PeopleSoft.

EnterpriseOne Xe
Global Solutions - Spain
PeopleBook

September 2000

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J.D. Edwards Business Solutions for Spain

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 Spain include:

- ❏ Fiscal Identification Number (NIF) validation

- ❏ VAT reporting

- ❏ Intra-community VAT processing

- ❏ 347 tax declaration reporting

- ❏ 349 tax declaration reporting

Fiscal Identification Number Validation

J.D. Edwards solutions for Spain include validation of fiscal identification numbers, which the Tax Authority assigns to each company. All VAT-relevant documents and books compiled by a company must contain this identification number.

Availability: OneWorld Xe

VAT Reporting

J.D. Edwards VAT reporting solution includes VAT reports for Accounts Payable and Accounts Receivable, as well as special treatment of intra-community VAT. J.D. Edwards provides the following Spanish VAT reports:

- Company Invoice (Autofactura)
- Monthly VAT Report

Availability: B73.2

Intra-Community VAT Processing

J.D. Edwards VAT processing includes the automatic generation of journal entries to track exempted VAT on transactions between European Union (EU) countries.

Availability: OneWorld Xe

347 Tax Declaration Reporting

The 347 Tax Declaration report lists all sales and purchases over 500,000 pesetas in a fiscal year. J.D. Edwards provides both a paper and electronic version of this report.

Availability:

- B73.2 (base)
- OneWorld Xe (legal update)

349 Tax Declaration Reporting

The 349 Tax Declaration report lists all of the exchanges between a Spanish company and other companies within the European Union. J.D. Edwards provides both a paper and electronic version of this report.

Availability: B73.2

Banking Solutions Summary

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

❑ Bank identification validation

Bank Identification Validation

J.D. Edwards software enables you to validate bank account information based on a specific algorithm for Spain. The system can also validate the bank account numbers for Spanish customers and suppliers against a table of valid numbers.

Availability: OneWorld Xe

Accounts Receivable Solutions Summary

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

❑ Draft processing

Draft Processing

In addition to the standard Accounts Receivable draft process, J.D. Edwards enables you to group and print drafts according to stamp fee amounts. J.D. Edwards also provides the following draft remittance formats:

- Draft Remittance 19 (AEB 19)
- Draft Remittance 32 (AEB 32)
- Draft Remittance 58 (AEB 58)

Availability: OneWorld Xe

Accounts Payable Solutions Summary

J.D. Edwards solutions for accounts payable requirements in Spain 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 formats for Spain:

- Checks
- Checks with letters
- Draft format
- Transfer orders (domestic currency)
- Transfer orders (foreign currency)
- Electronic fund transfer

Availability: B73.2

General Accounting Solutions Summary

J.D. Edwards general accounting solutions for Spain include the following reports:

- General Ledger report
- General Journal report
- Trial Balance report

Availability: B73.2.1

Reporting Solutions Summary

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

- ❑ Intrastat processing
- ❑ Ledger reports for customers and suppliers

Intrastat Processing

J.D. Edwards software provides Intrastat processing to collect import and export information from the distribution system. J.D. Edwards also provides an interface to IDEP (Intrastat Data Entry Package) for the submission of Intrastat information.

Availability:

- B73.1 (base)
- B73.2 (country-specific report)
- OneWorld Xe (legal update)

Ledger Reports for Customers and Suppliers

J.D. Edwards software provides supplier and customer ledger reports in the format used by businesses in Spain.

Availability: B73.2

Additional Features for Spain

J.D. Edwards provides additional features for Spain including:

- ❏ Alternate chart of accounts
- ❏ Payment terms
- ❏ Asset depreciation

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 in the object and subsidiary, but you need to provide fiscal reports that reflect a different chart of accounts, you can set up and maintain an alternate chart of accounts in category codes 21, 22, and 23.

Availability: B73.1

Payment Terms

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

Enhanced payment terms consist of the following:

- Due date rules

- Workday calendars

- Enhanced payment term codes

Availability: B73.1

Asset Depreciation

J.D. Edwards base software allows you to define Spanish depreciation methods. The demonstration data also includes a predefined depreciation method for Spanish straight-line depreciation.

Availability:

- B73.3.1 (base)

- OneWorld Xe (demonstration data)

System Setup

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

J.D. Edwards country-specific setup processes for systems in Spain include the following:

❑ Setting up your system for localization

❑ Additional information

Setting Up Your System for Localization

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

❑ Setting up user display preferences

❑ Setting up user defined codes

❑ Setting up a tax rate for intra-community VAT

❑ Setting up tax rates and areas for A/P

❑ Setting up an alternate chart of accounts

❑ Alternate chart of accounts example

❑ Setting up user defined codes for Intrastat reporting

❑ Setting up commodity code information

❑ Entering cross-references for items and suppliers

❑ Setting up additional company information

❑ Setting up leasing and commercial site information

❑ Defining currency codes

❑ Validating bank ID numbers

❑ Validating bank ID numbers for Spain

❑ Validating tax ID numbers

Setting Up User Display Preferences

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

software. The country server indicates that this localized program should be included in the process.

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

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

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

▶ **To set up user display preferences**

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

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

2.   Choose a record and click Select.

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

   • Localization Country Code

4. Complete the following optional fields:

   • Language

   • Date Format

   • Date Separator Character

   • Decimal Format Character

Field	Explanation
Localization Country Code	A user defined code (00/LC) that identifies a localization country. It is possible to attach specific country functionality that is triggered based on this code using the country server methodology in the base product.
Language	A user defined code (01/LP) that specifies a language to use in forms and printed reports. 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 user defined codes as valid values. You can customize your system by setting up and using user defined codes that meet the specific needs of your business environment.

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

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

- Payment instrument (00/PY)

- Produce bank file (04/PP)

- Draft print program (03B/DP)

- Operation type (74S/OT)

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

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

Produce Bank File (04/PP)

Set up user defined codes to identify each of the print or tape programs that you use to write payments. The following print and tape programs are available for Spain:

- P74S572A, check

- P74S572B, check with letter

- P74S572C, draft

- P74S572D, fund transfer order

- P74S572E, transfer order (foreign)

- P74S572F, tape format (CSB 34)

Draft Print Program (03B/DP)

Set up each draft print program that you use in conjunction with the Invoice Group by Draft program (R03B5052). The following draft print programs are available for Spain:

- R74S500 - Print Receipt with Letter

- R74S502 - Print Drafts from Invoices

Operation Type (74S/OT)

Set up the operation types for the Model 347 and Model 349 tax declarations. Valid values for this UDC are defined by the tax authority. The following values are currently valid:

- A - Acquisitions

- B - Sales

- C - Payments

- D - Acquisitions by Public Entities

- E - Sales with Subsidy

Setting Up a Tax Rate for Intra-Community VAT

Since the creation of the Single Market in 1993, sales and purchases among EU members are not subject to VAT.

In Spain, you must report on VAT-exempt transactions. To record VAT on transactions between EU members, you need to set up a tax rate/area for Intra-Community VAT.

Set up the Intra-Community VAT tax rate/area with three tax rates. The first tax rate is 0 because the transaction is exempt from VAT. The other two tax rates are used to track the VAT. The second tax rate is the VAT rate that would be used if the transaction were not exempt. The third tax rate is the negative equivalent of the second tax rate. For example, if the second tax rate is 16 percent, the third tax rate would be -16 percent. The two tax rates net to zero.

The following example shows an Intra-Community VAT tax rate/area for Spain:

For each type of tax rate code, you can set up specific G/L offsets. The system uses the 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.

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/area 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 ES (Spain).

See Also

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

- *Setting Up User Display Preferences* for information about setting up a country preference code

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.

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 an Alternate Chart of Accounts

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

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

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

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

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

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

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

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

   • Company

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

2. Click Add to access Revise Single Account.

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

   •   Business Unit/Object/Subsidiary

   •   Description

   •   Account Level of Detail

   •   Posting Edit

   •   Budget Pattern Code

   •   Currency Code

   •   Account ID

4.   Click the Category Codes 21 - 23 tab.

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

    - Category Code 21

    - Category Code 22

    - Category Code 23

    Note: In China, use only Category Code 21.

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

Field	Explanation
Business Unit/Object/Subsidiary	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Description	A user defined name or remark.
Account Level of Detail	A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. When you are using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts. Example: 3 Assets, Liabilities, Revenues, Expenses 4 Current Assets, Fixed Assets, Current Liabilities, and so on 5 Cash, Accounts Receivable, Inventories, Salaries, and so on 6 Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on 7 Petty Cash - Dallas, Petty Cash - Houston, and so on 8 More Detail 9 More Detail Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail cause rollup errors in financial reports that are run at a skipped level.

Field	Explanation
Posting Edit	A code that controls G/L posting and account balance updates in the Account Master table (F0901). Valid values are:

Blank Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry.

B Only allows posting to budget ledger types starting with B or J.

I Inactive account. No posting allowed.

L Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger (F0911) and Account Balances (F0902) tables. If you want to report on subledgers in the Financial Reporting feature, you should use this code.

M Machine-generated transactions only (post program creates offsets).

N Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities.

S Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table. This code is not valid for budget entry programs.

U Unit quantities are required for all transactions.

X Subledger and type must be blank for all transactions. Does not allow subledger entry for the account.

Field	Explanation
Budget Pattern Code	A unique three-character code that identifies a seasonal pattern. The system uses this code to calculate budget amounts for an accounting period. For example: 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

Alternate Chart of Accounts Example

In Spain, local businesses are required to use a legal, also known as a statutory, chart of accounts (PGC - Plan General de Cuentas). The Spanish statutory chart of accounts uses a decimal-based numbering system, with ten account classes as follows:

Balance Sheet   The following account classes are included on the Balance Sheet:

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

Income Statement   The following account classes are included on the Income Statement:

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

Other   The following account classes are reserved for other reporting purposes:

- Class 0: Special Accounts - generally, commitments that are not recorded on the Balance Sheet, and so on

- Class 9: Analysis Accounts - does not directly concern general accounting and fiscal statement preparation

- Class 8: Currently not used

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

- Class: 4 - Receivables and Payables

- Subclass: 40 - Payables, 41 - Receivables

- Sub-subclass: 419 - Advances Received from Customers, Discounts, and Refunds

- Sub-sub-subclass: 4191 - Advances Received on Orders

Setting Up User Defined Codes for Intrastat Reporting

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

- Country codes (00/CN)

- State and province codes (00/S)

- European community members codes (74/EC)

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

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

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

- Intrastat regime code (00/NV)

- Shipping commodity class (41/E)

- Condition of transport (00/TC)

- Mode of transport (00/TM)

- Freight handling code (42/FR)

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

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

See Also

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

Country Codes (00/CN)

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

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

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

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

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

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

State and Province Codes (00/S)

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

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

European Community Member Codes (74/EC)

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

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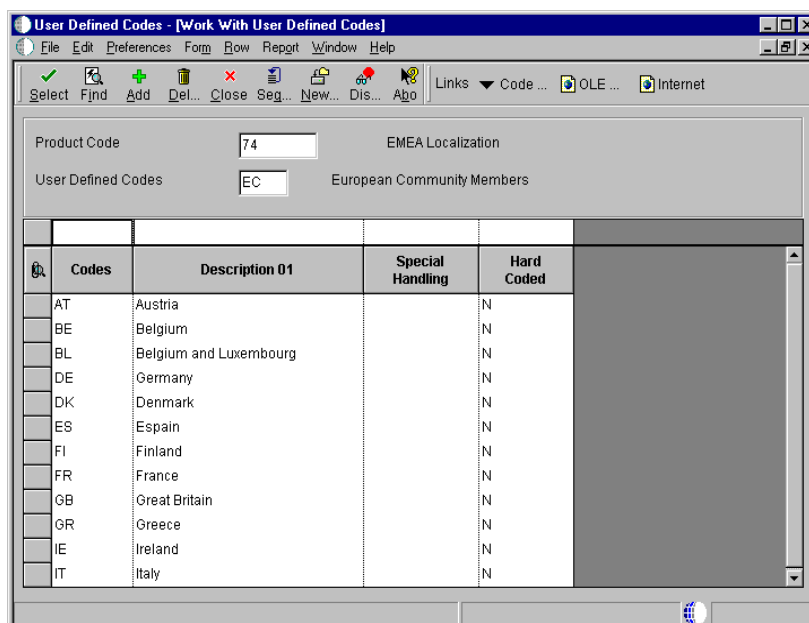
Nature of Transaction Codes

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

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

Nature of Transaction Codes - EU (74/NT)

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

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

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

Company Number, Order Document Type, Line Type

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

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

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

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

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

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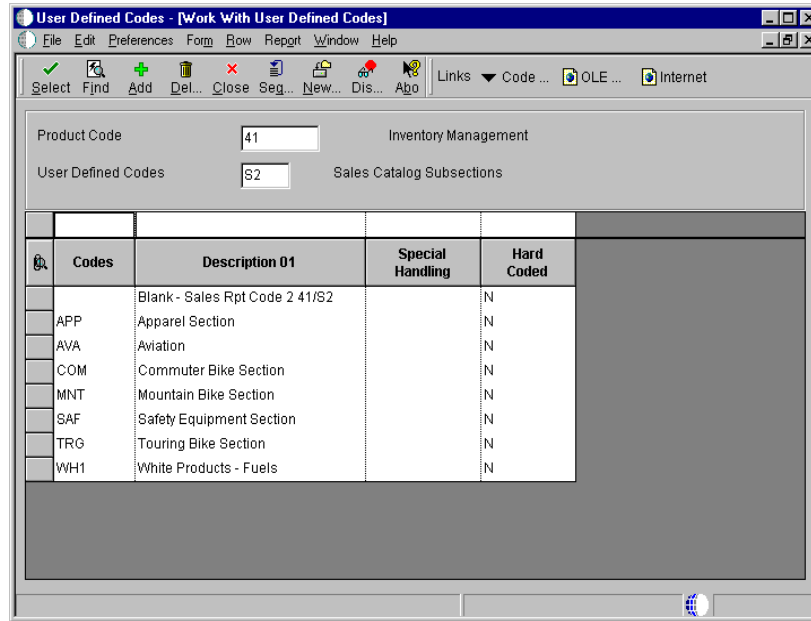
Nature of Transaction Codes - Purchase Orders (41/P1-P5)

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

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

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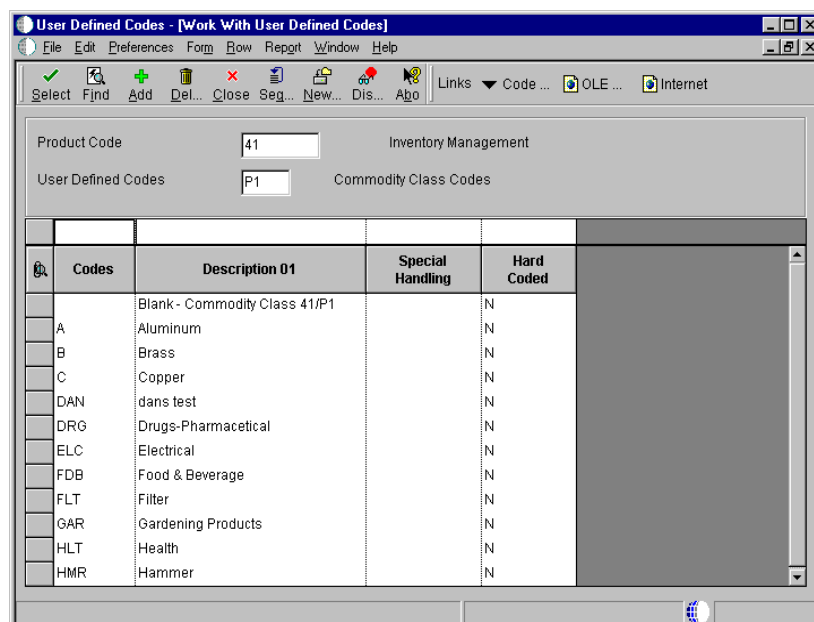
Intrastat Regime Code (00/NV)

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

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

Shipping Commodity Class (41/E)

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

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

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

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

Condition of Transport (00/TC)

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

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

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

Mode of Transport (00/TM)

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

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

Freight Handling Code (42/FR)

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

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

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

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

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

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

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

- E - depart (EXW)

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

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

Arrivals or Dispatches (74/TD) - SEMDEC Only

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

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

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

Setting Up Commodity Code Information

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

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

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

Before You Begin

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

▶   **To set up commodity code information**

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

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

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

- Shipping Commodity Class

- Commodity Code

- Description

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

- Supplementary UOM

- Volume Conversion Factor

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

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

4. Click OK.

Field	Explanation
Shipping Commodity Class	A user defined code (system 41/type E) that represents an item property type or classification, such as international shipment handling. The system uses this code to sort and process like items.
	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                         _ ₆ ×│
│ ┌──────────────────────────────────────────────────────────────────┐ │
│ │  ✓    ✕    ☜    ☜   │ Links ▼ Displ... ● OLE ... ● Internet      │ │
│ │  OK   Can... Dis... Abo │                                         │ │
│ │                                                                    │ │
│ │   Item Number           [                          ] ▧           │ │
│ │                                                                    │ │
│ │                                                                    │ │
│ │   Address Number        [0      ]                                 │ │
│ │                                                                    │ │
│ │                                                                    │ │
│ │   Country of Origin     [  ]                                      │ │
│ │                                                                    │ │
│ │                                                                    │ │
│ │   Original Country of Origin  [  ]                                │ │
│ │                                                                    │ │
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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.
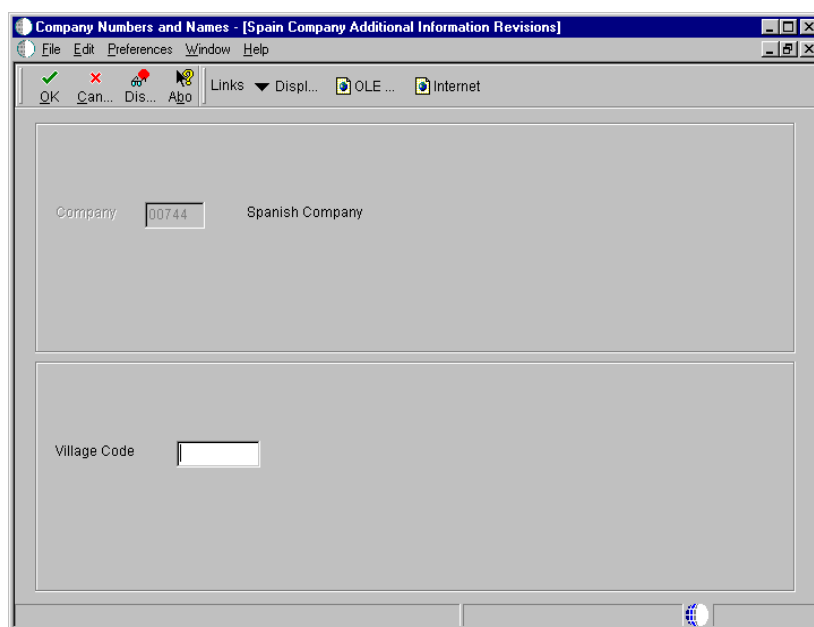
See Also

- *Updating Intrastat Information*

Setting Up Additional Company Information

In Spain, when you set up a company record, you need to enter a village code for the company. The village code is the INE (National Institute of Statistics) code that identifies the place of origin of transactions initiated by the customer or supplier.

If your country preference is set to Spain, the following form appears when you add a company record:

Setting Up Leasing and Commercial Site Information

If you lease a commercial site to a customer, you must set up information about the commercial site on the C & V Additional Info Revisions form. This information about the commercial site is used when you submit the 347 and 349 tax declarations.

You must also complete the C & V Additional Info Revisions form for any commercial site that is being leased by the company that is submitting the 347 or 349 declaration.

► **To set up leasing and commercial site information**

From the Process 347 - Spain menu (G74S8011), choose Address Information.

Or

From the Process 349 - Spain menu (G74S8022), choose Address Information.

1. On Work With C & V Additional Info, click Add.

2. On C & V Additional Info Revisions, complete the following fields and click OK:

   - Address Number

   - Government Reference

   - Commercial Site Address

   - Nbr

   - Floor

   - Door

   - Stair

- Commercial Site City

- Zip Code

- Area Code

- Phone Number

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.
Government Reference	This field contains the reference assigned by the government to the commercial site that has been leased.
Commercial Site Address	A field that contains the name of the avenue, street or road of the commercial site's location.
Nbr	A value that refers to a street number or kilometer number if the address is on a road.
Floor	The identification of a floor that exists for a commercial site.
Door	The identification of a door that exists for a commercial site.
Stair	This field contains the identification of the stair if it exists for this commercial site.
Commercial Site City	The name of the city where the leased commercial site is located.
Zip Code	Enter the zip code of the bank office.
Area Code	A three-digit number that Spain attaches to the phone number to identify the province.
Phone Number	Phone Number of the Bank Office.

Defining Currency Codes

In order for your currency amounts to reflect the correct decimal positions, you must define a currency code for each currency with which you work. For each currency code, you also assign a program that converts amounts to words when writing payments.

After you define your currency codes, you can assign them to:

- Companies

- Monetary accounts (usually bank accounts)

- Suppliers and customers

- Ledger types

The system maintains this information in the Currency Codes table (F0013).

The currency codes in the Currency Codes table that is provided with the J.D. Edwards demo data are recognized by the International Standards Organization (ISO).

How Currency Decimals Are Handled

The following list describes how decimals are handled in a multi-currency environment:

Decimals for amounts that appear without a company number	Controlled by the data display decimals in the data dictionary.
Decimals for amounts in unit ledger types (ledgers ending in U)	Controlled by the data display decimals for the U field in the data dictionary. This field is not currency specific.
Decimals for transaction amounts in ledger type CA (foreign currency)	Controlled by the currency code assigned to the individual transaction.
Decimals for transaction amounts in ledger type AA (domestic currency)	Controlled by the company currency code.
Decimals for transaction amounts or balances that are not unit, AA, or CA ledger types	Controlled by the company currency code or by the currency code of the ledger type.

