PeopleSoft®

EnterpriseOne Xe
Global Solutions - Italy
PeopleBook

September 2000

J.D. Edwards World Source Company
7601 Technology Way
Denver, CO 80237

Portions of this document were reproduced from material prepared by J.D. Edwards.

Copyright ©J.D. Edwards World Source Company, 2000

All Rights Reserved

SKU XeEAIT

J.D. Edwards is a registered trademark of J.D. Edwards & Company. The names of all other products and services of J.D. Edwards used herein are trademarks or registered trademarks of J.D. Edwards World Source Company.

All other product names used are trademarks or registered trademarks of their respective owners.

The information in this guide is confidential and a proprietary trade secret of J.D. Edwards World Source Company. It may not be copied, distributed, or disclosed without prior written permission. This guide is subject to change without notice and does not represent a commitment on the part of J.D. Edwards & Company and/or its subsidiaries. The software described in this guide is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement. J.D. Edwards World Source Company uses automatic software disabling routines to monitor the license agreement. For more details about these routines, please refer to the technical product documentation.

Table of Contents

Solutions Summary 1

J.D. Edwards Business Solutions for Italy 3
  J.D. Edwards Country Information 3
  Tax Solutions Summary 3
    Fiscal Identification Number for Company Validation 4
    Monthly VAT Reporting 4
    Summary VAT Reporting 4
    Annual VAT Reporting 4
    Suspended VAT Processing 4
    Withholding Tax Processing 5
    Withholding Tax - 770 Reporting Data 5
    Intrastat Processing 5
  Banking Solutions Summary 5
    Bank Identification Validation 6
  Accounts Receivable Solutions Summary 6
    Draft Processing 6
  Accounts Payable Solutions Summary 6
    Automatic Payment Processing 7
  General Accounting Solutions Summary 7
    General Ledger Date Edit 7
    Sequential Number Report 7
    General Ledger Registration Report 8
    General Ledger Report 8
    Trial Balance Report by Category Code 8
  Reporting Solutions Summary 8
    Ledger Reports for Customers and Suppliers 8
    Open Amount Reports for Customers and Suppliers 9
  Additional Features for Italy 9
    Alternate Chart of Accounts 9
    Asset Depreciation 9
    Fixed Assets Legal Report 10
    Payment Terms 10

System Setup 11

Setting Up Your System for Localization..13
- Setting Up User Display Preferences 13
    - Processing Options for User Profile Revisions (P0092)..........16
- Setting Up User Defined Codes..16
- Setting Up A/R Electronic Formats for the Euro 22
- Setting Up a Tax Rate for Intra-Community VAT 23
- Setting Up a Tax Rate for Suspended VAT 25
- Setting Up Tax Rates and Areas for A/P 26
    - Processing Options for Tax Rates and Areas............................30
- Setting Up Your System for Date Edits..30
    - Processing Options for Country-Specific Processing Options - Italy (P7400IT)..........................31
- Setting Up an Alternate Chart of Accounts 31
- Setting Up the Data Dictionary to Process Withholding Tax 38
- Setting Up AAIs to Process Withholding Tax...................................39
    - Example: PKD Automatic Accounting Instruction.................39
    - Example: PKL Automatic Accounting Instruction.................40
- Setting Up Withholding Tax Codes..40
- Setting Up Withholding Tax Information for Suppliers 43
- Setting Up User Defined Codes for Intrastat Reporting......................46
- Setting Up Commodity Code Information 57
- Entering Cross-References for Items and Suppliers..........................59
- Validating Tax ID Numbers...62
    - Reviewing Tax ID Numbers...62

Italian Payment Terms..65
- Setting Up 30/60/90 End-of-Month Invoice Date............................65

Additional Information 71
- Periodic System Maintenance Activities 71
- Data Integrity and the Chart of Accounts 73
    - Account Defined Only in the Account Master Table....................73
    - Account Defined Only in the Alternate Chart of Accounts..........73
    - Security on the Alternate Chart of Accounts 74
    - Account Deleted from the User Defined Code Table...................74
- Multiple Ledger Types...74
    - Currency Ledgers..75
    - Depreciation Ledgers...75
    - User Defined Ledgers 75
- Translation Considerations for Multilingual Environments 76
    - Business Unit Descriptions...77
    - Account Descriptions 77
    - Automatic Accounting Instruction Descriptions 77
    - User Defined Code Descriptions...78
    - Delinquency Notice Text 78
- Translation Routines...78
- J.D. Edwards Multicurrency Solution Summary..................................79

Data Entry in Foreign or Domestic Currency 80
Setting Up Daily Transaction Rates..80
Intercompany Settlements 81
Gain and Loss Recognition...81
Detailed Currency Restatement..81
Balance Currency Restatement...81
As If Currency Repost...82
Country-Server Exits 82
Tax ID Validation 83
Bank ID Validation...83
General Ledger Date Edit...83
Withholding Tax Processing...84

Withholding Tax Processing 91

Processing Withholding Tax 93
Understanding Withholding Tax 93
Understanding INPS Withholding Tax 94
Understanding Notula 95
Understanding J.D. Edwards Status Codes for Withholding Tax 96
Entering Vouchers with Withholding Tax...97
Processing Withholding Tax Payments 100
Revising Withholding Tax Details...102
Printing Withholding Tax Reports 107
Printing the Proposal of Payment Report..107
Processing Options for Print W/T Payment Proposal (R7404430) 108
Printing a List of Withholding Tax Payments Due.............................108
Processing Options for Generate Withholding Tax Pmts (R7404500) 109
Printing the Withholding Tax Certifications Report...........................110
Processing Options for Print W/T Certifications (R7404027) 110
Printing the Model 770 Report 111
Processing Options for Model 770 - W/T Commission - Free Format (R74094D)...113
Printing the Supplier Ledger Report with Withholding Tax Details 114

Value Added Tax Processing 117

Processing VAT 119
Understanding VAT 119
Understanding Italian VAT 121
Understanding Deferred Invoices and VAT..121

    Understanding Intra-Community VAT 122
    Understanding Summary VAT.. 123
    Setting Up Register Types and Classes for Summary VAT 124
    Establishing an Initial VAT Balance.. 127
    Entering Journal Entries with Tax.. 128
        Processing Options for Journal Entries with VAT 133
    Entering VAT-Only Vouchers for the Customs Authority (Bolle doganali) 134
    Printing Monthly VAT Reports 136
        Processing Options for Monthly VAT Report (R004051) 136
    Printing the Summary VAT Report.. 138
        Processing Options for Print VAT Summary Report (R74093)...139
    Printing the VAT by Tax Area Code Report 141
        Processing Options for VAT Report by Tax Area Code (R00400)...141
Working with Annual VAT Reporting 143
    Understanding Annual VAT Reporting... 143
    Creating the Year-End VAT Table... 144
        Processing Options for Annual VAT File Build (R00911)....144
    Printing the Annual VAT Control Report... 145
        Processing Options for Annual VAT Control Reports (R00910)...145
    Revising Annual VAT Information.. 145
    Creating the Year-End VAT Tape.. 147
        Processing Options for Year-End VAT Output File Generation - Italy (R00918) 148
    Printing Annual VAT Reports for Customers and Suppliers............ 148
        Processing Options for A/R Annual Report Customer Format - Italy (R00916) 149
        Processing Options for A/P Annual Rpt Supplier Format - Italy (R00917) 149
Working with Suspended VAT.. 151
    Understanding Suspended VAT 151
    Generating Suspended VAT Amounts 153
        Processing Options for Suspended VAT Generation (R74076C)...155
    Printing the Open Suspended VAT Invoice Listing.......................... 156
        Processing Options for Invoice List Control Report (R74079)..156
    Printing the Monthly Suspended VAT Report................................... 156
Working with the VAT Ceiling.. 159
    Understanding the VAT Ceiling 159
    Understanding Italian VAT Ceiling Requirements............................. 161
    Determining Eligibility for the VAT Ceiling....................................... 162
    Processing Options for Calculate VAT Ceiling (R74412)................. 163
    Adding VAT Ceiling Information 164
    Monitoring the VAT Ceiling.. 165

Processing Options for Monitor VAT Ceiling (R74416) 166

Bank Information Processing 169

Validating Account Information..171
Validating Bank Identification Information..173
Uploading Bank Identification Information to Your System....................175
Revising Bank Identification Information Manually 177
Converting Bank Numbers...181
Processing Options for Italian Bank File Processing (R74800)..181

Invoice Processing 183

Working with Invoices for Free Goods 185

Accounts Receivable Draft Processing 187

Overview of A/R Drafts 189
What Are the Types of Drafts?..189
What Are the Steps for Processing Drafts?..190
Draft Processing...190
Invoice Creation 191
Draft Origination (Optional)..192
Draft Acceptance..192
Draft Remittance 193
Draft Collection..194
Draft Processing on the General Ledger..194
Processing A/R Drafts in Italy 196
Processing Options for Magnetic RiBa Tape Format (R03B672IT)...196
Setting Up A/R Draft Processing 199
Setting Up AAIs for A/R Drafts..199
AAIs for Drafts Receivable (RD1x) 200
AAIs for Drafts Remitted for Cash (RD2x)...................................200
AAIs for Drafts Remitted for Discount (RD3x)............................201
AAIs for Contingent Liability (RD4x) 201
AAIs for Void/Non-Sufficient Funds (RD5)................................201
Setting Up User Defined Codes for A/R Drafts 202
Payment Instrument Codes 202
Pay Status Codes...203
Setting Up Drafts as the Default Payment Instrument.......................204
Setting Up Statements or Invoices for A/R Drafts 205
Setting Up Bank Account Information for A/R Drafts 206

      - Setting Up Draft Bank Accounts for Customers 207
      - Printing the Bank Account Exception Report for A/R Drafts 210
        - Processing Options for Bank Account Exception Report 210
- Working with Draft Origination 211
  - Printing Invoices with Draft Attachments 211
  - Processing Options for Invoice Print with Draft (R03B5051) 212
    - Data Selection for Invoice Print with Draft 213
    - Data Sequence for Invoice Print with Draft 213
  - Printing Statements with Draft Attachments 214
      - Processing Options for Statement Print with Draft (R03B506) 214
    - Data Selection for Statement Print with Draft 215
    - Data Sequence for Statement Print with Draft 215
- Working with Draft Acceptance 217
  - Entering Manual Drafts 217
  - Processing Options for Draft Entry (P03B602) 224
  - Creating Automatic Drafts 238
      - Processing Options for Pre-Authorized Drafts 239
  - Revising Drafts 241
  - Returning a Draft to Prior Status 243
  - Voiding Drafts 245
  - Working with NSF Drafts 248
    - Entering a Full NSF Draft 248
    - Entering a Partial NSF Draft 250
    - Creating a Renewal Draft 253
- Working with Draft Remittance 255
  - Creating Bank Registers for A/R Drafts 255
    - Example: Bank Register 256
  - Reviewing and Revising Bank Registers for A/R Drafts 259
  - Remitting Drafts 260
      - Processing Options for Draft Remittance 261
    - Data Selection for Draft Remittance 263
  - Understanding Contingent Liability 264
- Working with Draft Collection 265
      - Processing Options for Draft Collection with Status Update 266
    - Data Selection for Draft Collection with Status Update 267
- Approving and Posting A/R Drafts 269
  - Reviewing and Approving Journal Entries for A/R Drafts 269
  - Reviewing and Revising Draft Batches 270
  - Posting Journal Entries for A/R Drafts 271

Automatic Payment Processing 273

Setting Up Bank Account Information for A/P 277
Working with Payment Instruments 285
    Working with Italian Payment Formats..285
        Processing Options for Create A/P Bank Tape - Italy (R04572I1) 286
        Processing Options for A/P Print Payments - Checks - Italy (R04572I2) 287
    Setting Up Payment Instruments...287
Creating Payment Groups 295
    Processing Options for Create Payment Groups (R04570)................299
        Understanding the Payment Currency Processing Option 310
    Data Sequence for Create Payment Control Groups 314
Working with Payment Groups...315
    Printing the Payment Analysis Report 318
        Processing Options for Payment Analysis Report 318
    Reviewing Payment Groups 318
    Reviewing Payments with a Write Status...321
    Reviewing Payments with an Update Status 324
    Revising Unprocessed Payments 326
Working with Automatic Payments 335
    Writing Payments 335
    Resetting Payment Processing...341
    Removing Processed Payments 343
    Copying Payments to Tape...344
        Additional Tape Copy Options 347

General Ledger Accounting 349

Accounting for Petrol Card Expense Reports...351
Working with the Annual Close..353
    Understanding the Annual Close...353
    Preparing for the Annual Close 354
        Automatic Accounting Instructions 355
        User Defined Codes..355
        Ledger Types...356
        Document Types 356
        Chart of Accounts 357
Reviewing Account Information 359
    Verifying Account Balances...359
    Reviewing Account Ledgers by Object Account 362
        Processing Options for Account Ledger Inquiry by Object Account...364
    Reviewing Account Ledgers by Category Code 365
        Processing Options for Account Ledger Inquiry by

Category Code..367
Reporting on the General Ledger.. 369
Printing the Sequential Number Report 369
Processing Options for Sequential Number Reports (R74099A, R74099B, and R74099C).. 370
Printing the G/L Registration Report.. 371
Printing Considerations for the G/L Registration Report.......... 371
Registration Numbers for Adjusting Journal Entries.................. 371
Processing Options for G/L Registration Report (R09404)..373
Printing the Trial Balance Report 374
Final Annual Close 375
Processing Options for Trial Balance by Object and Subsidiary (R7409C3).. 375
Processing Options for T/B by Category Code (R70472)................. 380
Printing the General Ledger Report.. 384
Final Annual Close 385
Processing Options for General Ledger by Object and Subsidiary (R7409C1).. 385
Processing Options for General Ledger by Category Code (R70470).. 390

Additional Reporting.. 395

Working with European Union (EU) Reporting....................................... 397
Overview of European Union Reporting.. 397
Understanding Intrastat Requirements 398
Understanding Intrastat Reporting and the Euro................................ 400
Considerations Before You Create Intrastat Reports 400
Example: Company and Intrastat Reporting in Different Currencies 401
Updating Intrastat Information... 401
Processing Options for Intrastat Generation - Sales (R0018I1) 405
Processing Options for Intrastat Generation - Procurement (R0018I2) 407
Revising Intrastat Information 409
Purging Records from the Intrastat Table... 417
Processing Options for Intrastat Table (F0018T) - Purge (R0018TP) 418
Using the IDEP/IRIS Interface for Intrastat Reporting 419
Processing Options for IDEP/IRIS Interface (R0018I3)................. 425
Printing the EC Sales List 428
Processing Options for the VAT EC Sales List (R0018L)................ 432
Processing Options for EC Sales List - A/R (R0018S) 434

Working with the Text File Processor 435
    Overview of the Text File Processor 435
    Copying Text in the Text File Processor 436
    Processing Options for Text File Processor (P007101) 439
    Resetting a Text Batch in the Text File Processor 439
    Purging a Text Batch in the Text File Processor 440
    Processing Options for Purge Processed Transactions (R007102) 441
Reviewing Customer and Supplier Reports 443
    Building the Localization Ledgers Workfile 443
    Processing Options for A/P Localized Supplier Ledger Refresh (R7404018) 446
    Processing Options for A/R Localized Customer Ledger Refresh (R7403B018) 447
    Printing Customer and Supplier Ledger Reports 448
    Processing Options for Localization A/P and A/R Ledger Report (R7404014) 450
    Printing Open Amount Reports for Customers 452
    Processing Options for A/R Inventory Book (R7403B026) 452
    Printing Open Amount Reports for Suppliers 453
    Processing Options for A/P Inventory Book (R7404026) 454
Preparing the Fixed Assets Legal Report 457
        Processing Options for Fixed Assets Legal Report - Italy (R7412100) 457

Index 459

Solutions Summary

J.D. Edwards Business Solutions for Italy

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 Italy include:

- ☐ Fiscal identification number for company validation
- ☐ Monthly VAT reporting
- ☐ Summary VAT reporting
- ☐ Annual VAT reporting
- ☐ Suspended VAT processing
- ☐ Withholding tax processing
- ☐ Withholding tax - 770 reporting data
- ☐ Intrastat processing

Fiscal Identification Number for Company Validation

In Italy, the Tax Authority assigns a unique fiscal identification number to each company. All VAT-relevant documents and books compiled by a company must contain this identification number. The identification number is 11 characters long. The first seven digits are the progressive registration number. The next three digits are the identification code for the relevant VAT office. The last digit is a control digit used for validation.

Availability: B73.1

Monthly VAT Reporting

Businesses in Italy print monthly reports to document accounts payable and accounts receivable VAT. The report must be printed on a special legal form that is pre-numbered and approved by the local tax authorities.

Availability: B73.1

Summary VAT Reporting

VAT summary reports include the total amount that is due to the local tax authority based on register types and classes.

Availability: B73.2

Annual VAT Reporting

Annual VAT reports include summarized VAT information from customer invoices and supplier vouchers. The information must be summarized by the supplier or customer tax identification number. The system creates a cumulative record for customer and suppliers who have the same tax identification number, as in the case of a parent business with subsidiaries.

Availability: B73.3

Suspended VAT Processing

Italian law states that the VAT on the sale of goods to certain associations, such as hospitals and universities, is due only upon receipt of payment, not upon issue of the invoice. The VAT payable is accounted for when payment is received, not at the time of invoice entry. In J.D. Edwards software, the stand-alone tax calculation for suspended VAT tax is integrated with the invoice entry and cash receipts processes.

Availability: B73.2

Withholding Tax Processing

J.D. Edwards withholding tax solutions integrates with the voucher entry and payment processes. The withholding tax process includes the calculation and payment of withholding tax on vouchers that businesses receive from suppliers, in addition to delayed VAT on payment (Notula) and Instituto Nazionale Previdenza Sociale (INPS) withholding taxes for contractors.

Availability: B73.2

Withholding Tax - 770 Reporting Data

In Italy, businesses are required to submit information relative to tax withheld by the company on behalf of specific suppliers on the official 770 form for revenue declaration. You can use J.D. Edwards software to print or download this information as needed. J.D. Edwards provides you with the ability to report on withholding tax information in the appropriate 770 form sections.

Availability:

- B73.3 (1998 record layout)
- B73.3.1 (1999 record layout)
- OneWorld Xe (free formatted data)

Intrastat Processing

To meet the reporting requirements of the European Union, J.D. Edwards software provides Intrastat processing to collect the import and export information from the distribution systems through an interface with IDEP.

Availability: OneWorld Xe

Banking Solutions Summary

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

- ☐ Bank identification validation

Bank Identification Validation

In Italy, bank identification information consists of two numbers: a five-digit bank transit number (codice ABI) and a five-digit bank branch code (codice CAB). J.D. Edwards software validates this bank identification information during the draft generation and remittance processes.

Availability: B73.1

Accounts Receivable Solutions Summary

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

- ☐ Draft processing

Draft Processing

In addition to the standard draft process, J.D. Edwards provides the following draft processing localizations for Italy:

- Draft statements formatted to meet requirements in Italy
- Validation of bank identification information
- Electronic RiBa remittance
- Notification of non-sufficient funds formatted to meet requirements in Italy

Availability:

- B73.1 (base draft features)
- B73.3 (additional features)

Accounts Payable Solutions Summary

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

- ☐ Automatic payment processing

Automatic Payment Processing

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

- Electronic payment format
- Checks
- Payment register

Availability: B73.1

General Accounting Solutions Summary

J.D. Edwards provides solutions for reporting requirements in Italy, including:

- ☐ General ledger date edit
- ☐ Sequential number report
- ☐ General ledger registration report
- ☐ General ledger report
- ☐ Trial balance report by category code

General Ledger Date Edit

In Italy, businesses are required to document each revenue and expense event in chronological order. Set up the system to edit the dates that you enter for original fiscal vouchers and invoices to ensure that the documents are entered into the system chronologically.

Availability: B73.2

Sequential Number Report

In Italy, businesses are required to number original fiscal documents sequentially as well as chronologically. You can run the Sequential Number Report to identify any document numbers that are out of sequence.

Availability: B73.2

General Ledger Registration Report

Run the General Ledger Registration report in proof mode to review a listing of all general ledger transactions for each month. Run the report in final mode to assign chronological and sequential registration numbers to your general ledger transactions.

Availability: B73.2

General Ledger Report

You can use J.D. Edwards general accounting software to maintain a local and corporate view of your chart of accounts simultaneously. Generate General Ledger reports for either view of the chart of accounts in the format used by businesses in Italy.

Availability: B73.2

Trial Balance Report by Category Code

You can use J.D. Edwards General Accounting software to maintain a local and corporate view of your chart of accounts simultaneously. Generate trial balance reports for either view of the chart of accounts to verify the accuracy of transactions in individual account ledgers.

Availability: B73.2

Reporting Solutions Summary

J.D. Edwards provides solutions for reporting requirements in Italy, including:

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

Ledger Reports for Customers and Suppliers

Generate and print supplier and customer ledger reports in the format used by companies in Italy.

Availability: B73.2

Open Amount Reports for Customers and Suppliers

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

Availability: B73.2

Additional Features for Italy

J.D. Edwards provides additional features for Italy, including:

- ☐ Alternate chart of accounts
- ☐ Asset depreciation
- ☐ Fixed Assets legal report
- ☐ Payment terms

Alternate Chart of Accounts

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

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 the depreciation for assets based on depreciation methods that are used in Italy, including:

- Accelerated depreciation (Ammortamento accelerato)
- Reduced depreciation (Ammortamento ridotto)
- Anticipated depreciation (Ammortamento anticipato)
- Ordinary depreciation (Ammortamento ordinario)

- Complete depreciation (Ammortamento integrale)

Availability:

- B73.2 (standard depreciation)
- OneWorld Xe (anticipated depreciation [secondary account depreciation])

Fixed Assets Legal Report

J.D. Edwards provides the Fixed Asset Yearly Legal Report (Registro dei beni ammortizzabili). This legal report contains information on the company's assets and assets' depreciation.

Availability: OneWorld Xe

Payment Terms

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

Enhanced payment terms consist of the following:

- Due date rules
- Work day calendars
- Enhanced payment term codes

Availability: B73.1

System Setup

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

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

- ☐ Setting up your system for localization
- ☐ Italian payment terms
- ☐ 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 additional tasks for Italy:

- ☐ Setting up user display preferences
- ☐ Setting up user defined codes
- ☐ Setting up A/R electronic formats for the euro
- ☐ Setting up a tax rate for intra-community VAT
- ☐ Setting up a tax rate for suspended VAT
- ☐ Setting up tax rates and areas for A/P
- ☐ Setting up your system for date edits
- ☐ Setting up an alternate chart of accounts
- ☐ Setting up the data dictionary to process withholding tax
- ☐ Setting up AAIs to process withholding tax
- ☐ Setting up withholding tax codes
- ☐ Setting up withholding tax information for suppliers
- ☐ 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.

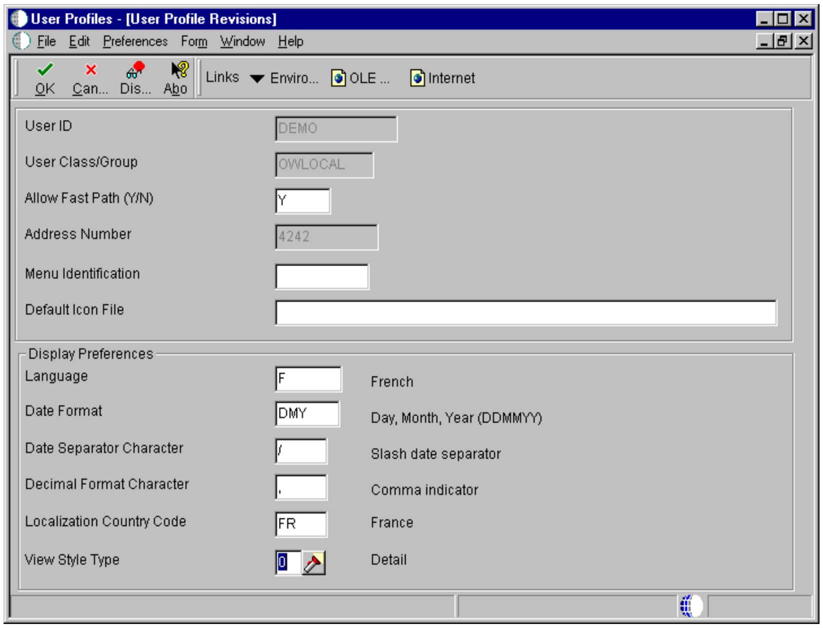
J.D. Edwards supplies country codes in user defined code table 00/LC. This table stores both two-digit and three-digit country codes. In addition, the Description 02 field contains the localization tier for each country. The localization tier determines the level of support given to that country. See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


User Profiles - [User Profile Revisions]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Enviro...
OLE ...
Internet

User ID	DEMO	
User Class/Group	OWLOCAL	
Allow Fast Path (Y/N)	Y	
Address Number	4242	
Menu Identification		
Default Icon File		
Display Preferences		
Language	F	French
Date Format	DMY	Day, Month, Year (DDMMYY)
Date Separator Character	/	Slash date separator
Decimal Format Character	,	Comma indicator
Localization Country Code	FR	France
View Style Type	0	Detail

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. Before specifying a language, a language code must exist at either the system level or in your user preferences.

Field	Explanation
Date Format	This is the format of a date as stored in the database. 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. 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. NOTE: • If an asterisk is entered (*), a blank is used for the date separator. • If left blank, the system value is used for the date separator.
Decimal Format Character	The character entered in this field is used to signify the fractions from whole numbers (the positions to the left of the decimal). 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 J.D. Edwards software accept only user defined codes. You can customize your system by setting up and using user defined codes that meet the specific needs of your business environment.

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

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

- Payment instrument (00/PY)
- Produce Bank File (04/PP)
- European Union members (00/EU)
- VAT codes for year-end processes (00/IV)
- VAT register class (74/01)
- VAT register type (74/02)
- Suspended VAT document types (74/DT)
- Suspended VAT rates (74/SP)
- Section of 770 form (74/RA)
- Form 770 information (74/70)
- Country codes for 770 form (74/CN)
- Withholding tax government (74/IM)
- Withholding tax fiscal code (74/WF)
- Withholding type (74/WT)

See Also

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

Payment Instrument (00/PY)

Set up user defined codes to identify each payment method that you use. You can associate payment instruments with document types 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 Payment Instruments*.

Produce Bank File (04/PP)

Set up a user defined code for each of the print or tape programs that you use to write payments. Use the following print and tape programs for Italy:

- P04572I1, diskette
- P04572I2, checks

European Union Members (00/EU)

Italian companies that use domestic electronic formats in Accounts Receivable must assign a currency value to the corresponding currency code on the UDC 00/EU in order to state amounts in the euro.

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

- E (for the euro currency code, EUR)
- Blank or I (for the Italian lire currency code, ITL)

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

VAT Codes for Year-End Processes (00/IV)

Set up VAT codes to associate a tax rate to a transaction. For example, you might set up codes for the following:

- VAT rate 0 percent
- Excluded
- Non-recoverable 50 percent
- Non-recoverable 100 percent
- VAT 4 percent
- VAT 20 percent

VAT Register Class (74/01)

Set up register class codes to track and report VAT tax in a summarized format. For example, you might set up codes for the following register classes:

- Purchases
- Correspondent
- No deduction
- Sales

VAT Register Type (74/02)

Set up register type codes to track and report VAT tax in a summarized format. For example, you might set up codes for the following register types:

- Purchases (Tax Italy)
- Purchases (Tax CEE)
- Purchases (Tax extra CEE)
- Tax not deductible
- Sales (Tax Italy)
- Sales (Tax CEE)
- Sales (Tax extra CEE)
- Suspended VAT

Suspended VAT Document Types (74/DT)

Use UDC 74/DT to set up a cross-reference between the document type for suspended VAT and the document type for suspended VAT-recognized. For example, to cross-reference document type Q9 (suspended VAT) with document type Q7 (suspended VAT - recognized), enter Q9 in the Code field and Q7 in the Description 01 field.

The system uses the document type that you enter in the Code field (Q9 in this example) when you generate suspended VAT amounts. When you receive payment for the invoice for which VAT was suspended and run the Suspended IVA - Receipts/Rebate Control Reports program (R74076C), the system uses the document type that you enter in the Description 01 field (Q7 in this example) to record the VAT that is recognized when full or partial payment is received for the original suspended VAT (Q9) document.

You must also set up the codes for both the suspended VAT and the suspended VAT-recognized document types on user defined codes 00/DT and 00/DI.

Suspended VAT Rates (74/SP)

Set up codes to identify the tax rate at which the system calculates suspended VAT amounts and to cross-reference the tax rate for suspended VAT with the VAT payable tax rate. For example, to cross-reference the tax rate SOSP20 (for suspended VAT) with the tax rate IVA20 (for VAT payable), enter SOSP20 in the Code field and IVA20 in the Description 01 field.

The system uses the G/L Offset for the tax rate that you enter in the Code field (SOSP20 in this example) to post suspended VAT amounts to a suspense account. When you receive payment for the invoice for which VAT was suspended and run the Suspended IVA - Receipts/Rebate Control Reports program (R74076C), the system uses the offset for the tax rate that you enter in the Description 01 field (IVA20 in this example) to reclassify the recognized portion of the suspended VAT to a VAT payable account.

Section of 770 Form (74/RA)

Set up codes to identify the information that you want to use when you create your Model 770 form sections. For example, you might set up codes for the following information:

- Self employment revenue (SF 770 section)
- Self employment INPS subjected (SG 770 section)
- Sales commissions (SH 770 section)

Form 770 Information (74/70)

Set up codes to identify information for the 770 form. This code indicates whether the supplier is a resident of Italy and whether the supplier’s revenue is partially, totally, or not subject to INPS withholding tax.

Set up the following codes:

- 0 - Resident
- 0A - Resident whose income is all subject to INPS
- 0B - Resident whose income is partially subject to INPS
- 0C - Resident whose income is not subject to INPS
- 1 - Nonresident whose income is all subject to INPS
- 1A - Nonresident whose income is partially subject to INPS

- 1B - Nonresident whose income is not subject to INPS
- 1C - Nonresident

Country Codes for 770 Form (74/CN)

Set up the numeric country codes that have been defined by the fiscal authority for use on the 770 form. The Codes field must contain the same country codes as user defined code table 00/CN. The Description 01 field must contain the corresponding numeric code as defined by the fiscal authority. The system uses user defined code list 74/CN in conjunction with user defined code list 00/CN to convert country codes to the proper numeric format for the 770 form.

Withholding Tax Government (74/IM)

Set up user defined codes to further define withholding tax information for your suppliers. You specify the government withholding tax information for each code in the Special Handling Code field. The codes that you specify are for internal use to link the government information to withholding tax types (user defined codes table 74/WT).

Valid values for the Special Handling Code field include:

- 1 - Self-employed
- 2 - Sales commissions

Withholding Tax Fiscal Code (74/WF)

Set up codes to identify the withholding taxes that you process for your suppliers. For example, you might set up withholding tax fiscal codes as follows:

- 1038 - Fiscal Code 1038
- 1040 - Fiscal Code 1040

Specify a special handling code to indicate the conditions of the withholding tax. Valid values for the Special Handling Code field are as follows:

- A - Code applies to persons in receipt of sums subject to withholding tax as advanced payment
- B - Code applies to persons in receipt of sums subject to withholding tax by way of tax advance

Withholding Type (74/WT)

In Italy, suppliers can be eligible for different types of withholding tax. For reporting and processing purposes, set up user defined codes to identify the types of withholding tax that apply to your suppliers.

Set up the following codes:

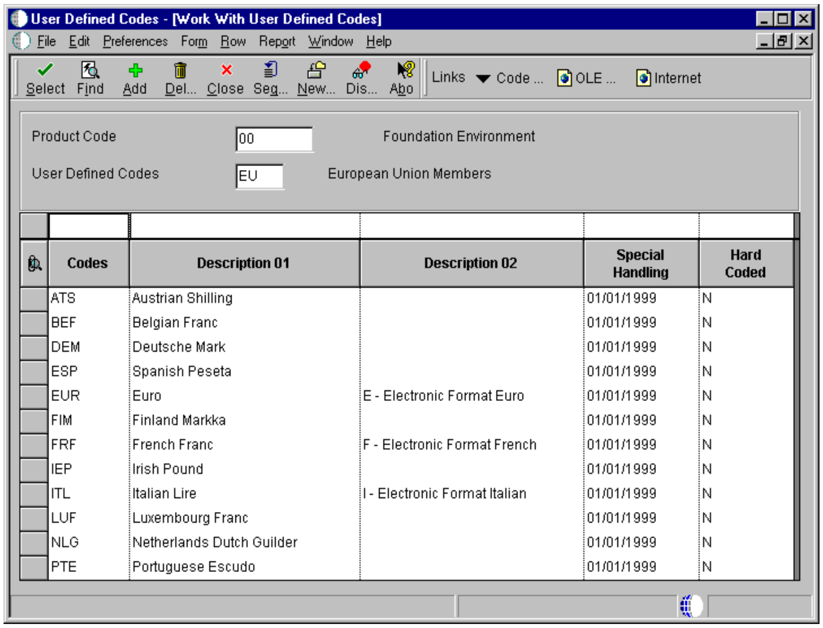
- E - Sales commissions withholding (*ENASARCO*)
- I - Social security withholding (*INPS*)
- R - Standard withholding tax

Withholding type codes are linked to an internal withholding tax code on the Withholding Tax Codes - Italy form (P740405).

Setting Up A/R Electronic Formats for the Euro

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

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


User Defined Codes - [Work With User Defined Codes]
File Edit Preferences Form Row Report Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Code ... OLE ... Internet

Product Code: 00 — Foundation Environment

User Defined Codes: EU — European Union Members

Codes	Description 01	Description 02	Special Handling	Hard Coded
ATS	Austrian Shilling		01/01/1999	N
BEF	Belgian Franc		01/01/1999	N
DEM	Deutsche Mark		01/01/1999	N
ESP	Spanish Peseta		01/01/1999	N
EUR	Euro	E - Electronic Format Euro	01/01/1999	N
FIM	Finland Markka		01/01/1999	N
FRF	French Franc	F - Electronic Format French	01/01/1999	N
IEP	Irish Pound		01/01/1999	N
ITL	Italian Lire	I - Electronic Format Italian	01/01/1999	N
LUF	Luxembourg Franc		01/01/1999	N
NLG	Netherlands Dutch Guilder		01/01/1999	N
PTE	Portuguese Escudo		01/01/1999	N

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

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

Assign the value blank to your default domestic currency.

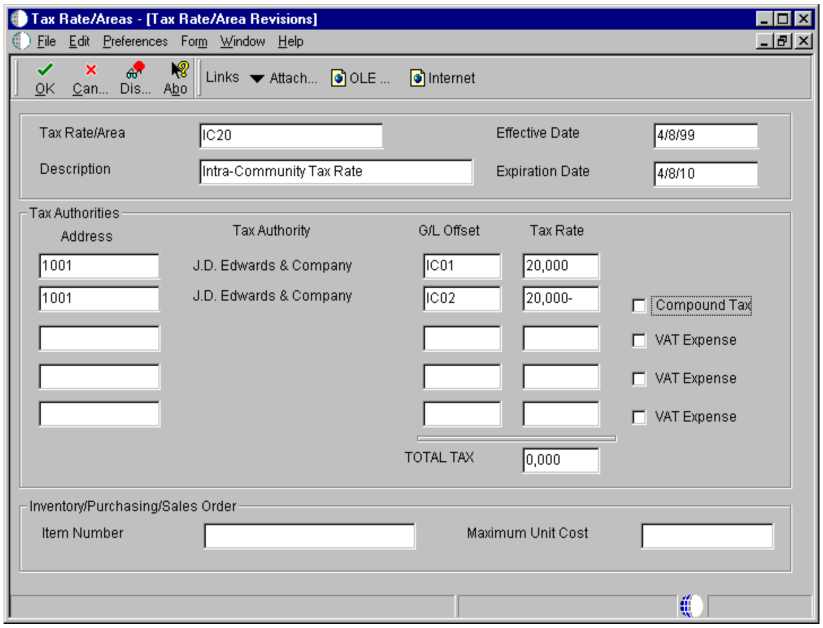
Setting Up a Tax Rate for Intra-Community VAT

Since the creation of the Single Market in 1993, goods sold from a taxable entity in one EU member state to a taxable entity in another EU member state are treated as exempt from VAT.

In most EU countries, you must submit various report on VAT, including the VAT that has been exempted on intra-community transactions. To record the exempted VAT on transactions between EU members, you need to set up a tax rate for Intra-Community VAT.

Set up the Intra-Community VAT tax rate/area with two tax rates. The first tax rate is the VAT rate that would be used if the transaction were not exempt. The second tax rate is the negative equivalent of the first tax rate. For example, if the first tax rate is 16 percent, the second tax rate would be -16 percent. The two tax rates net to zero.

The following example shows an Intra-Community VAT tax rate for Italy:


Tax Rate/Areas - [Tax Rate/Area Revisions]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links Attach... OLE ... Internet

Tax Rate/Area: IC20
Description: Intra-Community Tax Rate
Effective Date: 4/8/99
Expiration Date: 4/8/10

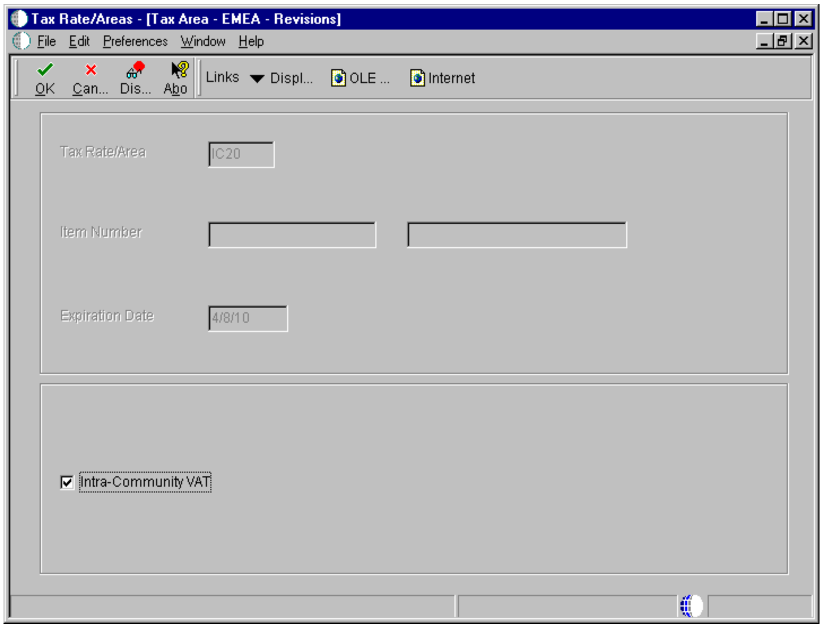
Tax Authorities

Address	Tax Authority	G/L Offset	Tax Rate	
1001	J.D. Edwards & Company	IC01	20,000	
1001	J.D. Edwards & Company	IC02	20,000-	☐ Compound Tax
				☐ VAT Expense
				☐ VAT Expense
				☐ VAT Expense

TOTAL TAX: 0,000

Inventory/Purchasing/Sales Order
Item Number:
Maximum Unit Cost:

For each type of tax rate code, you can set up specific G/L offsets. The system uses a G/L offset, which is defined in the PTxxxx AAI, to post your journal entries to different VAT accounts in your chart of accounts. For example, you might have a Domestic VAT account and an EU VAT account.


Tax Rate/Areas - [Tax Area - EMEA - Revisions]
File Edit Preferences Window Help
OK Can... Dis... Abo
Links Displ... OLE ... Internet

Tax Rate/Area: IC20
Item Number:
Expiration Date: 4/8/10

☑ Intra-Community VAT

When you set up a tax rate/area for Intra-Community VAT, you must select Regional Info from the Form menu to display the Tax Area - EMEA - Revisions form, on which you can indicate that the tax rate is for Intra-Community VAT. This form is accessible from Regional Info only if you have set up your user preferences with a country preference code of IT (Italy).

See Also

- ☐ *Setting Up Tax Rates and Areas for A/P* for information on setting up tax rates and areas
- ☐ *Setting Up User Display Preferences* for information on setting up a country preference code

Setting Up a Tax Rate for Suspended VAT

Italian law allows business that sell goods to certain government-owned or controlled institutions to defer the booking of VAT payable until receipt of complete or partial payment of the invoice. This deferment of VAT payable is called suspended VAT. In order to process suspended VAT, you must set up a tax rate with a special G/L Offset to post the suspended VAT amounts to a suspense account.

When you receive payment and run the Suspended VAT Generation program (R74076C), the system uses the tax rate for VAT payable to reclassify the suspended VAT amount and to post the recognized VAT to a VAT payable account.

For example, you could set up the following tax rate for suspended and payable VAT:

- Tax rate SOSP20 for suspended VAT with a G/L offset of SOSP and a tax rate of 20 percent
- Tax rate IVA20 for VAT payable with a G/L offset of VATB and a tax rate of 20 percent

You must set up the RTxxxx AAIs for the G/L offsets. For the current example, you could set up RTSOSP for object account 1241 (a suspended VAT account), and RTVATB for object account 4431 (a VAT payable account).

See Also

- ☐ *Setting Up Tax Rates and Areas for A/P* for information on setting up tax rates and areas

Setting Up Tax Rates and Areas for A/P

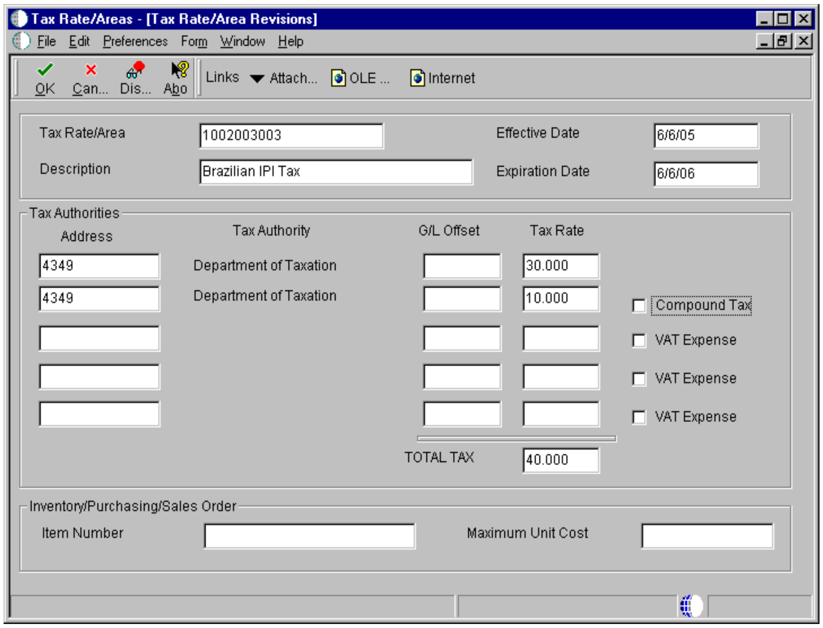
To calculate and track the different taxes you pay to your suppliers, you must set up tax rates and areas.

Each tax area is a physical, geographic area, such as a state, province, or county. Different tax authorities assess a variety of taxes for each geographical area. Additionally, each authority within a tax area can have a different tax rate.

▶ To set up tax rates and areas

From the Tax Processing and Reporting menu (G0021), choose Tax Rate/Areas.

1. On Work With Tax Rate/Areas, click Add.


Tax Rate/Areas - [Tax Rate/Area Revisions]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links Attach... OLE ... Internet

Tax Rate/Area: 1002003003
Description: Brazilian IPI Tax
Effective Date: 6/6/05
Expiration Date: 6/6/06

Tax Authorities

Address	Tax Authority	G/L Offset	Tax Rate	
4349	Department of Taxation		30.000	
4349	Department of Taxation		10.000	☐ Compound Tax
				☐ VAT Expense
				☐ VAT Expense
				☐ VAT Expense

TOTAL TAX: 40.000

Inventory/Purchasing/Sales Order
Item Number:
Maximum Unit Cost:

2. On Tax Rate/Area Revisions, complete the following fields:
   - Tax Rate/Area
   - Description
   - Effective Date
   - Expiration Date

- Tax Authorities
- G/L Offset
- Tax Rate

3. Complete the following optional fields:
   - Item Number (Short) (optional, used only for Distribution)
   - Maximum Unit Cost (optional, used only for Distribution)
4. To calculate the tax on the tax amount, verify that the following option is turned on:
   - Compound Tax
5. If a nonrecoverable percentage is applied to all VAT taxes for the tax rate/area, verify that the following option is turned on:
   - VAT Expense
6. Verify the system-supplied information in the following field and Click OK:
   - TOTAL TAX

Field	Explanation
Tax Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate. The system uses this code to properly calculate the tax amount.

Field	Explanation
Tax Authorities	The address book number of a tax authority that has jurisdiction in the tax area. This is an authority to whom you pay and report sales, use, or VAT taxes. Examples include states, counties, cities, transportation districts, provinces, and so on. You can have up to five tax authorities for a single tax area. ....*Form-specific information*................................. For Canada, the GST tax authority must be on the first line. PST tax authorities can be on lines 2 through 5. If a GST input credit is applicable, the authorities on lines 3 through 5 can identify the GST percentage not eligible for input credits.
G/L Offset	A code that indicates how to locate the tax account for general ledger entries. This field points to automatic accounting instructions (AAIs) that, in turn, point to the tax account. Examples are: PTyyyy — for A/P (VAT only) RTyyyy — for A/R (VAT only) GTyyyy — for G/L (VAT only) 4320 — for Sales Orders 4400 and 4410 — for Purchase Orders When setting up VAT and Canadian GST, PTyyyy, RTyyyy, and GTyyyy are the only valid values. For the A/P system, a second G/L Offset (PT_ _ _ _) is required when your tax setup involves VAT plus use taxes (tax explanation code B). Use AAI PT_ _ _ _ to designate the use tax portion of the setup. For sales taxes, the Accounts Payable and Accounts Receivable systems ignore the values in this field. However, the Sales Order Management and Procurement systems require values in this field.
Tax Rate	A number that identifies the tax rate for a tax authority that has jurisdiction in the tax area. Tax rates must be expressed as a percentage and not as the decimal equivalent. For example, type 7 percent as 7. The value appears as 7.000.

Field	Explanation
Tax Calculation Method	A code in WorldSoftware, or an option in OneWorld software, that indicates whether the tax rate for the tax authority is calculated pre-GST (taxable amount plus any GST for a previous tax authority) or calculated as a tax on a tax. Valid values for WorldSoftware are: Y Tax on a tax. Indicates that the tax is calculated after GST has been added to the product value. The taxable amount plus any GST calculated for a previous tax authority is added to calculate the basis for this authority. N Not tax on a tax. Indicates that the tax is calculated against the value of the product. The taxable amount is the basis for this authority. Note: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters B and C. For OneWorld software: • If this option is turned on, it indicates tax on a tax. • If this option is turned off, it indicates no tax on a tax. ....*Form-specific information*................................ This code is available only for the second tax authority (line 2 in the list on this form) and must identify a non-GST tax authority.
Tax Type	A code in WorldSoftware, or an option in OneWorld software, that identifies the percentage of the VAT (GST) amount that is not eligible for input credits. Valid values for WorldSoftware are: R Not recoverable. The tax is an expense and is not a receivable. Blank Recoverable. The tax is a receivable. This is the default. Note: This field is used in Canada. It is valid only with tax explanation codes that begin with the letters C, B, and V. For OneWorld software: • If this option is turned on, tax is not recoverable. • If this option is turned off (default), tax is recoverable.

Processing Options for Tax Rates and Areas

```
Item#/MaxCost


      Enter 1 to show these fields OR 0            ____________
      to hide them:

Validation


      Enter 1 to validate item numbers             ____________
      OR 0 to not validate:
```

Setting Up Your System for Date Edits

Use J.D. Edwards localized software to edit the dates that you enter for original fiscal vouchers and invoices. When you use J.D. Edwards standard data entry programs with the date edit feature and when your user preferences are set with the country preference code of IT (Italy), you automatically access the following business functions each time you enter a document.

Voucher and Invoice Entry Master Business Functions	The Voucher Entry and Invoice Entry Master Business Functions validate the information that you enter for invoices and vouchers.
Business Function for Italian Date Edits (B7400200)	Business function B7400200 validates that the G/L date that you enter for the document is the same or later than that of the document immediately preceding it.

You set the processing options for the business functions on the Country Specific Processing Options - Italy program (P7400IT). These processing options determine the type of date edit to perform for each of the documents that you enter.

After you set up the processing options for the business function, you can set up different versions of the data entry programs for fiscal documents (invoices and vouchers that include VAT) and nonfiscal documents (other documents that do not include VAT). The versions are based on the processing options that you set up for the business functions. Set up the version for fiscal documents to include the date editing feature. The version for nonfiscal documents can either issue a warning or not include the date editing feature.

Before You Begin

- ☐ Set up your user display preferences with a country preference code for Italy (IT). See *Setting Up User Display Preferences.*

Processing Options for Country-Specific Processing Options - Italy (P7400IT)

A/P

```
1. Enter a value to select G/L date
    validation. Values are as follows:
    Blank = No Validation; 1 = Warning;
    2 = Hard Error.

      G/L Date Validation
```
____

A/R

```
1. Enter a value to select G/L date
    validation. Values are as follows:
    Blank = No Validation; 1 = Warning;
    2 = Hard Error.

      G/L Date Validation
```
____

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.

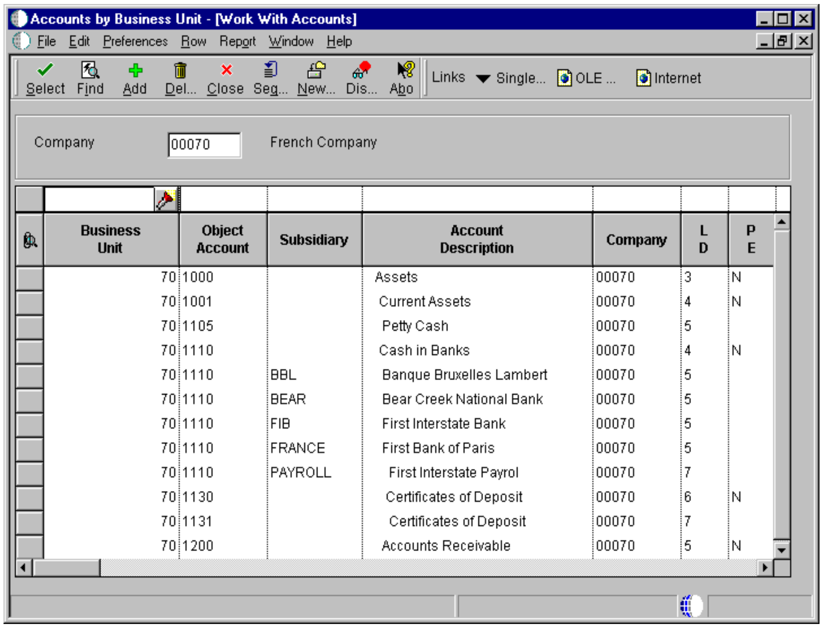
Whether you define the local chart of accounts by object and subsidiary, or in Category Codes 21, 22, and 23, the accounts that you set up in the category codes are referred to in J.D. Edwards software as alternate descriptions of your accounts.

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.


Accounts by Business Unit - [Work With Accounts]
File Edit Preferences Row Report Window Help
Select Find Add Del... Close Seg... New... Dis... Abo
Links Single... OLE ... Internet

Company 00070 French Company

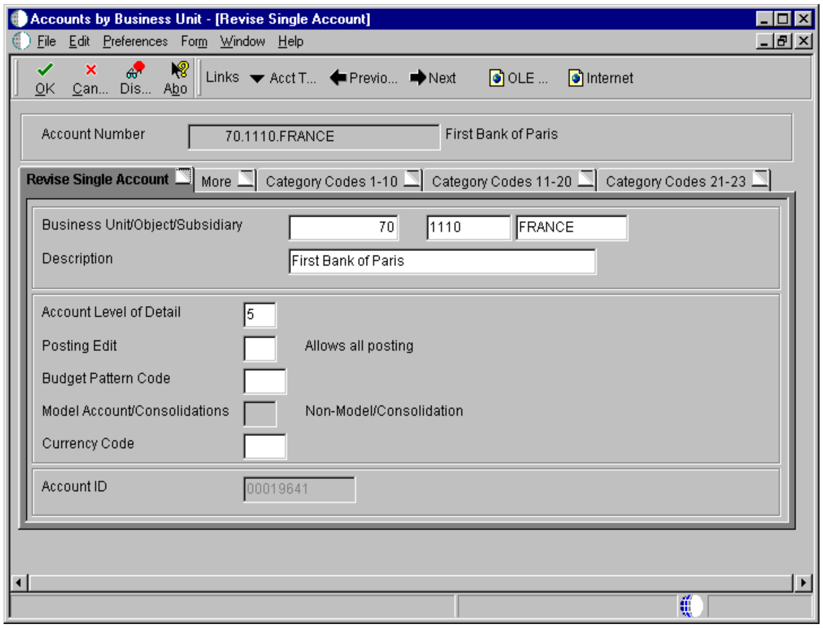
Business Unit	Object Account	Subsidiary	Account Description	Company	L D	P E
70	1000		Assets	00070	3	N
70	1001		Current Assets	00070	4	N
70	1105		Petty Cash	00070	5	
70	1110		Cash in Banks	00070	4	N
70	1110	BBL	Banque Bruxelles Lambert	00070	5	
70	1110	BEAR	Bear Creek National Bank	00070	5	
70	1110	FIB	First Interstate Bank	00070	5	
70	1110	FRANCE	First Bank of Paris	00070	5	
70	1110	PAYROLL	First Interstate Payrol	00070	7	
70	1130		Certificates of Deposit	00070	6	N
70	1131		Certificates of Deposit	00070	7	
70	1200		Accounts Receivable	00070	5	N

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

   - Company

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

2. Click Add to access Revise Single Account.


Accounts by Business Unit - [Revise Single Account]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Acct T...
Previo...
Next
OLE ...
Internet
Revise Single Account
More
Category Codes 1-10
Category Codes 11-20
Category Codes 21-23

Account Number: 70.1110.FRANCE First Bank of Paris

Business Unit/Object/Subsidiary: 70 1110 FRANCE

Description: First Bank of Paris

Account Level of Detail: 5

Posting Edit: Allows all posting

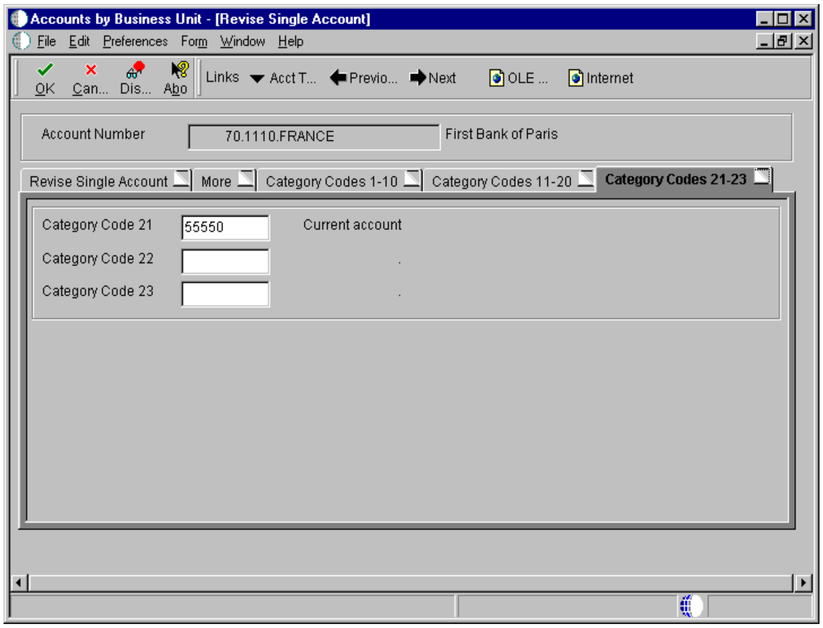
Budget Pattern Code:

Model Account/Consolidations: Non-Model/Consolidation

Currency Code:

Account ID: 00019641

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


Accounts by Business Unit - [Revise Single Account]
File Edit Preferences Form Window Help
OK Can... Dis... Abo Links Acct T... Previo... Next OLE ... Internet
Revise Single Account More Category Codes 1-10 Category Codes 11-20 Category Codes 21-23

Account Number 70.1110.FRANCE First Bank of Paris

Category Code 21 55550 Current account

Category Code 22

Category Code 23

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: DNS Do not spread annual budget among the months. You cannot set up or change this code, defined as part of the system. Blank Spread annual budget evenly across all months. (Blank works this way unless your company changes it to mean otherwise.) *** Represent a blank value. SUM Spread according to percentages shown below. WIN Spread according to percentages shown below. SUM (Summer) Jan. 0% Feb. 2% .... 48% .... 50% Dec. 0% TOTAL - 100% WIN (Winter) Jan. 30% Feb. 30% ... 0% ... 0% Dec. 40% TOTAL - 100%
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions. ....*Form-specific information*................................. 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. The code you enter in this field can be any currency code defined on Designate Currency Codes. 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. This number is also called the account serial number, the short account number, the pseudo account number, or the ID number.
Category Code 21	Category code 21 is associated with the Account Master file (F0901). This is a user defined code (system 09, type 21) for use in flex account mapping and in printing selected account information on reports.

See Also

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

Setting Up the Data Dictionary to Process Withholding Tax

When you process withholding tax, the system uses the data item IRSA - Withholding Tax Status to track the status of the tax.

The following values are hard coded for the data item IRSA:

- 0 - Voucher entered with withholding tax information
- 1 - Payment for voucher entered (debt to fiscal authority)
- 2 - Withholding tax paid to fiscal authority
- 9 - Withholding tax cancelled

In addition, you can set up another user defined value to indicate that a Withholding Tax Certification report has been generated for the tax.

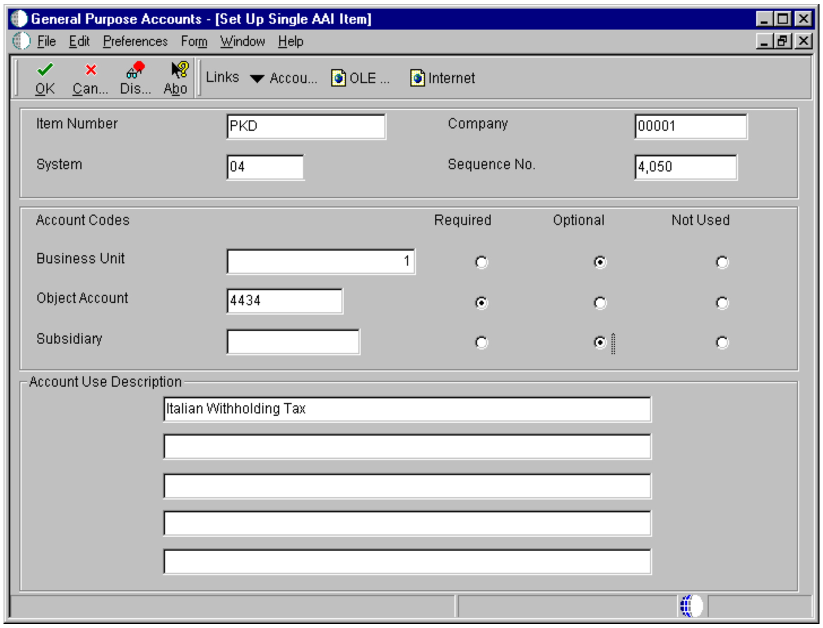
See Also

- *Understanding INPS Withholding Tax* for more information about the status of withholding tax records during the withholding process
- *OneWorld Foundation Guide* for general information about setting up and implementing the data dictionary

Setting Up AAIs to Process Withholding Tax

To identify the Withholding Tax account in your chart of accounts, set up the PKD and PKL automatic accounting instructions (AAIs) with the same object account.

Example: PKD Automatic Accounting Instruction


General Purpose Accounts - [Set Up Single AAI Item]
File
Edit
Preferences
Form
Window
Help
OK
Can...
Dis...
Abo
Links
Accou...
OLE ...
Internet

Item Number: PKD

Company: 00001

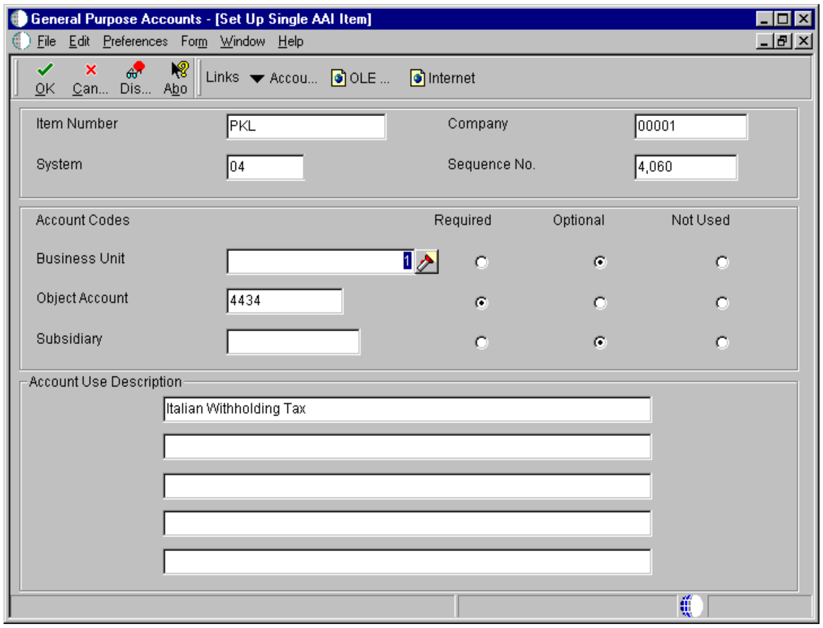
System: 04

Sequence No.: 4,050

Account Codes		Required	Optional	Not Used
Business Unit	1	○	●	○
Object Account	4434	●	○	○
Subsidiary		○	●	○

Account Use Description: Italian Withholding Tax

Example: PKL Automatic Accounting Instruction


General Purpose Accounts - [Set Up Single AAI Item]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links Accou... OLE ... Internet

Item Number	PKL	Company	00001
System	04	Sequence No.	4,060

Account Codes		Required	Optional	Not Used
Business Unit		○	●	○
Object Account	4434	●	○	○
Subsidiary		○	●	○

Account Use Description

Italian Withholding Tax

See Also

- *General Accounting: Working with AAIs* for general information about setting up and implementing AAIs

Setting Up Withholding Tax Codes

If your suppliers are subject to withholding tax, define withholding tax rates so that the system can calculate the withholding tax when you enter supplier vouchers. To do this, you set up withholding tax codes.

When you set up codes for withholding tax, you specify, among other parameters, the withholding tax type, the percentage, and the base of computation for the tax. For example, the type of withholding tax to which a supplier is subject is *Ritenuta d'acconto imposta*. Based on this type of withholding tax, vouchers for the supplier are subject to a withholding tax rate that is 20 percent of the total taxable amount.

You can also establish links between different withholding taxes and the user defined codes that you set up for Model 770 reporting.

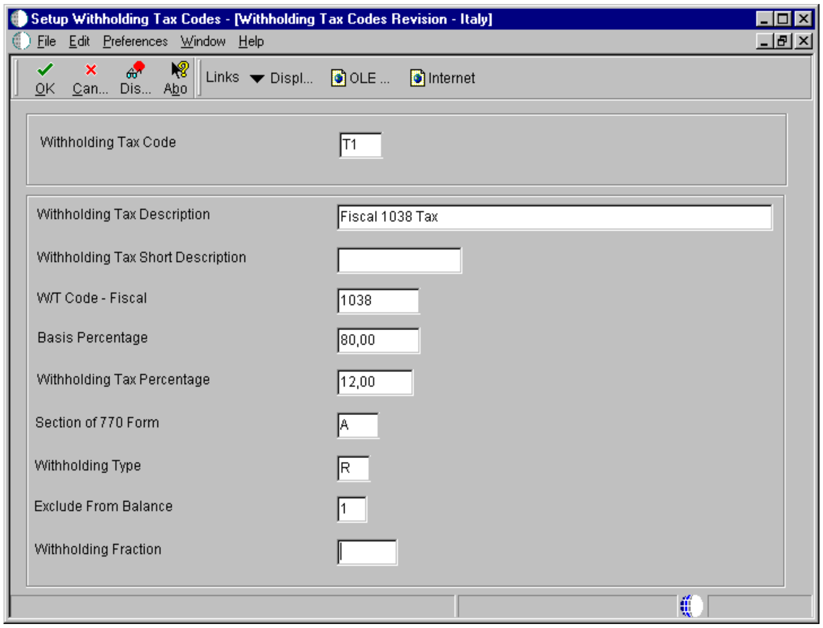
Before You Begin

- ☐ Set up the user defined codes for Model 770 reporting on user defined codes table 74/RA. See *Setting Up User Defined Codes*.

▶ To set up withholding tax codes

From the Additional Italian Tax Processing menu (G002131), choose Setup Withholding Tax Codes.

1. On Work with Withholding Tax Codes - Italy, click Add.


Setup Withholding Tax Codes - [Withholding Tax Codes Revision - Italy]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Withholding Tax Code	T1
Withholding Tax Description	Fiscal 1038 Tax
Withholding Tax Short Description	
W/T Code - Fiscal	1038
Basis Percentage	80,00
Withholding Tax Percentage	12,00
Section of 770 Form	A
Withholding Type	R
Exclude From Balance	1
Withholding Fraction	

2. On Withholding Tax Codes Revision - Italy, complete the following fields to define a withholding tax code:
   - Withholding Tax Code
   - Withholding Tax Description
   - Withholding Tax Short Description
   - W/T Code - Fiscal
   - Withholding Type
   - Exclude From Balance

3. To define the withholding tax percentage and base of computation for the withholding tax code, complete the following fields:

   - Basis Percentage
   - Withholding Tax Percentage

4. To establish a link between the withholding tax code and the 770 Model reporting code, complete the following field:

   - Section of 770 Form

   You must complete this field when you define a new withholding tax code.

