PeopleSoft®

EnterpriseOne Xe
Global Solutions - Germany
PeopleBook

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J.D. Edwards World Source Company
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Solutions Summary

J.D. Edwards Business Solutions for Germany

J.D. Edwards Country Information

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

Reporting

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

- ☐ Intrastat processing
- ☐ Foreign payables and receivables reporting

Intrastat Processing

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

Availability: B73.2

- B73.1 (base)
- B73.2 (country-specific report)

Foreign Payables and Receivables Reporting

J.D. Edwards software provides the functionality to collect data that you can transfer to the official report forms for the Deutsche Bundesbank (German Federal Bank). The reports, which detail the funds traffic both in and out of the country, are submitted on a monthly basis. The reports are commonly referred to as the Z5, the Z5a Sheet 1, and the Z5a Sheet 2, and are subject to monetary threshold amounts. J.D. Edwards provides the data required to complete the Z5a Sheet 2 report in summary and detail formats.

Availability: B73.3.2

Accounts Receivable Solutions Summary

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

- ☐ Automatic debit processing

Automatic Debit Processing

Use the automatic debit process to select invoices in the system and generate a bank file to collect money directly from your customers' bank accounts. The system formats the bank file (tape or diskette) specifically for banks in Germany and automatically matches the selected and processed invoices for cash receipts in the Accounts Receivable Ledger table.

Availability: B73.1

Accounts Payable Solutions Summary

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

- ☐ Automatic payment processing

Automatic Payment Processing

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

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

- Electronic funds transfer format for tape or diskette
- Preprinted check format

Availability: B73.1

Additional Features for Germany

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

☐ Alternate chart of accounts

☐ Asset depreciation

☐ Payment terms

☐ Bank statement processing

Alternate Chart of Accounts

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

Availability: B73.1

Asset Depreciation

J.D. Edwards standard depreciation solution is completely user defined to meet the depreciation needs of any business in any country. You can set up user defined depreciation to calculate the depreciation for assets based on depreciation methods that are used in Germany, including:

- Straight line
- Double declining balance
- ACRS/MACRS

Availability: B73.2

Payment Terms

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

Enhanced payment terms consist of the following:

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

Availability: B73.1

Bank Statement Processing

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

Availability: B73.1

System Setup

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

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

- ☐ Setting up your system for localization
- ☐ Additional information

Setting Up Your System for Localization

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

- ☐ Setting up user display preferences
- ☐ Setting up user defined codes
- ☐ Setting up an alternate chart of accounts
- ☐ Setting up tax rules by company
- ☐ Setting up user defined codes for Intrastat reporting
- ☐ Setting up commodity code information
- ☐ Entering cross-references for items and suppliers
- ☐ Validating tax ID numbers

Setting Up User Display Preferences

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

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

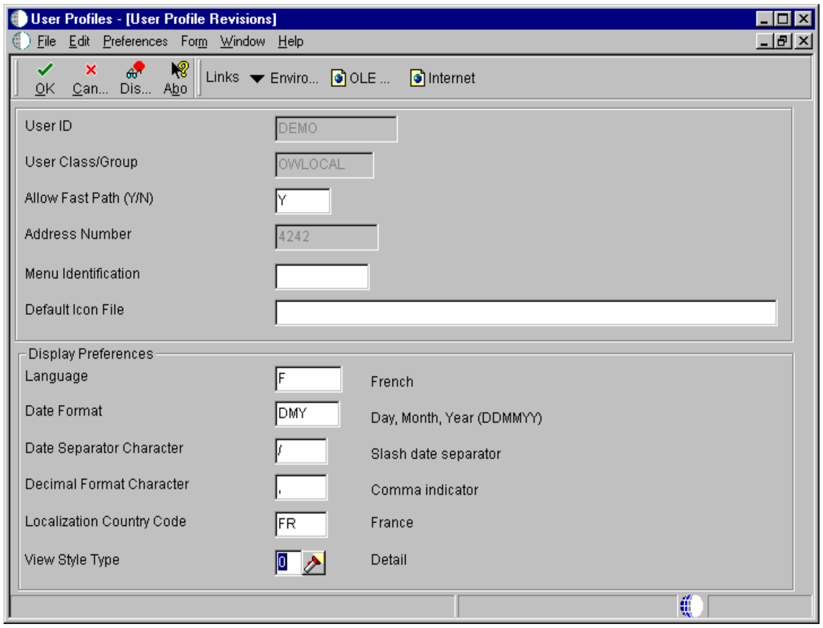
J.D. Edwards supplies country codes in user defined code table 00/LC. This table stores both two-digit and three-digit country codes. In addition, the Description 02 field contains the localization tier for each country. The localization tier determines the level of support given to that country. See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

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

► To set up user display preferences

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

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



User ID	DEMO	
User Class/Group	OWLOCAL	
Allow Fast Path (Y/N)	Y	
Address Number	4242	
Menu Identification		
Default Icon File		

Display Preferences

Language	F	French
Date Format	DMY	Day, Month, Year (DDMMYY)
Date Separator Character	/	Slash date separator
Decimal Format Character	,	Comma indicator
Localization Country Code	FR	France
View Style Type	0	Detail

3. On User Profile Revisions, complete the following field:
   - Localization Country Code

4. Complete the following optional fields:

    - Language
    - Date Format
    - Date Separator Character
    - Decimal Format Character

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

See Also

- *OneWorld System Administration: User Profiles*

Processing Options for User Profile Revisions (P0092)

`A/B Validation`

```
Enter a ’1’ to enable editing on            ____________
address book number against the
F0101.
```

Setting Up User Defined Codes

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

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

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

You set up the following user defined codes to process business transactions in Germany:

- Affiliated companies (74/AC)
- LZB country code (74/LA)
- Country codes (00/CN)
- European union members (00/EU)
- Special handling code-A/P payment (00/HC)
- Produce bank file (04/PP)
- Payment instrument (00/PY)
- Payment instruction code (74/27)
- Cost settlement code (74/28)
- Label for payment (74/29)
- Code number (74/30)

See Also

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

Affiliated Companies (74/AC)

You must set up UDC 74/AC so that the system will determine whether the customer or supplier company is affiliated with the reporting company. You must list the address book records of all companies with which the reporting company is affiliated. The system uses the Affiliated Companies user defined code list 74/AC to select records for reporting and to group data for affiliated companies and non-affiliated companies in the following manner:

Affiliated companies	If the address book number from a record in the Accounts Payable Ledger table (F0411) matches an address book record in user defined code list 74/AC, the system selects the record for reporting for affiliated companies.
Nonaffiliated companies	If the address book number from a record in the Accounts Payable Ledger table (F0411) does not match an address book record in user defined code list 74/AC, the system selects the record for reporting for non-affiliated companies.

LZB Country Code (74/LA)

You must set up UDC 74/LA with valid Bundesbank Landerschlussel Codes (German Federal Bank Country Codes) and descriptions. The Description 02 field should be set up with abbreviated country descriptions, and the special handling code field should contain the three-digit bank code. The Bundesbank provides you with these country codes. For example, you might set up the following valid values:

Codes	Description 01	Description 02	Special Handling
AD	Andorra	Andorr	043
AE	United Arab Emirates (UAE)	A Emir	647
AF	Afghanistan	Afghan	660
AG	Antigua and Barbuda	Antigu	459
AI	Anguilla	Anguil	446

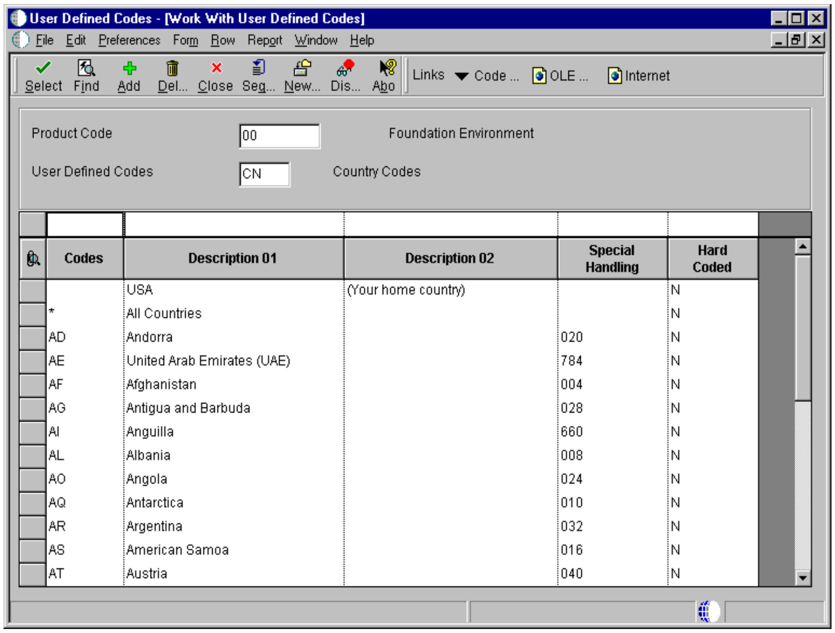
The system uses the Description 02 Field and the Special Handling Code in multiple fields in the Z1 output file. You must obtain valid bank values from the Bundesbank (German Federal Bank).

Country Codes (00/CN)

You must set up an entry in Country Codes (00/CN) with a blank character code and a description. You should repeat the two-character country code in the Description 02 field.

The system uses the numeric country codes that have been defined by the fiscal authority as a secondary check for the country in which the company is located. If the address book number is left blank, the system finds the blank entry in Country Codes (00/CN), retrieves it, and then looks in the Description 02 field to confirm the two-character ISO code for the domestic country.

User defined code list 00/CN should look like the following:


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

Product Code 00 Foundation Environment

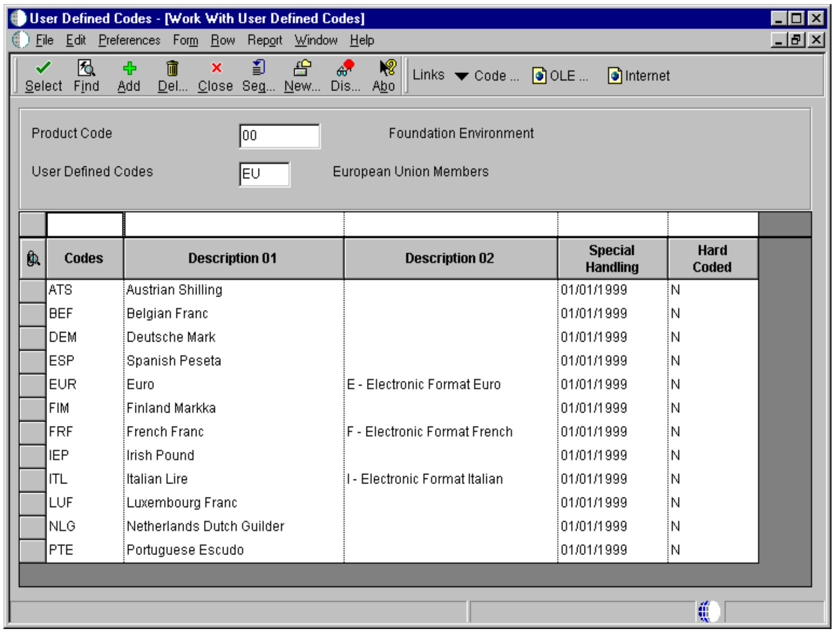
User Defined Codes CN Country Codes

Codes	Description 01	Description 02	Special Handling	Hard Coded
	USA	(Your home country)		N
*	All Countries			N
AD	Andorra		020	N
AE	United Arab Emirates (UAE)		784	N
AF	Afghanistan		004	N
AG	Antigua and Barbuda		028	N
AI	Anguilla		660	N
AL	Albania		008	N
AO	Angola		024	N
AQ	Antarctica		010	N
AR	Argentina		032	N
AS	American Samoa		016	N
AT	Austria		040	N

European Union Members (00/EU)

Each European Union Member (EMU) member currency must be set up in user defined code table 00/EU.

The User Defined Codes form (00/EU) contains default currency codes and effective dates that the country joins the EMU. Verify the existing values and ensure that a valid currency code exists for the euro (EUR).


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

Product Code 00 Foundation Environment

User Defined Codes EU European Union Members

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

The Special Handling Code field is a text field, not a date field. You *must* enter the effective date in the following format, regardless of your date preferences:

DD/MM/YYYY

Each currency has an effective date, which allows you to enter existing EMU currencies now and, at a later time, add other currencies that join the EMU. Enter the effective date for a currency in the Special Handling Code field on User Defined Codes (00/EU).

Special Handling Code-A/P Payment (00/HC)

You must set up Special Handling Code-A/P Payment (00/HC) with a U and a W value in the table where:

- U represents imported goods.
- W represents services transactions or capital movements.

The U and W are mutually exclusive records within the Z1 format.

Produce Bank File (04/PP)

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

- R04572G1 - Create A/P Bank Tape - Germany
- R04572G2 - Create A/P Bank Diskette - Germany
- R04572G3 - Print Automatic Payments - Check - Germany
- R04572G5 - Create A/P Bank Diskette - Germany

Payment Instrument (00/PY)

Set up user defined codes to identify each payment instrument that you use. You can associate payment instruments with documents so that you can process similar documents together. For example, you might set up payment instruments for automatic debits and automatic receipts.

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

Payment Instruction Code (74/27)

Set up payment instruction codes to provide additional payment information to the bank. For example, you might set up the following valid values:

Code	Description 01	Description 02
01	/BENONLY/	PAY TO BENEFICIARY ONLY
02	/CHECK/	PAY ONLY BY CHECK
04	/HOLD/	BENEFICIARY WILL CALL
06	/PHONE/	TELEPHONE ADVICE ACC. WITH BANK
07	/TELE/	TELECOMM ADVICE ACC. WITH BANK

Cost Settlement Code (74/28)

Set up cost settlement codes to indicate the party responsible for the transaction fee. For example, you might set up the following valid values:

- 00 - Trans/3rd party fees to principal
- 01 - All fees debited to principal
- 02 - All fees debited to recipient

Label for Payment (74/29)

Set up labels for payment types to indicate the payment method used by the bank. For example, you might set up the following valid values:

- 00 - Standard transmission (for example, letter, normal SWIFT message)
- 10 - Telex payment or urgent SWIFT message
- 20 - Check drawing, any form of dispatch
- 21 - Check drawing, sent by registered mail
- 22 - Check drawing, sent by special delivery
- 23 - Check drawing, sent by registered mail or special delivery
- 30 - Check drawn on principal, any form of dispatch
- 31 - Check drawn on principal, sent by registered mail
- 32 - Check drawn on principal, sent by special delivery
- 33 - Check drawn on principal, sent by registered mail or special delivery
- 34-49 - Reserved for intercompany purposes
- 50-99 - In-house

Code Number (74/30)

Set up code numbers to indicate type of service industry. For example, you might set up the following valid values:

- 014.Transp by domest air carrier
- 015.Transp by foreign air carr
- 016.Transp by other carr

Setting Up an Alternate Chart of Accounts

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

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

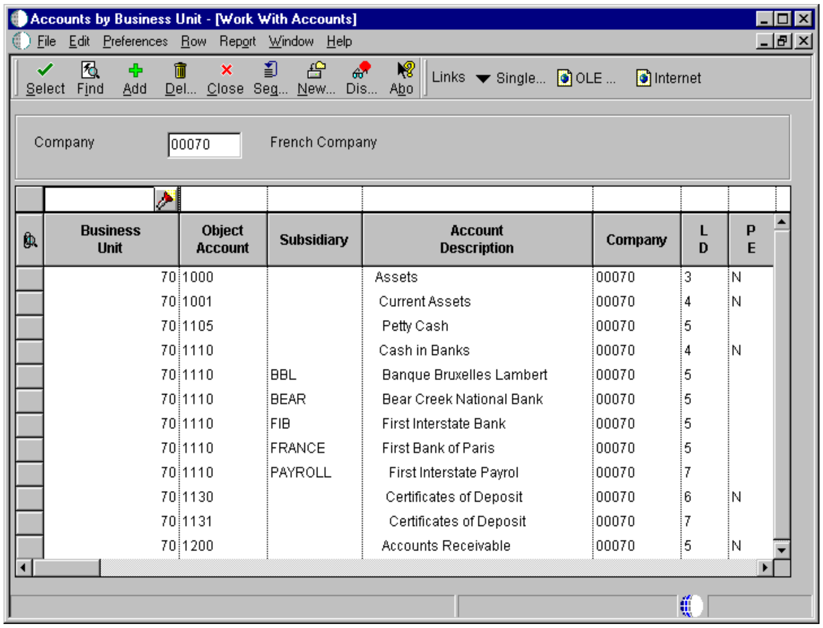
Whether you define the local chart of accounts by object and subsidiary, or in Category Codes 21, 22, and 23, the accounts that you set up in the category codes are referred to in J.D. Edwards software as alternate descriptions of your accounts.

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

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

► To set up an alternate chart of accounts

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


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

Company 00070 French Company

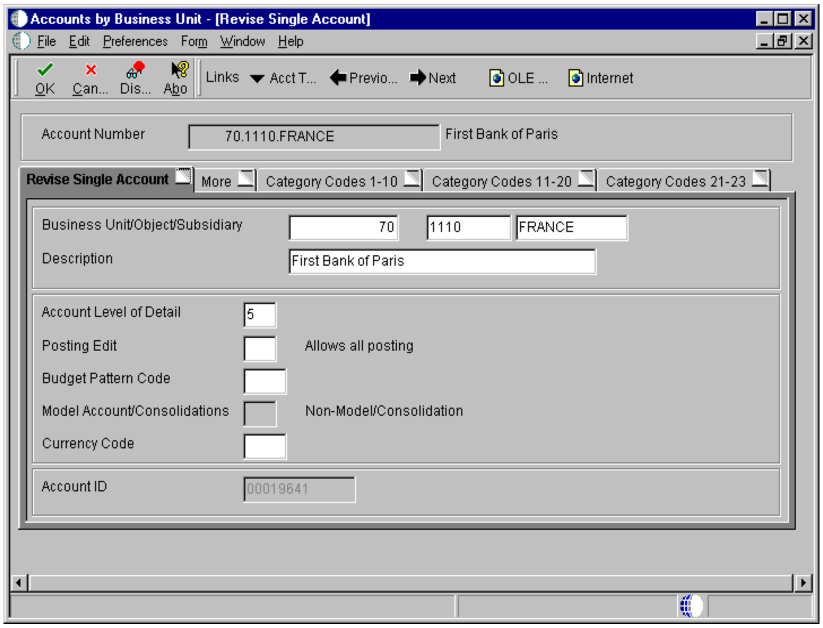
Business Unit	Object Account	Subsidiary	Account Description	Company	L D	P E
70	1000		Assets	00070	3	N
70	1001		Current Assets	00070	4	N
70	1105		Petty Cash	00070	5	
70	1110		Cash in Banks	00070	4	N
70	1110	BBL	Banque Bruxelles Lambert	00070	5	
70	1110	BEAR	Bear Creek National Bank	00070	5	
70	1110	FIB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

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

   - Company

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

2. Click Add to access Revise Single Account.


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

Account Number 70.1110.FRANCE First Bank of Paris

Business Unit/Object/Subsidiary 70 1110 FRANCE

Description First Bank of Paris

Account Level of Detail 5

Posting Edit Allows all posting

Budget Pattern Code

Model Account/Consolidations Non-Model/Consolidation

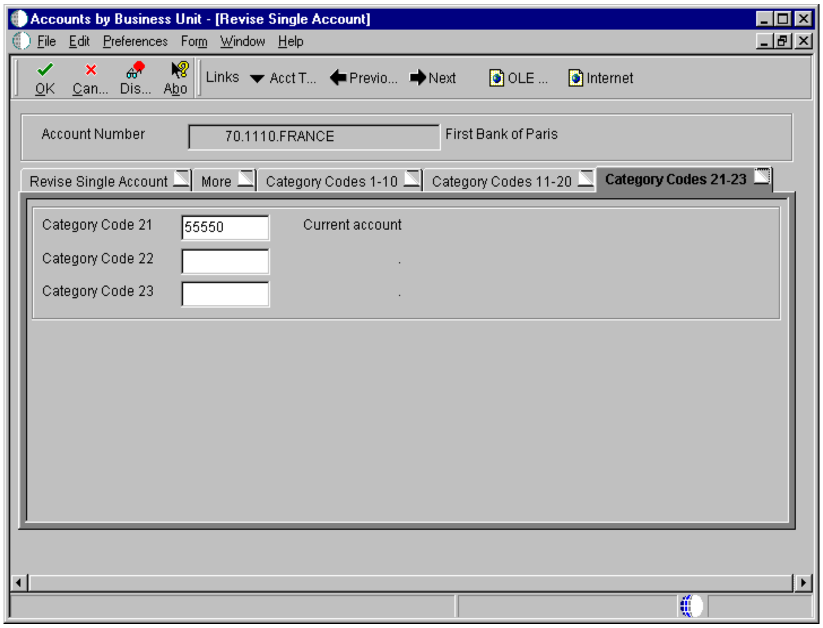
Currency Code

Account ID 00019641

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

    - Business Unit/Object/Subsidiary
    - Description
    - Account Level of Detail
    - Posting Edit
    - Budget Pattern Code
    - Currency Code
    - Account ID

4. Click the Category Codes 21 - 23 tab.


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

Account Number 70.1110.FRANCE First Bank of Paris

Category Code 21 55550 Current account

Category Code 22

Category Code 23

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

    - Category Code 21
    - Category Code 22
    - Category Code 23

Note: In China, use only Category Code 21.

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. Note: You can use Company 00000 for default values, such as dates and automatic accounting instructions. You cannot use Company 00000 for transaction entries.
Business Unit/Object/Subsidiary	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Description	A user defined name or remark.
Account Level of Detail	A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and Level 1 is the least detailed. Levels 1 and 2 are reserved for company and business unit totals. When you are using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts. Example: 3 Assets, Liabilities, Revenues, Expenses 4 Current Assets, Fixed Assets, Current Liabilities, and so on 5 Cash, Accounts Receivable, Inventories, Salaries, and so on 6 Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on 7 Petty Cash - Dallas, Petty Cash - Houston, and so on 8 More Detail 9 More Detail Do not skip levels of detail when you assign a level of detail to an account. Nonsequential levels of detail cause rollup errors in financial reports that are run at a skipped level.

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

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

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

See Also

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

Setting Up Tax Rules by Company

Set up your tax rules so that the system can calculate the appropriate invoice and discount amounts when you enter a transaction. You set up tax rules for each of your companies in your Accounts Payable, Accounts Receivable, and General Accounting systems. The system uses these rules to:

- Display a warning message (or reject a transaction) whenever you enter a tax amount that differs from the system-calculated tax
- Determine whether invoice amounts should be calculated on the amount including or excluding the discount
- Determine whether discount amounts should be calculated on the gross amount (including tax) or the net amount (excluding tax)

The tax rules that you set up for your system consist of tolerance ranges and calculation rules.

Understanding Tolerance Ranges

Tolerance ranges specify the amount of variance that can exist between the amount of tax that you enter for a transaction and the tax amount that the system calculates. When you enter a tax amount that differs from the tax amount that the system calculates, you might receive a warning or a hard error message. You set up tolerance ranges to control the type of message that the system issues for different variance amounts. Tolerance ranges apply only to VAT.

Note: You can specify tolerance ranges by percentages or amounts, but not both. If you specify tolerance percentage ranges, do not specify tolerance amount ranges. If you specify tolerance amount ranges, do not specify tolerance percent ranges.

For example, you might specify a tax rule with a tolerance range by amounts as follows:

> Tolerance amount for warning is 2.
>
> Tolerance amount for error is 10.

To determine the taxable amount, the system multiplies the taxable amount by the tax rate. If the taxable amount for a transaction is 1000 and the tax rate is 10 percent, the system calculates a tax amount of 100. Based on your tolerance range, the system determines the range for warning or error as follows:

Range for warning

Tolerance amount for warning is 2:

- 100 + 2 = 102
- 100 - 2 = 98

The system issues a warning message if the tax amount you enter is greater than 102 or less than 98 (that is, outside of the tolerance range of 98 to 102).

NOTE: If you enter a tax amount of 98.01 or 101.99, the system does not issue a warning message. The amount is within the acceptable tolerance range.

Range for error

Tolerance amount for error is 10:

- 100 + 10 = 110
- 100 - 10 = 90

The system issues an error message if the tax amount you enter is greater than 110 or less than 90 (that is, outside of the tolerance range of 90 to 110).

NOTE: If you enter a tax amount of 109.99 or 90.01, the system does not issue an error message.

Understanding Calculation Rules

Set up calculation rules to specify how the system calculates tax and discount amounts when both are given.

The examples use the following amounts:

- Taxable: 1,000
- Tax percent: 10
- Tax amount: 100
- Discount: 1 percent

Example: Tax and Discount Calculation for the United Kingdom

In the United Kingdom, you must set company tax rules as follows:

Calculate Tax on Gross (Including Discount)	No
Calculate Discount on Gross (Including Tax)	No
Discount Formula	(Taxable Amount x Discount Rate Percent) / ((1 - Discount Rate Percent) x Tax Rate) (1,000 x .01) / ((1 - .01) x .10) = 10.10
Gross Formula	Taxable Amount + Tax + Discount 1,000 + 100 + 10.10 = 1,110.10

Example: Tax and Discount Calculation for Germany

In Germany, you must set company tax rules as follows:

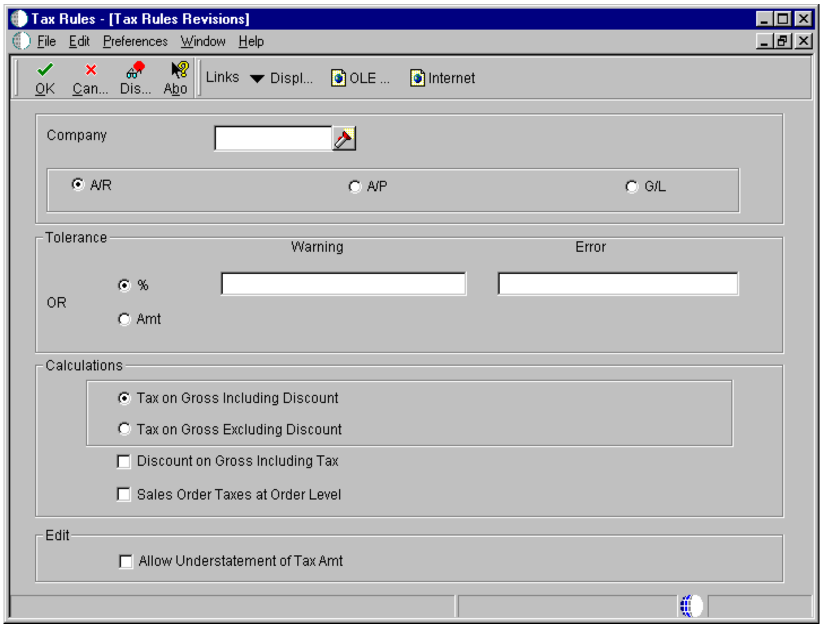
Calculate Tax on Gross (Including Discount)	Yes
Calculate Discount on Gross (Including Tax)	Yes

Discount Formula	(Taxable Amount + Tax Amount) x (Discount Rate Percent) = Discount Available (1,000 + 100) x .01 = 11.00
Gross Formula	Taxable Amount + Tax = 1,000 + 100 = 1,100

▶ To set up tax rules by company

From the Tax Processing and Reporting menu (G0021), choose Tax Rules.

1. On Work with Tax Rules, click Add.


Tax Rules - [Tax Rules Revisions]
File Edit Preferences Window Help
OK Can... Dis... Abo
Links Displ... OLE ... Internet
Company
Tolerance
Warning
Error
OR
Amt
Calculations
Tax on Gross Excluding Discount
Edit

● A/R ○ A/P ○ G/L

● %

● Tax on Gross Including Discount

☐ Discount on Gross Including Tax

☐ Sales Order Taxes at Order Level

☐ Allow Understatement of Tax Amt

2. On Tax Rules Revisions, complete the following field:
   - Company
3. Click one of the following buttons:
   - A/R
   - A/P
   - G/L

4. To specify the calculation rules for the company, select the following option under the Calculations heading:
    - Tax on Gross Excluding Discount
5. To specify additional calculation rules for the company, click the following option under the Calculations heading:
    - Sales Order Taxes at Order Level
6. Verify that Discount on Gross Including Tax is not selected.
7. To specify the type of tolerance range, click one of the following options:
    - %
    - Amt
8. To specify tolerance ranges, complete the following fields:
    - Warning
    - Error
9. To further specify tolerance information for the Accounts Receivable system, select the following field:
    - Allow Understatement of Tax Amt

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

Field	Explanation
A/R A/P G/L	A number that indicates to which systems the tax rules apply. Valid values are: 1 A/R and Sales Orders 2 A/P and Purchase Orders 3 General ledger (journal) entries ....*Form-specific information*................................ For OneWorld, click one of the following options: • A/R • A/P • G/L
Tax on Gross Including Discount	A code that indicates whether to calculate the invoice amount on an amount that includes the discount. Valid values are: Y Calculate the invoice amount including the discount. N Calculate the invoice amount excluding the discount. Blank Default to Y. Self-assessed taxes are not included in discount calculations. NOTE: This field applies only to A/R, A/P, sales orders, and purchase orders. It does not apply to G/L processing. ....*Form-specific information*................................ For OneWorld, click one of the following options: • Tax on Gross Including Discount • Tax on Gross Excluding Discount
Sales Order Taxes at Order Level	Code that indicates whether the system calculates taxes and performs rounding for sales orders at the detail or the order level. Values are: Y Calculate taxes and rounding at the order level. N Calculate taxes and rounding at the detail level. Blank Defaults to N. ....*Form-specific information*................................ For OneWorld, click the following option to calculate taxes and perform rounding at the order level: • Sales Order Taxes at Order Level

Field	Explanation
Discount on Gross Including Tax	A code that indicates whether to calculate the discount on a gross amount that already includes the tax amount. Valid codes are: Y Calculate the discount amount on the gross with tax. N Calculate the discount amount on the gross less the tax amount. Blank Defaults to N. Self-assessed taxes are not included in discount calculations. NOTE: This field does not apply to G/L processing. A/R, A/P, sales orders, and purchase order processing use this field. ....*Form-specific information*............................... For OneWorld, click the following option: • Discount on Gross Including Tax If you click this option, tax will be included in the gross that the system uses to calculate the discount.
Amt	The radio button indicates the tolerance type. Tolerance can be expressed as a percentage or as an amount.
Warning	Code that indicates whether you can enter a VAT or GST amount on the A/R Invoice Entry form that is less than the system-calculated tax amount (less than the specified tax rate). Valid codes for WorldSoftware are: Y Accept amount less than the specified tax rate. N Reject amount less than the specified tax rate. Blank Defaults to N. NOTE: This field applies only to VAT and GST. For OneWorld software: • If this option is clicked, accepted amount is less than the specified tax rate. • If this option is blank (default), rejected amount less than the specified tax rate.

Field	Explanation
Error	Amount used only for A/R, A/P, and G/L processing (sales order and purchase order processing do not use this amount). When you enter a VAT or GST amount that differs from the system-calculated tax, the system uses this amount to determine whether to display a warning message. For example, if you enter .50 and there is a difference between the tax amount you entered and the system-calculated tax amount, the system handles it as follows: Accept - difference is .49 or less Warning - difference is .50 or more The default (zero) causes a warning message to display if you enter a tax that does not exactly match the system-calculated tax. NOTE: This field applies only to VAT and GST. You cannot enter both tolerance percentages and tolerance amounts.
Allow Understatement of Tax Amt	Code that indicates whether you can enter a VAT or GST amount on the A/R Invoice Entry form that is less than the system-calculated tax amount (less than the specified tax rate). Valid codes for WorldSoftware are: Y Accept amount less than the specified tax rate. N Reject amount less than the specified tax rate. Blank Defaults to N. NOTE: This field applies only to VAT and GST. For OneWorld software: • If this option is clicked, accepted amount is less than the specified tax rate. • If this option is blank (default), rejected amount less than the specified tax rate.

Setting Up User Defined Codes for Intrastat Reporting

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

- Country codes (00/CN)
- State and province codes (00/S)
- European community members codes (74/EC)
- Nature of transaction codes - EU (74/NT)
- Nature of transaction codes - sales orders (41/S1-S5)
- Nature of transaction codes - purchase orders (41/P1-P5)
- Intrastat regime code (00/NV)
- Shipping commodity class (41/E)
- Condition of transport (00/TC)
- Mode of transport (00/TM)
- Freight handling code (42/FR)
- Arrivals or Dispatches (74/TD) - SEMDEC Only

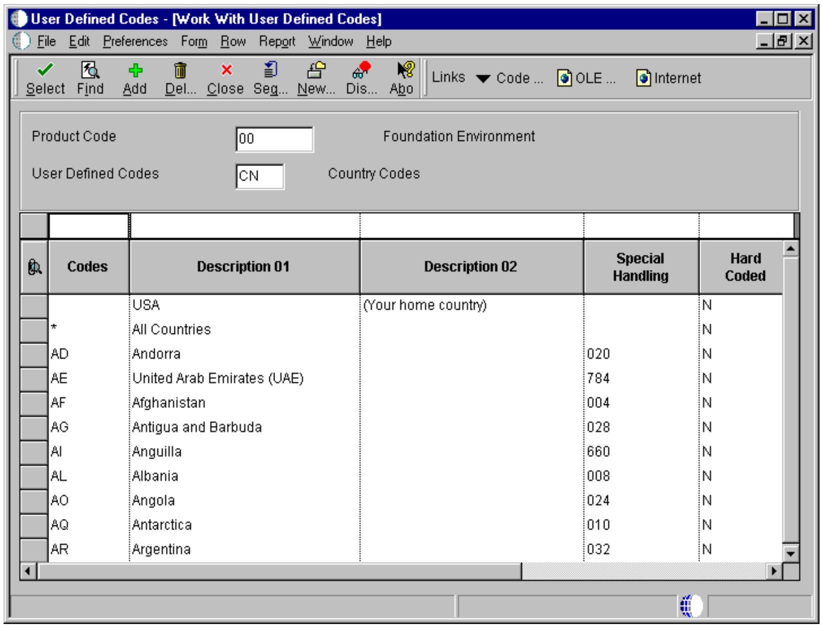
You can access these user defined codes from any user defined codes table (P0004A) or from the User Defined Codes menu (G74STAT41).

See Also

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

Country Codes (00/CN)

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


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

Product Code 00 Foundation Environment

User Defined Codes CN Country Codes

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

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

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

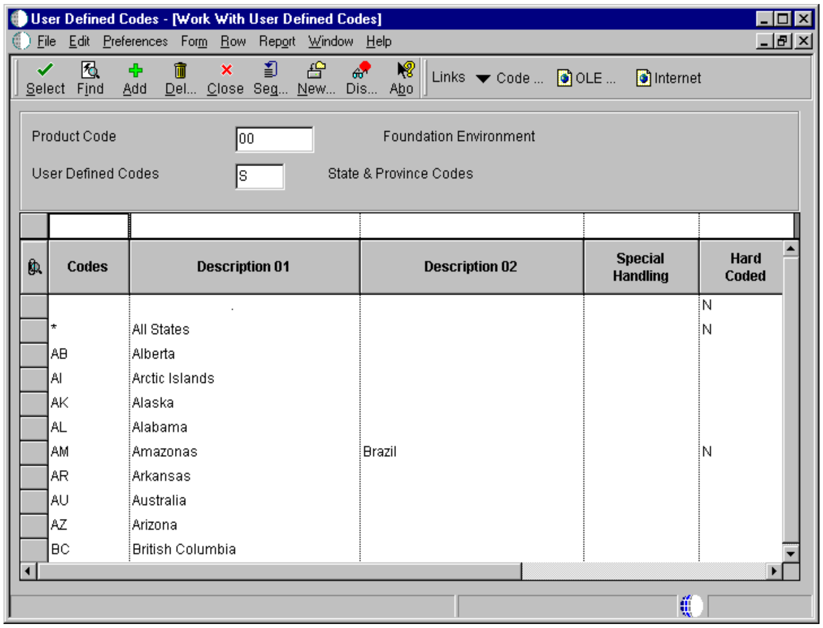
Note: You can also specify the country of origin in the Intrastat Supplier/Item Cross Reference table (F744101) based on more sophisticated relationships between the item, the supplier, the country of origin, and the original country of origin.

