PeopleSoft.

# EnterpriseOne Xe
# Global Solutions: Austria
# PeopleBook

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J.D. Edwards World Source Company

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# Solutions Summary

# J.D. Edwards Business Solutions for Austria

## 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 Austria include:

❑ Intrastat processing

### Intrastat Processing

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

Availability: B73.3

- B73.1 (base)
- B73.3 (country-specific report)

# Accounts Receivable Solutions Summary

J.D. Edwards solutions for accounts receivables requirements in Austria 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 your customers' bank accounts. The system formats the bank file specifically for banks in Austria and automatically matches the selected and processed invoices for cash receipts in the Accounts Receivable Ledger table.

Availability: B73.2

# Accounts Payable Solutions Summary

J.D. Edwards solutions for accounts payable requirements in Austria 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 payment formats that are included in the standard Accounts Payable automatic payment solution, J.D. Edwards provides the following country-specific payment format for Austria:

• Electronic funds transfer format for diskette or telebanking

Availability: B73.2

## Additional Functionality for Austria

J.D. Edwards provides the following additional functionality for Austria:

- ❑ Alternate chart of accounts

- ❑ Asset depreciation

- ❑ Bank statement processing

### Alternate Chart of Accounts

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

Availability: B73.1

### Asset Depreciation

J.D. Edwards standard depreciation solution is completely user defined to meet the depreciation needs of any business in any country. You can set up user defined depreciation to calculate asset depreciation based on the following depreciation method used in Austria:

- Straight line

Availability: B73.2

### Bank Statement Processing

Banking practices in many countries, including Austria, rely heavily on magnetic media processing, electronic fund transfers, and direct bank involvement in settling outstanding debts. For these countries, the bank statement is the source document for all banking activities. J.D. Edwards provides both a manual and an automatic bank statement processing solution.

Availability: B73.2

# 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 processes for setup requirements in Austria include the following:

❑ Setting up your system for localization

❑ Additional information

# Setting Up Your System for Localization

You must complete the system setup tasks detailed in the base guides as well as the following country-specific tasks for Austria:

- ❑ Setting up user display preferences

- ❑ Setting up user defined codes

- ❑ Setting up an alternate chart of accounts

- ❑ Setting up user defined codes for Intrastat reporting

- ❑ Setting up commodity code information

- ❑ Entering cross-references for items and suppliers

- ❑ Validating Tax ID numbers

## Setting Up User Display Preferences

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

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

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

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

▶   **To set up user display preferences**

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

1. On Work with User Profiles, complete the steps to locate a user profile.

2. Choose a record and click Select.



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

- Localization Country Code

4. Complete the following optional fields:

- Language

- Date Format

- Date Separator Character

- Decimal Format Character

| Field | Explanation |
| --- | --- |
| Localization Country Code | A user defined code (00/LC) that identifies a localization country. It is possible to attach specific country functionality that is triggered based on this code using the country server methodology in the base product. |
| Language | A user defined code (01/LP) that specifies a language to use in forms and printed reports.<br><br>Before specifying a language, a language code must exist at either the system level or in your user preferences. |
| Date Format | This is the format of a date as stored in the database.<br><br>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.<br><br>For WorldSoftware, the following date formats are valid: DMY, MDY, YMD. Note: EMD is not a valid date format. |
| Date Separator Character | The character entered in this field is used to separate the month, day, and year of a given date.<br><br>NOTE:<br>• If an asterisk is entered (*), a blank is used for the date separator.<br>• If left blank, the system value is used for the date separator. |
| Decimal Format Character | The character entered in this field is used to signify the fractions from whole numbers (the positions to the left of the decimal).<br><br>If left blank, the system value is used as the default. |

## 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

On 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 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 Austria:

- Bank Type Code (00/BT)
- Payment Instrument (00/PY)
- Produce Bank File (04/PP)
- Address Book Type Code (01/W0)

## 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 system to determine banking information.

**Note:** You must also set up user defined code list 01/W0.

## See Also

- 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 Austrian 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 program is available for Austria:

- P04572A, diskette

### Address Book Type Code (01/W0)

You must set up a bank type code for the system to determine contact information.

**Note:** You must also set up user defined code list 00/BT.

## Setting Up an Alternate Chart of Accounts

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

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

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

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

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

▶   **To set up an alternate chart of accounts**

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



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

 • Company

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

2.     Click Add to access Revise Single Account.



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

- Business Unit/Object/Subsidiary

- Description

- Account Level of Detail

- Posting Edit

- Budget Pattern Code

- Currency Code

- Account ID

4.     Click the Category Codes 21 - 23 tab.

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

- Category Code 21

- Category Code 22

- Category Code 23

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

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

| Field | Explanation |
|---|---|
| Business Unit/Object/Subsidiary | An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. |
| | You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. |
| | Security for this field can prevent you from locating business units for which you have no authority. |
| | Note: The system uses the job number for journal entries if you do not enter a value in the AAI table. |
| Description | A user defined name or remark. |
| Account Level of Detail | A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. When you are using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts. Example: |

        3     Assets, Liabilities, Revenues, Expenses
        4     Current Assets, Fixed Assets, Current Liabilities, and so on
        5     Cash, Accounts Receivable, Inventories, Salaries, and so on
        6     Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on
        7     Petty Cash - Dallas, Petty Cash - Houston, and so on
        8     More Detail
        9     More Detail

Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail cause rollup errors in financial reports that are run at a skipped level.

| Field | Explanation |
|---|---|
| Posting Edit | A code that controls G/L posting and account balance updates in the Account Master table (F0901). Valid values are: |
| | **Blank** Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry. |
| | **B** Only allows posting to budget ledger types starting with B or J. |
| | **I** Inactive account. No posting allowed. |
| | **L** Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger (F0911) and Account Balances (F0902) tables. If you want to report on subledgers in the Financial Reporting feature, you should use this code. |
| | **M** Machine-generated transactions only (post program creates offsets). |
| | **N** Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities. |
| | **S** Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table. This code is not valid for budget entry programs. |
| | **U** Unit quantities are required for all transactions. |
| | **X** Subledger and type must be blank for all transactions. Does not allow subledger entry for the account. |

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

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

### See Also

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

# Setting Up User Defined Codes for Intrastat Reporting

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

- Country codes (00/CN)

- State and province codes (00/S)

- European community members codes (74/EC)

- Nature of transaction codes - EU (74/NT)

- Nature of transaction codes - sales orders (41/S1-S5)

- Nature of transaction codes - purchase orders (41/P1-P5)

- Intrastat regime code (00/NV)

- Shipping commodity class (41/E)

- Condition of transport (00/TC)

- Mode of transport (00/TM)

- Freight handling code (42/FR)

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

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

## See Also

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

## Country Codes (00/CN)

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



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

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

**Note:** You can also specify the country of origin in the Intrastat Supplier/Item Cross Reference table (F744101) based on more sophisticated relationships

between the item, the supplier, the country of origin, and the original country of origin.

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

## State and Province Codes (00/S)

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

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



## European Community Member Codes (74/EC)

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

update programs, the system cross-references the country codes that you specify for customers, suppliers, and branch/plants in user defined code table 00/CN to the codes in 74/EC.
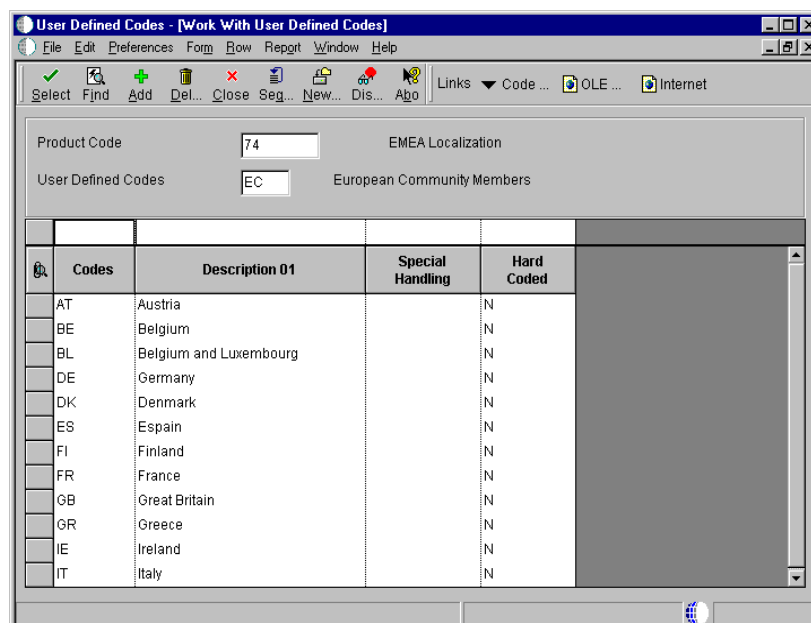


## Nature of Transaction Codes

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

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

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

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

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

- Use the Code field to enter a concatenated value to identify the nature of transaction. Enter the concatenation as follows:

To access English documentation updates, see
https://knowledge.jdedwards.com/JDEContent/documentationcbt/overview/about_documentation_updates.pdf

Company Number, Order Document Type, Line Type

- Enter the nature of transaction code in the Description 02 field.

- Enter the nature of VAT regime (statistical procedure) in the Special Handling field, if required.



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

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

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

You can designate any one of the five Sales Reporting category codes (system 41, codes S1-S5) to specify the nature of transaction for individual items. You must indicate the category code that you are using for nature of transaction in the processing options for the Intrastat Generation - Sales program (R0018I1). The category code that you specify in these processing options should correspond to the category code that you are using to identify the nature of transaction for the item on the Item Master. Enter 1 for table 41/S1, 2 for table 41/S2, and so on.
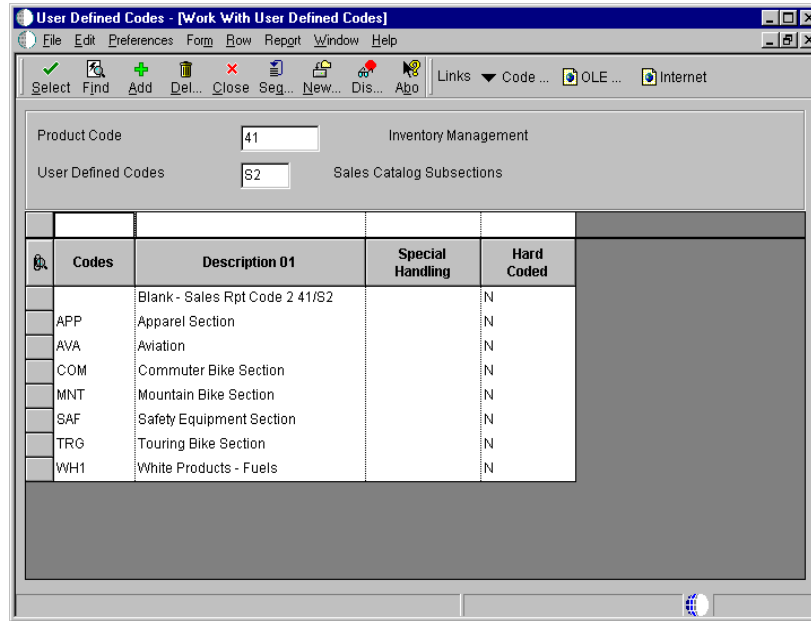
## Nature of Transaction Codes - Purchase Orders (41/P1-P5)

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

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

You can designate any one of the five Purchase Order category codes (system 41, codes P1-P5) to specify the nature of transaction for individual items. You must indicate the category code that you are using for nature of transaction in the processing options for the Intrastat Generation - Procurement program (R0018I2). The category code that you specify in these processing options should correspond to the category code that you are using to identify the nature of transaction for the item on the Item Master. Enter 1 for table 41/P1, 2 for table 41/P2, and so on.
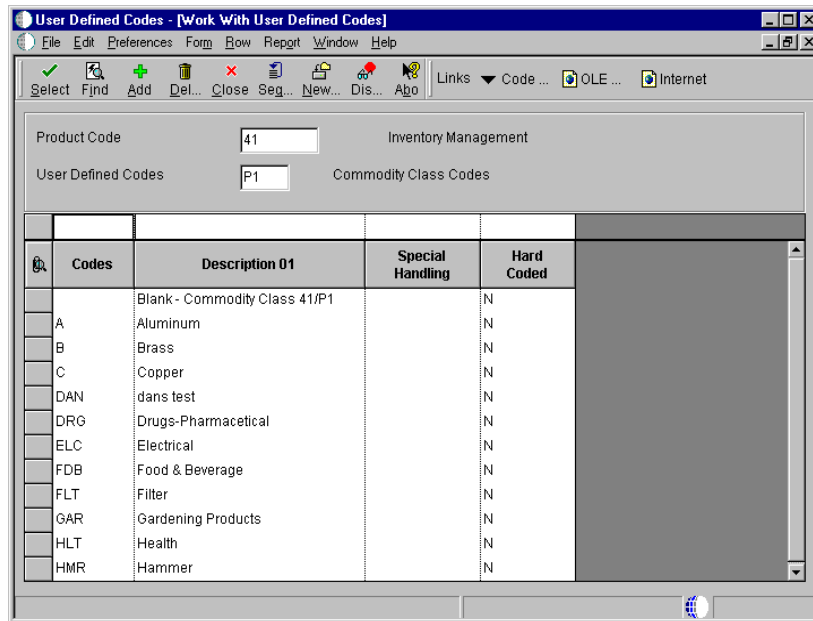
## Intrastat Regime Code (00/NV)

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

**Caution:** If the reporting requirements for your country do not include Nature of VAT Regime, you must add a blank code to UDC 00/NV to prevent errors in the Intrastat Revision table (F0018T).
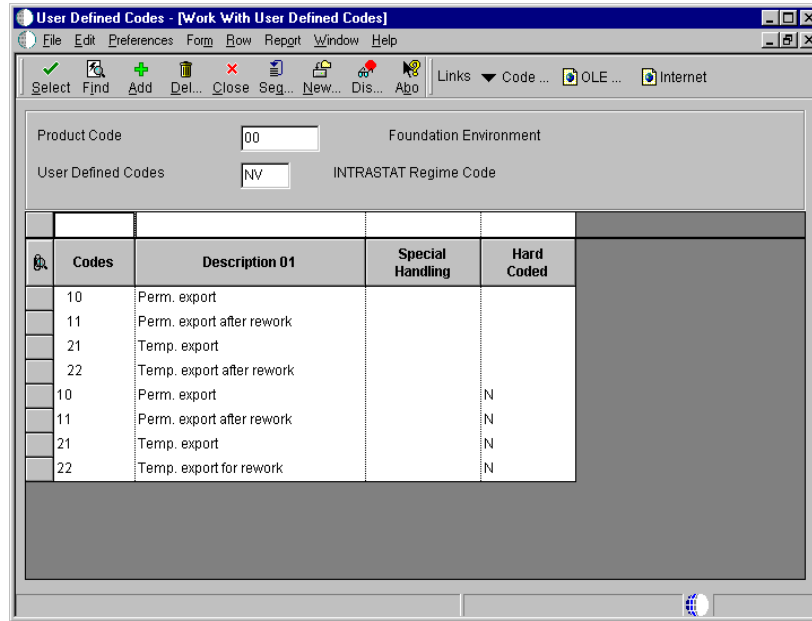
## Shipping Commodity Class (41/E)

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

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

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

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

## Condition of Transport (00/TC)

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



You can set up default conditions of transport on the Purchasing Instructions form. You access Purchasing Instructions from the Supplier Management menu. Enter the condition of transport in the Freight Handling Code field. Positions 1 to 3 of the Description 02 field for the UDC Freight Handling Code (42/FR) are

used to indicate the conditions of transport. When you enter purchase orders, this information appears in the purchase order header fields.

