

PeopleSoft®

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EnterpriseOne Xe  
Global Solutions - France  
PeopleBook

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J.D. Edwards World Source Company  
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Denver, CO 80237

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## Table of Contents

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|   |           |
|---|-----------|
| <b>Solutions Summary .....</b>                                      | <b>1</b>  |
| J.D. Edwards Business Solutions for France .....                    | 3         |
| J.D. Edwards Country Information .....                              | 3         |
| Tax Solutions Summary .....   | 3         |
| Value Added Tax (VAT) on Receipts and Payments .....                |           |
| Report (CA3 Déclaration) .....                                      | 3         |
| Intrastat Processing Déclaration d'Echanges de Biens (DEB).....     | 4         |
| Banking Solutions Summary.....                                      | 4         |
| Bank Identification Validation .....                                | 4         |
| Accounts Receivable Solutions Summary.....                          | 4         |
| Draft Processing .....  | 5         |
| Automatic Debit Processing.....                                     | 5         |
| Accounts Payable Solutions Summary.....                             | 5         |
| Draft Processing .....  | 5         |
| Automatic Payment Processing.....                                   | 6         |
| General Accounting Solutions Summary.....                           | 6         |
| Transaction Journal Reports .....                                   | 6         |
| General Journal Reports.....  | 7         |
| General Ledger Reports .....  | 7         |
| Trial Balance Reports.....  | 7         |
| ETAFI (Etats Financiers Financial Reports) Interface.....           | 8         |
| Reporting Solutions Summary.....                                    | 8         |
| Ledger Reports for Customers and Suppliers .....                    | 8         |
| Open Amount Reports for Customers and Suppliers .....               | 9         |
| Additional Functionality for France .....                           | 9         |
| Alternate Chart of Accounts.....                                    | 9         |
| Payment Terms .....   | 9         |
| <b>System Setup .....</b>   | <b>11</b> |
| Setting Up Your System for Localization.....                        | 13        |
| Setting Up User Display Preferences .....                           | 14        |
| Processing Options for User Profile Revisions (P0092).....          | 16        |
| Setting Up the Offset Method for Posting.....                       | 23        |
| Setting Up User Defined Codes.....                                  | 29        |
| Setting Up Accounts Receivable Electronic Formats for the Euro .... | 32        |

---

|   |    |
|---|----|
| Alternate Chart of Accounts Example.....                                | 33 |
| Understanding Bank Account Information Validation .....                 | 34 |
| Validating Bank ID Numbers.....   | 35 |
| Setting Up User Defined Codes for Intrastat Reporting.....              | 36 |
| Setting Up Commodity Code Information .....                             | 47 |
| Entering Cross-References for Items and Suppliers.....                  | 49 |
| Validating Tax ID Numbers .....   | 52 |
| Reviewing Tax ID Numbers.....   | 53 |
| Backing Up and Restoring Objects .....                                  | 55 |
| Performing Backups and Restoring Objects .....                          | 55 |
| Backing Up OneWorld Tables .....  | 57 |
| Understanding Backup Requirements for Servers .....                     | 57 |
| Deployment Server .....   | 58 |
| Enterprise Server.....  | 59 |
| AS/400.....   | 59 |
| UNIX .....  | 60 |
| Windows NT.....   | 61 |
| OneWorld Tables and Object Owner IDs .....                              | 62 |
| System Tables.....  | 62 |
| Object Management Workbench Tables .....                                | 64 |
| Data Dictionary Tables.....   | 64 |
| Server Map Tables.....  | 65 |
| Control Tables .....  | 65 |
| Versions Tables.....  | 66 |
| Central Objects .....   | 66 |
| Business Data.....  | 67 |
| Backing Up OneWorld Tables on Servers.....                              | 67 |
| Additional Information .....  | 77 |
| Data Integrity and the Chart of Accounts .....                          | 78 |
| Account Defined Only in the Account Master Table.....                   | 78 |
| Account Defined Only in the Alternate Chart of Accounts .....           | 78 |
| Security on the Alternate Chart of Accounts .....                       | 79 |
| Account Deleted from the User Defined Code Table.....                   | 79 |
| Understanding Inventory Transactions.....                               | 80 |
| Generally Accepted Accounting Practices in the U.S.<br>and France ..... | 80 |
| Accounting Schemes.....   | 80 |
| J.D. Edwards Solution .....   | 81 |
| Example: Chart of Accounts .....  | 81 |
| Automatic Accounting Instructions .....                                 | 82 |
| Indexed Allocation Computations .....                                   | 83 |
| Managing Bad Debts.....   | 84 |
| G/L Offset Transfer Method.....   | 85 |
| Payment Status Modification Method .....                                | 86 |
| Entering an A/R Doubtful Provision .....                                | 86 |
| Multiple Ledger Types.....  | 87 |
| Currency Ledgers.....   | 87 |
| Depreciation Ledgers .....  | 88 |

|   |            |
|---|------------|
| User Defined Ledgers.....   | 88         |
| Translation Considerations for Multilingual Environments .....            | 88         |
| Business Unit Descriptions.....   | 89         |
| Account Descriptions .....  | 89         |
| Automatic Accounting Instruction Descriptions .....                       | 90         |
| User Defined Code Descriptions.....                                       | 90         |
| Delinquency Notice Text .....   | 91         |
| Translation Routines.....   | 91         |
| J.D. Edwards Multicurrency Solution Summary .....                         | 92         |
| Data Entry in Foreign or Domestic Currency .....                          | 93         |
| Setting Up Daily Transaction Rates.....                                   | 93         |
| Intercompany Settlements .....  | 94         |
| Gain and Loss Recognition.....  | 94         |
| Detailed Currency Restatement.....  | 94         |
| Balance Currency Restatement.....   | 94         |
| As If Currency Repost.....  | 94         |
| Understanding the Annual Close Procedure.....                             | 95         |
| Understanding Country-Server Exits .....                                  | 97         |
| Tax ID Validation .....   | 98         |
| Bank ID Validation .....  | 98         |
| Understanding Interoperability .....                                      | 99         |
| <br>  |            |
| <b>Tax Processing .....</b>   | <b>101</b> |
| Processing VAT .....  | 103        |
| Understanding VAT .....   | 103        |
| Understanding French VAT.....   | 104        |
| Entering Journal Entries with Tax.....                                    | 105        |
| Processing Options for Journal Entries with VAT .....                     | 111        |
| Printing the Tax Detail Report.....                                       | 111        |
| Processing Options for Tax Detail Report (R0018P) .....                   | 112        |
| Printing VAT Reports for Payments and Receipts .....                      | 112        |
| Setup Considerations .....  | 114        |
| Processing Options for VAT Detail Report (R7400CSM) .....                 | 116        |
| Creating Tax Reports in the Euro .....                                    | 119        |
| Processing Options for Tax Detail Report (R0018P) .....                   | 120        |
| Processing Options for VAT Exception Report by<br>Tax Area (R0018P7)..... | 120        |
| Completing the VAT Return Form.....                                       | 121        |
| <br>  |            |
| <b>Automatic Debit Processing .....</b>                                   | <b>125</b> |
| Overview of Automatic Debits.....   | 127        |
| Working with Automatic Debits for France .....                            | 127        |

|  |     |
|--|-----|
| Processing Options for Automatic Debits French Format<br>(R03B575FD) ..... | 127 |
| Automatic Debits Information Flow .....                                    | 128 |
| Setting Up for Automatic Debits.....                                       | 129 |
| Entering Bank Automated Clearing System (BACS) Information ...             | 129 |
| Working with Automatic Debits.....   | 131 |
| Creating a Batch of Automatic Debits .....                                 | 132 |
| Processing Options for Create Automatic Debit Batch .....                  | 135 |
| Data Selection .....   | 137 |
| Processing a Batch of Automatic Debits in Final Mode .....                 | 137 |
| Formatting a Batch of Automatic Debits .....                               | 139 |
| Purging a Batch of Automatic Debits .....                                  | 142 |

## **Accounts Receivable Draft Processing..... 145**

|   |     |
|---|-----|
| Overview of A/R Drafts.....                                       | 147 |
| What Are the Types of Drafts? .....                               | 147 |
| What Are the Steps for Processing Drafts?.....                    | 148 |
| Draft Processing .....  | 149 |
| Invoice Creation .....  | 150 |
| Draft Origination (Optional) .....                                | 150 |
| Draft Acceptance.....   | 151 |
| Draft Remittance .....  | 151 |
| Draft Collection.....   | 152 |
| Draft Processing on the General Ledger .....                      | 153 |
| Processing A/R Drafts in France .....                             | 154 |
| Setting Up A/R Draft Processing.....                              | 157 |
| Setting Up AAIs for A/R Drafts .....                              | 157 |
| AAIs for Drafts Receivable (RD1x) .....                           | 158 |
| AAIs for Drafts Remitted for Cash (RD2x).....                     | 158 |
| AAIs for Drafts Remitted for Discount (RD3x) .....                | 159 |
| AAIs for Contingent Liability (RD4x) .....                        | 159 |
| AAIs for Void/Non-Sufficient Funds (RD5).....                     | 159 |
| Setting Up User Defined Codes for A/R Drafts.....                 | 160 |
| Payment Instrument Codes.....                                     | 160 |
| Pay Status Codes.....   | 161 |
| Setting Up Drafts as the Default Payment Instrument .....         | 162 |
| Setting Up Statements or Invoices for A/R Drafts .....            | 164 |
| Setting Up Bank Account Information for A/R Drafts.....           | 165 |
| Setting Up Draft Bank Accounts for Customers.....                 | 165 |
| Printing the Bank Account Exception Report for A/R<br>Drafts..... | 168 |
| Processing Options for Bank Account Exception<br>Report.....      | 169 |
| Working with Draft Origination .....                              | 171 |
| Printing Invoices with Draft Attachments .....                    | 171 |

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## Table of Contents

|  |                |
|--|----------------|
| Processing Options for Invoice Print with Draft (R03B5051) .....                     | 172            |
| Data Selection for Invoice Print with Draft.....                                     | 174            |
| Data Sequence for Invoice Print with Draft .....                                     | 174            |
| Printing Statements with Draft Attachments.....                                      | 174            |
| Processing Options for Statement Print with<br>Draft (R03B506) .....                 | 175            |
| Data Selection for Statement Print with Draft .....                                  | 175            |
| Data Sequence for Statement Print with Draft.....                                    | 175            |
| Working with Draft Acceptance.....   | 177            |
| Entering Manual Drafts .....   | 178            |
| Processing Options for Draft Entry (P03B602).....                                    | 185            |
| Creating Automatic Drafts .....  | 199            |
| Processing Options for Pre-Authorized Drafts.....                                    | 200            |
| Revising Drafts .....  | 202            |
| Returning a Draft to Prior Status.....   | 204            |
| Voiding Drafts.....  | 206            |
| Working with NSF Drafts .....  | 209            |
| Entering a Full NSF Draft.....   | 209            |
| Entering a Partial NSF Draft.....  | 211            |
| Creating a Renewal Draft .....   | 214            |
| Working with Draft Remittance .....  | 217            |
| Creating Bank Registers for A/R Drafts .....   | 218            |
| Example: Bank Register .....   | 218            |
| Reviewing and Revising Bank Registers for A/R Drafts .....                           | 222            |
| Remitting Drafts.....  | 223            |
| Processing Options for Draft Remittance .....  | 224            |
| Data Selection for Draft Remittance.....   | 226            |
| Understanding Contingent Liability .....   | 227            |
| Working with Draft Collection .....  | 229            |
| Processing Options for Draft Collection with Status<br>Update .....                  | 230            |
| Data Selection for Draft Collection with Status Update .....                         | 232            |
| Approving and Posting A/R Drafts .....   | 233            |
| Reviewing and Approving Journal Entries for A/R Drafts.....                          | 233            |
| Reviewing and Revising Draft Batches .....   | 234            |
| Posting Journal Entries for A/R Drafts .....   | 235            |
| <br><b>Automatic Payment Processing .....</b>  | <br><b>237</b> |
| Setting Up Bank Account Information for A/P .....                                    | 241            |
| Working with Payment Instruments .....   | 249            |
| Working with French Payment Formats .....  | 249            |
| Processing Options for Create A/P Bank Tape - France<br>(R04572F1) .....             | 251            |
| Processing Options for Print Automatic<br>Payments - Check - France (R04572F2) ..... | 253            |

|   |            |
|---|------------|
| Setting Up Payment Instruments.....   | 253        |
| Processing Options for Payment Instruments.....                                       | 261        |
| Processing Options for A/P Print Payments - Standard Format.....                      | 261        |
| Processing Options for A/P Print Payments - Draft Format.....                         | 262        |
| Processing Options for Create A/P Bank Tape - CTX Format.....                         | 263        |
| Processing Options for A/P Payments - Contract Management .....                       | 264        |
| Creating Payment Groups .....   | 267        |
| Processing Options for Create Payment Groups (R04570).....                            | 271        |
| Understanding the Payment Currency Processing Option .....                            | 282        |
| Data Sequence for Create Payment Control Groups.....                                  | 286        |
| Working with Payment Groups .....   | 287        |
| Printing the Payment Analysis Report .....  | 290        |
| Processing Options for Payment Analysis Report.....                                   | 290        |
| Reviewing Payment Groups .....  | 290        |
| Reviewing Payments with a Write Status.....   | 294        |
| Reviewing Payments with an Update Status .....  | 297        |
| Revising Unprocessed Payments .....   | 299        |
| Working with Automatic Payments .....   | 307        |
| Writing Payments .....  | 307        |
| Resetting Payment Processing.....   | 313        |
| Removing Processed Payments.....  | 316        |
| Copying Payments to Tape.....   | 317        |
| Additional Tape Copy Options .....  | 319        |
| <b>General Ledger Accounting.....</b>   | <b>321</b> |
| Reviewing Account Information .....   | 323        |
| Reviewing Account Ledgers by Object Account.....                                      | 323        |
| Processing Options for Account Ledger Inquiry by Object Account.....                  | 326        |
| Reviewing Account Ledgers by Category Code.....                                       | 327        |
| Processing Options for Account Ledger Inquiry by Category Code.....                   | 329        |
| Reviewing Alternate Account Information .....   | 330        |
| Processing Options for Statutory Account Inquiry.....                                 | 335        |
| Reporting on the General Ledger.....  | 337        |
| Printing the Sequential Number Report .....   | 337        |
| Processing Options for Sequential Number Reports (R74099A, R74099B, and R74099C)..... | 339        |
| Printing the Trial Balance Report .....   | 339        |
| Final Annual Close .....  | 340        |
| Processing Options for Trial Balance by Object and                                    |            |

|   |            |
|---|------------|
| Subsidiary (R7409C3) .....  | 341        |
| Printing the General Ledger Report.....   | 345        |
| Final Annual Close .....  | 346        |
| Processing Options for General Ledger by Object and<br>Subsidiary (R7409C1) ..... | 347        |
| Processing Options for General Ledger by Category Code (R70470).....              | 352        |
| Printing the General Journal Report .....   | 356        |
| Final Annual Close .....  | 357        |
| Processing Options for General Journal Report (R7409C5).....                      | 358        |
| Printing the Transaction Journal.....   | 363        |
| Processing Options for Transaction Journal.....                                   | 363        |
| Working with the D.A.S. 2 Report.....   | 364        |
| Working with the ETAFI Interface.....   | 365        |
| Processing Options for ETAFI Interface (R7409FI) .....                            | 367        |
| <b>Additional Reporting .....</b>   | <b>369</b> |
| Working with European Union Reporting .....                                       | 371        |
| Overview of European Union Reporting.....   | 372        |
| Understanding Intrastat Requirements .....  | 373        |
| Understanding Intrastat Reporting and the Euro .....                              | 375        |
| Considerations Before You Create Intrastat Reports .....                          | 375        |
| Example: Company and Intrastat Reporting in Different<br>Currencies.....          | 376        |
| Updating Intrastat Information.....   | 377        |
| Processing Options for Intrastat Generation - Sales<br>(R0018I1) .....            | 381        |
| Processing Options for Intrastat<br>Generation - Procurement (R0018I2) .....      | 383        |
| Revising Intrastat Information .....  | 384        |
| Purging Records from the Intrastat Table.....                                     | 393        |
| Processing Options for Intrastat Table (F0018T) - Purge<br>(R0018TP) .....        | 393        |
| Printing a Paper Intrastat Report for France .....                                | 395        |
| Processing Options for Intrastat Report - France<br>(R0018IF).....                | 395        |
| Using the IDEP/IRIS Interface for Intrastat Reporting .....                       | 396        |
| Processing Options for IDEP/IRIS Interface (R0018I3) .....                        | 402        |
| Printing the EC Sales List.....   | 405        |
| Processing Options for the VAT EC Sales List (R0018L) .....                       | 409        |
| Processing Options for EC Sales List - A/R (R0018S) .....                         | 411        |
| Working with the Text File Processor.....   | 413        |
| Overview of the Text File Processor .....   | 413        |
| Copying Text in the Text File Processor.....                                      | 414        |
| Processing Options for Text File Processor (P007101).....                         | 417        |

|   |            |
|---|------------|
| Resetting a Text Batch in the Text File Processor .....                           | 418        |
| Purging a Text Batch in the Text File Processor.....                              | 418        |
| Processing Options for Purge Processed Transactions (R007102) ..                  | 419        |
| Reviewing Customer and Supplier Reports.....                                      | 421        |
| Building the Localization Ledgers Workfile.....                                   | 421        |
| Processing Options for A/P Localized Supplier Ledger Refresh<br>(R7404018) .....  | 423        |
| Processing Options for A/R Localized Customer Ledger Refresh<br>(R7403B018) ..... | 424        |
| Printing Customer and Supplier Ledger Reports .....                               | 426        |
| Processing Options for Localization A/P and A/R Ledger<br>Report (R7404014).....  | 427        |
| Printing Open Amount Reports for Customers.....                                   | 429        |
| Processing Options for A/R Inventory Book (R7403B026).....                        | 429        |
| Printing Open Amount Reports for Suppliers.....                                   | 431        |
| Processing Options for A/P Inventory Book (R7404026) .....                        | 431        |
| <br>  |            |
| <b>Index.....</b>   | <b>433</b> |

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## Solutions Summary



# J.D. Edwards Business Solutions for France

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## J.D. Edwards Country Information

|                                  |              |
|----------------------------------|--------------|
| <b>Region</b>                    | EMEA         |
| <b>Localization Tier</b>         | 1            |
| <b>Localization Provider</b>     | J.D. Edwards |
| <b>Customer Support Provider</b> | J.D. Edwards |

## Tax Solutions Summary

J.D. Edwards solutions for tax requirements in France include:

- Value added tax (VAT) on Receipts and Payments report (CA3 declaration)
- Intrastat processing Déclaration d'Echanges de Biens (DEB)

### **Value Added Tax (VAT) on Receipts and Payments Report (CA3 Déclaration)**

Use the VAT on Receipts and Payments report program to report accounts for VAT when cash is received or paid, not when the invoice or voucher is recorded.

Availability: B73.3.1

## **Intrastat Processing Déclaration d'Echanges de Biens (DEB)**

J.D. Edwards software provides Intrastat processing to collect the import and export information from the distribution systems. J.D. Edwards also provides an Intrastat report that is formatted specifically for France.

Availability:

- B73.1 (base)
- B73.2 (country-specific report)

## **Banking Solutions Summary**

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

- Bank identification validation

### **Bank Identification Validation**

J.D. Edwards software includes the ability to validate bank account information. You can validate bank account information online or set up a batch process to validate the information automatically based on a specific algorithm for France.

Availability: B73.1

## **Accounts Receivable Solutions Summary**

J.D. Edwards solutions for accounts receivables requirements in France include:

- Draft processing
- Automatic debit processing

## Draft Processing

In addition to the standard Accounts Receivable draft process, J.D. Edwards provides the following draft processing solutions for France:

- Country-specific draft printouts
- Country-specific electronic file format

Availability: B73.1

## Automatic Debit Processing

Use the automatic debiting process to select invoices in the system and generate a bank file to collect money directly from your customers' bank accounts. The system formats the bank file according to the standards of the French Banking Association. The system, also automatically matches the selected invoices and the processed invoices for cash receipts in the Accounts Receivable Ledger table.

Availability: B73.1

# Accounts Payable Solutions Summary

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

- Draft processing
- Automatic payment processing

## Draft Processing

In addition to the standard Accounts Payable draft process, J.D. Edwards provides the following draft processing solution for

- Country-specific draft printouts

Availability: B73.1

## **Automatic Payment Processing**

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

- Electronic funds transfer format (virement magnétique)
- Paper transfer format (virement papier)
- Check format (lettre chèque)

Availability: B73.1

## **General Accounting Solutions Summary**

J.D. Edwards general accounting solutions for France include:

- Transaction Journal reports
- General Journal reports
- General Ledger reports
- Trial Balance reports
- ETAFI (Etats Financiers Financial Reports) interface

### **Transaction Journal Reports**

To review all transactions or transactions within a general ledger (G/L) date range, print the Transaction Journal. This report prints the debit and credit amounts that make up balanced entries for accounts receivable (A/R) invoices and accounts payable (A/P) vouchers. It uses the logic in the post program to print the original journal entry and the corresponding offsets for the A/R and A/P systems and for taxes.

Availability: B73.1

## General Journal Reports

Businesses in France are required to maintain a record of all accounting entries in the General Journal. You can run the J.D. Edwards General Journal program for France to report on the accounting entries in the General Journal chronologically by the date on which the entries are posted to the General Ledger. Within the same date, the entries are ordered as follows:

- Time order in which the entries are entered or posted
- Type of transaction, such as purchase, sale, or miscellaneous expense
- Account number order

Availability: B73.2

## General Ledger Reports

The traditional format and content of a General Ledger report in France varies from other G/L reports that J.D. Edwards provides in the standard software solution. The localized French General Ledger report includes:

- Balance forward for each account
- Period debit and credit total for each account
- Total balance
- Accumulation of different ledger types for the same account
- Information that is specific to a period (month and year) selection

J.D. Edwards software allows you to maintain a local view and a corporate view of the chart of accounts simultaneously. You can generate General Ledger reports in the format used by businesses in France for either view of your chart of accounts.

Availability: B73.2

## Trial Balance Reports

The traditional format and contents of a trial balance report in France vary from the trial balance reports that J.D. Edwards provides in the standard software solution. J.D. Edwards French Trial Balance report includes:

- Debit and credit account totals
- Balance forward amounts
- French account code (in object subsidiary or in category codes)

- Accumulation of multiple ledger type transactions
- Accounting logic (by object.subsidiary or category code) versus analytical logic (by Business Unit)
- A total for each account and subtotals for account classes
- Transaction detail in debit and credit format
- Accumulation of different ledger types for the same account
- Information that is specific to a period (month and year) selection

Availability: B73.2

### ETAFI (Etats Financiers Financial Reports) Interface

J.D. Edwards software includes a batch process for downloading account balances to a specialized PC package that generates all of the reports that a business in France is required to submit to the local authorities (Liasse Fiscale). The output forms are certified by the Direction Générale des Impôts.

Availability: B73.3

## Reporting Solutions Summary

J.D. Edwards provides the following solutions for reporting requirements in France:

- Ledger reports for customers and suppliers
- Open amount reports for customers and suppliers

### Ledger Reports for Customers and Suppliers

Generate and print supplier and customer ledger reports in the format used by businesses in France.

Availability: B73.2

## Open Amount Reports for Customers and Suppliers

Generate open amount reports for customers and suppliers. You can specify features of open amount reports to meet the traditional format requirements of businesses in France.

Availability: B73.2

## Additional Functionality for France

J.D. Edwards provides the following additional functionality for France including:

- Alternate chart of accounts
- Payment terms

### Alternate Chart of Accounts

You can set up an alternate chart of accounts if your corporate reporting requirements are different than the local reporting requirements of the country in which you are doing business. For example, if you set up the local chart of accounts in the 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.

Availability: B73.1

### Payment Terms

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

Enhanced payment terms consist of the following:

- Due date rules
- Workday calendars
- Enhanced payment term codes

Availability: B73.1



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## System Setup

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

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

- Setting up your system for localization
- Backing up and restoring objects
- Additional information



## Setting Up Your System for Localization

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

- Setting up user display preferences
- Setting up an alternate chart of accounts
- Setting up the offset method for posting
- Setting up user defined codes
- Setting up Accounts Receivable electronic formats for the euro
- Alternate chart of accounts example
- Understanding bank account information validation
- Validating bank ID numbers
- Setting up user defined codes for Intrastat reporting
- Setting up commodity code information
- Entering cross-references for items and suppliers
- Validating tax ID numbers

## Setting Up User Display Preferences

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

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

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

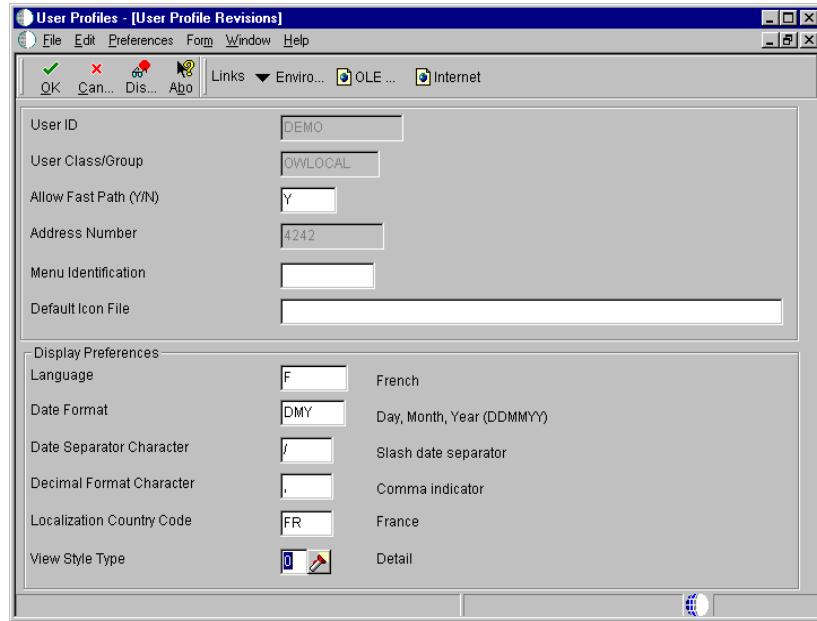
You can also set up user display preferences to use other features in J.D. Edwards software. For example, specify a date format to control how the system displays dates (such as DDMMYY, the typical European format) or specify a language to override the base language.

### ► To set up user display preferences

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

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



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

- Localization Country Code

4. Complete the following optional fields:

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

| Field                     | Explanation  |
|---------------------------|--|
| Localization Country Code | A user defined code (00/LC) that identifies a localization country. It is possible to attach specific country functionality that is triggered based on this code using the country server methodology in the base product. |
| Language                  | <p>A user defined code (01/LP) that specifies a language to use in forms and printed reports.</p> <p>Before specifying a language, a language code must exist at either the system level or in your user preferences.</p>  |

| Field                    | Explanation  |
|--------------------------|--|
| Date Format              | <p>This is the format of a date as stored in the database.</p> <p>For OneWorld, the following date formats are valid: YMD, MDY, DMY, EMD. If you leave this value blank, the value will display according to the settings of the operating system on the workstation. With NT, the Regional Settings in the Control Panel control the settings for the operating system of the workstation.</p> <p>For WorldSoftware, the following date formats are valid: DMY, MDY, YMD. Note: EMD is not a valid date format.</p> |
| Date Separator Character | <p>The character entered in this field is used to separate the month, day, and year of a given date.</p> <p>NOTE:</p> <ul style="list-style-type: none"><li>• If an asterisk is entered (*), a blank is used for the date separator.</li><li>• If left blank, the system value is used for the date separator.</li></ul>   |
| Decimal Format Character | <p>The character entered in this field is used to signify the fractions from whole numbers (the positions to the left of the decimal).</p> <p>If left blank, the system value is used as the default.</p>  |

## See Also

- *OneWorld System Administration: User Profiles*

## Processing Options for User Profile Revisions (P0092)

A/B Validation

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

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## Setting Up an Alternate Chart of Accounts

You can set up an alternate chart of accounts if your corporate reporting requirements are different than 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.

You can define the local chart of accounts in the Account Master table (F0901) 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.

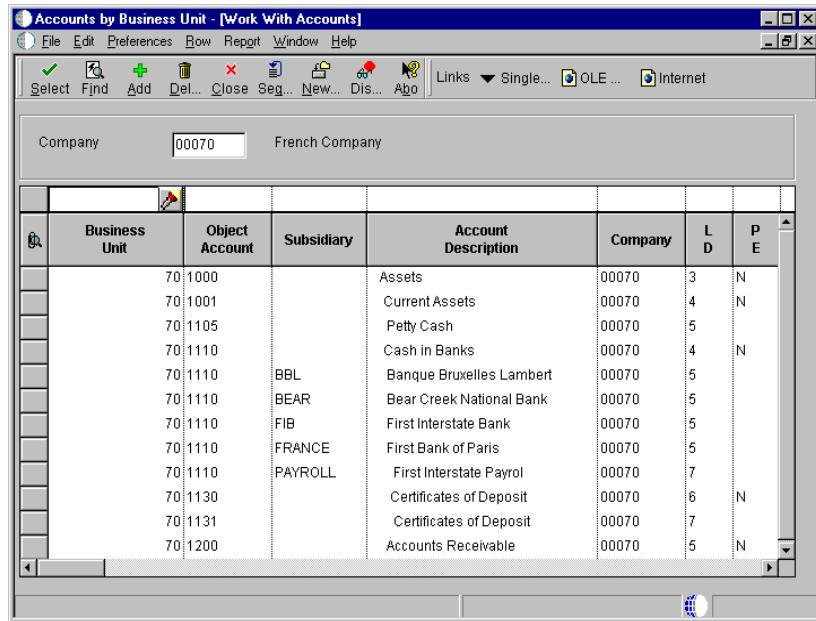
**Note:** The software identifies individual accounts in your chart of accounts based on a system-assigned number that is unique for each account. This number is referred to as the Account Short ID. The Account Short ID is the key that the system uses to distinguish between accounts when you access,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

**Note:** If you are using the Copy Accounts to Business Units program (P0006) to create a chart of accounts based on a model, the system will copy 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

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

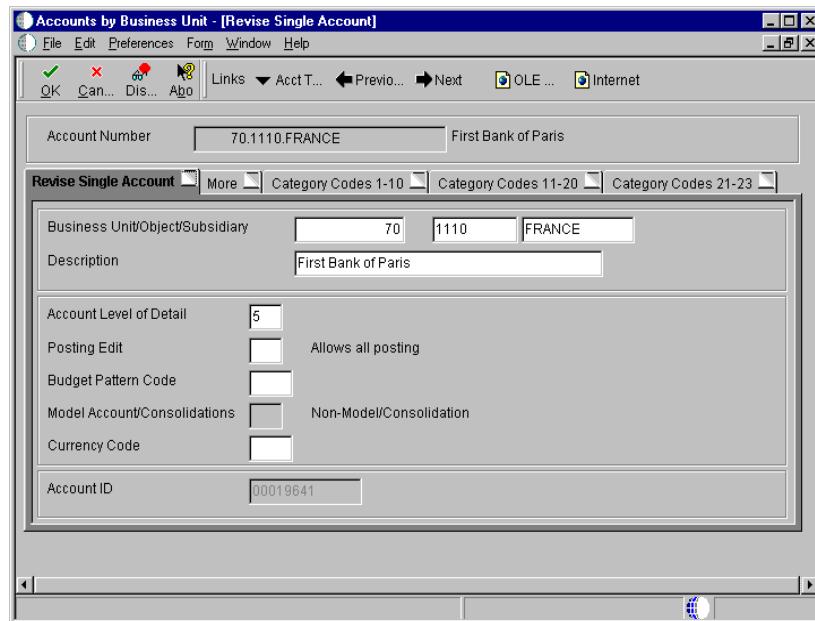


| Business Unit | Object Account | Subsidiary | Account Description      | Company | L | P |
|---------------|----------------|------------|--------------------------|---------|---|---|
|               |                |            |                          |         | D | E |
|               | 701000         |            | Assets                   | 00070   | 3 | N |
|               | 701001         |            | Current Assets           | 00070   | 4 | N |
|               | 701105         |            | Petty Cash               | 00070   | 5 |   |
|               | 701110         |            | Cash in Banks            | 00070   | 4 | N |
|               | 701110         | BBL        | Banque Bruxelles Lambert | 00070   | 5 |   |
|               | 701110         | BEAR       | Bear Creek National Bank | 00070   | 5 |   |
|               | 701110         | FIB        | First Interstate Bank    | 00070   | 5 |   |
|               | 701110         | FRANCE     | First Bank of Paris      | 00070   | 5 |   |
|               | 701110         | PAYROLL    | First Interstate Payrol  | 00070   | 7 |   |
|               | 701130         |            | Certificates of Deposit  | 00070   | 6 | N |
|               | 701131         |            | Certificates of Deposit  | 00070   | 7 |   |
|               | 701200         |            | Accounts Receivable      | 00070   | 5 | N |

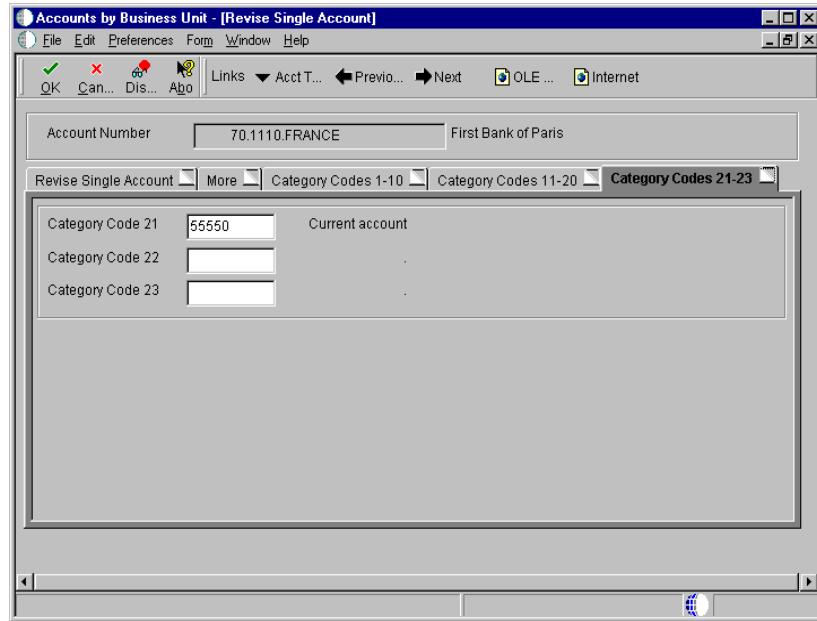
1. On Work With Accounts, complete the following optional field and click Find:
  - Company

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.



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



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

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

**Note:** In China, use only Category Code 21.

| Field   | Explanation   |
|---------|---|
| Company | <p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.</p> |

| Field                           | Explanation   |
|---------------------------------|---|
| Business Unit/Object/Subsidiary | <p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>  |
| Description                     | A user defined name or remark.  |
| Account Level of Detail         | <p>A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. When you are using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts. Example:</p> <ul style="list-style-type: none"> <li>3 Assets, Liabilities, Revenues, Expenses</li> <li>4 Current Assets, Fixed Assets, Current Liabilities, and so on</li> <li>5 Cash, Accounts Receivable, Inventories, Salaries, and so on</li> <li>6 Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on</li> <li>7 Petty Cash - Dallas, Petty Cash - Houston, and so on</li> <li>8 More Detail</li> <li>9 More Detail</li> </ul> <p>Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail cause rollup errors in financial reports that are run at a skipped level.</p> |

| <b>Field</b> | <b>Explanation</b>  |
|--------------|---|
| Posting Edit | <p>A code that controls G/L posting and account balance updates in the Account Master table (F0901). Valid values are:</p> <ul style="list-style-type: none"> <li>Blank      Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry.</li> <li>B      Only allows posting to budget ledger types starting with B or J.</li> <li>I      Inactive account. No posting allowed.</li> <li>L      Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger (F0911) and Account Balances (F0902) tables. If you want to report on subledgers in the Financial Reporting feature, you should use this code.</li> <li>M      Machine-generated transactions only (post program creates offsets).</li> <li>N      Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities.</li> <li>S      Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table. This code is not valid for budget entry programs.</li> <li>U      Unit quantities are required for all transactions.</li> <li>X      Subledger and type must be blank for all transactions. Does not allow subledger entry for the account.</li> </ul> |

| Field               | Explanation  |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |
|---------------------|--|------|----|------|----|------|-----|------|-----|------|----|--------------|--|------|-----|------|-----|-----|----|-----|----|------|-----|--------------|--|
| Budget Pattern Code | <p>A unique three-character code that identifies a seasonal pattern. The system uses this code to calculate budget amounts for an accounting period. For example:</p> <p>DNS Do not spread annual budget among the months.<br/>You cannot set up or change this code, defined as part of the system.</p> <p>Blank Spread annual budget evenly across all months. (Blank works this way unless your company changes it to mean otherwise.)</p> <p>*** Represent a blank value.</p> <p>SUM Spread according to percentages shown below.</p> <p>WIN Spread according to percentages shown below.</p> <p>SUM (Summer)</p> <table style="margin-left: 20px;"> <tr><td>Jan.</td><td>0%</td></tr> <tr><td>Feb.</td><td>2%</td></tr> <tr><td>....</td><td>48%</td></tr> <tr><td>....</td><td>50%</td></tr> <tr><td>Dec.</td><td>0%</td></tr> <tr><td colspan="2">TOTAL - 100%</td></tr> </table> <p>WIN (Winter)</p> <table style="margin-left: 20px;"> <tr><td>Jan.</td><td>30%</td></tr> <tr><td>Feb.</td><td>30%</td></tr> <tr><td>...</td><td>0%</td></tr> <tr><td>...</td><td>0%</td></tr> <tr><td>Dec.</td><td>40%</td></tr> <tr><td colspan="2">TOTAL - 100%</td></tr> </table> | Jan. | 0% | Feb. | 2% | .... | 48% | .... | 50% | Dec. | 0% | TOTAL - 100% |  | Jan. | 30% | Feb. | 30% | ... | 0% | ... | 0% | Dec. | 40% | TOTAL - 100% |  |
| Jan.                | 0%   |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |
| Feb.                | 2%   |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |
| ....                | 48%  |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |
| ....                | 50%  |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |
| Dec.                | 0%   |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |
| TOTAL - 100%        |  |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |
| Jan.                | 30%  |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |
| Feb.                | 30%  |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |
| ...                 | 0%   |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |
| ...                 | 0%   |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |
| Dec.                | 40%  |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |
| TOTAL - 100%        |  |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |
| Currency Code       | <p>A code that indicates the currency of a customer's or a supplier's transactions.</p> <p>.....Form-specific information.....</p> <p>This field is used to specify the currency that the account uses. It specifies the account as a monetary account. In account entry programs, you can only use the currency code assigned to the account. Monetary accounts are typically bank accounts.</p> <p>The code you enter in this field can be any currency code defined on Designate Currency Codes.</p> <p>For most accounts, you will want the system to accept a transaction in any currency. In these instances, do not assign a currency code. If you want an account, such as a bank account, to only accept transactions in a specific currency, assign a currency code.</p>   |      |    |      |    |      |     |      |     |      |    |              |  |      |     |      |     |     |    |     |    |      |     |              |  |

| Field            | Explanation  |
|------------------|--|
| Account ID       | A number the system automatically assigns to each general ledger account to maintain an audit trail. The account ID is made up of a unique identification number (account key) and a self-check digit.<br><br>This number is also called the account serial number, the short account number, the pseudo account number, or the ID number. |
| Category Code 21 | Category code 21 is associated with the Account Master file (F0901). This is a user defined code (system 09, type 21) for use in flex account mapping and in printing selected account information on reports.   |

## See Also

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

## Setting Up the Offset Method for Posting

Businesses in France are required to maintain a record of all accounting entries in the General Journal (*Livre Journal* or *Journal Général*). All entries must be recorded in the General Journal chronologically by the date on which the entries are posted to the General Ledger. The offset methods that you select on the Accounts Receivable Constants form and the Accounts Payable Constants form determine how the system prints the General Journal report.

You designate the type of offsetting entries that the system creates for accounts receivable (A/R) and accounts payable (A/P) offset and discount accounts when you post invoices and vouchers to the General Ledger.

Setting up the offset method for posting consists of the following tasks:

- Setting up the automatic offset method for A/R
- Setting up the automatic offset method for A/P

J.D. Edwards provides three automatic offset methods. Each method is described below, and examples shown.

### Automatic Offset Method Y (detailed)

If you use offset method Y, the posting process creates one offset for each document, even if the invoice document contains both positive and negative pay items.

**Note:** J.D. Edwards recommends that users in France use offset method Y because it maintains the correct separate debit and credit balances, even if positive documents (invoices) and negative documents (credit memos) are included in the same batch.

In the following example, the batch includes an invoice with two items, one for 10,000 and one for 5,000. The batch also includes a credit memo with two items, one for 3,000 and one for 1,000. The posting process created two automatic entries: a debit of 15,000 to offset both items on the invoice, and a credit of 4,000 to offset both items on the credit memo.

| Description | Document           | Debit  | Credit  |
|-------------|--------------------|--------|---------|
| Invoice     | RI 3042 - Item 001 |        | 10,000- |
| Invoice     | RI 3042 - Item 002 |        | 5,000-  |
| Offset      | AE 3042            | 15,000 |         |
| Credit Memo | RM 504 - Item 001  | 3,000  |         |
| Credit Memo | RM 504 - Item 002  | 1,000  |         |
| Offset      | AE 504             |        | 4,000-  |
| Totals      |                    | 19,000 | 19,000- |

## Automatic Offset Method S

If you use offset method S, the posting process creates one offset for each pay item, including discounts and tax. Method S creates multiple records in the General Ledger table, but maintains the correct debit and credit balances within the French legal system. Note that this offset method creates a large number of automatic entries, which considerably increase the size of the General Ledger table.

In the following example, the batch includes an invoice with two items, one for 10,000 and one for 5,000. The batch also includes a credit memo with two items, one for 3,000 and one for 1,000. The posting process created four automatic entries: debits of 10,000 and 5,000 to offset both items on the invoice, and credits of 3,000 and 1,000 to offset both items on the credit memo.

| Description | Document           | Debit  | Credit  |
|-------------|--------------------|--------|---------|
| Invoice     | RI 3042 - Item 001 |        | 10,000- |
| Invoice     | RI 3042 - Item 002 |        | 5,000-  |
| Offset      | AE 3042            | 10,000 |         |
| Offset      | AE 3042            | 5,000  |         |
| Credit Memo | RM 504 - Item 001  | 3,000  |         |
| Credit Memo | RM 504 - Item 002  | 1,000  |         |
| Offset      | AE 504             |        | 3,000-  |
| Offset      | AE 504             |        | 1,000-  |
| Totals      |                    | 19,000 | 19,000- |

## Automatic Offset Method B

When you use offset method B, the system creates a cumulative automatic entry that does not include separate debit and credit totals. J.D. Edwards recommends that if offset method B is used to post transactions in France, procedures are established to control the entry of different types of transactions, such as invoices and debit notes, in the same batch for posting.

Though it is a common business practice, businesses in France are not legally required to provide a detailed journal to justify the offset to the bank account for each payment or receipt. If multiple payments and receipts are made on the same bank account, it is acceptable to print one cumulative entry for the bank account.

If you use offset method B, you can use the Transaction Journal to justify the centralized automatic entries that the system creates when you run the General Journal Report.

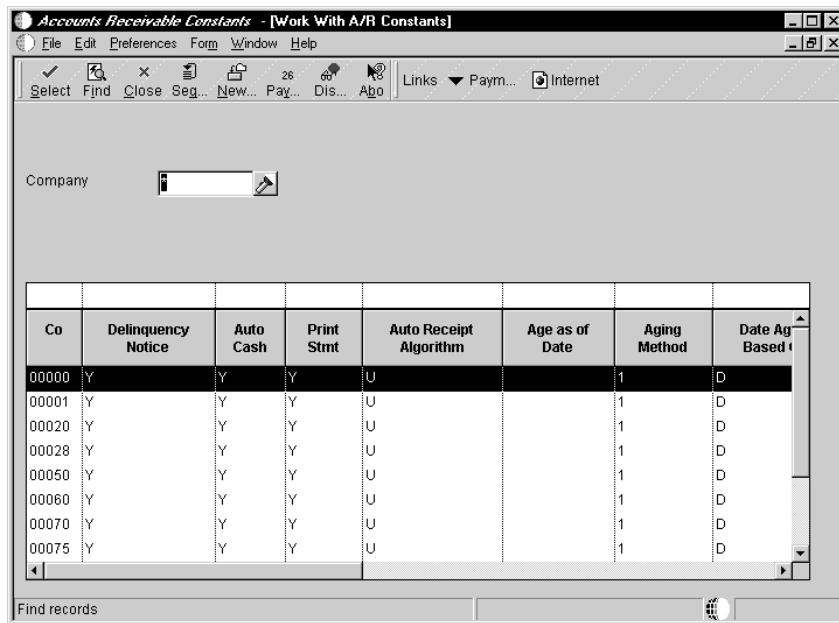
In the following example, the batch includes an invoice with two items, one for 10,000 and one for 5,000. The batch also includes a credit memo with two items, one for 3,000 and one for 1,000. The posting process created one automatic entry: a debit of 11,000 to offset all items. The system uses the batch number as the document number of the automatic offset.

| Description | Document           | Debit  | Credit  |
|-------------|--------------------|--------|---------|
| Invoice     | RI 3042 - Item 001 |        | 10,000- |
| Invoice     | RI 3042 - Item 002 |        | 5,000-  |
| Credit Memo | RM 504 - Item 001  | 3,000  |         |
| Credit Memo | RM 504 - Item 002  | 1,000  |         |
| Offset      | AE 4360            | 11,000 |         |
| Totals      |                    | 15,000 | 15,000- |

### ► To set up the automatic offset method for A/R

From the Accounts Receivable Setup menu (G03B41), choose Accounts Receivable Constants.

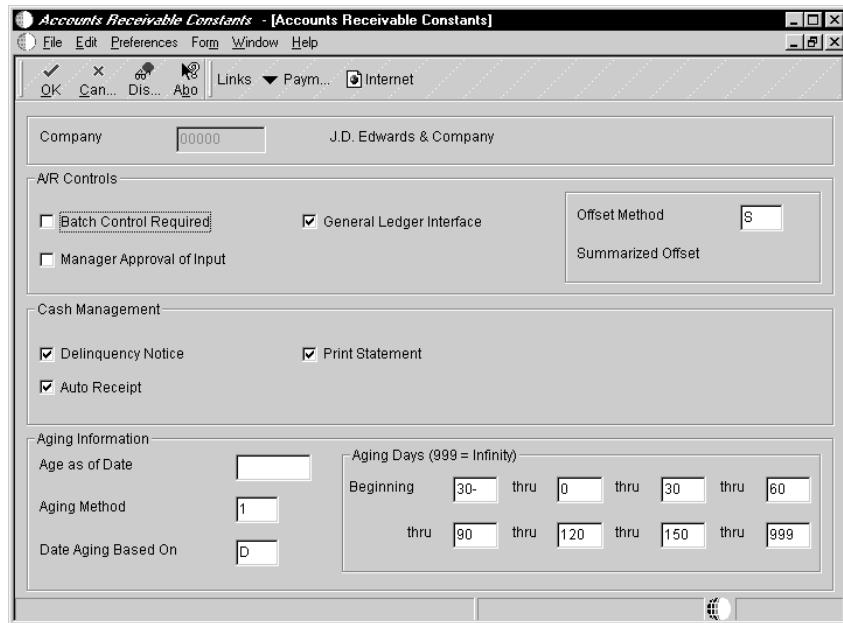
1. On System Setup, click Accounts Receivable Constants.



2. On Work with A/R Constants, complete the following field and click Find to locate a specific company:

- Company

3. Choose a record and click Select.



4. On Accounts Receivable Constants, complete the following field and click OK:

- Offset Method

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

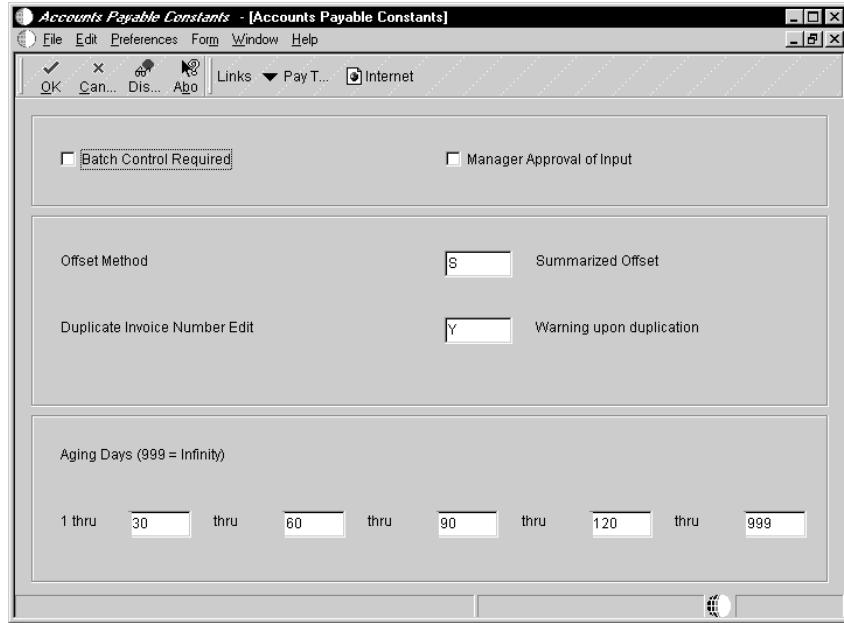
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► **To set up the automatic offset method for A/P**

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

1. On System Setup, click Accounts Payable Constants.



2. On Accounts Payable Constants, complete the following field and click OK:
  - Offset Method

## 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 (UDC) 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.

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

- Payment instrument (00/PY)
- Produce bank file (04/PP)
- European Union members (00/EU)
- VAT on receipts/payments (74/TX)
- Category code 7 (01/07)

**Note:** UDCs are either soft coded or hard coded. You can customize (add or change) any UDC that is soft coded to accommodate your specific business needs. However, you should not customize a hard-coded UDC because certain OneWorld applications depend on these specific values.

### See Also

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

### Payment Instrument (00/PY)

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

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

### Produce Bank File (04/PP)

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

- R04572F1, Create A/P Bank Tape - France
- R04572F2, Print Automatic Payments - Check - France
- R04572N, Print Automatic Payments - Draft Format - France

### European Union Members (00/EU)

Companies in France that use domestic electronic formats in A/R must assign a currency value to the corresponding currency code on the UDC 00/EU in order to state amounts in the euro.

Assign a one-character currency value in the Description 02 field as follows:

- E (for the euro currency code, EUR)
- Blank or F (for the French franc currency code, FRF)

**Note:** Leave the Description 02 field blank if the currency code is your domestic currency.

### VAT on Receipts/Payments (74/TX)

Set up UDCs to identify the tax rates codes that are applicable to VAT on receipts and VAT on payments. You can use these codes to associate different VAT rates with transactions that are subject to the VAT Deductible on Payment and VAT Collectable on Receipt regimes.

Under the VAT Deductible on Payment regime, when you buy something you pay VAT to the supplier. You then deduct that amount from the VAT you have collected from client sales and pay the difference to the fiscal authority.

Under the VAT Collectable on Receipt regime, when you sell something you collect VAT, which you then owe to the fiscal authority.

### Before You Begin

- See *Understanding Value Added Tax* for more information regarding VAT terminology.
- See *Printing VAT Reports for Payments and Receipts*.

**Caution:** You should define only the tax codes used for VAT on Receipts and Payments in the VAT on Receipts/Payments UDC table (74/TX), not the tax codes for the VAT on Debits regime. Defining codes for VAT on Debits in this UDC table will result in unpredictable errors.

### Category Code 7 (01/07)

Set up UDCs in this table to identify fee categories for D.A.S. 2 reporting. Set up the following codes:

- AUT - miscellaneous fees
- COM - commissions
- COU - Courtage
- DAU - author fee
- DIN - copyright fee
- HON - fees

- IRE - expense reimbursements
- JDP - Jeton de présence
- RIS - discount
- ZZZ - not applicable

You can choose any value for the fees, but the descriptions are the official descriptions of the fees to be used for D.A.S. 2 reporting.

## Setting Up Accounts Receivable Electronic Formats for the Euro

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

French and Italian companies that use domestic electronic formats in accounts receivable have a special setup requirement. This setup allows domestic formats, which state bank file amounts in the domestic currency, to also state BANK FILE amounts in the euro. French and Italian companies can then state amounts in either the franc or lira and the euro, regardless of the company's domestic currency.

To state A/R domestic format amounts in A/R in the domestic currency or the euro, French and Italian companies must assign a currency value to the corresponding currency code on the European Union Members UDC table (00/EU).

The screenshot shows the 'User Defined Codes - [Work With User Defined Codes]' window. The top menu bar includes File, Edit, Preferences, Form, Row, Report, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Add, Del..., Close, Seg..., New..., Dis..., and Abo. To the right of the toolbar are Links, Code..., and Internet buttons. The main area has two input fields: 'System Code' set to '00' and 'Foundation Environment' and 'User Defined Codes' both set to 'EU'. Below these fields is a table with columns: Codes, Description 01, Description 02, Special Handling, and Hard Coded. The table lists currency codes and their descriptions, with some entries having additional notes in the Description 02 column. The table rows are:

| Codes | Description 01            | Description 02                | Special Handling | Hard Coded |
|-------|---------------------------|-------------------------------|------------------|------------|
| ATS   | Austrian Shilling         |                               | 01/01/2006       | N          |
| BEF   | Belgian Franc             |                               | 01/01/2006       | N          |
| DEM   | Deutsche Mark             |                               | 01/01/2006       | N          |
| ESP   | Spanish Peseta            |                               | 01/01/2006       | N          |
| EUR   | Euro                      | E - Electronic Format Euro    | 01/01/2006       | N          |
| FIM   | Finland Markka            |                               | 01/01/2006       | N          |
| FRF   | French Frank              | F - Electronic Format French  | 01/01/2006       | N          |
| IEP   | Irish Pound               |                               | 01/01/2006       | N          |
| ITL   | Italian Lira              | I - Electronic Format Italian | 01/01/2006       | N          |
| LUF   | Luxembourg Franc          |                               | 01/01/2006       | N          |
| NLG   | Netherlands Dutch Guilder |                               | 01/01/2006       | N          |
| PTE   | Portuguese Escudo         |                               | 01/01/2006       | N          |

To set up A/R electronic formats for the euro, assign a one-character currency value in the Description 02 field as follows:

- E (for the euro currency code, EUR)
- Blank or F (for the French franc currency code, FRF)
- Blank or I (for the Italian lira currency code, ITL)

**Note:** Leave the Description 02 field blank if the currency code is your domestic currency.

## Alternate Chart of Accounts Example

In France, local businesses are required to use a legal, also known as a statutory, chart of accounts (PCG82 - Plan Comptable Général). The French statutory chart of accounts uses a decimal-based numbering system, with ten account classes as follows:

### **Balance Sheet**

The following account classes are included on the Balance Sheet:

- Class 1: Capital Accounts and Borrowings and Long-Term Debt
- Class 2: Fixed Assets and Long-Term Investments and Assets
- Class 3: Inventories
- Class 4: Receivables, Payables and Related Accounts with third parties
- Class 5: Cash and Marketable Securities

### **Income Statement**

The following account classes are included on the Income Statement:

- Class 6: Expenses
- Class 7: Income and Revenue

**Other**

The following account classes are reserved for other reporting purposes:

- Class 8: Special Accounts - Extra account commitments that are not recorded on the Balance Sheet.
- Class 9: Analytical Accounts - Contribute to the calculation of a certain number of assets which play a part in the determination of the result.
- Class 0: Currently not used

Accounts are organized in classes, subclasses, sub-subclasses, and so on. For example:

- Class: 4 - Receivables and Payables
- Subclass: 40 - Payables, 41 - Receivables
- Sub-subclass: 419 - Advances Received from Customers, Discounts, and Refunds
- Sub-sub-subclass: 4191 - Advances Received on Orders

## Understanding Bank Account Information Validation

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

J.D. Edwards software automatically validates the Rélevé d'Identité Bancaire (R.I.B.), including the bank account and transit numbers, according to the standards set by the French banking authority. You must enter the R.I.B. key in the Control Digit field for the account information to be validated. The Modulus97 algorithm checks the R.I.B. key.

**Note:** In addition to online validation, you can run the Bank Account Exception Report (R00310) to verify that your account information is correct. When you run this report, the system verifies the account numbers based on a control digit (R.I.B. key) and the bank transit number.

### Before you Begin

- Verify that your suppliers and customers have a country code equal to FR (France) or a blank with FR in the second description of the UDC table. The validation of the online bank account information validation is activated based on the R.I.B. key.

### See Also

- *Accounts Payable: Setting Up Bank Account Information for A/P* for information about entering bank account information for your company
- *Accounts Payable: Setting Up Bank Account Cross-References for A/P* for information about entering bank account information for your suppliers
- *Accounts Receivable: Setting Up Bank Information for A/R* for information about entering bank account information for your customers

## Validating Bank ID Numbers

A bank ID number is a number that identifies an account that you have established with a bank. The bank ID number is included in the customer information that you remit for processing accounts receivable drafts and automatic payments.

Bank ID numbers consist of two 5-character numbers. One number is the bank transit number (bank ID). The other number is the bank branch code (branch ID).

Individual banks maintain and update valid bank ID numbers. The banks can provide their clients with updated information on tape or diskette.

J.D. Edwards supports the COMIT format and ships a preloaded bank-identification information table with the localized software for each country. The table includes all the possible valid combinations of bank transit accounts and branches as provided by the banking system of the designated country. J.D. Edwards updates the bank-identification information table with each release of the software. In addition, you can make your own revisions to update the bank table as needed.

The system validates bank transit numbers and bank branch codes when you enter bank IDs into the Bank Account by Address program (P0030A) or the G/L Bank Accounts program (P0030G). The system validates the customer bank information against the valid bank identification information in the Bank Transit Number Master File table (F0030).

The system creates drafts for all of the customers, even if the bank information is invalid. The system identifies the customers whose bank information is invalid with a warning message. If the bank information for a customer is missing from the Bank ID table, the system prints a list of these customers from the Bank Account Validation report (R00314).

J.D. Edwards software validates account and bank identification information throughout the draft process as follows:

**A/R Batch Draft Creation (R03B671)**

The system prints an error report that lists customers with missing or invalid bank information. You can review the list to correct or update the bank information before you generate the drafts.

**Draft remittance (R03B672)**

When you remit drafts, the system validates bank information again and includes the drafts for all of the specified customers in the electronic bank file. The system prints an error report that lists the customers with missing or invalid bank information.

## Setting Up User Defined Codes for Intrastat Reporting

Set up the following user defined codes to meet European Union (EU) requirements:

- Country codes (00/CN)
- State and province codes (00/S)
- European community members codes (74/EC)
- Nature of transaction codes - EU (74/NT)
- Nature of transaction codes - sales orders (41/S1-S5)
- Nature of transaction codes - purchase orders (41/P1-P5)
- Intrastat regime code (00/NV)
- Shipping commodity class (41/E)
- Condition of transport (00/TC)
- Mode of transport (00/TM)
- Freight handling code (42/FR)
- Arrivals or Dispatches (74/TD) - SEMDEC Only

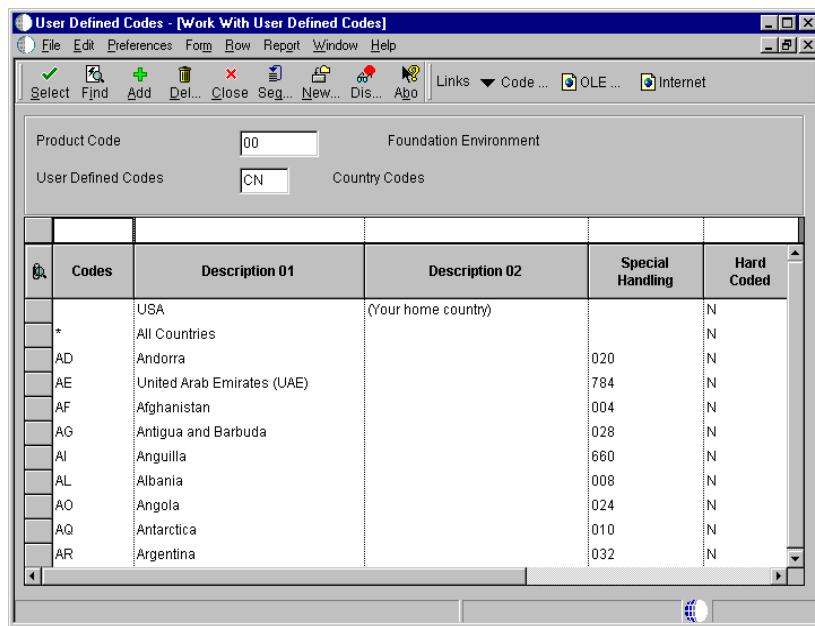
You can access these user defined codes from any user defined codes table (P0004A) or from the User Defined Codes menu (G74STAT41).

### See Also

- *OneWorld Foundation: User Defined Codes* for more information on setting up and using user defined codes

### Country Codes (00/CN)

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



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

To report purchases on your Intrastat submissions, you may also be required to specify the country of origin for each inventory item. From the Inventory Master/Transactions menu (G4111), select Item Branch/Plant, then locate a record and click Select. On Item/Branch Plant Info, select a country of origin and click OK.