Field	Explanation
Withholding Tax Code	You set up withholding tax codes to define withholding tax rates with the Set Up Withholding Tax Codes program (P740405). The system uses this information to calculate withholding tax when you enter supplier vouchers for suppliers that are subject to withholding tax. When you set up this internal withholding tax code, you establish links between the following: • The withholding tax percentage • The percentage of the base amount that is subject to withholding tax • The type of withholding tax • The user defined codes for Model 770 reporting • The withholding tax fiscal codes
Withholding Tax Description	A long description of the withholding tax code entered on the Withholding Tax Codes Revision - Italy form (P740405).
Withholding Tax Short Description	A short description of the withholding tax code entered on the Withholding Tax Codes Revision - Italy form (P740405).
W/T Code - Fiscal	Enter the fiscal withholding tax code that is assigned by the government for printing on official forms, not the internally-assigned two-digit withholding tax code (IRC1). Define the valid codes for the withholding tax fiscal codes on the user defined code table 74/WF. For example, you might set up withholding tax fiscal codes as follows: • 1038 - Fiscal Code 1038 • 1040 - Fiscal Code 1040

Field	Explanation
Withholding Type	This field identifies the type of withholding tax. The system uses the withholding type to distinguish between different types of withholding tax for reporting and processing purposes. In Italy, there are different types of withholding tax on supplier's vouchers, such as standard withholding and INPS withholding. You link a withholding type to each internal withholding tax code that you define on the Withholding Tax Codes Revision - Italy form (P740405).
Exclude From Balance	This flag is linked to a withholding tax code. Enter a value in this field to bypass the balance control when you enter a code for INPS withholding tax on the Withholding Tax Codes Revision form (P740405). The balance control calculation for withholding tax entries is as follows: Gross amount = Amount not subject to withholding tax + Amount subject to withholding tax + VAT amount Valid values are: 0 Amount excluded from balance 1 Amount included in balance
Basis Percentage	Percentage of the base invoice or voucher amount that is subject to withholding tax.
Withholding Tax Percentage	The withholding tax percent or rate.
Section of 770 Form	Section code of the 770 form for withholding tax declaration. The three sections relative to withholding tax are: SF Self Employment Revenues SG Self Employment INPS Subjected SH Sales Commissions

Setting Up Withholding Tax Information for Suppliers

Businesses in Italy are required to set up the following information about any suppliers who are subject to withholding tax:

- Fiscal group code
- Withholding tax code
- Individual tax identification number
- Country

You are required to include this information in your withholding tax reports.

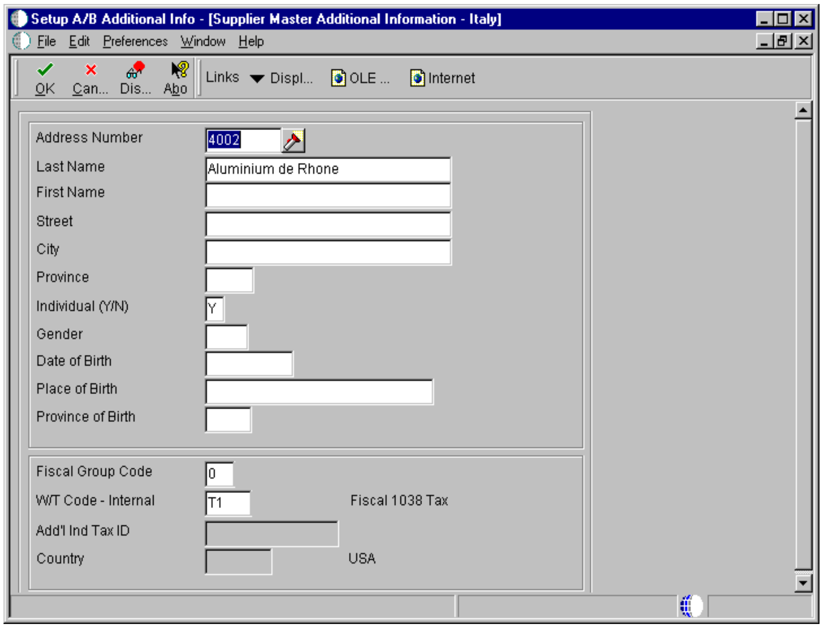
When you set up withholding tax information for your suppliers, you associate suppliers with specific withholding tax rates. When you enter vouchers for your suppliers, the system uses this default rate to calculate the withholding tax amounts. You can override default supplier information if necessary.

The system displays the individual tax identification number and country of the supplier based on the supplier's record in the Address Book Master table (F0101).

▶ To enter withholding tax information for suppliers

From the Additional Italian Tax Processing menu (G002131), choose Setup A/B Additional Info.

1. On Work with Italian Suppliers, click Add.


Setup A/B Additional Info - [Supplier Master Additional Information - Italy]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
First Name
Street
City
Province
Gender
Date of Birth
Place of Birth
Province of Birth
Add'l Ind Tax ID

Address Number 4002

Last Name Aluminium de Rhone

Individual (Y/N) Y

Fiscal Group Code 0

W/T Code - Internal T1 Fiscal 1038 Tax

Country USA

2. On Supplier Master Additional Information - Italy, complete the following field to locate a supplier:
   - Address Number
3. To enter withholding tax information for the supplier, complete the following fields:
   - Fiscal Group Code

- W/T Code - Internal

4. Complete the following optional fields:
   - Individual (Y/N)
   - Gender
   - Date of Birth
   - Place of Birth
   - Province of Birth
5. Verify the information in the following fields:
   - Add'l Ind Tax ID
   - Country

Field	Explanation
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.
Fiscal Group Code	The fiscal group to which a company belongs. For example, you could assign code 0A to suppliers that reside in Italy whose income is completely subject to the INPS withholding tax. You define the valid values for the fiscal group code on user defined codes table 74/70. Valid values are: 0 Resident 0A Resident whose income is all subject to INPS 0B Resident whose income is partially subject to INPS 0C Resident whose income is not subject to INPS 1 Nonresident whose income is all subject to INPS 1A Nonresident whose income is partially subject to INPS 1B Nonresident whose income is not subject to INPS 1C Nonresident

Field	Explanation
W/T Code - Internal	You set up withholding tax codes to define withholding tax rates with the Set Up Withholding Tax Codes program (P740405). The system uses this information to calculate withholding tax when you enter supplier vouchers for suppliers that are subject to withholding tax. When you set up this internal withholding tax code, you establish links between the following: • The withholding tax percentage • The percentage of the base amount that is subject to withholding tax • The type of withholding tax • The user defined codes for Model 770 reporting • The withholding tax fiscal codes
Individual (Y/N)	Indicates whether the supplier or the customer is an individual (not a corporation). Y indicates this is an individual N indicates this is not an individual
Gender	Valid codes are: M - Male F - Female
Date of Birth	The employee's date of birth.
Place of Birth	Place of birth of the individual.
Province of Birth	Province of the place of birth of the individual.
Add'l Ind Tax ID	An additional identification number that a tax authority assigns to an individual.

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

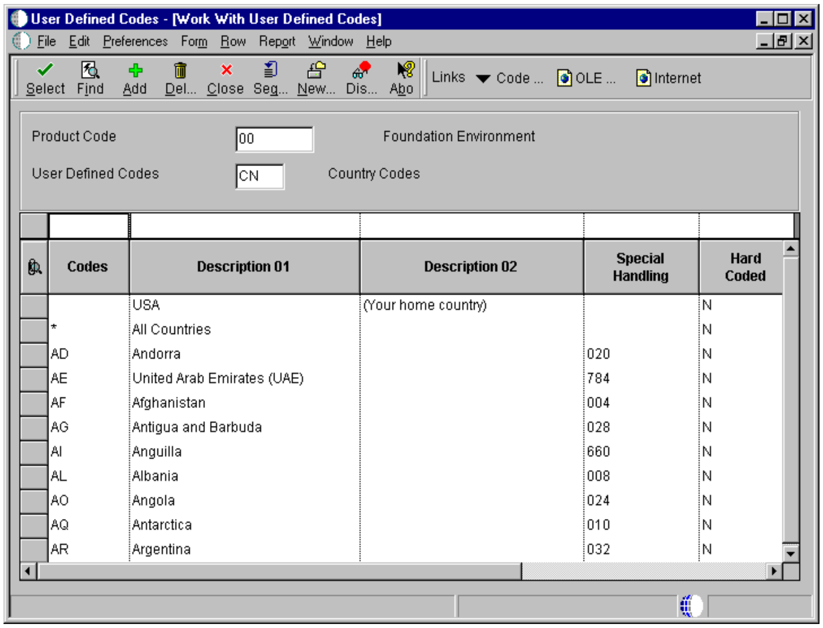
You can access these user defined codes from any user defined codes table (P0004A) or from the User Defined Codes menu (G74STAT41).

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.


User Defined Codes - [Work With User Defined Codes]
File
Edit
Preferences
Form
Row
Report
Window
Help
Select
Find
Add
Del...
Close
Seq...
New...
Dis...
Abo
Links
Code ...
OLE ...
Internet

Product Code: 00 Foundation Environment

User Defined Codes: CN Country Codes

Codes	Description 01	Description 02	Special Handling	Hard Coded
	USA	(Your home country)		N
*	All Countries			N
AD	Andorra		020	N
AE	United Arab Emirates (UAE)		784	N
AF	Afghanistan		004	N
AG	Antigua and Barbuda		028	N
AI	Anguilla		660	N
AL	Albania		008	N
AO	Angola		024	N
AQ	Antarctica		010	N
AR	Argentina		032	N

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.

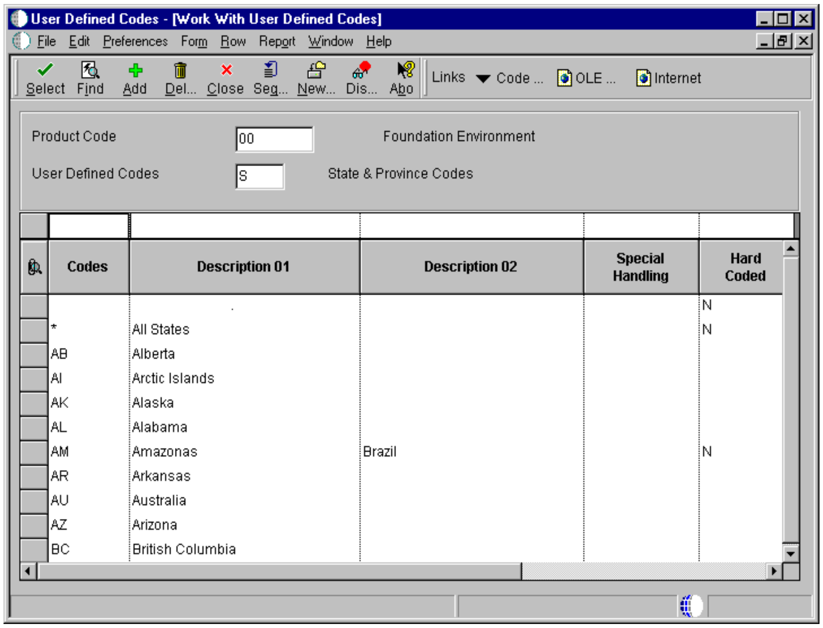
Note: You can also specify the country of origin in the Intrastat Supplier/Item Cross Reference table (F744101) based on more sophisticated relationships between the item, the supplier, the country of origin, and the original country of origin.

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).


User Defined Codes - [Work With User Defined Codes]
File Edit Preferences Form Row Report Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Code ... OLE ... Internet

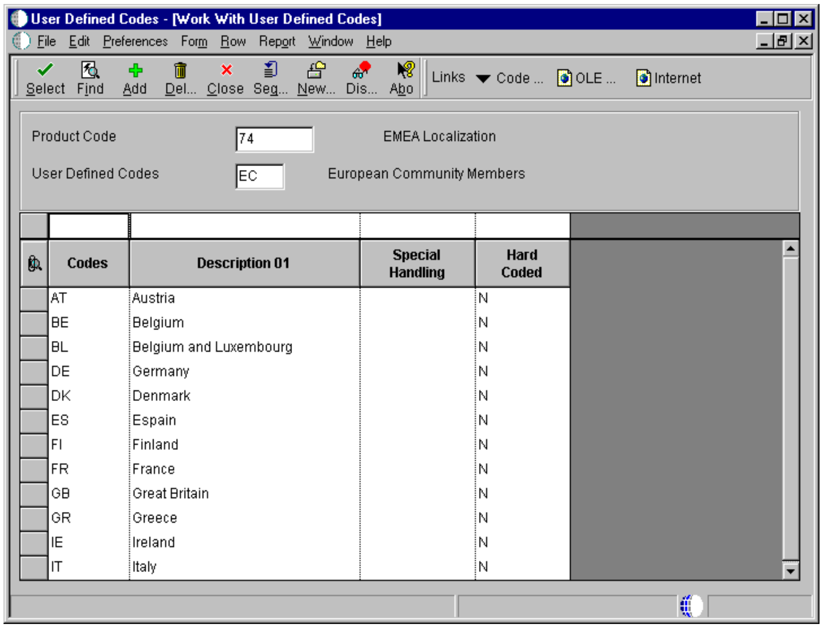
Product Code 00 Foundation Environment

User Defined Codes S State & Province Codes

Codes	Description 01	Description 02	Special Handling	Hard Coded
				N
*	All States			N
AB	Alberta			
AI	Arctic Islands			
AK	Alaska			
AL	Alabama			
AM	Amazonas	Brazil		N
AR	Arkansas			
AU	Australia			
AZ	Arizona			
BC	British Columbia			

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.


User Defined Codes - [Work With User Defined Codes]
File Edit Preferences Form Row Report Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Code ... OLE ... Internet

Product Code 74 EMEA Localization

User Defined Codes EC European Community Members

Codes	Description 01	Special Handling	Hard Coded
AT	Austria		N
BE	Belgium		N
BL	Belgium and Luxembourg		N
DE	Germany		N
DK	Denmark		N
ES	Espain		N
FI	Finland		N
FR	France		N
GB	Great Britain		N
GR	Greece		N
IE	Ireland		N
IT	Italy		N

Nature of Transaction Codes

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

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

Nature of Transaction Codes - EU (74/NT)

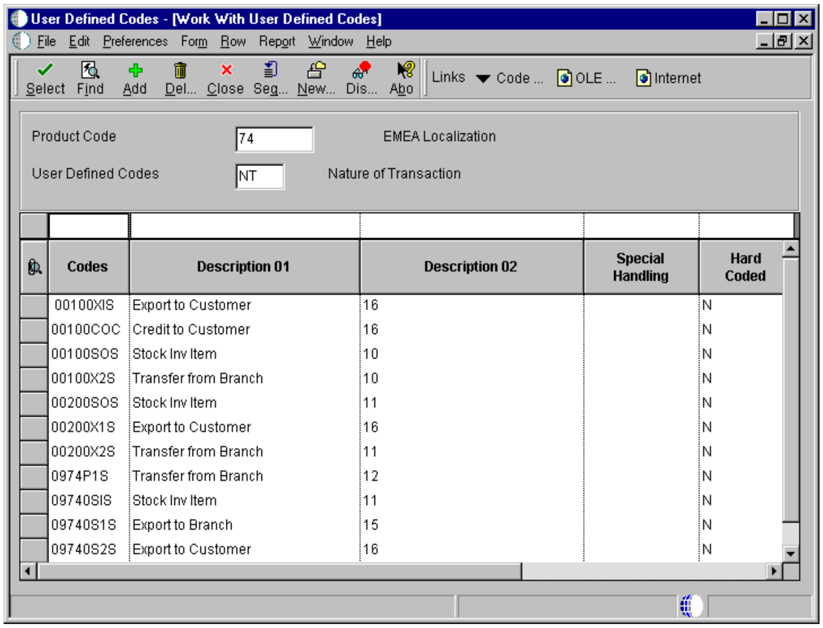
Use Nature of Transaction codes to specify whether the movement of a product is for sales, leases, or other reasons. You can specify the nature of transaction based on company, document type, and line type.

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

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

  Company Number, Order Document Type, Line Type

- Enter the nature of transaction code in the Description 02 field.
- Enter the nature of VAT regime (statistical procedure) in the Special Handling field, if required.


User Defined Codes - [Work With User Defined Codes]
File Edit Preferences Form Row Report Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Code ... OLE ... Internet

Product Code 74 EMEA Localization

User Defined Codes NT Nature of Transaction

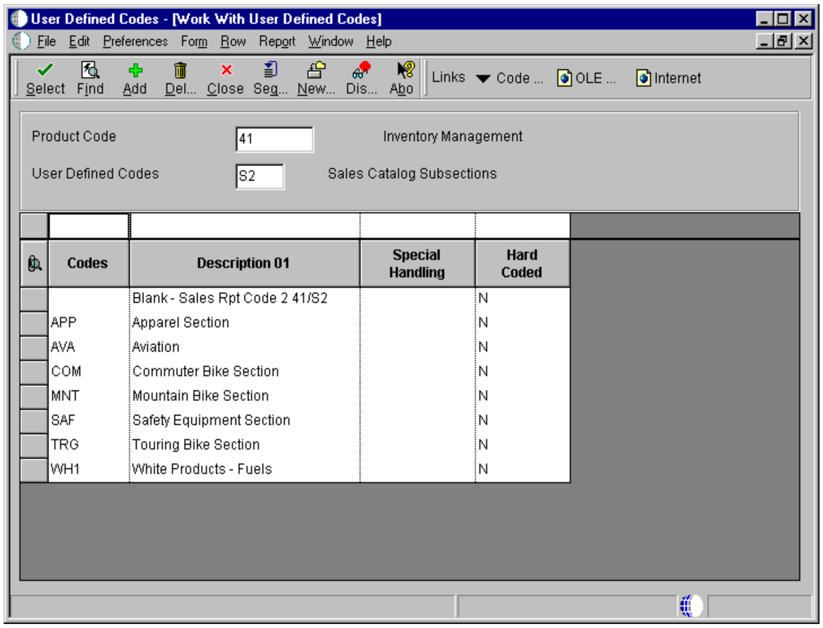
Codes	Description 01	Description 02	Special Handling	Hard Coded
00100XIS	Export to Customer	16		N
00100COC	Credit to Customer	16		N
00100SOS	Stock Inv Item	10		N
00100X2S	Transfer from Branch	10		N
00200SOS	Stock Inv Item	11		N
00200X1S	Export to Customer	16		N
00200X2S	Transfer from Branch	11		N
0974P1S	Transfer from Branch	12		N
09740SIS	Stock Inv Item	11		N
09740S1S	Export to Branch	15		N
09740S2S	Export to Customer	16		N

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.


User Defined Codes - [Work With User Defined Codes]
File Edit Preferences Form Row Report Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Code ... OLE ... Internet

Product Code 41 Inventory Management

User Defined Codes S2 Sales Catalog Subsections

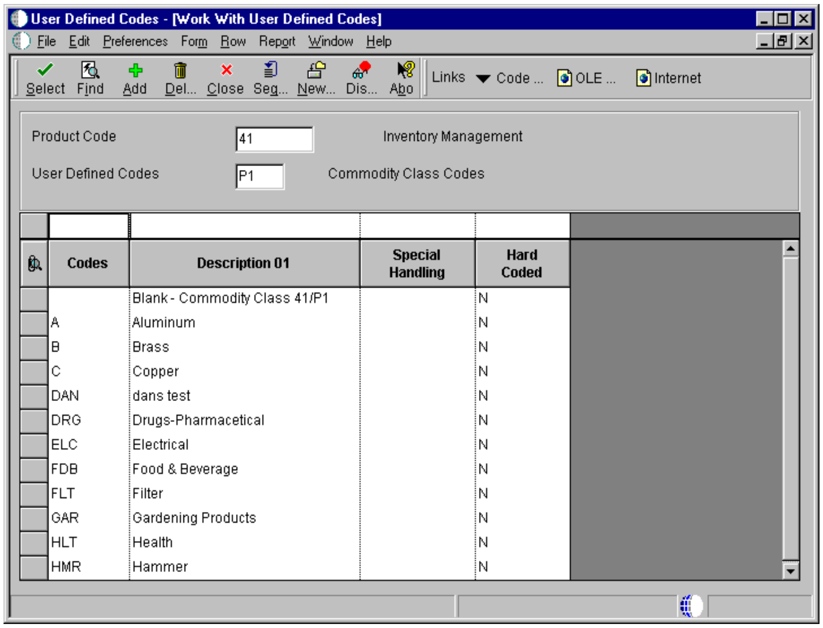
Codes	Description 01	Special Handling	Hard Coded
	Blank - Sales Rpt Code 2 41/S2		N
APP	Apparel Section		N
AVA	Aviation		N
COM	Commuter Bike Section		N
MNT	Mountain Bike Section		N
SAF	Safety Equipment Section		N
TRG	Touring Bike Section		N
WH1	White Products - Fuels		N

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.


User Defined Codes - [Work With User Defined Codes]
File Edit Preferences Form Row Report Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Code ... OLE ... Internet

Product Code 41 Inventory Management

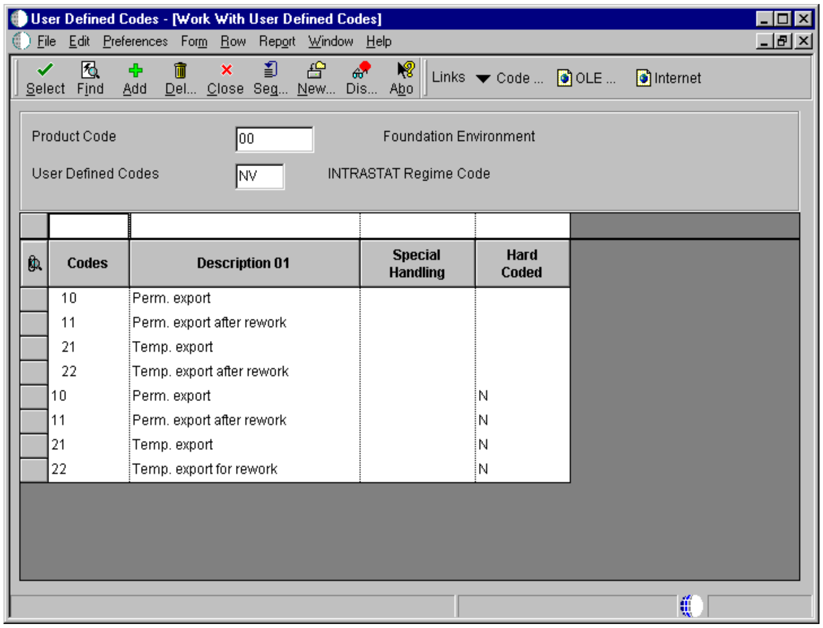
User Defined Codes P1 Commodity Class Codes

Codes	Description 01	Special Handling	Hard Coded
	Blank - Commodity Class 41/P1		N
A	Aluminum		N
B	Brass		N
C	Copper		N
DAN	dans test		N
DRG	Drugs-Pharmacetical		N
ELC	Electrical		N
FDB	Food & Beverage		N
FLT	Filter		N
GAR	Gardening Products		N
HLT	Health		N
HMR	Hammer		N

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).


User Defined Codes - [Work With User Defined Codes]
File Edit Preferences Form Row Report Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Code ... OLE ... Internet

Product Code: 00 Foundation Environment

User Defined Codes: NV INTRASTAT Regime Code

Codes	Description 01	Special Handling	Hard Coded
10	Perm. export		
11	Perm. export after rework		
21	Temp. export		
22	Temp. export after rework		
10	Perm. export		N
11	Perm. export after rework		N
21	Temp. export		N
22	Temp. export for rework		N

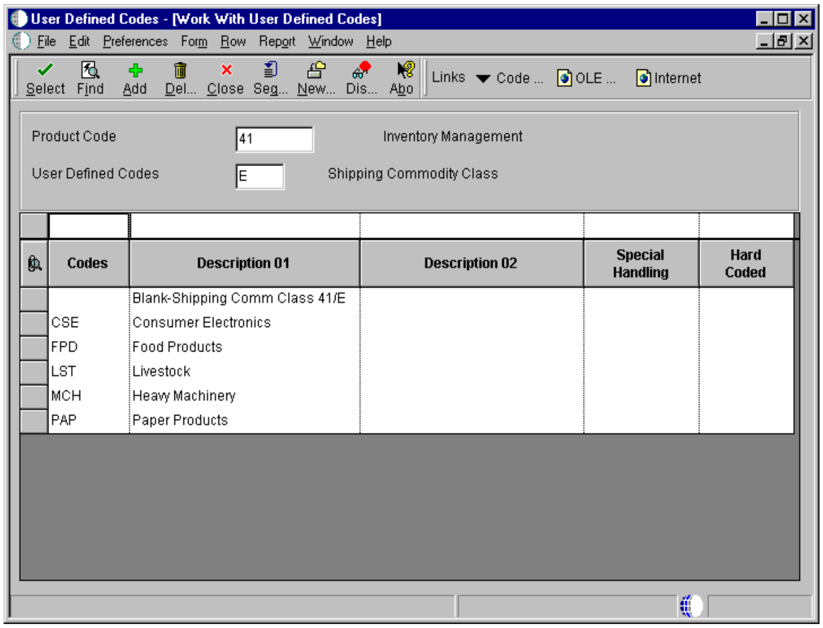
Shipping Commodity Class (41/E)

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.*

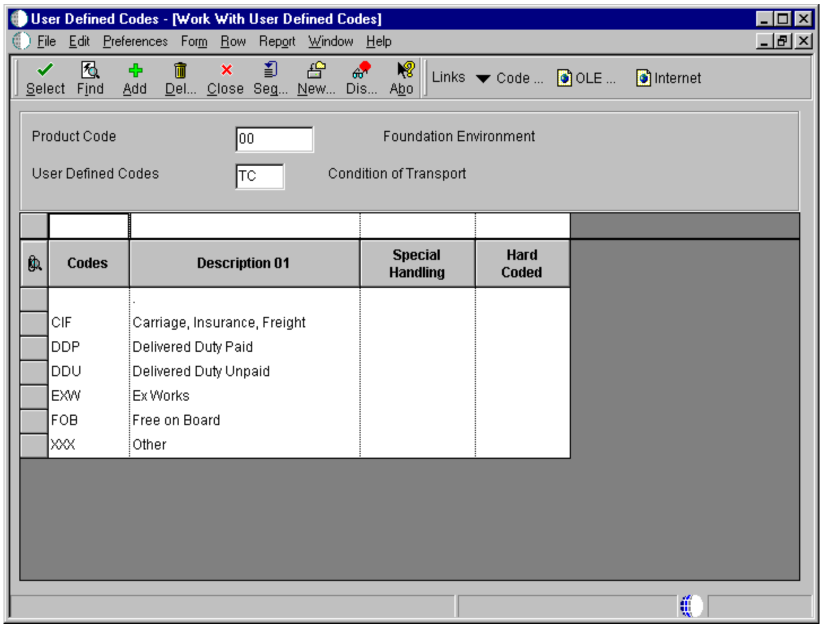

User Defined Codes - [Work With User Defined Codes]
File Edit Preferences Form Row Report Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Code ... OLE ... Internet

Product Code	41	Inventory Management
User Defined Codes	E	Shipping Commodity Class

Codes	Description 01	Description 02	Special Handling	Hard Coded
	Blank-Shipping Comm Class 41/E			
CSE	Consumer Electronics			
FPD	Food Products			
LST	Livestock			
MCH	Heavy Machinery			
PAP	Paper Products			

Condition of Transport (00/TC)

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


User Defined Codes - [Work With User Defined Codes]
File Edit Preferences Form Row Report Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Code ... OLE ... Internet

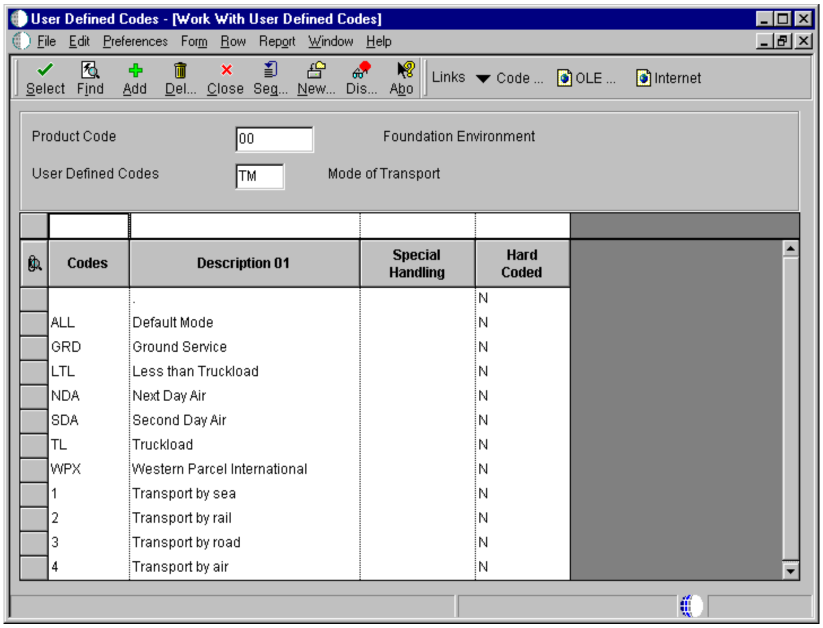
Product Code	00	Foundation Environment
User Defined Codes	TC	Condition of Transport

Codes	Description 01	Special Handling	Hard Coded
	.		
CIF	Carriage, Insurance, Freight		
DDP	Delivered Duty Paid		
DDU	Delivered Duty Unpaid		
EXW	Ex Works		
FOB	Free on Board		
XXX	Other		

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.


User Defined Codes - [Work With User Defined Codes]
File Edit Preferences Form Row Report Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Code ... OLE ... Internet

Product Code 00 Foundation Environment

User Defined Codes TM Mode of Transport

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

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

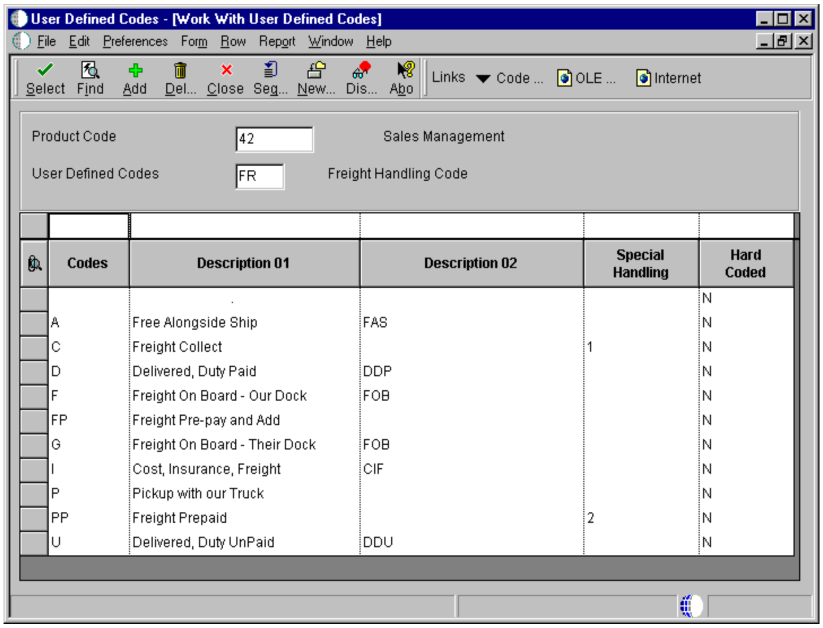
Freight Handling Code (42/FR)

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

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

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

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



Product Code 42 Sales Management

User Defined Codes FR Freight Handling Code

Codes	Description 01	Description 02	Special Handling	Hard Coded
	.			N
A	Free Alongside Ship	FAS		N
C	Freight Collect		1	N
D	Delivered, Duty Paid	DDP		N
F	Freight On Board - Our Dock	FOB		N
FP	Freight Pre-pay and Add			N
G	Freight On Board - Their Dock	FOB		N
I	Cost, Insurance, Freight	CIF		N
P	Pickup with our Truck			N
PP	Freight Prepaid		2	N
U	Delivered, Duty UnPaid	DDU		N

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).

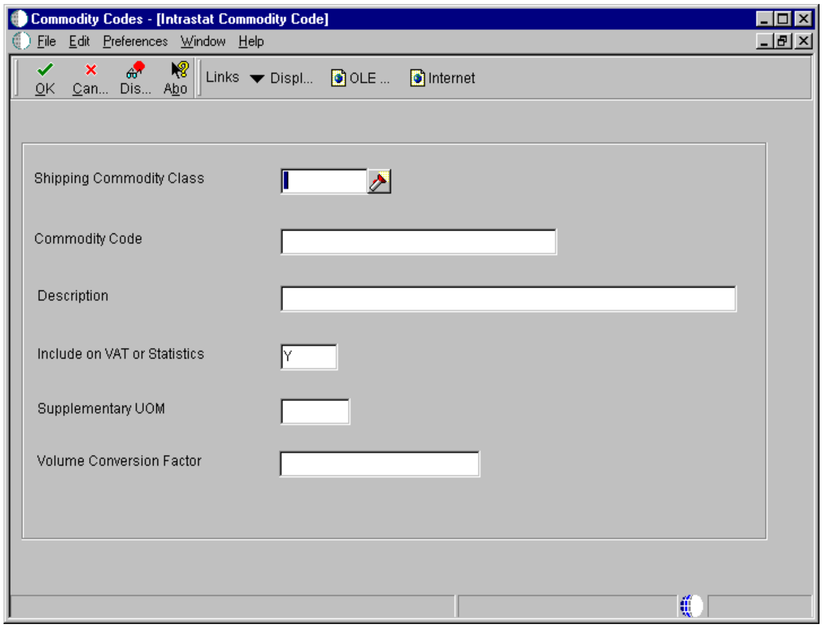
Before You Begin

- ☐ 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.


Commodity Codes - [Intrastat Commodity Code]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Shipping Commodity Class
Commodity Code
Description
Supplementary UOM
Volume Conversion Factor

Include on VAT or Statistics: Y

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. 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:

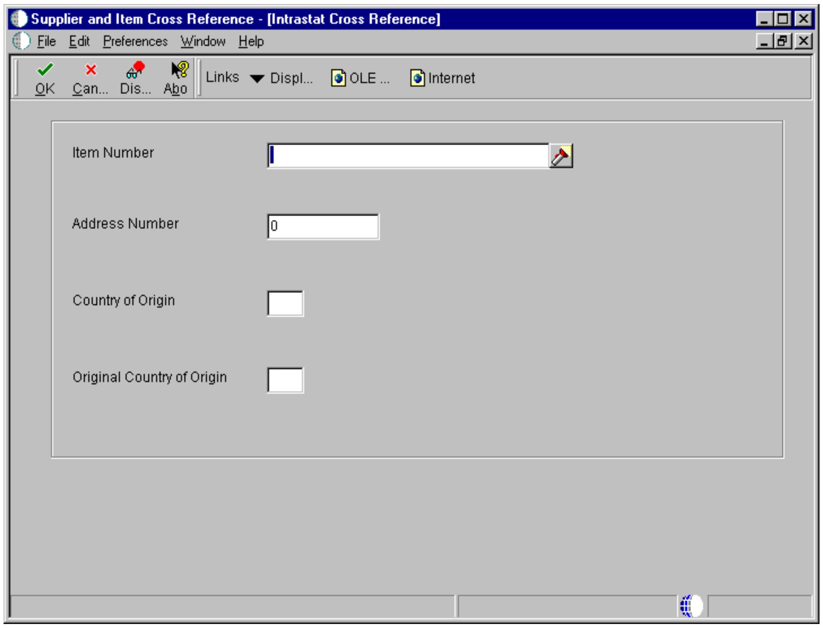
- Supplier
- Item
- Country of origin
- Original country of origin

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.


Supplier and Item Cross Reference - [Intrastat Cross Reference]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Item Number

Address Number 0

Country of Origin

Original Country of Origin

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: 1. Item Number (short) - An 8-digit, computer-assigned item number. 2. 2nd Item Number - The 25-digit, free-form, user defined, alphanumeric item number. 3. 3rd Item Number - Another 25-digit, free-form, user defined, alphanumeric item number. 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.

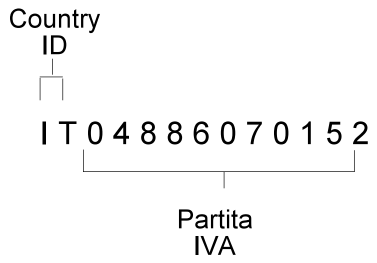
When you create an address book record for each company, customer, or supplier, enter the tax ID in the Tax ID field on the Address Book Revision form. To confirm that any tax ID that you enter will be checked for authenticity, enter a country code from UDC table 00/CN in the Country field on the Mailing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

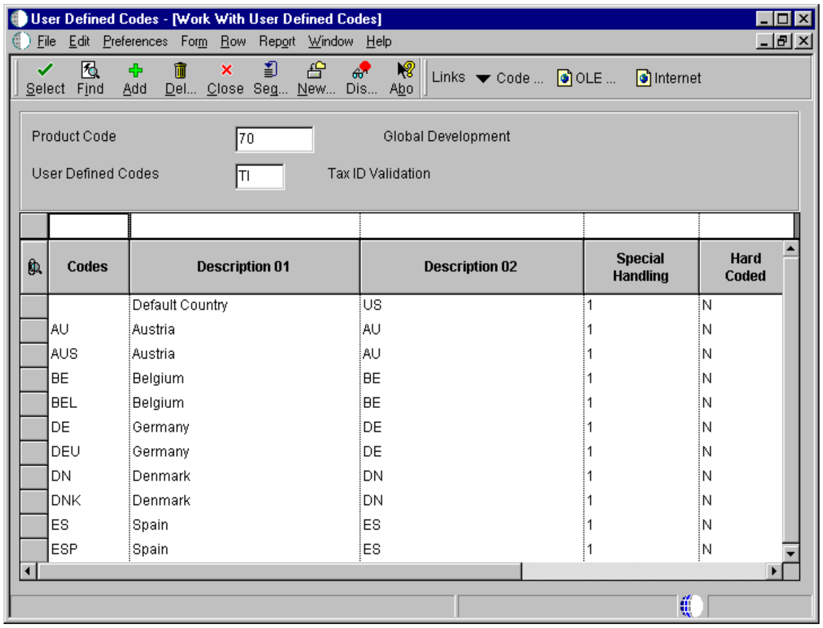


See Also

- *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.


User Defined Codes - [Work With User Defined Codes]
File Edit Preferences Form Row Report Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links Code ... OLE ... Internet

Product Code 70 Global Development

User Defined Codes TI Tax ID Validation

Codes	Description 01	Description 02	Special Handling	Hard Coded
	Default Country	US	1	N
AU	Austria	AU	1	N
AUS	Austria	AU	1	N
BE	Belgium	BE	1	N
BEL	Belgium	BE	1	N
DE	Germany	DE	1	N
DEU	Germany	DE	1	N
DN	Denmark	DN	1	N
DNK	Denmark	DN	1	N
ES	Spain	ES	1	N
ESP	Spain	ES	1	N

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.

Italian Payment Terms

The following topic describes how to set up a specific payment term. See either the *Accounts Payable* guide or *Accounts Receivable* guide for general information on setting up payment terms.

- ☐ Setting up 30/60/90 end-of-month invoice date

Setting Up 30/60/90 End-of-Month Invoice Date

In the following example, a payment is split into three installments. The first installment is due 30 days after the end of the month of the invoice date. The second installment is due after 60 days, and the third installment is due after 90 days. No matter what day of the month that the invoice was created, the due dates are always calculated from the end of that month.

Invoice Amount	9.000,00 lire
Invoice Date	15 July
Based on Date	End of month invoice date (31 July)
First Installment	3.000,00 due 30 August
Second Installment	3.000,00 due 29 September
Third Installment	3.000,00 due 29 October

To pay the invoice in this example, you must set up an installment payment term based on three equal payments. To determine the due dates of the payments, you must first set up the date range to calculate the end of the month of the invoice date. You then set up the first installment to be due 30 days after the calculated end of the month, the second installment to be due 30 days after the first installment, and the third installment to be due 30 days after that.

Setting up an installment payment term for 30/60/90 end of month invoice date includes the following tasks:

- ☐ Setting up due date rules
- ☐ Setting up advanced payment terms
- ☐ Setting up installments

Setting Up Due Date Rules

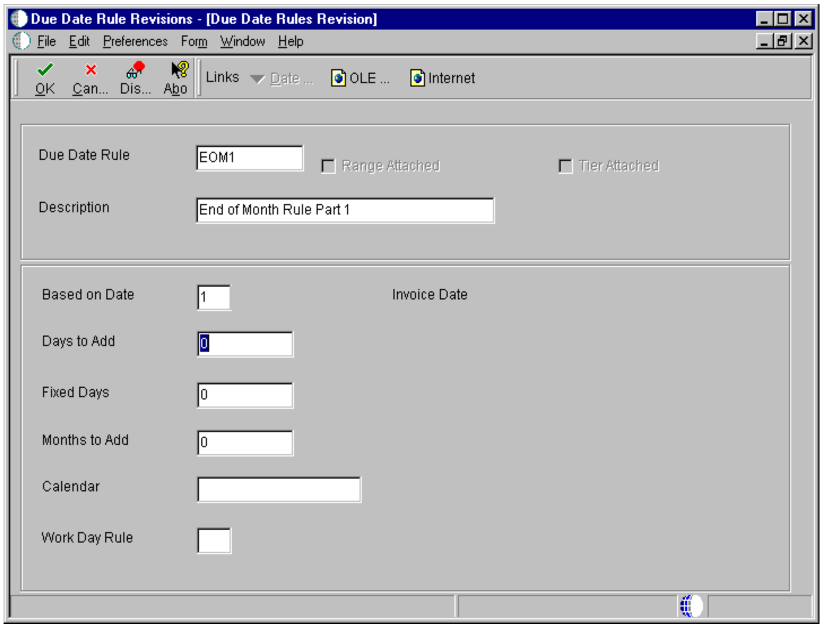
From the Payment Terms Revisions menu (G00141), choose Due Date Rule Revisions.

Setting up due date rules includes the following tasks:

- Setting up the End of Month Rule Part 1
- Setting up the date range
- Setting up the End of Month Rule Part 2

Setting Up the End of Month Rule Part 1

On Work with Due Date Rules, click Add and then set up the End of Month Rule Part 1 to calculate the invoice date.


Due Date Rule Revisions - [Due Date Rules Revision]
File
Edit
Preferences
Form
Window
Help
OK
Can...
Dis...
Abo
Links
Date ...
OLE ...
Internet

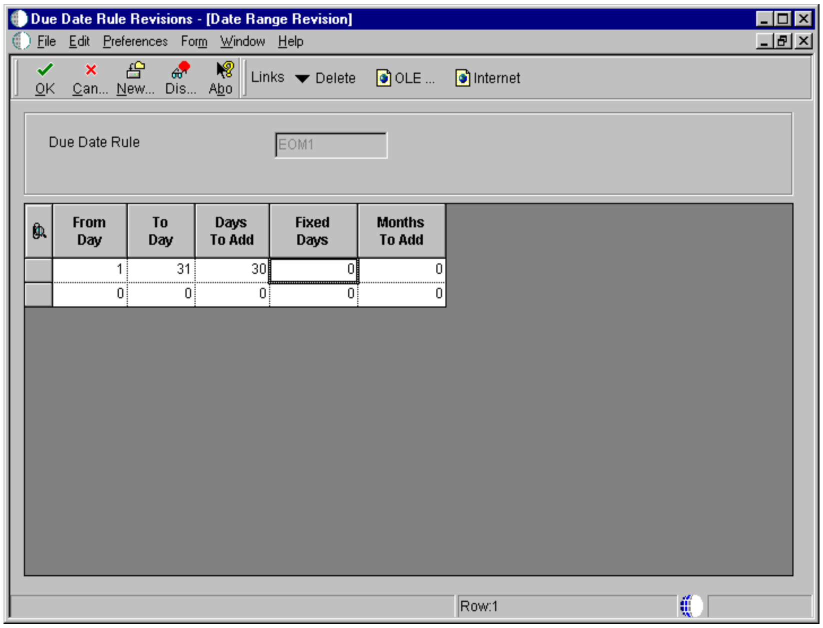
Due Date Rule: EOM1
☐ Range Attached
☐ Tier Attached
Description: End of Month Rule Part 1

Based on Date: 1 Invoice Date
Days to Add: 0
Fixed Days: 0
Months to Add: 0
Calendar:
Work Day Rule:

Due Date Rule	EOM1
Description	End of Month Rule Part 1
Based on Date	1 (Invoice Date)

Setting Up the Date Range

On Work with Due Date Rules, choose EOM1 in the detail area, and then choose Date Range from the Row menu to set up a date range on the End of the Month Rule Part 1. The system calculates the end of the month for the invoice date from the date range.


Due Date Rule Revisions - [Date Range Revision]
File
Edit
Preferences
Form
Window
Help
OK
Can...
New...
Dis...
Abo
Links
Delete
OLE ...
Internet
Row:1

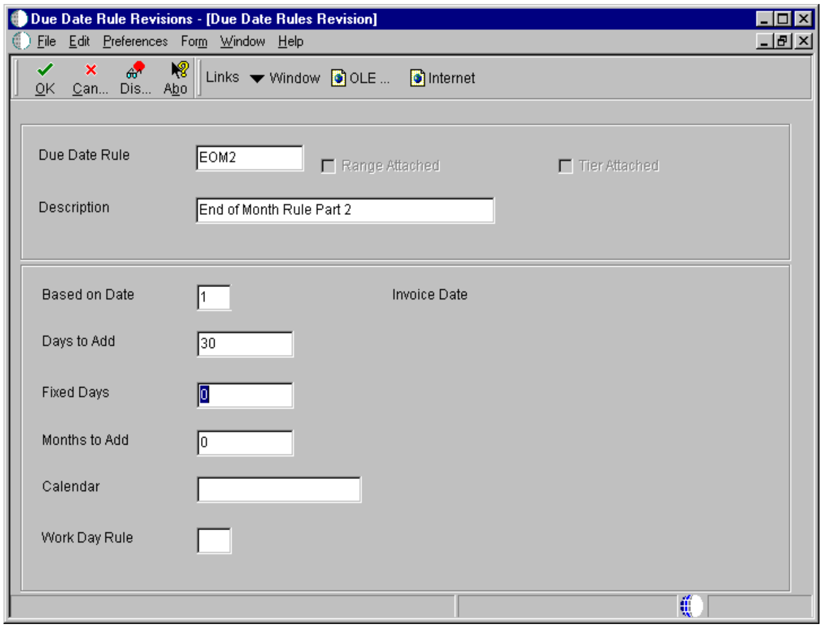
Due Date Rule: EOM1

From Day	To Day	Days To Add	Fixed Days	Months To Add
1	31	30	0	0
0	0	0	0	0

From Day	1
To Day	31
Days to Add	30

Setting Up the End of Month Rule Part 2

On Work with Due Date Rules, click Add and then set up the End of Month Rule Part 3 to calculate due date 30 days after the previous due date.


Due Date Rule Revisions - [Due Date Rules Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Window
OLE ...
Internet
☐ Range Attached
☐ Tier Attached

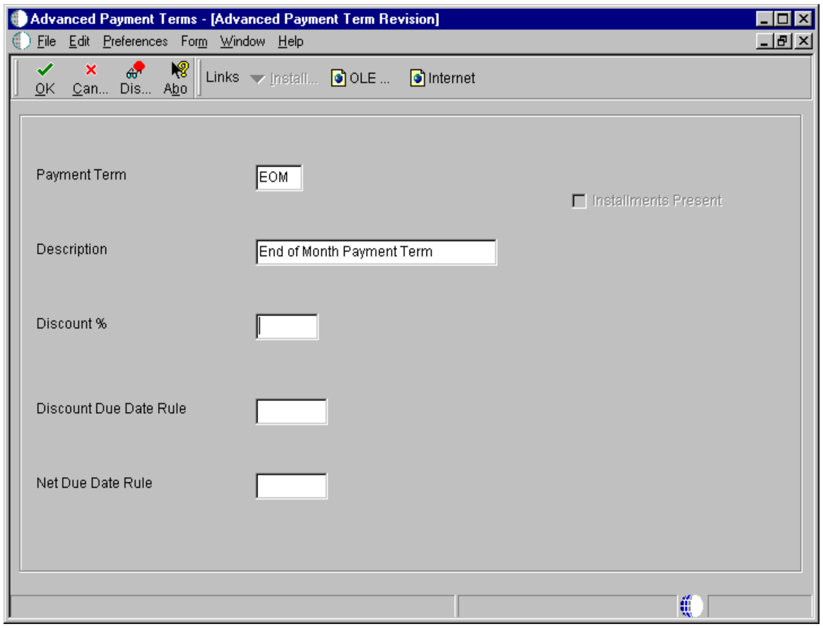
Due Date Rule: EOM2
Description: End of Month Rule Part 2
Based on Date: 1 Invoice Date
Days to Add: 30
Fixed Days: 0
Months to Add: 0
Calendar:
Work Day Rule:

Due Date Rule	EOM2
Description	End of Month Rule Part 2
Based on Date	1 (Invoice Date)
Days to Add	30

Setting Up Advanced Payment Terms

From the Payment Terms Revisions menu (G00141), choose Advanced Payment Terms.

On Work with Advanced Payment Terms, click Add in order to add the end-of-month payment term.



Advanced Payment Terms - [Advanced Payment Term Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Install...
OLE ...
Internet

Payment Term: EOM

☐ Installments Present

Description: End of Month Payment Term

Discount %

Discount Due Date Rule

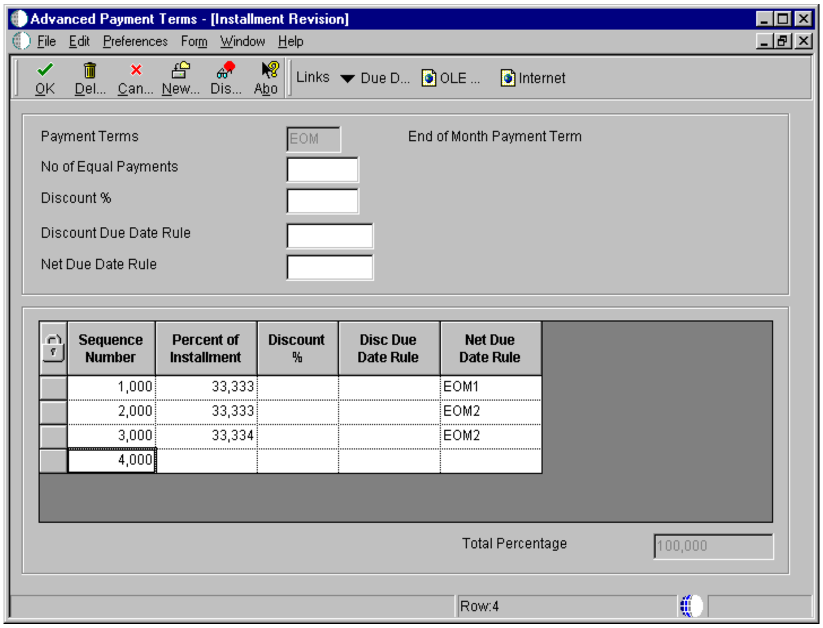
Net Due Date Rule

Payment Term	EOM
Description	End of Month Payment Term

Setting Up Installments

From the Payment Terms Revisions menu (G00141), choose Advanced Payment Terms.

On Work with Advanced Payment Terms, choose EOM in the detail area, and then choose Installments from the Row menu to set up the installment payments.


Advanced Payment Terms - [Installment Revision]
File
Edit
Preferences
Form
Window
Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Due D...
OLE ...
Internet

Payment Terms	EOM	End of Month Payment Term
No of Equal Payments		
Discount %		
Discount Due Date Rule		
Net Due Date Rule		

Sequence Number	Percent of Installment	Discount %	Disc Due Date Rule	Net Due Date Rule
1,000	33,333			EOM1
2,000	33,333			EOM2
3,000	33,334			EOM2
4,000				

Total Percentage 100,000

Row:4

Sequence Number	1.000
Percent of Installment	33.333
Net Due Date Rule	EOM1
Sequence Number	2.000
Percent of Installment	33.333
Net Due Date Rule	EOM2
Sequence Number	3.000
Percent of Installment	33.334
Net Due Date Rule	EOM2

Additional Information

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

- ☐ Periodic system maintenance activities
- ☐ Data integrity and the chart of accounts
- ☐ Multiple ledger types
- ☐ Translation considerations for multilingual environments
- ☐ Translation routines
- ☐ J.D. Edwards multicurrency solution summary
- ☐ Country-server exits

Periodic System Maintenance Activities

The following table lists periodic activities that J.D. Edwards recommends for daily operations. The table lists control reports and verification programs with a brief description of each and the frequency with which J.D. Edwards recommends the procedures be executed.

Procedure	Program	Description	Frequency
Clean control headers	R007031	Run the Batch to Detail/Out of Balance report to delete batch headers with no transactions from the Batch Control Records table (F0011). NOTE: If you do not want to erase the headers of certain types of batches even though no transaction details exist for the batch, enter X in the Description 02 field of the user defined codes table 98/IT for the batch type that should not be deleted. The program also updates any batch header to D (posted) if the individual transactions in the batch have already been posted and indicates any out-of-balance batches.	Every night
Update Supplier Master Table	R04802	Run the Global Update A/P Records with A/B Information program to update the Accounts Payable Ledger based on the information in the Supplier Master table (F0401). The program updates the following data: • First 10 category codes of the master table • Parent company • Alpha name	Every night

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

Country-Server Exits

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

The country-specific logic of these country-server exits for Italy is invoked if the localization country code in User Profile Revisions is IT (Italy). The business functions that run when you use these country-server exits are dependent on the steps that you perform while using an application. For example, if you access the A/P Standard Voucher Entry menu (P0411) and choose Add, certain business functions will run to invoke that process. If you access the A/P Standard Voucher Entry menu (P0411) and choose Payments Inquiry from the Form menu, different business functions will run to invoke that process.

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

- ☐ Tax ID validation
- ☐ Bank ID validation
- ☐ General ledger date edit
- ☐ Withholding tax processing

Tax ID Validation

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

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

The following business functions are called to run the country-server exit for tax ID validation within address book records for customers, suppliers, and so on. The business functions follow this order:

- N7000030 - Validation Plug & Play - Tax ID
- B7000030 - Validation C/S - Tax ID
- B7400050 - Tax ID Validation - Italy

Bank ID Validation

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

- P0030G - G/L Bank Accounts
- P0030A - Bank Accounts By Address
- P7430IT - Bank Revision - Italy
- P03B602 - Draft Entry

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

- N7000040 - Validation Plug & Play - Bank ID
- B7000040 - Validation C/S - Bank ID
- N7400010 - Bank ID Validation - Italy

General Ledger Date Edit

The country-specific logic for general ledger date edit for Italy is invoked if the localization country code in User Profile Revisions is IT (Italy).

The following functions invoke the country-server exit for the general ledger date edit:

- Voucher entry

- Customer ledger inquiry

Voucher Entry

The following program invokes all applications that use the business functions for the country-server exit for the general ledger date edit during voucher entry:

- P0411 - A/P Standard Voucher Entry

The following business functions are called to run the country-server exit for the general ledger date edit during voucher entry:

- B0400047 - Voucher Entry Master Business Function
- N7000330 - B0400047 - Plug & Play
- N7000331 - B0400047 - CS - Process Localization Requirements

Customer Ledger Inquiry

The following program invokes all applications that use the business functions for the country-server exit for the general ledger date edit during customer ledger inquiry:

- P03B2002 - Customer Ledger Inquiry

The following business functions are called to run the country-server exit for the general ledger date edit during customer ledger inquiry. The business functions follow this order:

- B03B0011 - Invoice Entry Master Business Function
- N7000570 - B03B0011 - Plug & Play
- N7000571 - B03B0011 - CS - Process Localization Requirements

Withholding Tax Processing

The following functions invoke the country-server exit for withholding tax processing:

- Voucher entry master business functions
- Purchase order voucher match
- A/P speed release
- Create payment control groups
- Automatic payment detail

- Update automatic payment
- Supplier master
- Manual payments
- Update voucher record with payment information
- Void payments

Voucher Entry Master Business Functions

The following functions invoke the country-server exit for withholding tax processing during the voucher entry master business functions:

- Standard voucher entry
- Voucher exit
- Delete voucher

Standard Voucher Entry

The following program invokes the country-server exit for voucher entry:

- P0411 - A/P Standard Voucher Entry

The following business functions are called to run the country-server exit for voucher entry. The business functions follow this order:

- B0400047 - Voucher Entry Master Business Function
- N7000330 - B0400047 - Plug & Play
- N7000331 - B0400047 - CS - Process Localization Requirements

Voucher Exit

The following program invokes the country-server exit for voucher exit:

- P0411 - A/P Standard Voucher Entry

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

- N7000340 - P0411 - Plug & Play
- N7000341 - P0411 - CS - Process Localization Requirements

Delete Voucher

The following program invokes the country-server exit for deleting a voucher:

- P0411 - A/P Standard Voucher Entry

The following business functions are called to run the country-server exit for deleting a voucher. The business functions follow this order:

- B0400035 - Delete Voucher From Browse Screen
- N7000700 - B0400035 - Plug & Play
- N7000701 - B0400035 - CS - Process Localization Requirements

Purchase Order Voucher Match

The following program invokes the country-server exit for withholding tax processing during purchase order voucher match:

- P4314 - Voucher Match

The following business functions are called to run the country-server exit for withholding tax processing during purchase order voucher match. The business functions follow this order:

- N7000400 - P4314 - Plug & Play
- N7000401 - P4314 - CS - Process Localization Requirements

A/P Speed Release

The following program invokes the country-server exit for withholding tax processing during A/P speed release:

- P0411S - Speed Status Change

The following business functions are called to run the country-server exit for withholding tax processing during A/P speed release. The business functions follow this order:

- N7000370 - P0411S - Plug & Play
- N7000371 - P0411S - CS - Process Localization Requirements

Create Payment Control Groups

The following program invokes the country-server exit for withholding tax processing when you create payment control groups:

- R04570 - Create Payment Control Groups

The following business functions are called to run the country-server exit for withholding tax processing when you create payment control groups. The business functions follow this order:

- N7000250 - R04570 - Plug & Play
- N7000251 - R04570 - CS - Process Localization Requirements

Automatic Payment Detail

The following program invokes the country-server exit for withholding tax processing when you use automatic payment detail in all software versions:

- P04573 - Auto Payment Detail

For software versions B7321, B7322, B733, B7331, and B7332, the following business functions are called to run the country-server exit for withholding tax processing when you use automatic payment detail. The business functions follow this order:

- N7000270 - P04573 - Plug & Play
- N7000270 - P04573 - Country Server

For software version B7333, the following business functions are called to run the country-server exit for withholding tax processing when you use automatic payment detail. The business functions follow this order:

- N7000270 - P04573 - Plug & Play
- N7000271 - P04573 - CS - Process Localization Requirements

Update Automatic Payment

The following program invokes the country-server exit for withholding tax processing when you update automatic payments:

- P04573 - Auto Payment Detail

The following business functions are called to run the country-server exit for withholding tax processing when you update automatic payments. The business functions follow this order:

- B0400394 - Update Automatic Payments
- N7000260 - B0400394 - Plug & Play
- N7000261 - B0400394 - CS - Process Localization Requirements

Supplier Master

The following program invokes the country-server exit for withholding tax processing when you use supplier master records in all software versions:

- P04012 - Supplier Master

For software versions B7321, B7322, B733, B7331, and B7332, the following business functions are called to run the country-server exit for withholding tax processing when you use supplier master records. The business functions follow this order:

- N7000150 - P01012 - Plug & Play
- B7000150 - P01012 - CS - Process Localization Requirements

For software version B7333, the following business functions are called to run the country-server exit for withholding tax processing when you use supplier master records. The business functions follow this order:

- N7000150 - P01012 - Plug & Play
- N7000151 - P01012 - CS - Process Localization Requirements

Manual Payments

The following program invokes the country-server exit for withholding tax processing when you enter payments manually:

- P0413M - A/P Manual Payments

The following business functions are called to run the country-server exit for withholding tax processing when you enter payments manually. The business functions follow this order:

- N7000360 - P0413M - Plug & Play
- N7000361 - P0413M - CS - Process Localization Requirements

Update Voucher Record with Payment Information

The following program invokes the country-server exit for withholding tax processing when you update voucher records with payment information:

- P0413M - A/P Manual Payments

The following business functions are called to run the country-server exit for withholding tax processing when you update voucher records with payment information. The business functions follow this order:

- B0400076 - Update Voucher Record With Payment Information
- N7000780 - B0400076 - Plug & Play
- N7000781 - B0400076 - CS - Process Localization Requirements

Void Payments

The following program invokes the country-server exit for withholding tax processing when you void payments:

- P0413V - A/P Void Payments Program

The following business functions are called to run the country-server exit for withholding tax processing when you void payments. The business functions follow this order:

- N7000380 - P0413V - Plug & Play
- N7000381 - P0413V - CS - Process Localization Requirements

Withholding Tax Processing

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

- ☐ Processing withholding tax
- ☐ Printing withholding tax reports

Processing Withholding Tax

Processing withholding tax consists of the following tasks:

- ☐ Understanding withholding tax
- ☐ Understanding INPS withholding tax
- ☐ Understanding Notula
- ☐ Understanding J.D. Edwards status codes for withholding tax
- ☐ Entering vouchers with withholding tax
- ☐ Processing withholding tax payments
- ☐ Revising withholding tax details

Before You Begin

- ☐ Set up data dictionary values for withholding tax processing. See *Setting Up the Data Dictionary to Process Withholding Tax*.
- ☐ Set up the PKD and PKL automatic accounting instructions. See *Setting Up AAIs to Process Withholding Tax*.
- ☐ Set up codes to identify the withholding tax rates that you use. See *Setting Up Withholding Tax Codes*.
- ☐ Set up withholding tax information for your suppliers. See *Setting Up Withholding Tax Information for Suppliers*.

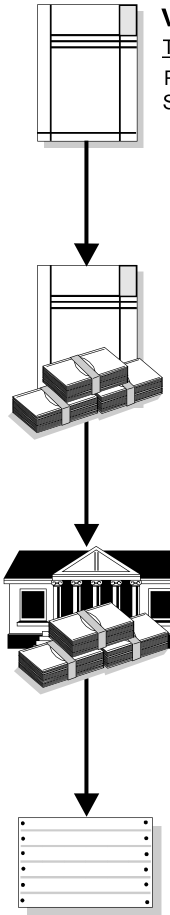
Understanding Withholding Tax

In Italy, businesses must withhold taxes from payments to certain types of suppliers, such as self-employed and contract suppliers. These withholding taxes are remitted directly to the government. Each year, businesses must submit the Modello 770 form to the tax authorities. The Modello 770 form contains information about the suppliers from whom withholding tax has been collected.

In some cases, businesses can defer the recognition of A/P VAT receivable (input) on vouchers for suppliers who are subject to withholding tax until the voucher is paid. The document used to defer the VAT is called Notula.

Businesses must also give a certification of all of the amounts paid for their services, including detail of the tax withheld, to all their suppliers who are subject to withholding tax.

The following graphic illustrates the withholding tax process for Italy.



Voucher Entry

Type Document Number	Date	Amount	Taxable	W/H Tax	W/H Code	VAT
PV 1230	30/06/98	119	100	10	AB	19

Status Code = 0

AP Trade	119-
Expense	100
VAT	19-

Voucher Payment

Type Document Number	Date	Amount	Taxable	W/H Tax	W/H Code	VAT
PV 1230	30/06/98	119	100	10	AB	19

Payment Date = 01/10/98
Status Code = 1

AP Trade	119
Cash	109-
W/H Payable	10-

Payment to Fiscal Authorities

Type Document Number	Date	Amount	Taxable	W/H Tax	W/H Code	VAT
PV 1230	30/06/98	119	100	10	AB	19

Withholding Paid 15/10/98
Payment Number 1031
Status Code = 2

Cash	10-
W/H Payable	10

Fiscal Reports

Annual Declaration of Withholding Tax Information by Supplier
File generated to interface to Official 770 Form

- Date of Birth
- Place of Birth
- Sex
- Tax Code

Understanding INPS Withholding Tax

In addition to the standard withholding tax, payment to certain types of contractors is subject to a social security (INPS) withholding tax. The INPS withholding tax is paid to the Italian social security office, Istituto Nazionale Previdenza Sociale (INPS).

The company must withhold 2/3 of the withholding tax amount due to the contractor and pay this amount by the 20th of every month. The supplier is liable for the remaining 1/3 of the ten percent.

The base amount for the calculation of INPS withholdings can be 95 percent or 100 percent, depending on the type of contractor.

The company is liable for the debt to INPS from the time of payment to the contractor.

Understanding Notula

Notula is the document used by a company to defer VAT recognition until payment of a voucher is made. Notula is used for suppliers who are subject to withholding tax. You should use the prepayment process in the base software to process Notula.

You can use the system to process Notula for specific stages in the prepayment process as follows:

Enter prepayment voucher	When you enter prepayment vouchers for Notula, you: • Use a version of the Voucher Entry program for prepayments • Use a special document type • Enter a tax explanation code of E for exempt • Enter a tax rate with a zero percent tax rate
Record payment	To record the voucher as paid, you use manual payment with voucher match for the voucher without VAT.
Enter standard voucher	Enter a standard voucher with a normal tax explanation code and tax rate. When the system determines that the supplier for the voucher is subject to withholding, the system displays the withholding window. Use the form to select the matching Notula document for the voucher. The system retrieves the VAT amount along with the withholding tax amount. Distribute as normal. When you post the voucher, the system updates the tax table.

Close the amounts	Enter a second payment to close the amounts in the Accounts Payable Detail table.

Note: The default document type for Notula is PF. You can set up a special document type for Notula in the processing options for Notula Browse - Italy (P7404074).

See Also

- *Accounts Payable: Entering Prepayments*

Understanding J.D. Edwards Status Codes for Withholding Tax

To track withholding tax records through the withholding tax process, refer to the Withholding Tax Status field. The system automatically updates this field for each tax record, based on the status of the record in the withholding tax process.

Status	Description	Update Programs
0	Withholding tax amounts generated	A/P Standard Voucher Entry (P0411) A/P Speed Voucher Entry (P0411SV) Voucher Match (P4314) Store and Forward Voucher Batch Processor (R04110Z2)
1	Voucher paid to supplier	A/P Manual Payments (P0413M) Automatic Payments (P0457xx)
2	Withholding tax re-distributed	Distribute W/T Amount Report (R7404530)
3	Withholding tax paid to government	Withholding Tax Payments (R7404500)
4	Certification printed	Withholding Tax Certification - Italy (R7404027)
5	770 form printed	770 Model - Italy (R74094)
9	Record deleted	

Entering Vouchers with Withholding Tax

You enter vouchers for suppliers who are subject to withholding tax just as you would enter any other voucher. After you complete the account distribution for the voucher on the A/R and A/P Journal Entries forms, the system displays the Review Withholding Tax - Italy form (P740411) so that you can enter the withholding tax information for the voucher.