## Mode of Transport (00/TM)

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



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

## Freight Handling Code (42/FR)

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

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

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

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



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

- C - main transportation expenses paid (CFR, CIF, CPT, CIP)

- D - arrival (DAF, DES, DEQ, DDU, DDP)

- E - depart (EXW)

- F - main transportation not paid (FCA, FAS, FOB)

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

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

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

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

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

# Setting Up Commodity Code Information

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

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

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

## Before You Begin

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

▶ **To set up commodity code information**

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

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



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

   - Shipping Commodity Class

   - Commodity Code

   - Description

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

   - Supplementary UOM

   - Volume Conversion Factor

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

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

4.	Click OK.

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

# Entering Cross-References for Items and Suppliers

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

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

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

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

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

- Supplier

- Item

- Country of origin

- Original country of origin

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

▶ **To enter item/supplier cross references**

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

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



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

- Item Number

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

- Address Number (supplier)

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

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

- Country of Origin

- Original Country of Origin

| Field | Explanation |
|---|---|
| Item Number | A number that identifies the item. The system provides three separate item numbers plus an extensive cross-reference capability to alternate item numbers. These item numbers are:<br>1. Item Number (short) - An 8-digit, computer-assigned item number.<br>2. 2nd Item Number - The 25-digit, free-form, user defined, alphanumeric item number.<br>3. 3rd Item Number - Another 25-digit, free-form, user defined, alphanumeric item number.<br><br>In addition to these three basic item numbers, the system provides an extensive cross-reference search capability. Numerous cross-references to alternate part numbers can be user defined (for example, substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers). |
| Address Number | A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members. |
| Country of Origin | A code (system 00/type CN) that identifies the country in which the item originates. This is useful for organizations who must periodically separate their inventory by source. |
| Original Country of Origin | A code (00/CN) that indicates the original country of origin of the goods. For example, as a German company, you place a purchase order with a French supplier for goods that are manufactured in France, but are warehoused in and delivered from Belgium. The country of origin is Belgium, but the original country of origin is France. |

### See Also

- *Updating Intrastat Information*

## Validating Tax ID Numbers

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

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

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

### Reviewing Tax ID Numbers

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

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

Country
ID

AU 440 6704

### See Also

- *Address Book: Working with Address Book Records*

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

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



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

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

- Enter the country code in the Codes field.

- Enter the standard 2-digit ISO code for that country in the Description 02 field.

- Enter a 1 in the Special Handling field.

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

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

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

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

# 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:

❑ Data integrity and the chart of accounts

❑ Multiple ledger types

❑ Translation considerations for multilingual environments

❑ Translation routines

❑ J.D. Edwards multicurrency solution summary

## Data Integrity and the Chart of Accounts

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

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

- Account defined only in the Account Master table

- Account defined only in the alternate chart of accounts

- Security on the alternate chart of accounts

- Account deleted from the user defined code table

### Account Defined Only in the Account Master Table

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

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

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

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

## Account Defined Only in the Alternate Chart of Accounts

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

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

## Security on the Alternate Chart of Accounts

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

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

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

### Account Deleted from the User Defined Code Table

You might delete an alternate account that has active transactions and balances from the User Defined Codes table. When you do, the system does not display an error message to indicate that active transaction information is attached to the account.

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

### See Also

- *Setting Up an Alternate Chart of Accounts*

## 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

- Revaluate 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

# Automatic Debit Processing

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 customer invoices to be paid

- Update customer accounts after collecting the appropriate funds

- Format automatic debit information to meet country-specific bank requirements (optional)

Processing automatic debits includes the following topics:

❑ Overview of automatic debits

❑ Working with automatic debits

# Overview of Automatic Debits

The overview of automatic debits includes the following topics:

❑ Working with automatic debits for Austria

❑ Automatic debits information flow

## Working with Automatic Debits for Austria

When you run the Automatic Debits program to process automatic debits in Austria, specify the following program numbers for Austrian formats:

| | |
|---|---|
| **R03B575AD** | Austrian Bank Diskette Format and Statement |
| **R03B575AD1** | Austrian Format Diskette Cover Page Auto Debit |

The programs generate a bank table that adheres to the banking standards for automatic debits in Austria.

**Note:** The Austrian Bank Diskette Format and Statement program calls the additional bank cover sheet program (R03B575AD1) automatically.

You can specify one of these program numbers 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 and then format the bank file.

### See Also

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

## Processing Options for Create Auto Debits Diskette - Austria (R03B575AD)

```
Statement Print

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

     Statement Print                                    _____
```

## Automatic Debits Information Flow



Create Invoices

Create Batch of
Automatic Debits

Process Automatic
Debits in Final Mode

Updates Auto Debit
Invoice Select and
Build table (F03B575)

Creates Receipts
Header (F03B13) and
A/R Check Detail
records (F03B14)

Updates Auto Debit
Batch Control
(F03B571)

Format the Batch of
Auto Debits

Updates Auto Debit
Standard Formatted
Tape File (F03B57OW)

Copy F03B57OW to
Media (custom
program)

Purge Automatic
Debits

# 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.
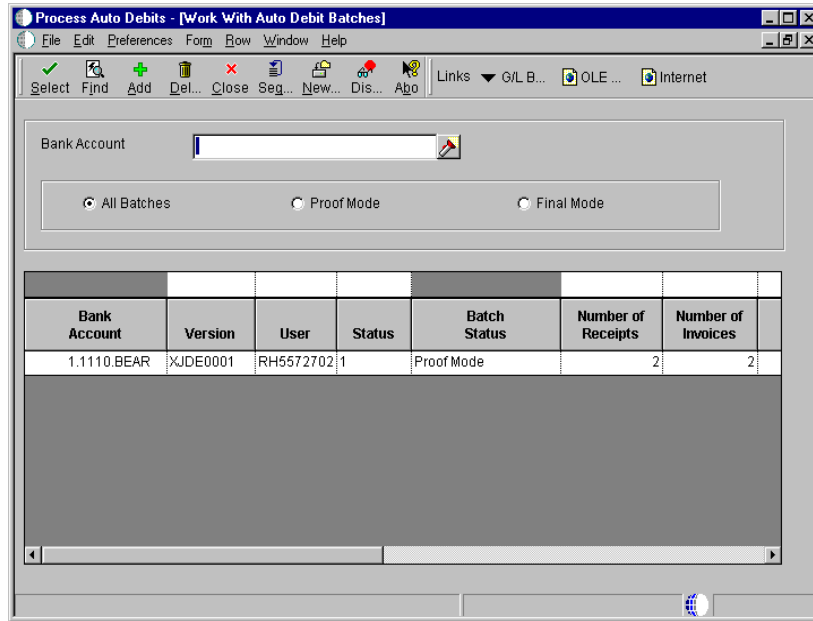


1. On Work With Auto Debit Batches, click Add.

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.

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 | The name of an executable program. |
| | 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. |
| | ...............................*Form-specific information*............................... |
| | The program name of the country-specific bank file format. For example, use R03B575DD for the German format. |

| Field | Explanation |
|-------|-------------|
| Format Bank File Version | 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.<br><br>...............................*Form-specific information*................................<br><br>The version for the country specific-bank file format program you specify in the Format Bank File Program field. |
| Create Medium Program | The program that performs an existence check for a specified Address Book number.<br><br>...............................*Form-specific information*................................<br><br>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. |
| Create Medium Version | You are allowed to set up multiple versions of certain menu selections (e.g.- reports). This sequence number identifies each of those versions.<br><br>...............................*Form-specific information*................................<br><br>The version for the client-specific, custom program used in the Create Medium Program field. |

## 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

# Processing Automatic Payments

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

The following graphic illustrates the automatic payment 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**
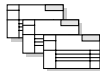
Create payment groups.

**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.

**Step10**

Post payments.

Processing automatic payments consists of the following tasks:

❑ 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 | The number of detail lines that can appear on an A/P payment stub. |
| | 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). |

▶ **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.

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.
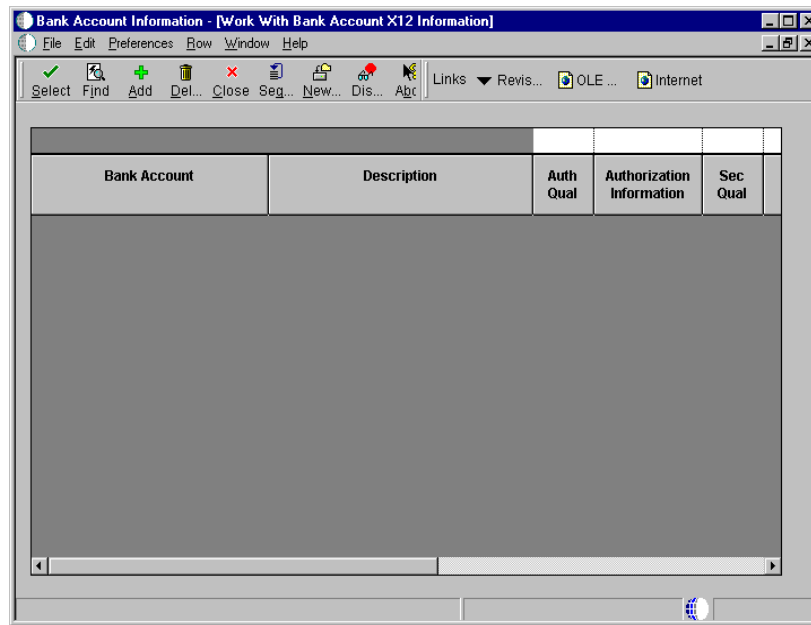


11. On Work with Bank Accounts X12 Information, complete the following fields and click OK:

- 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 | A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments. <br><br> Valid values are: <br> blank Checking account <br> 0 Checking account <br> 1 Savings account |
| Float Days | Future Use - The number of days the check floated. This is defined by subtracting the check date from the bank deposit date. <br><br> The value date is calculated by adding the float days to the payment date. |
| Override Supplier Pre-Note Code | A code for WorldSoftware, or an option in OneWorld software, that you use to override the Pre-Note processing for electronic funds transfers. <br><br> Valid values in WorldSoftware are: <br> blank Use the Pre-Note code assigned to the supplier. <br> 1 Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. <br><br> For OneWorld software, designate whether to override the Pre-Note code with a check mark. <br> On Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. <br> Off Use the Pre-Note code assigned to the supplier. |
| Auth Qual | Code to identify the type of information in the Authorization Information. X12 standard information used in payments. |
| Authorization Information | Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier. X12 standard information for payments. |

| 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 includes the following tasks:

❑ Working with Austrian payment formats

❑ Setting up payment instruments

## Working with Austrian Payment Formats

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

The programs that you assign to your payment instruments determine the formats for payments and 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.

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.

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

| | |
|---|---|
| **R04572A** | Electronic fund transfer format (diskette) |
| **R045472A3** | Austrian bank diskette-PAYMUL |

## PAYMUL (MULtiple PAYments) Payment Format

The STUZZA (STUdiengesellschaft für Zusammenarbeit im ZAhlungsverkehr Ges.m.b.H), the Austrian National Bank's Study Group for Co-operation in Payment Transactions was commissioned to develop a euro transition that paid particular attention to electronic payment transfers. The STUZZA was supported by the Federal Ministries of Finance and Justice, the Vienna Stock Exchange, the Austrian Federal Chamber of Commerce, and various insurance companies.

STUZZA's primary objective was to develop guidelines and an introductory framework for financial institutions and their customers with respect to the euro. In addition, STUZZA was tasked with providing a process that offered a more cost-effective and efficient method of automatic payment transfer. STUZZA's recommendations included procedural changes for Austrian Schilling (ATS) payments. One of the most significant changes is the gradual discontinuation of the present V2 payment format. The V2 payment format will be replaced with the V3 payment format. The V3 payment format is the PAYMUL portion of the electronic banking messages for the EDIFACT solution.

The complete EDIFACT solution in use in Austria for financials consists of the following eight major sections.

- PAYMUL - Credit order between customer and bank

- FINPAY - Interbank credit/debit order

- BANSTA - Interbank message on payment status (for research)

- DIRDEB - Debit order between customer and bank

- CREMUL - Credit advice between bank and customer

- DEBMUL - Debit advice between bank and customer

- FINSTA - Electronic statement between bank and customer or bank and bank

- AUTACK - Authorization to be used with an electronic signature

J.D. Edwards provides the PAYMUL portion of the electronic banking solution.

The new format provides for the transfer of a greater variety of data in an industry-standard EDIFACT electronic message format. The intent is to make the V3 format the accepted Austrian standard by 31 December 2001, the day before the euro is introduced as a physical currency.

The domestic V3 uses the EDIFACT standard PAYMUL format established by the Expert Group 4, the international group responsible for developing EDIFACT messages for the financial sector. In addition, "special services" for domestic payments have been initiated in Austria that augment the international PAYMUL format. In order to take advantage of these "special services," additional codes have been defined.

**Note:** In Austria, the PAYMUL may also be directed to the postal service for the direct-to-customer delivery of payments, known as "payment with allonge." To take advantage of "allonge," an additional document must be automatically created to be used to collect a signature at the time of delivery to the customer. "Payment with allonge" functionality is not supported by J.D. Edwards OneWorld B733.3 functionality.

The PAYMUL format allows the following domestic payment options:

| | |
|---|---|
| **Transfers to a Beneficiary Account Held by a Domestic Bank** | The transfer amounts may be denominated in either Austrian Shillings (ATS) or the European Monetary Union's Euro (EUR). In the event that you are transferring a currency other than the transfer currency of the account, the amount is automatically converted into the account currency.<br><br>For example, if the payment is denominated in EUR and the recipient's account is denominated in ATS, the transfer will be converted to ATS automatically. |

| | |
|---|---|
| **Instructions for PostBar** | The beneficiary is paid in cash by the postal service via mail carrier.

**Note:** PostBar payment is not supported by J.D. Edwards OneWorld Xe functionality. |
| **Priority Payments** | Priority payments are credited to the beneficiary account as soon as possible and prioritized by the assigned bank via MBS (Multi-bank standard).

**Note:** Priority payments is not supported by J.D. Edwards OneWorld Xe functionality. |

## Before You Begin

❑ Enter a Bank Type Code in the processing options for Create A/P Bank Diskette-Austrian V3 PAYMUL (R04572A3).

❑ Enter an Address Book Type Code in the processing options for Create A/P Bank Diskette-Austrian V3 PAYMUL (R04572A3).

❑ Set up a unique Bank Type Code in user defined code table 00/BT, which the program uses to determine banking information.

❑ Set up Address Book Type Codes in user defined code table 01/W0, which the program uses to determine contact information.

