

PeopleSoft®

**EnterpriseOne Xe
Global Solutions - Brazil
PeopleBook**

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Denver, CO 80237

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Table of Contents

Solutions Summary	1
J.D. Edwards Business Solutions for Brazil.....	3
J.D. Edwards Country Information	3
Tax Solutions Summary	3
Tax Calculation	3
Distribution Solutions Summary.....	4
Inventory Management Processing	4
Procurement Processing.....	4
Sales Order Management Processing	4
Accounts Receivable Solutions Summary.....	5
Automatic Receipts Processing.....	5
Accounts Payable Solutions Summary.....	5
Automatic Payment Processing.....	5
General Accounting Solutions Summary.....	6
General Ledger Report.....	6
Transaction Journal Report.....	6
As Of Workfile	6
Additional Functionality for Brazil.....	7
Alternate Chart of Accounts.....	7
 System Setup	 9
Setting Up Your System for Localization.....	11
Setting Up User Display Preferences	11
Processing Options for User Profile Revisions (P0092).....	13
Setting Up an Alternate Chart of Accounts	14
Setting Up User Defined Codes.....	21
Entering Address Book Information for Brazil	37
Setting Up Company and Branch/Plant Cross-References.....	44
Setting Up Your System for Next Numbers.....	47
Setting Up Next Numbers for Nota Fiscal	47
Setting Up Opening and Closing Terms for the Transaction	
Journal Report	50
Setting Up Your System for Brazilian Taxes	55
Setting Up AAIs for Brazilian Taxes.....	56
Processing Options for Automatic Accounting	

Instructions (P40950).....	56
Setting Up Transaction Nature Codes	57
Setting Up Tax Codes.....	62
Setting Up ICMS Tax Rates.....	64
Setting Up IPI Tax Rates	67
Understanding Advanced Pricing for Repasse.....	69
Setting Up Advanced Pricing Hierarchies	70
Using Advanced Pricing for Procurement.....	71
Setting Up a Preference Master.....	71
Defining a Pricing Hierarchy	74
Working with Complex Price Groups.....	76
Setting Up Complex Customer Price Groups.....	76
Illustration: How Complex Customer Price Groups are Used to Determine the Price	77
Setting Up Complex Item Price Groups.....	79
Generating Price Group Combinations	81
Defining Order Detail Groups.....	81
Setting Up Adjustment Definitions	83
Understanding the Sales Order Tax Calculator	89
Building Adjustment Schedules.....	89
Additional Information	93
Data Integrity and the Chart of Accounts	93
Account Defined Only in the Account Master Table.....	93
Account Defined Only in the Alternate Chart of Accounts	94
Security on the Alternate Chart of Accounts	94
Account Deleted from the User Defined Code Table.....	95
Translation Considerations for Multilingual Environments	95
Business Unit Descriptions	96
Account Descriptions	96
Automatic Accounting Instruction Descriptions	97
User Defined Code Descriptions	97
Delinquency Notice Text	97
Translation Routines.....	98
Setting up Tax Calculations	99
ICMS (Imposto Sobre Circulação de Mercadoria e Servicos)	99
ICMS Substitution (Imposto Sobre Circulação de Mercadoria e Servicos Substituto).....	101
IPI (Imposto Sobre Produto Industrializado).....	102
Determining Applicable Taxes	104
Setting Up Monthly Late Fee Rate (Juros de Mora).....	107
 Item Entry Processing	 109
Entering Item Information.....	111
Entering Basic Item Information.....	111
Entering Additional Item Master Information	122

Entering Branch/Plant Information	127
Assigning an Item to a Branch/Plant.....	129
Working with Item Locations	130
Entering Item Branch Classification Codes (Optional).....	133
Entering Item Tax Information (Optional)	137
Locating Item Sources (Optional)	138
Entering Item Reorder Quantities.....	139
Entering Item Branch/Plant Manufacturing Information (Optional)	141
Duplicating Item Information for Multiple Branch/Plants (Optional)	145
Processing Options: Item Branch/Plant (P41026A)	146
Processing Options for Item Branch Duplication.....	149
Entering Additional Branch/Plant Information	151
 Order Entry Processing	155
Understanding Order Entry in Brazil	157
Entering Purchase Orders	159
Processing Options for Purchase Order Entry - Brazil (P4310BR)..	166
Working with Special Order Entry Features.....	169
Duplicating an Order.....	169
Entering Orders for Multiple Suppliers	170
Choosing a Supplier from whom to Purchase an Item	172
Entering Items Using Supplier Catalogs.....	174
Entering Items Using Order Templates	177
Creating Orders from Existing Detail Lines	179
Working with Commitments and Encumbrances.....	183
Understanding Encumbrances	184
Verifying Commitment Integrity	187
Reviewing Commitment Information for Orders.....	188
Processing Options for Commitment Inquiry	192
Working with Encumbrance Rollovers.....	193
Processing Options for Encumbrance Rollover (R4317)	194
Working with Budgets.....	197
Understanding Budget Checking	197
Search Scenarios for Level of Detail	198
Budget Totaling	199
Calculating Available Budget to Date for the Fiscal Year.....	200
Reviewing the Budget.....	201
Processing Options for Trial Balance / Ledger Comparison	204
Working with Orders on Hold.....	207
Entering Order Holds	207
Releasing Order Holds	208
Processing Options for Held Order Release	210

Printing Orders.....	213
Printing by Batch.....	213
Processing Options: Purchase Order Print	214
Printing Individually.....	222
Working with Order Information.....	225
Reviewing Open Orders.....	225
Reviewing Change Orders	230
Reviewing Order Summary Information	233
Reviewing Order Detail Information	234
Reviewing Financial Status Information.....	235
Printing Purchase Order Information by Supplier or Branch	239
Printing Order Detail Information	239
Printing Items on Order from a Supplier	239
Processing Options for Purchase Order by Request Date....	240
Printing a History of Order Revisions	240
Processing Purchase Returns.....	241
 Receipts Processing.....	 243
Working with Receipts	245
Printing Purchase Receivers.....	245
Printing Receivers in Batch Mode.....	246
Processing Options for Purchase Receiver Print.....	246
Printing Receivers for Individual Orders	247
Entering Receipts for Procurement.....	247
Entering Reversing Receipts for Procurement	250
Processing Options for Nota Fiscal Receipts (P4312BR)	251
Entering Landed Costs.....	253
Entering Freight Notes	257
Reviewing Inbound Nota Fiscal	261
Working with Journal Entries for Receipt Transactions	267
Reviewing Journal Entries for Receipts	267
Posting Receipts	270
Printing Receipt Information	271
Printing Open Orders.....	271
Printing the Status of Open Orders	272
Processing Options for Open Purchase Order Status	272
Printing Receipt Information by Supplier	273
Closing Inbound Nota Fiscal	275
Processing Options for Nota Fiscal Maintenance (P7610B)	276
Processing Options for Close Nota Fiscal (R76B804).....	282

Vouchers Processing.....283

Reviewing Open Receipts.....	285
Processing Options for Purchase Receipts Inquiry.....	287
Creating Vouchers	289
Choosing Receipts Records to Match to Vouchers	289
Choosing Order Detail Lines to Match to Vouchers	293
Printing Voucher Information	297
Printing Voucher Information by Detail Line	297
Processing Options for Received/Vouchered Status Report	298
Printing Open Voucher Information by Receipt	298
Printing Voucher Amounts for Suppliers.....	299
Printing the AIA Application for Payment	299
Printing the Waiver of Lien	300

Sales Order Management Processing.....301

Sales Order Entry.....	303
Working with Header Information.....	306
Understanding Header Information.....	307
Related Addresses.....	307
Reviewing Credit Information.....	307
Entering Commission Information	308
Entering Header Information.....	308
Updating Header Information to the Detail Form	313
Adding Messages to Sales Orders	314
Working with Detail Information.....	315
Understanding Default Information in Sales Order	
Detail Revisions	316
Entering Item and Quantity Information	317
Retrieving a Base Price	317
Changing Tax Information.....	318
Processing Serial Number Requirements.....	319
Entering Multicurrency Information.....	319
Entering Commission Information	320
Understanding Workflow Processing During Sales	
Order Entry	320
Integrating Other Systems with Sales Order Entry.....	321
Reviewing Quality and Test Results	321
Entering Orders for Agreements	322
Entering ECS Information.....	323
Creating Shipments for Sales Orders.....	323
Entering Detail Information.....	324
Entering Substitute and Associated Items.....	334
Working with Subsystem Processing in Sales Order Entry	337
Processing Options for Sales Order Entry (P4210).....	339

Generating a Proposal	377
Setting Up Proposal Components	378
Setting Up Proposal Templates	378
Setting Up Boilerplate Text.....	379
Setting up Sales Quotes for Proposals.....	380
Setting Up Text Substitution Tags	380
Defining Documents for Sales Proposal Generation	381
Processing Options for Generated Document Revisions	388
Generating a Proposal during Order Entry.....	388
Entering Sales Orders with Templates.....	390
Entering Recurring Sales Orders.....	393
Working With Recurring Orders.....	393
Processing Options for Batch Order Entry.....	395
Processing Recurring Orders	396
Processing Options for Sales Order Batch Transaction	
Editor.....	396
Working with Kits and Configured Items	397
Kit Components	397
Entering Kit Orders	399
Kit Restrictions	399
Work Orders for Kits.....	399
Understanding Configured Item Orders.....	402
Working with Store and Forward Orders.....	403
Downloading Master Tables to the Workstation.....	405
Technical Information	409
Creating Orders That You Store and Forward	409
Uploading Orders to the Server	411
Processing Batch Sales Orders	412
Correcting Batch Sales Orders.....	413
Processing Options for R4210Z Sales Order Batch	
Trans. Editor	414
Understanding Batch of One.....	414
Working with Nota Fiscal.....	417
Understanding the Nota Fiscal for Sales Order.....	417
Entering Additional Information for Sales Orders	418
Processing Options for Sales Order Entry (P4210BR)	425
Generating Outbound Nota Fiscal	427
Processing Options for Generate Nota Fiscal (R76558B)	428
Reviewing Outbound Nota Fiscal	431
Printing Inbound/Outbound Nota Fiscal.....	441
Processing Options for Print Nota Fiscal - Sales (R76560B)	442
Entering Additional Charges	445
Entering Transfer Orders for Brazil.....	449
Updating Sales	453
Understanding Sales Update for Brazil	453
Processing Options for Add Tax Lines to Sales Order	
Detail - (R76B803)	455
Updating Customer Sales	460

Table of Contents

Processing Options: Sales Update And Report	466
Processing Options for Held Order Release.....	485
Processing Options for Backorder Release	488
Processing Options for Backorder Release and Report.....	495
Processing Options for Sales Ledger Inquiry.....	504
Processing Options for Sales Blanket Order Release.....	511
Processing Options for Sales Order Quote Release.....	516
Additional Order Entry and Release	519
Working with Order Releases.....	520
Releasing Orders on Hold.....	521
Releasing Backorders Online.....	521
Releasing Backorders in a Batch	522
Entering Credit Orders	522
Entering Credit Orders Manually.....	523
Entering System-Generated Credit Orders	523
Entering Transfer Orders	524
Working with Direct Ship Orders	524
Maintaining Integrity between Related Sales and Purchase Orders	525
Receipts	526
Voucher Match	526
Entering Direct Ship Orders	527
Working with Blanket Orders	527
Entering a Blanket Order.....	528
Creating a Sales Order from a Blanket Order.....	528
Releasing a Blanket Order.....	529
Releasing Multiple Blanket Orders	529
Working with Quote Orders	529
Entering a Quote Order.....	530
Creating a Sales Order from a Quote Order.....	531
Releasing a Quote Order.....	531
Releasing Multiple Quote Orders	531
Working with Intercompany Orders.....	532
Understanding Default Information in Interbranch Orders	533
Intercompany Orders in a Coexistent Environment	534
Entering Interbranch Orders.....	534
Creating Intercompany Orders during Shipment Confirmation.	535
Printing Intercompany Invoices.....	536
Updating Interbranch and Intercompany Transactions	536
Processing Sales Orders	539
Cancelling a Sales Order.....	539
Entering Reverse/Void Nota Fiscal.....	539
Entering Sales Return	540
Entering Sales Reverse	543

Invoice Processing.....547

Understanding A/R Batch Control.....	549
Why Would You Activate Batch Control?	549
When Do You Use Batch Control?.....	549
Working with Standard Invoices.....	551
Entering Standard Invoices.....	552
Adding Attachments to Invoices	563
Entering Invoices with Discounts	565
Entering Discounts	565
Entering Split Invoice Payments.....	568
Entering Installment Invoice Payments.....	570
Entering Credit Memos.....	572
Entering Invoices with Taxes.....	573
Entering Multicurrency Invoices.....	575
Domestic Currency Invoices	576
Foreign Currency Invoices.....	576
Locating Invoices	580
Revising Unposted Invoices	582
Processing Options for Standard Invoice Entry (P03B11).....	585
Invoice Entry Master Business Function (P03B0011).....	586
Processing Options for Invoice Entry MBF	586
Entering Speed Invoices	589
Processing Options for Speed Invoice Entry.....	592
Reviewing Invoices	593
Multi-Currency Batch Totals	593
Approving Invoice Batches	599
Understanding the Post Process for Invoices.....	601
OneWorld and WorldSoftware Post Process Coexistence Issues	605
Posting Invoices	607
Posting Batches of Invoices.....	608
Post Invoices to G/L.....	609
Invoice Journal Review.....	609
Verifying Posted Invoices	615
Reviewing Your Workflow Messages.....	616
Reviewing the General Ledger Post Report.....	617
Reviewing the Post Detail Error Report.....	617
Processing Options for Posting Invoices.....	618
Revising Posted Invoices	621
Changing Posted Invoices.....	621
Voiding Posted Invoices	623
Printing Invoice Journal Information	627
Processing Options for Invoice Journal.....	627
Data Selection and Sequence for A/R Invoice Journal Report..	628

Automatic Receipts Processing 629

Defining Algorithms.....	631
What Algorithms Can You Create?.....	634
Invoice Selection Match Method (R03B50A)	634
Balance Forward Match Method (R03B50B)	635
Known Invoice Match with Amount (R03B50D)	636
Known Invoice Match without Amount (R03B50E)	640
Combination Invoice Match (R03B50F)	640
Processing Options for Invoice Selection Match (R03B50A).....	647
Processing Options for Balance Forward Match (R03B50B)	651
Processing Options for Known Invoice Match with Amount (R03B50D)	652
Processing Options for Known Invoice Match without Amount (R03B50E).....	661
Processing Options for Combination Invoice Match (R03B50F)	665
Working with Execution Lists	671
Working with Bank Information	677
Uploading Customer Payment Information	677
Uploading Customer Payment Information	679
Reviewing Bank Tape Information	680
Updating Credit Groups	684
Processing Options for Update File with Credit Groups (R7603B1)	684
Creating Bank Data - Remessa.....	684
Processing Options for Create Bank Data to Remessa (R76B03Z1).....	686
Processing Bank Data to Receipts - Retorno.....	687
Processing Options for Process Bank Data to Receipts - Retorno (R76B03Z2).....	689
Working with Unprocessed Items	691
Working with Electronic Receipts.....	691
Reviewing Unprocessed Items	695
Reviewing Unprocessed Receipts Online	696
Reviewing the Receipts Journal Report	698
Reviewing the Receipts Activity Register.....	699
Processing Options for Automatic Receipts Activity Register....	699
Revising Unprocessed Items	700
Purging Electronic Receipts	701
Processing Options for Purge Electronic Receipts	701

Automatic Payment Processing 703

Setting Up Bank Account Information for A/P	705
Working with Payment Instruments	713
Assigning Formats to Payment Instruments.....	713

Setting Up Processing Options for A/P Payments.....	716
Processing Options for Print Automatic Payments - Check - Brazil (R04572DB1).....	717
Processing Options for Print Automatic Payments - Bordero with Boleto (R04572RB)	718
Processing Options for Print Automatic Payments - Check Plus Bordero (R04572CB1).....	719
Setting Up Payment Instruments.....	720
Processing Options for Payment Instruments.....	727
Processing Options for A/P Print Payments - Standard Format.....	727
Processing Options for A/P Print Payments - Draft Format.....	728
Processing Options for Create A/P Bank Tape - CTX Format.....	729
Processing Options for A/P Payments - Contract Management	730
Creating Payment Groups	733
Processing Options for Create Payment Groups (R04570).....	737
Understanding the Payment Currency Processing Option	748
Data Sequence for Create Payment Control Groups.....	752
Working with Payment Groups	753
Printing the Payment Analysis Report	756
Processing Options for Payment Analysis Report.....	756
Reviewing Payment Groups	756
Reviewing Payments with a Write Status.....	760
Reviewing Payments with an Update Status	763
Revising Unprocessed Payments	765
Working with Automatic Payments	773
Writing Payments	773
Resetting Payment Processing.....	779
Removing Processed Payments.....	781
Copying Payments to Tape.....	782
Additional Tape Copy Options	785
 Reporting and Inquiry Processing.....	 787
Reviewing Fiscal Reports	789
Printing the General Ledger Report	789
Processing Options for G\L by Business Unit (R76B420)...	789
Printing the Transaction Journal.....	792
Processing Options for Brazilian Transaction Journal (R76321B)	793
Understanding the As Of Fiscal Books Workfile.....	795
Fiscal Books As Of Generation	795
IPI Tax Summary	796

Table of Contents

ICMS Tax Summary	796
Reviewing Account Information	797
Reviewing Account Ledgers by Object Account	797
Processing Options for Account Ledger Inquiry by Object Account.....	800
Reviewing Account Ledgers by Category Code	801
Processing Options for Account Ledger Inquiry by Category Code.....	803
 Stand-Alone Nota Fiscal Processing.....	805
Generating Stand-Alone Nota Fiscal	807
Entering Stand-Alone Nota Fiscal Header and Detail Information	809
Processing Options for Stand-Alone Nota Fiscal Maintenance (P7611B)	820
Reviewing Stand-Alone Nota Fiscal Header and Detail Information.....	825
Printing the Stand-Alone Nota Fiscal.....	831
 Index	833

Solutions Summary

J.D. Edwards Business Solutions for Brazil

J.D. Edwards Country Information

Region	The Americas
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 Brazil include:

- Tax Calculation

Tax Calculation

J.D. Edwards software processes tax information, including IPI (Imposto Sobre Produtos Industrializados), ICMS (Imposto Sobre Circulação de Mercadoria e Servicos), and ICMS Substitution (Imposto Sobre Circulação de Mercadoria e Servicos Substituto) taxes. Automatic accounting instructions (AAIs) must be set up for sales and purchasing for IPI, ICMS, ICMS Substitution, and other Brazilian taxes.

Availability: B73.1

Distribution Solutions Summary

J.D. Edwards solutions for distribution requirements in Brazil include the following topics:

- Inventory Management Processing
- Procurement Processing
- Sales Order Management Processing

Inventory Management Processing

J.D. Edwards software provides for the fiscal and tax code classification of all stock and nonstock items.

Availability: B73.3.1

Procurement Processing

J.D. Edwards software provides for the entry of Brazil-specific additional information in the header and detail portions of a purchase order, the generation of an inbound Nota Fiscal, the reversal of a receipt, the entering of landed costs, and the closing of Notas Fiscais.

Availability: B73.3.1

Sales Order Management Processing

J.D. Edwards software provides for the entry of Brazil-specific additional information in the header and detail portions of a sales order, the generation of an outbound Nota Fiscal, the generation of a stand-alone Nota Fiscal, the entering of additional charges, and the processing of Brazilian sales orders.

Availability: B73.3.1

Accounts Receivable Solutions Summary

J.D. Edwards solutions for accounts receivables requirements in Brazil includes the following:

- Automatic Receipts Processing

Automatic Receipts Processing

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

- Remessa
- Retorno

Availability: B73.3.1

Accounts Payable Solutions Summary

J.D. Edwards solutions for accounts payable requirements in Brazil include the following:

- Automatic Payment Processing

Automatic Payment Processing

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

- Bordero
- Checks

Availability: B73.1

General Accounting Solutions Summary

The General Ledger (Livro Razão) and the Transaction Journal (Diário Geral da Contabilidade) are two of the basic elements that companies are required to maintain and submit for audit purposes.

J.D. Edwards general accounting solutions for Brazil include the following topics:

- General Ledger Report
- Transaction Journal Report
- As Of Workfile

General Ledger Report

Availability: B73.1

Transaction Journal Report

Availability: B73.1

As Of Workfile

Availability: B73.3.1

Additional Functionality for Brazil

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

- Alternate chart of accounts

Alternate Chart of Accounts

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

Availability: B73.3.1

System Setup

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

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

- Setting up your system for localization
- Setting up your system for next numbers
- Setting up your system for Brazilian taxes
- Additional information

Setting Up Your System for Localization

You must complete the system setup tasks described in the base guides as well as the country-specific tasks for Brazil as listed below:

- Setting up user display preferences
- Setting up an alternate chart of accounts
- Setting up user defined codes
- Entering address book information for Brazil
- Setting up company and branch/plant cross-references

Setting Up User Display Preferences

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

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

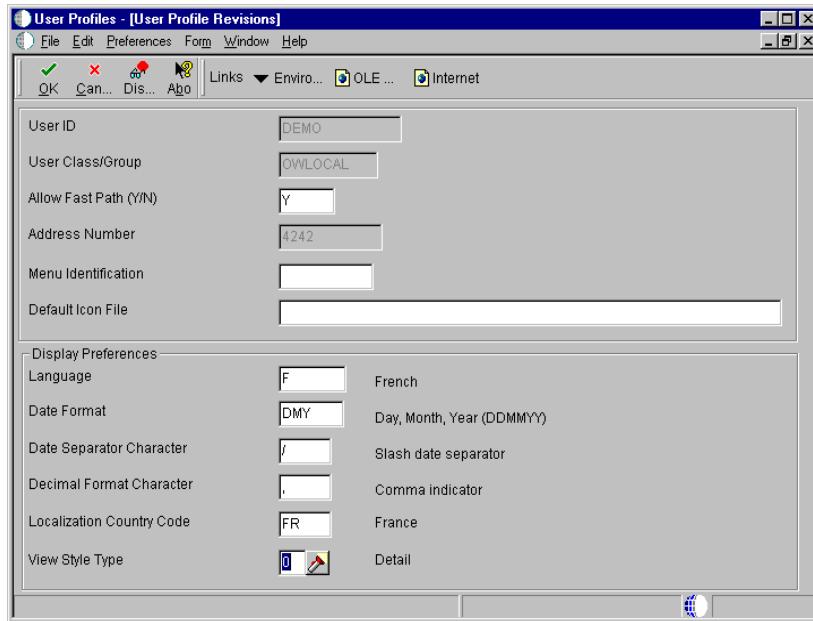
J.D. Edwards supplies country codes in user defined code table 00/LC. This table stores both two-digit and three-digit country codes. In addition, the Description 02 field contains the localization tier for each country. The localization tier determines the level of support given to that country. See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

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

► To set up user display preferences

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

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



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

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

Field	Explanation
Language	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.
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: <ul style="list-style-type: none"> • If an asterisk is entered (*), a blank is used for the date separator. • If left blank, the system value is used for the date separator.
Decimal Format Character	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 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.

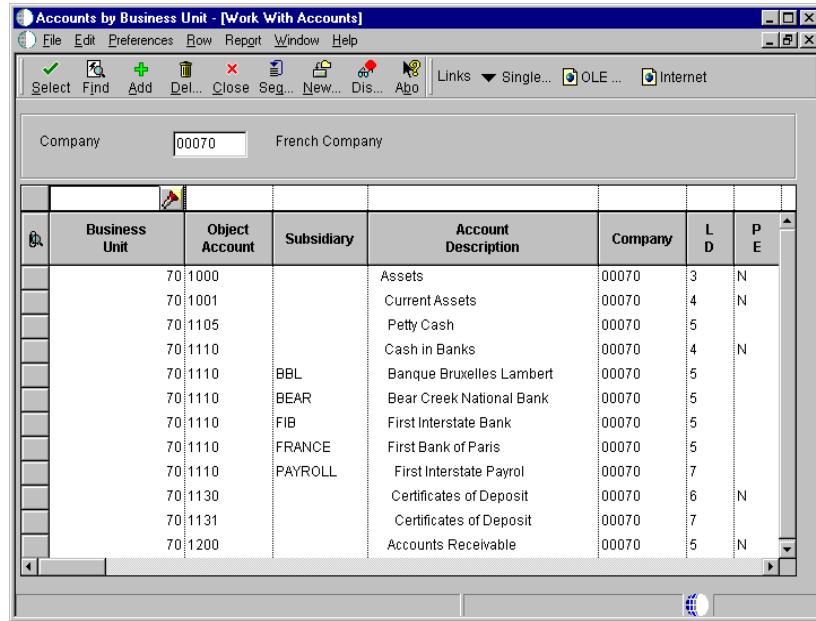
Whether you define the local chart of accounts by object and subsidiary, or in Category Codes 21, 22, and 23, the accounts that you set up in the category codes are referred to in J.D. Edwards software as alternate descriptions of your accounts.

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

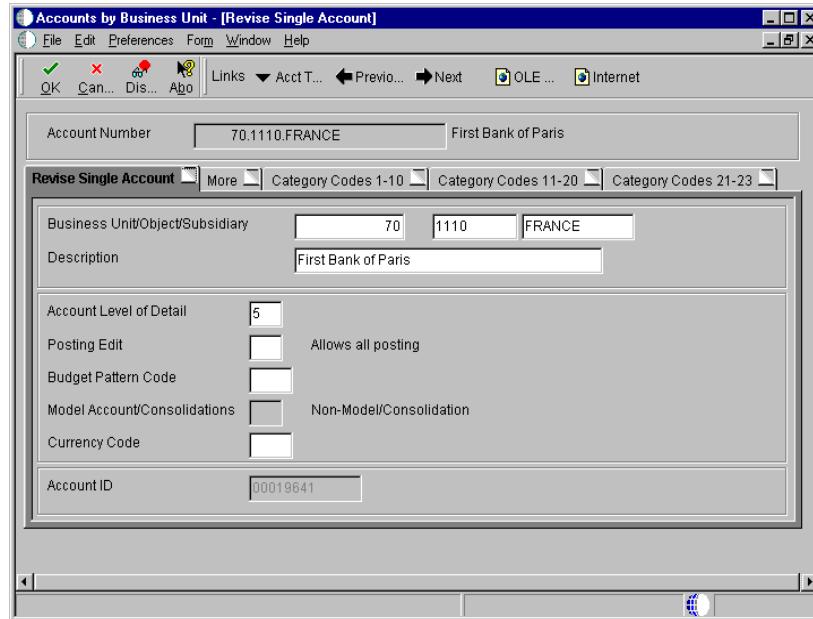
From the Organization Account Setup menu (G09411), choose Accounts by Business Unit.



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).

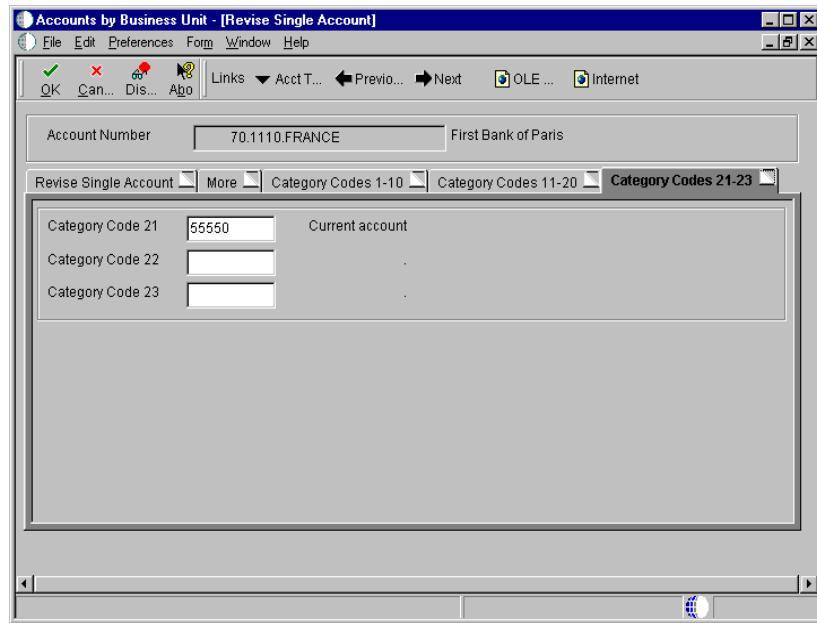
2. Click Add to access Revise Single Account.



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	<p>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.</p> <p>Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.</p>

Field	Explanation
Business Unit/Object/Subsidiary	<p>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.</p> <p>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.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Description	A user defined name or remark.
Account Level of Detail	<p>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:</p> <ul style="list-style-type: none"> 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 <p>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.</p>

Field	Explanation
Posting Edit	<p>A code that controls G/L posting and account balance updates in the Account Master table (F0901). Valid values are:</p> <ul style="list-style-type: none"> 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	<p>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:</p> <ul style="list-style-type: none"> 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. <p>SUM (Summer)</p> <table style="margin-left: 20px;"> <tr><td>Jan.</td><td>0%</td></tr> <tr><td>Feb.</td><td>2%</td></tr> <tr><td>....</td><td>48%</td></tr> <tr><td>....</td><td>50%</td></tr> <tr><td>Dec.</td><td>0%</td></tr> <tr><td colspan="2">TOTAL - 100%</td></tr> </table> <p>WIN (Winter)</p> <table style="margin-left: 20px;"> <tr><td>Jan.</td><td>30%</td></tr> <tr><td>Feb.</td><td>30%</td></tr> <tr><td>...</td><td>0%</td></tr> <tr><td>...</td><td>0%</td></tr> <tr><td>Dec.</td><td>40%</td></tr> <tr><td colspan="2">TOTAL - 100%</td></tr> </table>	Jan.	0%	Feb.	2%	48%	50%	Dec.	0%	TOTAL - 100%		Jan.	30%	Feb.	30%	...	0%	...	0%	Dec.	40%	TOTAL - 100%	
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Dec.	40%																								
TOTAL - 100%																									
Currency Code	<p>A code that indicates the currency of a customer's or a supplier's transactions.</p> <p>.....Form-specific information.....</p> <p>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.</p> <p>The code you enter in this field can be any currency code defined on Designate Currency Codes.</p> <p>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.</p>																								

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

See Also

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

Setting Up User Defined Codes

From the Brazilian Localization Setup menu (G76B41B), choose General User Defined Codes.

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

Set up the following UDCs to process business transactions in Brazil:

- Document type - invoices only (00/DI)
- Document type - all documents (00/DT)
- Payment instrument (00/PY)
- Produce bank file (04/PP)
- Activity/Status codes (40/AT)
- Generic Yes/No (05/YN)
- Person corporation code (H00/TA)
- State and province codes (00/S)
- Average cost calculation (40/AV)

- Print messages (40/PM)
- Price adjustment name (40/TY)
- Item category code 06 (41/06)
- G/L posting category (41/9)
- Bank codes (76/BC)
- Bank record status (76/BS)
- Code - taxpayer (76/CC)
- Category code name/code (BR) (76/CN)
- Tax code (76/CT)
- Fiscal book code (76/FB)
- Flag - free port zone (76/FR)
- G/L class code cross reference (76/GL)
- ICMS code - fiscal value (76/II)
- Item origin (76/IO)
- IPI code - fiscal value (76/IP)
- Months (76/MO)
- Nota Fiscal source (76/NF)
- Purchase use (76/PU)
- Bank receive code (76/RC)
- Sales reverse - document types (76/RD)
- Bank send code (76/SC)
- States that add IPI/Imported (76/SI)
- ICMS tax substitution markup (76/SM)
- Sales return - document types (76/SR)
- Tax summary (76/ST)

See Also

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

Document Type - Invoices Only (00/DI)

Invoice document types are also known as original documents. Original documents cannot exist by themselves. You must attach a matching document to an original document. All original documents have the following characteristics:

- Represent the original transaction
- Stand alone in the system
- Are soft coded

For example, you can set up the following document types for Brazil:

- ND - Nota Fiscal Return - Ship To
- NN - Nota Fiscal Reverse/Void
- NR - Nota Fiscal Return- Ship From
- NS - Nota Fiscal Invoice

Document Type - All Documents (00/DT)

Set up document types so that you can identify, group, and process similar transactions.

In addition to the hard-coded document types that are used throughout J.D. Edwards software, you can set up soft-coded document types that are based on your specific business needs. For example, you can set up the following document types for Brazil:

- NF - Purchasing Nota Fiscal
- NI - Non Stock Nota Fiscal
- NS - Nota Fiscal sales
- NR - Ship From Nota Fiscal Return

Payment Instrument (00/PY)

Set up UDCs 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 can set up the following payment instruments for checks, Bordero, and bank collection:

- / - Check & Bordero - BR Bradesco
- % - Bordero - Brazil Bradesco
- & - Bordero Print - BR Bradesco
- blank - (A/R & A/P)

Produce Bank File (04/PP)

Set up UDCs for each of the print or tape programs that you use to write payments. The following programs are available for Brazil:

- P04572CB1 - Check + Bordero - BR Bradesco
- P04572DB - Bordero Print - BR Bradesco
- P04572DB1 - A/P Payments - BR Bradesco
- P04572RB - Bordero - Brazil Bradesco

Activity/Status Codes (40/AT)

To advance an order line through the order process, you must create order activity rules to establish a sequence of processing steps.

The system processes an order line based on the order activity rules that you set up for the order type and line type combination. For example, you can set up the following order activity rules for Brazil:

- 425 - Freight, Insurance, & Expenses (Brazil Purchasing)
- 430 - Close Nota Fiscal
- 595 - Generate Nota Fiscal
- 597 - Freight, Insurance & Expenses (Brazil Sales)
- 598 - Print Nota Fiscal
- 617 - Generate Tax Lines
- 998 - Reversed Nota Fiscal

See Also

- *Sales Order Management: Setting Up Order Line Types*
- *Sales Order Management: Setting Up Order Activity Rules* for more information status codes and the order process

Generic Yes/No (05/YN)

Set up this UDC for the processing option for (Load Bank Information - Remessa (R76B03Z1)).

Note: The Human Resources vertical owns this UDC. It is identified here in case it is not available during implementation. You might need to set up this UDC manually.

Person Corporation Code (H00/TA)

Set up UDCs for a person or corporation to represent the nature of the Address Book entity.

Note: The following values are the only valid values for Brazil localization:

- 1 - Individual
- 2 - Corporate Entity
- 3 - Both an Individual and Corporate Entity

State and Province Codes (00/S)

Set up UDCs for the state or province. The system relates a two-digit code to the state or province. For example, you can set up the following state and province codes for Brazil:

- AM - Amazonas
- RJ - Rio de Janeiro
- RS - Rio Grande do Sul
- SP - Sao Paulo

Average Cost Calculation (40/AV)

Set up UDCs for the average cost calculator to control which program is used for procurement taxation processing. This UDC links the base software for Procurement to the Brazil localization. You must add the following code to the UDC table (40/AV):

- R76B804 - Process Taxes in receipt file - Y

The Code field contains the program Processes Taxes in Receipt File (R76B804). The Description 01 field contains the name of the program. The Description 02 contains a “Y.”

Print Messages (40/PM)

The system automatically creates these codes when you use the Print Message Revision Program (P40162). Do not directly enter values into this UDC.

Price Adjustment Name (40/TY)

Set up UDCs for price adjustment names. Each Brazilian price adjustment name should have a special handling code that corresponds to the price adjustment names that Advanced Pricing uses. The tax calculator uses these adjustment names to determine which category codes to use. In the following list, the first name is the UDC, and the second name is the special handling code.

Note: The special handling code names appear identical to names found in UDC table 76/CN, but the system uses them for a different purpose. Valid codes include:

- CLIENTE - PTRADE - Percentage discount for a customer
- REGRAS - PRULES - Percentage discount payable due to rules of advanced pricing
- LOSEASON - PRULES - Low season percentage discount
- REPASSE - PREPAS - Percentage discount on ICMS
- ZONAFRC - PZONE - Percentage discount on Free Zone or Free Trade

The names of the pricing adjustments are found in UDC 40/TY. You must manually add this special handling code name after setting up a new adjustment. For example, in order for the tax calculator to find the Repasse discount (REPASSE), you must enter PREPAS as a special handling code in the special handling column of UDC 40/TY.

- REPASSE - Repasse Discount (BRAZIL) - PREPAS

The Code field contains the code name REPASSE. The Description 01 field contains the name of the discount. The Special Handling column contains the special handling code name PREPAS.

► To add the special handling code for repasse

From the Brazilian Localization Setup menu (G76B41B), choose User Defined Codes - Brazil.

1. Select any UDC table.
2. Locate the UDC table 40/TY.
3. Enter PREPAS in the Special Handling column of Code REPASSE.

Item Category Code 06 (41/06)

The following valid values are hard coded in Brazilian localization:

- 1 - Manufactured Product (Brazil)
- 2 - Purchased Product (Brazil)

G/L Posting Category (41/9)

Set up UDCs for the G/L class descriptions for the distributions AAIs. The G/L Posting Category UDC table (41/9) controls which general ledger accounts receive the currency amount of inventory transactions for an item. For example, you can set up the following codes:

- IC30 - ICMS Tax/IN30
- IM30 - ICMS Rec/IN30
- IP30 - IPI Tax/IN30
- IR30 - IPI Rec/IN30

- RE30 - Repasse/IN30
- SB30 - Subs.Rec/IN30
- ST30 - ICMS Subs/IN30
- TD30 - Trade Disc/IN30

Bank Codes (76/BC)

Set up UDCs for the banks you do business with. The system relates a three-digit code to a bank you set up. For example, you can set up the following codes:

- 001 - Banco do Brasil
- 237 - Banco Bradesco
- 241 - Banco Itau

Bank Record Status (76/BS)

Set up UDCs for bank status to track the status of the accounts receivable information you send to the bank for processing. For example, you can set up the following codes:

- Blank - Not processed
- R - Record received
- S - Record sent

Code - Taxpayer (76/CC)

In Brazil, different tax rules apply to different types of taxpayers. You can set up UDCs to identify the types of taxpayers in your system. For example, you can set up codes to identify taxpayers as follows:

- 1 - Taxpayer
- 2 - Consumer
- 3 - Taxpayer and consumer

Note: These values are hard coded in the Brazil localization.

Category Code Name/Code (BR) (76/CN)

J.D. Edwards Brazilian localization provides you maximum flexibility by allowing you to set up Address Book and item category codes for use in Brazilian tax calculations. Brazilian localization reserves seven of these category codes in the address book and the item files. In order not to conflict with the category codes already in use, localization dynamically allocates the category codes it requires. In other words, you must choose the category codes that will be used by localization. Setting up UDC table 76/CN establishes this relationship.

Brazilian localization requires the setup of seven category codes. In UDC table 76/CN, each category code has a hard-coded name that the program uses to establish a relationship with the category code variable in the files.

You set up UDCs in the Category Code Manager (76/CN) for the following:

- Address Book category codes
- Item Nature and Item Branch/Plant category codes
- Identification of category codes used to store Brazil specific information

You must set up the following seven category codes for UDC table 76/CN that are hard coded in Brazil localization:

Address Book ICMS Substitution Markup Level Indicator	Set up to indicate a customers or suppliers ICMS Substitution Markup level. MARKUP - AC30 (Address Book) <ul style="list-style-type: none">• N - Do not print markup• Y - Print free-zone markup
Item Nature Indicator	Set up to link the item category code selected to represent the item nature in the Brazilian localization. NATUR - SRP6 (Item/Branch) <ul style="list-style-type: none">• 1 - Manufactured product (Brazil)• 2 - Purchased product (Brazil)

Free-Zone Discount Indicator	Set up to indicate whether free-zone discounts apply to an item or not.
	AZONE - SRP8 (Item/Branch)
	<ul style="list-style-type: none">• * - Default Markup (Brazil)• 111 - Supermarket (BR)

Tax Code (76/CT)

Set up tax codes to identify the taxes that apply to your specific business needs. For example, you can set up the following codes:

- Blank - Nonstock
- 01 - Pay ICMS and IPI
- 02 - Pay ICMS, exempt IPI
- 03 - Exempt ICMS, pay IPI
- 04 - Exempt ICMS and IPI

These codes should match the codes in the ICMS/IPI Tax Code Summary Table (F7617B).

Fiscal Book Code (76/FB)

Set up fiscal book codes as follows:

- DG - Transaction journal

Flag - Free Port Zone (76/FR)

Set up free port zone codes to indicate whether a company is located in a free port zone. For example, you can set up free port zone codes as follows:

- 0 - Non Free Port
- 1 - Free Port Zone
- 2 - Free Commerce Zone

G/L Class Code Cross Reference (76/GL)

You must set up UDC table 76/GL for Brazilian tax accounting. Brazilian localization uses AAIs 4220 and 4240 in Sales Order Management and AAIs 4385 and 4390 in Procurement to account for Brazilian taxes, freights, expenses, insurance, and discounts. The system uses the following four key fields to associate these AAIs to an account:

- Company
- AAI
- Document Type
- G/L Class Code

You can set up the following codes:

Codes	Description 01	Description 02
ICMIN30	IC30	ICMS Tax Amount
ICRIN30	IM30	ICMS Recoverable
IPIIN30	IP30	IPI Tax Amount
IPRIN30	IR30	IPI Recoverable
REPIN30	RE30	ICMS Repasse Discount
SBRIN30	SB30	ICMS Substitution Recoverable
SUBIN30	ST30	ICMS Substitution Tax Amount
TDCIN30	TD30	Trade Discount
EXP****	EX30	Expenses - Default
FRT****	FR30	Freight - Default
SEG****	SE30	Insurance - Default
ICM****	IC30	ICMS Tax - Default
IPI****	IP30	IPI Tax - Default
SUB****	ST30	ICMS Subs Amt - Default
ICR****	IM30	ICMS Recov - Default
IPR****	IR30	IPI Recov - Default
REP****	RE30	ICMS Repasse - Default
SBR****	SB30	ICMS Subs - Default
TDC****	TD30	Trade Discount - Default

The first three characters of the UDC are hard coded; for example, ICMXXX, ICRXXX, and so on. The last four characters of the UDC are the G/L class of the item at the branch/plant level. The example codes above are for G/L class codes IN30.

A code with four asterisks at the end represents a default AAI that points to a specific default account. The system first searches for a code with a specific G/L class in the last four fields (for example, EXPIN30, where IN30 is the item G/L class). If a specific code that includes the item's G/L class does not exist, then the system locates the default code (for example, EXP****).

See Also

- *G/L Posting Category (41/9)* for more information on G/L class descriptions for distribution AAIs

ICMS Code - Fiscal Value (76/II)

You can set up fiscal value codes for ICMS tax to indicate whether transactions are taxable, exempt, or eligible for a reduced tax rate. You can also use this code to indicate whether the tax can be recovered for a transaction.

For example, you can set up fiscal value codes as follows:

- 1 - Taxable
- 2 - Exempt or Not Taxable
- 3 - Other

To set up ICMS Fiscal Value codes, you must enter a special handling code to identify whether the code is subject to tax. Enter 1 in the special handling code for taxable codes and 0 (zero) for nontaxable codes.

Item Origin (76/IO)

The origin flag represents the origin of the item. You can set up item origin codes as follows:

- 0 - Domestic Goods
- 1 - Foreign Goods - Imported
- 2 - Foreign Goods - Local Purchase

Note: These values are hard coded in the Brazilian localization.

IPI Code - Fiscal Value (76/IP)

You can set up fiscal value codes for IPI tax to indicate whether transactions are taxable, exempt, or eligible for a reduced tax rate. You can also use this code to indicate whether the tax can be recovered for a transaction.

For example, you can set up fiscal value codes as follows:

- 1 - Taxable
- 2 - Exempt or Not Taxable
- 3 - Other

To set up IPI fiscal value codes, you must enter a special handling code to identify whether the code is subject to tax. Enter 1 in the Special Handling column for taxable codes and 0 (zero) for nontaxable codes.

Months (76/MO)

Relates a two-digit number to a month. The numbers progress from January (01) to December (12).

Nota Fiscal Source (76/NF)

Use Nota Fiscal type codes to identify different Notas Fiscais in the system. The following Notas Fiscais codes are hard coded in the system:

- 1 - Stand Alone Nota Fiscal - PO
- 2 - Complementary Nota Fiscal - PO
- 3 - 2-Way Match Nota Fiscal - PO (Available only in OneWorld)
- 4 - 3-Way Match Nota Fiscal - PO
- 5 - Stand Alone Nota Fiscal - SO
- 6 - Complementary Nota Fiscal - SO
- 7 - Nota Fiscal - SO

Note: Codes 1, 4, 5, and 7 are used in World.

Purchase Use (76/PU)

Set up purchase use codes to identify how the item being purchased will be used. The purchase use of the item will determine the tax recoverability of the item. For example, you can set up codes to identify purchases as follows:

- BLANK - blank
- AF - Fixed Assets
- CON - Purchase Internal Consumption
- EMB - Packaging Products
- RAW - Raw Materials
- RES - Purchase for Resale

Note: These codes are user defined except for CON and AF. Both CON and AF are hard coded in the system.

The tax recoverability of the purchased item is determined by the first three characters in the Special Handling column:

- Position 1 - IPI
- Position 2 - ICMS
- Position 3 - For future use

Enter 1 for recoverable and 0 (zero) for nonrecoverable.

Note: The fourth position of UDC table 76/PU is used for items that are purchased for manufacturing or purchased for resale. The fourth position determines the suggested Transaction Nature code for those companies to which ICMS Substitution applies. The valid values for the fourth position are the following:

- 1 - Buying or transferring items for manufacturing purposes
- 2 - Buying or transferring items for resale purposes

Bank Receive Code (76/RC)

Set up receive transaction status codes to indicate the status of the Duplicata that you receive from the bank that is responsible for collecting your Accounts Receivable invoices.

Note: You should establish these codes in conjunction with your bank.

Sales Reverse - Document Types (76/RD)

Set up receive document types for sales reverse to indicate which line types you will use for sales reverse. For example, you can set up the following document type.

- VC - Sales Reverse - Brazil

Bank Send Code (76/SC)

Set up send transaction status codes to indicate the status of the Duplicata that you send to the bank that is responsible for collecting your Accounts Receivable invoices. For example, you can set up the following document types.

- blank - Not Sent
- 01 - Remittance
- 02 - Cancel Collection of Payment
- 04 - Abatement (Correction)
- 05 - Cancel Abatement (Correction)
- 06 - Change Due Date
- 09 - Litigation
- 10 - Discontinue Litigation
- 18 - Suspend Litigation

You should establish these codes in conjunction with your bank.

States that Add IPI/Imported (76/SI)

You can set up UDCs to identify which Brazilian states do not add IPI to the ICMS basis of imported products. The UDC consists of a two-character abbreviation of the state in the Code field and the state's full name in the Description 01 field.

ICMS Tax Substitution Markup (76/SM)

You can set up UDCs to identify to which items ICMS Substitution will apply. The following values are hard coded in Brazilian localization:

- N - No
- Y - Yes, Use List Price
- Z - Yes, Use Net Price

Sales Return - Document Types (76/SR)

Set up return document types for sales return to indicate which line types you will use for sales return. For example, you can set up the following document types:

- VR - Sales Return - Brazil
- VS - Purchase Return - Brazil

Tax Summary (76/ST)

Set up tax summary codes to identify the tax eligibility of an item in Brazil. The UDC consists of a two-digit character. The following two-digit values are hard coded in Brazilian localization.

Codes	Description 01	Description 02
00	Domestic	Pay Full Tax
01	Domestic	Pay ICMS and ICMS Sub. Mark Up
02	Domestic	Reduced Base for Tax Calc.
03	Domestic	Exempt/Not ICMS/Pay ICMS Sub.
04	Domestic	Exempt or Not Taxable for ICMS
05	Domestic	Taxable, Collection Suspended
06	Domestic	ICMS Paid to Vendor when Purch.
07	Domestic	Reduced Base; ICMS Already Pd.
09	Domestic	Other
10	Foreign Product, Direct Import	Pay Full Tax
11	Foreign Product, Direct Import	Pay ICMS and ICMS Sub. Mark Up
12	Foreign Product, Direct Import	Reduced Base for Tax Calc.
13	Foreign Product, Direct Import	Exempt/Not ICMS/Pay ICMS Sub.

14	Foreign Product, Direct Import	Exempt or Not Taxable for ICMS
15	Foreign Product, Direct Import	Taxable, Collection Suspended
16	Foreign Product, Direct Import	ICMS Paid to Vendor when Purch.
17	Foreign Product, Direct Import	Reduced Base; ICMS Already Pd.
19	Foreign Product, Direct Import	Other
20	Foreign, Acquired Domestically	Pay Full Tax
21	Foreign, Acquired Domestically	Pay ICMS and ICMS Sub. Mark Up
22	Foreign, Acquired Domestically	Reduced Base for Tax Calc.
23	Foreign, Acquired Domestically	Exempt/Not ICMS/Pay ICMS Sub.
24	Foreign, Acquired Domestically	Exempt or Not Taxable for ICMS
25	Foreign, Acquired Domestically	Taxable, Collection Suspended
26	Foreign, Acquired Domestically	ICMS Paid to Vendor when Purch.
27	Foreign, Acquired Domestically	Reduced Base; ICMS Already Pd.
29	Foreign, Acquired Domestically	Other

Entering Address Book Information for Brazil

You enter address book records to create a database of information about your employees, customers, suppliers, and tax authorities.

To process business transactions accurately in Brazil, the government requires companies to maintain detailed tax information and specifications for all customers, suppliers, and tax authorities. To maintain this information, you can access an additional tax information form when you add a new address book record to the system or when you change the information for an existing record.

Maintaining Address Book records for Brazil consists of the following task:

- Entering additional Address Book information

Alternatively, you can access customer and supplier address book records from the following programs:

- Customer Master Information (P03013)
- Supplier Master Information (P04012)

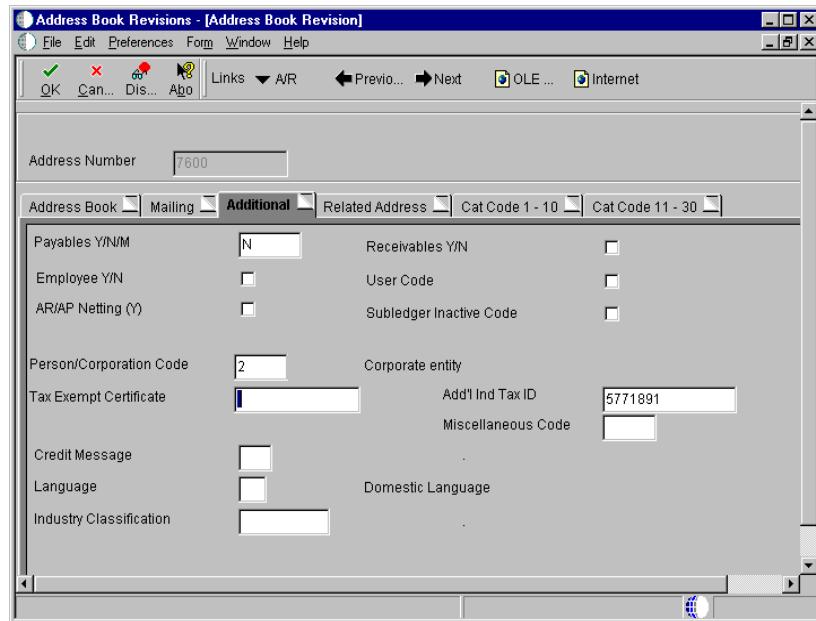
Before You Begin

- Verify that you have selected Brazil (BR) in your user display preferences.
- Verify that you have set up matching versions of the Address Book program (P01012) and the Address Book Additional Information - Brazil program (P01012BR). See *OneWorld Foundation: Copying a Batch Version*.
- Verify that you have set up the following UDCs:
 - Person corporation code (H00/TA)
 - State and province codes (00/S)
 - Code - taxpayer (76/CC)
 - Flag - free port zone (76/FR)
 - ICMS code - fiscal value (76/II)
 - IPI code - fiscal value (76/IP)
 - ICMS tax substitution markup (76/SM)
- Complete the steps for entering a standard address book record. See *Address Book: Entering Address Book and Mailing Information*.

► To enter additional address book information

From the Address Book - Brazil menu (G76B01), choose Address Book Revisions.

1. On Work With Addresses, select the Search Type you want the system to perform.
2. Click Find.
3. Choose a record in the detail area and click Select.

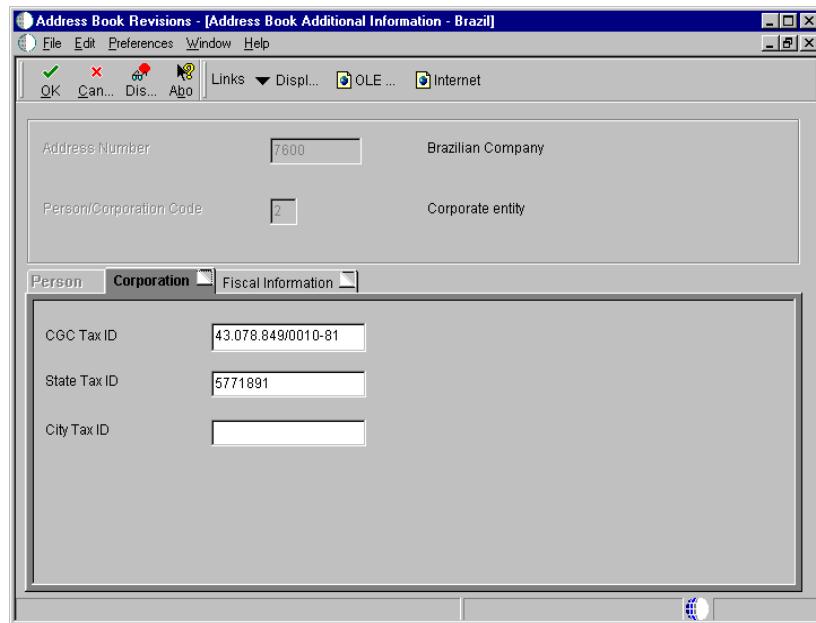


4. On Address Book Revision, click the Additional tab and review the following field:

- Person/Corporation Code

For Brazil, hard-coded valid values for Person/Corporation Code are 1, 2, and 3.

5. From the Form menu, choose Regional Info.



On Address Book Additional Information - Brazil, the Person/Corporation Code that you entered determines the tab that will be activated on Address Book Additional Information - Brazil.

6. On Address Book Additional Information - Brazil, click the Person tab and complete the following fields to specify tax information for an individual:
 - Federal Tax ID
 - Individual ID
 - Issuer Code
 - Issuer State
 - Issue Date
7. To specify contractor information, complete the following fields:
 - Taxpayer Number
 - City
 - State
8. Click the Corporation tab and complete the following fields to specify corporate tax information:
 - CGC Tax ID
 - State Tax ID
 - City Tax ID
9. Click the Fiscal Information tab and complete the following fields to specify general tax information:
 - Taxpayer Class
 - ICMS Substitution
 - ICMS Repasse
 - ICMS Code
 - IPI Code

- Free Port Zone
 - Complementary ID
-

Field	Explanation
Search Type	A user defined code (01/ST) that identifies the kind of address book record that you want the system to select when you search for a name or message. Examples include the following: E Employees X Ex-employees V Suppliers C Customers P Prospects M Mail distribution lists T Tax authority
Person/Corporation Code	A code that designates the type of taxpayer. Valid values for U.S. entities are: C Corporate entity (the 20-digit Tax field prints as 12-3456789) P Individual (the 20-digit Tax field prints as 123-45-6789) N Noncorporate entity (the 20-digit Tax field prints as 12-3456789) Blank Corporate entity Valid values for non-U.S. clients are (used with the 20-digit Company field and Individual field): 1 Individual 2 Corporate entity 3 Both an individual and a corporate entity 4 Noncorporate entity 5 Customs authority For 1099 reporting, the system selects suppliers with codes of P and N.
Federal Tax ID	Enter the unique tax identification number that the federal tax authorities use to identify individuals. Use the following convention: XXX.XXX.XXX-YY. In this convention, XXX.XXX.XXX is the tax identification number and YY is the check digit.

Field	Explanation						
Individual ID	<p>Enter the unique number that the state police department uses to identify the person.</p> <p>The system stores the identification number in the Address Book ABTX2 tables. For the system to edit the number, you must enter identification numbers using the following convention: XX.XXX.XXX-Y</p> <p>In this convention, XX.XXX.XXX is the identification number and Y is the check digit.</p>						
Issuer Code	The short name for the issuer of the ID card.						
Issuer State	A user defined code (00/S) for the state or province. This code is usually a postal service abbreviation.						
Issue Date	The date that a transaction, text message, contract, or obligation has expired or been completed.						
Taxpayer Number	County Contractor Taxpayer Number (ID).						
City	The city associated with the address.						
State	A 2-character abbreviation of a state name.						
CGC Tax ID	<p>This field is the Corporation CGC Tax Number.</p> <p>The field is formatted using the following convention: XXX.XXX.XXX/YYYY-WW</p> <p>The definitions of the variables for this convention are as follows:</p> <ul style="list-style-type: none"> • XXX.XXX.XXX = Corporation code • YYYY = Headquarters or branch code • WW = Check digits 						
State Tax ID	An additional identification number that a tax authority assigns to an individual.						
City Tax ID	<p>Complete this alphanumeric, 12-character field to identify a corporation for tax purposes. The identification number used by the county to identify a taxpayer. In Brazil, this information is mandatory on Notas Fiscais and all legal reports.</p> <p>Enter the identification number using the following convention: X.XXX.XXX-X</p>						
Taxpayer Class	<p>Use this code to indicate the tax status of the party with which you are dealing.</p> <p>Valid values are:</p> <table style="margin-left: 20px;"> <tr> <td>1</td> <td>Taxpayer</td> </tr> <tr> <td>2</td> <td>Consumer</td> </tr> <tr> <td>3</td> <td>Taxpayer/Consumer</td> </tr> </table>	1	Taxpayer	2	Consumer	3	Taxpayer/Consumer
1	Taxpayer						
2	Consumer						
3	Taxpayer/Consumer						

Field	Explanation
ICMS Substitution	<p>Use this code to indicate whether a client or product is subject to tax substitution.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> Y Yes, use list price Z Yes, use net price N No
ICMS Repasse	<p>Use this code to indicate whether a supplier provides a repasse discount.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> Y Yes N No (default, assuming customers, branch plants, etc., will not receive the repasse discount)
ICMS Code	<p>Use this code to indicate how ICMS tax is assessed.</p> <p>For example, you might set up your codes as follows:</p> <ul style="list-style-type: none"> 1 Taxable 2 Exempt or Not Taxable 3 Other <p>This information indicates in which column of the Inbound/Outbound Fiscal Book the system prints the ICMS tax amount.</p>
IPI Code	<p>Use this code to indicate how IPI is assessed.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 1 Taxable 2 Exempt or not taxable 3 Other <p>This information indicates in which column of the Inbound/Outbound Fiscal Book the system prints the IPI tax amount.</p>
Free Port Zone	<p>Enter a value in the Free Port Zone field to indicate whether a company is located in a free port zone.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 0 Non free port 1 Free port zone 2 Free commerce zone
Complementary ID	<p>Use this field to enter another type of identification number, different than the numbers usually used (CGC, State Tax ID). This alternate identification number must be printed on the Nota Fiscal for fiscal purposes.</p>

Setting Up Company and Branch/Plant Cross-References

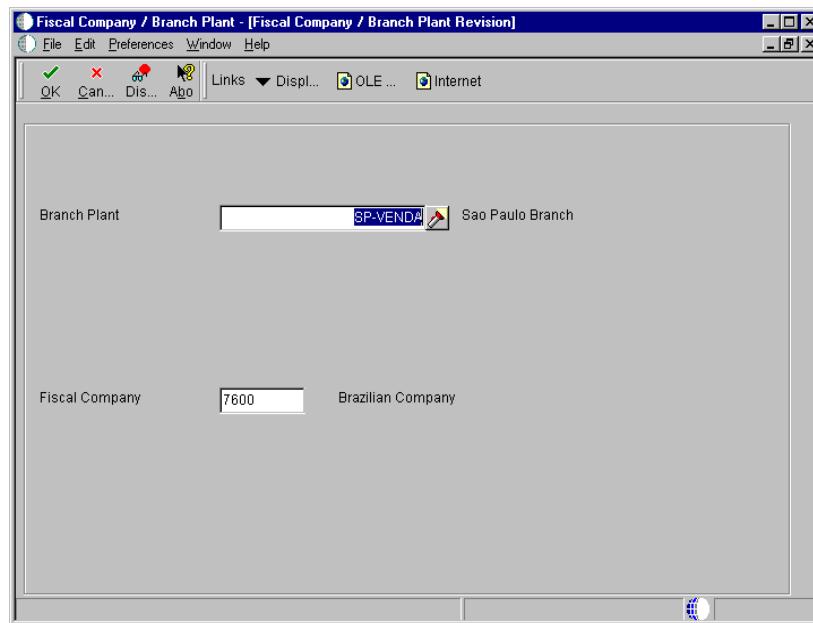
In Brazil, the government requires every business unit (branch/plant) that belongs to a fiscal company to have a separate tax identification number. For reporting purposes, the government requires companies to verify that every business unit is assigned to only one fiscal company.

To associate business units with a fiscal company and prevent assigning the same business unit to more than one fiscal company, you can set up fiscal company and branch/plant cross-references. You must set up a cross-reference for each branch/plant. You may need to complete the steps several times if you have more than one cross-reference.

► To set up company and branch/plant cross-references

From the Brazilian Localization Setup menu (G76B41B), choose Fiscal Company/Branch Plant.

1. On Work with Fiscal Company/Branch Plant, click Add.



2. On Fiscal Company/Branch Plant Revision, complete the following fields:

- Branch Plant
- Fiscal Company

3. Click OK.

Field	Explanation
Branch Plant	<p>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.</p> <p>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.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Fiscal Company	Company selection value.

Setting Up Your System for Next Numbers

Setting up your system for next numbers for Brazil includes the following tasks:

- Setting up next numbers for Nota Fiscal
- Setting up opening and closing terms for the transaction journal report

Setting Up Next Numbers for Nota Fiscal

Because the Brazilian government assigns series and numbers to Notas Fiscais (based on the fiscal company of origin), it is possible for Notas Fiscais to have the same official number. To identify each unique Nota Fiscal that the system creates, you must set up a standard next number for Notas Fiscais.

You must also set up a next number for the documents that you generate for remittance to the bank (remessa).

The basic element of the taxing system in Brazil is the Nota Fiscal. The Nota Fiscal is a document that is similar to an invoice or bill of lading. It must accompany merchandise during the delivery process. Companies are required to group Notas Fiscais in fiscal books using numbers that are preapproved by the Brazilian government.

When you set up next numbers, you enable the system to automatically assign numbers to the records you enter in your system.

To ensure that the system assigns the correct numbers to the Notas Fiscais that your company creates, you must set up and maintain a specific next numbers system.

Setting up next numbers for Nota Fiscal consists of the following tasks:

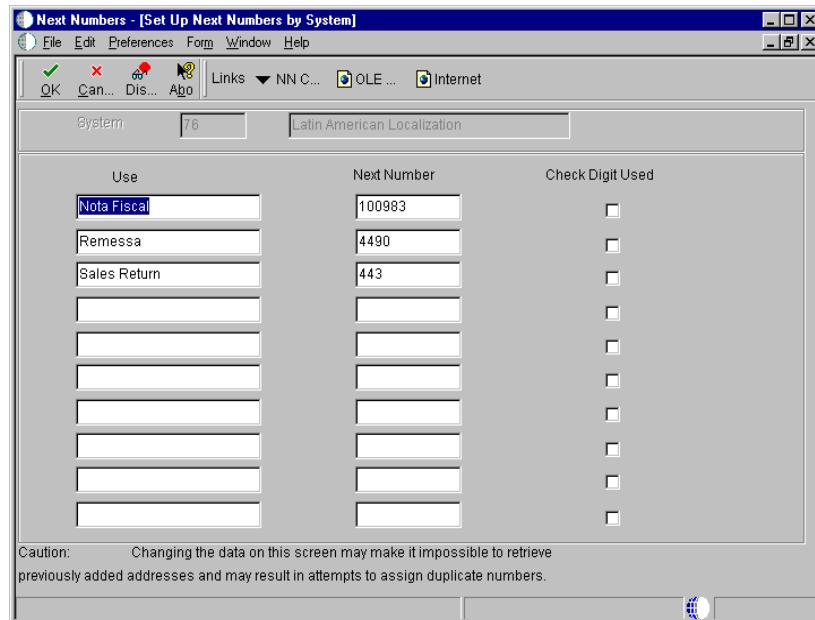
- Setting up temporary next numbers
- Setting up next numbers for Nota Fiscal

You set up temporary next numbers to review Notas Fiscais before printing in final mode.

► To set up temporary next numbers

From the Brazilian Localization Setup menu (G76B41B), choose Next Numbers.

1. On Work With Next Numbers, click Find to display all systems or use the query by example field to limit your search by completing the following field:
 - System
2. Choose the Latin American Localization system (76) and click Select.

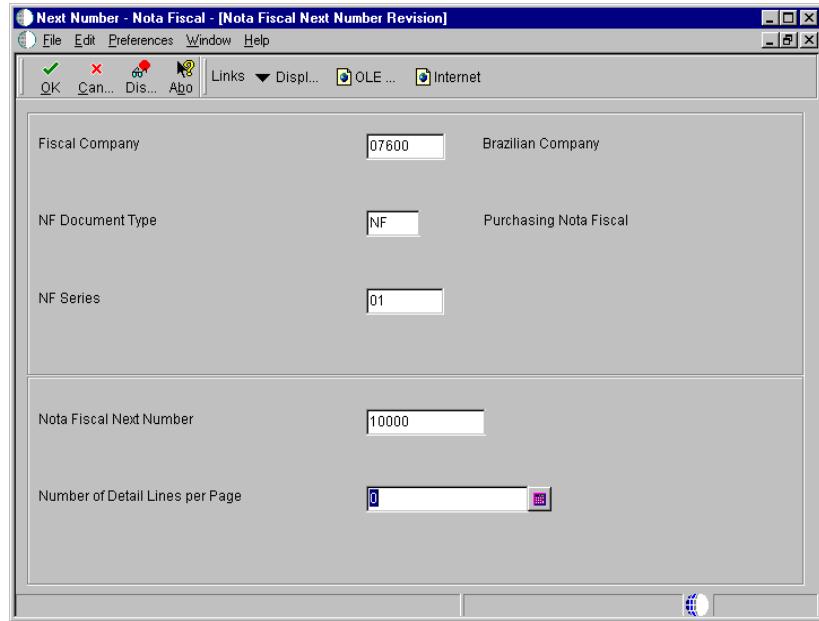


3. On Set Up Next Numbers by System, verify information in the following field:
 - Next Number

► To set up next numbers for Nota Fiscal

From the Brazilian Localization Setup menu (G76B41B), choose Next Number - Nota Fiscal.

1. On Work With Nota Fiscal Next Numbers, click Add.



2. On Nota Fiscal Next Number Revision, complete the following fields:

- Fiscal Company
- NF Document Type
- NF Series
- Nota Fiscal Next Number
- Number of Detail Lines per Page

3. Click OK.

Field	Explanation
Fiscal Company	Company selection value.
NF Document Type	A user defined code (00/DT) that identifies the origin and purpose of the transaction. J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.
	The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory documents O Ordering document types
	The system creates offsetting entries as appropriate for these document types when you post batches.

Field	Explanation
NF Series	<p>In Brazil, Nota Fiscais are identified based on the combination of a Nota Fiscal number and a Nota Fiscal series number.</p> <p>You use this alphanumeric, two-character field to identify the Nota Fiscal series. The Nota Fiscal Series field is the second key that the system uses to access a specific Nota Fiscal.</p>
Nota Fiscal Next Number	<p>In Brazil, Nota Fiscais are identified based on the combination of a Nota Fiscal number and a Nota Fiscal series number.</p> <p>You use this numeric, six-character field to identify the Nota Fiscal number. The Nota Fiscal Number field is the first key that the system uses to access a specific Nota Fiscal.</p>
Number of Detail Lines per Page	The maximum number of printable lines in the detail section of the Nota Fiscal.

Setting Up Opening and Closing Terms for the Transaction Journal Report

Before writing any fiscal book, such as the Transaction Journal, you must include the opening term and the closing term for the book on the first page and the last page of the book, respectively.

The opening term of the book should include the following information:

- Purpose of the book
- Number of the book
- Number of its pages
- Business to which the book pertains
- Business address
- Number assigned to the book by the Junta Comercial and the date the number was assigned
- CGC tax ID number

The following are models of an opening term and a closing term taken from Departamento Fiscal Modelo (Ribeiro, Wanderlei Ban, São Paulo: Informações Objetivas Publicações Jurídicas Ltda., 1994, pp. 1-2 in the section titled “IV-Dos Livros Fiscais”).

“Termo de Abertura

Este livro que servirá como Diário Geral, nº 3, contém 200 folhas, numeradas tipograficamente, da São José Ltda., sita na Rua São Joaquim, 33, na Cidade de Cruz Torta-SP, registrada na Junta Comercial sob o nº 456378957, na seção de 23.12.66, inscrita no Cadastro Geral de Contribuintes sob o nº 56.678.978/0001-90 e na Fazenda Estadual sob o nº 122.345.234.111”.

The closing term is simpler. It contains the purpose of the book, the number of the book, the number of pages, and the name of the company. The following is a model of a closing term.

“Termo de Encerramento

O presente livro serviu como Diário Geral, nº 3, com 200 folhas, numeradas tipograficamente, da São José Ltda.”.

Both the opening and closing terms should contain the date and signature of the business owner and the business' accountant.

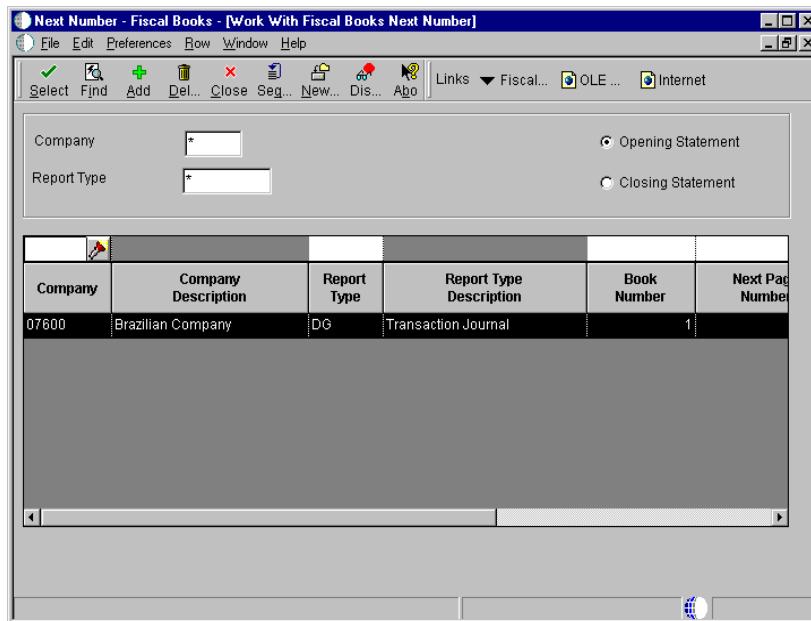
Use the following variables if you want the system to default values into the opening or closing terms.

- ##### (six # signs) - if you want the book number to default when you run the Transaction Journal report
- @@@@@@@ (six @ symbols) - if you want the page number of the closing statement to be added to the statement
- \$\$\$\$\$\$ (six \$ signs) - if you want either the issue date or the current date to be added to the statement

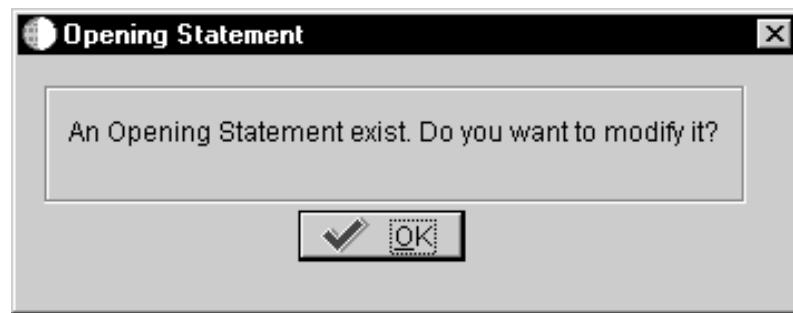
► To set up opening and closing terms for the transaction journal report

From the Brazilian localization setup menu (G76B41B), choose Next Numbers - Fiscal Books.

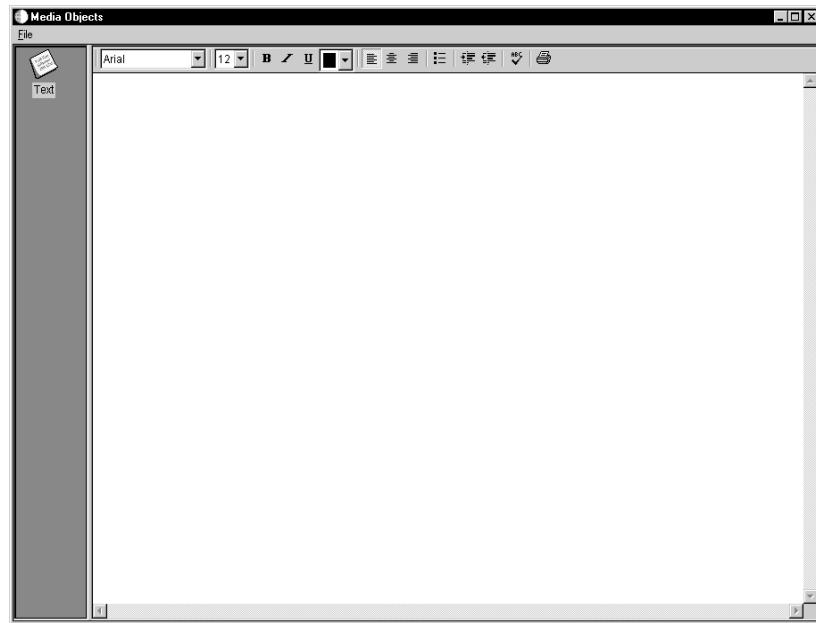
1. On Work With Fiscal Books Next Number, click Find to locate a company to which you want to add an opening or closing statement.



2. Choose the company in the detail area and, select Opening Statement or Closing Statement from the Row menu.



3. An Opening Statement or Closing Statement dialog box will appear. Click OK to proceed.



4. On Media Objects, from the File menu choose New and Text.
5. Enter the Opening Statement or the Closing Statement and choose Save & Exit from the File menu.

Setting Up Your System for Brazilian Taxes

You must set up your system to process tax information, including IPI (Imposto Sobre Produtos Industrializados), ICMS (Imposto Sobre Circulação de Mercadoria e Servicos), and ICMS Substitution (Imposto Sobre Circulação de Mercadoria e Servicos) taxes. Automatic accounting instructions (AAIs) must be set up for sales and purchasing for IPI, ICMS, ICMS Substitution, and other Brazilian taxes.

The transaction nature code (*natureza da operação*) is a legal code established by the Brazilian government.

IPI (Imposto Sobre Produtos Industrializados) is a federal excise tax that the government levies on manufactured products. The tax rate varies and is payable at the point of production or importation.

ICMS (Imposto Sobre Circulação de Mercadoria e Servicos) is a state tax that the government levies on purchasing and sales transactions in Brazil. The tax rate varies from state to state, and some products may be taxed at different rates. The price of the product generally includes ICMS tax, but the amount of this tax also appears on the Nota Fiscal.

ICMS Substitution (Imposto Sobre Circulação de Mercadoria e Servicos Substituto) is an ICMS tax charged on interstate transactions or on special products and clients.

Setting up your system for Brazilian taxes includes the following tasks:

- Setting up AAIs for Brazilian taxes
- Setting up transaction nature codes
- Setting up tax codes
- Setting up ICMS tax rates
- Setting up IPI tax rates
- Understanding advanced pricing for repasse
- Setting up advanced pricing hierarchies
- Working with complex price groups

- Defining order detail groups
- Setting up adjustment definitions
- Understanding the sales order tax calculator
- Building Adjustment Schedules

Setting Up AAIs for Brazilian Taxes

From the Localization Setup - Brazil menu (G76B41B), choose AAI for ICMS/IPI/ICMS Pay.

Many J.D. Edwards programs need information about your account structure and specific account values to process business transactions properly. You define your account structure and specific account values using AAIs. The system stores the AAI values you define for your company in the Automatic Accounting Instructions table (F0012). Whenever a program performs an accounting function, it accesses this table.

You set up AAIs by company, based on ranges of account numbers. The system includes predefined ranges. You must specify the business unit, object, and subsidiary accounts for the ranges as necessary.

In addition to the standard AAIs that you set up for your system, you must set up automatic accounting instructions to account for Brazilian taxes.

See Also

- *General Accounting: Understanding AAIs*
- *General Accounting: Working with AAIs*
- *G/L Class Code Cross Reference (76/GL)* for more information on setting up automatic accounting instructions to account for Brazilian taxes

Processing Options for Automatic Accounting Instructions (P40950)

Defaults

AAI Table Number
Enter a '1' if the cost type field
should be available to
Distribution AAI tables listed
below: 4122, 4124, 4134, 4136,
4220, 4240 and 4310.

Setting Up Transaction Nature Codes

The transaction nature code (natureza da operação) is a legal code established by the Brazilian government.

In Brazil, the government requires companies to assign each business transaction a transaction nature code for tax purposes. Tax identification is the primary purpose of the code. The transaction nature code is a three-character code that has a two-character suffix.

- The individual state governments of Brazil determine the three-digit codes for the entire country. To better qualify the business transactions in Brazil, the state governments change these codes frequently. J.D. Edwards provides an algorithm that determines the most probable code for the item and the specific transaction. You must always ensure that the algorithm has chosen the best transaction nature code.
- The two-character suffix identifies additional features of the transaction. For example, 04 is the suffix for returned merchandise and 05 is the suffix for back orders.

Setting up transaction nature codes consists of the following tasks:

- Adding a transaction nature code
- Associating online or print text to a transaction nature code

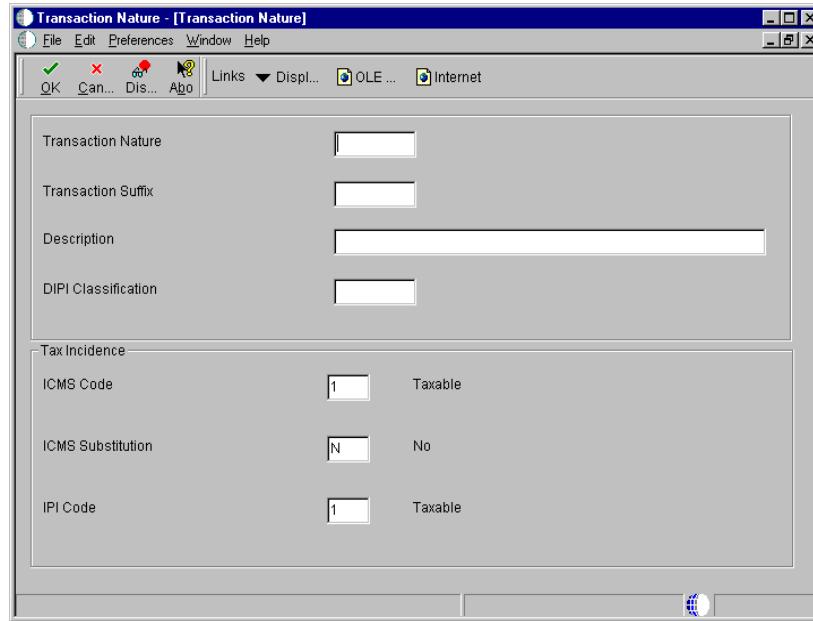
Before You Begin

- Verify that the UDC tables for IPI Code - Fiscal Value (76/IP), ICMS Code - Fiscal Value (76/II), and ICMS Tax Substitution Markup (76/SM) are set up. See *Setting Up User Defined Codes*.

► **To add a transaction nature code**

From the Brazilian Localization Setup menu (G76B41B), choose Transaction Nature.

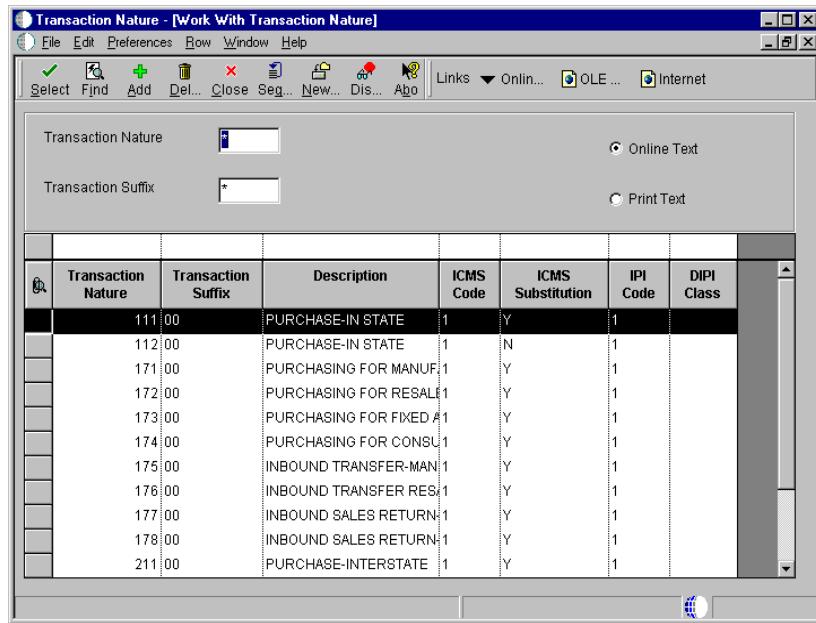
1. On Work With Transaction Nature, click Add.



2. On Transaction Nature, to define a code for a specific type of transaction, complete the following fields:
 - Transaction Nature
 - Transaction Suffix
 - Description
 - DIPI Classification
3. To specify the taxes for which the transaction type is eligible or exempt, complete the following fields:
 - ICMS Code
 - ICMS Substitution
 - IPI Code
4. Click OK.

After you complete the steps to set up a transaction nature code, follow the steps to associate online or print text to a transaction nature code.

► To associate online or print text to a transaction nature code

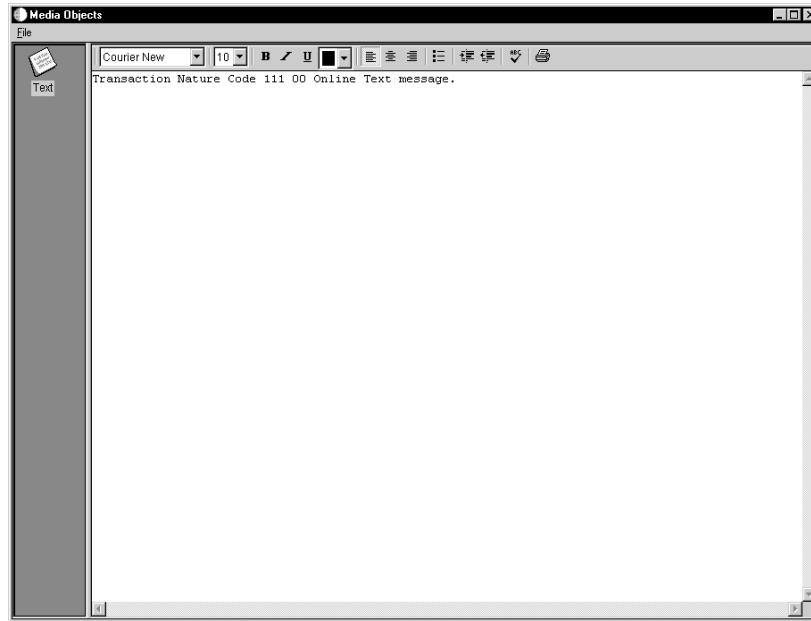


1. On Work With Transaction Nature, click Find to locate and choose the transaction nature code to which you want to associate online or print text, and click one of the following buttons:

- Online Text
- Print Text

Note: The rest of this task represents associating online text to a transaction nature code.

2. From the Row menu, choose Online Text.



3. On Media Objects, from the File menu choose New and Text.
4. Enter the description for the transaction nature code and choose Save & Exit from the File menu.

Note: If you need to delete a transaction nature code, you must first delete the online or the print text or both.

Field	Explanation
Transaction Nature	<p>Use this three-character code to indicate different types of transactions for tax purposes.</p> <p>To enter valid values for the Transaction Nature code, use the following convention: X.YY</p> <p>Use a value for X to define the origin of the transaction (inbound or outbound). Valid values for X are:</p> <ul style="list-style-type: none">1 Inbound, inside the state2 Inbound, other states3 Inbound, import5 Outbound, inside state6 Outbound, other states7 Outbound, export <p>Use values for YY to define the transaction as a whole, such as a sales transaction.</p> <p>Examples of Transaction Nature codes:</p> <ul style="list-style-type: none">511 In state sale611 Out of state sale

Field	Explanation
Transaction Suffix	<p>Complete this two-character field in conjunction with the Transaction Nature code to identify the complementary implications of a type of transaction. For example, the suffix might indicate that a certain type of transaction represents a inventory change, or that a transaction is eligible for a certain type of tax.</p> <p>Valid values might include:</p> <ul style="list-style-type: none"> 01 Bonus 02 Demo 03 Sample 04 Return merchandise 05 Back order 06 Donation <p>Examples of Transaction Nature codes with suffixes:</p> <ul style="list-style-type: none"> 511 01 - In state sale, bonus 511 05 - In state sale, back order
Description	A description, remark, name, or address.
DIPI Classification	The DIPI Classification code is a four-character, alphanumeric field that you can use for tax reporting. Use this code to link the product with the Transaction Nature.
ICMS Code	<p>Use this code to indicate how ICMS tax is assessed.</p> <p>For example, you might set up your codes as follows:</p> <ul style="list-style-type: none"> 1 Taxable 2 Exempt or Not Taxable 3 Other <p>This information indicates in which column of the Inbound/Outbound Fiscal Book the system prints the ICMS tax amount.</p>
ICMS Substitution	<p>Use this code to indicate whether a client or product is subject to tax substitution.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> Y Yes, use list price Z Yes, use net price N No
IPI Code	<p>Use this code to indicate how IPI is assessed.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 1 Taxable 2 Exempt or not taxable 3 Other <p>This information indicates in which column of the Inbound/Outbound Fiscal Book the system prints the IPI tax amount.</p>

Setting Up Tax Codes

You set up tax codes to define the taxes that apply to an item. The tax codes that you set up determine the ICMS and IPI taxes that apply to the item. When you enter a purchase or sales order for the item, the tax code defaults from the Item Branch Regional Information - Brazil table (F76412). If the item does not exist in the Item Branch Regional Information - Brazil table, the item defaults from the Item Master Regional Information - Brazil table (F76411).

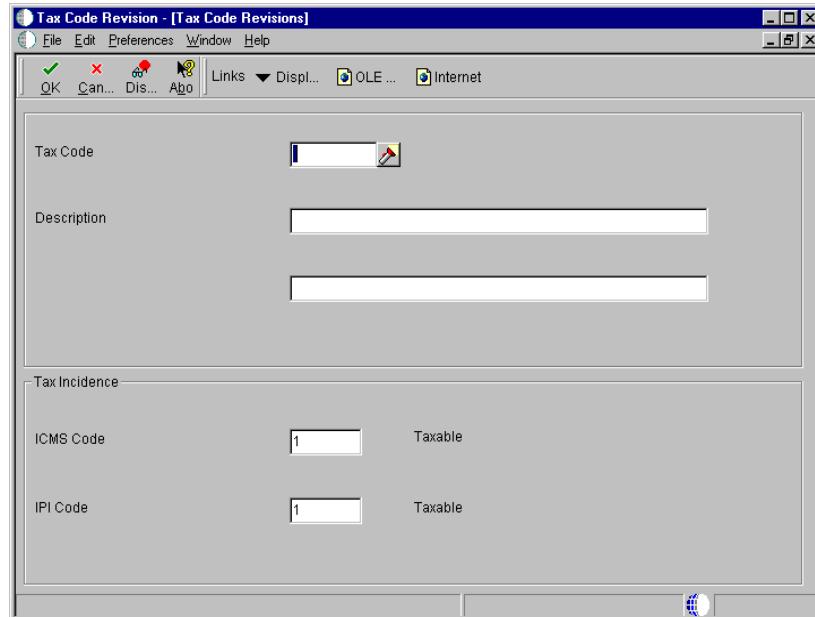
Before You Begin

- ❑ Verify that the UDC tables for IPI Code - Fiscal Value (76/IP), ICMS Code - Fiscal Value (76/II), and Tax Code (76/CT) are set up. See *Setting Up User Defined Codes*.

► To set up tax codes

From the Brazilian Localization Setup menu (G76B41B), choose Tax Code Revision.

1. On Work With Tax Codes, click Add.



2. On Tax Code Revisions, complete the following fields to set up a specific code:
 - Tax Code
 - Description

3. To further define the tax specifications for the code, complete the following fields in Tax Incidence:
 - ICMS Code
 - IPI Code

Field	Explanation
Tax Code	<p>Use this auxiliary code to combine ICMS and IPI tax characteristics.</p> <p>Examples of valid values might include:</p> <ul style="list-style-type: none"> 01 Taxed Domestic Goods (IPI and ICMS) 02 Taxed Domestic Goods (ICMS taxed, IPI tax rate Zero) 03 Exempt Products 04 Export 05 ICMS deferred, IPI suspended 06 ICMS exempt, IPI taxed
Description	A description, remark, name or address.
ICMS Code	<p>Use this code to indicate how ICMS tax is assessed.</p> <p>For example, you might set up your codes as follows:</p> <ul style="list-style-type: none"> 1 Taxable 2 Exempt or Not Taxable 3 Other <p>This information indicates in which column of the Inbound/Outbound Fiscal Book the system prints the ICMS tax amount.</p>
IPI Code	<p>Use this code to indicate how IPI is assessed.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 1 Taxable 2 Exempt or not taxable 3 Other <p>This information indicates in which column of the Inbound/Outbound Fiscal Book the system prints the IPI tax amount.</p>

Setting Up ICMS Tax Rates

ICMS (Imposto Sobre Circulação de Mercadoria e Servicos) is a state tax that the government levies on purchasing and sales transactions in Brazil. The tax rate varies from state to state, and some products may be taxed at different rates. The price of the product always includes ICMS tax, but the amount of this tax also appears on the Nota Fiscal.

You must set up and maintain current ICMS tax rates for all of the states in which you do business. The system calculates the ICMS tax amount for purchasing and sales transactions based on the rates you set up on the ICMS tax table.

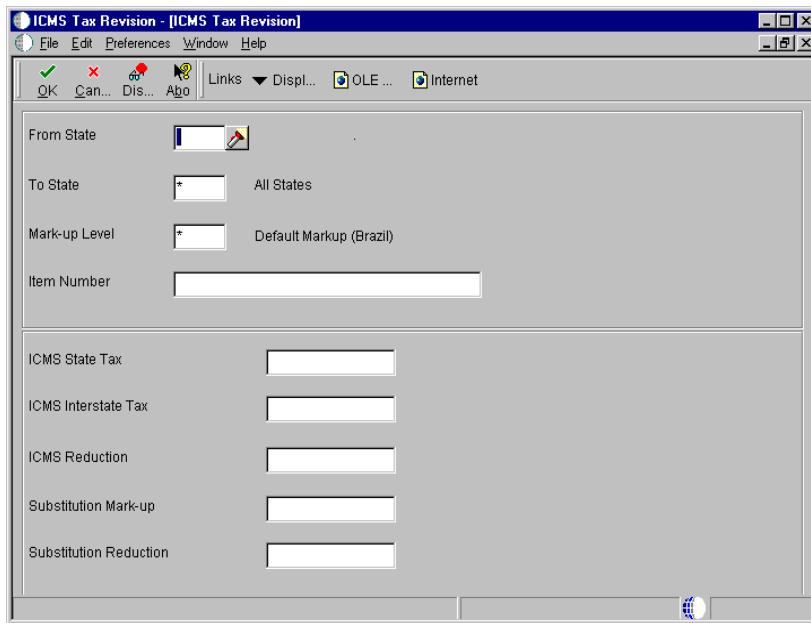
You can define specific ICMS tax rates for individual inventory items or by state. For example, if you specify an ICMS tax rate for an item with a “ship to state” or “ship from state,” the system uses that rate for the tax calculation. If you do not specify an ICMS tax rate for an item, the system uses the most appropriate rate for the “ship to state” or “ship from state.” You can also define ICMS tax by markup level.

The system applies tax rates by exception. Set up all of your general tax rates first. Then, if your transaction has special or unique settings, use ICMS Tax Revisions to set up the ICMS tax on a case-by-case basis. Enter the data of the transaction as a record, and then enter the exceptions.

► To set up ICMS tax rates

From the Brazilian Localization Setup menu (G76B41B), choose ICMS Tax Revision.

1. On Work With ICMS Tax Rates, click Add.



2. On ICMS Tax Revision, complete the following fields:
 - From State
 - To State
 - Mark-up Level
3. Complete the following optional field to set up ICMS tax rates that apply to specific items:
 - Item Number

Note: The Item Number field is optional. Complete this field only to set up ICMS tax rates for specific items.
4. Complete the following tax information fields:
 - ICMS State Tax
 - ICMS Interstate Tax

- ICMS Reduction
- Substitution Mark-up
- Substitution Reduction

Field	Explanation
From State	A user defined code (00/S) for the state or province. This code is usually a postal service abbreviation.
To State	This is the standard U.S. Postal State code (user defined codes, system 00/type S). You can define special state codes for foreign countries and Canadian provinces, if appropriate.
Mark-up Level	<p>A code that is used in conjunction with an Address Book Category code to create different ICMS Substitution mark-up tables depending on the customer mark-up level.</p> <p>This field cannot be left blank. To make this field a blank space, type an asterisk (*).</p>
Item Number	<p>A number that the system assigns to an item. It can be in short, long, or third item number format.</p> <p><u>For process work orders, the item number is the process.</u></p>
ICMS State Tax	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.
ICMS Interstate Tax	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.
ICMS Reduction	Complete the ICMS/IPI Taxbase Reduction Factor field to specify the factor that the system uses to reduce the amount of the taxable base of a product.
Substitution Mark-up	A theoretical mark-up factor, defined by the state, that is used to calculate the maximum price a retail seller can charge customers for a given product.
Substitution Reduction	A factor that reduces the ICMS substitution tax amount.

Setting Up IPI Tax Rates

IPI (Imposto Sobre Produtos Industrializados) is a federal excise tax that the government levies at various rates on manufactured products. The tax is payable at the point of production or importation.

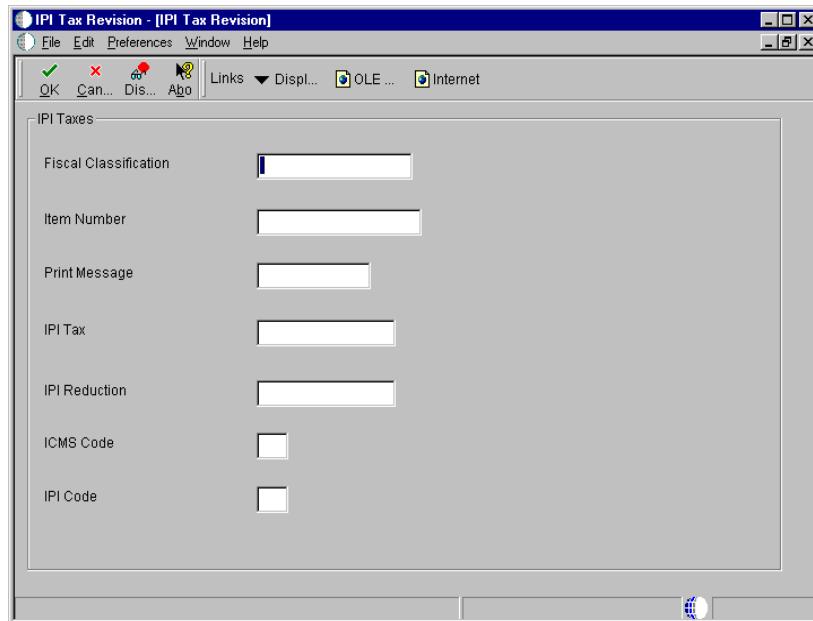
To calculate the IPI tax that you pay to your customers and suppliers, you must set up tax rates and tax reductions.

You can set up IPI tax rates by fiscal classification. You can also set up a default IPI tax rate that applies to all customers and suppliers.

► To set up IPI tax rates

From the Brazilian Localization Setup menu (G76B41B), choose IPI Tax Revision.

1. On Work With IPI Taxes, click Add.



2. On IPI Tax Revision, complete the following fields:

- Fiscal Classification
- Print Message

3. Complete the following optional field to set up IPI tax rates that apply to specific items:
 - Item Number
4. To identify a tax rate for a tax authority that has jurisdiction in a geographic area, complete the following fields:
 - IPI Tax
 - IPI Reduction
5. To associate tax information with the classification, complete the following fields:
 - ICMS Code
 - IPI Code

Field	Explanation
Fiscal Classification	Use the Fiscal Classification code to identify groups of products, as defined by the local tax authorities. The product groups are based on taxing conventions and other national statistics. The system uses this code to determine the applicable tax rate for a product.
Print Message	A user defined code (system 40, type PM) that you assign to each Fiscal print message that appears on the Nota Fiscal.
Item Number	A number that the system assigns to an item. It can be in short, long, or third item number format. For process work orders, the item number is the process.
IPI Tax	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.
IPI Reduction	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.
ICMS Code	Use this code to indicate how ICMS tax is assessed. For example, you might set up your codes as follows: <ul style="list-style-type: none">1 Taxable2 Exempt or Not Taxable3 Other This information indicates in which column of the Inbound/Outbound Fiscal Book the system prints the ICMS tax amount.

Field	Explanation
IPI Code	<p>Use this code to indicate how IPI is assessed.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 1 Taxable 2 Exempt or not taxable 3 Other <p>This information indicates in which column of the Inbound/Outbound Fiscal Book the system prints the IPI tax amount.</p>

Understanding Advanced Pricing for Repasse

The J.D. Edwards Advanced Pricing system is integrated with the Brazil Sales Order Tax Calculator to compute the following calculations:

- Trade discounts
- Pricing rule discounts
- ICMS Repasse discounts
- Free Port Zone discounts

Except for Interest on Installment Payments, the Brazil Sales Order Tax Calculator considers these values when generating Notas Fiscais.

Before You Begin

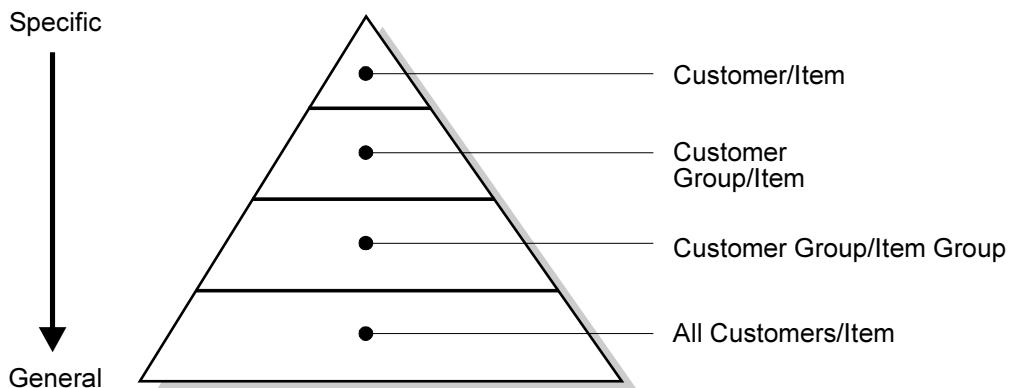
- Verify that a master record exists for the preference hierarchy.
- Verify that customer information is set up in the address book and customer master. See *Address Book: Entering Address Book and Mailing Information* and *Accounts Receivable: Entering Basic Address Book Information*.
- Verify that customer billing instructions are set up for your customers. See *Sales Order Management: Setting Up Customer Billing Instructions*.
- Verify that item information is set up in the Item Master (F4101), Item Branch (F4102), and Item Location File (F41021) tables. See *Inventory Management: Entering Item Master Information*.
- Verify that have set up customer and item price group names in the UDC 40/PC. See *Technical Foundation: Setting Up User Defined Codes*.

See Also

- *Advanced Pricing: Setting Up Advanced Pricing Hierarchies*
- *Sales Order Management: Setting up a Base Pricing Structure*
- *Advanced Pricing: Define Order Detail Group*
- *Advanced Pricing: Setting Up Adjustment Definitions*

Setting Up Advanced Pricing Hierarchies

The system applies pricing adjustments to sales order prices in the order you determine on the pricing hierarchy. The system uses this pricing structure to retrieve base prices and to calculate price adjustments and updates. For this reason, you should set up your hierarchy to search from specific combinations to general combinations.



For example, for a seasonal promotion you could define the sequence so that any customer that orders the item receives the discount. However, if you set up a slightly lower price for customers based on geographic location, you can set up the hierarchy so that the system searches for the more specific information first. In this case your sequence could be:

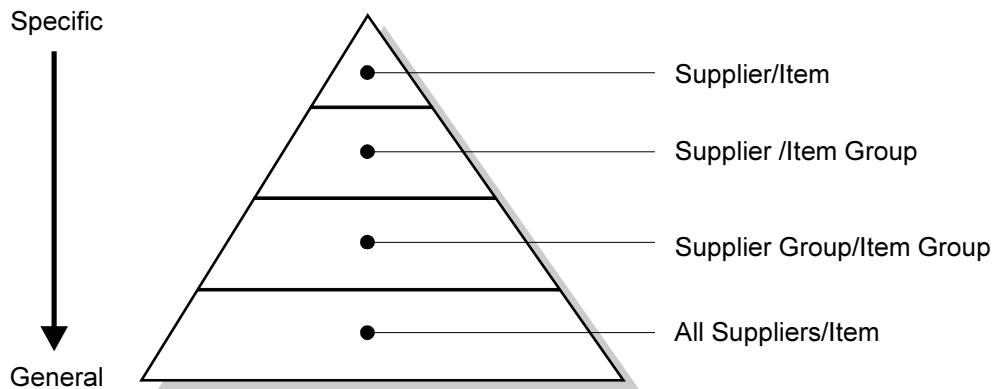
- Customer Group/Item
- All Customers/Item

Complete the following tasks to set up advanced pricing hierarchies:

- Setting up a preference master
- Defining a pricing hierarchy

Using Advanced Pricing for Procurement

Based on the preference hierarchy, the system applies the pricing adjustments to the unit cost in the purchase order. The system uses this pricing structure to retrieve unit cost and to calculate adjustments and updates. You should set up your hierarchy to search from specific combinations to general combinations.



Note: If you have activated Advanced Pricing for Procurement, you enter purchase order adjustments on the same forms and in the same manner as you would for sales order adjustments. However, the system processes information in the Customer and Customer Group fields as Supplier and Supplier Group.

You can set up the preference hierarchy so that when you enter a purchase order, the system first searches for a specific supplier for that item. If the system finds an adjustment for the supplier and item, then it applies the adjustment to the unit cost. If not, the system can then search for a price adjustment for this specific supplier and the item group to which this item might belong. For your preference hierarchy for purchase order adjustments, your sequence could be:

- Supplier/Item
- Supplier/Item group
- All Suppliers/Item

Setting Up a Preference Master

Before you define each pricing hierarchy, you must create a master record, known as the Preference Master, for that hierarchy. In Base Pricing, you are limited to using one preference hierarchy (preference hierarchy #51). In Advanced Pricing, you can create as many different preference hierarchies as you need.

You define the hierarchy and then attach it to an adjustment definition. You can create a hierarchy for each adjustment definition or you can use one hierarchy for many adjustment definitions. J.D. Edwards recommends that you set up a few hierarchies that can be used for multiple adjustment definitions.

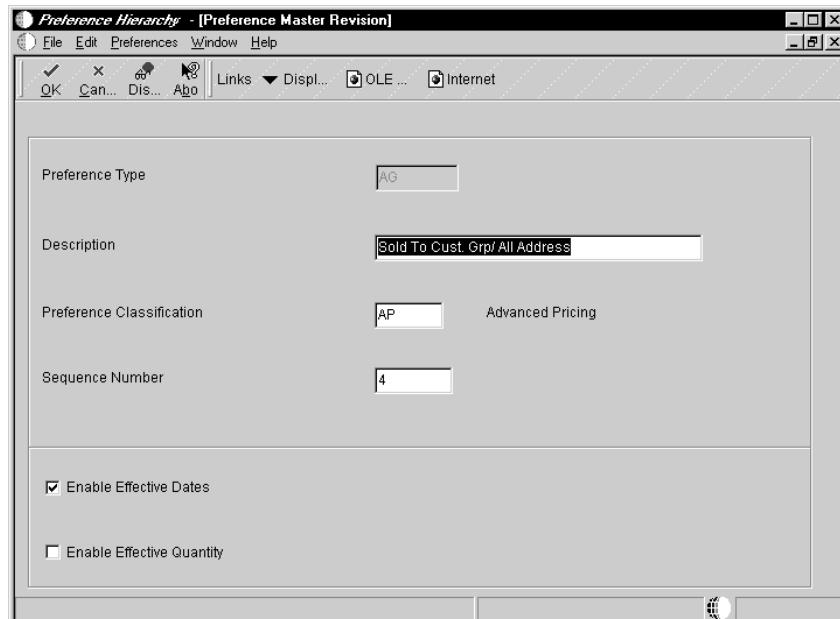
When using the Preference Master to define the master record for the hierarchy, the following fields do not apply to pricing:

- Preference Classification
- Sequence Number
- Enable Effective Dates (Y/N)
- Enable Effective Quantity (Y/N)

► To set up a preference master

From the Price Management menu (G4222), choose Preference Hierarchy.

1. On Work with Preference Hierarchy, click Add to enter a new preference hierarchy.
2. On Preference Hierarchy Revisions, choose Master Revision from the Form menu.



3. On Preference Master Revisions, complete the following fields:
 - Preference Type
 - Description
 - Preference Classification

- Sequence Number
- Enable Effective Dates
- Enable Effective Quantity

4. Click OK.

Field	Explanation
Preference Type	A user defined code (40/PR) that identifies a preference type or a price adjustment hierarchy. In the user defined code table 40/PR, a 1 in the Special Handling Code field identifies a preference that J.D. Edwards supports. This field is hard coded for each preference. For Agreement Penalty Schedules, first set up a user defined code of PN (for penalty). Then enter it in this field.
Description	A user defined name or remark.
Preference Classification	A classification or title that the system uses to group preferences on the Preference Profile form (P4007).
Sequence Number	For OneWorld, the sequence by which users can set up the order in which their valid environments are displayed. For World, a sequence or sort number that the system uses to process records in a user defined order.
Enable Effective Dates	A code that indicates whether the system displays fields for effective date ranges for a preference. You might want the system to display effective date ranges if you enter effective dates and effective quantities for a preference. Valid values are: Y Display effective date fields on the Preference Profile Revisions forms for this preference. N Do not display effective date fields for this preference.
Enable Effective Quantity	A code that indicates if you want to use quantity ranges for this preference. Valid values are: Y Yes, display the Quantity From and Quantity Thru fields on the Preference Profile Revisions forms (P40300 and P40300EC) for this preference. N No, do not enable or display the quantity range fields. Effective quantity fields are optional fields that you can disable prior to setting up any preference records, but not after you have created preference records. If you assign effective quantity, you must assign effective dates.

Defining a Pricing Hierarchy

Use the Preference Hierarchy form to specify the order in which pricing adjustments are applied. You enter the order that adjustments are applied on the Preference Hierarchy form. The form contains rows identifying customers and customer groups and columns identifying items or item groups. You identify the pricing hierarchy sequence by typing numbers at the intersections of the rows and columns. The pricing search begins at the intersection where you type 1 and looks for records defined for that customer and item combination. If no adjustment details are found for that combination, then the system moves to the next combination in the hierarchy, identified by the number 2 in the intersection, and so forth.

The system automatically selects the first combination encountered during a search; therefore, you should set up the most specific method of pricing first in your hierarchy and continue defining the hierarchy to the most general pricing.

Although you can enter as many as 21 numbers, you should limit your hierarchy to three or four numbers. Each number represents a system search and increases system processing time.

Before You Begin

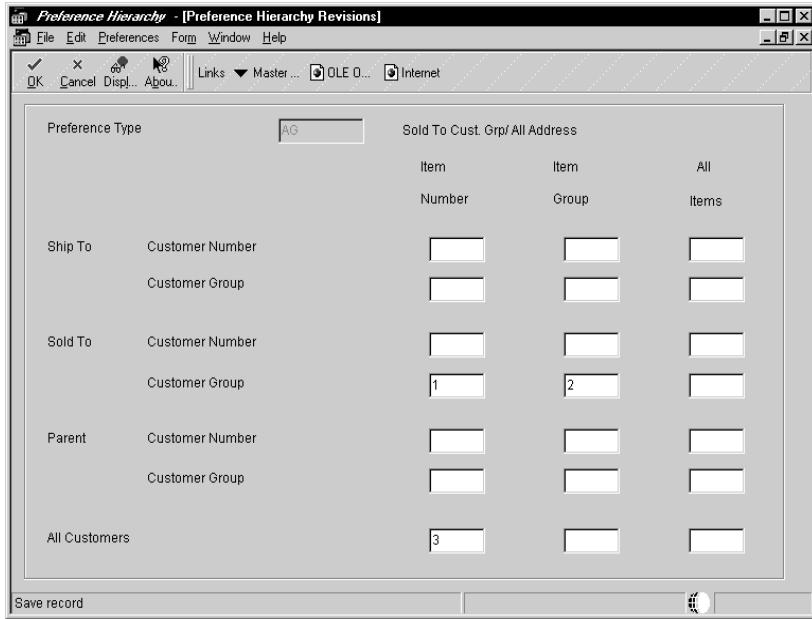
- Verify that a master record has been created for the preference hierarchy.

► To define a pricing hierarchy

From the Price Management menu (G4222), choose Preference Hierarchy.

1. On Work with Preference Hierarchy, click Find to locate existing preferences.
2. Choose the row.

To create a new pricing hierarchy, click Add.



3. On Preference Hierarchy Revisions, complete the following field:
 - Preference Type
4. Beginning with 1, enter numbers in the intersections to indicate the search order. When you define the pricing hierarchy, start with 1 and do not skip any numbers.
5. Click OK.

Field	Explanation
Preference Type	<p>A user defined code (40/PR) that identifies a preference type or a price adjustment hierarchy.</p> <p>In the user defined code table 40/PR, a 1 in the Special Handling Code field identifies a preference that J.D. Edwards supports. This field is hard coded for each preference.</p> <p>For Agreement Penalty Schedules, first set up a user defined code of PN (for penalty). Then enter it in this field.</p>

Working with Complex Price Groups

To simplify the process of defining and maintaining base prices, you set up price groups for the customers and items with similar characteristics. A complex price group contains the same combinations of information as a simple price group except that the subgroups are based on category codes, such as a specific item type, customer geographic location, line of business, or sales volume. You can set up complex customer price groups and complex item price groups.

Working with complex price groups includes the following tasks:

- Setting up complex customer price groups
- Setting up complex item price groups
- Generating price group combinations

Complex price groups can be used as override search groups. You establish the complex price groups and define them as override price groups by entering the price group name on the adjustment definition.

Caution: While you can use complex price groups for standard sales order adjustments, you can only use complex price groups for purchase order adjustments if you are using Advanced Pricing in Procurement. You cannot use complex price groups for purchase orders unless you have set up purchase order adjustments in Advanced Pricing.

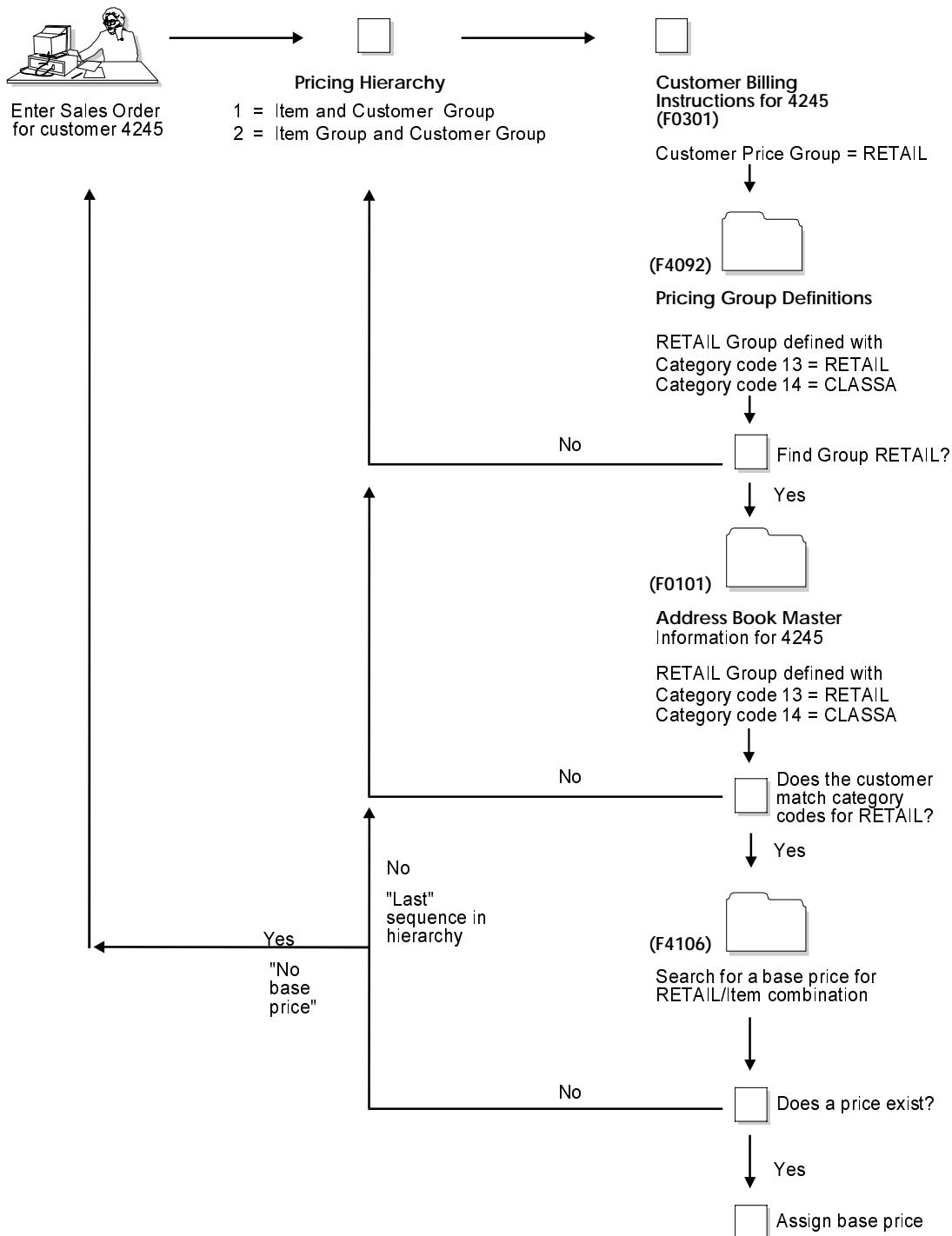
Setting Up Complex Customer Price Groups

You can use up to four category codes (or subgroups) to define complex customer price groups. You use category codes to create subgroups within your pricing groups to charge a different price. For example, within the customer group RETAIL, you can create subgroups using category codes to charge a different price to customers based on their line of business, geographic region, or sales volume.

A customer can belong to a customer detail group without being attached to that group in the Customer Billing Instructions form. A customer can belong to numerous groups, depending on the customer's category codes.

The category code sequence you enter determines how the system displays the category code fields on the related forms. The order in which you choose category codes has no effect on how the system searches for prices.

Illustration: How Complex Customer Price Groups are Used to Determine the Price



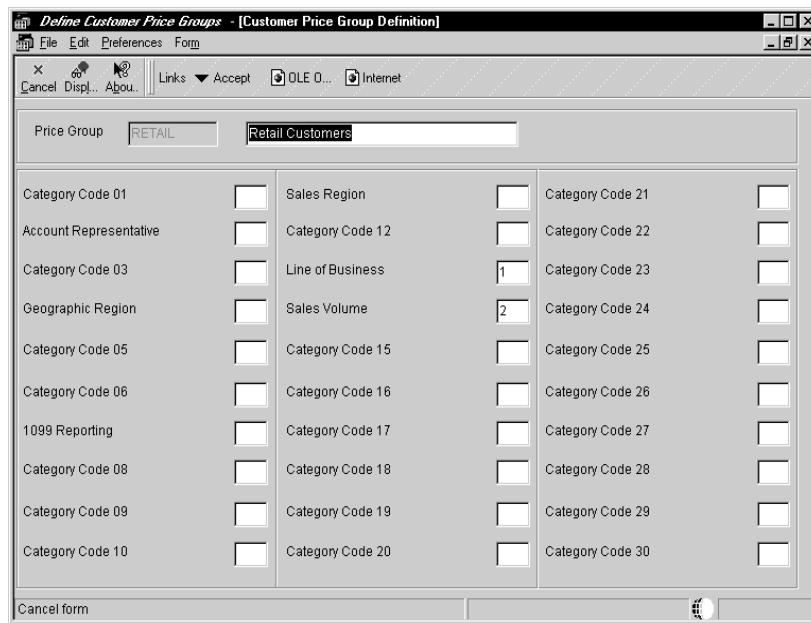
Before You Begin

- ❑ Verify that you have set up price group names in the user defined codes table (40/PC).

► To set up complex customer price groups

From the Price Management menu (G4222), choose Define Customer Price Groups.

1. On Work with Price Group Definition, click Add.



2. On Customer Price Group Definition, complete the following field:
 - Price Group
3. To identify subgroups used in a customer price group, complete as many as four of the following fields and choose Accept from the Form menu:
 - Category Codes 01-30

After you create complex customer price groups, you must generate price group combinations. See *Generating Price Group Combinations*.

Field	Explanation
Price Group	A user defined code (40/SD) that identifies a sales order detail group. You use sales order detail groups to create pricing that is based on a field in the Sales Order Detail file (F4211).
Category Code 1	A user defined name or remark.

Setting Up Complex Item Price Groups

You can also set up complex item groups to allow for greater flexibility in your pricing structures. You can use up to four category codes to define complex item price groups.

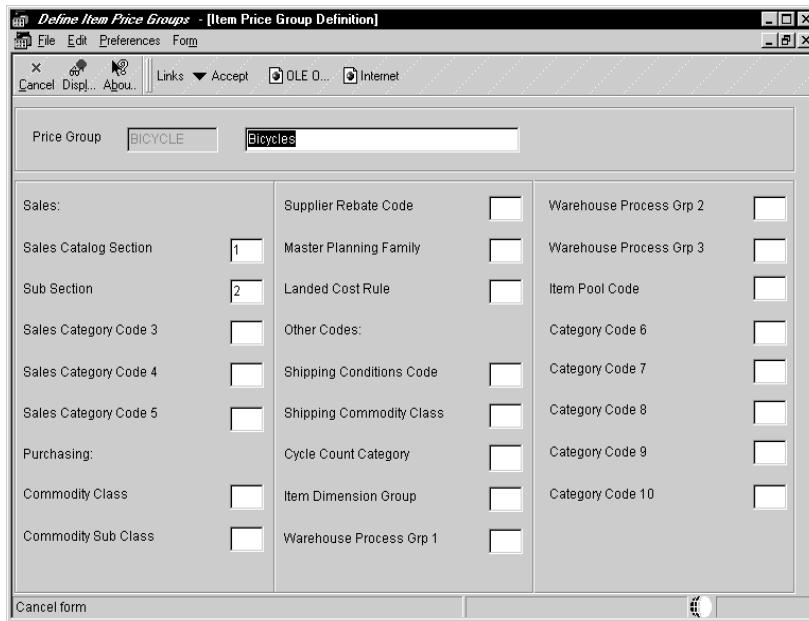
For example, if you have two types of pens (marker and ballpoint), within the group MARKER, you can specify prices for each type of pen. When you enter an order for pens, the system checks the category codes for the item to determine if the pen is a marker or a ballpoint and then retrieves the appropriate price.

The category code sequence that you enter determines how the system displays the category code fields on the related forms. The order in which you choose category codes has no effect on how the system searches for prices.

► To set up complex item price groups

From the Price Management menu (G4222), choose Define Item Price Groups.

1. On Work with Price Group Definition, click Add.



2. On Item Price Group Definition, complete the following field:
 - Price Group
3. To define subgroups in an item price group, complete from one to four of the following fields:
 - Sales Category Codes 1-5
 - Purchasing Category Codes 1-5
 - Other Category Codes 1-10
4. Choose the Accept option from the Form menu to set up the complex item price group.

After you create complex item price groups, you must generate price group combinations. See *Generating Price Group Combinations*.

Generating Price Group Combinations

From Price Management (G4222), choose Customer Price Groups and Item Price Groups.

After you set up price groups and assign the group names to customers and items, you generate customer and item price group relationships. You generate price group relationships to define the possible combinations of customer and item groups that you can use for pricing. Generate price group combinations so that the customer and item group information that you created can be used for pricing.

Two batch programs generate price group combinations:

- Customer Price Group Generation
- Item Price Group Generation

These programs generate records in the Item/Customer Groups Combinations table. The Item/Customer Groups Combinations table contains the allowable combinations for customer or item groups and category codes. You can use data selection to specify up to five group codes for which detailed records are created. If you do not specify any codes, the system generates combinations for all groups.

Defining Order Detail Groups

You can use order detail groups to create adjustments to the pricing line of an order based on information from sales order detail fields. When you enter sales orders, some data in detail fields comes from system defaults, customer master information, customer billing instructions, items, and preferences.

The Define Order Detail Groups form shows several fields that do not display during order entry. These data in these fields default from the Preference Profile and vary depending upon whether you are using Advanced Pricing for Sales or Procurement, or Customer Service Management:

- Line of Business
- End Use
- Price Code 1
- Price Code 2
- Price Code 3
- From Grade
- Thru Grade

- From Potency
- Thru Potency

By using these fields when defining order detail groups, you have another method of defining pricing for a specific group.

Before You Begin

- Set the processing option to choose one of the following formats: Order Detail Groups, Purchase Order Groups, Customer Service Management System Order Detail Group.

Using Advanced Pricing for Procurement

You can use order detail groups to create adjustments to the pricing line of an order based on information from purchase order detail fields. When you enter purchase orders, some data in detail fields comes from system defaults, supplier master information, purchasing instructions, and items.

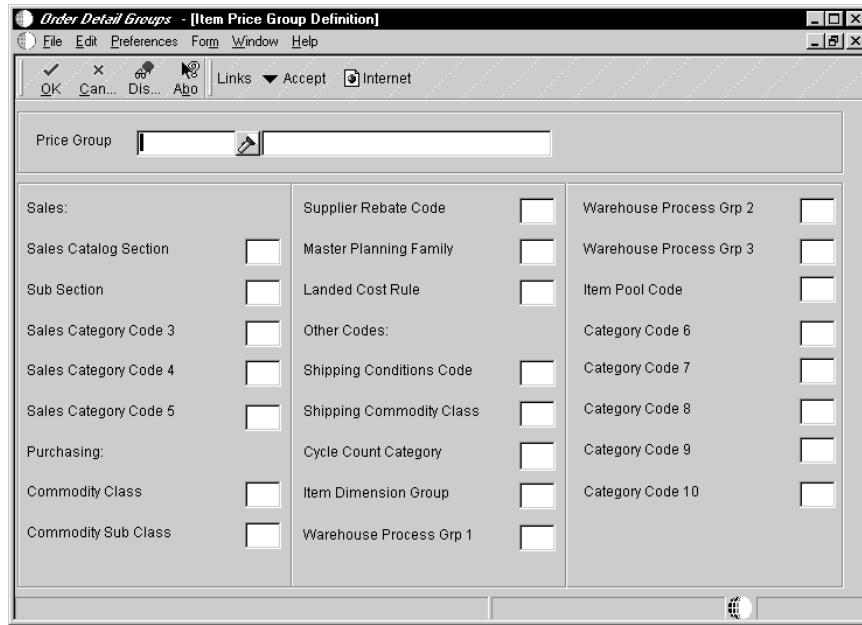
► To define order detail groups

From the Advanced Price and Adjustments menu (G42311), choose Order Detail Groups.

1. On Work with Price Group Definition, choose a price group.

The system imports the price group type code based on your processing option selection. When you click Find, the system displays only those groups of that price group type code. To override the system default, type a new price group type code in the field and click Find or Add. The system retrieves the appropriate form based on this type code.

2. Click Add.



3. On Item Price Group Definition, indicate the category codes that you want to group by typing the numbers 1 through 3 next to three field names.

You can use from one to three fields.

Field	Explanation
Price Group	A user defined code (40/SD) that identifies a sales order detail group. You use sales order detail groups to create pricing that is based on a field in the Sales Order Detail file (F4211).

Setting Up Adjustment Definitions

An adjustment is a record that describes a special pricing situation, such as a pricing plan or promotion. Before you can add an adjustment to a schedule, you must create adjustment definitions to specify the characteristics of the adjustment. These characteristics determine the following:

- The sequence the system searches for prices
- Whether the adjustment prints on invoices
- Whether the adjustment applies to basket-level, order-level price adjustments, or line adjustments
- Whether the adjustment is based on the quantity, amount, or weight
- Whether the adjustment is an override price

- A specific G/L offset that directs the Advanced Pricing entries to the appropriate G/L accounts based on AAIs
- Whether this price adjustment is mandatory, that is, it must be applied to all sales order attached this schedule

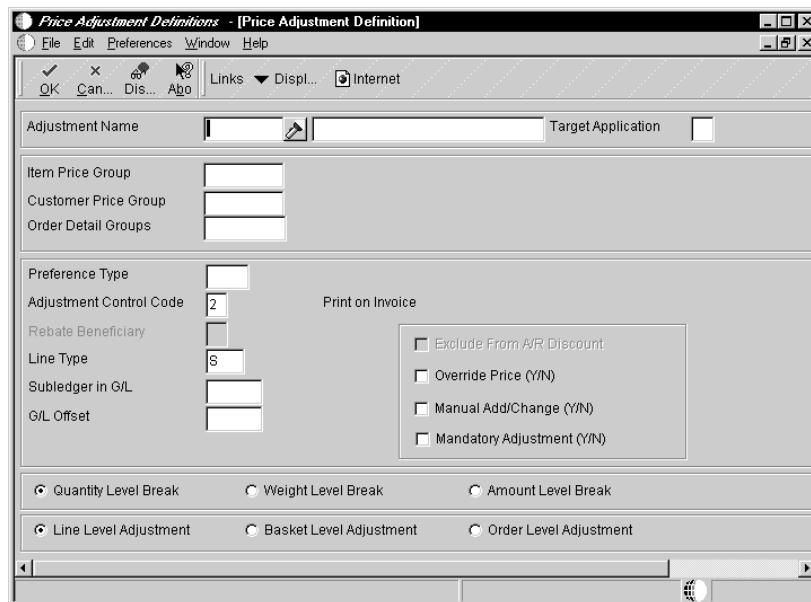
Note: Mandatory price adjustments are defined for required price components, such as surcharges and special taxes. A price adjustment might be mandatory for specific items during a sale, transfer, direct ship order entry, or to accommodate surcharges and special taxes.

If a price schedule contains a mandatory adjustment that is not defined for the sales order to the specified customer and item, the order line is highlighted as an error and the order is not accepted. If you receive an error message, review the information in the order detail area. You may detach the sales order line item from the adjustment schedule or enter information to make your customer eligible for all adjustments so the mandatory adjustment applies.

