



EnterpriseOne Xe Global Solutions - Switzerland PeopleBook

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Solutions Summary

J.D. Edwards Business Solutions for Switzerland

J.D. Edwards Country Information

Region	EMEA
Localization Tier	1
Localization Provider	J.D. Edwards
Customer Support Provider	J.D. Edwards

Tax Solutions Summary

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

- ☐ Value added tax (VAT) report processing

Value Added Tax (VAT) Report Processing

J.D. Edwards provides country-specific accounts payable and accounts receivable VAT reports for Switzerland. The VAT reports include intermediate totals at the bottom of each page.

Availability: B73.3

Accounts Receivable Solutions Summary

J.D. Edwards solutions for processing accounts receivables in Switzerland include:

- ☐ Automatic debit processing

Automatic Debit Processing

Use the automatic debiting process to select invoices in the system and generate a bank file to collect money directly from the bank accounts of your customers. The system formats the bank file specifically for banks in Switzerland, and automatically matches the selected and processed invoices for cash receipts in the Accounts Receivable Ledger table. The process includes a country-specific program that supports the Swiss Lastschriftverfahren (LSV) format for diskette.

Availability: B73.3

Accounts Payable Solutions Summary

J.D. Edwards solutions for processing accounts payable in Switzerland include:

- ☐ Automatic payment processing

Automatic Payment Processing

Automatic payment processing allows you to manage your payments efficiently and take advantage of favorable discount terms whenever possible. Use automatic payment processing to pay vouchers during your usual payment cycle. The automatic payments process allows you to group vouchers and produce multiple payments in a single payment run.

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

- Foreign currency payments
- Swiss VESR processing
- Swiss Service des Ordres Groupés (SOG) Payment Format

Availability: B73.3

System Setup

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

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

- ☐ Setting up your system for localization
- ☐ Setting up multiple bank accounts for suppliers
- ☐ Additional information

Setting Up Your System for Localization

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

- ☐ Setting up user display preferences
- ☐ Setting up user defined codes

Setting Up User Display Preferences

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

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

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

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

► To set up user display preferences

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

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

3. On User Profile Revisions, complete the following field:
 - Localization Country Code
4. Complete the following optional fields:
 - Language
 - Date Format
 - Date Separator Character
 - Decimal Format Character

Field	Explanation
Localization Country Code	A user defined code (00/LC) that identifies a localization country. It is possible to attach specific country functionality that is triggered based on this code using the country server methodology in the base product.

Field	Explanation
Language	<p>A user defined code (01/LP) that specifies a language to use in forms and printed reports.</p> <p>Before specifying a language, a language code must exist at either the system level or in your user preferences.</p>
Date Format	<p>This is the format of a date as stored in the database.</p> <p>For OneWorld, the following date formats are valid: YMD, MDY, DMY, EMD. If you leave this value blank, the value will display according to the settings of the operating system on the workstation. With NT, the Regional Settings in the Control Panel control the settings for the operating system of the workstation.</p> <p>For WorldSoftware, the following date formats are valid: DMY, MDY, YMD. Note: EMD is not a valid date format.</p>
Date Separator Character	<p>The character entered in this field is used to separate the month, day, and year of a given date.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • If an asterisk is entered (*), a blank is used for the date separator. • If left blank, the system value is used for the date separator.
Decimal Format Character	<p>The character entered in this field is used to signify the fractions from whole numbers (the positions to the left of the decimal).</p> <p>If left blank, the system value is used as the default.</p>

See Also

- *OneWorld System Administration: User Profiles*

Processing Options for User Profile Revisions (P0092)

A/B Validation

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

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.

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

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

- Bank type code (00/BT)
- Payment instrument (00/PY)
- Produce bank file (04/PP)
- Swiss SOG Countries/Currencies (74/SS)

See Also

- *One World Foundation: Customizing User Defined Codes* 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

- *Accounts Payable: Setting Up Multiple Bank Accounts for Suppliers*

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 to be used for the country code 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 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 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 *Switzerland SOG (Service des Ordres Groupés) Payment Format*.

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

Codes	Description 01	Description 02	Special Handling	Hard Coded
AR	090 - Argentina	-- 14 --	15 - USD	Y
AT	350 - Austria	12 14 25	25 - ATS	Y
BE	110 - Belgium	12 14 25	10 - BEF	Y
BZ	118 - Brazil	-- 14 --	15 - USD	Y
CA	130 - Canada	-- 14 --	11 - CAD	Y
CH	001 - Switzerland	-- --	01 - CHF	Y
CY	150 - Cyprus	-- 14 --	01 - CHF	Y
CZ	400 - Czech Republic	-- 14 --	15 - USD	Y
DE	010 - Germany	12 14 25	03 - DEM	Y
DK	170 - Denmark	12 14 25	13 - DKK	Y
ES	180 - Spain	12 14 --	14 - ESP	Y

Setting Up Multiple Bank Accounts for Suppliers

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

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

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

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

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

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

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

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

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

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

Before You Begin

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

See Also

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

Assigning Multiple Bank Accounts to Suppliers

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

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

► To assign multiple bank accounts to suppliers

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

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

The screenshot shows a software window titled "Bank Account Cross Reference - [Set Up Multiple Vendor Bank Accounts]". The window has a menu bar with "File", "Edit", "References", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", "Apply", "Links", "Display...", "OLE...", and "Internet". The main area of the window contains several input fields and labels. At the top, "Address Number" is set to "3480" and "Digger Incorporated" is displayed. Below this, "Record Type" is set to "Y" and "Multiple Accounts - Suppliers" is displayed. A section titled "Bank Information" contains the following fields: "Bank Transit Number" (0011522), "Bank Account Number" (1.1105), "Control Digit" (empty), "Description" (empty), "Checking or Savings Account" (0) with "Checking account" displayed, "SWIFT Code" (empty), and "Reference/Roll Number" (empty). The window has a standard Windows-style border with minimize, maximize, and close buttons in the top right corner.

3. On Set Up Multiple Vendor Bank Accounts, complete the following fields:
 - Address Number
 - Record Type

4. Complete the following bank information fields:

- Bank Transit Number
- Bank Account Number
- Checking or Savings Account

5. Complete the following optional fields:

- Control Digit
- Description
- SWIFT Code
- Reference/Roll Number

6. Click OK, and then click Close.

Field	Explanation
Address Number	A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.
Record Type	<p>A code that distinguishes external bank accounts from internal bank accounts.</p> <p>Valid values are:</p> <ul style="list-style-type: none">C Customer Bank AccountsG Internal G/L Bank AccountsV Supplier Bank Account for payment via bank tapeD Default Bank Account for A/R Drafts and Auto DebitsB Valid Bank Transit NumbersM G/L Bank Account/Business Unit used to define print information in A/P payments <p>Note: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed.</p> <p>.....<i>Form-specific information</i>.....</p> <p>You must assign custom Bank Type Codes (00/BT) to the user defined code table in order to set up multiple bank accounts for suppliers. When you assign codes to bank types, you can use any code except those that are hard-coded in the system, such as types V, C, D, P, G, M, and B.</p>

Field	Explanation
Bank Transit Number	<p>The routing and transit number for a particular bank account.</p> <p>The combination of account number and transit number must be unique.</p>
Bank Account Number	The bank account number for a company, customer, or supplier.
Control Digit	An optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).
Checking or Savings Account	<p>A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> blank Checking account 0 Checking account 1 Savings account
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. This is the SWIFT code of the beneficiary's bank.
Reference/Roll Number	<p>The recipient's reference number.</p> <p>In Italy, this field is used to enter the SIA code.</p> <p>For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.</p>

Activating a Bank Account as a Vendor Record Type

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

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

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

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

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

► To activate a bank account as a vendor record type

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

Bank Transit #	Bank Account #	Ctrl Digit	Description	Record Type	SWIFT Code
111255000	1225545454		Bank Transit Account	V	
852200451	2165987458		First Interstate Bank	D	
00001111	72345881		Bank of Boston	D	
00001111	7845618		West Virginia National	D	
960051785	2173573898		First United Bank	C	
107004381	3669538743		Bear Creek National Bank	V	
10698731	6597003110		First International Bank	V	
1111-6	225533-9-8		CIUDAD BANK	D	
1002003000	40050060070	91	Bank of Paris	D	
0001001	7774662		Japan Supplier 75010 (ALT)	V	
0001002	9877886			V	
0002001	9877886		Japan Supplier 75012 (ALT)	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 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.

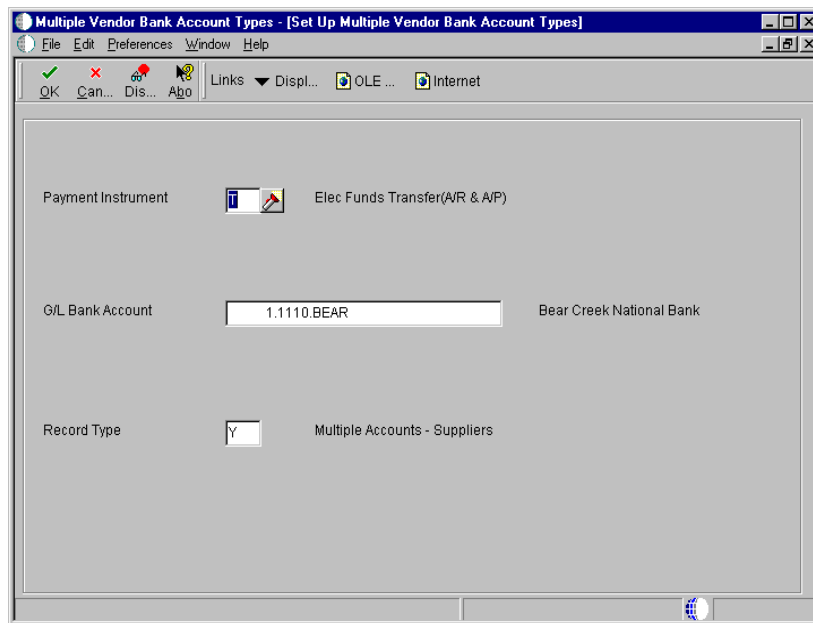
- Set up a relationship between the user-defined record type that you created for Bank Type Codes (00/BT) and a G/L bank account and payment instrument. In this case, both a G/L bank account and a payment instrument would be associated with a specific user-defined record type.

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.



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

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

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

3. Click OK.

Field	Explanation
Payment Instrument	The user defined code that determines the type of payment made to the supplier.

Field	Explanation
G/L Bank Account	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Record Type	<p>A code that distinguishes external bank accounts from internal bank accounts.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> C Customer Bank Accounts G Internal G/L Bank Accounts V Supplier Bank Account for payment via bank tape D Default Bank Account for A/R Drafts and Auto Debits B Valid Bank Transit Numbers M G/L Bank Account/Business Unit used to define print information in A/P payments <p>Note: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed.</p>

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

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

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

When you process bank tape payments, the system performs pre-note editing if the G/L (payor) bank account is set up to do so. When you run a bank tape, all the new suppliers that are at a pre-note setup status receive printed payments while test records are written to the bank tape. The system stores the pre-note status assigned to payees in the Supplier Master table (F0401). When the bank tape arrives at the bank, the bank partially processes the test records through its system to verify that the account information is correct.

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

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

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

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

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

Supplier Master Information - [Supplier Master Revision]

File Edit Preferences Form Window Help

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

Supplier Number 3480 Digger Incorporated

Long Number

Vouchers Purchasing 1 Purchasing 2 G/L Distribution Tax Information EDI Information

Credit Message

Payment Terms - A/P

Payment Instrument

Factor/Special Payee 50

Parent Number

Approver Number

Default Code USD U.S. Dollar

A/B Amount Code USD U.S. Dollar

Hold Payment

Ledger Inq Seq 6

Float Days

Project Management Company

Pre-Note Code ☒

Multiple Payments

☐ Yes ☒ No ☐ Contract

- On Supplier Master Revision, review the Pre-Note code option for vendor (V) type records. If it is checked, the record is at a pre-note setup status. If the option is blank, the record is at a pre-note cycle complete status.