### Processing Options for A/P Payments - Create Austria Bank Tape (R04572A)

```
Transfer

1. 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                              _____

Tape

1. Enter the following default values:

        Device Name                                      _____
        Tape Density                                     _____
        Label Name                                       _____
        Block Size                                       _____
        New Volume                                       _____
        New Owner ID                                     _____
        File Name                                        _____
```

## Processing Options for Create A/P Bank Diskette - Austrian V3 PAYMUL (R04572A3)

### Process Tab

Use these processing options to specify the information that the system writes to the A/P Bank Diskette.

### 1. Tape Payment Detail

Use this processing option to enter the tape payment detail description (10 Characters). 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.

### 2. Time Zone

Use this processing option to specify the time zone the system uses (3 Characters). For example, you may want to enter CET for Central European Time.

### 3. Bank Type Code

Use this processing option to specify the Bank Type Code (1 Character) you want to use to process the payment. For example, enter V to use the Vendor Bank Account.

### 4. Address Book Type Code

Use this processing option to specify the Address Book Type Code (1 Character) you want to use to process the payment. For example, enter A to use the Attention Name.

## Print Tab

Use this processing option to specify whether the report will print.

### 1. Print Report

Use this processing option to specify whether or not to print cash receipts. For example, it is used in the Lease Data Sheet print program so that the user has the ability to only print new lease data sheets (as opposed to having to print all data sheets each time the program is run).

The following valid values are used to identify certain types of Cash Receipts records. The values placed in this field have the following meanings:

C       A chargeback invoice is attached to this check

N       An NSF entry is attached to this check

V       A reversal entry is attached to this check

W       Record is a reversal entry

O       Record is an NSF entry

M       A chargeback invoice and an NSF entry are attached to this check

U       A chargeback invoice and a reversal entry are attached to this check

### Bank Tape Tab

Use these processing options to specify the default values for the bank tape.

## 1. Enter the following default values:

### Device Name

Use this processing option to specify the name of the tape drive.

### Tape Density

Use this processing option to specify the density of the tape to be created, for example, 1600, 6250, and so on.

### Label Name

Use this processing option to specify the Label Name to be used when copying data to tape.

### Block Size

Use this processing option to specify the Block Length to be used when copying data to tape.

### New Volume

Use this processing option to specify New Volume name to be used when copying data to tape.

### New Owner ID

Use this processing option to specify the New Owner ID to be used when copying data to tape.

### File Name

Use this processing option to specify the name of a file as known to a program.

## 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 | |
|---|---|---|---|---|
| | | P04572 | P04576 | P04573 |
| | 1.1110.BEAR | P04572 | P04576 | P04573 |
| & | | P04572DB | P04576 | P04573 |
| / | | P04572CB1 | P04576 | P04573 |
| % | | P04572RB | P04576 | P04573 |
| # | | P04572DB1 | P04576 | P04573 |
| B | | P04572B | P04576 | P04573 |
| C | | P04572C | P04576 | P04573 |
| D | | P04572N | P04576 | P04573 |
| E | | P0457212 | P04576I | P04573 |
| G | | P04572G3 | P04576 | P04573 |
| H | | P04572T2 | P04576 | P04573 |
| I | | P0457211 | P04576I | P04573 |
| J | | P04572F2 | P04576 | P04573 |

1. On Work With Payment Instrument Defaults, choose the payment instrument and click Select.
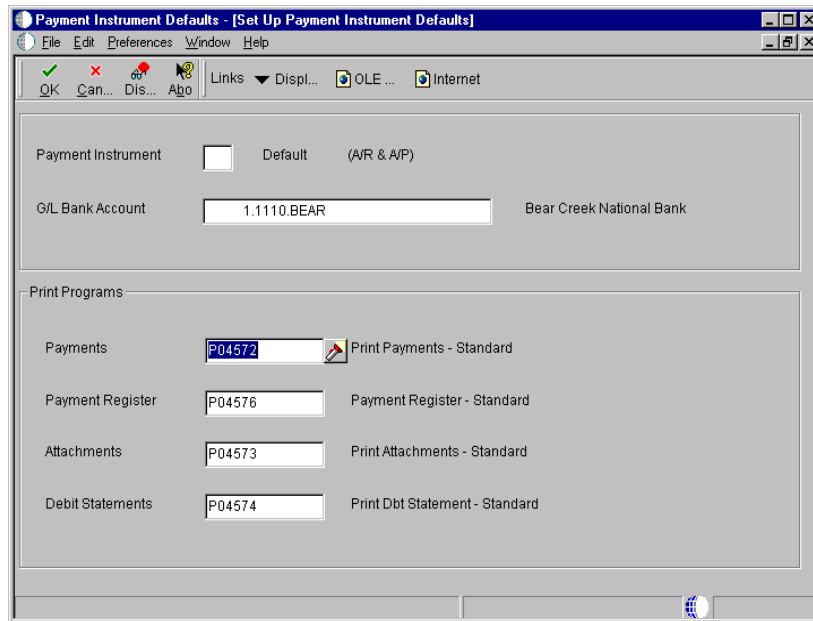
2. On Set Up Payment Instrument Defaults, enter a program number in the following fields:

- 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.
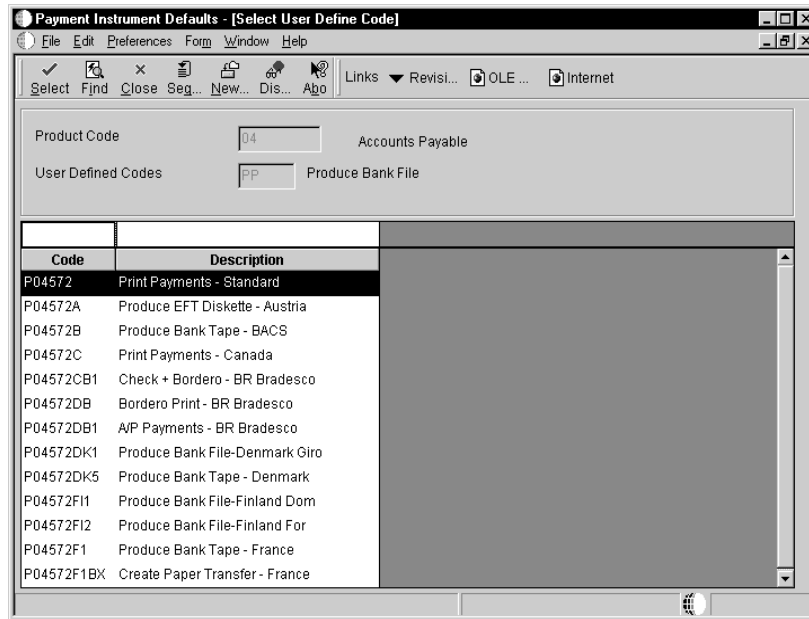
4. On Select User Define Code, take one of the following actions:

- 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
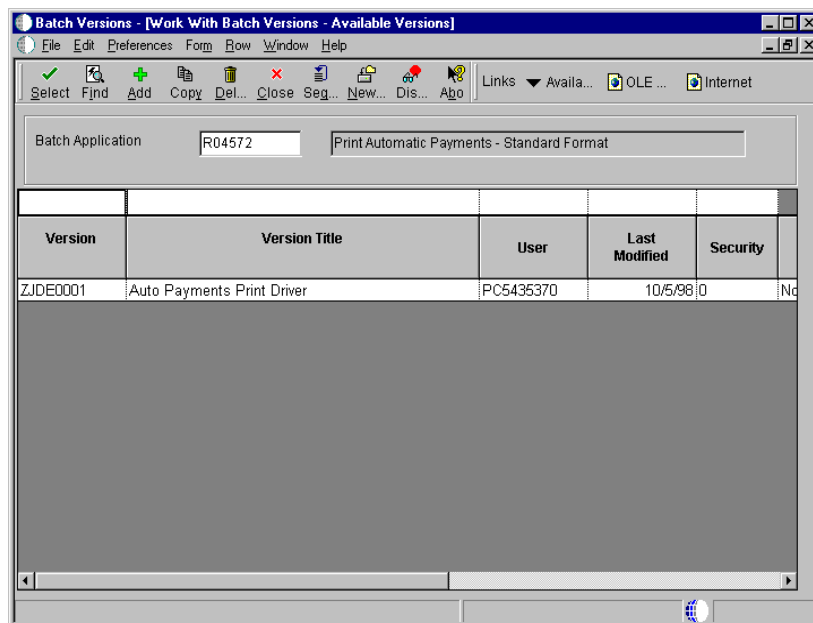


2.   Choose the version.

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 | The user defined code that determines the type of payment made to the supplier. |
| | ................................*Form-specific information*................................ |
| | The system uses this information as the default value when you enter vouchers. The default is blank. |
| Pre-Note Code | 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. |
| | Valid codes for WorldSoftware are: |
| | 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. |
| | If you leave this field blank, the system uses N. |
| | 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. |
| | For OneWorld software: |
| | 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 th 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 traslation program associated
   with the payment currency code will
   be used.

   Translation Program                       _____

```
Address
```

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

    Address                                      _____

```
Payment
```

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

    Company Name                              _____

```
Print
```

4. Enter the Forms Type for the Payments
   Spool File. If left blank, the
   defaul 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:

A/P Ledger
(F0411)

Before you create payment
groups

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

Create payment groups

Pay Status = Approved
Due on or before
June 15

Create two payment
groups

| Voucher | Pay Inst |
|---------|----------|
| PV101 | blank |

| Voucher | Pay Inst |
|---------|----------|
| PD103 | T |
| PV105 | T |

Vouchers are selected and
stored in temporary workfiles

* Payment Control Group
 (F04571)

* Payment (F04572)

* Payment Detail
(F04573)

Write payments

Update payments

(F0411)
Voucher Number
Payment Remark
Discount Taken

(F0413)
Payee Address Number
Bank Account
Payment Date
Payment Number

(F0414)
Discount Taken
G/L Offset
Payment Amount
Company

After you process payment
groups

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

## See Also

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

### Before You Begin

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

❑ Make changes to vouchers, if necessary. In general, you cannot change vouchers in a payment group until you complete the automatic payment process or remove the voucher from the group.

❑ Approve vouchers for payment.

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

❑ 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.

**1.**

**Group vouchers for payment**

Select all vouchers with which
you want to work

**2.**

**Create payment groups**

Choose criteria for each group
to be created

Reports

**3.**

Payments

**Review and write payments**

Submit groups of payments for
print or create bank tape

Bank
Tape

**4.**

**Review and update payments**

Submit groups of payments for
final update or reset (if necessary)

**5.**

Reports ⟶ Post
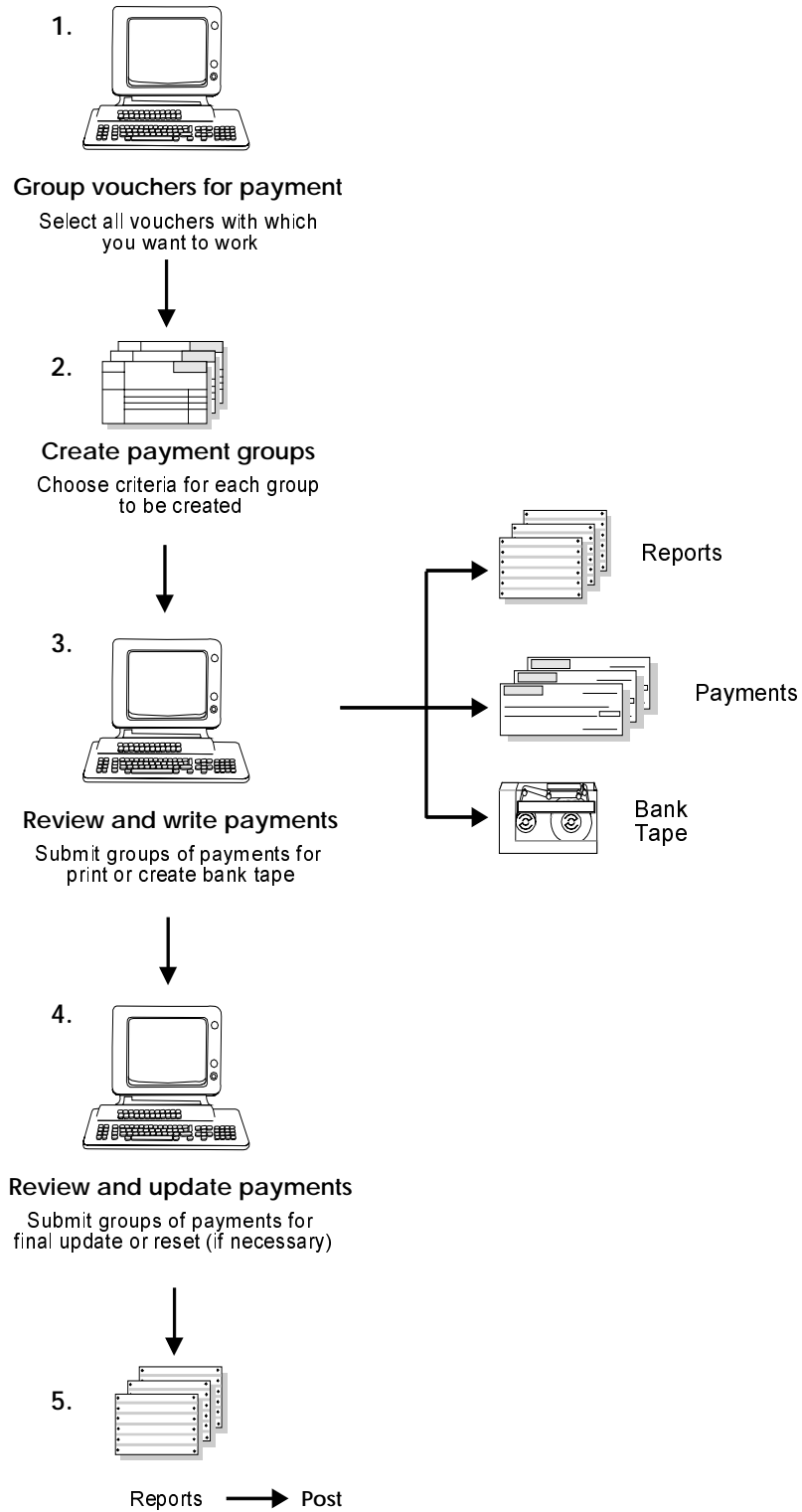
## Printing the Payment Analysis Report

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.
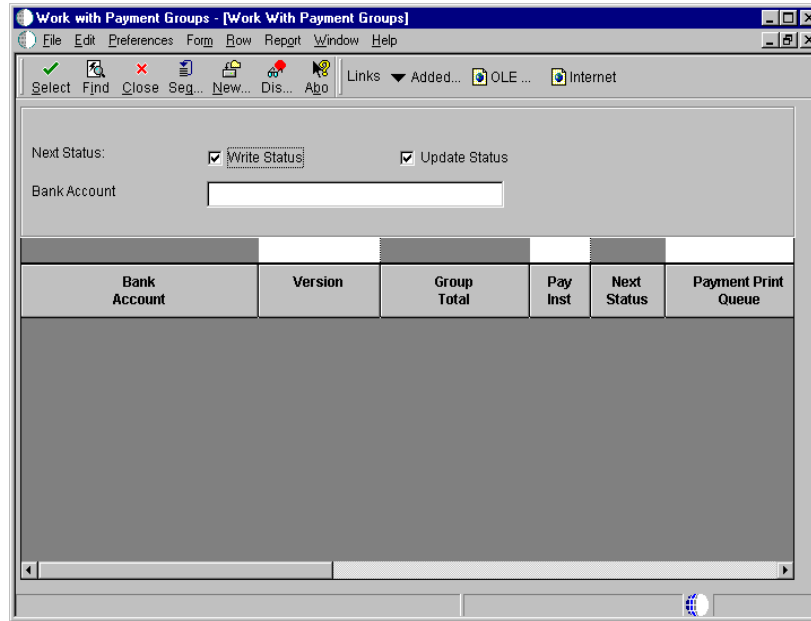
1.   On Work With Payment Groups, click one or both of the following options:

   •   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.



