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# EnterpriseOne JDE5

## Global Solutions: Switzerland

### PeopleBook

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EnterpriseOne JDE5  
Global Solutions: Switzerland PeopleBook  
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## Setup

### System Setup

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

### Setting Up Your System for Localization

You must complete the system setup tasks detailed in the base guides (such as the *General Accounting Guide* or the *Accounts Receivable Guide*) as well as international and country-specific tasks for Switzerland.

### Setting Up User Display Preferences

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

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

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

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

#### ► To set up user display preferences

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

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

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

- Localization Country Code

4. Complete the following optional fields:

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

5. Click OK.

### See Also

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

### Processing Options for User Profiles (P0092)

#### Processing

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

#### Processing Con

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

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

#### Group



---

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

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## Setting Up User Defined Codes

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

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

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### Caution

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

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### See Also

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

### Bank Type Code (00/BT)

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

You must set up a bank type code for the Supplier Post Office Account, Bank Post Office Account, Supplier Bank Account, and Supplier ESR Identification Account.

### See Also

- ❑ *Setting Up Multiple Bank Accounts for Suppliers* in the *Accounts Payable Guide*

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

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

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

### **Produce Bank File (04/PP)**

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

- P04572S2, electronic funds transfer for Switzerland (diskette)
- P04572S3, SOG Post Payment for Switzerland

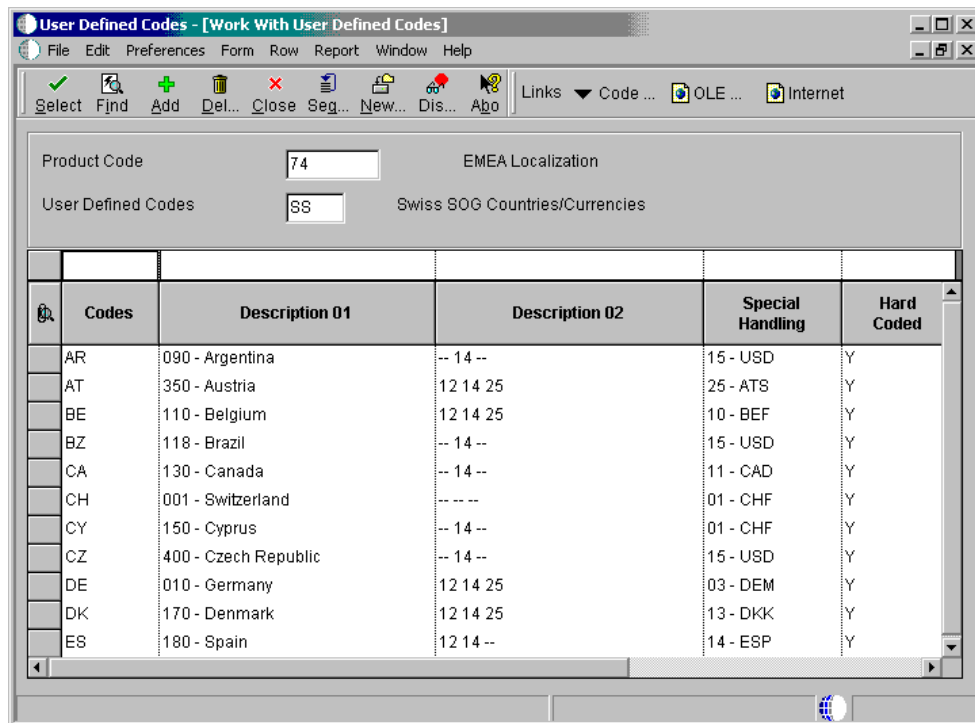
### **Swiss SOG Countries/Currencies (74/SS)**

Set up valid country and currency combinations for each country that will use the SOG Print program (R04752S3). When you set up UDC 74/SS, you need to consider the following:

- The first three characters of Description 01 are used for the country code that is required for SOG payments in record types 12, 14, and 25. The dash followed by the country description is for information only.
- The values in Description 02 are the foreign record types that are allowed for the country and currency combination. The system verifies whether this combination is valid. If you try to write a payment group with a different country and currency combination, the system displays an error message.
- The Special Handling Code contains the two-digit country code that is assigned by the Swiss Post Office. The two-digit country code should be used in the foreign record types 12, 14, and 25.

For a list of the SOG records supported by the J.D. Edwards Accounts Payable print program, see *SOG (Service des Ordres Groupés) Payment Format*.

For example, UDC 74/SS might look like the following graphic:



## Setting Up Multiple Bank Accounts for Suppliers

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

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

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

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

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

If you assign each bank account its own user-defined record type, you will need to assign a relationship between a payment instrument or G/L account and a user-defined record type

and review the pre-note status of the record type. You will not need to activate a bank account as a vendor record type.

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

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

### See Also

- ❑ *Working with Address Book Records* in the *Address Book Guide* for more information about entering supplier information
- ❑ *Entering Supplier Records* for more information about entering supplier information for Accounts Payable

### Before You Begin

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

## Assigning Multiple Bank Accounts to Suppliers

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

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

### ► To assign multiple bank accounts to suppliers

---

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

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

**Bank Account Cross Reference - [Set Up Multiple Vendor Bank Accounts]**

File Edit Preferences Window Help

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

Address Number 4370 Maddox Industries

Record Type Y Vendor Bank Acct - Multiple Pre-Note Code ☐

**Bank Information**

Bank Transit Number 0011522

Bank Account Number 1.1105

Control Digit ☐

Description

Checking or Savings Account 0 Checking account ☐

SWIFT Code

Reference/Roll Number

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

## Activating a Bank Account as a Vendor Record Type

Complete this task only if either of the following is true:

- Suppliers have the same user-defined record type assigned to multiple bank accounts.
- A payment instrument and G/L bank account relationship are not established for the user-defined record type.

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

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

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

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

#### ► To activate a bank account as a vendor record type

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

Bank Transit #	Bank Account #	Ctrl Digit	Description	Record Type	SWIFT Code	Ch /S
107004381	45680003115		Maddox Transfer account	V		

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

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

## Assigning Payment Instrument and G/L Account Relationships

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

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

To send a payment to one of the bank accounts that you set up for a supplier, you must set up one of two possible record-type relationship options:

- Set up a relationship between the user-defined record type that you created for Bank Type Codes (00/BT) and a payment instrument. In this case, a payment instrument would be associated with a specific user-defined record type.

For example, you specify payment instrument T with user-defined record type Z. Then, whenever you process a payment instrument of T, for any bank account that you have not specifically defined, the system uses record type Z to retrieve the payee's bank account information. If bank information for record type Z is not set up for a payee, the system uses the hard-coded record type V as the default for that payee.

- Set up a relationship between the user-defined record type that you created for Bank Type Codes (00/BT) and a G/L bank account and payment instrument. In this case, both a G/L bank account and a payment instrument would be associated with a specific user-defined record type.

For example, you specify G/L bank account 1.1110 and payment instrument T with user-defined record type Y. Then, whenever you process a payment instrument of T for bank account 1.1110, the system uses record type Y to retrieve the payee's bank account information. If bank information for record type Y is not set up for a payee, the system uses the hard-coded record type V as the default for that payee.

### ► To assign payment instrument and G/L account relationships

---

*From the Automatic Payment Setup menu (G04411), choose Multiple Vendor Bank Account Types.*

1. On Work With Multiple Vendor Bank Account Types, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Set Up Multiple Vendor Bank Account Types

OK Cancel Tools

Payment Instrument T

G/L Bank Account 1.1110.BEAR

Record Type Y

2. On Set Up Multiple Vendor Bank Account Types, complete the following fields:

- Payment Instrument
- G/L Bank Account
- Record Type

---

**Note**

You need to complete only the G/L Bank Account field if you are setting up a relationship between the record type and the G/L bank account.

---

3. Click OK.

## Reviewing the Pre-Note Status of a User-Defined Record Type

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

A pre-note code indicates whether a supplier is in a setup or complete status for electronic funds transfer (EFT). The setup cycle is called pre-note setup status, in which EFT information is being created or verified with a bank. After the EFT information is verified, the system changes the supplier's pre-note status to complete.

When you process bank tape payments, the system performs pre-note editing if the G/L (payor) bank account is set up to do so. When you run a bank tape, all the new suppliers that are at a pre-note setup status receive printed payments while test records are written to the



bank tape. The system stores the pre-note status assigned to payees in the Supplier Master table (F0401). When the bank tape arrives at the bank, the bank partially processes the test records through its system to verify that the account information is correct.

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## Note

In the G/L Bank Accounts program (P0030G), the Revise Bank Information form includes the Override Supplier Pre-Note Code option. If this option is turned on, pre-note editing is not performed during the processing of bank tape payments for the G/L bank account on the form.

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When you set up a user-defined bank account for a supplier, the system creates a record with a pre-note setup status. This is a separate record in the Multiple Vendor Bank Account Status table (F0401M). When the system performs pre-note editing for user-defined record types, the supplier's pre-note status is retrieved from the Multiple Vendor Bank Account Status table. If the supplier does not have a bank account record for the user-defined record type, or the default hard-coded vendor (V) type account is used, the supplier's pre-note status is retrieved from the Supplier Master table.

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### ► To review the pre-note status of a user defined record type

---

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

1. On Work With Supplier Master, click Find, or limit your search by completing any of the fields in the QBE row and click Find.
2. Choose a supplier for review and click Select.

Supplier Master Information - [Supplier Master Revision]

File Edit Preferences Form Window Help

OK Cancel Dis... Abort Links Bank ... Previo... Next OLE ... Internet

Supplier Number 3480 Digger Incorporated

Long Number

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

Credit Message

Payment Terms - A/P Net 30 Days

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

Factor/Special Payee 3480 Digger Incorporated

Parent Number

Approver Number

Default Code USD U.S. Dollar

A/B Amount Code USD U.S. Dollar

Hold Payment N

Ledger Inq Seq 6

Float Days

Pre-Note Code ☒

Multiple Payments

☐ Yes ☒ No ☐ Contract

Work With Supplier Master Supplier Master Revision

3. On Supplier Master Revision, review the Pre-Note Code option for vendor (V) type records. If it contains a checkmark, the record is at a pre-note setup status. If the option is blank, the record is at a pre-note cycle complete status.
  - Pre-Note Code
4. To review the status of multiple bank accounts for a vendor, choose Multiple Bank from the Form menu.

Record Type	Record Type Description	Pre-Note Status	Pre-Note Status Description
-------------	-------------------------	-----------------	-----------------------------

5. On Review Multiple Vendor Bank Account Status, review data in the Pre-Note Status column.

The next time you run an automatic payment process for the same supplier, the system skips the test record and printed payment sequence and processes the record with the other live records on the bank tape.

After payments are processed and the supplier's status changes to pre-note cycle complete status, the system does not change the pre-note status back to setup if you add another bank account with the same user-defined record type. You must do that manually by clicking the pre-note option on Supplier Master Revision.