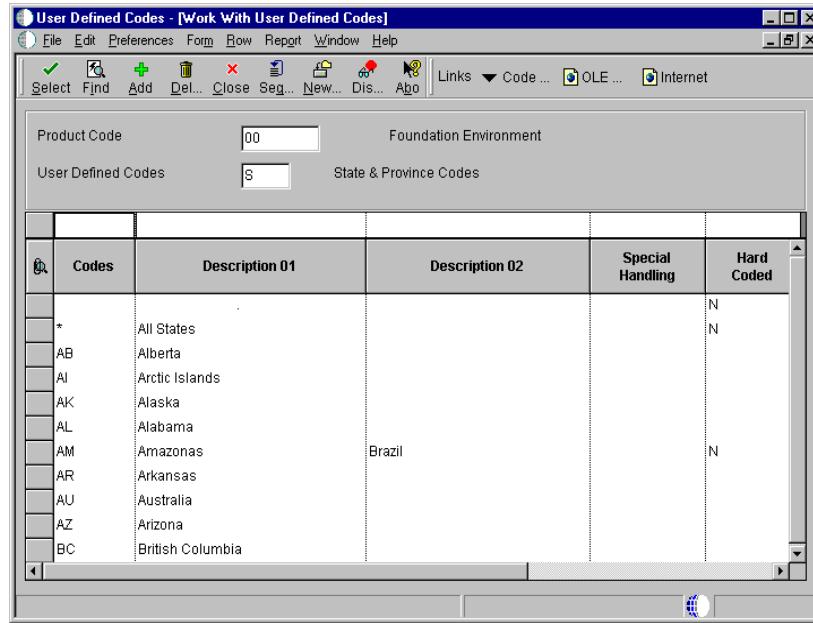
**Note:** You can also specify the country of origin in the Intrastat Supplier/Item Cross Reference table (F744101) based on more sophisticated relationships between the item, the supplier, the country of origin, and the original country of origin.

**Caution:** Do not use blank as your default country code. You must use a non-blank country code on your address book records in order for the country code to carry over onto Intrastat reports.

### State and Province Codes (00/S)

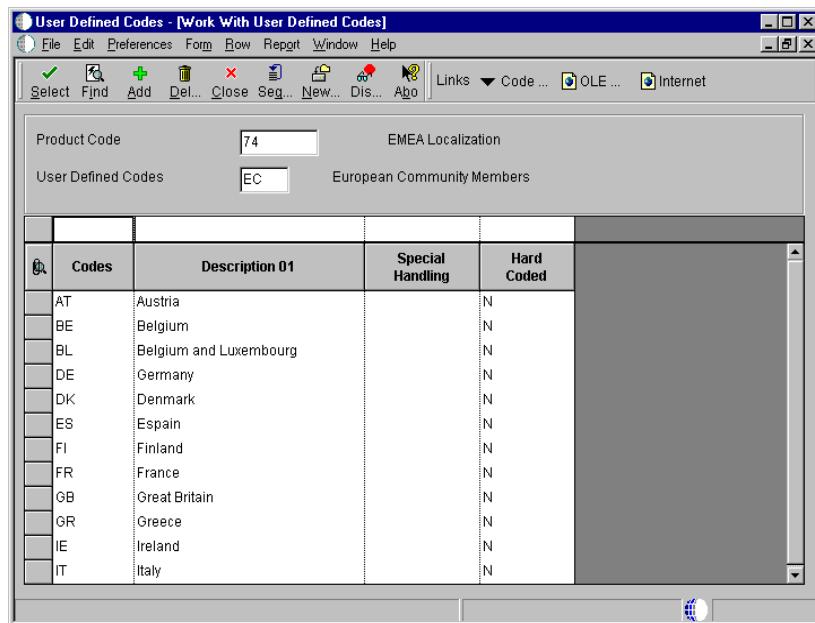
For countries that require regional information, such as Germany, use the State field on the Address Book record to specify the region. Set up state and province codes to identify the region of origin for shipments or the region of destination for purchases.

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



## European Community Member Codes (74/EC)

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



## Nature of Transaction Codes

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

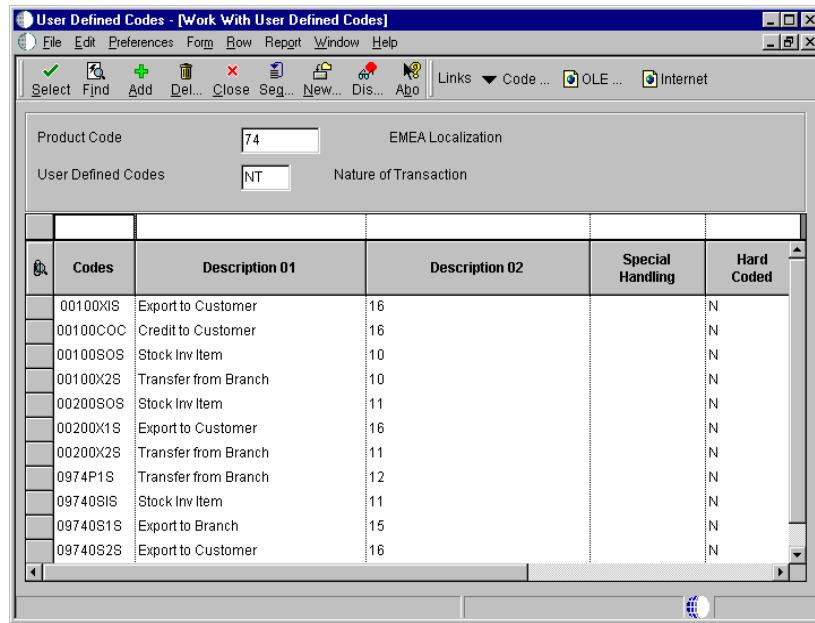
When you update the Intrastat Revision table, you use a processing option to specify which user defined codes table that you want the system to use to find the applicable information. See *Updating Intrastat Information*.

## Nature of Transaction Codes - EU (74/NT)

Use Nature of Transaction codes to specify whether the movement of a product is for sales, leases, or other reasons. You can specify the nature of transaction based on company, document type, and line type.

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

- Use the Code field to enter a concatenated value to identify the nature of transaction. Enter the concatenation as follows:  
Company Number, Order Document Type, Line Type
- Enter the nature of transaction code in the Description 02 field.
- Enter the nature of VAT regime (statistical procedure) in the Special Handling field, if required.

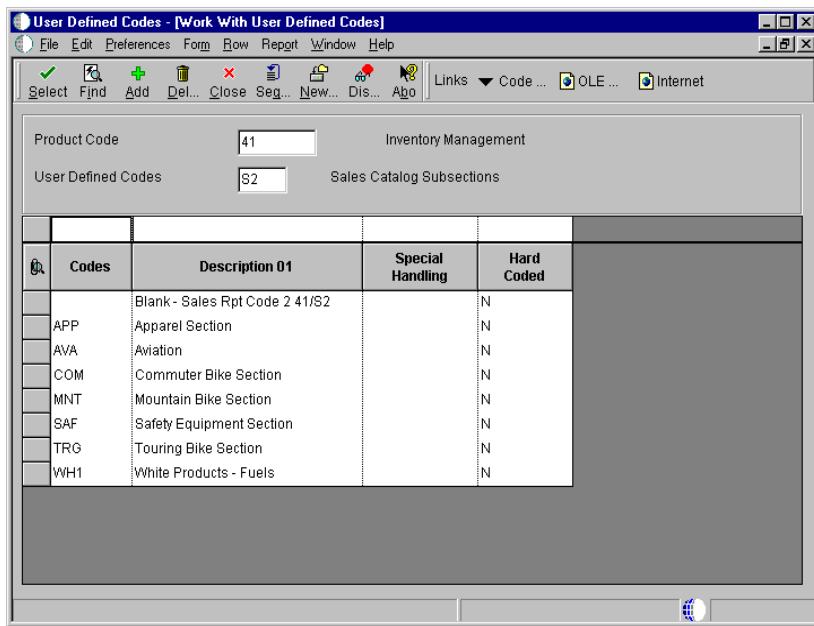


## Nature of Transaction Codes - Sales Orders (41/S1-S5)

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

Indicating the nature of transaction in the item branch information related to the item using user defined codes 41/S1-S5 is an alternative to using user defined codes table 74/NT to indicate the nature of transaction.

You can designate any one of the five Sales Reporting category codes (system 41, codes S1-S5) to specify the nature of transaction for individual items. You must indicate the category code that you are using for nature of transaction in the processing options for the Intrastat Generation - Sales program (R0018I1). The category code that you specify in these processing options should correspond to the category code that you are using to identify the nature of transaction for the item on the Item Master. Enter 1 for table 41/S1, 2 for table 41/S2, and so on.

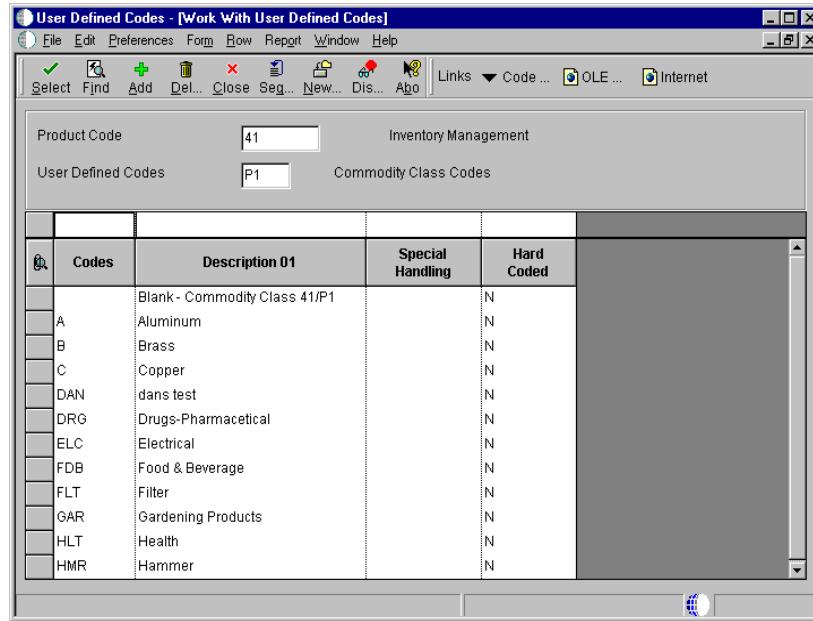


### Nature of Transaction Codes - Purchase Orders (41/P1-P5)

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

Indicating the nature of transaction in the item branch information related to the item using user defined codes 41/S1-S5 is an alternative to using user defined codes table 74/NT to indicate the nature of transaction.

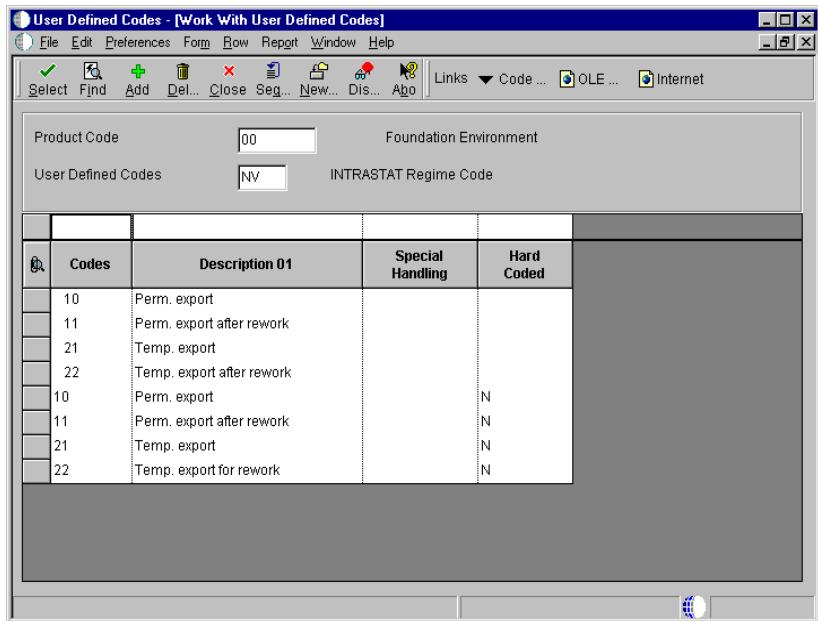
You can designate any one of the five Purchase Order category codes (system 41, codes P1-P5) to specify the nature of transaction for individual items. You must indicate the category code that you are using for nature of transaction in the processing options for the Intrastat Generation - Procurement program (R0018I2). The category code that you specify in these processing options should correspond to the category code that you are using to identify the nature of transaction for the item on the Item Master. Enter 1 for table 41/P1, 2 for table 41/P2, and so on.



### Intrastat Regime Code (00/NV)

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

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



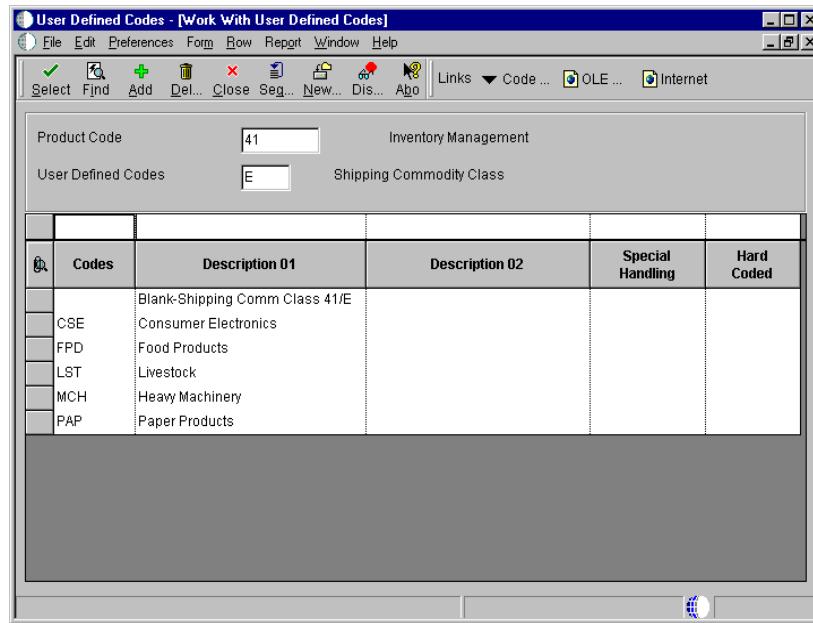
### Shipping Commodity Class (41/E)

Use Commodity codes to further identify the products that are exported from or introduced to your country.

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

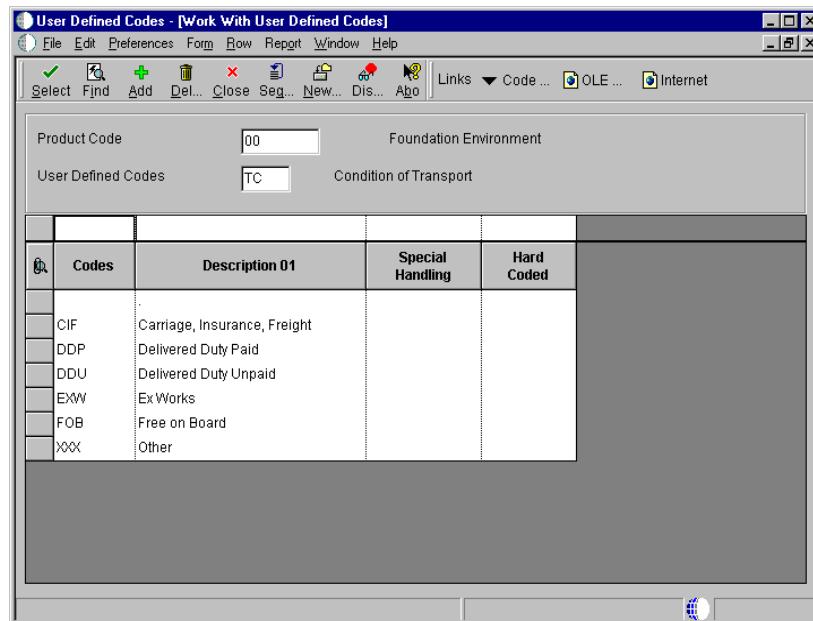
Prior to release B73.3.1, you entered the combined nomenclature codes required by the customs authorities in the Description 02 field for the commodity codes. You used the first 8 characters of the second description field for the combined nomenclature code, and the 9th and 10th characters to identify the supplementary unit of measure for the item, if required. For example, 12345678EA.

For B73.3.1 and later releases, you set up commodity values and supplemental units of measure for commodity codes on the Intrastat Commodity Code form. For more information, see *Setting Up Commodity Code Information for Intrastat*.



### Condition of Transport (00/TC)

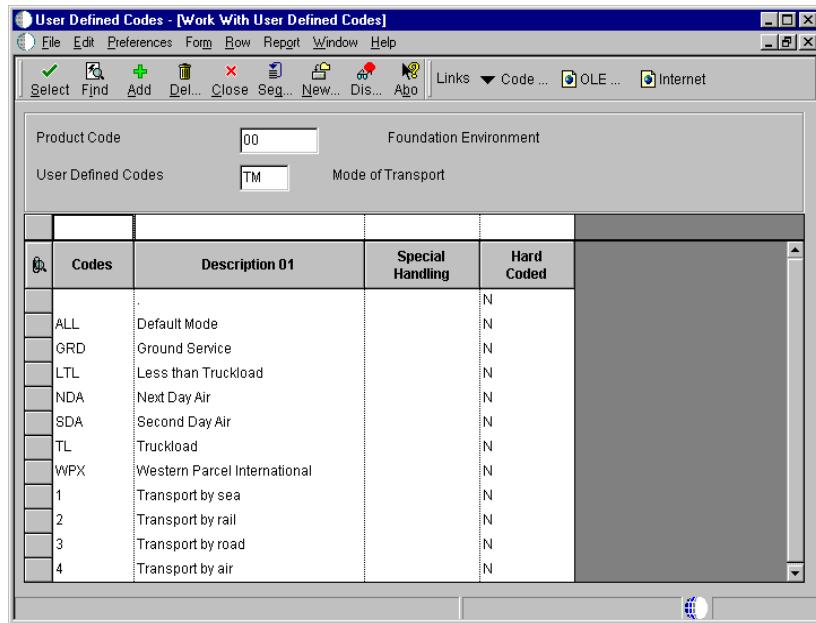
You set up codes for the Condition of Transport on user defined codes table 00/TC.



You can set up default conditions of transport on the Purchasing Instructions form. You access Purchasing Instructions from the Supplier Management menu. Enter the condition of transport in the Freight Handling Code field. Positions 1 to 3 of the Description 02 field for the UDC Freight Handling Code (42/FR) are used to indicate the conditions of transport. When you enter purchase orders, this information appears in the purchase order header fields.

### Mode of Transport (00/TM)

You set up codes for the modes of transport on user defined codes table 00/TM. Code values 1-8 are pre-defined for EU trade reporting.



The screenshot shows a Windows application window titled "User Defined Codes - [Work With User Defined Codes]". The menu bar includes File, Edit, Preferences, Form, Row, Report, Window, Help. The toolbar contains icons for Select, Find, Add, Delete, Close, Segment, New, Dis..., and Abo. Below the toolbar, there are two input fields: "Product Code" with value "00" and "Foundation Environment", and "User Defined Codes" with value "TM" and "Mode of Transport". The main area is a table with columns: Codes, Description 01, Special Handling, and Hard Coded. The table lists the following rows:

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

You can indicate modes of transport in position 5 of the Description 02 field of the Freight Handling Code user defined code table (42/FR). To assign a default mode of transport to a supplier, complete the Freight Handling Code field on the Purchasing Instructions form. You access Purchasing Instructions from the Supplier Management menu (G43A16). Setting up a supplier in this way causes freight handling and mode of transport information to appear by default in purchase order header fields.

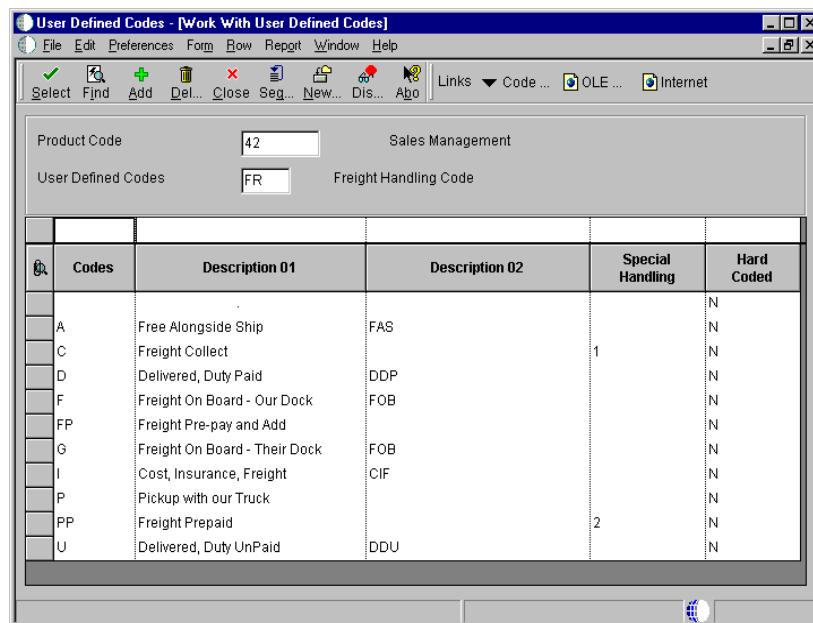
## Freight Handling Code (42/FR)

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

**Note:** You must set up one freight handling code line in UDC 42/FR for each separate combination of Conditions of Transport, Conditions of Transport extension, and Modes of Transport tables.

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

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



For IDEP, the Incoterms field accepts only the values defined by the new law. Valid values are:

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

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

### Arrivals or Dispatches (74/TD) - SEMDEC Only

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

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

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

## Setting Up Commodity Code Information

To comply with EU requirements for Intrastat guidelines, use commodity codes to identify the products that are exported from or introduced to your country.

Commodity codes must have a corresponding commodity value. Prior to release B73.3.1, the commodity value and supplementary unit of measure were set up in the Description 02 field on the Commodity Codes user defined code table (41/E). For release B73.3.1 and later, you set up this information on the Intrastat Commodity Code form.

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

## Before You Begin

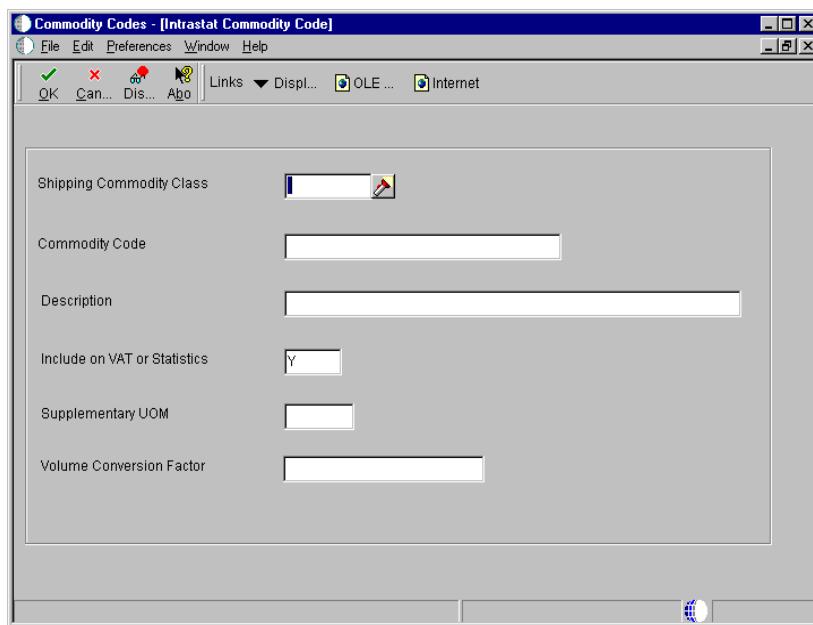
- ❑ Set up commodity codes on user defined code table 41/E. See *Setting Up User Defined Codes for Intrastat Reporting*.

### ► To set up commodity code information

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

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



2. On Intrastat Commodity Code, complete the following fields:

- Shipping Commodity Class
- Commodity Code
- Description

3. Complete the following optional fields if they pertain to the commodity code:

- Supplementary UOM
- Volume Conversion Factor

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

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

4. Click OK.

| Field                    | Explanation   |
|--------------------------|---|
| Shipping Commodity Class | A user defined code (system 41/type E) that represents an item property type or classification, such as international shipment handling. The system uses this code to sort and process like items.<br><br>This field is one of three classification categories available primarily for inventory and shipping purposes. |
| Commodity Code           | The Commodity Code number for the item.   |
| Description              | A user defined name or remark.  |
| Supplementary UOM        | A user defined code (00/UM) that indicates the quantity in which to express an inventory item, for example, CS (case) or BX (box).  |
| Volume Conversion Factor | The weight of one unit in the primary unit of measure.  |

## Entering Cross-References for Items and Suppliers

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

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

Depending on your business and your suppliers, you may need the capacity to set up a more advanced relationship among the supplier, the item, and the country of origin. In this case, J.D. Edwards recommends that you enter this information in the Intrastat Item/Supplier Cross Reference program (P744101). The Intrastat Generation - Procurement program (R0018I2) will retrieve the cross-referenced information if you indicate in the processing options to use the Intrastat Supplier/Item Cross Reference table (F744101).

**Note:** If you do not enter the cross-reference information, or if you do not indicate in the processing options to use the Cross Reference table, the system retrieves the country of origin from Order Address Information table (F4006) and the original country of origin from the Inventory Constants table (F41001). If no matching record exists in the Order Address table, the system retrieves the country of origin from the address book record of the supplier.

You enter information in the Intrastat Item/Supplier Cross Reference program (P744101) to cross-reference the following:

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

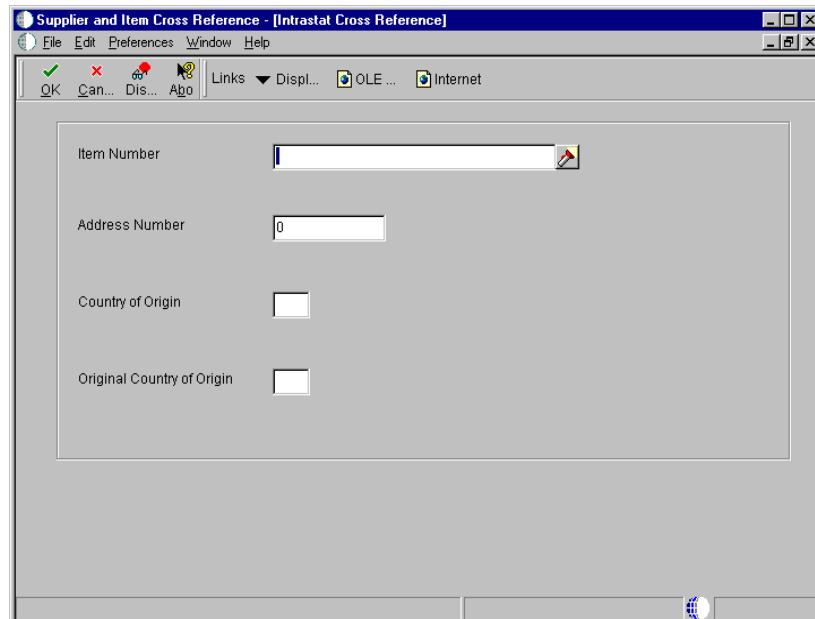
**Note:** In the U.K., country of origin is called country of consignment and original country of origin is called country of origin.

### ► To enter item/supplier cross references

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

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



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

- Item Number

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

- Address Number (supplier)

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

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

- Country of Origin
- Original Country of Origin

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| Field             | Explanation   |
|-------------------|---|
| Item Number       | A number that identifies the item. The system provides three separate item numbers plus an extensive cross-reference capability to alternate item numbers. These item numbers are: <ol style="list-style-type: none"><li>1. Item Number (short) - An 8-digit, computer-assigned item number.</li><li>2. 2nd Item Number - The 25-digit, free-form, user defined, alphanumeric item number.</li><li>3. 3rd Item Number - Another 25-digit, free-form, user defined, alphanumeric item number.</li></ol> In addition to these three basic item numbers, the system provides an extensive cross-reference search capability. Numerous cross-references to alternate part numbers can be user defined (for example, substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers). |
| Address Number    | A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.   |
| Country of Origin | A code (system 00/type CN) that identifies the country in which the item originates. This is useful for organizations who must periodically separate their inventory by source.   |

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| Field                      | Explanation   |
|----------------------------|---|
| Original Country of Origin | A code (00/CN) that indicates the original country of origin of the goods. For example, as a German company, you place a purchase order with a French supplier for goods that are manufactured in France, but are warehoused in and delivered from Belgium. The country of origin is Belgium, but the original country of origin is France. |

## See Also

- *Updating Intrastat Information*

## Validating Tax ID Numbers

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

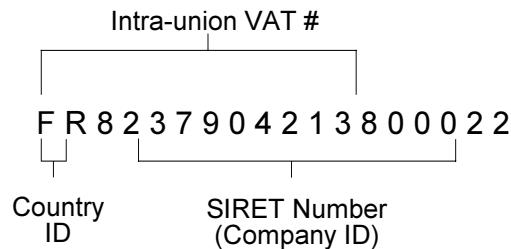
When you create an address book record for each company, customer, or supplier, enter the tax ID in the Tax ID field on the Address Book Revision form. To confirm that any tax ID that you enter will be checked for authenticity, enter a country code from UDC table 00/CN in the Country field on the Mailing tab. Entering a country code on the Mailing tab enables the validation routine for that country.

For tax ID validation to occur, the country code that you have chosen must be set up and activated for validation in UDC table 70/TI.

## Reviewing Tax ID Numbers

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

### Example: Tax ID or VAT Registration Number for France

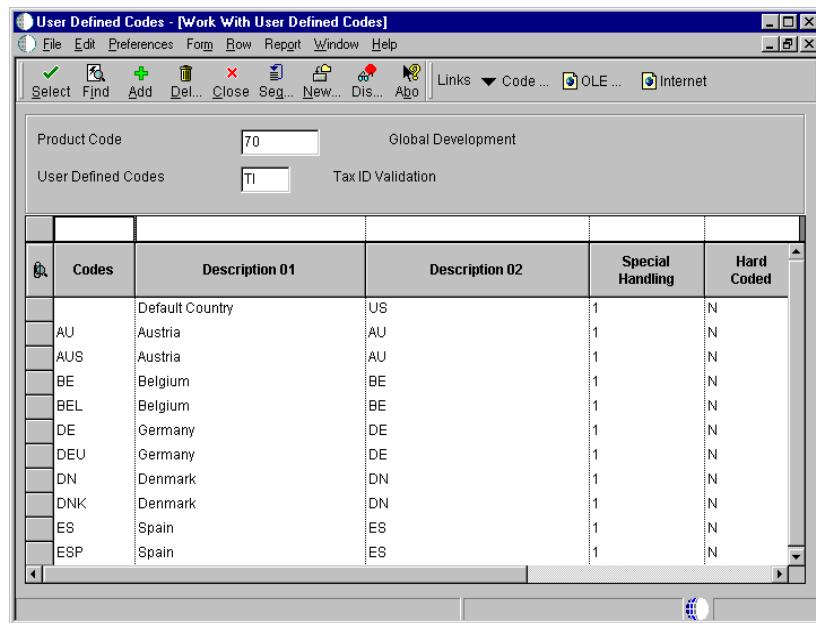


## See Also

- *Address Book: Working with Address Book Records*

## Entering Country Codes for Tax ID Validation (70/TI)

Tax ID validation routines are activated by the country codes that you set up in UDC table 70/TI.



Tax ID validation for a specific country code is active if a 1 exists in the Special Handling field for that country code. To turn off tax ID validation for a specific country code, remove the 1 from the Special Handling field.

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

- Enter the country code in the Codes field.
- Enter the standard 2-digit ISO code for that country in the Description 02 field.
- Enter a 1 in the Special Handling field.

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

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

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

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

## **Backing Up and Restoring Objects**

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Backing up and restoring objects includes the following tasks:

- Performing backups and restoring objects
- Backing up OneWorld tables
- Understanding backup requirements for servers
- Backing up OneWorld tables on servers

### **Performing Backups and Restoring Objects**

You can back up development objects on workstations and servers as frequently as you need.

J.D. Edwards recommends the following:

- Developer Workstation backups: Developers at J.D. Edwards do not back up their OneWorld directory to the server because of server-space concerns. Instead, they check in the objects they are working on every eight hours, or however often needed to avoid rework.  
  
Unless you have unlimited disk space on a file server to allow developers to back up their entire path code directory, you must use the check-in process as your backup method. If you follow the recommended development process, developers will know that they are allowed to check in unfinished or broken applications into the DEV path code.
- End User Workstation backups: End users should not have nonreplicated data on their machines except store-and-forward transactions that have not yet been uploaded to the transaction tables. You should establish a policy that all Store and Forward users must upload their transactions before they leave for the day. If they cannot do so, you should have a procedure in which they back up their local database to a file server with their name as a subdirectory.
- Development Server backups: At J.D. Edwards, our IT department backs up both our development file server (normally your deployment server) and necessary databases (central objects, Object Librarian, and data dictionary). When someone needs to restore a particular object from backups, our

database administrators restore the export to a path code called “Restore.” A developer would then check the object out from Restore, ensure that the objects are as expected, and check into the normal development path code.

- Deployment Server backups: The entire server does not need to be backed up nightly. The only directories that might change on a daily basis are:
  - The DEV path code if you are modifying objects, building new packages or updating the Access database delivered during a workstation installation.
  - HELPS if you are modifying help files.
  - MEDIA OBJ if your media objects are residing on the deployment server. OneWorld data sources in Oracle or SQL Server should be backed up nightly if your system data or any other important data is stored on the deployment server.
- Enterprise Server backups:
  - You should back up DBMS nightly. J.D. Edwards recommends using the backup tool provided by the RDBMS vendor.
  - Back up OneWorld objects by backing up the entire OneWorld directory. However, you do not need to back up any directories other than the PROD and DEV path codes and the JDE.INI file. Path codes are updated by the Version Control administrator when deploying an object modified by developers who are authorized to access the Server Package application, and by end users who create new batch versions to be executed on the server.

For more information about backing up and restoring, see the *Server and Workstation Administration Guide*.

### Backing Up OneWorld Tables

A well-planned backup strategy is essential to protect your enterprise's information assets. Rigorously following the backup strategy will provide insurance against data lost by acts of nature, hardware or software failure, or human error. Your backup strategy must balance the level of protection you need against the physical constraints of your system, such as information storage capacity.

J.D. Edwards recommends that your backup strategy includes the following:

- Perform a full system backup whenever data is at risk, such as when you are installing or upgrading software. At least back up the database completely.
- Each night, back up changed objects, such as tables and JDEdwardsOneWorld objects.
- Each week, back up the deployment server, enterprise servers, and the full database.

**Note:** You should outline and implement your backup strategy before you begin the Prototype phase of implementation.

This section consists of the following topic and task:

- ❑ Understanding backup requirements for servers
- ❑ Backing up JDEdwardsOneWorld tables on servers

### Understanding Backup Requirements for Servers

When you perform a backup on a server, you can either create a backup of the entire server, or just back up the changed objects and data. You do not need to perform a complete backup of the server nightly. Only directories that change on a daily basis require daily backups.

This chapter discusses the following backup requirements for the following:

- ❑ Deployment server
- ❑ Enterprise server
- ❑ OneWorld tables and object owner IDs

## Deployment Server

JDEdwardsOneWorld on the deployment server includes the following items:

- JDEdwardsOneWorld directory (all subdirectories and contents)
- jde.ini file on c:\winnt
- Services file on c:\winnt\system32\drivers\etc
- Registry export file
- JDEdwardsOneWorld files in the root directory (c:\):
  - jdeapp.ddp
  - jdeapp.xdp
  - jdeauth.dda
  - jdeauth.xda
  - jdmod.ddm
  - jdmod.xdm
  - jdesec.dds
  - jdesec.xds
  - jdecode.ddm
  - jdecode.xdm

The changed objects and data on the deployment server include:

- If you modify objects, build new packages, or update the Access database delivered during a workstation installation, create backups of the PD7333, DV7333, and PY7333 directories.
- If you modify help files, create a backup of the HELPS directory.
- If your media objects reside on the deployment server, create a backup of the MEDIA OBJ directory.
- If important data, such as system data, resides on your deployment server, create nightly backups of the OneWorld data sources (Oracle or SQL Server). For example, if your central objects or Object Management Workbench resides on the deployment server, create nightly backups.

## **Enterprise Server**

OneWorld on the enterprise server includes the following for each operating system:

- AS/400
- UNIX
- Windows NT

### **AS/400**

**Note:** Shut down the database before you create any backups.

- All JDEdwardsOneWorld system libraries:
  - JDEOW
  - SYS7333
  - B7333SYS
  - SVM7333
- JDEdwardsOneWorld data dictionary library:
  - DD7333
- JDEdwardsOneWorld Object Management Workbench library:
  - OL7333
- All JDEdwardsOneWorld production libraries (This example is for pristine and production)
  - PD7333
  - PY7333
  - PRODDTA
  - PRISTDTA
- All JDEdwardsOneWorld business data libraries:
  - PRODDTA
  - CRPDTA
  - PRISTDTA
  - TESTDTA

- All JDEdwardsOneWorld control libraries:
  - PRODCTL
  - CRPCTL
  - TESTCTL
  - PRISTCTL
- All JDEdwardsOneWorld versions libraries:
  - PD7333DNT
  - PY7333DNT
  - JD7333DNT
  - DV7333DNT
- IFS (Integrated File System) libraries:
  - PD7333
  - PY7333
  - JD7333
  - TS7333
  - DV7333
- IBM libraries that require backups:
  - QCPA
  - QGPL
- Central objects on the deployment server in Oracle or Microsoft SQL Server database.

## UNIX

**Note:** Shut down the database before you create any backups using Backup Manager. If you export/import using Data Manager, you do not need to shut down the database.

- System files

Create backups of all host files under the jdedwardsoneworld/b73x directory - for example, /u03/jdedwardsoneworld/b73x/\*
- Database files

Create backups of all data files that reside in the OneWorld tablespaces.

Use the Oracle Data Manager Tool on the deployment server to make a .dmp file of the desired database, and then back up the .dmp file on tape or hard disk.

### Windows NT

**Note:** Shut down the database before you create any backups.

- System files

JDEdwardsOneWorld\ddp\B73x directory

- Oracle database files

Create backup files for the following:

- All data files that reside in the JDEdwardsOneWorld tablespaces

Use the Oracle Data Manager Tool on the deployment server to make a .dmp file of the desired database, and then back up the .dmp file on tape or hard disk.

- Microsoft SQL Server database files

Create backup files for the following:

- All tables that reside in the JDEdwardsOneWorld databases

Use the SQL Server Database/Object Transfer tool on the enterprise server to copy the desired tables or database (for example, JDE7333) to a backup database.

**Note:** J.D. Edwards recommends that you use the backup tool provided by the RDBMS vendor.

## OneWorld Tables and Object Owner IDs

The following tables provide lists of JDEdwardsOneWorld tables by type with the associated object owner IDs.

**Note:** If any of the control table merges fail, or if the specification merge fails, you might need to restore the tables to a premerge condition and run the merge again. Follow the restore instructions for your database.

### System Tables

- F00053
- F000531
- F000532
- F0092
- F00921
- F00924
- F0093
- F0094
- F00941
- F00942
- F00945
- F00946
- F00948
- F00950
- F00960
- F98101
- F986101
- F98611
- F986115
- F986116
- F98613
- F986150

- F986151
- F986152
- F98616
- F986161
- F986162
- F986163
- F986164
- F986165
- F98701
- F98800D
- F98810D
- F9882
- F98825
- F9883
- F9885
- F9886
- F9887
- F9888
- F98881
- F98882
- F98885
- F98887
- F9889
- F98891
- F98892
- F98980
- F98CONST
- F98DRENV
- F98DRLOG
- F98DRPCN

- F98DRPUB
- F98DRSUB
- F98EVDTL
- F98EVHDR
- F98MOQUE
- F98OWSEC
- F98TMPL
- F98VAR

### **Object Owner**

- sys7333

### **Object Management Workbench Tables**

- F00165
- F9860
- F9861
- F9862
- F9863
- F9865

### **Object Owner**

- obj7333

### **Data Dictionary Tables**

- F9200
- F9202
- F9203
- F9207
- F9210
- F9211

### **Object Owner**

- dd7333

### **Server Map Tables**

- F986101
- F98611
- F986110
- F986111
- F986113
- F98DRPCN
- F98DRLOG

### **Object Owner**

- svm7333

### **Control Tables**

- F0002
- F00021
- F0004
- F0004D
- F0005
- F0005D
- F0082
- F00821
- F00825
- F00826
- F0083
- F0084

## **Object Owners**

- Control Tables - PROD: prodctl
- Control Tables - CRP: crpctl
- Control Tables - TEST: testctl
- Control Tables - JDE: pristctl

## **Versions Tables**

- F983051
- F98306

## **Object Owners**

- Versions - PD7333: pd7333
- Versions - PY7333: py7333
- Versions - DV7333: dv7333
- Versions - JD7333: jd7333

## **Central Objects**

- F980011
- F980021
- F983051
- F98306
- F98710
- F98711
- F98712
- F98713
- F98720
- F98740
- F98741
- F98743
- F98745

- F98750
- F98751
- F98752
- F98753
- F98760
- F98761
- F98762
- F98950

### Object Owners

- Central Objects - PD7333: pd7333
- Central Objects - PY7333: py7333
- Central Objects - DV7333: dv7333
- Central Objects - JD7333: jd7333

### Business Data

- Business Data - PROD: proddta
- Business Data - CRP: crpdta
- Business Data - TEST: testdta
- Business Data - JDE: pristdta

## Backing Up OneWorld Tables on Servers

Depending on your platform and database type, the procedures you need to perform for backups vary.

This chapter consists of the following tasks:

- Creating a backup for AS/400
- Creating a backup for Oracle on UNIX or Windows NT
- Creating a backup for SQL Server
- Restoring a backup file for AS/400

- Restoring a backup file for Oracle on UNIX or Windows NT
- Restoring a backup file for SQL Server
- Restoring a backup file for SQL Server on Windows NT

## **Before You Begin**

- If you are using SQL Server or Oracle, verify that you have enough disk space for your backup copy before you begin the backup.
- If you are using SQL Server, verify that the Select Into/Bulk Copy option on the Options form is turned on for the database into which you will transfer objects. Double-click the database in the tree structure to access the Options form.

### **► To create a backup for AS/400**

---

1. On a tape drive, back up the following libraries, depending on which pathcodes you have installed:

| <b>Library name</b> | <b>Description</b>          |
|---------------------|-----------------------------|
| <b>SYS7333</b>      | System library              |
| <b>SVM7333</b>      | Server Map                  |
| <b>OL7333</b>       | Object Librarian            |
| <b>DD7333</b>       | Data Dictionary             |
| <b>COPY7333</b>     | Central Objects - Prototype |
| <b>COJD7333</b>     | Central Objects - JDE       |
| <b>COPD7333</b>     | Central Objects - PROD      |
| <b>CODV7333</b>     | Central Objects - DEV       |
| <b>PRODDTA</b>      | Production Business Data    |

| Library name     | Description                    |
|------------------|--------------------------------|
| <b>PRODCTL</b>   | Production Control Tables      |
| <b>CRPDTA</b>    | Prototype Business Data        |
| <b>CRPCTL</b>    | Prototype Control Tables       |
| <b>TESTDTA</b>   | Test Business Data             |
| <b>TESTCTL</b>   | Test Control Tables            |
| <b>PRISTDTA</b>  | Pristine Business Data         |
| <b>PRISTCTL</b>  | Pristine Control Tables        |
| <b>PY7333DNT</b> | Versions for CRP               |
| <b>PD7333DNT</b> | Versions for PROD              |
| <b>JD7333DNT</b> | Versions for PRIST             |
| <b>DV7333DNT</b> | Versions for DEV               |
| <b>B7333SYS</b>  | Server system library          |
| <b>JDEOW</b>     | JDEdwardsOneWorld Installation |
| <b>PY7333</b>    | Server modules - Prototype     |
| <b>PY7333FA</b>  | Package Library - Prototype    |
| <b>JD7333</b>    | Server modules - JDE           |
| <b>JD7333FA</b>  | Package Library - JDE          |
| <b>PD7333</b>    | Server modules - PROD          |
| <b>PD7333FA</b>  | Package Library - PROD         |

| Library name    | Description           |
|-----------------|-----------------------|
| <b>DV7333</b>   | Server modules - DEV  |
| <b>DV7333FA</b> | Package Library - DEV |

2. Back up the following IFS structure with the subdirectories:

| Library name             | Description   |
|--------------------------|---|
| <b>JDEB7333</b>          | Logging directory   |
| <b>B7333SYS</b>          | Kernel spec and XML   |
| <b>PY7333</b>            | Spec files for Prototype  |
| <b>JD7333</b>            | Spec files for JDE  |
| <b>PD7333</b>            | Spec files for PROD   |
| <b>DV7333</b>            | Spec files for DEV  |
| <b>JDEdwardsOneWorld</b> | Contains the spec files for each path code.<br><br>\\JDEdwardsOneWorld\PACKAGES\PY7333FA\SPEC\<br>*.* |
|                          | <br>\\JDEdwardsOneWorld\PACKAGES\JD7333FA\SPEC\<br>*.*  |
|                          | <br>\\JDEdwardsOneWorld\PACKAGES\PD7333FA\SPEC\<br>*.*  |
|                          | <br>\\JDEdwardsOneWorld\PACKAGES\DV7333FA\SPEC<br>\\*.*   |

### ► To create a backup for Oracle on UNIX or Windows NT

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1. From the Oracle Enterprise Manager Tool, open Data Manager and from the Data menu, choose Export.
2. Type the name for your export utility .dmp file.  
Click the Browse button to choose the directory where your .dmp file will reside.
3. Click Next.
4. On the Object Selection form, choose the objects you want to back up, then click Next.

**Note:** Objects chosen in the tree on the Data Manager form appear in the Selected Objects form. You can move objects between forms using the arrow buttons or by dragging and dropping.

To export objects, expand the Available Objects tree and choose the item to export. Use the arrows to move objects to and from the Selected Objects form.

5. On the Tuning form, you can choose to generate a log file, if needed.
6. Click Next.  
**Note:** Choose the Generate Log File option and enter a log file name or choose a log file using Browse.
7. On the Advanced Options form, take the defaults or choose the desired options, and click Next.
8. On the Summary form, verify that all of the chosen objects and options are correct.
9. Click Finish to begin exporting objects.

A message window opens that displays information about the progress of the export process.

10. When the export process is completed, you will receive the following message:  
Export terminated successfully without warnings.  
If the message informs you that there were errors or warnings, check your log file to review the export process.

► **To create a backup for SQL Server**

---

1. From SQL Enterprise Manager, from the Tools menu, choose Database/Object Transfer.  
The Database/Object Transfer form appears.
2. Choose a destination server and database on which to create backup copies of your tables.  
**Note:** The source server and the destination server can be the same, but the database must be different.
3. Keep all default settings and then click the Start Transfer button.  
The Database/Object Transfer tool moves your objects.
4. Perform either of the following to verify whether the backup was successful:
  - When the process completes the transfer, you can click the View Logs button to review the transfer process.
  - Run a SELECT statement to verify that your backup tables transferred to the new database with data.

► **To restore a backup file for AS/400**

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Restore the libraries and IFS directories that you backed up from tape.

► **To restore a backup file for Oracle on UNIX or Windows NT**

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1. From the Oracle Enterprise Manager Tool, open Data Manager and from the Data menu, choose Import.
2. Type the name of your import utility .dmp file.
3. Click Next.
4. On the Object Selection form, choose the objects you want to restore and click Next.

The Importable Objects tree contains the objects which are importable in the file you specified. To move the object to the Selected Objects tree, choose an object in the tree and click the down arrow.

**Note:** When the .dmp file is on a remote machine, Data Manager uses the Console job and event system to retrieve the file before displaying the data through the Import Wizard. The Remote Import page of the Import Wizard has a status line at the top of the page which shows the progress of data retrieval. The Oracle Enterprise Manager Console must be running.

Three conditions can be displayed: Job Submitted, Job Started, and Job Completed.

**Important:** Data retrieval must complete successfully before beginning the import operation.

The Selected Objects/Available Objects tree contains the objects to be imported. To remove an object from the list, choose the object and use the up arrow or drag and drop.

5. Click Next.
6. On the Associated Objects form, you can accept the defaults and click Next.
7. On the Tuning form, you can choose to generate a log file, if needed.
8. Click Next.

**Note:** Choose the Generate Log File options and enter a log file name or choose a log file using Browse.

9. On the Advanced Options form, choose the Increment Type. If you followed the instructions to create a backup, choose None for Increment Type and click Next.
10. On the Summary form, verify that all chosen objects and options are correct.

**Important:** You must drop the existing objects in the database that you want to restore, or else the import process will fail.

11. Click Finish to begin importing objects.
12. When the import process is completed, you will receive the following message:

Process terminated successfully with no warnings.

If the message informs you that there were errors or warnings, check your log file to review the export process.

13. Perform a SELECT statement to verify that your backup tables are populated with data.

### ► To restore a backup file for SQL Server

---

Verify that the Select Into/Bulk Copy option on the Options form is turned on for the database into which you will transfer objects. Double-click the database in the tree structure to access the Options form.

1. From SQL Enterprise Manager, from the Tools menu, choose Database/Object Transfer.  
The Database/Object Transfer form appears.
2. Choose a destination server and database from which to transfer backup copies of your tables.  
**Note:** The source server and the destination server can be the same, but the database must be different.
3. Turn off the Transfer All Objects option, but keep all of the other default settings.
4. Click the Choose Objects button, choose the objects that you want to transfer and then click OK to return to the Database/Object Transfer form.
5. Click the Start Transfer button.  
The Database/Object Transfer tool moves your objects.
6. Perform either of the following to verify whether the backup was successful:
  - When the process completes the transfer, you can click the View Logs button to review the transfer process.
  - Run a SELECT statement to verify that your backup tables transferred to the new database with data.

### ► To restore a backup file for SQL Server on Windows NT

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Verify that the Select Into/Bulk Copy option on the Options form is turned on for the database into which you will transfer objects. Double-click the database in the SQL Enterprise Manager tree structure to access the Options form.

1. Generate scripts for the tables you want to restore and then drop the tables.
2. Use SQL to re-create the scripts for the tables.
3. From the command line, type the following command:

```
bcp [[database_name.]owner.]table_name{in|out} datafile /n /u /p /s
```

The following material concerning SQL Server is reprinted from *SQL Server Books Online - Transact SQL Reference 6.0* with permission from Microsoft Corporation.

| Variable Name        | Description  |
|----------------------|--|
| <i>database_name</i> | Specifies the database. If the table being copied is in your default database, this parameter is optional.   |
| <i>owner</i>         | The owner's name. This name is optional if you own the table being copied. If no owner is specified and you do not own a table of that name, the program will not execute.                               |
| <i>table_name</i>    | Specifies which database table to copy.  |
| <i>in   out</i>      | Specifies the direction of the copy. The in option copies from a file into the database table while the out option copies to a file from the database table.   |
| <i>datafile</i>      | The full path of an operating system file when copying a table to or from multiple diskettes; <i>datafile</i> is a drive specifier only (such as C:).  |
| <i>/n</i>            | Performs the copy operation using the data's native (database) data types as the default. This option does not prompt for each field because it uses the default values.                                 |
| <i>/u login_id</i>   | User ID.   |
| <i>/p password</i>   | A user specified password. If the /p option is not used, bcp prompts for a password. If the /p option is used at the end of the command line without any password, bcp uses the default password (NULL). |
| <i>/s servername</i> | Specifies which SQL Server to connect to. The <i>servername</i> is the name of the server machine on the network. This option is required when you perform bcp from a remote machine on the network.     |

4. Perform a SELECT statement to verify that your backup tables populate with data.



## **Additional Information**

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

- Data integrity and the chart of accounts
- Understanding inventory transactions
- Managing bad debts
- Multiple ledger types
- Translation considerations for multilingual environments
- Translation routines
- J.D. Edwards multicurrency solution summary
- Understanding annual close procedure
- Understanding country server exits
- Understanding interoperability

## 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.

If you use an alternate chart of accounts for your local legal chart of accounts, the integrity of your accounting data is very important. To help maintain the integrity of accounting data, consider the following topics:

- Account defined only in the Account Master table
- Account defined only in the alternate chart of accounts
- Security on the alternate chart of accounts
- Account deleted from the user defined code table

### Account Defined Only in the Account Master Table

You might create an account in the Account Master table without defining a corresponding alternate account. If you do, when transactions are entered for the account in the Account Master 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:

|                                    |    |    |
|------------------------------------|----|----|
| Ledger Type (AA Actual Amounts)    | DR | CR |
| Total Alternate Accounts (A)       | DR | CR |
| Total Other/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.

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 will not be able to 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 the category code that contains your alternate account from the global update. To exclude a category code, make sure that the processing option for that category code does not contain a 1. The category code processing options are located on the Account Info tab.

## Account Deleted from the User Defined Code Table

You might delete an alternate account that has active transactions and balances from the User Defined Codes table. 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 the 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*

## Understanding Inventory Transactions

### Generally Accepted Accounting Practices in the U.S. and France

Based on generally accepted accounting principles (GAAP) in the United States (U.S.), the expense due to the purchase of an inventory item is recognized only at the time of sale (the balance of the cost of sales account). The U.S. GAAP and the J.D. Edwards standard solution imply an accounting principle of permanent inventory. That is, each inventory transaction generates an accounting entry.

In France, the purchase must be recognized in a purchase account. It is customary to periodically identify the difference between the initial inventory and the final inventory and to post an offset entry to a stock variation account.

### Accounting Schemes

The following tables show which accounts to debit and credit for each transaction using the final stock mode and permanent inventory accounting schemes:

#### Final Stock Mode

| Event                     | U.S. GAAP                      |                           | French GAAP                      |                           |
|---------------------------|--------------------------------|---------------------------|----------------------------------|---------------------------|
|                           | Debit                          | Credit                    | Debit                            | Credit                    |
| <b>Reception of goods</b> | Stock                          | Received not<br>vouchered | Purchase                         | Received not<br>vouchered |
| <b>Supplier invoice</b>   | Received not<br>vouchered      | A/P trade                 | Received not<br>vouchered        | A/P trade                 |
| <b>Sale</b>               | A/R trade<br><br>Cost of sales | Sales<br><br>Stock        | A/R trade<br><br>Stock variation | Sales<br><br>Stock        |
| <b>Final stock</b>        | Not available                  | Not available             | Stock*                           | Stock variation*          |

\*The entry can be inverted if the final stock is lower than the initial stock.

## Permanent Inventory

| Event              | U.S. GAAP              |                        | French GAAP            |                        |
|--------------------|------------------------|------------------------|------------------------|------------------------|
|                    | Debit                  | Credit                 | Debit                  | Credit                 |
| Reception of goods | Stock                  | Received not vouchered | Purchase               | Received not vouchered |
| Supplier invoice   | Received not vouchered | A/P trade              | Received not vouchered | A/P trade              |
| Sale               | A/R trade              | Sales                  | A/R trade              | Sales                  |
|                    | Cost of sales          | Stock                  | Stock variation        | Stock                  |

Note the following about the final stock mode and permanent inventory schemes:

- The entry for final stock in the Final Stock Mode scheme does not exist in the Permanent Inventory scheme.
- The offsetting entry for the stock account is *always* the stock variation account.
- The cost of sales (U.S. GAAP) is equal to purchase plus or minus the stock variation (French GAAP).

## J.D. Edwards Solution

When goods are received, the system uses automatic accounting instructions (AAIs) to generate a single entry in the appropriate account. The French GAAP requires an additional entry. You can use Allocations within J.D. Edwards standard solution to generate the second entry.

The purchase of stock for a given period corresponds to the inventory entries of the same period. For clients working with a standard price, J.D. Edwards recommends using the Chart of Accounts to distinguish between the purchase at standard price and the variation. You can use the business unit or the object to achieve this distinction.

## Example: Chart of Accounts

The following table compares a French chart of accounts that is structured to report on the difference between initial inventory and final inventory with a U.S. chart of accounts:

| Description                            | U.S.<br>Account | French<br>Account | Level of<br>Detail |
|--|-----------------|-------------------|--------------------|
| Stock                                  | 1400            |                   | 5                  |
| Raw materials                          | 1410            | 3110              | 7                  |
| Finished goods                         | 1420            | 3550              | 7                  |
| Accounts Payable                       | 4100            |                   | 5                  |
| A/P trade                              | 4110            | 4011              | 7                  |
| Received not vouchered                 | 4115            | 4081              | 7                  |
| Gross Margin                           | 5000            |                   | 4                  |
| Total sales                            | 5001            |                   | 5                  |
| Gross sales                            | 5010            | 7011              | 7                  |
| Discount                               | 5020            | 7091              | 7                  |
| Cost of Sales                          | 6000            |                   | 5                  |
| Purchases at standard price            | 6010            | 6011              | 7                  |
| Variation of standard price            | 6011            | 6011              | 7                  |
| Variation of stock<br>(raw materials)  | 6012            | 6031              | 7                  |
| Variation of stock<br>(finished goods) | 6013            | 7135              | 7                  |

## Automatic Accounting Instructions

The following tables show how to set up the AAIs to post transaction amounts to the correct account using the stock entries, purchase entries, and sales entries accounting schemes.

### Stock Entries

These entries are reserved for stock transactions that are not related to a purchase or a sale, such as inventory issues, transfers, and adjustments.

| AAI       | Description | Object | Description     |
|-----------|-------------|--------|-----------------|
| TRI/4122  | Adjustments | 1410   | Stock           |
| TRO/4124  | Adjustments | 6031   | Stock variation |
| PINV/4152 | Inventory   | 1410   | Stock           |
| PEXP/4154 | Inventory   | 6031   | Stock variation |

## Purchase Entries

| <b>AAI</b> | <b>Description</b>                 | <b>Object</b> | <b>Description</b>             |
|------------|------------------------------------|---------------|--------------------------------|
| OPI/4310   | Reception of stocked raw materials | 6010          | Purchase                       |
| OPN/4315   | Reception of non-stocked items     | xxxx          | Purchase of non-stocked Items  |
| OPR/4320   | Reception                          | 4115          | Received not<br>vouchered*     |
| OPV/4330   | Variation of standard price        | 6011          | Variation of<br>standard price |
| OPP/4335   | Variation of standard price        | 6011          | Variation of<br>standard price |
| OPX/4340   | Variation of currency              | xxxx          | Variation of<br>currency       |

\*The offsetting entry for this account is generated through the AAI PCxxxx.

## Sales Entries

| <b>AAI</b> | <b>Description</b> | <b>Object</b> | <b>Description</b>             |
|------------|--------------------|---------------|--------------------------------|
| SOC/4220   | Sales              | 6013          | Stock variation finished goods |
| SOS/4230   | Sales              | 5010          | Sales*                         |
| SOI/4240   | Sales              | 1420          | Stock                          |
| SOT/4250   | Sales              | xxxx          | Taxes*                         |

\*The offsetting entry for the A/R Trade account is generated by the AAI RCxxxx.

## Indexed Allocation Computations

Use indexed allocation computations to generate accounting entries for the entry of stock based on the purchase account at standard price.

Set up your allocations as follows:

|                              |               |
|------------------------------|---------------|
| <b>Recur Frequency</b>       | MO (Monthly)  |
| <b>Method</b>                | Update        |
| <b>Computations Based On</b> | Month to Date |

|                                |                      |
|--------------------------------|----------------------|
| <b>Contra/Clearing Account</b> | 6031 Stock valuation |
| <b>From OBJ</b>                | 6010 Purchase        |
| <b>From LT</b>                 | AA                   |
| <b>Rate Factor</b>             | 1                    |
| <br><b>TO OBJ</b>              | 1410 Stock           |
| <b>TO LT</b>                   | AA                   |

You can minimize the setup required for allocations by using a transit account. For example, if you have several accounting branches, you can use the following alternative:

|                                |                        |
|--------------------------------|------------------------|
| <b>Contra/Clearing Account</b> | <b>Transit Account</b> |
| <b>From OBJ</b>                | 6010 Purchase          |
| <b>From LT</b>                 | AA                     |
| <b>Rate Factor</b>             | 1                      |
| <b>TO OBJ</b>                  | 1410 Stock             |
| <b>TO LT</b>                   | AA                     |
| <br><b>From OBJ</b>            | 6010 Purchase          |
| <b>From LT</b>                 | AA                     |
| <b>Rate Factor</b>             | -1                     |
| <b>TO OBJ</b>                  | 6031 Stock variation   |
| <b>TO LT</b>                   | AA                     |

For information on indexed allocation computations, see *General Accounting: Setting Up Indexed Allocation Computations*.

## Managing Bad Debts

When an Accounts Receivable (A/R) trade account becomes a solvency risk (for example legal rectification), the A/R trade account is recognized as a Doubtful A/R trade account independent of the invoice due date. You create an entry in a Doubtful A/R trade account every time a posted invoice, or several invoices, represents a risk.

In the French chart of accounts, a special account exists in class 4 as a subset of account 411000 - Trade Accounts Receivable and is used for doubtful clients and client accounts in litigation.

When you recognize a client account as a bad debt, you transfer the receivable amount, including any value added tax (VAT), to account 416000 - Bad Debts. You also create the necessary accounting entries between account 416000 - Bad Debts and account 411000 - Trade Accounts Receivable. In addition, you must create the necessary accounting entry in account 491000 - Provision for Doubtful Trade Account.

To process bad debts, use one of the following methods:

- G/L offset transfer method
- Payment status modification method

Regardless of which method you use to process bad debts, you must also complete the following:

- Entering an A/R Doubtful Provision

### **G/L Offset Transfer Method**

Use the G/L Offset Transfer method to transfer invoices from the Trade Accounts Receivable account to the Bad Debts account. To do this, use the chargeback procedure in the receipts entry program. When you use the chargeback procedure, you close the invoice by opening a new document (document type RB). You can manually change the G/L offset for the new document to the Bad Debts account (416000).