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

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



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

▶  **To review payment summary information (write status)**

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

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

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

   • Write Status

2. Choose a payment group and click Select.

3. On Work With Payment Group-Write Status, choose the payee that you want to review.

4. From the Row menu, choose Detail.



## Reviewing Payments with an Update Status

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

• Review payment information (update status)

• Review payment summary information (update status)

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

The payment group programs display information from the following worktables:

- A/P Payment Control Group (F04571)

- A/P Payment Header (F04572)

▶ **To review payment information (update status)**

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

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

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

   - Update Status

2. Choose a payment group and click Select.

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

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

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

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

   • Update Status

2. Choose a payment group and click Select.

3. On Work With Payment Group-Update Status, choose the payee that you
   want to review.

4. From the Row menu, choose Detail.



## Revising Unprocessed Payments

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

   • Excluding debit memos (credit vouchers)

   • Splitting payments

- Revising the value date of payments

- Removing voucher pay items

- Removing unprocessed payments

- Removing an entire payment group

- Revising control information for a payment group

### See Also

- *Setting Up Payment Instruments*

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

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

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

- Work with Payment Groups (the steps in this procedure use this form)

- Work with Payment Group - Write Status

- Work with Payment Detail

- Work with Payment Group - Update Status

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

1. On Work With Payment Groups, choose a payment group, payment, or voucher.

2. From the Row menu, choose Undo.

### Related Tasks

| | |
|---|---|
| **Excluding all debit memos** | To exclude all debit memos, set the processing option for Minimum Amount in Create Payment Groups to the smallest currency unit (for example, .01). |
| **Reviewing debit memos** | When you process debit memos for review purposes only, you can run the Payment Analysis Report or review them on Work With Payment Groups before you undo them. |

▶ **To split a payment**

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

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

1. On Work With Payment Groups, choose a payment group and click Select.

2. On Work With Payment Groups - Write Status, or on Work With Payment Groups - Update Status, depending on what options you selected on Work With Payment Groups, choose a record and choose Pay Items from the Row menu.

3. On Work With Payment Detail, choose a voucher.

4. From the Row menu, choose Split.



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

   • Gross Amount

   • Discount Taken

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

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

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

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

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

   See *Reviewing Payments with a Write Status.*

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

3. On Revise Payment Value Date, complete the following field to revise the value date of all payments in the group:

- Global Value Date

4. Click Load Date to update the value date for each payment.

5. To revise the value date of an individual payment, complete the following field:

- Value Date

6. Click OK.

| Field | Explanation |
|---|---|
| Value Date | The date the payment amount was debited or credited to the bank account.<br><br>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. |

▶ **To remove a voucher pay item**

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

On Work With Payment Groups

1.    Follow the steps for reviewing vouchers.

      See *Reviewing Vouchers* in the chapter *Reviewing and Approving Vouchers*.

2.    On Work With Payment Detail, choose a voucher.

3.    From the Row menu, choose Undo.

▶    **To remove an unprocessed payment**

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

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

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

      See *Reviewing Payments with a Write Status*.

2.    On Work With Payment Group-Write Status, choose a payment.

3.    From the Row menu, choose Undo.

4.    On Undo Confirmation, accept or reject undoing the selected payment.

▶    **To remove an entire payment group**

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

1.    On Work With Payment Groups, choose a payment group.

2.    From the Row menu, choose Undo.

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

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

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

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

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

      See *Reviewing Payment Groups*.

2.    Choose a payment group.

3.    From the Form menu, choose Controls.



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

      •   Sequence ID

5.    Change any of the following print program fields:

      •   Payment

      •   Register

      •   Attachment

- Debit Statement

6. Change any of the following print queue programs:

- Payment

- Attachment

- Debit Statement

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

7. Click OK.

# Working with Automatic Payments

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

❑ Writing payments

❑ Resetting payment processing

❑ Removing processed payments

❑ Copying payments to tape

## Writing Payments

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

- Write all payments in a payment group

- Write selected payments in a payment group

When you write payments, the system:

- Creates a matching document with a document type of PK (automatic payment). This payment closes the voucher.

- Creates a matching document with a document type of PT (electronic funds transfer).

- Assigns payment numbers.

- Changes the "next status" of the payment group from WRT (write) to UPD (update).

- Prints payments using control information for payment groups.

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

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

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

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

- Adds the total amount of vouchers in the voucher (supplier's invoice) currency.

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

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

500 USD x 107.863 = 53,931.50 JPY

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

- The fluctuation in the foreign to domestic exchange rate from payment date to voucher date is recorded as a standard gain/loss

- The difference between converting the alternate currency directly to the domestic currency and converting the alternate currency to the foreign currency to the domestic currency is recorded as an alternate gain/loss

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

## Before You Begin

❑  Review payments and make any changes necessary

❑  Verify control information for payment groups

▶  **To write all payments in a payment group**

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

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

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

2.  Choose one or more payment groups.

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

3.  From the Form menu, choose Controls.

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

- Payment

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

- Register

- Attachment

- Debit Statement

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

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

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

    *   Payment G/L Date

    *   Next Payment

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

*   On Screen

*   To Printer

*   Export to CSV

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

| Field | Explanation |
|---|---|
| Payment | A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered. |

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

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

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

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

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

2.    On Work With Payment Group-Write Status, complete the following fields to limit your search and click Find:

   - Amount From

   - Through

3.    Choose one or more payments.

4.    From the Row menu, choose Write.

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

   - Payment G/L Date

   - Next Payment

| Field | Explanation |
|---|---|
| Amount From | 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.<br><br>................................*Form-specific information*................................<br><br>Specify the lower and upper limits to select an amount range. |

## Resetting Payment Processing

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

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

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

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

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

- If you enter a new beginning payment number, the system voids any payments selected for reset that have a payment number less than the new beginning number.

- If you accept the next payment number (the default), the system voids payments by writing zero records.

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

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

▶  **To reset payment processing**

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

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

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

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

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



3. To reset single payments, choose the payment on Work With Payment Group-Update Status.

4. To limit your search when resetting single payments, complete the following fields:

   - Beginning Payment

   - Ending Payment

5. Click Find.

6. Choose the payments to reset.

7. From the Row menu, choose Reset.
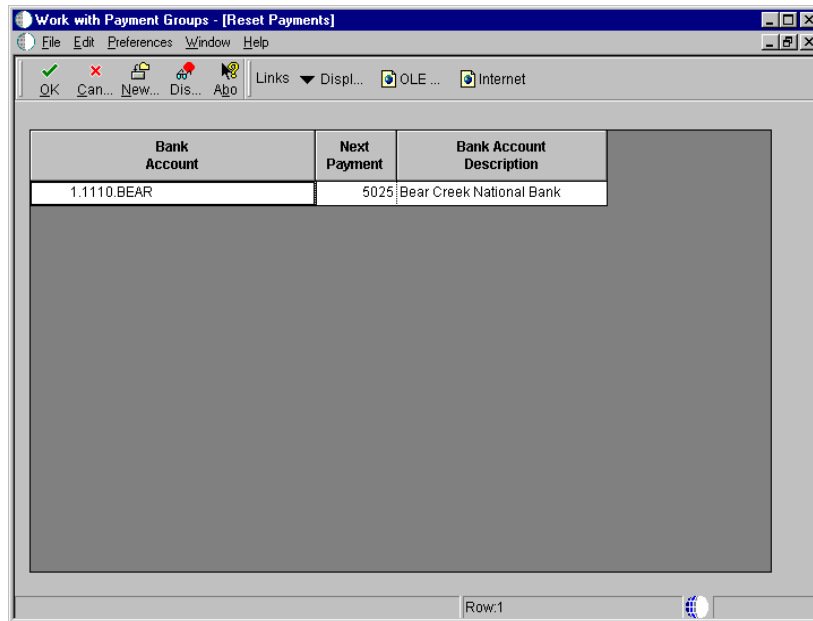
8. On Reset Payments, change the following field, if necessary:

- Next Payment

▶ **To reset payment processing for a bank tape**

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

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

## Removing Processed Payments

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

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

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

If you need to undo a payment, you can identify the tape affected on the Copy Bank Tape File to Tape form that you access from the Automatic Payment

Processing menu (G0413). This form shows information, including the file ID and the member ID.

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

▶ **To remove processed payments**

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

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

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

2. Take one of the following actions:

   • Choose a payment group with a next status of UPD

   • On Work With Payment Group-Update Status, choose a payment

3. From the Row menu, choose Undo.

4. On Reset Payments, complete the following optional field:

   • Next Payment

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

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

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

## Copying Payments to Tape

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

Copying payments to tape consists of:

- Reviewing and changing the status and detail for a tape table

- Copying a tape table to tape or diskette

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

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

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

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

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



1. On Copy Bank Tape to Tape, to locate a tape table, click Find or limit your search by completing any of the fields in the Query By Example line.

2. Choose the table you want to work with and click Select.

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

-   File Name

-   Record Length

-   New Volume

-   Block Size

-   Device Name

-   Tape Density

-   New Owner ID

-   Label Name

### ▶ To copy a tape table to tape or diskette

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

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

## Additional Tape Copy Options

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

-   You can use IBM system commands to view the tape table. You must specify the table and member IDs, for example, table ID F04572T and member ID AP00000390.

-   Information in tape tables is stored in a standard format. Instead of copying a tape table to tape or diskette, you can upload a tape table to a financial institution using a modem.

-   Bank Automated Clearing System (BACS) clients can approve a bank tape before copying it to tape or diskette. From the Row menu, choose Approve. This menu selection is controlled by a BACS processing option.

# General Ledger Accounting

J.D. Edwards country-specific processes for general accounting requirements in Austria include the following:

❑ Reviewing account information

# Reviewing Account Information

Reviewing account information includes the following tasks:

❑ Reviewing account ledgers by object account

❑ Reviewing account ledgers by category code

## Reviewing Account Ledgers

You can review detailed transactions for an account by date range, subledger, and ledger type. You can also use additional selections, such as posted code, to narrow the search for transactions to review.

Reviewing account ledgers consists of the following tasks:

- Locating account ledger transactions

- Reviewing source and details for a transaction

- Reviewing account balances by currency

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

The year-to-date period amount equals the posted ledger total if your date selection meets these criteria:

- The From Date is the first day of the fiscal year.

- The Thru Date is the last day of the month specified.

- The From Date and the Thru Date are in the same fiscal year.

The year-to-date and cumulative period amounts might not equal the posted ledger total if you cross over a fiscal year or if you display only part of the current fiscal year.

If you are reviewing an income statement account, the year-to-date and cumulative period amounts are equal. The cumulative period amount does not appear for an income statement account.

The system provides a ledger total (posted and unposted amounts) and an unposted total. The difference between these totals is the posted total.

Using the Second Ledger processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in multiple currency environments because you can see transactions for foreign and domestic currencies at the same time.

▶    **To locate account ledger transactions**

From the Accounting Reports and Inquiries menu (G0912), choose Account Ledger Inquiry.



1.    On Work With Account Ledger, complete the following field:

   - Account

2.    To review a ledger other than AA (actual amounts), replace the value in the following field:

   - Ledger Type 1

3.  If you set a second ledger type in the processing option, you can replace the value in the following field:

    - Ledger Type 2

4.  To display a range of transaction dates, complete the following fields:

    - From Date

    - Thru Date

5.  To display one subledger, complete the following fields:

    - Subledger/Type

6.  If you use more than one currency, complete the following field:

    - Currency Code

7.  Click one of the following options, if necessary:

    - Posted

    - Unposted

    - All

8.  To limit your search for transactions further, use the query-by-example fields in the detail area.

    For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.

9.  Click Find.

10. To print the account ledger, from the Row menu, click Print Ledger.

    After you complete these steps, you can review the source document and related information.

## See Also

- *Reviewing Account Ledgers in an "As If" Currency* for information about reviewing "as if" currency amounts on the Account Ledger Inquiry form

▶ **To review source and details for a transaction**

From the Accounting Reports and Inquiries menu (G0912), choose Account Ledger Inquiry.

To change the review format and display columns in a useful order, select one of the tabs or create your own.

After you locate an account ledger transaction, you can review the source document and related information.

1.  On Work With Account Ledger, to review a source document for a transaction on the first ledger type, choose a transaction and click Select. Or from the Row menu, choose Original Entry LT1.

    The system displays the original journal entry, voucher entry, or other originating entry.

2.  To review a source document for a transaction on the second ledger type, choose a transaction and from the Row menu, choose Original Entry LT2.

3.  Return to Work With Account Ledger.

4.  From the Row menu, choose Details to review detailed information about the document on Account Ledger Detail.



5.  From the Form menu on Account Ledger Detail, choose Additional Details to access Account Ledger Additional Details.

6. On Account Ledger Additional Details, review the fields as needed.

▶ **To review account balances by currency**

From the Accounting Reports and Inquiries menu (G0912), choose Account Ledger Inquiry.

If you use Detailed Currency Restatement processing, you can review the reporting currency ledger and one of the following ledger types on Account Ledger Inquiry:

- The alternate (stable) currency ledger (XA)

- The local currency ledger (AA)

If you post transactions by currency to the Account Balances table (F0902), you can review currency-specific account balances for the AA and CA ledgers on Account Balance by Currency Code.

1. On Work With Account Ledger, choose the account to review.

2. From the Form menu, choose Currency Balances.



3. On Account Balance by Currency Code, review the amounts in the detail area.

## Processing Options for Account Ledger Inquiry

```
Defaults

Any values entered in the following
    options will be loaded upon entry
    into the program:

        Account Number                          _____
        From Date                               _____
        Through Date                            _____
        Ledger Type                             _____

More Defaults

Any values entered into the following
    options will be loaded upon entry
    into the program:

        Subledger - G/L                         _____
        Subledger Type                          _____
        Currency Code                           _____

From Date

Enter a 1 to load the from date with the
    beginning of the current fiscal year
    when the from date is left blank.
    Enter a 2 to load the from date with
    the beginning of the current period
    when the from date is left blank.

        From Date Method                        _____

Second Ledger

Enter a 1 to display a second ledger
    type to view two ledger types at one
    time. Leave blank to display one
    ledger type only.

        Display Second Ledger Type              _____

Enter a default value for the second
    ledger type if the second ledger
    type is activated above.

        Ledger Type                             _____

Exits

For document type PK or PN:  enter a 1
    to exit to Journal Entries when
    going to the source document. Leave
    blank to go to Manual Payments.

        Exit for PK or PN                       _____
```

```
As-If Currency

Enter the currency code for as-if
    currency display. This option allows
    for amounts to display in a currency
    other than the currency they are
    stored in. This as-if currency
    option is activated by the form exit
    As-If Currency. Amounts will be
    translated and displayed in this
    as-if currency. If left blank,
    amounts will display in their
    database currency. Only the amounts
    associated with Ledger Type 1 will
    be converted to the as-if currency.

        As-If Currency                                          _____

Enter the as of date for processing the
    current exchange rate for the as-if
    currency. If left blank the thru
    date will be used.

        Exchange Rate Date                                      _____
```

# Reviewing Account Ledgers by Object Account

You can review detailed transactions for an object account across all business units.