- Pre-Note Code

- To review the status of multiple bank accounts for a vendor, choose Multiple Bank from the Form menu.

Supplier Master Information - [Review Multiple Vendor Bank Account Status]

File Edit Preferences Window Help

OK Find Can... New... Dis... Abo Links Displ... OLE... Internet

Address Number 3004 Pacific Company, The

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

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

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

After payments are processed and the supplier's status changes to pre-note cycle complete status, the system changes the pre-note status back to setup if you add another bank account with the same user-defined record type.

Field	Explanation
Pre-Note Code	<p>A code in WorldSoftware or an option in OneWorld software that indicates whether a supplier is in a setup or complete pre-note status for electronic funds transfer.</p> <p>Valid codes for WorldSoftware are:</p> <ul style="list-style-type: none">P Pre-note status. Set up electronic funds transfer information for this supplier with the bank. At this stage, the system writes a check to the supplier and makes a pre-note entry to the bank tape. No funds will be transferred until the pre-note cycle is complete.N Pre-note cycle complete. The bank has received and verified the supplier's account information. The system will process future payments to this supplier through electronic funds transfer. <p>If you leave this field blank, the system uses N.</p> <p>Note: The system sets the pre-note status to P for a supplier when you first add bank account information to a supplier's address record and any time you change bank account information.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none">On Pre-note setup status.Off Pre-note cycle complete status.

Additional Information

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

- ☐ Multiple ledger types
- ☐ Translation considerations for multilingual environments
- ☐ Translation routines
- ☐ J.D. Edwards multicurrency solution summary

Multiple Ledger Types

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

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

Currency Ledgers

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

Depreciation Ledgers

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

User Defined Ledgers

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

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

Translation Considerations for Multilingual Environments

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

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

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

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

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

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

See Also

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

Business Unit Descriptions

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

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

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

See Also

- *General Accounting: Translating Business Units*

Account Descriptions

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

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

See Also

- *General Accounting: Translating Accounts*

Automatic Accounting Instruction Descriptions

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

See Also

- *General Accounting: Working with AAIs*

User Defined Code Descriptions

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

See Also

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

Delinquency Notice Text

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

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

See Also

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

Translation Routines

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

J.D. Edwards provides the following translation routines:

- X00500 - English
- X00500BR - Brazilian Portuguese
- X00500CH - Chinese
- X00500D - German (mark)
- X00500ED - German (euro)
- X00500FR - French (franc)
- X00500EF - French (euro)
- X00500I - Italian (lira)
- X00500EI - Italian (euro)
- X00500S1 - Spanish (female)
- X00500S2 - Spanish (male)

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

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

J.D. Edwards Multicurrency Solution Summary

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

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

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

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

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

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

Data Entry in Foreign or Domestic Currency

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

Setting Up Daily Transaction Rates

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

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

Intercompany Settlements

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

Gain and Loss Recognition

Gain and loss recognition features include:

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

Detailed Currency Restatement

Detailed currency restatement features enable you to:

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

Balance Currency Restatement

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

As If Currency Repost

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

See Also

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

Tax Processing

J.D. Edwards country-specific processes for tax requirements in Switzerland consists of the following:

- ☐ Processing value added tax (VAT)

Processing Value Added Tax (VAT)

For an overview of VAT, review the following topic:

- ☐ Understanding VAT for Switzerland

Processing VAT consists of the following tasks:

- ☐ Entering journal entries with tax
- ☐ Printing A/R and A/P VAT reports

Understanding VAT for Switzerland

Value added tax (VAT) is a noncumulative tax imposed at each stage of the production and distribution cycle. The ordinance requiring VAT in Switzerland came into effect 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 your journal entries to reflect that information.

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

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

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

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

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

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

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

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

Before You Begin

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

Example: Journal Entry with Tax

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

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

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

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

See Also

- *Entering Basic Journal Entries*

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

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

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

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

4. For each G/L distribution with tax, complete the following fields:
 - Account Number
 - Taxable Amount
 - Tx Ex (Tax Explanation Code)
 - Tax Area

5. If necessary, complete the following field in the detail area:
 - Address Number
6. Review the calculated tax in the following field:
 - Tax
7. Complete the G/L distribution for offsetting entries as needed.
8. Click OK.

Field	Explanation
Amount	<p>A number that identifies the actual amount. Enter debits with no sign or a plus sign. Enter credits with a minus sign either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores nonsignificant symbols.</p> <p>.....<i>Form-specific information</i>.....</p> <p>If you enter an amount in the Taxable Amount field, the system calculates the gross amount and the tax. If you enter an amount in the Gross Amount field, the system calculates the taxable amount and the tax.</p>
Tax	<p>This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).</p> <p>.....<i>Form-specific information</i>.....</p> <p>Leave this field blank to have the system calculate the tax. Also, leave this field blank on the offsetting entry, where the Amount field includes the amount and the tax amount from the preceding lines. Enter the tax in this field for tax-only journal entries.</p>
Tax Expl Code 1	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.</p> <p>A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p> <p>The Tax Explanation Code is used in conjunction with the Tax Rate Area and Tax Rules by Company to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code, including E, to exempt the pay item from calculating taxes.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter V, VT, or a user defined code beginning with V. V+ is not a valid code.</p>

Field	Explanation
Tax Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p> <p>.....<i>Form-specific information</i>.....</p> <p>You can post only to a single tax authority. The system allocates all VATs to the tax authority associated with the first tax area listed. If the tax areas you enter are associated with more than one tax authority, the system does not allocate the VAT correctly.</p>

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

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

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

If you do not enter a document type, the system uses a default of JE.
4. For each G/L distribution with tax, complete the following fields:
 - Account Number
 - Tx Ex (Tax Explanation Code)

- Tax Area
 - Gross Amount
5. If necessary, complete the following field in the detail area:
 - Address Number
 6. Review the calculated tax in the following field:
 - Tax
 7. Complete the G/L distribution for offsetting entries as needed.
 8. Click OK.

Processing Options for Journal Entries with VAT

Batch Type

Enter a Default Batch Type

Addr # Required

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

MBF Version

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

What You Should Know About Processing Options

Versions

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

Printing 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 Debit Processing

Processing automatic debits consists of the following tasks:

- ☐ Overview of automatic debits
- ☐ Working with automatic debits

Overview of Automatic Debits

The overview of automatic debits consists of the following topics:

- ☐ Working with automatic debits for Switzerland
- ☐ Automatic debits information flow

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:

R03B575SD

Create Swiss Bank Diskette Format

This program saves information in the F03B575OW file.

R03B575SD1

Swiss Bank Cover Sheet

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

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

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 will copy your Swiss-format bank file to a diskette after you format the bank file. The Copy to Diskette feature will convert the ANSI-format bank file that is generated by the Create Swiss Bank Diskette Format program (R03B575SD) to an 8-bit ASCII bank format.

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

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

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

Processing Options for Create Swiss Bank Diskette Format (R03B575SD)

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 _____

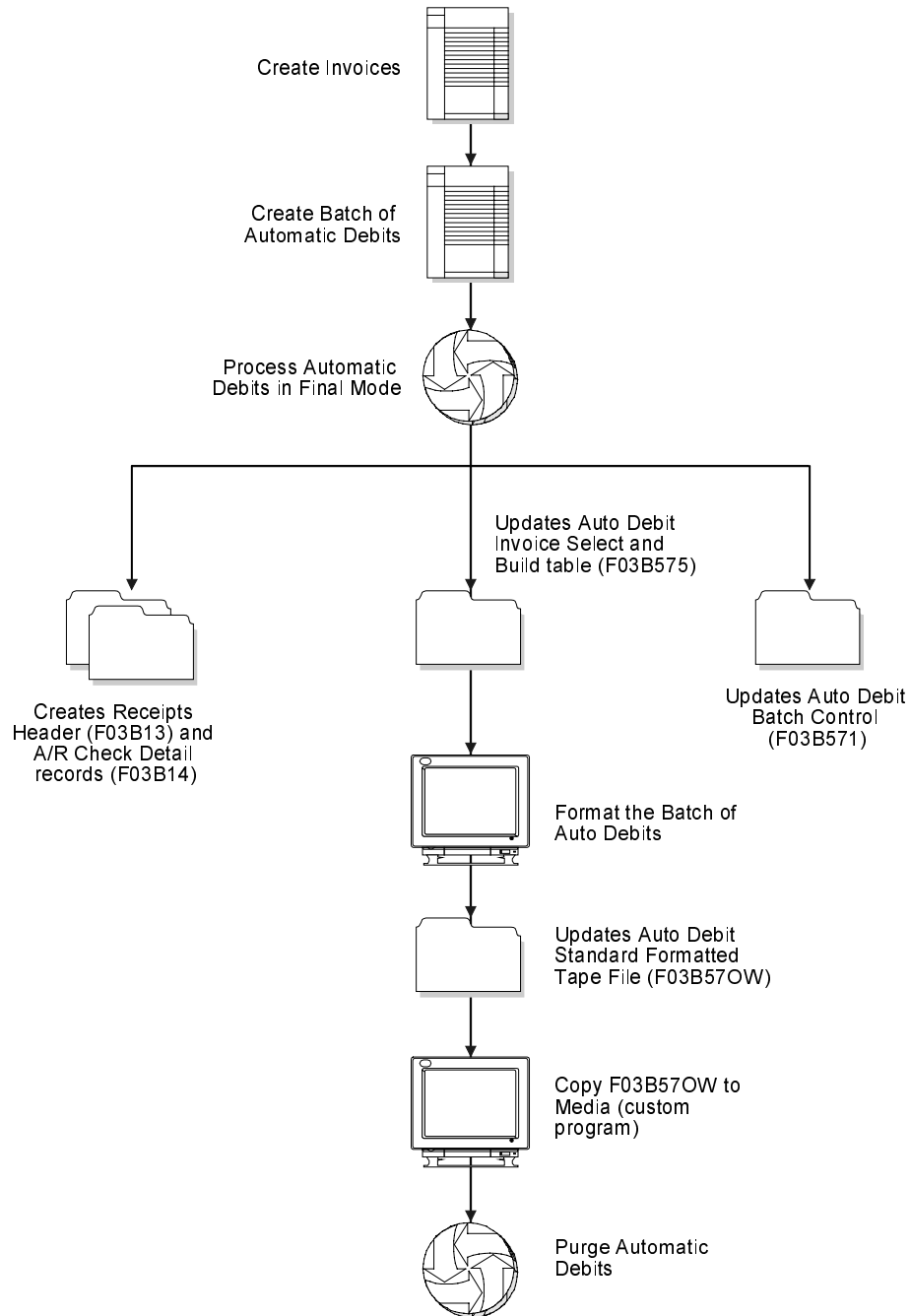
Tape Density _____

Identification

3. Enter bank identification information.

LSV Sender Identification _____
LSV Subscriber Identification _____

Automatic Debits Information Flow



Working with Automatic Debits

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

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

The automatic debit process updates the following tables:

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

Working with automatic debits includes the following tasks:

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

Before You Begin

- ☐ On Customer Master Revisions, enter A (Automatic Debits, Accounts Receivable only) in the Payment Instrument field and choose the Auto Receipt option. Option A is not hard coded, and you can use other values. See *Creating Customer Records*.

- ❑ On Set Up Bank Accounts by Address, verify that you have a G/L bank account for automatic debits set up for your customers. See *Setting Up Bank Account Addresses*.
- ❑ On Set Up G/L Bank Account, verify that a Next Auto Debit Number is specified for the bank account to which the automatic debits will be credited. See *Setting Up G/L Bank Account Information*.
- ❑ On A/R Constants, choose the Auto Receipt option. See *Setting Up A/R Constants*.
- ❑ Create a custom program to copy processed and formatted automatic debit batches to the medium that your bank accepts, or to transmit them electronically.

