Japan-Specific Features

and should not be relied upon in making purchasing decisions. The development, release, and timing of any features or functionality described in this document remains at the sole discretion of Oracle.

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Sample Code

Oracle may provide sample code in SuiteAnswers, the Help Center, User Guides, or elsewhere through help links. All such sample code is provided "as is" and "as available", for use only with an authorized NetSuite Service account, and is made available as a SuiteCloud Technology subject to the SuiteCloud Terms of Service at www.netsuite.com/tos.

Oracle may modify or remove sample code at any time without notice.

No Excessive Use of the Service

As the Service is a multi-tenant service offering on shared databases, Customer may not use the Service in excess of limits or thresholds that Oracle considers commercially reasonable for the Service. If Oracle reasonably concludes that a Customer's use is excessive and/or will cause immediate or ongoing performance issues for one or more of Oracle's other customers, Oracle may slow down or throttle Customer's excess use until such time that Customer's use stays within reasonable limits. If Customer's particular usage pattern requires a higher limit or threshold, then the Customer should procure a subscription to the Service that accommodates a higher limit and/or threshold that more effectively aligns with the Customer's actual usage pattern.

Beta Features

Oracle may make available to Customer certain features that are labeled "beta" that are not yet generally available. To use such features, Customer acknowledges and agrees that such beta features are subject to the terms and conditions accepted by Customer upon activation of the feature, or in the absence of such terms, subject to the limitations for the feature described in the User Guide and as follows: The beta feature is a prototype or beta version only and is not error or bug free and Customer agrees that it will use the beta feature carefully and will not use it in any way which might result in any loss, corruption or unauthorized access of or to its or any third party's property or information. Customer must promptly report to Oracle any defects, errors or other problems in beta features to support@netsuite.com or other designated contact for the specific beta feature. Oracle cannot guarantee the continued availability of such beta features and may substantially modify or cease providing such beta features without entitling Customer to any refund, credit, or other compensation. Oracle makes no representations or warranties regarding functionality or use of beta features and Oracle shall have no liability for any lost data, incomplete data, re-run time, inaccurate input, work delay, lost profits or adverse effect on the performance of the Service resulting from the use of beta features. Oracle's standard service levels, warranties and related commitments regarding the Service shall not apply to beta features and they may not be fully supported by Oracle's customer support. These limitations and exclusions shall apply until the date that Oracle at its sole option makes a beta feature generally available to its customers and partners as part of the Service without a "beta" label.

Table of Contents

Japan Help Topics

Overview

The following Help topics provide information about NetSuite features that are specific to Japanese business setting and requirements only.

General NetSuite features are covered in other chapters and topics.

General Setup

Functional Area	Feature	Description
Required Setup	NetSuite Japan Edition and Account Setup	Provides an overview of NetSuite Japan (JP) edition and references to NetSuite OneWorld, subsidiaries and preferences.
	Setting Up Japan-specific Preferences	Set up your company and user preferences in NetSuite with support for Japanese language, calendar, address, currency formats, and time zone.
Mobile Devices	Configuring NetSuite for iPhone	Configure NetSuite localization settings for iPhone.
	Configuring NetSuite for Android	Configure NetSuite localization settings for Android.

Accounting

Functional Area	Feature	Description
General Accounting	Using Japanese Accounting Periods	The NetSuite Japan edition provides the pre-defined accounting periods that meet the requirements of common Japanese business practices.
Banking	Meeting Japanese Banking Requirements	The NetSuite Japan edition supports Japanese bank account information, and enables you to handle customer and vendor bank account information for use in transactions or payments.
Taxation	Consumption Tax Overview - Japan	In Japan, consumption tax is a nationwide tax levied on the sale and lease of domestic goods and services, and on foreign goods collected from bonded areas. Japanese businesses are responsible for collecting this tax from companies and consumers that purchase their goods and services.
	Japan Tax Report	The Japan Tax Report enables you to accomplish your company's tax return.
	Deductible Purchase Tax Calculation for Japan	Automatically calculate deductible purchase taxes on purchase-related transactions. Includes Deductible Tax & Taxable Sales Ratio Calculation Form.
Financial Statements	Japanese Balance Sheet Report	The Japanese Balance Sheet Report shows a summary of assets, liabilities, and equity in a particular month, quarter, or year. The report is presented in the prescribed layout.

ORACLE® NETSUITE

Functional Area	Feature	Description
	Japanese Income Statement Report	The Japanese Income Statement Report shows a company's income, expenses, and net income for a specific period. The report is presented in the prescribed layout.
	Japanese Cash Flow Statement Report	The Japanese Cash Flow Statement Report shows activities that affect a company's cash balance during a selected time period. The report is presented in the prescribed layout.
	Japanese Financial Report Package	The Japanese Financial Report Package includes the Japanese Balance Sheet, Japanese Income Statement, and Japanese Cash Flow Statement. This combination of reports is submitted to the tax office as part of an audit report, which includes the names of the auditors.
	Japanese Equity Change Report	The Japanese Equity Change Report is used by Japanese companies to inform the government about any change in equity during a specified fiscal year. The report is presented in the prescribed format and is submitted to the government as a PDF file.
Fixed Assets Management	Depreciation Methods	Fixed Assets Management in NetSuite supports Japanese language and you can define your own fixed assets depreciation methods.

Order Management

Functional Area	Feature	Description
Billing and Invoices	Japanese Invoice Summary	The invoice summary (formerly called item detail statement (IDS)), is a consolidated invoice covering a billing period. The invoice summary can include invoices and credit memos as well as canceled and closed sales orders.
Payment Processing	Using Tegatas	Receive payments (receivable tegata) from customers using tegatas, which are a traditional form of payment in Japan. Tegatas are very similar to promissory notes. Tegatas usually have a maturity date that is several weeks or possibly months in the future. On the maturity date, the full amount of the tegata becomes collectable.
	Payment Gateway	Integrate with a local payment gateway service provider, Veritrans, to accept credit card payments from customers.
Overdue Balances and Collections	Japanese Billing Cycle and Payment Terms	In Japan, most companies use a billing cycle based on the closing date and the payment due date. Similar to credit card payments, companies agree on a closing date with customers before starting business transactions.

Vendors, Purchasing and Receiving

Functional Area	Feature	Description
Vendor Payments	Using Tegatas	Make payments to vendors (payable tegata) using tegatas, which are a traditional form of payment in Japan. Tegatas are very similar to promissory notes. Tegatas usually have a maturity date that is several weeks or possibly months in the future. On the maturity date, the full amount of the tegata becomes collectable.
	Japan Payment Formats	Pay vendor bills and employee expenses Japan by generating payment files formatted using the Zengin payment file specifications of the Zengin Payment Clearing Network of banks.

ORACLE® NETSUITE

SuiteCommerce

Functional Area	Feature	Description
SuiteCommerce Advanced (SCA)	SuiteCommerce and OneWorld	Set up SCA for a particular locale and for OneWorld.
SuiteCommerce Site Builder	Site Builder Overview	Set up a site for a particular locale and for OneWorld.
SuiteCommerce InStore (SCIS)	SuiteCommerce InStore Administrator's Overview	Set up SCIS for a particular locale.

Required SuiteApps

SuiteApp	Description
Japan Localization Features	Provides Japan-specific features that support Japanese billing cycle, defining payment terms, and customization and generation of Japanese invoice summary.
International Tax Reports	Provides VAT/GST reports and online reporting generated in the local format for ease and accuracy of submission, sales and purchase reports by tax code, and pre-configured tax codes when a new nexus is created. Also provides deductible purchase tax calculation and reports for Japan.
Electronic Bank Payments	Provides Japanese payment formats to enable businesses to pay vendor bills and employee expenses, and receive payments from customers within Japan.
Payment Gateway	Provides integration with VeriTrans credit card payment gateway for Japan.

NetSuite Japan Edition and Account Setup

The NetSuite Japan (JP) edition has the user interface in Japanese and has feature capabilities specific to Japanese business setting and requirements. It includes additional accounting features to meet specialized Japanese business needs. To know more about localized editions of NetSuite including that for Japan, as well as setting up NetSuite accounts and subsidiaries, refer to the following Help topics:

- NetSuite Editions Overview – Provides information about NetSuite Japan edition.
- Setting Up OneWorld
    - Creating Subsidiary Records
- Setting Up Japan-specific Preferences

Upon creation of a Japanese subsidiary in NetSuite OneWorld, the system automatically adds default Japanese accounts to your chart of accounts. The Japanese accounts are based on the Japanese Industrial Standard (JIS) X 0406:1984. These default accounts are also already included in NetSuite Japan edition.

For more information, see the help topic Working with the Chart of Accounts.

> **Note:** The SuiteApp NetSuite for Outlook, is currently **not** supported by NetSuite Japan edition.

Setting Up Japan-specific Preferences

In NetSuite, set up your company and personal user preferences that are specific to doing business in Japan.

ORACLE® NETSUITE

Japan-specific Company Preferences

Make sure that your NetSuite role has the appropriate permissions to enable features and set up company preferences specific to Japan.

To set up Japan-specific Company Preferences:

1. In NetSuite, go to . On the **Company** subtab of the Enable Features page, under International, do the following:
   - Check the **Multi-language** box if you want to use NetSuite in more than one language.
   - Check the **Multiple Currencies** box if you want to use NetSuite for multiple currencies.

   Click **Save**.

2. Go to . Set up the regions, prefectures or provinces in Japan. For more information, see the help topic Setting Up States, Provinces, and Counties.

3. Go to . Enter your company information and do the following:

   a. In the Country/State/Province field, ensure that the following Japanese Prefectures or Provinces are set up:
      - Hokkaido (Hokkaido)
      - Aomori, Iwate, Miyagi, Akita, Yamagata, Fukushima (Tohoku)
      - Ibaraki, Tochigi, Gunma, Saitama, Chiba, Tokyo, Kanagawa (Kanto)
      - Niigata, Toyama, Ishikawa, Fukui, Yamanashi, Nagano, Gifu, Shizuoka, Aichi (Chubu)
      - Mie, Shiga, Kyoto, Osaka, Hyogo, Nara, Wakayama (Kansai)
      - Tottori, Shimane, Okayama, Hiroshima, Yamaguchi (Chugoku)
      - Tokushima, Kagawa, Ehime, Kochi (Shikoku)
      - Fukuoka, Miyazaki, Nagasaki, Kumamoto, Kagoshima, Saga, Oita, Okinawa (Kyushu)

      Select a prefecture or province.

   b. In the **Currency Locale** field, select Japan (Japanese), with the Japanese yen currency symbol.

   c. Click **Save**.

For more information, see the help topic Configuring Company Information.

Japan-specific User Preferences

You can set up your personal user preferences specific to Japan.

To set up Japan-specific User Preferences:

1. In NetSuite, go to .

2. On the Set Preference page, go to the **General** subtab. In the Localization section, set the following Japan-specific preferences:

   a. In the **Language** field, select a ### (Japanese).

   b. In the **Search Sorting** field, select Language Specific if you want sorting to follow the alphabetical order of the language you selected.

   c. In the **Language for the Help Center** field, you can also select ### (Japanese).

ORACLE® **NET**SUITE

d. If you are using a OneWorld account and defined an accounting context in Setup > Company > Preferences > General Preferences (Administrator), this dropdown list appears. Select a local accounting context if you want to view the chart of accounts structure and names in the language that you selected.

e. In the **Time Zone** field, select either Japan Standard Time or JST (##### Nihon Hyōjunji, or ##### Chūō Hyōjunji). This is 9 hours ahead of UTC (i.e. it is UTC+09:00).

f. In the **Calendar System** field, select Japanese Imperial Calendar. The imperial date format is required for some government documents and applications used in Japan.

g. Check the **Use Furigana Field** box if you want to sort lists of records by the Furigana field. The Furigana field is only available on records in the NetSuite Japan edition when you select Japanese as the Language preference.

h. Click **Save**.

3. You can also set Shift-JIS as the character encoding for CSV exports of lists, reports, and searches. Shift-JIS, the most widely used format in Japan.

On the Set Preference page, go to the **Analytics** subtab. In the Export section, in the **CSV Export Character Encoding** field, select Shift_JIS.

For more information on analytics preferences in NetSuite, see the help topic Setting Analytics Preferences.

For more information on localizing preferences in NetSuite, see the help topic Setting General Preferences.

SuiteCloud Features and SuiteApps

To enable and use Japan-specific features, you must enable some SuiteCloud features and install relevant SuiteApps.

In NetSuite, go to . On the **SuiteCloud** subtab of the Enable Features page, enable the following features:

- SuiteBuilder
- SuiteScript
- Custom plug-ins

   For more information about SuiteCloud features, see the help topic SuiteCloud Features

In addition, the following SuiteApps must be installed to enable Japan-specific features:

- Japan Localization Features – Provides invoicing features specifically for Japan.

- International Tax Reports – Provides VAT/GST reports and online reporting generated in the local format for ease and accuracy of submission, sales and purchase reports by tax code, and pre-configured tax codes when a new nexus is created. Also provides deductible purchase tax calculation and reports for Japan.

- Electronic Bank Payments – Provides Japanese payment formats to enable businesses to pay vendor bills and employee expenses, and receive payments from customers within Japan.

- Payment Gateway – Provides integration with VeriTrans credit card payment gateway for Japan.

   For more information about SuiteApps, go to SuiteApps.

If your company uses NetSuite across multiple subsidiaries and countries, you should know more about NetSuite OneWorld, see the help topic Getting Started with NetSuite OneWorld.

ORACLE® **NET**SUITE

Displaying Currency

Japanese yen require the use of integers, without decimal fractions; it is usually displayed as ¥123, but not as ¥123.45. For this reason, the NetSuite user interface generally displays currency amounts in yen using integers.

The decimal precision of a currency is determined by the value selected for Format on the Currency record. For example, the United States (English) format has 2 decimal places and the Japan (Japanese) format has 0 decimal places. Decimal precision cannot be edited in the user interface. If you need a different decimal precision, contact NetSuite Customer Support for assistance.

For more information, see the Help topics Currency Decimal Precision, Working with Currencies and Setting a Base Currency.

Translation for Custom Elements for Japan

The NetSuite Japan edition provides multi-language capability for NetSuite custom elements. Depending on your user language preferences, you can see labels or values in your own language in the user interface.

Custom elements supported are:

- Custom Lists
- Custom Fields
- Custom Subtabs
- Custom Item Options
- Custom Records

> ⚠️ **Important:** To use this feature, you must enable the Multi Language feature in Setup > Company > Enable Features.

For more information about how to enter translations for custom elements, refer to Multi-Language Names and Descriptions.

Japanese Address Form

The Japanese address form provided by the Japan Localization SuiteApp uses the NetSuite custom address form format.

To enable the system to display the Japanese address form on Japanese records:

1. Go to Customization > Forms > Address Forms.
2. Ddit the custom address form named **NS Japan Address** to assign it to Japan.
3. Click **Save**.

Whenever the Japan Localization SuiteApp gets updated in your account, you will need to assign the form to Japan. The current system behavior is to revert to the default address template each time the SuiteApp is updated in your account.

ORACLE® **NET**SUITE

Meeting Japanese Banking Requirements

The NetSuite Japan edition provides several Japan-specific features designed to meet the requirements of common Japanese banking practices and processes:

Japanese Bank Account Information

Because Japanese businesses often use bank wire transfers to make payments, the bank account record stores the following information:

- Bank name
- Bank branch code
- Bank account number

Default Bank Account for Customers and Vendors

You can store default bank account information for each customer or vendor, and print this information on bills and invoices.

For information about receivable tegata and payable tegata, see Using Tegatas.