Decimals for foreign (CA ledger) summary amounts	Controlled by the first currency code associated with a particular total amount.

The system obtains the currency code from the following tables in the order listed:
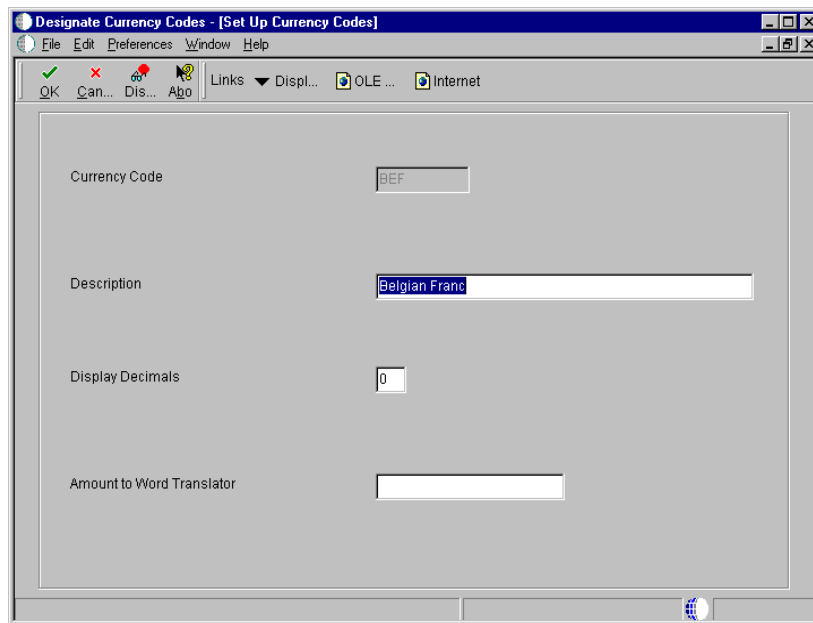
- Account Balances (F0902) and Item Balances (F1202) tables (account currency code)

- Account Ledger table (F0911) (account currency code, first or last transaction currency code)

- Accounts Receivable Ledger (F03B11) and Accounts Payable Ledger (F0411) tables (first or last transaction currency code)

▶ **To define currency codes**

From the Multi-Currency Setup menu (G1141), choose Designate Currency Codes.

1. On Work With Currency Codes and Rates, click Add.

2. On Set Up Currency Codes, complete the following fields:

- Currency Code

- Description

- Display Decimals

- Amount to Word Translator

After you define the number of decimals for a currency, do not change it. If you do, you will get incorrect results in transactions already processed.

Field	Explanation
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions. ....*Form-specific information*................................ Currency codes are normally three characters. J.D. Edwards recommends that you use internationally accepted codes, such as those acknowledged by the International Standards Organization (ISO).
Description	A user defined name or remark.
Display Decimals	This parameter allows you to designate the number of decimals in the currency amount or quantity fields. For example, U.S. dollars would be 2 decimals, Japanese yen would be 0 decimals, and Cameroon francs would be 3 decimals. The entire data dictionary has been initially set to conform to 2-decimal currencies. By changing the data dictionary, you can change the appearance of forms and reports to correspond to zero-decimal (yen) or 3-decimal (francs) currencies.
Amount to Word Translator	The routine used by the A/P check writer program to convert numeric values to words.

See Also

- *Setting Up EMU Member Currencies* in the *Euro Implementation Guide* for information about setting up the user defined code table (00/EU) for Economic and Monetary Union (EMU) currencies

Validating Bank ID Numbers

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

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

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

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

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

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

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

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

Validating Bank ID Numbers for Spain

The Spanish Bank Authority (A.E.B.) provides bank information for customers and suppliers including the bank code, office code, control digit, and sort number. The system uses this bank information when printing the draft formats for draft remittance and during automatic payment processing.

You must enter bank information in the Bank File C.S.B. - Spain program (P74SCSB) for Spanish customers and suppliers before you enter account numbers in the Bank Accounts by Address program (P0030A) or the G/L Bank Accounts program (P0030G). The system uses the information in the Bank Code and Office Code fields of the Bank File C.S.B. - Spain program to validate bank account numbers.

You can also enter the bank name and address, assign a business site code to specify where the bank office is located, enter the type of bank office, and enter the phone and telex number of the bank.

► **To validate bank ID numbers for Spain**

From the Accounts Payable - Spain menu (G74S04), choose CSB Bank Revision - Spain.

1. On Work With Banks (C.S.B.), click Add.

2. On Bank Revision (C.S.B.), complete the following required fields:

- Bank Code

- Office Code

- Control Digit

- Sort Number

- Business Site Code

3. Complete the following fields to enter additional information about the bank:

  - Bank Name

  - Office Name

  - Office Address

  - City in Castilian

  - Zip

  - City Other Lang

  - OT

  - Phone Number

  - Telex Number

4. Click OK.

Field	Explanation
Bank Code	A field that contains one four digit code that the Spanish bank authority (C.S.B.) assigns. In order for the value to be valid, it must match the code that the C.S.B. assigns.
Office Code	This field of the Spanish Localizations contains one four-digit code assigned by the Spanish Bank Authority (C.S.B.). The value has to be a valid code that matches with the one assigned by the C.S.B.
Control Digit	A field that contains the control digit. This digit is a value generated by the C.S.B. using both the bank code and the office code. The bank or the C.S.B. must supply this number.
Sort Number	This field of the Spanish Localizations contains one four-digit code assigned by the Spanish Bank Authority, C.S.B., in order to sort the information of a specific Bank Number and Office Number.
Business Site Code	A code that you assign to the business site where the office is located. This code will usually match the city, but such a match is not strictly necessary.

Field	Explanation
Bank Name	A field that contains the name of a bank. This name must be the exact business name the bank uses.
Office Name	This field contains the commercial name of the Bank office. This will be the name used in inquires or to look for a special commercial site of the Bank.
Office Address	This field contains the complete address of a particular commercial office of a Bank. This is the suitable address to look for this office with any inquire.
City in Castilian	The Castilian proper name of the city where the office is located.
Zip	Enter the zip code of the bank office.
City Other Lang	The proper name of the city where the office is located as the region commonly uses it.
OT	Type of the Bank office according to the C.S.B. criteria.
Phone Number	Phone Number of the Bank Office.
Ext	An extension to a telephone number that connects to a specific office. Not all offices have an extension number.
Telex Number	Telex Number of the Bank office if available.

See Also

- *Validating Bank ID Numbers*

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.

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

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

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

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

- Enter the country code in the Codes field.

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

- Enter a 1 in the Special Handling field.

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

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

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

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

Additional Information

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

❑ Data integrity and the chart of accounts

❑ Multiple ledger types

❑ Translation considerations for multilingual environments

❑ Translation routines

❑ J.D. Edwards multicurrency solution summary

Data Integrity and the Chart of Accounts

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

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

- Account defined only in the Account Master table

- Account defined only in the alternate chart of accounts

- Security on the alternate chart of accounts

- Account deleted from the user defined code table

Account Defined Only in the Account Master Table

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

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

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

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

Account Defined Only in the Alternate Chart of Accounts

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

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

Security on the Alternate Chart of Accounts

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

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

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

Account Deleted from the User Defined Code Table

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

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

See Also

- *Setting Up an Alternate Chart of Accounts*

Multiple Ledger Types

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

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

Currency Ledgers

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

Depreciation Ledgers

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

User Defined Ledgers

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

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

Translation Considerations for Multilingual Environments

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

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

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

- Business unit descriptions

- Account descriptions

- Automatic accounting instruction (AAI) descriptions

- User defined code (UDC) descriptions

- Delinquency notice text

- Custom menus

- Vocabulary overrides

- Data dictionary

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

See Also

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

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

Business Unit Descriptions

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

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

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

See Also

- *General Accounting: Translating Business Units*

Account Descriptions

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

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

See Also

- *General Accounting: Translating Accounts*

Automatic Accounting Instruction Descriptions

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

See Also

- *General Accounting: Working with AAIs*

User Defined Code Descriptions

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

See Also

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

Delinquency Notice Text

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

J.D. Edwards base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you are adding to

the bottom of the notice. To do this, follow the instructions for setting up text for delinquency notices and verify that you have completed the language preference field on the Letter Text Table Maintenance program (P03B2801).

See Also

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

Translation Routines

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

J.D. Edwards provides the following translation routines:

- X00500 - English

- X00500BR - Brazilian Portuguese

- X00500CH - Chinese

- X00500D - German (mark)

- X00500ED - German (euro)

- X00500FR - French (franc)

- X00500EF - French (euro)

- X00500I - Italian (lira)

- X00500EI - Italian (euro)

- X00500S1 - Spanish (female)

- X00500S2 - Spanish (male)

- X00500S3 - Spanish (female, no decimal)

- X00500S4 - Spanish (male, no decimal)

- X00500S5 - Spanish (euro)

- X00500U - United Kingdom

- X00500U1 - United Kingdom (words in boxes)

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

J.D. Edwards Multicurrency Solution Summary

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

- Convert foreign currencies into the local currency

- Convert different local currencies into one currency for reporting and comparisons

- Adhere to regulations that are defined in the countries in which the company operates

- Revaluate currencies due to changes in exchange rates

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

- Conversion from one currency to another

- Restatement of multiple currencies to consolidate into one currency

- Revaluation of currencies due to changes in exchange rates

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

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

You can designate a specific currency for the following:

- Company

- Account

- Address book record

Data Entry in Foreign or Domestic Currency

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

Setting Up Daily Transaction Rates

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

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

Intercompany Settlements

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

Gain and Loss Recognition

Gain and loss recognition features include:

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

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

Detailed Currency Restatement

Detailed currency restatement features enable you to:

- Maintain a dual set of accounting books, one in the domestic (local) currency and one in an alternate stable currency.

- Restate amounts at the transaction level for a specified range of accounts.

Balance Currency Restatement

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

As If Currency Repost

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

See Also

- *General Accounting Guide* for detailed information about multiple currencies and setting up multicurrency

- *Euro Implementation Guide* for more information about multiple currencies and the euro

Tax Processing

J.D. Edwards country-specific processes for tax processing in Spain include the following:

❑ Processing VAT

❑ Processing the 347 tax declaration

❑ Processing the 349 tax declaration

Processing VAT

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

❑ Understanding VAT

❑ Understanding Spanish VAT

❑ Understanding intra-community VAT

Processing VAT in Spain includes the following tasks:

❑ Entering journal entries with tax

❑ Printing company invoices

❑ Printing monthly VAT reports

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 Spanish VAT

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

VAT Returns	VAT returns for each month must be completed 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 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

- ❑ *Italy: Setting Up a Tax Rate/Area for Intra-Community VAT* or *Setting Up a Tax Rate/Area for Intra-Community VAT*

Entering Journal Entries with Tax

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

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

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

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

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

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

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

- Entering a journal entry with tax (taxable amount)

- Entering a journal entry with tax (gross amount)

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

Before You Begin

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

Example: Journal Entry with Tax

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

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

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

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

See Also

- *Entering Basic Journal Entries*

▶ **To enter a journal entry with tax (taxable amount)**

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

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

2. On Journal Entries with VAT, complete the following fields:

   - G/L Date

   - Explanation

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

   - Address Number

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

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

- Account Number

- Taxable Amount

- Tx Ex (Tax Explanation Code)

- Tax Area

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

- Address Number

6. Review the calculated tax in the following field:

- Tax

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

8. Click OK.

Field	Explanation
Amount	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.

Printing Company Invoices

From the VAT Report - Spain menu (G74S7011), choose Print Invoice Company.

A company invoice (autofactura) is a legal document that shows the exempted
VAT for Intra-Community VAT transactions. You should keep this report on file
for the tax authority in the event of an audit.

You must print a company invoice for each voucher you create.

You use the processing option to indicate which rate from your Intra-Community
VAT tax rate/area contains the positive tax rate.

Processing Options for Print Invoice Company (R74S440)

```
Print Options

1. Select the Tax Rate for
   Intra-Community VAT:

      Blank  -  Tax Rate 2                    _____
      1         -   Tax Rate 3
```

Printing Monthly VAT Reports

From the VAT Reports - Spain menu (G74S7011), choose VAT Report by Tax
Rate/Area.

In Spain, businesses are required to document all Accounts Payable and Accounts Receivable transactions that are subject to VAT. The VAT Report by Tax Area/Rate report lists all VAT-eligible transactions as well as total amounts of accounts receivable (input) and accounts payable (output) VAT.

You use the processing options on the monthly VAT reports to create both an accounts payable and an accounts receivable version of the report. You should run both reports monthly.

You use the processing options to indicate which rate from the Intra-Community VAT tax rate/area setup 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. The exempt VAT (0 percent) prints on the Accounts Payable version.

See Also

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

Processing Options for VAT Report by Tax Rate/Area (R74S450)

```
Print Options

1. Select  '1' if you want to update as
    "printed" the selected records. If
   blank the records won't be marked.


                                                      _____


2. Select the beginning number for the
    printed records. If blank will begin
    with one.



                                                      _____


3. Print report total by :

     Blank    -   Tax Rate                           _____
     1        -     Tax Area
     2        -     Tax Area and Tax
     Rate

4. Print Detail or summarized report

     Blank    -   Detail                             _____
     1        -     Summarized

5. Select '1' whether summarizing by
   documents the report doesn't have to
   print zero balance lines. Otherwise
   the zero balance lines will be
   printed.


                                                      _____
```

6. Select the type of report:

    Blank - Account Receivable   _____
    1   - Account Payable

7. Select the Tax Rate Line Number for
   Intra-Community VAT depending on the
   information to be printing on the
   report A/R or A/P.

    Blank - Tax Rate Line 2   _____
    1   - Tax Rate Line 3

Date Selection

1. Select the from date and the to date
   to stablish the range of selection.

    From Date   _____
    Through Date   _____

Currency

1. 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. Domestic amounts will be
   translated and displayed in this
   as-if currency. If left blank,
   stored currency will be used.

   _____

2. Enter the "As Of" date for
   processing the current exchange rate
   for the as-if currency. If left
   blank, the current date will be
   used.
   NOTE: A valid exchange rate must
   exist in the exchange rate table
   between the two currencies base on
   the As Of date.

   _____

Processing the 347 Tax Declaration

Processing the 347 tax declaration includes the following tasks:

❑ Understanding Model 347 processing

❑ Generating the Model 347 workfiles

❑ Reviewing the 347 - Operations report

❑ Revising 347 operations information

❑ Reviewing the 347 - Declaring Companies report

❑ Generating the 347 Tax Declaration tape file

Understanding Model 347 Processing

Businesses in Spain with an annual volume exceeding 500.000 pesetas must submit the 347 tax declaration to the Spanish tax authority. The 347 tax declaration includes information about all Accounts Payable and Accounts Receivable transactions. The tax declaration also includes information about insurance and leasing transactions, as well as leasing information for buildings that are owned or maintained by the company.

If a large company is subdivided into subcompanies within the J.D. Edwards system, the parent company should report the consolidated information for all subcompanies.

The first step in processing the Model 347 declaration is to run 347 - Generate Acquisitions (R74S100) and 347 - Generate Sales (R74S110) to generate the Model 347 workfiles.

The Model 347 workfiles consist of the following tables:

- F74S70 - Model 347 - Record Type 0 - Spain

- F74S71 - Model 347 - Record Type 1 - Spain

- F74S72 - Model 347 - Record Type 2 - Spain

- F74S73 - Model 347 - Record Type 3 - Spain

- F74S75 - Model 347 - Link Between Record Type 0 and Record Type 1 - Spain

The following table explains the record types:

Record Type 0	Contains information about the number of records being submitted. Record type 0 is necessary only if you are using a single file to present tax information about two or more companies with different tax identification numbers.
Record Type 1	Contains information about company addresses, as well as the amount and number of records associated with each company. Record type 1 contains one record for each company with a different tax identification number for whom the tax declaration is being made.
Record Type 2	Contains a summary of the amounts of selected transactions from A/R and A/P. Records are distinguished by the tax identification number of the customer or supplier and by the type of operation (acquisitions or sales). Insurance operations and leasing operations are also identified.
Record Type 3	Contains the total amount of leasing operations and the address of the leased commercial site. Record type 3 is necessary only if the company leases a commercial site to a customer.

The system uses the information in the Model 347 workfiles to produce the 347 - Dec. Companies Report (R74S71) and the 347 - Operations Report (R74S72). The Model 347 workfiles are also used to generate the tape file that you submit to the Spanish tax authority.

The following graphic illustrates the Model 347 process:
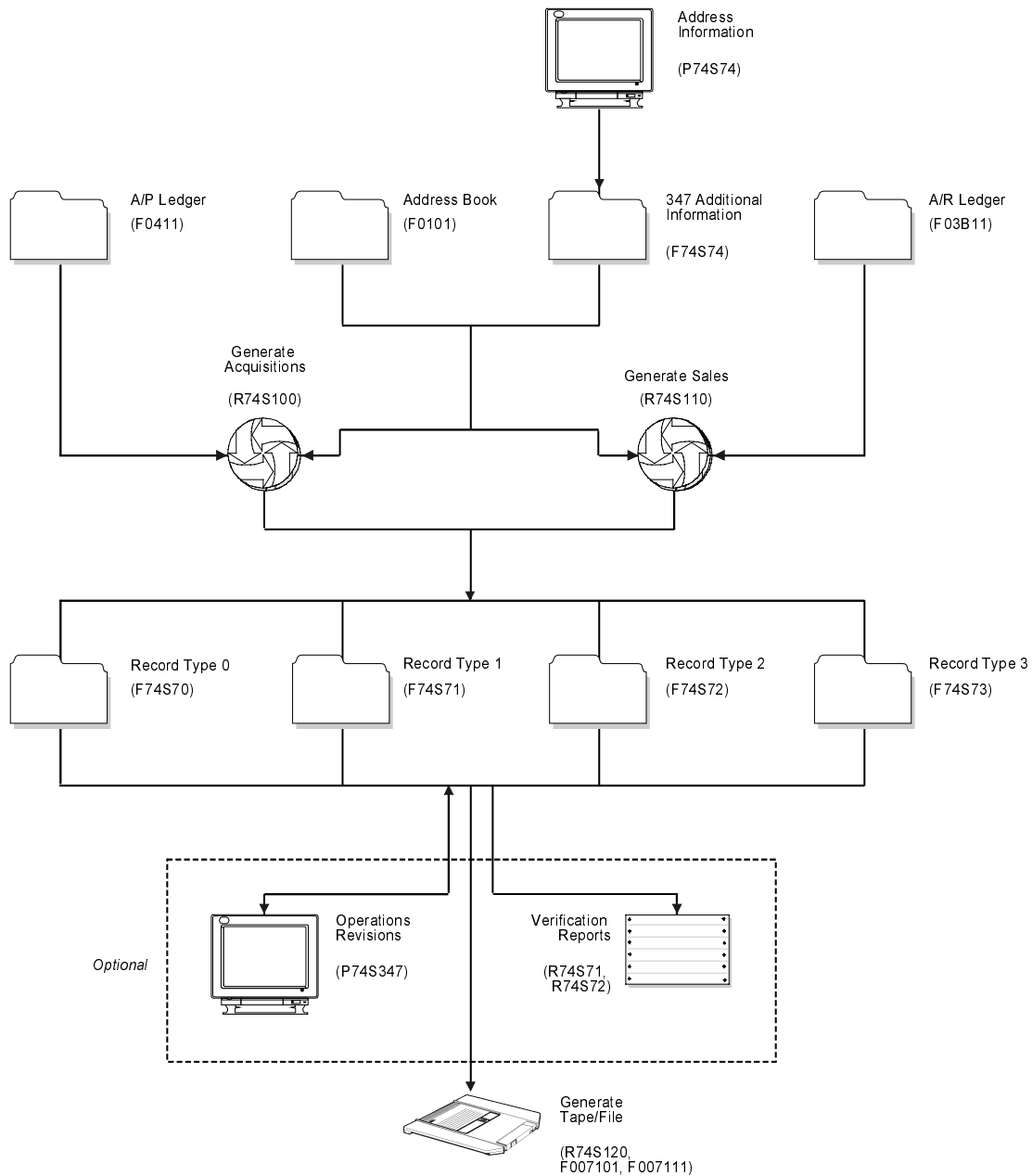
Generating the Model 347 Workfiles

From the Process 347 - Spain menu (G74S8011), choose 347 - Generate Acquisitions or choose 347 - Generate Sales.

Use the 347 - Generate Acquisitions program (R74S100) to add information from the Accounts Payable system to the Model 347 workfiles. The program generates records 0, 1, and 2 in the Model 347 workfiles.

Use the 347 - Generate Sales program (R74S110) to add information from the Accounts Receivable system to the Model 347 workfiles. The program generates records 0, 1, 2, and 3 in the Model 347 workfiles.

The 347 - Generate Acquisitions and 347 - Generate Sales programs summarize transactions by the customer's or supplier's tax identification number.

The 347 - Generate Acquisitions and the 347 - Generate Sales programs retrieve information from the following tables to build the Model 347 workfiles:

- F0101 - Address Book

- F0411 - Accounts Payable Ledger

- F03B11 - Accounts Receivable Ledger

- F74S74 - Additional Information for 347 and 349 Models - Spain

The system populates the zip code field in the Model 347 workfiles based on information in the Address Book. For domestic customers and suppliers, the system appends three zeros to the first two digits of the customer's or supplier's zip code from the Address Book. For international customers and suppliers, the system uses 99 plus the customer's or supplier's three-digit country code from UDC 00/CN.