See Also

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

Creating a Batch of Automatic Debits

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

- Validates the selection of invoices that are to be automatically debited to customers.
- Generates a record in the batch control table (F03B571) to identify the automatic debit batch. This record appears on the Work with Auto Debit Batches form.
- Generates records in the Auto Debit Invoice Selection and Build table (F03B575) that includes all of the invoices that match your data selection criteria.
- Prints two reports, regardless of whether you run the process in proof or final mode:
 - R03B571 (Create Automatic Debit Batch) prints an exception report of any errors that occur in the selection of invoices for the automatic debit batch. If the system does not detect an error, the message “Records Processed - No Exceptions” is printed.

- R03B575 (Process Automatic Debits) prints the invoices that constitute the automatic debit batch.

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

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

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

Related Information

Deleting an automatic debit batch

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

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

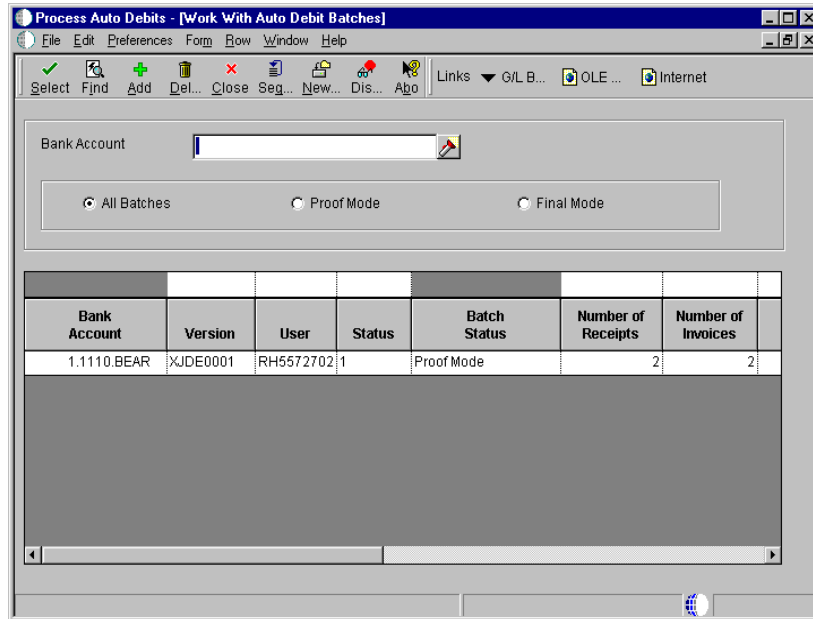
Multicurrency invoices

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

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

► To create a batch of automatic debits

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



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

Processing Options for Create Automatic Debit Batch

Processing

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

Final Processing Mode

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

As Of Date

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

Type of Comparison Date _____

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

Auto debits Process Mode _____

Bank Account

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

GL Bank Account _____

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 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 _____

What You Should Know About Processing Options

Program names for the bank file (11)

Use the following formats for the Bank File processing option:

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

Data Selection

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

Processing a Batch of Automatic Debits in Final Mode

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

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

- Runs version ZJDE0001 of program R03B575 (Process Automatic Debits)
- Creates a Batch Control Record (F0011) with a batch type RB
- Creates Receipts Header (F03B13) and A/R Check Detail (F03B14) records that you must post to the Account Ledger table (F0911)
- Assigns a payment number using Next Numbers for automatic debits
- Changes the invoice pay status to P (paid)
- Updates the Status field in the Auto Debit Batch Control table (F03B571) from 1 to 2 (1 = proof mode, 2 = final mode)
- Prints two reports:
 - R03B571 (Create Automatic Debit Batch) prints an exception report of any errors that occur in the selection of invoices for the automatic

debit batch. If the system does not detect an error, the message, “Records Processed - No Exceptions,” is printed.

- R03B575 (Process Automatic Debits) prints the invoices that constitute the automatic debit batch.

► To process a batch of automatic debits in final mode

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

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

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

Formatting a Batch of Automatic Debits

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

- R03B575AD - Austrian format
- R03B575DD - German format

- R03B575DH - Dutch format
- R03B575FD - French format
- R03B575GB - United Kingdom format
- R03B575SD - Swiss format

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

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

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

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

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

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

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

To format a batch of automatic debits

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

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

The screenshot shows a software window titled "Process Auto Debits - [Revise Auto Debit Controls]". It has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", "Apply", "Links", "Display", "OLE", and "Internet". The main area contains several input fields and checkboxes:

- User: RH5572702
- Version: XJDE0001
- Batch Number: (empty)
- Batch Type: (empty)
- Batch Status: 1
- Proof Mode: (checkbox)
- Bank Account: 1.1110.BEAR
- Bear Creek National Bank: (text)
- G/L Date: 8/1/05
- Discount Cutoff Date: (empty)
- BACS Date: (empty)
- BACS Days to Add: 0
- Workday Calendar: (empty)
- Discount Processing: (checkbox)
- Journal Entry Method: 1
- Copy File To Medium: (checkbox)
- Customized Programs: (checkbox)
- Format Bank File Program: (empty)
- Create Medium Program: (empty)
- Format Bank File Version: (empty)
- Create Medium Version: (empty)

3. On Revise Auto Debit Controls, verify that the selections are correct for the following fields:

- Format Bank File Program
- Format Bank File Version
- Create Medium Program
- Create Medium Version

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

4. Click OK.

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

Field	Explanation
Format Bank File Program	<p>The name of an executable program.</p> <p>For OneWorld: This name is the system name of a form that is associated with an application. To determine the system name of a form, open the form and choose About OneWorld from the Help menu.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The program name of the country-specific bank file format. For example, use R03B575DD for the German format.</p>

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

Purging a Batch of Automatic Debits

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

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

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

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

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

► To purge a batch of automatic debits

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

1. On Work with Auto Debit Batches, to locate a batch of automatic debits, complete any of the following fields:
 - Bank Account
 - User
2. To display batches by mode, click one of the following options:
 - All Batches
 - Proof Mode
 - Final Mode
3. Click Find to display the batches that meet your criteria.
4. Choose the batch.
5. From the Row menu, choose Purge.
6. Click OK to purge all tables, or enter 1 in the field provided to purge the Auto Debit Control table only (F03B571) and then click OK.

Automatic Payment Processing

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

The following graphic illustrates the automatic payments process:

Step 1



Set up auto withholding.

Step 2



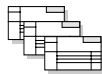
Run Cash Requirements report.

Step 3



Decide what to pay. Use Speed Release to put all other payments on hold.

Step 4



Create payment groups.

Step 5



Review the Payment Group Edit report and the Payment Analysis report (optional).

Step 6



Work with payment groups.

Step 7



Write payment/copy to tape.

Step 8



Update payment.

Step 9



Review payment register.

Step 10



Post payments.

Processing automatic payments consists of the following processes:

- ☐ Setting up bank account information for A/P
- ☐ Working with payment instruments
- ☐ Creating payment groups
- ☐ Working with payment groups
- ☐ Working with automatic payments

Setting Up Bank Account Information for A/P

You must set up information for each bank account from which you make payments. Bank account information is required in the Accounts Payable system for making payments.

When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

Setting up bank account information for A/P includes:

- Setting up bank account information for payments
- Setting up bank account information for bank tape processing

See Also

- *Entering Supplier Records* for information about assigning bank accounts to suppliers

► **To set up bank account information for payments**

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

1. On Work With G/L Bank Accounts, click Add.

2. On Set Up G/L Bank Account, complete the following fields:
 - G/L Bank Account
 - Description
3. Complete the following optional field:
 - Next Payment Number
4. To set up default print queues, complete the following fields:
 - Payments
 - Debit Statements
 - Attachments

OneWorld does not use print queue information when you print payments. The print queue fields appear for systems where OneWorld and WorldSoftware coexist.

5. To set up default print options, complete the following fields:

- Number of Alignment Forms
- Detail Lines Per Stub

Follow the steps for setting up bank information for bank tape processing, if applicable.

See *Setting Up Bank Account Information for Bank Tape Processing*.

Field	Explanation
Next Payment Number	The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.
Next Auto Debit Number	The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.
Number of Alignment Forms	The number of checks that are needed at the start of check printing in order for the check stock to be aligned properly on the printer.
Detail Lines per A/P Payment Stub	<p>The number of detail lines that can appear on an A/P payment stub.</p> <p>The maximum number of detail lines that can print on the stub is 10. If you want more than 10 lines of detail you must make custom modifications to the Print Automatic Payments - Standard Format program (R04572).</p>

► To set up bank account information for bank tape processing

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

When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

1. On Work With G/L Bank Accounts, follow the steps for setting up bank account information for payments.

See *Setting Up Bank Account Information for Payments*.

2. Choose the bank account.
3. From the Row menu, choose Bank Info.

Bank Account Information - [Revise Bank Information]

File Edit Preferences Window Help

OK Cancel Dismiss Abort Links Display OLE Internet

G/L Bank Account 1.1110.BEAR

Description Bear Creek National Bank

Address Number

Bank Transit Number 107004381

Bank Account Number 3664831509

Control Digit

Checking or Savings Account 0 Checking account

SWIFT Code

Float Days

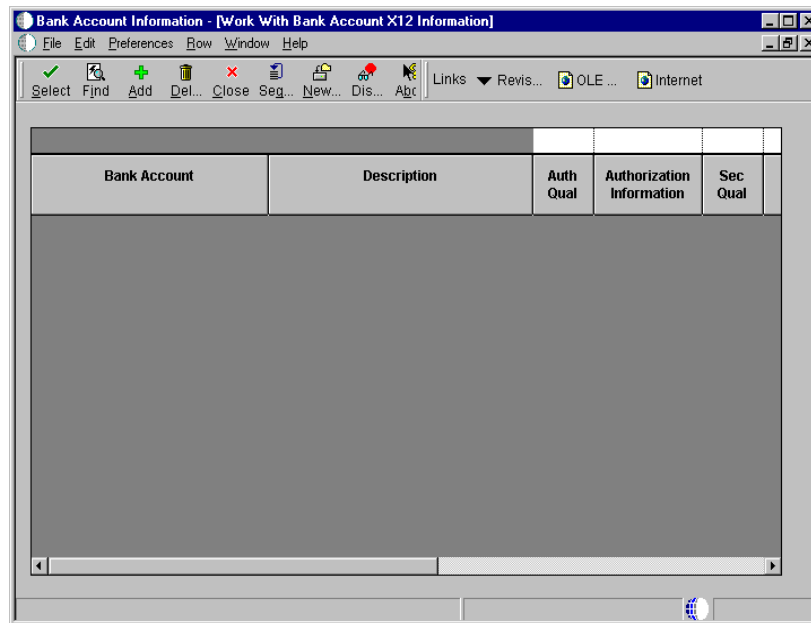
Receivables

Payables

☐ Override Supplier Pre-Note Code

4. On Revise Bank Information, complete the following optional fields:
 - Address Number
 - Bank Transit Number
 - Bank Account Number
 - Control Digit
 - Checking or Savings Account
 - SWIFT Code
 - Float Days
5. To avoid the use of the pre-note code assigned to the supplier, verify that the following option is turned off:
 - Override Supplier Pre-Note Code
6. Click OK to return to Work with G/L Bank Accounts.
7. If you use drafts or BACS, choose BACS Information from the Row menu.
8. On Revise BACS Information, complete the following fields:
 - Bank User Number

- Reference/Roll Number
 - Bank Reference Name
9. To return to Work with G/L Bank Accounts, click OK.
 10. To enter account information for CTX bank tapes, choose X12 info from the Form menu, and then click Add.