You can use this method to create one new document per invoice or one new document for all the invoices that you want to transfer to the Bad Debts account.

If you create one document for multiple invoices, you can associate bad debts with document type RB. Otherwise, it is important to remember that document type RB might identify other types of chargebacks in addition to bad debts.

To further identify clients with bad debts, you can specify the credit message D (for bad debts) on the customer master record for the client.

**Note:** The disadvantage of the G/L Offset Transfer method is that the system will not include the original data relative to that client's invoices on any A/R reports that you print, which might not be a disadvantage if you are accustomed to tracking this information using online inquiries.

## Payment Status Modification Method

You can modify the payment status for invoices that are considered bad debts. To do this, you must create a specific payment status code, such as X, for bad debts. To further identify clients with bad debts, you can specify the credit message D (for bad debts) on the client's Customer Master record.

If you use the payment status modification method and indicate the credit message D on the Customer Master record, you must:

- Modify the data selection for your A/R Open Detail and Summary reports so that invoices identified as bad debts (with payment status X) are excluded.
- Create report versions to report on clients identified as bad debts.
- Manually enter a reversing journal entry at the end of the month to offset the difference between the A/R Trade Accounts accounts and the Doubtful A/R Trade Account. You can print this information on the Trial Balance report by G/L Offset. Use data selections to include only records with the payment status for bad debts (X).

**Note:** The advantage of the Payment Status Modification method is that you can maintain the information in the system relative to the original invoice, and you can easily access and update bad debt information. The disadvantages are that the setup phase is more complex, and that you are required to make a monthly manual entry. J.D. Edwards recommends this solution if you need to keep the original invoice information to process delinquency notices. See *Setting Up an Alternate Chart of Accounts*

After you have made your entries to the A/R trade account as a doubtful account, you must enter an A/R Doubtful Provision.

## Entering an A/R Doubtful Provision

Use the Standard Invoice Entry (P03B2002) program to enter the negative provision. You must set the G/L Offset code to the following account:

491000 - Provisions pour créances douteuses

**Note:** The advantage of the A/R Doubtful Provision method is that you can maintain the information in the A/R Trade accounts as required by French law.

If the invoice is paid after you enter the doubtful provision, you must void the invoice for that doubtful provision using Standard Invoice Entry (P03B2002).

If the invoice will never be paid, you must enter an unrecoverable A/R loss.

### ► To enter an unrecoverable loss

---

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. Cancel the original revenue by entering a loss (and corresponding VAT) in account 654000 - Pertes sur créances irrécouvrables.
2. Close the A/R Doubtful Trade account (416000) by entering the correct G/L Offset code.

**Caution:** Do not forget to void the A/R Doubtful Trade account (416000) and then calculate the net.

**Note:** The advantage of the unrecoverable A/R loss method is that you can maintain the information in the A/R Trade accounts, as required by French law.

## Multiple Ledger Types

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

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

## Currency Ledgers

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

## Depreciation Ledgers

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

## User Defined Ledgers

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

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

## Translation Considerations for Multilingual Environments

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

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

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

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

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

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

## See Also

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

## Business Unit Descriptions

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

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

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

## See Also

- *General Accounting: Translating Business Units*

## Account Descriptions

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

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

### See Also

- *General Accounting: Translating Accounts*

## Automatic Accounting Instruction Descriptions

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

### See Also

- *General Accounting: Working with AAIs*

## User Defined Code Descriptions

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

### See Also

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

## Delinquency Notice Text

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

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

## See Also

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

## Translation Routines

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

J.D. Edwards provides the following translation routines:

- X00500 - English
- X00500BR - Brazilian Portuguese
- X00500CH - Chinese
- X00500D - German (mark)
- X00500ED - German (euro)
- X00500FR - French (franc)
- X00500EF - French (euro)
- X00500I - Italian (lira)
- X00500EI - Italian (euro)

- X00500S1 - Spanish (female)
- X00500S2 - Spanish (male)
- X00500S3 - Spanish (female, no decimal)
- X00500S4 - Spanish (male, no decimal)
- X00500S5 - Spanish (euro)
- X00500U - United Kingdom
- X00500U1 - United Kingdom (words in boxes)

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

## J.D. Edwards Multicurrency Solution Summary

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

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

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

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

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

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

### **Data Entry in Foreign or Domestic Currency**

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

### **Setting Up Daily Transaction Rates**

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

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

## Intercompany Settlements

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

## Gain and Loss Recognition

Gain and loss recognition features include:

**Realized gains and losses** Entries that represent exchange rate realized gains and losses are automatically created at the time of cash receipt or entry.

**Unrealized gains and losses** You can print a report to analyze open receivables and payables in order to booking unrealized gains and losses at the end of the month. Optionally, you can set up your system to create these entries automatically.

## Detailed Currency Restatement

Detailed currency restatement features enable you to:

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

## Balance Currency Restatement

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

## As If Currency Repost

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

## See Also

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

## Understanding the Annual Close Procedure

A fiscal year is considered active for a company when its beginning date is defined in the company setup.

For example, if the beginning date of a fiscal year for a company is 01/01/99, fiscal year 99 is *active* on January 01, 1999.

To change the active fiscal year, you must change the beginning date of the year. For example, to activate fiscal year 2000, the beginning date of the fiscal year must start on 01/01/00 if the first month of the fiscal year is January.

**Caution:** It is impossible to record entries from the previous fiscal year for the active fiscal year.

The J.D. Edwards annual close procedure for the fiscal year includes the following phases:

- Activating the new accounting period
- Creating adjusting entries for the period close
- Running the final period close

### Phase 1: Activating the New Accounting Period

To complete the first phase, fiscal year N must be active if you want to record entries on the previous fiscal year (N) and the new fiscal year (N+1). J.D. Edwards recommends that you activate fiscal year N+1 in conjunction with the closing of the last period of fiscal year N.

Running a fiscal year closing procedure, called “period pre-closing,” is also recommended for setting up the balance forward amounts to carry over to the first period of fiscal year N+1. Balance forward amounts are carried over to the first period of fiscal year N+1 if the final fiscal year closing has not been run before reporting the first period of the new fiscal year (Occurrence is common.)

## Phase 2: Creating Adjusting Entries for the Period Close

During the second phase, you must record the last adjusting entries of the fiscal year N to proceed with the final closing of fiscal year N.

You can use one of two solutions to record the last adjusting entries for fiscal year N:

- Reopening fiscal year N
- Without reopening fiscal year N

### Reopening Fiscal Year N

If you use this solution, you are required to reactivate fiscal year N by using the start date for fiscal year N and setting up the last period as the active year and period (General Accounting system only).

J.D. Edwards recommends using a specific document type (for example, J9 = year closing entries). After you post the last adjusting entries for fiscal year N, you must reactivate fiscal year N+1 and the current period.

J.D. Edwards also recommends that the last adjusting entries for fiscal year N be made by the same person and that they be protected from other General Accounting system users. This procedure is not mandatory.

Entering records on the previous fiscal year (N) is easily protected using this solution.

### Without Reopening Fiscal Year N

This solution allows records to be entered on the last day of the fiscal year N with the specific document type of ##, without reopening fiscal year N. If you choose this solution, you must post these entries in the usual way.

**Caution:** It is difficult to set up security on the record entry for the previous fiscal year using this solution.

## Phase 3: Running the Final Period Close

The final period close programs are available beginning with the following releases:

- WorldSoftware A7.2 and A7.3LG
- OneWorld B73.3

Before running the final period closing, verify that the following steps are completed:

- Print the necessary reports
- Print the Trial Balance, the General Ledger, and the General Journal in final mode

This process identifies the transactions as already printed in final mode for the fiscal year that you are closing and prevents the reports from being run again in final mode for the same fiscal year.

**Caution:** This process can be run only once in final mode. However, the reports can be run as many times as required in proof mode, even after final mode has been run.

- Back up your entire environment

At this point in the annual close procedure, J.D. Edwards recommends that you back up your entire environment for fiscal auditing purposes. The backup is very important because you can be asked, during a tax audit of your information system, to provide reproductions of your reports (General Ledger or other) as well as your accounting system's electronic data files.

After you verify that the preliminary steps have been completed, run the final period close.

When you run the final period close, the program computes the year's income and updates the balance forward amounts for fiscal year N+1.

**Note:** The new (N+1) fiscal year beginning balance date must be active.

## Understanding Country-Server Exits

The J.D. Edwards solution for France includes country-server exits that facilitate country-specific functions without modifying or disrupting standard software functions or processes. Country-server exits cause forms or business functions to be available to appropriate users and hidden from users for whom the forms or business functions are not pertinent.

This section identifies the following French-specific country-server exits:

- Tax ID validation
- Bank ID validation

## **Tax ID Validation**

The country-specific logic for tax ID validation for France is invoked if the localization country code in User Profile Revisions is FR (France) or if the user's address book record contains the country code FR.

The following programs invoke the country-server exit for tax ID validation:

- P03013 - Customer Master
- P04012 - Supplier Master
- P01012 - Address Book
- N0100041 - Address Book MBF

The following business functions are called to run the country-server exit for tax ID validation within address book records for customers, suppliers, and others.

The business functions follow this order:

- N7000030 - Validation Plug & Play - Tax ID
- B7000030 - Validation C/S - Tax ID
- N7400050 - Tax ID Validation - France

## **Bank ID Validation**

The country-specific logic for bank ID validation for France is invoked if the localization country code in User Profile Revisions is FR (France).

The following programs invoke the country-server exit for bank ID validation:

- P0030G - G/L Bank Accounts
- P0030A - Bank Accounts By Address
- R00314 - Bank Account Validation
- P03B602 - Draft Entry

The following business functions are called to run the country-server exit for bank ID validation. The business functions follow this order:

- N7000040 - Validation Plug & Play - Bank ID
- B7000040 - Validation C/S - Bank ID
- N7400020 - Bank ID Validation - France/D7400040 - Validation Plug & Play - Bank

## Understanding Interoperability

The J.D. Edwards/XRT-CERG joint development project provides enhanced integration between OneWorld financial applications and XRT-CERG cash and treasury management applications.

This enhancement includes an integration of OneWorld Accounts Payable, Accounts Receivable, and General Accounting information to the XRT-CERG interface.

### See Also

- *Accounts Payable: About Interoperability* for more information regarding Accounts Payable interoperability
- *Accounts Receivable: About Interoperability* for more information regarding Accounts Receivable interoperability
- *General Accounting: About Interoperability* for more information regarding General Accounting interoperability



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## Tax Processing

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

- Processing VAT



## Processing VAT

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For an overview of value added tax (VAT), review the following topics:

- Understanding value added tax
- Understanding French VAT

Processing VAT in France consists of the following tasks:

- Entering journal entries with tax
- Printing the Tax Detail report
- Printing VAT reports for payments and receipts
- Creating tax reports in the euro
- Completing the VAT return form

## Understanding VAT

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

|                  |   |
|------------------|---|
| <b>Input VAT</b> | 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

|                                 |   |
|---------------------------------|---|
| <b>Nonrecoverable Input VAT</b> | Input VAT cannot be recovered for:  |
|                                 | <ul style="list-style-type: none"><li>• Goods and services that are not necessary for running the business</li><li>• Expenses that are related to business entertainment</li><li>• Transport of persons</li><li>• Oil-based fuels and lubricants that are transformed and then resold</li><li>• Goods that are provided free of charge or at a substantially reduced price</li><li>• Purchase of cars</li><li>• Services related to goods that are normally excluded from the right of recovery</li></ul> |

## Understanding French VAT

In France, the taxpayer is liable for collected VAT and deductible VAT. Collected VAT is included on sales. Deductible VAT is included in the purchase of goods, equipment, and services. Collected VAT can be offset against any deductible VAT. Businesses can also postpone the declaration of VAT in certain circumstances.

Certain services are subject to a special fiscal regime that allows you to declare the VAT when payment is made as opposed to when the voucher is recorded. Postponing the declaration of VAT payable as long as possible can be advantageous for a business. This regime is also valid for accounts receivable transactions when VAT is recognized at the time of receipt instead of at the time of invoicing.

## Before You Begin

- See *Understanding Value Added Tax* for more information regarding VAT terminology.

## VAT Returns

Each month of VAT returns must be completed on a special form (CA3) and filed with the local tax office between the 15th and 24th day of the following month.

You must pay any collected VAT that exceeds your business' over deductible VAT at the time of filing.

## VAT Exemptions

To be exempt from VAT, your business must work within the following guidelines:

- Goods must be physically moved to another EU-member country.
- Customers must have VAT identification codes.
- Invoices must show applicable VAT numbers.
- Goods cannot be of a special category, such as vehicles.

## Entering Journal Entries with Tax

If you do business in a country that assesses a recoverable value-added tax (VAT) or similar taxes, you might need your journal entries to reflect that information.

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

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

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

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

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

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

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

Depending on the setting of the processing option, the system might require an address book number for each detail line (general ledger distribution). You can enter a default address book number in the header area. The system will use this number for address book numbers that you leave blank on detail lines.

## Before You Begin

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

## Example: Journal Entry with Tax

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

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

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

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

## See Also

- *Entering Basic Journal Entries*

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

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

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

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

4. For each G/L distribution with tax, complete the following fields:

- Account Number
- Taxable Amount
- Tx Ex (Tax Explanation Code)
- Tax Area

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

- Address Number

6. Review the calculated tax in the following field:

- Tax

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

8. Click OK.

| Field  | Explanation  |
|--------|--|
| Amount | A number that identifies the actual amount. Enter debits with no sign or a plus sign. Enter credits with a minus sign either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores nonsignificant symbols.<br><br>..... <i>Form-specific information</i> .....<br><br>If you enter an amount in the Taxable Amount field, the system calculates the gross amount and the tax. If you enter an amount in the Gross Amount field, the system calculates the taxable amount and the tax. |
| Tax    | This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).<br><br>..... <i>Form-specific information</i> .....<br><br>Leave this field blank to have the system calculate the tax. Also, leave this field blank on the offsetting entry, where the Amount field includes the amount and the tax amount from the preceding lines. Enter the tax in this field for tax-only journal entries.  |

| Field           | Explanation   |
|-----------------|---|
| Tax Expl Code 1 | <p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.</p>  |
|                 | <p>A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p>   |
|                 | <p>The Tax Explanation Code is used in conjunction with the Tax Rate Area and Tax Rules by Company to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code, including E, to exempt the pay item from calculating taxes.</p> <p>.....<i>Form-specific information</i>.....</p>  |
| Tax Area        | <p>Enter V, VT, or a user defined code beginning with V. V+ is not a valid code.</p> <p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> |
|                 | <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate.</p>   |
|                 | <p>The system uses this code to properly calculate the tax amount.</p> <p>.....<i>Form-specific information</i>.....</p>  |
|                 | <p>You can post only to a single tax authority. The system allocates all VATs to the tax authority associated with the first tax area listed. If the tax areas you enter are associated with more than one tax authority, the system does not allocate the VAT correctly.</p>   |

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

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

1. On Work with Journal Entries with VAT, click Add.
2. On Journal Entries with VAT, complete the following fields:
  - G/L Date
  - Explanation
3. Complete the optional fields in the header area as necessary, including the following field:
  - Address NumberIf you do not enter a document type, the system uses a default of JE.
4. For each G/L distribution with tax, complete the following fields:
  - Account Number
  - Tx Ex (Tax Explanation Code)
  - Tax Area
  - Gross Amount
5. If necessary, complete the following field in the detail area:
  - Address Number
6. Review the calculated tax in the following field:
  - Tax
7. Complete the G/L distribution for offsetting entries as needed.
8. Click OK.

## **Processing Options for Journal Entries with VAT**

Batch Type

Enter a Default Batch Type

---

Addr # Required

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

---

MBF Version

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

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

### **Versions**

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

## **Printing the Tax Detail Report**

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

In France, you can print the Tax Detail report to help you complete your VAT return forms. The report lists actual tax information by company and order type for each tax rate and area you have set up for your system.

The Tax Detail report prints the detail tax information in the Sales/Use/VAT Tax File table (F0018).

## Processing Options for Tax Detail Report (R0018P)

### Tax Report

1. Enter a '1' to flag the detail records as having been read:
- 

### As-If Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.
  2. Enter the "As-Of" date for processing the current exchange rate for the as-if currency. If left blank, the system date will be used.
- 

## Printing VAT Reports for Payments and Receipts

From the French VAT Processing menu (G00214), choose VAT Report.

VAT is usually due at invoice entry and posting time. If the services and goods on the vouchers received are subject to this fiscal regime, you can declare VAT when the payment is made rather than when the voucher is recorded. You can do the same when you process Accounts Receivable (A/R): you can declare VAT when you receive payment rather than when you record the invoice.

VAT reports for payments and receipts provide the information that you need to complete official tax declaration forms and reconcile VAT accounts. You can use the information from VAT reports to differentiate between transactions that are subject to the ordinary VAT on Debits regime and transactions that are subject to the VAT Payable on Receipts and VAT Collected on Payments regimes.

The program that generates VAT on payments and receipts selects only the transactions that are entered with a tax code you set up in UDC 74/TX. The program produces a report that highlights the transaction detail of those invoices for which VAT has been declared at receipt and payment time.

If you postpone declaring VAT for specific transactions, you should note the following:

- The VAT Payable on Receipts and VAT Collected on Payments regimes are applicable only to identifiable services and construction works.
- For the VAT Payable on Receipt regime, the VAT amount should be accounted for when a receipt is recorded for the invoice. For a partial receipt, only the VAT for the received amount should be recognized. For A/R drafts, the actual receipt should be considered as received at the draft due date and not at the receipt date (the date on which the draft is recorded).
- For the VAT Collected on Payment regime, the VAT amount should be accounted for when the vouchers are paid. For partial payment, only the VAT for the paid amount should be recognized. For A/P drafts, the actual payment should be considered paid at the draft due date and not at the payment date.

When you run the VAT Detail Report (R7400CSM), the system also runs the VAT on Payments report (R7400CAP) and the VAT on Receipts report (R7400CAR). The process generates three reports using the data selection that you specify for the VAT report.

You should run VAT reports for each reporting period. The VAT report shows the following detail for each tax rate:

- VAT Collected on Debit (ordinary VAT processing)
- VAT Collected on Payment (special regime)
- VAT Payable on Debit (ordinary VAT processing)
- VAT Payable on Receipt (special regime)

If your company accounts for VAT on Payments and Receipts, you can use the VAT on Payments and Receipts process for VAT on Debit transactions.

The VAT report program includes the following functions:

#### **Partial Receipts and Payments**

You can process partial receipts and payments. The system identifies the pay item records for which VAT has already been received or paid. The VAT report shows these records in two columns:

- Tax Already Declared
- Tax To Declare

|                              |   |
|------------------------------|---|
| <b>Summary of Taxes</b>      | At the bottom of each report (Accounts Payable and Accounts Receivable), the VAT report shows a summary of taxes to declare by tax rate.  |
| <b>Transaction Listing</b>   | The VAT report lists all transactions by tax rate and also a Tax to Declare column.   |
| <b>Draft Processing</b>      | The VAT report shows the VAT due based on the draft due date.   |
| <b>Proof and Final Modes</b> | You run the program in proof mode and print a report that you can review before running the program in final mode.  |
|                              | Final mode prints a report and updates applicable tables. Final mode also flags transactions so that the VAT amount is printed in the Tax Already Declared column for the next period rather than the Tax To Declare column for the current period. |
| <b>Euro Display</b>          | You can use the Currency processing options to display amounts in the euro.   |

## Setup Considerations

Before you can run the VAT on Payments and Receipts reports, you must complete the setup detailed below.

Complete the following processing options on the Post (R09801) programs.

|  |  |
|--|--|
| <b>Update Tax File</b>   | J.D. Edwards recommends that you enter a 3 |
| <b>Adjust VAT Account for<br/>Discount Taken</b>                         | 2 = Update VAT, Ext. Price and Taxable     |
| <b>Adjust VAT Account for<br/>Receipt Adjustments and<br/>Write Offs</b> | 2 = Update VAT, Ext. Price and Taxable     |

Define separate VAT accounts for the normal VAT on Debits and the VAT on Receipts and Payments in your chart of accounts. At the end of the reporting period, you will need to create manual entries to compensate the VAT on Receipts and Payments accounts. For example:

- 44571.DEBIT, VAT Collected on Debits
- 44571.ENC, VAT Collected on Receipts
- 44551.DEBIT, VAT Deductible on Debits
- 44551.DEC, VAT Deductible on Payments

Define separate tax rates for the VAT on Receipts and Payments regime and the VAT on Debits regime with distinct G/L Offsets. For example:

- C206, A/R VAT on Debits, G/L Offset = COL
- C206E, A/R VAT on Receipts, G/L Offset = ENC
- D206, A/P VAT on Debits, G/L Offset = DED
- D206E, A/P VAT on Payments, G/L Offset = DEC

**Caution:** Set up the tax rates used only for VAT on Receipts and Payments, not for VAT on Debits, in user defined code table 74/TX. See *Setting Up User Defined Codes*.

For example, in the previous list of tax rates only the following rates should be defined in user defined code table 74/TX:

- C206E, A/R VAT on Receipts
- D206E, A/P VAT on Payments

Define the following AAIs for the receivables and payables tax account using the G/L offsets defined for the tax rates:

- **RTCOL**, 44571.DEBIT
- **RTENC**, 44571.ENC
- **PTDED**, 44551.DEBIT
- **PTDEC**, 44551.DEC

## Processing Options for VAT Detail Report (R7400CSM)

### Process Tab

Use these processing options to specify values, such as that which specifies the running mode that the VAT Detail Report (R7400CSM) uses when other values are not entered for the transaction.

#### 1. Running Mode

Use this processing option to specify the mode in which to run the VAT reports. Running in proof mode only creates the VAT on Payments (R7400CAP), VAT on Receipts (R7400CAR), and VAT Report (R7400CSM). Running in final mode creates the reports and also updates the Sales/Use/VAT Tax File table (F0018).

Valid values are:

Blank Run in proof mode (default).

1 Run in final mode.

#### 2. Selection Date

Use this processing option to specify whether you use the G\L date or the service date as an invoice date.

Valid values are:

Blank The system uses the G/L date as the invoice date.

1 The system uses the service date as the invoice date.

#### 3. Print Summary

Use this processing option to specify whether the system prints the “on document” summary on the report. Valid values are:

Blank The system prints the “on document” summary on the report.

1 The system does not print the “on document” summary on the report.

## **Select Tab**

Use these processing options to specify data selection for the VAT Detail Report (R7400CSM).

### **1. Beginning G/L Date (Required)**

Use this processing option to specify the beginning G/L date. The system processes transactions with a G/L date between the beginning G/L date and the ending G/L date.

### **2. Ending G/L Date (Required)**

Use this processing option to specify the ending G/L date. The system processes transactions with a G/L date between the beginning G/L date and the ending G/L date.

### **3. Company Number (Required)**

Use this processing option to specify the company for which you are running VAT reports. The system processes transactions for this company only.

## **Receipts Tab**

Use these processing options to run the VAT Detail Report (R7400CSM) from receipts.

### **1. Bypass Accounts Receivable Process**

Use this processing to specify whether to process VAT from receipts.

Valid values are:

Blank The system processes VAT from receipts.

1 The system does not process VAT from receipts.

## 2. System Code

Use this processing option to specify the user defined system code for VAT on Receipts. If you leave this processing option blank, the system uses system code 74. Complete this processing option in conjunction with the Record Type processing option.

## 3. Record Type

Use this processing option to specify the user defined record type for VAT on Receipts. If you leave this processing option blank, the system uses record type TX. Complete this processing option in conjunction with the System Code processing option.

## 4. R7400CAR Version

Use this processing option to specify the version of VAT on Receipts (R7400CAR) to run. If you leave this processing option blank, the system runs version ZJDE0001.

## Payments Tab

Use these processing options to run the VAT Detail Report (R7400CSM) from payments.

### 1. Bypass Accounts Payable Process

Use this processing to specify whether to process VAT from payments.

Valid values are:

Blank The system processes VAT from Payments.

1 The system does not process VAT from Payments.

## 2. System Code

Use this processing option to specify the user defined system code for VAT on Payments. If you leave this processing option blank, the system uses system code 74. Complete this processing option in conjunction with the Record Type processing option.

### 3. Record Type

Use this processing option to specify the user defined record type for VAT on Payments. If you leave this processing option blank, the system uses record type TX. Complete this processing option in conjunction with the System Code processing option.

### 4. R7400CAP Version

Use this processing option to specify the version of VAT on Payments (R7400CAP) to run. If you leave this processing option blank, the system runs version ZJDE0001.

## Currency Tab

Use these processing options to specify the currency code and the “as of” date that the system prints when you run the VAT Detail Report (R7400CSM).

### 1. As-If Currency Code (Optional)

Use this processing option to enter the currency code for as-if currency reporting. This processing option allows for amounts to print in a currency other than the currency they are stored in. The system translates and prints them in the as-if currency. If you leave this processing option blank, the system prints the amounts in the database currency.

### 2. As-Of Date (Optional)

Use this processing option to specify the as-of date for processing the current rate for the as-if currency. If you leave this processing option blank, the system date is used.

## Creating Tax Reports in the Euro

Many European companies use the Use and VAT Tax and VAT Exception reports to help them complete their VAT return forms. During the euro transition period, you can create and print these tax reports in a currency other than the base currency of your company. This procedure is necessary if your company has converted its base currency to the euro but your government still requires tax reports in the national currency, or if your company has not yet converted its base currency but your government requires tax reports in the euro.

The following tax reports use “as if” currency processing, which allows you to create tax reports in a currency other than the base currency of your company:

- Use and VAT Tax (R0018P)
- VAT Exception Report by Tax Area (R0018P7)

“As if” currency processing for these tax reports follows the no inverse method of exchange rate calculation, which is a legal requirement for EMU member currencies. The tax reports print amounts as if they were entered in another currency. They do not write or update amounts in a tax table.

The Use and VAT Tax report and VAT Exception Report by Tax Area are located on the Tax Processing and Reporting menu (G0021).

### Processing Options for Tax Detail Report (R0018P)

#### Tax Report

1. Enter a '1' to flag the detail records as having been read:
- 

#### As-If Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.
  2. Enter the "As-Of" date for processing the current exchange rate for the as-if currency. If left blank, the system date will be used.
- 

### Processing Options for VAT Exception Report by Tax Area (R0018P7)

#### As-If Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print as normal.

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

## Completing the VAT Return Form

In France, the taxpayer is liable for collected VAT and deductible VAT. You must report VAT to the tax authorities. VAT returns must be completed monthly on a special form and filed with the local tax office between the 15th and 24th day of the following month.

You can use J.D. Edwards localized software to run French VAT reports. The reports provide the information that you need to complete official tax declaration forms and reconcile the VAT accounts. You can use information from VAT reports to differentiate between transactions that are subject to the ordinary VAT regime and transactions that are subject to the VAT Collected on Receipts and VAT Payable on Payments regimes.

An example of the French VAT Return form follows.

### See Also

- *Printing VAT Reports for Payments and Receipts*

**cerfa**  
N° 30-2947  
MODÈLE OBLIGATOIRE  
(Article 287 du C.G.I.)

DIRECTION GÉNÉRALE DES IMPÔTS

N° 3310 CA 3

**TAXE SUR LA VALEUR AJOUTÉE (ET TAXES ASSIMILÉES)**  
**DÉCLARATION MENSUELLE OU TRIMESTRIELLE - RÉGIME RÉEL NORMAL**  
**MINI RÉEL**

|   |                   |  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
|---|-------------------|--|---------|---------|-------------------|-----------|---------|--------|--------------|-----------|----------|-------------|-------|----------------|-------------|
| <b>PÉRIODE DE DÉCLARATION</b>   |                   | Ne pas omettre de préciser la période  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| Mois de ..... 19.....   |                   |  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| ou ..... trimestre 19.....  |                   |  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
|   |                   | Numéro d'identification intracommunautaire   |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| 0001  |                   | N° d'identification de l'établissement (SIRET)   |         |         |                   |           |         |        |              |           |          |             |       |                |             |
|   |                   | Code activité  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| <b>PAIEMENT, DATE, SIGNATURE</b>  |                   |  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| Dater et signer   |                   | Paiement par mandat, virement postal, virement bancaire, obligation cautionnée : cocher la case correspondante.  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| À .....   |                   | <input type="checkbox"/> 4 Virement bancaire <input type="checkbox"/> 5 Mandat, vir. postal <input type="checkbox"/> 6 Obligation cautionnée   |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| Le .....  |                   | <b>RÉSERVÉ À L'ADMINISTRATION</b> <table border="1"> <tr> <td>Somme :</td> <td>Date :</td> <td>Pénalités</td> </tr> <tr> <td>.....</td> <td>N° R.               </td> <td>Taux 5% 9005</td> </tr> <tr> <td>dont OC :</td> <td>N° R. 30               </td> <td>Taux % 9006</td> </tr> <tr> <td>.....</td> <td>N° d'opération               </td> <td>Taux % 9007</td> </tr> </table> |         | Somme : | Date :            | Pénalités | .....   | N° R.  | Taux 5% 9005 | dont OC : | N° R. 30 | Taux % 9006 | ..... | N° d'opération | Taux % 9007 |
| Somme :   | Date :            | Pénalités  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| .....   | N° R.             | Taux 5% 9005   |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| dont OC :   | N° R. 30          | Taux % 9006  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| .....   | N° d'opération    | Taux % 9007  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| Signature : .....   |                   |  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| Téléphone (facultatif) : .....  |                   |  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| Établir impérativement les chèques à l'ordre du TRÉSOR PUBLIC   |                   |  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| <b>CADRE RÉSERVÉ À LA CORRESPONDANCE</b>  |                   |  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| Rayez les indications imprimées par ordinateur qui ne correspondent plus à la situation exacte de l'entreprise (dénomination, activité, adresse, régime d'imposition...) et signaler ci-contre le changement intervenu. |                   |  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| NOM, PRÉNOMS : .....<br>(ou dénomination)   |                   | Date de réception _____  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| ACTIVITÉ : .....<br>(profession)  |                   |  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| ADRESSE : .....   |                   |  |         |         |                   |           |         |        |              |           |          |             |       |                |             |
| <table border="1"> <tr> <td>Recette</td> <td>Numéro de dossier</td> <td>Clé</td> <td>Période</td> <td>C.D.I.</td> <td>Insp.</td> <td>Régime</td> </tr> </table>   |                   |  |         | Recette | Numéro de dossier | Clé       | Période | C.D.I. | Insp.        | Régime    |          |             |       |                |             |
| Recette   | Numéro de dossier | Clé  | Période | C.D.I.  | Insp.             | Régime    |         |        |              |           |          |             |       |                |             |

| <b>A MONTANT DES OPÉRATIONS RÉALISÉES</b>  |      |  |
|--|------|--|
| <b>OPÉRATIONS IMPOSABLES (H.T.)</b>  |      | <b>OPÉRATIONS NON IMPOSABLES</b>               |
| 01 Ventes, prestations de services.....  |      | 04 Exportations hors CEE ..... 0032            |
| 02 Autres opérations imposables .....  |      | 05 Autres opérations non imposables ..... 0033 |
| 03 Acquisitions intracommunautaires .....<br>(dont ventes à distance et/ou opérations de montage :<br>.....) | 0031 | 06 Livraisons intracommunautaires..... 0034    |

| <b>B DÉCOMpte DE LA TVA À PAYER</b>  |  |                       |
|--|--|-----------------------|
| <b>OPÉRATIONS IMPOSABLES (lignes 1 à 3 ventilées par taux)</b>   |  | <b>Base hors taxe</b> |
| 07 Taux 18,6 % .....   |  | 0200                  |
| 08 Taux 5,5 % .....  |  | 0100                  |
| 09 Anciens taux.....   |  | 0900                  |
| 10 Opérations imposables à un taux particulier (décompte effectué sur annexe 3310 A) .....                                   |  | 0950                  |
| 11 Opérations réalisées dans les DOM.....  |  | 0920                  |
| 12   |  |                       |
| 13 TVA antérieurement déduite à reverser (pour les redevables RSI crédit au 31-12 dont le remboursement a été demandé) ..... |  | 0600                  |
| <b>14 Total (lignes 07 à 13).....</b>  |  |                       |
| <b>15 Dont TVA sur acquisitions intracommunautaires .</b> 0035 .....   |  |                       |

| <b>DÉDUCTIONS</b>  |      |      |
|--|------|------|
| 16 Biens constituant des immobilisations .....                               |      | 0703 |
| 17 Autres biens et services .....  |      | 0702 |
| 18 Autre TVA à déduire .....   |      | F    |
| 19 Report du crédit apparaissant ligne 24 de la précédente déclaration.....  | 8001 | F    |
| <b>20 Total des lignes 18 + 19.....</b>                                      |      | 0701 |
| <b>Indiquer ici le pourcentage de déduction applicable pour la période</b> % |      |      |
| <b>21 Total des lignes 16 + 17 + 20.....</b>                                 |      |      |

| <b>CRÉDIT</b>   |      | <b>TAXE À PAYER</b>  |
|---|------|--|
| 22 Crédit de TVA (ligne 21 – ligne 14).....                     | 0705 | 25 TVA nette due (ligne 14 – ligne 21).....                  |
| 23 Remboursement demandé sur formulaire n° 3519 joint .....     | 8002 | 26 Taxes assimilées calculées sur annexe n° 3310 A..... 9979 |
| 24 Crédit à reporter ligne 19 de la prochaine déclaration ..... | 8003 | 27 Sommes à imputer y compris acompte congés..... 9989       |
|   |      | 28 Sommes à ajouter y compris acompte congés..... 9999       |
|   |      | <b>Total à payer .....</b>                                   |

La loi n° 78-17 du 6 janvier 1978 relative à l'informatique, aux fichiers et aux libertés, garantit aux déclarants un droit d'accès et de rectification pour les données les concernant auprès du centre des Impôts dont ils relèvent.



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## Automatic Debit Processing

Processing automatic debits includes the following topics:

- Overview of automatic debits
- Setting up for automatic debits
- Working with automatic debits



## Overview of Automatic Debits

---

The overview of automatic debits includes the following topic:

- Working with automatic debits for France
- Automatic debits information flow

### Working with Automatic Debits for France

When you run the Automatic Debiting program to process automatic debits for France, specify the following program number for the debit format:

**R03B575FD**

Automatic Debits French Format

This format has been enhanced to support the euro.

You can specify this program number in the Bank File processing option when you create and process automatic debits. Alternatively, you can specify the program number in the Automatic Debit Batches program (P03B571) on the Revise Auto Debits Control form.

This program generates a bank file that corresponds to the French banking standards for automatic debits.

#### See Also

- *Accounts Receivable: Formatting a Batch of Automatic Debits* for detailed instructions on formatting automatic debits

#### Processing Options for Automatic Debits French Format (R03B575FD)

##### Statement Print

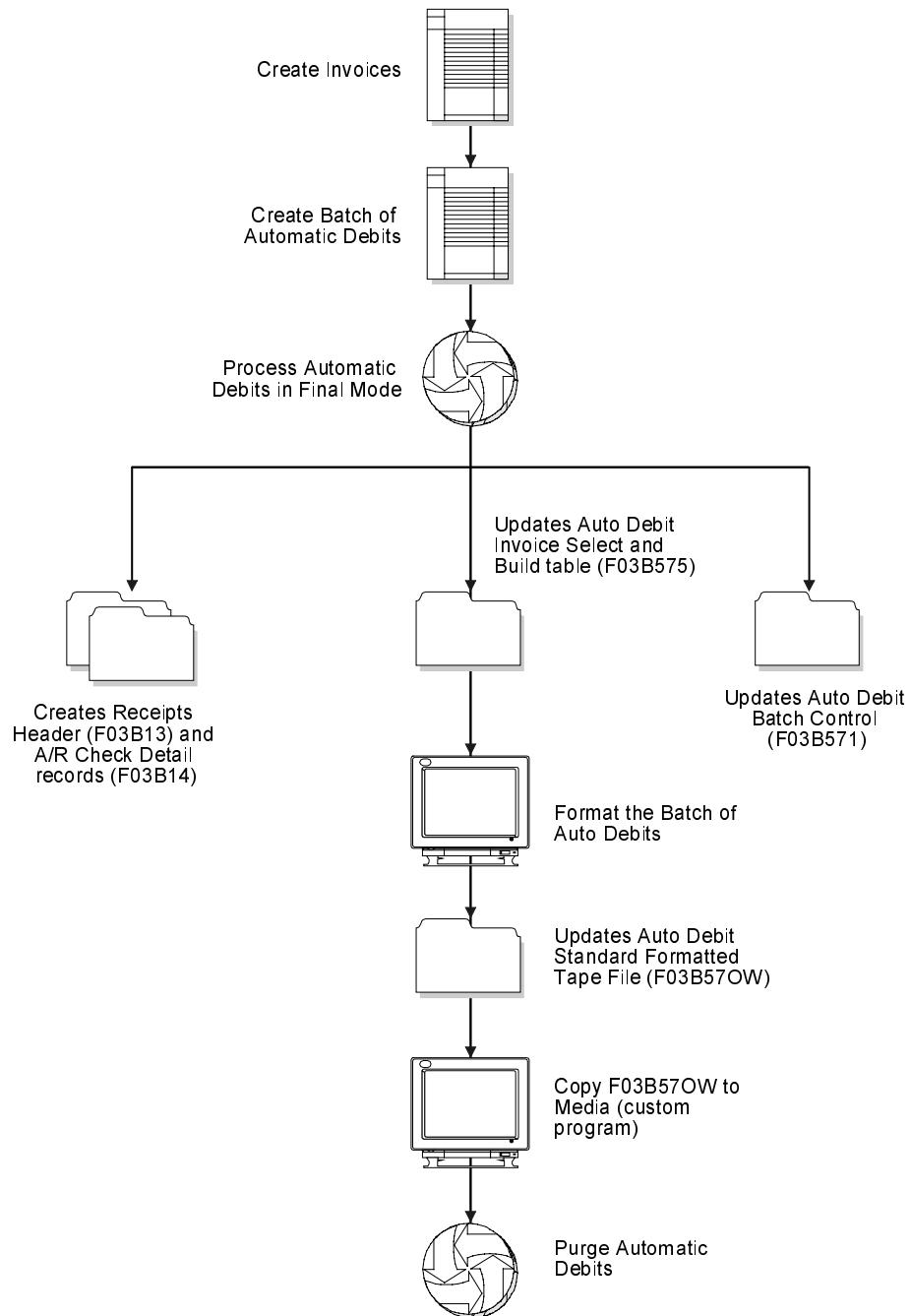
1. Enter a '1' if a Customer Statement is to be printed for the Automatic Debits. If left blank, Customer Statements will only be printed where the number of invoice details

exceeds the maximum number that can be included onto the format.

Statement Print

---

## Automatic Debits Information Flow



## Setting Up for Automatic Debits

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Setting up to process automatic debits in France includes the following task:

- Entering Bank Automated Clearing System (BACS) information

### Entering Bank Automated Clearing System (BACS) Information

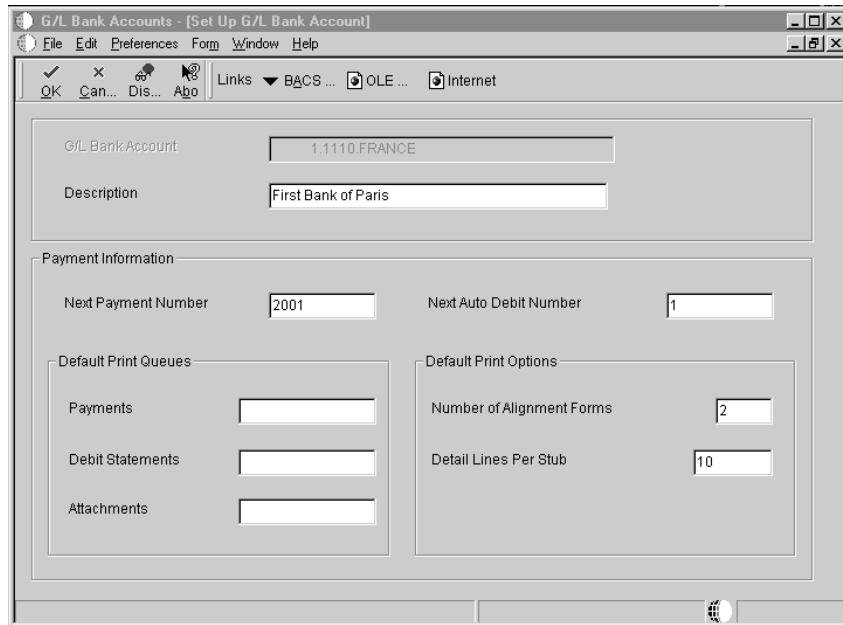
Enter the sender's bank ID in the Bank User Number field on the Revise BACS Information form in order to process your electronic funds transfers.

#### ► To enter BACS information

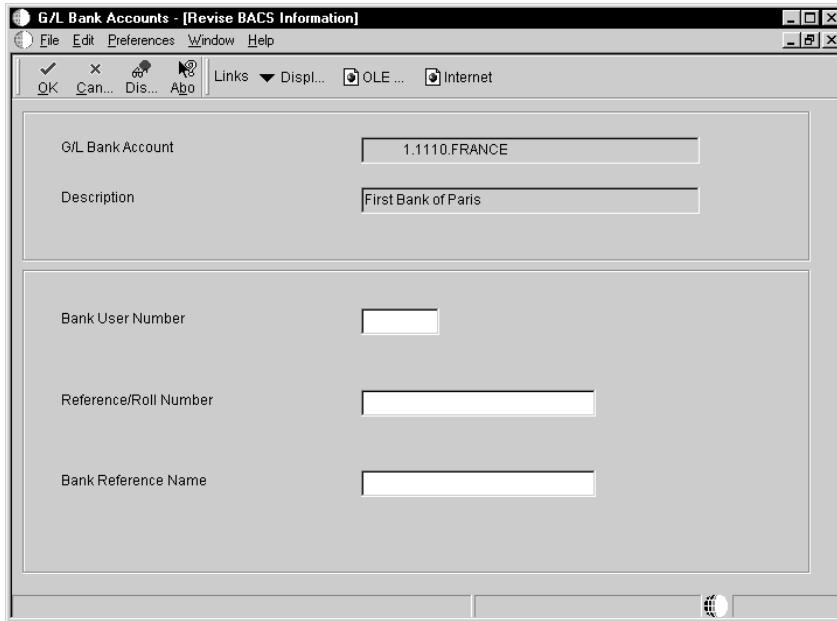
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From the Automatic Debiting menu (G03B131), choose G/L Bank Accounts.

1. On Work With G/L Bank Accounts, click Find.
2. Choose the bank account you want to use and click Select.



3. On Set Up G/L Bank Account, choose BACS Info from the Form menu.



4. On Revise BACS Information, complete the following fields:

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

| Field                 | Explanation  |
|-----------------------|--|
| Bank User Number      | The number assigned by the sponsor in the particular bank system (for example, the UK BACS system). This number will be included on all files submitted by the user.   |
| Reference/Roll Number | The recipient's reference number.<br>In Italy, this field is used to enter the SIA code.<br>For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number. |
| Bank Reference Name   | The name of the account associated with the user number (within the particular bank system).   |

## Working with Automatic Debits

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You use the automatic debit process to record the withdrawal of funds from a customer's bank account. When you use the automatic debit process, you:

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

The automatic debit process updates the following tables:

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

Working with automatic debits includes the following tasks:

- Creating a batch of automatic debits
- Processing a batch of automatic debits in final mode
- Formatting a batch of automatic debits
- Purging a batch of automatic debits

## Before You Begin

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

## See Also

- *Electronic Formats and the Euro* in the *Euro Implementation Guide* for information about country-specific formats that manage automatic debits in the euro

## Creating a Batch of Automatic Debits

To create a batch of automatic debits, you use processing options and data selection to specify which invoices you want to include in the batch for final processing. When you run the Create Auto Debit Batch program (R03B571), the system:

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

- Prints two reports, regardless of whether you run the process in proof or final mode:
  - R03B571 (Create Automatic Debit Batch) prints an exception report of any errors that occur in the selection of invoices for the automatic debit batch. If the system does not detect an error, the message “Records Processed - No Exceptions” is printed.
  - R03B575 (Process Automatic Debits) prints the invoices that constitute the automatic debit batch.

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

You can automatically format automatic debit information to meet country-specific bank requirements. To do this, specify the bank file format program in the Bank File processing option. Alternatively, you can manually format a batch of automatic debits after you process the batch by entering the program on the Revise Auto Debit Controls form.

**Note:** If you create automatic debits in final mode, the system automatically launches program R03B575 (Process Automatic Debits), version ZJDE0001 after it runs the version that you selected for R03B571.

### Related Information

#### **Deleting an automatic debit batch**

If at any time during the automatic debit process you discover an error in a batch, you can delete the batch and create a new batch in the Automatic Debit worktable. For example, you would need to create a new batch in the worktable if you make a change to customer, invoice, or bank account information. These changes *do not* automatically update existing batches of automatic debit information in the worktable.

When you delete an automatic debit batch, the system deletes or voids any receipt records and journal entries that were created for the batch and reopens the invoices associated with the batch. The invoices are then eligible to be included in a new automatic debit batch.

**Multicurrency invoices**

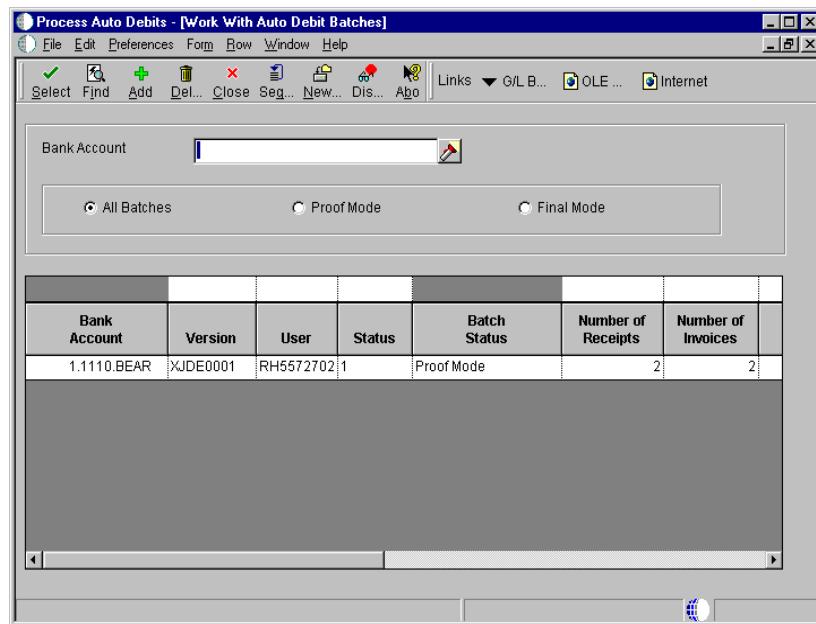
Using automatic debits, you can pay invoices in the domestic or foreign currency. The system processes automatic debits in the foreign currency specified on the invoice. On Work with Auto Debit Batches, the Currency Code, Gross Amount, Discount taken, and Net Amount fields reflect the amounts written to the Automatic Debit Batch Control table (F03B571). Multicurrency information is printed on the Create Automatic Debit Batch report (R03B571).

One automatic debit batch can contain only one currency. If the currency code of the invoice that you select is not specified in the data selection, you can use the currency code of the first invoice to select the data.

**► To create a batch of automatic debits**

---

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



1. On Work With Auto Debit Batches, click Add.
2. On Work with Batch Versions, create a new version or run an existing version of the Create Automatic Debit Batch program.

### Processing Options for Create Automatic Debit Batch

#### Processing

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

#### Final Processing Mode

---

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

#### As Of Date

---

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

#### Type of Comparison Date

---

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

#### Auto debits Process Mode

---

#### Bank Account

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

#### GL Bank Account

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#### Discounts

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

#### Process All Discounts

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

#### Discount Cutoff Date

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### GL Defaults

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

G/L Date

---

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

Create Detail Journal Entries

---

### Amount Limits

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

Enter Minimum Amount

---

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

Enter Maximum Amount

---

### Bank File

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

Bank Format Program

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

Bank Format Version

---

### BACS

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

BACS Processing

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14. Enter the BACS Processing Date.

BACS Processing Date

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

Number of BACS Days

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16. Enter the Workday Calendar name.

Workday Calendar

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## What You Should Know About Processing Options

**Program names for the bank file (11)** Use the following formats for the Bank File processing option:

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

## Data Selection

You must specify data selection values to ensure that the Automatic Debiting program selects the invoices that you want for the automatic debit batch. At a minimum, you must specify a payment instrument to identify the invoices that are eligible for payment by the automatic debit process.

## Processing a Batch of Automatic Debits in Final Mode

After you create a batch of automatic debits, you can process the batch in final mode. To do this, select your batch from the Work with Auto Debit Batches form.

When you process a batch of automatic debits in final mode, the program:

- Runs version ZJDE0001 of program R03B575 (Process Automatic Debits)
- Creates a Batch Control Record (F0011) with a batch type RB
- Creates Receipts Header (F03B13) and A/R Check Detail (F03B14) records that you must post to the Account Ledger table (F0911)
- Assigns a payment number using Next Numbers for automatic debits
- Changes the invoice pay status to P (paid)
- Updates the Status field in the Auto Debit Batch Control table (F03B571) from 1 to 2 (1 = proof mode, 2 = final mode)

- Prints two reports:
  - R03B571 (Create Automatic Debit Batch) prints an exception report of any errors that occur in the selection of invoices for the automatic debit batch. If the system does not detect an error, the message, "Records Processed - No Exceptions," is printed.
  - R03B575 (Process Automatic Debits) prints the invoices that constitute the automatic debit batch.

### ► To process a batch of automatic debits in final mode

---

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

1. On Work with Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:
  - Bank Account
  - User
2. To display batches by mode, click one of the following options:
  - All Batches
  - Proof Mode
  - Final Mode
3. Click Find to display the batches that meet your criteria.
4. Choose the batch that you want to work with.
5. From the Row menu, choose Final Mode.

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

## Formatting a Batch of Automatic Debits

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

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

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

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

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

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

When you complete this process, the system changes the value of the Status field of the Auto Debit Batch Control table (F03B571) from 2 to 3.

If you are using a custom program, ensure that it updates the Status field in the F03B571 table. J.D. Edwards recommends that you use one of the supplied programs as a template if you are creating a custom program for this purpose.

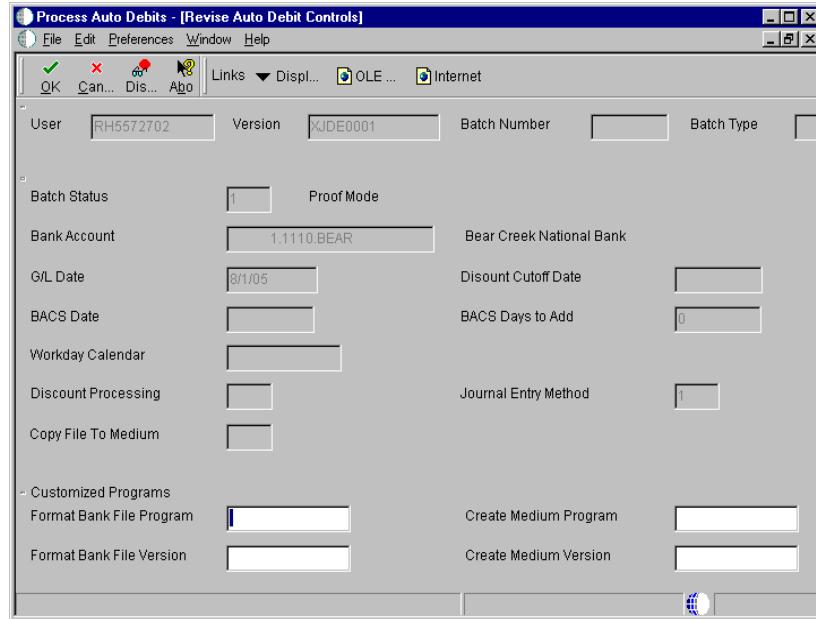
After you format the automatic debit batch and have records in the Auto Debit Standard Formatted Tape File (F03B57OW), you must copy the records to a medium to send to your bank, or transfer them to the bank electronically. If enabled, the Copy to Diskette option on the Row menu launches the program R0457D (Copy Bank File to Diskette), which can be used to copy to any medium. The program allows you to specify the table to which you are copying transactions.

### ► To format a batch of automatic debits

---

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

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



3. On Revise Auto Debit Controls, verify that the selections are correct for the following fields:
  - Format Bank File Program
  - Format Bank File Version
  - Create Medium Program
  - Create Medium Version

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

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

| Field                    | Explanation  |
|--------------------------|--|
| Format Bank File Program | <p>The name of an executable program.<br/>For OneWorld: This name is the system name of a form that is associated with an application. To determine the system name of a form, open the form and choose About OneWorld from the Help menu.</p> <p>.....<i>Form-specific information</i>.....</p>   |
| Format Bank File Version | <p>The program name of the country-specific bank file format. For example, use R03B575DD for the German format.</p> <p>A sequence number that identifies versions of a menu selection. For example, where multiple versions of a report menu selection are set up, this sequence number identifies each of those versions.</p> <p>.....<i>Form-specific information</i>.....</p> |
| Create Medium Program    | <p>The version for the country specific-bank file format program you specify in the Format Bank File Program field.</p> <p>The program that performs an existence check for a specified Address Book number.</p> <p>.....<i>Form-specific information</i>.....</p>   |
| Create Medium Version    | <p>The program used to copy data from the Auto Debit Standard Formatted Tape File (F03B57OW) to the appropriate medium. This is a client-specific, custom program.</p> <p>You are allowed to set up multiple versions of certain menu selections (e.g.- reports). This sequence number identifies each of those versions.</p> <p>.....<i>Form-specific information</i>.....</p>  |
|                          | <p>The version for the client-specific, custom program used in the Create Medium Program field.</p>  |

## Purging a Batch of Automatic Debits

Purge automatic debit batches only after you have successfully completed the automatic debit process. This step is optional. When you purge a batch of automatic debits, the system clears the records for that batch from the following tables:

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

You also have the option to purge the Auto Debit Control table (F03B571) only.

You should purge automatic debit batches only when the Status field in the F03B571 table is a 4; otherwise, a dialogue box will appear for you to confirm the purge. When the purge is complete, the system changes the Status field to 5.

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

### ► To purge a batch of automatic debits

---

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

1. On Work with Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:
  - Bank Account
  - User
2. To display batches by mode, click one of the following options:
  - All Batches
  - Proof Mode
  - Final Mode
3. Click Find to display the batches that meet your criteria.
4. Choose the batch.
5. From the Row menu, choose Purge.

6. Click OK to purge all tables, or enter 1 in the field provided to purge the Auto Debit Control table only (F03B571) and then click OK.



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## Accounts Receivable Draft Processing

Processing accounts receivable (A/R) drafts consists of understanding the following topics and completing the following tasks:

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



# Overview of A/R Drafts

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The overview of A/R drafts includes the following topics:

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

## What Are the Types of Drafts?

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

### Manual drafts

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

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

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

### Automatic drafts

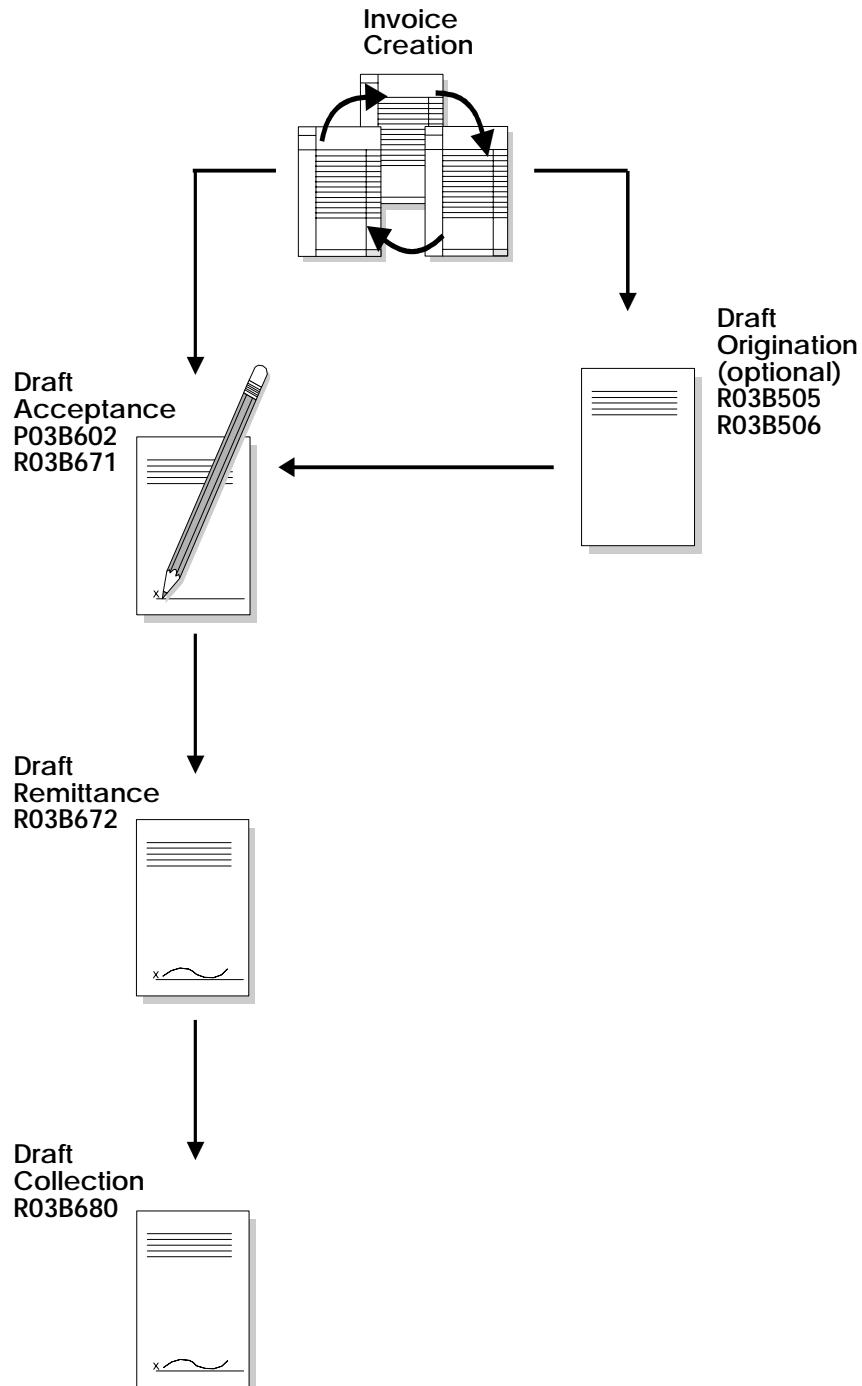
Automatic drafts are also called pre-authorized drafts because each draft does not require customer acceptance. You and your customer agree in advance that the customer will pay with a draft.

## What Are the Steps for Processing Drafts?

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

## Draft Processing

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



The following material explains the process flow for drafts.

## Invoice Creation

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

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

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

## Draft Origination (Optional)

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

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

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

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

## Draft Acceptance

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

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

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

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

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

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

## Draft Remittance

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

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

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

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

**Note:** Draft remittance is optional in certain countries.

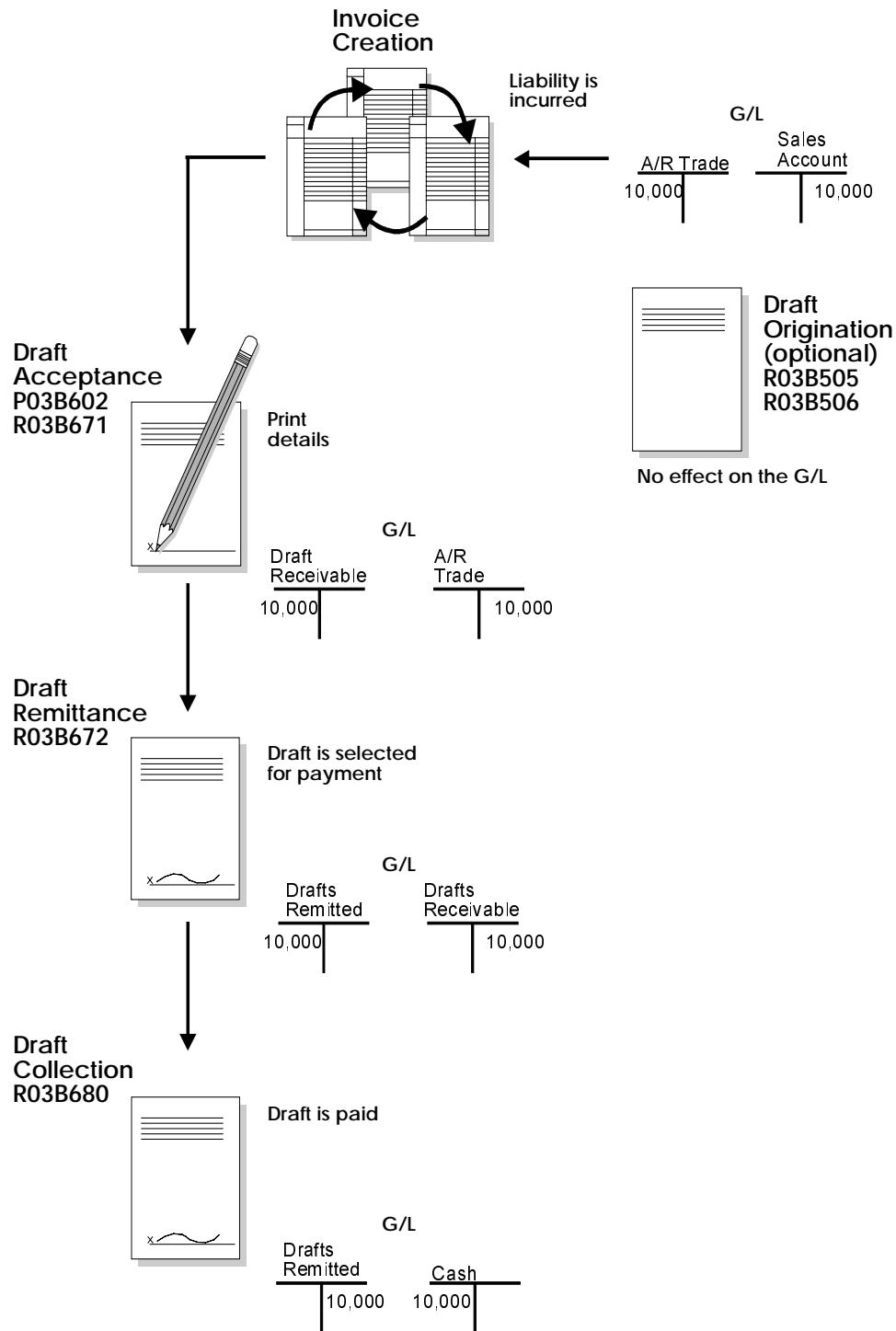
## Draft Collection

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

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

## Draft Processing on the General Ledger

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



## Processing A/R Drafts in France

In France, drafts can be remitted to the bank on paper or electronically. When a draft is remitted to the bank, the bank charges a commission fee for processing the draft. The commission fee is subject to VAT. If the draft is discounted, the bank calculates an additional fee based on the actual due date. The fee for discounting is also subject to VAT. You must create manual journal entries for these VAT entries.