You can use all of the criteria that are available in the Account Ledger Inquiry program to limit your search for transactions to review.

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

Using the Second Ledger processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in multiple currency environments because you can see transactions for foreign and domestic currencies at the same time.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

► **To review account ledgers by object account**

From the Accounting Reports and Inquiries menu (G0912), choose Account Inquiry by Object Account.

1.  On Work With Account Ledger by Object Account, complete the following field:

    •   Object/Sub

2.  To review a ledger other than AA (actual amounts), replace the value in the following field:

    •   Ledger Type 1

3.  If you set a second ledger type in the processing option, you can replace the value in the following field:

    •   Ledger Type 2

4.  To display a range of companies, complete the following fields:

    •   From Company

    •   Thru Company

5.  To display a range of transaction dates, complete the following fields:

    •   From Date

    •   Thru Date

6.  To display one subledger, complete the following fields:

- Subledger/Type

7. If you use more than one currency, complete the following field:

- Currency Code

8. Click one of the following options, if necessary:

- Posted

- Unposted

- All

9. To further limit your search for transactions, use the query-by-example fields in the detail area.

   For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.

10. Click Find.

11. To print the account ledger, from the Row menu, click Print Ledger.

## See Also

- *Reviewing Account Ledgers in an "As If" Currency* for information about reviewing "as if" currency amounts on the Account Inquiry by Object Account form

## Processing Options for Account Ledger Inquiry by Object Account

```
Defaults

Any values entered in the following
    options will be loaded upon entry
    into the program:

    Object/Subsidiary Account Number      _____
    From Date                             _____
    Through Date                          _____
    Ledger Type                           _____
    Subledger - G/L                       _____
    Subledger Type                        _____
    Currency Code                         _____
```

Second Ledger

Enter a 1 to display a second ledger
     type to view two ledger types at one
     time. Leave blank to display one
     ledger type only.

          Display Second Ledger Type                        _____

Enter a default value for the second
     ledger type if the second ledger
     type is activated above.

          Ledger Type                                        _____

Exits

For document type PK or PN:  enter a 1
     to exit to Journal Entries when
     going to the source document. Leave
     blank to go to Manual Payments.

          Exit for PK or PN                                  _____

As-If Currency

Enter the currency code for as-if
     currency display. This option allows
     for amounts to display in a currency
     other than the currency they are
     stored in. This as-if currency
     option is activated by the form exit
     As-If Currency. Amounts will be
     translated and displayed in this
     as-if currency. If left blank,
     amounts will display in their
     database currency. Only the amounts
     associated with Ledger Type 1 will
     be converted to the as-if currency.

          As-If Currency                                     _____

Enter the as of date for processing the
     current exchange rate for the as-if
     currency. If left blank the thru
     date will be used.

          Exchange Rate Date                                 _____

# Additional Reporting

J.D. Edwards country-specific processes for reporting in Austria include the following:

- ❑ Working with European Union reporting

- ❑ Working with the Text File Processor

# Working with European Union Reporting

For background information about European Union (EU) reporting, review the following topic:

❑ Overview of European Union reporting

Intrastat reporting for the EU consists of the following tasks:

❑ Understanding Intrastat requirements

❑ Understanding Intrastat reporting and the euro

❑ Updating Intrastat information

❑ Revising Intrastat information

❑ Purging records from the Intrastat table

❑ Printing the Intrastat report

❑ Using the IDEP/IRIS Interface for Intrastat Reporting

❑ Printing the EC Sales List

## Overview of European Union Reporting

Countries that are members of the European Union (EU) observe the Single European Act of 1987. The Single European Act is an agreement that opens markets to an area without internal boundaries, where free movement of goods, persons, services, and capital is assured in accordance with the provisions of the Treaty of Rome.

Because of the Single European Act, businesses in EU countries must adhere to EU requirements. For example, to help monitor the trade among members of the EU, businesses that exceed the limit of intra-union trade must submit the following reports to the customs authorities:

• EC Sales List

• Intrastat Report

Detailed statistical information regarding merchandise trade between members of the EU is used for market research and sector analysis. To maintain the statistics on trade between EU members, the statistical office of the EU and the statistical departments of member countries developed the Intrastat system.

In compliance with the Intrastat system, information on intra-union trade is collected directly from businesses. If you do business in a country that belongs to the EU, and you use J.D. Edwards Sales Order Management and Procurement systems, you can set up your system to extract all the necessary information to meet EU Intrastat reporting requirements.

## Before You Begin

In order to collect information in the J.D. Edwards system for European Union reporting, perform the following tasks:

❑ Set up tax information for the Accounts Receivable system. See *Accounts Receivable: Setting Up Tax Rates and Areas for A/R.*

❑ Set up tax information for the Accounts Payable system. See *Accounts Payable: Setting Up Tax Rates and Areas for A/P.*

❑ Set up user defined codes for Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting.*

❑ Enter a VAT registration number for each of your customers and suppliers. See *Reviewing Tax ID Numbers.*

# Understanding Intrastat Requirements

Customs formalities and controls at the internal borders between member states of the EU disappeared in 1993 with the creation of the European Single Market. With the elimination of custom formalities, the traditional systems for collecting statistics on trade between EU member states also disappeared.

Detailed statistical information regarding merchandise trade between members of the EU is important for market research and sector analysis. To maintain the statistics on trade between EU members, the statistical office of the EU and the statistical departments of member countries developed the Intrastat system.

In compliance with the Intrastat system, information on intra-union trade is collected directly from businesses. Periodically, businesses are required to send a statistical declaration or, in some member states, a combined statistical and fiscal declaration that gives detailed information regarding their intra-union trade operations of the previous period. The frequency with which you are required to submit these declarations depends on national requirements.

The major features of the Intrastat system are common in all member states, but the system can take national specifications into account. If you do business in a country that belongs to the EU and you use J.D. Edwards Sales Order Management and Procurement systems, you can extract all the information necessary to meet Intrastat reporting requirements.

**Note:** The information that is tracked by the Intrastat system is based strictly on the actual physical movement of goods between member countries of the EU. Intrastat information does not apply to the movement of monetary amounts or placement of orders between member countries.

The following graphic illustrates the J.D. Edwards Intrastat reporting process:
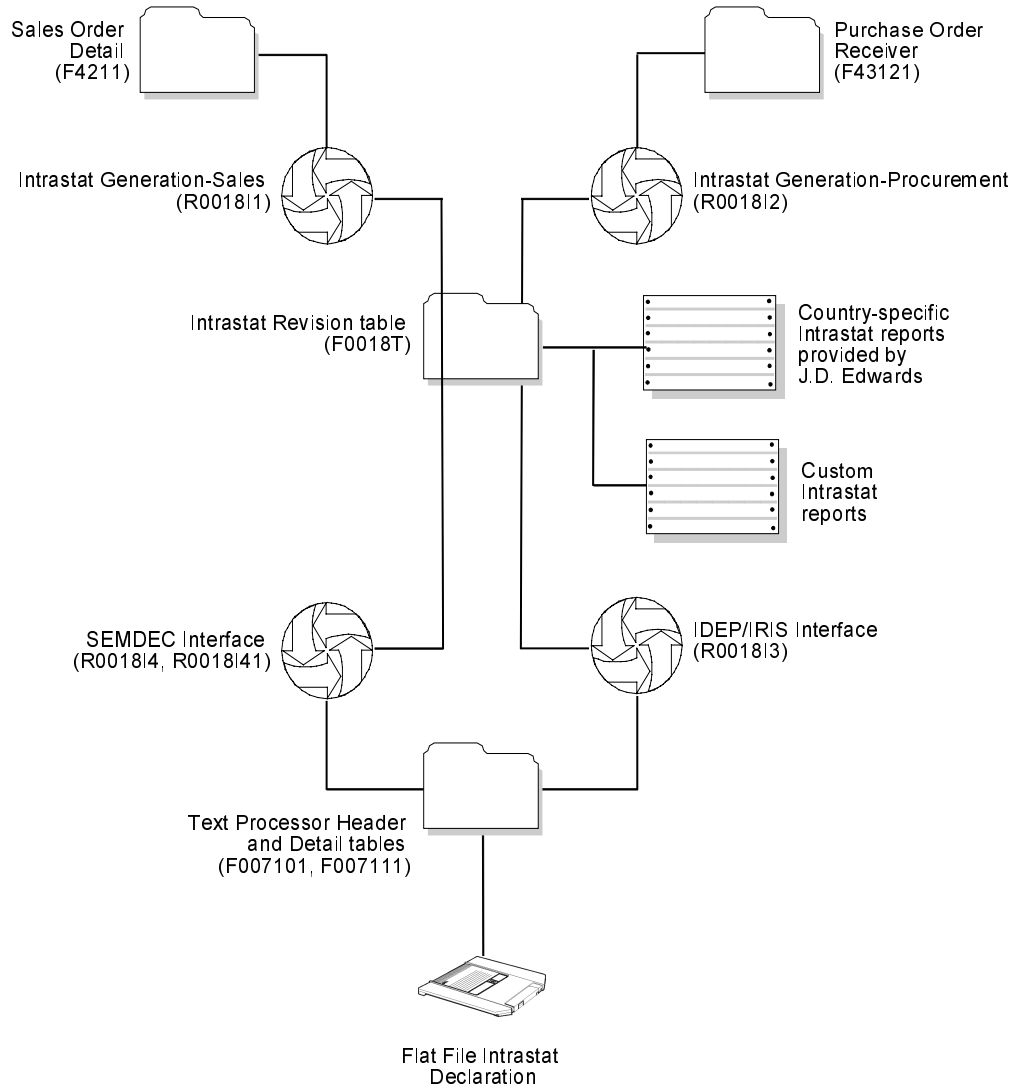
## Understanding Intrastat Reporting and the Euro

With the introduction of the euro, the Statistical Office of the European Communities (Eurostat) and the national Statistical Offices of the Economic and Monetary Union (EMU) member nations have changed their Intrastat reporting requirements. Each EMU member nation continues to determine its own Intrastat requirements, including whether reports are to be submitted in the euro, the national currency, or both.

Regardless of whether your company has converted its base currency to the euro, you can handle the Intrastat reporting requirements for the country in which it does business. The following examples describe situations that might apply to your company during the euro transition period:

- Your company has not converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business requires that you submit Intrastat reports in the euro.

- Your company has converted its base currency to the euro, but the Statistical Office of the EMU member nation in which you do business is not prepared to handle Intrastat reports in the euro and requires that you submit them in the national currency.

For Intrastat reporting, the "as if" currency processing options in the Intrastat Generation programs (R0018I1 and R0018I2) provide a a simplified approach to reviewing and printing amounts in a currency different from your base currency.

## Considerations Before You Create Intrastat Reports

Before you create Intrastat reports, determine the following:

- The base currency of each of your companies

- The currency in which you must submit Intrastat reports for each of your companies

If your business has multiple companies with multiple currencies, it is important that you approach your Intrastat reporting carefully during the euro transition period. You should always be aware of each company's base currency and whether Intrastat reports must be in a national currency or the euro. This information helps ensure that you convert currencies for Intrastat reporting only if necessary.

Based on the Intrastat reporting requirements for your companies and the countries in which they do business, you can use the processing options and data selection to create different versions of the Intrastat Generation - Sales and Intrastat Generation - Purchase.

## Example: Company and Intrastat Reporting in Different Currencies

Your business has three companies, each with a different base currency. You process all Intrastat reports at the end of 1999.

In January 2000, Company 1 converted its base currency from the German mark (DEM) to the euro (EUR). Companies 2 and 3 did not convert their base currencies. For 1999, the country Statistical Offices for Companies 1 and 2 required that Intrastat reports be submitted in the German mark and Belgian franc (BEF), respectively. The country Statistical Office for Company 3 required that reports be submitted in the euro.

The following scenario applies:

| Company | Base Currency as of January 2000 | Intrastat Currency for 1999 Reporting |
|---------|----------------------------------|----------------------------------------|
| Company 1 | EUR | DEM |
| Company 2 | BEF | BEF |
| Company 3 | FRF | EUR |

For Intrastat reporting purposes, you should do the following:

- Convert the euro amounts for Company 1 back to the German mark.

- Do not convert the amounts for Company 2.

- Convert the French franc (FRF) amounts for Company 3 to the euro.

For Companies 1 and 3 you would run the Intrastat Generation programs to load the information in the Intrastat Revision table (F0018T) and, at the same time, convert the amounts. You would do this one company at a time, creating a separate version for each company. Using the "as if" currency processing option, one version would be for the German mark and the other would be for the euro.

### See Also

- *Updating Intrastat Information* for information about euro considerations when updating the Intrastat Revision table (F0018T)

## Updating Intrastat Information

From the Intrastat Periodic Processing menu (G74STAT2), choose one of the following:

- Intrastat Workfile Generation - Sales

- Intrastat Workfile Generation - Purchase

J.D. Edwards Intrastat reporting is based on the Intrastat Revision table (F0018T). This workfile is populated with information from the Sales Order Management, Procurement, and other systems. You run Intrastat reports based on your company's sales and procurement transactions for the reporting period. To do this, the update process writes all of the required information from the tables in the Sales Order and Procurement systems to the Intrastat Revision table (F0018T).

Use the following programs to update the Intrastat Revision table:

| | |
|---|---|
| **Intrastat Generation - Sales** | Updates the Intrastat Revision table with sales information based on the following tables: |

- Sales Order Header (F4201)
- Sales Order Detail (F4211)

| | |
|---|---|
| **Intrastat Generation - Purchase** | Updates the Intrastat Revision table with purchase information based on the following tables: |

- Purchase Order Header (F4301)
- Purchase Order Detail (F4311)
- Purchase Order Receiver (F43121)

In addition, the update programs collect information from the following tables:

- Intrastat Supplier/Item Cross Reference (F744101)
- Inventory Constants (F41001)
- Business Unit Master (F0006)
- Company Constants (F0010)
- Currency Codes (F0013)
- Currency Restatement Rates (F1113)
- Item Master (F4101)
- Item/Branch (F4102)
- Address Book (F0101 and F0116)
- Order Address (F4006)
- Unit of Measure Conversion (F41002 and F41003)
- User Defined Codes (F0005)

When you run the update programs, you use processing options logic and data selections to select transactions based on a number of different criteria in the sales and procurement tables. Depending on the structure of your company and country-specific reporting requirements, you can specify that the system write records at cost, cost plus markup, or at the taxable purchase price. If you want to report on the quantity actually shipped rather than the quantity ordered, you can use data selection to select order lines from the sales and procurement tables based on the order activity rule that corresponds to the shipped status. The system verifies that the transactions meet your selection criteria and qualify for Intrastat reporting before writing the required information from the sales and procurement tables, and any other applicable information from the additional tables, to the Intrastat Revision table.