If you use the NetSuite Electronic Payments SuiteApp, read the following help topics:

- Japan Payment Formats
- Setting Up Company Bank Records in Japan
- Setting Up Bank Records of Vendors in Japan
- Setting Up Bank Records of Employees in Japan
- Setting Up Bank Records of Customers in Japan
- Setting Up Bank Records of Partners in Japan

Using Japanese Accounting Periods

The NetSuite Japan edition provides the following pre-defined accounting periods that meet the requirements of common Japanese business practices:

- Quarters – This option divides the year into three-month sub-periods.
- Calendar Months – This option divides the year into twelve calendar sub-periods.
- 4 Weeks – This option divides the year into thirteen four-week sub-periods
- 4-4-5 Weeks – The year, with 52 weeks, consists of a series of four sub-periods that follow this pattern. This option defines a quarter with the first two months as seven-day, four-week months, while the third month is defined as having five weeks of seven days each.

Japan Tax Topics

NetSuite provides the capability to calculate consumption taxes in Japan.

> (i) **Note:** Reverse Charge reporting on imports is currently not supported in Japan.

To begin using tax features, do the following:

- Set your tax preferences. See Setting Up Consumption Tax - Japan.

ORACLE® **NET**SUITE

- Set up the rounding method and precision. See Setting Tax Rounding Methods - Japan and Selecting Precision Settings - Japan.

- Set tax rounding preferences for customers and vendors. See Setting Tax Rounding Preferences for a Customer or Vendor - Japan.

To use tax reports for Japan, read the following topics:

- Japan Tax Report
- Deductible Purchase Tax Calculation for Japan
  - Purchase Tax Calculation Methods
  - Tax Categories for Individual Calculation of Deductible Purchase Tax
  - Purchase Tax by Tax Category Report
  - Deductible Tax & Taxable Sales Ratio Calculation Form

Meeting Japanese Consumption Tax Requirements

The NetSuite Japan edition provides Japan-specific features designed to meet Japanese tax requirements.

Japan Tax Preferences

You can use several preferences when configuring Japanese tax nexuses, including the following:

- Tax Rounding Method - Select whether you want round off, round down, or round up when you calculate tax. This is necessary because you must express Japanese yen using integers, you cannot express yen in less than a whole integer. For example, you can have 100 yen, but not 100.2 yen.

- Print Tax Code Summary on Sales Forms - Check this box if you want to include a summary of the taxes paid per tax code on printed transaction forms.

- Foreign Trade - Check this box if your company conducts trade with foreign companies or individuals.

- Tax Reporting Cash Basis - Check this box if your company reports its tax liability on a cash basis, rather than an accrual basis.

- Display Tax Registration Number in Web Store - Check this box to allow customers to enter their Tax Registration Numbers when checking out of your Web store.

- Tax Code for International Sale - Choose the default tax code for orders placed by international customers.

- Tax Code Lists Include - Select whether you want tax codes, tax groups or both to appear on transactions. The Tax Code Lists Include preference does not apply to journals.

- Tax Calculation Type - Select tax calculation method whether you want for your accounting procedures.

Tax Codes

Tax codes determine how much tax is paid on each transaction line item. You can combine tax codes to define tax groups.

Japanese Tax Groups

Tax groups offer the ability to track multiple tax control accounts. Each tax code within a tax group can have a different control account, which enables you to accurately account for taxes owed to each tax jurisdiction.

Tax Rounding Setting per Entity

ORACLE® **NETSUITE**

You can specify how NetSuite should round decimals when calculating Japanese taxes.

- Round off
- Round down
- Round up when you calculate tax.

Item Prices Include or Exclude Tax

You can select an option to automatically calculate the tax on an Item and then include that tax in the Item's price that NetSuite displays to customers.

Consumption Tax Reports

The following tax reports are available:

- Tax Form
- Tax on Sales
- Tax on Purchase

For more information about working with consumption tax, see Consumption Tax Overview - Japan.

Consumption Tax Overview - Japan

In Japan, consumption tax is a nationwide tax levied on the sale and lease of domestic goods and services, and on foreign goods collected from bonded areas. Japanese businesses are responsible for collecting this tax from companies and consumers that purchase their goods and services.

Consumption tax is not collected on non-taxable, tax-free, and tax-exempt transactions such as foreign transactions, donations, investments, welfare-related transactions, exports, international transportation, and services to foreign companies.

> ⚠ **Important:** The current consumption tax rate is 8%.See the help topic Managing Tax Rate Changes.

The consumption tax period for individuals is the calendar year from January 1 to December 31. For companies, the tax period matches the fiscal year.

Please see your tax consultant for details and advice.

Setting Up Consumption Tax - Japan

You can select company-wide rounding settings, rounding methods, and precision settings for consumption tax. For more information, see Selecting Precision Settings - Japan and Setting Tax Rounding Methods - Japan.

Tax Preferences for Japan

Perform the following steps to set up taxes in your account.

To set company-wide consumption tax preferences:

1. Go to Setup > Accounting > Taxes > Set Up Taxes.
2. If you have more than one tax nexus, click the **Japan** subtab.

ORACLE® **NETSUITE**

3. **Enable Tax Lookup on Sales and Purchases** – This box is checked by default to enable NetSuite to determine appropriate tax codes to use on sales and purchases. Clear this box if you do not want NetSuite to determine the correct tax code based on the shipping address of the customer or vendor. If you use SuiteScript to query third party tax services, clear this box.

4. **Print Tax Code Summary on Sales Forms** – Check this box if you want to include a summary of the taxes paid per tax code on printed transaction forms such as estimates, sales orders, and sales invoices. The tax code summary is shown only if two or more tax codes are used on the transaction.

   If you check this box, make sure that you choose your preferred PDF layout for transaction type forms.

   To set your transaction form PDF layout preferences, go to Customization > Forms > Transaction Form PDF Layouts.

   If the **Preferred** box for **Transaction Layout with Tax Summary** is checked, NetSuite shows the tax summary as a separate element at the bottom of the form, above the totals. If you choose any of the standard or classic transaction type layouts, NetSuite shows the tax summary in the main body of the form as part of the columns element. For more information about transaction form PDF layouts, see the help topic Customizing Transaction Form PDF Layouts.

5. **Foreign Trade** – Check this box if your company conducts trade with foreign companies or individuals.

6. **Tax Reporting Cash Basis** – Check this box if your company reports its tax liability on a cash basis rather than an accrual basis.

7. **Display Tax Registration Number Field in Web Store** – The label for this field varies depending on the specific name of a country's business tax identification number. Check this box to enable customers to enter their tax identification numbers when checking out of your web store.

8. **Tax Rounding Level** – Specify the tax rounding level for this nexus:

   - If you select **Item Line Level**, tax is rounded per line.

   - If you select **Transaction Level**, the rounding is applied at the tax total level, using this formula: round (Subtotal x Tax Rate) = Tax Total.

   For more information about tax rounding level, see the help topic Setting Tax Rounding Levels, Methods, and Precision Settings.

9. **Tax Code for International Sale** – Choose the default tax code for orders placed by international customers.

10. **Default Tax Code** – Choose the default tax code the system will use in your transactions if no tax code has been predefined for the customer or items.

   > ⚠ **Important:** The **Default Tax Code** field is mandatory. NetSuite OneWorld prevents you from saving the Set Up Taxes page if a nexus does not have a value in the **Default Tax Code** field. Look for the nexus with the missing information by clicking each country nexus subtab. Select the default tax code for the nexus, and click **Save**.

   > ⊗ **Warning:** Tax codes associated with inactive tax control accounts are not available for selection when you create or edit a transaction record. Therefore, existing default tax codes associated with the inactive tax control account will no longer be valid. When you inactivate a tax control account, be sure to change the default tax codes on the affected nexuses, item records, customer records, and vendor records. Alternatively, you can reactivate the tax control account. For more information, see the help topic Tax Control Accounts Overview.

11. **Tax Code Lists Include** – Select whether you want tax codes, tax groups, or both, to appear on transactions. The Tax Code Lists Include preference does not apply to journals.

ORACLE® **NETSUITE**

> ⊗ **Warning:** It is critical to specify the rounding precision and rounding method for tax values based on the requirements of your tax authority. Failure to do so can result in incorrect tax amounts being reported.

> ⚠ **Important:** Currently, it is not possible to specify the rounding precision or rounding method using CSV import, web service, or mass update. You must either specify these values on the Setup > Accounting > Setup Taxes page under the subtab for the country, or check the **Allow override rounding setting per Entity** box to specify rounding settings for each customer and vendor.

12. In the **Tax Rounding Precision** field, select from the following values:

   - 1 and Below (default)
   - 10 and Below
   - 100 and Below

13. In the **Tax Rounding Method** field, select from the following values:

   - Round Down (default)
   - Round Off
   - Round Up

14. To apply rounding precision to the Japanese Yen, check the **Apply rounding precision setting if currency precision is not 0** box. This setting also applies to other currencies that do not use decimal fractions.

   If the **Apply rounding precision setting if currency precision is not 0 box** is checked, NetSuite will round every value in the specified currency, which means this preference overrides all other rounding preferences. The following scenarios illustrate this behavior:

   - If the **Apply rounding precision setting if currency precision is not 0** box is checked, and the **Tax Rounding Level** field is set to **Transaction Level**, the system ignores the transaction level rounding because the amount is already rounded based on the currency.
   - If the **Apply rounding precision setting if currency precision is not 0** box is checked, and the **Allow override rounding setting per Entity** box is checked, the system ignores the rounding setting specified on the entity record.

15. In the **Preferred Tax Agency** field, select the tax agency to which you pay tax.

If you have the Advanced Taxes feature enabled in your account, the **Preferred Tax Agency** field is shown on the **Tax** subtab. You can also use the **Field Naming** subtab to edit the field names displayed on forms, and in columns on search results, lists, and reports. See the help topic Customizing Tax Fields on Transaction Forms.

Tax Control Accounts for Japan

The following accounts track consumption tax by default:

- Tax on Sales (Liability)
- Tax on Purchase (Asset)
- Tax Payable (Liability)

Tax Codes for Japan

The following tax codes are set up by default, and are mandatory for generating consumption tax reports:

ORACLE **NETSUITE**

- **Taxable (default)** – domestic, for-profit transactions by individuals or companies in Japan
- **Non Taxable** – foreign transactions, donations, and investments
- **Tax Exempt** – exports, international transportation, and services to foreign companies
- **Tax Free –** welfare related transactions

Setting Tax Rounding Methods - Japan

You can select a tax rounding method at the company level, or set it for each customer or vendor individually.

On the Set Up Taxes page, if the **Allow override rounding setting per Entity box** is not checked, tax amounts will follow the tax rounding method and precision defined for the country nexus, no matter what tax rounding method and precision have been set for customers and vendors. If tax rounding preferences are not defined on the entity record, the system uses the preferences defined for the country nexus.

Example of Rounding Methods

The following table shows the consumption tax amount corresponding to the rounding method selected.

If an item is priced at ¥893, the consumption tax on the item is ¥44.65.

Rounding Method	Consumption Tax Amount
Round Off	¥45
Round Down	¥44
Round Up	¥45

Setting Tax Rounding Preferences for a Customer or Vendor - Japan

The rounding preferences you define on the Set Up Taxes page determine the default rounding settings for customers and vendors.

If the **Allow Override Rounding Setting per Entity** preference is enabled, you can set the tax rounding method and precision for each customer or vendor individually.

To set the tax rounding method and precision for a customer or vendor, open the customer or vendor record. On the **Financial** subtab, set the method and precision in the **Tax Rounding Precision** and **Tax Rounding Method** fields.

If the **Allow override rounding setting per Entity box** is not checked, tax amounts will follow the tax rounding method and precision defined for the country nexus, no matter what tax rounding method and precision have been set for customers and vendors. If tax rounding preferences are not defined on the entity record, the system uses the preferences defined for the country nexus.

For more information see Selecting Precision Settings - Japan and Setting Tax Rounding Methods - Japan.

Selecting Precision Settings - Japan

You can select the level of tax rounding precision at the company level, or set it for each customer or vendor individually.

ORACLE® **NET**SUITE

On the Set Up Taxes page, if the **Allow override rounding setting per Entity box** is not checked, tax amounts will follow the tax rounding method and precision defined for the country nexus, no matter what tax rounding method and precision have been set for customers and vendors. If tax rounding preferences are not defined on the entity record, the system uses the preferences defined for the country nexus.

Example of Rounding Precision Settings

The following table shows the consumption tax amount corresponding to the rounding precision selected if the rounding method selected is round down.

If an item is priced at ¥73,489, the consumption tax on the item is ¥3674.45.

Rounding Precision	Consumption Tax Amount
1 and Below	¥3,674
10 and Below	¥3,670
100 and Below	¥3,600

Japan Tax Report

The Japanese tax form provided by NetSuite includes only the section of the consumption tax report that shows the tax amounts. When you run this report for a selected period, NetSuite calculates the amounts automatically, and displays them on the form. You can edit some of the fields as necessary.

⚠️ **Important:** NetSuite calculates the values generated by the tax report. However, for rows 19 and 20, you must manually calculate the values if you are reporting taxes for transactions that have the old rate of 5% and the new rate of 8%. For details on how to calculate values for rows 19 and 20, refer to the instructions in the Consumption Tax Filing Guidance (Japanese) provided by the National Tax Agency.

To understand what should go into each box of the Japan Tax Report, see What goes into each box – Japan Tax Report.

To see the Japan Tax Report:

1. Go to Reports > VAT/GST > Tax Form.
2. Select a tax period.
3. If you are using OneWorld, select a subsidiary.
4. If the Multi-Book Accounting feature is enabled in your account, select the accounting book for this report.
5. Click **Print**.

   If you change the report filters, be sure to click **Refresh** to display the new values.

ORACLE® **NETSUITE**

For information about other Japan-specific reports used for tax, read the following topics:

- Deductible Purchase Tax Calculation for Japan
- Deductible Tax & Taxable Sales Ratio Calculation Form
- Purchase Tax by Tax Category Report

What goes into each box – Japan Tax Report

Refer to the following table to understand the values that should go into each box of the Japan Tax Report (see Japan Tax Report).

Label	No.	Calculation Method
Tax base (sales)	1	The prescribed method is to take the total gross sales figure (inclusive of tax) and calculate the net amount backwards. Then, round down the net sales to the nearest 1,000.
Consumption tax (national rate only)	2	The net amount as calculated in Box 1, multiplied by the national consumption rate
Tax adjustment for excess deduction	3	Free text

Label	No.	Calculation Method
Deductible tax:		
■ Deductible tax on purchases	4	This amount represents tax paid on purchases. The value comes from Box 20.
■ Tax relating to refunds and other charges	5	Free text
■ Tax relating to bad debt	6	Free text
■ Subtotal of deductible tax	7	Box 4 + Box 5 + Box 6
Tax refundable for insufficient deduction	8	**Box 7 – Box 2 – Box 3**
Balance	9	Box 2 + Box 3 – Box 7 Rounded down to the nearest 100
Interim payments	10	Default value = 0 (editable)
Amount of tax payable	11	Box 9 – Box 10
Refundable interim payments	12	Box 10 – Box 9
If this is an amended return:		
■ Previously determined amount of tax	13	Free text
■ Balance of tax payable	14	Default value = 0 (editable)
Taxable sales ratio:		
■ The amount of the transfer value of taxable assets, etc.	15	Net amount of all taxable sales including exempt
■ The amount of the transfer value of assets, etc.	16	Net amount of all taxable sales (Box 15) + nontaxable sales
Consumption tax as local consumption tax base:		
Tax refundable for insufficient deduction	17	Free text
Balance	18	Value of Box 9
Transferable amount:		
■ Amount refundable	19	Value of Box 17 x 25%
■ Amount of tax payable	20	The system uses 25% as the calculation basis for all periods up to March 2014. For all tax periods from April 2014, the system uses the 17/63 ratio for all transactions **(including those having old tax rate)**. Users will have to manually review the tax reports by tax code, and manually calculate and then enter the correct figure here. This is because the system is unable to determine the split between the old and new rates.
Transferable interim payments	21	Default value = 0 (editable)
Transferable tax payable	22	Box 20 – Box 21 (if positive)

ORACLE® **NET**SUITE

Label	No.	Calculation Method
Transferable interim payments refundable	23	Box 21 – Box 20 (if negative)
If this is an amended return:		
▪ Transferable amount for previously determined tax	24	Free text
▪ Transferable amount for balance of tax payable	25	Default value = 0 (editable)
Total of consumption and local consumption taxes (payable or refundable)	26	Box 26 = (Box 11 + Box 22) – (Box 8 + Box 12 + Box 19 + Box 23) For amended return: Box 26 = Box 14 + Box 25 If Box 26 is refundable, enter a minus (-) sign.