The system stores withholding tax information in the Withholding Tax Detail - Italy table (F74411).

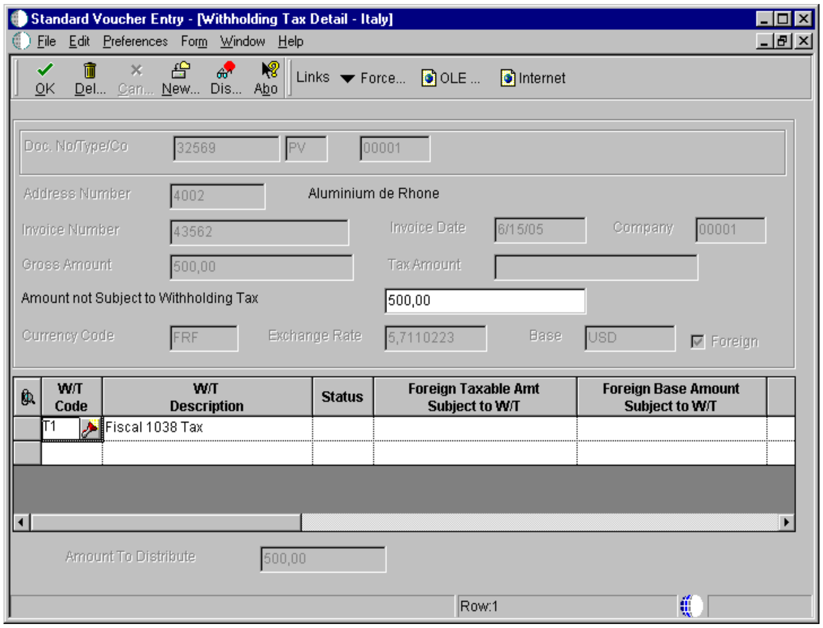
Before You Begin

- ☐ Set up your user preferences with a country preference code of IT (Italy). See *Setting Up User Display Preferences.*
- ☐ Verify that you have set up withholding tax information for the supplier for whom you are entering vouchers. See *Setting Up Withholding Tax Information for Suppliers.*

► To enter vouchers with withholding tax

From the Supplier and Voucher Entry menu (G0411), choose Standard Voucher Entry.

1. On Supplier Ledger Inquiry, complete the steps for entering a standard voucher.


Standard Voucher Entry - [Withholding Tax Detail - Italy]
File
Edit
Preferences
Form
Window
Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Force...
OLE ...
Internet
Row:1

Doc. No/Type/Co	32569	PV	00001
Address Number	4002	Aluminium de Rhone	
Invoice Number	43562	Invoice Date	6/15/05
Company	00001		
Gross Amount	500,00	Tax Amount	
Amount not Subject to Withholding Tax	500,00		
Currency Code	FRF	Exchange Rate	5,7110223
Base	USD	☑ Foreign	

W/T Code	W/T Description	Status	Foreign Taxable Amt Subject to W/T	Foreign Base Amount Subject to W/T
T1	Fiscal 1038 Tax			

Amount To Distribute 500,00

2. On Withholding Tax Detail - Italy, complete the following fields:
   - Amount not Subject to Withholding Tax
   - W/T Code
   - W/T Description
   - Status
   - Taxable Amount Subject to W/T
   - Base Amount Subject to W/T
   - Withholding Tax Amount
   - Pay Itm

Field	Explanation
Amount not Subject to Withholding Tax	The portion of the taxable amount of an invoice/voucher which is not subject to withholding tax.

Field	Explanation
W/T Code	You set up withholding tax codes to define withholding tax rates with the Set Up Withholding Tax Codes program (P740405). The system uses this information to calculate withholding tax when you enter supplier vouchers for suppliers that are subject to withholding tax. When you set up this internal withholding tax code, you establish links between the following: • The withholding tax percentage • The percentage of the base amount that is subject to withholding tax • The type of withholding tax • The user defined codes for Model 770 reporting • The withholding tax fiscal codes
W/T Description	A user defined name or remark.
Status	Indicates the status of the withholding tax. This value is kept in the withholding tax detail file (F740411). Valid values are: 0 Withholding tax added during voucher entry 1 Voucher paid to supplier (debt towards fiscal authority) 2 Withholding tax paid to fiscal authority 9 Withholding tax cancelled The Italian Esattoria civile collects the withholding tax.
Taxable Amount Subject to W/T	Taxable amount of an invoice/voucher that is subject to Withholding Tax.
Base Amount Subject to W/T	This amount is calculated based on a Withholding Tax Code's Basis Percentage (IRPC) and the amount subject to Withholding Tax (IRSO). For Example: Withholding Tax Code (IRC1) = xx Basis Percentage (IRPC) = 50% Amount Subject to Withholding Tax (IRSO) = 1000 Base of Computation (IRBI) = 500
Withholding Tax Amount	Amount of the withholding tax calculated based on the amount subject to withholding tax entered and the withholding tax code (percentage).
Pay Itm	A number that identifies the pay item for a voucher or an invoice. The system assigns the pay item number. If the voucher or invoice has multiple pay items, the numbers are sequential.

Processing Withholding Tax Payments

The system calculates withholding tax amounts based on the information that you enter during the voucher entry process.

After the system processes withholding taxes, you can calculate and print withholding tax payments for the government. Three aspects of processing withholding tax include:

- Manual payments
- Automatic payments
- Technical considerations

Manual Payments

When you record a payment, the system determines whether the supplier is subject to withholding tax based on the information that you set up for the supplier. If the supplier is subject to the tax, the system displays the voucher information and updates the Discount Taken field with the withholding tax amount.

Note: The Discount Taken field should be blank at the time that you record the payment. If the Discount Available field contains an amount, the system replaces this amount with the withholding tax amount calculated at payment entry time.

Caution: Italian companies that manage withholding tax within the J.D. Edwards system will not be able to apply discounts on the invoice.

When you post the transaction for the payment, the system uses the PKD AAI that you set up to define the withholding tax account. The PKD AAI associates the accounting entry to the withholding tax payable account.

Automatic Payments

The system processes withholding tax at specific stages of the automatic payment process as follows:

Create payment control groups	When you create a payment control group that includes vouchers that are subject to withholding tax, the system updates the Discount Taken field in the A/P Payment Processing - Summary (F04572) and A/P Payment Processing - Detail (F04573) tables with the withholding tax amount from the Withholding Tax Detail - Italy table (F74411). The system calculates the payment amount by subtracting the withholding tax (discount) from the gross.
Work with payment control groups	When you reset or remove individual vouchers from the payment control group, the system removes the withholding tax amount from the Discount Taken field in the A/P Payment Processing - Summary (F04572) and A/P Payment Processing - Detail (F04573) tables. At this point in the process, the system does not update the Accounts Payable Detail table (F0411) and does not impact the voucher records.
Update payment group	When you update the payment group, the system changes the payment status of the withholding tax to 1 (payment made to supplier) in the Withholding Tax Detail table. The system also updates the Accounts Payable Detail table (F0411) with the amount in the Discount Taken field for the withholding tax amount.

Technical Considerations

Prompt payment discounts	You cannot use prompt payment discounts with withholding tax because the withholding tax amounts are stored in the prompt payment discount fields. In Italy, A/P prompt payment discounts are not used.
Speed release	You cannot split vouchers for suppliers who are subject to withholding tax.

Split payment control groups	You cannot split a payment control group to exclude part of a voucher because this creates a new pay item on the voucher.

Revising Withholding Tax Details

You can revise the withholding tax information that the system stores in the Withholding Tax Detail table (F74411) using the Withholding Tax Revisions program. You can also use the Withholding Tax Revisions form to review all of the withholding tax information for a specific voucher.

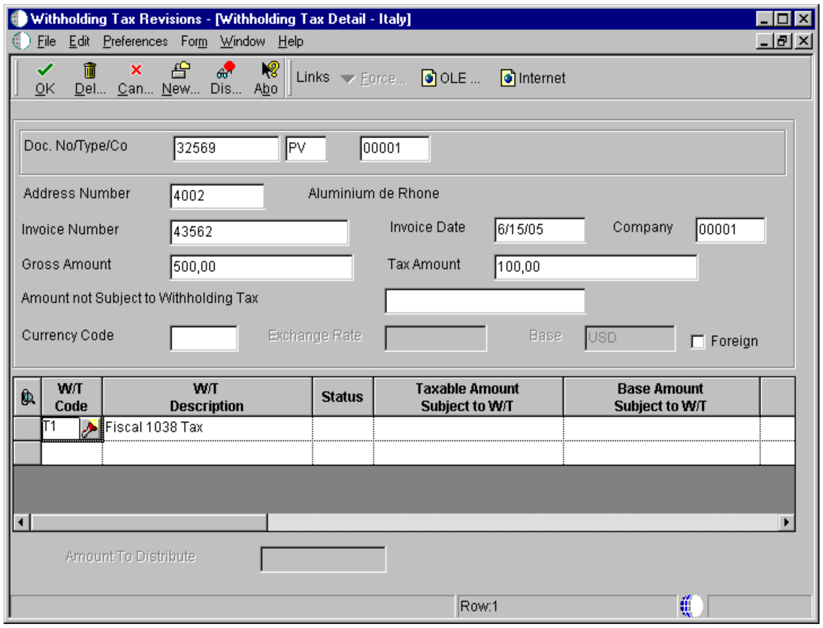
Caution: The information that you revise using the Withholding Tax Revisions form immediately updates the Withholding Tax Detail table. The system does not recalculate taxes and related amounts. You should revise withholding tax information only in exceptional cases, such as when you must adjust the withholding tax information manually.

If you are implementing J.D. Edwards Accounts Payable system for the first time, you can use the Withholding Tax Revisions form to load open withholding tax information from your previous system.

▶ To revise withholding tax details

From the Additional Italian Tax Processing menu (G002131), choose Withholding Tax Revisions.

1. On Work with Withholding Tax - Italy, locate a record and click Select.


Withholding Tax Revisions - [Withholding Tax Detail - Italy]
File Edit Preferences Form Window Help
OK
Del...
Can...
New...
Dis...
Abo
Links
Force...
OLE ...
Internet

Doc. No/Type/Co 32569 PV 00001

Address Number 4002 Aluminium de Rhone

Invoice Number 43562

Invoice Date 6/15/05

Company 00001

Gross Amount 500,00

Tax Amount 100,00

Amount not Subject to Withholding Tax

Currency Code

Exchange Rate

Base USD

☐ Foreign

W/T Code	W/T Description	Status	Taxable Amount Subject to W/T	Base Amount Subject to W/T
T1	Fiscal 1038 Tax			

Amount To Distribute

Row:1

2. On Withholding Tax Detail - Italy, revise any of the following fields:

   - W/T Code
   - W/T Description
   - Status
   - Taxable Amount Subject to W/T
   - Base Amount Subject to W/T
   - Withholding Tax Amount
   - Withholding Tax Amount Paid
   - Withholding Tax Foreign Amount Paid
   - Payment Date
   - Government Date
   - Withholding Tax Payment Reference
   - Pay Itm

Field	Explanation
W/T Code	You set up withholding tax codes to define withholding tax rates with the Set Up Withholding Tax Codes program (P740405). The system uses this information to calculate withholding tax when you enter supplier vouchers for suppliers that are subject to withholding tax. When you set up this internal withholding tax code, you establish links between the following: • The withholding tax percentage • The percentage of the base amount that is subject to withholding tax • The type of withholding tax • The user defined codes for Model 770 reporting • The withholding tax fiscal codes
W/T Description	A user defined name or remark.
Status	Indicates the status of the withholding tax. This value is kept in the withholding tax detail file (F740411). Valid values are: 0 Withholding tax added during voucher entry 1 Voucher paid to supplier (debt towards fiscal authority) 2 Withholding tax paid to fiscal authority 9 Withholding tax cancelled The Italian Esattoria civile collects the withholding tax.
Taxable Amount Subject to W/T	Taxable amount of an invoice/voucher that is subject to Withholding Tax.
Base Amount Subject to W/T	This amount is calculated based on a Withholding Tax Code's Basis Percentage (IRPC) and the amount subject to Withholding Tax (IRSO). For Example: Withholding Tax Code (IRC1) = xx Basis Percentage (IRPC) = 50% Amount Subject to Withholding Tax (IRSO) = 1000 Base of Computation (IRBI) = 500
Withholding Tax Amount	Amount of the withholding tax calculated based on the amount subject to withholding tax entered and the withholding tax code (percentage).
Withholding Tax Amount Paid	Amount of the withholding tax paid.
Withholding Tax Foreign Amount Paid	The foreign withholding tax amount paid in a given currency. This field can be maintained with the Withholding Tax Revisions program.
Payment Date	Date on which the withholding tax is paid to the government.
Government Date	The date the withholding tax was remitted to the fiscal authorithy (Italian Esattoria civile).

Field	Explanation
Withholding Tax Payment Reference	The number of the payment made to the fiscal authority (Italian Esattoria civile). This reference is entered in a processing option of the Generate Withholding Tax Payments program.
Pay Itm	A number that identifies the pay item for a voucher or an invoice. The system assigns the pay item number. If the voucher or invoice has multiple pay items, the numbers are sequential.

Printing Withholding Tax Reports

You can print reports to review withholding tax information that the system stores in the Withholding Tax Detail - Italy table (F74411) and the Additional Address Book Information table (F0091).

Printing reports for withholding tax includes the following tasks:

- ☐ Printing the Proposal of Payment report
- ☐ Printing a list of withholding tax payments due
- ☐ Printing the Withholding Tax Certifications report
- ☐ Printing the Model 770 report
- ☐ Printing the Supplier Ledger report with withholding tax details

Printing the Proposal of Payment Report

From the Additional Italian Tax Processing menu (G002131), choose Print W/T Payment Proposal.

You can print a cash requirement report that includes details about withholding tax amounts and Italian bank identification codes and descriptions. You can use this report to verify payment information before you write the actual payments for your suppliers. To do this, run the Print Withholding Tax Payment Proposal report.

The report includes the following information:

- Payment due dates, from dates, and through dates
- Supplier number
- Legal name of supplier
- Document type and number
- Pay item
- Supplier invoice number and invoice date

- Net due date
- Open amount
- Withholding tax amount
- Payment status
- Payment instrument
- Bank identification number and description
- Currency code
- Foreign amount

Processing Options for Print W/T Payment Proposal (R7404430)

```
Date

1. Enter the From and Through Due Date
    below. Blank will use system date as
    the through date.

      From Due Date                                 ____________
      Through Due Date                              ____________

Print

2. Enter ’1’ to print the address of
    Supplier

      Print                                         ____________
```

Printing a List of Withholding Tax Payments Due

From the Additional Italian Tax Processing menu (G002131), choose Generate Withholding Tax Pmts.

You can print a list of the withholding tax amounts that you owe the Italian Revenue Tax office. To do this, print the Generate Withholding Tax Payments report. The report lists all of the vouchers that were paid to the suppliers who are subject to withholding tax. You can send the report to the Italian tax office as proof of amounts that were withheld from payments to suppliers.

You can run the report in proof or final mode. When you specify final mode and indicate the “paid” withholding tax status in the processing options, the system marks the withholding tax records as paid to the government. The system also updates the government payment reference and the government payment date for each record in the Withholding Tax Detail - Italy table.

The Generate Withholding Tax Payment report includes the following information:

- Withholding tax code
- Address Book number of the supplier
- Legal name of the supplier
- Supplier invoice number and payment date
- Withholding tax taxable amount
- Withholding tax amount
- Withholding tax progress status (specified in the report processing options)
- Government payment date (specified in the report processing options)
- Government Payment reference (specified in the report processing options)

You can run a version of the Generate Withholding Tax Payments report to change the status of withholding tax records after you print Withholding Tax Certifications for your suppliers. To do this, create a version of the report in final mode and indicate your user defined withholding tax status as “certified” in the processing options. Do not specify a payment date.

See Also

- *Setting Up the Data Dictionary to Process Withholding Tax* for more information about the data dictionary values that indicate withholding tax status

Processing Options for Generate Withholding Tax Pmts (R7404500)

```
Mode

1. Enter a '1' to run the report in
    Final Mode, if left blank, the
    report will run in Proof Mode.

      Proof or Final                                ____________

Final

1. Specify the date of payment to the
    tax office. If left blank, the
    withholding tax payment date will
    not be updated.

      Payment Date                                  ____________

2. Enter the value to be used for the
    new W/T paid status. If left blank,
    the withholding tax status will not
    be updated.

      Withholding Tax Status                        ____________

3. Enter the number of the payment
```

```
    document. If left blank the payment
    reference will not be updated.

      Payment Reference                                   ____________
```

Printing the Withholding Tax Certifications Report

From the Additional Italian Tax Processing menu (G002131), choose Print W/T Certifications.

You can print a certification of withholding tax paid. You are required to give these withholding tax certificates to your suppliers. To do this, print the Withholding Tax Certifications report.

You can print the Withholding Tax Certifications report on A4 paper. The report looks like a certification letter and includes the following information:

- Date
- Supplier name and address
- REGISTERED (to indicate that the letter is sent through registered mail)
- Default report titles that you can revise
- Certification number (specified in the processing options for the report)
- Date
- Period for which the certification has been issued
- Amount of the tax withheld by the company
- INPS contribution

You can run the report in proof or final mode.

Processing Options for Print W/T Certifications (R7404027)

```
Dates

1. Enter the date to be printed on the
    certifications.

      Certification Date                                  ____________

2. Enter the dates to process.

      From Date                                           ____________
      Thru Date                                           ____________

Number

3. Enter the number to be printed on the
```

```
    first certificate. If no number is
    entered, certificates will be
    printed without a number.

      Initial Number                                ____________

Mode

4. Enter '1' to run the certifications
    print in final mode. If left blank
    the report will be run in proof
    mode.

      Proof or Final Mode                           ____________

Status

5. Enter the value which will update the
    W/T file with the progress status
    "CERTIFIED". If left blank, even if
    the process is run in final mode, NO
    updates will be done on the W/T.

      Status                                        ____________

Company

6. Enter Company, Title and Name to
    print on the certifications.

      Company                                       ____________
      Title                                         ____________
      Name                                          ____________
```

Printing the Model 770 Report

From the Additional Italian Tax Processing (G002131) menu, choose Model 770 W/T Commission - Free Format.

In Italy, businesses are required to withhold taxes from payments to certain types of suppliers, such as self-employed and contract suppliers. Businesses remit the withheld taxes directly to the government. Once a year, businesses are required to submit the Model 770 form to the tax authorities. The Model 770 form contains information about suppliers from whom taxes have been withheld.

In 1999, the Italian Tax Authority began requiring that businesses file the Model 770 form electronically. Business can file the form directly using software programs supplied by providers who are certified by the Italian Tax Authority or submit the form to a third party, such as a bank or chartered accountant, who will file the form electronically.

The Model 770 - Free Format report produces the Model 770 report in Microsoft Excel format. You can reformat or revise the information as necessary and then import the file to one of the software programs certified by the Italian Tax Authority.

The Model 770 - Free Format report is based on the following tables:

- Withholding Tax Detail - Italy (F74411)
- Withholding Tax Codes - Italy (F74405)

The report provides the following information about the reporting company, qualifying suppliers, and transactions with those suppliers:

- Address Book Number
- Section of 770 Form
- Company Tax ID
- Tax ID of Supplier
- Surname or Company Name
- Supplier Name
- Gender
- Date of Birth
- City of Birth (or State if abroad)
- Province of Birth
- City Fiscal Address
- Province of Fiscal Address
- Street and Number of Fiscal Address
- Not Residence checkbox
- Foreign State of Residence
- Foreign State Code
- Line of Business - Government Code
- Amount Not Subject to Withholding Tax
- Taxable Amount Subject to Withholding Tax
- Withholding Tax Gross Amount
- Withholding Tax Amount Paid

To group the data to match the sections of the Model 770 report, base your data selection on either the Withholding Tax Code field or the Section of the 770 Form field. Set up withholding tax codes using the Withholding Tax Codes - Italy program (P740405). Use this program to associate the various sections of the 770 form with the withholding tax codes that will print on that section. If the government determines that certain withholding details should be placed on a different section of the 770 form, you can change either the cross-reference between the withholding tax code and the section of the 770 form, or use data selection to produce the report with the specific withholding codes that are required for a section.

You can also run the report without data selection, and then reformat the data in Microsoft Excel.

Date Format

The legal date format for the Model 770 form is dd/mm/yyyy. The Microsoft Excel spreadsheet that is produced by the Model 770 - Free Format report uses the date format from Regional Settings on the Windows Control Panel. To comply with the legal requirement, you can either change the date format in your Regional Settings, or specify the correct column format in Microsoft Excel.

Before You Begin

- ☐ Set up numeric country codes on user defined code table 74/CN. See *Setting Up User Defined Codes* for information on user defined code table 74/CN.

See Also

- ☐ *Setting Up Withholding Tax Codes*
- ☐ *Entering Vouchers with Withholding Tax*

Processing Options for Model 770 - W/T Commission - Free Format (R74094D)

Defaults Tab

1. Fiscal ID

Use this processing option to specify the tax ID of the company who is submitting the Model 770 report.

2. Status

Use this processing option to specify the status the system will use to update the Withholding Tax Detail table (F74411) when the Model 770 report is run in final mode. If this processing option is blank, the system does not update the Withholding Tax Detail table, even if the process is run in final mode.

Process Tab

1. Process Mode

Use this processing option to specify whether the system will print the 770 Form in proof or final mode.

Valid values are:

Blank The system will print the 770 Form in proof mode.

1 The system will print the 770 Form in final mode.

When you run the report in final mode, the system updates the Withholding Tax Detail table (F74411) with the status you entered in the Status processing option on the Defaults tab.

Printing the Supplier Ledger Report with Withholding Tax Details

From the Additional Italian Tax Processing menu (G002131), choose Print Supplier W/T Ledger.

You can print a list of all the transactions for a supplier that are subject to withholding tax. To do this, run the Withholding Tax Ledger By Supplier report.

The report includes the following information about the supplier and the transactions, including withholding tax details:

Supplier

- Address Book number
- First and last name
- Address (street and city)
- Province
- Fiscal ID
- Date of birth
- Place of birth
- Province of birth
- Gender

Transaction and withholding tax detail

- Supplier invoice date and invoice number
- Abbreviated description of the withholding tax
- Base of calculation for the withholding tax
- Amount not subject to withholding tax
- VAT amount
- Total amount paid
- Taxable amount subject to withholding tax
- Internal withholding tax code
- Fiscal withholding tax code
- Withholding tax percentage
- Withholding tax amount paid
- Net paid amount
- Supplier payment date
- Government payment date
- Payment reference

Value Added Tax Processing

J.D. Edwards country-specific processes for value added tax (VAT) requirements in Italy include the following:

- ☐ Processing VAT
- ☐ Working with annual VAT reporting
- ☐ Working with suspended VAT
- ☐ Working with the VAT ceiling

Processing VAT

For an overview of VAT, review the following topics:

- ☐ Understanding VAT
- ☐ Understanding Italian VAT
- ☐ Understanding deferred invoices and VAT
- ☐ Understanding intra-community VAT
- ☐ Understanding summary VAT

Processing VAT in Italy includes the following tasks:

- ☐ Setting up register types and classes for summary VAT
- ☐ Establishing an initial VAT balance
- ☐ Entering journal entries with tax
- ☐ Entering VAT-only vouchers for the Customs Authority (Bolle doganali)
- ☐ Printing monthly VAT reports
- ☐ Printing the summary VAT report
- ☐ Printing the VAT by Tax Area Code report

Understanding VAT

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

Output VAT

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

Output VAT is also called the following:

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

Input VAT

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

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

Input VAT is also called the following:

- A/R VAT Payable
- Deductible VAT

Nonrecoverable Input VAT

Input VAT cannot be recovered for:

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

Understanding Italian VAT

If you work with Italian VAT, you should understand the following terminology and principles:

VAT returns	VAT returns must be completed for each month on a special form and filed with the local tax office on the 20th of the month. You must pay any excess output VAT over input VAT at the time of filing.
VAT exemptions	To be exempt from VAT, your business must work within the following guidelines: • Goods must be physically moved to another EU-member country. • Customers must have VAT identification codes. • Invoices must show applicable VAT numbers. • Goods cannot be of a special category, such as vehicles.

Understanding Deferred Invoices and VAT

A new VAT law (DL 29/9/97 n. 328) has been in effect in Italy since September, 1997. This law concerns deferred invoices in which the shipment date is prior to the invoice date. For deferred invoices, the VAT payable on sales should be declared with reference to the shipment date, not the invoice date. An example of deferred invoices is a product that is delivered daily and invoiced monthly.

There are two types of deferred invoices:

- The invoice date and shipment date are in the same reporting period, but the shipment date is prior to the invoice date.
- The invoice date and the shipment date are *not* in the same reporting period, and the shipment date is prior to the invoice date.

The second type of deferred invoice impacts summary VAT reporting. The VAT should be accounted for in the Summary VAT report (R74093) for the month of the shipment if that month is prior to the month of the invoice. To accomplish this task, the system evaluates the shipment date of a sales order to determine if it is prior to the invoice date. This evaluation is performed during the Sales Update process (R42800) through the use of a country server. If the shipment date is prior to the invoice date, the system updates the Service/Tax Date field in the Customer Ledger table (F03B11).

When you run the Summary VAT report and select transactions by tax rate, the system uses the service/tax date rather than the G/L date for deferred invoices.

Understanding Intra-Community VAT

Since the creation of the single market in 1993, goods sold from a taxable entity in one EU member state to a taxable entity in another EU member state are treated as exempt from VAT. The buyer is then subject to output VAT on the transaction in the buyer's own EU member state. In some cases, the buyer is entitled to recover the amount of the output VAT as input VAT.

In the J.D. Edwards Accounts Payable system, you record the VAT on these transactions by setting up a tax rate/area for intra-community VAT. The VAT payable is compensated with the VAT receivable, and both amounts must be shown in the relevant reports. The reports must also show the transactions that were exempt from VAT.

To qualify for the Intra-Community VAT exemption, the buyer's VAT registration number, including the European Union Member State National Identification Number, must be quoted on the supplier's invoice.

Reporting Considerations

You must print the information for sales and purchases that are subject to intra-community VAT on separate VAT reports. To report on intra-community VAT separately, use data selection to select transactions with the tax rate/area for intra-community VAT.

See Also

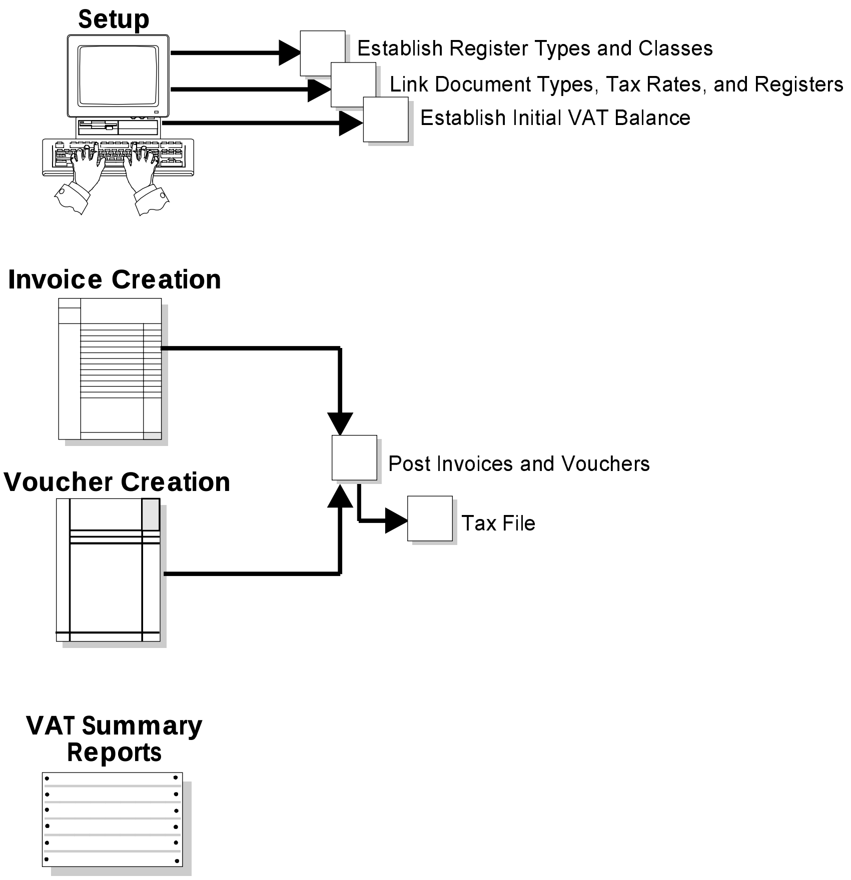
- ☐ *Setting Up a Tax Rate/Area for Intra-Community VAT* or *Spain: Setting Up a Tax Rate/Area for Intra-Community VAT*

Understanding Summary VAT

In Italy, the government requires businesses to report VAT on accounts receivable and accounts payable transactions. You can meet this reporting requirement by assigning each transaction a register type and class.

Assigning register types and classes lets you group VAT information on the summary VAT report. The summary VAT report groups information based on register class, then register type, and then tax rate. For example, the information grouped under the registration class for sales might include register types for sales that are VAT taxable and sales that are VAT exempt. Information within those register types would be summarized by tax rate.

The following graphic illustrates how you use J.D. Edwards software to process summary VAT.


Setup
Establish Register Types and Classes
Link Document Types, Tax Rates, and Registers
Establish Initial VAT Balance
Invoice Creation
Post Invoices and Vouchers
Voucher Creation
Tax File
VAT Summary Reports

Setting Up Register Types and Classes for Summary VAT

To report on summarized VAT, you must set up register types and classes to track and report VAT tax in a summarized format. Then create a link between the register types and classes, and the appropriate type of transaction (document type).

You specify different register classes for sales and purchases. Register types are subsets of register classes. For example, the register types for a sales register class might include:

- Sales within Italy
- Sales within the EU
- Sales outside the EU

When you link register types and classes to document types, you establish and maintain the relationships among document types, VAT rates, register types, and classes. You can use these relationships to create summarized VAT reports.

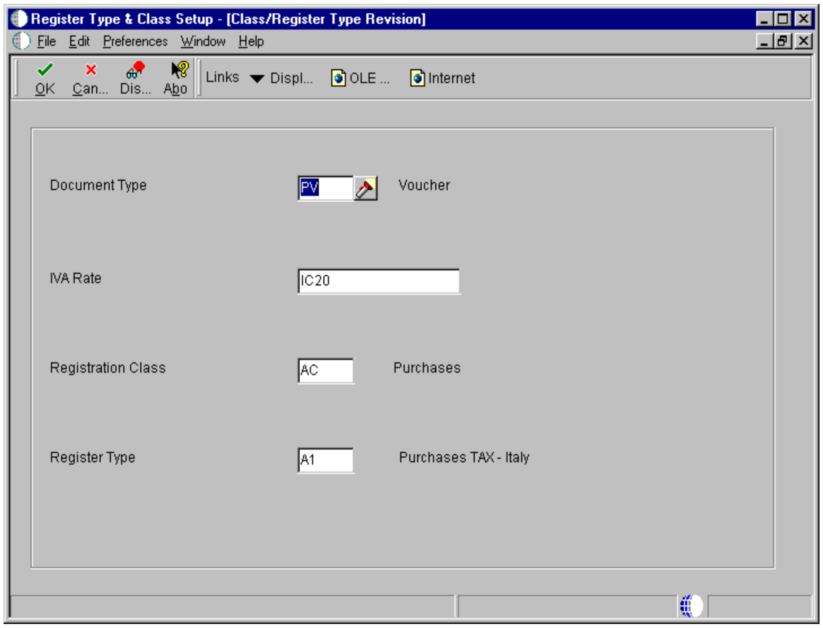
Before You Begin

☐ Set up user defined codes for register classes (system 74, type 01) and register types (system 74, type 02). See *Setting Up User Defined Codes*.

▶ To set up register types and classes for summary VAT

From the Additional Italian Tax Processing menu (G002131), choose Register Type & Class Setup.

1. On Work with Class/Register Types, click Add.


Register Type & Class Setup - [Class/Register Type Revision]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Document Type PV Voucher

IVA Rate IC20

Registration Class AC Purchases

Register Type A1 Purchases TAX - Italy

2. On Class/Register Type Revision, complete the following fields:
   - Document Type
   - IVA Rate
   - Registration Class
   - Register Type

Field	Explanation
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: P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory documents O Ordering document types The system creates offsetting entries as appropriate for these document types when you post batches.

Field	Explanation
IVA Rate	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate. The system uses this code to properly calculate the tax amount.
Registration Class	You define the valid codes for VAT register classes on user defined codes table 74/01. For example, you might set up a register class for purchases and one for sales. You link document types, tax rates, register types and register classes on the Register Type and Class Setup form to meet your reporting requirements. Then, you can run the Summary VAT Report to print your VAT information, based on the register classes and types you link to various document types. You can group and classify transactions for reporting purposes by defining register classes and types in conjunction. For example, you might set up register types and classes as follows: • Register Class: Sales • Register Type A: VAT on Sales, Italy rate 20 percent • Register Type B: VAT on Sales, out of EU, not subject to VAT (art. 8/A)

Field	Explanation
Register Type	You define the valid codes for VAT register types on user defined codes table 74/02. For example, you might set up a register type for transactions that are eligible for VAT and another for transactions that are not eligible for VAT. You link document types, tax rates, register types, and register classes on the Register Type and Class Setup form to meet your reporting requirements. Then, you can run the Summary VAT Report to print your VAT information, based on the register classes and types you link to various document types. You can group and classify transactions for reporting purposes by defining register classes and types in conjunction. For example, you might set up register types and classes as follows: • Register Class: Sales • Register Type A: VAT on Sales, Italy rate 20 percent • Register Type B: VAT on Sales, out of EU, not subject to VAT (art. 8/A)

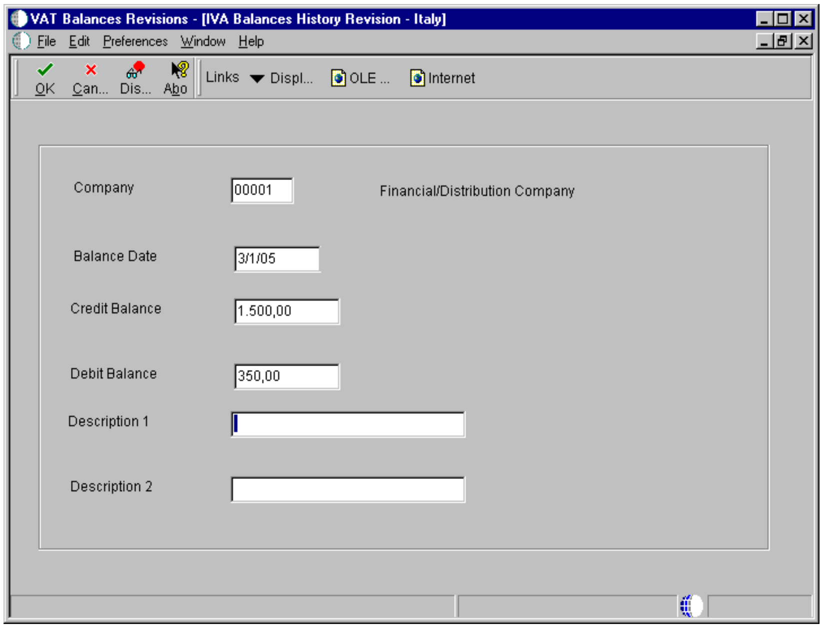
Establishing an Initial VAT Balance

You can use IVA Balances Revisions to establish an initial VAT balance, or to review and revise the VAT balances that print on your summarized VAT report.

▶ To establish an initial VAT balance

From the Additional Italian Tax Processing menu (G002131), choose VAT Balances Revisions.

1. On Work with IVA Balances History - Italy, click Add.


VAT Balances Revisions - [IVA Balances History Revision - Italy]
File Edit Preferences Window Help
OK Can... Dis... Abo Links Displ... OLE ... Internet

Company 00001 Financial/Distribution Company

Balance Date 3/1/05

Credit Balance 1.500,00

Debit Balance 350,00

Description 1

Description 2

2. On IVA Balances History Revision - Italy, complete any of the following fields:
   - Credit Balance
   - Debit Balance
   - Description 1
   - Description 2

Field	**Explanation**
Credit Balance	VAT Credit Balance. This VAT credit balance is maintained in the IVA Balances Revisions screen (P74092) and is used in the IVA Summary Report program (R74093).
Debit Balance	VAT Debit Balance. This VAT debit balance is maintained in the IVA Balances Revisions screen (P74092) and is used in the IVA Summary Report program (R74093).
Description 1	A user defined name or remark.
Description 2	Additional text that further describes or clarifies a field in the J.D. Edwards systems.

Entering Journal Entries with Tax

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

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

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

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

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

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

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

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

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

Before You Begin

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

Example: Journal Entry with Tax

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

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

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

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

See Also

- *Entering Basic Journal Entries*

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

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

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

   If you do not enter a document type, the system uses a default of JE.
4. For each G/L distribution with tax, complete the following fields:

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

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

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

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

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

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

1. On Work with Journal Entries with VAT, click Add.
2. On Journal Entries with VAT, complete the following fields:
    - G/L Date

- Explanation

3. Complete the optional fields in the header area as necessary, including the following field:

   - Address Number

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

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

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

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

   - Address Number

6. Review the calculated tax in the following field:

   - Tax

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

8. Click OK.

Processing Options for Journal Entries with VAT

```
Batch Type

      Enter a Default Batch Type                          ____________

Addr # Required

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

                                                          ____________
```

```
MBF Version

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

What You Should Know About Processing Options

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

Entering VAT-Only Vouchers for the Customs Authority (Bolle doganali)

In Italy, goods imported from outside the EU are subject to VAT. The Italian Customs Authority assesses VAT on goods imported from outside the EU at the relevant Italian domestic rate. To pay the required VAT, set up the Customs Authority as an address book record with a person/corporation code of 5 (customs authority). You can pay this type of VAT by creating VAT-only vouchers for the Customs Authority.

Normally in Italy, different document types are used for VAT-only vouchers and standard vouchers. The same next numbers are used for both types of vouchers and both are printed sequentially on the A/R - A/P IVA Tax Report - Italy (R004051). Alternatively, you can print VAT-only vouchers separately on the A/R - A/P IVA Tax Report - Italy and with a separate numbering scheme. To do this, set up next numbers by document type and print the A/R - A/P IVA Tax Report - Italy by document type.

Set up a special version of the A/P Standard Voucher Entry program (P0411) to process VAT-only vouchers. Use the processing options for the program to default a specific document type for VAT-only vouchers.

Note: You do not have to set up a special version of the Voucher Entry program if your company decides to use the same next number (Same As) for VAT-only vouchers and standard vouchers.

When you enter VAT-only vouchers for A/P, use the tax explanation code of VT. You can enter the tax amount with the gross amount equal to the tax amount for vouchers with a tax explanation code of VT.

You enter two types of VAT-only vouchers:

- Vouchers with VAT payment by Carrier/Customs Agency
- Vouchers with VAT payment directly to the Customs Authority

For VAT-only vouchers with VAT payment by carrier or customs agency, the entries are posted as follows:

VAT-only vouchers	DR - VAT Recoverable account
	CR - Payable to VAT-only vouchers account
Customs agency voucher	DR - VAT Transit account
	DR - VAT Recoverable account
	CR - Debt to Customs Agency account
	DR - Customs Expenses account
Close the VAT-only voucher	DR - Payable to VAT-only voucher account
	CR - VAT Transit account
	NOTE: You create the entries to close the VAT-only voucher through the manual or automatic payment process. To do this, replace the bank account with the VAT Transit account previously debited when the Customs Agency voucher was posted.

For VAT-only vouchers with VAT payment directly to the Customs Authority, the entries are posted as follows:

VAT-only vouchers	DR - VAT Recoverable account
	CR - Payable to VAT-only voucher account
Payment to the Customs Authority	DR - Payable to VAT-only voucher account
	CR - Bank account

Close the VAT-only voucher	DR - Payable to VAT-only voucher account CR - VAT Transit account

Printing Monthly VAT Reports

From the Italian VAT Processing menu (G00213), choose Monthly VAT Report.

In Italy, businesses are required to print monthly reports to document accounts payable and accounts receivable VAT. The report must be printed on a form following the guidelines of art. 27 of the DPR 26 ottobre 1972 n.633.

You use the processing options on the Monthly VAT Report to create both an Accounts Payable and an Accounts Receivable version of the report. You should run both reports monthly.

You also need to indicate which rate from your Intra-Community VAT tax rate/area should be included on the report. On the Accounts Payable version, include the positive tax rate. On the Accounts Receivable version, include the negative tax rate.

See Also

☐ *Setting Up a Tax/Rate Area for Intra-Community VAT*

Processing Options for Monthly VAT Report (R004051)

```
Mode

1. Enter a ’1’ to run the report in
    Final Mode. Leave blank to run the
    report in Proof mode

      Final or Proof Mode                                ____________

Dates

1. Enter the From and Through G/L Dates
    below. Blank will use the system
    date as the through date.

      From G/L Date                                      ____________
      Through G/L Date                                   ____________

Print
```

1. Enter a ’1’ to have the report skip 2 lines when document numbers are not sequential or when G/L dates are not sequential.

   Sequential Numbers and Dates ____________

2. Enter a ’1’ to suppress report headings and page numbers. Default of blank will print headings and page numbers.

   Suppress Header ____________

3. Enter a ’1’ to print the document type description from user defined codes instead of invoice remark.

   Document Description ____________

Form

1. Enter a ’1’ for A/P VAT Report. Default of blank will print A/R VAT Report. NOTE: version selection for Batch Type should be different for A/R and A/P reports.

   A/P or A/R Form ____________

2. Enter a ’1’ to reverse the sign of the transaction. Select whether to reverse the sign for A/R or A/P in Processing Option 1.

   Reverse Sign ____________

3. Select the Tax Rate for Intra-community VAT you want to print on the report.
   This depends if you are running the A/R version (Input VAT - minus sign) or if you are running the A/P version (Output VAT - plus sign).
   Blank prints the Tax Rate you entered on line 1 of Tax Rate/Area Revision
   1 prints the Tax Rate you entered on line 2 of Tax Rate/Area Revision

   Blank - Tax Rate Line 1 ____________
   1 - Tax Rate Line 2

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.
```

Printing the Summary VAT Report

From the Additional Italian Tax Processing menu (G002131), choose Print VAT Summary Report.

To review the total amount of VAT that is due to the Italian government, print the summary VAT report. The report prints VAT totals by:

- Register type
- Register class
- Previous balance

When you print the summary VAT report, the system:

- Creates a temporary workfile (F74093), based on the links that you establish for document type, register class, and register, and for the information in the Sales/Use/VAT Tax table (F0018)
- Prints an error report that lists records from the Sales/Use/VAT Tax table that do not include register type or register class information
- Prints the summary VAT report

Rounding Considerations

Rounded lira amounts are reported in thousand lira increments. The rounding logic for the summary VAT report program is hardcoded as follows:

- If the last three digits of the total amount are greater than or equal to 500, then the rounding amount is the result of the subtraction of this value from the upper 1000 lire. For example, if the total is 1.154.750, the rounding amount is 250 and the total VAT to pay is 1.155.000.
- If the last three digits of the total amount are lower than or equal to 500, then the rounding amount is the difference between this value and the lower 1000 liras. For example, if the total is 1.154.350, the rounding amount is 350 and the total VAT to pay is 1.154.000.

Note: Italian laws state that the invoice must include the VAT amount. The VAT amount must be rounded to the lira if it includes fractions. Although the law does not identify the rounding method to use, the common and current interpretation of the law is that mathematical rounding should be used to round to the nearest lira. This interpretation is supported by the laws regarding the payment and collection of VAT, which state that the amount should be rounded to the nearest thousand lira, as described above. J.D. Edwards supports this method of rounding.

Date Ranges

The beginning date of the date range specified in the processing options for the summary VAT report (R74093) must be one day later than the most recent record in the summary VAT workfile (F74093). If you are running the summary VAT report for the first time, the beginning date must be one day later than the date of the initial VAT balance.

Intra-Community VAT

You must print the information for sales and purchases that are subject to intra-community VAT on separate sections of the summary VAT report. In order to separate intra-community VAT on the report, you must set up a register type and class for the intra-community VAT tax rate/area and document type.

In order to report the offset intra-community VAT, you need to indicate which rate from your Intra-Community VAT tax rate/area includes the negative tax rate.

Before You Begin

- ☐ Establish the relationships between your document types and register types and classes. See *Setting Up Register Types and Classes for Summary VAT*.
- ☐ Establish an initial VAT balance. See *Establishing an Initial VAT Balance*.

See Also

- ☐ *Setting Up a Tax/Rate Area for Intra-Community VAT*

Processing Options for Print VAT Summary Report (R74093)

```
Date Range

Enter the date range

     From date                              ______________
     Thru date                              ______________
```

Company

Enter the Company as your Data Selection

Company ____________

Proof or Final

Enter a ’1’ to run in final mode, leave blank or anything else to run in proof mode.

Proof or Final Mode ____________

Print Options

1. Enter a ’1’ to use the thru date as the report header. If left blank or anything else, the standard JDE report header will be used.

Print Header Option ____________

2. Enter the Tax Rate, Register Class and Register Type for Payable Intra-Community Offset VAT.

Blank - Tax Rate 1 ____________
1 - Tax Rate 2
VAT Register Class ____________
VAT Register Type ____________

Suppress Sign

Enter a ’1’ if you would like to suppress the printing of the negative sign. If left blank or anything else the sign will be printed.

Suppress the printing of the negative sign ____________

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. ____________

Printing the VAT by Tax Area Code Report

From the Italian VAT Processing menu (G00213), choose VAT Report by Tax Area Code.

In Italy, businesses are required to print a report of VAT by Tax Area Code. The report must print the VAT for Accounts Payable and Accounts Receivable in two separate columns. In addition, the report must be printed on a special legal form that is prenumbered and approved by the Tax Authorities.

Processing Options for VAT Report by Tax Area Code (R00400)

```
G/L Date

Enter the From and Through G/L Dates:

      From Date                                         ____________
      Through Date                                      ____________

Print Option

Enter '1' to suppress report headings
    and page numbers. If left blank page
    headings will be printed.

      Suppress page headings                            ____________

Blank Line

Enter  '1' to insert a blank line when
    Tax Area Codes are skipped.

      Insert a Blank Line                               ____________

Reverse Sign

Enter '1' to reverse the sign on A/R
    transactions.

      Reverse the Sign Option                           ____________
```

Working with Annual VAT Reporting

For an overview of annual VAT reporting, review the following topic:

- ☐ Understanding annual VAT reporting

Working with annual VAT reporting includes the following tasks:

- ☐ Creating the year-end VAT table
- ☐ Printing the Annual VAT Control report
- ☐ Revising annual VAT information
- ☐ Creating the year-end VAT tape
- ☐ Printing annual VAT reports for customers and suppliers

Understanding Annual VAT Reporting

Businesses in Italy are required to complete annual VAT reports. The report can be submitted to the tax authorities on paper or electronically, but it must conform to the legally required format.

Annual VAT reports include summarized VAT information from customer invoice and supplier voucher records. The information must be summarized by the supplier or customer tax identification number. The system creates a cumulative record for customers or suppliers who have the same tax identification number, as in the case of a parent businesses with subsidiaries.

The system stores summarized VAT information by supplier and customer in the Year-End VAT Revision - Italy table (F00900). The Year-End VAT Revision table is based on the Sales/Use/VAT Tax table (F0018), which includes all of the detailed VAT information for invoices and vouchers.

You can distinguish supplier vouchers and customer invoices in the Sales/Use/VAT Tax table by the Batch Type. You distinguish supplier vouchers and customer invoices in the Year-End VAT Revision - Italy table by Information Type.

The system uses the user defined codes table 00/IV (VAT codes) to determine whether amounts are considered taxable, nontaxable, or excluded. Records that include VAT codes that are not defined on the table are considered non-VAT. The system does not include these records in the Year-End VAT Revision - Italy table.

The Year-End VAT Revision - Italy table includes the following information for each customer and supplier:

- Total number of invoices or vouchers
- Total taxable amount
- Total tax amount
- Total nontaxable amount
- Total nontaxable “8 comma 2” (suppliers only)

You can update the summarized VAT information in the table by using a batch program or by manually entering each record. You can also revise summarized VAT information.

Creating the Year-End VAT Table

From the Italian VAT Processing menu (G00213), choose Annual VAT File Build.

To create the Year-End VAT Revision - Italy table (F00900), run the Batch Year-end IVA File Creation - Italy program (R00911). The system summarizes the information in the Sales/Use/VAT Tax table (F0018) by invoice or voucher, based on the current year that you define in the processing options. You can run this program once a year or as many times as you need to update the records in the Year-End VAT Revision - Italy table.

Processing Options for Annual VAT File Build (R00911)

```
Year-End VAT

      1. Enter a ’1’ to specify                          ____________
      customers.
      Enter a ’2’ to specify Suppliers
      and Custom Authorities.

Caution: Only ’1’ and ’2’ are valid
    entries.
    Blank will default in a value of ’1’
    for Customers.

      2. Enter a ’1’ to clear the Annual                 ____________
      IVA File (F00900). If left blank
      this file will be updated.
```

```
Caution: This processing option should
    be set to clear the file only once
    per year.

Currency

      1. Enter the Currency Code for                  ____________
      as-if currency reporting. This
      option allows for amounts to be
      translated and stored into F00900
      in a currency other than the
      currency they are stored in. If
      left blank, amounts will be stored
      into F00900 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.
```

Printing the Annual VAT Control Report

From the Italian VAT Processing menu (G00213), choose Annual VAT Control Reports.

Print the Annual VAT Control Report to review a paper copy of the information in the Year-End VAT Revision - Italy table (F00900) before you transfer the Annual VAT Report to tape or print the Annual VAT Report on special forms.

You can use the control report to simulate figures as they will be printed on the special form or on a tape. You can also use the report to verify that the amounts in the Year-End VAT Revision - Italy table correspond to the amounts in the Sales/Use/VAT Tax table (F0018).

Processing Options for Annual VAT Control Reports (R00910)

```
Scaling Factor

      Enter a “1” if you want to use the              ____________
      scaling factor of 1000. Default of
      blank will not use a scaling
      factor.
```

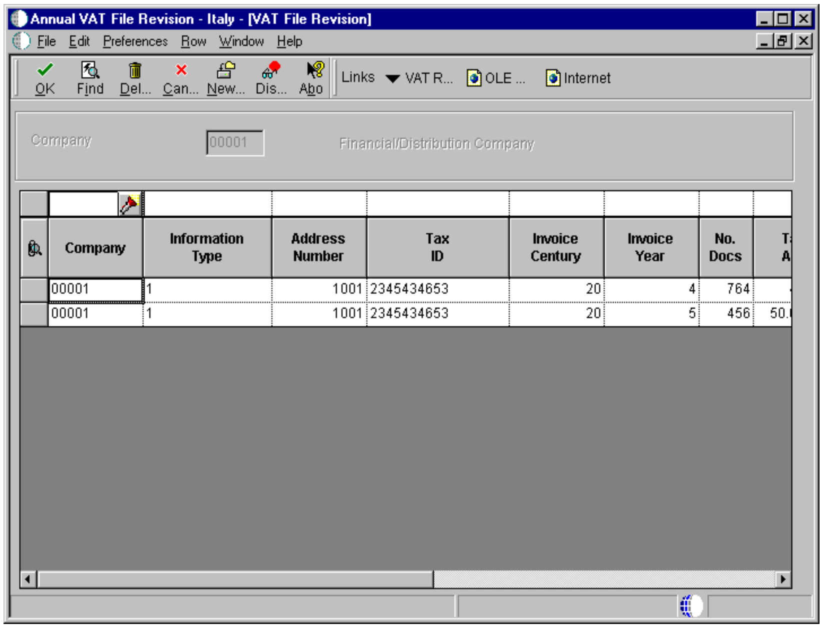
Revising Annual VAT Information

In exceptional cases, you might need to revise existing records or create new records in the Annual VAT Ledger table.

▶ To revise annual VAT information

From the Italian VAT Processing menu (G00213), choose Annual VAT File Revision - Italy.

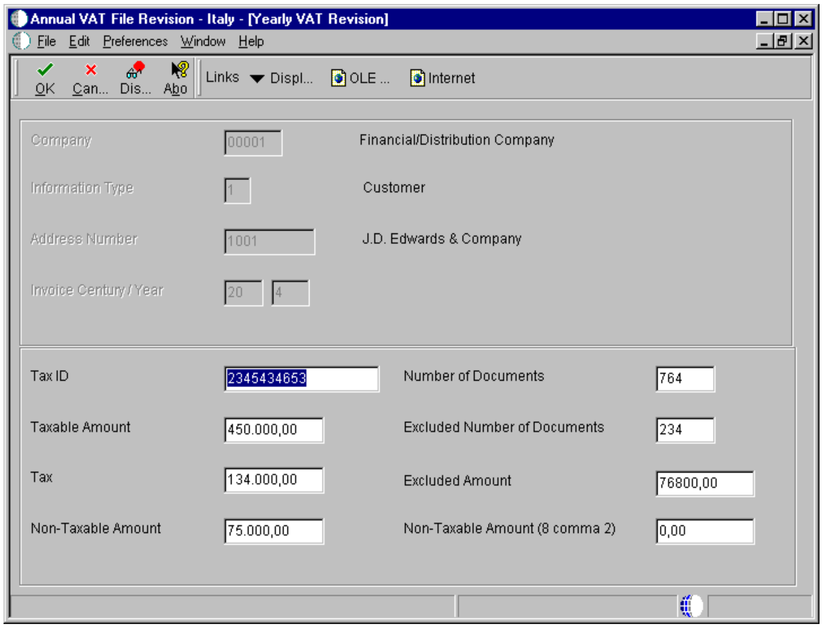
1. On Work With VAT File Revision, locate a record and click Select.


Annual VAT File Revision - Italy - [VAT File Revision]
File Edit Preferences Row Window Help
OK
Find
Del...
Can...
New...
Dis...
Abo
Links
VAT R...
OLE ...
Internet

Company 00001 Financial/Distribution Company

Company	Information Type	Address Number	Tax ID	Invoice Century	Invoice Year	No. Docs
00001	1	1001	2345434653	20	4	764
00001	1	1001	2345434653	20	5	456

2. On VAT File Revision, choose a row in the detail area and then choose VAT Revision from the Row menu.


Annual VAT File Revision - Italy - [Yearly VAT Revision]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Company 00001 Financial/Distribution Company

Information Type 1 Customer

Address Number 1001 J.D. Edwards & Company

Invoice Century / Year 20 4

Tax ID 2345434653

Taxable Amount 450.000,00

Tax 134.000,00

Non-Taxable Amount 75.000,00

Number of Documents 764

Excluded Number of Documents 234

Excluded Amount 76800,00

Non-Taxable Amount (8 comma 2) 0,00

3. On Yearly VAT Revision, revise the information in any of the following fields:

    - Number of Documents
    - Taxable Amount
    - Tax
    - Non-Taxable Amount
    - Excluded Number of Documents
    - Excluded Amount
    - Non-Taxable Amount (8 comma 2)

Field	**Explanation**
Number of Documents	Number of customer invoices or supplier vouchers. This number is accumulated throughout the year.
Taxable Amount	The amount on which taxes are assessed.
Tax	This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).
Non-Taxable Amount	This identifies the amount upon which taxes are not assessed. This is the portion of the transaction not subject to sales, use, or VAT taxes because the products are tax-exempt or zero-rated.
Excluded Number of Documents	Number of customer invoices, or supplier vouchers which have been excluded in VAT year-end reports. Used only to balance on the Control Report.
Excluded Amount	Total amount of documents excluded from VAT year-end reports.
Non-Taxable Amount (8 comma 2)	Total amount of non-taxable vouchers for special code 8 comma 2.

Creating the Year-End VAT Tape

From the Italian VAT Processing menu (G00213), choose Year-End VAT Output File Generation - Italy.

Run the Year-End VAT Tape Creation program to transfer the information from the Year-End VAT Revision - Italy table to a file that you can copy to a tape in the format required by the tax authorities in Italy. If you decide to transfer the information to tape, you do not have to print the special form reports for suppliers and customers.

Processing Options for Year-End VAT Output File Generation - Italy (R00918)

```
R00918

1. Enter the year to process. This will
    determine the selection of records
    based on Invoice Date.

      Century                                       ____________
      Year                                          ____________
      2. Enter the address book line to             ____________
      be used for continuation of the
      name.
      3. Enter the address book line to             ____________
      be used for street information.
      4. Enter the code to be used for              ____________
      Person/Corporation Tax Code.
      5. Enter the appropriate number to            ____________
      designate the tape density.
      '1' - 800 bpi
      '2' - 1600 bpi
      '3' - 6250 bpi
```

Printing Annual VAT Reports for Customers and Suppliers

From the Italian VAT Processing menu (G00213), choose A/R Annual Report Customer Format - Italy or A/P Annual Rpt Supplier Format - Italy.

You can submit print copies of the annual VAT reports for customers and suppliers. You do not have to print paper copies of the annual VAT reports if you submit the reports on tape. To print copies of the annual VAT reports, run the Supplier VAT Form and the Customer VAT Form programs.

The annual VAT reports for suppliers and customers include the following information:

- Supplier or customer name
- Street
- Postal Code
- City
- Province
- Tax Identification Number
- Total taxable amount of vouchers or invoices for the current year

- Total taxable amount of vouchers or invoices for the previous year
- Total tax amount of voucher or invoices for the current year
- Total tax amount of voucher or invoices for the previous year
- Total nontaxable amount of vouchers or invoices for the current year
- Total nontaxable amount of vouchers or invoices for the previous year

Processing Options for A/R Annual Report Customer Format - Italy (R00916)

Dates

1. Enter the year to process. This will determine the selection of records based on invoice.

Century ____________
Year ____________

A/B

2. Enter the address book line number to be printed for continuation of the name. ____________
3. Enter address book line to be used for street information. ____________

Header

4. Enter the information to be printed at the top of the form.

Enter Person/Corporation Code ____________
Enter Business Information ____________
Enter Company Business ____________

Processing Options for A/P Annual Rpt Supplier Format - Italy (R00917)

Date

Century ____________
Effective Year ____________

Enter the year to process. This will determine the selection of records based on Invoice date.

Address

Enter the address book line to be used for continuation of the name. Blank will default to the current setup which means there is no additional line for continuation of the name. ____________

Enter the address book line to be used for street information. Blank will default to the address line ____________

1.

Tax Information

Enter the information to printed on the top of the form.

Personal/Corp. Code ______________
Business Information ______________
Company Business ______________

Working with Suspended VAT

For an overview of suspended VAT, review the following topic:

- ☐ Understanding suspended VAT

Working with suspended VAT includes the following tasks:

- ☐ Generating suspended VAT amounts
- ☐ Printing the open suspended VAT invoice listing
- ☐ Printing the Monthly Suspended VAT report

Understanding Suspended VAT

Italian law allows businesses that sell goods to certain government-owned or controlled institutions, such as hospitals and schools, to defer the booking of VAT payable until receipt of complete or partial payment for the invoice. Instead of booking VAT to an active VAT payable account at the time of the sale, the business must hold the VAT in suspense until payment is received. Typically, invoices that are subject to suspended VAT are for large amounts that are paid in installments over a long period of time.

In Italy, businesses report and remit VAT to the government on a periodic basis. The amount that a business owes is calculated as the difference between the VAT payable (generated in the Accounts Receivable system) and the VAT recoverable (generated in the Accounts Payable system) amounts.

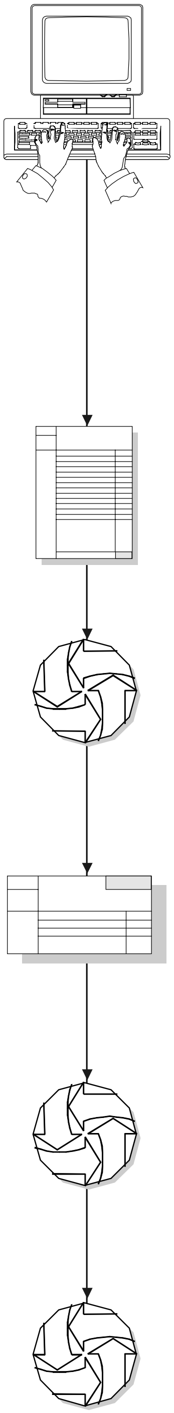
You must report on suspended VAT in addition to VAT payable and VAT recoverable. When the suspended VAT is realized, it becomes VAT payable and is reported as such.

You can use J.D. Edwards localized software for suspended VAT to:

- Identify which transactions are subject to suspended VAT
- Calculate and print VAT payable at the time of invoicing
- Hold the VAT payable in a suspense account until payment is received
- Generate the appropriate accounting transactions when payment is received

- Report on both VAT payable and suspended VAT

The following graphic illustrates the suspended VAT process:



Setup

User Defined Codes
Document Type (00/DT) and Document Type - Invoices Only (00/DI)
Q9 (code), Suspended VAT (description)
Q7 (code), Suspended VAT - Recognized (description)
Suspended VAT Document Types (74/DT)
Q9 (code), Q7 (description)
Suspended VAT Rates (74/SP)
SOSP20 (code), IVA20 (description)
Tax Rates/Areas (P4008)
IVA20, G/L Offset = VATB, Tax Rate = 20%
SOSP20, G/L Offset = SOSP, Tax Rate = 20%
AAIs (P0012)
RTVATB, Object Account = 4431 (VAT Payable)
RTSOSP, Object Account = 1241 (VAT Suspense)

Invoice Entry (P03B2002)

Cust	DT	Number	Date	Inv Amt	Tax Area	Tax Expl
4272	Q9	1234	06/15/05	10000	SOSP20	V

Post Invoices (R09801)

Set processing options to post VAT amounts.
Verify that the VAT amount was posted to the object account designated in AAI RTSOSP.

Receipts of Payment

Cust	DT	Number	Date	Inv Amt	Tax Area	Tax Expl	Rcpt Amt
4272	Q9	1234	06/15/05	10000	SOSP20	V	
4272	**RC**	**502**	**07/15/05**				**5000**

Post Receipts (R09801)

Suspended IVA Generation (R74076C)

Identifies paid Q9 documents
Creates tax file records for paid Q9 documents
Creates accounting transactions for taxes payable on those documents

Euro Considerations for Suspended VAT

The Sales/Use/VAT Tax table (F0018) does not have its own euro conversion program. The records in the Sales/Use/VAT Tax table are converted when you run the euro conversion programs for the Customer Ledger (F03B11), the Accounts Payable Ledger (F0411), and the Account Ledger (F0911).

When you run the euro conversion program for the Customer Ledger, the system converts related records for the suspended VAT document type (Q9) in the Sales/Use/VAT Tax table as long as the tax amount field (RPSTAM) is populated in the Customer Ledger.

When you run the euro conversion program for the Account Ledger, the system converts related records for the suspended VAT-recognized document type (Q7) in the Sales/Use/VAT Tax table.

Multi-Currency Considerations for Suspended VAT

The Suspended IVA - Receipts/Rebate Control Reports program (R74076C) has been updated to create journal entries with the suspended VAT-recognized document type (Q7) in the CA ledger as well as in the AA ledger when payment is received for an invoice with the suspended VAT document type (Q9).

Generating Suspended VAT Amounts

From the Additional Italian Tax Processing menu (G002131), choose Suspended VAT Generation.

You must identify and account for customer payments that are subject to suspended VAT. To do this, run the Suspended VAT Generation program. When you run this program, the system:

- Selects only records in the Accounts Receivable Ledger (F03B11) that are subject to suspended VAT and that do not have corresponding records in the Suspended VAT Detail table (F743B14I). Records in the Accounts Receivable Ledger that are subject to suspended VAT have a specific user-defined document type.
- Creates record in the Suspended VAT Detail table (F743B14I).
- Creates an internal document in the Sales/Use/VAT Tax table (F0018) with a specific user-defined document type for suspended VAT-recognized. The program uses the values in UDC 74/DT to determine the association between the suspended VAT document type and the suspended VAT-

recognized document type. The new document uses the tax code to recognize VAT, based on the tax rates and areas that you set up for your system. The program uses the values in UDC 74/SP to determine the association between the suspended VAT code and the recognized VAT tax code.

- Creates journal entries in the Account Ledger (F0911). The journal entries debit the VAT suspense account and credit the VAT payable account.

The system also prints an internal control document that you can use as an audit trail of the new, system-generated entries in the Sales/Use/VAT Tax table (F0018). The control document includes the following information:

- Invoice header with supplier address
- Identifier of the internal document (type, number, and G/L date)
- Suspense invoice reference (type, number, and G/L date)
- Totals by VAT rate, taxable amount, and tax
- Internal document totals

Data Selection

Use data selection on the Suspended VAT Generation program to select only those documents with the suspended VAT document type.

Before You Begin

☐ Define suspended VAT and suspended VAT-recognized document types in UDC 00/DT and UDC 00/DI.

☐ Cross-reference the suspended VAT and suspended VAT-recognized document types in UDC 74/DT.

☐ Set up a tax rate/area for suspended VAT. See *Setting Up a Tax Rate/Area for Suspended VAT*.

☐ Cross-reference the suspended VAT and VAT payable tax rates on UDC 74/SP.

☐ Set up automatic accounting instruction RTxxxx for the G/L offset on the suspended VAT tax rate.

☐ Link your customers to the suspended VAT G/L Offset account by assigning them the suspended VAT tax rate to them. See *Accounts Receivable: Creating Customer Records*.

☐ Post all outstanding transactions.