Caution: When you run either of the generation programs, only those transactions that match the operation type and class that you selected in the processing options will be recorded in the Model 347 workfiles. You will need to run the generation program several times to record information on all operation types and classes.

Before You Begin

- ❑ In the Address Book system, enter a tax identification number for each company, customer, and supplier.

- ❑ If your business leases a commercial site, set up additional information for the site. See *Setting Up Additional Address Book Information*.

- ❑ Set up additional information for the company that is submitting the tax declaration to the tax authority. See *Setting Up Additional Address Book Information*.

Processing Options for 347 - Generate Acquisitions (R74S100)

```
Presentation

1. Enter the Company who is sending the
   declaration. (Required)
```

```
        Company                                    _____

Common Data

1. Enter the Declaration Year (4
   Digits).

        Declaration Year                           _____

2. Enter the Tax Office Number.

        Tax Office Number                          _____

3. Enter the County Code ( 3 digits) for
   the company.

        Code                                       _____

Regeneration

1. Regenerate Files:

            Blanks - Add information into
        the files
            1         - Regenerate files

        Selection                                  _____

Amount

1. Enter  the minimum amount per
   supplier or customer that must be
   declared. If left this option in
   blank, the process will use 500.000
   ESP.

        Minimum Amount                             _____

Currency

1. Enter the Company Currency Code.

        Currency Code                              _____

2. Enter the Third Currency Code.

        Currency Code                              _____

Operation Type

1. Enter the Operation Type.

            " "  or  " A "    =
        Acquisitions
                     " D "    =   Acq.
        EP
                     " C "    =
        Payments

        Operation Type                             _____

2.  Enter the Operation Class.
```

```
            " "   =  Regular Operations.
            "1"   =  Insurance
       Operations.
            "2"   =  Leasing Operations.

       Operation Class                            _____
```

Processing Options for 347 - Generate Sales (R74S110)

```
       Presentation

       1. Enter the Company who is sending the
          declaration. (Required)

           Company                                _____

       Common Data

       1. Enter the Declaration Year  (4
          Digits).

           Declaration Year                       _____

       2. Enter the Tax Office Number.

           Tax Office Number                      _____

       3. Enter the County Code ( 3 digits) for
          the company.

           Code                                   _____

       Regeneration

       1. Regenerate Files:

               Blanks - Add information into
          the files
               1         - Regenerate files

           Selection                              _____

       Amount

       1. Enter  the minimum amount per
          supplier or customer that must be
          declared. If left this option in
          blank, the process will use 500.000
          ESP.

           Minimun Amout                          _____

       Currency

       1. Enter the Transaction Currency Code.

           Currency Code                          _____

       2. Enter the Third Currency Code.

           Currency Code                          _____

       Operation Type
```

```
1. Enter the Operation Type.

            Sales
    =  'B'
            Sales with Subsidy     =
    'E'

    Operation Type                                    _____

2. Enter the Operation Class.

            " "  = Regular Operations.
            "1" = Insurance
    Operations.
            "2" = Leasing Operations.

    Operation Class                                   _____
```

Reviewing the 347 - Operations Report

From the Process 347 - Spain menu (G74S8011), choose 347 - Operations Report.

The 347 - Operations report lists the total operations amount by operation type for each customer or supplier. Customer and supplier records are grouped by declaring company. The report also lists the tax identification number for each customer and supplier.

The 347 - Operations report is for your review only. You should not submit this report to the tax authority. Instead, you should submit the 347 Tax Declaration tape file.

The 347 - Operations report includes information from the Model 347 - Record Type 2 - Spain (F74S72) table.

Before You Begin

❑ Copy information to the Model 347 workfiles. See *Generating the Model 347 Workfiles.*

Processing Options for 347 - Operations Report (R74S572)

```
Print Option

1. Select '1' if you want to include the
   Leasing Operations in the report.

    Selection                                         _____
```

Revising 347 Operations Information

From the Process 347 - Spain menu (G74S8011), choose 347 - Operations Revision.

After you have generated the Model 347 workfiles, you can revise information in the Model 347 workfiles.

Note: The information that you can revise is the same information that appears on the 347 - Operations (R74S72) and the 347 - Declaring Companies (R74S71) reports.

The following table contains brief instructions for the tasks that you can perform using 347 - Operations Revision (P74S347):

Revise the name and address of the presenting (parent) company	• On Work With Pres. Companies, choose Company Revisions from the Row menu.
Review acquisition and sales totals for a declaring company	• On Work With Pres. Companies, click Select to access Work With Declared Companies. • On Work With Declared Companies, choose Edit Company from the Row menu.
Review transaction detail for a declaring company	• On Work With Pres. Companies, click Select to access Work With Declared Companies. • On Work With Declared Companies, click Select to access Work With C & V Operations. • On Work With C & V Operations, click Find.
Revise a customer's or vendor's tax ID	• On Work With Pres. Companies, click Select to access Work With Declared Companies. • On Work With Declared Companies, click Select to access Work With C & V Operations. • On Work With C & V Operations, choose Change Tax ID from the Row menu. The system validates the tax ID that you enter.
Revise a customer's or vendor's name, province, and total operations amount	• On Work With Pres. Companies, click Select to access Work With Declared Companies. • On Work With Declared Companies, click Select to access Work With C & V Operations. • On Work With C & V Operations, choose C & V Revisions from the Row menu.

Revise leasing information for a customer or vendor	• On Work With Pres. Companies, click Select to access Work With Declared Companies.
	• On Work With Declared Companies, click Select to access Work With C & V Operations.
	• On Work With C & V Operations, choose a row that represents leasing transactions, and then click Select.

Reviewing the 347 - Declaring Companies Report

From the Process 347 - Spain menu (G74S8011), choose 347 - Dec. Companies Report.

The 347 - Declaring Companies report lists each company with a unique tax identification number that is included in the tax declaration. Information for companies that share a tax identification number is combined.

The report is for your review only. You should not submit this report to the tax authority. Instead, you should submit the 347 Tax Declaration tape file.

For each reporting company, the report lists the number of records of each type and the total amount of transactions for each record type. The report lists the following record types:

Record Type A	Acquisitions over 500.000 pesetas
Record Type B	Sales over 500.000 pesetas
Record Type C	Payments over 50.000 pesetas to a third-party payee
Record Type D	Acquisitions over 500.000 pesetas by government companies that are not related to regular company activity
Record Type E	Government subsidies over 500.000 pesetas

The 347 - Declaring Companies report includes information from the Model 347 - Record Type 1 - Spain (F74S71) table.

Before You Begin

❑ Copy information to the Model 347 workfiles. See *Generating the Model 347 Workfiles.*

Generating the 347 Tax Declaration Tape File

From the Process 347 - Spain menu (G74S8011), choose 347 - Generate Tape File.

Use the 347 - Generate Tape File program to generate the tape file that you submit to the Spanish tax authority. The tape file contains information from the following Model 347 workfiles:

- F74S70 - Model 347 - Record Type 0 - Spain

- F74S71 - Model 347 - Record Type 1 - Spain

- F74S72 - Model 347 - Record Type 2 - Spain

- F74S73 - Model 347 - Record Type 3 - Spain

- F74S75 - Model 347 - Link Between Record Type 0 and Record Type 1 - Spain

The 347 - Generate Tape File program creates Text File Processor batches that contain the declaration. See *Copying Text in the Text File Processor* for information about converting each batch to a flat file.

Before You Begin

❑ Copy information to the Model 347 workfiles. See *Generating the Model 347 Workfiles.*

Processing Options for 347 - Generate Tape File (R74S120)

```
Company

1. Enter the Company who is sending the
   declaration. (Required)

      Company                                        _____

Year

1. Enter the Declaration Year  (4
   Digits).

      Declaration Year                               _____
```

Processing the 349 Tax Declaration

Processing the 349 tax declaration includes the following tasks:

❑ Understanding Model 349 processing

❑ Generating the Model 349 workfiles

❑ Reviewing the 349 - Operations report

❑ Revising 349 operations information

❑ Reviewing the 349 - Declaring Companies report

❑ Generating the 349 Tax Declaration tape file

Understanding Model 349 Processing

Businesses in Spain that conduct business with companies that are within EU member countries must submit the 349 tax declaration to the Spanish tax authority. The 349 tax declaration includes information about all Accounts Payable and Accounts Receivable transactions with companies that are within the European Union.

If a large company is subdivided into subcompanies within the J.D. Edwards system, the parent company should report the consolidated information for all subcompanies.

The first step in processing the Model 349 declaration is to run 349 - Generate Acquisitions (R74S200) and 349 - Generate Sales (R74S210) to generate the Model 349 workfiles.

The Model 349 workfiles consist of the following tables:

• F74S90 - Model 349 - Record Type 0 - Spain

• F74S91 - Model 349 - Record Type 1 - Spain

• F74S92 - Model 349 - Record Type 2 - Spain

The following table explains the record types:

Record Type 0	Contains information about the number of records being submitted. This record type is necessary only if you are using a single file to present tax information about two or more companies with different tax identification numbers.
Record Type 1	Contains information about company addresses as well as the amount and number of records associated with each company. This file contains one record for each company with a different tax identification number for whom the tax declaration is being made.
Record Type 2	Contains a summary of the amounts of selected transactions from A/R and A/P. Records are distinguished by the tax identification number of the customer or supplier as well as by the type of operation (acquisitions, sales, and so on).

The system uses the information in the Model 349 workfiles to produce the 349 - Dec. Companies Report (R74S91) and the 349 - Operations Report (R74S92). The model 349 workfiles are also used to generate the tape file that you submit to the Spanish tax authority.

The following graphic illustrates the Model 349 process:
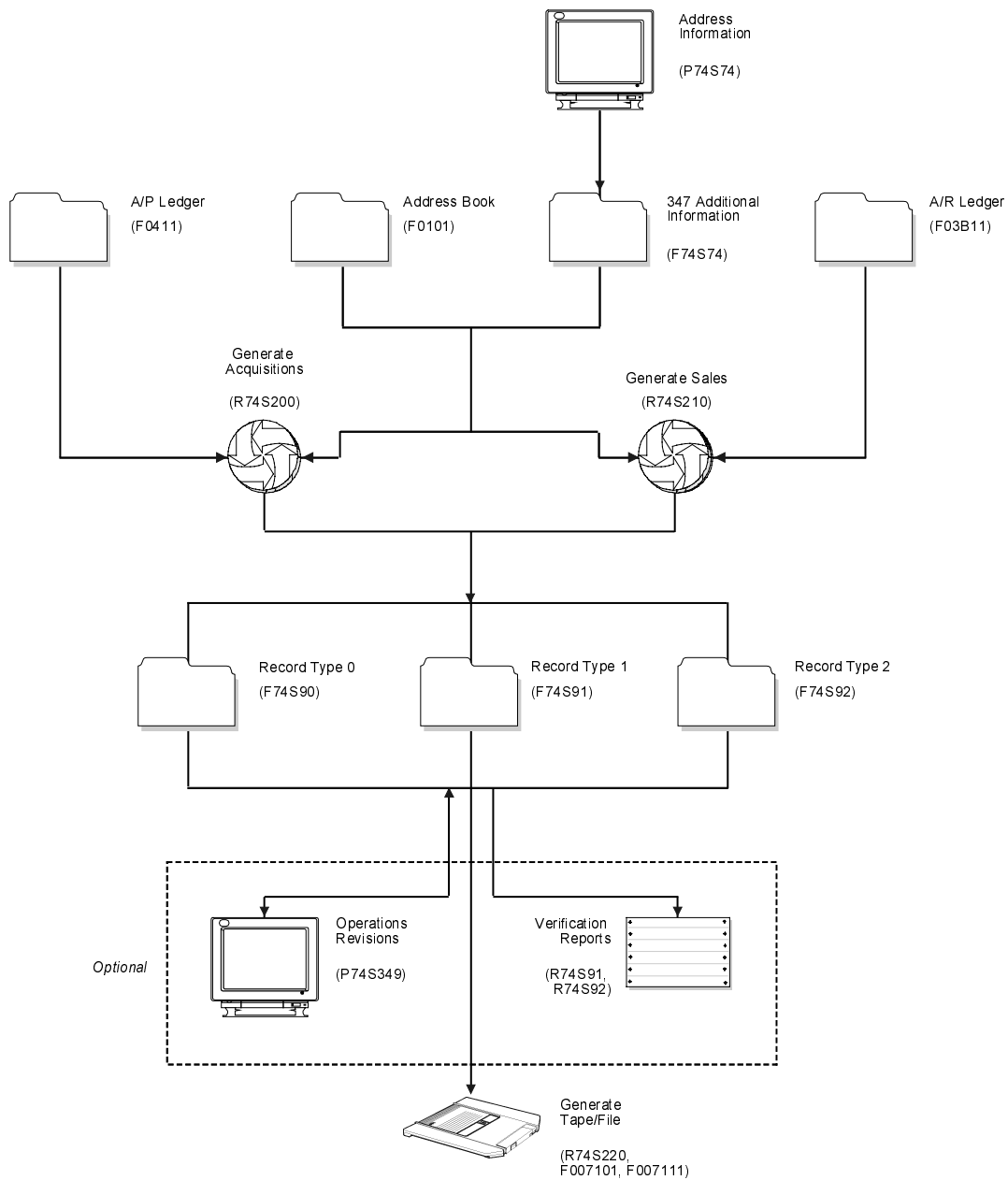
Generating the Model 349 Workfiles

From the Process 349 - Spain menu (G74S8022), choose 349 - Generate Acquisitions and choose 349 - Generate Sales.

Use the 349 - Generate Acquisitions program (R74S200) to add information from the Accounts Payable system to the Model 349 workfiles. Use the 349 - Generate Sales program (R74S210) to add information from the Accounts Receivable system to the Model 349 workfiles.

Both Model 349 generation programs create records 0, 1, and 2 in the Model 349 workfiles.

The 349 - Generate Acquisitions program summarizes transactions by company and by the customer's tax identification number from the customer's own EU country.

The 349 - Generate Acquisitions and 349 - Generate Sales programs retrieve information from the following tables to build the Model 349 workfiles:

- F0101 - Address Book
- F0411 - Accounts Payable Ledger
- F03B11 - Accounts Receivable Ledger
- F74S74 - Additional Information for 347 and 349 Models - Spain

Before You Begin

❑ In the Address Book system, enter a tax ID and additional tax ID for each company, customer, and supplier involved in the 349 tax declaration. In the Additional Tax ID field, enter the company's, customer's, or supplier's EU country code from UDC 74/EC followed by the same tax ID that you entered in the Tax ID field.

❑ Set up additional information for the company that is submitting the tax declaration to the tax authority. See *Setting Up Additional Company Information.*

Processing Options for 349 - Generate Acquisitions (R74S200)

```
Presentation

1. Enter the Company who is sending the
   declaration (Required).

     Company                                    _____

Common Data

1. Enter the Declaration Year and
   the Period Number to be processed.

   If the Period Number is not
   informed, the declaration will be
   considered as an Annual Declaration,
```

("0A")

    Declaration Year (4 digits)   _____
    Declaration Period   _____

2. Enter the Dec. Company's Tax Office #.

    Tax Office Number   _____

3. Enter the Line number to get the Contact Name from Company Who's who.

    If it is leaving in blank the default value will be 1.

    Line Number   _____

Rectifying

1. Inform the Declaration Year and the Period Number to be rectified.

    Whether none of them is informed, will NOT be considered as a rectifying declaration. If the Declaration Year is informed and the Period # is not, the declaration will be considered as an Annual Declaration, ("0A").

    Rectif. Declaration Year (4 Digits)   _____
    Rectif. Declaration Period   _____

Regeneration

1. Select "1" to regenerate the information in the files.

    Leave this field blank if the information selected has to be added to the existing data.

    Regenerate Info.   _____

Third Co Works

1. Select up to three different Document Types to be considered as Third Company Works.

    1st Document Type   _____
    2nd Document Type   _____
    3rd Document Type   _____

Exchange Rate

1. Inform the A/B # assigned to the Exchange Rate in the Exchange Rate File.

    Leave blank if the Exchange Rate of the F0411 file is going to be used.

```
              Address Number                                    _____

If the  A/B # has been informed, select
    the date which the Exchange Rates
    File is going to be accessed.

        "1"   -   Invoice Date.                                  _____
        "2"   -   G/L Date.
        "3"   -   System Date.

Currency

1. Enter the Company Currency Code.

        Currency Code                                           _____

2. Enter the Third Currency Code.

        Currency Code                                           _____

Media

1. Select the support type the
    Declarations is going to be
    presented.

            "D"   =   Diskette
            "C"   =   Tape

    If the options has been left blank,
    the process will assume Tape by
    default.

        Selection                                               _____
```

Processing Options for 349 - Generate Sales (R74S210)

```
    Presentation

1. Enter the Company who is sending the
    declaration (Required).

        Company                                                 _____

    Common Data

1. Enter the Declaration Year and
    the Period Number to be processed.

    If the Period Number is not
    informed, the declaration will be
    considered as an Annual Declaration,
    ("0A").

        Declaration Year (4 Digits)                             _____
        Declaration Period                                      _____

2. Insert the Dec. Company's Tax Office
    #.

        Tax Office Number                                       _____

3. Enter the Line number to get the
```

Contact Name from Company Who's who.

If it is leaving in blank the
default value will be 1.

Line Number _____

Rectifying

1. Inform the Declaration Year and
   the Period Number to be rectified.

   Whether none of them are informed,
   will NOT be considered as a
   Rectifying Declaration.
    If the Declaration Year is informed
   and the Period # is not, the
   Declaration will be considered as an
   Annual Declaration, ("0A").

   Rectif. Declaration Year (4   _____
   Digits)
   Rectif. Declaration Period   _____

Regeneration

1. Select "1" to regenerate the
   information in the files.

   Leave this field blank if the
   information selected has to be added
   to the existing data.

   Regeneration Info.   _____

Third Co Works

1. Select up to three different Document
   Types to be considered as Third
   Company Works.

   1st Document Type   _____
   2nd Document Type   _____
   3rd Document Type   _____

Currency

1. Enter the Company Currency.

   Currency Code   _____

2. Enter the Third Currency.

   Currency Code   _____

Media

1. Select the Support Type the
   Declaration is going to be
   presented.

      "D" = Diskette
      "C" = Tape

```
If the options has been left blank,
the process will assume Tape by
default.
```

Support Type   _____

Reviewing the 349 - Operations Report

From the Process 349 - Spain menu (G74S8022), choose 349 - Operations report.

The 349 - Operations report lists the total operations amount by operation type for each customer or supplier. Customer and supplier records are grouped by declaring company. The report also lists the country code and tax identification number for each customer and supplier.

The 349 - Operations report is for your review only. You should not submit this report to the Tax Authority. Instead, you should submit the 349 Tax Declaration tape file.

The 349 - Operations report includes information from the Model 349 - Record Type 2 - Spain (F74S92) table.

Before You Begin

❑ Copy information to the Model 349 workfiles. See *Generating the Model 349 Workfiles*.

Revising 349 Operations Information

From the Process 349 - Spain menu (G74S8022), choose 349 - Operations Revisions.

After you have generated the Model 349 workfiles, you can revise information in the Model 349 workfiles.

Note: The information that you can revise is the same information that appears on the 349 - Operations (R74S92) and the 349 - Declaring Companies (R74S91) reports.

The following table contains brief instructions for the tasks that you can perform using 349 - Operations Revisions (P74S349):

Revise presenting company information	• On Work With Pres. Companies, choose a record and choose Pres. Companies Revisions from the Row menu.
Review acquisition and sales totals for a declaring company	• On Work With Declared Companies, choose a record and click Select to access Work with C & V Operations.
Revise a customer's or a supplier's tax ID	• On Work With C & V Operations, choose a record and then choose Change Tax Id from the Row menu.
Revise acquisition and sales totals for a declaring company	• On Work With C & V Operations, choose a record and click Select to access C & V Operations Revisions.

Reviewing the 349 - Declaring Companies Report

From the Process 349 - Spain menu (G74S8022), choose 349 - Dec. Companies Report.

The 349 - Declaring Companies report lists each company with a unique tax identification number that is included in the tax declaration. Information for companies that share a tax identification number is combined.

The report is for your review only. You should not submit this report to the Tax Authority. Instead, you should submit the 349 Tax Declaration tape file.

For each reporting company, the report lists the number of records of each type, as well as the total amount of transactions for each record type. The report lists the following record types:

Record Type 1	Sales
Record Type 2	Acquisitions
Record Type 3	Sales corrections
Record Type 4	Acquisition corrections

The 349 - Declaring Companies report includes information from the Model 349 - Record Type 1 - Spain (F74S91) table.

Before You Begin

❑ Copy information to the Model 349 workfiles. See *Generating the Model 349 Workfiles*.

Generating the 349 Tax Declaration Tape File

From the Process 349 - Spain menu (G74S8022), choose 349 - Generate Tape File.

Use the 349 - Generate Tape File program to generate the tape file that you submit to the Spanish tax authority. The tape file contains information from the following Model 349 workfiles:

- F74S90 - Model 349 - Record Type 0 - Spain

- F74S91 - Model 349 - Record Type 1 - Spain

- F74S92 - Model 349 - Record Type 2 - Spain

The 349 - Generate Tape File program creates Text File Processor batches that contain the declaration. See *Copying Text in the Text File Processor* for information about converting each batch to a flat file.

Before You Begin

❑ Copy information to the Model 349 workfiles. See *Generating the Model 349 Workfiles*.

Processing Options for 349 - Generate Tape File (R74S220)

```
Company

1. Enter the Company who is sending the
   declaration (Required).

      Company                                      _____

Year

2. Select the Declaration Year and the
   Declaration Period #.

      Declaration Year (4 Digits)                  _____
      Declaration Period                           _____
```

Accounts Receivable Draft Processing

In Spain, drafts can be remitted to the bank on paper or electronically.