► To set up adjustment definitions

From the Advanced Price and Adjustments menu (G42311), choose Price Adjustment Definitions.

1. On Work with Adjustment Types, click Add.



2. On Price Adjustment Definition, complete the following fields:
 - Adjustment Name
 - Preference Type
 - G/L Offset
 3. To have the adjustment apply only to a specific price group, complete the following fields:
 - Item Price Group
 - Customer Price Group
 - Order Detail Groups
- Leave these fields blank to set up details for other price groups:
4. To set up a mandatory price adjustment, click the Mandatory Adjustment option.
 5. You may enter information in the additional fields on the Price Adjustment Definition form, as necessary. If you do not enter information, the system supplies default information.
 6. Click OK to set up the adjustment definition.

Field	Explanation
Adjustment Name	A user defined code (system 40, type TY) that identifies an adjustment definition. You define adjustments on Price Adjustment Definitions.
Preference Type	A user defined code (40/PR) that identifies a preference type or a price adjustment hierarchy. In the user defined code table 40/PR, a 1 in the Special Handling Code field identifies a preference that J.D. Edwards supports. This field is hard coded for each preference. For Agreement Penalty Schedules, first set up a user defined code of PN (for penalty). Then enter it in this field.

Field	Explanation
G/L Offset	<p>A user defined code (41/9) that identifies the G/L offset that the system uses when it searches for the account to which it posts the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.</p> <p>You can use automatic accounting instructions (AAIs) to predefine classes of automatic offset accounts for the Inventory, Procurement, and Sales Order Management systems.</p>
	<p>The system can generate accounting entries based upon a single transaction. For example, a single sale of a stock item can trigger the generation of accounting entries similar to the following:</p>
	<p>Sales-Stock (Debit) xxxxx.xx A/R Stock Sales (Credit) xxxxx.xx Stock Inventory (Debit) xxxxx.xx Stock COGS (Credit) xxxxx.xx</p>
Item Price Group	<p>A user defined code (40/PI) that identifies an inventory price group for an item.</p> <p>Inventory price groups have unique pricing structures that direct the system to incorporate discounts or markups on items on sales and purchase orders. The discounts or markups are based on the quantity, dollar amount, or weight of the item ordered. After you assign a price group to an item, the item uses the same pricing structure that was defined for the inventory price group.</p> <p>You must assign an inventory price group to the supplier or customer, as well as to the item, for the system to interactively calculate discounts and markups on sales orders and purchase orders.</p>
Customer Price Group	<p>A user defined code (40/PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing.</p>
Order Detail Groups	<p>A user defined code (40/SD) that identifies a sales order detail group. You use sales order detail groups to create pricing that is based on a field in the Sales Order Detail file (F4211).</p> <p>.....Form-specific information.....</p>
	<p>If you enter a code in this field, the system uses this adjustment only for orders with details that match the criteria of the order detail group.</p> <p>For Agreement Penalty Schedules, a user defined code for Penalty must already be set up and defined as an order detail group. Enter Penalty or the correct user defined code that defines your penalty schedules.</p>

Field	Explanation
Adjustment Control Code	<p>A code that specifies how the adjustment appears on the invoice and whether you want the system to create a separate line in the Sales Order Detail table (F4211).</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 1 The system adds the adjustment amount into the unit price and records the adjustment detail to the Price Adjustment History table (F4074). The system does not print the adjustment on the invoice. 2 The system adds the adjustment amount to the unit price and records the adjustment detail to the Price Adjustment History table (F4074). It prints the adjustment on the invoice. 3 The system creates a separate detail line in the Sales Order Detail table. It does not add the adjustment into the unit price or record it to the history table. The system does not include this type of adjustment when it calculates the current net price. 4 The system records the adjustment to history and posts it to the general ledger during a sales update. It does not add the adjustment into the unit price or print it on the invoice. Use Control Code 4 to create an accrual adjustment. 5 The system records the adjustment to history and posts it to the general ledger during a sales update. The system also accumulates each order line's quantity, weight, and amount to rebate history (F4078). It does not add the adjustment into the unit price or print it on the invoice. Use Control Code 5 to create a rebate adjustment. <p>.....<i>Form-specific information</i>.....</p> <p>For OneWorld:</p> <ul style="list-style-type: none"> 3 The system supports Adjustment Control Code 3 only for order-level adjustments. 6 The system processes the adjustment amount and the unit price separately during sales update. The amounts are recorded separately as G/L and A/R entries. It prints the adjustment on the invoice.
Subledger in G/L	<p>A user defined code (system 40, type SI) that identifies the type of information that you want the system to use to update the Subledger field in the General Ledger file (F0911) when you use this adjustment type to price a sales order.</p>

Field	Explanation
Quantity Level Break	<p>A code that indicates how level breaks occur in the Price Adjustment Detail table (F4072), based on one of three types of level breaks.</p> <ul style="list-style-type: none"> • Quantity: The system determines the correct adjustment based on the quantity ordered in the sales order. You can set up different adjustment breaks for different units of measure. • Weight: The system uses the weight of the line to retrieve the proper adjustment level break. • Amount: The system uses the extended amount of the sales detail line to retrieve the proper adjustment level break. When Currency Conversion is turned on, all amount level breaks are stored and displayed based on the floating decimals of the currency code. <p>For WorldSoftware, valid codes are:</p> <ol style="list-style-type: none"> 1 Quantity 2 Weight 3 Amount <p>For OneWorld, turn on one of the following options:</p> <ul style="list-style-type: none"> • Quantity Level Break • Weight Level Break • Amount Level Break
Override Price (Y/N)	<p>A code indicating how the adjustment affects the price of a sales order line.</p> <p>For WorldSoftware, valid codes are:</p> <p style="margin-left: 40px;">Y The adjustment price overrides the base price. N The adjustment is used to calculate a discount or markup to the base price.</p> <p>For OneWorld, a checkmark indicates that the override price overrides the base price. No checkmark indicates that the adjustment is used to calculate a discount or markup to the base price.</p> <p>For Agreement Penalty Schedules:</p> <ul style="list-style-type: none"> • For WorldSoftware, enter N. • For OneWorld, leave the override price turned off (no checkmark).
Manual Add/Change (Y/N)	Specifies whether the adjustment type can be manually added to or changed from the Price Adjustments form (P4074W) when you enter sales orders.

Understanding the Sales Order Tax Calculator

The names of the pricing adjustments are found in UDC 40/TY. You must manually add the special handling code name after setting up a new adjustment. For example, in order for the tax calculator to find the Repasse discount (REPASSE), you must enter PREPAS as a special handling code in the Special Handling column of UDC 40/TY.

To determine the sequence in which your price adjustments will apply, you add a price adjustment schedule.

To further define the price adjustment schedule, you set up a price adjustment detail.

See Also

- *Advanced Pricing: Building Adjustment Schedules*

Building Adjustment Schedules

An adjustment schedule contains one or more price adjustment types for which a customer or an item might be eligible. An adjustment schedule consists of an adjustment definition and an adjustment detail.

You assign customers to adjustment schedules so the system can calculate prices. In the adjustment schedule, you specify the sequence that the system uses to apply price adjustment types to sales order prices. You assign customers to an adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule attached to the Sold To address into the order header.

Each adjustment schedule can contain an unlimited number of price adjustments. You can add adjustments or change existing adjustments at any time. You can override the adjustment schedule at the detail line level, if needed.

Using Advanced Pricing for Procurement

You assign adjustment schedules to suppliers so the system can calculate prices. In the adjustment schedule, you specify the sequence that the system applies the price adjustment types to purchase order prices. You assign an adjustment schedule to a supplier through the supplier instructions. When you enter a purchase order, the system copies the schedule attached to the supplier address into the order header.

Before You Begin

- ❑ Determine whether one adjustment schedule with many adjustments fits your needs or whether several adjustment schedules that contain fewer adjustments would be better. You can assign only one adjustment schedule to each customer.

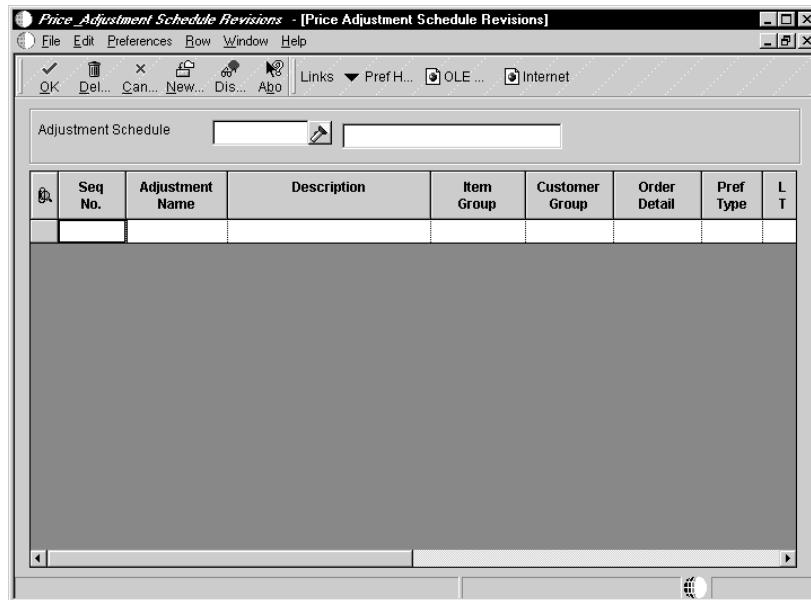
If you are using Advanced Pricing for Procurement, you can assign only one adjustment schedule to each supplier.

- ❑ Create price adjustments.
- ❑ Set up adjustment definitions.

► To build adjustment schedules

From the Advanced Price and Adjustments menu (G42311), choose Price & Adjustment Schedule Revisions.

1. On Work with Adjustment Schedules, click Add.



2. On Price Adjustment Schedule Revisions, complete the following fields and click OK to build an adjustment schedule:
 - Adjustment Schedule
 - Seq No.
 - Adjustment Name

3. Change the adjustment details or adjustment definition, if needed, by choosing the Details or Definition options from the Row menu.

Field	Explanation
Adjustment Schedule	<p>A user defined code (40/AS) that identifies a price and adjustment schedule. A price and adjustment schedule contains one or more adjustment types for which a customer or an item might be eligible. The system applies the adjustments in the sequence that you specify in the schedule. You link customers to a price and adjustment schedule through the customer billing instructions. When you enter a sales order, the system copies the schedule attached to the sold to address into the order header. You can override this schedule at the detail line level.</p> <p>For Agreement Management, this is the Agreement Penalty Schedule. The information in the Agreement Penalty Schedule provides the system with the criteria for an agreement to have penalty conditions.</p>
Seq No.	<p>For OneWorld, the sequence by which users can set up the order in which their valid environments are displayed.</p> <p>For World, a sequence or sort number that the system uses to process records in a user defined order.</p> <p style="text-align: center;">.....<i>Form-specific information</i>.....</p> <p>The value in this field represents the order in which the system processes the price adjustments. J.D. Edwards recommends that you leave spaces in your number sequence so you can add adjustments within the price adjustment schedule.</p>
Adjustment Name	<p>A user defined code (system 40, type TY) that identifies an adjustment definition. You define adjustments on Price Adjustment Definitions.</p>

Additional Information

Additional information about setup issues and using the system is located in this section. Before you set up your system, you should review this information. The topics and task include the following:

- Data integrity and the chart of accounts
- Translation considerations for multilingual environments
- Translation routines
- Setting up tax calculations
- Setting Up Monthly Late Fee Rate (Juros de Mora)

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*

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.

Setting up Tax Calculations

J.D. Edwards supports the calculation of the three main taxes applied on sales and purchasing transactions, as well as the discounts and additions to the Notas Fiscais such as Repasse, Free Port Zone, Interest, Freights, Expenses and Insurance.

The setup and calculations for ICMS, ICMS Substitution, and IPI are detailed below, followed by an explanation of how applicable taxes are determined.

ICMS (Imposto Sobre Circulação de Mercadoria e Servicos)

ICMS tax is applied on business transactions when the following occurs:

- Merchandise is moved between fiscal entities.
- Service charges are involved in a transaction.
- Freight, expenses, and insurance, or any combination of these costs are applied to a transaction.

Note: In some purchasing transactions the ICMS paid can be recovered. A setup exists for this recovery transaction.

ICMS rates are determined by the following three criteria:

- Origin of the Nota Fiscal issuer
- Destination of the Nota Fiscal
- ICMS taxes associated with the item itself (in some, but not all cases)

The system calculates ICMS tax by:

- Customer or supplier, depending on if it is a sales or purchasing transaction
- Which branch/plant is issuing or receiving the Nota Fiscal
- Tax code associated with the item
- Fiscal classification code associated with the item
- Transaction nature code associated with the order

To set up the ICMS calculation, complete the following steps:

1. On Address Book Additional Information - Brazil (P01012BR), complete the following field with the appropriate information for the customer, supplier, and branch/plant:
 - ICMS code
2. On Item Master Regional Information - Brazil (P4101BR), complete the following fields with the appropriate values for the item master:
 - Fiscal Classification
 - Tax Code
 - Purchase Use
3. On Brazilian Localization Setup (G76B41B), enter the appropriate ICMS code for the following programs:
 - Tax Code Revision (P7617B)
 - ICMS Tax Revision (P7608B)
 - IPI Tax Revision (P76B18)
 - Transaction Nature (P7615B)

Note: If the values are different at the Item Branch or Item Branch/Location or Item Branch/Location/Lot level, use the Item Branch Regional Information - Brazil (P76412B) program.

4. Set up the ICM and ICR keywords in the UDC table (76/GL), translating the item GL/class code to the one that will be used by the accounting process.
5. Set up the AAI codes: 4210, 4220 4240, 4285, 4290, 4310, 4385, 4390.
6. Set up the second character in the special handling code to recover or not recover the ICMS in the UDC table (76/PU).

ICMS Substitution (Imposto Sobre Circulação de Mercadoria e Servicos Substituto)

In Brazil, ICMS Substitution is ICMS tax charged on interstate transactions or on special products and clients. Although this tax appears to be the same as ICMS, it is applied differently.

The objective of ICMS tax substitution is to tax products only once. ICMS tax substitution taxes products when they leave the manufacturing plant. This initial tax provides for all subsequent transactions until the product reaches the final customer. You would apply ICMS Substitution for the following reasons:

- For interstate transactions, some products and transaction types can have the ICMS that is due on the next transaction collected at once. For example, a branch/plant in the state of Sao Paulo ships goods to a client who is a dealer in the state of Rio de Janeiro. The ICMS will be paid to the state of Sao Paulo; however, the state of Rio de Janeiro understands that because the customer is a dealer, the goods will probably be sold. Some goods are hard to track and it is difficult for the state to track and collect the ICMS that is due when the transaction occurs. For such a case, the state of Rio de Janeiro demands that the supplier in Sao Paulo collect the ICMS that would be paid to Rio de Janeiro when the dealer resells the goods.
- For intrastate transactions, the state government can demand that the supplier pay the ICMS that should be paid in the next transaction. This type of ICMS Substitution payment depends on the product, the transaction, and the types of businesses that the supplier and customer operate.

The system calculates ICMS Substitution tax by:

- Customer or branch/plant, depending on if it is a sales or purchasing transaction
- Item or branch/plant additional information
- Transaction Nature code associated with the order

The rates are the same rates used by the ICMS calculation. A markup is applied to the price of the supplier to forecast the price that will be charged in the next transaction.

To set up the ICMS Substitution calculation, complete the following steps:

1. On Address Book Additional Information - Brazil (P01012BR), complete the following field with the appropriate information for the customer, supplier, and branch/plant:
 - ICMS Substitution
2. On Item Master Regional Information - Brazil (P4101BR), complete the following field with the appropriate values for the item master:
 - ICMS Substitution
- Note:** If the values are different at the Item Branch or Item Branch/Location or Item Branch/Location/Lot level, use the Item Branch Regional Information - Brazil (P76412B) program.
3. On Brazilian Localization Setup (G76B41B), enter the appropriate ICMS Substitution Markup code for the following program:
 - Transaction Nature (P7615B)
4. On Brazilian Localization Setup (G76B41B), enter the appropriate ICMS Substitution Markup code for the following program:
 - ICMS Tax Revision (P7608B)
4. Set up the SUB and SBR keywords in the UDC table (76/GL), translating the item GL/class code to the one that will be used by the accounting process.
5. Set up the AAI codes: 4210, 4220 4240, 4285, 4290, 4310, 4385, 4390.
6. Set up the second character in the special handling code to recover or not recover the ICMS in the UDC table (76/PU).

IPI (Imposto Sobre Produto Industrializado)

In Brazil, IPI is a federal tax that applies to domestic or imported manufactured goods.

The system calculates IPI tax by:

- Customer or branch/plant, depending on if it is a sales or purchasing transaction
- Item or branch/plant additional information
- Tax code associated with the item

- Fiscal Classification associated with the item
- Transaction Nature code associated with the order

The item number (tax code) relates the rates with the fiscal classification code; it is optional.

To set up the IPI calculation, complete the following steps:

1. On Address Book Additional Information - Brazil (P01012BR), complete the following field with the appropriate information for the customer, supplier, and branch/plant:
 - IPI code
2. On Item Master Regional Information - Brazil (P4101BR), complete the following fields with the appropriate values for the item master:
 - Fiscal Classification
 - Tax Code
 - Purchase Use
3. On Brazilian Localization Setup (G76B41B), enter the appropriate IPI code for the following programs:
 - Tax Code Revision (P7617B)
 - ICMS Tax Revision (P7608B)
 - IPI Tax Revision (P76B18)
 - Transaction Nature P7615B)
4. Set up the IPI and IPR keywords in the UDC table (76/GL), translating the item GL/class code to the one that will be used by the accounting process.
5. Set up the AAI codes: 4210, 4220 4240, 4285, 4290, 4310, 4385, 4390.
6. Set up the second character in the special handling code to recover or not recover the ICMS in the UDC table (76/PU).

Determining Applicable Taxes

To determine if IPI or ICMS tax applies to a transaction, you need to consider certain characteristics. For example, you must know whether your company and supplier, the product, and the product's function are already set up for Brazilian taxes. For every characteristic, you use a 1-digit code that tells you the incidence of tax; that is, how the item will be taxed.

The following terms describe the setup you use to enter the tax incidence for each component:

Transaction Nature Code (Natureza da Operação)	The government distributes this legal code. The Transaction Nature Code is known as the CFO - Código Fiscal da Operação (Transaction Fiscal Code). The CFO defines the type of transaction related to the Nota Fiscal. This code is structured as X.YY, where X is the transaction origin and YY is the transaction as a whole. YY also tells you what the product is used for. It is common to see the same transaction nature for different tax situations. To differentiate these instances, use the J.D. Edwards transaction nature suffix.
Address Book Tag File Company (Ship to)	You use this file to determine the incidence of tax for your supplier or company. You add this information when entering your company and suppliers into the address book.
Tax Code	You enter the tax code (user defined code 76/CT) into the item master for each item. The tax code automatically defaults into the purchase order at the time of entry. This code may be overridden on the purchase order if needed. This step defines which taxes apply to the product (only for SOP tax applicability).
Fiscal Classification	This classification is a legal number that represents a group of similar products or a product family. You enter the Fiscal Classification in the item master, and it automatically defaults into the purchase order. Fiscal Classification determines the tax incidence for the product family (only for SOP tax applicability).

The following tables illustrate the codes for IPI and ICMS taxes, their meaning, and their tax implications:

ICMS Tax Incidence (76/II)

Code	Description	Taxable
1	Taxable	Y
2	Exempt or Not Taxable	N
3	Other	N

IPI Tax Incidence (76/IP)

Code	Description	Taxable
1	Taxable	Y
2	Exempt or Not Taxable	N
3	Other	N

The preceding codes relate to the company or supplier, product, product family, and product use through the following tables:

Attribute	File	Description
Company or supplier	F76011	Address book tag table
Product	F7615B	Tax code
Product family	F7617B	Fiscal classification (ICMS only)
Product use	F7618B	Transaction nature

You enter the attribute on the purchase order. The product attribute information resides in the Purchase Order Detail Tag File table (F76432). The company and supplier information resides in the Standard Purchase Order table. You enter most information at the line item level.

The UDCs 76/II (for ICMS) and 76/IP (for IPI) have a 1 in the special handling code for taxable codes and a 0 (zero) in the special handling code for nontaxable codes. If the code is nontaxable, the system returns to the Nota Fiscal program with no tax amounts. If the code is taxable for IPI or ICMS, the system calls the appropriate tax calculator.

Calculating IPI Tax

If a transaction is subject to IPI tax, the system:

1. Searches for a tax rate and area code on the purchase order line.

If the purchase order line does not include a tax rate and an area code, the system uses the fiscal classification number from the line item in the Nota Fiscal table to search the tax rate and area code field in the Tax Rate and Areas table.

2. Passes the tax rate and area code to the Purchase Order Receiver table and the Nota Fiscal table.

3. Determines whether the tax is recoverable based on the purchase use code, the Ship To address, and the Ship From address.

If the tax is 50 percent recoverable, the system writes a journal entry and calculates the tax. If the tax is 100 percent recoverable, the system updates the Nota Fiscal and Accounts Payable Ledger tables with the tax explanation code of V. If the tax is 0 (zero) percent recoverable, the system uses a tax explanation code of S.

Calculating ICMS Tax

The Brazilian government bases the ICMS tax on the circulation of merchandise, interstate and intercountry transportation, and communication services. The tax collection department classifies any merchandise that leaves a manufacturer as Circulation, and any goods that leave the taxpayer's branch/plant as Merchandise. The ICMS taxpayer is any person or corporation that usually deals with transactions involving merchandise circulation, transportation, or communication services. The taxpayer is the product manufacturer, and the consumer is the person who uses the product without changing it.

If a transaction is subject to ICMS tax, the system:

1. Determines whether substitution tax is applicable. If so, the system factors the taxable amount by the substitution markup code and the state or interstate tax percent.

If substitution tax is not applicable, the system factors the taxable amount by the tax base reduction rate and the state or interstate tax percent.

Note: The substitution markup code, tax base reduction rate, state tax percent, and interstate tax percent come from the ICMS Tax Percent table.

2. Determines whether the tax is recoverable based on the UDC table Purchase Use (76/PU).

If the tax is 50 percent recoverable, the system writes a journal entry and calculates the tax. If the tax is 100 percent recoverable, the system updates the Nota Fiscal and Accounts Payable Ledger tables with the tax explanation code of U. If the tax is 0 (zero) percent recoverable, the system uses a tax explanation code of S.

ICMS Exemptions

Factors such as reduction on the taxable amount, differentiated tax rates, tax substitution, and Repasse allow ICMS exemption.

Setting Up Monthly Late Fee Rate (Juros de Mora)

You must set up a version of the Generic Message/Rates Records program (P00191) with System Code 76, Record Type JM. The UDC 76/JM is hard coded into the business function that creates the Brazil A/R tag file record.

The rate is the Brazilian Monthly Late Fee Rate used by the bank for late payments, and is based on a 30-day month. The rate is also known as “Juros de Mora.”

Item Entry Processing

Businesses in Brazil can use all of the features of J.D. Edwards base Inventory Management system. In addition to the base solutions within the Inventory Management system, localization solutions provide Brazilian businesses with processes for their country-specific needs. For example, the government requires Brazilian businesses to enter specific tax information related to each inventory item. The system uses this tax information to calculate IPI, ICMS, and ICMS Substitution taxes, generate Nota Fiscal documents, and generate applicable fiscal reports.

J.D. Edwards processes for item entry in Brazil include the following:

- Entering item information
- Entering branch/plant information
- Entering additional branch/plant information

Entering Item Information

Entering item information includes the following tasks:

- Entering basic item information
- Entering additional item master information

Entering Basic Item Information

To enter basic item information, complete the following tasks:

- Enter item identification and processing information
- Enter alternate descriptions

Each item can have up to three identifiers. You use the identifiers to locate the item. These identifiers can represent universal product codes (UPCs), bar codes, supplier numbers, or a user defined value.

On the Branch/Plant Constants form, you must specify a primary item identifier. In the item master, you must also enter an item description and the text on which a user is most likely to search when trying to locate the item. You can also translate item descriptions and search text into multiple languages to accommodate those users who must locate items using alternate languages. Descriptions in other languages are available based on the user profiles set up by the system administrator.

If you revise the second and third item identifiers, the program can transfer these changes to other selected files, depending on how you activate the related processing option.

Item processing information consists of values that control how the system processes the item. These values pertain to stocking, packaging, accounting transactions, system interfaces, and so on.

See Also

- *Defining Branch/Plant Constants* for more information about specifying the primary item identifier
- *Setting Up User Profiles* in the *System Administration Guide* for information about language preferences

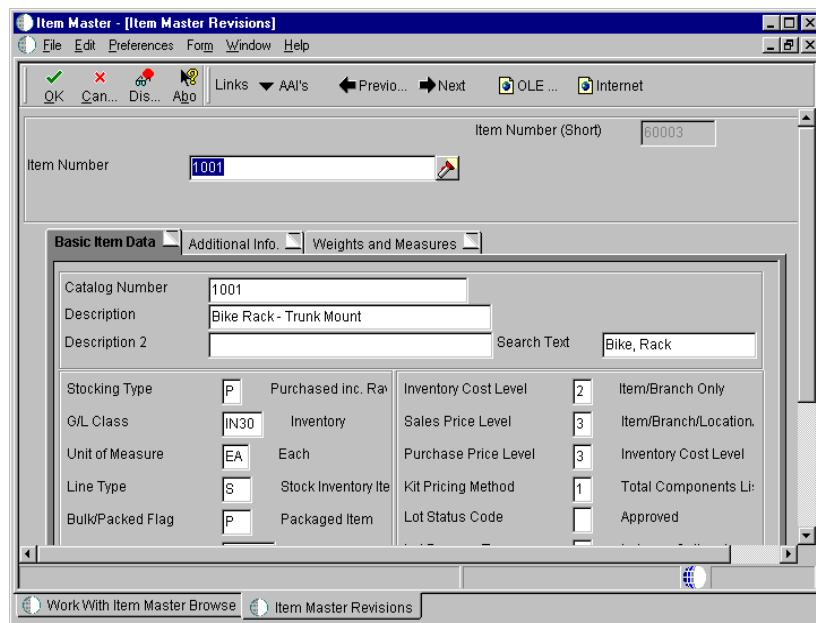
► To enter item identification and processing information

From the Inventory Master/Transactions menu (G4111), choose Item Master.

Each item can have up to three identifiers that you use to locate the item.

When you enter a new item, first you must enter information that identifies the item. Next, you must enter an item description and the text. The item description and text represent the information upon which a user is most likely to search when trying to locate the item.

1. On Work With Item Master Browse, click Add.



2. On the Basic Item Data tab on Item Master Revisions, complete the following fields to enter an item identifier, description, and search text:

- Item Number
- Catalog Number
- Description
- Description 2
- Search Text

The Description field is required.

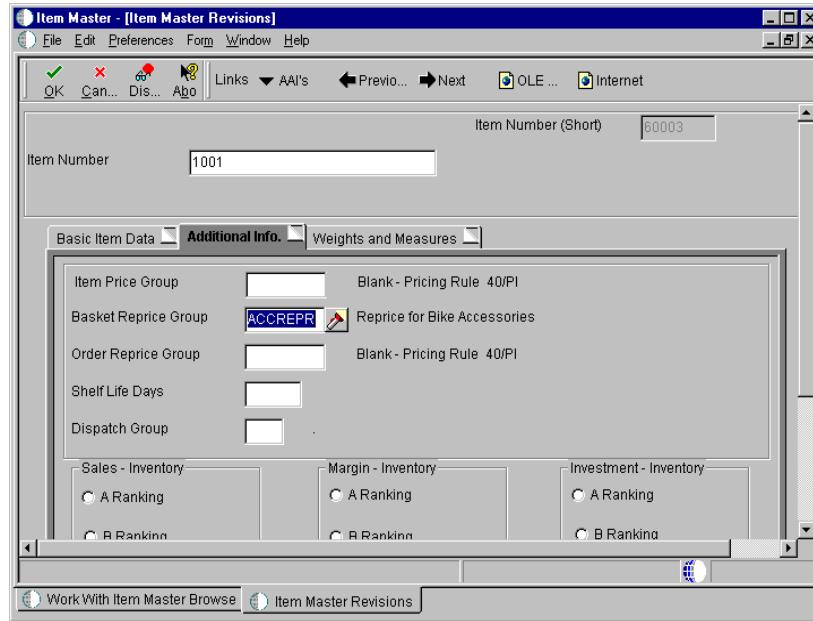
3. To enter item processing information, complete the following fields:

- Stocking Type
- G/L Class
- Unit of Measure
- Line Type

4. Choose one or both of the following options:

- Backorders Allowed
- Check Availability

5. Click the Additional Info. tab.



6. Click the appropriate box to rank the item as A, B, C, or D under each of the following headings:
 - Sales - Inventory
 - Margin - Inventory
 - Investment - Inventory
7. Some companies set up the unit of measure information when they enter the basic item information. See *Entering Item Unit of Measure Information*.
8. Click OK.

Field	Explanation
Item Number	An identifier for an item.
Catalog Number	An identifier for an item.
Description	A description can be: <ul style="list-style-type: none"> • Brief information about an item • A remark • An explanation
Description 2	A second, 30-character description, remark, or explanation.

Field	Explanation
Search Text	<p>A field that specifies how the system searches for an item. Your entry should be specific and descriptive of the item. Type the words in the order in which you are likely to enter them.</p>
	<p>In single-byte environments, where computer storage space can contain only Latin-based language character sets, the system inserts the first 30 characters from the item's description if you do not enter search text.</p>
	<p>In double-byte environments where computer storage space can contain more complex language character sets (in languages such as Japanese, Chinese, and Korean), you must complete this field. This is a single-byte field that you complete with single-byte characters to phonetically represent the item description (which can be single-byte, double-byte, or both).</p>
Stocking Type	<p>A user defined code (41/I) that indicates how you stock an item, for example, as finished goods or as raw materials. The following stocking types are hard-coded and you should not change them:</p>
	<ul style="list-style-type: none"> 0 Phantom item B Bulk floor stock C Configured item E Emergency/corrective maintenance F Feature K Kit parent item N Nonstock
	<p>The first character of Description 2 in the user defined code table indicates if the item is purchased (P) or manufactured (M).</p>
G/L Class	<p>A user defined code (41/9) that controls which general ledger accounts receive the dollar amount of inventory transactions for this item.</p>
Unit of Measure	<p>A user defined code (00/UM) that indicates the primary unit of measure for the item. The primary unit of measure must be the smallest unit of measure in which you handle the item.</p>
	<p>.....<i>Form-specific information</i>.....</p> <p>This is the primary stock accounting unit (PSAU) of measure that the system uses to store all inventory. If you change the primary unit of measure, the conversion factors in the item-level conversion table are no longer valid.</p> <p>The default value for this field is the unit of measure that you specify for the item on Item Master Information.</p>

Field	Explanation
Line Type	<p>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:</p> <ul style="list-style-type: none"> S Stock item J Job cost N Nonstock item F Freight T Text information M Miscellaneous charges and credits W Work order
Backorders Allowed	<p>A code that indicates whether you allow backorders for this item. You can allow backorders by item (through Item Master or Item Branch/Plant), by customer (through Billing Instructions), or by branch/plant (through Branch/Plant Constants).</p>
Check Availability	<p>A code that specifies whether the system performs availability checking. You may want to turn on availability checking for certain items. For other items, if you assume that an adequate supply is available, leave availability checking off.</p>

Field	Explanation
Sales - Inventory	<p>A code that specifies this item's ABC ranking by sales amount.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> A Assign this item to the first (largest) amount ranking. B Assign this item to the second (intermediate) amount ranking. C Assign this item to the third (smallest) amount ranking. D Do not include this item when you run ABC Analysis. <p>There are three types of ABC analysis, which include sales, margin, and on-hand value. Within each type of analysis, you can have three groups, including A, B, and C.</p> <p>The ABC Code fields contain a percentage that defines the A, B, and C groups for categorizing items during ABC analysis. Each group measures a total within the type of analysis.</p> <p>For all groups, the system compares the appropriate sales, margin, or on-hand value totals of a single item to the appropriate total for all items and calculates the value of each item. An item's value is its percentage of the appropriate total. The system arranges the values of all items from highest to lowest value and accumulates the percentages. Then, depending on the group, the system processes the information as follows:</p> <ul style="list-style-type: none"> A: If an item's value causes the accumulated total to exceed the A accumulated percentage, the system assigns the item to the B group. B: When the accumulated total reaches the percentage you entered for items in the A group, it continues to add values until it reaches the percentage you entered for items in the B group. The system assigns all items whose value falls between the A and B percentages to the B group. C: The C group consists of items whose accumulated value exceeds the B percentage. The percentage that you usually enter for the C group is .999.

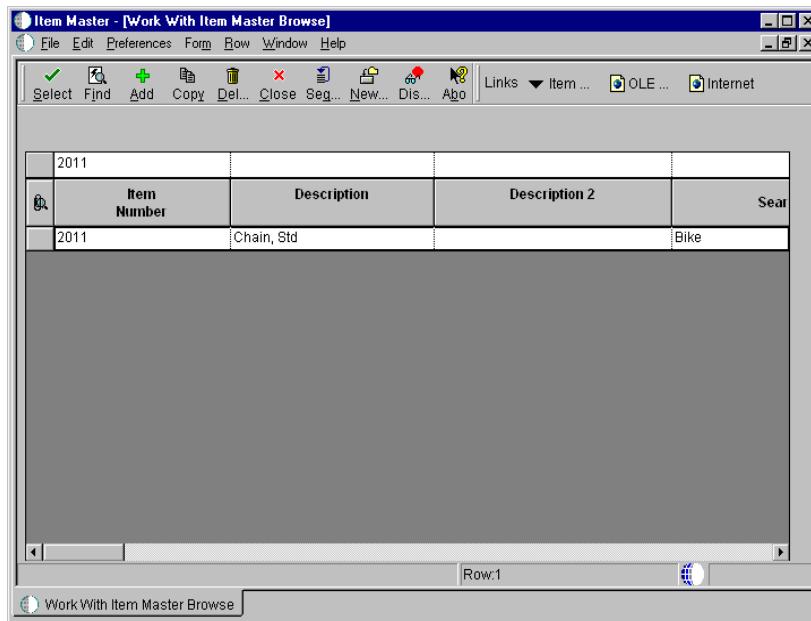
Field	Explanation
Margin - Inventory	<p>Code indicating this item's ABC ranking by margin amount. Valid codes are:</p> <ul style="list-style-type: none"> A Assign this item to the first amount ranking B Assign this item to the second amount ranking C Assign this item to the third amount ranking D Skip this item in the ABC Analysis <p>There are three types of ABC analysis--sales, margin, and on-hand value. Within each type of analysis, you can have three groups--A, B, and C.</p> <p>The ABC Code fields contain a percentage that tells the system how to define the A, B, and C groups for categorizing items during ABC analysis. Each group measures a total within the type of analysis.</p> <p>For all groups, the system compares the appropriate sales, margin, or on-hand value totals of a single item to the appropriate total for all items and calculates the value of each item. An item's value is its percentage of the appropriate total. The system then arranges the values of all items from highest value to lowest value and accumulates the percentages. What happens next depends on the group:</p> <ul style="list-style-type: none"> A group: When the accumulated total reaches the percentage you entered, the system assigns the items whose values are included in the A group. If an item's value causes the total to exceed the A accumulated percentage, the system assigns the item to the B group. B group: When the accumulated total reaches the percentage you entered, the system assigns the items whose values are included in the A group. If an item's value causes the total to exceed the A accumulated percentage, the system assigns the item to the B group. C group: The C group consists of items whose accumulated value exceeds the B percentage. The percentage that you usually enter for the C group is .999.

Field	Explanation
Investment - Inventory	<p>Code indicating this item's ABC ranking by investment in inventory. Valid codes are:</p> <ul style="list-style-type: none"> A Assign this item to the first amount ranking B Assign this item to the second amount ranking C Assign this item to the third amount ranking D Skip this item in the ABC Analysis <p>There are three types of ABC analysis--sales, margin, and on-hand value. Within each type of analysis, you can have three groups--A, B, and C.</p> <p>The ABC Code fields contain a percentage that tells the system how to define the A, B, and C groups for categorizing items during ABC analysis. Each group measures a total within the type of analysis.</p> <p>For all groups, the system compares the appropriate sales, margin, or on-hand value totals of a single item to the appropriate total for all items and calculates the value of each item. An item's value is its percentage of the appropriate total. The system then arranges the values of all items from highest value to lowest value and accumulates the percentages. What happens next depends on the group:</p> <p>A group: When the accumulated total reaches the percentage you entered, the system assigns the items whose values are included in the A group. If an item's value causes the total to exceed the A accumulated percentage, the system assigns the item to the B group.</p> <p>B group: When the accumulated total reaches the percentage you entered for items in the A group, it continues adding values until it reaches the percentage you entered for items in the B group. The system assigns all items whose value falls between the A and B percentages to the B group.</p> <p>C group: The C group consists of items whose accumulated value exceeds the B percentage. The percentage that you usually enter for the C group is .999.</p>

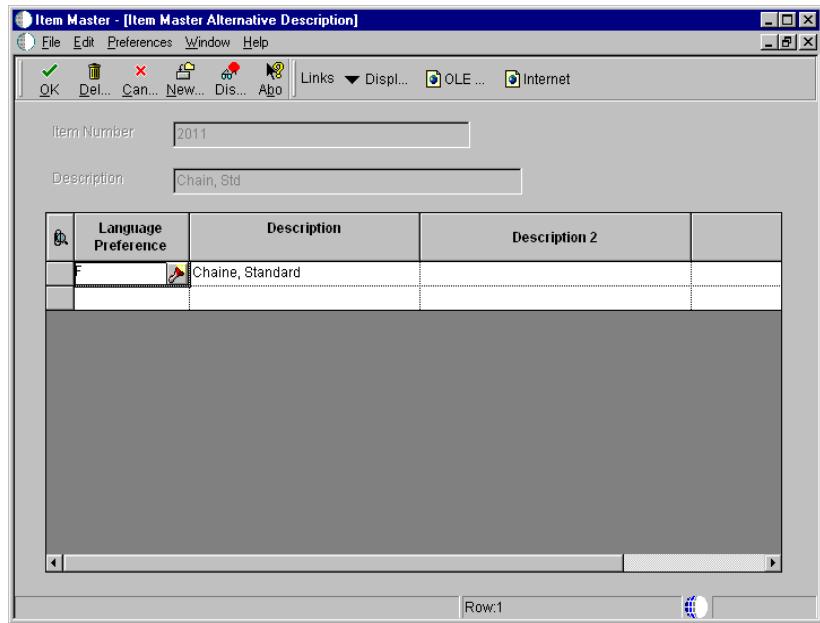
► To enter alternate descriptions

From the Inventory Master/Transactions menu (G4111), choose Item Master.

After you enter item identification and processing information, you can locate the item and enter a description and search text in one or more languages. This alternate text is available in programs such as Item Search and Item Search and Returning Quantity in the language set up at the system level or in your user profile.



1. On Work With Item Master Browse, complete the following field and click Find:
 - Item Number
2. Choose the row that contains the item for which you want to enter an alternate description.
3. From the Row menu, choose Item Alt Desc (Item Alternative Description).



4. On Item Master Alternative Description, complete the following fields and click OK:
- Language Preference
 - Description
 - Description 2
 - Search Text

Field	Explanation
Language Preference	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 <u>the system level or in your user preferences</u> .

Entering Additional Item Master Information

You must enter general information for all stock and nonstock items. The system uses this information to identify and process each item in the distribution and manufacturing systems.

In Brazil, the government requires companies to maintain the following additional information for each item:

- Fiscal classification
- Tax code (IPI or ICMS)
- Whether the item is subject to tax substitution markup
- Item origin
- Purchase use
- Messages to print

The system automatically displays the additional information form when you enter a new inventory item record. To access the additional information form when you inquire on an existing inventory item, choose a record and then choose Regional Information from the Row menu.

You may also review (but not add) tag file information from the Item Master - Brazil menu (G76B4111). You can review tag file information by choosing Item Master - Brazil.

When you enter additional information for an item, the system creates a record for the item in the Item Master Regional Information - Brazil table (F76411).

Before You Begin

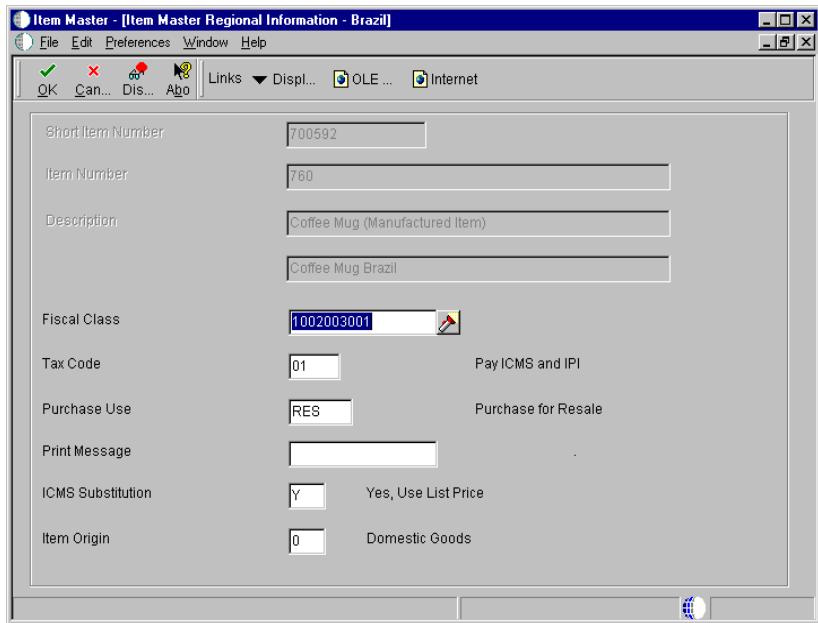
- Verify that Brazil (BR) is the country you have selected in your user display preferences. The Item Master Regional Information - Brazil form can be accessed only when Brazil (BR) is selected in your user display preferences.

► **To enter additional item master information**

From the Inventory Master - Brazil menu (G76B4111), choose Item Master.

1. On Work With Item Master Browse, click Find and locate an item.

2. Choose the row in the detail area and choose Regional Info. from the Row menu.



3. On Item Master Regional Information - Brazil, complete the following fields:

- Fiscal Class
- Tax Code
- Purchase Use
- Print Message
- ICMS Substitution
- Item Origin

4. Click OK.

Field	Explanation
Fiscal Class	Use the Fiscal Classification code to identify groups of products, as defined by the local tax authorities. The product groups are based on taxing conventions and other national statistics. The system uses this code to determine the applicable tax rate for a product.
Tax Code	<p>Use this auxiliary code to combine ICMS and IPI tax characteristics.</p> <p>Examples of valid values might include:</p> <ul style="list-style-type: none"> 01 Taxed Domestic Goods (IPI and ICMS) 02 Taxed Domestic Goods (ICMS taxed, IPI tax rate Zero) 03 Exempt Products 04 Export 05 ICMS deferred, IPI suspended 06 ICMS exempt, IPI taxed
Purchase Use	<p>Use the Purchase Use code to identify the purpose for which the merchandise was purchased. You define purchase use codes on a user defined codes table (system 76, type PU).</p> <p>When you define purchase use codes, use the special handling code to specify the following tax information:</p> <p>For ICMS tax:</p> <ul style="list-style-type: none"> • 0 - ICMS tax is non-recoverable • 1 - ICMS tax is 100 percent recoverable. <p>For IPI tax:</p> <ul style="list-style-type: none"> • 0 - IPI tax is non-recoverable; • 1 - IPI tax is 50 or 100 percent recoverable, depending on the status of the ship-to and ship-from taxpayer <p>You can define additional purchase use codes, if appropriate.</p>
Print Message	A user defined code (system 40, type PM) that you assign to each Fiscal print message that appears on the Nota Fiscal.
ICMS Substitution	<p>Use this code to indicate whether a client or product is subject to tax substitution.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> Y Yes, use list price Z Yes, use net price N No

Field	Explanation
Item Origin	<p>Use the Item Origin code to specify the origin of a product.</p> <p>Valid values are:</p> <ul style="list-style-type: none">• 0 - domestic goods• 1 - foreign product, direct import• 2 - foreign product, purchased in local market

See Also

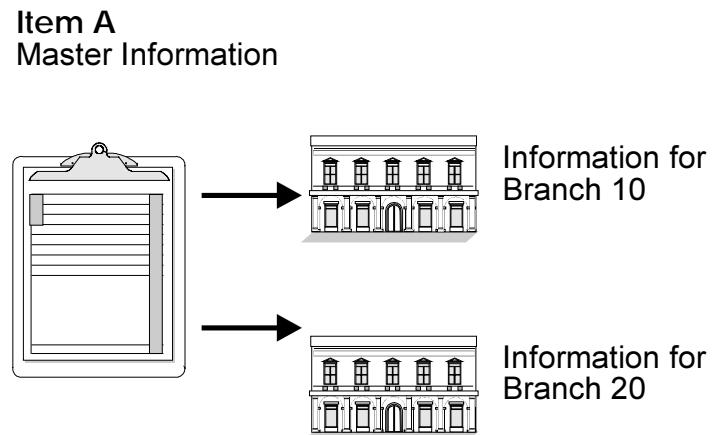
- *Inventory Management: Entering Item Master Information* for more information about entering item master records

Entering Branch/Plant Information

Information about an item might differ from warehouse to warehouse. For example, taxes might be applicable to an item in one warehouse but not in another. You might also have different quantity requirements for items depending on the warehouse.

After you enter master information for an item, you can assign the item to warehouses or branch/plants. You can then customize the item information for each branch/plant. You can also specify the locations within the branch/plant where the item is stored.

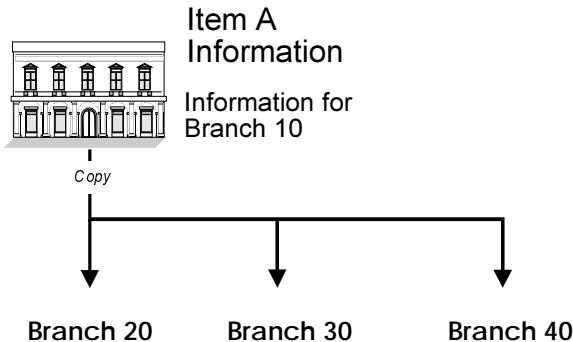
The following graphic illustrates the flow of item information from the master information to two branches:



Every J.D. Edwards system that retrieves item information searches for the item branch/plant information before searching the item master information.

You can enter item information for a single branch/plant or copy existing item information and duplicate it for multiple branch/plants.

The following graphic illustrates setting up item information for one branch and copying the information to three other branches:



You begin entering item information for a branch/plant on Item/Branch Plant Information. Most fields on Item/Branch Plant Information are identical to those on the Item Master Revisions form. The system uses the default values from Item Master Revisions.

Besides location information, you can enter item processing information. Use processing options to specify that other forms, such as Category Codes, appear so that you can add or change the information.

To enter item branch/plant information, complete the following tasks:

- Assign an item to a branch/plant
- Work with item locations
- Enter item branch classification codes (optional)
- Enter item tax information (optional)
- Locate item sources (optional)
- Enter item reorder quantities (optional)
- Enter item branch/plant manufacturing information (optional)
- Duplicate item information for multiple branch/plants (optional)

After you enter item information for a specific branch/plant, the system creates a record in the Item Branch table (F4102).

See Also

- *Setting Up Item Profiles* in the *Warehouse Management Guide* for Warehouse Profile information
- *Setting Up Basic Item Information by Depot* and *Setting Up A Bulk Item* in the *Bulk Stock Management Guide*
- *Setting Up Base Warranty Defaults* in the *Customer Service Management Guide* for Customer Service information
- *Entering Basic Item Information* for descriptions of fields on Item/Branch Plant Information

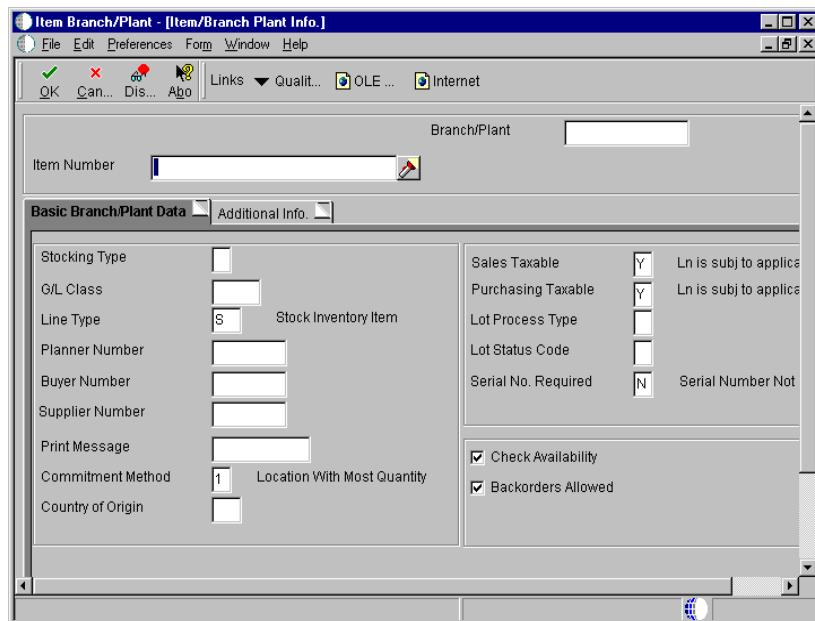
Assigning an Item to a Branch/Plant

After you enter master information for an item, you must assign the item to a specific branch/plant. You can then locate the item and branch/plant to customize the master information.

► To assign an item to a branch/plant

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

1. On Work With Item Branch, and click Add.



2. On Item/Branch Plant Info, complete the following fields:
 - Branch/Plant
 - Item Number
3. On the Basic Branch/Plant Data tab, complete any of the fields that you want unique for this branch/plant.
4. Click the Additional Info. tab and complete any of the fields that you want unique for this branch/plant.
5. Click OK when the information is accurate.

The Branch/Plant Constants table (F41001) must contain a record for the branch/plant you enter.

After you complete these steps, you can follow the steps to assign a primary location in the branch/plant for the item.

See Also

- *Working with Item Locations* for descriptions of fields on Item/Branch Plant Information

Working with Item Locations

After you assign an item to a branch/plant, you can indicate multiple locations in which the item resides. For each branch/plant, you can assign:

- A primary location
- Multiple secondary locations

The system prompts you for the primary location immediately after you assign an item to a branch/plant. The system usually processes an item through its primary location. For example, when you receive an item, the system assigns the item to its primary location unless you specify a secondary location.

You can also assign secondary locations to an item when you enter branch/plant information. The system automatically assigns a secondary location if you enter a location other than the primary location for an item when you receive it.

Each time you enter a location for an item, the system creates a record in the Item Location table (F41021). To delete a primary location, you must first change it to a secondary location. Locations that you delete cannot contain quantities.

If you specify location control on System Constants, you can assign an item to only those locations set up using the Branch/Plant Location Master menu selection on the Inventory Master/Transactions menu (G4111). If you do not specify location control, you can assign an item to any location.

In addition to assigning locations to an item and branch/plant, you can assign multiple lot numbers to each location. You can enter lot numbers manually when you enter item locations or when you receive the items.

You also can change the primary location for an item. However, if you change an item's primary location and any of the following quantities exist, the quantities transfer to the new primary location:

- Quantity on back order
- Quantity on purchase order
- Quantity on work order
- Other purchasing 1
- Quantity on soft commit

Working with item locations consists of the following tasks:

- Assign a primary location to an item
- Assign a secondary location to an item
- Change the primary location for an item

See Also

- *Entering Information for Lots* for information about defining lot details
- *Working with Lot Statuses* for information about putting lots and locations on hold

► To assign a primary location to an item

After you assign an item to a branch/plant on Item Branch Revisions, Primary Location appears automatically. You must enter a primary location that indicates a specific location in the branch/plant where you will store the item.

On Primary Location, complete the following fields and click OK:

- Location

- Lot/Serial

After you complete these steps, follow the steps to assign a secondary location to an item.

Field	Explanation
Location	The area in the warehouse where you receive inventory. The format of the location is user defined and you enter the location format for each branch/plant.
Lot/Serial	A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.

► To assign a secondary location to an item

After you assign a primary location to an item, you can assign a secondary location so the item can be stored in multiple locations.

1. On Work With Item Branch, enter the item for which you want to assign a secondary location and click Find.
2. From the Row menu, choose Location Revisions.
3. On the Work With Item Locations form, click Add.
The Primary/Secondary field defaults to S (Secondary).
4. On the Location Revisions form, complete the following fields and click OK:
 - Location
 - Lot/Serial

Repeat these steps to assign more secondary locations.

► To change the primary location for an item

After you have assigned a primary and secondary location to an item, you can choose a secondary location that you have already assigned to the item and change it to the primary location.

1. On Work With Item Branch, enter the item you want to change and click Find.
2. Choose the row that contains the branch/plant, item, and description.

3. From the Row menu, choose Location Revisions.
4. On Work With Item Locations, choose the row that contains the location that you want to change to the primary location.
5. From the Row menu, choose Change Primary.

The system changes the location that was the primary location to a secondary location and changes the location that you chose to the primary location.

Entering Item Branch Classification Codes (Optional)

You might want to group items with similar characteristics so that you can work with the entire group at the same time for branch/plants. For example, grouping items together provides good sales analysis information.

There are four types of classification codes available. Each type relates to one or more of the following J.D. Edwards systems:

- Sales Order Management
- Procurement
- Inventory Management
- Warehouse Management
- Transportation Management

To enter branch classification codes, complete the following optional tasks:

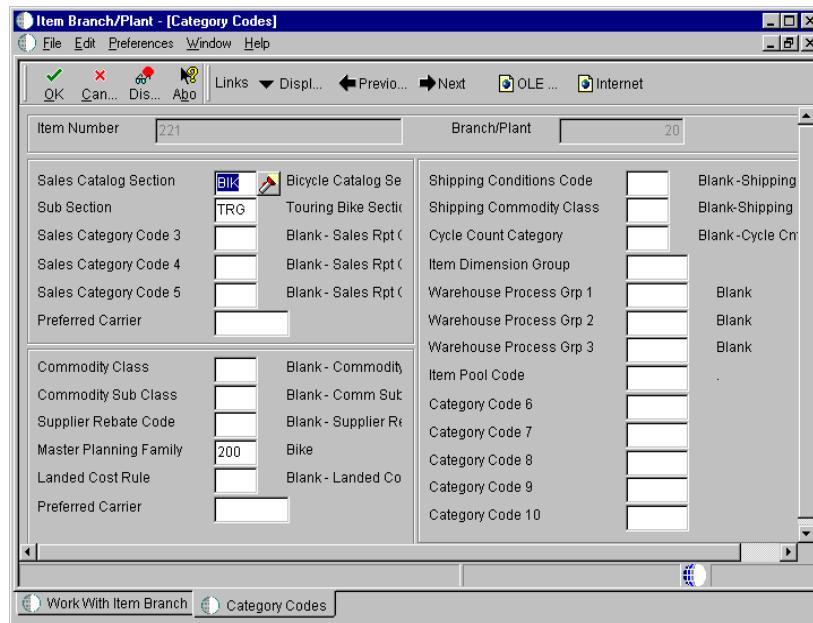
- Enter sales classification codes
- Enter purchasing classification codes
- Enter inventory and transportation classification codes
- Enter warehouse classification codes

► To enter sales classification codes

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

Enter sales classification codes to provide information about the type of item that the sales codes represent.

1. On Work With Item Branch, enter the item for which you want to add category code information and click Find.
2. Choose the row that contains the item number and description.
3. From the Row menu, choose Category Codes.



4. On Category Codes, complete the following fields and click OK:
 - Sales Catalog Section
 - Sub Section
 - Sales Category Code 3
 - Sales Category Code 4
 - Sales Category Code 5
 - Preferred Carrier
 - Category Code 6
 - Category Code 7
 - Category Code 8
 - Category Code 9

- Category Code 10

After you complete these steps, follow the steps for entering purchasing, inventory, and warehouse classification codes.

► To enter purchasing classification codes

Enter purchasing classification codes to provide information that the system uses to sort and group items for purchase order processing.

1. On Work With Item Branch, enter the item for which you want to add classification code information and click Find.
2. Choose the row that contains the item number and description.
3. From the Row menu, choose Category Codes.
4. On Category Codes, complete the following fields and click OK:
 - Commodity Class
 - Commodity Sub Class
 - Supplier Rebate Code
 - Master Planning Family
 - Landed Cost Rule

After you complete these steps, follow the steps for entering sales, inventory, and warehouse classification codes.

► To enter inventory and transportation classification codes

Enter inventory and transportation classification codes to provide information that the system uses to group similar items for shipping and to count items.

1. On Work With Item Branch, enter the item for which you want to add classification code information and click Find.
2. Choose the row that contains the item number and description.
3. From the Row menu, choose Category Codes.
4. On Category Codes, complete the following fields and click OK:

- Shipping Conditions Code
- Shipping Commodity Class
- Cycle Count Category

The Transportation Management system uses the Shipping Conditions Code and Shipping Commodity Class fields.

After you complete these steps, follow the steps for entering sales, purchasing, and warehouse classification codes.

► **To enter warehouse classification codes**

Enter warehouse classification codes to provide information that the system uses to group items with similar dimensions, and to move groups of items.

1. On Work With Item Branch, enter the item for which you want to add classification code information and click Find.
2. Choose the row that contains the item number and description.
3. From the Row menu, choose Category Codes.
4. On Category Codes, complete the following fields and click OK:
 - Item Dimension Group
 - Warehouse Process Grp 1
 - Warehouse Process Grp 2
 - Warehouse Process Grp 3

After you complete these steps, follow the steps for entering sales, purchasing, and inventory classification codes.

Entering Item Tax Information (Optional)

You can specify whether an item is subject to tax when you enter branch/plant information. The system uses the values that you enter as default information in the Sales Order Management and Procurement systems.

► To enter tax information

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

1. On Work With Item Branch, enter the item for which you want to enter tax information and click Find.
2. Choose the row that contains the branch/plant, item, and description.
3. From the Row Menu, choose Item/Branch Information.
4. On the Basic Branch/Plant Data tab on Item/Branch Plant Information, complete the following fields and click OK:
 - Sales Taxable (Y/N)
 - Purchasing Taxable (Y/N)

Field	Explanation
Sales Taxable	A code that indicates whether the item is subject to sales tax when you sell it. The system calculates tax on the item only if the customer is also taxable.
Purchasing Taxable (Y/N)	A code that indicates whether the item is subject to sales tax when you purchase it. The system calculates tax on the item only if the supplier is also taxable.

See Also

- *Working with Detail Information in the Sales Order Management Guide*
- *Entering Tax Information for a Purchase Order Detail Line in the Procurement Guide*

Locating Item Sources (Optional)

You can locate the country in which an item originates and the preferred supplier for an item. Locating these sources allows you to distinguish items based on a country or supplier. You specify this information when you enter branch/plant information for an item.

► To locate item sources

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

1. On Work With Item Branch, enter the item for which you want to enter item source information and click Find.
2. Choose the row that contains the branch/plant, item, and description.
3. From the Row Menu, choose Item/Branch Information.
4. On the Basic Branch/Plant Data tab on Item/Branch Plant Information, complete the following fields and click OK:
 - Supplier Number
 - Country of Origin

Field	Explanation
Supplier Number	A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference.
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.

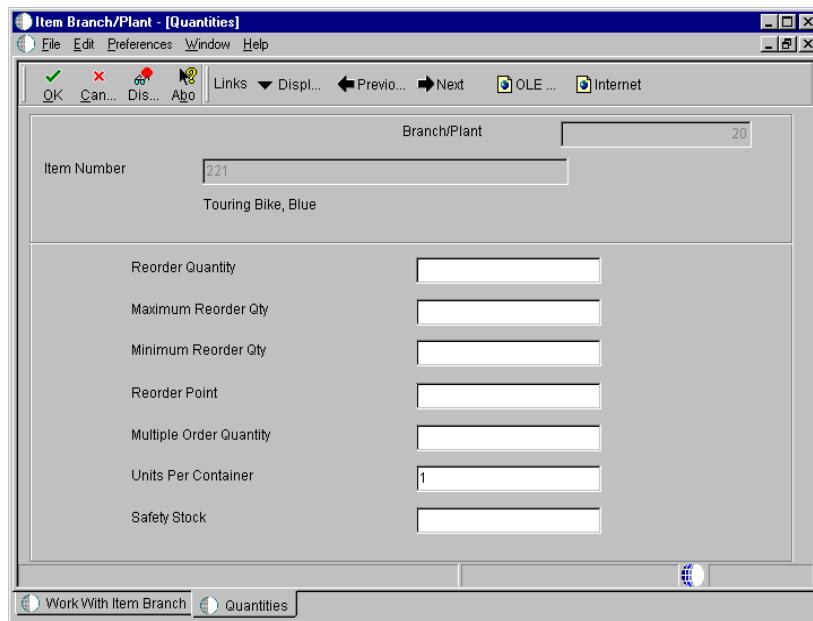
Entering Item Reorder Quantities

You can specify the minimum, maximum, and normal reorder quantities for an item. You can also specify the level of stock at which reordering takes place. The system uses these values for the Enterprise Requirements Planning and Execution system.

► To enter item reorder quantities

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

1. On Work With Item Branch, enter the item for which you want to enter reorder quantities and click Find.
2. Choose the row that contains the branch/plant, item, and description.
3. From the Row Menu, choose Quantities.



4. On Quantities, complete the following fields and click OK:
 - Reorder Quantity
 - Maximum Reorder Qty
 - Minimum Reorder Qty

- Reorder Point
- Multiple Order Quantity
- Units Per Container
- Safety Stock

Field	Explanation
Reorder Quantity	The estimated reorder quantity for an item. You can enter this quantity if there is not enough sales history available for the system to accurately calculate a reorder quantity.
Maximum Reorder Qty	The maximum order quantity for an item. You can base the quantity on factors other than usage, such as perishability, storage capacity, and so forth.
Minimum Reorder Qty	The minimum order quantity for an item. You can base the quantity on factors other than usage, such as perishability, storage capacity, and so forth.
Reorder Point	<p>A quantity for an item that specifies when replenishment occurs. Typically, this occurs when the total quantity on-hand plus the quantity on order equal or do not meet a specified quantity. You can enter this quantity or the system can calculate it if there is sufficient sales history.</p> <p>If there is no safety stock quantity defined, the system first calculates the safety stock by multiplying the square root of the average leadtime quantity. Then, the system adds the calculated safety stock quantity to the average leadtime quantity to determine the reorder point.</p>
Multiple Order Quantity	A multiple for rounding up planned order quantities in MPS/MRP. The system rounds up the planned order quantity to the nearest multiple that you enter in this field.
Units Per Container	The standard quantity of containers that you use in the manufacturing process (typically, in a repetitive manufacturing environment). The quantity that you enter determines the number of bar code labels that you will need for shipping. It also modifies order release quantities.
Safety Stock	The quantity of stock kept on hand to cover high-side variations in demand.

Entering Item Branch/Plant Manufacturing Information (Optional)

For each item, you can define manufacturing information that is specific to each branch/plant, including:

Requirements planning information	You enter information about inventory shrinkage for items to plan for the quantity you need to replace due to shrinkage.
Leadtime information	You enter leadtime information to calculate the time frames that are necessary to assemble or manufacture an item.
Engineering information	You enter reference information about the drawing plans for items.

Most of the items on Plant Manufacturing Data are identical to those on Manufacturing Data. The system uses the default values that you specified on Manufacturing Data.

To enter item branch/plant manufacturing information, complete the following tasks:

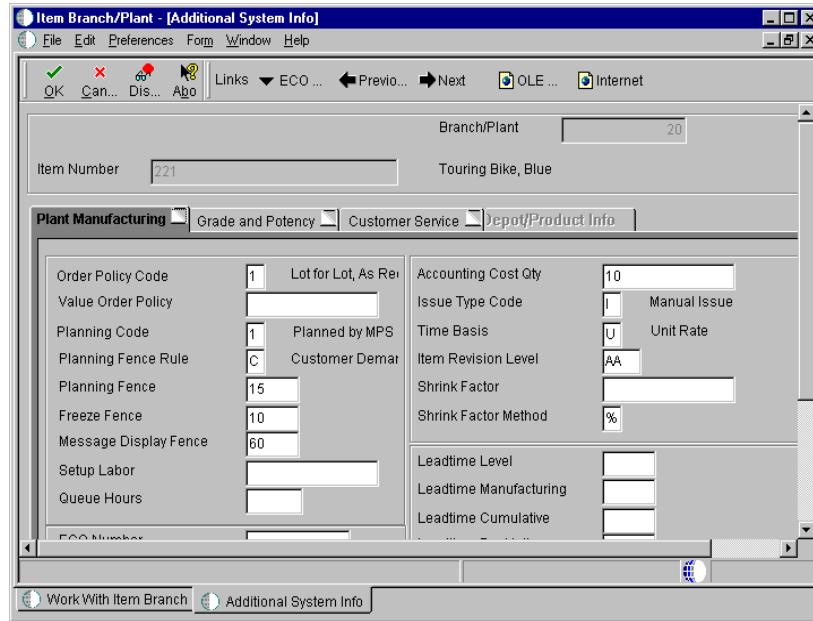
- Enter requirements planning information
- Enter leadtime information
- Enter engineering information

► **To enter requirements planning information**

From the Inventory Master/Transactions menu (G4111), choose Item Branch/Plant.

Enter this information to plan for the quantity of an item that you will need to replace due to inventory shrinkage.

1. On Work With Item Branch, enter the item for which you want to enter requirements planning information and click Find.
2. Choose the row that contains the branch/plant, item, and description.
3. From the Row menu, choose Additional System Info.



4. On the Plant Manufacturing tab on Additional System Info, complete the following fields and click OK:

- Shrink Factor
- Shrink Factor Method

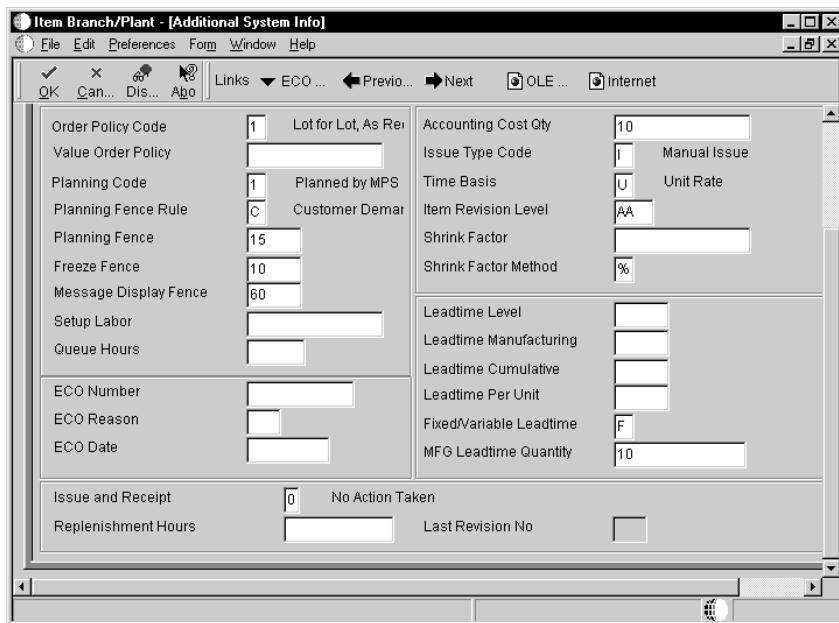
After you complete these steps, follow the steps to enter leadtime information.

Field	Explanation
Shrink Factor	A fixed quantity or percentage that the system uses to determine inventory shrinkage for an item. The system increases the planned order quantity by this amount in MPS/MRP/DRP generation. The shrink factor method you specify for the item determines whether the shrink factor is a percentage or a fixed quantity. If you are entering a percentage, enter 5% as 5.00 and 50% as 50.00.
Shrink Factor Method	A value that determines whether the shrink factor you enter for this item is a percentage or a fixed quantity. Valid values are: % Percentage of order or requested quantity F Fixed amount to be added to quantity

► To enter leadtime information

Enter leadtime information to calculate the time frames that are necessary to assemble or manufacture an item.

1. On Work With Item Branch, enter the item for which you want to enter leadtime information and click Find.
2. Choose the row that contains the branch/plant, item, and description.
3. From the Row menu, choose Additional System Info.



4. On the Plant Manufacturing tab on Additional System Info, complete the following fields and click OK:
 - Setup Labor
 - Queue Hours - Standard
 - Time Basis Code
 - Issue and Receipt
 - Replenishment Hours

Note: You might need to use the scroll bars to locate all the fields.

After you complete these steps, follow the steps to enter engineering information.

Field	Explanation
Issue and Receipt	A code that indicates whether an item is received at the time of inventory issues or if the system uses the Move and Disposition program. Valid values are: 0 The system does not perform any actions. 1 The system receives an item when an inventory issue occurs. 2 The system uses the Movement and Disposition program when an inventory issue occurs.
Replenishment Hours	The time required before a consuming location has a replacement kanban available from its supplying location. This value is used only for kanban card processing in Shop Floor Management.
Setup Labor	The standard setup hours that you expect to incur in the normal completion of this item. This value is not affected by crew size.
Queue Hours	The total hours that an order is expected to be in queue at work centers and moving between work centers. The system stores this value in the Item Branch table (F4102). You can calculate this value using the Leadtime Rollup program or you can enter it manually. When you run the Leadtime Rollup program, the system overrides manual entries and populates the table with calculated values.
Time Basis	A user defined code (30/TB) that indicates how machine or labor hours are expressed for a product. Time basis codes identify the time basis or rate to be used for machine or labor hours entered for every routing step. For example, 25 hours per 1,000 pieces or 15 hours per 10,000 pieces. You can maintain the time basis codes in Time Basis Codes. The system uses the values in the Description-2 field on the User Defined Codes form for costing and scheduling calculations. The description is what the code represents, but is not used in calculations.

► To enter engineering information

Enter engineering information to specify the drawing plans for an item.

1. On Work With Item Branch, enter the item for which you want to enter engineering information and click Find.
2. Choose the row that contains the branch/plant, item, and description.
3. From the Row menu, choose Additional System Info.

4. On the Plant Manufacturing tab on Additional System Info, complete the following fields and click OK:
 - ECO Number
 - Engineering Change Reason
 - Date - Engineering Change Date
 - Item Revision Level

Field	Explanation
ECO Number	The number assigned to an engineering change order.
ECO Reason	A code (table 40/CR) that identifies the reason for the engineering change order.
ECO Date	The date of the engineering change order.
Item Revision Level	The revision level for an item. If you enter a revision level, verify that the revision level of the routing for an item matches the revision level on the bill of material for the item.

Duplicating Item Information for Multiple Branch/Plants (Optional)

You might have item information that applies to items in multiple branch/plants. You can enter item information for one branch/plant and then duplicate the information for as many as 10 other branch/plants by doing either of the following:

- Use Item Branch Duplication to select individual items for duplication
- Use the Item Branch Duplication batch program to define criteria for items that you want to duplicate

These programs use the Item Duplication Worktable (F41015) during processing.

For both procedures, you use processing options to specify the branch/plants for which you are duplicating information. You can also specify additional information to duplicate, such as costs, prices, units of measure, and so on. For either procedure, the system sends a message to the Employee Work Center when the duplication process is completed.

When you duplicate item information, the system does not duplicate the primary location for an item. The system uses the blank location that you have set up for the branch/plant to which you are duplicating information.

If you use Item Branch Duplication to select individual items for duplication, you can set processing options to display up to four search fields to allow you to locate items for a particular branch/plant.

► To duplicate item information for multiple branch/plants

From the Inventory Advanced and Technical Operations menu (G4131), choose Item/Branch Duplication.

1. On Work With Item Branch Duplication, enter the branch/plant from which you are duplicating information and click Find.
2. Choose the rows for the items to be duplicated and click Select.

See Also

- *Setting Up Warehouse Locations* for information about blank locations for branch/plants

Processing Options: Item Branch/Plant (P41026A)

Process Tab

These processing options allow you to specify whether the system displays additional Item Branch forms when you perform an add or change on the Item Branch/Plant Info. form.

1. Category Codes

Use this processing option to specify whether the system displays the Category Codes form when you add or change information. Valid values are:

Blank Do not display the form.

1 Display the form.

2. Quantities

Use this processing option to specify whether the system displays the Quantities form when you add or change information. Valid values are:

Blank Do not display the form.

- 1 Display the form.

3. Additional System Information

Use this processing option to specify whether the system displays the Additional System Information form when you add or change information. Valid values are:

Blank Do not display the form.

- 1 Display the form.

4. Item Profile Revisions

Use this processing option to specify whether the system displays the Item Profile Revisions form when you add or change information. Valid values are:

Blank Do not display the form

- 1 Display the form.

5. Cost Revisions

Use this processing option to indicate whether the system displays the Cost Revisions form when you add or change information. Valid values are:

Blank Do not display the form.

- 1 Display the form.

6. Price Revisions

Use this processing option to specify whether the system displays the Price Revisions form when you add or change information. Valid values are:

Blank Do not display the form.

- 1 Display the form.

7. Unit of Measure

Use this processing option to specify whether the system displays the Unit of Measure form when you add or change information and when the Unit of Measure conversions are at the branch level. Valid values are:

Blank Do not display the form.

1 Display the form.

Versions Tab

These processing options allow you to specify the versions for various programs that you access from the Item/Branch Plant program. Versions control how the system processes and displays information. Therefore, you might need to set the processing options to meet your specific needs.

1. Summary Availability

Use this processing option to specify the version that the system uses when you access the Summary Availability program (P41202). If you leave this option blank, the system uses version ZJDE0001.

2. Item/Location Information

Use this processing option to specify the version that the system uses when you access the Item/Lot Information Revisions program (P41024). If you leave this option blank, the system uses version ZJDE0001.

Interop Tab

These processing options control whether the system performs outbound interoperability processing and whether the system creates a record of a transaction prior to changes to the transaction.

1. Transaction Type

Use this processing option to define the type of document on which you want the system to search. Transaction type is a user defined code (00/TT) that identifies the type of transaction, such as an invoice or a sales order. Enter a transaction type to use as the default or choose it from the Select User Define Code form. If you leave this field blank, the system does not perform export processing.

2. Before/After Image Processing

Use this processing option to specify whether the system creates a record of a transaction after the transaction is changed or whether the system creates records of a transaction before and after a transaction is changed. Valid values are:

Blank Create a record of a transaction after the transaction is changed.

- 1 Create one record of the transaction before it is changed and one record after it is changed.

Processing Options for Item Branch Duplication

Defaults 1

Enter the branch/plants to which you want to duplicate the items:

Branch One	_____
Branch Two	_____
Branch Three	_____
Branch Four	_____
Branch Five	_____
Branch Six	_____

Default 2

Branch Seven	_____
Branch Eight	_____
Branch Nine	_____
Branch Ten	_____

Process

Enter a '1' next to each file to duplicate. If left blank, the file will not be duplicated.

Cost Ledger File (F4105)	_____
Base Price File (F4106)	_____
UOM Conversion Factor (F41002)	_____
Bulk Depot/Product Information (F41022)	_____
Item Profile (F46010)	_____
Item Unit of Measure Definition (F46011)	_____

Entering Additional Branch/Plant Information

Information about an item might be different from warehouse to warehouse. For example, taxes might be applicable to an item at one warehouse but not at another. You might also have different quantity requirements for each item based on the warehouse.

After you enter master information for an item, you can assign the item to different warehouses or branch/plants. You can then customize the item information for each branch/plant. You can also specify the locations in the branch/plant in where the item is stored.

Every J.D. Edwards system that retrieves item information searches for the item branch/plant information before using the item master information.

In Brazil, companies can choose to override the Item Master information they enter for specific lot locations. The fields that companies should maintain include the following:

- Fiscal classification
- Tax code (IPI or ICMS)
- Whether the item is subject to tax substitution markup
- Item origin
- Purchase use
- Messages to be printed

To associate the additional information required to meet Brazilian reporting requirements with the inventory items that you enter, the country specified in your user display preferences must be Brazil (BR). To access the additional information form when you inquire on an existing inventory item, choose a record and then choose Regional Information from the Row menu. Brazilian information needs to be added only by location if the location is different than that added for the item.

You may also review (but not add) tag file information from the Item Master - Brazil menu (G76B4111). You can review tag file information by choosing Item Branch/Plant - Brazil.

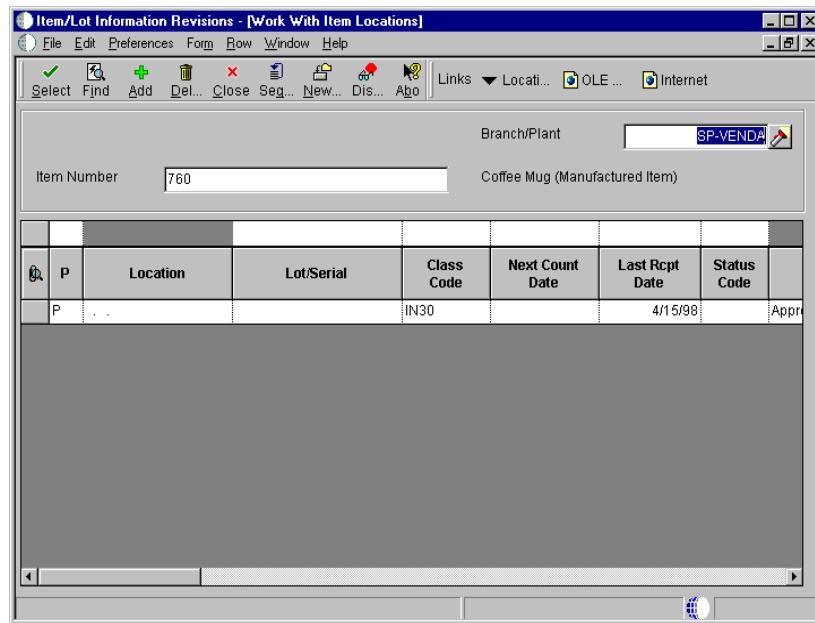
When you enter additional branch/plant information for an item, the system creates a record for the item in the Item Branch Regional Information - Brazil table (F76412).

Before You Begin

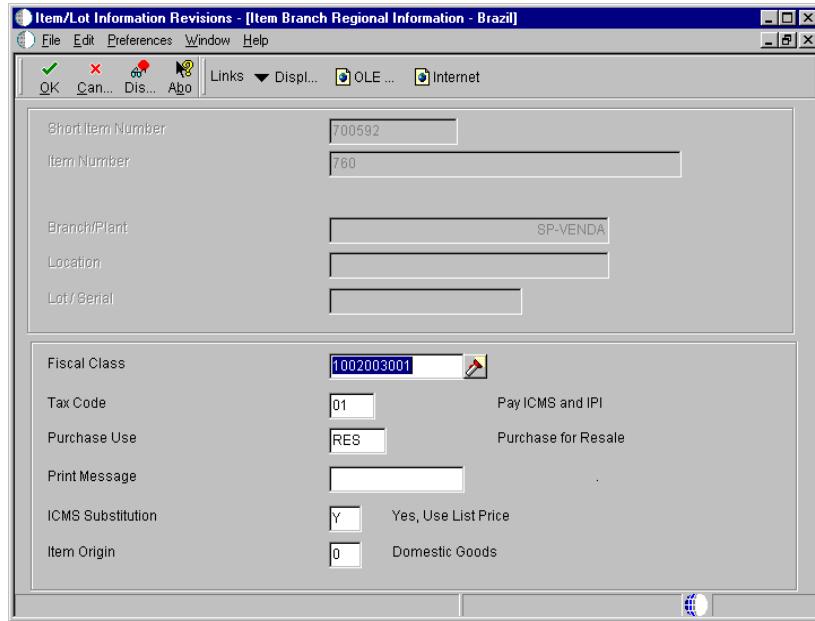
- ❑ Verify that you have selected Brazil (BR) in your user display preferences.

► To enter additional branch/plant information for items

From the Lot Control menu (G4113), choose Item/Lot Information Revisions.



1. On Work With Item Locations, complete the following fields and click Find.
 - Branch/Plant
 - Item Number
2. Choose the row of the record in the detail area and choose Regional Info. from the Row menu.



3. On Item Branch Regional Information - Brazil, complete the following fields:
 - Fiscal Class
 - Tax Code
 - Purchase Use
 - Print Message
 - ICMS Substitution
 - Item Origin
4. Click OK.

See Also

- *Inventory Management: Entering Item Master Information* for more information about entering item master records

Order Entry Processing

When you use J.D. Edwards Procurement system, you include this additional information in the header and detail portions of your purchase order.

J.D. Edwards solution for order entries in Brazil includes the following:

- Understanding Order Entry in Brazil
- Entering purchase orders
- Working with special order entry features
- Working with commitments and encumbrances
- Working with budgets
- Working with orders on hold
- Printing orders
- Working with order information
- Processing purchase returns

Understanding Order Entry in Brazil

In Brazil, the government requires that businesses maintain detailed information about all merchandise and associated taxes during the delivery process. The information accompanies shipments in the form of a document. This document is a Nota Fiscal.

When you enter a purchase order, you also enter information that the system uses to generate the associated Nota Fiscal document. When you receive a shipment for the purchase order, you enter or update information for the related Nota Fiscal. At this time, the system calculates any applicable IPI, ICMS, and ICMS Substitution taxes. The Brazilian government holds both the seller and buyer responsible for the accuracy of tax calculations. You can verify the accuracy of the Nota Fiscal document that your supplier sends with the shipment based on the inbound version of the Nota Fiscal that your system generates.

The system automatically creates journal entries to account for the Notas Fiscais that the Procurement process creates.

Each time you want to order goods or services, you must enter a purchase order. A purchase order consists of two parts:

- Header information, which is general information that relates to the entire order, such as the supplier and order dates
- Detail information, which is line-by-line details about the items or services you want to order, such as item numbers, quantities, and costs

You can enter header information and detail information separately. Depending on the volume of orders you have and the amount of header information you need to enter, you use processing options to choose one of the following methods to enter purchase orders:

- Enter header information first, followed by detail information
- Enter detail information only, the system then applies limited header information based on default values

The following documentation assumes that you have set up the processing options to show the header information first, followed by the detail information.

In Brazil, the government requires companies to maintain additional purchase order information for tax audit purposes. This additional information includes:

- Transaction nature
- Tax code
- Fiscal classification
- Whether the item is subject to ICMS Substitution
- Origin of the item
- Purchase use
- Fiscal message

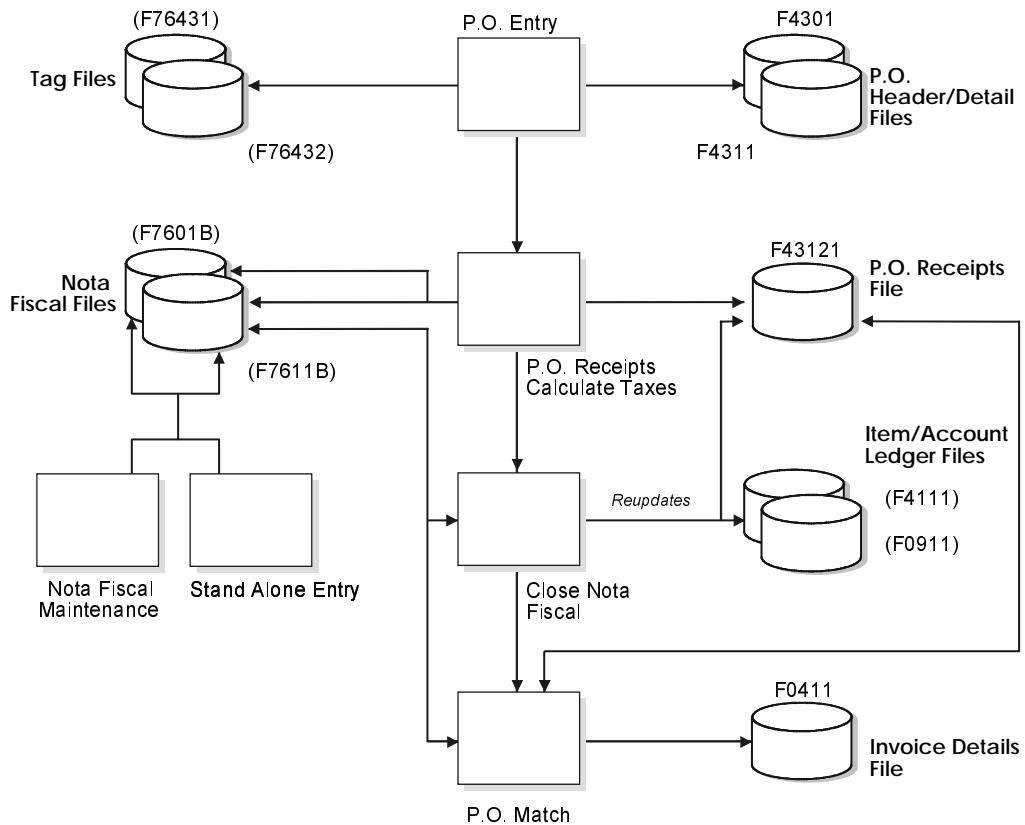
Entering Purchase Orders

When you use J.D. Edwards Procurement system for Brazil, you enter additional information in the header and then in the detail portions of your purchase order.

To associate the additional information required to meet Brazilian reporting requirements with the purchase orders you enter, the country specified in your user display preferences must be Brazil (BR). When you enter purchase orders, the system automatically displays the additional information forms for the purchase order header and detail. To access additional information forms when you inquire on existing purchase orders, use the regional information exits.

The following graphic is an overview of the purchase order process, including the role of the Nota Fiscal and the point at which the system calculates ICMS and IPI taxes.

Purchase Order Process Flow



P.O. = Purchase Order

Before You Begin

- Verify that you have selected Brazil (BR) in your user display preferences.
- To determine the transaction nature default, indicate whether the item was manufactured or purchased. For Brazil, this information can be stored in an item master category code. Use UDC 76/CN to determine which category code you can use by entering SRP6, SRP7, SRP8, SRP9, or SRP0 for the code NATUR. For example, one data dictionary option for NATUR is SRP6. Data dictionary item SRP6 has valid values in UDC 41/06, so it is ready for you to use when you enter purchase orders.
- Verify that you have set up the processing options for Brazilian P.O. Additional Information (P4310BR). Select processing options from the Version Setup/Advanced Operations - BRZ menu (G76B31), and then navigate back to the Purchase Order Processing - Brazil menu (G76B4311) to enter purchase orders.

- Verify that the version for Brazilian P.O. Additional Information (P4310BR) and the version for Enter Purchase Orders (P4310) are the same. If the versions are not the same, Brazilian P.O. Additional Information (P4310BR) will use version ZJDE0001.

See Also

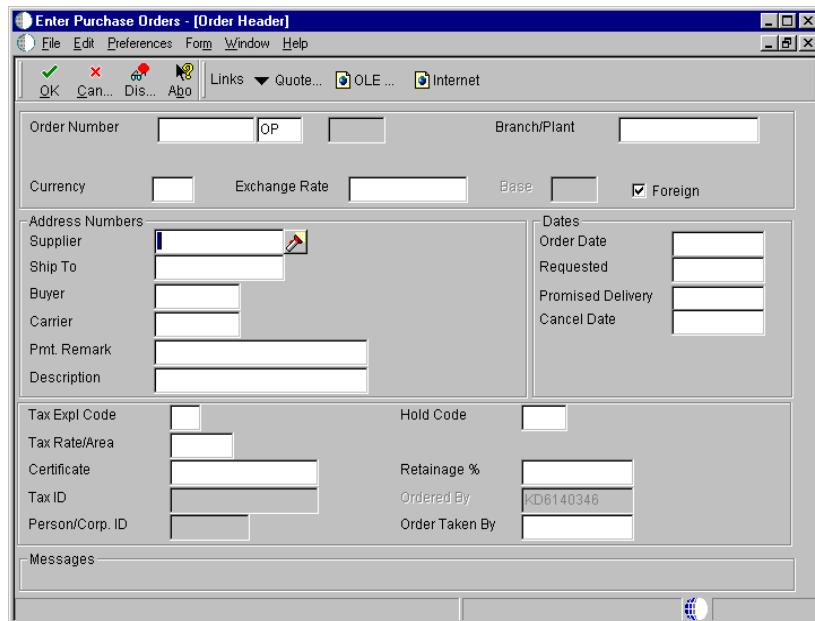
- *Procurement Guide: Order Entry* for more information on entering purchase orders

► To enter purchase orders

From the Purchase Order Processing - Brazil menu (G76B4311), choose Enter Purchase Orders.

1. On Work With Order Headers, click Add.

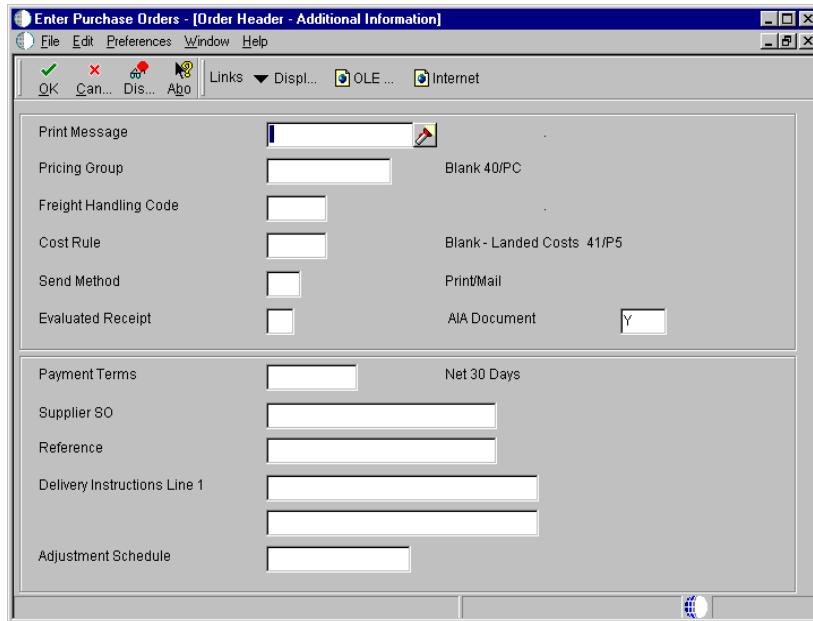
The Order Header form appears if you have set processing options to display header information prior to detail information.



2. On Order Header, complete the following fields:

- Supplier
- Branch/Plant

3. Add or change any other information as necessary.
4. To add additional header information, choose Additional Info from the Form menu (optional).

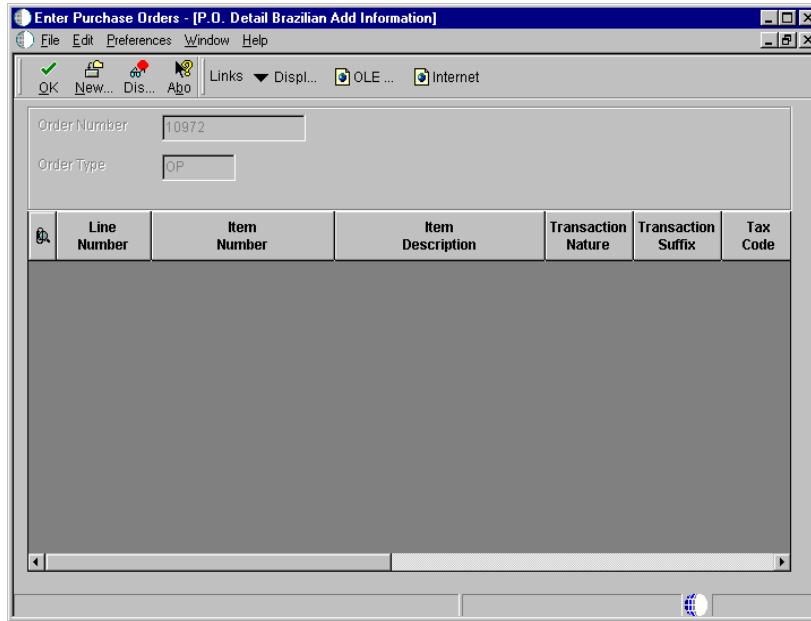


5. On Order Header - Additional Information, review the default information and add or change it, as necessary (optional).
6. Click OK (optional).
7. On Order Header, click OK.

	Item Number	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Ln Ty
					0,00		

8. On Order Detail, add information to the order line details as necessary.
9. Click OK.

10. On P.O. Header Brazilian Add Information, review the following defaults and click OK:
 - Transaction Nature
 - Transaction Nature Suffix



11. On P.O. Detail Brazilian Add Information, verify that all data is correct and click OK.

Field	Explanation
Supplier	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.
Transaction Nature	<p>Use this three-character code to indicate different types of transactions for tax purposes.</p> <p>To enter valid values for the Transaction Nature code, use the following convention: X.YY</p> <p>Use a value for X to define the origin of the transaction (inbound or outbound). Valid values for X are:</p> <ul style="list-style-type: none"> 1 Inbound, inside the state 2 Inbound, other states 3 Inbound, import 5 Outbound, inside state 6 Outbound, other states 7 Outbound, export <p>Use values for YY to define the transaction as a whole, such as a sales transaction.</p> <p>Examples of Transaction Nature codes:</p> <ul style="list-style-type: none"> 511 In state sale 611 Out of state sale

Field	Explanation
Transaction Nature Suffix	<p>Complete this two-character field in conjunction with the Transaction Nature code to identify the complementary implications of a type of transaction. For example, the suffix might indicate that a certain type of transaction represents a inventory change, or that a transaction is eligible for a certain type of tax.</p> <p>Valid values might include:</p> <ul style="list-style-type: none">01 Bonus02 Demo03 Sample04 Return merchandise05 Back order06 Donation <p>Examples of Transaction Nature codes with suffixes:</p> <ul style="list-style-type: none">511 01 - In state sale, bonus511 05 - In state sale, back order

Processing Options for Purchase Order Entry - Brazil (P4310BR)

Defaults Tab

Use the Defaults processing options to specify the values that the Purchase Order Entry program (P4310BR) uses when other values are not entered for the transaction.

1. Transaction Nature Code

Use this processing option to enter a three-character code to indicate different types of transactions for tax purposes. Transaction Nature codes are set up using the Transaction Nature program (P7615B).

To enter valid values for the Transaction Nature code, use the following convention: X.YY

Use a value for X to define the origin of the transaction (inbound or outbound).

Valid values for X are:

- 1 Inbound, inside the state
- 2 Inbound, other states
- 3 Inbound, import
- 5 Outbound, inside state
- 6 Outbound, other states
- 7 Outbound, export

Use values for YY to define the transaction as a whole, such as a purchase transaction.

Examples of Transaction Nature codes include:

- 111 Purchase-in state
- 311 Purchase-import

If you leave this field blank, 111 will default.

2. Transaction Nature Suffix

Complete this two-character field in conjunction with the Transaction Nature code to identify the complementary implications of a type of transaction. For example, the suffix might indicate that a certain type of transaction represents a inventory change, or that a transaction is eligible for a certain type of tax. Transaction Nature suffixes are set up using the Transaction Nature program (P7615B).

Valid values include:

- 01 Bonus
- 02 Demo
- 03 Sample
- 04 Return merchandise
- 05 Back order
- 06 Donation

Examples of Transaction Nature codes with suffixes:

111 02 - Purchase-in state, bonus

311 02 - Purchase-import, bonus

If you leave this field blank, 00 will default.

Working with Special Order Entry Features

You can use several timesaving features to enter order information. For example, you can duplicate an order to create another order. You can also create orders for multiple suppliers simultaneously. Other features let you quickly locate item and supplier information and enter the information on purchase order detail lines.

Use special order entry features to complete the following tasks:

- Duplicate an order
- Enter orders for multiple suppliers
- Choose a supplier from whom to purchase an item
- Enter items using supplier catalogs
- Enter items using order templates
- Create orders from existing detail lines

Duplicating an Order

To avoid entering the same information for multiple orders, you can duplicate an order. You can also duplicate an order to create a new type of order from an existing order, for example, to create an order from a requisition. You cannot duplicate orders on hold.

You can also duplicate an order to create a certain type of order from the original order. You set the processing options for Order Entry to specify the order type code for the duplicate orders. For example, you enter the order type code for purchase orders (usually OP) if you want the system to create a purchase order every time you duplicate a requisition. You must also specify the status codes for detail lines on the duplicate order, and you must indicate whether the system duplicates notes that are attached to the original order.

► **To duplicate an order**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Alternately, from the Subcontract Processing menu (G43D11), choose Enter Subcontract Orders.

1. On Work With Order Headers, click Find to locate the order you want to duplicate.
2. Select the order from the detail line and click Copy.
3. On Order Detail, change the order dates and other information, as necessary.

Note that if you want to add a new line to the order, you must first scroll through all existing detail lines to the first blank line to ensure that the system assigns the correct number to each detail line.

4. Click OK.

Entering Orders for Multiple Suppliers

You can enter orders for multiple suppliers simultaneously instead of having to enter a separate order for each supplier. You specify the items you want to purchase and the supplier from whom you want to purchase each item on the Purchase Order Workbench form.

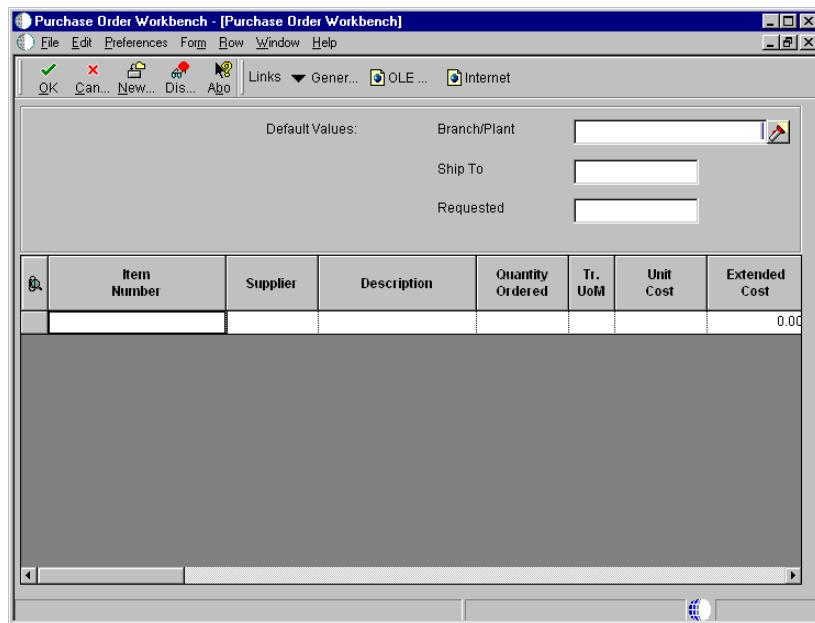
If the supplier has an Internet home page set up with items that they offer, you can preview supplier and item information in the electronic catalog before entering the order.

You cannot order from a supplier who has a noncertified status. If the supplier has a partially certified status, the system displays a warning message before generating the order. If you need to change a supplier's certification status, you can do so on the Supplier/Item Relationships form.

After you enter the items, you must direct the system to create purchase orders. The system combines items for each supplier on a separate purchase order, and the information for each detail line defaults from master information for the item or procurement instructions for the supplier. You can review the orders that the system generates using the Purchase Order Entry form.

► To enter orders for multiple suppliers

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.



1. On Purchase Order Workbench, complete the following fields that are applicable for all items:
 - Branch/Plant
 - Ship To
 - Requested

2. Complete the following fields for each item that you want to order:

- Item Number
- Supplier
- Quantity Ordered

To review or modify information before generating the orders, see *Creating Orders from Existing Detail Lines*.

3. Click OK for the system to automatically generate a separate purchase order for each supplier from whom you are ordering items.

If you do not want the system to automatically generate separate purchase orders, you must first cancel the orders before exiting Purchase Order Workbench.

See Also

- *Creating Supplier and Item Relationships* for more information on how to change a supplier's certification status
- Processing Options: Order Entry in *Entering Order Detail Information*.

Choosing a Supplier from whom to Purchase an Item

When you order an item, you must specify the supplier from whom you want to purchase the item. You can review all suppliers that provide a particular item and the price that each supplier charges for the item on the Supplier Price Comparison form. The system displays only those items for which:

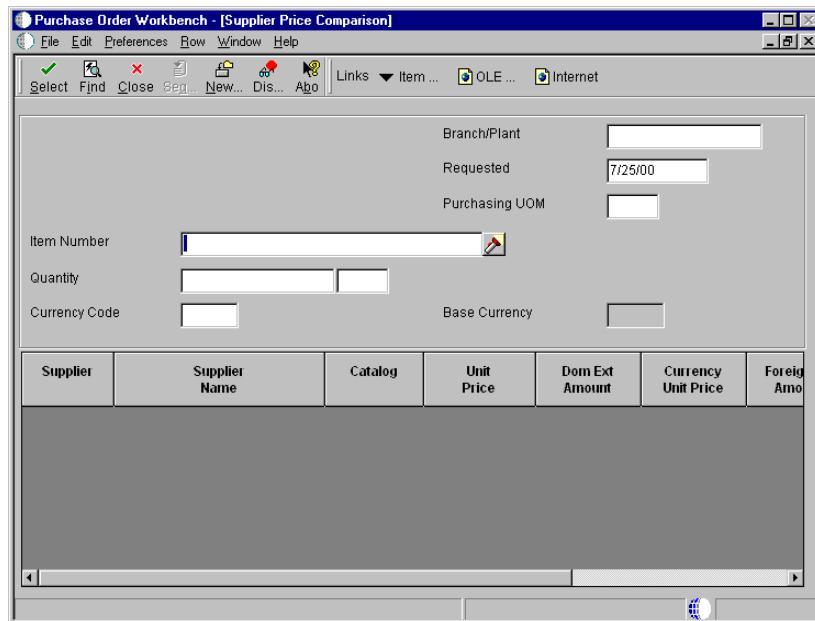
- Costs are maintained at the branch/plant level
- Purchase prices are maintained at the supplier level

After you identify the supplier from whom you want to order the item, you can specify the quantity you want to order and return the information to the Purchase Order workbench.

► To choose a supplier from whom to purchase an item

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

1. On Purchase Order Workbench, choose Price Comparison from the Form menu.



2. On Supplier Price Comparison, to locate all suppliers who provide a particular item, complete the following field and click Find:
 - Item Number
3. To specify the quantity of the item you want to order, complete the following field:
 - Quantity
4. To specify additional information for the order, complete the following fields:
 - Branch/Plant
 - Requested
 - Purchasing UOM

5. To specify the supplier from whom to order the item, click on the appropriate row then click Select.
6. On Purchase Order Workbench, review the new order detail line.
When you click OK, the system automatically generates a separate purchase order for each supplier from whom you are ordering items. To review or modify information prior to generating the orders, see *Creating Orders from Existing Detail Lines*.

See Also

- *Assigning a Cost Level to an Item* in the *Inventory Management Guide* for more information about item cost levels

Entering Items Using Supplier Catalogs

Your suppliers might organize their products into different catalogs due to seasonal changes in products, different product lines, and so forth. If you maintain items in catalogs on the system, you can use the catalogs to locate and choose items to order.

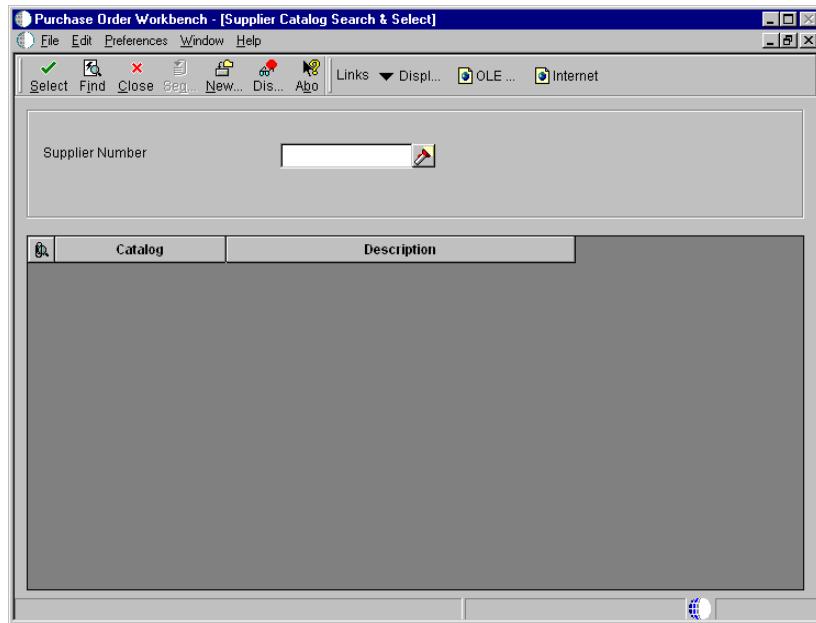
After you locate a catalog, you can choose the items that you want to order. The system enters each item that you choose on an order detail line, along with the unit price for the item as specified in the catalog. If the supplier has an Internet home page set up with items that it offers, you can preview item information in the electronic catalog. On the Catalogs-Item Selection form, you can use a form exit to preview item information.

Note that an item can have different prices, each based on the amount that you purchase. You can review all item prices for the items in a catalog on the Catalog Item Selection form. An item that has multiple prices appears several times, and each listing represents a different purchase quantity and the price that applies to that quantity.

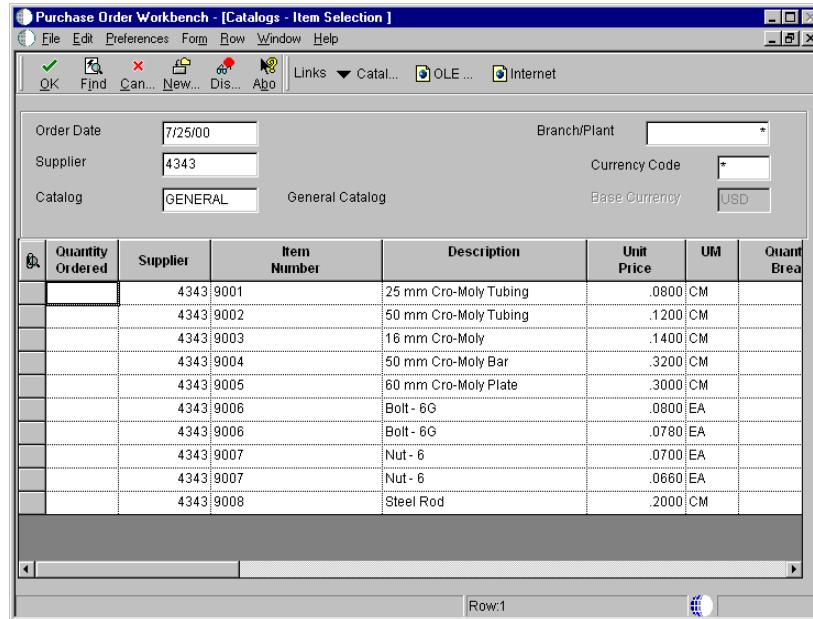
► To enter items using supplier catalogs

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

1. On Purchase Order Workbench, complete the following field:
 - Branch/Plant
2. From the Form menu, choose Catalogs.



3. On Supplier Catalog Search & Select, complete the following field and click Find:
 - Supplier Number
4. Choose the catalog that contains the items you want to review and click Select.



5. On Catalogs - Item Selection, complete the following field for each item that you want to order:
 - Quantity Ordered
 6. Click OK.
- Each item that you chose appears on a separate detail line on the purchase order.

See Also

- *Entering Supplier Prices* for information about setting up supplier catalogs

Entering Items Using Order Templates

You can use order templates to locate lists of items that you frequently order and to choose items that you want to order.

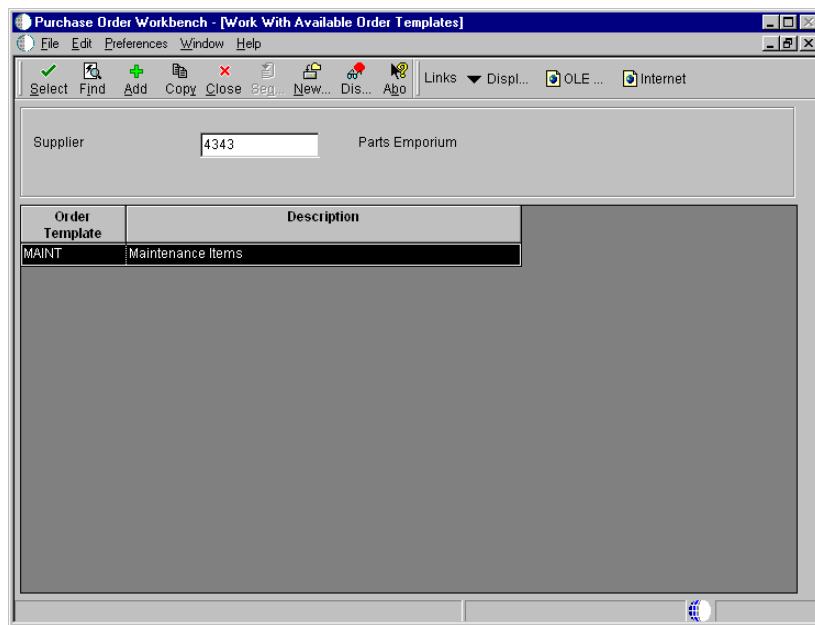
Each order template contains a specific group of items. When you enter a purchase order, you can choose to review a certain template. From the template, you choose the items you want to order, and the system returns the items to the purchase order.

The order templates can be specific to a supplier or they can be generic, in which case you do not usually purchase the items on the template from any specific supplier. If you access order templates before entering a supplier on the purchase order, you can review a list of generic templates.

► To enter items using order templates

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

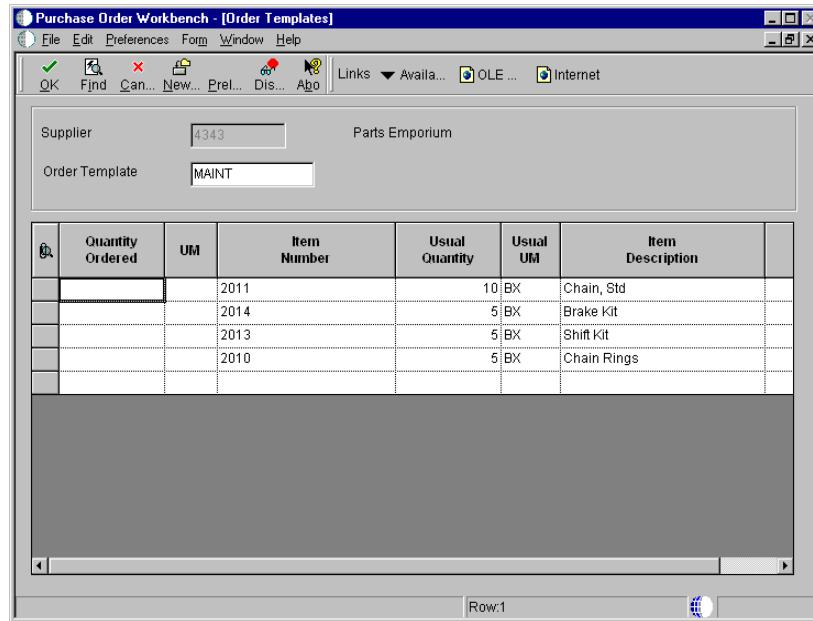
1. On Purchase Order Workbench, complete the following field:
 - Branch/Plant
2. From the Form menu, choose Order Templates.



3. On Work With Available Order Templates, complete the following field and click Find:

- Supplier

4. Choose the template you want to review and click Select.



5. On Order Templates, complete the following field for each item that you want to order:

- Quantity Ordered

You can order all items on the template in their usual quantities by choosing Preload with Usual from the Form menu.

6. Click OK.

Each item in the appropriate quantity appears on a separate detail line on Order Detail.

See Also

- *Setting Up Templates for Purchase Orders*

Creating Orders from Existing Detail Lines

You can avoid manually entering purchase orders by having the system create new purchase orders based on existing detail line information. If the detail lines you are working with are applicable to several different suppliers, the system creates a separate purchase order for each supplier.

If there are multiple detail lines for a supplier, it is because each line pertains to a different branch/plant. The system uses the Next Numbers program to assign a single purchase order number to each supplier. You can also assign the order numbers manually.

You can use processing options to specify default values for the orders that the system creates. These values include the order type and the beginning status code. You can also indicate special processing for the new orders, such as approval routes and budget checking.

Creating purchase orders from existing detail lines is the final procedure for several different Procurement programs, including:

- Purchasing Workbench
- Generate Purchase Orders from Requisitions
- Generate Purchase Orders from Blanket Orders
- Generate Quotes from Requisitions
- Purchase Order Generator

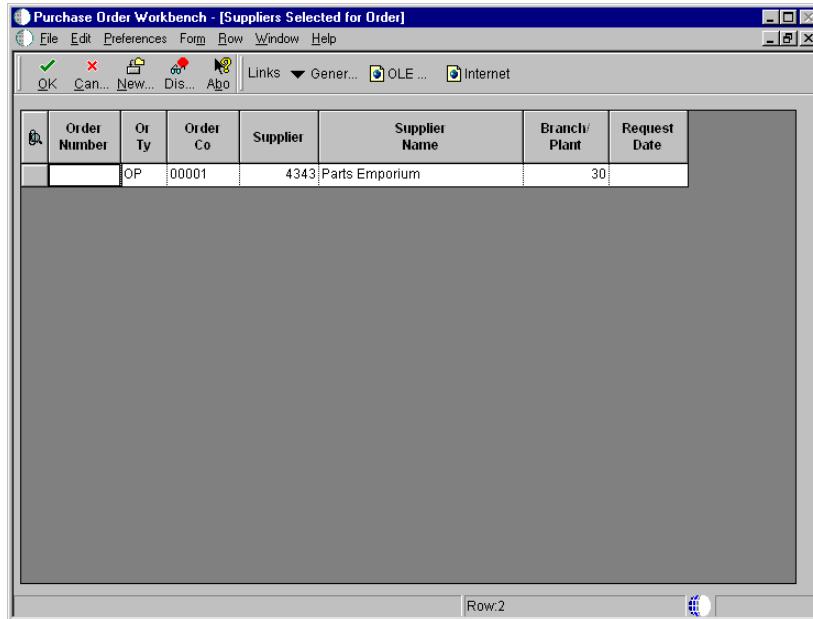
► To create orders from existing detail lines

From the Purchase Order Processing menu (G43A11), choose Purchase Order Workbench.

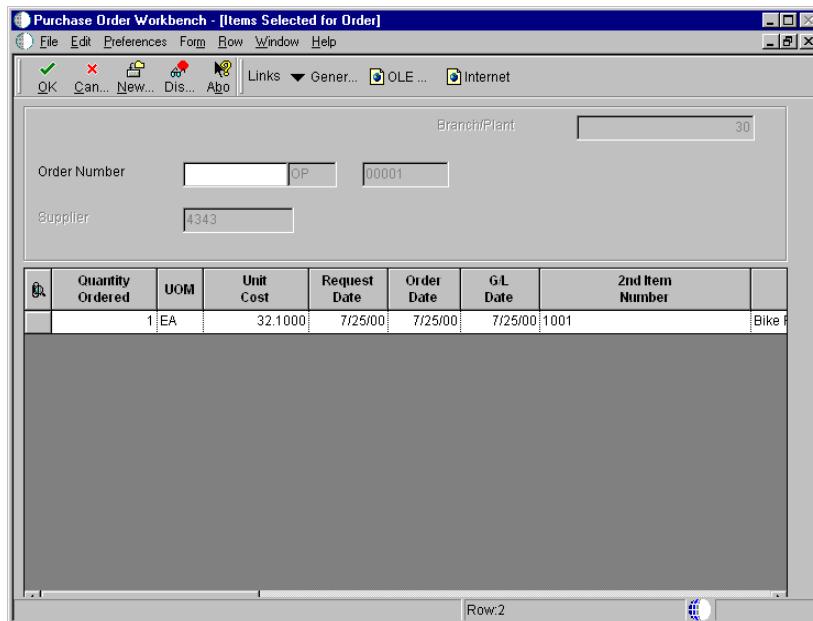
Alternately, from the Order Gen/Approve/Release menu (G43A13), choose the appropriate release program or Purchase Order Generator.

1. On Purchase Order Workbench, choose Review Orders from the Form menu after you have entered a detail line for each item that you want to purchase.

If you are using an order release program or Purchase Order Generator, choose Review Orders from the Form menu after you have specified the quantities or amounts to release or the items to order.



2. On Suppliers Selected for Order, verify that the system has combined all releases into a separate line for each supplier and branch/plant.
3. To review information about the items to be included on a certain order, choose the order and choose Details from the Row menu.



4. On Items Selected for Order, review and make changes to information about the individual items or accounts to be included on the order.

Note that you can cancel an order detail line, an item, or an account by deleting it. The system automatically updates original order detail lines with any cancellations or changes that you make to quantity, cost, unit of measure, or request date.

5. Return to Suppliers Selected for Order.
6. Return to Purchase Order Workbench.
7. Choose Generate Orders from the Form menu.

The system creates a purchase order for each line on Suppliers Selected for Order. The Generated Purchase Orders form appears so that you can review the new purchase order numbers.

See Also

- *Choosing Requisition Detail Lines for Orders* for more information about release quantities
- *Entering Orders for Multiple Suppliers* for information about the Purchasing Workbench program
- *Working with Requisitions* for information about the Generate Purchase Orders from Requisitions program
- *Working with Blanket Orders* for information about the Generate Purchase Orders from Blanket Orders program
- *Working with Quote Orders* for information about the Generate Quotes from Requisitions program
- *Generating Purchase Orders* for information about the Purchase Order Generator

Working with Commitments and Encumbrances

A commitment or encumbrance is the recognition of a future obligation. Each time you enter an order detail line, you can have the system track the amount that you are obligated to pay and apply it to a job or project.

For example, you might be working on a pavement resurfacing project. Each time you enter an order for goods or services to complete the project, you can have the system create a commitment or encumbrance for the order amount.

In addition, you can roll over a commitment or encumbrance to the next fiscal year.

For example, local governments and municipalities normally have the authority to expend funds for one fiscal year. As a result, purchase orders and subcontracts with open balances are often canceled at the end of the fiscal year. To prevent these purchase orders and subcontracts from being canceled and keep the recognition of these open balances, they must be rolled forward to the new fiscal year.

Working with commitments and encumbrances consists of the following tasks:

- Understanding encumbrances
- Verifying commitment integrity
- Reviewing commitment information for orders
- Working with encumbrance rollovers

Before You Begin

- You must set up the document types for pre-encumbrances and commitments in UDC table 40/CT. See *Setting Up Commitments* for more information and steps to complete this task.
- To relieve commitments, set the Commitment Relief value for the transaction company or company 0000 in Company Constants - Job Cost (F0026). See *Setting Up Commitment Relief* for more information and steps to complete this task.

Understanding Encumbrances

A commitment is created when goods or services that are chargeable to a budgeted or appropriated expense are ordered or contracted. The commitment is relieved when the goods or services are received. This creates a liability either as Received Not Vouchered or an Accounts Payable record.

A functional server program called Update Commitment Ledger (X00COM) is used to create and relieve commitments and encumbrances. The system uses the Update Commitment Ledger (X00COM) to create the appropriate entries for commitments in the Purchasing system.

Understanding encumbrances includes reviewing the following topics:

- Creating an encumbrance or commitment
- Relieving an encumbrance or commitment
- Files used for encumbrances or commitments

Creating an Encumbrance or Commitment

You can create order detail lines through either of the following methods:

- Purchase Order Entry - Detail (P4311)
- Blanket Order Release (P43060)

When you create an order detail line, the system verifies that the document type exists in the UDC 40/CT verifies that the line type has an inventory interface of A or B, and automatically creates commitments and encumbrances .

If you create a purchase order from a requisition, you can also track pre-encumbrances in addition to encumbrances. A pre-encumbrance is the recognition of a future obligation from which you can commit budget amounts based on that request. When you generate the purchase order from the requisition, the system relieves the pre-encumbrance as you release quantities and closes the requisition. In addition, as you generate purchase orders, the system creates commitments for the resulting purchase order amounts.

Relieving an Encumbrance or Commitment

Use the Commitment Relief constant in Job Cost Constants to establish the criteria the system uses to automatically relieve open commitments when you run the G/L posting program for:

- Vouchers matched in a 2-way environment
- Purchase order receipts in a 3-way environment

Just receiving or vouchering an order does not relieve the commitment. The G/L Post (P09800) calls the Update Commitment Ledger (X00COM) that actually relieves the commitment. Committed dollars are relieved from the Purchase amounts (PA) ledger and are added to the Actual Amount (AA) ledger.

When vouchers or receipts are posted, the system:

- Relieves the commitment
- Creates an audit trail in the Purchasing Ledger file
- Recalculates the amounts in the Account Balance ledgers, if necessary
- Changes the exchange rate of selected purchase orders and restates the domestic commitment amounts, if necessary

When you inquire on commitments, the receipt G/L date, not the original purchase order G/L date, is used to relieve the commitment.

Files Used for Commitments and Encumbrances

In addition to the entries that are made to the purchasing tables during order entry, receipt processing, and voucher match, the system also maintains commitment information in the following tables:

- P.O. Detail Ledger (F43199)
- Account Balances table (F0902)

P.O. Detail Ledger (F43199)

The system creates multiple entries in the P.O. Detail Ledger (F43199). Based on change orders, order activity rules, and commitments, the system can maintain the following multiple ledgers to satisfy your business requirements:

- Purchasing Ledger
- Commitment Audit Trail (PA/PU Ledger)
- Change Order Ledger (CO Ledger)

If you are tracking commitments, a commitment audit trail transaction is created in the P.O. Detail Ledger (F43199). The committed amounts are maintained in the purchase amounts (PA) ledger and any committed units are maintained in the purchase units (PU) ledger. When you review the PA or PU ledger, you will notice that, unlike the purchasing ledger, the Last and Next status code fields are blank.

Each commitment transaction represents one of the following situations:

- The entry of an original commitment
- A change to a commitment
- A canceled commitment
- A relieved commitment due to a receipt or payment

Account Balances (F0902)

During order entry, the system creates a commitment entry in the PA and PU ledgers in the Account Balances table (F0902). Based on the G/L date, the system creates an entry in the appropriate accounting period and adds the committed amount to the total budgeted amount.

If the Commitment Relief constant is set to Y, the system posts the receipt payment to the PA and PU ledgers in the Account Balances table (F0902). Based on the G/L date of the receipt (three-way match) or voucher batches (two-way match), the system relieves the commitment from the appropriate period as well as the total budgeted amount.

Verifying Commitment Integrity

From the Purchasing Reports menu (G43B112), choose Commitment Integrity Report.

You can review commitment information using the Encumbrance Inquiry form. In addition, you can generate a Commitment Integrity Report (R40910) to compare your open order amounts against your committed amounts and amount balances and to review any variances.

Use the Commitment Integrity Report to indicate variances among the following tables:

- Purchase Order Detail table (F4311)
- Commitment Audit Trail (P.O. Detail Ledger F43199)
- Account Balances table(F0902)

Two comparisons are made to identify out-of-balance conditions between files.

The Detail file and the Audit file are compared on a to-date basis, which means that all data in the files is summed regardless of date. The detail file is not date sensitive and does not contain information such as when you made changes to the open amount.

The system compares the Audit file and the Balances file on a through-period-end basis. The system uses the date you enter in the first processing option to determine the period end date to use. This comparison is period sensitive because that is the lowest level of detail stored in the Balances file.

The columns under "Balance to Date" on the left side of the report are Purchase Order Detail (F4311), Commitment Audit Trail (F43199 PA), and Variance. The amounts reported by account number and subledger, respectively, are:

- Open amount in the Detail file
- Total of the Commitment Audit Trail transactions
- Difference between the two columns

The columns under "Balance as of xx/xx/xx" on the right side of the report are Commitment Audit Trail (F43199), Account Balances (F0902), and Variance. The amounts reported by account number and subledger are:

- Total of the Commitment Audit Trail transactions
- Account Balances total
- Difference between the two columns

Variances occur between the Purchase Order Detail table and the Commitment Audit Trail under the following conditions:

- Unposted receipt or voucher batches

To confirm all O and V batches are posted, run the Unposted Batches Report (R007011).

- Orders on budget hold

The system does not create an encumbrance until an order is released from budget hold.

If you find an inconsistency in your commitments that cannot be resolved, you can correct the information in the PA ledger. All entries in the PA and PU ledgers are based on the Purchase Order Detail table (F4311). You can rebuild this information from the Purchase Order Detail table (F4311) and correct any inconsistencies in the Account Balances table (F0902).

See Also

- ❑ *Working with Commitment Audit Trail* for more information about rebuilding the PA and PU ledger in the P.O. Detail Ledger table (F43199)
- ❑ *Posting Committed Cost to Jobs* for more information about rebuilding the PA and PU ledger in the Account Balances table (F0902)

Reviewing Commitment Information for Orders

You can monitor individual commitment or encumbrance amounts for a job or project to verify the types of purchases being made. You can also review the total commitment or encumbrance amount for a job or project to verify that the amount does not exceed the budget.

After you receive goods, services, or create vouchers, you can have the system relieve commitments and encumbrances. The system does this by reducing the total commitment amount for a job or project by the individual commitment amount. If you use a formal receiving process, the system performs commitment relief when you post journal entries for receipts or vouchers to the general ledger. If you use an informal receiving process, the system relieves open commitments when you post vouchers to the general ledger.

The system performs commitment and encumbrance tracking only on order types you specify in user defined code table 40/CT. If an order is on hold, the system does not create commitments or encumbrances for the order until you release the hold.

The system only tracks commitments and encumbrances for detail lines that you charge directly to a general ledger account number. These are detail lines to which you assign a line type with an Inventory interface of A or B.

Each time you enter a purchase order detail line for which commitment tracking is applicable, the system records the amount in the purchase amount (PA) ledger, which contains committed purchase amounts in domestic currency, and the purchase units (PU) ledger, which contains committed purchase units.

You can review individual commitment transactions for:

- A branch/plant
- An account number
- A supplier
- An order number and type

You can also review the total amount of all commitments, relieved commitments, and open commitments for each of the above.

Each commitment transaction represents one of the following situations:

- The entry of an original commitment
- A change to a commitment
- A canceled commitment
- A relieved commitment due to a receipt or payment

You can review details for each transaction, such as the account number, order number, line number, and supplier, as well as who generated the transaction and when.

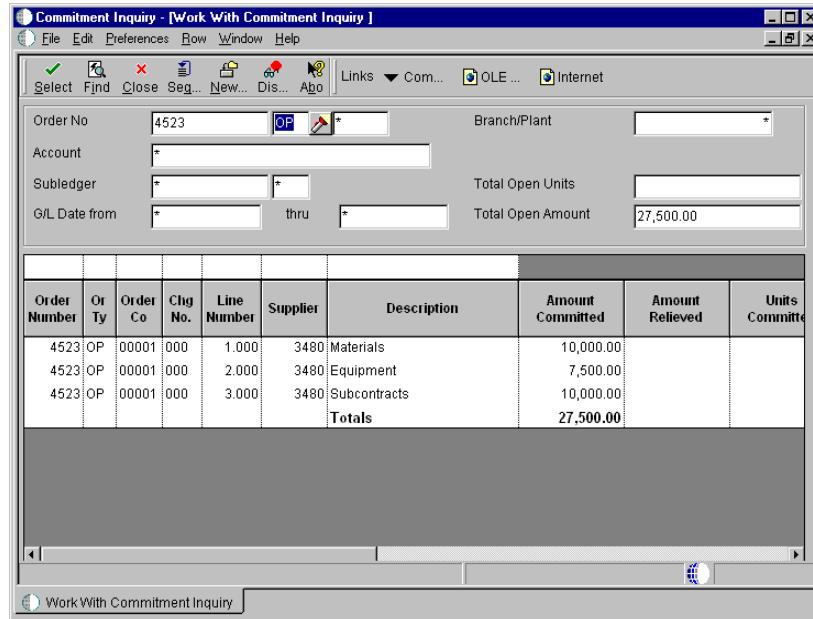
The system retrieves commitment transaction information from the Purchasing Ledger table (F43199).