Processing Options for Suspended VAT Generation (R74076C)

As Of Date

1. Enter the As Of G/L date. The receipts/rebates on vouchers with suspense IVA before this date will be included in the generation of new documents. If blank, the current system date will be used. ____________

G/L Date

2. Enter the G/L Date to use to generate the documents with debit IVA. If blank, the receipt G/L date will be used. ____________

Doc Generation

3. Enter ’1’ to run the document generation. If left blank, only the controls will be performed with the relative notification. ____________

4. Enter ’1’ if a new document number is to be assigned, based on document type. If blank, the old document number will be maintained. ____________

Ledger Type

5. Enter the Ledger Type to post new generated documents. If left blank, ’AA’ will be used. ____________

Versions

6. Enter ’1’ if you want to automatically post the newly generated documents. If blank, the newly generated documents will not be posted. ____________

7. Enter the version of the Posting UBE to be submitted. If blank, ZJDE0001 version will be submitted. ____________

8. Enter ’1’ if you want to automatically submit the Internal Document print. If blank, the Internal Document print will not be submitted. ____________

9. Enter the version of the Internal Document print. If blank, the ZJDE0001 version will be submitted. ____________

Printing the Open Suspended VAT Invoice Listing

From the Additional Italian Tax Processing menu (G002131), choose Invoice List Control Report.

You can print a list of suspended VAT invoices that still need to be paid by printing the Invoice List Control report. When you print the report, the system verifies that the invoice has not been paid on the "as of" date that you specify for the report. The system then calculates the open amount.

For each invoice, the report lists the following information:

- Identifying data (date, number, and pay item)
- VAT rate
- Original credit amounts (taxable, tax, and total)
- Advance receipts amounts and credit notes to be debited (taxable, tax, and total)

Processing Options for Invoice List Control Report (R74079)

```
As Of Date

     As of Date: Enter the As of Date.              ____________
     If Left Blank System Date Will Be
     Use.

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.
```

Printing the Monthly Suspended VAT Report

From the Additional Italian Tax Processing menu (G002131), choose Monthly Suspended VAT Report.

The Monthly Suspended VAT report is the same Monthly VAT report that you run to report on all types of VAT. To run the report for suspended VAT, use data selection to select only documents with the document type for suspended VAT. To run the report for non-suspended or recognized VAT, use data selection to select all documents except those with the document type for suspended VAT.

See Also

- ☐ *Printing Monthly VAT Reports* for more information on the A/R - A/P IVA Tax Report - Italy (R004051), including the processing options for the report

Working with the VAT Ceiling

For an overview of the VAT ceiling, review the following topics:

- ☐ Understanding the VAT ceiling
- ☐ Understanding Italian VAT ceiling requirements

Working with the VAT ceiling includes the following tasks:

- ☐ Determining eligibility for the VAT ceiling
- ☐ Adding VAT ceiling information
- ☐ Monitoring the VAT ceiling

Understanding the VAT Ceiling

The VAT ceiling is an annual limit that exempts a company from VAT on the portion of their invoices that are below the limit. Companies that sell more than a specific percentage of their total produce outside of their own country are eligible for the VAT ceiling. Companies that are eligible for the VAT ceiling should notify suppliers not to include VAT on their invoices. Once the year-to-date total of the company's invoices reaches the VAT ceiling, the company should notify its suppliers to begin including VAT again.

In some countries, such as Italy, the VAT ceiling limit, as well as eligibility requirements, are set by the government.

You can use the J.D. Edwards localized solution for the VAT ceiling to:

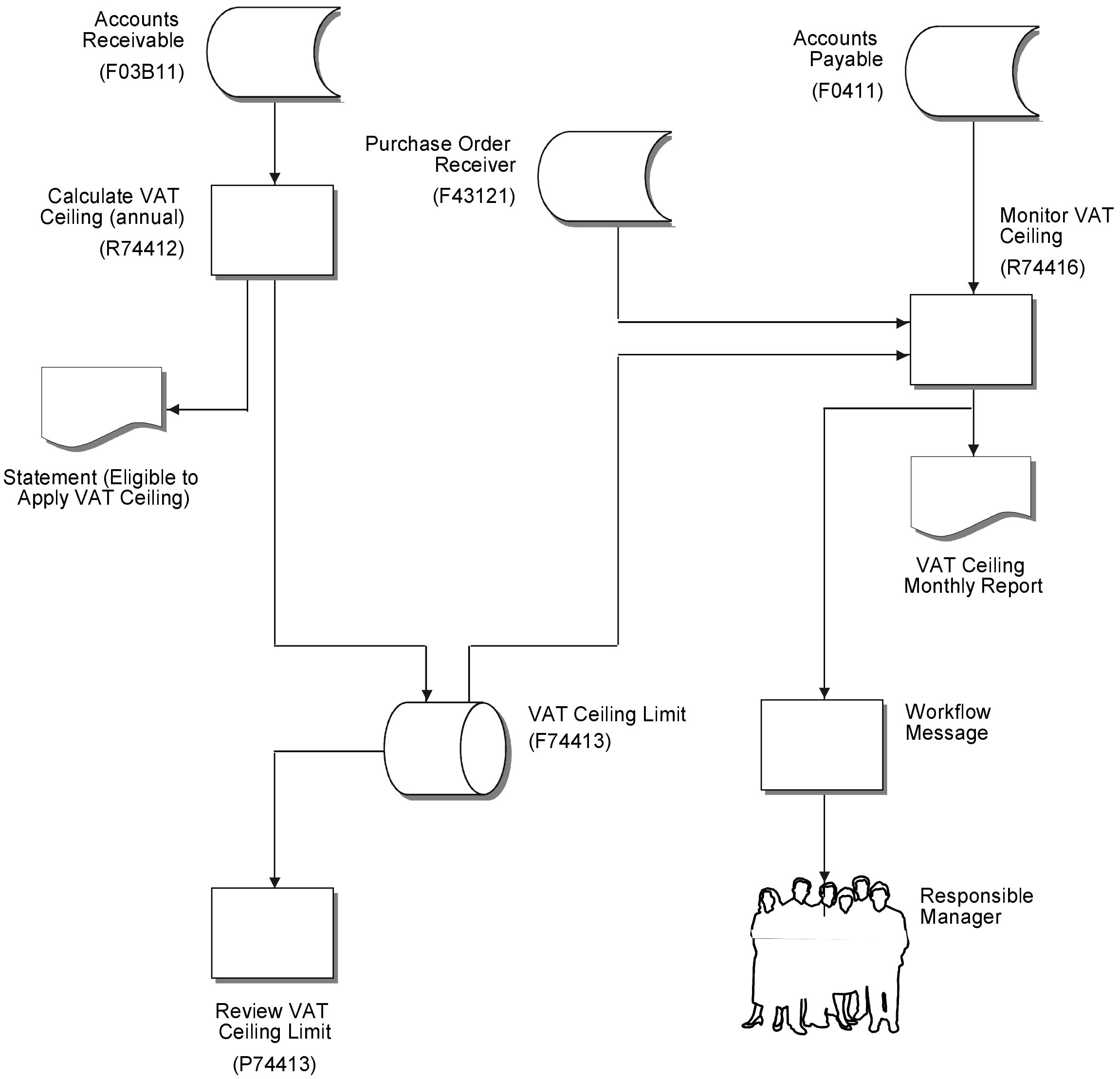
- Determine eligibility for the VAT ceiling.
- Calculate the VAT ceiling annual limit.
- Monitor the use of the VAT ceiling during the year.
- Produce a monthly report. You can use this report to complete a legal register, if necessary
- Send a workflow message to the appropriate manager when the VAT ceiling amount available at the end of a month is within a threshold percentage that

you define. The manager can then notify your supplies to include VAT on their invoices.

Note: In order to use J.D. Edwards VAT ceiling features to meet legal requirements, you must use both the Accounts Payable and Purchasing systems. If you are not using the Purchasing system, you can use a processing option on the Monitor VAT Ceiling program (R74416) to bypass the Purchasing system. However, if you bypass the Purchasing system, the system gives only an estimate of the VAT ceiling use during the year. The amounts are not legally acceptable and should *not* be entered in a legal VAT ceiling register.

If your organization is divided into different companies within the J.D. Edwards system, you should consolidate those companies under a parent company for purposes of the VAT ceiling. You can use the Default Company processing option on the Calculate VAT Ceiling program (R74412) and the Company processing option on the Monitor VAT Ceiling program (R74416) to enter the name of the parent company. If you do not complete these processing options, the system will not consolidate companies and will calculate the VAT ceiling for each company within the J.D. Edwards system.

The following graphic illustrates the VAT ceiling process:


Accounts Receivable (F03B11)
Accounts Payable (F0411)
Purchase Order Receiver (F43121)
Calculate VAT Ceiling (annual) (R74412)
Monitor VAT Ceiling (R74416)
Statement (Eligible to Apply VAT Ceiling)
VAT Ceiling Monthly Report
VAT Ceiling Limit (F74413)
Workflow Message
Responsible Manager
Review VAT Ceiling Limit (P74413)

Understanding Italian VAT Ceiling Requirements

Companies in Italy that sell more than 10 percent of their total produce outside of Italy can purchase goods and services from their suppliers without having to apply VAT within the limits of the VAT ceiling, which is a specific amount. The VAT ceiling amount is calculated on an annual basis and corresponds to the amount of export operations (goods and services) sold by the company during the previous year.

Legal Reporting Requirements

Italian legislation requires that you enter data in a legal register within the end of the second month following the month on which you are reporting. For example, you can obtain these data by running the Monitor VAT Ceiling report (R74416) for the month of May at the end of July, then run it again for the month of June at the end of August, and so on.

A supplier can send you a voucher by the 20th of the month following the month in which the goods were delivered. For this reason, you should wait until the last days of the two-month-long grace period for registering VAT ceiling data to run the Monitor VAT Ceiling report in final mode so that you have the most accurate data that is possible. If you wait until this time to run the report in final mode, the "Received not vouchered" amount should equal zero.

Determining Eligibility for the VAT Ceiling

From the Italian IVA Processing menu (G00213), choose Calculate VAT Ceiling.

You can run the Calculate VAT Ceiling report at the beginning of each year to determine if you are eligible for the VAT ceiling, based on your previous year's sales, and to record the VAT ceiling limit for the coming year.

To determine your eligibility, the system uses the information in the Customer Ledger table (F03B11) to perform the following calculations:

- The gross amount for all invoices between the dates that you specified in the processing options
- The gross amount for all foreign invoices between the dates that you specified in the processing options
- The percentage of all foreign invoices

The system produces a report indicating whether you are eligible for the VAT ceiling based on the percentage of foreign invoices.

If you are eligible for the VAT ceiling, the system calculates the initial VAT ceiling limit. The initial VAT ceiling limit is the total amount of vouchers that will be exempt from VAT.

The system stores the initial VAT ceiling limit in the VAT Ceiling Limits table (F74413).

Processing Options for Calculate VAT Ceiling (R74412)

Display Tab

1. From G/L Date

Use this processing option to specify the beginning G/L date for the records to be examined. The system examines invoices for the year preceding the year for which you are determining VAT ceiling eligibility. If you are determining eligibility for the current year, this date is the beginning date of the previous year.

2. Thru G/L Date

Use this processing option to specify the ending G/L date for the records to be examined. The system examines invoices for the year preceding the year for which you are determining VAT ceiling eligibility. If you are determining eligibility for the current year, this date is the ending date of the previous year.

Default Tab

1. Default Company

Use this processing option to specify a company number to use for consolidating multiple companies. If this processing option is blank, the VAT ceiling will be calculated for each company processed.

2. Default Percentage

Use this processing option to specify the percentage used to determine eligibility for the VAT ceiling. This is the ceiling percentage. For example, if the tax authority requires that at least 10 percent of your total produce must be sold abroad in order to qualify for the VAT ceiling, enter 10 in this option.

3. VAT Ceiling Fiscal Year

Use this processing option to specify the fiscal year for which you are determining VAT ceiling eligibility.

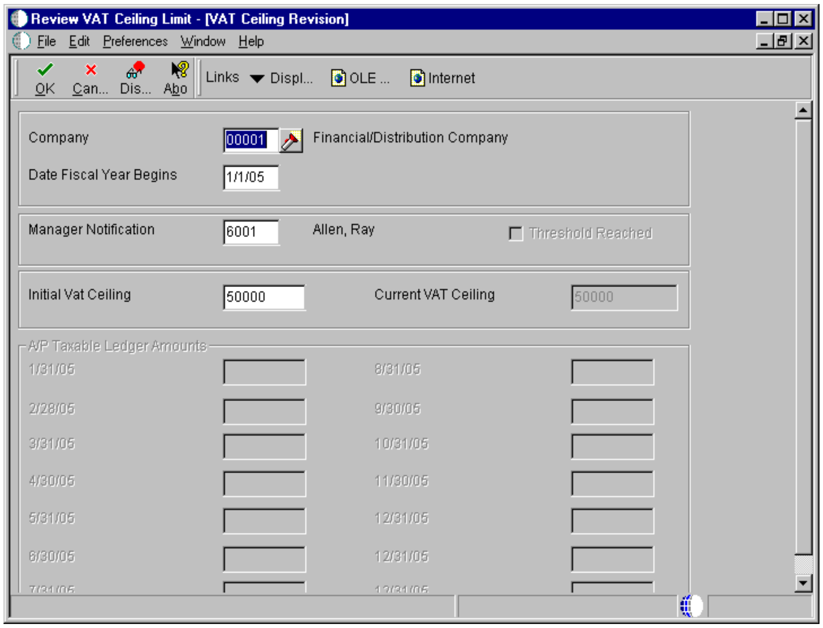
Adding VAT Ceiling Information

Rather than having J.D. Edwards software calculate your VAT ceiling automatically, you can manually add VAT ceiling information. For example, if you are converting to J.D. Edwards software mid-year and you know your VAT ceiling limit, you can enter it manually.

▶ To add the VAT ceiling

From the Italian IVA Processing menu (G00213), choose Review VAT Ceiling Limit.

1. On Work With VAT Ceiling, click Add.


Review VAT Ceiling Limit - [VAT Ceiling Revision]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
A/P Taxable Ledger Amounts
1/31/05
2/28/05
3/31/05
4/30/05
5/31/05
6/30/05
7/31/05
8/31/05
9/30/05
10/31/05
11/30/05
12/31/05
12/31/05
12/31/05

Company 00001 Financial/Distribution Company
Date Fiscal Year Begins 1/1/05
Manager Notification 6001 Allen, Ray ☐ Threshold Reached
Initial Vat Ceiling 50000
Current VAT Ceiling 50000

2. On VAT Ceiling Revision, complete the following fields and click OK:
   - Company
   - Date Fiscal Year Begins
   - Manager Notification
   - Initial Vat Ceiling

Field	Explanation
Manager Notification	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.

Monitoring the VAT Ceiling

From the Italian IVA Processing menu (G00213), choose Monitor VAT Ceiling.

When you run the Monitor VAT Ceiling report, the system calculates the total amount of vouchers that have been processed during the period specified in the processing options. To determine whether you are still within the VAT ceiling limit, the system subtracts the total invoices from the initial VAT ceiling limit.

When the total amount of your invoices has reached the threshold percentage that you specified in the processing options, the system sends a workflow message to the person responsible for notifying suppliers to include VAT on their vouchers.

You should run the Monitor VAT Ceiling report (R74416) frequently in proof mode to monitor the VAT ceiling. During any given month, the “Received not vouchered” amount should steadily decrease. The amounts obtained when you run the report in proof mode give an estimate of the use of the VAT ceiling during the specified period.

You run the Monitor VAT Ceiling report in final mode to record the month’s progress toward the limit in the VAT Ceiling Limits table (F74413).

You can use the Review VAT Ceiling Limit program (P74413) to view the information that is provided by the Monitor VAT Ceiling report. However, the Review VAT Ceiling Limit program does not display euro amounts.

Caution: Because the VAT Ceiling Limits table is updated only when you run the Monitor VAT Ceiling report in final mode, you should run the Monitor VAT Ceiling report in proof mode rather than using the Review VAT Ceiling Limit program if you want to check VAT ceiling information at times other than when you have just run the Monitor VAT Ceiling report in final mode.

Manager Notification

You can use the processing options on the Monitor VAT Ceiling report to specify a threshold percentage. When the remaining VAT ceiling percentage reaches the threshold percentage, the system sends a message to a manager to inform him or her that the VAT ceiling remaining is nearing its limit. For example, if you enter 10, the manager will be notified when 90 percent of the VAT ceiling has been used and only 10 percent remains. If you wait until the VAT ceiling is reached to inform your suppliers to begin to include VAT on invoices again, you might incur fines.

Processing Options for Monitor VAT Ceiling (R74416)

Process Tab

VAT Ceiling Period

Use this processing option to specify the accounting period for which you are monitoring the VAT ceiling.

Beginning Date for Fiscal Year Being Monitored

Use this processing option to specify the beginning date of the fiscal year for which you are monitoring the VAT ceiling.

From Date

Use this processing option to specify the starting date of the month for which you are monitoring the VAT ceiling.

Thru Date

Use this processing option to specify the ending date of the month for which you are monitoring the VAT ceiling.

Purchasing Module

Use this processing option to indicate whether you are using the OneWorld Purchasing module. Valid values are:

Blank The Purchasing module is installed.

1 The Purchasing module is not installed.

Proof/Final Mode

Use this processing option to specify whether you would like to run the report in proof or final mode. Valid values are:

Blank Proof mode

1 Final mode

Running the report in final mode updates the amount of VAT ceiling used with the total of the supplier invoices that were processed during the month that is being monitored. The amount of VAT ceiling used is stored in the VAT Ceiling Limit table (F74413).

Defaults Tab

Company

Use this processing option to specify the company that you want to use to consolidate multiple companies for VAT ceiling calculations. If you leave this option blank, the VAT ceiling will be monitored separately for each company being processed.

Manager Notification

Use this processing option to specify the Address Book number of the manager who will receive a workflow message. The system sends a message when the amount of VAT ceiling remaining reaches the threshold you specify in the Threshold Percentage processing option. If you leave this option blank, the threshold message will be sent to the person whose address book number you entered on the VAT Ceiling Revision form.

Threshold Percentage

Use this processing option to specify a threshold percentage for the VAT ceiling. When the year-to-date total of your invoices reaches the VAT ceiling threshold, the system sends a workflow message to the manager who is listed in the Manager Notification processing option. The manager can then notify your company's suppliers to include VAT on their invoices. For example, if you enter 10, the manager will be notified when 90 percent of the VAT ceiling has been used and only 10 percent remains.

Currency

Use this processing option to specify whether to display amounts in the euro in addition to the base currency.

Blank Do not display amounts in euros.

1 Display amounts in the base currency and in euros.

The system converts currency amounts at the current exchange rate from the Currency Exchange Rates table (F0015).

Currency Code - From

Use this processing option to specify the base currency for the report, such as euro (EUR) or lira (ITL).

Bank Information Processing

J.D. Edwards country-specific processes for banking requirements in Italy include validating bank information. In Italy, businesses that remit incorrect or incomplete bank identification or account information to the bank are subject to fees. To avoid these charges, businesses must carefully validate bank identification and account information that is entered into the system during data entry.

You can use J.D. Edwards software to validate the following bank information:

- Bank identification numbers
- Account information

The system validates bank information based on the Bank ID - Italy (F74030).

Validating bank information includes the following tasks:

- ☐ Validating account information
- ☐ Validating bank identification information
- ☐ Uploading bank identification information to your system
- ☐ Revising bank identification information manually
- ☐ Converting bank numbers

Validating Account Information

You can set up your system to automatically validate account information when you access the following forms during data entry:

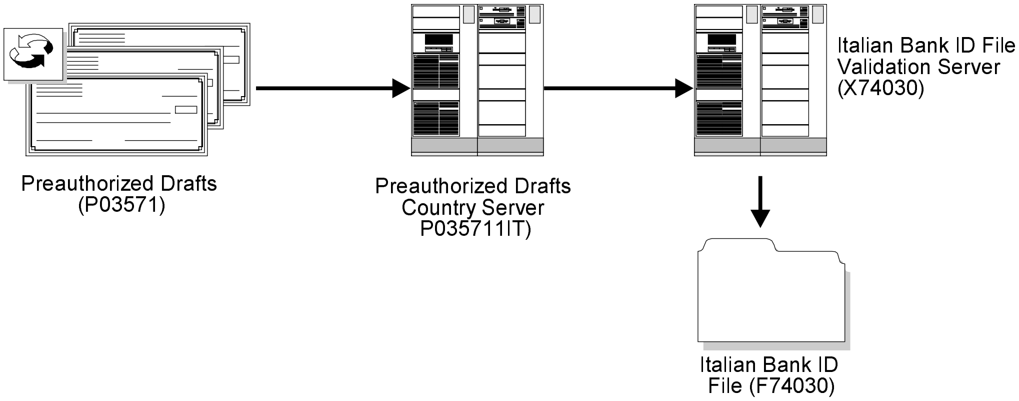
- Bank Account Cross-Reference
- Bank Account Cross-Reference Window
- G/L Bank Account Information

When you access these data entry forms, the system validates the bank account information based on the following bank account validation programs:

- Bank Account Cross-Reference Country Server
- Bank Account Cross-Reference Window Country Server
- G/L Bank Account Information Country Server

The system validates bank information based on the Bank ID - Italy table (F74030).

The following graphic illustrates how the system validates bank information for preauthorized drafts.


Preauthorized Drafts
(P03571)
Preauthorized Drafts
Country Server
P035711IT)
Italian Bank ID File
Validation Server
(X74030)
Italian Bank ID
File (F74030)

Validating Bank Identification Information

Italian banks assess a service charge when invalid account or bank identification numbers are included in the customer information that businesses remit for processing accounts receivable drafts (RiBa) and automatic payments.

Italian bank identification information consists of two 5-character numbers:

ABI	Bank transit number (Bank ID)
CAB	Bank branch code (Branch ID)

The Banca d'Italia maintains and updates valid bank identification numbers. Individual banks can provide their clients with the updated information on tape or diskette.

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

If you use J.D. Edwards localized software to validate bank identification information, the system validates bank transit numbers and bank branch codes when you:

- Generate preauthorized accounts receivable drafts
- Create the accounts receivable drafts remittance table

During both processes, the system validates the customer bank information against the valid bank identification information in the Bank ID - Italy table (F74030). The system creates drafts for all of the customers, even if the bank information is invalid. The system identifies the customers whose bank information is invalid with a warning message. If the bank information for a customer is missing from the Bank ID - Italy table, the system prints a list of these customers on an exception report (R03571E).

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

A/R Batch Draft Creation (R03B671)	The system prints an error report that lists customers with missing or invalid bank information. You can review the list to correct or update the bank information before you generate the drafts.
Draft remittance (R03B672)	When you remit drafts, the system validates bank information again and includes the drafts for all of the specified customers in the electronic bank file. The system prints an error report that lists the customers with missing or invalid bank information.

Uploading Bank Identification Information to Your System

From the Italian Bank File Processing menu (G00215), choose Bank ID Table Upload - Italy.

You can automatically update bank identification information from a tape or diskette to your system. To do this, run the Bank ID Table Upload - Italy program (R74301). This program is a template that is based on the COMIT record layout. You might need to customize the program to meet your specific needs.

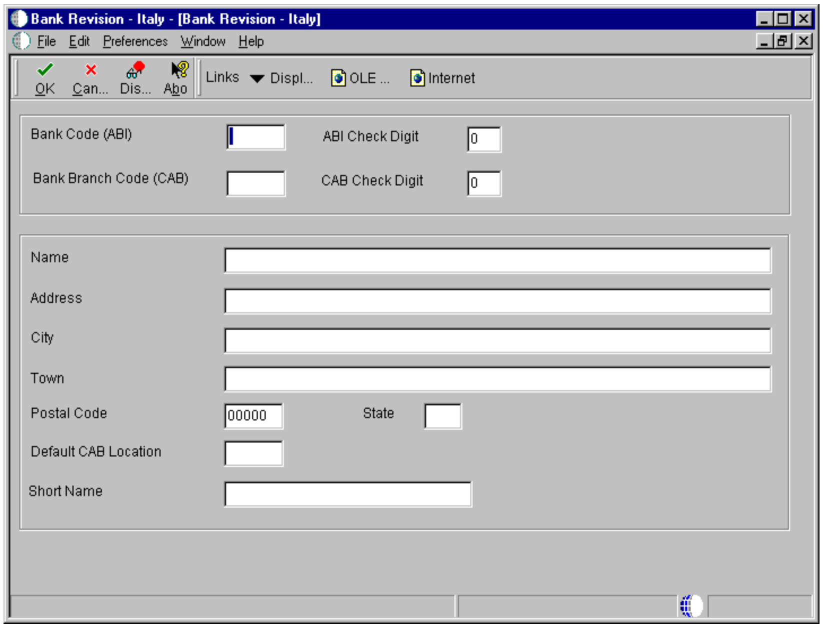
Revising Bank Identification Information Manually

You can revise bank identification information manually on an as-needed basis.

▶ To revise bank identification information manually

From the Italian Bank File Processing menu (G00215), choose Bank Revision - Italy.

1. On Work with Bank - Italy, click Add.


Bank Revision - Italy - [Bank Revision - Italy]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Bank Code (ABI)
ABI Check Digit
Bank Branch Code (CAB)
CAB Check Digit
Name
Address
City
Town
Postal Code
State
Default CAB Location
Short Name

ABI Check Digit: 0
CAB Check Digit: 0
Postal Code: 00000

2. On Bank Revision - Italy, complete the following fields to locate a bank identification record:
   - Bank Code (ABI)
   - Bank Branch Code (CAB)
3. Revise any of the following fields:
   - Name

- Address
- City
- Town
- Postal Code
- State
- Default CAB Location
- Short Name

Field	Explanation
Bank Code (ABI)	A code, assigned by the Bank of Italy, that identifies the bank. The ABI segment of the transit code (5 digits) identifies the bank (for example, Banco di Napoli) and is followed by the CAB segment of the transit code (5 digits), which identifies the branch (for example, Banco di Napoli - Positano). The values in these fields are pre-loaded into the Italian Bank File (F74030) and can be maintained with the Bank Revision - Italy program.
Bank Branch Code (CAB)	A code, assigned by the Bank of Italy, that identifies the branch. The CAB segment of the transit code (5 digits) identifies the branch (for example, Banco di Napoli - Positano) and follows the ABI segment of the transit code (5 digits), which identifies the bank (for example, Banco di Napoli). The values in these fields are pre-loaded into the Italian Bank File (F74030) and can be maintained with the Bank Revision - Italy program.
Name	The full name of the bank associated with a bank transit number (ABI/CAB). The value in this field is pre-loaded in the Italian Bank File (F74030) and can be maintained in the Bank Revision - Italy program.
Address	The address (street and number) of the bank. The value in this field is pre-loaded in the Italian Bank File (F74030) and can be maintained with the Bank Revision - Italy program.
City	The administrative division of the municipality where the bank is located. The value in this field is pre-loaded in the Italian Bank File (F74030) and can be maintained with the Bank Revision - Italy program.
Town	The name of the town where the bank is located. The value in this field is pre-loaded in the Italian Bank File (F74030) and can be maintained with the Bank Revision - Italy program.

Field	Explanation
Postal Code	The postal code of the town where the bank is located. The value in this field is pre-loaded in the Italian Bank File (F74030) and can be maintained with the Bank Revision - Italy program.
State	A user defined code (00/S) for the state or province. This code is usually a postal service abbreviation.
Default CAB Location	The default location of the bank branch code (Italian CAB code). The value in this field is pre-loaded in the Italian Bank File (F74030) and can be maintained with the Bank Revision - Italy program. For example: CAB 1600 - Default Milano CAB CAB 1601 - Milano Centro CAB 1602 - Milano Duomo CAB 1603 - Milano Scala
Short Name	A user defined name or remark.

Converting Bank Numbers

From the Italian Bank File Processing menu (G00215), choose Italian Bank File Processing.

You must run the Italian Bank Number Conversion program (R74800) to move the SIA code from the Bank User Number field to the Reference/Roll Number field in the Bank Transit Number Master table (F0030).

This conversion is necessary because the SIA code, which formerly was a numeric value, is now an alphanumeric code.

You can run the conversion program in proof or final mode. Proof mode prints a report of all selected G/L bank accounts that shows the original value for the Bank User Number and Reference/Roll Number fields. Final mode clears the Bank User Number field, updates the Reference/Roll Number field, and prints the converted values on the report.

Note: You now enter the SIA code in the Reference/Roll Number field when entering bank account information in the Bank Accounts by Address program (P0030A) and the G/L Bank Accounts program (P0030G).

Processing Options for Italian Bank File Processing (R74800)

```
Process

1.  Enter ’1’ to process in final mode
    or leave blank for proof mode.
    Final mode will update selected G/L
    bank accounts in the Bank Transit
    Number Master (F0030).  Proof mode
    will print the original values for
    review.

      Proof or Final Mode                          ____________
```

Invoice Processing

Invoices for free goods are invoices that have a zero value. In Italy, invoices for free goods must be entered into the system for fiscal and VAT reporting purposes. Entering country-specific invoices includes the following task:

- ☐ Working with invoices for free goods

Working with Invoices for Free Goods

Invoices for free goods have a zero value. In Italy, invoices for free goods must be entered into the system for fiscal and VAT reporting purposes.

When you enter invoices for free goods into the system, the first pay item represents the taxable amount with the relevant tax rate. You enter this pay item with a tax explanation code of V (VAT). The second pay item represents the gross amount (negative). To calculate the gross amount, add the first pay item taxable amount and the VAT amount. Enter the second pay item with a tax explanation code of E (exempt) with a tax rate of zero.

The following table is an example of an invoice for free goods:

Pay Item	**Gross Amount**	**Taxable Amount**	**Tax Amount**	**Tax Rate Code**	**Tax Explanation Code**
001		1000	200	IT20	V
002	-1200			IT00	E

The total invoice value is zero and the invoice can be posted to update the tax table. The G/L distribution debits the Cost of Goods Sold account and credits a specific expense account for free goods.

To close the invoice, record a cash receipt through the Receipts Entry program (P03B102).

Accounts Receivable Draft Processing

In Italy, accounts receivable drafts can be remitted to the bank on paper or electronically.

For an introduction to accounts receivable draft processing, review the following topic:

- ☐ Overview of A/R drafts

Processing accounts receivable drafts includes the following procedures:

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

Overview of A/R Drafts

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

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

What Are the Types of Drafts?

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

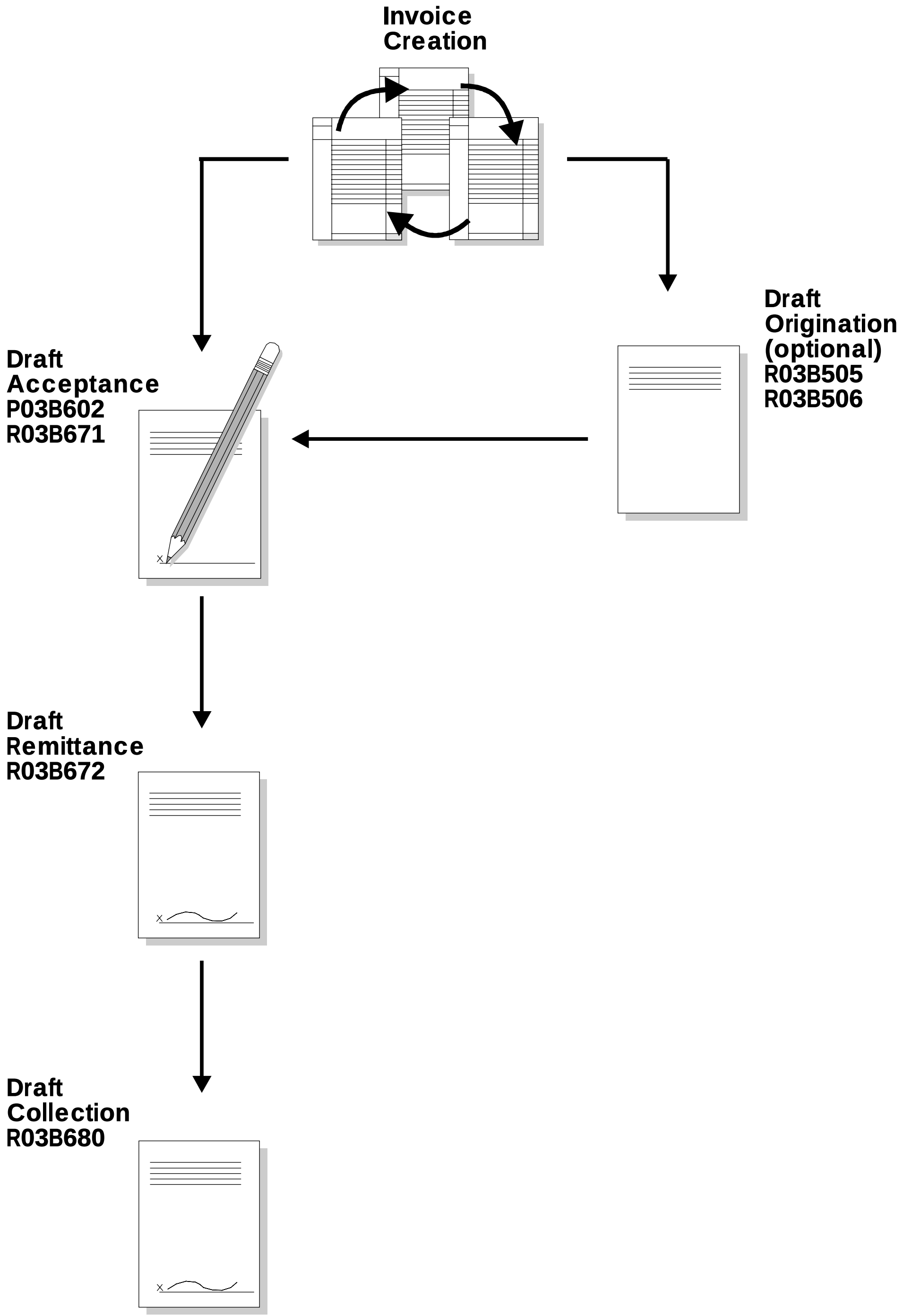
Manual drafts	Manual drafts are also called customer acceptance drafts because they must be accepted by the customer before they can be remitted to the bank. Several types of manual drafts are available: • The supplier prints the draft with bank account information. • The supplier prints the draft with the bank name only. • The customer prints the draft with bank account information. • The customer prints the draft with the bank name only. The system can distinguish drafts with only a bank name from those with complete bank account information. This is helpful because banks generally assess an additional fee to collect drafts if you do not provide account information.
Automatic drafts	Automatic drafts are also called pre-authorized drafts because each draft does not require customer acceptance. You and your customer agree in advance that the customer will pay with a draft.

What Are the Steps for Processing Drafts?

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

Draft Processing

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


Invoice Creation
Draft Origination (optional) R03B505 R03B506
Draft Acceptance P03B602 R03B671
Draft Remittance R03B672
Draft Collection R03B680

The following material explains the process flow for drafts.

Invoice Creation

1. A customer purchases goods or services from you. This incurs a liability.

2. You can create the invoice through the J.D. Edwards Sales Order Management system, or you can use Standard or Speed Invoice Entry.

3. The system creates a journal entry that debits the accounts receivable trade account and credits a sales account.

4. You post the journal entry.

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

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

Draft Origination (Optional)

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

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

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

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

Draft Acceptance

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

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

- Signing the draft that you originated and returning it to you
- Changing the draft that you originated (date, amount, bank, and so on), then signing and returning it to you

- Originating, signing, and sending the customer's own draft to you

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

2. After entering a draft either manually or automatically, the system marks the invoice as paid by changing its pay status to P.

3. The system creates a journal entry to debit drafts receivable and credit an A/R trade account.

4. You post the journal entry.

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

Draft Remittance

1. You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. You can remit the draft either electronically or on paper in the form of a bank register. Draft remittance is an optional step in the draft process.

2. The system creates a journal entry to debit drafts remitted and credit drafts receivable.

3. You post the journal entry.

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

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

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

Note: Draft remittance is optional in certain countries.

Draft Collection

1. Your bank collects the funds for the draft from the customer's bank on the due date of the draft. Your bank informs you if it cannot collect the funds.

2. On or after the due date, both you and your customer recognize the transfer of cash. You update the status of the draft in your records to show that it has been collected.

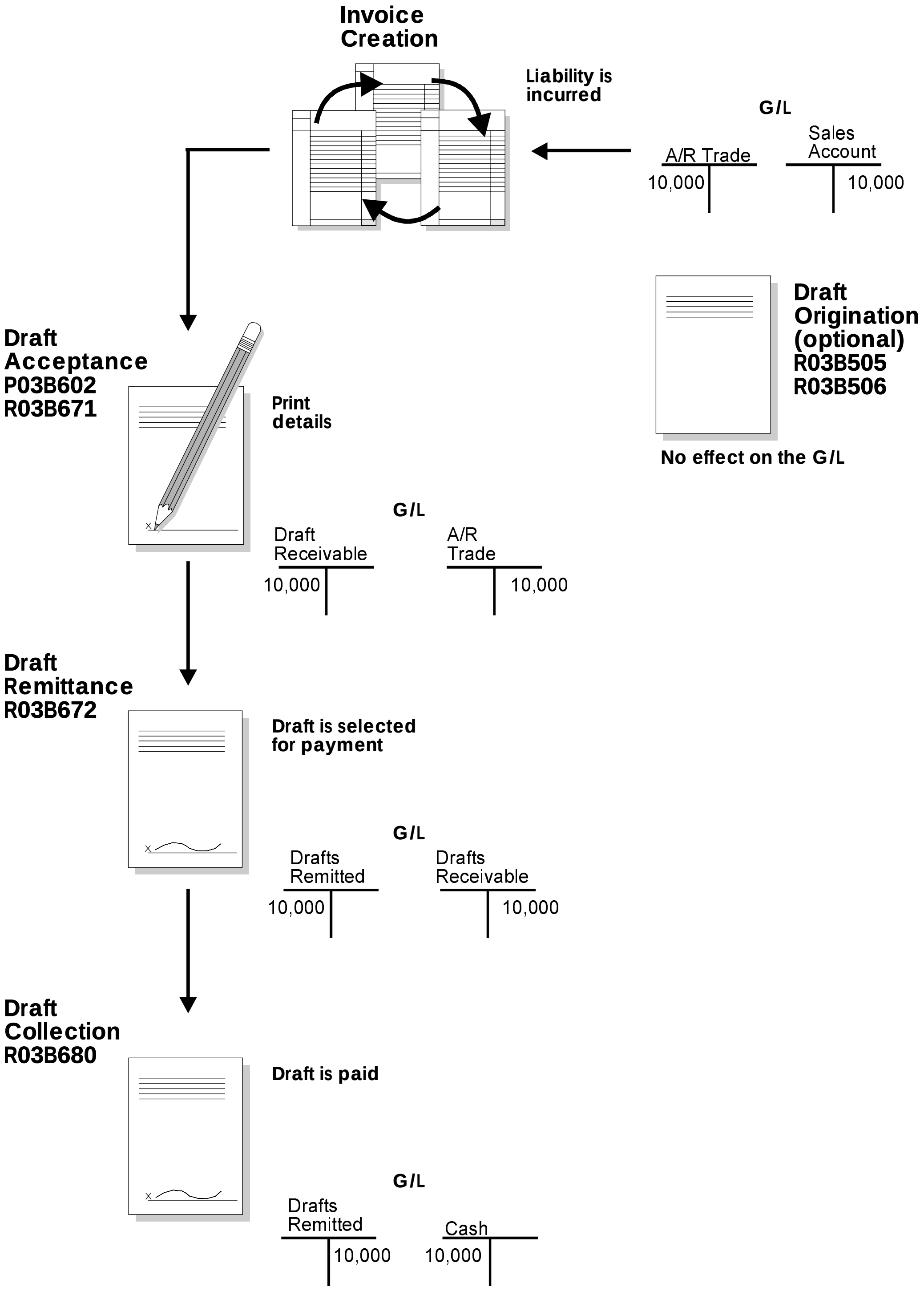
3. The system creates a journal entry to debit a cash account and credit drafts remitted.

4. You post the journal entry.

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

Draft Processing on the General Ledger

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


Invoice Creation
Liability is incurred
G/L
A/R Trade
10,000
Sales Account
10,000
Draft Origination (optional) R03B505 R03B506
No effect on the G/L
Draft Acceptance P03B602 R03B671
Print details
G/L
Draft Receivable
10,000
A/R Trade
10,000
Draft Remittance R03B672
Draft is selected for payment
G/L
Drafts Remitted
10,000
Drafts Receivable
10,000
Draft Collection R03B680
Draft is paid
G/L
Drafts Remitted
10,000
Cash
10,000

Processing A/R Drafts in Italy

Draft Remittance

J.D. Edwards provides several country-specific formats for electronic accounts receivable drafts remittance. You should specify the country-specific format that you want to use on the Print/Tape tab of the processing options for the Draft Remittance program (R03B672).

Specify one of the following programs for electronic accounts receivable drafts remittance for Italy:

R03B672IP	Paper RiBa format
R03B672IS	Stamp report format
R03B672IT	Magnetic RiBa tape format

Draft Collection

In Italy, companies typically do not consider a draft paid until the bank sends verification of the actual payment. In this case, the preferred practice for collecting a draft is to set the processing options for the Draft Collection program so that the program does not automatically create journal entries. Instead, it updates the payment instrument for the draft to an intermediate status. The intermediate status indicates that payment for the draft has been requested from the bank, but it has not actually been received. When the bank verifies the payment of the draft, you can create and post a manual journal entry for the payment. Then you run the Draft Collection program for the draft again to update the payment instrument for the draft to a "paid" status.

Processing Options for Magnetic RiBa Tape Format (R03B672IT)

```
Bank

1.  Enter the bank tape sequence number.
    (Optional)

      Sequence Number                                ____________

2.  Enter the Remittance Date.  If left
    blank the system date will be used.

      Remittance Date                                ____________
```

3. Bank Search Type Code. Enter the Search Type code to identify the payor as a Bank.

   Search Type ______________

Italian Tape

4. Enter the following information regarding RiBa authorization:

   Province ______________
   Number ______________
   Date ______________

5. Enter line number from address book for client name continuation.

   Client Name ______________

6. Enter line number from address book for client street address.

   Client Street Address ______________

Create

7. Enter one of the following:
   ' ' = Create Tape Only (Final Mode)
   '1' = Print RiBa on pre-printed form
   '2' = Print RiBa AND Create Tape (Final Mode Only)

   Create Option ______________

Setting Up A/R Draft Processing

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

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

Setting Up AAIs for A/R Drafts

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

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

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

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

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

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

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

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

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

AAIs for Drafts Receivable (RD1x)

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

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

AAIs for Drafts Remitted for Cash (RD2x)

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

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

AAIs for Drafts Remitted for Discount (RD3x)

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

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

AAIs for Contingent Liability (RD4x)

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

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

AAIs for Void/Non-Sufficient Funds (RD5)

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

See Also

- *Understanding AAIs for A/R*

Setting Up User Defined Codes for A/R Drafts

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

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

Payment Instrument Codes

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

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

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

Pay Status Codes

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

A (approved for payment)	When you create an invoice and expect your customer to pay by draft, the system designates this pay status on the invoice.
H (held pending approval)	When you create an invoice and expect your customer to pay by draft, the system designates this pay status on the invoice if management approval is required.
P (invoice paid in full)	When your customer pays the invoice with a draft and you enter that information, the system designates this pay status on the invoice. This invoice is an R1 document in the Customer Ledger table (F03B11). This pay status is also used to close an R1 draft invoice when it has been collected.
D (draft accepted)	When your customer pays the invoice with a draft and you enter that information, the system designates this pay status on the draft. This invoice is an R1 document in the Customer Ledger table (F03B11).
G (draft deposited not due)	When you submit the draft to the bank and you update the draft with the remitted information, the system designates this pay status on the draft.

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

Acceptance	D (draft accepted)
Register	# (draft included in a register)
Remittance	G (draft deposited not due)

Collection	P (draft collected in full)

See Also

- *Understanding User Defined Codes for A/R*

Setting Up Drafts as the Default Payment Instrument

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

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

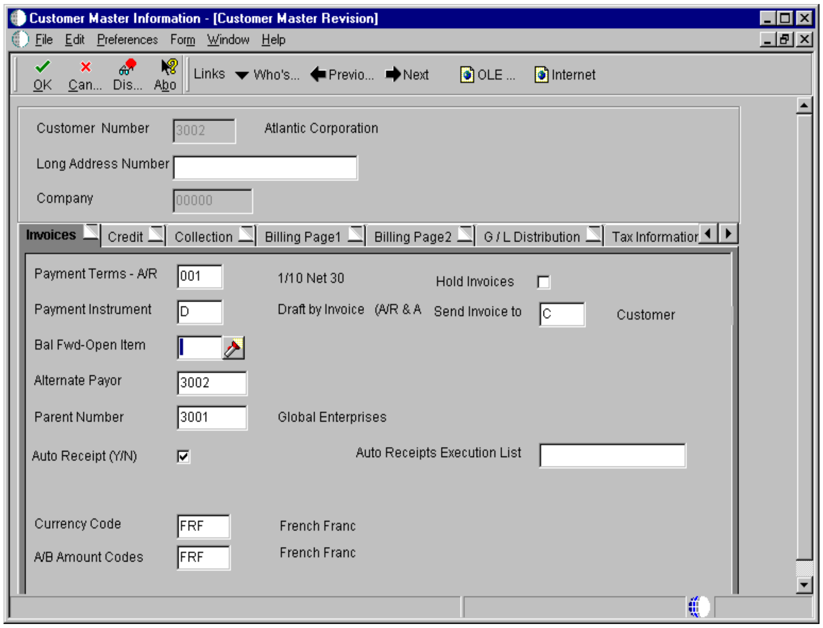
Occasionally, the customer might use another form of payment. You can use Speed Status Change to change the payment instrument on an invoice-by-invoice basis.

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

► To set up drafts as the default payment instrument

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

1. On Work With Customer Master, click Find.
2. Locate the customer, and click Select.


Customer Master Information - [Customer Master Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Who's...
Previo...
Next
OLE ...
Internet
Invoices
Credit
Collection
Billing Page1
Billing Page2
G / L Distribution
Tax Informatior

Customer Number 3002 Atlantic Corporation
Long Address Number
Company 00000
Payment Terms - A/R 001 1/10 Net 30
Hold Invoices ☐
Payment Instrument D Draft by Invoice (A/R & A
Send Invoice to C Customer
Bal Fwd-Open Item
Alternate Payor 3002
Parent Number 3001 Global Enterprises
Auto Receipt (Y/N) ☑
Auto Receipts Execution List
Currency Code FRF French Franc
A/B Amount Codes FRF French Franc

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

   - Payment Instrument

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

See Also

- *Creating Customer Records*

Setting Up Statements or Invoices for A/R Drafts

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

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

▶ To set up statements or invoices for A/R drafts

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

1. On Work With Customer Master, locate the customer, and click Select.
2. On Customer Master Revision, choose the Collection tab.
3. Click the following option and click OK:
    - Print Statement

Field	Explanation
Print Statement	A code that indicates whether the system prints invoices and statements for the customer. For World, the valid codes are: Y Yes, print invoices and statements N No, do not print invoices and statements For OneWorld, the valid options are: On Yes, print invoices and statements Off No, do not print invoices and statements

See Also

- *Printing Statements or Invoices with Draft Attachments*

Setting Up Bank Account Information for A/R Drafts

In order for your bank to collect the customer drafts you remit, you must set up bank account information for the company G/L account and for each customer whose drafts you will remit.

Complete the following tasks:

☐ Set up draft bank accounts for customers

☐ Print the Bank Account Exception Report for A/R drafts

Setting Up Draft Bank Accounts for Customers

In order for your bank to collect the customer drafts you remit, you must specify the following information about your customers' bank accounts:

- Bank name
- Bank routing and transit information
- Customer's bank account number

If you do not provide this information, banks typically do not allow you to remit drafts on magnetic tape. They also typically assess additional charges to collect drafts without full bank account information.

Alternatively, if you use manual drafts, you can set a processing option for Draft Entry that allows you to enter the bank name only.

To set up customers for draft processing using bank tapes, you must set up a bank account with a record type of D (A/R Drafts, Auto Debit).

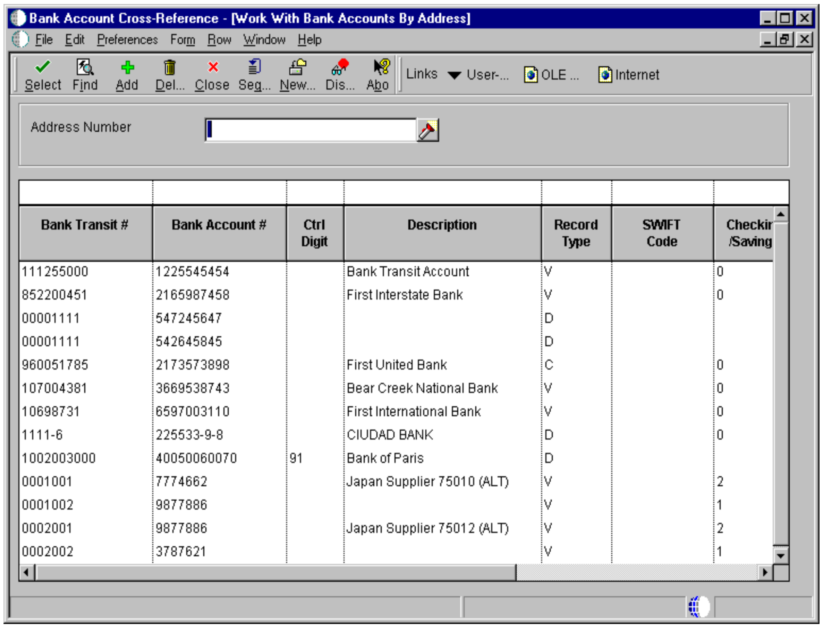
This program updates the Bank Transit Number Master table (F0030).

Before You Begin

☐ Verify that you have G/L bank account information set up for your customers. See Setting Up Bank Information for A/R.

► To set up a draft bank account for a customer

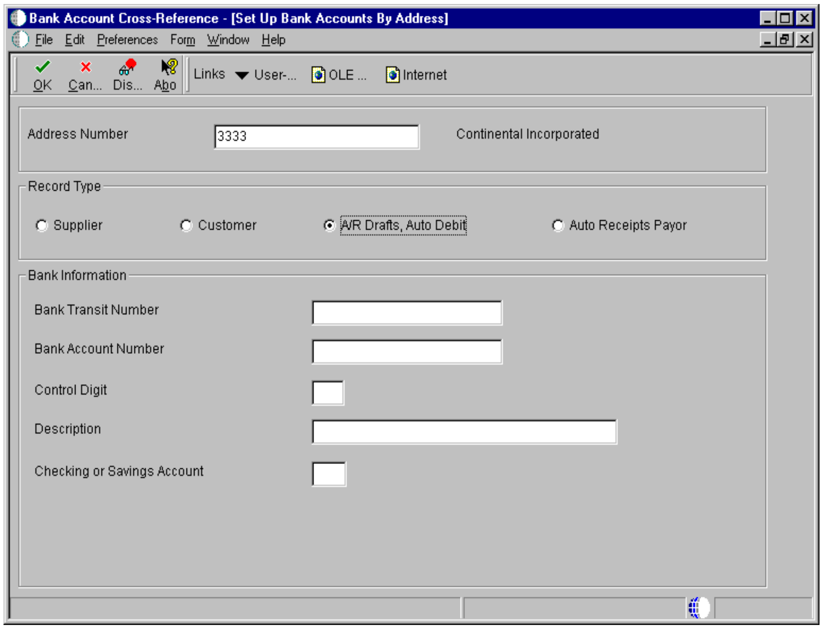
From the Accounts Receivable Setup menu (G03B41), choose Bank Account Cross - Reference.


Bank Account Cross-Reference - [Work With Bank Accounts By Address]
File Edit Preferences Form Row Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links User-... OLE ... Internet

Address Number

Bank Transit #	Bank Account #	Ctrl Digit	Description	Record Type	SWIFT Code	Checkir /Saving
111255000	1225545454		Bank Transit Account	V		0
852200451	2165987458		First Interstate Bank	V		0
00001111	547245647			D		
00001111	542645845			D		
960051785	2173573898		First United Bank	C		0
107004381	3669538743		Bear Creek National Bank	V		0
10698731	6597003110		First International Bank	V		0
1111-6	225533-9-8		CIUDAD BANK	D		0
1002003000	40050060070	91	Bank of Paris	D		
0001001	7774662		Japan Supplier 75010 (ALT)	V		2
0001002	9877886			V		1
0002001	9877886		Japan Supplier 75012 (ALT)	V		2
0002002	3787621			V		1

1. On Work With Bank Accounts by Address, click Add to access Set Up Bank Accounts by Address.


Bank Account Cross-Reference - [Set Up Bank Accounts By Address]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links User-... OLE ... Internet

Address Number 3333 Continental Incorporated

Record Type

○ Supplier ○ Customer ● A/R Drafts, Auto Debit ○ Auto Receipts Payor

Bank Information

Bank Transit Number

Bank Account Number

Control Digit

Description

Checking or Savings Account

2. Complete the following field:
   - Address Number
3. Choose the following Record Type:
   - A/R Drafts, Auto Debit

4. Complete the following fields:
    - Bank Transit Number
    - Bank Account Number
    - Checking or Savings Account
5. Complete the following optional fields:
    - Control Digit
    - Description
6. Click OK.

Field	Explanation
Bank Transit Number	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
Bank Account Number	The bank account number for a company, customer, or supplier.
Record Type	A code that distinguishes external bank accounts from internal bank accounts. Valid values are: C Customer Bank Accounts G Internal G/L Bank Accounts V Supplier Bank Account for payment via bank tape D Default Bank Account for A/R Drafts and Auto Debits B Valid Bank Transit Numbers M G/L Bank Account/Business Unit used to define print information in A/P payments NOTE: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed. ....*Form-specific information*................................ For OneWorld, designate the record type by clicking one of the following options: • Supplier • Customer • A/R Drafts, Auto Debit • Auto Receipts Payor

See Also

- *Creating Customer Records*
- *Setting Up Bank Information for A/R*

Printing the Bank Account Exception Report for A/R Drafts

From the Draft Remittance and Collections menu (G03B162), choose Bank Account Exception Report.

You use the Bank Account Exception Report to verify that you have valid bank transit numbers for each customer. Different versions of this report list one of the following:

- All bank account records that have a transit number that does not conform to country-specific rules
- All bank account records that have a transit number that does not have an associated type B record

This report bypasses bank account numbers that do not have address numbers, and it lists information from the Bank Transit Number Master table (F0030).

To correct bank account information that appears on this report, use Work With Bank Accounts by Address.

Processing Options for Bank Account Exception Report

Validation

1. Enter a ’1’ to validate the bank transit number based on the ’B’ bank type method. Default of blank will validate the transit number based on the available country specific validation rules (currently Italy, Japan and France).

Country or ’B’ type ____________

Working with Draft Origination

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

Draft origination is an optional step in the draft process. When your customer originates the draft, you omit this step and begin the draft process with draft acceptance.

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

Working with draft origination consists of:

- ☐ Printing invoices with draft attachments
- ☐ Printing statements with draft attachments

The default draft format conforms to the French Bank Association format. Users in other countries might need to modify the format for their specifications. Invoices and statements use a draft attachment included in the software.

Printing Invoices with Draft Attachments

From the Draft Daily Operations menu (G03B161), choose Invoice Print with Draft.

To print an invoice or credit memo with an attached draft, use Invoice Print with Draft. You can select different versions of this report to print delinquency fees or chargebacks.

The system assigns a draft number and updates the statement number on the invoice record. The system also prints the customer's bank account and the draft number on the draft attachment.

This program prints and updates records in the Customer Ledger table (F03B11).

Before You Begin

- ☐ On the Collection tab on the Customer Master Revision form, choose the Print Statement option for each customer for whom you print invoices with draft attachments. If you do not, the system generates an error and does not print an invoice. See *Setting Up Statements or Invoices for A/R Drafts*

Processing Options for Invoice Print with Draft (R03B5051)

Print Tab

Use these processing options to specify which dates and whether to include tax amounts on the printed invoice.

1. Invoice Print Date

Use this processing option to indicate the date you want to print on the invoices. If left blank, the system uses the current date.

2. Print Tax Amounts

Use this processing option to indicate if you want tax amounts printed on the invoices. Valid values are:

Blank	Do not print tax amounts on invoices.
1	Print tax amounts on invoices.

Currency Tab

Use this processing option to indicate whether you want currency information printed on the invoice.

1. Print Currency

Use this processing option to specify whether you want the base currency and currency amounts of the invoice to be printed on the invoice. Valid values are:

Blank Do not print currency information on invoices.

1 Print currency information on invoices.

If you enter 1, the system prints foreign invoices with foreign amounts. If currency processing is turned off in the system, the system prints invoices in domestic amounts by default.

Attachments Tab

Use this processing option to indicate whether the system should print associated generic text on the invoice.

1. Print Attachments

Use this processing option to indicate if you want any generic text associated with an invoice to be printed on the invoice. Valid values are:

Blank Do not print associated generic text.

1 Print associated generic text.

Draft - City Tab

Use this processing option to indicate the city of origin of the invoice.

1. Draft Print City

Use this processing option to indicate the city of origin of the invoice. The city you enter will be printed on the draft. If left blank, no city of origin will be printed on the draft.

Data Selection for Invoice Print with Draft

You can set Payment Instrument EQ (equal) to D (draft by invoice) so that the program selects only invoices for draft customers who typically pay by a draft.

Data Sequence for Invoice Print with Draft

The following data sequence is required:

1. Company

2. Address Number
3. Document (Voucher, Invoice, etc.)
4. Document Type
5. Document Company
6. Document Pay Item

If you change this sequence, the totals will be inaccurate.

Printing Statements with Draft Attachments

From the Draft Daily Operations menu (G03B161), choose Statement Print with Draft.

To print a statement with one or more invoices combined into one draft, use Statement Print with Draft.

The system assigns a draft number to the statement and updates the statement number for each invoice on the statement. The system also prints the draft number on the statement and the customer's bank account on the draft attachment.

This program prints and updates records in the Customer Ledger table (F03B11). The processing time for this report is related to the amount of history retained in that table.

Before You Begin

- ☐ On the Collection tab on the Customer Master Revision form, choose the Print Statement option for each customer for whom you print statements with draft attachments. If you do not, the system generates an error and does not print a statement. See *Setting Up Statements or Invoices for A/R Drafts*
- ☐ Set up the Draft Flag and Print Program in the processing options for Statement Notification Refresh (R03B500X). See *Processing Statements* for more information.

Processing Options for Statement Print with Draft (R03B506)

```
City

1. Enter the city name where the draft
   is being originated to be printed on
```

```
the draft.
  City                                        ____________
```

Data Selection for Statement Print with Draft

You can set Payment Instrument EQ (equal) to F (draft by statement) so that the program selects only invoices for draft customers who typically pay by statement with a draft attachment.

Data Sequence for Statement Print with Draft

The following data sequence is required:

1. Address Number - Alternate Payee
2. Company
3. Currency Code - From
4. Address Number
5. Document (Voucher, Invoice, and so on)
6. Document Type
7. Document Company
8. Pay Item

If you change this sequence, the totals will be inaccurate.

Working with Draft Acceptance

Whether you originate the draft or your customer does, you must enter it into the Accounts Receivable system before you can process it. You enter or create a draft after your customer accepts it. The draft has no legal force until the customer accepts it. When a draft is accepted, the status of the invoice changes. In some countries this has legal ramifications.

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

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

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

Complete the following tasks:

- ☐ Entering manual drafts
- ☐ Creating automatic drafts
- ☐ Revising drafts
- ☐ Returning a draft to prior status
- ☐ Voiding drafts
- ☐ Working with NSF drafts

Entering Manual Drafts

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

- The supplier prints the draft with bank account information.

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

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

You use one of the following programs to enter a draft manually, depending on whether you originate the draft or your customer does:

Enter Our Drafts	Use this program when your company originates a draft for the customer to sign and return.
Enter Customer Drafts	Use this program when the customer originates and accepts a draft, then sends it to your company to be accepted.

The fields you complete on Enter Our Drafts and Enter Customer Drafts are the same, and you can use multiple currencies when entering drafts.

You select the invoices to pay with each draft. You can apply the payment in the following ways:

- One invoice with one draft
- Multiple invoices with one draft
- One invoice with multiple drafts (split pay items)

The system processes drafts in the same way as receipts except that the system:

- Uses batch type DB (draft receipts)
- Validates the draft number against the draft number that the system created if you used Invoice Print with Draft Attachment or Statement Print with Draft Attachment
- Applies draft receipts to open customer invoices
- Creates a draft record in the Receipts Application Detail table (F03B14) for each pay item that the draft closes
- Enters the total draft amount in the Customer Ledger (F03B11) table as a new document with a document type of R1
- Sets the payment status of the draft to D (draft accepted)

After you enter drafts, you can approve and post journal entries to the general ledger. The system creates a journal entry to debit drafts receivable and credit an A/R trade account.

This program updates and creates records in the Customer Ledger (F03B11), Receipts Header (F03B13), and A/R Check Detail (F03B14) tables.

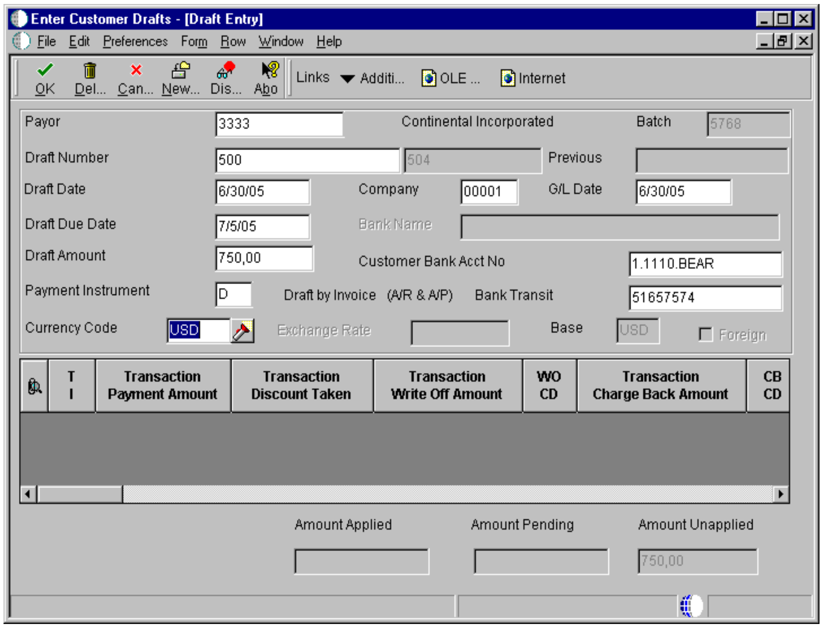
Before You Begin

- ☐ Set up a draft bank account for each customer who will pay invoice by draft. See *Setting Up Draft Bank Accounts for Customers.*

▶ To enter manual drafts

From the Draft Daily Operations menu (G03B161), choose Enter Our Drafts or Enter Customer Drafts.

1. On Work With Drafts, click Add.



Payor 3333 Continental Incorporated

Batch 5768

Draft Number 500 504

Previous

Draft Date 6/30/05

Company 00001

G/L Date 6/30/05

Draft Due Date 7/5/05

Bank Name

Draft Amount 750,00

Customer Bank Acct No 1.1110.BEAR

Payment Instrument D Draft by Invoice (A/R & A/P)

Bank Transit 51657574

Currency Code USD

Exchange Rate

Base USD

☐ Foreign

	T I	Transaction Payment Amount	Transaction Discount Taken	Transaction Write Off Amount	WO CD	Transaction Charge Back Amount	CB CD

Amount Applied

Amount Pending

Amount Unapplied 750,00

2. On Draft Entry, complete the following fields:
    - Payor
    - Draft Number

- Draft Date
- Draft Due Date
- Draft Amount
- Company
- G/L Date
- Payment Instrument

3. To specify bank information, complete the following fields, if applicable:
    - Customer Bank Acct No
    - Bank Transit

    Or, complete the following field based on the processing option value that you set:

    - Bank Name

4. To specify multi-currency information, complete the following fields:
    - Currency Code
    - Exchange Rate

5. Do one of the following:
    - To load all invoices for a customer, choose Load from the Form menu
    - To select specific invoices for a customer, choose Select from the Form menu

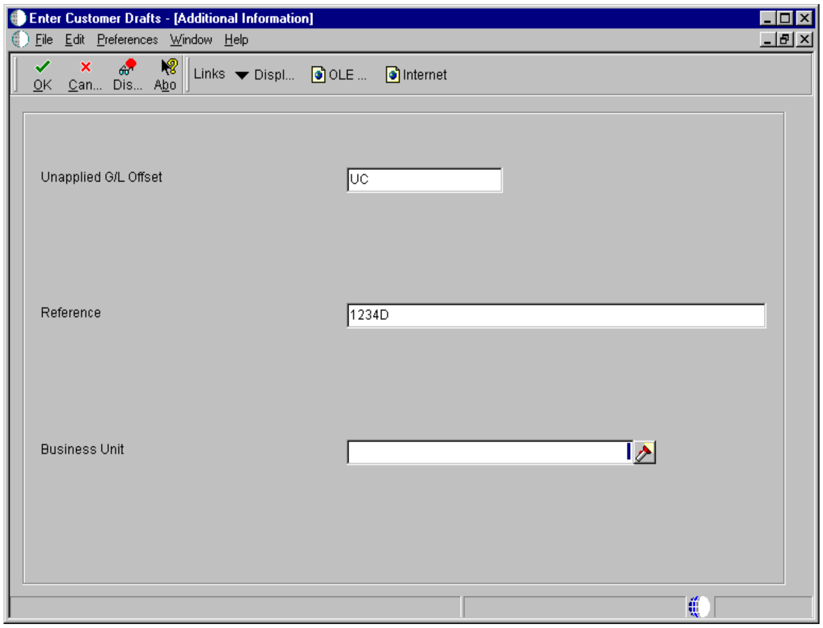
    If you choose Select, the system displays the Select Invoices form.

    - On Customer Drafts, to locate customer invoices, click Find on Select Invoices
    - On Customer Drafts, to continue selecting specific invoices, choose specific invoices and click Select. Then click Close.

    To enter remittance information, choose Remittance Entry from the Form menu. See *Entering Remittance Information* for detailed information about locating invoices using Remittance Entry.

    If you want to create stand-alone write-offs, chargebacks, or deductions, the process is identical to receipts processing. See *Creating Stand-Alone Records*.

6. On Draft Entry, change the following fields, if necessary:
   - Payment Amount
   - Discount Taken
   - Write-Off Amount
   - WO CD (Write-off Reason Code)
   - Chargeback Amount
   - CB CD (Chargeback Reason Code)
   - Deduction Amount
   - DD CD (Deduction Reason Code)
   - Chargeback G/L Offset
   - Remark
7. To remove pay items from the draft, choose the pay item and choose Void/Delete from the Row menu.
8. To specify a draft reference, choose Additional Info from the Form menu.