11. On Work with Bank Accounts X12 Information, complete the following fields and click OK:
 - Auth Qual
 - Authorization Information
 - Sec Qual
 - Security Information
 - Interchange Sender ID
 - Interchange Receiver ID
 - Applicaton Sender's Code
 - Applicaton Receiver's Code

Field	Explanation
Control Digit	An optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. This is the SWIFT code of the beneficiary's bank.
Checking or Savings Account	<p>A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> blank Checking account 0 Checking account 1 Savings account
Float Days	<p>Future Use - The number of days the check floated. This is defined by subtracting the check date from the bank deposit date.</p> <p>The value date is calculated by adding the float days to the payment date.</p>
Override Supplier Pre-Note Code	<p>A code for WorldSoftware, or an option in OneWorld software, that you use to override the Pre-Note processing for electronic funds transfers.</p> <p>Valid values in WorldSoftware are:</p> <ul style="list-style-type: none"> blank Use the Pre-Note code assigned to the supplier. 1 Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. <p>For OneWorld software, designate whether to override the Pre-Note code with a check mark.</p> <ul style="list-style-type: none"> On Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. Off Use the Pre-Note code assigned to the supplier.
Auth Qual	Code to identify the type of information in the Authorization Information. X12 standard information used in payments.
Authorization Information	Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier. X12 standard information for payments.

Field	Explanation
Security Information	This is used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier. X12 standards for payments.
Interchange Sender ID	Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element. X12 standards for payments.
Interchange Receiver ID	Identification code published by the receiver of the data. When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them. X12 standards for payments.
Applicaton Sender's Code	Code identifying party sending transmission. Codes agreed to by trading partners. X12 standards for payments.
Applicaton Receiver's Code	Code identifying party receiving transmission. Codes agreed to by trading partners. X12 standards for payments.

Working with Payment Instruments

Working with payment instruments consists of the following tasks:

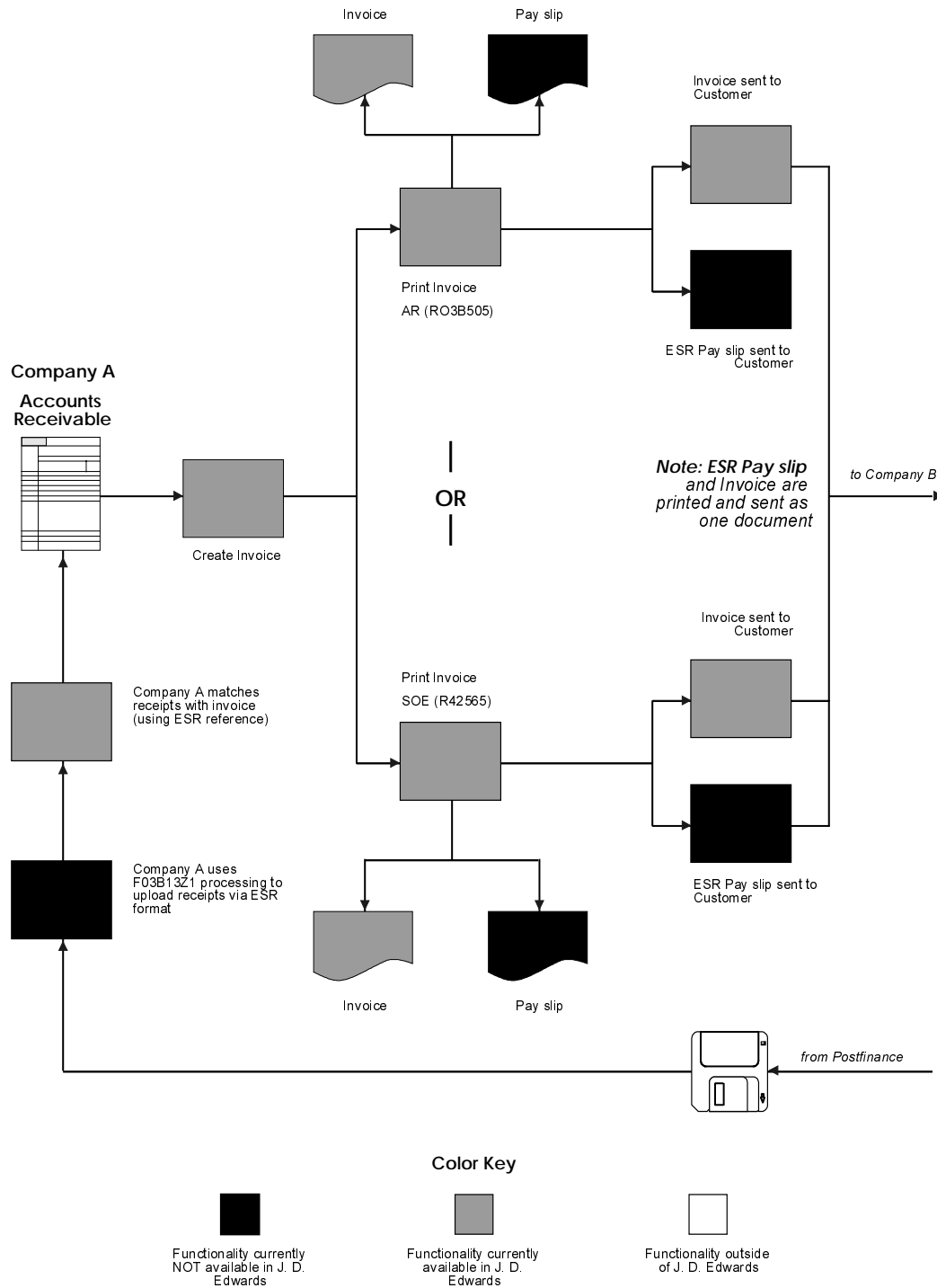
- ☐ Understanding VESR processing
- ☐ Working with Swiss payment formats
- ☐ Setting up payment instruments

Understanding VESR Processing

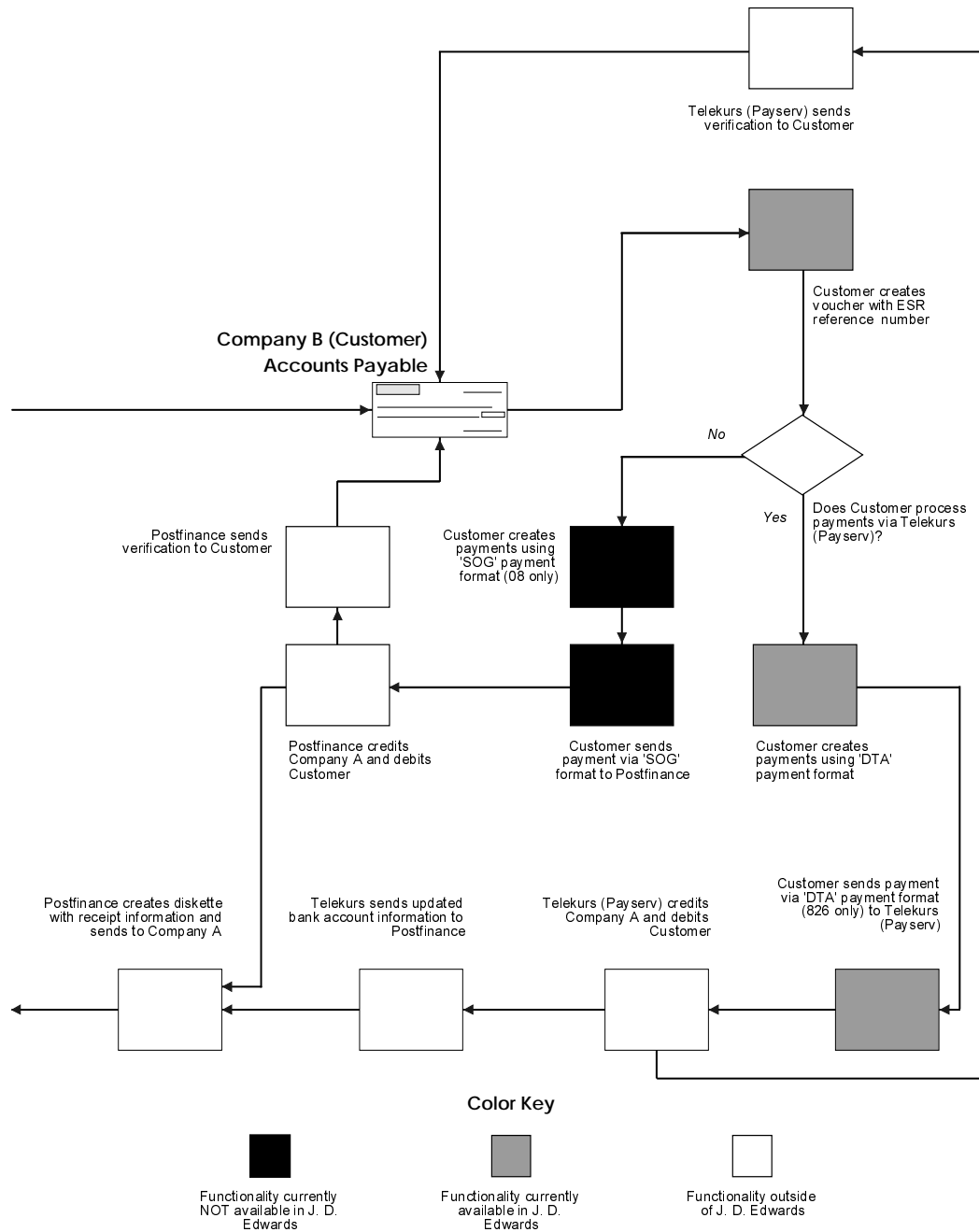
VESR processing is the process of submitting an invoice with an attached ESR payslip through A/R, remitting the payment in A/P, and receiving the payment in A/R. J.D. Edwards currently supports the A/P side of VESR processing through Telekurs. Complete VESR processing will be generally available in a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

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 in print format or electronic format 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 for any additional output that the system generates when you process payment groups. The additional output components can include:

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

The system prints attachments only when four or more detail lines for the payment are included or when you choose to print attachments in the processing options.

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

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

Assign the following programs to payment instruments for Switzerland:

Payment formats

Specify one of the following Write programs to generate payment formats for

- R04572S2 for DTA electronic fund transfer format (diskette)
- R04572S3 for Swiss SOG Post Payment

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:

826	Domestic payments format for Switzerland (VESR processing)
827	Domestic payments format (Post or Bank) for Switzerland (non-VESR processing)
830	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 used 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:

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

Foreign Payments:

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

Copying a Bank File to Diskette

A future release of OneWorld will include a feature that will copy 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.

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 will 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 (R04572S2)

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 if an attachment is to be printed and to whom to send it.

1. Print SOG Order Attachment

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 user defined code list 00/BT.

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

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 is sent 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 determine the format of each payment instrument by choosing programs that produce each component of a payment. These components include:

- Payments. This is the printed copy or tape table for the payment.
- Payment registers. This is the printed list of payments.
- Attachments. This is a printed report that contains the detail information that does not fit on a payment stub.

- Debit statements. This is a printed list of debit balances that indicates you have overpaid a supplier. It shows net amounts that are either a credit or that zero out a voucher.

Setting up payment instruments consists of:

- Assigning programs to a payment instrument
- Revising processing options for payment instrument formats
- Assigning a payment instrument to a supplier

Before You Begin

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

See Also

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

► To assign programs to a payment instrument

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

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

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

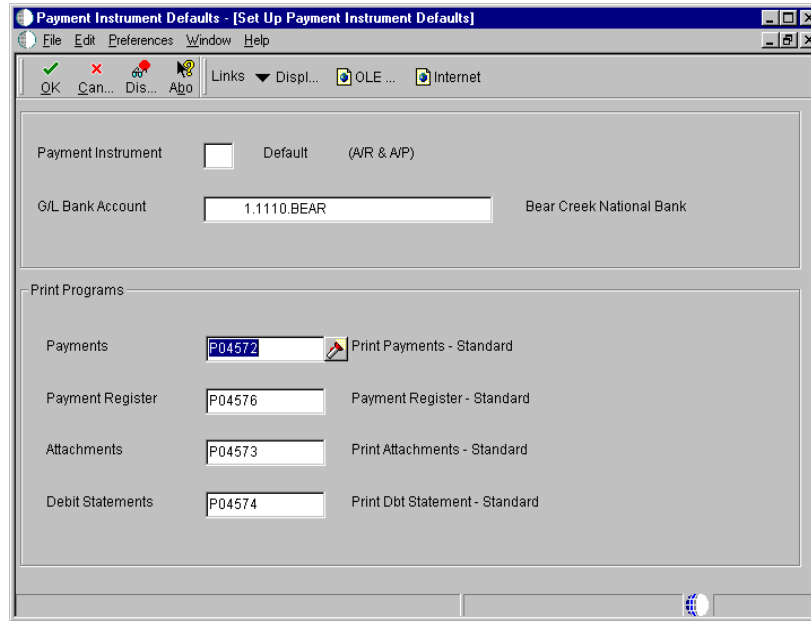
You are not limited to using the preassigned programs for each payment instrument. For example, if the default of blank for your company is to print a check that is in a Canadian format, you can change the payment print program from the Auto Payments Write/Reset program (P04572) to the Print Payments - Canada program (P04572C).