The Accounts Receivable system provides an effective way to process drafts receivable.

### Types of Drafts

The following drafts must be accepted by the customer before they can be remitted to the bank:

- LCR - the supplier prints the draft with bank account information
- LCC - the supplier prints the draft with bank name only
- BOR - the customer prints the draft with bank account information
- BOC - the customer prints the draft with the bank name only

Automatic drafts, called Lettre de Change Magnétique (LCR Magnétique), do not require customer acceptance.

### Référence Tiré

The référence tiré is a customer draft reference number that the company accepting the draft needs to enter on its draft record. This number must be included when the draft is remitted electronically because the bank uses the number to match the draft with the customer reference.

When you use electronic drafts, you should indicate a 10-character référence tiré on the draft file that is remitted to the bank. According to French banking standards, this reference must always be right justified. If it is fewer than 10 characters, the remaining character spaces must be filled with zeroes. The system updates the référence tiré in the detail record of the bank file (record 06) in positions 21 to 30.

Use J.D. Edwards Reference field to input the référence tiré. The Reference field is alphanumeric and cannot include any blanks, special characters, or punctuation marks. Although the Reference field is a generic field that can contain as many as 25 characters, only 10 characters can be used for the French référence tiré. When not used, the field should remain blank.

The Reference field is included in the following programs:

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

To access the Reference field, choose Additional Information from the Form menu on the Drafts Entry form.

## Draft Remittance

You can use the Draft Remittance program (R03B672) to remit drafts in print or tape formats, depending on the program you choose in the appropriate processing option.

When you use the tape remittance program for France (R03B672T), the program generates a table called F03B67OW that corresponds to the French banking standards (AFB) for magnetic drafts (LCR Magnétiques). These standards are compatible with ETEBAC communication protocols.

The French LCR Magnétiques AFB standard bank file is 160 characters long and is structured as follows:

- Header records - 03
- Detail records - 06
- Total records - 08

The F03B67OW file contains a 1500-character field labelled REAPTA: this contains information that should be sent to the bank formatted according to AFB standards.

You need to create a utility program to copy the appropriate information from the F03B67OW table to a medium (diskette, email, or other) that can be sent to the bank.

The Draft Remittance Tape Format (R03B672T) has been enhanced to support the euro.

### **Bank Input Code**

Processing option 4 of the French LCR Magnétique program (R03B672T) lets you indicate the Bank Input Code (Code Entrée) for the header record of the bank file (record 03) in position 79.

### **Sender's Bank ID**

You should enter the sender's bank ID in the Bank User Number field on the Revise BACS Information form. This number is updated in the header record (record 03) in positions 13 to 18.

You can access the Revise BACS Information form by choosing G/L Bank Accounts from the Automatic Debiting menu (G03B131), and then selecting a bank account and choosing BACS Info from the Row menu.

### **See Also**

- *Entering BACS Information*

### **Bank Account Validation Report**

Run the Bank Account Validation report (R00314) to validate the Clé R.I.B. This report lists any drafts with an invalid bank transit number, customer bank account number, or control digit.

### **See Also**

- *Understanding Bank Account Information Validation*

# Setting Up A/R Draft Processing

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

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

## Setting Up AAIs for A/R Drafts

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

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

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

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

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

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

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

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

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

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

### AAIs for Drafts Receivable (RD1x)

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

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

### AAIs for Drafts Remitted for Cash (RD2x)

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

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

### AAIs for Drafts Remitted for Discount (RD3x)

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

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

### AAIs for Contingent Liability (RD4x)

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

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

### AAIs for Void/Non-Sufficient Funds (RD5)

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

### See Also

- *Understanding AAIs for A/R*

## Setting Up User Defined Codes for A/R Drafts

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

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

### Payment Instrument Codes

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

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

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

### Pay Status Codes

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

**A (approved for payment)** When you create an invoice and expect your customer to pay by draft, the system designates this pay status on the invoice.

**H (held pending approval)** When you create an invoice and expect your customer to pay by draft, the system designates this pay status on the invoice if management approval is required.

**P (invoice paid in full)** When your customer pays the invoice with a draft and you enter that information, the system designates this pay status on the invoice. This invoice is an R1 document in the Customer Ledger table (F03B11). This pay status is also used to close an R1 draft invoice when it has been collected.

**D (draft accepted)** When your customer pays the invoice with a draft and you enter that information, the system designates this pay status on the draft. This invoice is an R1 document in the Customer Ledger table (F03B11).

**G (draft deposited not due)** When you submit the draft to the bank and you update the draft with the remitted information, the system designates this pay status on the draft.

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

|                   |                                  |
|-------------------|----------------------------------|
| <b>Acceptance</b> | D (draft accepted)               |
| <b>Register</b>   | # (draft included in a register) |
| <b>Remittance</b> | G (draft deposited not due)      |
| <b>Collection</b> | P (draft collected in full)      |

### See Also

- *Understanding User Defined Codes for A/R*

## Setting Up Drafts as the Default Payment Instrument

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

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

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

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

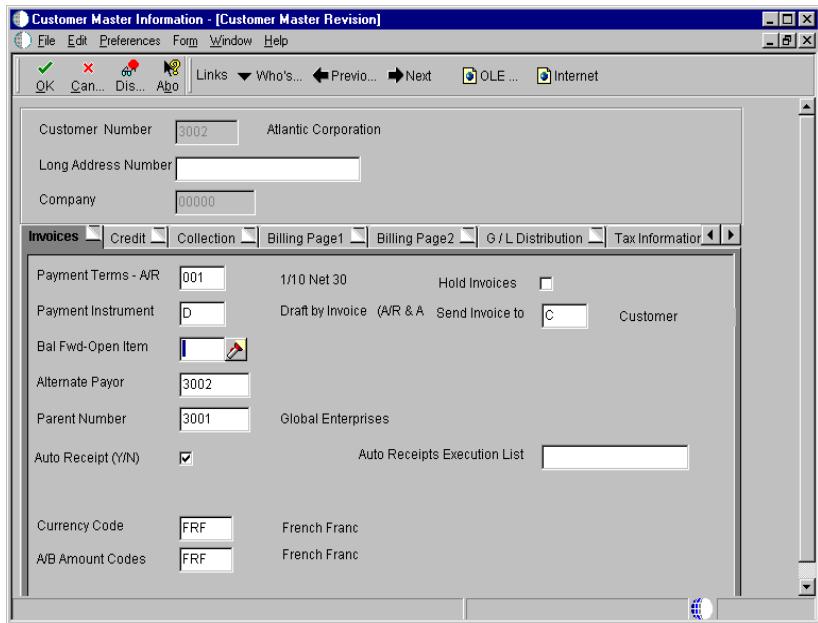
### ► To set up drafts as the default payment instrument

---

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

1. On Work With Customer Master, click Find.

2. Locate the customer, and click Select.



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

- Payment Instrument

| Field              | Explanation   |
|--------------------|---|
| Payment Instrument | The user defined code (00/PY) that specifies how payments are made by the customer. For example:<br>C Check<br>D Draft<br>T Electronic funds transfer |

### See Also

- *Creating Customer Records*

## Setting Up Statements or Invoices for A/R Drafts

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

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

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

---

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

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

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

### See Also

- *Printing Statements or Invoices with Draft Attachments*

## Setting Up Bank Account Information for A/R Drafts

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

Complete the following tasks:

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

### Setting Up Draft Bank Accounts for Customers

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

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

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

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

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

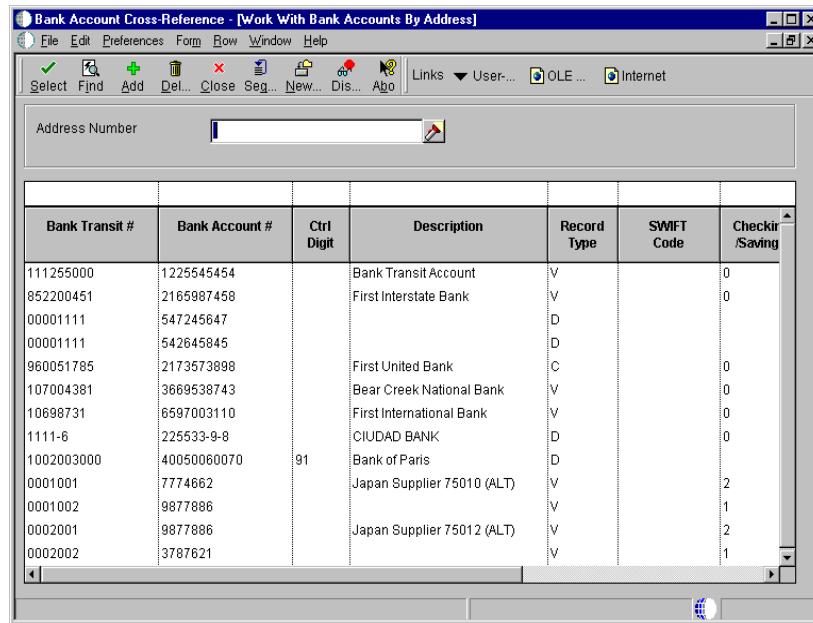
This program updates the Bank Transit Number Master table (F0030).

### Before You Begin

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

► To set up a draft bank account for a customer

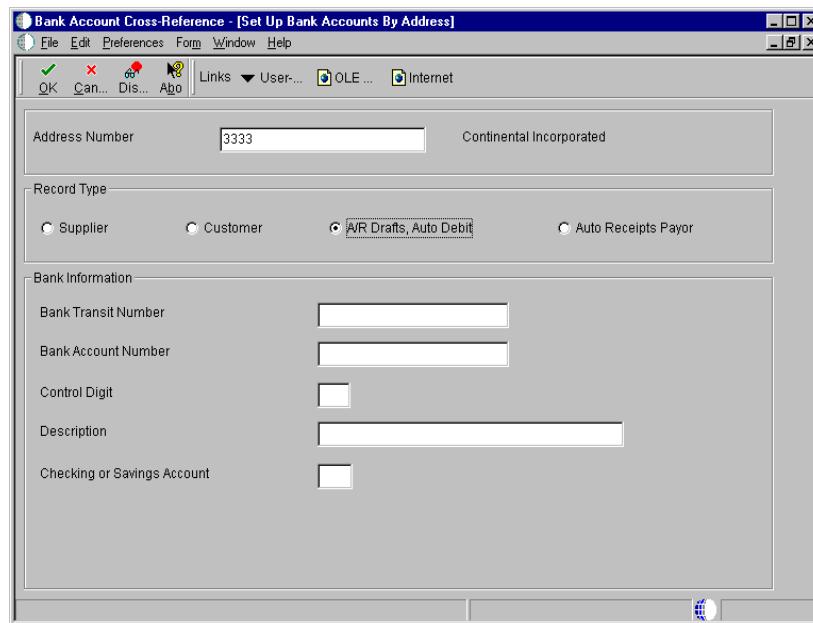
From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross - Reference.



The screenshot shows a software interface titled "Bank Account Cross-Reference - [Work With Bank Accounts By Address]". The window includes a toolbar with icons for Add, Delete, Find, and Save, along with links for User, OLE, and Internet. A search bar labeled "Address Number" is present. Below is a grid table with columns: Bank Transit #, Bank Account #, Ctrl Digit, Description, Record Type, SWIFT Code, and Checking / Savings. The data in the table is as follows:

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

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



The screenshot shows a software interface titled "Bank Account Cross-Reference - [Set Up Bank Accounts By Address]". The window includes a toolbar with icons for OK, Cancel, Delete, and Help, along with links for User, OLE, and Internet. A search bar labeled "Address Number" contains "3333" and a description field contains "Continental Incorporated". Below is a form with sections for Record Type, Bank Information, and a large notes area.

**Record Type:**

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

**Bank Information:**

- Bank Transit Number: [ ]
- Bank Account Number: [ ]
- Control Digit: [ ]
- Description: [ ]
- Checking or Savings Account: [ ]

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

---

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

---

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

## See Also

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

## Printing the Bank Account Exception Report for A/R Drafts

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

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

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

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

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

### **Processing Options for Bank Account Exception Report**

#### **Validation**

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

Country or 'B' type \_\_\_\_\_



## Working with Draft Origination

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

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

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

Working with draft origination consists of:

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

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

### Printing Invoices with Draft Attachments

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

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

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

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

## Before You Begin

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

## Processing Options for Invoice Print with Draft (R03B5051)

### Print Tab

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

#### 1. Invoice Print Date

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

#### 2. Print Tax Amounts

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

Blank Do not print tax amounts on invoices.

1 Print tax amounts on invoices.

## Currency Tab

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

### 1. Print Currency

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

Blank Do not print currency information on invoices.

1 Print currency information on invoices.

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

## Attachments Tab

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

### 1. Print Attachments

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

Blank Do not print associated generic text.

1 Print associated generic text.

## Draft - City Tab

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

### 1. Draft Print City

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

## Data Selection for Invoice Print with Draft

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

## Data Sequence for Invoice Print with Draft

The following data sequence is required:

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

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

## Printing Statements with Draft Attachments

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

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

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

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

## Before You Begin

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

## Processing Options for Statement Print with Draft (R03B506)

City

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

City \_\_\_\_\_

## Data Selection for Statement Print with Draft

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

## Data Sequence for Statement Print with Draft

The following data sequence is required:

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

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



## Working with Draft Acceptance

---

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

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

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

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

Complete the following tasks:

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

## Entering Manual Drafts

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

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

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

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

### **Enter Our Drafts**

Use this program when your company originates a draft for the customer to sign and return.

### **Enter Customer Drafts**

Use this program when the customer originates and accepts a draft, then sends it to your company to be accepted.

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

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

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

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

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

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

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

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

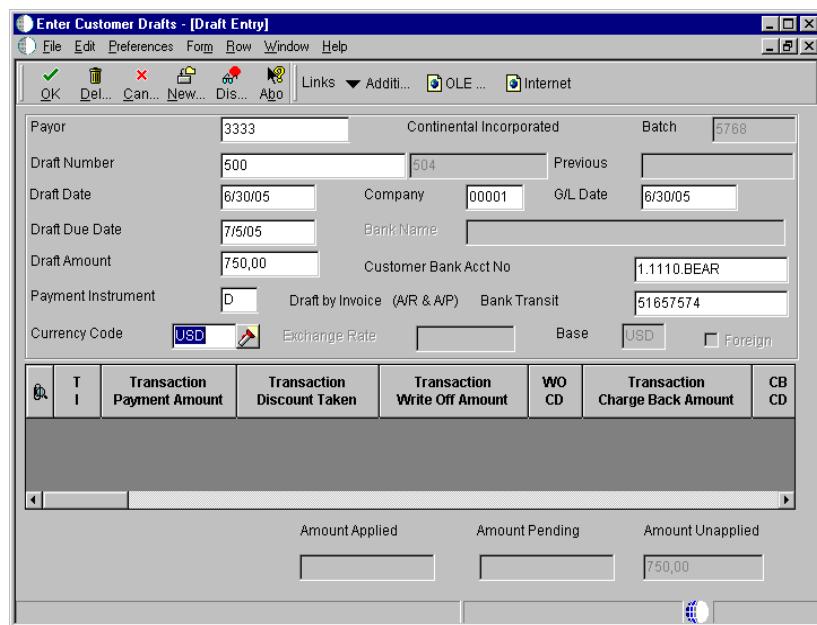
## Before You Begin

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

### ► To enter manual drafts

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

- On Work With Drafts, click Add.



2. On Draft Entry, complete the following fields:

- Payor
- Draft Number
- Draft Date
- Draft Due Date
- Draft Amount
- Company
- G/L Date
- Payment Instrument

3. To specify bank information, complete the following fields, if applicable:

- Customer Bank Acct No
- Bank Transit

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

- Bank Name

4. To specify multi-currency information, complete the following fields:

- Currency Code
- Exchange Rate

5. Do one of the following:

- To load all invoices for a customer, choose Load from the Form menu
- To select specific invoices for a customer, choose Select from the Form menu

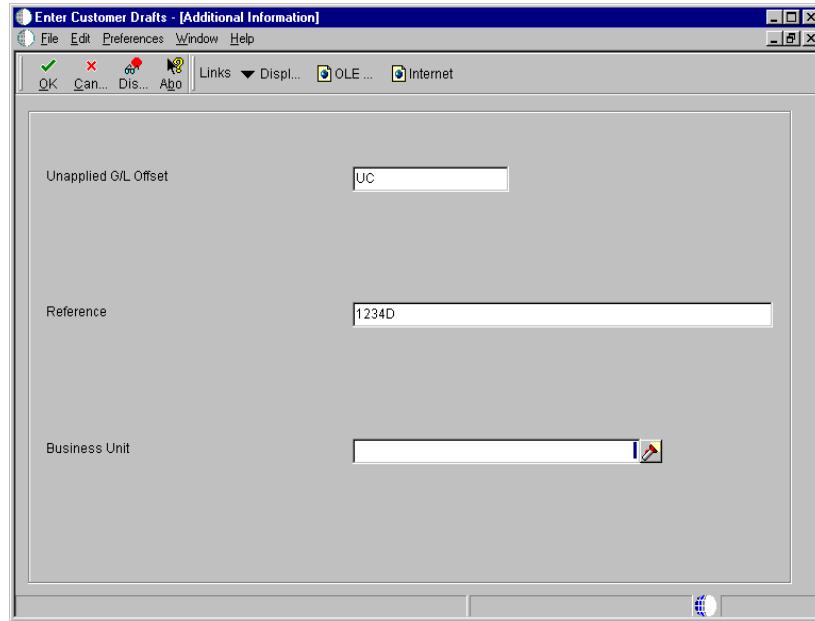
If you choose Select, the system displays the Select Invoices form.

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

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

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

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



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

- Unapplied G/L Offset
- Reference
- Business Unit

10. Click OK.

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

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

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

## See Also

- *Entering Basic Receipts*

## Processing Options for Draft Entry (P03B602)

### Display Tab

#### 1. Payor Number

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

Blank Do not retain the payor number

1 Retain the payor number

#### 2. Draft Date

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

Blank Do not retain the draft date

1 Retain the draft date

#### 3. Company

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

Blank Do not retain the company

1 Retain the company

#### **4. G/L Date**

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

Blank Do not retain the G/L date

1 Retain the G/L date

#### **5. Draft Due Date**

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

Blank Do not retain the draft due date

1 Retain the draft due date

#### **6. Bank Name**

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

Blank Do not retain the bank name

1 Retain the bank name

#### **7. Customer Bank Account**

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

Blank Do not retain the customer bank account number

1 Retain the customer bank account number

#### **8. Payment Instrument**

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

Blank Do not retain the payment instrument

- 1 Retain the payment instrument

## **9. Bank Transit Number**

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

Blank Do not retain the bank transit number

- 1 Retain the bank transit number

## **10. Currency**

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

Blank Do not retain the currency

- 1 Retain the currency

## **11. Exchange Rate**

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

Blank Do not retain the exchange rate

- 1 Retain the exchange rate

## **Defaults Tab**

### **1. Type Input Code**

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

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

16 Match with chargeback

17 Match with deduction

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

## **2. Deduction Reason Code**

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

## **3. Payment Instrument with Bank Account**

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

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

## **4. Payment Instrument without Bank Account**

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

## **5. Drafts Receivable Account**

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

## **6. Default G/L Offset for Unapplied Cash**

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

Blank Do not use the default values

- 1 Use the default values from G/L Class Code

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

## **Edits Tab**

### **1. Write-offs**

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

Blank Allow write-offs.

- 1 Do not allow write-offs.

### **2. Delete/NSF Unposted Receipts**

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

Blank Allow delete and NSF operations

- 1 Do not allow delete and NSF operations

### **3. Overpayment Edit**

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

- 0 No Edit

- 1 Warning

- 2 Error

#### **4. Bank Name**

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

Blank Do not require a bank name

1      Require a bank name

#### **5. Return to Prior Draft Status**

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

Blank Allow return to prior draft status operation

1      Do not allow return to prior draft status operation

### **Process Tab**

#### **1. Drafts Type**

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

Blank Process supplier generated drafts

1      Process customer generated drafts

#### **2. Open Amount**

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

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

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

### 3. Journal Entry Creation Method

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

Blank Summarized journal entries

1 Detail journal entries

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

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

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

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

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

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

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

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

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

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

#### **4. Display Invoices**

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

Blank Display all invoices

1      Display only approved invoices

### **Currency Tab**

#### **1. Edit Effective Date**

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

Blank Do not edit effective date

1      Edit effective date

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

### **Chargeback Tab**

#### **1. Pay Status**

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

## 2. Date Option

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

Blank Use the draft G/L date

1 Use dates from the original invoice

## 3. Reason Code

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

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

## Auto Write-off Tab

### 1. Maximum Underpayment Amount

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

### 2. Underpayment Reason Code

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

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

### **3. Maximum Overpayment Amount**

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

### **4. Overpayment Reason Code**

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

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

## **Mnl Write-off Tab**

### **1. Maximum Underpayment Amount**

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

### **2. Maximum Overpayment Amount**

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

### **3. Write-off Reason Code**

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

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

## Discount Tab

### 1. Discount Available

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

### 2. Discount Applied

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

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

1 Allow the discount to be greater than the amount applied

### 3. Grace Period Days

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

## Match Priority Tab

### 1. Invoice Match

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

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

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

## Sales Order Match

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

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

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

## Customer Reference Match

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

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

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

## Statement Match

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

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

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

## Void/NSF Tab

### 1. Update Payment Instrument

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

Blank Do not update the payment instrument

1 Update the payment instrument

### 2. Payment Instrument for Invoice

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

### 3. Payment Instrument for Draft

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

#### 4. Draft Account

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

### Creating Automatic Drafts

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

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

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

#### Proof mode

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

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

#### Final mode

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

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

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

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

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

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

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

### **Abbreviated Column Heading**

- PI indicates Payment Instrument.

### **Processing Options for Pre-Authorized Drafts**

#### Mode

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

#### Summary/Detail

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

### Pay Thru Date

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

Pay Thru Date. \_\_\_\_\_

### Draft Date

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

Draft Date \_\_\_\_\_

### Draft G/L

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

Draft G/L Date \_\_\_\_\_

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

Draft Due Date \_\_\_\_\_

### Receivable

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

Draft Receivable Account Number \_\_\_\_\_

### Journal Entry

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

### Draft Amount

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

Minimum Draft Amount \_\_\_\_\_

### Negative

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

### Statement

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

---

**Open Amount**

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

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**Credit Card**

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

**Credit Card Processing**

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14. Enter Prepayment Origination Flag

**Prepayment Origination Flag**

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## **Revising Drafts**

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

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

The following guidelines apply when you revise draft information:

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

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

### ► To revise drafts

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

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

- Customer Bank Acct No
- Bank Transit
- Bank Name

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

## See Also

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

## Returning a Draft to Prior Status

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

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

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

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

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

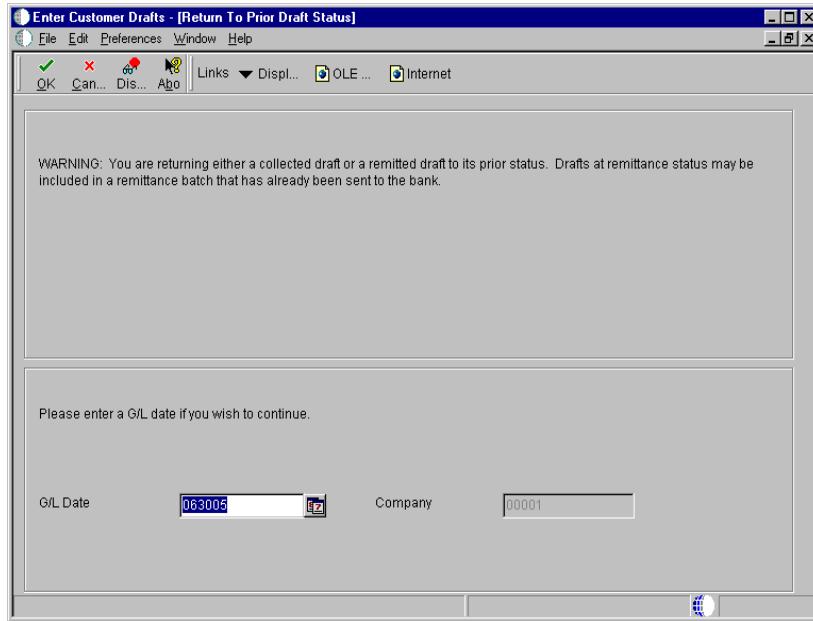
---

### ► To return a draft to prior status

---

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

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



4. On Return to Prior Draft Status, complete the following field:

- G/L Date

## Voiding Drafts

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

### Before You Begin

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

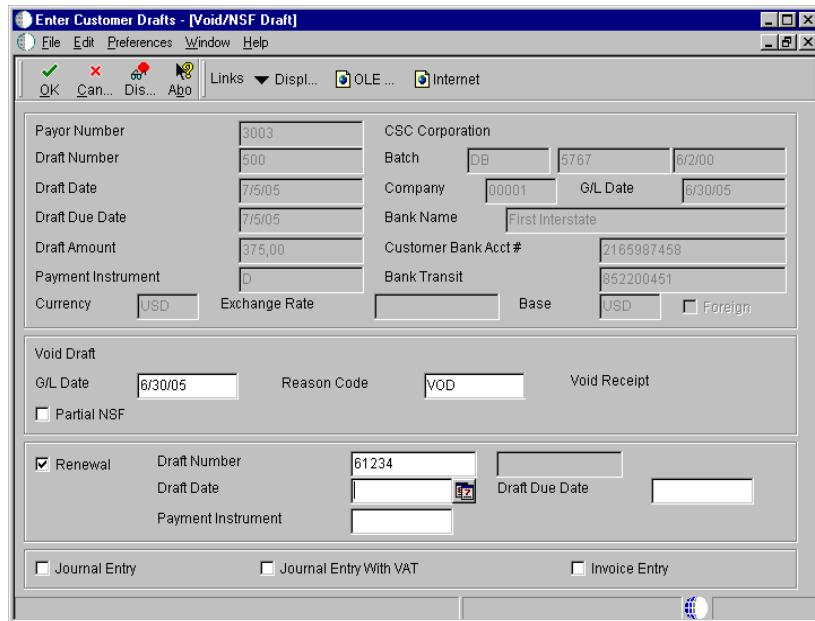
### See Also

- *Entering Invoice Match Receipts*

## ► To void drafts

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

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



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

- Draft Due Date
- Payment Instrument
- Exchange Rate

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

- Journal Entry

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

- Journal Entry With VAT

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

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

- Invoice Entry

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

10. Click OK.

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

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

---

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

---

## Working with NSF Drafts

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

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

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

Working with NSF drafts consists of:

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

### Entering a Full NSF Draft

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

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

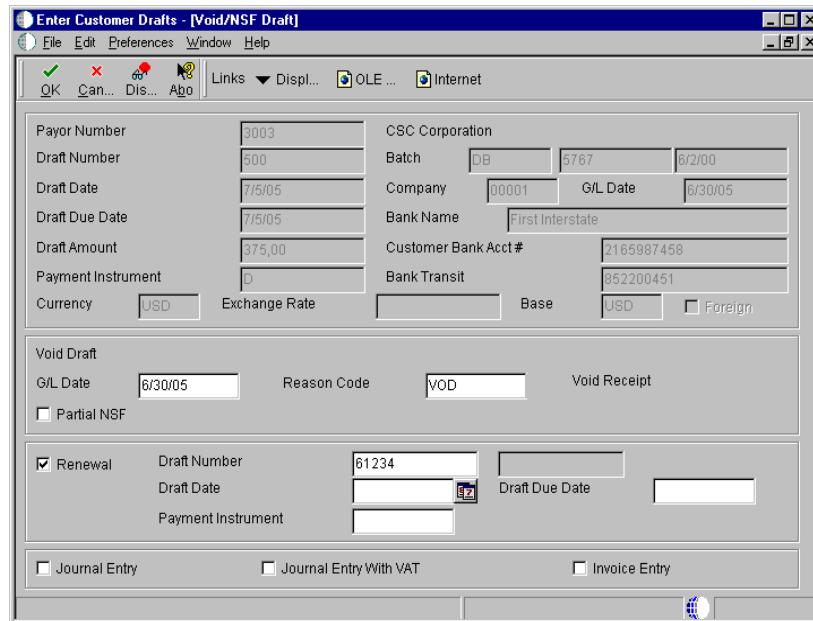
### See Also

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

► To enter a full NSF draft

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

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



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

- Draft Due Date
  - Payment Instrument
  - Exchange Rate
7. To create additional journal entries for bank fees, click the following option:
- Journal Entry
8. To create additional journal entries with VAT (value added tax), click the following option:
- Journal Entry With VAT
- Depending on the journal entry option that you select, the appropriate journal entry form appears when you click OK. You can create journal entries for bank fees or any applicable taxes. You must do this manually.
9. To create invoices for charging bank fees, click the following option:
- Invoice Entry
- If you click the Invoice Entry option, the Standard Invoice Entry form appears when you click OK.
10. Click OK.
- If you specified draft renewal, the Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.
- If you do not specify draft renewal, the Draft Entry form does not appear.

### Entering a Partial NSF Draft

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

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

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

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

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

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

## See Also

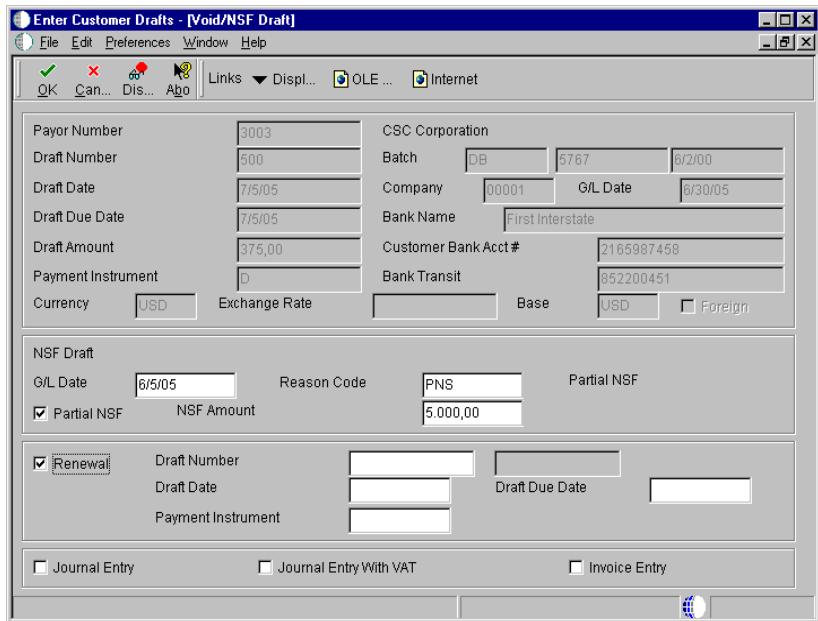
- *Creating a Renewal Draft*

### ► **To enter a partial NSF draft**

---

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

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



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

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

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

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

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

## See Also

- *Creating a Renewal Draft*

### Creating a Renewal Draft

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

#### ► To create a renewal draft

---

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

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

- Payment Instrument
  - Exchange Rate
3. To create additional journal entries for bank fees, click the following option:
- Journal Entry
4. To create additional journal entries with VAT (value added tax), click the following option:
- Journal Entry With VAT
- Depending on the journal entry option that you select, the appropriate journal entry form appears when you click OK. You can create journal entries for bank fees or any applicable taxes. You must do this manually.
5. To create invoices for charging bank fees, click the following option:
- Invoice Entry
- If you click the Invoice Entry option, the Standard Invoice Entry form appears when you click OK.
6. Click OK.
- The Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.



## Working with Draft Remittance

---

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

Working with draft remittance consists of:

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

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

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

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

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

## Creating Bank Registers for A/R Drafts

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

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

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

When you create a bank register, the system:

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

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

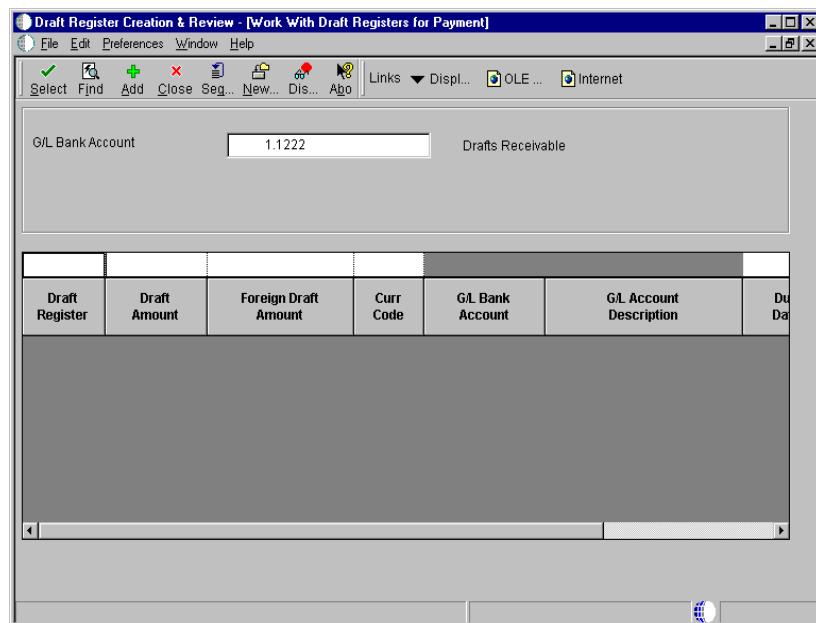
### Example: Bank Register

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

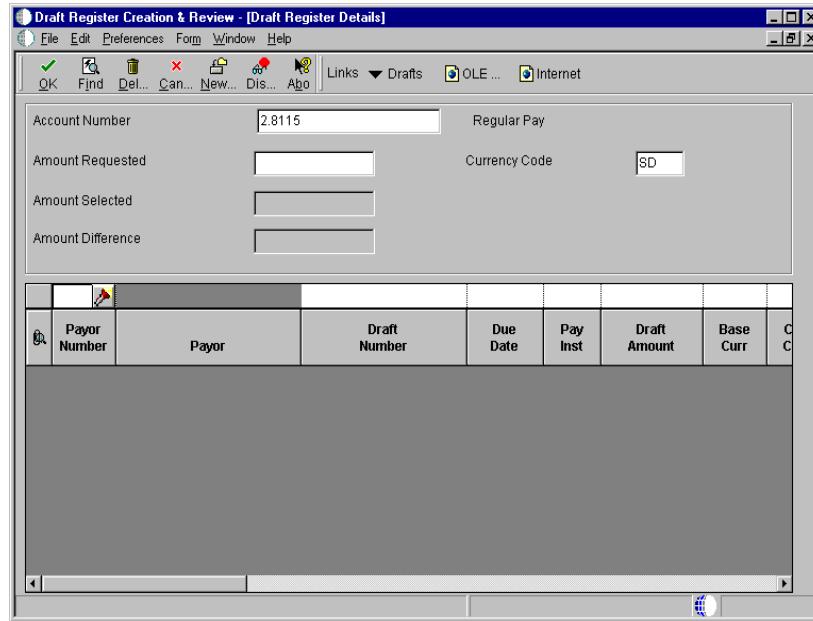
| Draft Due Date | Draft Payment Instrument | Draft Amount | Due Date | Payment Instrument | Register Amount |
|----------------|--------------------------|--------------|----------|--------------------|-----------------|
| 07/01/05       | 0                        | 300.00       | 07/01/05 | 0     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

► To create bank registers for A/R drafts

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



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



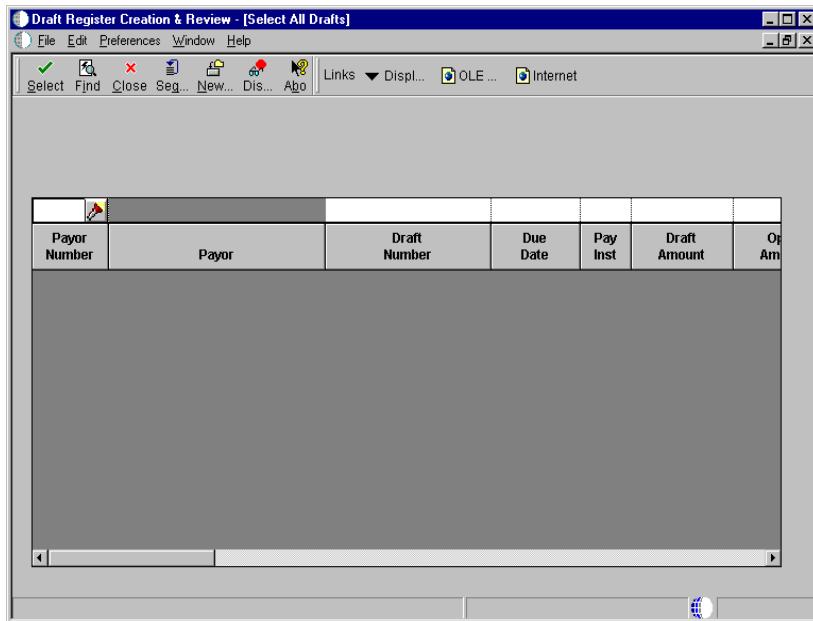
3. On Draft Register Details, complete the following fields:

- Account Number
- Currency Code

4. Complete the following optional field:

- Amount Requested

5. From the Form menu, choose Drafts.



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

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

## Reviewing and Revising Bank Registers for A/R Drafts

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

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

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

### ► To review and revise A/R draft bank registers

---

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

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

5. To add a draft to the register, choose Drafts from the Form menu and follow the steps for creating a bank register.

See *Creating Bank Registers for A/R Drafts*.

6. To delete a draft from the register, highlight the draft you want to delete and click Delete.

## Remitting Drafts

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

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

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

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

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

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

### Proof mode

In proof mode, the system:

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

#### Final mode

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

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

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

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

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

#### See Also

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

#### Processing Options for Draft Remittance

##### Proof/Final

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

### As Of Date

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

### Bank

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

### G/L Remittance

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

### G/L Date

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

### Maximum

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

Minimum

10. Enter the Minimum Amount for the Remittance Process.
- 

Paper/Tape

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

Custom Report

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

Program ID  
Version ID

---

## What You Should Know About Processing Options

**Custom Report (12)**

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

## Data Selection for Draft Remittance

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

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

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

## Understanding Contingent Liability

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

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

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

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

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

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



## Working with Draft Collection

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

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

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

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

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

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

### Proof mode

In proof mode, the system:

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

**Final mode**

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

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

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

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

## **Processing Options for Draft Collection with Status Update**

**Proof / Final**

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

**As Of Date**

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

**G/L Date**

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

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

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

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

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

---

### Payment Instrument

#### Pay Status

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

---

### Pay Status Code

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

---

### Exchange Rate

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

---

### Exchange Rate Override

## Data Selection for Draft Collection with Status Update

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

### See Also

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

## Approving and Posting A/R Drafts

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The system creates journal entries for the following draft operations:

|                         |   |
|-------------------------|---|
| <b>Draft acceptance</b> | Debits the drafts receivable account and credits an A/R trade account |
| <b>Draft remittance</b> | Debits drafts remitted and credits drafts receivable                  |
| <b>Draft collection</b> | Debits a cash account and credits drafts remitted                     |

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

Approving and posting A/R drafts consist of:

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

## Reviewing and Approving Journal Entries for A/R Drafts

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

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

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

## See Also

- *Reviewing Invoices*
- *Approving Invoice Batches*

## Reviewing and Revising Draft Batches

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

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

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

Draft batches information is maintained in the following tables:

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

### ► To revise draft batches

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

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

### ► To review G/L information for drafts

---

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

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

### ► To review draft detail information

---

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

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

## Posting Journal Entries for A/R Drafts

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

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

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

### See Also

- *Posting Invoices*



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## Automatic Payment Processing

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

The following graphic illustrates the automatic payments process.

**Step 1**

Set up auto withholding.



**Step 2**

Run Cash Requirements report.



**Step 3**

Decide what to pay. Use Speed Release to put all other payments on hold.



**Step 4**

Create payment groups.



**Step 5**

Review the Payment Group Edit report and the Payment Analysis report (optional).



**Step 6**

Work with payment groups.



**Step 7**

Write payment/copy to tape.



**Step 8**

Update payment.



**Step 9**

Review payment register.



**Step 10**

Post payments.



Processing automatic payments consists of the following processes:

- Setting up bank account information for A/P
- Working with payment instruments
- Creating payment groups
- Working with payment groups
- Working with automatic payments



## Setting Up Bank Account Information for A/P

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You must set up information for each bank account from which you make payments. Bank account information is required in the Accounts Payable system for making payments.

When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

Setting up bank account information for A/P includes:

- Setting up bank account information for payments
- Setting up bank account information for bank tape processing

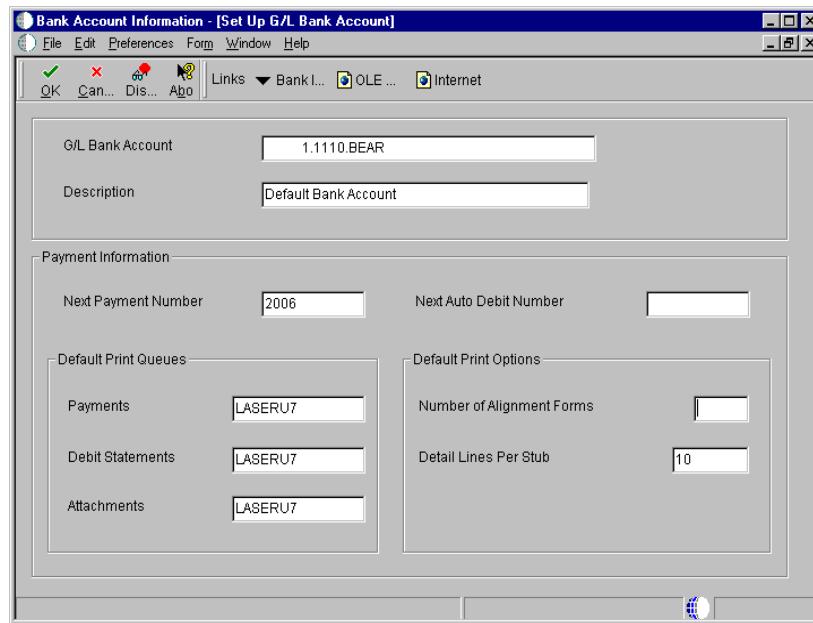
### See Also

- *Entering Supplier Records* for information about assigning bank accounts to suppliers

## ► To set up bank account information for payments

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

1. On Work With G/L Bank Accounts, click Add.



2. On Set Up G/L Bank Account, complete the following fields:
  - G/L Bank Account
  - Description
3. Complete the following optional field:
  - Next Payment Number
4. To set up default print queues, complete the following fields:
  - Payments
  - Debit Statements
  - Attachments

OneWorld does not use print queue information when you print payments. The print queue fields appear for systems where OneWorld and WorldSoftware coexist.

5. To set up default print options, complete the following fields:

- Number of Alignment Forms
- Detail Lines Per Stub

Follow the steps for setting up bank information for bank tape processing, if applicable.

See *Setting Up Bank Account Information for Bank Tape Processing*.

---

| Field                             | Explanation   |
|-----------------------------------|---|
| Next Payment Number               | The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.   |
| Next Auto Debit Number            | The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.   |
| Number of Alignment Forms         | The number of checks that are needed at the start of check printing in order for the check stock to be aligned properly on the printer.   |
| Detail Lines per A/P Payment Stub | <p>The number of detail lines that can appear on an A/P payment stub.</p> <p>The maximum number of detail lines that can print on the stub is 10. If you want more than 10 lines of detail you must make custom modifications to the Print Automatic Payments - Standard Format program (R04572).</p> |

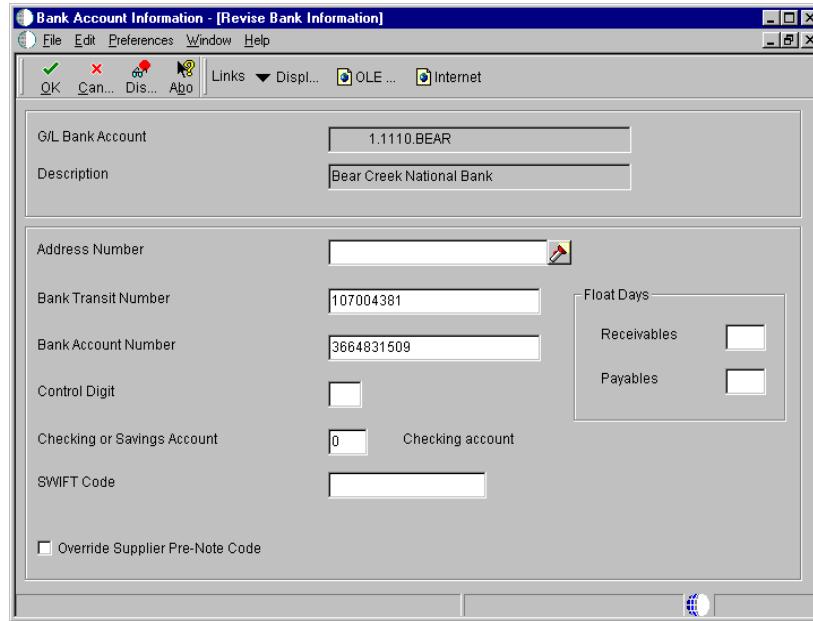
### ► To set up bank account information for bank tape processing

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

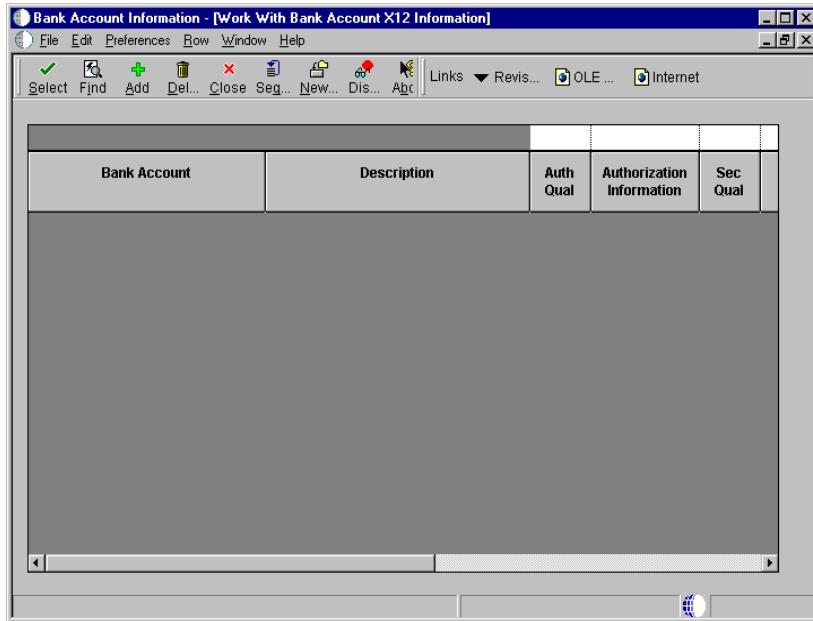
When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

1. On Work With G/L Bank Accounts, follow the steps for setting up bank account information for payments.  
See *Setting Up Bank Account Information for Payments*.
2. Choose the bank account.
3. From the Row menu, choose Bank Info.



4. On Revise Bank Information, complete the following optional fields:
  - Address Number
  - Bank Transit Number
  - Bank Account Number
  - Control Digit
  - Checking or Savings Account
  - SWIFT Code
  - Float Days
5. To avoid the use of the pre-note code assigned to the supplier, verify that the following option is turned off:
  - Override Supplier Pre-Note Code
6. Click OK to return to Work with G/L Bank Accounts.
7. If you use drafts or BACS, choose BACS Information from the Row menu.
8. On Revise BACS Information, complete the following fields:
  - Bank User Number

- Reference/Roll Number
  - Bank Reference Name
9. To return to Work with G/L Bank Accounts, click OK.
10. To enter account information for CTX bank tapes, choose X12 info from the Form menu, and then click Add.



11. On Work with Bank Accounts X12 Information, complete the following fields and click OK:
- Auth Qual
  - Authorization Information
  - Sec Qual
  - Security Information
  - Interchange Sender ID
  - Interchange Receiver ID
  - Application Sender's Code
  - Application Receiver's Code

| Field                           | Explanation   |
|---------------------------------|---|
| Control Digit                   | An optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).   |
| SWIFT Code                      | The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. This is the SWIFT code of the beneficiary's bank.  |
| Checking or Savings Account     | A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments.<br><br>Valid values are:<br>blank Checking account<br>0 Checking account<br>1 Savings account  |
| Float Days                      | Future Use - The number of days the check floated. This is defined by subtracting the check date from the bank deposit date.<br><br>The value date is calculated by adding the float days to the payment date.  |
| Override Supplier Pre-Note Code | A code for WorldSoftware, or an option in OneWorld software, that you use to override the Pre-Note processing for electronic funds transfers.<br><br>Valid values in WorldSoftware are:<br>blank Use the Pre-Note code assigned to the supplier.<br>1 Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P.<br><br>For OneWorld software, designate whether to override the Pre-Note code with a check mark.<br>On Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P.<br>Off Use the Pre-Note code assigned to the supplier. |
| Auth Qual                       | Code to identify the type of information in the Authorization Information. X12 standard information used in payments.   |
| Authorization Information       | Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier. X12 standard information for payments.   |

| <b>Field</b>               | <b>Explanation</b>   |
|----------------------------|--|
| Security Information       | This is used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier. X12 standards for payments.                         |
| Interchange Sender ID      | Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element. X12 standards for payments.                                      |
| Interchange Receiver ID    | Identification code published by the receiver of the data. When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them. X12 standards for payments. |
| Applicaton Sender's Code   | Code identifying party sending transmission. Codes agreed to by trading partners. X12 standards for payments.  |
| Applicaton Receiver's Code | Code identifying party receiving transmission. Codes agreed to by trading partners. X12 standards for payments.  |



# Working with Payment Instruments

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Working with payment instruments includes the following tasks:

- Working with French payment formats
- Setting up payment instruments

## Working with French Payment Formats

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

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

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

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

You can also define the 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 drawn on a different bank account.

Assign the following programs to payment instruments for France:

### Payment Formats

Use the following programs to generate payment formats for

- P04572F1 for electronic or paper transfers (for paper transfers, the program P04572F1B is called by P04572F1)
- R04572F2 for check letters

The P04572F1 format has been enhanced to support the euro.

For print program P04572F1, you specify in the processing options whether the format is for print or electronic transfers. If you make both types of payments, you should set up two versions of the program.

J.D. Edwards supports only domestic payment transfer orders in the electronic funds transfer format (EFT), which can be used for payment orders in French francs or euros. For foreign payment orders, use the print transfer order (P04572F1B) that indicates the currency code or create a custom program to generate an electronic file in the foreign payment orders format.

## Technical Considerations

### Specifying a Different Version

You can specify different versions of the print program and the register program that you set up for your payment instrument defaults. To do this, access the processing options for the Automatic Payment Groups program (P04571). Enter the versions that you want to use in processing option 1 on the Print tab and processing option 1 on the Update tab.

For example, if your company needs to create electronic and paper payment transfer orders, you should set up two versions of the format program (P04572F1): one for electronic payment transfer orders and one for paper payment transfer orders. In this situation, you would also need to create two versions of Automatic Payment Groups to call the appropriate version of the print program.

### French EFT Format

The French EFT format for domestic payment transfers (generation program P04572F1) consists of a fixed length record that includes 160 characters. The information included in the EFT table includes:

- Header record (03) - Information about the company that is ordering the payment.
- Detail record (06)- Information about the suppliers that are to receive the payment and about the payment amount. The EFT table can include as many detail records as there are payments in the payment group.
- Total record (08) - Total amount of the transfer.

The generation program also includes the sender's bank identification number on the header, detail, and total records, as required by the Bank of France. You can specify this identification number in the processing options for the program or set up the number in the G/L bank account information you enter for your company in the BACS field.

### G/L Payment Date for French EFT Format

The system writes the G/L payment date to the electronic funds transfer table in the DDMYY format, where Y is the last digit of the year. For example, July 07, 1997 is written to the table as 07077.

### Bank Transit Codes for French EFT Format

The system writes the bank transit number of your company to the header record and the bank transit number of the suppliers to the detail records of the EFT table. In both records, the bank transit number is split into the Bank Identification Number (5 digits) and the Branch Identification Number (5 digits).

## Processing Options for Create A/P Bank Tape - France (R04572F1)

### Processing

1. Enter '1' to print a paper Funds Transfer Order. If left blank a Electronic Funds Transfer (EFT) file will be created.

### Mode

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Tape

1. Enter one of the following to load information to the reference field of the detail record. ' ' = payment document number, '1' = vendor number, 'literal comment'.

Tape Information

---

2. Enter the City to be loaded into the payment records.

City

---

Tape (more)

1. Enter the Sender's Bank ID number (6 pos.). If left blank, the Bank Account Bank System User Number (BACS) will be used. Please note that if this field is blank on the tape, the tape will be rejected by the bank clearing house.

Sender Bank

---

2. Enter the Sender's Fiscal Identification (15 positions). This can be either the SIRET code (1 + 14 digits) or another code (2 + code).

Sender's Fiscal

---

Bank

1. Enter the following default values:

Device Name  
Tape Density  
Label Name

---

---

---

Bank (more)

Block Size  
New Volume Name  
New Owner ID  
File Name

---

---

---

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Currency

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

## **Processing Options for Print Automatic Payments - Check - France (R04572F2)**

### Address Format

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

Address Format ID (FUTURE USE) \_\_\_\_\_

### Payment Info

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

Purchase Order Number \_\_\_\_\_

2. Enter a '1' if you would like the payment remark to print on the stub.

Payment Remark \_\_\_\_\_

3. Enter the City to print on the Payment.

City \_\_\_\_\_

### Print Info

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

Forms Type (FUTURE USE) \_\_\_\_\_

## **Setting Up Payment Instruments**

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

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

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

Setting up payment instruments consists of:

- Assigning programs to a payment instrument
- Revising processing options for payment instrument formats
- Assigning a payment instrument to a supplier

## Before You Begin

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

## See Also

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

### ► To assign programs to a payment instrument

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

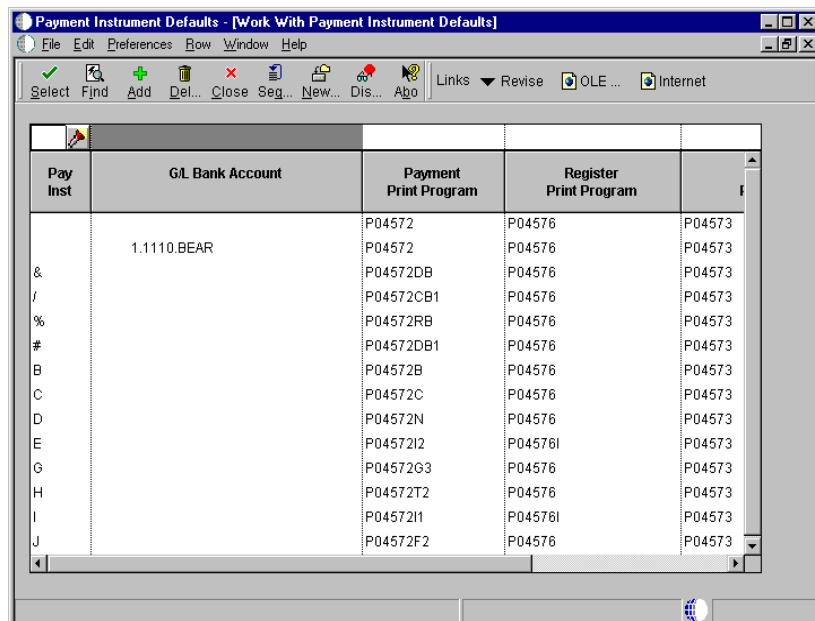
The Payment Instrument Defaults program includes all of the default programs associated with each component. The data is stored in the A/P Payments - Default Print and Update table (F0417).

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

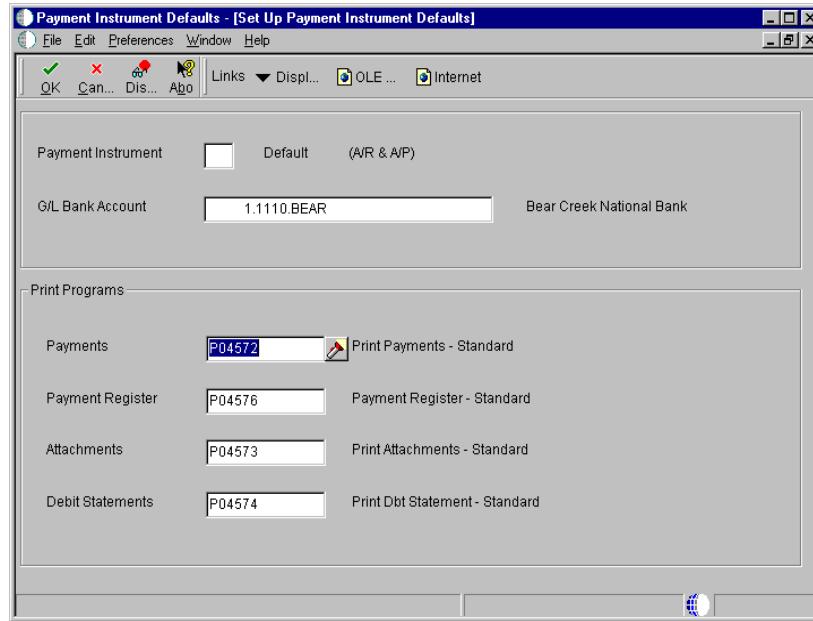
You are not limited to using the preassigned programs for each payment instrument. For example, if the default of blank for your company is to print a check that is in a Canadian format, you can change the payment print program from the Auto Payments Write/Reset program (P04572) to the Print Payments - Canada program (P04572C).

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

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



1. On Work With Payment Instrument Defaults, choose the payment instrument and click Select.

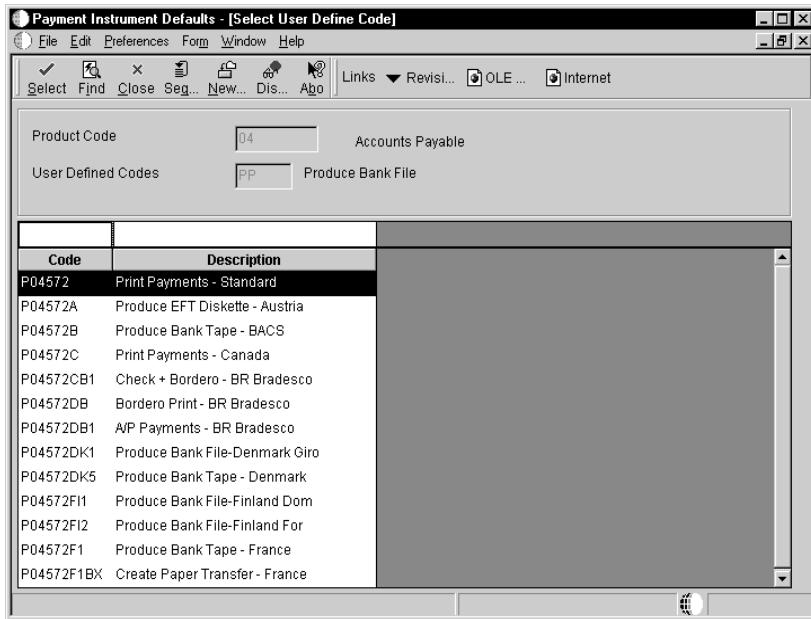


2. On Set Up Payment Instrument Defaults, enter a program number in the following fields:
  - Payments
  - Payment Register
  - Attachments
  - Debit Statements

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

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

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



4. On Select User Define Code, take one of the following actions:

- Choose the appropriate program for the payment instrument and click Select
- Click Revisions to add a program to the user defined list, then assign the program number to the payment instrument

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

5. Click OK.

| Field            | Explanation   |
|------------------|---|
| Payments         | A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.                               |
| Payment Register | A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.                   |
| Attachments      | A user defined program used to print attachments in A/P Payment processing. Only programs set up in user defined codes for 04/PA may be entered.      |
| Debit Statements | A user defined program used to print debit statements in A/P payment processing. Only programs set up in user defined codes for 04/PD can be entered. |

## ► To revise processing options for payment instrument formats

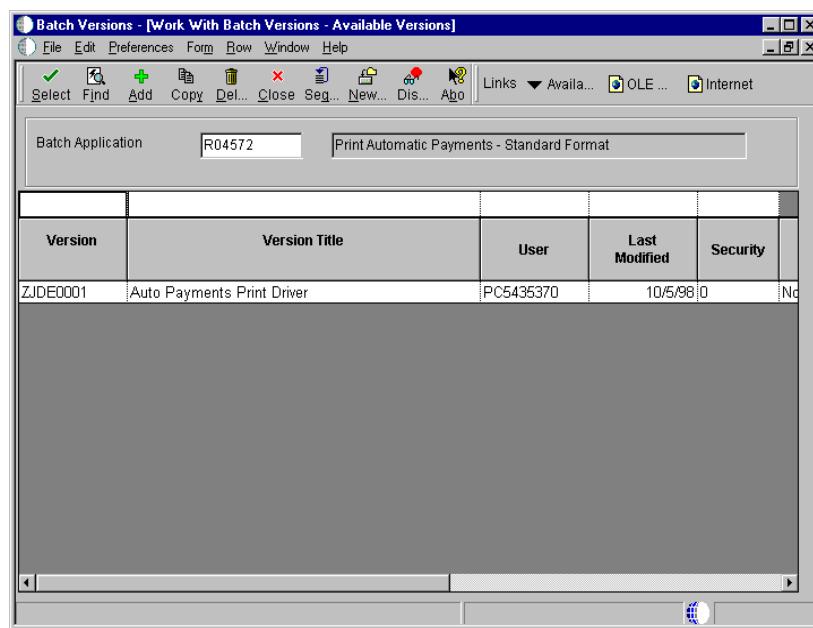
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On the System Administration Tools menu (GH9011), choose Batch Versions.