## Additional Information

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

## Multiple Ledger Types

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

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

### Currency Ledgers

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

### Depreciation Ledgers

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

### User Defined Ledgers

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

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

## Translation Considerations for Multilingual Environments

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

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

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

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

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

#### See Also

- ❑ *Setting Up User Display Preferences* for information about setting up language preferences for users

- ❑ *OneWorld Foundation Guide* for information about translating custom menus, vocabulary overrides, and data dictionary items

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

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

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

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

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

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

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

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

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

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

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

### **Intercompany Settlements**

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

## Gain and Loss Recognition

Features of gain and loss recognition include:

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

## Detailed Currency Restatement

Detailed currency restatement enables you to do the following:

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

## Balance Currency Restatement

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

## As If Currency Repost

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

## See Also

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

## Taxes

### Tax Processing

---

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

#### VAT Processing

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

##### Output VAT

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

Output VAT is also called the following:

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

##### Input VAT

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

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

Input VAT is also called the following:

- A/R VAT Payable
- Deductible VAT

##### Nonrecoverable Input VAT

Input VAT cannot be recovered for:

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

#### Swiss VAT

Value added tax (VAT) is a noncumulative tax imposed at each stage of the production and distribution cycle. The ordinance requiring VAT in Switzerland became effective in January 1995.



Businesses in Switzerland are required to submit an official quarterly tax declaration, along with the payment for taxes due, within 60 days of the end of each quarter. In addition to this tax declaration, businesses are required to submit reports that list transactions involving VAT.

## Entering Journal Entries with Tax

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

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

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

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

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

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

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

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

---

### Note

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

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

- O

This code identifies the offset account entered in the Journal Entries with VAT program (P09106).

---

### Example: Journal Entry with Tax

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

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

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

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

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

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

### See Also

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

### Before You Begin

- ❑ Set up the general accounting tax AAls.

### ► To enter journal entries with tax

---

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

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

2. On Journal Entries with VAT, complete the following fields:
  - G/L Date
  - Explanation
3. Complete the following optional field in the header area:
  - Address Number
4. Complete the following fields for each G/L distribution with tax:
  - Account Number
  - Tx Ex  
You must use V.
  - Tax Area
5. Complete one of the following the fields:
  - Taxable Amount  
If you enter the taxable amount, the system calculates the gross amount.
  - Gross Amount  
If you enter the gross amount, the system calculates the taxable amount.
6. If necessary, complete the following field in the detail area:
  - Address Number
7. Review the calculated tax in the following field:
  - Tax  
If you change the tax amount, the system validates your change against the Tax Rules. See *Setting Up Tax Rules*.
8. Complete the G/L distribution for offsetting entries as needed.

---

**Note**

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

---

9. Click OK.

---

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

---

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

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

2. On Journal Entries with VAT, complete the following fields:
  - G/L Date
  - Explanation
3. Complete the following optional field in the header area:
  - Address Number
4. Complete the following fields for the tax-only G/L distribution:
  - Account Number
  - Tx Ex  
You must use VT.
  - Tax Area
5. Complete one of the following fields. The system updates the other field based on the value specified.
  - Gross Amount
  - Tax
6. Complete the G/L distribution for offsetting entries as needed and click OK.

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

---

#### Batch Type

1. Enter a default batch type

#### Batch Type

#### Addr # Required

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

#### Address Book Number

#### MBF Version

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

#### Version

---

## **Printing A/R and A/P VAT Reports**

From the Swiss Localization menu (G74C), choose Accounts Receivable VAT Report or Accounts Payable VAT Detail Report.

You print accounts payable and accounts receivable VAT reports to create a list of transactions that include VAT in a format that complies with the standards set by the Swiss government.

A running total must be printed after every 100 lines or on every page, whichever comes first. You can specify page totaling in the processing options.

You can use the processing options to:

- Limit the transactions included in the reports by specifying a from and through date.
- Select reporting based on the invoice date or the G/L date.

VAT reports are based on the information in the following tables:

- Accounts Receivable Ledger table (F0311) for the A/R VAT report
- Accounts Payable Ledger table (F0411) for the A/P VAT report
- Address Book Master table (F0101)

---

#### **Processing Options for A/R VAT Report – Switzerland (R740380)**

##### **Date Selection**

Enter '1' to select record by invoice date, '2' to select by Service tax date, and leave blank to select by G/L date.

##### **Date Range**

Date From

Date Through

Enter the date range for selection

##### **Summarize Repo**

Enter '1' to summarize report by Tax Rate Code, leave blank for detail.

Enter '1' to print report summarized by document number.

Enter '1' to print a total line at the end of each page.

---

#### **Processing Options for A/P VAT Report – Switzerland (R740480)**

##### **Date Range**

Enter Beginning Date for Data Selection

Enter a date Through for Data Selection

##### **Date Type**

Enter "1" to use the Invoice Date. Leave blank to use the G/L date.

Enter "1" to print detail report summarize by document number

##### **Total Line**

Enter "1" to print a total line at the bottom of each page of the report.

Enter "1" to print summarized by Tax Rate Area.

---

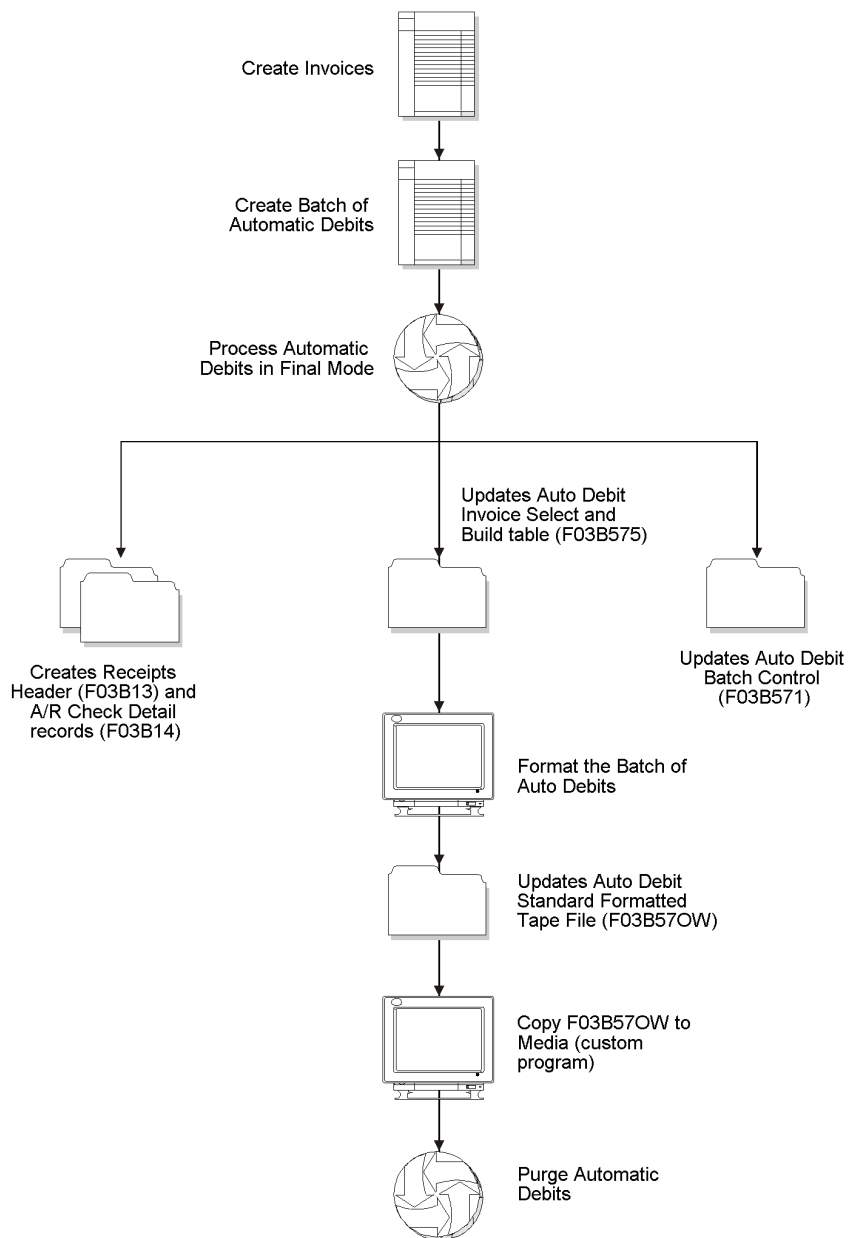
## **Automatic Debits**

You can automatically debit (withdraw funds from) a customer's bank account by updating a table that you send to your bank that collects payment from your customer via electronic funds transfer (EFT).

The automatic debit process records the receipt at the time the table is updated. You run a program to format the table according to your bank's specifications, and then send it to the bank by copying it to a medium (such as a tape, diskette, or CD) or sending it electronically. Your bank collects payment from your customer and then notifies you that the transaction is complete.

Automatic debits work well in situations in which you invoice predefined amounts every month. You can also use automatic debits with invoice amounts that vary with each billing period.

The following graphic illustrates the information flow when you are using automatic debits:



When you use the automatic debit process, you:

- Identify those customers who have agreed to the automatic debit process
- Select the customer invoices to be paid
- Build and update worktables that are sent to the bank
- Update customer 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:

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

#### Before You Begin

- ❑ On Customer Master Revisions, enter A (Automatic Debits, Accounts Receivable only) in the Payment Instrument field and click 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 Information*.
- ❑ 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 Bank Account Information*.
- ❑ On A/R Constants, click the Auto Receipt option. See *Setting Up Accounts Receivable 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.

## Working with Automatic Debits for Switzerland

You can use the automatic debit process to withdraw funds automatically 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.
- Update customers accounts after collecting the appropriate funds.
- Format automatic debit information to meet country-specific bank requirements (optional).

When you run the Automatic Debit program in Switzerland, specify the following program number for the Swiss format:

<b>R03B575SD</b>	Create Swiss Bank Diskette Format This program saves information in the F03B575OW file.
<b>R03B575SD1</b>	Swiss Bank Cover Sheet

This program generates a bank table that adheres to the banking standards for automatic debits (LSV) in Switzerland.

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#### Note

The Create Swiss Bank Diskette program calls the bank cover sheet program (R03B575SD1) automatically.

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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 to format the bank file after you process the batch.

### Copying a Bank File to Diskette

A future release of OneWorld will include a feature that copies your Swiss-format bank file to a diskette after you format the bank file. The Copy to Diskette feature converts the ANSI-format bank file that is generated by the Create Swiss Bank Diskette Format program (R03B575SD) to an 8-bit ASCII bank format.

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### Caution

Until the Copy Bank File to Diskette feature is generally available, your Swiss J.D. Edwards consultant can enable this feature for you.

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Once you have implemented this feature, you can use it by selecting Copy to Diskette from the Row menu in the Automatic Debit Batches program (P03B571). When you use this feature, note that the filename for LSV diskettes must be "dtalsv."

### See Also

- ❑ *Formatting a Batch of Automatic Debits* in the *Accounts Receivable Guide* for detailed instructions on formatting automatic debits

## Processing Options for Create Swiss Bank Diskette Format (R03B575SD)

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### 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

2. Enter Tape Density

### Tape Density

### Identification

3. Enter bank identification information.

### LSV Sender Identification

### LSV Subscriber Identification

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## Creating and Processing 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. You can create the batch in either proof or final mode.

