Using the Text File Processor

You can import information from an external text file to the J.D. Edwards system. When you import a text file, the system creates a batch in the Text File Header table (F007101) and the Text File Detail table (F007111). To move the information from the Text File Header and Detail tables into other tables in the J.D. Edwards system, you must run a batch program that has been designed to retrieve data from the Text File Header and Detail tables.

► To import text using the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, choose Import Text from the Form menu.

The screenshot shows the PeopleSoft interface for the 'Import Text To Text File Processor' form. The form is titled 'Import Text To Text File Processor' and has a 'Batch Details' section. The 'Batch Details' section contains three fields: 'Transaction Number' with the value 'IFL9911', 'Batch Description' with the value 'Interface File', and 'Source Text File Path and Name' with the value 'c:\importfilename.doc'. The form also has 'OK', 'Cancel', and 'Tools' buttons at the top left.

2. On Import Text To Text File Processor, complete the following fields and click OK:

- Transaction Number
- Batch Description

3. Complete the following field and click OK:

- Source Text File Path and Name:

The system displays the Work With Text Batches form.

4. Click Find.

The system displays the new batch in the detail area. A value of 5 (Unprocessed/Inbound) in the Status Flag field indicates that the batch has been imported successfully.

Resetting a Text Batch in the Text File Processor

If you need to process a text batch a second time, you must first reset the batch. Resetting a batch updates the status flags in the Text Processor Header table (F007101). The system changes outbound statuses to blank (Unprocessed/Outbound) and changes inbound statuses to 5 (Unprocessed/Inbound).

► To reset a text batch in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, complete either of the following fields and click Find:
 - User ID
 - Batch Number
2. In the detail area, choose the batch that you want to reset.
3. Choose Maintain Batch from the Row menu, and then choose Reset Batch.

Purging a Text Batch in the Text File Processor

You purge a text batch to remove it from the Text Processor Detail Table (F007111). You can purge only batches of processed transactions.

When you purge a batch from the Work With Text Batches form, the system calls version ZJDE0001 of the Purge Processed Transactions program (R007102). You can also run any version of this program from the Text File Processor menu (G0071).

You can use a processing option on Purge Processed Transactions (R007102) to specify whether the system removes the records in the batch from the Text Processor Header table (F007101), as well as from the Text Processor Detail table.

If you do not remove records from the F007101 table when you purge a batch, the processed flag for those records is changed from processed to purged.

When you purge a batch that was created through draft remittance, the system also runs the Purge Draft Remittance Records program (R03B673).

To set up an additional batch program to run when you purge a batch, enter the name of the additional batch program in the Additional Purge Process field (GPPR) in the F007101 table. When you run the purge program on a batch that includes the name of a batch program in the Additional Purge Process field, the system runs version ZJDE0001 of that batch program.

► To purge a text batch in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, complete either of the following fields and click Find:
 - User ID
 - Batch Number
2. In the detail area, choose the batch that you want to purge.
3. Choose Maintain Batch from the Row menu, and then choose Purge Batch.

Processing Options for Purge Processed Transactions (R007102)

Process Tab

Use this processing option to specify whether to delete header records.

1. Purge Header Records

Blank = Do not delete header records

1 = Delete header records

Use this processing option to determine whether to delete corresponding header records from the Text Processor Header file (F007101) along with detail records from the Text Processor Detail file (F007101). Deleting detail records only updates the processed flag in the Text Processor Header file to 2 (purged/outbound) or 7 (purged/inbound). Records marked as purged cannot be reset to an unprocessed status.

Valid values are:

1 Purge header and detail records

Blank Purge only detail records