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

State and Province Codes (00/S)

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

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


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

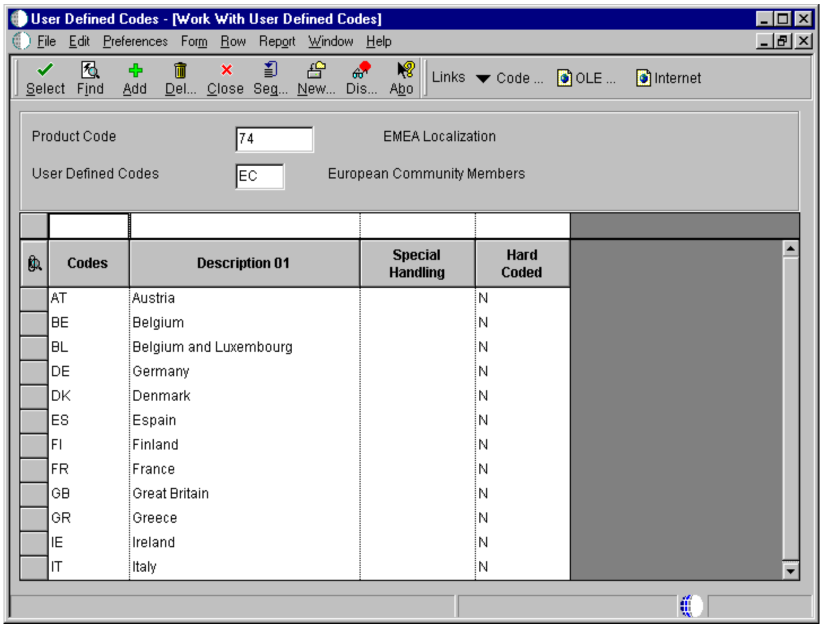
Product Code 00 Foundation Environment

User Defined Codes S State & Province Codes

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

European Community Member Codes (74/EC)

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


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

Product Code 74 EMEA Localization

User Defined Codes EC European Community Members

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

Nature of Transaction Codes

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

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

Nature of Transaction Codes - EU (74/NT)

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

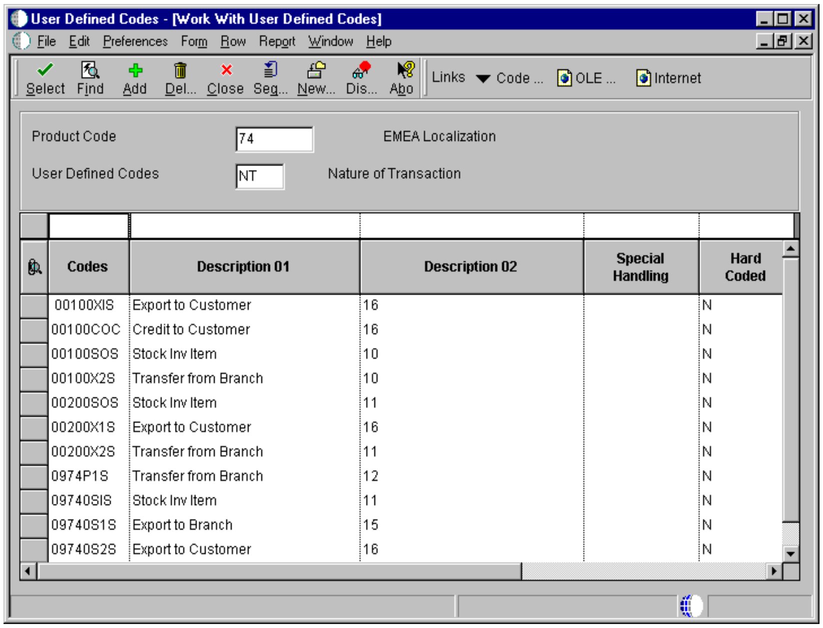
Set up user defined codes table 74/NT as follows:

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

  Company Number, Order Document Type, Line Type

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

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


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

Product Code 74 EMEA Localization

User Defined Codes NT Nature of Transaction

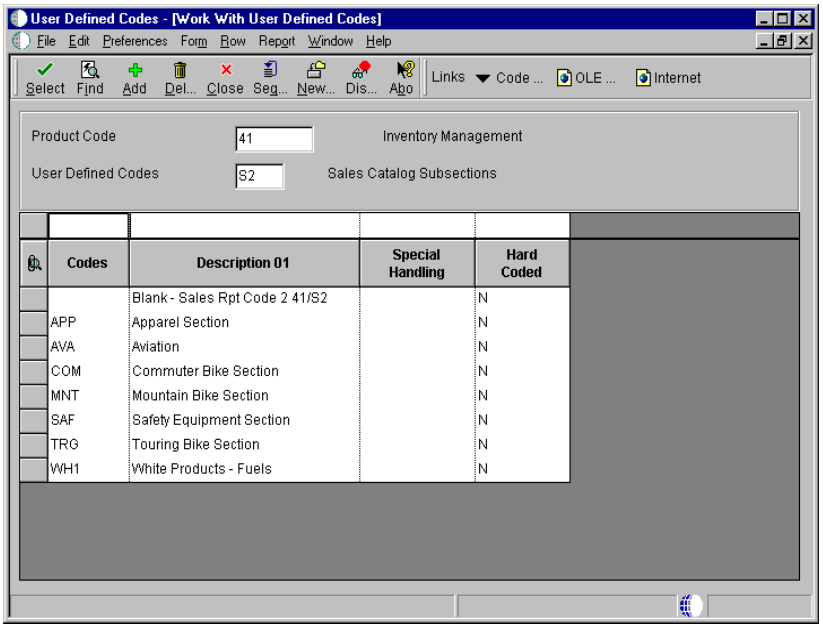
Codes	Description 01	Description 02	Special Handling	Hard Coded
00100XIS	Export to Customer	16		N
00100COC	Credit to Customer	16		N
00100SOS	Stock Inv Item	10		N
00100X2S	Transfer from Branch	10		N
00200SOS	Stock Inv Item	11		N
00200X1S	Export to Customer	16		N
00200X2S	Transfer from Branch	11		N
0974P1S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

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

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

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

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


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

Product Code 41 Inventory Management

User Defined Codes S2 Sales Catalog Subsections

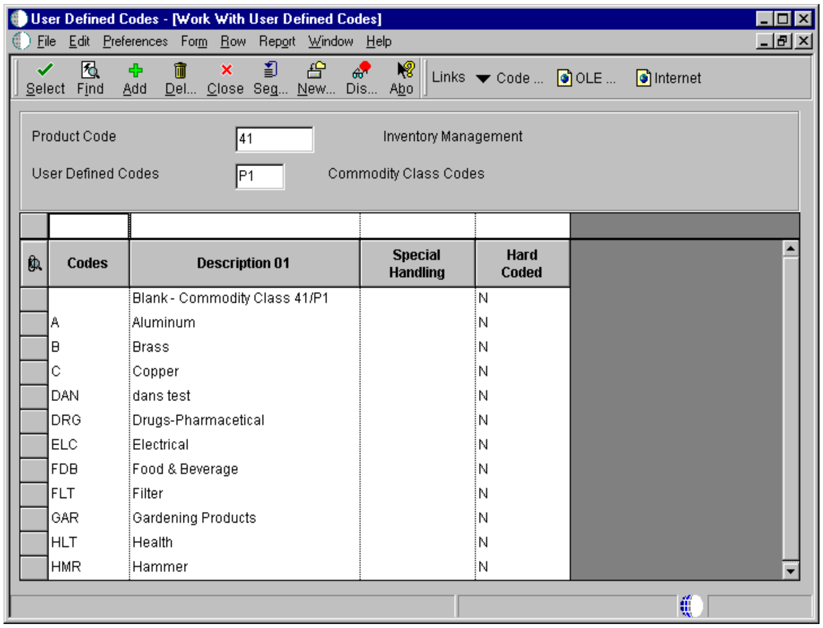
Codes	Description 01	Special Handling	Hard Coded
	Blank - Sales Rpt Code 2 41/S2		N
APP	Apparel Section		N
AVA	Aviation		N
COM	Commuter Bike Section		N
MNT	Mountain Bike Section		N
SAF	Safety Equipment Section		N
TRG	Touring Bike Section		N
WH1	White Products - Fuels		N

Nature of Transaction Codes - Purchase Orders (41/P1-P5)

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

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

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


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

Product Code 41 Inventory Management

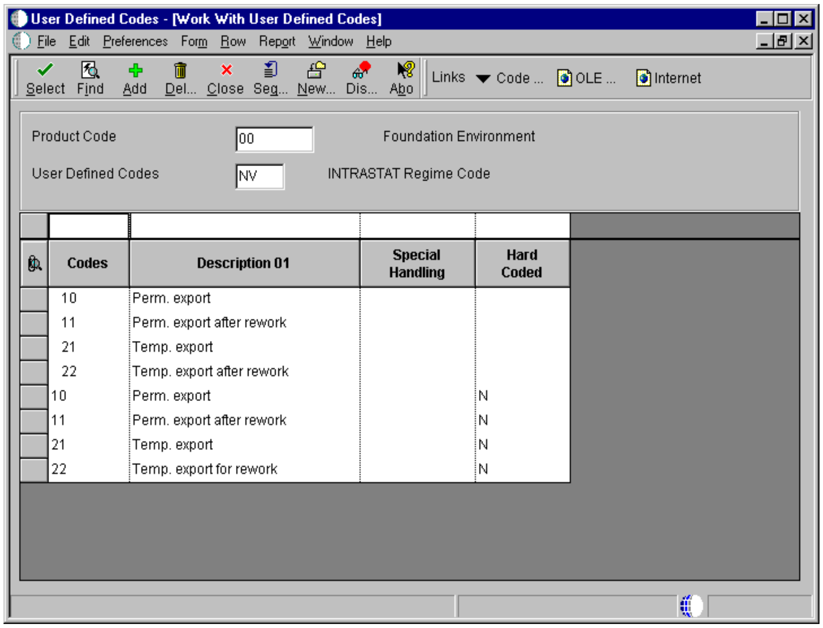
User Defined Codes P1 Commodity Class Codes

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

Intrastat Regime Code (00/NV)

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

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


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

Product Code 00 Foundation Environment

User Defined Codes NV INTRASTAT Regime Code

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

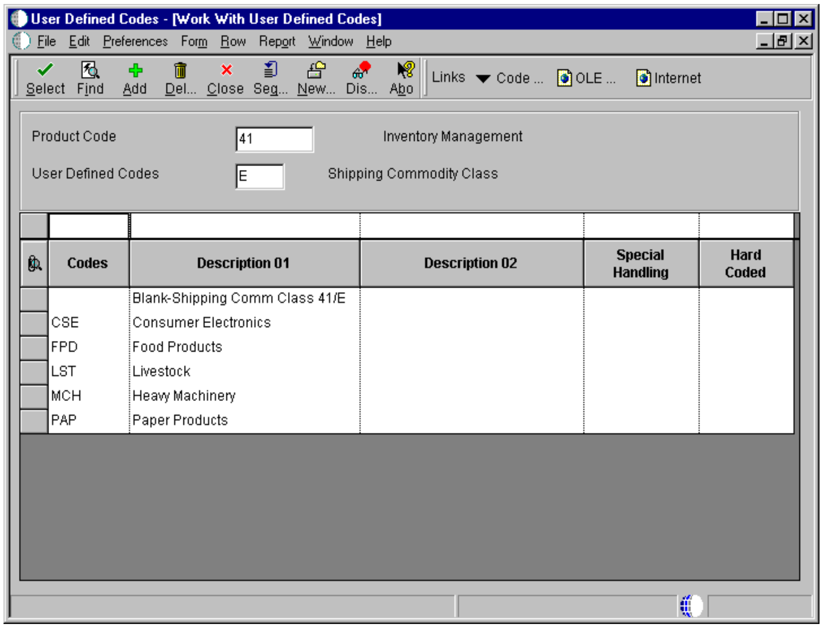
Shipping Commodity Class (41/E)

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

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

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

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


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

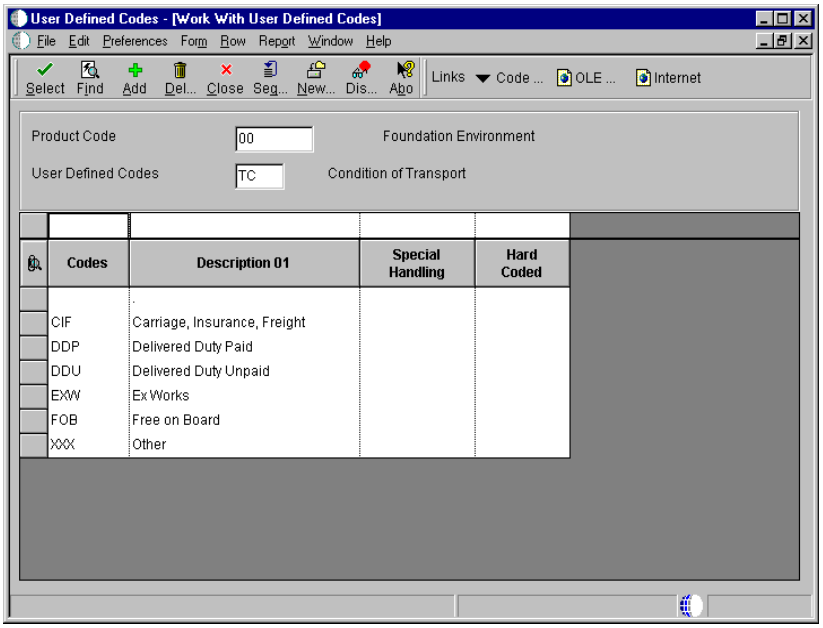
Product Code: 41 — Inventory Management

User Defined Codes: E — Shipping Commodity Class

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

Condition of Transport (00/TC)

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


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

Product Code: 00 — Foundation Environment

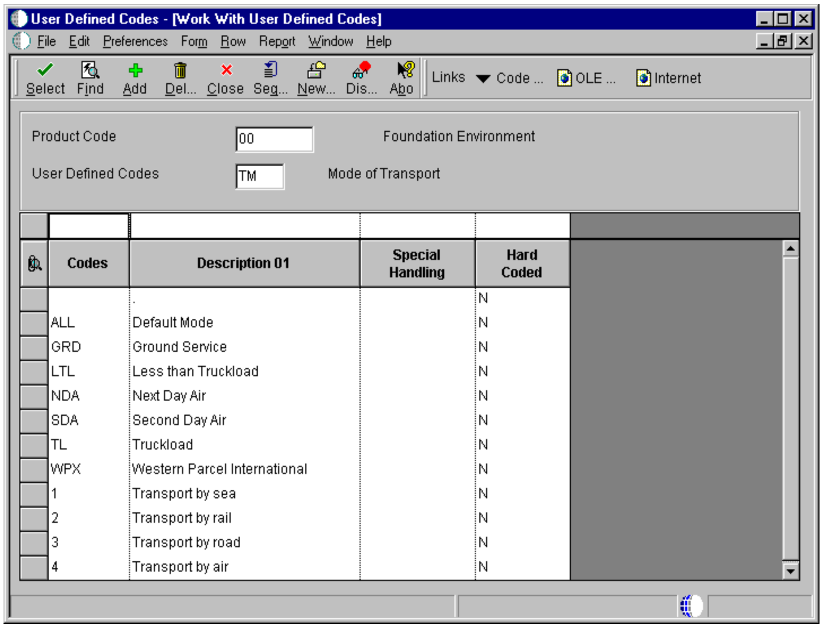
User Defined Codes: TC — Condition of Transport

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

You can set up default conditions of transport on the Purchasing Instructions form. You access Purchasing Instructions from the Supplier Management menu. Enter the condition of transport in the Freight Handling Code field. Positions 1 to 3 of the Description 02 field for the UDC Freight Handling Code (42/FR) are used to indicate the conditions of transport. When you enter purchase orders, this information appears in the purchase order header fields.

Mode of Transport (00/TM)

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



Product Code 00 Foundation Environment

User Defined Codes TM Mode of Transport

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

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

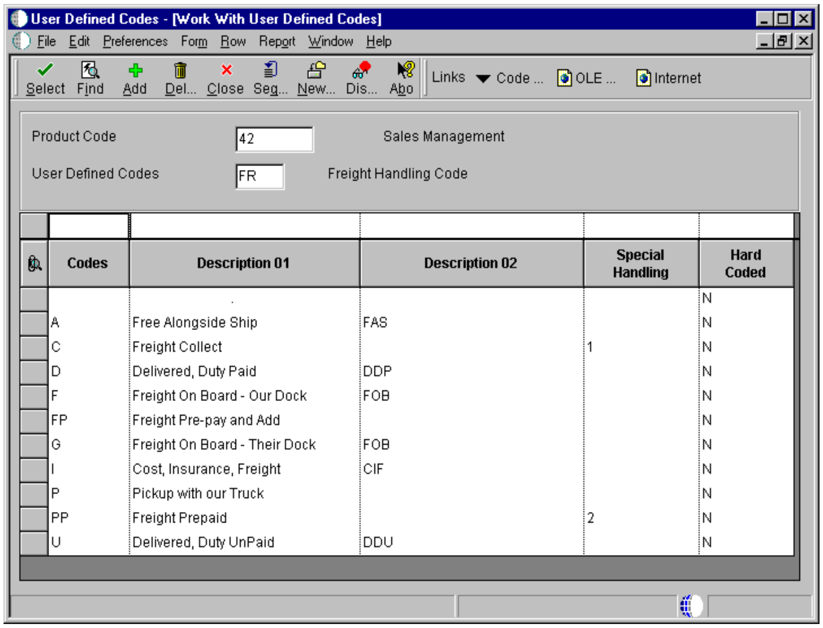
Freight Handling Code (42/FR)

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

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

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

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


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

Product Code 42 Sales Management

User Defined Codes FR Freight Handling Code

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

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

- C - main transportation expenses paid (CFR, CIF, CPT, CIP)
- D - arrival (DAF, DES, DEQ, DDU, DDP)
- E - depart (EXW)
- F - main transportation not paid (FCA, FAS, FOB)

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

Arrivals or Dispatches (74/TD) - SEMDEC Only

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

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

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

Setting Up Commodity Code Information

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

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

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

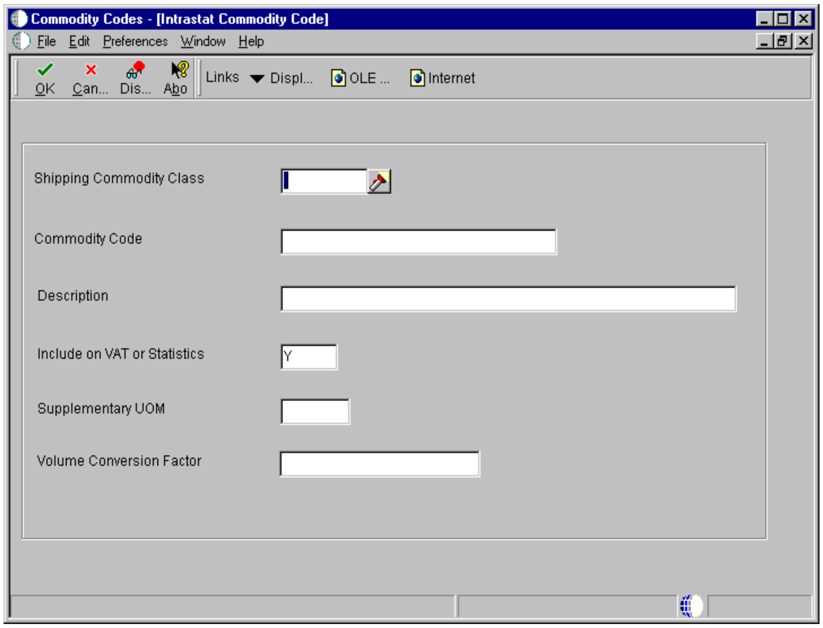
Before You Begin

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

▶ To set up commodity code information

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

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


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

Include on VAT or Statistics: Y

2. On Intrastat Commodity Code, complete the following fields:
    - Shipping Commodity Class
    - Commodity Code
    - Description
3. Complete the following optional fields if they pertain to the commodity code:
    - Supplementary UOM
    - Volume Conversion Factor

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

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

4. Click OK.

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

Entering Cross-References for Items and Suppliers

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

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

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

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

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

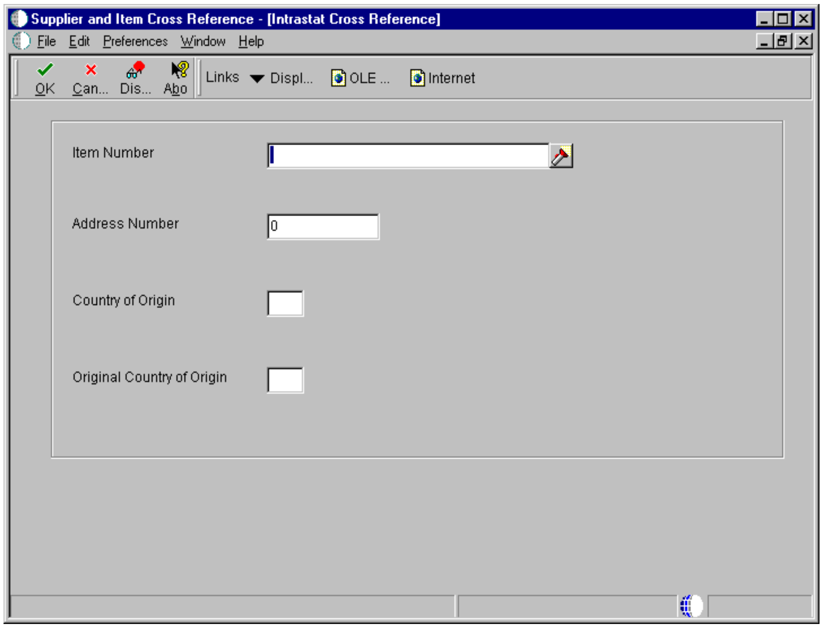
- Supplier
- Item
- Country of origin
- Original country of origin

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

▶ To enter item/supplier cross references

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

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


Supplier and Item Cross Reference - [Intrastat Cross Reference]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Item Number
Address Number
0
Country of Origin
Original Country of Origin

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

   - Item Number

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

- Address Number (supplier)

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

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

- Country of Origin

- Original Country of Origin

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

See Also

- *Updating Intrastat Information*

Validating Tax ID Numbers

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

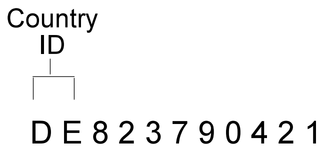
When you create an address book record for each company, customer, or supplier, enter the tax ID in the Tax ID field on the Address Book Revision form. To confirm that any tax ID that you enter will be checked for authenticity, enter a country code from UDC table 00/CN in the Country field on the Mailing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

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

Reviewing Tax ID Numbers

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

Example: Tax ID or VAT Registration Number for Germany

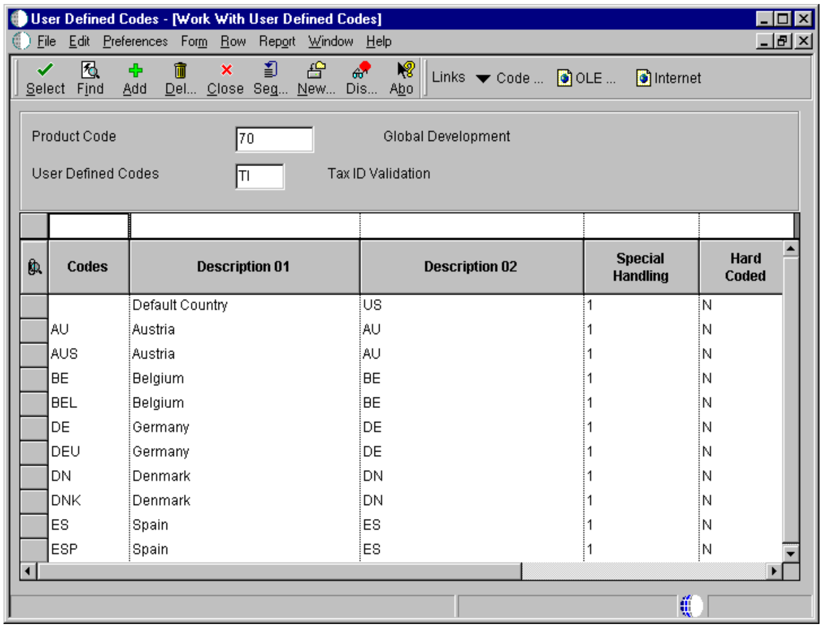


See Also

- *Address Book: Working with Address Book Records*

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

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


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

Product Code 70 Global Development

User Defined Codes TI Tax ID Validation

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

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

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

- Enter the country code in the Codes field.
- Enter the standard 2-digit ISO code for that country in the Description 02 field.
- Enter a 1 in the Special Handling field.

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

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

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

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

Additional Information

Additional information about setup issues, technical considerations, and using the system is available. When you set up your system or at regular intervals after the setup, you should review the following:

- ☐ Data integrity and the chart of accounts
- ☐ Multiple ledger types
- ☐ Translation considerations for multilingual environments
- ☐ Translation routines
- ☐ J.D. Edwards multicurrency solution summary

Data Integrity and the Chart of Accounts

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

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

- Account defined only in the Account Master table
- Account defined only in the alternate chart of accounts
- Security on the alternate chart of accounts
- Account deleted from the user defined code table

Account Defined Only in the Account Master Table

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

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

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

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

Account Defined Only in the Alternate Chart of Accounts

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

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

Security on the Alternate Chart of Accounts

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

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

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

Account Deleted from the User Defined Code Table

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

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

See Also

- *Setting Up an Alternate Chart of Accounts*

Multiple Ledger Types

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

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

Currency Ledgers

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

Depreciation Ledgers

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

User Defined Ledgers

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

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

Translation Considerations for Multilingual Environments

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

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

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

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

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

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

See Also

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

Business Unit Descriptions

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

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

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

See Also

- *General Accounting: Translating Business Units*

Account Descriptions

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

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

See Also

- *General Accounting: Translating Accounts*

Automatic Accounting Instruction Descriptions

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

See Also

- *General Accounting: Working with AAIs*

User Defined Code Descriptions

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

See Also

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

Delinquency Notice Text

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

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

See Also

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

Translation Routines

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

J.D. Edwards provides the following translation routines:

- X00500 - English
- X00500BR - Brazilian Portuguese
- X00500CH - Chinese
- X00500D - German (mark)
- X00500ED - German (euro)
- X00500FR - French (franc)
- X00500EF - French (euro)
- X00500I - Italian (lira)
- X00500EI - Italian (euro)
- X00500S1 - Spanish (female)
- X00500S2 - Spanish (male)
- X00500S3 - Spanish (female, no decimal)
- X00500S4 - Spanish (male, no decimal)
- X00500S5 - Spanish (euro)
- X00500U - United Kingdom
- X00500U1 - United Kingdom (words in boxes)

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

J.D. Edwards Multicurrency Solution Summary

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

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

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

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

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

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

You can designate a specific currency for the following:

- Company
- Account
- Address book record

Data Entry in Foreign or Domestic Currency

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

Setting Up Daily Transaction Rates

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

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

Intercompany Settlements

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

Gain and Loss Recognition

Gain and loss recognition features include:

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

Detailed Currency Restatement

Detailed currency restatement features enable you to:

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

Balance Currency Restatement

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

As If Currency Repost

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

See Also

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

Tax Processing

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

- ☐ Processing value added tax (VAT)

Processing Value Added Tax (VAT)

For an overview of VAT, review the following topics:

- ☐ Understanding value added tax
- ☐ Understanding German VAT

Processing VAT in Germany consists of the following tasks:

- ☐ General Accounting: Entering journal entries with tax
- ☐ Printing VAT reports

Understanding VAT

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

Output VAT	Suppliers of goods and services must add VAT to their net prices. They must record output VAT for goods on the date that they issue invoices and for services on the date that they receive payment. The amount of VAT is determined by applying specific rates to the net selling prices of certain goods and services. Output VAT is also called the following: • A/P VAT Receivable • Recoverable VAT • Collectable VAT

Input VAT

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

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

Input VAT is also called the following:

- A/R VAT Payable
- Deductible VAT

Nonrecoverable Input VAT

Input VAT cannot be recovered for:

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

Understanding German VAT

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

VAT Returns

VAT returns must be completed for each month by the tenth day of the following month and filed with the local tax office.

You must pay any excess output VAT over input VAT at the time of filing.

VAT Exemptions

In Germany, the following transactions are nontaxable:

- Transactions within the same entity
- Transactions for the transfer of business
- Transactions for subsidies, penalty payments, and compensation

Entering Journal Entries with Tax

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

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

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

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

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

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

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

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

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

Before You Begin

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

Example: Journal Entry with Tax

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

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

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

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

See Also

- *Entering Basic Journal Entries*

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

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

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

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

   - Address Number

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

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

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

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

   - Address Number

6. Review the calculated tax in the following field:

   - Tax

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

8. Click OK.

Field	**Explanation**
Amount	A number that identifies the actual amount. Enter debits with no sign or a plus sign. Enter credits with a minus sign either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores nonsignificant symbols. ....*Form-specific information*................................ If you enter an amount in the Taxable Amount field, the system calculates the gross amount and the tax. If you enter an amount in the Gross Amount field, the system calculates the taxable amount and the tax.

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

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

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

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

   If you do not enter a document type, the system uses a default of JE.
4. For each G/L distribution with tax, complete the following fields:
   - Account Number
   - Tx Ex (Tax Explanation Code)
   - Tax Area
   - Gross Amount
5. If necessary, complete the following field in the detail area:
   - Address Number
6. Review the calculated tax in the following field:
   - Tax
7. Complete the G/L distribution for offsetting entries as needed.
8. Click OK.

Processing Options for Journal Entries with VAT

```
Batch Type

      Enter a Default Batch Type                    ____________

Addr # Required

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

                                                    ____________

MBF Version

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

                                                    ____________
```

What You Should Know About Processing Options

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

Printing VAT Reports

From the Tax Processing and Reporting menu (G0021), choose VAT Journals.

A common business practice in Germany and throughout Europe is to track and reconcile VAT by revenue and expense account.

You can use J.D. Edwards software to track and reconcile VAT by revenue and expense account by classifying each transaction as taxable or nontaxable. You can also give various reasons for the classification of each transaction. The system stores the tax information for transactions in the Sales/Use/VAT Tax File table (F0018).

Run the VAT Journal program to print a VAT report. The report includes all records in the Sales/Use/VAT Tax File table that meet your data selections and processing option criteria.

You can customize the tax information that prints on VAT reports by defining up to five columns of tax information from the Sales/Use/VAT Tax File table. Each column can represent up to twelve different tax rates and areas. You can also specify whether a column contains taxable amounts or tax amounts.

You can print VAT reports to review the taxes on sales or the taxes on purchases. To specify taxes on sales or purchases, include the document type in your data selection. For example, to print a VAT report for purchases, specify Document Type PV.

You can sequence VAT reports by any field in the Sales/Use/VAT Tax File table. The most common report sequence is as follows:

1. Company
2. Document Type
3. Document Number

Note: If you print a VAT report that includes multiple currencies, the system does not print a grand total. To see grand total amounts, print separate VAT reports by company for each currency.

Processing Options for VAT Journals (R00320)

```
Selection Date

1. Enter the beginning G/L date. This
    date will select documents greater
    than or equal to this date.

      Beginning Date                                ____________

2. Enter the ending G/L date. This date
    will select documents less than or
    equal to this date.

      Ending Date                                   ____________

Distribution

1. Enter a '1' to distribute the TAXABLE
    amount into the tax area columns.
    Leave blank to distribute the actual
    TAX amount.

                                                    ____________
```

Company

1. Enter the number of the company to use for the heading information and VAT Registration Number. NOTE: Does not affect the information being reported.

Company ______________

Summarization

1. Enter a ’1’ to summarize the report by document number. The default of blank will print a detail line for each document line number.

____

Columns

1. Enter the upper and the lower headings for the five user-defined columns on the report.

Column 1 Upper Heading ______________
Column 1 Lower Heading ______________
Column 2 Upper Heading ______________
Column 2 Lower Heading ______________
Column 3 Upper Heading ______________
Column 3 Lower Heading ______________
Column 4 Upper Heading ______________
Column 4 Lower Heading ______________
Column 5 Upper Heading ______________
Column 5 Lower Heading ______________

Automatic Debit Processing

Working with automatic debits includes the following tasks:

- ☐ Overview of automatic debits
- ☐ Working with automatic debits
- ☐ Setting up credit insurance policies

Overview of Automatic Debits

The overview of automatic debits includes the following topics:

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

Working with Automatic Debits for Germany

You can specify the type of agreement that you have with your customer regarding automatic debits. In Germany, businesses can enter into the following automatic debit agreements:

- Direct Debit Authority. An agreement between the business (supplier) and the customer that allows the customer to dispute the automatic debit charge within six weeks.
- Transfer Instruction. An agreement between the business (supplier) and the bank. In this case, the customer does not have the right to protest the bank charges.

When you run the Automatic Debiting program to process German automatic debits, you can specify one of the following program numbers to create debit formats or a bank cover sheet:

R03B575DD	German Bank File Format and Statement Diskette
R03B575DD1	German Bank Cover Sheet

Note: The German Bank File Format and Statement Diskette program calls the bank cover sheet program (R03B575DD1) automatically.

You can enter these program numbers in the Bank File processing option when you create and process automatic debits. Alternatively, you can enter the program number in the Automatic Debit Batches program (P03B571) and then format the bank file.

The payment format programs generate a bank table that adheres to the German banking standards for automatic debits.

Before You Begin

- ☐ To specify the type of automatic debit agreement for the payment group, access the processing options for the German format program that you are using. Enter a 1 in the processing option if you have a transfer instruction with the bank. Leave the processing option blank if you have Direct Debit Authority with your customer. In both cases, the system writes the information to the correct field on the bank file for your bank to read.

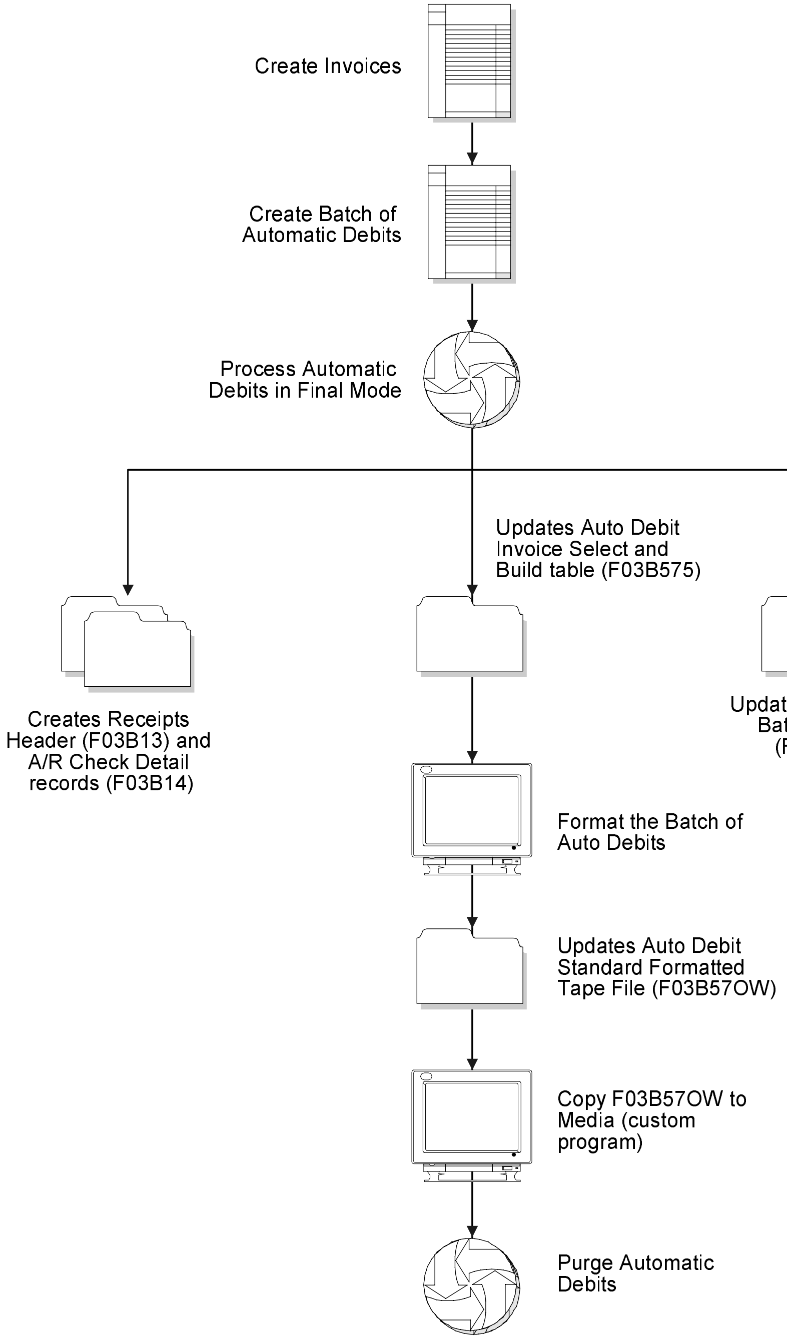
See Also

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

Processing Options for German Bank File Format and Statement Diskette (R03B575DD)

```
Defaults

1.  Enter a '1' if the Automatic
    Debits are to be created as
    Abbuchungen.  If left blank,
    Lastschriften records will be
    created.


      German Format                              ____________

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

      Print Customer Statement                   ____________

3.  Tape Density:

      Tape Density                               ____________

Currency

      4. Enter the Currency Code that is         ____________
      used in your system to identify
      the EURO
```

Automatic Debits Information Flow


Create Invoices
Create Batch of Automatic Debits
Process Automatic Debits in Final Mode
Updates Auto Debit Invoice Select and Build table (F03B575)
Creates Receipts Header (F03B13) and A/R Check Detail records (F03B14)
Updates Auto Debit Batch Control (F03B571)
Format the Batch of Auto Debits
Updates Auto Debit Standard Formatted Tape File (F03B57OW)
Copy F03B57OW to Media (custom program)
Purge Automatic Debits

Working with Automatic Debits

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

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

The automatic debit process updates the following tables:

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

Working with automatic debits includes the following tasks:

☐ Creating a batch of automatic debits

☐ Processing a batch of automatic debits in final mode

☐ Formatting a batch of automatic debits

☐ Purging a batch of automatic debits

Before You Begin

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

☐ On Set Up Bank Accounts by Address, verify that you have a G/L bank account for automatic debits set up for your customers. See *Setting Up Bank Account Addresses*.

☐ On Set Up G/L Bank Account, verify that a Next Auto Debit Number is specified for the bank account to which the automatic debits will be credited. See *Setting Up G/L Bank Account Information*.

☐ On A/R Constants, choose the Auto Receipt option. See *Setting Up A/R Constants*.

☐ Create a custom program to copy processed and formatted automatic debit batches to the medium that your bank accepts, or to transmit them electronically.

See Also

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

Creating a Batch of Automatic Debits

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

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

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

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

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

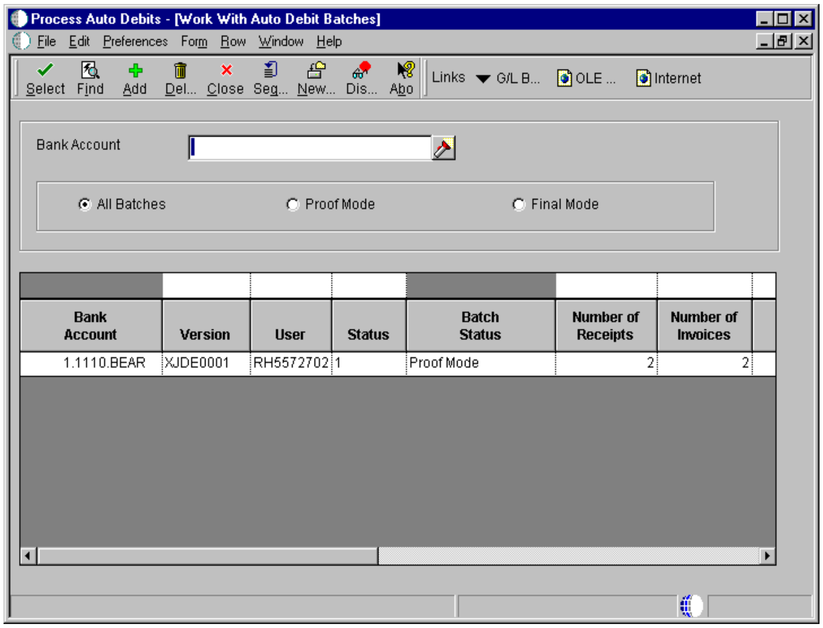
Note: If you create automatic debits in final mode, the system automatically launches program R03B575 (Process Automatic Debits), version ZJDE0001 after it runs the version that you selected for R03B571.

Related Information

Deleting an automatic debit batch	If at any time during the automatic debit process you discover an error in a batch, you can delete the batch and create a new batch in the Automatic Debit worktable. For example, you would need to create a new batch in the worktable if you make a change to customer, invoice, or bank account information. These changes *do not* automatically update existing batches of automatic debit information in the worktable. When you delete an automatic debit batch, the system deletes or voids any receipt records and journal entries that were created for the batch and reopens the invoices associated with the batch. The invoices are then eligible to be included in a new automatic debit batch.
Multicurrency invoices	Using automatic debits, you can pay invoices in the domestic or foreign currency. The system processes automatic debits in the foreign currency specified on the invoice. On Work with Auto Debit Batches, the Currency Code, Gross Amount, Discount taken, and Net Amount fields reflect the amounts written to the Automatic Debit Batch Control table (F03B571). Multicurrency information is printed on the Create Automatic Debit Batch report (R03B571). One automatic debit batch can contain only one currency. If the currency code of the invoice that you select is not specified in the data selection, you can use the currency code of the first invoice to select the data.

▶ To create a batch of automatic debits

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


Process Auto Debits - [Work With Auto Debit Batches]
File Edit Preferences Form Row Window Help
Select Find Add Del... Close Seq... New... Dis... Abo
Links G/L B... OLE ... Internet

Bank Account

● All Batches ○ Proof Mode ○ Final Mode

Bank Account	Version	User	Status	Batch Status	Number of Receipts	Number of Invoices
1.1110.BEAR	XJDE0001	RH5572702	1	Proof Mode	2	2

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

2. On Work with Batch Versions, create a new version or run an existing version of the Create Automatic Debit Batch program.

Processing Options for Create Automatic Debit Batch

Processing

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

   Final Processing Mode ____________

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

   As Of Date ____________

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

Type of Comparison Date ____________

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

Auto debits Process Mode ____________

Bank Account

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

GL Bank Account ____________

Discounts

5. Enter a ’1’ if ALL discounts are to be processed. If left blank, the Cutoff Date will be used to validate the available discount.