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

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

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



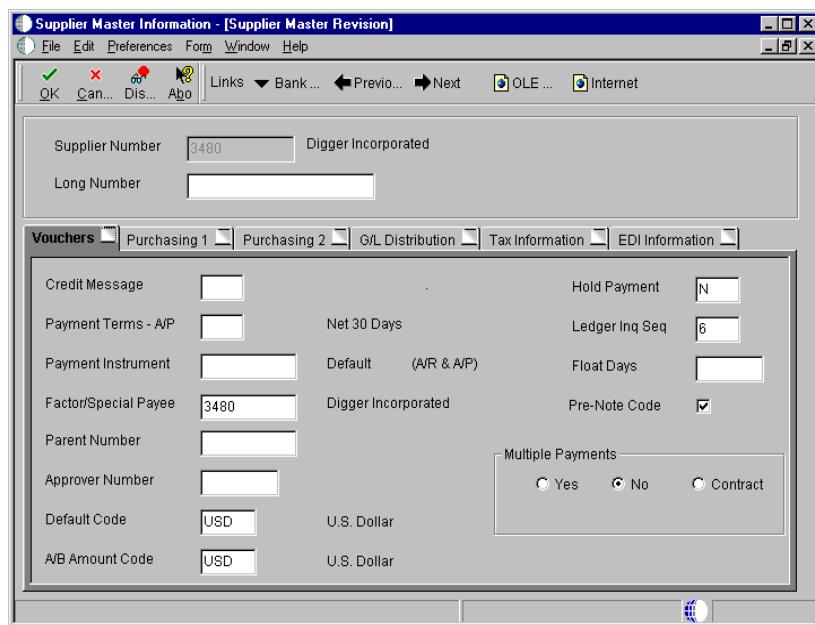
2. Choose the version.
3. From the Row menu, choose Processing Options.
4. Revise the processing options, as necessary.

► To assign a payment instrument to a supplier

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

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

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



3. On Supplier Master Revision, click the Vouchers tab and complete the following field:

- Payment Instrument

4. You can also complete the following optional field:

- Pre-Note Code

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

| Field              | Explanation  |
|--------------------|--|
| Payment Instrument | <p>The user defined code that determines the type of payment made to the supplier.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The system uses this information as the default value when you enter vouchers. The default is blank.</p>   |
| Pre-Note Code      | <p>A code in WorldSoftware or an option in OneWorld software that indicates whether a supplier is in a setup or complete pre-note status for electronic funds transfer.</p> <p>Valid codes for WorldSoftware are:</p> <ul style="list-style-type: none"> <li>P Pre-note status. Set up electronic funds transfer information for this supplier with the bank. At this stage, the system writes a check to the supplier and makes a pre-note entry to the bank tape. No funds will be transferred until the pre-note cycle is complete.</li> <li>N Pre-note cycle complete. The bank has received and verified the supplier's account information. The system will process future payments to this supplier through electronic funds transfer.</li> </ul> <p>If you leave this field blank, the system uses N.</p> <p>Note: The system sets the pre-note status to P for a supplier when you first add bank account information to a supplier's address record and any time you change bank account information.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none"> <li>On Pre-note setup status.</li> <li>Off Pre-note cycle complete status.</li> </ul> |

## Processing Options for Payment Instruments

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

### Standard

#### Processing Options for A/P Print Payments - Standard Format

##### Translation

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

##### Translation Program

---

##### Address

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

##### Address Format (FUTURE)

---

##### Payment

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

##### Company Name

---

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

##### Payee Name

---

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

##### Purchase Order

---

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

Alternate Stub Information \_\_\_\_\_

Print

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

Form Type (FUTURE) \_\_\_\_\_

## Draft

### Processing Options for A/P Print Payments - Draft Format

Address

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

Address Format (FUTURE) \_\_\_\_\_

Payment

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

Print Information \_\_\_\_\_

Print

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

Form Type (FUTURE) \_\_\_\_\_

### CTX

#### Processing Options for Create A/P Bank Tape - CTX Format

##### EFT

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

File ID Modifier

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

Tape Payment Detail Description

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##### EFT(more)

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

Identification Code Designator

---

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

Discretionary Data

---

##### PRINT

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

Print Program

---

**TAPE**

1. Enter the following defaults values:

|                 |       |
|-----------------|-------|
| Device Name     | _____ |
| Tape Density    | _____ |
| Label Name      | _____ |
| Block Size      | _____ |
| New Volume Name | _____ |

TAPE (more)

|              |       |
|--------------|-------|
| New Owner ID | _____ |
| File Name    | _____ |

## **Subcontract**

### **Processing Options for A/P Payments - Contract Management**

Translation

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

Translation Program \_\_\_\_\_

Address

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

Address \_\_\_\_\_

Payment

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

Company Name \_\_\_\_\_

Print

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

Form Type \_\_\_\_\_

**See Also**

- Localization guides for country-specific formats
- *Electronic Formats and the Euro* in the *Euro Implementation Guide* for information about country-specific formats for the euro



## Creating Payment Groups

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

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

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

- Bank account
- Payment instrument

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

- Payments
- Registers
- Attachments
- Debit statements

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

You can create payment groups in a domestic, foreign, or alternate currency. Creating alternate currency payment groups is similar to creating domestic and foreign payment groups. The Payment Currency and Alternate Currency Code processing options allow you to select a currency different from your current domestic currency to pay your supplier. These processing options allow you to process a voucher in one currency and make the matching payment in another. Thus you do not have to re-enter vouchers in the alternate currency, which saves you time and operating costs.

When you create payment groups, the system:

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

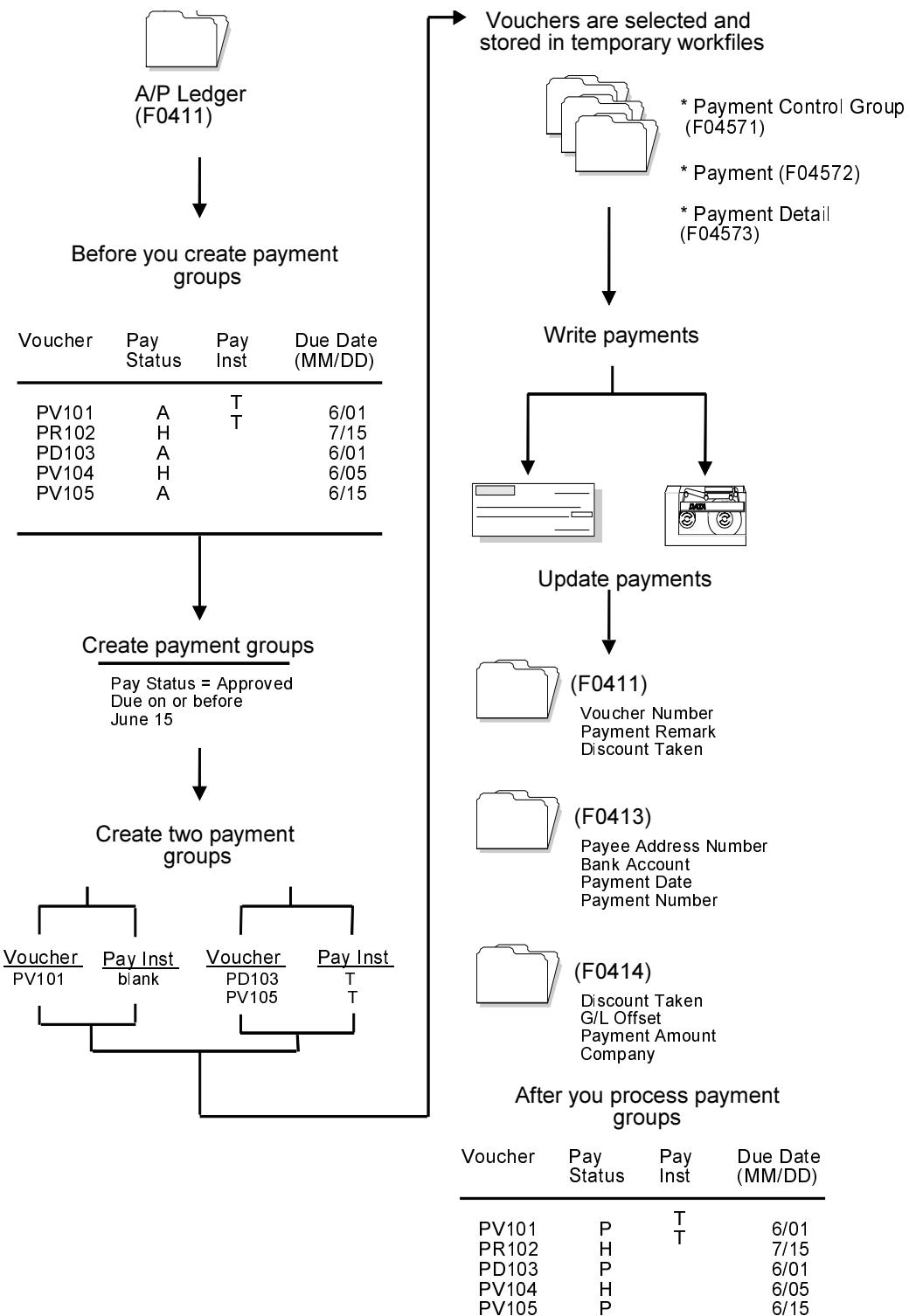
After the system creates payment groups, each group also has the following information in common:

- Version ID
  - User
  - Creation date
  - Output queue
3. Assigns each payment group a “next status” of WRT (write).
  4. Changes the pay status of selected vouchers from A to # (payment in-process).
  5. Creates the following worktables to use in writing payments:
    - A/P Payment Control Group table (F04571). Contains a single header record for each payment group with information about that group of payments.
    - A/P Payment Header table (F04572). Contains a record for each payment within a group. These records are the actual payments that will be written and updated through the Work with Payment Groups program. This information is the basis for the A/P Matching Document table (F0413).
    - A/P Payment Detail table (F04573). Contains a record for each voucher pay item within a payment. This is the information that will be printed on the payment stub and used to update the A/P ledger. This information is the basis for the Matching Document Detail table (F0414).

6. Prints a Payment Group Edit report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total. Examples of error messages include:

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

The following graphic shows the process for creating payment groups:



### See Also

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

### Before You Begin

- Verify that you set up suppliers with the correct payment instrument.
- Make changes to vouchers, if necessary. In general, you cannot change vouchers in a payment group until you complete the automatic payment process or remove the voucher from the group.
- Approve vouchers for payment.
- Calculate withholding, or set the processing options for this program to automatically calculate withholding.
- Make sure you set up AAIs for alternate currency processing if you create payment groups in an alternate currency. See *Understanding AAIs for A/P* for more information.

## Processing Options for Create Payment Groups (R04570)

### Dates Tab

These processing options customize payment and discount dates of payment groups.

#### 1. Pay Through Date

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

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

## 2. Displacement Days

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

## 3. Discount Cutoff Date

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

# Amounts Tab

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

## 1. Payment Amount Range

### Maximum

Use this processing option to enter a numeric value indicating a payment amount range for a group of vouchers. For example, you can select vouchers between 500 and 1000.

Note: Do not enter symbols indicating a specific currency. Rather, specify the currency in the Currency Code processing option.

- Maximum - Enter the maximum amount allowed for vouchers in the selection range.

### Minimum

Use this processing option to enter a non-zero numeric value indicating a payment amount range for a group of vouchers. For example, you can select vouchers between 500 and 1000.

Note: Do not enter symbols indicating a specific currency. Rather, specify the currency in the Currency Code processing option.

- Minimum - Enter the minimum amount allowed for vouchers in the selection range.  
To prevent the system from generating a debit statement (negative or zero payment totals) enter the lowest currency unit. For example, currency 1 for BEF or .01 for USD.

### 2. Currency Code for Range Amounts

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

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

### 3. Payment Instruments for Range Exceptions

#### Minimum Payment Instrument

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

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

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

## Maximum Payment Instrument

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

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

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

## Printing Tab

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

### 1. Sequence ID

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

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

Note: You cannot leave this processing option blank.

### 2. Print Attachments

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

Valid values are:

Blank No, do not print attachments.

1 Yes, print attachments.

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

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

### 3. G/L Bank Account

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

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

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

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

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

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

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

#### 4. Payment Currency

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

Valid values are:

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

- 1 You pay the domestic amount of the voucher in the domestic currency. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, the voucher is paid in USD.
- 2 You pay the foreign amount of the voucher in the foreign currency. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, the vouchers are paid in FRF. Vouchers that do not have a foreign currency are paid in the domestic currency.
- 3 You pay the current domestic amount of a foreign voucher in the domestic currency. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, the foreign amount is converted to the current domestic amount based on today's effective exchange rate, and the voucher is paid in USD.
- 4 You pay the voucher in an alternate currency that is neither the domestic amount nor foreign currency of the voucher. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, but you want to pay the voucher in the euro (EUR), the voucher is paid in the alternate currency. Designate the payment currency in processing option 5.

#### Exchange Rate Notes

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

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

### **5. Alternate Currency Code**

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

### **6. Prepayment Selection**

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

Valid values are:

Blank Do not include negative prepayment items.

1      Include negative prepayment items.

## **Process By Tab**

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

### **1. Company**

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

Valid values are:

Blank No.

1      Yes.

## **2. Due Date**

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

Valid values are:

Blank No.

1 Yes.

## **3. Payee**

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

Valid values are:

Blank No.

1 Yes.

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

Voucher 1, Supplier 1001, Payee 1001.

Voucher 2, Supplier 1001, Payee 1002.

Voucher 3, Supplier 1001, Payee 1002.

Voucher 4, Supplier 1002, Payee 1002.

Voucher 5, Supplier 1003, Payee 1001.

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

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

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

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

### **4. Business Unit**

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

Valid values are:

Blank No.

1 Yes.

### **Summarize Tab**

These processing options customize the information that appears on the pay stub.

#### **1. Summarized Pay Item**

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

Valid values are:

Blank No.

1 Yes.

#### **2. Summary Description**

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

Valid values are:

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

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

## Report Tab

These processing options specify the information that appears on the report.

### 1. Print Mailing Address

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

Valid values are:

Blank No.

1 Yes.

### 2. Print Contract Number

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

Valid values are:

Blank No.

1 Yes.

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

### 3. Print Job Number

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

Valid values are:

Blank No.

1 Yes.

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

### **Bank Tape Tab**

These processing options set up the bank information that prints on the report.

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

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

Valid values are:

Blank No.

1 Yes.

#### **2. Payee Bank Account Error**

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

#### **3. Bank Account X12 Information Error**

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

## Withholding Tab

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

### 1. Calculate Withholding

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

Blank No.

1 Yes.

### 2. Program Version

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

Blank Version number ZJDE0001 (default).

Or, enter the specific program version number.

## Understanding the Payment Currency Processing Option

Use the Payment Currency processing option to select the currency method that you want to use for payment. The method you can select from are:

- Bank Account's Monetary Unit
- Voucher Domestic Currency
- Voucher Foreign Currency
- Current Domestic Amount
- Alternate Currency Amount

### Bank Account's Monetary Unit

When you use the Bank Account's Monetary Unit method, the currency in which you pay vouchers depends on whether the bank account assigned to the voucher is a monetary or nonmonetary account.

### **Paying Vouchers Assigned with a Monetary Bank Account**

When you pay vouchers that you entered with a monetary bank account, you pay in the currency of the bank account.

For example:

- You enter a voucher in FRF for a company that has a base currency of USD.
- The bank account that you assign to the voucher is a monetary account in FRF.

Choosing this method results in paying the foreign amount of the voucher in the foreign currency (FRF).

A gain or loss might be calculated for this payment. The system calculates the gain or loss based on one of the following:

- The G/L date entered on the payment.  
You enter the G/L date when you write payments. The system uses this date to locate the exchange rate in the Currency Exchange Rates table (F0015).
- The Exchange Rate Effective Date specified in the processing option for the Work with Payment Groups program (P04571).

If you leave this processing option blank, the system uses the G/L date.

### **Paying Vouchers Assigned with a Nonmonetary Bank Account**

When you pay vouchers that you entered with a nonmonetary bank account (the currency code on the bank account is blank), you pay in the domestic currency of the voucher.

For example:

- You enter a voucher in FRF for a company that has a base currency of USD.
- The bank account that you assign is not a monetary account.

Choosing this method results in paying the domestic amount of the voucher in the domestic currency (USD), so no gain or loss occurs.

## **Voucher Domestic Currency**

When you use the Voucher Domestic Currency method, you pay in the domestic currency of the voucher.

For example:

- You enter one voucher in FRF for a company that has a base currency of USD.
- You enter another voucher in USD for a company that has a base currency of USD.

Choosing this method results in paying the domestic amount of both vouchers in the domestic currency (USD), so no gain or loss occurs.

## **Voucher Foreign Currency**

When you use the Voucher Foreign Currency method, you pay in the foreign currency of the voucher.

For example:

- You enter one voucher in FRF for a company that has a base currency of USD.
- You enter another voucher in FRF for a company that has a base currency of GBP.

Choosing this method results in paying the foreign amount of both vouchers in the foreign currency (FRF).

A gain or loss might be calculated for this payment. The system calculates the gain or loss based on one of the following:

- The G/L date entered on the payment.  
You enter the G/L date when you write payments. The system uses this date to locate the exchange rate in the Currency Exchange Rates table (F0015).
- The Exchange Rate Effective Date specified in the processing option for the Work with Payment Groups program (P04571).

If you leave this processing option blank, the system uses the G/L date.

### Current Domestic Amount

When you use the Current Domestic Amount method, you pay the current domestic amount of the voucher in the domestic currency.

For example:

- You enter a voucher in USD for a company that has a base currency of FRF.

You pay the domestic amount of the voucher in the domestic currency (FRF). Unlike the Voucher Domestic Currency method, which does not calculate a gain or loss, the system might calculate a gain or loss if the exchange rate at the time that you enter the voucher is different from the exchange rate at the time that you pay the voucher.

The system uses the current (today's) exchange rate that is set up in the Currency Exchange Rates table (F0015). The system does not use the G/L date or the Exchange Rate Effective Date processing option. If today's exchange rate is not set up, the system uses the previous exchange rate.

For example:

#### Exchange Rate

6/01 = 1.5

6/15 = 2.0

6/30 = 2.5

If you pay the voucher on 6/10 (today's date), the system uses the exchange rate for 6/01 (1.5), because no exchange rate is set up for 6/10. If you pay the voucher on 6/29, the system uses the exchange rate for 6/15 (2.0).

### Alternate Currency Amount

When you use the Alternate Currency Amount method, you do not pay in the domestic or a foreign currency of the voucher; rather, you pay in an alternate currency.

For example:

- You enter a voucher in FRF for a company that has a base currency of USD.
- You specify EUR in the Alternate Currency processing option.

You pay the voucher in EUR, the alternate currency, which is neither the foreign currency (FRF) nor the domestic currency (USD).

**Note:** When you pay a voucher in an alternate currency, you pay the transaction amount of the voucher. The transaction amount is the domestic amount if the voucher is domestic only, or the foreign amount if the voucher is foreign.

A gain or loss might be calculated for this payment. The system calculates the gain or loss based on one of the following:

- The G/L date entered on the payment.

You enter the G/L date when you write payments. The system uses this date to locate the exchange rate in the Currency Exchange Rates table (F0015).

- The Exchange Rate Effective Date specified in the processing option for the Work with Payment Groups program (P04571).

If you leave this processing option blank, the system uses the G/L date.

**Note:** Gains and losses are not calculated between two Economic Monetary Union (EMU) currencies (such as DEM and FRF).

## Data Sequence for Create Payment Control Groups

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

## Working with Payment Groups

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

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

Working with payment groups consists of:

- Printing the Payment Analysis report
- Reviewing payment groups
- Reviewing payments with a write status
- Reviewing payments with an update status
- Revising unprocessed payments

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

### Write

The pay item is ready to be written.

### Update

The payment has been written and is ready to be updated in the Account Ledger table (G0411).

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

**Undo**

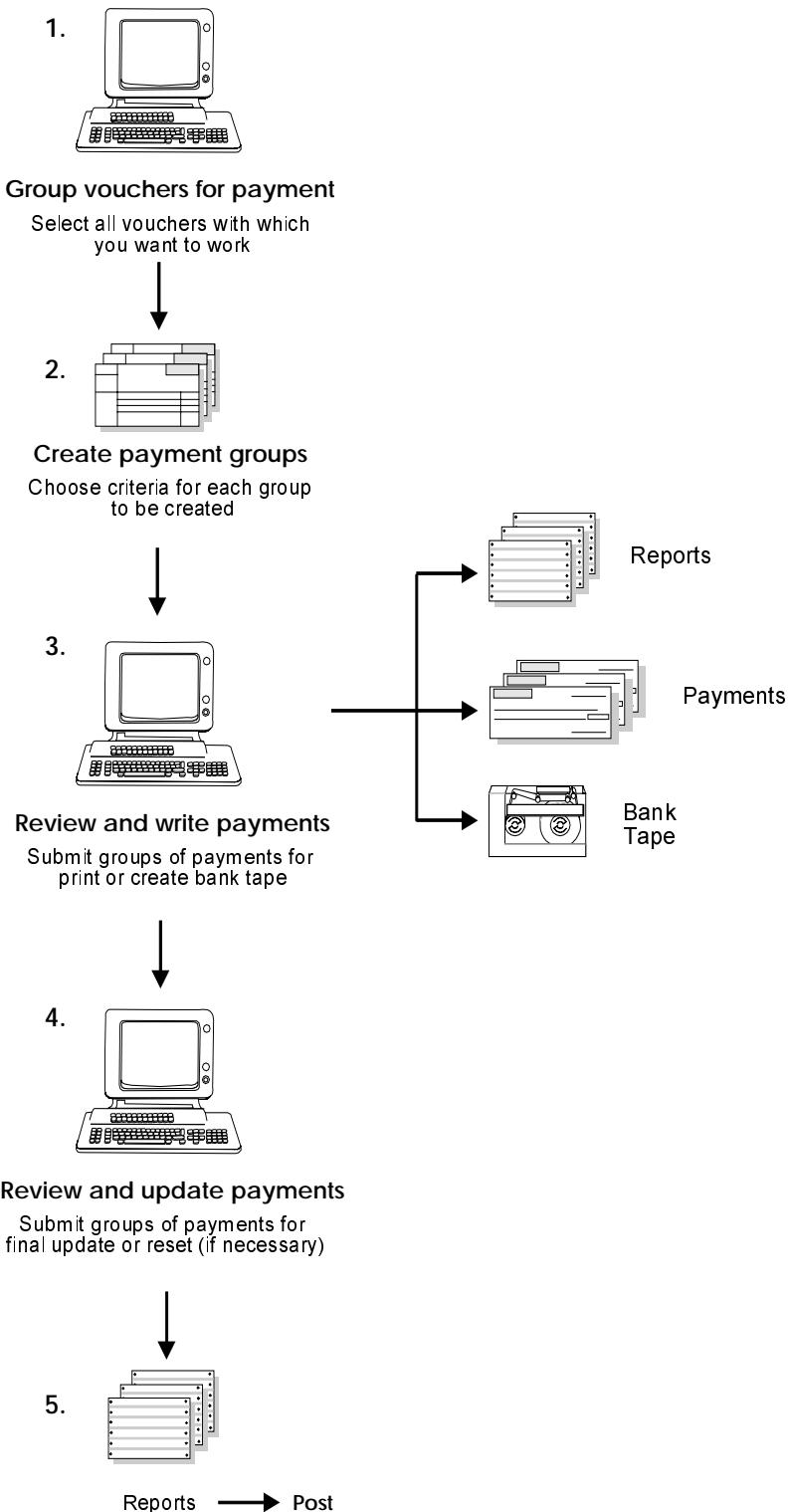
Undo means to remove a pay item from the payment group. You can undo pay items, regardless of whether they are at a status of write or update. In either case, the pay item returns to an open voucher with a status of approved.

**Reset**

Reset means to return a pay item to the previous step in the payment process.

If the status of the pay item is update and you reset it, the pay item returns to a pay status of write.

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



## Printing the Payment Analysis Report

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

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

### See Also

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

### Processing Options for Payment Analysis Report

#### Print

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

#### Detail Voucher Information

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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

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## Reviewing Payment Groups

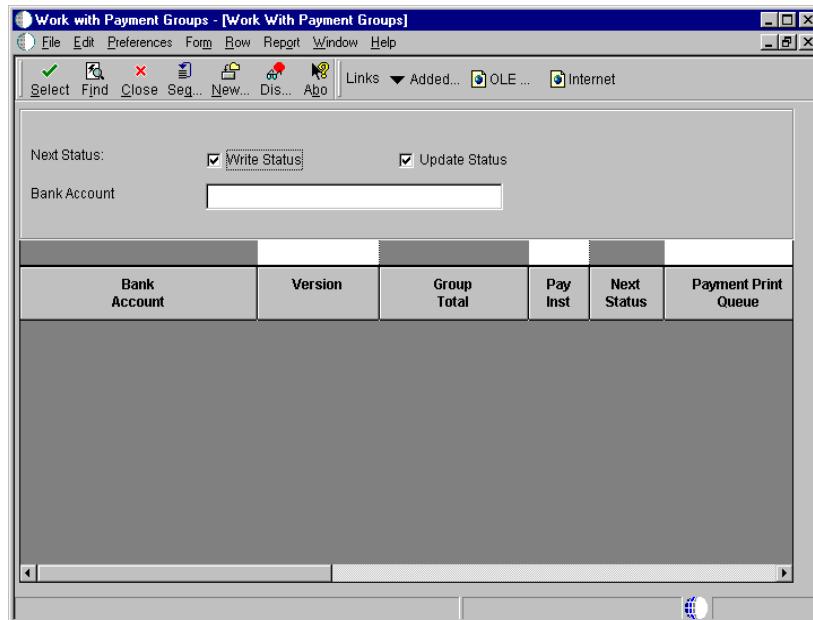
When you review payment groups, you can display groups based on a next status of either write or update, or both. For example, you might want to review all payment groups that are ready to be written (next status of WRT). Optionally, you can review payments assigned to a specific bank account, or payments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

This program displays information from the A/P Payment Control Group (F04571).

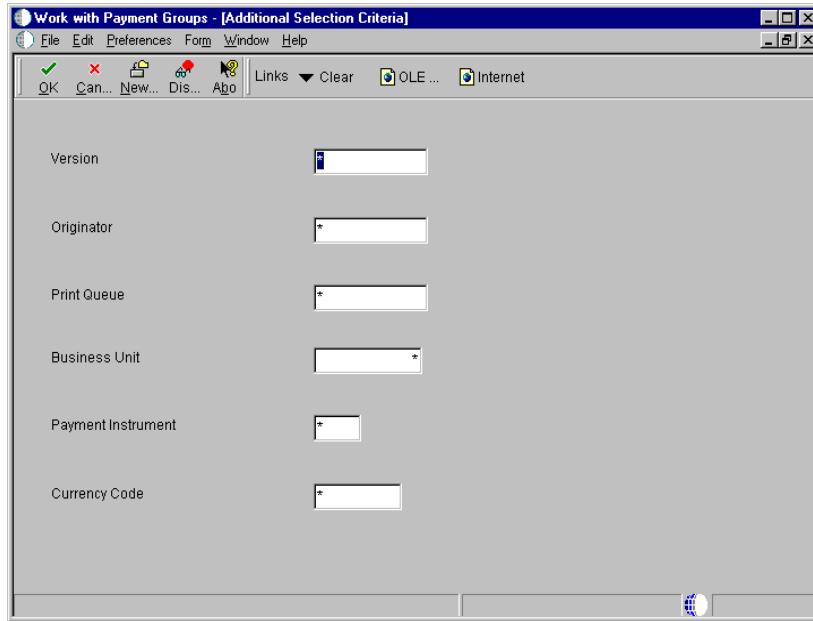
### ► To review a payment group

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



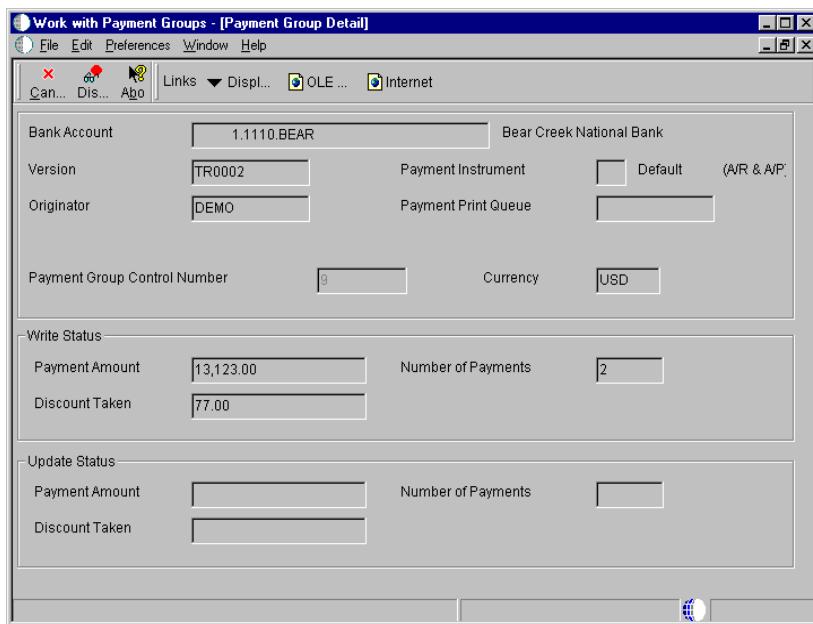
1. On Work With Payment Groups, click one or both of the following options:
  - Write Status
  - Update Status
2. To further limit your search, complete the following field:
  - Bank Account
3. Click Find.
4. For additional search criteria, choose Added Selection from the Form menu.



5. On Additional Selection Criteria, complete any of the following fields and click OK:
  - Version History
  - Transaction Originator
  - Payment Print Queue
  - Business Unit
  - Payment Instrument
  - Currency Code - From

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

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



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

| <b>Field</b>           | <b>Explanation</b>   |
|------------------------|--|
| Version History        | A user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version. |
| Payment Print Queue    | This is the print output queue for A/P payments.   |
| Payment Instrument     | The user defined code that determines the type of payment made to the supplier.  |
| Transaction Originator | The person who originally entered the transaction.   |

## Reviewing Payments with a Write Status

Before you write payments, you can do the following:

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

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

- A/P Payment Control Group (F04571)
- A/P Payment Header (F04572)

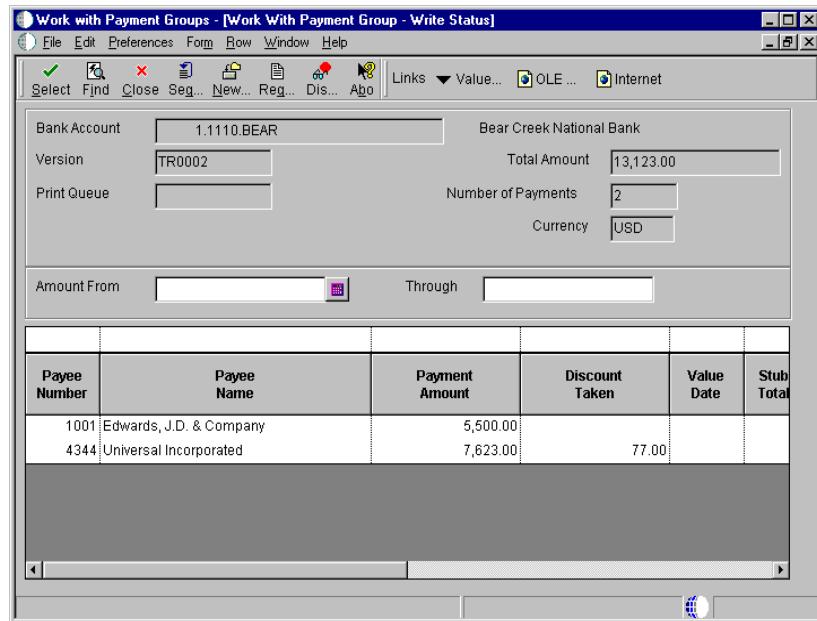
### ► To review payment and voucher information (write status)

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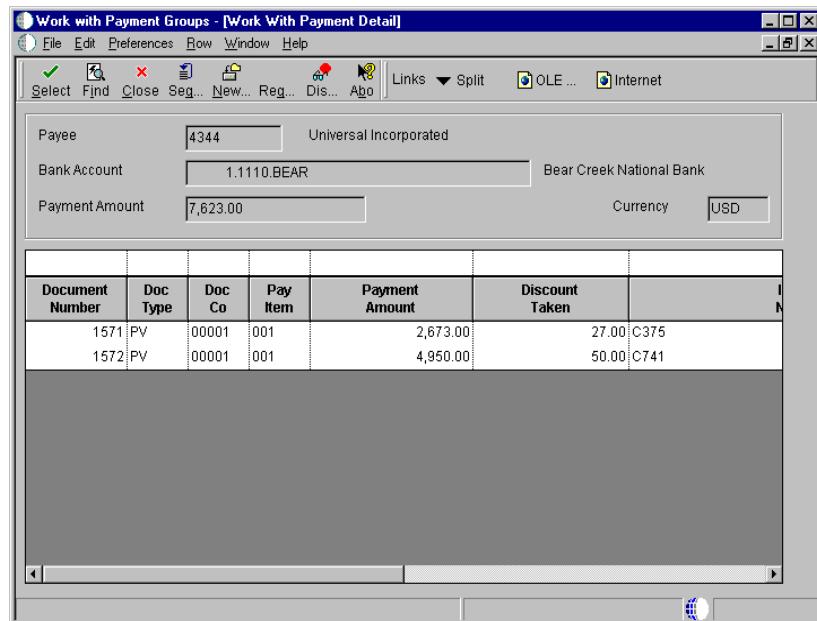
From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

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

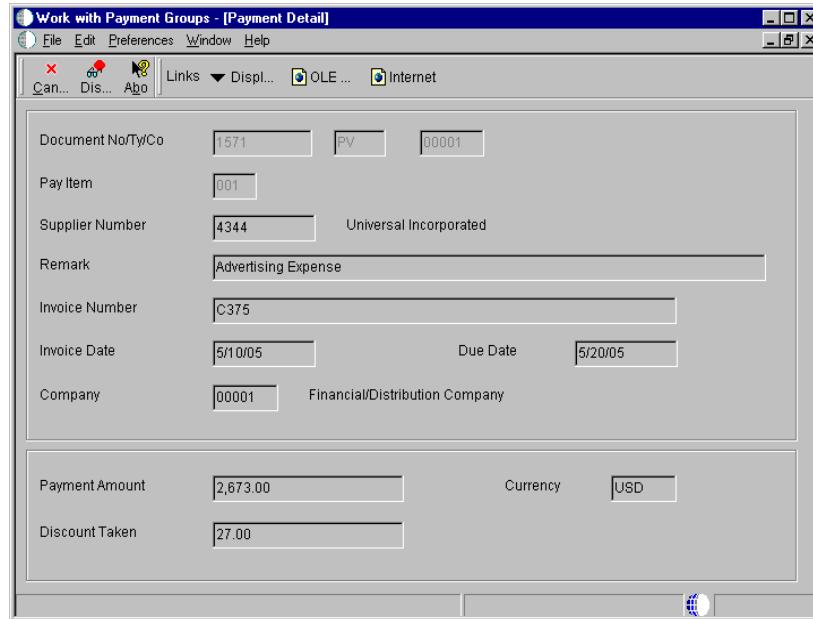
1. On Work With Payment Groups, click the following option and click Find:
  - Write Status
2. Choose a payment group and click Select.



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



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



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

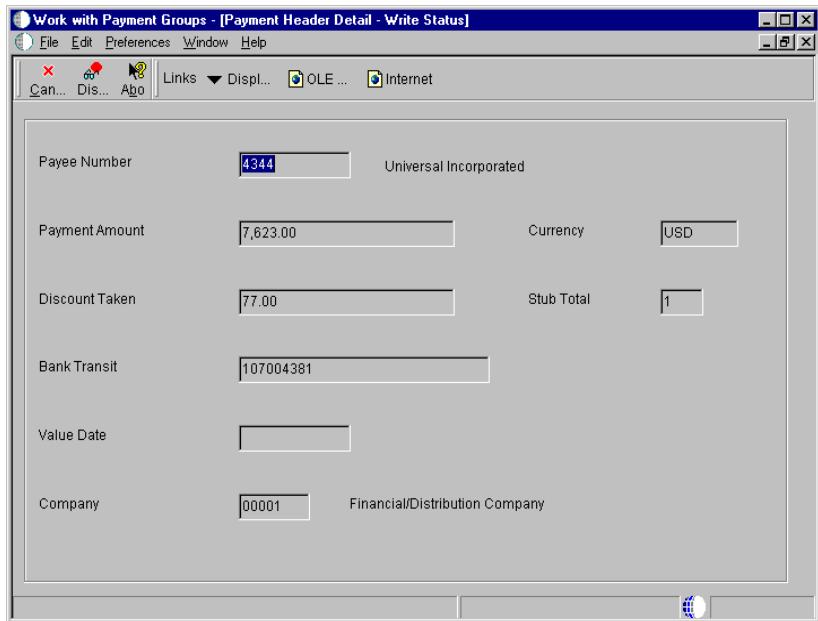
### ► To review payment summary information (write status)

---

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

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

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



## Reviewing Payments with an Update Status

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

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

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

The payment group programs display information from the following worktables:

- A/P Payment Control Group (F04571)
- A/P Payment Header (F04572)

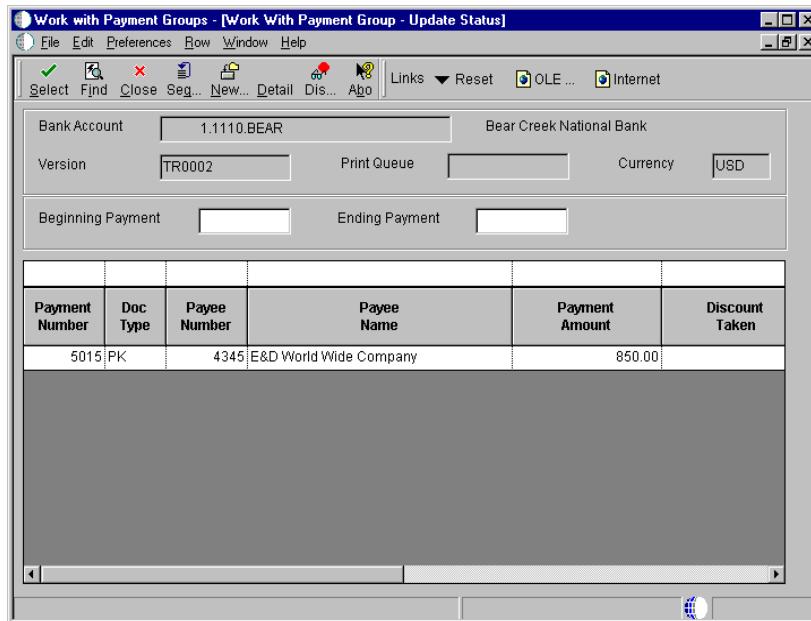
► To review payment information (update status)

---

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

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

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



► To review payment summary information (update status)

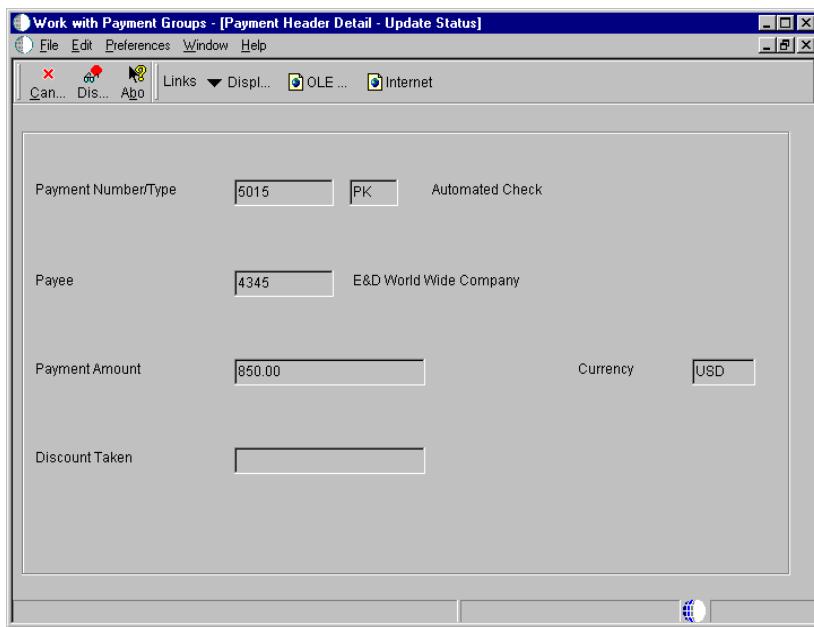
---

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

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

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

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



## Revising Unprocessed Payments

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

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

### See Also

- *Setting Up Payment Instruments*

## ► To exclude a debit memo (credit voucher)

---

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

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

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

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

1. On Work With Payment Groups, choose a payment group, payment, or voucher.
2. From the Row menu, choose Undo.

## Related Tasks

### **Excluding all debit memos**

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

### **Reviewing debit memos**

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

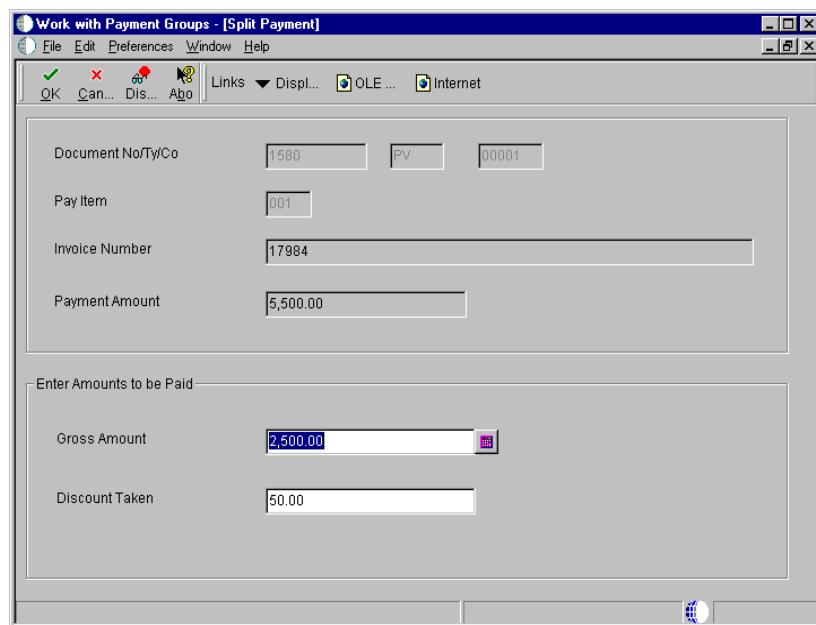
## ► To split a payment

---

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

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

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



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

- Gross Amount
- Discount Taken

| Field        | Explanation  |
|--------------|--|
| Gross Amount | <p>The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT.</p> <p>.....Form-specific information.....</p> <p>Enter the gross amount less any discount in this field. It must be less than the original gross amount and greater than zero. This is the actual amount you will pay.</p> |

| Field          | Explanation   |
|----------------|---|
| Discount Taken | <p>In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice.</p> <p>In Accounts Payable, this is the amount of discount you take when you issue a payment.</p> <p>The discount taken does not have to be the same as the discount available.</p> <p>.....<i>Form-specific information</i>.....</p> <p>This amount must be less than the original gross amount and greater than zero.</p> |

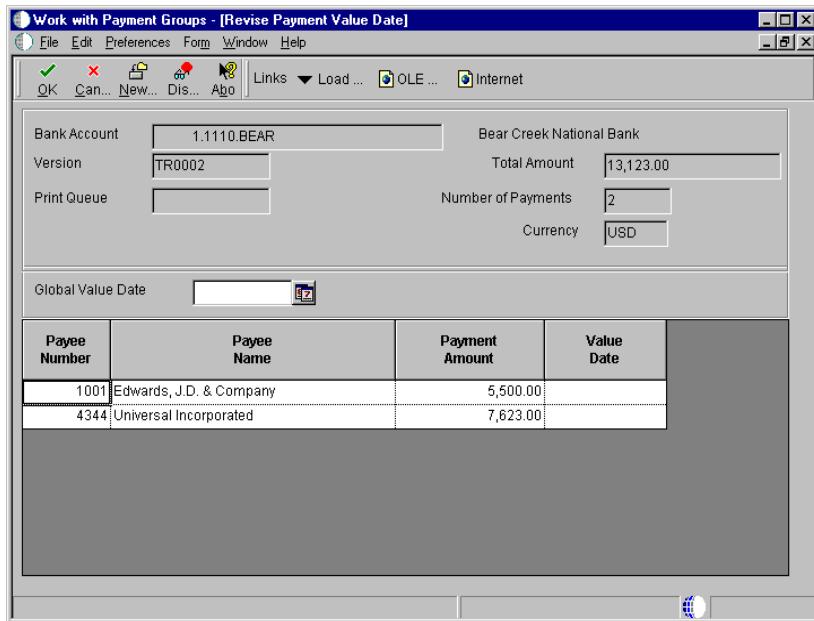
### ► To revise the value date of a payment

---

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

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

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.  
See *Reviewing Payments with a Write Status*.
2. On Work With Payment Group-Write Status, choose Value Date from the Form menu.



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

---

| Field      | Explanation  |
|------------|--|
| Value Date | <p>The date the payment amount was debited or credited to the bank account.</p> <p>It is not the date the bank reconciled the payment. Automatic payments automatically populate this field. If you are making manual payments and have directed a processing option to display the value date, you can manually enter the value date.</p> |

### ► To remove a voucher pay item

---

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

On Work With Payment Groups

1. Follow the steps for reviewing vouchers.

See *Reviewing Vouchers* in the chapter *Reviewing and Approving Vouchers*.

2. On Work With Payment Detail, choose a voucher.
3. From the Row menu, choose Undo.

### ► To remove an unprocessed payment

---

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

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

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.  
See *Reviewing Payments with a Write Status*.
2. On Work With Payment Group-Write Status, choose a payment.
3. From the Row menu, choose Undo.
4. On Undo Confirmation, accept or reject undoing the selected payment.

### ► To remove an entire payment group

---

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

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

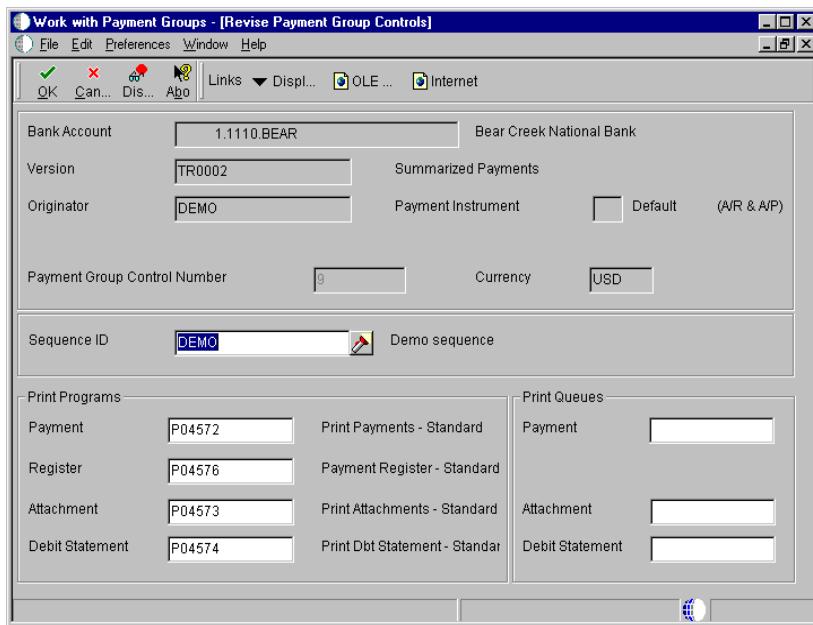
► To revise control information for a payment group

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

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

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.  
See *Reviewing Payment Groups*.
2. Choose a payment group.
3. From the Form menu, choose Controls.



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

5. Change any of the following print program fields:

- Payment
- Register
- Attachment
- Debit Statement

6. Change any of the following print queue programs:

- Payment
- Attachment
- Debit Statement

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

7. Click OK.

## Working with Automatic Payments

---

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

- Writing payments
- Resetting payment processing
- Removing processed payments
- Copying payments to tape

### Writing Payments

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

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

When you write payments, the system:

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

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

The system does not update the A/P Ledger table (F0411), the A/P Matching Summary table (F0413), or the A/P Matching Detail table (F0414) until the update process. The payments remain in the temporary workfiles, A/P Payment Control Group table (F04571), A/P Payment Header table (F04572), and A/P Payment Detail table (F04573).

You can write payments in a domestic, foreign, or alternate currency. Writing alternate currency payments is similar to writing domestic and foreign payments. Most of the processing considerations for alternate currency payments are based on the AAI and processing option setup you do beforehand. You use the processing options to designate the currency in which to write your payments.

When you write alternate currency payments, the system calculates the payment amount as follows:

- Adds the total amount of vouchers in the voucher (supplier's invoice) currency.
- Uses the exchange rate between the voucher (supplier's invoice) currency and payment currency to calculate the payment amount.

For example, a Canadian company receives an invoice for 500 U.S. dollars (USD) and pays in Japanese yen (JPY), an alternate currency. To calculate the payment amount, the voucher (supplier's invoice) is multiplied by the exchange rate (1 USD = 107.863 JPY) as follows:

$$500 \text{ USD} \times 107.863 = 53,931.50 \text{ JPY}$$

When you write an alternate currency payment, gains and losses are recorded as follows:

- The fluctuation in the foreign to domestic exchange rate from payment date to voucher date is recorded as a standard gain/loss
- The difference between converting the alternate currency directly to the domestic currency and converting the alternate currency to the foreign currency to the domestic currency is recorded as an alternate gain/loss

Alternate currency payment amounts are stored in the A/P Matching Document table (F0413). The currency in this table will be different from the currency in the A/P Matching Document Detail table (F0414) because an alternate currency payment is involved. The historical exchange rate stored in the A/P Matching Document Detail table contains the exchange rate that is used to calculate from the foreign currency to the alternate currency.

## Before You Begin

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

### ► To write all payments in a payment group

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

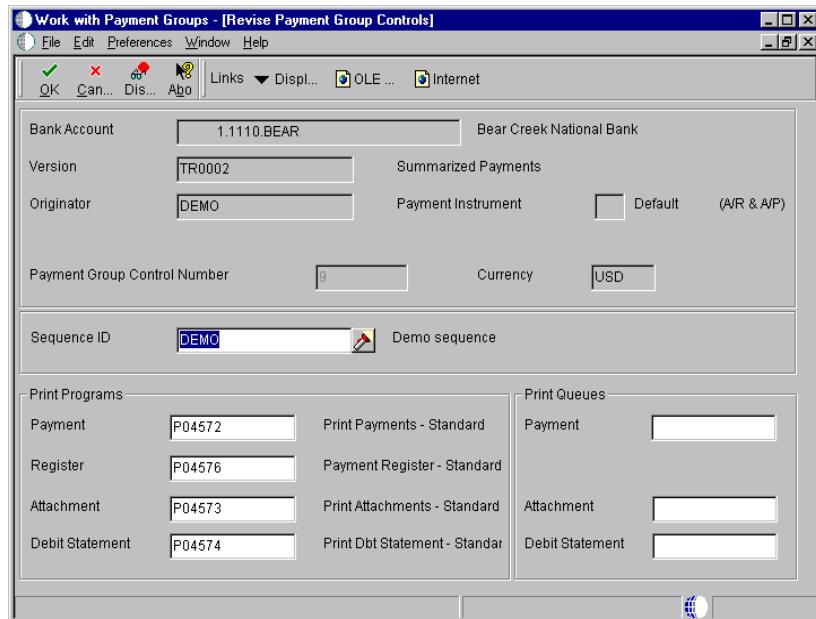
1. On Work with Payment Groups, follow the steps for reviewing payment groups.

See *Reviewing Payment Groups* in the chapter *Working with Payment Groups*.

2. Choose one or more payment groups.

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

3. From the Form menu, choose Controls.



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

- Payment

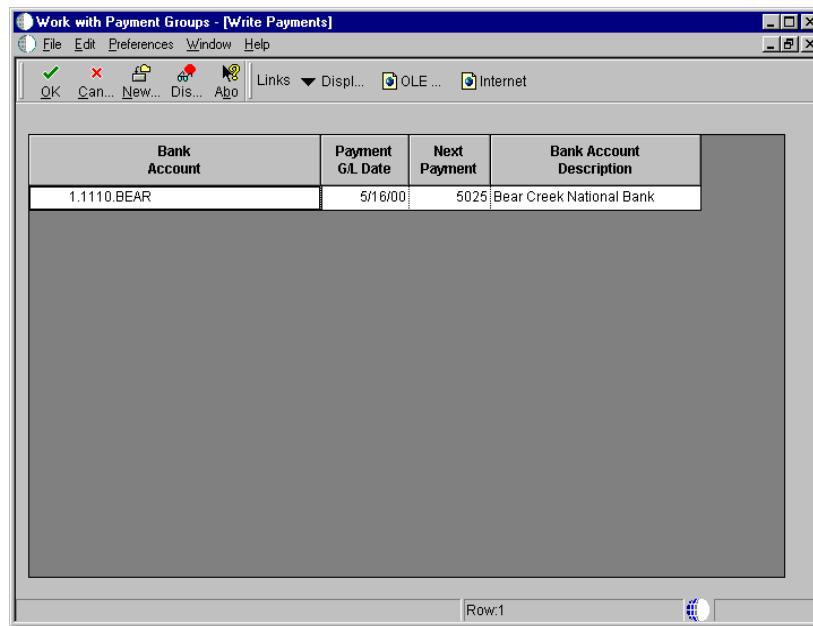
U.S. clients who transfer funds electronically must enter a beginning payment number. If a supplier has a pre-note status of P, the system generates a payment and a pre-note.

- Register

- Attachment

- Debit Statement

5. On Work with Payments, choose Write from the Row menu.



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

6. On Write Payments, verify the following fields and click OK:

- Payment G/L Date

- Next Payment

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

- On Screen
- To Printer
- Export to CSV

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

---

| Field            | Explanation  |
|------------------|--|
| Payment          | A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.  |
| Register         | A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.  |
| Attachment       | A user defined program used to print attachments in A/P Payment processing. Only programs set up in user defined codes for 04/PA may be entered.   |
| Debit Statement  | This is the A/P payments debit statements output queue.  |
| Payment G/L Date | A date that identifies the financial period that the transaction will be posted to. The Fiscal Date Patterns table for general accounting specifies the date range for each financial period. You can have up to 14 periods.<br>..... <i>Form-specific information</i> .....<br>The default value is today's date. |
| Next Payment     | The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.<br>..... <i>Form-specific information</i> .....<br>The default value is from the Bank Transit Master (F0030) record for the bank account.                          |

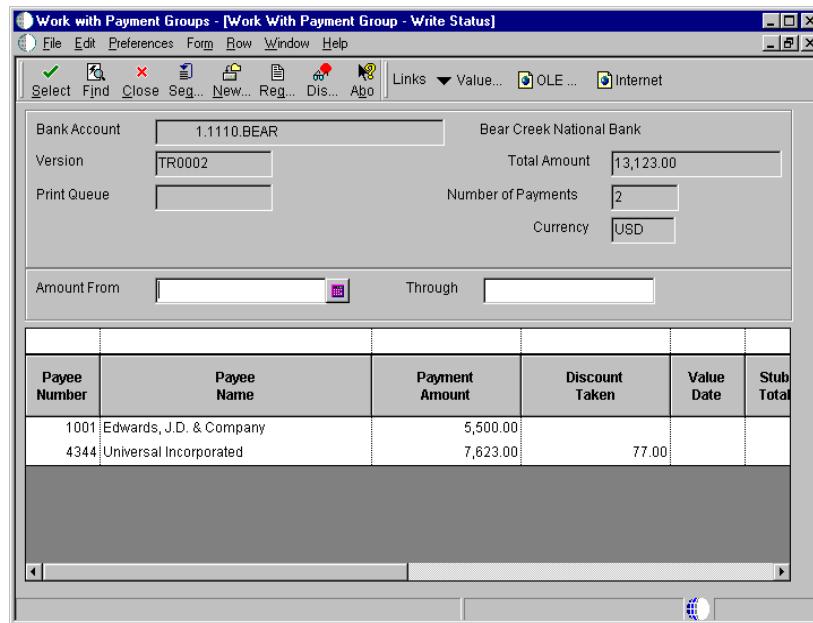
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► To write selected payments in a payment group

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

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

See *Reviewing Payment Groups* in the *Working with Payment Groups*.



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

| Field       | Explanation  |
|-------------|--|
| Amount From | <p>In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Specify the lower and upper limits to select an amount range.</p> |

## Resetting Payment Processing

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

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

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

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

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

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

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

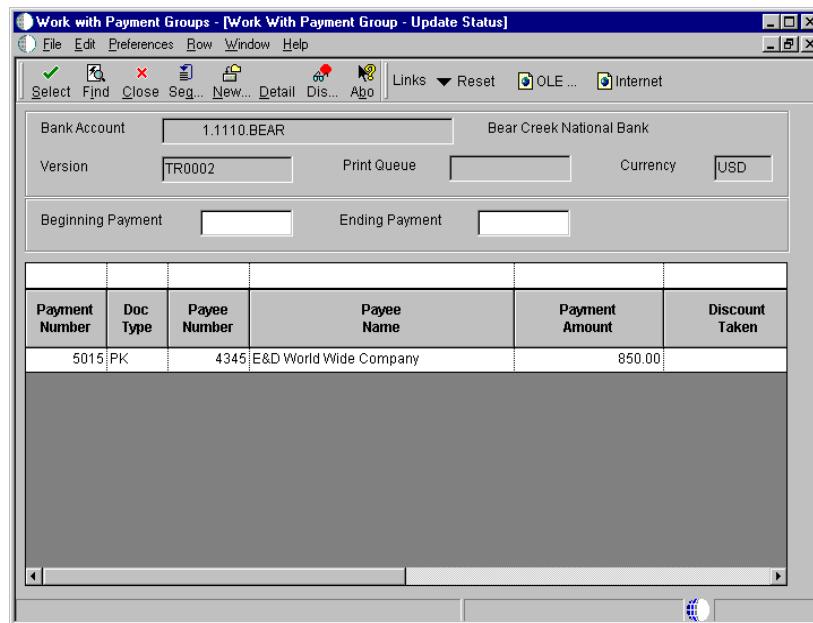
You can set a processing option for Work with Payment Groups to process voided payments that are stored in the Account Ledger table (F0911).

## ► To reset payment processing

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

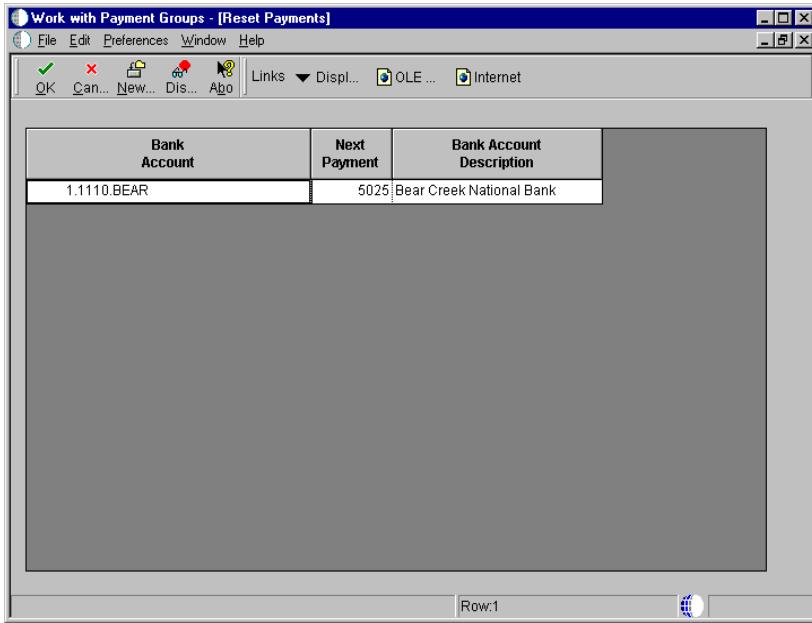
When you reset payment processing, the pay items return to open vouchers.