Enter Customer Drafts - [Additional Information]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Unapplied G/L Offset: UC

Reference: 1234D

Business Unit:

9. On Additional Information, complete the following optional fields:

- Unapplied G/L Offset
- Reference
- Business Unit

10. Click OK.

Field	Explanation
Payor	A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.
Draft Number	This field is the check number as entered by the user in cash receipts. ....*Form-specific information*................................ For Our Drafts, you enter the number generated by Invoice Print with Draft Attachments or Statement Print with Draft Attachments. The system validates this number in the invoice file. For Customer Drafts, enter the customer's draft number.
Draft Amount	The actual amount of the receipt or payment.
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.
Write-Off Amount	The amount of the write-off when you apply a receipt to an invoice.
Chargeback Amount	An amount in which to apply a payment and create a new invoice (document type RB) in the Customer Ledger.
CB CD	A code that identifies the reason for a chargeback applied to the invoice during receipt entry. Typical reason codes are: DA Disputed amounts DD Disallowed discount amount
Deduction Amount	The amount of the deduction. This amount does not necessarily need to be associated with a given invoice.

Field	Explanation
DD CD	A code that identifies the reason for a deduction applied to the invoice during receipts entry. Typical reason codes are: DG Damaged Goods SS Short Shipment UD Undefined Deduction
Chargeback G/L Offset	The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Receivable Chargebacks. G/L offset might be assigned as follows: • blank or 1210 - Trade Accounts Receivable If you leave this field blank during Receipt Entry, the system will use the default from the invoice that is being chargeback to.
Unapplied G/L Offset	The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems. G/L offsets might be assigned as follows: • Blank or 1210 - Trade Accounts Receivable • RETN or 1220 - Retainages Receivable • EMP or 1230 - Employee Accounts Receivable • JIB or 1240 - JIB Receivable (See A/R Class Code - ARC) • Blank or 4110 - Trade Accounts Payable • RETN or 4120 - Retainage Payable • OTHR or 4230 - Other Accounts Payable (See A/P Class code - APC) If you leave this field blank during data entry, the system uses the default value from the Customer Master by Line of Business table (F03012) or the Supplier Master table (F0401). The post program uses the G/L Offset class to create automatic offset entries. NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created. ....*Form-specific information*................................ Unapplied receipt records are created with the G/L Offset default value RCUC (unapplied cash). You can override this value in receipts entry on the Additional Information form. If you want to specify that the system uses the G/L Class code that is set up for the customer in Customer Master Revisions, do so in the processing options for Standard Receipts (P03B102) and Drafts Entry (P03B602).
Reference	An alphanumeric value that you use as a cross-reference or secondary reference number when working with Drafts.

Field	Explanation
Business Unit	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.

See Also

- *Entering Basic Receipts*

Processing Options for Draft Entry (P03B602)

Display Tab

1. Payor Number

Use this processing option to specify whether to retain the payor number on the form after you enter the draft. Valid values are:

Blank Do not retain the payor number

1 Retain the payor number

2. Draft Date

Use this processing option to specify whether to retain the draft date on the form after you enter the draft. Valid values are:

Blank Do not retain the draft date

1 Retain the draft date

3. Company

Use this processing option to specify whether to retain the company number entered on the form after you enter the draft. Valid values are:

Blank Do not retain the company

1 Retain the company

4. G/L Date

Use this processing option to specify whether to retain the G/L date entered on the form after you enter the draft. Valid values are:

Blank Do not retain the G/L date

1 Retain the G/L date

5. Draft Due Date

Use this processing option to specify whether to retain the draft due date entered on the form after you enter the draft. Valid values are:

Blank Do not retain the draft due date

1 Retain the draft due date

6. Bank Name

Use this processing option to specify whether to retain the bank name entered on the form after the draft has been entered. Valid values are:

Blank Do not retain the bank name

1 Retain the bank name

7. Customer Bank Account

Use this processing option to specify whether to retain the customer bank account number entered on the form after you enter the draft. Valid values are:

Blank Do not retain the customer bank account number

1 Retain the customer bank account number

8. Payment Instrument

Use this processing option to specify whether to retain the payment instrument entered on the form after you enter the draft. Valid values are:

Blank Do not retain the payment instrument

1 Retain the payment instrument

9. Bank Transit Number

Use this processing option to specify whether to retain the bank transit number entered on the form after you enter the draft. Valid values are:

Blank Do not retain the bank transit number

1 Retain the bank transit number

10. Currency

Use this processing option to specify whether to retain the currency entered on the form after you enter the draft. Valid values are:

Blank Do not retain the currency

1 Retain the currency

11. Exchange Rate

Use this processing option to specify whether to retain the exchange rate entered on the form after you enter the draft. Valid values are:

Blank Do not retain the exchange rate

1 Retain the exchange rate

Defaults Tab

1. Type Input Code

Use this processing option to specify the default value for the Type Input Code for the receipts application. Valid values are:

10	Simple invoice match
11	Match auto chargeback discount
15	Match with write-off
16	Match with chargeback
17	Match with deduction

If you enter 10, the system applies the receipt to the oldest open invoice or group of invoices in a customer's account, similar to the Balance Forward type input code (1) for the Speed Receipts application.

2. Deduction Reason Code

Use this processing option to specify the default deduction reason code. This code is automatically supplied when a deduction amount is entered.

3. Payment Instrument with Bank Account

Use this processing option to specify the default payment instrument for drafts with a bank account number.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR. Also, set up the AAI RN for the deduction suspense account.

4. Payment Instrument without Bank Account

Use this processing option to specify the default payment instrument for drafts without a bank account number.

5. Drafts Receivable Account

Use this processing option to specify the drafts receivable account number (using the business unit.object.subsidiary format). If you leave this field blank, the program will use the RD1x AAI for the draft receivable account, where x is the payment instrument.

6. Default G/L Offset for Unapplied Cash

Use this processing option to specify whether to use default values for the G/L Offset for unapplied cash from the G/L class code in the Customer Master table (F03012). Valid values are:

Blank Do not use the default values

1 Use the default values from G/L Class Code

If the G/L class code in the Customer Master table is blank, the system uses the G/L offset for unapplied cash, UC.

Edits Tab

1. Write-offs

Use this processing option to specify whether to allow write-offs. Valid values are:

Blank Allow write-offs.

1 Do not allow write-offs.

2. Delete/NSF Unposted Receipts

Use this processing option to specify whether to allow delete and NSF functionality on unposted drafts. Valid values are:

Blank Allow delete and NSF operations

1 Do not allow delete and NSF operations

3. Overpayment Edit

Use this processing option to specify the severity of the error message issued when an invoice has been overpaid. Valid values are:

0	No Edit
1	Warning
2	Error

4. Bank Name

Use this processing option to specify whether to require a bank name. Valid values are:

Blank	Do not require a bank name
1	Require a bank name

5. Return to Prior Draft Status

Use this processing option to specify whether to allow the return to prior draft status operation on drafts. Valid values are:

Blank	Allow return to prior draft status operation
1	Do not allow return to prior draft status operation

Process Tab

1. Drafts Type

Use this processing option to specify the type of drafts to process. Valid values are:

Blank	Process supplier generated drafts
1	Process customer generated drafts

2. Open Amount

Use this processing option to specify whether to create R1 documents with an open amount in the Customer Ledger table (F03B11). The setting of this processing option controls whether you can select the draft for aging. When you create a draft without an open amount, you use that record as a placeholder only, and you cannot select it for payment or aging.

Blank	Create R1 with an open amount in the Customer Ledger table (F03B11)
1	Create R1 without an open amount in the Customer Ledger table (F03B11)

3. Journal Entry Creation Method

Use this processing option to specify whether to create summarized or detailed journal entries. When you post receipts, the system creates one journal entry for each receipt or draft record (detail), or one journal entry for each batch of receipts or drafts (summary). The post is determined by how the ISTR (A/R Post Status) field in the Receipts Header (F03B13) is set. If you leave this processing option blank, the ISTR field remains blank and the system creates journal entries in summary mode. If you enter 1, the system reads ISTR as 1 and creates journal entries in detail. Valid values are:

Blank	Summarized journal entries
1	Detail journal entries

Do not enter detail and summary records in the same batch. Each batch must be processed with the corresponding version (detail or summary) of the Apply Receipts to Invoices program (R03B50).

Depending on how you set processing options for drafts entry and how you set the values in the General Accounting Constants, the system produces different documents in the Account Ledger table (F0911).

If you set the processing option to Summary method (value of 0), the system generates one journal entry per receipt batch in the Account Ledger table (F0911). The system assigns the journal entry a document type of RK, with a document number equal to the receipt batch number.

In order for the Summary method to work, you must do the following:

- Set the offset method in the A/R Constants to a value of B (batch mode)
- Ensure that the intercompany settlement option in the General Accounting Constants is not set to a value of 2

- Ensure that there are no foreign transactions in the batch

Otherwise, the system generates journal entries using the Detail method.

If you set the processing options to Detail method (value of 1), the system generates one journal entry for each draft. The result is a document type of RC. The system uses Next Numbers to determine the next journal entry document number. The system then updates the document number for audit purposes (using fields RZDCTG, RZDOCG, and RZKCOG) in the Receipt Application Detail table (F03B14).

Note: When you post cash receipts, the resulting journal entry can be created as summarized (one journal entry for each receipt batch), or detail (one journal entry for each receipt). This processing option, in conjunction with the settings in the A/R and G/A Constants, determines how the system creates journal entries. The following table outlines the resulting entry for each combination of settings.

Foreign Trans (G/A Constants)	Intercompany (G/A Constants)	Offset Method (A/R Constants)	Detail/Summary Receipt (Receipt Processing Options)	Journal Entry Creation (F0911)
No	1 (1 = Hub)	B	D	Detail
No	1	Y	D	Detail
No	1	S	D	Detail
No	2 (2 = Detail)	B	D	Error (not allowed)
No	2	Y	D	Detail
No	2	S	D	Detail
No	1	B	S	Summary
No	1	Y	S	Detail
No	1	S	S	Detail
No	2	B	S	Error (not allowed)
No	2	Y	S	Detail
No	2	S	S	Detail
Yes	1	B (S)	D	Detail
Yes	1	Y	D	Detail
Yes	1	S	D	Detail
Yes	2	B	D	Error (not allowed)
Yes	2	Y	D	Detail
Yes	2	S	D	Detail

Yes	1	B	S	Summary
Yes	1	Y	S	Detail
Yes	1	S	S	Detail
Yes	2	B	S	Error (not allowed)
Yes	2	Y	S	Detail
Yes	2	S	S	Detail

- Y = One automatic entry offset per document regardless of the number line item.
- S = One automatic entry per pay item
- B = One automatic entry per batch

4. Display Invoices

Use this processing option to specify whether to display only invoices with an approved pay status. Valid values are:

Blank Display all invoices

1 Display only approved invoices

Currency Tab

1. Edit Effective Date

Use this processing option to specify whether to validate the exchange rate effective date against the G/L period of the draft. Valid values are:

Blank Do not edit effective date

1 Edit effective date

If you enter 1, the system issues a warning that the Effective Date being retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the G/L Date.

Chargeback Tab

1. Pay Status

Use this processing option to specify the default pay status to be used when creating chargebacks. If you leave this field blank, the system uses the Data Dictionary default value for PST.

2. Date Option

Use this processing option to specify which invoice date and net due date to use when creating chargebacks.

Blank Use the draft G/L date

1 Use dates from the original invoice

3. Reason Code

Use this processing option to specify a default reason code to use when a chargeback amount is entered. If you leave this field blank, the chargeback reason code must be entered manually.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Auto Write-off Tab

1. Maximum Underpayment Amount

Use this processing option to specify the limit for automatic write-offs for underpayment amounts. When a payment is applied to an invoice and the remaining open amount is less than or equal to this limit, the system writes off the amount when you enter the draft.

2. Underpayment Reason Code

Use this processing option to specify the write-off reason code for the system to use when performing automatic write-offs for underpayment amounts. This processing option is required if automatic underpayment write-offs are allowed.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

3. Maximum Overpayment Amount

Use this processing option to specify the automatic write-off amounts for overpayments. When a payment is applied to an invoice and the overpayment amount is less than or equal to this limit, the amount will be automatically written off. Enter the value as a negative amount.

4. Overpayment Reason Code

Use this processing option to specify the write-off reason code to be used when the system performs automatic write-offs for overpayment amounts. This processing option is required if automatic overpayment write-offs are allowed.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Mnl Write-off Tab

1. Maximum Underpayment Amount

Use this processing option to specify the limit for manual write-off amounts for underpayments. Write-off amounts greater than this limit are not allowed.

2. Maximum Overpayment Amount

Use this processing option to specify the limit for manual write-off amounts for overpayments. Write-off amounts greater than this limit are not allowed. Enter the value as a negative amount.

3. Write-off Reason Code

Use this processing option to specify the default write-off reason code. This code is automatically supplied as the write-off reason code when a manual write-off amount is entered.

Ensure that you have established the write-off reason code in the user-defined code table 03B/RC. Also, set up the AAI for the reason code (RAxx, where xx is the reason code used).

Discount Tab

1. Discount Available

Use this processing option to specify whether to allow the discount taken to be greater than the discount available. If you leave this field blank, the system will not allow discounts taken to be greater than the discount available. If you enter 1, the system allows for discounts taken that are greater than the available discount.

2. Discount Applied

Use this processing option to specify whether to allow the discount taken to be greater than the amount applied. Valid values are:

Blank	Do not allow the discount to be greater than the amount applied
1	Allow the discount to be greater than the amount applied

3. Grace Period Days

Use this processing option to specify the number of grace period days to be used with the discount due date. This option is used only when calculating the default discount taken. You can also enter the discount manually.

Match Priority Tab

1. Invoice Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference

- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Sales Order Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Customer Reference Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Statement Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Four search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference
- Statement Number

Valid values are blank, 1, 2, 3, and 4. If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all four fields blank, the system searches using all methods in the order listed above.

Void/NSF Tab

1. Update Payment Instrument

Use this processing option to specify whether to update the invoice payment instrument with the value from the Payment Instrument for Invoice processing option during the void/NSF process. Valid values are:

Blank Do not update the payment instrument

1 Update the payment instrument

2. Payment Instrument for Invoice

Use this processing option to specify the invoice payment instrument when voiding or designating a draft as having non-sufficient funds (NSF). If the value of the Update Payment Instrument processing option is blank, the system ignores this processing option.

3. Payment Instrument for Draft

Use this processing option to specify the payment instrument of the draft created during the void/NSF process.

4. Draft Account

Use this processing option to specify the account of the draft (business unit.object.subsidiary) that was created during the void/NSF process. If you leave this processing option blank, the system uses the account of the RD5 automatic accounting instruction.

Creating Automatic Drafts

From the Draft Daily Operations menu (G03B161), choose Pre-Authorized Drafts.

Automatic drafts are also called pre-authorized drafts because they do not require customer acceptance for each draft. You and your customer agree in advance that the customer will pay with a draft. You do not print and send a draft to the customer, but instead remit (deposit) the draft to your bank for collection.

You create automatic drafts by running pre-authorized drafts. You select the invoices to pay with each draft by using data selection. You can run this batch process in either proof or final mode.

Proof mode	You can choose to print a detailed or summarized list of transactions: • Detail - prints a list of each invoice to be paid by draft • Summary - prints a summary of all invoices by customer, due date, and payment instrument to be paid by draft
Final mode	You can make the same selections as in proof mode. In final mode, the system: • Creates drafts • Sets the pay status of drafts to D (draft accepted) • Generates a report

Whichever mode you choose, you can review the information and make necessary changes. You can use either Standard Invoice Entry or Speed Status Change to change the pay status.

The system processes drafts in the same way as receipts except that the system:

- Uses batch type DB (draft receipts)

- Validates the draft number against the draft number that the system created if you used Invoice Print with Draft Attachment or Statement Print with Draft Attachment
- Applies draft receipts to open customer invoices
- Enters the total draft amount in the Customer Ledger table (F03B11) as a new document with a document type of R1
- Sets the payment status of the draft to D (draft accepted)

When you create drafts, the system creates a journal entry to debit drafts receivable and credit an A/R trade account. After you create drafts, you approve and post journal entries to the general ledger.

This program updates and creates records in the Customer Ledger, Receipts Header (F03B13), and A/R Check Detail (F03B14) tables.

Abbreviated Column Heading

- PI indicates Payment Instrument.

Processing Options for Pre-Authorized Drafts

Mode

1. Enter a ’1’ to run the report in final mode. If left blank, the report will run in proof mode and no drafts will be created.

____

Summary/Detail

2. Enter a ’1’ to create summary (one draft per customer / due date). ’2’ to create Payor summary drafts (one draft per Payor / due date). If left blank, detail draft will be created (one draft per invoice / due date).

____

Pay Thru Date

3. Enter the Pay thru Date. If left blank, the system date will be used.

Pay Thru Date. ____________

Draft Date

4. Enter the draft date. If left

blank, the system date will be used.

Draft Date ______

Draft G/L

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

Draft G/L Date ______

6. Enter the Draft Due date. If left blank, the invoice due date will be used.

Draft Due Date ______

Receivable

7. Enter the override Draft Receivable Account. If left blank, AAI’s will be used - Draft Receivable Account (RDIx) where “x” = Pay Instrument.

Draft Receivable Account Number ______

Journal Entry

8. Select G/L Entry Method: ’ ’ = Create Summary Total J.E.’s. ’1’ = Create Detail J.E.’s (create one J.E. for each deposit item).

______

Draft Amount

9. Enter the minimum amount required to create the draft.

Minimum Draft Amount ______

Negative

10. Enter a ’1’ to allow creation of draft with a negative amount.

______

Statement

11. Enter a ’1’ to use the statement number on the invoice record for the draft number, leave blank to use the Next Number for the draft number.

______

Open Amount

12. Enter a ’1’ to create the draft record in the invoice file without

```
    an open amount.  Default of blank
    will create the draft record with
    open amount.

                                                    ____________

Credit Card

13.  Enter a '1' to do credit card
    processing.  If left blank regular
    draft processing will be performed

      Credit Card Processing                        ____________

14.  Enter Prepayment Origination Flag

      Prepayment Origination Flag                   ____________
```

Revising Drafts

After you enter drafts, you can revise and review them. Before you post the journal entries to the general ledger, you can also change them. You typically review drafts to:

- Review draft information based on specific criteria
- Verify information for a particular customer
- Revise draft information, such as the due date, payment instrument, or customer bank account

The following guidelines apply when you revise draft information:

- You cannot add invoices to a draft unless an unapplied amount exists.
- You cannot change:
  - Payor
  - Currency
  - Company
  - Draft number
  - Draft date
  - Batch number
- You can change the Draft Due Date field only when it is in the acceptance and remittance stages.
- You can change the Draft Amount field only when the draft is in the acceptance stage and the unposted stage.

- You can change the G/L Date field only at the draft acceptance stage when it is unposted. If you select a posted draft from Work With Drafts, the system displays this field as blank. You must enter a new G/L date for additional tasks, such as applying payments to invoices.
- You can change the following fields at draft acceptance, regardless of whether the draft is posted:
  - Payment Instrument
  - Customer Bank Account Number
  - Bank Transit
  - Bank Name
  - Draft Due Date

► To revise drafts

From the Draft Daily Operations menu (G03B161), choose Draft Inquiry.

1. On Work with Drafts, locate drafts. You can complete the following fields, and click Find to limit your search:
   - From
   - Through
2. Choose the draft you want to review and click Select.
3. On Draft Entry, change any of the following fields and click OK.
   - Draft Due Date
   - Draft Amount
   - Payment Instrument
   - G/L Date
   - Customer Bank Acct No
   - Bank Transit
   - Bank Name

Field	Explanation
Draft Due Date	The date that the item was debited or credited to the bank account.
Draft Amount	The actual amount of the receipt or payment.
Payment Instrument	The user defined code (00/PY) that specifies how payments are made by the customer. For example: C Check D Draft T Electronic funds transfer
G/L Date	A date that identifies the financial period to which the transaction will be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments.
Customer Bank Acct No	The bank account number for a company, customer, or supplier.
Bank Transit	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
Bank Name	A name or remark that describes an element in the J.D. Edwards systems.

See Also

- *Reviewing Invoice Information* for other methods of locating drafts

Returning a Draft to Prior Status

If you remit or collect a draft in error, you can return the draft to its prior status rather than completely processing the draft and then voiding it. You can select multiple drafts for this purpose. The system reverses any changes that were made to the drafts when each was moved to its current status.

You cannot return a draft from the acceptance status to a prior status, or return a draft that is voided or designated as having insufficient funds (NSF) to a prior status.

In the processing options for Draft Entry (P03B602), you can specify whether to prohibit users from using this feature.

When you return a draft from remittance status to acceptance status, the system:

- Issues a warning that the remittance paper or tape batch might have already been sent to the bank for processing.
- Removes the draft from the remittance register if the draft is included in the remittance register.
- Updates the Customer Ledger (F03B11) table with a document type of R1 with the prior pay status.
- Updates the Receipts Header (F03B13) table with the prior draft status and batch.
- Updates the A/R Check Detail (F03B14) table. The system reverses the posted or deletes the unposted D type records that correspond to the current draft status.
- Deletes the Draft Remittance Workfile (F03B672) record if the draft is currently remitted by tape format, and marks the Text Processor Header (F007101) record with a status of 3.

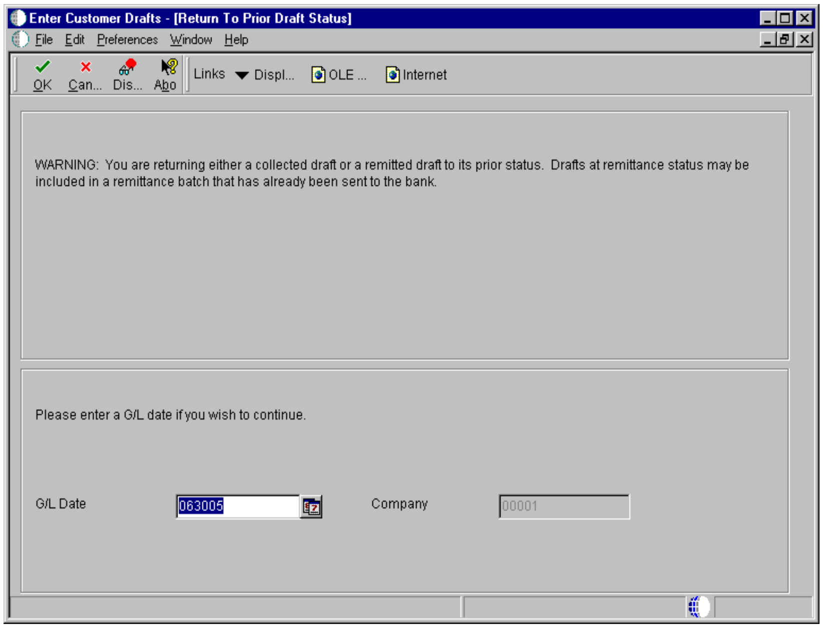
► To return a draft to prior status

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to locate drafts.

   See *Locating Receipts*.

2. Choose the draft you want to return.
3. From the Row menu, choose Prior Status.


Enter Customer Drafts - [Return To Prior Draft Status]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

WARNING: You are returning either a collected draft or a remitted draft to its prior status. Drafts at remittance status may be included in a remittance batch that has already been sent to the bank.

Please enter a G/L date if you wish to continue.

G/L Date 063005

Company 00001

4. On Return to Prior Draft Status, complete the following field:
   - G/L Date

Voiding Drafts

If you enter a draft in error, you can void or delete the draft. You can use the void feature at any stage of draft processing. When you need to delete a draft, you can do so only before you post the journal entries for it. Otherwise, you must use the void feature. Also, you can not delete a draft at the remittance or collection stages; you must first post the draft, and then void it.

Before You Begin

☐ Ensure that you have set up the Void/NSF AAI (RD5) for voiding and designating drafts as NSF.

See Also

- *Entering Invoice Match Receipts*

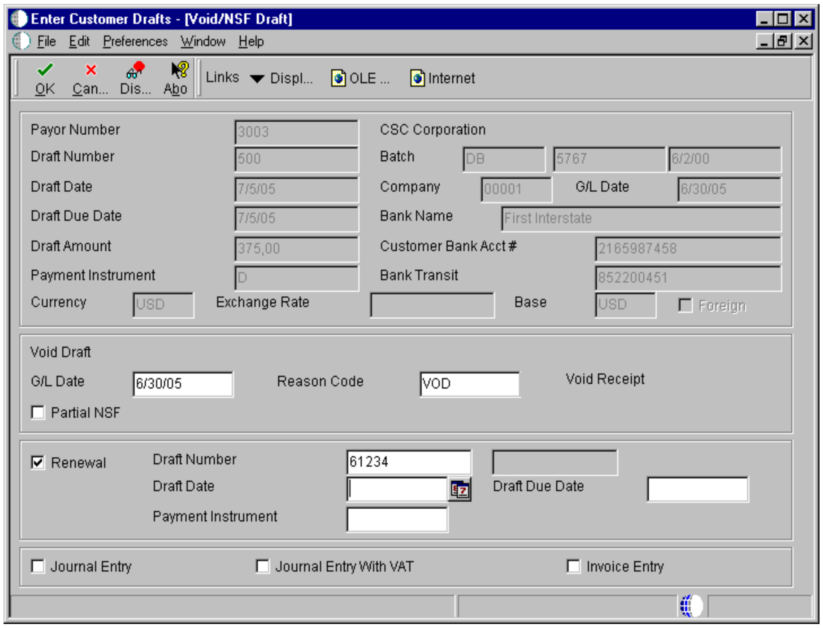
▶ To void drafts

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to locate drafts.

   See *Locating Receipts*.

2. Choose the draft you want to void.
3. From the Row menu, choose Void/Delete or NSF.
4. Click OK on the Confirm Delete message box.


Enter Customer Drafts - [Void/NSF Draft]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Payor Number 3003
Draft Number 500
Draft Date 7/5/05
Draft Due Date 7/5/05
Draft Amount 375,00
Payment Instrument D
Currency USD
Exchange Rate
Base USD
☐ Foreign
CSC Corporation
Batch DB 5767 6/2/00
Company 00001
G/L Date 6/30/05
Bank Name First Interstate
Customer Bank Acct # 2165987458
Bank Transit 852200451

Void Draft
G/L Date 6/30/05
Reason Code VOD
Void Receipt
☐ Partial NSF

☑ Renewal
Draft Number 61234
Draft Date
Draft Due Date
Payment Instrument

☐ Journal Entry
☐ Journal Entry With VAT
☐ Invoice Entry

5. On Void/NSF Draft, complete the following fields:
   - G/L Date
   - Reason Code
6. To specify renewal information, complete the following fields:
   - Renewal
   - Draft Number
   - Draft Date

- Draft Due Date
- Payment Instrument
- Exchange Rate

7. To create additional journal entries for bank fees, click the following option:

    - Journal Entry

8. To create additional journal entries with VAT (value added tax), click the following option:

    - Journal Entry With VAT

      Depending on the journal entry option that you select, the appropriate journal entry form appears when you click OK. You can create journal entries for bank fees or any applicable taxes. You must do this manually.

9. To create invoices for charging bank fees, click the following option:

    - Invoice Entry

      If you click the Invoice Entry option, the Standard Invoice Entry form appears when you click OK.

10. Click OK.

    If you specified draft renewal, the Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

    If you do not specify draft renewal, the Draft Entry form does not appear.

Field	Explanation
Reason Code	A code which represents an explanation as to why an invoice or receipt was voided.
Draft Number	This field is the check number as entered by the user in cash receipts.
Draft Date	For manual payments, the payment date and the G/L date are the same. The system uses the Payment-G/L Date to retrieve the correct exchange rate from the Exchange Rates table (F0015).

Working with NSF Drafts

When you receive a partial payment or no payment from a customer, you can designate the draft as having non-sufficient funds (NSF). The remaining partial or full amount can be collected at a later time.

The system writes the records for NSF drafts to the following tables:

- A/R Check Detail (F03B14)
- Customer Ledger (F03B11)

Working with NSF drafts consists of:

- ☐ Entering a full NSF draft
- ☐ Entering a partial NSF draft
- ☐ Creating a renewal draft

Entering a Full NSF Draft

A full NSF draft is one you collected for no amount. You can use the NSF feature at any stage of draft processing to reopen the existing invoices and process the draft. If you anticipate that the customer will pay the NSF amount, use the partial NSF feature to create new records for this purpose.

You can renew the draft. Using draft renewal, you can create a new draft to pay the same invoices. For example, if you might need to charge back amounts, such as bank fees. Otherwise, this process will reopen these invoices. If applicable taxes exist, you can manually create journal entries using the current Journal Entry program.

See Also

- *Entering a Partial NSF Draft*
- *Creating a Renewal Draft*

► To enter a full NSF draft

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

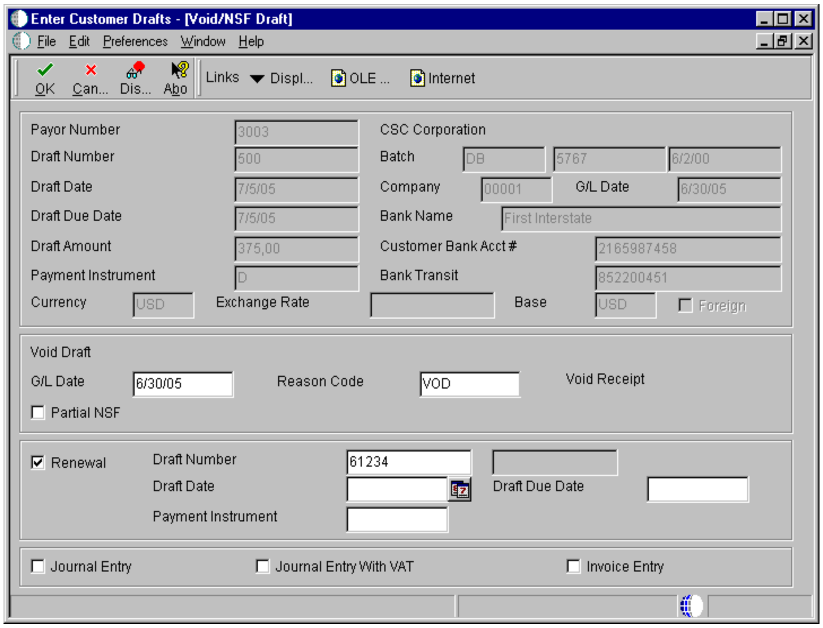
1. On Work With Drafts, follow the steps to locate drafts.

   See *Locating Receipts*.

2. Choose the draft that you want to designate as NSF.

3. From the Row menu, choose NSF.

4. Click OK on the Confirm Delete message box.


Enter Customer Drafts - [Void/NSF Draft]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Payor Number 3003
CSC Corporation
Draft Number 500
Batch DB 5767 6/2/00
Draft Date 7/5/05
Company 00001
G/L Date 6/30/05
Draft Due Date 7/5/05
Bank Name First Interstate
Draft Amount 375,00
Customer Bank Acct # 2165987458
Payment Instrument D
Bank Transit 852200451
Currency USD
Exchange Rate
Base USD
☐ Foreign

Void Draft
G/L Date 6/30/05
Reason Code VOD
Void Receipt
☐ Partial NSF

☑ Renewal
Draft Number 61234
Draft Date
Draft Due Date
Payment Instrument

☐ Journal Entry
☐ Journal Entry With VAT
☐ Invoice Entry

5. On Void/NSF Draft, complete the following fields:

   - G/L Date
   - Reason Code

6. To specify renewal information, complete the following fields:

   - Renewal
   - Draft Number
   - Draft Date
   - Draft Due Date
   - Payment Instrument
   - Exchange Rate

7. To create additional journal entries for bank fees, click the following option:

   - Journal Entry

8. To create additional journal entries with VAT (value added tax), click the following option:

   - Journal Entry With VAT

     Depending on the journal entry option that you select, the appropriate journal entry form appears when you click OK. You can create journal entries for bank fees or any applicable taxes. You must do this manually.

9. To create invoices for charging bank fees, click the following option:

   - Invoice Entry

     If you click the Invoice Entry option, the Standard Invoice Entry form appears when you click OK.

10. Click OK.

    If you specified draft renewal, the Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

    If you do not specify draft renewal, the Draft Entry form does not appear.

Entering a Partial NSF Draft

Rather than reopening invoices paid by a draft that has non-sufficient funds (NSF), you can enter a partial NSF draft for the insufficient or full amount. You can enter a partial NSF draft between remittance and collection stages or after the collection stage of draft processing, but not during the acceptance stage. For example, you might learn that the customer has insufficient funds for a payment after you have remitted the draft to the bank or after you have moved the draft to collection status.

Invoices paid by partial NSF drafts are not reopened. The draft gross amount remains unchanged and the draft unapplied amount is lowered by the NSF amount. If the draft unapplied amount is less than the NSF amount, the system creates a chargeback for the difference.

You can create a renewal draft when you anticipate a future payment for the amount of the NSF draft. The gross amount of the renewal draft will equal the amount of the NSF draft.

When you create a partial NSF draft using the NSF Draft fields, the system:

- Creates a partial NSF detail record in the A/R Check Detail table (F03B14) with a type input code of 30
- Might create a partial-NSF standalone chargeback record in the A/R Check Detail table with a type input code of 36
- Might create a partial NSF standalone chargeback record in the Customer Ledger table (F03B11) with a document type of NP
- Creates a renewal draft in the Receipts Header (F03B13), A/R Check Detail (F03B14), and Customer Ledger (F03B11) tables when you specify a renewal draft
- Applies the renewal draft to the chargeback, where appropriate.
- Records a void reason code of PNS and a G/L date to the original draft in the Receipts Header table (F03B13)

The system includes partial NSF drafts in the regular NSF calculation when you run the A/R Statistical History Refresh program (R03B16). Standalone chargebacks for partial NSF drafts are not included in the A/R Statistical History Refresh.

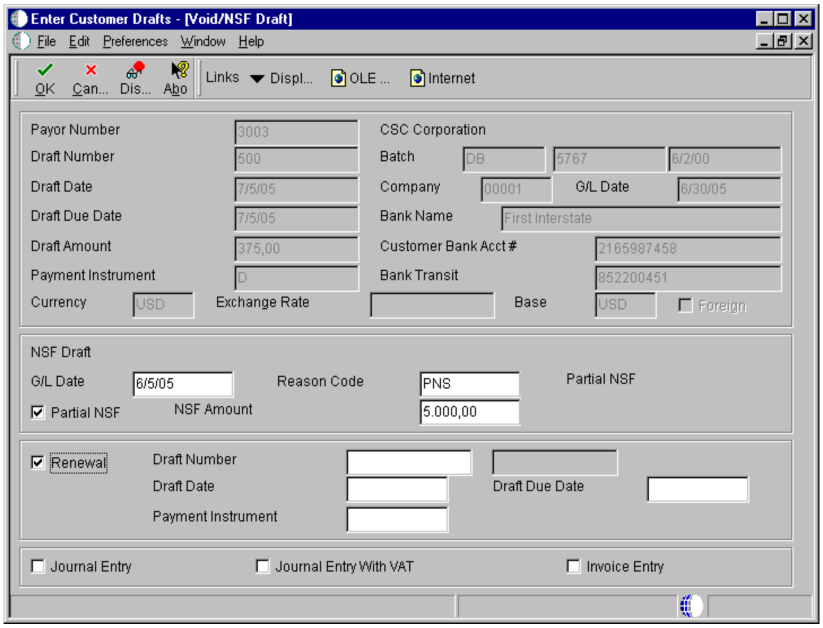
See Also

- *Creating a Renewal Draft*

▶ To enter a partial NSF draft

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to locate drafts.
2. Choose the draft that you want to designate as having insufficient funds.
3. From the Row menu, choose Void/Delete or NSF.
4. Click OK on the Confirm Delete message box.


Enter Customer Drafts - [Void/NSF Draft]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Payor Number 3003

Draft Number 500

Draft Date 7/5/05

Draft Due Date 7/5/05

Draft Amount 375,00

Payment Instrument D

Currency USD

Exchange Rate

CSC Corporation

Batch DB 5767 6/2/00

Company 00001

G/L Date 6/30/05

Bank Name First Interstate

Customer Bank Acct # 2165987458

Bank Transit 852200451

Base USD

☐ Foreign

NSF Draft

G/L Date 6/5/05

Reason Code PNS

Partial NSF

☑ Partial NSF

NSF Amount 5.000,00

☑ Renewal

Draft Number

Draft Date

Draft Due Date

Payment Instrument

☐ Journal Entry

☐ Journal Entry With VAT

☐ Invoice Entry

5. On Void/NSF Draft, complete the following fields:
   - G/L Date
   - Reason Code
6. To specify that the insufficient amount is to be charged back to the customer, activate the following option:
   - Partial NSF
7. Complete the following field:
   - NSF Draft (NSF Amount)

     You can enter the partial or full amount in the NSF Amount field. When using a foreign currency, this field is displayed as Foreign NSF Amount.

If you specified draft renewal, the Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

If you do not specify draft renewal, the Draft Entry form does not appear.

Field	Explanation
NSF Draft	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. ....*Form-specific information*................................. If you activate the Partial NSF option, the system displays the NSF Amount field. When you complete this field, the system creates a partial NSF document type NP for the insufficient amount in the Customer Ledger table (F03B11). If do not activate the Partial NSF option, the system re-opens the invoices paid by this draft for the full amount applied to the draft.

See Also

- *Creating a Renewal Draft*

Creating a Renewal Draft

When you work with drafts having non-sufficient funds (NSF drafts), you can specify that the draft should be renewed. When renewing drafts, the system creates a new draft for the insufficient amount. The system applies this new draft to the reopened invoices or to the chargeback, depending on how the Partial NSF option is set on the Void/NSF form for the record.

▶ To create a renewal draft

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to void or enter NSF drafts.
2. On Void/NSF Draft, to specify renewal information, complete the following fields:
    - Renewal
    - Draft Number
    - Draft Date
    - Draft Due Date

- Payment Instrument
- Exchange Rate

3. To create additional journal entries for bank fees, click the following option:
   - Journal Entry
4. To create additional journal entries with VAT (value added tax), click the following option:
   - Journal Entry With VAT

     Depending on the journal entry option that you select, the appropriate journal entry form appears when you click OK. You can create journal entries for bank fees or any applicable taxes. You must do this manually.
5. To create invoices for charging bank fees, click the following option:
   - Invoice Entry

     If you click the Invoice Entry option, the Standard Invoice Entry form appears when you click OK.
6. Click OK.

   The Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

Working with Draft Remittance

You remit (deposit) the draft to your bank so that it can collect the funds from your customer's bank. In certain countries, draft remittance is an optional step in the draft process.

Working with draft remittance consists of:

- ☐ Creating bank registers for A/R drafts
- ☐ Reviewing and revising bank registers for A/R drafts
- ☐ Remitting drafts
- ☐ Understanding contingent liability

You can remit the draft either electronically or on paper in the form of a bank register. Generally, you must have complete bank account information for your customer in order to use an electronic format. When you do not have complete bank account information for your customer, you can print a bank register to send to your bank.

You can manually create a bank register to use when remitting drafts. Alternatively, you can choose to have the system select the drafts to remit. When you select the drafts to remit, the system groups drafts that have the same due date and payment instrument into a single statement in the register.

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

- Wait until the funds become available on the due date specified by the draft.
- Request an advance from your bank before the due date of the draft. This is called discounting the draft. Typically, banks charge a fee when they advance funds for a draft before its due date. You must account for this fee separately during draft collection.

Creating Bank Registers for A/R Drafts

You can manually create a bank register to use when remitting drafts. This is an optional step in the draft process.

When you create a bank register, you select the drafts to include in the register. Bank registers should include only drafts that you will remit electronically or in the form of a printed register. They can include either regular drafts or discounted drafts, but only one transaction currency for the entire register.

You can have only one register per bank account. If a bank register exists, you can add drafts to it or remove drafts from it. You must completely process one register before you create another.

When you create a bank register, the system:

- Changes the pay status of selected drafts from D (draft accepted) to # (selected for payment).
- Changes the pay status of removed drafts from # (selected for payment) to D (draft accepted).
- Updates the G/L bank account of selected drafts.
- Creates a bank register (batch) containing the drafts you selected. The register number is the batch number concatenated with a five-digit number.

This program updates information in the A/R Check Detail table (F03B14).

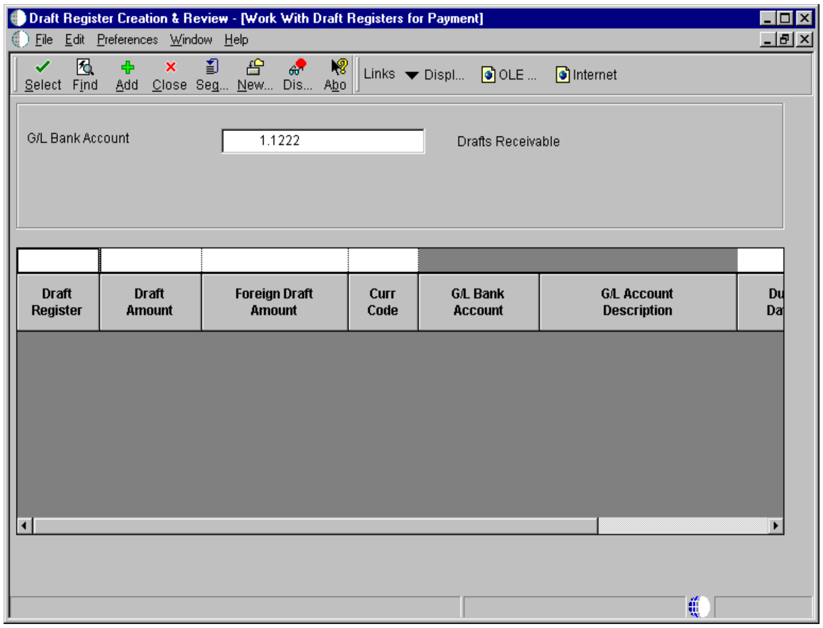
Example: Bank Register

The following example shows how the system groups drafts on the basis of payment instrument and due date.

Draft Due Date	Draft Payment Instrument	Draft Amount	Due Date	Payment Instrument	Register Amount
07/01/05	0	300.00	07/01/05	0	500.00
07/01/05	0	200.00			
07/01/05	2	300.00	07/01/05	2	300.00
08/15/05	2	100.00	08/15/05	2	350.00
08/15/05	2	250.00			

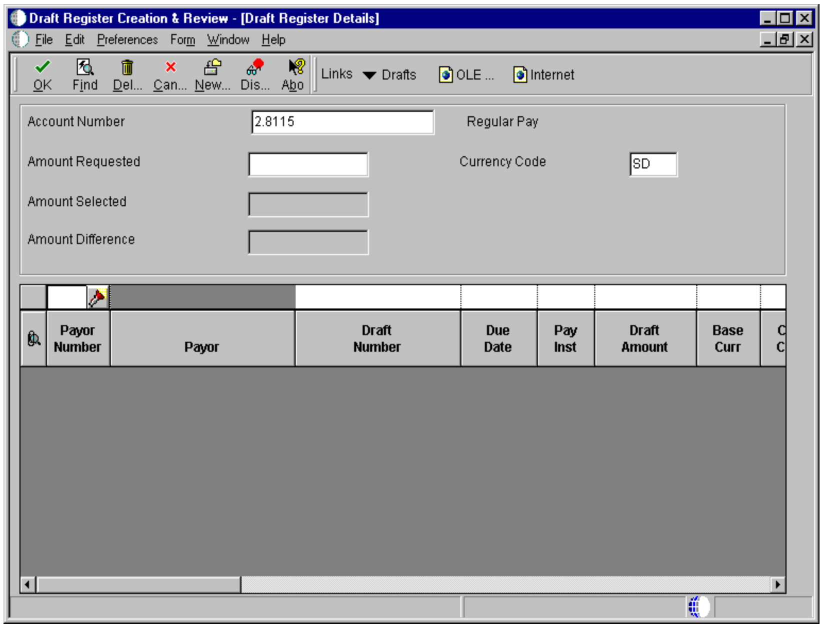
► To create bank registers for A/R drafts

From the Draft Remittance and Collection menu (G03B162), choose Draft Register Creation and Review.


Draft Register Creation & Review - [Work With Draft Registers for Payment]
File Edit Preferences Window Help
Select Find Add Close Seq... New... Dis... Abo
Links Displ... OLE ... Internet
Draft Register
Draft Amount
Foreign Draft Amount
Curr Code
G/L Bank Account
G/L Account Description
Du Da

G/L Bank Account: 1.1222 Drafts Receivable

1. On Work With Draft Registers for Payment, to determine whether a bank register exists, complete the following field and click Find:
   - G/L Bank Account
2. Click Add to create a new bank register.


Draft Register Creation & Review - [Draft Register Details]
File Edit Preferences Form Window Help
OK Find Del... Can... New... Dis... Abo
Links Drafts OLE ... Internet
Payor Number
Payor
Draft Number
Due Date
Pay Inst
Draft Amount
Base Curr
C C

Account Number: 2.8115 Regular Pay

Amount Requested:

Currency Code: SD

Amount Selected:

Amount Difference:

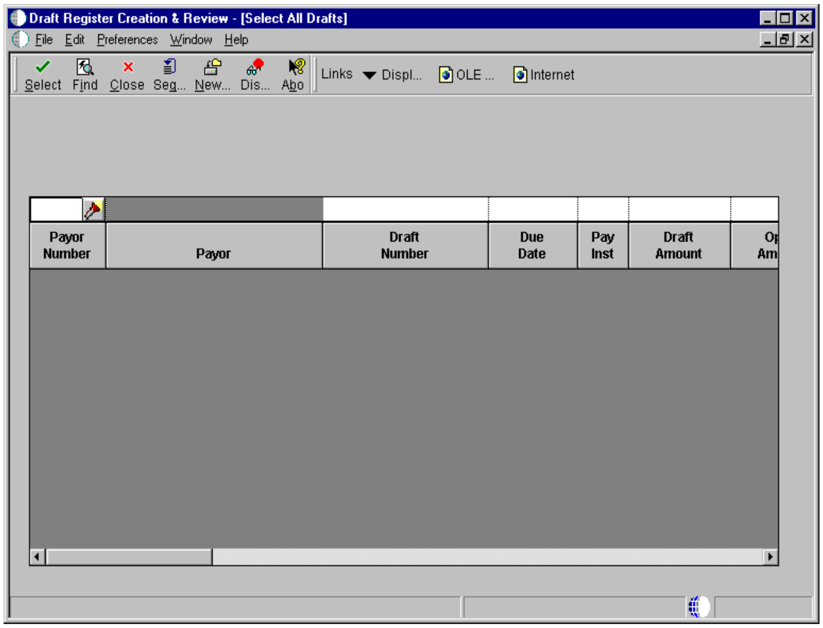
3. On Draft Register Details, complete the following fields:
   - Account Number

- Currency Code

4. Complete the following optional field:

   - Amount Requested

5. From the Form menu, choose Drafts.


Draft Register Creation & Review - [Select All Drafts]
File Edit Preferences Window Help
Select Find Close Seq... New... Dis... Abo
Links Displ... OLE ... Internet
Payor Number
Payor
Draft Number
Due Date
Pay Inst
Draft Amount
Op Am

6. On Select All Drafts, choose the individual drafts that you want to pay from this account, and click Select.

7. On Draft Register Details, click OK.

Field	Explanation
Account Number	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Standard account number (business unit. object .subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.

Field	Explanation
Amount Requested	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.

Reviewing and Revising Bank Registers for A/R Drafts

You can use Draft Register Creation and Review to change registers for a specific bank account and date range.

Because you can have only one register per bank account, locating a bank account shows its register. Draft Register Creation and Review shows information for active registers. That is, you can review information only for registers you have created but not yet remitted to your bank.

This program displays and updates information in the Receipts Header table (F03B13).

► To review and revise A/R draft bank registers

From the Draft Remittance and Collection menu (G03B162), choose Draft Register Creation and Review.

1. On Work With Draft Registers for Payment, complete the following field and click Find:
   - G/L Bank Account
2. Review the information in the following fields:
   - Draft Amount
   - Due Date
3. Choose the draft register and click Select.
4. On Draft Register Details, review the information in the following fields:
   - Payor
   - Payment Instrument

   - Company
   - Bank Transit
   - Cust Bank Acct #

5. To add a draft to the register, choose Drafts from the Form menu and follow the steps for creating a bank register.

   See *Creating Bank Registers for A/R Drafts.*

6. To delete a draft from the register, highlight the draft you want to delete and click Delete.

Remitting Drafts

From the Draft Remittance and Collection menu (G03B162), choose Draft Remittance.

You remit (deposit) drafts to your bank so that it can collect the funds from your customer's bank. You can remit drafts either electronically or on paper in the form of a bank register. Generally, you must have complete bank account information for your customer in order to use an electronic format. When you do not have complete bank account information for your customer, you can print a bank register to send to your bank.

The electronic remittance format for OneWorld creates Text File Processor batches that contain the remittance information. The system stores the batches in the following tables:

- Text Processor Header (F007101)
- Text Processor Detail (F00711)

The Text File Processor assigns the batch number from Next Numbers 00/07. See *Setting Up Next Numbers* for more information.

You can run this batch process in either proof or final mode.

Proof mode	In proof mode, the system: • Selects accepted draft, that is, drafts that have been accepted but not yet submitted to your bank for collection • Verifies the G/L date against the company G/L period • Prints reports

Final mode

In final mode, the system works in the same way as proof mode except that it also:

- Changes the payment status of the draft to G (draft deposited not due)
- Creates journal entries to debit drafts remitted and credit drafts receivable when posted
- If you select an electronic version, creates a tape table that you can copy to tape or diskette and send to your bank

J.D. Edwards recommends that you run this process in proof mode before running it in final mode. This allows you to review and correct errors prior to updating records. If the system finds errors when running the report in final mode, it prints an error message on the report and does not create journal entries.

After you remit drafts, you approve and post journal entries to the general ledger. The system creates a journal entry to credit drafts receivable and debit drafts remitted.

This program updates and creates information in the Customer Ledger (F03B11), Receipts Header (F03B13), and A/R Check Detail (F03B14) tables. The electronic versions of this program write information to the Magnetic Draft Remittance table (F03672). This table indexes records by user ID, program ID, version ID, and payment ID.

See Also

- *Electronic Formats and the Euro* in the *Euro Implementation Guide* for information about country-specific formats that handle draft remittance in the euro

Processing Options for Draft Remittance

```
Proof/Final

1. Enter a ’1’ to run in Final Mode.
    This will update the draft to
    remitted status.  Default of blank
    would print the report only
```

As Of Date

2. Enter “As Of” date to process. All drafts due on or before this date will be processed. If left blank, the current system date will be used.

Bank

3. Enter a blank to indicate the process is without a Register, ’1’ to indicate the process is with Register.

4. Enter the G/L Bank Account that the drafts will be remitted to. Note: If an account is entered here then the processing option 3 should indicate that it is without register.

G/L Remittance

5. Specify which G/L Account from AAI’s to use for Drafts: Remitted “blank” = Cashed (RD2x) ’1’ = Discounted (RD3x) ’2’ = Contingent (RD4x)

6. Enter an override Drafts Remitted Account number. The AAI’s will be ignored if an account is entered here.

7. Enter an account number to override RD4 AAI’s Account Number. If left balnk a RD4 AAI’s will be use.

G/L Date

8. Enter the G/L Date for the Journal Entries created. If left blank, the system date will be used.

Maximum

9. Enter the Maximum Amount of the accumulated drafts.

```
Minimum

10. Enter the Minimum Amount for the
    Remittance Process.

                                                         ____________


Paper/Tape

11. Enter the Program and Version to do
    the Paper Or Tape Remittance.

                                                         ____________
                                                         ____________


Custom Report

12. Enter a Program ID and Version ID to
    submit a custom remmittance report

      Program ID                                         ____________
      Version ID                                         ____________
```

What You Should Know About Processing Options

Custom Report (12)	The program for which you specify program ID and version ID is a client-specific, custom program.

Data Selection for Draft Remittance

You can change the data selection for Payment Instrument. The DEMO versions of this report are set to select drafts using G/L Bank Account. You can add other selection criteria. For example, you can select drafts on the basis of the payment instrument.

If you encounter errors when running Draft Remittance, do the following:

- Verify that you selected the correct version.
- Verify that the G/L date you entered for processing option is correct
- Verify that the data selection includes the draft that you are attempting to include
- If you used Draft Selection for Bank Payment to create a register manually, verify that the “as of” date you entered in the processing options is the same as or later than the latest draft due date in the register

Understanding Contingent Liability

You can request an advance from your bank before the due date of the draft. This is called discounting a draft. When a draft is discounted, some countries require businesses to recognize a contingent liability until the maturity date of the draft, as follows:

- Before the due date of the draft, recognize the draft as cash and offset the amount as a contingent liability.
- On the due date of the draft, close the contingent liability by processing the collection.

You create journal entries for contingent liability when you remit a draft. When you collect the draft, the system reverses these journal entries.

To create journal entries for contingent liability, use the G/L Remittance processing options for Draft Remittance. When you use one of these processing options to specify a G/L account for contingent liability, the system creates two sets of journal entries:

- Debit drafts remitted and credit drafts receivable. This is the journal entry required by all remittances.
- Debit the G/L bank account and credit drafts contingent liability. This is the additional journal entry required for contingent liability.

When your bank collects the draft, the system recognizes the existence of the contingent liability and clears the contingent liability account.

Working with Draft Collection

From the Draft Remittance and Collection menu (G03B162), choose Draft Collection with Status Update.

Your bank collects the funds for the draft from the customer's bank on the due date of the draft. Your bank informs you if it cannot collect the funds. On or after the due date, both you and your customer recognize the transfer of cash. You update the status of the draft in your records to show that it has been collected.

Some companies prefer to close the draft on the draft due date, while others wait until the payment appears on their bank statement. Depending on your company policy, do one of the following:

- Run Status Update with Journal Entries on the draft due dates to create journal entries.
- Run Status Update without Journal Entries on the draft due dates using a pay status code of something other than P (paid). After you verify that payments have been collected, run Status Update with Journal Entries.

Additionally, your bank might assess fees for draft collection. Typical fees include charges for incomplete bank information, discounted drafts, and commissions. In addition, the tax regulations in certain countries might require that VAT be assessed on these fees. You account for all fees by creating a separate journal entry on Journal Entry With VAT Tax.

You can run this batch process in either proof or final mode.

Proof mode	In proof mode, the system: • Selects drafts with a remitted to bank status, that is, drafts that have been remitted but not yet collected. • Prints a report that shows the drafts to be updated. It shows all drafts that have a payment status of G (draft deposited not due) with a due date that you specify in a processing option.

Final mode	In final mode, the system works in the same way as proof mode except that it changes the pay status of drafts to P (paid) or to another value that you choose. After you collect drafts, you approve and post journal entries to the general ledger. You must run the program using this option in order to close your drafts. The system creates a journal entry to debit a cash account and credit drafts remitted. If the draft was created with a contingent liability, the system clears that account.

This process updates records in the Customer Ledger, Receipts Register, and Receipts Application Detail tables, and creates records in the Receipts Application Detail table.

Processing Options for Draft Collection with Status Update

```
Proof / Final

1.  Enter a '1' to run in the Final
    Mode.  Default of blank will print
    the report only.

                                                ____________

As Of Date

2. Enter the "As of" date to
    process.
        All drafts due on or before this
    date
        will be processed.  If left
    blank,
        the current system date will be
    used.

                                                ____________

G/L Date

3. Enter the G/L date for the
    Journal
         Entries.  If left blank, the
    system
         date will be used.

                                                ____________

4.  Enter a '1' to calculate the G/L
    Date
     by adding the Float Days for the
```

bank account to the Net Due Date. Leave blank to use the option above to calculate GL Date

5. Enter a “1”, if you want to calculate G/L Date entering Float days and to select drafts by pay instruments. If you use this option, all of the option above will be ignored.

6.Enter number of float days to add the the Drafts Due Date to calculate G/L Date.If you select option above, you must enter number of float days.

7.Enter payment instrument type to select drafts by Pay Instruments. If option ’5’ is selected, you must enter a valid Pay Instruments Type.

Payment Instrument

Pay Status

8. Enter the Pay Status to update the the draft records. If left blank, the pay status will be updated with ’P’ (Paid).

Pay Status Code

9. Enter a ’1’ to update the pay status of the draft in the Journal Ledger File without closing the Drafts. A blank would close the Draft.

Exchange Rate

10. Enter the currency exchange rate to be used. This rate is between the currency being processed and the currency of the bank account. If left blank, the rate will be derived from the exchange rate information.

Exchange Rate Override

Data Selection for Draft Collection with Status Update

Typically, you select drafts for collection on the basis of payment instrument.

See Also

- *Entering Journal Entries with VAT* in the *General Accounting Guide*

Approving and Posting A/R Drafts

The system creates journal entries for the following draft operations:

Draft acceptance	Debits the drafts receivable account and credits an A/R trade account
Draft remittance	Debits drafts remitted and credits drafts receivable
Draft collection	Debits a cash account and credits drafts remitted

You can post these journal entries after each operation, at any time during the draft cycle, or at the end of the draft cycle.

Approving and posting A/R drafts consist of:

- ☐ Reviewing and approving journal entries for A/R drafts
- ☐ Reviewing and revising draft batches
- ☐ Posting journal entries for A/R drafts

Reviewing and Approving Journal Entries for A/R Drafts

From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.

You review journal entries to verify that they debit and credit the correct G/L accounts. After you review journal entries, you might need to approve them prior to posting. This depends on whether your company requires management approval before posting a batch.

All J.D. Edwards journal review programs work the same way. Draft Journal Review displays only records with a batch type of DB (drafts).

See Also

- *Reviewing Invoices*

- *Approving Invoice Batches*

Reviewing and Revising Draft Batches

After entering drafts and before posting them to the general ledger, you can verify their accuracy and review or revise entries, such as the A/R trade account for an accepted draft. You can:

- Revise draft batches
- Review G/L information for drafts
- Review draft detail information

All J.D. Edwards journal review programs work the same way. The Work with Batches form displays a batch type of DB (drafts).

Draft batches information is maintained in the following tables:

- Batch Control (F0011)
- Customer Ledger (F03B11)
- Receipts Header (F03B13)
- A/R Check Detail (F03B14)
- Account Ledger (F0911)

► To revise draft batches

From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.

1. On Draft Journal Review, locate the draft batch and click Select.
2. On Work with Drafts Journal Review, to revise the draft, choose the draft and then choose Revise from the Row menu.
3. On Draft Entry, revise draft information as needed.

► To review G/L information for drafts

From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.

1. On Work with Drafts Journal Review, to revise draft information, choose Revise from the Row menu.
2. On Work with Drafts Journal Review, to review G/L information, choose G/L Review from the Row menu.

► To review draft detail information

From the Draft Daily Operations menu (G03B161), choose Draft Journal Review.

1. On Draft Journal Review, locate the draft batch and click Select.
2. On Work with Drafts Journal Review, select a draft and choose Detail from the Row menu.

Posting Journal Entries for A/R Drafts

From the Draft Daily Operations menu (G03B161), choose Post Drafts to G/L

After you review and approve journal entries, you must post them to the general ledger. The posting process debits and credits G/L accounts.

All J.D. Edwards post programs work the same way. The Post program for A/R drafts has the processing option for batch selection set to DB (draft receipts). You should not change this.

See Also

- *Posting Invoices*

Automatic Payment Processing

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

The following graphic illustrates the automatic payments process.

Step 1

Set up auto withholding.

Step 2

Run Cash Requirements report.

Step 3

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

Step 4

Create payment groups.

Step 5

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

Step 6

Work with payment groups.

Step 7

Write payment/copy to tape.

Step 8

Update payment.

Step 9

Review payment register.

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

Before You Begin

- ☐ You must run the Italian Bank Number Conversion program (R74800). See *Converting Bank Numbers*.

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

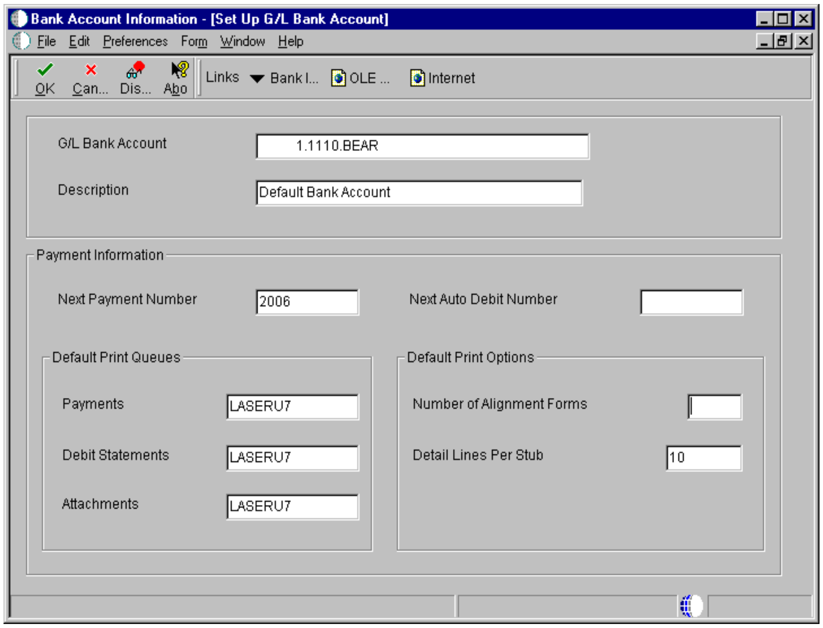
See Also

- *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.


Bank Account Information - [Set Up G/L Bank Account]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Bank I...
OLE ...
Internet
Payment Information
Default Print Queues
Default Print Options

G/L Bank Account: 1.1110.BEAR
Description: Default Bank Account
Next Payment Number: 2006
Next Auto Debit Number:
Payments: LASERU7
Debit Statements: LASERU7
Attachments: LASERU7
Number of Alignment Forms:
Detail Lines Per Stub: 10

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.

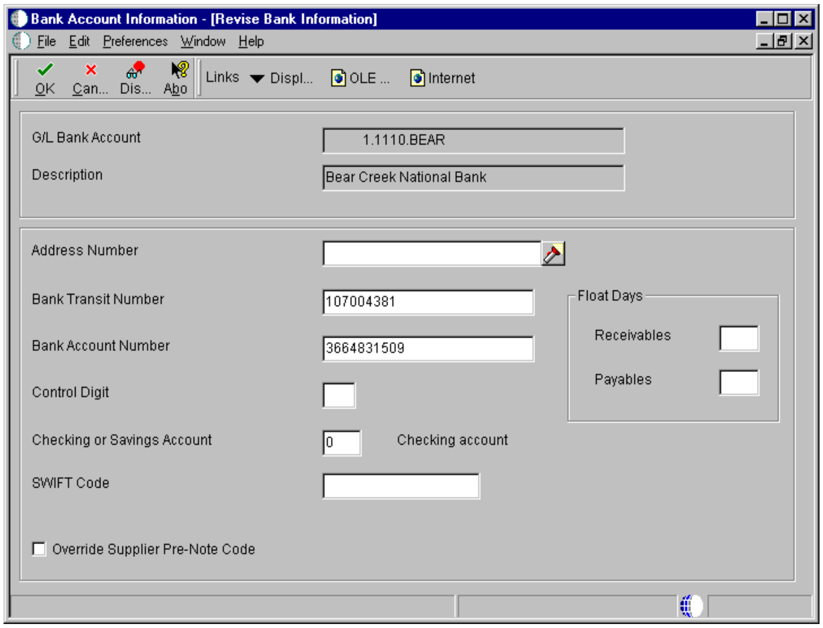
When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

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.



Bank Account Information - [Revise Bank Information]

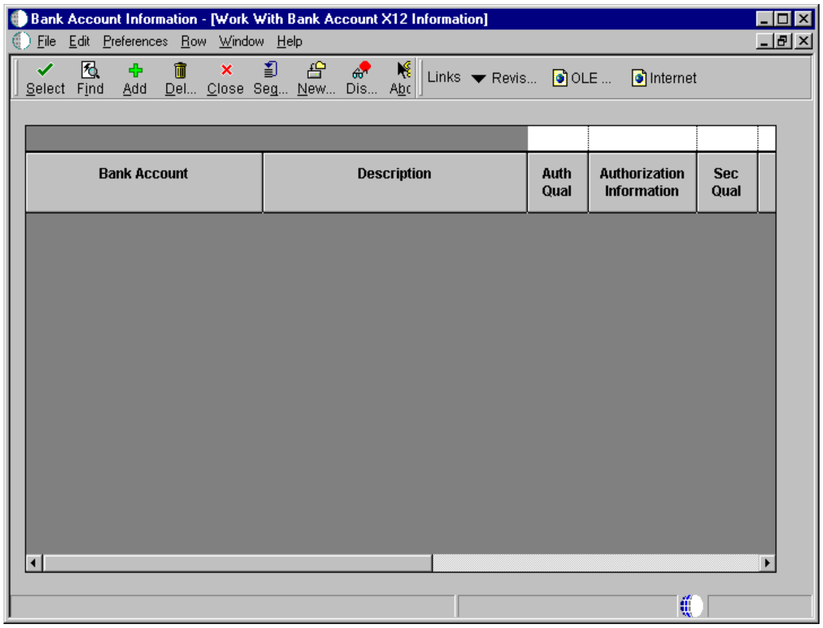
G/L Bank Account: 1.1110.BEAR
Description: Bear Creek National Bank
Address Number:
Bank Transit Number: 107004381
Bank Account Number: 3664831509
Control Digit:
Checking or Savings Account: 0 Checking account
SWIFT Code:
Receivables:
Payables:
☐ Override Supplier Pre-Note Code

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

- Reference/Roll Number
- Bank Reference Name

9. To return to Work with G/L Bank Accounts, click OK.

10. To enter account information for CTX bank tapes, choose X12 info from the Form menu, and then click Add.


Bank Account Information - [Work With Bank Account X12 Information]
File Edit Preferences Row Window Help
Select Find Add Del... Close Seq... New... Dis... Abc
Links Revis... OLE ... Internet
Bank Account
Description
Auth Qual
Authorization Information
Sec Qual

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. Valid values are: blank Checking account 0 Checking account 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. 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. Valid values in WorldSoftware are: blank Use the Pre-Note code assigned to the supplier. 1 Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. For OneWorld software, designate whether to override the Pre-Note code with a check mark. On Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. Off Use the Pre-Note code assigned to the supplier.
Auth Qual	Code to identify the type of information in the Authorization Information. X12 standard information used in payments.
Authorization Information	Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier. X12 standard information for payments.