### Proof Mode

When you run the Create Automatic Debit Batch program (R03B571) in proof mode, the system:

- Validates the selection of invoices that are to be automatically debited to customers.
- Generates a record in the Auto Debit 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 Select and Build table (F03B575) that includes all of the invoices that match your data selection criteria.
- 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.
- Updates the Status field in the Auto Debit Batch Control table (F03B571) to 1 (Proof Mode).

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

### Final Mode

When you run the Create Automatic Debit Batch program (R03B571) in final mode, the system does everything it does for proof mode. In addition, it:

- Runs version ZJDE0001 of Process Automatic Debits program (R03B575)
- Creates a record in the Batch Control Record table (F0011) with a batch type RB
- Creates records in the Receipts Header (F03B13) and Receipts Detail (F03B14) tables 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) to 2 (Final Mode)

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### Caution

If you create the automatic debit batch in proof mode before you process it in final mode, the system uses the same version of the Create Automatic Debit Batch program (R03B571). Therefore, the system processes any changes made to the data selection.

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When you create the automatic debit batch in final mode, you can also set processing options to automatically format the batch 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 number on the Revise Auto Debit Controls form. See *Formatting a Batch of Automatic Debits*.

### Related Information

<b>Deleting an automatic debit batch</b>	<p>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.</p> <p>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</p>
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	a new automatic debit batch.
<b>Multicurrency invoices</b>	Using automatic debits, you can pay invoices in the domestic as well as the foreign currency. See <i>Processing Automatic Debits in a Foreign Currency</i> in the <i>Multicurrency Guide for Accounts Receivable and Accounts Payable</i> .
<b>Data selection</b>	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.

### ► To create a batch of automatic debits in proof mode

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

The screenshot shows the 'Process Auto Debits' window in JDE Edwards. The 'Bank Account' field is empty. The 'All Batches' radio button is selected. Below, a table displays the following data:

Bank Account	Version	User	Status	Batch Status	Number of Receipts	Number of Invoices	Gross Amount	Discount Taken	Net Amount
1.1110.BEAR	XJDE0001	RH5572702	1	Proof Mode	2	2	3,203.64		3,203.64

1. On Work With Auto Debit Batches, click Add.
2. On Work With Batch Versions - Available Versions, create a new version or run an existing version of the Create Automatic Debit Batch program.
3. Verify that the processing options are set for proof mode.

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

Complete the following steps if the automatic debit batch was created previously in proof mode; otherwise, follow the steps to create the automatic batch in proof mode, but change the processing option to Final Mode. See the task *To create a batch of automatic debits in proof mode*.

---

**Caution**

The system runs the version of the Create Automatic Debit Batch program (R03B571) that was used to create the batch in proof mode. Therefore, the system processes any changes made to the data selection.

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*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 process.
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 and Posting Receipts*.

## **Processing Options for Process Auto Debits (R03B571)**

---

### **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 AAls setup for that company.

#### **GL Bank Account**

#### **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**

6. Enter the Cutoff Date for applying discounts. Discounts will not be taken if the Discount Due Date is
-

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prior to this date.

Discount Cutoff Date

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

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

14. Enter the BACS Processing Date.

BACS Processing Date

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

16. Enter the Workday Calendar name.

Workday Calendar

---

## Approving and Posting Automatic Debit Batches

*Choose one of the following navigations:*

*From the Automatic Debiting menu (G03B131), choose Auto Debits Journal Review*

*From the Automatic Debiting menu (G03B131), choose Post Auto Debits to G/L.*

After you process automatic debits in final mode, you must post them to the general ledger. You can review the processed automatic debit batches using the Auto Debits Journal Review program (P0011) before you post the batches. Depending on the setting of your accounts receivable constants, you might have to approve batches before you post them.

Because automatic debit batches are receipt batches (batch type RB), you follow the same steps to post them that you use to post receipts. When you post automatic debit batches, the system creates the appropriate entries to your bank, A/R trade and, if applicable, discount taken account. See *Approving and Posting Receipts*.

## Formatting a Batch of Automatic Debits

You create records in the Auto Debit Standard Formatted Tape File 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
- R03B575BD – Belgian format
- R03B575DD - German format
- R03B575DH - Dutch format
- R03B575FD - French format
- R03B575GB - United Kingdom format
- R03B575SD - Swiss format

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### Note

The Austrian, German, and Swiss format programs each 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 run that program manually by choosing Format Bank File from the Row menu of the Work with Auto Debit Batches form.

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

If you are using a custom program, ensure that it updates the Status field in the Auto Debit Batch Control 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.

---

### ► 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.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

**Revise Auto Debit Controls**

OK Cancel Tools

User: RH5572702 Version: XJDE0001 Batch Number: Batch Type:

Batch Status: 1 Proof Mode

Bank Account: 1.1110.BEAR Bear Creek National Bank

G/L Date: 08/01/05 Discount Cutoff Date:

BACS Date: BACS Days to Add: 0

Workday Calendar:

Discount Processing: Journal Entry Method: 1

Copy File To Medium:

**Customized Programs**

Format Bank File Program: Create Medium Program:

Format Bank File Version: Create Medium Version:

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.

## Transferring Automatic Debit Batches to the Bank

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.

You are responsible for creating the program to transfer the formatted records to your bank. After the records are copied, the program should update the Status field in the Auto Debit Batch Control table (F03B571) to 4 (Copy to Medium) to indicate that the batches are ready for purging.

## Purging a Batch of Automatic Debits

After you successfully process a batch of automatic debits, you can purge the processed records. When you choose to purge auto debit batches, the system purges records from the following tables:

- Auto Debit Invoice Select and Build (F03B575)
- Auto Debit Standard Formatted Tape File (F03B57OW)

The system also prompts you to additionally purge the record in the Auto Debit Batch Control table (F03B571). If you do not choose to purge the Auto Debit Batch Control table (F03B571), the system updates the status of the batch records to 5 (Purged) but does not remove them from the table. You can still purge these records at a later date by choosing the option.

You should purge automatic debit batches only when the status of the auto debit batch is 4 (Copy to Medium). If you purge batches at any other status, the system displays a Purge Confirmation window.

---

### Caution

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

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### ► 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. If the system displays the Purge Confirmation window, click Yes.

The system displays the Purge Confirmation window if the status of the batch is not 4.

7. On Purge Historical Information, click OK to purge only the Auto Debit Invoice Select and Build (F03B575) and Auto Debit Standard Formatted Tape File (F03B57OW) tables, or enter 1 in the field provided to additionally purge the Auto Debit Batch Control table (F03B571).

8. Click OK.



## Automatic Payments

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

The following graphic illustrates the automatic payment process:

### Automatic Payment Process



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



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



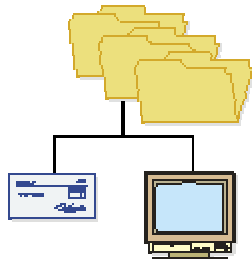
**Step 3.**  
Decide what to **pay**. Use **Speed Status Change** to put all other **Payments on hold**.



**Step 4.**  
Create **payment groups**.



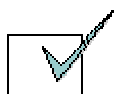
**Step 5.**  
Review the **Payment Group Edit report** and the **Payment analysis report** (optional).



**Step 6.**  
Work with **payment groups**.



**Step 7.**  
Write **payment / copy to tape**.



**Step 8.**  
Update **payment**.



**Step 9.**  
Review **payment register**.

**Step 10.**  
Post **payments**.

## Setting Up Bank Account Information

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

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

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

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

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

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

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

---

#### Note

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

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

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

---

#### See Also

- *Setting Up Multiple Bank Accounts for Suppliers*

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

---

*Use one of the following navigations:*

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

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

**Set Up G/L Bank Account**

OK Cancel Form Tools

G/L Bank Account: 1.1110.BEAR

Description: Bear Creek National

**Payment Information**

Next Payment Number: Next Autodebit Number:

**Default Print Options**

Number of Alignment Forms: Detail Lines Per Stub: 10

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

---

**Note**

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

- Payments
- Debit Statements

- Attachments

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Bank Information

OK Cancel Form Tools

G/L Bank Account 1.1110.BEAR

Description Bear Creek National

Bank Address Number 3333

Bank Transit Number 578955422

Bank Account Number 45-879512

IBAN

Control Digit

Checking or Savings Account *Checking account*

SWIFT Code

Bank Country Code

Float Days

Receivables

Payables

☐ Override Supplier Pre-Note Code

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

- Override Supplier Pre-Note Code

---

**Note**

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

---

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

- Receivables

This field is used only in Accounts Receivable draft processing.

- Payables

12. Click OK.

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

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

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

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

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

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

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

---

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

---

*Use one of the following navigations:*

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

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

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

---

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

---

*Use one of the following navigations:*

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

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

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

- Address Number

---

**Note**

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

---

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

### Set Up Bank Accounts By Address

OK Cancel Form Tools

Address Number 3333 Continental Incorporated

**Record Type**

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

**Bank Information**

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

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

- Address Number

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

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

5. Complete the following fields:

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



- SWIFT Code

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

- Reference/Roll Number

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

---

**Note**

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

---

6. Click OK.

---

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

---

*Use one of the following navigations:*

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

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

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

- Address Number

---

**Note**

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

---

2. To delete a bank account record, choose the record and choose Delete from the toolbar.
3. On Confirm Delete, click OK.
4. To revise bank account information, choose the bank account that you want to revise and choose Revise from the Row menu.  
  
The system displays either the Set Up Bank Accounts By Address or the Set Up Multiple Vendor Bank Accounts form depending on the record type of the bank account that you choose.
5. Revise any of the fields on the form and click OK.

---

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

---

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

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

---

**Note**

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

---

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

The screenshot shows the PeopleSoft interface for the 'Set Up Bank Transit Address' form. The top navigation bar includes the PeopleSoft logo, a 'Select Workspace' dropdown set to 'Active Foundation', and links for 'Personalize', 'Change Role', and 'Sign Out'. The form title is 'Set Up Bank Transit Address'. Below the title is a toolbar with 'OK', 'Cancel', and 'Tools' buttons. The form contains several input fields: 'Bank Transit' with the value '852200451', 'Address Number' with the value '3333', and an 'Address' section with multiple lines of text: 'CSC Corporation', '43 Biltmore Plaza', and 'Scottsdale, AZ 85257'. There are also several empty input fields below the address text.

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

- Bank Transit
- Address Number

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

---

**Note**

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

---

## Working with Payment Instruments

You can specify various output formats for automatic payments by assigning the programs that generate the formats to user-defined payment instruments. Payment formats can be

printed or electronic and can include checks, magnetic tapes, and drafts. You must set up a payment instrument for each payment format that you use.