► To review commitment information for orders

From the Purchasing Inquiries menu (G43B112), choose Commitment Inquiry.

Alternately, from Purchasing Inquiries menu (G43C112), choose Encumbrances Inquiry.

Alternately, from Subcontract Inquiries menu (G43D112), choose Commitment Inquiry.



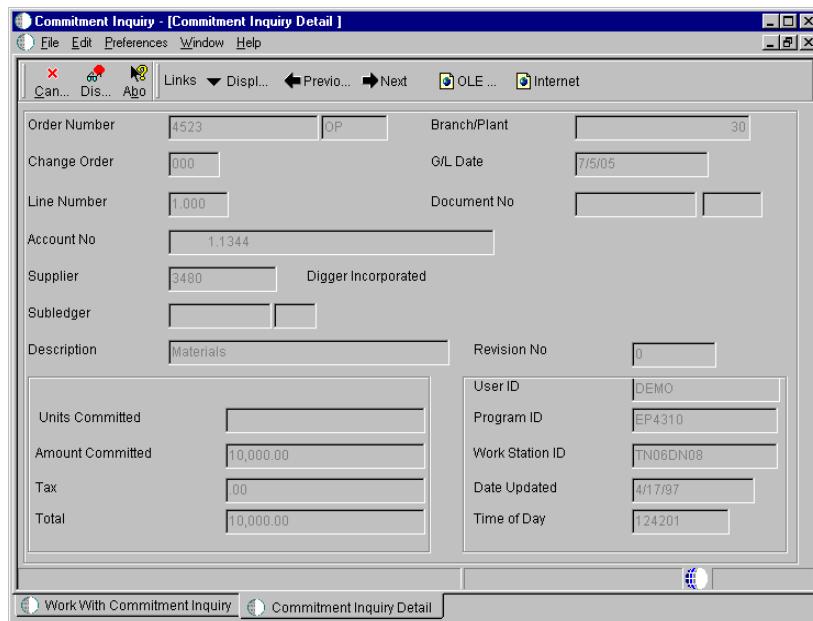
1. On Work With Commitment Inquiry, complete the following fields and click Find to narrow the search:

- Order No
- Account
- Subledger
- Branch/Plant
- G/L Date from
- G/L Date

2. Review the following fields:

- Order Number
- Chg No.
- Account Number
- Supplier
- Description
- Amount - Committed

- Amount - Relieved
 - Units - Committed
 - Units Relieved
 - Total Open Amount
 - Total Open Units
3. To review details for a certain transaction, choose the transaction and click Select.



4. On Commitment Inquiry Detail, review details for the commitment transaction.

Field	Explanation
Chg No.	In the A/R and A/P systems, a code that corresponds to the pay item. In the Sales Order and Procurement systems, this code identifies multiple transactions for an original order. For purchase orders, the code is always 000.
Amount Committed	For sales orders with multiple partial receipts against an order, the first receiver used to record receipt has a suffix of 000, the next has a suffix of 001, the next 002, and so on.
Amount Committed	The amount committed to an order line or contract line, including the tax amount.

Field	Explanation
Amount Relieved	The amount relieved from the amount committed to an order line or contract line, including the tax amount.
Units Committed	The units committed to the order line or contract line.
Units Relieved	The number of units that have been relieved from the number of units committed to an order line or contract line.
Total Open Units	The original quantity for the order detail line, plus or minus any changes to that quantity, minus all quantities shipped, received, and voucherized to date.
Total Open Amount	The amount of the order, invoice, or voucher that is still unpaid or open. When you enter a document (for example, an order, invoice, or voucher), the open amount is the original amount of that document. If you change the original amount, the open amount is reduced by the net change. For example, payments, shipments, or receipts against a document result in a reduction of the open balance.

Processing Options for Commitment Inquiry

Default

Order Type _____

Display

Enter '1' for Change Orders else
Commitments _____

Versions

Order Entry (P4310) _____

Working with Encumbrance Rollovers

From the Procurement Advanced Technical Ops (G43A31) menu, choose Encumbrance Rollover.

When you run the encumbrances rollover, the system rolls forward the fiscal year end encumbrances and commitments. The rollover reduces the manual effort placed on users who work in environments with a high volume of transactions. The Encumbrance Rollover program (R4317) provides you the option to do one of the following:

- Relieve committed lines on a purchase order or subcontract from the prior year and recommit a new line with the current year's G/L date.
- Relieve committed lines on a purchase order or subcontract from the prior year and recommit a new line with the current year's G/L date. These lines are assigned to a new account that is created especially for this rollover. This account is controlled through distribution AAI 4430.
- Cancel committed lines on a purchase order or subcontract to ensure that no further payment processing can be made against those lines. For subcontracts, the purge code must be R. For purchase orders, the system updates the next status to 999 (closed).

Many industries use the term decommit to relieve commitments. When you relieve or decommit commitments and encumbrances, the system creates an RO ledger type record. You should not purge the RO records as they must be used to create or rebuild commitments.

See Also

- *Working with a Commitment Audit Trail* for information about creating the audit train of commitments

Processing Options for Encumbrance Rollover (R4317)

Defaults Tab

Use these processing options to specify the defaults that the system applies when you run an encumbrance rollover.

1. Rollover Method

Use this processing option to specify how the system processes year-end encumbrance amounts. The method that you use depends on your business requirements. Valid values are:

Blank Rollover is canceled with no further action. No amount is recommitted to a new G/L date or account.

- 1 Roll over the year-end encumbrance amount to the next year using a new G/L date.
- 2 Roll over the year-end encumbrance amount to the next year using a new G/L date and a new account number.

2. G/L Class Code

Use this processing option to specify the G/L class code that the system uses to retrieve the AAIs. You can enter a G/L class code or leave the field blank to use the G/L class code from the purchase order detail line. If you are processing subcontracts with account reclassification, you must enter a G/L class code. If you are processing both purchase orders and subcontracts, the G/L class code that you enter will be used for both. This code determines the A/R account (class) that is offset when you post invoices. The code that you enter in this field can be alphanumeric or can match the object code of the G/L account number.

Note: Do not use code 9999. The system reserves this code for the post program and indicates that offsets will not be created.

3. Ledger Type

Use this processing option to specify the ledger type that the system uses for the history record in the P.O. Detail Ledger table (F43199). This is a user defined code (09/LT) that specifies the type of ledger, such as AA (actual amounts), BA (budget amount), or AU (actual units).

4. New G/L Date

Use this processing option to specify the G/L date for the current year's encumbrance rollover. This date identifies the financial period to which the transaction is posted. You set up the date range for each financial period in general accounting constants.

5. Decommit G/L Date

Use this processing option to specify the G/L date to decommit the encumbrance. This date identifies the financial period to which the transactions will be posted. You set-up the date range for each financial period in the general accounting constants.

Process Tab

Use this processing option to specify whether the rollover should be processed in proof or final mode

1. Process

Use this processing option to specify whether the system runs the encumbrance rollover in proof or final mode. When you run the encumbrance rollover in proof mode, the system does not update the status or any applicable tables. When you run the encumbrance rollover in final mode, the system updates the status and all applicable tables. Whether you run the encumbrance rollover in proof or final mode, you can print journal entries and errors. Valid values are:

1 Run the encumbrance rollover in final mode

Blank Run the encumbrance rollover in proof mode

Working with Budgets

If you set up budgets for jobs, projects, departments, and so forth, you might want to verify that the purchase amounts you incur do not exceed these budgets. You can compare budget amounts to actual amounts you have spent and to the amounts that you are committed to spend in the future.

To work with budgets, you must enter purchase order detail lines by account numbers.

Complete the following tasks:

- Understand budget checking
- Review the budget

Understanding Budget Checking

You use budget checking to identify the detail line amounts that exceed the budget for a specific job, project, department, and so forth.

Each time you enter or change a purchase order, the system checks the account number for each detail line and compares it to the available budget for the account. If the detail line amount exceeds the available budget amount, the system places the entire order on hold. You can set a budgeting processing option in the Purchase Order Entry program (P4310) to provide a warning message that a detail line amount exceeds the available budget amount, but the system will still place the order on hold. The system allows no further processing of the order until you remove the budget hold. You must set up budget hold codes for each business unit.

The system calculates available budget amounts by subtracting actual amounts (AA ledger) and committed amounts (PA Ledger) from the budget amount that you specify for an account number. The system uses the following budget calculation:

$$\text{Available Budget} = \text{Original Budget} + / - \text{Changes} - \text{Actual amounts spent} - \text{Commitments} - \text{Encumbrances}$$

The system uses the following budget calculation for ledgers:

$$\text{Available Budget} = \text{BA or JA Ledger Amounts} - \text{AA Ledger Amounts} - \text{PA Ledger Amounts}$$

You use the processing options on the Budgeting tab from Order Entry to activate budget checking and to specify information such as:

- The budget ledger from which the system retrieves budget amounts
- The hold code the system assigns to detail lines that exceed budget
- The percentage by which a detail line can exceed budget before being put on hold
- The method by which the system determines budget amounts

Do not use the JA ledger type for budgeting. The system reserves this ledger type for Job Cost.

Search Scenarios for Level of Detail

When you create an account, you assign each account number a level of detail. The range for the level of detail is one through nine, with one being the highest and nine being the lowest.

You enter the level of detail in the processing option for the system to search for the available budget. This processing option also controls how the system accumulates the actual and committed and encumbered amounts for the account.

Budget Amount Accumulation

Two search scenarios exist.

1. If the account number that you enter on the order is the same as the budget account number, and the level of detail of this account is equal to the level of detail you enter in the processing option, the system does not roll up the budget. The system calculates the available budget on the account.

If the detail line exceeds the available budget then the system applies a budget hold to the line.

2. If the account number that you enter on the order does not have the same level of detail that you enter in the processing option, and the level of detail of the account is lower than the level of detail that you enter in the processing option, the system retrieves the budget from the account whose level of detail matches the level of detail that you enter in the processing option.

Actual and Committed Amount Accumulation

If you set the budget accumulation processing option to accumulate, then the system accumulates budgets starting from the level that you enter in the level of detail processing option and continues to the lowest level of detail.

To accumulate the actual and committed and encumbered amounts for the account, the system first searches higher levels of detail in the chart of accounts. The system locates the first account number that has a level of detail that is equal to the level of detail that you enter in the processing option. This account number must be above the level of detail of the account number on the order.

The system then searches lower levels of detail in the chart of accounts to locate the first account number with a level of detail equal to the level of detail you specify in the processing option. This account number must be below the level of detail of the account number on the order.

The system then totals the actual and committed/encumbered account balances for the account range it identifies and subtracts the total from the budget ledger to determine the available budget. The system compares the available budget amount with the amount you enter on the order.

If the detail line exceeds the available budget, the system applies a budget hold to the line.

Budget Totaling

Use this processing option to specify how the system calculates the budget total.

The system uses the following fields in the Account Balances table (F0902) for budgeting:

- BORG - the original or beginning budget
- AN01 through AN12 - the net posting fields which contain changes in the current year
- AYPC - the balance forward field contains the sum of the prior year's changes, which the system rolls into the current year

Use 1 in this processing option for job cost accounting. The system adds the amounts in the above fields. The total of these fields is the budget amount the system uses for budget checking.

Note: The original budget cannot be spread when you enter a 1 in the processing option.

Use 2 in this processing option for Public Sector and Not-For-Profit entities. Use this method when the system spreads an original budget to the net posting fields. The system calculates the total budget from the net posting fields to use in budget checking.

Use 3 in this processing option for Profit entities. You enter changes to the budget in the net posting fields. The system adds the net posting fields and the original budget to determine the budget amount to use in budget checking. Use this method when an original budget is not spread to the net posting fields.

Calculating Available Budget to Date for the Fiscal Year

Use this processing option to specify how the system calculates the available budget.

When you enter a 1 in this processing option, the system reviews the fiscal date pattern for the company and determines the current general ledger period. The system then adds the sum of the period budget amounts from period one through the current period. The system uses this amount as the original budget for budget checking.

Enter 1 in this processing option only when you enter 2 in the budget totaling processing option.

See Also

- *Releasing Order Holds* for more information about removing budget holds
- *Working with Annual Budgets* in the *General Accounting Guide* for more information about setting up budgets
- *Working with Orders on Hold* for more information about budget hold codes for business units

Reviewing the Budget

You might want to compare the amounts you have budgeted for goods and services to the amounts that you have actually spent and to the amounts you are committed to spend in the future. For each accounts you can review:

- The budget amount
- The actual amount you have spent
- The total amount of commitments through a certain date
- The variance between the budget amount and the amount you have spent or are committed to spend in the future
- The transactions that have affected a certain account and the journal entries that relate to a particular transaction

► To review the budget

From the Purchasing Inquiries menu (G43B112), choose Budget Comparison.

Alternately, from the Purchasing Inquiries menu (G43C112), choose Budget Comparison.

The screenshot displays the 'Budget Comparison - [Trial Balance / Ledger Comparison]' window. The interface includes a toolbar with standard file operations like Select, Find, and Close, along with links for Row, Window, and Help. The main area has sections for 'Skip to Account' (5100.1360.02200), 'Level Of Detail' (set to 9), and 'Period / Date' (Thru Date 1: 6/30/05). It also shows 'Ledger Type 1' (General Ledger) and 'Ledger Type 2' (Budget Amount). The 'Subledger / Type' section is set to '*' and includes a 'Currency Code' field. Below these settings is a large table with columns for Account Description, General Ledger Period Balance, Budget Amount Period Balance, Variance Period Balance, and Period % Variance. The table lists several accounts with their respective balances and variances.

Account Description	General Ledger Period Balance	Budget Amount Period Balance	Variance Period Balance	Period % Variance
Potomac Hotel				
Subcontracting	114,000.00		114,000.00	100.00
Subcontracting	5,000.00		5,000.00	100.00
Subcontracting	125,000.00		125,000.00	100.00
Additional Accrued Cos				
Projected Final Costs				
Contract Billings	225,000.00		225,000.00	100.00
Projected Final Revenue				
Gross Profit				
Recognized Revenue				
Gross Profit				
WIP Offset-Recognized				

1. On Trial Balance/Ledger Comparison, complete the following field:
 - Skip to Account
2. Complete the following fields to indicate the ledgers from which the system retrieves commitment and budget amounts:
 - Ledger Type 1
 - Ledger Type 2
3. Complete the following fields to indicate the period for which the ledger amounts reflect:
 - Thru Date 1
 - Thru Date 2
4. Complete the following field:
 - Level Of Detail
5. Click Find.
6. Review the following fields for each account:
 - Ledger Type 1
 - Ledger Type 2
 - Variance Period Balance
 - Ledger 1 Period Balance
 - Business Unit
 - Account ID
 - Posting Edit Code

Field	Explanation
Ledger Type 1	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amounts), BA (Budget Amount), or AU (Actual Units). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions.

Field	Explanation
Thru Date 1	A date that identifies the financial period to which the transaction will be posted. The Fiscal Date Patterns table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.
Level Of Detail	<p>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:</p> <ul style="list-style-type: none"> 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 <p>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.</p>
Variance Period Balance	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.
Ledger 1 Period Balance	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.

Processing Options for Trial Balance / Ledger Comparison

Ledger Type

1. Enter the default Ledger Types. If Ledger Type 1 is left blank, "BA" will be defaulted. If Ledger Type 2 is left blank, "AA" will be defaulted.

Ledger Type 1
Ledger Type 2

2. When exiting to another application, select the Ledger Type that the called application should use. Enter a "1" for Ledger Type 1, or a "2" for Ledger Type 2. If left blank, "1" will be defaulted.

Exit With Ledger Type

Balances

1. Enter a "Y" to suppress posting accounts with zero balances from being displayed. If left blank, "N" will be defaulted.

Suppress Zero Balances

2. Enter the Calculation Method to be used when calculating variances. "A" - Addition, "S" - Subtraction, "M" - Multiplication, "D" - Division. If left blank, "S" will be defaulted.

Calculation Method

Additional LT

1. Enter Additional Ledger Types to be used in calculating account balances for Ledger Types 1 and 2. If left blank, no Additional Ledger Types will be used.

Additional Ledger Type 1
Additional Ledger Type 2

Subledger

1. Enter the Subledger and Subledger Type to be used for calculating account balances. If left blank, a blank Subledger and blank Subledger type will be defaulted.

Subledger
Subledger Type

Account LOD

1. Enter the Account Level Of Detail to be used (3-9). If left blank, "9" will be defaulted.

Account Level Of Detail _____

Currency Code

1. Enter the Currency Code to be used for calculating account balances. If left blank, all currencies will be defaulted.

Note: Use this processing option only if Multi-Currency is being used.

Currency Code _____

Date Effective

1. Enter a "Y" to allow the user to calculate Date Effective Balances, enter a "N" to use Period End Dates. If left blank, "N" will be defaulted.

Date Effective Balances _____

2. Enter a "Y" to show Thru Periods as a default display, enter a "N" to show Thru Dates. If left blank, "N" will be defaulted.

Default Thru Period Display _____

Working with Orders on Hold

You can place an order on hold to prevent it from being processed. You might place an order on hold for reasons such as the following:

- You have yet to settle prices and terms with the supplier.
- You are not sure if you want to use the supplier.
- The supplier's minimum order amount is not being met.
- The order exceeds the budget.

You cannot print or receive orders on hold. You must release the hold to continue processing the order. To release an order on hold, you must have the correct password.

Complete the following tasks:

- Enter order holds
- Release order holds

Entering Order Holds

When you place an order on hold you prevent it from being processed. You might want to put an order on hold if you have yet to reach price negotiations with the supplier or if the order exceeds budget.

There are two types of order holds: budget holds and regular holds. Budget holds are for orders that exceed the budget. Regular holds are for all other holds.

You can put an order on hold one of three different ways:

- Assign a hold code to the order on the order entry form.
- Assign a hold code to a supplier on purchasing instructions so that each time you enter an order for the supplier the system assigns the hold code to the order.
- Specify a budget hold code in the processing options for the Enter Orders program. If budget checking is activated, the system assigns the hold code to orders when detail lines exceed budget.

See Also

- *Defining Supplier Purchasing Instructions* for more information about purchasing instructions

Before You Begin

- Set up hold codes and assign a responsible individual to each hold code. See *Setting Up Order Hold Information*.

Releasing Order Holds

To have the system process an order that has been put on hold, you must release the hold. You can review all holds on a certain order and choose the holds that you want to release.

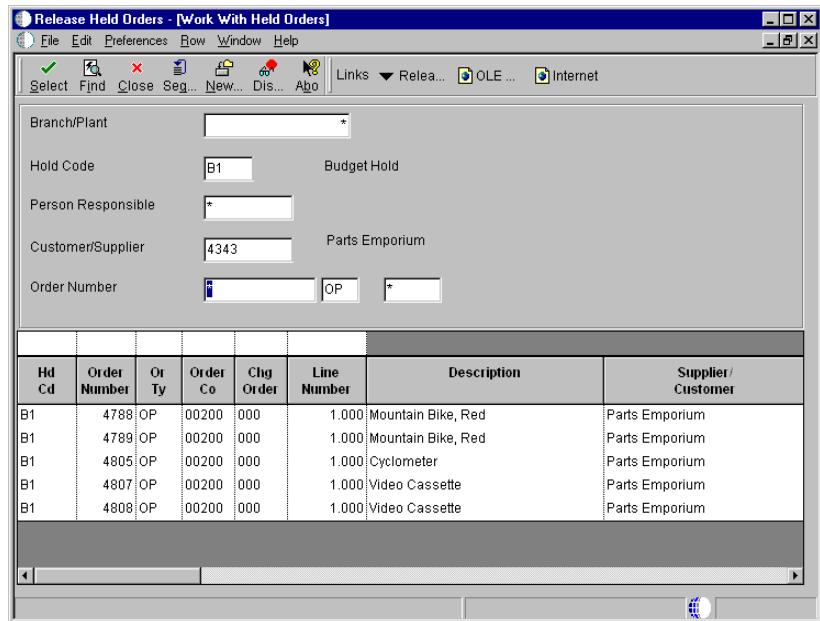
For budget holds, you can review the budget before releasing budget hold orders by accessing Budget Comparison from the Release Held Orders (Budget) program. Note that you cannot use Release Held Orders (Budget) to release an order on budget hold if the order is assigned an approval route. In that case, you must use the Approval Review program to approve and release the order.

► To release order holds

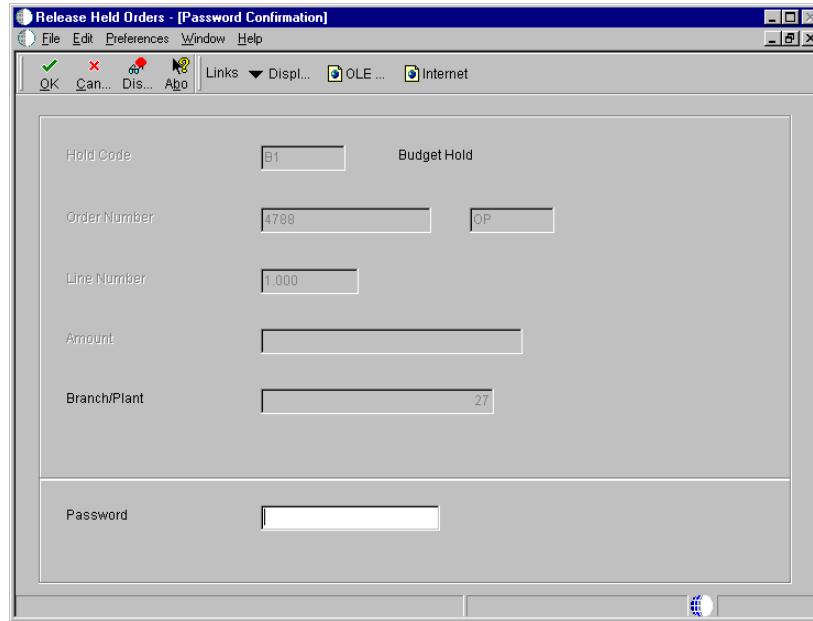
From the Order Generation/Approve/Release menu (G43A13), choose Release Held Orders.

Alternately, from the Order Generation/Approve/Release menu (G43B13), choose Release Held Orders (Budget).

Alternately, from the Order Generation/Approve/Release menu (G43D13), choose Release Held Orders.



1. On Work With Held Orders, complete the following fields and click Find to review orders on hold:
 - Order Number
 - Branch/Plant
 - Customer/Supplier
 - Hold Code
 - Person Responsible
2. Choose the order detail line for which you want to release the hold and click Select.



3. On Password Confirmation, complete the following field and click OK:

- Password

Field	Explanation
Hold Code	A user defined code (42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded).
Person Responsible	The address book number of the person who is responsible for reviewing and releasing orders placed on hold.

See Also

- *Working with Budgets* for more information about putting orders on budget hold

Processing Options for Held Order Release

Defaults

1. Order Type
2. Release Code

Display

1. Enter a '1' to display SO's, else display PO's
2. Enter 'Y' to display previously released orders

Versions

Enter the version for each program. If left blank, ZJDE0001 will be used.

1. Sales Order Entry (P4210)
2. Purchase Order Entry (P4310)
3. Print Pick Slip (R42520)
4. Ship and Debit (R45100)

Process

Enter '1' for

1. Automatic printing of Pick Slip.
2. Enter the release status code of the work order
3. Ship and Debit Processing
Blank = Do not call R45100
1 = Subsystem Mode
2 = Batch Mode

Warehouse

1. Enter the request processing mode

' ' = No pick request. '1' = Generate requests only. '2' = Generate requests and process using the subsystem.

2. If processing pick requests using the subsystem, enter the version.
3. Override next status for sales order lines for which requests have been generated.

Prepayment

1. Release Authorization Hold and Advance Prepayment Status.
2. Release Settlement Hold and Advance Prepayment Status.

Printing Orders

After you enter orders, you can print them which allows you to review the orders and then send them to the appropriate suppliers. The system prints the orders in the language that is specified for the supplier in the Supplier Master table.

You can also print orders to a work file, which enables you to customize the report. Before you customize a report, you must retrieve the appropriate address information and attachments or notes.

You cannot print orders on hold.

You can use the following methods to print orders:

- Printing by batch
- Printing individually

Printing by Batch

From the Purchase Order Processing menu (G43A11), choose Print Purchase Orders.

You can print orders by batch so you can review the orders and then send them to the appropriate suppliers.

Use the processing options to specify which information prints on orders. You can have the system print:

- Taxes
- Open item information only
- Supplier item numbers
- Foreign and domestic currencies
- Exchange rates (for foreign currency users)
- Messages

The system can automatically print adjustments on the report if you set the Price Picklist field to print prices and adjustments when you define the purchasing instructions.

See Also

- *Defining Supplier Purchasing Instructions* for more information on setting the Price Picklist field

Processing Options: Purchase Order Print

Status Codes Tab

These processing options allow you to specify the range of status codes you want the system to update purchase orders when you print them, as well as to specify whether to update the status.

1. Next Status Code From (optional)

Use this processing option to indicate the start of the status code range that you want the system to update. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

2. Next Status Code Thru (required)

Use this processing option to indicate the end of the status code range that you want the system to update. You must use a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

3. Next Status Code Override (optional)

Use this processing option to indicate the next status code that you want the system to update. The override status is another allowed step in updating status codes. You must enter a user defined code (40/AT) that has been set up on the Order Activity Rules form for the order type and line type that you are using.

4. Status Update

Use this processing option to prevent the system from updating the status on an order. Status codes are user defined codes (40/AT) that you set up on the Order Activity Rules form for the order type and line type that you are using. Valid values are:

Blank Update to next status

- 1 Prevent updating to the next status

Tax Information Tab

This processing option allows you to specify the tax information that the system includes when printing a purchase order.

1. Print Tax

Use this processing option to specify the tax information that the system includes when printing a purchase order. Valid values are:

- 1 Tax information prints by group.
- 2 Tax information prints by area.
- 3 Tax information prints by authority.

Report Display Tab

These processing options allow you to select the information that the system includes in the report, such as quantities and amounts, exchange rates, global messages, notes, report headings and purchasing agents.

1. Quantity & Amount Display

Use this processing option to specify whether the system prints the original quantity and amount or the open quantity and amount. Valid values are:

Blank Print original quantity and amount.

- 1 Print open quantity and amount.

2. Exchange Rate Display

Use this processing option to specify whether the system prints the exchange rate. Valid values are:

Blank Do not print the exchange rate.

- 1 Print the exchange rate.

3. Global Message to be printed

Use this processing option to indicate the text messages that you want the system to print on each order. Examples of text messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.

Text messages are user-defined codes that are set up in 40/PM.

4. Purchase Order Note Display

Use this processing option to specify whether the system prints the purchase order note. Examples of notes are the name of the individual who placed the order, the buyer responsible for procuring the items and services on the order, the company responsible for delivering the order, confirmation numbers and job numbers. Valid values are:

Blank Do not print the purchase order note.

- 1 Print the purchase order note.

5. Report Heading Display

Use this processing option to suppress the printing of the report title and company name when you use preprinted forms. Valid values are:

Blank Print the default report title and company name.

- 1 Do not print the report title and company name.

6. Purchasing Agent Name Display

Use this processing option to specify whether the system prints the purchasing agent on the purchase order. Valid values are:

Blank Do not print the purchasing agent name on the purchase order.

- 1 Print the purchasing agent name on the purchase order.

Item No. Display Tab

These processing options allow you to specify how the system displays item numbers.

1. Item No. Display

Use this processing option to specify whether the system prints either your item number only or both your item number and the supplier's item number. Valid values are:

- 1 Print only your item number.
- 2 Print both your item number and the supplier's item number.

2. Enter Cross Reference Type

Use this processing option to specify the type of cross reference that the system uses when printing a supplier's item number. The system stores the cross reference information in the Order Processing Cross Reference table (F4013).

Cross reference information are user-defined codes that are set up in 41/DT.

Order Revision Tab

These processing options allow you to specify the order revisions that the system prints, as well as specify which order lines appear.

1. To print Order Revision

Use this processing option to specify whether the system prints a specific order revision, the entire purchase order, or the latest order revision. To print a specific order revision, enter the order revision number. Other valid values are:

Blank Print the entire purchase order.

* Print the latest order revision.

2. Lines for a Revision

Use this processing option to specify whether the system prints only revised order lines or all order lines. Valid values are:

Blank Print only revised lines for a revision.

1 Print all lines on the order for a revision.

Currency Tab

This processing option allows you to specify whether the system prints amounts in Domestic or Foreign currency.

1. Amount Display

Use this processing option to specify whether the system prints amounts in domestic or foreign currency. Valid values are:

Blank Print amounts in domestic currency.

1 Print amounts in foreign currency.

EDI Tab

These processing options allow you to specify what EDI information the system displays.

1. EDI Processing Selection

Use this processing option to specify whether the system prints a purchase order or uses EDI processing or both. Valid values are:

Blank Print purchase order only.

- 1 Print purchase order and create output to EDI.
- 2 Use EDI processing only.

2. EDI Transaction

Use this processing option to specify whether the system enters the EDI transaction as a purchase order or a quote order. Valid values are:

- 1 Enter the EDI transaction as a purchase order.
- 2 Enter the EDI transaction as a quote order.

3. EDI Document Type

Use this processing option to specify the EDI document type that the system creates in an EDI transaction.

In a non-EDI environment, the document type would be consistent with the order type (DCTO) assigned at order entry time, an invoice document type, a voucher document type, and so on.

4. EDI Transaction Set Number

Use this processing option to specify how the system categorizes the type of EDI transaction.

5. EDI Transaction Format

Use this processing option to specify a specific mapping structure used to process both inbound and outbound EDI transactions. This option does not apply to non-EDI transactions.

6. Trading Partner ID

Use this processing option to specify the party with whom you are trading documents in this EDI transaction.

7. Transaction Set Purpose

Use this processing option to specify the purpose of the transaction set. Transaction set purpose codes are user-defined codes that you set up in 47/PU when you send and receive EDI documents. The system uses the action code each time the Transaction Set Purpose field appears in a table.

8. EDI Shipping Schedule Message

Use this processing option to specify whether the system creates an EDI shipping schedule message. Valid values are:

Blank Do not create an EDI shipping schedule message.

1 Create an EDI shipping schedule message.

9. Shipping Schedule Qualifier

Use this processing option to specify a shipping schedule qualifier. Shipping schedule qualifier codes identify the type of date used when defining a shipping or delivery time in a schedule or forecast. You can enter a valid qualifier value or leave the option blank. Valid qualifier values are:

AB Authorized Delivery Based

AS Authorized Shipment Based

BB Production Based

DL Delivery Based

JS Buyer Production Sequence Schedule

KB Kanban Signal
PD Planned Delivery
PS Planned Shipment
SH Shipment Based
ZZ Mutually Defined
Blank The system uses Kanban.

Versions Tab

These processing options allow you to customize your printed purchase orders.

1. Print Option

Use this processing option to direct the system to route the purchase order information to a workfile and launch a second UBE to read the workfile and print the purchase order. For example, use this option when you need to customize the layout of the Purchase Order Print program.

The Print Purchase Orders program (R43500) processes the orders and performs the necessary logic (such as calculating taxes). Valid values are:

Blank Launch the Purchase Order Print program (R43500).

1 Launch a secondary UBE.

NOTE: If you leave this option blank, the system will not route the purchase order information to a workfile and will not launch a second UBE.

2. Name of 2nd UBE

This processing option works in conjunction with the Print Option processing option. Use this processing option to specify the name of the second UBE program to be launched. If you leave this option blank, the system launches the default Print Purchase Order Print program (R43501).

3. Second UBE Version

Use this processing option to define the version that the system uses when you use the Purchase Order Print program (R43501). Enter a valid version or leave this option blank. If you leave this option blank, the system uses the ZJDE0001 version.

When you choose a version, review the version's processing options to ensure that the version meets your needs.

NOTE: If you set the Print Option processing option to 1 and leave the Name of 2nd UBE processing option blank, the system uses the default Print Purchase Orders program (R43501).

Printing Individually

You can print orders individually so you can review them before sending them to the appropriate suppliers. If you have set the processing options in Order Entry for the system to store purchase order information for Electronic Data Interchange (EDI), you can send the orders to your suppliers using the Electronic Commerce system.

You can have the system print three types of messages on an order:

- Print messages
- Attachments
- Global messages

You create print messages using the Print Messages Revisions form, where you also specify whether each message prints at the top or bottom of an order, or before or after each detail line. After you create a print message, you can assign it to an order or detail line during order entry.

You use processing options in Order Entry to specify whether attachments print. You can assign an attachment to an order or to detail lines during order entry.

You also use processing options to specify whether global messages print. Global messages always print at the top of orders.

Printing orders is usually a step in the sequence of processing orders. You set up these steps in Order Activity Rules. Once you print an order, you can have the system move the order to the next step in the process, or you can leave the order where it is so that you can print it again. You use processing options in Order Entry to specify whether the system updates status codes for orders after they print.

You might want to print orders twice, once to review the orders and again to update status codes. You can access the following two versions of the print program through the processing options for Order Entry:

- Print Purchase Orders
- Reprint Purchase Orders

You might want to use one version to review orders and the other to update status codes for orders.

If you print an order that is on hold, the system prints a blank page.

► **To print individually**

From the Purchase Order Processing menu (G43A11), choose Enter Purchase Orders.

Depending on the menu selection you choose, either Work with Order Headers or Work with Order Details appears.

1. On Work With Order Headers or Work With Order Details, locate the order you want to print.
2. Select the order and choose Detail Revision from the Row menu.
3. On Order Detail, select the detail line and choose Print Order from the Form menu.
Alternately, on Work With Order Headers, select the detail line and choose Print Order from the Row menu.

Working with Order Information

You can review open order information and print a variety of reports that contain information about orders. To work with order information, complete the following tasks:

- Review open orders
- Review change orders
- Review order summary information
- Review order detail information
- Review financial status information
- Print purchase order information by supplier or branch
- Print order detail information
- Print items on order from a supplier
- Print a history of order revisions

Reviewing Open Orders

Before you enter an order, you might want to determine if an item is currently on order. You can review open orders, which are orders that contain items and services you have yet to receive. You can specify the order number, supplier, item, account number, and so on for the open detail lines you want to review.

You also can review open quantities for purchase orders, requisitions, blanket orders, and so forth by choosing the type of order for which you want to review detail lines.

You can review additional information for each open detail line that appears, including the quantity ordered, the quantity open, the quantity received, and the quantity for which vouchers have been created. You can also access address numbers, dates, and tax information.

Regardless of whether you enter an order in a domestic or foreign currency, you can review the order as if it were entered in another currency. For example, you can review amounts in French francs as if they were entered in the euro. Likewise, you can review amounts in Japanese yen as if they were entered in U.S. dollars, and so on.

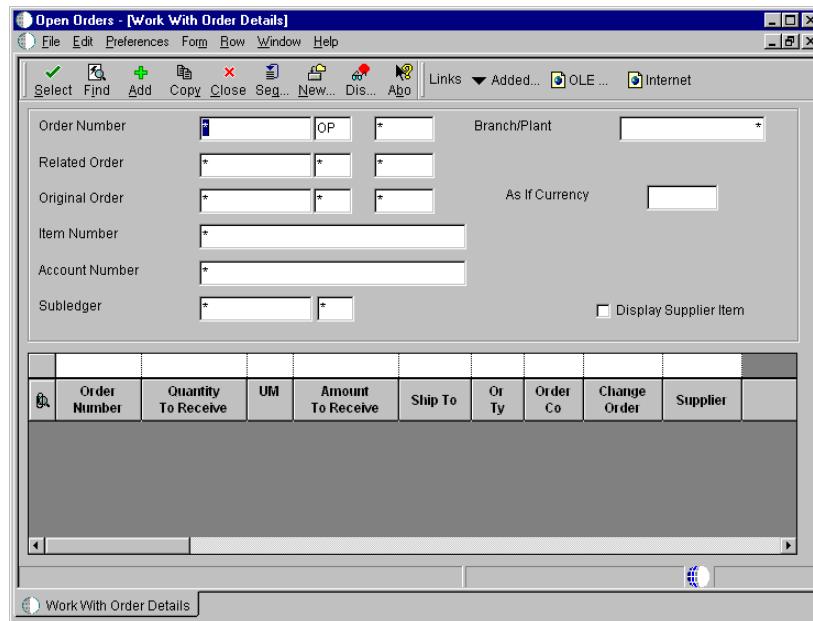
To review open orders in a domestic, foreign, and “as if” currency, complete the following tasks:

- Review open orders in a domestic or foreign currency
- Review open orders in an “as if” currency

► **To review open orders in a domestic or foreign currency**

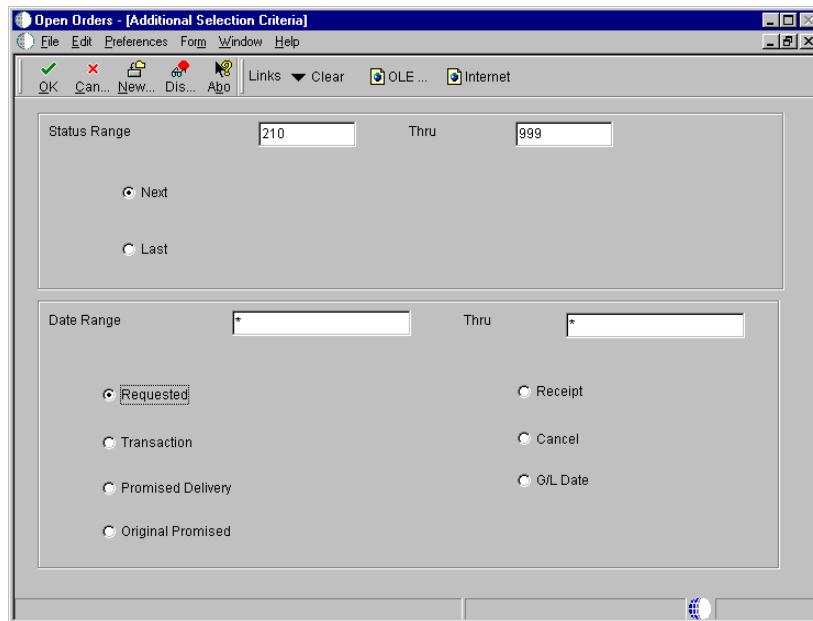
From the Purchasing Inquiries menu (G43A112), choose Open Orders.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Inquiries. From the Subcontract Inquiries menu (G43D112), choose Open Orders.



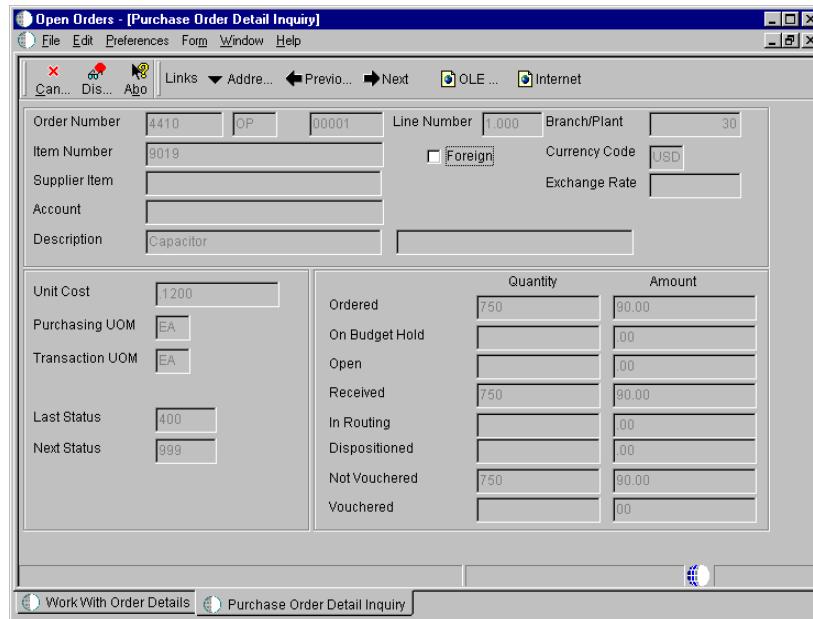
1. On Work With Order Details, complete the following fields as required to locate open detail lines:
 - Order Number
 - Branch/Plant

- Related Order
 - Original Order
 - Item Number
 - Account Number
2. To narrow the search, choose Added Selections from the Form menu.



3. On Additional Selection Criteria, complete the following fields:
- Status Range
 - Thru
 - Date Range
 - Thru
4. Click one of the following options to determine whether the status range is based on the last or next status code for each detail line:
- Next
 - Last

5. Click one of the following options to determine which order date the date range is based on:
 - Requested
 - Transaction
 - Promised Delivery
 - Original Promised
 - Receipt
 - Cancel
 - G/L Date
6. Click OK to return to Work With Order Details, then click Find.
The open detail lines that meet your search criteria appear.
7. To review additional information for an open detail line, choose the detail line and then choose Order Detail from the Row menu.



8. On Purchase Order Detail Inquiry, review additional fields.
9. To review address numbers, dates, or tax information for the open order, choose the appropriate option from the Form menu.

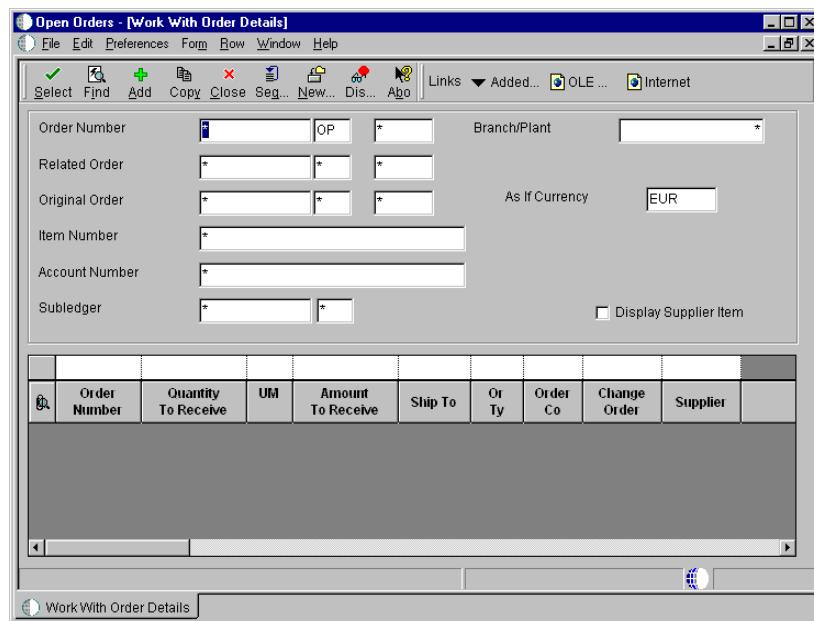
Field	Explanation
Related Order	A number that identifies a secondary purchase order, sales order, or work order associated with the original order. This is for information only.
Original Order	A number that identifies the original document. For example, if you have a blanket order or requisition for which you created a purchase order, the blanket order or requisition order is the original document.

► To review open orders in an “as if” currency

From the Purchasing Inquiries menu (G43A112), choose Open Orders.

To review amounts in an “as if” currency, you must enter a currency code and effective date in the processing options. This processing option activates the As If Currency field on the Work With Order Details form and retrieves the corresponding exchange rate that is needed to calculate the “as if” currency amount.

The “as if” currency amounts that you review are not written to a table but are, instead, stored in temporary memory which has no impact on disk space.



On Work With Order Details, follow the steps for reviewing open orders.

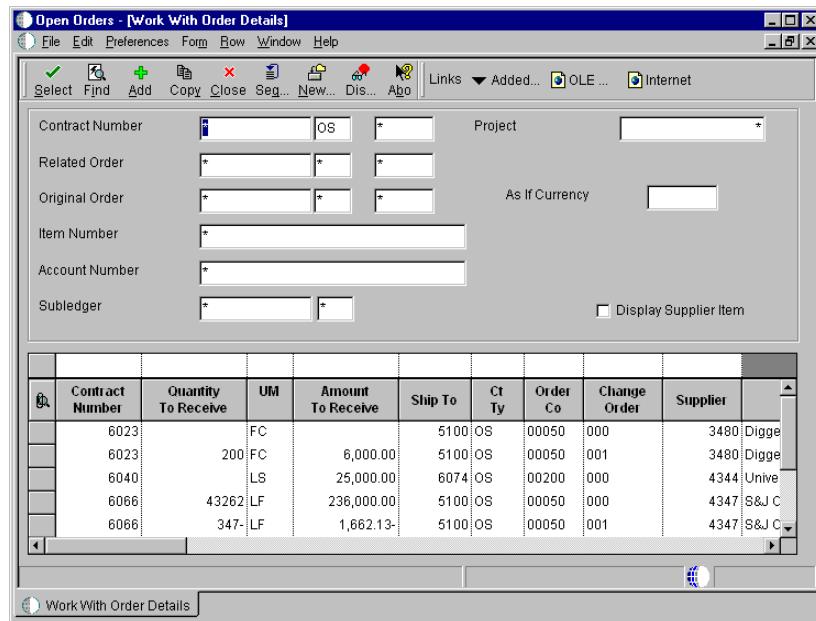
Reviewing Change Orders

After you enter a change order, you might need to review all of the changes. You can specify criteria such as the order number, supplier, item, and account number for the change order you want to review.

You can review additional information for each change order that appears, including the quantity ordered, the quantity open, the quantity received, and the quantity for which vouchers have been created. You can also access address numbers, dates, and tax information.

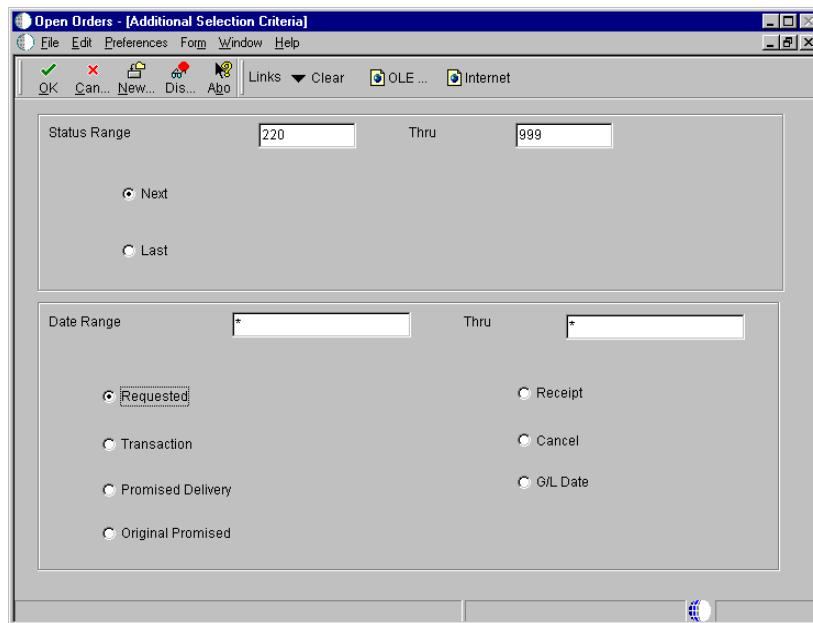
► To review change orders

From the Subcontract Inquiries menu (G43D112), choose Open Orders.



1. On Work With Order Details, complete the following fields as required to locate open orders:
 - Order Number
 - Project
 - Business Unit
 - Related Order

- Original Order
 - Item Number
 - Account Number
2. Locate the order for which you want to review information.
3. Click on the order and, from the Row menu, choose Change Orders, then View All Change Orders.
4. On Order Detail, review the information and click cancel to return to Work With Order Details.
5. On Work With Order Details, choose Added Selections from the Form menu.



6. On Additional Selection Criteria, complete the following fields and click OK:
- Status Range
 - Thru
 - Date Range
 - Thru

7. Click one of the following options to determine whether the status range is based on the last or next status code for each detail line:
 - Next
 - Last
8. Click one of the following options to determine which order date the date range is based on:
 - Requested
 - Transaction
 - Promised Delivery
 - Original Promised
 - Receipt
 - Cancel
 - G/L Date
9. Click OK to return to Work With Order Details, and click Find.
The open detail lines that meet your search criteria appear.
10. To review additional information for an open detail line, choose the detail line, and then choose Order Detail from the Row menu.
11. On Purchase Order Detail Inquiry, review additional fields.
12. To review address numbers, dates, or tax information for the open order, choose the appropriate option from the Form menu.

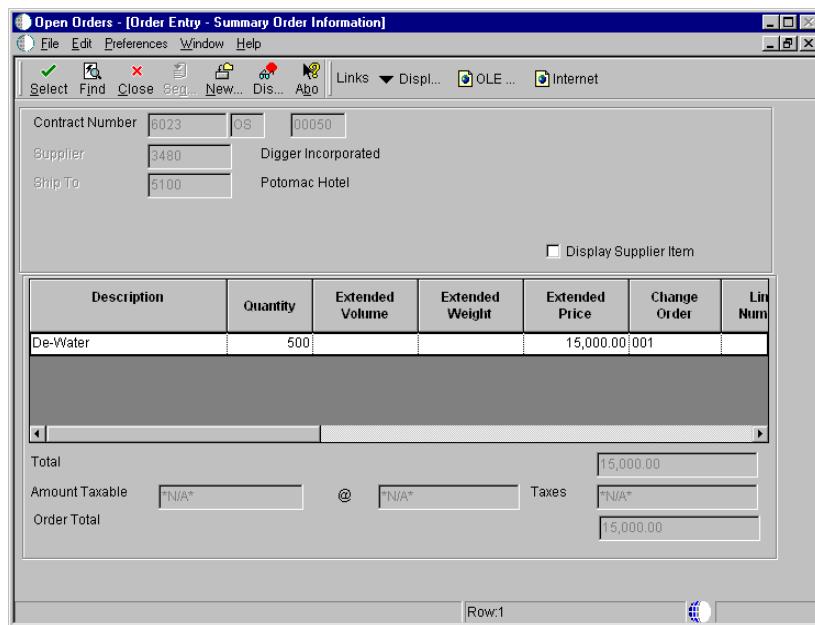
Reviewing Order Summary Information

You can review summary information for an order, including items, account numbers, order quantities, prices, and extended volumes and weights. You can also review the total tax and dollar amount for the entire order.

► To review order summary information

From the Subcontract Inquiries menu (G43D112), choose Open Orders.

1. On Work With Order Details, locate the order for which you want to review information.
2. Click on the order and choose Order Summary from the Row menu.



3. On Order Entry - Summary Order Information, review the order summary information.

Reviewing Order Detail Information

You can review a detailed summary of information about an order or change order. For example, you can review information about vouchers, retainage, or changes made to an order.

► To review order detail information

From the Subcontract Inquiries menu (G43D112), choose Open Orders.

1. On Work With Order Detail, locate the order for which you want to review information.
2. Click on the order and choose Order Recap from the Row menu.

The screenshot shows a Windows application window titled "Open Orders - [Order Recap]". The menu bar includes File, Edit, Preferences, Window, Help, and several tool icons. The toolbar below the menu has buttons for OK, Cancel, Discard, Abort, Links, Display, OLE, and Internet. The main area displays order details in a grid:

	Amount	Quantity
Base Order	75,000.00	10000
Change Order	15,000.00	500
Total Order	90,000.00	10500
Total Vouchered	84,000.00	10300
Total Retained	00	
Total Amount Less Retained	84,000.00	10300
Balance To Complete	6,000.00	200

3. On Order Recap, review the order information.

Reviewing Financial Status Information

You can review up-to-the-minute details of the financial status information for any order. You can also review the financial details of any progress payment voucher that relates to an order.

Financial status information includes:

- Order details
- Amount units billed
- Amount paid
- Amount retained
- Amount units open

If you have multicurrency turned on, you can review financial information in foreign or domestic currency using the Foreign field on the Work with Financial Status Inquiry form. The system automatically converts the amounts based on the exchange rate that you specify.

► To review financial status information

From the Subcontract Inquiries menu (G43D112), choose Financial Status Inquiry.

1. On Work With Order Details, to locate an order, complete the following fields and click Find:
 - Order Number
 - Order Type
 - Order Co
 - Subledger
 - Subledger Type
2. Click on the order and choose Financial Status from the Row menu.

Financial Status Inquiry - [Work With Financial Status Inquiry]

Order No: 6023 OS: 00050 Thru Date: 8/2/00

Supplier: 3480 Digger Incorporated Subledger: * * Description: Earthwork

Change Order	Line Number	Description	Order Amount	Order Units	Billed Amount	Billed Units
000	1.000	Clearing and Grading	75,000.00	10000	7,500.00	
		Sub Total	75,000.00	10000	7,500.00	
001	1.000	De-Water	15,000.00	500		
		Sub Total	15,000.00	500		
		Grand Total	90,000.00	10500	7,500.00	

3. On Work With Financial Status Inquiry, review the financial status information for the order.
4. To access voucher information, choose Supplier Ledger from the Form menu.

Financial Status Inquiry - [Supplier Ledger Inquiry]

Supplier Number: 3480 Digger Incorporated

Date From: Thru: Invoice G/L

Recurring Summarize Paid Open Withheld All

Batch Number: *

	Document Number	Doc Type	Doc Co	Invoice Date	G/L Date	Due Date	Gross Amount	Open Amount	Pay Stat	Sup Nur
	3080	PV	00050	6/12/05	6/30/05	7/12/05	60,750.00	60,750.00	#	
	3080	PV	00050	6/12/05	6/30/05	7/12/05	8,100.00	8,100.00	#	
							68,850.00	68,850.00		

5. On Supplier Ledger Inquiry, enter the Supplier Number and click Find.

6. Review the following fields:

- Document Number
- Doc Type
- Document Company
- Invoice Date
- G/L Date
- Due Date
- Gross Amount

Field	Explanation
Document Number	<p>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.</p> <p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Some examples are:</p> <ul style="list-style-type: none"> • 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
Doc Co	<p>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.</p> <p>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.</p> <p>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.</p>

Field	Explanation
Doc Type	<p>A user defined code (00/DT) that identifies the origin and purpose of the transaction.</p> <p>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.</p> <p>The reserved document type prefixes for codes are:</p> <ul style="list-style-type: none"> P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory documents O Ordering document types <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p>
Invoice Date	The date of the invoice. This can be either the date of the supplier's invoice to you or the date of your invoice to a customer.
G/L Date	A date that identifies the financial period to which the transaction will be posted. The Fiscal Date Patterns table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments.
Due Date	<p>The date the net payment is due (accounts receivable). In accounts payable, this date is either the discount date or the net due date, depending on what you entered or how you set up your payment terms.</p> <p>If you leave this field blank during invoice entry or voucher entry, the system returns an error.</p>
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.

See Also

- *Setting Up Multi-Currency* in the *General Accounting Guide* for more information on how to turn on multicurrency
- *Reviewing Supplier Ledger Information* in the *Accounts Payable Guide* for information about viewing voucher amounts as if they were entered in a currency other than the domestic or foreign currency

Printing Purchase Order Information by Supplier or Branch

From the Purchasing Reports menu (G43A111), choose PO Summary.

You might want to review information about purchase orders for a specific supplier or branch/plant. The Summary by Supplier report prints purchase order information by supplier, then by business unit. You can review individual amounts for each purchase order, including the amount received and the amount open. You can also review the total amount for all purchase orders.

If a purchase order contains detail lines for multiple branch/plants, the same order might appear several times based on the branch/plant.

Printing Order Detail Information

From the Subcontract Reports menu (G43D111), choose Print Subcontracts.

You can review detail information about logs and commitment distribution for any contract on the Subcontract Detail report. You can also review all of the multicurrency information that is associated with a contract if you have multicurrency turned on. You can print information about all jobs, a specific job, or an individual contract.

The Subcontract Detail report uses information from the Subcontract Management Heading table (F4301), Subcontract Management Detail table, Contract Log Detail table (F4303), and Contract Log Text table (F4304).

Printing Items on Order from a Supplier

From the Purchasing Reports menu (G43A111), choose Print PO by Requested Date.

You might want to review information about the items that are currently on order from a supplier. When you generate the PO by Requested Date report, you can review the open quantity or dollar amount for each item and the date through which each item will remain open based on the request date.

You use processing options to specify the aging columns in which open quantities or dollar amounts appear. Processing options significantly affect the data presentation for this report. A separate report page prints for each supplier that you specify.

Processing Options for Purchase Order by Request Date

Periods

Period 1: Open thru day #	_____
Period 2: End of Period 1 thru day	_____
Period 3: End of Period 2 thru day	_____
Period 4: End of Period 3 thru day	_____

Print

Enter '1' for descending order	_____
Enter '1' for Period 4 to include POs greater than range	_____

Printing a History of Order Revisions

From the Purchasing Reports menu (G43A111), choose Purchases Journal.

Alternately, from the Subcontract Based Purchasing menu (G43D), choose Subcontract Reports. From the Subcontract Reports menu (G43D111), choose Purchase Journal.

You can review a history of changes to order detail lines when you print the Journal report. This report lists original detail line information and changes that have been made to the quantity or extended amount on each detail line.

For each order that prints, you can review:

- The sum of the original detail line amounts
- The sum of the detail line changes
- The sum of the current detail line amounts

Information for this report comes from the Purchasing Ledger table (F43199). This report is applicable only if you set up order activity rules to create ledger records.

Processing Purchase Returns

When purchased merchandise is returned to the supplier, a new Nota Fiscal must be issued to accompany the returned merchandise. Brazilian law requires that companies issue an accompanying Nota Fiscal whenever merchandise is moved between different taxpayer units.

The purchase return Nota Fiscal must be based on the supplier's original Nota Fiscal. If there is a full return of merchandise, the outbound Nota Fiscal values must be identical to the supplier's original Nota Fiscal. If there is a partial return of merchandise, the outbound Nota Fiscal values must be proportional to the supplier's original Nota Fiscal.

The tax rates and costs must be returned in the same amounts as those amounts used in the supplier's original Nota Fiscal. The original freight, insurance, and expenses must also be returned proportionally and must be handled with a separate Nota Fiscal.

The Purchase Return program uses the original purchase price when processing a return. The costs retrieved from the supplier's original Nota Fiscal are not modified or overridden by prices in the Sales system during processing. The system can create journal entries to support processing purchase returns. Discounts and Repasse are accommodated in this process.

When you generate a Nota Fiscal, tax amounts are stored on the Nota Fiscal Detail - Brazil table (F7611B). During a purchase return, these amounts are retrieved from the supplier's original Nota Fiscal. The tax amounts are not recalculated.

Before You Begin

- Enter a purchase order. See *Entering a Purchase Order*.
- Execute the purchase order receipt. See *Receipts Processing*.
- Generate a Supplier Nota Fiscal. See *Generating Outbound Nota Fiscal*.

Receipts Processing

When you enter receipts for purchase orders, you create the related Brazilian Nota Fiscal document.

J.D. Edwards solution for receipt processing in Brazil includes the following topics:

- Working with receipts
- Entering landed costs
- Entering freight notes
- Reviewing inbound Nota Fiscal
- Working with journal entries for receipt transactions
- Printing receipt information
- Closing inbound Nota Fiscal

Working with Receipts

Working with receipts includes the following tasks:

- Printing purchase receivers
- Entering receipts for procurement
- Entering reversing receipts for procurement

Printing Purchase Receivers

A purchase receiver is a document you use to manually record the receipt of goods upon delivery. A purchase receiver provides you with:

- Original purchase order information
- Quantities you have yet to receive
- A column for recording receipt quantities or amounts

You might need a purchase receiver to:

- Review purchase order information for incoming goods
- Confirm information about the items that you receive
- Record receipt information to enter on the system

You determine the information that prints on purchase receivers. Processing options let you specify whether to print:

- Price information
- Order quantities
- Cross-reference numbers
- Foreign currency amounts

You can set up order activity rules to print purchase receivers as a step in the purchase order process. After you print a purchase receiver, you can have the system advance the order to the next step in the purchasing process. You can also have the system leave the order at its current status. To advance an order, the system updates the status codes for detail lines, provided that you have set the processing options for Purchase Receiver Print to allow the system to update the status codes.

You can print purchase receivers using two different methods:

- Print receivers in batch mode
- Print receivers for individual orders

See Also

- *Setting Up Order Activity Rules* for more information on how to designate printing purchase receivers as a step in the purchase order process
- *R43510, Purchase Receiver Print* in the *Reports Guide* for a report sample

Printing Receivers in Batch Mode

From the Purchase Order Processing menu (G43A11), choose Print Purchase Receivers.

You can use purchase receivers to manually record receipt information for goods upon delivery. You can print purchase receivers in batch mode based on the criteria you specify using the Print Purchase Receivers procedure.

Processing Options for Purchase Receiver Print

Edits

1. Enter a '1' to prevent updating the Next Status Code. _____
2. Enter an override Next Status Code. _____

Print

- | | |
|---|-------------------------------------|
| 1. Enter a '1' to inhibit printing of Cost Information.
2. Enter a '1' to inhibit printing of Quantity Information.
3. Enter a '1' to print the Supplier Item Number.
4. Enter the type of Cross Reference Number.
5. Enter a '1' to print associated text.
6. Enter a '1' to print routing operation codes.FUTURE | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
|---|-------------------------------------|

Currency

- | | |
|--|-------|
| 1. Enter a '1' to print amounts in Foreign Currency. | <hr/> |
|--|-------|

Printing Receivers for Individual Orders

From the Purchasing Reports menu (G43A111), choose Print Purchase Receiver.

When you print purchase receivers in batch mode, you might have to print a second purchase receiver for some orders. For example, you might receive a partial order, in which case you must print a second receiver to record the remaining balance of the order. You can enter specific purchase orders for which to print purchase receivers using the Print Purchase Receiver program.

Entering Receipts for Procurement

You must enter receipt information to verify the receipt of goods or services on a purchase order. You must verify the quantity, cost, and so on for each order you receive. If you make an error or need to cancel receipts for any other reason, you can enter reversing receipts.

To enter a receipt, you must first locate the open purchase order detail lines that correspond to the receipt. An open detail line contains items that have not yet been received. The system retrieves all open detail lines for the item number, purchase order number, or account number you specify.

After you enter receipts for purchase orders and record the inbound Nota Fiscal that you receive from your suppliers, you can review the documents online to verify that the information correlates with the document. If some of the data is incorrect, you can make changes online. You can review Notas Fiscais by order number or by Nota Fiscal number.

If the detail lines on a purchase order differ from the details of the actual receipt, you must adjust the purchase order detail lines to reflect the receipt. For example, if the order quantity on a detail line is 20 but you receive a quantity of 10, you must change the quantity on the detail line to 10. You specify whether to close the remaining balance on the line or to keep it open.

Before You Begin

- The processing options for the Nota Fiscal Receipts - Brazil (P4312BR) program configure the Nota Fiscal document. You must set up matching versions for the Nota Fiscal Receipts - Brazil (P4312BR) and the PO Receipts (P4312) programs. If you do not set up matching versions, the system uses ZJDE0001.

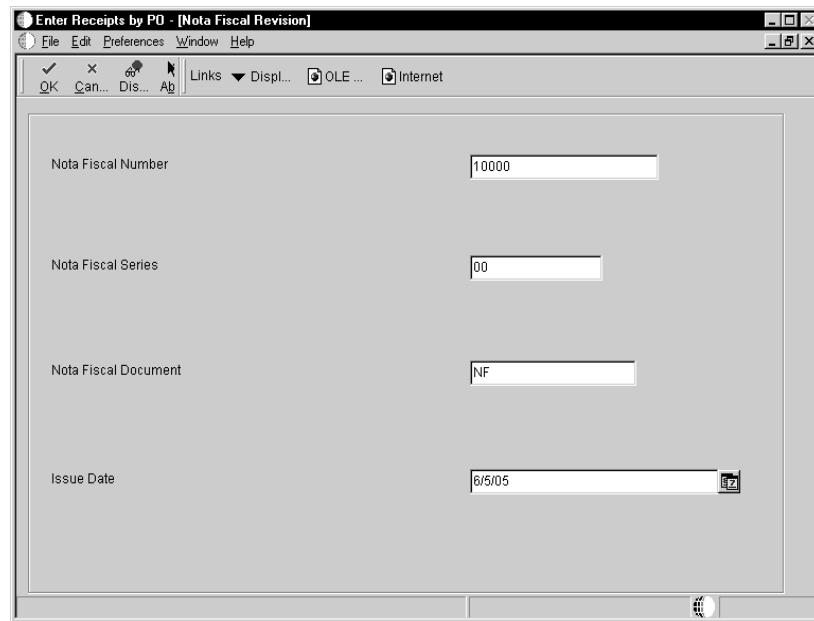
See Also

- *Procurement: About Receipt Processing*
- *Procurement: Entering Receipts*

► To enter receipts for procurement

From the Purchase Order Processing - Brazil menu (G76B4311), choose Enter Receipts by PO.

1. On Work With Purchase Orders to Receive, click Find and choose a record in the detail area.
2. Click Select.
3. On Purchase Order Receipts, click OK.
4. On Work With Nota Fiscal, click Add.



5. On Nota Fiscal Revision, complete the following fields and click OK:

- Nota Fiscal Number
- Nota Fiscal Series
- Nota Fiscal Document
- Issue Date

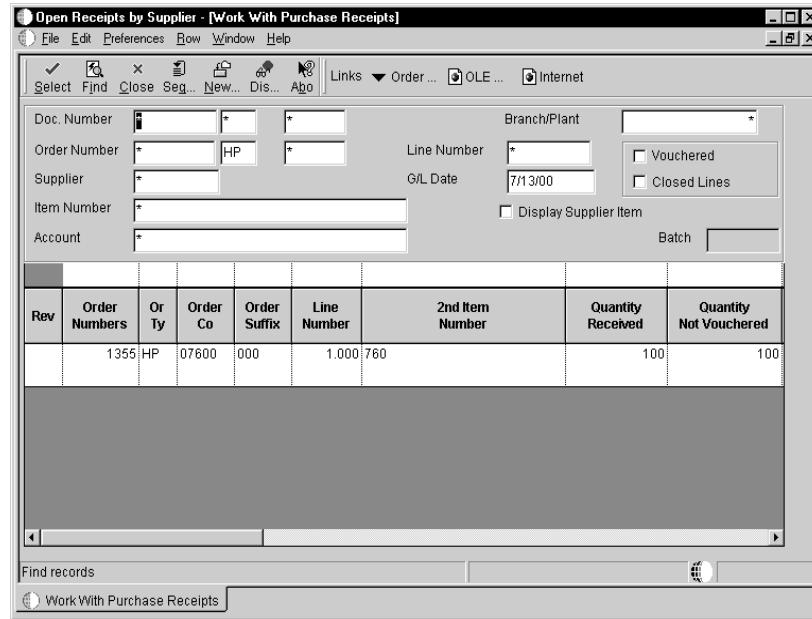
Entering Reversing Receipts for Procurement

You can reverse a receipt if you have not yet created a voucher for the receipt. You might reverse a receipt if you recorded a receipt by mistake or you recorded the wrong receipt.

When you reverse a receipt, the system accounts for the order as if it were never received. The system reverses all accounting and inventory transactions.

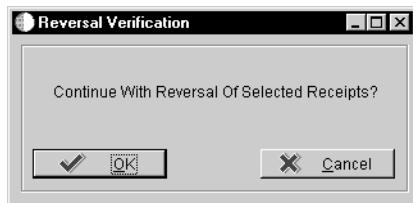
► To enter reversing receipts for procurement

From the Receipts Matching and Posting menu (G76B4311), choose Open Receipts by Supplier.



1. On Work With Purchase Receipts, to locate the receipt to reverse, complete one or more of the following fields and click Find:
 - Branch/Plant
 - Order Number

- Supplier
 - Item Number
 - Account
2. Choose the receipt in the detail area and choose Reverse Receipt from the Row menu.
 3. Choose Close to exit the Work With Purchase Receipts form.



4. On Reversal Verification, click OK.

Field	Explanation
Order Numbers	A number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.
Supplier 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.
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>

Processing Options for Nota Fiscal Receipts (P4312BR)

Defaults

1. Nota Fiscal Document Type _____
- Blank = "NF"
2. Override Last Status _____
3. Override Next Status _____

Entering Landed Costs

When you purchase items, it is not uncommon to pay extra costs for delivery fees, broker fees, import taxes, and so on. These costs are called “landed costs.” You can enter landed costs for items after the receipt process or as a stand-alone process.

In Brazil, companies enter stand-alone landed costs for expenses that are associated with Notas Fiscais. Typically, these expenses include freight, insurance, and expenses. There are two types of landed costs: landed costs that are entered immediately after the receipt process and are included in the Nota Fiscal and stand-alone landed costs that are entered at some point after the receipt process (called freight notes) and are included in a separate Nota Fiscal.

You can enter landed costs for a purchase order immediately after the receipt process. If you enter landed costs immediately after the receipt process, you can enter only the costs for a specific Nota Fiscal document.

After you enter the landed costs for the Nota Fiscal document, the system prevents you from entering additional costs to the same document. J.D. Edwards recommends that you enter landed costs only after you receive all Nota Fiscal lines.

Note: Landed costs are reversed automatically when you reverse a receipt.

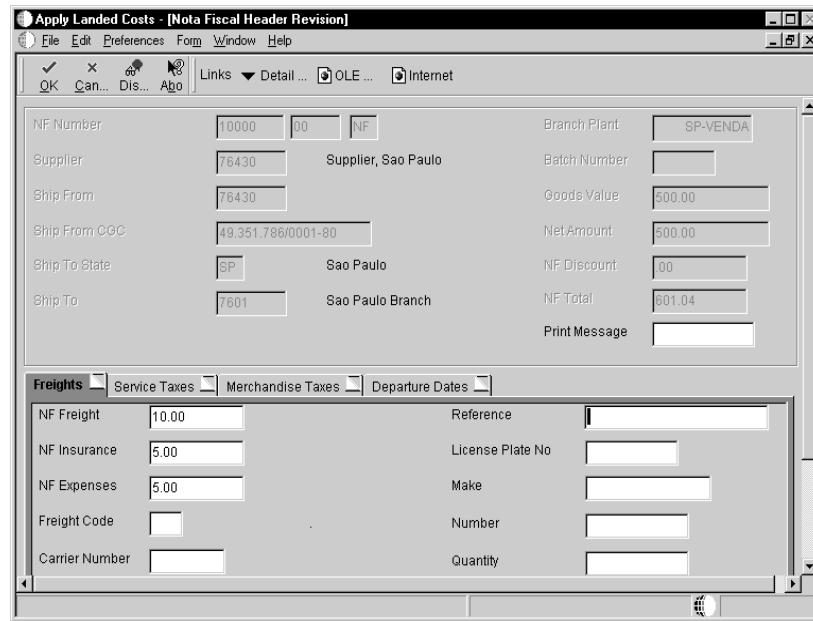
Before You Begin

- Set the processing options for Apply Landed Costs (P7610B) to specify the landed cost parameters you want to use.

► To enter landed costs

From the Purchasing Order Processing - Brazil (G76B4311), choose Apply Landed Costs.

1. On Work With Nota Fiscal Headers, complete any of the following fields and click Find:
 - NF Number
 - NF Series
 - NF Document
 - Branch Plant
 - NF Source
2. Choose the Nota Fiscal to which you want to add Landed Costs.
3. From the Row menu, choose Header Revision.



4. On Nota Fiscal Header Revision, complete the following fields on the Freights tab:
 - NF Freight
 - NF Insurance
 - NF Expenses
5. From the Form menu of Nota Fiscal Header Revision, choose Landed Cost.
6. The Landed Costs Confirmation dialog box will appear.
7. Click OK.

Field	Explanation
NF Number	<p>In Brazil, Nota Fiscais are identified based on the combination of a Nota Fiscal number and a Nota Fiscal series number.</p> <p>You use this numeric, six-character field to identify the Nota Fiscal number. The Nota Fiscal Number field is the first key that the system uses to access a specific Nota Fiscal.</p>
NF Series	<p>In Brazil, Nota Fiscais are identified based on the combination of a Nota Fiscal number and a Nota Fiscal series number.</p> <p>You use this alphanumeric, two-character field to identify the Nota Fiscal series. The Nota Fiscal Series field is the second key that the system uses to access a specific Nota Fiscal.</p>
NF Document	<p>A user defined code (00/DT) that identifies the origin and purpose of the transaction.</p> <p>J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets.</p> <p>The reserved document type prefixes for codes are:</p> <ul style="list-style-type: none"> P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory documents O Ordering document types <p>The system creates offsetting entries as appropriate for these document types when you post batches.</p>

Field	Explanation
Branch Plant	<p>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.</p> <p>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.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
NF Source	<p>You use this field to determine how a Nota Fiscal was generated in the system. For World, the only valid values are numbers 1, 4, 5, and 7, and they are hard-coded. All seven values are valid for OneWorld.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 1 Stand-alone Nota Fiscal - PO 2 Complementary Nota Fiscal - PO 3 2-Way Match Nota Fiscal - PO 4 3-Way Match Nota Fiscal - PO 5 Stand-alone Nota Fiscal - SO 6 Complementary Nota Fiscal - SO 7 Nota Fiscal - SO
NF Freight	Complete the Nota Fiscal Freight field whenever you classify freight as a complementary expense to your customer. The system prorates this expense amount among each of the Nota Fiscal listed and adds the prorated amount to the the ICMS taxable amounts for each document.
NF Insurance	The insurance amount that you charge the client as complementary expense. This amount must be included on the Nota Fiscal.
NF Expenses	The amount of the total financial expenses that are printed on the Nota Fiscal.

Entering Freight Notes

When you enter stand-alone landed costs, you can enter all of the landed costs for multiple Notas Fiscais at once. The system prorates the total amount of the landed costs to the Notas Fiscais and creates a batch of transactions to record the landed costs in the General Accounting and Inventory Management system. You must review and post this batch.

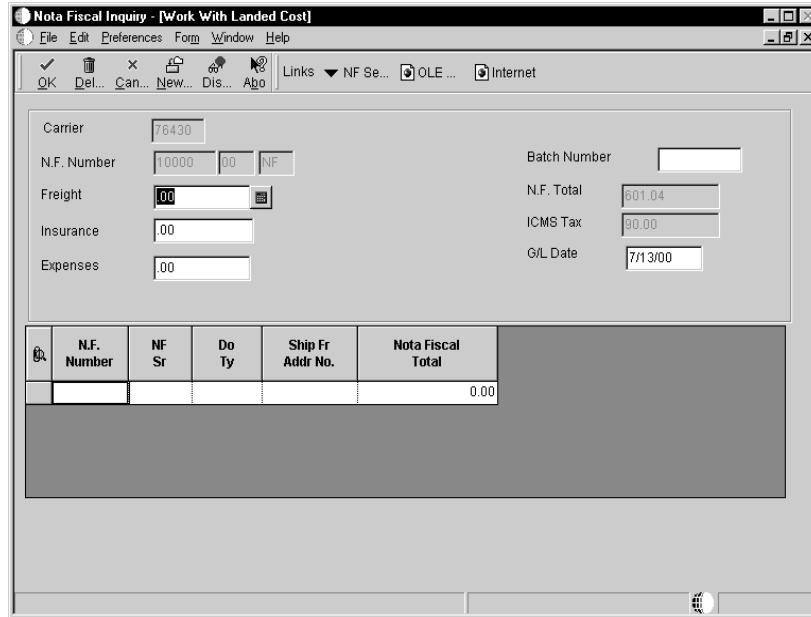
After you enter landed costs for the Nota Fiscal document, the system prevents you from entering additional costs. J.D. Edwards recommends that you enter landed costs only after you receive all Nota Fiscal lines.

If you cannot enter landed costs immediately after the receipt process, you must enter freight notes. For example, you would enter freight notes if your landed costs amounts are not included on the merchandise Nota Fiscal from your vendor.

► To enter freight notes

From the Purchasing Order Processing - Brazil menu (G76B4311), choose Nota Fiscal Inquiry.

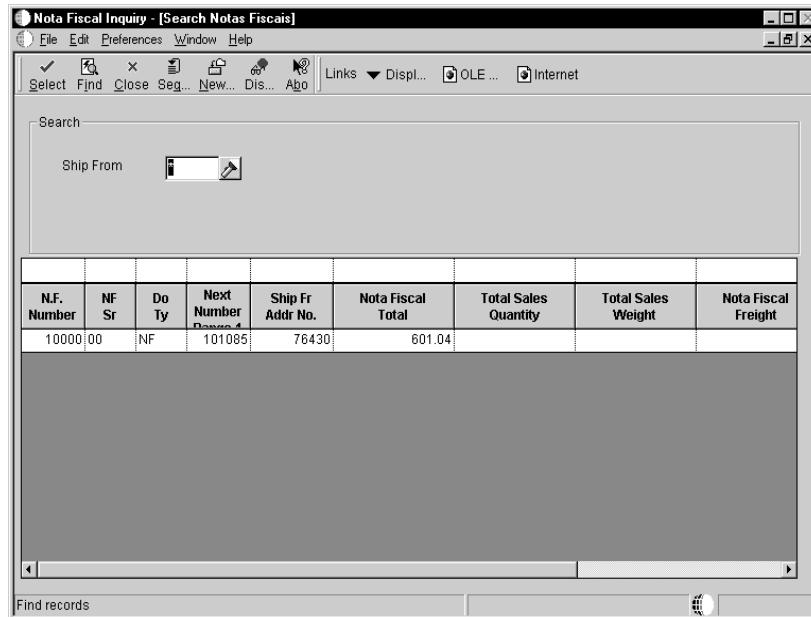
1. On Work With Nota Fiscal Headers, locate and click the Nota Fiscal that is your Freight Note.
2. From the Row menu, choose Freight Note.



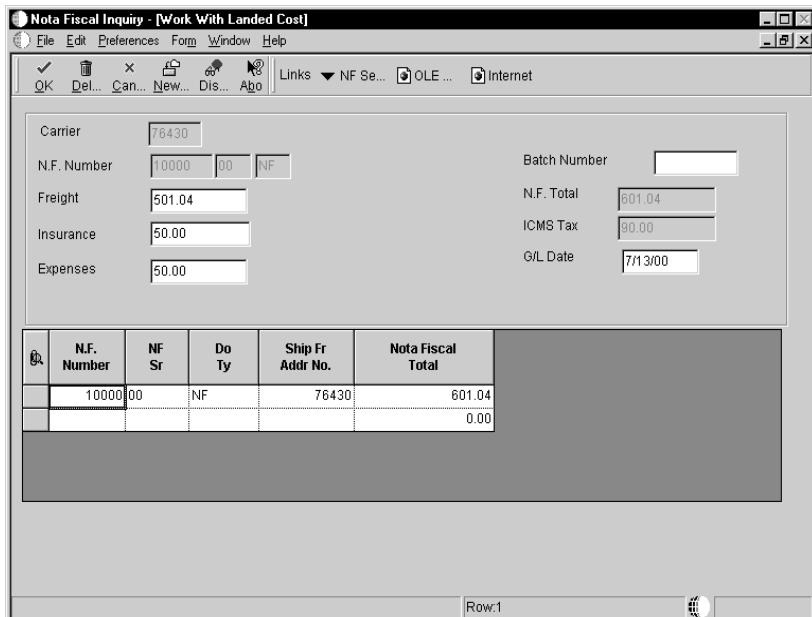
3. On Work With Landed Cost, complete the following fields:

- Freight
- Insurance
- Expenses

4. From the Form menu, choose NF Selection.



5. On Search for Notas Fiscais, click Find and choose the Notas Fiscais to which you want to apply Freight Note.
6. Click Select.



7. From the Form menu, choose Apply Landed Cost.
8. On Headerless Detail, review the information and click OK.
9. On Additional Charges by Nota Fiscal, review the information and click OK.

Field	Explanation
Freight	Complete the Nota Fiscal Freight field whenever you classify freight as a complementary expense to your customer. The system prorates this expense amount among each of the Nota Fiscal listed and adds the prorated amount to the the ICMS taxable amounts for each document.
Insurance	The insurance amount that you charge the client as complementary expense. This amount must be included on the Nota Fiscal.
Expenses	The amount of the total financial expenses that are printed on the Nota Fiscal.

Reviewing Inbound Nota Fiscal

In Brazil, the government requires that businesses maintain detailed information regarding all merchandise and associated taxes during the delivery process. The information accompanies shipments in the form of a document named the Nota Fiscal. The Nota Fiscal organizes this information and places it in the header area and in the detail area.

After you enter receipts for purchase orders and record the inbound Nota Fiscal that you receive from your suppliers, you can review the documents online to verify that the information correlates with the document. If some of the data is incorrect, you can make changes online. You can review Notas Fiscais by order number or by Nota Fiscal source.

Reviewing inbound Nota Fiscal header and detail information consists of the following tasks:

- Reviewing inbound Nota Fiscal header information
- Reviewing inbound Nota Fiscal detail information
- Reviewing inbound Nota Fiscal detail additional information
- Reviewing inbound Nota Fiscal taxes additional information

See Also

- *Generating Stand-Alone Nota Fiscal*

► To review inbound Nota Fiscal header information

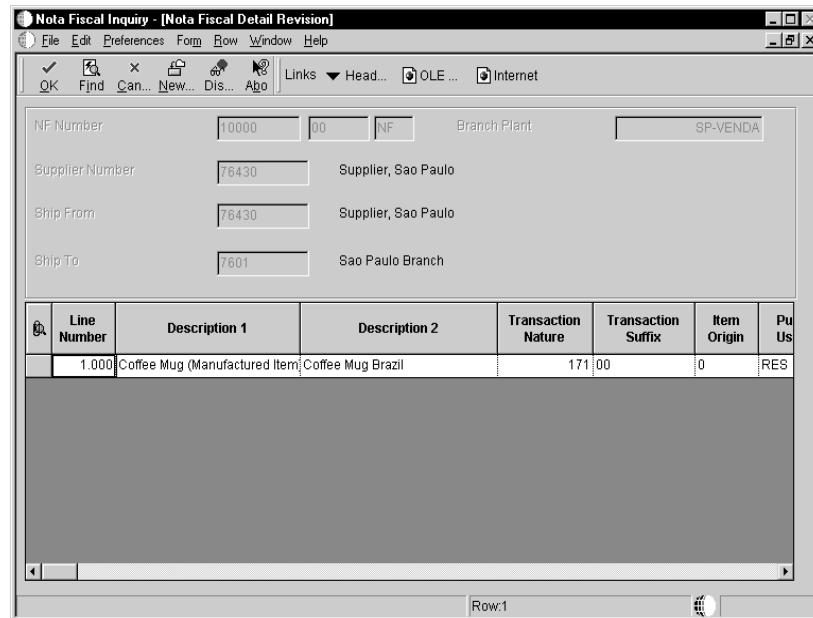
From the Purchase Order Processing - Brazil menu (G76B4311), choose Nota Fiscal Inquiry.

1. On Work With Nota Fiscal Headers, complete any of the following fields and click Find:
 - Nota Fiscal Number
 - Branch Plant
 - NF Source
2. Choose a record in the detail area, and then from the Row menu choose Header Revision.
3. On Nota Fiscal Header Revision, review all fields and correct as necessary.

After you complete these steps, follow the steps to review inbound Nota Fiscal detail information.

► To review inbound Nota Fiscal detail information

1. From the Form menu of Nota Fiscal Header Revision, choose Detail Revision.

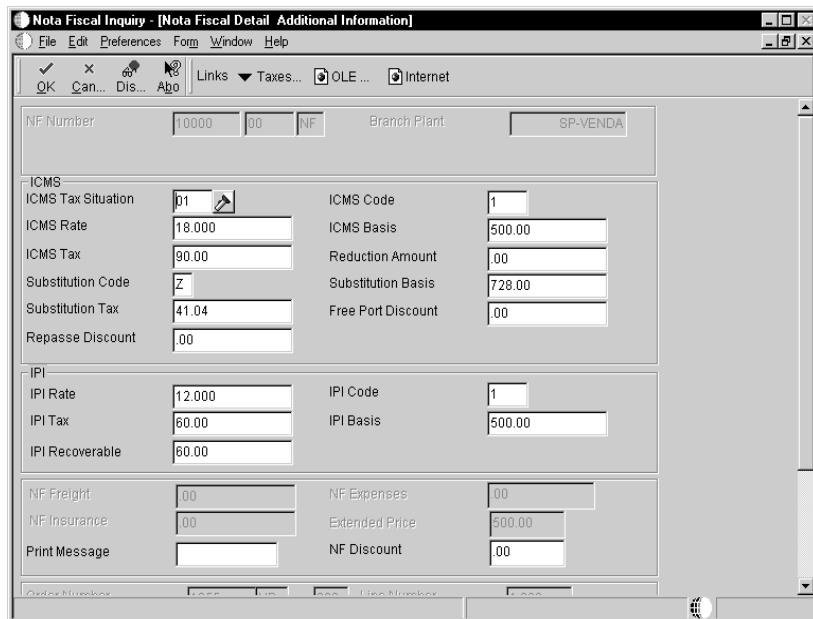


2. Review and correct any order detail lines.

After you complete these steps, follow the steps to review inbound Nota Fiscal detail additional information.

► To review inbound Nota Fiscal detail additional information

1. From the Row menu of Nota Fiscal Detail Revision, choose Detail Addl Info.

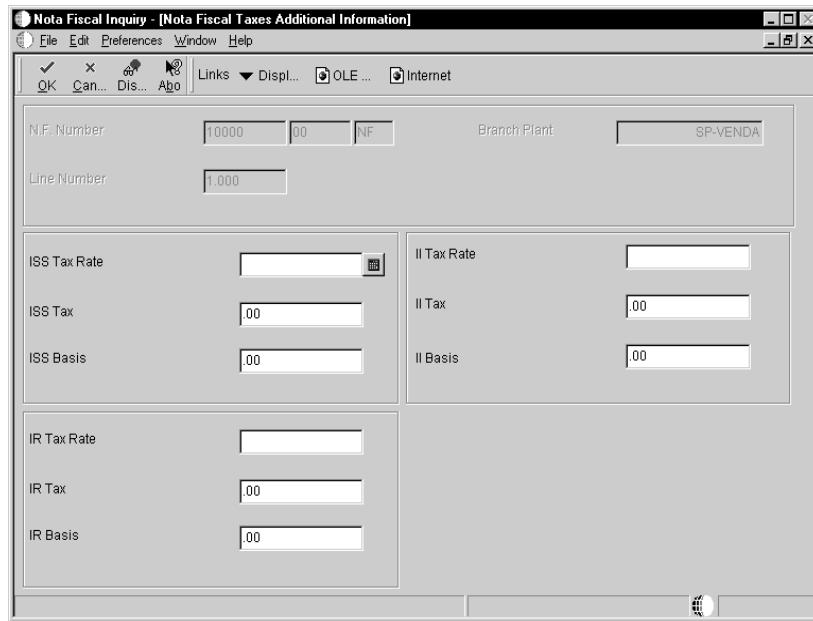


2. On Nota Fiscal Detail Additional Information, review all fields.
3. Click OK.

After you complete these steps, follow the steps to review inbound Nota Fiscal taxes additional information.

► To review inbound Nota Fiscal taxes additional information

- From the Row menu of Nota Fiscal Detail Revision, choose Taxes Addl Info.



- On Nota Fiscal Taxes Additional Information, review all fields.
- Click OK.

Field	Explanation
Nota Fiscal Number	<p>In Brazil, Nota Fiscais are identified based on the combination of a Nota Fiscal number and a Nota Fiscal series number.</p> <p>You use this numeric, six-character field to identify the Nota Fiscal number. The Nota Fiscal Number field is the first key that the system uses to access a specific Nota Fiscal.</p>

Field	Explanation
Business Unit	<p>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.</p> <p>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.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Nota Fiscal Source	<p>You use this field to determine how a Nota Fiscal was generated in the system. For World, the only valid values are numbers 1, 4, 5, and 7, and they are hard-coded. All seven values are valid for OneWorld.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 1 Stand-alone Nota Fiscal - PO 2 Complementary Nota Fiscal - PO 3 2-Way Match Nota Fiscal - PO 4 3-Way Match Nota Fiscal - PO 5 Stand-alone Nota Fiscal - SO 6 Complementary Nota Fiscal - SO 7 Nota Fiscal - SO

Working with Journal Entries for Receipt Transactions

The system creates journal entries each time you enter or reverse a receipt. You can review the journal entries for accuracy and then post them to the general ledger (G/L).

Complete the following tasks:

- Review journal entries for receipts
- Post receipts

Reviewing Journal Entries for Receipts

From the Purchase Order Processing menu (G43A11), choose Receipts Matching and Posting. On the Receipts Matching and Posting menu (G43A15), choose Review G/L Receipts Journal.

When you enter a formal receipt, the system creates journal entries that:

- Debit an inventory account
- Credit a received not voucherized account

The system retrieves account numbers for which to create journal entries from automatic accounting instructions (AAIs). A separate AAI table exists for inventory accounts and received not voucherized accounts. The system retrieves an account number from each table based on the company, business unit, and G/L category code that applies to a receipt.

For example, you enter a receipt for 100.00 worth of inventory items. The items have a G/L category code of IN20 and were purchased for business unit A in company 100. When you enter a receipt, the system retrieves the inventory account number and the received not voucherized account number for company 100, business unit A, and the IN20 G/L category code to create the following journal entries:

Inventory	Received Not Vouchered
100	100

If you enter purchase order detail lines by account number, the system charges each receipt against the account number on the detail line. The system retrieves a received not voucherized account number from AAIs.

If tax is applicable to a receipt, the system also creates tax accrual entries. If you apply landed costs at the time of receipt, the system creates entries for accrued landed costs.

You might use a standard cost method to determine the inventory cost for an item. The standard cost for an item remains consistent unless you manually change it. If a variance exists between the standard cost and the price at which you purchase an item, the system creates journal entries to account for the variance. You specify variance accounts in automatic accounting instructions.

For example, if you enter a formal receipt for 80.00 worth of inventory items and the standard cost for the items is 100.00, the system creates the following journal entries:

Standard Cost Variance

Inventory	Received Not Vouchered	Purchase Price Variance
100	80	20

You use processing options to specify whether the system creates separate journal entries for each detail line or summarizes the entries for all lines.

When you reverse a receipt, the system automatically reverses the corresponding journal entries.

See Also

- *Setting Up Automatic Accounting Instructions*
- *Reviewing and Posting Journal Entries for Voucher Transactions*
- *Working with Basic Journal Entries in the General Accounting Guide*

Posting Receipts

From the Receipts Matching and Posting menu (G43A15), choose G/L Receipt Post.

After you review journal entries, you can post them to the general ledger using the G/L Receipt Post procedure.

The posting process does the following:

1. Selects qualified batches of unposted transactions from the Account Ledger table (F0911).
2. Edits and verifies each transaction.
3. Posts accepted transactions to the Account Balances table (F0902).
4. Marks each transaction and batch header as posted in the Account Ledger table (F0911) and the Batch Control table (F0011).

See Also

- *Posting Journal Entries in the General Accounting Guide*

Printing Receipt Information

You can print receipt information that is specific to purchase orders, suppliers, business units, and so forth. To print receipt information, complete the following tasks:

- Print open orders
- Print the status of open orders
- Print receipt information by supplier

Printing Open Orders

From the Purchasing Reports menu (G43A111), choose Print Open Purchase Orders.

You can print a list of all suppliers from whom you have a specific item on order. You can review the order quantity and the quantity and amount left to receive from each supplier. You can also use the Open POs by Item report to review open order information for specific items or account numbers, or to review the dates you expect to receive items.

Printing the Status of Open Orders

From the Purchasing Reports menu (G43A111), choose Open Purchase Order Status.

You can print the Open Purchase Order Status report to review purchase orders containing items that are overdue. For each purchase order you specify, you can review the following detail line information:

- Original order quantity
- Received quantity
- Quantity open to receive
- Days overdue

Information for this report prints in the following order:

- User ID
- Supplier
- Order number
- Line number

A total open dollar amount is provided for:

- Each purchase order
- Each supplier
- Each user
- The entire report

See Also

- R43525, *Open Purchase Order Status* in the *Reports Guide* for a report sample

Processing Options for Open Purchase Order Status

Print

1. Enter the "As Of" Date for the report. This date will determine the days overdue and will be used for thru-date processing.

Printing Receipt Information by Supplier

From the Purchasing Reports menu (G43A111), choose Inventory Receipts Register.

You can print the Inventory Receipts Register report to review all items you have received from a supplier. This report contains the following information for each detail line that pertains to a supplier:

- Item number or account number
- Date the order was received
- Received quantity and amount

In an inventory environment, you can use this report as a receipt traveler document, which you can attach to items so that personnel in the warehouse can reference receipt information. In this case, only the detail line that pertains to a specific receipt appears on the report.

Closing Inbound Nota Fiscal

You must close a Nota Fiscal after receiving and adding landed costs to it or both. When you close a Nota Fiscal, you are updating the Account Ledger (F0911), the Item Ledger File (F4111), and the Purchase Order Receiver File (F43121) tables with the taxes calculated in the receipt process.

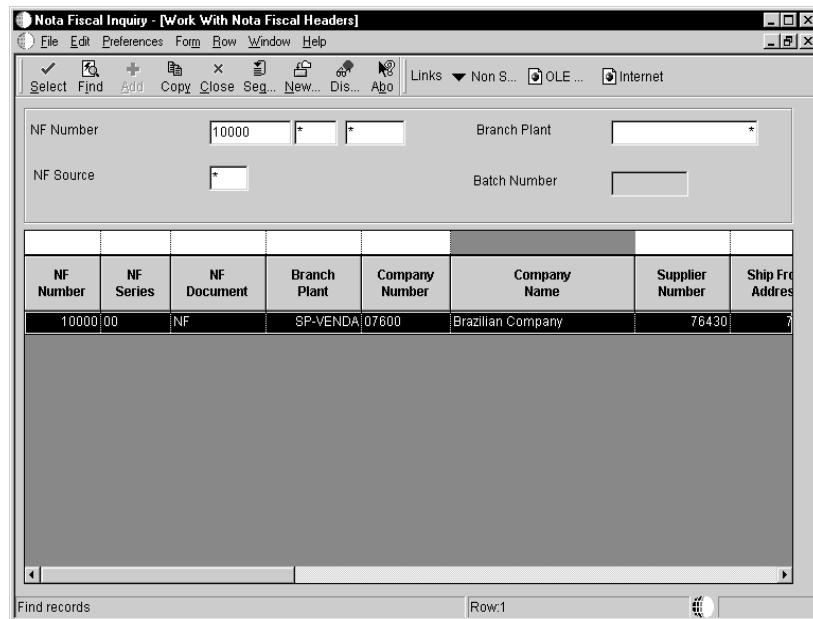
The taxes calculated in the Nota Fiscal during the receipt process must be posted to the general ledger. The taxes calculated must also be computed into the item ledger in the inventory system, and the costs must be calculated.

After the receipt and the landed costs are entered, you must close the Nota Fiscal.

► To close inbound Nota Fiscal

From the Purchase Ordering Processing - Brazil menu (G76B4311), choose Nota Fiscal Inquiry.

1. On Work With Nota Fiscal Headers, locate and click the Nota Fiscal you want to close.



2. From the Row menu on Work With Nota Fiscal Headers, choose Close Nota Fiscal.

The system submits the Nota Fiscal and prints a status report. A Nota Fiscal cannot be closed more than once.

Processing Options for Nota Fiscal Maintenance (P7610B)

Display Tab

Use the Display processing options to control your display preferences.

1. Header or Detail

Use this processing option to determine whether the system displays the Nota Fiscal Header Revisions form or the Nota Fiscal Detail Revisions first when you inquire on a Nota Fiscal. You can review header information before detail information and edit default information that affects the Nota Fiscal.

Valid values are:

Blank The system displays the Nota Fiscal Header Revisions form first.

1 The system displays the Nota Fiscal Detail Revisions form first.

Freights Tab

Use the freights processing options to specify how the system processes freight information. The term “additional charges” refers to freight insurance and additional expenses added to Nota(s) Fiscal(is) during the sales order process. The term “landed costs” refers to freight insurance and additional expenses added to Nota(s) Fiscal(is) during the procurement process.

1. Prorate Basis (Required)

Use this process option to select the basis for prorating the freight. The quantities and amounts come from the Nota Fiscal Detail file (F7611B). The weight comes from the Sales Order Detail file (F4211) for sales and the Purchase Order Detail file (F4311) for procurement.

Valid values are:

Blank Quantity

1 Weight

2 Amount

2. Freight Line Type (Required)

Use this processing option to specify the freight line type. This processing specifies how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations.

3. Insurance Line Type (Required)

Use this processing option to specify the insurance line type. This processing option specifies how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations.

4. Expense Line Type (Required)

Use this processing option to specify the tax line type. This processing option specifies how the system processes lines on a transaction. The line type affects the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). The line type also specifies the conditions for including a line on reports and in calculations.

5. Taxes

Use this processing option to specify whether taxes are included. This processing option applies only to landed costs processing.

Valid values are:

Blank Include only the extended amount as the basis of the tax.

- 1 Include taxes and tax-related discounts based upon which landed costs amounts are prorated.

Note: This processing option is used only if the landed costs prorate basis is “amount.”

6. F43121 Freight Recording

Use this processing option to specify the type of freight recording. This processing option is used for landed costs processing only.

Valid values are:

Blank Create one record for each Nota Fiscal line in the Purchase Order Receiver file (F43121).

- 1 Create one record for each Nota Fiscal in the Purchase Order Receiver file (F43121).

7. Next Status Code - From (Required)

Use this processing option to indicate the From Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the user defined codes list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT).

8. Next Status Code - To (Required)

Use this processing option to indicate the To Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the user defined codes list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT).

9. Next Status Code (Optional)

Use this processing option to indicate the next step in the order process. You must use a user defined code (40/AT) that has been set up in the Order Activity Rules form for the order type and the line type that you are using. The override status is another allowed step in the process.

10. Doc Type - Regular (Optional)

Use this processing option to specify the user defined code (00/DT) that identifies the type of transaction, such as a journal entry.

Your choices are:

- Enter a specific document type or choose it from the Select User Define Code form. For example, specify the JE document type.
- Leave this processing option blank to have the system use all document types.

You also use this processing option to specify the origin and purpose of the transaction.

11. Doc Type - Exceptional (Optional)

Use this processing option to specify the user defined code (00/DT) that identifies the type of transaction, such as a journal entry.

Your choices are:

- Enter a specific document type or choose it from the Select User Define Code form. For example, specify the JE document type.
- Leave this processing option blank to have the system use all document types.

You also use this processing option to specify the origin and purpose of the transaction.

Defaults Tab

Use the default processing options to determine default values, such as stand-alone Nota Fiscal version, Nota Fiscal document for two-way match, last status code, and next status code that the Nota Fiscal Maintenance program (P7610B) uses when other values are not entered for the transaction.

For information about a processing option, right-click the processing option field and choose What's This? from the menu. Or, click the processing option field and press F1.

1. Stand-Alone Nota Fiscal Version

Use this processing option to accept the default stand-alone Nota Fiscal version, or enter a specific version number for the Nota Fiscal Maintenance program (P7610B).

Valid values are:

Blank Use version number ZJDE0001

Or, enter a specific version number.

2. NF Document for Two-Way Match

Use this processing option to specify the Nota Fiscal document type for two-way match. You must enter values that have been set up in user defined code list (00/DT).

Blank NF (Purchasing Nota Fiscal)

3. Last Status Code Default

Use this processing option to specify the last step in the processing cycle that this order line has successfully completed. This processing option indicates the beginning status, which is the first step in the order process. You must use a user defined code that has been set up on the Order Activity Rules list (40/AT) for the order type and the line type that you are using.

4. Next Status Code Default

Use this processing option to specify the next step in the order flow of the line type. This processing option indicates the next step in the order process. You must use a user defined code that has been set up on the Order Activity Rules list (40/AT) for the order type and the line type that you are using. The override status is another allowed step in the process.

Edits Tab

These processing options specify whether the system protects the status of the Nota Fiscal and set the status code limit for changes.

1. Status

Use this processing option to protect the status of the Nota Fiscal.

Blank Do not protect the status of the Nota Fiscal.

1 Protect the status of the Nota Fiscal.

2. Status Code Limit for Changes

Use this processing option to enter the status code at which detail lines cannot be changed. The detail lines will be protected if the next status is greater than or equal to this status.

3. Account Validation

Use this processing option to indicate the next step in the order process. You must use a user defined code (40/AT) that has been set up in the Order Activity Rules form for the order type and the line type that you are using. The override status is another allowed step in the process.

Processing Options for Close Nota Fiscal (R76B804)

Status

- | | |
|--|-------|
| 1. Enter the beginning Nota
Fiscal status to select for
processing. (Required) | <hr/> |
| 2. Enter the ending Nota Fiscal
status to select for processing.
(Required) | <hr/> |
| 3. Enter the status to update the
Nota Fiscal after processing.
(Optional) | <hr/> |

Vouchers Processing

You must create a voucher before you can pay a supplier for purchases. You usually create a voucher for the billing amount on an invoice. Three-way voucher match and two-way voucher match are the two methods of creating a voucher.

When you complete the match process, the system will create two batches if any of the transactions are subject to IPI or ICMS recoverable or ICMS payable.

J.D. Edwards solutions for voucher processing in Brazil include the following topics:

- Reviewing open receipts
- Creating vouchers
- Printing voucher information

Reviewing Open Receipts

You can review open receipts, which are receipts for which you have not yet created vouchers. You might do this to determine the receipts for which you must create vouchers. You can review the amount and quantity open for each receipt.

If you need to check an order to see whether any vouchers have already been created, you can use the Vouchered option on the Work with Purchase Receipts form to search for order detail lines for which a voucher has been created. The system displays the order detail lines with the quantity and amount that are entered on the voucher.

► To review open receipts

From the Receipts Matching and Posting menu (G43A15), choose Open Receipts by Supplier.

The screenshot shows the 'Open Receipts by Supplier' application window. At the top, there's a toolbar with icons for Select, Find, Close, Seg..., New..., Dis..., and Abo. Below the toolbar are several input fields: Doc. Number, Order Number (containing 'OP'), Supplier, Item Number, Account, Branch/Plant (containing '30'), Line Number, G/L Date (containing '7/25/00'), and two checkboxes: 'Vouchered' and 'Closed Lines'. There's also a 'Display Supplier Item' checkbox and a 'Batch' field. The main area is a grid table with the following data:

Rev	Order Numbers	Or Ty	Order Co	Order Suffix	Line Number	2nd Item Number	Quantity Received	Quantity Not Vouch
	2060	OP	00001	000	1.000	2011		100
	4410	OP	00001	000	1.000	9019		750
	4420	OP	00001	000	1.000	9019		650
	4430	OP	00001	000	1.000	9019		500
	4430	OP	00001	000	1.000	9019		200
	4440	OP	00001	000	1.000	9019		500
	4440	OP	00001	000	1.000	9019		250
	4450	OP	00001	000	1.000	9019		1000

1. On Work With Purchase Receipts, complete one or more of the following fields to locate open receipts and click Find:
 - Branch/Plant
 - Order Numbers
 - Supplier
 - Item Number
 - Account
2. Review the following fields for each receipt:
 - Quantity Not Vouchered
 - Amount Not Vouchered
3. To review detailed information for a receipt, select the row and choose the option from the Row menu that corresponds to the information that you want to review.

Field	Explanation
Quantity Not Vouchered	The original quantity for the order detail line, plus or minus any changes to that quantity, minus all quantities shipped, received, and voucherized to date.
Amount Not Vouchered	The amount of the order, invoice, or voucher that is still unpaid or open. When you enter a document (for example, an order, invoice, or voucher), the open amount is the original amount of that document. If you change the original amount, the open amount is reduced by the net change. For example, payments, shipments, or receipts against a document result in a reduction of the open balance.

Processing Options for Purchase Receipts Inquiry

Defaults

- | | |
|-------------------|-------|
| 1.- Order Type | _____ |
| 2.- Currency Code | _____ |

Versions

- | | |
|--|-------|
| 1.- PO Inquiry (P4310) | _____ |
| 2.- A/P Ledger Inquiry (P0411) | _____ |
| 3.- Receipt Reversal (P4312) | _____ |
| 4.- Receipt Routing Movement
(P43250) | _____ |
| 5.- Landed Cost Selection
(P43291) | _____ |

Process

- | | |
|--|-------|
| 1.- Enter '1' to allow reversals,
'2' to apply landed cost: | _____ |
|--|-------|

Landed Cost

- | | |
|--|-------|
| 1.- Enter a '1' to summarize
journal entries. If left blank,
journal entries are written in
detail. | _____ |
|--|-------|

Self-Service

- | | |
|--|-------|
| 1.- Enter a '1' to activate
Supplier Self-Service. If left
blank, no activation. | _____ |
|--|-------|

Creating Vouchers

- Choosing receipts records to match to vouchers
- Choosing order detail lines to match to vouchers

Choosing Receipts Records to Match to Vouchers

If you do not record receipt information, you must match purchase order detail lines to invoices to create vouchers (two-way voucher match). For example, if a supplier sends you an invoice for 100.00, you must locate and match the purchase order detail lines that contain the corresponding 100.00 worth of items.

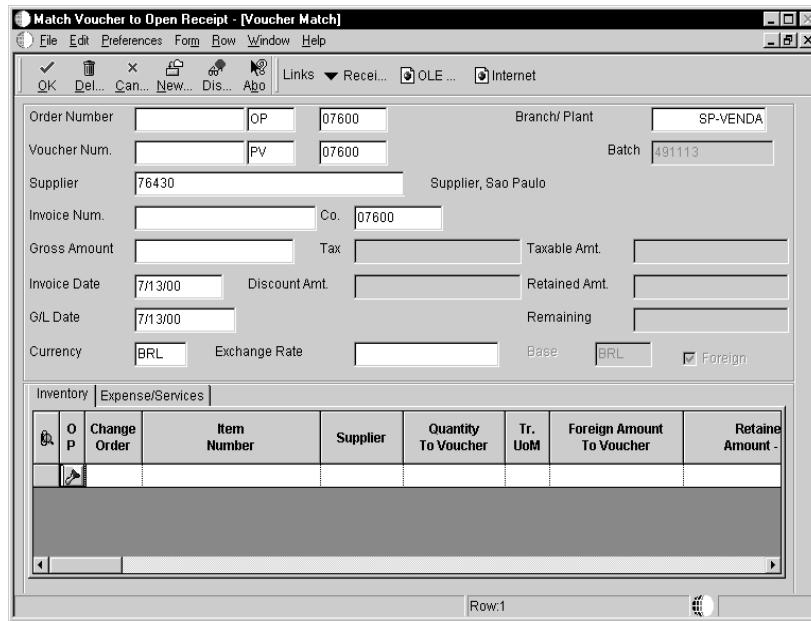
Before You Begin

- Verify that you have selected Brazil (BR) in your user display preferences.
- Review all processing options and set up the voucher match version.
- See *Purchase Order Management: Voucher Processing* for more information on the voucher process.

► To choose receipts records to match to a voucher

On the Purchase Order Processing-Brazil (G76B4311), choose Match Voucher to Open Receipt.

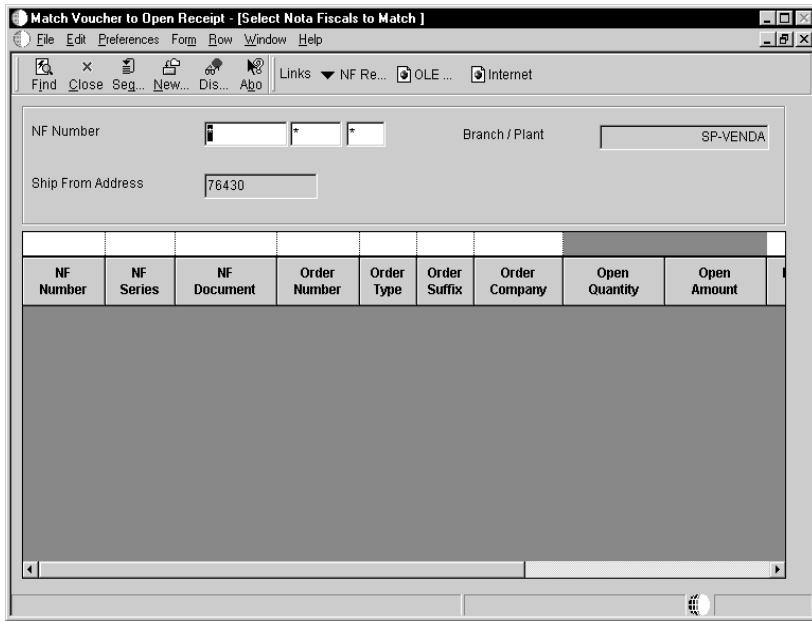
1. On Supplier Ledger Inquiry, click Add.



2. On Voucher Match, complete the following fields:

- Branch/ Plant
- Supplier

3. From the Form menu, choose Receipts to Match or Orders to Match.
4. On Regional Information Dialog Box, click OK.



5. On Select Nota Fiscais to Match, complete the following fields and click Find:

- NF Number
- NF Series
- Document Type

6. Choose the receipt line or Nota Fiscal that corresponds to the invoice.

From the Row menu, choose Select Nota Fiscal, and then choose Select Line to return the line.

From the Row menu, choose Select Nota Fiscal, and then choose Select Nota Fiscal to return the Nota Fiscal.

The system returns the line or Nota Fiscal selected to the voucher match form. Additional landed cost lines and taxes are also selected and returned to the voucher match form for vouchering.

7. On Voucher Match, complete the following field:

- O P

The option you enter determines whether the system leaves the balance of the line open (option 1), closes the balance (option 7), or cancels the line entirely (option 9).

8. Complete the following optional fields for receipt records to reflect the invoice, as necessary:

- Amount To Voucher
- Quantity To Voucher
- Retained
- Percentage Retained
- Tax Y/N
- Tax Area
- Tax Expl
- Tax
- Discount Available

If you are working with receipt records, you cannot increase the receipt quantity to reflect an invoice. You must first receive the additional quantity using the Enter Receipts program. If you increase the amount for a receipt record, the system creates journal entries to account for the variance.

9. Click OK.
10. To review the resulting voucher, return to Supplier Ledger Inquiry, choose the voucher, and click Select.

Field	Explanation
Branch/ Plant	<p>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.</p> <p>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.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>

Field	Explanation
Supplier	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.

Choosing Order Detail Lines to Match to Vouchers

For the two-way voucher match (informal receipt process), you do not record receipt information. You must match order detail lines to records to create vouchers. For example, if a supplier sends you an invoice for 100.00, you must locate and match the order detail lines that contain the corresponding 100.00 worth of items.

In Brazil, the government assigns each company a unique numbering sequence for Notas Fiscais. When you access the Review Unmatched Nota Fiscal form, you might see multiple Notas Fiscais with the same number. To identify the correct Nota Fiscal document, limit the search information using the Query By Example line.

Before You Begin

- Verify that you have selected Brazil (BR) in your user display preferences.
- Ensure that you have set up the appropriate AAIs to account for variances in the exchange rate. If you enter a new exchange rate during the voucher match process, the system creates journal entries to account for the variance between costs incurred at the old exchange rate and costs incurred at the new exchange rate. For more information, see *Setting Up AAIs for Brazilian taxes and General Accounting: Defining a Currency Exchange Rate*.

► **To choose order detail lines to match to vouchers**

On the Receipts Matching and Posting menu (G43A15), choose Match Voucher to Open Receipt.

1. On Supplier Ledger Inquiry, click Add.
2. On Voucher Match, complete the following fields:
 - Business Unit
 - Supplier
3. From the Form menu, choose Orders to Match.
4. On Regional Information Dialog Box, click Cancel.
5. On Select Nota Fiscals to Match, complete the following fields and click Find:
 - Order Number
 - Order Type
 - Order Company
6. Choose the receipt line or Nota Fiscal that corresponds to the invoice.

From the Row menu, choose Select Nota Fiscal, and then choose Select Line to return the line.

From the Row menu, choose Select Nota Fiscal, and then choose Select Nota Fiscal to return the Nota Fiscal.

The system returns the line or Nota Fiscal selected to the voucher match form. Additional landed cost lines and taxes are also selected and returned to the voucher match screen for voucharing.

The system returns the lines you selected to the Voucher Match form.
7. On Voucher Match, complete the following field:
 - O P

The option you enter determines whether the system leaves the balance of the line open (option 1), closes the balance (option 7), or cancels the line entirely (option 9).

8. Complete the following optional fields for receipt records to reflect the invoice, as necessary:

- Amount To Voucher
- Quantity To Voucher
- Retained
- Percentage Retained
- Tax Y/N
- Tax Area
- Tax Expl
- Tax
- Discount Available

9. Click OK.

After you complete the match process, the system creates two batches if any of the transactions are subject to IPI or ICMS recoverable or ICMS payable. The first batch includes the transactions from the voucher match. The second batch includes the tax transactions. The second batch has the same number as the voucher match batch, but with a document type G rather than V. You must post both batches. In addition, if you reverse the voucher batch, you must reverse the new batch manually and repost the batch if necessary.

Printing Voucher Information

You can print reports containing voucher information that is specific to purchase orders, receipts, and suppliers. To print voucher information, complete the following tasks:

- Print voucher information by detail line
- Print open voucher information by receipt
- Print voucher amounts for suppliers
- Print the AIA Application for Payment
- Print the Waiver of Lien

Printing Voucher Information by Detail Line

From the Purchasing Reports menu (G43A111), choose Vouchered/Received Status.

You can review voucher information by purchase order detail line. For example, if you entered a purchase order containing a detail line for 100 widgets, you can produce a report that identifies:

- The quantity and amount received to date
- The received quantity and amount for which a voucher has been created
- The received quantity and amount for which a voucher has not been created

You can specify the branch/plant, supplier, and purchase order number for the detail lines that print. You might use this report to determine the total amount open to voucher for a supplier or branch/plant.

When you run the Received/Vouchered Status report, the system organizes detail lines by branch/plant or business unit, depending on whether you use an inventory or non-inventory environment.

Processing Options for Received/Vouchered Status Report

Display

Enter a '1' to print General Ledger cost center information. If left blank, Branch/Plant information will print.

1. Select G/L Cost Center or Branch/Plant
-

Enter a '1' to print in Foreign Currency. If left blank, Domestic Currency will print

2. Select Foreign or Domestic Currency
-

Printing Open Voucher Information by Receipt

From the Purchasing Reports menu (G43A111), choose Voucher Reconciliation.

You can review open voucher information for individual receipt records. For example, if you received 100 widgets on June 30, you can identify:

- The remaining quantity for which you must create a voucher
- The remaining amount for which you must create a voucher
- The tax on the remaining amount

You can use the Received Not Vouchered Reconciliation report to reconcile receipts to the General Ledger Account Balances table (F0902).

Each time you record a formal receipt, the system creates a journal entry that credits a Received Not Vouchered account. You can review this account number for each receipt. You usually sequence the report information by that account number.

This report contains information from the Purchase Order Receiver table (F43121).

Printing Voucher Amounts for Suppliers

From the Purchasing Reports menu (G43A111), choose Supplier Analysis.

You can print the Supplier Analysis report to review all suppliers for whom you have created vouchers during the past year and the total voucher amount for each supplier. You can also print this report to compare the total voucher amount year-to-date to the total voucher amount for the previous year.

Suppliers appear in descending order of the total voucher amount. This report does not include those suppliers with a year-to-date voucher balance of zero.

See Also

- R04602, *Supplier Analysis* in the *Reports Guide* for a report sample

Printing the AIA Application for Payment

From the Subcontract Reports menu (G43D111), choose AIA Application for Payment.

You can run the AIA Application for Payment Report either from the Subcontract Reports menu (G43D111) or during the A/P check run. This report is similar to the American Institute of Architects (AIA) Document G702, titled *Application and Certificate for Payment*. The report lists base contract and change order commitment amounts in addition to previous amounts that were billed and retained. Your subcontractors can use this report as a turnaround document. You send an updated report to a subcontractor as an individual item or with a pay request. The contractor then completes it, has it notarized, and returns it to you.

You normally send an update of the AIA Application for Payment report with each of your payments. The subcontractor then uses it for the next application. The subcontractor sends back the completed form as the invoice for payment. Completing this document does not necessarily mean that all work on the contract is complete. In most cases, it indicates only that the work that was scheduled between the last payment and the next scheduled payment is complete.

The system uses information from the Subcontract Management Detail table and the general ledger transactions.

See Also

- R44440, *AIA Application for Payment* in the *Reports Guide* for a report sample

Printing the Waiver of Lien

You can print the Waiver of Lien when you are running the A/P check run.

The Waiver of Lien is a form that you print and send to a subcontractor with the AIA Application for Payment. The Waiver of Lien states that the subcontractor has been paid and that there are no outstanding liens associated with the work on the contract. The subcontractor signs the waiver, enters the date, and returns it to you.

Sales Order Management Processing

In Brazil, the government requires that businesses maintain detailed information about all merchandise and associated taxes during the delivery process. The information accompanies shipments in the form of a document that is named the Nota Fiscal.

When you use J.D. Edwards Sales Order Management system in Brazil, you must associate the applicable tax information with your sales orders and generate Notas Fiscais for the orders. In addition to including detailed tax and product information for the order, each Nota Fiscal document must be numbered within the numbering sequence assigned to the company by the Brazilian government.

The system automatically creates journal entries to account for the Notas Fiscais that are created during the Sales Order Management process.

J.D. Edwards country-specific processes for sales order management requirements in Brazil include the following topics:

- Sales order entry
- Working with Nota Fiscal
- Entering transfer orders for Brazil
- Updating sales
- Additional order entry and release
- Processing sales orders

Sales Order Entry

You enter sales orders to input information about your customers and the items that they order. When you complete the required fields for the sales order, the system retrieves the appropriate customer, item, preference, and pricing records from the following tables:

- Address Book
- Customer Billing Instructions
- Customer Master Information
- Item Master Information
- Price Management
- Preferences

You can review the information on an order and make any necessary changes. If you change the default information in an order, the new values do not affect information in the master records. To change the default information, you can access the appropriate form.

Sales order entry includes the following tasks:

- Working with header information
- Working with detail information
- Generating a proposal
- Entering sales orders with templates
- Entering recurring sales orders
- Working with kits and configured items
- Working with store and forward orders

You can enter international sales orders using the same procedures as domestic sales orders if you activate the multi-currency conversion option.

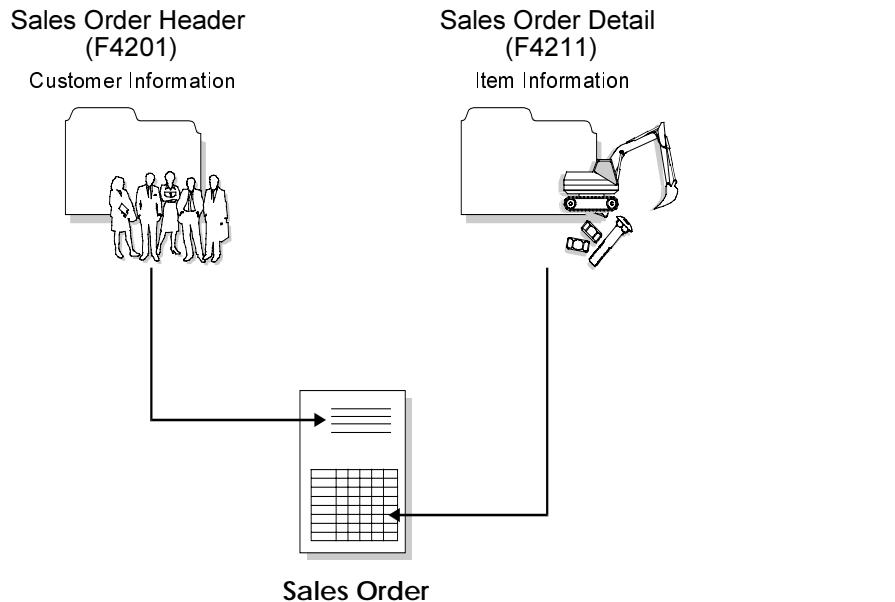
A sales order has two types of information:

Header information

This information relates to an entire order. The system maintains this information in the Sales Order Header table (F4201). The system also retrieves information from the Address Book table (F0101) and the billing instructions in the Customer Master table (F0301) to complete the order.

Detail information

This information primarily relates to individual lines in a sales order and to items. The system maintains this information in the Sales Order Detail table (F4211). The system also retrieves information from the Sales Order Header (F4201), the Item Master (F4101), the Item Location (F41021), and the Customer Master (F0301) tables to complete the order.



Before You Begin

- For ECS processing, verify that the following tasks are complete:
 - Turn on ECS Control in the System Constants.
- Verify that the following information is set up prior to entering sales orders:
 - Address information for each customer in the Address Book table (F0101). See *Entering Address Book Records* in the *Address Book Guide*.
 - Master information for each customer in the Customer Master table (F0301). See *Creating Customer Records* in the *Accounts Receivable Guide*.
 - *Billing instructions for each customer in the Billing Instructions (F0301) and Customer Master tables*. See *Setting Up Customer Billing Instructions*.
 - Item Information in the Item Master (F4101) and Bulk Item Master (F4011) tables. See *Entering Item Master Information* in the *Inventory Management Guide*.
 - Branch/plant information for each of your branch/plants in the Branch/Plant Constants table (F41001). See *Setting Up Constants*.
 - Item and branch/plant information in the Item Branch table (F4102), the Item Location table (F41021), and the Item Master table (F4101) for each item that you stock.
 - Preferences for customer and item combinations. See *Working with Preferences*.
 - Default location and printers for your terminal or user profile in the Default Location and Printers table (F40095).
 - Multi-currency, if you are processing orders using different currencies. See *Setting Up Multi-Currency* in the *General Accounting Guide*.

Working with Header Information

Each sales order has header information that is primarily customer-related and can pertain to the entire order, including:

- Billing address
- Currency code and exchange rate
- Payment terms and payment instrument
- Order hold codes
- Order dates

Header information also contains information about the conditions that affect how the system processes a sales order, such as billing instructions and delivery dates.

Working with header information includes the following tasks:

- Understanding header information
- Entering header information
- Updating header information to the detail form
- Adding messages to sales orders

Most of the remaining header information consists of default values from the Address Book, Customer Billing Instructions, and Customer Master tables, such as tax code and area, shipping address, and freight information. During order header entry, you can review and change the values that apply to a specific order. To change the information that the system retrieves for future orders, you can access the appropriate form to change the master information.

In addition to the header information that you enter, you can create a message and attach it to a sales order so that it appears on the sales order header when you print it.

The processing options are the same for both header and detail information on sales orders.

Before You Begin

- Verify that the processing options in the Sales Order Entry program are set up to display header information before the detail information.
- Verify that you can process multi-currency sales orders, if necessary.

Understanding Header Information

Header information is primarily customer-related and pertains to the entire order. Most header information consists of default values from the Address Book, Customer Billing Instructions, and Customer Master tables, such as tax code and area, shipping address, and freight information.

When you enter an order header, you can review and change the values that apply to a specific order. To change the information that the system retrieves for future orders, you can access the appropriate master table, such as Address Book Master, to change the information. The only header information that you cannot change is the order number, company, and document type, because this information uniquely identifies the record.

Related Addresses

When you set up Customer Master Information and Customer Billing Instructions, you define the address to which you send the invoice as the Sold-To address and the address to which you send the shipment as the Ship To address. You can define related addresses for a customer if the order information, such as the shipping requirements, differs from the billing information, such as invoice copies and payment terms. The system fills in the sold-to address whenever you enter the ship-to address.

During order entry, the system retrieves accounts receivable information, such as tax explanation codes and rate areas, from the Customer Master Information table. For direct ship, transfer orders, or sales orders with differing sold to and ship to addresses, the system retrieves the tax explanation code from the sold to address and the tax rate and area from the ship-to address. Other accounts receivable information defaults from the Customer Billing Instructions, such as billing address type (sold to, ship to, or both), credit information, and invoice copies. If your customer requests multiple copies of an invoice, use the Customer Billing Instructions form for the sold to address to designate the number of copies.

Reviewing Credit Information

When you enter an order, you can verify the accounts receivable and aging balances for the sold-to address. You can use this information to assist your customer on the current order.

You access the Credit Check program from the Form menu in Sales Header Revisions to review information about a customer's account and credit status. You can compare the customer's total accounts receivable and open orders to the customer's current credit limit assigned in the Customer Master table to determine if the credit limit has been exceeded.

In Credit Check, you can access the following types of information:

- Accounts receivable (for example, any balances that are currently due)
- Account history (for example, customer ABC ranking, invoice, and payment information)
- Open sales orders (for example, order dates and amounts)

See Also

- *Reviewing Customer Account Information* for more information

Entering Commission Information

To apply salesperson or sales group and commission information to a single order, enter the information in the order header during order entry. If you enter salesperson and commission information, the system does not retrieve default information.

Note: After you enter order information, the system prompts you to review header information before accepting the order header. This is only a reminder. After you accept the order header information, the system displays the Sales Order Detail Revisions form.

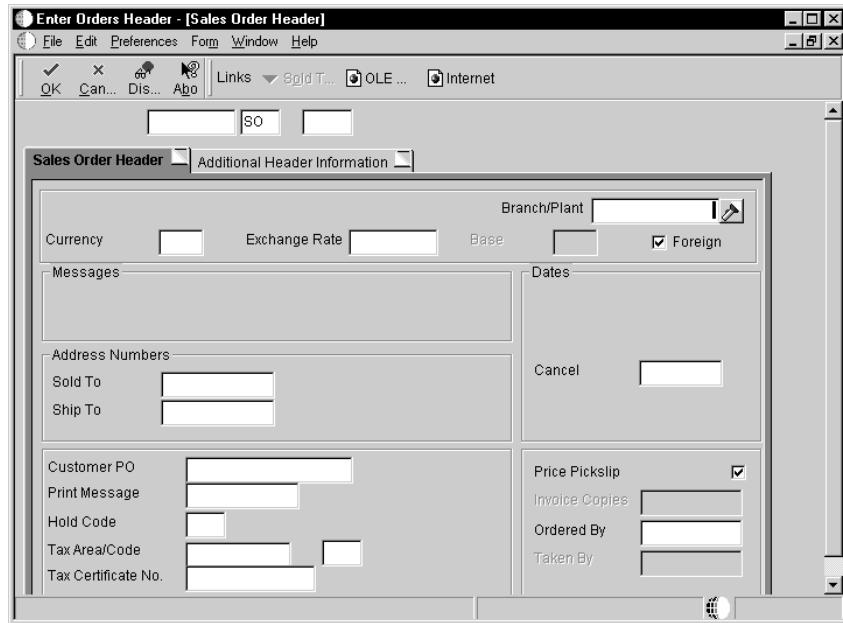
Entering Header Information

When you enter a sales order, the system creates entries in two tables, the Sales Order Header table (F4201), and the Sales Order Detail table (F4211). Based on your processing option selection, you can enter header information before you enter detail information. If you do not enter header information before you enter detail information, the system creates an order header record based on the Sold To and Ship To address information that you enter in the detail information form.

► To enter header information

From the Sales Order Processing menu (G4211), choose Enter Orders Header.