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



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

7. From the Row menu, choose Reset.



8. On Reset Payments, change the following field, if necessary:

- Next Payment

---

### ► To reset payment processing for a bank tape

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

On Copy Bank Tape to Tape, choose the payment record you want to remove from the bank tape table and click Delete.

## Removing Processed Payments

After you write payments but before you update them, you might need to remove one or all of them from the current payment cycle. To do so, you undo the payment. The system then:

- Voids the payment
- Removes the voucher pay items from the payment group
- Resets the pay status of the voucher from payment in-process to approved

You can then change vouchers and process them for payment at another time.

If you need to undo a payment, you can identify the tape affected on the Copy Bank Tape File to Tape form that you access from the Automatic Payment Processing menu (G0413). This form shows information, including the file ID and the member ID.

If you undo one or all payments that were written to a bank tape, you must delete the bank tape record before you process them for payment.

### ► To remove processed payments

---

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

1. On Work with Payment Groups, follow the steps for reviewing payment groups.  
See *Reviewing Payment Groups* in the chapter *Working with Payment Groups*.
2. Take one of the following actions:
  - Choose a payment group with a next status of UPD
  - On Work With Payment Group-Update Status, choose a payment
3. From the Row menu, choose Undo.
4. On Reset Payments, complete the following optional field:
  - Next Payment

If you do not reset the next payment number, the system creates void payments.

If you are resetting payments that were written to a bank tape, complete the following step to remove the payment record from the bank tape table.

5. On Copy Bank Tape File to Tape, choose the payment record and click Delete.

## Copying Payments to Tape

When you write payments, the payment instrument can be an electronic format. In this case, writing payments creates bank tape tables rather than printing them. You must copy these tables to tape or diskette if you want to send the information to a financial institution.

Copying payments to tape consists of:

- Reviewing and changing the status and detail for a tape table
- Copying a tape table to tape or diskette

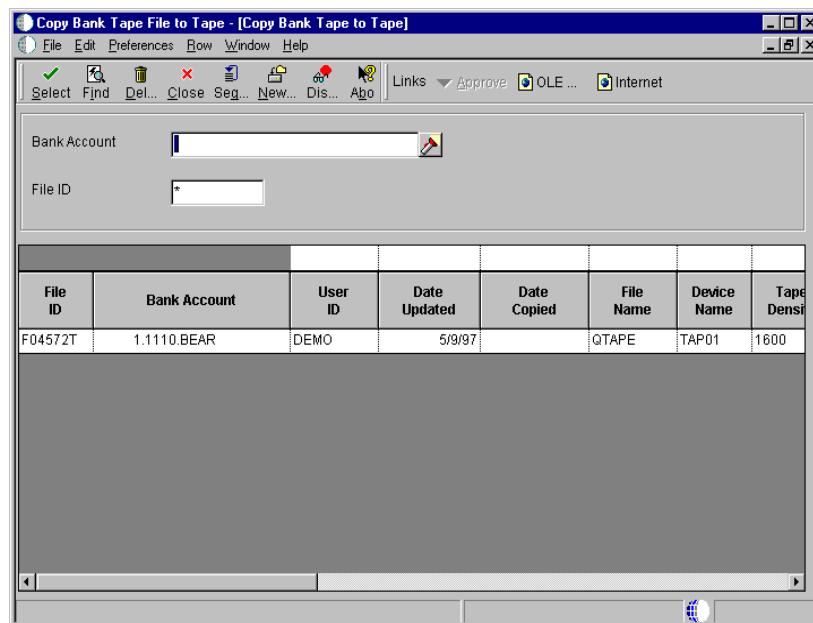
Typically, your MIS department presets the detail for a tape table. You should not change this information unless instructed to do so. You can, however, change many format specifications prior to copying the table to tape.

You can recopy a bank table to tape as long as you have not deleted the table. This might be necessary if, for example, your financial institution loses the original tape.

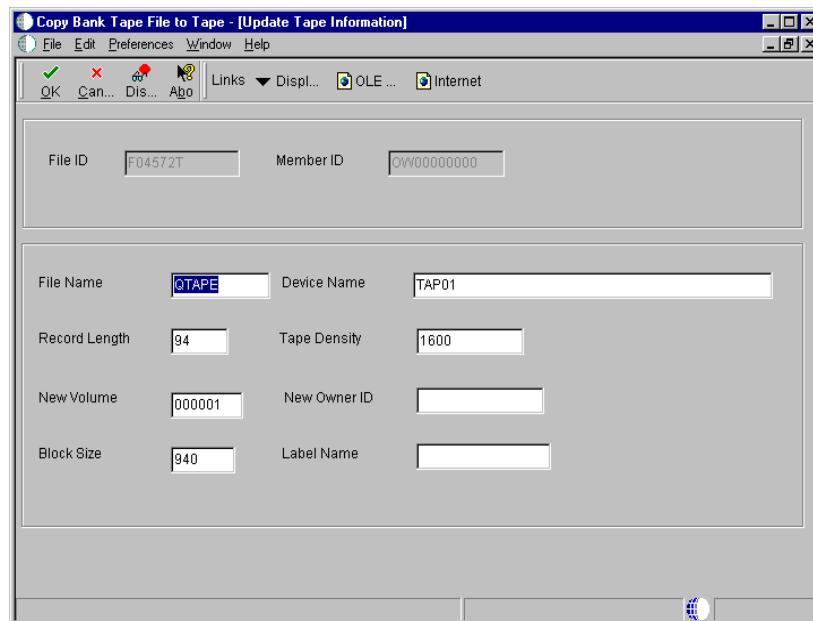
When you create a new bank tape table, you do not overwrite an existing table. The A/P Payment Tape File - One World table (F04572OW) is a multi-member table, which means that each version (payment group) is a separate table. The system does not automatically delete records in the table. Instead, you must delete the record on the Copy Bank Tape to Tape form. Do not do this until you verify that your bank has received the bank tape.

► To review and change the status and detail for a tape table

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.



1. On Copy Bank Tape to Tape, to locate a tape table, click Find or limit your search by completing any of the fields in the Query By Example line.
2. Choose the table you want to work with and click Select.



3. On Update Tape Information, change the information in the following fields (optional):
  - File Name
  - Record Length
  - New Volume
  - Block Size
  - Device Name
  - Tape Density
  - New Owner ID
  - Label Name

### ► To copy a tape table to tape or diskette

---

From the Automatic Payment Processing menu (G0413), choose Copy Bank Tape File to Tape.

On Copy Bank Tape to Tape, choose Tape or Diskette from the Row menu.

### Additional Tape Copy Options

Three additional options for copying a tape table are available, which might be relevant to specific users.

- You can use IBM system commands to view the tape table. You must specify the table and member IDs, for example, table ID F04572T and member ID AP00000390.
- Information in tape tables is stored in a standard format. Instead of copying a tape table to tape or diskette, you can upload a tape table to a financial institution using a modem.
- Bank Automated Clearing System (BACS) clients can approve a bank tape before copying it to tape or diskette. From the Row menu, choose Approve. This menu selection is controlled by a BACS processing option.



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## General Ledger Accounting

J.D. Edwards country-specific processes for general accounting requirements in France include the following:

- Reviewing account information
- Reporting on the General Ledger



# Reviewing Account Information

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Reviewing account information includes the following tasks:

- Reviewing account ledgers by object account
- Reviewing account ledgers by category code
- Reviewing alternate account information

## Reviewing Account Ledgers by Object Account

You can review detailed transactions for an object account across all business units.

You can use all of the criteria that are available in the Account Ledger Inquiry program to limit your search for transactions to review.

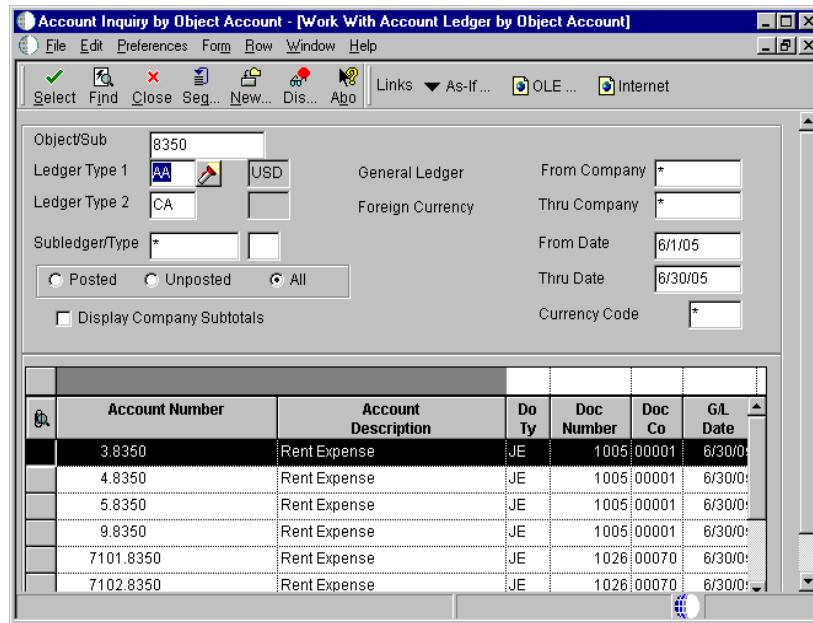
After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

Using the Second Ledger processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in multiple currency environments because you can see transactions for foreign and domestic currencies at the same time.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

► To review account ledgers by object account

From the Accounting Reports and Inquiries menu (G0912), choose Account Inquiry by Object Account.



1. On Work With Account Ledger by Object Account, complete the following field:
  - Object/Sub
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
  - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
  - Ledger Type 2
4. To display a range of companies, complete the following fields:
  - From Company
  - Thru Company

5. To display a range of transaction dates, complete the following fields:
  - From Date
  - Thru Date
6. To display one subledger, complete the following fields:
  - Subledger/Type
7. If you use more than one currency, complete the following field:
  - Currency Code
8. Click one of the following options, if necessary:
  - Posted
  - Unposted
  - All
9. To further limit your search for transactions, use the query-by-example fields in the detail area.

For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
10. Click Find.
11. To print the account ledger, from the Row menu, click Print Ledger.

### See Also

- *Reviewing Account Ledgers in an “As If” Currency* for information about reviewing “as if” currency amounts on the Account Inquiry by Object Account form

## Processing Options for Account Ledger Inquiry by Object Account

### Defaults

Any values entered in the following options will be loaded upon entry into the program:

|                                  |       |
|----------------------------------|-------|
| Object/Subsidiary Account Number | _____ |
| From Date                        | _____ |
| Through Date                     | _____ |
| Ledger Type                      | _____ |
| Subledger - G/L                  | _____ |
| Subledger Type                   | _____ |
| Currency Code                    | _____ |

### Second Ledger

Enter a 1 to display a second ledger type to view two ledger types at one time. Leave blank to display one ledger type only.

Display Second Ledger Type \_\_\_\_\_

Enter a default value for the second ledger type if the second ledger type is activated above.

Ledger Type \_\_\_\_\_

### Exits

For document type PK or PN: enter a 1 to exit to Journal Entries when going to the source document. Leave blank to go to Manual Payments.

Exit for PK or PN \_\_\_\_\_

### As-If Currency

Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This as-if currency option is activated by the form exit As-If Currency. Amounts will be translated and displayed in this as-if currency. If left blank, amounts will display in their database currency. Only the amounts associated with Ledger Type 1 will be converted to the as-if currency.

As-If Currency \_\_\_\_\_

Enter the as of date for processing the current exchange rate for the as-if currency. If left blank the thru date will be used.

Exchange Rate Date \_\_\_\_\_

## Reviewing Account Ledgers by Category Code

You can review detailed transactions for any of the category codes that are set up for an alternate (statutory) chart of accounts. You specify the category code (21, 22, or 23) in the Category Code processing option for this program.

You can use all of the criteria that are available in the Account Ledger Inquiry program to limit your search for transactions to review.

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

Using the Second Ledger processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in multiple currency environments because you can see transactions for foreign and domestic currencies at the same time.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

### ► To review account ledgers by category code

From the Accounting Reports and Inquiries menu (G0912), choose Account Inquiry by Category Code.

The screenshot shows the 'Account Inquiry by Category Code' application window. At the top, there's a toolbar with icons for Select, Find, Close, Seg..., New..., Dis..., and Abo. Below the toolbar are several input fields and dropdowns:

- Alternate Account:** 1110
- Ledger Type 1:** AA (dropdown showing USD)
- Ledger Type 2:** CA (dropdown showing blank)
- Subledger:** \* (dropdown showing blank)
- Cash in Banks:** General Ledger
- From Company:** \* (dropdown showing blank)
- Foreign Currency:** \* (dropdown showing blank)
- Thru Company:** \* (dropdown showing blank)
- From Date:** 1/1/05
- Thru Date:** 6/30/05
- Currency Code:** \* (dropdown showing blank)

Below these settings is a radio button group:  Posted,  Unposted,  All. There's also a checkbox:  Display Company Subtotals.

The main area of the window is a grid table with columns: Document Number, Do Ty, Doc Co, G/L Date, Explanation, and LT 1 Amount. The grid contains the following data:

|  | Document Number | Do Ty | Doc Co | G/L Date | Explanation       | LT 1 Amount |
|--|-----------------|-------|--------|----------|-------------------|-------------|
|  | 1005            | JE    | 00001  | 6/30/05  | June Activity     | 125,000.00  |
|  | 3295            | JE    | 00200  | 2/28/05  | February Activity | 75,000.00   |
|  | 3295            | JE    | 00200  | 2/28/05  | February Activity | 75,000.00   |
|  | 3297            | JE    | 00200  | 5/31/05  | May Activity      | 50,000.00   |
|  | 3297            | JE    | 00200  | 5/31/05  | May Activity      | 50,000.00   |

1. On Work With Account Ledger by Category Code, complete the following field:
  - Alternate Account
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
  - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
  - Ledger Type 2
4. To display a range of companies, complete the following fields:
  - From Company
  - Thru Company
5. To display a range of transaction dates, complete the following fields:
  - From Date
  - Thru Date
6. To display one subledger, complete the following fields:
  - Subledger
  - Sub Type
7. If you use more than one currency, complete the following field:
  - Currency Code
8. Click one of the following options, if necessary:
  - Posted
  - Unposted
  - All
9. To display company subtotals, click the following option:
  - Display Company Subtotals

10. To further limit your search for transactions, use the query-by-example fields in the detail area.

For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.

11. Click Find.
12. To print the account ledger, from the Row menu, click Print Ledger.

## See Also

- *Reviewing Account Ledgers in an “As If” Currency* for information about reviewing “as if” currency amounts on the Account Inquiry by Category Code form

## Processing Options for Account Ledger Inquiry by Category Code

### Category Code

Enter the account category code (21-23) to inquire on. The default value of blank will use category code 21.

Category Code (21-23) \_\_\_\_\_

### Defaults

Any values entered in the following options will be loaded upon entry into the program:

Alternate Account  
From Date  
Through Date  
Ledger Type  
Subledger - G/L  
Subledger Type  
Currency Code

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### Second Ledger

Enter a 1 to display a second ledger type to view two ledger types at one time. Leave blank to display one ledger type only.

Display Second Ledger Type \_\_\_\_\_

Enter a default value for the second ledger type if the second ledger type is activated above.

Ledger Type \_\_\_\_\_

---

### Exits

For document type PK or PN: enter a 1 to exit to Journal Entries when going to the source document. Leave blank to go to Manual Payments.

Exit for PK or PN

---

### As-If Currency

Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This as-if currency option is activated by the form exit As-If Currency. Amounts will be translated and displayed in this as-if currency. If left blank, amounts will display in their database currency. Only the amounts associated with Ledger Type 1 will be converted to the as-if currency.

As-If Currency

---

Enter the as of date for processing the current exchange rate for the as-if currency. If left blank the thru date will be used.

Exchange Rate Date

---

## Reviewing Alternate Account Information

You can review alternate accounts and account ledgers for one category code at a time. You specify the category code in the processing options.

You can also review alternate accounts by company or organization structure, and you can review their balances online by company or organization structure. By doing so, you can review several companies that together are one legal entity.

### ► To review alternate account information

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From the Accounting Reports and Inquiries menu (G0912), choose Statutory Account Inquiry.

You can review selected alternate accounts and the associated detailed information. You can also review account ledgers.

1. On Statutory Account Inquiry, complete the following optional fields:
  - Company
  - Business Unit

The screenshot shows the 'Statutory Account Inquiry' window. At the top, there are fields for 'Company' (00070), 'Business Unit' (empty), 'Ledger Type' (AA), 'From Account' (44440), 'Thru Account' (empty), 'Digit To Use For Subtotal' (empty), 'Level Of Rollup' (empty), and a checkbox for 'Period/Cumulative'. Below these are fields for 'Thru Date' (6/30/05) and 'Currency Code' (\*). A large grid table below lists transaction details:

| Alternate Account | Alternate Account Description | Debit Amount | Credit Amount | Balance     |
|-------------------|-------------------------------|--------------|---------------|-------------|
| 44440             | Suppliers                     |              | 516.450,00-   | 516.450,00- |
| 45450             | Estimated taxes               |              |               |             |
| 45451             | V.A.T. payable                |              |               |             |
| 45459             | Other social obligations      |              |               |             |
| 48489             | Sundry amounts payable        |              |               |             |
| 49                | Deferrals and accruals        |              |               |             |
| 49492             | Accrued charges               |              | 50.908,08-    | 50.908,08-  |
| 5200              | Other Sales                   |              |               |             |
| 52520             | Cost                          | 112.200,00   |               | 112.200,00  |
| 55550             | Current account               |              | 84.828,68-    | 84.828,68-  |

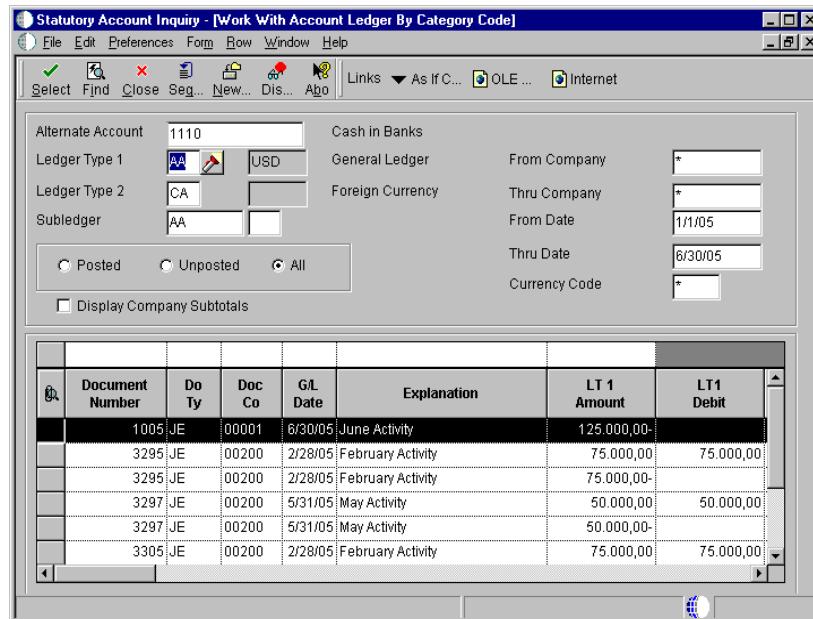
2. To limit your search, complete the following fields:
  - From Account
  - Thru Account
3. To display amounts for a specific period, complete one of the following fields:
  - Thru Date
  - Period

If the Period option is selected, the system shows the through period in the Thru Period field. If the Period option is cleared, the system shows the through date in the Thru Date period.
4. To specify how many leading digits of the category code to use for subtotaling, complete the following field:
  - Digit To Use For Subtotal

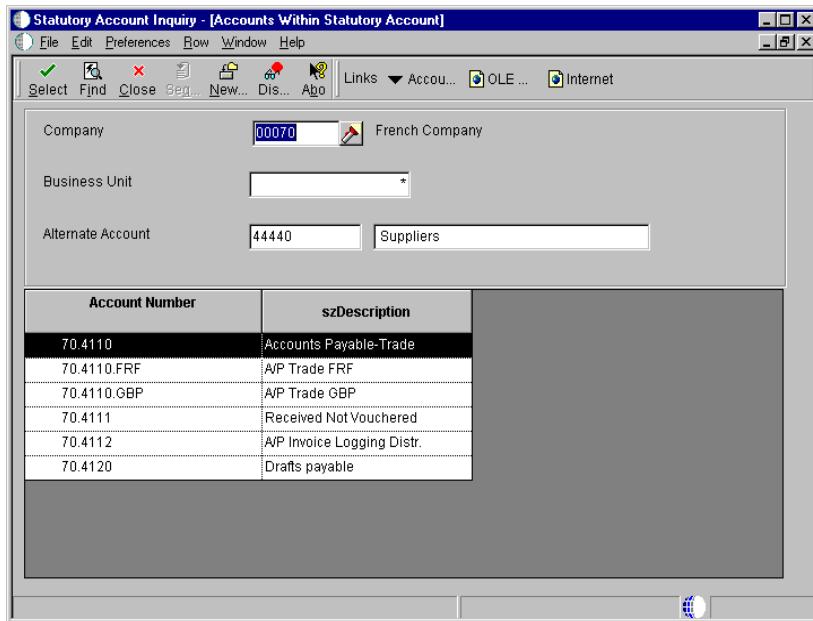
5. To specify the digit of the category code to use for rollup, complete the following field:
  - Level Of Rollup
6. To toggle between year-to-date and period totals, change the following field:
  - Period/Cumulative
7. To display a specific currency, complete the following field:
  - Currency Code
8. Click Find.

The processing time depends on the number of accounts that you are viewing.

9. To review account ledger information for the category code that you specified in the processing options, select an account and choose Ledger Inquiry from the Row menu.



10. On Work with Account Ledger by Category Code, follow the steps for reviewing account ledgers by category code.  
See *Reviewing Account Ledgers by Category Code*.
11. To display all accounts with the category code that you specified in the processing options, go back to Statutory Account Inquiry (if necessary) and choose Accounts from the Row menu.



12. On Accounts Within Statutory Accounts, select an account to review.
13. From the Row menu, choose one of the following to review the detail:
  - Account Ledger
  - Account Balance
  - Trial Balance by Object

| Field        | Explanation  |
|--------------|--|
| From Account | Identifies the beginning object account in a range of accounts. Only amounts posted to accounts in this range are allocated.<br>..... <i>Form-specific information</i> ..... |
| Thru Account | Identifies the beginning statutory account in a range of accounts.   |
| Thru Account | Identifies the ending object account in a range of accounts. Only amounts posted to accounts in this range are allocated.<br>..... <i>Form-specific information</i> .....    |
| Thru Account | Identifies the ending statutory account in a range of accounts.  |

| <b>Field</b>              | <b>Explanation</b>  |
|---------------------------|---|
| Digit To Use For Subtotal | <p>Determines the digit in the alternate account number to define how accounts are subtotalized. For example:</p> <p>Alternate Account/Amount</p> <p>10100 - 100.00<br/>10101 - 100.00<br/>10400 - 100.00<br/>10401 - 100.00<br/>10500 - 100.00<br/>10501 - 100.00<br/><b>Grand Total - 600.00</b></p> <p>If you specify 3 in the Digits to Subtotal field, subtotaling will occur when any of the first 3 digits in the account number changes. The result is:</p> <p>Alternate Account/Amount</p> <p>10100 - 100.00<br/>10101 - 100.00<br/><b>Subtotal - 200.00</b><br/>10400 - 100.00<br/>10401 - 100.00<br/><b>Subtotal - 200.00</b><br/>10500 - 100.00<br/>10501 - 100.00<br/><b>Subtotal - 200.00</b><br/><b>Grand Total - 600.00</b></p> |
| Level Of Rollup           | <p>This field determines which digit in the alternate account number rollup will occur on. Example:</p> <p>Alternate Account - Amount</p> <p>10100 - 100.00<br/>10101 - 100.00<br/>10400 - 100.00<br/>10401 - 100.00<br/>10500 - 100.00<br/>10501 - 100.00 <b>Grand Total - 600.00</b></p> <p>If you specify a 3 in the digit to roll up field, rollup will occur at the third position of the alternate account number, when that digit changes. The result will be:</p> <p>Alternate Account - Amount</p> <p>101 - 200.00<br/>104 - 200.00<br/>105 - 200.00 <b>Grand Total - 600.00</b></p>   |
| Period/Cumulative         | <p>With the check box on, the amounts displayed are for the period only. With the check box off, the amounts are cumulative (year to date).</p>   |

## See Also

- *Planning Your Chart of Accounts*
- *Creating and Updating Your Chart of Accounts*
- *Printing a Debit/Credit Trial Balance by Category Code Report*
- *Printing a General Ledger by Category Code Report*
- *Reviewing Account Ledgers by Category Code*

## Processing Options for Statutory Account Inquiry

### Category Code

Enter the account category code (21-23) to inquire on. The default value of blank will use category code 21.

Category Code (21-23) \_\_\_\_\_

### Zero Balances

Enter a '1' to omit displaying accounts with zero balances. Default of blanks will display all accounts regardless of balance.

Zero Balances (0/1) \_\_\_\_\_

### Ledger Type

Enter the ledger type. Leave blank for default of ledger type "AA" - Actual Dollars.

Default Ledger Type \_\_\_\_\_

### Default Date

Enter the default date type. Enter '1' for Financial Reporting Date. Default of blank will use Current Period Date.

Default Date Type (0/1) \_\_\_\_\_



## Reporting on the General Ledger

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In France, businesses are required to use a legal, or statutory, chart of accounts. The French statutory chart of accounts uses a decimal-based numbering system with 10 account classes. Companies doing business in France should comply with several requirements to accomplish daily and periodic (month-end and year-end) activities. These requirements may be different from those required at a group level or when using different accounting principles, such as those of a different country.

J.D. Edwards processes for reporting on the general ledger (G/L) in France include the following tasks:

- Printing the Sequential Number report
- Printing the Trial Balance report
- Printing the General Ledger report
- Printing the General Journal report
- Printing the Transaction Journal
- Working with the D.A.S. 2 report
- Working with the ETAFI interface

### Printing the Sequential Number Report

From the Italian Reports menu (G093152) or the French Reports menu (G093151), choose a Sequential Number Report option.

Businesses in France and Italy are required by law to number each original fiscal document both sequentially and chronologically. Fiscal documents include VAT taxes, such as accounts payable vouchers and accounts receivable invoices. Because each revenue and expense event must be documented in chronological order, businesses must include the numeric sequencing of each document number in the VAT registers.

Use the Sequential Number report to identify any document numbers that are out of sequence. When you print the report, the system checks the number for each document that includes a VAT amount in the following tables:

- Sales/Use/VAT Tax (F0018)
- Accounts Payable Ledger (F0411)
- Accounts Receivable Ledger (F0311)

The report prints the appropriate error message for each document that meets the following conditions:

- The document number is not sequential.
- The general ledger date is lower than that of the previous document.

J.D. Edwards recommends that you print the Sequential Number Report daily, and if not daily, at least before you change the G/L date.

You must manually correct any errors in the sequential numbering or justify the gap in the numbering of your documents. You can run one of the following sequential number reports to indicate which table you want to perform the sequential document number validation:

|   |   |
|---|---|
| <b>Sales/Use/VAT Tax<br/>(F0018)</b>          | When you run the Sequential Number Report - Tax File (R74099A) to verify that document numbers are in sequential order without interruptions, the system prints a report based on the Sales/Use/VAT Tax table (F0018).    |
| <b>Accounts Payable Ledger<br/>(F03B11)</b>   | When you run the Sequential Number Report - A/P Ledger (R74099B) to verify that document numbers are in sequential order without interruptions, the system prints a report based on the Accounts Payable Ledger (F03B11). |
| <b>Accounts Receivable<br/>Ledger (F0311)</b> | When you run the Sequential Number Report - A/R (R74099C) to verify that document numbers are in sequential order without interruptions, the system prints a report based on the Accounts Receivable Ledger (F0311).      |

## Processing Options for Sequential Number Reports (R74099A, R74099B, and R74099C)

### Select Tab

Use these processing options to enter the range of dates for which you want to examine transactions for sequential numbering. The system will examine all transactions with a G/L date that is within the range that you specify.

#### 1. From Date

Use this processing option to enter the beginning of the range of G/L dates from which you want to select transactions.

#### 2. Thru Date

Use this processing option to enter the end of the range of G/L dates from which you want to select transactions.

## Printing the Trial Balance Report

From the French Reports menu (G093151), choose T/B by Category Code or T/B by Object and Subsidiary.

or

From the Italian Reports menu (G093152), choose T/B by Object & Subsidiary or T/B by Category Code.

Use the Trial Balance report to verify the accuracy of transactions in individual account ledgers. When all the transactions are accurate, the totals in this report equal the totals in the General Ledger report and the General Ledger Registration report.

Businesses often print the Trial Balance report to facilitate internal audits by verifying one or more accounts. Businesses also use the Trial Balance report for external audits, as required by a fiscal authority or auditing firm.

You can print the Trial Balance report to review the total debit and credit amounts for each account in any given ledger. You can also find errors that cause the

General Ledger to be out of balance. Possible errors might include incorrect entries or missing transactions.

The format and contents of the localized trial balance report differs from the trial balance reports that J.D. Edwards provides in the base software solution. For example, the localized trial balance reports include the following information that the base trial balance reports do not:

- A total for each account and subtotals for account classes
- Transaction detail in debit and credit format
- Accumulation of different ledger types for the same account
- Information that is specific to a period (month and year) selection

You can run the French Trial Balance report by object and subsidiary or by category code, depending on whether your accounts are defined in the object.subsidiary or in category codes 21, 22, or 23.

**Note:** If you print Trial Balance reports by object and subsidiary, you can review the accumulation of up to three ledger types for the same account. To do this, specify which ledger types that you would like to include on the report in the processing options. The Ledger Type processing option replaces the user defined code 74/LT.

### Final Annual Close

To perform a final annual close, you can run the Trial Balance report in proof or final mode. You should run the report in final mode to prevent users from entering transactions after a year-end close. New transactions will be visible on the report because they will not be flagged with the same date as older transactions, which will have the date that the report was run in final mode for the closed year.

When you run the report in final mode, the records included in the report are flagged in the Account Ledger table (F0911) to indicate that they have been printed in final mode. This process prevents the records from being printed in final mode again. An error message is printed on the report if any records have been printed in a previous final mode report. The word “Final” is printed on every page of a report run in final mode.

**Note:** Because running the Trial Balance report in final mode flags the records as having been printed, the Trial Balance report should be run before the General Ledger and General Journal reports.

## See Also

- *Setting Up an Alternate Chart of Accounts*

## Processing Options for Trial Balance by Object and Subsidiary (R7409C3)

### Select Tab

Use these processing options to define the fiscal year and period for which the trial balance will be printed. If you leave the Period Number and Fiscal Year fields blank, the program uses the current period and year defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

You also use these processing options to select the ledger type that the report uses. For example, you can select the BA (budget amounts) ledger type to print a report of budget amounts.

You can specify as many as three ledger types. If you specify more than one ledger type, the system will combine the totals for these ledgers on the report. These totals will likely be meaningless because they will contain multiple currencies.

If you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals will be meaningless.

If you leave all three ledger types blank, the system will report only on ledger type AA.

#### 1. Period Number

Use this processing option to specify the period for which the trial balance will be printed.

If you complete this field, you must also specify the fiscal year for the period in the Fiscal Year field.

If you leave this field blank, the program uses the current period defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

## **2. Fiscal Year**

Use this processing option to specify the last two digits of the fiscal year for which the trial balance will be printed. For example, enter 05 for 2005.

If you complete this field, you must also complete the Period Number field.

If you leave this field blank, the program uses the current fiscal year defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

## **3. Ledger Type 1**

Use this processing option to specify the first ledger type you want to report on. Valid values are found in UDC table 09/LT.

## **4. Ledger Type 2**

Use this processing option to specify the second ledger type you want to report on. Valid values are found in UDC table 09/LT.

## **5. Ledger Type 3**

Use this processing option to specify the third ledger type you want to report on. Valid values are found in UDC table 09/LT.

## **Print Tab**

Use these processing options to specify how accounts should be displayed on the report. For example, you can specify which account descriptions should be used, whether accounts with a zero balance should be listed, whether subsidiary accounts should be summarized, and what level of subtotaling you want.

### **1. Model Business Unit**

Use this processing option to specify the model business unit that contains the account descriptions you want to use. If you leave this processing option blank, the transaction account descriptions will be used.

## **2. Accounts with Zero Balances**

Use this processing option to specify whether the system should omit accounts with zero balances in the selected period. Valid values are:

Blank Include accounts with zero balances.

- 1 Omit accounts with zero balances.

## **3. Summarize Subsidiary Accounts**

Use this processing option to specify whether the system should summarize all subsidiary accounts into one object account. Valid values are:

Blank Do not summarize subsidiary accounts.

- 1 Summarize subsidiary accounts.

## **4. Class Total Level**

Use this processing option to specify how the system should classify accounts for purposes of subtotaling. The report classifies accounts by account number. You can classify by one, two, three, or four digits of the account number. The report includes a class total for each classification.

For example, if you classify accounts by two digits, the report will include a class total for accounts 1000 through 1099, and another class total for accounts 1100 through 1199, and so on. If you classify accounts by three digits, the report will include a class total for accounts 1100 through 1110, and another class total for accounts 1111 through 1119, and so on. If you classify accounts by all four digits, each object account will have its own class total; subsidiary accounts to a single object will be included in the class total.

The system includes class totals at the level you specify and at lower levels. For example, if you classify accounts by two digits, the report will include a class total for accounts 1000 through 1999 in addition to the class totals for accounts 1000 through 1099, 1100 through 1199, and so on.

Enter a number that corresponds to the number of account number digits you want to use to classify accounts. Valid values are:

- 1 Classify by the first digit of the account number.
- 2 Classify by the first two digits of the account number.

- 3      Classify by the first three digits of the account number.
- 4      Classify by all four digits of the account number.

If you leave this processing option blank, the system will classify by the first two digits of the account number.

## **Process Tab**

This processing option determines whether you run this report in proof or final mode.

### **1. Mode**

Use this processing option to specify the mode in which you want to run this report. Valid values are:

Blank Run the report in proof mode.

- 1      Run the report in final mode.

If you leave this processing option blank, the report will run in proof mode.

Caution: You can run this report in final mode only once for the selected period and fiscal year. The transactions that are printed in final mode will not appear if you run the report again.

## **Currency Tab**

These processing options allow you to show amounts in a currency other than the currency in which the amounts are stored on the system. These processing options allow you to view amounts in a different currency as a hypothetical scenario only; the amounts that appear in the different currency are not saved to the system.

### **1. As-If Currency**

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this as-if currency. For example, an amount in FRF can appear as if it is in EUR.

Specify the code for as-if currency. If you leave this processing option blank, the as-if currency grid column does not appear.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

### 2. As-Of Date

Use this processing option to specify an as-of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Specify the as-of date. If you leave this processing option blank, the system uses the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the as-of date.

## Printing the General Ledger Report

From the French Reports menu (G093151), choose G/L by Category Code or G/L by Object and Subsidiary.

or

From the Italian Reports menu (G093152), choose G/L by Category Code or G/L by Object and Subsidiary.

You can use the General Ledger report as a basis for internal auditing to validate information in legal reports. You can also use the General Ledger report as a basis for external auditing by a third party, such as a fiscal authority or auditing firm.

The General Ledger report includes detailed information about account transactions. You can use the report to:

- Review transactions within individual accounts
- Research accounts that are out-of-balance
- Verify account accuracy
- Open and audit accounts with the same control totals as the journal report

The General Ledger report includes the following information:

- All of the transactions that are printed on the French General Journal report (R7409C5)
- A period debit and credit total for each account
- A total balance in debit and credit format
- Beginning and ending balances for each account
- A balance forward for each account
- Accumulation of amounts from different ledger types for the same account
- Transactions based on a period selection or a date range selection
- G/L registration numbers for each transaction
- Currency codes for each transaction
- Company codes and names on the header of the report
- Business units (optional)
- Accounts with zero balances (optional)

You can print the General Ledger report by object and subsidiary or by category code, depending on whether your accounts are defined in the Account Master table by object and subsidiary, or in category codes 21, 22, or 23.

**Note:** If you print General Ledger reports by object and subsidiary, you can review the accumulation of up to three ledger types for the same account. You specify which ledger types you would like to include on the report in the processing options. The Ledger Type processing option replaces the user defined code 74/LT.

### Final Annual Close

Businesses print the General Ledger report at least once a year for all accounts, typically at the end of the fiscal year. The total debits and credits that print on the report should equal the total debits and credits of the following:

- Trial Balance report (R7409C3 or R70472)
- Italian G/L Registration report (R09404)

To perform a final annual close, you can run the General Ledger report in final mode. When you run the report in final mode, the system includes only records that have been flagged by a trial balance report to indicate that they have been printed in final mode.

**Note:** Because running the Trial Balance report in final mode flags the records as having been printed, the Trial Balance report should be run before the General Ledger and General Journal reports.

The word “Final” is printed on every page of a report run in final mode.

## **Processing Options for General Ledger by Object and Subsidiary (R7409C1)**

### **Select Tab**

Use these processing options to specify the time period for which the general ledger report will be printed. The Fiscal Dates processing options are required.

You also use these processing options to specify the ledger types that will be included on the report. For example, you can specify the BA (budget amounts) ledger type to print a report of budget amounts.

You can specify as many as three ledger types. If you specify more than one ledger type, the system will list transactions for all of these ledgers on the report. However, totals on a report that includes more than one ledger type will likely be meaningless because they will contain multiple currencies.

Also, if you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals will be meaningless.

If you leave all three ledger types blank, the system will report only on ledger type AA.

### **1. Fiscal Dates**

#### **Beginning Period Number**

Use this processing option to specify the first period for which the general ledger report will be printed.

#### **Beginning Fiscal Year**

Use this processing option to specify the fiscal year of the first period for which the general journal report will be printed.

### **Ending Period Number**

Use this processing option to specify the last period for which the general journal report will be printed.

### **Ending Fiscal Year**

Use this processing option to specify the fiscal year of the last period for which the general journal report will be printed.

### **2. Ledger Type 1**

Use this processing option to specify the first ledger type you want to report on.  
Valid values are found in UDC 09/LT.

### **3. Ledger Type 2**

Use this processing option to specify the second ledger type you want to report on.  
Valid values are found in UDC 09/LT.

### **4. Ledger Type 3**

Use this processing option to specify the third ledger type you want to report on.  
Valid values are found in UDC 09/LT.

## **Print Tab**

Use these processing options to specify whether various elements print on the G/L by Object and Subsidiary report.

### **1. Subledger/Type**

Use this processing option to specify whether you want to print the subledger and subledger type columns on the report. Valid values are:

Blank Do not print the subledger and subledger type columns.

1 Print the subledger and subledger type columns.

## **2. Business Units**

Use this processing option to specify whether the report should include a column that lists the business unit for each account. Valid values are:

Blank Do not include the business unit column.

- 1      Include the business unit column.

## **3. Model Business Unit**

Use this processing option to specify the model business unit that contains the account descriptions you want to use. If you leave this processing option blank, the transaction account descriptions will be used.

## **4. Accounts with Zero Balances**

Use this processing option to specify whether the system should omit accounts with zero balances in the selected period. Valid values are:

Blank Include accounts with zero balances.

- 1      Omit accounts with zero balances.

## **5. Unposted Transactions**

Use this processing option to specify whether the system should print unposted transactions on the report. Valid values are:

Blank Print posted transactions only.

- 1      Print posted and unposted transactions.

## 6. Total for Posted and Unposted Transactions

Use this processing option to specify whether the system should print separate totals for posted and unposted transactions on the report. Valid values are:

Blank Do not print totals for posted and unposted transactions.

1 Print totals for posted and unposted transactions.

Note: You can print totals for posted and unposted transactions only if you have set the Unposted Transactions processing option to print both posted and unposted transactions.

## Versions Tab

Use this processing option to specify which version of the report you want to run.

### 1. Version

Use this processing option to specify either the French or Italian version of the G/L by Object and Subsidiary report. The French version of the report lists the batch number and batch type for each transaction. The Italian version of the report omits the batch number and batch type columns and lists instead the G/L registration number and currency code for each transaction. Valid values are:

Blank French version

1 Italian version

## Process Tab

This processing option specifies whether you run this report in proof or final mode.

### 1. Mode

Use this processing option to specify the mode in which you want to run this report. Valid values are:

Blank Run the report in proof mode.

1 Run the report in final mode.

If you leave this processing option blank, the report will run in proof mode.

Note: When you run this report in final mode, only those records that have been printed in final mode on a trial balance report (R7409C3 or R70472) will be printed.

### Currency Tab

These processing options allow you to show amounts in a currency other than the currency in which the amounts are stored on the system. These processing options allow you to view amounts in a different currency as a hypothetical scenario only; the amounts that appear in the different currency are not saved to the system.

#### 1. As-If Currency

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this as-if currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for as-if currency. If you leave this processing option blank, the as-if currency grid column does not appear.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

#### 2. As-Of Date

Use this processing option to specify an as-of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the as-of date. If you leave this processing option blank, the system uses the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the as-of date.

## Processing Options for General Ledger by Category Code (R70470)

### Select Tab

Use these processing options to specify the time period for which the general ledger report will be printed and to specify the ledger types that will be included on the report. For example, you can specify the BA (budget amounts) ledger type to print a report of budget amounts.

You can specify as many as three ledger types. If you specify more than one ledger type, the system will list transactions for all of these ledgers on the report. However, totals on a report that includes more than one ledger type will likely be meaningless because they will contain multiple currencies.

Also, if you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals will be meaningless.

Caution: The Fiscal Dates processing options are required. Also, you must specify at least one ledger type or the report will be blank.

#### 1. Fiscal Dates

##### Beginning Period Number

Use this processing option to specify the first period for which the general ledger report will be printed.

##### Beginning Fiscal Year

Use this processing option to specify the fiscal year of the first period for which the general journal report will be printed.

##### Ending Period Number

Use this processing option to specify the last period for which the general journal report will be printed.

## **Ending Fiscal Year**

Use this processing option to specify the fiscal year of the last period for which the general journal report will be printed.

### **2. Ledger Type 1**

Use this processing option to specify the first ledger type you want to report on. Valid values are found in UDC 09/LT.

### **3. Ledger Type 2**

Use this processing option to specify the second ledger type you want to report on. Valid values are found in UDC 09/LT.

### **4. Ledger Type 3**

Use this processing option to specify the third ledger type you want to report on. Valid values are found in UDC 09/LT.

## **Print Tab**

Use these processing options to specify whether various elements print on the G/L by Category Code report.

### **1. Account Category Code**

Use this processing option if you want the system to include account numbers from an alternate chart of accounts on the report. Enter the category code that contains the alternate chart of accounts. Valid values are:

R021 Category Code 21

R022 Category Code 22

R023 Category Code 23

## **2. Subledger/Type**

Use this processing option to specify whether you want to print the subledger and subledger type columns on the report. Valid values are:

Blank Do not print the subledger and subledger type columns.

1 Print the subledger and subledger type columns.

## **3. Business Units**

Use this processing option to specify whether you want the report to include a column that lists the business unit for each account. Valid values are:

Blank Do not include the business unit column.

Y Include the business unit column.

## **4. Accounts with Zero Balances**

Use this processing option to specify whether you want the system to omit accounts with zero balances in the selected period. Valid values are:

Blank Include accounts with zero balances.

1 Omit accounts with zero balances.

## **5. Unposted Transactions**

Use this processing option to specify whether you want the system to print unposted transactions on the report. Valid values are:

Blank Print posted transactions only.

1 Print posted and unposted transactions.

## 6. Total for Posted and Unposted Transactions

Use this processing option to specify whether separate totals for posted and unposted transactions should print on the report. Valid values are:

Blank Do not print totals for posted and unposted transactions.

- 1 Print totals for posted and unposted transactions.

Note: You can print totals for posted and unposted transactions only if you have set the Unposted Transactions processing option to print both posted and unposted transactions.

## 7. First Profit and Lost Account

Use this processing option to specify where the balance sheet accounts end and the profit-and-loss accounts begin in the alternate chart of accounts.

If you complete this processing option, the report will include subtotals for balance sheet and profit-and-loss accounts.

## 8. Column Format

Use this processing option to specify which optional columns should be included on the report. Valid values are:

Blank Include batch number and batch type columns.

- 1 Include G/L registration number and currency code columns.

## Process Tab

This processing option specifies whether you run this report in proof or final mode.

### 1. Mode

Use this processing option to specify the mode in which you want to run this report. Valid values are:

- 0 Run the report in proof mode.

- 1 Run the report in final mode.

If you leave this processing option blank, the report will run in proof mode.

Note: When you run this report in final mode, only those records that have been printed in final mode on a trial balance report (R7409C3 or R70472) will be printed.

## **Printing the General Journal Report**

From the French Reports menu (G093151), choose General Journal.

According to commercial law and the French 1982 Chart of Accounts, businesses in France are required to maintain a record of all accounting entries in the General Journal. These entries must be recorded in the General Journal chronologically by the date on which the entries are posted to the General Ledger. Within the same date, order the entries by:

- Time order in which the entries are entered or posted
- Type of transaction, such as purchase, sale, and miscellaneous expense
- Account number order

Businesses also have the option to use the General Journal (R7409C5) program to centralize all the accounting entries that are recorded in auxiliary journals. In this case, the entries in the General Journal are a monthly summary of the detailed entries in the auxiliary journals. The requirement for recording accounting entries in the auxiliary journals is the same as for the General Journal; that is, all entries must be chronological. The General Journal can be divided into as many auxiliary journals as the business requires. You define your auxiliary journals according to data selection on batch type and document type. For example:

- Purchases Auxiliary Journal (journal des achats)
- Sales Auxiliary Journal (journal des ventes)
- Cash Auxiliary Journal (journal de banque)

Based on the legislation of the General Chart of Accounts, the summary of the General Journal program should be presented in debit and credit format and not on a cumulative balance. In addition, businesses can summarize the journal under the condition that all documents that are required to verify the daily entries are kept on file.

The format of the General Journal has not been completely defined by the law. However, for an information system the General Journal should be in the form of “electronic documents” that are printed on a report. The “electronic documents”

should offer all of the guarantees in terms of disallowing the modification or deletion of the accounting entries once the entries have been validated.

The General Journal must be kept in French. No other language is allowed. In addition, all accounting entries must be represented in the local currency (French francs). Since 1999, it is also possible to keep the General Journal in euros.

When you run the General Journal program, the system:

- Prints a report of all the entries in the General Ledger Transactions table in chronological order. The entries are the same entries that are printed on the General Ledger report but are sorted by G/L date rather than account.
- Prints the entries in detail, with one line for each account and one line for each document number and type.

Additional features of the General Journal report include:

- Option to print by period and fiscal year or by date range
- Ability to accumulate multiple ledger types
- Inclusion of the company in the header
- Option to print by object and subsidiary or category code
- User defined report totals, including:
  - General total
  - Total by company
  - Total by period
  - Total by batch type
- User defined date sequencing, including:
  - Sequence by G/L date, document number, and document type
  - Sequence by batch, document number, and document type

### Final Annual Close

To perform a final annual close, you can run the General Ledger report in final mode. When you run the report in final mode, the records included in the report are those that have been flagged by the Trial Balance report to indicate that they have been printed in final mode. Flagging the records prevents the records from being printed again in final mode. An error message is printed on the report if any records have been printed in a previous final mode report. The word “Final” is printed on every page of a report run in final mode.

## Before You Begin

- Verify that you have the correct offset method selected in the Accounts Receivable Constants and Accounts Payable Constants. See *Setting Up the Offset Method for Posting*.

## Processing Options for General Journal Report (R7409C5)

### Select Tab

Use these processing options to specify the time period for which the general journal report will be printed. You can specify the time period by entering the beginning and ending periods and fiscal years or by entering beginning and ending calendar dates.

You can also use these processing options to specify the ledger type that the report uses. For example, you can specify the BA (budget amounts) ledger type to print a report of budget amounts.

You can specify as many as three ledger types. If you specify more than one ledger type, the system will combine the totals for these ledgers on the report. These totals will likely be meaningless because they will contain multiple currencies.

Also, if you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals will be meaningless.

If you leave all three ledger types blank, the system will report only on ledger type AA.

### 1. Fiscal Dates

#### Beginning Period Number

Use this processing option to specify the first period for which the general journal report will be printed.

If you complete this field, you must also specify the beginning fiscal year, ending period number, and ending fiscal year.

You can leave this and the other Fiscal Dates processing options blank and complete the Calendar Dates processing options instead.

### **Beginning Fiscal Year**

Use this processing option to specify the fiscal year of the first period for which the general journal report will be printed.

If you complete this field, you must also specify the beginning period number, ending period number, and ending fiscal year.

You can leave this and the other Fiscal Dates processing options blank and complete the Calendar Dates processing options instead.

### **Ending Period Number**

Use this processing option to specify the last period for which the general journal report will be printed.

If you complete this field, you must also specify the beginning period number, beginning fiscal year, and ending fiscal year.

You can leave this and the other Fiscal Dates processing options blank and complete the Calendar Dates processing options instead.

### **Ending Fiscal Year**

Use this processing option to specify the fiscal year of the last period for which the general journal report will be printed.

If you complete this field, you must also specify the beginning period number, beginning fiscal year, and ending period number.

You can leave this and the other Fiscal Dates processing options blank and complete the Calendar Dates processing options instead.

**OR**

## **2. Calendar Dates**

### **Beginning Date**

Use this processing option to specify the beginning date of the time period for which the general journal report will be printed.

If you complete this field, you must also specify the ending date.

You can leave this and the Ending Date processing options blank and complete the Fiscal Dates processing options instead.

### **Ending Date**

Use this processing option to specify the ending date of the time period for which the general journal report will be printed.

If you complete this field, you must also specify the beginning date.

You can leave this and the Ending Date processing options blank and complete the Fiscal Dates processing options instead.

### **3. Ledger Type 1**

Use this processing option to specify the first ledger type you want to report on. Valid values are found in UDC 09/LT.

### **4. Ledger Type 2**

Use this processing option to specify the second ledger type you want to report on. Valid values are found in UDC 09/LT.

### **5. Ledger Type 3**

Use this processing option to specify the third ledger type you want to report on. Valid values are found in UDC 09/LT.

## **Print Tab**

Use these processing options to specify how accounts print on the report. For example, you can specify whether the report should print account numbers from the default chart of accounts or an alternate chart of accounts that is stored in a category code. You can specify which account descriptions you want to use and whether to summarize accounts across business units.

You also use these processing options to specify which optional columns will appear on the report.

## 1. Account Category Code (21-23)

Use this processing option if you want the system to display account numbers from an alternate chart of accounts on the report. Enter the number of the category code that contains the alternate chart of accounts. To use default account numbers, leave this processing option blank.

If you leave this processing option blank to use default account numbers, you can specify a model business unit that contains the account descriptions you want to appear on the report.

If you are using an alternate chart of accounts, the system uses the account descriptions from the category code table.

## 2. Model Business Unit

If you are using default account numbers, use this processing option to specify the model business unit that contains the account descriptions you want to use. If you are using default account numbers and you leave this processing option blank, the transaction account descriptions will be used.

If you are using an alternate chart of accounts, you don't need to complete this processing option. The system uses the account descriptions from the category code table.

## 3. Multiple Account Summarization

Use this processing option to specify whether you want to summarize entries to the same account in multiple business units. Regardless of whether you summarize accounts, debits and credits will not be summarized. Valid values are:

Blank Print accounts in detail.

Y Summarize entries to the same account in multiple business units.

## 4. Business Unit

Use this processing option to specify whether you want the report to include a column that lists the business unit for each account. Valid values are:

Blank Do not include the business unit column.

Y Include the business unit column.

## 5. Subledger/Type

Use this processing option to specify whether you want to print the subledger and subledger type columns on the report. Valid values are:

Blank Do not print the subledger and subledger type columns.

Y Print the subledger and subledger type columns.

## Process Tab

This processing option specifies whether to run this report in proof or final mode.

### 1. Mode

Use this processing option to specify the mode in which you want to run this report. Valid values are:

- 0 Run the report in proof mode.
- 1 Run the report in final mode. Only those records that have been printed in final mode on the Trial Balance report (R7409C3 or R7409C4) will be printed.

If you leave this processing option blank, the report will run in proof mode.

## Currency Tab

These processing options allow you to show amounts in a currency other than the currency in which the amounts are stored on the system. These processing options allow you to view amounts in a different currency as a hypothetical scenario only; the amounts that appear in the different currency are not saved to the system.

### 1. As-If Currency

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this as-if currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for as-if currency. If you leave this processing option blank, the as-if currency grid column does not appear.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

## **2. As-Of Date**

Use this processing option to specify an as-of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the as-of date. If you leave this processing option blank, the system uses the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the as-of date.

## **Printing the Transaction Journal**

From the Accounting Reports and Inquiries menu (G0912), choose Transaction Journal.

To review all transactions, or transactions within a G/L date range, print the Transaction Journal. This report prints the debit and credit amounts that make up balanced entries for A/R invoices and A/P vouchers. It uses the logic in the post program to print the original journal entry, the corresponding offsets for the Accounts Receivable and Accounts Payable systems, and for taxes.

Multiple offsets for a single journal entry appear on the Transaction Journal as a single amount, as if you were using offset method S (Summary) in the accounts receivable and accounts payable constants. This report includes only the actual amounts (AA) ledger and does not include intercompany settlements.

### **See Also**

- *R09321, Transaction Journal* in the *Reports Guide* for a report sample

### **Processing Options for Transaction Journal**

Date Range

Enter the G/L date range to be processed:

Date From \_\_\_\_\_

Date Thru \_\_\_\_\_

Alt Account

To print the account number from the alternate chart of accounts, enter the Category Code (21, 22, or 23). Leave blank to print the account in Business Unit.Object.Subsidiary format.

Category Code (21, 22, or 23) \_\_\_\_\_

## Working with the D.A.S. 2 Report

Businesses in France must prepare the D.A.S. 2 report to declare the different types of fees that are paid during the fiscal year. The report lists fees for legal and consulting services, sales commissions, and so on. Businesses in France are required to declare these fees on an official form every fiscal year.

You can use J.D. Edwards software to identify the voucher pay items that represent the fees that you must declare on the D.A.S. 2 report. To do this, define values for Category Code 7 that represent the different types of fees that your company pays. When you enter vouchers for fees, use Category Code 7 to identify each type of fee.

When you are required to declare the fees for the French authorities, you can use Enterprise Report Writer to create a custom report to analyze the vouchers. The report should list the following information for each type of fee:

- Supplier
- Total gross amount paid
- Detail amount

For suppliers whose fees are to be declared in the D.A.S. 2 report, you should assign a code in the Address Book that identifies the category of the fee for D.A.S. 2 reporting. The User Defined Codes table for category code 7 (01/07) should be used for this purpose. The value assigned in the Supplier Master will be used as a default value in voucher entry.

**Note:** Category code 7 cannot be entered on a voucher when using the Manual Payments without Voucher Match program (P0411). In this case, the system assigns the category code 7 value that is assigned by default at the Supplier Master level.

If “blank” is not a valid value in the user defined codes table 01/07, J.D. Edwards suggests that you enter a dummy value, such as ZZZ, so that you can enter a voucher without a D.A.S. 2 fee code if needed.

If there are different types of fees on the same voucher, you can enter different D.A.S. 2 codes by pay item. You may need to change the default value to do this.

You can use Enterprise Report Writer to customize reports that will:

- Print the detail of the vouchers with a D.A.S. 2 value in category code 7 that have been paid in the selected fiscal year and periods. The vouchers should be sorted by company, supplier, and D.A.S. 2 value.
- Print the same information as above but without voucher details. This summary version includes a total by supplier and D.A.S. 2 value.

### See Also

- *Setting Up User Defined Codes* for specific information about setting up user defined code 01/07
- *Accounts Payable: Working with Standard Vouchers*

## Working with the ETAFI Interface

From the French Reports menu (G093151), choose ETAFI Interface.

You can use J.D. Edwards localization software and the PC package ETAFI (Etats Financiers Financial Reports) to generate all the Liasse Fiscale reports that are required by French authorities. These reports include Balance Sheet and Income Statements and many other reports that can be printed directly on the official certified forms.

J.D. Edwards provides a program that creates a table containing all the information required for the Liasse Fiscale reports. Based on criteria specified in the processing options and data selection, the ETAFI Interface reads the account balance information from the J.D. Edwards General Ledger tables and builds a worktable that is used to import the account balances into the ETAFI PC software. The program also prints a report that shows the number of accounts that were created in the ETAFI table.

The ETAFI Interface - OneWorld ONLY table (F7409FOW) includes the following information, where N is the date that you specify in the program's processing options:

- Account number
- Account description
- Balance at fiscal year end (N)

- Debit and credit amounts
- Balance forward, plus debits and minus credits
- Balance at N-1
- Balance at N-2
- Balance at N-3

If you want to process ledgers in addition to ledger type AA, you can specify up to three ledger types in the processing options.

If you define multiple companies in the data selection, the program creates balances consolidated by account across companies.

**Note:** The record identifier that you specify in the processing options will be created if it does not already exist. If you do not specify a record identifier in the processing options, the program uses F7409FOW. Regardless of the record identifier that you specify, if the identifier exists the data for that identifier will be cleared at the beginning of the ETAFI process and then repopulated with the new data.

The first time you use the ETAFI Interface program, either of the following scenarios is possible:

- Your company has J.D. Edwards historical data for multiple fiscal years in the account transaction table. When you run the ETAFI Interface program, you select the transactions of the previous fiscal years by specifying the fiscal year and period in the processing options. You can also specify the number of previous fiscal years to process in the processing options. By default, only the specified fiscal year is taken into account. When the program runs, the balance forward amounts of the previous fiscal years are updated directly into ETAFI.
- Your company does not have J.D. Edwards historical data for multiple fiscal years in the account transaction table. When you run the ETAFI Interface program, you can import only the balances of the previous fiscal year specified in the processing options.

If you already have your own custom interface for fiscal reporting and want to implement the interface program that is provided by J.D. Edwards, note the following possibilities:

- You select up to three previous fiscal years. In this case, all adjustments need to have been made on both the J.D. Edwards and ETAFI sides. If not, you should expect unbalanced accounts and differences in the data.

- You select only the current period using the J.D. Edwards interface. The previous fiscal years have already been uploaded into ETAFI through the custom interface.

### Processing Options for ETAFI Interface (R7409FI)

Dates

**ACCOUNTING PERIOD AND FISCAL YEAR**

1. Enter the date OR the accounting period and fiscal year to select the data. If left blank, the current accounting period and fiscal year will be used.

Date \_\_\_\_\_

OR

Period Number \_\_\_\_\_  
Fiscal Year \_\_\_\_\_

Ledger Type

1. Enter the requested ledger type(s). You may specify up to three ledger types. If all are left blank, the default is 'AA'.

Ledger Type 1 \_\_\_\_\_  
Ledger Type 2 \_\_\_\_\_  
Ledger Type 3 \_\_\_\_\_

Accounts

**PROFIT AND LOSS ACCOUNTS**

1. Enter the range of accounts to select the Profit and Loss Accounts. If left blank, the automatic accounting instructions GLG6 and GLG12 will be used as defaults.

Beginning Profit Loss Account \_\_\_\_\_  
Ending Profit Loss Account \_\_\_\_\_

**FRENCH CHART OF ACCOUNTS**

2. Enter one of the following to indicate where the French Chart of accounts is defined:  
1 - in object  
2 - in object.subsidiary  
21, 22, 23 - in category code

Business Unit

**MODEL BUSINESS UNIT**

1. Enter the model business unit to retrieve the account description.
- 

Balance

**BEGINNING BALANCE**

1. Enter the number of fiscal years for which the beginning balance needs to be loaded (maximum 3 years). By default, no previous year beginning balance will be retrieved.
- 

Zero Balance

**ACCOUNTS WITH ZERO BALANCE**

1. Enter a '1' to select only the accounts with an active balance. By default, all accounts will be selected.
- 

File

**FILE IDENTIFIER**

1. Enter the identifier to be used when creating the F7409FOW ETAFI Interface records. If left blank, F7409FOW will be used as default.
-

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## Additional Reporting

J.D. Edwards solutions for France include additional reports to meet business and legal requirements. You print ledger reports to review the detail of the transactions between your company and your customers and suppliers. Businesses are required by law to report customer and supplier open amounts at year end.

J.D. Edwards country-specific processes for meeting reporting requirements in France include the following:

- Working with European Union reporting
- Working with the Text File Processor
- Reviewing customer and supplier reports



## Working with European Union Reporting

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For background information about European Union (EU) reporting, review the following topic:

- Overview of European Union reporting

Working with EU reporting consists of the following tasks:

- Understanding Intrastat requirements
- Understanding Intrastat reporting and the euro
- Updating Intrastat information
- Revising Intrastat information
- Purging records from the Intrastat table
- Printing a paper Intrastat report for France
- Using the IDEP/IRIS interface for Intrastat reporting
- Printing the EC sales list

## Overview of European Union Reporting

Countries that are members of the European Union (EU) observe the Single European Act of 1987. The Single European Act is an agreement that opens markets to an area without internal boundaries, where free movement of goods, persons, services, and capital is assured in accordance with the provisions of the Treaty of Rome.

Because of the Single European Act, businesses in EU countries must adhere to EU requirements. For example, to help monitor the trade among members of the EU, businesses that exceed the limit of intra-union trade must submit the following reports to the customs authorities:

- EC Sales List
- Intrastat Report

Detailed statistical information regarding merchandise trade between members of the EU is used for market research and sector analysis. To maintain the statistics on trade between EU members, the statistical office of the EU and the statistical departments of member countries developed the Intrastat system.

In compliance with the Intrastat system, information on intra-union trade is collected directly from businesses. If you do business in a country that belongs to the EU, and you use J.D. Edwards Sales Order Management and Procurement systems, you can set up your system to extract all the necessary information to meet EU Intrastat reporting requirements.