Process All Discounts ____________

6. Enter the Cutoff Date for applying discounts. Discounts will not be taken if the Discount Due Date is prior to this date.

Discount Cutoff Date ____________

GL Defaults

7. Enter a G/L Date. If left blank, the system date will be used.

G/L Date ____________

8. Select G/L Entries Method (blank equals Create Summary Total Journal Entries; ’1’ equals Create Detail Journal Entries which will create one journal entry per deposit item.)

Create Detail Journal Entries ____________

Amount Limits

9. Enter the MINIMUM amount that can be selected for payment via Automatic Debits. Amounts under this will not be selected.

Enter Minimum Amount ____________

10. Enter the MAXIMUM amount that can be selected for payment via Automatic Debits. Amounts over this will not be selected.

Enter Maximum Amount ____________

Bank File

11. Enter the name of the program to format the bank file.

Bank Format Program ____________

12. Enter the name of the version to format the bank file.

Bank Format Version ____________

BACS

13. Enter a '1' if BACS Processing is to be used for this Auto Debits batch. If left blank, BACS Processing will NOT be performed for this batch.

BACS Processing ____________

14. Enter the BACS Processing Date.

BACS Processing Date ____________

15. Enter the number of BACS days to be added to the BACS Processing Date in order to calculate the expiration date.

Number of BACS Days ____________

16. Enter the Workday Calendar name.

Workday Calendar ____________

What You Should Know About Processing Options

Program names for the bank file (11)	Use the following formats for the Bank File processing option: • R03B575AD - Austrian format • R03B575DD - German format • R03B575DH - Dutch format • R03B575FD - French format • R03B575GB - United Kingdom format • R03B575SD - Swiss format

Data Selection

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

Processing a Batch of Automatic Debits in Final Mode

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

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

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

- Prints two reports:
  - R03B571 (Create Automatic Debit Batch) prints an exception report of any errors that occur in the selection of invoices for the automatic debit batch. If the system does not detect an error, the message, “Records Processed - No Exceptions,” is printed.
  - R03B575 (Process Automatic Debits) prints the invoices that constitute the automatic debit batch.

► To process a batch of automatic debits in final mode

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

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

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

Formatting a Batch of Automatic Debits

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

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

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

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

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

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

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

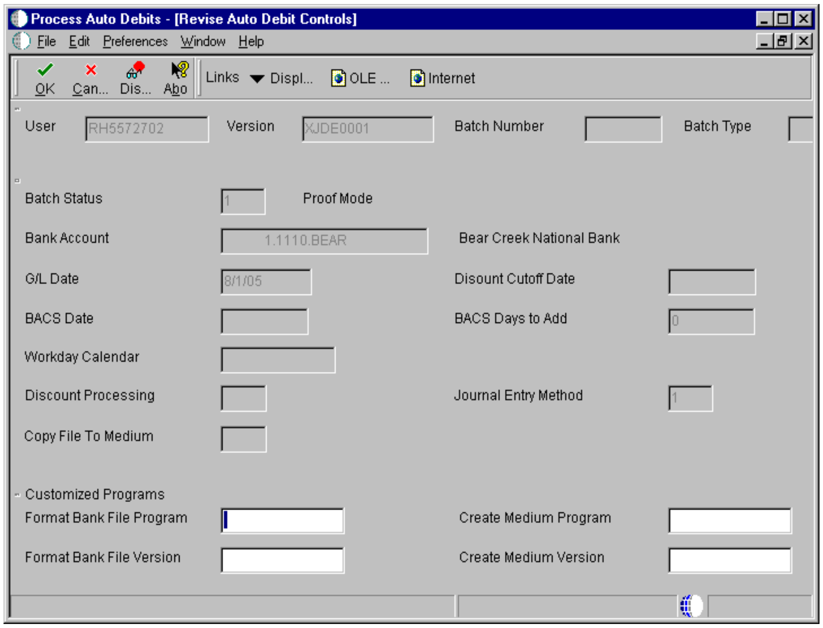
If you are using a custom program, ensure that it updates the Status field in the F03B571 table. J.D. Edwards recommends that you use one of the supplied programs as a template if you are creating a custom program for this purpose.

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

▶ To format a batch of automatic debits

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

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



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

3. On Revise Auto Debit Controls, verify that the selections are correct for the following fields:
   - Format Bank File Program
   - Format Bank File Version
   - Create Medium Program
   - Create Medium Version

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

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

Field	Explanation
Format Bank File Program	The name of an executable program. For OneWorld: This name is the system name of a form that is associated with an application. To determine the system name of a form, open the form and choose About OneWorld from the Help menu. ....*Form-specific information*................................ The program name of the country-specific bank file format. For example, use R03B575DD for the German format.
Format Bank File Version	A sequence number that identifies versions of a menu selection. For example, where multiple versions of a report menu selection are set up, this sequence number identifies each of those versions. ....*Form-specific information*................................ The version for the country specific-bank file format program you specify in the Format Bank File Program field.
Create Medium Program	The program that performs an existence check for a specified Address Book number. ....*Form-specific information*................................ The program used to copy data from the Auto Debit Standard Formatted Tape File (F03B57OW) to the appropriate medium. This is a client-specific, custom program.
Create Medium Version	You are allowed to set up multiple versions of certain menu selections (e.g.- reports). This sequence number identifies each of those versions. ....*Form-specific information*................................ The version for the client-specific, custom program used in the Create Medium Program field.

Purging a Batch of Automatic Debits

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

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

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

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

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

► To purge a batch of automatic debits

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

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

6. Click OK to purge all tables, or enter 1 in the field provided to purge the Auto Debit Control table only (F03B571) and then click OK.

Setting Up Credit Insurance Policies

When you purchase insurance policies to cover open liability, you can record these policies in the Credit and Collections system. With these policies recorded, you can monitor customers' insured credit limits using reports or on a transactional basis, depending on the type of policy you specify.

When working with credit insurance policies, you can:

- ☐ Set up a general credit insurance policy
- ☐ Set up a single credit insurance policy

General policies cover multiple customers and you can review the policy on an ongoing basis using reports. Single policies cover a customer or project based on an effective date that you specify. You monitor single policies on a transactional basis.

You can set up multiple policies for one insurance company. The system maintains policies in the Credit Insurance table (F03B29) in the currency in which they are purchased. The percentage of coverage that you purchase is determined by each company and might not fully cover their liability.

Note: You cannot set up a policy for a customer at the line-of-business level.

Setting Up a General Credit Insurance Policy

You set up general policies for multiple customers. To set up a general policy, determine the liability of customers over a specific period of time. If you determine that the insured limit is insufficient or that a customer has too much coverage, you can adjust the policy with the insurance company and update the insured policy amount.

You can review and validate these policies on a monthly basis using reports. Then, for example, you can return to the insurance company and adjust the policy amount when the need arises. You can use the following reports to review information for general credit insurance policies:

- A/R Details with Aging (R03B4201B)
- Open A/R Summary Analysis (R03B155)

- Currency - Foreign/Domestic with Aging (R03B429C)

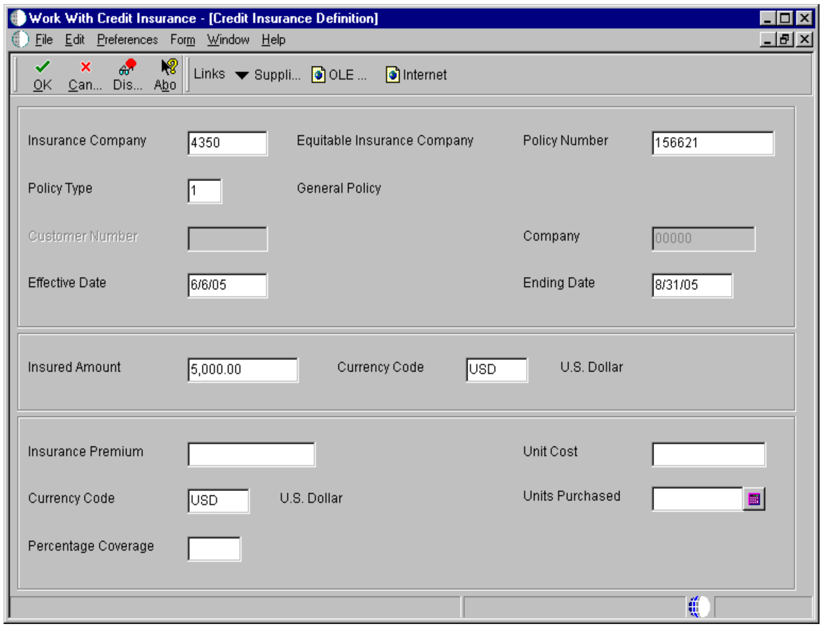
See Also

- *A/R Reports* for more information about printing reports.

▶ To set up a general credit insurance policy

From the Credit and Collections Setup menu (G03B411), choose Work With Credit Insurance.

1. On Work with Credit Insurance, click Add.


Work With Credit Insurance - [Credit Insurance Definition]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links Suppli... OLE ... Internet

Insurance Company 4350 Equitable Insurance Company

Policy Number 156621

Policy Type 1 General Policy

Customer Number

Company 00000

Effective Date 6/6/05

Ending Date 8/31/05

Insured Amount 5,000.00

Currency Code USD U.S. Dollar

Insurance Premium

Unit Cost

Currency Code USD U.S. Dollar

Units Purchased

Percentage Coverage

2. On Credit Insurance Definition, complete the following fields:
   - Insurance Company

     You set up the Insurance Company as a Supplier (search type V). The system uses the supplier Address Book number to associate the policy with the insurance company.
   - Policy Number
   - Policy Type
   - Insured Amount

- Currency Code
- Effective Date

3. Complete the following optional fields and click OK:
    - Ending Date
    - Insurance Premium
    - Unit Cost
    - Currency Code
    - Units Purchased
    - Percentage Coverage

Field	Explanation
Insurance Company	A number that identifies an entry in the Address Book system. Use this number to identify insurance companies.
Policy Number	A reference number for information only.
Policy Type	The insured credit limit policy type. Two policy types are available: 1. General Policy. This policy covers several customers at a time. 2. Single Policy. This policy covers only one customer or project.
Policy Type	The insured credit limit policy type. Three policy types are available: 1. General Policy 2. Single Policy 3 Single Policy No Credit Check General Policy (1) covers several customers at a time. Single Policy (2) covers only one customer or project at a time. When you want the system to check the standard credit limit instead of the insured credit limit, use Single Policy No Credit Check (3). For example, when using policy 3, you might want to offer a higher credit limit to a customer than what is specified in the insured credit limit. You do so by setting the standard credit limit on Customer Master Revision (P03013) higher than the insured credit limit on Credit Insurance Definition (P03B2901). In this example, when entering a sales order, the system checks the standard credit limit and ignores the insured credit limit.
Insured Amount	The maximum amount covered by an insurance company if a customer fails to pay.

Field	Explanation
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions.
Effective Date	The date on which this transaction takes effect. The effective date is used generically. It can be the date of the next raise, a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, a change in well status, or any other date that is appropriate. ....*Form-specific information*................................ On this form, the date on which this policy takes effect.
Ending Date	The date that the asset was removed or returned from a particular location. ....*Form-specific information*................................ The expiration date of the policy.
Insurance Premium	The fee paid to an insurance company to purchase an insured credit limit policy.
Currency Code	A code that indicates the originating currency code of the transaction. ....*Form-specific information*................................ The currency code of the insured amount.
Percentage Coverage	The percentage of the open amount for customers covered by an insurance company.

Related Tasks

Reviewing credit insurance policies

After you set up a credit insurance policy, you can select the policy on the Work with Credit Insurance form and use Row menus to review the following types of information:

- The Supplier Master record for the insurance company
- The Customer Master record for the customer associated with the policy
- Customer Ledger and Account Balance Inquiry forms to review information such as why a customer is being considered for insurance

Setting Up a Single Credit Insurance Policy

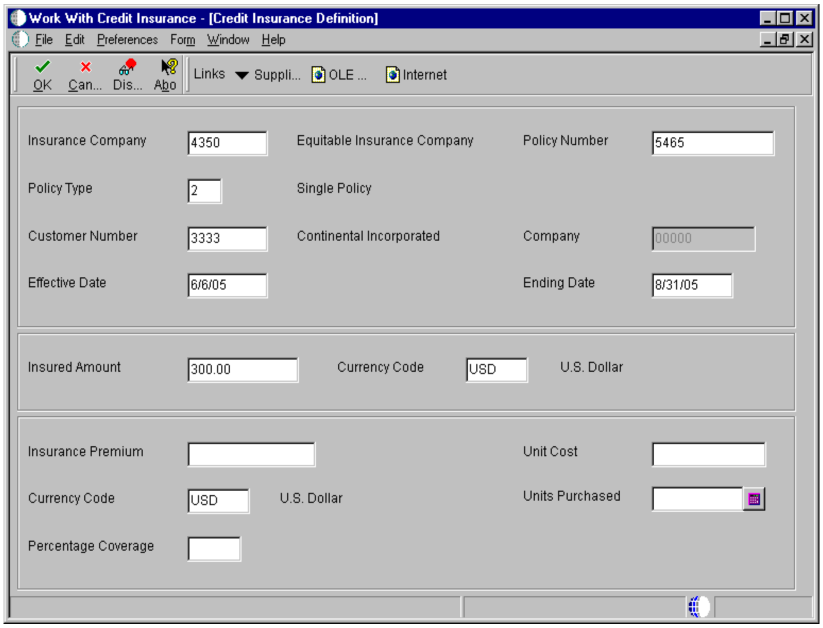
You set up a single policy for a customer or project that you review on a transactional basis. Normally, you specify an effective period because single policies are taken out for a specific period of time.

The system monitors the insured credit limit when you enter an invoice, similar to how it monitors internal credit limits. You associate the policy with a customer when you update the Insurance Company Address Book number and the Insured Amount in the Credit Insurance table (F03B29).

► To set up a single credit insurance policy

From the Credit and Collections Setup menu (G03B411), choose Work With Credit Insurance.

1. On Work with Credit Insurance, click Add.


Work With Credit Insurance - [Credit Insurance Definition]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
Suppli...
OLE ...
Internet

Insurance Company 4350 Equitable Insurance Company
Policy Number 5465
Policy Type 2 Single Policy
Customer Number 3333 Continental Incorporated
Company 00000
Effective Date 6/6/05
Ending Date 8/31/05
Insured Amount 300.00
Currency Code USD U.S. Dollar
Insurance Premium
Unit Cost
Currency Code USD U.S. Dollar
Units Purchased
Percentage Coverage

2. On Credit Insurance Definition, complete the following fields:

   - Insurance Company

     You set up the Insurance Company as a Supplier (search type V). The system uses the supplier Address Book number to associate the policy with the insurance company.

- Policy Number
- Policy Type
- Customer Number
- Insured Amount
- Currency Code
- Effective Date
- Ending Date

3. Complete the following optional fields:
    - Insurance Premium
    - Unit Cost
    - Currency Code
    - Units Purchased
    - Percentage Coverage

Related Tasks

Reviewing credit insurance policies

After you set up a credit insurance policy, you can select the policy on the Work with Credit Insurance form and use Row menus to review the following types of information:

- The Supplier Master record for the insurance company
- The Customer Master record for the customer associated with the policy
- Customer Ledger and Account Balance Inquiry forms to review information such as why a customer is being considered for insurance

Encashment Processing

Encashment, a common business practice in Germany, is a process by which a third party receives payments from the customers of a business and then disburses the payment to the business. You can use J.D. Edwards software to process encashment using the following methods:

Parent/child	The parent business processes customer invoices and cash receipts for all of its subsidiary businesses.
Factoring	The business forwards its customer invoices to an encashment company.

Processing encashments includes the following tasks:

- ☐ Processing encashments using the parent/child method
- ☐ Processing encashments using the factoring method

Processing Encashments Using the Parent/Child Method

When you use the parent/child method to process encashments, a parent company processes all the receipts for its children companies. To use the parent/child encashment method, you must specify the number of the parent company or the special payee for each customer that you set up.

Process parent/child encashment invoices as you would process normal cash receipts. You can use the Parent Number or Factor/Special Payee fields on the Customer Ledger Inquiry form to select only the invoices that the parent company is going to pay.

See Also

- *Accounts Receivable: Entering Receipts with Manual Write-Offs*

Processing Encashments Using the Factoring Method

When you use the factoring method to process encashments, your customers remit the payment for their invoices to an encashment company that processes the payments and invoices. You receive the payment for the invoices, less a predetermined commission, from the encashment company.

To process encashments using the factoring method, you write off the receipts that you know will be paid by the encashment company using the Receipts Entry programs in J.D. Edwards base software.

You must set up a reason code (user defined code 03/AR) and a general ledger account for the receipts that you plan to write off for encashment. The reason code that you associate with the receipts determines which general ledger account the system debits when you post the receipts.

You set up the reason codes in the AAIs. For example, you set up AAI item RAxx (where xx is the two-character reason code) to associate the reason codes to the general ledger accounts.

See Also

- *Accounts Receivable: Entering Receipts with Manual Write-Offs*

Automatic Payment Processing

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

The following graphic illustrates working with automatic payments.

Step 1

Set up auto withholding.

Step 2

Run Cash Requirements report.

Step 3

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

Step 4

Create payment groups.

Step 5

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

Step 6

Work with payment groups.

Step 7

Write payment/copy to tape.

Step 8

Update payment.

Step 9

Review payment register.

Step10

Post payments.

Processing automatic payments for Germany includes the following topic and tasks:

- ☐ Overview of automatic payments
- ☐ Entering supplier records
- ☐ Setting up bank account information
- ☐ Working with payment instruments
- ☐ Setting up the processing options for Create Payment Groups
- ☐ Creating payment groups
- ☐ Setting up the processing options for Automatic Payment Groups
- ☐ Working with payment groups
- ☐ Working with automatic payments

Overview of Automatic Payments

The overview of automatic payments includes the following topic:

☐ Understanding Z1 processing

Understanding Z1 Processing

When making a foreign payment, a company is required to complete a report or create a diskette file that provides information to the Bundesbank (German Federal Bank) for statistical purposes. The Z1 foreign payment format provides a means to create foreign payments and the corresponding documentation automatically. J.D. Edwards provides an electronic version (EFT) of the Z1.

Z1 processing uses the following tables:

Germany-Bank Transit Number Master File Addtl Information (F74030G)	This table holds additional bank account information for each supplier's bank account. Each address book record can have only one record in the Germany-Bank Transit Number Master File Addtl Information table (F74030G).
Detail Payment Instructions for German Payments (F7404572)	This table holds the same information as the Germany-Bank Transit Number Master File Addtl Information table (F74030G) except that it is used to enter or update bank information at the payment control group level.
Detail Payment Instructions EXT. for German Payments (F7404573)	This table holds the same information as the Detail Payment Instructions for German Payments table (F7404572) except that it is used to enter or update bank information at the pay item level.

Z1 processing produces a specific foreign payment output file with the following records:

- Q record - header information
- T record - detail payment information
- U record - detail report information for imported goods (to be reported to the Bundesbank)

- W record - detail report information for service transactions or capital movements (to be reported to the Bundesbank)
- Z record - trailer information

Note: The Z1 output file does not include the following components:

- V Record - Automatic payments relating to merchanting trade cannot be created (this is the information related to the V record). If a payment is for such purposes, the payment must be written out manually on a Z1 form.
- A paper output of the Z1 automatic payments format.

Key Concepts

In conjunction with standard automatic payment processing, you must consider the following country-specific automatic payment processing steps and key notes:

☐ Entering vouchers

☐ Creating payment groups

☐ Modifying information in a payment group

☐ Writing the payment groups for the Z1

☐ Key notes regarding the fields for the Z1

Entering Vouchers

Use the Create A/P Bank Diskette - Germany program (R04572G5) to enter vouchers. The payment instruments are set up using the Payment Instrument Defaults program (P0417). The payment instrument can be entered at the time of voucher entry, it can default from the supplier master, or it can be changed using speed release before the payment group is created.

Each pay item must also specify detail on what is being purchased. This information is used to determine which record (U or W) is used in conjunction with the detail record (T) in the Z1 output file. This information is essential for reporting to the Bundesbank (German Federal Bank).

- The U record should be created if the voucher (and therefore payment) is related to the import of goods.
- The W record should be created if the voucher (and therefore payment) is related to services transactions or capital movements.

You must enter a U or a W into the Special Handling Code-A/P Payment list (00/HC) for each pay item. The system will create a W record on the file only if a W is in the payment handling field.

A U record is created if the payment handling code is filled with a U, is left blank, or is filled with any other value than W.

Note: J.D. Edwards recommends that you enter a U or a W when entering the voucher. However, the payment handling code can be added or changed in the speed release program before the payment group is created.

See Also

- *Special Handling Code-A/P Payment (00/HC)* for more information about setting up payment handling codes for Germany

Creating Payment Groups

Each time that you run the Create Payment Control Groups program (R04570) for Germany, the system calls the German country server (X045704DE). The country server will create a new record in the Detail Payment Instructions for German Payments table (F7404572) for each pay item. The record in the Detail Payment Instructions for German Payments table will be an exact copy of the equivalent record in the Germany-Bank Transit Number Master File Addtl Information table (F74030G).

Note: The base Create Payment Control Group program does not allow you to combine multiple currencies. If you want to combine two or more payment groups into one payment file to be sent to the bank, you will need to follow certain steps when writing the group. See *Writing the Payment Groups for the Z1*.

Modifying Information in Payment Groups

After the group is created (but before it is written), the Additional Bank Information can be changed for each individual payment group or pay item. To change the detail payment instructions for payments, you must access the payment group using Automatic Payment Groups (P04571). Complete the following steps to modify information in payment groups:

- Modifying information at the payment group level
- Modifying information at the payment detail level

► To modify information at the payment group level

From the German Localizations menu (G74G), choose Work with Payment Groups.

1. On Work with Payment Groups, click Find and choose a payment group.
2. Click Select to access the payment group level.
3. On Work with Payment Group - Write Status, choose a payment group in the detail area.
4. From the Row menu, choose Regional Information.
5. On Work with Payment Groups - [Find/Browse], click Select.
6. On Work with Payment Groups - [Fix/Inspect], validate all or any fields necessary.

► To modify information at the payment detail level

From the German Localizations menu (G74G), choose Work with Payment Groups.

1. On Work with Payment Groups, click Find and choose a payment group.
2. Click Select to access the payment group level.
3. On Work With Payment Group - Write Status, locate and choose a payment.
4. Click Select to access payment detail.
5. On Work with Payment Detail, choose a pay item in the detail area.
6. From the Row menu, choose Regional Information.
7. On Work with Payment Groups - [Find/Browse], click Select.
8. On Work with Payment Groups - [Fix/Inspect], validate all or any fields necessary.

The Work with Payment Group program provides the ability to display group or detailed payment instructions using the Detail Payment Instructions - German (P744572) and the A/P Payment Detail Extension File (P744573) programs. The default bank account information for German foreign payments is displayed upon inquiry. The Germany-Bank Transit Number Master File Addtl Information table

(F74030G) provides the supplier's group and detail information. The information can be modified only before the payment is written. Any single code or all codes can be changed.

Writing the Payment Groups for the Z1

If you want to combine two or more payment groups into one payment file to be sent to the bank, you need to perform the following steps when writing the group:

1. Set the Payment Control Group Output processing option on the Print tab for Automatic Payment Groups (P04571) to 1. This processing option allows you to write several groups into one file separating on the bank account number (1).

2. Because. all groups have to be written simultaneously, choose all groups in the detail area and choose Write from the Row menu.

Caution: If groups are written simultaneously, take special care to ensure that the groups are not reset or undone separately. J.D. Edwards recommends that immediately after writing groups, you review and then update the groups together to ensure that no vouchers are being paid twice.

After you update, verify, or correct all details, you will write the payment groups that will create the Z1 file. The Z1 file will be created only if the correct payment instrument is used.

Note: Whether the U or W record is created depends upon the value in the payment handling code for each pay item.

If the number of pay items is greater than three, an attachment is printed at the time of the writing. If the the number of pay items is fewer than three, descriptions of these pay items fit on the Z1 output file. Therefore, an attachment is not necessary.

Key Notes Regarding the Fields for Z1

Q Record:

- Field 9: This field indicates whether the file includes statistical information (U or W record) to send to the Federal Bank. This field is always set to J, indicating that either a U or W record is always included in the file.

- Field 10 & 11: You must indicate the Regional Centre Bank area code for the Create A/P Bank Diskette - Germany file (R04572G5). Additionally, you must indicate the Principal's Company Code and Principal's Industrial Code. This processing option is mandatory because field Q9 is equal to J. If the Processing Option is blank, then the Bundesbank (German Federal Bank) rejects the file.

T Record:

- Field 8 - SWIFT Address/BLZ: This field contains either the SWIFT address or the BLZ code of the beneficiary's bank. One of these values must be entered or the Bundesbank does not accept the file. If the SWIFT or BLZ code does not exist for the supplier, J.D. Edwards recommends you submit the Z1 foreign payment format via a paper copy. This field must be entered in the Bank Transit Number Master table (F0030) or the file will fail with the bank.
- Field 18 - Instruction Code 3: If records U and W are in DEM, this field should be blank. Otherwise, it contains 95. If the transaction currency in T13 is used, then T18 must equal 95. If T19 is filled, then T18 must be blank.
- Field 19 - Instruction Code 4: This field is used if you use a DEM Bank Account to pay a USD-Invoice. Then the value of 14a/b must be DEM, which will be converted by the bank to the T13 currency. If T18 is filled, then T19 must be blank.
- Field 20 - Additional Instruction Code Information: This field allows you to provide additional information for the instruction codes. You can enter this information in the Bank Account Cross Reference - Germany (P74030G) program.
- Field 21 - Cost Settlement Code: This field contains the cost settlement code. You can enter this information via Cost Settlement UDC (74/28) in the Bank Account Cross Reference - Germany (P74030G) program.
- Field 22 - Label for type of Payment: This field contains the label for type of payment. You can enter this information via Label for Payment UDC (74/29) in the Bank Account Cross Reference - Germany (P74030G) program.
- Field 23 - Additional Instruction to Principal's Bank: This field enables you to add instructions to the principal's bank account. You can enter this information in the Bank Account Cross Reference - Germany (P74030G) program.
- Field 24 - Contact Name and Telephone Number: This field enables you to add the contact name and telephone number of the person to contact at the principal's company if the paying bank has questions related to the payment order. You can enter this information in the Bank Account Cross Reference - Germany (P74030G) program.

- Field 25 - Reporting Code: This field enables you to indicate whether the contents of the T record should be reported to the Federal Bank. You can enter this information in the Bank Account Cross Reference - Germany (P74030G) program.

W Record:

- Field 3 - Type of Transaction Concerned: This field enables you to designate whether the transaction is for capital movements/capital gains or for service or transfers. You can enter this information in the Bank Account Cross Reference - Germany (P74030G) program.

Before You Begin

☐ Verify that Germany is the country that you have selected in your user display preferences.

☐ Verify that you have set up the user defined codes for processing automatic payments in Germany.

Entering Supplier Records

Before you enter a voucher and issue payment to a supplier, you must create a supplier record. When you enter a supplier record, you are setting up address book and mailing information, and information about how the system processes vouchers and payments for that supplier.

When entering supplier records, you can:

- Enter supplier address and mailing information
- Enter additional address book information
- Enter supplier master information
- Enter default G/L distribution
- Enter tax information
- Enter information for 1099 reporting
- Assign bank accounts to suppliers

The information you enter in a supplier record is stored automatically in the following tables:

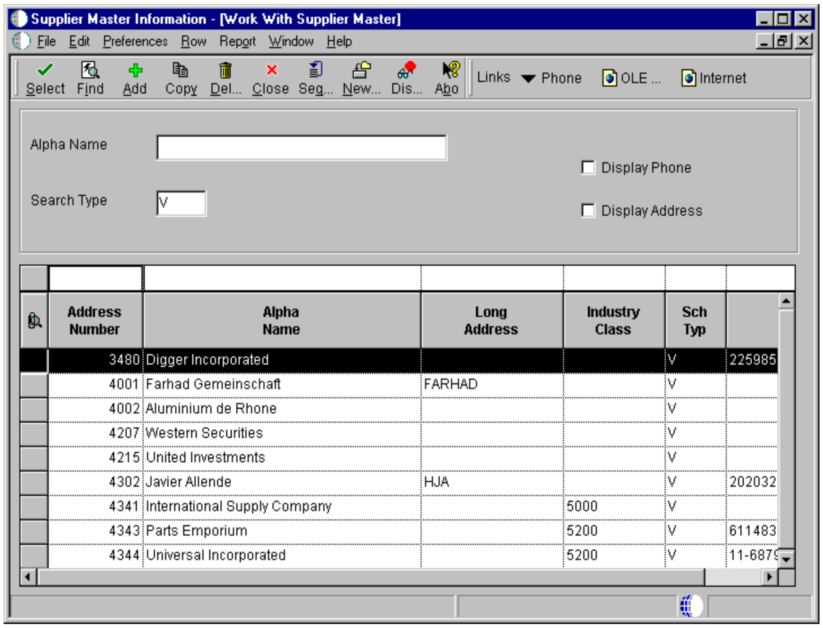
Address Book Master (F0101)	Alpha name and factor/special payee
Who's Who (F0111)	Mailing name
Supplier Master (F0401)	Supplier information
Telephone Number (F0115)	Telephone number
Address by Date (F0116)	Mailing address information
Bank Transit Number Master (F0030)	Bank account information

You only need to maintain one address number for each supplier throughout the various systems. For example, if you review online inquiries or run reports such as

A/R and A/P Netting, the system uses the same address number for all reports or inquiries.

You can enter a supplier record from either of the following forms:

- Work With Supplier Master
- Work With Addresses


Supplier Master Information - [Work With Supplier Master]
File Edit Preferences Row Report Window Help
Select Find Add Copy Del... Close Seq... New... Dis... Abo
Links Phone OLE ... Internet

Alpha Name

Search Type V

☐ Display Phone

☐ Display Address

Address Number	Alpha Name	Long Address	Industry Class	Sch Typ	
3480	Digger Incorporated			V	225985
4001	Farhad Gemeinschaft	FARHAD		V	
4002	Aluminium de Rhone			V	
4207	Western Securities			V	
4215	United Investments			V	
4302	Javier Allende	HJA		V	202032
4341	International Supply Company		5000	V	
4343	Parts Emporium		5200	V	611483
4344	Universal Incorporated		5200	V	11-687

See Also

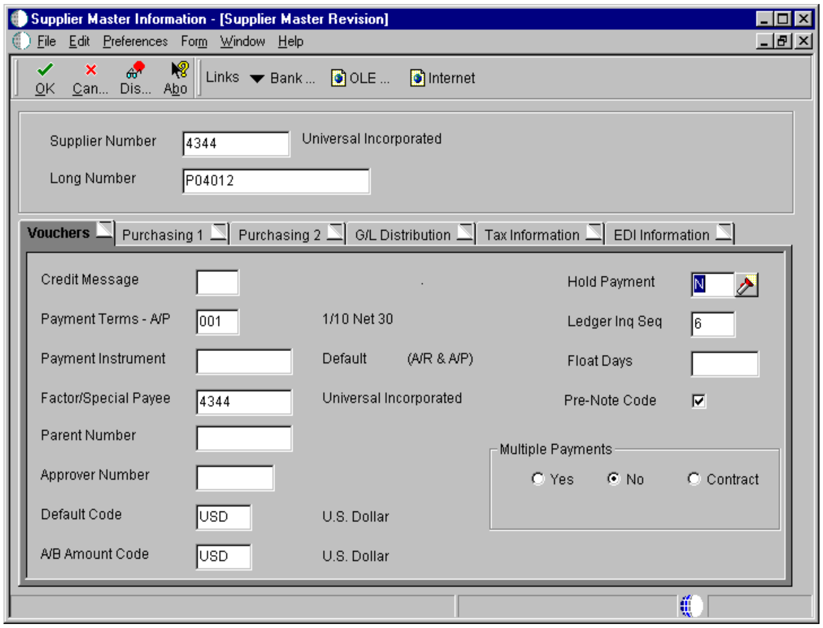
- *Working with Address Book Records* in the *Address Book Guide* for more about entering supplier information.

▶ To enter supplier address and mailing information

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

When you enter a new supplier record, the first step is to enter information that identifies the supplier, such as the mailing name and address. The system uses this identification as default information when you enter vouchers and payments. You can access Address Book Revision through Supplier Master Revision.

1. On Work With Supplier Master, click Add to access Supplier Master Revision.

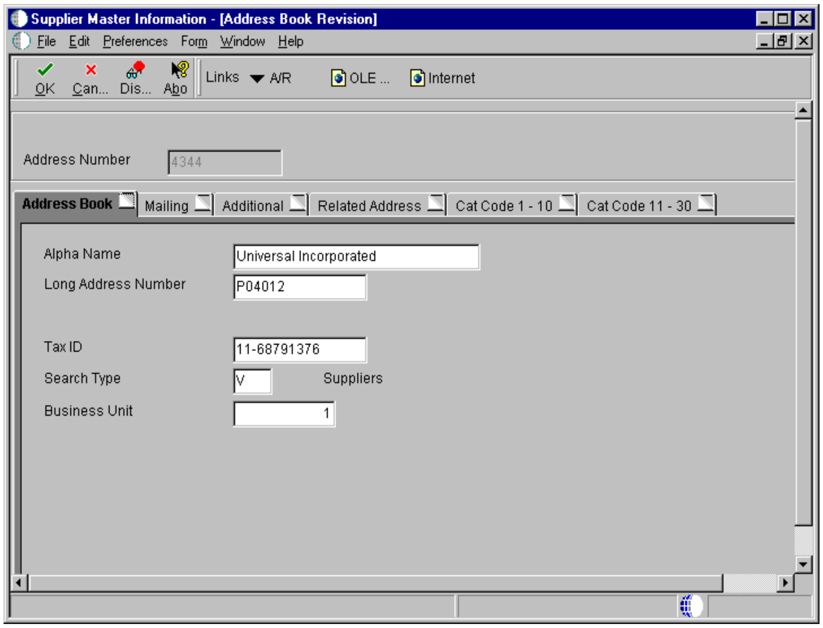

Supplier Master Information - [Supplier Master Revision]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links Bank ... OLE ... Internet
Vouchers Purchasing 1 Purchasing 2 G/L Distribution Tax Information EDI Information

Supplier Number 4344 Universal Incorporated
Long Number P04012

Credit Message
Payment Terms - A/P 001 1/10 Net 30
Payment Instrument Default (A/R & A/P)
Factor/Special Payee 4344 Universal Incorporated
Parent Number
Approver Number
Default Code USD U.S. Dollar
A/B Amount Code USD U.S. Dollar
Hold Payment N
Ledger Inq Seq 6
Float Days
Pre-Note Code ☑
Multiple Payments ○ Yes ● No ○ Contract

2. From Supplier Master Revision, navigate to Address Book Revision in one of the following ways:

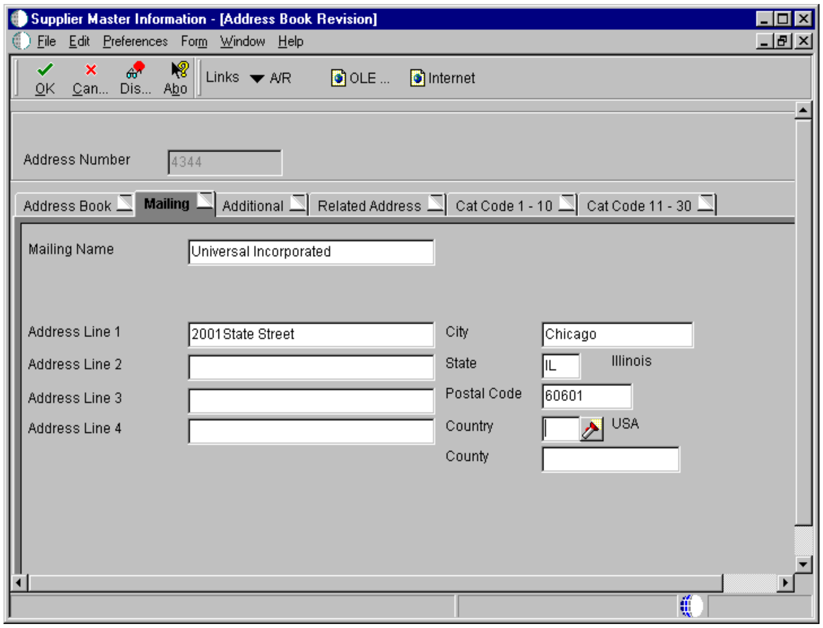
   - Enter a value in the Supplier Number field, and click OK.
   - Choose A/B Revision from the Form menu.


Supplier Master Information - [Address Book Revision]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links A/R OLE ... Internet
Address Book Mailing Additional Related Address Cat Code 1 - 10 Cat Code 11 - 30

Address Number 4344

Alpha Name Universal Incorporated
Long Address Number P04012
Tax ID 11-68791376
Search Type V Suppliers
Business Unit 1

3. On Address Book Revision, on the Address Book tab, complete the following fields to identify the supplier:
    - Alpha Name
    - Search Type
4. Complete the following optional fields to limit the search criteria:
    - Address Number
    - Long Address Number
    - Tax ID
    - Business Unit


Supplier Master Information - [Address Book Revision]
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OLE ...
Internet
Address Book
Mailing
Additional
Related Address
Cat Code 1 - 10
Cat Code 11 - 30

Address Number: 4344

Mailing Name: Universal Incorporated

Address Line 1: 2001 State Street

Address Line 2:

Address Line 3:

Address Line 4:

City: Chicago

State: IL Illinois

Postal Code: 60601

Country: USA

County:

5. Click the Mailing tab and complete the following fields to enter mailing information:
    - Mailing Name
    - Address Line 1
    - Address Line 2
    - Address Line 3

- Address Line 4
- City
- State
- Postal Code
- Country
- County

6. Enter information on any of the relevant tabs on this form, then click OK to save the information.

After you complete these steps, follow the steps to enter additional address book information.

Field	Explanation
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
Alpha Name	The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name. ....*Form-specific information*................................ If you leave this field blank, the system uses default information from the Mailing Name field. The Alpha Name field is required if you do not enter information into the Mailing Name field.
Long Address Number	A user defined name or number that is unique to the address book number. You can use this field to enter and locate information. You can use it to cross-reference the supplier to a Dun & Bradstreet number, a lease number, or other reference. ....*Form-specific information*................................ When you set up suppliers using a long address number, you can access the supplier number more quickly. For example, when you enter a voucher, you use the long address number preceded by the special character assigned to long address numbers in Address Book constants in the Supplier Number field. The system converts the long address number to the supplier number.

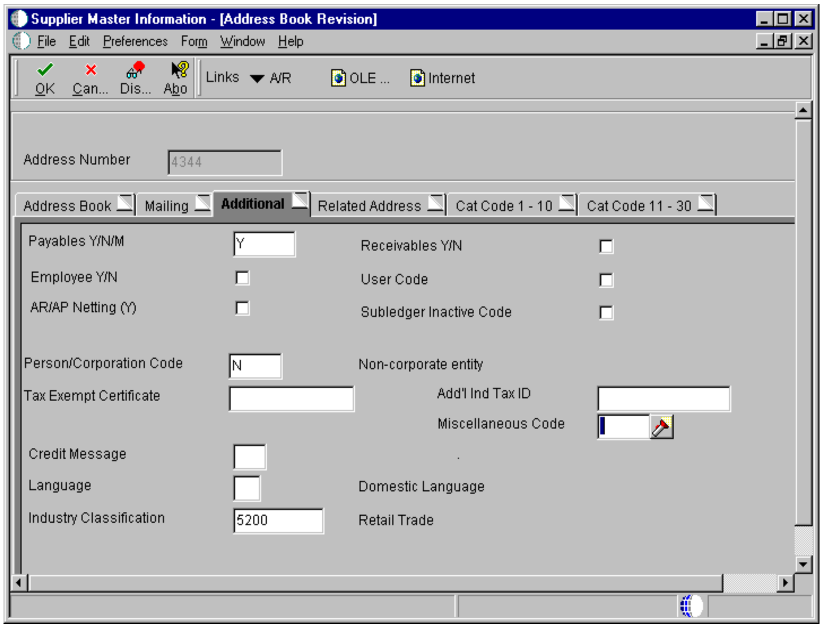
Field	Explanation
Tax ID	The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity. Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing. ....*Form-specific information*............................... For US employees, the Tax ID is a social security number. For Canadian employees, the Tax ID must be a valid and unique Social Insurance Number (SIN).
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
Business Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. Note: The system uses the job number for journal entries if you do not enter a value in the AAI table.
Mailing Name	The company or person to whom billing or correspondence is addressed. The mailing name prints as the payee name on 1099 returns. You can override this information by using the Type Code field on Who's Who.