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

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

Pay Inst	G/L Bank Account	Payment Print Program	Register Print Program	
	1.1110.BEAR	P04572	P04576	P04573
&		P04572	P04576	P04573
/		P04572DB	P04576	P04573
%		P04572CB1	P04576	P04573
#		P04572RB	P04576	P04573
B		P04572DB1	P04576	P04573
C		P04572B	P04576	P04573
D		P04572C	P04576	P04573
E		P04572N	P04576	P04573
G		P04572I2	P04576I	P04573
H		P04572G3	P04576	P04573
I		P04572T2	P04576	P04573
J		P04572I1	P04576I	P04573
		P04572F2	P04576	P04573

1. On Work With Payment Instrument Defaults, choose the payment instrument and click Select.



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

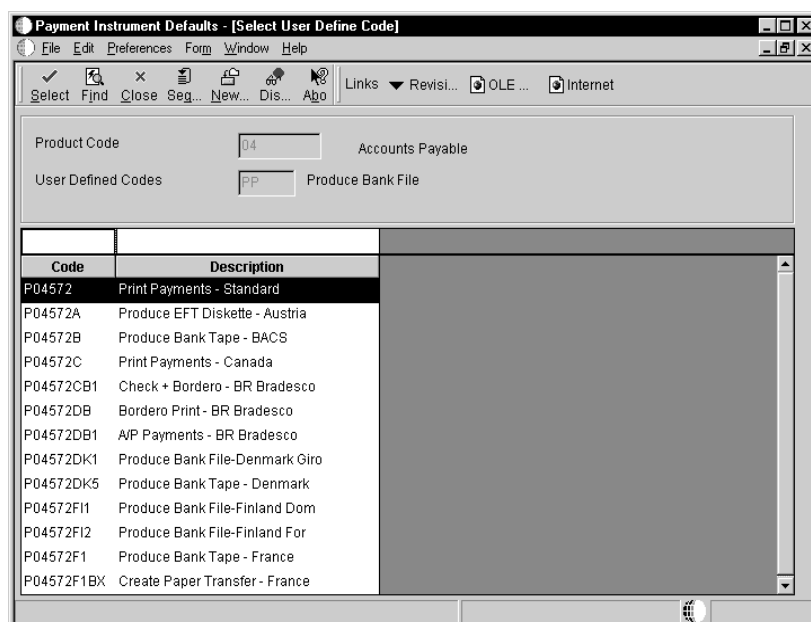
- Payments
- Payment Register
- Attachments
- Debit Statements

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

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

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

3. To select from a list of available program numbers, click the corresponding field and then click the flashlight icon to access Select User Defined Code.



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

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

5. Click OK.

Field	Explanation
Payments	A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.
Payment Register	A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.
Attachments	A user defined program used to print attachments in A/P Payment processing. Only programs set up in user defined codes for 04/PA may be entered.
Debit Statements	A user defined program used to print debit statements in A/P payment processing. Only programs set up in user defined codes for 04/PD can be entered.

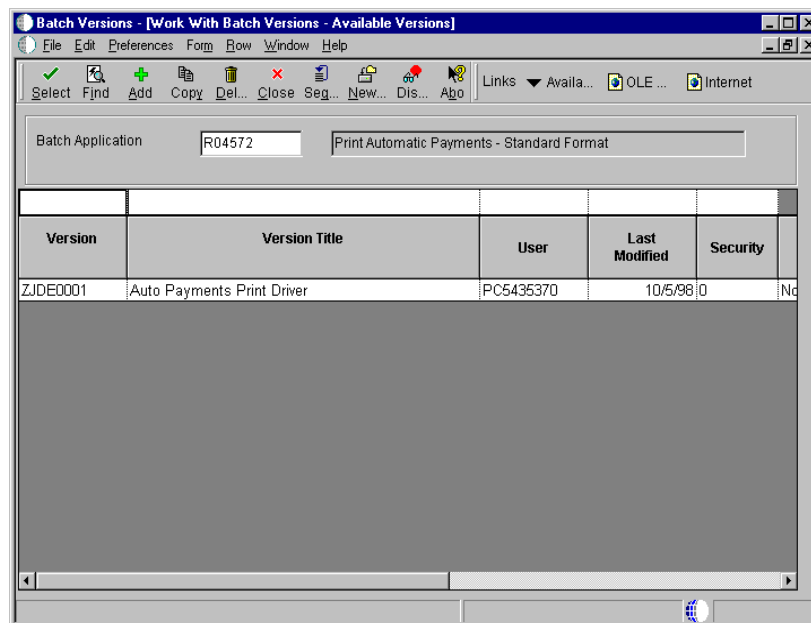
► **To revise processing options for payment instrument formats**

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

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

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

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



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

► To assign a payment instrument to a supplier

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

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

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

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

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

Field	Explanation
Payment Instrument	<p>The user defined code that determines the type of payment made to the supplier.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The system uses this information as the default value when you enter vouchers. The default is blank.</p>
Pre-Note Code	<p>A code in WorldSoftware or an option in OneWorld software that indicates whether a supplier is in a setup or complete pre-note status for electronic funds transfer.</p> <p>Valid codes for WorldSoftware are:</p> <ul style="list-style-type: none"> P Pre-note status. Set up electronic funds transfer information for this supplier with the bank. At this stage, the system writes a check to the supplier and makes a pre-note entry to the bank tape. No funds will be transferred until the pre-note cycle is complete. N Pre-note cycle complete. The bank has received and verified the supplier's account information. The system will process future payments to this supplier through electronic funds transfer. <p>If you leave this field blank, the system uses N.</p> <p>Note: The system sets the pre-note status to P for a supplier when you first add bank account information to a supplier's address record and any time you change bank account information.</p> <p>For OneWorld software:</p> <ul style="list-style-type: none"> On Pre-note setup status. Off Pre-note cycle complete status.

Processing Options for Payment Instruments

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

Standard

Processing Options for A/P Print Payments - Standard Format

Translation

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

Translation Program _____

Address

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

Address Format (FUTURE) _____

Payment

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

Company Name _____

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

Payee Name _____

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

Purchase Order _____

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

Alternate Stub Information _____

Print

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

Form Type (FUTURE) _____

Draft

Processing Options for A/P Print Payments - Draft Format

Address

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

Address Format (FUTURE) _____

Payment

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

Print Information _____

Print

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

Form Type (FUTURE) _____

CTX

Processing Options for Create A/P Bank Tape - CTX Format

EFT

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

File ID Modifier _____

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

Tape Payment Detail Description _____

EFT(more)

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

Identification Code Designator _____

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

Discretionary Data _____

PRINT

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

Print Program _____

TAPE

1. Enter the following defaults values:

Device Name
Tape Density
Label Name
Block Size
New Volume Name

TAPE (more)

New Owner ID
File Name

Subcontract**Processing Options for A/P Payments - Contract Management**

Translation

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

Translation Program

Address

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

Address

Payment

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

Company Name

Print

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

Form Type

See Also

- Localization guides for country-specific formats
- *Electronic Formats and the Euro* in the *Euro Implementation Guide* for information about country-specific formats for the euro

Creating Payment Groups

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

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

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

- Bank account
- Payment instrument

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

- Payments
- Registers
- Attachments
- Debit statements

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

You can create payment groups in a domestic, foreign, or alternate currency. Creating alternate currency payment groups is similar to creating domestic and foreign payment groups. The Payment Currency and Alternate Currency Code processing options allow you to select a currency different from your current domestic currency to pay your supplier. These processing options allow you to process a voucher in one currency and make the matching payment in another. Thus you do not have to re-enter vouchers in the alternate currency, which saves you time and operating costs.

When you create payment groups, the system:

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

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

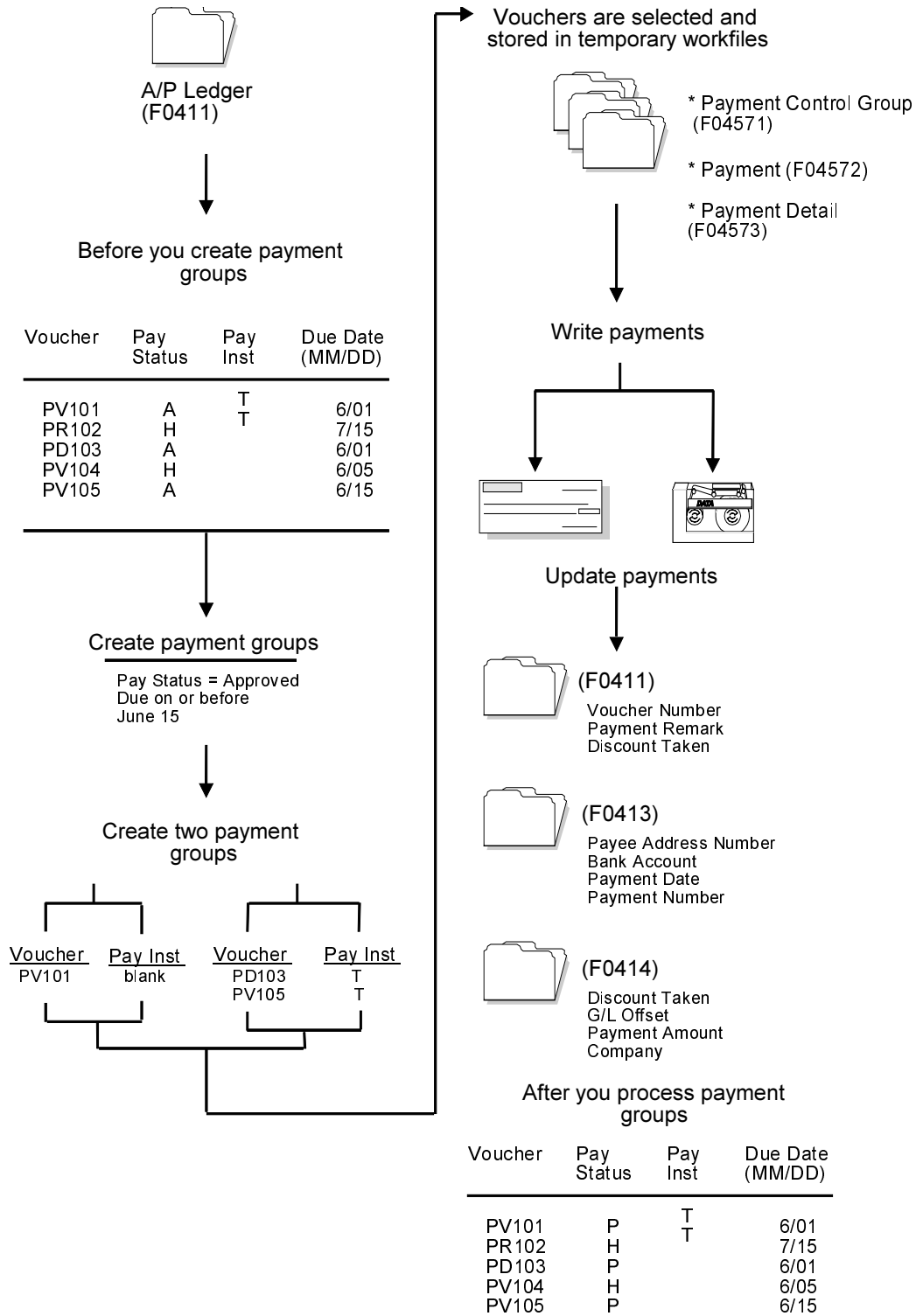
- Version ID
 - User
 - Creation date
 - Output queue
3. Assigns each payment group a “next status” of WRT (write).
 4. Changes the pay status of selected vouchers from A to # (payment in-process).
 5. Creates the following worktables to use in writing payments:
 - A/P Payment Control Group table (F04571). Contains a single header record for each payment group with information about that group of payments.
 - A/P Payment Header table (F04572). Contains a record for each payment within a group. These records are the actual payments that will be written and updated through the Work with Payment Groups program. This information is the basis for the A/P Matching Document table (F0413).
 - A/P Payment Detail table (F04573). Contains a record for each voucher pay item within a payment. This is the information that will be printed on the payment stub and used to update the A/P ledger. This information is the basis for the Matching Document Detail table (F0414).