### Before You Begin

In order to collect information in the J.D. Edwards system for European Union reporting, perform the following tasks:

- Set up tax information for the Accounts Receivable system. See *Accounts Receivable: Setting Up Tax Rates and Areas for A/R*.
- Set up tax information for the Accounts Payable system. See *Accounts Payable: Setting Up Tax Rates and Areas for A/P*.
- Set up user defined codes for Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting*.
- Enter a VAT registration number for each of your customers and suppliers. See *Reviewing Tax ID Numbers*.

### Understanding Intrastat Requirements

Customs formalities and controls at the internal borders between member states of the EU disappeared in 1993 with the creation of the European Single Market. With the elimination of custom formalities, the traditional systems for collecting statistics on trade between EU member states also disappeared.

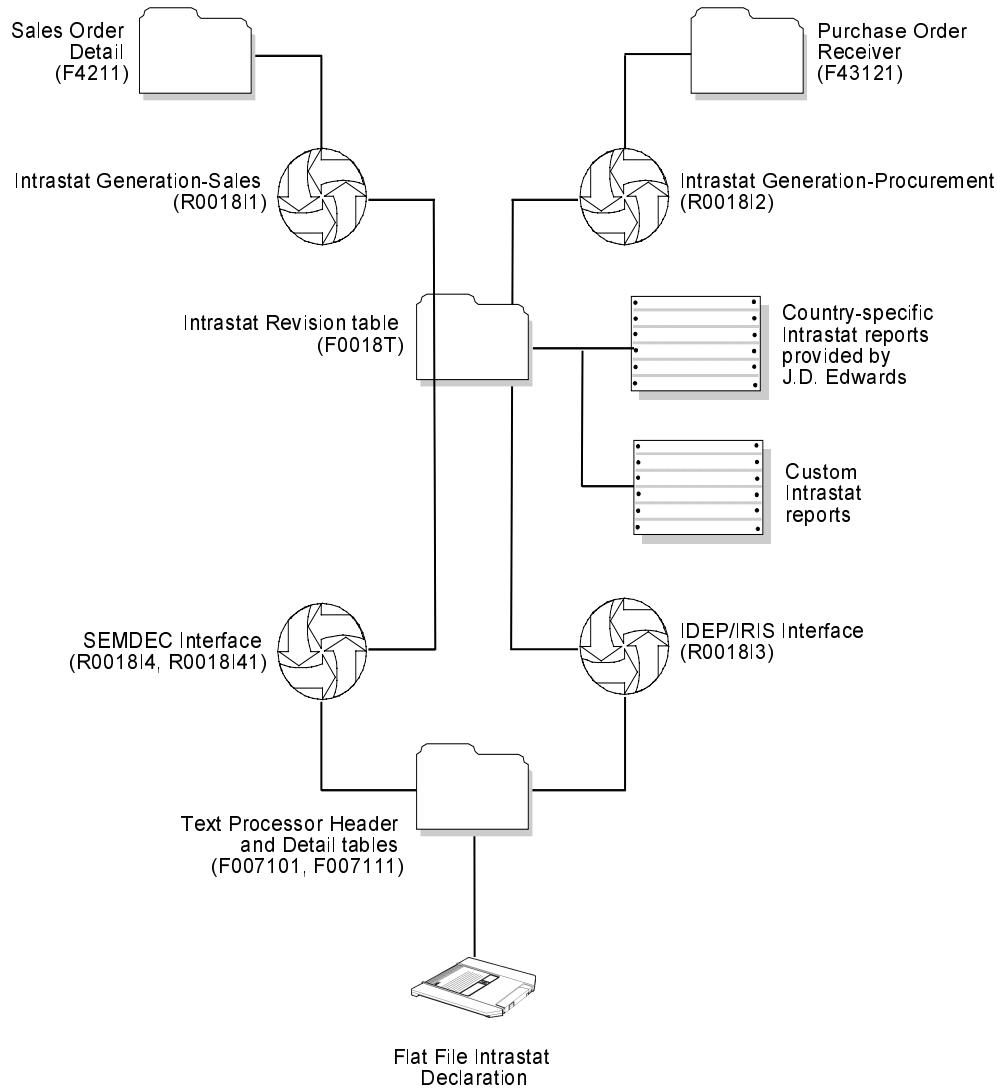
Detailed statistical information regarding merchandise trade between members of the EU is important for market research and sector analysis. To maintain the statistics on trade between EU members, the statistical office of the EU and the statistical departments of member countries developed the Intrastat system.

In compliance with the Intrastat system, information on intra-union trade is collected directly from businesses. Periodically, businesses are required to send a statistical declaration or, in some member states, a combined statistical and fiscal declaration that gives detailed information regarding their intra-union trade operations of the previous period. The frequency with which you are required to submit these declarations depends on national requirements.

The major features of the Intrastat system are common in all member states, but the system can take national specifications into account. If you do business in a country that belongs to the EU and you use J.D. Edwards Sales Order Management and Procurement systems, you can extract all the information necessary to meet Intrastat reporting requirements.

**Note:** The information that is tracked by the Intrastat system is based strictly on the actual physical movement of goods between member countries of the EU. Intrastat information does not apply to the movement of monetary amounts or placement of orders between member countries.

The following graphic illustrates the J.D. Edwards Intrastat reporting process:



## Understanding Intrastat Reporting and the Euro

With the introduction of the euro, the Statistical Office of the European Communities (Eurostat) and the national Statistical Offices of the Economic and Monetary Union (EMU) member nations have changed their Intrastat reporting requirements. Each EMU member nation continues to determine its own Intrastat requirements, including whether reports are to be submitted in the euro, the national currency, or both.

Regardless of whether your company has converted its base currency to the euro, you can handle the Intrastat reporting requirements for the country in which it does business. The following examples describe situations that might apply to your company during the euro transition period:

- Your company has not converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business requires that you submit Intrastat reports in the euro.
- Your company has converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business is not prepared to handle Intrastat reports in the euro and requires that you submit them in the national currency.

For Intrastat reporting, the “as if” currency processing options in the Intrastat Generation programs (R0018I1 and R0018I2) provide a simplified approach to reviewing and printing amounts in a currency different from your base currency.

### Considerations Before You Create Intrastat Reports

Before you create Intrastat reports, determine the following:

- The base currency of each of your companies
- The currency in which you must submit Intrastat reports for each of your companies

If your business has multiple companies with multiple currencies, it is important that you approach your Intrastat reporting carefully during the euro transition period. You should always be aware of each company’s base currency and whether Intrastat reports must be in a national currency or the euro. This information helps ensure that you convert currencies for Intrastat reporting only if necessary.

Based on the Intrastat reporting requirements for your companies and the countries in which they do business, you can use the processing options and data selection to create different versions of the Intrastat Generation - Sales and Intrastat Generation - Purchase.

### Example: Company and Intrastat Reporting in Different Currencies

Your business has three companies, each with a different base currency. You process all Intrastat reports at the end of 1999.

In January 2000, Company 1 converted its base currency from the German mark (DEM) to the euro (EUR). Companies 2 and 3 did not convert their base currencies. For 1999, the country Statistical Offices for Companies 1 and 2 required that Intrastat reports be submitted in the German mark and Belgian franc (BEF), respectively. The country Statistical Office for Company 3 required that reports be submitted in the euro.

The following scenario applies:

| Company   | Base Currency as of January 2000 | Intrastat Currency for 1999 Reporting |
|-----------|----------------------------------|---------------------------------------|
| Company 1 | EUR                              | DEM                                   |
| Company 2 | BEF                              | BEF                                   |
| Company 3 | FRF                              | EUR                                   |

For Intrastat reporting purposes, you should do the following:

- Convert the euro amounts for Company 1 back to the German mark.
- Do not convert the amounts for Company 2.
- Convert the French franc (FRF) amounts for Company 3 to the euro.

For Companies 1 and 3 you would run the Intrastat Generation programs to load the information in the Intrastat Revision table (F0018T) and, at the same time, convert the amounts. You would do this one company at a time, creating a separate version for each company. Using the “as if” currency processing option, one version would be for the German mark and the other would be for the euro.

### See Also

- *Updating Intrastat Information* for information about euro considerations when updating the Intrastat Revision table (F0018T)

## Updating Intrastat Information

From the Intrastat Periodic Processing menu (G74STAT2), choose one of the following:

- Intrastat Workfile Generation - Sales
- Intrastat Workfile Generation - Purchase

J.D. Edwards Intrastat reporting is based on the Intrastat Revision table (F0018T). This workfile is populated with information from the Sales Order Management, Procurement, and other systems. You run Intrastat reports based on your company's sales and procurement transactions for the reporting period. To do this, the update process writes all of the required information from the tables in the Sales Order and Procurement systems to the Intrastat Revision table (F0018T).

Use the following programs to update the Intrastat Revision table:

**Intrastat Generation - Sales** Updates the Intrastat Revision table with sales information based on the following tables:

- Sales Order Header (F4201)
- Sales Order Detail (F4211)

**Intrastat Generation - Purchase** Updates the Intrastat Revision table with purchase information based on the following tables:

- Purchase Order Header (F4301)
- Purchase Order Detail (F4311)
- Purchase Order Receiver (F43121)

In addition, the update programs collect information from the following tables:

- Intrastat Supplier/Item Cross Reference (F744101)
- Inventory Constants (F41001)
- Business Unit Master (F0006)
- Company Constants (F0010)
- Currency Codes (F0013)
- Currency Restatement Rates (F1113)
- Item Master (F4101)
- Item/Branch (F4102)

- Address Book (F0101 and F0116)
- Order Address (F4006)
- Unit of Measure Conversion (F41002 and F41003)
- User Defined Codes (F0005)

When you run the update programs, you use processing options logic and data selections to select transactions based on a number of different criteria in the sales and procurement tables. Depending on the structure of your company and country-specific reporting requirements, you can specify that the system write records at cost, cost plus markup, or at the taxable purchase price. If you want to report on the quantity actually shipped rather than the quantity ordered, you can use data selection to select order lines from the sales and procurement tables based on the order activity rule that corresponds to the shipped status. The system verifies that the transactions meet your selection criteria and qualify for Intrastat reporting before writing the required information from the sales and procurement tables, and any other applicable information from the additional tables, to the Intrastat Revision table.

**Note:** The system creates records in the Intrastat Revision table only if the country of the supplier address is different from the country of the ship-to address and both countries are member states of the EU. You must include codes for both countries as valid values on user defined codes table for European Community Members (74/EC).

To ensure that the Intrastat Revision table contains the most current information, you should update the information in the Intrastat Revision table periodically. The update program for sales accesses the detail for your sales transactions in the Sales Order Detail table (F4211). If you automatically purge the sales details to the Sales Detail History table (F42119) when you run the Sales Update program (R42800), run the Intrastat update program for sales after you confirm shipments and before you update sales information. You should update the Intrastat Revision table after all sales order and purchase order transactions are entered and finalized, at least once per reporting period.

**Note:** If you change sales order or purchase order information after you generate the Intrastat Revision table, your changes will not be reflected in the Intrastat Revision table unless you regenerate the table or manually edit the table using the Intrastat Workfile Revision program (P0018T). See *Revising Intrastat Information* for information on manually editing the Intrastat Revision table.

## Before You Begin

- Set up the user defined code tables that are used in Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting*.
- Set up commodity codes. See *Setting Up Commodity Code Information*.
- For Sales, set up country codes for the selling business unit (header business unit), shipping business unit (detail business unit) and customer in the Address Book. See *Address Book: Entering Basic Address Book Information*.
- For Procurement, set up country codes for the branch/plant and supplier in the Address Book, or enter countries of origin in the Intrastat Item/Supplier Cross Reference program (P744101). See *Entering Cross-References for Items and Suppliers*.

## Multicurrency Environments

In multicurrency environments, the system creates records in the Intrastat Revision table based on the base currency of the company specified in the Branch/Plant Constants of the Sales branch/plant or the Purchasing branch/plant for each transaction.

You might need to restate the domestic amounts of foreign transactions at an official exchange rate or a monthly average exchange rate. To do this, use the processing options on the Restatement tab to indicate the exchange rate type and the date for this exchange rate. The system recalculates the domestic amount based on the rate and date indicated in the processing options. The exchange rate is taken from the Currency Restatement Rates table (F1113).

## Euro Considerations

If you have not converted your companies to the euro and you must submit Intrastat reports in the euro, run the Intrastat Generation programs for Sales and Procurement to update the Intrastat Revision table (F0018T). Specify the euro in the “as if” currency processing option to convert transaction amounts to the euro and write them to the Intrastat Revision table. Each amount is converted separately, following the EMU conversion rules for no inverse. You can then create Intrastat reports in the euro.

If you have converted your companies to the euro and you must submit Intrastat reports in a national currency, run the Intrastat Generation programs and specify the national currency in the “as if” currency processing option. You can then create Intrastat reports in the national currency.

For example, a French company has converted its base currency to the euro but plans to report all Intrastat information in French francs. The company runs the Intrastat Generation program to convert the euro (base currency) to the French franc (“as if” currency) and update French franc amounts in the F0018T table for Intrastat reporting.

To use “as if” currency processing for the Intrastat Generation - Sales and Intrastat Generation - Procurement programs, you must set processing options. These programs, unlike other programs that use “as if” currency processing, write amounts to a table. Other programs display or print “as if” currency amounts, but do not write amounts to a table.

If you use “as if” currency processing, you lose the direct audit trail for the amount fields between the Intrastat Revision table (F0018T) and the original tables in the Sales Order Management and Procurement systems.

**Note:** The German government requires that Intrastat reports include both the euro and national currency amounts. The German Intrastat report (R0018IG) accommodates this country-specific requirement. It uses both the base currency and “as if” currency amounts that are created when you update the Intrastat Revision table.

## Performance Considerations

Depending on your data selection and the number of transactions stored in the Sales Order and Procurement systems, the time that it takes to run the Intrastat Generation programs will vary. To minimize the impact that these programs have on system performance, do the following:

- Specify your data selection as carefully as possible so that only the necessary records are written to the Intrastat Revision table.
- Update the Intrastat Revision table as part of your nightly operations.

## Processing Options for Intrastat Generation - Sales (R0018I1)

### Transaction

1. To use the Reporting Code method, enter the Sales Reporting Code (1-5) which contains the Nature of Transaction.

-Or-

To use the User Defined Code method, enter the UDC table which contains the Nature of Transaction. If no values are entered in this option, table 74/NT will be used.

- System Code \_\_\_\_\_  
User Defined Codes \_\_\_\_\_  
2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written.

### Defaults

1. Enter a value to update all records written during this execution for VAT Regime.

-Or-

Enter a User Defined Code table which contains the value to be used. If no values are entered in this option, the table 74/NT will be used.

- System Code \_\_\_\_\_  
User Defined Codes \_\_\_\_\_  
2. Enter the constant value per Kg to be used for Statistical Value Calculation. (Statistical Amount = Constant \* Net Mass in KG + Taxable Amount).

3. To use the percentage method, enter the percentage to be used. (for example, 105 = 105% of actual value). If no values are entered in these options, the statistical value will be equal to the actual value.

### Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency.
2. Enter the As-Of date for processing the current rate for the as-if currency. If left blank, the system date will be used.
3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here.

Rate Type \_\_\_\_\_  
Date - Effective \_\_\_\_\_

### Process

#### **TRIANGULATION RECORDS:**

For the following situations, specify the records to be created by entering the value to be used followed by the document type for the record. The possible values are:

' ' = Record not created  
'1' = Price  
'2' = Cost  
'3' = Transfer Cost  
Leave the document blank to use the original document type.  
Examples:  
"3SI" = Transfer Cost, Document Type SI  
"2 " = Cost, Original Document Type

1. Header Branch and Customer in the same country, Detail Branch in a different country:

Export from Header to Customer \_\_\_\_\_  
Export from Detail to Customer \_\_\_\_\_  
Export from Detail to Header \_\_\_\_\_  
Import from Header to Detail \_\_\_\_\_

2. Header Branch and Detail Branch in the same country, Customer in a different country:

Export from Header to Customer \_\_\_\_\_  
Export from Detail to Customer \_\_\_\_\_

3. Header Branch, Detail Branch and Customer in different countries:

|                                |       |
|--------------------------------|-------|
| Export from Header to Customer | _____ |
| Export from Detail to Customer | _____ |
| Export from Detail to Header   | _____ |
| Import to Header from Detail   | _____ |

### Processing Options for Intrastat Generation - Procurement (R0018I2)

#### Process

|  |       |
|--|-------|
| 1. Enter the Purchasing Report Code (1-5) which contains the Nature of Transaction;  | _____ |
| - Or -   |       |
| Enter the User Defined Code table which contains the Nature of the Transaction. If no values are entered in this option, table 74/NT will be used. | _____ |
| System Code  | _____ |
| User Defined Codes   | _____ |
| 2. Enter '1' to refresh transactions that already exist in the Intrastat Work File (F0018T). If left blank, only new transactions will be written. | _____ |
| 3. Enter a '1' to use the Item Origin Cross-Reference Table for Country of Origin and Original Country of Origin.                                  | _____ |

#### Defaults

|   |       |
|---|-------|
| 1. Enter a value to indicate if the Statistical Value Calculation is required.                            | _____ |
| Blank = Not Required<br>1 = Required  | _____ |
| 2. Enter a percent to use for calculating Statistical Value.<br>(For example, 105 = 105% or actual value) | _____ |

- Or -

|   |       |
|---|-------|
| Enter the constant value per KG to be used. (Statistical Amount = Constant * Net mass in Kg + Taxable Amount) | _____ |
| If no values are entered, the statistical value will be equal to the actual value.                            | _____ |
| 3. Enter a value to Statistical Procedure to update all records with.   | _____ |

- Or -

Enter the User Defined Code table  
which contains the value to be used.  
If no values are entered in this  
option, the table 74/NT will be  
used.

System Code \_\_\_\_\_  
User Defined Codes \_\_\_\_\_

Currency \_\_\_\_\_

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency stored in. Amounts will be converted and printed in this as-if currency. \_\_\_\_\_
2. Enter the As-Of date for processing the exchange rate for the As-If currency. If left blank, the system date will be used. \_\_\_\_\_
3. To restate domestic amounts of foreign transactions at an official or monthly average exchange rate enter the rate type and date here. \_\_\_\_\_

Exchange Rate Type \_\_\_\_\_  
Date Exchange Rate Effective \_\_\_\_\_

## **Revising Intrastat Information**

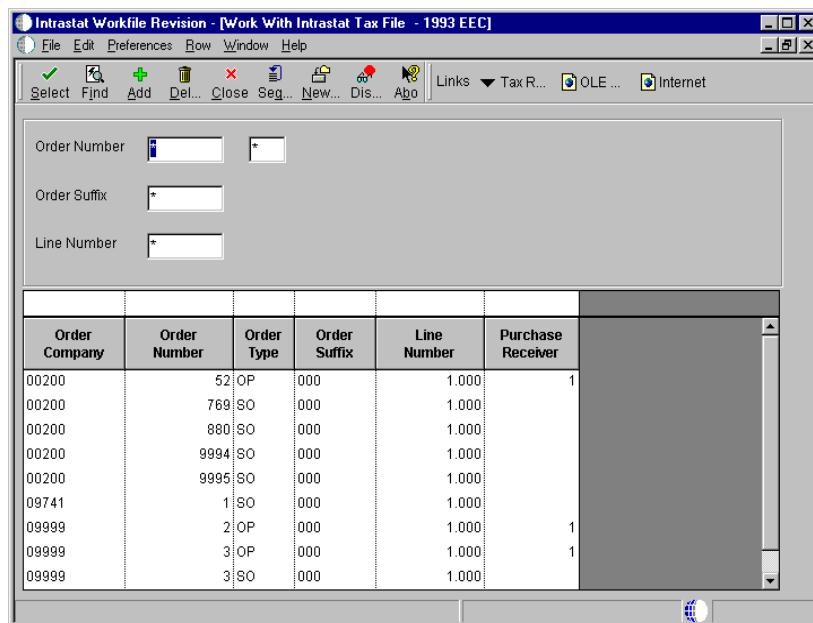
You can revise existing data in the Intrastat Revision table (F0018T). You might need to do this to correct missing or inaccurate information, to add a specific transaction, to update the process indicator, or to populate fields that are required by the authorities but that are not populated by the J.D. Edwards system. You can also use the Intrastat Workfile revision program to update sales order or purchase order information that has changed since you generated the Intrastat Revision table.

### **Before You Begin**

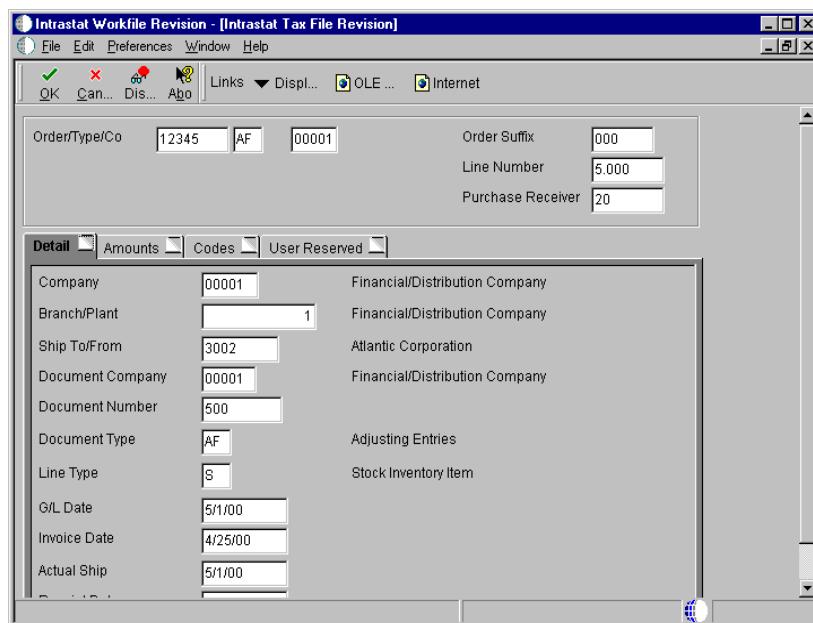
- Run the Intrastat Generation - Sales (R0018I1) and Intrastat Generation - Procurement (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information*.

► To revise Intrastat information

From the Periodic Processing menu (G74STAT2), choose Intrastat Workfile Revision.



1. On Work with Intrastat Tax File - 1993 EEC, locate a record and click Select.



2. On Intrastat Tax File Revision, revise the information in any of the following fields on the Detail tab:
  - Company
  - Branch/Plant
  - Ship To/From
  - Document Company
  - Document Number
  - Document Type
  - Line Type
  - G/L Date
  - Invoice Date
  - Actual Ship
  - Receipt Date
3. Click the Amounts tab and revise the information in any of the following fields:
  - Net Mass in KG
  - Base Currency
  - Taxable Amount
  - Statistical Value Amount
  - Transaction Currency
  - Foreign Taxable Amount
  - Foreign Statistical Value
  - Supplementary Units

4. Click the Codes tab and revise the information in any of the following fields:

- Country of Origin
- Original Country of Origin
- Region of Origin or Destination
- Mode of Transport
- Conditions of Transport
- Nature of Transaction
- Port of Entry or Exit
- Nature of VAT Regime
- Nature Code
- Process Indicator
- Commodity Code

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| Field        | Explanation  |
|--------------|--|
| Company      | <p>A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.</p> <p>Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.</p>  |
| Branch/Plant | <p>An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.</p> <p>You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p> |

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| Field            | Explanation  |
|------------------|--|
| Ship To/From     | A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.  |
| Document Company | <p>A number that, with the document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry.</p> <p>If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company.</p> <p>If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.</p>   |
| Document Number  | <p>A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.</p> <p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Some examples are:</p> <ul style="list-style-type: none"> <li>• Automated/Manual Payment<br/>Original document - Voucher<br/>Matching document - Payment</li> <li>• A/R Original Invoice<br/>Original document - Invoice</li> <li>• Receipt Application<br/>Original document - Invoice<br/>Matching document - Receipt</li> <li>• Credit Memo/Adjustment<br/>Original document - Invoice<br/>Matching document - Credit Memo</li> <li>• Unapplied Receipt<br/>Original document - Receipt</li> </ul> |

| Field          | Explanation  |
|----------------|--|
| Document Type  | <p>A user defined code (00/DT) that identifies the origin and purpose of the transaction.</p>  |
|                | <p>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.</p>  |
|                | <p>The reserved document type prefixes for codes are:</p>  |
|                | <ul style="list-style-type: none"> <li>P Accounts payable documents</li> <li>R Accounts receivable documents</li> <li>T Time and Pay documents</li> <li>I Inventory documents</li> <li>O Ordering document types</li> </ul>  |
|                | <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p>  |
| Line Type      | <p>A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include the following:</p> |
|                | <ul style="list-style-type: none"> <li>S Stock item</li> <li>J Job cost</li> <li>N Nonstock item</li> <li>F Freight</li> <li>T Text information</li> <li>M Miscellaneous charges and credits</li> <li>W Work order</li> </ul>  |
| G/L Date       | <p>A date that identifies the financial period to which the transaction is to be posted. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.</p>   |
|                | <p>The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on.</p>   |
| Invoice Date   | <p>The date the invoice was printed. The system updates this date when you run the invoice print program in the Sales Order Processing System.</p>   |
| Actual Ship    | <p>The date that the shipment to the customer is confirmed as shipped. This date will be updated to the Sales Order Detail file at shipment confirmation.</p>  |
| Receipt Date   | <p>The date you received this purchase order line.</p>   |
| Net Mass in KG | <p>The Net Mass in KG (kilograms) is supplied by the sales or purchase order total unit of measure. The Extra Tax File Update programs will extract this information from the Sales Detail (F4211) or Purchasing Receiver (F43121) files.</p>  |

| Field                     | Explanation   |
|---------------------------|---|
| Base Currency             | A code that indicates the currency of a customer's or a supplier's transactions.  |
| Taxable Amount            | The amount on which taxes are assessed.   |
| Statistical Value Amount  | The Statistical Value is commonly required for VAT reporting in France. Although it may be used in other countries, France defines the Statistical Value to be the nominal costs covering the transport and insurance costs of a shipment to the exit point of the country. Traditionally it is a fixed cost per order and/or a percentage of the order amount. For EU tax reporting purposes, the user supplies this data. It can be updated using the Direct Extra Tax File Adjustment program.   |
| Transaction Currency      | <p>The foreign currency code entered for conversion. The system uses this code to look up the current exchange rate. The company constants table specifies the domestic currency for the company. Further, you can specify a contract rate for dealings with a particular customer or supplier. The key fields the system uses for locating the proper exchange rate follow:</p> <ul style="list-style-type: none"> <li>• To Currency (from company constants)</li> <li>• From Currency (from data entry form)</li> <li>• Customer/Supplier Address (if there is a currency contract)</li> <li>• Effective Date (Invoice Date from data entry)</li> </ul> <p>Currency codes are normally three digits. The third digit can be used for variations within a particular currency, such as Dutch commercial rate versus Dutch free rate.</p> |
| Foreign Taxable Amount    | That portion of the sale that is subject to tax in foreign currency.  |
| Foreign Statistical Value | The Statistical Value is commonly required for VAT reporting in France. Although it may be used in other countries, France defines the Statistical Value to be the nominal costs covering the transport and insurance of a shipment to the exit point of the country. Traditionally it is a fixed cost per order and/or a percentage of the order amount. For EU tax reporting purposes, the user supplies this data. It can be updated using the Direct Extra Tax File Adjustment program (P0018T).  |
| Supplementary Units       | The Supplementary Unit of Measure is the total number of items on a purchase or sales order. It is only updated in the Extra Tax File (F0018T) if the primary weight is zero.   |
| Country of Origin         | A code (system 00/type CN) that identifies the country in which the item originates. This is useful for organizations who must periodically separate their inventory by source.   |

| Field                           | Explanation  |     |          |     |               |     |                              |     |                     |     |                       |     |        |
|---------------------------------|--|-----|----------|-----|---------------|-----|------------------------------|-----|---------------------|-----|-----------------------|-----|--------|
| Original Country of Origin      | A code (00/CN) that indicates the original country of origin of the goods. For example, as a German company, you place a purchase order with a French supplier for goods that are manufactured in France, but are warehoused in and delivered from Belgium. The country of origin is Belgium, but the original country of origin is France.  |     |          |     |               |     |                              |     |                     |     |                       |     |        |
| Region of Origin or Destination | For EU VAT reporting, certain countries require the region of origin or destination information. The region of origin will be taken from the region code (state code) in the Address Book of either the ship-to address in the case of a dispatch or the suppliers in the case of arrivals.  |     |          |     |               |     |                              |     |                     |     |                       |     |        |
| Mode of Transport               | A user defined code (system 00, type TM) describing the nature of the carrier being used to transport goods to the customer, for example, by rail, by road, and so on.   |     |          |     |               |     |                              |     |                     |     |                       |     |        |
| Conditions of Transport         | <p>The conditions of transport (or terms of delivery) are taken from the Sales or Purchase Order header file. The Terms of Delivery (field FRTH) in the header file is only one character. To obtain the required three-character explanation for EU VAT reporting, the second explanation of category code 42/FR is used. To provide descriptions when pressing F1 on the field for the Direct Extra Tax File Adjustment program, also set up a user defined code 00/TC to correspond to the three-character explanation.</p> <p>Sample Codes include the following:</p> <table style="margin-left: 20px;"> <tr><td>EXW</td><td>Ex works</td></tr> <tr><td>FOB</td><td>Free on board</td></tr> <tr><td>CIF</td><td>Carriage, insurance, freight</td></tr> <tr><td>DUP</td><td>Delivered duty paid</td></tr> <tr><td>DDU</td><td>Delivered duty unpaid</td></tr> <tr><td>xxx</td><td>Others</td></tr> </table> | EXW | Ex works | FOB | Free on board | CIF | Carriage, insurance, freight | DUP | Delivered duty paid | DDU | Delivered duty unpaid | xxx | Others |
| EXW                             | Ex works   |     |          |     |               |     |                              |     |                     |     |                       |     |        |
| FOB                             | Free on board  |     |          |     |               |     |                              |     |                     |     |                       |     |        |
| CIF                             | Carriage, insurance, freight   |     |          |     |               |     |                              |     |                     |     |                       |     |        |
| DUP                             | Delivered duty paid  |     |          |     |               |     |                              |     |                     |     |                       |     |        |
| DDU                             | Delivered duty unpaid  |     |          |     |               |     |                              |     |                     |     |                       |     |        |
| xxx                             | Others   |     |          |     |               |     |                              |     |                     |     |                       |     |        |
| Nature of Transaction           | The nature of the transaction defines whether the movement of goods is for sale, lease, and so on. For European Union VAT reporting, you can input the Nature of Transaction codes using one of the User Defined codes on the Sales or Purchase Order details. User Defined Codes P1 through P5 are used for Purchase Orders. Codes S1 to S5 are used for Sales Orders. To provide F1 inquiry explanations to the code you choose, use UDC table 00/NT. The Update Extra Tax File programs can update the information in the Extra Tax File by specifying the User Defined Codes you have chosen to use (P1 to P5 or S1 to S5) in the appropriate processing option. The data can also be input by the user through the Direct Extra Tax File Adjustment program.  |     |          |     |               |     |                              |     |                     |     |                       |     |        |

| <b>Field</b>          | <b>Explanation</b>   |       |                      |   |                  |   |                        |
|-----------------------|--|-------|----------------------|---|------------------|---|------------------------|
| Port of Entry or Exit | For VAT reporting, certain countries require information on the port of exit or entry. This information is not available on the system at the present time. You should supply the port of entry or exit by using the Direct Extra Tax File Adjustment program.   |       |                      |   |                  |   |                        |
| Nature of VAT Regime  | This code is similar to the nature of transaction code (NAT) and is applicable only to certain countries. Nature of VAT Regime is commonly used in France. The system does not automatically supply this data. You should input the data using the Direct Extra Tax File Adjustment program.   |       |                      |   |                  |   |                        |
| Nature Code           | An indicator for European Union VAT reporting. The system cannot automatically supply this data. If required for VAT reporting, you should input the data using the Direct Extra Tax File Adjustment program.  |       |                      |   |                  |   |                        |
| Process Indicator     | <p>An indicator for European Union VAT reporting. Valid values are:</p> <table style="margin-left: 40px;"> <tr> <td>Blank</td> <td>Record not processed</td> </tr> <tr> <td>1</td> <td>Processed record</td> </tr> <tr> <td>2</td> <td>No processing required</td> </tr> </table> <p>The Intrastat report selects only unprocessed records (Process Indicator = Blank).</p> <p>You indicate a value of 2 to exclude a specific record from the Intrastat report. For instance, if a supplier in the European Union ships a specific order from a country outside of the EU the order needs to be excluded from Intrastat reporting.</p> <p>The system does not automatically supply this data. For VAT reporting, you should input data using the Direct Extra Tax File Adjustment program (P0018T).</p> | Blank | Record not processed | 1 | Processed record | 2 | No processing required |
| Blank                 | Record not processed   |       |                      |   |                  |   |                        |
| 1                     | Processed record   |       |                      |   |                  |   |                        |
| 2                     | No processing required   |       |                      |   |                  |   |                        |
| Commodity Code        | The Commodity Code number for the item.  |       |                      |   |                  |   |                        |

## Purging Records from the Intrastat Table

From the Intrastat Periodic Processing menu (G74STAT2), choose Intrastat Workfile Purge.

The Intrastat Revision table (F0018T) is a temporary work file that stores information that is used to generate monthly or quarterly Intrastat declarations. After the declarations have been accepted, the data in this file continues to accumulate. You do not need to store this data.

You can purge records from the Intrastat Revision table (F0018T). You can use data selection to purge all the records in the file or purge only selected records. You can specify selection criteria based on the invoice, general ledger, procurement, or shipment date. For example, you might purge records with shipping dates between 3/1/1999 and 5/1/1999.

You can run Intrastat Workfile Purge (R0018TP) in proof mode to see which records will be deleted. The records are not deleted until you run the report in final mode.

## Processing Options for Intrastat Table (F0018T) - Purge (R0018TP)

### Defaults Tab

#### 1. Proof or Final Mode

Use this processing option to specify the mode in which you want to run this report. Final mode deletes all selected records from the Intrastat work table (F0018T).

Valid values are:

Blank Run the report in proof mode.

1 Run the report in final mode.

## 2. From Date (Required)

Use this processing option to specify the beginning date of the records you want to purge. This date will be used together with the date specified for comparison. The system will purge records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date.

## 3. Thru Date (Required)

Use this processing option to specify the last date of the records you want to purge. This date will be used together with the date specified for comparison. The system will purge records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date.

## 4. Compare Date (Required)

Use this processing option to specify which date to use for comparison.

Valid values are:

Blank Invoice date

- 1 G/L date
- 2 Receipt date
- 3 Ship date

## Printing a Paper Intrastat Report for France

From the Statistical Reporting menu (G74STAT3), choose France Paper Report.

You print Intrastat reports based on the information in the Intrastat Revision table (F0018T). Although the information that is required to appear on the Intrastat report is common for most EU members, report formats vary from country to country. J.D. Edwards provides an Intrastat report designed to meet the country-specific requirements for France.

### Processing Options for Intrastat Report - France (R0018IF)

#### Proof or Final

Enter '1' to print in final mode.  
Leave blank for proof mode. In  
final mode, the document  
information is not printed and the  
processed flag in the file is  
updated. In proof mode, the  
document information is printed  
and the flag is not updated.

---

#### Report Period

2. Enter the reporting period to print  
on the report heading.

Period: \_\_\_\_\_  
Year: \_\_\_\_\_

---

#### Summary

3. Enter a '1' to print summary only. A  
default of blank will print all  
details.
- 

#### Decl. Level

4. Enter level of declaration to be  
printed on report.
-

## Using the IDEP/IRIS Interface for Intrastat Reporting

From the Statistical Reports menu (G74STAT3), choose IDEP CN8/IRIS Interface.

Intrastat reports are based on the information in the Intrastat Revision table (F0018T). Although the information that is required to appear on the Intrastat report is common for most EU members, reporting requirements vary from country to country.

IDEP/IRIS is an abbreviation for Intrastat Data Entry Package/Interactive Registration of the International Trade Statistics. Use IDEP CN8/IRIS Interface (R0018I3) to generate a flat file in any of the following formats:

|                 |   |
|-----------------|---|
| <b>IDEP/CN8</b> | France, Italy, Spain, Austria, Belgium, Sweden, Denmark, Finland, Portugal, Greece, Ireland, and Luxembourg |
| <b>CBS-IRIS</b> | Holland   |
| <b>CBS-IRIS</b> | Germany   |

**Note:** Neither IDEP/CN8 nor CBS-IRIS requires a specific file layout to be imported.

### **IDEP/CN8 - France, Italy, Spain, Austria, Belgium, Sweden, Denmark, Finland, Portugal, Greece, Ireland, and Luxembourg**

IDEP/CN8 includes an option to import the data necessary for the statistical declaration from an external administrative and financial system. IDEP/CN8 does not require a fixed record layout for the import file. You need to define the format of the data to be imported in IDEP/CN8. IDEP/CN8 can automatically perform the required conversions and validations of the data and produce the declaration.

In IDEP/CN8, you can import the following information:

- Detail Lines
- Provider of Statistical Information Goods Codes
- Trading Partners' VAT Registration Numbers
- Exchange Rates

While you can import all of these, the J.D. Edwards Interface with IDEP/CN8 provides the ability to import only the detail lines and the trading partners' VAT registration numbers.

Before importing this information from an external system, such as from J.D. Edwards to IDEP/CN8, you need to specify the format of the file to be imported. After a format is chosen, you need to specify the structure of the file to be imported (field sequence, field number, field size, and so forth) into IDEP/CN8.

The following table illustrates the structure that you must set up for an IDEP/CN8 file:

| <b>Field</b>                       | <b>Position[Length]</b> |
|------------------------------------|-------------------------|
| <b>Declarant Reference Number</b>  | 1-14[14]                |
| <b>Partner VAT number</b>          | 16-35[20]               |
| <b>Original Country of Origin</b>  | 37-39[3]                |
| <b>Country of Origin</b>           | 41-43[3]                |
| <b>Nature of Transaction A</b>     | 45-45[1]                |
| <b>Nature of Transaction B</b>     | 47-47[1]                |
| <b>Statistical Procedure</b>       | 49-53[5]                |
| <b>Mode of Transport</b>           | 55-55[1]                |
| <b>Port of Entry</b>               | 57-60[4]                |
| <b>Region of Origin</b>            | 62-63[2]                |
| <b>Terms of Delivery</b>           | 65-67[3]                |
| <b>Related Location 1 Identity</b> | 69-69[1]                |
| <b>Commodity Code</b>              | 71-78[8]                |

|                                  |               |
|----------------------------------|---------------|
| <b>Goods Description</b>         | 80-219[140]   |
| <b>Supplementary Unit</b>        | 221-233[13]   |
| <b>Net Mass</b>                  | 235-248[12,2] |
| <b>Invoice Value</b>             | 250-262[13]   |
| <b>Foreign Invoice Value</b>     | 264-276[13]   |
| <b>Statistical Value</b>         | 278-289[10,2] |
| <b>Foreign Statistical Value</b> | 291-302[10,2] |
| <b>Currency Code</b>             | 304-306[3]    |

**Note:** The comma in the Net Mass, Statistical Value and Foreign Statistical Value field lengths listed above denotes that a decimal point can be used before the last two characters in those field lengths.

## **CBS-IRIS - Holland**

The Dutch version of CBS-IRIS requires no fixed record layout for the import file. However, you must map the data coming from an import file in CBS-IRIS.

**Note:** The data to be imported must be in flat file format. Also, you must indicate the first position and the number of positions of each field to be imported from the flat file. The number of positions to import should not exceed the number of positions defined in CBS-IRIS for the field. The fields cannot overlap. Each field should be ended by a carriage return and a line feed.

In CBS-IRIS, the file containing the data to be imported should be a ‘blank-separated txt-file’ (this type of file can be compared with an Excel file saved as ‘txt with blank as separation’).

In CBS-IRIS, you can leave the fields blank, as long as the positions defined are correct (each blank stands for one position in the record).

The following table illustrates the structure that you must set up for an CBS-IRIS - Holland file:

| <b>Field</b>                                      | <b>Position[Length]</b> |
|---|-------------------------|
| <b>Declarant Reference Number</b>                 | 1-10[10]                |
| <b>Del VAT Number</b>                             | 12-23[12]               |
| <b>Partner VAT Number</b>                         | 25-42[18]               |
| <b>Original Country of Origin</b>                 | 44-46[3]                |
| <b>Country of Origin</b>                          | 48-50[3]                |
| <b>Nature of Transaction A</b>                    | 52-52[1]                |
| <b>Statistical Procedure/Nature of VAT Regime</b> | 554-55[2]               |
| <b>Mode of Transport</b>                          | 57-57[1]                |
| <b>Port of Entry</b>                              | 59-60[2]                |
| <b>Commodity Code</b>                             | 62-69[8]                |
| <b>Tariff Code</b>                                | 71-72[2]                |
| <b>Currency Code</b>                              | 74-74[1]                |
| <b>Supplementary Unit</b>                         | 76-85[10]               |
| <b>Net Mass</b>                                   | 87-96[10]               |
| <b>Invoice Value</b>                              | 98-107[10]              |
| <b>Statistical Value</b>                          | 109-118[10]             |

**Commodity Flow** 120-120[1]

**Reporting Period** 122-127[6]

### **CBS-IRIS - Germany**

The German version of CBS-IRIS requires no fixed record layout for the import file. However, you must map the data coming from an import file.

For each field imported in the flat file format, you need to set up the beginning position and the length of the field.

The following table illustrates the structure you must set up for an CBS-IRIS - Germany file.

| <b>Field</b>                                      | <b>Position[Length]</b> |
|---|-------------------------|
| <b>Declarant VAT Number</b>                       | 1-16[16]                |
| <b>Original Country of Origin</b>                 | 18-20[3]                |
| <b>Country of Origin</b>                          | 22-24[3]                |
| <b>Nature of Transaction</b>                      | 26-27[2]                |
| <b>Statistical Procedure/Nature of VAT Regime</b> | 29-33[5]                |
| <b>Mode of Transport</b>                          | 35-35[1]                |
| <b>Port of Entry</b>                              | 37-40[4]                |
| <b>Region of Origin</b>                           | 42-44[3]                |
| <b>Commodity Code</b>                             | 46-53[8]                |
| <b>Currency Code</b>                              | 55-55[1]                |

|                           |           |
|---------------------------|-----------|
| <b>Supplementary Unit</b> | 57-65[9]  |
| <b>Net Mass</b>           | 67-75[9]  |
| <b>Invoice Value</b>      | 77-85[9]  |
| <b>Statistical Value</b>  | 87-95[9]  |
| <b>Commodity Flow</b>     | 97-97[1]  |
| <b>Reporting Period</b>   | 99-104[6] |

## Electronic Format

Use the IDEP/IRIS Interface program (R0018I3) to create a flat file in the IDEP/IRIS message format, which can be submitted to the proper tax authorities in an electronic format.

When you run the IDEP/IRIS Interface program (R0018I3), the system creates a batch for review by the Text File Processor. The batch is stored in the following files:

F007101 - Text Processor Header

F007111 - Text Processor Detail

The Text File Processor assigns the batch number and interchange from bucket 7 of Next Numbers System 00. The Text File Processor assigns the message number from bucket 5 of Next Numbers System 74. See *General Accounting: Setting Up Next Numbers*.

You must run the Text File Processor program (P007101) to convert the batch to a flat file that you can submit to the different countries' customs and authorities, and statistical offices or both.

## Before You Begin

- Run the Intrastat Generation - Sales (R0018I1) and Intrastat Generation - Procurement (R0018I2) programs to build the EU Intra-Community Tax workfile (F0018T). See *Updating Intrastat Information*.

## Processing Options for IDEP/IRIS Interface (R0018I3)

### Defaults Tab

Use these processing options to specify the default values that the IDEP/IRIS Interface (R0018I3) program uses when other values are not entered for the transaction.

#### 1. Tax ID

Use this processing option to specify which tax ID to use for the company and the customer. You can retrieve the tax ID from either the Additional Tax ID field (ABTX2) or the Tax ID field (ABTAX) in the Address Book Master table (F0101).

Valid values are:

Blank Tax ID (ABTAX)

1      Additional Tax ID (ABTX2)

#### 2. Country Code

Use this processing option to specify which format to use for the country code.

Valid values are:

Blank Two-character ISO code. You must enter the two-character ISO code defined in user defined code list 00/CN.

1      Three-digit GEONOM code. You must enter the three-digit GEONOM code defined in the special handling code field of user defined code list 00/CN.

### Process Tab

Use these processing options to specify the processes that you want the system to perform, such as the interface type, commodity flow, or level of detail.

## 1. Interface Type

Use this processing option to specify the interface type for which the data should be formatted.

Valid values are:

Blank IDEP

- 1 Dutch version of IRIS
- 2 German version of IRIS

## 2. Commodity Flow

Use this processing option to specify the direction of the movement of goods.

Valid values for Holland are:

- 6 Arrivals
- 7 Dispatches

For valid values for Germany, consult your CBS-IRIS documentation.

Note: This option is required only for the IRIS interface.

## 3. Level of Detail

Use this processing option to specify whether the program should be run in detail or summary mode. In detail mode, the system reports on all transactions. In summary mode, the system summarizes the transactions according to the version you set up.

Valid values are:

Blank Detail mode

- 1 Summary mode

Note: The level of summarization is determined by the version sequencing. If any sequenced field value changes, a level break occurs, and a summarized record is written to the text file.

## Currency Tab

Use these processing options to specify the currency used for Intrastat reporting in IDEP/CN8, IRIS, or both.

### 1. As-if Processing

Use this processing option to specify whether the invoice amount and statistical amount are reported to IRIS in the domestic currency or in the as-if currency.

Valid values are:

Blank Domestic currency

1 As-if currency

Note: The as-if values can be used only if the Intrastat Revision table (F0018T) has been generated using as-if processing. If you generate the Intrastat Revision table using as-if currency, both the domestic and the as-if amounts are stored in the Intrastat Revision table.

## Rounding Tab

Use these processing options to specify the rounding method for fiscal values (taxable amounts), statistical values, supplementary unit of measure, and net mass unit of measure.

### 1. Round Rules

Use this processing option to specify the method to round both domestic and foreign taxable amounts.

Valid values are:

Blank No rounding : 14.66=14.66

- 1 Round to the nearest whole amount: 14.66=15 (no decimals)
- 2 Round down to the nearest whole amount: 14.66=14 (no decimals)
- 3 Round up to the nearest whole amount: 14.66=15 (no decimals)
- 4 Round to the nearest half: 14.66=14.5 (one decimal place)

- 5      Round to the nearest tenth:  $14.66=14.7$  (one decimal place)
- 6      Divide by one hundred and then round:  $1674=17$
- 7      Divide by one thousand and then round:  $1674=2$

### Print Tab

Use these processing options to specify the reporting period.

#### 1. Reporting Period

##### Year (Required)

Use this processing option to specify the reporting year.

##### Period (Required)

Use this processing option to specify the reporting period.

### Printing the EC Sales List

From the Statistical Reports menu (G74STAT3), choose EC Sales List.

Businesses in the EU that exceed the local limit of intra-union trade must submit the EC Sales List to their customs authorities on a quarterly basis if they:

- Supply goods to an entity that is registered for VAT in another EU-member country
- Send goods to an entity that is registered for VAT in another EU-member country for processing
- Return processed goods to an entity that is registered for VAT in another EU-member country
- Transfer goods from one EU-member country to another EU-member country in the course of business

**Note:** If a sales or purchase transaction is arranged between EU members, but the goods are not shipped, the transaction must still be reported to the government.

You can use either the R0018L program or the R0018S program to generate the VAT EC Sales List. Refer to the following table to determine which VAT EC Sales List program you should use:

| <b>R0018L</b>   | <b>R0018S</b>   |
|---|---|
| Retrieves trade information from the Sales Order system.  | Retrieves trade information from the Accounts Receivable system.  |
| Based on information in the Intrastat Revision table (F0018T).  | Based on information in the Sales/Use/VAT Tax table (F0018).  |
| Supports triangulation. Triangulation is reported on the EC Sales List (R0018L) in summary and detail mode. You can report triangulation for interbranch transactions, direct ship transactions, or both. | Does not support triangulation.   |
| Can exclude non-stock items. Use data selection on the Intrastat Workfile Generation programs (R0018I1 and R0018I2) to exclude non-stock items.   | Cannot distinguish between stock and non-stock items; use this report only if your business does not provide services.                                |
| Before You Begin: Run the Intrastat Generation programs (R0018I1 and R0018I2).  | Before You Begin: Set the processing options in the General Ledger Post program (R09801) to automatically update the Sales/Use/VAT Tax table (F0018). |
| Does not net pit trade amounts based on credit memos, discounts, and write-offs.  | Nets out trade amounts based on credit memos, discounts, and write-offs.  |

**Note:** The remainder of this chapter refers to the new VAT EC Sales List (R0018L).

You can print the VAT EC Sales List in summary or detail mode. Detail mode provides information that is used in auditing.

If you print in summary mode, the VAT EC Sales List provides the following information about customers:

- VAT number
- Country of destination
- Total amount in reporting currency
- Triangulation

If you print in detail mode, the VAT EC Sales List provides the following information about customers:

- VAT number
- Country of destination
- Company order number
- Order type
- Total amount in reporting currency
- Country of sale
- Country of shipment
- Triangulation

### Triangulation

Trade triangulation occurs when one EU member makes a sale or purchase with another EU member, but the goods are physically shipped from a third EU member. Trade triangulation is used specifically in the EU for Intrastat reporting. Triangulation is reported in summary and detail mode in two ways: inter branch and direct ship.

#### Inter Branch

Allows you to report triangulation when a transaction takes place between two EU member countries, and the goods are shipped from a branch/plant of the supplier, which is located in a third EU member country.

#### Direct Ship

Allows you to report triangulation when a transaction takes place between two EU member countries, and the goods are shipped directly from a third company, which is located in a third EU member country.

## **Data Selection**

You must run the VAT EC Sales List separately for each VAT-registered company in your organization.

If you have interbranch shipments from branch/plants that are located in countries other than the country of your headquarters organization, you must submit the VAT EC Sales List for each country within which you operate. For example, if a German company has three branch/plants in Germany, one branch/plant in France, and one branch/plant in Denmark, that company must run the VAT EC Sales List three times: once for the three branch/plants in Germany, once for the branch/plant in France, and once for the branch/plant in Denmark.

To run the VAT EC Sales List for the branch/plants in each country, set up data selection with Document Company (KCO) equal to the company number of the headquarters company, and Company (CO) equal to the companies associated with each branch/plant. Note that the companies that are associated with the branch/plants must be set up with the country code that corresponds to the location of the branch/plant.

In the example above, you would run the VAT EC Sales list with the following data selection:

For branch/plants in Germany,

- Document Company (KCO) = German company
- Company (CO) = company for German branch/plant 1
- Company (CO) = company for German branch/plant 2
- Company (CO) = company for German branch/plant 3

For the branch/plant in France,

- Document Company (KCO) = German company
- Company (CO) = company for French branch/plant

For the branch/plant in Denmark,

- Document Company (KCO) = German company
- Company (CO) = company for Danish branch/plant

## Before You Begin

- Enter VAT registration numbers for each customer. See *Validating Tax ID Numbers*.
- Enter country codes for each customer. See *Setting Up User Defined Codes for Intrastat Reporting*.
- Run the Intrastat Generation - Sales (R0018I1) and Intrastat Generation - Procurement (R0018I2) programs to build the EU Intra-Community Tax workfile (F0018T). See *Updating Intrastat Information*.

## Processing Options for the VAT EC Sales List (R0018L)

### Process Tab

These processing options allow you to specify information about running a report in summary or detail mode, and about the triangulation method.

#### 1. Reporting Level

Use this processing option to specify whether to run the report in summary or detail mode. If you specify to run the report in detail mode, the report will display information that can be used for auditing. Valid values are:

Blank Summary

1 Detail

## 2. Triangulation

Use this processing option to specify which triangulation method to use. Trade triangulation occurs when one EU member makes a sale or purchase with another EU member but the goods are physically shipped from a third EU member. If the goods are not shipped from an EU member then the transaction is not required to be reported to the government. This terminology is used specifically in the EU for Intrastats.

Valid values are:

Blank No triangulation

- 1 Direct Ship and Interbranch
- 2 Direct Ship
- 3 Interbranch

## Print Tab

Use this processing options to specify date information that you want reported on the VAT EC Sales List.

### 1. Reporting Period

#### From Month

Use this processing option to specify the beginning month of the period for which you are submitting the VAT EC Sales List.

#### From Year

Use this processing option to specify the beginning year of the period for which you are submitting the VAT EC Sales List.

#### To Month

Use this processing option to specify the ending month of the period for which you are submitting the VAT EC Sales List.

## To Year

Use this processing option to specify the ending year of the period for which you are submitting the VAT EC Sales List.

## Currency Tab

Use this processing option to specify the type of currency used for the invoice amount.

### 1. As-If Processing

Use this processing option to specify whether the invoice amount is reported in the domestic currency or in the “as if” currency. Valid values are:

Blank Domestic currency

1      “As if” currency

Note: The “as if” values can be used only if the Intrastat Revision table (F0018T) has been generated using “as if” processing. If you generate the Intrastat Revision table using “as if” currency, both the domestic and the “as if” amounts are stored in the Intrastat Revision table.

## Processing Options for EC Sales List - A/R (R0018S)

### R0018S

1. Enter the Branch ID to print on the report. \_\_\_\_\_
  2. Enter the calendar quarter of the reporting period. This will be printed in the heading and will be used for the selection of records.  
From month (1-12): \_\_\_\_\_  
From year (4 digits): \_\_\_\_\_  
To month (1-12): \_\_\_\_\_  
To year (4 digits): \_\_\_\_\_
- Summary
1. Enter '1' to run in summary mode. If left blank, report will be run in detail mode. \_\_\_\_\_



## Working with the Text File Processor

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For an introduction to the Text File Processor, review the following topic:

- ❑ Overview of the Text File Processor

Working with the Text File Processor includes the following tasks:

- ❑ Copying text in the Text File Processor
- ❑ Processing options for Text File Processor (P007101)
- ❑ Resetting a text batch in the Text File Processor
- ❑ Purging a text batch in the Text File Processor
- ❑ Processing options for Purge Processed Transactions (R007102)

### Overview of 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 required by external entities such as banks or government agencies.

In order 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 File Processor header and detail tables (F007101 and F007111). For example, the following programs populate the Text File Processor tables:

- IDEP CN8/IRIS Interface (R0018I3)
- UK SEMDEC Interface (R0018I4)
- Spanish Remittance Format Norma 19 (R74S6729)
- Spanish Remittance Format Norma 32 (R74S6722)
- Spanish Remittance Format Norma 58 (R74S6728)

When you run any of these programs or any other programs that populate the Text File Processor tables, the system creates a text batch in the Text File Processor with the information generated by the program. For example, all of the

information required for the IDEP CN8/IRIS Intrastat declaration would be stored as one text batch.

Text batches are stored in the following tables:

- Text Processor Header (F007101)
- Text Processor Detail (F007111)

The Text File Header 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 Text File Detail table stores the text for the text file.

When you export or import text in the Text File Processor, the system uses bucket 7 from Next Numbers System 00. See *General Accounting: Setting Up Next Numbers*.

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 have the ability to specify the location and filename for the flat file that will be created.

## Copying Text in the Text File Processor

Use the Copy Text function to copy text from the Text File Detail table 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 with the date when the text was copied. The system also updates a flag in the Text Processor Header table to indicate that the batch has been processed.

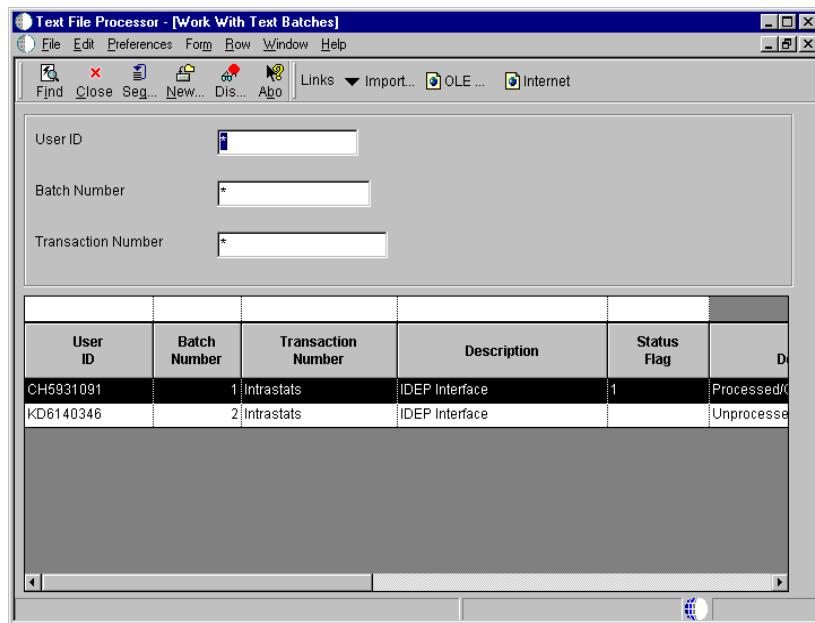
**Note:** If the text file is too large for the device you selected, you will receive an error message. You should copy the text file to a larger device. You can then use a compression utility, such as WinZip, to reduce the size of the text file if necessary.

### Before You Begin

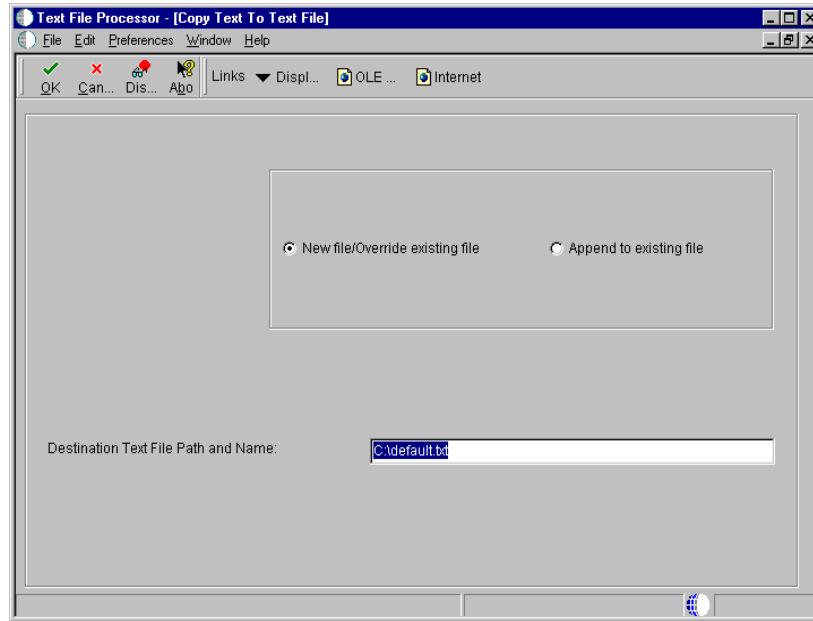
- ❑ Create a text batch by running a program that has been designed to use the Text File Processor.

► To copy text in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.



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.

A screenshot of a Windows application window titled "Text File Processor - [Work With Text Batches]". The menu bar includes File, Edit, Preferences, Form, Row, Window, and Help. The toolbar includes Find, Close, Seg..., New..., Disc..., Abort, Links, Import..., OLE..., and Internet. The main area has three input fields: "User ID" (containing "\*"), "Batch Number" (containing "\*"), and "Transaction Number" (containing "\*"). Below these is a table with columns: User ID, Batch Number, Transaction Number, Description, Status Flag, and D. The table contains two rows:

| User ID   | Batch Number | Transaction Number | Description    | Status Flag | D          |
|-----------|--------------|--------------------|----------------|-------------|------------|
| CH5931091 | 1            | Intrastats         | IDEP Interface | 1           | Processed/ |
| KD6140346 | 2            | Intrastats         | IDEP Interface | 1           | Processed/ |

A status message at the bottom left says "Copy Text Process Finished" and a row counter says "Row:1".

A value of 1 (Processed/Outbound) in the Status Flag field indicates that the batch has been processed successfully.

| Field   | Explanation  |
|---|--|
| User ID   | For World, the IBM-defined user profile.<br>For OneWorld, the identification code for a user profile.  |
| Batch Number  | A number that identifies a group of transactions that the system processes together. The system assigns this number using Next Numbers.  |
| Transaction Number                                      | A unique alphanumeric field that identifies a text batch. The transaction number is determined by the process that creates the text batch.   |
| New file/Override existing file Append to existing file | An option that identifies a processing flag for an event.  |
| Destination Text File Path and Name:                    | <p>A general description.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the full path and filename for the text file that result from the text batch that you are copying. The system will store the text file in the location and filename you specify here.</p> |

## Processing Options for Text File Processor (P007101)

### Process Tab

#### 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:\Program Files\Microsoft Office\Templates\normal.dot. If your Microsoft Office objects have been installed in a different path, you will need to enter the correct path for the location of the normal.dot template.

## Resetting a Text Batch in the Text File Processor

If you need to process a text batch a second time, you must first reset the batch. Resetting a batch updates the status flags in the Text Processor Header table (F007101). The system changes outbound statuses to blank (Unprocessed/Outbound) and changes inbound statuses to 5 (Unprocessed/Inbound).

### ► To reset a text batch in the Text File Processor

---

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, complete either of the following fields and click Find:
  - User ID
  - Batch Number
2. Choose the batch that you want to reset in the detail area.
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 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 determine whether the batch is removed from the Text Processor Header table (F007101) as well as from the Text Processor Detail table.

If you do not remove records from the Text Processor Header 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).

You can set up any batch program to run when you purge a batch by setting up the program or text file that generates the text batch to enter the name of the batch program that you want to run in the Additional Purge Process field (GPPR) in the Text Processor Header 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 will run 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. Choose the batch that you want to purge in the detail area.
3. Choose Maintain Batch from the Row menu, and then choose Purge Batch.