1. On Work With Sales Order Headers, click Add.



2. On Sales Order Header, complete the following fields:
 - Branch/Plant
 - Sold To
 - Ship To

3. To override currency information, complete the following fields:
 - Currency
 - Exchange Rate
 - Foreign

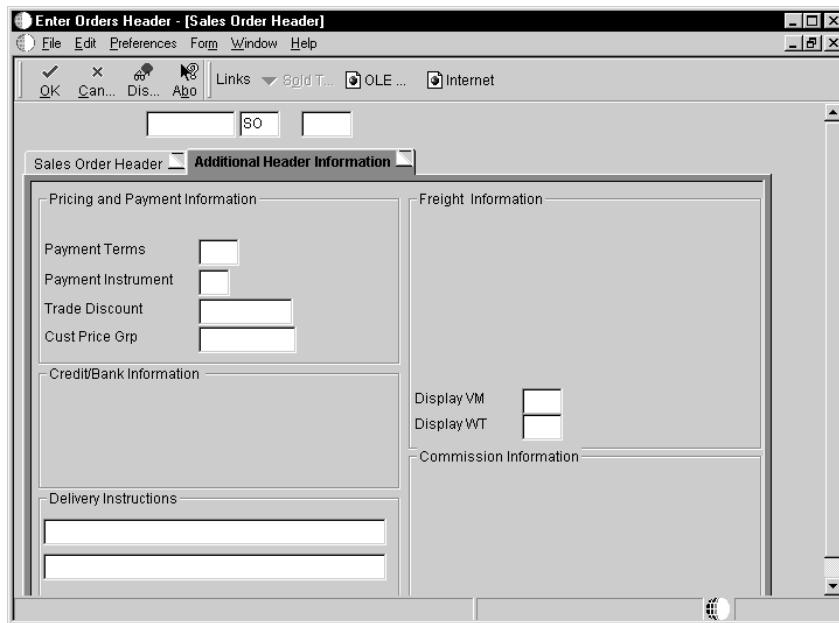
4. Complete the following optional fields:
 - Customer PO
 - Print Message
 - Hold Code
 - Tax Area/Code
 - Tax Certificate No
 - Order

- Requested

- Cancel

- Ordered By

5. To review additional header information, click the Additional Header Information tab.



6. Review the default information and modify it, as necessary.

7. On Sales Order Header, click OK.

The system displays a reminder to review order header information before accepting the order header.

8. Click OK a second time to accept the order.

The system displays the Sales Order Detail Revisions form. After you enter header information, follow the steps to enter detail information.

Field	Explanation
Branch/Plant	<p>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.</p>
	<p>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.</p>
	<p>Security for this field can prevent you from locating business units for which you have no authority.</p>
	<p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Sold To	<p>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.</p>
Ship To	<p>The address number of the location to which you want to ship this order. The address book provides default values for customer address, including street, city, state, zip code, and country.</p>
Currency	<p>A code specifying the currency of the company that the transaction is associated with. This can be any code defined for your system on the Designate Currency Codes form.</p>
Base	<p>A code that specifies the currency of the transaction. This can be any code defined for your system on the Designate Currency Codes screen.</p>
Exchange Rate	<p>The conversion rate that the system uses to convert foreign currencies to the domestic currency. If the Multi-Currency Conversion field in General Accounting Constants is set to Y, the multiplier rate is used for all calculations. If set to Z, the system uses the divisor to calculate currency conversions.</p>
Foreign	<p>A code that specifying whether amounts are in the domestic currency of the company that the transaction is associated with or in the foreign currency of the customer.</p>
	<p>Valid codes are:</p>
	<p>D Domestic F Foreign</p>
Customer PO	<p>An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.</p>

Field	Explanation
Print Message	A user defined code (40/PM) that represents a predefined message set up on Print Message Revisions. You can print the message on sales orders, purchase orders, and so forth.
Hold Code	A user defined code (42/HC) that identifies why an order is on hold.
Tax Area/Code	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p> <p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate.</p> <p>The system uses this code to properly calculate the tax amount.</p>
Tax Certificate No	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.
Order	The date that an order was entered into the system. This date determines which effective level the system uses for inventory pricing.
Requested	The date that the customer requests to receive the order. You can enter a single date for the entire order or several dates for individual detail lines.
Cancel	The date that the order should be canceled if the goods have not been sent to the customer or the goods have not been received from the supplier. This is a memo-only field and does not cause the system to perform any type of automatic processing.
Ordered By	SALES ORDER SYSTEM: An optional entry field, intended for the name of the customer placing the order.

Updating Header Information to the Detail Form

Most of the header information consists of default values from the Address Book, Customer Billing Instructions, and Customer Master tables, such as tax code and area, shipping address, and freight information. You can override this information when you enter an order or when you inquire on an order. If you change header information after you inquire on an order, you can ensure that changes to the header information are reflected in the detail information.

You can use two methods for updating header information to the detail form:

Automatic update

First, you must set the processing option in Sales Order Entry (P4210) to automatically load header changes to detail lines. Then, use the Define Header Columns to Detail table to identify the fields that the system automatically updates to the detail form. If you change the header information in fields that you have selected in the table, the system updates the detail form.

Manual update

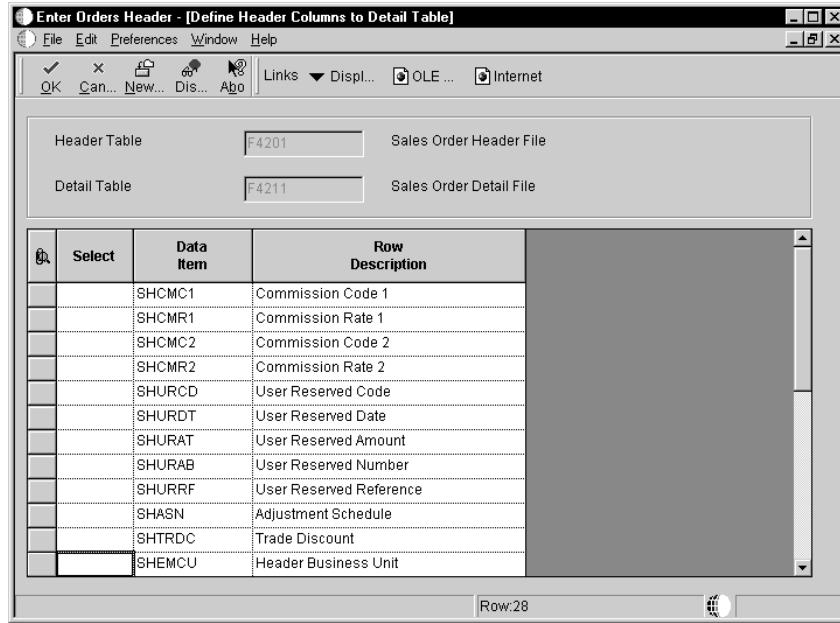
After you inquire on the Sales Order Header form and make changes, use the Define Header Columns to Detail table to identify the fields that system automatically updates to the detail form. Then, choose the menu option to populate the detail form with these fields. The system updates the detail form for this order only.

If you have set the processing option, Next status limit for line changes, in Sales Order Entry (P4210), you can only make changes to orders that are not at your defined status.

► To update header default information

From the Sales Order Processing menu (G4211), choose Enter Orders Header.

1. On Work With Sales Order Headers, click Add.
2. On Sales Order Header, from the Form menu, choose Header to Detail, and then choose Define.



3. On Define Header Columns to Detail Table, enter a 1 in the Select field and click OK.
4. From the Form menu, choose Header to Detail, then choose Populate to update the information from the header form to the detail form.
5. On Sales Order Header Revisions, click OK.

Adding Messages to Sales Orders

You can attach a message, such as special packing instructions, to a sales order. For example, you can:

- Create your own text
- Copy text from existing messages
- Use a predefined text message

Regardless of the method that you use to add a message, you can view the message online and print it on the invoice and pick slip.

To print the associated text on the invoice, you must set the appropriate processing option in the Print Invoices program.

See *Printing Standard Invoices* for more information.

► To add messages to sales orders

From the Sales Order Processing menu (G4211), choose Enter Orders Header.

1. On Work With Sales Order Headers, locate the sales order to which you want to add a message.
2. From the Row menu, choose Attachments to access the Media Objects form.
3. On Media Objects, from the File menu, choose Add and then choose the appropriate media object type.
4. From the File menu, choose Save and Exit.

Working with Detail Information

After you add header information to a sales order, you can add detail information about the items on the order, such as item identifiers, quantities, prices, and costs. You can specify information that prints on the customer's invoice, such as backordered and shipped quantities. You can also add messages to individual detail lines.

Working with detail information consists of:

- Understanding default information in Sales Order Detail Revisions
- Integrating other systems with order entry
- Entering detail information
- Entering substitute and associated items
- Working with subsystem processing in sales order entry

Because the system retrieves most of the detail information from other tables, you need to enter only a minimum of information. You can review and change the values as necessary.

You can enter the required customer and order information on either the header or detail information form. You might choose to access header information before accessing detail information to review the default values before you enter the order. To locate and review orders, you might want to directly access the detail information.

Understanding Default Information in Sales Order Detail Revisions

When you enter a sales order, the system creates entries in two tables, the Sales Order Header table (F4201) and the Sales Order Detail table (F4211). Based on your processing option selection, you can enter header information before you enter detail information. If you do not enter header information before you enter detail information, the system creates an order header record based on the sold so and ship to address information that you enter in the detail information form.

When you enter sales order detail information, the system retrieves the default information from tables, such as:

- Sales Order Header (F4201)
- Item Master (F4101)
- Customer Master (F0301)
- Item Branch Information (F4102)
- Item Location (F41021)
- Item Cost Ledger (F4105)
- Base Price (F4106) tables.

The information in the sales order detail is specific to the item and customer combination. Changes in the detail form affect only the order detail line to which you have made the change.

Because the system retrieves most of the information from other tables, you need to enter the sold to address, the ship to address, the requested item, and the quantity of the item.

Review the following topics:

- Entering item and quantity information
- Retrieving a base price
- Changing tax information
- Processing serial number requirements
- Entering multicurrency information
- Entering commission information
- Understanding workflow processing during sales order entry

Entering Item and Quantity Information

If you do not know the item number, you can click on the visual assist in the Item Number field to access the Item Search form to find it. The system can retrieve item information using any of the product identifiers, and the replacement, substitute, or cross-reference numbers, such as supplier's or customer's part number. The cross-reference information must be set up in the Item Cross-Reference Revisions program.

See Also

- *Locating Item Information in the Inventory Management Guide.*

Retrieving a Base Price

When you enter an item in the Item Master Information table (F4101), you specify the level at which the system maintains a standard price for an item, or whether that price differs between branch/plants or locations and lots within the branch/plant. If you use multicurrency, you must set the pricing level so that the system maintains prices for the item based on the branch/plant or the location and lots within each branch/plant.

The unit price that you enter during sales order entry overrides pricing that you have set up in the Base Price Revisions form. If you do not enter a unit price during sales order entry, the system retrieves a price based on pricing hierarchy.

The hierarchy that you set up for the Base Price Preference (51) determines the sequence that it searches Base Price Revisions table (F4106). The base price hierarchy is a matrix comprised of combinations of customers and items and customer and item price groups. You use the intersection of the rows and columns to determine your hierarchy sequence.

The system retrieves price information based on entries in the Customer Billing Instructions and then Base Price Revisions table in the following manner:

- If you have entered a trade discount in the Customer Billing Instructions, which is a flat percentage that is calculated against the order total, the system calculates the percentage against the price for the item based on the branch/plant from which it is sold, and no other discount or pricing agreement applies. If you have not entered a trade discount, the system then searches for a contract price based on the base price preference hierarchy.

- If you have entered a contract price, which is an agreed-upon price between you and the customer for a specific item, the system applies the price that you have defined for the item and customer combination. The order date must be within the effective dates of the contract price. The system retrieves the contract price based on the base price preference hierarchy and uses the price with the earliest expiration date. If you have not set up a contract price, the system searches for an inventory pricing rule.
- If you have set up an inventory pricing rule, which is an agreed-upon price between you and the customer for discounts based on quantities of items purchased, the system applies the price that you have defined for the item or item group and customer or customer group combination. The order date and quantities must be within the effective dates and levels of the inventory pricing rule.
- The system then searches item or item group and customer or customer group combinations based on the base price preference hierarchy, and uses the price with the earliest expiration date and corresponding currency code. The system searches for the item price based on the pricing level that you define in the Item Master Information table (F4101).
- If the price adjustments do not apply to the order, the system retrieves the price that you define for an item within a branch/plant or a location within a branch/plant.
- If the system does not find a price for the item within a branch/plant or location (depending on the pricing level), you receive an error message indicating that no base price is in effect.

During order entry you can use the Check Price form to review price information before selecting a price for an item.

See Also

- *Setting Up Base Prices*

Changing Tax Information

During order entry, the system retrieves the tax explanation code and rate areas from the Customer Master Information. For direct ship, transfer orders, or sales orders with alternate sold to and ship to addresses, the system retrieves the tax explanation code from the Sold To address and the tax rate and area from the ship to address, but you can override this rate.

If the system retrieves the tax explanation code and tax rate and area from the header information, but the Sales Taxable option in Item Branch/Plant Information for the item in the detail line is set to N, the system does not calculate tax for this detail line.

See Also

- *Assigning Tax Information to Customers*

Processing Serial Number Requirements

Based on the serial number requirements that you have defined for an item in Item Branch Information, the following rules apply if a serial number is required during sales order entry:

- The transaction unit of measure must be the same as the primary unit of measure for the serialized item.
- The quantity must be equal to 1 when you enter a location and serial number combination.
- You must enter a valid and available location and serial number combination.

You might receive an error because a location or serial number, and item combination that you enter is not available or because the quantity on hand is zero. Serial numbers are unavailable if the quantity for the item/location/serial number combination is:

- In Inspection
- In Operation 1
- In Operation 2
- In Transit

See Also

- *Processing Serial Number Information*

Entering Multicurrency Information

When you set up Customer Master Information, you specify the currency code with which the system processes the customer's transactions and the currency code by which the system records and stores transaction history. When you enter an order, you can override the currency code and the exchange rate for the sales order. After you have entered header information, you cannot change the currency information.

Entering Commission Information

The system applies commission information from the header to the detail. To apply salesperson or sales group and commission information to a single line within an order, enter the commission information in the order detail information.

If you have activated the JDESOENTRY Workflow process, an action message is sent to the salesperson responsible for the hold code if the current order is placed on hold. The message is sent following the system's completion of hold code processing. If the system does not put the order on hold, an action message is sent to the salesperson, as defined in Commission Maintenance (P42120), with the sold-to number indicating that the order is being processed. You can view messages sent during the workflow process in the Work Center.

See Also

- *Setting Up Commission Information*

Understanding Workflow Processing During Sales Order Entry

The system processes the order through order hold checking. After you click OK to accept the order, the system checks the processing options for hold codes and compares the order against the order hold information.

If you have activated the JDESOENTRY Workflow process, after the system puts the order on hold, an action message is sent to the person responsible for the hold code notifying them that the current order is on hold. If the system does not put the order on hold, an action message is sent to the salesperson, as defined in Commission Maintenance (P42120), with the sold-to number indicating that the order is being processed. You can view messages sent during the workflow process in the Work Center.

NOTE: The JDESOENTRY process can affect performance. You cannot enter another order until the system has processed the previous order and terminated the workflow process.

Integrating Other Systems with Sales Order Entry

J.D. Edwards Sales Order Management system works with other distribution/logistics and manufacturing systems to ensure that customer demand is met. In addition to J.D. Edwards distribution software, such as Inventory Management and Procurement, you might work with additional J.D. Edwards modules, such as Configuration Management, Transportation Management, and Quality Management.

During order entry, you can access the modules in order to enter or verify additional information that is required for order processing, item configuration, manufacturing specifications, shipping, and so on.

Integrating other systems in order entry includes the following concepts:

- Reviewing quality and test results
- Entering orders for agreements
- Entering ECS information
- Creating shipments for sales orders

Reviewing Quality and Test Results

If you use J.D. Edwards Quality Management system and have activated Quality Control in the branch/plant constants for the shipping branch/plant, the system verifies that the inventory that leaves your warehouse meets customer or manufacturing specifications.

As you enter an order, you access Multi-Item Search from the Form menu to review additional item information. From the Multi-Item Search form, you can access Test Results Inquiry to do the following:

- View test results for an item, lot, and customer to determine whether customer specifications are being met
- Search for items that meet your customer requirements, using a test ID or test ranges
- Locate items based on Preferred or Allowed Minimum and Maximum fields in the processing options of the version of Test Results Revisions
- Determine if the lots that you review on Item Search meet the customer or manufacturing specifications
- Add lots that meet your customer requirements to the sales order

After you enter test results, the system processes them to determine if the results you collected pass the tests that you defined.

The system evaluates the results against minimum and maximum values and adjusts the status of the lot for each order detail line to pass or fail. During order entry, you can search for the item and select a lot that meets the quality criteria for the customer and item on the sales order.

See Also

- *Working with Test Results* in the *Quality Management Guide*
- *Locating Item Information* in the *Inventory Management Guide* for more information about the Multi-Item Search form

Entering Orders for Agreements

If you use the Agreement Management system, you can enter process orders against agreements. Agreements are either formal or informal contracts between partners to move inventory between the partners' locations or to the partners' customers. When you enter a sales order, the system selects agreements that meet the following criteria:

- The item on the sales order and the agreement must be the same.
- The Due To on the agreement must be P (partner), which indicates that product is due to the partner for this product and agreement.
- The Sold To or Ship To on the sales order must be the same as the Destination on the agreement.
- The detail branch/plant or its owner on the sales order must be the source on the agreement.
- The date on the sales order is within the active date range for the agreement.
- For agreements that have quantity control activated, the quantity on the sales order does not exceed the quantity remaining to be fulfilled before the system selects the agreement.

You can set the Agreement processing options to assign agreements that best fit your business needs. You can:

- Manually assign the agreement numbers to transactions
- Choose from a list of agreements that is selected by the system
- Allow the system to assign the agreement automatically

See Also

- *Assigning Agreements in the Agreement Management Guide*

Entering ECS Information

If you have activated ECS Control in the system constants, you can enter additional detail information, such as mode of transport, duty status, load and delivery dates, agreement numbers, and other information.

You can set up different document type to identify orders for bulk products. The system automatically creates shipment for an order based on the order type and line type combination that you define in the user defined code table (49/SD). From there you can revise or add to your shipment or even create loads with your shipments on them.

Because the system retrieves most of the information from other tables, including Load and Transportation Constants and ECS Preferences, you need to enter only a minimum of information.

See Also

- *About Delivery Operations in Transportation Management Guide*
- *About Bulk Stock Management in the Bulk Stock Management Guide* for more information about bulk products

Creating Shipments for Sales Orders

If you use the Transportation Management system, you can set up processing so that the system automatically creates a shipment for an order based on the order type and line type combination that you define in the user defined code table (49/SD). The shipment is a request to transport goods from the branch/plant to the customer. If you do not enter a carrier and mode of transport during order entry, the system retrieves default carrier and transport information from any of the following:

- Item branch/plant information
- Customer master information
- Inventory commitment preference

When you review routing options in Advanced Transportation Management, you can review and revise the carrier and mode of transport. If you do not specify a carrier in either of the master tables or during order entry, the system populates the carrier and mode of transport based on the Carrier transportation preference.

See Also

- *Working with Shipments in the Transportation Management Guide* for more information about entering shipment and load information

Entering Detail Information

Because the system retrieves most of the information from other tables, you need to enter only a minimum of information. Entering detail information includes the following tasks:

- Entering item information
- Entering default line information
- Reviewing order information

Before You Begin

- Verify that you have set the processing options in the Sales Order Entry program.
- Verify that you have activated or deactivated the workflow process, JDESOENTRY.

See Also

- *Creating Workflow Processes in the Enterprise Workflow Management Guide* for more information about activating workflow processes.

► To enter item information

From the Sales Order Processing menu (G4211), choose Enter Orders Header.

After you enter header information on the Sales Order Header form, you can enter information for each line in the sales order.

1. On Work With Sales Order Headers, complete the steps to enter header information.

After you click OK to accept the header information, the system automatically displays the Sales Order Detail Revisions form.

The screenshot shows a Windows application window titled "Enter Orders Header - [Sales Order Detail Revisions]". The menu bar includes File, Edit, Preferences, Form, Row, Window, and Help. Below the menu is a toolbar with icons for OK, Cancel, New, Dis..., Ago, Links, A/B Inf..., OLE..., and Internet. The main area has tabs for "Detail Revisions" and "Line Defaults". The "Detail Revisions" tab is active. It contains fields for Order Number (2401), Branch/Plant (M30), and On Credit Hold per (checkbox). Below these are fields for Sold To (4242), Capital System, Order Date (6/10/05), Ship To (4242), Capital System, Cust/PO (checkbox), Currency (USD), Exchange Rate (checkbox), Base (USD), and Foreign (checkbox). The main table has columns for Quantity Ordered, UoM, Item Number, Ln Ty, Unit Price, Extended Price, and Branch/Plant. There are 8 rows of data in the table.

	Quantity Ordered	UoM	Item Number	Ln Ty	Unit Price	Extended Price	Branch/Plant
	134	EA	220	S	650.0000	87,100.00	M30 .
	50	EA	210	S	798.0000	39,900.00	M30 .
	80	EA	220	S	650.0000	52,000.00	M30 .
	230	EA	210	S	798.0000	183,540.00	M30 .
	74	EA	220	S	650.0000	48,100.00	M30 .
	250	EA	210	S	798.0000	199,500.00	M30 .
	60	EA	220	S	650.0000	39,000.00	M30 .
	45	EA	220	S	650.0000	29,250.00	M30 .
					0.0000		

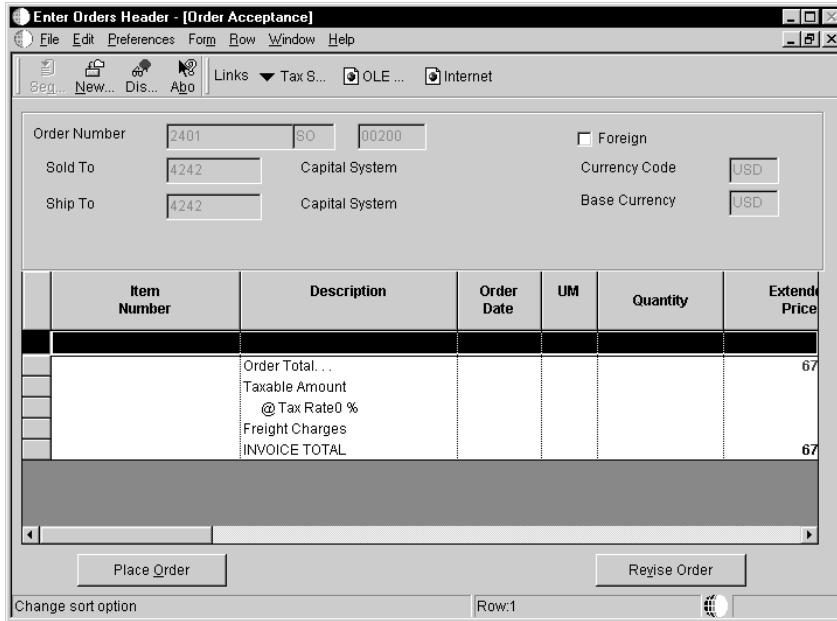
2. On Sales Order Detail Revisions, complete the following fields and click OK:

- Ship To
- Quantity Ordered
- UoM
- Item Number
- Ln Ty
- Unit Price

Because the system retrieves most of the detail information from other tables, you need to enter only a minimum of information. You can review and change the values as necessary. See *Reviewing Order Information* for additional field descriptions.

Depending on how you set your processing options, you might have to accept the order before the system records the order information.

3. On Order Acceptance, review the order information.



4. To accept the order, click Place Order. The system creates records in the Sales Order Header table (F4201) and the Sales Order Detail table (F4211).

Field	Explanation
Quantity Ordered	The quantity of units affected by this transaction.
Item Number	The number assigned to an item. It can be in short, long, or third item number format.
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).
Unit Price	The list or base price to be charged for one unit of this item. In sales order entry, all prices must be set up in the Base Price table (F4106).
Ln Ty	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

► To enter default line information

From the Sales Order Processing menu (G4211), choose Sales Order Detail.

Default line information is useful when you need to specify pick, ship, and requested dates, as well as a customer purchase order or branch/plant other than the branch/plant in the header information. This is very useful if you do not enter header information before you enter detail information or if you have an alternate branch/plant for many detail lines. You can use this feature only when you add sales orders. Although you can override the information as you enter each detail line, the system will not update the information for each order detail line if you inquire and change the sales detail line defaults.

1. On Customer Service Inquiry, click Add.
2. On Sales Order Detail Revisions, click the Line Defaults tab.

	Quantity Ordered	UoM	Item Number	Ln Ty	Unit Price	Extended Price	Branch/ Plant
	134	EA	220	S	650.0000	87,100.00	M30
	50	EA	210	S	798.0000	39,900.00	M30
	80	EA	220	S	650.0000	52,000.00	M30
	230	EA	210	S	798.0000	183,540.00	M30
	74	EA	220	S	650.0000	48,100.00	M30
	250	EA	210	S	798.0000	199,500.00	M30
	60	EA	220	S	650.0000	39,000.00	M30
	45	EA	220	S	650.0000	29,250.00	M30
				S	0.0000		

3. Complete the following fields:
 - Branch/ Plant
 - Cust PO

- Promised Delivery
- Scheduled Pick
- Cancel Date

4. Click OK.

After you enter default line information, complete the steps to enter item information.

► To review order information

From the Sales Order Processing menu (G4211), choose Sales Order Detail.

1. On Customer Service Inquiry, locate the order to review and select the order detail line.
2. From the Row menu, choose Order, and then choose Sales Order Detail Revisions.

Quantity Ordered	UoM	Item Number	Ln Ty	Unit Price	Extended Price	Branch/ Plant
134	EA	220	S	650.0000	87,100.00	M30 .
50	EA	210	S	798.0000	39,900.00	M30 .
80	EA	220	S	650.0000	52,000.00	M30 .
230	EA	210	S	798.0000	183,540.00	M30 .
74	EA	220	S	650.0000	48,100.00	M30 .
250	EA	210	S	798.0000	199,500.00	M30 .
60	EA	220	S	650.0000	39,000.00	M30 .
45	EA	220	S	650.0000	29,250.00	M30 .

3. On Sales Order Detail Revisions, review the following fields and make any necessary changes:
 - Extended Price
 - PR UoM

- Last Status
 - Branch/ Plant
 - Location
 - Lot Number
 - Description 1
 - Supplier Number
4. Review the pricing information for each line in the sales order:
- Unit Price
 - Extended Price
 - Foreign Unit Price
 - Foreign Extended Price
 - Extended Weight
 - Unit Cost
 - PR UoM
 - PC 1
 - PC 2
 - PC 3
 - % Profit Margin
- If you change pricing-related information, such as detail branch/plant, unit of measure, or lot and location, the system will update the detail line information accordingly.
5. Review the following commitment information fields for each line in the sales order:
- Quantity Backordered
 - Quantity Canceled

- Quantity Shipped
 - Quantity Available
6. Review the following cost and tax information fields for each line in the sales order and make any necessary changes:
- Tax Expl Code 1
 - Taxable
 - Tax Rate/Area
 - Extended Cost
 - Unit Cost
7. Review the following freight information fields for each line in the sales order and make any necessary changes:
- Wt U/M
 - Volume Unit of Measure
 - *SAME
8. Review the following fields regarding miscellaneous item and preference information:
- Item Price Group
 - Discount % - Cash
 - Payment Terms Code
 - Pay Inst
 - Print Message
 - Priority - Processing
 - Reason Code
 - G/L Offset
 - Subledger - G/L

9. If you have activated ECS control in the system constants, review the following fields:

- Agreement Exists
- Carrier Number
- Agreement Supplement
- Agreement Number
- Duty Sts
- End Use
- Line of Business
- Mod Trn
- Wt U/M

10. If you change any order information, click OK to update the order with the new information.

Field	Explanation
Extended Price	The extended price is the quantity available for shipping multiplied by the unit price. The system calculates this price. If you enter the extended amount and quantity, the system can calculate the unit price.
Last Status	A user defined code (40/AT) that specifies the last step in the processing cycle that this order line successfully completed.
Next Status	A user defined code (40/AT) that indicates the next step in the order process.

Field	Explanation
Branch/ Plant	<p>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.</p> <p>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.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>
Location	The storage location from which goods will be moved.
Description 1	<p>A description can be:</p> <ul style="list-style-type: none"> • Brief information about an item • A remark • An explanation
Supplier Number	<p>The address book number of the preferred provider of this item.</p> <p>You can enter the number for the supplier or you can have the system enter it each time that you receive the item from a supplier. You specify whether the system enters the supplier using processing options for Enter Receipts.</p>
Quantity Backordered	<p>The number of units backordered in Sales Order Management or in Work Order Processing, using either the entered or the primary unit of measure defined for this item.</p>
Quantity Canceled	<p>The number of units canceled in Sales Order or Work Order Processing, using either the entered or the primary unit of measure defined for this item.</p> <p>In manufacturing, this can also be the number of units scrapped to date.</p>
Quantity Shipped	<p>The number of units committed for shipment in Sales Order Entry, using either the entered or the primary unit of measure defined for this item.</p> <p>In the Manufacturing system and Work Order Time Entry, this field can indicate completed or scrapped quantities. The quantity type is determined by the type code entered.</p>

Field	Explanation
Tax Expl Code 1	<p>A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.</p>
	<p>A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.</p>
	<p>The Tax Explanation Code is used in conjunction with the Tax Rate Area and Tax Rules by Company to determine how the tax is calculated. Each transaction pay item can be defined with a different tax explanation code, including E, to exempt the pay item from calculating taxes.</p>
Tax Rate/Area	<p>A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).</p>
	<p>Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas value-added tax (VAT) requires only one simple rate.</p>
	<p>The system uses this code to properly calculate the tax amount.</p>
Extended Cost	<p>For accounts receivable and accounts payable, this is the invoice (gross) amount. For sales orders and purchase orders, this is the unit cost times the number of units.</p>
Unit Cost	<p>The amount per unit, derived by dividing the total cost by the unit quantity.</p>
Wt U/M	<p>The unit of measure that indicates the weight of an individual item. Typical weight units of measure are:</p> <ul style="list-style-type: none"> GM Gram OZ Ounce LB Pound KG Kilogram CW Hundredweight TN Ton KG Kilogram CW Hundredweight TN Ton

Field	Explanation
Volume Unit of Measure	<p>The unit of measure for the cubic space occupied by an inventory item. Typical volume unit of measures are:</p> <ul style="list-style-type: none"> ML Milliliter OZ Fluid Ounce PT Pint LT Liter CF Cubic Foot CM Cubic Meter CY Cubic Yard CF Cubic Foot CY Cubic Yard CM Cubic Meter
Unit Volume	<p>The total volume of the items on an order line. This is determined by multiplying the quantity ordered in primary unit of measure by the item's unit volume.</p>

Entering Substitute and Associated Items

If only part of the quantity for an item is available, you can use a substitute item to provide the quantity that you need to complete an order. For example, a customer orders a standard bike chain, but you find that they are backordered. You can specify a substitute item, such as an equivalent bike chain from another manufacturer, to fill the order.

Substituting an item on a sales order cancels any quantities for the original item that are backordered. After you add a substitute item, the original order line displays a “Canceled by Substitution” status, and the new order line displays a “Sold as a Substitute” status. Order lines show the split between the original and the substituted items.

If your company sells items in associated with each other, you can set up the system to prompt you before adding the associated items to the order. For example, you can associate a tire pump with a tire repair kit. When you enter the item number for tire pump on a sales order, the system displays a check mark in the row header and column to indicate that associated items exist. If you choose to add the associated item, such as the tire repair kit, the system adds the order detail line to the sales order.

Use substitutions to replace obsolete items on a sales order if the item and a replacement for it are set up in the Item Cross-Reference Revisions program. You activate the system to check for substitutions and associated and replacement items in the cross-reference processing options for the Sales Order Entry program.

You can set up substitute or complementary items during sales order entry. From Substitute/Complementary Items, access the Item X-Reference Revisions form and enter cross-reference information.

See *Setting Up Item Cross-References* in the *Inventory Management Guide*.

Before You Begin

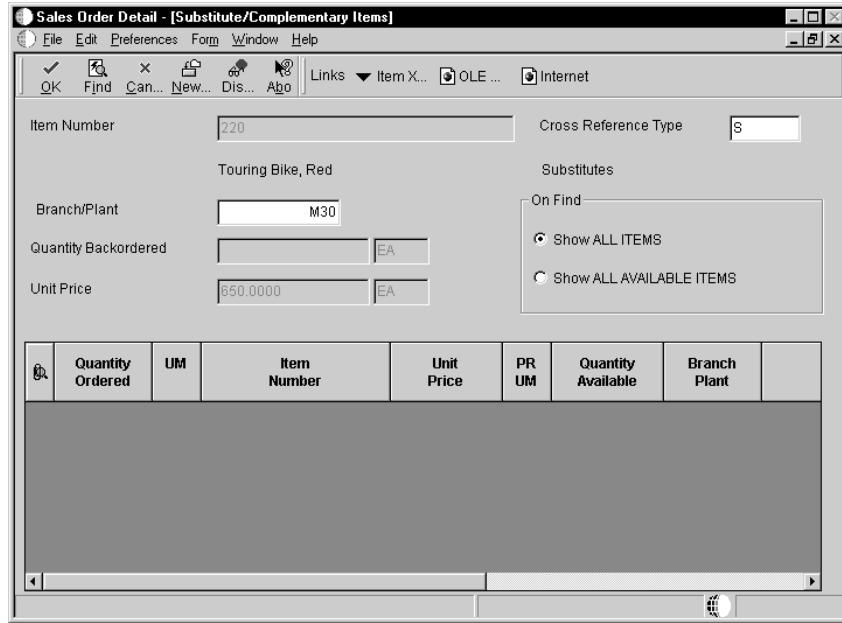
- Verify that cross-reference processing options are set in the Sales Order Entry program to display item cross-reference information for substitute, associated, and replacement items
- Verify that you have activated availability checking in the Sales Order Entry processing options.
- Verify that the customer accepts substitute items in Customer Billing Instructions.

► To enter substitute and associated items

From the Sales Order Processing menu (G4211), choose Sales Order Detail.

1. On Customer Service Inquiry, complete the steps to enter the detail information.

After you enter a detail line, the system indicates additional information processing. For substitute and complementary items, the system displays a check mark in the row header and column.
2. On Sales Order Detail Revisions, from the Row menu, choose Subst/Compl Items.



3. On Substitute/Complementary Items, choose either of the following option and click Find:
 - Show ALL ITEMS
 - Show ALL AVAILABLE ITEMS
4. Review the following fields:
 - Item Number
 - Cross Reference Type
 - Unit Price
 - Quantity Available
5. Choose the item that you want to substitute on the order line, complete the following field, and then click OK:
 - Quantity Ordered

Field	Explanation
Cross Reference Type	A user defined code (41/DT) that identifies the type of cross-reference set up for this customer. Examples of cross-reference types include: <ul style="list-style-type: none"> • Substitutes • Replacements • Bar codes • Customer item numbers • Supplier item numbers
Item Number	The number assigned to an item. It can be in short, long, or third item number format.
Unit Price	The list or base price to be charged for one unit of this item. In sales order entry, all prices must be set up in the Base Price table (F4106).
Quantity Available	The number of units that are physically in stock. The system displays the quantity on-hand in the primary unit of measure.
Quantity Ordered	The quantity of units affected by this transaction.

Working with Subsystem Processing in Sales Order Entry

If you need the pick slip or invoice when you finish the order entry process, you can set up and activate the subsystem. You might want this instant print capability if you:

- Operate in an environment that has a high volume of same-day-delivery orders, and you want to create the pick slip as soon as you enter the order
- Have many counter sales, where the customer expects to leave your premises with both the merchandise and the invoice for that merchandise

Working with subsystem processing in sales order entry includes the following tasks:

- Setting up subsystem processing
- Ending subsystem processing

Subsystem processing is activated by processing options in Sales Order Entry (P4210). For example, in the version of Sales Order Entry (P4210) that you use for printing pick slips immediately after order entry, you would set the value in the processing options to print pick slips and then identify the version of the Print Pick Slips program. You must set a value to activate the subsystem processing and then identify the corresponding subsystem version of the programs to run the following programs:

- Pick Slip Print (R42520)
- Print Subsystem Invoices (R42565)
- Online/Subsystem Commitments (R42997)
- Batch Transaction Editor (R4210Z)

Caution: You must stop the subsystem processing before performing end of day processing. You can also stop one or more jobs in the subsystem at any time.

Before You Begin

- Define default output queues for print programs. See the *Server and Workstation Administration Guide*.
- Create a new version of Sales Order Entry (P4210) specifically for subsystem processing.

► To set up subsystem processing

On System Administration Tools (GH9011), choose Batch Versions (P98305)

1. On Work with Batch Versions, enter the appropriate batch application and click Find.
2. Select the subsystem version and specify data selection and sequence.
3. Click Submit and set the appropriate processing options.
4. In the version of Sales Order Entry (P4210) for subsystem processing, enter the appropriate values to activate subsystem processing and identify the corresponding version in the processing options.

► **To end subsystem processing**

On System Administration Tools (GH9011), choose Work with Servers (P986116).

1. Locate and choose the appropriate server on which the subsystem is running.
2. From the Row menu, choose Subsystem Jobs.
You can track the status of each record that the system submits to the subsystem queue.
3. To end subsystem processing, choose the appropriate job and choose End Job from the Row menu.

Processing Options for Sales Order Entry (P4210)

Defaults Tab

These processing options specify default values, such as the document type, that the Sales Order Entry program (P4210) uses when other values are not entered for the transaction.

Except for the required order type, the following defaults apply during order entry only. If you are inquiring on written records, the system retrieves orders based on the order information in the form header first, then it uses the parameters that you define in Inquiry processing options.

You can override information that appears on the header and detail forms. If information is hidden, the system processes orders based on the default information that is set up in the processing options or the master tables.

1. Order Type (Required)

Use this processing option to identify the type of document. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program.

You must enter a value that has been set up in user defined code table (00/DT).

If you use this version of Sales Order Entry (P4210) in other programs, the defaults for the program in which the original order is created override the sales order defaults. For example, if you use this version of Sales Order Entry (P4210) in Blanket Order Release, the order line type in the blanket order override the default line type in the sales order.

2. Line Type

Use this processing option to specify a code that controls how the system processes lines on a transaction. Line types controls the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). Valid values are defined in the Line Type Constants Revisions form (P420205) and include:

S Stock item.

J Job cost.

N Non-stock item.

D Direct ship item.

F Freight.

T Text information.

M Miscellaneous charges and credits.

W Work order.

In the Line Type Constants Revisions form (P420205), you can set up a line type for non-stock items that retrieves information from the Item Master but does not commit quantities. The flag, Edit the Item Master for Non-Stock Items, is used when the Inventory Interface is set for non-stock item, such as D or N.

When you enter a direct ship item line type, the system uses a version of Purchase Order Entry (P4310) to create the purchase order that is related to this sales order. Specify the version in the Sales Order Entry (P4210), Versions tab, processing option for Purchase Order Entry.

When you enter a work order line type, the system uses the version of Work Order Entry (P48013) that you specify in the P4210, Versions tab, processing option for Work Order Entry to create the work order.

If you use this version of Sales Order Entry (P4210) in other programs, the defaults for the program in which the original order is created override the sales order defaults. For example, if you use this version of Sales Order Entry (P4210) in Blanket Order Release, the order line type in the blanket order override the default line type in the sales order.

3. Beginning Status

Use this processing option to indicate the current point in the order process. You must specify a user defined code (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using. The combination of the beginning status and the next status must be a valid last status/next status combination in the Order Activity Rules table.

4. Override Next Status

Use this processing option to indicate the next step in the order process. You must specify a user defined code (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using. The override status is another allowed step in the process. The combination of the beginning status and the override next status must be a valid last status/next status combination in the Order Activity Rules table.

5. Line Number Increment

Use this processing option to specify the increment the system uses to automatically number your order lines. You should choose a whole number since other processes, such as kit entry, create decimal increments.

6. Reason Code

This memo only field is used for reporting purposes. You can enter a value that has been set up in user defined code table (42/RC).

7. Transaction Unit of Measure

Use this processing option to specify the unit of measure for an item in an order. Valid values are defined in a user defined code table (00/UM).

If you do not enter a value in this processing option, the system retrieves the primary unit of measure that is defined in the Item Master (F4101).

8. Pricing Unit of Measure

Use this processing option to identify the value with which the system retrieves the unit of measure used to price the item. Valid values are:

Blank The system uses the sales price retrieval unit of measure, as defined in System Constants.

- 1 The system uses the transaction unit of measure as pricing unit of measure.

9. Address Book Revisions

Use this processing option to specify whether the system prompts users to add new customers to the Address Book system during sales order entry. If you enter a customer address book number in the Sold To or the Ship To field that the system does not recognize, the system does not allow you to enter an order. Valid values are:

Blank You must manually access Address Book Revisions and add customer information before entering an order.

- 1 The system automatically displays Address Book Revisions.

Whether you access Address Book Revisions from a Form menu option or choose the option to automatically add customers, the system uses the Address Book Revisions, version ZJDE0003.

10. Update Header to Detail

Use this processing option to specify whether the system updates corresponding information in the detail information form if you change the header information. Use Define Header Columns to Detail (P40HDR) table to identify the fields that system uses to update to the detail form. Valid values are:

Blank The system does not update information in Sales Order Detail Revisions unless you choose the Populate option from the Header to Detail form menu.

- 1 The system automatically updates the detail lines to reflect changes that you make to header information.

11. Header Branch/Plant

Use this processing option to specify the value with which the system selects the default branch/plant for tracking costs. You can set up header branch/plant defaults based on the user ID or terminal, or based on the business unit for the Ship To address in Address Book Revisions (P0101). Valid values are:

Blank The system uses the default location based on the user ID or terminal ID and displays the branch/plant in the order header form. You set up the default branch/plant based on your user or terminal ID in Default Location and Printers (P400951).

- 1 The system uses the business unit that you specify on the Address Book Revisions form for the customer to which you are shipping the goods.

12. Default Branch/Plant

Use this processing option to specify the default branch/plant that appears in the order header.

13. Order Template

Use this processing option to identify a standard template that applies to all customers. You can create a standard template that lists frequently ordered items. Although the system displays this template for every order, you do not have to apply any or all of the items during order entry.

Duplication Tab

These processing options specify values, such as the document type, that the Sales Order Entry program (P4210) uses when you duplicate a sales order. If you click Copy on the tool bar in the Customer Service Inquiry form, the system duplicates information based on your processing option selection.

1. Order Type

Use this processing option to identify the order type of duplicated document. When you click Copy on the tool bar in the Browse/Inquiry form, the system creates a duplicate order with this order type. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program.

You must enter a value that has been set up in user defined code table (00/DT).

If you leave this option blank, the system uses values from the P4210, Defaults tab, Order Type processing option in this version.

2. Beginning Status

Use this processing option to indicate the current status for the duplicated line. When you click Copy on the tool bar in the Browse/Inquiry form, the system creates a duplicate order at this status. You must use a user defined code (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using. The combination of the beginning status and the next status must be a valid last status/next status combination in the Order Activity Rules table.

3. Next Status

Use this processing option to indicate the next step in the order process for the duplicate order. You specify a user defined code (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using. The override status is another allowed step in the process. The combination of the beginning status and the override next status must be a valid last status/next status combination in the Order Activity Rules table.

4. Copy Associated Text

Use this processing option to specify which messages and associated text are copied when you duplicate orders. Valid values are:

Blank The system does not copy associated text or messages.

- 1 The system copies messages and text that are attached to an order detail line.
- 2 The system copies messages or text attached to the header, as well as messages attached to the order detail line.
- 3 The system copies messages or text attached to the header, but not a particular order detail line.

Order Holds Tab

These processing options activate order hold processing. You must specify the hold code in any of the following processing options to activate order hold processing. You set up hold parameters in Order Hold Information (P42090). Multiple hold codes might result in multiple holds for a single order. You must release the sales order from all holds before the system processes the order.

1. Customer Credit Check

Use this processing option to identify a credit hold code the system uses to automatically compare the credit limit that you set up for your customer in Customer Master Information against the order and any outstanding balances in accounts receivable.

You define the conditions that the system uses to place orders on hold in Order Hold Information (P42090) and attach those conditions to a hold code. You must specify the hold code in this processing option to activate order hold processing.

You must enter a value that has been set up in UDC 42/HC.

2. Order Margin Check

Use this processing option to identify an order margin check the system uses to verify that all sales orders meet a specific margin.

The system uses the following equation to calculate margin:

$$(Price - Cost) / Price *100 = Margin.$$

You can define the conditions that the system uses to place orders on hold in Order Hold Information (P42090) and attach those conditions to a hold code. You must specify the hold code in this processing option to activate the order hold processing.

You must enter a value that has been set up in UDC 42/HC.

3. Order Line Margin Check

Use this processing option to identify an order line margin check the system uses to verify that all order detail lines meet a specific margin.

The system uses the following equation to calculate margin:

$$(Price - Cost) / Price * 100 = Margin.$$

You can define the conditions that the system uses to place orders on hold in Order Hold Information (P42090) and attach those conditions to a hold code. You must specify the hold code in this processing option to activate the order hold processing.

You must enter a value that has been set up in UDC 42/HC.

4. Order Minimum Value Check

Use this processing option to identify a code the system uses to automatically compare the order minimum that you set up for your customer in Customer Billing Instructions against the order total.

You can define the conditions that the system uses to place orders on hold in Order Hold Information (P42090) and attach those conditions to a hold code. You must specify the hold code in this processing option to activate order hold processing.

You must enter a value that has been set up in UDC 42/HC.

5. Order Maximum Value Check

Use this processing option to identify a code the system uses to automatically compare the order maximum that you set up for your customer in Customer Billing Instructions against the order total.

You can define the conditions that the system uses to place orders on hold and attach those conditions to a hold code. You must specify the hold code in this processing option to activate the hold code.

You must enter a value that has been set up in UDC 42/HC.

6. Partial Order Hold

Use this processing option to identify a code the system uses to hold an entire order if quantity is not available to fill an order detail line. You can release a partial order hold at any time. The system can then backorder, cancel, or ship available quantities based on backorder information in the Customer Billing Instructions, Item Master Information, Item Branch/Plant Information and Branch/Plant Constants.

You must enter a value that has been set up in UDC 42/HC.

7. Product Allocation Hold

Use this processing option to specify a hold code the system uses to restrict the amount of an item or item group that a customer or customer group can purchase.

You must set up the Product Allocation preference in the Preference Master (P40070), activate the preference through the Preference Selection (R40400), set up the hold code information in Order Hold Information (P42090) and then activate preference profile processing in the P4210, Versions, Preference Profile processing option. You must enter a value that has been set up in UDC 42/HC.

8. Authorization Hold for Prepayment Processing

Use this processing option to identify the default value hold code for the Authorization Code in Prepayment Processing.

9. Settlement Hold for Prepayment Processing

Use this processing option to identify the default hold code for Settlement Prepayment Processing.

10. Order Process Hold

Use this processing option to identify a hold code that the system uses to prevent the order from going through various stages of sales order processing. This hold code does not have any special processing associated with it, such as Credit Check, Minimum/Maximum Margin Check and so forth. It can be used to create an additional approval step for sales orders.

You must enter a value that has been set up in user defined code (42/HC).

Display Tab

These processing options control whether the system displays certain types of sales order information, such as cost and price fields, closed lines and kits, and whether you can change the information.

1. Display or Hide Cost Fields

Use this processing option to indicate whether the system protects or hides cost fields. Valid values are:

Blank The cost fields appear on the form and the information can be overridden.

- 1 The system protect costs from change. If you protect the cost fields from changes, the costs are visible on the form, but cannot be changed.
- 2 The system hides the cost fields. If you hide the cost fields, the cost fields do not appear on the form. However, the system still writes cost information from the Item Cost Ledger (F4105) to the Sales Order Detail table (F4211).

The system retrieves default cost information from the Item Cost Ledger table (F4105).

2. Display or Hide Price Fields

Use this processing option to indicate whether the system protects or hides price fields. Valid values are:

Blank Price fields remain visible and entry-enabled. You can override the information for this order only.

- 1 The system protect prices from change. The unit and extended price will be visible on the form, but you will not be able to override the information.
- 2 The system does not display price information. If you hide the price fields, the system still writes the price information to the Sales Order Detail table (F4211).

3. Disable or Hide Price Related Fields

Use this processing option to indicate whether the system disable pricing related fields that affect the calculated price. Valid values are:

Blank Pricing related fields remain visible and entry-enabled.

- 1 The system displays pricing related fields but you can not override the information.

4. Disable or Hide Status Codes

Use this processing option to indicate whether the system protects or hides status codes. Valid values are:

Blank You can override the information for this order only. If you enter status codes, they must be set up as an other allowed status code in the Order Activity Rules for the document type and line type combination. Additionally, combination of the beginning status and the next status must be a valid last status/next status combination in the Order Activity Rules table.

- 1 The system protects status codes from change. If you protect the status codes from being changed, the current and next status will be visible on the form, but you will not be able to override the information.
- 2 The system hides the status codes. If you hide the status codes, the last and next status codes do not display. The system processes orders based on the current and next status that is set up in the Order Activity Rules.

5. Hide Closed Detail Lines

During inquiry, you might choose to review active order detail lines only. Use this processing option to indicate whether the system displays active, closed, or canceled detail lines. Valid values are:

Blank The system displays all order detail lines that will appear on the detail form.

- 1 Any line with a status of 999 will not appear on the detail form. However, the record for the line still remains in the Sales Order Detail table (F4211) or Sales Order Detail - History (F42119).

6. Hide Credit Card Information

Use this processing option to indicate whether a user can access customer credit card information. Valid values are:

Blank You can access credit card information during order entry.

- 1 You can not access credit card information during order entry.

7. Hide Freight and Carrier Information

Use this processing option to specify whether the system displays freight and carrier information fields. You can standardize your freight and carrier information fields so that freight rate calculations are accurately calculated for the appropriate route, stop, and zone or that a preferred carrier is always responsible for delivering the item to a customer. Valid values are:

Blank Freight and carrier information fields does appear on the order detail form and can be overridden.

- 1 Freight and carrier information fields do not appear on the order detail form. The system processes orders based on the default information that is set up in the Customer Billing Instructions or the Item Master Information.

8. Hide Commission Information

Use this processing option to indicate whether the system displays commission information. Valid values are:

Blank You can review commission information and override default information that affects the current order only.

- 1 The system does not display commission information. Orders are processed based on the default information that is set up in Commissions Table (F42005).

9. Hide Kit Components

Use this processing option to indicate whether kit components appear on the Sales Order Detail Revisions form either after you select features and options in the kit or when you re-inquire on the order. Valid values are:

Blank The system displays the parent item, as well as selected features and options, when you re-inquire on the order.

- 1 After you select the features and options during order entry or when you re-inquire on the order, the system displays only the parent line. However, the parent line and all component lines are written to the Sales Order Detail table (F4211).

Commitment Tab

Use these processing options to activate availability checking and commitments to generic buckets. Based on your item availability calculations for each branch/plant, commitment calculation affects how the system calculates backorders, cancellations, and customer delivery time.

To determine how the system calculates item availability, you define the factors that subtract from or add to the available quantity of an item. Factors that subtract from an item's availability include sales orders and work orders. Factors that add to an item's availability include purchase orders that are in transit. You define the various factors on the Availability Calculations form, which you can access from Branch/Plant Revisions.

1. Activate Availability Checking

Use this processing option to indicate whether the system verifies the available quantity for requested items. Valid values are:

Blank The system does not perform availability checking. You might choose this option for blanket or quote order entry.

- 1 The system performs availability checking. If quantity is unavailable, the system issues a warning that the quantity for this item exceeds the available quantity. The system automatically backorders or cancels any quantity that is unavailable, based on backorder information that is set up in Item Master, Item Branch/Plant, Branch/Plant Constants and Customer Billing Instructions.
- 2 The system performs availability checking. If quantity is unavailable, the system issues a warning that the quantity for this item exceeds the available quantity. However, the system does not backorder or cancel any quantity. The quantity remains shippable.

You can allow backorders by item, or by customer, and specify whether the backorders are allowed at a specific branch/plant. To backorder an item, you must set the option, Backorders Allowed, in Item Master, Item Branch/Plant, Branch/Plant Constants and Customer Billing Instructions. If you allow backorders, the system holds the order detail line until quantity is available. If you do not allow backorders, the system cancels the order detail line.

After the system processes an order detail line, you can review backordered, canceled, and shipped information in the appropriate fields in the order detail lines.

2. Commit to Quantity 1 or Quantity 2

Use this processing option to indicate the generic buckets to which the system commits quantities. Commonly used for orders that do not affect your item availability, you can use these buckets to anticipate demand or forecast future sales. For example, you can set up a version of Sales Order Entry (P4210) for quote orders and commit quantities to bucket, Quantity 1. For blanket orders, you can set up another version of Sales Order Entry (P4210) and commit quantities to bucket, Quantity 2. You can review availability information on the Summary Availability form. Valid values are:

Blank The system commits the quantity based on the factors that you define for sales orders in the Availability Calculations form in the Branch/Plant Constants.

- 1 The system commits quantities to bucket Quantity 1.

-
- 2 The system commits quantities to bucket Quantity 2.

You determine how the system calculates item availability by defining the factors that subtract from the available quantities (such as sales or work orders), add to the available quantities (such as purchase orders that are in transit), or do not affect available quantities (such as blanket and quote orders) in Branch/Plant Constants.

If the system neither adds nor subtracts quantities from these orders from available inventory, clear the Sales Order Entry (P4210), Commitment tab, Activate Availability Checking processing option so that the system does not perform availability checking.

3. Display Supply and Demand Inquiry Form

Use this processing option to indicate whether the system automatically displays the Supply/Demand Inquiry form when quantity for an item is not available. Valid values are:

Blank The system does not display the Supply and Demand Inquiry form and backorders or cancels the order detail line when quantity is not available. However, you can manually access this information from the Sales Order Detail Revisions form to monitor information about how many items are on demand, available in supply, and available to be promised.

- 1 The system automatically displays the Supply and Demand Inquiry form when quantity is not available. The system uses the version of the Supply and Demand Inquiry form that you enter in the corresponding processing option on the Versions tab.

Currency Tab

These processing options allow you to specify information about the tolerance percentage, currency code for As If amounts, and the As Of date for processing the exchange rate for As If amounts.

1. Tolerance Limit

Use this processing option to enter a tolerance limit for multi-currency orders. If you enter an option in Set Daily Transaction Rates (F00151) to allow spot rates, you can manually enter or override an exchange rate during order entry. If the currency rate that you enter is outside this tolerance limit, the system issues a warning.

2. Currency Code

Use this processing option to indicate the currency code in which the system displays transactions.

3. "As Of" Date

Use this processing option to indicate the date with which the system retrieves the exchange rate for the As-If currency. If you leave this option blank, the system uses the system date.

Process Tab

These processing options control whether the Sales Order Entry program performs as follows:

- Allows changes to orders that are past a certain point in the process
- Activates subsystem processing
- Displays the Sales Order Header Revisions form before the Sales Order Detail Revisions form
- Prompts you to review order information before the system creates an order
- Allows automatic order-repricing to recalculate order totals
- Activates order template processing based on the sold to or ship to address
- Allows orders to be processed against existing agreements, blanket and quote orders
- Indicates whether the system applies the specified markup to the unit cost or price

1. Status Code Limit for Changes

Use this processing option to indicate a point at which you can not make changes to an order detail line. If you enter an order in a version of Sales Order Entry in which there is a defined status code limit, you can not re-inquire and make changes to the order if the order is past this status.

If you enter an order in a version of Sales Order Entry where there is a defined status code limit, but re-inquire on another version in which this processing option is not activated, you can make changes to the order regardless of the status.

You must specify a user defined code (00/AT) that has been set up in the Order Activity Rules based on the order type and the line type combination.

2. Subsystem Processing

To print the pick slip or invoice immediately after the order entry process, you can set up and activate the subsystem. Valid values are:

- 1 The system uses this version of Sales Order Entry (P4210) for subsystem processing to print pick slips and activate the subsystem processing. Identify the corresponding version of the program in the Sales Order Entry (P4210), Versions, Pick Slip Print processing options.
- 2 The system uses this version of Sales Order Entry (P4210) for subsystem processing to print invoices and activate the subsystem processing. Identify the corresponding version of the program in the Sales Order Entry (P4210), Versions, Invoice Print processing options.
- 3 The system uses this version of Sales Order Entry for subsystem commitment processing and does not commit inventory until you complete the order. After you accept the order, the system processes the order through the subsystem batch program while you enter another order.
- 4 The system uses this version of Sales Order Entry for online commitment processing and the system does not process order detail lines asynchronously. After you enter the order, the system processes commitments for the complete order before you can enter another order. This allows you to review commitments online as the system processes availability for each order detail line in the order.
- 5 The system uses this version of Sales Order Entry for entering and processing orders in a store and forward mode. Identify the appropriate version of the program, Sales Order Batch Transaction Editor (R4210Z), in the Sales Order Entry (P421), Versions tab, Sales Order Batch Transaction Editor (R4210Z) processing option.

3. Display Header of Detail

Use this processing option to determine whether the system first displays the Sales Order Header Revisions form or the Sales Order Detail Revisions when you add an order. You can enter header information before detail information and edit default information that affects the order. Valid values are:

Blank The system displays Sales Order Detail Revisions form first. It creates an order header record based on the branch/plant and customer information that you set up for the Sold To and Ship To address entered in the detail information form. You can access Sales Order Header Revisions to override default information, as necessary.

- 1 The system displays Sales Order Header Revisions form first. You review or override the default order information the system enters for the Sold To and Ship To addresses, such as billing instructions, delivery dates, and payment terms.

4. Auto Order Repricing

Use this processing option to indicate whether the system uses auto order repricing to re-calculate order totals. The system evaluates the items and quantities and makes adjustment based on the entire order. Valid values are:

Blank The system does not use auto-order repricing.

- 1 The system uses auto order repricing to re-calculate order totals. The system uses the version of Standard Order/Basket Reprice (FUTURE) or Advanced Order/Reprice (R42750) that you specify in the Sales Order Entry (P4210), Versions tab, Basket/Order Reprice processing option. If you are not using the Advanced Pricing system, you must enter a version of Standard Order/Basket Reprice. If you use Advanced Pricing, you must enter a version of Advanced Order/Reprice (R42750).

5. Display Before Accept Prompt

You use this processing option to indicate whether the system prompts you to review the order before creating a record in the Sales Order Detail table (F4211). Review is a good way to ensure accuracy when you enter or change orders. Valid values are:

Blank The system does not prompt you to review the order, but creates a record in the Sales Order Detail table (F4211) when you click OK.

- 1 The system displays the order, order total, taxes and applicable discounts for you to review the order before creating a record in the Sales Order Detail table (F4211). You can return to Sales Order Detail Revisions to make changes. The system does not create a record in the Sales Order Detail table (F4211) until you choose the option from the Form menu to accept the order.

6. Order Template Processing

Use this processing option to indicate which template the system uses during order entry. A template contains information about frequently ordered items. You create and assign order templates to speed up the order entry process. Valid values are:

Blank The system does not use order template processing.

- 1 The system displays the order template that you have assigned to the Sold To address in the Customer Billing Instructions.
- 2 The system displays the order template that you have assigned to the Ship To address in the Customer Billing Instructions.

You can set up a customer template based on order history in Customer Template Rebuild (R42815) or you can create a template for your customer in Customer Template Revisions (P4015). Assign an order template to the Sold To address and the Ship To address in the Customer Billing Instructions.

7. Blanket/Quote Order Processing

Use this processing option to indicate whether the system processes sales orders against blanket or quote orders. Use a quote order when a customer requests pricing information but is not ready to commit to a sales order. Use a blanket order when a customer agrees to purchase a quantity of an item over a specified period of time. When you use blanket or quote order processing, the system locates applicable blanket or quote orders from which you can create either multiple sales orders for partial quantities or a single sales order when you release the complete quantity. Valid values are:

Blank The system does not use blankets or quote order processing.

- 1 The system processes blanket/quote orders based on the Ship To address.
- 2 The system processes blanket/quote orders based on the Sold To address.

You can have multiple blanket or quote orders for the Sold To address or the Ship To address. After you enter a detail line, the system displays a check mark in the row header and column to indicate a blanket or quote order exists. You can view the blanket or quote order on the Blanket Release form and choose the appropriate order from which the system can create a related sales order.

8. Agreement Processing

Use this processing to indicate whether the system processes sales orders against agreements in the Agreement Management System. Valid values are:

Blank The system does not use agreement processing.

- 1 The system searches all available agreements and automatically assigns the sales order to an agreement.
- 2 The system searches all available agreements, and displays a check mark in the row header and column to indicate multiple agreements exists. On the Agreement Selection Window, the system displays agreements that meet the criteria.
- 3 The system searches on all available agreements and automatically assigns the sales order to the agreement with the earliest expiration date.

When you enter a sales order, the system selects agreements that meet the following criteria:

- The item on the sales order and agreement must be the same.
- The Due To on the agreement must be P (partner), which indicates that product is due to the partner for this product and agreement.
- The Sold To or Ship To on the sales order must be the same as the Destination on the agreement.
- The detail branch/plant or its owner on the sales order must be the source on the agreement.
- The date on the sales order is within the active date range for the agreement.
- For agreements that have quantity control activated, the quantity on the sales order does not exceed the quantity remaining to be fulfilled before the system selects the agreement.

9. Customer Self-Service Functionality

This code indicates whether you are creating an order in standard order entry mode or Customer Self-Service mode. If you choose Customer Self-Service mode, you can select items from multiple applications before using Sales Order Entry (P4210) to create an order. You might use this feature if you are entering orders in a web environment. Valid values are:

Blank The system does not use shopping cart functionality.

1 The system uses shopping cart functionality.

10. Generate Proposal Name

Use this processing option to indicate the name of the document that is automatically generated upon entry into a word processor based on a template document, boilerplates and text substitution.

11. Cost or Base Price Markup

Use this processing option to indicate whether the system applies a markup based on cost or price. You use branch sales markups to set up the additional costs that are associated with an interbranch or transfer sales order. The transfer price is the amount the supplying branch/plant is selling the item to the receiving branch/plant. Valid values are:

Blank The system does not apply an additional cost, but retrieves the cost defined in the Item Cost Ledger (F4105).

- 1 The system retrieves the markup from the Branch Sales Markup table (P3403) and re-calculates the transfer price with the included markup. This markup is applied to the inventory cost.
- 2 The system applies the base price that is set by the supplying branch/plant, defined in Base Price Revisions table (F4106).

12. Ship and Debit Processing

Use this processing option to specify whether the system will use subsystem or batch processing (R45100) to identify and adjust ship and debit agreements. Valid values are:

Blank Do not use subsystem or batch processing

- 1 Use subsystem processing
- 2 Use batch processing

Cross Ref Tab

These processing options specify the cross-reference types for substitute, replacement, complementary, and associated items. You create the cross-reference information in Item Cross Reference Revisions program (P4104). Cross-references associate your internal item numbers with other internal item numbers or those from other entities.

1. Substitute Items

Use this processing option to identify the code with which the system searches cross-reference information for substitute items. Substitute items are goods which are sold in place of the original item when you do not have the quantity on hand for the original item. This code is typically S in the Item Cross Reference Revisions program (P4104). You can only use substitutions for customers who, in the Customer Billing Instructions, allow substitutes.

If you have a substitute item, the system displays a checkmark in the row header and column. Optionally, you can access Substitute/Complementary Items form to sell the substitute item in place of the original item. If you enter a quantity for the substitute item, the system creates a second order detail line with the substitute item information.

You must enter a value that has been set up in user defined code table (41/DT).

2. Complementary Items

Use this processing option to identify the code with which the system searches cross-reference information for complementary items. Complementary items are recommended items as part of the sale. Complementary items are not free goods, but are sold in addition to the original item. This code is typically C in the Item Cross Reference Revisions program (P4104).

If you have a complementary item, the system displays a checkmark in the row header and column. Optionally, you can access Substitute/Complementary Items form to sell the complementary item with the original item. If you enter a quantity for the complementary item, the system creates a second order detail line with the complementary item information.

You must enter a value that has been set up in user defined code table (41/DT).

3. Replacement Items

Use this processing option to identify the code with which the system searches cross-reference information for replacement items. Replacement items are goods which are sold in place of the original item when you or your suppliers discontinue an item. The replacement code is typically R in Item Cross Reference Revisions program (P4104). You can only create replacement cross-references for those items whose stocking type in the Item Master or Item Branch Plant is O (obsolete) or U (use up).

You must enter a value that has been set up in user defined code table (41/DT).

4. Pricing for Substitute Items

Use this processing option to indicate which price the system retrieves when you sell substitute items. Substitute items are goods which are sold in place of the original item when you do not have the quantity available for the original item. If you substitute an item, you can charge the customer the price for the item that was originally ordered or you can use the price that you set up for the substitute item. Valid values are:

Blank The system uses the price of the original item, defined in the Base Price Revisions table (F4106).

- 1 The system retrieves the price of the substitute item, defined in Base Price Revisions table (F4106).

Versions Tab

These processing options specify the version that the system uses when you choose the associated row or form exit on Sales Order Header or Detail forms.

Versions control how programs display information. Therefore, for a version to meet your needs, you might need to indicate specific versions in the processing options.

1. Pick Slip Print (R42520)

Use this processing option to identify the version of Print Pick Slip program (P42520) that the system uses to process pick slips through the subsystem after order entry. Ensure that you specify the version that is set up for subsystem processing.

2. Supply and Demand Inquiry (P4021)

Use this processing option to identify the the version of Supply and Demand Inquiry (P4021) that the system uses to verify commitments and availability. The system calls this version whether you automatically display this form when quantity is not available or manually access Supply and Demand Inquiry from from the Sales Order Detail Revisions form. If left blank, the system uses version ZJDE0001.

To automatically display the Supply and Demand Inquiry form when quantity is not available, choose the appropriate option in the Sales Order Entry (P4210), Commitment tab, Display Supply and Demand Inquiry processing option.

3. Pick Slip Print On Demand (R42520)

Use this processing option to specify which version of the Print Pick Slip On Demand program (R42520) is available to you from the Customer Service Inquiry form. If you leave this processing option blank, the system uses version ZJDE0003.

4. Order/Basket Reprice (R42570)

Use this processing to identify the version of Standard Order/Basket Reprice (FUTURE) or Advanced Order/Reprice (R42750) that the system uses to calculate order totals. If you do not use Advanced Pricing, you must enter a version of Standard Order/Basket Reprice.

If you use Advanced Pricing, you must enter a version of Advanced Order/Reprice (R42750). If left blank and you have set the Sales Order Entry (P4210), Process tab, Auto order repricing processing option to auto order reprice, the system uses version ZJDE0001.

5. Online Invoice Inquiry (P42230)

Use this processing option to identify the version of Online Invoice Inquiry program (P42230) that the system uses to display billing information. If left blank, the system uses version ZJDE0001.

If you inquire by sales order number, the system displays open lines that have not gone through sales update. If you inquire by invoice number, the system displays only those lines that have been assigned the invoice number, either through the Print Invoices (R42565) or Sales Update (R42800).

6. Preference Profile (P40070)

Use this processing option to identify the version of Preference Profiles program (P42520) that the system uses to process orders based on preferences that you activated in the Preference Selection form. If left blank, the system uses version ZJDE0001.

The Preference Profiles program does not include the inventory commitment preference.

7. Check Price and Availability (P41261)

Use this processing option to identify the version of Check Price and Availability that the system uses to retrieve price adjustment information. If you do not use the Advanced Pricing system to set up price adjustments, you must enter a version of Standard Check Price and Availability (P41261). If you set up advanced price adjustments in the Advanced Pricing system, you must enter a version of Advanced Check Price and Availability (P4074).

If left blank, the system uses version ZJDE0001 of the program that is appropriate to your system.

8. Purchase Order Entry (P4310)

Use this processing option to identify the version of Purchase Order Entry (P4310) that the system uses to create related direct ship and transfer orders. The system does not use all default information that is set up in the processing options for Purchase Order Entry. For example, when the system creates the related purchase order, the sales order line type overrides the default purchase order line type.

If left blank, the system uses version ZJDE0001.

9. Sales Ledger Inquiry (P42025)

Use this processing option to identify the version of Sales Ledger Inquiry (P42025) that the system uses to create a credit order from a previous order. The system retrieves order information from the Sales Order Detail Ledger (F42199).

If left blank, the system uses version ZJDE0001.

10. Bill of Material Inquiry (P30200)

Use this processing option to identify the version of Bill of Material Inquiry (P30200) that the system uses to retrieve information all features and options that are related to the kit. In the distribution systems, a bill of material is used to locate and assemble a group of items.

If left blank, the system uses version ZJDE0001.

11. Work Order Entry (P4801)

Use this processing option to identify the version of Work Order Entry (P4801) that the system uses to create work orders. When you enter a sales order with a line type W, the system automatically generates a work order in the Manufacturing system.

If left blank, the system uses version ZJDE0001.

12. Print Invoice (R42565)

Use this processing option to identify the subsystem version of the Print Invoice program (R42565) for printing invoices through the subsystem. You must activate the processing option in the Process tab, Subsystem Processing to print invoices and specify the version of the Print Invoice program (R42565).

13. Online/Subsystem Commitment (R42997)

Use this processing option to identify the version of the Commitments program the system uses for either online or subsystem commitments. You must activate the appropriate processing option in the Process tab, Subsystem processing for either online or subsystem commitments and specify the version of the corresponding Commitments program.

If left blank, the system uses version ZJDE0001.

14. Configured Items (P32942)

Use this processing option to identify the version of Configured Items (P32942) that the system uses when you enter an order for a configured item.

If left blank, the system uses version ZJDE0001.

15. Sales Order Batch Transaction Editor (R4210Z)

Use this processing option to identify the version of Sales Order Batch Transaction Editor (R4210Z) that the system uses when you are enter sales orders in a store and forward environment.

If left blank, the system uses version ZJDE0001.

16. Credit Check (P42050)

Use this processing option to identify the version of Credit Check (P42050) that the system uses when you access the Credit Check program from the Form menu in Sales Header Revisions. You can review information about a customer's account and credit status. You can compare the customer's total accounts receivable and open orders to the customer's current credit limit assigned in the Customer Master table to determine if the credit limit has been exceeded.

If left blank, the system uses version ZJDE0001.

17. Work with Shipments (P4915)

Use this processing option to specify the version of the Work with Shipments program (P4915). If you leave this option blank, the system uses ZJDE0001.

18. Customer Master (P03013)

Use this processing option to specify the version that the system uses for Customer Master Information (P03013) when you choose Receivables from the Form menu.

If you leave this option blank, the system uses ZJDE0001.

19. Ship and Debit (R45100)

Use this processing option to specify the version of subsystem or batch processing (R45100) that the system uses to identify and adjust ship and debit agreements.

Preferences Tab

These processing options determine whether preference profile processing is activated for this version of Sales Order Entry. A preference is a piece of information that you define for a customer, an item, or any combination of customer (sold to, ship to, or parent addresses), customer group, item, and item group. The system uses preferences to override normal customer and item setup information when you enter orders.

To work with preferences, you must set two separate processing options in Sales Order Entry (P4210). Under the Preferences tab, activate the Preference Profile Processing option. Under the Versions tab, specify the version of the Preference Profiles program (P42520) that you have set up to select the preferences that you want to run.

1. Preference Profile Processing

Use this processing option to specify that you want to use preference profile processing. If you use preference profile processing, you must use preference profile processing in all of the versions of order entry programs. Valid values are:

Blank The system does not use preference profile processing.

1 The system uses preference profile processing.

After you activate the Preference Profile Processing processing option, specify the version of Preferences Selection (R40400) in Sales Order Entry (P4210), Versions tab, Preferences processing option. In that version of Preferences Selection (R40400), select the preferences in the processing options that you want to run.

Preference Selection (R40400) does not include Inventory Commitment or Print Message preferences.

2. Inventory Commitment Preference

To use the inventory commitment preference, you must specify that you want the inventory commitment preference independent of other preference processing. Valid values are:

Blank The system does not use the inventory commitment preference.

1 Use inventory commitment preference processing.

Use the Inventory Commitment preference to:

- Specify that each order line be filled from one or more branch/plants based on customer/customer group or item/item group.
- Specify the branch/plants from where you want products shipped.
- Determine the percentage of the order that must exist at a branch/plant before the quantity is filled at that branch/plant.
- Specify the mode of transport and carrier information in the sales detail line.

Transfers Tab

These processing options determine whether transfer order processing is activated for this version of Sales Order Entry. You enter a transfer order to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. When you create a transfer order, the system does the following:

- Creates a purchase order for the shipping location that represents the supplier
- Creates a sales order for the receiving location that represents the customer

1. Activate Transfer Order Entry

Use this processing option to indicate transfer order entry. When you enter transfer orders, you must enter a From Branch/Plant and a To Branch/Plant, as well as information for the related purchase order. Valid values are:

Blank The system does not process transfer order information.

- 1 The system displays a transfer order entry form on which you enter the origination and destination branch/plants, as well as purchase order information, such as a purchase order number, landed cost rule, and exchange rates for the sales and purchase orders. The system automatically creates a purchase order based on the version that you specify in Sales Order Entry (P4210), Versions, Purchase Order Entry processing option.

2. Sales and Purchase Order Taxable

Use this processing option to indicate whether the system applies taxes to sales and purchase orders. Valid values are:

Blank The system retrieves tax explanation codes and rate areas from the Customer Master Information. For direct ship, transfer orders, or sales orders with alternate Sold To and Ship To addresses, the system retrieves the tax explanation code from the Sold To address and the tax rate/area from the Ship To address, but this rate can be overridden.

- 1 The system does not reference the sales taxable or purchase taxable flags that you set up in the Item Branch Plant Information.

3. Mandatory Landed Cost

Use this processing option to indicate whether a landed cost for a related purchase order is required. Valid values are:

Blank The system does not require you to enter a landed cost.

- 1 You must enter a landed cost before entering the order. If you do not enter a landed cost, the system issues an error.

Order Inquiry Tab

These processing options specify how you want the system to search for orders on the Customer Service Inquiry form.

1. Beginning Status

Use this processing option to indicate the current point in the order process. You must specify a user defined code (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using. The combination of the beginning status and next status must be a valid last status/next status combination in the Order Activity Rules table.

During order inquiry, the system does not display orders that are not within the beginning and next status range.

2. Next Status

Use this processing option to indicate the next step in the order process. You must specify a user defined code (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using. The combination of the beginning status and next status must be a valid last status/next status combination in the Order Activity Rules table.

During order inquiry, the system does not display orders that are not within the beginning and next status range.

3. Search on Last or Next Status

During order inquiry, the system does not display orders that are not within the beginning and next status range. Use this processing option to specify whether the search is based on either the beginning status or the next status.

4. Date Range

Use this processing option to indicate the date value with which the system searches on orders. Valid values are:

- 1 The system retrieves orders based on the order entry date.
- 2 The system retrieves orders based on the promised ship date that is populated during order entry.
- 3 The system retrieves orders based on the original promised date that is populated during order entry.
- 4 The system retrieves orders based on the date that the order was confirmed for shipment. The system retrieves only those orders that have been processed through the Shipment Confirmation (P4205) program.
- 5 The system retrieves orders based on the date that the invoice was printed for the customer. The system retrieves only those orders that have been processed through the Print Invoice (R42565) program.
- 6 The system retrieves orders based on the date that you enter in the memo-only, cancel field during order entry.
- 7 The system retrieves orders based on the G/L date. The system retrieves only those orders that have been processed through the Sales Update (R42800) program.
- 8 The system retrieves orders based on the date that is entered as the promised deliver date during order entry.

5. Display Text Lines

Use this processing option to indicate whether the system displays text lines. Text lines are order detail lines with a line type T, characterized by the code in the Order Line Type Revisions that contains memo-only information. When you inquire on an order, it might or might not be necessary to view text line information. Valid values are:

Blank The system does not display text lines. If you created text lines during order entry, the text lines remain in the Sales Order Detail (F4211) table.

- 1 The system display text lines.

6. Display Backordered/Canceled Lines

Use this processing option to indicate whether the system displays backordered or canceled lines when you inquire on an order. Valid values are:

- 1 The system displays backordered lines.
- 2 The system displays canceled lines.
- 3 The system displays both backordered and canceled lines.
- 4 The system does not display either backordered or canceled lines.

7. Customer Cross Reference Type

Use this processing option to indicate the code with which the system searches cross-reference information using a customer item number. Cross-references associate your internal item numbers with the customer's item numbers. You set up items in Item Master Information (F4101) and create the cross-reference information in Item Cross Reference Revisions program (P4104).

You must enter a value that has been set up in UDC 41/DT.

Warehouse Tab

The following processing options are used in conjunction with the Warehouse Management system. If you use Warehouse Management, you can specify the mode for pick request processing, and the version of the Print Pick Request program (P46171).

1. Request Processing Mode

Use this processing option to create a pick request in the Warehouse Management system. If you use Warehouse Management, the system can generate a pick request, then process the request through the subsystem. A pick request is used to process a suggestion to pick the inventory for an order from a particular location. Valid values are:

Blank The system does not generate pick requests.

- 1 The system generates requests only.
- 2 The system generates requests and creates the pick request through the subsystem.

2. Subsystem Print Pick Request

Use this processing option if you generate warehouse management pick requests through the subsystem. You must specify the version, Print Pick Request (P46171), that is set up for subsystem processing.

3. Override Next Status

Use this processing option to indicate an alternative step in the order process. You must specify a user defined code (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using. The combination of the beginning status and the override status must be a valid last status/next status combination in the Order Activity Rules table.

Store & Fwd Tab

Use the following processing option to identify the mode in which you enter orders. You can choose one of the following four modes to process orders:

Sales order entry mode The system performs inventory commitments, preferences, and verifies order information against the master tables.

Partial edit store and forward mode The system does not perform preference processing or inventory commitments, and only performs necessary processing

Full edit store and forward mode The system does not perform preference processing or inventory commitments, but performs order processing.

Price only store and forward mode The system only processes information that is necessary for pricing.

1. Mode

Use this processing option to indicate whether you are entering orders in a store and forward environment. Valid values are:

Blank Sales order entry mode.

- 1 Partial edit store and forward mode.
- 2 Full edit store and forward mode.

WorkFlow Tab

Future use.

1. E-mail Work Order Planner

Future use.

2. E-mail Buyer

Future use.

Multiples Tab

Future Use.

1. Multiple Schedule

Future use.

2. Schedule Line (FUTURE)

Future use.

Interbranch Tab

These processing options identify the order types for interbranch orders. You can use an interbranch order to fill an order for a customer from a branch/plant other than the selling branch/plant. This is helpful if your company sells from one location but fills and ships orders from another location, such as a central supply warehouse. An intercompany order is an order that tracks the transactions between the supplying and selling branch/plant.

1. Intercompany Invoice

An intercompany order is an order that keeps track of the transactions between the supplying and selling branch/plant. While the interbranch order is the sales order to your customer, the intercompany order is the sales order to the supplying branch/plant to fill the customer's sales order. Valid values are:

Blank The system does not create intercompany invoice.

1 The system creates intercompany invoice.

2. Interbranch Order Types

Use this processing option to identify the order types for interbranch orders. Use an interbranch order to fill a sales order from a branch/plant other than the selling branch/plant. This is helpful if your company sells from one location but fills and ships orders from another location, such as a central supply warehouse.

You must enter a user defined code (00/DT) that identifies the type of document. Enter multiple codes without punctuation or spaces. To accurately update all interbranch orders, you should also enter all order types for interbranch orders in Sales Update (R42800), Interbranch tab, Order Type for Interbranch Orders processing options.

Interop Tab

These processing options control whether the system captures transaction information prior to changes to a transaction and whether the system performs export processing.

1. Transaction Type

Use this processing option to enter a transaction type for the export transaction.

If you leave this field blank, the system does not perform export processing.

2. Before/After Image Processing

Use this processing option to specify whether the system captures a record of a transaction before the transaction was changed or whether the system captures records of a transaction before and after a transaction was changed.

- 1 Capture two records; one record of the transaction before it was changed and one record after it was changed.

Blank Capture a record of a transaction after the transaction was changed.

Prepayment Tab

These processing options control whether you can record payment information for orders.

Prepayment of an order takes place when a seller receives a form of payment from the customer at the time of order entry. There are many types of prepayments that a customer can use, such as cash, check, and credit card. When you make any type of prepayment, the system records transaction information for each order detail line, and indicates the payment on the invoice.

During order entry, you can validate credit information when you accept a credit card as a means of payment. By way of your middleware solution, the system retrieves authorization and updates the prepayment transaction in OneWorld. If the authorization is unsuccessful, then the order is put on authorization hold and the system does not allow further order processing.

When a settlement is performed, your middleware solution release funds from a customer's account to the merchant account. If the settlement transactions contain errors, the order is put on settlement hold and the system does not allow further order processing.

In order for either hold to be removed, the authorization or settlement process must be successfully run in batch mode of the appropriate prepayment transaction version.

1. Prepayment Processing

Use this processing option to determine whether to activate Prepayment Processing.

Valid values are:

Blank The system does not update Prepayment Processing files and you can not access the Prepayment window from the row exit.

- 1 The system does update the Prepayment Processing files and you can access the Prepayment window.

2. Process Authorization

Use this processing option to identify the method of processing. Valid values are:

- 1 The system processes the authorization interactively.
- 2 The system processes the authorization in batch or subsystem mode, based on the version.

Blank The system does not process the authorization.

3. Process Settlement

Use this processing option to identify the settlement processing method. Valid values are:

- 1 The system processes the settlement interactively.
- 2 The system processes the settlement in batch or subsystem mode, based on the version.

Blank The system does not process the settlement.

4. Authorize Prepayment Transaction Version

Use this processing option to identify the version of Authorize Prepayment Transaction.

5. Settle Prepayment Transaction Version

Use this processing option to identify the version of Settle Prepayment Transaction.

6. Override Next Status

Authorized Lines

Use this processing option to identify the override Next Status Code for order lines that have been successfully authorized during the credit card process.

Settled lines

Use this processing option to identify the override Next Status Code for order lines that have been successfully settled in the credit card process.

Generating a Proposal

Sales proposals contain information such as sales configurations, quotations, company financial highlights, product information, pricing and discount information and product availability. You can use an automatic document generation system to pull the various pieces of information from different departments, such as Sales, Accounting, Marketing, Inventory. You can quickly and accurately put together a formal sales proposal, which you can then modify, and regenerate easily and efficiently.

Generating proposals includes the following tasks:

- Setting up proposal components
- Defining documents for sales proposal generation
- Generating a proposal during order entry

The automatic document generation system runs in OneWorld only and is not supported in WorldSoftware. You must have Microsoft Word 97 in order to work with the automatic document generation system. The automatic document generation system runs on a client Windows 95 or Windows NT environment.

Setting Up Proposal Components

You set up proposal components to provide common information and to promote a consistent style and format which allows salespeople to gather information efficiently and put together an accurate, formal sales proposal.

Setting up proposal components includes the following tasks:

- Setting up proposal templates
- Setting up boilerplate text
- Setting up sales quotes for proposals
- Setting up text substitution tags

Setting Up Proposal Templates

When you put together a sales proposal, you can develop consistent pieces of information that can be used for all your sales proposals. These can be used as templates to provide common information that promote consistency in the style and format. You can create multiple templates for different proposal types.

You must create the proposal template as a Microsoft Word document (.doc). When you create the proposal template document, you insert “bookmarks” to identify places in the document where specific boilerplate text is inserted. Microsoft Word supports multimedia objects, such as media clips, and embedded objects, such as image documents, and Excel spreadsheets.

After you create a proposal template, the system uses the template name you specified in the processing options for Generated Document Revisions (P00391). When you choose to generate proposals, the system only uses the template name that is assigned in the processing options, and retrieves boilerplate text based on the branch/plant, customer information, and item information in the order. Header information in automatic document generation also originates from the specified template.

Before You Begin

- You must set up the proposal template name in user defined code table (00/GD)
- You must save the proposal template as a Microsoft Word document (.doc)

Review the appropriate Microsoft documentation for more information about creating documents, bookmarks, embedded objects and other topics related to Microsoft products

- Set the processing options and run the GT0039 Media Object Conversion program to convert data structures of your media objects to the Address Book or Item Master, for example.
- Setup category codes for your media objects to further define your bookmarks. See *Enabling OneWorld to Use Media Objects* in the *OneWorld System Administration guide* for more information.

Setting Up Boilerplate Text

Boilerplate text consists of information pieces that are retrieved from different systems and merged into the final document. For example, you can retrieve pricing and discount information specific to the customer and product, along with specific product information, shipping information, or customer payment terms.

You must create the boilerplate text as a Microsoft Word document (.doc) or a Rich Text Format (.rtf) file. After you create the boilerplate text, you can attach boilerplate text to the bookmarks in the Generated Document Revisions program (P00391).

Based on information in the Sales Order Header (F4201) and Sales Order Detail (F4211) tables, the system retrieves boilerplates that have been attached as OLE Word documents to any media object attachments for the following:

- Item
- Customer
- Company
- Branch/Plant

Before You Begin

- You must save the boilerplate text as a Microsoft Word document (.doc) or Rich Text Format (*.rtf) document

Review the appropriate Microsoft documentation for more information about creating documents, bookmarks, embedded objects and other topics related to Microsoft Word

- You must have attached the boilerplate text as OLE

Setting up Sales Quotes for Proposals

A sales quote is a specific type of boilerplate text that you can merge into a proposal. A sales quote contains product availability and pricing information that is integral to successful contract negotiations. As with other boilerplate text, use Microsoft Word bookmarks to identify the locations where you want to insert the sales quote in the proposal.

In OneWorld, you can enter the sales quote in the version of Sales Order Entry (P4210) that is set up for quote orders. The system stores the quote order information in the Sales Order Header (F4201) and Sales Order Detail (F4211) tables.

Depending upon how you have set your processing options, the system can assign quantities in quote orders to one of the buckets, Other Quantity 1 or 2. Depending upon your item availability definition, the system might not commit quantities in the commitment buckets until you create a sales order from the quote order.

To create a sales order from a quote order that is used during contract negotiations, use Quote Order Release program (P420111).

See Also

- *Working with Quote Orders* for more information about entering quote orders and creating sales orders from quotes
- *Enabling OneWorld to Use Media Objects in the OneWorld System Administration* guide for more information about using event rules to process media objects.

Setting Up Text Substitution Tags

You can retrieve data directly from OneWorld tables and insert the information directly into the proposal by using text substitution tags. Text substitution tags identify OneWorld fields in user defined locations in the Microsoft Word boilerplate document and replace the fields with values from the quote order.

You can substitute information for any fields in a proposal from the following tables:

- Sales Order Header (F4201)
- Sales Order Detail (F4211)
- Customer Address (F0016)
- Order Address Overrides (F006)

You set up text substitution tags by placing the name of the OneWorld field between three character delimiters. The delimiters are user defined and can be no more than three characters. The text substitution tags can be placed in any location within a boilerplate document. When the system generates a proposal, the system searches for the tags and substitutes the field name with the appropriate value from the quote order. For example, to retrieve the unit price into a proposal, identify the data name for the field <<SDUPRC>>. Based on the information in the quote, the system retrieves the amount in the field and inserts the value in place of the tag.

Text substitution tags in the boilerplate document are user defined. If you specify a field, such as a user defined code, that has a value and an associated description, the text substitution function substitutes the user defined value with the associated description.

Defining Documents for Sales Proposal Generation

From the Sales Proposal Generation menu (G42412), choose Generated Document Revisions.

To attach boilerplate text to bookmarks and to review the various components that make up a generated document, use the Generated Document Revisions program (P00391). With the graphical tree structure, you can see which bookmarks are attached to your template. Then you can inquire on each bookmark and edit, add, or delete boilerplates. For example, if the bookmark “Product” identifies the media object structure, Item Master, you can identify the specific items to which you can attach boilerplate text.

Defining documents includes the following tasks:

- Reviewing the template
- Attaching boilerplate text to bookmarks
- Reviewing attached boilerplate files
- Creating a table of contents

When you enter a sales order and generate the proposal, the system searches bookmarks that are attached to the named template. Based on the order information, the system inserts the boilerplate text at the bookmark.

Before You Begin

- Set up the proposal template name in user defined code table (00/GD)
- Save the proposal template as a Microsoft Word document (.doc)

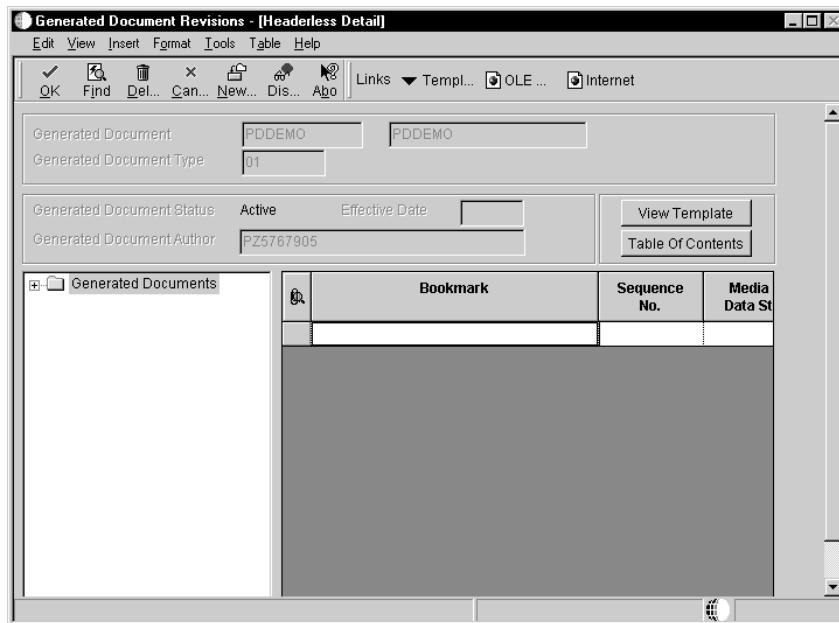
Review the appropriate Microsoft documentation for more information about creating documents, bookmarks, embedded objects, and other topics related to Microsoft Word.

- ❑ Characterize your template by category code. You can define up to 30 category codes for your media objects.
- ❑ Save the boilerplate text as a Microsoft Word document (.doc) or Rich Text Format (*.rtf) file.

► To review the template

1. On the Generate Document Revisions - Headerless Detail form, complete the following fields and click Find:
 - Generated Document
 - Generated Document Type

The system displays the template and bookmark hierarchy.



2. To review the template text, click the View Template button.
The system displays the Media object window for the template.
3. From the Form menu, choose Template.

Like any media object text, you can edit or delete text or embedded images and objects. If you make any changes, choose Save and Exit from the Form menu.

4. Choose Close Template to close the template and return to the Headerless Detail form.

► To attach boilerplates to bookmarks

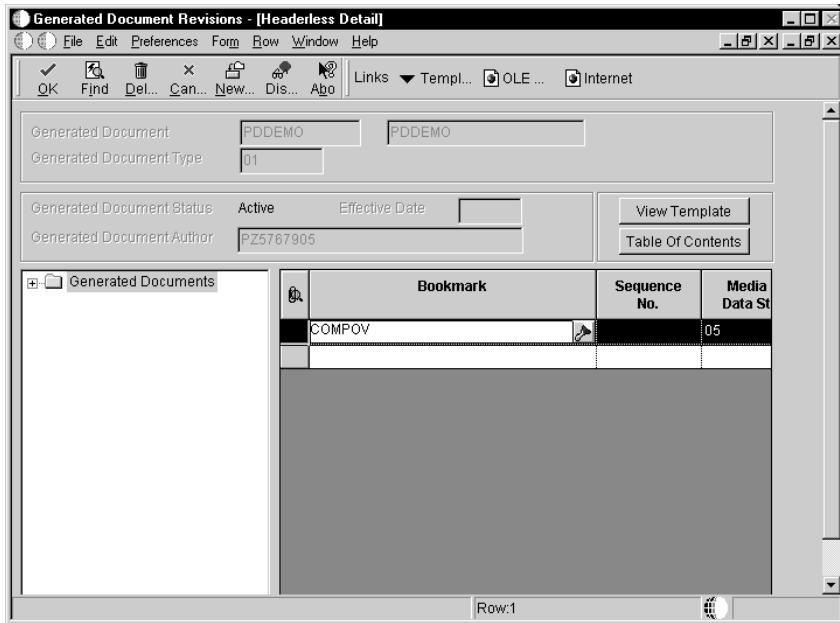
Generate Document Revisions - Headerless Detail

1. On the Headerless Detail form, complete the following fields and click Find:
 - Generated Document
 - Generated Document Type

The system displays the template and bookmark hierarchy.

2. Complete the following fields to choose your bookmarks:
 - Bookmark
Use the visual assist button to choose your bookmarks.
 - Sequence No.
 - Media Object Data Structure
 - Generated Document Author
 - Repeat Detail
 - Use Lang
 - Text Substitution

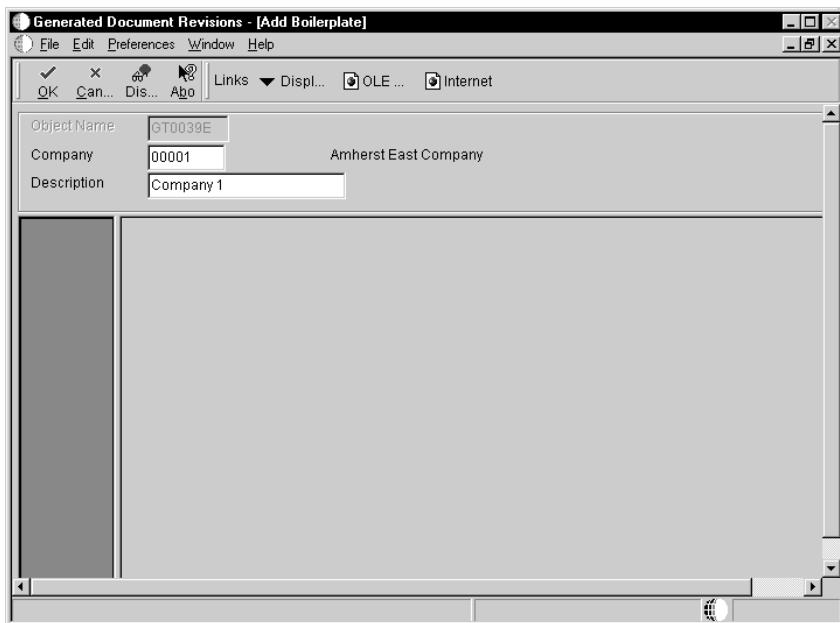
After you define the bookmarks for your template, you must attach boilerplates to each bookmark.



3. For each bookmark, select the row and choose Boilerplate from the Row menu.

The system displays the Work with Boilerplates form based on the Media Object Data Structure for each bookmark. That is, if your Media Object Data Structure is Item Master, when you enter Work with Boilerplates, the system prompts you for item information.

4. On Work with Boilerplates, click Add.



5. On Add Boilerplate, complete the specific item, branch/plant, or customer information, as appropriate, and click OK.

The system displays the Media Object form.

The boilerplate type the system displays on the Media Object form depends on the media object structure that you specified on the Generate Document Revisions - Headerless Detail form.

6. From the File menu, click Add, then OLE.

The system displays the form, Insert Object.

7. On Insert Object, click the Create from File button and define the file path for the boilerplate.

The file path must be a Microsoft Word document (.doc) or Rich Text Format (.rtf) document.

8. Click OK.

On Media Objects, the system displays the boilerplate text.

9. From the File menu, choose Save and Exit.

► To review attached boilerplates

On Generate Document Revisions - Headerless Detail

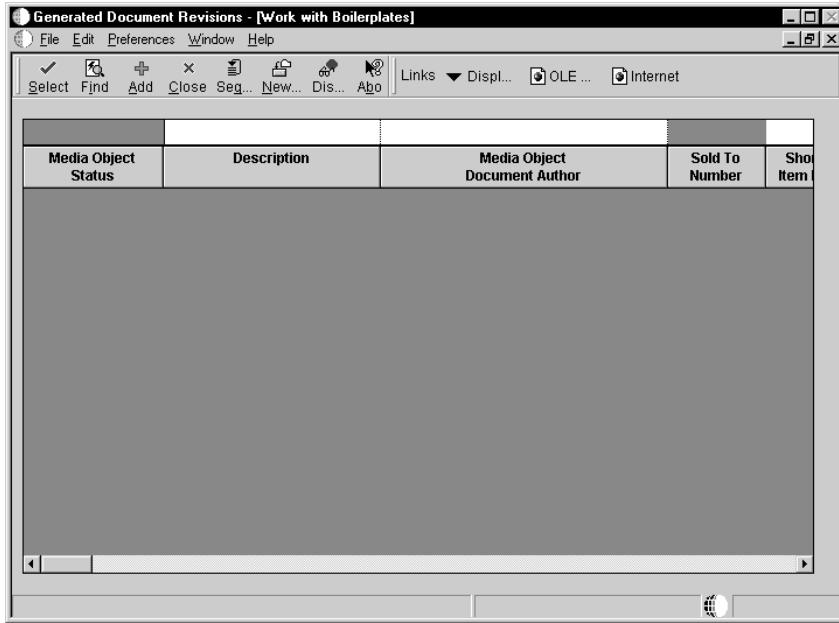
1. On the Headerless Detail form, complete the following fields and click Find:

- Generated Document
- Generated Document Type

The system displays the template and bookmark hierarchy.

2. For each bookmark, select the row and choose Boilerplate from the Row menu.

The system displays the Work with Boilerplates form based on the Media Object Data Structure for each bookmark. That is, if your Media Object Data Structure is Item Master, when you enter Work with Boilerplates, the system prompts you for item information.

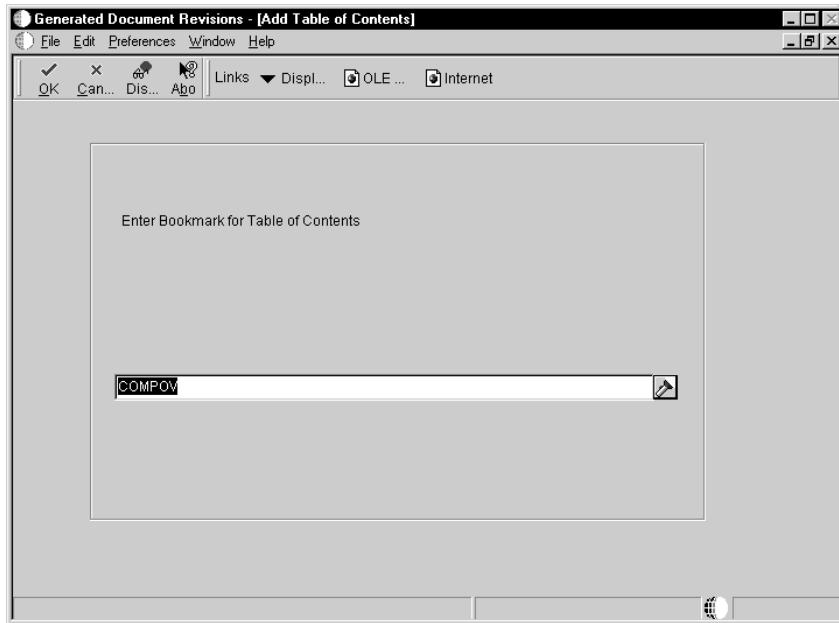


3. On Work with Boilerplates, click Find to review existing data structures (items, customers, branch/plants) with attached boilerplates.
4. To review the boilerplates that are attached, select the row and choose Edit from the View menu.
The system displays the attached boilerplate in the Media Object window.
5. Click Close to return to the Headerless Detail form.

► To create a table of contents

You can automatically create a table of contents after the system generates the document. To create a table of contents, you must insert a bookmark for the table of contents within your proposal template and specify the bookmark in the template and bookmark hierarchy.

1. On the Headerless Detail form, to identify the bookmark for a table of contents, click the Table of Contents button.



2. On Add Table of Contents, complete the field:

- Enter Bookmark for Table of Contents

Field	Explanation
Generated Document	This is a document that is automatically generated upon entry into a word processor based on a template document, boilerplates and text substitution.
Generated Document Type	This is the type of document that is automatically generated upon entry into a word processor. This field controls the values associated with the Category Code (GN01) and Media Object Data Structure (MODS).
Bookmark	This is a bookmark associated with a document.
Sequence No.	For OneWorld, the sequence by which users can set up the order in which their valid environments are displayed. For World, a sequence or sort number that the system uses to process records in a user defined order.
Media Object Data Structure	This field identifies which media object data structures are available for a generated document type.
Generated Document Author	This is the author of the media object document or attachment.
Repeat Detail	This field identifies if the document associated with a bookmark should be replicated for each detail line.
Use Lang	This field determines if the language preference should be used as part of the criteria for the identifying the associated media object.

Field	Explanation
Text Substitution	This field identifies if a document associated to a media object data structure contains text substitution values.

Processing Options for Generated Document Revisions

Default

- | | |
|------------------------------------|-------|
| 1. Generated Document | _____ |
| 2. Generated Document Type | _____ |
| 3. Beginning Text Substitution Tag | _____ |
| 4. Ending Text Substitution Tag | _____ |

Directory

- | | |
|----------------------------|-------|
| 1. Temporary Document Path | _____ |
|----------------------------|-------|

Generating a Proposal during Order Entry

After you set up proposal components, you can put together a formal sales proposal. Since a proposal is used heavily during contract negotiation, you can modify an existing proposal in a very short period of time.

After you create a proposal template, the system uses the template name you specified in the processing options for Generated Document Revisions (P00391). When you choose to generate proposals, the system only uses the template name that is assigned in the processing options, and retrieves boilerplate text based on the branch/plant, customer information, and item information in the order. Header information in automatic document generation also originates from the specified template.

The automatic generation of the sales proposal is based on information in existing sales orders, information from Sales Order Header (F4201) and Sales Order Detail (F4211) tables. You can not generate sales proposals from the Sales Order Header History (F42109) and Sales Order Detail History (F42119) tables.

Before You Begin

- Set the processing option in the version of Sales Order Entry (P4210) to generate a proposal.
- Set up the proposal template name in user defined code table (00/GD).
- Save the proposal template as a Microsoft Word document (.doc).

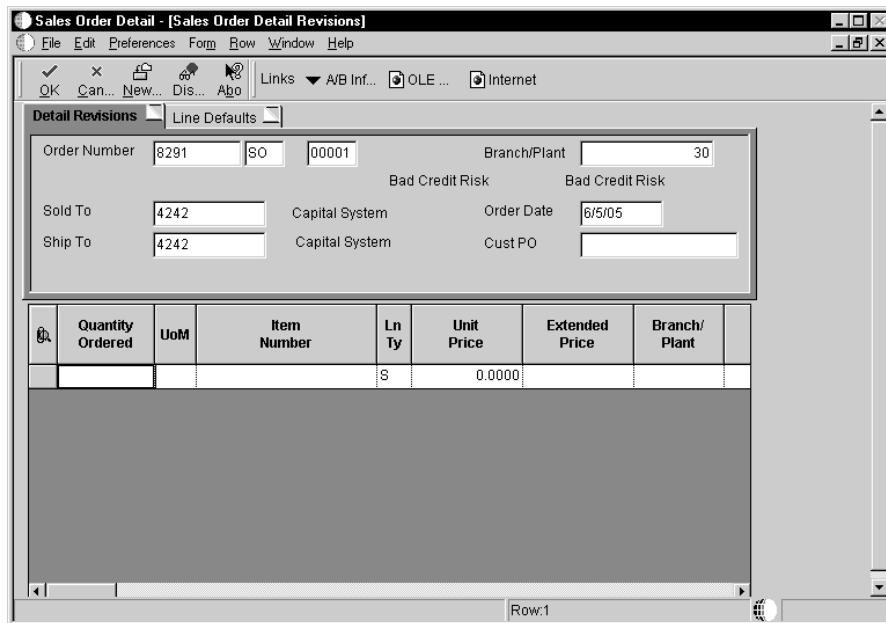
Review the appropriate Microsoft documentation for more information about creating documents, bookmarks, embedded objects, and other topics related to Microsoft Word

- Save the boilerplate text as a Microsoft Word document (.doc) or Rich Text Format (*.rtf) file.
- Attach the boilerplate text as an OLE media object.

► To generate a proposal during order entry

From the Sales Order Processing menu (G4211), choose Sales Order Detail.

1. On Customer Service Inquiry, click Add.



2. On Sales Order Detail Revisions, complete the following fields and click OK:

- Ship To
- Quantity Ordered
- Item Number
- UoM
- Unit Price
- Ln Ty

3. From the Form menu, choose Generate Proposal.

The system displays the generated document in Microsoft Word as a Word document (*.doc). For more information about Microsoft Word documents, review the appropriate Microsoft documentation.

Entering Sales Orders with Templates

You can use templates to speed order processing by displaying your customer's most frequently ordered items. A template is a system-generated prediction about what your customer will order. Using templates also reduces errors and redundant data entry.

You can set up a default template, a template that is specific for your customer, or choose from any available template that is set up on your system. In the processing options for Sales Order Entry (P4210), you can set up order template processing as follows:

- You can enter a specific template name that appears when you enter an order for any customer
- You can specify whether the system retrieves the template from the Customer Billing Instructions for either the sold to or the ship to address

You can complete order information using templates in the following ways:

- Copy all items and quantities on the template
- Change item and quantity information on a line-by-line basis
- Leave quantity information blank for those items that you do not want to add to your sales order

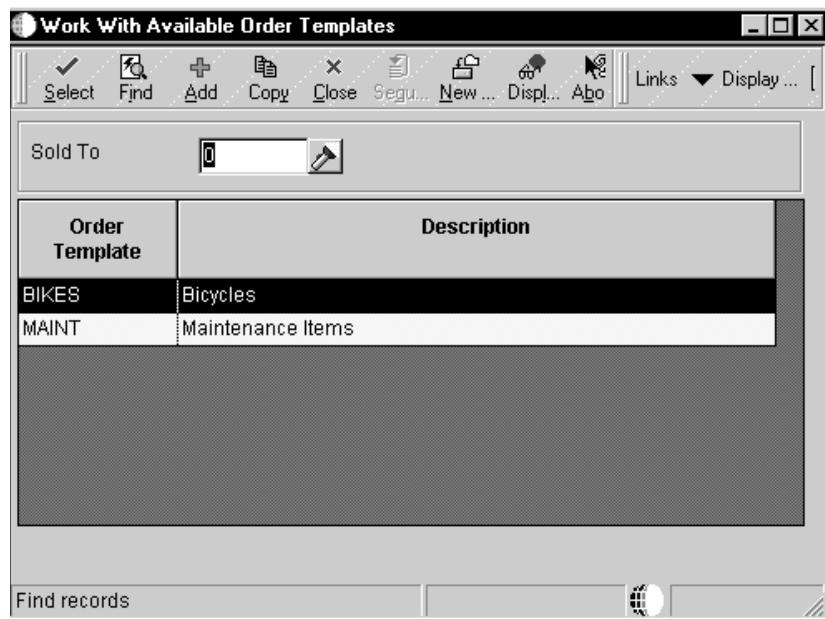
Before You Begin

- Verify that the processing options for the Sales Order Entry program are set to permit order template processing.
- Verify that standard and customer templates are set up for your system.

► To enter sales orders with templates

From the Sales Order Processing menu (G4211), choose Sales Order Detail.

1. On Work with Customer Service Inquiry, click Add.
2. On Sales Order Detail Revisions, complete the following fields:
 - Branch/ Plant
 - Sold To
 - Ship To
 - Order Date



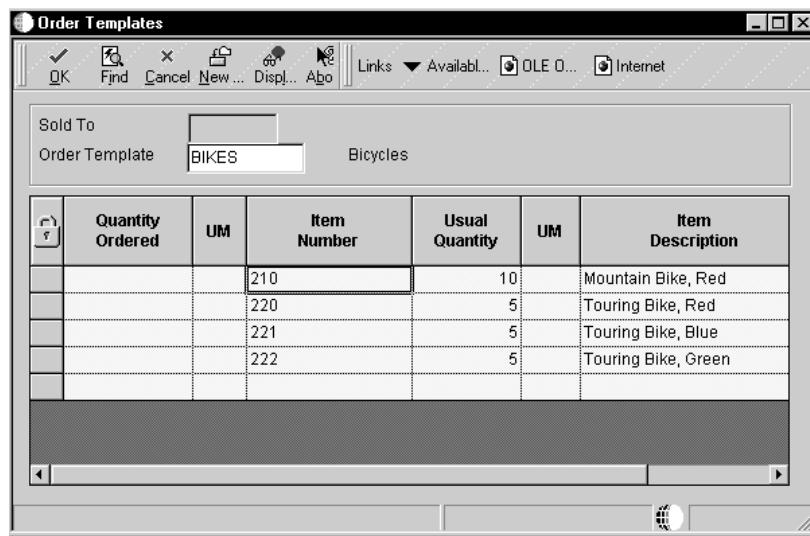
The system retrieves the template based on your selection in the processing option in Sales Order Entry (P4210). The system can display templates according to the Sold To address, Ship To address, or a specified template.

3. On Work With Available Order Templates, complete one of the following:

To retrieve templates that are associated to the Ship To or the Sold To address book number, click Find.

Remove the address book number from the Template Selection Window and click Find to review all available templates.

4. Select the row.



5. On Order Templates, review the following fields:

- Item Number
- Usual Quantity

6. To order the usual quantity, choose Preload With Usual from the Form menu. The system enters the Usual Quantity in the Quantity Ordered field.
7. To order quantities that are different from the usual quantity, enter a quantity amount in the order detail line.
8. Click OK to incorporate the template order into the sales order.

The system selects only those lines that have corresponding quantities in the Quantity Ordered field.

See Also

- *Setting Up Order Templates*

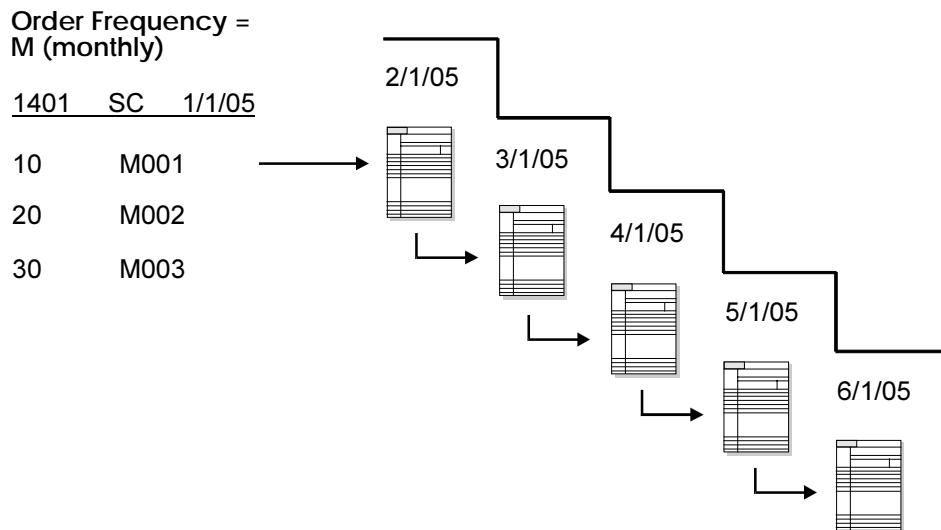
Entering Recurring Sales Orders

You can streamline order entry by creating recurring orders. By creating recurring orders, you avoid manually re-entering orders that are always the same. You can have the system automatically re-enter an order on a weekly, monthly, or yearly basis.

Entering recurring sales orders includes the following tasks:

- Working with recurring orders
- Processing recurring orders

The following graphic illustrates order frequency:



Working With Recurring Orders

After you enter a recurring sales order, you must process the order through the Recurring Edit and Creation (R40211Z) program. The system edits the information that you entered and creates orders on the designated date.

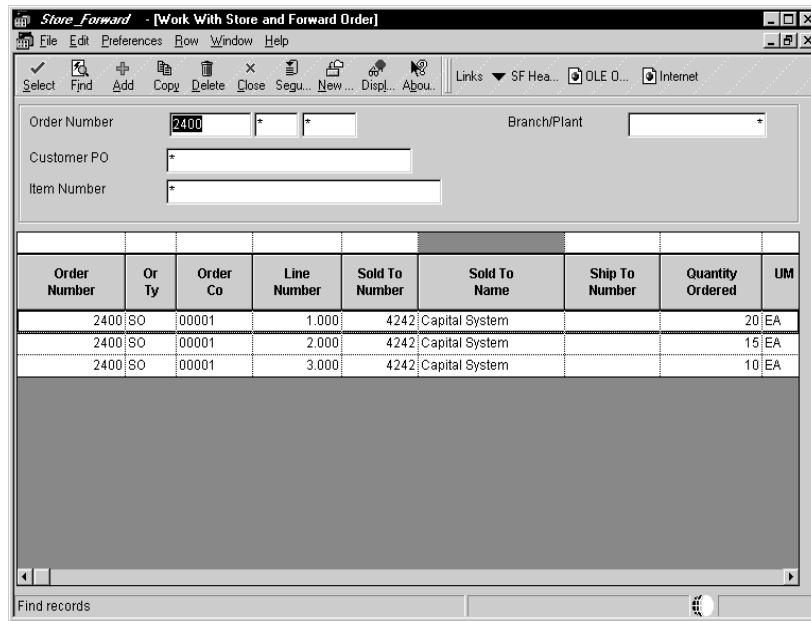
You can define the frequency that the system uses to processes orders as follows:

- If you specify a daily frequency (D), you can indicate which day of the week the system should process the order.
- If you specify a weekly (W) or monthly (M) frequency, the system calculates the future dates to process orders based on the next order date that you enter.

► To enter recurring sales orders

From the Additional Order Processes menu (G4212), choose Recurring Order Entry.

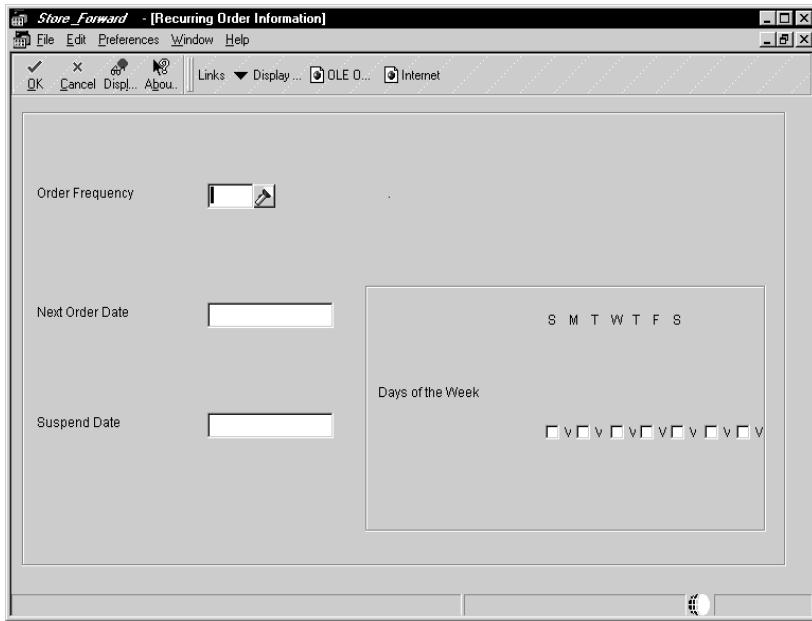
1. On Work With Store and Forward Order, click Add.



2. On Store and Forward Order Revisions, complete the following fields:

- Ln Ty
- Unit Price
- Item Number
- Ship To Number
- Quantity Ordered

3. From the Form menu, choose Recurring Order.



4. On Recurring Order Information, complete the following fields:

- Order Frequency
- Next Order Date
- Suspend Date

Field	Explanation
Next Order Date	The next date that a recurring order is to be processed.
Suspend Date	The date when a recurring order is no longer to be processed.
Order Frequency	Indicates how often a recurring order is automatically generated.

Processing Options for Batch Order Entry

Defaults

1. Order Type
2. Line Type
3. Beginning Status
4. Override Next Status
5. Line Number Increment

Versions

1. Sales Order Entry Master Business Function (P4210)
2. Batch Transaction Editor (R40211Z)

Process

1. Enter '1' to automatically submit the batch order to the Batch Transaction Editor in subsystem mode. Enter '2' to call the Batch Transaction Editor in online mode.
2. Enter '1' to process in full edit mode or leave blank for partial editing.

Processing Recurring Orders

From the Additional Order Processes menu (G4212), choose Recurring Orders Edit and Creation (R40211Z).

To process recurring sales orders, you must run the Batch Edit and Creation (R40211Z) program. The system edits the information that you entered and creates the orders for the specified date. To ensure the integrity of the data, the system creates sales orders for recurring orders only after the editing process is complete.

Any of the orders that contain errors remain in the batch receiver tables as unprocessed. You must correct this information and then run the Batch Edit and Creation program again.

On Work With Versions, select an existing version or create a new version to process recurring orders.

Processing Options for Sales Order Batch Transaction Editor

Process

1. Enter '1' to Perform Availability Check and Kit Balancing
2. Enter '1' to override prices, if ' ' use the Unit Price in F4106

Versions

1. Enter the Version ID of the Sales Order Entry

Configurator

Configured Item Inventory Split.

Enter '1' to support a single split, or '2' to support multiple splits. Blank disables splitting.

See Also

- *Sales Order Processing* for more information about submitting sales orders for processing and verifying sales order information

Working with Kits and Configured Items

You can enter sales orders for kits and configured items. A kit is a collection of inventory items, called components, which are associated with a description name, called a “parent” item. For example, you might store several computer components, such as the monitor, hard drive, keyboard, and mouse. When you sell the items, you might sell them collectively as a computer system.

In a manufacturing environment, a manufacturer assembles a large variety of end products from relatively few components. A configured item is comprised of different features that are requested by a customer. For example, if you manufacture and sell automobiles, you might offer the same automobile type with a variety of features and options, such as engine size or transmission type. When you set up a configured item, you define segments (the features and options) to represent characteristics of a configured item, such as an optional paint color or power type. You can also set up a configured subassembly within a configured item. For example, the configured item, automobile, contains a configured subassembly of the transmission.

Working with kits and configured items includes the following tasks:

- ❑ Entering kit orders
- ❑ Understanding configured item orders

Kit Components

A kit is typically made up of several types of inventory items.

Parent item

A parent item represents the assembled item. Generally, the system does not carry inventory for a parent item. You must set up a parent item in the Item Master and designate it with a stocking type of K (for kit). The Item Master determines how the system calculates the price.

Components

Components are the actual inventory items that are contained in the kit. You set up components in the Item Master as regular stock items.

Features and options

Features and options are additional items for the kit. Feature items have a stocking type of F (for feature). The system recognizes feature items as second-level parent items, because the system does not carry inventory for the feature items. You set up the actual inventory items in the bill of material.

Assume that a kit consists of a stereo, which is the parent item, and the following components and options:

- Stereo (first level parent item)
 - Wiring jacks (component)
 - Receiver (component)
 - Speakers (component)
 - Cassette deck (option)
- CD player (second-level parent item)
 - 5-platter CD player (option)
 - Single CD player (option)

► Example: Feature

Assume that a compact disk (CD) player is a feature in the kit. With a feature, you can choose one of the following options:

- 5-platter CD player
- Single CD player



Single
Compact
Disk Player
(Option)



Entering Kit Orders

When you enter an item number for a kit, you can review the preselected items and quantities that make up the kit. You can also select any optional items that you want to include on the sales order. You can only process fully configured kits. The system backorders the entire kit if any components are backordered.

You cannot enter kit information on a direct ship or transfer order. To enter an order for kits, use the regular sales order entry programs to process kits.

You can change quantity and price information for parent and component items on kit orders. The system recalculates the price. Any price changes affect only the current order. You make permanent price changes in the base price records. Change the quantity of the parent item and click OK.

When you cancel a parent item, the system cancels all component lines that are associated with that kit item.

Kit Restrictions

The following preferences do not function with kit items:

- Print Message
- Product Allocation
- Inventory Commitment

You cannot set up automatic freight calculations for the parent item. You must set up automatic freight calculations for each component for the system to calculate the appropriate charge.

You cannot perform item cross-reference checking for kit parent items or the associated components.

Work Orders for Kits

If you create a work order for a kit during sales order entry, the parent item can be built and stocked in inventory after you process and complete the work order. When you process and complete the work order, the system subtracts the components from the on-hand quantity, then adds the parent item into on-hand quantity in inventory. This is the only time that a parent item is stocked in inventory.

You must specify a “T” line type for all components in the processing options of the Work Order Processing program. This line type must be set up as a text line type to avoid writing journal entries for costs of goods sold and Inventory for the components at the time of sales update. This also ensures that the system does not subtract components again during shipment confirmation or sales update.

See *Reviewing Work Order Information in the Shop Floor Control Discrete Manufacturing Guide*.

Before You Begin

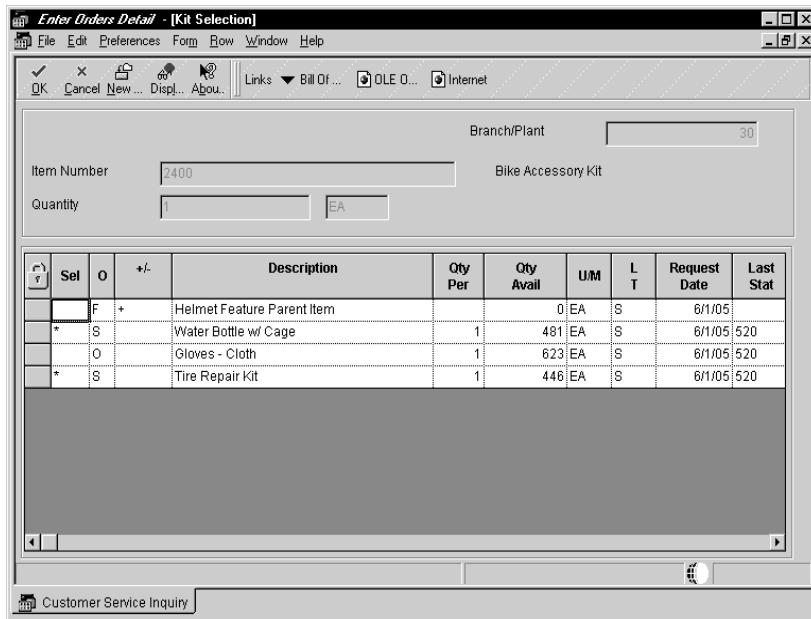
- ❑ Verify that you have set or cleared the processing option that suppresses kit component lines in the Sales Order Entry program.
- ❑ Verify that kit items have been set up. See *Entering Kit Information in the Inventory Management Guide*.

► To enter kit orders

From the Sales Order Processing menu (G4211), choose Sales Order Detail.

1. On Sales Order Detail Revisions, complete the steps to enter item information.

When you enter an item number for a kit, the system displays the Kit Selection window automatically.



2. On Kit Selection, review the following component information:
 - O
 - Quantity
 - Request Date
3. To review features, double-click on the row.
4. To accept options, double-click on the row to display an asterisk in the following field:
 - Sel
5. Click OK.

Field	Explanation
O	A code that indicates whether a component is standard or optional within a bill of material or for kit processing. Valid codes are: S Standard. The item is always included in any transaction involving the bill of material. O Optional. In order entry, you can specify whether the item will be included in a particular sale. F Feature. The item has features that you must specify at order entry. The default value is S.
Quantity	The quantity of units affected by this transaction.
Qty Avail	The number of on-hand units minus the number of units committed to prior orders.
Request Date	The date that the customer requests to receive the order. You can enter a single date for the entire order or several dates for individual detail lines.
Sel	An option that identifies a processing flag for an event.

Understanding Configured Item Orders

You can manage your manufacturing and production process in conjunction with your sales to ensure that customer demand is being met. For example, if you manufacture and sell automobiles, you might offer the same automobile type with a variety of features and options.

You can use the Sales Configurator system in conjunction with the Sales Order Management system to sell items that:

- Are complex
- Require routings that change based on features or options
- Include features that are not compatible with other features
- Require multiple work orders to define an assembly

When you enter a sales order for a configured item, the Sales Configurator system automatically prompts you to enter values for the segments of that configured item. A segment is a feature of a configured item, such as color, size, fabric, or power type. The system verifies each segment value against user defined information, such as rules and user defined code tables of choices. If the configuration is valid, the system processes the order.

After you have entered a sales order and generated work orders for a configured item, use the following programs in the Sales Order Management system to complete the sales order processing cycle:

- Print Pick Slips
- Shipment Confirmation
- Print Invoices
- Print Invoice Journal
- Print G/L Sales Recap
- Update Accounts Receivable (A/R) and General Ledger (G/L)

See Also

- *Working with Configured Item Sales Orders in the Sales Configurator Guide*

Working with Store and Forward Orders

Store and forward (batch) order processing provides an efficient way to enter and manage a high-volume of sales orders before they are processed in the Sales Order Management system. For example, if you are at a remote site and do not have dedicated access to the server, it might be more productive and cost effective to create sales orders locally on your PC during normal business hours. Afterward, you can upload them to the server for processing during off-peak hours.

You can enter batch sales orders to provide the following features for a fast-paced, high-volume environment:

Quick entry of large quantities of items You only need to enter limited information because the system uses most of the default information from the Customer Master Information and Customer Billing Instructions to create the orders.

Optimal information processing You can generate sales orders during the day and process them later.

Caution: You must set up the next number functionality before you set up and use store and forward order processing.

Working with store and forward orders includes the following tasks:

- ❑ Downloading master tables to the workstation
- ❑ Creating orders that you store and forward
- ❑ Uploading orders to the server
- ❑ Processing batch sales orders
- ❑ Correcting batch sales orders
- ❑ Understanding batch of one

The system transfers the header information that you enter to the Batch Header Receiver table (F4201Z) and detail information to the Batch Detail Receiver table (F4211Z). The information remains in those tables until you are ready to process the orders.

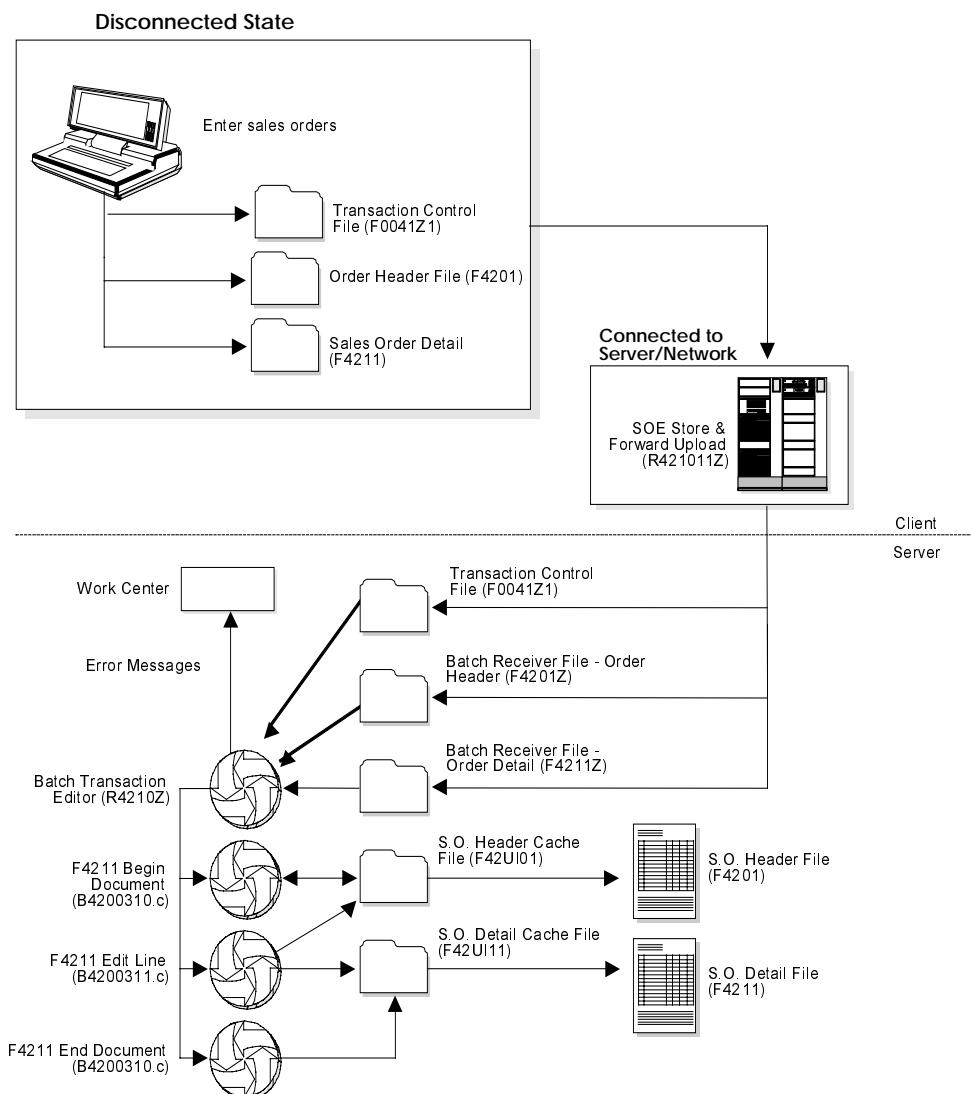
When you are ready to process multiple orders, you must run the Batch Edit and Creation program. The system edits the order information and transfers it to the Sales Order Header (F4201) and the Sales Order Detail (F4211) tables.