Accounts receivable draft processing consists of the following processes:

- ❑ Understanding A/R drafts

- ❑ Setting up A/R draft processing

- ❑ Working with draft origination

- ❑ Working with draft acceptance

- ❑ Working with draft remittance

- ❑ Working with draft collection

- ❑ Approving and posting A/R drafts

Understanding A/R Drafts

To process drafts using J.D. Edwards software, you should understand the following information about drafts:

❑ What are the types of drafts?

❑ What are the steps for processing drafts?

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
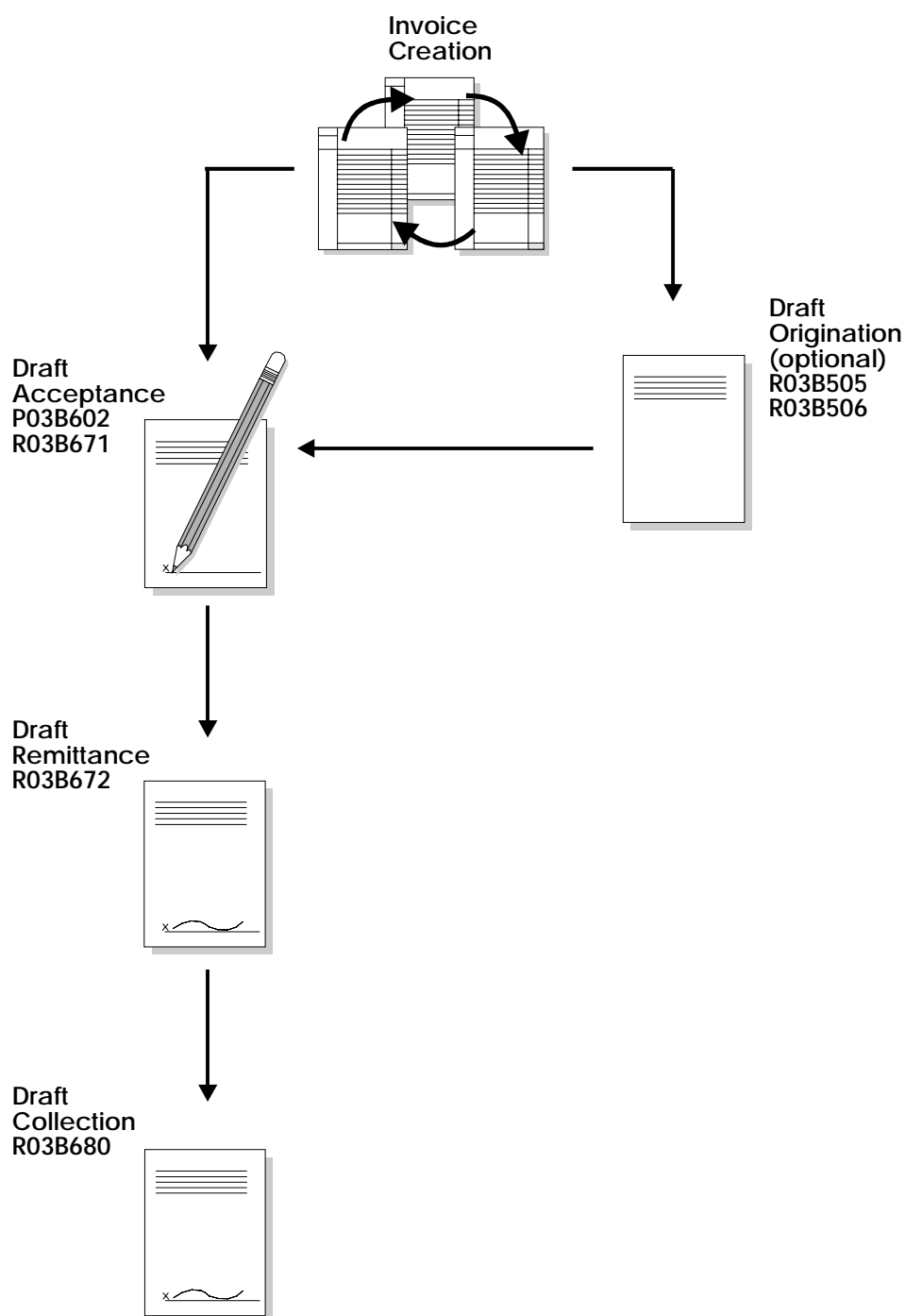
The following material explains the process flow for drafts.

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   Sales
Account

10,000   10,000

Draft
Origination
(optional)
R03B505
R03B506

No effect on the G/L

Draft
Acceptance
P03B602
R03B671

Print
details

G/L

Draft   A/R
Receivable   Trade

10,000   10,000

Draft
Remittance
R03B672

Draft is selected
for payment

G/L

Drafts   Drafts
Remitted   Receivable

10,000   10,000

Draft
Collection
R03B680

Draft is paid

G/L

Drafts
Remitted   Cash

10,000   10,000

Setting Up A/R Draft Processing

Before using A/R draft processing, you must complete 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 bank account information for A/R drafts

❑ Setting up fees for draft stamps

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.

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 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.

1. On Work With Bank Accounts by Address, click Add to access Set Up Bank Accounts by Address.

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          _____
```

Setting Up Fees for Draft Stamps

Spanish law allows you to collect payment on multiple invoices by combining those invoices on a draft. The government collects a fee on drafts by requiring that the draft be printed on special paper with a government stamp. Spanish businesses pay the fee by purchasing the stamped paper. The amount of the fee depends on the amount of the draft. The government provides various stamps that correspond to the different fees.

To process drafts in the Accounts Receivable system, you need to set up a fee table. The fee table lists the fees for various draft amounts. You can set up more than one fee table and distinguish them from each other by currency code, months outstanding, or effective date. For example, you might set up one fee table for drafts that are due within six months and another fee table for drafts with a due date that is more than six months away.

When a draft amount exceeds the upper limit on the fee table, the government increases the fee amount in proportion to the increase in the draft amount.

You should set up fees for draft stamps when you begin using the Accounts Receivable system to process drafts. You can revise the table of fees if the government changes the fees.

The system stores fee tables in the following tables:

- Stamps (Timbres) Fee Detail (F74S502)

- Stamps (Timbres) Fee Header (F74S505)

► **To set up fees for draft stamps**

From the Spanish Draft Processing menu (G74S03B161), choose Maintenance of Stamp Fees.

1.   On Work With Stamp (Timbre) Fees, click Add.

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2.   Complete the following fields:

- Currency Code

- Months Outstanding

- Effective Date

3.   For each line in the fee table, complete the following fields:

- Check Amount

- Stamp Fee

The Check Amount field contains the upper limit of the range to which a particular fee applies. For example, if you enter 4.000 in the Check Amount field and 10 in the Stamp Fee field in the first row, drafts with a value between 0 and 4.000 will require a stamp fee of 10.

4.   For the last row in the fee table, complete the following fields:

- Check Amount

- Stamp Fee

- Additional Fee Amt

- For Each Amt

Enter the amount by which the government increases the fee for the draft. For example, if you enter 3 in the Additional Fee Amt field and 1.000 in the For Each Amt field, the fee increases by 3 pesetas for each additional 1.000 pesetas on the draft beyond the upper limit listed on the table.

5.   Click OK.

Field	Explanation
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions. ....*Form-specific information*................................ A code that indicates the currency of the fees (pesetas or Euros).
Months Outstanding	The number of months between the draft emission date and the draft due date.

Field	Explanation
Effective Date	The date when a transaction, text message, contract, obligation, preference, or policy rule becomes effective. ....*Form-specific information*............................... Enter the effective date for the table of fees.
Check Amount	The actual amount of the receipt or payment. ....*Form-specific information*............................... The upper limit of the receipt amounts to which the fee applies. For example, if you enter a check amount of 4000 on the first line with a corresponding stamp fee of 10, all receipts less than or equal to 4000 will require a stamp fee of 10. The check amount you enter also becomes the lower limit for the next line. For example, if you enter a check amount of 4000 on the first line and a check amount of 8000 on the second line, all receipts that are greater than 4000 and less than or equal to 8000 require the stamp fee that corresponds to the 8000 check amount.
Stamp Fee	The fee amount (Timbre) paid to the government when a draft (Efecto) is created. The fee is based on the following factors: • The amount of the draft receipt • The number of days between the draft origination date and the draft due date • The currency code • The effective date
Additional Fee Amt	The additional fee amount that will be added to the original fee amount obtained from the fee table. An additional fee amount is added when the draft amount is between the amounts used to calculate the fee in the fee table.
For Each Amt	The additional draft amount for which you have to pay an additional fee. For example, if you must pay a 3 peseta fee for each additional 1000 pesetas of the draft amount, you would enter 1000 in this field and enter 3 in the Additional Fee Amount field.

Working with Draft Origination

Working with draft origination includes the following tasks:

❑ Grouping invoices for drafts

❑ Printing drafts from invoices

❑ Printing drafts with letters

❑ Printing drafts from R1 documents

Grouping Invoices for Drafts

From the Spanish Draft Processing menu (G74S03B161), choose Invoice Group by Draft.

The Invoice Group by Draft program groups open invoices from the Customer Ledger table (F03B11) by either customer number or payor number and by company, currency code, and net due date. You can also use detail mode to group each invoice pay item with the same net due date on one draft.

For each group, the program assigns a control number that is the draft number of the draft. The Invoice Group by Draft report includes totals for each group of drafts. The total is the amount of the draft.

You can use the processing options on the Invoice Group by Draft program to run a program that prints the drafts, such as the Print Drafts from Invoices program (R74S502). You can also print the drafts separately after running the Invoice Group by Draft program.

The system processes only invoices that have an open amount and that have an empty Control/Statement field (CTL) in the Customer Ledger table (F03B11). The system excludes invoices with record types R1, R5, or RU as well as invoices for customers who have a Send Invoice To (SITO) value of N for Company 0 in the Customer Master by Line of Business table (F03012).

Caution: You must group records in the Invoice Group by Draft program in the same way that you process records in the Print Drafts from Invoices program. For example, if you set the processing options on the Invoice Group by Draft program

to group by customer, you must also set the processing options on the Print Drafts from Invoices program to process by customer. If you specify the Print Drafts with Invoices program in the processing options of the Invoice Group by Draft program, the processing option value for grouping does not get passed from the Invoice Group by Draft program to the Print Drafts with Invoices program. You must set up matching processing options for both programs.

Before You Begin

❑ Set up the fee table for draft stamps. See *Setting Up Fees for Draft Stamps.*

Processing Options for Invoice Group by Draft (R03B5052)

Defaults Tab

1. Pay Status Code

Use this processing option to specify the Pay Status Code that you want to assign to processed invoices.

Process Tab

1. Process Mode

Use this processing option to specify how the system assigns the draft number when processing invoices. When processing in detail mode, the system assigns one draft number (CTL) to each invoice or group of pay items with the same net due date.

For example, an invoice with two pay items that have different net due dates produces two drafts. An invoice with two pay items that have the same net due date produces one draft.

When you group by customer, the system assigns one draft number to all invoices that have the same company (CO), currency code (CRCD), net due date (DDJ), and address number (AN8).

When you group by payor, the system assigns one draft number to all invoices that have the same company, currency code, net due date, and payor number (PYR).

Valid values are:

Blank Detail mode

1   Group by customer (AN8)

2   Group by payor (PYR)

2. Threshold Amount

Use this processing option to specify the threshold amount that the system uses to suppress draft creation. If the total draft amount for the group of invoices is less than this threshold amount, no draft number (CTL) is assigned to the invoices in the group. The threshold amount is compared to the total domestic open amount, regardless of the currency code.

Versions Tab

1. Program ID

Use this processing option to specify the report that you want to submit to print the drafts created by this application. If you leave this processing option blank, you must run a draft print application manually to print the drafts.

2. Version ID

Use this processing option to specify the version of the report that was specified in the Program ID processing option that the system will use to print drafts. If left blank, version ZJDE0001 is used. If ZJDE0001 is not a valid version, the report does not execute. If the Program ID processing option is blank, this processing option is ignored.

Printing Drafts from Invoices

From the Spanish Draft Processing menu (G74S03B161), choose Print Drafts from Invoices.

The Print Drafts from Invoices program prints drafts using the groupings produced by the Invoice Group by Draft program (R03B5052). The total amount of each draft, which is the total open amount of each group of invoices, determines the amount of the stamp that is required on the draft.

The system retrieves fee amounts from the following tables:

- Stamps (Timbres) Fee Detail (F74S502)

- Stamps (Timbres) Fee Header (F74S505)

If the system cannot find a fee that corresponds to the draft amount, the draft does not print and the system sends an error message to the work center.

The Print Drafts from Invoices program produces one printer spool file for each fee amount. All the drafts that have the same fee amount are included in one printer spool file. This grouping allows you to load the paper with the appropriate stamp for each group of drafts.

Caution: You must group records in the Print Drafts from Invoices program in the same way that you group records in the Invoice Group by Draft program. For example, if you set the processing options on the Invoice Group by Draft program to group by customer, you must also set the processing options on the Print Drafts from Invoices program to group by customer. If you specify the Print Drafts with Invoices program in the processing options of the Invoice Group by Draft program, the processing option value for grouping does not get passed from the Invoice Group by Draft program to the Print Drafts with Invoices program. You must set up matching processing options for both programs.

The Print Drafts from Invoices program is based on the Customer Ledger table (F03B11).

Data Selection

J.D. Edwards recommends that you set up data selection based on a currency code.

Before You Begin

❑ Set up the fee table for draft stamps. See *Setting Up Fees for Draft Stamps*.

❑ Group invoices using the Invoice Group by Draft program (R03B5052). See *Grouping Invoices for Drafts*.

Processing Options for Print Drafts from Invoices (R74S502)

Defaults Tab

1. Creation Date

Use this processing option to indicate the date the when draft ia created. If you leave this processing option blank, the program uses the current system date.

2. City of Origin

Use this processing option to specify the city of the origin of the draft. The city entered here is printed on the draft. If you leave this processing option blank, no city of origin is printed on the draft.

3. Clause

Use this processing option to enter a plain text clause. If you leave this processing option blank, no clause is printed on the draft.

Process Tab

1. Address Number

Use this processing option to specify the address number that is used to determine where the draft will be sent. Valid values are:

Blank Use the customer number (AN8).

1   Use the payor number (PYR).

If you grouped invoices by customer when you ran the Invoice Group by Draft report (R03B5052), you should leave this processing option blank. If the Invoice Group by Draft report grouped invoices by payor, you should set the value of this processing option to 1. If you ran the Invoice Group by Draft report in detail mode, you can set the value of this processing option to either blank or 1.

Printing Drafts with Letters

From the Spanish Draft Processing menu (G74S03B161), choose Print Receipt with Letter.

The Print Receipt with Letter program prints statements of invoices and their corresponding drafts using the groupings produced by the Invoice Group by Draft program (R03B5052).

The system uses the customer number to retrieve bank transit information from the Bank Transit Number Master table (F0030). The system first looks for a record with a bank type of D (A/R Drafts, Auto Debit). If no record with a bank type of D exists, the system looks for a record with a bank type of C (Customer Bank Account). The system retrieves additional bank information from the C.S.B. Bank File - Spain (F74SCSB) by cross-referencing transit number from the Bank Transit Number Master table with a bank code and control digit in the C.S.B. Bank File - Spain.

If no record with a bank type of either D or C exists for the customer in the Bank Transit Number Master table, the system does not print bank transit information on the draft.

Caution: You must process records in the Print Receipt with Letter program in the same way that you group records in the Invoice Group by Draft program. For example, if you set the processing options on the Invoice Group by Draft program to group by customer, you must also set the processing options on the Print Receipt with Letter program to process by customer. If you specify the Print Receipt with Letter program in the processing options of the Invoice Group by Draft program, the processing option value for grouping does not get passed from the Invoice Group by Draft program to the Print Receipt with Letter program. You must set up matching processing options for both programs.

The Print Receipt with Letter program is based on the Customer Ledger table (F03B11).

Before You Begin

❑ Group invoices using the Invoice Group by Draft program (R03B5052). See *Grouping Invoices for Drafts*.

Processing Options for Print Receipt with Letter (R74S500)

Defaults Tab

1. Creation Date

Use this processing option to enter the date that you want to print on the receipt and letter. If left blank, the program uses the current system date.

2. City of Origin

Use this processing option to specify the city of origin of the receipt. The city name that you enter here is printed on the receipt. If you leave this processing option blank, no city of origin is printed on the receipt.

Process Tab

1. Address Number

Use this processing option to specify the address number that is used to determine where the receipt will be sent. Valid values are:

Blank   Use the customer number (AN8).

1   Use the payor number (PYR).

Print Tab

1. Print Tax Amounts

Use this processing option to indicate whether you want tax amounts printed on the letter. Valid values are:

Blank   Do not print tax amounts.

1   Print tax amounts.

2. Print Currency

Use this processing option to specify whether to print the invoice currency code and currency amounts on the receipt and the letter. Valid values are:

Blank Do not print currency information.

1   Print currency information.

If you enter 1 in this processing option, the system prints foreign invoices with foreign amounts. If currency processing is turned off in the system, the system prints invoices in the domestic amounts by default.

3. Print Attachments

Use this processing option to indicate whether you want generic text that is associated with an invoice to be printed on the letter. Valid values are:

Blank Do not print associated generic text.

1   Print associated generic text.

Printing Drafts from R1 Documents

From the Spanish Draft Processing menu (G74S03B161), choose Print Drafts from R1 by Efecto.

The Print Drafts from R1 by Efecto program prints drafts for existing draft documents from the Receipts Header table (F03B13) and the A/R Check Detail table (F03B14). You can also use this program to print duplicate copies of drafts that were generated by the Print Drafts from Invoices program (R74S502).

The Print Drafts from R1 by Efecto program prints drafts based on the stamp fees for the drafts. The total amount of each draft determines the amount of the stamp that is required on the draft.

The system retrieves fee amounts from the following tables:

- Stamps (Timbres) Fee Detail (F74S502)

- Stamps (Timbres) Fee Header (F74S505)

If the system cannot find a fee that corresponds to the draft amount, the draft does not be print and the system sends an error message to the work center.

The Print Drafts from Invoices program produces one printer spool file for each fee amount. All the drafts that have the same fee amount will be included in one printer spool file. This grouping allows you to load the paper with the appropriate stamp for each group of drafts.

Before You Begin

❑ Set up the fee table for draft stamps. See *Setting Up Fees for Draft Stamps.*

❑ Group invoices using the Invoice Group by Draft program (R03B5052). See *Grouping Invoices for Drafts.*

Processing Options for Print Drafts from R1 by Efecto (R74S522)

Defaults Tab

1. City of Origin

Use this processing option to specify the city of the origin of the draft. The city entered here is printed on the draft. If you leave this processing option blank, no city of origin is printed on the draft.

2. Clause

Use this processing option to enter a plain text clause. If this processing option is blank, no clause is printed on the draft.

Process Tab

1. Address Number

Use this processing option to specify the address number that is used to determine where the draft will be send. Valid values are:

Blank Use the customer number (AN8).

1   Use the payor number (PYR).

If the Invoice Group by Draft report (R03B5052) grouped invoices by customer, you should leave this processing option blank. If the Invoice Group by Draft report grouped invoices by payor, you should set the value of this processing option to 1. If the Invoice Group by Draft reported grouped invoices in detail mode, you can set the value of this processing option to either blank or 1.

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.

2. On Draft Entry, complete the following fields:

- Payor

- Draft Number

- Draft Date

- Draft Due Date

- Draft Amount

- Company

- G/L Date

- Payment Instrument

3. To specify bank information, complete the following fields, if applicable:

   - Customer Bank Acct No

   - Bank Transit

   Or, complete the following field based on the processing option value that you set:

   - Bank Name

4. To specify multi-currency information, complete the following fields:

   - Currency Code

   - Exchange Rate

5. Do one of the following:

   - To load all invoices for a customer, choose Load from the Form menu

   - To select specific invoices for a customer, choose Select from the Form menu

   If you choose Select, the system displays the Select Invoices form.

   - On Customer Drafts, to locate customer invoices, click Find on Select Invoices

   - On Customer Drafts, to continue selecting specific invoices, choose specific invoices and click Select. Then click Close.

   To enter remittance information, choose Remittance Entry from the Form menu. See *Entering Remittance Information* for detailed information about locating invoices using Remittance Entry.

   If you want to create stand-alone write-offs, chargebacks, or deductions, the process is identical to receipts processing. See *Creating Stand-Alone Records*.

6. On Draft Entry, change the following fields, if necessary:

- Payment Amount

- Discount Taken

- Write-Off Amount

- WO CD (Write-off Reason Code)

- Chargeback Amount

- CB CD (Chargeback Reason Code)

- Deduction Amount

- DD CD (Deduction Reason Code)

- Chargeback G/L Offset

- Remark

7. To remove pay items from the draft, choose the pay item and choose Void/Delete from the Row menu.

8. To specify a draft reference, choose Additional Info from the Form menu.

9. On Additional Information, complete the following optional fields:

- Unapplied G/L Offset

- Reference

- Business Unit

10. Click OK.

Field	Explanation
Payor	A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.
Draft Number	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.
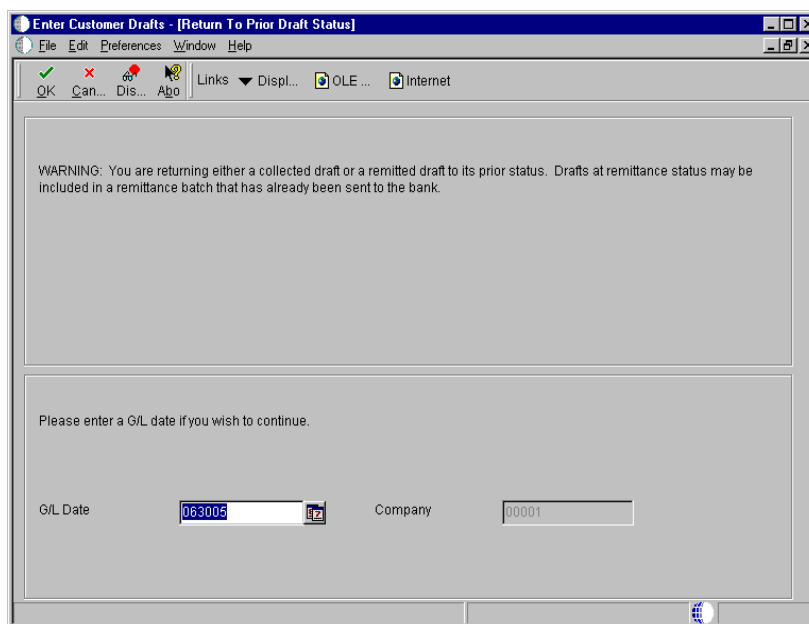
4. On Return to Prior Draft Status, complete the following field:

- G/L Date

Voiding Drafts

If you enter a draft in error, you can void or delete the draft. You can use the void feature at any stage of draft processing. When you need to delete a draft, you can do so only before you post the journal entries for it. Otherwise, you must use the void feature. Also, you can not delete a draft at the remittance or collection stages; you must first post the draft, and then void it.

Before You Begin

❑ Ensure that you have set up the Void/NSF AAI (RD5) for voiding and designating drafts as NSF.

See Also

- *Entering Invoice Match Receipts*

▶   **To void drafts**

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1.   On Work With Drafts, follow the steps to locate drafts.
      See *Locating Receipts.*

2.   Choose the draft you want to void.

3.   From the Row menu, choose Void/Delete or NSF.

4.   Click OK on the Confirm Delete message box.

5.   On Void/NSF Draft, complete the following fields:

      •   G/L Date

      •   Reason Code

6.   To specify renewal information, complete the following fields:

      •   Renewal

      •   Draft Number

      •   Draft Date

- Draft Due Date

- Payment Instrument

- Exchange Rate

7. To create additional journal entries for bank fees, click the following option:

- Journal Entry

8. To create additional journal entries with VAT (value added tax), click the following option:

- Journal Entry With VAT

  Depending on the journal entry option that you select, the appropriate journal entry form appears when you click OK. You can create journal entries for bank fees or any applicable taxes. You must do this manually.

9. To create invoices for charging bank fees, click the following option:

- Invoice Entry

  If you click the Invoice Entry option, the Standard Invoice Entry form appears when you click OK.

10. Click OK.

   If you specified draft renewal, the Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

   If you do not specify draft renewal, the Draft Entry form does not appear.

Field	Explanation
Reason Code	A code which represents an explanation as to why an invoice or receipt was voided.
Draft Number	This field is the check number as entered by the user in cash receipts.
Draft Date	For manual payments, the payment date and the G/L date are the same. The system uses the Payment-G/L Date to retrieve the correct exchange rate from the Exchange Rates table (F0015).

Working with NSF Drafts

When you receive a partial payment or no payment from a customer, you can designate the draft as having non-sufficient funds (NSF). The remaining partial or full amount can be collected at a later time.

The system writes the records for NSF drafts to the following tables:

- A/R Check Detail (F03B14)

- Customer Ledger (F03B11)

Working with NSF drafts consists of:

- ❑ Entering a full NSF draft

- ❑ Entering a partial NSF draft

- ❑ Creating a renewal draft

Entering a Full NSF Draft

A full NSF draft is one you collected for no amount. You can use the NSF feature at any stage of draft processing to reopen the existing invoices and process the draft. If you anticipate that the customer will pay the NSF amount, use the partial NSF feature to create new records for this purpose.

You can renew the draft. Using draft renewal, you can create a new draft to pay the same invoices. For example, if you might need to charge back amounts, such as bank fees. Otherwise, this process will reopen these invoices. If applicable taxes exist, you can manually create journal entries using the current Journal Entry program.

See Also

- *Entering a Partial NSF Draft*

- *Creating a Renewal Draft*

► **To enter a full NSF draft**

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1.   On Work With Drafts, follow the steps to locate drafts.

     See *Locating Receipts.*

2.   Choose the draft that you want to designate as NSF.

3.   From the Row menu, choose NSF.

4.   Click OK on the Confirm Delete message box.

5.   On Void/NSF Draft, complete the following fields:

     •   G/L Date

     •   Reason Code

6.   To specify renewal information, complete the following fields:

     •   Renewal

     •   Draft Number

     •   Draft Date

     •   Draft Due Date

     •   Payment Instrument

     •   Exchange Rate

7. To create additional journal entries for bank fees, click the following option:

   - Journal Entry

8. To create additional journal entries with VAT (value added tax), click the following option:

   - Journal Entry With VAT

     Depending on the journal entry option that you select, the appropriate journal entry form appears when you click OK. You can create journal entries for bank fees or any applicable taxes. You must do this manually.

9. To create invoices for charging bank fees, click the following option:

   - Invoice Entry

     If you click the Invoice Entry option, the Standard Invoice Entry form appears when you click OK.

10. Click OK.

    If you specified draft renewal, the Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

    If you do not specify draft renewal, the Draft Entry form does not appear.

Entering a Partial NSF Draft

Rather than reopening invoices paid by a draft that has non-sufficient funds (NSF), you can enter a partial NSF draft for the insufficient or full amount. You can enter a partial NSF draft between remittance and collection stages or after the collection stage of draft processing, but not during the acceptance stage. For example, you might learn that the customer has insufficient funds for a payment after you have remitted the draft to the bank or after you have moved the draft to collection status.

Invoices paid by partial NSF drafts are not reopened. The draft gross amount remains unchanged and the draft unapplied amount is lowered by the NSF amount. If the draft unapplied amount is less than the NSF amount, the system creates a chargeback for the difference.

You can create a renewal draft when you anticipate a future payment for the amount of the NSF draft. The gross amount of the renewal draft will equal the amount of the NSF draft.

When you create a partial NSF draft using the NSF Draft fields, the system:

- Creates a partial NSF detail record in the A/R Check Detail table (F03B14) with a type input code of 30

- Might create a partial-NSF standalone chargeback record in the A/R Check Detail table with a type input code of 36

- Might create a partial NSF standalone chargeback record in the Customer Ledger table (F03B11) with a document type of NP

- Creates a renewal draft in the Receipts Header (F03B13), A/R Check Detail (F03B14), and Customer Ledger (F03B11) tables when you specify a renewal draft

- Applies the renewal draft to the chargeback, where appropriate.

- Records a void reason code of PNS and a G/L date to the original draft in the Receipts Header table (F03B13)

The system includes partial NSF drafts in the regular NSF calculation when you run the A/R Statistical History Refresh program (R03B16). Standalone chargebacks for partial NSF drafts are not included in the A/R Statistical History Refresh.

See Also

- *Creating a Renewal Draft*

► **To enter a partial NSF draft**

From the Draft Daily Operations menu (G03B161), choose Enter Customer Drafts.

1. On Work With Drafts, follow the steps to locate drafts.

2. Choose the draft that you want to designate as having insufficient funds.

3. From the Row menu, choose Void/Delete or NSF.

4. Click OK on the Confirm Delete message box.

5.   On Void/NSF Draft, complete the following fields:

  • G/L Date

  • Reason Code

6.   To specify that the insufficient amount is to be charged back to the customer, activate the following option:

  • Partial NSF

7.   Complete the following field:

  • NSF Draft (NSF Amount)

    You can enter the partial or full amount in the NSF Amount field. When using a foreign currency, this field is displayed as Foreign NSF Amount.

    If you specified draft renewal, the Draft Entry form displays the new draft that was created. On Draft Entry, you can change invoice information as necessary.

    If you do not specify draft renewal, the Draft Entry form does not appear.

Field	Explanation
NSF Draft	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. Draft remittance is an optional step in the draft process.

Working with draft remittance consists of the following tasks:

❑ Creating bank registers for A/R drafts

❑ Reviewing and revising bank registers for A/R drafts

❑ Printing the Stamp Fees report

❑ Working with Spanish remittance formats

❑ Remitting drafts

❑ Understanding contingent liability

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.

1. On Work With Draft Registers for Payment, to determine whether a bank register exists, complete the following field and click Find:

   • G/L Bank Account

2. Click Add to create a new bank register.

3. On Draft Register Details, complete the following fields:

   • Account Number

- Currency Code

4. Complete the following optional field:

- Amount Requested

5. From the Form menu, choose Drafts.
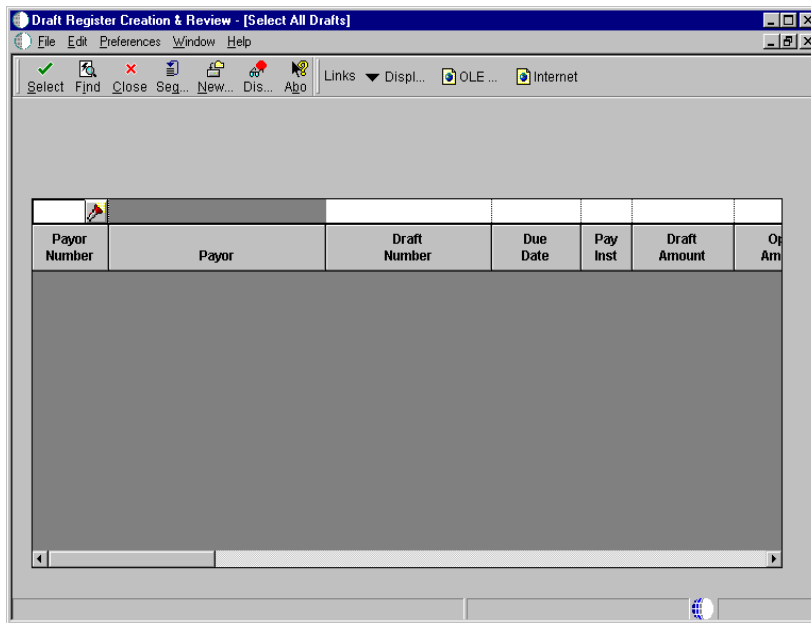
6. On Select All Drafts, choose the individual drafts that you want to pay from this account, and click Select.

7. On Draft Register Details, click OK.

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.

Printing the Stamp Fees Report

Spanish law allows you to collect payment on multiple invoices by combining invoices on a draft. The government charges a fee for processing drafts. The amount of the fee depends upon the total amount of the draft. Spanish businesses can print drafts on special paper that is stamped with the correct fee amount. Alternatively, Spanish businesses can pay an additional fee to the bank to have the bank print the drafts.

The Stamp Fees Report lists the total amount and the fee amount for each draft. You can use this report to verify that the bank is charging the correct fee for each draft. The report includes only the fee that is charged by the government, not any additional fees that the bank might charge for the service.

You print the Stamp Fee report as part of draft remittance by entering the program and version numbers of the report on the Custom Report processing option of the Draft Remittance program (R03B672).

Processing Options for Stamp Fees Report (R74S540)

Total Tab

1. Total by Register Number

Use this processing option to total draft amounts by register number. Valid values are:

Blank Total by register number.

1   Do not total by register number.

Working with Spanish Remittance Formats

J.D. Edwards provides the following remittance formats that you can use to remit drafts to your bank:

- R74S6729 - Draft Remittance File Format AEB 19 - Spain

- R74S6722 - Draft Remittance File Format AEB 32 - Spain

- R74S6728 - Draft Remittance File Format AEB 58 - Spain

To remit drafts using one of these formats, enter the program number and version of the format that you want in the Paper/Tape processing option of the Draft Remittance program (R03B672).

The Spanish remittance formats create Text File Processor batches that contain the remittance information. See *Copying Text in the Text File Processor* for information about converting each batch to a flat file.

AEB 19

Use the AEB 19 format to remit drafts for which the funds will be collected later.

The AEB 19 can be submitted in either of two formats. You specify the format in the processing options of the Draft Remittance File Format AEB 19 - Spain program (R74S6729). Format 1 contains the invoice number in the reference field. Format 2 contains the draft number in the reference field. The format you choose depends on the requirements of the bank to which you remit the drafts.

AEB 32

Use the AEB 32 to remit discounted drafts for which you have a physical receipt.

AEB 58

Use the AEB 58 format to remit drafts for which the bank will advance you the funds before the due date of the draft. This process is called discounting a draft. When you discount a draft in Spain, you must recognize contingent liability.

For more information about discounted drafts, see *Understanding Contingent Liability*.

Processing Options for Draft Remittance File Format AEB 19 - Spain (R74S6729)