Field	Explanation
Address Line 1	The first line of the mailing address for an employee, customer, or supplier in the Address Book system. The Internal Revenue Service (IRS) restricts the size of the address that prints on an employee's year-end tax returns. To comply with IRS regulations, the system uses the following restrictions: • On W-2 returns, the system prints only the last three nonblank address lines plus the city, state, and postal code. • On 1099 returns, the system prints only the last nonblank address line plus the city, state, and postal code. • On U.S. federal magnetic media, the system writes only the last nonblank address line plus the city, state, and postal code.
Address Line 2	On 1099 forms, the system prints only the last non-blank line of the Mailing Address. This is because the IRS limits 1099 address to three lines, consisting of name, street address, and city, state, and zip code.
City	The city associated with the address.
State	A user defined code (00/S) for the state or province. This code is usually a postal service abbreviation.
Postal Code	The United States ZIP code or the postal code attached to the address for delivery in other countries. This code is used as the low end value when doing Postal Code Transaction range processing.
Country	A user defined code (00/CN) that identifies a country. The country code has no effect on currency conversion. The Address Book system uses the country code for data selection and address formatting.
County	The name of a county, parish, or other political district that is necessary for the address or for tax purposes.

▶ To enter additional address book information

After you enter address and mailing information for a new supplier, you can enter additional information. For example, you can specify default tax information or an online credit message.

1. On Address Book Revision, click the Additional tab.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OLE ...
Internet
Address Book
Mailing
Additional
Related Address
Cat Code 1 - 10
Cat Code 11 - 30

Address Number 4344

Payables Y/N/M Y

Employee Y/N ☐

AR/AP Netting (Y) ☐

Receivables Y/N ☐

User Code ☐

Subledger Inactive Code ☐

Person/Corporation Code N Non-corporate entity

Tax Exempt Certificate

Add'l Ind Tax ID

Miscellaneous Code

Credit Message

Language Domestic Language

Industry Classification 5200 Retail Trade

2. On the Additional tab, complete the following field:
   - Payables Y/N/M
3. Click the option for each of the following, if necessary:
   - Receivables Y/N
   - Employee Y/N
   - User Code
   - AR/AP Netting (Y)
   - Subledger Inactive Code

4. Complete the following optional fields:
   - Person/Corporation Code
   - Tax Exempt Certificate
   - Add'l Ind Tax ID
   - Credit Message
   - Address Book - Miscellaneous Code
   - Language
   - Industry Classification
5. Click OK to save the record.

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

Field	**Explanation**
Payables Y/N/M	A code that identifies the address as a supplier. Valid values are: Y Yes, this is a supplier. A processing option determines whether the supplier master record automatically appears after you add an address. N No, this is not a supplier. This code does not prevent you from entering a voucher for the address. M This is a miscellaneous, one-time supplier. This code does not prevent you from entering multiple vouchers for the address. F This is a supplier with a foreign address. The IRS requires U.S. companies to identify suppliers with foreign addresses for 1099 reporting. You should assign tax authorities as suppliers. This allows tax payments to be made to tax authorities. Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Payables and Receivables fields are N.

Field	Explanation
Receivables Y/N	A code in WorldSoftware or an option in OneWorld software that identifies the address as a customer. Valid values for WorldSoftware are: Y Yes, this is a customer. A processing option determines whether the customer master record automatically appears after you add an address. N No, this is not a customer. This code does not prevent you from entering an invoice for the address. Code N is informational only, unless you set a processing option. In this case, a warning message appears if both the Receivables and Payables fields are N. For OneWorld software: On This is a customer. Off This is not a customer.
Employee Y/N	A code in WorldSoftware or an option in OneWorld software that indicates whether this address is an employee. Valid codes for WorldSoftware are: Y Yes, this is an employee. N No, this is not an employee. For OneWorld software, a selected option means the address is an employee. This code is informational only. It has no predetermined use in the Address Book system.
User Code	A code in WorldSoftware or an option in OneWorld software that you define in the data dictionary to reference an address. You can use this field to indicate information that is pertinent to your business.
AR/AP Netting (Y)	A code in WorldSoftware or an option in OneWorld software that indicates whether an address is eligible for use in the A/R and A/P netting process. This value applies to both the Accounts Receivable and Accounts Payable systems.
Subledger Inactive Code	A code in WorldSoftware or an option in OneWorld that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed. If a subledger becomes active again, set this field back to blank. If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.

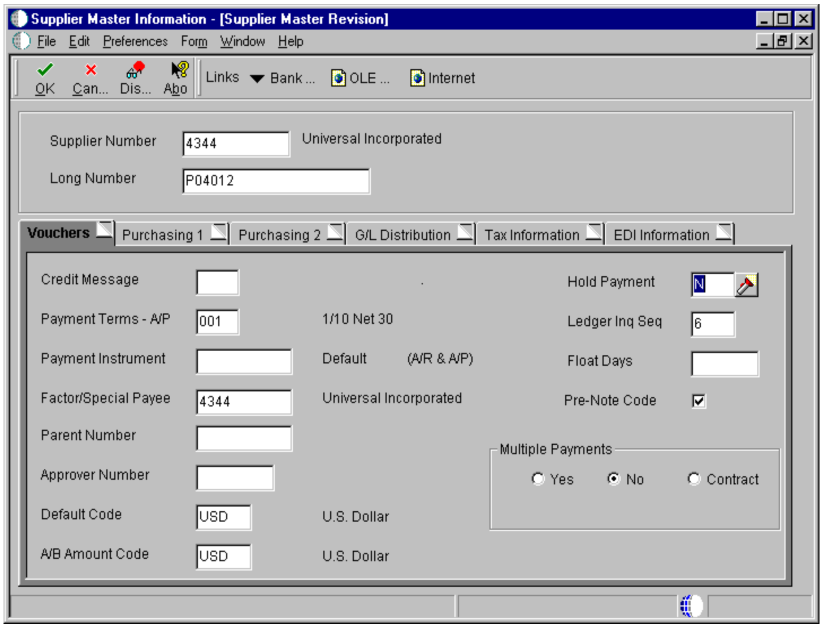
Field	Explanation
Person/Corporation Code	A code that designates the type of taxpayer. Valid values for U.S. entities are: C Corporate entity (the 20-digit Tax field prints as 12-3456789) P Individual (the 20-digit Tax field prints as 123-45-6789) N Noncorporate entity (the 20-digit Tax field prints 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.
Tax Exempt Certificate	A number that identifies a license or certificate that tax authorities issue to tax-exempt individuals and companies.
Add'l Ind Tax ID	An additional identification number that a tax authority assigns to an individual.
Credit Message	A user defined code (00/CM) that displays information about a particular customer or supplier. Examples: 1 Over credit limit 2 Requires purchase order 3 Not on maintenance agreement 4 Notify the credit manager The Customer Master Revision and the Supplier Master Revision forms display credit messages for customers and suppliers when you enter or locate information.

Field	Explanation
Miscellaneous Code	A user defined code (01/EP) that designates from where a user sends and receives messages. Values include: Blank Inactive e-mail. Assigned to a user who sends and receives only internal messages. 1 JDEM Messaging. All messages sent and received using this preference are local to the OneWorld database. JDEM messaging does not allow any access to e-mail (internet). 2 Microsoft Exchange. Assigned to a user who sends and receives internal and external messages using Exchange, which is accessed from the Work Center. 3 Microsoft Outlook. Assigned to a user who sends and receives internal and external messages using Outlook, which is accessed from the Work Center. 4 Other. Assigned to a user who sends and receives internal and external messages using a third-party e-mail system other than Exchange or Outlook, such as Lotus Notes.
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.
Industry Classification	A code that classifies goods and services. This code can be in the format of any one of the following systems of classification: • Standard Industrial Classification (SIC). A numerical system used in the United States to classify goods and services. This code is four digits. • Harmonized System (HS). The international method of classifying goods. More than fifty countries use this code. It can be up to 10 digits. • Standard Industrial Trade Classification (SITC). A numerical code system developed by the United Nations to classify goods used in international trade. International organizations use this code. It can be up to six digits.

▶ To enter supplier master information

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

After you enter address book information for a new supplier, enter supplier master information. The system uses this as default information when you enter vouchers.


Supplier Master Information - [Supplier Master Revision]
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Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information

Supplier Number	4344	Universal Incorporated
Long Number	P04012	
Credit Message		
Payment Terms - A/P	001	1/10 Net 30
Payment Instrument		Default (A/R & A/P)
Factor/Special Payee	4344	Universal Incorporated
Parent Number		
Approver Number		
Default Code	USD	U.S. Dollar
A/B Amount Code	USD	U.S. Dollar
Hold Payment	N	
Ledger Inq Seq	6	
Float Days		
Pre-Note Code	☑	

Multiple Payments
○ Yes ● No ○ Contract

1. On Supplier Master Revision, on the Vouchers tab, complete the following optional fields:

   - Credit Message
   - Payment Terms - A/P
   - Payment Instrument
   - Factor/Special Payee
   - Parent Number

     The parent/child relationship created by entering a value in this field is used for reporting purposes only in the A/P system. Voucher and payment processing do not use the parent number field or a parent/child relationship.

   - Approver Number

- Hold Payment
- Ledger Inq Seq
- Float Days
- Pre-Note Code

2. Click one of the following multiple payments options:
    - Yes
    - No
    - Contract
3. Complete the following Currency Codes fields:
    - Default Code
    - A/B Amount Code
4. Enter information on all of the relevant tabs on this form, then click OK to save the information.

After you complete these steps, follow the steps to enter default G/L distribution information.

See *Setting Up Supplier and Item Information* in the *Procurement Guide* for information on the Purchasing 1 and Purchasing 2 tabs.

See the *Data Interface for Electronic Data Interchange* Guide for more information on the EDI tab.

Field	**Explanation**
Credit Message	A user defined code (00/CM) that displays information about a particular customer or supplier. Examples: 1 Over credit limit 2 Requires purchase order 3 Not on maintenance agreement 4 Notify the credit manager The Customer Master Revision and the Supplier Master Revision forms display credit messages for customers and suppliers when you enter or locate information.

Field	Explanation
Payment Terms - A/P	A code that indicates the default payment terms for a supplier. Payment terms determine due dates and discounts, and are used as a default value when you create vouchers. You define payment terms in the Payment Terms Revisions program (P0014). Use a blank code for the payment terms that you use most frequently. For WorldSoftware, use the following: blankNet 15 1 1/10 net 30 2 2/10 net 30 N Net 30 P Prox 25th For OneWorld software, use the following: blankNet 30 days (default) 001 1/10 net 30 002 Net 30 days (override) 003 Prox days 1/10 004 Due at first of month 005 50/50 split payments 006 Due upon receipt
Payment Instrument	The user defined code that determines the type of payment made to the supplier. ....*Form-specific information*............................... The system uses this information as the default value when you enter vouchers. The default is blank.
Factor/Special Payee	An address book number that identifies a special payment address for A/P. If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field. This address must exist in the Address Book Master table (F0101) for validation purposes.
Parent Number	The address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. For example: • Subsidiaries with parent companies • Branches with a home office • Job sites with a general contractor This address must exist in the Address Book Master table (F0101) for validation purposes. Any value you enter in this field updates the Address Book Organizational/Structure table (F0150) for the blank structure type. The value you enter in the Parent Number field updates the Address Organization Structure Master table (F0150) if the Structure Type field is blank.

Field	Explanation
Approver Number	The address of the individual who approves voucher logging transactions. This address must exist in the Address Book Master table (F0101) for validation purposes.
Hold Payment	A code that controls whether you can enter accounts payable vouchers and make payments to this supplier. Valid codes are: 1 Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier. Y Hold payment of outstanding vouchers and prevent entry of new vouchers for this supplier. 2 Hold payment of outstanding vouchers, but allow entry of new vouchers for this supplier. N Allow payment and voucher entry. This is the default. To hold payment of an individual voucher, rather than all outstanding vouchers, use the payment status code in the Voucher Entry program.
Ledger Inq Seq	A code used to designate the display sequence of the default ledger in the Ledger Inquiry programs. Valid values are: 1 document number 2 net due date 3 invoice date 4 statement number (A/R) or invoice number (A/P) 5 purchase order number 6 document type, document number 7 matching document 8 G/L date A summarized by document B summarized by due date and document
Float Days	The number of days the check floated, as defined by subtracting the check date from the bank deposit date.

Field	Explanation
Pre-Note Code	A code in WorldSoftware or an option in OneWorld software that indicates whether a supplier is in a setup or complete pre-note status for electronic funds transfer. Valid codes for WorldSoftware are: P Pre-note status. Set up electronic funds transfer information for this supplier with the bank. At this stage, the system writes a check to the supplier and makes a pre-note entry to the bank tape. No funds will be transferred until the pre-note cycle is complete. N Pre-note cycle complete. The bank has received and verified the supplier's account information. The system will process future payments to this supplier through electronic funds transfer. If you leave this field blank, the system uses N. Note: The system sets the pre-note status to P for a supplier when you first add bank account information to a supplier's address record and any time you change bank account information. For OneWorld software: On Pre-note setup status. Off Pre-note cycle complete status.
Yes	A code in WorldSoftware, or an option in OneWorld software, that indicates whether a separate check will be issued for each pay item on a voucher. Valid codes are: Y Yes, create a separate check for each pay item. (Certain agencies of the government require this.) N No, do not create separate checks. Issue one check for the voucher, regardless of the number of pay items. C Create one check per contract and collate the checks in contract or job number order. The system maintains this field in the Supplier Master table (F0401).

Field	Explanation
Contract	A code in WorldSoftware, or an option in OneWorld software, that indicates whether a separate check will be issued for each pay item on a voucher. Valid codes are: Y Yes, create a separate check for each pay item. (Certain agencies of the government require this.) N No, do not create separate checks. Issue one check for the voucher, regardless of the number of pay items. C Create one check per contract and collate the checks in contract or job number order. The system maintains this field in the Supplier Master table (F0401).
A/B Amount Code	The currency in which amounts are stored in the address book. For example, the credit limit, invoiced this year, invoiced prior year, and so on. The currency you specify is used to record and store transaction history. ....*Form-specific information*................................. This field appears if multi-currency is turned on in the General Accounting Constants.
Default Code	Indicates the currency used by the supplier. If you leave this field blank, Supplier Master provides the default value. If no currency is assigned to the supplier, the default value is the currency code of the voucher company. ....*Form-specific information*................................. This field appears if multi-currency is turned on in the General Accounting Constants.

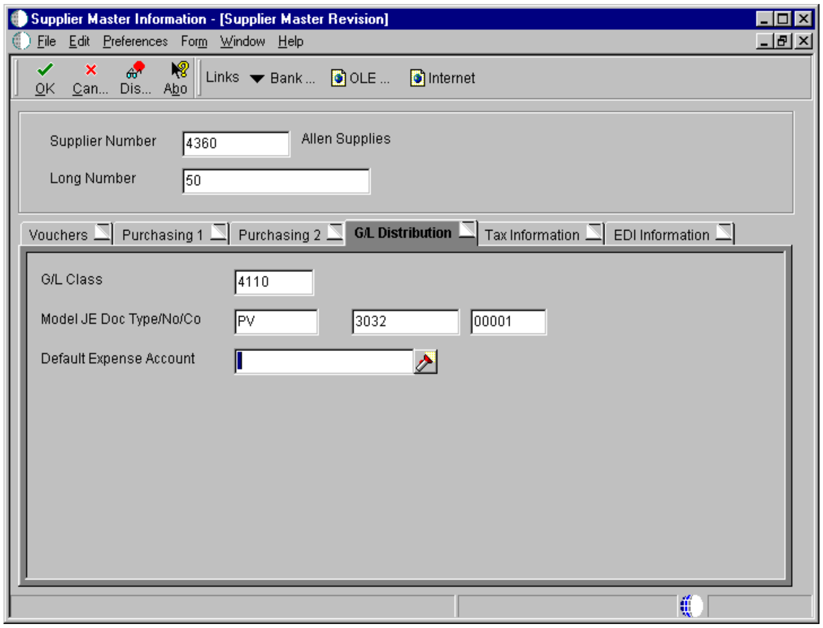
See Also

- *Converting Supplier Currency Codes and Amounts* for information about changing the currency code for multiple suppliers

► To enter default G/L distribution

After you enter a supplier record, you can enter default G/L distribution information. The system uses this information as the default when you enter a voucher for the supplier.

1. On Supplier Master Revision, click the G/L Distribution tab.


Supplier Master Information - [Supplier Master Revision]
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Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information

Supplier Number 4360 Allen Supplies
Long Number 50
G/L Class 4110
Model JE Doc Type/No/Co PV 3032 00001
Default Expense Account

2. On the G/L Distribution tab, complete the following field:
   - G/L Class
3. Complete one of the following fields for G/L account information:
   - Model JE Doc Type/No/Co
   - Default Expense Account
4. Enter information on all of the relevant tabs on this form, then click OK to save the information.

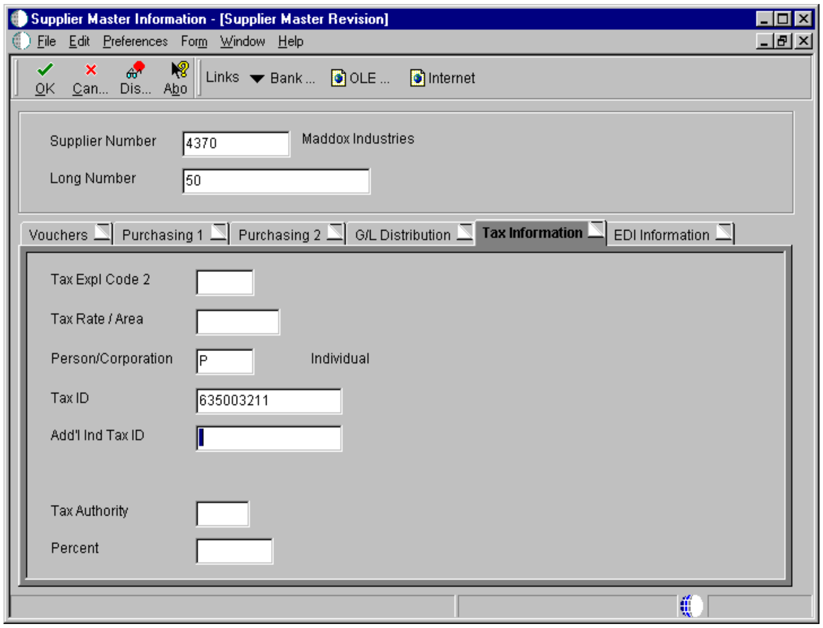
After you complete these steps, follow the steps to enter tax information.

Field	Explanation
G/L Class	A code that determines the A/P liability account (class) that will be the offset when you post vouchers. This code may be alphanumeric or may match the object account of the G/L account number. For example: blank - Trade Accounts Payable TRAD or 4110 - Trade Accounts Payable OTHR or 4120 - Other Accounts Payable (Use class codes as the exception to the trade account.) If you leave this field blank during voucher entry, the system uses the default value from the supplier master record. Note: Do not use class code 9999 for WorldSoftware and OneWorld co-existence. This is reserved for the post program and indicates that offsets should not be created.
Document Type - A/P Default for Model JE	A code that identifies the type of model journal entry to use for a particular supplier. ....*Form-specific information*............................... If you specify a model JE, do not specify a default expense account. Although you may enter a default account, the system will override it with the model JE.
Default Expense Account	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Standard account number (business unit.object.subsidiary or flexible format) • Third G/L number (maximum of 25 digits) • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program. ....*Form-specific information*............................... Do not specify a default expense account if you specify a model JE. Although the system allows you to do this, the model JE overrides the default expense account. You would then need to delete the JE and enter the default expense account.

▶ To enter tax information

After you enter a supplier record, you can enter tax withholding information for the supplier. The system uses this information to calculate taxes on vouchers you enter for the supplier.

1. On Supplier Master Revision, click the Tax Information tab.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OLE ...
Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information

Supplier Number: 4370 Maddox Industries
Long Number: 50
Tax Expl Code 2:
Tax Rate / Area:
Person/Corporation: P Individual
Tax ID: 635003211
Add'l Ind Tax ID:
Tax Authority:
Percent:

2. On the Tax Information tab, complete the following fields to enter tax information:
   - Tax Expl Code 2
   - Tax Rate / Area
3. To enter 1099 information, complete the following fields:
   - Person/Corporation
   - Tax ID
   - Add'l Ind Tax ID
4. To enter withholding information, complete the following fields:
   - Tax Authority
   - Percent

5. Click OK to save the record.

After you complete these steps, follow the steps to enter 1099 reporting information.

Field	Explanation
Tax Expl Code 2	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. You assign this code to a customer or supplier to set up a default code for their transactions.
Tax Rate / Area	A user-defined code that identifies a tax or geographical 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. Typically, the U.S. sales and use taxes require multiple taxing authorities per tax rate/area, whereas value added taxes often require only one simple rate. ....*Form-specific information*............................... The system uses this information as the default when you enter vouchers.
Person/Corporation	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.

Field	Explanation
Tax ID	The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity. Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.
Add'l Ind Tax ID	An additional identification number that a tax authority assigns to an individual.
Tax Authority	A code that identifies the government agency for which you withhold taxes from supplier payments. This code must be a valid address book number.
Percent	The rate of withholding tax retained from payment to a supplier. This number is expressed as a whole decimal. For example, 20 percent would be expressed as .2000.

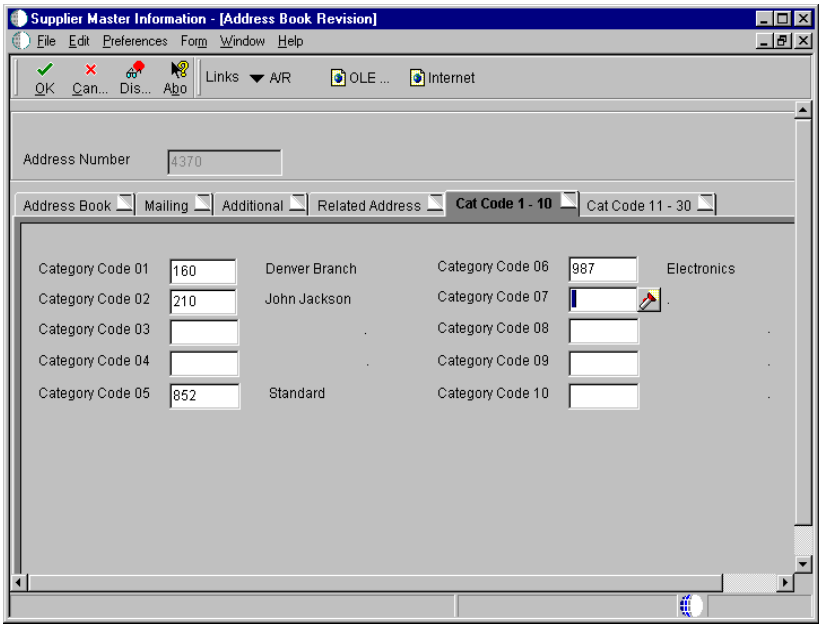
See Also

- See *Appendix F: Vertex Quantum for Sales and Use Tax* for more information on tax setup and processing.

▶ To enter information for 1099 reporting

After you enter address, mailing information, supplier master information, and tax information for a supplier, you might want to enter 1099 information to report amounts paid to a supplier. If a supplier is not a legal entity, you must enter the legal name of the person that corresponds to the supplier's tax ID.

1. On Supplier Master Revision, choose A/B Revision from the Form menu.
2. On Address Book Revision, click the Cat Code 1 - 10 tab.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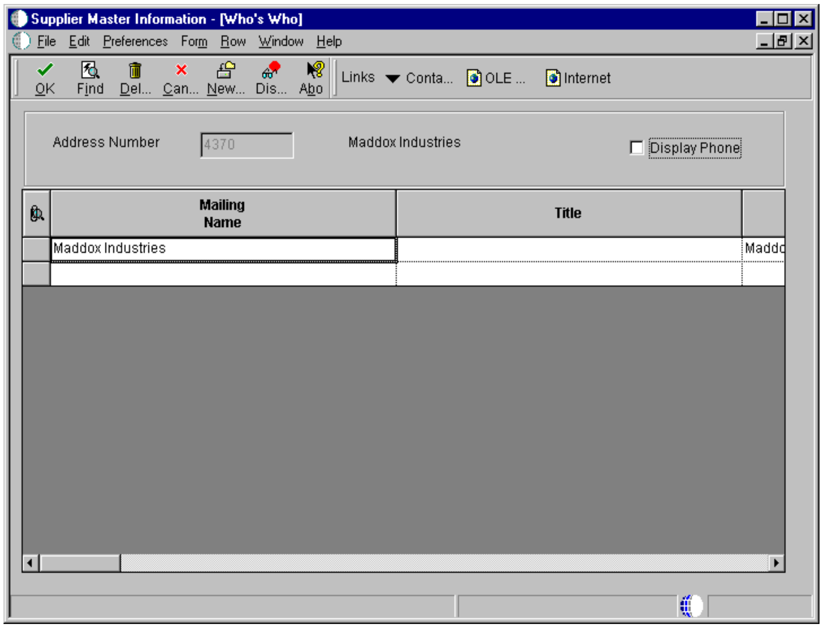
Additional
Related Address
Cat Code 1 - 10
Cat Code 11 - 30

Address Number 4370

Category Code 01 160 Denver Branch
Category Code 02 210 John Jackson
Category Code 03
Category Code 04
Category Code 05 852 Standard
Category Code 06 987 Electronics
Category Code 07
Category Code 08
Category Code 09
Category Code 10

3. On the Cat Code 1 - 10 tab, complete the following field and click OK:
   - Category Code 07

     Category code 07 applies only to the A/P Ledger method of 1099 processing, not to the G/L method.
4. On Supplier Master Revision, choose Who's Who from the Form menu.


Supplier Master Information - [Who's Who]
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New...
Dis...
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Conta...
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Internet

Address Number 4370 Maddox Industries

☐ Display Phone

Mailing Name	Title	
Maddox Industries		Maddo

5. On Who’s Who, complete the following fields and click OK:
   - Mailing Name
   - Type Code
6. On Supplier Master Revision, click the Tax Information tab.
7. On the Tax Information tab, verify the values for the following fields and click OK:
   - Person/Corporation
   - Tax ID
8. On Supplier Master Revision, choose A/B Revision from the Form menu.
9. On Address Book Revision, on the Mailing tab, verify that the supplier’s street address is the last nonblank line of the mailing address.

   A 1099 form has four lines for the following information:
   - Legal name
   - Supplier name
   - Street address
   - City, state, and zip code
10. Click OK to save the record.

11. To return to Supplier Master Revision, choose A/P from the Form menu.

After you complete these steps, follow the steps to assign bank accounts to suppliers.

Field	Explanation
Category Code 07	One of 30 reporting codes that you can assign to an address in the Address Book system. Use these codes to identify addresses for reports, mailings, and so on. Category codes are user defined codes (01/01-30). Examples: Category code 01 - Location or Branch Category code 02 - Salesperson Category code 03 - New tenant Category code 04 - Credit officer ....*Form-specific information*.............................. You can enter a user defined code (01/07) in this field to mark vouchers for which you generate 1099 returns. The supplier master record provides the default value for this field. You can change this value or leave it blank to exclude this voucher from 1099 processing.
Mailing Name	The company or person to whom billing or correspondence is addressed. The mailing name prints as the payee name on 1099 returns. You can override this information by using the Type Code field on Who's Who.
Type Code	A user defined code (01/W0) that identifies the Who's Who entry. For example: A Attention name B Billing contact C 1099 contact name E Emergency contact O Other T 1099 legal name If an organization's legal name is different from the name under which it is doing business, enter a T (1099 legal name). During 1099 processing, this code tells the system to print the legal name in addition to the mailing name on 1099 forms. If you are submitting 1099 forms on magnetic media, enter a C (contact code) to identify the contact person at the transmitter address.

Field	Explanation
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.
Tax ID	The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity. Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing. ....*Form-specific information*................................ For US employees, the Tax ID is a social security number. For Canadian employees, the Tax ID must be a valid and unique Social Insurance Number (SIN).

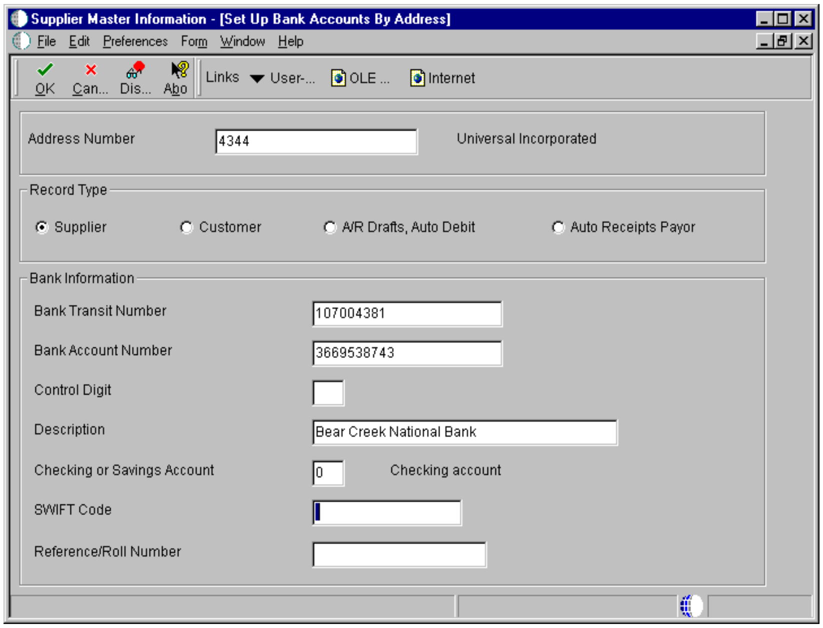
See Also

- *OneWorld IRS Form 1099 Processing Guide (1999)*

► To assign bank accounts to suppliers

After you enter supplier address book information and supplier master information, you can assign bank accounts to suppliers. Businesses that use bank tape processing to transmit payments electronically must assign bank accounts to their suppliers. The system uses this information to identify the supplier's bank account when you pay vouchers by electronic funds transfer.

1. On Supplier Master Revision, do one of the following:
    - If a processing option is set to automatically display the Bank Accounts form, click OK.
    - Choose Bank Accounts from the Form menu.
2. On Work With Bank Accounts by Address, click Add.


Supplier Master Information - [Set Up Bank Accounts By Address]
File Edit Preferences Form Window Help
OK
Can...
Dis...
Abo
Links
User-...
OLE ...
Internet

Address Number	4344	Universal Incorporated

Record Type

● Supplier ○ Customer ○ A/R Drafts, Auto Debit ○ Auto Receipts Payor

Bank Information

Bank Transit Number	107004381	
Bank Account Number	3669538743	
Control Digit		
Description	Bear Creek National Bank	
Checking or Savings Account	0	Checking account
SWIFT Code		
Reference/Roll Number		

3. On Set Up Bank Accounts by Address, complete the following fields:
    - Address Number
    - Bank Transit Number
    - Bank Account Number
    - Checking or Savings Account

4. Click one of the following record type options:
    - Supplier
    - Customer
    - A/R Drafts, Auto Debit
    - Auto Receipts Payor
5. Complete the following optional fields:
    - Control Digit
    - Description
    - SWIFT Code
    - Reference/Roll Number
6. Click OK, then click Close.

Field	Explanation
Bank Transit Number	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique.
Bank Account Number	The bank account number for a company, customer, or supplier.
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: blankChecking account 0 Checking account 1 Savings account

Field	Explanation
Supplier	A code that distinguishes external bank accounts from internal bank accounts. Valid values are: C Customer Bank Accounts G Internal G/L Bank Accounts V Supplier Bank Account for payment via bank tape D Default Bank Account for A/R Drafts and Auto Debits B Valid Bank Transit Numbers M G/L Bank Account/Business Unit used to define print information in A/P payments Note: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed. ....*Form-specific information*................................. For OneWorld, designate the record type by clicking one of the following options: • Supplier • Customer • A/R Drafts, Auto Debit • Auto Receipts Payor
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.
Reference/Roll Number	The recipient's reference number. In Italy, this field is used to enter the SIA code. For French Electronic Funds Transfer, the six positions of this field are used to indicate the Banque de France sender's number.

See Also

- *Assigning Multiple Bank Accounts to Suppliers* for information about assigning more than one bank account for a supplier

Processing Options for Supplier Master Information (P04012)

Entry Tab

1. Tax ID

Use this processing option to specify whether to display the Tax ID field when you add a supplier record. You can specify whether to disable this field. When you disable a field, the system displays it as gray and the user cannot enter data into it.

Blank	Display this field.
1	Hide this field.
2	Disable this field.

Defaults Tab

Use these processing options to specify the default search types and currency codes for the Supplier Master Information form.

1. Search Type

Use this processing option to specify the default value that is used in the Search Type field on the Work with Supplier Master form. Use the Visual Assist for a list of valid search types. If you leave this processing option blank, the system uses V (Suppliers) as the default value.

2. Amount Currency Code

Use this processing option to specify the default value to use for the Amount Currency Code. Use the Visual Assist for a list of currency codes. If this processing option is blank, and the corresponding field on the Supplier Master Revision form is blank, when you click OK the system uses the default value from the company associated with the Security Business Unit assigned to the Address Book record.

Version Tab

Use this processing option to enter the version of the Supplier Master Business Function that you wish to use.

1. Supplier Master MBF (P0100043)

Use this processing option to specify the version for the Supplier Master MBF (Master Business Function). If you leave this processing option blank, the system uses the default version ZJDE0001.

Processing Options for Supplier Master MBF (P0100043)

Outbound Tab

1. Transaction Type

Use this processing option to specify the transaction type when using the interoperability feature. If you leave this processing option blank, the system will not perform outbound interoperability processing. Use the visual assist to locate a list of transaction type codes.

.2. Change Transaction Image

Use this processing option to specify whether you want the system to write a "before" image for a change transaction. A "before" image is the record written before the system makes the change. The "after" image is the record written after the change. Valid values are:

Blank Write the "after" image (default).

1 Write the "before" and "after" images

See Also

- *Choosing Vouchers for 1099 Processing* in the *IRS Form 1099 Processing Guide (1999)* for more about entering 1099 information

Setting Up Bank Account Information

Setting up bank account information for automatic payment processing includes the following tasks:

☐ Setting up bank account information for A/P

☐ Setting up additional bank account information

Setting Up Bank Account Information for A/P

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

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

Setting up bank account information for A/P includes:

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

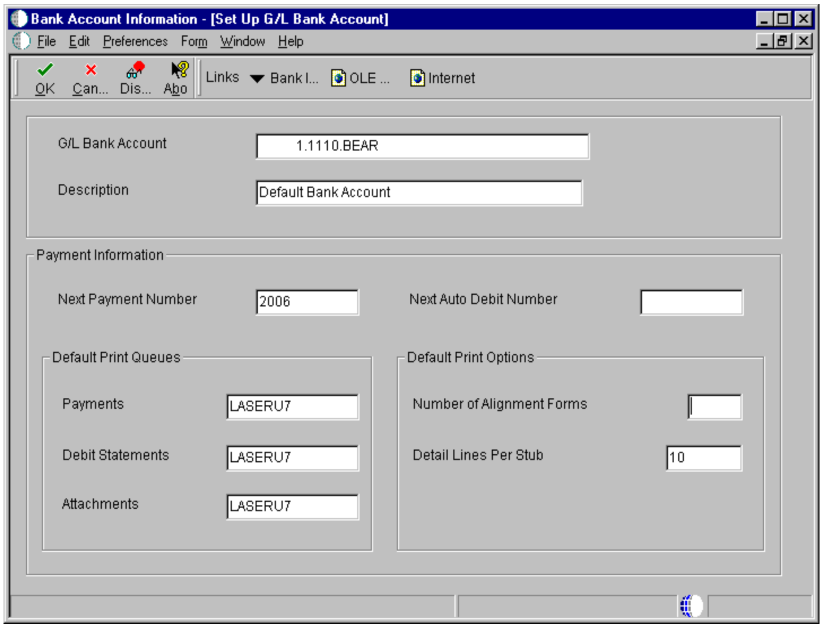
See Also

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

► To set up bank account information for payments

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

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


Bank Account Information - [Set Up G/L Bank Account]
File Edit Preferences Form Window Help
OK Can... Dis... Abo
Links Bank I... OLE ... Internet

G/L Bank Account 1.1110.BEAR

Description Default Bank Account

Payment Information

Next Payment Number 2006

Next Auto Debit Number

Default Print Queues

Payments LASERU7

Debit Statements LASERU7

Attachments LASERU7

Default Print Options

Number of Alignment Forms

Detail Lines Per Stub 10

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

    OneWorld does not use print queue information when you print payments. The print queue fields appear for systems where OneWorld and WorldSoftware coexist.
5. To set up default print options, complete the following fields:
    - Number of Alignment Forms
    - Detail Lines Per Stub

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

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

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

► To set up bank account information for bank tape processing

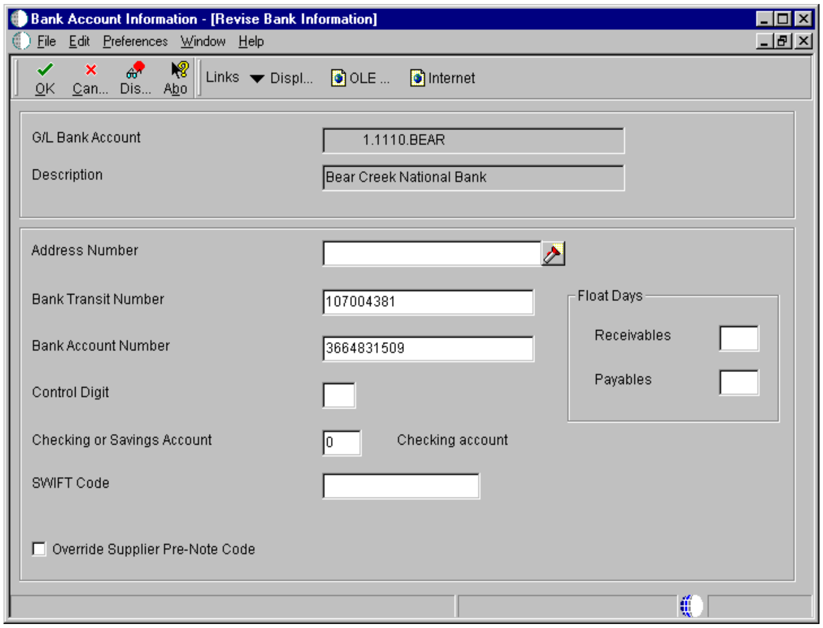
From the Automatic Payment Setup menu (G04411), choose Bank Account Information.