You must run the Batch Edit and Creation program to generate the sales orders. After the system creates orders, you can also change any detail information on these orders on a line-by-line basis.

Before You Begin

- Verify that the system administrator downloads the necessary technical master tables before you complete the steps to store and forward sales orders.

The following graphic illustrates the store and forward process:



Downloading Master Tables to the Workstation

Before creating sales orders on your workstation, you must download tables from the server using Download Store and Forward tables (P00140). These tables are necessary to create and validate transactions. For example, you must download the Address Book Master (F0101), Item Master Information (F4101) and Customer Master Information (F03012) tables in order to have the supplier information that you need to create sales orders.

You must ensure that data is present in all technical and business data tables, except Sales Order Header (F4201). If you download master tables to the workstation and data is not present, you can use Environment Database Creation (R98403) to download each master table separately. J.D. Edwards recommends that you test the completeness of the download before disconnecting from the network, such as creating a sales order on your workstation.

The following is a list of the business data tables that must reside on the workstation that are used for store and forward processing. In addition to the business data tables, you must also download the technical data tables.

► Sales Order Entry (P4210)

Table	Description
F0004	User Defined Code Types
F0005	User Defined Codes
F0006	Cost Center Master
F0006D	Business Unit Alternate Description Master
F0008	Date Fiscal Patterns
F0008B	Date Fiscal Patterns - 52 Period Accounting
F0009	General Constants
F0010	Company Constants
F0012	Automatic Accounting Instruction Master

F0013	Currency Codes
F0014	Payment Terms
F0022	Tax Rules
F0041Z1	Transaction Control File
F0101	Address Book Master
F0111	Address Book - Who's Who
F0116	Address By Date
F0150	Address Organization Structure Master File - OSTP, PA8, AN8
F0301	Customer Master
F0401	Supplier Master
F0901	Account Master
F0907	Chart of Accounts Format
F4001Z	Order Headings
F40073	Preferences Hierarchy File
F4008	Tax Areas
F4009	M&D Constants
F40095	Default Locations
F4013	Order Processing Cross Reference File
F4211Z	Order Details

F40205	Line Type Constants
F4070	Price Adjustment Schedule (only if Advanced Pricing)
F4071	Price Adjustment Type (only if Advanced Pricing)
F4072	Price Adjustment Detail (only if Advanced Pricing)
F4075	Price Variable Table (only if Advanced Pricing)
F4092	Group Code Key Definition Table
F4094	Item/Customer Key ID Master File
F41001	Branch Constants
F41002	Item Units of Measure Conversion Factors
F41003	Unit of Measure standard conversion
F4101	Item Master
F4102	Item Branch File
F4106	Base Price
F4201	Sales Order Header File
F4207	Inventory Pricing Rules
F4208	Customer Pricing Rules
F4801	Work Order Master File

You might have to download additional business tables for transactions that affect other J.D. Edwards systems, such as Sales Configurator.

F3294Z	Configurator Batch Segments
F32943	Configured String History
F3296	Configurator Level/Sequence
F3296T	Configurator Level/Sequence Tag File
F32961	Configurator Cost/Price Adjustment
F329611	Configurator Detail Cost/Price Adjustment

► To download master tables to the PC

To download the master tables for your PC, you must be connected to the server and signed on to your normal production environment.

Choose the appropriate environment on Select User Environment when you log on to the system. Click Detail to access the name of the environment.

From the Additional Order Processes menu (G4212), choose Download Store and Forward Tables.

On Work With Batch Versions

1. Choose a version of the Master Tables Download.
2. From the Row menu, choose Run Version.
3. On Version Prompting, do one of the following:
 - Choose the Data Selection option to limit the information that the system downloads and click Submit. On Criterion Design, make your data selections and click OK.
 - Click Submit.
4. On Report Output Destination, choose the option to print or preview online and click OK.

5. On Environment Overrides, enter the name of the source environment and target environment and then click OK.

Technical Information

Viewing the version detail	You can view a complete description of the table that you want to download. To do so, choose the appropriate version on the Work With Versions form, and then choose Version Detail from the Form menu.
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Creating Orders That You Store and Forward

After you download the master tables to your PC, you can create standard J.D. Edwards sales orders using the store and forward environment. You store the sales orders on your PC until you are ready to upload, or forward, them to the server for processing.

When you create sales orders that you store and forward, the system:

- Edits and validates each sales order based on the information that you downloaded from the tables
- Creates a transaction control record for each sales order, assigns it a status of 1 (ready to process), and stores it in the Transaction Control table (F0041Z1)
- Creates a version of sales order entry and sets processing options

When you run the Sales Order Entry Store and Forward Upload (R421011Z) program, the system checks the history fields for duplicate sales order numbers. If the batch order number is a duplicate, the system assigns a new number to the sales order and references the duplicate order number in the original order number field in the Sales Order Header (F4201) and Sales Order Detail (F4211) table.

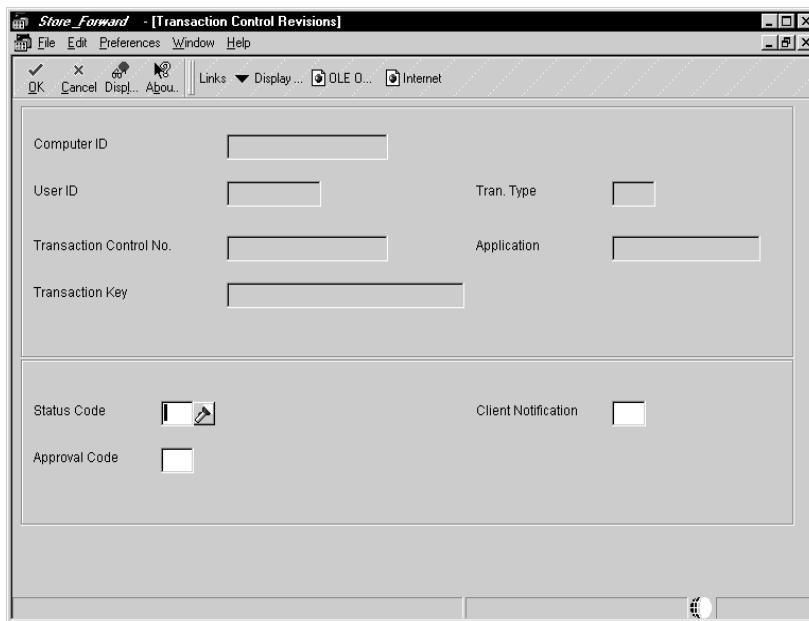
Before You Begin

- Set the processing options for the appropriate edit mode for Sales Order Entry (P4210) and Batch Transaction Editor (R4210Z).

► To create orders that you store and forward

From the Additional Order Processes menu (G4212), choose Batch Order Entry.

1. On Store and Forward Order Inquiry, click Add.
2. On Sales Order Detail Revisions, complete the steps to enter detail information.
See *Entering Detail Information* for more information.
3. From the Form menu, choose Trans Control to access transaction control.



4. On Transaction Control Revisions, revise the following fields, as necessary:
 - Status Code
 - Approval Code
 - Client Notification
5. Click OK.

6. Do one of the following:

- Submit the order for processing, if the processing options are not set to automatically submit the order.
- Process the sales orders later by running the Batch Edit and Creation program.

After you enter an order, the status code is 1. The system uploads orders from the workstation to the server only at this status.

Regardless of when you process the orders, the Batch Edit and Creation program edits the information and creates the sales orders. If there are no errors, the system adds information to the Sales Order Header table (F4201) and the Sales Order Detail table (F4211).

Field	Explanation
Status Code	In the Store and Forward model, this determines if the client or server has control of processing the transactions.
Approval Code	In the Store and Forward model, this identifies if the batch is eligible to be transmitted from the client to the server, to edit the transactions.
Client Notification	In the Store and Forward model, this acknowledges the client that the server is done processing the transactions. As a result, the client is able to download the error messages, and update the client transaction status code.

Uploading Orders to the Server

After creating sales orders on your PC, you must upload them to the server for processing. To do this, you must be connected to the server, signed on to your normal production environment, and submit your job locally.

When you upload sales orders, the system:

- Creates records in the Batch Order Header (F4201Z) and Batch Order Detail (F4211Z) tables.
- Deletes files on the workstation after records are successfully uploaded to the server. If a sales order on the PC has a status of 1 (ready to process) or 2 (errors), you can make changes to it on the PC.
- Creates a transaction control record for each sales order on the server and assigns it a status of 1 (ready to process).

The system creates a transmission upload report for all of the sales orders that you upload. Use this report to verify that the orders have been uploaded correctly.

Note: To maximize system performance, upload the sales orders during off-peak hours.

► **To upload sales orders to the server**

From the Additional Order Processes menu (G4212), choose Upload Store and Forward Transaction.

1. On Work With Batch Versions, choose the Store and Forward Upload version.
2. From the Form menu, choose Run.
3. To limit the information that the system uploads, choose the Data Selection option on Version Prompting.
4. Click the Print or Preview option.
5. On Environment Overrides, enter the exact name of the target environment and click OK.

Processing Batch Sales Orders

From the Additional Order Processes menu (G4212), choose Batch Order Edit and Creation (R4210Z).

To process sales orders at a later time, you must run the Batch Edit and Creation program. The system edits the information that you entered and creates all orders at one time. To ensure the integrity of the data, the system creates sales orders for batch orders only after the editing process is complete.

Any orders that contain errors remain in the batch receiver tables as unprocessed. You must correct the errors and then run the Batch Edit and Creation program again.

On Work With Versions, select an existing version or create a new version to process batch sales orders.

When processing the sales orders that you uploaded, use the same program that you use to process batch input sales orders.

You can review batch status codes to identify where orders are in the process. The system uses the following codes to identify the status of an order:

- 1 - The transaction is available for processing.
- 2 - The transaction contains errors.
- 3 - The system is processing the transactions.
- 4 - Upload transmission is active.
- 5 - Unavailable. The system is waiting for server response.
- 6 - Complete. The transactions are updated to the sales order header and detail tables on the server.

See Also

- *Processing Sales Orders* for more information about submitting sales orders for processing and verifying sales order information

Correcting Batch Sales Orders

After you run the Batch Edit and Creation program you must correct both header and detail information for any orders that contain errors. After you correct the information, you can run the program again to process the orders.

► To correct batch sales orders

From the Additional Order Processes menu (G4212), choose Batch Order Entry.

1. On Store and Forward Order Inquiry, locate the sales order that you need to correct.
2. From the Row menu, choose any of the following forms and revise the information, as necessary:
 - Store and Forward Header Revisions (SF Header)
 - Store and Forward Detail Revisions (SF Detail)
 - Transaction Control Revisions (Trans Control)
3. Run the Batch Edit and Creation program to process the order.

Processing Options for R4210Z Sales Order Batch Trans. Editor

Process

1. Enter '1' to perform Availability Check and Kit Balancing _____
2. Enter '1' to override prices. Blank = use the Unit Price in F4106. _____

Versions

1. Enter the Version ID of the Sales Order Entry _____

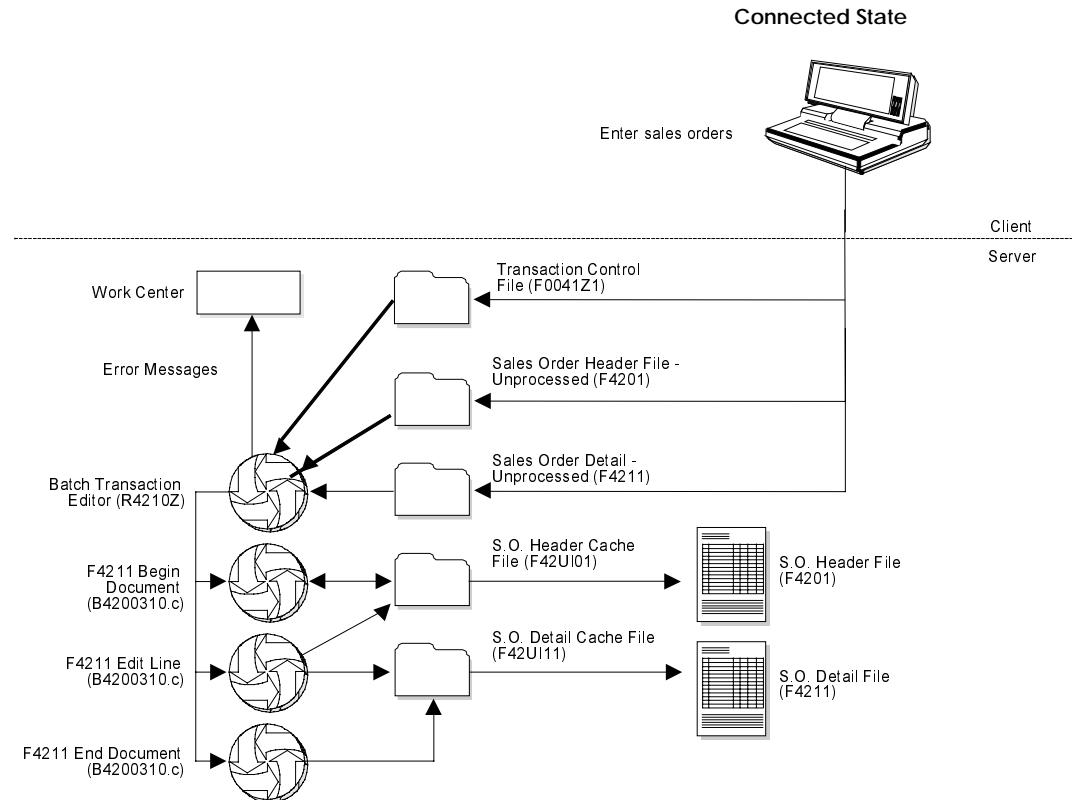
Configurator

Configured Item Inventory Split.

- Future use.
Enter '1' to recreate configurator order, or blank to accept configurator order as is. _____

Understanding Batch of One

Batch of one processing combines the performance benefits of the store and forward model with the real-time updates of transaction data found in the direct connect model. Batch of one uses the store and forward application, but the system maps the work table to the server instead of locally. The following graphic illustrates the batch of one process:



Stor&For

You can use batch of one processing interactively or in conjunction with subsystem processing. When you use batch of one with subsystem processing, the system writes a record to the data queue for each completed transaction, which triggers the subsystem to process the order. The user can continue on to the next transaction while the system is processing the first order on the server. The system sends all errors to the Work Center. Users can either set an option to be prompted when a new message is sent, or they can wait and view all messages.

When you use interactive processing, you can set a processing option in Batch Order Entry (P4210), which prompts you to accept the order before the system processes the order.

Working with Nota Fiscal

Working with Nota Fiscal includes the following tasks:

- Understanding the Nota Fiscal for Sales Order
- Entering additional information for sales orders
- Generating outbound Nota Fiscal
- Reviewing outbound Nota Fiscal
- Printing inbound/outbound Nota Fiscal
- Entering additional charges

Understanding the Nota Fiscal for Sales Order

In Brazil, the government requires companies to maintain additional sales order information for tax calculation purposes. This information includes:

- Transaction nature
- Tax code
- Fiscal classification
- Whether the item is subject to ICMS Substitution
- Origin of the item
- Type of purchase (from a client's perspective)
- Fiscal message

When you use J.D. Edwards Sales Order Management system, you include this additional information in the header and detail portions of your sales order.

After you enter sales orders, you generate Notas Fiscais by fiscal company and series. When you generate Notas Fiscais, the system creates the Notas Fiscais that you ultimately send to your customers with each shipment. Notas Fiscais include the following detailed information:

- Merchandise price
- Applicable tax amounts
- How the merchandise will be used
- Origin and destination of the shipment
- Any other expense associated with the transaction

At times you may need to generate the Nota Fiscal when it is not directly attached to a purchase or sales order. In such cases, J.D. Edwards provides you with the ability to generate the stand-alone Nota Fiscal. See *Brazil: About Processing Stand-Alone Notas Fiscais*.

Entering Additional Information for Sales Orders

You enter sales orders to input information about your customers and the items that they order. A sales order consists of two parts:

- Header information, which is general information that relates to the entire order, such as the customer's name and order dates
- Detail information, which is line-by-line details about the items or services you are selling, such as item numbers, quantities, and costs

You can enter header information and detail information separately. Depending on the volume of orders you have and the amount of header information you need to enter, you use menu options to choose one of the following methods to enter purchase orders:

- Enter header information first, followed by detail information
- Enter detail information only, the system then applies limited header information based on default values

When you use J.D. Edwards Sales Order Management system, you include additional information in the header and detail portions of your sales order.

When you enter new sales orders and the country specified in your user display preferences is Brazil, the system automatically displays the additional information forms.

Before You Begin

- Verify that you have selected Brazil (BR) in your user display preferences.
- Verify that the processing options in the Sales Order Entry program (P4210) are set up to display header information before the detail information.
- To determine the transaction nature default, you need to indicate whether the item was manufactured or purchased. For Brazil, this information can be stored in an item master category code. Use UDC 76/CN to determine which category code you can use by entering SRP6, SRP7, SRP8, SRP9, or SRP0 for the code NATUR. For example, one data dictionary option for NATUR is SRP6. Data dictionary item SRP6 has valid values in UDC 41/06, so it is ready for you to use when you enter sales orders.
- Verify that you have set up the processing options for Sales Order Brazilian Additional Information (P4210BR). Select processing options from the Version Setup/Advanced Setup Operations - Brazil menu (G76B31), then navigate back to the Sales Order Processing - Brazil menu (G76B4211) to enter sales orders.

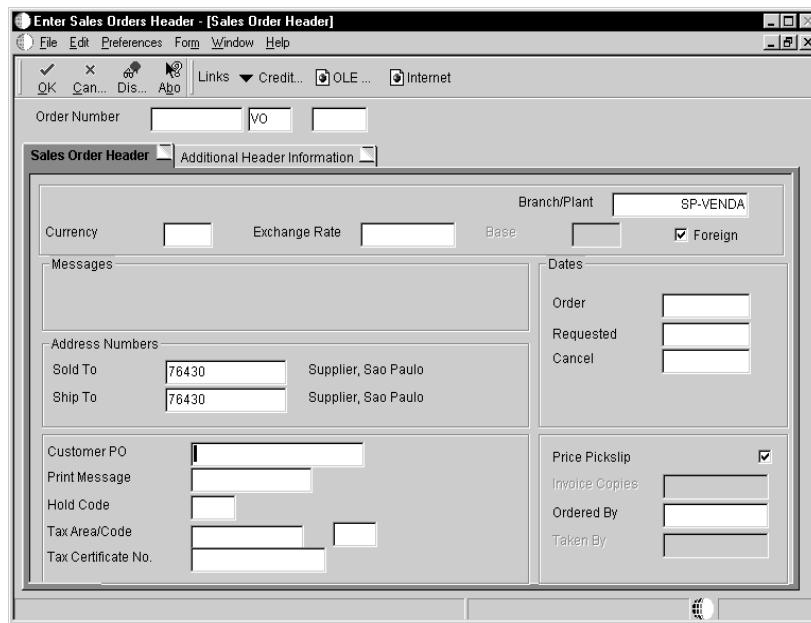
See Also

- *Sales Order Management: Working With Header Information and Working With Detail Information*

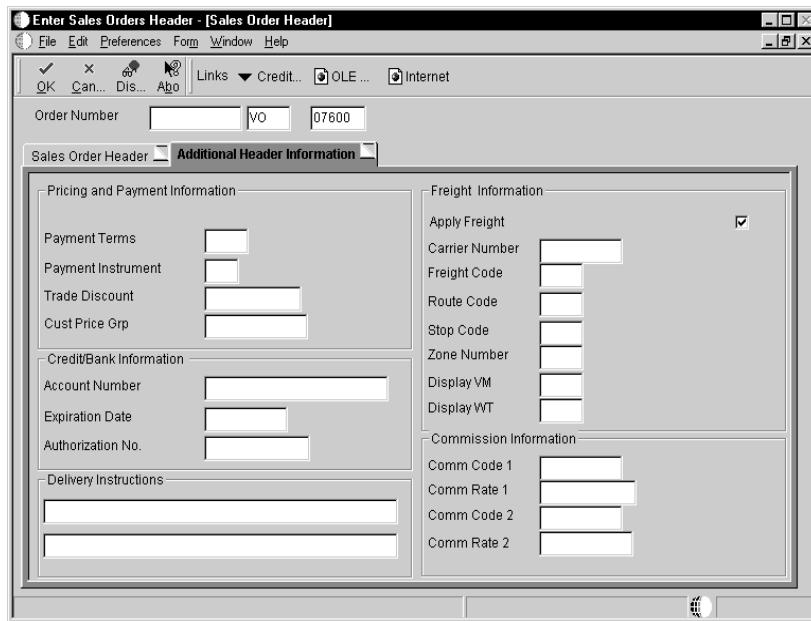
► To enter additional information for sales orders

From the Sales Order Processing - Brazil menu (G76B4211), choose Enter Sales Orders Header.

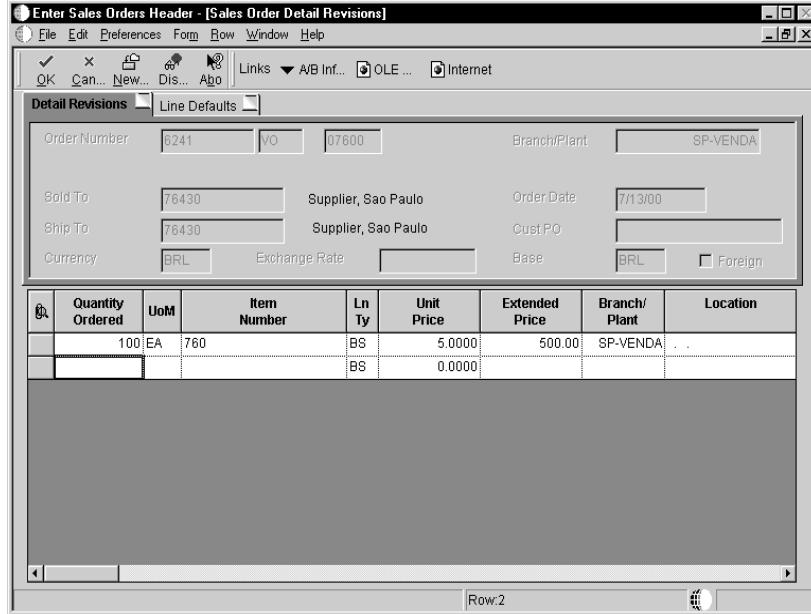
1. On Work With Sales Order Headers, click Add to access Sales Order Header.



2. On Sales Order Header, complete the following fields:
 - Branch/Plant
 - Sold To
 - Ship To
3. Add or change any other information as necessary and click OK.
4. To add additional header information, choose the Additional Header Information tab.

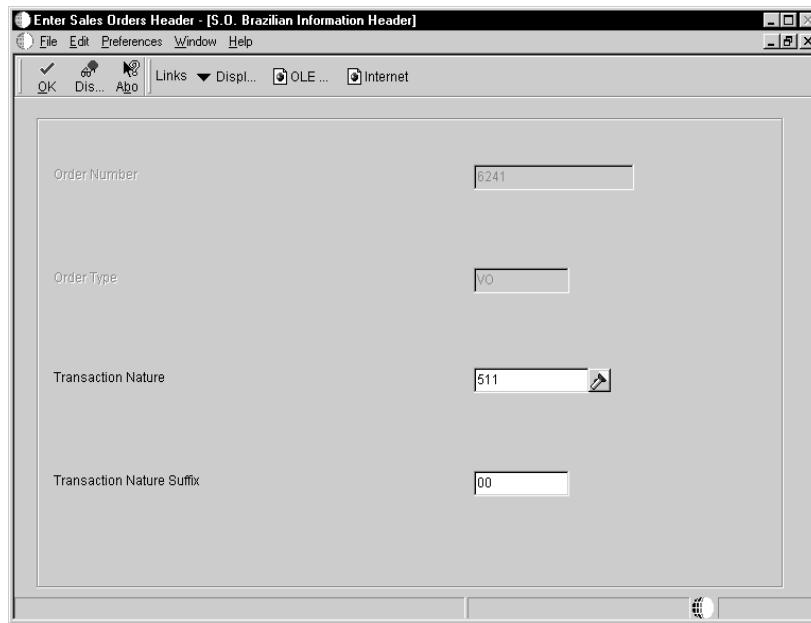


5. On the Additional Header Information tab, review the default information and add or change it, as necessary.
6. On Sales Order Header, click OK.



7. On Sales Order Detail Revisions, complete the following fields and click OK:

- Quantity Ordered
- UoM
- Item Number
- Ln Ty
- Unit Price



8. On S.O. Brazilian Additional Information (Header), complete the following fields and click OK:

- Transaction Nature
- Transaction Nature Suffix

The system supplies the default values for the Transaction Nature and Transaction Nature Suffix. You may change the system defaults.

9. Click OK.

10. On S.O. Brazilian Information Detail, verify that all data is correct and click OK.

Field	Explanation
Sold To	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.
Ship To	The address number of the location to which you want to ship this order. The address book provides default values for customer address, including street, city, state, zip code, and country.
Quantity Ordered	The quantity of units affected by this transaction.
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).
Item Number	A number that the system assigns to an item. It can be in short, long, or third item number format. For process work orders, the item number is the process.
Ln Ty	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
Unit Price	The list or base price to be charged for one unit of this item. In sales order entry, all prices must be set up in the Base Price table (F4106).

Field	Explanation
Transaction Nature	<p>Use this three-character code to indicate different types of transactions for tax purposes.</p> <p>To enter valid values for the Transaction Nature code, use the following convention: X.YY</p> <p>Use a value for X to define the origin of the transaction (inbound or outbound). Valid values for X are:</p> <ul style="list-style-type: none"> 1 Inbound, inside the state 2 Inbound, other states 3 Inbound, import 5 Outbound, inside state 6 Outbound, other states 7 Outbound, export <p>Use values for YY to define the transaction as a whole, such as a sales transaction.</p> <p>Examples of Transaction Nature codes:</p> <ul style="list-style-type: none"> 511 In state sale 611 Out of state sale
Transaction Nature Suffix	<p>Complete this two-character field in conjunction with the Transaction Nature code to identify the complementary implications of a type of transaction. For example, the suffix might indicate that a certain type of transaction represents a inventory change, or that a transaction is eligible for a certain type of tax.</p> <p>Valid values might include:</p> <ul style="list-style-type: none"> 01 Bonus 02 Demo 03 Sample 04 Return merchandise 05 Back order 06 Donation <p>Examples of Transaction Nature codes with suffixes:</p> <ul style="list-style-type: none"> 511 01 - In state sale, bonus 511 05 - In state sale, back order

Processing Options for Sales Order Entry (P4210BR)

Defaults Tab

Use the Defaults processing options to specify the default values that the Sales Order Entry program (P4210BR) uses when other values are not entered for the transaction.

1. Transaction Nature Code

Use this processing option to enter a three-character code to indicate different types of transactions for tax purposes. Transaction Nature codes are set up using the Transaction Nature program (P7615B).

To enter valid values for the Transaction Nature code, use the following convention: X.YY

Use a value for X to define the origin of the transaction (inbound or outbound).

Valid values for X are:

- 1 Inbound, inside the state
- 2 Inbound, other states
- 3 Inbound, import
- 5 Outbound, inside state
- 6 Outbound, other states
- 7 Outbound, export

Use values for YY to define the transaction as a whole, such as a sales transaction.

Examples of Transaction Nature codes include:

- 511 In state sale
- 611 Out of state sale

If you leave this field blank, 511 will default.

2. Transaction Nature Suffix

Use this processing option to enter the default transaction nature suffix.

Complete this two-character field in conjunction with the Transaction Nature code to identify the complementary implications of a type of transaction. For example, the suffix might indicate that a certain type of transaction represents a inventory change, or that a transaction is eligible for a certain type of tax. Transaction Nature suffixes are set up using the Transaction Nature program (P7615B).

Valid values include:

- 01 Bonus
- 02 Demo
- 03 Sample
- 04 Return merchandise
- 05 Back order
- 06 Donation

Examples of Transaction Nature codes with suffixes:

511 01 - In state sale, bonus

511 05 - In state sale, back order

If you leave this field blank, 00 will default.

Edits Tab

Use the Edits processing option to validate the branch address book number.

1. Branch A/B Number Validation

Use this processing option to validate the Branch Address Book number.

Valid values are:

Blank The system uses Inventory Constants file (F41001) for validation.

1 The system uses the Address Book number for validation.

If you leave this field blank, the Inventory Constants file (F41001) will be used for validation.

Generating Outbound Nota Fiscal

On the Sales Order Processing - Brazil menu (G76B4211), choose Generate Nota Fiscal.

After you enter sales orders, you generate a Nota Fiscal by fiscal company and series. When you run the Generate Nota Fiscal program, the system creates the Notas Fiscais that you ultimately send to your customers with each shipment. Notas Fiscais include the following detailed information:

- Merchandise price
- Applicable tax amounts
- How the merchandise will be used
- Origin and destination of the shipment
- Any other expense associated with the transaction

The Generate Outbound Nota Fiscal program creates one Nota Fiscal per sales order. This process creates records in the Nota Fiscal Header (F7601B) and Nota Fiscal Detail (F7611B) files, and calculates the Brazilian taxes for the Nota Fiscal.

When you run the Generate Nota Fiscal program, the system produces a report. The report lists the errors and also lists the generated Notas Fiscais.

Processing Options for Generate Nota Fiscal (R76558B)

Select Tab

Use the Select tab processing options to specify the range of status codes that Print Nota Fiscal - Sales (R76560B) uses to print Notas Fiscais.

1. Next Status Code - From (Required)

Use this processing option to indicate the From Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the user defined codes list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT).

2. Next Status Code - To (Required)

Use this processing option to indicate the To Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the user defined codes list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT).

Defaults Tab

Use the Defaults processing options to specify the Nota Fiscal Series and the Nota Fiscal Document Type that the Generate Nota Fiscal program (R76558B) uses for generating Notas Fiscais.

1. Nota Fiscal Series

Use this processing option to enter a valid Nota Fiscal Series to be used to create the Nota Fiscal records. The Nota Fiscal series is set up using the Next Number - Nota Fiscal program (P7600B). If you leave this field blank, 00 will default.

2. Document Type

Use this processing option to identify the type of Nota Fiscal document to be used to create Nota Fiscal records. J.D. Edwards has reserved document type codes for vouchers invoices, receipts, and time sheets, which create automatic offset entries during the post program.

You must enter a value that has been set up in user defined code list (00/DT). The same code must also be set up as an invoice type in user defined code list (00/DI). The Nota Fiscal document type is set up using the Next Number - Nota Fiscal program (P7600B).

If you leave this field blank, NS will default from user defined code list (00/DT).

Process Tab

Use the these processing options to specify:

- Whether or not to update the status codes of the F4211 records
- The override next status code of the F4211 records
- The override last and next status codes of the new F7611B records
- Whether or not to stop the process if the order is on hold

1. Update Sales Order Detail file (F4211)

Use this processing option to specify whether to update the next status of the Nota Fiscal record.

Valid values are;

Blank The records in the Sales Order Detail file (F4211) will be updated.

1 The status codes in the Sales Order Detail file (F4211) will not be updated.

2. Override Next Status Code for F4211 (Optional)

Use this processing option to indicate the From Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the user defined codes list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT). If you leave this field blank, the status codes will be retrieved from the order activity rules.

3. Override Last Status Code for F7611B (Optional)

Use this processing option to indicate the From Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the user defined codes list (40/AT) of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list. If you leave this field blank, the status codes will be retrieved from the order activity rules.

4. Override Next Status Code for F7611B (Optional)

Use this processing option to indicate the To Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the user defined codes list (40/AT) of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list. If you leave this field blank, the status codes will be retrieved from the order activity rules.

5. Order Hold Code Validation

Use this processing option to identify the hold code that the system uses to prevent an order from going through the sales order process. The hold code does not have special processing associated with it, such as Credit Check, Minimum/Maximum Margin Check and so on, but it can be used to create an additional approval step for sales orders.

Blank Does not stop the process if the order is on hold.

- 1 Stops the process if the order is on hold.

Print Tab

Use the Print processing options to specify whether the system prints order information and the sequence messages should print on the Nota Fiscal.

1. Print Message

Use this processing option to enter a valid global print message to print on each Nota Fiscal. Print messages are set up using the Print Messages Revisions program (P40162).

2. Message Order

Use this processing option to specify the sequence in which the messages should appear on the Nota Fiscal.

Valid values are 1-6.

Message in Processing Options

Message in Sales Order Header

Message in Sales Order Detail

Message in Sales Order Detail Tag File

Message in Transaction Nature Master

Message in Fiscal Classification Master

Reviewing Outbound Nota Fiscal

In Brazil, the government requires that businesses maintain detailed information regarding all merchandise and associated taxes during the delivery process. The information accompanies shipments in the form of a document named the Nota Fiscal. The Nota Fiscal organizes this information and places it in the header area and in the detail area.

After you generate and print (in proof mode) outbound Notas Fiscais, you can review the documents online to verify that the information is correct. If some of the data is incorrect, you can make changes online. Review Notas Fiscais by order number or by Nota Fiscal number.

Note: If you review Notas Fiscais documents after printing in proof mode, the Nota Fiscal number for each document will be represented by a unique, system-generated next number. If you review Notas Fiscais after printing in final mode, the Nota Fiscal number will be the official, government-assigned number.

Reviewing outbound Nota Fiscal consists of the following tasks:

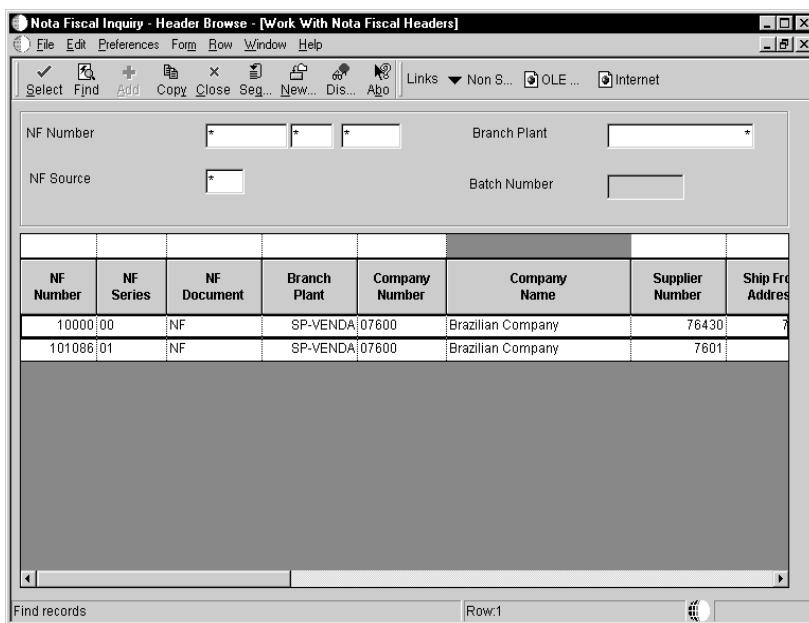
- Reviewing outbound Nota Fiscal header information
- Reviewing outbound Nota Fiscal header additional information
- Reviewing outbound Nota Fiscal detail information
- Reviewing outbound Nota Fiscal detail additional information
- Reviewing outbound Nota Fiscal taxes additional information

See Also

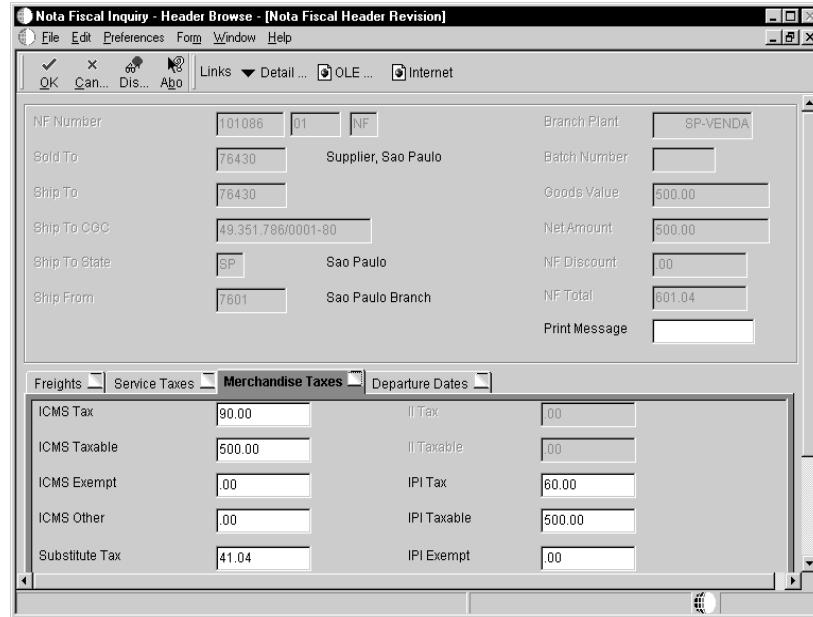
- *Generating Stand-Alone Nota Fiscal*
- *Generating Outbound Nota Fiscal*
- *Printing Inbound/Outbound Nota Fiscal*
- *Processing Options for Nota Fiscal Maintenance (P7610B)*

► To review outbound Nota Fiscal header information

From the Sales Order Processing - Brazil menu (G76B4211), choose Nota Fiscal Inquiry - Header Browse.



1. On Work With Nota Fiscal Headers, complete any of the following fields and click Find:
 - NF Number
 - Branch Plant
 - NF Source
2. Choose a record in the detail area, and then from the Row menu choose Header Revision.



3. On Nota Fiscal Header Revision, click the Merchandise Taxes tab and review the following information:

- ICMS Tax
- ICMS Taxable
- ICMS Exempt
- ICMS Other
- Substitute Tax
- Substitute Taxable
- Repasse Discount
- Free Port Discount
- IPI Tax
- IPI Taxable
- IPI Exempt
- IPI Other

4. On Nota Fiscal Header Revision, click the Departure Dates tab and review the following information, as necessary:

- Issue Date
- Shipped Date
- Delivery Date
- Time - Departure

After you complete these steps, follow the steps to review outbound Nota Fiscal header additional information, as necessary.

► To review outbound Nota Fiscal header additional information

1. On Nota Fiscal Header Revision, click the Freights tab and review the following information, as necessary:
 - NF Freight
 - NF Insurance
 - NF Expenses
 - Freight Code
 - Carrier Number
 - Carrier Type
 - Reference
 - License Plate No
 - Make
 - Quantity
 - Type
 - Net Weight
 - Gross Weight

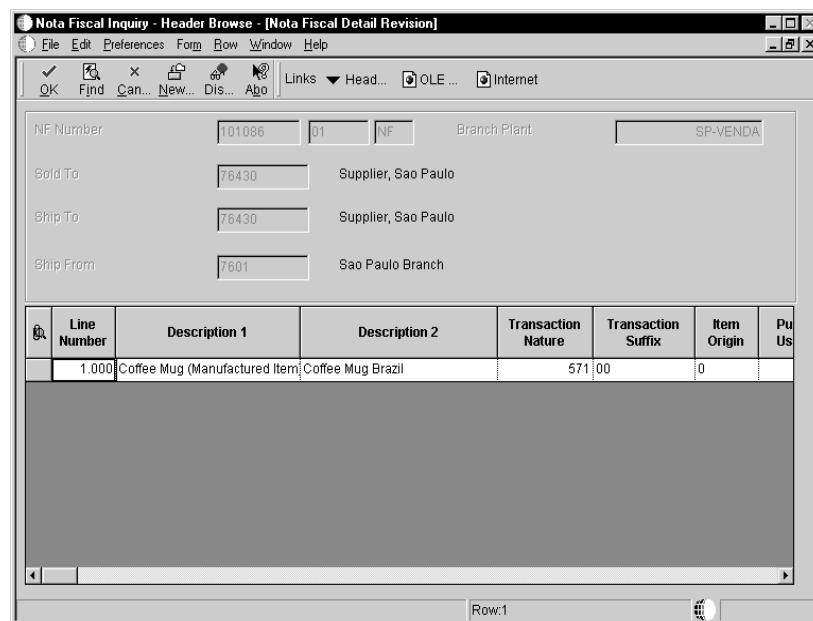
2. On Nota Fiscal Header Revision, click the Service Taxes tab and review the following information, as necessary:
 - ISS Tax
 - ISS Taxable
 - IR Tax
 - IR Taxable

3. Click OK.

After you complete these steps, follow the steps to review outbound Nota Fiscal detail information.

► To review outbound Nota Fiscal detail information

1. On Work With Nota Fiscal Headers, from the Row menu choose Detail Revision.

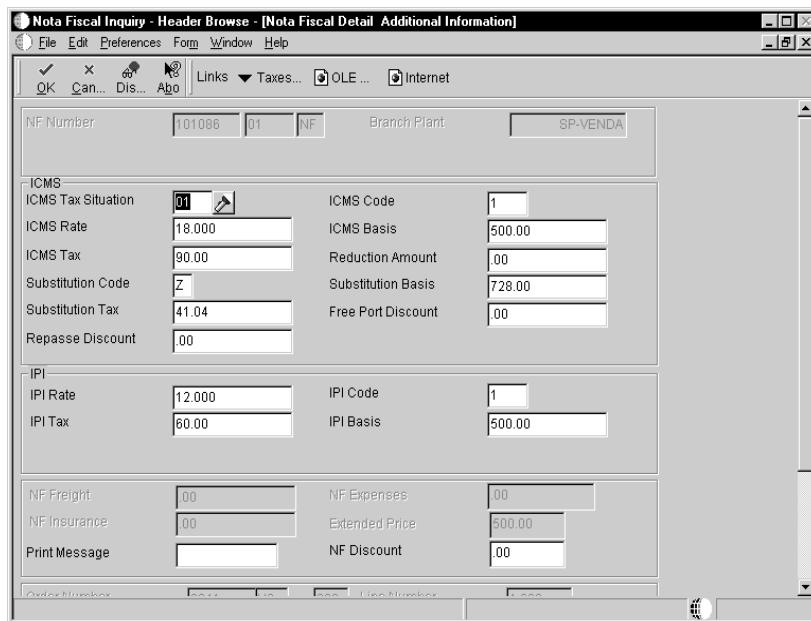


2. On Nota Fiscal Detail Revision, review and correct any order detail lines.

After you complete these steps, follow the steps to review outbound Nota Fiscal detail additional information.

► To review outbound Nota Fiscal detail additional information

1. On Nota Fiscal Detail Revision, click a record in the detail area and then, from the Row menu, choose Detail Addl Info.



2. On Nota Fiscal Detail Additional information, review the following information as necessary:
 - ISS Tax Rate
 - ISS Tax
 - ISS Taxable
 - IR Tax Rate
 - IR Tax
 - IR Taxable
 - II Tax Rate
 - II Tax
 - II Taxable
 - Nota Fiscal Expenses

- Nota Fiscal Insurance
- Nota Fiscal Freight
- Print Message
- G/L Offset

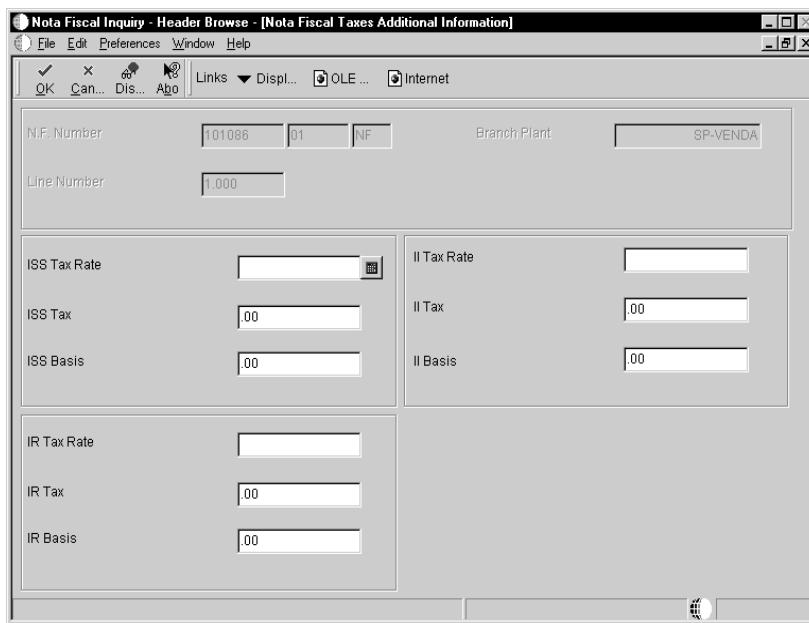
3. Click OK.

After you complete these steps, follow the steps to review outbound Nota Fiscal taxes additional information.

► To review outbound Nota Fiscal taxes additional information

After you complete the steps to review outbound Nota Fiscal detail additional information, you can review outbound Nota Fiscal taxes additional information.

1. From the Row menu of Nota Fiscal Detail Revision, choose Taxes Addl Info.



2. On Nota Fiscal Taxes Additional Information review all fields, as necessary.

Field	Explanation
NF Source	You use this field to determine how a Nota Fiscal was generated in the system. For World, the only valid values are numbers 1, 4, 5, and 7, and they are hard-coded. All seven values are valid for OneWorld. Valid values are: 1 Stand-alone Nota Fiscal - PO 2 Complementary Nota Fiscal - PO 3 2-Way Match Nota Fiscal - PO 4 3-Way Match Nota Fiscal - PO 5 Stand-alone Nota Fiscal - SO 6 Complementary Nota Fiscal - SO 7 Nota Fiscal - SO
ICMS Tax	The ICMS tax amount that is printed on the Nota Fiscal.
ICMS Taxable	The amount on which ICMS taxes are assessed.
ICMS Exempt	The amount that is not eligible for ICMS tax.
ICMS Other	Any merchandise value amount that is classified as Other for ICMS taxing purposes.
Substitute Tax	The ICMS Substitute amount that your customer must remit in advance if they are subject to Tax Substitution Mark-up.
Substitute Taxable	The amount on which ICMS Substitute tax is assessed. Products that are eligible for ICMS Substitute tax are listed in ICMS government directive 14.
Repassé Discount	ICMS Repassé Amount (Valor do Repasse) is an additional discount granted to the client on interstate sales regarding the tax rate difference among states.
Free Port Discount	The amount of the discount available to a Free Port zone customer.
IPI Taxable	The IPI tax amount that is printed on the Nota Fiscal.
IPI Taxable	The amount on which IPI taxes are assessed.
IPI Exempt	The amount that is not eligible for IPI tax.
IPI Other	Any merchandise value amount that is classified as Other for IPI taxing purposes.
Issue Date	The date that the log entry was issued. For example, for a submittal requirement for an insurance certificate, the effective date for the insurance policy would be entered in the Issue Date field.
Shipped Date	The date you confirmed a specific order line as shipped.
Delivery Date	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.

Field	Explanation
Time - Departure	The time the vehicle left the depot/gantry.
NF Freight	Complete the Nota Fiscal Freight field whenever you classify freight as a complementary expense to your customer. The system prorates this expense amount among each of the Nota Fiscal listed and adds the prorated amount to the ICMS taxable amounts for each document.
NF Insurance	The insurance amount that you charge the client as complementary expense. This amount must be included on the Nota Fiscal.
NF Expenses	The amount of the total financial expenses that are printed on the Nota Fiscal.
Freight Code	A user defined code (42/FR) designating the method by which supplier shipments are delivered. For example, the supplier could deliver to your dock, or you could pick up the shipment at the supplier's dock. You can also use these codes to indicate who has responsibility for freight charges. For example, you can have a code indicating that the customer legally takes possession of goods as soon as they leave the supplier warehouse and is responsible for transportation charges to the destination.
Reference	An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.
Carrier Number	The address book number of the carrier, which is specified by the customer or by your organization. You might use this carrier because of route requirements or special handling requirements.
Carrier Type	(Future Use) This 3 character field is designed to be used to assist you in characterizing the nature of the carrier you specify. You might, for instance, choose to treat this field essentially as another reporting code, so that you could define types of carriers, such as CTY (city delivery), REF (refrigerated hauling), or CON (contract services). Then you could, as an example generate a Query report, sorting by type of carrier.
License Plate No	The license plate number of a given truck in the truck assignment system.
Make	A number that provides an audit trail for specific transactions, such as an asset, supplier number, or document number.
Quantity	This field accumulates the quantity of goods sold which contribute to a sales rebate.
Type	The description of the equipment used to move materials.

Field	Explanation
Net Weight	This field accumulates the weight of goods sold which contribute to a sales rebate.
Gross Weight	The weight of one unit in the primary unit of measure.
ISS Tax	The ISS tax amount that is printed on the Nota Fiscal.
ISS Taxable	The amount on which ISS taxes are assessed.
IR Tax	The IR tax amount that is printed on the Nota Fiscal.
IR Taxable	The amount on which IR taxes are assessed.
ISS Tax Rate	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% as 7; the system will display 7.000.
IR Tax Rate	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% as 7; the system will display 7.000.
IR Tax	The IR tax amount that is printed on the Nota Fiscal.
II Tax Rate	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% as 7; the system will display 7.000.
II Tax	The II tax amount that is printed on the Nota Fiscal.
II Taxable	The amount on which II taxes are assessed.

Printing Inbound/Outbound Nota Fiscal

From the Purchase Order Processing - Brazil (G76B4311) or the Sales Order Processing - Brazil (G76B4211) menus, choose Nota Fiscal Print.

In Brazil, the government requires that businesses maintain detailed information regarding all merchandise and associated taxes during the delivery process. The information accompanies shipments in the form of a document that is referred to as Nota Fiscal.

You can print the inbound (purchasing) Notas Fiscais that you receive from your suppliers. You might do this to provide an audit trail for the government or to verify the receipt of a shipment.

You can also print the outbound (sales) Notas Fiscais that you send to your customers. After you generate and review your outbound Nota Fiscal, you can print Notas Fiscais to include in your shipments.

You can print Notas Fiscais in proof or final mode. When you print the documents in final mode, the system updates each system-assigned document number with the appropriate official Nota Fiscal number, based on the information you set up in the Nota Fiscal Next Number Control - Brazil table (F7600B).

See Also

- *Setting Up Next Numbers for Nota Fiscal*

Processing Options for Print Nota Fiscal - Sales (R76560B)

Select Tab

Use the Select tab processing options to specify the range of status codes that Print Nota Fiscal - Sales - Brazil (R76560B) uses to print Notas Fiscais.

1. Next Status Code - From (Required)

Use this processing option to indicate the From Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the user defined codes list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT).

2. Next Status Code - To (Required)

Use this processing option to indicate the To Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the user defined codes list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT).

Defaults Tab

Use the Defaults processing options to specify the defaults that the Print Nota Fiscal - Sales program (P76560B) uses for generating Notas Fiscais.

1. Invoice Document Type

Use this processing option to identify the document type used when generating the invoice. J.D. Edwards has reserved document type codes for vouchers invoices, receipts, and time sheets, which create automatic offset entries during the post program.

You must enter a value that has been set up in user defined code list (00/DT). The same code must also be set up as an invoice type in user defined code list (00/DI).

If you leave this field blank, RI will default as the invoice document type from user defined code list (00/DT).

2. Issue Date

Use this processing option to specify the Nota Fiscal issue date. If you leave this field blank, the system date defaults.

3. Next Status Code - Sales Order

Use this processing option to indicate the From Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the user defined codes list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT).

4. Next Status Code - Nota Fiscal

Use this processing option to indicate the To Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the user defined codes list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT).

Process Tab

Use this processing option to specify whether the system prints the Nota Fiscal in final mode, prints an ICMS and IPI tax summary on the Nota Fiscal, or summarizes the Nota Fiscal detail lines by Item and Lot.

1. Mode

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

Valid values are:

Blank The system will print the Nota Fiscal in proof mode.

1 The system will print the Nota Fiscal in final mode.

2. Summarize Nota Fiscal (Future)

Use this processing option to determine whether the system summarizes Nota Fiscal detail lines by Item and Lot.

1 The system summarizes the Nota Fiscal detail lines by Item and Lot.

Print Tab

Use the Print tab processing options to determine what tax summary will be printed on the Nota Fiscal and whether the Nota Fiscal total amount is printed in words at the end of the Nota Fiscal.

1. Print ICMS and IPI Tax Summary

Use this processing option to specify whether the system will print an ICMS and IPI tax summary on the Nota Fiscal.

Valid Values are:

Blank The system will not print an ICMS and IPI tax summary on the Nota Fiscal.

1 The system will print an ICMS and IPI tax summary on the Nota Fiscal.

2. Data Edits

Use this processing option to specify whether the system prints the Nota Fiscal total in words at the end of the Nota Fiscal.

Valid values are:

Blank The Nota Fiscal total amount is printed in words at the end of the Nota Fiscal.

- 1 Prevents the Nota Fiscal total amount from being printed in words at the end of the Nota Fiscal.

Entering Additional Charges

When you sell items, it is not uncommon to add extra costs for delivery fees, broker fees, export taxes, and so on. These costs are called “additional charges.” You can enter additional charges for items after generating a Nota Fiscal but before printing it in final mode. Additional charges are included and printed on the Nota Fiscal.

Before You Begin

- Set the processing options for Apply Landed Costs (P7610B) to specify the additional charges parameters you want to use.

► To enter additional charges

From the Sales Order Processing - Brazil (G76B4211), choose Nota Fiscal Inquiry - Header Browse.

The screenshot shows a software interface titled "Nota Fiscal Inquiry - Header Browse - [Work With Nota Fiscal Headers]". The window has a menu bar with File, Edit, Preferences, Form, Row, Window, and Help. Below the menu is a toolbar with icons for Select, Find, Add, Copy, Close, Seg..., New..., Dis..., and Abo. There are also links for Non S..., OLE..., and Internet. The main area contains search fields for NF Number, Branch Plant, NF Source, and Batch Number. Below these is a table with columns: NF Number, NF Series, NF Document, Branch Plant, Company Number, Company Name, Supplier Number, and Ship From Address. Two rows of data are visible:

NF Number	NF Series	NF Document	Branch Plant	Company Number	Company Name	Supplier Number	Ship From Address
10000 00	NF		SP-VENDA	07600	Brazilian Company	76430	7
101086 01	NF		SP-VENDA	07600	Brazilian Company	7601	

At the bottom left is a "Find records" button.

1. On Work With Nota Fiscal Headers, click Find and choose a Nota Fiscal in the detail area.

The screenshot shows a software interface titled "Nota Fiscal Inquiry - Header Browse - [Nota Fiscal Header Revision]". The window has a menu bar with File, Edit, Preferences, Form, Window, and Help. Below the menu is a toolbar with OK, Cancel, Dis..., and Abo. There are also links for Non S..., OLE..., and Internet. The main area contains various input fields for a selected record:

NF Number	101086	01	NF	Branch Plant	SP-VENDA
Sold To	76430	Supplier	Sao Paulo	Batch Number	
Ship To	76430	Goods Value	500.00		
Ship To CGC	49.351.786/0001-80	Net Amount	500.00		
Ship To State	SP	NF Discount	00		
Ship From	7601	NF Total	601.04		
Print Message					

Below these fields is a tabbed section with Freights, Service Taxes, Merchandise Taxes, and Departure Dates. Under the Freights tab, there are fields for NF Freight, Reference, NF Insurance, License Plate No, NF Expenses, Make, Freight Code, Number, Carrier Number, and Quantity.

2. From the Row menu of Work With Nota Fiscal Headers, choose Header Revision and complete the following fields:
 - NF Freight
 - NF Insurance
 - NF Expenses
3. From the Form menu of Nota Fiscal Header Revision, choose Additional Charges.
The Additional Charges Dialogue box will appear.
4. Click OK.

Entering Transfer Orders for Brazil

You enter a transfer order to ship inventory between branch/plants within your company, maintain an accurate on-hand inventory amount, and provide tax information for Notas Fiscais. The transfer order program does the following:

- Creates a sales order for the shipping location that represents the supplier
- Creates a purchase order for the receiving location that represents the customer
- Processes the inventory amounts on the transfer order as a formal purchase and sale of goods
- Creates documents, such as pick slips or invoices, that are necessary to complete the transfer

You enter transfer orders to input information about inventory that you move from one location to the other. Transfer orders are used in two situations:

- One location needs inventory from another location within the same branch plant.
- One branch plant needs inventory from another branch plant within the same company.

Note: When you generate a transfer order, the system automatically creates a purchase order with its corresponding Brazilian tag file information. The system creates this Brazilian tag file information with default values. You can change these values by pressing Alt-Tab to navigate back to the OneWorld menu form and entering a command on the OneWorld command line. Enter BPO for Brazilian purchase orders or BSO for Brazilian sales orders.

Before You Begin

- Verify that you have selected Brazil (BR) in your user display preferences.

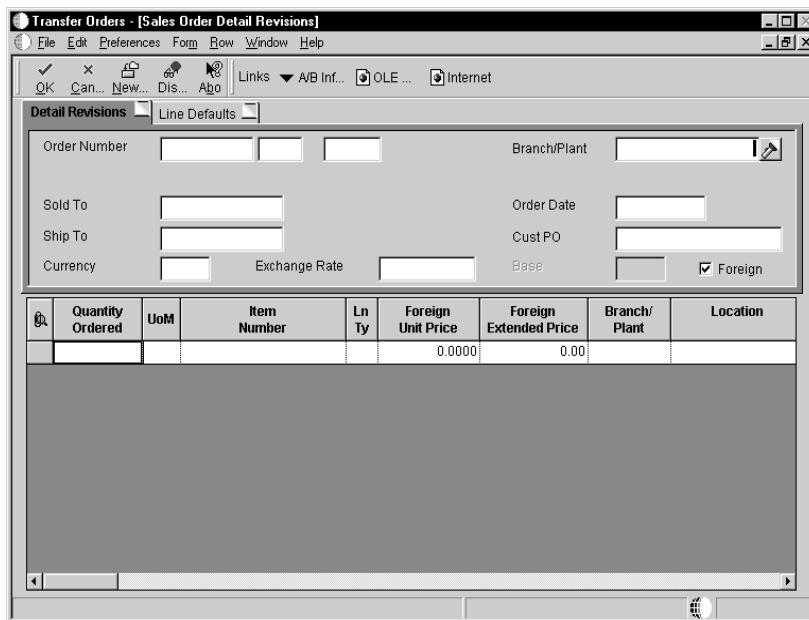
See Also

- *Sales Order Management: Working With Header Information*
- *Sales Order Management: Working With Detail Information*
- *Sales Order Management: Entering Transfer Orders*

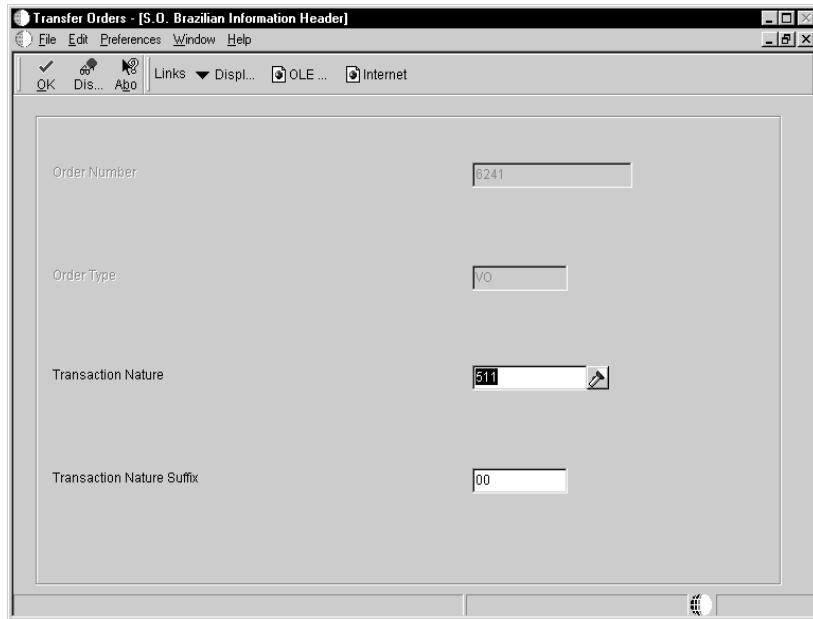
► To enter transfer orders for Brazil

From the Sales Order Processing - Brazil menu (G76B4212), choose Transfer Orders.

1. On Customer Service Inquiry, click Add.



2. On Sales Order Detail Revisions, complete the steps to enter an order.
3. Click OK.



4. On S.O. Brazilian Information Header, complete the following fields and click OK:
 - Transaction Nature
 - Transaction Nature Suffix

Line Number	Item Number	Item Description	Transaction Nature	Transaction Suffix	Tax Code	Fiscal Classification
1.000	760	Coffee Mug (Manufactured Ite	571 00	01	1002003001	

5. On S.O. Brazilian Information Detail, verify that all data is correct and click OK.

Updating Sales

Updating sales in Brazil consists of the following tasks:

- Understanding sales update for Brazil
- Updating customer sales

Understanding Sales Update for Brazil

From the Sales Order Processing - Brazil menu (G76B4211), choose Sales Update - Brazil.

After you print your Notas Fiscais in final mode, you can update your customer sales information. When you update customer sales information, the system creates Accounts Receivable records.

Note: You must update customer sales information only *after* you print Nota Fiscal in final mode so that the A/R records include the official Nota Fiscal document numbers required by the Brazilian government.

When you run the Sales Update - Brazil (R76B803) program, the system generates reports that include summary or detail information about the following:

- Updated information about customer sales
- Accounts receivable and G/L entries
- Sales for different categories, such as stock sales and freight, cost of goods sold, and profit percentages
- Errors that result from running the program

Depending on how you set the processing options, the system updates the Sales Order Detail table (F4211) and the Sales Order Detail History table (F42119) from information stored in the Nota Fiscal Detail table (F7611B).

You must choose the appropriate version of the Sales Update - Brazil program to update your tables. Choose one of the following versions based on your process:

Sales Update

You can use the proof or final mode of this version when the sales order has been processed through Invoice Print and contains a document number and type in the Sales Order Detail file.

Assign Invoice Numbers

You must use the proof or final version when the sales order has not been processed to print invoices in the Print Invoice program. The program assigns an A/R number.

Note: Because of the number of transactions that occur when you run the Sales Update - Brazil program, J.D. Edwards recommends that you run the program in proof mode first to detect and correct any errors before you run it in final mode.

Before You Begin

- J.D. Edwards strongly recommends that you run the sales update when no one is on the system. When you run the program during nonbusiness hours, you can accurately update the history files. In OneWorld, the system does not lock records.
- Notify the system operator before you run the sales update, or consider running the program during nonbusiness hours.
- Verify that the appropriate line types are set up and that the processing options are set to correctly interface with the G/L and accounts receivable.
- Verify that the status code for sales update and any status codes that follow are set up in the order activity rules.
- Verify that the AAIs are set up for Brazilian taxes and Additional Charges.

Processing Options for Add Tax Lines to Sales Order Detail - (R76B803)

Defaults Tab

Use the Defaults tab processing options to determine values, such as the tax line type and the beginning status that the Regular Sales Update program (R76B803) uses when other values are not entered for the transaction.

1. Tax Line Type

Use this processing option to specify how the system processes the lines of a transaction. Line types affect the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). Line Types also specify the conditions for including a line on reports and in calculations.

2. Sales Reverse Defaults

Use this processing option to specify the type of Nota Fiscal document to be used for all sales order records. J.D. Edwards has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program.

You must enter a value that has been set up in user defined code list (00/DT). The same code must also be set up as an invoice type in user defined code list (00/DI). The Nota Fiscal document type is set up using the Next Number - Nota Fiscal program (P7600B).

Select Tab

Use the Select tab processing options to determine values, such as the Beginning Status, Next Status Code - From, Next Status Code - To, and Override Next Status.

1. Beginning Status (Optional)

Use this processing option to specify the current point in the order process. You must enter a status that has been set up in the user defined codes list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT).

2. Next Status Code - From (Required)

Use this processing option to specify the From Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the user defined codes list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT).

3. Next Status Code - To (Required)

Use this processing option to specify the To Status code range that the system uses for Nota Fiscal selection. You must enter a status that has been set up in the user defined codes list of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list (40/AT).

4. Override Next Status (Optional)

Use this processing option to specify the next step in the order flow of the line type. An override status is another allowed step in the process.

Process Tab

Use the Process tab processing options to specify whether you want the system to run Sales Update or Sales Purge and to specify which versions the system will be used.

1. Sales Update

Use this processing option to run Sales Update.

Valid values are:

Blank The system does not run Sales Update.

1 The system does run Sales Update.

2. Sales Update Version

Use this processing option to specify the version of Sales Update (R42800) to run. If you leave this processing option blank, the system runs version XJDE0001.

3. Sales Update Purge

Use this processing option to run Sales Update Purge.

Valid values are:

Blank The system does not run Sales Update Purge.

1 The system run Sales Update Purge.

4. Sales Update Purge Version

Use this processing option to specify the version of Sales Update Purge (R42800) to run. If you leave this processing option blank, the system runs version XJDE0001.

Freights Tab

Use this processing option to specify the version of Sales Update Purge (R42800) to run. If you leave this field blank, version XJDE0001 will be used.

1. Freight

Use this processing option to reverse or return freight.

Valid values are:

Blank The system does not reverse or return freight.

- 1 The system does reverse or return freight.

2. Insurance

Use this processing option to reverse or return insurance.

Valid values are:

Blank The system does not reverse or return insurance.

- 1 The system does reverse or return insurance.

3. Additional Expenses

Use this processing option to reverse or return additional expenses.

Valid values are:

Blank The system does not reverse or return additional expenses.

- 1 The system does reverse or return additional expenses.

4. Freight Line Type

Use this processing option to reverse or return freight.

Valid values are:

Blank The system does not reverse or return freight.

1 The system does not reverse or return freight.

5. Insurance Line Type

Use this processing option to reverse or return insurance.

Valid values are:

Blank The system does not reverse or return insurance.

1 The system does not reverse or return insurance.

6. Additional Expenses Line Type

Use this processing option to reverse or return additional expenses.

Valid values are:

Blank The system does not reverse or return additional expenses.

1 The system does not reverse or return additional expenses.

Updating Customer Sales

To maintain the most accurate sales information, you can update your records in the sales order management system daily. You run a version of the Update Customer Sales program each day to maintain the most accurate sales information.

Updating customer sales includes the following tasks:

- Updating tables
- Selecting versions and modes for sales update
- Updating on-hand inventory
- Updating ECS information
- Using interactive versions in Update Customer Sales Program
- Reviewing electronic mail for sales update errors

Updating Tables

When you run the Update Customer Sales program, the system generates information about the following:

- Update information about customer sales
- Accounts receivable and G/L entries
- Sales for different categories, such as stock sales and freight, cost of goods sold, and profit percentages
- Errors that result from running the program

Depending on how you set the processing options, the system:

- Updates all status codes according to the order activity rules. For example, the system updates all order detail lines with a status of 600 to a closed status of 999
- Updates the Sales Order Header table (F4201) and the Sales Order Header History table (F42019)
- Updates the Sales Order Detail table (F4211) and the Sales Order Detail History table (F42119)

- Updates on-hand inventory in the Item Location table (F41021), the Item History table (F4115), and the Item Ledger table (F4111) if the quantity is not updated during shipment confirmation
- Updates invoice information, such as the dates of the first and last invoices, and year-to-date totals for invoices
- Updates the General Ledger table (F0911), the Accounts Receivable table (F03B11), and the Sales Ledger table (F42199)
- Creates invoices and assigns invoice numbers to sales orders that you do not process through the Print Invoices program (P42565)
- Updates commission information in the Commissions table (F42005), and summarizes cost of goods sold and sales by item in the Sales Summary table (F4229)
- Updates costs with the current information in the Item Cost table (F4105) and prices in the Sales Price Adjustment table (F4074)
- Updates interbranch sales information
- Updates the Text table (F4314) with current messages
- Updates on-hand inventory for bulk items in the Item Location table and writes a record to the Bulk Product Transaction table (F41511)
- Updates the Adjustment History table (F4575) with ship and debit information.

Selecting Versions and Modes for Sales Update

You must choose the appropriate version of the Sales Update program to update your tables. Choose one of the following versions based on your process:

Sales Update

You can use this version when the sales order has been processed through Invoice Print and contains an invoice number and type in the Sales Order Detail table.

Assign Invoice Numbers

You must use this version when the sales order has not been processed to print invoices in the Print Invoice program. The program assigns an invoice (A/R) number.

Because of the number of transactions that occur when you run the Update Customer Sales program, run the program in proof mode first to detect and correct any errors before you run it in final mode. Choose either of the following:

Proof Mode

When you run the sales update in proof mode, you can:

- View the journal entries and correct any errors.
- Review proof copies of Invoice Journal, an online error review and, depending on the processing options, a Sales Journal.

The system does not perform updates to status codes or any tables. You can use proof mode for either version, Sales Update or Assign Invoice Numbers to detect and correct any errors before running in final.

After you run the program in proof mode, you can review and correct any errors before performing a final Sales Update. See *Reviewing Electronic Mail for Sales Update Errors*.

Final Mode

When you run the sales update in final mode, you can:

- Review the Invoice Journal, a complete online error review, and depending on the processing options, a Sales Journal.

The system updates status codes and tables, and performs edits, such as checking for duplicate records, against the G/L, A/R, and A/P functional servers.

Updating Interbranch Sales Information

During the sales update process, you can run the Update Customer Sales program to create journal entries for interbranch sales.

If you set the interbranch processing option in the Sales Update program to create accounts receivable and accounts payable entries for both the selling and the supplying branch/plants, the system creates the following types of batches:

Example: Accounts Receivable and Accounts Payable Entries

- Batch type I - Debits the COGS account, and credits the receivables accounts and inventory for the supplying branch/plant and selling branch/plant.

- Batch type V - Credits the payables accounts and debits the inventory for the selling branch/plant.

I BATCH

Selling Branch:

<u>DEBIT +</u> AR TRADE	<u>CREDIT +</u> REVENUE	<u>DEBIT +</u> COGS	<u>CREDIT +</u> INVENTORY
100	<100>	80	<80>

Supplying Branch:

<u>DEBIT +</u> AR TRADE	<u>CREDIT +</u> I/B REVENUE	<u>DEBIT +</u> COGS	<u>CREDIT +</u> INVENTORY
80	<80>	75	<75>

V BATCH

Selling Branch:

<u>DEBIT +</u> INVENTORY	<u>CREDIT +</u> AP TRADE
80	<80>

Example: Accounts Receivable Entries

If the appropriate processing option is set to create only the accounts receivable entries, the system creates the following types of batches:

- Batch type I - Credits the revenue accounts and inventory, and debits the COGS account of the selling branch/plant.
- Batch type ST - Credits the revenue account and inventory for the selling branch/plant, and debits the COGS accounts and inventory for the supplying branch/plant.

I BATCH

Selling Branch:

<u>DEBIT +</u> AR TRADE	<u>CREDIT +</u> REVENUE	<u>DEBIT +</u> COGS	<u>CREDIT +</u> INVENTORY
100	<100>	80	<80>

ST BATCH

Supplying Branch:

<u>DEBIT +</u> COGS	<u>CREDIT +</u> INVENTORY
75	<75>

Interbranch Journal Entries:

<u>DEBIT + SELLING BRANCH</u> INVENTORY	<u>CREDIT + SUPPLYING BRANCH</u> INTERBRANCH REVENUE
80	<80>

Updating On-Hand Inventory

You can relieve the on-hand quantity for an item during shipment confirmation or sales update. The method you choose affects the history records that are written to the Item Ledger.

- If you subtract the on-hand quantity from inventory during shipment confirmation, the system creates a record in the Item Ledger with the sales order as the document number and the order type as the document type. During sales update, the system overwrites the record with the invoice number and type, G/L date, and batch number.
- If you subtract the on-hand quantity from inventory during sales update, the system writes the invoice number, type, and G/L date to the Item Ledger. No record is written during shipment confirmation.

To relieve the on-hand quantity for an item during shipment confirmation, you must add order types to the UDC table (40/IU). During sales update, the system overwrites the Item Ledger record with the invoice number and type, G/L date, and batch number.

See Also

- See *Locating On-Hand Quantity Information* in the *Inventory Management Guide* for more information on the Item Ledger.

Updating ECS Information

During the load confirmation process, the system updates the quantity of on-hand inventory for bulk items in the Item Location table.

If you do not process a detail line through Load Confirmation, the Update Customer Sales program updates inventory for bulk items and writes a record to the Bulk Production Transaction table (F41511). If you process a sales order detail line through load confirmation, the system does not update inventory quantity during sales update.

You can update quantities based on the quantity that was invoices, which can be ambient or standard. However, the item ledger is updated at standard. If you update ambient quantities, you might receive unpredictable errors.

Using Interactive Versions in Update Customer Sales Program

When you set up processing options for Update Customer Sales, you can only specify *versions* for Accounts Receivables (A/R) and General Ledger (G/L) processing. To review the processing options that affect A/R and G/L processing, such as ledger types and VAT tax processing for multi-currency orders, you must inquire on the following A/R and G/L interactive batch versions.

From the System Administration Tools menu (GH9011), choose Interactive Versions and inquire on the following interactive applications:

- A/R Master Business Function (P03B0011). You must use version ZJDE0002.
On the Currency tab, this version must be set to allow VAT processing. Set the appropriate value, 1, to allow Value Added Tax Processing with Currency.
- G/L Master Business Function (P0900049).

Reviewing Electronic Mail for Sales Update Errors

After you run the Sales Update program, you can review and correct any errors before performing a final Sales Update. The program sends messages to your electronic mail in the Employee Work Center when there are errors and when the job completes normally. After you run the Sales Update program, you should check your electronic mail to determine the status of the job. If the job did not complete normally, review the error messages. Typically, one message notifies you that the job had errors, followed by one or more detailed messages defining the errors.

Note: During sales update, the system writes warning messages, as well as error messages, for you to review. You can improve the performance of the system if you set the processing option to write error messages only.

Before You Begin

- Ensure that no one is using the system.
- Verify that the appropriate line types are set up and that the processing options are set to correctly interface with the G/L and accounts receivable
- Verify that the status code for sales journal, sales update and any status codes that follow are set up in the order activity rules

- Verify that you have ended subsystem processing before running sales update.
- Verify that the appropriate processing option for creating the necessary types of accounting entries is set
- Verify that the interbranch sales processing options are set to:
 - Recognize the order type used to identify interbranch orders
 - Create necessary types of accounting entries

Processing Options: Sales Update And Report

Defaults Tab

These processing options determine the default values that the Sales Update program (P42800) uses to create G/L and A/R entries. If you enter a specific date for A/R Invoice Date, you must also enter a date in the Specific Date for G/L date processing option. If you enter a date value as an A/R Invoice Date, you must enter a date value for the G/L date.

1. Specific Date as A/R Invoice Date

Use this processing option as the A/R Invoice Date, or enter a value by which the system enters the date based on order processing information.

If you enter a specific date, you must also enter a date in the Specific Date for G/L date processing option.

2. Select Date Value as A/R Invoice Date

Use this processing option to indicate the value with which the system enters the date based on order processing information. Valid values are:

- 1 The system uses the date the invoice was printed for the customer and retrieves only those orders that have been processed through the Print Invoice (R42565) program.
- 2 The system uses the date the order was confirmed for shipment and retrieves only those orders that have been processed through the Shipment Confirmation (P4205) program.
- 3 The system uses the current system date.

If you enter a value instead of a specific date as the A/R Invoice Date, you must also enter a value in the Select Date for G/L Date.

3. Specific Date as G/L Date

Use this processing option as the G/L Date, or enter a value with which the system enters the date based on order processing information.

If you enter a specific date, you must also enter a date in the Specific Date for A/R Invoice Date processing option.

4. Select Date Value as G/L Date

Use this processing option to indicate the value with which the system enters the date based on order processing information. Valid values are:

- 1 The system uses the date the invoice was printed for the customer and retrieves only those orders that have been processed through the Print Invoice (R42565) program.
- 2 The system uses the date the order was confirmed for shipment and retrieves only those orders that have been processed through the Shipment Confirmation (P4205) program.
- 3 The system uses the current system date.

If you enter a value instead of a specific date as the G/L Date, you must also enter a value in the Select Date for A/R Invoice Date.

5. G/L Account Business Unit

Use this processing option to identify the business unit to which the system assigns G/L entries. The system verifies the business unit associated with the account number in the AAI for that company, document type, and G/L class. If you don't define a business unit in the AAIs, indicate the business unit to which the system assigns G/L entries. Valid values:

Blank AAI Business Unit. If the business unit in the AAI is blank, then the system verifies the G/L business unit that is defined as the project number in the Business Unit Master (F0006). If you do not have a project number defined in the Business Unit Master (F0006), the system uses the detail branch/plant.

- 1 The system uses the business unit from the order detail line.
- 2 The system uses the Sold To address book number as the business unit part of the account number
- 3 The system assigns G/L entries to the project number of the header branch/plant for A/R and revenue entries. For inventory and cost of goods sold entries, the system uses the project number from the detail branch/plant.

6. Override Next Status Code

Use this processing option to indicate the next step in the order process. You must specify a user defined code (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using. An override status is another allowed step in the process.

If you are running Sales Update (R42800) in final mode, you should update status codes to 999 to ensure that the system does not retrieve orders that have been previously updated and process them through Sales Update again.

7. Billing Remark

Use this processing option to indicate a memo-only field is used for reporting purposes. You can enter a 3-character value that has been set up in the user defined code table (42/BR).

The system uses the billing remark to update the "Alpha Name - Explanation" for the journal entry (F0911). You can review the billing remark in the header portion of the journal entry if you run Sales Journal before Update.

Update Tab

These processing options indicate the mode in which the system runs Sales Update and the tables that are bypassed during the sales update process.

1. Proof or Final Mode

Use this processing option to indicate whether the system runs Sales Update in either the proof or final mode. You must use the version specific to your update process and for any version, you must indicate whether the system uses the proof or final mode. Valid values are:

Blank Run Sales Update in proof mode. The system does not update status codes or tables. You can print and review journal entries, review and correct errors in the Employee Work Center, and depending on processing options, review the Sales Journal.

- 1 Run Sales Update in final mode. The system updates status codes and tables, and performs edits, such as checking for duplicate records, against the G/L, A/R, and A/P functional servers. You can print and review journal entries, review and correct errors in the Employee Work Center, and depending on processing options, review the Sales Journal.

You must use the proof or final version of Sales Update (XJDE0001, XJDE0002) when the sales order has been processed through Invoice Print and contains an invoice number and type in the Sales Order Detail file.

You must use the proof or final version of Sales Update - Assign Invoice Numbers (XJDE0003, XJDE0004) when the sales order has not been processed to print invoices in the Print Invoice program. The program assigns an invoice (A/R) number.

If you run multiple jobs, such as printing the Sales Journal before Sales Update, the system leaves the processing results, the sales journal and the journal entries, open for review.

2. Bypass Update to Accounts Receivable

Use this processing option to indicate whether the system updates the Accounts Receivable table (F03B11). Valid values are:

Blank The system update the Accounts Receivable table (F03B11).

- 1 The system does not update to Accounts Receivable. Instead, the system creates accounts receivable offset journal entries using the Distribution AAI (A/R Trade) 4245.

3. Bypass Update to Inventory

Use this processing option to indicate whether the system updates inventory in the Item Location (F41021) table and the Item History (F4115) table. Valid values are:

Blank The system updates on-hand inventory in the Item Location table (F41021), the Item History table (F4115), and the Item Ledger table (F4111) if the quantity is not updated during shipment confirmation.

- 1 The system does not update on-hand inventory in the Item Location table (F41021), the Item History table (F4115), and the Item Ledger table (F4111).

4. Bypass Update to Commissions

Use this processing option to indicate whether the system updates the Commissions table (F42005). Valid values are:

Blank The system updates commission information in the Commissions table (F42005).

- 1 The system does not up update commission information in the Commissions table (F42005). If you don't record commission information, you may want to bypass update to the Commissions table to improve performance.

5. Bypass Update to Sales History Summary

Use this processing option to indicate whether the system updates the Sales History Summary table (F4229). Valid values are:

Blank The system updates and summarizes cost of goods sold and sales by item in the Sales Summary table (F4229), which you can use for reporting purposes.

- 1 The system does not update the Sales History Summary table (F4229). If you do not use the Sales History Summary for reporting, you may want to bypass update to the Sales History Summary table to improve performance.

6. Purge to Sales Detail History

You can choose whether the system purges detail information from the Sales Order Detail table (F4211). When you update customer sales, the system runs the Detail to History program to move detail lines with a status of 999 from the Sales Order Detail table (F4211) to the Sales Order Detail History table (F42119). Valid values are:

Blank The system copies records from the Sales Order Detail table (F4211) to the Sales Order Detail History table (F42119) and then deletes the original records. This allows the Sales Order Detail table to remain small and improves performance.

- 1 The system does not copy records from the Sales Order Detail table (F4211) to the Sales Order Detail History table (F42119).

7. Purge to Sales Header History

Use this processing option to indicate whether the system moves header information from the Sales Order Header table (F4201) to the Sales Header History table (F42019). If you do not perform this purge, records remain in the Sales Order Header table (F4201).

Records are purged from the Sales Order Header table only if no open detail lines with a matching order type and order number combination exist in the Sales Order Detail table (F4211). Valid values are:

Blank The system copies records from the Sales Order Header table (F4201) to the Sales Order Header History table (F42019) and then deletes the original records. This allows the Sales Order Header table to remain small and improves performance.

- 1 The system does not copy records from the Sales Order Header table (F4201) to the Sales Order Header History table (F42019).

8. Purge Pricing Records

Use this processing option to indicate whether the system purges the Price Adjustment Ledger (F4074). Valid values are:

Blank The system purges price records from the Price Adjustment Ledger (F4074) and does not maintain pricing history in another file.

- 1 The system does not purge pricing records from the Price Adjustment Ledger (F4074) and you can review pricing history.

9. Subledger

Use this processing option to create subledger entries that are specific to your organization. Valid values are:

- 1 The system writes subledger journal entries to the G/L with the order number that is assigned at order entry.
- 2 The system writes subledger journal entries to the G/L with the salesman number that is assigned in the Customer Billing Instructions.
- 3 The system writes subledger journal entries to the G/L with the Sold To number that is entered on the order.

- 4 The system writes subledger journal entries to the G/L with the Ship To number that is entered on the order.
- 5 The system writes subledger journal entries to the G/L with the Short Item number.

10. A/R Next Number Index

Use this processing option to indicate the next number the system uses to assign an invoice (A/R) number.

You must use the version of Sales Update - Assign Invoice Numbers (XJDE0003, XJDE0004) when the sales order has not been processed to print invoices in the Print Invoice program. The program assigns an invoice (A/R) number based on this next number sequence.

11. Document Type for Invoices

Use this processing option to indicate the document type the system uses to assign to an invoice (A/R) number.

You must use the version of Sales Update - Assign Invoice Numbers (XJDE0003, XJDE0004) when the sales order has not been processed to print invoices in the Print Invoice program. The program assigns a document type and an invoice (A/R) number to this transaction.

12. Purge Associated Text

You can choose whether the system purges associated text from the Media Object Detail table (F00165). Valid values are:

Blank The system does not delete header and detail line attachments from the Media Object Detail table (F00165).

- 1 The system deletes header and order detail line attachments from the Media Object Detail table (F00165).

13. Ship and Debit Processing

Use this processing option to specify whether the system will use subsystem or batch processing (R45100) to identify and adjust ship and debit agreements when you run the Update Customer Sales program. Valid values are:

Blank Do not use subsystem or batch processing

- 1 Use subsystem processing
- 2 Use batch processing

14. Ship and Debit Accrual

Use this processing option to specify whether the system uses Generate Claim and Claim Accrual Entries (R45800) processing when running the Sales Update program. Valid values are:

Blank Do not use R45800 processing

- 1 Use R45800 processing

Versions Tab

These processing options determine the versions that the system uses to create entries in accounts receivable and general ledger tables. If you leave a processing option blank, the system uses the ZJDE0002 version for Accounts Receivable and the ZJDE0001 version for General Ledger.

1. A/R Master Business Function

Use this processing option to indicate the version of A/R Master Business Function (P03B0011). To review the processing options that affect A/R processing, such as ledger types and VAT tax processing for multi-currency orders, you must inquire on the appropriate A/R batch version that is used for sales update. If you leave this option blank, the system uses version ZJDE0002.

If you specify a version of A/R Master Business Function (P03B0011) other than ZJDE0002, set this processing options for this version to allow VAT processing. On the Currency tab in the processing options for the A/R MBF, Set the appropriate value, 1, to allow Value Added Tax Processing with Currency.

2. G/L Master Business Function

Use this processing option to indicate the version of G/L Master Business Function (P0900049) for General Ledger (G/L) processing. To review the processing options that affect G/L processing, you must inquire on the appropriate G/L interactive batch version that you use for sales update.

The system uses G/L Master Business Function (P0900049). If you leave this option blank, the system uses version ZJDE0001.

3. Ship and Debit (R45100)

Use this processing option to specify the version of subsystem processing (R45100) that the system uses to identify and adjust ship and debit agreements when you run the Update Customer Sales program.

4. Ship and Debit Accrual (R45800)

Use this processing option to specify which version of the Generate Claim and Claim Accrual Entries (R45800) that the system uses when you run the Sales Update program.

Print Tab

These processing options indicate whether the system prints the sales journal before updating journal entries, and if so, which version to use.

1. Print Sales Journal Before Update

Use this processing option to indicate whether the system prints a sales journal before updating journal entries. The sales journal contains only summary information. The report includes total invoice amounts, cost of goods sold, and profit amounts and percentages. This is helpful if you want to review how sales revenues are distributed. Valid values are:

Blank The system does not print a sales journal before update.

1 The system prints a sales Journal before running update.

Make sure that you have set the processing options in the version for Sales Journal Print (P42810) so that system does not update the status codes of the sales orders.

2. Sales Journal Version (R42810)

Use this processing option to indicate the version of Sales Journal (P42810) the system uses to print the sales journal before Sales Update. This processing option is in effect only if you activate the processing option to Print Sales Journal before Update. The sales journal contains only summary information. The report includes total invoice amounts, cost of goods sold, and profit amounts and percentages. This is helpful if you want to review how sales revenues are distributed.

If you leave this option blank, the system uses version ZJDE0001.

Make sure that you have set the processing options in the version for Sales Journal Print so that system does not update the status codes of the sales orders.

Summarization Tab

These processing options indicate whether the system writes A/R, G/L, COGS, and inventory entries in summary or detail.

1. Summarize A/R Entries by Invoice

Use this processing option to indicate whether the system writes Accounts Receivable journal entries in summary or detail. When the system creates A/R entries, it creates batch type IB. In batch type IB, you can choose whether the system creates separate entries for each invoice or for each order detail line. Valid values are:

Blank The system does not summarize A/R entries and creates separate entries in the Accounts Receivable table (F03B11) for each order detail line in an invoice.

- 1 The system summarizes A/R entries and creates entries in the Accounts Receivable table (F03B11) for an invoice.

2. Summarize G/L Entries by Invoice

Use this processing option to indicate whether the system writes General Ledger (G/L) journal entries in summary or detail. When the system creates G/L entries, it creates batch type IB. In batch type IB, you can choose whether the system creates separate entries for each invoice or for each order detail line. Valid values are:

Blank The system does not summarize G/L entries. The system creates separate entries in the General Ledger table (F0911) for each order detail line in an invoice.

- 1 The system summarizes G/L entries and creates entries in the General Ledger table (F0911) for each invoice.

3. Summarize COGS and Inventory Entries

Use this processing option to indicate whether the system creates a separate batch, type G, for inventory and costs of goods sold (COGS) entries. Valid values are:

Blank The system does not summarize inventory and COGS entries to a separate batch. The system only creates batch type IB for posting to journals.

- 1 In addition to batch type IB, the system creates a separate batch, G, for inventory and COGS entries.

Cost Update Tab

These processing options indicate whether the system updates costs prior to sales update and the version of Sales Price/Cost Update, if applicable.

1. Update Costs

Use this processing option to indicate whether the system updates costs prior to sales update. The system updates all selected sales orders with current costs, exchange rates, and prices before you create A/R and G/L records.

You might run a sales cost update if your purchasing or manufacturing costs change frequently or if order have been in the system for quite some time before being update. This ensures that the system accurately calculates your profit margins.

Blank The system does not update inventory costs for the item.

- 1 The system uses the version of Sales Price/Cost Update that you reference in the processing options to update all selected sales orders with current costs, exchange rates, and prices before creating A/R and G/L records.

2. Sales Price/Cost Update Version

Use this processing option to indicate the version of Sales Price/Cost Update (R42950) the system uses to update costs prior to sales update. The default version is ZJDE0001. The system updates all selected sales orders with current costs, exchange rates, and prices before you create A/R and G/L records.

You might run a sales cost update if your purchasing or manufacturing costs change frequently or if orders have been in the system for quite some time before being updated. This ensures that the system accurately calculates your profit margins.

For interbranch orders, you must set the processing options in the Update Sales Price/Cost program (R42950) to update the price information, as well as the exchange rate for both the supplying and selling branch/plants.

Interbranch Tab

These processing options identify the order types for interbranch orders.

1. Interbranch Order Types

Use this processing option to identify the order types used for interbranch orders. You can list multiple order types without punctuation or spaces. To accurately update all interbranch orders, you should enter all interbranch order types that you entered in Sales Order Entry, Defaults tab, Order Types processing option.

You must enter values that have been set up in user defined code table (00/DT).

2. A/R and A/P Batches

Use this processing option to indicate the types of batches for interbranch orders. The program creates batch type IB for transactions between the selling branch and the customer and batch type ST for transactions between the supplying branch/plant and the selling branch. Valid values are:

Blank The system creates a separate batch for interbranch orders.

- 1 The system creates accounts payable and accounts receivable journal entries for the selling branch/plant and accounts receivable entries for the supplying branch/plant.

3. Voucher Match Version (P4314)

Use this processing option to identify the version of the Voucher Match Master Business Function that the system uses to create Accounts Payable transaction records. For intercompany invoicing, the system creates an accounts payable entry from the selling company to the supplying company.

To review the processing options that affect A/P processing, you must inquire on the appropriate A/P batch version that is used for sales update.

Flex Acctg

This processing option indicates whether you are working with flexible sales accounting.

1. Sales Flexible Accounting

Use this processing option to indicate whether you are working with flexible sales accounting. Valid values are:

Blank The system does not use the Flex Sales Accounting program (P42096) to create general ledger entries.

- 1 The system creates entries with cost object information according to the account number definition that you have set up in Flex Sales Accounting (P42096).

Bulk Product

This processing option indicates the method by which the system calculates temperature gain/loss records.

1. Temperature Gain/Loss

Use this processing option to write temperature gain/loss records for customers billed at ambient temperature when the inventory has been relieved at standard temperature. The gain or loss is calculated in either of the following ways, cost or revenue. Valid values are:

Blank The system does not process temperature gain/loss records.

- 1 For cost, the system computes the difference between the extension of ambient volume multiplied by cost and standard volume multiplied by cost. The calculation uses the primary unit of measure.
- 2 For revenue, the system computes the difference between the extension of ambient volume multiplied by price and standard volume multiplied by price. The calculation uses the pricing unit of measure.

Agreements Tab

If you use Sales Order Management with the Agreement Management system, these processing options define the method by which the system selects agreements.

1. Specific Destination Business Unit for Borrow Agreement Search

Use this processing option to specify where an item on the agreement is delivered. If you leave this option blank, you must enter a value in which the system selects the destination business unit.

OR

Use this processing option to specify a value where an item on the agreement is delivered. Valid values are:

- 1 The destination can be any location defined in the agreement.
- 2 The system identifies the default branch/plant as the destination.

If you leave this option blank, you must enter a specific destination business unit.

2. Selection Criterion

Use this processing option to identify the method with which the system uses to select an agreement. Valid values are:

Blank The system assigns an agreement based on the earliest expiration date.

- 1 The system automatically assigns an agreement if only one is found.
- 2 The system assigns an agreement based on the earliest expiration date.

Performance

This processing option indicates whether the system writes warning messages, as well as error messages, to the Employee Work Center during Sales Update.

Performance Improvement Options

Use this processing option to indicate whether the system writes warning messages to the Employee Work Center during Sales Update. Valid values are:

Blank The system writes warning messages to the Employee Work Center.

- 1 The system does not write warning messages to the Employee Work Center. You can improve the performance of the system when you choose this option.

Prepayment Tab

Use this processing option for prepayment processing. When you set up a version of Sales Update for Prepayment Transactions, and you have not processed the orders through Print Invoice, set the processing options so that the system assigns an invoice number.

If the processing option for prepayment processing is on and settlement of a prepayment transaction has occurred, the system writes a draft record for receivables due from the credit card company's bank. During Sales Update, call the version of Preauthorized Drafts to generate draft records.

1. Update Settled Prepayment Transactions

Use this processing option to indicate whether credit card prepaid transactions, which have an open invoice, will be paid as drafts. Once an invoice is selected, the open amount is paid, and draft documents are created. The Drafts are created at the acceptance status as the funds have not yet been collected at the bank.

Valid values are:

- 1 Settled Prepayment Records will be updated and drafts will be written for credit card transactions.

Blank Settled Prepayment Records will not be updated.

Before You Begin

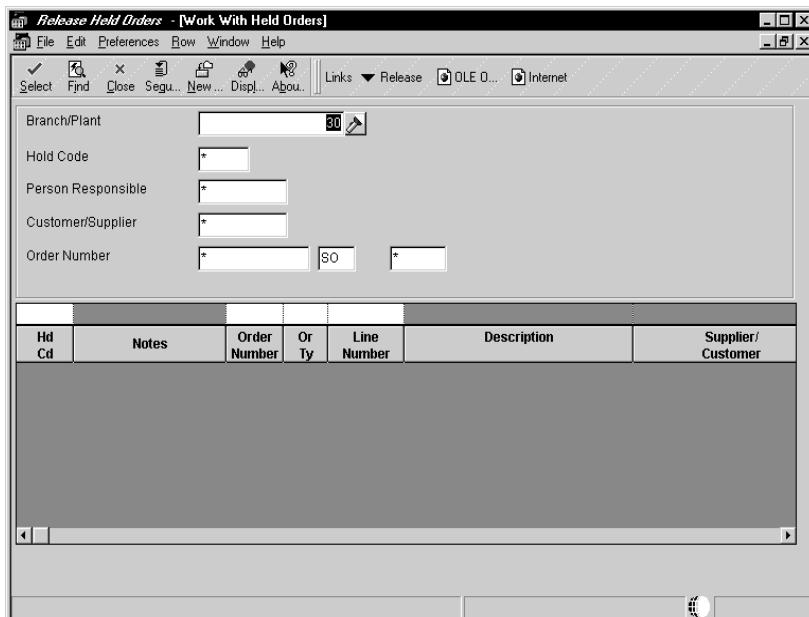
- ❑ Verify that you have set up status codes and order activity rules for additional types of orders. See *Setting Up Order Activity Rules*.
- ❑ Verify that you have set up the line types related to credit orders and direct ship orders. See *Setting Up Order Line Types*.
- ❑ Verify that you have set up the document types for additional types of orders.

See Also

- *Setting Up Order Hold Information*

► To release orders on hold

From the Additional Order Processes menu (G4212), choose Release Holds.



1. On Work With Held Orders, complete the following optional field to display all held orders for your branch/plant:
 - Branch/Plant
2. Click Find.

3. Locate the order that you want to release by completing any combination of the following fields:
 - Hold Code
 - Person Responsible
 - Supplier/ Customer
 - Order Number
4. Choose the order that you want to release.
5. From the Row menu, choose Release.
6. On Password Confirmation, complete the following field and click OK:
 - Password
7. Choose the release option to release additional orders.

Field	Explanation
Hold Code	A user defined code (42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded).
Person Responsible	The address book number of the person who is responsible for reviewing and releasing orders placed on hold.
Supplier/ Customer	A second, 30-character description, remark, or explanation.
Order Number	A number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.

Processing Options for Held Order Release

Defaults

- | | |
|----------------------------------|----------------|
| 1. Order Type
2. Release Code | _____
_____ |
|----------------------------------|----------------|

Display

- | | |
|---|----------------|
| 1. Enter a '1' to display SO's,
else display PO's
2. Enter 'Y' to display previously
released orders | _____
_____ |
|---|----------------|

Versions

Enter the version for each program. If left blank, ZJDE0001 will be used.

- | | |
|--|----------------------------------|
| 1. Sales Order Entry (P4210)
2. Purchase Order Entry (P4310)
3. Print Pick Slip (R42520)
4. Ship and Debit (R45100) | _____

_____ |
|--|----------------------------------|

Process

Enter '1' for

- | | |
|---|-------------------------|
| 1. Automatic printing of Pick
Slip.
2. Enter the release status code
of the work order
3. Ship and Debit Processing
Blank = Do not call R45100
1 = Subsystem Mode
2 = Batch Mode | _____

_____ |
|---|-------------------------|

Warehouse

- | | |
|---|-------|
| 1. Enter the request processing
mode | _____ |
|---|-------|

' ' = No pick request. '1' = Generate requests only. '2' = Generate requests and process using the subsystem.

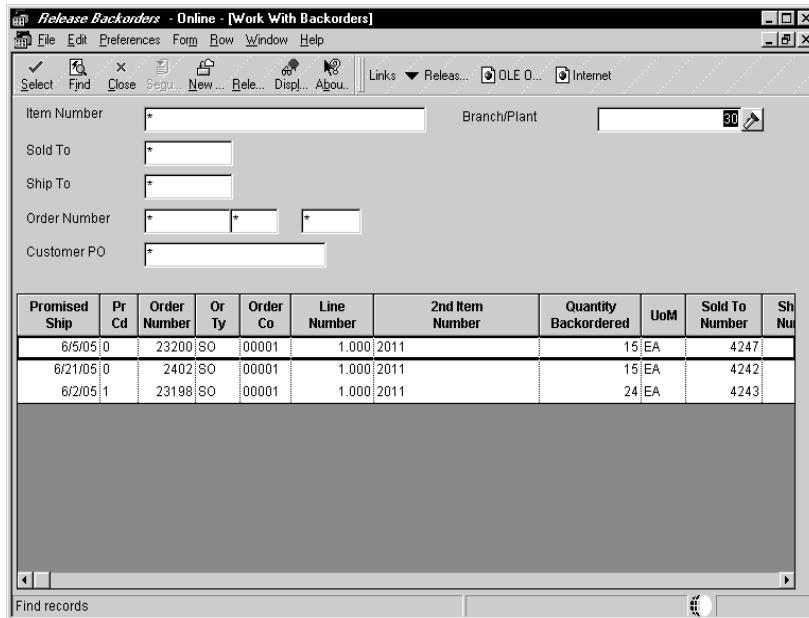
- | | |
|---|----------------|
| 2. If processing pick requests
using the subsystem, enter the
version.
3. Override next status for sales
order lines for which requests
have been generated. | _____
_____ |
|---|----------------|

Prepayment

- | | |
|---|----------------|
| 1. Release Authorization Hold and
Advance Prepayment Status.
2. Release Settlement Hold and
Advance Prepayment Status. | _____
_____ |
|---|----------------|

► To release backorders online

From the Additional Order Processes menu (G4212), choose Release Backorders - Online.

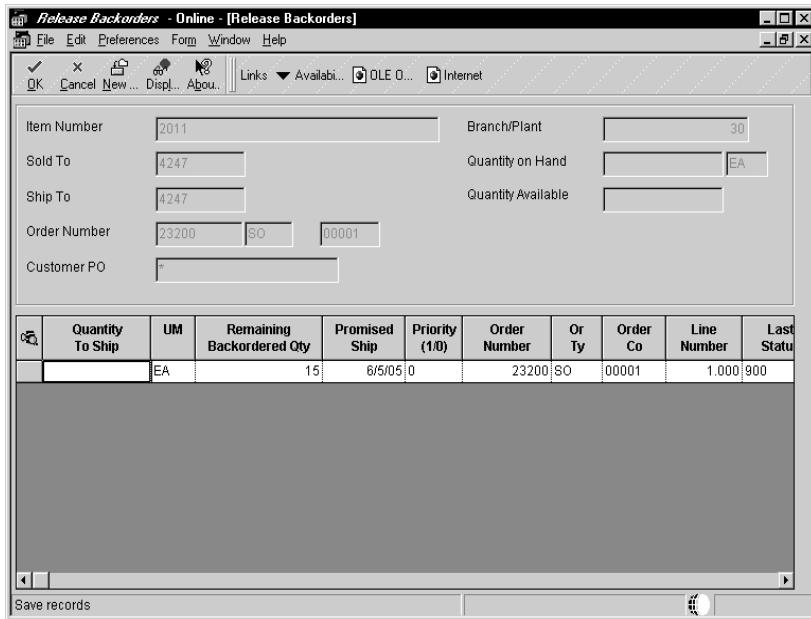


1. On Work With Backorders, complete the following fields and click Find:

- Business Unit
- Item Number
- Sold To
- Ship To
- Order Number
- Customer PO

2. Do one of the following:

- To release all orders that appear on the form, choose Release Shown Rows from the Form menu.
- Choose a specific order that you want to release and click Select.



3. On Release Backorders, complete the following field:

- Quantity To Ship

4. Click OK.

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.
Item Number	Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Sold To	The number assigned to an item. It can be in short, long, or third item number format.
	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.

Field	Explanation
Ship To	The address number of the location to which you want to ship this order. The address book provides default values for customer address, including street, city, state, zip code, and country.
Order Number	A number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.
Customer PO	An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.

Processing Options for Backorder Release

Defaults Tab

These processing options determine default values, such as the document type, that the Backorder Release program (P42117) uses when other values are not entered for the transaction.

Next Status for Released Orders

Use this processing option to indicate the line status to be used as the next status on released orders. You must use a status that has been set up in user defined code table (40/AT) of the order activity rules based on the order type and the line type combination.

Note: If you do not enter a status or enter an invalid status, the system does not update the order status.

Display Tab

These processing options control the status at which the system displays backorders.

Next Status to Select

Use this processing option to indicate the line status range the system used to select backorders for release. You must use a status code that has been set up in user defined codes table (40/AT) of the order activity rules based on the order type and the line type combination.

Display 2

These processing options control whether the system displays certain types of order information, such as held orders, closed lines, and kits.

1. Total Fill Only

Use this processing option to indicate whether to display all lines or only the lines that can be totally filled. Valid values are:

Blank Show all lines.

1 Show only lines that can be totally filled.

2. Kit Components

Use this processing option to specify whether you want kit components to appear in backorder release.

Note: If kit components are displayed, kit balancing is turned off and you can release components separate from the total kit. Valid values are:

1 Display kit components.

Blank Do not display kit components.

3. Held Orders

Use this processing option to specify whether you want held orders to appear in the Backorder Release Revisions form and to allow the release of the held orders. Valid values are:

1 Display held orders and allow release.

Blank Do not display held orders.

Process Tab

These processing options control whether the Sales Order Entry program performs as follows:

- Allows you to include backordered quantity as available quantity
- Activates commitment processing
- Allows you to release an order when the quantity to ship exceeds the backordered quantity
- Allows you to release an order when the on-hand quantity is zero
- Allows you to update costs with the most current cost

1. Backorder Quantity as Available Quantity

Use this processing option to specify whether you want the backorder quantity added to the quantity available. This option will give you more quantity available to fill orders. Valid values are:

Blank Do not add backorder quantity to quantity available.

1 Add backorder quantity to quantity available.

2. Commitments

Use this processing option to specify whether you call the Commitment program to hard commit released orders to inventory locations. If you do not call the commit program, the system only soft commits orders that are released. Valid values are:

- 1 Call the Commitment program.

Blank Do not call the Commitment program and only soft commit released orders.

Note: If you release amounts over the quantity available, the order may be backordered again.

3. Release when Quantity to Ship exceeds Backordered Quantity

Use this processing option to specify whether you want to release an amount that is greater than the original backordered quantity. Valid values are:

- 1 Allow release of amounts that are greater than the original backordered quantity.

Blank Do not allow the release of amounts that are greater than the original quantity.

4. Zero On-hand Quantity

Use this processing option to specify whether you want to allow the release of orders when the quantity on hand is zero. Valid values are:

- 1 Allow release when the on-hand quantity is zero.

Blank Do not allow the release when the on-hand quantity is zero.

Note: This option can drive inventory levels to negative quantities, which affects average costing.

5. Cost Update

Use this processing option to specify whether you want to update released orders with the current costs. This option will allow you to update costs for items that might have changed costs during the interval between the placement of the order and release of the backordered amounts. Valid values are:

1 Update Costs.

Blank Do not update costs.

Note: The system does not change sale price.

Order Holds Tab

These processing options activate order hold processing. You must specify the hold code in any of the following processing options to activate order hold processing. You set up hold parameters in Order Hold Information (P42090). Multiple hold codes might result in multiple holds for a single order. You must release the sales order from all holds before the system processes the order.

1. Credit Check Hold Code

Use this processing option to identify the credit hold code that the system uses to automatically compare the credit limit that you set up for your customer in Customer Master Information against the order and any outstanding balances in accounts receivable.

You define the conditions that the system uses to place orders on hold in Order Hold Information (P42090) and attach those conditions to a hold code. You must specify the hold code in this processing option to activate order hold processing.

You must enter a value that has been set up in user defined code table (42/HC).

2. Partial Order Hold Code

Use this processing option to identify the code that the system uses to hold an entire order if quantity is not available to fill an order detail line. You must enter the partial order hold code for backorder release to release the hold when the order is completely filled. The system can then release and remove the hold according to information in Customer Billing Instructions, Item Master Information, Item Branch/Plant Information and Branch/Plant Constants form. If you do not enter a correct partial hold code, the backorder release does not release the held order.

Enter a value that has been set up in user defined code (42/HC).

Print Tab

This processing option indicates whether the system prints invoices or pick slips automatically after a backorder is filled.

1. Automatic Print

Use this processing option to specify whether to automatically print invoices or pick slips. Valid values are:

- 1 Automatically print pick slips.
- 2 Automatically print invoices.

Blank Do not print pick slips or invoices.

Note: Use the processing option on tabs “Versions” to indicate a specific version of Print Pick Slips (R42520) or Print Invoices (R42565).

Versions Tab

These processing options determine the version that the system uses when you choose the associated row or form exit on Backorder Release forms or to print invoices and pickslips through the subsystem. If you leave a processing option blank, the system uses the ZJDE0001 version.

1. Sales Order Entry (P4210)

Use this processing option to specify the version of Sales Order Entry (P4210) to review orders when you choose Sales Detail from the row menu.

2. Customer Service Inquiry (P4210)

Use this processing option to specify the version of Customer Service Inquiry (P4210) to review orders when you choose Customer Service Inquiry from the form menu.

3. Item Availability (P41202)

Use this processing option to specify the version of Item Availability (P41202) to review item information when you choose Item Availability from the form menu.

4. Subsystem Print Invoice (R42565)

Use this processing option if you generate invoices through the subsystem. You must specify the version, Invoice Print (R42565), that is set up for subsystem processing.

Note: To use this option, you must enter the option to automatically print invoices on the Print tab of the Backorder Release program.

5. Subsystem Print Pick Slip (R42520)

Use this processing option if you generate invoices through the subsystem. You must specify the version, Print Pick Slip (R42520), that is set up for subsystem processing.

Note: To use this option, you must enter the option to automatically print pick slips on the Print tab of the Backorder Release program.

Warehouse Tab

The following processing options are used in conjunction with the Warehouse Management system. If you use Warehouse Management, you can specify the mode for pick request processing, the version of Print Pick Request (P46171).

1. Request Processing Mode

Use this processing option to create a pick request in the Warehouse Management system. If you use Warehouse Management, the system can generate a pick request, then process the request through the subsystem. A pick request is used to process a suggestion to pick the inventory for an order from a particular location. Valid values are:

Blank The system does not generate pick requests.

- 1 The system generates requests only.
- 2 The system generates requests and creates the pick request through the subsystem.

2. Subsystem Print Pick Request

Use this processing option if you generate warehouse management pick requests through the subsystem. You must specify the version, Print Pick Request (P46171), that is set up for subsystem processing.

3. Override Next Status

Use this processing option to define an alternative status in the order process. You must specify a user defined code (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type combination. The combination of the beginning status and the override status must be a valid last status/next status combination in the Order Activity Rules table.

Processing Options for Backorder Release and Report

Defaults Tab

These processing options determine default values, such as the document type, that the Batch Backorder Release program (P42118) uses when other values are not entered for the transaction.

Next Status for Released Orders

Use this processing option to indicate the line status to be used as the next status on released orders. You must use a status that has been set up in user defined code table (40/AT) of the order activity rules based on the order type and the line type combination.

Note: If you do not enter a status or enter an invalid status, the system does not update the order status.

Process Tab

These processing options control whether the Sales Order Entry program performs as follows:

- Allows you to include backordered quantity as available quantity
- Activates commitment processing
- Allows you to release an order when the quantity to ship exceeds the backordered quantity
- Allows you to release an order when the on-hand quantity is zero
- Allows you to update costs with the most current cost

1. Backorder Quantity as Available Quantity

Use this processing option to specify if you want to run the backorder release report in proof or final mode. In proof mode no changes will be made to any sales order lines and no backorders will be filled. The proof mode will only show you what sales order lines you have enough inventory to fill. In final mode the program will update and fill backordered lines.

Valid Values Are:

1 Final Mode.

Blank Proof Mode.

2. Commitments

Use this processing option to specify whether you want the backorder quantity added to the quantity available. This option will give you more quantity available to fill orders. Valid values are:

Blank Do not add backorder quantity to quantity available.

1 Add backorder quantity to quantity available.

3. Release when Quantity to Ship exceeds Backordered Quantity

Use this processing option to specify whether you call the Commitment program to hard commit released orders to inventory locations. If you do not call the commit program, the system only soft commits orders that are released. Valid values are:

- 1 Call the Commitment program.

Blank Do not call the Commitment program and only soft commit released orders.

Note: If you release amounts over the quantity available, the order may be backordered again.

4. Zero On-hand Quantity

Use this processing option to specify whether you want to allow the release of orders when the quantity on hand is zero. Valid values are:

- 1 Allow release when the on-hand quantity is zero.

Blank Do not allow the release when on-hand quantity is zero.

Note: This option can drive inventory levels to negative quantities, which affects average costing.

5. Cost Update

Use this processing option to specify whether you want to update released orders with the current costs. This option will allow you to update costs for items that might have changed costs during the interval between the placement of the order and release of the backordered amounts. Valid values are:

- 1 Update Costs.

Blank Do not update costs.

Note: The system does not change sale price.

Order Holds Tab

These processing options activate order hold processing. You must specify the hold code in any of the following processing options to activate order hold processing. You set up hold parameters in Order Hold Information (P42090). Multiple hold codes might result in multiple holds for a single order. You must release the sales order from all holds before the system processes the order.

1. Credit Check Hold Code

Use this processing option to identify the credit hold code that the system uses to automatically compare the credit limit that you set up for your customer in Customer Master Information against the order and any outstanding balances in accounts receivable.

You define the conditions that the system uses to place orders on hold in Order Hold Information (P42090) and attach those conditions to a hold code. You must specify the hold code in this processing option to activate order hold processing.

You must enter a value that has been set up in user defined code table (42/HC).

2. Partial Order Hold Code

Use this processing option to identify the code that the system uses to hold an entire order if quantity is not available to fill an order detail line. You must enter the partial order hold code for backorder release to release the hold when the order is completely filled. The system can then release and remove the hold according to information in Customer Billing Instructions, Item Master Information, Item Branch/Plant Information and Branch/Plant Constants form. If you do not enter a correct partial hold code, the backorder release does not release the held order.

Enter a value that has been set up in user defined code (42/HC).

Print Tab

This processing option indicates whether the system prints order information for those orders that can be completely filled, orders that are on hold, or components of kits.

1. Total Fill Orders

Use this processing option to indicate whether to print all lines or only the lines that can be totally filled. Valid values are:

Blank Print all lines.

- 1 Print only lines that can be totally filled.

2. Print Held Orders

Use this processing option to specify whether you want held orders to print and to allow the release of the held orders. Valid values are:

- 1 Print held orders and allow release.

Blank Do not print held orders.

3. Print Kit Component Lines

Use this processing option to specify whether you want kit components to print in backorder release.

Note: If kit components are displayed, kit balancing is turned off and you can release components separate from the total kit. Valid values are:

- 1 Print kit components.

Blank Do not print kit components.

Versions Tab

These processing options determine the version that the system uses during backorder release processing. If you leave a processing option blank, the system uses the ZJDE0001 version.

4. Subsystem Print Invoice (R42565)

Use this processing option if you generate invoices through the subsystem. You must specify the version, Invoice Print (R42565), that is set up for subsystem processing.

5. Subsystem Print Pick Slip (R42520)

Use this processing option if you generate pick slips through the subsystem. You must specify the version, Print Pick Slip (R42520), that is set up for subsystem processing.

Warehouse Tab

The following processing options are used in conjunction with the Warehouse Management system. If you use Warehouse Management, you can specify the mode for pick request processing, the version of Print Pick Request (P46171).

1. Request Processing Mode

Use this processing option to create a pick request in the Warehouse Management system. If you use Warehouse Management, the system can generate a pick request, then process the request through the subsystem. A pick request is used to process a suggestion to pick the inventory for an order from a particular location. Valid values are:

Blank The system does not generate pick requests.

- 1 The system generates requests only.
- 2 The system generates requests and creates the pick request through the subsystem.

2. Subsystem Print Pick Request

Use this processing option if you generate warehouse management pick requests through the subsystem. You must specify the version, Print Pick Request (P46171), that is set up for subsystem processing.

3. Override Next Status

Use this processing option to indicate an alternative step in the order process. You must specify a user defined code (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type combination. The combination of the beginning status and the override status must be a valid last status/next status combination in the Order Activity Rules table.

► To enter credit orders manually

From the Sales Order Processing menu (G4211), choose Sales Order Detail.

1. On Customer Service Inquiry, click Add.
2. On Sales Order Detail Revisions, complete the steps to enter order information.
3. If restock charges or nonstock items are included on the return, complete the following fields:
 - Quantity Ordered
 - Item Number
 - Ln Ty
4. Click OK.

When you accept the order, the total amount of the credit appears above the first line item.

► To enter system-generated credit orders

From the Additional Order Processes menu (G4212), choose Credit Orders from History.

1. On Customer Service Inquiry, click Add.

Quantity Ordered	UoM	Item Number	Ln Ty	Foreign Unit Price	Foreign Extended Price	Branch/Plant	Location
				0.0000	0.00		

2. On Sales Order Detail Revisions, choose Credit Memo from the Form menu.

Order Number	Order Type	Order Co	Line Number	Sold To	Alpha Name	Quantity Ordered	Quantity Shipped
1 SO	00098	1.000	4242	Capital System		1	1
1 SO	00099	1.000	4242	Capital System		1	1
1 SO	00099	1.000	4242	Capital System		1	1
1 SO	00249	1.000	4242	Capital System		5	5
2 SO	00001	1.000	4242	Capital System		100	100
2 SO	00098	1.000	4242	Capital System		2	2
2 SO	00099	1.000	4242	Capital System		1	1
2 SO	00099	1.000	4242	Capital System		1	1
2 SO	00099	1.000	4242	Capital System		1	1
3 SO	00249	1.000	4242	Capital System		10	10
3 SO	00249	1.000	4242	Capital System		10	10
4 SO	00001	1.000	4242	Capital System		10	10

3. On Work With Sales Ledger Inquiry, click Find to review all order detail lines from the history information.

4. To add order information to a credit order, do either of the following:
 - To add an order detail line to the credit memo, choose Select Line from the Row menu. The system retrieves the history information regardless of the status codes that you have defined in the processing options for Sales Ledger Inquiry.
 - To add all detail lines from an order, choose Select Order from the Row menu. The system retrieves the history information for all detail lines in the order within the status code range that you have defined in the processing options for Sales Ledger Inquiry or the status code range that you define in the Additional Selections tab.
5. Optionally, to review order history information, highlight the order detail line and click Select. Review the order on Sales Ledger Detail. Click Cancel to return to Work with Sales Ledger Inquiry.
6. On Work with Sales Ledger Inquiry, click Close.
7. On Sales Order Detail Revisions, review the credit information.

If you have incorrectly selected a line or order to create a credit memo, but you haven't created a credit order, you can clear the credit information.
8. On Sales Ledger Inquiry, choose Clear Credit Memo from the Form menu.
9. Click OK.

The system creates the credit order.

To delete the credit information after you have created a credit memo, you cancel the detail lines on Sales Order Detail Revisions.
10. To create another credit order or review the credit orders that exist, do one of the following:
 - To create another credit order from history, choose Credit Memo from the Form menu.
 - To review credit orders, click Cancel to return to Work with Sales Order Headers and then click Find.

Processing Options for Sales Ledger Inquiry

Defaults

Order Type	_____
Status Code - From	_____
Status Code - Thru	_____

Credit Memo

Note: The following options are only in use if this application is called from Sales Order Entry (P4210) and the "Select Order" row exit is used to select all the order lines for processing..

1. Enter the status code to select when retrieving credit orders.
 2. Enter '1' if the status code is based on the Last Status. If left blank, the status code is based on the Next Status.
- | |
|-------|
| _____ |
| _____ |

Versions

Note: The following options are in use only when this application is NOT called from sales order entry (P4210).

Credit Order Entry Version	_____
Sales Order Entry Version	_____

Understanding Inventory Transfers and Transfer Orders

You can record a transfer transaction using either the Transfers program in the Inventory Management system or the Transfer Order program in either the Procurement or the Sales Order Management system.

When you create an inventory transfer in the Inventory Management system, the system moves inventory from one location to another and records the transaction immediately. The system does not create sales or purchase order documents; therefore, you do not have a paper trail for tracking inventory. At the most, you might require management approval.

When you create a transfer order in either the Procurement or the Sales Order Management system, you can ship and receive goods. In this way, you can account for markups, freight costs, and transport time. The system creates the paper trail by generating a sales order and a related purchase order. The system processes each order based on the order activity rules that you set up for the document type/line type combination.

When you create a transfer order, the Transfer Order program creates records in the following tables:

- Sales Order Header (F4201)
- Sales Order Detail (F4211)
- Purchase Order Header (F4301)
- Purchase Order Detail (F4311)

You cannot enter configured items or kit information on a transfer order. To enter an order for kits, use the regular sales or purchase order entry programs.

Before You Begin

- Verify that you have set the processing options for the version of the Sales Order Entry program that you use for transfer orders.

See Also

- *Entering Purchase Order Detail Information in the Procurement Guide*

► To enter transfer orders

From the Sales Order Processing menu (G4211), choose Transfers.

1. On Customer Service Inquiry, click Add.

Line	Description	Value
1	Quantity Ordered	2465
1	UoM	EA
1	Item Number	2465
1	Ln Ty	S
1	Unit Price	120.0000
1	Extended Price	120.00
1	Branch/Plant	27
1	Location	..
1	Quantity Ordered	4251
1	UoM	PL
1	Item Number	4251
1	Ln Ty	S
1	Unit Price	2.0000
1	Extended Price	120.00
1	Branch/Plant	27
1	Location	..
1	Quantity Ordered	4200
1	UoM	PL
1	Item Number	4200
1	Ln Ty	S
1	Unit Price	8.3000
1	Extended Price	1,245.00
1	Branch/Plant	27
1	Location	..
1	Quantity Ordered	4250
1	UoM	PL
1	Item Number	4250
1	Ln Ty	S
1	Unit Price	1.0000
1	Extended Price	60.00
1	Branch/Plant	27
1	Location	..
1	Quantity Ordered	9060
1	UoM	PL
1	Item Number	9060
1	Ln Ty	S
1	Unit Price	6.6400
1	Extended Price	1,328.00
1	Branch/Plant	27
1	Location	..
1	Quantity Ordered	9070
1	UoM	CA
1	Item Number	9070
1	Ln Ty	S
1	Unit Price	6.0000
1	Extended Price	360.00
1	Branch/Plant	27
1	Location	..
1	Quantity Ordered	9052
1	UoM	PL
1	Item Number	9052
1	Ln Ty	S
1	Unit Price	380.0000
1	Extended Price	228,000.00
1	Branch/Plant	27
1	Location	..
1	Quantity Ordered	4220
1	UoM	PL
1	Item Number	4220
1	Ln Ty	S
1	Unit Price	137.0000
1	Extended Price	82,200.00
1	Branch/Plant	27
1	Location	..
1	Quantity Ordered	9071
1	UoM	CA
1	Item Number	9071
1	Ln Ty	S
1	Unit Price	5.0000
1	Extended Price	120.00
1	Branch/Plant	27
1	Location	..
1	Quantity Ordered	5004
1	UoM	PL
1	Item Number	5004
1	Ln Ty	S
1	Unit Price	.7800
1	Extended Price	468.00
1	Branch/Plant	27
1	Location	..
1	Quantity Ordered	5005
1	UoM	PL
1	Item Number	5005
1	Ln Ty	S
1	Unit Price	.4800
1	Extended Price	8.84
1	Branch/Plant	27
1	Location	..

2. On Sales Order Detail Revisions, complete the following fields:
 - Branch/Plant
 - To Branch/Plant
 - Landed Cost Rule
3. For multicurrency orders, complete the following fields:
 - P/O Exch Rate
 - S/O Exch Rate
4. Complete the steps to enter item information.
See *Entering Item Information*.
5. Click OK to accept the order.

► To enter direct ship orders

From the Sales Order Processing menu (G4211), choose Direct Ships.

1. On Customer Service Inquiry, click Add.
2. On Sales Order Detail Revisions, complete the following fields:
 - Ship To
 - Quantity Ordered
 - Item Number
 - UoM
 - Unit Price
 - Ln Ty
3. Click OK.

► To enter a blanket order

From the Sales Order Processing menu (G4211), choose Blankets.

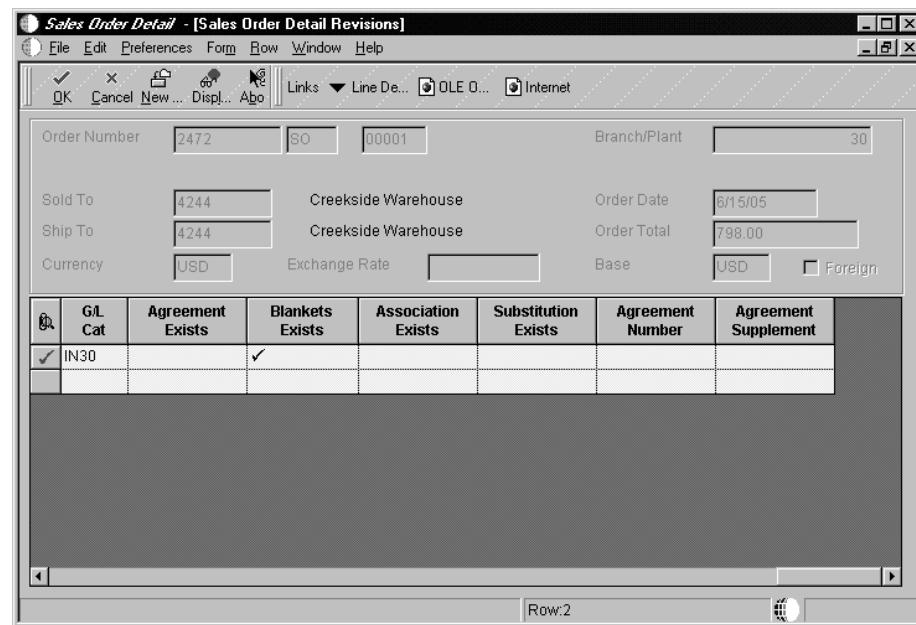
1. On Customer Service Inquiry, click Add.
2. On Sales Order Detail Revisions, complete the following fields:
 - Branch/Plant
 - Ship To
 - Quantity Ordered
 - UoM
 - Item Number
 - Ln Ty
3. Click OK.

► To create a sales order from a blanket order

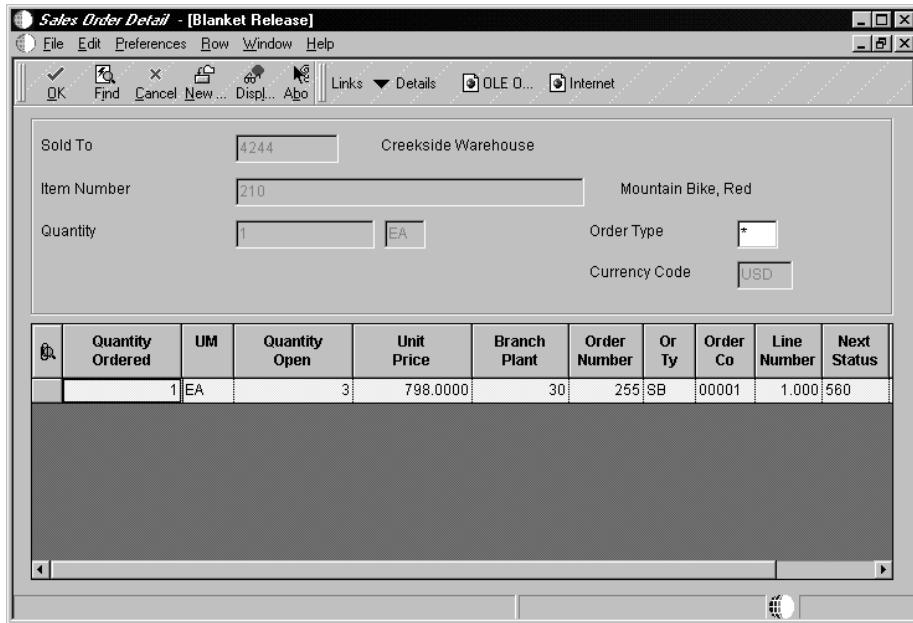
From the Sales Order Processing menu (G4211), choose Blankets.

1. On Customer Service Inquiry, complete the steps to enter a sales order.

After you enter a detail line, the system indicates additional information processing. For blanket orders, the system displays a check mark in the row header and column.



2. Choose the row then choose Blanket Orders From the Row menu.



3. On Blanket Release, complete the quantity information and click OK. If the order matches multiple blanket orders, you can choose the appropriate order from which to release.
4. Select the appropriate blanket order, complete the quantity information, and click OK.
5. On Sales Order Detail Revisions, add additional items or click OK to create the sales order.