```
Process

1. Enter the format to be used. If you
    enter an invalid value, Default will
    be used.

        Default =  Format one                        _____
        2 = Format two


2. Enter the address line that
    represents the address of the
    client. If you enter an invalid
    value, Default will be used.

        Default = 1st address line               _____
        2 = 2nd address line
        3 = 3rd address line




3. Enter the address line that
    represents the city/town of the
    client. If you enter an invalid
    value, Default will be used.

        Default = City 1 field                    _____
        2 = 2nd address line
        3 = 3rd address line
        4 = 4th address line




Currency

1. Enter a "1" if the remittance is in
    the EURO currency. Leave blank to
    create the remittance in the
    currency of the company. WARNING:
    The company currency must be
    Pesetas.

        Currency Designation                      _____

Defaults

1. Enter the file creation date. If left
    blank, the system date will be
    used.

        File Creation Date                        _____

2. Enter the company number of the
    company presenting the remittance.
    This is a REQUIRED field.

        Company Number                            _____
```

Processing Options for Draft Remittance File Format AEB 32 - Spain (R74S6722)

```
Process

1. Enter the address line that
   represents the address of the
   client. If you enter an invalid
   value, Default will be used.

     Default = 1st address line          _____
     2 = 2nd address line
     3 = 3rd address line

2. Enter the address line that
   represents the city/town of the
   client. If you enter an invalid
   value, Default will be used.

     Default = City 1 field              _____
     2 = 2nd address line
     3 = 3rd address line
     4 = 4th address line


Currency

1. Enter a "1" if the remittance is in
   the EURO currency. Leave blank to
   create the remittance in the
   currency of the company. WARNING:
   The company currency must be
   Pesetas.

     Currency Designation                _____

Defaults

1. Enter the file creation date. If left
   blank, the system date will be
   used.

     File Creation Date                  _____

2. Enter the company number of the
   company presenting the remittance.
   This is a REQUIRED field.

     Company Number                      _____

3. Enter the type of draft to be used to
   create the remittance. If you enter
   an invalid value, "2" will be used.

     Default = Receipt                   _____
     1 = Letra
     2 = Receipt
     3 = Pagare

4. Enter the customer acceptance status
   of the drafts. If you enter an
   invalid value, "2" will be used.
```

```
                    Default = Drafts are not accepted        _____
                    1 = Drafts are accepted
                    2 = Drafts are not accepted
```

```
        5. Enter the draft fees choice. If you
            enter an invalid value, "0" will be
            used.

                    0 = Without fees                          _____
                    1 = With fees
                    9 = Orden de protesto notarial

        6. Enter the geographic area code to be
            entered on the remittance records.
            If left blank, the first two digits
            in the customer zip code will be
            used.

                    Geographic Area Code                      _____

        7. Enter the remittance type
            identification. If you enter an
            invalid value, "1" will be used.

                    Default = Physical receipts do not        _____
                    exist
                    0 =  Physical receipts exist
                    1 =  Physical receipts do not
                    exist

        8. Enter the name of the town/city of
            the company

                    Village Emission Code                     _____
```

Processing Options for Draft Remittance File Format AEB 58 - Spain (R74S6728)

```
        Currency

        1. Enter a '1' if the remittance is in
            the EURO currency. Leave blank to
            create the remittance in the
            currency of the company. WARNING:
            The company currency must be
            Pesetas.

                    Currency Designation                      _____

        Date

        1. Enter the file creation date. If left
            blank, the system date will be used.

                    File Creation Date                        _____

        Company

        1. Enter the company number of the
            company presenting the remittance.
            This is a REQUIRED field.
```

```
Company Number                                    _____
```

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*
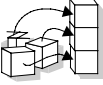
Automatic Payment Processing

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

The following graphic illustrates the automatic payment process:

Step 1

Set up auto withholding.

Step 2

Run the 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 the payment or copy to tape.

Step 8

Update the payment.

Step 9

Review the payment register.

Step10

Post payments.

Automatic payment processing consists of the following processes:

❑ Setting up bank account information for A/P

❑ Working with payment instruments

❑ Creating payment groups

❑ Working with payment groups

❑ Working with automatic payments

Setting Up Bank Account Information for A/P

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

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

Setting up bank account information for A/P includes:

- Setting up bank account information for payments

- Setting up bank account information for bank tape processing

See Also

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

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

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

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

2. On Set Up G/L Bank Account, complete the following fields:

- G/L Bank Account

- Description

3. Complete the following optional field:

- Next Payment Number

4. To set up default print queues, complete the following fields:

- Payments

- Debit Statements

- Attachments

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

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

- Number of Alignment Forms

- Detail Lines Per Stub

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

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

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

► **To set up bank account information for bank tape processing**

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

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

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

   See *Setting Up Bank Account Information for Payments*.

2. Choose the bank account.

3. From the Row menu, choose Bank Info.

4.   On Revise Bank Information, complete the following optional fields:

   - Address Number

   - Bank Transit Number

   - Bank Account Number

   - Control Digit

   - Checking or Savings Account

   - SWIFT Code

   - Float Days

5.   To avoid the use of the pre-note code assigned to the supplier, verify that the following option is turned off:

   - Override Supplier Pre-Note Code

6.   Click OK to return to Work with G/L Bank Accounts.

7.   If you use drafts or BACS, choose BACS Information from the Row menu.

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

   - Bank User Number

- Reference/Roll Number

- Bank Reference Name

9.   To return to Work with G/L Bank Accounts, click OK.

10. To enter account information for CTX bank tapes, choose X12 info from the Form menu, and then click Add.
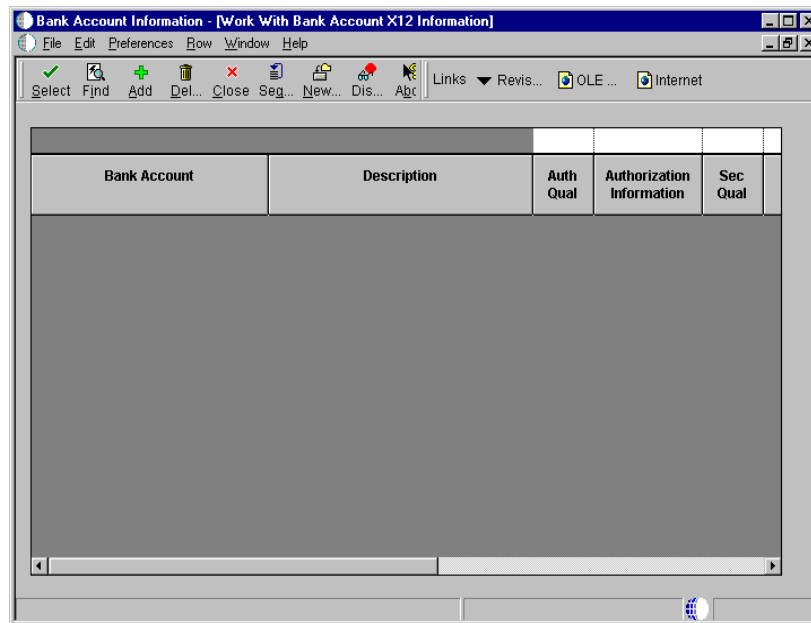
11. On Work with Bank Accounts X12 Information, complete the following fields and click OK:

- Auth Qual

- Authorization Information

- Sec Qual

- Security Information

- Interchange Sender ID

- Interchange Receiver ID

- Applicaton Sender's Code

- Applicaton Receiver's Code

Field	Explanation
Control Digit	An optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. This is the SWIFT code of the beneficiary's bank.
Checking or Savings Account	A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments. 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:

❑ Creating a payment format template

❑ Working with Spanish payment formats

❑ Setting up payment instruments

Creating a Payment Format Template

You use a payment format template to enter header text for the following payment formats:

- R74S572B for check with letter
- R74S572B for draft
- R74S572D for transfer order (domestic currency)
- R74S572E for transfer order (foreign currency)

You attach the header text to these payment formats by entering the name of the payment format template on the processing options of the payment formats.

▶ **To create a payment format template**

From the Accounts Payable - Spain menu (G74S04), choose Payment Formats Templates.

1. On Work With Media Object Templates, click Add.
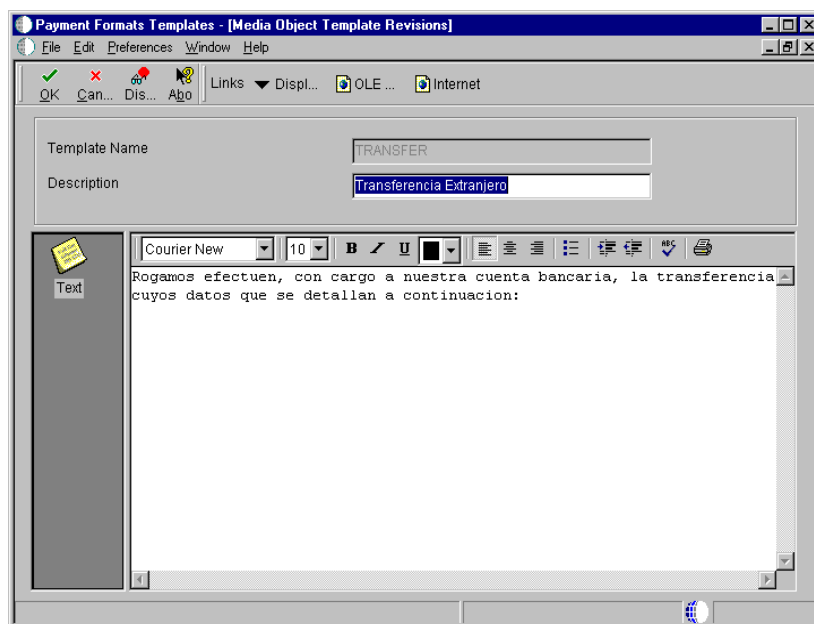
2.   On Media Object Template Revisions, complete the following fields:

   •   Template Name

   •   Description

3.   Enter your template information into the workspace and click OK.

Field	Explanation
Template Name	A user defined name or remark.
Description	Additional text that further describes or clarifies a field in the J.D. Edwards systems.

Working with Spanish 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 in printed or electronic form and can include checks, magnetic bank files, and electronic or paper 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 Spain:

Payment formats	Use the following programs to generate payment formats for Spain:

- P74S572A for checks
- P74S572B for checks with letters
- P74S572C for draft format
- P74S572D for transfer order (domestic currency)
- P74S572E for transfer order (foreign currency)
- P74S572F for electronic fund transfer

Attachments	Use program P74S573 to generate attachments for Spain.
Debit statements	Use program P04574 to generate the debit statements for electronic transfers and checks for Spain.

Technical Considerations

Specifying a different version

You can specify different versions of the print program and the register program that you set up for your payment instrument defaults. To do this, access the processing options for the Work with Payment Groups program (P04571). Enter the versions that you want to use in processing option 1 on the Print tab and processing option 1 on the Update tab.

For example, if your company needs to create electronic and paper payment transfer orders, you should set up two versions of the format program (R74S572F): one for electronic tape checks and one for electronic funds transfer. In this situation, you would also need to create two versions of Work with Payment Groups to call the appropriate version of the print program.

Payment format templates

You can enter header text for the following payment formats by entering a payment format template on the processing options of these payment formats:

- R74S572B for check with letter

- R74S572C for draft

- R74S572D for transfer order (domestic currency)

- R74S572E for transfer order (foreign currency)

See *Creating a Payment Format Template* for more information.

Processing Options for Print Automatic Payments - Check - Spain (R74S572)