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

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

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

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

#### Payment Instrument Codes

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

---

#### Note

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

---

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

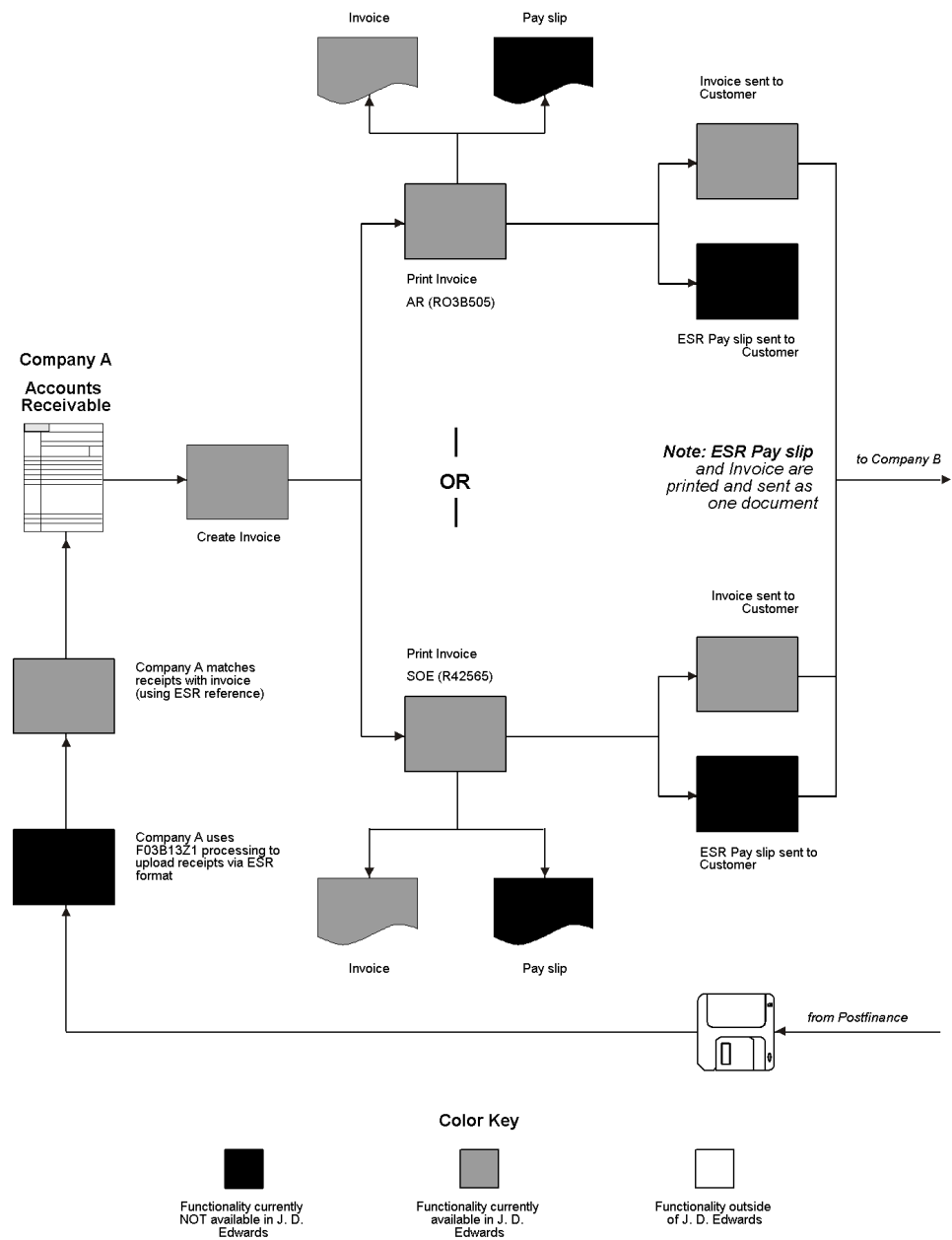
If you assign a bank account to a payment instrument, the system uses the payment instrument default, or the combination of the payment instrument and the bank account, to produce payments in a specific default format.

### VESR Processing

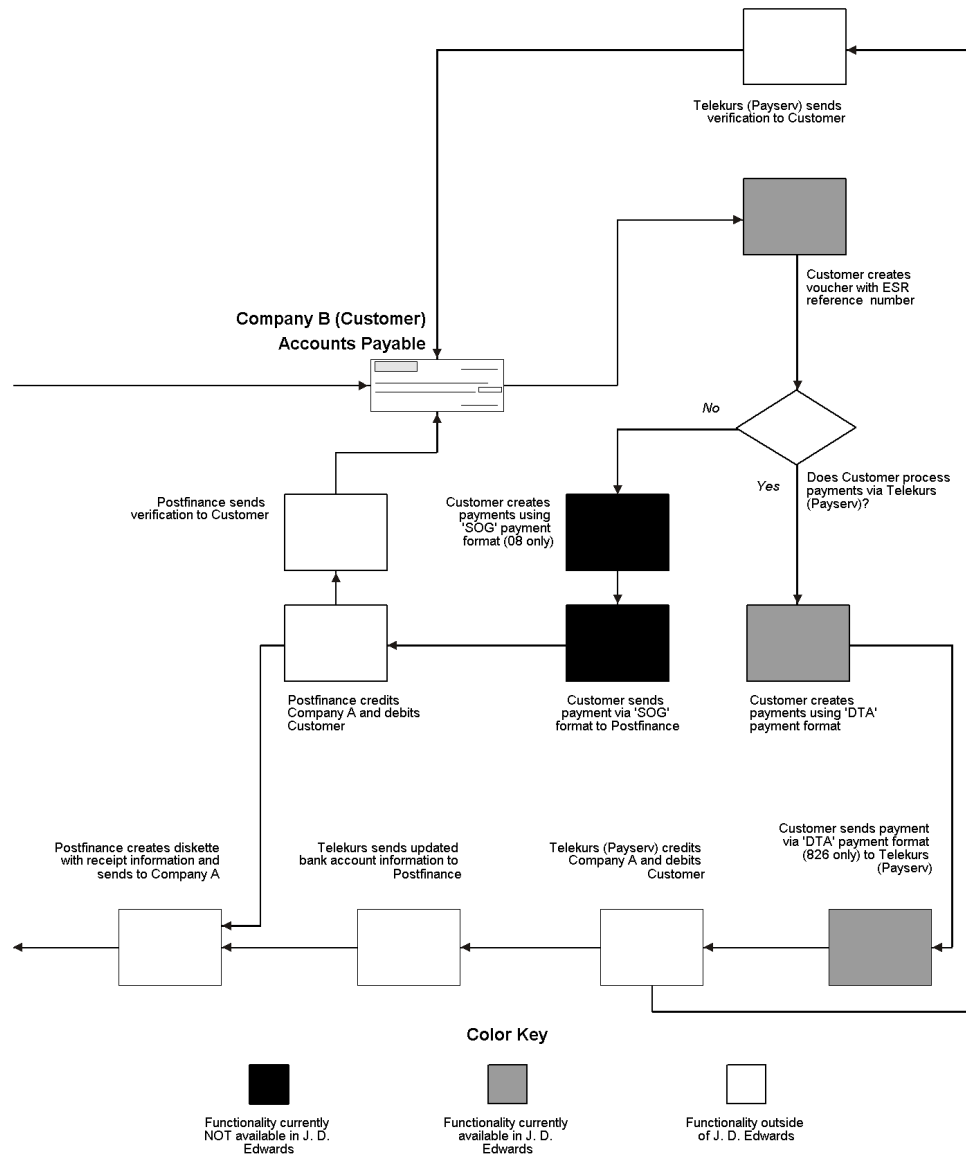
VESR processing is the process of submitting an invoice with an attached ESR payslip through A/R, remitting the payment in A/P, and receiving the payment in A/R. J.D. Edwards currently supports the A/P side of VESR processing through Telekurs. Complete VESR processing will be generally available in a future release, but it can currently be enabled through a customization by J.D. Edwards consultants in Switzerland.

The chart on the following pages illustrates the VESR process. The steps represented by the gray boxes are currently functional in OneWorld. The steps represented by the black boxes are not yet available. The steps represented by the white boxes are performed outside of the J.D. Edwards system by entities such as Telekurs and Postfinance.

Switzerland - OneWorld VESR Processing for  
Accounts Receivable and Accounts Payable



## Switzerland - OneWorld VESR Processing for Accounts Receivable and Accounts Payable (continued)



## Working with Swiss Payment Formats

In Switzerland, two payment systems are widely used by companies. One is the DTA (Datenträgeraustausch) system, and the other is the SOG (Service des Ordres Groupés) system. The SOG system is the payment system supported by the Swiss Post Office

(Postfinance) while the DTA system is the payment system supported by the banking sector (Telekurs, Payserv).

Assign the following programs to payment instruments for Switzerland:

Payment formats	Specify one of the following Write programs to generate payment formats for Switzerland: <ul style="list-style-type: none"><li>• R04572S2 for DTA electronic fund transfer format (diskette)</li><li>• R04572S3 for Swiss SOG Post Payment</li></ul> These programs save information in the F04572OW table.
-----------------	---

### **DTA (Datenträgeraustausch) Payment Format**

The Swiss electronic funds transfer system (DTA) is required by Telekurs (Payserv). The system includes a number of different formats. J.D. Edwards supports the following three formats:

- |            |   |
|------------|---|
| <b>826</b> | Domestic payments format for Switzerland (VESR processing)                    |
| <b>827</b> | Domestic payments format (Post or Bank) for Switzerland (non-VESR processing) |
| <b>830</b> | Foreign payments (foreign currency or CHF) format for Switzerland             |

You can run each DTA format (826, 827, or 830) independently, creating a separate diskette for each payment format. You can also run two or more formats simultaneously in the same F04572OW file.

To indicate which DTA formats that you are processing, you set up a unique payment instrument for each payment format (826, 827, and 830) that you are using. You set up payment instruments using processing option 1 of the DTA electronic fund transfer format program (R04572S2).

For example, if you were processing both VESR and non-VESR domestic payments (826 and 827) in a single batch, you would enter payment instrument numbers on the first and second lines of processing option 1. If your company uses only domestic payments with VESR processing, you would enter a payment instrument number on only the first line of processing option 1 (for format 826). Note that the payment instrument numbers are set up in UDC (00/PY).

### **Required Fields for DTA Formats**

The following fields are required for format 826 - domestic payments format for Switzerland:

- Clearing Bank Account
- Beneficiary Bank Account Number
- First and Last Name of the Beneficiary
- Supplemental Identification of the Beneficiary
- Postal Routing Number of the Beneficiary

- Sender's Identification Number
- First and Last Name of the Payer
- Payer Supplemental Identification
- Date of Payment
- Invoice Reference
- Payment Amount

The following fields are required for format 827 - domestic payments format (Post or Bank) for Switzerland:

- Clearing Bank Account
- Beneficiary Bank Account Number
- First and Last Name of the Beneficiary
- Supplemental Identification of the Beneficiary
- Postal Routing Number of the Beneficiary
- Sender's Identification Number
- First and Last Name of the Payer
- Payer Supplemental Identification
- Date of Payment
- Supplier Reference
- Payment Amount

The following fields are required for format 830 - foreign payments (foreign currency or CHF) format for Switzerland:

- Bank Clearing Number
- Beneficiary Bank Account Number
- First and Last Name of the Beneficiary
- Supplemental Identification of the Beneficiary
- Postal Routing Number of the Beneficiary
- Sender's Identification Number
- First and Last Name of the Payer
- Payer Supplemental Identification
- Transaction Currency
- SWIFT Address
- Date of Payment
- Invoice Reference
- Beneficiary Bank

## **SOG (Service des Ordres Groupés) Payment Format**

The SOG payment program (R04572S3) is similar to the existing DTA print program (R04572S2) but contains more record types. The record types for the DTA and the SOG are similar in contents, even though the payment file layout differs.