**Note:** The system creates records in the Intrastat Revision table only if the country of the supplier address is different from the country of the ship-to address and both countries are member states of the EU. You must include codes for both countries as valid values on user defined codes table for European Community Members (74/EC).

To ensure that the Intrastat Revision table contains the most current information, you should update the information in the Intrastat Revision table periodically. The update program for sales accesses the detail for your sales transactions in the Sales Order Detail table (F4211). If you automatically purge the sales details to the Sales Detail History table (F42119) when you run the Sales Update program (R42800), run the Intrastat update program for sales after you confirm shipments and before you update sales information. You should update the Intrastat Revision table after all sales order and purchase order transactions are entered and finalized, at least once per reporting period.

**Note:** If you change sales order or purchase order information after you generate the Intrastat Revision table, your changes will not be reflected in the Intrastat Revision table unless you regenerate the table or manually edit the table using the Intrastat Workfile Revision program (P0018T). See *Revising Intrastat Information* for information on manually editing the Intrastat Revision table.

## Before You Begin

❑ Set up the user defined code tables that are used in Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting.*

❑ Set up commodity codes. See *Setting Up Commodity Code Information.*

❑ For Sales, set up country codes for the selling business unit (header business unit), shipping business unit (detail business unit) and customer in the Address Book. See *Address Book: Entering Basic Address Book Information.*

❑ For Procurement, set up country codes for the branch/plant and supplier in the Address Book, or enter countries of origin in the Intrastat Item/Supplier Cross Reference program (P744101). See *Entering Cross-References for Items and Suppliers.*

## Multicurrency Environments

In multicurrency environments, the system creates records in the Intrastat Revision table based on the base currency of the company specified in the Branch/Plant Constants of the Sales branch/plant or the Purchasing branch/plant for each transaction.

You might need to restate the domestic amounts of foreign transactions at an official exchange rate or a monthly average exchange rate. To do this, use the processing options on the Restatement tab to indicate the exchange rate type and the date for this exchange rate. The system recalculates the domestic amount based on the rate and date indicated in the processing options. The exchange rate is taken from the Currency Restatement Rates table (F1113).

## Euro Considerations

If you have not converted your companies to the euro and you must submit Intrastat reports in the euro, run the Intrastat Generation programs for Sales and Procurement to update the Intrastat Revision table (F0018T). Specify the euro in the "as if" currency processing option to convert transaction amounts to the euro and write them to the Intrastat Revision table. Each amount is converted separately, following the EMU conversion rules for no inverse. You can then create Intrastat reports in the euro.

If you have converted your companies to the euro and you must submit Intrastat reports in a national currency, run the Intrastat Generation programs and specify the national currency in the "as if" currency processing option. You can then create Intrastat reports in the national currency.

For example, a French company has converted its base currency to the euro but plans to report all Intrastat information in French francs. The company runs the Intrastat Generation program to convert the euro (base currency) to the French franc ("as if" currency) and update French franc amounts in the F0018T table for Intrastat reporting.

To use "as if" currency processing for the Intrastat Generation - Sales and Intrastat Generation - Procurement programs, you must set processing options. These programs, unlike other programs that use "as if" currency processing, write amounts to a table. Other programs display or print "as if" currency amounts, but do not write amounts to a table.

If you use "as if" currency processing, you lose the direct audit trail for the amount fields between the Intrastat Revision table (F0018T) and the original tables in the Sales Order Management and Procurement systems.

**Note:** The German government requires that Intrastat reports include both the euro and national currency amounts. The German Intrastat report (R0018IG) accommodates this country-specific requirement. It uses both the base currency and "as if" currency amounts that are created when you update the Intrastat Revision table.

## Performance Considerations

Depending on your data selection and the number of transactions stored in the Sales Order and Procurement systems, the time that it takes to run the Intrastat Generation programs will vary. To minimize the impact that these programs have on system performance, do the following:

- Specify your data selection as carefully as possible so that only the necessary records are written to the Intrastat Revision table.

- Update the Intrastat Revision table as part of your nightly operations.

## Processing Options for Intrastat Generation - Sales (R0018I1)

```
Transaction

      1. To use the Reporting Code                  _____
      method, enter the Sales Reporting
      Code (1-5) which contains the
      Nature of Transaction.

-Or-
To use the User Defined Code method,
      enter the UDC table which contains
      the Nature of Transaction. If no
      values are entered in this option,
      table 74/NT will be used.

      System Code                              _____
      User Defined Codes                       _____
      2. Enter '1' to refresh                   _____
      transactions that already exist in
      the Intrastat Work File (F0018T).
      If left blank, only new
      transactions will be written.

Defaults

      1.  Enter a value to update all          _____
      records written during this
      execution for VAT Regime.

-Or-
Enter a User Defined Code table which
      contains the value to be used. If no
      values are entered in this option,
      the table 74/NT will be used.

      System Code                              _____
      User Defined Codes                       _____
      2.  Enter the constant value per          _____
      Kg to be used for Statistical
      Value Calculation. (Statistical
      Amount =  Constant * Net Mass in
      KG + Taxable Amount.


      3. To use the percentage method,         _____
      enter the percentage to     be
      used. (for example, 105 = 105% of
      actual value). If no values are
      entered in these options, the
      statistical value will be equal to
      the actual value.

Currency

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

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

3. To restate domestic amounts of
    foreign transactions at an official
    or monthly average exchange rate
    enter the rate type and date here.

    Rate Type    _____
    Date - Effective    _____

Process

**TRIANGULATION RECORDS:**
    For the following situations,
    specify the records to be created by
    entering the value to be used
    followed by the document type for
    the record. The possible values
    are:
    ' ' = Record not created
    '1' = Price
    '2' = Cost
    '3' = Transfer Cost
    Leave the document blank to use the
    original document type.
    Examples:
    "3SI" = Transfer Cost, Document Type
    SI
    "2 "    = Cost, Original Document
    Type
1. Header Branch and Customer in the
    same country, Detail Branch in a
    different country:

    Export from Header to Customer    _____
    Export from Detail to Customer    _____
    Export from Detail to Header    _____
    Import from Header to Detail    _____

2. Header Branch and Detail Branch in
    the same country, Customer in a
    different country:

    Export from Header to Customer    _____
    Export from Detail to Customer    _____

3. Header Branch, Detail Branch and
    Customer in different countries:

    Export from Header to Customer    _____
    Export from Detail to Customer    _____
    Export from Detail to Header    _____
    Import to Header from Detail    _____

## Processing Options for Intrastat Generation - Procurement (R0018I2)

Process

    1. Enter the Purchasing Report              _____
    Code (1-5) which contains the
    Nature of Transaction;

- Or -

    Enter the User Defined Code table
    which contains the Nature of the
    Transaction. If no values are
    entered in this option, table 74/NT
    will be used.

        System Code                         _____
        User Defined Codes                _____
    2. Enter '1' to refresh
    transactions that already exist in
    the Intrastat Work File (F0018T).
    If left blank, only new
    transactions will be written.
    3. Enter a '1' to use the Item           _____
    Origin Cross-Reference Table for
    Country of Origin and Original
    Country of Origin.

Defaults

    1. Enter a value to indicate if         _____
    the Statistical Value Calculation
    is required.

  Blank = Not Required
            1 = Required

    2. Enter a percent to use for          _____
    calculating Statistical Value.
    (For example, 105 = 105% or actual
    value)

- Or -

    Enter the constant value per KG to    _____
    be used. (Statistical Amount =
    Constant * Net mass in Kg +
    Taxable Amount)

    If no values are entered, the
    statistical value will be equal to
    the actual value.
    3. Enter a value to Statistical       _____
    Procedure to update all records
    with.

- Or -

```
                Enter the User Defined Code table
                which contains the value to be used.
                If no values are entered in this
                option, the table 74/NT will be
                used.

                  System Code                                    _____
                  User Defined Codes                             _____

           Currency

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

           3. To restate domestic amounts of
              foreign transactions at an official
              or monthly average exchange rate
              enter the rate type and date here.

                  Exchange Rate Type                             _____
                  Date Exchange Rate Effective                   _____
```

# Revising Intrastat Information

You can revise existing data in the Intrastat Revision table (F0018T). You might need to do this to correct missing or inaccurate information, to add a specific transaction, to update the process indicator, or to populate fields that are required by the authorities but that are not populated by the J.D. Edwards system. You can also use the Intrastat Workfile revision program to update sales order or purchase order information that has changed since you generated the Intrastat Revision table.

## Before You Begin

❑ Run the Intrastat Generation - Sales (R0018I1) and Intrastat Generation - Procurement (R0018I2) programs to build the Intrastat Revision table (F0018T). See *Updating Intrastat Information.*

► **To revise Intrastat information**

From the Periodic Processing menu (G74STAT2), choose Intrastat Workfile Revision.



1. On Work with Intrastat Tax File - 1993 EEC, locate a record and click Select.

2.  On Intrastat Tax File Revision, revise the information in any of the following fields on the Detail tab:

    - Company

    - Branch/Plant

    - Ship To/From

    - Document Company

    - Document Number

    - Document Type

    - Line Type

    - G/L Date

    - Invoice Date

    - Actual Ship

    - Receipt Date

3.  Click the Amounts tab and revise the information in any of the following fields:

    - Net Mass in KG

    - Base Currency

    - Taxable Amount

    - Statistical Value Amount

    - Transaction Currency

    - Foreign Taxable Amount

    - Foreign Statistical Value

    - Supplementary Units

4.  Click the Codes tab and revise the information in any of the following fields:

    - Country of Origin

- Original Country of Origin

- Region of Origin or Destination

- Mode of Transport

- Conditions of Transport

- Nature of Transaction

- Port of Entry or Exit

- Nature of VAT Regime

- Nature Code

- Process Indicator

- Commodity Code

| Field | Explanation |
|---|---|
| Company | A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. |
| | Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries. |
| Branch/Plant | An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. |
| | You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. |
| | Security for this field can prevent you from locating business units for which you have no authority. |
| | Note: The system uses the job number for journal entries if you do not enter a value in the AAI table. |
| Ship To/From | A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members. |

| Field | Explanation |
|---|---|
| Document Company | A number that, with the document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry. |
| | If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company. |
| | If two or more original documents have the same document number and document type, you can use the document company to locate the desired document. |
| Document Number | A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers. |
| | Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Some examples are: <ul><li>Automated/Manual Payment<br>Original document - Voucher<br>Matching document - Payment</li><li>A/R Original Invoice<br>Original document - Invoice</li><li>Receipt Application<br>Original document - Invoice<br>Matching document - Receipt</li><li>Credit Memo/Adjustment<br>Original document - Invoice<br>Matching document - Credit Memo</li><li>Unapplied Receipt<br>Original document - Receipt</li></ul> |
| Document Type | A user defined code (00/DT) that identifies the origin and purpose of the transaction. |
| | J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. |
| | The reserved document type prefixes for codes are:<br>P    Accounts payable documents<br>R    Accounts receivable documents<br>T    Time and Pay documents<br>I    Inventory documents<br>O    Ordering document types |
| | The system creates offsetting entries as appropriate for these document types when you post batches. |

| Field | Explanation |
|---|---|
| Line Type | A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include the following:<br><br>S　Stock item<br>J　Job cost<br>N　Nonstock item<br>F　Freight<br>T　Text information<br>M　Miscellaneous charges and credits<br>W　Work order |
| G/L Date | A date that identifies the financial period to which the transaction is to be posted. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.<br><br>The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on. |
| Invoice Date | The date the invoice was printed.  The system updates this date when you run the invoice print program in the Sales Order Processing System. |
| Actual Ship | The date that the shipment to the customer is confirmed as shipped. This date will be updated to the Sales Order Detail file at shipment confirmation. |
| Receipt Date | The date you received this purchase order line. |
| Net Mass in KG | The Net Mass in KG (kilograms) is supplied by the sales or purchase order total unit of measure.  The Extra Tax File Update programs will extract this information from the Sales Detail (F4211) or Purchasing Receiver (F43121) files. |
| Base Currency | A code that indicates the currency of a customer's or a supplier's transactions. |
| Taxable Amount | The amount on which taxes are assessed. |
| Statistical Value Amount | The Statistical Value is commonly required for VAT reporting in France. Although it may be used in other countries, France defines the Statistical Value to be the nominal costs covering the transport and insurance costs of a shipment to the exit point of the country. Traditionally it is a fixed cost per order and/or a percentage of the order amount.  For EU tax reporting purposes, the user supplies this data. It can be updated using the Direct Extra Tax File Adjustment program. |

| Field | Explanation |
|---|---|
| Transaction Currency | The foreign currency code entered for conversion. The system uses this code to look up the current exchange rate. The company constants table specifies the domestic currency for the company. Further, you can specify a contract rate for dealings with a particular customer or supplier. The key fields the system uses for locating the proper exchange rate follow: <br>• To Currency (from company constants) <br>• From Currency (from data entry form) <br>• Customer/Supplier Address (if there is a currency contract) <br>• Effective Date (Invoice Date from data entry) <br><br>Currency codes are normally three digits. The third digit can be used for variations within a particular currency, such as Dutch commercial rate versus Dutch free rate. |
| Foreign Taxable Amount | That portion of the sale that is subject to tax in foreign currency. |
| Foreign Statistical Value | The Statistical Value is commonly required for VAT reporting in France. Although it may be used in other countries, France defines the Statistical Value to be the nominal costs covering the transport and insurance of a shipment to the exit point of the country. Traditionally it is a fixed cost per order and/or a percentage of the order amount. For EU tax reporting purposes, the user supplies this data. It can be updated using the Direct Extra Tax File Adjustment program (P0018T). |
| Supplementary Units | The Supplementary Unit of Measure is the total number of items on a purchase or sales order.  It is only updated in the Extra Tax File (F0018T) if the primary weight is zero. |
| Country of Origin | A code (system 00/type CN) that identifies the country in which the item originates. This is useful for organizations who must periodically separate their inventory by source. |
| Original Country of Origin | A code (00/CN) that indicates the original country of origin of the goods. For example, as a German company, you place a purchase order with a French supplier for goods that are manufactured in France, but are warehoused in and delivered from Belgium. The country of origin is Belgium, but the original country of origin is France. |
| Region of Origin or Destination | For EU VAT reporting, certain countries require the region of origin or destination information.  The region of origin will be taken from the region code (state code) in the Address Book of either the ship-to address in the case of a dispatch or the suppliers in the case of arrivals. |

| Field | Explanation |
|---|---|
| Mode of Transport | A user defined code (system 00, type TM) describing the nature of the carrier being used to transport goods to the customer, for example, by rail, by road, and so on. |
| Conditions of Transport | The conditions of transport (or terms of delivery) are taken from the Sales or Purchase Order header file.  The Terms of Delivery (field FRTH) in the header file is only one character.  To obtain the required three-character explanation for EU VAT reporting, the second explanation of category code 42/FR is used.  To provide descriptions when pressing F1 on the field for the Direct Extra Tax File Adjustment program, also set up a user defined code 00/TC to correspond to the three-character explanation. |
| | Sample Codes include the following:<br>EXW    Ex works<br>FOB Free on board<br>CIF  Carriage, insurance, freight<br>DUP Delivered duty paid<br>DDU    Delivered duty unpaid<br>xxx  Others |
| Nature of Transaction | The nature of the transaction defines whether the movement of goods is for sale, lease, and so on. For European Union VAT reporting, you can input the Nature of Transaction codes using one of the User Defined codes on the Sales or Purchase Order details.  User Defined Codes P1 through P5 are used for Purchase Orders. Codes S1 to S5 are used for Sales Orders.  To provide F1 inquiry explanations to the code you choose, use UDC table 00/NT.  The Update Extra Tax File programs can update the information in the Extra Tax File by specifying the User Defined Codes you have chosen to use (P1 to P5 or S1 to S5) in the appropriate processing option. The data can also be input by the user through the Direct Extra Tax File Adjustment program. |
| Port of Entry or Exit | For VAT reporting, certain countries require information on the port of exit or entry. This information is not available on the system at the present time. You should supply the port of entry or exit by using the Direct Extra Tax File Adjustment program. |
| Nature of VAT Regime | This code is similar to the nature of transaction code (NAT) and is applicable only to certain countries. Nature of VAT Regime is commonly used in France. The system does not automatically supply this data. You should input the data using the Direct Extra Tax File Adjustment program. |
| Nature Code | An indicator for European Union VAT reporting.  The system cannot automatically supply this data.  If required for VAT reporting, you should input the data using the Direct Extra Tax File Adjustment program. |

| Field | Explanation |
|---|---|
| Process Indicator | An indicator for European Union VAT reporting. Valid values are:<br><br>Blank     Record not processed<br>1     Processed record<br>2     No processing required<br><br>The Intrastat report selects only unprocessed records (Process Indicator = Blank).<br><br>You indicate a value of 2 to exclude a specific record from the Intrastat report. For instance, if a supplier in the European Union ships a specific order from a country outside of the EU the order needs to be excluded from Intrastat reporting.<br><br>The system does not automatically supply this data. For VAT reporting, you should input data using the Direct Extra Tax File Adjustment program (P0018T). |
| Commodity Code | The Commodity Code number for the item. |

## Purging Records from the Intrastat Table

From the Intrastat Periodic Processing menu (G74STAT2), choose Intrastat Workfile Purge.

The Intrastat Revision table (F0018T) is a temporary work file that stores information that is used to generate monthly or quarterly Intrastat declarations. After the declarations have been accepted, the data in this file continues to accumulate. You do not need to store this data.

You can purge records from the Intrastat Revision table (F0018T). You can use data selection to purge all the records in the file or purge only selected records. You can specify selection criteria based on the invoice, general ledger, procurement, or shipment date. For example, you might purge records with shipping dates between 3/1/1999 and 5/1/1999.

You can run Intrastat Workfile Purge (R0018TP) in proof mode to see which records will be deleted. The records are not deleted until you run the report in final mode.

# Processing Options for Intrastat Table (F0018T) - Purge (R0018TP)

## Defaults Tab

### 1. Proof or Final Mode

Use this processing option to specify the mode in which you want to run this report. Final mode deletes all selected records from the Intrastat work table (F0018T).

Valid values are:

Blank Run the report in proof mode.

1       Run the report in final mode.

### 2. From Date (Required)

Use this processing option to specify the beginning date of the records you want to purge. This date will be used together with the date specified for comparison. The system will purge records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date.

### 3. Thru Date (Required)

Use this processing option to specify the last date of the records you want to purge. This date will be used together with the date specified for comparison. The system will purge records whose comparison date is greater than or equal to the From Date and less than or equal to the Thru Date.

### 4. Compare Date (Required)

Use this processing option to specify which date to use for comparison.

Valid values are:

Blank Invoice date

1       G/L date

2       Receipt date

3       Ship date

# Printing the Intrastat Report

From the Statistical Reports menu (G74STAT3), choose Austria Paper Report.

You print Intrastat reports based on the information in the Intrastat Revision table (F0018T). Although the information that is required to appear on the Intrastat report is common for most European Union (EU) members, report formats vary from country to country. J.D. Edwards provides an Intrastat report that meets the requirements for Austria.

## Processing Options for Austrian Paper Report (R0018IA)