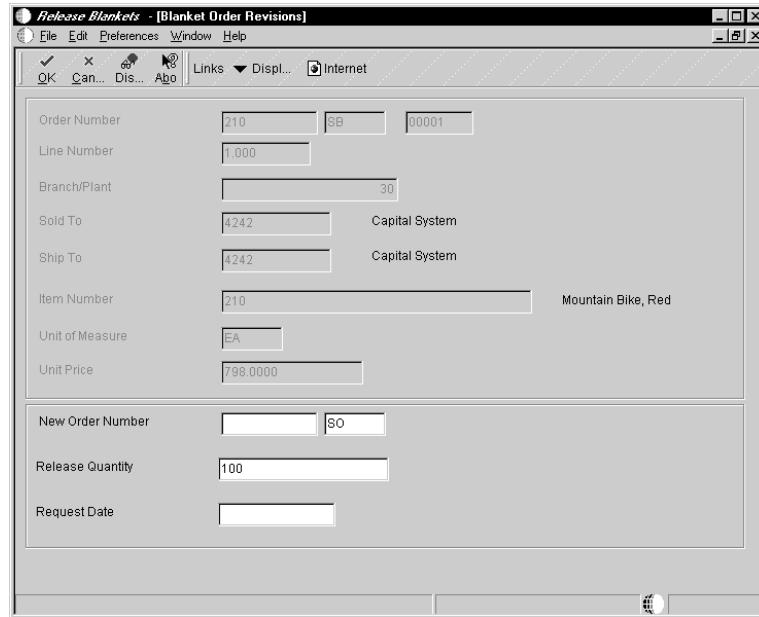
► To release a blanket order

From the Additional Order Processes menu (G4212), choose Release Blankets.

1. On Work With Order Blanket Release, locate the order that has the items that you want to release by completing the following fields:
 - Order Number
 - Or Ty
 - Order Co

If you have more than one blanket order for the same customer and item, all blanket orders appear on the Blanket Release form. The Quantity fields do not contain values. You must enter the quantity for the appropriate blanket order.

2. Choose all order lines to release and click Select.



3. On Blanket Order Revisions, complete the following fields to release a different quantity than the quantity that is listed:

- Request Date
- Release Quantity
- New Order Number

When you release a blanket order, you can specify the sales order number when you verify the release date and quantity. The system checks the order number and line type combinations for duplicates. If duplicates are found, the system stops processing the order and displays an error message that the document number already exists. You must assign a unique number to the order before the system processes the sales order.

If you do not enter an order number, the system generates the sales order number.

4. Click OK.
5. Repeat steps 3 and 4 until you have released all the items that you have selected.
6. On Work With Order Blanket Release, choose SO Generation from the Forms menu to create the sales order.

The system displays the sales order number in the Added Order field.

Processing Options for Sales Blanket Order Release

Default

- | | |
|--|-------------------|
| 1. Order Type to select
(Required)
2. Outgoing Document Type
(Required)
3. Line Number Increment
(Optional) | <hr/> <hr/> <hr/> |
|--|-------------------|

Version

Enter the version for each application.
 If left Blank, ZJDE0001 will be used.

- | | |
|---|-------------|
| 1. Sales Order Entry
2. Customer Service Inquiry | <hr/> <hr/> |
|---|-------------|

► To release multiple blanket orders

From the Additional Order Processes menu (G4212), choose Release Blankets.

1. On Work With Order Blanket Release, locate the orders that you want to release by completing the following fields:
 - Document (Order No, Invoice, etc.)
 - Or Ty
 - Order Company (Order Number)
2. Choose all order lines to release.
3. From the Row menu, choose Release Full Qty only if you want to release the full quantity for each line that is selected.
4. Click OK.
5. Repeat steps 3 and 4 until you have released all the items that you have selected.
6. On Work With Order Blanket Release, choose SO Generation from the Form menu to create the sales order.

The system displays the new sales order number in the Added Order field.

► **To enter a quote order**

From the Sales Order Processing menu (G4211), choose Quotes.

1. On Customer Service Inquiry, click Add.
2. On Sales Order Detail Revisions, complete the following fields:
 - Branch/Plant
 - Sold To
 - Quantity Ordered
 - Item Number
 - Unit Price

► **To create a sales order from a quote order**

From the Sales Order Processing menu (G4211), choose Sales Order Detail.

1. On Customer Service Inquiry, complete the steps to enter detail information.

After you enter a detail line, the system indicates additional information processing. For quote orders, the system displays a check mark in the row header and Blanket Exists column.

G/L Cat	Agreement Exists	Blankets Exists	Association Exists	Substitution Exists	Agreement Number	Agreement Supplement
IN30	<input checked="" type="checkbox"/>					

2. Choose the row then choose Blanket Orders From the Row menu.

Quantity Ordered	UM	Quantity Open	Unit Price	Branch Plant	Order Number	Or Ty	Order Co	Line Number	Next Status
EA		2	798.0000	30	255	SB	00001	1.000	560
EA		10	798.0000	30	150	SQ	00001	1.000	580
EA		15	600.0000	30	151	SQ	00001	1.000	580

3. On Blanket Release, complete the quantity information and click OK.
If the order matches multiple quote orders, you can choose the appropriate order from which to release.
4. Select the appropriate quote order, complete the quantity information, and click OK.

5. On Sales Order Detail Revisions, add order detail lines or click OK to create the sales order.

► To release a quote order

From the Additional Order Processes menu (G4212), choose Release Quotes.

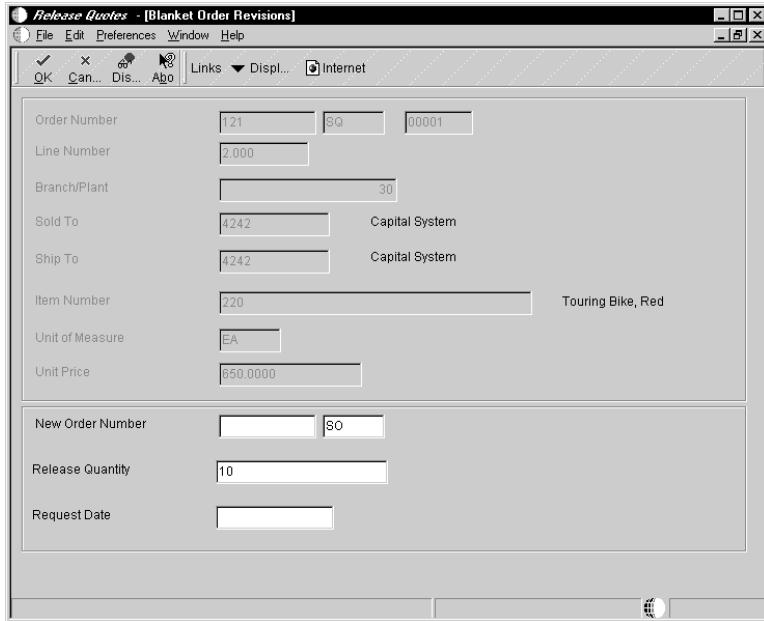
Order Number	Or Ty	Order Co	Line Number	Hd Cd	Sold To	2nd Item Number	Request Date	Open Quantity	Qty Ind	UM
121	SQ	00001	1.000		4242	210	6/1/05	10	EA	
121	SQ	00001	2.000		4242	220	6/1/05	10	EA	
121	SQ	00001	3.000		4242	221	6/1/05	10	EA	
121	SQ	00001	4.000		4242	222	6/1/05	10	EA	
121	SQ	00001	5.000		4242	230	6/1/05	10	EA	

1. On Work With Order Blanket Release, to locate the quote order, complete the following fields:

- Order Number
- Or Ty
- Order Co
- Request Date

If you have more than one order for the same customer and item, all blanket orders appear on the Blanket Release form. The Quantity fields do not contain values. You must enter the quantity for the appropriate order.

2. Choose the quote order and click Select to access Blanket Order Revisions.



3. On Blanket Order Revisions, complete the following fields to release a different quantity than the quantity that is listed:

- Release Quantity
- Request Date
- New Order Number

When you release a blanket order, you can specify the sales order number when you verify the release date and quantity. The system edits the order number and line type combinations for duplicates. If duplicates are found, the system stops processing the order and displays an error message that the document number already exists. You must assign a unique number to the order before the system processes the sales order.

If you do not enter an order number, the system generates the sales order number.

4. Click OK.
5. From the Form menu, choose SO Generation to create the sales order.
The system displays the sales order number in the Added Order field.

Field	Explanation
Request Date	The date that the customer requests to receive the order. You can enter a single date for the entire order or several dates for individual detail lines.

Field	Explanation
Open Quantity	The Opening Quantity of inventory as calculated according to the Stock Valuation method.
Order Number	A number that identifies an original document. This can be a voucher, an order number, an invoice, unapplied cash, a journal entry number, and so on.

Processing Options for Sales Order Quote Release

Default

1. Order Type to select
(Required) _____
2. Outgoing Document Type
(Required) _____
3. Line Number Increment
(Optional) _____

Version

Enter the version for each application.
If left Blank, ZJDE0001 will be used.

1. Sales Order Entry _____
2. Customer Service Inquiry _____

► To release multiple quote orders

From the Additional Order Processes menu (G4212), choose Release Quotes.

1. On Work With Order Blanket Release, locate the orders that you want to release by completing the following fields:
 - Order Number
 - Or Ty
 - Order Co
2. Choose all order lines to release.
3. From the Row menu, choose Release Full Qty only if you want to release the full quantity for each line that is selected.
4. Click OK.
5. Repeat steps 3 and 4 until you have released all the items that you have selected.

6. From the Form menu, choose SO Generation to create the sales order.
The system displays the new sales order number in the Added Order field.

► To enter interbranch orders

From the Sales Order Processing menu (G4211), choose Sales Order Detail.

1. On Customer Service Inquiry, click Add.
2. On Sales Order Detail Revisions, complete the following fields for the selling branch/plant:
 - Or Ty
 - Branch/Plant
 - Ship To
 - Sold To
 - Order Date
3. For each detail line, complete the following fields for the supplying branch/plant:
 - Quantity Ordered
 - UoM
 - Item Number
 - Branch/Plant
4. Review the following fields and make any necessary changes:
 - Unit Price
 - Unit Cost

Before You Begin

- Verify that you have created order types, line types, and order activity rules for the corresponding purchase order of the intercompany order. The intercompany purchase order must be created using a line type to create the appropriate accounting entries during Voucher Match.

Additional Order Entry and Release

The Sales Order Management system provides different order types to accommodate specific ordering situations. Although you enter these additional orders in the same way that you enter a basic sales order, the system processes each order type differently.

Additional order entry and release includes the following tasks:

- Working with order releases
- Entering credit orders
- Entering transfer orders
- Working with direct ship orders
- Working with blanket orders
- Working with quote orders
- Working with intercompany orders

You use order releases to return the order to the processing cycle or to initiate the sales order process. For example, you could place a customer's order on hold for credit reasons and then release the order when the customer's credit status changes. Or, you can create sales orders from blanket orders or quote orders by releasing the blanket order or the quote order.

When the system places an order on hold, the order is taken out of the processing cycle. When you release an order, you return it to the order processing cycle.

You use credit orders when a customer returns goods that you want to return to inventory. You can also use credit orders when a customer returns damaged goods that you cannot return to inventory. In both cases, you must issue the necessary credits and make adjustments for the returned merchandise.

You use direct ship orders to record the sale of an item that you purchased from another supplier. The supplier sends the item directly to your customer. Because the supplier ships the item directly to your customer, the system does not process the order quantities through your inventory.

You use blanket orders when you have an agreement with a customer to release an item multiple times over a specified period. For example, you can place an order for 100 items that will be delivered over a period of four months in increments of 25 items per month. At the agreed-upon time, the quantity that you enter in an actual sales order is subtracted from the blanket order.

You use quote orders to record price quotes. You can:

- Access quote orders through the same review, maintenance, and inquiry form that you use to work with sales orders
- Convert an entire or partial quote order to a sales order
- Use quote orders to ensure effective controls over price guarantees
- Use quote orders to avoid committing inventory until the customer authorizes the order

You can use intercompany orders to fill a sales order from a branch/plant other than the selling branch/plant. This is helpful if your company places an order from one location but fills and ships the order from another location, such as a central supply warehouse.

Working with Order Releases

You might have orders on hold for several reasons. For example, you might place orders on hold that do not meet margin requirements as well as orders that exceed a customer's credit limit. When an order is on hold, it must be released back into the processing cycle for any additional processing to take place.

The system can withhold an order or order line from the processing cycle if you do not have the quantity to fill the order or order line. This type of hold is a backorder. When an order or order line is placed on backorder, you must release backorders back into the processing cycle when inventory becomes available.

Working with order releases includes the following tasks:

- Releasing orders on hold
- Releasing backorders online
- Releasing backorders in a batch

If you have activated the JDESOENTRY workflow process, the system processes the order through order hold checking. After you click OK to accept the order, the system checks the processing options for hold codes and compares the order against the order hold information.

If the system puts the order on hold, an e-mail message is sent to the address book number defined in the hold code as the Person Responsible. This message indicates that the order is on hold. The person responsible for releasing the orders can use the work center to review messages sent during the workflow process and to access the orders to release. When the order is released, an e-mail message is sent to the salesperson, defined in the commission fields, as well as the sold to number, indicating that the order is being processed.

Releasing Orders on Hold

You release orders to return an order to the processing cycle. For example, you might enter an order for a customer who has exceeded their credit limit. The system places the order on hold. When the customer makes a payment, their credit status changes and their orders can be filled. However, the system does not process this customer's orders until you release them. You must have appropriate security access to release an order.

You can place a variety of holds on an order, including:

- Customer holds, such as credit holds
- Item holds, such as detail lines that do not meet the margin requirements
- Order holds, such as orders that do not meet minimum amounts or that exceed maximum limits

You can release items and orders for customers as many times as necessary. You can print the Held Sales Order report to review all sales orders that are on hold.

Releasing Backorders Online

The system can withhold an order or order line from the processing cycle if you do not have the quantity to fill the order or order line. This type of hold is a backorder. You release backorders when inventory becomes available.

You can enter a quantity that is greater than the backordered amount. The system updates the following tables with the amount:

- Order Total (F4201)
- Order Quantity (F4211)
- Customer Open Order Amount (F0301)
- Item Balance File (F41021)

If the payment instrument type for the sales order is cash, the system does not update the the Customer Open Order Amount.

You can locate backorder information for a specific customer, item, or order before you release a backorder.

Note: If you customize the grid sequence in either of the backorder release forms and you set the display processing options to show only those backorders that can be completely filled, you should set up the other grid sequence to be consistent.

Releasing Backorders in a Batch

From the Additional Order Processes menu (G4212), choose Release Backorders - Batch.'

You can release multiple backorders at one time using the Release Backorders - Batch program. When inventory becomes available, the system releases backorders until the available inventory is completely committed.

The system automatically establishes the order in which backorders are filled. By default, the system fills the quantity for the order with the earliest date first. To fill an order based on the priority code that you set up in customer billing instructions, you can create an alternative version of the Release Backorders - Batch program and edit the data sequence values. This version fills any orders with priority codes first, then any orders with a specified request date.

Entering Credit Orders

You use credit orders when a customer returns goods that you might return to inventory, or when you receive back damaged goods that you cannot return to inventory. In both cases, you need to issue the necessary credits and make adjustments for the returned merchandise.

Entering credit orders consists of:

- Entering credit orders manually
- Entering system-generated credit orders

When you enter credit orders manually, the system applies the current unit price for the credited item. If necessary, you can also enter a different unit price to override the default information.

When the system creates a credit order, it retrieves the credit information from the Sales Order Detail Ledger table (F42199). The credit order amount is based on the unit price that the customer actually paid instead of the current price.

Entering Credit Orders Manually

You enter a credit order manually to record a returned item and credit the current price to the customer. You can override the default pricing information. You enter credit orders in the same way that you enter sales orders.

For credit orders, you might want to define not only the price that you refund the customer for the return, but the process with which you receive goods into your inventory.

You can set up a specific document type for credit orders to track credits in specific general ledger accounts and to record a separate credit history. You can set up automatic accounting instructions to direct entries to special accounts that are based on the credit order document type. This allows the system to track returns and create general ledger entries for credits when you run the Update Customer Sales program.

To set up a credit order line type, you must activate the reverse sign option in line type definitions. When you enter a sales order, the system subtracts the quantity from available inventory. When you enter a credit order, the system does not subtract the quantity from available inventory.

You can set up a document type that identifies credit orders, and then set up status codes for the credit order document type and line type combination. Status codes define the steps in which the system must process an order.

If you use price adjustments, you must set up negative quantity breaks to account for items in credit orders.

Before You Begin

- Verify that you have set up a line type for credit orders. See *Setting Up Order Line Types*.

Entering System-Generated Credit Orders

When you create a credit order from history, you retrieve the original order information and issue the customer credit for the amount based on the unit price that the customer actually paid. This might be different from the current price. The system retrieves the order information from the Sales Order Detail Ledger table (F42199).

Entering Transfer Orders

You enter a transfer order to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. When you create a transfer order, the system does the following:

- Creates a purchase order for the supplier, which is the branch/plant that ships the items
- Creates a sales order for the supplying branch/plant to the customer, which is the receiving branch/plant
- Processes the inventory amounts on the transfer order as a formal purchase and sale of goods
- Creates documents, such as pick slips or invoices, that are necessary to complete the transfer

Working with Direct Ship Orders

A direct ship order is the sale of an item that you purchase from a supplier, who then sends the item directly to your customer. The quantity and item information of a direct ship order does not affect your inventory.

Working with direct ship orders includes the following tasks:

- Maintaining integrity between related sales and purchase orders
- Entering direct ship orders

When you enter a direct ship order, the system simultaneously creates a sales order for the customer and a purchase order for the supplier. The purchase order specifies that you want the supplier to ship the item directly to your customer.

When you set up line types for direct ship orders, you must define the inventory interface for direct ship orders as D and activate the option, Edit Item Master for Non-Stock Item. During direct ship order entry, the system verifies the item number in the Item Branch table (F4102) and the cost and price information in the Item Cost Ledger (F4105) and Base Price (F4106) tables. However, the system does not create inventory commitments or perform availability checks.

The program creates records in the following tables:

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

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

When you change information on either the sales or the purchase order, the system updates the corresponding order with the following information:

- Promise date
- Quantity ordered
- Primary unit of measure (changes purchasing unit of measure)
- Weight and volume (when a change is made to quantity)
- Unit price

Maintaining Integrity between Related Sales and Purchase Orders

When you enter a sales order, and use the direct ship line type (D), the system creates a corresponding purchase order. If the system puts the order on hold, both the sales and purchase order are withheld from the sales order and purchase order process. If you cancel the order or the order detail line on a sales order, the system cancels the corresponding purchase order detail line or purchase order.

Changing information on the sales order might affect purchase order processing. Likewise, changing the purchase order might affect sales order information. The system automatically updates the corresponding order if you make changes to information in the following fields:

Status	When you close or cancel either a purchase or a sales order, the system updates the status of the corresponding order.
	The system updates the sales order status when the supplier ships goods to the customer and the goods have been formally received.
	If a line is partially received, the system updates only the sales order status for the portion of the items that are received. The remaining quantity remains at the current status level.
Cost	The system maintains the original cost in the purchase order. The system does not update the cost on the purchase order when the cost on the receipt is different. However, any changes to the cost during receipts are updated to the sales order detail line, unless you use standard costing.

Lot/Serial Number	When the supplier enters a receipt and specifies a lot or serial number, the system updates the sales order detail line with the lot/serial number information. For multiple items, the system splits the sales and purchase order for each lot/serial number. If you reverse a lot/serial number, the system issues a warning message indicating the reversal in the sales order.
Dates	When the supplier ships the goods to the customer, the supplier enters the receipt date to indicate that the customer has received the item. The system updates the actual ship date in the sales order detail line.

Receipts

When the supplier ships goods to the customer, the supplier can enter a receipt to indicate that the customer has received the item. During receipts, any changes in the cost are updated to the corresponding sales order detail line, unless the standard costing method is used.

For partial receipts, the system splits the sales order detail lines to reflect the quantity that remains to be received. For receipt of lots and serialized information, the system splits the sales order detail line to correspond with lot and serial information on the purchase order.

When you reverse the receipt of an order detail line, the system updates the status of the sales order detail line.

Voucher Match

When the supplier enters a voucher for the invoice, the system updates the cost on the sales order detail line with the new cost, if the order detail line in the sales order is not closed or purged.

Before You Begin

- Verify that you have set the processing options for the version the Sales Order Entry program (P4210) that you use for direct ship orders.
- Verify that you have set up a line type for direct ship orders. See *Setting Up Order Line Types*.

Entering Direct Ship Orders

You enter a direct ship order to record the sale of an item that your supplier sends directly to your customer. The quantity and item information does not impact your inventory when you enter a direct ship order.

You can create a direct ship quote or blanket order. If you activate the commitment processing option in the Sales Order Entry program (P4210) to commit to Other Quantity 1 or Other Quantity 2, the system does not create a purchase order, even if you use the non-stock line type that you have set up for direct ship orders. When you release a sales order against the direct ship quote or blanket order, the system creates a purchase order.

See Also

- *Entering Purchase Order Detail Information* in the *Procurement Guide*

Working with Blanket Orders

Use a blanket order when a customer agrees to purchase a quantity of an item over a specified period of time. Then, at agreed-upon times, you create sales orders for partial quantities of the blanket order.

You can either enter a sales order directly to deduct the partial quantity from the blanket order, or you can release the blanket order. You can view the original quantity ordered on the blanket order, the associated released orders, and the remaining quantities.

Working with blanket orders includes the following tasks:

- Entering a blanket order
- Creating a sales order from a blanket order
- Releasing a blanket order
- Releasing multiple blanket orders

You can set the commitment control processing option in sales order entry so that the system does not commit inventory when you create blanket orders. If you set this processing option, the system ignores the Inventory Commitment Preference.

Before You Begin

- Verify that you have set the processing option in the Sales Order Entry program to process blanket orders and releases.
- Set up a user defined code for blanket orders in user defined code table 40/BT.

See Also

- *Locating On-Hand Quantity Information* in the *Inventory Management Guide* for information about committing inventory

Entering a Blanket Order

You can enter the blanket order as one line with a requested date that reflects the last day of the agreement. At agreed-upon times, you create sales orders for partial quantities of the blanket order.

You can create a blanket order in the same way that you enter a sales order, except that the quantity that you enter represents the *entire* quantity to release during the blanket order period. In the same way, the requested date that you enter represents the *last* date on which the blanket order is effective.

See Also

- *Working with Detail Information*
- *Releasing a Blanket Order*

Creating a Sales Order from a Blanket Order

When you create a sales order, the system deducts the quantity of the order from an existing blanket order. The system maintains any remaining balance on the blanket order for future orders.

If there are multiple blanket orders for a customer, the system indicates additional processing. If there is a single blanket order, the system automatically processes the sales order that you enter against the outstanding blanket order.

To create a sales order from a blanket order, you must use the unit of measure from the original blanket order. If the units of measure in the sales order do not match the units of measure in the blanket order, the system does not initiate blanket order release.

Before You Begin

- Verify that you have created a blanket order for the customer and the item
- Verify that you have created a user defined code for blanket orders in table 40/BT

Releasing a Blanket Order

You can create sales orders for your customers with blanket orders. You use the Release Blanket Orders program to manually deduct item quantity from a blanket order. The system creates a sales order for the quantity that you specify.

The system consolidates order lines based on Sold To, Branch/Plant, and currency code information. The order numbers that a user enters can be consolidated in the same way as the system-generated sales orders. For example, if you select multiple records to release and enter a new order number for the first record only, the system consolidates the orders.

See Also

- *Entering a Blanket Order*

Releasing Multiple Blanket Orders

You can release multiple blanket orders at one time. You use the Release Full Quantity option in the Release Blanket Orders program to release the full item quantity in each blanket order without verifying the release quantity and date or specifying a sales order number. The system generates a sales order for the full quantity and assigns a sales order number through the Next Numbers program.

Working with Quote Orders

You use quote order entry when a customer requests pricing information but is not ready to commit to a sales order. You enter quote orders to:

- Provide prices and availability on a large number of items
- Record the quantity and price quotes for future reference
- Hold the quote until the customer authorizes the order
- Collect information about the price and availability of items
- Honor an obligation for a quoted price for a period of time

When the customer confirms the order, you convert the quote order into an actual sales order.

Note: You can generate a sales proposal based on a quote order. Based on your processing option selection and proposal template setup, you can enter an order as a quote, generate a customized proposal, refine the quote as contract negotiations continue, and create a sales order to fulfill the contract. See *Generating a Proposal* for more information on automatic document generation.

Working with quote orders includes the following tasks:

- Entering a quote order
- Creating a sales order from a quote order
- Releasing a quote order
- Releasing multiple quote orders

Before You Begin

- Verify that you have specified how quote orders affect inventory availability in the processing options for quote orders.
- Verify that you have set up the order type for quote orders in the user defined code table 40/BT.
- Verify that you have set the processing option in the Sales Order Entry program to process quote orders and releases.

Entering a Quote Order

You enter a quote order when your customer requires a formal price quote prior to actually placing an order. You enter a quote order in the same way that you enter a sales order. You do not convert the quote order into a sales order until the customer confirms the order.

You can set up a version of the Print Invoice program to print an invoice for a quote order. Also, you can set a processing option that will print a message on the invoice to inform your customer that the invoice is a quote.

Creating a Sales Order from a Quote Order

If you have created a quote order and your customer authorizes the purchase of the quoted items, you can use the quote to create a sales order. You use this method to create a sales order that reflects all or most of the quantities and items on a quote order.

To create a sales order from a quote order, you must use the unit of measure in the original quote order. If the unit of measure in the sales order do not match the unit of measure in the quote order, the system does not initiate quote order release.

Releasing a Quote Order

You use the Release Quote Orders program to release any of the items on a quote order to create a sales order. If you release only part of the quantity or some of the items on the quote order, the system maintains the balance remaining on the original quote order. The next time that you display the quote order, you see the adjusted quantity.

The system consolidates order lines based on sold to, branch/plant, and currency code information. The order numbers that a user enters can be consolidated in the same way as the system-generated sales orders. For example, if you select multiple records to release and enter a new order number for the first record only, the system consolidates the orders.

Releasing Multiple Quote Orders

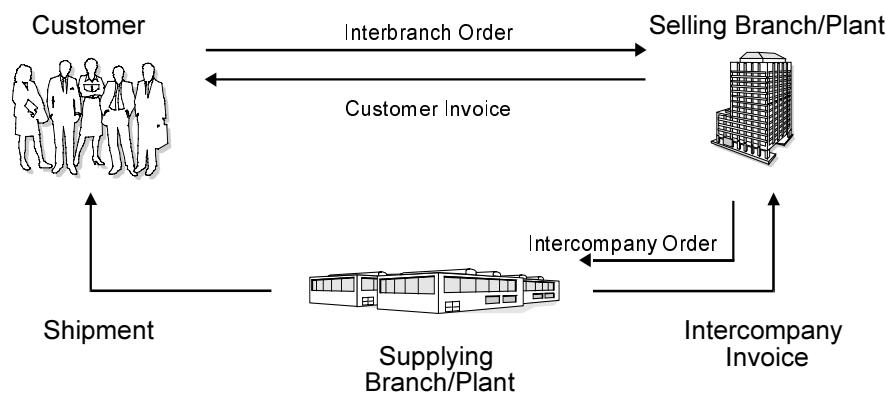
You can release multiple quote orders at one time. You use the Release Full Quantity option in the Release Quote Orders program to release the full item quantity in each quote order. The system creates multiple sales orders.

Working with Intercompany Orders

You can use an interbranch order to fill an order for a customer from a branch/plant other than the selling branch/plant. Interbranch orders are helpful if your company sells from one location but fills and ships orders from another location, such as a central supply warehouse.

An intercompany order is an order that tracks the transactions between the supplying and selling branch/plant. While the interbranch order is the sales order to your customer, the intercompany order is the purchase order to the supplying branch/plant. The difference between a direct ship order and an intercompany order is the supplier is the supplying warehouse, the sold to address is the selling branch/plant, and the ship to address is the customer number. Additionally, the intercompany order is not created until shipment confirmation.

The following graphic illustrates the difference between an interbranch order and an intercompany order:



Working with intercompany orders includes the following tasks:

- Understanding default information in interbranch orders
- Entering interbranch orders
- Creating intercompany orders during shipment confirmation
- Printing intercompany invoices
- Updating interbranch and intercompany transactions

The system processes interbranch orders based on the document type and line type combination that you set up for interbranch orders. For intercompany orders that are created during shipment confirmation, the system enters the last status as 914 (Added in Shipment Confirmation). You can edit order activity rules to continue order processing for interbranch and intercompany orders.

You can set up a line type for interbranch orders as a noninventory item with the “Edit Item Master for Non-Stock” flag activated. With these line type features, you can verify the item number in the Item Branch table (F4102) and the cost and price information in the Item Cost Ledger (F4105) and Base Price (F4106) tables and write transactions to a G/L Offset account for a line type that is unique to intercompany orders. As with a direct ship order, the system does not create commitments or perform availability checks at the selling branch/plant.

Understanding Default Information in Interbranch Orders

For interbranch and intercompany orders, the system retrieves price information based on the price method that you specify in the processing options in Sales Order Entry (P4210). Whether you choose the base price or the cost plus markup, the system retrieves the price as follows:

- For the interbranch order, the system retrieves price information from the Base Price Revisions table (F4106) for the Supplying branch/plant based on the base price preference hierarchy. The base price preference hierarchy can be defined to search for prices based on the ship to or the sold to address book number.
- The system retrieves cost information from the Item Cost Ledger table (F4105) based on the detail branch/plant (supplier).
- When you create an intercompany order during shipment confirmation, the unit cost of the interbranch order is the unit price of the intercompany order.

You can override the currency information for the customer, which is helpful if you process international orders in different currencies. For multicurrency, the following processing occurs:

- For the intercompany invoice, the system retrieves exchange rate information from the currency code that is set up in the Customer Master table for the supplying branch/plant to the selling branch/plant.
- For the interbranch (customer) invoice, the system retrieves exchange rate information from the currency code that is set up in the Customer Master table for the selling branch/plant to the customer.

You can override order information, including price and cost, during order entry or you can set up preferences to override other default information.

Intercompany Orders in a Coexistent Environment

If you use WorldSoftware with OneWorld, you can create interbranch and intercompany orders in either environment. You must set the interbranch processing options for intercompany processing in Sales Order Entry (P4210) to identify the intercompany document type and create an intercompany invoice, which generates a sales order detail record in the Sales Order Detail Tag table (F49211).

In a coexistent environment, you can process the interbranch order in either WorldSoftware and OneWorld until the point of shipment confirmation. Once you confirm an interbranch order, and thus, create an intercompany order, you must complete order processing in the system from which you confirmed the order. For example, if you confirm the shipment of an interbranch order in OneWorld, you must process intercompany invoices through Sales Update in OneWorld.

After you process the intercompany order through Invoice Print (R42565), the system updates the Sales Order Detail Tag table (F49211) with the intercompany invoice number.

Entering Interbranch Orders

Verify that you have set the processing options in Sales Order Entry to use the appropriate pricing method, intercompany order types, and that you have specified whether to create intercompany invoices in addition to customer invoices. Your processing option combinations can indicate one of the following options:

- Use the cost markup price, but do not generate an intercompany invoice.
- Use the cost markup price and generate intercompany invoice.
- Use the interbranch price, but do not generate an intercompany invoice.
- Use the interbranch price, and generate an intercompany invoice.

You can set up base prices in the Base Price Revisions table (F4106) for interbranch orders based on ship to or sold to information at the supplying branch/plant. The cost markup is a specific price that you set up in the Branch Sales Markup table between the selling and supplying branch/plant. This markup is applied to the inventory cost.

Note: If you generate an intercompany invoice, you must specify the same intercompany document types in Sales Order Entry (P4210), Print Invoice (R42565), and Sales Update (R42800).

Before You Begin

- Verify that you have set markup costs in the Branch Sales Markup table, if necessary. See *Setting Up Branch Sales Markups*.
- Verify that you have set the processing options in Sales Order Entry to use the appropriate pricing method, intercompany order types, and whether to create intercompany invoices.
- To relieve on-hand inventory during shipment confirmation, verify that an order type is set up for interbranch sales orders in the user defined code table (40/IU).

See Also

- *Understanding Default Information in Interbranch Orders* for more information about default customer information for the customer and selling branch/plant.

Creating Intercompany Orders during Shipment Confirmation

An intercompany order is an order that tracks the transactions between the supplying and selling branch/plant. While the interbranch order is the sales order to your customer, the intercompany order is the purchase order to the supplying branch/plant. The difference between a direct ship order and an intercompany order is that the supplier is the supplying warehouse, the Sold To address is the selling branch/plant, and the Ship To address is the customer number. Additionally, the intercompany order is not created until shipment confirmation.

When you confirm an interbranch sales order, the system verifies the processing options in Ship Confirm (R4205) to determine whether the system creates an intercompany order and the version. The amount in the cost field of the interbranch order is passed in as the price of the intercompany order. The system creates an intercompany order from the version of Create Intercompany Orders (R4210IC).

After the intercompany order is created, any changes to the interbranch or intercompany order in Sales Order Entry triggers a warning message indicating that you must make changes to the corresponding order to maintain integrity.

See Also

- *Working with Shipments* for more information about the shipment confirmation features and processing options

Printing Intercompany Invoices

The system processes interbranch sales orders in the same way as other sales orders with the following exception: during invoice processing, the system prints an invoice for the customer. You have the option to print an intercompany invoice for the selling branch/plant.

You must set the interbranch processing options for intercompany orders in Sales Order Entry (P4210) to identify the intercompany document type, which creates a sales order detail record in the Sales Order Detail Tag table (F49211). After you process the intercompany order through Invoice Print (R42565), the system updates the Sales Order Detail Tag table (F49211) with the intercompany invoice number.

You can print intercompany invoice through the normal invoice process in Invoice Print (R42565) or Cycle Billing programs, however, you can not print intercompany invoice with customer invoices. You can print consolidated invoices for intercompany invoices however, you must specify this feature in the customer billing instructions for the selling branch/plant.

If you generate an intercompany invoice, you must specify the same intercompany document types in Sales Order Entry (P4210), Ship Confirm (R4205), Print Invoice (R42565), and Sales Update (R42800).

See Also

- *Printing Standard Invoices* for more information about additional features and processing options.

Updating Interbranch and Intercompany Transactions

If you generate an intercompany invoice, you must specify the same intercompany document types in Sales Order Entry (P4210), Print Invoice (R42565), and Sales Update (R42800).

During sales update, you can choose to have the system perform one of the following:

- Create accounts payable and accounts receivable journal entries for the selling branch/plant and accounts receivable entries for the supplying branch/plant
- Create accounts receivable entries only for the selling branch/plant

During the sales update process, you can run the Update Customer Sales program to create the journal entries for interbranch sales.

Example: Accounts Receivable and Accounts Payable Entries

If you set the interbranch processing option in the Sales Update program to create accounts receivable and accounts payable entries for both the selling and the supplying branch/plants, the system creates the following types of batches:

Batch type IB	Debits the COGS account, and credits the receivables accounts and inventory for the supplying branch/plant and selling branch/plant.
Batch type V	Credits the payables accounts and debits the inventory for the selling branch/plant.

IB BATCH

Selling Branch:

<u>DEBIT +</u> AR TRADE	<u>CREDIT +</u> REVENUE	<u>DEBIT +</u> COGS	<u>CREDIT +</u> INVENTORY
100	<100>	80	<80>

Supplying Branch:

<u>DEBIT +</u> AR TRADE	<u>CREDIT +</u> I/B REVENUE	<u>DEBIT +</u> COGS	<u>CREDIT +</u> INVENTORY
80	<80>	75	<75>

V BATCH

Selling Branch:

<u>DEBIT +</u> INVENTORY	<u>CREDIT +</u> AP TRADE
80	<80>

Example: Accounts Receivable Entries

If the appropriate processing option is set to create only the accounts receivable entries, the system creates the following types of batches:

Batch type IB	Credits the revenue accounts and inventory, and debits the COGS account of the selling branch/plant.
Batch type ST	Credits the revenue account and inventory for the selling branch/plant, and debits the COGS accounts and inventory for the supplying branch/plant.

IB BATCH

Selling Branch:

<u>DEBIT +</u> AR TRADE	<u>CREDIT +</u> REVENUE	<u>DEBIT +</u> COGS	<u>CREDIT +</u> INVENTORY
100	<100>	80	<80>

ST BATCH

Supplying Branch:

<u>DEBIT +</u> COGS	<u>CREDIT +</u> INVENTORY
75	<75>

Interbranch Journal Entries:

<u>DEBIT + SELLING BRANCH</u> INVENTORY	<u>CREDIT + SUPPLYING BRANCH</u> INTERBRANCH REVENUE
80	<80>

Processing Sales Orders

You use sales order processing for many reasons, depending on whether the product has been shipped or not. A typical example of an instance when you would use sales order processing is if a customer returns goods or if you recall goods sent to a customer. The system supports the following types of sales processing tasks for Brazil:

- Cancelling a Sales Order
- Entering Reverse/Void Nota Fiscal
- Entering Sales Return
- Entering Sales Reverse

The type of sales processing you choose depends on how far along you are in the sales order cycle.

Cancelling a Sales Order

If the sales order is entered but the Nota Fiscal is not generated, you would cancel the sales order. You cancel the order using the base software sales order entry program (P4211) to update the sales order to a closed status.

Entering Reverse/Void Nota Fiscal

If the Nota Fiscal is generated but has not been printed, you delete the Nota Fiscal and reverse the sales order. Deleting the Nota Fiscal will delete the Nota Fiscal records from the Nota Fiscal files (F7601B, F7611B, F7612B).

If the Nota Fiscal has been printed but the product has not been shipped, you need to reverse or void the Nota Fiscal in order to show the reversal in the Nota Fiscal files and the Fiscal books. You cannot delete the Nota Fiscal. You must either reuse or close the sales order.

Note: J.D. Edwards strongly recommends that you close the sales order.

Entering Sales Return

Sales return is a transaction that is necessary when, for any reason, a sales order transaction has to be returned or reversed after the sales update (P42800) has been run.

In Brazil, it is a mandatory legal requirement to reflect these returns in the Fiscal Books system. These return transactions must be created from the historical values in the Nota Fiscal that is generated from the original sale of the merchandise now being returned. The additional transaction is necessary because between the shipment and the return some critical data can change. For example, the merchandise being returned could have a different unit of measure to which all amounts (such as ICMS and IPI) rates must be converted.

There are two ways that merchandise can be returned in Brazil:

Ship To (merchandise return is supported by the client)

A client accepts merchandise and then decides to return it in full. The client must issue and print a new Nota Fiscal for the return. The ship-to Nota Fiscal must be entered into the company's system to which the ship-to Nota Fiscal is going for reference and for legal books. No Nota Fiscal needs to be printed because a paper copy of the Nota Fiscal already exists.

Ship From (merchandise return is supported by the company)

If the company needs to receive the merchandise, in full or in part, because a mistake was made or because for some reason the client did not initially accept the merchandise, the client must issue and print an Inbound Nota Fiscal.

► To enter sales return

On Sales Order Processing - Brazil (G76B4211), choose either Sales Return - Ship To or Sales Return - Ship From.

1. On Ship To - Customer Service Inquiry, click Add.
2. On Sales Order Detail Revisions, complete the following fields:
 - Branch/ Plant
 - Sold To

Quantity Ordered	UoM	Item Number	Ln Ty	Foreign Unit Price	Foreign Extended Price	Branch/Plant	Location
				0.0000	0.00		

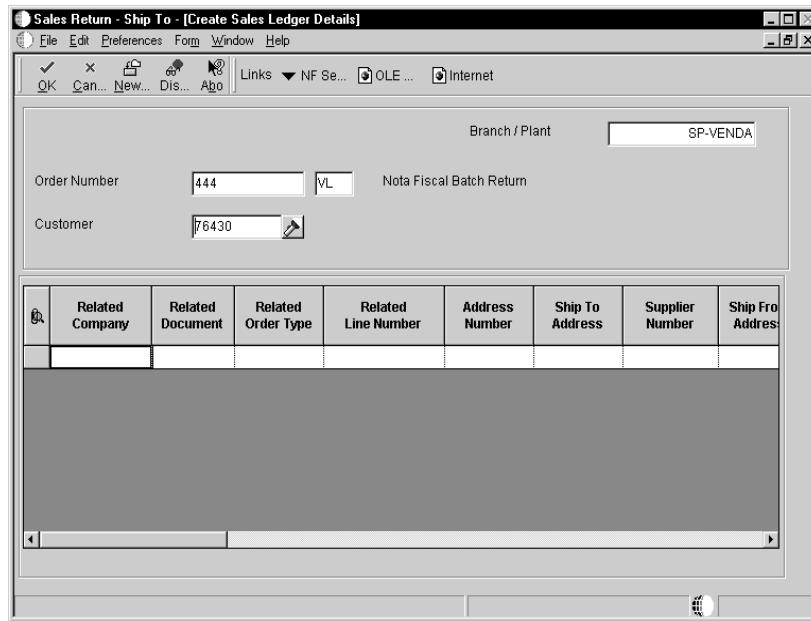
3. From the Form menu of Ship To - Sales Order Detail Revisions, choose Credit Memo.

NF Number	10000
NF Series	01
NF Document Type	NF
Invoice Date	06/05/2005

4. On Ship To - Ship To Nota Fiscal Number, complete the following fields and click OK:

- NF Number
- NF Series

- NF Document Type
- Invoice Date



5. Complete the following field:
 - Ship To Address
6. From the Form menu on Ship To - Create Sales Ledger Details, choose NF Selection:
7. On Ship To - Nota Fiscal Selection, select Notas Fiscais to return.
8. On Ship To - Create Sales Ledger Details, click OK.
9. On Ship To - Work With Sales Ledger Inquiry, complete the following fields and click Find:
 - Order Number
 - Order Type
 - Order Co
 - Branch/Plant

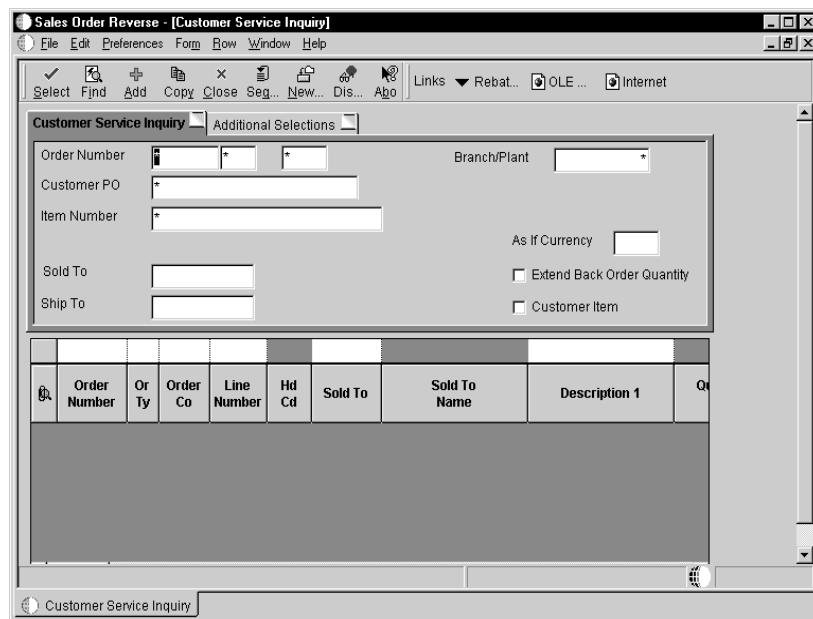
10. From the Row menu of Ship To - Work With Sales Ledger Inquiry, choose Credit Memo and then Select Line.
11. On Ship To - Sales Order Detail Revisions, click OK.

Entering Sales Reverse

A reversing sales order is processed through the Sales Update to reverse the accounting entries. You would use sales reverse to reverse the order after the Sales Update if the stock never left the warehouse. No Nota Fiscal is generated.

► To enter sales reverse

On Sales Order Processing - Brazil (G76B4211), choose Sales Order Reverse.



1. On Customer Service Inquiry, click Add.
2. On Sales Order Detail Revisions, complete the following fields:
 - Branch/ Plant
 - Sold To

	Quantity Ordered	UoM	Item Number	Ln Ty	Foreign Unit Price	Foreign Extended Price	Branch/ Plant	Location
	0.0000				0.00			

3. From the Form menu of Sales Order Detail Revisions, choose Credit Memo.

	Related Company	Related Document	Related Order Type	Related Line Number	Address Number	Ship To Address	Supplier Number	Ship Fro Address

4. On Create Sales Ledger Details, complete the following field and click OK:
- Address Number

	Order Number	Order Type	Order Co	Line Number	Sold To	Alpha Name	Quantity Ordered	Quantity Shipped	Amount Ordered
	2465	SO	00001	1.000	3655	Pro Bike Shop	20	20	14,364
	2465	SO	00001	2.000	3555	Pro Bike Shop	10	10	1,305
	2465	SO	00001	3.000	3555	Pro Bike Shop	5	5	202
	2465	SO	00001	4.000	3555	Pro Bike Shop	1	1	90
	23185	SO	00200	1.000	4242	Capital System	90		71,820

5. On Work With Sales Ledger Inquiry, complete the following field and click Find:
 - Order Number

6. On Work With Sales Ledger Inquiry, choose the lines to reverse and, from the Row menu, Select Credit Memo, Select Line.
Select as many lines as needed.

Invoice Processing

In Brazil, businesses remit customer invoice information, including interest rates for amounts that are past due, to banks for collection. Banks attempt to collect on the invoices and return collection information so that the businesses can update Accounts Receivable information.

You can use J.D. Edwards base software to process invoices for your customers. When you enter invoices, the system automatically associates the additional information that the Brazilian bank requires to be collected on the invoice. This additional information is based on the A/R Brazilian Tag Maintenance country server and user defined codes.

J.D. Edwards country-specific processes for accounts receivable requirements in Brazil include the following topics:

- Understanding A/R batch control
- Working with standard invoices
- Entering speed invoices
- Reviewing invoices
- Approving Invoice batches
- Understanding the post process for invoices
- Posting invoices
- Revising posted invoices
- Printing invoice journal information

Understanding A/R Batch Control

Before entering invoices, you can activate batch control to help manage your invoice entry process. When you activate batch control for a company, the system will use batch control for all companies.

Why Would You Activate Batch Control?

The batch control feature allows you to quickly determine whether your invoices and receipts are correctly entered. Use batch control to verify that the batch of invoices you enter into the system balances to a manual record of the batch. Instead of reviewing each transaction individually, an A/R supervisor can determine at a glance whether the total amount and number of entered items requires further review.

You activate batch control in the Accounts Receivable constants by clicking the appropriate option. Batch control information is stored in the Batch Control table (F0011).

When Do You Use Batch Control?

If you click the Batch Control Required option on A/R Constants, the system displays a form that you use to enter balancing information about your invoices before you actually enter them. If the amount entered differs from the amount expected, the system does not prevent you from posting the batch. When you enter the information, the system compares the control totals with the actual totals you entered for the batch. If the totals are not the same, the Batch Review form displays the difference.

The Amount column is used for multiple currencies with different decimal positions. The Amount column does not represent decimal precision. A batch might contain multiple currencies with different decimal positions. You can set up the decimal position for transactions in the Data Dictionary.

After you enter invoices, if the process of closing the batch has not yet completed, the system displays the Notify form. To see whether the batch has closed, click Retry. If the process of closing the batch has completed, the system displays the Batch Control form. To bypass the Batch Control form, click Cancel.

See Also

- *Setting Up A/R Constants*

Working with Standard Invoices

Standard invoice entry provides the features and flexibility that you need to enter invoices for your customers. When you need to change, delete, or void an invoice, use standard invoice entry. If you routinely distribute invoices to multiple G/L accounts, you can set up a journal entry to use as a model.

In addition to entering basic information for a standard invoice, you can enter and revise other types of information. For example, you might want to enter an invoice for multiple line items with different due dates or tax information.

Working with standard invoices consists of the following tasks and topics:

- Entering standard invoices
- Adding attachments to invoices
- Entering invoices with discounts
- Entering split invoice payments
- Entering installment invoice payments
- Entering credit memos
- Entering invoices with taxes
- Entering multicurrency invoices
- Locating invoices
- Revising unposted invoices
- Invoice Entry Master Business Function

Before You Begin

- Set up customer master records. See *Creating Customer Records*.
- Set the appropriate processing options for the following:
 - Customer Ledger Inquiry (P03B2002)
 - Standard Invoice Entry (P03B11)
 - Invoice Entry Master Business Function (P03B0011)
 - Journal Entry Master Business Function (P0900049)
- Set up AAI items Receivables Class (RC). See *Understanding AAIs for A/R*.

Entering Standard Invoices

You must create an invoice to bill a customer for goods or services. You create an invoice by entering information about how you will process the invoice for receipt or allow the system to enter this information from the customer record.

After you enter information that is specific to the invoice, you enter the G/L distribution information. You typically enter a credit to a revenue account. When you post the invoice, the system debits the offset to an A/R Trade account that you specify in the AAIs.

Entering standard invoices consists of:

- Entering basic invoice information
- Entering additional invoice information (optional)
- Entering G/L distribution information

The system assigns a batch type of IB to invoices. When you enter a standard invoice, the system marks it as unposted and adds it to the Customer Ledger and Account Ledger tables. When you post it, the system updates the Account Balances table (F0902) and marks the invoice as posted in the following tables:

- Customer Ledger (F03B11)
- Invoice Revisions (F03B112), if revisions exist
- Account Ledger table (F0911)
- Batch Header (F0011)

The system assigns the document type that you specify in the processing options for the Master Business Function (P03B0011). Generally, an invoice is assigned a document type of RI.

Related Information

Creating a customer record

You can create a customer record when you enter invoice information. To do so, choose Customer Master from the Form menu on the Standard Invoice Entry form. Then, follow the steps to enter a customer.

See *Creating Customer Records*.

Multiple-currency intercompany settlements

You can enter domestic and foreign invoices with distributions to multiple companies. To do so, activate the Allow Multi-currency Intercompany Transactions option in the General Accounting Constants.

See *Setting Up Intercompany Settlements* in the *General Accounting Guide* for more information about Intercompany Settlements.

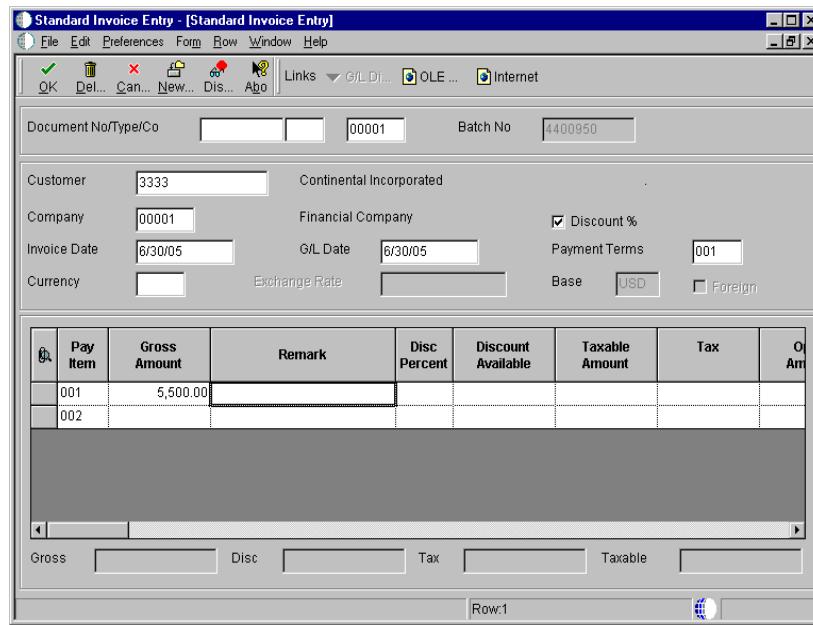
See Also

- *Entering Basic Journal Entries* in the *General Accounting Guide*

► To enter basic invoice information

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.



2. On Standard Invoice Entry, complete the following optional fields in the header area:

- Document No/Type/Co (Number/Type/Company)

After you enter an invoice, the system displays the assigned document type and document number. You can use this as reference information to facilitate locating and reviewing an invoice.

3. Complete the following fields in the header area:

- Customer
- Company
- Invoice Date
- G/L Date

4. Complete the following optional field:
 - Payment Terms
5. In the detail area, complete the following required field:
 - Gross Amount

You cannot enter or change the open amount in the detail area of Standard Invoice Entry. The system automatically calculates it for you. However, if you change the gross amount the system recalculates the open amount when you move to the next pay item or click OK.
6. In the detail area, complete the following optional fields for each pay item, and click OK:
 - Remark
 - Due Date
 - Pay Status Code (PS)
 - Purchase Order (if you set the appropriate processing option)
 - G/L Offset
7. After you complete these steps, click OK to enter G/L distribution information.

If an error occurs during entry, the system highlights the first field that is in error. To view the error, choose Display Error from the Help menu.

Field	Explanation
Document No/Type/Co	<p>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.</p> <p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Examples:</p> <ul style="list-style-type: none"> • 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
Customer	<p>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.</p>
Company	<p>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.</p> <p>NOTE: You can use Company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use Company 00000 for transaction entries.</p>
Invoice Date	<p>The date of the invoice. This can be either the date of the supplier's invoice to you or the date of your invoice to a customer.</p>
G/L Date	<p>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 used for audit adjustments.</p>

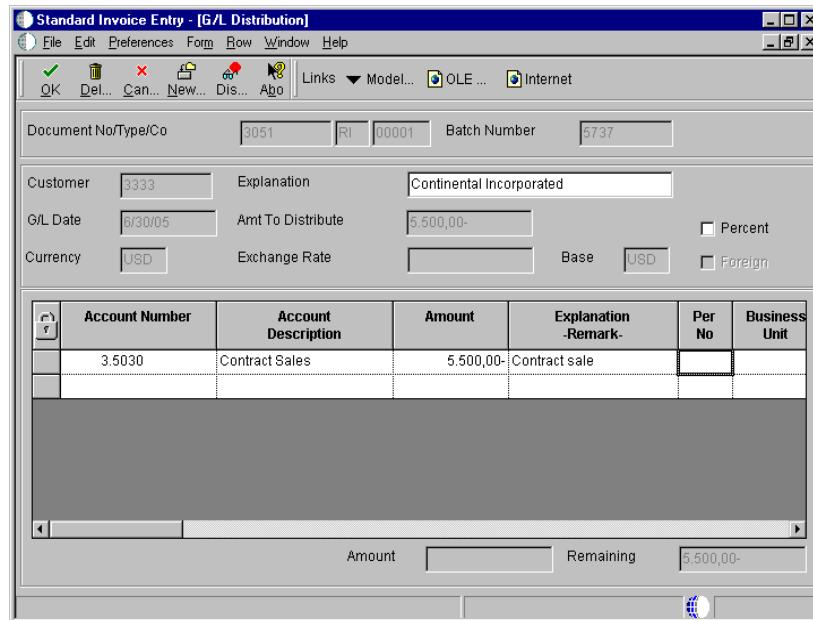
Field	Explanation
Gross Amount	<p>The gross amount of an invoice or voucher pay item, including tax. The total amount for a voucher or invoice is the accumulation of the open pay items. The accounting distributions must balance to the gross amount less recoverable VAT.</p> <p>.....<i>Form-specific information</i>.....</p>
Remark	<p>The total gross amount of all pay items must equal the invoice amount.</p> <p>The gross amount includes the original invoice amount. If you make a payment or a revision, this amount is reflected in the open amount. The gross amount total changes if you change the invoice amount, but it does not change with the entry of a payment, revision, and so on.</p>
Due Date	<p>A generic field that you use for a remark, description, name, or address.</p> <p>.....<i>Form-specific information</i>.....</p> <p>The system uses the remark entered here as the remark in the Explanation Remark field on the G/L Distribution form.</p> <p>The date the net payment is due (accounts receivable). In accounts payable, this date is either the discount date or the net due date, depending on what you entered or how you set up your payment terms.</p> <p>If you leave this field blank during invoice entry or voucher entry, the system calculates the due date using the invoice date and the payment terms code. If you leave the Payment Terms field blank, the system calculates them based on the payment terms you specified for the customer on Customer Master Revision or for the supplier on Supplier Master Revision.</p>

Field	Explanation
PS	<p>A user defined code (00/PS) that indicates the current payment status for a voucher or an invoice.</p> <p>Valid codes are:</p> <ul style="list-style-type: none"> % Withholding applies # Check between written A Approved for payment, but not yet paid. This applies to vouchers and automatic cash applications C Credit pending D Draft accepted E Draft - expired not collected G Draft deposited not due H Hold pending approval N Need tax exemption certificate O Owner payment P Paid. The voucher or invoice is paid in full R Retainage S Balance forward summarized T Disputed taxes V Held/variance in receipt match X Draft receipt voucher Z Selected/payment pending
<i>.....Form-specific information.....</i>	
<p>You cannot change the pay status to P (paid) or # (payment in-process). If the invoice being entered has a gross amount of zero, the system uses a pay status of P as the default value.</p> <p>If you leave this field blank, the system uses the default value specified in the processing options for Invoice Entry Master Business Function (P03B0011).</p>	
Purchase Order	A document that authorizes the delivery of specified merchandise or the rendering of certain services.

Field	Explanation
G/L Offset	<p>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.</p> <p>G/L offsets might be assigned as follows:</p> <ul style="list-style-type: none"> • 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) <p>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.</p> <p>NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.</p>

► To enter G/L distribution information

After you enter invoice information, enter the detail lines that distribute the invoice amount to your G/L accounts.



1. On GL Distribution, in the detail area, complete the following fields for each G/L distribution:

- Account Number
- Amount (as a credit)

2. Complete the following optional field, and click OK:

- Explanation -Remark-

Before you click OK when entering the G/L distribution of an invoice, the Remaining Amount field must be blank. Otherwise, the system will issue an error and the invoice will not be accepted.

Field	Explanation
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Amount	<p>A number that identifies the actual amount. Enter debits with no sign or a plus sign. Enter credits with a minus sign either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores nonsignificant symbols.</p>
Explanation -Remark-	<p>A name or remark that describes an element in the J.D. Edwards systems.</p> <p>.....<i>Form-specific information</i>.....</p> <p>For G/L distribution, the system populates this field with the information entered in the Remark field in the first pay item line in the detail area on Standard Invoice Entry.</p>

Technical Considerations

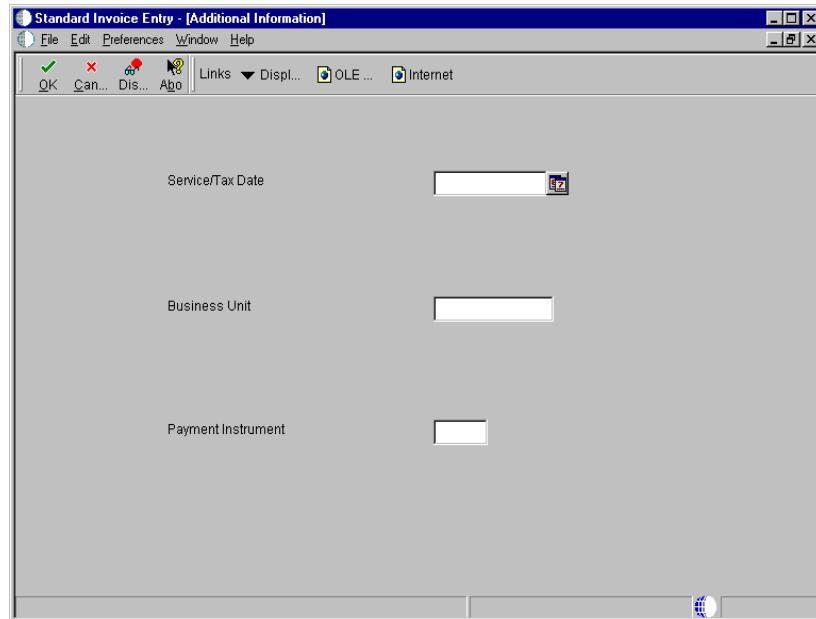
Default information	If you specify a default revenue account or a model journal entry in the customer master record, the system uses this information as the default revenue account in the detail area of the Invoice Entry - GL Distribution form. The total invoice amount appears as a credit in the Amount field. If necessary, you can override any of this information.
Creating multiple G/L distributions as a percent	To create multiple G/L distribution amounts as a percent, click the Percent option in the header of Invoice Entry - G/L Distribution. Then, specify the percentage you want to distribute in the % (Percentage) field in the grid. The system calculates the amount. The total of all distribution lines must equal 100%.

Enter the percent as a whole number. For example, 25 percent should be entered as 25.0, not .25.

► To enter additional invoice information

After you enter basic invoice information, you can enter additional information to override information such as the service/tax date or the payment instrument that is assigned to the customer.

1. On Standard Invoice Entry, enter invoice information and choose Additional Information from the Form menu.



2. On Additional Information, complete the following optional fields and click OK:
 - Service/Tax Date
 - Business Unit
 - Payment Instrument

Field	Explanation
Service/Tax Date	A date that indicates when you purchased the goods or services, or when you incurred the tax liability. Generally, when you leave this field blank, the system uses the G/L date you specified.

Field	Explanation						
Business Unit	<p>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.</p> <p>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.</p> <p>Security for this field can prevent you from locating business units for which you have no authority.</p> <p>Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.</p>						
Payment Instrument	<p>The user defined code (00/PY) that specifies how payments are made by the customer. For example:</p> <table style="margin-left: 20px;"> <tr><td>C</td><td>Check</td></tr> <tr><td>D</td><td>Draft</td></tr> <tr><td>T</td><td>Electronic funds transfer</td></tr> </table>	C	Check	D	Draft	T	Electronic funds transfer
C	Check						
D	Draft						
T	Electronic funds transfer						

To review, change, delete, or void an invoice, you must first locate it. You can limit your search by defining:

- Standard invoice criteria, such as a customer number or invoice number
- Detailed invoice criteria, such as a date range, a specific invoice date, or a G/L date

Adding Attachments to Invoices

When you are updating or inquiring on an invoice or G/L distribution information, you can add an attachment. You can add attachments to pay items on Work with Customer Ledger Inquiry or on Standard Invoice Entry, or to G/L entries on Invoice Entry - G/L Distribution. These attachments are for internal reference only and do not appear on reports, invoices, or statements. For example, you might enter customer instructions that regard invoice revisions or voids.

The types of attachments are:

- Text
- Image
- OLE

After you add the attachment, the system displays a paperclip icon on the pay item line as follows:

- On the Work With Customer Ledger Inquiry and Standard Invoice Entry forms when you add an attachment to the pay item
- On the Invoice Entry - G/L Distribution form when you add an attachment to a G/L line

► **To add an attachment to an invoice**

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

You can add an attachment to an entire invoice only if the invoice is in summarized mode.

1. On Work With Customer Ledger Inquiry, locate the pay item.
2. From the Row menu, choose Attachments.
3. On Media Objects, from the File menu, choose Add and then one of the following options:
 - Text
 - Image
 - OLE
4. Attach the object or enter the text.
5. Choose Save and Exit from the File menu.

Note: You can perform similar steps on the Standard Invoice Entry form or the Invoice Entry - G/L Distribution form.

See Also

- *Locating Invoices*

Entering Invoices with Discounts

You might offer discounts to your customers as an incentive for early payment of their invoices. When you enter an invoice with a discount, the system calculates the discount and net due dates according to the payment terms assigned to the invoice. You can change the discount before you receive payment by:

- Changing the discount amount or payment terms during invoice entry
- Overriding the discount amount during receipts entry
- Overriding the discount amount when you update an invoice for payment

The system creates the associated journal entries for the discount amount when you receive and post the payment.

Entering Discounts

Three methods are available for entering discounts:

- Using payment terms. You enter an invoice, specifying the payment terms. The system calculates the discount available and due date from the payment terms. If you want to override the discount amount to zero, you must establish a payment term that does not calculate a discount, then use that payment term on the Standard Invoice Entry form.
- Entering a discount amount. You enter an invoice, specifying the discount available and, optionally, a net due date.
- Entering a discount percentage. You enter an invoice, specifying the discount percentage and, optionally, a net due date.

If you change a discount field for an invoice, remove the system-calculated information. For example, if you change the Payment Terms field to calculate a new discount, clear the following fields:

- Discount Available
- Discount Due Date
- Net Due Date

If you clear the payment terms but not the other discount fields, the system will not recalculate the discount information.

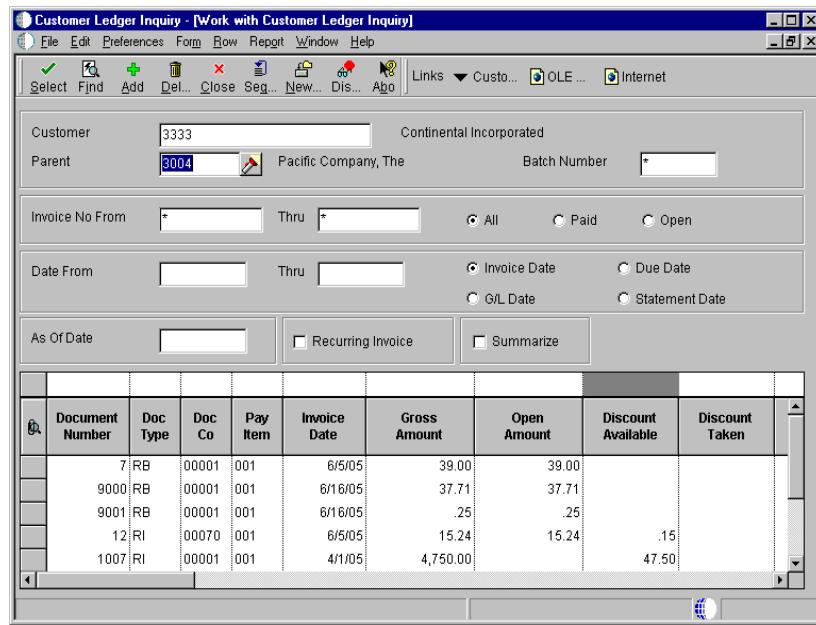
Before You Begin

- Verify that AAI item RKD (Discounts Taken) is set up correctly.

► To enter invoices with discounts

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter invoice information.



3. Complete the following optional field:

- Discount %

The system automatically chooses the Discount % option when you enter an invoice. It calculates the discount available amount when you specify a percentage in the detail area on Standard Invoice Entry. You enter the discount percentage as a decimal. For example, you enter a 2 percent discount as .02.

You can override the calculated amount by specifying a different amount in the Discount Available field.

4. Complete the following field, if necessary:

- Payment Terms

If you want to override the discount to zero, you must set up a payment term that does not calculate discounts.

5. In the detail area, complete one of the following fields:

- Discount % - Payment Terms
- Discount Available

6. Complete the following optional fields, and click OK:

- Due Date
- Discount Due Date

7. Complete the necessary G/L distribution information.

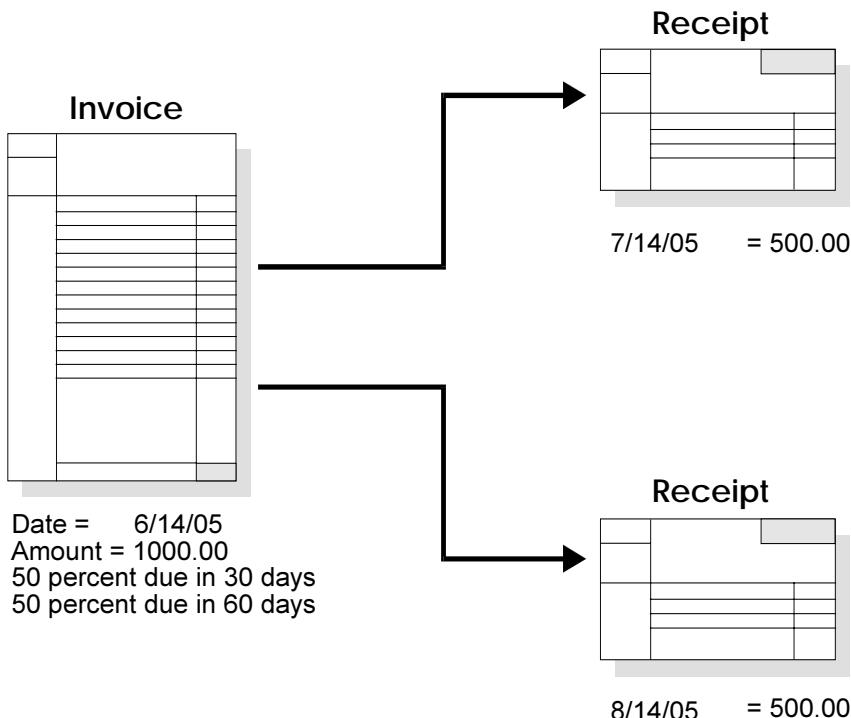
Field	Explanation
Disc Percent	The percent of the total invoice that you will discount if the invoice is paid within the discount period. You enter the discount percent as a decimal, for example, a 2 percent discount is .02.
Discount Available	<p>The amount of the discount available as opposed to the amount of the discount actually taken. If the supplier's invoice specifies a discount available, type that amount. If not, do one of the following:</p> <ul style="list-style-type: none">• Compute the amount manually and type it in the field.• Leave the field blank. The system calculates the amount based on the payment terms specified in the address book.• Type a zero (0) to override the address book value and indicate that a discount is not applicable (WorldSoftware only). <p>NOTE: If the discount is to be calculated automatically, take care in determining the amount available for discount. Usually, freight, sales taxes, and labor included in the gross amount do not qualify for discounts. If this is the case, separate these pay items to ensure that the discount is calculated correctly.</p>

Field	Explanation
Discount Due Date	<p>The date that the invoice or voucher is due in order to receive the discount.</p> <p>If you leave this field blank during invoice or voucher entry, the system calculates the due date using the invoice date and the payment terms code. If there is no discount, the net due date populates this field.</p> <p>The value shown in this field is calculated by the system when you add a voucher. The system calculates the net due date based on the invoice date and the payment terms code, or the discount due date if one is entered manually. If you leave the Payment Terms field blank, the system calculates the net due date and discount due date based on the payment terms you specified for the supplier on the Supplier Master Revision form.</p>

Entering Split Invoice Payments

You can allow a customer to pay an invoice in equal installments or regular intervals. For example, you might require that a customer pay half an invoice amount when the order is placed and pay the remaining amount when the service is complete or when goods are shipped. To do this, enter a split invoice payment.

The system splits the invoice into equal amounts to be paid at regular intervals according to the payment terms set up for the customer. You can change the payment terms and amounts before payment is received. The system calculates the net due date based on the payment terms that you specify.



Before You Begin

- ❑ Verify that the payment terms for split payments invoice are set up correctly.
See *Setting Up Payment Terms*.

► To enter split invoice payments

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter invoice information.
3. Complete the following field, and click OK:
 - Payment Terms

Choose a payment term that is established for split payments. When you enter the payment term, only one pay item appears. You do not see the invoice split until you enter the G/L distribution and locate the invoice again.

If you change the invoice amount, you must manually adjust the gross amounts for the pay items.

If you split an invoice with a discount, the total discount amount is applied to the first pay item. To apply the invoice to additional pay items, you must manually enter the appropriate discount amount.

4. Complete the necessary G/L distribution information.

Entering Installment Invoice Payments

Instead of requiring an invoice to be paid all at one time, you can arrange installment payments. You can set up installment payment terms to allow a customer to pay an invoice with multiple payments over a specified period of time.

Installment payments are similar to split payments, but allow you to set up equal or unequal payments with different discount percentages. You can also specify a different discount percent for each installment. The system calculates the due date of each installment based on the due date rule you assign to it.

The following describes two examples of installment payment terms:

Equal payments with a discount due date You might set up five equal payments. Each payment includes a 10 percent discount if paid within the discount period that you defined in the discount due date rule.

The actual due date of the payment depends on the net due date rule that you set up.

Unequal payments with a discount due date You might set up six payments. Five of the payments might be 15 percent of the invoice amount, and the sixth payment is 25 percent. Each payment might also include a 5 percent discount if paid within the discount period that you defined in the discount due date rule.

The actual due date of the payment depends on the net due date rule that you set up.

Before You Begin

- Verify that the payment terms for installment payments invoice are set up correctly. See *Setting Up Payment Terms*.

► To enter installment invoice payments

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter invoice information.
3. Complete the following field, and click OK:
 - Payment Terms

Choose a payment term that is established for installment payments. When you enter the payment term, only one pay item appears. You do not see the invoice installment until you enter the G/L distribution and locate the invoice again.

If you change the invoice amount, you must manually adjust the gross amounts for the pay items.

If you enter additional pay items to the invoice, you must manually enter the appropriate discount amount.

4. Complete the necessary G/L distribution information.

See Also

- *Setting Up Payment Terms*

Entering Credit Memos

When a customer is overcharged and you want the customer's statement to reflect the correction, enter a credit memo.

The system assigns the document type you specify in the processing options for the Master Business Function (P03B0011). Generally, a credit memo is assigned a document type RM.

► To enter credit memos

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.
2. On Standard Invoice Entry, follow the steps to enter a standard invoice, except enter a negative amount in the following field:
 - Gross Amount

Related Information

Due dates for credit memos

When you enter a credit memo, the net due date will equal the G/L date. The system ignores the payment terms when calculating due dates for credit memos.

Depending on the payment terms, the system calculates a negative discount in the Discount Available field. To remove the negative discount, clear the payment terms field and the Discount Available field before clicking OK.

See Also

- *Processing Options for Standard Invoice Entry*

Entering Invoices with Taxes

Enter tax information on an invoice to override the default tax information. Default information, which you specify in the customer master record, applies to an entire invoice or each associated pay item.

The system makes accounting entries for taxes when you post the invoice. AAI item RTyyyy points to the tax account. The system posts taxes to the appropriate accounts using AAI item RT and records tax pay items in the Sales/Use/VAT Tax table (F0018). You must set the processing option in the post correctly to perform this update. If you enter a tax amount, the system validates it based on the tolerance ranges you specify when you set up tax rules by company.

Before You Begin

- Set up the appropriate tax rates and areas.
- Set up AAI item RT (Accrued Sales or VAT tax).

► To enter an invoice with taxes

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.

Pay Item	Gross Amount	Remark	Disc Percent	Discount Available	Taxable Amount	Tax	Other
001	17,650.00		.01000		17,650.00		
002							

2. On Standard Invoice Entry, follow the steps to enter invoice information.

3. In the detail area, complete the following fields:

- Tax Area
- Tax Expl

4. Complete the following optional fields, and click OK:

- Taxable Amount

Amounts on a pay item are either taxable or nontaxable, but never both. You cannot specify nontaxable amounts, but for this purpose you can use a separate pay item and enter the nontaxable amount as a gross amount and a tax explanation code of Exempt, or some other appropriate code.

- Tax

You must change or clear the system-calculated information (tax amount and taxable amount) so that the system recalculates it.

When an invoice has multiple tax rates, you must change tax information for each pay item that differs from the default information.

5. Complete the necessary G/L distribution information and click OK.

Field	Explanation
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.
Tax Expl	A user defined code (system 00/type EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. Do not confuse this with the taxable, non-taxable code. A single invoice can have both taxable and non-taxable items. The entire invoice, however, must have one tax explanation code.

Field	Explanation
Taxable Amount	<p>The amount on which taxes are assessed.</p> <p>.....<i>Form-specific information</i>.....</p> <p>You can either enter an amount in this field and the system will calculate the tax for you, or you can enter an amount in the Tax Amount field. If you decide to type an amount in the Taxable Amount field, the system will validate it according to the tax rules you set up on Tax Rules by Company.</p>
Tax	<p>This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).</p> <p>.....<i>Form-specific information</i>.....</p> <p>When you enter a tax amount, you might receive a warning message if the amount is different than the calculated amount in the Tax Rate/Area field. This warning does not prevent you from completing the entry.</p>

Related Information

- | | |
|-----------------------------|--|
| Updating tax amounts | You must set processing options in the post program for invoice entry so that tax amounts are updated in the Sales/Use/VAT Tax table (F0018). If they are not set correctly, the system does not update information in this worktable, and does not generate standard tax reports. |
|-----------------------------|--|

See Also

- *Setting Up Tax Rates and Areas for A/R*
- *Setting Up Tax Rules by Company for A/R*
- *Understanding Tax Explanation Codes for A/R*

Entering Multicurrency Invoices

To process invoices in multiple currencies, you must assign a currency to every company that you set up. Likewise, you must assign a company to every invoice that you enter. The currency of the company determines the *base currency* of the invoice.

The currency in which you issue an invoice is called the *transaction currency*. You can enter a transaction currency when you enter an invoice, or let the system assign the default currency code from the customer master record.

To understand the relationship between the base and transaction currencies of the invoice, review the following:

- Domestic currency invoices
- Foreign currency invoices

Note: When you enter an invoice, the system uses an AAI item RC to locate the A/R trade account. The A/R trade account must be assigned to a company that has the same base currency as the company that you enter on the invoice.

Domestic Currency Invoices

An invoice is domestic when the transaction currency that you assign to the invoice is the same as the base currency of the company that you enter on the invoice. When you are entering domestic currency invoices, the system does not update foreign amount fields.

For example, company 00001 has a base currency of USD, and you enter an invoice for company 00001 and assign a transaction currency of USD. The base currency (USD) is the same as the transaction currency (USD); therefore, the invoice is domestic.

Foreign Currency Invoices

An invoice is foreign when the transaction currency that you assign to the invoice is different from the base currency of the company that you entered on the invoice. The invoice has a foreign amount (based on the transaction currency) and a domestic amount (based on the base currency). The system calculates domestic amounts based on the exchange rate that you enter or that the system retrieves from the Currency Exchange Rates table (F0015).

For example, company 00001 has a base currency of USD, and you enter an invoice for company 00001 and assign a transaction currency of FRF (or any other currency that is not USD). The base currency (USD) is not the same as the transaction currency (FRF); therefore, the invoice is foreign.

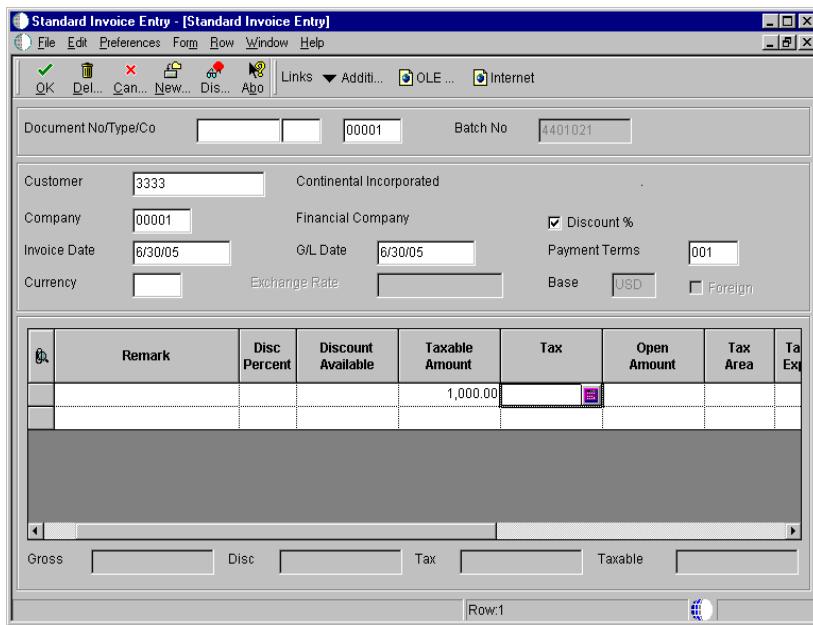
Before You Begin

- Ensure that the multicurrency conversion option is set to Y (multiplier) or Z (divisor) in the General Accounting Constants.
- Determine whether you need to activate the Allow Multi-Currency Intercompany Transaction option in the General Accounting Constants. See *Setting Up Multi-currency* in the *General Accounting Guide*.
- Verify that the following AAIs are set up correctly:
 - Realized Gain (RG)
 - Realized Loss (RL)

► To enter multicurrency invoices

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, click Add.



2. On Standard Invoice Entry, follow the steps to enter a standard invoice.

3. Complete the following fields:

- Currency

If you leave this field blank, the system assigns the base currency code of the company that you enter. The company's base currency is not displayed until you click in the detail area of the form.

- Exchange Rate

If you leave this field blank, the system retrieves the exchange rate from the Currency Exchange Rates table (F0015).

If the base currency and the transaction currency of the invoice are two Economic Monetary Union (EMU) currencies, such as DEM and FRF, leave this field blank. You cannot override the exchange rate on an invoice between two EMU currencies because they are irrevocably fixed to the euro.

See *Spot Rates and Triangulation* in the *Euro Implementation Guide*

- Foreign

The system updates this option based on the currency code you enter.

4. In the detail area, complete the following fields for each pay item, and click OK:

- Gross Amount

To enter the domestic amount of a foreign invoice, the Foreign option must be deselected before you enter the gross amount. The option is not available to deselect until you click in the detail area of the form.

- Remark

- Due Date

- Discount Due Date

5. After you complete these steps, follow the steps to enter G/L distribution information.

See *Entering G/L distribution information*.

Field	Explanation
Currency	A code that indicates the currency of a customer's or a supplier's transactions.

Field	Explanation										
Exchange Rate	<p>The conversion rate that the system uses to convert foreign currencies to the domestic currency. If the Multi-Currency Conversion field in General Accounting Constants is set to Y, the multiplier rate is used for all calculations. If set to Z, the system uses the divisor to calculate currency conversions.</p> <p>.....<i>Form-specific information</i>.....</p> <p>If you leave this field blank, the rate is supplied from the exchange rate table on the Set Daily Transaction Rates form. If no exchange rate exists in the table, the system issues an error. The effective date for the exchange rate is either the invoice date or the general ledger date, depending on how the processing options are set.</p>										
Foreign	<p>A code that specifies whether amounts are in the domestic currency of the contract or the foreign currency of the supplier.</p> <p>Valid codes are:</p> <table style="margin-left: 20px;"> <tr><td>D</td><td>Domestic</td></tr> <tr><td>F</td><td>Foreign</td></tr> <tr><td>3</td><td>Foreign and Domestic</td></tr> </table> <p>For conversions, D indicates domestic to foreign, and F indicates foreign to domestic.</p> <p>.....<i>Form-specific information</i>.....</p> <p>For OneWorld, you activate the option. Valid codes are:</p> <table style="margin-left: 20px;"> <tr><td>On</td><td>Foreign</td></tr> <tr><td>Off</td><td>Domestic</td></tr> </table>	D	Domestic	F	Foreign	3	Foreign and Domestic	On	Foreign	Off	Domestic
D	Domestic										
F	Foreign										
3	Foreign and Domestic										
On	Foreign										
Off	Domestic										

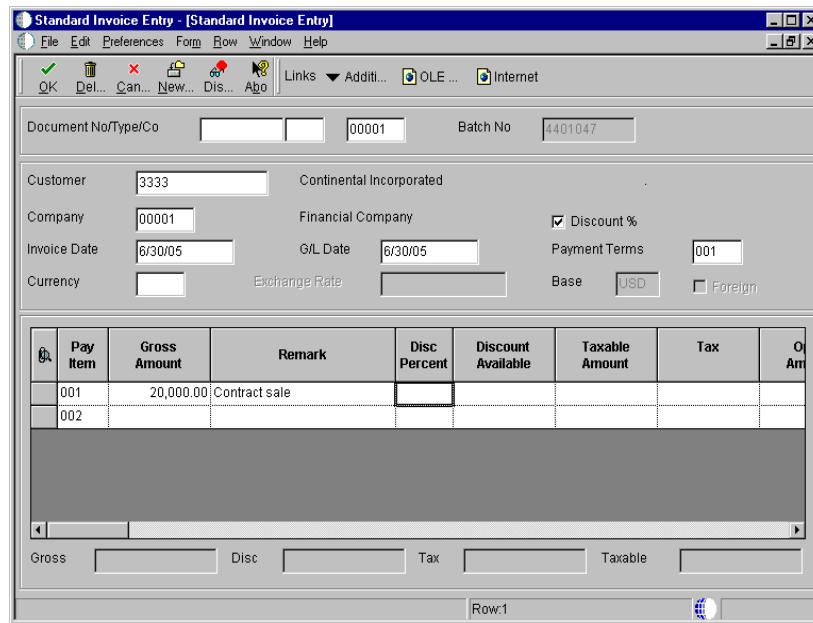
See Also

- *Reviewing Invoice Information* for information about reviewing invoices as if they were entered in a currency other than the domestic or foreign currency

Locating Invoices

► To locate invoices

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.



1. On Work With Customer Ledger Inquiry, to limit your search, complete any of the following fields:
 - Customer
 - Parent
 - Batch Number
 - Invoice No From
 - Thru
 - Date From

Alternatively, you can enter a value in the Query by Example (QBE) line for any field.

2. To display documents by pay status, click one of the following options:
 - All
 - Open
 - Paid
3. To display documents by date, click one of the following options:
 - Invoice Date
 - Due Date
 - G/L Date
 - Statement Date
4. To view invoices as of a specific date, complete the following field:
 - As Of Date
5. To view invoices in recurring or summarized mode, click one or both of the following options:
 - Recurring Invoice

If you complete this option, the system displays only invoices that contain the recurring information of frequency and number of payments.
 - Summarize

If you complete this option, the system does not display all of the invoice pay items. Rather, the system displays one summarized line with all the pay items added together.
6. Click Find to display the invoices that meet your search criteria.
7. Choose the invoice that you want to work with.
8. Click Select to display the invoice on Standard Invoice Entry.

You can use the Foreign option to toggle between the foreign and domestic currency. If you select the Foreign option, the foreign amount of the invoice is displayed. If you deselect the Foreign option, the domestic amount of the invoice is displayed.

Field	Explanation
Recurring Invoice	An option to specify whether to display recurring invoices. If you activate this option, the system displays only invoices with recurring information, such as the number of payments and frequency.
Summarize	An option that indicates whether the system shows invoices in summary or detail mode. In OneWorld software: <ul style="list-style-type: none">• If the option is turned on, the system shows a summarized version of the record that you select. For example, if you enter an invoice with two pay items, you view one line with a total of the two pay items. The pay item is changed to an asterisk (*).• If the option is turned off, the system shows all records. For example, the system shows all pay items, line numbers, and so on.

See Also

- *Revising Unposted Invoices*
- *Revising Posted Invoices*

Revising Unposted Invoices

You can change or delete an invoice before you post it. However, you cannot change the following key fields:

- Document Number
- Document Type
- Document Company
- Customer Number
- G/L Date
- Currency Code
- Pay Status, if equal to Paid (P)
- Batch Number
- Company
- Invoice Date

- Exchange Rate
- Base Currency
- Pay Item

If you need to change one of these fields, you must delete the invoice and re-enter it. The system displays a warning if you attempt to change a multicurrency transaction in domestic mode.

You must change the amounts in both the invoice information and G/L distribution information and ensure that they balance.

If a pay item has been paid, the G/L Offset field is also disabled.

► To revise unposted invoices

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, locate the invoice, and click Select.
2. On Standard Invoice Entry, change the information in any field that is not a key field, and click OK.

If you changed a field that affects the G/L distribution, the system displays the Invoice Entry - GL Distribution form.

3. Change the amount in the following field, if necessary:
 - Discount Available
4. On Invoice Entry - GL Distribution, complete the following fields to create a balancing entry on a new grid line, if necessary, and click OK:
 - Account Number
 - Amount
 - Explanation -Remark

Related Tasks

Changing several invoices	To quickly change specific information for several invoices at the same time, such as discounts, use Speed Status Change.
Deleting unposted invoices	To delete an unposted invoice, locate the invoice that you want to delete on the Customer Ledger Inquiry form and click Delete. Then click OK to confirm the deletion. If you delete a multicurrency invoice, the system deletes both the foreign and domestic sides simultaneously.
	After you delete an unposted invoice, no audit trail exists. You cannot delete a posted invoice. You must void it.
Deleting unposted invoice pay items	To delete an unposted invoice pay item, choose the pay item that you want to delete and click Delete on Standard Invoice Entry. Then click OK to confirm the deletion.

Recommendations

Batch headers	Any change to an invoice on an invoice entry form reopens the batch and requires you to repost it. Consider using Speed Status Change to change information, such as due dates, that does not affect the G/L distribution.
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See Also

- *Locating Invoices*
- *Revising Posted Invoices*
- *Working with speed status change*
- *Entering Invoices with Discounts*

Processing Options for Standard Invoice Entry (P03B11)

Display Tab

Use these processing options to specify how the system displays purchase order fields and tax information on Standard Invoice Entry (P03B11).

1. Purchase Order Fields

Use this processing option to specify whether to display the purchase order fields. Valid values are:

Blank Do not display fields.

1 Display fields.

2. Tax Information

Use this processing option to specify whether to display tax information for an invoice. Valid values are:

Blank Display tax information.

1 Do not display tax information.

If you specify not to display tax information you will disable Sales/Use/VAT tax processing when in entering invoices.

Versions Tab

Use these processing options to specify the versions for the system to use for invoice entry processing and journal entry processing in Standard Invoice Entry (P03B11).

1. Invoice Entry MBF (P03B0011) Version

Use this processing option to specify the version to use for Invoice Entry MBF (P03B0011) processing. If you leave this field blank, the system uses ZJDE0001.

2. Journal Entry MBF (P0900049) Version

Use this processing option to specify the version to use for Journal Entry MBF (P0900049) processing. If you leave this field blank, the system uses ZJDE0001.

Invoice Entry Master Business Function (P03B0011)

The purpose of a master business function (MBF) is to provide a central location for standard business rules about entering documents, such as invoices, vouchers, and journal entries.

The master business function comprises processing options that are shared by certain programs. The processing options for the Invoice Entry MBF are used by the following invoice entry programs:

- Standard Invoice Entry (P03B2002)
- Speed Invoice Entry (P03B11S1)
- Invoice Batch Processor (R03B11Z1I)

To review versions and processing options for the Invoice Entry MBF in OneWorld, perform the following steps:

1. From the System Administration Configuration Tools menu (GH9011), choose Interactive Versions.
2. On Work with Interactive Versions, type the application number (P03B0011) in the Interactive Application field and click Find.
3. Choose a version.
4. To review the process option settings for the version, choose Processing Options from the Row menu.

Processing Options for Invoice Entry MBF

Defaults

1. Select an option for default service/tax date. Enter a '1' to default from the invoice date. Leave blank to default from the G/L date.

Service/Tax Date Option

2. Enter the default pay status or leave blank to use the data dictionary default value.

Default Pay Status _____

3. Enter the default document types for the following:

Standard Invoice Type (default = RI) _____

Credit Memo Type (default = RM) _____

Edits

1. Select an option for invoice date editing:
Blank = No Edit, '1' = Warning,
'2' = Error

Invoice Date > Today's Date _____
Invoice Date > G/L Date _____

Currency

1. Enter a '1' to allow value added tax on entries with currency.

Value Added Tax Option _____

2. Select the date to be used to retrieve the exchange rate. Enter a '1' to use the G/L date. Leave blank to use the invoice date.

Exchange Rate Date Option _____

3. Enter a '1' to edit the exchange rate effective date against the G/L period of the transaction.

Effective Date Option _____

4. Enter the exchange rate tolerance limit.

Tolerance Limit _____

Interoperability

1. Outbound Interoperability

Enter the version of the Invoice Interoperability Function (P03B0190). _____

Blank = Use ZJDE0001

Entering Speed Invoices

As an alternative to standard invoice entry, you can use the Speed Invoice Entry method to enter high-volume, simple invoices. When you enter speed invoices, you enter invoice and G/L distribution information on one form. Consider using this method to enter invoices that have:

- A single pay item, which includes a single due date and a single tax rate area
- Simple accounting instructions

Note: You cannot change or delete an invoice using speed invoice entry. Instead, use the standard invoice entry method. You cannot enter the domestic side of a foreign invoice when using speed invoices.

As with standard invoices, speed invoice information is stored in the following tables:

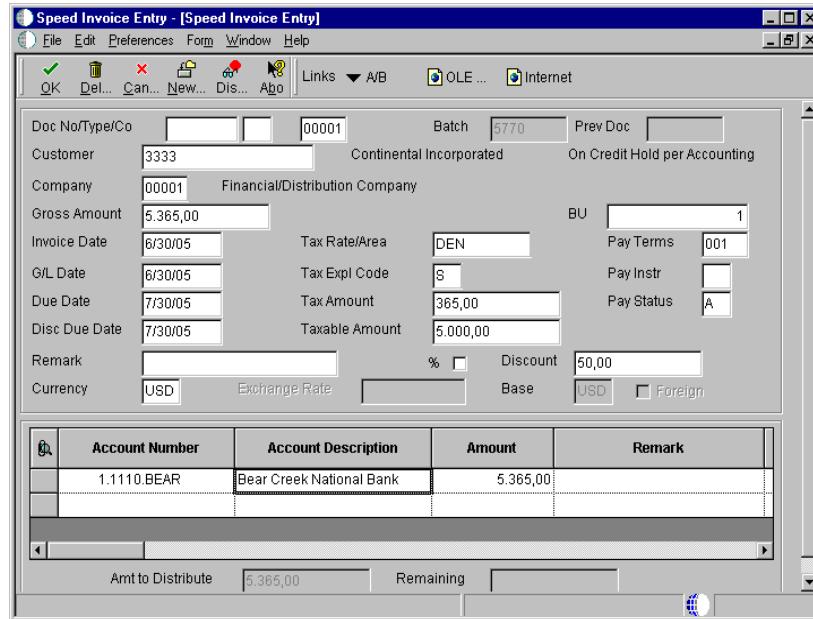
- Customer Ledger (F03B11)
- Account Ledger (F0911)
- Batch Header (F0011)

Before You Begin

- Set up customer master records. See *Creating Customer Records*.
- Set the appropriate processing options.
- Set up the necessary AAI items (RC and RKD).

► To enter speed invoices

From the Customer Invoice Entry menu (G03B11), choose Speed Invoice Entry.



1. On Speed Invoice Entry, to identify the invoice, complete the following fields:
 - Customer
 - Company
 - Amount - Gross
 - Invoice Date
 - G/L Date

2. Complete the following optional fields:
 - Due Date
 - Disc Due Date
 - Remark
 - Pay Status

3. To override default and system-calculated information, complete the following fields:
 - BU
 - Tax Rate/Area
 - Pay Instr
 - Tax Expl Code
 - Pay Instr
 - Tax Amount
 - Taxable Amount
 - Currency
4. To enter G/L distribution information, complete the following fields in the detail area, and click OK:
 - Account Number
 - Amount

Depending on how you set the processing options, you might enter this amount as a debit or a credit.
5. Complete the following optional field and click OK:
 - Name - Remark Explanation

See Also

- *Entering Invoices with Discounts*
- *Entering Invoices with Taxes*
- *Entering Basic Journal Entries in the General Accounting Guide.*

Processing Options for Speed Invoice Entry

Display

1. Enter a '1' to enable the following:

Sales/Use/VAT Tax Processing
Purchase Order Entry
Service/Tax Date Entry

Versions

1. Enter the version to be used for Invoice Entry (P03B0011) processing. If left blank, version ZJDE0001 will be used.

Invoice Entry Version

2. Enter the version to be used for Journal Entry (P0900049) processing. If left blank, version ZJDE0001 will be used.

Journal Entry Version

Defaults

1. Specify the default for entry of sales credit amounts. Enter a '1' for positive credit amounts. Leave blank for negative credit amounts.

Credit Amount Option

Reviewing Invoices

To review invoices before posting, you can display a list of batches based on your user ID, a posting status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

Reviewing invoices consists of:

- Reviewing invoice batches
- Revising invoice information
- Reviewing general ledger information

When you review a list of batches, you can access transaction detail for a specific invoice batch. For example, you can review the number of invoices within a batch and the total gross amount. You can also select a specific invoice for review.

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter. These differences are shown for both the input total and the number of documents.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences.

The review program displays and updates information in the following tables:

- Batch Control (F0011)
- Customer Ledger (F03B11)
- Account Ledger (F0911)

Multi-Currency Batch Totals

Batch amounts are not currency-sensitive. For flexibility in data entry, you can enter any number of currencies in the same batch. The debit amounts of the entries are added to obtain the batch total.

If you enter transactions of different currencies into the same batch, the system does not adjust for the decimal notations of the different currencies. As a result, the total would be meaningless. For this reason, many users prefer to enter transactions with each type of currency in separate batches.

To determine the expected input total for a batch with currencies that have different decimal places, add the amounts without using a decimal point.

For example, you enter invoices for 10,535.00 FRF and 16,433,500 BEF in the same batch. The system disregards the decimal point in the French franc amount and calculates a hash total. The total amount entered is 17,487,000 (1053500 plus 16433500).

The system displays decimals in the input totals based on the setting in the data dictionary. Using the same figures:

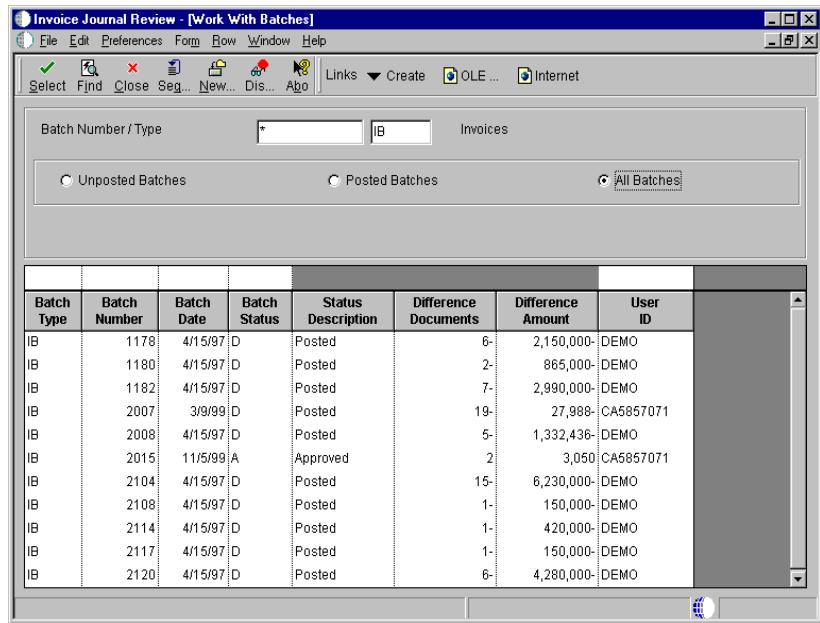
- If you set the data dictionary to display zero decimals, the system displays 17,487,000.
- If you set the data dictionary to display two decimals, the system displays 174,870.00.

See Also

- *Revising Unposted Invoices*
- *Revising Posted Invoices*
- *Setting Up A/R Constants*
- *Understanding A/R Batch Control*

► To review invoice batches

From the Customer Invoice Entry menu (G03B11), choose Invoice Journal Review.

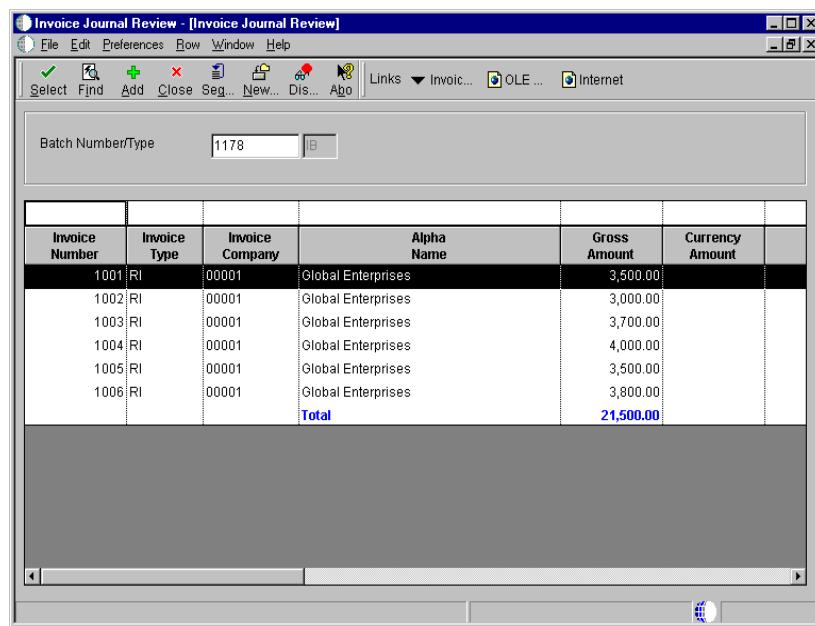


1. On Work With Batches, click Find to display all batches for all users. To limit the information that appears, complete one or both of the following fields and click Find:
 - User ID
 - Batch Number / Type
2. To review only posted or unposted batches, click one of the following options:
 - Posted Batches
 - Unposted Batches
3. To limit the search further, complete one or both of the following fields:
 - Batch Date
 - Batch Status
4. To review an individual invoice, follow the steps to review and revise invoice information.

► To revise invoice information

If you revise a transaction in a posted batch, the system automatically changes the batch status from posted to the default entry status, either pending or approved, depending on how you set the A/R constants. You must post the batch again. The post only processes the changed transaction.

1. On Work With Batches, follow the steps to review invoice batches.
2. Choose a batch and click Select.



The screenshot shows the 'Invoice Journal Review - [Invoice Journal Review]' application window. The menu bar includes File, Edit, Preferences, Row, Window, Help, and several toolbar icons. The main area displays a table of invoices with columns: Invoice Number, Invoice Type, Invoice Company, Alpha Name, Gross Amount, and Currency Amount. The table contains six rows of data, with the last row being the total. The total row has 'Total' in the Alpha Name column and '21,500.00' in both the Gross Amount and Currency Amount columns.

Invoice Number	Invoice Type	Invoice Company	Alpha Name	Gross Amount	Currency Amount
1001	RI	00001	Global Enterprises	3,500.00	
1002	RI	00001	Global Enterprises	3,000.00	
1003	RI	00001	Global Enterprises	3,700.00	
1004	RI	00001	Global Enterprises	4,000.00	
1005	RI	00001	Global Enterprises	3,500.00	
1006	RI	00001	Global Enterprises	3,800.00	
Total				21,500.00	

3. On Invoice Journal Review, choose an invoice to revise or review and click Select.

The gross amount of the invoice appears on Invoice Journal Review even if part of the invoice has been paid. The batch total includes credit memos.

You can enter additional invoices into an existing batch. To do so, choose the last blank line on Invoice Journal Review and click Add. The system adds the invoice to the batch when you complete the information on Standard Invoice Entry.

4. On Standard Invoice Entry, change the information in any field that is not a key field (optional).

► **To review general ledger information**

1. On Work With Batches, follow the steps to review invoice batches.
2. Choose a batch, and click Select.
3. On Invoice Journal Review, choose an invoice.
The gross amount of the invoice appears on Invoice Journal Review even if part of the invoice has been paid. The batch total includes credit memos.
4. Verify the following field:
 - J.E Bal (Balanced - Journal Entries)
5. Choose the invoice that you want to review.
6. From the Row menu, choose G/L Distribution to review general ledger information.

Approving Invoice Batches

After you enter and review a batch of invoices, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on your company requirements, the system assigns either a pending or an approved status to the batch.

If you do not activate the Manager Approval of Input option in the A/R Constants, the system automatically assigns an approved status to the invoice batches.

Before You Begin

- Activate management approval in the A/R constants before entering invoices, if necessary.

► To approve invoice batches

From the Customer Invoice Entry menu (G03B11), choose Invoice Journal Review.

1. On Work With Batches, follow the steps to review invoice batches.
See *Reviewing Invoices* for more information.
2. Choose one or more batches.
3. From the Row menu, choose Batch Approval.
4. To change the batch status to approved, click the following option on Batch Approval and click OK:
 - Approved - Batch is ready to post

To temporarily prevent a batch from posting, change the batch status from approved to pending on Batch Approval.

5. To verify the approval, review the following fields on Work With Batches:
 - Batch Status
 - Status Description

See Also

- *Setting Up A/R Constants.*

Understanding the Post Process for Invoices

After you enter, review, and approve invoices, you post them so the appropriate accounting entries are reflected in your general ledger.

The Post program performs the following tasks during the post process, in this sequence:

- Selects the data to post
- Creates automatic offsets
- Validates information and processes errors
- Posts transactions
- Updates the posted codes and batch status

Selects the Data to Post

The program performs the following actions to select the data for posting:

- Selects all approved batches that match the criteria specified in the data selection from the Batch Control table (F0011)
- Changes the batch status in the Batch Control table to indicate that the selected batches are in use
- Selects the unposted transactions for the selected batches from the Customer Ledger table (F03B11)

Creates Automatic Offsets

For batches that do not contain errors, the post process continues. The program creates and posts transactions for automatic offset amounts.

The automatic offset amount is a debit or credit to the A/R trade account and is controlled by the AAI item RC. The program uses the company number and the G/L offset from each invoice to locate AAI item RC. This item contains the offset account to which you are posting. During the post process, the system retrieves the following information for the automatic offset:

- Automatic offset method. This is based on the offset method in A/R Constants.
- Automatic offset amounts. The system accumulates and posts automatic offset amounts using document type AE (automatic entry). AE documents include intercompany settlements and automatic offsetting entries for Accounts Receivable. The system uses the company number and the G/L offset from each invoice to locate the AAI item RC. This contains the offset account to which you are posting.

Note: Although posting out-of-balance batches prevents the system from creating intercompany settlements, posting out-of-balance does create AE entries to the A/R trade account.

- Document number. This is based on the offset method in A/R constants.
- Account number description. For example:
 - *Accounts Receivable - Trade/Offset by Batch IB* (your batch number)
 - *Accounts Receivable - Trade/Offset by Document RI* (your document number)
- Explanation/Remark. For example, the explanation is one of the following:
 - *Company Name/Offset "S"*
 - *Offset by document RI/Offset "Y"* (your document number)
 - *Offset by batch IB/Offset "B"* (your batch number)

If the offset method is S, the remark is the G/L distribution account.

If the offset method is B, the system uses the last day of the period as the G/L date. If the offset method is either S or Y, the system uses the G/L date of the original document.

If the invoice includes taxes, the system generates an automatic offset with the characteristics described above, except that the account description is from the AAI item RT (receivables tax). It records the tax amount in the Sales/Use/VAT Tax table (F0018), based on a processing option.

The program also creates transactions for automatic offsets that are required for intercompany settlements, if applicable.

Validates Information and Processes Errors

After selecting the batches and transactions to post, the program performs numerous edits. These edits validate the information for the job, the batches, and the transactions. The program edits for and verifies that:

- The processing option versions and constants are valid.
- Transaction data is valid, such as:
 - The account exists in the Account Master table (F0901) and is a posting account.
 - The business unit exists in the Business Unit Master table (F0006).
 - The G/L date is valid.
- Intercompany setup is correct for intercompany settlements.
- Each batch is in balance.

If the program finds errors, the program:

- Sends workflow messages to the Employee Work Center to the user who ran the Post program. For example, you receive messages for transactions that are in error and batches that do not balance.
- Prints a Post Detail Error report if a batch does not balance.
- Places the entire batch in error if any transactions are in error, which prevents the batch from posting.

For batches with errors, no posting occurs. Only the final step of the process applies (updating the batch status to E).

Posts Transactions

After validating the integrity of the information in the job, batches, and transactions, the program:

- Updates the posted code for each transaction to D in the Accounts Receivable Ledger table (F03B11)
- Updates the posted code for each transaction to P in the Account Ledger table (F0911)
- Posts transactions to the Account Balances table (F0902)
- Prints the General Ledger Post report

The program posts to the appropriate ledgers. For example, the program posts:

- Domestic amounts to the AA (actual amount) ledger
- Foreign amounts to the CA (currency amount) ledger, if applicable

The program also creates transactions for automatic offsets that are required for intercompany settlements, if applicable.

Updates the Tax Table

The program updates the tax amount in the Sales/Use/V.A.T. Tax File table (F0018), based on a processing option setting.

Updates the Batch Status

After the posting process is complete, a posted code of D (posted) is automatically assigned to the batch. If an error caused a batch to remain unposted, it is assigned a status of E (error) in the Batch Control Records table (F0011).

Updates the Line Extension Code Field

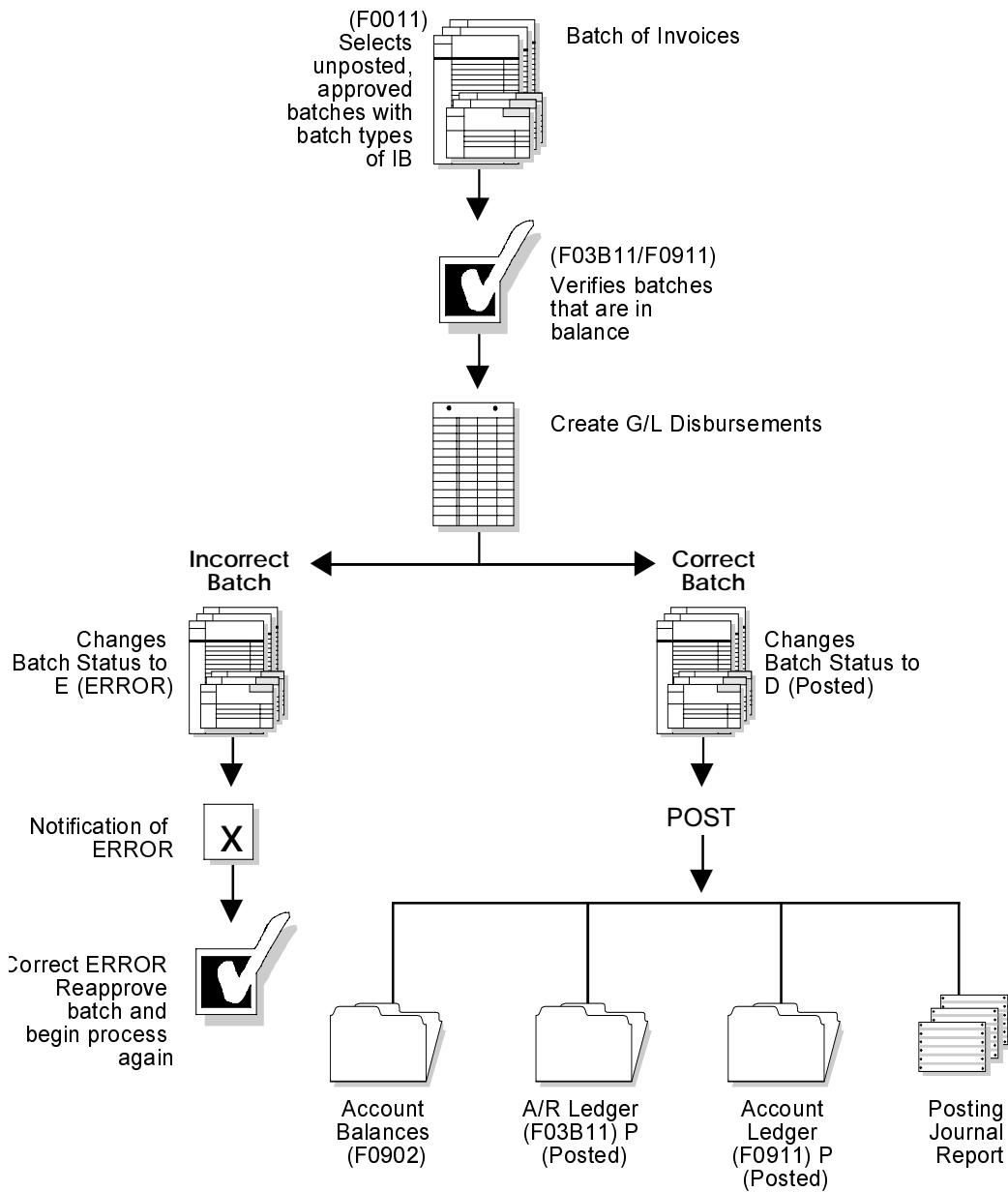
When the post generates Account Ledger (F0911) records, the system updates the Line Extension Code field (EXTL) with a value of AE (automatic entry). This update differentiates Account Ledger records that you enter through invoice entry from those records generated by the post, such as payments and cash receipts.

OneWorld and WorldSoftware Post Process Coexistence Issues

The Post program in OneWorld differs from the post program in WorldSoftware. If OneWorld and WorldSoftware coexist in your environment, you should know that:

- In OneWorld, the Pre-Post programs in Accounts Receivable create the offsetting entries (not the Post program). The offsetting entries use the transaction date (not the end of the month).
- Offset Method D is not available in OneWorld.
- In OneWorld, the system uses the Ledger Rules table (F0025) to determine the ledgers that are required to balance and the ledgers that require intercompany settlements. In WorldSoftware, the ledgers are hardcoded in the programs.
- In OneWorld, the posting and updating tasks occur in a different sequence than they do in WorldSoftware. For example, the program updates the Account Balances table before it updates the Account Ledger table.
- Because the sequence of events differs, you must complete posting in the software where you started posting. For example, if you start posting a batch in OneWorld and the batch has errors, you must correct the errors and complete the post of that batch in OneWorld. Conversely, if you start the Post program in WorldSoftware, you must complete the process in WorldSoftware.

The following graphic illustrates the invoice post process:



Posting Invoices

After you enter, review, and approve invoices, post them to the general ledger. Posting invoices consists of:

- Posting batches of invoices
- Verifying posted invoices

The Post program performs a number of complex tasks. J.D. Edwards strongly recommends that you do not customize the programming for it.

Before You Begin

- Verify the offset method in A/R constants.

If you are using multi-currency, the Offset Method field in A/R constants must agree with the Intercompany Settlements field in G/A constants. For example, if the Offset Method field is B (create an offset for each batch), the Intercompany Settlements field must be set to 1 (flex compatible, create intercompany settlements using a hub company), not to 2 (flex compatible, create intercompany settlements without a hub company). If you do not set up these two constants so that they are compatible, the system returns an error.

See *Intercompany Settlements* in the *General Accounting Guide* for more information about intercompany multi-currency processing.

- Verify that the batch has an approved status.
- Ensure that all post menu selections are routed to the same job queue and that the job queue allows only one job to process at a time.

See Also

- Setting Up Batch Approval and Post Security* for information about setting up Secured users and Approved By users for A/R batch security

Posting Batches of Invoices

When you post invoices, the system creates automatic entries for offsets to the general ledger for the receivables account. The system typically debits an A/R trade account and credits a revenue account.

All J.D. Edwards Post programs post to the general ledger in the same way. The version of the Post program for invoices (ZJDE0006) has the data selection for batch type set to IB (invoices). You should not change this.

You can start the Post program from one of two menu selections:

- Post Invoices to G/L
- Invoice Journal Review

The menu selection you choose depends partly on convenience. One allows you to post directly from the menu, the other allows you to post without exiting the review program.

The menu selection to choose might also depend on the method of posting you want to use. The following methods are available from both menu selections:

- Post all approved batches
- Post using manual data selection
- Post out-of-balance batches

Two additional methods are available from the review program only:

- Post using automated data selection
- Post using automated data selection and a subsystem

The following sections summarize the methods available by menu selection and includes the advantages of each method.

Post Invoices to G/L

This menu selection accesses the Work With Batch Versions form.

G/L Post by Version

From the Work With Batch Versions form, you choose and run a version of the post.

Advantage: The program posts all approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.

Invoice Journal Review

This menu selection accesses the Work With Batches form.

Post by Version

From Work With Batches, you choose Post by Version from the Form menu. You then choose and run a version of the post. This method works the same as starting the post from the Post Invoices to G/L menu selection.

Advantage: The program posts all approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.

Another advantage is that you can run the post by version locally or on a server.

Post by Batch

From Work With Batches, you choose one or more batches and then choose Post by Batch from the Row menu. The program selects the version to run based on the batch type and sends the data selection to a version for you.

Advantage: Data selection occurs automatically.

Disadvantage: You cannot run Post by Batch locally.

Subsystem G/L Post	From Work With Batches, you choose one or more batches and then choose Subsystem G/L Post from the Row menu. The program sends the data selection to a subsystem table.
---------------------------	---

Advantage: Data selection occurs automatically and system resources can be better utilized. For example, the system administrator might hold batches in the subsystem and run them at night when system resources are more readily available.

Caution: The Post program performs a number of complex tasks. J.D. Edwards strongly recommends that you observe these constraints:

- Do not customize the programming.
- Do not change accounts, AAIs for the Accounts Receivable system, intercompany settlements in the general accounting constants, or processing options for the Post program while the post is running.

See Also

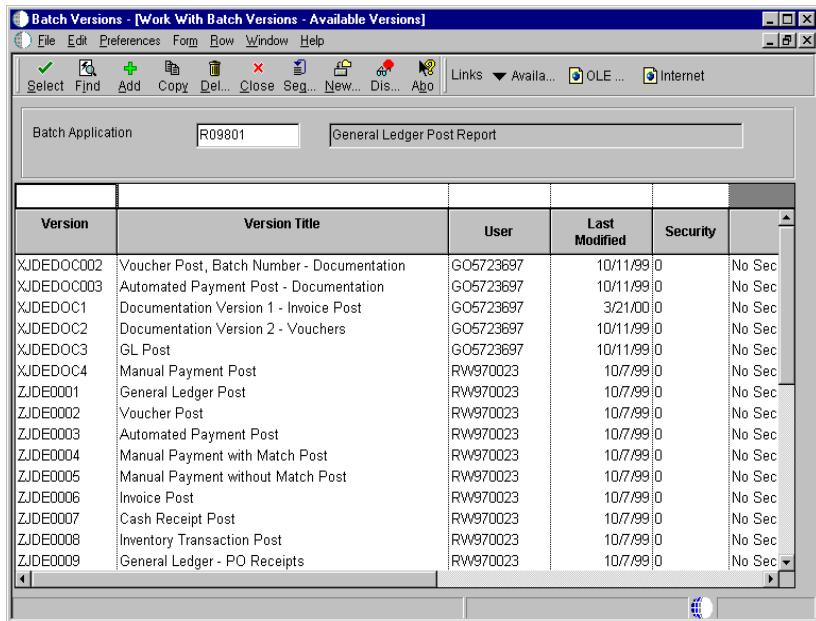
- *Submitting a Report* in the *Enterprise Report Writer Guide* for more information about using the Work with Batch Versions form

► To post all approved batches

From the Customer Invoice Entry menu (G03B11), choose Post Invoices to G/L to access the Work with Batch Versions form.

The following procedure describes how to post batches of invoices from the Work With Batch Versions form. Alternatively, you can post invoices from the Work With Batches form, which you access from the Invoice Journal Review menu selection.

If you use the alternate currency (XA) ledger, set the Post program to automatically update the ledger and produce a separate Posting Journal report.



1. On Work With Batch Versions, double-click the version to run, or choose Run Version from the Row menu.
2. On Version Prompting, leave the Data Selection option turned off and click Submit.
3. On Processing Options, click OK.

After you initially set up the processing options, changes are typically not needed.

4. On Report Output Destination, choose the destination for the General Ledger Post report (on the screen or to a printer), and click OK.
5. As prompted, choose where to run the program (locally or on the server).

While the post is running, do not change accounts, AAIs, constants, or processing options for the Post program.

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination you chose.

See Also

- *Submitting a Report* in the *Enterprise Report Writer Guide* for more information about data selection
- *R09801, General Ledger Post* in the *Reports Guide* for a sample report

► To post using manual data selection

From the Customer Invoice Entry menu (G03B11), choose Post Invoices to G/L.

Alternatively, choose Invoice Journal Review from the Customer Invoice Entry menu (G03B11). On Work With Batches, choose Post by Version from the Form menu.

When you use either of these menu selections to start the post, you can specify one or more batches for the post using manual data selection.

1. On Work With Batch Versions, locate the version to run and click Select.
2. On Version Prompting, click the Data Selection option and click Submit.
3. On Criteria Design, enter the selection criteria on a blank line.

Do not delete or type over the existing specifications for the batch status (A) and the batch type (IB).

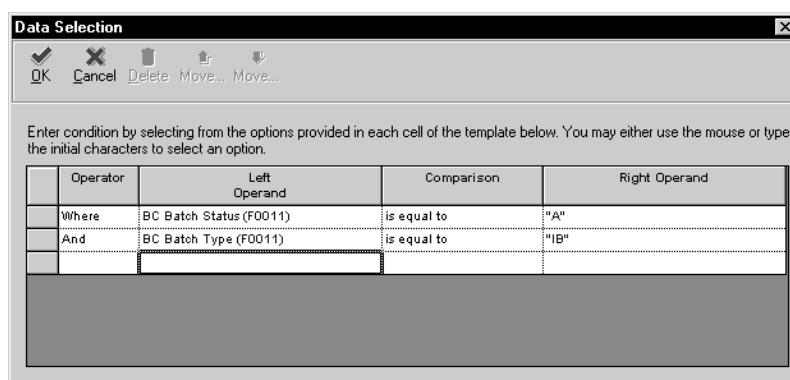
For example, double-click “And” for the operator, “Batch Number (F0011)” for the left operand, “is equal to” for the comparison, and “Literal” for the right operand, where you can enter the batch number or numbers.

4. If you use Literal for the right operand, enter the value or values on the Single Value form, and click OK.

For example:

- To specify a single batch, choose the Single value tab and enter the batch number.
- To specify a range of batches, choose the Range of values tab and enter the beginning and ending batch numbers.

The following example shows the criteria required to select batch 3682.



5. On Criteria Design, click OK.
6. On Processing Options, click OK.

After you initially set up the processing options, changes are typically not needed.

7. On Report Output Destination, choose the destination for the General Ledger Post report (on the screen or to a printer), and click OK.
8. As prompted, choose where to run the program (locally or on the server).

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination you chose.

See Also

- *Submitting a Report* in the *Enterprise Report Writer Guide* for more information about using the Work with Batch Versions form
- *R09801, General Ledger Post* in the *Reports Guide* for a sample report

► To post out-of-balance batches

From the Customer Invoice menu (G03B11), choose Invoice Journal Review.

1. On Work With Batches, locate the batch header.
2. Choose Revise from the Row menu to access Create/Revise Batch Header.
3. On Create/Revise Batch Header, choose Overrides from the Form menu.
4. On Batch Overrides, click the following options and click OK:
 - Allow batch to post out of balance
 - Exclude batch from integrity report

Field	Explanation
Allow batch to post out of balance	<p>A code that controls out-of-balance posting. This field works in conjunction with the Intercompany Offsets field (ICO).</p> <p>For WorldSoftware, valid codes for this field are:</p> <p style="margin-left: 40px;">Y Yes, post this batch out of balance N No, do not post this batch out of balance</p> <p>The system automatically sets this field to N after each successful post of a batch.</p> <p>For OneWorld, click the option to post the batch out of balance.</p>
Exclude batch from integrity report	<p>A code that controls the inclusion or exclusion of an out of balance batch on an integrity report (P007031).</p> <p>For WorldSoftware, valid codes are:</p> <p style="margin-left: 40px;">Y Yes, include batch out of balance on integrity reports N No, do not include batch out of balance on integrity reports</p> <p>For OneWorld, click the option to exclude the batch from integrity reports.</p>

► To post using automated data selection

From the Customer Invoice menu (G03B11), choose Invoice Journal Review.

Use this procedure to start posting one or more batches immediately without exiting the review form.

If you run locally when you use Post by Batch to post multiple batches, you will not be able to use Work With Batches until posting is complete for all the batches. However, you will be able to use other programs.

1. On Work With Batches, choose the batch or batches to post.
2. Choose Post by Batch from the Row menu.
3. On Report Output Destination, choose the destination for the General Ledger Post report (on the screen or to a printer) and click OK.

The program sends the data selection for each highlighted batch to a version. The program selects the version to process based on the batch type and posts the batches consecutively.

When the post is complete, the program displays the report on the screen or sends it to a printer, depending on the destination you chose.

► To post using automated data selection and a subsystem

From the Customer Invoice Entry menu (G03B11), choose Invoice Journal Review.

Use this procedure to post one or more approved batches using a subsystem. Your system administrator must start the subsystem before posting can occur. Posting occurs in a separate area and typically at a later time.

1. On Work With Batches, choose the batch or batches to post.
2. Choose Subsystem G/L Post from the Row menu.

The program sends the data selection for each highlighted batch to the version ZJDE0011, which is used for all subsystem posting. The program will post the batches consecutively in background on the server. If the subsystem runs constantly, you might not notice any difference between subsystem posting and posting by batch on the server, except that the program always sends reports to the printer. You cannot choose to see reports on the screen.

Caution: Do not enter data selection information for the subsystem post version (ZJDE0011), because this version is shared by other systems.

Verifying Posted Invoices

After posting your invoices, verify that your batches of invoices posted successfully. If any batches did not post, you must correct all errors and set the batch to approved status before the program will post the batch. The program creates a variety of messages and reports to help you verify the posting information.

Complete the following tasks:

- Review your workflow messages
- Review the General Ledger Post Report
- Review the Post Detail Error Report

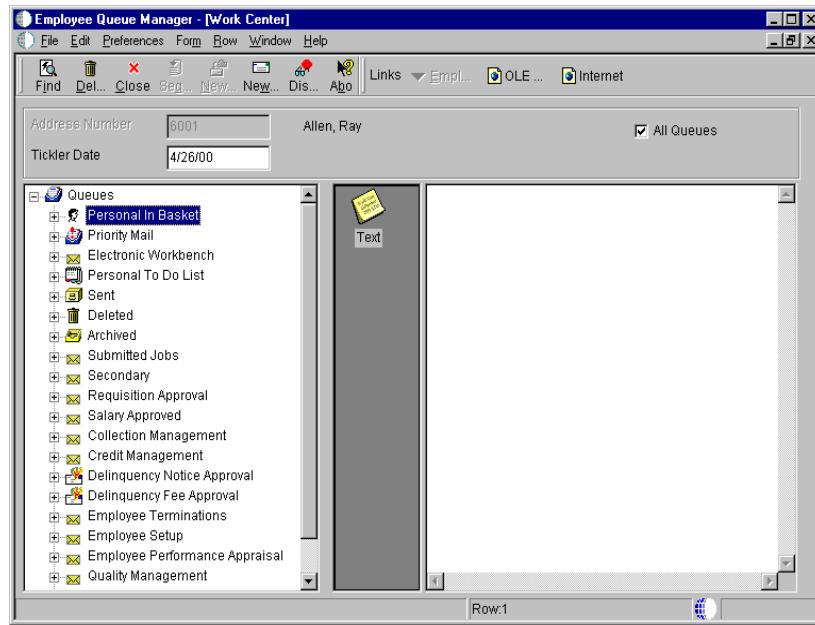
See Also

- *Appendix B: Working with Employee Queue Manager in the Enterprise Workflow Management Guide* for information about workflow messages

Reviewing Your Workflow Messages

The program sends workflow messages to the Employee Work Center when errors occur and when the job completes normally. After you run the post program, you should check your electronic mail to determine the status of the job. If the job did not complete normally, review the error messages. Typically, one message notifies you that the job had errors, followed by one or more detailed messages defining the errors.

The following example shows an error notification:



From error messages, you can access the Work With Batches form, which allows you to locate problems and make changes interactively.

Double-click the Work With Batches icon in the right panel to open the Work With Batches form. From there, you can access the Invoice Journal Review and Invoice Entry Journal Review forms. From either of these forms, you can make corrections as needed.

Reviewing the General Ledger Post Report

After you run the post program, use the General Ledger Post report to verify the automatic offsets that the system created. This report lists only those batches that posted successfully.

When a posting journal contains only heading information, the Post program could not post any batches and has sent messages to your work queue.

If you enter invoices with multiple currencies, this report lists the amounts in both the CA (currency amounts) ledger and AA (actual amounts) ledger for foreign currency transactions. The CA amounts represent the foreign side of the entry. The AA amounts represent the domestic side of the entry.

Additionally, this report lists the currency code of the CA ledger amount and the domestic currency of the company for the AA ledger amount. Both the CA and the AA ledgers must be in balance. CA totals might not be currency specific.

See Also

- *R09801, General Ledger Post* in the *Reports Guide* for a sample report

Reviewing the Post Detail Error Report

When you set up ledgers, you specify whether a ledger is required to balance. If the Post program finds an out-of-balance condition in a ledger type that is required to balance, the program generates a report. If you determine that an out-of-balance journal entry is in error, correct the error and post the batch again.

If you enter vouchers with multiple currencies, this report includes AA (actual amounts) and CA (currency amounts) ledger information. Both the CA and AA ledgers must be in balance.

In some cases, you might need to post an out-of-balance journal entry. For example:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

Related Information

Preventing a batch from posting To prevent an approved batch from posting, change its status to pending.