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

Working with Payment Instruments

Working with payment instruments includes the following tasks:

- ☐ Working with Italian payment formats
- ☐ Setting up payment instruments

Working with Italian 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 that you use.

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

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

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

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

Assign the following programs to payment instruments for Italy:

Payment formats	Specify the following Write Programs to generate payment formats for Italy: • P04572I1 for electronic fund transfer format (diskette) • P04572I2 for check format Note: The electronic funds transfer format for Italy accepts a maximum of five payment details because the Write Program (P04572I1) writes a detail record in each record 60 of which there can be a maximum of five. You must manually control the number of payments that you include in the payment control group. The P04572I1 format has been enhanced to support the euro.
Registers	Specify Register Program (P04576I) to generate the payment register for electronic fund transfer and check formats in Italy.

Before You Begin

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

Processing Options for Create A/P Bank Tape - Italy (R04572I1)

Date

Enter a '1' to print value date.
Default = blank will print due date.

Due Date or Value Date ____________

Tape

1. Enter the following defaults

Device Name ____________
Tape Density ____________
Label Name ____________
Block Size ____________
New Volume Name ____________

Tape (more)

New Owner ID ____________
File Name ____________

```
Currency

      Enter the currency code that is              ____________
      used in your system to identify
      the EURO.
```

Processing Options for A/P Print Payments - Checks - Italy (R04572I2)

```
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)                      ____________

Print

1. Enter the Forms Type for the payments
    spool file. If left blank the
    default is 'APCHECKS'

      Form Type (FUTURE)                           ____________
```

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.

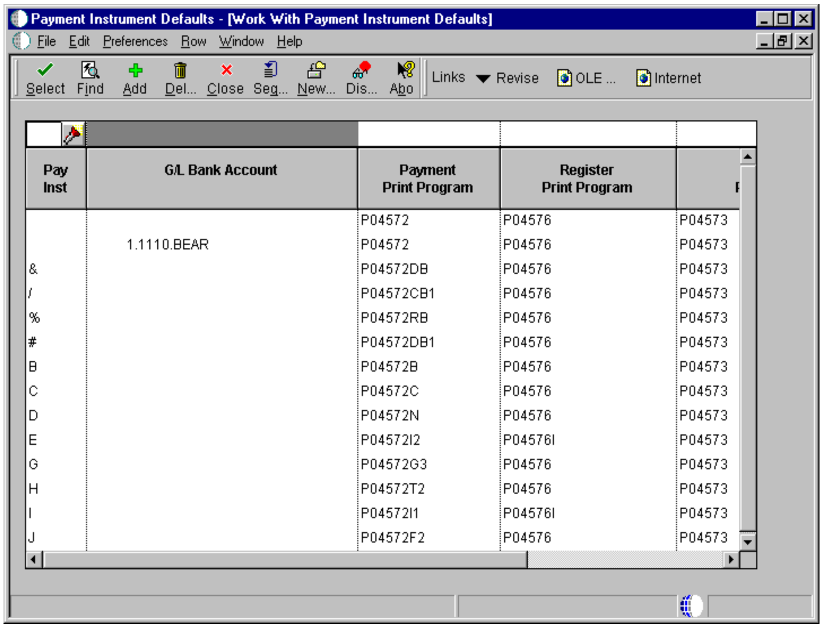
The Payment Instrument Defaults program includes all of the default programs associated with each component. The data is stored in the A/P Payments - Default Print and Update table (F0417).

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).

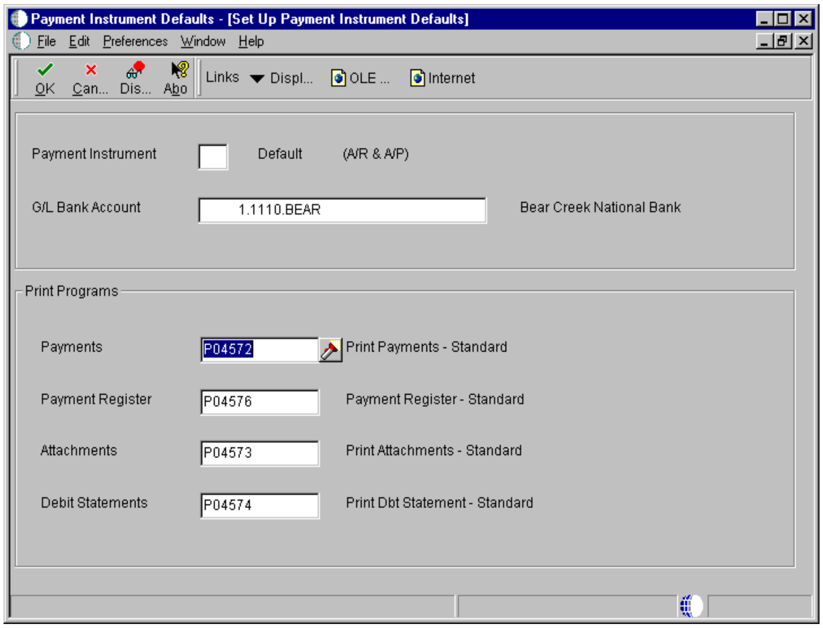
A debit statement is another type of payment instrument and is used to notify suppliers when you have overpaid them. By assigning a program to the debit statement component, you can print a separate debit statement form with a payment. A debit statement is automatically generated if debit memos and open 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.


Payment Instrument Defaults - [Work With Payment Instrument Defaults]
File Edit Preferences Row Window Help
Select Find Add Del... Close Seg... New... Dis... Abo
Links Revise OLE ... Internet

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		P04572I2	P04576I	P04573
G		P04572G3	P04576	P04573
H		P04572T2	P04576	P04573
I		P04572I1	P04576I	P04573
J		P04572F2	P04576	P04573

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


Payment Instrument Defaults - [Set Up Payment Instrument Defaults]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Print Programs

Payment Instrument		Default (A/R & A/P)
G/L Bank Account	1.1110.BEAR	Bear Creek National Bank
Payments	P04572	Print Payments - Standard
Payment Register	P04576	Payment Register - Standard
Attachments	P04573	Print Attachments - Standard
Debit Statements	P04574	Print Dbt Statement - Standard

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

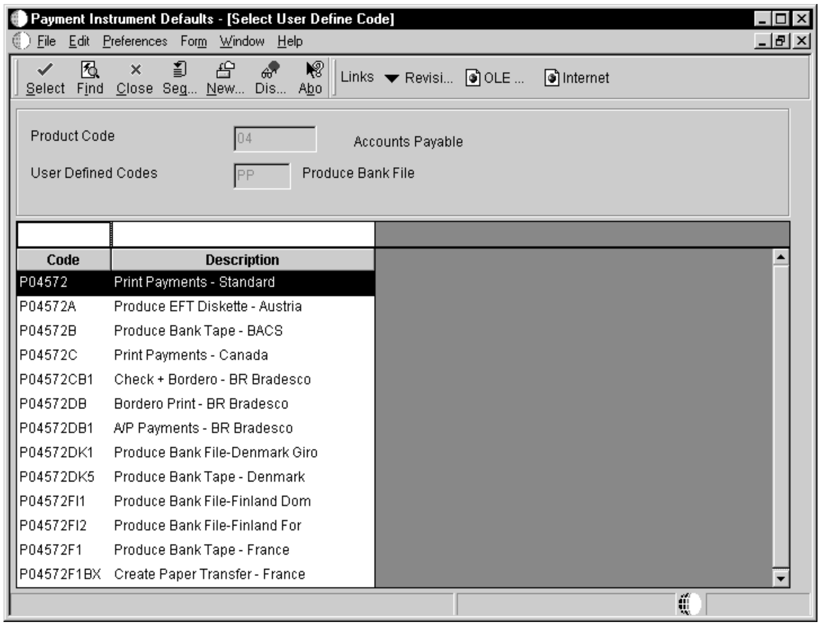
   - Payments
   - Payment Register
   - Attachments
   - Debit Statements

     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.


Payment Instrument Defaults - [Select User Define Code]
File Edit Preferences Form Window Help
Select Find Close Seq... New... Dis... Abo
Links Revisi... OLE ... Internet

Product Code 04 Accounts Payable

User Defined Codes PP Produce Bank File

Code	Description
P04572	Print Payments - Standard
P04572A	Produce EFT Diskette - Austria
P04572B	Produce Bank Tape - BACS
P04572C	Print Payments - Canada
P04572CB1	Check + Bordero - BR Bradesco
P04572DB	Bordero Print - BR Bradesco
P04572DB1	A/P Payments - BR Bradesco
P04572DK1	Produce Bank File-Denmark Giro
P04572DK5	Produce Bank Tape - Denmark
P04572FI1	Produce Bank File-Finland Dom
P04572FI2	Produce Bank File-Finland For
P04572F1	Produce Bank Tape - France
P04572F1BX	Create Paper Transfer - France

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.

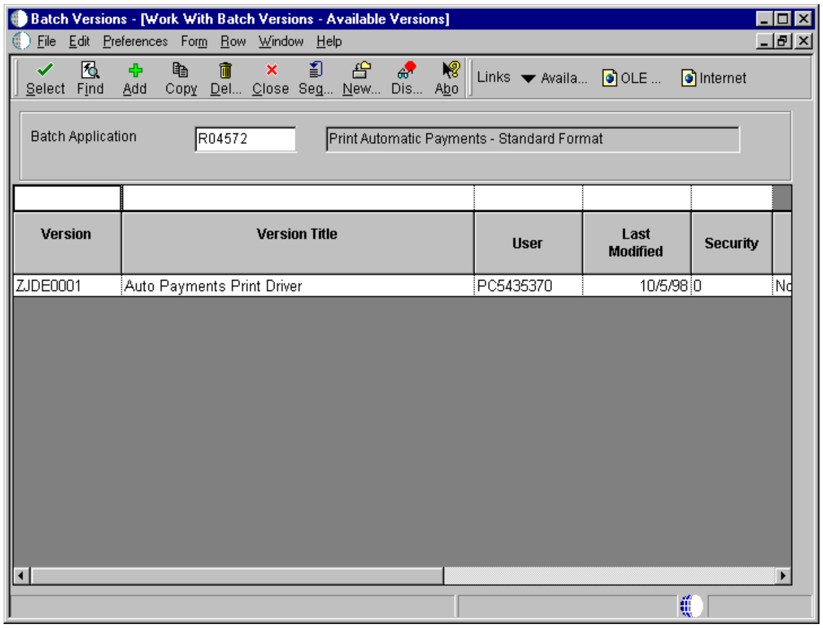
▶ To revise processing options for payment instrument formats

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


Batch Versions - [Work With Batch Versions - Available Versions]
File Edit Preferences Form Row Window Help
Select Find Add Copy Del... Close Seq... New... Dis... Abo
Links Availa... OLE ... Internet

Batch Application R04572 Print Automatic Payments - Standard Format

Version	Version Title	User	Last Modified	Security	
ZJDE0001	Auto Payments Print Driver	PC5435370	10/5/98	0	Nc

2. Choose the version.

3. From the Row menu, choose Processing Options.

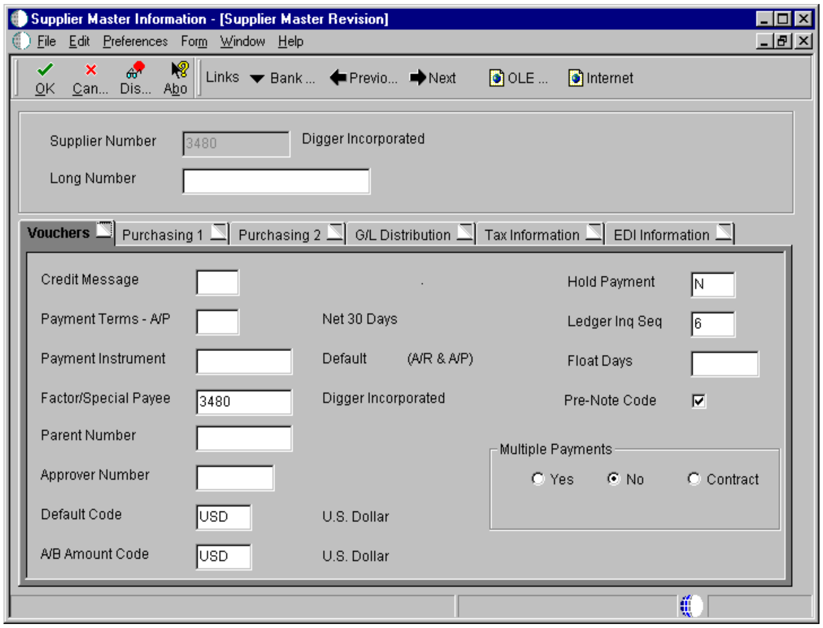
4. Revise the processing options, as necessary.

▶ 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.


Supplier Master Information - [Supplier Master Revision]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Bank ...
Previo...
Next
OLE ...
Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information
Multiple Payments

Supplier Number 3480 Digger Incorporated

Long Number

Credit Message

Payment Terms - A/P Net 30 Days

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

Factor/Special Payee 3480 Digger Incorporated

Parent Number

Approver Number

Default Code USD U.S. Dollar

A/B Amount Code USD U.S. Dollar

Hold Payment N

Ledger Inq Seq 6

Float Days

Pre-Note Code ☑

Multiple Payments ○ Yes ● No ○ Contract

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.

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).

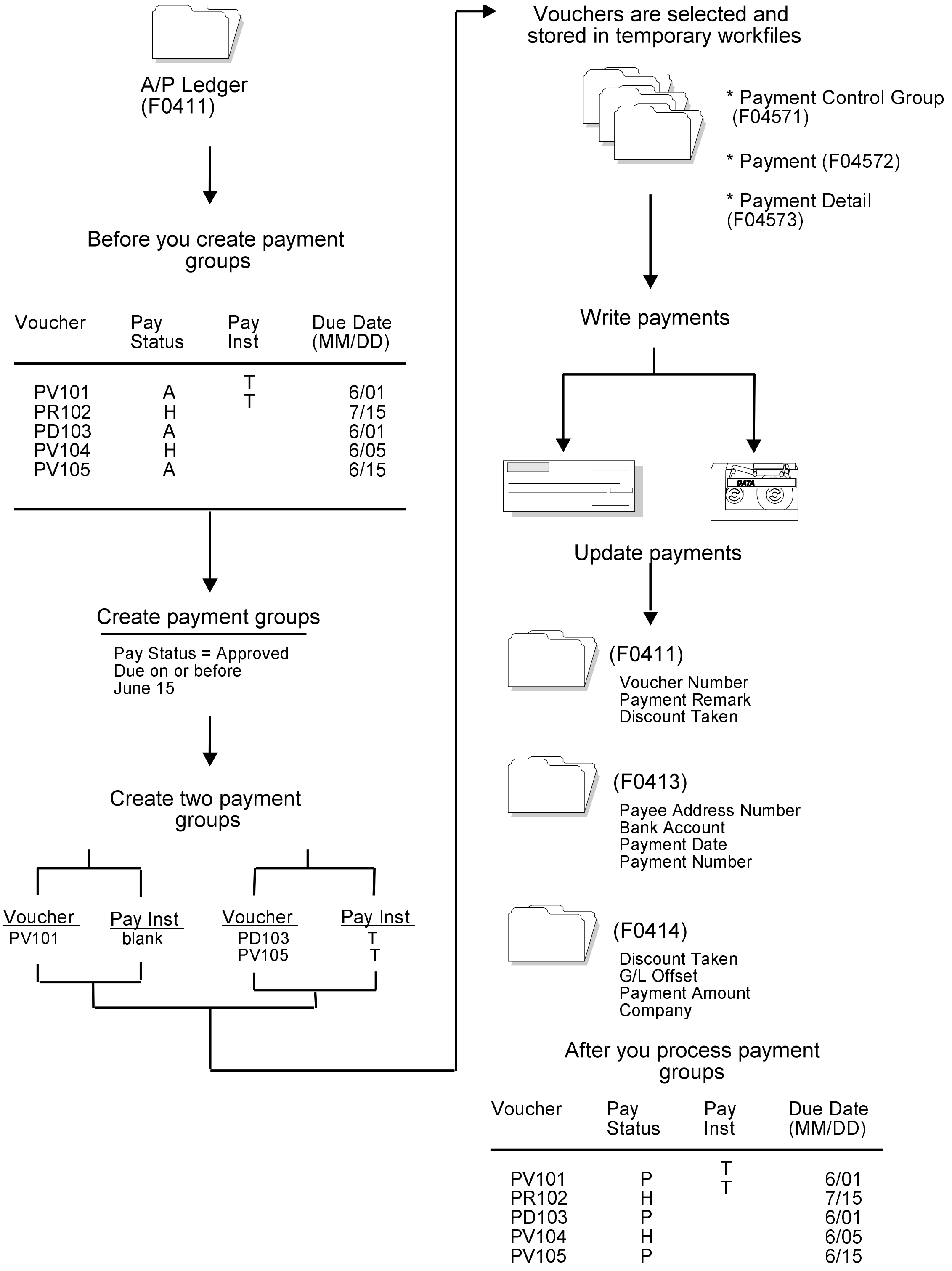
4. Changes the pay status of selected vouchers from A to # (payment in-process).

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
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
PV105
T
T
Vouchers are selected and stored in temporary workfiles
* Payment Control Group (F04571)
* Payment (F04572)
* Payment Detail (F04573)
Write payments
DATA
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

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

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

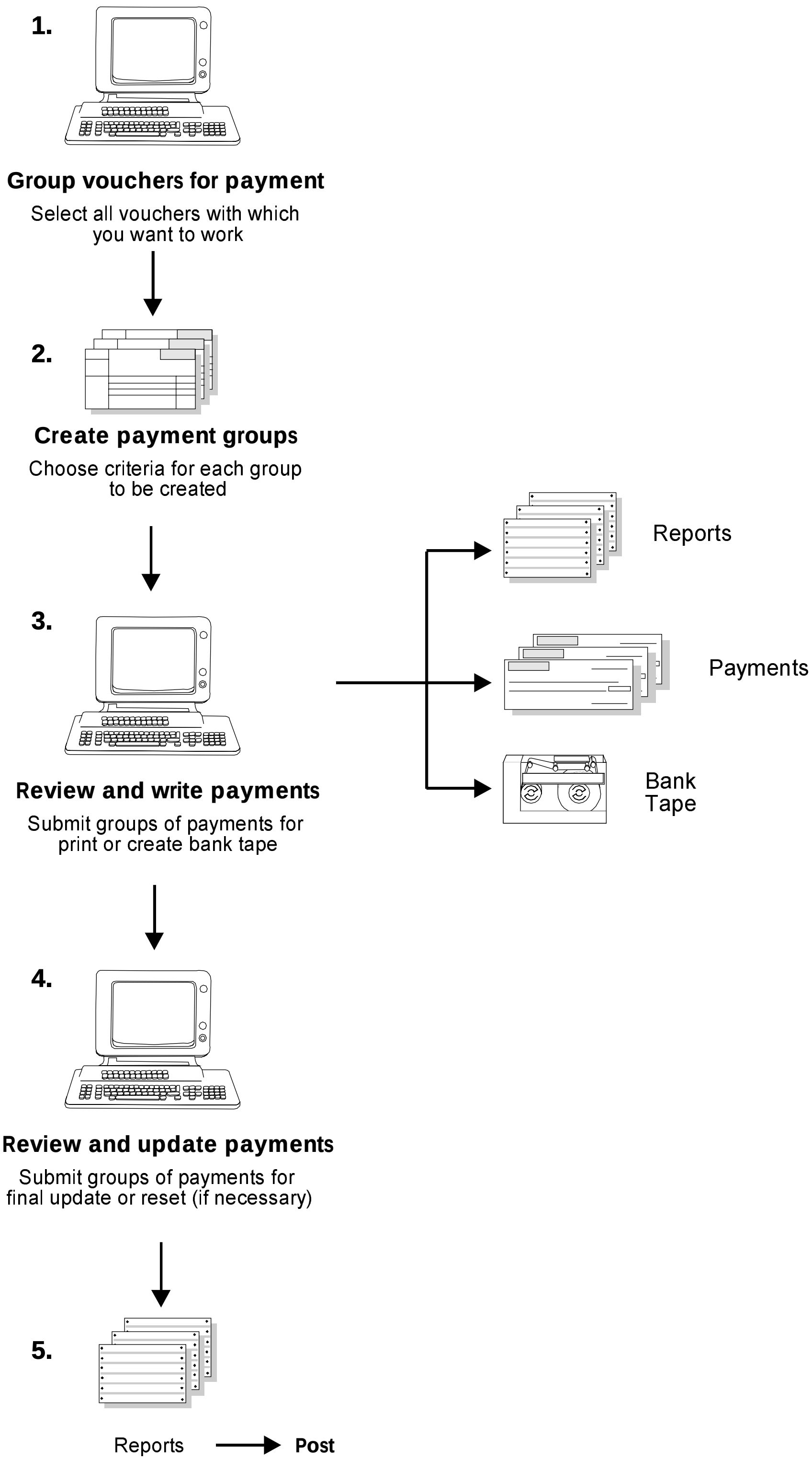
When you work with payment groups, you work with pay items that are at one of the following statuses:

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
3.
Review and write payments
Submit groups of payments for print or create bank tape
Reports
Payments
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                                 ____________
```

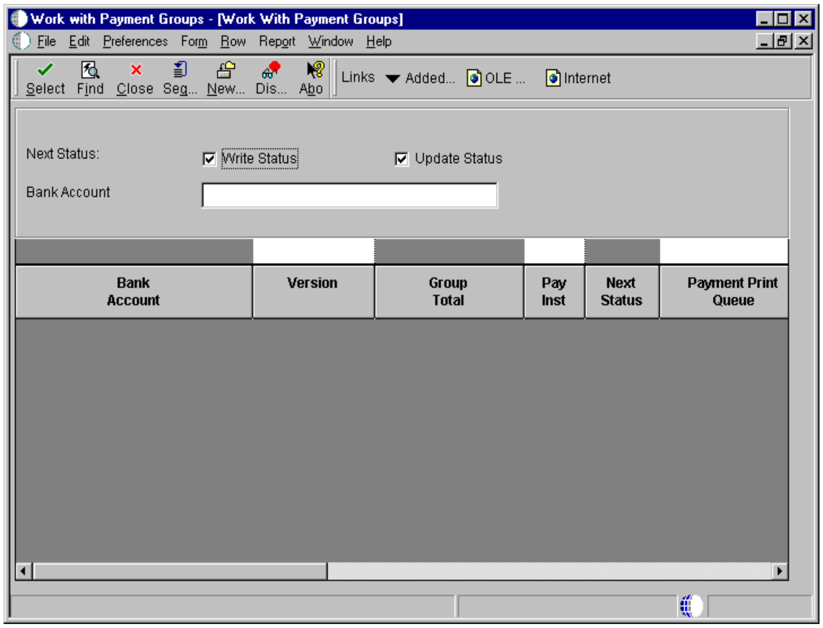
Reviewing Payment Groups

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.

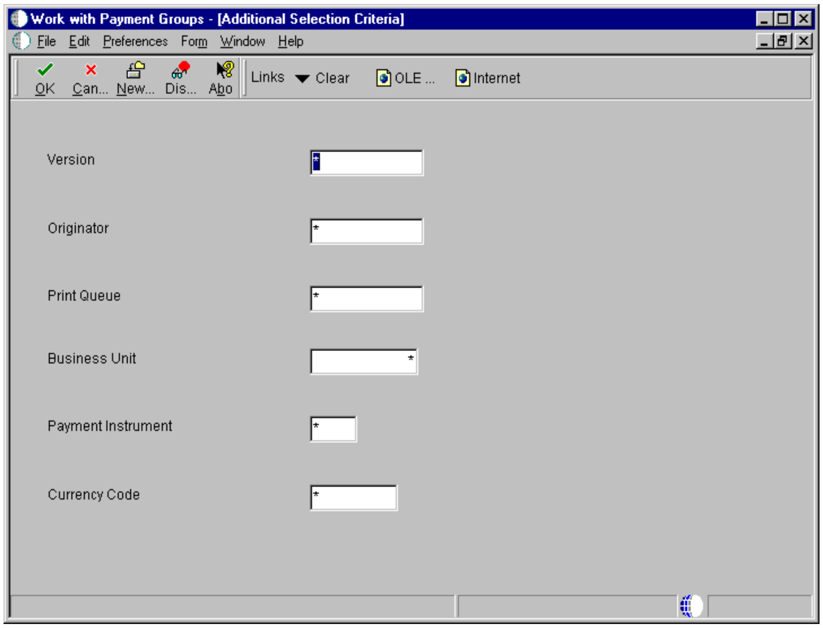

Work with Payment Groups - [Work With Payment Groups]
File Edit Preferences Form Row Report Window Help
Select Find Close Seq... New... Dis... Abo
Links Added... OLE ... Internet

Next Status: ☑ Write Status ☑ Update Status

Bank Account

Bank Account	Version	Group Total	Pay Inst	Next Status	Payment Print Queue

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.


Work with Payment Groups - [Additional Selection Criteria]
File Edit Preferences Form Window Help
OK Can... New... Dis... Abo
Links Clear OLE ... Internet

Version *

Originator *

Print Queue *

Business Unit *

Payment Instrument *

Currency Code *

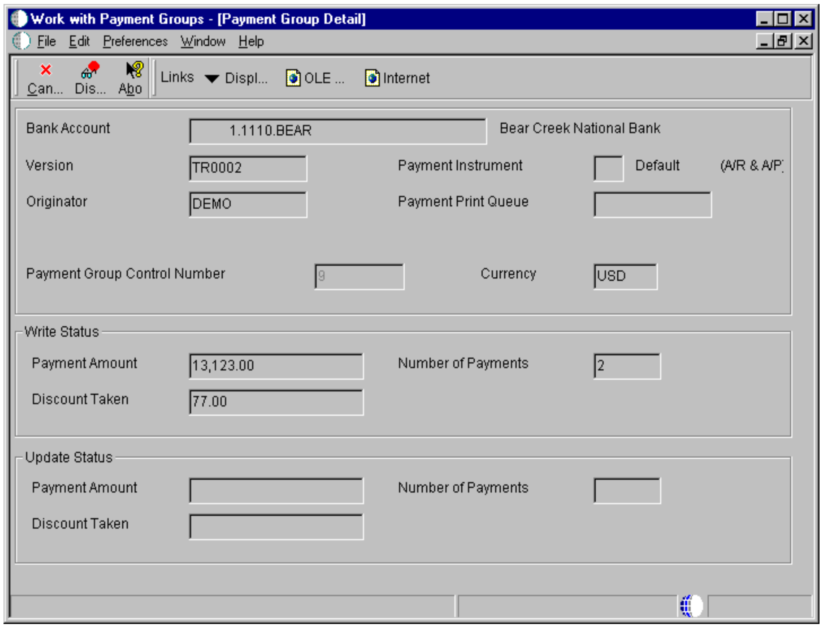
5. On Additional Selection Criteria, complete any of the following fields and click OK:

   - 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.



Bank Account: 1.1110.BEAR Bear Creek National Bank

Version: TR0002

Payment Instrument: ☐ Default (A/R & A/P

Originator: DEMO

Payment Print Queue:

Payment Group Control Number: 9

Currency: USD

Write Status

Payment Amount: 13,123.00

Number of Payments: 2

Discount Taken: 77.00

Update Status

Payment Amount:

Number of Payments:

Discount Taken:

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

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

Reviewing Payments with a Write Status

Before you write payments, you can do the following:

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

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

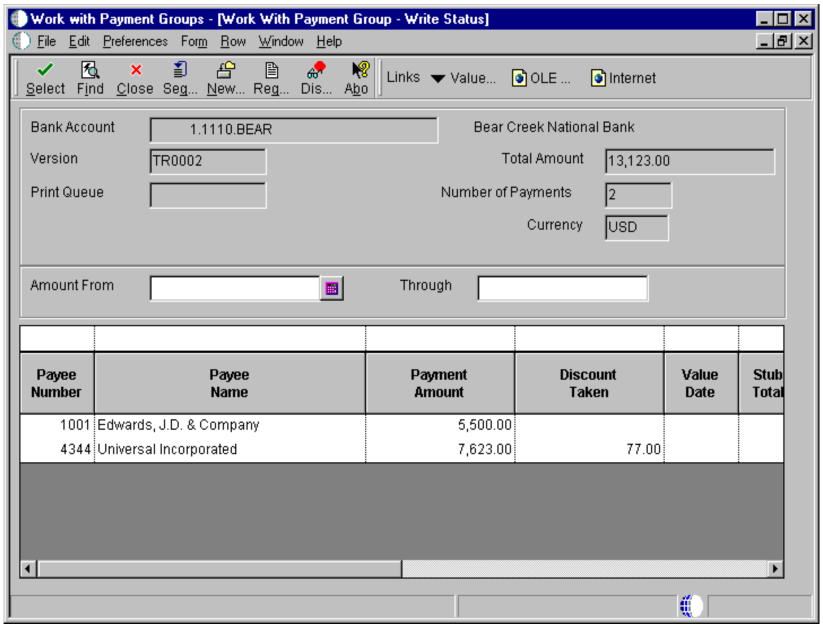
- A/P Payment Control Group (F04571)
- A/P Payment Header (F04572)

► To review payment and voucher information (write status)

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

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

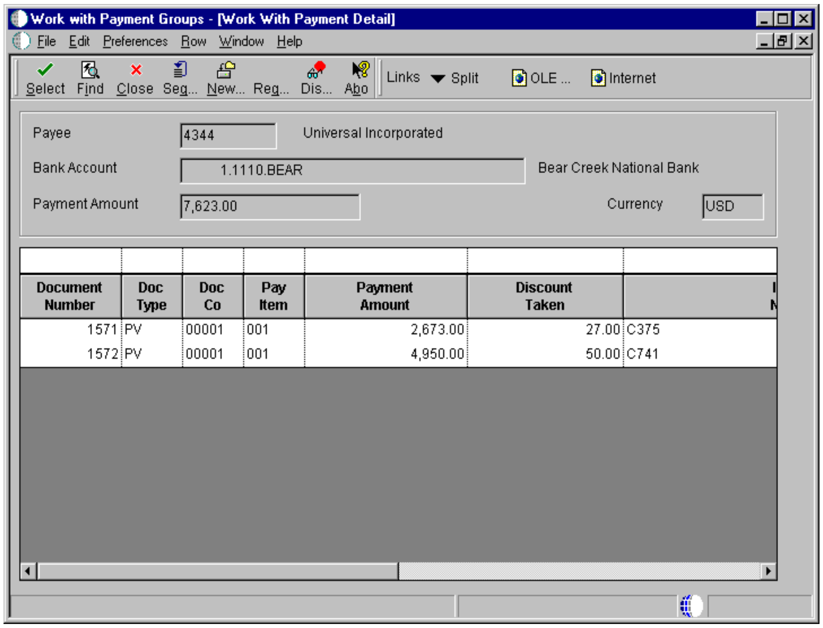
1. On Work With Payment Groups, click the following option and click Find:
   - Write Status
2. Choose a payment group and click Select.


Work with Payment Groups - [Work With Payment Group - Write Status]
File Edit Preferences Form Row Window Help
Select Find Close Seq... New... Reg... Dis... Abo
Links Value... OLE ... Internet

Bank Account: 1.1110.BEAR — Bear Creek National Bank
Version: TR0002
Print Queue:
Total Amount: 13,123.00
Number of Payments: 2
Currency: USD
Amount From:
Through:

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

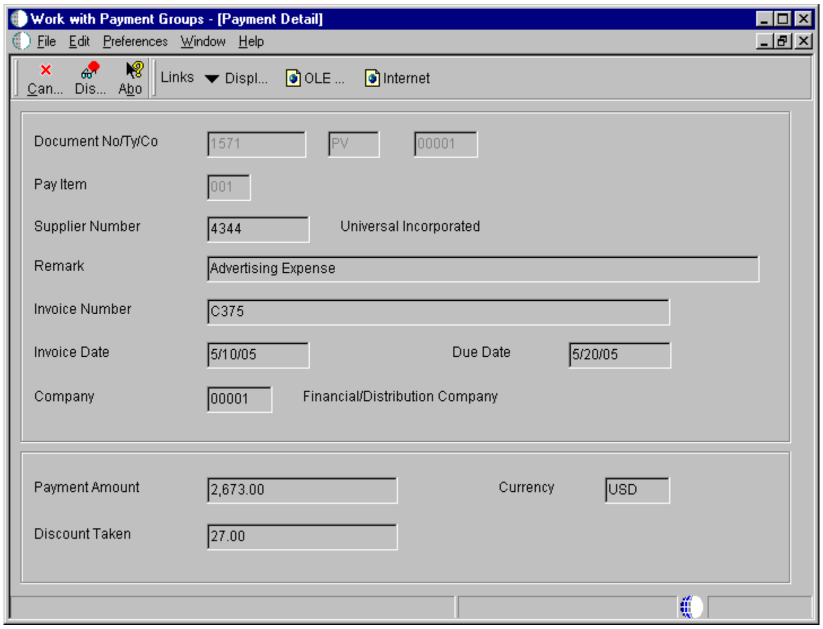
3. On Work With Payment Group-Write Status, choose a payee and click Select.


Work with Payment Groups - [Work With Payment Detail]
File Edit Preferences Row Window Help
Select Find Close Seg... New... Reg... Dis... Abo
Links Split OLE ... Internet

Payee	4344	Universal Incorporated
Bank Account	1.1110.BEAR	Bear Creek National Bank
Payment Amount	7,623.00	Currency USD

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

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


Work with Payment Groups - [Payment Detail]
File Edit Preferences Window Help
Can... Dis... Abo
Links Displ... OLE ... Internet

Document No/Ty/Co	1571	PV	00001
Pay Item	001		
Supplier Number	4344	Universal Incorporated	
Remark	Advertising Expense		
Invoice Number	C375		
Invoice Date	5/10/05	Due Date	5/20/05
Company	00001	Financial/Distribution Company	
Payment Amount	2,673.00	Currency	USD
Discount Taken	27.00		

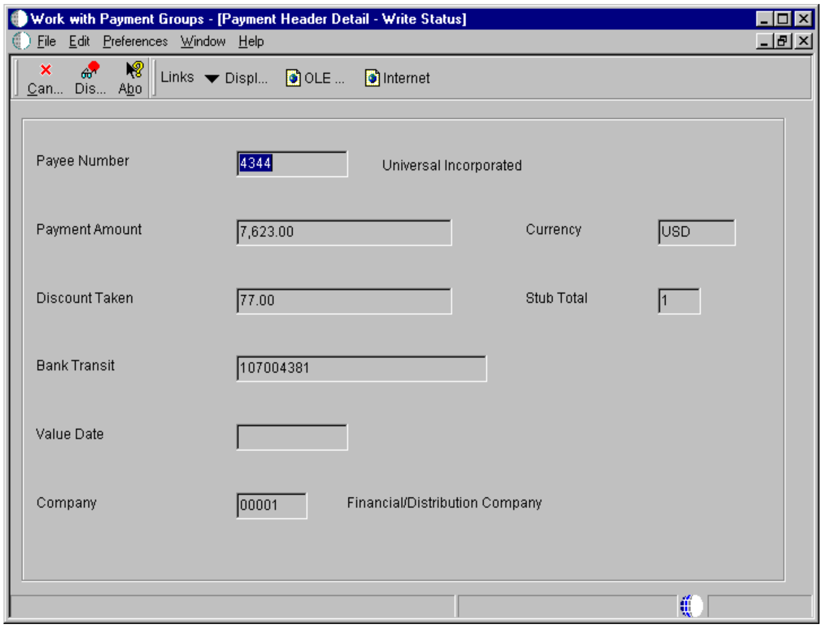
The Payment Detail form shows the voucher information associated with a payment.

▶ To review payment summary information (write status)

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

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

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


Work with Payment Groups - [Payment Header Detail - Write Status]
File Edit Preferences Window Help
Can... Dis... Abo
Links
Displ...
OLE ...
Internet

Payee Number	4344	Universal Incorporated	
Payment Amount	7,623.00	Currency	USD
Discount Taken	77.00	Stub Total	1
Bank Transit	107004381		
Value Date			
Company	00001	Financial/Distribution Company	

Reviewing Payments with an Update Status

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

- Review payment information (update status)

- Review payment summary information (update status)

You can reset a payment group that is at 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:

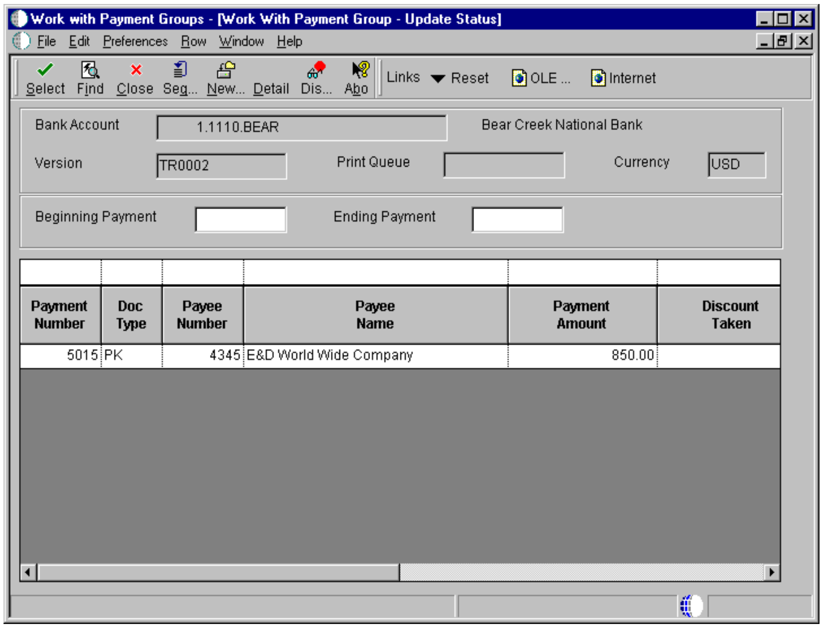
- A/P Payment Control Group (F04571)
- A/P Payment Header (F04572)

► 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.


Work with Payment Groups - [Work With Payment Group - Update Status]
File
Edit
Preferences
Row
Window
Help
Select
Find
Close
Seq...
New...
Detail
Dis...
Abo
Links
Reset
OLE ...
Internet

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002

Print Queue

Currency USD

Beginning Payment

Ending Payment

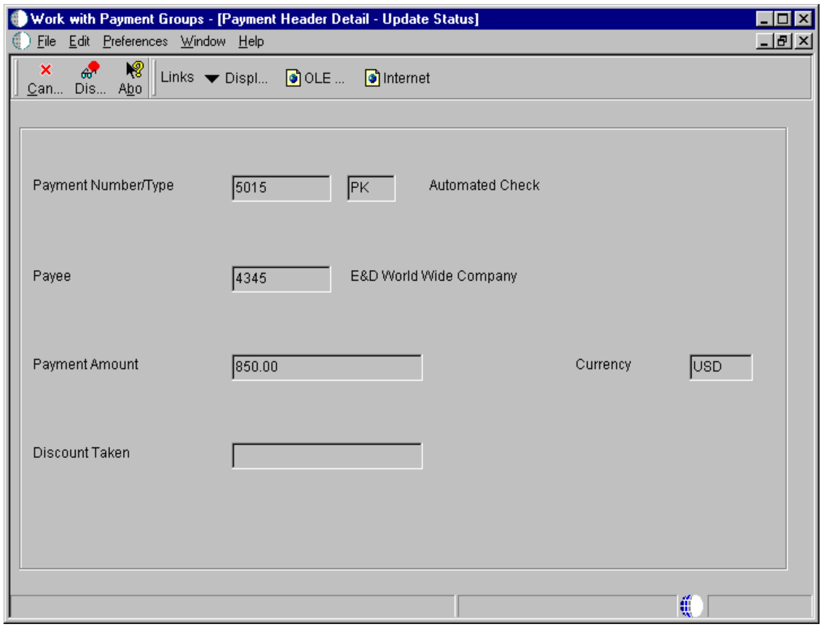
Payment Number	Doc Type	Payee Number	Payee Name	Payment Amount	Discount Taken
5015	PK	4345	E&D World Wide Company	850.00	

▶ To review payment summary information (update status)

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

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

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


Work with Payment Groups - [Payment Header Detail - Update Status]
File Edit Preferences Window Help
Can... Dis... Abo
Links
Displ...
OLE ...
Internet

Payment Number/Type 5015 PK Automated Check

Payee 4345 E&D World Wide Company

Payment Amount 850.00

Currency USD

Discount Taken

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).

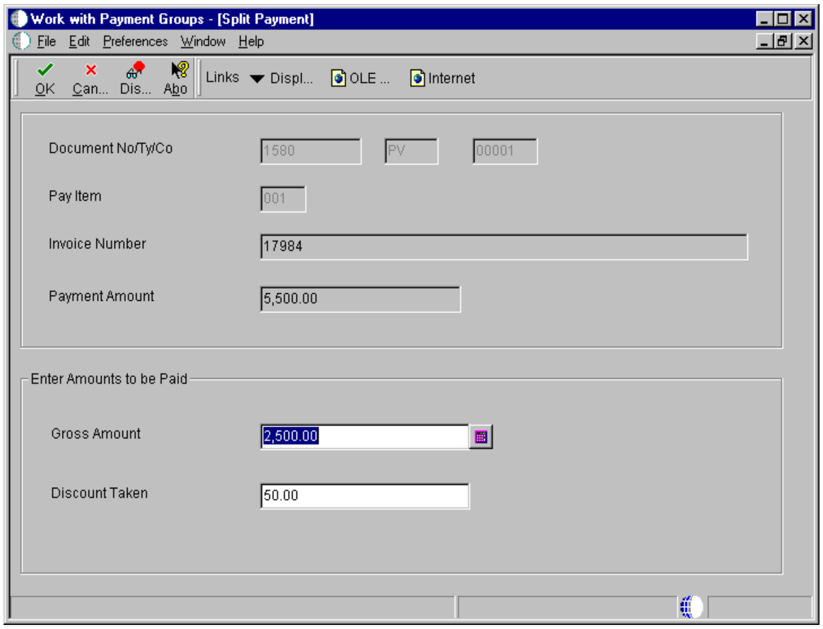
Reviewing debit memos	When you process debit memos for review purposes only, you can run the Payment Analysis Report or review them on Work With Payment Groups before you undo them.

▶ 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.


Work with Payment Groups - [Split Payment]
File Edit Preferences Window Help
OK Can... Dis... Abo
Links Displ... OLE ... Internet

Document No/Ty/Co: 1580 PV 00001
Pay Item: 001
Invoice Number: 17984
Payment Amount: 5,500.00

Enter Amounts to be Paid
Gross Amount: 2,500.00
Discount Taken: 50.00

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

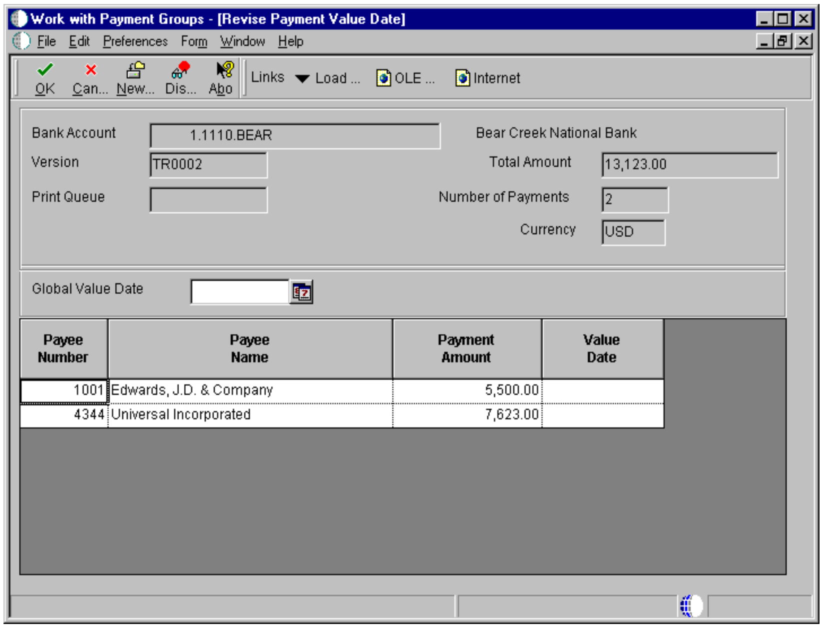
From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

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.


Work with Payment Groups - [Revise Payment Value Date]
File
Edit
Preferences
Form
Window
Help
OK
Can...
New...
Dis...
Abo
Links
Load ...
OLE ...
Internet

Bank Account: 1.1110.BEAR — Bear Creek National Bank

Version: TR0002

Print Queue:

Total Amount: 13,123.00

Number of Payments: 2

Currency: USD

Global Value Date:

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

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

Field	Explanation
Value Date	The date the payment amount was debited or credited to the bank account. 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.

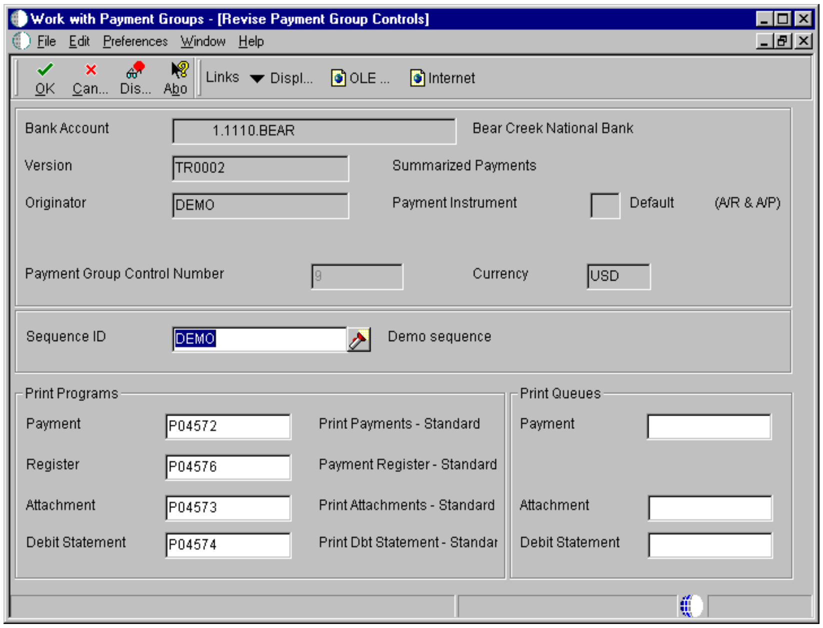
The system uses payment instrument defaults to create the control information when you create payment groups. You can change this information before you write payments. Any change you make affects the entire payment group.

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.



Bank Account	1.1110.BEAR	Bear Creek National Bank	
Version	TR0002	Summarized Payments	
Originator	DEMO	Payment Instrument	☐ Default (A/R & A/P)
Payment Group Control Number	9	Currency	USD
Sequence ID	DEMO	Demo sequence	

Print Programs

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

Print Queues

Payment	
Attachment	
Debit Statement	

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

   - Sequence ID

5. Change any of the following print program fields:

   - Payment
   - Register
   - Attachment

- Debit Statement

6. Change any of the following print queue programs:

    - Payment
    - Attachment
    - Debit Statement

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

7. Click OK.

Working with Automatic Payments

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

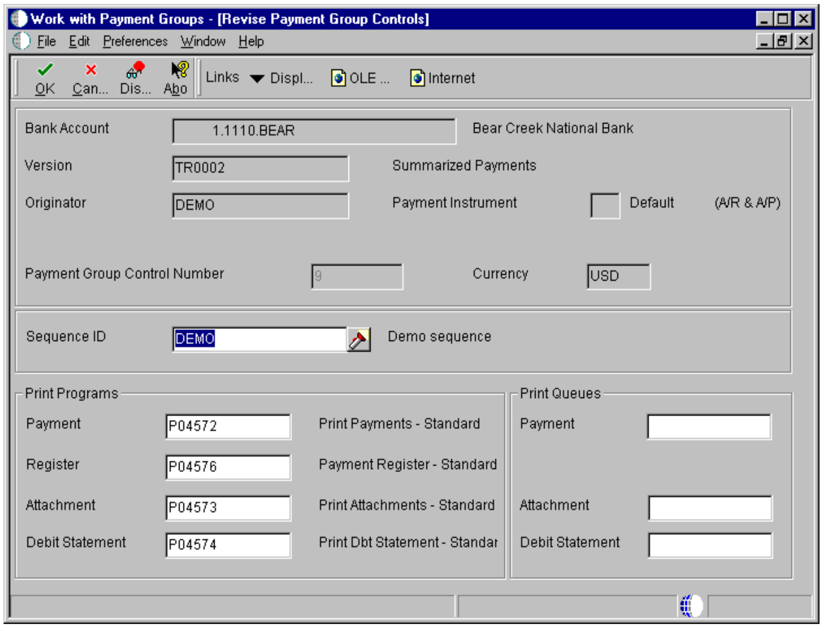
1. On Work with Payment Groups, follow the steps for reviewing payment groups.

   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.


Work with Payment Groups - [Revise Payment Group Controls]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Print Programs
Print Queues

Bank Account	1.1110.BEAR	Bear Creek National Bank
Version	TR0002	Summarized Payments
Originator	DEMO	
Payment Instrument		Default (A/R & A/P)
Payment Group Control Number	9	
Currency	USD	
Sequence ID	DEMO	Demo sequence

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

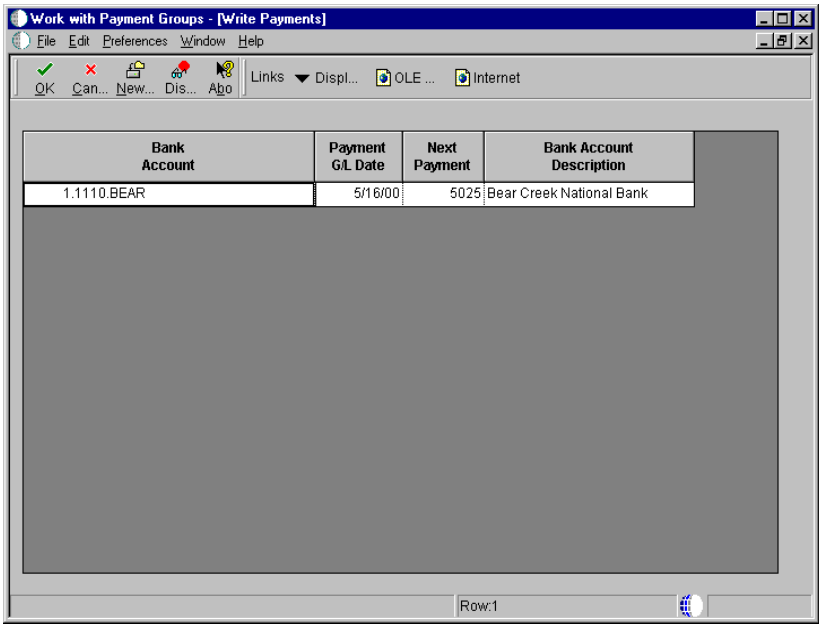
4. On Revise Payment Group Controls, verify that the following fields show the correct programs and click OK:

- 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.


Work with Payment Groups - [Write Payments]
File
Edit
Preferences
Window
Help
OK
Can...
New...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Row:1

Bank Account	Payment G/L Date	Next Payment	Bank Account Description
1.1110.BEAR	5/16/00	5025	Bear Creek National Bank

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

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

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

- On Screen
- To Printer
- Export to CSV

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

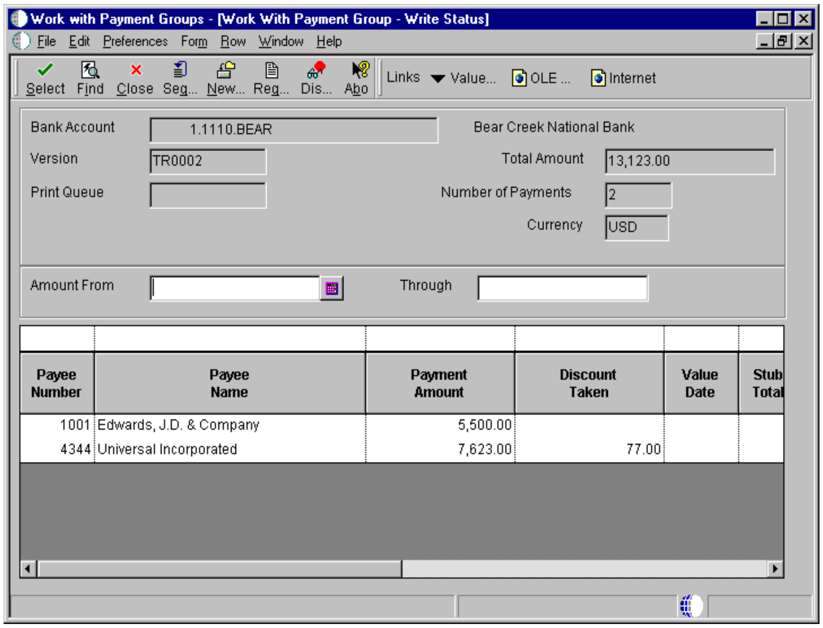
Field	Explanation
Payment	A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.
Register	A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.
Attachment	A user defined program used to print attachments in A/P Payment processing. Only programs set up in user defined codes for 04/PA may be entered.
Debit Statement	This is the A/P payments debit statements output queue.
Payment G/L Date	A date that identifies the financial period that the transaction will be posted to. The Fiscal Date Patterns table for general accounting specifies the date range for each financial period. You can have up to 14 periods. ....*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.*


Work with Payment Groups - [Work With Payment Group - Write Status]
File Edit Preferences Form Row Window Help
Select Find Close Seq... New... Reg... Dis... Abo
Links Value... OLE ... Internet

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002

Total Amount 13,123.00

Print Queue

Number of Payments 2

Currency USD

Amount From

Through

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

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

Field	Explanation
Amount From	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. ....*Form-specific information*................................ 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

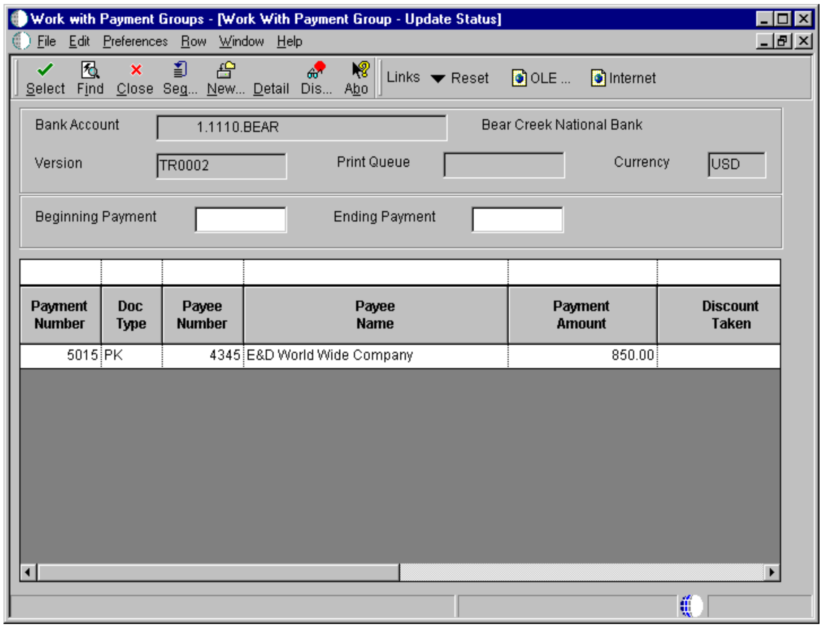
From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

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.


Work with Payment Groups - [Work With Payment Group - Update Status]
File Edit Preferences Row Window Help
Select Find Close Seq... New... Detail Dis... Abo
Links Reset OLE ... Internet

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002

Print Queue

Currency USD

Beginning Payment

Ending Payment

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

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

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

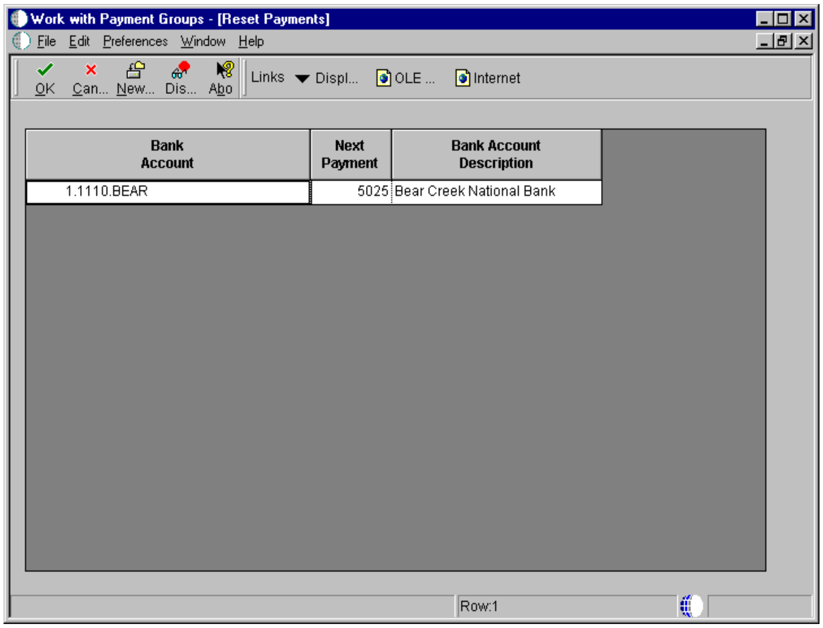
   - Beginning Payment

   - Ending Payment

5. Click Find.

6. Choose the payments to reset.

7. From the Row menu, choose Reset.


Work with Payment Groups - [Reset Payments]
File Edit Preferences Window Help
OK
Can...
New...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Row:1

Bank Account	Next Payment	Bank Account Description
1.1110.BEAR	5025	Bear Creek National Bank

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

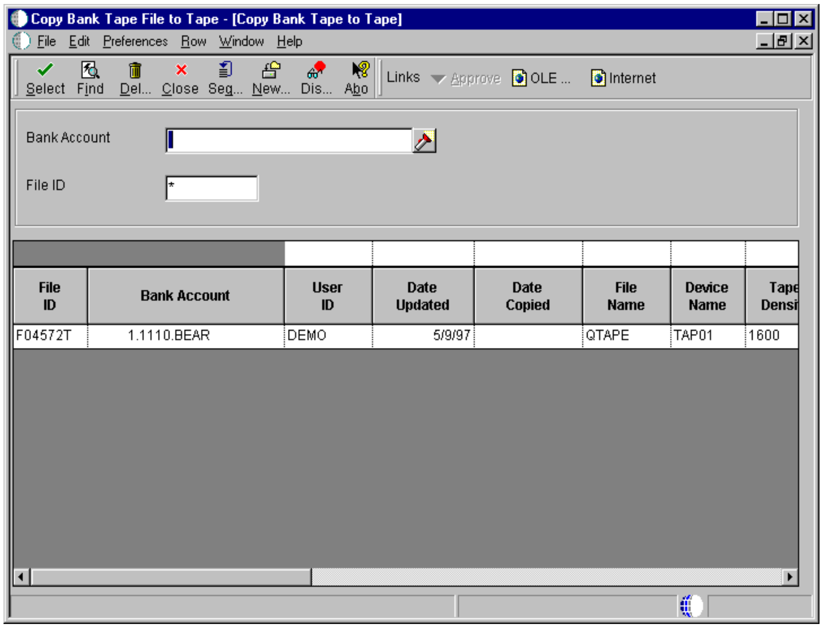
Typically, your MIS department presets the detail for a tape table. You should not change this information unless instructed to do so. You can, however, change many format specifications prior to copying the table to tape.

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.


Copy Bank Tape File to Tape - [Copy Bank Tape to Tape]
File Edit Preferences Row Window Help
Select
Find
Del...
Close
Seq...
New...
Dis...
Abo
Links
Approve
OLE ...
Internet

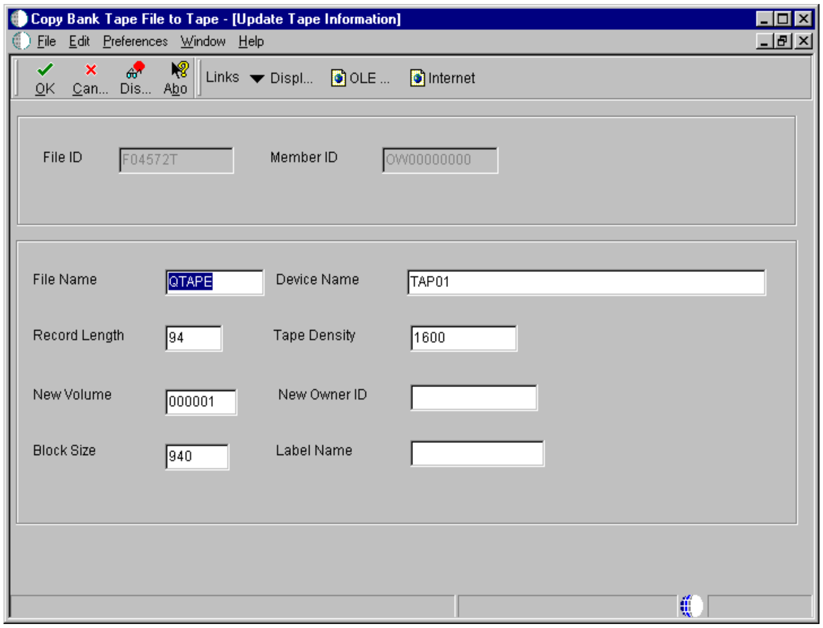
Bank Account

File ID *

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

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

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


Copy Bank Tape File to Tape - [Update Tape Information]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

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

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

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

► To copy a tape table to tape or diskette

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

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

Additional Tape Copy Options

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

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

General Ledger Accounting

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

- ☐ Accounting for petrol card expense reports
- ☐ Working with the annual close
- ☐ Reviewing account information
- ☐ Reporting on the General Ledger

Accounting for Petrol Card Expense Reports

In Italy, sales of petrol in petrol stations for cars and trucks do not have to be invoiced even though petrol is VAT taxable. Every time that VAT subjects (professionals or companies) buy petrol for business purposes at a petrol station, they have to fill out a form called "Scheda Carburante" (petrol card) that documents the amount of the sale including VAT.

Because petrol stations cannot issue invoices, the petrol card is the only document that allows VAT subjects to document the payable VAT. The card is also used when filing the annual tax declaration as proof of costs sustained by the subjects.

The petrol card is used when companies assign cars to employees. Every month employees who use company cars must attach the petrol card for the month to an expense report. The law requires the subjects to enter the kilometers traveled by each vehicle during the period on the petrol card for fiscal audit purposes. Use the Units field on the Journal Entries form (P0911) to enter this amount.

The Accounts Payable employee responsible for expense reports management must enter all the data contained on the petrol card for VAT and tax declaration purposes. Assign a specific document type when entering petrol cards in J.D. Edwards Accounts Payable system.

Many possible methods for accounting for petrol cards are used. See the following example for one method:

Enter the employee expense report	Debit - Transit account
	Credit - Payable to Employee account
Post the petrol card in Accounts Payable	Debit - Purchases (Petrol) account
	Credit - Petrol Card (dummy supplier) account

Close petrol debt	To close the debt to the dummy supplier (Petrol Card account), use the manual payment process and replace the Bank account with the Transit account that you used when entering the employee expense report. Debit - Petrol Card (dummy supplier) account Credit - Transit account

Working with the Annual Close

Working with the annual close includes the following topics:

- ☐ Understanding the annual close
- ☐ Preparing for the annual close

Understanding the Annual Close

You can use J.D. Edwards base software to complete the annual close for the fiscal year. When you close the fiscal year, you must:

- Close and calculate retained earnings
- Make adjustments
- Close profit and loss accounts
- Record the profit and loss for the fiscal year
- Close balance sheet accounts
- Print the G/L Registration Report with adjustments and closing entries
- Re-open balance sheet accounts
- Print the G/L Registration report with re-opening journal entries
- Print the General Ledger report

During the beginning months of the new fiscal year, you can make adjustments to the transactions of the previous year. To identify journal entries for adjustments in the system, the adjustment entries must include the following information:

- The G/L date must equal the end of the previous fiscal year.
- The document type must be ##, to indicate that the entry is an adjustment.

The system prevents you from recording journal entries in the previous year unless the entries have a document type of ##. In addition, when you update the beginning balance in the Account Balances table (F0902), the system includes journal entries with the document type of ##.

In Italy, businesses complete the following phases at the close of the fiscal year to prepare the year end balance sheet:

- Adjust and integrate journal entries.
- Close profit and loss accounts for revenues and expenses that were recorded during the year without carrying over the balance.
- Calculate retained earnings.
- Close balance sheet accounts on a summary account "ending balance sheet" and reopen the same balance sheet accounts for the following fiscal year.

During the close of the fiscal year and the preparation of the balance sheet, Italian businesses complete the following control reports:

- Trial Balance
- General Ledger

All the journal entries that the system generates for the close of the fiscal year are recorded on the G/L Registration report.

See Also

- *General Accounting: Closing a Fiscal Year*
- *Printing the G/L Registration Report* for information about assigning sequential registration numbers to closing and adjusting entries
- *Preparing for the Annual Close*

Preparing for the Annual Close

To prepare for the annual close, set up the following elements:

- Automatic accounting instructions
- User defined codes
- Ledger types
- Document types
- Chart of accounts

Automatic Accounting Instructions

The following table lists the AAIs that you must set up in preparation for the annual close.

GLG2	Identifies the first assets account.
GLG3	Identifies the first liabilities account.
GLG4	Identifies the account in which the financial year result is stored. You must set up this AAI for each company.
GLG5	Identifies the last balance sheet account. The last balance sheet account is a non-posting account.
GLG6	Identifies the first profit and loss account.
GLG12	Identifies the last profit and loss account.

User Defined Codes

The following table lists the user defined codes that you must set up in preparation for the annual close.

Ledger types for post balancing (09/LP)	Set up codes to define ledger types that are different from the AA ledger and for which you want to calculate the profit and loss for the financial year. For example, you might define a specific ledger type to record the financial year result for your Italian operation, including the entries required by local law and tax authorities. All of the adjustments related to the law and tax criteria would be recorded in that specific ledger.
Ledger types (09/LT)	Set up codes to define ledger types that you use for the opening and closing entries for accounts. You might even use separate ledger types for the closing and re-opening entries.

Annual close/spread ledger types (00/LT)	Set up codes to define ledger types that the account closing program uses to update amounts for subsequent periods according to the rules defined for each ledger. The first character that you enter in the Description 2 field determines the rules the closing program uses for the ledger.

Ledger Types

The following table lists the ledger types that you must set up in preparation for the annual close. All user defined ledger types should be identified with a U followed by a digit or a letter.

UX	Set up the UX ledger type for closing assets and liabilities and for profit and loss account entries. Although you can choose any client-reserved two-character code for the ledger type, set up the ledger type on the Ledger Types user defined codes table (09/LT).
UY	Set up the UY ledger type for re-opening assets and liabilities account entries. Although you can choose any client-reserved, two-character code for the ledger type, set up the ledger type on the Ledger Types user defined codes table (09/LT).

Document Types

The following table lists the document types that you must set up in preparation for the annual close. All user defined ledger types should be identified by a U followed by a digit or a letter.

##	Document type ## is system-defined. You can use the ## document type to post journal entries for adjustments in the previous fiscal year. Journal entries with the document type ## automatically update the account balance for the previous year.

UX	Document type UX is used for the re-opening of the assets and liabilities accounts. Although you can choose any client-reserved, two-character code for this document type, you must set up the document type on the Document Type user defined codes table (00/DT).

Chart of Accounts

The following table lists the accounts that you must define in your chart of accounts in preparation for the annual close.

Final balance sheet account	Define the final balance sheet account for all of the closing entries related to assets and liabilities.
Beginning balance sheet account	Define the beginning balance sheet account for all of the opening entries related to assets and liabilities.
Profit and loss	Define the profit and loss account for the sum of all of the closing entries related to assets and liabilities, and to the year's profit and loss entry.

Reviewing Account Information

Reviewing account information includes the following tasks:

- ☐ Verifying account balances
- ☐ Reviewing account ledgers by object account
- ☐ Reviewing account ledgers by category code

Verifying Account Balances

The following table lists the standard procedures that should be used by companies before month-end reporting is completed. The table represents a series of control reports and balance verification programs with a brief description of each, and the frequency with which J.D. Edwards recommends the procedures be executed.

Procedure	Program	Description	Frequency
Verify that document numbers are in sequence.	R74099A R74099B R74099C R74099D	The Sequential Number report highlights any interruption in the document number sequence and general accounting registration date sequence.	Daily
Print a listing of all unposted accounting batches.	R007011	The Unposted Batches Integrity Test highlights any unposted batches. The posting of all accounting batches is a prerequisite for the subsequent balance verifications.	Weekly

Procedure	Program	Description	Frequency
Verify that batch detail and batch header information match.	R007021	The Transactions to Batch Headers Integrity Test highlights any mismatch between batch headers and the individual transactions within the batch. Mismatches might include transactions for which there is no batch header or posted transactions that belong to unposted batches.	Weekly
Balance A/R against G/L.	R03B701	Run the A/R to G/L by Batch Integrity Test to check the balance between the A/R Ledger (F0311) and the Account Ledger (F0911) by batch number. The program also highlights anomalous situations regarding the payment status, such as payment status P against open amounts. If the A/R and General Ledgers are out of balance, the Supplier/Customer Totals by Account (R09450) can be used as an additional verification tool.	Weekly
Balance A/R against G/L by accounting class.	R03B7001A	Run the A/R to G/L by Accounting Class Integrity Test to match the A/R ledger (F0311) to the Account Balances table (F0902) by accounting class.	Weekly

Procedure	Program	Description	Frequency
Balance A/P against G/L.	R04701	Run the A/P Original Documents to G/L by Batch Integrity Test to check the balance between the A/P Ledger (F0411) and the Account Ledger (F0911) by batch number. The program also highlights anomalous situations regarding the payment status, such as payment status P against open amounts. If the A/P and General Ledgers are out of balance, the Supplier/Customer Totals by Account (R09450) can be used as an additional verification tool. NOTE: If the Bolle Doganali are entered as prepaid documents, the ledger and the Customs debit account might be out of balance.	Weekly
Balance A/P against G/L by accounting class.	R047001A	Run the A/P Originals to G/L by Batch Integrity Test to match the A/P Ledger (F0411) to the Account Balances table (F0902) by offset account.	Weekly
Print Trial Balance reports.	R7409C3 R70472	By object.subsidiary. By category code 21, 22, 23.	Monthly
Print Monthly VAT reports.	R004051	Run a version of the Italian A/R - A/P VAT Tax Report for EU VAT purchases to list the currency amounts of your invoices. Run other versions of the report to print the rest of your VAT ledgers.	Per tax regulations

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.

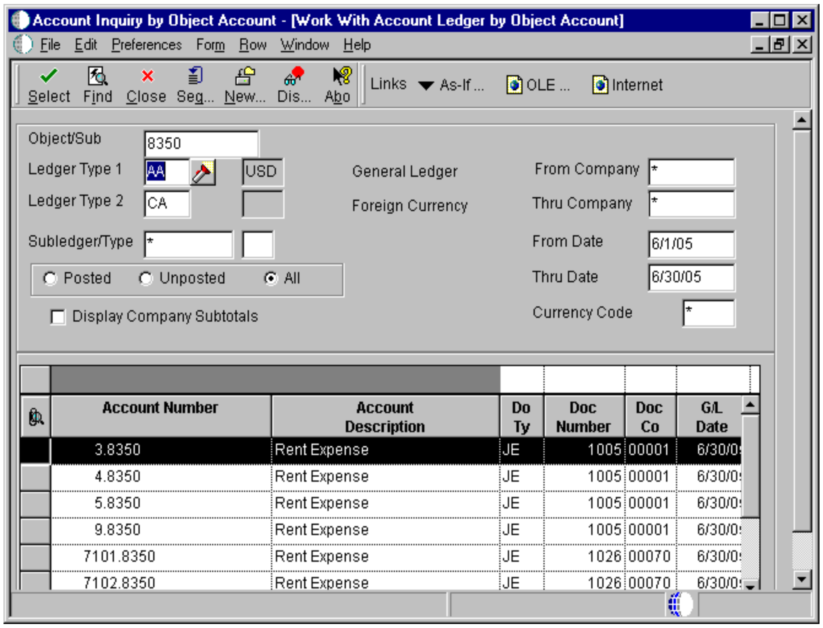
After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

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.


Account Inquiry by Object Account - [Work With Account Ledger by Object Account]
File
Edit
Preferences
Form
Row
Window
Help
Select
Find
Close
Seg...
New...
Dis...
Abo
Links
As-If ...
OLE ...
Internet

Object/Sub: 8350
Ledger Type 1: AA USD General Ledger
Ledger Type 2: CA Foreign Currency
Subledger/Type: *
○ Posted ○ Unposted ● All
☐ Display Company Subtotals
From Company: *
Thru Company: *
From Date: 6/1/05
Thru Date: 6/30/05
Currency Code: *

Account Number	Account Description	Do Ty	Doc Number	Doc Co	G/L Date
3.8350	Rent Expense	JE	1005	00001	6/30/0
4.8350	Rent Expense	JE	1005	00001	6/30/0
5.8350	Rent Expense	JE	1005	00001	6/30/0
9.8350	Rent Expense	JE	1005	00001	6/30/0
7101.8350	Rent Expense	JE	1026	00070	6/30/0
7102.8350	Rent Expense	JE	1026	00070	6/30/0

1. On Work With Account Ledger by Object Account, complete the following field:
    - Object/Sub
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
    - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
    - Ledger Type 2
4. To display a range of companies, complete the following fields:
    - From Company
    - Thru Company
5. To display a range of transaction dates, complete the following fields:
    - From Date
    - Thru Date
6. To display one subledger, complete the following fields:
    - Subledger/Type
7. If you use more than one currency, complete the following field:
    - Currency Code
8. Click one of the following options, if necessary:
    - Posted
    - Unposted
    - All
9. To further limit your search for transactions, use the query-by-example fields in the detail area.

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

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

See Also

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

Processing Options for Account Ledger Inquiry by Object Account

Defaults

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

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

Second Ledger

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

Display Second Ledger Type ____________

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

Ledger Type ____________

Exits

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

Exit for PK or PN ____________

As-If Currency

Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This as-if currency option is activated by the form exit As-If Currency. Amounts will be

```
    translated and displayed in this
    as-if currency. If left blank,
    amounts will display in their
    database currency. Only the amounts
    associated with Ledger Type 1 will
    be converted to the as-if currency.