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

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

   See *Setting Up Bank Account Information for Payments.*

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


Bank Account Information - [Revise Bank Information]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Float Days

G/L Bank Account	1.1110.BEAR
Description	Bear Creek National Bank
Address Number	
Bank Transit Number	107004381
Bank Account Number	3664831509
Control Digit	
Checking or Savings Account	0 Checking account
SWIFT Code	
Receivables	
Payables	

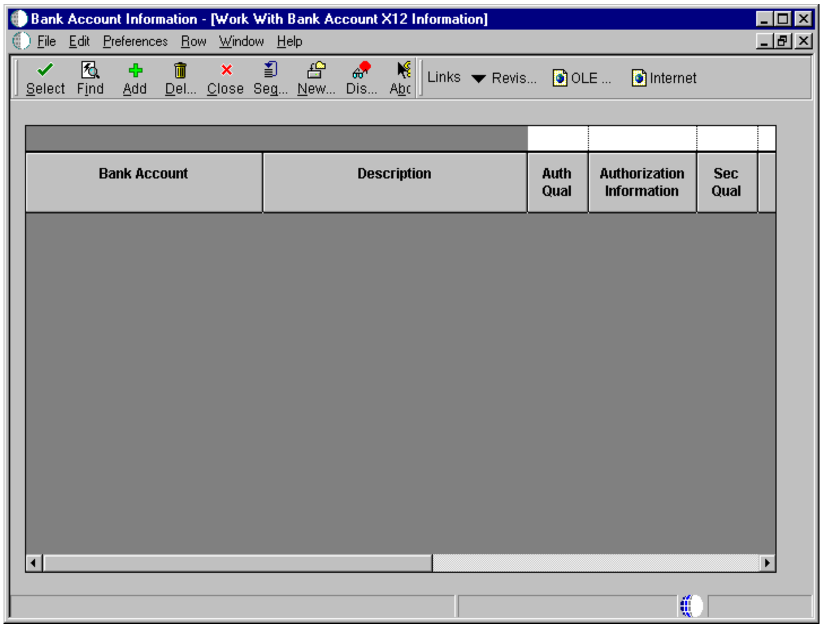
☐ Override Supplier Pre-Note Code

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

- Reference/Roll Number
- Bank Reference Name

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

10. To enter account information for CTX bank tapes, choose X12 info from the Form menu, and then click Add.


Bank Account Information - [Work With Bank Account X12 Information]
File Edit Preferences Row Window Help
Select Find Add Del... Close Seq... New... Dis... Abc Links Revis... OLE ... Internet
Bank Account
Description
Auth Qual
Authorization Information
Sec Qual

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

- Auth Qual
- Authorization Information
- Sec Qual
- Security Information
- Interchange Sender ID
- Interchange Receiver ID
- Applicaton Sender's Code
- Applicaton Receiver's Code

Field	Explanation
Control Digit	An optional field that allows you to enter a check digit for a bank account number. The check digit is not part of the key to the Bank Account table (F0030).
SWIFT Code	The Society for Worldwide Interbank Financial Telecommunications (SWIFT) code is an international banking identification code used to identify the origin and destination of electronic (or wire) financial transfers. This is the SWIFT code of the beneficiary's bank.
Checking or Savings Account	A code that indicates whether the account is a checking or savings account. This indicator is used during bank tape processing for automatic payments. Valid values are: blank Checking account 0 Checking account 1 Savings account
Float Days	Future Use - The number of days the check floated. This is defined by subtracting the check date from the bank deposit date. The value date is calculated by adding the float days to the payment date.
Override Supplier Pre-Note Code	A code for WorldSoftware, or an option in OneWorld software, that you use to override the Pre-Note processing for electronic funds transfers. Valid values in WorldSoftware are: blank Use the Pre-Note code assigned to the supplier. 1 Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. For OneWorld software, designate whether to override the Pre-Note code with a check mark. On Override the Pre-Note code assigned to the supplier and produce a bank tape with no check output even if the Pre-Note code is set to P. Off Use the Pre-Note code assigned to the supplier.
Auth Qual	Code to identify the type of information in the Authorization Information. X12 standard information used in payments.
Authorization Information	Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier. X12 standard information for payments.

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

Setting Up Additional Bank Account Information

Foreign payment formats require more detailed information than is provided in the Bank Transit Number Master File table (F0030).

You should set up this detailed information for your suppliers, both foreign and domestic. This information is stored in the Germany-Bank Transit Number Master File Addtl Information table (F74030G).

You can designate multiple bank accounts for a single supplier when the supplier is associated with a unique payment handling code.

Note: At this point, if either a Swift Code or a Routing Transit Code is not provided, a warning message is issued on an inquiry, add, or change. Users must ensure that the Swift Code or Routing Transit Code is provided before the payment process is completed. If the information is not provided, then the file will be filled with zeros.

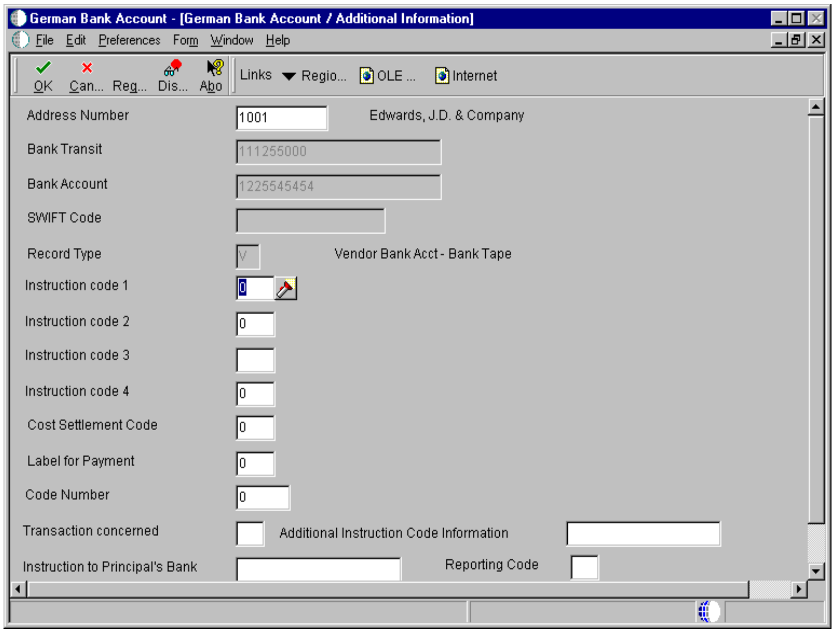
Before You Begin

☐ Set up bank account information for Accounts Payable.

▶ To set up additional bank account information

From the German Localizations menu (G74G), choose German Bank Account.

1. On Work With German Bank Account Cross Reference, click Add.


German Bank Account - [German Bank Account / Additional Information]
File
Edit
Preferences
Form
Window
Help
OK
Can...
Reg...
Dis...
Abo
Links
Regio...
OLE ...
Internet

Address Number 1001 Edwards, J.D. & Company

Bank Transit 111255000

Bank Account 1225545454

SWIFT Code

Record Type V Vendor Bank Acct - Bank Tape

Instruction code 1 0

Instruction code 2 0

Instruction code 3

Instruction code 4 0

Cost Settlement Code 0

Label for Payment 0

Code Number 0

Transaction concerned

Additional Instruction Code Information

Instruction to Principal's Bank

Reporting Code

2. On German Bank Account/Additional Information, complete the following fields:

   - Address Number

   The system automatically completes the following fields from the Bank Transit Number Master File table (F0030).

   - Bank Transit
   - Bank Account
   - SWIFT Code
   - Record Type

3. Complete the following additional fields:

   - Instruction code 1
   - Instruction code 2

- Instruction code 3
- Instruction code 4
- Cost Settlement Code
- Label for Payment
- Code Number
- Transaction concerned
- Additional Instruction Code Information
- Instruction to Principal's Bank
- Reporting Code
- Contact Name and Telephone Number

4. Click OK.

Field	Explanation
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
Bank Transit	The routing and transit number for a particular bank account. The combination of account number and transit number must be unique. ....*Form-specific information*................................. This field defaults from the Bank Transit Number Master File (F0030).
Bank Account	The bank account number for a company, customer, or supplier.

Field	Explanation
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. ....*Form-specific information*................................ The beneficiary's SWIFT address or routing/transit number is required by the bank. If you do not enter the beneficiary's SWIFT address or routing/transit number, the bank will reject the file. J.D. Edwards does not provide the ability to enter a vendor's bank address and name on the German foreign payment file. This field defaults from the Bank Transit Number Master File (F0030).
Record Type	A code that distinguishes external bank accounts from internal bank accounts. Valid values are: C Customer Bank Accounts G Internal G/L Bank Accounts V Supplier Bank Account for payment via bank tape D Default Bank Account for A/R Drafts and Auto Debits B Valid Bank Transit Numbers M G/L Bank Account/Business Unit used to define print information in A/P payments Note: When using bank type B, no other bank types are allowed. When using bank type V, no other V bank types are allowed. When using bank type D, no other D bank types are allowed. ....*Form-specific information*................................ This field defaults from the Bank Transit Number Master File (F0030).
Instruction code 1	A user defined code (74/27) that identifies the payment instructions for a German foreign payment.
Instruction code 2	A user defined code (74/27) that identifies the payment instructions for a German foreign payment.
Instruction code 3	A user defined code (74/27) that identifies the payment instructions for a German foreign payment. Note: You must set Instruction Code 3 or Instruction Code 4 equal to zero.
Instruction code 4	A user defined code (74/27) that identifies the payment instructions for a German foreign payment. Note: You must set Instruction Code 3 or Instruction Code 4 equal to zero.

Field	Explanation
Cost Settlement Code	A user defined code (74/28) that identifies the type of cost settlement the system uses for a German foreign payment. Valid values are: 00 Transfer or third party fees debited to principal 01 All fees debited to principal 02 All fees debited to recipient
Label for Payment	A user defined code (74\29) that identifies the label for payment for a German foreign payment. Valid values are: 10 Telex payment 20 Check drawing 21 Check drawing, sent by registered mail 22 Check drawing, sent by special delivery 23C Check drawing, sent by registered mail or special delivery 30 Check drawn on principal, any form of dispatch 31 Check drawn on principal, sent by registered mail 32 Check drawn on principal, sent by special delivery 33 Check drawn on principal, sent by registered mail or special delivery 34-49 Reserved for intercompany purposes 50-99 In house
Code Number	A user defined code (74/30) that identifies the code number for a German foreign payment as per the services index (annex to Foreign Trade and Payments Orders).
Transaction concerned	A code that you use to identify the type of transaction for a German foreign payment. Valid values are: 2 Services, transfers or other expenditures 4 Capital movements and capital gains This field is required if the payment handling code for the pay item is W.
Additional Instruction Code Information	Enter additional information for the instruction codes.
Instruction to Principal's Bank	Enter additional instructions for the Principal's bank.
Reporting Code	A reporting code that indicates whether the paying bank is to report the contents of the T record to the Federal Bank. Valid values are: 0 The paying bank is to report the contents of the T record to the Federal Bank (default) 1 The paying bank is not to report the contents of the T record to the Federal Bank

Field	Explanation
Contact Name and Telephone Number	The field that provides the ability to add the name and number of the person to contact at the principal's company if the paying bank has questions relating to the payment order.

Working with Payment Instruments

Working with payment instruments includes the following tasks:

- ☐ Working with German payment formats
- ☐ Setting up payment instruments

Working with German Payment Formats

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

The programs that you assign to your payment instruments determine the formats for payments and any additional output that the system generates when you process payment groups. The additional output components can include:

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

J.D. Edwards supports the following country-specific automatic payment formats for the Germany:

Assign the following programs to payment instruments for Germany:

R04572G1	Bank tape format
R04572G2	Diskette format **Note:** The R04572G2 format has been enhanced to support the euro.
R04572G3	Check format
R04572G5	Z1 diskette format

You can specify different versions of the Write, Register, Debit Statement, and Attachment programs that you assign to your payment instruments. To do this, access the versions list to create a new version of the program. Then, on Payment Instrument Defaults, access the detail area and type the new version name in the appropriate Version field.

If you print German checks, you must specify the German translation program (X00500D). To do this, access the processing options for the Print Automatic Payments - Check - Germany program (R04572G3). Enter X00500D in the Translation processing option.

Processing Options for Create A/P Bank Tape - Germany (R04572G1)

Transfer

1.Enter the city of origin.

City of Origin ____________

Tape

1.Enter the following default values:

Device Name ____________
Tape Density ____________
Label Name ____________
New Volume ____________
New Owner ID ____________
Tape File Name ____________

Processing Options for Create A/P Bank Diskette - Germany (R04572G2)

Transfer

1. Enter the city of origin

City of Origin ____________

Tape

1. Enter the following default values:

Device Name ____________
Tape Density ____________
Label Name ____________
Block Size ____________
New Volume ____________

Tape (more)

New Owner ID ____________
File Name ____________

Currency

1. Enter the currency code that is used in your system to identify the EURO. ____________

Processing Options for Print Automatic Payments - Check - Germany (R04572G3)

Translation

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

Translation Program ____________

Address

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

Address Format (FUTURE) ____________

Print

1. Enter the Forms Type for the payments spool files. If left blank the default is ’APCHECKS’.

Form Type (FUTURE) ____________

Processing Options for A/P Payments - Z1 Diskette File (R04572G5)

G5 Format

ELECTRONIC FUNDS TRANSFER

1. Enter the city of origin ____________

WAY BILL INFORMATION

2. Label Name ____________

Q RECORD INFORMATION

3. Regional Centre Bank Area Codes (2 digits) ____________
Prinicpals Company Code (5 digits) ____________
Principals Industrial Classification (3 digits) ____________

Setting up the Processing Options for A/P Payments - Z1 Diskette File (R04572G5)

The following are additional considerations for setting the processing options for the A/P Payments - Z1 Diskette File program (R04572G5):

Electronic Funds Transfer:	1. Enter the city of origin - Enter the city of origin to be printed on the Begleitzettel or the Waybill.
Way Bill Information:	2. Label Name - Enter the Label Name to be printed on the Begleitzettel or Waybill as the volume number of the disk.
Q Record Information:	3. You must enter the the Regional Bank Area Code, Company Code, and Industrial Classification Code. This information is printed in the Q record on the Z1 file in order to provide the respective Regional Federal Bank (LZB) with the proper regional information. You should obtain these codes from the Bundesbank (German Federal Bank).

Setting Up Payment Instruments

Payment instruments can be checks, tapes, drafts, BACS (Bank Automated Clearing System), and so on. You must define the payment instruments that your business uses. Clients outside the U.S. must set up payment instruments that are country-specific for their automatic payments. You determine the format of each payment instrument by choosing programs that produce each component of a payment. These components include:

- Payments. This is the printed copy or tape table for the payment.
- Payment registers. This is the printed list of payments.
- Attachments. This is a printed report that contains the detail information that does not fit on a payment stub.
- Debit statements. This is a printed list of debit balances that indicates you have overpaid a supplier. It shows net amounts that are either a credit or that zero out a voucher.

Setting up payment instruments consists of:

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

Before You Begin

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

See Also

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

► To assign programs to a payment instrument

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

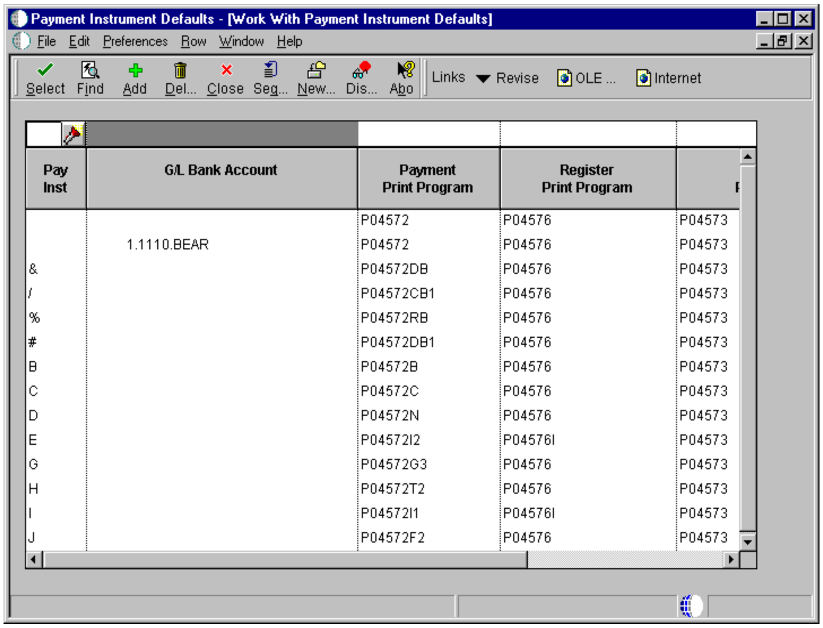
The Payment Instrument Defaults program includes all of the default programs associated with each component. The data is stored in the A/P Payments - Default Print and Update table (F0417).

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

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

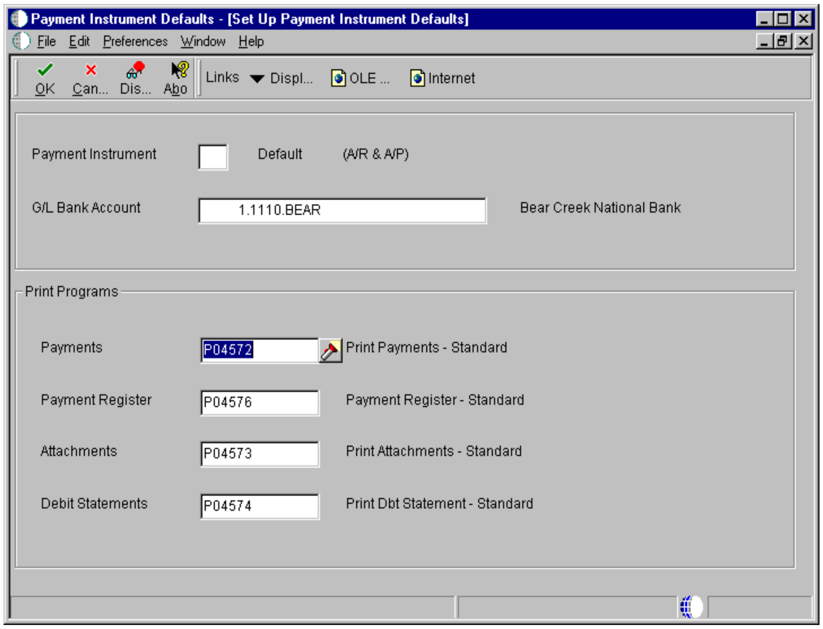
A debit statement is another type of payment instrument and is used to notify suppliers when you have overpaid them. By assigning a program to the debit statement component, you can print a separate debit statement form with a payment. A debit statement is automatically generated if debit memos and open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

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


Payment Instrument Defaults - [Work With Payment Instrument Defaults]
File Edit Preferences Row Window Help
Select Find Add Del... Close Seg... New... Dis... Abo
Links Revise OLE ... Internet

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

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


Payment Instrument Defaults - [Set Up Payment Instrument Defaults]
File Edit Preferences Window Help
OK Can... Dis... Abo
Links Displ... OLE ... Internet

Payment Instrument ☐ 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

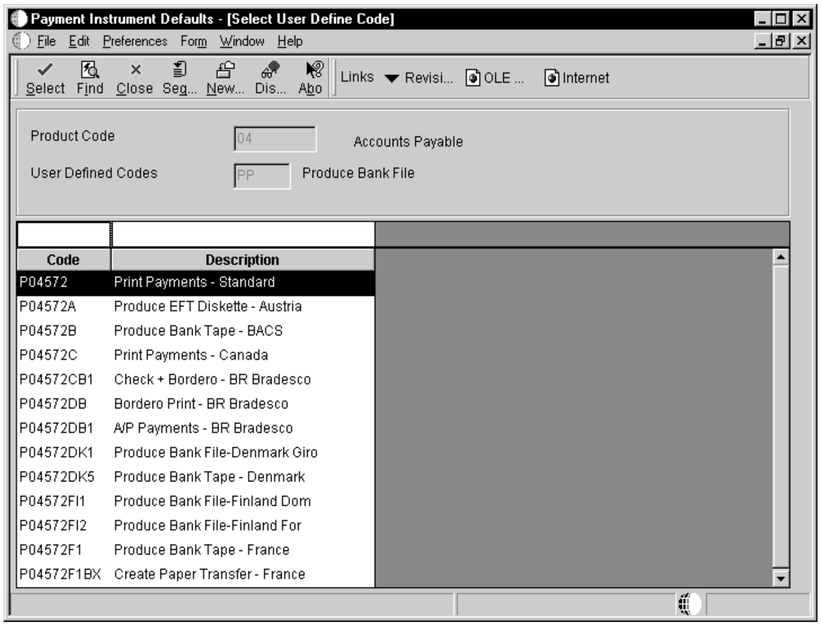
- Attachments
- Debit Statements

  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.



Product Code 04 Accounts Payable

User Defined Codes PP Produce Bank File

Code	Description
P04572	Print Payments - Standard
P04572A	Produce EFT Diskette - Austria
P04572B	Produce Bank Tape - BACS
P04572C	Print Payments - Canada
P04572CB1	Check + Bordero - BR Bradesco
P04572DB	Bordero Print - BR Bradesco
P04572DB1	A/P Payments - BR Bradesco
P04572DK1	Produce Bank File-Denmark Giro
P04572DK5	Produce Bank Tape - Denmark
P04572FI1	Produce Bank File-Finland Dom
P04572FI2	Produce Bank File-Finland For
P04572F1	Produce Bank Tape - France
P04572F1BX	Create Paper Transfer - France

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

   - Choose the appropriate program for the payment instrument and click Select
   - Click Revisions to add a program to the user defined list, then assign the program number to the payment instrument

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

5. Click OK.

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

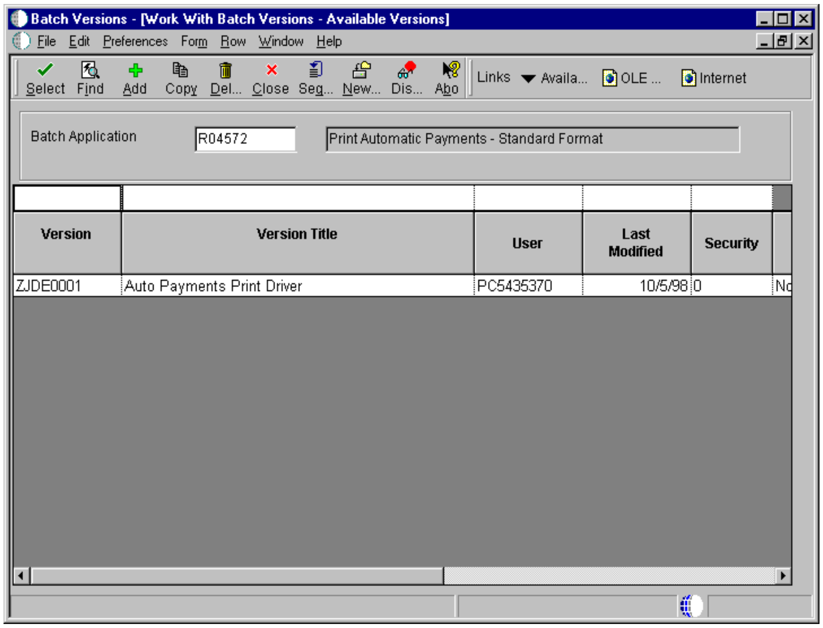
► To revise processing options for payment instrument formats

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

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

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

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


Batch Versions - [Work With Batch Versions - Available Versions]
File Edit Preferences Form Row Window Help
Select Find Add Copy Del... Close Seq... New... Dis... Abo
Links Availa... OLE ... Internet

Batch Application R04572 Print Automatic Payments - Standard Format

Version	Version Title	User	Last Modified	Security
ZJDE0001	Auto Payments Print Driver	PC5435370	10/5/98	0

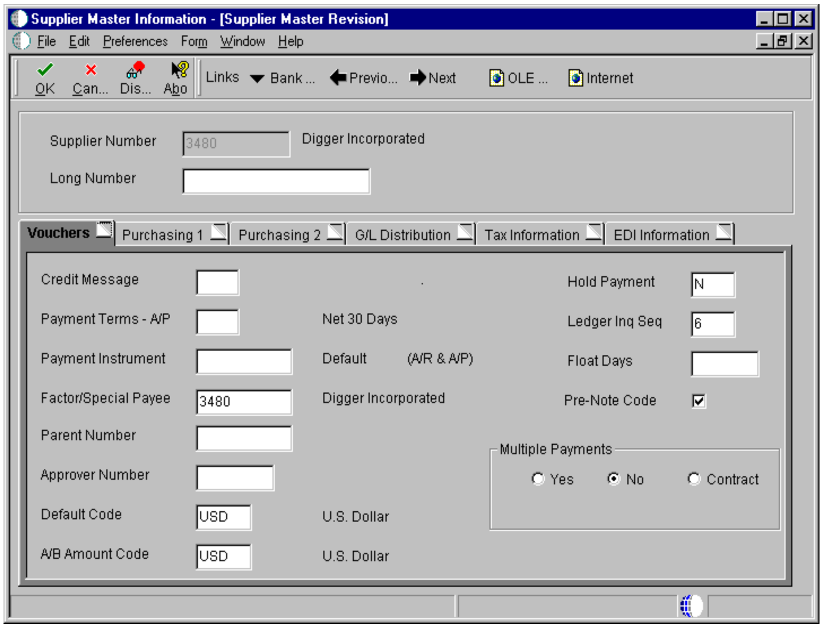
2. Choose the version.
3. From the Row menu, choose Processing Options.
4. Revise the processing options, as necessary.

▶ To assign a payment instrument to a supplier

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

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

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


Supplier Master Information - [Supplier Master Revision]
File
Edit
Preferences
Form
Window
Help
OK
Can...
Dis...
Abo
Links
Bank ...
Previo...
Next
OLE ...
Internet
Vouchers
Purchasing 1
Purchasing 2
G/L Distribution
Tax Information
EDI Information

Supplier Number 3480 Digger Incorporated
Long Number
Credit Message
Payment Terms - A/P Net 30 Days
Payment Instrument Default (A/R & A/P)
Factor/Special Payee 3480 Digger Incorporated
Parent Number
Approver Number
Default Code USD U.S. Dollar
A/B Amount Code USD U.S. Dollar
Hold Payment N
Ledger Inq Seq 6
Float Days
Pre-Note Code ☑
Multiple Payments ○ Yes ● No ○ Contract

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

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

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

Field	Explanation
Pre-Note Code	A code in WorldSoftware or an option in OneWorld software that indicates whether a supplier is in a setup or complete pre-note status for electronic funds transfer. Valid codes for WorldSoftware are: P Pre-note status. Set up electronic funds transfer information for this supplier with the bank. At this stage, the system writes a check to the supplier and makes a pre-note entry to the bank tape. No funds will be transferred until the pre-note cycle is complete. N Pre-note cycle complete. The bank has received and verified the supplier's account information. The system will process future payments to this supplier through electronic funds transfer. If you leave this field blank, the system uses N. Note: The system sets the pre-note status to P for a supplier when you first add bank account information to a supplier's address record and any time you change bank account information. For OneWorld software: On Pre-note setup status. Off Pre-note cycle complete status.

Processing Options for Payment Instruments

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

Standard

Processing Options for A/P Print Payments - Standard Format

```
Translation

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

      Translation Program                    ____________
```

Address

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

   Address Format (FUTURE) ____________

Payment

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

   Company Name ____________

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

   Payee Name ____________

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

   Purchase Order ____________

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

   Alternate Stub Information ____________

Print

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

   Form Type (FUTURE) ____________

Draft

Processing Options for A/P Print Payments - Draft Format

Address

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

   Address Format (FUTURE) ____________

Payment

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

   Print Information ____________

Print

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

   Form Type (FUTURE) ____________

CTX

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

EFT

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

   File ID Modifier ____________

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

   Tape Payment Detail Description ____________

EFT(more)

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

   Identification Code Designator ____________

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

Discretionary Data ____________

PRINT

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

Print Program ____________

TAPE

1. Enter the following defaults values:

Device Name ____________
Tape Density ____________
Label Name ____________
Block Size ____________
New Volume Name ____________

TAPE (more)

New Owner ID ____________
File Name ____________

Subcontract

Processing Options for A/P Payments - Contract Management

Translation

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

Translation Program ____________

Address

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

Address ____________

```
Payment

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

      Company Name

Print

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

      Form Type
```

See Also

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

Setting Up the Processing Options for Create Payment Groups

Setting up the processing options for Create Payment Groups includes the following task and topic:

☐ Setting up the processing options for Create Payment Groups

Setting Up the Processing Options for Create Payment Groups

For Germany, you must set up the processing options for the Create Payment Control Groups program (R04570) as follows:

- On the Printing tab, enter 1 in the Print Attachments processing option to print attachments.
- If you are using the Z1 format to process euro transactions, on the Printing tab, enter 4 in the Payment Currency processing option for alternate currency amount, and then indicate the alternate currency (the euro) in the Alternate Currency processing option.

A payment group will be created for each bank account and currency. For example, if you are using format Z1 for foreign payments, the system creates a payment group for each currency.

See Also

- *Creating Payment Groups*

Creating Payment Groups

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

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

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

- Bank account
- Payment instrument

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

- Payments
- Registers
- Attachments
- Debit statements

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

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

When you create payment groups, the system:

1. Selects vouchers with a pay status of A (approved) and a due date that is less than or equal to the specified pay through date.

2. Creates payment groups for all selected vouchers by grouping vouchers with the following common information:

   - Bank account
   - Payment instrument
   - Currency code
   - Business unit (optional)
   - Company (optional)

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

   - Version ID
   - User
   - Creation date
   - Output queue

3. Assigns each payment group a "next status" of WRT (write).

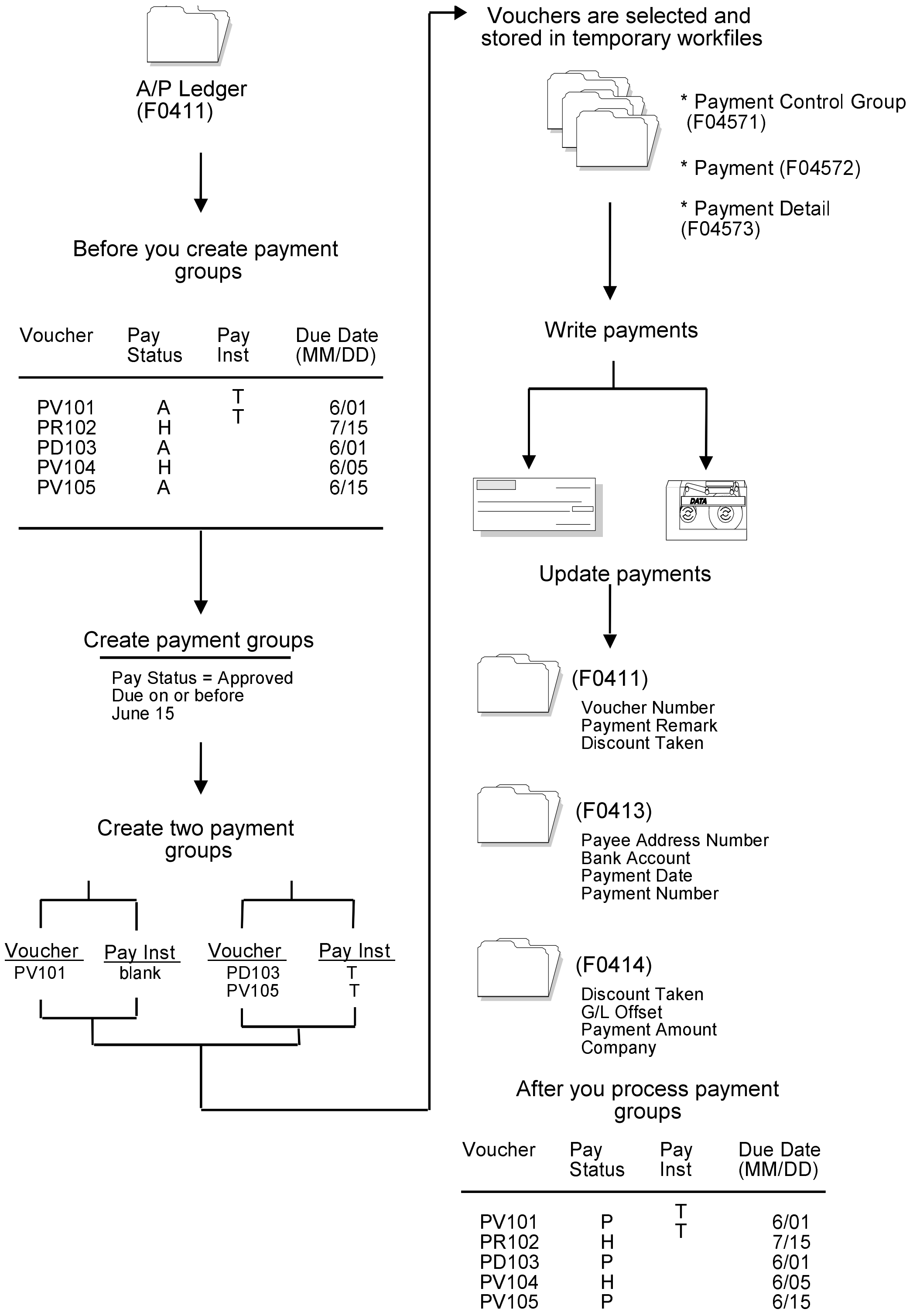
4. Changes the pay status of selected vouchers from A to # (payment in-process).

5. Creates the following worktables to use in writing payments:

   - A/P Payment Control Group table (F04571). Contains a single header record for each payment group with information about that group of payments.
   - A/P Payment Header table (F04572). Contains a record for each payment within a group. These records are the actual payments that will be written and updated through the Work with Payment Groups program. This information is the basis for the A/P Matching Document table (F0413).
   - A/P Payment Detail table (F04573). Contains a record for each voucher pay item within a payment. This is the information that will be printed on the payment stub and used to update the A/P ledger. This information is the basis for the Matching Document Detail table (F0414).

6. Prints a Payment Group Edit report that shows the vouchers that are selected for payment. It also shows pay items that were bypassed for payment and prints an error message next to each blank payment total. Examples of error messages include:
   - Hold payment code active
   - Supplier master information missing
   - Amount under payment limit

The following graphic shows the process for creating payment groups:


A/P Ledger
(F0411)
Before you create payment groups

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

Create payment groups
Pay Status = Approved
Due on or before
June 15
Create two payment groups

Voucher	Pay Inst
PV101	blank

Voucher	Pay Inst
PD103	T
PV105	T

Vouchers are selected and stored in temporary workfiles
* Payment Control Group (F04571)
* Payment (F04572)
* Payment Detail (F04573)
Write payments
DATA
Update payments
(F0411)
Voucher Number
Payment Remark
Discount Taken
(F0413)
Payee Address Number
Bank Account
Payment Date
Payment Number
(F0414)
Discount Taken
G/L Offset
Payment Amount
Company
After you process payment groups

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

See Also

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

Before You Begin

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

Processing Options for Create Payment Groups (R04570)

Dates Tab

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

1. Pay Through Date

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

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

2. Displacement Days

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

3. Discount Cutoff Date

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

Amounts Tab

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

1. Payment Amount Range

Maximum

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

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

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

Minimum

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

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

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

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

2. Currency Code for Range Amounts

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

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

3. Payment Instruments for Range Exceptions

Minimum Payment Instrument

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

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

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

Maximum Payment Instrument

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

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

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

Printing Tab

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

1. Sequence ID

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

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

Note: You cannot leave this processing option blank.

2. Print Attachments

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

Valid values are:

Blank No, do not print attachments.

1 Yes, print attachments.

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

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

3. G/L Bank Account

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

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

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

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

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

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

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

4. Payment Currency

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

Valid values are:

Blank	You pay in the currency of the G/L bank account. For monetary accounts, this is the currency assigned to the G/L bank account in the Account Master table (F0901). For nonmonetary accounts, this is the currency assigned to the company in which the business unit of the G/L bank account resides. For example, the currency associated with the G/L bank account 1.1110.BEAR is U.S. dollars (USD) because business unit 1 belongs to company 00001 whose currency is USD. If you enter vouchers in French francs (FRF) for company 00001, you can either pay the vouchers from the monetary bank account in FRF, or you can pay them from a bank account that belongs to a company whose base currency is USD.
1	You pay the domestic amount of the voucher in the domestic currency. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, the voucher is paid in USD.
2	You pay the foreign amount of the voucher in the foreign currency. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, the vouchers are paid in FRF. Vouchers that do not have a foreign currency are paid in the domestic currency.
3	You pay the current domestic amount of a foreign voucher in the domestic currency. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, the foreign amount is converted to the current domestic amount based on today's effective exchange rate, and the voucher is paid in USD.
4	You pay the voucher in an alternate currency that is neither the domestic amount nor foreign currency of the voucher. For example, if you entered the voucher in FRF for company 00001, whose base currency is USD, but you want to pay the voucher in the euro (EUR), the voucher is paid in the alternate currency. Designate the payment currency in processing option 5.

Exchange Rate Notes

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

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

5. Alternate Currency Code

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

6. Prepayment Selection

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

Valid values are:

Blank Do not include negative prepayment items.

1 Include negative prepayment items.

Process By Tab

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

1. Company

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

Valid values are:

Blank No.

1 Yes.

2. Due Date

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

Valid values are:

Blank	No.
1	Yes.

3. Payee

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

Valid values are:

Blank	No.
1	Yes.

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

Voucher 1, Supplier 1001, Payee 1001.
Voucher 2, Supplier 1001, Payee 1002.
Voucher 3, Supplier 1001, Payee 1002.
Voucher 4, Supplier 1002, Payee 1002.
Voucher 5, Supplier 1003, Payee 1001.

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

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

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

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

4. Business Unit

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

Valid values are:

Blank No.

1 Yes.

Summarize Tab

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

1. Summarized Pay Item

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

Valid values are:

Blank No.

1 Yes.

2. Summary Description

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

Valid values are:

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

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

Report Tab

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

1. Print Mailing Address

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

Valid values are:

Blank No.

1 Yes.

2. Print Contract Number

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

Valid values are:

Blank No.

1 Yes.

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

3. Print Job Number

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

Valid values are:

Blank No.

1 Yes.

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

Bank Tape Tab

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

1. Print Bank Tape Information

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

Valid values are:

Blank No.

1 Yes.

2. Payee Bank Account Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

3. Bank Account X12 Information Error

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

Valid values are:

Blank Do not issue an error.

1 Issue an error.

Withholding Tab

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

1. Calculate Withholding

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

Blank No.

1 Yes.

2. Program Version

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

Blank Version number ZJDE0001 (default).

Or, enter the specific program version number.

Understanding the Payment Currency Processing Option

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

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

Bank Account's Monetary Unit

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

Paying Vouchers Assigned with a Monetary Bank Account

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

For example:

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

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

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

- The G/L date entered on the payment.

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

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

Paying Vouchers Assigned with a Nonmonetary Bank Account

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

For example:

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

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

Voucher Domestic Currency

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

For example:

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

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

Voucher Foreign Currency

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

For example:

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

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

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

- The G/L date entered on the payment.

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

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

Current Domestic Amount

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

For example:

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

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

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

For example:

Exchange Rate

6/01 = 1.5

6/15 = 2.0

6/30 = 2.5

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

Alternate Currency Amount

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

For example:

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

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

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

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

- The G/L date entered on the payment.