```
Translation

1. Enter the program name to translate
   payment amounts from numbers to
   words.

      Translation Program                                    _____

Conversion

1. Enter the size of the first line of
   the check format. If left blank, 85
   will default. (Maximum value = 85).

      First Line Size                                        _____

2. Enter the size of the second line of
```

the check. If left blank, 85 will
default. (Maximum value = 85).

    Second Line Size   _____

3. Enter a '1' to avoid converting
   decimal numbers (cents) to words.

    Convert Decimals   _____

Payment

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

    Company Name   _____

Print

1. Enter the form type for the payment
   spool file. If left blank, the
   default is 'APCHECKS'.

    Form Type (Future)   _____

2. Enter the name of the city that will
   appear on the check. If left blank,
   no city will be printed.

    City Name   _____

Processing Options for Print Automatic Payments - Check with Letter - (R74S572B)

Translation

1. Enter the program name to translate
   payment amounts from numbers to
   words.

    Translation Program   _____

Conversion

1. Enter the size of the first line of
   the check format. If left blank, 85
   will default. (Maximum value =
   85).

    First Line Size   _____

2. Enter the size of the second line of
   the check format. If left blank, 85
   will default. (Maximum value = 85).

    Second Line Size   _____

3. Enter a '1' to avoid converting
   decimal number (cents) to words.

    Convert Decimals   _____

```
Payment
```

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

   > Company Name   _____

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

   > Purchase Order   _____

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

   > Alternate Stub Information   _____

```
Print
```

1. Enter the form type for the payment
   spool file. If left blank, the
   default is 'APCHECKS'

   > Form Type (Future)   _____

2. Enter the name of the city that will
   appear on the check. If left blank,
   no city will be printed.

   > City Name   _____

3. Enter the name of the template that
   will be used to retrieve the header
   text.

   > Template Name   _____

Processing Options for Print Automatic Payments - Draft - Spain (R74S572C)

```
Translation
```

1. Enter the program name to translate
   payment amounts from numbers to
   words.

   > Translation Program   _____

```
Print
```

1. Enter the form type for the payment
   spool file. If left blank, the
   default is 'APCHECKS'.

```
        Form Type (Future)                              _____
```

2. Enter the name of the city that will
   appear on the check. If left blank,
   no city will be printed.

```
        City Name                                       _____
```

3. Enter the name of the template that
   will be used to retrieve the header
   text.

```
        Template Name                                   _____
```

Conversion

1. Enter the size of the first line of
   the check format. If left blank, 85
   will default. (Maximum value = 85).

```
        First Line Size                                 _____
```

2. Enter the size of the second line of
   the check format. If left blank, 85
   will default. (Maximum value = 85).

```
        Second Line Size                                _____
```

3. Enter a 1 to avoid converting decimal
   numbers (cents).

```
        Convert Decimals                                _____
```

Payment

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

```
        Company Name                                    _____
```

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

```
        Purchase Order                                  _____
```

3. Choose one of the following to print
   on the stub: ' ' Remark, '1'
   Supplier Name, '2' Supplier Invoice
   Number.

```
        Alternate Stub Information                      _____
```

Processing Options for Print Automatic Payments - Funds Transfer Order (R74S572D)

Translation

1. Enter the program name to translate
   payment amounts from numbers to

```
words.

    Translation Program                            _____

Conversion

1. Enter the size of the first line of
   the check format. If left blank, 75
   will default. (Maximum value=75).

    First Line Size :                              _____

2. Enter the size of the second line of
   the check format. If left blank, 75
   will default. (Maximum value=75).

    Second Line Size :                             _____

3. Enter a '1' to avoid converting
   decimal numbers (cents) to words.

    Convert Decimals :                             _____

Print

1. Enter the form type for the payments
   Spool File. If left blank, the
   default is 'SUBCHECKS'.

    Form Type (Future):                            _____

2. Enter the name of the city that will
   appear on the check. If left blank,
   no city will be printed.

    City Name :                                    _____

3. Enter the name of the template that
   will be use to retrieve the header
   text.

    Template Name                                  _____
```

Processing Options for Print Automatic Payments - Foreign Transfer Order (R74S572E)

```
Address

1. Enter an override address format to
   use for the payee and/or company
   addresses. If left blank, the
   address will not print.

    Address Format                                 _____

Translation

1. Enter the program name to translate
   payment amounts from numbers to
   words.

    Translation Program                            _____
```

```
Conversion

1. Enter the size of the first line of
     the check format. If left blank, 80
     will default. (Maximum value = 80).

         First Line Size                          _____

2. Enter the size of the second line of
     the check. If left blank, 80 will
     default. (Maximum value = 80).

         Second Line Size                         _____

3. Enter a '1' to avoid converting
     decimal numbers, (cents), to words.

         Convert Decimals                         _____

Payment

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

         Purchase Order                           _____

Print

1. Enter the form type for the payment
     spool file. If left blank, the
     default is 'APCHECKS'.

         Form Type (Future)                       _____

2. Enter the name of the city that will
     appear on the check. If left blank,
     no city will be printed.

         City Name                                _____

3. Select '1' if the detail requested
     has to be summarized by Stadistic
     Code. If blank, the information will
     be detailed.

         Summarize Stadistic Codes                _____

4. Enter the name of the Template that
     will be use to retrieve the header
     text.

         Template Name                            _____
```

Processing Options for Print Automatic Payments - Tape Format (CSB 34) (R74S572F)

```
Address

1. Enter the number of the line of the
     Address Book which contains the
     Address of the Payee and the
```

Company. Otherwise the address will
be obtained from the Address Line
#2.

    Addres Line #   _____

2. Enter the number of the line of the
   Address Book which contains the City
   of the Payee and the Company.
   Otherwise the address will be
   obtained from the Address Line #3.

    City Line Number   _____

3. Enter '1' if the Zip Code has to be
   obtained from the five first
   positions of the field that contains
   the City. Otherwise the Zip Code
   will be obtained from the existing
   field.

    Zip Code Field   _____

4. Enter the Address Number of a second
   company if the order belongs to
   other company.

    2nd Company Address Number   _____

Print

1. Enter the form type for the payment
   spool file. If left blank, the
   default is 'APCHECKS'.

    Form Type (Future)   _____

Tape Format

1. Enter '1' if the tape is going to
   contain checks. Otherwise the tape
   will contain a Funds Transfer
   Order.

    Order Type   _____

2. Enter '1' if the expenses have to be
   paid by the payee. Otherwise the
   expenses will be paid by the
   Company.

    Expenses   _____

3. Enter '1' if the order is for
   Pay-Roll. Enter '2' if is an order
   to pay Pensions. Otherwise will be
   consider as General Orders.

    Order Class   _____

4. Enter '1' if the information of the
   charge is going to be detailed.
   Otherwise the information won't be
   detailed.

```
        Detail of the charge.                                    _____

5. Enter the name of the City where the
    payment is going to be ordered.

        Payment City Name                                        _____
```

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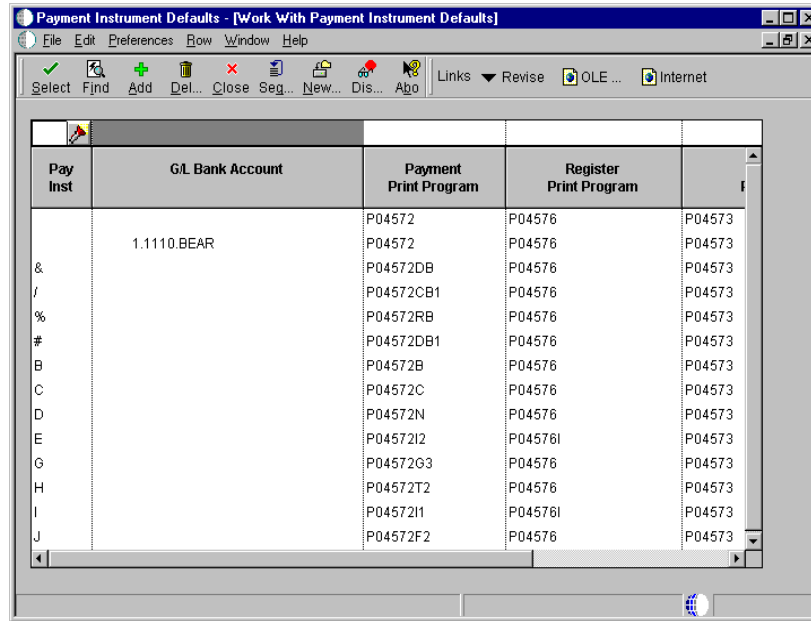
1.   On Work With Payment Instrument Defaults, choose the payment instrument and click Select.
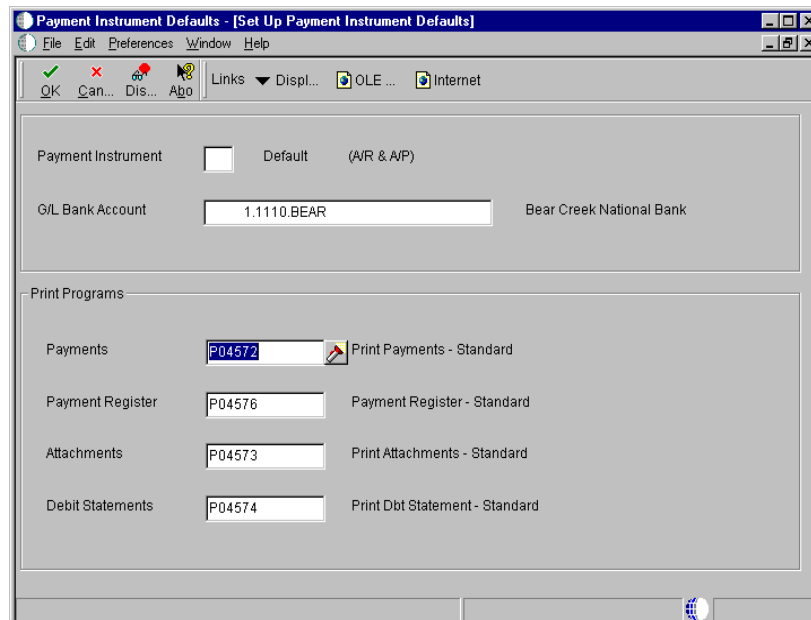
2.   On Set Up Payment Instrument Defaults, enter a program number in the following fields:

- Payments

- Payment Register

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

- Attachments

- Debit Statements

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

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

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

3. To select from a list of available program numbers, click the corresponding field and then click the flashlight icon to access Select User Defined Code.
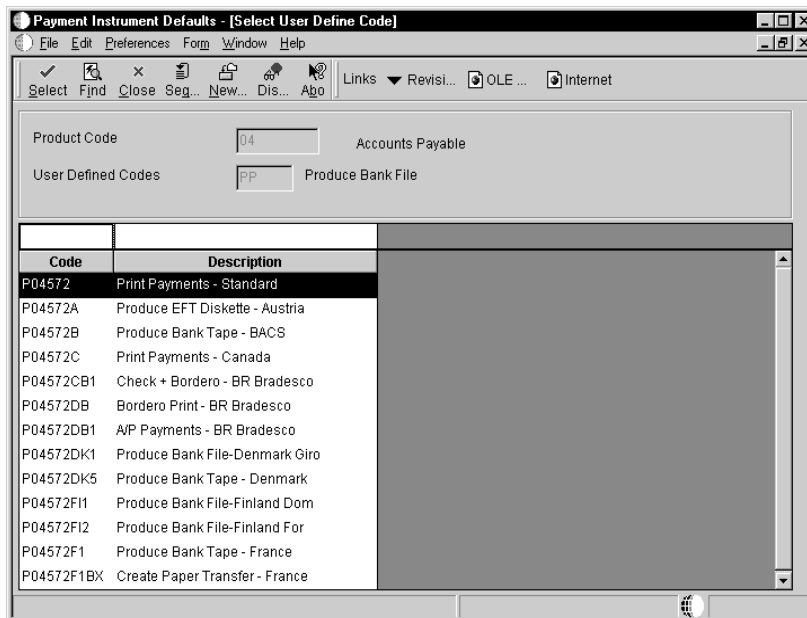
4. On Select User Define Code, take one of the following actions:

   - Choose the appropriate program for the payment instrument and click Select

   - Click Revisions to add a program to the user defined list, then assign the program number to the payment instrument

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

5. Click OK.

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

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

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

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

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

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

   • Batch Application
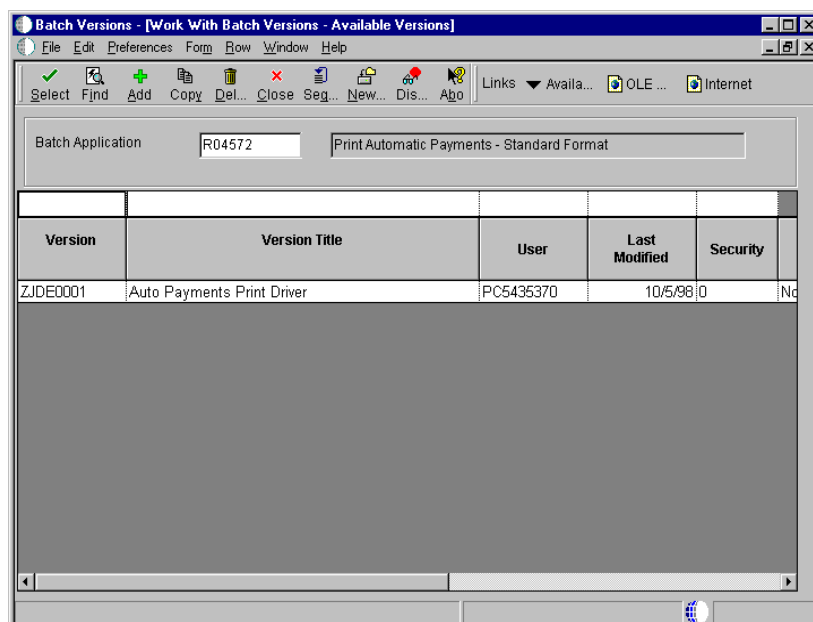
2.   Choose the version.

3.   From the Row menu, choose Processing Options.

4.   Revise the processing options, as necessary.

▶   **To assign a payment instrument to a supplier**

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

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

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

2.   Click Select.

3.   On Supplier Master Revision, click the Vouchers tab and complete the following field:

- Payment Instrument

4.   You can also complete the following optional field:

- Pre-Note Code

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

Field	Explanation
Payment Instrument	The user defined code that determines the type of payment made to the supplier.
	...............................*Form-specific information*................................
	The system uses this information as the default value when you enter vouchers. The default is blank.

Field	Explanation
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

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

Create payment groups

Pay Status = Approved
Due on or before
June 15

Create two payment groups

Voucher	Pay Inst
PV101	blank

Voucher	Pay Inst
PD103	T
PV105	T

Vouchers are selected and stored in temporary workfiles

* Payment Control Group (F04571)

* Payment (F04572)

* Payment Detail (F04573)

Write payments

Update payments

(F0411)
Voucher Number
Payment Remark
Discount Taken

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

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

After you process payment groups

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

See Also

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

Before You Begin

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

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

❑ Approve vouchers for payment.

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

❑ Make sure you set up AAIs for alternate currency processing if you create payment groups in an alternate currency. See *Understanding AAIs for A/P* for more information.

Processing Options for Create Payment Groups (R04570)

Dates Tab

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

1. Pay Through Date

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

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

2. Displacement Days

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

3. Discount Cutoff Date

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

Amounts Tab

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

1. Payment Amount Range

Maximum

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

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

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

Minimum

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

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

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

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

2. Currency Code for Range Amounts

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

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

3. Payment Instruments for Range Exceptions

Minimum Payment Instrument

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

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

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

Maximum Payment Instrument

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

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

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

Printing Tab

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

1. Sequence ID

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

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

Note: You cannot leave this processing option blank.

2. Print Attachments

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

Valid values are:

Blank No, do not print attachments.

1   Yes, print attachments.

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

Before using this processing option, you must assign an attachments program to your payment instrument. From the Automatic Payment Setup menu (G04411), choose Payment Instrument Defaults, and then choose the payment instrument and click Select. On Set Up Payment Instrument Defaults, you can enter a

program number in the Attachments field to specify the attachment program you want the payment instrument to use. The default attachment program is R04573.

3. G/L Bank Account

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

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

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

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

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

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

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

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

4. Payment Currency

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

Valid values are:

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

1   You pay the domestic amount of the voucher in the domestic currency. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, the voucher is paid in USD.

2   You pay the foreign amount of the voucher in the foreign currency. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, the vouchers are paid in FRF. Vouchers that do not have a foreign currency are paid in the domestic currency.

3   You pay the current domestic amount of a foreign voucher in the domestic currency. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, the foreign amount is converted to the current domestic amount based on today's effective exchange rate, and the voucher is paid in USD.

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

Exchange Rate Notes

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

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

5. Alternate Currency Code

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

6. Prepayment Selection

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

Valid values are:

Blank Do not include negative prepayment items.

1   Include negative prepayment items.

Process By Tab

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

1. Company

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

Valid values are:

Blank No.

1   Yes.

2. Due Date

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

Valid values are:

Blank No.

1   Yes.

3. Payee

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

Valid values are:

Blank No.

1   Yes.

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

> Voucher 1, Supplier 1001, Payee 1001.
>
> Voucher 2, Supplier 1001, Payee 1002.
>
> Voucher 3, Supplier 1001, Payee 1002.
>
> Voucher 4, Supplier 1002, Payee 1002.
>
> Voucher 5, Supplier 1003, Payee 1001.

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

- Payee 1001: Supplier 1001, Voucher 1.

- Payee 1001: Supplier 1003, Voucher 5.

- Payee 1002: Supplier 1001, Vouchers 2 and 3.

- Payee 1002: Supplier 1002, Voucher 4.

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

- Payee 1001: Supplier 1001, Voucher 1, and Supplier 1003, Voucher 5.

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

4. Business Unit

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

Valid values are:

Blank No.

1   Yes.

Summarize Tab

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

1. Summarized Pay Item

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

Valid values are:

Blank No.

1   Yes.

2. Summary Description

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

Valid values are:

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

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

Report Tab

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

1. Print Mailing Address

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

Valid values are:

Blank No.

1   Yes.

2. Print Contract Number

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

Valid values are:

Blank No.

1   Yes.

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

3. Print Job Number

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

Valid values are:

Blank No.

1   Yes.

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

Bank Tape Tab

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

1. Print Bank Tape Information

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

Valid values are:

Blank No.

1   Yes.

2. Payee Bank Account Error

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

Valid values are:

Blank Do not issue an error.

1   Issue an error.

3. Bank Account X12 Information Error

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

Valid values are:

Blank Do not issue an error.

1   Issue an error.

Withholding Tab

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

1. Calculate Withholding

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

Blank No.

1   Yes.

2. Program Version

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

Blank Version number ZJDE0001 (default).

Or, enter the specific program version number.

Understanding the Payment Currency Processing Option

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

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

Bank Account's Monetary Unit

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

Paying Vouchers Assigned with a Monetary Bank Account

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

For example:

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

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

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

- The G/L date entered on the payment.

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

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

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

Paying Vouchers Assigned with a Nonmonetary Bank Account

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

For example:

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

- The bank account that you assign is not a monetary account.

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

Voucher Domestic Currency

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

For example:

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

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

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

Voucher Foreign Currency

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

For example:

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

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

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

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

- The G/L date entered on the payment.

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

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

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

Current Domestic Amount

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

 For example:

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

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

The system uses the current (today's) exchange rate that is set up in the Currency Exchange Rates table (F0015). The system does not use the G/L date or the

Exchange Rate Effective Date processing option. If today's exchange rate is not set up, the system uses the previous exchange rate.

For example:

Exchange Rate

6/01 = 1.5

6/15 = 2.0

6/30 = 2.5

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

Alternate Currency Amount

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

For example:

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

- You specify EUR in the Alternate Currency processing option.

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

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

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

- The G/L date entered on the payment.

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

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

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

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

Data Sequence for Create Payment Control Groups

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

Working with Payment Groups

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

- After you create payment groups but before you write payments. This allows you to identify payments and vouchers that you want to change or remove from the payment cycle. You can:

    - Change information at the payment and voucher levels

    - Remove payment groups, payments, and vouchers from the payment cycle

    - Change control information for payment groups

- After you write payments but before you update the A/P ledger. This allows you to identify payments that you want to void or remove from the payment cycle. You can:

    - Void the payments that were written and rewrite them

    - Remove payment groups, payments, and vouchers from the payment cycle

Working with payment groups consists of:

❑ Printing the Payment Analysis report

❑ Reviewing payment groups

❑ Reviewing payments with a write status

❑ Reviewing payments with an update status

❑ Revising unprocessed payments

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

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

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

Undo

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

Reset

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

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

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

1.

Group vouchers for payment

Select all vouchers with which
you want to work

2.

Create payment groups

Choose criteria for each group
to be created

Reports

3.

Payments

Bank
Tape

Review and write payments

Submit groups of payments for
print or create bank tape

4.

Review and update payments

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

5.

Reports ⟶ Post
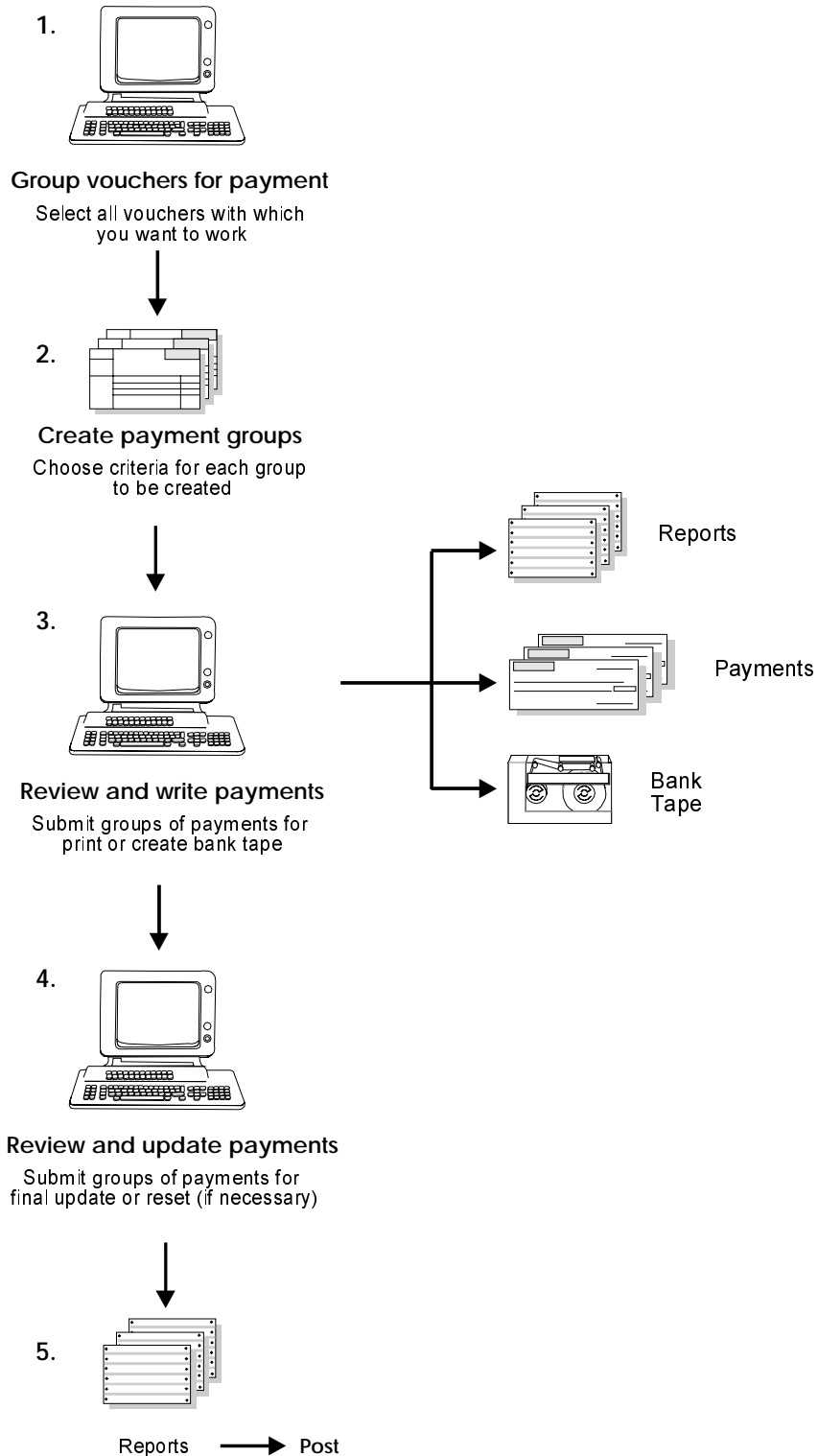
Printing the Payment Analysis Report

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

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

See Also

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

Processing Options for Payment Analysis Report