Deductible Purchase Tax Calculation for Japan

> ⚠ **Important:** Starting April 1, 2012, Japanese companies can deduct all purchase tax amounts only if their taxable sales are more than 95% and their annual sales are less than 500M JPY.

The Deductible Purchase Tax Calculation feature enables you to do the following:

- Automatically calculate deductible purchase tax using the individual calculation method
- Automatically calculate deductible purchase tax using the bulk proportional method
- Run the Purchase Tax by Tax Category report, to see purchase tax amounts and view the related transactions or journal entries
- Run the Deductible Tax & Taxable Sales Ratio Calculation Form, and modify report values if necessary

This feature requires the Japan Localization SuiteApp. This SuiteApp is already installed in newly provisioned Japan edition NetSuite accounts. If you want to install it in a different account, see Installing the Japan Localization SuiteApp.

Before you can use this feature, the following NetSuite features must be enabled: A/P, Purchase Order, Vendor Return, and Expense Report.

The Purchase Tax by Tax Category report and the Deductible Tax & Taxable Sales Ratio Calculation Form can be accessed by standard NetSuite roles that use the Accounting Center: Accountant, Accountant (Reviewer), Bookkeeper, Payroll Manager, A/P Clerk, and A/R Clerk.

For more information, read the following topics:

- Purchase Tax Calculation Methods
- Tax Categories for Individual Calculation of Deductible Purchase Tax
- Purchase Tax by Tax Category Report
- Deductible Tax & Taxable Sales Ratio Calculation Form

Purchase Tax Calculation Methods

On the Deductible Tax & Taxable Sales Ratio Calculation Form, you select one of these calculation methods:

- Individual Calculation Method

ORACLE® **NET**SUITE

Formula: Deductible purchase tax amount = ((A) + ((C) * % of Taxable Sales)

- Bulk Proportional Method

Formula: Deductible purchase tax amount = Total purchase tax amount * % of taxable sales

The bulk proportional method is simpler than the individual calculation method. However, due to the tax regulation in Japan, if you choose bulk proportional method, you have to use this method for at least two years.

> ℹ **Note:** Please see your tax consultant for details and advice.

Tax Categories for Individual Calculation of Deductible Purchase Tax

Typically, this is how a Japanese business would classify tax payables:

1. Purchase tax only for taxable sales transactions – This refers to tax paid for purchases that will be used for taxable sales transactions. Examples are consumption tax paid for the following:
   - Inventory item for sale
   - Raw materials or any other materials used for the production of inventory items for sale
   - Transportation costs, PR/advertising costs, outsourcing costs incurred in the production of inventory items for sale
2. Purchase tax only for non-taxable sales transactions – This refers to tax paid on purchases or expenses that will be used for non-taxable transactions. For example:
   - Costs incurred from development of land for sale (Sale of land is non-taxable.)
   - Costs incurred from construction of apartments for rent (Rent is non-taxable.)
3. Purchase tax for both taxable and non-taxable transactions – This refers to tax paid on purchases or expenses commonly used for both taxable and non-taxable transactions. This tax category is set after purchase. For example:
   - Electricity in the office
   - Bank charges

> ℹ **Note:** Please see your tax consultant for information and advice.

Using Tax Categories on Transactions and Journal Entries

In Japan edition NetSuite accounts, the **Tax Category** field is shown on purchase orders, vendor bills, vendor return authorizations, vendor credits, expense reports, and journal entries.

To apply the individual calculation method when calculating the deductible purchase tax amount, you must select a tax category on your purchase transactions or journal entries.

The following predefined tax categories are available for selection in the **Tax Category** field:

- Taxable – Refund
- Taxable – Import
- Taxable – Import Tax
- Non-Taxable – Refund
- Non-Taxable – Import
- Non-taxable – Import Tax

- Common – Refund
- Common – Import
- Common – Import Tax
- Local Tax for Import
- Not Applicable

Using Custom Tax Categories

The Administrator role can rename the predefined categories, or create custom tax categories.

Purchases with custom tax categories are not included in the generated Deductible Tax & Taxable Sales Ratio Calculation Form. To get the tax amounts of those transactions, run the Purchase Tax by Tax Category report, which displays the tax amounts for each tax category. Then, modify the values on the Deductible Tax & Taxable Sales Ratio Calculation Form to include the tax amounts from the custom tax categories.

To create a tax category:

1. Go to Customization > Lists, Records, & Fields > Record Types.
2. Click **New Record** on the Tax Category row.
3. On the New Tax Category page:
    1. Enter a name for the tax category.
    2. Select a main tax category.
    3. Select a purchase type.
    4. Click the **Refund** box if this tax category is for refunds.
4. Click **Save**.

To edit a tax category:

1. Go to Customization > Lists, Records, & Fields > Record Types.
2. Click **List** on the Tax Category row.
3. Click the **Edit** link of the tax category.
4. Make your changes on the Edit Tax Category page.
5. Click **Save**.

Purchase Tax by Tax Category Report

> (i) **Note:** This report requires the Japan Localization SuiteApp.

To see the tax amounts for each tax category used on your purchases, run the Purchase Tax by Tax Category report.

To generate the Purchase Tax by Tax Category report:

1. Go to Reports > Financial > Purchase Tax by Tax Category.
2. Select a date range.
3. Click **Refresh** to generate the report.
4. You can also click any of the following:
    - **Print** – To print the report

ORACLE® **NET**SUITE

- **Email** – To email the report
- **Schedule** – To create a schedule to automatically email the report
- **Export - CSV** – To export the report as a CSV file
- **Customise** – To create and save a custom version of the report
- **Options** – To change viewing and printing preferences
- **Expand** – To view all top levels and sublevels of the report
- **Collapse** – To view only top levels of the report
- **Graph** – To display a graph of current report results

See the help topic Working with Report Results for more information.

Deductible Tax & Taxable Sales Ratio Calculation Form

> **Note:** This tax form requires the Japan Localization SuiteApp.

To help you with your c-tax filing, generate the Deductible Tax & Taxable Sales Ratio Calculation Form.

Although this form provided by NetSuite is designed to look like the official declaration form, its purpose is to help you get the tax amounts calculated by NetSuite. The official declaration form is still required for submission to the tax office. Go to the website of the National Tax Agency Japan to download the official declaration form.

Purchases with custom tax categories are not included in the generated Deductible Tax & Taxable Sales Ratio Calculation Form. To get the tax amounts of those transactions, you must run the Purchase Tax by Tax Category report, which displays the tax amounts for each tax category. And then, you can modify the values on the Deductible Tax & Taxable Sales Ratio Calculation Form to include the tax amounts from the custom tax categories.

To view the Deductible Tax & Taxable Sales Ratio Calculation Form:

1. Go to Reports > Financial > Deductible Tax & Taxable Sales Ratio Calculation Form.
2. Select a calculation method.

ORACLE® NETSUITE

3. If you are using OneWorld:

   a. Select a **Subsidiary**.

   b. If you want a consolidated report that includes child subsidiaries, check the **Group** box.

4. Select a tax period.

5. Click **Refresh** to generate the report.

> ⓘ **Note:** You can modify values on the form if you want to include tax amounts for transactions with custom tax categories.

6. Click **Print** to save the report as a PDF file.

> ⓘ **Note:** Save the file on your computer because the PDF is not automatically saved in the NetSuite file cabinet.

Deductable Tax Calculation Form

Calculation Method: Bulk Proportional method
Subsidiary: Parent Company
☐ Group
Tax Period: Jun 2014
To: Jun 2014

Refresh Print

Appendix 2. Calculation Form for Taxable Sales Ratio and Deductable Purchase Tax   General

Tax Period	June 2014 ~ June 2014		PSG_Automation_OW_Japan_Bundle_DB96_3604458_SignOff
	Item		Amount
	Taxable Sales Total (Tax exclusive)	(1)	0 Yen
	Tax-exempt Sales Total	(2)	0
	Amount of non-taxable asset exports etc, or Amount of assets that are taxable and transferred to overseas subsidiaries.	(3)	0
	Total Amount of transactions of taxable assets ((1)+(2)+(3))	(4)	0 *Fill this in Field (15) in Declaration Form
	Total Amount of transactions of taxable assets (Amount in (4))	(5)	0
	Non-taxable Sales Total	(6)	0
	Total Amount of transaction fo assets ((5)+(6))	(7)	0 *Fill this in Field (16) in Declaration Form
Ratio of Taxable Sales ((4)/(7)) (%)			0 % *Round down decimal
	Total Amount of Taxable Purchase Transaction (Tax inclusive) (8)	(8)	0 *Fill this in Field (15) in Declaration Form
	Consumption Tax for Taxable Purchase Transaction ((8) × 4 / 105) (9)	(9)	0
	Consumption Tax for Taxable cargo (10)	(10)	0

Understanding Japan-Specific Features

NetSuite provides localized features designed to meet the requirements of common Japanese business practices and processes. For information, read the following topics:

- Meeting Japanese Invoicing Requirements
  - Japanese Billing Cycle and Payment Terms
  - Setting Up Japanese Payment Terms
- Japanese Invoice Summary
  - Setting Up Auto-Generated Invoice Summary Numbers

ORACLE **NET**SUITE

       ▫ Specifying Customers Who Use Invoice Summaries

       ▫ Specifying Transactions for Inclusion in an Invoice Summary

       ▫ Setting Up Japanese Holidays to Validate Payment Due Dates

       ▫ Generating a Japanese Invoice Summary

       ▫ Regenerating an Invoice Summary for a Customer

       ▫ Invoice Summary PDF File Naming

       ▫ Invoice Summary Generation Errors

       ▫ Applying a Customer Payment to an Invoice Summary

       ▫ Customizing the Japanese Invoice Summary XML Template

- Using Japan-Specific Reports

See also:

- Japan Localization Features
- Installing the Japan Localization SuiteApp

> **ⓘ Note:** The Japan Localization SuiteApp can be installed in OneWorld accounts with Japanese subsidiaries .

For information about other NetSuite features you can use for Japan, see Japan Help Topics.

Meeting Japanese Invoicing Requirements

NetSuite provides features that enable companies to meet the requirements of common Japanese invoicing practices and processes. Japan-specific features are included in the Japan Localization SuiteApp, which is installed by default in NetSuite Japan edition accounts.

For more information, read the following topics:

- Japanese Billing Cycle and Payment Terms
- Setting Up Japanese Payment Terms
- Japanese Invoice Summary

Japan Localization Features

> **⚠ Important:** The Japan Localization SuiteApp is not compatible with the SuiteTax feature. If the SuiteTax feature is enabled in your NetSuite account, please do not install this SuiteApp.

The Japan Localization SuiteApp provides the following localized features for Japanese business practices:

- Multiple payment terms to manage a Japanese customer's billing cycle – See Japanese Billing Cycle and Payment Terms.
- Japanese holiday checking for payment due date – See Setting Up Japanese Holidays to Validate Payment Due Dates
- Japanese Invoice Summary – See Japanese Invoice Summary.
- Customizable XML template for generating a Japanese Invoice Summary – See Customizing the Japanese Invoice Summary XML Template.

ORACLE® **NET**SUITE

- Invoice Summary Collection Calendar Report – See Invoice Summary Collection Calendar Report
- Purchase Tax by Tax Category Report – See Purchase Tax by Tax Category Report.
- Deductible Tax & Taxable Sales Ratio Calculation Form − See Deductible Tax & Taxable Sales Ratio Calculation Form.
- Custom address form for Japan – See Japanese Address Form

For information on roles and permissions, see Roles and Permissions for Japan Localization Features.

To include Japan Localization custom fields on custom forms, see Including Japan Localization Custom Fields in Custom Forms.

Installing the Japan Localization SuiteApp

> ⚠️ **Important:** Before you can use the Japan Localization features, you must enable Custom Records on your account. To enable the Custom Records feature, go to Setup > Company > Enable Features > SuiteCloud.

The Japan Localization SuiteApp is already installed in newly provisioned Japan Edition NetSuite accounts. If you need to install the SuiteApp, perform the following steps.

Prerequisites

The following SuiteCloud features must be enabled in your account:

- Custom Records
- Custom Transactions
- Advanced PDF/HTML Templates
- Server SuiteScript

A return email address on the Company Information page is required before installing the SuiteApp.

For more information on enabling SuiteCloud features, see the help topics Enabling Features and SuiteCloud Features.

To install the Japan Localization SuiteApp:

1. Go to Customization > SuiteBundler > Search & Install Bundles.
2. In the **Keywords** field, enter **Japan Localization** or **82168** (the bundle ID).
3. Click **Search**. Japan Localization should appear in the search result with Bundle ID: 82168.
4. Click the **Japan Localization** link.
5. On the Bundle Details page, click **Install**.

The Japan Localization SuiteApp is a managed bundle and is automatically updated whenever there are improvements or new features added.

For more information about installing SuiteApps, see the help topic Installing a Bundle.

Japan Localization Limitations and Best Practices

The following are the current limitations of the Japan Localization SuiteApp, as well as the best practices for using the features.

Compatibility with SuiteTax Feature

The Japan Localization SuiteApp does not support the SuiteTax feature yet. Limitations will be observed in the following scenarios:

- If you enabled SuiteTax first, you will not be able to install the Japan Localization SuiteApp.
- If you installed the Japan Localization SuiteApp first, and then enabled SuiteTax, the Invoice Summary Generation page will display an error and you will not be able to generate invoice summaries. Also, you will not be able to generate the Purchase Tax by Tax Category Report and the Deductible Tax & Taxable Sales Ratio Calculation Form.

Compatibility with Multi-Subsidiary Customer Feature

The Japan Localization SuiteApp does not support the Multi-Subsidiary Customer feature yet. If the Multi-Subsidiary Customer feature is enabled in your account and the Japanese subsidiary is not the primary subsidiary in the customer record, the following limitations will be observed:

- The Use Invoice Summary field will not be displayed in the customer record.
- The Include in Invoice Summary field will not be displayed in the transaction record, even though the transaction record has a Japanese subsidiary.
- The customer will not be included in the Invoice Summary search result page, even though Use Invoice Summary is enabled in the customer record.
- The transaction will not be included in Invoice Summary generation, even though the transaction record has a Japanese subsidiary with Include in Invoice Summary enabled.

Invoice Summary Generation

- Invoice summary generation is processed by a scheduled script. When you click **Generate**, a generation request will be queued for processing. The script will process the new request as soon as the queue becomes available.

  > ❌ **Warning:** Do not cancel the invoice summary generation script queued on the Scheduled Script Status page while it is in Pending state. Canceling the queued generation script locks the invoice summary processing batch, and you will be unable to generate a new one for the same set of search criteria.

  Processing time depends on the volume of transactions included for the selected period. For example, based on the following conditions, the estimated processing time is about one hour:
  - The invoice summary contains 5,000 transactions
  - Each transaction has only one transaction line

  To prevent slow processing time, it is recommended that you reduce the volume of transactions included in an invoice summary by selecting a customer in the customer search filter. If you do not specify a customer on the Generate Invoice Summary page, the search result will include all customers associated with the subsidiary or company.
- The values in the Generate Invoice Summary page are displayed in the currency of the selected subsidiary.
- If the invoice summary is generated using the default multicurrency template provided by NetSuite, the values in its PDF file are shown in the currency of the selected subsidiary. However, the formatting is dependent on the setup of the account's parent company. The following are factors that affect the formatting:
  - Base country

- ▫ NetSuite edition
- ▫ Currency
- ▫ Number format

■ To generate an invoice summary for transactions in a closed accounting period, you must first enable the Allow Non-G/L Changes option for that period.