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

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

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

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

Data Sequence for Create Payment Control Groups

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

Setting Up the Processing Options for Automatic Payment Groups

Setting up the processing options for Automatic Payment Groups includes the following task and topic:

- ☐ Setting up the processing options for Automatic Payment Groups for Germany
- ☐ Processing options for Automatic Payment Groups

Setting Up the Processing Options for Automatic Payment Groups for Germany

Special considerations exist when you use the Automatic Payment Groups program (P04571) in Germany.

Before using the program, you should set the processing options as follows:

- On the Print tab, for the Print Program Version processing option, enter version XJDE0001 for Z1 version.
- If you are using the Z1 format for foreign payments, enter 2 in the Payment Control Group Output processing option on the Print tab. This creates one file for all control groups. In addition, the system creates one file for each bank account and currency.

See Also

- *Accounts Payable: Revising Unprocessed Payments* for information about revising control information for payment groups

Processing Options for Work with Payment Groups (P04571)

Print Tab

These processing options customize how you want the system to print payment groups.

1. Print Program Version

Use this processing option to specify the version the system uses for the print program. Enter a version number, or leave this processing option blank to use default version ZJDE0001.

2. Payment Control Group Output

Use this processing option to specify the output configuration for Payment Control Groups (PCG). You can send a spool file to a printer by PCG, by bank account, or you can send multiple PCGs to a printer simultaneously in one spool file.

Valid values are:

Blank	Separate files by PCG.
1	Separate files by bank account.
2	Send multiple PCGs in one spool file.

3. Spool File Status

Save Spool File (Future)

Use this processing option to specify whether you want to save a copy of a spool file after it has printed. This option is not yet functional in OneWorld software.

Valid values are:

Blank	Do not save spool file.
1	Save spool file.

Hold Spool File (Future)

Use this processing option to specify whether you want to hold a spool file, which requires that you release it manually before it prints. This option is not yet functional in OneWorld software.

Valid values are:

Blank Do not hold spool file.

1 Hold spool file.

4. Payment Number Assignment (Future)

Use this processing option to instruct the system to assign payment numbers in sequential order. This option is not yet functional in OneWorld software.

This processing option is valid only if you enter a Blank or 1 in the Payment Control Group Output processing option.

This processing option is valid only for hard-copy payments and locks the records in the Bank Transit Number Master file (F0030) until the process of writing payments is completed. If you are working with electronic file transfer (EFT), segregate payment control groups by Prenote Code, then use this processing option only on those payment control groups with payees at a prenote status, resulting in printed payments.

Valid values are:

Blank Do not assign payment numbers in sequential order.

1 Assign payment numbers in sequential order.

Update Tab

These processing options specify the register program version, how you want the system to post void payments to the general ledger, and whether you want the system to submit the A/P payment post after the payments are updated.

1. Register Program Version

Use this processing option to specify the version number of the register program. You can enter a specific version number, or leave this processing option blank to use default version ZJDE0001.

2. Post Void Payments

Use this processing option to specify whether you want the system to post void payments to the general ledger. Void payments include alignment checks and reset payments. Void payments also include checks that are printed as Void so that the stub can be used for additional information continued from the previous stub.

Valid values are:

Blank Do not post void payments to the general ledger.

1 Post void payments to the general ledger.

3. Submit Post Program

Use this processing option to specify whether you want the system to automatically submit the A/P payment post after the payments are updated.

Valid values are:

Blank Do not automatically submit the A/P post.

1 Automatically submit the A/P post.

Display Tab

These processing options customize the way the system displays payment groups.

1. Display Business Units

Display Business Units.

Use this processing option to specify whether you want to display the Business Unit assigned to the Payment Control Groups. If you enter 1, the Business Unit field appears on the Work With Payment Groups form. You can perform a search on a specific business unit by completing the Business Unit field in the Specify Preloaded Values processing option.

Note: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit.

Valid values are:

Blank Do not display Business Units.

1 Display Business Units.

2. Next Status Selection

Write Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Write Status.

1 Display payment control groups at Write Status.

Update Status

Use this processing option to specify the initial selection of criteria for the Payment Control Group's Next Status. You can change the selection criteria on the Work With Payment Groups form.

Valid values are:

Blank Do not display payment control groups at Update Status.

1 Display payment control groups at Update Status.

3. G/L Bank Account

Use this processing option to specify a preloaded value for the G/L Bank Account selection criteria. You can change the selection criteria on the Work With Payment Groups form. Enter a specific G/L bank account number, or leave this processing option blank to display all G/L bank accounts (default).

4. Specify Preloaded Values

Originator

Use this processing option to specify a preloaded value for the Transaction Originator (data item TORG) that ran the Create Payment Control Groups program (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs that the Originator created. You can change the selection criteria on the Additional Selection Criteria form. Enter a specific User ID (TORG), or leave this processing option blank to search on all transaction originators (default).

Payment Control Group Version

Use this processing option to specify a version number that created the Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this version number. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific version number, or leave this processing option blank to search on all versions (default).

Print Queue

Use this processing option to specify a print queue that was originally assigned to the PCG by Create Payment Control Groups (R04570), based on the Payment Instrument Defaults table (F0417). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this print queue. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific print queue (data item CHKQ), or leave this processing option blank to search on all print queues (default).

Note: This field is valid only if WorldSoftware and OneWorld coexist on your system.

Business Unit

Use this processing option to specify the business unit that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this business unit. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific business unit (data item MCU), or leave this processing option blank to search on all business units (default).

Note: This field is valid if the Create Payment Control Groups program (R04570) was set to process payment groups by business unit. Additionally, this field is valid only if you enter 1 in the Display Business Units processing option.

Payment Instrument

Use this processing option to specify the payment instrument that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this payment instrument. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment instrument (data item PYIN), or leave this processing option blank to search on all payment instruments.

Currency Code

Use this processing option to specify the payment currency that was originally assigned to the PCG by Create Payment Control Groups (R04570). If you specify a preloaded value for this field, you limit the initial inquiry to the PCGs with this currency code. You can change the selection criteria on the Additional Selection Criteria form. You can enter a specific payment currency code (data item CRCD), or leave this processing option blank to search on all payment currencies (default).

5. Alternate Currency

Display Alternate Currency Amounts

Use this processing option to specify whether you want the system to display the payment control group (PCG) amounts in the alternate currency. This conversion is for display purposes only, affecting the amounts on the Work With Payment Groups form. For writing foreign payments, complete the processing options on the Currency tab.

Valid values are:

Blank Do not display PCG amounts in the alternate currency.

1 Display PCG amounts in the alternate currency.

Alternate Currency Effective Date

Use this processing option to specify the effective date for the alternate currency's exchange rate. Enter the effective date for the currency's exchange rate, or leave this processing option blank to use the system date (default).

Currency Tab

These processing options specify the exchange date and exchange rate when your business transactions involve foreign currencies.

1. Exchange Rate

Effective Date

Use this processing option to specify the date for a currency's exchange rate when you are writing foreign payments. You can enter a specific date, or leave this processing option blank to use the payment's G/L date (default).

Use Voucher's Rate

Use this processing option to specify the voucher's exchange rate when you are writing foreign payments.

Blank Use the exchange rate for the specified effective date.

1 Use the voucher's exchange rate.

Process Tab

These processing options customize how the system processes payment control groups.

1. Interactive Process

Use this processing option to specify how you want the system to process payment control groups.

Note: This processing option does not override the Object Configuration Manager (OCM) mapping for server batch jobs, but only affects batch jobs run locally.

Valid values are:

Blank Submit the print and update jobs for batch processing.

1 Process payments interactively.

2. Outbound Interoperability Processing

Use this processing option to indicate the transaction type for the interoperability transaction. If you enter a transaction type, the system writes to the F0413 Interoperability Table (F0413Z1) and the F0414 Interoperability Table (F0414Z1). The F0413 is the Accounts Payable - Matching Document table, and the F0414 is the Accounts Payable Matching Document Detail table. You can enter the user defined Transaction Type code (00/TT), or leave this processing option blank if you do not want the system to perform outbound interoperability processing.

BACS Tab

This processing option specifies whether the system allows the entry of Bank Automated Clearing System (BACS) processing dates. BACS refers to an electronic funds transfer method used in the United Kingdom.

1. BACS Processing

Use this processing option to indicate to the system whether you want to allow the entry of Bank Automated Clearing System (BACS) processing dates.

Valid values are:

Blank	Do not allow the entry of BACS processing dates.
1	Allow the entry of BACS processing dates.

What You Should Know About Processing Options

Currency Processing Option

You determine the exchange rate method you want to use for payments with a processing option:

- Voucher Exchange Rate
- Effective Date
- Payment G/L Date

The following examples describe these methods.

Voucher Exchange Rate

When you use this method, you pay the voucher at the exchange rate that was in effect when you entered the voucher. No gain or loss is calculated because the voucher domestic amount is equal to the payment domestic amount. For example:

	Foreign Amount	Domestic Amount	Exchange Rate
Voucher Information	300.00 FRF	750.00 USD	2.5000000
Payment Information	300.00 FRF	750.00 USD	2.5000000

Effective Date

When you use this method, the system retrieves the exchange rate for a specific date from the exchange rate table. A gain or loss might be calculated. For example, if you specify a date of 06/30/98 and the exchange rate set up for that date is 2.7500000:

	Foreign Amount	Domestic Amount	Exchange Rate
Voucher Information	300.00 FRF	750.00 USD	2.5000000
Payment Information	300.00 FRF	825.00 USD	2.7500000

The domestic voucher amount is 750.00 and the payment domestic amount is 825.00, which results in a realized loss of 75.00 on the domestic amount.

Payment G/L Date

When you use this method, the system retrieves the exchange rate for the G/L payment date from the exchange rate table. A gain or loss might be calculated. For example, if the payment G/L date is 06/15/98 and the exchange rate set up for that date is 2.2500000:

	Foreign Amount	Domestic Amount	Exchange Rate
Voucher Information	300.00 FRF	750.00 USD	2.5000000
Payment Information	300.00 FRF	675.00 USD	2.2500000

The domestic voucher amount is 750.00 and the payment domestic amount is 675.00, which results in a realized gain of 75.00 on the domestic amount.

Working with Payment Groups

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

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

Working with payment groups consists of:

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

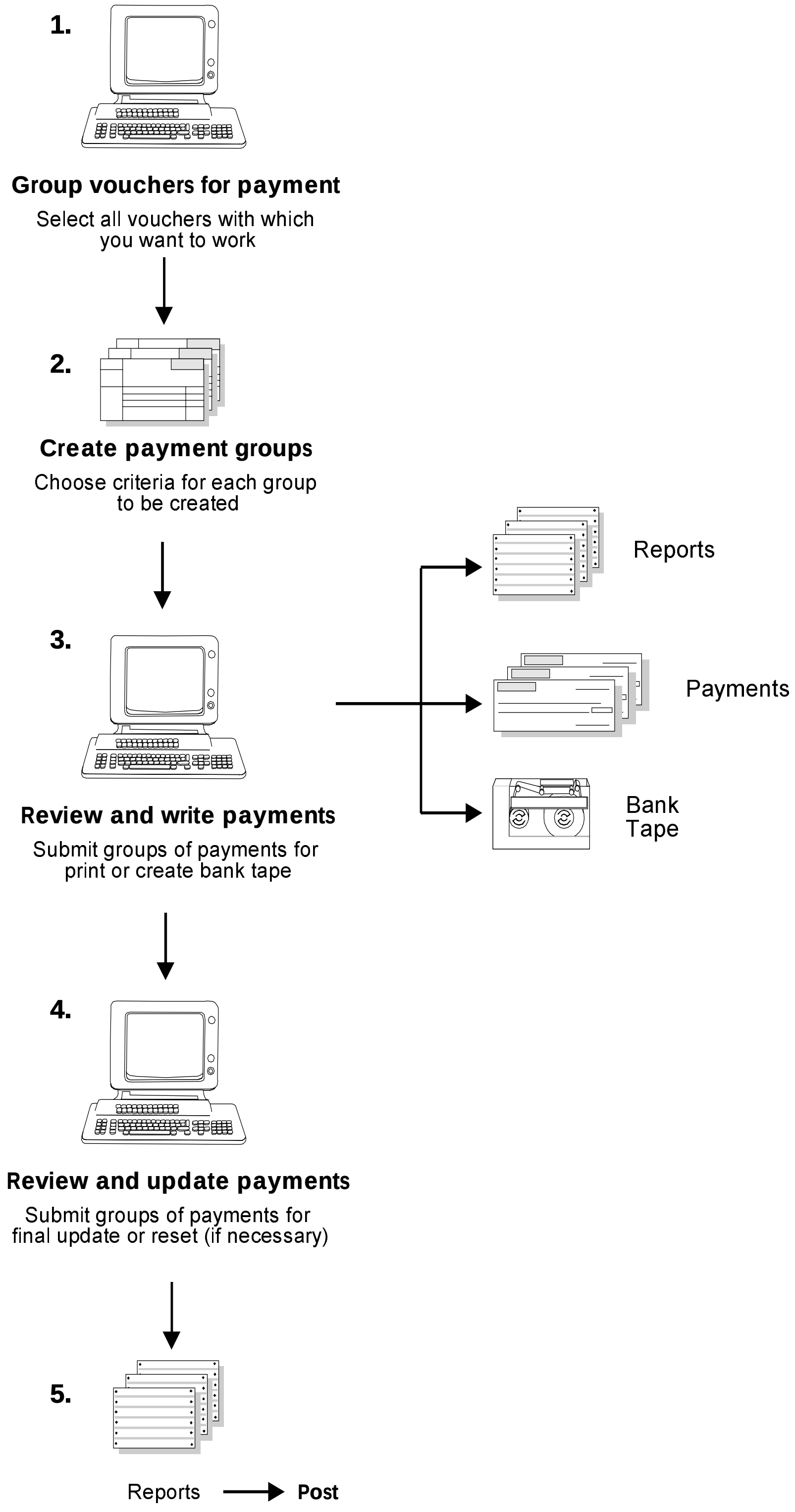
When you work with payment groups, you work with pay items that are at one of the following statuses:

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

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

Undo	Undo means to remove a pay item from the payment group. You can undo pay items, regardless of whether they are at a status of write or update. In either case, the pay item returns to an open voucher with a status of approved.
Reset	Reset means to return a pay item to the previous step in the payment process. If the status of the pay item is update and you reset it, the pay item returns to a pay status of write.

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


1.
Group vouchers for payment
Select all vouchers with which you want to work
2.
Create payment groups
Choose criteria for each group to be created
3.
Review and write payments
Submit groups of payments for print or create bank tape
Reports
Payments
Bank Tape
4.
Review and update payments
Submit groups of payments for final update or reset (if necessary)
5.
Reports
Post

Printing the Payment Analysis Report

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

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

See Also

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

Processing Options for Payment Analysis Report

```
Print

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

      Detail Voucher Information                       ____________

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

      Business Unit                                    ____________
```

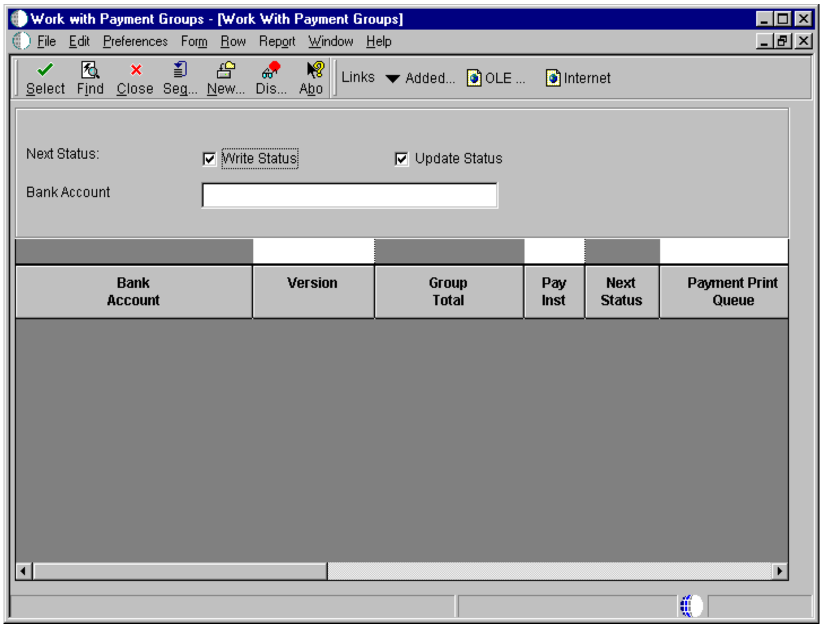
Reviewing Payment Groups

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

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

▶ To review a payment group

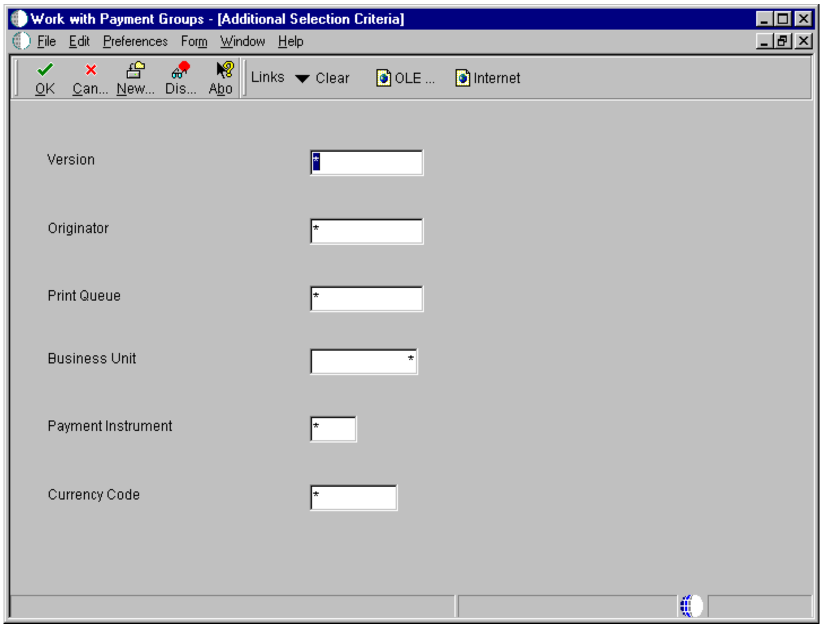
From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.


Work with Payment Groups - [Work With Payment Groups]
File Edit Preferences Form Row Report Window Help
Select Find Close Seq... New... Dis... Abo
Links Added... OLE ... Internet
Bank Account
Version
Group Total
Pay Inst
Next Status
Payment Print Queue

Next Status: ☑ Write Status ☑ Update Status

Bank Account

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


Work with Payment Groups - [Additional Selection Criteria]
File Edit Preferences Form Window Help
OK
Can...
New...
Dis...
Abo
Links
Clear
OLE ...
Internet

Version *

Originator *

Print Queue *

Business Unit *

Payment Instrument *

Currency Code *

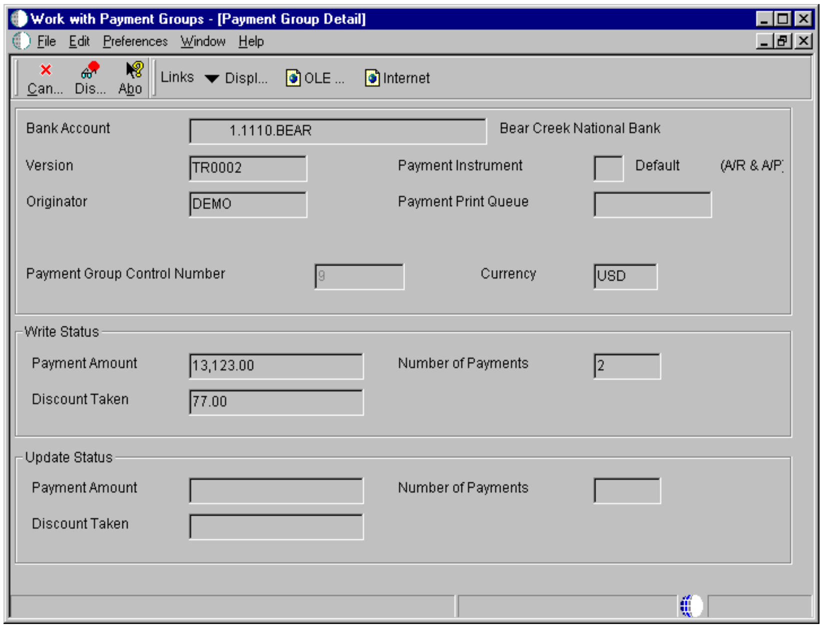
5. On Additional Selection Criteria, complete any of the following fields and click OK:

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

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

6. To view the detailed information for a single payment group, select the payment group on Work With Payment Groups.

7. Choose Detail from the Row menu.



Bank Account: 1.1110.BEAR Bear Creek National Bank

Version: TR0002

Originator: DEMO

Payment Instrument: Default (A/R & A/P

Payment Print Queue:

Payment Group Control Number: 9

Currency: USD

Write Status

Payment Amount: 13,123.00

Number of Payments: 2

Discount Taken: 77.00

Update Status

Payment Amount:

Number of Payments:

Discount Taken:

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

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

Reviewing Payments with a Write Status

Before you write payments, you can do the following:

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

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

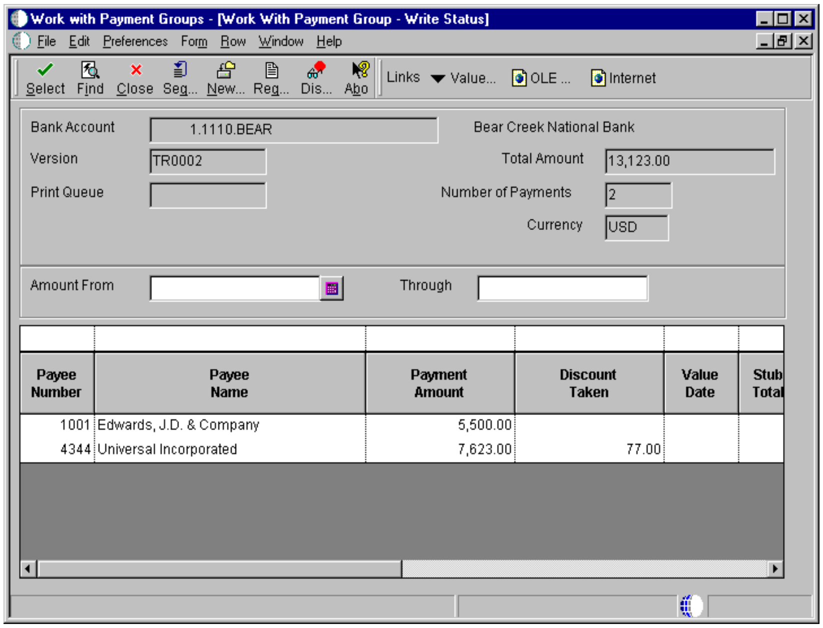
- A/P Payment Control Group (F04571)
- A/P Payment Header (F04572)

► To review payment and voucher information (write status)

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

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

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

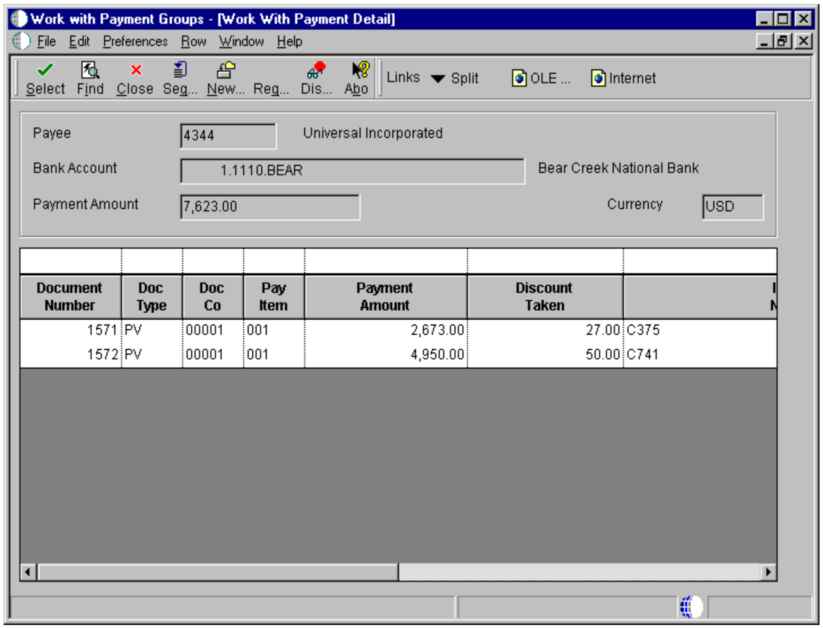

File
Edit
Preferences
Form
Row
Window
Help
Select
Find
Close
Seq...
New...
Req...
Dis...
Abo
Links
Value...
OLE ...
Internet

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

Bank Account 1.1110.BEAR Bear Creek National Bank
Version TR0002
Total Amount 13,123.00
Print Queue
Number of Payments 2
Currency USD
Amount From
Through

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

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

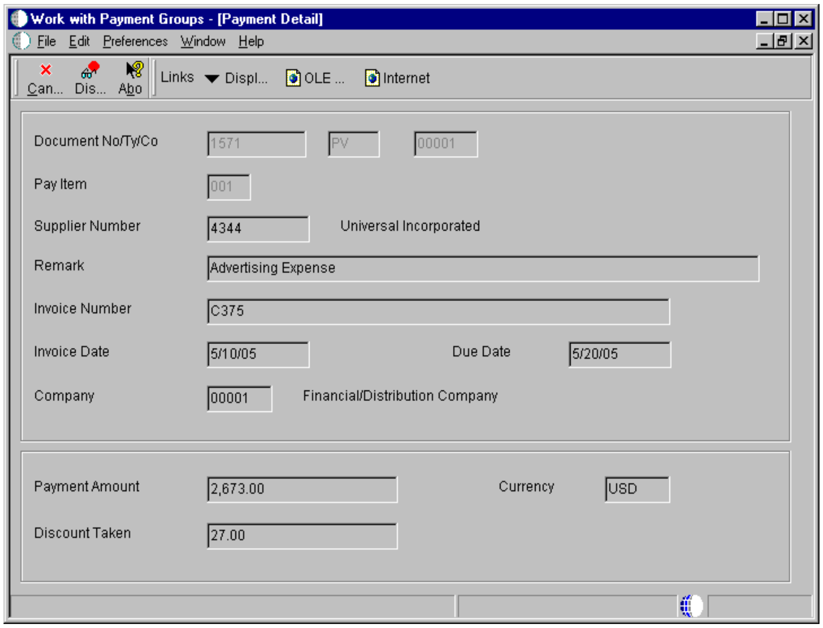

File
Edit
Preferences
Row
Window
Help
Select
Find
Close
Seq...
New...
Req...
Dis...
Abo
Links
Split
OLE ...
Internet

Work with Payment Groups - [Work With Payment Detail]

Payee 4344 Universal Incorporated
Bank Account 1.1110.BEAR Bear Creek National Bank
Payment Amount 7,623.00
Currency USD

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

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



Document No/Ty/Co 1571 PV 00001
Pay Item 001
Supplier Number 4344 Universal Incorporated
Remark Advertising Expense
Invoice Number C375
Invoice Date 5/10/05
Due Date 5/20/05
Company 00001 Financial/Distribution Company
Payment Amount 2,673.00
Currency USD
Discount Taken 27.00

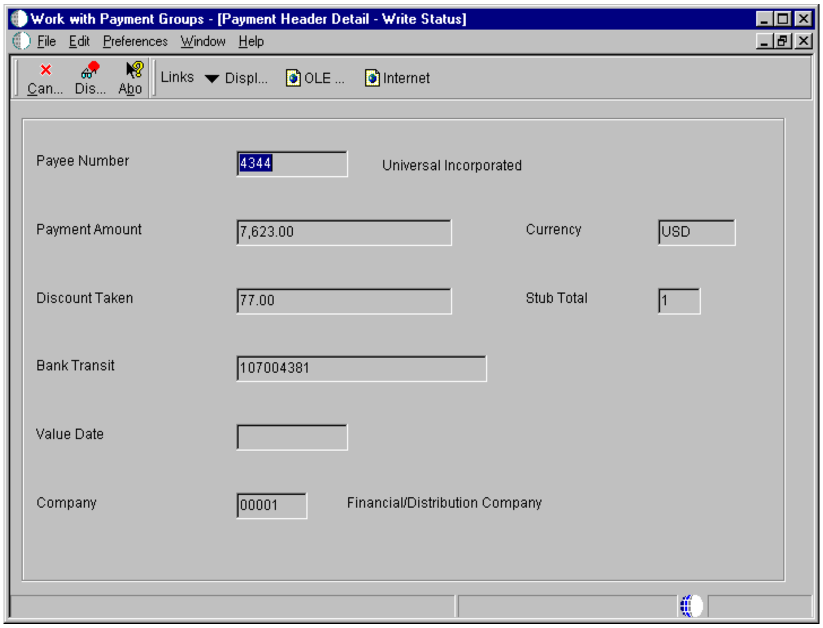
The Payment Detail form shows the voucher information associated with a payment.

▶ To review payment summary information (write status)

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

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

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


Work with Payment Groups - [Payment Header Detail - Write Status]
File Edit Preferences Window Help
Can... Dis... Abo Links Displ... OLE ... Internet

Payee Number: 4344 Universal Incorporated

Payment Amount: 7,623.00

Currency: USD

Discount Taken: 77.00

Stub Total: 1

Bank Transit: 107004381

Value Date:

Company: 00001 Financial/Distribution Company

Reviewing Payments with an Update Status

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

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

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

The payment group programs display information from the following worktables:

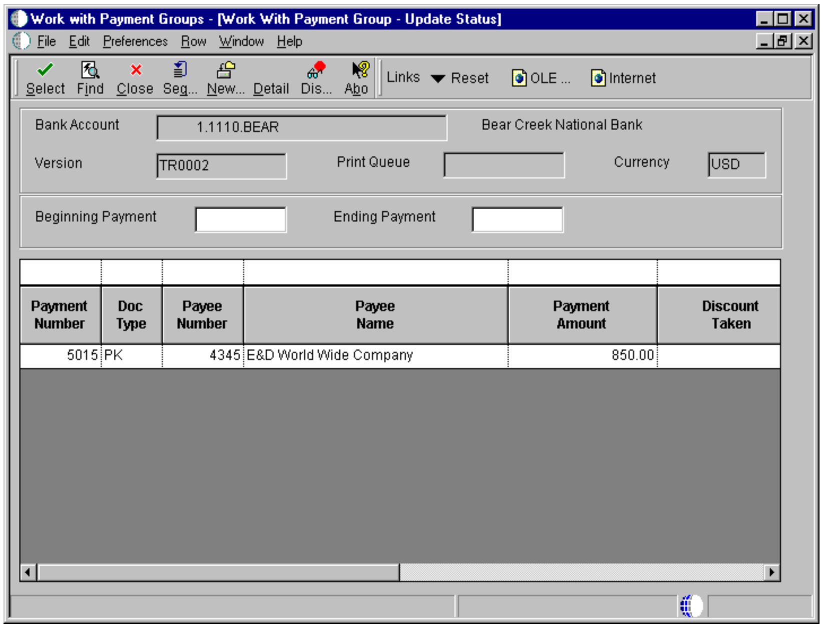
- A/P Payment Control Group (F04571)
- A/P Payment Header (F04572)

▶ To review payment information (update status)

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

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

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


Work with Payment Groups - [Work With Payment Group - Update Status]
File Edit Preferences Row Window Help
Select Find Close Seq... New... Detail Dis... Abo
Links Reset OLE ... Internet

Bank Account 1.1110.BEAR Bear Creek National Bank
Version TR0002
Print Queue
Currency USD
Beginning Payment
Ending Payment

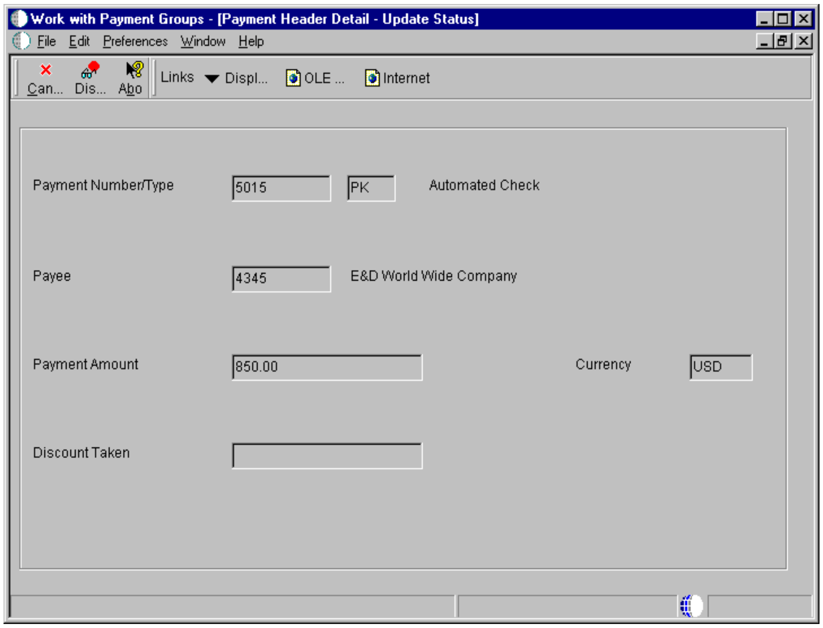
Payment Number	Doc Type	Payee Number	Payee Name	Payment Amount	Discount Taken
5015	PK	4345	E&D World Wide Company	850.00	

▶ To review payment summary information (update status)

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

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

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


Work with Payment Groups - [Payment Header Detail - Update Status]
File Edit Preferences Window Help
Can... Dis... Abo
Links Displ... OLE ... Internet

Payment Number/Type 5015 PK Automated Check

Payee 4345 E&D World Wide Company

Payment Amount 850.00

Currency USD

Discount Taken

Revising Unprocessed Payments

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

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

See Also

- *Setting Up Payment Instruments*

► To exclude a debit memo (credit voucher)

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

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

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

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

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

Related Tasks

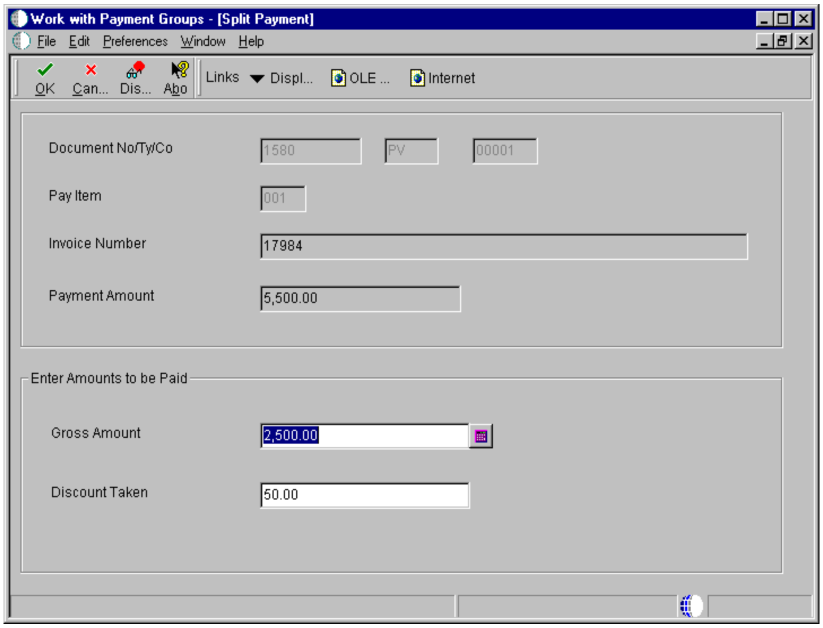
Excluding all debit memos	To exclude all debit memos, set the processing option for Minimum Amount in Create Payment Groups to the smallest currency unit (for example, .01).
Reviewing debit memos	When you process debit memos for review purposes only, you can run the Payment Analysis Report or review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

► To split a payment

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

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

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


Work with Payment Groups - [Split Payment]
File Edit Preferences Window Help
OK Can... Dis... Abo
Links Displ... OLE ... Internet

Document No/Ty/Co: 1580 PV 00001

Pay Item: 001

Invoice Number: 17984

Payment Amount: 5,500.00

Enter Amounts to be Paid

Gross Amount: 2,500.00

Discount Taken: 50.00

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

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

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

► To revise the value date of a payment

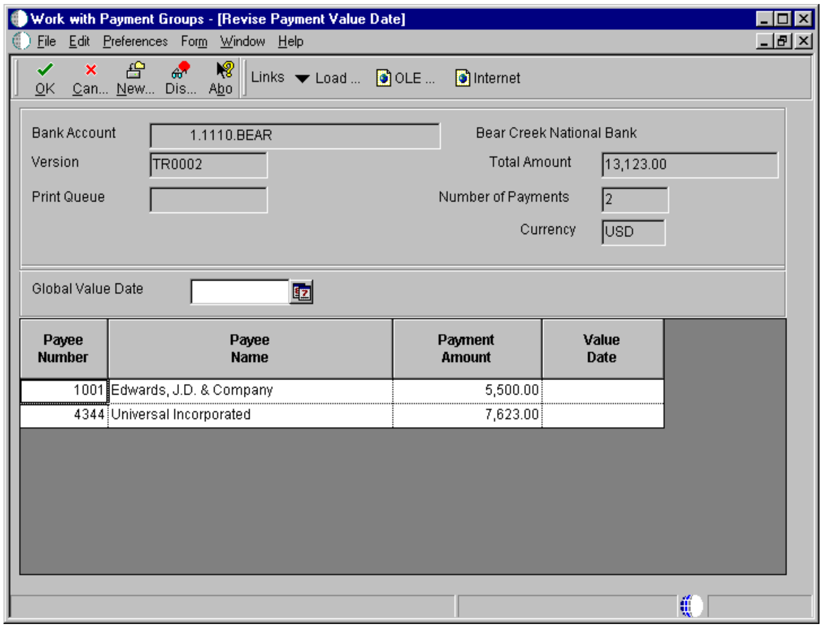
From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

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

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

   See *Reviewing Payments with a Write Status.*

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


Work with Payment Groups - [Revise Payment Value Date]
File
Edit
Preferences
Form
Window
Help
OK
Can...
New...
Dis...
Abo
Links
Load ...
OLE ...
Internet

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002

Total Amount 13,123.00

Print Queue

Number of Payments 2

Currency USD

Global Value Date

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

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

   - Global Value Date

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

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

   - Value Date

6. Click OK.

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

► To remove a voucher pay item

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

On Work With Payment Groups

1. Follow the steps for reviewing vouchers.

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

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

3. From the Row menu, choose Undo.

► To remove an unprocessed payment

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

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

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

   See *Reviewing Payments with a Write Status.*

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

3. From the Row menu, choose Undo.

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

▶ To remove an entire payment group

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

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

▶ To revise control information for a payment group

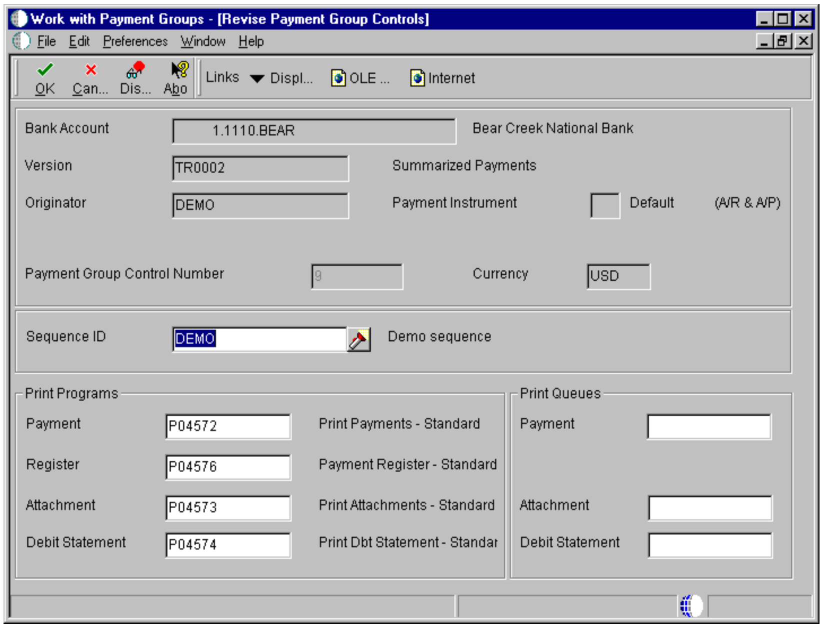
From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

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

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

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

   See *Reviewing Payment Groups*.
2. Choose a payment group.
3. From the Form menu, choose Controls.