J.D. Edwards Accounts Payable print program supports the following SOG record layouts:

### **Domestic Payments**

<b>Record type 05</b>	Transfer to Supplier Post Account
<b>Record type 05</b>	Transfer to Supplier Bank Account (through Supplier's Bank Post Account)
<b>Record type 08</b>	Transfer with ESR/BVR Identification number
<b>Record type 11</b>	Postal transfer order (no account numbers)

### **Foreign Payments**

<b>Record type 12</b>	Payment to Post account to foreign countries (PostGiro)
<b>Record type 14</b>	Post transaction to foreign country in CHF or foreign currency (PostCash)
<b>Record type 25</b>	Payment to foreign bank

### **Copying a Bank File to Diskette**

A future release of OneWorld will include a feature that copies your DTA electronic-fund transfer file to a diskette after you run the standard payment processing. The Copy to Diskette feature will convert the ANSI-format file that is generated by the Create A/P Bank Diskette - Swiss program (R04572S2) to an 8-bit ASCII bank format.

---

#### **Note**

Until this feature is generally available, your Swiss J.D. Edwards consultant can enable this feature for you.

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After you have implemented this feature, you can use it by selecting Copy to Diskette from the Row menu in the Copy Bank Tape to Tape program (P0457). When you use this feature, note that the filename for DTA diskettes must be "datslv."

### **Common Business Practices for Automatic Payments**

To conform to standard business practices in Switzerland, set the following processing options on the Create Payment Control Groups program (R04570) to 1:

- On the Process By tab, Payee (option 3)



- On the Summarize tab, Summarized Pay Item (option 1)
- On the Summarize tab, Summary Description (option 2)

To retrieve sender information from the DTA file format, you must enter your address book number in the Company Address Number field on the Company Setup form. To access this form, choose Company Names & Numbers from the Organization-Account Setup menu (G09411), and then select a record.

### Before You Begin

- ❑ To subscribe to the SOG system, request membership from the Post Office. Upon acceptance, you receive your account number, called a SOG Member ID. This identification number needs to be set up in the Bank Transit Number Master File (F0030) for the company address book record (account type G - GL Bank Account GLBA) for the Account to Debit and for the Account to Debit for Taxes.
- ❑ Set up UDC 74/SS.

### Processing Options for Create A/P Bank Diskette – Swiss (R04572S1)

#### Record Format

1) Enter the payment instrument to be associated with the following format 826 = structured

Invoice Number

827 = Normal Bank transfer

830 = International Transfer

2. Enter a '1' to always print a remittance advice. Leave a blank to only print a remittance advice if five or more detail records are created.

#### Identification

DTA Sender Identification

DTA Customer Identification

Bank Tape

Device Name

Tape Density

Label Name

Block Size

New Volume

New Owner ID

File Name

### Processing Options for Create A/P Post Office File - Swiss SOG (R04572S3)

#### Print Tab

Use these processing options to specify whether an attachment is printed and to whom to send it.

#### 1. Print SOG Order Attachment

**Blank = Print**

**1 = Do not Print**

Use this processing option to specify whether you want the system to print SOG Order attachment.

Valid values are:

---

Blank Print the SOG Order attachment. (default)

1 Do not print the SOG Order attachment.

## **2. Post Office Address Book Number**

Use this processing option to specify the address book number of the post office to which you are sending the SOG Order. The system uses the address book number you enter to include the mailing address of the post office on the SOG Order attachment.

---

## **Account Types Tab**

Use these processing options to specify which account types are associated with the Bank Type Codes (00/BT) user defined code list.

---

### **1. Supplier Post Office Account Type**

Use this processing option to specify the supplier's post office account type.

The system uses this account type code to retrieve the supplier's post office account number.

Valid values are stored in UDC 00/BT.

If you leave this processing option blank, the system issues an error message and stops processing.

### **2. Bank Post Office Account Type**

Use this processing option to specify the post office account type. The system uses this account type code to retrieve the post office account number.

Valid values are stored in UDC 00/BT.

If you leave this processing option blank, the system issues an error message and stops processing.

### **3. Supplier Bank Account Type**

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---

Use this processing option to specify the supplier's bank account type. The system uses this account type code to retrieve the supplier's bank account number.

Valid values are stored in UDC 00/BT.

If you leave this processing option blank, the system issues an error message and stops processing.

#### **4. Supplier ESR Identification Account Type**

Use this processing option to specify the supplier's ESR identification account type. The system uses this account type code to retrieve the ESR identification number.

Valid values are stored in UDC 00/BT.

If you leave this processing option blank, the system issues an error message and stops processing.

---

### **Bank Tape Tab**

Use these processing options to specify the label name and type of data media that you send to the Post Office.

---

#### **1. Label Name**

Use this processing option to specify the data media for the SOG Order attachment.

#### **2. Type of Data Media**

Use this processing option to specify the type of data media for the SOG Order attachment.

---

## Setting Up Payment Instruments

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

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

### See Also

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

### Before You Begin

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

### ► To assign programs to a payment instrument

---

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

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

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

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

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

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

1. On Work With Payment Instrument Defaults, click Find to display payment instruments.

2. Choose the payment instrument and click Select.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

**Set Up Payment Instrument Defaults**

OK Cancel Tools

Payment Instrument

G/L Bank Account 1.1110.BEAR

**Print Programs**

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

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

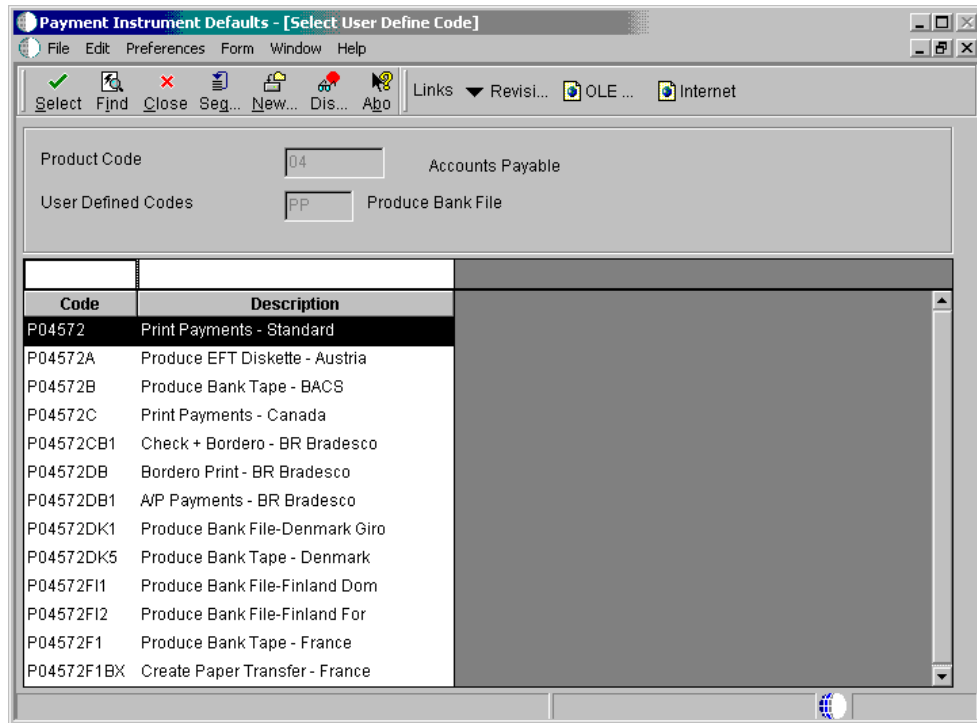
- Payments
- Payment Register
- Attachments
- Debit Statements

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

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

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

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



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

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

6. Click OK.

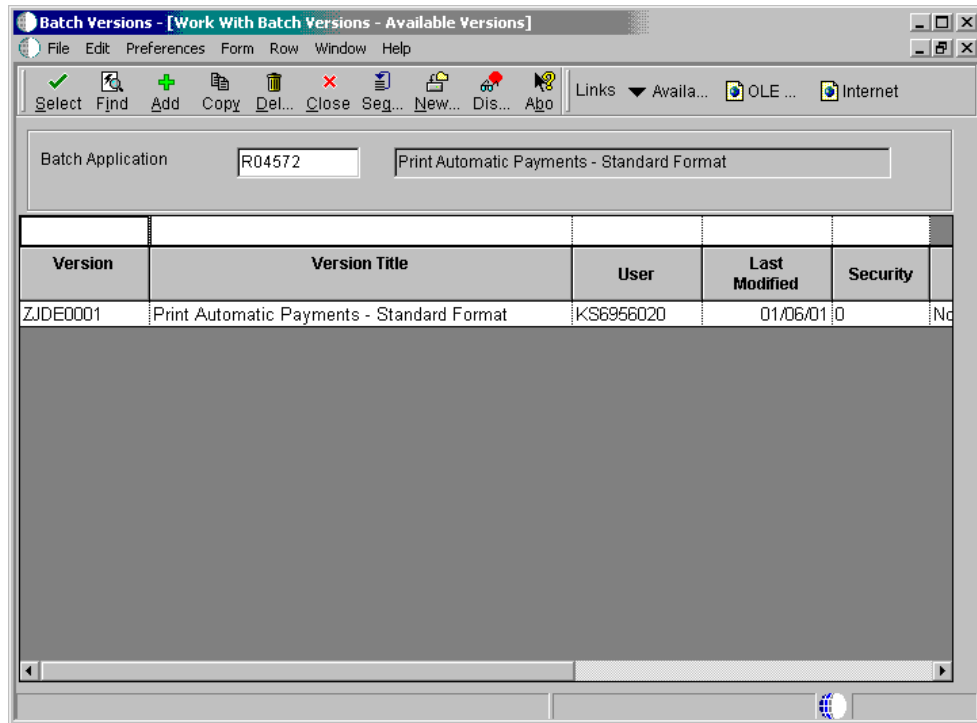
#### ► To revise processing options for payment instrument formats

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

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

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

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



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

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

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

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

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

Supplier Master Information - [Supplier Master Revision]

File Edit Preferences Form Window Help

OK Cancel Dis... Help Links Bank ... Previo... Next OLE ... Internet

Supplier Number 3480 Digger Incorporated

Long Number

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

Credit Message

Payment Terms - A/P Net 30 Days

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

Factor/Special Payee 3480 Digger Incorporated

Parent Number

Approver Number

Default Code USD U.S. Dollar

A/B Amount Code USD U.S. Dollar

Hold Payment N

Ledger Inq Seq 6

Float Days

Pre-Note Code ☒

Multiple Payments

☐ Yes ☒ No ☐ Contract

Work With Supplier Master Supplier Master Revision

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

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

### Processing Options for Payment Instruments

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

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

##### Translation

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

##### Translation Program

##### Address

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

##### Address Format (FUTURE)

##### Payment



---

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

Company Name

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

Payee Name

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

Purchase Order

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

Alternate Stub Information

Print

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

Form Type (FUTURE)

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

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Address

1. Enter an override address format.

If left blank, the address number's country format will be used.