```
Branch ID

    1. Enter the Branch ID to print on          _____
    the report.

Tax Region Cod

    2. Enter the region code of the             _____
    tax office to which your company
    is attached.

Report Period

3. Enter the reporting period to print
   on the report heading.

    Period:                                     _____
    Year:                                       _____

Summary Mode

    4. Enter a '1' to print summary             _____
    only. A default of blank will
    print all details.
```

```
Currency Code

    5. Currency Code of the Report.                 _____
```

# Using the IDEP/IRIS Interface for Intrastat Reporting

From the Statistical Reports menu (G74STAT3), choose IDEP CN8/IRIS Interface.

Intrastat reports are based on the information in the Intrastat Revision table (F0018T). Although the information that is required to appear on the Intrastat report is common for most EU members, reporting requirements vary from country to country.

IDEP/IRIS is an abbreviation for Intrastat Data Entry Package/Interactive Registration of the International Trade Statistics. Use IDEP CN8/IRIS Interface (R0018I3) to generate a flat file in any of the following formats:

| | |
|---|---|
| **IDEP/CN8** | France, Italy, Spain, Austria, Belgium, Sweden, Denmark, Finland, Portugal, Greece, Ireland, and Luxembourg |
| **CBS-IRIS** | Holland |
| **CBS-IRIS** | Germany |

**Note:** Neither IDEP/CN8 nor CBS-IRIS requires a specific file layout to be imported.

## IDEP/CN8 - France, Italy, Spain, Austria, Belgium, Sweden, Denmark, Finland, Portugal, Greece, Ireland, and Luxembourg

IDEP/CN8 includes an option to import the data necessary for the statistical declaration from an external administrative and financial system. IDEP/CN8 does not require a fixed record layout for the import file. You need to define the format of the data to be imported in IDEP/CN8. IDEP/CN8 can automatically perform the required conversions and validations of the data and produce the declaration.

In IDEP/CN8, you can import the following information:

- Detail Lines

- Provider of Statistical Information Goods Codes

- Trading Partners' VAT Registration Numbers

- Exchange Rates

While you can import all of these, the J.D. Edwards Interface with IDEP/CN8 provides the ability to import only the detail lines and the trading partners' VAT registration numbers.

Before importing this information from an external system, such as from J.D. Edwards to IDEP/CN8, you need to specify the format of the file to be imported. After a format is chosen, you need to specify the structure of the file to be imported (field sequence, field number, field size, and so forth) into IDEP/CN8.

The following table illustrates the structure that you must set up for an IDEP/CN8 file:

| Field | Position[Length] |
|---|---|
| **Declarant Reference Number** | 1-14[14] |
| **Partner VAT number** | 16-35[20] |
| **Original Country of Origin** | 37-39[3] |
| **Country of Origin** | 41-43[3] |
| **Nature of Transaction A** | 45-45[1] |
| **Nature of Transaction B** | 47-47[1] |
| **Statistical Procedure** | 49-53[5] |
| **Mode of Transport** | 55-55[1] |
| **Port of Entry** | 57-60[4] |
| **Region of Origin** | 62-63[2] |
| **Terms of Delivery** | 65-67[3] |

| | |
|---|---|
| **Related Location 1 Identity** | 69-69[1] |
| **Commodity Code** | 71-78[8] |
| **Goods Description** | 80-219[140] |
| **Supplementary Unit** | 221-233[13] |
| **Net Mass** | 235-248[12,2] |
| **Invoice Value** | 250-262[13] |
| **Foreign Invoice Value** | 264-276[13] |
| **Statistical Value** | 278-289[10,2] |
| **Foreign Statistical Value** | 291-302[10,2] |
| **Currency Code** | 304-306[3] |

**Note:** The comma in the Net Mass, Statistical Value and Foreign Statistical Value field lengths listed above denotes that a decimal point can be used before the last two characters in those field lengths.

## CBS-IRIS - Holland

The Dutch version of CBS-IRIS requires no fixed record layout for the import file. However, you must map the data coming from an import file in CBS-IRIS.

**Note:** The data to be imported must be in flat file format. Also, you must indicate the first position and the number of positions of each field to be imported from the flat file. The number of positions to import should not exceed the number of positions defined in CBS-IRIS for the field. The fields cannot overlap. Each field should be ended by a carriage return and a line feed.

In CBS-IRIS, the file containing the data to be imported should be a 'blank-separated txt-file' (this type of file can be compared with an Excel file saved as 'txt with blank as separation').

In CBS-IRIS, you can leave the fields blank, as long as the positions defined are correct (each blank stands for one position in the record).

The following table illustrates the structure that you must set up for an CBS-IRIS - Holland file:

| Field | Position[Length] |
| --- | --- |
| **Declarant Reference Number** | 1-10[10] |
| **Del VAT Number** | 12-23[12] |
| **Partner VAT Number** | 25-42[18] |
| **Original Country of Origin** | 44-46[3] |
| **Country of Origin** | 48-50[3] |
| **Nature of Transaction A** | 52-52[1] |
| **Statistical Procedure/Nature of VAT Regime** | 554-55[2] |
| **Mode of Transport** | 57-57[1] |
| **Port of Entry** | 59-60[2] |
| **Commodity Code** | 62-69[8] |
| **Tariff Code** | 71-72[2] |
| **Currency Code** | 74-74[1] |
| **Supplementary Unit** | 76-85[10] |
| **Net Mass** | 87-96[10] |
| **Invoice Value** | 98-107[10] |

| | |
|---|---|
| **Statistical Value** | 109-118[10] |
| **Commodity Flow** | 120-120[1] |
| **Reporting Period** | 122-127[6] |

## CBS-IRIS - Germany

The German version of CBS-IRIS requires no fixed record layout for the import file. However, you must map the data coming from an import file.

For each field imported in the flat file format, you need to set up the beginning position and the length of the field.

The following table illustrates the structure you must set up for an CBS-IRIS - Germany file.

| Field | Position[Length] |
|---|---|
| **Declarant VAT Number** | 1-16[16] |
| **Original Country of Origin** | 18-20[3] |
| **Country of Origin** | 22-24[3] |
| **Nature of Transaction** | 26-27[2] |
| **Statistical Procedure/Nature of VAT Regime** | 29-33[5] |
| **Mode of Transport** | 35-35[1] |
| **Port of Entry** | 37-40[4] |
| **Region of Origin** | 42-44[3] |
| **Commodity Code** | 46-53[8] |

| | |
|---|---|
| **Currency Code** | 55-55[1] |
| **Supplementary Unit** | 57-65[9] |
| **Net Mass** | 67-75[9] |
| **Invoice Value** | 77-85[9] |
| **Statistical Value** | 87-95[9] |
| **Commodity Flow** | 97-97[1] |
| **Reporting Period** | 99-104[6] |

## Electronic Format

Use the IDEP/IRIS Interface program (R0018I3) to create a flat file in the IDEP/IRIS message format, which can be submitted to the proper tax authorities in an electronic format.

When you run the IDEP/IRIS Interface program (R0018I3), the system creates a batch for review by the Text File Processor. The batch is stored in the following files:

> F007101 - Text Processor Header
>
> F007111 - Text Processor Detail

The Text File Processor assigns the batch number and interchange from bucket 7 of Next Numbers System 00. The Text File Processor assigns the message number from bucket 5 of Next Numbers System 74. See *General Accounting: Setting Up Next Numbers.*

You must run the Text File Processor program (P007101) to convert the batch to a flat file that you can submit to the different countries' customs and authorities, and statistical offices or both.

## Before You Begin

❑ Run the Intrastat Generation - Sales (R0018I1) and Intrastat Generation - Procurement (R0018I2) programs to build the EU Intra-Community Tax workfile (F0018T). See *Updating Intrastat Information.*

# Processing Options for IDEP/IRIS Interface (R0018I3)

## Defaults Tab

Use these processing options to specify the default values that the IDEP/IRIS Interface (R0018I3) program uses when other values are not entered for the transaction.

### 1. Tax ID

Use this processing option to specify which tax ID to use for the company and the customer. You can retrieve the tax ID from either the Additional Tax ID field (ABTX2) or the Tax ID field (ABTAX) in the Address Book Master table (F0101).

Valid values are:

Blank Tax ID (ABTAX)

1      Additional Tax ID (ABTX2)

### 2. Country Code

Use this processing option to specify which format to use for the country code.

Valid values are:

Blank Two-character ISO code. You must enter the two-character ISO code defined in user defined code list 00/CN.

1      Three-digit GEONOM code. You must enter the three-digit GEONOM code defined in the special handling code field of user defined code list 00/CN.

## Process Tab

Use these processing options to specify the processes that you want the system to perform, such as the interface type, commodity flow, or level of detail.

## 1. Interface Type

Use this processing option to specify the interface type for which the data should be formatted.

Valid values are:

Blank IDEP

1  Dutch version of IRIS

2  German version of IRIS

## 2. Commodity Flow

Use this processing option to specify the direction of the movement of goods.

Valid values for Holland are:

6  Arrivals

7  Dispatches

For valid values for Germany, consult your CBS-IRIS documentation.

Note: This option is required only for the IRIS interface.

## 3. Level of Detail

Use this processing option to specify whether the program should be run in detail or summary mode. In detail mode, the system reports on all transactions. In summary mode, the system summarizes the transactions according to the version you set up.

Valid values are:

Blank Detail mode

1  Summary mode

Note: The level of summarization is determined by the version sequencing. If any sequenced field value changes, a level break occurs, and a summarized record is written to the text file.

## Currency Tab

Use these processing options to specify the currency used for Intrastat reporting in IDEP/CN8, IRIS, or both.

### 1. As-if Processing

Use this processing option to specify whether the invoice amount and statistical amount are reported to IRIS in the domestic currency or in the as-if currency.

Valid values are:

Blank Domestic currency

1        As-if currency

Note: The as-if values can be used only if the Intrastat Revision table (F0018T) has been generated using as-if processing. If you generate the Intrastat Revision table using as-if currency, both the domestic and the as-if amounts are stored in the Intrastat Revision table.

## Rounding Tab

Use these processing options to specify the rounding method for fiscal values (taxable amounts), statistical values, supplementary unit of measure, and net mass unit of measure.

### 1. Round Rules

Use this processing option to specify the method to round both domestic and foreign taxable amounts.

Valid values are:

Blank No rounding : 14.66=14.66

1        Round to the nearest whole amount: 14.66=15 (no decimals)

2        Round down to the nearest whole amount: 14.66=14 (no decimals)

3        Round up to the nearest whole amount: 14.66=15 (no decimals)

4        Round to the nearest half: 14.66=14.5 (one decimal place)

5      Round to the nearest tenth: 14.66=14.7 (one decimal place)

6      Divide by one hundred and then round: 1674=17

7      Divide by one thousand and then round: 1674=2

## Print Tab

Use these processing options to specify the reporting period.

### 1. Reporting Period

### Year (Required)

Use this processing option to specify the reporting year.

### Period (Required)

Use this processing option to specify the reporting period.

# Printing the EC Sales List

From the Statistical Reports menu (G74STAT3), choose EC Sales List.

Businesses in the EU that exceed the local limit of intra-union trade must submit the EC Sales List to their customs authorities on a quarterly basis if they:

- Supply goods to an entity that is registered for VAT in another EU-member country

- Send goods to an entity that is registered for VAT in another EU-member country for processing

- Return processed goods to an entity that is registered for VAT in another EU-member country

- Transfer goods from one EU-member country to another EU-member country in the course of business

**Note:** If a sales or purchase transaction is arranged between EU members, but the goods are not shipped, the transaction must still be reported to the government.

You can use either the R0018L program or the R0018S program to generate the VAT EC Sales List. Refer to the following table to determine which VAT EC Sales List program you should use:

| **R0018L** | **R0018S** |
| --- | --- |
| Retrieves trade information from the Sales Order system. | Retrieves trade information from the Accounts Receivable system. |
| Based on information in the Intrastat Revision table (F0018T). | Based on information in the Sales/Use/VAT Tax table (F0018). |
| Supports triangulation. Triangulation is reported on the EC Sales List (R0018L) in summary and detail mode. You can report triangulation for interbranch transactions, direct ship transactions, or both. | Does not support triangulation. |
| Can exclude non-stock items. Use data selection on the Intrastat Workfile Generation programs (R0018I1 and R0018I2) to exclude non-stock items. | Cannot distinguish between stock and non-stock items; use this report only if your business does not provide services. |
| Before You Begin: Run the Intrastat Generation programs (R0018I1 and R0018I2). | Before You Begin: Set the processing options in the General Ledger Post program (R09801) to automatically update the Sales/Use/VAT Tax table (F0018). |
| Does not met pit trade amounts based on credit memos, discounts, and write-offs. | Nets out trade amounts based on credit memos, discounts, and write-offs. |

**Note:** The remainder of this chapter refers to the new VAT EC Sales List (R0018L).

You can print the VAT EC Sales List in summary or detail mode. Detail mode provides information that is used in auditing.

If you print in summary mode, the VAT EC Sales List provides the following information about customers:

- VAT number
- Country of destination
- Total amount in reporting currency

- Triangulation

If you print in detail mode, the VAT EC Sales List provides the following information about customers:

- VAT number

- Country of destination

- Company order number

- Order type

- Total amount in reporting currency

- Country of sale

- Country of shipment

- Triangulation

## Triangulation

Trade triangulation occurs when one EU member makes a sale or purchase with another EU member, but the goods are physically shipped from a third EU member. Trade triangulation is used specifically in the EU for Intrastat reporting. Triangulation is reported in summary and detail mode in two ways: inter branch and direct ship.

| | |
|---|---|
| **Inter Branch** | Allows you to report triangulation when a transaction takes place between two EU member countries, and the goods are shipped from a branch/plant of the supplier, which is located in a third EU member country. |
| **Direct Ship** | Allows you to report triangulation when a transaction takes place between two EU member countries, and the goods are shipped directly from a third company, which is located in a third EU member country. |

## Data Selection

You must run the VAT EC Sales List separately for each VAT-registered company in your organization.

If you have interbranch shipments from branch/plants that are located in countries other than the country of your headquarters organization, you must submit the VAT EC Sales List for each country within which you operate. For

example, if a German company has three branch/plants in Germany, one branch/plant in France, and one branch/plant in Denmark, that company must run the VAT EC Sales List three times: once for the three branch/plants in Germany, once for the branch/plant in France, and once for the branch/plant in Denmark.

To run the VAT EC Sales List for the branch/plants in each country, set up data selection with Document Company (KCO) equal to the company number of the headquarters company, and Company (CO) equal to the companies associated with each branch/plant. Note that the companies that are associated with the branch/plants must be set up with the country code that corresponds to the location of the branch/plant.

In the example above, you would run the VAT EC Sales list with the following data selection:

For branch/plants in Germany,

- Document Company (KCO) = German company
- Company (CO) = company for German branch/plant 1
- Company (CO) = company for German branch/plant 2
- Company (CO) = company for German branch/plant 3

For the branch/plant in France,

- Document Company (KCO) = German company
- Company (CO) = company for French branch/plant

For the branch/plant in Denmark,

- Document Company (KCO) = German company
- Company (CO) = company for Danish branch/plant

## Before You Begin

❑ Enter VAT registration numbers for each customer. See *Validating Tax ID Numbers.*

❑ Enter country codes for each customer. See *Setting Up User Defined Codes for Intrastat Reporting.*

❑ Run the Intrastat Generation - Sales (R0018I1) and Intrastat Generation - Procurement (R0018I2) programs to build the EU Intra-Community Tax workfile (F0018T). See *Updating Intrastat Information.*

# Processing Options for the VAT EC Sales List (R0018L)

## Process Tab

These processing options allow you to specify information about running a report in summary or detail mode, and about the triangulation method.

### 1. Reporting Level

Use this processing option to specify whether to run the report in summary or detail mode. If you specify to run the report in detail mode, the report will display information that can be used for auditing. Valid values are:

Blank Summary

1      Detail

### 2. Triangulation

Use this processing option to specify which triangulation method to use. Trade triangulation occurs when one EU member makes a sale or purchase with another EU member but the goods are physically shipped from a third EU member. If the goods are not shipped from an EU member then the transaction is not required to be reported to the government. This terminology is used specifically in the EU for Intrastats.

Valid values are:

Blank No triangulation

1      Direct Ship and Interbranch

2      Direct Ship

3      Interbranch

## Print Tab

Use this processing options to specify date information that you want reported on the VAT EC Sales List.

### 1. Reporting Period

### From Month

Use this processing option to specify the beginning month of the period for which you are submitting the VAT EC Sales List.

### From Year

Use this processing option to specify the beginning year of the period for which you are submitting the VAT EC Sales List.

### To Month

Use this processing option to specify the ending month of the period for which you are submitting the VAT EC Sales List.

### To Year

Use this processing option to specify the ending year of the period for which you are submitting the VAT EC Sales List.

## Currency Tab

Use this processing option to specify the type of currency used for the invoice amount.

### 1. As-If Processing

Use this processing option to specify whether the invoice amount is reported in the domestic currency or in the "as if" currency. Valid values are:

Blank Domestic currency

1       "As if" currency

Note: The "as if" values can be used only if the Intrastat Revision table (F0018T) has been generated using "as if" processing. If you generate the Intrastat Revision table using "as if" currency, both the domestic and the "as if" amounts are stored in the Intrastat Revision table.

## Processing Options for EC Sales List - A/R (R0018S)