Processing Options for Posting Invoices

Print

- 1) Enter which Account Number to print on the report. '1' = Structured Account; '2' = Short Account ID; '3' = Unstructured Account; ' ' = Default Account Format.

Account Format

Versions

- 1) Enter a version of the Detailed Currency Restatement (R11411) to execute. If left blank, Detailed Currency Restatement entries will not be created. (i.e. ZJDE0001)

Detailed Currency Restatement Version

- 2) Enter a version of the Fixed Asset Post (R12800) to execute. If left blank, Fixed Asset Post will not be executed. (i.e. ZJDE0001)

Fixed Asset Post Version

- 3) Enter a version of the 52 Period Post (R098011) to execute. If left blank, 52 Period Post will not be executed. (i.e. ZJDE0001)

52 Period Post Version

Edits

- 1) Enter a '1' if you wish to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter in records being posted, prior to editing and posting the records.

Update Transaction

Taxes

- 1) Enter when to update the Tax File (F0018). '1' = V.A.T. or Use Tax only; '2' = for all Tax Amounts; '3' = for all Tax Explanation Codes; ' ' = no update to Tax File (Default).

Update Tax File

- 2) Adjust V.A.T. Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' =
Update VAT, Ext. Price and
Taxable

- 3) Adjust V.A.T Account for Receipt Adjustments and Write Offs. Tax explanation must be a 'V'.

'1' = Update VAT only; '2' =
Update VAT, Ext. Price and
Taxable

Process

Enter a '1' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)

Explode parent item time.

What You Should Know About Processing Options

Posting an alternate currency ledger

If you use the alternate currency ledger XA, set the appropriate processing option to update the ledger and produce a separate posting journal.

Revising Posted Invoices

After you post an invoice and before it is paid, you can revise it. For example, you might need to add lines to the G/L distribution, or you might need to void an invoice.

When you make certain types of changes, the system changes the batch status on the original batch from posted to unposted. You must post the batch again if you change the following:

- The total gross amount for the invoice
- The number of invoices in a batch
- A journal entry

If you must post the batch again, you might need to approve the batch before you post it. You must do this if the default entry status for the original invoice was pending.

Revising posted invoices consists of:

- Changing posted invoices
- Voiding posted invoices

When you change or void a posted invoice, the system maintains an audit trail. It flags the invoice record as changed in the Customer Ledger table (F03B11) and removes the posted code on the invoice. The system updates the Invoice Revisions Audit Trail table (F03B112).

Changing Posted Invoices

You can change various information on posted, unpaid invoices, but you cannot delete them. You cannot change the following key fields:

- Document Number
- Document Type
- Document Company
- Customer

- G/L Date
- Company
- G/L Offset
- Currency Code
- Pay Status (if equal to P)
- Batch Number
- Invoice Date
- Payment Terms
- Exchange Rate
- Pay Item
- G/L Offset
- Posted Code

The Company and G/L Offset fields are not key fields until an invoice has been posted.

Any change to an invoice on an invoice entry form reopens the batch and requires you to repost it. Consider using Speed Status Change to change information, such as the due date, that does not affect the G/L distribution.

To change the information in these fields, delete and re-enter the invoice.

► **To change posted invoices**

From the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry.

1. On Work With Customer Ledger Inquiry, locate the invoice and click Select.
2. On Standard Invoice Entry, change the information in any field that is not a key field, and click OK.
3. On Invoice Entry - G/L Distribution, complete the following fields on a new grid line to create a balancing entry, if necessary:
 - Account Number
 - Amount (credit amount)

4. Complete the following optional field and click OK:

- Explanation -Remark-

You cannot add taxes to a posted invoice. However, you can change the gross amount of the invoice and enter tax information as an additional pay item.

To change a posted invoice with taxes, enter a new gross amount and remove the tax amount and taxable amount information. The system recalculates the tax information.

See Also

- *Revising Unposted Invoices*

Voiding Posted Invoices

To remove a posted invoice from your general ledger, you must void it and then post the batch again. You can void an invoice in the current or future fiscal period. You cannot delete a posted invoice.

To void a paid or partially paid invoice, you must first void the customer's payment.

After you void an invoice, notice that:

- The original gross amount in payment information is zero.
- The posted code is removed (changed from D to blank).
- The payment status code is P (paid).
- A record in the Invoice Revisions table (F03B112) is generated as an audit trail for the change in gross amount.
- The system populates the Revisions Made field with a 1.

After you void invoices, you must post the batch again.

► To void posted invoices

From the Customer Invoice Entry menu (G03B11), choose Customer Ledger Inquiry.

1. On Work With Customer Ledger Inquiry, locate invoices.
2. Choose the invoice that you want to void and click Delete.
3. On Confirm Delete, click OK.
4. On Enter Void Information, complete the following fields and click OK:
 - Void G/L Date
 - Invoice Revision Code
5. On Void Confirmation, click OK to confirm the void.
6. To verify the void, locate the voided invoice on Work With Customer Ledger Inquiry and click Select to access Standard Invoice Entry.
7. To review the amounts that the system reversed in the Customer Ledger, choose Invoice Revisions from the Row menu on Standard Invoice Entry.
To review the reversing entries that the system creates in the Account Ledger table when you void an invoice, choose G/L Distribution from the Row menu on Standard Invoice Entry.

Related Tasks

Voiding pay items of a posted invoice	You can void specific pay items of a posted invoice. The process is similar to voiding invoices. On Standard Invoice Entry, you locate the pay item and click Delete. Enter and confirm the void information, and review the G/L distribution information as necessary.
--	---

Field	Explanation
Void G/L Date	A date that identifies the financial period in which the voided transaction is posted. The company constants 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.

Field	Explanation
Invoice Revision Code	A code that identifies why an invoice record was adjusted or voided and written to the A/R Adjustment Ledger. This code will also determine how the adjusted record will appear on a statement.

Printing Invoice Journal Information

From the Customer Invoice Entry menu (G03B11), choose Invoice Journal Report.

Generally, it is easier to review invoice journal information online. However, if a balancing problem occurs, you might find the printed invoice journal more useful.

When you print invoice journal information, the system selects transactions from the Customer Ledger (F03B11) and Account Ledger (F0911) tables.

This report lists messages in the blank area next to the far right column. These messages describe:

- Balance discrepancies (if the total gross/discount amount does not equal the G/L distribution)
- Intercompany transactions (if the document contains G/L transactions for more than one company)

Processing Options for Invoice Journal

Print Options

Enter the format of the account number
to print on the Journal:
' ' = Number entered during input,
'1' = Business Unit, Object, Subsidiary,
'2' = Short Account ID, '3' = Third Account Number

Account Number Format

Data Selection and Sequence for A/R Invoice Journal Report

The batch number, user ID, and batch date are commonly used data selections.

If your company creates additional versions of this report, you must use the following sequence:

1. User ID (alphabetical order)
2. Batch Date/Number (most recent date first)
3. Invoice Number (ascending order)

See Also

- *Reviewing Invoices*

Automatic Receipts Processing

In Brazil, banks collect funds from customers to pay for goods or services. You can process automatic receipts if you receive payments directly from a customer's bank on custom bank tapes (lock box). You can create a bank tape with information about your customer and send it to the bank. The bank processes this information and contacts your customers with the amount they owe you. The customers send this money to the bank and the bank sends you information about the transaction.

Automatic receipts processing for Brazil includes the following topics:

- Defining algorithms
- Working with execution lists
- Working with bank information
- Working with unprocessed items
- Purging electronic receipts

Defining Algorithms

Before you automatically apply receipts to a customer's account, you must define the algorithms that the system uses to match the receipts to the appropriate invoices. This is the first step in the automatic receipts process. The person performing this task should be very familiar with the paying habits of your customers.

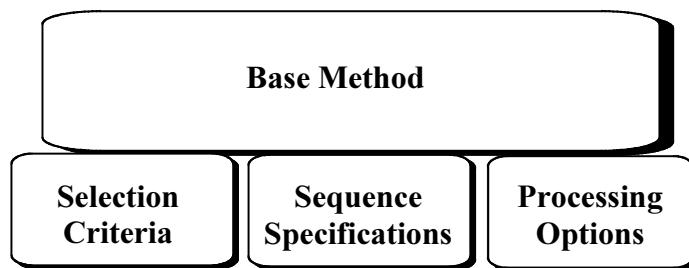
An algorithm is a predetermined set of instructions for solving a specific problem with a limited number of steps. You define A/R algorithm methods to instruct the system about how to apply receipts during the automatic receipts process, such as invoice match or balance forward. You can utilize a given base method or create different versions of a base method through the use of processing options, selection criteria, and sequencing specifications. This enables you to define an unlimited number of algorithms.

When defining an algorithm, you:

- Create version identification for the base method
- Set the processing options
- Define the selection criteria
- Define the sequence specifications

An algorithm consists of four components. These components make up the structure of the algorithm. You use these components to define how the algorithm behaves during the matching process.

The following graphic illustrates the components of an algorithm:



The following list describes each component:

Base method

This is the fundamental logic that can be shared among multiple algorithms. Algorithms that share the same base method share the same fundamental logic, such as statement match or invoice selection match. You combine the base method with different sets of components to instruct the algorithm to behave uniquely.

Selection criteria

Selection criteria is the information that the system uses to determine which receipts are processed by the algorithm. You can use data selection to process receipts by user ID, G/L date, receipt date, and so on.

If you wish to use selection criteria to determine which invoices the algorithm processes, use Report Design Aid (RDA) that is associated with Invoice Selection. On Work With Batch Versions, choose the version and choose Advanced from the Row menu. Check out the version. Use the data selection for Invoice Selection to specify which invoices the algorithm processes.

If you wish to affect which invoices the system selects to match against receipts, you will need to modify the data selection for the Invoice Selection Match - Select/Read Invoices (F03B11) [Group Section] in the Report Design Aid (RDA) of the algorithm. See *To Define Selection Criteria* in this chapter.

You might want to define algorithms with different selection criteria to filter invoices prior to attempting a match. You can also use selection criteria to define a common situation that applies to multiple customers. This enables you to optimize the performance of an algorithm.

The system automatically appends selection criteria during execution, such as adding a customer number, to limit the invoices to only those associated with the receipt that the system is processing. This enables you to specify criteria that can be reused for multiple customers.

See the *Enterprise Report Writing Guide* for information about modifying data selection for a report.

Sequence specifications This is the information that the system uses to determine the order in which it reads invoices during the matching process. For example, you might sort by invoice number or due date. Controlling the sequence of an invoice that enters the matching process is another way to define the behavior of an algorithm.

Any base method that places significance on which invoices the algorithm selects first, second, third, and so on, behaves differently when you change the sequence specifications. For example, you might want to change a typical first-in-first-out (FIFO) method to a last-in-first-out (LIFO) method by reversing the sort on a date field.

You must use data sequencing for the Invoice Selection Match - Select/Read Invoices (F03B11) [Group Section] in the Report Design Aid (RDA) of the algorithm to change how the system reads and processes invoices. Changing the data sequence associated with the version of the algorithm will not affect how invoices are ordered. Doing so only determines the order in which the system processes receipts.

In order to influence the sequence of how the system reads and matches invoices, you must use data sequencing via RDA that is associated with Invoice Selection. On Work With Batch Versions, choose the version and choose Advanced from the Row menu. Check out the version. Altering the Data Sequence associated with the algorithm version will change how the system reads receipt records, not invoices.

See *To Define the Sequence Specifications* for more information.

Processing options

This is a list of options that you set to affect the performance of an algorithm. Each method has options specific to and appropriate for its fundamental logic. In general, two types of information are available that you can specify:

- Matching information. Specifies how the system uses the base method to look for a match.
- Application information. Determines how the system actually applies the receipt and when to create chargebacks, write-offs, and so on.

The system stores information about algorithms in the Receipt Application Algorithm/Execution Lists table (F03B50).

What Algorithms Can You Create?

The Accounts Receivable system provides several common base methods that you can use to customize algorithms. You can create multiple versions of these base methods or create new ones to give you additional flexibility. Each base method contains fundamental logic that the system uses to automatically apply receipts to invoices. Each base method has processing options specific to its functionality. You can use the processing options to tailor a base method into a specific algorithm as you create new versions.

You can create multiple versions of any of the following base methods:

- Invoice Selection Match (R03B50A)
- Balance Forward Match (R03B50B)
- Known Invoice Match with Amount (R03B50D)
- Known Invoice Match without Amount (R03B50E)
- Combination Invoice Match (R03B50F)

Most base methods enable you to control invoice selection and sequencing.

When defining algorithms, you use virtually the same procedure to create different versions of each base method. The only differences are the type of information the system displays for each method, such as processing options, data selection, and data sequencing, and how you choose to define this information.

All Data Selection and Data Sequence specify which receipts and what sequence of the receipts you want to process. You cannot use Data Selection and Data Sequence to select invoices.

Invoice Selection Match Method (R03B50A)

You can use the Invoice Selection Match method to apply a receipt to a specific invoice or a running total of invoices based on the due date. However, the system will not skip the first invoice and look at combinations of other invoices. The system looks at either an individual invoice, or a running total of the invoices it has reviewed. The system reads invoices by the due date to determine the first invoice.

Depending on how you set the processing options, you can attempt to match the receipt to the following items:

- Total open amount
- Total open amount less discounts available
- Total open amount less discounts earned

Use selection criteria to determine whether the system applies the receipt to a single invoice or the total of a group of invoices. If you do not specify selection criteria, you can use this method to match a receipt to the total balance of a customer's account.

If you want to determine which invoices the system selects in the matching process, you must change the data selection associated with Invoice Selection Match - Select/Read Invoices (F03B11) [Group Section]. You do this in the Report Design Aid (RDA) of the version. For example, you might want the system to process only chargeback invoices or invoices generated as a result of processing delinquency fees.

Note: Only persons trained and knowledgeable with UBE and UBE design should attempt to change the data selection in RDA. Altering the report inappropriately can result in the program not functioning properly.

Use the specific demo version to create an algorithm that determines whether a receipt is intended for a specific class of invoices, such as a chargeback. For example, in order to exclude chargebacks or to specifically match only chargebacks, use the report version that indicates Exclude Chargebacks or Only Match Chargebacks. Although the Data Selection is the same for all versions, the system performs the appropriate matching, because the Data Selection has been altered in the Report Design Aid.

See *Processing Options for Invoice Selection Match (R03B50A)*.

Balance Forward Match Method (R03B50B)

You can use the Balance Forward Match method to apply receipts to the oldest outstanding invoices first. The system uses the invoice due date to determine the first invoice. This method reads the open invoices in a customer's account and applies the receipt to each invoice until either the receipt amount is zero or the system runs out of invoices for the customer.

The system applies a partial payment if not enough cash is available to completely close the invoice. If an amount remains on the receipt after applying it to all open invoices, the system creates an unapplied cash receipt.

Use a different demo version to vary the performance of this method. For example, you can choose to sort the invoices in descending due-date order to cause it to function in a last-in-first-out (LIFO) manner instead of a first-in-first-out (FIFO) manner.

A separate version is provided for applying invoices using FIFO or LIFO. You must use the version specified (FIFO or LIFO) to apply invoices in that order. You should not change the sequencing of the algorithm to change the order invoices.

See *Processing Options for Balance Forward Match (R03B50B)*.

Known Invoice Match with Amount (R03B50D)

You can use the Known Invoice Match with Amount method to apply receipts to invoices when you know which invoices are to be paid and the specific amount of the receipt to apply to each invoice. For this method to be successful, you must ensure that this information exists in the Electronic Receipts Input table (F03B13Z1). You might use this method to apply a 50,000.00 receipt in the following way:

- 20,000.00 is applied against invoice 1.
- 15,000.00 is applied against invoice 2.
- 15,000.00 is applied against invoice 3.

Because the invoice number and amount are specified in the automatic receipts record, the system identifies the correct invoices to apply the receipt to. If the pay items of an invoice are known, the system applies the receipt to the specified pay item.

You do not use selection criteria or sequence specifications to define variations of this base method; the information in the Electronic Receipts Input table explicitly defines which invoices are candidates for matching.

Example: Exceeding the Invoice Tolerance Limit

Amounts	Settings
Receipt number 445 = 850.00	
Invoice tolerance limit = 10.00	If the tolerance is exceeded, partially pay invoice
Receipt tolerance limit = 25.00	If receipt is underpaid, create a chargeback

Invoice Number	Invoice Open Amt	Check Amt (CKAM)	Amt to Apply (AG field in F03B13Z1)
222	200.00	850.00	200.00
223	300.00	0	300.00
224	600.00	0	550.00
Credit Memo #1	200.00-	0	200.00-

You complete the Check Amt field only for the first invoice paid by the receipt. The system:

- Pays invoice #222 in full, open amount is zero, pay status is P.
- Pays invoice #223 in full, open amount is zero, pay status is P.
- Leaves invoice #224 open for 50.00 because it exceeds the tolerance of the invoice. The pay status remains as A.
- Pays the credit memo #1 in full, open amount is zero, pay status is P.

The system verifies whether the invoice open amount equals the Amount to Apply to determine whether an underpayment occurred. Then, the system determines whether the total of the Amount to Apply for the whole receipt equals the receipt amount. If not, the system processes the receipt using the receipt tolerance amount.

Example: Exceeding the Receipt Tolerance Limit

Amounts	Settings
Receipt number 446 = 700.00	
Invoice tolerance limit = 10.00	If the tolerance is exceeded, partially pay invoice
Receipt tolerance limit = 10.00	If receipt is underpaid, create a chargeback

Invoice Number	Invoice Open Amt	Check Amt (CKAM)	Amt to Apply (AG field in F03B13Z1)
300	1,000.00	700.00	1,000.00
Credit memo #2	100.00-	0	100.00-

In this example, assume that the bank sent incorrect information. The check amount is 700.00, but the amount needed to apply is 900.00, based on an invoice open amount of 1000.00 plus a 100.00 credit memo. Because the tolerance amount on the receipt is set to 10.00, the system views this as exceeding the tolerance limit by 200.00 and generates a chargeback.

The system:

- Pays invoice #300 in full, open amount is zero, pay status is P.
- Pays credit memo #2 in full, open amount is zero, pay status is P.
- Generates a chargeback for 200.00.

If the customer wanted to partially pay the invoice, change the amounts as follows:

Invoice Number	Invoice Open Amt	Check Amt (CKAM)	Amt to Apply (AG field in F03B13Z1)
300	1000.00	700.00	800.00
Credit memo #2	100.00-	0	100.00-

Because the amount to apply is 700.00, which is equal to the check amount entered, no tolerance is affected. And because the amount to apply for invoice 300 is 800.00, which is 200.00 less than the open amount (1,000.00), the system partially pays the invoice with 200.00 remaining open.

Example: Applying a Receipt to an Invoice with Multiple Pay Items

If you want to apply a receipt in full to an invoice with multiple pay items, and you do not specify the pay item in the Electronic Receipt Input table (F03B13Z1), the system uses the Balance Forward (R03B50B) method to process the pay items. In the following example, the system processes only the first pay item, because the receipt amount applied of 100.00 is an amount less than the open amount of the first pay item.

Amounts	Settings
Receipt number 447 = 100.00	
Invoice tolerance limit = 10.00	If the tolerance is exceeded, partially pay invoice
Receipt tolerance limit = 25.00	If receipt is underpaid, create a chargeback

In the Customer Ledger (F03B11) table:

Invoice Number	Pay Item	Invoice Open Amt
932	001	150.00
932	002	-50.00

In Review Electronic Receipts:

Invoice Number	Pay Item	Invoice Open Amt	Check Amt (CKAM)	Amount to Apply (AG field)
932		100.00	100	100.00
932		-50.00		-50.00

The system closes the first pay item for invoice 932 instead of closing the entire invoice, and creates a chargeback of 50.00 for the first pay item. The second pay item is still open.

To apply in full the same receipt to invoice 932 using Known Invoice Match with Amount (R03B50D), you must specify the pay item number in the Electronic Receipt Input table (F03B13Z1). In Review Electronic Receipts:

Invoice Number	Pay Item	Invoice Open Amt	Check Amt (CKAM)	Amount to Apply (AG field)
932	001	150.00	100	150.00
932	002	-50.00		-50.00

The system:

- Pays invoice 932 pay item 001 in full. The open amount is zero and the pay status is P.
- Pays invoice 932 pay item 002 in full. The open amount is zero and the pay status is P.

See *Processing Options for Known Invoice Match with Amount (R03B50D)*.

Known Invoice Match without Amount (R03B50E)

You can use the Known Invoice Match without Amount method to apply receipts to invoices when you know which invoices are to be paid but the amount to be applied to each invoice is unknown. For this method to be successful, you must ensure that the invoice number exists in the electronic receipt record.

You might use this method to apply a 50,000.00 receipt to pay invoice 1, invoice 2, and invoice 3. However, the amount to be applied to each invoice is not specified. Additionally, if the pay items of an invoice are known, this method applies the receipt to the specified pay item.

You do not use selection criteria or sequence specifications to define variations of this base method. This is because the information in the Electronic Receipts Input table explicitly defines which invoices are candidates for matching.

See *Processing Options for Known Invoice Match without Amount (R03B50E)*.

Combination Invoice Match (R03B50F)

You can use the Combination Invoice Match method to apply receipts to a specific combination of invoices. Depending on the processing options, the system reviews up to a maximum of ten specified invoices, in multiple combinations, in an attempt to find a match.

Use Match by Exclusion to alter the performance of this method. Exclusion processing will specify whether to determine which invoices are not being paid and to apply the receipt to the remaining invoices. This is useful when the receipt is paying all but a few of the outstanding invoices. You can set this processing option when the possibility exists that a significant percentage of open invoices are to be paid by one receipt. When you do so, the system first determines the difference between the receipt amount and the total account balance. Then, it attempts to find a combination match for the amount not being paid. If a match is found, the system applies the receipt to all invoices that are not part of the combination.

When using Match by Exclusion, consider sorting the invoices in descending order by invoice date so that the newest invoices enter the algorithm first.

Combination Invoice Match Example

The following example demonstrates how the system uses the combination invoice match algorithm to apply receipts to combinations of invoices:

Invoice Number	Amount
122	100.00
123	200.00
124	450.00
125	50.00
126	100.00

If you have a receipt for the total amount of 900.00, the system begins looking at the first invoice and attempts to match invoices in the following order:

Invoice Number	Amount	Match
122	100.00	no match
122 + 123	300.00	no match
123	200.00	no match
122 + 123 + 124	750.00	no match
122 + 124	550.00	no match
123 + 124	650.00	no match
124	450.00	no match

The system continues to try individual invoices and all combinations of invoices. In this example, the system finds a match when all of the invoices are combined:

All	900.00	match
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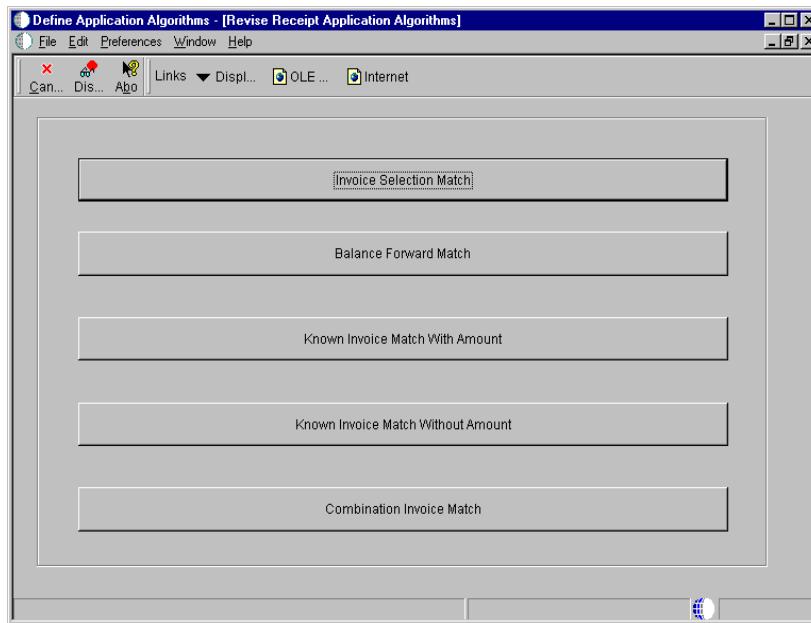
The system combines invoice matches up to a maximum of ten invoices that you select. The process is time consuming. J.D. Edwards recommends that you use the combination invoice match algorithm at the end of an execution list, after you have attempted all other options for matching invoices and receipts.

See *Processing Options for Combination Invoice Match (R03B50F)*.

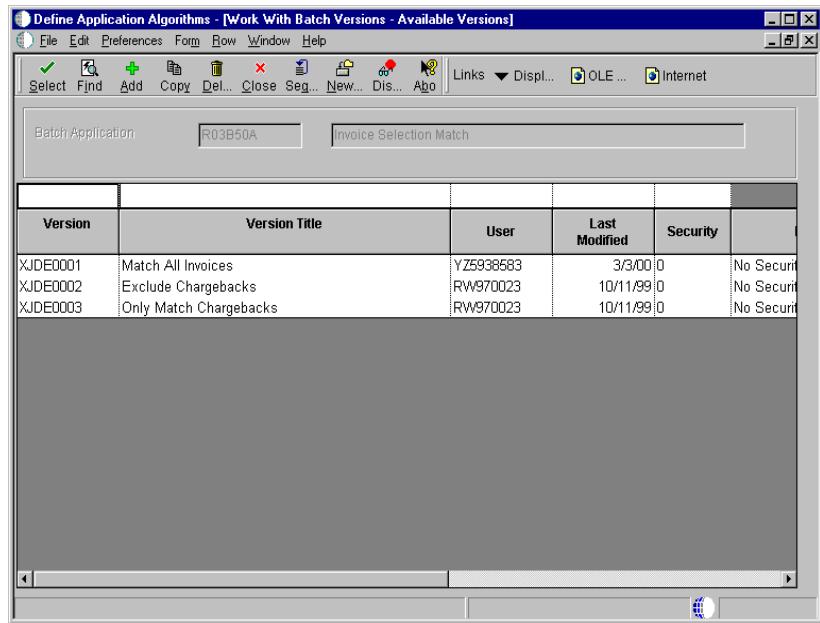
► To create version identification for the base method

From the Automatic Receipts Processing menu (G03B13), choose Define Application Algorithms.

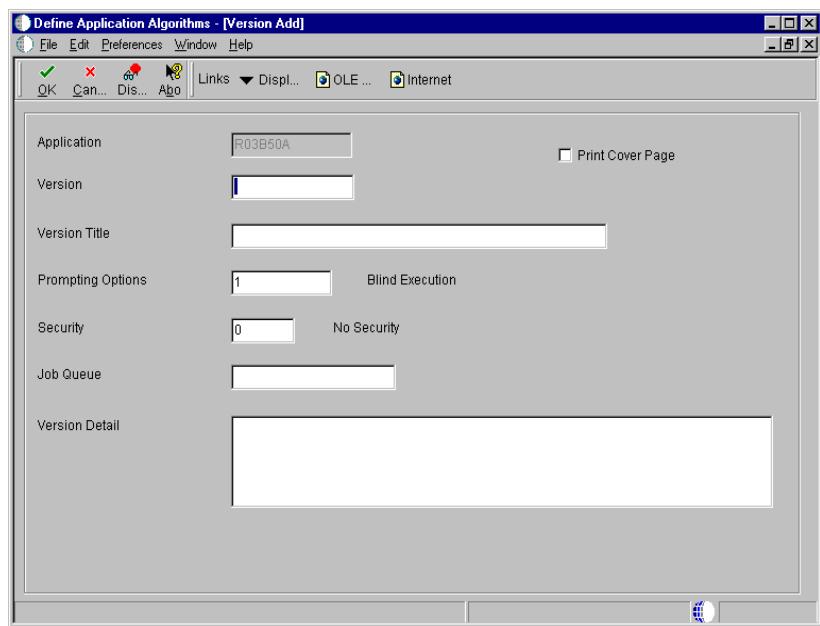
The first step in defining an algorithm is to create and identify versions for each base method. For example, when defining the Invoice Selection Match method, you might create a version to match receipts to invoices with discounts but excluding chargebacks. You can set up multiple versions for one base method.



1. On Revise Receipt Application Algorithms, choose the appropriate base method.



2. On Work With Batch Versions, click Add to create a new version.



3. On Version Add, complete the following fields, and click OK:

- Version
- Version Title

4. Complete the following optional fields:
 - Prompting Options
 - Security
 - Version Detail
 5. Click OK.
 6. Continue defining the algorithm by setting the processing options.
-
- | Field | Explanation |
|----------------|--|
| Version | A version is a user-defined set of specifications. These specifications 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. |
| Version Title | A description of the version that appears next to the version number. The version title is different from the report title.

This field should describe the use of a version. For example, an application for generating pick slips might have a version called Pick Slips - Accounting and another version called Pick Slips - Inventory Management. |
| Version Detail | Use this space to list all the overriding specifications and differences in functionality between the base report specifications and the version level report specifications. The information you provide in this field will allow version developers to easily see the functional difference between this version and the base report. Examples of things you should list includes additions such as sections that you have added in your version that do not exist in the base report. You should also list changes in your version for areas that function differently than the base report. For example, you should list areas where you use different criteria for data sequencing or data selection. |

► To set the processing options

After specifying the version identification, you must set the processing options that are appropriate for that version. You set processing options for each base method to determine how the system matches receipts to invoices and how it records the match when a match occurs. For example, you might set a processing option to automatically create a chargeback or write-off for any unearned discounts taken.

1. On Work With Batch Versions, choose the version that you just created.
2. From the Row menu, choose Processing Options.
3. Set the necessary processing options.
4. Continue to define the algorithm by defining the selection criteria.

► To define selection criteria

After setting the processing options, you can define selection criteria for most base methods. Selection criteria can determine which receipts you want to process.

The data selection attached to the algorithm version determines which receipts to choose for processing. For example you might want to process only receipts with a specific user ID or ones that fall within a specified date range.

1. On Work With Batch Versions, choose the version that you just created.
2. From the Row menu, choose Data Selection.

If you want to determine which invoices the system selects in the matching process, you must change the data selection associated with Invoice Selection Match - Select/Read Invoices (F03B11) [Group Section]. You do this in the Report Design Aid (RDA) of the version. For example, you might want the system to process only chargeback invoices or invoices generated as a result of processing delinquency fees.

Note: Only persons trained and knowledgeable with UBE and UBE design should attempt to change the data selection in RDA. Altering the report inappropriately can result in the program not functioning properly.

► To define the sequence specifications

After setting the processing options, you can define sequence specifications criteria for most base methods. Sequence criteria determines either the order in which the system processes receipts or the order in which it processes invoices, depending on how you set it up.

The data sequence attached to the algorithm version determines the order in which the system processes receipts. For example, you might wish to process receipts by descending date order or alphabetically by customer number.

1. On Work With Batch Versions, choose the version that you just created.
2. From the Row menu, choose Data Sequence.

If you want to determine the order in which the system selects invoices in the matching process, you will need to change the data sequence associated with Invoice Selection match - Select/Read Invoices (F03B11) [Group Selection]. You do this in the Report Design Aid (RDA) of the version. For example, you might wish to process only invoices generated from delinquency fees or chargeback invoices, before other types of invoices.

Note: Only persons trained and knowledgeable with UBE and UBE design should attempt to change the data selection in RDA. Altering the report inappropriately can result in the program not functioning properly.

3. On Section Data Sequencing, define the necessary sort and sequence objects.

Processing Options for Invoice Selection Match (R03B50A)

Matching Tab

These processing options let you determine whether the system matches the invoice based on the open amount, the amount less the discount available, or the amount less the earned discount. A discount is earned when the receipt date is equal to or before the discount due date on the invoice. You must select at least one option for the program to process Invoice Selection Match. The more options you supply for the system to use in this algorithm, the better chance the system has for finding a match.

Using this algorithm, the system compares the amount of the first invoice to the amount of the receipt, and takes into account whether a discount is earned, available, or ignored. Then the system adds or subtracts the tolerances you entered in the Underpaid Tolerance and Overpaid Tolerance processing options. If the amount of the first invoice is within the tolerance limits, the system applies the receipt to the invoice and processes the next receipt. If the first invoice amount does not fall within the tolerance limits, the system adds the first and second invoices for that customer and compares them. This process continues until the total amount of the invoices is within the tolerance limit and paid by the receipt. The system only compares the first invoice and a running total of invoices. Other comparisons are not considered.

The system stops processing invoices when a single invoice or the running total matches the receipt amount. The system then applies the receipt to the selected invoices.

1. Open Invoice Amount

Use this processing option to match the receipt amount to the total open invoices amount. Valid values are:

Blank Do not use this matching method.

- 1 Use this matching method.

2. Less Available Discount

Use this processing option to match the receipt amount to the total open invoice amount, less the available discount. Valid values are:

Blank Do not use this matching method.

1 Use this matching method.

3. Less Earnable Discount

Use this processing option to match the receipt amount to the total open invoice amount, less the earnable discount. A discount is earned when the receipt date is equal to or before the discount due date on the invoice. Valid values are:

Blank Do not use this matching method.

1 Use this matching method.

4. Underpaid Tolerance Amount

Use this processing option to increase the chance for a match on any of the amounts indicated in the Open Invoice Amount, Less Available Discount, and Less Earnable Discount processing options. The system writes off any differences. Enter the underpaid tolerance amount.

You specify overpaid and underpaid tolerance amounts to increase the probability of a match. For example, if the receipt amount is 20,000.00 and the total open amount of the invoices is 20,050.00, the match does not occur under normal circumstances. However, if you specify an underpaid tolerance amount of 50.00, the system proceeds with the match. Similarly, if the total of the invoices is 20,010.00 and you specify an underpaid tolerance of 10.00, the system proceeds with the match.

Any difference between the receipt amount and the total of the open invoices within the tolerance amounts is automatically written off. To do this, you must specify the write-off reason code. Any difference between the receipt amount and the total of the open invoices outside the tolerance amount results in the invoices being partially paid.

You must enter a positive amount.

5. Underpaid Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the underpaid tolerance amount you set in the Underpaid Tolerance processing option. Enter the reason code or choose it from the visual assist.

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).

6. Overpaid Tolerance Amount

Use this processing option to increase the chance for a match on any of the amounts indicated in the Open Invoice Amount, Less Available Discount, and Less Earnable Discount processing options. The system writes off any differences.

You specify overpaid and underpaid tolerance amounts to increase the probability of a match. For example, if the receipt amount is 20,000.00 and the total open amount of the invoices is 19,990.00, the match does not occur under normal circumstances. However, if you specify an overpaid tolerance amount of 10.00, the system proceeds with the match.

Any difference between the receipt amount and the total of the open invoices within the tolerance amounts is automatically written off. To do this, you must specify the write-off reason code. Any difference between the receipt amount and the total of the open invoices outside the tolerance amount results in the creation of unapplied cash.

You must enter a positive amount.

7. Overpaid Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the overpaid tolerance amount you set in the Overpaid Tolerance Amount processing option.

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).

Apply Tab

Use the Apply processing options in Invoice Selection Match (R03B50A) to determine how the system applies receipts to invoices, based on the options you set in the Matching tab.

1. Processing Unearned Discounts

Use this processing option to specify the method for processing unearned discounts. An unearned discount means that the discount due date has passed, and you have extended the discount date. Valid values are:

Blank Allow unearned discounts.

- 1 Create write-off.
- 2 Create chargeback.
- 3 Partially pay invoice.
- 4 Create deduction.

2. Reason Code for Unearned Discounts

Write-Off Reason Code

Use this processing option to specify the reason code for the system to use when creating write-offs for unearned discounts. Use this option when you set the Processing Unearned Discounts processing option to 1. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

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).

Chargeback Reason Code

Use this processing option to specify the reason code for the system to use when creating chargebacks for unearned discounts. Use this option when you set the Processing Unearned Discounts processing option to 2. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to specify the reason code for the system to use when creating deductions for unearned discounts. Use this option when you set the Processing Unearned Discounts processing option to 4. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

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.

3. Grace Days

Use this processing option to specify the number of grace days to extend the eligibility of an available discount. Enter the number of days.

Processing Options for Balance Forward Match (R03B50B)

Apply Tab

These processing options let you match and apply receipts to invoices until the receipt has been fully applied. On the Work with Batch Versions form, you can control the way the system processes invoices by choosing Advance from the Row menu.

1. Discount Recognition Method

Use this processing option to indicate whether the system accepts all discounts or only those that are earned. Earned discounts are defined as those in which the discount due date is equal to or before the G/L date of the receipt. Valid values are:

Blank Process all discounts available.

- 1 Process earned discounts only.

2. Grace Days

Use this processing option to enter the number of grace days to extend the eligibility of an available discount. Enter the number of days.

Processing Options for Known Invoice Match with Amount (R03B50D)

Apply Invoices Tab

These processing options let you apply the receipt detail from the Electronic Receipt Input (F03B13Z1) table to the selected invoices.

1. Discounts Recognition Method

Use this processing option to indicate whether the system processes all discounts or only those that are earned. Earned discounts are defined as those in which the discount due date is equal or before the G/L date of the receipt. Valid values are:

Blank Accept all available discounts.

1 Accept earned discounts only.

2. Grace Days

Use this processing option to specify the number of grace days to extend the eligibility of an available discount. Enter the number of days.

3. Underpaid Tolerance Amount

Use this processing option to specify the maximum amount allowed for an invoice underpayment. The system automatically generates a write-off for invoices that are underpaid up to and including this amount. The system compares the gross amount applied (AG field) to the invoice amount to determine whether to create the write-off. Enter this amount as a positive number.

4. Underpaid Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the underpaid tolerance amount you set in the Underpaid Tolerance Amount processing option. Enter the reason code or choose it from the visual assist.

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).

5. Processing Underpayments

Use this processing option to specify the method for processing underpaid invoices that do not fall within the underpaid tolerance amount. Valid values are:

Blank Create a chargeback.

- 1 Partially pay the invoice.
- 2 Create a deduction.

6. Underpayments Reason Codes

Chargeback Reason Code

Use this processing option to specify the reason code that the system assigns to chargebacks generated from underpayments that do not fall within the underpayment tolerance amount. You must enter a valid chargeback reason code if you leave the Processing Underpayments processing option blank.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to specify a reason code to use for underpaid deductions. Enter a valid reason code in this field if you entered 2 in the Processing Underpayments processing option. Use the visual assist to select from the list of valid reason codes on the Select User Defined Code form.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR.

7. Overpaid Tolerance Amount

Use this processing option to specify the maximum amount allowed for an invoice overpayment. The system automatically generates a write-off for invoices that are overpaid up to and including this amount. The system compares the amount applied (Gross Amount field, AG) to the invoice amount to determine whether to create the write-off. Enter this amount as a positive number.

8. Overpaid Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the overpaid tolerance amount you set in the Overpaid Tolerance Amount processing option.

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).

9. Processing Overpayments

Use this processing option to specify the method for processing overpaid invoices that do not fall within the amount you set in the Overpaid Tolerance Amount processing option. Valid values are:

Blank Create unapplied cash.

1 Overapply receipt to invoice.

If you leave this field blank, the system creates unapplied cash for the amount of the overpayment. Enter 1 to overapply the receipt to the invoice. This will generate a negative open amount on the invoice.

Apply Receipts Tab

These processing options let you specify whether the system automatically writes-off underpaid invoices that fall within the underpaid and overpaid tolerance amounts. You can also specify how the system handles receipts that fall outside the tolerance limits. For example, if a receipt underpayment is greater than the tolerance limit, the system may generate stand-alone chargebacks or deductions, depending upon how you set the Underpaid Receipt Processing option on this tab.

1. Underpaid Tolerance Amount

Use this processing option to specify the underpaid tolerance amount of a receipt. This option does not take into consideration any invoice tolerance amounts you specified previously. In the F03B13Z1 table, if the difference between the receipt amount (Check Amount field - CKAM) and the amount applied (Gross Amount field - AG) against invoices is equal to or less than the amount you entered, the system generates a write-off for the difference. If the amount exceeds the tolerance amount, the system generates a chargeback or deduction, depending upon how you set the Underpaid Receipt Processing option on this tab. The amount for this processing option should be entered as a positive number.

An invoice write-off with a receipt write-off can occur in certain situations. For example, suppose there are two invoices, each with open amounts of 100.00, and the tolerance amounts are set to 5.00 at the invoice and receipt level. You then receive a payment of 192.00.

To cover the 8.00 discrepancy, you can apply 98.00 to each invoice for a total amount of 196.00. You write off the 4.00 discrepancy using the write-off reason code for receipts. Then at the invoice level, two more write-offs occur:

- Amount to apply for invoice 1 = 98.00 (2.00 invoice write-off)
- Amount to apply for invoice 2 = 98.00 (2.00 invoice write-off)

Write-Off Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the underpaid tolerance amount you set in the Underpaid Tolerance Amount processing option.

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).

2. Underpaid Receipt Processing

Use this processing option to specify the method for processing underpaid receipts that do not fall within the underpaid tolerance amount. Valid values are:

Blank Create a chargeback.

1 Create a deduction.

Chargeback Reason Code

Use this processing option to enter the reason code for an underpaid tolerance chargeback. You use this processing option when the Underpaid Receipt Processing option is set to blank.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to enter the reason code for an underpaid tolerance deduction. You use this processing option when the Underpaid Receipt Processing option is set to blank.

Ensure that you have established the deduction reason code in the user-defined code table 03B/CR. You must also set up the AAI RN for the deduction suspense account.

3. Overpaid Tolerance Amount

Use this processing option to specify the overpaid tolerance amount of a receipt. This option does not take into consideration any invoice tolerance amounts you specified previously. In the F03B13Z1 table, if the difference between the receipt amount (Check Amount field - CKAM) and the amount applied (Gross Amount field - AG) against invoices is equal to or less than the amount you entered, the system generates a write-off for the difference.

For example, if the receipt amount is for 1,000.00 and it is paying invoices totaling 950.00, and the tolerance amount is set to 50.00, the system automatically writes-off 50.00.

If the difference exceeds the overpaid tolerance amount, the system records this as unapplied cash. For example, if the receipt amount is for 1050.00 and it is paying invoices totaling 950.00, and the tolerance amount is set to 50.00, the system creates unapplied cash for 100.00.

4. Overpaid Reason Code

Use this processing option to enter the reason code for overpaid tolerance write-offs. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

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).

Amount Match

These processing options are used to determine invoice selection when the system finds duplicate invoice numbers.

1. Duplicate Invoice Match

Use this processing option to specify which matching method the system should use when it finds duplicate invoice numbers in the Customer Ledger table (F03B11). Valid valid values are:

Blank Do not process duplicate invoices.

- 1 Use the amount for duplicates.

Enter 1 to use the applied amount to determine invoice selection. The system selects the invoice that is closest to this amount.

If you leave this field blank, the system will not use the amount for matching. If the invoice number is a duplicate number, the system does not apply the receipt detail.

2. Tolerance

Use this processing option to further filter the invoices that the system selected using the Duplicate Invoice Match processing option. Valid values are:

Blank Do not use the tolerance amounts as defined.

- 1 Use the tolerance amounts previously defined.

If you enter 1, the system uses the amount match to select invoices. It will select invoices only if the invoice amount falls within the apply amount tolerance range you set in the Underpaid Tolerance Amount and Overpaid Tolerance Amount processing options on the Apply Invoices tab. If the invoice is not within the range, the system does not select the invoice and does not apply the receipt detail amount.

If you leave this option blank, the system does not use the amount when matching and selects the invoice regardless of the tolerance amount limits.

Match Priority Tab

Use this processing option to determine how the system locates the invoice record in the Customer Ledger table (F03B11). The valid values are 1 - 4, where 1 indicates the highest priority. The sorting processing options for priority on this tab are:

- Invoice Number
- Sales Order Number
- Customer Reference Number
- Statement Number

You do not have to complete all of the Match Process processing options. If you complete more than one of these processing options, each must have a different value. For example, if you complete all four processing options, you might assign 1 to Invoice Number, 2 to Customer Reference, 3 to Statement Number, and 4 to Sales Order Number.

1. Match Process

Invoice Number

Use this processing option to select the Invoice Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Sales Order Number

Use this processing option to select the Sales Order Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority

- 3 Medium priority
- 4 Low priority

Customer Reference Number

Use this processing option to select the Customer Reference Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Statement Number

Use this processing option to select the Statement Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Discount Tab

These processing options let you specify how to process discounts when the open amount of the invoice, less the discount, is less than the amount to be applied on the Electronic Receipt Input file (F03B13Z1). The system can adjust the discount to zero, rather than create a write-off for this difference.

For example:

Invoice #5	100.00
Discount	5.00
Receipt	97.00

If you enter 1 in the Reduce Discount processing option, the system applies 97.00 to the invoice and reduces the discount from 5.00 to 3.00.

If you left the option blank, the system would apply 95.00 to the invoice, apply 5.00 to the discount, and generate a 2.00 write-off.

Reduce Discount

Use this processing option to specify how to process discounts when the open amount of the invoice, less the discount, is less than the amount to be applied on the Electronic Receipt Input file (F03B13Z1). The system can adjust the discount to zero, rather than create a write-off for this difference. Valid values are:

Blank Do not reduce the discount to be taken.

1 Reduce the discount to be taken.

For example, invoice #5 is for 100.00 with a discount of 5.00 and you receive 97.00.

If you enter 1 in the Reduce Discount processing option, the system applies 97.00 to the invoice and reduces the discount from 5.00 to 3.00.

If you left the option blank, the system would apply 95.00 to the invoice and apply 5.00 to the discount and generate a 2.00 write-off.

Processing Options for Known Invoice Match without Amount (R03B50E)

Apply Invoices Tab

These processing options let you apply the receipt detail from the Electronic Receipt Input table (F03B13Z1) to the selected invoice.

1. Discounts Recognition Method

Use this processing option to indicate whether the system processes all discounts or only those that are earned. Earned discounts are defined as those in which the discount due date is equal or before the G/L date of the receipt. Valid values are:

Blank Accept all available discounts.

1 Accept earned discounts only.

2. Grace Days

Use this processing option to enter the number of grace days to extend the eligibility of an available discount.

Apply Receipts Tab

These processing options let you specify whether the system automatically writes off underpaid invoices that fall within the underpaid and overpaid tolerance amounts. You can also specify how the system handles receipts that fall outside the tolerance limits. For example, if a receipt is greater than the tolerance limit, the system will generate chargebacks or deductions, depending upon how you set the Underpaid Receipt Processing option on this tab.

1. Underpaid Tolerance Amount

Use this processing option to specify the underpaid tolerance amount of a receipt. If the difference between the receipt amount (CKAM in the Electronic Receipts Input table (F03B13Z1)) and the total open amount of the invoices paid is less than or equal to this amount, the system generates a stand-alone write-off.

If the difference between the receipt amount and the total open amount of the invoices paid exceeds the tolerance limit you specified, the system creates a stand-alone chargeback or deduction, depending on how you set the Underpaid Receipt Processing option. If only one invoice is paid, the standard chargeback or deduction will be generated for that invoice.

You must enter the amount as a positive number.

Write-Off Reason Code

Use this processing option to specify the reason code that the system assigns to write-offs that are generated automatically for the underpaid tolerance amount you set in the Underpaid Tolerance Amount processing option.

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).

2. Underpaid Receipt Processing

Use this processing option to specify the method for processing underpaid receipts that do not fall within the underpaid tolerance amount. Valid values are:

Blank Create a chargeback.

1 Create a deduction.

Chargeback Reason Code

Use this processing option to specify the reason code that the system assigns to chargebacks that are generated automatically for the underpaid amount. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to specify the reason code that the system assigns to deductions that are generated automatically for the underpaid amount. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

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.

3. Overpaid Tolerance Amount

Use this processing option to specify the overpaid tolerance amount of a receipt. If the difference between the receipt amount (CKAM, specified in the Electronic Receipts Input table - F03B13Z1) and the total open amount of the invoices paid is less than or equal to this amount, the system generates a stand-alone write-off. If only one invoice is paid, the system generates a write-off for that invoice.

If the difference between the receipt amount and the total amount of the invoice paid exceeds the tolerance limit specified, the system generates unapplied cash.

4. Overpaid Reason Code

Use this processing option to specify the reason code to use for the overpaid tolerance write-off. Enter the reason code or select it from the Select User Defined Code form using the visual assist.

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).

Match Priority Tab

Use this processing option to determine how the system locates the invoice record in the Customer Ledger table (F03B11). The valid values are 1 - 4, where 1 indicates the highest priority. The sorting processing options for priority on this tab are:

- Invoice Number
- Sales Order Number
- Customer Reference Number
- Statement Number

You do not have to complete all of the Match Process processing options. If you complete more than one of these processing options, each must have a different value. For example, if you complete all four processing options, you might assign 1 to Invoice Number, 2 to Customer Reference, 3 to Statement Number, and 4 to Sales Order Number.

If you leave the Match Process processing options blank, there are two different scenarios:

- If the Invoice Number field (RUD0C) in the Electronic Receipt Input table (F03B13Z1) is not blank, the system uses the Invoice Match process.
- If the Invoice Number field (RUD0C) in the Electronic Receipt Input table (F03B13Z1) is blank, the system will not match receipts to invoices.

1. Match Process

Invoice Number

Use this processing option to select the Invoice Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Sales Order Number

Use this processing option to select the Sales Order Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Customer Reference Number

Use this processing option to select the Customer Reference Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Statement Number

Use this processing option to select the Statement Match process and specify the priority of the process. Valid values are:

- 1 Highest priority
- 2 Higher priority
- 3 Medium priority
- 4 Low priority

Processing Options for Combination Invoice Match (R03B50F)

Matching Tab

These processing options let you determine whether the system considers invoices with discounts and credit memos for matching.

1. Open Invoice Amount

Use this processing option to match the receipt amount to the total open invoice amount. Valid values:

Blank Do not use this matching method.

- 1 Use this matching method.

2. Less Available Discount

Use this processing option to match the receipt amount to the total open invoice amount, less the available discount. Valid values are:

Blank Do not use this matching method.

1 Use this matching method.

3. Less Earnable Discount

Use this processing option to match the receipt amount to the total open invoice amount, less the earnable discount. A discount is earned when the receipt date is equal to or before the discount due date on the invoice. Valid values are:

Blank Do not use this matching method.

1 Use this matching method.

4. Match by Exclusion

Use this processing option to specify whether to determine which invoices are not being paid and to apply the receipt to the remaining invoices. This processing option is useful when the receipt is paying all but a few of the outstanding invoices. Valid values are:

Blank Do not use this matching method.

1 Use this matching method.

You can set this processing option when the possibility exists that a significant percentage of open invoices are to be paid by one receipt. By doing so, the system first determines the difference between the receipt amount and the total account balance. Then, it attempts to find a combination match for the amount not being paid. If a match is found, the system applies the receipt to all invoices that are not part of the combination.

For example, Match by Exclusion attempts to locate the invoices that make up the difference between the total amount and the payment amount, instead of adding invoice amounts to arrive at the payment amount. If you have a receipt for 900.00 and the following invoices:

- #100 for 50.00
- #102 for 150.00

- #103 for 200.00
- #104 for 500.00
- #105 for 30.00

Total = 930.00

The system reads the total of 930.00 and searches for a 30.00 invoice first, rather than reading the first invoice and adding the amount of the first to the amount of the second, and so on.

When using Match by Exclusion, consider sorting the invoices in descending order by invoice date so that the newest invoices enter the algorithm first.

5. Credit Memos Included

Use this processing option to include credit memos in the matching process. Valid values are:

Blank Do not include credit memos.

1 Include credit memos.

Apply Tab

These processing options let you apply the receipt detail from the Electronic Receipt Input table (F03B13Z1) to the selected invoice.

1. Processing Unearned Discounts

Use this processing option to specify the method for processing unearned discounts. An unearned discount means that the discount due date has passed. Valid values are:

Blank Allow unearned discounts.

1 Create write-off.

2 Create chargeback.

3 Partially pay invoice.

4 Create deduction.

2. Reason Codes for Unearned Discounts

Write-Off Reason Code

Use this processing option to specify the reason code to use when the system creates write-offs for unearned discounts. Use this processing option when you set the Processing Unearned Discounts processing option to 1. Enter the reason code or select it from the Select User Define Code form using the visual assist.

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).

Chargeback Reason Code

Use this processing option to specify the reason code to use when the system creates chargebacks for unearned discounts. Use this processing option when you set the Processing Unearned Discounts processing option to 2. Enter the reason code or select it from the Select User Define Code form using the visual assist.

Ensure that you have established the chargeback reason code in the user-defined code table 03B/CB.

Deduction Reason Code

Use this processing option to specify the reason code to use when the system creates deductions for unearned discounts. Use this processing option when you set the Processing Unearned Discounts processing option to 4. Enter the reason code or select it from the Select User Define Code form using the visual assist.

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.

3. Grace Days

Use this processing option to specify the number of grace days to extend the eligibility of an available discount. Enter the number of days.

Performance Tab

These processing options let you control the number of invoices allowed in the combination match. You can control how many invoices the system selects at a time and how many invoices to use in each combination.

1. Invoice Review Limit

Use this processing option to enter the number of invoices for the system to select when determining the invoice combinations, up to a maximum of 10. This option controls how many invoices the system selects at a time, used in combination with the Invoice Combination Limit processing option.

Enter a number. If you leave this field blank, the system reviews up to ten invoices individually.

The higher combination you specify, the more combinations are possible. For example, if this processing option is set to 6, and the Invoice Combination Limit is 3, the system considers the following combinations:

Invoices	Combinations		
Invoice 1	1	1, 2	1, 2, 3
Invoice 2	2	1, 3	1, 2, 4
Invoice 3	3	1, 4	1, 2, 5
Invoice 4	4	1, 5	1, 2, 6
Invoice 5	5	1, 6	1, 3, 4
Invoice 6	6	2, 3	1, 3, 5
		2, 4	1, 3, 6
		2, 5	1, 4, 5
		2, 6	1, 4, 6
		3, 4	1, 5, 6
		3, 5	2, 3, 4
		3, 6	2, 3, 5
		4, 5	2, 3, 6
		4, 6	2, 4, 5
		5, 6	2, 4, 6
			3, 4, 5
			3, 5, 6
			4, 5, 6

2. Invoice Combination Limit

Use this processing option to enter the number of invoices that the system allows in any single combination for evaluation. This option controls how many invoices the system selects and uses from the Invoice Review Limit processing option when trying to find a combination to match to the receipt.

Enter a number. If you leave this field blank, the system combines invoices up to the Invoice Review Limit you specified. This limit should not exceed the number entered in the Invoice Review Limit processing option.

Working with Execution Lists

After you define algorithms, you must specify the sequence in which the system executes them during the automatic receipts process. The algorithms that the system uses and the order in which they are executed varies depending on the customer that you are dealing with.

Before you can automatically apply receipts to invoices, you must set up your algorithms in an execution list. This enables you to specify which algorithms are to be used for a customer and the order in which the system executes them for a receipt. This is the second step in the automatic receipts process.

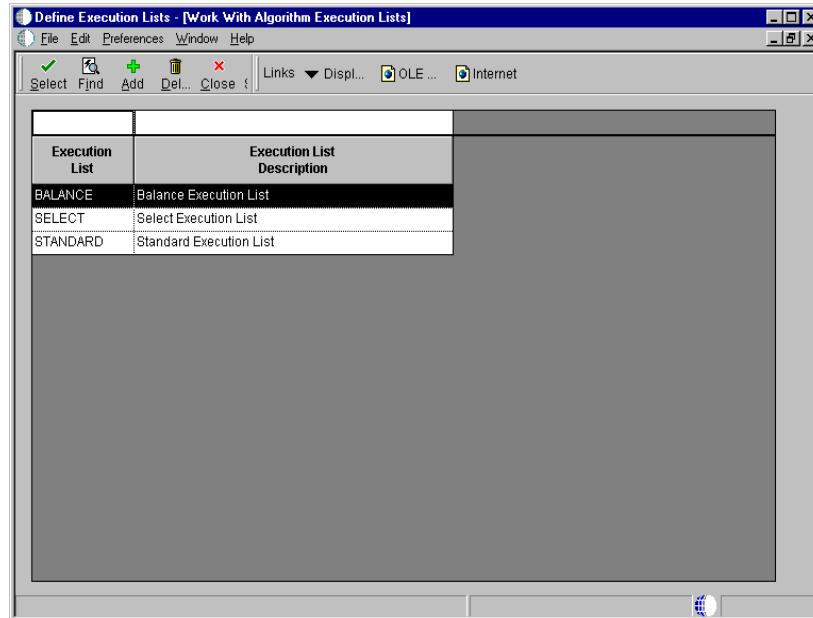
When working with execution lists, you can:

- Define execution lists
- Modify an execution list
- Assign an execution list to a customer

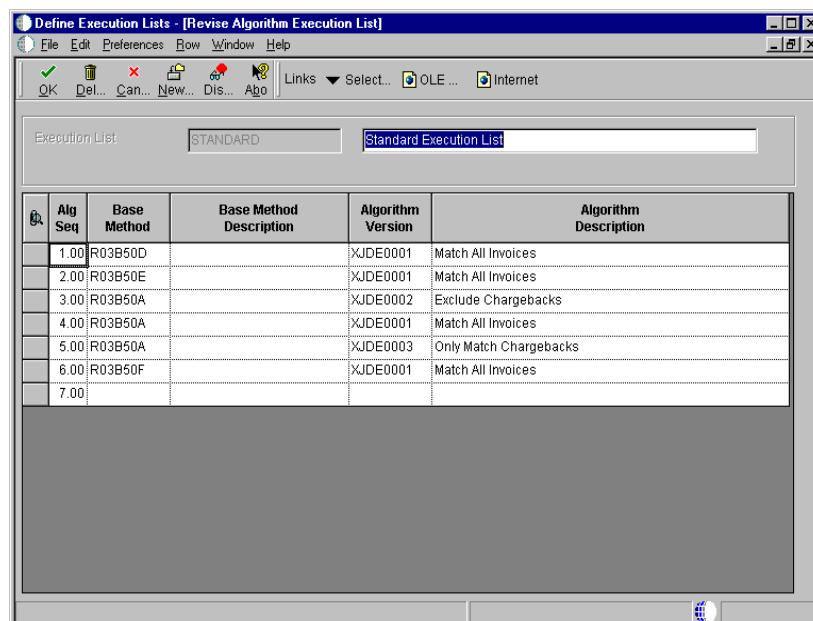
The system stores information about execution lists in the Receipt Application Algorithm/Execution Lists table (F03B50).

► To define execution lists

From the Automatic Receipts Processing menu (G03B13), choose Define Execution Lists.



1. On Work With Algorithm Execution Lists, click Add to create a new execution list.



2. On Revise Algorithm Execution List, complete the following fields:

- Execution List
- Description

This Description field is for the Execution List.

3. Complete the following fields for each algorithm, and click OK:

- Alg Seq (Algorithm Sequence)
- Base Method
- Algorithm Version

Field	Explanation
Execution List	The execution list of algorithms to be assigned to each customer.
Description	A user defined name or remark. <i>Form-specific information</i> Use this field to describe the customer or class of customers who will use the execution list.
Alg Seq	The number that is used to sequence the auto receipt algorithm in an execution list.
Base Method	A user defined algorithm that is used to match invoices against receipts. You can only enter algorithms that are set up in the user defined codes list for 03B/AL .
Algorithm Version	A version is a user-defined set of specifications. These specifications 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.
Algorithm Description	A description of the version that appears next to the version number. The version title is different from the report title. This field should describe the use of a version. For example, an application for generating pick slips might have a version called Pick Slips - Accounting and another version called Pick Slips - Inventory Management.

► **To modify an execution list**

From the Automatic Receipts Processing menu (G03B13), choose Define Execution Lists.

You can modify an execution list at any time prior to processing automatic receipts. For example, you can:

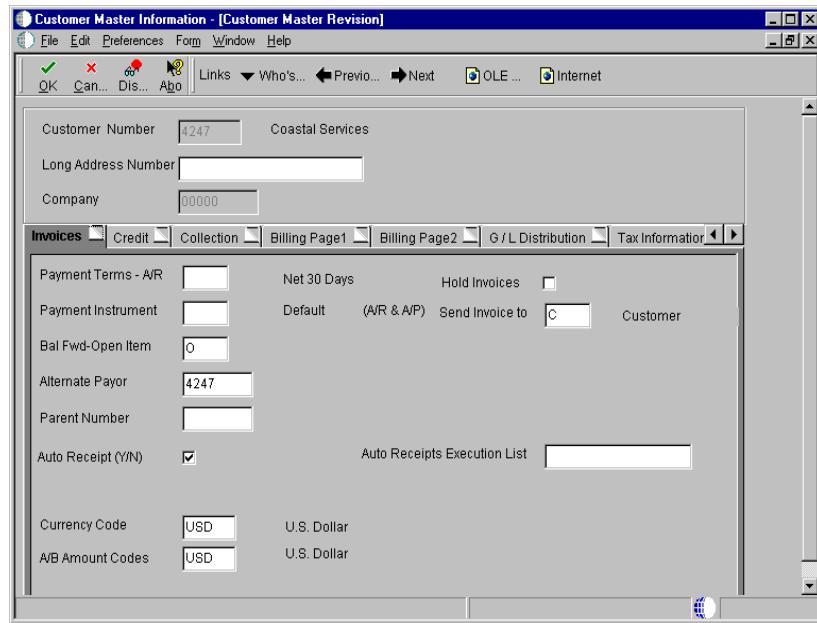
- Change the sequence in which the system executes the algorithms in the list
 - Change the version of the base method to be executed
 - Add an algorithm to the list or remove an algorithm from the list
1. On Work With Algorithm Execution Lists, click Find to display all of the execution lists.
 2. Choose the execution list that you want to modify and click Select.
 3. On Revise Algorithm Execution List, change the information in any of the following fields, and click OK:
 - Alg Seq (Algorithm Sequence)
 - Base Method
 - Algorithm Version

► **To assign an execution list to a customer**

From the Automatic Receipts Processing menu (G03B13), choose Customer Master Information.

Typically, you specify the default execution list to be shared by multiple customers in a processing option for the Update Receipts Register process. However, you can manually assign a unique execution list to a specific customer. For example, you might have a customer with unique paying habits. Therefore, you might create a new execution list for this particular customer so that you can run a different set of algorithms against the customer's invoices.

1. On Work With Customer Master, locate the appropriate customer.



2. On Customer Master Information, click the following option:
 - Auto Receipt (Y/N)
3. Complete the following field, and click OK:
 - Auto Receipts Execution List

Working with Bank Information

Working with bank information consists of the following tasks:

- Uploading customer payment information
- Reviewing bank tape information
- Updating credit groups
- Creating bank data - remessa
- Processing bank data to receipts - retorno

Uploading Customer Payment Information

To automatically process customer payment information, you must upload the information from the customer's bank to the Accounts Receivable system. If you receive the information from the bank on some medium (such as a tape, diskette, or CD), you must write a custom program to upload the information from the medium to the Electronic Receipts input table (F03B13Z1), where it can be processed by the system. Alternatively, you can use the EDI lockbox process to receive customer payment information. See *Receiving EDI Lockbox Transactions (823/DEBADV)*.

Before You Begin

- Ensure that you have set up bank account addresses and G/L account information. See *Setting Up Bank Information for A/R*.
- Activate the Auto Receipts option on Accounts Receivable Constants.
- Ensure that the upload program is customized based on the information provided by your bank.
- Ensure that the following information is set up in the customer master record for each customer eligible for automatic receipt processing:
 - An algorithm execution list
 - Auto Receipt (Y/N)

See *Creating Customer Records*.

See Also

- *Appendix H: Auto Receipts Input Requirements* for information about the Electronic Receipts Input table. This information lists the fields that you must map from the bank to the Electronic Receipts Input table (F03B13Z1).
- *Working with Electronic Receipts* for information about adding or revising electronic receipts.

Uploading Customer Payment Information

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See Also

- *Appendix H: Auto Receipts Input Requirements* for information about the Electronic Receipts Input table. This information lists the fields that you must map from the bank to the Electronic Receipts Input table (F03B13Z1).
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Reviewing Bank Tape Information

After you enter invoices, you can review the collection information and status codes for each pay item that is associated with the invoice. You can review invoice and collection information before you send the information to the bank and after the bank returns the updated information to you. You can also revise this information as needed. For example, you might want to revise collection information if you have agreed with your customer to charge a different interest rate on a specific invoice or if a customer disputes an invoice amount.

You may also revise this information and retransmit the data to the bank.

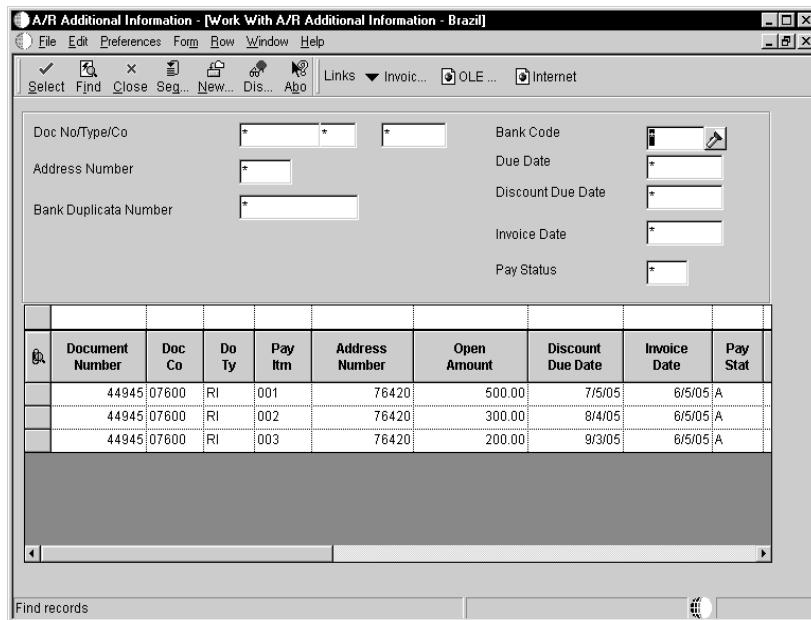
Note: The bank identifies each invoice that you remit for collection by a bank-assigned Duplicata number. The Duplicata is a printed document representing the amount in a business transaction. It is supported by a Nota Fiscal and is often used as a guarantee of a loan. To communicate with the bank, you must use this bank-assigned number.

Before You Begin

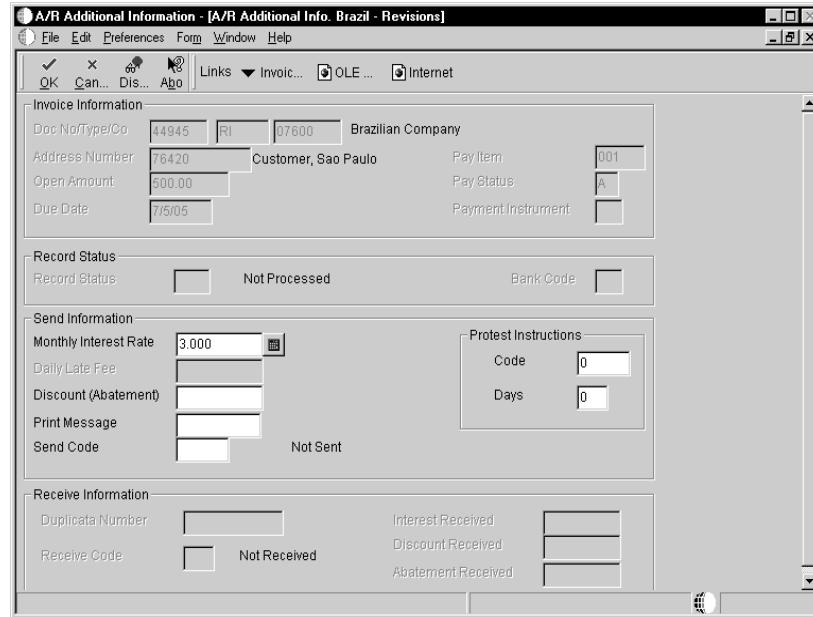
- Verify that you have selected Brazil (BR) in your user display preferences.
- Set up the interest rate that you charge your customers by choosing A/R Generic Message/Rates Records from the Brazilian Localization Setup menu (G76B41B).
- Verify that you have set up the user defined codes tables for Generic Yes/No (05/YN), Print Messages (40/PM), Bank Codes (76/BC), Bank Send Code (76/SC), Bank Receive Code (76/RC), and Bank Record Status (76/BS). See *Setting Up User Defined Codes*.

► To revise bank tape information

From the Customer and Invoice Entry - Brazil menu (G76B0311), choose A/R Additional Information.



1. On Work With A/R Additional Information - Brazil, to locate a specific invoice complete one of the following identification number fields and click Find:
 - Doc No/Type/Co
 - Address Number
 - Bank Duplicata Number
2. Select a record in the detail area.



3. On A/R Additional Info. Brazil - Revisions, complete the following Send Information fields:

- Monthly Interest Rate
- Discount (Abatement)
- Print Message
- Send Code

4. Complete the following Protest Instructions fields:

- Code
- Days

Field	Explanation
Doc No/Type/Co	<p>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.</p> <p>Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Some examples are:</p> <ul style="list-style-type: none"> • 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
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.
Bank Duplicata Number	The number assigned to the Duplicata by the bank.
Monthly Interest 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.
Discount (Abatement)	A number that identifies the actual amount.
Print Message	A user defined code that you assign to each print message. Examples of text used in messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.
Send Code	A code that indicates the transaction status of the duplicata that is sent to the bank. The system uses this code to process the accounts receivable information. Valid values are defined in user defined code table 76/SC.
Code	<p>Use this field to indicate any special instructions for the Duplicata that you remit to your bank for collection from your customers.</p> <p>Establish the valid values you enter in this field in conjunction with your bank to ensure effective communication. For example, 1 might indicate to the bank that the Duplicata must be sent to a collection agency.</p>

Field	Explanation
Days	The number of days a client has to protest the amount due on an invoice.

Updating Credit Groups

From the Bank Tape Processing - Brazil menu (G76B413), choose Update F7603B1 With Credit Groups.

Before reviewing the bank tape information, you must update all required values within the file. You can update the Bank code as well as the code to be used as Remessa. You also can choose final or proof mode.

Processing Options for Update File with Credit Groups (R7603B1)

Bank

1. Enter the Bank Code to be used in process. If left blank, '237' will default. _____
2. Enter the code to be used as "Remessa". If left blank, '01' will default. _____

Mode

1. Enter "1" for Final Mode, "0" for Proof Mode. If left blank, Proof Mode will default. _____

Creating Bank Data - Remessa

From the Bank Tape Processing - Brazil menu (G76B413), choose Create Bank Data - Remessa.

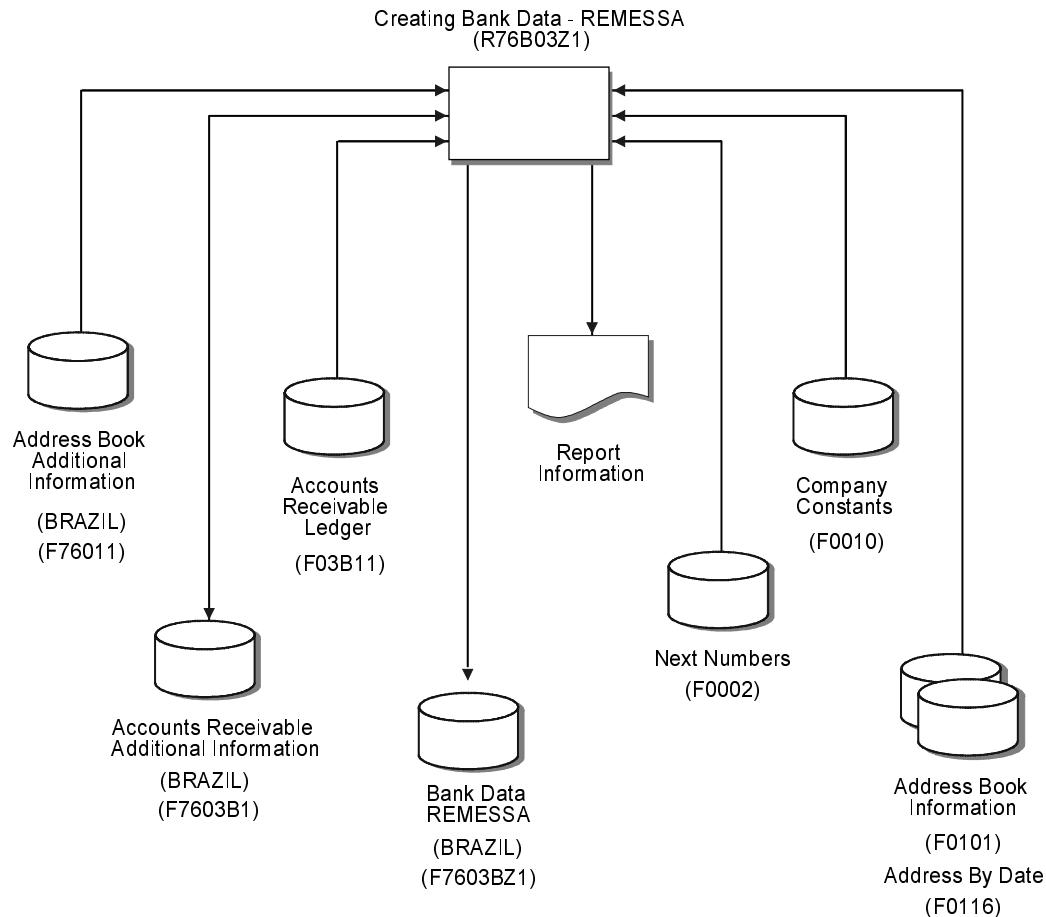
You can create a bank tape with information about your customer and send it to the bank electronically. In Brazil, this process is called Remessa. After you send this data to the bank, the bank contacts the customer with the amount the customers owe you.

Note: To send information to the bank, you must enter the bank-assigned code that identifies your company. You must also enter the Carteira, branch ID, account number, and account number check digit. If these codes are not entered manually, the program does not run properly. You enter these codes so that the bank can send a document requesting payment by a supplier on behalf of a supplier.

The Boleto is a document like an invoice that you or your bank can send to the customer requesting payment. You enter a code that indicates whether the customer accepts the terms of the transaction.

You must set up the base file, Accounts Receivable Ledger (F0311), by selecting the payment instrument and document type to process the correct bank.

The following graphic illustrates the Remessa process.



Before You Begin

- Verify that you have selected Brazil (BR) in your user display preferences.
- Set up your system to process next numbers. See *Setting Up Next Numbers for Nota Fiscal*.
- Set up your system to use Advanced Sales Pricing. See *Advanced Pricing: Setting Up System Constants and Setting Up Pricing Constants*.

Processing Options for Create Bank Data to Remessa (R76B03Z1)

Bank

- 1.- Enter the code of the bank where the report is going to be sent. _____
2.- Enter the Bank Name. _____

General

- 1.- Enter '1' for final mode or '0' for proof mode. If left blank, proof mode is assumed. _____

Remessa by Bank (Use Next Number System Code/ Index line).

- 2.- Enter the Next Number System Code to be utilized for the Remessa Bank Tape. If blank, '76' will be used.
3.- Enter the Next Number Index line number. The use of one separate index line number per bank is recommended. _____

Due Date Options.

- 4.- Enter a beginning due date.
5.- Enter the number of days before the due date the document can be sent to the bank. The due date in #4 plus this number of days will be the selection criteria for the records to be sent to the bank. _____

Company

- 1.- Enter the Company Code provided by the bank. This must be a numeric value. _____

Enter the Company Identification for Bank as follows:

- 2.- Carteira. _____
3.- Branch ID. _____
4.- Account Number. _____
5.- Account Number Check Digit. _____

Transaction

- | | |
|--|-------|
| 1.- Enter the send code for remessa. If left blank, '01' will default. | <hr/> |
| 2.- Enter the mode of data transmission. MX= 'Micro to Micro' or HH= 'Host to Host'. | <hr/> |
| 3.- Enter acceptance code as follows: 'Y' for Accept (Company sends the Boleto) and 'N' for Not Accept (Bank sends the Boleto). If left blank, 'N' defaults. | <hr/> |

Processing Bank Data to Receipts - Retorno

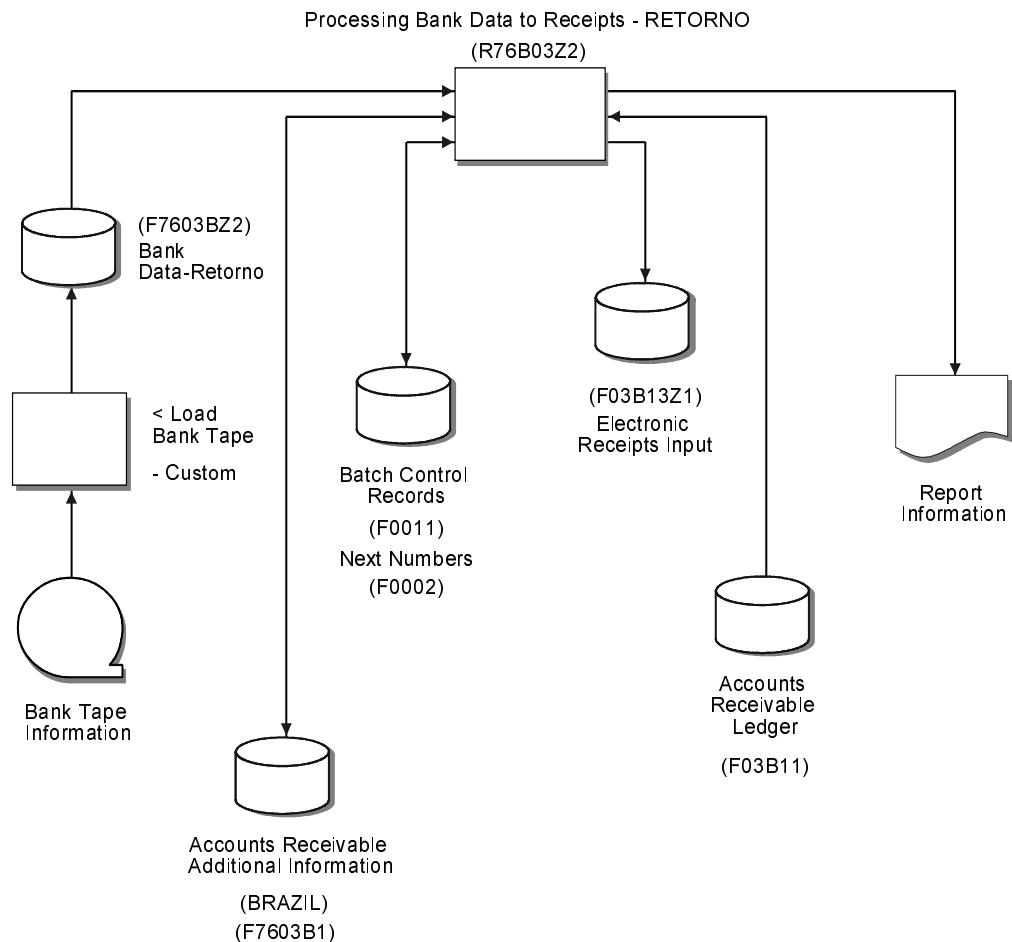
From the Bank Tape Processing - Brazil menu (G76B413), choose Process Bank Data to Receipts - Retorno.

Once your customers send their payments to the bank, the bank sends all the information about the transactions back to you. This process is called Retorno.

The Process Bank Data to Receipts - Retorno program (R76B03Z2) updates the receipt information in the A/R Additional Information - Brazil table (F7603B1), the Electronic Receipts Input table (F03B13Z1), and the Customer Ledger (F03B11).

Note: To receive information from the bank, they must send key information such as the document number, document type, company, suffix, and customer address number. You sent this information to the bank when you ran the Create Bank Data - Remessa program (R76B03Z1).

The following graphic illustrates the Retorno process.



Before You Begin

- Load data into Bank Data - Retorno table (F7603BZ2). You or your system administrator must use a customized procedure to load the data into the Bank Data - Retorno table (F7603BZ2).

**Processing Options for Process Bank Data to Receipts - Retorno
(R76B03Z2)**

Company

1.- Enter the Company. This company must coincide with the company in the file received from the bank. _____

Bank Info.

1.- Enter the short account ID number to be used as the G/L Bank Account. _____

Dates

1. - Enter date for movements in Account Ledger. If left blank, the return file date will default. _____

Working with Unprocessed Items

When processing automatic receipts, items might exist that the system cannot process. For example, the invoice number provided from the bank might not match the invoice number in the Customer Ledger table (F03B11). Therefore, the system is unable to match the receipt to the appropriate invoice. You must revise unprocessed items to update the Customer ledger.

Working with unprocessed items consists of:

- Working with electronic receipts
- Reviewing unprocessed items
- Revising unprocessed items

Working with Electronic Receipts

The automatic receipts process requires very little information to create a valid record in the Receipts Register table (F03B13). The need to make changes to an electronic receipt should be minimal. However, if you have a receipt missing from the bank due to a problem, such as power failure while uploading bank information, you can add an electronic receipt or change information on an existing receipt.

Working with electronic receipts consists of:

- Reviewing electronic receipts
- Adding electronic receipts

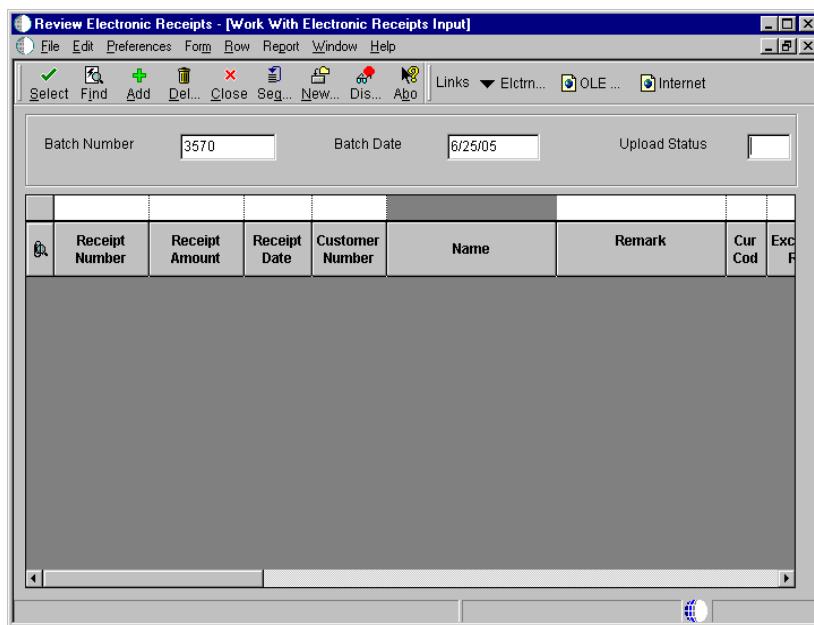
When you revise an electronic receipt, you cannot change the batch number, Batch Date, or Receipt Number.

When you add or revise electronic receipts, the system updates the Electronic Receipts Input table (F03B13Z1).

After you revise or add electronic receipts, you must process them so that the system can create records in the Receipts Register table. You can process electronic receipts directly from the Work With Electronic Receipts Input form. To do so, choose the receipts that you want to process and then choose Update Receipt Register from the Row menu.

► To review electronic receipts

From the Automatic Receipts Processing menu (G03B13), choose Review Electronic Receipts.

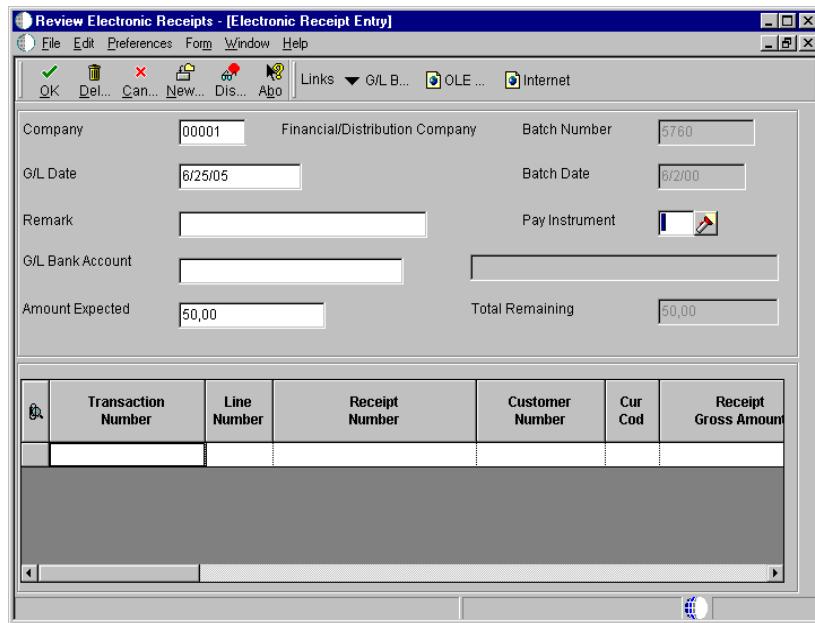


1. On Work With Electronic Receipts Input, click Find to display all existing electronic receipts, or complete any of the following fields to limit your search:
 - Batch Number
 - Batch Date
 - Receipt Number
2. Choose the receipt that you want to review.
3. To revise a receipt, change any field that is not a key field.

► To add electronic receipts

From the Automatic Receipts Processing menu (G03B13), choose Review Electronic Receipts.

1. On Work With Electronic Receipts Input, click Add.



2. On Electronic Receipts Entry, complete the following fields:
 - Company
 - G/L Date
 - Amount Expected
3. Complete the following optional fields to add more specific information:
 - Remark
 - Pay Instrument
 - G/L Bank Account
4. In the detail area, complete any of the following required fields:
 - Transaction Number
 - Receipt Gross Amount

5. Complete any of the following optional fields to add more specific information, and click OK.

- Line Number
- Receipt Number
- Receipt Date
- G/L Bank Account
- Generic Match
- Customer Number
- Doc Typ
- Document Number
- Pay Itm
- Gross Apply Amount
- Statement Number
- Remark
- Payor Bank Transit
- Payor Bank Acct #
- User ID
- Batch Number

Field	Explanation
Transaction Number	This is the number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a J.D. Edwards document number.
Line Number	This is the line number you assign when originating an EDI transaction. This number can represent an order line number (applicable for any order type), an invoice pay item, a journal entry line number, and so on.
Receipt Gross Amount	The actual amount of the receipt or payment.

Field	Explanation
Generic Match	A generic field used in Auto Cash. The field can contain an Invoice Number, Sales Order, PO Number, or other information that you can use to match a receipt detail to an invoice detail.
Gross Apply 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.
Payor Bank Transit	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
Payor Bank Acct #	The bank account number for a company, customer, or supplier.

Reviewing Unprocessed Items

You can review the receipts that the system is unable to fully apply during the automatic matching process. To do so, you can:

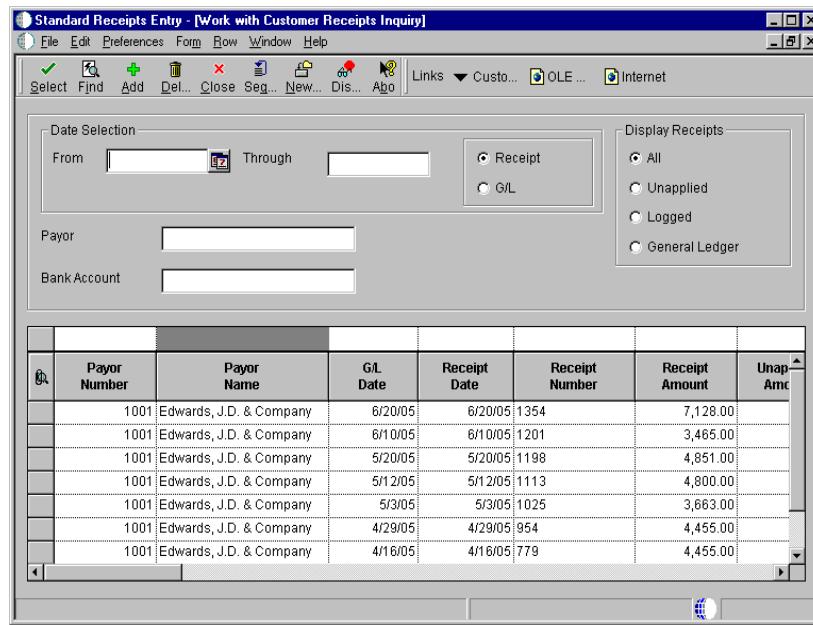
- Review unprocessed receipts online
- Review the Receipts Journal Report
- Review the Receipts Activity Register

Reviewing Unprocessed Receipts Online

After processing automatic receipts, you might want to review online those receipts that the system was unable to apply to invoices.

► To review unprocessed receipts online

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.



1. On Customer Receipts Inquiry, click Find to display all receipts or complete any of the following fields to limit the information that the system displays:
 - From
 - Through
 - Bank Account
2. To display unapplied receipts only, click the following option:
 - Unapplied

3. To review receipts that the system was unable to successfully match to invoices, complete the following field in the Query by Example row:
 - R S (Auto Receipt Status Flag)
4. To review an individual receipt, choose the appropriate receipt and click Select.

Field	Explanation
R S	A code that indicates the status of a receipt. Valid values are: Blank May be applied by either Manual Match or Auto Match programs 1 May only be applied by Auto Match program 2 Unsuccessfully matched by Auto Match program 3 Successfully matched by Auto Match program

Related Information

Reviewing open items

You can review open items and choose the invoice or pay item to which to apply the receipt. To do so, review the type input code that the system displays and change it, if necessary.

If no open items exist to apply the receipt to, the system automatically creates an unapplied receipt document (RU).

Reviewing the Receipts Journal Report

From the Automatic Receipts Processing menu (G03B13), choose Receipts Journal Report.

When reviewing unprocessed items, you can print the Receipts Journal Report (R03B311) to review a list of all unprocessed items in the Receipts Register table (F03B13). This report also lists the items that are not approved for posting.

Generally, it is easier to review receipts journal information online. However, if problem occurs during processing, you might find the printed receipt journal more useful.

See Also

- R03B311, *Receipt Journal* in the *Reports Guide* for a report sample
- *Printing the Receipts Journal*

Processing Options for Receipt Journal

Print Options

1. Select the format of the account number to print in the body of the report: '1' = account number, '2' = short account ID, '3' = unstructured account.

Detail Account Format

- 2: Select the format of the G/L bank account number to print in the heading of the report: '1' = account number, '2' = short account ID, '3' = unstructured account.

Heading Account Format

Reviewing the Receipts Activity Register

From the Automatic Receipts Processing menu (G03B13), choose Receipts Activity Register.

To review a list of all processed items, you can print the Receipts Activity Register (R03B560). This enables you to review the receipt details and unapplied receipt records associated with each receipt.

See Also

- R03B560, *Receipts Activity Register* in the *Reports Guide* for a report sample

Processing Options for Automatic Receipts Activity Register

Overrides

1. Enter a '1' to display both the foreign and domestic amounts of the receipt. If left blank, only the domestic amounts will be shown.

Display Foreign Amounts

2. Enter a '1' to show each receipt on a separate page. If left blank, page break will occur on change of customer number.

New Page for Each Receipt

Revising Unprocessed Items

You can manually change or rework various information on a receipt that the system was unable to process when attempting a match. For example, you might want to change a G/L date or a bank account number that is incorrect. In order to change a receipt, it must exist in the Receipts Register table.

► To revise unprocessed items

From the Automatic Receipts Processing menu (G03B13), choose Standard Receipts Entry.

1. On Customer Receipts Inquiry, locate the receipt that you want to revise and click Select.
2. On Standard Receipts Entry, follow the steps to revise a standard receipt.
See *Revising Receipts*.

Related Information

Reworking unprocessed items automatically	You can also revise or rework unprocessed items automatically. To do so, correct the error at the batch level in the Electronic Receipts Input table (F03B13Z1) and process the batch again.
--	--

For example, you might want to rework a batch of unprocessed items if a processing option was set incorrectly for the Update Receipts Register program. After you correct the appropriate processing options, the system corrects the batch when you process the receipts again.

Purging Electronic Receipts

From the Automatic Receipts Processing menu (G03B13), choose Purge Electronic Receipts.

To improve processing time and conserve system disk space, purge the receipts that you transfer from the bank to the Accounts Receivable system.

Purging electronic receipts removes records from the Electronic Receipts Input table (F03B13Z1).

After the system completes the purge process, you might want to defragment the affected tables and rebuild the table indices. Contact your database administrator for more information about this process.

Before You Begin

- ❑ Ensure that the receipts you want to purge contain an Auto-Cash upload status of Y in the Electronic Receipts Input table (F03B13Z1). Otherwise, when you run the purge program, the system removes the receipts that are stored in this table for invoice and statement matching purposes.

Processing Options for Purge Electronic Receipts

Default

- 1. Purge Records
 - 1= Purge Regardless of Upload Status
 - 2= Purge Only IF Upload Status Equal to " Y "

Automatic Payment Processing

Use automatic payment processing to pay vouchers during your usual payment cycle. To process automatic payments, you assign formats to payment instruments. Then you create payment groups. After you create your payment groups, you process automatic payments in the group. When you select the Write function for your payment group, the system determines which payment formats to generate based on the payment formatting programs that you assign to your payment instruments.

J.D. Edwards solutions for automatic payment processing in Brazil include the following tasks:

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

Setting Up Bank Account Information for A/P

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

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

Setting up bank account information for A/P includes:

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

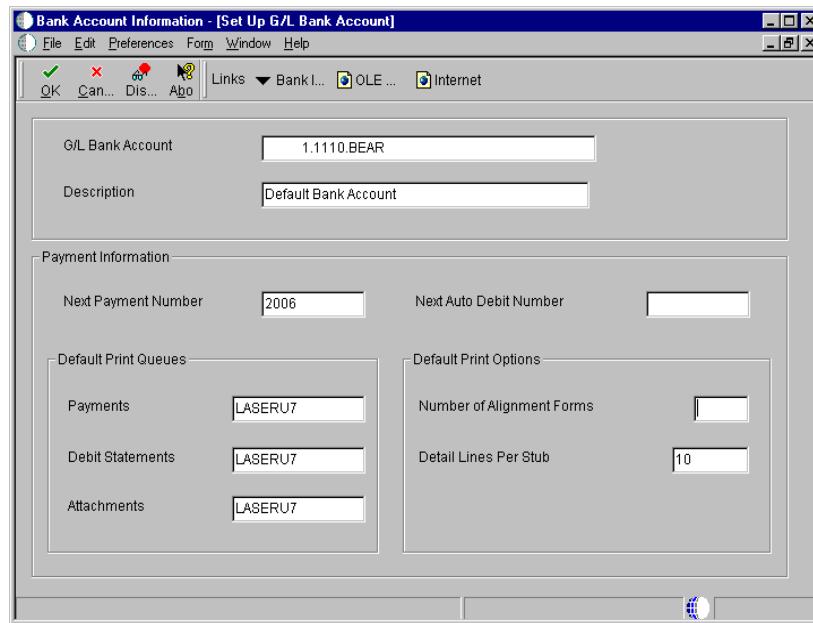
See Also

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

► To set up bank account information for payments

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

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



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

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

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

- Number of Alignment Forms
- Detail Lines Per Stub

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

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

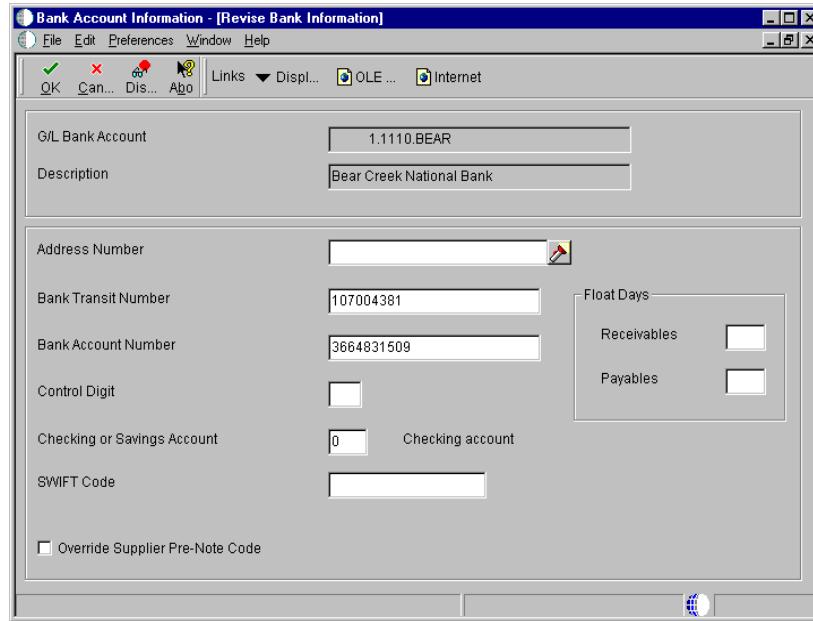
Field	Explanation
Next Payment Number	The system updates this field during the automatic debit process in Accounts Receivable. This field is not used in the Accounts Payable system.
Next Auto Debit Number	The system updates this field during the automatic debit process in Accounts Receivable. This field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

► To set up bank account information for bank tape processing

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

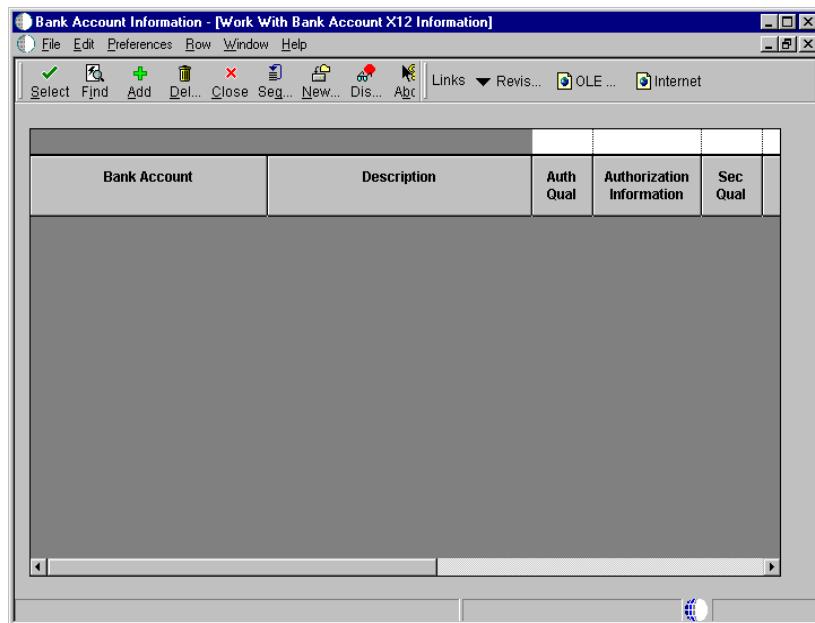
When you use the CTX bank tape to transmit electronic payments, you must set up the information that this format requires. If you do not, the system produces an error report when you print payments.

1. On Work With G/L Bank Accounts, follow the steps for setting up bank account information for payments.
See *Setting Up Bank Account Information for Payments*.
2. Choose the bank account.
3. From the Row menu, choose Bank Info.



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
- Application Sender's Code
- Application 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.

Field	Explanation
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.
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 consist of the following:

- Assigning formats to payment instrument
- Setting up processing options for A/P payments
- Setting up payment instruments

Assigning Formats to Payment Instruments

You can specify various output formats for automatic payments by assigning the programs that generate the formats to user-defined payment instruments. Payment formats can be printed or electronic. Payment instruments can include checks and drafts.

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, which are a printed list of payments.
- Attachments, which are printed reports that contain the detail information that does not fit on a payment stub or in the specified fields of the electronic file.
- Debit statements, which are printed lists 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.

You may change the format of a payment just before printing a check. You can assign the format just before printing by choosing Revise from the Row menu on Work With Payment Instrument Defaults.

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

R04572DB1	Checks
R04572CB1	Check plus Bordero
R04572RB	Bordero with Boleto
R04572DB	Bordero money transfer
P04573	Attachments for payments
P04574	Debit statements for payments
P04576	Payment registers

Before You Begin

- Set up a code on UDC 00/PY for each payment instrument that you use and on UDC 04/PP for your payment programs. See *Setting Up User Defined Codes*.

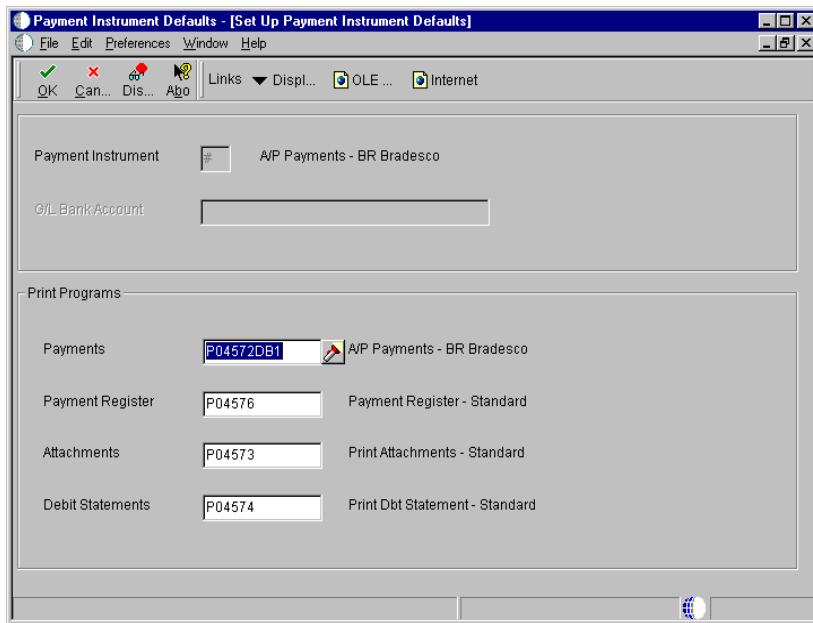
See Also

- *Accounts Payable: Setting Up Payment Instruments*
- *Accounts Payable: Automatic Payment Processing*
- *Accounts Payable: Preparing Vouchers for Automatic Payments*

► To assign formats to payment instruments

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

1. On Work With Payment Instrument Defaults, click Add.



2. On Set Up Payment Instrument Defaults, complete the following fields:

- Payment Instrument
- G/L Bank Account

3. Complete the following Print Programs fields:

- Payments
- Payment Register
- Attachments
- Debit Statements

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

Field	Explanation
G/L Bank Account	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: <ul style="list-style-type: none"> • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.
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.

Setting Up Processing Options for A/P Payments

Review the following processing option tabs before running the Account Payable payments programs.

- | | |
|------------------|---|
| Print Tab | Use the print attachments processing option to specify whether to print attachments. <ul style="list-style-type: none"> • For standard checks (R04572DB1), enter a 1 to print an attachment or enter a 0 (zero) for no attachment. • For Bordero (R04572DB, R04572CB1, R04572RB), you must indicate that you want a special attachment by entering a 1. |
|------------------|---|

Process By Tab	Set the payee processing option to specify whether to create payments based on payee, regardless of the supplier.
-----------------------	---

- For A/P Payments (R04572DB1), you must not create one payment per payee regardless of supplier. You must leave the Payee field blank for this processing option.

Processing Options for Print Automatic Payments - Check - Brazil (R04572DB1)

Address

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

Address Format (Future) _____

Translation

1. Enter 1 to use the standard program to translate payment amounts from numbers to words. If left blank, the translation program associated with the payment currency will be X76500BR (All the checks will be printed in Portuguese).

Translation Program _____

Conversion

1. Enter the size of the first line of the check format. If left blank, 98 will default. (Maximum value 98)

First Line Size _____

2. Enter the size of the second line of the check format. If left blank, 98 will default. (Maximum value 98)

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 print.

Company Name _____

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

Payee Name _____

3. Enter a '1' if would like the payee address on the check. If left blank, no payee address information will print on the check.

Payee Address _____

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

Purchase Order _____

Print

1. Enter a '0' or '1' to print a standard check. Enter a '2' to print the check without a Stub or Attachment.

Check Type _____

2. Enter a '1' to print check number.

Check Number _____

Processing Options for Print Automatic Payments - Bordero with Boleto (R04572RB)

Translation

1. Enter '1' to use the standard program to translate payments amounts from numbers to words. If left blank, the translation program associated with the payment currency will be X76500BR. (All checks will be printed in Portuguese)

Translation Program _____

Payment

1. Message of 'Termo de Abertura'

Message _____

2. Enter the size of the first line of the print format. If left blank, 98 will default. (Maximum size 98)

First Line Size _____

3. Enter the size of the second line of the print format. If left blank, 98 will default. (Maximum size 98)

Second Line Size _____

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

Convert Decimals _____

5. Enter the company whose description is to print on the Bordero.

Company _____

6. Date to be printed on the check.

Blank = System Date
1 = G/L Date _____

Processing Options for Print Automatic Payments - Check Plus Bordero (R04572CB1)

Translation

1. Enter a '1' to use the standard program to translate payments amounts from numbers to words. If left blank, the translation program associated with the payment currency will be X76500BR. (All checks will be printed in Portuguese)

Translation Program _____

Payment

1. Enter 'opening terms' message.

Message _____

2. Enter the size of the first line of the print format. If left blank, 98 will default. (Maximum size 98)

First Line Size _____

3. Enter the size of the second line of the print format. If left blank, 98 will default. (Maximum size 98)

Second Line Size _____

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

Convert Decimals _____

5. Enter a '1' to print check number

Check Number _____

6. Enter the company whose description
is to print on the Bordero.

Company _____

7. Date to be printed on the check.

Blank = System Date
1 = G/L Date _____

Setting Up Payment Instruments

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

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

Setting up payment instruments consists of:

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

Before You Begin

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

See Also

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

► To assign programs to a payment instrument

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

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

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

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

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

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

Pay Inst	G/L Bank Account	Payment Print Program	Register Print Program	
&	1.1110.BEAR	P04572 P04572 P04572DB P04572CB1 P04572RB P04572DB1	P04576 P04576 P04576 P04576 P04576 P04576	P04573 P04573 P04573 P04573 P04573 P04573
/				
%				
#				
B				
C				
D				
E				
G				
H				
I				
J				

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

Payment Instrument	<input type="checkbox"/>	Default (A/R & A/P)
G/L Bank Account	1.1110.BEAR	Bear Creek National Bank
Print Programs		
Payments	P04572	Print Payments - Standard
Payment Register	P04576	Payment Register - Standard
Attachments	P04573	Print Attachments - Standard
Debit Statements	P04574	Print Dbt Statement - Standard

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

- Payments
- Payment Register

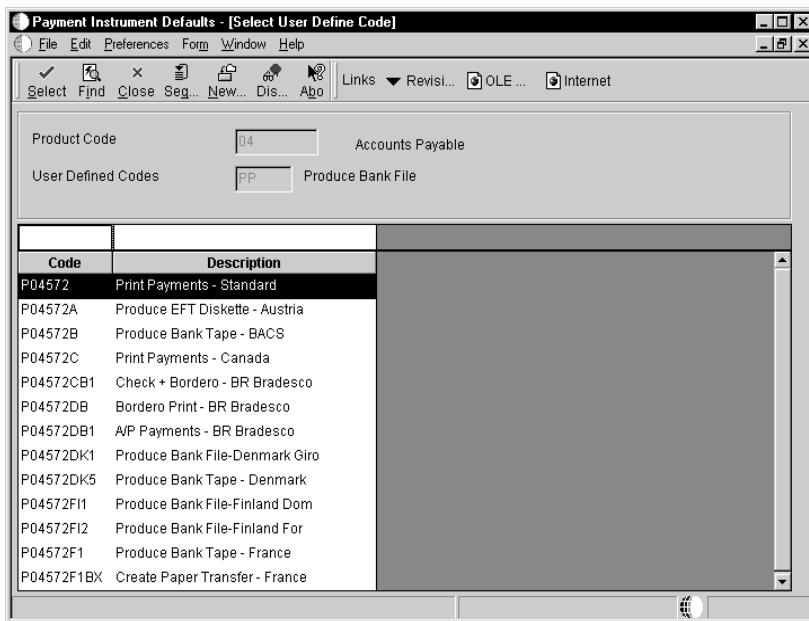
- Attachments
- Debit Statements

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

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

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

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



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

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

5. Click OK.

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

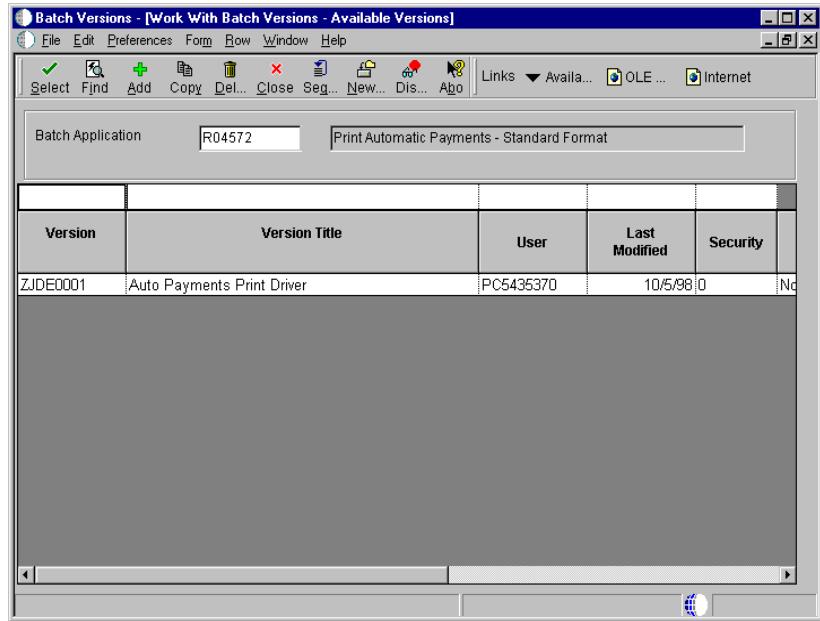
► **To revise processing options for payment instrument formats**

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

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

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

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



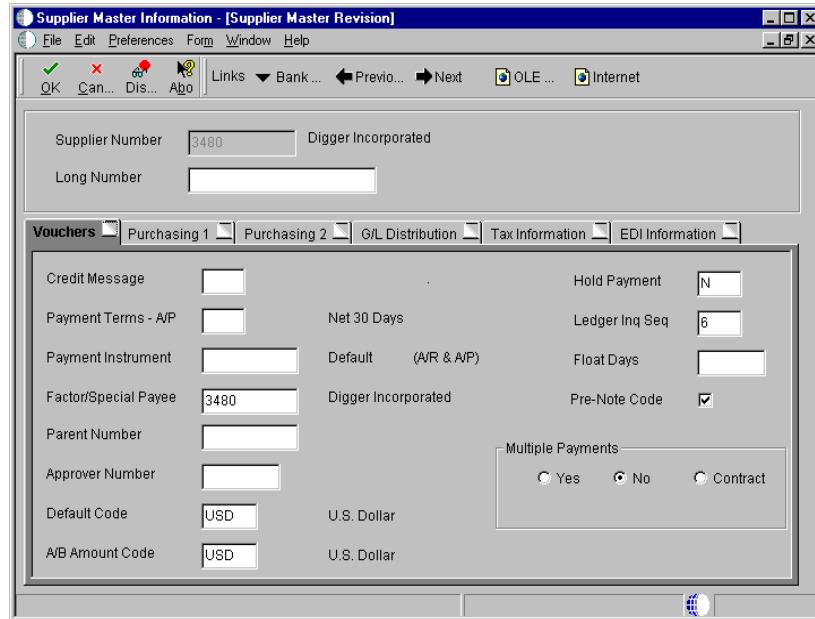
2. Choose the version.
3. From the Row menu, choose Processing Options.
4. Revise the processing options, as necessary.

► To assign a payment instrument to a supplier

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

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

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



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

4. You can also complete the following optional field:
 - Pre-Note Code

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

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

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

Processing Options for Payment Instruments

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

Standard

Processing Options for A/P Print Payments - Standard Format

Translation

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

Translation Program

Address

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

Address Format (FUTURE) _____

Payment

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

Company Name _____

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

Payee Name _____

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

Purchase Order _____

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

Alternate Stub Information _____

Print

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

Form Type (FUTURE) _____

Draft

Processing Options for A/P Print Payments - Draft Format

Address

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

Address Format (FUTURE) _____

Payment

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

Print Information

Print

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

Form Type (FUTURE)

CTX

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

EFT

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

File ID Modifier

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

Tape Payment Detail Description

EFT (more)

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

Identification Code Designator

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

Discretionary Data _____

PRINT

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

Print Program _____

TAPE

1. Enter the following defaults values:

Device Name _____
Tape Density _____
Label Name _____
Block Size _____
New Volume Name _____

TAPE (more)

New Owner ID _____
File Name _____

Subcontract

Processing Options for A/P Payments - Contract Management

Translation

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

Translation Program _____

Address

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

Address _____

Payment

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

Company Name _____

Print

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

Form Type _____

See Also

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

Creating Payment Groups

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

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

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

- Bank account
- Payment instrument

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

- Payments
- Registers
- Attachments
- Debit statements

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

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

When you create payment groups, the system:

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

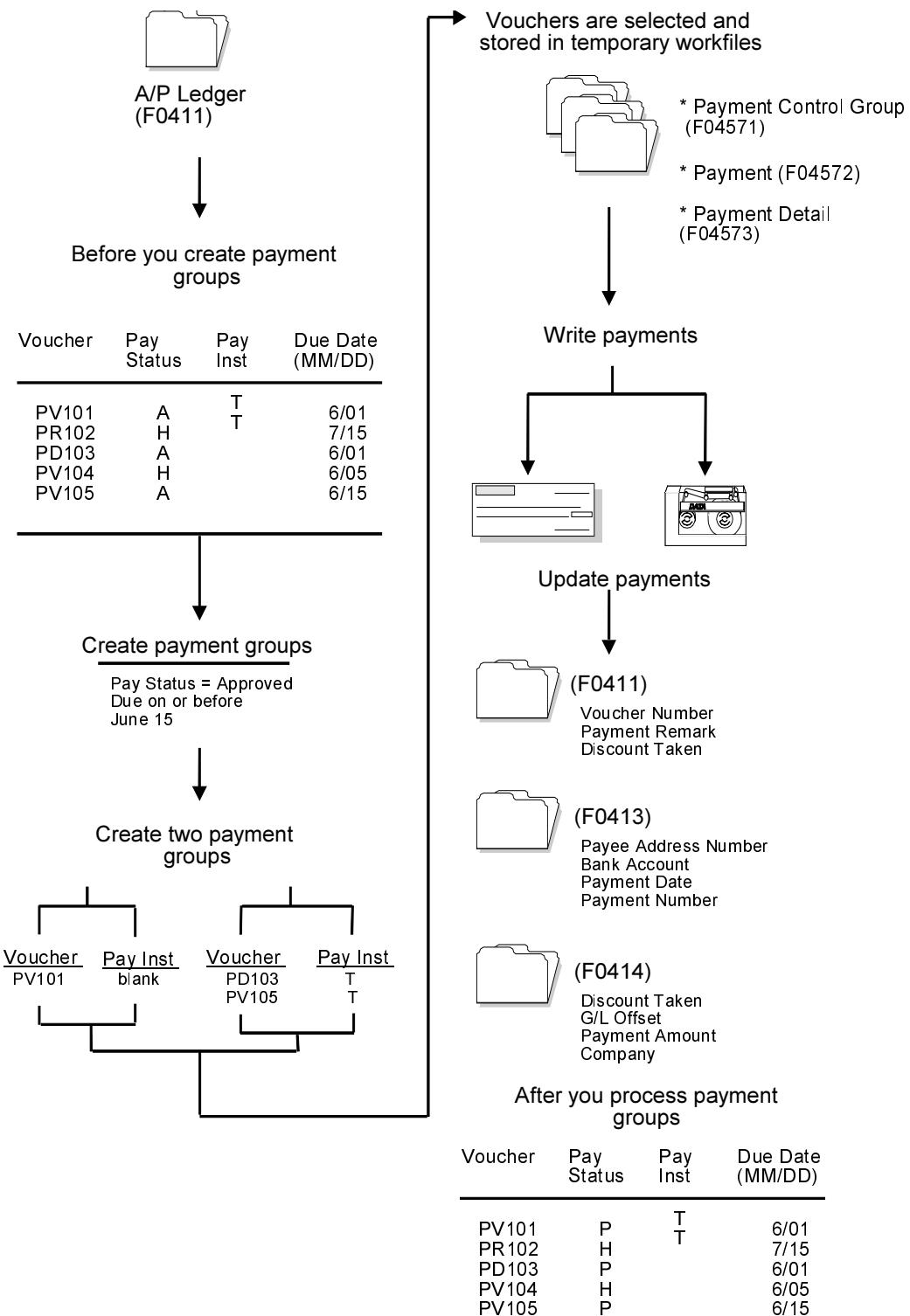
After the system creates payment groups, each group also has the following information in common:

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

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

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

The following graphic shows the process for creating payment groups:



See Also

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

Before You Begin

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

Processing Options for Create Payment Groups (R04570)

Dates Tab

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

1. Pay Through Date

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

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

2. Displacement Days

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

3. Discount Cutoff Date

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

Amounts Tab

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

1. Payment Amount Range

Maximum

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

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

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

Minimum

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

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

- Minimum - Enter the minimum amount allowed for vouchers in the selection range.
To prevent the system from generating a debit statement (negative or zero payment totals) enter the lowest currency unit. For example, currency 1 for BEF or .01 for USD.

2. Currency Code for Range Amounts

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

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

3. Payment Instruments for Range Exceptions

Minimum Payment Instrument

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

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

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

Maximum Payment Instrument

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

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

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

Printing Tab

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

1. Sequence ID

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

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

Note: You cannot leave this processing option blank.

2. Print Attachments

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

Valid values are:

Blank No, do not print attachments.

1 Yes, print attachments.

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

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

3. G/L Bank Account

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

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

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

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

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

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

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

4. Payment Currency

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

Valid values are:

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

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

Exchange Rate Notes

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

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

5. Alternate Currency Code

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

6. Prepayment Selection

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

Valid values are:

Blank Do not include negative prepayment items.

1 Include negative prepayment items.

Process By Tab

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

1. Company

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

Valid values are:

Blank No.

1 Yes.

2. Due Date

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

Valid values are:

Blank No.

1 Yes.

3. Payee

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

Valid values are:

Blank No.

1 Yes.

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

Voucher 1, Supplier 1001, Payee 1001.

Voucher 2, Supplier 1001, Payee 1002.

Voucher 3, Supplier 1001, Payee 1002.

Voucher 4, Supplier 1002, Payee 1002.

Voucher 5, Supplier 1003, Payee 1001.

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

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

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

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

4. Business Unit

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

Valid values are:

Blank No.

1 Yes.

Summarize Tab

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

1. Summarized Pay Item

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

Valid values are:

Blank No.

1 Yes.

2. Summary Description

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

Valid values are:

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

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

Report Tab

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

1. Print Mailing Address

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

Valid values are:

Blank No.

1 Yes.

2. Print Contract Number

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

Valid values are:

Blank No.

1 Yes.

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

3. Print Job Number

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

Valid values are:

Blank No.

1 Yes.

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

Bank Tape Tab

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

1. Print Bank Tape Information

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

Valid values are:

Blank No.

1 Yes.

2. Payee Bank Account Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

3. Bank Account X12 Information Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

Withholding Tab

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

1. Calculate Withholding

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

Blank No.

1 Yes.

2. Program Version

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

Blank Version number ZJDE0001 (default).

Or, enter the specific program version number.

Understanding the Payment Currency Processing Option

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

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

Bank Account's Monetary Unit

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

Paying Vouchers Assigned with a Monetary Bank Account

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

For example:

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

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

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

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

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

Paying Vouchers Assigned with a Nonmonetary Bank Account

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

For example:

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

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

Voucher Domestic Currency

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

For example:

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

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

Voucher Foreign Currency

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

For example:

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

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

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

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

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

Current Domestic Amount

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

For example:

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

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

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

For example:

Exchange Rate

6/01 = 1.5

6/15 = 2.0

6/30 = 2.5

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

Alternate Currency Amount

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

For example:

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

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

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

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

- The G/L date entered on the payment.

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

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

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

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

Data Sequence for Create Payment Control Groups

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

Working with Payment Groups

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

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

Working with payment groups consists of:

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

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

Write

The pay item is ready to be written.

Update

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

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

Undo

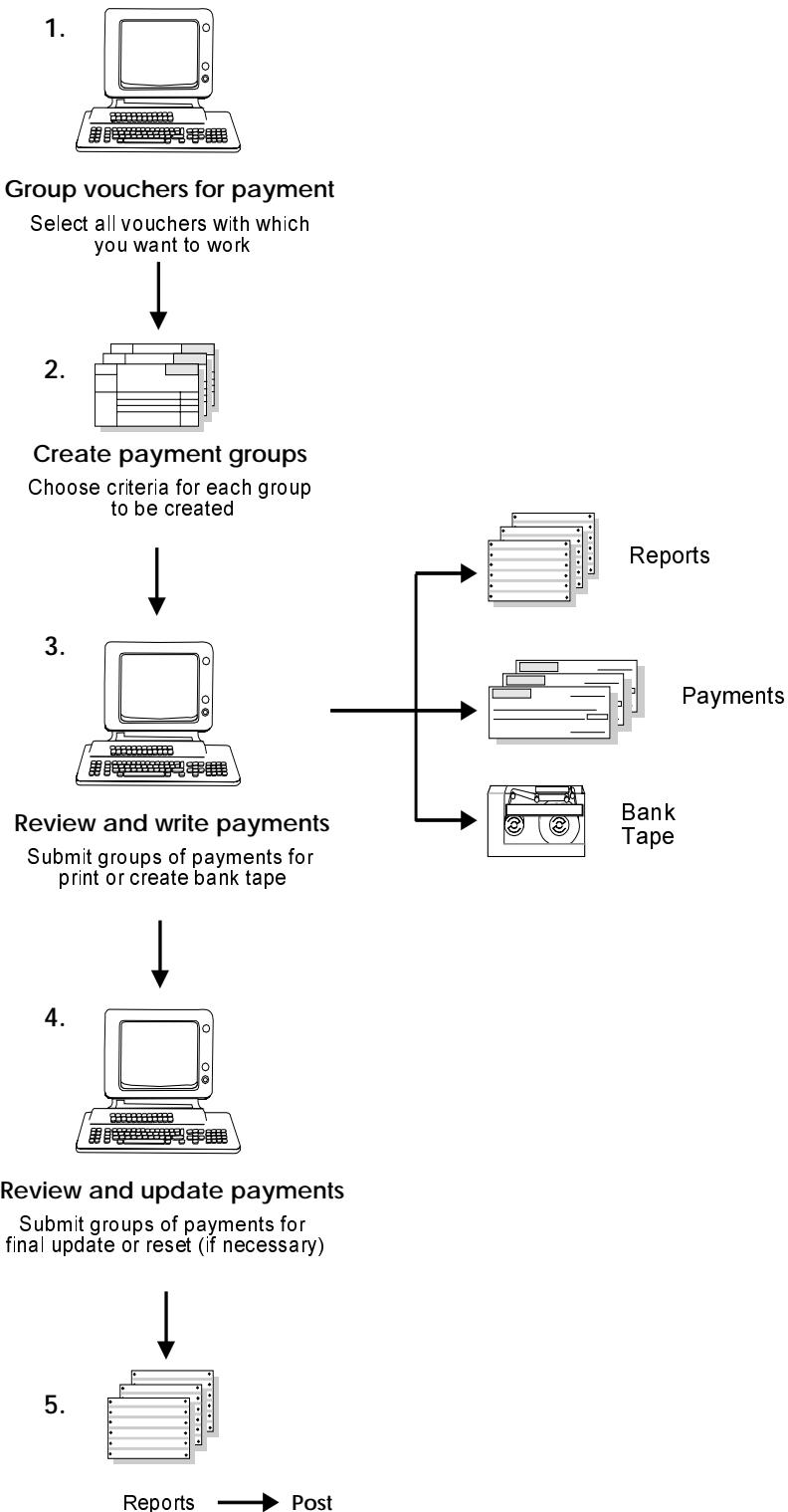
Undo means to remove a pay item from the payment group. You can undo pay items, regardless of whether they are at a status of write or update. In either case, the pay item returns to an open voucher with a status of approved.

Reset

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

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

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



Printing the Payment Analysis Report

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

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

See Also

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

Processing Options for Payment Analysis Report

Print

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

Detail Voucher Information

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

Business Unit

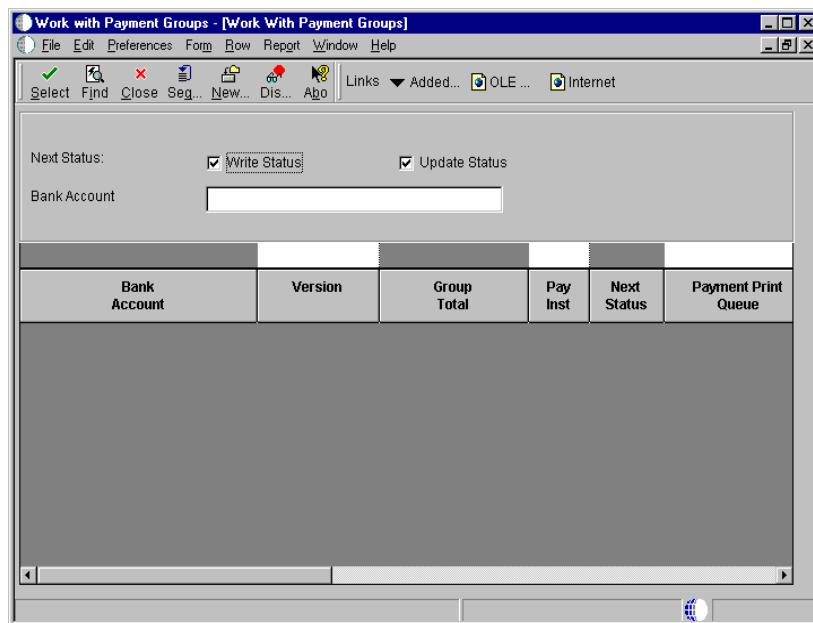
Reviewing Payment Groups

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

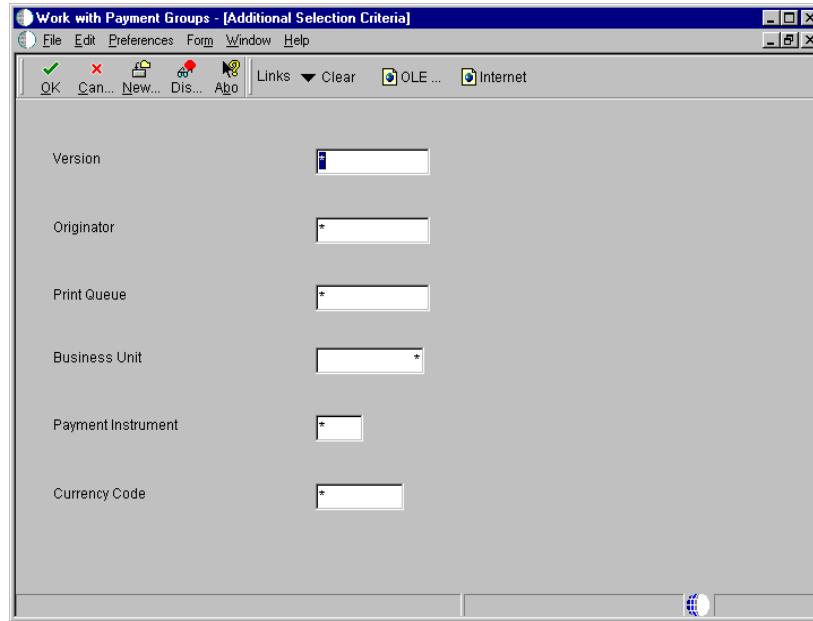
This program displays information from the A/P Payment Control Group (F04571).