Address Format (FUTURE)

Payment

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

Print Information

Print

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

If left blank, the default is

'APCHECKS'

Form Type (FUTURE)

---

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

---

EFT

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

This is used to distinguish between multiple files created on the same date. Default is '1'.

File ID Modifier

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

Tax Authority 4

Tape Payment Detail Description

EFT(more)

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

Identification Code Designator

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

Discretionary Data

PRINT

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

Print Program

TAPE

1. Enter the following defaults values:

Device Name

Tape Density

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

---

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

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#### Translation

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

#### Translation Program

#### Address

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

#### Address

#### Payment

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

#### Company Name

#### Print

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

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### **See Also**

- ❑ Localization guides for country-specific formats

## **Creating Payment Groups**

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

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

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

- Bank account
- Payment instrument

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

- Payments
- Registers
- Attachments
- Debit statements

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

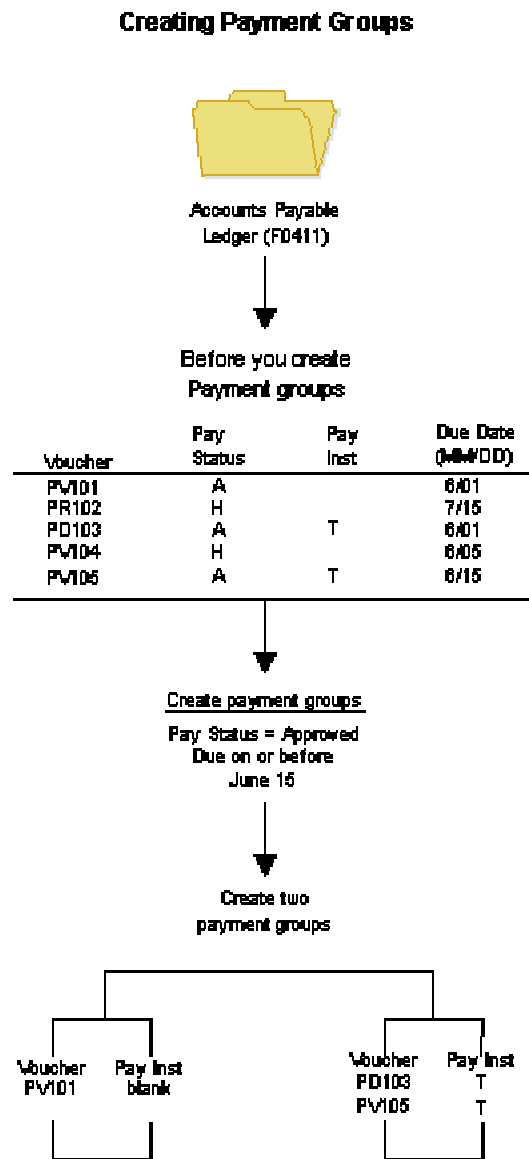
When you create payment groups, the system:

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

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

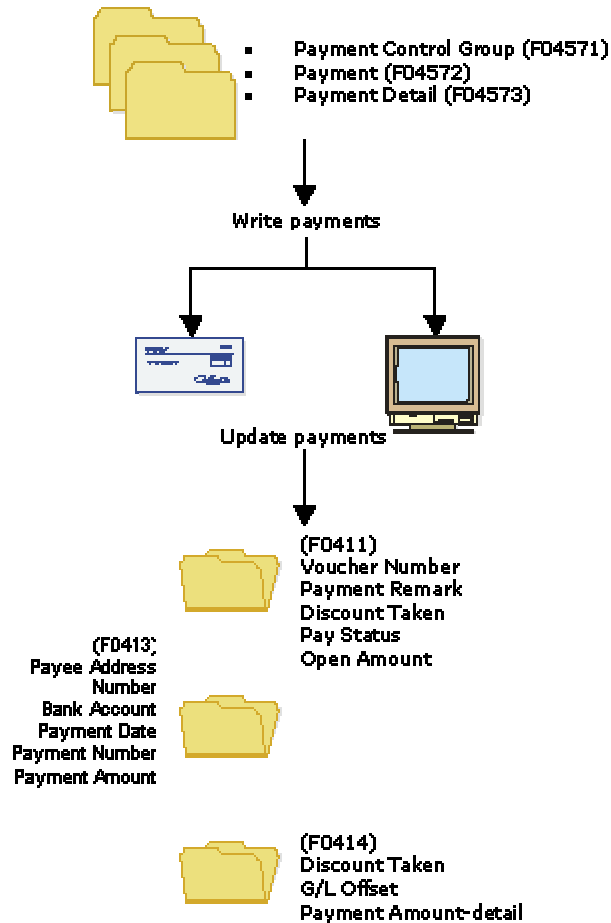
- Version ID
  - User
  - Creation date
  - Output queue
3. Assigns each payment group a "next status" of WRT (write).
  4. Changes the pay status of selected vouchers from A to # (payment in-process).
  5. Creates the following worktables to use in writing payments:
    - A/P Payment Processing - Header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

The following graphics show the process for creating payment groups:



## Working With Payment Groups

Vouchers are selected and stored in temporary workfiles



After you process payment groups

Voucher	Pay Status	Pay Inst	Due Date (MM/DD)
PV101	P		6/01
PR102	H		7/15
PD103	P	T	6/01
PV104	H		6/05
PV105	P	T	6/15

### See Also

- R04570, *Create Payment Control Groups* in the *Reports Guide* for a report sample

### Before You Begin

- Verify that you set up suppliers with the correct payment instrument.

- ☐ Make changes to vouchers, if necessary. In general, you cannot change vouchers in a payment group until you complete the automatic payment process or remove the voucher from the group.
- ☐ Approve vouchers for payment.
- ☐ Calculate withholding, or set the processing options for this program to automatically calculate withholding.

## **Processing Options for Create Payment Groups (R04570)**

### **Dates Tab**

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

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#### **1. Pay Through Date**

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

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

#### **2. Displacement Days**

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

#### **3. Discount Cutoff Date**

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

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### **Amounts Tab**

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

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#### **Note**

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

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

#### **Maximum**

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

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

#### **Minimum**

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

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

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

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

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

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

### **Minimum Payment Instrument**

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

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

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

### **Maximum Payment Instrument**

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

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



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range you specify in the Payment Amount Range processing option.

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

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### **Printing Tab**

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

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#### **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),

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

### 3. G/L Bank Account

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

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

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

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

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

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

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

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

#### 4. Payment Currency

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

Valid values are:

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

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

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effective exchange rate, and the voucher is paid in USD.

- 4 You pay the voucher in an alternate currency that is neither the domestic amount nor foreign currency of the voucher. For example, if you entered the voucher in EUR for company 00001, whose base currency is USD, but you want to pay the voucher in Canadian dollars (CAD), the voucher is paid in the alternate currency (CAD). Designate the payment currency in processing option 5.

#### Exchange Rate Notes

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

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

#### 5. Alternate Currency Code

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

#### 6. Prepayment Selection

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

Valid values are:

Blank Do not include negative prepayment items.

- 1 Include negative prepayment items.

## Process By Tab

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

---

### 1. Company

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

Valid values are:

Blank No

1 Yes

### 2. Due Date

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

Valid values are:

Blank No

1 Yes

### 3. Payee

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

Valid values are:

Blank No

1 Yes

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

Voucher 1, Supplier 1001, Payee 1001

Voucher 2, Supplier 1001, Payee 1002

Voucher 3, Supplier 1001, Payee 1002

Voucher 4, Supplier 1002, Payee 1002

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Voucher 5, Supplier 1003, Payee 1001

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

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

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

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

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

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

Valid values are:

Blank No

1 Yes

---

#### **Summarize Tab**

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

---

##### **1. Summarized Pay Item**

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

Valid values are:

Blank No

1 Yes

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---

## 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.

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## Report Tab

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

---

### 1. Print Mailing Address

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

Valid values are:

- Blank No
- 1 Yes

### 2. Print Contract Number

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

Valid values are:

- Blank No
- 1 Yes

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

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basis for your report.

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

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

Valid values are:

Blank No

1 Yes

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

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### **Bank Tape Tab**

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

---

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

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

Valid values are:

Blank No

1 Yes

#### **2. Payee Bank Account Error**

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

Valid values are:

Blank Do not issue an error.

---



- 
- 1     Issue an error.

### **3. Bank Account X12 Information Error**

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

Valid values are:

Blank   Do not issue an error.

- 1     Issue an error.
- 

### **Withholding Tab**

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

---

#### **1. Calculate Withholding**

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

Blank   No

- 1     Yes

#### **2. Program Version**

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

Blank   Version number ZJDE0001 (default)

Or, enter the specific program version number

---

## Data Sequence for Create Payment Control Groups

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

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

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

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

## Working with Payment Groups

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

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

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

<b>Write</b>	The pay item is ready to be written.
<b>Update</b>	The payment has been written and is ready to be updated in the Account Ledger table (F0411).