Invoice Summary Regeneration

You cannot use the regenerate function for invoice summaries created in the earlier version of the SuiteApp (Bundle ID 15580).

Setting the Default Due Date in Transactions

The payment terms provided by the Japan Localization SuiteApp on the **Payment Terms** subtab of a customer record, is different from the terms of payment defined in the **Terms** field on the **Financial** subtab of a customer record, or the **Billing** subtab of a transaction record. These payment terms must not be used or applied at the same time. If you want to apply the Japan Localization payment terms to set the default Due Date in a transaction, the Terms field on the customer record Financial subtab or on the transaction record Billing subtab must not have a value. Otherwise, the system may get the value in the Terms field and incorrectly apply it to the default Due Date field in the transaction, instead of the value specified in the Japan Localization payment terms.

The Japan Localization SuiteApp has yet to support the Multi-Subsidiary Customer feature. This means, the Terms field on the Financial subtab can possibly have a value. In this case, it is not recommended that you use the invoice summary if the Multi-Subsidiary Customer feature is enabled, which may produce incomplete results.

In addition, Terms in the Accounting Lists must not be set up as 'Preferred'. If the Preferred box is checked in any of the terms, it will be applied to the default Due Date field in the transaction for all customers of all subsidiaries, overriding any defined Japanese payment term set up in the customer record. To disable any preferred Term, go to Setup > Accounting > Accounting Lists, and then select Term from the Type field. On the Term page, edit the Preferred term by clearing the Preferred box and saving the term.

Accepting Payments for Invoice Summaries

On the Customer Payment page, when you select a customer in the Customer field, the system displays a warning that you are about to leave the page and that the transaction has not been saved. This is normal behavior. Click **Leave this Page** to continue working on the transaction.

If the number of transactions lines on the Customer Payment page exceeds 10,000, you may receive a session timeout error. To prevent timeout errors for customers with a high volume of transactions in the period, it is recommended that you apply the payment in batches, or use the filters to narrow the search result.

Invoice summaries with open invoices are available for selection when applying a customer payment on the Customer Payment page. Available invoice summaries for selection include those that were created prior to the version 2.00.0 upgrade of the Japan Localization SuiteApp (Bundle ID 82168).

Custom Fields

Custom fields included in the Japan Localization SuiteApp are shown on forms if the subsidiary or company is Japanese. These custom fields cannot be hidden on custom forms because the visibility of the fields is dependent on the country of the subsidiary or company.

Roles and Permissions for Japan Localization Features

By default, the following roles have access to invoice summary transaction records, and can generate or regenerate invoice summaries:

- Accountant
- CFO
- Administrator
- Full Access

However, any role can be customized to work with invoice summary records and their generation or regeneration. See Customizing Roles to Access Invoice Summary Records and to Generate or Regenerate Them.

By default, the following roles can set up Japanese holidays.

- Administrator
- Full Access

However, any role can be customized to set up Japanese holidays. See Customizing Roles to Set up Japanese Holidays.

By default, the following roles have access to the Invoice Summary Collection Calendar report:

- Accountant
- Accountant (Reviewed)
- Bookkeeper
- CFO
- Administrator
- Full Access

Customizing Roles to Access Invoice Summary Records and to Generate or Regenerate Them

Custom roles can be granted access to invoice summary records and to the script deployments used in generating and regenerating them.

Granting Permission to Generate Invoice Summaries

To use the Generate Invoice Summary page, a role must have the following:

- Full access with permission to edit Invoice, Sales Order, and Credit Memo transactions.
- Full access with permission to edit invoice summary transaction records.
- At least the permission to view Subsidiaries list.
- Access to the script deployment for generating an invoice summary.

Having full access with permission to edit invoices, sales orders, and credit memos ensures that the system will display complete search results on the Generate Invoice Summary page.

Having the permission to edit invoice summary transaction records is required, because when an invoice summary is generated, the system updates the **Invoice Summary Document** field on the record by adding a link to its PDF file. Users cannot edit the fields on the invoice summary transaction record.

To grant permission to edit transactions and to the subsidiaries list:

1. Go to Setup > Users/Roles > Manage Roles.
2. Click the Customize link next to the role that you want to customize.
3. Click the Permissions subtab, and under the Transactions subtab
    a. Ensure that the following transactions have either Edit of Full permission level:
        - Invoice
        - Sales Order
        - Credit Memo
    b. Click the blank line at the bottom of the list, select **Invoice Summary** in the **Permission** column, select **Edit** in the **Level** column, and click **Add**.
4. Under the **Permissions** subtab, click the **Lists** subtab.
5. Click the blank line at the bottom of the list, select **Subsidiaries** in the **Permission** column, select **View** (or higher) in the **Level** column, and click **Add**.
6. Click **Save**.

To grant access to the script deployment for generating an invoice summary :

1. Go to Customization > Scripting > Script Deployments.
2. Click the Edit link of the following script deployment:

Type	Name	ID
Suitelet	Invoice Summary Page SU	customdeploy_suitel10n_jp_ids_gen_su

3. On the **Audience** subtab of the script deployment, select the roles that you want to give access to.
4. Click **Save**.

Granting Permission to Regenerate Invoice Summaries

To be able to regenerate an invoice summary, a role must have the following:

- Permission to edit the invoice summary transaction record.
- Access to the script deployment that regenerates the invoice summary.

Having the permission to edit the invoice summary transaction record allows the role to click the Regenerate button. But the fields cannot be edited. When an invoice summary is regenerated, the system updates the **Regenerated Invoice Summary** field on the transaction record by adding or updating the link to its PDF file.

To grant permission to edit invoice summary transaction records:

1. Go to Customization > Lists, Records, & Fields > Transaction Types.
2. Click **Invoice Summary**.
3. Click the **Permissions** subtab.
4. In the **Role** column, add the custom roles that you want to give access to.
5. In the **Level** column, select **Edit**.
6. Click **Save**.

ORACLE® **NET**SUITE

To grant access to the script deployment for regenerating an invoice summary:

1. Go to Customization > Scripting > Script Deployments.
2. Click the Edit link of the following script deployment:

Type	Name	ID
User Event	JP Invoice Summary UE	customdeploy_suitel10n_jp_ids_ue

3. On the **Audience** subtab of the script deployment, select the roles that you want to give access to.
4. Click **Save**.

Granting Permission to View the Invoice Summary Transaction Record

Grant custom roles the permission to view invoice summary transaction records. When an invoice summary is generated, the **Invoice Summary Transaction** field will have a link to the invoice summary record.

To grant permission to view the invoice summary transaction record:

1. Go to Customization > Lists, Records, & Fields > Transaction Types.
2. Click **Invoice Summary**.
3. Click the **Permissions** subtab.
4. In the **Role** column, add the custom roles that you want to give access to.
5. In the **Level** column, select **View**.
6. Click **Save**.

Customizing Roles to Set up Japanese Holidays

To set up Japanese Holidays, a role must have the following:

- Full Access permission to Holiday custom records.
- Have at least the permission to edit Subsidiary records, so they can add or remove holidays that are applicable for a subsidiary.

To grant permission to access holiday records and the subsidiaries list:

1. Go to Setup > Users/Roles > Manage Roles.
2. Click the Customize link next to the role that you want to customize.
3. Click the **Permissions** subtab, and then click **Custom Record**.
   a. Under the Record column, click the field at the bottom of the list and select Holiday from the dropdown list.
   b. Under the Level column, click the corresponding field and select Full from the dropdown list.
   c. Click **Add**.
4. Click **Lists**.
   a. Under the Permission column, click the field at the bottom of the list and select Subsidiaries from the dropdown list.

ORACLE® **NET**SUITE

b. Under the Level column, click the corresponding field and select Edit or a higher permission level from the dropdown list.

c. Click **Add**.

5. Click **Save**.

Including Japan Localization Custom Fields in Custom Forms

The Japan Localization SuiteApp supports the NetSuite standard customer, invoice and credit memo forms.

You can also use your own customized forms for customers, invoices and credit memos. However, you must add the custom fields that come with the Japan Localization SuiteApp to your custom forms.

Add the following field to custom customer forms:

- Use Invoice Summary
- Due Date Adjustment

Add the following fields to custom invoice forms:

- Include in Invoice Summary
- Closing Date
- Invoice Summary Transaction

Add the following fields for credit memos:

- Include in Invoice Summary
- Invoice Summary Date

> ⓘ **Note:** The Invoice Summary Date field pertains to the Closing Date.

- Invoice Summary Due Date
- Invoice Summary Transaction

To include the custom fields for Japan Localization in a custom customer form:

1. Go to Customization > Forms > Entry Forms.
2. Click the Edit link of the custom customer form to which you want to add the field.
3. Click the **Fields** subtab.
4. Click the **Payment Terms** subtab under the **Fields** subtab.
5. Check the **Show** box of the following fields, and select **Normal** in the **Display** column:
   - Use Invoice Summary
   - Due Date Adjustment
6. Click **Save**.

To include the custom fields for Japan Localization in a custom invoice form:

1. Go to Customization > Forms > Transaction Forms.
2. Click the Edit link of the custom invoice form to which you want to add the fields.
3. On the custom form page, click the **Screen Fields** subtab

ORACLE® **NETSUITE**

4. Check the **Show** box of the following fields, and select **Normal** in the **Display** column:

   - Include in Invoice Summary
   - Closing Date

5. Check the **Show** box of the Invoice Summary Transaction field, and select **Inline** in the **Display** column.

6. Click **Save**.

To include the custom fields for Japan Localization in a custom credit memo form:

1. Go to Customization > Forms > Transaction Forms.

2. Click the Edit link of the custom credit memo form to which you want to add the fields.

3. On the custom form page, click the **Screen Fields** subtab

4. Check the **Show** box of the following fields, and select **Normal** in the **Display** column:

   - Include in Invoice Summary
   - Invoice Summary Date
   - Invoice Summary Transaction

5. Check the **Show** box of the Invoice Summary Due Date field, and select **Inline** in the **Display** column.

6. Click **Save**.

Japanese Billing Cycle and Payment Terms

In Japan, most companies use a billing cycle based on the closing date and the payment due date. Similar to credit card payments, companies agree on a closing date with customers before starting business transactions.

The payment due date is fixed, which means that the number of days between the closing date and the payment due date varies, depending on how many days each month has. The payment due date is a combination of the day and month. You can edit and change the payment due date as needed.

You can define multiple payment terms for a Japanese customer. This enables you to manage or shorten a customer's billing cycle depending on the business need.

Payment terms are applied to invoices, sales orders, and credit memos. Transactions dated from the next day after the closing date of the previous payment term, up to the closing date of the current payment term, are listed in a billing statement which is sent to the customer at the end of the billing cycle. In NetSuite, this billing statement is the invoice summary.

> ⓘ **Note:** When applying Japanese payment terms, you must disable any other payment terms that may affect the setting of the default due date in the transaction. For more information, see Setting the Default Due Date in Transactions

To create payment terms, see the following topics:

- Setting Up Japanese Payment Terms
- Adding Japanese Payment Terms Using Import Methods

Setting Up Japanese Payment Terms

For Japanese customers, you can define multiple payment terms on the **Payment Terms** subtab of the customer record.

ORACLE® **NET**SUITE

For non-Japanese customers, payment terms are defined in the **Terms** field on the **Financial** subtab of a customer record. Terms are based on the number of days before the payment is due. However, this field does not apply to Japanese customers.

> ⓘ **Note:** Before creating and applying Japanese payment terms, you must disable any other payment terms for non-Japanese customers, because they may affect Japanese customer and transaction records. For more information, see Setting the Default Due Date in Transactions

For more information on the different payment terms in the customer record, see Payment Terms in the Customer Record in Including Japan Localization Custom Fields in Custom Forms.

> ⓘ **Note:** You can also add Japanese payment terms by importing a CSV file, using SuiteScript, or web service. See Adding Japanese Payment Terms Using Import Methods.

To define the payment terms for a Japanese customer:

1. Edit or create a customer record.
2. Go to the **Payment Terms** subtab.
3. Add one or more payment terms by doing the following:
   a. In the **Closing Date** column, select a date on which the billing period ends every month. You can select any date in a month, or you can select the value **End of the Month**. The closing dates 29, 30, and 31 will be considered end of the month for the months that do not have these dates. For example, if you select 30, the system will treat this as the end of the month in February. You can add more dates by clicking New at the top of the dropdown list.
   b. In the **Payment Due Date** column, select the date of the month when payment is due. You can select any of the following values:
      - 1
      - 5
      - 10
      - 15
      - 20
      - 25
      - Last Day of the Month

      You can add more dates by clicking New at the top of the dropdown list.
   c. In the **Payment Due Month** column, select a month when payment is due. You can select any of the following values:
      - This month
      - Next month
      - Month following the next
      - 3 (every third month)
      - 6 (every 6 th month)

      You can add more options by clicking New at the top of the dropdown list. On the Payment Due Month page, the Value field indicates the number of months from the month a transaction is created, which the system assigns the payment due month. For example, specifying 12 assigns the payment due month as every 12th month starting from the month that a transaction is created.

ORACLE® **NETSUITE**

      d. Click **Add**. You can add as many payment terms as needed.

        Example

        If the customer's billing cycle ends on the 20th of each month, and payment is due at the end of the month following the next, then you set up the following payment terms:

- Closing Date = 20
- Payment Due Date = Last Day of the Month
- Payment Due Month = Month following the next

4. If you want to send this customer an invoice summary instead of individual invoices, check the **Use Invoice Summary** box. If this box is not checked, transactions for this customer will not be shown in the search results when you generate an invoice summary.

> **ⓘ Note:** An error message prevents you from saving the customer record with the **Use Invoice Summary** box checked, unless at least one set of payment terms is entered.

5. Click **Save**.

The customer and its transactions (invoices and credit memos as well as closed and canceled sales orders), with the Include in Invoice Summary box checked, will be included in the invoice summary when it is generated. The defined payment terms, the closing date and payment due date, will be automatically applied to all invoices and credit memos of that customer. The Include in Invoice Summary box in those transactions will be checked by default if the Use Invoice Summary box is checked in the customer record.

Adding Japanese Payment Terms Using Import Methods

You can use CSV import, SuiteScript and web service to add payment terms to Japanese customer records. If a customer has multiple payment terms, you can be more flexible in managing the billing cycles and payment due dates of that customer.

> **⚠ Important:** Invoice summaries can be sent to customers that have the **Use Invoice Summary** box checked on the **Payment Terms** subtab of the customer record. You cannot save a customer record with the **Use Invoice Summary** box checked if there are no payment terms defined.

To add Japanese payment terms using CSV import:

1. Create a customer saved search of all the customers to which you want to add payment terms. In defining the results of the search, be sure to include the **internalId** column or the **Name** column.
2. Save and run the search.
3. Export the search result as a CSV file.
4. Edit the CSV file and add the following columns:
   - **Payment Due Date**
   - **Payment Due Month**
   - **Closing Date**
5. Enter values in the columns for each customer. You can use the name or internal Id as a reference type.
6. Save the CSV file.
7. Go to Setup > Import/Export > Import CSV Records, and follow the Import Assistant steps.

8. Import Assistant Step 1 (Scan & Upload CSV File):

   a. In the **Import Type** field, select **Custom Records**,

   b. In the **Record Type** field, select **Payment Term**.

   c. Select the CSV file to upload.

   d. Click **Next**.

9. Import Assistant Step 2 (Import Options):

   a. For Data Handling, choose **Add**.

   b. Click **Next**.

      If you are importing only one file, the system directs you to Step 4.