## **Processing Options for Purge Processed Transactions (R007102)**

### **Process Tab**

#### **1. Purge 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



# Reviewing Customer and Supplier Reports

---

Reviewing customer and supplier reports includes the following tasks:

- Building the Localization Ledgers workfile
- Printing customer and supplier ledger reports
- Printing open amount reports for customers
- Printing open amount reports for suppliers

## Building the Localization Ledgers Workfile

From the Italian Reports menu (G093152) or the French Reports menu (G093151), choose A/P Localized Supplier Ledger Refresh and A/R Localized Customer Ledger Refresh.

You run the Localization A/P and A/R Ledger Workfile Refresh programs to build the Localization Ledgers Workfile (F74412), which is used to generate the Localization A/P and A/R Ledger reports (R7404014).

You can base the customer and supplier ledger reports on the main address book numbers of the customers and suppliers, or on the parent number. To determine which address book number the customer and supplier ledger reports use, you set a processing option on the Localization A/P and A/R Ledger Workfile Refresh programs.

The A/P Localized Supplier Ledger Refresh program (R7404018) retrieves information from the following tables:

- F0411 - Accounts Payable Ledger
- F0413 - Accounts Payable Matching Document
- F0414 - Accounts Payable Matching Document Detail

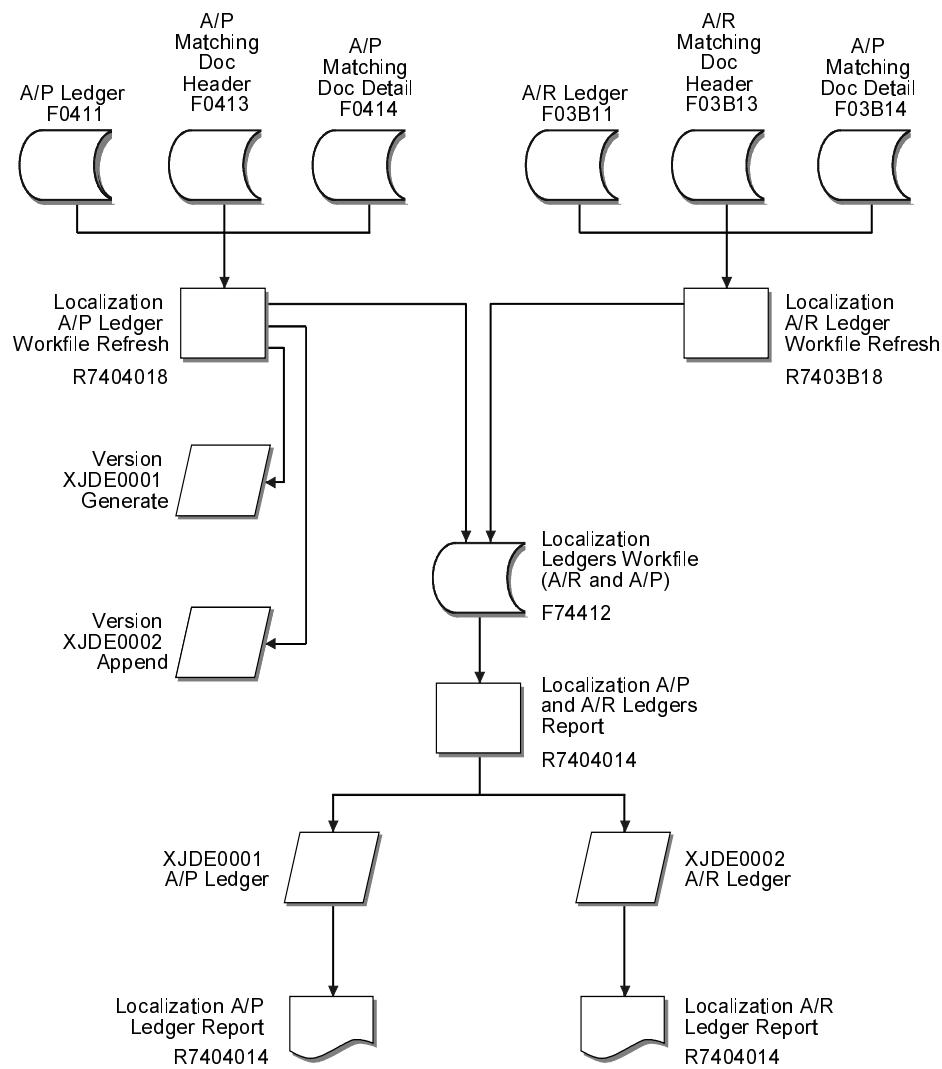
The A/R Localized Customer Ledger Refresh program (R7403B018) retrieves information from the following tables:

- F03B11 - Customer Ledger

- F03B13 - Receipts Header File
- F03B14 - A/R Check Detail File

Both the Localization A/P and A/R Ledger Workfile Refresh programs produce blank reports.

The following illustration shows the process for generating the Localization Ledgers Workfile in relation to Localization A/P and A/R Ledger reports:



## Processing Options for A/P Localized Supplier Ledger Refresh (R7404018)

### Select Tab

Use these processing options to select the time period for which the Localization A/P Ledger Workfile Refresh will select transactions for the Localization Ledgers Workfile (A/P and A/R) (F74412).

#### 1. From Date

Use this processing option to enter the beginning of the range of G/L dates from which you want to select transactions.

#### 2. Thru Date

Use this processing option to enter the end of the range of G/L dates from which you want to select transactions.

### Process Tab

Use these processing options to control the way that records are added to the Localization Ledgers Workfile (A/P and A/R) (F74412).

#### 1. Localized Supplier Ledger

Use this processing option to indicate whether records selected by the Localization A/P Ledger Workfile Refresh program should replace or be appended to records already in the Localization Ledgers Workfile (F74412).

Valid values are:

Blank Append

1      Regenerate

Note: Both A/P and A/R transactions are stored in the Localization Ledgers Workfile. Replacing records using the Localization A/P Ledger Workfile Refresh program will replace only A/P records, not A/R records.

## 2. Summarize

Use this processing option to indicate whether transactions should be added to the Localization Ledgers Workfile (F74412) based on the supplier number or be summarized by the parent number of the supplier.

If you add transactions based on supplier number, the Localization A/P Ledger Report (R7404014) will group transactions by supplier number. If you summarize transactions by parent number, the Localization A/P Ledger Report will group transactions for all suppliers with the same parent number together.

Valid values are:

Blank Add transactions by supplier number.

1 Summarize transactions by parent number.

# Processing Options for A/R Localized Customer Ledger Refresh (R7403B018)

## Select Tab

Use these processing options to select the time period for which the Localization A/R Ledger Workfile Refresh will select transactions for the Localization Ledgers Workfile (A/P and A/R) (F74412).

### 1. From Date

Use this processing option to enter the beginning of the range of G/L dates from which you want to select transactions.

### 2. Thru Date

Use this processing option to enter the end of the range of G/L dates from which you want to select transactions.

### Process Tab

Use these processing options to control the way records are added to the Localization Ledgers Workfile (A/P and A/R) (F74412).

#### 1. Localized Customer Master

Use this processing option to indicate whether records selected by the Localization A/R Ledger Workfile Refresh program should replace or be appended to records already in the Localization Ledgers Workfile (F74412).

Valid values are:

Blank Append

1      Regenerate

Note: Both A/P and A/R transactions are stored in the Localization Ledgers Workfile. Replacing records using the Localization A/R Ledger Workfile Refresh program will replace only A/R records, not A/P records.

#### 2. Summarize

Use this processing option to indicate whether transactions should be added to the Localization Ledgers Workfile (F74412) based on the customer number or be summarized by the parent number of the customer.

If you add transactions based on customer number, the Localization A/R Ledger Report (R7404014) will group transactions by customer number. If you summarize transactions by parent number, the Localization A/R Ledger Report will group transactions for all customers with the same parent number together.

Valid values are:

Blank Add transactions by customer number.

1      Summarize transactions by parent number.

## Printing Customer and Supplier Ledger Reports

From the Italian Reports menu (G093152) choose AP/AR Ledger Report.

or

From the French Reports menu (G093151), choose Ledger Report - Localized.

You print localized customer and supplier ledger reports to review the detail of the transactions between your company and your customers or suppliers.

The localized customer and supplier ledger reports have the following features:

- Transactions are printed in the accounting format that is generally used by many European companies, with debit and credit amounts in separate columns, instead of in a single column in which the amounts are differentiated by a minus sign.
- You can print a report for all the transactions recorded for a certain customer or supplier based on a user-specified date range.
- You can print the report with currency amounts in the euro.

The localized customer and supplier ledger reports are based on information in the Localization Ledgers Workfile (A/P and A/R) table (F74412). You must build the workfile using the Localization A/P and A/R Ledger Workfile Refresh programs (R7404018 and R7403B018) before you run the customer and supplier ledger reports.

### Customer Ledger Report

On the customer ledger report, the amount of the A/R drafts that are generated for a batch of invoices is printed in the debit column in the same way as any other payment.

The system excludes the following documents from the customer ledger report:

- A/R draft transactions, identified by document type R1
- Gains and losses on foreign transactions, identified by document types RG and RL

### Supplier Ledger Report

The system excludes the following documents from the supplier ledger report:

- Voided payments, identified by document type PO
- Gains and losses on foreign transactions, identified by document types PG and PL

**Note:** On the supplier ledger report, the amount held when a voucher is paid for a supplier that is subject to Italian withholding tax is printed in the line immediately after the payment.

### Processing Options for Localization A/P and A/R Ledger Report (R7404014)

#### Select Tab

Use these processing options to define the time period for which the A/P and A/R Ledger reports will select transactions.

##### 1. From Date

Use this processing option to enter the beginning of the range of G/L dates from which you want to select transactions.

##### 2. Thru Date

Use this processing option to enter the end of the range of G/L dates from which you want to select transactions.

#### Process Tab

Use these processing options to choose whether to include withholding and discount amounts on the report.

### **1. Withholding/Discount**

Use this processing option to indicate whether withholding and discount amounts should be included on the report. Valid values are:

Blank Do not include withholding and discount amounts.

1      Include withholding and discount amounts.

### **Versions Tab**

Use these processing options to choose whether to process transactions with customers or transactions with suppliers.

#### **1. Version**

Use this processing option to indicate whether you want to print an A/P (supplier) ledger report or an A/R (customer) ledger report. Valid values are:

Blank Print an Accounts Payable report

1      Print an Accounts Receivable report

### **Currency Tab**

Use these processing options to allow you to show amounts in a currency other than the currency in which the amounts are stored on the system.

#### **1. As-If Currency**

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this As If currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for As If currency, or leave this processing option blank if you do not want to show amounts in an alternate currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

### 2. As-Of Date

Use this processing option to specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the As-Of date, or leave this processing option blank to use the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date.

## Printing Open Amount Reports for Customers

From the French Reports menu (G093151) or the Italian Reports menu (G093152), choose A/R Inventory Book.

The A/R Inventory Book report lists the total open amount for each customer by company. If a customer has open amounts in more than one company, the open amount for each company is listed separately.

You use a processing option to indicate whether the reports lists customers with positive open amounts or customers with negative open amounts. The system prevents you from including both positive and negative open amounts on the same report. A customer with a positive open amount has unpaid invoices. A customer with a negative open amount has overpaid.

**Note:** In Italy, business are required to report customer and supplier open amounts at year-end. To do this, print open amount reports for your customers. You are required by Italian law to include these reports as attachments to the Balance Sheet.

## Processing Options for A/R Inventory Book (R7403B026)

### Print Tab

Use this processing option to include customers with a negative balance on the A/R Open Amounts report.

## **1. Balances**

Use this processing option to include customers with a negative balance on the A/R Open Amounts Report. If a customer has a negative balance, that customer has overpaid you. Valid values are:

Blank Include only customers with a positive balance.

1      Include only customers with a negative balance.

## **Currency Tab**

Use these processing options to show amounts in a currency other than the currency in which the amounts are stored on the system.

### **1. As-If Currency**

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this As-If currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for As-If currency or leave this processing option blank if you do not want to show amounts in an alternate currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

### **2. As-Of Date**

Use this processing option to specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the As-Of date, or leave this processing option blank to use the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date.

## Printing Open Amount Reports for Suppliers

From the French Reports menu (G093151), choose French Reports or, from the Italian Reports menu (G093152), choose Italian Reports.

The Supplier Inventory Book report lists the total open amount for each supplier by company. If a supplier has open amounts in more than one company, the open amount for each company is listed separately.

You use a processing option to indicate whether the reports lists suppliers with positive open amounts or suppliers with negative open amounts. The system prevents you from including both positive and negative open amounts on the same report. A supplier with a positive open amount has unpaid invoices. A supplier with a negative open amount has been overpaid.

You can use the processing options to display amounts in the euro.

**Note:** In Italy, business are required to report supplier open amounts at year-end. To do this, print the open amounts reports for your suppliers. You are required by Italian law to include these reports as attachments to the Balance Sheet.

## Processing Options for A/P Inventory Book (R7404026)

### Print Tab

Use this processing option to include suppliers with a negative balance on the A/P Open Amounts report.

#### 1. Balances

Use this processing option to include suppliers with a negative balance on the A/P Open Amounts Report. If you have a supplier has a negative balance, you have overpaid that supplier. Valid values are:

Blank Include only suppliers with a positive balance.

1      Include only suppliers with a negative balance.

## Currency Tab

Use these processing options to show amounts in a currency other than the currency in which the amounts are stored on the system.

### 1. As-If Currency

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this As-If currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for As If currency, or leave this processing option blank if you do not want to show amounts in an alternate currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

### 2. As-Of Date

Use this processing option to specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the As-Of date, or leave this processing option blank to use the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date.

# Index



# Index

---

- A/P and A/R Ledger Report (R7404014)
  - processing options, 427
- A/P Inventory Book (R7404026)
  - processing options, 431
- A/P Localized Supplier Ledger Refresh (R7404018), 421
  - processing options, 423
- A/P Payments - Contract Management
  - processing options, 264
- A/P Print Payments - Draft Format
  - processing options, 262
- A/P Print Payments - Standard Format
  - processing options, 261
- A/R batch draft creation
  - bank account information, 36
- A/R Batch Draft Creation (R03B671), 36
- A/R Batch Draft Creation report, 200
- A/R Check Detail File table (F03B14), 422
- A/R Doubtful Provision
  - entering an A/R doubtful provision, 86
- A/R Draft Remittance Magnetic Tape Format (R03B672T)
  - R03B672T (A/R Draft Remittance Magnetic Tape Format), 155
- A/R Inventory Book (R7403B026)
  - processing options, 429
- A/R Inventory Book (R7403B926), 429
- A/R Localized Customer Ledger Refresh (R7403B018), 421
  - processing options, 424
- A/R Magnetic Draft Remittance report, 224
- AAIs
  - AAI descriptions
    - translating, 90
  - inventory transactions, 82
  - purchase entries, 83
  - sales entries, 83
  - stock entries, 82
- Account Ledger Inquiry by Category Code
  - processing options, 329
- Account Ledger Inquiry by Object Account
  - processing options, 326
- Account Master table (F0901), 17, 78
- Account Translation Report (R09017), 90
- Accounting period
  - activating, 95
  - creating adjusting entries for period close, 96
  - reopening fiscal year N, 96
  - without reopening fiscal year N, 96
  - running the final period close, 96
- Accounting schemes, 80
  - inventory - final stock mode, 80
- Accounting schemes for inventory
  - inventory - permanent, 81
- Accounts by Business Unit (P0901), 17
- Accounts descriptions, 89
- Accounts payable
  - setting up the offset method for posting, 23
- Accounts Payable Constants (P0000), 28
- Accounts Payable Constants form, 29
- Accounts payable ledger
  - sequential number report, 338
- Accounts Payable Ledger table (F0411), 338, 421
- Accounts Payable Matching Document Detail table (F0414), 421
- Accounts Payable Matching Document table (F0413), 421
- Accounts Payable system
  - payment instrument defaults, 250
- Accounts Receivable
  - setting up electronic format for the euro, 32
  - setting up offset method for posting, 23
- Accounts Receivable Constants (P0000), 26
- Accounts Receivable Constants form, 27
- Accounts receivable drafts
  - bank account validation report, 156
  - draft remittance, 155
    - bank input code, 156
    - sender's bank ID, 156
- French considerations, 154
  - processing, 154
  - référence tiré, 154
- Accounts receivable ledger
  - sequential number report, 338
- Accounts Receivable Ledger table (F0311), 338
- Accumulating ledger types for one account
  - General Ledger report, 340

- Address book category code user defined code list (01/07), 31
- Address Book table (F0101/F0116), 378
- Alternate chart of accounts, 33
  - account defined in account master table, 78
  - account defined only, 78
  - account deleted, 79
  - data integrity, 78
  - security, 79
  - setting up, 16
- Alternate currency payments
  - calculating payment amounts, 308
- Alternate ledger types, 87
  - currency, 87
  - depreciation, 88
  - user defined, 88
- Annual close procedure, 95
  - activating new accounting period, 95
  - creating adjusting entries for period close, 96
    - reopening fiscal year N, 96
    - without reopening fiscal year N, 96
  - running the final period close, 96
- Approving and posting A/R drafts, 233
- As if currency
  - Intrastat reports, 379
  - tax reports, 119
- As If currency
  - repost, 94
- AS/400
  - backing up tables, 68
  - enterprise server
    - backup requirements, 59
    - restoring a backup file, 72
- Assigning formats to payment instruments, 249
- Assigning payment instruments to suppliers
  - Supplier Master Information form, 259
- Assigning programs to payment instruments
  - Select User Defined Code form, 257
  - Set Up Payment Instrument Defaults form, 255
  - Work With Payment Instrument Defaults form, 255
- Attachments
  - creating payment groups, 267
  - payment instruments, 249
  - setting up payment instruments, 253
- Automatic accounting instructions
  - for drafts, 157
  - GTyyyy, 106
  - journal entries with VAT, 106
  - value-added and other tax, 106
- Automatic Accounting Instructions. *See AAIs.*
  - See AAIs*
- Automatic debits, 131
  - BACS information, 129
  - creating a batch, 132
  - deleting a batch, 133
  - formatting a batch, 139
  - French format, 127
  - multicurrency invoices, 134
  - processing a batch in final mode, 137
  - purging a batch of automatic debits, 142
  - sender's bank ID, 129
  - Working with automatic debits, 131
- Automatic Debits French Format (R03B575FD), 127
  - processing options, 127
- Automatic offset method
  - B, 25
  - S, 25
- Automatic offset method (detailed)
  - Y, 24
- Automatic Payment Groups (P04571), 250
- Automatic payment setup
  - assigning programs to payment instruments, 254
  - revising payment formats, 258
  - setting up bank accounts, 241
  - setting up payment instruments, 253
- Automatic payments
  - assigning payment formats, 249
  - technical considerations, 250
  - bank tapes, 317
  - copying payments to tape, 317
  - creating payment groups, 267
  - CTX bank tape format, 243
  - example, 237
  - multicurrency, 282
  - payment instruments, 249
  - removing processed payments, 316
  - removing unprocessed payments, 299
  - resetting payment processing, 313
  - reviewing payments (update status), 297
  - reviewing payments (write status), 294
  - revising unprocessed payments, 299
  - working with payment groups, 287
  - writing, 307
- Backing up objects, 55
- Backing up OneWorld tables, 57
  - creating a backup
    - AS/400, 68
    - Oracle on UNIX or Windows NT, 71
    - SQL Server, 72

- restoring a backup file
  - AS/400, 72
  - Oracle on UNIX or Windows NT, 72
  - SQL Server, 74
  - SQL Server on Windows NT, 74
- server requirements
  - deployment server, 58
  - enterprise server, 59
  - servers, 67
- Backing up servers
  - OneWorld tables and object owner IDs, 62
- requirements
  - deployment server, 58
  - enterprise server, 59
- BACS information
  - entering, 129
- Bad debts
  - managing, 84
  - G/L offset transfer method, 85
  - payment status modification method, 86
- Balance currency restatement
  - multicurrency, 94
- Balance sheet, 33
  - Etats Financiers Financial Reports (ETAFI) interface, 365
- Bank Account by Address (P0030A), 35
- Bank Account Cross-Reference form, 165
- Bank Account Exception Report
  - processing options, 169
- Bank Account Exception Report (R00310), 34
- Bank account exception report for A/R drafts
  - printing, 168
- Bank Account Exceptions report, 168
- Bank account information
  - A/R batch draft creation, 36
  - draft remittance, 36
  - drafts, 165
  - Releve d'Identite Bancaire (R.I.B.), 34
  - validation, 34
  - validation report
    - accounts receivable drafts, 156
- Bank Account Information (P00306), 243
- Bank Account Information (P0030G), 242
- Bank account validation
  - information
    - country server exits, 98
- Bank Account Validation (R00314), 36, 156
- Bank accounts
  - setting up bank account information, 241
- Bank ID validation, 35
- Bank registers for drafts, 218
- Bank tape
  - CTX, 243
  - Resetting payment processing, 315
- Bank transfers
  - payment instrument defaults, 250
- Bank Transit Number Master File table (F0030), 35
- Banking requirements
  - automatic debits, 131
- Batch Versions (P98305), 258
- Branch/Plant Constants table (F41001), 37
- Business Unit Alternate Description Master table (F0006D), 89
- Business unit descriptions
  - translating, 89
- Business Unit Master table (F0006), 37, 38, 377
- Business Unit Translation (R00067), 89
- Category codes
  - fee types, 364
  - nature of transaction codes, 41
  - security on alternate chart of accounts, 79
- CBS-IRIS
  - Germany, 400
  - Holland, 398
- Chart of accounts
  - account descriptions
    - translating, 89
  - alternate, 16, 33
  - balance sheet, 33
  - corporate, data integrity, 78
  - example, 33
  - example for inventory transactions, 81
  - income statement, 33
  - other account classifications, 34
  - security, 79
    - statutory, 33
  - Collecting drafts, 229
  - Commodity Codes (P744102), 48
  - Company Constants table (F0010), 377
  - Condition of transport user defined code list (00/TC), 44
  - Contingent liability for drafts, 227
  - Copy Bank Tape File to Tape (P0457), 318, 319
  - Copying payments to tape, 317
  - Copying tape tables to tapes or diskettes
    - Copy Bank Tape to Tape form, 319
  - Corporate chart of accounts
    - data integrity, 78
  - Country codes for tax ID validation user
    - defined code list (70/TT), 53
  - Country codes user defined code list (00/CN), 37
  - Country server exits, 97

bank ID validation, 98  
tax ID validation, 98  
Country servers, 14  
Create A/P Bank Tape - CTX Format  
processing options, 263  
Create A/P Bank Tape - France (R04572F1), 30  
processing options, 251  
Create Automatic Debit Batch  
processing options, 135  
Create Payment Control Groups (R04570), 267  
Create Payment Groups  
processing options, 271  
Creating a backup  
AS/400, 68  
Oracle on UNIX or Windows NT, 71  
SQL Server, 72  
Creating a batch of automatic debits, 132  
Creating a renewal draft, 214  
Creating automatic drafts, 199  
Creating bank registers for A/R drafts, 218  
Creating tax reports in the euro, 119  
Cross referencing  
items, 49  
suppliers, 49  
CTX bank tape format, 243  
CTX bank tape information, 241  
Currency  
As If repost, 94  
balance restatement, 94  
detailed restatement, 94  
domestic - data entry, 93  
foreign - data entry, 93  
ledgers for, 323, 327  
ledgers, example, 87  
local, 323, 327  
multiple, 92  
AA ledger, 93  
CA ledger, 93  
XA ledger, 93  
stable, 323, 327  
Currency Codes table (F0013), 377  
Currency Exchange Rate table (F0015), 93  
Currency Restatement Rates table (F1113), 377, 379  
Customer acceptance drafts, 147  
Customer ledger report  
excluded documents, 426  
printing, 426  
Customer Ledger table (F03B11), 421  
Customer records  
setting up drafts as default payment instrument, 162  
D.A.S. 2 report, 364  
Daily transaction rates, 93  
setting up, 93  
default rate, 93  
individual rate, 93  
spot rate, 93  
Data integrity and the Chart of Accounts, 78  
Debit memos  
excluding from payment group, 300  
Debit statements  
creating payment groups, 267  
defined and explained, 255  
payment instruments, 249  
setting up payment instruments, 254  
working with automatic payments, 310  
Debt  
managing bad debts, 84  
G/L offset transfer method, 85  
payment status modification method, 86  
Default exchange rates, 93  
Delinquency notice text  
translating, 91  
Deployment servers  
backup requirements, 58  
Depreciation ledgers  
example, 88  
Detailed currency restatement  
multicurrency, 94  
Dialog boxes. *See* Forms  
Display preferences  
setup, 14  
Displays. *See* Forms  
Draft Collection with Status Update  
processing options, 230  
Draft Entry  
processing options, 185  
Draft processing  
approving and posting A/R drafts, 233  
automatic accounting instructions (AAIs), 157  
automatic drafts, 147  
bank account exceptions report, 168  
bank account information setup, 165  
bank registers, 218  
collection, 229  
contingent liability, 227  
creating a renewal draft, 214  
creating automatic drafts, 199  
draft batches, 234  
entering manual drafts, 178  
full NSF drafts, 209  
manual drafts, 147

- NSF drafts, 209
- origination, 171
- partial NSF draft, 211
- pay status codes, 161
- payment instrument codes, 160
- posting journal entries for A/R drafts, 235
- pre-authorized drafts, 199
- printing invoices and statements, 171
- printing invoices with drafts, 171
- printing statements with drafts, 174
- remittance, 217, 223
- returning to prior status, 204
- reviewing and approving journal entries, 233
- reviewing and revising bank registers, 222
- reviewing and revising drafts, 202
- setting up drafts as the default payment
  - instrument, 162
- setup, 157
- setup for cross-references for bank accounts, 165
- setup for drafts as default payment
  - instrument, 162
- setup for statements, 164
- text file processor, 223
- types of drafts, 147
- user defined codes setup, 160
- voiding drafts, 206
- working with draft acceptance, 177
- working with draft origination, 171
- Draft remittance**
  - accounts receivable drafts, 155
  - bank account information, 36
  - bank input code
    - accounts receivable drafts, 156
  - sender's bank ID
    - accounts receivable drafts, 156
- Draft Remittance**
  - processing options, 224
- Draft Remittance (R03B672)**, 36, 155
- Drafts**
  - accounts receivable, 154
  - bank account exception report, 156
  - RIB key validation, 156
  - types of drafts, 154
- EC sales list**
  - reporting, 372
- EC Sales List - A/R (R0018S)**
  - processing options, 411
- EC Sales List (R0018L)**, 405
- Electronic draft remittance**, 223
- Electronic drafts**
  - bank account validation report, 156
- draft remittance**, 155
  - bank input code, 156
  - sender's bank ID, 156
- référence tiré**, 154
- Electronic funds transfer (EFT)**
  - automatic payment formats, 250
- Enter Drafts form**, 179
- Entering a full NSF draft**, 209
- Entering a partial NSF draft**, 211
- Entering journal entries with VAT**, 105
- Entering manual drafts**, 178
- Enterprise servers**
  - AS/400
    - backup requirements, 59
  - backup requirements, 59
- UNIX**
  - backup requirements, 60
- Windows NT**
  - backup requirements, 61
- ETAFI Interface**, 365
- ETAFI Interface (R7409FI)**, 365
  - processing options, 367
- Etats Financiers Financial Reports (ETAFI)**
  - custom interface, 366
  - interface, 365
  - multiple companies, 366
  - scenarios, 366
- Euro**
  - Intrastat reporting, 375
- European community member codes user defined code lists (74/EC)**, 39
- European community members**
  - setting up nature of transaction codes, 40
- European Union**
  - reporting, 371
- European union members user defined code list (00/EU)**, 32
- European union members user defined codes list (00/EU)**, 30
- Example**
  - VAT return form, 121
- Excluding a debit memo**
  - Work With Payment Groups form, 300
- Fee categories for D.A.S. 2 reporting**
  - category code 7 (01/07), 31
- Fees**
  - reporting, 364
- Files**
  - restoring a backup file
    - AS/400, 72
    - Oracle on UNIX or Windows NT, 72
    - SQL Server, 74

- SQL Server on Windows NT, 74
- Final annual close, 340, 346
  - of Trial Balance report, 340
- Final stock mode for inventory, 80
- Financial statements
  - balance sheet, 365
  - income statement, 365
- First annual close
  - of General Journal report, 357
- Fiscal documents
  - numbering, 337
- Fiscal solutions
  - balance sheet, 33
  - chart of accounts, 33
  - D.A.S. 2 report, 364
  - income statement, 33
  - Trial Balance report, 7, 339
- Fiscal year, 95
- Formatting a batch of automatic debits, 139
- Forms
  - Account Detail, 332
  - Accounts Payable Constants, 29
  - Accounts Receivable Constants, 27
  - Additional Selection Criteria, 292
  - Bank Account Cross-Reference, 165
  - Copy Bank Tape to Tape, 318, 319
  - Enter Drafts, 179
  - Intrastat Commodity Code, 43, 48
  - Intrastat Cross Reference, 50
  - Intrastat Tax File Revision, 386
  - Item/Branch Plant Info, 37
  - Payment Detail, 296
  - Payment Group Detail, 293
  - Payment Header Detail-Update Status, 298
  - Payment Header Detail-Write Status, 296
  - Reset Payments, 315, 316
  - Revise BACS Information, 130
  - Revise Bank Information, 243
  - Revise Payment Group Controls, 305, 309
  - Revise Payment Value Date, 302
  - Revise Single Account, 18
  - Select User Defined Code, 257
  - Set Up G/L Bank Account, 130, 242
  - Set Up Payment Instrument Defaults, 255
  - Split Payments, 301
  - Supplier Master Information, 259
  - User Profile Revisions, 15
  - VAT Return, 121
  - Work with A/R Constants, 27
  - Work With Account Ledger by Category Code, 328
- Work With Account Ledger by Object Account, 324
- Work with Accounts, 18
- Work With Bank Accounts by Address, 166
- Work with Intrastat Tax File - 1993 EBC, 385
- Work With Payment Detail, 296, 300
- Work With Payment Groups, 291, 294, 296, 298, 300, 302, 304, 305, 309, 312, 314, 316
- Work With Payment Group-Update Status, 298
- Work With Payment Group-Write Status, 294, 304
- Work With Payment Instrument Defaults, 255
- Work With Versions, 258
- Write Payments, 310
- France
  - tax ID number example, 53
  - VAT registration number example, 53
- France Paper Report
  - menu option, 395
- Freight handling code user defined code list (42/FR), 46
- Freight handling codes
  - conditions and modes of transport, 46
  - EU modification, 46
- Full NSF draft, 209
- G/L Bank Accounts (P0030G), 35, 129
- G/L by Category Code (R70470), 345
- G/L by Object and Subsidiary (R7409C1), 345
- G/L offset transfer
  - method of managing bad debts, 85
- Gains and loss recognition
  - multicurrency, 94
  - realized, 94
  - unrealized, 94
- General Journal report
  - printing, 356
    - first annual close, 357
- General Journal report (R7409C5), 356
- General Journal Report (R7409C5)
  - processing options, 358
- General Ledger by Category Code (R70470)
  - processing options, 352
- General Ledger by Object and Subsidiary (R7409C1)
  - processing options, 347
- General Ledger report
  - accumulating ledger types for one account, 340
  - printing, 345

- 
- General ledger reports, 337  
 Generally accepted accounting principles (GAAP)  
   U.S and France, 80  
 Globalization  
   setting up user display preferences, 14  
 IDEP/CN8  
   country specific, 396  
 IDEP/IRIS  
   electronic format, 401  
 IDEP/IRIS Interface (R001813)  
   processing options, 402  
 IDEP/IRIS Interface (R0018I3), 396, 401  
 IDs  
   bank validation, 35  
   tax validation, 52  
 Income statement, 33  
   Etats Financiers Financial Reports (ETAFI)  
     interface, 365  
 Indexed allocations  
   transit account, 83  
 Individual contracts exchange rates, 93  
 Input VAT, 104  
 Inquiries  
   account ledger, 323, 327  
 Integrity of accounting data  
   corporate chart of accounts, 78  
 Intercompany settlements  
   multicurrency, 94  
 Internation Product Handbook, 14  
 Intrastat  
   and multicurrency, 379  
   and the euro, 375  
   commodity codes, 47  
   cross-referencing information, 49  
   purging table records, 393  
   reporting, 372  
     example, 376  
     process, 373  
     using IDEP CN8/IRIS interface, 396  
   requirements, 373  
   revising information, 384  
   setting up user defined codes for reporting,  
     36  
   system, 373  
   updating Intrastat Revision table, 377  
     euro considerations, 379  
     performance considerations, 380  
 Intrastat Commodity Code form, 43, 48  
 Intrastat Cross Reference form, 50  
 Intrastat Generation - Procurement (R0018I2),  
   41, 49, 377  
           processing options, 383  
 Intrastat Generation - Sales (R0018I1), 41, 377  
   processing options, 381  
 Intrastat Item/Supplier Cross Reference (P744101), 49, 50  
 Intrastat report  
   printing, 395  
 Intrastat Report - France (R0018IF), 395  
   processing options, 395  
 Intrastat reporting user defined code list, 36  
 Intrastat Revision (P0018T), 385  
 Intrastat Revision table  
   purging records, 393  
 Intrastat Revision table (F0018T), 39, 46, 377,  
   379, 384, 396  
   information upload, 377  
 Intrastat Supplier/Item Cross Reference table  
   (F744101), 38, 49, 377  
 Intrastat system, 371  
 Intrastat Table (F0018T) - Purge (R0018TP)  
   processing options, 393  
 Intrastat Tax File Revision form, 386  
 Intrastat Workfile Purge (R0018TP), 393  
 Intra-union trade limit  
   VAT EC Sales List, 405  
 Inventory Constants table (F41001), 38, 50, 377  
 Inventory transactions, 80  
   AAIs, 82  
   accounting schemes, 80  
   chart of accounts example, 82  
   example of chart of accounts, 81  
   J.D. Edwards solution, 81  
   purchase entries, 83  
   sales entries, 83  
   stock entries, 82  
   U.S. GAAP and French GAAP, 80  
 Invoice print with draft processing options, 172  
 Invoices  
   printing with draft attachments, 171  
 IRIS  
   Germany, 400  
   Holland, 398  
 Item Branch/Plant (P41026), 37  
 Item Master table (F4101), 377  
 Item/Branch Plant Info form, 37  
 Item/Branch table (F4102), 377  
 Items  
   cross-referencing with suppliers, 49  
 IVA. *See* VAT  
 Journal entries  
   tax example, 107  
   value-added tax (VAT), 105

- Journal Entries with VAT
  - processing options, 111
- Ledger types
  - alternate, 87
  - currency, 87
  - currency ledgers, 87
  - depreciation, 88
  - depreciation ledgers, 88
  - user defined, 88
  - user defined ledgers, 88
- Ledgers and journals
  - liaisse fiscale, 365
  - trial balance, 7, 339
- Letter Text Table Maintenance (P03B2801), 91
- Liaisse fiscale, 365
- Localization Ledgers Workfile
  - building, 421
  - example, 422
- Localization Ledgers Workfile (F74412), 421
- Localized AP/AR Ledger Report (R7404014), 426
- Magnetic Draft Remittance program, 155
- Manual drafts, 178
- Menu option
  - France Paper Report, 395
  - Use and VAT Tax, 111
  - VAT report, 112
- Mode of transport codes user defined code list (00/TM), 45
- Multicurrency
  - and Intrastat, 379
  - automatic payments, 282
  - Currency Exchange Rate table, 93
    - default rate, 93
    - individual rate, 93
    - spot rate, 93
  - solution summary, 92
    - AA ledger, 93
    - CA ledger, 93
    - XA ledger, 93
- Multilingual environments
  - translation issues, 88
- Multiple ledger types, 87
  - currency, 87
  - depreciation, 88
  - user defined, 88
- Nature of transaction codes - EU user defined code lists (74/NT), 40
- Nature of transaction codes - purchase orders
  - user defined code list (41/P1-P5), 41
- Nature of transaction codes - sales order user defined code list (41/S1-S5), 40
- Nonrecoverable input VAT, 104
- Object owner IDs
  - OneWorld tables, 62
- Offset method for posting
  - automatic offset method B, 25
  - automatic offset method S, 25
  - automatic offset method Y (detailed), 24
  - setup, 23
- OneWorld
  - backing up tables, 57
  - tables and object owner IDs, 62
- Open amount report
  - customer, 429
  - supplier, 431
- Oracle
  - backing up tables on UNIX or Windows NT, 71
  - restoring a backup file, 72
- Order Address Information table (F4006), 50, 378
- Output VAT, 103
- Overview of European union reporting, 372
- Partial NSF drafts, 211
- Pay status codes
  - for drafts, 161
- Payment Analysis report, 290
  - printing, 290
- Payment Analysis Report
  - processing options, 290
- Payment Analysis Report (R04578), 290
- Payment formats
  - electronic format setup for A/R - euro, 32
- Payment Group Edit report, 269
- Payment group status
  - update, 287
  - write, 287
- Payment groups
  - creating. *See Automatic payments*
  - pay item statuses, 287
  - reviewing, 290
  - reviewing payments (update status), 297
  - reviewing payments (write status), 294
  - working with, 287
- Payment instrument codes
  - for drafts, 160
- Payment Instrument Defaults (P0417), 254
- Payment instrument user defined code list (00/PY), 30
- Payment instruments, 249
  - assigning formats, 249
  - technical considerations, 250
- assigning programs, 254

- assigning to suppliers, 259
- components of, 253
- processing options for formats, 261
- revising formats, 258
- setting up, 253
- Payment registers**
  - creating payment groups, 267
  - payment instruments, 249
  - setting up payment instruments, 253
- Payment status modification**
  - method of managing bad debts, 86
- Payments**
  - formats. *See* Payment instruments
- Permanent inventory, 81
- Post Invoices to G/L (R09801), 114
- Posting journal entries for A/R drafts, 235
- Posting journal entries for AR drafts, 235
- Pre-authorized drafts, 147, 199
- Pre-Authorized Drafts
  - processing options, 200
- Print**
  - general journal report, 356
  - first annual close, 357
  - VAT reports for payments and receipts, 112
- Print Automatic Payments - Check - France (R04572F2), 30
  - processing options, 253
- Print Automatic Payments - Draft Format - France (R04572N), 30
- Printing**
  - customer and supplier ledger reports, 426
  - EC Sales List, 405
  - General Ledger report, 345
  - open amount reports for customers, 429
  - open amount reports for suppliers, 431
  - Sequential Number report, 337
  - Trial Balance report, 339
- Printing the transaction journal, 363
- Processing a batch of automatic debits in final mode, 137
- Processing options**
  - A/P and A/R Ledger Report (R7404014), 427
  - A/P Inventory Book (R7404026), 431
  - A/P Localized Supplier Ledger Refresh (R7404018), 423
  - A/P Payments - Contract Management, 264
  - A/P Print Payments - Draft Format, 262
  - A/P Print Payments - Standard Format, 261
  - A/R Inventory Book (R7403B026), 429
  - A/R Localized Customer Ledger Refresh (R7403B018), 424
- Account Ledger Inquiry by Category Code, 329
- Account Ledger Inquiry by Object Account, 326
- Automatic Debits French Format (R03B575FD), 127
- Bank Account Exception Report, 169
- Create A/P Bank Tape - CTX Format, 263
- Create A/P Bank Tape - France (R04572F1), 251
- Create Automatic Debit Batch, 135
- Create Payment Groups, 271
- Draft Collection with Status Update, 230
- Draft Entry (P03B602), 185
- Draft Remittance, 224
- EC Sales List - A/R (R0018S), 411
- ETAFI Interface (R7409FI), 367
- General Journal Report (R7409C5), 358
- General Ledger by Category Code (R70470), 352
- General Ledger by Object and Subsidiary (R7409C1), 347
- IDEP/IRIS Interface (R001813), 402
- Intrastat Generation - Procurement (R0018I2), 383
- Intrastat Generation - Sales (R0018I1), 381
- Intrastat Report - France (R0018IF), 395
- Intrastat Table (F0018T) - Purge (R0018TP), 393
- invoice print with draft, 172
- Journal Entries with VAT, 111
- Payment Analysis Report, 290
- Pre-Authorized Drafts, 200
- Print Automatic Payments - Check - France (R04572F2), 253
- Sequential Number Report (R74099A, R74099B, and R74099C), 339
- Statement Print with Draft (R03B506), 175
- Statutory Account Inquiry, 335
- Tax Detail Report (R0018P), 112, 120
- Transaction Journal, 363
- Trial Balance by Object and Subsidiary (R7409C3), 341
- User Profile Revisions (P0092), 16
- VAT Detail Report (R7400CSM), 116
- VAT EC Sales List (R0018L), 409
- VAT Exception Report by Tax Area (R0018P7), 120
- Produce bank file user defined code list (04/PP), 30
- Programs and IDs**
  - P0000 (Accounts Payable Constants), 28

- P0000 (Accounts Receivable Constants), 26  
P0004A (User Defined Codes), 29, 32  
P00065 (Translate Business Units), 89  
P00123 (Translate AAIs), 90  
P0018P (Tax Detail Report), 111  
P0018T (Intrastat Revision), 385  
P00306 (Bank Account Information), 243  
P0030A (Bank Account by Address), 35  
P0030G (Bank Account Information), 242  
P0030G (G/L Bank Accounts), 35, 129  
P007101 (Text File Processor), 401  
P0092 (User Profiles), 14  
P03B2002 (Standard Invoice Entry), 87  
P03B2801 (Letter Text Table Maintenance), 91  
P04012 (Purchasing Instructions), 45  
P04012 (Supplier Master Information)  
    assigning a payment instrument to a  
    supplier, 259  
P0417 (Payment Instrument Defaults), 254  
P0457 (Copy Bank Tape File to Tape), 318,  
    319  
P04571 (Automatic Payment Groups), 250  
P04571 (Work with Payment Groups), 298,  
    300  
    excluding a debit memo (credit voucher),  
        300  
    removing a voucher pay item, 304  
    removing an entire payment group, 304  
    removing an unprocessed payment, 304  
    removing processed payments, 316  
    resetting payment processing, 314  
    reviewing a payment group, 291  
    reviewing payment and voucher  
        information (write status), 294  
    reviewing payment information (update  
        status), 298  
    reviewing payment summary information  
        (write status), 296  
    revising control information for a payment  
        group, 305  
    revising the value date of a payment, 302  
    writing all payments in a payment group,  
        309  
    writing selected payments in a payment  
        group, 312  
P0901 (Accounts by Business Unit), 17  
P09014 (Translate Accounts), 89  
P41026 (Item Branch/Plant), 37  
P744101 (Intrastat Item/Supplier Cross  
    Reference), 49, 50  
P744102 (Commodity Codes), 48  
P98305 (Batch Versions), 258  
R00067 (Business Unit Translation), 89  
R0018I1 (Intrastat Generation - Sales), 41,  
    377  
R0018I2 (Intrastat Generation -  
    Procurement), 41, 49, 377  
R0018I3 (IDEP/IRIS Interface), 396, 401  
R0018IF (Intrastat Report - France), 395  
R0018L (EC Sales List), 405  
R0018P (Use and VAT Tax report), 120  
R0018P7 (VAT Exception Report by Tax  
    Area), 120  
R0018TP (Intrastat Workfile Purge), 393  
R00310 (Bank Account Exception Report),  
    34  
R00314 (Bank Account Validation), 36, 156  
R03B575FD (Automatic Debits French  
    Format), 127  
R03B671 (A/R Batch Draft Creation), 36  
R03B672 (Draft Remittance), 36, 155  
R03B672T (A/R Draft Remittance Magnetic  
    Tape Format), 155  
R04570 (Create Payment Control Groups),  
    267  
R04572F1 (Create A/P Bank Tape - France),  
    30  
R04572F2 (Print Automatic Payments -  
    Check - France), 30  
R04572N (Print Automatic Payments - Draft  
    Format - France), 30  
R04578 (Payment Analysis Report), 290  
R09017 (Account Translation Report), 90  
R09801 (Post Invoices to G/L), 114  
R42800 (Sales Update), 378  
R70470 (G/L by Category Code), 345  
R70472 (T/B by Category Code), 339  
R7400CAR (VAT on Receipts), 112  
R7400CSM (VAT on Payments), 112  
R7400CSM (VAT Report), 112  
R7403B018 (A/R Localized Customer  
    Ledger Refresh), 421  
R7403B926 (A/R Inventory Book), 429  
R7404014 (Localized AP/AR Ledger  
    Report), 426  
R7404018 (A/P Localized Supplier Ledger  
    Refresh), 421  
R7404026 (Supplier Inventory Book), 431  
R74099A (Sequential Number Report - Tax  
    File), 338  
R74099B (Sequential Number Report - A/P  
    Ledger), 338

- R74099C (Sequential Number Report - A/R),  
338  
 R7409C1 (G/L by Object and Subsidiary),  
345  
 R7409C3 (T/B by Object & Subsidiary), 339  
 R7409C5 (General Journal report), 356  
 R7409FI (ETAFI Interface), 365  
 Purchase entries  
   AAIs, 83  
 Purchase Order Receiver table (F43121), 377  
 Purchasing Instructions (P04012), 45  
 Purging a batch of automatic debits, 142  
 Purging records from the Intrastat table, 393  
 Receipts Header File table (F03B13), 422  
 Référence tiré  
   accounts receivable drafts, 154  
 Releve d'Identite Bancaire, 34  
 Remitting drafts, 223  
 Remitting the draft  
   example, 155  
 Removing entire payment groups  
   Work With Payment Groups form, 304  
 Removing processed payments, 316  
   Work With Payment Groups form, 316  
 Removing unprocessed payments  
   Work With Payment Groups form, 304  
   Work With Payment Group-Write Status  
     form, 304  
 Removing voucher pay items  
   Work With Payment Groups form, 304  
 Renewal drafts, 214  
 Reports  
   A/R Batch Draft Creation, 200  
   A/R Magnetic Draft Remittance, 224  
   additional, 369  
   Bank Account Exception, 168  
   creating tax reports in the euro, 119  
   customer ledger, 426  
   customers, 421  
   D.A.S. 2, 364  
   european union, 371  
   European Union, 372  
   fees, 364  
   General Journal Report, 356  
    first annual close, 357  
   general ledger, 337  
   General Ledger, 345  
    printing, 345  
   Intrastat, 373, 375  
    cross reference, 49  
    example, 373  
   Intrastat report, 395  
   liasse fiscale, 365  
   open amount, 431  
    customers, 429  
   Payment Analysis, 290  
   Payment Group Edit, 269  
   sequential number, 337  
   supplier ledger, 427  
   suppliers, 421  
   Tax Detail, 111  
   Tax Detail report, 111  
   Transaction Journal, 363  
   Trial Balance by Category Code, 7  
   Trial Balance by Category Code report, 339  
   Trial Balance by Object and Subsidiary, 7  
   Trial Balance by Object and Subsidiary  
    report, 339  
   VAT  
    draft processing, 114  
    euro display, 114  
    partial receipts and payments, 113  
    proof and final modes, 114  
    summary of taxes, 114  
    transaction listing, 114  
   VAT report (R7400CSM), 112  
   VAT reports for payments and receipts, 112  
 Requirements  
   backing up servers, 57  
 Reset  
   return pay item to payment process, 288  
 Resetting payment processing, 313  
   bank tape, 315  
   Reset Payments form, 315, 316  
   Work With Payment Groups form, 314  
 Restoring a backup file  
   AS/400, 72  
   Oracle on UNIX or Windows NT, 72  
   SQL Server, 74  
   SQL Server on Windows NT, 74  
 Restoring objects, 55  
 Returning a draft to prior status, 204  
 Reviewing account ledgers  
   by category code, 327  
   by object account, 323  
 Reviewing and approving journal entries for  
   A/R drafts, 233  
 Reviewing and changing status and detail for a  
   tape table  
   Copy Bank Tape to Tape form, 318  
 Reviewing and revising bank registers for A/R  
   drafts, 222  
 Reviewing and revising draft batches, 234  
 Reviewing payment and voucher information

- Payment Detail form, 296
- Work With Payment Detail form, 296
- Reviewing payment groups
  - Additional Selection Criteria form, 292
  - Payment Group Detail form, 293
  - Work With Payment Groups form, 291
- Reviewing payment information (update status)
  - Work With Payment Groups form, 298
  - Work With Payment Group-Update Status form, 298
- Reviewing payment summary information
  - Payment Header Detail-Update Status form, 298
  - Payment Header Detail-Write Status form, 296
  - Work With Payment Groups form, 296, 298
- Reviewing payments with a write status
  - Work With Payment Groups form, 294
  - Work With Payment Group-Write Status form, 294
- Revise BACS Information form, 130
- Revise Single Account form, 18
- Revising control information for payment groups
  - Revise Payment Group Controls form, 305
  - Work With Payment Groups form, 305
- Revising drafts, 202
- Revising processing options for payment formats
  - Work With Versions form, 258
- Revising the value date of payments
  - Revise Payment Value Date form, 302
  - Work With Payment Groups form, 302
- RIB key validation
  - drafts, 156
- Sales Detail History table (F42119), 378
- Sales entries
  - AAIs, 83
- Sales Order Detail table (F4211), 377, 378
- Sales orders
  - nature of transaction codes, 40
- Sales Update (R42800), 378
- Sales use VAT tax
  - sequential number report, 338
- Sales/Use/VAT Tax table (F0018), 338
- Screens. *See* Forms
- Security
  - alternate chart of accounts, 79
- Sequential Number Report
  - printing, 337
- Sequential Number Report - A/P Ledger (R74099B), 338
- Sequential Number Report - A/R (R74099C), 338
- Sequential Number Report - Tax File (R74099A), 338
- Sequential Number Report (R74099A, R74099B, and R74099C) processing options, 339
- Servers
  - backing up tables, 67
  - backup requirements
    - deployment server, 58
    - enterprise server, 59
  - country, 14
  - deployment servers
    - backup requirements, 58
  - enterprise servers
    - backup requirements, 59
- Set Up G/L Bank Account form, 130
- Setting up AAIs for A/R drafts, 157
- Setting up bank account information for A/R drafts, 165
- Setting up bank account information for payments
  - Set Up G/L Bank Account form, 242
- Setting up bank information for bank tapes
  - Revise Bank Information form, 243
- Setting up draft bank accounts for customers, 165
- Setting up drafts as the default payment instrument, 162
- Setting up statements or invoices for A/R drafts, 164
- Setting up user defined codes for A/R drafts, 160
- Setting up your system for localization, 13
- Setup, 23
  - A/R electronic format for the euro, 32
  - AAIs for drafts, 157
  - additional information, 77
  - additional intrastat information, 47
  - alternate chart of accounts, 16
  - automatic offset method B, 25
  - automatic offset method S, 25
  - automatic offset method Y (detailed), 24
  - bank account information for A/P, 241
  - bank account information validation, 34
  - chart of accounts, alternate, 33
  - commodity code information, 47
  - cross-references for drafts bank accounts, 165
  - daily transaction rates, 93
  - default rate, 93

- individual rate, 93
- spot rate, 93
- draft processing, 157
- drafts as default payment instrument, 162
- European Union reporting, 371
- Intrastat user defined codes, 36
- inventory transactions, 80
  - J.D. Edwards solution, 81
  - offset method for posting, 23
  - payment instrument defaults, 249
    - technical considerations, 250
  - payment instruments, 253
  - statements for A/R drafts, 164
  - user defined codes, 29
  - user defined codes for drafts, 160
  - user display preferences, 14
  - VAT reports, 114
    - adjust VAT account for discount, 114
    - adjust VAT account for receipts, 114
    - update tax file, 114
- Shipping commodity class user defined code list (41/E), 43
- Single European Act, 372
- Single European Act of 1987, 371
- Split Payments form, 301
- Splitting payments
  - Work With Payment Detail form, 300
  - Work With Payment Groups form, 300
- Spot rates, 93
- SQL Server
  - backing up tables, 72
  - restoring a backup file, 74
- Windows NT
  - restoring a backup file, 74
- Standard Invoice Entry (P03B2002), 87
- State and province codes user defined code list (00/S), 38
- Statement Print with Draft (R03B506)
  - processing options, 175
- Statements
  - printing with draft attachments, 174
  - setting up statements for A/R drafts, 164
  - setup for A/R drafts, 164
- Statutory Account Inquiry
  - processing options, 335
- Statutory chart of accounts
  - security, 79
- Stock entries
  - AAIs, 82
- Supplier Inventory Book (R7404026), 431
- Supplier ledger reports
  - excluded documents, 427
- printing, 426
- Supplier Master Information (P04012)
  - assigning a payment instrument to a supplier, 259
- Suppliers
  - cross-referencing with items, 49
- System setup, 11, 23
  - A/R electronic format for the euro, 32
  - additional intrastat information, 47
  - alternate chart of accounts, 16
  - automatic offset method B, 25
  - automatic offset method S, 25
  - automatic offset method Y (detailed), 24
  - bank account information validation, 34
  - chart of accounts, alternate, 33
  - daily transaction rates, 93
    - default rate, 93
    - individual rate, 93
    - spot rate, 93
  - European Union reporting, 371
  - Intrastat user defined codes, 36
  - inventory transactions, 80
    - J.D. Edwards solution, 81
  - localization, 13
  - offset method for posting, 23
  - payment instrument defaults, 249
    - technical considerations, 250
  - user defined codes, 29
  - user display preferences, 14
  - VAT reports, 114
    - adjust VAT account for discount, 114
    - adjust VAT account for receipts, 114
    - update tax file, 114
- T/B by Category Code (R70472), 339
- T/B by Object & Subsidiary (R7409C3), 339
- Table IDs
  - F03B13 - Receipts Application Header, 200
  - F03B14 - Receipts Application Detail, 200
  - F04571 - A/P Payment Control Group, 268
  - F04572 - A/P Payment Header, 268
  - F04573 - A/P Payment Detail, 268
- Tables
  - backing up OneWorld tables, 57
  - backing up servers, 67
  - F0005 (User Defined Codes), 378
  - F0006 (Business Unit Master), 37, 38, 377
  - F0006D (Business Unit Alternate Description Master), 89
  - F0010 (Company Constants), 377
  - F0013 (Currency Codes), 377
  - F0015 (Currency Exchange Rate), 93
  - F0018 (Sales/Use/VAT Tax), 338

- F0018T (Intrastat Revision), 39, 46, 377, 379, 384, 396
- F0030 (Bank Transit Number Master File), 35
- F0101/F0116 (Address Book), 378
- F0311 (Accounts Receivable Ledger), 338
- F03B11 (Customer Ledger), 421
- F03B13 (Receipts Header File), 422
- F03B14 (A/R Check Detail File), 422
- F0411 (Accounts Payable Ledger), 338, 421
- F0413 (Accounts Payable Matching Document), 421
- F0414 (Accounts Payable Matching Document Detail), 421
- F0901 (Account Master), 17, 78
- F1113 (Currency Restatement Rates), 377, 379
- F4006 (Order Address Information), 50, 378
- F41001 (Branch/Plant Constants), 37
- F41001 (Inventory Constants), 38, 50, 377
- F41002/F41003 (Unit of Measure Conversion), 378
- F4101 (Item Master), 377
- F4102 (Item/Branch), 377
- F4211 (Sales Order Detail), 377, 378
- F42119 (Sales Detail History), 378
- F43121 (Purchase Order Receiver), 377
- F7409FI (ETAFI Interface), 365
- F744101 (Intrastat Supplier/Item Cross Reference), 38, 49, 377
- F74412 (Localization Ledgers Workfile), 421
- object owner IDs, 62
- Tax
  - journal entries, 105
  - value-added (VAT), 105
- Tax Detail report
  - printing, 111
- Tax Detail report (R0018P), 111
- Tax Detail Report (R0018P)
  - processing options, 112, 120
- Tax ID numbers
  - validating, 52
- Tax ID validation
  - country-server exits, 98
- Tax solutions
  - Tax Detail report, 111
  - VAT reports, 112
- Taxes
  - VAT processing, 103
- Text File Processor (P007101), 401
- Tiers
  - International Product Handbook, 14
- Trade Accounts Receivable, 84
- Transaction Journal, 363
  - processing options, 363
- Transactions, inventory, 80
  - accounting schemes, 80
  - J.D. Edwards solution, 81
  - US and France GAAP, 80
- Transit account
  - indexed allocations, 83
- Translate AAIs (P00123), 90
- Translate Accounts (P09014), 89
- Translate Business Units (P00065), 89
- Translation
  - AAI descriptions, 90
  - account descriptions, 89
  - business unit descriptions, 89
  - considerations for multilingual environments, 88
  - delinquency notice text, 91
  - multilingual environments, 88
  - routines, country specific, 91
  - user defined codes lists, 90
- Treaty of Rome, 371
- Trial Balance by Object and Subsidiary (R7409C3)
  - processing options, 341
- Trial Balance reports
  - printing, 339
- Triangulation, 407
  - interbranch, 407
- UDC. *See* User defined code lists
- Understanding contingent liability, 227
- Undo
  - remove pay item from payment group, 288
- Unit of Measure table (F41002/F41003), 378
- UNIX
  - backing up Oracle tables, 71
  - enterprise server
    - backup requirements, 60
    - restoring an Oracle backup file, 72
- Update
  - payment group status, 287
- Updating Intrastat information, 377
- Use and VAT Tax menu option, 111
- Use and VAT Tax report (R0018P), 120
- User defined code lists
  - condition of transport codes (00/TC), 44
  - country codes (00/CN), 37
- European community member codes (74/EC), 39
- european union members (00/EU), 32
- fee categories (01/07), 31

- freight handling code (42/FR), 46  
 mode of transport codes (00/TM), 45  
 nature of transaction codes - EU (74/NT), 40  
 nature of transaction codes - purchase orders (41/P1-P5), 41  
 nature of transaction codes - sales orders (41/S1-S5), 40  
 payment instrument (00/PY), 30  
 produce bank file (04/PP), 30  
 shipping commodity class (41/E), 43  
 state and province codes (00/S), 38  
 tax ID validation (70/TI), 53  
 translating, 90  
 VAT on receipts/payments (74/TX), 31  
**User defined codes**  
 setting up user defined codes for A/R drafts, 160  
 setup, 29  
 setup for drafts, 160  
**User Defined Codes (P0004A)**, 29, 32  
**User defined codes list**  
 european union members (00/EU), 30  
**User Defined Codes table (F0005)**, 378  
**User defined ledgers**  
 reporting, 88  
**User Profile Revisions (P0092)**  
 processing options, 16  
**User Profile Revisions form**, 15  
**User Profiles (P0092)**, 14  
**Validation**  
 bank ID numbers, 35  
 tax ID numbers, 52  
**Value added tax. *See* VAT. *See also* VAT**  
**Value dates**, 302  
**Value-added tax**  
 AAIs, 106  
 journal entries, 105  
**VAT**  
 EC sales list, 405  
 printing  
     detail mode, 407  
     summary mode, 407  
 trade triangulation, 407  
     interbranch, 407  
 exemptions, 105  
 input, 104, 121  
 nonrecoverable input, 104  
 output, 103, 121  
 postponing declaration, 113  
 processing, 103  
 report functions, 113  
**reports**  
 draft processing, 114  
 euro display, 114  
 partial receipts and payments, 113  
 proof and final modes, 114  
 setup, 114  
 setup - adjust VAT account for discount, 114  
 setup - adjust VAT account for receipts, 114  
 setup - update tax file, 114  
 summary of taxes, 114  
 transaction listing, 114  
**reports for payments and receipts**  
 printing, 112  
**return form**, 121  
 completing, 121  
**return form example**, 121  
**returns**, 105  
 understanding, 104  
**VAT (value-added tax)**  
 journal entries, 105  
**VAT Detail Report (R7400CSM)**  
 processing options, 116  
**VAT EC Sales List (R0018L)**  
 processing options, 409  
**VAT Exception Report by Tax Area (R0018P7)**, 120  
 processing options, 120  
**VAT on Payments report (R7400CAP)**, 112  
**VAT on Receipts report (R7400CAR)**, 112  
**VAT on receipts/payments user defined code list (74/TX)**, 31  
**VAT report (R7400CSM)**, 112  
**VAT report menu option**, 112  
**Voiding drafts**, 206  
**Voucher pay items**  
 fee types, 364  
**Vouchers**  
 creating payment groups, 267  
 grouping for automatic payments, 267  
**Windows. *See* Forms**  
**Windows NT**  
 backing up Oracle tables, 71  
**enterprise server**  
 backup requirements, 61  
 restoring an Oracle backup file, 72  
**SQL Server**  
 restoring a backup file, 74  
**Work with A/R Constants form**, 27  
**Work with Account Ledger by Category Code**, 332

- Work with Accounts form, 18
- Work With Bank Accounts by Address form, 166
- Work with Intrastat Tax File - 1993 EBC form, 385
- Work with Payment Groups (P04571), 298, 300
  - excluding a debit memo (credit voucher), 300
  - removing a voucher pay item, 304
  - removing an entire payment group, 304
  - removing an unprocessed payment, 304
  - removing processed payments, 316
  - resetting payment processing, 314
  - reviewing a payment group, 291
  - reviewing payment and voucher information (write status), 294
  - reviewing payment information (update status), 298
  - reviewing payment summary information (write status), 296
  - revising control information for a payment group, 305
  - revising the value date of a payment, 302
  - writing all payments in a payment group, 309
- writing selected payments in a payment group, 312
- Working with automatic debits, 131
- Working with draft acceptance, 177
- Working with draft collection, 229
- Working with draft remittance, 217
- Working with European Union reporting, 372
- Working with NSF drafts, 209
- Working with the D.A.S. 2 report, 364
- Working with the ETAFI interface, 365
  - custom interface, 366
  - multiple companies, 366
  - scenarios, 366
- Write
  - payment group status, 287
- Writing
  - automatic payments, 307
- Writing all payments in a payment group
  - Revise Payment Group Controls form, 309
  - Work With Payment Groups form, 309
  - Write Payments form, 310
- Writing selected payments in a payment group
  - Work With Payment Groups form, 312