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

<b>Undo</b>	Undo means to remove a pay item from the payment group. You can undo pay items, regardless of whether they are at a status of write or update. In either case, the pay item returns to an open voucher with a status of approved.
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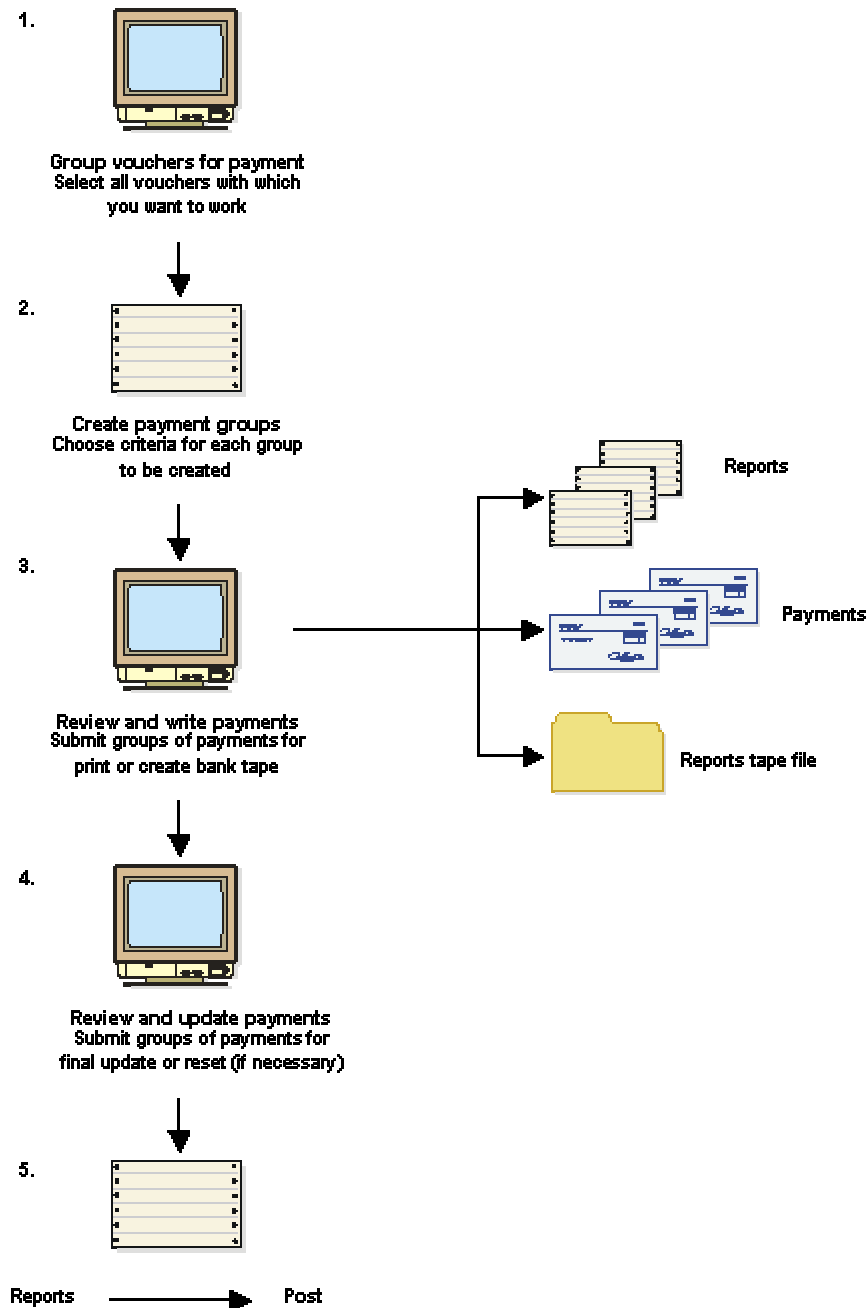
## Reset

Reset means to return a pay item to the previous step in the payment process.

If the status of the pay item is update and you reset it, the pay item returns to a pay status of write.

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

### Payment Process Overview



## Printing the Payment Analysis Report

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

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

### See Also

- ❑ *R04578, Payment Analysis* in the *Reports Guide* for a report sample

### Processing Options for Payment Analysis Report

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#### Print

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

#### Detail Voucher Information

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

#### Business Unit

---

## Reviewing Payment Groups

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

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

### ► To review a payment group

---

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

1. On Work With Payment Groups, click one or both of the following options:
  - Write Status
  - Update Status
2. To further limit your search, complete the following field:
  - Bank Account
3. Click Find.

4. For additional search criteria, choose Added Selection from the Form menu.

5. On Additional Selection Criteria, complete any of the following fields and click OK:

- Version
- Originator
- Print Queue
- Business Unit
- Payment Instrument

An alternative to entering a value in a field on Additional Selection Criteria is to preset the value in a processing option. For example, if you want to review only those vouchers for business unit 100, you can preset that value in a processing option. This is particularly useful if you routinely review vouchers that meet certain search criteria.

6. To view the detailed information for a single payment group, select the payment group on Work With Payment Groups.
7. Choose Detail from the Row menu.

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

## Reviewing Payments with a Write Status

Before you write payments, you can do the following:

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

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

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

### ► To review payment and voucher information (write status)

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

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

1. On Work With Payment Groups, click the following option and click Find:
  - Write Status
2. Choose a payment group and click Select.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Work With Payment Group - Write Status

Select Find Close Regional Info Form Row Tools

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002 Total Amount 13,123.00

Number of Payments 2

Currency USD

Amount From Through

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

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Work With Payment Detail

Select Find Close Regional Info Row Tools

Payee 4344 Universal Incorporated

Bank Account 1.1110.BEAR Bear Creek National Bank

Payment Amount 7,623.00 Currency USD

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

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Payment Detail

Cancel Tools

Document No/Ty/Co 1571 PV 00001

Pay Item 001

Supplier Number 4344 Universal Incorporated

Remark Advertising Expense

Invoice Number C375

Invoice Date 05/10/05 Due Date 05/20/05

Company 00001 Financia/Distribution Company

Payment Amount 2,673.00 Currency USD

Discount Taken 27.00

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

#### ► To review payment summary information (write status)

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

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

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



The screenshot shows the J.D. Edwards software interface. At the top, there is a header bar with the J.D. Edwards logo and navigation links like 'Portal', 'J.D. Edwards Knowledge', 'JDE', and 'KG'. Below the header, there is a 'Select Workspace' dropdown menu set to 'Active Foundation'. The main window title is 'Work with Payment Groups - Payment Header Detail - Write Status'. Inside the window, there is a form with the following fields:

Payee Number	1001	J.D. Edwards & Company
Payment Amount	5,600.00	Currency USD
Discount Taken		Stub Total 1
Bank Transit	111255000	
Value Date		
Company	00001	Financial/Distribution Company

## Reviewing Payments with an Update Status

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

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

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

The payment group programs display information from the following worktables:

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

### ► To review payment information (update status)

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

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

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

- Update Status

2. Choose a payment group and click Select.

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

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

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

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

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

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

File Edit Preferences Window Help

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

Payment Number/Type  PK Automated Check

Payee  International Supply Company

Payment Amount  Currency

Discount Taken

## Revising Unprocessed Payments

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

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

### See Also

- ❑ *Setting Up Payment Instruments*

### ► To exclude a debit memo (credit voucher)

---

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

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

- Work With Payment Group - Update Status

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

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

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

## Related Tasks

### Excluding all debit memos

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

### Reviewing debit memos

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

## ► To split a payment

---

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

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Split Payment

OK Cancel Tools

Document No/Ty/Co 1580 PV 00001

Pay Item 001

Invoice Number 17984

Payment Amount 5,500.00

Enter Amounts to be Paid

Gross Amount 2500

Discount Taken 50

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

- Gross Amount
- Discount Taken

#### ► To revise the value date of a payment

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

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

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

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

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

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Revise Payment Value Date

OK Cancel Form Tools

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002 Total Amount 13,123.00

Number of Payments 2

Currency USD

Global Value Date

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

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

### ► To remove a voucher pay item

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

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

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

### ► To remove an unprocessed payment

---

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

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

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

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

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

### ► To remove an entire payment group

---

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

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

### ► To revise control information for a payment group

---

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

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

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

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

*See [Reviewing Payment Groups](#).*

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

**Work with Payment Groups - [Revise Payment Group Controls]**

File Edit Preferences Window Help

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

Bank Account: 1.1110.BEAR Bear Creek National Bank

Version: TR0005

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

Payment Group Control Number: 13 Currency: USD

Sequence ID: DEMO Demo sequence

**Print Programs**

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

**Print Queues**

Payment	
Attachment	
Debit Statement	

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

- Sequence ID

5. Change any of the following print program fields:

- Payment
- Register
- Attachment
- Debit Statement

6. Change any of the following print queue programs:

- Payment
- Attachment
- Debit Statement

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

7. Click OK.



## Working with Automatic Payments

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

### Writing Payments

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

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

When you write payments, the system:

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

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

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

### Before You Begin

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

#### ► To write all payments in a payment group

---

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

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

2. Choose one or more payment groups.

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

3. From the Row menu, choose Controls.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

### Revise Payment Group Controls

OK Cancel Tools

Bank Account: 1.1110.BEAR Bear Creek National Bank

Version: TR0002 Summarized Payments

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

Payment Group Control Number: 9 Currency: USD

Sequence ID: DEMO Demo sequence

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

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

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

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Write Payments

OK Cancel Tools

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

Customize Grid

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

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

---

#### Note

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

- On Screen
- To Printer
- Export to CSV

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

---

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

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

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

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

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

## Resetting Payment Processing

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

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

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

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

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

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

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

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

### ► To reset payment processing

---

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

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

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

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

File Edit Preferences Row Window Help

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

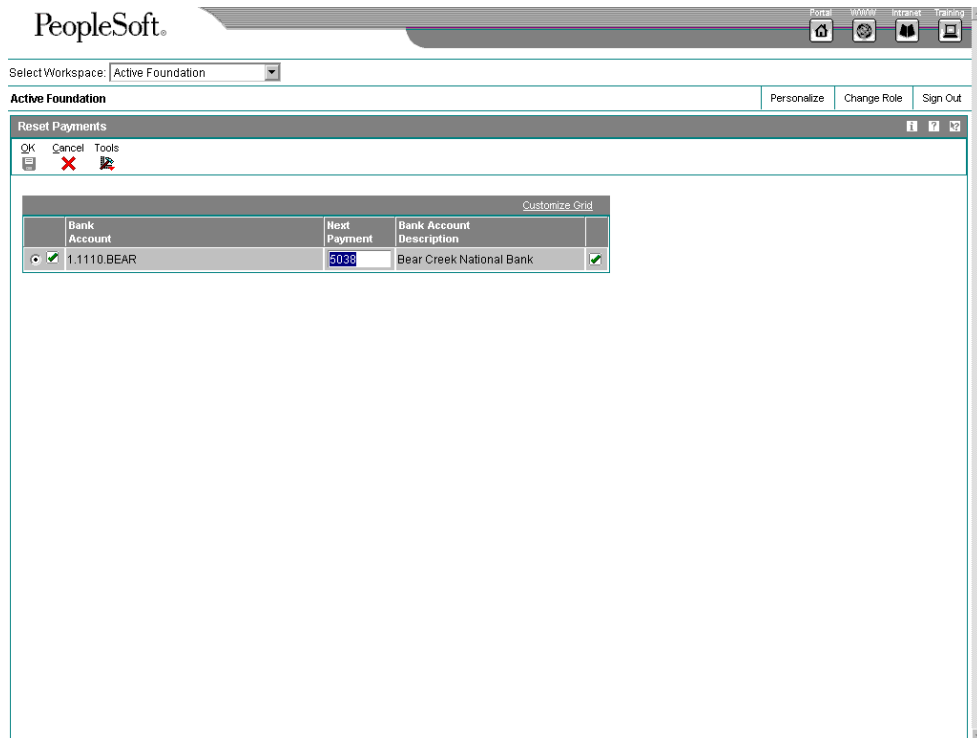
Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0005 Print Queue Currency USD

Beginning Payment Ending Payment

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

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



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

- Next Payment

#### ► To reset payment processing for a bank tape

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

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

## Removing Processed Payments

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

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

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

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

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

#### ► To remove processed payments

---

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

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

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

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

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

## Copying Payments to Tape

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

Copying payments to tape consists of:

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

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

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

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



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

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

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

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

3. On Update Tape Information, change the information in the following fields (optional):

- File Name
- Record Length
- New Volume
- Block Size
- Device Name
- Tape Density
- New Owner ID
- Label Name