10. Import Assistant Step 4 (Field Mapping):

    a. Provide field mappings for the following fields:

    b. Click **Next**.

11. Import Assistant Step 5 (Save Mapping and Start Import):

    a. Enter values in the **Import Map Name** and **Description** fields.

    b. Click **Save & Run**.

For more information about using the Import Assistant, see the help topic Importing CSV Files with the Import Assistant.

For more information about saved searches, see the help topic Saved Searches.

For more information about using SuiteScript to work with payment terms, see the help topics What You Can Do with the SuiteScript API and Custom Transaction.

For more information about using web service to work with payment terms, see the help topics Web Services Overview and Custom Record Type.

Japanese Invoice Summary

The invoice summary (formerly called item detail statement (IDS)), provided by the Japan Localization SuiteApp, is a consolidated invoice covering a billing period, which your company can send to your customers. The invoice summary can include invoices and credit memos as well as canceled and closed sales orders. You only need to send a customer one invoice summary per billing period, instead of invoices for every sale transaction. Therefore, your customers will only have to pay the amount in the invoice summary one time, which saves them the effort and bank transfer charges in paying multiple bills.

You can include in an invoice summary as many invoices and credit memos as well as closed and canceled sales order as needed, provided that the Include in Invoice Summary box is checked in the transaction record, and the Use Invoice Summary box is also checked in the customer record.

Credit memos created within a billing period, either as standalone ones or from an invoice or return authorization, are included in the invoice summary. The total amount of credit memos is indicated

in the Total Credits This Period column in the Summary table of the generated PDF file of the invoice summary.

Multiple currencies can be supported in one invoice summary.

You also have the option to include in a current invoice summary, the overdue invoices from a previous invoice summary.

The invoice summary record and PDF file are generated using a scheduled script. When generation is completed, the system sends you an email notification with a link to the generated PDF file.

The time it takes to process generation and load the Generate Invoice Summary page depends on the volume of transactions.

As a custom transaction type, the invoice summary is saved as a record, with a System Notes subtab that tracks changes.

If multiple customers are included in generation, multiple invoice summary records will be created, one record for each customer. But only one PDF file will be created containing all customers. You can open an invoice summary record of a customer to regenerate it.

Setting the Preferred Form for the Invoice Summary Record

Set the Japan Invoice Summary form as the preferred form for the Invoice Summary Transaction record to ensure that fields are displayed properly.

To set the preferred form for the invoice summary transaction record:

1. Go to Customization > Forms > Transaction Forms.
2. Check the **Preferred** box for the Japan Invoice Summary Form.
3. Click **Submit**.

Setting Up Auto-Generated Invoice Summary Numbers

An administrator can define the auto-generated numbering for invoice summaries . On the Auto-Generated Numbers page, an administrator can set up the numbering of the invoice summary custom transaction type either by subsidiary or by location.

> ⓘ **Note:** The auto-generated numbering setup applies only to invoice summaries generated using version 2.00.0 or later versions of the Japan Localization SuiteApp. Auto-generated numbers will not affect invoice summaries that were created prior to version 2.00.0 of the Japan Localization SuiteApp.

To set up auto-generated numbers for the invoice summary transaction type:

1. Go to Setup > Company > Auto-Generated Numbers (Administrator).
2. Click the **Document Numbers** subtab.
3. Enter values in the columns for the Invoice Summary type. See the following table for a description of each column.
4. Click **Save**.

Column	Default Value	Note
Prefix	Blank	Prefix is optional.
Suffix	Blank	Suffix is optional.

ORACLE **NETSUITE**

Column	Default Value	Note
Minimum Digits	Blank	Enter the lowest number of digits you want in your auto-generated numbering code. Valid values range from 0–20. For example, if you enter 4, an automatically generated number of 1 would become 0001.
Initial Number	Blank	The initial number does not apply to sequences associated with subsidiary or location. If you do not enter a value in the **Initial Number** field, the system starts the sequence at 1. If you want to continue the numbering sequence of the invoice summaries that were created prior to version 2.00.0 of the Japan Localization Suiteapp, enter the initial number that you want to use. The initial value cannot be set to a number lower than the current number.
Use Subsidiary	Disabled	This column appears only in OneWorld accounts. **Note:** If you choose to auto-number by subsidiary, you cannot auto-number by location. To use subsidiary-specific numbering, check the **Use Subsidiary** box. On each **Subsidiary** page, click the **Document Numbers** subtab, and specify the initial number that you want the subsidiary to use for the Invoice Summary transaction type. On the **Set Up Auto-Generated Numbers** page, the value in the transaction **Prefix** field serves as the subsidiary identifier in transaction numbers for all transaction types. If the transaction **Prefix** field does not include a value, the system ignores the subsidiary's initial number. In these cases, the system numbers the instance as part of a sequence that is not subsidiary-specific.
Use Location	Disabled	This column appears only if the Locations feature is enabled. **Note:** If you choose to auto-number by subsidiary, you cannot auto-number by location. To use location-specific numbering, check the **Use Location** box. On each **Location** page, click the **Document Numbers** subtab, and specify the initial number that you want the location to use for the Invoice Summary transaction type. On the **Set Up Auto-Generated Numbers** page, the value in the transaction **Prefix** field serves as the location identifier in transaction numbers for all transaction types. If the transaction **Prefix** field does not include a value, the system ignores the location's initial number. In these cases, the system numbers the instance as part of a sequence that is not location-specific.
Current Number	Blank	This field is auto-populated by the system. This read-only field shows the number of the most recently created transaction instance.
Allow Override	Disabled	The Allow Override preference enables you to edit the numbers on records that serve as the record name. To prevent duplicate transaction numbers, make sure that the **Allow Override** box is clear. **Important:** Enabling override may cause skipped numbers and duplicate numbers.
Update	Disabled	The **Update** column is used to auto-generate numbers for records that have not been previously numbered. If you change the initial number for a record type and then check the **Update** box, auto-generated numbering will assign the new number to the next record created but will not renumber existing records. You cannot check the **Update** box if you have checked the **Locations** box or the **Subsidiaries** box.

For more information about setting up and using auto-generated numbers, read the following topics:

- Set Auto-Generated Numbers
- Using Subsidiary-Specific Transaction Auto-Numbering

ORACLE® **NET**SUITE

■ Using Auto-Generated Numbering for Transactions

Specifying Customers Who Use Invoice Summaries

You can indicate on the customer record whether an invoice summary will be used when billing that customer.

If you want a customer to be available for selection when generating the invoice summary, check the **Use Invoice Summary** box on the **Payment Terms** subtab.

If the **Use Invoice Summary** box is not checked, and then you generate an invoice summary, the customer will not be included in the search result.

If the Use invoice Summary box is checked in the customer record, then the **Include in Invoice Summary** box in the customer's invoices, credit memos and sales orders will be checked by default

If the Use Invoice Summary box is checked, at least one set of payment terms must be defined in the customer record; otherwise, you will not be able to save the customer record. See Setting Up Japanese Payment Terms.

Specifying Transactions for Inclusion in an Invoice Summary

You can indicate on a Japanese customer's invoice, credit memo, or closed and canceled sales order record, whether that transaction should be included in an invoice summary. If the **Include in Invoice Summary** box is checked on the transaction record, that transaction will be included in the invoice summary when generated. The box is checked by default on the transaction record of a customer that uses invoice summaries. For more information, see Specifying Customers Who Use Invoice Summaries. You can still manually clear the box to exclude the transaction from the invoice summary. You can set the value of the Include in Invoice Summary box when creating or updating invoices or credit memos through the user interface, CSV import, script, or web service.

After the invoice summary is generated, the system updates the **Invoice Summary Transaction** field on the transaction by adding a link to the invoice summary record.

> ⓘ **Note:** Although a transaction has the Include in Invoice Summary box checked, you should still verify if the associated customer record uses invoice summary and has payment terms. If the **Use Invoice Summary** box on the customer record is cleared or payment terms are missing, problems in subsequent processing may be encountered. For example, a credit memo created from an invoice of a customer whose record does not use invoice summary, will not be included in invoice summary generation.

Furthermore, if Include in Invoice Summary on the transaction is checked, the system automatically validates and calculates the closing date and payment due date on the transaction based on the transaction date and date values specified in the payment terms. This is applied to all transaction records with Include in Invoice Summary checked, even if Use Invoice Summary in the customer record is not enabled.

The different scenarios for including customer and transaction records in the invoice summary are shown in the following table.

Use Invoice Summary in customer record checked?	Include in Invoice Summary in transaction record checked?	Automatic validation and calculation of closing date and payment due date in transaction?	Transaction included in invoice summary?
Yes	Yes	Yes	Yes
Yes	No	No	No

ORACLE® **NET**SUITE

Use Invoice Summary in customer record checked?	Include in Invoice Summary in transaction record checked?	Automatic validation and calculation of closing date and payment due date in transaction?	Transaction included in invoice summary?
	(initially checked by default, then manually cleared)		
No	Yes (initially cleared by default, then manually checked)	No (You must re-enter the transaction date or closing date in an invoice or credit memo to enable automatic calculation and validation, but only if there are payment terms set up in the customer record.)	No
No	No	No	No

Setting Up Japanese Holidays to Validate Payment Due Dates

Previously, the Japan Localization SuiteApp used a web service to check if the payment due date you selected on an invoice is a Japanese holiday. The current implementation of the holiday checking for due date introduces a setup page for non-operational days or holidays.

A user with the Administrator or Full Access role must manually set up the holidays. Any date can be defined as a non-operational day or holiday. After creating holiday records, an administrator must assign them to Japanese subsidiaries that have holiday checking enabled.

Holiday checking is enabled by default on the Company Information page and on Japanese subsidiary records.

Holiday checking applies to invoices and credit memos that have the **Include in Invoice Summary** box checked.

If due date adjustment is enabled, the payment due date you set are automatically adjusted by the system if the date falls on a holiday or weekend.

> **Note:** The Japan Localization SuiteApp includes the Japanese holidays for 2015 only. You must set up holidays for subsequent years.

To set up Japanese holidays:

1. Be sure that the audience for the holiday validation script is set to all roles by performing the following steps
   a. Go to Customization > Scripting > Script Deployments.
   b. Click the Edit link of the Holiday/Non-Operational Day Retrieval SU script.
   c. Check the **Select All** box next to the **Roles** field.
   d. Click **Save**.

   > **Note:** This step to define the script audience is required only in accounts using the Japan Localization SuiteApp. If you have already performed this step, you do not need to do it again each time you set up Japanese holidays.

   For more information, see the help topics Steps for Defining a Script Deployment and Defining Script Audience.

2. Set up holiday display names. See Setting Up Japanese Holiday Display Names.

ORACLE **NETSUITE**

See also Including Translations for Japanese Holiday Display Names.

3. Create holiday records. See Creating Japanese Holiday Records.
4. Assign holidays to Japanese subsidiaries. See Assigning Holidays to Japanese Subsidiaries.

The following table shows how the system uses the holiday display name, holiday record, Use Holiday Checking box, and Holidays subtab.

Holiday Display Name List page	Go to Customization > Lists, Records, & Fields > Lists > Holiday Display Name List.	Holidays defined on the Holiday Display Name List page will be available for selection in the Display Name dropdown list on the Holiday record. You can enter translations for the holiday names if the Multi-Language feature is enabled.
Holiday record	Go to Setup > Holidays > Holiday > New.	Holiday records are custom records used to validate the payment due date on invoices. The holiday record defines the date of the holiday (day, month, and year).
Use Holiday Checking box and Holidays subtab	Go to Setup > Company > Company Information. If you have a OneWorld account, go to Setup > Company > Subsidiaries, and select a Japanese **subsidiary**.	If the **Use Holiday Checking** box is checked and Due Date Adjustment is enabled, the system performs automatic checking and adjustment of a due date that falls on a holiday. The **Holidays** subtab determines the holidays that the subsidiary will use to validate the payment due date.

Setting Up Japanese Holiday Display Names

Holidays defined on the Holiday Display Name List page will be available for selection in the Display Name dropdown list on the Holiday record. You can enter translations for the holiday names if the Multi-Language feature is enabled.

The following are recommendations and steps for setting up Japanese holiday display names.

Recommendations for Setting Up Japanese Holiday Display Names

- It is recommended that you add the date, or at least the year, as a prefix or suffix on all holiday display names. This will let you see the date when adding holidays to the Subsidiary or Company Information page.

To set up holiday display names:

1. Go to Customization > Lists, Records, & Fields > Lists.
2. Click the list named **Holiday Display Name List**.
3. To add a holiday display name:
   a. Enter a holiday name in the **Values** column under the **Values** subtab.
   b. Click **Add**.
   c. If the Multi-Language feature is enabled, enter translations in the **Translation** column. The availability of the language fields for entering translations depends on the languages you have set up on the General Preferences page (Setup > Company > General Preferences).
   d. Click **Save**.
4. To edit a holiday display name:
   a. Click the name in the **Value** column.
   b. Edit the holiday display name.
   c. Click **OK**.
5. To edit a translation of the holiday display name:
   a. Click the value in the **Translation** column for the holiday you want to edit.
   b. Edit the translation fields.
   c. Click **Done** to close the Translation window.
   d. Click **OK**.

   For more information, see Including Translations for Japanese Holiday Display Names.
6. To remove a holiday display name:
   a. Click the holiday display name.
   b. Click **Remove**.

   > ⓘ **Note:** You cannot remove a holiday name that is associated with a holiday record.

7. Click **Save**.

Including Translations for Japanese Holiday Display Names

Adding translations for holiday names is optional. Perform the following steps if you want users to see translated holiday names depending on the language they specified on their Set Preferences page.

To include translations for the holiday display names:

1. Enable the Multi-Language feature by doing the following:
   a. Go to Setup > Company > Enable Features.
   b. On the **Company** subtab, check the **Multi-Language** box.
   c. Click **Save**.
2. Add languages by doing the following:
   a. Go to Setup > Company > General Preferences.
   b. On the **Languages** subtab, add languages.
   c. Click **Save**. The **Translation** column of the Holiday Display Name List page will show the language fields where you can enter the translations for a holiday name. The availability of the language fields depends on the languages you have set up on the General Preferences page.

ORACLE® **NET**SUITE

Creating Japanese Holiday Records

Holiday records are custom records used to validate the payment due date on invoices. The holiday record defines the date of the holiday (day, month, and year).

The following are recommendations and steps for creating holiday records.

Recommendations for creating Japanese holiday records:

- It is recommended that when creating a holiday record, the value you enter in the Name field is the same as the value in the Holiday Display Name field. This will let you see and sort all the holidays for a specific year in the list view.
- When setting up holidays for multiple years, you can use one of the following methods:
  - Reuse holiday display names and holiday records by editing the dates and names.
  - Create new holiday display names and holiday records for each year.

To create Japanese holiday records:

1. Go to Setup > Holidays > Holiday > New.
2. In the **Name** field, enter a name for the holiday record. The name can be the same as the display name.
3. In the **Display Name** field, select a holiday display name.
4. In the **Date** field, select the date of the holiday.
5. Click **Save**, or click **Save & New**.

   If you check the **Inactive** box, the system cannot use this holiday for validating the payment due date.

   If you want to permanently delete a holiday, edit the holiday record and select **Delete** from the Actions menu.

ORACLE **NET**SUITE

> **ⓘ Note:** You cannot delete a holiday record that is associated with a subsidiary.

Assigning Holidays to Japanese Subsidiaries

If you add dates to the holiday display names, it will help you in determining which holidays have already been added, or need to be added, to a subsidiary.

Addresses	Vendor Bill Matching	Nexuses	Preferences	Numbering	Workflow	Translation	System Notes	**Holidays**
HOLIDAY								
2015/01/01 New Year's Day								
2016/01/02 Day after New Year's Day								
2016/01/01 New Year's Day								
2015/01/02 Day after New Year's Day								

Following are the steps for adding holidays to the Holidays subtab on Japanese subsidiary records.