```
Print

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

        Detail Voucher Information                          _____

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

        Business Unit                                       _____
```

Reviewing Payment Groups

When you review payment groups, you can display groups based on a next status of either write or update, or both. For example, you might want to review all payment groups that are ready to be written (next status of WRT). Optionally, you can review payments assigned to a specific bank account, or payments that meet a number of additional search criteria.
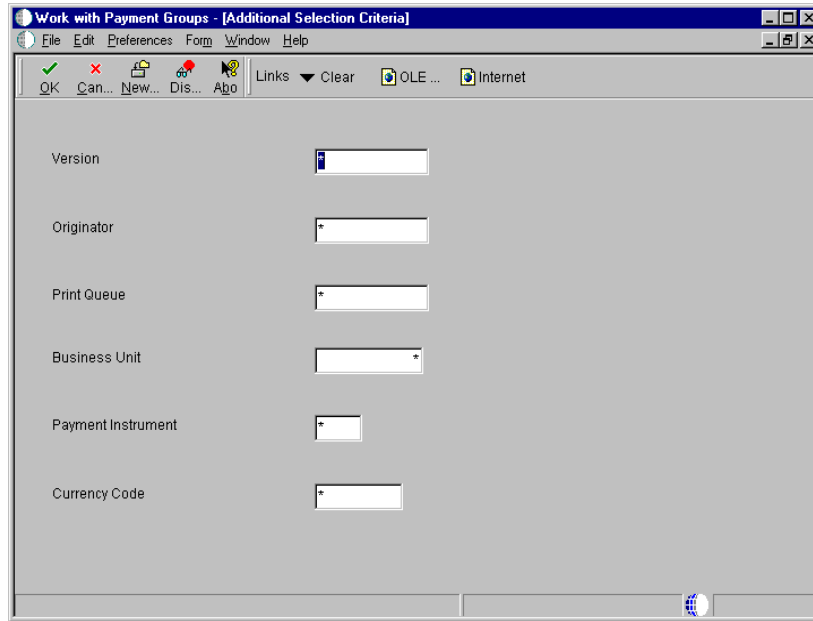
This program displays information from the A/P Payment Control Group (F04571).

▶ **To review a payment group**

From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.
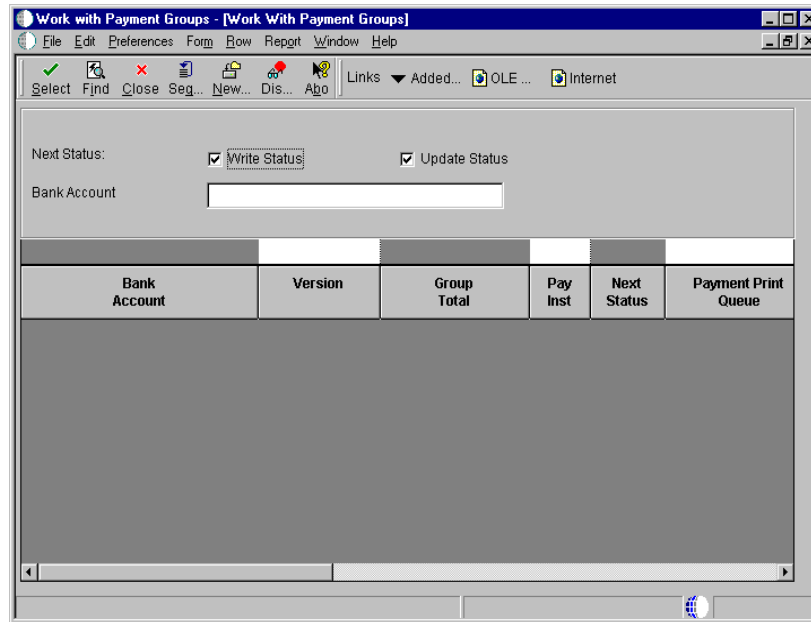
1. On Work With Payment Groups, click one or both of the following options:

    - Write Status

    - Update Status

2. To further limit your search, complete the following field:

    - Bank Account

3. Click Find.

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

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

    - Version History

    - Transaction Originator

    - Payment Print Queue

    - Business Unit

    - Payment Instrument

    - Currency Code - From

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

6.   To view the detailed information for a single payment group, select the payment group on Work With Payment Groups.

7.   Choose Detail from the Row menu.

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

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

Reviewing Payments with a Write Status

Before you write payments, you can do the following:

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

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

- A/P Payment Control Group (F04571)

- A/P Payment Header (F04572)

▶ **To review payment and voucher information (write status)**

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

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

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

   - Write Status

2. Choose a payment group and click Select.

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

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

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

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

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

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

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

   - Write Status

2. Choose a payment group and click Select.

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

4. From the Row menu, choose Detail.

Reviewing Payments with an Update Status

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

- Review payment information (update status)

- Review payment summary information (update status)

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

The payment group programs display information from the following worktables:

- A/P Payment Control Group (F04571)

- A/P Payment Header (F04572)

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

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

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

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

   - Update Status

2. Choose a payment group and click Select.

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

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

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

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

   • Update Status

2. Choose a payment group and click Select.

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

4. From the Row menu, choose Detail.

Revising Unprocessed Payments

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

   • Excluding debit memos (credit vouchers)

- Splitting payments

- Revising the value date of payments

- Removing voucher pay items

- Removing unprocessed payments

- Removing an entire payment group

- Revising control information for a payment group

See Also

- *Setting Up Payment Instruments*

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

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

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

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

- Work with Payment Group - Write Status

- Work with Payment Detail

- Work with Payment Group - Update Status

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

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

2. From the Row menu, choose Undo.

Related Tasks

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

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

▶   **To split a payment**

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

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

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

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

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

4.   From the Row menu, choose Split.

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

- Gross Amount

- Discount Taken

Field	Explanation
Gross Amount	The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT. ....*Form-specific information*............................... Enter the gross amount less any discount in this field. It must be less than the original gross amount and greater than zero. This is the actual amount you will pay.
Discount Taken	In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice. In Accounts Payable, this is the amount of discount you take when you issue a payment. The discount taken does not have to be the same as the discount available. ....*Form-specific information*............................... This amount must be less than the original gross amount and greater than zero.

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

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

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

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

   See *Reviewing Payments with a Write Status.*

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

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

- Global Value Date

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

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

- Value Date

6. Click OK.

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

▶ **To remove a voucher pay item**

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

On Work With Payment Groups

1. Follow the steps for reviewing vouchers.

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

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

3. From the Row menu, choose Undo.

▶ **To remove an unprocessed payment**

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

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

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

    See *Reviewing Payments with a Write Status*.

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

3. From the Row menu, choose Undo.

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

▶ **To remove an entire payment group**

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

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

2. From the Row menu, choose Undo.

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

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

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

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

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

   See *Reviewing Payment Groups.*

2. Choose a payment group.

3. From the Form menu, choose Controls.

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

   - Sequence ID

5. Change any of the following print program fields:

   - Payment

   - Register

   - Attachment

- Debit Statement

6. Change any of the following print queue programs:

    - Payment

    - Attachment

    - Debit Statement

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

7. Click OK.

Working with Automatic Payments

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

❑ Writing payments

❑ Resetting payment processing

❑ Removing processed payments

❑ Copying payments to tape

Writing Payments

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

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

When you write payments, the system:

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

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

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

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

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

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

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

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

500 USD x 107.863 = 53,931.50 JPY

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

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

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

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

Before You Begin

❑ Review payments and make any changes necessary

❏ Verify control information for payment groups

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

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

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

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

2. Choose one or more payment groups.

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

3. From the Form menu, choose Controls.

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

    • Payment

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

- Register

- Attachment

- Debit Statement

5. On Work with Payments, choose Write from the Row menu.
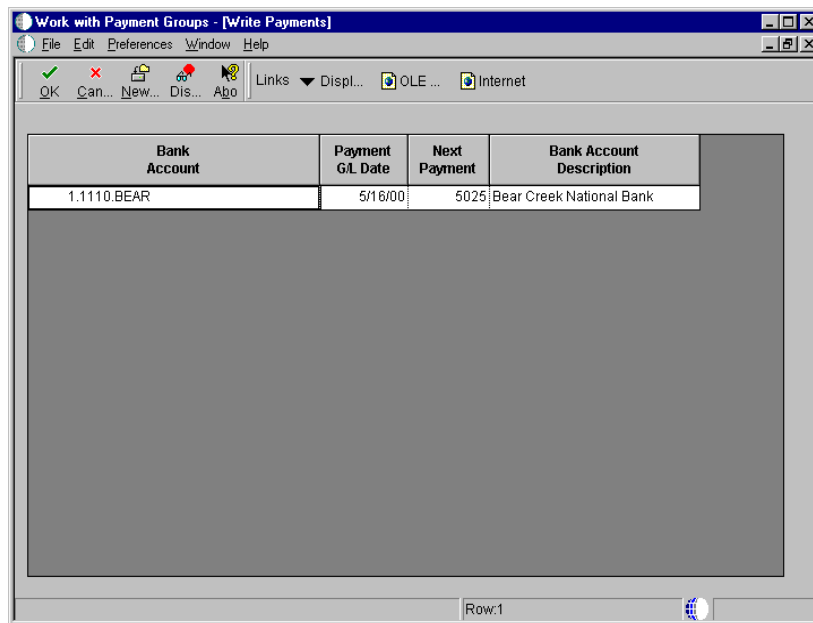
The Write Payments form displays one line for each bank account.

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

- Payment G/L Date

- Next Payment

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

- On Screen

- To Printer

- Export to CSV

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

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

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

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

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

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

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

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

    •   Amount From

    •   Through

3. Choose one or more payments.

4. From the Row menu, choose Write.

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

    •   Payment G/L Date

    •   Next Payment

Field	Explanation
Amount From	In A/P, this is the actual amount of the payment. In A/R, this is the actual amount of the receipt. This amount must balance to the total amount applied to the open pay items or invoice. ....*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.

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

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

- Beginning Payment

- Ending Payment

5. Click Find.

6. Choose the payments to reset.

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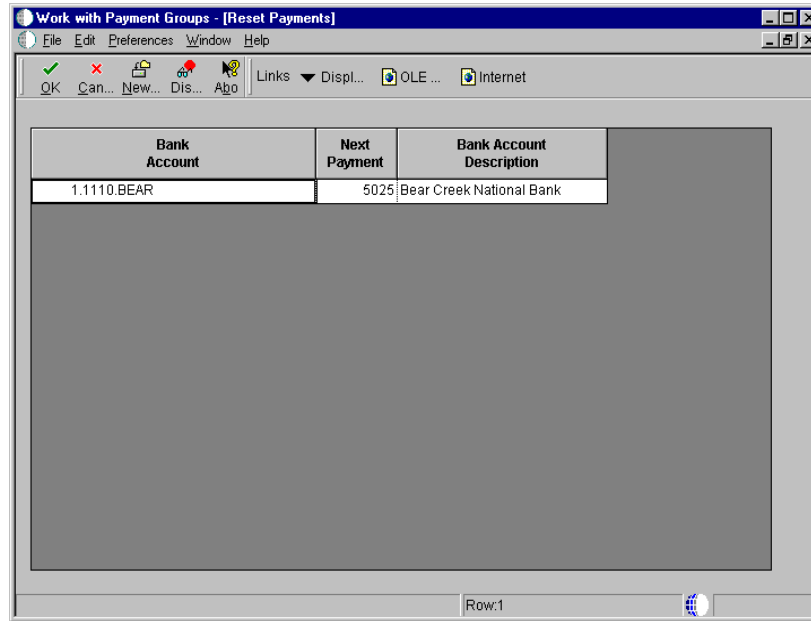
8. On Reset Payments, change the following field, if necessary:

- Next Payment

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

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

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

Removing Processed Payments

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

- Voids the payment

- Removes the voucher pay items from the payment group

- Resets the pay status of the voucher from payment in-process to approved

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

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

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

▶ **To remove processed payments**

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

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

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

2. Take one of the following actions:

   - Choose a payment group with a next status of UPD

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

3. From the Row menu, choose Undo.

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

   - Next Payment

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

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

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

Copying Payments to Tape

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

Copying payments to tape consists of:

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

- Copying a tape table to tape or diskette

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

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

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

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

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

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

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

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

- File Name

- Record Length

- New Volume

- Block Size

- Device Name

- Tape Density

- New Owner ID

- Label Name

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

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

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

Additional Tape Copy Options

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

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

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

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

General Ledger Accounting

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

❑ Reviewing account information

❑ Reporting on the General Ledger

Reviewing Account Information

Reviewing account information includes the following tasks:

❑ Reviewing account ledgers by object account

❑ Reviewing account ledgers by category code

Reviewing Account Ledgers by Object Account

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

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

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

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

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

▶ **To review account ledgers by object account**

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

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

   - Object/Sub

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

   - Ledger Type 1

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

   - Ledger Type 2

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

   - From Company

   - Thru Company

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

   - From Date

   - Thru Date

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

- Subledger/Type

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

   - Currency Code

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

   - Posted

   - Unposted

   - All

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

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

10. Click Find.

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

See Also

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

Processing Options for Account Ledger Inquiry by Object Account

```
Defaults

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

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

Second Ledger

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

```
        Display Second Ledger Type                         _____

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

        Ledger Type                                        _____

Exits

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

        Exit for PK or PN                                  _____

As-If Currency

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

        As-If Currency                                     _____

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

        Exchange Rate Date                                 _____
```

Reviewing Account Ledgers by Category Code

You can review detailed transactions for any of the category codes that are set up for an alternate (statutory) chart of accounts. You specify the category code (21, 22, or 23) in the Category Code processing option for this program.

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

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

Using the Second Ledger processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in

multiple currency environments because you can see transactions for foreign and domestic currencies at the same time.

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

▶ **To review account ledgers by category code**

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

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 General Ledger report

❑ Printing the General Journal

❑ Printing the Transaction Journal

❑ Printing the Trial Balance 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 General Ledger Report

From the G/L Reports - Spain menu (G74S09), choose G/L by Obj. Account - Spain.

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

You also use the General Ledger report to open and audit accounts with the same control totals as the journal report. The accounts and the totals are the basis of the trial balance.

In Spain, businesses use the General Ledger report as a basis for:

- Internal auditing, as a control of account accuracy

- External auditing by a third party, such as a fiscal authority or auditing firm

The General Ledger report includes the following information and features:

- Beginning and ending balances for each account

- Transactions based on a period selection or a date range selection

- Prior year-end balance or previous-period balance, depending on the transaction types that you select

- Balance forward amount printed at the bottom of the page when a page break occurs within an account

- Previous balance amount printed after a page break within an account

- Option to omit account with zero balances

- Option to print posted and unposted transactions

- Detail information by subsidiary or by object account only

- Totals by period and by account

Accounts with the same object account but different business units will be recognized as the same account in the report.

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

- G/L Registration report

See Also

- *Setting Up User Defined Codes*

Processing Options for G/L by Object Account (R74S560)

```
Report Detail

1. Select a from period to show account
   balances in detail.          Enter:
   Blank = year-to-date, '1'=current
   period and '2'=inception to date.

      -OR-                                          _____

Enter a from date to show account
   balances in detail.  If left blank
   then the previous selection will be
   used.

      From date:                                    _____

2. Enter a through fiscal year and
   period for which account balances
   are to be shown in detail.

      Fiscal Year:                                  _____
      Period Number:                                _____

-OR-
Enter a through date for which the
   account balances are to be shown in
   detail. If left blank then the
   previous selection will be used.

      Through date:                                 _____

Print

3. Enter '1' to print units. Leave blank
   to print amounts only.


                                                    _____


4. Enter '1' to omit accounts that have
   no balances.


                                                    _____


5. Enter '1'  to detail the information
   by subsidiary. Leave blank to detail
   information only by object account.


                                                    _____


6. Enter '1' to create totals by
```

company. Leave blank if not create
totals by company.

_____

7. Enter the Model Business Unit to
   obtain the descriptions of the
   Accounts. Blank will obtain the
   descriptions of the first account
   found.

_____

Document

8. Enter a ledger type code to use, or
   leave blank for Actual Amounts
   (AA).

_____

9.. Enter document type to use if a
    selective ledger is used. Leave
    blank to use all document types.