► To review a payment group

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



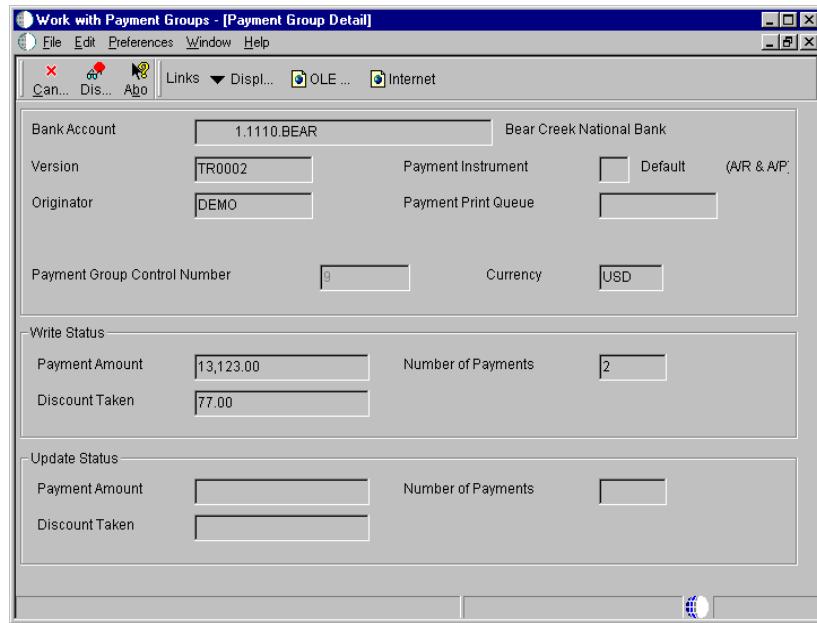
1. On Work With Payment Groups, click one or both of the following options:
 - Write Status
 - Update Status
2. To further limit your search, complete the following field:
 - Bank Account
3. Click Find.
4. For additional search criteria, choose Added Selection from the Form menu.



5. On Additional Selection Criteria, complete any of the following fields and click OK:
 - Version History
 - Transaction Originator
 - Payment Print Queue
 - Business Unit
 - Payment Instrument
 - Currency Code - From

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

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



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

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

Reviewing Payments with a Write Status

Before you write payments, you can do the following:

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

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

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

► To review payment and voucher information (write status)

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

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

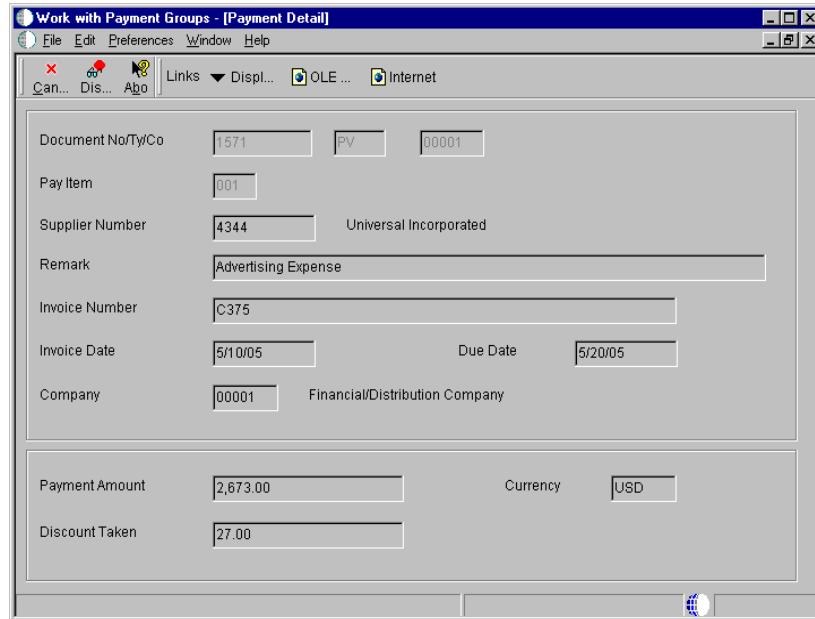
1. On Work With Payment Groups, click the following option and click Find:
 - Write Status
2. Choose a payment group and click Select.

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

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

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

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



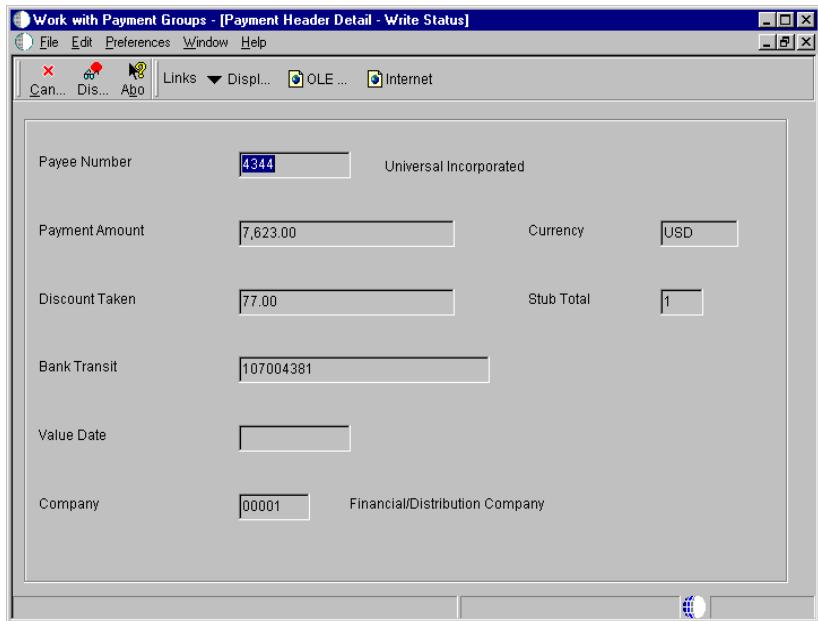
The Payment Detail form shows the voucher information associated with a payment.

► 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:

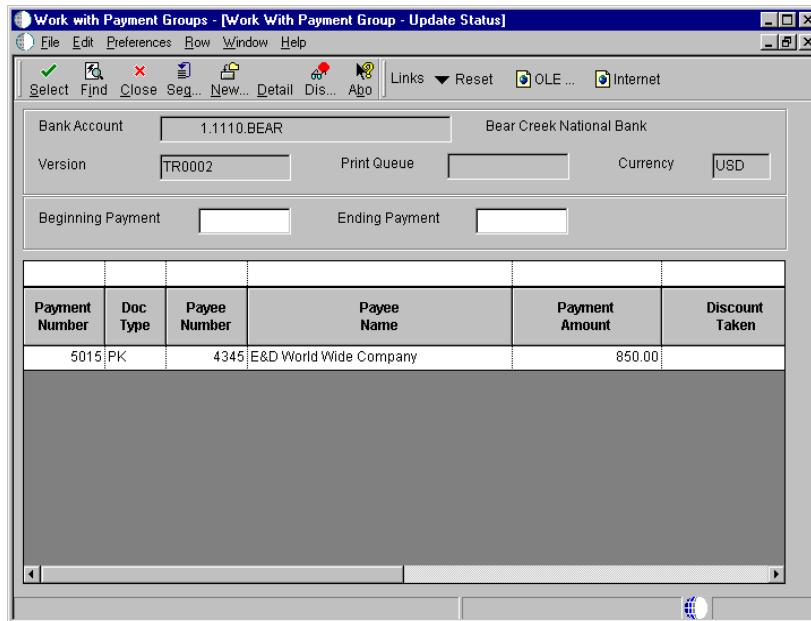
- A/P Payment Control Group (F04571)
- A/P Payment Header (F04572)

► 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.



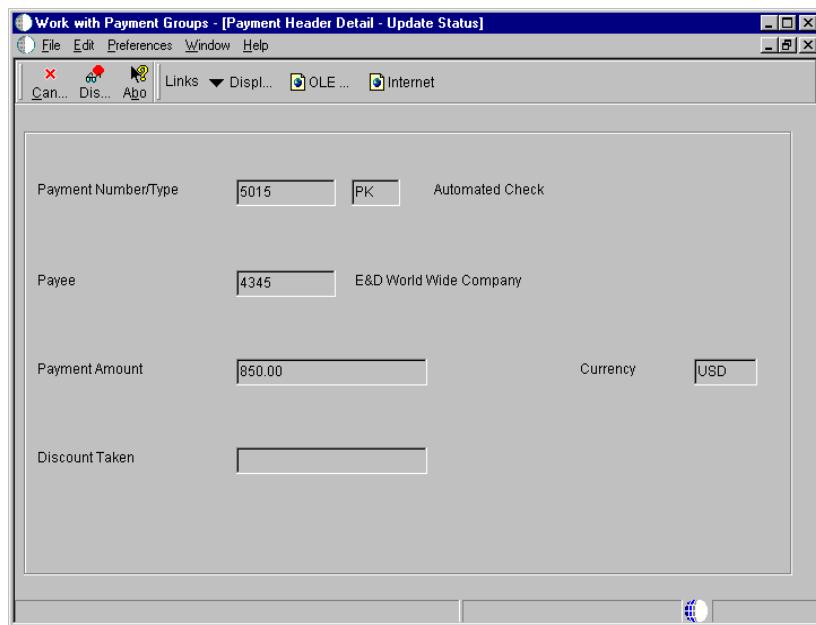
► To review payment summary information (update status)

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

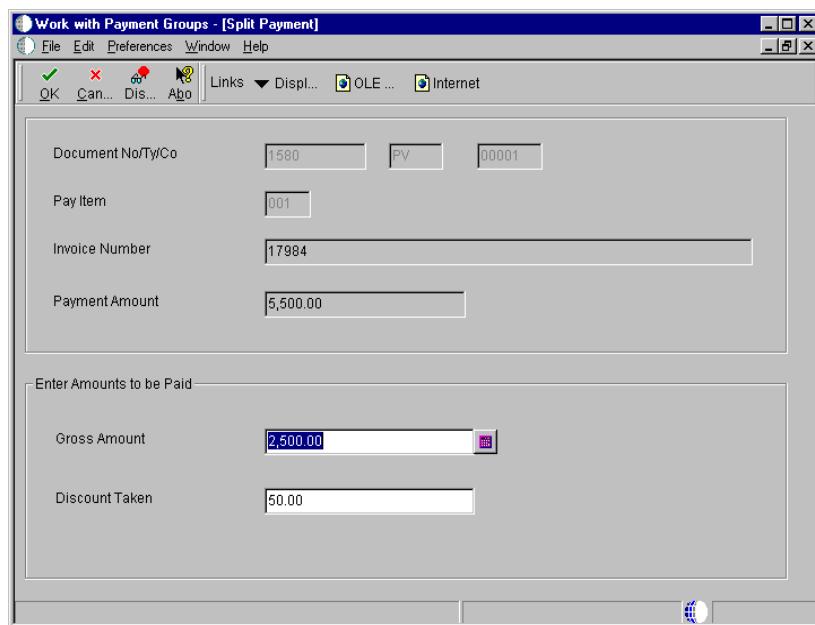
When you process debit memos for review purposes only, you can run the Payment Analysis Report or review them on Work With Payment Groups before you undo them.

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

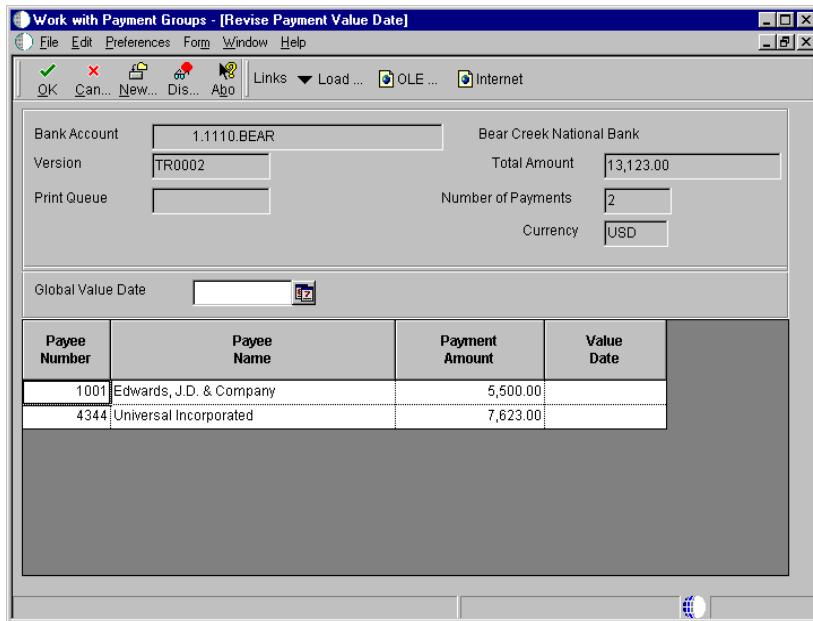
Field	Explanation
Discount Taken	<p>In Accounts Receivable, this is the amount the customer account is discounted when you apply a receipt to an open invoice.</p> <p>In Accounts Payable, this is the amount of discount you take when you issue a payment.</p> <p>The discount taken does not have to be the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

► To revise the value date of a payment

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

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

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



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

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

► To remove a voucher pay item

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

On Work With Payment Groups

1. Follow the steps for reviewing vouchers.

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

2. On Work With Payment Detail, choose a voucher.
3. From the Row menu, choose Undo.

► To remove an unprocessed payment

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

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

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

► To remove an entire payment group

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

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

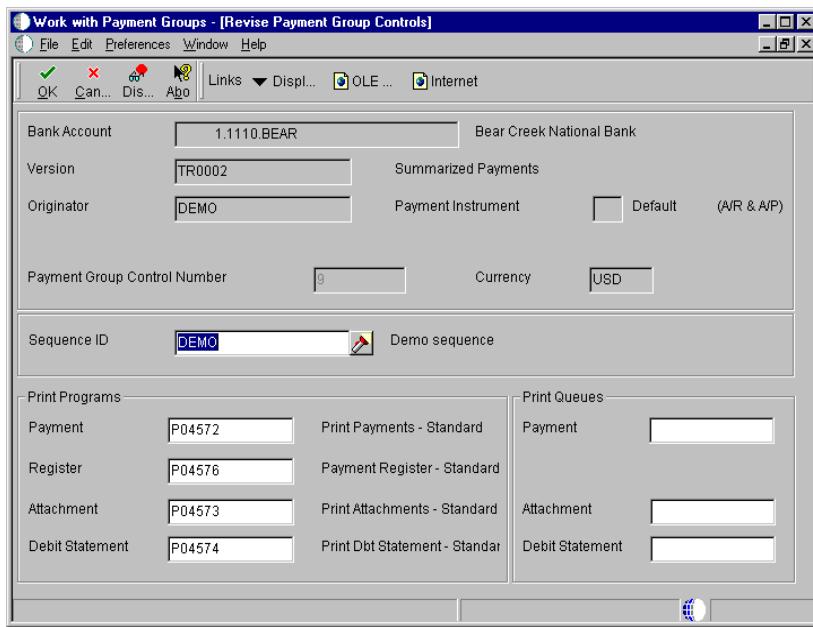
► To revise control information for a payment group

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

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

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

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



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

5. Change any of the following print program fields:

- Payment
- Register
- Attachment
- Debit Statement

6. Change any of the following print queue programs:

- Payment
- Attachment
- Debit Statement

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

7. Click OK.

Working with Automatic Payments

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

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

Writing Payments

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

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

When you write payments, the system:

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

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

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

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

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

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

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

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

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

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

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

Before You Begin

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

► To write all payments in a payment group

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

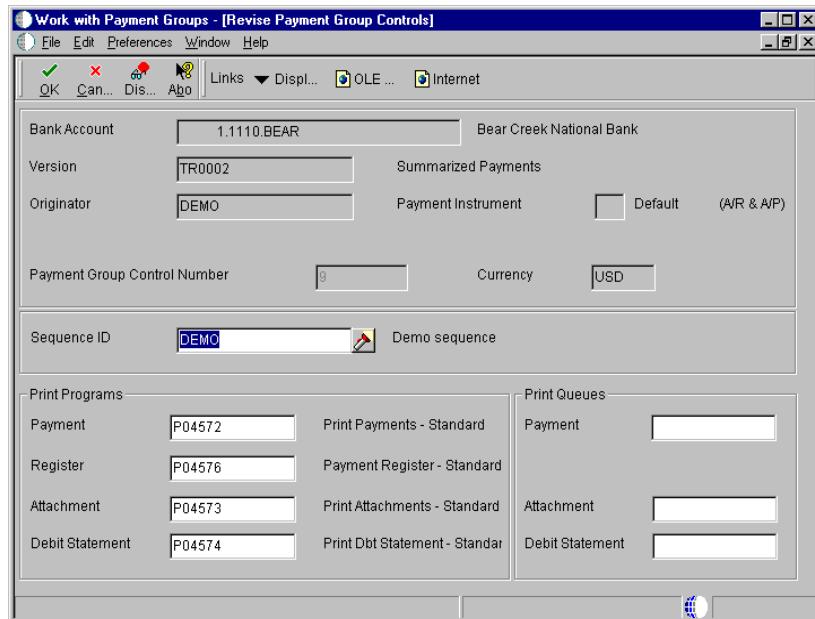
1. On Work with Payment Groups, follow the steps for reviewing payment groups.

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

2. Choose one or more payment groups.

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

3. From the Form menu, choose Controls.



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

- Payment

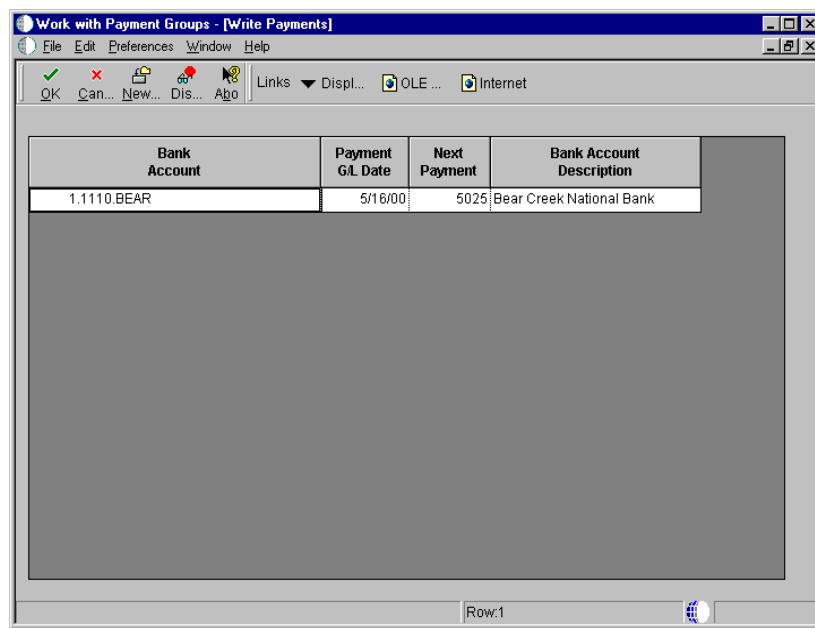
U.S. clients who transfer funds electronically must enter a beginning payment number. If a supplier has a pre-note status of P, the system generates a payment and a pre-note.

- 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.

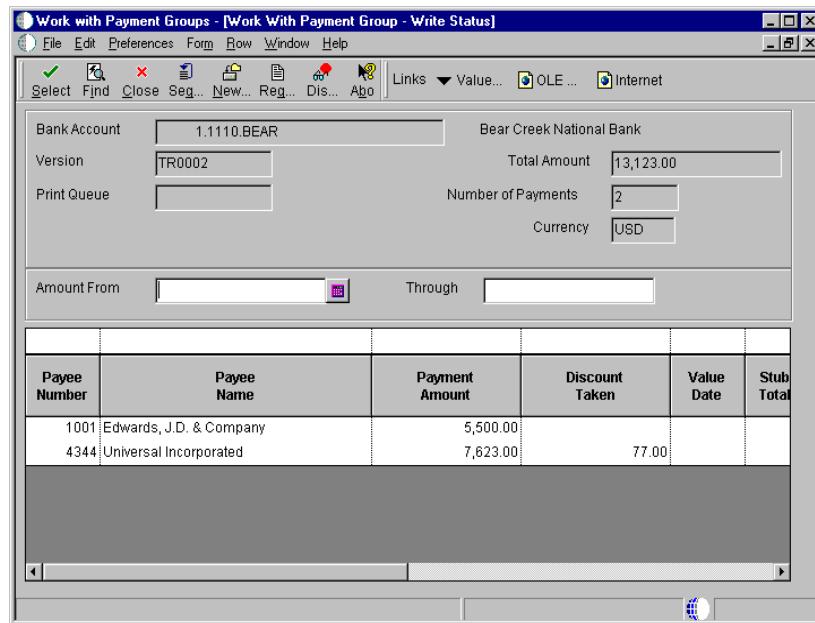
Field	Explanation
Payment	A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.
Register	A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.
Attachment	A user 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. <i>Form-specific information</i> 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. <i>Form-specific information</i> 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. <i>Form-specific information</i> 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.

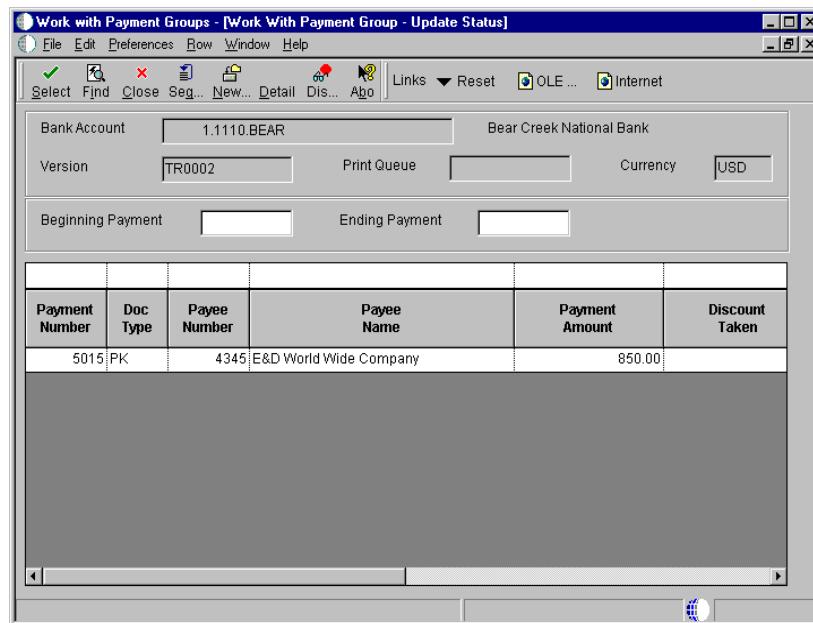
You can set a processing option for Work with Payment Groups to process voided payments that are stored in the Account Ledger table (F0911).

► To reset payment processing

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

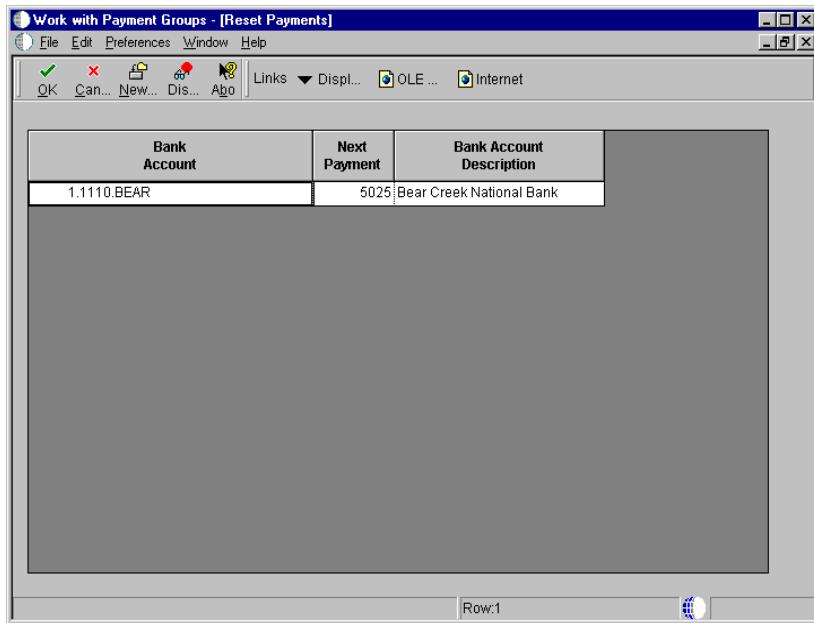
When you reset payment processing, the pay items return to open vouchers.

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

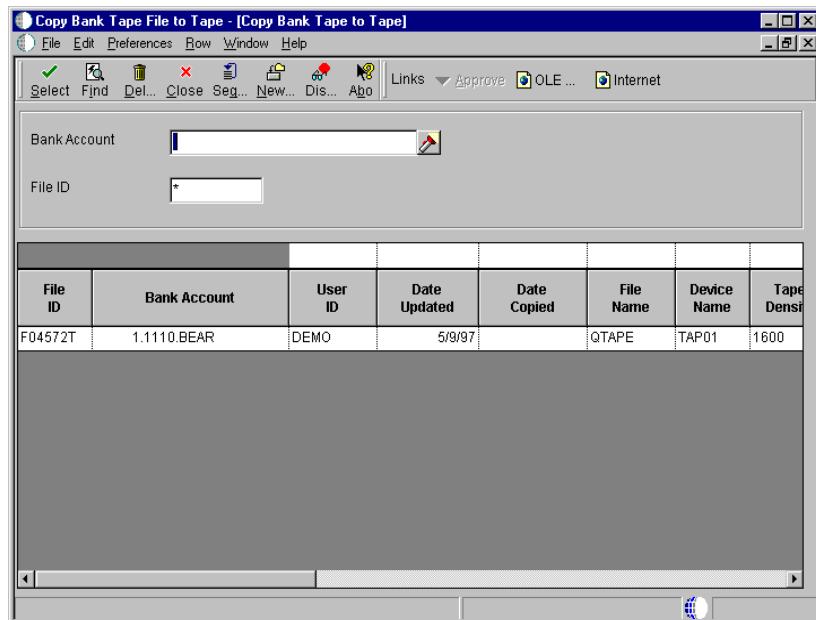
Typically, your MIS department presets the detail for a tape table. You should not change this information unless instructed to do so. You can, however, change many format specifications prior to copying the table to tape.

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.

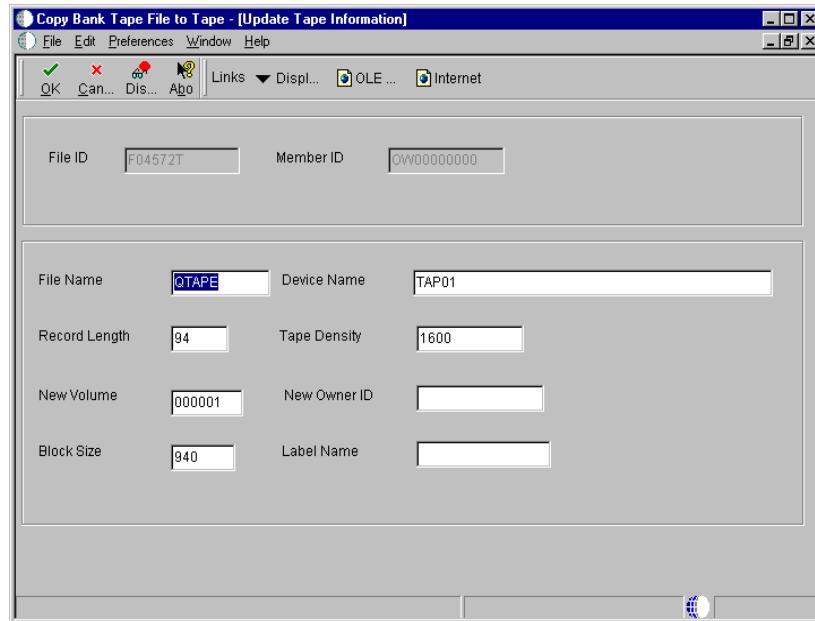
When you create a new bank tape table, you do not overwrite an existing table. The A/P Payment Tape File - One World table (F04572OW) is a multi-member table, which means that each version (payment group) is a separate table. The system does not automatically delete records in the table. Instead, you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

Reporting and Inquiry Processing

To comply with specific Brazilian legal requirements and business practices, companies must keep detailed records of all transactions. The Brazilian government can audit companies at any time to verify that commercial transactions are being performed within legal requirements.

The General Ledger (Livro Razão) and the Transaction Journal (Diário Geral da Contabilidade) are two of the basic elements that companies are required to maintain and submit for auditing.

Reports and inquiries processing for Brazil consists of the following topics:

- Reviewing fiscal reports
- Understanding the As Of fiscal books workfile
- Reviewing account information

Reviewing Fiscal Reports

Reviewing account information includes the following tasks:

- Printing the general ledger report
- Printing the transaction journal

Printing the General Ledger Report

From the G/L Reports - Brazil menu (G76B09), choose General Ledger.

You can print the General Ledger Report (R76B420) to list all transactions by company and General Ledger account for a specific accounting period. The report includes all General Ledger accounts with a post edit code, even if the amount for the account is zero. In addition, the report includes totals by transaction, period, account, and company. If the list of transactions for an account is interrupted by a page break, the system prints an ending balance on the page and continues on the next page with a “balance carried forward” amount.

Processing Options for G\L by Business Unit (R76B420)

From/Thru Date

1. Select a from period at which to begin showing account balances in detail.

'0' For Year to Date
'1' For Current Period
'2' For Inception to Date

Enter a from date at which to begin showing account balances in detail.
If this selection is left blank then the previous selection will be used.

From Date

2. Enter a through fiscal year and period for which the account balances are to be shown in detail.

Fiscal Year
Period Number

Enter a through date for which the account balances are to be shown in detail. If this selection is left blank the previous selection will be used.

Thru Date _____

Print

1. Select the account number to print.

'1' Account Number (default) _____
'2' Short Account ID _____
'3' Unstructured Account _____

2. Enter '1' to print units. Leave blank to print amounts only.

(FUTURE) _____

3. Enter '1' to skip to a new page when a new business unit is printed. Leave blank to print without page breaks.

4. Enter '1' to omit accounts that have no balance or detail for the selected period.

Document

1. Enter ledger code to use, or leave blank for actual amounts (AA)

Ledger Type _____

2. Enter document type to use if selective ledger is used. Leave blank to include all document types.

Document Type (FUTURE) _____

3. Enter a one to include both posted and unposted transactions. Leave blank to print only posted transactions

Posted/Unposted _____

Subledger

1. Enter a subledger or enter '**' to include all subledgers.

Subledger _____

2. If a specific subledger is entered above, enter subledger type.

Subledger Type _____

3. Enter '1' to print the subledger on the GL report. If left blank, no subledger will be printed.

Currency _____

1. Enter a specific currency code or '*' to include currency codes.

Currency Code (FUTURE) _____

Summary _____

1. Select business unit types for object range summarization. Enter a specific business unit type, or '+' to include all types, or '*' to include all non-blank types.

Business Unit Type _____

2. Enter object account range for account summarization.

Beginning Object _____
Ending Object _____

Date Order _____

1. Enter '1' to print detail information in ascending date order. Default of blank will print in descending order.

Company _____

1. Enter a company number to print on each page heading.

Company _____

Printing the Transaction Journal

From the G/L Reports - Brazil menu (G76B09), choose Transaction Journal.

You print the Transaction Journal (R76321B) to list and total all of the journal entries in the Journal Entry Book by company, day, and accounting period. The system prints an ending balance for each page and carries that balance forward to the next page so that each page of the journal can stand alone.

The Transaction Journal includes an opening statement (Termo de Abertura) for the first page and a closing statement (Termo de Encerramento) for the last page. The opening and closing statements include the following company information:

- Purpose of the book
- Number of the book
- Number of pages
- Business to which the book pertains
- Business name
- Business address
- Number assigned to the business by the Junta Comercial
- Taxpayer identification number
- Company administrator and accountant authorization of the closing of the accounting period

The statements also include information about the journal, such as the fiscal book number and the total number of pages.

You can print the Transaction Journal in proof or final mode. When you print the report in final mode, the system updates the next number of the fiscal book based on the next numbers you have set up for the company.

Caution: All fiscal reports are based on the information in the As Of Fiscal Books Workfile (F761BA). You must verify that the selection criteria is correct. J.D. Edwards recommends that you restrict the authority to generate the workfile.

See Also

- *Setting Up Opening and Closing Terms for the Transaction Journal Report*

Processing Options for Brazilian Transaction Journal (R76321B)

Print Options

1. Enter a '1' for Final mode (option 2 mandatory) ; blank will NOT update page number.

2. Enter a '1' to print 'Opening Statement' and 'Closing Statement'. (Value '1' required if printing in Final Mode).

3. Enter a '1' to print Subledgers.

4. Enter '1' to print JE explanation 1, Enter a '2' for printing JE explanation 2, If left blank both explanation '1' and '2' will be printed.

5. Enter number of pages to be used by Trial Balance report between last page and 'Closing Statement'.

6. Enter Statement Codes (defaults A=Opening, E=Closing)

Opening
Closing

Dates

1. Enter the desired report date (issue date). If left blank, system date will default. (This date will be updated in next numbers file if processing in final mode).

2. Enter beginning date for transactions.

3. Enter ending date for transactions.

4. Enter reference month to be printed in the report header.

5. Enter reference year to be printed on the report header.

6. Enter "1" to suppress printing of transaction date in the header; blank will print the date.

Company

1. Enter company for heading information. (Required). _____

Book Code

1. Enter book code. If left blank, DG will default. _____

Understanding the As Of Fiscal Books Workfile

Brazilian Localization processes fiscal books from a “normalized” database, where the Nota Fiscal Header (F7601B) and Detail (F7611BA) files avoid storing repetitive information that already exists in files such as the Address Book, the Item Master, Purchase Orders, and so on.

Many of the Fiscal Books require subtotals and breakdowns based on information that is not stored in the Fiscal Book files. To facilitate the issue of Fiscal Reports and the generation of additional custom reports using simple report generators, J.D. Edwards created the Fiscal Books As Of Generation (R7611BA) workfile.

The advantage of having an As Of workfile is that all special calculations and formulas (such as the Accounting Value of a Nota Fiscal, the conversion of quantities to primary units of measure, or reporting buckets) can be centralized in a single program. After this, all additional report programs are straight-forward and can be generated using OneWorld Tools programs.

Another advantage of an As Of workfile is that having all the information in a single file allows the report generators to generate custom reports that are not generated by the base product. The system generates the following Fiscal Reports from the information stored in the As Of Fiscal Books File (F761BA):

- Fiscal Books As Of Generation
- IPI Tax Summary
- ICMS Tax Summary

Fiscal Books As Of Generation

This program initializes and populates the Fiscal Books As Of Generation workfile based on Nota Fiscal information stored in the corresponding Nota Fiscal Header and Detail files. The report generated is a log of the records that have been processed by the Fiscal Books As Of Generation program .

Brazilian law contemplates the issuance of a series of Livros Fiscais that summarizes and groups information about the Notas Fiscais (R7611BA) generated for a specific period of time.

IPI Tax Summary

This program will generate a IPI Tax Summary Report (R76452B) from the information in the As Of Fiscal Books File.

ICMS Tax Summary

This program generates the ICMS Tax Summary Report (R76454B) from information in the As Of Fiscal Books Workfile.

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.

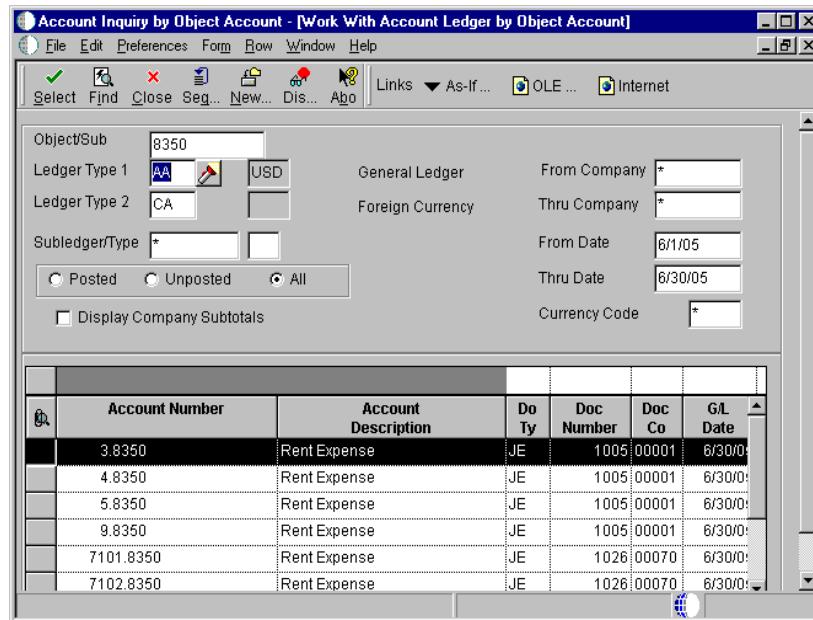
After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

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.

The screenshot shows the 'Account Inquiry by Category Code' application window. At the top, there's a toolbar with icons for Select, Find, Close, Seg., New..., Dis..., and Abo. Below the toolbar are several input fields and dropdowns:

- Alternate Account:** 1110
- Ledger Type 1:** AA (dropdown showing USD)
- Ledger Type 2:** CA (dropdown showing blank)
- Subledger:** * (dropdown showing blank)
- Cash in Banks:** General Ledger
- From Company:** * (dropdown showing blank)
- Foreign Currency:** * (dropdown showing blank)
- Thru Company:** * (dropdown showing blank)
- From Date:** 1/1/05
- Thru Date:** 6/30/05
- Currency Code:** * (dropdown showing blank)

Below these settings is a radio button group: Posted, Unposted, All. There's also a checkbox: Display Company Subtotals.

The main area of the window is a grid table with columns: Document Number, Do Ty, Doc Co, G/L Date, Explanation, and LT 1 Amount. The grid contains the following data:

	Document Number	Do Ty	Doc Co	G/L Date	Explanation	LT 1 Amount
	1005	JE	00001	6/30/05	June Activity	125,000.00
	3295	JE	00200	2/28/05	February Activity	75,000.00
	3295	JE	00200	2/28/05	February Activity	75,000.00
	3297	JE	00200	5/31/05	May Activity	50,000.00
	3297	JE	00200	5/31/05	May Activity	50,000.00

1. On Work With Account Ledger by Category Code, complete the following field:
 - Alternate Account
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
 - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
 - Ledger Type 2
4. To display a range of companies, complete the following fields:
 - From Company
 - Thru Company
5. To display a range of transaction dates, complete the following fields:
 - From Date
 - Thru Date
6. To display one subledger, complete the following fields:
 - Subledger
 - Sub Type
7. If you use more than one currency, complete the following field:
 - Currency Code
8. Click one of the following options, if necessary:
 - Posted
 - Unposted
 - All
9. To display company subtotals, click the following option:
 - Display Company Subtotals

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

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

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

See Also

- *Reviewing Account Ledgers in an “As If” Currency* for information about reviewing “as if” currency amounts on the Account Inquiry by Category Code form

Processing Options for Account Ledger Inquiry by Category Code

Category Code

Enter the account category code (21-23) to inquire on. The default value of blank will use category code 21.

Category Code (21-23) _____

Defaults

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

Alternate Account
From Date
Through Date
Ledger Type
Subledger - G/L
Subledger Type
Currency Code

Second Ledger

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

Display Second Ledger Type _____

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

Ledger Type _____

Exits

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

Exit for PK or PN

As-If Currency

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

As-If Currency

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

Exchange Rate Date

Stand-Alone Nota Fiscal Processing

J.D. Edwards country-specific processes for stand-alone Nota Fiscal in Brazil include the following:

- Generating stand-alone Nota Fiscal
- Entering stand-alone Nota Fiscal header and detail information
- Reviewing stand-alone Nota Fiscal header and detail information
- Printing the stand-alone Nota Fiscal

Generating Stand-Alone Nota Fiscal

In Brazil, the government requires that businesses maintain detailed information regarding all merchandise and associated taxes. The information accompanies shipments in the form of a document that is referred to as Nota Fiscal.

You may need to generate a Nota Fiscal apart from a purchase or sales order. For example, if a manufacturer ships merchandise into Brazil, that merchandise does not arrive with a Nota Fiscal. The receiving company in Brazil needs to generate an inbound stand-alone Nota Fiscal to begin the tracking process.

Note: You can generate an inbound or outbound stand-alone Nota Fiscal by changing the processing option for the Stand-Alone Nota Fiscal Maintenance program (P7611B). See *Brazil: Processing Options for Generate Nota Fiscal (R76558B)*.

Note: The stand-alone Nota Fiscal is not linked to any other accounting processes. For example, when you generate a stand-alone Nota Fiscal, it does not interface with general ledger, inventory, purchase order, sales order, accounts payable, or accounts receivable processes. Generate a stand-alone Nota Fiscal only when you want to print a document that does not affect any other accounting process.

Before You Begin

- You should set up a matching version for the Stand Alone Nota Fiscal - Brazil program (P7611B). The Stand Alone Nota Fiscal - Brazil program (P7611B) calls a version of the Generate Nota Fiscal program (R76558B) to get the print message sequence from the processing options. The Stand Alone Nota Fiscal - Brazil program (P7611B) calls a version with a matching version name. If a matching version does not exist, the program calls version XJDE0001 by default.

Entering Stand-Alone Nota Fiscal Header and Detail Information

When you enter a stand-alone Nota Fiscal manually, you should enter header and detail information. Once you enter this information, you can review the documents online to verify that the information is correct. You can review Notas Fiscais by order number or by Nota Fiscal number.

Note: If you review Notas Fiscais after printing Nota Fiscal in proof mode, the Nota Fiscal number for each document will be represented by a unique, system-generated next number. If you review Notas Fiscais after printing in final mode, the Nota Fiscal number will be the official, government-assigned number.

Entering stand-alone Nota Fiscal header and detail information consists of the following tasks:

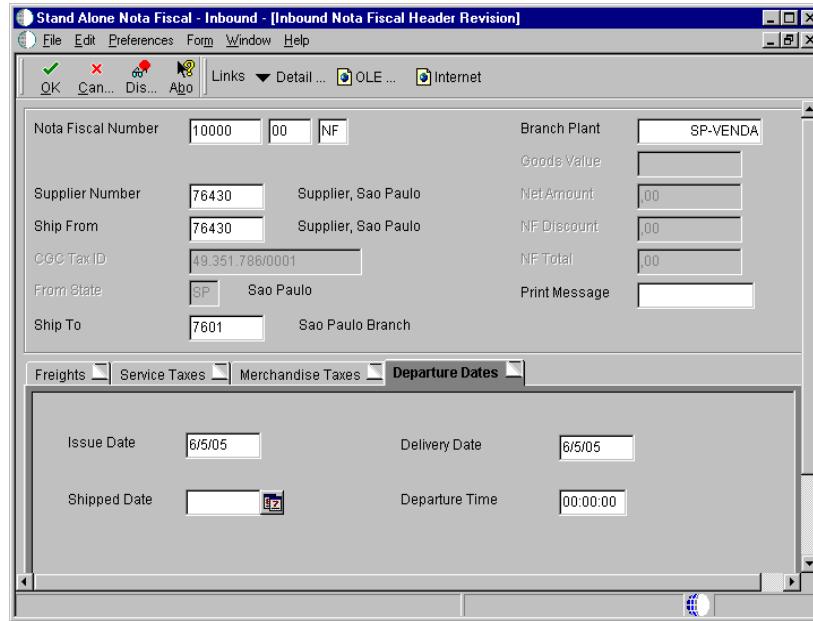
- Entering stand-alone Nota Fiscal header information
- Entering stand-alone Nota Fiscal header additional information
- Entering stand-alone Nota Fiscal detail information
- Entering stand-alone Nota Fiscal detail additional information

Note: You can generate an inbound or outbound stand-alone Nota Fiscal by changing the processing option for the Stand-Alone Nota Fiscal Maintenance program (P7611B). The following tasks demonstrates the creation of an Inbound Stand-Alone Nota Fiscal. See *Brazil: Processing Options for Generate Nota Fiscal (R76558B)*.

► To enter stand-alone Nota Fiscal header information

From the Stand-Alone Nota Fiscal - Brazil menu (G76B4321), choose Stand-Alone Nota Fiscal - Inbound.

1. On Work With Stand-Alone Nota Fiscal Header, click Add to access the Inbound Nota Fiscal Header Revision.

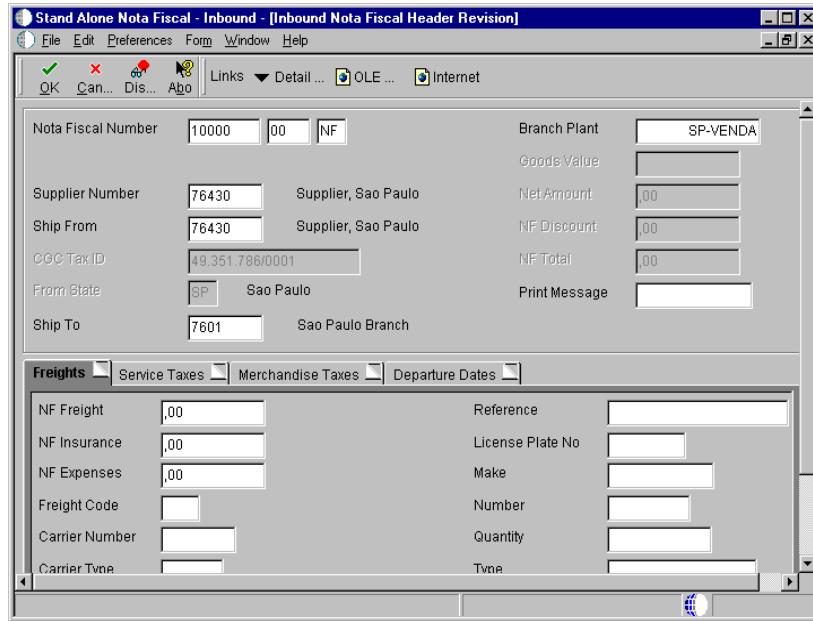


2. On Inbound Nota Fiscal Header Revision, complete the following identification information:

- Nota Fiscal Number
- Nota Fiscal Series
- Address Number - Supplier
- Ship From
- Ship To
- Branch Plant
- Print Message

After you complete these steps, follow the steps to enter Nota Fiscal header additional information.

► To enter stand-alone Nota Fiscal header additional information



1. On Inbound Nota Fiscal Header Revision, click the Freights tab and complete the following freight information fields:
 - NF Freight
 - NF Insurance
 - NF Expenses
 - Freight Code
 - Carrier Number
 - Carrier Type
 - Reference
 - License Plate No
 - Make
 - Number
 - Quantity

- Type
 - Net Weight
 - Gross Weight
2. On Inbound Nota Fiscal Header Revision, click the Service Taxes tab and complete the following tax information fields:
- IR Taxable
 - IR Tax
 - ISS Taxable
 - ISS Tax
3. On Inbound Nota Fiscal Header Revision, click the Merchandise Taxes tab and complete the following tax information fields:
- ICMS Tax
 - ICMS Taxable
 - ICMS Exempt
 - ICMS Other
 - Substitute Tax
 - Substitute Taxable
 - Repasse Discount
 - Free Port Discount
 - IPI Taxable
 - IPI Taxable
 - IPI Exempt
 - IPI Other

Entering Stand-Alone Nota Fiscal Header and Detail Information

4. On Inbound Nota Fiscal Header Revision, click the Departure Dates tab and complete the following departure fields:
 - Issue Date
 - Shipped Date
 - Delivery Date
 - Departure Time

5. Click OK.

After you complete these steps, follow the steps to enter Nota Fiscal detail information.

► To enter stand-alone Nota Fiscal detail information

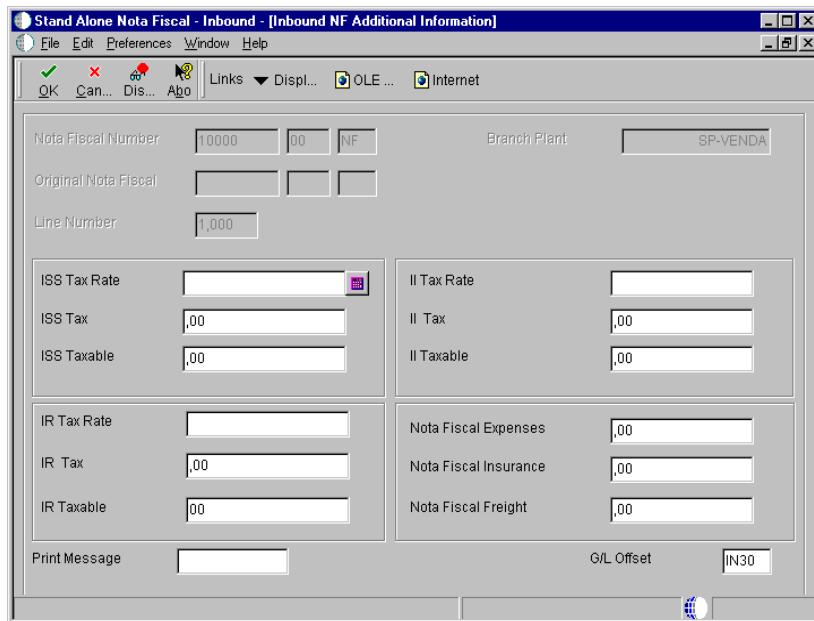
The screenshot shows a Windows application window titled "Stand Alone Nota Fiscal - Inbound - [Inbound Nota Fiscal Detail Revision]". The menu bar includes File, Edit, Preferences, Form, Row, Window, and Help. The toolbar contains icons for OK, Cancel, New, Delete, and Refresh, along with Links, Head..., OLE..., and Internet buttons. The main area has several input fields: "Nota Fiscal Number" (10000 00 NF), "Branch Plant" (SP-VENDA), "Original Nota Fiscal" (empty), "Supplier Number" (76430) with "Supplier, Sao Paulo" below it, "Ship From" (76430) with "Supplier, Sao Paulo" below it, and "CGC Tax ID" (49.351.786/0001). Below these is a table with columns: #, Quantity Ordered, Trans UOM, Item Number, Line Type, Unit Price, Extended Price, and Location. The first row has values: 100, 760, empty, empty, empty, 0,0000, empty. The second row has values: empty, empty, empty, empty, empty, 0,0000, empty. A scroll bar is visible at the bottom of the table area.

1. On Inbound Nota Fiscal Detail Revision, complete the necessary fields in the detail area.

After you complete these steps, follow the steps to enter Nota Fiscal detail additional information.

► To enter stand-alone Nota Fiscal detail additional information

1. On Inbound Nota Fiscal Detail Revision, choose a record in the detail area, and, from the Row menu, choose Detail Addl Info.



2. On Inbound NF Additional Information, complete the following ISS tax fields:
 - ISS Tax Rate
 - ISS Tax
 - ISS Taxable
3. Review the following II tax fields:
 - II Tax Rate
 - II Tax
 - II Taxable

Entering Stand-Alone Nota Fiscal Header and Detail Information

4. Review the following IR tax fields:

- IR Tax Rate
- IR Tax
- IR Taxable

5. Review the following Nota Fiscal fields:

- Nota Fiscal Expenses
- Nota Fiscal Insurance
- Nota Fiscal Freight

6. Review the following additional fields:

- Print Message
- G/L Offset

Field	Explanation
Nota Fiscal Number	In Brazil, Nota Fiscais are identified based on the combination of a Nota Fiscal number and a Nota Fiscal series number. You use this numeric, six-character field to identify the Nota Fiscal number. The Nota Fiscal Number field is the first key that the system uses to access a specific Nota Fiscal.
Nota Fiscal Series	In Brazil, Nota Fiscais are identified based on the combination of a Nota Fiscal number and a Nota Fiscal series number. You use this alphanumeric, two-character field to identify the Nota Fiscal series. The Nota Fiscal Series field is the second key that the system uses to access a specific Nota Fiscal.
Address Number - Supplier	The address book number of the supplier or subcontractor.
Ship From	Enter the address number of the supplier from which you want to ship this order. The system determines the address of the supplier, including street, city, state, zip code, and country based on the record that you enter for the supplier in the Address Book.

Field	Explanation
Ship To	The address number of the location to which you want to ship this order. The address book provides default values for customer address, including street, city, state, zip code, and country.
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.
Print Message	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.
Print Message	A user defined code (system 40, type PM) that you assign to each Fiscal print message that appears on the Nota Fiscal.
NF Freight	Complete the Nota Fiscal Freight field whenever you classify freight as a complementary expense to your customer. The system prorates this expense amount among each of the Nota Fiscal listed and adds the prorated amount to the the ICMS taxable amounts for each document.
NF Insurance	The insurance amount that you charge the client as complementary expense. This amount must be included on the Nota Fiscal.
NF Expenses	The amount of the total financial expenses that are printed on the Nota Fiscal.
Freight Code	A user defined code (42/FR) designating the method by which supplier shipments are delivered. For example, the supplier could deliver to your dock, or you could pick up the shipment at the supplier's dock.
	You can also use these codes to indicate who has responsibility for freight charges. For example, you can have a code indicating that the customer legally takes possession of goods as soon as they leave the supplier warehouse and is responsible for transportation charges to the destination.
Carrier Number	The address book number of the carrier, which is specified by the customer or by your organization. You might use this carrier because of route requirements or special handling requirements.

Entering Stand-Alone Nota Fiscal Header and Detail Information

Field	Explanation
Carrier Type	(Future Use) This 3 character field is designed to be used to assist you in characterizing the nature of the carrier you specify. You might, for instance, choose to treat this field essentially as another reporting code, so that you could define types of carriers, such as CTY (city delivery), REF (refrigerated hauling), or CON (contract services). Then you could, as an example generate a Query report, sorting by type of carrier.
Reference	An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.
License Plate No	The license plate number of a given truck in the truck assignment system.
Make	A number that provides an audit trail for specific transactions, such as an asset, supplier number, or document number.
Number	An alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the contract number or special catalog number.
Quantity	This field accumulates the quantity of goods sold which contribute to a sales rebate.
Type	The description of the equipment used to move materials.
Net Weight	This field accumulates the weight of goods sold which contribute to a sales rebate.
Gross Weight	The weight of one unit in the primary unit of measure.
ISS Tax	The ISS tax amount that is printed on the Nota Fiscal.
ISS Taxable	The amount on which ISS taxes are assessed.
IR Tax	The IR tax amount that is printed on the Nota Fiscal.
IR Taxable	The amount on which IR taxes are assessed.
ICMS Tax	The ICMS tax amount that is printed on the Nota Fiscal.
ICMS Taxable	The amount on which ICMS taxes are assessed.
ICMS Exempt	The amount that is not eligible for ICMS tax.
ICMS Other	Any merchandise value amount that is classified as Other for ICMS taxing purposes.
Substitute Tax	The ICMS Substitute amount that your customer must remit in advance if they are subject to Tax Substitution Mark-up.
Substitute Taxable	The amount on which ICMS Substitute tax is assessed. Products that are eligible for ICMS Substitute tax are listed in ICMS government directive 14.

Field	Explanation
Repasso Discount	ICMS Repass Amount (Valor do Repasse) is an additional discount granted to the client on interstate sales regarding the tax rate difference among states.
Free Port Discount	The amount of the discount available to a Free Port zone customer.
IPI Taxable	The IPI tax amount that is printed on the Nota Fiscal.
IPI Taxable	The amount on which IPI taxes are assessed.
IPI Exempt	The amount that is not eligible for IPI tax.
Issue Date	The date that the log entry was issued. For example, for a submittal requirement for an insurance certificate, the effective date for the insurance policy would be entered in the Issue Date field.
Shipped Date	The date you confirmed a specific order line as shipped.
Delivery Date	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.
Departure Time	The amount of time between the date and time that you enter the call and the date and time that you assign the call.
ISS Tax Rate	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% as 7; the system will display 7.000.
II Tax Rate	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% as 7; the system will display 7.000.
IR Tax Rate	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% as 7; the system will display 7.000.
Nota Fiscal Expenses	The amount of the total financial expenses that are printed on the Nota Fiscal.
Nota Fiscal Insurance	The insurance amount that you charge the client as complementary expense. This amount must be included on the Nota Fiscal.
Nota Fiscal Freight	Complete the Nota Fiscal Freight field whenever you classify freight as a complementary expense to your customer. The system prorates this expense amount among each of the Nota Fiscal listed and adds the prorated amount to the the ICMS taxable amounts for each document.

Entering Stand-Alone Nota Fiscal Header and Detail Information

Field	Explanation
G/L Offset	<p>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.</p> <p>G/L offsets might be assigned as follows:</p> <ul style="list-style-type: none">• 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) <p>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.</p> <p>Note: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.</p>
Print Message	A user defined code (system 40, type PM) that you assign to each Fiscal print message that appears on the Nota Fiscal.

Processing Options for Stand-Alone Nota Fiscal Maintenance (P7611B)

Display Tab

Use the Display processing options to control your display preferences.

1. Header or Detail

Use this processing option to determine whether the system first displays the Nota Fiscal Header Revisions form or the Nota Fiscal Detail Revisions when you inquire on a Nota Fiscal. You can review header information before detail information and edit default information that affects the Nota Fiscal.

Valid values are:

Blank The system displays the Nota Fiscal Header Revisions form first.

1 The system displays the Nota Fiscal Detail Revisions form first.

Defaults Tab

Use the default processing options to determine default values, such as the Nota Fiscal series, Nota Fiscal type, line type, status code, override next status, default branch/plant, update Nota Fiscal header, and create inbound/outbound Stand Alone Nota Fiscal that the Stand-Alone Nota Fiscal Maintenance program (P7611B) uses when other values are not entered for the transaction.

1. Nota Fiscal Series

Use this processing option to enter a Nota Fiscal Series to be used to create and inquire upon Nota Fiscal Records. If the Nota Fiscal is to be printed, the Nota Fiscal Series must be set up using the Next Number-Nota Fiscal program (P7600B).

2. Nota Fiscal Document Type

Use this processing option to enter a Nota Fiscal Document Type to be used to create and inquire upon Nota Fiscal Records. If the Nota Fiscal is to be printed, the Nota Fiscal Document Type must be set up using the Next Number-Nota Fiscal program (P7600B). You must enter values that have been set up in user defined code list (00/DT).

3. Line Type

Use this processing option to specify how the system processes the lines of a transaction. Line types affect the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). Line Types also specify the conditions for including a line on reports and in calculations.

4. Override Last Status

Use this processing option to indicate the From Status code range that the system uses for Nota Fiscal creation. You must enter a status that has been set up in the user defined codes list (40/AT) of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list. If you leave this field blank, the status codes will be retrieved from the order activity rules.

5. Override Next Status

Use this processing option to indicate the To Status code range that the system uses for Nota Fiscal creation. You must enter a status that has been set up in the user defined codes list (40/AT) of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list. If you leave this field blank, the status codes will be retrieved from the order activity rules.

6. Branch/Plant

Use this processing option to identify a separate entity within a business for which you want to track costs.

7. Update Nota Fiscal Header

Use this processing option to specify whether or not the system automatically updates the Nota Fiscal header.

Blank The system will not automatically update Nota Fiscal header.

1 The system will automatically update Nota Fiscal header.

Blank is the default.

8. Stand-alone Nota Fiscal Type (Required)

Use this processing option to specify whether the system creates an inbound or outbound stand-alone Nota Fiscal.

Valid values are:

1 The system creates an inbound stand-alone Nota Fiscal.

5 The system creates outbound stand-alone Nota Fiscal.

Edits Tab

Use the Field Display processing options to protect the status of a field or to set a status code limit for changes.

1. Status

Use this processing option to disable the status code fields.

Valid values are:

Blank The system will not disable status code fields.

1 The system will disable status code fields.

2. Status Code Limit for Changes

Use this processing option to enter the status code at which detail lines cannot be changed. The detail lines will be protected if the next status is greater than or equal to the status you enter. You must specify a user defined code that has been set up in the Order Activity Rules (40/AT) based on the order type and the line type that you are using.

3. Taxes and Freight

Use this processing option to enable or disable the protection of taxes and freight in the header of the Nota Fiscal.

Blank Allow users to change the taxes and freights in the header.

1 Do not allow users to change the taxes and freights in the header.

4. Branch Validation

Use this processing option to specify whether the system validates the branch against the Branch/Plant Constants file (F41001) or the Business Unit Master file F0006).

Valid values are:

Blank The system validates against Branch/Plant Constants file.

1 The system validates against Business Unit Master file.

Note: Stand Alone Nota Fiscal (P7611B) calls a version of Generate Nota Fiscal (R76558B) to get the print message sequence from the processing options. Stand Alone Nota Fiscal (P7611B) calls a version with a matching version name. If a matching version does not exist, the program calls version XJDE0001 by default.

Reviewing Stand-Alone Nota Fiscal Header and Detail Information

After you generate a Nota Fiscal, you can review the document online to verify that the information is correct. Review Notas Fiscais by order number or by Nota Fiscal number.

Note: If you review Notas Fiscais after printing Nota Fiscal in proof mode, the Nota Fiscal number for each document will be represented by a unique, system-generated next number. If you review Notas Fiscais after printing the Nota Fiscal in final mode, the Nota Fiscal number will be the official, government-assigned number.

The Nota Fiscal organizes information and places it in the header area and in the detail area. Reviewing stand-alone Nota Fiscal header and detail information consists of the following tasks:

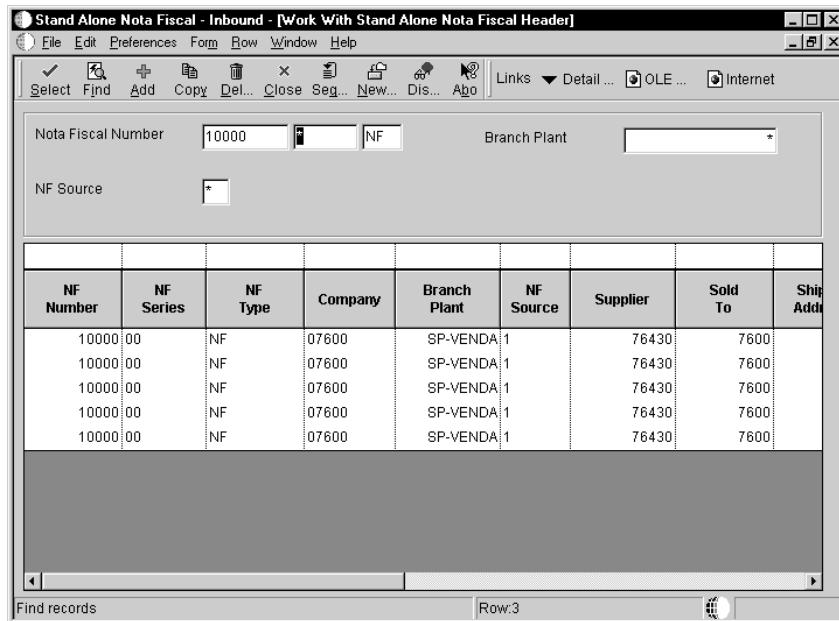
- Reviewing stand-alone Nota Fiscal header information
- Reviewing stand-alone Nota Fiscal header additional information
- Reviewing stand-alone Nota Fiscal detail information
- Reviewing stand-alone Nota Fiscal detail additional information

See Also

- *Generating Stand-Alone Nota Fiscal and Printing the Stand-Alone Nota Fiscal*

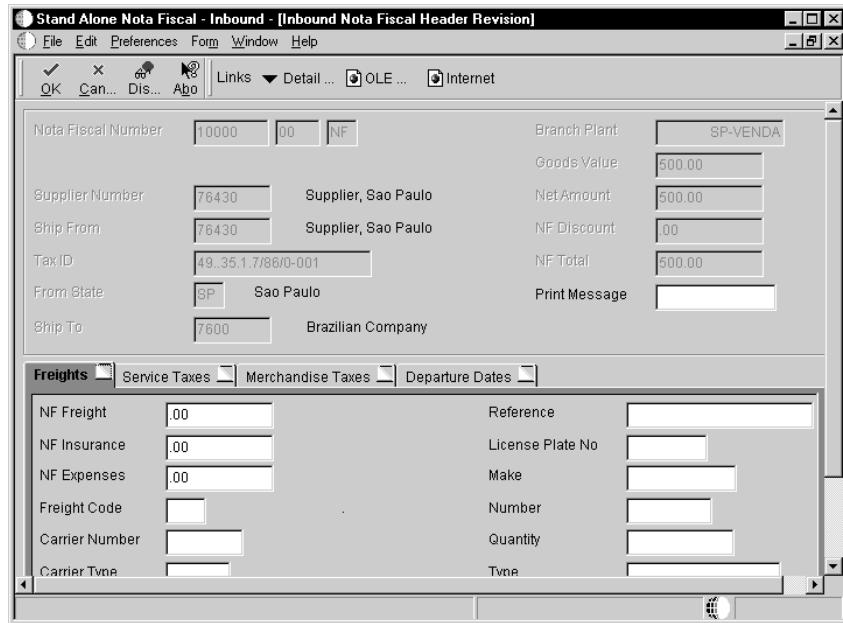
► To review stand-alone Nota Fiscal header information

From the Stand-Alone Nota Fiscal - Brazil menu (G76B4321), choose Stand-Alone Nota Fiscal Entry - Inbound.



1. On Work With Stand Alone Nota Fiscal Header, enter data in any of the following fields and click Find:
 - Nota Fiscal Number
 - Branch Plant
 - NF Source
2. Choose a record and click Select.

Reviewing Stand-Alone Nota Fiscal Header and Detail Information

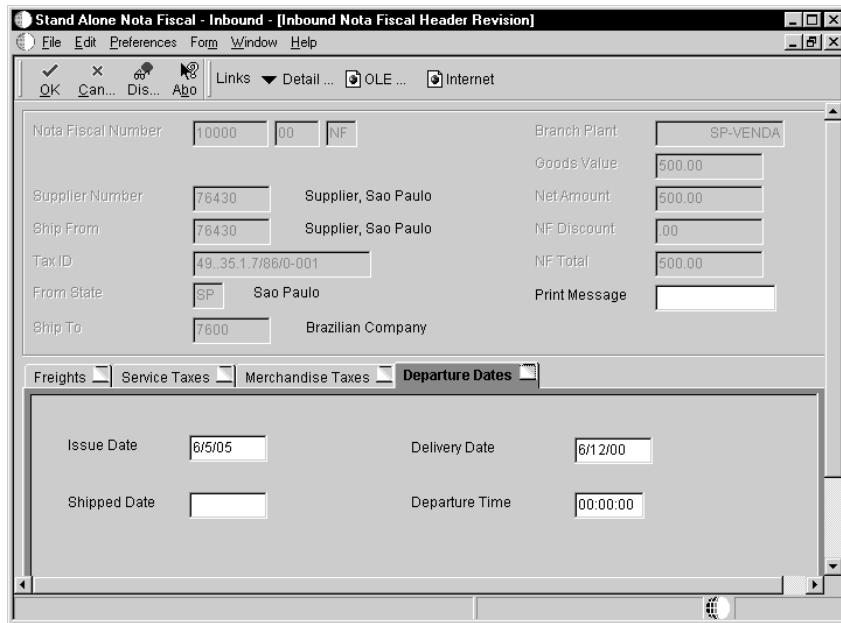


3. On Inbound Nota Fiscal Header Revision, verify the following field as necessary.

- Print Message

After you complete these steps, follow the steps to review Nota Fiscal header additional information.

► To review stand-alone Nota Fiscal header additional information



1. On Inbound Nota Fiscal Header Revision, review all fields on all of the tabs and correct as necessary.
2. Click OK.

After you complete these steps, follow the steps to review Nota Fiscal detail information.

► To review stand-alone Nota Fiscal detail information

1. From the Row menu on Work With Stand Alone Nota Fiscal Header, choose Detail Revision.
2. On Inbound Nota Fiscal Detail Revision, review all fields and correct as necessary.

After you complete these steps, follow the steps to review Nota Fiscal detail additional information.

► **To review stand-alone Nota Fiscal detail additional information**

1. From the Row menu of Inbound Nota Fiscal Detail Revision, choose Detail Addl Info.
2. On Outbound Nota Fiscal Detail Additional Information, review all fields and correct as necessary.
3. Click OK.

Printing the Stand-Alone Nota Fiscal

From the Sales Order Processing - Brazil menu (G76B4211), choose Print Nota Fiscal.

After you generate and review your Nota Fiscal, you can print Notas Fiscais to include in your shipments.

You can print Notas Fiscais in proof or final mode. When you print the documents in final mode, the system updates each system-assigned document number with the appropriate official Nota Fiscal number. This number is based on the information you set up in the Nota Fiscal Next Number Control - Brazil table (F7600B).

See Also

- *Setting Up Next Numbers for Nota Fiscal*
- *Processing Options for Print Nota Fiscal (P76560B)*

Index

Index

- A/P Payment Processing - Produce Bank Tape program, 714
- A/P Payments - Contract Management processing options, 730
- A/P Print Payments - Draft Format processing options, 728
- A/P Print Payments - Standard Format processing options, 727
- A/R Batch Control, 549
 - Notify, 549
- AAI
 - set up, 56
- AAIs
 - AAI descriptions
 - translating, 97
- Account information
 - entering G/L distribution information, 560
- Account Ledger Inquiry by Category Code processing options, 803
- Account Ledger Inquiry by Object Account processing options, 800
- Account Master table (F0901), 14, 93
- Account Translation Report (R09017), 97
- Accounts by Business Unit (P0901), 15
- Accounts descriptions, 96
- Accounts payable system
 - payment instrument defaults, 714
- Activity/status codes (40/AT), 24
 - setup, 24
- Add Tax Lines to Sales Order Detail (R76B803)
 - processing options, 455
- Adding attachments to invoices, 563
- Adding messages to sales orders, 314
- Additional bank information
 - revision, 680
- Additional information forms
 - access, 122, 151, 159
- Additional invoice information
 - maintenance, 547
- Additional System Information form
 - Plant Manufacturing tab, 142
- Address book
 - overview information, 37
 - tag file company, 104
- Address Book (P01012), 38
- Address Book Additional Information - Brazil (P01012BR), 38
- Adjustments
 - building adjustment schedules, 89
 - hierarchy, 70
- AIA Application for Payment printing, 299
- Algorithms
 - balance forward method, 635
 - base methods, 632
 - combination invoice match (R03B50F), 640
 - creating the version identification, 642
 - defining, 631
 - defining selection criteria, 645
 - defining sequence specifications, 646
 - execution lists, 671
 - invoice selection match method, 634
 - known invoice match with amount (R03B50D), 636
 - known invoice match without amount (R03B50E), 640
 - overview, 634
 - selection criteria, 632
 - sequence specifications, 633
 - setting the processing options, 645
- Alternate chart of accounts
 - account defined in account master table, 93
 - account defined only, 94
 - account deleted, 95
 - data integrity, 93
 - security, 94
 - setting up, 14
- Alternate currency ledger
 - posting, 610
- Alternate currency payments
 - calculating payment amounts, 774
- Approving invoice batches, 599
- As if currency
 - Open Orders, 229
- Assigning execution lists to customers, 674
- Assigning payment instruments to suppliers
 - Supplier Master Information form, 725
- Assigning programs to payment instruments

- Select User Defined Code form, 723
- Set Up Payment Instrument Defaults form, 722
- Work With Payment Instrument Defaults form, 722
- Associated items
 - entering on sales orders, 334
 - setting up cross-references, 335
- Attachments
 - creating payment groups, 733
 - setting up payment instruments, 720
- Automatic accounting instructions
 - receipts AAIs, 268
- Automatic Accounting Instructions. *See* AAIs
- Automatic accounting instructions (AAI)
 - setting up, 56
- Automatic Accounting Instructions (P40950)
 - processing options, 56
- Automatic payment setup
 - assigning programs to payment instruments, 721
 - revising payment formats, 724
 - setting up bank accounts, 705
 - setting up payment instruments, 720
- Automatic payments, 703
 - bank tapes, 782
 - copying payments to tape, 782
 - creating payment groups, 733
 - CTX bank tape format, 707
 - multicurrency, 748
 - removing processed payments, 781
 - removing unprocessed payments, 765
 - resetting payment processing, 779
 - reviewing payments (update status), 763
 - reviewing payments (write status), 760
 - revising unprocessed payments, 765
 - tasks, 703
 - working with payment groups, 753
 - writing, 773
- Automatic receipts
 - processing, 629
- Automatic Receipts Activity Register
 - processing options, 699
- Average cost calculation (40/AV), 26
 - setup, 26
- Backorder Release
 - processing options, 488
- Backorder Release and Report
 - processing options, 495
- Backorders
 - batch release, 522
 - described, 520
- online release, 521, 522
- Balance Forward Match (R03B50B)
 - overview, 635
 - processing options, 651
- Bank Account Information (P00306), 707
- Bank Account Information (P0030G), 706
- Bank accounts
 - default for payment instrument, 713
 - setting up bank account information, 705
- Bank code (76/BC)
 - setup, 28
- Bank code user defined code list (76/BC), 28
- Bank data
 - receiving, 687
 - remission, 684
- Bank receive code (76/RC)
 - setup, 34
- Bank receive code user defined code list (76/RC), 34
- Bank record status (76/BS)
 - setup, 28
- Bank record status user defined code list (76/BS), 28
- Bank send code (76/SC)
 - setup, 35
- Bank send code user defined code list (76/SC), 35
- Bank tape
 - CTX, 707
 - Resetting payment processing, 781
- Bank transfers
 - payment instrument defaults, 714
- Base method, 632
- Base price review
 - price group combinations, 81
- Batch Approval form, 599
- Batch control, 549
- Batch Order Entry
 - processing options, 395
- Batch Order Entry form, 393
- Batch orders
 - batch of one, 414
 - Batch Order Entry form, 393
 - correcting, 413
 - processing, 396, 412
 - Upload Store and Forward Transactions form, 412
- Batch status
 - posting, 601, 604
- Batch types
 - for interbranch orders, 462, 536
- Batch Versions (P98305), 724

-
- Batches
 A/R batch control, 549
 creation, 283
 invoice approving, 599
 preventing posting, 599
- Blanket orders
 creating a sales order from, 528
 described, 527
 entering, 507, 528
 releasing, 529
- Boleto
 bank document to customer, 685
- Branch/plant
 printing purchase order information by, 239
- Branch/plant information
 assigning an item to a branch plant, 129
 duplication
 primary locations, 145
 duplication of, 145
 item information across multiple
 branch/plants, 145
 entering branch/plant information, 127, 151
 entering item branch classification codes, 133
 entering item manufacturing information, 141
 entering item reorder quantities
 form, 139
 entering item tax information, 137
 item locations
 changing primary locations, 132
 deleting primary locations, 130
 effects on quantities, 131
 item manufacturing information
 engineering, 144
 leadtime, 143
 locating item sources, 138
 overview, 127, 151
 reorder quantities, 139
 taxes, 137
 working with item locations, 130
- Brazilian Transaction Journal (R76321B)
 processing options, 793
- Budget checking
 activating, 197
 understanding, 197
- Budget holds
 entering, 207
 releasing, 208
- Budgets
 reviewing, 201
 working with, 197
- Building adjustment schedules, 89
- Business Unit Alternate Description Master
 table (F0006D), 96
- Business unit assignment, 44
- Business unit descriptions
 translating, 96
- Business Unit Translation (R00067), 96
- Calculations
 discounts, 565
 due dates for credit memos, 572
 taxes, 573
- Catalogs
 electronic, 170, 174
 selecting items from, 174
- Category code name/code (76/CN)
 setup, 29
- category code name/code user defined code list
 (76/CN), 29
- Category codes
 security on alternate chart of accounts, 94
- Category Codes form, 134
- Change orders
 reviewing, 230
- Changing tax information, 318
- Chart of accounts
 account descriptions
 translating, 96
 alternate, 14
 corporate, data integrity, 93
 security, 94
- Choosing a supplier from whom to purchase an
 item, 172
- Close Nota Fiscal (R76B804)
 processing options, 282
- Code - Taxpayer (76/CC)
 setup, 28
- code - taxpayer user defined code list (76/CC),
 28
- Combination Invoice Match (R03B50F)
 overview, 640
 processing options, 665
- Commitment Inquiry
 processing options, 192
- Commitments
 creating, 183
 ledgers for, 189
 reviewing, 188
 understanding, 184
 verifying, 187
 working with, 183
- Complex item price groups. *See* Item price
 groups
- Configured items

- overview, 397, 402
- Copy Bank Tape File to Tape (P0457), 783, 785
- Copying
 - item branch/plant information, 145
- Copying payments to tape, 782
- Copying tape tables to tapes or diskettes
 - Copy Bank Tape to Tape form, 785
- Corporate chart of accounts
 - data integrity, 93
- Correcting batch sales orders, 413
- Costs
 - standard, 268
- Country servers, 11
- Create A/P Bank Tape - CTX Format
 - processing options, 729
- Create Bank Data to Remessa (R76B03Z1)
 - processing options, 686
- Create Payment Control Groups (R04570), 733
- Create Payment Groups
 - processing options, 737
- Creating a sales order from a blanket order, 528
- Creating a sales order from a quote order, 531
- Creating orders from existing detail lines, 179
- Creating orders that you store and forward, 409
- Creating shipments for sales orders, 323
- Credit group update, 684
- Credit memos
 - entry, 572
- Credit orders
 - entering automatically, 523
 - entering manually, 523
 - holds
 - release, 521
 - overview, 522
- Criteria Design form, 612
- Cross-references
 - kit restrictions, 399
- CTX bank tape format, 707
- CTX bank tape information, 705
- Currency
 - ledgers for, 797, 801
 - local, 797, 801
 - stable, 797, 801
- Currency types
 - for contracts
 - viewing, 235
- Customer Master Information (P03013), 37
- Customer price groups
 - generating price group combinations, 81
 - setting up, 76
- Customer sales
 - update prerequisites, 454
 - updating, 453
 - Customer sales update, 453
 - Data integrity and the Chart of Accounts, 93
 - Debit memos
 - excluding from payment group, 766
 - Debit statements
 - creating payment groups, 733
 - defined and explained, 721
 - setting up payment instruments, 720
 - working with automatic payments, 776
 - Defining a pricing hierarchy, 74
 - Defining algorithms, 631
 - Defining documents for sales proposal generation, 381
 - Defining order detail groups, 81
 - Delinquency notice text
 - translating, 97
 - Detail information
 - Customer Service Inquiry form, 389
 - default line information, 327
 - entering, 324
 - entering item information, 324
 - overview, 315
 - reviewing order information, 328, 389
 - Sales Detail Line Defaults form, 327
 - Substitute/Associated Items form, 335
 - substituting items, 334
 - Detail lines
 - creating purchase orders from existing, 179
 - printing changes to, 240
 - printing voucher information for, 297
 - reviewing
 - open, 225
 - reviewing summary, 233
 - Diário Geral da Contabilidade, 787
 - Direct ship orders, 524
 - entering, 507
 - restrictions for kits, 399
 - Discounts
 - calculating, 565
 - Display preferences
 - setup, 11
 - Document type - all documents (00/DT)
 - setup, 23
 - Document type - all documents user defined
 - code list (00/DT), 23
 - Document type - invoices only user defined
 - code list (00/DI), 23
 - Document types - invoices only (00/DI)
 - setup, 23
 - Download Store and Forward Tables form, 408
 - Downloading master tables to the PC, 405

- Duplicata
exchange of data between business and bank, 547
- Duplicata numbers, 680
- Duplicating an order, 169
- Duplication
item branch/plant information, 145
- Edit and Creation program, 403
- Electronic catalog, 170, 174
- Electronic Data Interchange (EDI)
storing purchase order information for, 222
- Electronic receipts
adding, 691
purging electronic receipts, 701
reviewing, 691
- Encumbrance rollover
creating, 193
- Encumbrance Rollover (R4317)
processing options, 194
- Encumbrances
ledgers for, 189
reviewing, 188
understanding, 184
verifying commitment integrity, 187
working with, 183
- End of day processing
Update Customer Sales (P42800) program, 460
- Enter additional item master information, 122
- Enter landed costs, 253, 445
- Entering a blanket order, 528
- Entering a quote order, 530
- Entering additional address book information, 37
- Entering batch sales orders, 394
- Entering commission information, 320
- Entering credit memos, 572
- Entering credit orders, 522
- Entering credit orders manually, 523
- Entering detail information, 324
- Entering direct ship orders, 524, 527
- Entering ECS information, 323
- Entering installment invoice payments, 570
- Entering interbranch orders, 532, 534, 535
- Entering invoices with discounts, 565
- Entering invoices with taxes, 573
- Entering item and quantity information, 317
- Entering items using order templates, 177
- Entering items using supplier catalogs, 174
- Entering kit orders, 399
- Entering multi-currency information, 319
- Entering multi-currency invoices, 576
- Entering order holds, 207
- Entering orders for agreements, 322
- Entering orders for multiple suppliers, 170
- Entering recurring sales orders, 393
- Entering sales orders with templates, 390
- Entering speed invoices, 589
- Entering split invoice payments, 568
- Entering standard invoices, 552
- Entering substitute and associated items, 334
- Entering system-generated credit orders, 523
- Entering transfer orders, 368, 449, 524
- Error messages
posting, 616
- Exchange rates, 235
- Excluding a debit memo
Work With Payment Groups form, 766
- Execution lists
assigning to a customer, 674
modifying, 674
working with execution lists, 671
- Financial status information
reviewing for orders, 235
- Fiscal reports
IPI tax summary (R76452B), 795
- Fiscal book code (76/FB)
setup, 30
- Fiscal book code user defined code list (76/FB), 30
- Fiscal books
nota fiscal numbers, 47
- Fiscal classification, 104
- Fiscal reports
Fiscal books as of generation (R7611BA), 795
ICMS tax file summary (R76454B), 795
- Flag - free port zone (76/FR)
setup, 30
- Flag - free port zone user defined code list (76/FR), 30
- Forms
Additional Header Information, 310
Additional Selection Criteria, 227, 231, 758
Additional System Information
Plant Manufacturing tab, 142
- Batch Approval, 599
- Batch Order Entry, 393
- Batch Overrides, 613
- Category Codes, 134
- Commitment Inquiry Detail, 191
- Copy Bank Tape to Tape, 784, 785
- Create/Revise Batch Header, 613
- Criteria Design, 612

- Customer Price Group Definition, 78
- Customer Service Inquiry, 389
- Define Header Columns to Detail, 314
- Download Store and Forward Tables, 408
- Financial Status Inquiry, 236
- Invoice Entry - G/L Distribution, 560
- Invoice Entry Journal Review, 596
- Item Branch/Plant Information
 - Basic Branch/Plant Data tab, 129
- Item Master Alternative Description, 121
- Item Master Revisions
 - Additional Information tab, 114
 - Basic Item Data tab, 112
- Item Price Group Definition, 80
- Items Selected for Order, 180
- Location Revisions, 132
- Nota Fiscal Detail Additional Information
 - inbound, 263
- Nota Fiscal Detail Revision
 - outbound, 436
- Nota Fiscal Taxes Additional Information
 - inbound, 264
 - outbound, 438
- Order Detail Inquiry, 228
- Order Detail Price Group Definition, 82
- Order Recap, 234
- Order Templates, 178
- Password Confirmation (release orders), 209
- Payment Detail, 762
- Payment Group Detail, 759
- Payment Header Detail-Update Status, 764
- Payment Header Detail-Write Status, 762
- Preference Hierarchy Revisions, 75
- Price Adjustment Definition, 84
- Price Adjustment Schedule Revisions, 90
- Price Comparison, 173
- Primary Location, 131
- Purchase Order Workbench, 171
- Quantities, 139
- Reset Payments, 781, 782
- Revise Algorithm Execution List, 673
- Revise Bank Information, 707
- Revise Payment Group Controls, 771, 775
- Revise Payment Value Date, 768
- Revise Receipt Application Algorithms, 642
- Revise Single Account, 15
- Sales Detail Line Defaults, 327
- Sales Order Detail Revisions, 324
- Select User Defined Code, 723
- Set Up G/L Bank Account, 706
- Set Up Next Numbers by System, 48
- Set Up Payment Instrument Defaults, 722
- Sort sequence, 646
- Speed Invoice Entry, 590
- Split Payments, 767
- Stand Alone Nota Fiscal Detail Additional Information, 814, 829
- Stand Alone Nota Fiscal Detail Revision, 828
- Standard Invoice Entry, 554
- Store and Forward Revisions, 410
- Substitute/Associated Items, 335
- Supplier Catalog Search & Select, 175
- Supplier Catalogs - Item Selection, 175
- Supplier Master Information, 725
- Suppliers Selected for Order, 180
- Tax Rate/Area Revisions, 67
- Transfer Order Entry Base Information, 506
- Trial Balance/Ledger Comparison, 202
- Upload Store and Forward Transactions, 412
- User Profile Revisions, 12
- Work Center, 616
- Work With Account Ledger by Category Code, 802
- Work With Account Ledger by Object Account, 798
- Work with Accounts, 15
- Work With Algorithm Execution Lists, 672
- Work with Available Templates, 392
- Work with Backorders, 486
- Work With Batches, 595, 613
- Work With Commitment Inquiry, 190
- Work With Customer Ledger Inquiry, 577, 580
- Work with Fiscal Books Next Number, 52
- Work with Fiscal Company/Branch Plant, 44
- Work with Held Orders, 483
- Work With Held Orders, 209
- Work with ICMS Tax Rates, 65
- Work with ICMS/IPI Tax Code, 62
- Work with Item Locations, 132
- Work with Nota Fiscal Headers
 - inbound, 262
- Work with Nota Fiscal Next Number, 48
- Work With Order Details, 226, 230, 235
- Work With Payment Detail, 762, 766
- Work With Payment Groups, 757, 760, 762, 764, 766, 768, 770, 771, 775, 778, 780, 782
- Work With Payment Group-Update Status, 764
- Work With Payment Group-Write Status, 760, 770
- Work With Payment Instrument Defaults, 722
- Work with Price Group Definition, 80, 82

- Work With Purchase Receipts, 286
- Work with Store and Forward, 410
- Work with Transaction Nature, 57
- Work With Versions, 724
- Write Payments, 776
- G/L class code cross reference
 - setup, 31
- G/L class code cross reference user defined code list (76/GL), 31
- G/L posting category (41/9)
 - setup, 27
- G/L posting category user defined code list (41/9), 27
- Gby Business Unit (R76B420)
 - processing options, 789
- General ledger information
 - reviewing, 597
- General Ledger Post report (R09801), 617
- General ledger report, 787
- Generate Nota Fiscal (R76558B)
 - processing option, 428
- Generated Document Revisions
 - processing options, 388
- Generating a proposal, 377
- Generating a proposal during order entry, 388
- Generating outbound Nota Fiscal, 418, 427
- Generating price group relationships, 81
- Globalization
 - setting up user display preferences, 11
- Hash totals, 593
- Header and detail information
 - entering for stand alone Nota Fiscal, 809
- Header information, 306
 - Additional Header Information form, 310
 - Define Header Columns to Detail table, 314
 - entering, 308
 - updating header to detail information, 313
- Held Order Release
 - processing options, 210, 485
- Held orders
 - releasing, 520
- Held Sales Order report, 521
- Hierarchies
 - defining, 74
 - preference master, 72
 - pricing, 70
- ICMS
 - purchasing and sales tax, 64
 - tax calculation, 64
- ICMS code - fiscal value (76/II)
 - setup, 32
- ICMS code - fiscal value user defined code list (76/II), 32
- ICMS tax
 - applicability, 104
- ICMS tax incidence, 105
- ICMS tax substitution markup (76/SM), 36
 - setup, 36
- Inbound Nota Fiscal review, 247, 261
- Inquiries
 - account ledger, 797, 801
- Installment invoice payments, 570
- Integrating other systems with sales order entry, 321
- Integrity of accounting data
 - corporate chart of accounts, 93
- Interbranch orders
 - batch types for, 462, 536
 - entering, 532, 535
 - system updates, 462
- Internation Product Handbook, 11
- Invoice Entry - G/L Distribution form, 560
- Invoice Entry Journal Review form, 596
- Invoice Entry MBF
 - processing options, 586
- Invoice entry methods
 - speed entry, 589
 - standard invoice entry, 552
- Invoice Journal
 - processing options, 627
- Invoice number assignment, 454
- Invoice selection criteria, 632
- Invoice Selection Match (R03B50A)
 - overview, 634
 - processing options, 647
- Invoices
 - adding to an existing batch, 596
 - approving batches, 599
 - attachments, 563
 - changing multi-currency, 577
 - changing posted invoices, 621
 - changing posted invoices with taxes, 623
 - deleting unposted invoice pay items, 584
 - deleting unposted invoices, 584
 - entering additional invoice information, 562
 - entering credit memos, 572
 - entering G/L distributions, 560
 - entering invoices with discounts, 565
 - entering invoices with taxes, 573
 - entering speed invoices, 589
 - entering split payment invoices, 568
 - entering standard invoices, 552
 - entry with discounts, 565

- for quote orders, 530
- Invoice Entry MBF (P03B0011), 586
- invoices with taxes entry, 573
- locating, 563
- multi-currency invoice entry, 575
- posting, 607
- posting batches, 608
- processing options (P03B11), 585
- reviewing batches, 595
- reviewing information, 596
- revising information, 596
- revising posted invoices, 621
- revising unposted invoices, 582
- selecting the data to post, 601
- speed entry, 590
- splitting payments, 568
- three methods of posting, 608
- understanding the post process for A/R, 601
- unposted invoices, revising, 582
- verifying posted invoices, 615
- voiding paid, 623
- voiding pay items of posted invoices, 624
- voiding posted, 623
- IPI code - fiscal value (76/IP)
 - setup, 33
- IPI code - fiscal value user defined code list (76/IP), 33
- IPI tax
 - applicability, 104
 - incidence, 105
- Item Branch Duplication
 - processing options, 149
- Item branch/plant
 - duplication, 145
- Item Branch/Plant
 - processing options, 146
- Item Branch/Plant Information form
 - Basic Branch/Plant Data tab, 129
- Item category code 06 (41/06)
 - setup, 27
- Item category code 06 user defined code list (41/06), 27
- Item Master Alternative Description form, 121
- Item Master information
 - alternative language description
 - entering, 120
 - entering, 122
 - entering basic item information, 111
 - item identifiers, 38, 112
 - overview, 122
 - processing information, 38
 - search text, 112
- Item Master Revisions form
 - Additional Information tab, 114
 - Basic Item Data tab, 112
- Item master table
 - tax code assignment, 62
- Item origin (76/IO), 32
 - setup, 32
- Item price groups
 - generating price group combinations, 81
 - Price Group Definition form, 80
 - set up, 79
- Items
 - associated, 334
 - choosing suppliers from whom to purchase, 172
 - configured items, 402
 - obsolete, 334
 - ordering
 - using order templates, 177
 - using supplier catalogs, 174
 - printing a receipt register for, 273
 - reviewing items on order, 225
 - reviewing order summary information, 234
 - reviewing summary, 233
 - setting up cross-references for, 335
 - substituting, 334
 - using order holds, 521
- Journal entries
 - preventing posting, 618
 - receipts, 267
 - variances, 268
- Kits, 399
 - entering, 397
 - freight calculation restrictions, 399
 - overview, 397
 - restrictions, 399
 - stocking parent items, 399
 - transfer order restrictions, 505
 - types, 397
- Known Invoice Match with Amount (R03B20D)
 - processing options, 652
- Known Invoice Match with Amount (R03B50D)
 - overview, 636, 640
- Known Invoice Match without Amount (R03B20E)
 - processing options, 661
- Landed costs entry, 253, 445
- Ledgers
 - PA and PU, 189
- Letter Text Table Maintenance (P03B2801), 98

- Line default information
 - Sales Detail Line Defaults form, 327
 - sales order entry, 327
- Line types
 - commitments, 189
- Livro Razão, 787
- Locating invoices, 563
- Location Revisions form, 132
- Maintaining additional invoice information for Brazil, 547
- Maintaining integrity between related sales and purchase orders, 525
- Manufacturing data
 - branch/plant information, 141
- Margin checking
 - release, 521
- Master Business Function (P03B0011), 586
- Match to vouchers for Brazil
 - order detail lines, 293
- Messages
 - adding to sales orders
 - header information, 314
 - electronic mail, 616
- Modifying an execution list, 674
- Months (76/MO)
 - setup, 33
- Months user defined code list (76/MO), 33
- Multicurrency
 - automatic payments, 748
 - reviewing information for subcontracts, 239
- Multi-currency
 - batch total example, 593
 - deleting multi-currency information, 577
 - processing international orders, 304
- Multi-currency information
 - deleting, 577
- Multi-currency invoices
 - changing, 577
 - entry, 575
- Multilingual environments
 - translation issues, 95
- New sales order entry, 418
- Next number setup
 - remittance to bank, 47
- Next numbers
 - pre-approved by Brazilian government, 47
- Next Numbers - Fiscal Books (P7602B), 52
- Nota fiscal
 - address book print ICMS substitution
 - markup level indicator, 29
 - free zone discount indicator, 30
 - item nature indicator, 29
- Nota Fiscal
 - creation, 243
 - defined, 301
 - document identification, 293
 - entering header and detail information, 809
 - generating stand-alone, 418
 - next number setup, 48
 - next numbers, 47
 - open and closing terms, 52
 - printing inbound, 441
 - printing outbound, 441
 - printing stand alone, 831
 - required fields, 418, 427
 - reviewing inbound, 247, 261
 - reviewing stand alone, 825
 - sales order management, 301
- Nota Fiscal Detail Additional Information form
 - inbound, 263
- Nota Fiscal Detail Revision form
 - outbound, 436
- Nota Fiscal inquiry
 - inbound, 262
- Nota Fiscal Maintenance (P7610B)
 - processing options, 276
- Nota Fiscal Receipts (P4312BR)
 - processing options, 251
- Nota Fiscal source (76/NF)
 - setup, 33
- Nota fiscal source user defined code list (76/NF), 33
- Nota Fiscal Taxes Additional Information form
 - inbound, 264
 - outbound, 438
- Open and Closing Terms
 - transaction journal report, 50
 - variables, 51
- Open orders
 - reviewing, 225
 - summary, 233
- Open Purchase Order Status
 - processing options, 272
- Order Detail Groups
 - defining, 81
- Order detail lines, 293
- Order Detail report
 - printing, 239
- Order entry
 - backorder release, 522
 - detail information, 315
 - header information, 306
 - using Store and Forward processing, 410
 - using templates, 390

- Order holds
 - entering, 207
 - Held Sales Order report, 521
 - releases, 520
 - releasing, 208
 - working with, 207
- Order release
 - backorders
 - batch, 522
 - online, 521
 - blanket orders, 529
 - multiple, 529
 - by item number, 522
 - described, 519
 - overview, 520
 - quote orders, 531
 - multiple, 531
- Order templates
 - entering items using, 177
- Orders
 - duplicating, 169
 - financial status information, 235
 - printing, 213
 - printing messages on, 222
 - putting on hold, 207
 - reviewing change orders, 230
 - reviewing open, 225
 - reviewing open orders in an as if currency, 229
 - reviewing summary, 233
 - reviewing summary information, 234
 - using special order entry features to create, 169
- Out-of-balance batches
 - posting, 613
- Overviews
 - address book information, 37
- PA ledger, 189
- Pay items
 - deleting, 584
- Payment Analysis report, 756
 - printing, 756
- Payment Analysis Report
 - processing options, 756
- Payment Analysis Report (R04578), 756
- Payment format
 - changing before printing, 714
- Payment Group Edit report, 735
- Payment group status
 - update, 753
 - write, 753
- Payment groups
 - creating. *See* Automatic payments
 - pay item statuses, 753
 - reviewing, 756
 - reviewing payments (update status), 763
 - reviewing payments (write status), 760
 - working with, 753
- Payment instrument (00/PY)
 - setup, 24
- Payment Instrument Defaults (P0417), 721
- Payment instrument user defined code list (00/PY), 24
- Payment instruments
 - assigning programs, 721
 - assigning to suppliers, 725
 - attachments, 713
 - components of, 720
 - debit statements, 713
 - defaults, 713
 - format assignment, 713
- Japan, 714
 - payment registers, 713
 - processing options for formats, 727
 - revising formats, 724
 - setting up, 720
- Payment registers
 - creating payment groups, 733
 - setting up payment instruments, 720
- Payment terms
 - installment payments, 570
- Payments
 - formats. *See* Payment instruments
- Person corporation code (H00/TA), 25
 - setup, 25
- Posting
 - creating automatic offsets, 602
 - General Ledger Post Report (R09801), 617
 - invoices, 607
 - OneWorld and World coexistence, 605
 - out-of-balance batches, 613
 - Post Detail Error report, 617
 - posted codes, 604
 - preventing, 618
 - transactions, 604
 - understanding the post process, 601
 - updating the batch status, 604
 - updating the posted code, 604
 - updating the tax file table, 604
 - validating and error processing, 603
- Posting Invoices
 - processing options, 618
- Posting receipts, 270
- Preference Hierarchy

- limiting system searches, 74
- Preference master
 - setup, 71
 - using, 72
- Preferences
 - described, 366
 - kit limitations, 399
- Price adjustment name (40/TY)
 - setup, 26
- Price adjustment name user defined code list (40/TY), 26
- Price adjustments
 - building schedules, 89
 - defined, 83
 - setting up definitions, 83
- Price breaks, 174
- Price groups
 - customer
 - setting up, 76
 - generating combinations, 81
 - item
 - setting up, 79
- Prices
 - searching for, 70
- Pricing
 - hierarchy
 - defining, 74
- Pricing hierarchies, 70
 - defined, 74
 - preference master, 72
- Primary Location form, 131
- Print Automatic Payments - Bordero with Boleto (R04572RB)
 - processing options, 718
- Print Automatic Payments - Check - Brazil (R04572DB1)
 - processing options, 717
- Print Automatic Payments - Check Plus Bordero (R04572CB1)
 - processing options, 719
- Print messages, 222
- Print Nota Fiscal (R76560B)
 - processing options, 442
- Printing
 - held orders, 521
- Printing a history of order revisions, 240
- Printing inbound Nota Fiscal, 441
- Printing intercompany invoices, 536
- Printing invoice journal information, 627
- Printing items on order from a supplier, 239
- Printing open orders, 271
- Printing open voucher information by receipt, 298
- Printing orders by batch, 213
- Printing orders individually, 222, 223
- Printing outbound Nota Fiscal, 441
- Printing purchase order information by supplier or branch, 239
- Printing purchase receivers, 245
- Printing receipt information, 271
- Printing receipt information by supplier, 273
- Printing receivers for individual orders, 247
- Printing receivers in batch mode, 246
- Printing the AIA Application for Payment report, 299
- Printing the Order Detail report, 239
- Printing the status of open orders, 272
- Printing the Subcontract Detail report, 239
- Printing voucher information, 297
- Printing voucher information by detail line, 297
- Process Bank Data to Receipts - Retorno (R76B03Z2)
 - processing options, 689
- Processing automatic receipts, 629
- Processing batch sales orders, 396, 412
- Processing options
 - A/P Payments - Contract Management, 730
 - A/P Print Payments - Draft Format, 728
 - A/P Print Payments - Standard Format, 727
 - Account Ledger Inquiry by Category Code, 803
 - Account Ledger Inquiry by Object Account, 800
 - Add Tax Lines to Sales Order Detail (R76B803), 455
 - Automatic Accounting Instructions (P40950), 56
 - Automatic Receipts Activity Register, 699
 - Backorder Release, 488
 - Backorder Release and Report, 495
 - Balance Forward Match (R03B50B), 651
 - Batch Order Entry, 395
 - Brazilian Transaction Journal (R76321B), 793
 - Close Nota Fiscal (R76B804), 282
 - Combination Invoice Match (R03B50F), 665
 - Commitment Inquiry, 192
 - Create A/P Bank Tape - CTX Format, 729
 - Create Bank Data to Remessa (R76B03Z1), 686
 - Create Payment Groups, 737
 - Encumbrance Rollover (R4317), 194
 - Gby Business Unit (R76B420), 789
 - Generated Document Revisions, 388

- Held Order Release, 210, 485
- Invoice Entry MBF, 586
- Invoice Journal, 627
- Invoice Selection Match (R03B50A), 647
- Item Branch Duplication, 149
- Item Branch/Plant, 146
- Known Invoice Match with Amount (R03B50D), 652
- Known Invoice Match without Amount (R03B50E), 661
- Nota Fiscal Maintenance (P7610B), 276
- Nota Fiscal Receipts (P4312BR), 251
- Open Purchase Order Status, 272
- Payment Analysis Report, 756
- Posting Invoices, 618
- Print Automatic Payments - Bordero with Boleto (R04572RB), 718
- Print Automatic Payments - Check - Brazil (R04572DB1), 717
- Print Automatic Payments - Check Plus Bordero (R04572CB1), 719
- Print Nota Fiscal (R76560B), 442
- Process Bank Data to Receipts - Retorno (R76B03Z2), 689
- Purchase Order by Request Date, 240
- Purchase Order Entry - Brazil (P4310BR), 166
- Purchase Order Print, 214
- Purchase Receipts Inquiry, 287
- Purchase Receiver Print, 246
- Purge Electronic Receipts, 701
- R4210Z Sales Order Batch Trans. Editor, 414
- Receipt Journal, 698
- Received/Vouchered Status Report, 298
- Sales Blanket Order Release, 511
- Sales Ledger Inquiry, 504
- Sales Order Batch Transaction Editor, 396
- Sales Order Entry, 339
- Sales Order Entry (P4210BR), 425
- Sales Order Quote Release, 516
- Sales Update And Report, 466
- Speed Invoice Entry, 592
- Stand Alone Nota Fiscal (P7611B), 820
- Standard Invoice Entry, 585
- Trial Balance / Ledger Comparison, 204
- Update File with Credit Groups (R7603B1), 684
- User Profile Revisions (P0092), 13
- Processing Options
 - Generate Nota Fiscal (R76558B), 428
- Processing recurring orders, 396
- Processing serial number requirements, 319
- Procurement
 - assigning adjustment schedules in Advanced Pricing, 89
 - detail lines, 247
- Procurement solutions
 - key concepts, 157
 - Nota Fiscal, 157
- Produce bank file (04/PP)
 - setup, 24
- Produce bank file user defined code list (04/PP), 24
- Program IDs
 - P0011 (Batches), 613
 - P0011 (Work With Batches), 595
 - P03B11SI (Speed Invoice Entry), 590
 - P03B2002 (Work With Customer Ledger Inquiry), 580
 - P03B52 (Revise Receipt Application Algorithms), 642
- Programs
 - Nota Fiscal Receipts - Brazil (P4312BR), 248
- Programs and IDs
 - (Generate Attachments for Payments) P04573JP, 714
 - (Generate Debit Statements for Payments) P04574, 714
 - A/P Payment Processing - Produce Bank Tape, 714
 - company, 105
 - debit statements for Brazil, 714
 - P0002 (Work With Next Numbers), 48
 - P00065 (Translate Business Units), 96
 - P00123 (Translate AAIs), 97
 - P00140 (download store and forward tables), 408
 - P00306 (Bank Account Information), 707
 - P0030G (Bank Account Information), 706
 - P0041Z1 (Store and forward transactions), 410
 - P0092 (User Profiles), 12
 - P01012 (Address Book), 38
 - P01012BR (Address Book Additional Information - Brazil), 38
 - P03013 (Customer Master Information), 37
 - P03B2801 (Letter Text Table Maintenance), 98
 - P04012 (Supplier Master Information), 37
 - assigning a payment instrument to a supplier, 725
 - P0417 (Payment Instrument Defaults), 721

- P0457 (Copy Bank Tape File to Tape), 783, 785
P04571 (Work with Payment Groups), 764, 766
 excluding a debit memo (credit voucher), 766
 removing a voucher pay item, 770
 removing an entire payment group, 770
 removing an unprocessed payment, 770
 removing processed payments, 782
 resetting payment processing, 780
 reviewing a payment group, 757
 reviewing payment and voucher information (write status), 760
 reviewing payment information (update status), 764
 reviewing payment summary information (write status), 762
 revising control information for a payment group, 771
 revising the value date of a payment, 768
 writing all payments in a payment group, 775
 writing selected payments in a payment group, 778
P0901 (Accounts by Business Unit), 15
P09014 (Translate Accounts), 96
P09210
 trial balance/ledger comparison, 202
P4001Z (batch order entry), 393
P4004Z (Store and forward order revisions), 410
P4008 (Tax Rate/Area Revisions), 67
P40215
 order templates, 178
P40230A
 commitment inquiry detail, 191
 work with commitment inquiry, 190
P4071 (price adjustment definition), 85
P4101 (Item Master), 112
P41026 (Item Branch/Plant), 129
P41061C
 supplier catalog search & select, 175
P41061W
 supplier catalogs item selection, 175
P4210 (sales order entry), 324
P42101Z (upload store and forward trans), 412
P42117 (backorder release-online), 486
P42118 (backorder release-batch), 522
P42260 (substitute/associated items), 335
P42800 (update customer sales), 460
P430301
 order detail inquiry, 228
P43032
 items selected for order, 180
 suppliers selected for order, 180
P43041
 additional selection criteria, 227, 231
P43070
 password confirmation, 209
 work with held orders, 209
P43070 (release holds), 483
P4310
 work with order details, 226, 230, 235
P43101
 purchase order workbench, 171
P43103
 price comparison, 173
P43214
 work with purchase receipts, 286
P44440
 AIA Application for Payment report, 299
P7600B (Work with Nota Fiscal Next Number), 48
P7602B (Next Numbers - Fiscal Books), 52
P7606B (Work with Fiscal Company/Branch Plant), 44
P7608B (Work with ICMS Tax Rates), 65
P7610B (Work with Nota Fiscal Headers) inbound, 262
P7615B (Work with Transaction Nature), 57
P7617B (Work with ICMS/IPI Tax Code), 62
P98305 (Batch Versions), 724
R00067 (Business Unit Translation), 96
R04570 (Create Payment Control Groups), 733
R04578 (Payment Analysis Report), 756
R04602
 supplier analysis, 299
R09017 (Account Translation Report), 97
R43412
 receive/voucher status, 297
R43415
 purchase order summary, 239
R43420
 order journal, 240
R43450
 received not vouchered reconciliation report, 298
R43500
 print orders, 213
R43510

- print purchase receivers, 246
- R43512
 - inventory receipts register, 273
- R43525
 - open purchase order status, 272
- R43632
 - open purchase orders by supplier, 271
- R43640
 - purchase order by request date, 239
- R4401P
 - Subcontract Detail report, 239
- R4401P (subcontract detail report), 239
- R76B420 (Gby Business Unit), 789
 - supplier, 105
- PU ledger, 189
- Purchase Order by Request Date
 - processing options, 240
- Purchase Order Entry - Brazil (P4310BR)
 - processing options, 166
- Purchase order header information
 - defined, 157
- Purchase Order Print
 - processing options, 214
- Purchase order process
 - key concepts, 159
- Purchase Order Summary report
 - printing, 239
- Purchase orders
 - entering for multiple suppliers, 170
 - reviewing open, 271
 - tracking commitments and encumbrances for, 183
- Purchase orders for Brazil
 - entering, 157
 - entering additional information, 155, 159
 - key concepts, 157
 - requirements, 157
- Purchase Receipts Inquiry
 - processing options, 287
- Purchase Receiver Print
 - processing options, 246
- Purchase receivers
 - printing, 245
 - for individual orders, 247
 - in batch mode, 246
- Purchase use (76/PU)
 - setup, 34
- Purchase use user defined code list (76/PU), 34
- Purge Electronic Receipts
 - processing options, 701
- Purging electronic receipts, 701
- Quantities
 - branch/plant information, 139
 - Quantites form, 139
- Quote orders
 - creating sales orders from, 531
 - described, 520
 - entering, 529, 530
 - invoices for, 530
 - releasing, 531
- R4210Z Sales Order Batch Trans. Editor
 - processing options, 414
- Receipt information
 - printing, 271
 - printing by supplier, 273
- Receipt Journal
 - processing options, 698
- Receipts
 - automatic accounting instructions for, 268
 - balance forward match (R03B50B), 635
 - cancelling, 291
 - closing the balance of, 291
 - combination invoice match (R03B50F), 640
 - defining algorithms, 631
 - execution lists, 671
 - invoice selection match (R03B50A), 634
 - journal entries for, 267
 - known invoice match w/o amount (R03B50E), 640
 - known invoice match with amount (R03B50D), 636
 - nota fiscal creation, 243
 - performing partial, 291
 - posting, 270
 - printing open, 271
 - printing open voucher information for, 298
 - printing the status of, 272
 - process overview, 243
 - purging electronic receipts, 701
 - receipts journal report, 698
 - reviewing open, 285
 - reviewing unprocessed items, 695
 - revising unprocessed items, 700
 - unprocessed items, 691
 - upload bank information, 677, 679
- Receipts Activity Register (R03B530), 699
- Receipts for Brazilian procurement, 247
- Receipts for multiple nota fiscal documents, 248
- Receipts journal report
 - reviewing, 698
- Received Not Vouchered Reconciliation report
 - printing, 298
- Received/Vouchered Status report

- printing, 297
- Received/Vouchered Status Report
 - processing options, 298
- Recurring orders, 393
 - Transaction control revisions, 410
- Release
 - blanket, 529
 - held orders, 520
 - quote orders, 531
- Release Hold (P43070) program, 483
- Releases
 - reversing, 181
- Releasing a blanket order, 529
- Releasing a quote order, 531
- Releasing backorders in a batch, 522
- Releasing backorders online, 521
- Releasing multiple blanket orders, 529
- Releasing multiple quote orders, 531
- Releasing order holds, 208
- Releasing orders on hold, 521
- Remessa
 - next numbers for bank remittance, 47
 - sending data to bank, 684
- Removing entire payment groups
 - Work With Payment Groups form, 770
- Removing processed payments, 781
 - Work With Payment Groups form, 782
- Removing unprocessed payments
 - Work With Payment Groups form, 770
 - Work With Payment Group-Write Status form, 770
- Removing voucher pay items
 - Work With Payment Groups form, 770
- Reorder quantities
 - branch/plant information, 139
- Reports
 - additional reporting, 805
 - AIA Application for Payment, 299
 - General Ledger Post (R09801), 617
 - General Ledger report, 789
 - ICMS Tax Summary report, 795
 - IPI Tax Summary report, 795
 - Payment Analysis, 756
 - Payment Group Edit, 735
 - Post Detail Error report, 617
 - Print Held Orders, 521
 - Purchases Journal, 240
 - Received/Vouchered Status, 297
 - Subcontract Detail, 239
 - Supplier Analysis, 299
 - Waiver of Lien, 300
- Request date
- printing purchase orders by, 239
- Reset
 - return pay item to payment process, 754
- Resetting payment processing, 779
 - bank tape, 781
- Reset Payments form, 781, 782
- Work With Payment Groups form, 780
- Retorno
 - data from bank to client, 687
- Retrieving a base price, 317
- Reversing
 - releases, 181
- Reversing receipts for Brazilian procurement, 250
- Reviewing account ledgers
 - by category code, 801
 - by object account, 797
- Reviewing and changing status and detail for a tape table
 - Copy Bank Tape to Tape form, 784
- Reviewing change orders, 230
- Reviewing commitment information, 188
- Reviewing customer account information, 307
- Reviewing default line information, 327
- Reviewing financial status information, 235
- Reviewing invoices, 593
- Reviewing journal entries for receipts, 267
- Reviewing multicurrency information for subcontracts, 239
- Reviewing open order summary, 233
- Reviewing open orders, 225
- Reviewing open receipts, 285
- Reviewing order information, 328, 389
- Reviewing order summary information, 234
- Reviewing outbound Nota Fiscal, 431
- Reviewing payment and voucher information
 - Payment Detail form, 762
 - Work With Payment Detail form, 762
- Reviewing payment groups
 - Additional Selection Criteria form, 758
 - Payment Group Detail form, 759
 - Work With Payment Groups form, 757
- Reviewing payment information (update status)
 - Work With Payment Groups form, 764
 - Work With Payment Group-Update Status form, 764
- Reviewing payment summary information
 - Payment Header Detail-Update Status form, 764
 - Payment Header Detail-Write Status form, 762
- Work With Payment Groups form, 762, 764

Reviewing payments with a write status
Work With Payment Groups form, 760
Work With Payment Group-Write Status form, 760

Reviewing quality and test results, 321

Reviewing the budget, 201

Reviewing the electronic mail for sales update errors, 465

Reviewing the Receipts Journal Report (R03B311), 698

Reviewing unprocessed items, 695

Reviewing unprocessed receipts online, 696

Revise Algorithm Execution List form, 673

Revise Receipt Application Algorithms form, 642

Revise Single Account form, 15

Revising control information for payment groups
Revise Payment Group Controls form, 771
Work With Payment Groups form, 771

Revising posted invoices, 621

Revising processing options for payment formats
Work With Versions form, 724

Revising the value date of payments
Revise Payment Value Date form, 768
Work With Payment Groups form, 768

Revising unposted invoices, 582

Revising unprocessed items, 700

Sales Blanket Order Release
processing options, 511

Sales Detail Line Defaults form, 327

Sales Ledger Inquiry
processing options, 504

Sales order
detail information
reviewing order information, 328, 389

Sales Order Batch Transaction Editor
processing options, 396

Sales Order Detail Revisions form, 324

Sales Order Entry
processing options, 339

Sales Order Entry (P4210BR)
processing options, 425

Sales order management solutions, 301

Sales Order Quote Release
processing options, 516

Sales orders
additional requirements, 417
backorder release, 522
batch mode
correcting, 413

processing, 396, 412
Recurring and Batch Order Entry form, 393

configured items, 402

detail information, 315, 418
default line information, 327
described, 304
entering, 324

entering, 417

header information, 306, 418
adding messages, 314
described, 304
entering, 308

kits, 397

order holds
release, 521

prerequisites, 305

Substitute/Associated Items form, 335

substituting items, 334

types of
blanket, 527
credit, 522
direct ship, 524
interbranch, 532, 535
kits, 399
quote, 529
recurring, 393
transfer, 524

updated tables, 304

updating header to detail information, 313

updating sales information
modes, 462
versions, 461

using templates, 390

Sales quotes
entering, 512

Sales return - Brazil (76/SR)
setup, 36

Sales return - document types (76/SR), 36

Sales reverse - Brazil (76/RD)
setup, 35

Sales reverse - document types user defined code list (76/RD), 35

Sales update, 454

Sales Update And Report
processing options, 466

Security
alternate chart of accounts, 94

Sequence specifications
defining, 646

Sequence specifications for algorithms, 633

Servers

- country, 11
- Set Up Next Numbers by System
 - forms, 48
- Setting up a preference master, 71
- Setting up adjustment definitions, 83
- Setting up Advanced Pricing heirarchies, 70
- Setting up bank account information for payments
 - Set Up G/L Bank Account form, 706
- Setting up bank information for bank tapes
 - Revise Bank Information form, 707
- Setting up boilerplate text, 379
- Setting up budget checking, 197
- Setting up complex customer price groups, 76
- Setting up complex item price groups, 79
- Setting up proposal components, 378
- Setting up sales quotes for proposals, 380
- Setting up tax codes
 - Brazil, 62
- Setting up text substitution tags, 380
- Setting up user defined codes, 21
- Setup
 - AAIs 4220, 4240, 4385, 4390, 31
 - activity/status codes (40/AT), 24
 - additional address book information, 38
 - alternate chart of accounts, 14
 - automatic accounting instructions
 - AAI, 56
 - average cost calculation (40/AV), 26
 - bank account information for A/P, 705
 - bank code (76/BC), 28
 - bank receive code (76/RC), 34
 - bank record status (76/BS), 28
 - bank send code (76/SC), 35
 - category code name/code (76/CN), 29
 - code - taxpayer (76/CC), 28
 - company and plant cross references, 44
 - document type - all documents (00/DT), 23
 - document types - invoices only (00/DI), 23
 - fiscal book code (76/FB), 30
 - flag - free port zone (76/FR), 30
 - G/L class code cross reference (76/GL), 31
 - G/L posting category (41/9), 27
 - ICMS code - fiscal value (76/II), 32
 - ICMS tax rates, 64
 - ICMS tax substitution markup (76/SM), 36
 - installment payments, 570
 - IPI code - fiscal value (76/IP), 33
 - IPI tax rates, 67
 - item category code 06 (41/06), 27
 - item origin (76/IO), 32
 - months (76/MO), 33
- next number
 - Nota Fiscal, 48
- next numbers, 47
 - remittance to bank, 47
- nota fiscal next numbers, 47
- Nota Fiscal source (76/NF), 33
- open and closing terms - transaction journal report, 50
- payment instrument (00/PY), 24
- payment instruments, 720
- person corporation code (H00/TA), 25
- preference master, 71
- price adjustment name (40/TY), 26
- produce bank file (04/PP), 24
- purchase use (76/PU), 34
- sales return - Brazil (76/SR), 36
- sales reverse - Brazil (76/RD), 35
- state and province codes (00/S), 25
- states that add IPI/imported (76/SI), 35
- tax code (76/CT), 30
- tax codes, 62
- tax summary (76/SC), 36
- taxes, 55
- transaction nature codes, 57
- user display preferences, 11
- Sort sequence form, 646
- Special handling codes
 - repasse, 27
- Speed invoice entry, 590
- Speed Invoice Entry
 - processing options, 592
- Speed Invoice Entry form, 590
- Speed invoices
 - entry, 589
 - revising, 589
- Split Payments form, 767
- Splitting payments
 - Work With Payment Detail form, 766
 - Work With Payment Groups form, 766
- Stand alone Nota Fiscal
 - entering header and detail information, 809
 - printing, 831
 - reviewing, 825
- Stand Alone Nota Fiscal (P7611B)
 - processing options, 820
- Stand Alone Nota Fiscal Detail Additional Information form, 814, 829
- Stand Alone Nota Fiscal Detail Revision form, 828
- Stand-alone Nota Fiscal
 - generating, 418
- Standard cost

- variance, 268
- Standard Invoice Entry
 - processing options, 585
- Standard Invoice Entry form, 554
- State and province codes (00/S), 25
 - setup, 25
- States that add IPI/Imported (76/SI), 35
 - setup, 35
- Statutory chart of accounts
 - security, 94
- Store and Forward Order Revisions form, 410
- Store and forward processing
 - Batch Edit and Creation program, 396, 412
 - creating orders, 409
 - Download Store and Forward Tables form, 408
 - Downloading master tables to the PC, 405
 - order entry, 410
 - overview, 403
 - Store and Forward Order Revisions form, 410
 - Transaction Control Revisions form, 410
 - Upload Store and Forward Transactions form, 412
 - Work with Store and Forward Order form, 410
- Subcontract Detail report
 - printing, 239
- Substitute/Associated Items
 - form, 335
 - overview, 334
 - program, 335
 - setting up cross-references, 335
- Subsystem
 - posting, 610
- Supplier Analysis report
 - printing, 299
- Supplier Master Information (P04012), 37
 - assigning a payment instrument to a supplier, 725
- Suppliers
 - accessing electronic catalog information, 170
 - defining certification status for, 170
 - printing items on order for, 239
 - printing purchase order information for, 239
 - printing receipt information for, 273
- System searches
 - preference hierarchy, 74
- System setup
 - AAIs for taxes, 55
 - additional address book information, 38
 - alternate chart of accounts, 14
- company and plant cross references, 44
- ICMS tax rates, 64
- IPI tax rates, 67
- nota fiscal next numbers, 47
- tax codes, 62
- transaction nature codes, 57
- user display preferences, 11
- Table IDs
 - F0018 - Sales/Use/V.A.T. File table, 604
 - F04571 - A/P Payment Control Group, 734
 - F04572 - A/P Payment Header, 734
 - F04573 - A/P Payment Detail, 734
- Tables
 - F0006D (Business Unit Alternate Description Master), 96
 - F0901 (Account Master), 14, 93
 - F4301 (Subcontract Management Heading), 239
 - F4303 (Contract Log Detail), 239
 - F4304 (Contract Log Text), 239
 - F4311 (Subcontract Management Detail), 239, 299
 - F761BA (As Of Fiscal Books File), 796
- Tax calculation
 - ICMS tax, 106
 - ICMS tax incidence, 105
 - IPI tax, 106
 - IPI tax incidence, 105
- Tax code, 104
 - Tax code (76/CT)
 - setup, 30
 - Tax code user defined code list (76/CT), 30
- Tax ID number
 - individual, 44
- Tax information
 - posting, 573
- Tax processing
 - changing information, 573
 - entering taxable and non-taxable amounts, 573
 - posting information, 573
 - taxes on invoices entry, 573
- Tax Rate/Area Revisions
 - forms, 67
- Tax Rate/Area Revisions (P4008), 67
- Tax summary (76/ST)
 - setup, 36
- Tax summary user defined code list (76/ST), 36
- Templates
 - entering sales orders, 390
- Termo de Abertura, 792
- Termo de Encerramento, 792

-
- Three-way voucher match, 283
 Tiers
 International Product Handbook, 11
 Transaction Control Revisions form, 410
 Transaction journal, 787
 sections, 792
 Transaction Journal Report
 open and closing terms, 50
 Transaction nature, 104
 Transaction nature codes, 57
 Transfer Order Entry Base Information form, 506
 Transfer orders
 described, 368, 524
 entering, 506
 form, 506
 restrictions for kits, 399, 505
 Transfer Orders
 program, 506
 Transfer orders for Brazil
 defined, 449
 Translate AAIs (P00123), 97
 Translate Accounts (P09014), 96
 Translate Business Units (P00065), 96
 Translation
 AAI descriptions, 97
 account descriptions, 96
 business unit descriptions, 96
 considerations for multilingual environments, 95
 delinquency notice text, 97
 multilingual environments, 95
 routines, country specific, 98
 user defined codes lists, 97
 Trial Balance / Ledger Comparison
 processing options, 204
 Two-way voucher match, 283
 Understanding batch of one, 414
 Understanding budget checking, 197
 Understanding configured item orders, 402
 Understanding default information in sales
 order detail revisions, 316
 Understanding encumbrances, 184
 Understanding Header Information, 307
 Understanding workflow processing during
 sales order entry, 320
 Undo
 remove pay item from payment group, 754
 Unposted invoices
 revising, 582
 Unprocessed items
 reviewing online, 696
 revising, 700
 working with unprocessed items, 691
 Update
 payment group status, 753
 Update Customer Sales (P42800) program
 choosing proof or final mode, 462
 reviewing electronic mail for update errors, 465
 versions, 461, 465
 Update File with Credit Groups (R7603B1)
 processing options, 684
 Updating customer sales, 460
 Updating header default information, 313
 Updating header information to the detail form, 313
 Updating interbranch sales information, 462, 536
 Updating interbranch/intercompany
 transactions, 536
 Updating sales information
 choosing proof or final mode, 462
 reviewing the electronic mail for update
 errors, 465
 Update Customer Sales (P42800) program, 460
 using interactive versions, 465
 versions, 461
 Upload Store and Forward Transactions form, 412
 Uploading customer payment information from
 the bank, 677, 679
 Uploading orders to the server, 411
 User defined code list
 Average cost calculation (40/AV), 26
 avtivity/status codes (40/AT), 24
 bank receive code (76/RC), 34
 bank code (76/BC), 28
 bank record status (76/BS), 28
 bank send code (76/SC), 35
 category code name/code (76/CN), 29
 code - taxpayer (76/CC), 28
 document type - all documents (00/DT), 23
 document type - invoices only (00/DI), 23
 fiscal book code (76/FB), 30
 flag - free port zone, 30
 G/L class code cross reference (76/GL), 31
 G/L posting category (41/9), 27
 ICMS code - fiscal value (76/I), 32
 ICMS tax substitution markup (76/SM), 36
 IPI code - fiscal value (76/IP), 33
 item category code 06 (41/06), 27
 item origin (76/IO), 32

- Months (76/MO), 33
- Nota fiscal source (76/NF), 33
- payment instrument (00/PY), 24
- Person corporation code (H00/TA), 25
- price adjustment name (40/TY), 26
- produce bank file (04/PP), 24
- purchase use (76/PU), 34
- sales return - document types (76/SR), 36
- sales reverse - document types (76/RD), 35
- State and province codes (00/S), 25
- states that add IPI/Imported (76/SI), 35
- Tax code (76/CT), 30
- Tax summary (76/ST), 36
- User defined code lists
 - translating, 97
- User defined codes
 - Brazilian setup, 21
 - key concepts, 21
 - setup, 21
- User Profile Revisions (P0092)
 - processing options, 13
- User Profile Revisions form, 12
- User Profiles (P0092), 12
- Value dates, 768
- Variances
 - standard costs, 268
- Verifying commitment integrity, 187
- Voiding posted invoices, 623
- Voucher
 - multi-currency, 293
 - process overview, 283
- Voucher batches, 295
- Voucher match
 - key concepts, 159
- Vouchers
 - creating payment groups, 733
 - creation, 283
 - grouping for automatic payments, 733
 - printing information about, 297
- Waiver of Lien
 - printing, 300
- Work Center form, 616
- Work with Accounts form, 15
- Work with Algorithm Execution Lists form, 672
- Work with Available Templates form, 392
- Work with Backorders form, 486
- Work With Batches form, 595
- Work With Customer Ledger Inquiry form, 577, 580
- Work with Fiscal Books Next Number forms, 52
- Work with Fiscal Company/Branch Plant forms, 44
- Work with Fiscal Company/Branch Plant (P7606B), 44
- Work with Held Orders form, 483
- Work with ICMS Tax Rates forms, 65
- Work with ICMS Tax Rates (P7608B) P7608B (Work with ICMS Tax Rates), 65
- Work with ICMS/IPI Tax Code forms, 62
- Work with ICMS/IPI Tax Code (P7617B), 62
- Work with Item Locations form, 132
- Work With Next Numbers (P0002), 48
- Work with Nota Fiscal Headers form inbound, 262
- Work with Nota Fiscal Next Number forms, 48
- Work with Nota Fiscal Next Number (P7600B), 48
- Work with Payment Groups (P04571), 764, 766
 - excluding a debit memo (credit voucher), 766
 - removing a voucher pay item, 770
 - removing an entire payment group, 770
 - removing an unprocessed payment, 770
 - removing processed payments, 782
 - resetting payment processing, 780
 - reviewing a payment group, 757
 - reviewing payment and voucher information (write status), 760
- reviewing payment information (update status), 764
- reviewing payment summary information (write status), 762
- revising control information for a payment group, 771
- revising the value date of a payment, 768
- writing all payments in a payment group, 775
- writing selected payments in a payment group, 778
- Work with Store and Forward form, 410
- Work with Transaction Nature forms, 57
- Work with Transaction Nature (P7615B) P7615B (Work with Transaction Nature), 57
- Workbench
 - about the Purchase Order Workbench, 170
 - entering orders for multiple suppliers, 170
- Workfile
 - fiscal books as of workfile, 795
- Workflow messages
 - posting errors and other messages, 616

- reviewing, 616
- Working with blanket orders, 527
- Working with budgets, 197
- Working with commitments and encumbrances, 183
- Working with complex price groups, 76
- Working with detail information, 315
- Working with direct ship orders, 524
- Working with electronic receipts, 691
- Working with execution lists, 671
- Working with header information, 306
- Working with interbranch orders, 532, 535
- Working with intercompany orders, 532
- Working with journal entries for receipt transactions, 267
- Working with kits and configured items, 397
- Working with order information, 225
- Working with order releases, 520
- Working with orders on hold, 207
- Working with quote orders, 529
- Working with special order entry features, 169
- Working with standard invoices, 551
- Working with store and forward orders, 403
- Working with subsystem processing in sales order entry, 337
- Write
 - payment group status, 753
- Writing
 - automatic payments, 773
- Writing all payments in a payment group
 - Revise Payment Group Controls form, 775
 - Work With Payment Groups form, 775
- Write Payments form, 776
- Writing selected payments in a payment group
 - Work With Payment Groups form, 778