To assign holidays to a Japanese subsidiary:

1. Go to Setup > Company > Subsidiaries.
2. Click the Edit link of a Japanese subsidiary.
3. Verify that the **Use Holiday Checking** box is checked.

   If you want to disable the holiday checking feature for the subsidiary, clear the box.
4. Click the **Holidays** subtab.
5. Add holidays that you want the subsidiary to use for validating the payment due date:
   a. Select a holiday from the dropdown field.
   b. Click **Add**.
6. To remove a holiday:
   a. Click the holiday name.
   b. Click **Remove**.

      If you do not want a holiday to be available to any subsidiary, you can edit the holiday record, and either delete it or make it inactive.
7. Click **Save**. Repeat these steps for each Japanese subsidiary.

> **ⓘ Note:** If you do not have a OneWorld account, a holiday is automatically added to the **Holidays** subtab of the Company Information page after you save a holiday record. To remove a holiday, you must delete the holiday record.

Setting Up Automatic Adjustment of Payment Due Date that Falls on a Holiday or Weekend

Payment due dates that fall on a holiday or weekend are detected by the system and can be automatically adjusted depending on the settings that you select in the Due Date Adjustment field, under Payment Terms, in the customer record, or depending on the holidays that were set up. You can make the system adjust payment due dates that fall on a holiday or weekend, to the previous business day or next business day. You can also choose to retain the payment due date, without adjustment. By default, the system adjusts the due date on the next business day.

ORACLE® NETSUITE

To set up automatic adjustment of Payment Due Date falling on a holiday or weekend:

1. Edit a customer record that uses an invoice summary.
2. Go to the **Payment Terms** subtab. In the **Due Date Adjustment** field, select either Next Business Day, Previous Business Day, or No Change. The default value is Next Business Day.

   > **(i) Note:** When the Japan Localization SuiteApp is upgraded to the new version (3.0), existing customer records will have the Due Date Adjustment field blank. But Next Business Day will be applied when transactions are created for that customer.

3. Click **Save**.

Automatic adjustment of payment due dates that fall on a holiday or weekend will be applied to all transactions of the customer with Include in Invoice Summary checked. You can still override an automatically adjusted due date in an invoice record by manually changing the value in the **Due Date** field.

Automatic Calculation and Adjustment of Closing Date and Payment Due Date on Transactions

Upon creation of an invoice, the system automatically calculates the closing date nearest the transaction date as well as its corresponding payment due date. This is applied to invoices created as standalone ones or from sales order or estimate, whether they were created through the user interface, CSV import, SuiteScript or web service. Calculation of closing and payment due dates is based on the payment terms defined in the customer record. Editing an invoice by changing the customer or transaction date also triggers calculation of the dates based on the new values entered, if the Include in Invoice Summary box is checked. The closing date and payment due date are also calculated in a new invoice that is copied from an old invoice.

If you want to move the transaction to a future billing period, you can change the closing date to a future date, and the system will automatically calculate its corresponding payment due date. The automatic calculation of the payment due date based on the selected closing date does not prevent you from changing the payment due date. The closing date must be on or after the transaction date, and before the payment due date, which is validated in every calculation; otherwise, an error is displayed and you will not be able to save the transaction.

For credit memos with Include in Invoice Summary checked, the same automatic calculation is performed for the Invoice Summary Date and Invoice Summary Due Date, based on the payment terms. The Invoice Summary Date in a credit memo corresponds to the Closing Date in an invoice, and the Invoice Summary Due Date corresponds to the Due Date.

The Invoice Summary Due Date field on a credit memo cannot be edited, unlike the Due Date field on an invoice that can be manually changed.

When the Japan Localization SuiteApp is upgraded to the new version (3.0), existing customer records will have the Due Date Adjustment field blank. By default, the due date in invoices and credit memos is automatically adjusted to the next business day of it falls on a weekend or holiday. Existing customers will have the Due Date Adjustment field blank, but Next Business Day will be applied when transactions are created for those customers.

Generating a Japanese Invoice Summary

Before generating an invoice summary, you must first determine the customers whom you need to generate an invoice summary for. The Generate Invoice Summary page has search fields where you can enter criteria to search for customers. Go to Transactions > Customers > Generate Invoice Summary.

ORACLE® **NET**SUITE

To generate an invoice summary for transactions in a closed accounting period, you must first enable the **Allow Non-G/L Changes** option for the closed period. So that when generating an invoice summary, the system can update the invoice summary fields on transactions by adding links to the invoice summary record and PDF file. If the Allow Non-G/L Changes option is not enabled in the closed period, when you generate an invoice summary for transactions in that period, the system will not be able to add the links.

Invoice summary generation is processed by a scheduled script. If the system is still processing a previous invoice summary generation request when you clicked Generate, your recent request will be queued. The script will process your request as soon as the earlier invoice summary generation is completed.

> **(i) Note:** The Multi-Queue feature is not yet supported by the Japan Localization SuiteApp.

A transaction is prevented from being included in more than one invoice summary, because it is not possible to generate an invoice summary if an earlier generation process, with has the same subsidiary and closing date, is in progress. In this case, an error message is displayed, indicating the name of the user who performed the previous invoice summary generation. Try generating the invoice summary later, after the previous generation with the same criteria is completed.

If you are not using a OneWorld account, you cannot generate an invoice summary if an earlier generation process for the same closing date is still in progress, even if it is for a different customer.

To generate a Japanese invoice summary:

1. Using the Classic Center, go to Transactions > Customers, and at the bottom of the list, click the menu item for the **Generate Invoice Summary**.

   If you are using the Accounting Center, go to Customers > Accounts Receivable.

   If you are using the Sales Center, go to Customers > Transactions.

2. On the Generate Invoice Summary page, specify the search criteria for transactions to be included in the invoice summary:

   a. If you are using a OneWorld account, in the **Subsidiary** field, select a subsidiary whose customers you want to generate an invoice summary for.

   b. (Optional) In the **Customer** field, select a customer. You can select only one customer at a time.

      In a OneWorld account, if you click **Search** without selecting any customer, the search result will include all customers associated with the subsidiary.

      If you are not using a OneWorld account, and did not specify a customer, the search result will include all customers.

   c. In the **Closing Date** field, specify the closing date. Enter a date, or pick a date using the calendar icon next to the field.

      If a value you selected for a search filter causes an error or if there are no search results, click **Return to Search Criteria** to edit the filters and select a different subsidiary or closing date.

   d. (Optional) If you want to include customers with no invoices, credit memos or closed or canceled sales orders created in the current billing period, check the **Include Customers With No Current Invoices and Credit Memos** box. Generating an invoice summary even if there are no transactions in the current billing period can be useful if you want to inform a customer about any of the following:

      ■ an unpaid balance from previous a billing period,

      ■ payments received in the current billing period (full payment or overpayment), or

- no recent transactions (no unpaid balance from previous billing or payments received in the current billing period).

    e. (Optional) If you want to include overdue invoices, those not paid on or before the due date, check the **Include Overdue Invoices** box. If this box is checked, overdue invoices from previous invoice summaries will be included in the search result, even if they were already paid on or before the closing date in the current invoice summary. In the PDF file of the generated invoice summary, overdue invoices will be included in the transaction details and the original due date that lapsed will be indicated in the Due Date column.

3. Click **Search**.

   The search results appear on a new page.

       a. On the search results page, the **Statement Date** indicates the current date. You can edit the date value if necessary.

       b. If a default template has been specified on the Company Information page or Subsidiary page, that template is automatically selected in the **Statement Template** field. Select a different template from the dropdown list if necessary.

   > ⓘ **Note:** Automatic selection of the default template is available only to Administrator and Full Access roles, and to custom roles that have the Subsidiaries permission. See Granting Permission to Generate Invoice Summaries.

       c. Review the list of customers on the search results page.

       d. To open a list of customer transactions, click the amount under the column of the transaction type (Invoices, Credit Memos, or Closed and Canceled Sales Orders) that you want to view. A transactions list is displayed, with the **Type** column indicating the transaction type.

       e. To exclude a transaction from the invoice summary, go to the list of transactions and click the transaction you want to exclude. On the transaction record, clear the **Include in Invoice Summary** box.

   > ⓘ **Note:** After editing a transaction, the list of transactions shown on the Generate Invoice Summary page does not get refreshed automatically. However, you can perform a search again to view an updated list before generating the invoice summary.

4. After confirming the customers and transactions that you want to include in the invoice summary, go to the search results page and click **Generate**.

   NetSuite sends you an email indicating that invoice summary generation was completed.

An invoice summary transaction record is automatically created for each customer included in the invoice summary. The record contains details about the customer's name, closing date, invoice summary number, a link to the invoice summary template, a link to the invoice summary document, and a list of the customer transactions.

One PDF file of the invoice summary is created, containing all customers that you chose to include in the invoice summary.

PDF files are automatically saved in the Invoice Summaries folder in the File Cabinet, Documents > Files > File Cabinet. PDF file names are system-generated based on a naming convention. For more information, see Invoice Summary PDF File Naming. A link to the PDF file is included in the invoice summary transaction record and in the email message sent to you.

The **Invoice Summary Transaction** field on an invoice record that was included in the invoice summary, will have a link to the invoice summary transaction record.

ORACLE **NETSUITE**

To regenerate an invoice summary , see Regenerating an Invoice Summary for a Customer.

For more information about working with invoices and invoice summaries for Japanese customers, read the following topics:

Regenerating an Invoice Summary for a Customer

You can regenerate an invoice summary transaction record of a customer, created in a previous generation process, if the amount, quantity, or unit price in a customer's transaction were changed after generating the original invoice summary.

When you click **Regenerate** on an invoice summary record of a customer, the system does the following:

- Regenerates the invoice summary PDF file to reflect the updated amounts.
- Adds a link to the new invoice summary PDF in the **Regenerated Invoice Summary** field on the record. You can click the link to download the PDF file and then save it to your computer.

> ⓘ **Note:** You can regenerate an invoice summary repeatedly, and the system overwrites the previously regenerated PDF. The Invoice Summary number does not change. .

For information about roles and permissions, see Roles and Permissions for Japan Localization Features.

To regenerate an invoice summary for a customer:

1. Open an invoice summary transaction record of a customer, created in a previous generation process. Do any of the following:
   - From the Invoice Summary Transactions list:
     - Using the Classic Center, go to Transactions > Customers > Item Detail Statement Record. If you are using the Accounting Center, go to Customers > Accounts Receivable > Item Detail Statement Record. If you are using the Sales Center, go to Customers > Other Transactions > Item Detail Statement.
     - Find the invoice summary record that you want to regenerate and open it by clicking the View link.
   - From an invoice record:
     - On an invoice record, the **Invoice Summary Transaction** field indicates the invoice summary number that you can click to open the invoice summary record.
2. On the invoice summary record, click **Regenerate**.

> ⓘ **Note:** It takes a few seconds (about 5-7 seconds) for the system to complete the regeneration and display the regenerated invoice summary PDF file.

If the invoice summary record contains fewer than 500 transaction lines, the regenerated PDF file is displayed on a new browser tab. If the invoice summary record contains more than 500 transaction lines, it is not displayed. Successfully regenerated PDF files are automatically saved in the File Cabinet. The system sends you an email indicating that regeneration is completed. The email contains a link to the PDF file saved in the File Cabinet. The system also updates the link to the PDF file in the Regenerated Invoice Summary field.

Invoice Summary PDF File Naming

Generated invoice summary PDF files follow a naming convention. The following are examples of file names and the details they indicate:

ORACLE® **NETSUITE**

- 20150510_TokyoSub_15.pdf – The file name of a generated invoice summary PDF consists of the invoice date, subsidiary name, and processing ID, if a subsidiary was specified on the Generate Invoice Summary page.
- 20150510_InvoiceSummary15.pdf – This file name consists of the invoice date and invoice summary generation batch number, if a customer was specified on the Generate Invoice Summary page.
- 20150510_InvoiceSummary12_REGEN – This is the file name of a regenerated invoice summary PDF, consisting of the statement date, invoice summary generation batch number, and the suffix REGEN, which means regenerated. Subsequent regeneration overwrites the content of the file, but the file name does not change.

After generating an invoice summary, you can go to Documents > Files > File Cabinet, and open the Invoice Summaries folder, where the generated PDF file is automatically saved. A link to the PDF file is also included in the email message that NetSuite sends you after successful invoice summary generation. The system also updates the invoice summary record by adding links to open or download its corresponding PDF file.

Invoice Summary Generation Errors

Errors can occur during the generation of the invoice summary record, or during creation of its PDF file.

When the system encounters an error, NetSuite sends an email with error details, to the user who initiated the process.

The email also has instructions to resolve a known error, which may require an Administrator role. Immediately inform your account administrator of any encountered error.

If an error is not fixed, the system will not be able to process subsequent requests to generate an invoice summary for the same subsidiary and closing date. If another user tries to generate an invoice summary using the same subsidiary and closing date filters, that user will encounter an error.

The following table indicates the errors that may occur when generating the invoice summary.

Error Type	Error Message	Solution
Missing Template	The selected Invoice Summary template could not be found.	Choose a different template on the Generate Invoice Summary page and try generating the invoice summary again. If you cannot select another template, or if you cannot use any of the other available templates on the Generate Invoice Summary page, inform your account administrator of the problem. Only users with an Administrator role can upload templates to the File Cabinet. Invoice summary templates must be uploaded to: **Documents > Files > File Cabinet > SuiteBundles > Bundle 82168 > Invoice Summary Templates**.
Missing Payment Terms	The customer does not have any payment terms on the customer record.	Add payment terms to the customer record, and try generating the invoice summary again. ⓘ **Note:** Currently, a limitation in NetSuite makes it possible to delete the customer's payment terms if the customer record is opened in view mode.
Modified Transaction List	A transaction was deleted from the system while creation of the Invoice Summary PDF file is in progress.	Try generating the invoice summary again using the same filters.

ORACLE® **NETSUITE**

Error Type	Error Message	Solution
Unparseable Template	The Invoice Summary template contains elements with malformed character data or markup.	Choose a different template on the Generate Invoice Summary page and try generating the invoice summary again. If you cannot select another template, or if you cannot use any of the other available templates on the Generate Invoice Summary page, inform your account administrator of the problem. To be able to generate an invoice summary, the template must consist of well-formed character data or markup. Only users with an Administrator role can upload templates to the File Cabinet. Invoice summary templates must be uploaded to: **Documents > Files > File Cabinet > SuiteBundles > Bundle 82168 > Invoice Summary Templates**.
Transaction Outside the Accounting Period	The Transaction Date of one or more transactions you selected does not fall within the current Accounting Period.	Set up the Accounting Period to match the Transaction Date or modify the transactions so that they fall within the Accounting Period, and then try generating the invoice summary again.
Undeployed Scheduled Script for Invoice Summary Generation	The Invoice Summary Record Creator script is not deployed.	To fix this error, an administrator must perform the following steps: 1. Go to Customization > Scripting > Script Deployments. 2. Expand the Filters area if the filters are not displayed. 3. In the Status filter, select **Scheduled**. 4. Click the **Edit** link of the Invoice Summary Record Creator script. 5. Check the **Deployed** box. 6. Click **Save**. 7. Go to the Generate Invoice Summary page and generate the invoice summary again using the same filters.
Undeployed Scheduled Script for Invoice Summary Regeneration	The Regenerate Invoice Summary Record script is not deployed.	To fix this error, an administrator must perform the following steps: 1. Go to Customization > Scripting > Script Deployments. 2. Expand the Filters area if the filters are not displayed. 3. In the Status filter, select **Scheduled**. 4. Click the **Edit** link of the Invoice Summary Regeneration SS script. 5. Check the **Deployed** box. 6. Click **Save**. 7. Go to the Generate Invoice Summary page and generate the invoice summary again using the same filters.
Errors Outside the SuiteApp	An unexpected error has occurred: {NSERROR}	Contact NetSuite Support.