Work with Payment Groups - [Revise Payment Group Controls]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002 Summarized Payments

Originator DEMO Payment Instrument ☐ Default (A/R & A/P)

Payment Group Control Number 9 Currency USD

Sequence ID DEMO Demo sequence

Print Programs

Payment	P04572	Print Payments - Standard
Register	P04576	Payment Register - Standard
Attachment	P04573	Print Attachments - Standard
Debit Statement	P04574	Print Dbt Statement - Standar

Print Queues

Payment	
Attachment	
Debit Statement	

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

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

Working with Automatic Payments

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

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

Writing Payments

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

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

When you write payments, the system:

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

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

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

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

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

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

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

500 USD x 107.863 = 53,931.50 JPY

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

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

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

Before You Begin

- ☐ Review payments and make any changes necessary
- ☐ Verify control information for payment groups

▶ To write all payments in a payment group

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

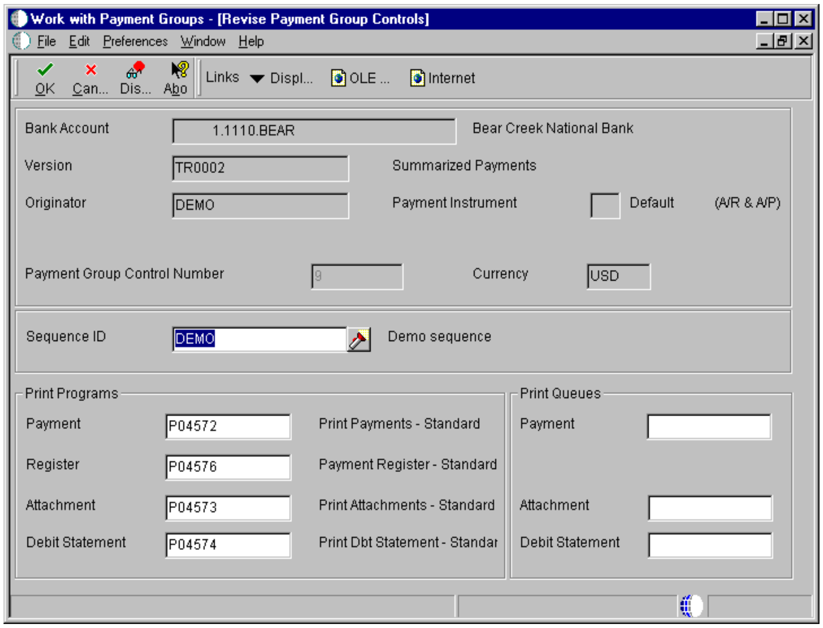
1. On Work with Payment Groups, follow the steps for reviewing payment groups.

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

2. Choose one or more payment groups.

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

3. From the Form menu, choose Controls.


Work with Payment Groups - [Revise Payment Group Controls]
File
Edit
Preferences
Window
Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Print Programs
Print Queues

Bank Account 1.1110.BEAR Bear Creek National Bank
Version TR0002 Summarized Payments
Originator DEMO
Payment Instrument ☐ Default (A/R & A/P)
Payment Group Control Number 9
Currency USD
Sequence ID DEMO Demo sequence

Payment	P04572	Print Payments - Standard	Payment	
Register	P04576	Payment Register - Standard		
Attachment	P04573	Print Attachments - Standard	Attachment	
Debit Statement	P04574	Print Dbt Statement - Standar	Debit Statement	

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

   - Payment

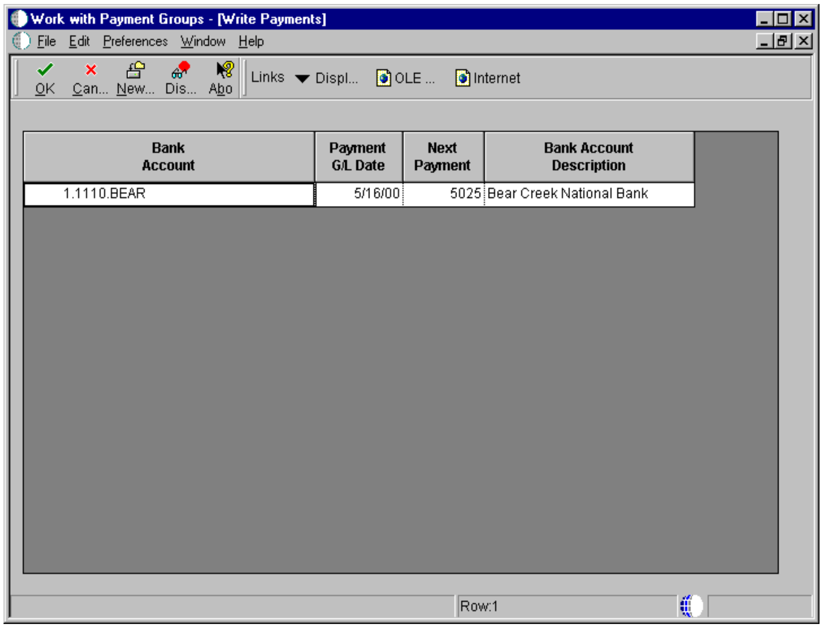
     U.S. clients who transfer funds electronically must enter a beginning payment number. If a supplier has a pre-note status of P, the system generates a payment and a pre-note.

   - Register

   - Attachment

   - Debit Statement

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


Work with Payment Groups - [Write Payments]
File Edit Preferences Window Help
OK Can... New... Dis... Abo
Links Displ... OLE ... Internet
Row:1

Bank Account	Payment G/L Date	Next Payment	Bank Account Description
1.1110.BEAR	5/16/00	5025	Bear Creek National Bank

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

6. On Write Payments, verify the following fields and click OK:
    - Payment G/L Date
    - Next Payment

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

- On Screen
- To Printer
- Export to CSV

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

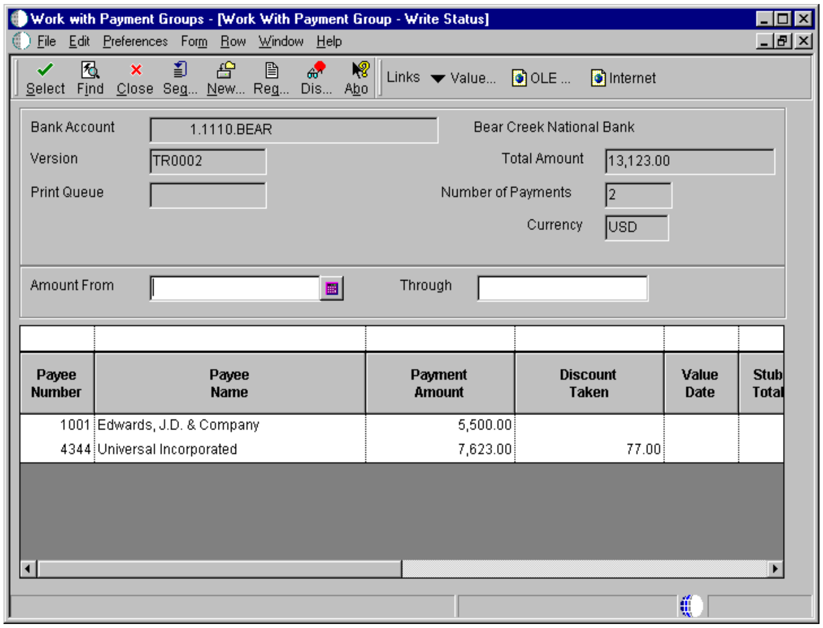
Field	**Explanation**
Payment	A user defined program used to print A/P payments. Only programs set up in user defined codes for 04/PP may be entered.
Register	A user defined program used to print the A/P payment register. Only programs set up in user defined codes for 04/PR may be entered.
Attachment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

▶ To write selected payments in a payment group

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

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

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


Work with Payment Groups - [Work With Payment Group - Write Status]
File Edit Preferences Form Row Window Help
Select Find Close Seq... New... Reg... Dis... Abo
Links Value... OLE ... Internet

Bank Account 1.1110.BEAR Bear Creek National Bank

Version TR0002

Print Queue

Total Amount 13,123.00

Number of Payments 2

Currency USD

Amount From

Through

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

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

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

Resetting Payment Processing

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

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

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

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

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

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

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

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

▶ To reset payment processing

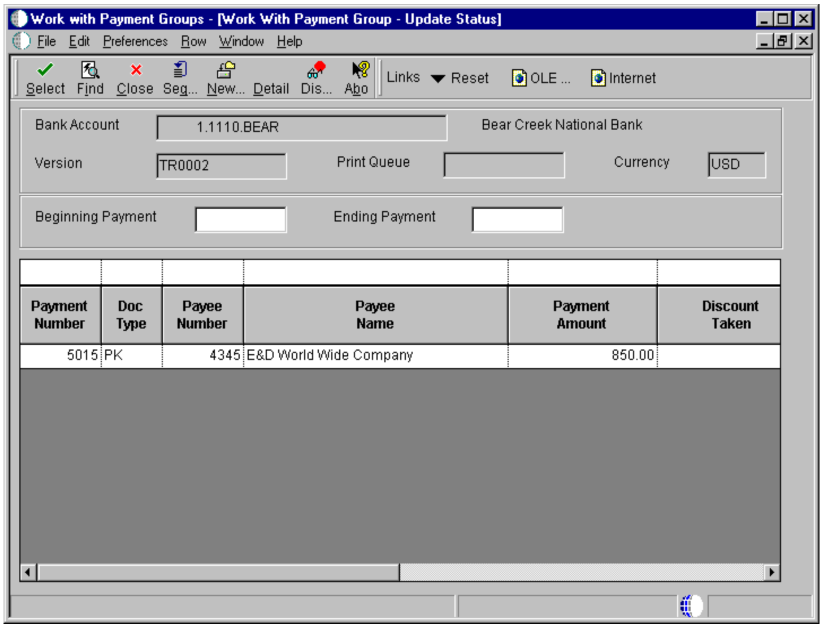
From the Automatic Payment Processing menu (G0413), choose Work with Payment Groups.

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

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

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

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


Work with Payment Groups - [Work With Payment Group - Update Status]
File
Edit
Preferences
Row
Window
Help
Select
Find
Close
Seq...
New...
Detail
Dis...
Abo
Links
Reset
OLE ...
Internet

Bank Account: 1.1110.BEAR — Bear Creek National Bank

Version: TR0002

Print Queue:

Currency: USD

Beginning Payment:

Ending Payment:

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

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

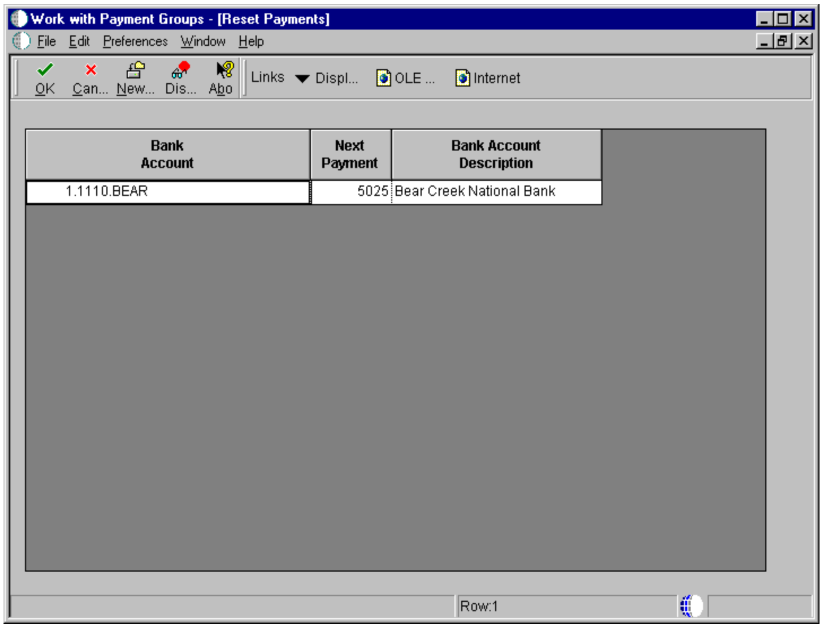
4. To limit your search when resetting single payments, complete the following fields:

   - Beginning Payment
   - Ending Payment

5. Click Find.

6. Choose the payments to reset.

7. From the Row menu, choose Reset.


Work with Payment Groups - [Reset Payments]
File Edit Preferences Window Help
OK
Can...
New...
Dis...
Abo
Links
Displ...
OLE ...
Internet
Row:1

Bank Account	Next Payment	Bank Account Description
1.1110.BEAR	5025	Bear Creek National Bank

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

   - Next Payment

► To reset payment processing for a bank tape

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

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

Removing Processed Payments

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

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

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

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

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

► To remove processed payments

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

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

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

2. Take one of the following actions:
   - Choose a payment group with a next status of UPD
   - On Work With Payment Group-Update Status, choose a payment

3. From the Row menu, choose Undo.

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

   - Next Payment

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

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

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

Copying Payments to Tape

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

Copying payments to tape consists of:

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

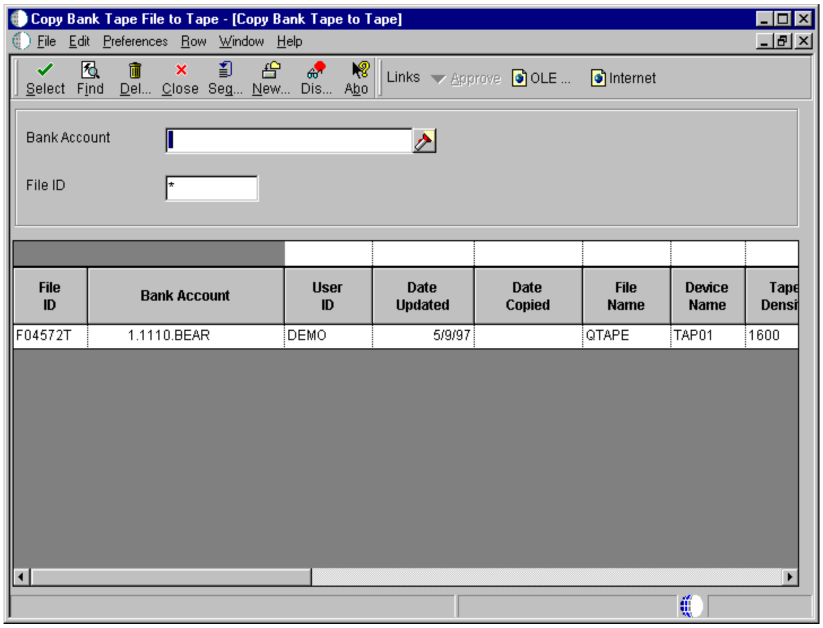
Typically, your MIS department presets the detail for a tape table. You should not change this information unless instructed to do so. You can, however, change many format specifications prior to copying the table to tape.

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

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

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

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



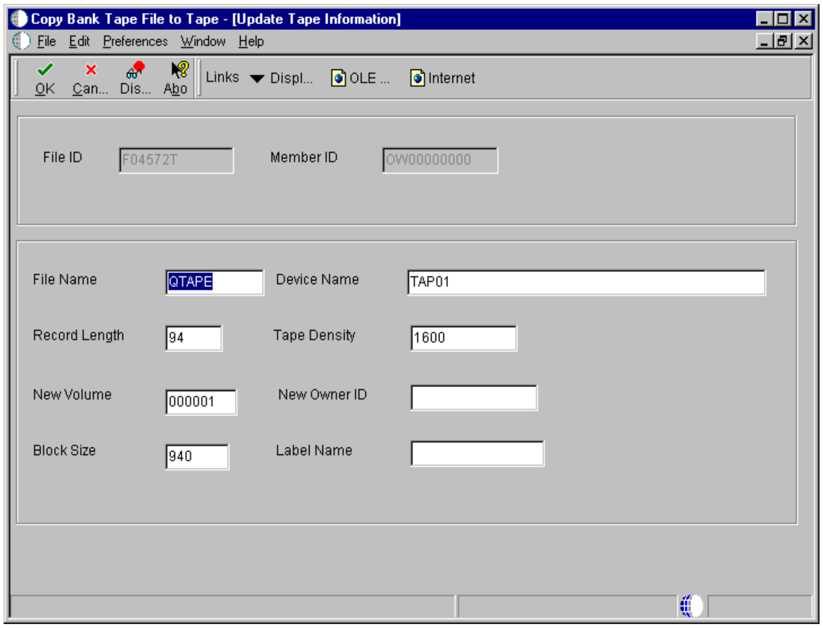
Bank Account

File ID *

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

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

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


Copy Bank Tape File to Tape - [Update Tape Information]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

File ID: F04572T

Member ID: OW00000000

File Name: QTAPE

Device Name: TAP01

Record Length: 94

Tape Density: 1600

New Volume: 000001

New Owner ID:

Block Size: 940

Label Name:

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

   - File Name
   - Record Length
   - New Volume
   - Block Size
   - Device Name
   - Tape Density
   - New Owner ID
   - Label Name

▶ To copy a tape table to tape or diskette

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

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

Additional Tape Copy Options

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

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

General Ledger Accounting

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

- ☐ Reviewing account information

Reviewing Account Information

Reviewing account information includes the following tasks:

- ☐ General Accounting: Reviewing account ledgers by object account
- ☐ General Accounting: Reviewing account ledger 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.

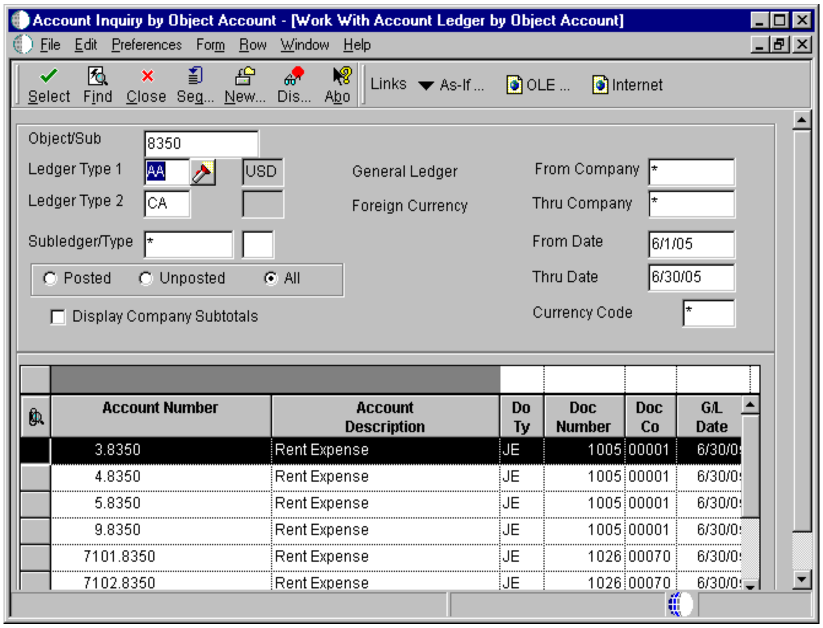
After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

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.


Account Inquiry by Object Account - [Work With Account Ledger by Object Account]
File Edit Preferences Form Row Window Help
Select Find Close Seq... New... Dis... Abo
Links As-If ... OLE ... Internet

Object/Sub: 8350
Ledger Type 1: AA USD General Ledger
Ledger Type 2: CA Foreign Currency
Subledger/Type: *
○ Posted ○ Unposted ● All
☐ Display Company Subtotals
From Company: *
Thru Company: *
From Date: 6/1/05
Thru Date: 6/30/05
Currency Code: *

Account Number	Account Description	Do Ty	Doc Number	Doc Co	G/L Date
3.8350	Rent Expense	JE	1005	00001	6/30/0
4.8350	Rent Expense	JE	1005	00001	6/30/0
5.8350	Rent Expense	JE	1005	00001	6/30/0
9.8350	Rent Expense	JE	1005	00001	6/30/0
7101.8350	Rent Expense	JE	1026	00070	6/30/0
7102.8350	Rent Expense	JE	1026	00070	6/30/0

1. On Work With Account Ledger by Object Account, complete the following field:
   - Object/Sub
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
   - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
   - Ledger Type 2
4. To display a range of companies, complete the following fields:
   - From Company
   - Thru Company

5. To display a range of transaction dates, complete the following fields:
   - From Date
   - Thru Date
6. To display one subledger, complete the following fields:
   - Subledger/Type
7. If you use more than one currency, complete the following field:
   - Currency Code
8. Click one of the following options, if necessary:
   - Posted
   - Unposted
   - All
9. To further limit your search for transactions, use the query-by-example fields in the detail area.

   For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
10. Click Find.
11. To print the account ledger, from the Row menu, click Print Ledger.

See Also

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

Processing Options for Account Ledger Inquiry by Object Account

Defaults

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

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

Second Ledger

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

Display Second Ledger Type ____________

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

Ledger Type ____________

Exits

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

Exit for PK or PN ____________

As-If Currency

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

As-If Currency ____________

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

Exchange Rate Date ____________

Reviewing Account Ledgers by Category Code

You can review detailed transactions for any of the category codes that are set up for an alternate (statutory) chart of accounts. You specify the category code (21, 22, or 23) in the Category Code processing option for this program.

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

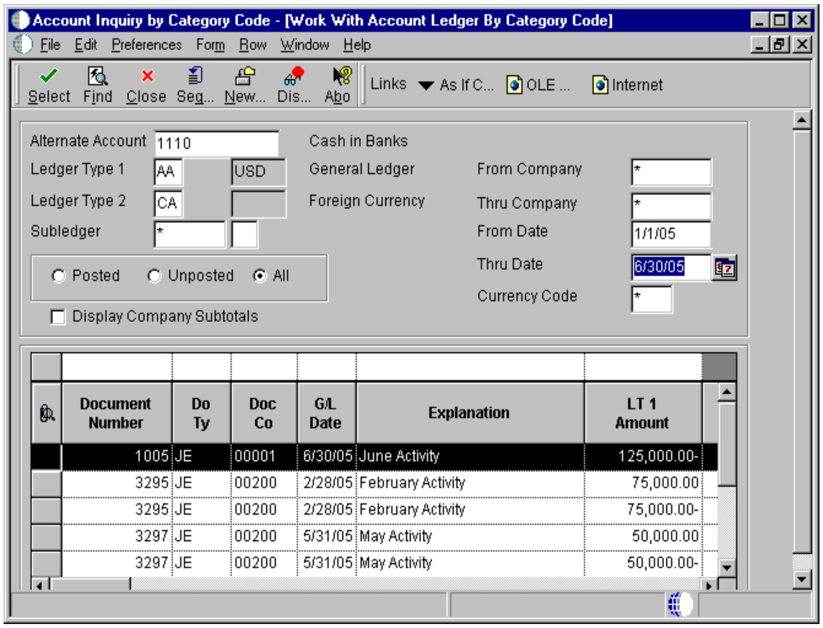
After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

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

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

▶ To review account ledgers by category code

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



Alternate Account 1110 Cash in Banks
Ledger Type 1 AA USD General Ledger
Ledger Type 2 CA Foreign Currency
Subledger *
○ Posted ○ Unposted ● All
☐ Display Company Subtotals
From Company *
Thru Company *
From Date 1/1/05
Thru Date 6/30/05
Currency Code *

Document Number	Do Ty	Doc Co	G/L Date	Explanation	LT 1 Amount
1005	JE	00001	6/30/05	June Activity	125,000.00-
3295	JE	00200	2/28/05	February Activity	75,000.00
3295	JE	00200	2/28/05	February Activity	75,000.00-
3297	JE	00200	5/31/05	May Activity	50,000.00
3297	JE	00200	5/31/05	May Activity	50,000.00-

1. On Work With Account Ledger by Category Code, complete the following field:
    - Alternate Account
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
    - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
    - Ledger Type 2
4. To display a range of companies, complete the following fields:
    - From Company
    - Thru Company
5. To display a range of transaction dates, complete the following fields:
    - From Date
    - Thru Date
6. To display one subledger, complete the following fields:
    - Subledger
    - Sub Type
7. If you use more than one currency, complete the following field:
    - Currency Code
8. Click one of the following options, if necessary:
    - Posted
    - Unposted
    - All
9. To display company subtotals, click the following option:
    - Display Company Subtotals

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

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

11. Click Find.

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

See Also

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

Processing Options for Account Ledger Inquiry by Category Code

Category Code

Enter the account category code (21-23) to inquire on. The default value of blank will use category code 21.

Category Code (21-23) ____________

Defaults

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

Alternate Account ____________
From Date ____________
Through Date ____________
Ledger Type ____________
Subledger - G/L ____________
Subledger Type ____________
Currency Code ____________

Second Ledger

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

Display Second Ledger Type ____________

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

Ledger Type ____________

Exits

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

Exit for PK or PN ____________

As-If Currency

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

As-If Currency ____________

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

Exchange Rate Date ____________

Additional Reporting

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

- ☐ Working with European Union (EU) reporting
- ☐ Working with the Text File Processor
- ☐ Working with Z5a Sheet 2 Report

Working with European Union (EU) Reporting

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

- ☐ Overview of European Union reporting

Reporting for the EU in Germany consists of the following tasks:

- ☐ Understanding Intrastat requirements
- ☐ Understanding Intrastat reporting and the euro
- ☐ Updating Intrastat information
- ☐ Revising Intrastat information
- ☐ Purging records from the Intrastat table
- ☐ Printing the Intrastat report
- ☐ Using the IDEP/IRIS interface for Intrastat reporting
- ☐ Printing the EC Sales List

Overview of European Union Reporting

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

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

- EC Sales List
- Intrastat Report

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

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

Before You Begin

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

- ☐ Set up tax information for the Accounts Receivable system. See *Accounts Receivable: Setting Up Tax Rates and Areas for A/R*.
- ☐ Set up tax information for the Accounts Payable system. See *Accounts Payable: Setting Up Tax Rates and Areas for A/P*.
- ☐ Set up user defined codes for Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting*.
- ☐ Enter a VAT registration number for each of your customers and suppliers. See *Reviewing Tax ID Numbers*.

Understanding Intrastat Requirements

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

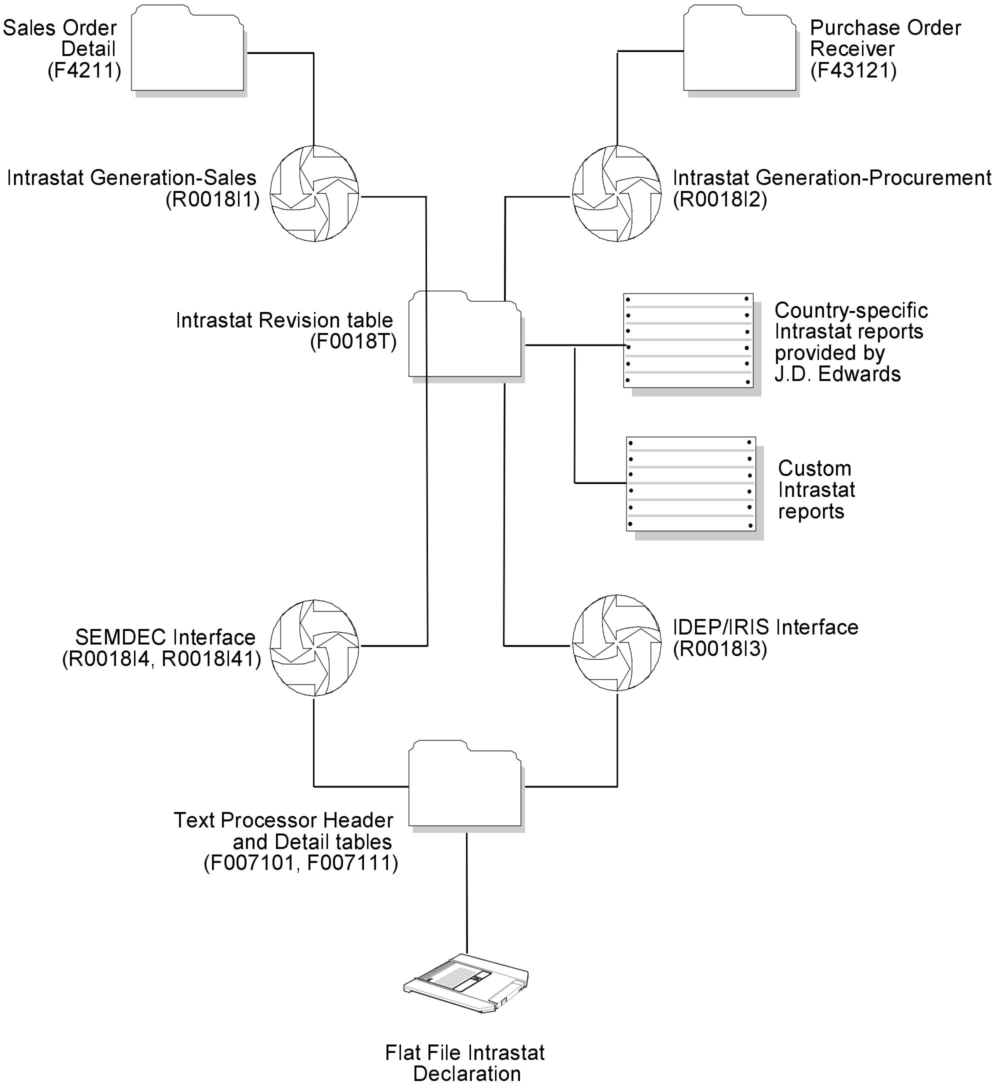
Detailed statistical information regarding merchandise trade between members of the EU is important for market research and sector analysis. To maintain the statistics on trade between EU members, the statistical office of the EU and the statistical departments of member countries developed the Intrastat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

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

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

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

The following graphic illustrates the J.D. Edwards Intrastat reporting process:


Sales Order Detail (F4211)
Purchase Order Receiver (F43121)
Intrastat Generation-Sales (R0018I1)
Intrastat Generation-Procurement (R0018I2)
Intrastat Revision table (F0018T)
Country-specific Intrastat reports provided by J.D. Edwards
Custom Intrastat reports
SEMDEC Interface (R0018I4, R0018I41)
IDEP/IRIS Interface (R0018I3)
Text Processor Header and Detail tables (F007101, F007111)
Flat File Intrastat Declaration

Understanding Intrastat Reporting and the Euro

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

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

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

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

Considerations Before You Create Intrastat Reports

Before you create Intrastat reports, determine the following:

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

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

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

Example: Company and Intrastat Reporting in Different Currencies

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

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

The following scenario applies:

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

For Intrastat reporting purposes, you should do the following:

- Convert the euro amounts for Company 1 back to the German mark.
- Do not convert the amounts for Company 2.
- Convert the French franc (FRF) amounts for Company 3 to the euro.

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

See Also

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

Updating Intrastat Information

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

- Intrastat Workfile Generation - Sales
- Intrastat Workfile Generation - Purchase

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

Use the following programs to update the Intrastat Revision table:

Intrastat Generation - Sales	Updates the Intrastat Revision table with sales information based on the following tables: • Sales Order Header (F4201) • Sales Order Detail (F4211)
Intrastat Generation - Purchase	Updates the Intrastat Revision table with purchase information based on the following tables: • Purchase Order Header (F4301) • Purchase Order Detail (F4311) • Purchase Order Receiver (F43121)

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

- Intrastat Supplier/Item Cross Reference (F744101)
- Inventory Constants (F41001)
- Business Unit Master (F0006)
- Company Constants (F0010)
- Currency Codes (F0013)
- Currency Restatement Rates (F1113)
- Item Master (F4101)
- Item/Branch (F4102)

- Address Book (F0101 and F0116)
- Order Address (F4006)
- Unit of Measure Conversion (F41002 and F41003)
- User Defined Codes (F0005)

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

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

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

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

Before You Begin

- ☐ Set up the user defined code tables that are used in Intrastat reporting. See *Setting Up User Defined Codes for Intrastat Reporting.*
- ☐ Set up commodity codes. See *Setting Up Commodity Code Information.*
- ☐ For Sales, set up country codes for the selling business unit (header business unit), shipping business unit (detail business unit) and customer in the Address Book. See *Address Book: Entering Basic Address Book Information.*
- ☐ For Procurement, set up country codes for the branch/plant and supplier in the Address Book, or enter countries of origin in the Intrastat Item/Supplier Cross Reference program (P744101). See *Entering Cross-References for Items and Suppliers.*

Multicurrency Environments

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

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

Euro Considerations

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

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

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

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

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

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

Performance Considerations

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

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

Processing Options for Intrastat Generation - Sales (R0018I1)

Transaction

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

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

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

Defaults

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

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

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

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

Currency

1. Enter the currency code for as-if currency reporting. This option allows for amounts to print in a currency other than the currency they are stored in. Amounts will be translated and print in this as-if currency. If left blank, amounts will print in their database currency. ____________
2. Enter the As-Of date for processing the current rate for the as-if currency. If left blank, the system date will be used. ____________

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

Rate Type ____________
Date - Effective ____________

Process

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

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

Export from Header to Customer ____________
Export from Detail to Customer ____________
Export from Detail to Header ____________
Import from Header to Detail ____________

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

Export from Header to Customer ____________
Export from Detail to Customer ____________

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

Export from Header to Customer ______________
Export from Detail to Customer ______________
Export from Detail to Header ______________
Import to Header from Detail ______________

Processing Options for Intrastat Generation - Procurement (R0018I2)

Process

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

- Or -

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

System Code ______________
User Defined Codes ______________

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

3. Enter a '1' to use the Item Origin Cross-Reference Table for Country of Origin and Original Country of Origin. ______________

Defaults

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

Blank = Not Required
1 = Required

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

- Or -

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

If no values are entered, the statistical value will be equal to the actual value.

3. Enter a value to Statistical Procedure to update all records with. ______________

```
- Or -

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

      System Code                                  ____________
      User Defined Codes                           ____________

Currency

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

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

      Exchange Rate Type                           ____________
      Date Exchange Rate Effective                 ____________
```

Revising Intrastat Information

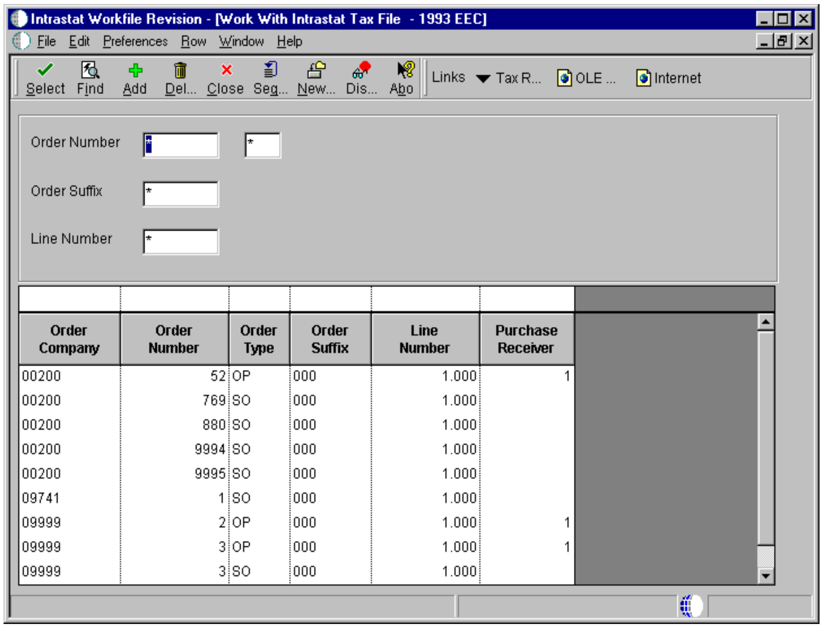
You can revise existing data in the Intrastat Revision table (F0018T). You might need to do this to correct missing or inaccurate information, to add a specific transaction, to update the process indicator, or to populate fields that are required by the authorities but that are not populated by the J.D.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

Before You Begin

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

► To revise Intrastat information

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


Intrastat Workfile Revision - [Work With Intrastat Tax File - 1993 EEC]
File Edit Preferences Row Window Help
Select Find Add Del... Close Seg... New... Dis... Abo
Links Tax R... OLE ... Internet

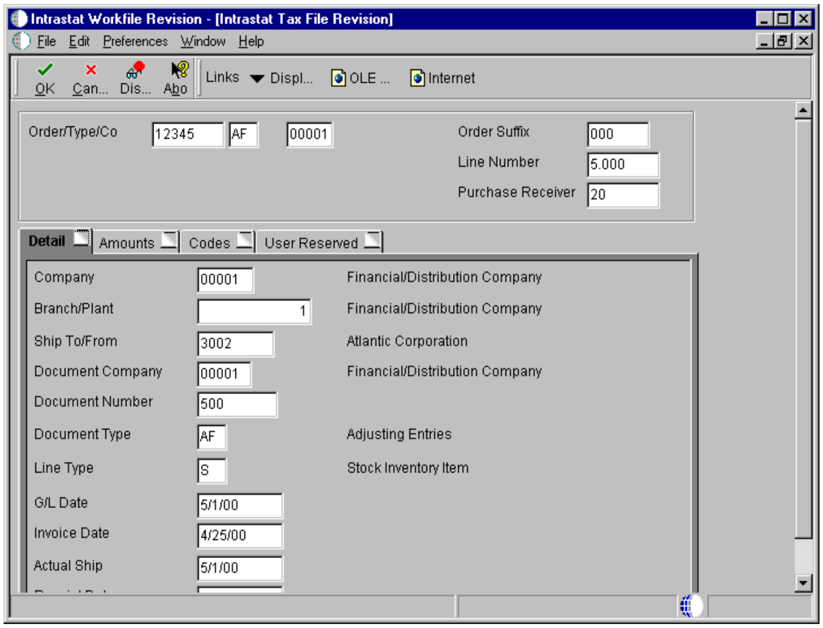
Order Number * *

Order Suffix *

Line Number *

Order Company	Order Number	Order Type	Order Suffix	Line Number	Purchase Receiver
00200	52	OP	000	1.000	1
00200	769	SO	000	1.000	
00200	880	SO	000	1.000	
00200	9994	SO	000	1.000	
00200	9995	SO	000	1.000	
09741	1	SO	000	1.000	
09999	2	OP	000	1.000	1
09999	3	OP	000	1.000	1
09999	3	SO	000	1.000	

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


Intrastat Workfile Revision - [Intrastat Tax File Revision]
File Edit Preferences Window Help
OK Can... Dis... Abo
Links Displ... OLE ... Internet
Detail
Amounts
Codes
User Reserved

Order/Type/Co 12345 AF 00001

Order Suffix 000

Line Number 5.000

Purchase Receiver 20

Company 00001 Financial/Distribution Company

Branch/Plant 1 Financial/Distribution Company

Ship To/From 3002 Atlantic Corporation

Document Company 00001 Financial/Distribution Company

Document Number 500

Document Type AF Adjusting Entries

Line Type S Stock Inventory Item

G/L Date 5/1/00

Invoice Date 4/25/00

Actual Ship 5/1/00

2. On Intrastat Tax File Revision, revise the information in any of the following fields on the Detail tab:
   - Company
   - Branch/Plant
   - Ship To/From
   - Document Company
   - Document Number
   - Document Type
   - Line Type
   - G/L Date
   - Invoice Date
   - Actual Ship
   - Receipt Date
3. Click the Amounts tab and revise the information in any of the following fields:
   - Net Mass in KG
   - Base Currency
   - Taxable Amount
   - Statistical Value Amount
   - Transaction Currency
   - Foreign Taxable Amount
   - Foreign Statistical Value
   - Supplementary Units

4. Click the Codes tab and revise the information in any of the following fields:
    - Country of Origin
    - Original Country of Origin
    - Region of Origin or Destination
    - Mode of Transport
    - Conditions of Transport
    - Nature of Transaction
    - Port of Entry or Exit
    - Nature of VAT Regime
    - Nature Code
    - Process Indicator
    - Commodity Code

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

Field	Explanation
Ship To/From	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members.
Document Company	A number that, with the document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry. If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company. If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.
Document Number	A number that identifies the original document, such as a voucher, invoice, unapplied cash, journal entry, and so on. On entry forms, you can assign the original document number or let the system assign it through Next Numbers. Matching document (DOCM) numbers identify related documents in the Accounts Receivable and Accounts Payable systems. Some examples are: • Automated/Manual Payment Original document - Voucher Matching document - Payment • A/R Original Invoice Original document - Invoice • Receipt Application Original document - Invoice Matching document - Receipt • Credit Memo/Adjustment Original document - Invoice Matching document - Credit Memo • Unapplied Receipt Original document - Receipt

Field	Explanation
Document Type	A user defined code (00/DT) that identifies the origin and purpose of the transaction. J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are: P Accounts payable documents R Accounts receivable documents T Time and Pay documents I Inventory documents O Ordering document types The system creates offsetting entries as appropriate for these document types when you post batches.
Line Type	A code that controls how the system processes lines on a transaction. It controls the systems with which the transaction interfaces, such as General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports and is included in calculations. Codes include the following: S Stock item J Job cost N Nonstock item F Freight T Text information M Miscellaneous charges and credits W Work order
G/L Date	A date that identifies the financial period to which the transaction is to be posted. The general accounting constants specify the date range for each financial period. You can have up to 14 periods. Generally, period 14 is used for audit adjustments. The system edits this field for PBCO (posted before cutoff), PYEB (prior year ending balance), and so on.
Invoice Date	The date the invoice was printed. The system updates this date when you run the invoice print program in the Sales Order Processing System.
Actual Ship	The date that the shipment to the customer is confirmed as shipped. This date will be updated to the Sales Order Detail file at shipment confirmation.
Receipt Date	The date you received this purchase order line.
Net Mass in KG	The Net Mass in KG (kilograms) is supplied by the sales or purchase order total unit of measure. The Extra Tax File Update programs will extract this information from the Sales Detail (F4211) or Purchasing Receiver (F43121) files.