6. Prints a Payment Group Edit report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total.

Examples of error messages include:

- Hold payment code active
- Supplier master information missing
- Amount under payment limit

The following graphic shows the process for creating payment groups:



See Also

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

Before You Begin

- ☐ Verify that you set up suppliers with the correct payment instrument.
- ☐ Make changes to vouchers, if necessary. In general, you cannot change vouchers in a payment group until you complete the automatic payment process or remove the voucher from the group.
- ☐ Approve vouchers for payment.
- ☐ Calculate withholding, or set the processing options for this program to automatically calculate withholding.
- ☐ Make sure you set up AAIs for alternate currency processing if you create payment groups in an alternate currency. See *Understanding AAIs for A/P* for more information.

Processing Options for Create Payment Groups (R04570)

Dates Tab

These processing options customize payment and discount dates of payment groups.

1. Pay Through Date

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

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

2. Displacement Days

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

3. Discount Cutoff Date

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

Amounts Tab

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

1. Payment Amount Range

Maximum

Use this processing option to enter a numeric value indicating a payment amount range for a group of vouchers. For example, you can select vouchers between 500 and 1000.

Note: Do not enter symbols indicating a specific currency. Rather, specify the currency in the Currency Code processing option.

- Maximum - Enter the maximum amount allowed for vouchers in the selection range.

Minimum

Use this processing option to enter a non-zero numeric value indicating a payment amount range for a group of vouchers. For example, you can select vouchers between 500 and 1000.

Note: Do not enter symbols indicating a specific currency. Rather, specify the currency in the Currency Code processing option.

- **Minimum** - Enter the minimum amount allowed for vouchers in the selection range.

To prevent the system from generating a debit statement (negative or zero payment totals) enter the lowest currency unit. For example, currency 1 for BEF or .01 for USD.

2. Currency Code for Range Amounts

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

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

3. Payment Instruments for Range Exceptions

Minimum Payment Instrument

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

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

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

Maximum Payment Instrument

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

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

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

Printing Tab

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

1. Sequence ID

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

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

Note: You cannot leave this processing option blank.

2. Print Attachments

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

Valid values are:

Blank No, do not print attachments.

1 Yes, print attachments.

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

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

3. G/L Bank Account

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

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

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

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

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

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

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

4. Payment Currency

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

Valid values are:

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

- 1 You pay the domestic amount of the voucher in the domestic currency. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, the voucher is paid in USD.
- 2 You pay the foreign amount of the voucher in the foreign currency. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, the vouchers are paid in FRF. Vouchers that do not have a foreign currency are paid in the domestic currency.
- 3 You pay the current domestic amount of a foreign voucher in the domestic currency. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, the foreign amount is converted to the current domestic amount based on today's effective exchange rate, and the voucher is paid in USD.
- 4 You pay the voucher in an alternate currency that is neither the domestic amount nor foreign currency of the voucher. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, but you want to pay the voucher in the euro (EUR), the voucher is paid in the alternate currency. Designate the payment currency in processing option 5.

Exchange Rate Notes

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

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

5. Alternate Currency Code

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

6. Prepayment Selection

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

Valid values are:

Blank Do not include negative prepayment items.

1 Include negative prepayment items.

Process By Tab

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

1. Company

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

Valid values are:

Blank No.

1 Yes.

2. Due Date

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

Valid values are:

Blank No.

1 Yes.

3. Payee

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

Valid values are:

Blank No.

1 Yes.

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

Voucher 1, Supplier 1001, Payee 1001.

Voucher 2, Supplier 1001, Payee 1002.

Voucher 3, Supplier 1001, Payee 1002.

Voucher 4, Supplier 1002, Payee 1002.

Voucher 5, Supplier 1003, Payee 1001.

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

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

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

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

4. Business Unit

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

Valid values are:

Blank No.

1 Yes.

Summarize Tab

These processing options customize the information that appears on the pay stub.

1. Summarized Pay Item

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

Valid values are:

Blank No.

1 Yes.

2. Summary Description

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

Valid values are:

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

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

Report Tab

These processing options specify the information that appears on the report.

1. Print Mailing Address

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

Valid values are:

Blank No.

1 Yes.

2. Print Contract Number

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

Valid values are:

Blank No.

1 Yes.

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

3. Print Job Number

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

Valid values are:

Blank No.

1 Yes.

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

Bank Tape Tab

These processing options set up the bank information that prints on the report.

1. Print Bank Tape Information

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

Valid values are:

Blank No.

1 Yes.

2. Payee Bank Account Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

3. Bank Account X12 Information Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

Withholding Tab

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

1. Calculate Withholding

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

Blank No.

1 Yes.

2. Program Version

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

Blank Version number ZJDE0001 (default).

Or, enter the specific program version number.

Understanding the Payment Currency Processing Option

Use the Payment Currency processing option to select the currency method that you want to use for payment. The method you can select from are:

- Bank Account's Monetary Unit
- Voucher Domestic Currency
- Voucher Foreign Currency
- Current Domestic Amount
- Alternate Currency Amount

Bank Account's Monetary Unit

When you use the Bank Account's Monetary Unit method, the currency in which you pay vouchers depends on whether the bank account assigned to the voucher is a monetary or nonmonetary account.

Paying Vouchers Assigned with a Monetary Bank Account

When you pay vouchers that you entered with a monetary bank account, you pay in the currency of the bank account.

For example:

- You enter a voucher in FRF for a company that has a base currency of USD.
- The bank account that you assign to the voucher is a monetary account in FRF.

Choosing this method results in paying the foreign amount of the voucher in the foreign currency (FRF).

A gain or loss might be calculated for this payment. The system calculates the gain or loss based on one of the following:

- The G/L date entered on the payment.
You enter the G/L date when you write payments. The system uses this date to locate the exchange rate in the Currency Exchange Rates table (F0015).
- The Exchange Rate Effective Date specified in the processing option for the Work with Payment Groups program (P04571).

If you leave this processing option blank, the system uses the G/L date.

Paying Vouchers Assigned with a Nonmonetary Bank Account

When you pay vouchers that you entered with a nonmonetary bank account (the currency code on the bank account is blank), you pay in the domestic currency of the voucher.

For example:

- You enter a voucher in FRF for a company that has a base currency of USD.
- The bank account that you assign is not a monetary account.

Choosing this method results in paying the domestic amount of the voucher in the domestic currency (USD), so no gain or loss occurs.

Voucher Domestic Currency

When you use the Voucher Domestic Currency method, you pay in the domestic currency of the voucher.

For example:

- You enter one voucher in FRF for a company that has a base currency of USD.
- You enter another voucher in USD for a company that has a base currency of USD.

Choosing this method results in paying the domestic amount of both vouchers in the domestic currency (USD), so no gain or loss occurs.

Voucher Foreign Currency

When you use the Voucher Foreign Currency method, you pay in the foreign currency of the voucher.

For example:

- You enter one voucher in FRF for a company that has a base currency of USD.
- You enter another voucher in FRF for a company that has a base currency of GBP.

Choosing this method results in paying the foreign amount of both vouchers in the foreign currency (FRF).

A gain or loss might be calculated for this payment. The system calculates the gain or loss based on one of the following:

- The G/L date entered on the payment.

You enter the G/L date when you write payments. The system uses this date to locate the exchange rate in the Currency Exchange Rates table (F0015).

- The Exchange Rate Effective Date specified in the processing option for the Work with Payment Groups program (P04571).

If you leave this processing option blank, the system uses the G/L date.

Current Domestic Amount

When you use the Current Domestic Amount method, you pay the current domestic amount of the voucher in the domestic currency.

For example:

- You enter a voucher in USD for a company that has a base currency of FRF.

You pay the domestic amount of the voucher in the domestic currency (FRF). Unlike the Voucher Domestic Currency method, which does not calculate a gain or loss, the system might calculate a gain or loss if the exchange rate at the time that you enter the voucher is different from the exchange rate at the time that you pay the voucher.

The system uses the current (today's) exchange rate that is set up in the Currency Exchange Rates table (F0015). The system does not use the G/L date or the Exchange Rate Effective Date processing option. If today's exchange rate is not set up, the system uses the previous exchange rate.

For example:

Exchange Rate

6/01 = 1.5

6/15 = 2.0

6/30 = 2.5

If you pay the voucher on 6/10 (today's date), the system uses the exchange rate for 6/01 (1.5), because no exchange rate is set up for 6/10. If you pay the voucher on 6/29, the system uses the exchange rate for 6/15 (2.0).

Alternate Currency Amount

When you use the Alternate Currency Amount method, you do not pay in the domestic or a foreign currency of the voucher; rather, you pay in an alternate currency.

For example:

- You enter a voucher in FRF for a company that has a base currency of USD.
- You specify EUR in the Alternate Currency processing option.

You pay the voucher in EUR, the alternate currency, which is neither the foreign currency (FRF) nor the domestic currency (USD).

Note: When you pay a voucher in an alternate currency, you pay the transaction amount of the voucher. The transaction amount is the domestic amount if the voucher is domestic only, or the foreign amount if the voucher is foreign.

A gain or loss might be calculated for this payment. The system calculates the gain or loss based on one of the following:

- The G/L date entered on the payment.

You enter the G/L date when you write payments. The system uses this date to locate the exchange rate in the Currency Exchange Rates table (F0015).

- The Exchange Rate Effective Date specified in the processing option for the Work with Payment Groups program (P04571).

If you leave this processing option blank, the system uses the G/L date.

Note: Gains and losses are not calculated between two Economic Monetary Union (EMU) currencies (such as DEM and FRF).

Data Sequence for Create Payment Control Groups

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

Working with Payment Groups

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

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

Working with payment groups consists of:

- ☐ Printing the Payment Analysis report
- ☐ Reviewing payment groups
- ☐ Reviewing payments with a write status
- ☐ Reviewing payments with an update status
- ☐ Revising unprocessed payments

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

Write The pay item is ready to be written.

Update The payment has been written and is ready to be updated in the Account Ledger table (G0411).