```
R0018S

        1.Enter the Branch ID to print on            _____
        the report.

2. Enter the calendar quarter of the
     reporting period. This will be
     printed in the heading and will be
     used for the selection of records.

        From month (1-12):                           _____
        From year (4 digits):                        _____
        To month (1-12):                             _____
        To year (4 digits):                          _____

Summary

        1. Enter '1' to run in summary               _____
        mode. If left blank, report will
        be run in detail mode.
```

# Working with the Text File Processor

For an introduction to the Text File Processor, review the following topic:

❑ Overview of the Text File Processor

Working with the Text File Processor includes the following tasks:

❑ Copying text in the Text File Processor

❑ Processing options for Text File Processor (P007101)

❑ Resetting a text batch in the Text File Processor

❑ Purging a text batch in the Text File Processor

❑ Processing options for Purge Processed Transactions (R007102)

## Overview of the Text File Processor

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

In order to use the Text File Processor to create a text file, you must run a OneWorld program that has been set up to populate the Text File Processor header and detail tables (F007101 and F007111). For example, the following programs populate the Text File Processor tables:

- IDEP CN8/IRIS Interface (R0018I3)

- UK SEMDEC Interface (R0018I4)

- Spanish Remittance Format Norma 19 (R74S6729)

- Spanish Remittance Format Norma 32 (R74S6722)

- Spanish Remittance Format Norma 58 (R74S6728)

When you run any of these programs or any other programs that populate the Text File Processor tables, the system creates a text batch in the Text File Processor with the information generated by the program. For example, all of the

information required for the IDEP CN8/IRIS Intrastat declaration would be stored as one text batch.

Text batches are stored in the following tables:

- Text Processor Header (F007101)

- Text Processor Detail (F007111)

The Text File Header table stores information about the extract of information for an external system, such as information about the processes that populated the table and information about the creation of the text file. The Text File Detail table stores the text for the text file.

When you export or import text in the Text File Processor, the system uses bucket 7 from Next Numbers System 00. *See General Accounting: Setting Up Next Numbers.*

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

# Copying Text in the Text File Processor

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

The system updates the Text Processor Header table with the date when the text was copied. The system also updates a flag in the Text Processor Header table to indicate that the batch has been processed.

**Note:** If the text file is too large for the device you selected, you will receive an error message. You should copy the text file to a larger device. You can then use a compression utility, such as WinZip, to reduce the size of the text file if necessary.

## Before You Begin

❑ Create a text batch by running a program that has been designed to use the Text File Processor.

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

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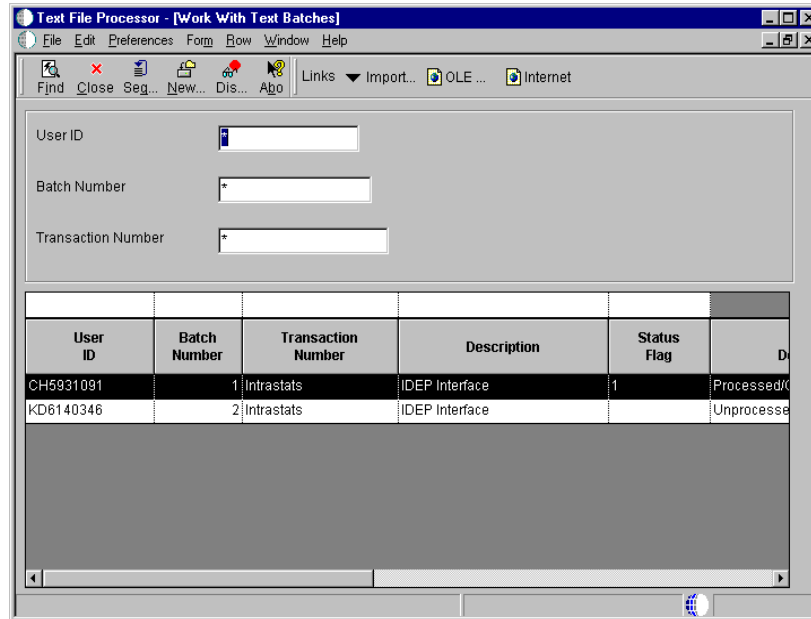


1. On Work With Text Batches, complete any of the following fields and click Find:

   - User ID

   - Batch Number

   - Transaction Number

2. In the detail area, select the batch that you want to process.

3. Choose Process Batch from the Row menu, and then choose Copy Text.
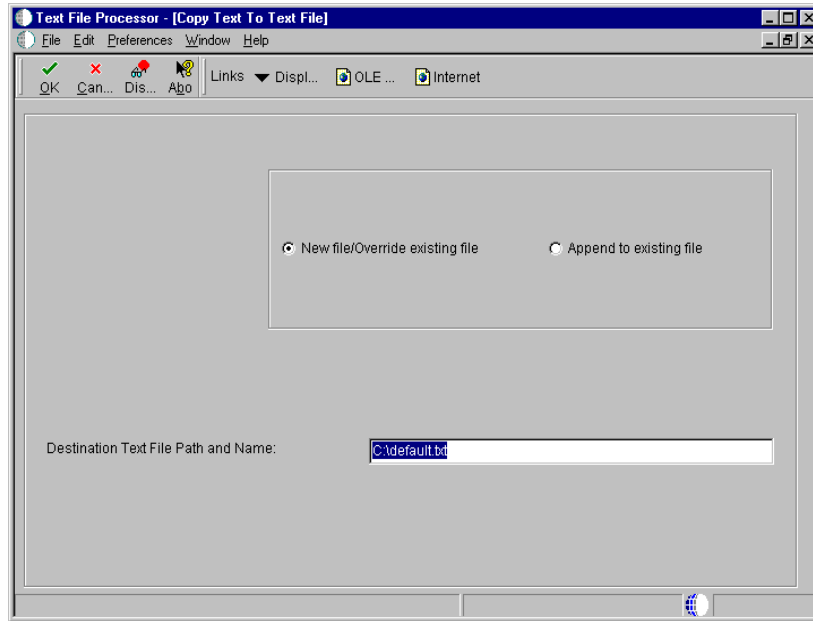
4.    On Copy To Text File, click either of the following options:

- New file/Override existing file

- Append to existing file

5.    Complete the following field and click OK:

- Destination Text File Path and Name:

The system displays the Work With Text Batches form.

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

| Field | Explanation |
|---|---|
| User ID | For World, the IBM-defined user profile. |
| | For OneWorld, the identification code for a user profile. |
| Batch Number | A number that identifies a group of transactions that the system processes together. The system assigns this number using Next Numbers. |
| Transaction Number | A unique alphanumeric field that identifies a text batch. The transaction number is determined by the process that creates the text batch. |
| New file/Override existing file Append to existing file | An option that identifies a processing flag for an event. |
| Destination Text File Path and Name: | A general description. |
| | ...............................*Form-specific information*................................ |
| | Enter the full path and filename for the text file that result from the text batch that you are copying. The system will store the text file in the location and filename you specify here. |

# Processing Options for Text File Processor (P007101)

## Process Tab

### Path Microsoft Word Template

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

# Resetting a Text Batch in the Text File Processor

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

(Unprocessed/Outbound) and changes inbound statuses to 5
(Unprocessed/Inbound).

▶   **To reset a text batch in the Text File Processor**

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

1.   On Work With Text Batches, complete either of the following fields and
     click Find:

     - User ID

     - Batch Number

2.   Choose the batch that you want to reset in the detail area.

3.   Choose Maintain Batch from the Row menu, and then choose Reset Batch.

## Purging a Text Batch in the Text File Processor

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

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

You can use a processing option on Purge Processed Transactions (R007102) to
determine whether the batch is removed from the Text Processor Header table
(F007101) as well as from the Text Processor Detail table.

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

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

You can set up any batch program to run when you purge a batch by setting up the
program or text file that generates the text batch to enter the name of the batch
program that you want to run in the Additional Purge Process field (GPPR) in the
Text Processor Header table. When you run the purge program on a batch that

includes the name of a batch program in the Additional Purge Process field, the system will run version ZJDE0001 of that batch program.

▶   **To purge a text batch in the Text File Processor**

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

1.   On Work With Text Batches, complete either of the following fields and click Find:

    •   User ID

    •   Batch Number

2.   Choose the batch that you want to purge in the detail area.

3.   Choose Maintain Batch from the Row menu, and then choose Purge Batch.

# Processing Options for Purge Processed Transactions (R007102)

## Process Tab

### 1. Purge Header Records

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

Valid values are:

1       Purge header and detail records

Blank Purge only detail records

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