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

Field	Explanation
Original Country of Origin	A code (00/CN) that indicates the original country of origin of the goods. For example, as a German company, you place a purchase order with a French supplier for goods that are manufactured in France, but are warehoused in and delivered from Belgium. The country of origin is Belgium, but the original country of origin is France.
Region of Origin or Destination	For EU VAT reporting, certain countries require the region of origin or destination information. The region of origin will be taken from the region code (state code) in the Address Book of either the ship-to address in the case of a dispatch or the suppliers in the case of arrivals.
Mode of Transport	A user defined code (system 00, type TM) describing the nature of the carrier being used to transport goods to the customer, for example, by rail, by road, and so on.
Conditions of Transport	The conditions of transport (or terms of delivery) are taken from the Sales or Purchase Order header file. The Terms of Delivery (field FRTH) in the header file is only one character. To obtain the required three-character explanation for EU VAT reporting, the second explanation of category code 42/FR is used. To provide descriptions when pressing F1 on the field for the Direct Extra Tax File Adjustment program, also set up a user defined code 00/TC to correspond to the three-character explanation. Sample Codes include the following: EXW Ex works FOB Free on board CIF Carriage, insurance, freight DUP Delivered duty paid DDU Delivered duty unpaid xxx Others
Nature of Transaction	The nature of the transaction defines whether the movement of goods is for sale, lease, and so on. For European Union VAT reporting, you can input the Nature of Transaction codes using one of the User Defined codes on the Sales or Purchase Order details. User Defined Codes P1 through P5 are used for Purchase Orders. Codes S1 to S5 are used for Sales Orders. To provide F1 inquiry explanations to the code you choose, use UDC table 00/NT. The Update Extra Tax File programs can update the information in the Extra Tax File by specifying the User Defined Codes you have chosen to use (P1 to P5 or S1 to S5) in the appropriate processing option. The data can also be input by the user through the Direct Extra Tax File Adjustment program.

Field	Explanation
Port of Entry or Exit	For VAT reporting, certain countries require information on the port of exit or entry. This information is not available on the system at the present time. You should supply the port of entry or exit by using the Direct Extra Tax File Adjustment program.
Nature of VAT Regime	This code is similar to the nature of transaction code (NAT) and is applicable only to certain countries. Nature of VAT Regime is commonly used in France. The system does not automatically supply this data. You should input the data using the Direct Extra Tax File Adjustment program.
Nature Code	An indicator for European Union VAT reporting. The system cannot automatically supply this data. If required for VAT reporting, you should input the data using the Direct Extra Tax File Adjustment program.
Process Indicator	An indicator for European Union VAT reporting. Valid values are: Blank Record not processed 1 Processed record 2 No processing required The Intrastat report selects only unprocessed records (Process Indicator = Blank). You indicate a value of 2 to exclude a specific record from the Intrastat report. For instance, if a supplier in the European Union ships a specific order from a country outside of the EU the order needs to be excluded from Intrastat reporting. The system does not automatically supply this data. For VAT reporting, you should input data using the Direct Extra Tax File Adjustment program (P0018T).
Commodity Code	The Commodity Code number for the item.

Purging Records from the Intrastat Table

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

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

You can purge records from the Intrastat Revision table (F0018T). You can use data selection to purge all the records in the file or purge only selected records.

You can specify selection criteria based on the invoice, general ledger, procurement, or shipment date. For example, you might purge records with shipping dates between 3/1/1999 and 5/1/1999.

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

Printing the Intrastat Report

From the Statistical Reports menu (G74STAT3), choose Germany Electronic Submission or Germany Paper Report.

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

The German Statistical Office allows the submission of Intrastat reports in the German mark, the euro, or both for the Taxable Amount and Statistical Value information. The Intrastat Report - Germany program (R0018IG) has been enhanced to accommodate this country-specific requirement. It uses the euro ("as if" currency) and domestic currency amounts that are created when you update the Intrastat workfiles.

The statistical office strongly discourages companies from submitting reports on paper. You can print the paper report to review it for accuracy, but you should use the Germany Electronic Submission report to create your final report. This report creates a flat file that can be copied to a magnetic tape that is sent to the German Statistical Office.

When you run the Intrastat report, the Process Indicator field is updated to the value 1 to indicate that the record has been processed. You can specify to suppress this updated value in the processing options.

See Also

- *Updating Intrastat Information* for information about euro considerations when updating the Intrastat workfile

Processing Options for Intrastat File - Germany (R0018IGF)

Identification

1. Enter the Branch ID to print on the Report. ______
2. Enter the Region Code of the Tax Authority. ______

Shipping

1. Shipping Type ______

1 = Imports
blank = Exports

Label

1. Diskette Label ______

1= Required
Blank= Not Required

2. Enter the File Name and Library of the File.

Object Library Name ______
Member ID ______

Tax Number

Enter the Tax Number of the Registrar. If left blank, the Tax Number from the Address Book record for the company will be used. If the registrar is a third party, enter their Tax Number here. ______

Report Period

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

Period ______
Year ______

Processing Options for Instrastat Report - Germany (R0018IG)

```
Identification

      1. Enter the Branch ID to print on            ____________
      the report.
      2. Enter the Region Code of the               ____________
      Tax Authority.

Tax Number

      3. Enter the Tax Number of the                ____________
      Registrar. If left blank, the Tax
      Number from the Address Book
      record for the company will be
      used. If the registrar is a third
      party, enter the Tax Number here.

Report Period

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

      Period:                                       ____________
      Year:                                         ____________

Report Type

      1. Enter the record type to be                ____________
      processed
          1 - Arrival of goods (Import)
          2 - Expedition of goods
      (Export)

Summarization

      1. Enter ’1’ to output summary                ____________
      records. Leave blank to output in
      detail.
```

Using the IDEP/IRIS Interface for Intrastat Reporting

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

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

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

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

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

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

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

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

- Detail Lines
- Provider of Statistical Information Goods Codes
- Trading Partners’ VAT Registration Numbers
- Exchange Rates

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

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

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

Field	Position[Length]
Declarant Reference Number	1-14[14]
Partner VAT number	16-35[20]
Original Country of Origin	37-39[3]
Country of Origin	41-43[3]
Nature of Transaction A	45-45[1]
Nature of Transaction B	47-47[1]
Statistical Procedure	49-53[5]
Mode of Transport	55-55[1]
Port of Entry	57-60[4]
Region of Origin	62-63[2]
Terms of Delivery	65-67[3]
Related Location 1 Identity	69-69[1]
Commodity Code	71-78[8]
Goods Description	80-219[140]
Supplementary Unit	221-233[13]
Net Mass	235-248[12,2]
Invoice Value	250-262[13]
Foreign Invoice Value	264-276[13]

Statistical Value	278-289[10,2]
Foreign Statistical Value	291-302[10,2]
Currency Code	304-306[3]

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

CBS-IRIS - Holland

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

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

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

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

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

Field	**Position[Length]**
Declarant Reference Number	1-10[10]
Del VAT Number	12-23[12]
Partner VAT Number	25-42[18]

Original Country of Origin	44-46[3]
Country of Origin	48-50[3]
Nature of Transaction A	52-52[1]
Statistical Procedure/Nature of VAT Regime	554-55[2]
Mode of Transport	57-57[1]
Port of Entry	59-60[2]
Commodity Code	62-69[8]
Tariff Code	71-72[2]
Currency Code	74-74[1]
Supplementary Unit	76-85[10]
Net Mass	87-96[10]
Invoice Value	98-107[10]
Statistical Value	109-118[10]
Commodity Flow	120-120[1]
Reporting Period	122-127[6]

CBS-IRIS - Germany

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

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

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

Field	Position[Length]
Declarant VAT Number	1-16[16]
Original Country of Origin	18-20[3]
Country of Origin	22-24[3]
Nature of Transaction	26-27[2]
Statistical Procedure/Nature of VAT Regime	29-33[5]
Mode of Transport	35-35[1]
Port of Entry	37-40[4]
Region of Origin	42-44[3]
Commodity Code	46-53[8]
Currency Code	55-55[1]
Supplementary Unit	57-65[9]
Net Mass	67-75[9]
Invoice Value	77-85[9]
Statistical Value	87-95[9]
Commodity Flow	97-97[1]
Reporting Period	99-104[6]

Electronic Format

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

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

F007101 - Text Processor Header

F007111 - Text Processor Detail

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

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

Before You Begin

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

Processing Options for IDEP/IRIS Interface (R0018I3)

Defaults Tab

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

1. Tax ID

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

Valid values are:

Blank Tax ID (ABTAX)

1 Additional Tax ID (ABTX2)

2. Country Code

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

Valid values are:

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

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

Process Tab

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

1. Interface Type

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

Valid values are:

Blank IDEP

1 Dutch version of IRIS

2 German version of IRIS

2. Commodity Flow

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

Valid values for Holland are:

6 Arrivals

7 Dispatches

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

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

3. Level of Detail

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

Valid values are:

Blank Detail mode

1 Summary mode

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

Currency Tab

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

1. As-if Processing

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

Valid values are:

Blank Domestic currency

1 As-if currency

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

Rounding Tab

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

1. Round Rules

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

Valid values are:

Blank No rounding : 14.66=14.66

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

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

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

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

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

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

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

Print Tab

Use these processing options to specify the reporting period.

1. Reporting Period

Year (Required)

Use this processing option to specify the reporting year.

Period (Required)

Use this processing option to specify the reporting period.

Printing the EC Sales List

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

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

- Supply goods to an entity that is registered for VAT in another EU-member country
- Send goods to an entity that is registered for VAT in another EU-member country for processing
- Return processed goods to an entity that is registered for VAT in another EU-member country
- Transfer goods from one EU-member country to another EU-member country in the course of business

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

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

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

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

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

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

- VAT number
- Country of destination
- Total amount in reporting currency
- Triangulation

If you print in detail mode, the VAT EC Sales List provides the following information about customers:

- VAT number
- Country of destination
- Company order number
- Order type
- Total amount in reporting currency
- Country of sale
- Country of shipment
- Triangulation

Triangulation

Trade triangulation occurs when one EU member makes a sale or purchase with another EU member, but the goods are physically shipped from a third EU member. Trade triangulation is used specifically in the EU for Intrastat reporting. Triangulation is reported in summary and detail mode in two ways: inter branch and direct ship.

Inter Branch	Allows you to report triangulation when a transaction takes place between two EU member countries, and the goods are shipped from a branch/plant of the supplier, which is located in a third EU member country.
Direct Ship	Allows you to report triangulation when a transaction takes place between two EU member countries, and the goods are shipped directly from a third company, which is located in a third EU member country.

Data Selection

You must run the VAT EC Sales List separately for each VAT-registered company in your organization.

If you have interbranch shipments from branch/plants that are located in countries other than the country of your headquarters organization, you must submit the VAT EC Sales List for each country within which you operate. For example, if a German company has three branch/plants in Germany, one branch/plant in France, and one branch/plant in Denmark, that company must run the VAT EC Sales List three times: once for the three branch/plants in Germany, once for the branch/plant in France, and once for the branch/plant in Denmark.

To run the VAT EC Sales List for the branch/plants in each country, set up data selection with Document Company (KCO) equal to the company number of the headquarters company, and Company (CO) equal to the companies associated with each branch/plant. Note that the companies that are associated with the branch/plants must be set up with the country code that corresponds to the location of the branch/plant.

In the example above, you would run the VAT EC Sales list with the following data selection:

For branch/plants in Germany,

- Document Company (KCO) = German company
- Company (CO) = company for German branch/plant 1
- Company (CO) = company for German branch/plant 2
- Company (CO) = company for German branch/plant 3

For the branch/plant in France,

- Document Company (KCO) = German company
- Company (CO) = company for French branch/plant

For the branch/plant in Denmark,

- Document Company (KCO) = German company
- Company (CO) = company for Danish branch/plant

Before You Begin

☐ Enter VAT registration numbers for each customer. See *Validating Tax ID Numbers*.

☐ Enter country codes for each customer. See *Setting Up User Defined Codes for Intrastat Reporting*.

☐ Run the Intrastat Generation - Sales (R0018I1) and Intrastat Generation - Procurement (R0018I2) programs to build the EU Intra-Community Tax workfile (F0018T). See *Updating Intrastat Information*.

Working with the Text File Processor

For an introduction to the Text File Processor, review the following topic:

- ☐ Overview of the Text File Processor

Working with the Text File Processor includes the following tasks and topics:

- ☐ Copying text in the Text File Processor
- ☐ Processing options for Text File Processor (P007101)
- ☐ Resetting a text batch in the Text File Processor
- ☐ Purging a text batch in the Text File Processor
- ☐ Processing options for Purge Processed Transactions (R007102)

Overview of the Text File Processor

The Text File Processor is a OneWorld tool that is used to convert OneWorld data to text files in the formats required by external entities such as banks or government agencies.

In order to use the Text File Processor to create a text file, you must run a OneWorld program that has been set up to populate the Text File Processor header and detail tables (F007101 and F007111). For example, the following programs populate the Text File Processor tables:

- IDEP CN8/IRIS Interface (R0018I3)
- UK SEMDEC Interface (R0018I4)
- Spanish Remittance Format Norma 19 (R74S6729)
- Spanish Remittance Format Norma 32 (R74S6722)
- Spanish Remittance Format Norma 58 (R74S6728)

When you run any of these programs or any other programs that populate the Text File Processor tables, the system creates a text batch in the Text File Processor with the information generated by the program. For example, all of the information required for the IDEP CN8/IRIS Intrastat declaration would be stored as one text batch.

Text batches are stored in the following tables:

- Text Processor Header (F007101)
- Text Processor Detail (F007111)

The Text File Header table stores information about the extract of information for an external system, such as information about the processes that populated the table and information about the creation of the text file. The Text File Detail table stores the text for the text file.

When you export or import text in the Text File Processor, the system uses bucket 7 from Next Numbers System 00. *See General Accounting: Setting Up Next Numbers.*

You use the Copy Text function in the Text File Processor to copy the information from the text batch to a flat file that can be copied to disk or other media and submitted to the appropriate entity. When you use the Copy Text function, you have the ability to specify the location and filename for the flat file that will be created.

Copying Text in the Text File Processor

Use the Copy Text function to copy text from the Text File Detail table to a text file that can be submitted to an external agency or system. When you copy the text, specify the filename and location for the text file.

The system updates the Text Processor Header table with the date when the text was copied. The system also updates a flag in the Text Processor Header table to indicate that the batch has been processed.

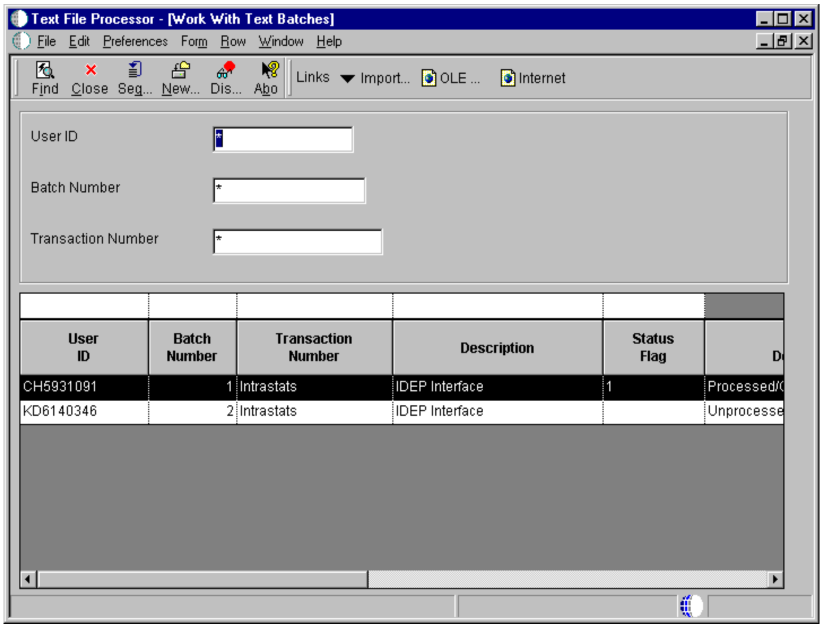
Note: If the text file is too large for the device you selected, you will receive an error message. You should copy the text file to a larger device. You can then use a compression utility, such as WinZip, to reduce the size of the text file if necessary.

Before You Begin

☐ Create a text batch by running a program that has been designed to use the Text File Processor.

▶ To copy text in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.


Text File Processor - [Work With Text Batches]
File Edit Preferences Form Row Window Help
Find
Close
Seq...
New...
Dis...
Abo
Links
Import...
OLE ...
Internet

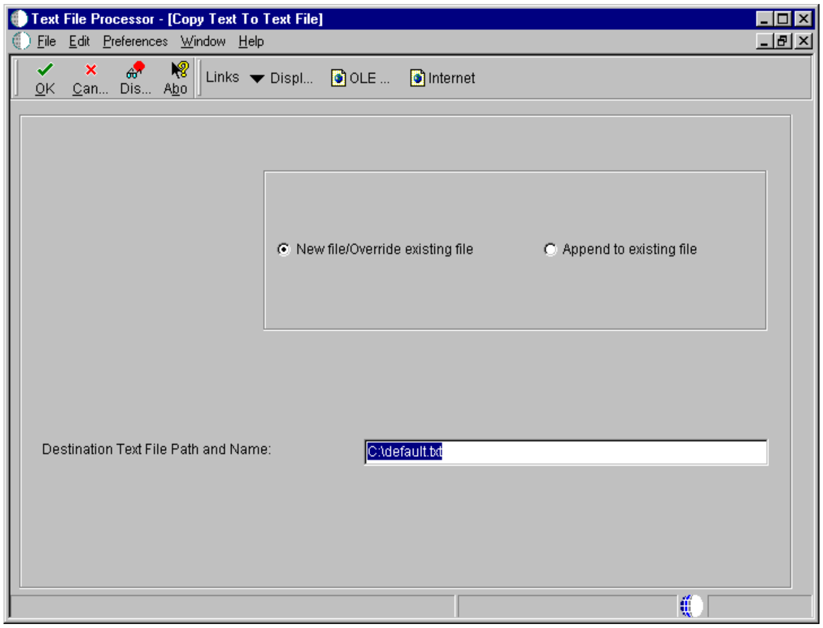
User ID *

Batch Number *

Transaction Number *

User ID	Batch Number	Transaction Number	Description	Status Flag	D
CH5931091	1	Intrastats	IDEP Interface	1	Processed/
KD6140346	2	Intrastats	IDEP Interface		Unprocesse

1. On Work With Text Batches, complete any of the following fields and click Find:
    - User ID
    - Batch Number
    - Transaction Number
2. In the detail area, select the batch that you want to process.
3. Choose Process Batch from the Row menu, and then choose Copy Text.

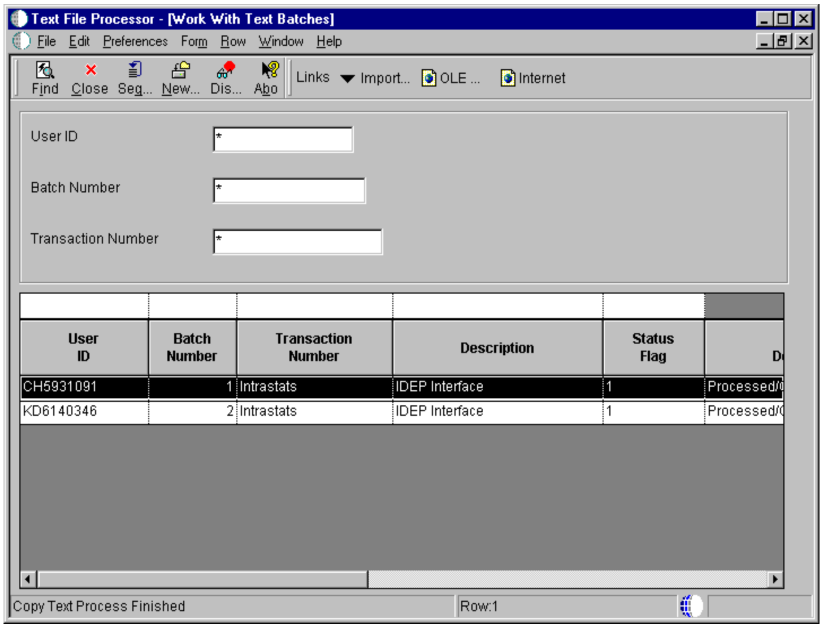

Text File Processor - [Copy Text To Text File]
File Edit Preferences Window Help
OK
Can...
Dis...
Abo
Links
Displ...
OLE ...
Internet

● New file/Override existing file ○ Append to existing file

Destination Text File Path and Name: C:\default.txt

4. On Copy To Text File, click either of the following options:
    - New file/Override existing file
    - Append to existing file
5. Complete the following field and click OK:
    - Destination Text File Path and Name:

The system displays the Work With Text Batches form.


Text File Processor - [Work With Text Batches]
File Edit Preferences Form Row Window Help
Find
Close
Seq...
New...
Dis...
Abo
Links
Import...
OLE ...
Internet

User ID *

Batch Number *

Transaction Number *

User ID	Batch Number	Transaction Number	Description	Status Flag	D
CH5931091	1	Intrastats	IDEP Interface	1	Processed/
KD6140346	2	Intrastats	IDEP Interface	1	Processed/

Copy Text Process Finished

Row:1

A value of 1 (Processed/Outbound) in the Status Flag field indicates that the batch has been processed successfully.

Field	Explanation
User ID	For World, the IBM-defined user profile. For OneWorld, the identification code for a user profile.
Batch Number	A number that identifies a group of transactions that the system processes together. The system assigns this number using Next Numbers.
Transaction Number	A unique alphanumeric field that identifies a text batch. The transaction number is determined by the process that creates the text batch.
New file/Override existing file Append to existing file	An option that identifies a processing flag for an event.
Destination Text File Path and Name:	A general description. ....*Form-specific information*................................ Enter the full path and filename for the text file that result from the text batch that you are copying. The system will store the text file in the location and filename you specify here.

Processing Options for Text File Processor (P007101)

Process Tab

Path Microsoft Word Template

Use this processing option to override the location of the Microsoft Word template to be used during creation of the text file. The ActiveX copy text creates a Microsoft Word document based on the normal.dot template, which is normally located in c:\Program Files\Microsoft Office\Templates\normal.dot. If your Microsoft Office objects have been installed in a different path, you will need to enter the correct path for the location of the normal.dot template.

Resetting a Text Batch in the Text File Processor

If you need to process a text batch a second time, you must first reset the batch. Resetting a batch updates the status flags in the Text Processor Header table (F007101). The system changes outbound statuses to blank (Unprocessed/Outbound) and changes inbound statuses to 5 (Unprocessed/Inbound).

► To reset a text batch in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, complete either of the following fields and click Find:
   - User ID
   - Batch Number
2. Choose the batch that you want to reset in the detail area.
3. Choose Maintain Batch from the Row menu, and then choose Reset Batch.

Purging a Text Batch in the Text File Processor

You purge a text batch to remove it from the Text Processor Detail table (F007111). You can purge only processed transactions.

When you purge a batch from the Work With Text Batches form, the system calls version ZJDE0001 of the Purge Processed Transactions program (R007102). You can also run any version of this program from the Text File Processor menu (G0071).

You can use a processing option on Purge Processed Transactions (R007102) to determine whether the batch is removed from the Text Processor Header table (F007101) as well as from the Text Processor Detail table.

If you do not remove records from the Text Processor Header table when you purge a batch, the processed flag for those records is changed from processed to purged.

When you purge a batch that was created through draft remittance, the system also runs the Purge Draft Remittance Records program (R03B673).

You can set up any batch program to run when you purge a batch by setting up the program or text file that generates the text batch to enter the name of the batch program that you want to run in the Additional Purge Process field (GPPR) in the Text Processor Header table. When you run the purge program on a batch that includes the name of a batch program in the Additional Purge Process field, the system will run version ZJDE0001 of that batch program.

► To purge a text batch in the Text File Processor

From the Text File Processor menu (G0071), choose Text File Processor.

1. On Work With Text Batches, complete either of the following fields and click Find:
    - User ID
    - Batch Number
2. Choose the batch that you want to purge in the detail area.
3. Choose Maintain Batch from the Row menu, and then choose Purge Batch.

Processing Options for Purge Processed Transactions (R007102)

Process Tab

1. Purge Header Records

Use this processing option to determine whether to delete corresponding header records from the Text Processor Header file (F007101) along with detail records from the Text Processor Detail file (F007101). Deleting detail records only updates the processed flag in the Text Processor Header file to 2 (purged/outbound) or 7 (purged/inbound). Records marked as purged cannot be reset to an unprocessed status.

Valid values are:

1	Purge header and detail records
Blank	Purge only detail records

Working with Z5a Sheet 2 Report

Generating the Z5a sheet 2 report consists of the following topic and tasks:

☐ Understanding the Z5a Sheet 2 report

☐ Generating the Foreign Payables table

☐ Generating the Foreign Receivables table

☐ Printing the Z5a Sheet 2 report

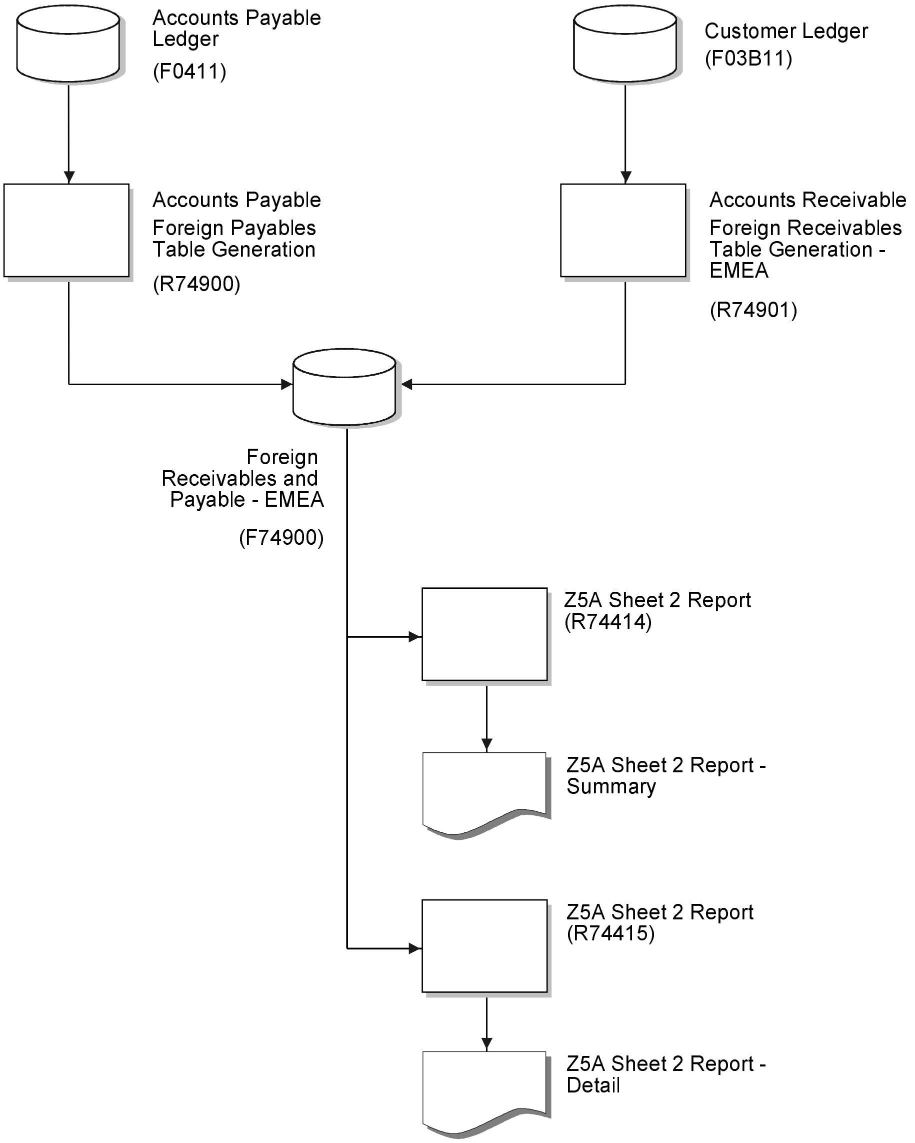
Understanding the Z5a Sheet 2 Report

Some European countries require that the balance of outstanding payables and receivables with foreign entities be reported on a periodic basis. The Deutsche Bundesbank (German Federal Bank) requires that various reports be submitted on a monthly basis, including the Z5a sheet 2. The Z5a sheet 2 report details ‘Forderungen und Verbindlichkeiten gegenuber Gebietsfremden aus dem Waren- und Dienstleistungs verkehr,” or “Claims on and liabilities to non-residents arising from transactions in goods and services.” Foreign payables and receivables are classified by country and reported in thousands of German marks or euros.

The Z5a Sheet 2 reports the group’s data by affiliated or nonaffiliated companies; by accounts payable or accounts receivable; by prepayments, short-term payments, or long-term payments; and by country and currency.

The following graphic illustrates the foreign payables and receivables process:

Z5a Sheet 2 Process Flow


Accounts Payable Ledger
(F0411)
Customer Ledger
(F03B11)
Accounts Payable Foreign Payables Table Generation
(R74900)
Accounts Receivable Foreign Receivables Table Generation - EMEA
(R74901)
Foreign Receivables and Payable - EMEA
(F74900)
Z5A Sheet 2 Report (R74414)
Z5A Sheet 2 Report - Summary
Z5A Sheet 2 Report (R74415)
Z5A Sheet 2 Report - Detail

Before You Begin

☐ Set up Affiliated Companies in the user defined code 74/AC.

Note: You can override the affiliated companies by using processing options for the Foreign Payables File Generation - EMEA program (R74900) or the Foreign Receivables File Generation - EMEA - Germany program (R74901).

Generating the Foreign Payables Table

From the German Localizations menu (G74G), choose Foreign Payables Table Generation.

The Foreign Payables File Generation - EMEA program (R74900) populates the Foreign Receivables and Payables - EMEA table (F74900), which supplies data to reporting programs.

Processing Options for Foreign Payables Table Generation (R74900)

Defaults Tab

Use these processing options to define the data selection that will in turn process data into the Foreign Payables and Receivables table (F74900).

1. Report Ending Date

Use this processing option to specify the report ending date. The system compares this date to the processing date to select transaction records. The system selects records that are either previous to, or equal to, the "reporting ending date."

2. Processing Date

Use this processing option to specify which date to use for processing.

Valid values are:

Blank	G/L Date
1	Invoice Date

3. Long Term Obligation

Use this processing option to specify the number of days to add to the processing date to compare with the transaction due date for determining long-term and short-term obligations.

Valid values are:

Long term - Greater than or equal to the due date

Short term - Less than the due date

4. Processing Address

Use this processing option to specify which address to use for processing. The system uses this address to determine the location of the supplier. The supplier address number is usually the “purchased from” address. The payee address number is usually the “shipped from” address.

Valid values are:

Blank Supplier Address Number

1 Payee Address Number

Note: These addresses may be the same.

5. A/P Prepayment

Use this processing option to specify the document type for accounts payable prepayments.

6. Affiliated Supplier

Product Code

Use this processing option to specify the system code of the user defined code list for affiliated suppliers. In the event that there are multiple reporting companies, you can create additional lists of affiliated suppliers using user defined system code 55.

User Defined Code

Use this processing option to specify the user defined code of the user defined code list for affiliated suppliers.

Generating the Foreign Receivables Table

From the German Localizations menu (G74G), choose Foreign Receivables Table Generation.

The Foreign Receivables File Generation - EMEA program (R74901) populates the Foreign Receivables and Payables - EMEA table (F74900), which supplies data to reporting programs. The Foreign Receivables File Generation - EMEA program (R74901) is based on information in the Customer Ledger (F03B11).

Processing Options for Foreign Receivables Table Generation (R74901)

Defaults Tab

Use these processing options to define the data selection that will, in turn, process data into the Foreign Payables and Receivables table (F74900).

1. Report Ending Date

Use this processing option to specify the report ending date. The system compares this date to the processing date to select transaction records. The system selects records that are either previous to, or equal to, the "reporting ending date".

2. Processing Date

Use this processing option to specify which date to use for processing.

Valid values are:

Blank G/L Date

1 Invoice Date

3. Long Term Claim

Use this processing option to specify the number of days to add to the processing date to compare with the transaction due date for determining long-term and short-term claims.

Valid values are:

Long term - Greater than or equal to the due date

Short term - Less than the due date

4. Processing Address

Use this processing option to specify which address to use for processing. The system uses this address to determine the location of the customer. The customer address number is usually the “sold to” address. The payor address number is usually the “shipped to” address.

Valid values are:

Blank	Customer Address Number
1	Payor Address Number

Note: These addresses may be the same.

5. A/R Prepayment

Use this processing option to specify the G/L offset for accounts receivable prepayments.

6. Affiliated Customer

Product Code

Use this processing option to specify the system code of the user defined code list for affiliated customers. In the event that there are multiple reporting companies, you can create additional lists of affiliated customers using user defined system code 55.

User Defined Code

Use this processing option to specify the user defined code of the user defined code list for affiliated customers.

Printing the Z5a Sheet 2 Report

From the German Localizations menu (G74G), choose Z5a Sheet 2 Report - Summary or Z5a Sheet 2 Report - Detail.

In some countries, you are required to periodically report the balance of outstanding payables and receivables with foreign entities. The Z5a Sheet 2 report is used to collect data that you can transfer to the official form for the Deutsche Bundesbank (German Federal Bank).

The basic requirement of the Z5a Sheet 2 is to report the company's open accounts payable and open accounts receivable amounts that were transacted with a foreign entity. For the purpose of generating foreign payables tables, all Accounts Payable Ledger table (F0411) records that are posted but not paid are considered open.

All records written to the Foreign Receivables and Payables - EMEA table (F74900) should:

- Relate to the reporting company. For the Z5a Sheet 2 report, the value entered during data selection must be equal to the reporting company.
- Be open. All records in the Accounts Payable Ledger table (F0411) must have a status not equal to P.
- Be posted. All records in the Accounts Payable Ledger table (F0411) must have a status equal to D, where D equals the transactions that have been successfully posted or that have been processed through the cash entries programs with a one-to-one record relationship with the general ledger (for example, adjustments, journal entry from cash receipts, and so on).
- Have transaction dates falling on or before the report ending date. You will determine which date field, either the G/L date or the Invoice date, is to be used for reporting purposes.
- Have a customer country code different from the country code of the reporting company.
- Be identified for affiliation or nonaffiliation.
- Be identified for EMU membership. In order for the program to determine which currencies to summarize as euro currencies, you must set up the user defined code list for European Union Members (00/EU). See *Setting Up User Defined Codes*.
- Be identified as a prepayment, long-term obligation, or short-term payment. Prepayments are determined by their G/L offset for accounts receivable transactions and by their document type for accounts payable transactions.

  Long term obligation and short term payment are defined as follows:

Long term obligation	A long-term obligation is normally defined as a payable due one year from the processing date of the transaction. The value entered in this processing option, in the form of full days, will be added to the invoice date or G/L date (processing date) and will be compared with the due date of the transaction. If the calculated date is equal to or beyond the due date, the transaction is considered a long-term obligation.
Short term obligation	A short term obligation is normally defined as the calculated date minus the due date.

J.D. Edwards software enables you to print summary and detail versions of the Z5a Sheet 2 reports.

The German Z5a Sheet 2 Report - Summary (R74414) report provides totals of both accounts receivable and accounts payable records for prepayments, short-term payments, and long-term payments for affiliated companies and nonaffiliated companies. The totals are listed separately by country and currency. The German Z5a Sheet 2 Report - Summary provides the data required to complete the report submitted to the Deutsche Bundesbank.

The German Z5a Sheet 2 - Detail (R74415) report is not required for reporting the accounts receivable and accounts payable totals to the Deutsche Bundesbank (German Federal Bank). This report contains transaction level detail and can be used for review and audit of transactions.

Processing Options for German Z5a Sheet 2 Report - Summary (R74414)

Defaults Tab

Use these processing options to define the reporting currency for Z5a reporting.

1. Reporting Currency

Use this processing option to specify the reporting currency for Z5a reporting. The following are the valid values for Z5a reporting:

DEM German Mark

EUR Euro

2. Date used for reporting

Processing Options for German Z5a Sheet 2 - Detail (R74415)

Defaults Tab

Use these processing options to customize various printing options for the Z5a Sheet 2 - Detail (R74415) report.

1. Processing Date

Use this processing option to select which date to use for processing.

Valid values are:

Blank G/L Date

1 Invoice Date

2. Processing Address

Use this processing option to select which address to use for processing.

Valid values are:

Blank Address Number

1 Payee or Payor Number

Note: The value in this processing option must match the value for the processing address in the Foreign Payables File Generation report (R74900) if you want the report to reflect the same information.

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