Applying a Customer Payment to an Invoice Summary

When accepting a customer payment, select the invoice summary that the payment should be applied to. You can also view the invoice summary numbers associated with the invoices on the payment sublist. However, this Invoice Summary Number column is not displayed by default. Each user must customize the payment sublist to display the Invoice Summary Number column. This setup needs to be done only once. When the column has been set up, it is always displayed when you open a customer payment page.

ORACLE® NETSUITE

To customize the payment sublist to show the Invoice Summary Number column:

1. Go to Transactions > Customers > Accept Customer Payments.
2. On the **Apply** subtab, click **Customize**.
3. On the Customize Sublist page, on the **Additional Columns** subtab, check the **Invoice Summary Number** box.

   The **Invoice Summary Number** column is now displayed every time you open a customer payment page.

To apply a customer payment to an invoice summary:

1. Go to Transactions > Customers > Accept Customer Payments > List.
2. Click the Edit link of the customer that you want to accept payments from, or click **New** to create a new Payment record.
3. Enter values in the required fields.
4. In the **Apply to Invoice Summary** field, select the invoice summary number to which this payment should be applied. Only open invoice summaries that are available in the dropdown list.

   > **ⓘ Note:** NetSuite automatically checks the **Apply** box for invoices that are included in the selected invoice summary number, while disabling Auto Apply. The invoice summary number of those invoices are displayed in the **Invoice Summary Transaction** column.

5. If there are individual invoices that you want to apply this payment to, check the **Apply** box for those invoices.

   > **ⓘ Note:** The marked invoices will not be included in the invoice summary . NetSuite treats them as individual invoices to which the amount on the payment record is also applied.

6. Click **Save**.

In case you need to reconcile any customer payments, you can open the Customer Payment record and view the invoice summary numbers associated with the invoices.

When the invoice summary is generated, the total of customer payments and deposits are included. Total advance payments from customers that are recorded as Customer Deposits are indicated under Payments Received This Period in the invoice summary record, and in a column with the same label in its PDF file.

Customizing the Japanese Invoice Summary XML Template

> **ⓘ Note:** The Japan Localization SuiteApp 2.00.0 supports only invoice summary templates created in FreeMarker syntax.

Using the default templates from NetSuite as a guide, you can create custom templates. Your custom templates should be uploaded in the same folder as the default template in the File Cabinet, to make them available for selection when you generate invoice summaries.

Templates must be uploaded to the Invoice Summary Templates folder inside the Bundle 82168 folder in the File Cabinet. Go to Documents > Files > File Cabinet, and click the Invoice Summary Templates folder located in Bundle 82168 in the SuiteBundles folder. Then, add your template files.

To use your custom template, be sure to select it in the **Default Invoice Summary Template** field of the Subsidiary or Company Information page for Japanese companies. Otherwise, the default template provided by NetSuite will be automatically selected on the Generate Invoice Summary page.

ORACLE® **NET**SUITE

Invoice Summary Template Number Format and Locale

You can use default templates if your parent company is Japan and the number format on the General Preferences setup follows the Japanese Yen currency format. If you want to change the number format, you must create a customized template. You can use these default templates as a basis for creating custom invoice summary templates.

■ In the default_template.xml, the number format is hard coded to currency. You can remove or modify this code.

```
<#setting number_format="currency">
<#setting locale="ja_JP">
```

■ In the default_multicurrency_template.xml, the number format is taken from the formatting preference of the parent company.

Invoice Summary Page Number

You can modify the following code for the page number:

```
<tfoot>
        <tr>
            <td>
                <table width="182mm">
                    <tr>
                        <td width="150mm" align="right">Page Number</td>
                        <td width="15mm" align="right" style="margin-left: 0pt; margin-right: 0pt;
 margin-top: 0pt; margin-bottom: 0pt;">
                            <pagenumber />
                        </td>
                        <td width="17mm" align="left" style="margin-left: 0pt; margin-right: 0pt;
margin-top: 0pt; margin-bottom: 0pt;">
                            /
                            <pagenumber idref="${ids.id}" />
                        </td>
                    </tr>
                </table>
            </td>
        </tr>
</tfoot>
```

Invoice Summary Template Header Fields and Placeholders

Invoice Summary Field	XML Template Placeholders	Notes
Document Title	{ids.label.doc_title}	This is a label. It can be changed or hardcoded.
Company Address	${companyInformation.mainaddress_text}	This data is sourced from the Company Information page.
Company Name	${companyInformation.companyname}	This data is sourced from the Company Information page.

Invoice Summary Field	XML Template Placeholders	Notes
Customer's Name	${customer.companyname}	This data is sourced from the customer record.
Customer's Default Address	${customer.defaultaddress}	This data is sourced from the customer record.
Invoice Number	${ids.tranid}	This data is sourced from the invoice summary record.
Invoice Date	${ids.trandate}	This data is sourced from the Statement Date field in the invoice summary record.
Start Date	${ids.custbody_suitel10n_jp_ids_start_date}	This data is sourced from the invoice summary record. This refers to the start date of the Billing Period.
Closing Date	${ids.custbody_suitel10n_jp_ids_cd}	This data is sourced from the Period End Date field in the invoice summary record. This refers to the end date of the Billing Period.
Payment Due Date	${dueDateGroup}	This data is the actual due dates in transactions.
Net Invoice This Period	${amountSum}	This data is sourced from the transactions per due date.

> **Note:** To add or indicate bank account details in the invoice summary, you can either hardcode the bank account field in template, or source it from a custom record or field either in a customer or subsidiary record. But do not directly use the bank account information in the invoice record.

Summary Table Fields and Placeholders

Invoice Summary Field	XML Template Placeholders	Notes
Balance from Previous Billing Label	{ids.label.prev_balance}	This is a label. It can be changed or hardcoded.
Payment Received this Period Label	{ids.label.payment}	This is a label. It can be changed or hardcoded.
Balance Carried Forward Label	{ids.label.balance_forward}	This is a label. It can be changed or hardcoded.
Total Sales this Period Label	{ids.label.total_sales}	This is a label. It can be changed or hardcoded.
Total Credits this Period Label	ids.label.total_credits	This is a label. It can be changed or hardcoded.
Total Consumption Tax Label	{ids.label.total_tax}	This is a label. It can be changed or hardcoded.
Net Invoice this Period Label	{ids.label.total}	This is a label. It can be changed or hardcoded.
Total Amount Due Label	{ids.label.total_amount_due}	This is a label. It can be changed or hardcoded.

ORACLE® **NET**SUITE

Invoice Summary Field	XML Template Placeholders	Notes
Balance from Previous Billing Amount	${ids.custbody_suitel10n_jp_ids_total_prev_p}	This data is sourced from the invoice summary transaction record.
Payment Received this Period Amount	${ids.custbody_suitel10n_jp_ids_prd_payment}	This data is sourced from the invoice summary transaction record.
Balance Carried Forward Amount	${ids.custbody_suitel10n_jp_ids_balance_fwd}	This data is sourced from the invoice summary transaction record.
Total Sales this Period Amount	${ids.custbody_suitel10n_jp_ids_total_sales}	This data is sourced from the invoice summary transaction record.
Total Credits this Period Amount	${ids.custbody_suitel10n_jp_ids_total_return}	This data is sourced from the invoice summary transaction record.
Total Consumption Tax Amount	${ids.custbody_suitel10n_jp_ids_total_tax}	This data is sourced from the invoice summary transaction record.
Net Invoice this Period Amount	${ids.custbody_suitel10n_jp_ids_net_invoice}	This data is sourced from the invoice summary transaction record.
Total Amount	${ids.custbody_suitel10n_jp_ids_net_total}	This data is sourced from the invoice summary transaction record.

Transaction Details Table Fields and Placeholders

Invoice Summary Field	XML Template Placeholders	Notes
Transaction Date Label	{ids.label.tran_date}	This is a label. It can be changed or hardcoded.
Transaction Number Label	{ids.label.tran_no}	This is a label. It can be changed or hardcoded.
Item Code Label	{ids.label.item_code}	This is a label. It can be changed or hardcoded.
Item Quantity Label	{ids.label.item_quantity}	This is a label. It can be changed or hardcoded.
Currency Label	{ids.label.currency}	This is a label. It can be changed or hardcoded.
Exchange Rate Label	{ids.label.exchange_rate}	This is a label. It can be changed or hardcoded.

ORACLE® NETSUITE

Invoice Summary Field	XML Template Placeholders	Notes
Foreign Amount Label	{ids.label.foreign_amount}	This is a label. It can be changed or hardcoded.
Item Price Label	{ids.label.item_price}	This is a label. It can be changed or hardcoded.
Tax Label	{ids.label.line_tax}	This is a label. It can be changed or hardcoded.
Amount Label	{ids.label.line_amount}	This is a label. It can be changed or hardcoded.
Due Date Label	{ids.label.line_due_date}	This is a label. It can be changed or hardcoded.
Transaction Date Value	${transaction.trandate}	This data is sourced from the transaction record.
Transaction Number Value	${transaction.tranid}	This data is sourced from the transaction record.
Item Code Value	${transaction.item}	This data is sourced from the transaction record.
Item Quantity Value	${transaction.quantity}	This data is sourced from the transaction record.
Currency Value	${transaction.currency}	This data is sourced from the transaction record.
Exchange Rate Value	${transaction.exchangerate}	This data is sourced from the transaction record.
Foreign Value	${transaction.fxamount}	This data is sourced from the transaction record.
Item Price Value	${transaction.rate}	This data is sourced from the transaction record.
Item Tax Value	${transaction.taxamount}	This data is sourced from the transaction record.
Item Amount	${transaction.formulacurrency}	This data is sourced from the transaction record.
Due Date	For invoices: ${transaction.duedate} For credit memos: ${transaction.custbody_jp_invoice_summary_due_date}	This data is sourced from the transaction record.

ORACLE® NETSUITE

> ℹ **Note:** In addition to the fields in the previous table, the field PO#, ${transaction.otherrefnum}, in invoice and credit memo records can also be used in the invoice summary template. Aside from these, other fields in transaction records cannot be added yet.

Example of an Invoice Summary PDF File

Using Japan-Specific Reports

The following reports are available for Japan:

Report	Available in
Japanese Balance Sheet Report	Japan edition accounts OneWorld accounts with a Japanese subsidiary
Japanese Cash Flow Statement Report	Japan edition accounts OneWorld accounts with a Japanese subsidiary

ORACLE® **NET**SUITE

Report	Available in
Japanese Equity Change Report	Japan edition accounts OneWorld accounts with a Japanese subsidiary
Japanese Financial Report Package	Japan edition accounts OneWorld accounts with a Japanese subsidiary
Japanese Income Statement Report	Japan edition accounts OneWorld accounts with a Japanese subsidiary
Japan Tax Report ⓘ **Note:** The Japanese tax form provided by NetSuite includes only the section of the consumption tax report that shows the tax amounts.	Japan edition accounts OneWorld accounts with a Japanese subsidiary
Purchase Tax by Tax Category Report ⓘ **Note:** This report is provided by the Japan Localization SuiteApp.	Japan edition accounts OneWorld accounts with the Japan Localization SuiteApp
Deductible Tax & Taxable Sales Ratio Calculation Form ⓘ **Note:** This report is provided by the Japan Localization SuiteApp.	Japan edition accounts, and in OneWorld accounts with the Japan Localization SuiteApp
Invoice Summary Collection Calendar Report ⓘ **Note:** This report is provided by the Japan Localization SuiteApp.	Japan edition accounts OneWorld accounts with the Japan Localization SuiteApp

Japanese Balance Sheet Report

The Japanese Balance Sheet Report shows a summary of assets, liabilities, and equity as of a particular month, quarter, or year. The report is shown in the Japanese layout if you select Balance Form in the Default Chart Type field. If you select Report Form in the Default Chart Type field, the report is displayed using the NetSuite standard report layout.

To see the Japanese Balance Sheet:

1. Go to Reports > Financial > Japanese Balance Sheet. The parent company's latest balance sheet is displayed in the Balance Form format by default. You can change any of the filters.

2. In the **As Of** field, specify the as of date for the report. You can select a month, quarter, or year.

3. In the **Default Chart Type** field, select the format of the report.
   - Balance Form – To display the report using the Japanese layout
   - Report Form – To display the report using the NetSuite standard report layout

4. (For OneWorld accounts) In the **Subsidiary Context** field, select a subsidiary. Only Japanese subsidiaries are available in the dropdown list.

5. If you change the filters to view a report for a different period or subsidiary, be sure to click **Refresh** to display the new values.

ORACLE **NETSUITE**

6. To print the report from your browser, click **Print**.

7. To save a PDF file of the report on your computer, click **Export - PDF**. The system does not save the PDF file in the NetSuite file cabinet automatically.

8. To make changes to the report's definition, click **Customize**. For more information, see the help topic Working with Report Results.

Japanese Balance Sheet Report (Balance Form Format) Example

Japanese Balance Sheet

Assets Section		Liabilities Section	
【Current Assets】	**97,015,361**	**【Current Liabilities】**	**65,595,467**
【Bank】	**18,672,995**	**【Accounts Payable】**	**34,904,627**
1005 - Japan Credit Card Account	18,672,995	2000 - Accounts Payable	34,904,627
【Accounts Receivable】	**36,076,607**	**【Other Current Liability】**	**30,690,841**
1120 - 受取手形	650,000	2005 - Accrued Expenses	26,195,247
Accounts Receivable	35,426,607	Inventory Received Not Billed	10,000
【Other Current Asset】	**42,265,759**	借受消費税	4,485,594
1090 - Undeposited Funds	37,058,217	**Total Liabilities**	**65,595,467**
Inventory Asset	3,616,456	Equity Section	
仮払消費税	1,581,087	**【Capital and Reserves】**	**25,849,894**
Inventory Returned Not Credited	10,000	**【Capital and Reserves】**	**3,119**
【Fixed Assets】	**△5,570,000**	3200 - Opening Balance	3,119
1410 - Furniture & Fixtures	480,000	Retained Earnings	24,237,635
1560 - A/D Furniture & Fixtures	△6,050,000	Net Income	1,609,140
Total Assets	**91,445,361**	**Total Equity**	**25,849,894**
		Total Liabilities and Equity	**91,445,361**

AS OF Adjust 2014 (12/31 - 12/31) ▼   DEFAULT CHART TYPE Balance Form ▼   SUBSIDIARY CONTEXT Japan ▼

Japanese Cash Flow Statement Report

The Japanese Cash Flow Statement Report shows activities that affect a company's cash balance during a selected time period. The report is presented in the Japanese layout and includes the following information:

- Operating activities
- Investing activities
- Financing Activities
- Net Change in Cash for Period
- Cash at Beginning of Period
- Cash at End of Period

For more information about the details included in the report, see the help topic Cash Flow Statement Report.

To see the Japanese Cash Flow Statement:

1. Go to Reports > Financial > Japanese Cash Flow Statement. The parent company's cash flow statement for the current period is displayed by default. You can edit the filters to select a different period or subsidiary.

2. In the **Period** field, select the reporting period. When you make a selection from the Period dropdown list, the corresponding values in the **From** and **To** fields are displayed automatically.

ORACLE® **NETSUITE**

You can also choose custom in the **Period** field and enter dates in the **From** and **To** fields manually.

3. (For OneWorld accounts) In the **Subsidiary Context** field, select the company that you want to create a report for. Only Japanese subsidiaries are available in the dropdown list.

4. After you change the filters, click **Refresh** to display correct values.

5. To print the report from your browser, click **Print**.

6. To save a PDF file of the report on your computer, click **Export - PDF**. The system does not save the PDF file in the NetSuite file cabinet automatically.