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

Undo

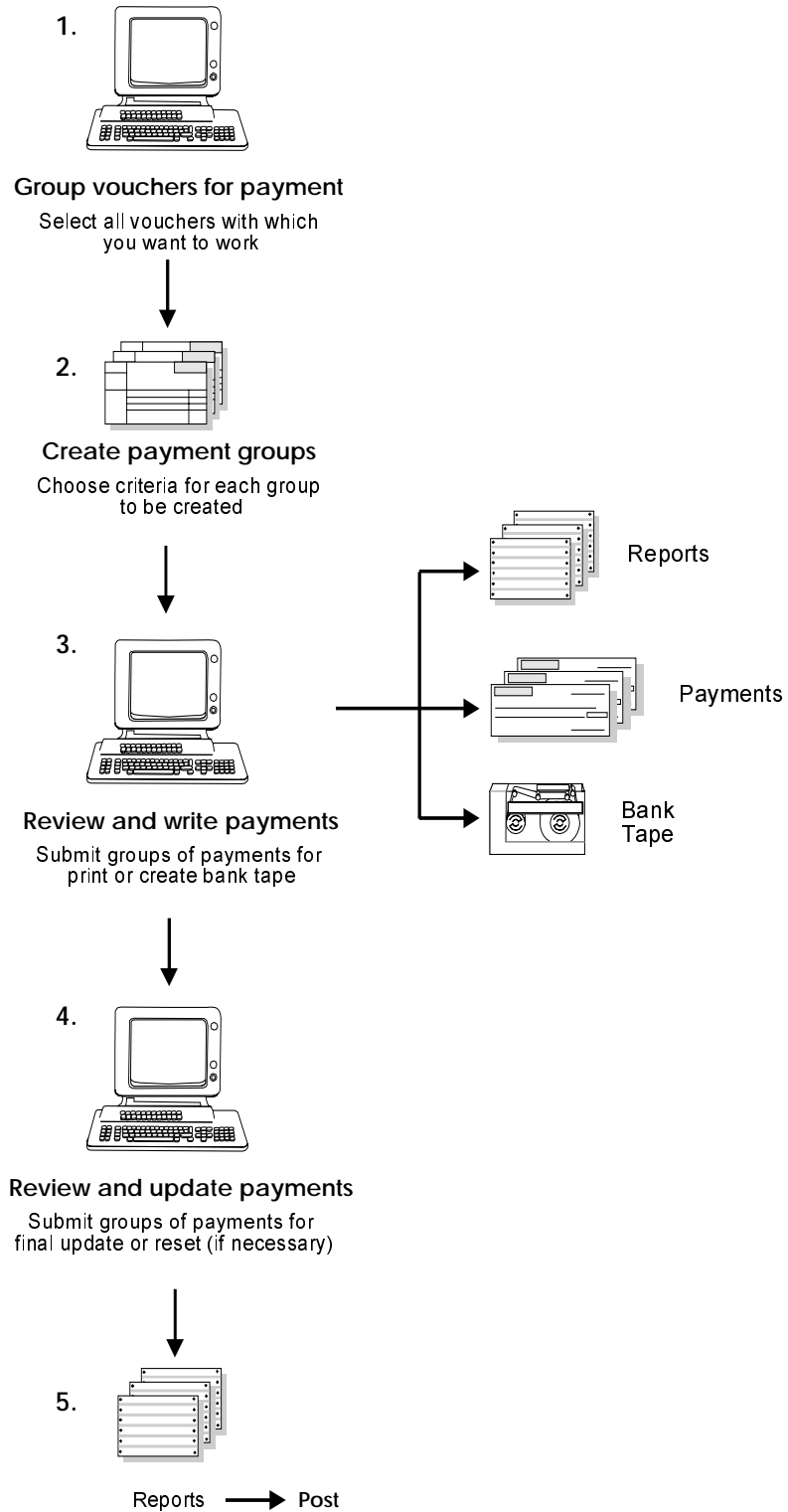
Undo means to remove a pay item from the payment group. You can undo pay items, regardless of whether they are at a status of write or update. In either case, the pay item returns to an open voucher with a status of approved.

Reset

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

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

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



Printing the Payment Analysis Report

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

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

See Also

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

Processing Options for Payment Analysis Report

Print

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

Detail Voucher Information _____

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

Business Unit _____

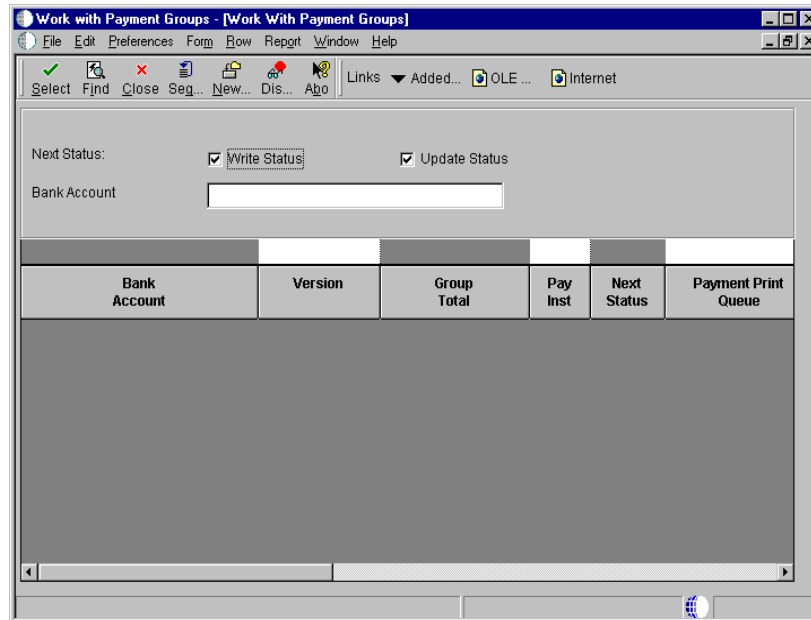
Reviewing Payment Groups

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

This program displays information from the A/P Payment Control Group (F04571).

► **To review a payment group**

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



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

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

- Version History
- Transaction Originator
- Payment Print Queue
- Business Unit
- Payment Instrument
- Currency Code - From

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

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

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

Field	Explanation
Version History	A user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.
Payment Print Queue	This is the print output queue for A/P payments.
Payment Instrument	The user defined code that determines the type of payment made to the supplier.
Transaction Originator	The person who originally entered the transaction.

Reviewing Payments with a Write Status

Before you write payments, you can do the following:

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

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

- A/P Payment Control Group (F04571)
- A/P Payment Header (F04572)

To review payment and voucher information (write status)

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

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

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

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

File Edit Preferences Form Row Window Help

Select Find Close Seg... New... Reg... Dis... Abo Links Value... OLE ... Internet

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002 Total Amount 13,123.00

Print Queue Number of Payments 2

Currency USD

Amount From Through

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total
1001	Edwards, J.D. & Company	5,500.00			
4344	Universal Incorporated	7,623.00	77.00		

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

Work with Payment Groups - [Work With Payment Detail]

File Edit Preferences Row Window Help

Select Find Close Seg... New... Reg... Dis... Abo Links Split OLE ... Internet

Payee 4344 Universal Incorporated

Bank Account 1.1110.BEAR Bear Creek National Bank

Payment Amount 7,623.00 Currency USD

Document Number	Doc Type	Doc Co	Pay Item	Payment Amount	Discount Taken	
1571	PV	00001	001	2,673.00	27.00	C375
1572	PV	00001	001	4,950.00	50.00	C741

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

Work with Payment Groups - [Payment Detail]

File Edit Preferences Window Help

Can... Dis... Abo Links Displ... OLE ... Internet

Document No/Ty/Co 1571 PV 00001

Pay Item 001

Supplier Number 4344 Universal Incorporated

Remark Advertising Expense

Invoice Number C375

Invoice Date 5/10/05 Due Date 5/20/05

Company 00001 Financial/Distribution Company

Payment Amount 2,673.00 Currency USD

Discount Taken 27.00

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

► To review payment summary information (write status)

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

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

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

The screenshot shows a software window titled "Work with Payment Groups - [Payment Header Detail - Write Status]". It has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "Can...", "Dis...", "Abo...", "Links", "Displ...", "OLE...", and "Internet". The main area contains several input fields and labels:

- Payee Number:** 4344 (highlighted in blue), with "Universal Incorporated" to its right.
- Payment Amount:** 7,623.00
- Currency:** USD
- Discount Taken:** 77.00
- Stub Total:** 1
- Bank Transit:** 107004381
- Value Date:** (empty field)
- Company:** 00001, with "Financial/Distribution Company" to its right.

Reviewing Payments with an Update Status

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

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

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

The payment group programs display information from the following worktables:

- A/P Payment Control Group (F04571)
- A/P Payment Header (F04572)

► To review payment information (update status)

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

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

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

Payment Number	Doc Type	Payee Number	Payee Name	Payment Amount	Discount Taken
5015	PK	4345	E&D World Wide Company	850.00	

► To review payment summary information (update status)

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

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

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

The screenshot shows a software window titled "Work with Payment Groups - [Payment Header Detail - Update Status]". The window has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "Can...", "Dis...", "Abo...", "Links", "Displ...", "OLE...", and "Internet". The main area of the window contains several input fields and labels:

- Payment Number/Type:** A text box containing "5015" followed by a button labeled "PK" and the text "Automated Check".
- Payee:** A text box containing "4345" followed by the text "E&D World Wide Company".
- Payment Amount:** A text box containing "850.00".
- Currency:** A text box containing "USD".
- Discount Taken:** An empty text box.

Revising Unprocessed Payments

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

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

See Also

- *Setting Up Payment Instruments*

► To exclude a debit memo (credit voucher)

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

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

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

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

1. On Work With Payment Groups, choose a payment group, payment, or voucher.
2. From the Row menu, choose Undo.

Related Tasks

Excluding all debit memos

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

Reviewing debit memos

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

► To split a payment

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

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

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

5. On Split Payment, complete the following fields and click OK:
 - Gross Amount
 - Discount Taken

Field	Explanation
Gross Amount	<p>The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Enter the gross amount less any discount in this field. It must be less than the original gross amount and greater than zero. This is the actual amount you will pay.</p>

Field	Explanation
Discount Taken	<p>In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice.</p> <p>In Accounts Payable, this is the amount of discount you take when you issue a payment.</p> <p>The discount taken does not have to be the same as the discount available.</p> <p>.....<i>Form-specific information</i>.....</p> <p>This amount must be less than the original gross amount and greater than zero.</p>

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

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

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

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.
See Reviewing Payments with a Write Status.
2. On Work With Payment Group-Write Status, choose Value Date from the Form menu.

Work with Payment Groups - [Revise Payment Value Date]

File Edit Preferences Form Window Help

OK Can... New... Dis... Ab... Links Load ... OLE ... Internet

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002 Total Amount 13,123.00

Print Queue Number of Payments 2

Currency USD

Global Value Date

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

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

Field	Explanation
Value Date	<p>The date the payment amount was debited or credited to the bank account.</p> <p>It is not the date the bank reconciled the payment. Automatic payments automatically populate this field. If you are making manual payments and have directed a processing option to display the value date, you can manually enter the value date.</p>

► To remove a voucher pay item

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

On Work With Payment Groups

1. Follow the steps for reviewing vouchers.
See *Reviewing Vouchers* in the chapter *Reviewing and Approving Vouchers*.
2. On Work With Payment Detail, choose a voucher.
3. From the Row menu, choose Undo.

► To remove an unprocessed payment

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

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

1. On Work With Payment Groups, follow the steps for reviewing payments for a payment group with a next status of Write.
See *Reviewing Payments with a Write Status*.
2. On Work With Payment Group-Write Status, choose a payment.
3. From the Row menu, choose Undo.
4. On Undo Confirmation, accept or reject undoing the selected payment.

► To remove an entire payment group

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

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

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

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

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

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

1. On Work With Payment Groups, follow the steps for reviewing payment groups.
See *Reviewing Payment Groups*.
2. Choose a payment group.
3. From the Form menu, choose Controls.

The screenshot shows a Windows-style dialog box titled "Work with Payment Groups - [Revise Payment Group Controls]". The dialog has a menu bar with "File", "Edit", "Preferences", "Window", and "Help". Below the menu bar is a toolbar with icons for "OK", "Cancel", "Dismiss", "Apply", "Links", "Display...", "OLE...", and "Internet".