4. Click OK.

---

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

---

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

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

### **Additional Tape Copy Options**

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

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

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

---

#### **BACS**

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

Display BACS Format

#### **PROGRAM**

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

Alternate Processing Program (FUTURE)

---

## **Updating the A/P Ledger**

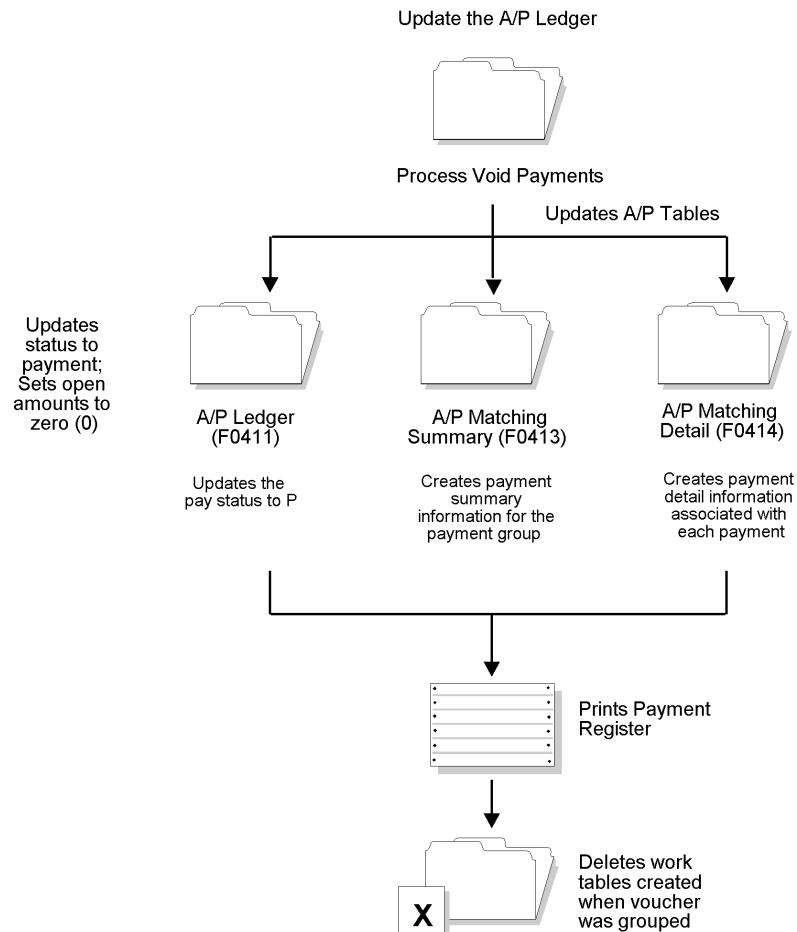
After you write payments, you must update the A/P ledger. Updating the A/P ledger creates transaction records of your payments and your payment register. You can update payments only if the next status of the payment group is UPD (update).

When you update the A/P ledger, the system:

- Processes void payments.
- Changes the pay status of vouchers from payment in-process (#) to paid (P) and sets the open amount to zero.
- Prints a payment register.
- Copies payment information to the Accounts Payable Matching Document table (F0413) and the Accounts Payable Matching Document Detail table (F0414) from the following workfiles:
  - A/P Payment Processing - Header File (F04571)
  - A/P Payment Processing - Summary File (F04572)

- A/P Payment Processing - Detail File (F04573)
- Removes the records in the worktables that were created when you grouped vouchers for payment. Note that bank tape records remain in the table until they are deleted.

The following graphic illustrates what happens when the system updates the A/P ledger:



After you update the A/P ledger tables, you can post payments to the General Ledger. Alternatively, a processing option for Work With Payment Groups allows you to automatically submit payments for posting to the General Ledger after you update the A/P ledger. During the posting process, the system creates the journal entries that debit the A/P trade account and credit the payables bank account.

### Before You Begin

- ❑ Verify that all payments printed correctly. After you update the A/P ledger, you cannot reset payment processing. You must void the payments and begin the payment process again.
- ❑ Review processed payments. See *Reviewing Payment Groups* in the chapter *Working with Payment Groups*.

► **To update the A/P ledger**

---

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.
2. Choose one or more payment groups with a next status of Update.
3. From the Row menu, choose Update.
4. On Report Output Destination, select the Report Destination and click OK.

## **Processing Options for Work with Payment Groups (P04571)**

### **Print Tab**

These processing options specify how the system to prints payment groups.

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#### **1. Print Program Version**

Use this processing option to specify the version the system uses for the print program. Enter a version number, or leave this processing option blank to use default version ZJDE0001.

#### **2. Payment Control Group Output**

Use this processing option to specify the output configuration for Payment Control Groups (PCG). You can send a spool file to a printer by PCG, by bank account, or you can send multiple PCGs to a printer simultaneously in one spool file.

Valid values are:

Blank   Separate files by PCG.

- 1   Separate files by bank account.
- 2   Send multiple PCGs in one spool file.

#### **Save Spool File (FUTURE)**

Use this processing option to specify whether you want to save a copy of a spool file after it has printed. This option is not yet functional in OneWorld

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software.

Valid values are:

Blank Do not save spool file.

1 Save spool file.

#### **Hold Spool File (FUTURE)**

Use this processing option to specify whether you want to hold a spool file, which requires that you release it manually before it prints. This option is not yet functional in OneWorld software.

Valid values are:

Blank Do not hold spool file.

1 Hold spool file.

#### **4. Payment Number Assignment (FUTURE)**

Use this processing option to instruct the system to assign payment numbers in sequential order. This option is not yet functional in OneWorld software.

This processing option is valid only if you enter a Blank or 1 in the Payment Control Group Output processing option.

This processing option is valid only for hard-copy payments and locks the records in the Bank Transit Number Master file (F0030) until the process of writing payments is completed. If you are working with electronic file transfer (EFT), segregate payment control groups by Prenote Code, then use this processing option only on those payment control groups with payees at a prenote status, resulting in printed payments.

Valid values are:

Blank Do not assign payment numbers in sequential order.

1 Assign payment numbers in sequential order.

## Update Tab

These processing options specify the register program version, how you want the system to post void payments to the general ledger, and whether you want the system to submit the A/P payment post after the payments are updated.

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### 1. Register Program Version

Use this processing option to specify the version number of the register program. You can enter a specific version number, or leave this processing option blank to use default version ZJDE0001.

### 2. Post Void Payments

Use this processing option to specify whether you want the system to post void payments to the general ledger. Void payments include alignment checks and reset payments. Void payments also include checks that are printed as Void so that the stub can be used for additional information continued from the previous stub.

Valid values are:

Blank Do not post void payments to the general ledger.

1 Post void payments to the general ledger.

### 3. Submit Post Program

Use this processing option to specify whether you want the system to automatically submit the A/P payment post after the payments are updated.

Valid values are:

Blank Do not automatically submit the A/P post.

1 Automatically submit the A/P post.

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## Display Tab

These processing options specify the way the system displays payment groups.

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### 1. Display Business Units

#### Display Business Units

Use this processing option to specify whether you want to display the Business Unit assigned to the Payment Control Groups. If you enter 1, the Business Unit field appears on the Work With Payment Groups form. You can perform a search on a specific business unit by completing the Business Unit field in the Specify Preloaded Values processing option.

NOTE: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit.

Valid values are:

- Blank Do not display Business Units.
- 1 Display Business Units.

#### Write Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

- Blank Do not display payment control groups at Write Status.
- 1 Display payment control groups at Write Status.

#### Update Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

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Blank Do not display payment control groups at Update Status.

1 Display payment control groups at Update Status.

### 3. G/L Bank Account

Use this processing option to specify a preloaded value for the G/L Bank Account selection criteria. You can change the selection criteria on the Work With Payment Groups form. Enter a specific G/L bank account number, or leave this processing option blank to display all G/L bank accounts (default).

### Originator

Use this processing option to specify a preloaded value for the Transaction Originator (data item TORG) that ran the Create Payment Control Groups program (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs that the Originator created. You can change the selection criteria on the Additional Selection Criteria form. Enter a specific User ID (TORG), or leave this processing option blank to search on all transaction originators (default).

### Payment Control Group Version

Use this processing option to specify a version number that created the Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this version number. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific version number, or leave this processing option blank to search on all versions (default).

### Print Queue

Use this processing option to specify a print queue that was originally

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assigned to the PCG by Create Payment Control Groups (R04570), based on the Payment Instrument Defaults table (F0417). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this print queue. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific print queue (data item CHKQ), or leave this processing option blank to search on all print queues (default).

NOTE: This field is valid only if WorldSoftware and OneWorld coexist on your system.

#### Business Unit

Use this processing option to specify the business unit that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this business unit. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific business unit (data item MCU), or leave this processing option blank to search on all business units (default).

NOTE: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit. Additionally, this field is valid only if you enter 1 in the Display Business Units processing option.

#### Payment Instrument

Use this processing option to specify the payment instrument that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this payment instrument. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment instrument (data item PYIN), or leave this processing option blank to search on all payment instruments.

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## Currency Code

Use this processing option to specify the payment currency that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this currency code. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment currency code (data item CRCD), or leave this processing option blank to search on all payment currencies (default).

## Display Alternate Currency Amounts

Use this processing option to specify whether you want the system to display the payment control group (PCG) amounts in the alternate currency. This conversion is for display purposes only, affecting the amounts on the Work With Payment Groups form. For writing foreign payments, complete the processing options on the Currency tab.

Valid values are:

- Blank Do not display PCG amounts in the alternate currency.
- 1 Display PCG amounts in the alternate currency.

## Alternate Currency Effective Date

Use this processing option to specify the effective date for the alternate currency's exchange rate. Enter the effective date for the currency's exchange rate, or leave this processing option blank to use the system date (default).

## Currency Tab

These processing options specify the effective date and exchange rate to use when your business transactions involve foreign currencies.

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### Effective Date

Use this processing option to specify the date for a currency's exchange rate when you are writing foreign payments. You can enter a specific date, or leave this processing option blank to use the payment's G/L date (default).

### Use Voucher's Rate

Use this processing option to specify the voucher's exchange rate when you are writing foreign payments.

Blank Use the exchange rate for the specified effective date.

1 Use the voucher's exchange rate.

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## Process Tab

This processing option specifies how the system processes payment control groups.

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### 1. Interactive Process

Use this processing option to specify how you want the system to process payment control groups.

NOTE: This processing option does not override the Object Configuration Manager (OCM) mapping for server batch jobs, but only affects batch jobs run locally.

Valid values are:

Blank Submit the print and update jobs for batch processing.

1 Process payments interactively.

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## **BACS Tab**

This processing option specifies whether the system allows the entry of Bank Automated Clearing System (BACS) processing dates. BACS is an electronic funds transfer method used in the United Kingdom.

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### **1. BACS Processing**

Use this processing option to indicate to the system whether you want to allow the entry of Bank Automated Clearing System (BACS) processing dates.

Valid values are:

Blank Do not allow the entry of BACS processing dates.

1 Allow the entry of BACS processing dates.

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