      As-If Currency                          ____________

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

      Exchange Rate Date                      ____________
```

Reviewing Account Ledgers by Category Code

You can review detailed transactions for any of the category codes that are set up for an alternate (statutory) chart of accounts. You specify the category code (21, 22, or 23) in the Category Code processing option for this program.

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

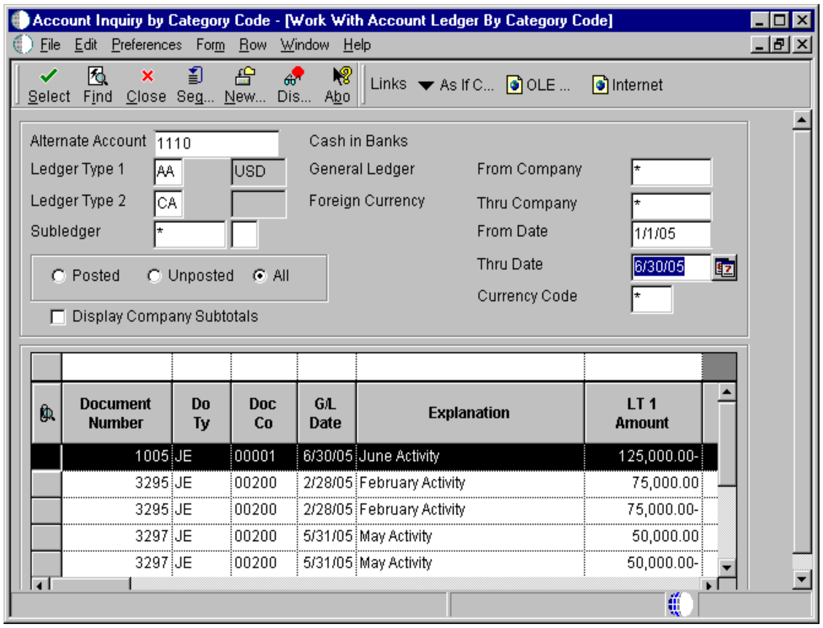
After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

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

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

► To review account ledgers by category code

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


Account Inquiry by Category Code - [Work With Account Ledger By Category Code]
File Edit Preferences Form Row Window Help
Select Find Close Seq... New... Dis... Abo
Links As If C... OLE ... Internet

Alternate Account 1110 Cash in Banks

Ledger Type 1 AA USD General Ledger

Ledger Type 2 CA Foreign Currency

Subledger *

○ Posted ○ Unposted ● All

☐ Display Company Subtotals

From Company *

Thru Company *

From Date 1/1/05

Thru Date 6/30/05

Currency Code *

Document Number	Do Ty	Doc Co	G/L Date	Explanation	LT 1 Amount
1005	JE	00001	6/30/05	June Activity	125,000.00-
3295	JE	00200	2/28/05	February Activity	75,000.00
3295	JE	00200	2/28/05	February Activity	75,000.00-
3297	JE	00200	5/31/05	May Activity	50,000.00
3297	JE	00200	5/31/05	May Activity	50,000.00-

1. On Work With Account Ledger by Category Code, complete the following field:
   - Alternate Account
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
   - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
   - Ledger Type 2
4. To display a range of companies, complete the following fields:
   - From Company
   - Thru Company
5. To display a range of transaction dates, complete the following fields:
   - From Date
   - Thru Date

6. To display one subledger, complete the following fields:
   - Subledger
   - Sub Type
7. If you use more than one currency, complete the following field:
   - Currency Code
8. Click one of the following options, if necessary:
   - Posted
   - Unposted
   - All
9. To display company subtotals, click the following option:
   - Display Company Subtotals
10. To further limit your search for transactions, use the query-by-example fields in the detail area.

    For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
11. Click Find.
12. To print the account ledger, from the Row menu, click Print Ledger.

See Also

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

Processing Options for Account Ledger Inquiry by Category Code

```
Category Code

Enter the account category code (21-23)
    to inquire on. The default value of
    blank will use category code 21.

      Category Code (21-23)                                  ____________

Defaults
```

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

Alternate Account ______________
From Date ______________
Through Date ______________
Ledger Type ______________
Subledger - G/L ______________
Subledger Type ______________
Currency Code ______________

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 ______________

Reporting on the General Ledger

Reporting on the general ledger includes the following tasks:

- ☐ Printing the Sequential Number report
- ☐ Printing the G/L Registration report
- ☐ Printing the Trial Balance report
- ☐ Printing the General Ledger report

Printing the Sequential Number Report

From the Italian Reports menu (G093152) or the French Reports menu (G093151), choose a Sequential Number Report option.

Businesses in France and Italy are required by law to number each original fiscal document both sequentially and chronologically. Fiscal documents include VAT taxes, such as accounts payable vouchers and accounts receivable invoices. Because each revenue and expense event must be documented in chronological order, businesses must include the numeric sequencing of each document number in the VAT registers.

Use the Sequential Number report to identify any document numbers that are out of sequence. When you print the report, the system checks the number for each document that includes a VAT amount in the following tables:

- Sales/Use/VAT Tax (F0018)
- Accounts Payable Ledger (F0411)
- Accounts Receivable Ledger (F0311)

The report prints the appropriate error message for each document that meets the following conditions:

- The document number is not sequential.
- The general ledger date is lower than that of the previous document.

J.D. Edwards recommends that you print the Sequential Number Report daily, and if not daily, at least before you change the G/L date.

You must manually correct any errors in the sequential numbering or justify the gap in the numbering of your documents. You can run one of the following sequential number reports to indicate which table you want to perform the sequential document number validation:

Sales/Use/VAT Tax (F0018)	When you run the Sequential Number Report - Tax File (R74099A) to verify that document numbers are in sequential order without interruptions, the system prints a report based on the Sales/Use/VAT Tax table (F0018).
Accounts Payable Ledger (F03B11)	When you run the Sequential Number Report - A/P Ledger (R74099B) to verify that document numbers are in sequential order without interruptions, the system prints a report based on the Accounts Payable Ledger (F03B11).
Accounts Receivable Ledger (F0311)	When you run the Sequential Number Report - A/R (R74099C) to verify that document numbers are in sequential order without interruptions, the system prints a report based on the Accounts Receivable Ledger (F0311).

Processing Options for Sequential Number Reports (R74099A, R74099B, and R74099C)

Select Tab

Use these processing options to enter the range of dates for which you want to examine transactions for sequential numbering. The system will examine all transactions with a G/L date that is within the range that you specify.

1. From Date

Use this processing option to enter the beginning of the range of G/L dates from which you want to select transactions.

2. Thru Date

Use this processing option to enter the end of the range of G/L dates from which you want to select transactions.

Printing the G/L Registration Report

From the Italian Reports menu (G093152), choose G/L Registration Report.

Businesses in Italy are required to print a general journal report that lists all of the general ledger transactions for each month in chronological and sequential order. To do this, you can print a G/L Registration report.

You can print the G/L Registration report in proof or final mode. When you select final mode, the system assigns a chronological and sequential registration number to each general ledger transaction in the Account Ledger (F0911). The system stores the registration number for each transaction in a dedicated field (REG#). You can use a processing option to control whether the system assigns registration numbers to journal entries or to each individual journal entry line.

To ensure that the registration number for each transaction is sequential by date, run the G/L Registration Report/Update program in final mode only after you perform the following tasks:

- Enter all of the transactions for the month.
- Review the G/L Registration report generated in proof mode.

Note: If your company implements J.D. Edwards software in the middle of a fiscal year, you need to indicate the continuing registration number from your previous numbering system (manual or automated). To do this, access the Revise G/L Registration File form.

Printing Considerations for the G/L Registration Report

You can reprint the G/L Registration Report in proof mode to review transactions for which registration numbers are already assigned.

You can also print the G/L Registration report for multi-company environments where general ledger transactions are entered for different document companies that belong to the same legal entity. To do this, set the processing options so that you can enter the legal company that you want to print on the header of the report. Then, use data selection to identify the document companies that belong to the legal company.

Registration Numbers for Adjusting Journal Entries

After the year end, you might need to enter general ledger transactions to record adjustments for the previous fiscal year. You can enter these adjusting journal entries with a special document type (##) and the general ledger date for the end of the fiscal year, such as 31/12/99.

Italian law requires that the date on which you actually enter the adjustment is also included in the journal entry record. To satisfy this requirement, the system records both the general ledger date that you specify for the end of the fiscal year and the actual date when you enter the adjusting entry. You can use a processing option to control the actual date of the adjustment entry that prints on the G/L Registration report. In addition, adjusting entries must include a chronological and sequential registration number, as would any other general ledger transaction.

Print the G/L Registration report to assign registration numbers to adjusting journal entries for the previous fiscal year. You can specify registration numbers for adjusting journal entries based on the following numbering patterns:

- Start with the next available number for the previous fiscal year.
- Start with the next available number for the current fiscal year.

Caution: The practice of numbering adjustments using the next available number for the previous fiscal year can be disputed by the Italian fiscal authority. The option of using the next available number for the current fiscal year is legally acceptable and should be adopted by all Italian customers. Use processing option 2 on the Adjustments tab for the G/L Registration Report - Italy (R09404) to select a numbering pattern.

When you print the G/L Registration report for the adjusting entries in final mode, the system:

- Updates the Adjustments Registration Date with the date that you specify in the processing option for adjusting entries
- Assigns chronological and sequential registration numbers to each transaction

See Also

- *Setting Up Your System for Date Edits* for information about how to set up the system to edit vouchers and invoices for appropriate dates and to assign sequential numbering
- *Understanding the Annual Close* for more information about printing the G/L Registration report as part of the annual close procedure

Processing Options for G/L Registration Report (R09404)

Mode

1. Enter a ’1’ for a final mode.
Enter a ’2’ for final mode with headings and titles .
Leave blank for Proof Mode.
Default is Proof Mode.

Processing Mode ____________

Dates

1. From Date ____________
2. Thru Date ____________

Company

1. Enter the company number to be used to store and retrieve G/L balance values. If left blank, company ’00000’ is used.

Legal Company ____________

Options

1. Enter the Account Number Category Code to print on the report. The only valid values are 21, 22 and 23. Leave blank to print account number.

Select Account Number Category Code ____________

Registration

1. Enter a ’1’ to assign a registration numbers for each individual journal entry line. Leave blank to assign a registration number to each document . Default is blank.

Registration Number Assignment ____________

Adjustments

1. Enter Adjustment Registration Date

A specific Registration Date ____________
Blank = Use adjustment’s G/L date

2. Specify how the system will determine the next available registration number for adjustments

Blank = Use fiscal year from the registration date above ____________
1 = Use fiscal year from the adjustment G/L date (NOT RECOMMENDED)

```
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 wil be used.
```

Printing the Trial Balance Report

From the French Reports menu (G093151), choose T/B by Category Code or T/B by Object and Subsidiary.

or

From the Italian Reports menu (G093152), choose T/B by Object & Subsidiary or T/B by Category Code.

Use the Trial Balance report to verify the accuracy of transactions in individual account ledgers. When all the transactions are accurate, the totals in this report equal the totals in the General Ledger report and the General Ledger Registration report.

Businesses often print the Trial Balance report to facilitate internal audits by verifying one or more accounts. Businesses also use the Trial Balance report for external audits, as required by a fiscal authority or auditing firm.

You can print the Trial Balance report to review the total debit and credit amounts for each account in any given ledger. You can also find errors that cause the General Ledger to be out of balance. Possible errors might include incorrect entries or missing transactions.

The format and contents of the localized trial balance report differs from the trial balance reports that J.D. Edwards provides in the base software solution. For example, the localized trial balance reports include the following information that the base trial balance reports do not:

- A total for each account and subtotals for account classes
- Transaction detail in debit and credit format
- Accumulation of different ledger types for the same account

- Information that is specific to a period (month and year) selection

You can run the French Trial Balance report by object and subsidiary or by category code, depending on whether your accounts are defined in the object.subsidiary or in category codes 21, 22, or 23.

Note: If you print Trial Balance reports by object and subsidiary, you can review the accumulation of up to three ledger types for the same account. To do this, specify which ledger types that you would like to include on the report in the processing options. The Ledger Type processing option replaces the user defined code 74/LT.

Final Annual Close

To perform a final annual close, you can run the Trial Balance report in proof or final mode. You should run the report in final mode to prevent users from entering transactions after a year-end close. New transactions will be visible on the report because they will not be flagged with the same date as older transactions, which will have the date that the report was run in final mode for the closed year.

When you run the report in final mode, the records included in the report are flagged in the Account Ledger table (F0911) to indicate that they have been printed in final mode. This process prevents the records from being printed in final mode again. An error message is printed on the report if any records have been printed in a previous final mode report. The word “Final” is printed on every page of a report run in final mode.

Note: Because running the Trial Balance report in final mode flags the records as having been printed, the Trial Balance report should be run before the General Ledger and General Journal reports.

See Also

- *Setting Up an Alternate Chart of Accounts*

Processing Options for Trial Balance by Object and Subsidiary (R7409C3)

Select Tab

Use these processing options to define the fiscal year and period for which the trial balance will be printed. If you leave the Period Number and Fiscal Year fields blank, the program uses the current period and year defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

You also use these processing options to select the ledger type that the report uses. For example, you can select the BA (budget amounts) ledger type to print a report of budget amounts.

You can specify as many as three ledger types. If you specify more than one ledger type, the system will combine the totals for these ledgers on the report. These totals will likely be meaningless because they will contain multiple currencies.

If you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals will be meaningless.

If you leave all three ledger types blank, the system will report only on ledger type AA.

1. Period Number

Use this processing option to specify the period for which the trial balance will be printed.

If you complete this field, you must also specify the fiscal year for the period in the Fiscal Year field.

If you leave this field blank, the program uses the current period defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

2. Fiscal Year

Use this processing option to specify the last two digits of the fiscal year for which the trial balance will be printed. For example, enter 05 for 2005.

If you complete this field, you must also complete the Period Number field.

If you leave this field blank, the program uses the current fiscal year defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

3. Ledger Type 1

Use this processing option to specify the first ledger type you want to report on. Valid values are found in UDC table 09/LT.

4. Ledger Type 2

Use this processing option to specify the second ledger type you want to report on. Valid values are found in UDC table 09/LT.

5. Ledger Type 3

Use this processing option to specify the third ledger type you want to report on. Valid values are found in UDC table 09/LT.

Print Tab

Use these processing options to specify how accounts should be displayed on the report. For example, you can specify which account descriptions should be used, whether accounts with a zero balance should be listed, whether subsidiary accounts should be summarized, and what level of subtotaling you want.

1. Model Business Unit

Use this processing option to specify the model business unit that contains the account descriptions you want to use. If you leave this processing option blank, the transaction account descriptions will be used.

2. Accounts with Zero Balances

Use this processing option to specify whether the system should omit accounts with zero balances in the selected period. Valid values are:

Blank Include accounts with zero balances.

1 Omit accounts with zero balances.

3. Summarize Subsidiary Accounts

Use this processing option to specify whether the system should summarize all subsidiary accounts into one object account. Valid values are:

Blank Do not summarize subsidiary accounts.

1 Summarize subsidiary accounts.

4. Class Total Level

Use this processing option to specify how the system should classify accounts for purposes of subtotaling. The report classifies accounts by account number. You can classify by one, two, three, or four digits of the account number. The report includes a class total for each classification.

For example, if you classify accounts by two digits, the report will include a class total for accounts 1000 through 1099, and another class total for accounts 1100 through 1199, and so on. If you classify accounts by three digits, the report will include a class total for accounts 1100 through 1110, and another class total for accounts 1111 through 1119, and so on. If you classify accounts by all four digits, each object account will have its own class total; subsidiary accounts to a single object will be included in the class total.

The system includes class totals at the level you specify and at lower levels. For example, if you classify accounts by two digits, the report will include a class total for accounts 1000 through 1999 in addition to the class totals for accounts 1000 through 1099, 1100 through 1199, and so on.

Enter a number that corresponds to the number of account number digits you want to use to classify accounts. Valid values are:

1 Classify by the first digit of the account number.

2 Classify by the first two digits of the account number.

3 Classify by the first three digits of the account number.

4 Classify by all four digits of the account number.

If you leave this processing option blank, the system will classify by the first two digits of the account number.

Process Tab

This processing option determines whether you run this report in proof or final mode.

1. Mode

Use this processing option to specify the mode in which you want to run this report. Valid values are:

Blank	Run the report in proof mode.
1	Run the report in final mode.

If you leave this processing option blank, the report will run in proof mode.

Caution: You can run this report in final mode only once for the selected period and fiscal year. The transactions that are printed in final mode will not appear if you run the report again.

Currency Tab

These processing options allow you to show amounts in a currency other than the currency in which the amounts are stored on the system. These processing options allow you to view amounts in a different currency as a hypothetical scenario only; the amounts that appear in the different currency are not saved to the system.

1. As-If Currency

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this as-if currency. For example, an amount in FRF can appear as if it is in EUR.

Specify the code for as-if currency. If you leave this processing option blank, the as-if currency grid column does not appear.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

2. As-Of Date

Use this processing option to specify an as-of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Specify the as-of date. If you leave this processing option blank, the system uses the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the as-of date.

Processing Options for T/B by Category Code (R70472)

Select Tab

Use these processing options to specify the fiscal year and period for which the trial balance will be printed. If you leave the fields blank, the program uses the current period and year defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

You also use these processing options to specify the ledger type that the report uses. For example, you can specify the BA (budget amounts) ledger type to print a report of budget amounts.

You can specify as many as three ledger types. If you specify more than one ledger type, the system will combine the totals for these ledgers on the report. These totals will likely be meaningless because they will contain multiple currencies.

Also, if you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals will be meaningless.

If you leave all three ledger types blank, the system will report only on ledger type AA.

1. Period Number

Use this processing option to specify the period for which the trial balance will be printed.

If you complete this field, you must also specify the fiscal year for the period in the Fiscal Year field.

If you leave this field blank, the program uses the current period defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

2. Fiscal Year

Use this processing option to specify the last two digits of the fiscal year for which the trial balance will be printed. For example, enter 05 for 2005.

If you complete this field, you must also complete the Period Number field.

If you leave this field blank, the program uses the current fiscal year defined for the General Accounting system on the Set Up Company form and recorded in the Company Constants table (F0010).

3. Ledger Type 1

Use this processing option to specify the first ledger type you want to report on. Valid values are found in UDC 09/LT.

4. Ledger Type 2

Use this processing option to specify the second ledger type you want to report on. Valid values are found in UDC 09/LT.

5. Ledger Type 3

Use this processing option to specify the third ledger type you want to report on. Valid values are found in UDC 09/LT.

Print Tab

Use these processing options to specify how accounts should be displayed on the report. For example, you can specify which account numbers should be used, whether accounts with a zero balance should be listed, and what level of subtotaling you want.

1. Account Category Code

Use this processing option if you want account numbers from an alternate chart of accounts to be included on the report. Specify the category code that contains the alternate chart of accounts. Valid values are:

R021	Category Code 21
R022	Category Code 22
R023	Category Code 23

2. Accounts with Zero Balances

Use this processing option to specify whether the system should omit accounts with zero balances in the selected period. Valid values are:

Blank	Include accounts with zero balances.
1	Omit accounts with zero balances.

3. Class Total Level

Use this processing option to specify how the system should classify accounts for purposes of subtotaling. The report classifies accounts by account number. You can classify by one, two, three, or four digits of the account number. The report includes a class total for each classification.

For example, if you classify accounts by two digits, the report will include a class total for accounts 1000 through 1099, and another class total for accounts 1100 through 1199, and so on. If you classify accounts by three digits, the report will include a class total for accounts 1100 through 1110, and another class total for accounts 1111 through 1119, and so on. If you classify accounts by all four digits, each object account will have its own class total; subsidiary accounts to a single object will be included in the class total.

The system includes class totals at the level you specify and at lower levels. For example, if you classify accounts by two digits, the report will include a class total for accounts 1000 through 1999 in addition to the class totals for accounts 1000 through 1099, 1100 through 1199, and so on.

Enter a number that corresponds to the number of account number digits you want to use to classify accounts. Valid values are:

1	Classify by the first digit of the account number.
2	Classify by the first two digits of the account number.
3	Classify by the first three digits of the account number.
4	Classify by all four digits of the account number.

If you leave this processing option blank, the report will not include any class totals.

You can use this processing option in conjunction with the Last Balance Sheet Account processing option to include subtotals for balance sheet and profit-and-loss accounts. If you do not specify a Class Total Level, the report will not include subtotals for balance sheet and profit-and-loss accounts.

4. Last Balance Sheet Account

Use this processing option to specify where the balance sheet accounts end and the profit and loss accounts begin in the alternate chart of accounts.

This processing option works in conjunction with the Class Total Level processing option. The system ends the balance sheet accounts and begins the profit and loss accounts at the end of the class that contains the account number you specify. For example, if you specify account number 622000 with Class Total Level 1, the system ends the balance sheet accounts with class 6 (the first digit of 622000). If you specify account number 622000 with Class Total Level 2, the system ends the balance sheet accounts with class 62 (the first two digits of 622000).

If you do not specify a Class Total Level the report will not include subtotals for balance sheet and profit-and-loss accounts.

Process Tab

This processing option determines whether you run this report in proof or final mode.

1. Mode

Use this processing option to specify the mode in which you want to run this report. Valid values are:

0	Run the report in proof mode.
1	Run the report in final mode.

If you leave this processing option blank, the report will run in proof mode.

Caution: You can run this report in final mode only once for the selected period and fiscal year. The transactions that are printed in final mode will not appear if you run the report again.

Printing the General Ledger Report

From the French Reports menu (G093151), choose G/L by Category Code or G/L by Object and Subsidiary.

or

From the Italian Reports menu (G093152), choose G/L by Category Code or G/L by Object and Subsidiary.

You can use the General Ledger report as a basis for internal auditing to validate information in legal reports. You can also use the General Ledger report as a basis for external auditing by a third party, such as a fiscal authority or auditing firm.

The General Ledger report includes detailed information about account transactions. You can use the report to:

- Review transactions within individual accounts
- Research accounts that are out-of-balance
- Verify account accuracy
- Open and audit accounts with the same control totals as the journal report

The General Ledger report includes the following information:

- All of the transactions that are printed on the French General Journal report (R7409C5)
- A period debit and credit total for each account
- A total balance in debit and credit format
- Beginning and ending balances for each account
- A balance forward for each account
- Accumulation of amounts from different ledger types for the same account
- Transactions based on a period selection or a date range selection
- G/L registration numbers for each transaction
- Currency codes for each transaction
- Company codes and names on the header of the report
- Business units (optional)
- Accounts with zero balances (optional)

You can print the General Ledger report by object and subsidiary or by category code, depending on whether your accounts are defined in the Account Master table by object and subsidiary, or in category codes 21, 22, or 23.

Note: If you print General Ledger reports by object and subsidiary, you can review the accumulation of up to three ledger types for the same account. You specify which ledger types you would like to include on the report in the processing options. The Ledger Type processing option replaces the user defined code 74/LT.

Final Annual Close

Businesses print the General Ledger report at least once a year for all accounts, typically at the end of the fiscal year. The total debits and credits that print on the report should equal the total debits and credits of the following:

- Trial Balance report (R7409C3 or R70472)
- Italian G/L Registration report (R09404)

To perform a final annual close, you can run the General Ledger report in final mode. When you run the report in final mode, the system includes only records that have been flagged by a trial balance report to indicate that they have been printed in final mode.

Note: Because running the Trial Balance report in final mode flags the records as having been printed, the Trial Balance report should be run before the General Ledger and General Journal reports.

The word “Final” is printed on every page of a report run in final mode.

Processing Options for General Ledger by Object and Subsidiary (R7409C1)

Select Tab

Use these processing options to specify the time period for which the general ledger report will be printed. The Fiscal Dates processing options are required.

You also use these processing options to specify the ledger types that will be included on the report. For example, you can specify the BA (budget amounts) ledger type to print a report of budget amounts.

You can specify as many as three ledger types. If you specify more than one ledger type, the system will list transactions for all of these ledgers on the report. However, totals on a report that includes more than one ledger type will likely be meaningless because they will contain multiple currencies.

Also, if you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals will be meaningless.

If you leave all three ledger types blank, the system will report only on ledger type AA.

1. Fiscal Dates

Beginning Period Number

Use this processing option to specify the first period for which the general ledger report will be printed.

Beginning Fiscal Year

Use this processing option to specify the fiscal year of the first period for which the general journal report will be printed.

Ending Period Number

Use this processing option to specify the last period for which the general journal report will be printed.

Ending Fiscal Year

Use this processing option to specify the fiscal year of the last period for which the general journal report will be printed.

2. Ledger Type 1

Use this processing option to specify the first ledger type you want to report on. Valid values are found in UDC 09/LT.

3. Ledger Type 2

Use this processing option to specify the second ledger type you want to report on. Valid values are found in UDC 09/LT.

4. Ledger Type 3

Use this processing option to specify the third ledger type you want to report on. Valid values are found in UDC 09/LT.

Print Tab

Use these processing options to specify whether various elements print on the G/L by Object and Subsidiary report.

1. Subledger/Type

Use this processing option to specify whether you want to print the subledger and subledger type columns on the report. Valid values are:

Blank Do not print the subledger and subledger type columns.

1 Print the subledger and subledger type columns.

2. Business Units

Use this processing option to specify whether the report should include a column that lists the business unit for each account. Valid values are:

Blank Do not include the business unit column.

1 Include the business unit column.

3. Model Business Unit

Use this processing option to specify the model business unit that contains the account descriptions you want to use. If you leave this processing option blank, the transaction account descriptions will be used.

4. Accounts with Zero Balances

Use this processing option to specify whether the system should omit accounts with zero balances in the selected period. Valid values are:

Blank Include accounts with zero balances.

1 Omit accounts with zero balances.

5. Unposted Transactions

Use this processing option to soecuft whether the system should print unposted transactions on the report. Valid values are:

Blank Print posted transactions only.

1 Print posted and unposted transactions.

6. Total for Posted and Unposted Transactions

Use this processing option to specify whether the system should print separate totals for posted and unposted transactions on the report. Valid values are:

Blank Do not print totals for posted and unposted transactions.

1 Print totals for posted and unposted transactions.

Note: You can print totals for posted and unposted transactions only if you have set the Unposted Transactions processing option to print both posted and unposted transactions.

Versions Tab

Use this processing option to specify which version of the report you want to run.

1. Version

Use this processing option to specify either the French or Italian version of the G/L by Object and Subsidiary report. The French version of the report lists the batch number and batch type for each transaction. The Italian version of the report omits the batch number and batch type columns and lists instead the G/L registration number and currency code for each transaction. Valid values are:

Blank French version

1 Italian version

Process Tab

This processing option specifies whether you run this report in proof or final mode.

1. Mode

Use this processing option to specify the mode in which you want to run this report. Valid values are:

Blank Run the report in proof mode.

1 Run the report in final mode.

If you leave this processing option blank, the report will run in proof mode.

Note: When you run this report in final mode, only those records that have been printed in final mode on a trial balance report (R7409C3 or R70472) will be printed.

Currency Tab

These processing options allow you to show amounts in a currency other than the currency in which the amounts are stored on the system. These processing options allow you to view amounts in a different currency as a hypothetical scenario only; the amounts that appear in the different currency are not saved to the system.

1. As-If Currency

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this as-if currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for as-if currency. If you leave this processing option blank, the as-if currency grid column does not appear.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

2. As-Of Date

Use this processing option to specify an as-of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the as-of date. If you leave this processing option blank, the system uses the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the as-of date.

Processing Options for General Ledger by Category Code (R70470)

Select Tab

Use these processing options to specify the time period for which the general ledger report will be printed and to specify the ledger types that will be included on the report. For example, you can specify the BA (budget amounts) ledger type to print a report of budget amounts.

You can specify as many as three ledger types. If you specify more than one ledger type, the system will list transactions for all of these ledgers on the report. However, totals on a report that includes more than one ledger type will likely be meaningless because they will contain multiple currencies.

Also, if you specify the CA (foreign currency) ledger type and the CA ledger type includes amounts for multiple currencies, totals will be meaningless.

Caution: The Fiscal Dates processing options are required. Also, you must specify at least one ledger type or the report will be blank.

1. Fiscal Dates

Beginning Period Number

Use this processing option to specify the first period for which the general ledger report will be printed.

Beginning Fiscal Year

Use this processing option to specify the fiscal year of the first period for which the general journal report will be printed.

Ending Period Number

Use this processing option to specify the last period for which the general journal report will be printed.

Ending Fiscal Year

Use this processing option to specify the fiscal year of the last period for which the general journal report will be printed.

2. Ledger Type 1

Use this processing option to specify the first ledger type you want to report on. Valid values are found in UDC 09/LT.

3. Ledger Type 2

Use this processing option to specify the second ledger type you want to report on. Valid values are found in UDC 09/LT.

4. Ledger Type 3

Use this processing option to specify the third ledger type you want to report on. Valid values are found in UDC 09/LT.

Print Tab

Use these processing options to specify whether various elements print on the G/L by Category Code report.

1. Account Category Code

Use this processing option if you want the system to include account numbers from an alternate chart of accounts on the report. Enter the category code that contains the alternate chart of accounts. Valid values are:

R021	Category Code 21
R022	Category Code 22
R023	Category Code 23

2. Subledger/Type

Use this processing option to specify whether you want to print the subledger and subledger type columns on the report. Valid values are:

Blank Do not print the subledger and subledger type columns.

1 Print the subledger and subledger type columns.

3. Business Units

Use this processing option to specify whether you want the report to include a column that lists the business unit for each account. Valid values are:

Blank Do not include the business unit column.

Y Include the business unit column.

4. Accounts with Zero Balances

Use this processing option to specify whether you want the system to omit accounts with zero balances in the selected period. Valid values are:

Blank Include accounts with zero balances.

1 Omit accounts with zero balances.

5. Unposted Transactions

Use this processing option to specify whether you want the system to print unposted transactions on the report. Valid values are:

Blank Print posted transactions only.

1 Print posted and unposted transactions.

6. Total for Posted and Unposted Transactions

Use this processing option to specify whether separate totals for posted and unposted transactions should print on the report. Valid values are:

Blank Do not print totals for posted and unposted transactions.

1 Print totals for posted and unposted transactions.

Note: You can print totals for posted and unposted transactions only if you have set the Unposted Transactions processing option to print both posted and unposted transactions.

7. First Profit and Lost Account

Use this processing option to specify where the balance sheet accounts end and the profit-and-loss accounts begin in the alternate chart of accounts.

If you complete this processing option, the report will include subtotals for balance sheet and profit-and-loss accounts.

8. Column Format

Use this processing option to specify which optional columns should be included on the report. Valid values are:

Blank	Include batch number and batch type columns.
1	Include G/L registration number and currency code columns.

Process Tab

This processing option specifies whether you run this report in proof or final mode.

1. Mode

Use this processing option to specify the mode in which you want to run this report. Valid values are:

0	Run the report in proof mode.
1	Run the report in final mode.

If you leave this processing option blank, the report will run in proof mode.

Note: When you run this report in final mode, only those records that have been printed in final mode on a trial balance report (R7409C3 or R70472) will be printed.

Additional Reporting

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

- ☐ Working with European Union reporting
- ☐ Working with the Text File Processor
- ☐ Reviewing customer and supplier reports
- ☐ Preparing the Fixed Assets Legal Report

Working with European Union (EU) Reporting

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

- ☐ Overview of European Union reporting

Working with EU reporting consists of the following tasks:

- ☐ Understanding Intrastat requirements
- ☐ Understanding Intrastat reporting and the euro
- ☐ Updating Intrastat information
- ☐ Revising Intrastat information
- ☐ Purging records from the Intrastat table
- ☐ 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 *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.

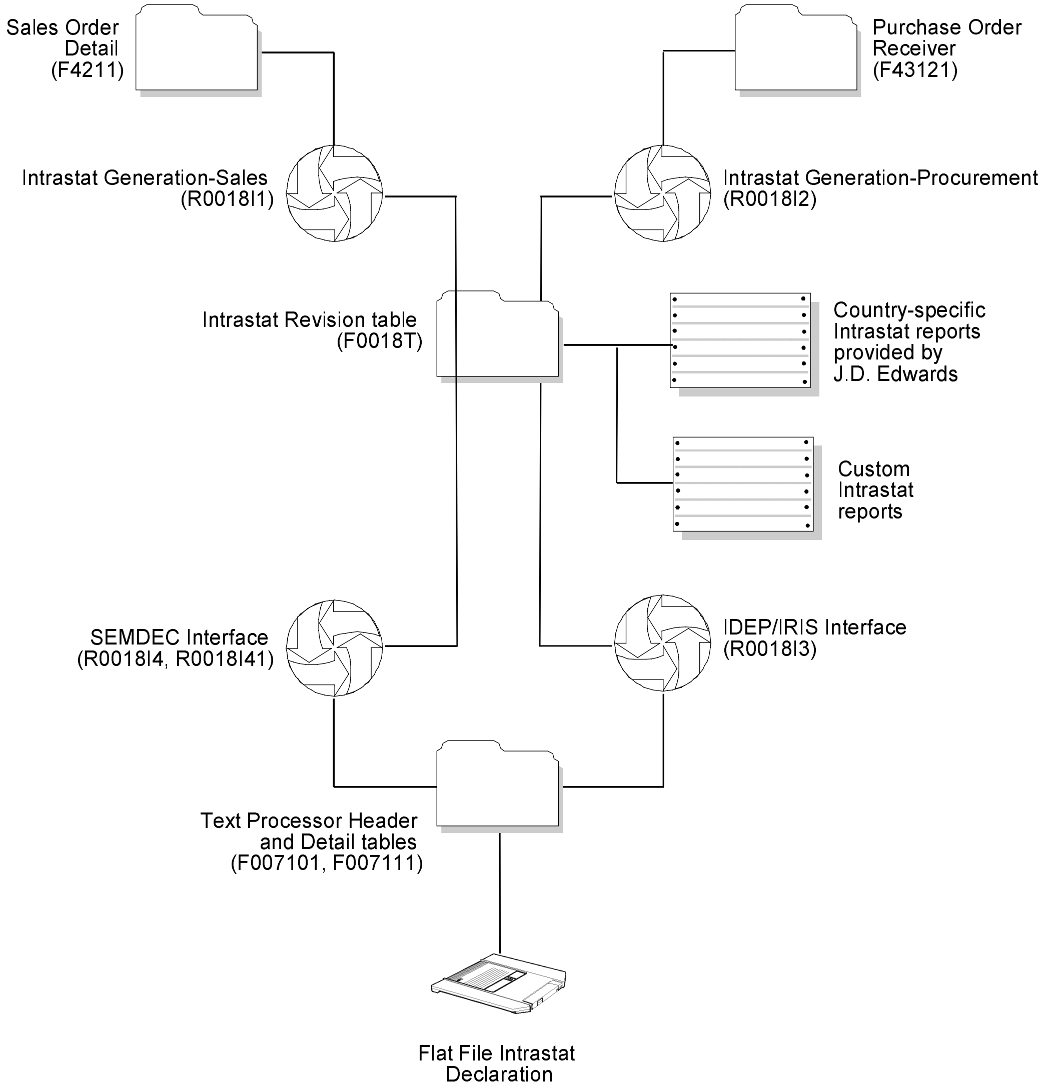
Detailed statistical information regarding merchandise trade between members of the EU is important for market research and sector analysis. To maintain the statistics on trade between EU members, the statistical office of the EU and the statistical departments of member countries developed the Intrastat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


Sales Order Detail (F4211)
Purchase Order Receiver (F43121)
Intrastat Generation-Sales (R0018I1)
Intrastat Generation-Procurement (R0018I2)
Intrastat Revision table (F0018T)
Country-specific Intrastat reports provided by J.D. Edwards
Custom Intrastat reports
SEMDEC Interface (R0018I4, R0018I41)
IDEP/IRIS Interface (R0018I3)
Text Processor Header and Detail tables (F007101, F007111)
Flat File Intrastat Declaration

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

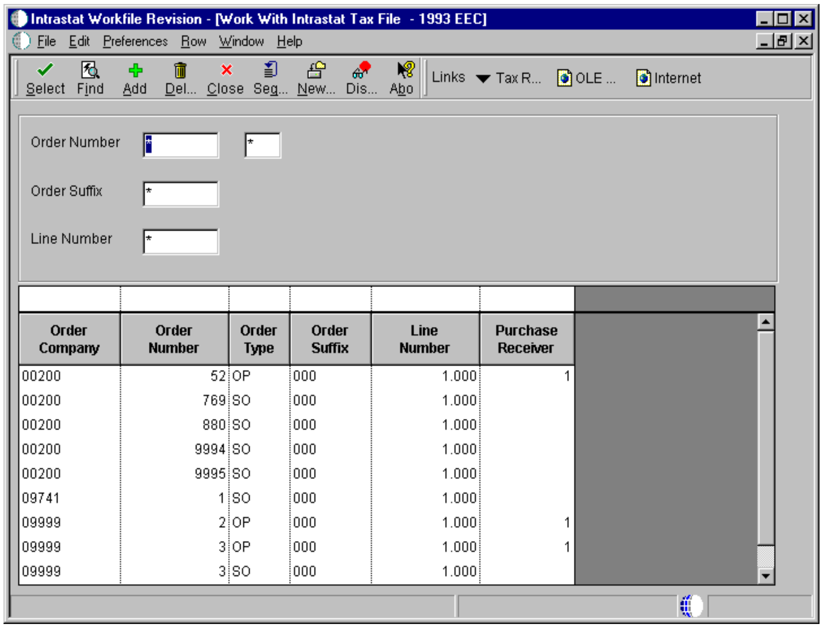
You can revise existing data in the Intrastat Revision table (F0018T). You might need to do this to correct missing or inaccurate information, to add a specific transaction, to update the process indicator, or to populate fields that are required by the authorities but that are not populated by the J.D. 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.


Intrastat Workfile Revision - [Work With Intrastat Tax File - 1993 EEC]
File
Edit
Preferences
Row
Window
Help
Select
Find
Add
Del...
Close
Seq...
New...
Dis...
Abo
Links
Tax R...
OLE ...
Internet

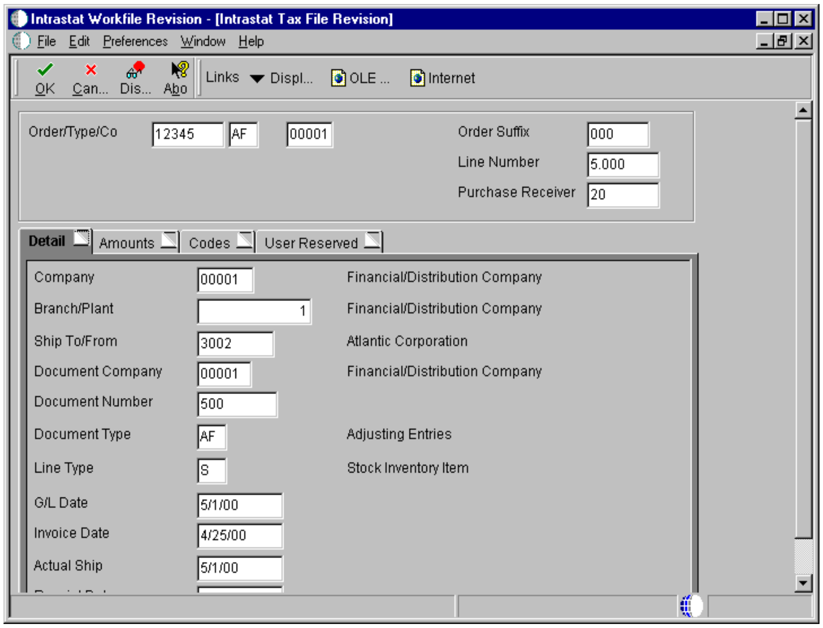
Order Number * *

Order Suffix *

Line Number *

Order Company	Order Number	Order Type	Order Suffix	Line Number	Purchase Receiver
00200	52	OP	000	1.000	1
00200	769	SO	000	1.000	
00200	880	SO	000	1.000	
00200	9994	SO	000	1.000	
00200	9995	SO	000	1.000	
09741	1	SO	000	1.000	
09999	2	OP	000	1.000	1
09999	3	OP	000	1.000	1
09999	3	SO	000	1.000	

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


Intrastat Workfile Revision - [Intrastat Tax File Revision]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Detail
Amounts
Codes
User Reserved

Order/Type/Co 12345 AF 00001

Order Suffix 000

Line Number 5.000

Purchase Receiver 20

Company	00001	Financial/Distribution Company
Branch/Plant	1	Financial/Distribution Company
Ship To/From	3002	Atlantic Corporation
Document Company	00001	Financial/Distribution Company
Document Number	500	
Document Type	AF	Adjusting Entries
Line Type	S	Stock Inventory Item
G/L Date	5/1/00	
Invoice Date	4/25/00	
Actual Ship	5/1/00	

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.

Field	Explanation
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.
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.

Field	Explanation
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: • Automated/Manual Payment Original document - Voucher Matching document - Payment • A/R Original Invoice Original document - Invoice • Receipt Application Original document - Invoice Matching document - Receipt • Credit Memo/Adjustment Original document - Invoice Matching document - Credit Memo • Unapplied Receipt Original document - Receipt
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: P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory documents O Ordering document types The system creates offsetting entries as appropriate for these document types when you post batches.
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: S Stock item J Job cost N Nonstock item F Freight T Text information M Miscellaneous charges and credits W Work order

Field	Explanation
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. 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: • To Currency (from company constants) • From Currency (from data entry form) • Customer/Supplier Address (if there is a currency contract) • Effective Date (Invoice Date from data entry) 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: EXW Ex works FOB Free on board CIF Carriage, insurance, freight DUP Delivered duty paid DDU Delivered duty unpaid xxx Others
Nature of Transaction	The nature of the transaction defines whether the movement of goods is for sale, lease, and so on. For European Union VAT reporting, you can input the Nature of Transaction codes using one of the User Defined codes on the Sales or Purchase Order details. User Defined Codes P1 through P5 are used for Purchase Orders. Codes S1 to S5 are used for Sales Orders. To provide F1 inquiry explanations to the code you choose, use UDC table 00/NT. The Update Extra Tax File programs can update the information in the Extra Tax File by specifying the User Defined Codes you have chosen to use (P1 to P5 or S1 to S5) in the appropriate processing option. The data can also be input by the user through the Direct Extra Tax File Adjustment program.
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: Blank Record not processed 1 Processed record 2 No processing required The Intrastat report selects only unprocessed records (Process Indicator = Blank). 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. 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

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.

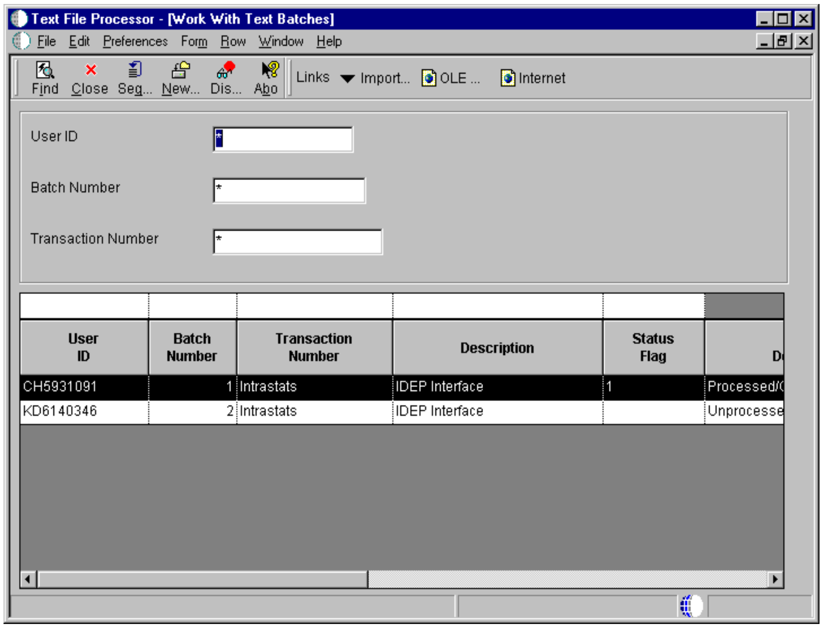
Note: If the text file is too large for the device you selected, you will receive an error message. You should copy the text file to a larger device. You can then use a compression utility, such as WinZip, to reduce the size of the text file if necessary.

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.


Text File Processor - [Work With Text Batches]
File Edit Preferences Form Row Window Help
Find
Close
Seq...
New...
Dis...
Abo
Links
Import...
OLE ...
Internet

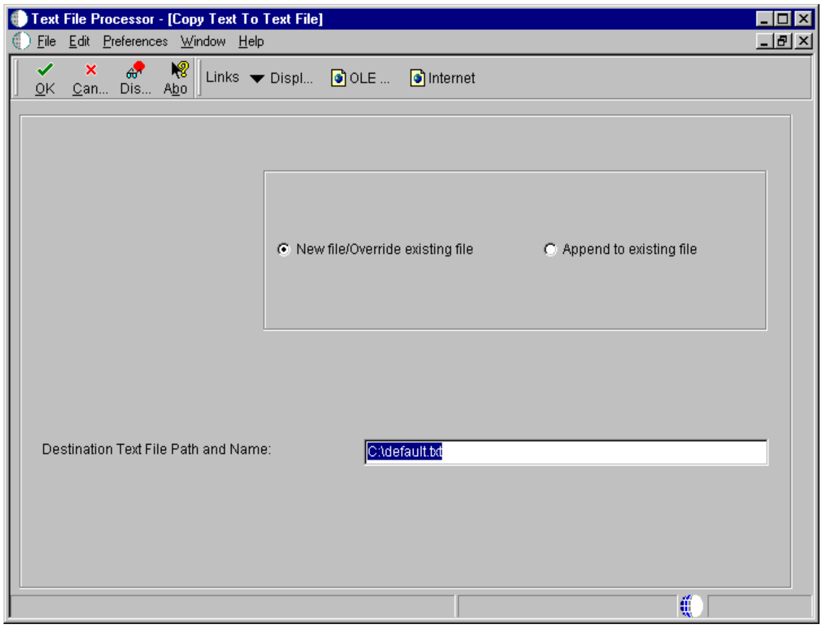
User ID *

Batch Number *

Transaction Number *

User ID	Batch Number	Transaction Number	Description	Status Flag	D
CH5931091	1	Intrastats	IDEP Interface	1	Processed/
KD6140346	2	Intrastats	IDEP Interface		Unprocesse

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.

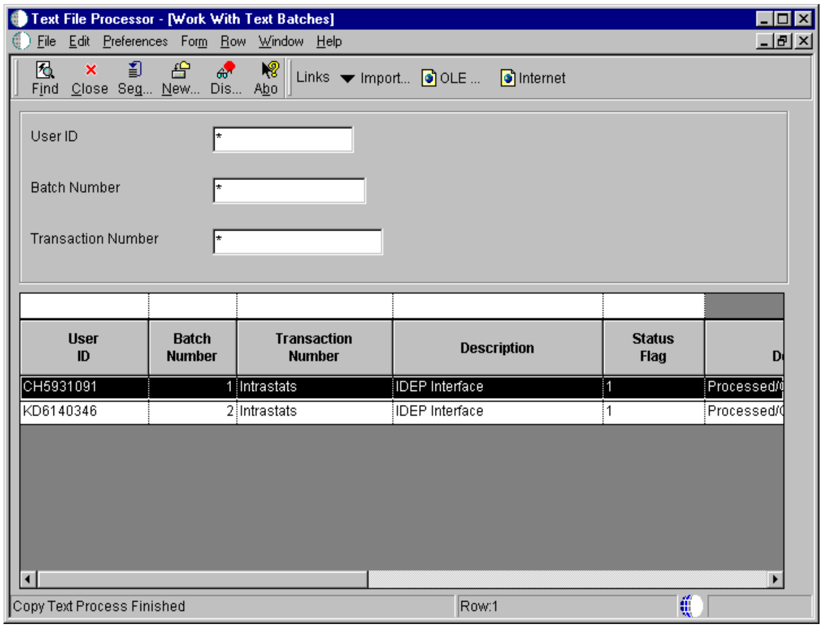

Text File Processor - [Copy Text To Text File]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

● New file/Override existing file ○ Append to existing file

Destination Text File Path and Name: C:\default.txt

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.


Text File Processor - [Work With Text Batches]
File Edit Preferences Form Row Window Help
Find
Close
Seq...
New...
Dis...
Abo
Links
Import...
OLE ...
Internet

User ID *

Batch Number *

Transaction Number *

User ID	Batch Number	Transaction Number	Description	Status Flag	D
CH5931091	1	Intrastats	IDEP Interface	1	Processed/
KD6140346	2	Intrastats	IDEP Interface	1	Processed/

Copy Text Process Finished Row:1

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

Field	Explanation
User ID	For World, the IBM-defined user profile. 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

Reviewing Customer and Supplier Reports

J.D. Edwards localized solutions include additional reports to meet the information needs of businesses in Italy. For example, print ledger reports to review the detail of the transactions between your company and your customers and suppliers. Businesses are required by law to report customer and supplier open amounts at year-end.

Reviewing customer and supplier reports includes the following tasks:

- ☐ Building the Localization Ledgers workfile
- ☐ Printing customer and supplier ledger reports
- ☐ Printing Open Amount reports for customers
- ☐ Printing Open Amount reports for suppliers

Building the Localization Ledgers Workfile

From the Italian Reports menu (G093152) or the French Reports menu (G093151), choose A/P Localized Supplier Ledger Refresh and A/R Localized Customer Ledger Refresh.

You run the Localization A/P and A/R Ledger Workfile Refresh programs to build the Localization Ledgers Workfile (F74412), which is used to generate the Localization A/P and A/R Ledger reports (R7404014).

You can base the customer and supplier ledger reports on the main address book numbers of the customers and suppliers, or on the parent number. To determine which address book number the customer and supplier ledger reports use, you set a processing option on the Localization A/P and A/R Ledger Workfile Refresh programs.

The A/P Localized Supplier Ledger Refresh program (R7404018) retrieves information from the following tables:

- F0411 - Accounts Payable Ledger
- F0413 - Accounts Payable Matching Document

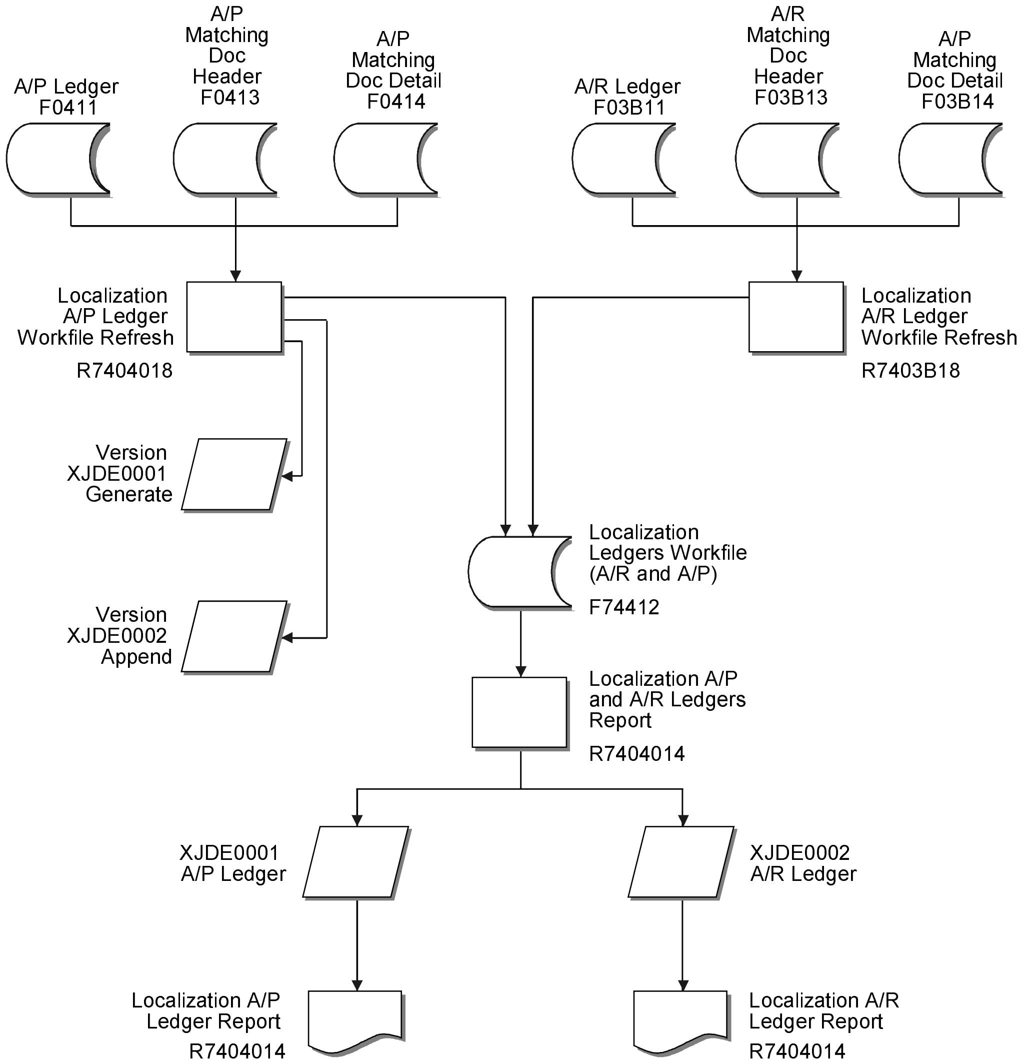
- F0414 - Accounts Payable Matching Document Detail

The A/R Localized Customer Ledger Refresh program (R7403B018) retrieves information from the following tables:

- F03B11 - Customer Ledger
- F03B13 - Receipts Header File
- F03B14 - A/R Check Detail File

Both the Localization A/P and A/R Ledger Workfile Refresh programs produce blank reports.

The following illustration shows the process for generating the Localization Ledgers Workfile in relation to Localization A/P and A/R Ledger reports:


A/P Ledger F0411
A/P Matching Doc Header F0413
A/P Matching Doc Detail F0414
A/R Ledger F03B11
A/R Matching Doc Header F03B13
A/P Matching Doc Detail F03B14
Localization A/P Ledger Workfile Refresh R7404018
Localization A/R Ledger Workfile Refresh R7403B18
Version XJDE0001 Generate
Version XJDE0002 Append
Localization Ledgers Workfile (A/R and A/P) F74412
Localization A/P and A/R Ledgers Report R7404014
XJDE0001 A/P Ledger
XJDE0002 A/R Ledger
Localization A/P Ledger Report R7404014
Localization A/R Ledger Report R7404014

Processing Options for A/P Localized Supplier Ledger Refresh (R7404018)

Select Tab

Use these processing options to select the time period for which the Localization A/P Ledger Workfile Refresh will select transactions for the Localization Ledgers Workfile (A/P and A/R) (F74412).

1. From Date

Use this processing option to enter the beginning of the range of G/L dates from which you want to select transactions.

2. Thru Date

Use this processing option to enter the end of the range of G/L dates from which you want to select transactions.

Process Tab

Use these processing options to control the way that records are added to the Localization Ledgers Workfile (A/P and A/R) (F74412).

1. Localized Supplier Ledger

Use this processing option to indicate whether records selected by the Localization A/P Ledger Workfile Refresh program should replace or be appended to records already in the Localization Ledgers Workfile (F74412).

Valid values are:

Blank	Append
1	Regenerate

Note: Both A/P and A/R transactions are stored in the Localization Ledgers Workfile. Replacing records using the Localization A/P Ledger Workfile Refresh program will replace only A/P records, not A/R records.

2. Summarize

Use this processing option to indicate whether transactions should be added to the Localization Ledgers Workfile (F74412) based on the supplier number or be summarized by the parent number of the supplier.

If you add transactions based on supplier number, the Localization A/P Ledger Report (R7404014) will group transactions by supplier number. If you summarize transactions by parent number, the Localization A/P Ledger Report will group transactions for all suppliers with the same parent number together.

Valid values are:

Blank Add transactions by supplier number.

1 Summarize transactions by parent number.

Processing Options for A/R Localized Customer Ledger Refresh (R7403B018)

Select Tab

Use these processing options to select the time period for which the Localization A/R Ledger Workfile Refresh will select transactions for the Localization Ledgers Workfile (A/P and A/R) (F74412).

1. From Date

Use this processing option to enter the beginning of the range of G/L dates from which you want to select transactions.

2. Thru Date

Use this processing option to enter the end of the range of G/L dates from which you want to select transactions.

Process Tab

Use these processing options to control the way records are added to the Localization Ledgers Workfile (A/P and A/R) (F74412).

1. Localized Customer Master

Use this processing option to indicate whether records selected by the Localization A/R Ledger Workfile Refresh program should replace or be appended to records already in the Localization Ledgers Workfile (F74412).

Valid values are:

Blank Append

1 Regenerate

Note: Both A/P and A/R transactions are stored in the Localization Ledgers Workfile. Replacing records using the Localization A/R Ledger Workfile Refresh program will replace only A/R records, not A/P records.

2. Summarize

Use this processing option to indicate whether transactions should be added to the Localization Ledgers Workfile (F74412) based on the customer number or be summarized by the parent number of the customer.

If you add transactions based on customer number, the Localization A/R Ledger Report (R7404014) will group transactions by customer number. If you summarize transactions by parent number, the Localization A/R Ledger Report will group transactions for all customers with the same parent number together.

Valid values are:

Blank Add transactions by customer number.

1 Summarize transactions by parent number.

Printing Customer and Supplier Ledger Reports

From the Italian Reports menu (G093152) choose AP/AR Ledger Report.

or

From the French Reports menu (G093151), choose Ledger Report - Localized.

You print localized customer and supplier ledger reports to review the detail of the transactions between your company and your customers or suppliers.

The localized customer and supplier ledger reports have the following features:

- Transactions are printed in the accounting format that is generally used by many European companies, with debit and credit amounts in separate columns, instead of in a single column in which the amounts are differentiated by a minus sign.
- You can print a report for all the transactions recorded for a certain customer or supplier based on a user-specified date range.
- You can print the report with currency amounts in the euro.

The localized customer and supplier ledger reports are based on information in the Localization Ledgers Workfile (A/P and A/R) table (F74412). You must build the workfile using the Localization A/P and A/R Ledger Workfile Refresh programs (R7404018 and R7403B018) before you run the customer and supplier ledger reports.

Customer Ledger Report

On the customer ledger report, the amount of the A/R drafts that are generated for a batch of invoices is printed in the debit column in the same way as any other payment.

The system excludes the following documents from the customer ledger report:

- A/R draft transactions, identified by document type R1
- Gains and losses on foreign transactions, identified by document types RG and RL

Supplier Ledger Report

The system excludes the following documents from the supplier ledger report:

- Voided payments, identified by document type PO
- Gains and losses on foreign transactions, identified by document types PG and PL

Note: On the supplier ledger report, the amount held when a voucher is paid for a supplier that is subject to Italian withholding tax is printed in the line immediately after the payment.

Processing Options for Localization A/P and A/R Ledger Report (R7404014)

Select Tab

Use these processing options to define the time period for which the A/P and A/R Ledger reports will select transactions.

1. From Date

Use this processing option to enter the beginning of the range of G/L dates from which you want to select transactions.

2. Thru Date

Use this processing option to enter the end of the range of G/L dates from which you want to select transactions.

Process Tab

Use these processing options to choose whether to include withholding and discount amounts on the report.

1. Withholding/Discount

Use this processing option to indicate whether withholding and discount amounts should be included on the report. Valid values are:

Blank	Do not include withholding and discount amounts.
1	Include withholding and discount amounts.

Versions Tab

Use these processing options to choose whether to process transactions with customers or transactions with suppliers.

1. Version

Use this processing option to indicate whether you want to print an A/P (supplier) ledger report or an A/R (customer) ledger report. Valid values are:

Blank Print an Accounts Payable report

1 Print an Accounts Receivable report

Currency Tab

Use these processing options to allow you to show amounts in a currency other than the currency in which the amounts are stored on the system.

1. As-If Currency

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this As If currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for As If currency, or leave this processing option blank if you do not want to show amounts in an alternate currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

2. As-Of Date

Use this processing option to specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the As-Of date, or leave this processing option blank to use the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date.

Printing Open Amount Reports for Customers

From the French Reports menu (G093151) or the Italian Reports menu (G093152), choose A/R Inventory Book.

The A/R Inventory Book report lists the total open amount for each customer by company. If a customer has open amounts in more than one company, the open amount for each company is listed separately.

You use a processing option to indicate whether the reports lists customers with positive open amounts or customers with negative open amounts. The system prevents you from including both positive and negative open amounts on the same report. A customer with a positive open amount has unpaid invoices. A customer with a negative open amount has overpaid.

Note: In Italy, business are required to report customer and supplier open amounts at year-end. To do this, print open amount reports for your customers. You are required by Italian law to include these reports as attachments to the Balance Sheet.

Processing Options for A/R Inventory Book (R7403B026)

Print Tab

Use this processing option to include customers with a negative balance on the A/R Open Amounts report.

1. Balances

Use this processing option to include customers with a negative balance on the A/R Open Amounts Report. If a customer has a negative balance, that customer has overpaid you. Valid values are:

Blank	Include only customers with a positive balance.
1	Include only customers with a negative balance.

Currency Tab

Use these processing options to show amounts in a currency other than the currency in which the amounts are stored on the system.

1. As-If Currency

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this As-If currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for As-If currency or leave this processing option blank if you do not want to show amounts in an alternate currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

2. As-Of Date

Use this processing option to specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the As-Of date, or leave this processing option blank to use the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date.

Printing Open Amount Reports for Suppliers

From the French Reports menu (G093151), choose French Reports or, from the Italian Reports menu (G093152), choose Italian Reports.

The Supplier Inventory Book report lists the total open amount for each supplier by company. If a supplier has open amounts in more than one company, the open amount for each company is listed separately.

You use a processing option to indicate whether the reports lists suppliers with positive open amounts or suppliers with negative open amounts. The system prevents you from including both positive and negative open amounts on the same report. A supplier with a positive open amount has unpaid invoices. A supplier with a negative open amount has been overpaid.

You can use the processing options to display amounts in the euro.

Note: In Italy, business are required to report supplier open amounts at year-end. To do this, print the open amounts reports for your suppliers. You are required by Italian law to include these reports as attachments to the Balance Sheet.

Processing Options for A/P Inventory Book (R7404026)

Print Tab

Use this processing option to include suppliers with a negative balance on the A/P Open Amounts report.

1. Balances

Use this processing option to include suppliers with a negative balance on the A/P Open Amounts Report. If you have a supplier has a negative balance, you have overpaid that supplier. Valid values are:

Blank Include only suppliers with a positive balance.

1 Include only suppliers with a negative balance.

Currency Tab

Use these processing options to show amounts in a currency other than the currency in which the amounts are stored on the system.

1. As-If Currency

Use this processing option to show amounts in a currency other than the currency in which the amounts are stored on the system. The system translates and shows domestic amounts in this As-If currency. For example, an amount in FRF can appear as if it is in EUR.

Enter the code for As If currency, or leave this processing option blank if you do not want to show amounts in an alternate currency.

Note: This processing option allows you to view amounts in a different currency as a hypothetical scenario only. The amounts that appear in the different currency are not saved to the system.

2. As-Of Date

Use this processing option to specify an As-Of date if you enter a currency code for the As-If Currency processing option. This option processes the exchange rate as of the date you specify.

Enter the As-Of date, or leave this processing option blank to use the system date.

Note: A valid exchange rate must exist in the exchange rate table between the two currencies based on the As-Of date.

Preparing the Fixed Assets Legal Report

From the Italy Reports menu (G093152), choose Fixed Assets Legal Report - Italy.

Italian law requires that companies submit Fixed Assets Legal Report (Registro dei beni ammortizzabili) prior to the final date for filing the tax report (Dichirazione dei Redditi) with the Fiscal Authority. The Fixed Assets Legal Report must be printed on pre-numbered and stamped, formatted paper.

J.D. Edwards Fixed Assets Legal Report is a plain paper report that provides the information that is needed to complete the official legal report. The Fixed Assets Legal Report does not comply with specific format requirements.

The Fixed Assets Legal Report includes the following information for depreciable assets (both material and non-material assets):

- Acquisition date
- Original cost
- Revaluation
- Devaluation
- Accumulated depreciation as of the end of the previous fiscal period

  The anticipated accumulated depreciation (fondo ammortamento anticipato) is displayed separately from the standard accumulated depreciation, when applicable.
- The actual depreciation coefficient applied during the fiscal period
- The depreciation expenses for the fiscal period
- The anticipated depreciation expenses for the fiscal period, when applicable
- Disposals (sale or other)

Processing Options for Fixed Assets Legal Report - Italy (R7412100)

`Processing`

`Select the Processing Options`