The main area of the dialog contains several fields and sections:

- Bank Account:** A text box containing "1.1110.BEAR" and a label "Bear Creek National Bank".
- Version:** A text box containing "TR0002".
- Originator:** A text box containing "DEMO".
- Payment Instrument:** A checkbox labeled "Default" with "(A/R & A/P)" next to it.
- Payment Group Control Number:** A text box containing "9".
- Currency:** A text box containing "USD".
- Sequence ID:** A text box containing "DEMO" with a small icon to its right and the text "Demo sequence" below it.
- Print Programs:** A section with four rows of text boxes and labels:
 - Payment: P04572, Print Payments - Standard
 - Register: P04576, Payment Register - Standard
 - Attachment: P04573, Print Attachments - Standard
 - Debit Statement: P04574, Print Dbit Statement - Standar
- Print Queues:** A section with four rows of text boxes and labels:
 - Payment: [empty box]
 - Attachment: [empty box]
 - Debit Statement: [empty box]

4. On Revise Payment Group Controls, change the following field (optional):
 - Sequence ID
5. Change any of the following print program fields:
 - Payment
 - Register
 - Attachment
 - Debit Statement
6. Change any of the following print queue programs:
 - Payment
 - Attachment
 - Debit Statement

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

7. Click OK.

Working with Automatic Payments

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

- ☐ Writing payments
- ☐ Resetting payment processing
- ☐ Removing processed payments
- ☐ Copying payments to tape

Writing Payments

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

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

When you write payments, the system:

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

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

The system does not update the A/P Ledger table (F0411), the A/P Matching Summary table (F0413), or the A/P Matching Detail table (F0414) until the update process. The payments remain in the temporary workfiles, A/P Payment Control Group table (F04571), A/P Payment Header table (F04572), and A/P Payment Detail table (F04573).

You can write payments in a domestic, foreign, or alternate currency. Writing alternate currency payments is similar to writing domestic and foreign payments. Most of the processing considerations for alternate currency payments are based on the AAI and processing option setup you do beforehand. You use the processing options to designate the currency in which to write your payments.

When you write alternate currency payments, the system calculates the payment amount as follows:

- Adds the total amount of vouchers in the voucher (supplier's invoice) currency.
- Uses the exchange rate between the voucher (supplier's invoice) currency and payment currency to calculate the payment amount.

For example, a Canadian company receives an invoice for 500 U.S. dollars (USD) and pays in Japanese yen (JPY), an alternate currency. To calculate the payment amount, the voucher (supplier's invoice) is multiplied by the exchange rate (1 USD = 107.863 JPY) as follows:

$$500 \text{ USD} \times 107.863 = 53,931.50 \text{ JPY}$$

When you write an alternate currency payment, gains and losses are recorded as follows:

- The fluctuation in the foreign to domestic exchange rate from payment date to voucher date is recorded as a standard gain/loss
- The difference between converting the alternate currency directly to the domestic currency and converting the alternate currency to the foreign currency to the domestic currency is recorded as an alternate gain/loss

Alternate currency payment amounts are stored in the A/P Matching Document table (F0413). The currency in this table will be different from the currency in the A/P Matching Document Detail table (F0414) because an alternate currency payment is involved. The historical exchange rate stored in the A/P Matching Document Detail table contains the exchange rate that is used to calculate from the foreign currency to the alternate currency.

Before You Begin

- ☐ Review payments and make any changes necessary

- ☐ Verify control information for payment groups

► To write all payments in a payment group

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

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

See *Reviewing Payment Groups* in the chapter *Working with Payment Groups*.

2. Choose one or more payment groups.

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

3. From the Form menu, choose Controls.

The screenshot shows the 'Work with Payment Groups - [Revise Payment Group Controls]' window. The window has a menu bar with File, Edit, Preferences, Window, and Help. Below the menu bar is a toolbar with icons for OK, Cancel, Dismiss, and Abort, as well as buttons for Links, Display, OLE, and Internet. The main area contains several fields and sections:

- Bank Account:** 1.1110 BEAR (Bear Creek National Bank)
- Version:** TR0002
- Originator:** DEMO
- Payment Instrument:** Default (A/R & A/P)
- Payment Group Control Number:** 9
- Currency:** USD
- Sequence ID:** DEMO (Demo sequence)
- Print Programs:**
 - Payment: P04572
 - Register: P04576
 - Attachment: P04573
 - Debit Statement: P04574
- Print Queues:**
 - Payment: [Empty]
 - Attachment: [Empty]
 - Debit Statement: [Empty]

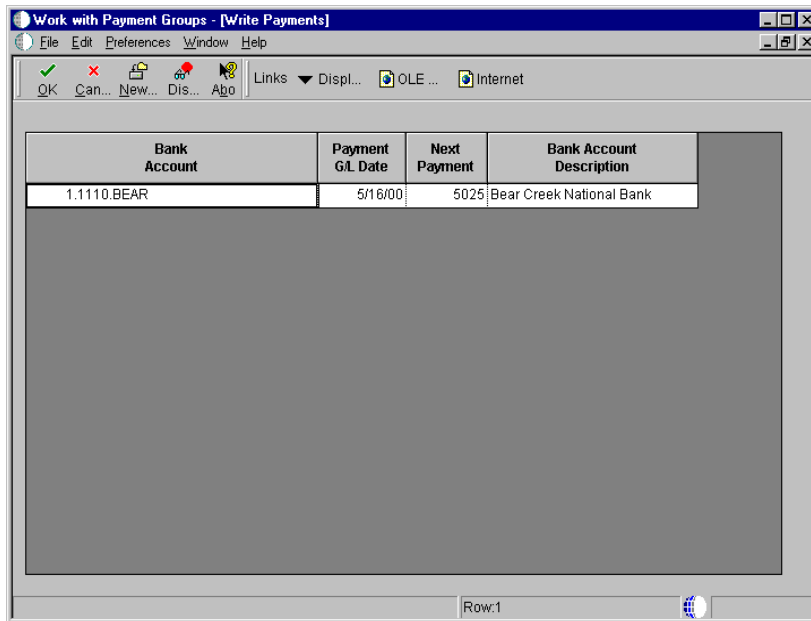
4. On Revise Payment Group Controls, verify that the following fields show the correct programs and click OK:

- Payment

U.S. clients who transfer funds electronically must enter a beginning payment number. If a supplier has a pre-note status of P, the system generates a payment and a pre-note.

- Register
- Attachment
- Debit Statement

5. On Work with Payments, choose Write from the Row menu.



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

6. On Write Payments, verify the following fields and click OK:

- Payment G/L Date
- Next Payment

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

- On Screen
- To Printer
- Export to CSV

If you choose Export to CSV, the system can produce only *one* UBE (Universal Batch Engine) which results in a CSV format. For example, to export checks to

CSV, the system calls the first UBE in the process, which is the A/P Auto Payments - Print Driver (R04571) program. The R04571 program produces a CVS formatted file. Since the A/P Auto Payments - Print Driver program calls a second UBE, the Print Automatic Payments - Standard Format program (R04572), the R04572 program is not exported to CSV, but printed as a PDF file.

Field	Explanation
Payment	A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.
Register	A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.
Attachment	A user defined program used to print attachments in A/P Payment processing. Only programs set up in user defined codes for 04/PA may be entered.
Debit Statement	This is the A/P payments debit statements output queue.
Payment G/L Date	<p>A date that identifies the financial period that the transaction will be posted to. The Fiscal Date Patterns table for general accounting specifies the date range for each financial period. You can have up to 14 periods.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The default value is today's date.</p>
Next Payment	<p>The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The default value is from the Bank Transit Master (F0030) record for the bank account.</p>

► To write selected payments in a payment group

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

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

See *Reviewing Payment Groups* in the *Working with Payment Groups*.

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

File Edit Preferences Form Row Window Help

Select Find Close Seg... New... Reg... Dis... Abo Links Value... OLE ... Internet

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002 Total Amount 13,123.00

Print Queue Number of Payments 2

Currency USD

Amount From Through

Payee Number	Payee Name	Payment Amount	Discount Taken	Value Date	Stub Total
1001	Edwards, J.D. & Company	5,500.00			
4344	Universal Incorporated	7,623.00	77.00		

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

Field	Explanation
Amount From	<p>In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice.</p> <p>.....<i>Form-specific information</i>.....</p> <p>Specify the lower and upper limits to select an amount range.</p>

Resetting Payment Processing

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

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

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

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

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

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

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

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

To reset payment processing

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

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

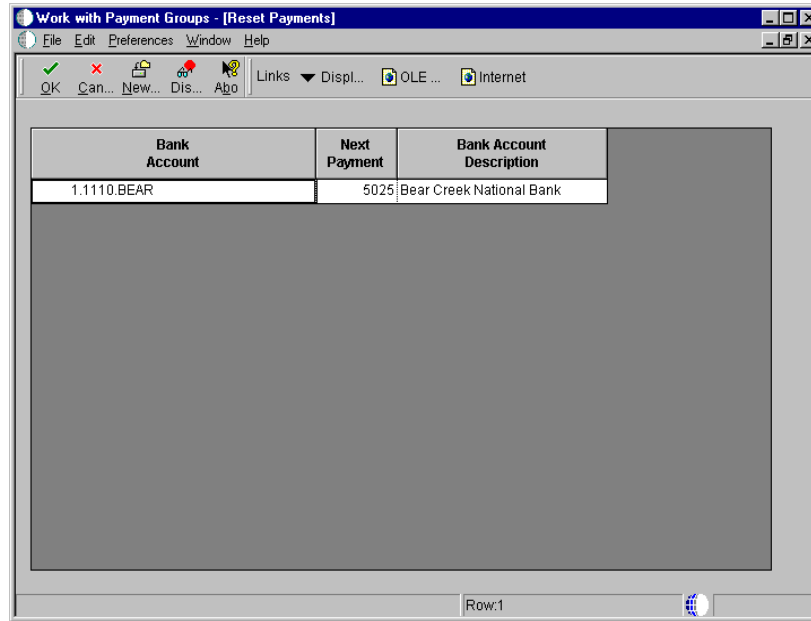
1. On Work with Payment Groups, follow the steps for reviewing payment groups.

See *Reviewing Payment Groups* in the chapter *Working with Payment Groups*.

2. To reset the payments for an entire payment group, choose that group (next status must be UPD) on Work With Payment Groups.

Payment Number	Doc Type	Payee Number	Payee Name	Payment Amount	Discount Taken
5015	PK	4345	E&D World Wide Company	850.00	

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



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

- Next Payment

► To reset payment processing for a bank tape

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

On Copy Bank Tape to Tape, choose the payment record you want to remove from the bank tape table and click Delete.

Removing Processed Payments

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

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

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

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

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

► To remove processed payments

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

1. On Work with Payment Groups, follow the steps for reviewing payment groups.
See *Reviewing Payment Groups* in the chapter *Working with Payment Groups*.
2. Take one of the following actions:
 - Choose a payment group with a next status of UPD
 - On Work With Payment Group-Update Status, choose a payment
3. From the Row menu, choose Undo.
4. On Reset Payments, complete the following optional field:
 - Next Payment

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

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

5. On Copy Bank Tape File to Tape, choose the payment record and click Delete.

Copying Payments to Tape

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

Copying payments to tape consists of:

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

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

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

When you create a new bank tape table, you do not overwrite an existing table. The A/P Payment Tape File - One World table (F04572OW) is a multi-member table, which means that each version (payment group) is a separate table. The system does not automatically delete records in the table. Instead, you must delete the record on the Copy Bank Tape to Tape form. Do not do this until you verify that your bank has received the bank tape.

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

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

File ID	Bank Account	User ID	Date Updated	Date Copied	File Name	Device Name	Tape Density
F04572T	1.1110.BEAR	DEMO	5/9/97		QTAPE	TAP01	1600

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

Copy Bank Tape File to Tape : [Update Tape Information]

File ID: F04572T Member ID: QW00000000

File Name: QTAPE Device Name: TAP01

Record Length: 94 Tape Density: 1600

New Volume: 000001 New Owner ID:

Block Size: 940 Label Name:

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

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

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

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

Additional Tape Copy Options

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

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

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