_____

10. Enter '1' to print posted and
    unposted transactions. Leave blank
    to print only posted transactions.

_____

Subledger

11. Enter subledger to use, or '*' to
    include all.

_____

12. If a specific subledger is used in
    the option above, enter the
    Subledger type.

_____

Currency

13. Enter a specific currency code or an
    '*' for all currency codes.

_____

-OR-
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. Domestic amounts will be
    translated and displayed in this
    as-if currency. If left blank,
    stored currency will be used.

_____

```
Enter the "As Of" date for
    processing the current exchange rate
    for the as-if currency. If left
    blank, the current date will be
    used.
    NOTE: A valid exchange rate must
    exist in the exchange rate table
    between the two currencies based on
    the As Of date.
```

_____

Printing the General Journal

From the G/L Reports - Spain menu (G74S09), choose G/J by Obj. Account or Cat. Code - Spain.

Businesses in Spain must submit a general journal report to the Spanish tax authority. The statutory general journal must be organized by object account and accounting period.

The following information is included in the General Journal report for Spain:

- A previous balance record at the beginning of every page

- A balance forward amount at the bottom of every page

- A page break with amount totals at any new accounting period

The following features are available for the General Journal for Spain:

- Accounts with the same object account and subsidiary but different business units appear as the same account.

- You can select information over multiple accounting periods.

- Every record on the General Journal is numbered sequentially. You can use the processing options to enter a specific number with which the numbering should start.

You can run the general journal by object and subsidiary or by category code, depending on whether your accounts are defined in the object.subsidiary or in category code 21, 22, or 23.

Processing Options for General Journal by Object Account or Category Code (R74S490)

```
Print Detail

1. Select the from number where the
    lines of the report will begin to be
```

numbered. If none is selected the
numbering will begin in "1".

_____

2. Select the From Period/Fiscal Year
   and the To Period/Fiscal Year to
   select.

   From - Period: _____
   Fiscal Year: _____
   To   - Period   _____
   Fiscal Year   _____

Category Code

1. Select the Category Code Number that
   you want to use to generate the
   report. The selection goes from 1 to
   23. If blank is selected the report
   will be based on the Object/Account
   and Subsidiary fields.

_____

Currency

1. 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. Domestic amounts will be
   translated and displayed in this
   as-if currency. If left blank,
   stored currency will be used.

_____

2. Enter the "As Of" date for
   processing the current exchange rate
   for the as-if currency. If left
   blank, the current date will be
   used.
   NOTE: A valid exchange rate must
   exist in the exchange rate table
   between the two currencies based on
   the As Of date.

_____

Printing the Transaction Journal

From the Accounting Reports and Inquiries menu (G0912), choose Transaction
Journal.

To review all transactions, or transactions within a G/L date range, print the
Transaction Journal. This report prints the debit and credit amounts that make up
balanced entries for A/R invoices and A/P vouchers. It uses the logic in the post

program to print the original journal entry, the corresponding offsets for the Accounts Receivable and Accounts Payable systems, and for taxes.

Multiple offsets for a single journal entry appear on the Transaction Journal as a single amount, as if you were using offset method S (Summary) in the accounts receivable and accounts payable constants. This report includes only the actual amounts (AA) ledger and does not include intercompany settlements.

See Also

- *R09321, Transaction Journal* in the *Reports Guide* for a report sample

Processing Options for Transaction Journal

```
Date Range

Enter the G/L date range to be
    processed:

        Date From                                           _____
        Date Thru                                           _____

Alt Account

To print the account number from the
    alternate chart of accounts, enter
    the Category Code (21, 22, or 23).
    Leave blank to print the account in
    Business Unit.Object.Subsidiary
    format.

        Category Code (21, 22, or 23)                       _____
```

Printing the Trial Balance Report

From the G/L Reports - Spain menu (G74S09), choose T/B by Obj. Account.

Businesses in Spain are required to submit a trial balance to the Spanish tax authority. The statutory trial balance must be organized and summarized by object account. Businesses often print the Trial Balance report to facilitate:

- Internal audits, to verify one or more accounts

- 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 Trial Balance report for Spain includes the following features:

- Recognition of accounts with the same object account but different business units as the same account in the report

- Information selection by a specific period and fiscal year and for a specific level of detail

- Ledger type selection

- Selection of a specific business unit to retrieve the account descriptions

- Optional totals by company

- Option to include accounts with zero balances

See Also

- *Setting Up User Defined Codes*

Processing Options for Trial Balance by Object Account (R74S570)

```
Report Period

1. Enter the accounting period and the
     fiscal year. Leave blank to use the
     period and fiscal year of the
     Financial Reporting Date.

         Period Number                          _____
         Fiscal Year                            _____

Ledger Type

1. Enter the requested ledger type(s).
     You may specify up to three ledger
     types. If all are left blank the
     default is 'AA'.

         Ledger Type 1                          _____
         Ledger Type 2                          _____
         Ledger Type 3                          _____

Business Unit

1. Enter the model Business Unit to be
     used for retrieving the account
     descriptions. By default, the
     transaction descriptions will be
     used.

         Model Business Unit                    _____

Zero Balance

1. Enter '1' to print the accounts with
     a zero balance in the requested
     period. By default, these accounts
```

will not be printed.

_____

Totaling Level

1. Enter the totaling level for the
   account (1 to 4 characters). The
   default is level 2.
   Example: Totaling level 2 =
     Class Total   (1)
     Sub-class Total (10)
   _____

_____

Mode

1. Enter a '1' to run the report in
   final mode. The default will run the
   report in proof mode.
   CAUTION: The report can be run in
   final mode ONLY ONCE for the
   selected period and fiscal year. The
   transactions printed will not appear
   again on subsequent executions.

_____

Summarization

Enter a '1' to summarize all subsidiary
   accounts into one object account.
   The default of blank will not
   summarize subsidiary accounts.

_____

Currency

1. 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. Domestic amounts will be
   translated and displayed in this
   as-if currency. If left blank,
   company or transaction currency will
   be used.

_____

2. Enter the "As Of" date for
   processing the current exchange rate
   for the as-if currency. If left
   blank, the current date will be
   used.
   NOTE: A valid exchange rate must
   exist in the exchange rate table
   between the two currencies based on
   the As If date

_____

Additional Reporting

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

- ❑ Working with European Union reporting

- ❑ Working with the Text File Processor

- ❑ Reviewing customer and supplier reports

Working with European Union Reporting

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

❑ Overview of European Union reporting

Working with EU reporting for Spain 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:
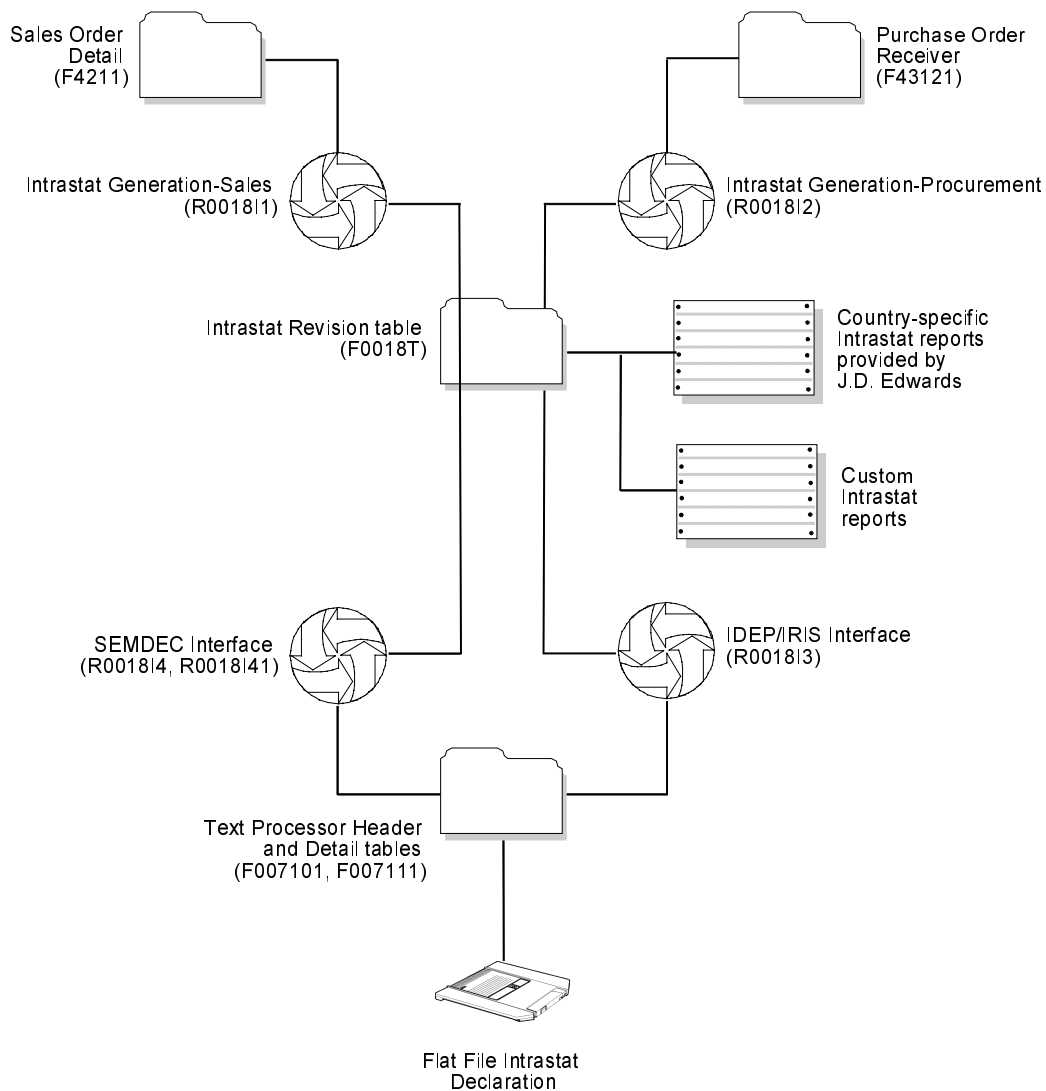
Understanding Intrastat Reporting and the Euro

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

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

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

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

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

Considerations Before You Create Intrastat Reports

Before you create Intrastat reports, determine the following:

- The base currency of each of your companies

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

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

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

Example: Company and Intrastat Reporting in Different Currencies

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

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

The following scenario applies:

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

For Intrastat reporting purposes, you should do the following:

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

- Do not convert the amounts for Company 2.

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

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

See Also

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

Updating Intrastat Information

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

- Intrastat Workfile Generation - Sales

- Intrastat Workfile Generation - Purchase

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

Use the following programs to update the Intrastat Revision table:

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

- Sales Order Header (F4201)

- Sales Order Detail (F4211)

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

- Purchase Order Header (F4301)

- Purchase Order Detail (F4311)

- Purchase Order Receiver (F43121)

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

- Intrastat Supplier/Item Cross Reference (F744101)

- Inventory Constants (F41001)

- Business Unit Master (F0006)

- Company Constants (F0010)

- Currency Codes (F0013)

- Currency Restatement Rates (F1113)

- Item Master (F4101)

- Item/Branch (F4102)

- Address Book (F0101 and F0116)

- Order Address (F4006)

- Unit of Measure Conversion (F41002 and F41003)

- User Defined Codes (F0005)

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

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

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

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

Before You Begin

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

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

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

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

Multicurrency Environments

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

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

Euro Considerations

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

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

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

To use "as if" currency processing for the Intrastat Generation - Sales and Intrastat Generation - Procurement programs, you must set processing options. These programs, unlike other programs that use "as if" currency processing, write

amounts to a table. Other programs display or print "as if" currency amounts, but do not write amounts to a table.

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

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

Performance Considerations

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

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

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

Processing Options for Intrastat Generation - Sales (R0018I1)

```
Transaction

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

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

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

Defaults

    1.  Enter a value to update all                 _____
    records written during this
```

execution for VAT Regime.

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

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

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

Currency

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

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

    Rate Type   _____
    Date - Effective   _____

Process

TRIANGULATION RECORDS:
    For the following situations,
    specify the records to be created by
    entering the value to be used
    followed by the document type for
    the record. The possible values
    are:
    ' ' = Record not created
    '1' = Price
    '2' = Cost
    '3' = Transfer Cost
    Leave the document blank to use the
    original document type.

```
                  Examples:
                  "3SI" = Transfer Cost, Document Type
                  SI
                  "2  "    = Cost, Original Document
                  Type
1. Header Branch and Customer in the
   same country, Detail Branch in a
   different country:

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


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

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


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

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

Processing Options for Intrastat Generation - Procurement (R0018I2)

```
Process

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

- Or -

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

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

Defaults

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

      Blank = Not Required
```

```
              1 = Required

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

- Or -

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

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

- Or -

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

      System Code                             _____
      User Defined Codes                      _____

Currency

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

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

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

Revising Intrastat Information

You can revise existing data in the Intrastat Revision table (F0018T). You might
need to do this to correct missing or inaccurate information, to add a specific
transaction, to update the process indicator, or to populate fields that are required
by the authorities but that are not populated by the J.D. Edwards system. You can

also use the Intrastat Workfile revision program to update sales order or purchase order information that has changed since you generated the Intrastat Revision table.

Before You Begin

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

▶ **To revise Intrastat information**

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

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

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

- Company

- Branch/Plant

- Ship To/From

- Document Company

- Document Number

- Document Type

- Line Type

- G/L Date

- Invoice Date

- Actual Ship

- Receipt Date

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

- Net Mass in KG

- Base Currency

- Taxable Amount

- Statistical Value Amount

- Transaction Currency

- Foreign Taxable Amount

- Foreign Statistical Value

- Supplementary Units

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

- Country of Origin

- Original Country of Origin

- Region of Origin or Destination

- Mode of Transport

- Conditions of Transport

- Nature of Transaction

- Port of Entry or Exit

- Nature of VAT Regime

- Nature Code

- Process Indicator

- Commodity Code

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

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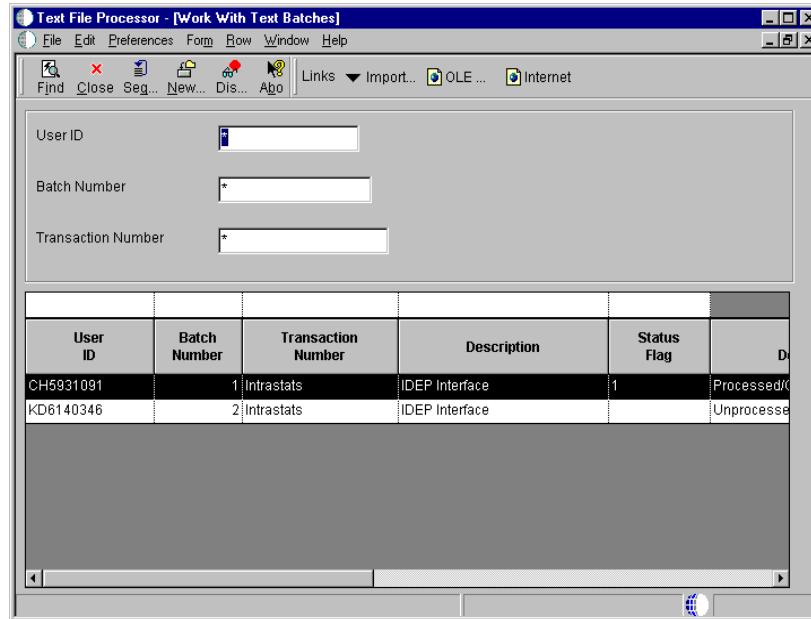
1. On Work With Text Batches, complete any of the following fields and click Find:

   - User ID

   - Batch Number

   - Transaction Number

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

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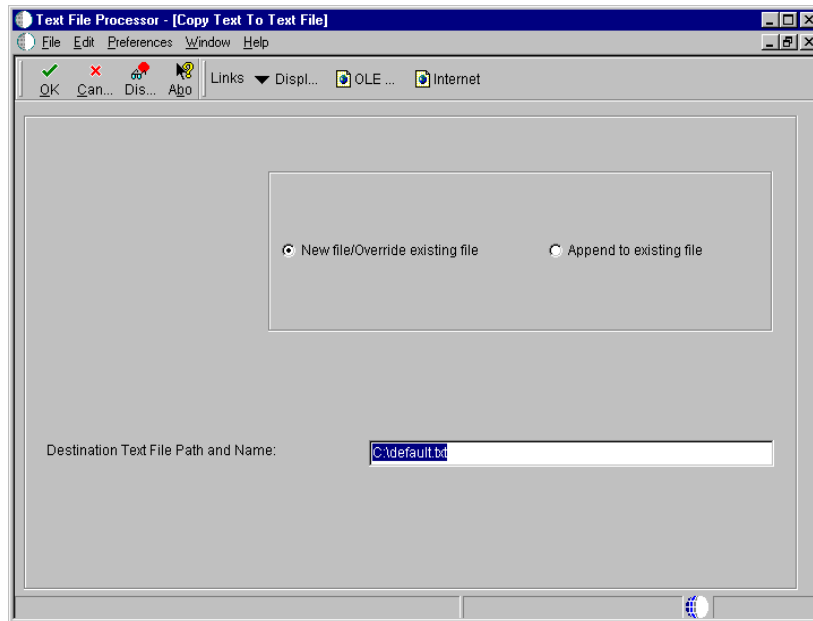
4. On Copy To Text File, click either of the following options:

- New file/Override existing file

- Append to existing file

5. Complete the following field and click OK:

- Destination Text File Path and Name:

The system displays the Work With Text Batches form.

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

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

Processing Options for Text File Processor (P007101)

Process Tab

Path Microsoft Word Template

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

Resetting a Text Batch in the Text File Processor

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

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

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

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

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

   - User ID

   - Batch Number

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

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

Purging a Text Batch in the Text File Processor

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

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

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

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

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

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

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

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

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

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

    - User ID

    - Batch Number

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

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

Processing Options for Purge Processed Transactions (R007102)

Process Tab

1. Purge Header Records

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

Valid values are:

1   Purge header and detail records

Blank Purge only detail records

Reviewing Customer and Supplier Reports

J.D. Edwards localized solutions include additional reports to meet the information needs of businesses in Spain. For example, you can 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:
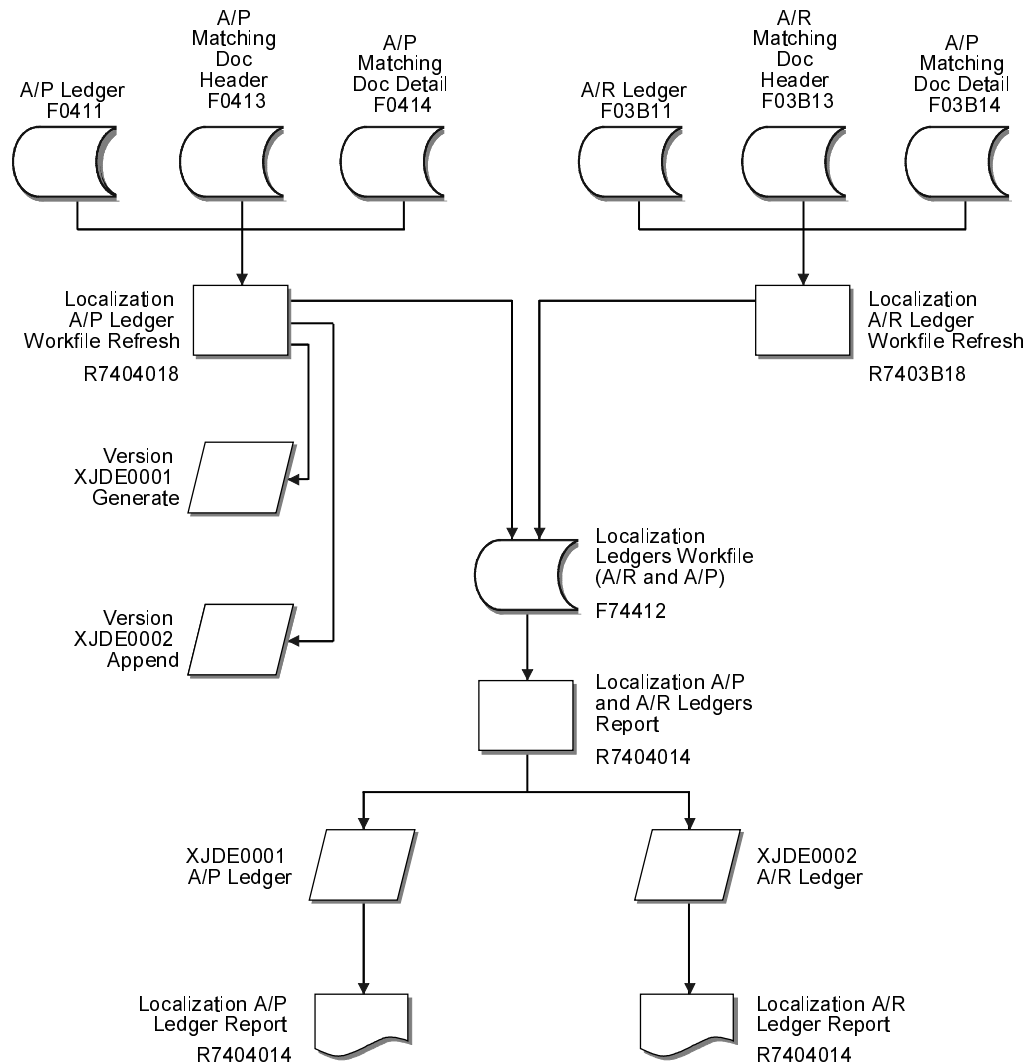
Processing Options for A/P Localized Supplier Ledger Refresh (R7404018)

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.

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