```
1. Enter the Legal Company                 ____________
2. Enter the Ledger Type. The              ____________
default value is 'AA'
```

Enter the final period and fiscal year.
    Leave blank to use the current
    period and fiscal year

3. Period ______________
4.Fiscal Year ______________
5. Enter the subledger type that indicates the appreciation of the fixed asset ______________

Enter Object Account and Subsidiary for
    plus values

6. Object Account ______________
7. Subsidiary ______________

Enter Object Account and Subsidiary for
    minus values

8. Object Account ______________
9. Subsidiary ______________

Report by parent

10. Enter ’1’ for a report by parent fixed asset. ’0’ for a report by fixed asset code. The default value is ’0’ ______________

Printing

Select the printing options

1. Enter the Fixed Asset code to print. 1=Fixed Asset Code, 2=Unit Number, 3=Lot/serial Number. The default value is ’1’ ______________
2. Enter ’1’ if you do not want to print program name, print date and page numbers ______________

Index

Index

770 Model - Italy (R74094), 96
A/P and A/R Ledger Report (R7404014)
  processing options, 450
A/P Annual Rpt Supplier Format - Italy (R00917), 148
  processing options, 149
A/P Inventory Book (R7404026)
  processing options, 454
A/P Localized Supplier Ledger Refresh (R7404018), 443
  processing options, 446
A/P Manual Payments (P0413M), 96
A/P Payment Processing - Detail table (F04573), 101
A/P Payment Processing - Summary table (F04572), 101
A/P Print Payments - Checks - Italy (R04572I2)
  processing options, 287
A/P Speed Voucher Entry (P0411SV), 96
A/P Standard Voucher Entry (P0411), 82, 96, 134
A/P to G/L Integrity by Offset Account (R047001A), 361
A/P to G/L Integrity Report by Batch (R04701), 361
A/R - A/P IVA Tax Report - Italy (R004051), 134, 136, 156, 361
A/R Annual Report Customer Format - Italy (R00916), 148
  processing options, 149
A/R Batch Draft Creation (R03B671), 174
A/R Batch Draft Creation report, 239
A/R Check Detail File table (F03B14), 444
A/R Check Detail table (F03B14), 153
A/R drafts
  processing in Italy, 196
A/R electronic formats
  setting up for the euro, 22
A/R Inventory Book (R7403B026)
  processing options, 452
A/R Inventory Book (R7403B926), 452
A/R Localized Customer Ledger Refresh (R7403B018), 443, 444
  processing options, 447
A/R Magnetic Draft Remittance report, 261
A/R to G/L by Accounting Class (R03B7001A), 360
A/R to G/L by Batch Integrity (R03B701), 360
AAIs
  AAI descriptions
    translating, 77
  PKD AAI - example, 39
  PKL AAI - example, 40
Account Balances table (F0902), 353, 360, 361
Account Ledger Inquiry by Category Code
  processing options, 367
Account Ledger Inquiry by Object Account
  processing options, 364
Account Ledger table (F0911), 153, 154, 360, 361, 371
Account Master table (F0901), 31, 73
Account Translation Report (R09017), 77
Accounting for petrol card expense reports, 351
Accounts
  balancing periodic activities, 359
  information
    validation - setup, 171
Accounts by Business Unit (P0901), 32
Accounts descriptions, 77
Accounts payable
  petrol card, 351
Accounts Payable Detail table (F0411), 101
Accounts payable ledger
  sequential number report, 370
Accounts Payable Ledger table (F0411), 153, 361, 369, 443
Accounts Payable Matching Document Detail table (F0414), 444
Accounts Payable Matching Document table (F0413), 443
Accounts receivable drafts
  collecting in Italy, 196
  remitting in Italy, 196
Accounts receivable ledger
  sequential number report, 370
Accounts Receivable Ledger table (F0311), 360, 361, 369

Accumulating ledger types for one account
  General Ledger report, 375
Additional Address Book Information table (F0091), 107
Address Book Master table (F0101), 44
Address Book table (F0101/F0116), 402
Adjusting journal entries
  registration numbers for, 372
Adjustments to transactions
  annual close, 353
Advanced Payment Term Revision form, 69
Advanced Payment Terms (P00145), 68
Alternate chart of accounts
  account defined in account master table, 73
  account defined only, 73
  account deleted, 74
  data integrity, 73
  security, 74
  setting up, 31
Alternate currency payments
  calculating payment amounts, 336
Alternate ledger types, 74
  currency, 75
  depreciation, 75
  user defined, 75
Annual close
  adjustments to system, 353
  annual close/spread ledger types user defined code list (00/LT), 356
  automatic accounting instructions, 355
  chart of accounts, 357
  document types, 356
  ledger types, 356
  ledger types for post balancing user defined code list (09/LP), 355
  ledger types user defined code list (09/LT), 355
  preparing, 354
  User Defined Codes, 355
  UX ledger type, 356
  UY ledger type, 356
  working with, 353
Annual IVA Control Reports (R00910), 145
Annual IVA File Revision - Italy (P00900), 146
Annual VAT
  reports, 143
  revising information, 145
Annual VAT Control Reports (R00910)
  processing options, 145
Annual VAT Control Reports menu option, 145
Annual VAT File Build (R00911)
  processing options, 144
Annual VAT File Build menu option, 144
Annual VAT File Revision - Italy menu option, 146
Approving and posting A/R drafts, 269
As if currency
  Intrastat reports, 404
As If currency
  repost, 82
Assigning payment instruments to suppliers
  Supplier Master Information form, 293
Assigning programs to payment instruments
  Select User Defined Code form, 291
  Set Up Payment Instrument Defaults form, 289
  Work With Payment Instrument Defaults form, 289
Attachments
  creating payment groups, 295
  generating for automatic payments, 285
  setting up payment instruments, 287
Automatic accounting instructions. *See* AAIs
  for drafts, 199
  GTyyyy, 129
  journal entries with VAT, 129
  value-added and other tax, 129
Automatic Accounting Instructions. *See* AAIs
Automatic accounting instructions (AAIs)
  annual close, 355
  withholding tax, 39
Automatic payment setup
  assigning programs to payment instruments, 288
  revising payment formats, 292
  setting up bank accounts, 277
  setting up payment instruments, 287
Automatic payments
  assigning payment formats, 285
  bank tapes, 344
  copying payments to tape, 344
  creating payment groups, 295
  CTX bank tape format, 279
  multicurrency, 310
  processing withholding taxes, 101
    create payment control groups, 101
    update payment group, 101
    work with payment control groups, 101
  removing processed payments, 343
  removing unprocessed payments, 326
  resetting payment processing, 341
  reviewing payments (update status), 324
  reviewing payments (write status), 321

- revising unprocessed payments, 326
- working with payment groups, 315
- writing, 335

Automatic Payments (P0457xx), 96

Balance currency restatement
  - multicurrency, 81

Bank Account Cross-Reference form, 207

Bank Account Exception Report
  - processing options, 210

Bank account exception report for A/R drafts
  - printing, 210

Bank Account Exceptions report, 210

Bank account information
  - default for payment instrument, 285
  - draft generation, 174
  - draft remittance, 174
  - drafts, 206
  - revising manually, 177
  - uploading to system, 175
  - validating, 173

Bank Account Information (P00306), 279

Bank Account Information (P0030G), 277

Bank accounts
  - setting up bank account information, 277

Bank Accounts by Address (P0030A), 181

Bank branch code
  - bank identification validation, 173

Bank ID - Italy table (F74030), 169, 171, 173

Bank ID Table Upload - Italy (R74301), 175

Bank identification
  - revising information manually, 177
  - uploading information to your system, 175
  - validation, 83, 173
    - business functions, 83
    - COMIT format, 173
    - Italian bank ID form (F74030), 173
    - programs, 83

Bank information validation
  - setting up, 169

Bank numbers
  - converting, 181

Bank registers for drafts, 255

Bank Revision - Italy (P7430IT), 177

Bank Revision - Italy form, 177

Bank tape
  - CTX, 279
  - Resetting payment processing, 343

Bank transit number
  - bank identification validation, 173

Bank Transit Number Master table (F0030), 181

Batch Control Records table (F0011), 72

Batch to Detail/Out of Balance (R007031), 72

Batch Versions (P98305), 292

Batch Year-end IVA File Creation - Italy (R00911), 144

Bolle Doganali, 134
  - entries for payments by carriers or customs agencies, 135
  - entries for payments directly to Customs Authority, 135

Branch/Plant Constants table (F41001), 47

Business functions
  - Italian date edits, 30
  - voucher and invoice entry master, 30

Business Unit Alternate Description Master table (F0006D), 77

Business unit descriptions
  - translating, 77

Business Unit Master table (F0006), 47, 48, 402

Business Unit Translation (R00067), 77

Calculate VAT Ceiling (R74412), 160, 162
  - processing options, 163

Category codes
  - nature of transaction codes, 51
  - security on alternate chart of accounts, 74

CBS-IRIS
  - Germany, 423
  - Holland, 421

Certifications report
  - printing, 110

Chart of accounts
  - account descriptions
    - translating, 77
  - alternate, 31
  - annual close, 357
  - corporate, data integrity, 73
  - security, 74
  - withholding tax instructions, 39

Class/Register Setup - Italy (P74091), 124

Class/Register Type Revision form, 125

Close of fiscal year, 354

Collecting drafts, 265

COMIT format
  - bank identification validation, 173

Commodity Codes (P744102), 58

Company Constants table (F0010), 402

Condition of transport user defined code list (00/TC), 54

Contingent liability for drafts, 264

Copy Bank Tape File to Tape (P0457), 345, 347

Copying payments to tape, 344

Copying tape tables to tapes or diskettes
  - Copy Bank Tape to Tape form, 347

Corporate chart of accounts
  data integrity, 73
Country code for 770 form user defined code list (74/CN), 21
Country codes for tax ID validation user defined code list (70/TT), 63
Country codes user defined code list (00/CN), 47
Country server
  registration numbers processing options, 30
Country server exits
  bank ID validation, 83
    business functions, 83
    programs, 83
  general ledger date edit, 83
    general ledger inquiry, 84
      business functions, 84
      programs, 84
    voucher entry, 84
      business functions, 84
      programs, 84
  Italy, 82
  tax ID validation, 83
    business functions, 83
    programs, 83
  withholding tax processing, 84
    A/P speed release, 86
      business functions, 86
      programs, 86
    automatic payment detail, 87
      business functions, 87
      programs, 87
    create payment control groups, 86
      business functions, 87
      programs, 87
    manual payments, 88
      business functions, 88
      programs, 88
    purchase order voucher match, 86
      business functions, 86
      programs, 86
    supplier master, 88
      business functions, 88
      programs, 88
    update automatic payment, 87
      business functions, 87
      programs, 87
    update voucher record with payment, 88
      business functions, 89
      programs, 88
    void payments, 89
      business functions, 89
      programs, 89
   voucher entry master business functions, 85
    delete voucher, 86
      business functions, 86
      programs, 86
    standard voucher entry, 85
      business functions, 85
      programs, 85
    voucher exit, 85
      business functions, 85
      programs, 85
Country servers, 14
Country Specific Processing Options - Italy (P7400IT), 30
Country-Specific Processing Options - Italy (P7400IT)
  processing options, 31
Create A/P Bank Tape - Italy (R04572I1)
  processing options, 286
Create Payment Control Groups (R04570), 295
Create Payment Groups
  processing options, 299
Creating a renewal draft, 253
Creating automatic drafts, 238
Creating bank registers for A/R drafts, 255
Cross referencing
  items, 59
  suppliers, 59
CTX bank tape format, 279
CTX bank tape information, 277
Currency
  As If repost, 82
  balance restatement, 81
  detailed restatement, 81
  domestic - data entry, 80
  foreign - data entry, 80
  ledgers for, 362, 365
  ledgers, example, 75
  local, 362, 365
  multiple, 79
    AA ledger, 80
    CA ledger, 80
    XA ledger, 80
  stable, 362, 365
Currency Codes table (F0013), 402
Currency Exchange Rate table (F0015), 80
Currency Restatement Rates table (F1113), 402, 404
Customer acceptance drafts, 189
Customer ledger report
  excluded documents, 449

  - printing, 448
- Customer Ledger table (F03B11), 122, 153, 162, 444
- Customer records
  - setting up drafts as default payment instrument, 204
- Customers
  - Tax ID numbers, 62
  - VAT registration numbers, 62
- Customers and suppliers
  - printing annual VAT reports for, 148
- Customs Authority
  - VAT-only vouchers, 134
    - entries for payments by carriers or customs agencies, 135
    - entries for payments directly to Customs Authority, 135
- Daily transaction rates, 80
  - setting up, 80
    - default rate, 80
    - individual rate, 80
    - spot rate, 81
- Data dictionary
  - withholding tax, 38
- Data integrity and the Chart of Accounts, 73
- Data items
  - IRSA- Withholding Tax Status, 38
- Date edits
  - setting up, 30
- Date Range Revision form, 67
- Date ranges, 139
- Debit memos
  - excluding from payment group, 327
- Debit statements
  - creating payment groups, 295
  - defined and explained, 289
  - generating for automatic payments, 285
  - setting up payment instruments, 287
  - working with automatic payments, 337
- Default exchange rates, 80
- Deferred invoices
  - and VAT, 121
- Delinquency notice text
  - translating, 78
- Depreciation ledgers
  - example, 75
- Detailed currency restatement
  - multicurrency, 81
- Dialog boxes. *See* Forms
- Display preferences
  - setup, 14
- Displays. *See* Forms
- Distribute W/T Amount Report (R7404530), 96
- Document types
  - annual close, 356
  - linking to register types and classes, 124
- Draft collection
  - in Italy, 196
- Draft Collection with Status Update
  - processing options, 266
- Draft Entry
  - processing options, 224
- Draft generation
  - bank account information, 174
- Draft processing
  - approving and posting A/R drafts, 269
  - automatic accounting instructions (AAIs), 199
  - automatic drafts, 189
  - bank account exceptions report, 210
  - bank account information setup, 206
  - bank registers, 255
  - collection, 265
  - contingent liability, 264
  - creating a renewal draft, 253
  - creating automatic drafts, 238
  - draft batches, 270
  - entering manual drafts, 217
  - full NSF drafts, 248
  - manual drafts, 189
  - NSF drafts, 248
  - origination, 211
  - partial NSF draft, 250
  - pay status codes, 203
  - payment instrument codes, 202
  - posting journal entries for A/R drafts, 271
  - pre-authorized drafts, 238
  - printing invoices and statements, 211
  - printing invoices with drafts, 211
  - printing statements with drafts, 214
  - remittance, 255, 260
  - returning to prior status, 243
  - reviewing and approving journal entries, 269
  - reviewing and revising bank registers, 259
  - reviewing and revising drafts, 241
  - setting up drafts as the default payment instrument, 204
  - setup, 199
  - setup for cross-references for bank accounts, 207
  - setup for drafts as default payment instrument, 204
  - setup for statements, 205

- text file processor, 260
- types of drafts, 189
- user defined codes setup, 202
- voiding drafts, 245
- working with draft acceptance, 217
- working with draft origination, 211

Draft remittance
- bank account information, 174
- in Italy, 196

Draft Remittance
- processing options, 261

Draft Remittance (R03B672), 174
- Italian formats, 196

Drafts
- processing in Italy, 196

Due Date Rule Revisions (P00146), 66

Due Date Rules Revision form, 66, 68

Due dates
- VAT ceiling reporting, 161

EC sales list
- reporting, 397

EC Sales List - A/R (R0018S)
- processing options, 434

EC Sales List (R0018L), 428

Electronic draft remittance, 260

Electronic funds transfer (EFT)
- automatic payment formats, 286

Employee expense report
- petrol cards, 351

Enter Drafts form, 219

Entering a full NSF draft, 248

Entering a partial NSF draft, 250

Entering journal entries with VAT, 128

Entering manual drafts, 217

Euro
- Intrastat reporting, 400
- setting up A/R electronic formats, 22

European community member codes user defined code lists (74/EC), 49

European community members
- setting up nature of transaction codes, 50

European Union
- reporting, 397

Excluding a debit memo
- Work With Payment Groups form, 327

Expense reports
- petrol cards, 351

Final annual close, 375, 385
- of Trial Balance report, 375

Fiscal and VAT reporting
- free goods, 185

Fiscal documents
- numbering, 369

Fiscal solutions
- Trial Balance report, 374

Fiscal year
- close of, 354

Fixed Assets Legal Report - Italy (R7412100)
- processing options, 457

Form 770
- user defined code list, 20

Form 770 information user defined code list (74/70), 20

Forms
- Additional Selection Criteria, 320
- Advanced Payment Term Revision, 69
- Bank Account Cross-Reference, 207
- Bank Revision - Italy, 177
- Class/Register Type Revision, 125
- Copy Bank Tape to Tape, 346, 347
- Date Range Revision, 67
- Due Date Rules Revision, 66, 68
- Enter Drafts, 219
- Installment Revision, 70
- Intrastat Commodity Code, 53, 58
- Intrastat Cross Reference, 60
- Intrastat Tax File Revision, 410
- Item/Branch Plant Info, 48
- Payment Detail, 323
- Payment Group Detail, 321
- Payment Header Detail-Update Status, 326
- Payment Header Detail-Write Status, 324
- Reset Payments, 343, 344
- Revise Bank Information, 279
- Revise Payment Group Controls, 332, 337
- Revise Payment Value Date, 329
- Revise Single Account, 32
- Select User Defined Code, 291
- Set Up G/L Bank Account, 277
- Set Up Payment Instrument Defaults, 289
- Split Payments, 329
- Supplier Master Additional Information - Italy, 44
- Supplier Master Information, 293
- Tax area - EMEA - revisions, 25
- Tax Rate/Area Revisions, 26
- Tax/Rates Revisions, 24
- User Profile Revisions, 15
- VAT Balances History Revision - Italy, 128
- VAT Ceiling Revision, 164
- VAT File Revision, 146
- Withholding Tax Codes Revision - Italy, 41
- Withholding Tax Detail - Italy, 98, 103

  Work With Account Ledger by Category Code, 366
  Work With Account Ledger by Object Account, 363
  Work with Accounts, 32
  Work With Bank Accounts by Address, 207
  Work with Intrastat Tax File - 1993 EBC, 409
  Work With Payment Detail, 323, 328
  Work With Payment Groups, 319, 322, 324, 325, 326, 327, 328, 329, 331, 332, 337, 339, 341, 344
  Work With Payment Group-Update Status, 325
  Work With Payment Group-Write Status, 322, 331
  Work With Payment Instrument Defaults, 289
  Work With Versions, 292
  Work with Withholding Tax - Italy, 102
  Write Payments, 338
  Yearly VAT Revision, 147
Free goods
  invoices for, 185
Freight handling code user defined code list (42/FR), 55
Freight handling codes
  conditions and modes of transport, 55
  EU modification, 55
Full NSF draft, 248
G/L Bank Accounts (P0030G), 181
G/L by Category Code (R70470), 384
G/L by Object and Subsidiary (R7409C1), 384
G/L registration report
  printing, 371
    registration numbers for adjusting journal entries, 372
G/L Registration Report - Italy (R09404), 371, 372
G/L Registration Report (R09404)
  processing options, 373
Gains and loss recognition
  multicurrency, 81
  realized, 81
  unrealized, 81
General accounting solutions for Italy, 349
General Ledger by Category Code (R70470)
  processing options, 390
General Ledger by Object and Subsidiary (R7409C1)
  processing options, 385
General ledger date edit, 83
  general ledger inquiry, 84
    business functions, 84
    programs, 84
  voucher entry, 84
    business functions, 84
    programs, 84
General Ledger report
  accumulating ledger types for one account, 375
  printing, 384
Generate Withholding Tax Pmts (R7404500)
  processing options, 109
Generate Withholding Tax Pmts menu option, 108
Global Update A/P Records (R04802), 72
Globalization
  setting up user display preferences, 14
IDEP/CN8
  country specific, 419
IDEP/IRIS
  electronic format, 424
IDEP/IRIS Interface (R001813)
  processing options, 425
IDEP/IRIS Interface (R0018I3), 419, 424
IDs
  tax validation, 62
Individual contracts exchange rates, 80
INPS withholding tax, 94
Input VAT, 120
Inquiries
  account ledger, 362, 365
Installment Revision form, 70
Integrity of accounting data
  corporate chart of accounts, 73
Intercompany settlements
  multicurrency, 81
Internation Product Handbook, 14
Intra-Community VAT, 122, 139
  reporting considerations, 122
Intrastat
  and multicurrency, 404
  and the euro, 400
  commodity codes, 57
  cross-referencing information, 59
  purging table records, 417
  reporting, 397
    example, 401
    process, 399
    using IDEP CN8/IRIS interface, 419
  requirements, 398
  revising information, 409

  setting up user defined codes for reporting, 46
  system, 398
  updating Intrastat Revision table, 401
    euro considerations, 404
    performance considerations, 405
Intrastat Commodity Code form, 53, 58
Intrastat Cross Reference form, 60
Intrastat Generation - Procurement (R0018I2), 51, 59, 401
  processing options, 407
Intrastat Generation - Sales (R0018I1), 51, 401
  processing options, 405
Intrastat Item/Supplier Cross Reference (P744101), 59, 60
Intrastat reporting user defined code list, 46
Intrastat Revision (P0018T), 409
Intrastat Revision table
  purging records, 417
Intrastat Revision table (F0018T), 49, 56, 402, 404, 409, 419
  information upload, 402
Intrastat Supplier/Item Cross Reference table (F744101), 48, 59, 402
Intrastat Table (F0018T) - Purge (R0018TP)
  processing options, 418
Intrastat Tax File Revision form, 410
Intrastat Workfile Purge (R0018TP), 417
Intra-union trade limit
  VAT EC Sales List, 428
Inventory Constants table (F41001), 48, 59, 402
Invoice Control Report (R74079), 156
Invoice date
  end of month, 65
    advanced payment terms, 68
    due date rules, 66
    due date rules - date range, 67
    due date rules - end of month rule part 1, 66
    due date rules - end of month rule part 2, 67
    installments, 69
Invoice list control report
  printing, 156
Invoice List Control Report (R74079)
  processing options, 156
Invoice List Control Report menu option, 156
Invoice print with draft processing options, 212
Invoices
  printing with draft attachments, 211
Invoices for free goods, 185
IRIS
  Germany, 423
  Holland, 421
IRSA - Withholding Tax Status data item, 38
Italian Bank File Processing (R74800)
  processing options, 181
Italian Bank File Processing menu option, 181
Italian Bank Number Conversion (R74800), 181
Italian date edits business functions, 30
Italian EFT format, 286
Italy
  tax ID number example, 62
  VAT registration number example, 62
Item Branch/Plant (P41026), 48
Item Master table (F4101), 402
Item/Branch Plant Info form, 48
Item/Branch table (F4102), 402
Items
  cross-referencing with suppliers, 59
IVA. *See* VAT
IVA Balances Revisions (P74092), 127
IVA Report by Tax Area Code (R00400), 141
Journal entries
  registration numbers for adjusting, 372
  tax example, 130
  value-added tax (VAT), 128
Journal Entries (P0911), 351
Journal Entries with VAT
  processing options, 133
Ledger types
  alternate, 74
  annual close, 356
  currency, 75
  currency ledgers, 75
  depreciation, 75
  depreciation ledgers, 75
  user defined, 75
  user defined ledgers, 75
Ledgers and journals
  trial balance, 374
Letter Text Table Maintenance (P03B2801), 78
Linking register types and classes to document types, 124
Localization Ledgers Workfile
  building, 443
  example, 445
Localization Ledgers Workfile (F74412), 443
Localized AP/AR Ledger Report (R7404014), 448
Magnetic RiBa Tape Format (R03B672IT)
  processing options, 196
Manual drafts, 217
Manual payments

  processing withholding tax, 100
Menu options
  Annual VAT Control Reports, 145
  Annual VAT File Build, 144
  Annual VAT File Revision - Italy, 146
  Generate Withholding Tax Pmts, 108
  Invoice List Control Report, 156
  Italian Bank File Processing, 181
  Model 770 W/T Commission - Free Format, 111
  Monthly Suspended VAT Report, 156
  Monthly VAT Report, 136
  Print Supplier W/T Ledger, 114
  Print VAT Summary Report, 138
  Print W/T Certifications, 110
  Print W/T Payment Proposal, 107
  Register Type & Class Setup, 124
  Setup Withholding Tax Codes, 41
  Suspended VAT Generation, 153
  VAT Balances Revisions, 127
  VAT Report by Tax Area Code, 141
  Year-End VAT Output File Generation - Italy, 147
Mode of transport codes user defined code list (00/TM), 55
Model 770
  form, 93
  report, 111
    date format, 113
    withholding tax codes, 40
Model 770 - Free Format - Italy (R74094D), 111
  processing options, 113
Model 770 W/T Commission - Free Format menu option, 111
Monitor VAT Ceiling (R74416), 160, 165
  processing options, 166
Monthly activities
  account balancing, 359
Monthly Suspended VAT Report menu options, 156
Monthly VAT
  report
    printing, 136
    VAT-only vouchers, 134
Monthly VAT Report (R004051)
  processing options, 136
Monthly VAT Report menu option, 136
Multicurrency
  and Intrastat, 404
  automatic payments, 310
  Currency Exchange Rate table, 80
    default rate, 80
    individual rate, 80
    spot rate, 81
  solution summary, 79
    AA ledger, 80
    CA ledger, 80
    XA ledger, 80
Multilingual environments
  translation issues, 76
Multiple ledger types, 74
  currency, 75
  depreciation, 75
  user defined, 75
Nature of transaction codes - EU user defined code lists (74/NT), 50
Nature of transaction codes - purchase orders user defined code list (41/P1-P5), 51
Nature of transaction codes - sales order user defined code list (41/S1-S5), 50
Nonrecoverable input VAT, 120
Notula
  processing withholding tax, 95
    close amounts, 96
    enter standard voucher, 95
    prepayment voucher, 95
    record payment, 95
Notula Browse - Italy (P7404074), 96
Open amount report
  customer, 452
  supplier, 453
Order Address Information table (F4006), 59, 402
Output VAT, 120
Overview of European union reporting, 397
Partial NSF drafts, 250
Pay status codes
  for drafts, 203
Payment Analysis report, 318
  printing, 318
Payment Analysis Report
  processing options, 318
Payment Analysis Report (R04578), 318
Payment Group Edit report, 297
Payment group status
  update, 315
  write, 315
Payment groups
  creating. *See* Automatic payments
  pay item statuses, 315
  reviewing, 318
  reviewing payments (update status), 324
  reviewing payments (write status), 321

  working with, 315
Payment instrument codes
  for drafts, 202
Payment instrument defaults
  Italian EFT format, 286
Payment Instrument Defaults (P0417), 288
Payment instrument user defined code list (00/PY), 17
Payment instruments
  assigning formats, 285
  assigning programs, 288
  assigning to suppliers, 293
  components of, 287
  revising formats, 292
  setting up, 287
Payment registers
  creating payment groups, 295
  generating for automatic payments, 285
  setting up payment instruments, 287
Payment terms
  example - 30/60/90 end of month invoice date, 65
Payments
  formats. *See* Payment instruments
Payments due
  for withholding tax, 108
Periodic activities
  account balancing, 359
Periodic system maintenance activities, 71
Petrol cards
  expense reports, 351
Petrol debt
  closing, 352
Posting journal entries for A/R drafts, 271
Posting journal entries for AR drafts, 271
Pre-authorized drafts, 189, 238
Pre-Authorized Drafts
  processing options, 239
Print
  annual VAT report for customers and suppliers, 148
  G/L registration report, 371
    registration numbers for adjusting journal entries, 372
  model 770 report, 111
    date format, 113
  monthly suspended VAT report, 156
  monthly VAT report, 136
  open suspended VAT invoice listing, 156
  payment report proposal, 107
  reports for withholding tax, 107
  Summary VAT report, 138
    date ranges, 139
    intra-community VAT, 139
    rounding considerations, 138
  supplier ledger report including withholding tax details, 114
  VAT by Tax Area Code report, 141
  VAT control report, 145
  withholding tax certifications report, 110
  withholding tax payments due, 108
Print IVA Summary Error Report - Italy (R74093), 138
Print Supplier W/T Ledger menu option, 114
Print VAT Summary Report (R74093)
  processing options, 139
Print W/T Certifications (R7404027)
  processing options, 110
Print W/T Certifications menu options, 110
Print W/T Payment Proposal (R7404430)
  processing options, 108
Print W/T Payment Proposal menu option, 107
Printing
  customer and supplier ledger reports, 448
  EC Sales List, 428
  General Ledger report, 384
  open amount reports for customers, 452
  open amount reports for suppliers, 453
  Sequential Number report, 369
  Trial Balance report, 374
Processing A/R drafts in Italy, 196
Processing automatic payments, 273
Processing options
  A/P and A/R Ledger Report (R7404014), 450
  A/P Annual Rpt Supplier Format - Italy (R00917), 149
  A/P Inventory Book (R7404026), 454
  A/P Localized Supplier Ledger Refresh (R7404018), 446
  A/P Print Payments - Checks - Italy (R04572I2), 287
  A/R Annual Report Customer Format - Italy (R00916), 149
  A/R Inventory Book (R7403B026), 452
  A/R Localized Customer Ledger Refresh (R7403B018), 447
  Account Ledger Inquiry by Category Code, 367
  Account Ledger Inquiry by Object Account, 364
  Annual VAT Control Reports (R00910), 145
  Annual VAT File Build (R00911), 144
  Bank Account Exception Report, 210

Calculate VAT Ceiling (R74412), 163
Country-Specific Processing Options - Italy (P7400IT), 31
Create A/P Bank Tape - Italy (R04572I1), 286
Create Payment Groups, 299
Draft Collection with Status Update, 266
Draft Entry (P03B602), 224
Draft Remittance, 261
EC Sales List - A/R (R0018S), 434
Fixed Assets Legal Report - Italy (R7412100), 457
G/L Registration Report (R09404), 373
General Ledger by Category Code (R70470), 390
General Ledger by Object and Subsidiary (R7409C1), 385
Generate Withholding Tax Pmts (R7404500), 109
IDEP/IRIS Interface (R001813), 425
Intrastat Generation - Procurement (R0018I2), 407
Intrastat Generation - Sales (R0018I1), 405
Intrastat Table (F0018T) - Purge (R0018TP), 418
Invoice List Control Report (R74079), 156
invoice print with draft, 212
Italian Bank File Processing (R74800), 181
Journal Entries with VAT, 133
Magnetic RiBa Tape Format (R03B672IT), 196
Model 770 - Free Format - Italy (R74094D), 113
Monitor VAT Ceiling (R74416), 166
Monthly VAT Report (R004051), 136
Payment Analysis Report, 318
Pre-Authorized Drafts, 239
Print VAT Summary Report (R74093), 139
Print W/T Certifications (R7404027), 110
Print W/T Payment Proposal (R7404430), 108
Sequential Number Report (R74099A, R74099B, and R74099C), 370
Statement Print with Draft (R03B506), 214
Suspended VAT Generation (R74076C), 155
T/B by Category Code (R70472), 380
Tax Rates and Areas, 30
Trial Balance by Object and Subsidiary (R7409C3), 375
User Profile Revisions (P0092), 16
VAT EC Sales List (R0018L), 432
VAT Report by Tax Area Code (R00400), 141
Year-End VAT Output File Generation - Italy (R00918), 148

Produce bank file user defined code list (04/PP), 18
Programs and IDs
  P0004A (User Defined Codes), 16
  P00065 (Translate Business Units), 77
  P00123 (Translate AAIs), 77
  P00145 (Advanced Payment Terms), 68
  P00146 (Due Date Rule Revisions), 66
  P0018T (Intrastat Revision), 409
  P00306 (Bank Account Information), 279
  P0030A (Bank Accounts by Address), 181
  P0030G (Bank Account Information), 277
  P0030G (G/L Bank Accounts), 181
  P007101 (Text File Processor), 424
  P00900 (Annual IVA File Revision - Italy), 146
  P0092 (User Profiles), 14
  P03B102 (Receipts Entry), 185
  P03B2801 (Letter Text Table Maintenance), 78
  P04012 (Purchasing Instructions), 55
  P04012 (Supplier Master Information)
    assigning a payment instrument to a supplier, 293
  P0401IT (Setup A/B Additional Info), 44
  P0411 (A/P Standard Voucher Entry), 82, 96, 134
  P0411 (Standard Voucher Entry), 97
  P0411SV (A/P Speed Voucher Entry), 96
  P0413M (A/P Manual Payments), 96
  P0417 (Payment Instrument Defaults), 288
  P0457 (Copy Bank Tape File to Tape), 345, 347
  P04571 (Work with Payment Groups), 326, 328
    excluding a debit memo (credit voucher), 327
    removing a voucher pay item, 331
    removing an entire payment group, 331
    removing an unprocessed payment, 331
    removing processed payments, 344
    resetting payment processing, 341
    reviewing a payment group, 319
    reviewing payment and voucher information (write status), 322
    reviewing payment information (update status), 325

  reviewing payment summary information (write status), 324
  revising control information for a payment group, 331
  revising the value date of a payment, 329
  writing all payments in a payment group, 337
  writing selected payments in a payment group, 339
P04576I (Specify Register Program), 286
P0457xx (Automatic Payments), 96
P0901 (Accounts by Business Unit), 32
P09014 (Translate Accounts), 77
P0911 (Journal Entries), 351
P4008 (Tax Rate/Areas), 26
P41026 (Item Branch/Plant), 48
P4314 (Voucher Match), 96
P7400IT (Country Specific Processing Options - Italy), 30
P740405 (Withholding Tax Codes - Italy), 41, 113
P7404074 (Notula Browse - Italy), 96
P740411 (Review Withholding Tax - Italy), 97
P740411 (Withholding Tax Revisions), 102
P74091 (Class/Register Setup - Italy), 124
P74092 (IVA Balances Revisions), 127
P7430IT (Bank Revision - Italy), 177
P744101 (Intrastat Item/Supplier Cross Reference), 59, 60
P744102 (Commodity Codes), 58
P74413 (Review VAT Ceiling Limit), 164, 165
P98305 (Batch Versions), 292
R00067 (Business Unit Translation), 77
R0018I1 (Intrastat Generation - Sales), 51, 401
R0018I2 (Intrastat Generation - Procurement), 51, 59, 401
R0018I3 (IDEP/IRIS Interface), 419, 424
R0018L (EC Sales List), 428
R0018TP (Intrastat Workfile Purge), 417
R00400 (IVA Report by Tax Area Code), 141
R004051 (A/R - A/P IVA Tax Report - Italy), 134, 136, 156, 361
R007011 (Unposted Batches), 359
R007021 (Transactions to Batch Headers), 360
R007031 (Batch to Detail/Out of Balance), 72
R00910 (Annual IVA Control Reports), 145
R00911 (Batch Year-end IVA File Creation - Italy), 144
R00916 (A/R Annual Report Customer Format - Italy), 148
R00917 (A/P Annual Rpt Supplier Format - Italy), 148
R00918 (Year-End IVA Tape Creation - Italy), 147
R03B671 (A/R Batch Draft Creation), 174
R03B672 (Draft Remittance), 174, 196
R03B7001A (A/R to G/L by Accounting Class), 360
R03B701 (A/R to G/L by Batch Integrity), 360
R04110Z2 (Store and Forward Voucher Batch Processor), 96
R04570 (Create Payment Control Groups), 295
R04578 (Payment Analysis Report), 318
R047001A (A/P to G/L Integrity by Offset Account), 361
R04701 (A/P to G/L Integrity Report by Batch), 361
R04802 (Global Update A/P Records), 72
R09017 (Account Translation Report), 77
R09404 (G/L Registration Report - Italy), 371, 372
R09450 (Supplier/Customer Totals by Account), 360, 361
R42800 (Sales Update), 403
R70470 (G/L by Category Code), 384
R70472 (T/B by Category Code), 361, 374
R7403B018 (A/R Localized Customer Ledger Refresh), 443, 444
R7403B926 (A/R Inventory Book), 452
R7404014 (Localized AP/AR Ledger Report), 448
R7404018 (A/P Localized Supplier Ledger Refresh), 443
R7404026 (Supplier Inventory Book), 453
R7404027 (Withholding Tax Certification - Italy), 96, 110
R7404430 (Proposal of Payment), 107
R7404500 (Withholding Tax Payments), 96, 108
R7404520 (Withholding Tax Ledger By Supplier), 114
R7404530 (Distribute W/T Amount Report), 96
R74076C (Suspended IVA - Receipts/Rebates Control Reports), 153
R74076C (Suspended VAT Generation), 25

  R74079 (Invoice Control Report), 156
  R74093 (Print IVA Summary Error Report - Italy), 138
  R74093 (Summary VAT report), 122
  R74094 (770 Model - Italy), 96
  R74094D (Model 770 - Free Format - Italy), 111
  R74099A (Sequential Number Report - Tax File), 370
  R74099A through D (Sequential Number), 359
  R74099B (Sequential Number Report - A/P Ledger), 370
  R74099C (Sequential Number Report - A/R), 370
  R7409C1 (G/L by Object and Subsidiary), 384
  R7409C3 (T/B by Object & Subsidiary), 374
  R7409C3 (Trial Balance by Object), 361
  R74301 (Bank ID Table Upload - Italy), 175
  R74412 (Calculate VAT Ceiling), 160, 162
  R74416 (Monitor VAT Ceiling), 160, 165
  R74800 (Italian Bank Number Conversion), 181
Prompt payment discounts
  withholding tax, 101
Proposal of Payment (R7404430), 107
Proposal of payment report
  printing, 107
Purchase Order Receiver table (F43121), 402
Purchasing Instructions (P04012), 55
Purging records from the Intrastat table, 417
Receipts Entry (P03B102), 185
Receipts Header File table (F03B13), 444
Register Type & Class Setup menu option, 124
Register types and classes
  linking to document types, 124
  summary VAT, 124
Registration numbers for adjusting journal entries, 372
Remitting drafts, 260
Removing entire payment groups
  Work With Payment Groups form, 331
Removing processed payments, 343
  Work With Payment Groups form, 344
Removing unprocessed payments
  Work With Payment Groups form, 331
  Work With Payment Group-Write Status form, 331
Removing voucher pay items
  Work With Payment Groups form, 331
Renewal drafts, 253
Reports
  A/R Batch Draft Creation, 239
  A/R Magnetic Draft Remittance, 261
  Bank Account Exception, 210
  customer ledger, 449
  European Union, 397
  General Ledger, 384
    printing, 384
  Intrastat, 399, 400
    cross reference, 59
    example, 399
  open amount, 453
    customers, 452
  Payment Analysis, 318
  Payment Group Edit, 297
  sequential number, 369
  supplier ledger, 449
  Trial Balance by Category Code report, 374
  Trial Balance by Object and Subsidiary report, 374
  VAT, 122
  withholding tax, 107
Reset
  return pay item to payment process, 316
Resetting payment processing, 341
  bank tape, 343
  Reset Payments form, 343, 344
  Work With Payment Groups form, 341
Returning a draft to prior status, 243
Review VAT Ceiling Limit (P74413), 164, 165
Review Withholding Tax - Italy (P740411), 97
Reviewing account ledgers
  by category code, 365
  by object account, 362
Reviewing and approving journal entries for A/R drafts, 269
Reviewing and changing status and detail for a tape table
  Copy Bank Tape to Tape form, 346
Reviewing and revising bank registers for A/R drafts, 259
Reviewing and revising draft batches, 270
Reviewing payment and voucher information
  Payment Detail form, 323
  Work With Payment Detail form, 323
Reviewing payment groups
  Additional Selection Criteria form, 320
  Payment Group Detail form, 321
  Work With Payment Groups form, 319
Reviewing payment information (update status)
  Work With Payment Groups form, 325

  Work With Payment Group-Update Status form, 325
Reviewing payment summary information
  Payment Header Detail-Update Status form, 326
  Payment Header Detail-Write Status form, 324
  Work With Payment Groups form, 324, 326
Reviewing payments with a write status
  Work With Payment Groups form, 322
  Work With Payment Group-Write Status form, 322
Revise Single Account form, 32
Revising control information for payment groups
  Revise Payment Group Controls form, 332
  Work With Payment Groups form, 332
Revising drafts, 241
Revising processing options for payment formats
  Work With Versions form, 292
Revising the value date of payments
  Revise Payment Value Date form, 329
  Work With Payment Groups form, 329
Sales Detail History table (F42119), 403
Sales Order Detail table (F4211), 402, 403
Sales orders
  nature of transaction codes, 50
Sales Update (R42800), 403
Sales use VAT tax
  sequential number report, 370
Sales/Use/VAT Tax table (F0018), 143, 144, 145, 153, 154, 369
Screens. *See* Forms
Section of 770 form user defined code list (74/RA), 20
Security
  alternate chart of accounts, 74
Sequential Number Report
  printing, 369
Sequential Number Report - A/P Ledger (R74099B), 370
Sequential Number Report - A/R (R74099C), 370
Sequential Number Report - Tax File (R74099A), 370
Sequential Number Report (R74099A, R74099B, and R74099C)
  processing options, 370
Sequential Numbers (R74099A through D), 359
Servers
  country, 14
Setting up AAIs for A/R drafts, 199
Setting up bank account information for A/R drafts, 206
Setting up bank account information for payments
  Set Up G/L Bank Account form, 277
Setting up bank information for bank tapes
  Revise Bank Information form, 279
Setting up draft bank accounts for customers, 207
Setting up drafts as the default payment instrument, 204
Setting up statements or invoices for A/R drafts, 205
Setting up tax rates and areas
  Work With Tax Rate/Areas form, 26
Setting up user defined codes for A/R drafts, 202
Setup
  A/R electronic formats for euro, 22
  AAIs for drafts, 199
  AAIs to process withholding tax, 39
  account information validation, 171
  additional intrastat information, 57
  alternate chart of accounts, 31
  bank account information for A/P, 277
  bank validation information, 169
  commodity code information, 57
  cross-references for drafts bank accounts, 207
  daily transaction rates, 80
    default rate, 80
    individual rate, 80
    spot rate, 81
  data dictionary to process withholding tax, 38
  date edits, 30
  draft processing, 199
  drafts as default payment instrument, 204
  end of month invoice date, 65
    advanced payment terms, 68
    due date rules, 66
    due date rules - date range, 67
    due date rules - end of month rule part 1, 66
    due date rules - end of month rule part 2, 67
    installments, 69
  European Union reporting, 397
  Intrastat user defined codes, 46
  payment instrument defaults, 285
  payment instruments, 287
  statements for A/R drafts, 205

  system for localization, 13
  tax rates and areas, 26
  tax rates/area for VAT, 23, 25
  user defined codes, 16
  user defined codes for drafts, 202
  user display preferences, 14
  withholding tax codes, 40
  withholding tax information for suppliers, 43
Setup A/B Additional Info (P0401IT), 44
Setup Withholding Tax Codes menu option, 41
Shipping commodity class user defined code list (41/E), 53
SIA code, 181
Single European Act, 397
Single European Act of 1987, 397
Specify Register Program (P04576I), 286
Speed release
  withholding tax, 101
Split payment control groups
  withholding tax, 102
Split Payments form, 329
Splitting payments
  Work With Payment Detail form, 328
  Work With Payment Groups form, 328
Spot rates, 81
Standard Voucher Entry (P0411), 97
State and province codes user defined code list (00/S), 48
Statement Print with Draft (R03B506)
  processing options, 214
Statements
  printing with draft attachments, 214
  setting up statements for A/R drafts, 205
  setup for A/R drafts, 205
Statutory chart of accounts
  security, 74
Store and Forward Voucher Batch Processor (R04110Z2), 96
Summary VAT, 123
  example, 123
  printing report, 138
Summary VAT report
  printing
    date ranges, 139
    intra-community VAT, 139
    rounding considerations, 138
Summary VAT report (R74093), 122
Supplier Inventory Book (R7404026), 453
Supplier ledger reports
  excluded documents, 449
  printing, 448
Supplier Master Additional Information - Italy form, 44
Supplier Master Information (P04012)
  assigning a payment instrument to a supplier, 293
Supplier Master table (F0401), 72
Supplier/Customer Totals by Account (R09450), 360, 361
Suppliers
  cross-referencing with items, 59
  printing annual VAT reports for, 148
  Tax ID numbers, 62
  VAT registration numbers, 62
Suspended IVA - Receipts/Rebates Control Reports (R74076C), 153
Suspended IVA Generation - Receipt/Rebate Control - Italy table (F743B14), 153
Suspended VAT, 151
  data selection, 154
  euro considerations, 153
  example, 152
  generating amounts, 153
  multi-currency considerations, 153
  printing monthly report, 156
  printing the invoice list for open amounts, 156
Suspended VAT document types user defined code list (74/DT), 19
Suspended VAT Generation (R74076C), 25
  processing options, 155
Suspended VAT Generation menu option, 153
Suspended VAT rates user defined code list (74/SP), 20
System maintenance activities, 71
System setup
  A/R electronic formats for euro, 22
  AAIs to process withholding tax, 39
  additional intrastat information, 57
  alternate chart of accounts, 31
  daily transaction rates, 80
    default rate, 80
    individual rate, 80
    spot rate, 81
  data dictionary to process withholding tax, 38
  date edits, 30
  end of month invoice date, 65
    advanced payment terms, 68
    due date rules, 66
    due date rules - date range, 67
    due date rules - end of month rule part 1, 66

    - due date rules - end of month rule part 2, 67
    - installments, 69
  - European Union reporting, 397
  - for Italy, 11
  - Intrastat user defined codes, 46
  - payment instrument defaults, 285
  - tax rates/area for VAT, 23, 25
  - user defined codes, 16
  - user display preferences, 14
  - withholding tax codes, 40
  - withholding tax information for suppliers, 43
- T/B by Category Code (R70472), 361, 374
  - processing options, 380
- T/B by Object & Subsidiary (R7409C3), 374
- Table IDs
  - F03B13 - Receipts Application Header, 239
  - F03B14 - Receipts Application Detail, 239
  - F04571 - A/P Payment Control Group, 296
  - F04572 - A/P Payment Header, 296
  - F04573 - A/P Payment Detail, 296
- Tables
  - F0005 (User Defined Codes), 402
  - F0006 (Business Unit Master), 47, 48, 402
  - F0006D (Business Unit Alternate Description Master), 77
  - F0010 (Company Constants), 402
  - F0011 (Batch Control Records), 72
  - F0013 (Currency Codes), 402
  - F0015 (Currency Exchange Rate), 80
  - F0018 (Sales/Use/VAT Tax), 143, 144, 145, 153, 154, 369
  - F0018T (Intrastat Revision), 49, 56, 402, 404, 409, 419
  - F0030 (Bank Transit Number Master), 181
  - F00900 (Year-End VAT Revision - Italy), 144, 145
  - F00900 (Year-End VAT Revisions - Italy), 143
  - F0091 (Additional Address Book Information), 107
  - F0101 (Address Book Master), 44
  - F0101/F0116 (Address Book), 402
  - F0311 (Accounts Receivable Ledger), 360, 361, 369
  - F03B11 (Customer Ledger), 122, 153, 162, 444
  - F03B13 (Receipts Header File), 444
  - F03B14 (A/R Check Detail File), 444
  - F03B14 (A/R Check Detail), 153
  - F0401 (Supplier Master), 72
  - F0411 (Accounts Payable Detail), 101
  - F0411 (Accounts Payable Ledger), 153, 361, 369, 443
  - F0413 (Accounts Payable Matching Document), 443
  - F0414 (Accounts Payable Matching Document Detail), 444
  - F04572 (A/P Payment Processing - Summary), 101
  - F04573 (A/P Payment Processing - Detail), 101
  - F0901 (Account Master), 31, 73
  - F0902 (Account Balances), 353, 360, 361
  - F0911 (Account Ledger), 153, 154, 360, 361, 371
  - F1113 (Currency Restatement Rates), 402, 404
  - F4006 (Order Address Information), 59, 402
  - F41001 (Branch/Plant Constants), 47
  - F41001 (Inventory Constants), 48, 59, 402
  - F41002/F41003 (Unit of Measure Conversion), 402
  - F4101 (Item Master), 402
  - F4102 (Item/Branch), 402
  - F4211 (Sales Order Detail), 402, 403
  - F42119 (Sales Detail History), 403
  - F43121 (Purchase Order Receiver), 402
  - F74030 (Bank ID - Italy), 169, 171, 173
  - F743B14I (Suspended IVA Generation - Receipt/Rebate Control - Italy), 153
  - F74405 (Withholding Tax Codes - Italy), 112
  - F744101 (Intrastat Supplier/Item Cross Reference), 48, 59, 402
  - F74411 (Withholding Tax Detail - Italy), 97, 101, 102, 107, 112
  - F74412 (Localization Ledgers Workfile), 443
  - F74413 (VAT Ceiling Limits), 162, 165
- Tax
  - journal entries, 128
  - value-added (VAT), 128
- Tax area - EMEA - revisions form, 25
- Tax area code
  - printing VAT for, 141
- Tax ID numbers
  - entering, 62
  - validating, 62
- Tax ID validation, 83
  - business functions, 83
  - programs, 83
- Tax Rate/Areas (P4008), 26
- Tax rates and areas, 26
- Tax Rates and Areas
  - processing options, 30

Tax Rates/Revisions form, 24
Tax setup
  setting up tax rates and areas, 26
Tax/rate areas
  setup for VAT, 23, 25
Taxes
  entering vouchers with withholding tax, 97
  establishing an initial VAT balance, 127
  generating suspended VAT amounts, 153
    data selection, 154
  INPS withholding, 94
  manual payments for withholding tax, 100
  Notula withholding tax, 95
    close amounts, 96
    enter standard voucher, 95
    prepayment voucher, 95
    record payment, 95
  printing a list of withholding tax payments due, 108
  printing reports for withholding tax, 107
  printing the invoice list control report, 156
  printing the monthly suspended VAT report, 156
  printing the summary VAT report, 138
    date ranges, 139
    intra-community VAT, 139
    rounding considerations, 138
  printing the withholding tax certification report, 110
  processing withholding tax payments, 100
  revising withholding tax details, 102
  summary VAT, 123
    example, 123
  suspended VAT, 151
    euro considerations, 153
    example, 152
    multi-currency considerations, 153
  technical considerations, 101
  VAT, 119
  withholding, 93
  withholding tax
    automatic payments, 101
    printing the Model 770 report, 111
      date format, 113
    printing the supplier ledger report with details, 114
    status codes, 96
Text File Processor (P007101), 424
Tiers
  International Product Handbook, 14
Transactions to Batch Headers (R007021), 360
Translate AAIs (P00123), 77
Translate Accounts (P09014), 77
Translate Business Units (P00065), 77
Translation
  AAI descriptions, 77
  account descriptions, 77
  business unit descriptions, 77
  considerations for multilingual environments, 76
  delinquency notice text, 78
  multilingual environments, 76
  routines, country specific, 78
  user defined codes lists, 78
Treaty of Rome, 397
Trial Balance by Object (R7409C3), 361
Trial Balance by Object and Subsidiary (R7409C3)
  processing options, 375
Trial Balance reports
  printing, 374
Triangulation, 430
  interbranch, 430
UDC. *See* User defined code lists
Understanding contingent liability, 264
Understanding Italian VAT ceiling requirements, 161
Understanding the annual close, 353
Undo
  remove pay item from payment group, 316
Unit of Measure table (F41002/F41003), 402
Unposted Batches (R007011), 359
Update
  payment group status, 315
Updating Intrastat information, 401
User defined code lists
  annual close/spread ledger types (00/LT), 356
  condition of transport codes (00/TC), 54
  country code for 770 form (74/CN), 21
  country codes (00/CN), 47
  European community member codes (74/EC), 49
  Form 770 information (74/70), 20
  freight handling code (42/FR), 55
  ledger types (09/LT), 355
  ledger types for post balancing (09/LP), 355
  mode of transport codes (00/TM), 55
  nature of transaction codes - EU (74/NT), 50
  nature of transaction codes - purchase orders (41/P1-P5), 51
  nature of transaction codes - sales orders (41/S1-S5), 50

  payment instrument (00/PY), 17
  Produce bank file (04/PP), 18
  section of 770 form (74/RA), 20
  shipping commodity class (41/E), 53
  state and province codes (00/S), 48
  suspended VAT document types (74/DT), 19
  suspended VAT rates (74/SP), 20
  tax ID validation (70/TI), 63
  translating, 78
  VAT codes for year-end processes (00/IV), 18
  VAT register class (74/01), 18
  VAT register type (74/02), 19
  withholding tax fiscal code (74/WF), 21
  withholding tax government (74/IM), 21
  withholding type (74/WT), 22
User defined codes
  list of, 17
  setting up user defined codes for A/R drafts, 202
  setup for drafts, 202
User Defined Codes
  annual close, 355
User Defined Codes (P0004A), 16
User Defined Codes table (F0005), 402
User defined ledgers
  reporting, 75
User Profile Revisions (P0092)
  processing options, 16
User Profile Revisions form, 15
User Profiles (P0092), 14
UX ledger type
  annual close, 356
UY ledger type
  annual close, 356
Validating account information, 171
Validation
  tax ID numbers, 62
Value added tax. *See* VAT
Value dates, 329
Value-added tax
  AAIs, 129
  journal entries, 128
VAT, 121
  and deferred invoices, 121
  annual report, 143
  balance - establishing, 127
  Bolle Doganali, 134
    entries for payments by carriers or customs agencies, 135
    entries for payments directly to Customs Authority, 135
ceiling, 159
  adding information, 164
  determining eligibility, 162
  due dates, 161
  example, 161
  legal requirements, 161
  monitoring, 165
control report
  printing annual, 145
creating the year-end table, 144
EC sales list, 428
  printing
    detail mode, 430
    summary mode, 429
  trade triangulation, 430
    interbranch, 430
exemptions, 121
fiscal documents, 30
generating suspended amounts, 153
  data selection, 154
input, 120
intra-community, 23, 122
  reporting considerations, 122
invoices for free goods, 185
ledger table
  creating at year-end, 144
  revising annual, 145
nonrecoverable input, 120
Notula, 95
  close amounts, 96
  enter standard voucher, 95
  prepayment voucher, 95
  record payment, 95
output, 120
petrol card expense reports, 351
print
  annual control report, 145
  annual reports for customers and suppliers, 148
  by tax area code, 141
  open suspended invoice listing, 156
printing monthly suspended report, 156
processing, 119. *See* IVA
registration numbers, 62
report
  annual, 143
  printing monthly, 136
returns, 121
revising annual information, 145
setup tax/rate area, 23, 25

- summary, 123
    - example, 123
    - setting up to report on, 124
- summary report, 138
    - date ranges, 139
    - intra-community VAT, 139
    - rounding considerations, 138
- suspended, 25, 151
    - euro considerations, 153
    - example, 152
    - multi-currency considerations, 153
- VAT-only vouchers for Customs Authority, 134
    - entries for payments by carriers or customs agencies, 135
    - entries for payments directly to Customs Authority, 135
- withholding tax, 93
    - example, 94
- year-end tape - creating, 147

VAT (value-added tax)
- journal entries, 128

VAT Balances History Revision - Italy form, 128
VAT Balances Revision menu option, 127
VAT Ceiling Limits table (F74413), 162, 165
VAT Ceiling Revision form, 164
VAT codes for year-end processes user defined code list (00/IV), 18
VAT EC Sales List (R0018L)
- processing options, 432

VAT File Revision form, 146
VAT register class user defined code list (74/01), 18
VAT register type user defined code list (74/02), 19
VAT Report by Tax Area Code (R00400)
- processing options, 141

VAT Report by Tax Area Code menu option, 141
VAT-only vouchers
- monthly VAT report, 134

Voiding drafts, 245
Voucher Match (P4314), 96
Vouchers
- and invoice entry master business functions, 30
- Bolle Doganali, 134
    - entries for payments by carriers or customs agencies, 135
    - entries for payments directly to Customs Authority, 135
- creating payment groups, 295
- entries, 84
- grouping for automatic payments, 295
- VAT-only for Customs Authority, 134
    - entries for payments by carrier or customs agencies, 135
    - entries for payments directly to Customs Authority, 135

Windows. *See* Forms
Withholding tax, 93
- automatic accounting instructions, 39
- automatic payments, 101
- data dictionary, 38
- entering vouchers, 97
- example, 94
- INPS, 94
- manual payments, 100
- Notula, 95
    - close amounts, 96
    - enter standard voucher, 95
    - prepayment voucher, 95
    - record payment, 95
- printing a list of payments due, 108
- printing reports for, 107
- printing the certifications report, 110
- printing the Model 770 report, 111
    - date format, 113
- printing the supplier ledger report with details, 114
- processing, 93
- processing payments for Italy, 100
- prompt payment discounts, 101
- revising details, 102
- setting up codes, 40
- setting up information for suppliers, 43
- speed release, 101
- split payment control groups, 102
- status codes, 96
- technical considerations, 101

Withholding Tax Certification - Italy (R7404027), 96, 110
Withholding tax codes
- Model 770 reporting, 40

Withholding Tax Codes - Italy (P740405), 41, 113
Withholding Tax Codes - Italy table (F74405), 112
Withholding Tax Codes Revision - Italy form, 41
Withholding Tax Detail - Italy form, 98, 103
Withholding Tax Detail - Italy table (F74411), 97, 101, 102, 107, 112

Withholding tax fiscal code user defined code list (74/WF), 21
Withholding tax government user defined code list (74/IM), 21
Withholding Tax Ledger By Supplier (R7404520), 114
Withholding Tax Payments (R7404500), 96, 108
Withholding tax processing, 84
  A/P speed release, 86
    business functions, 86
    programs, 86
  automatic payment detail, 87
    business functions, 87
    programs, 87
  create payment control groups, 86
    business functions, 87
    programs, 87
  manual payments, 88
    business functions, 88
    programs, 88
  purchase order voucher match, 86
    business functions, 86
    programs, 86
  supplier master, 88
    business functions, 88
    programs, 88
  update automatic payment, 87
    business functions, 87
    programs, 87
  update voucher record with payment, 88
    business functions, 89
    programs, 88
  void payments, 89
    business functions, 89
    programs, 89
  voucher entry master business functions, 85
    delete voucher, 86
      business functions, 86
      programs, 86
    standard voucher entry, 85
      business functions, 85
      programs, 85
    voucher exit, 85
      business functions, 85
      programs, 85
Withholding Tax Revisions (P740411), 102
Withholding taxes
  printing the proposal of payment report, 107
Withholding type user defined code list (74/WT), 22
Work with Accounts form, 32
Work With Bank Accounts by Address form, 207
Work with Intrastat Tax File - 1993 EBC form, 409
Work with Payment Groups (P04571), 326, 328
  excluding a debit memo (credit voucher), 327
  removing a voucher pay item, 331
  removing an entire payment group, 331
  removing an unprocessed payment, 331
  removing processed payments, 344
  resetting payment processing, 341
  reviewing a payment group, 319
  reviewing payment and voucher information (write status), 322
  reviewing payment information (update status), 325
  reviewing payment summary information (write status), 324
  revising control information for a payment group, 331
  revising the value date of a payment, 329
  writing all payments in a payment group, 337
  writing selected payments in a payment group, 339
Work with Withholding Tax - Italy form, 102
Working with draft acceptance, 217
Working with draft collection, 265
Working with draft remittance, 255
Working with European Union reporting, 397
Working with NSF drafts, 248
Write
  payment group status, 315
Writing
  automatic payments, 335
Writing all payments in a payment group
  Revise Payment Group Controls form, 337
  Work With Payment Groups form, 337
  Write Payments form, 338
Writing selected payments in a payment group
  Work With Payment Groups form, 339
Year-End IVA Tape Creation - Italy (R00918), 147
Year-end processes
  VAT codes (00/IV), 18
Year-End VAT Output File Generation - Italy (R00918)
  processing options, 148
Year-End VAT Output File Generation - Italy menu option, 147
Year-End VAT Revision - Italy table (F00900), 143, 144

Year-End VAT Revision Italy table (F00900), 145
Year-end VAT table
  creating, 144
Year-end VAT tape
  creating, 147
Yearly VAT Revision form, 147