> **ⓘ Note:** The Japanese Cash Flow Statement report is not fully customizable. If you want to create a customized Japanese Cash Flow Statement report, go to the standard Cash Flow Statement report (Reports > Financial > Cash Flow Statement) and click Customize. For more information about customizing reports, see the help topic Working with Report Results.

Japanese Cash Flow Statement Report Example

Japanese Cash Flow Statement

Account	Amount
Operating Activities	
Net Income	1,299,140
Adjustments to Profit/(Loss)	
Accounts Receivable	△1,315,439
Inventory Asset	759
Sales Tax Payable	84,335
Other Current Liabilities	237,700
Total Adjustments to Profit/(Loss)	△992,645
Total Operating Activities	306,495
Net Change in Cash for Period	306,495
Cash at Beginning of Period	55,424,717
Cash at End of Period	55,731,212

PERIOD	FROM	TO	SUBSIDIARY CONTEXT
Last Fiscal Year	Jan 2014	Adjust 2014 (12/31 - 12/31)	Japan

Japanese Equity Change Report

The Japanese Equity Change Report is used by Japanese companies to inform the government about any change in equity during a specified fiscal year.

The report follows a prescribed format and is submitted to the government as a PDF file. When you generate the report, NetSuite automatically calculates the amounts from the equity section of your chart of accounts. You can edit the generated PDF to edit or enter information required.

To generate a Japanese Equity Change report:

1. Go to Reports > Financial > Japanese Equity Change Report.

2. The PDF file is generated automatically and saved on your computer. The system does not save the PDF file in the NetSuite file cabinet.

3. Open the PDF file.

4. Enter or edit content.

5. Save your changes.

ORACLE® **NET**SUITE

Japanese Equity Change Report Example

STATEMENT OF CHANGES IN SHAREHOLDERS

Company Name: Nelson Holdings Inc.   Period:

	Retained Earnings	Cumulative Translation Adjustment	Total Equity
Balance at the end of last fiscal year			0
Changes during this fiscal year			
New stocks issued	5000000		5000000
Appropriation of retained earnings			0
Net income for the year			0
Companys own stocks sold			0
Other changes			0
Total of changes during this fiscal year	5000000	0	5000000
Balance at the end of this fiscal year	5000000	0	5000000

Japanese Financial Report Package

The Japanese Financial Report Package provides the capability to generate a financial report package that includes the Japanese Balance Sheet, Japanese Income Statement, and Japanese Cash Flow Statement. This combination of reports is submitted to the tax office as part of an audit report, which includes the names of the auditors.

To generate the Japanese Financial Report Package:

1. Go to Reports > Financial > Japanese Financial Report Package Reports > Financial > Japanese Financial Report Package.

2. (For OneWorld accounts) In the **Subsidiary** field, select the Japanese subsidiary that you are creating a report for. Only Japanese subsidiaries are available in the dropdown list.

3. On the **Title Page** subtab, edit the fields as necessary. Values in some of the fields are displayed automatically according to the subsidiary that you selected. When you print the report, the information on this subtab appears on the front page of the PDF.

   a. **Page Title** – Enter text to display on the title page of the report.

   b. **Company Name** – This field shows the name of the subsidiary you selected. This field is editable.

   c. **Accounting Term** – Select the accounting term for this report. See examples in the following description for the **Period** field.

   d. **Period** – Select a period for this report. **From** and **To** fields are automatically populated according to the period you selected.

      - **From** – If you edit this field, the **Period** field changes to (Custom).

      - **To** – If you edit this field, the **Period** field changes to (Custom).

ORACLE® **NET**SUITE

Examples of Accounting Term and Period:

The following example shows the Accounting Term values corresponding to the fiscal year of ABC Company, which started operations in 2009.

Fiscal Year	Accounting Term
2009 (The company's first year)	1 (The company's first year)
2010	2
2011	3
2012	4
2013	5
2014 (Last Fiscal Year)	6
2015 (This Fiscal Year)	7

The following table shows how the **Accounting Term** and **Period** fields should be filled for the ABC Company example:

If you want to run a report for the current year, select **This Fiscal Year** in the **Period** field. **From** and **To** fields are automatically filled.	In the **Accounting Term** field, select **7** to indicate that the period selected is the company's 7th year.
If you want to run a report for the previous fiscal year, select **Last Fiscal Year** in the **Period** field. **From** and **To** fields are automatically filled.	In the **Accounting Term** field, select **6** to indicate that the period selected is the company's 6th year.

 e. **Show Address** – Check this box to show the company's address on the front page. If the **Show Address** box is checked, the address fields on this form are editable.

 f. **State/Province/County** – This field shows the name of the subsidiary you selected. This field is editable if the **Show Address** box is checked.

 g. **City** – This field shows the name of the subsidiary you selected. This field is editable if the **Show Address** box is checked.

 h. **Address1** – This field shows the first part of the address of the subsidiary you selected. This field is editable if the **Show Address** box is checked.

 i. **Address2** – This field shows the second part of the address of the subsidiary you selected. This field is editable if the **Show Address** box is checked.

 j. **Show Phone Number** – Check this box to show the company's address on the front page. If the **Show Address box** is checked, the **Phone Number** field is editable.

 k. **Phone Number** – This field shows the phone number of the subsidiary you selected. This field is editable if the **Show Phone Number** box is checked.

4. On the **Financial Reports** subtab:

 a. Check the box of the report that you want to include.

 b. If the **Balance Sheet** box is checked, select a format in the **Default Chart Type** field.

  ▪ **Balance Form** – To display the report using the Japanese layout

  ▪ **Report Form** – To display the report using the NetSuite standard report layout

5. On the **Auditors** subtab, enter the name and title of the auditors. When you print the Japanese Financial Report package, this information appears on the last page of the PDF.

6. On the **Board Members** subtab, enter the name and title of the board members. When you print the Japanese Financial Report package, this information appears on the last page of the PDF.

ORACLE® **NETSUITE**

7. Click **Save & Print** to generate a PDF file. This file is automatically downloaded to your computer. The system does not save it in the NetSuite file cabinet.

   If you want to print later, click **Save**. The user interface retains whatever information has been entered in the fields.

Japanese Income Statement Report

The Japanese Income Statement Report shows a company's income, expenses, and net income for a specific period. The report is presented in the Japanese layout.

To see the Japanese Income Statement:

1. Go to Reports > Financial > Japanese Income Statement.

2. In the **Period** field, select the reporting period. When you make a selection from the Period dropdown list, the corresponding values in the **From** and **To** fields are displayed automatically. You can also select **(Custom)** in the **Period** field, and enter dates in the **From** and **To** fields manually.

3. (For OneWorld accounts) In the **Subsidiary Context** field, select the company that you want to create a report for. Only Japanese subsidiaries are available in the dropdown list.

4. To print the report from your browser, click **Print**.

5. To save a PDF file of the report on your computer, click **Export - PDF**. The system does not save the PDF file in the NetSuite file cabinet automatically.

6. If you change the filters to view a report for a different period or subsidiary, be sure to click **Refresh** to display the new values.

7. To customize the report, click **Customize**. For more information about customizing reports, see the help topic Working with Report Results.

Japanese Income Statement Report Example

Japanese Income Statement		
Account	**Amount**	
[Sales]		
4000 - Revenue	1,627,999	
Total Sales		1,627,999
[Purchases]		
Cost of Goods Sold	759	
Total Purchases		759
Gross Profit		*1,627,240*
[Overheads]		
6017 - Travel Expenses	18,100	
[6400 - Salaries & Wages]		
6402 - Salary	310,000	
Total 6400 - Salaries & Wages		310,000
Total Overheads		328,100
Operating Profit		*1,299,140*
Net Profit/(Loss)		*1,299,140*

PERIOD	FROM	TO	SUBSIDIARY CONTEXT
Last Fiscal Year	Jan 2014	Adjust 2014 (12/31 - 12/31)	Japan

ORACLE® **NETSUITE**

Invoice Summary Collection Calendar Report

> **Note:** The Invoice Summary Collection Calendar Report is a saved search that is available in Japan edition accounts, and in accounts with the Japan Localization SuiteApp installed.

The Invoice Summary Collection Calendar Report shows how much funds the company can receive from customers based on all the invoice summaries in a billing period. This information helps companies determine whether sufficient funds will become available for the company's vendor payments.

The report displays the following columns:

- ID – This is the Customer ID.
- Customer Name
- Closing Date
- Payment Due Date
- Invoice Summary Number
- Invoice Summary Amount

You cannot edit the original saved search definitions. However, you can edit the search criteria, or add, remove and rename columns, and then click **Save As** to save the search with a different name.

By default, the following roles have access to the Invoice Summary Collection Calendar report:

- Accountant
- Accountant (Reviewed)
- Bookkeeper
- CFO
- Administrator
- Full Access

To see the Invoice Summary Collection Calendar Report:

1. Go to Reports > Saved Searches > Invoice Summary Collection Calendar Report.
2. In the **Payment Due Date** field, select a payment due date. The default value is **This month**.

   From and **To** fields are automatically populated when you select a payment due date.
3. In the **Style** field, select the layout that you want to use for the report.
4. To save the report, you can export it to a .csv, .pdf, or .xls file.

   You can also print or email the report.

Using Tegatas

The NetSuite Japan edition provides Japanese companies with the capability to make payments to vendors (payable tegata) and receive payments (receivable tegata) from customers using tegatas, which are a traditional form of payment in Japan.

Using tegatas, a Japanese company can:

- Receive tegatas as payments from customers (receivable tegata)
- Collect funds and deposit the funds into bank accounts

ORACLE **NET**SUITE

- Issue tegatas to pay vendors (payable tegata)

> **Note:** In a OneWorld account, if the selected vendor is shared with multiple secondary subsidiaries, you can change the default primary subsidiary to any of the secondary subsidiaries assigned to this vendor.

- Endorse receivable tegatas to a third party to make payments

Tegatas are very similar to promissory notes. Tegatas usually have a maturity date that is several weeks or possibly months in the future. On the maturity date, the full amount of the tegata becomes collectable. Businesses that need cash often discount receivables tegatas at their banks to receive cash before the maturity date on the tegatas. In this case, the amount the company receives would be the face value of the tegata, minus the bank's fee.

> **Note:** When payable tegatas are paid or receivable tegatas are received, a journal entry is posted to offset the amount accrued. The journal entry is also dated at the time the transaction was made and posted in the ledger.

Japan Payment Formats

> **Important:** Electronic Bank Payments SuiteApp is not compatible with the SuiteTax feature. If the SuiteTax feature is enabled in your NetSuite account, please do not install this SuiteApp.

The Electronic Bank Payments SuiteApp enables businesses to pay vendor bills and employee expenses within Japan by generating payment files formatted using the Zengin payment file specifications of the Zengin Payment Clearing Network of banks.

To set up the Electronic Bank Payments SuiteApp for your company, subsidiaries, vendors, employees, customers, and partners in Japan, read the following topics:

- Setting Up Company Bank Records in Japan
- Setting Up Bank Records of Vendors in Japan
- Setting Up Bank Records of Employees in Japan
- Setting Up Bank Records of Customers in Japan
- Setting Up Bank Records of Partners in Japan

Setting Up Company Bank Records in Japan

> **Important:** Electronic Bank Payments SuiteApp is not compatible with the SuiteTax feature. If the SuiteTax feature is enabled in your NetSuite account, please do not install this SuiteApp.

Set up the bank account records of your company or its subsidiaries that you will be using to send electronic bank payments.

To set up company bank details in Japan:

1. Go to Payments > Setup > Bank Details > New
2. Complete the fields on the New Company Bank Details page:

Field	Description
Name	Enter a name for the bank record.

Field	Description
GL Bank Account	Select the GL account where the processed electronic bank payment transactions will be posted.
	Note: The **Subsidiary** and **Currency** fields are automatically populated when a GL Bank Account is selected. Subsidiaries are only available in NetSuite OneWorld. If a GL bank account is not available in the dropdown list, go to Setup > Accounting > Manage G/L > Chart of Accounts > New to create one. For more information, see the help topic Creating Accounts.
Legal Name	Enter your company's legal name. This will be used in the electronic bank payment files.
Print Company Name	Enter the company name that should appear on email notifications of payment transactions sent to vendors, employees, and customers.
Marked by Default	Check this box if you want the payment transactions for this bank account automatically checked when they are displayed in the Bill Payment Batches list and the Bill Payments form.
EFT Template	Select **Zengin**. Zengin is the standard payment file format used by Japanese banks for electronic fund transfers.
File Cabinet Location	Select the folder that you created for storing payment format files. For more information, see the help topic Creating Folders in the NetSuite File Cabinet.
File Name Prefix	(Optional) Enter a prefix for the file number sequence. The prefix is attached to the beginning of each file number whenever this bank is used in creating a payment file.

3. Click **Save**.

4. Complete the additional bank detail fields.

Field	Description
Department	Select the department for payments made under this bank account.
Class	Select the class for payments made under this bank account.
Location	Select the location for payments made under this bank account.

Note: For each category, you can set up to 50,000 classes, departments or locations. Setting up more than 50,000 for each category may slow down the loading of the dropdown list of categories.

5. Complete the fields on the **EFT Template Details** subtab.

Bank Number	Enter the number that identifies the bank in the Japanese banking industry.
Branch Number	Enter the number that identifies the bank branch where your account is maintained.
Account Number	Enter your company's bank account number.
EFT ID	Enter your company's EFT requester ID. This number is assigned by the bank.
Bank Name	Enter the name of your company's bank.
Branch Name	Enter the name of the bank branch where your company's account is maintained.
Process Bills Automatically	Check this box if you want to process payment transactions for this bank account in batches. For more information, see the help topic Processing Bills

ORACLE® **NET**SUITE

	and Expenses in Batches. Leave this box clear if you want to process payment transactions for this bank manually. For more information see, Manually Processing Bills and Expenses.
Accounts Payable	Select the accounts payable register where the payments will be posted.
Hide Transactions	Check this box if you want to hide the transaction lines on the Bill Payment Batches form when processing payments in batches. For more information, see the help topic Processing Bills and Expenses. ⓘ **Note:** This feature is available if **Process Bills Automatically** is enabled or **Marked by Default** is enabled.

6. If you want to create multiple payment batches for this bank account, complete the fields on the **Batch Details** subtab.

Field	Description
Batch Details Name	Enter a name for the payment batch.
Saved Search	Select the search criteria to group the bills and expenses that will be included in the payment batch.
Payment Schedule	Select a payment schedule for when the payment batches should be automatically created and submitted for processing. To set up payment schedules, see the help topic Setting Schedules for Payment Batches. You can leave this field blank and choose to manually trigger the system to create payment batches by clicking **Refresh Batch**.
Inactive	Check this box if you want to make a payment batch inactive. When you mark a record as inactive, it is not displayed in lists and dropdown fields. However, the record remains in the system for future reference. ⓘ **Note:** If you check the **Inactive** box for the main batch, bills that do not meet search criteria will not be included in the payment batch.
Email Recipient	Select the employee to whom a notification should be sent whenever payment batches are created per schedule.

7. Click **Add** to save the payment batch. You can create more payment batches for the bank account.

8. Click **Save** to save the company bank details.

If you want to set up approval routing for this bank account, see the help topic Setting Up Approval Routing for Payment Batches.

Setting Up Bank Records of Vendors in Japan

⚠ **Important:** Electronic Bank Payments SuiteApp is not compatible with the SuiteTax feature. If the SuiteTax feature is enabled in your NetSuite account, please do not install this SuiteApp.

Set up the bank account records of each vendor to whom you will send electronic bank payments. You can set up multiple bank accounts for each vendor.

To set up vendor bank details in Japan:

1. Go to Lists > Relationships > Vendors.

For information on adding a vendor, see the help topic Adding a Vendor Record.

2. Click the Edit link next to the name of the vendor.

3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.

4. Click **New Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
Payment File Format	Select **Zengin**. Zengin is the standard payment file format used by Japanese banks for electronic fund transfers.
Type	Select whether the bank account is the vendor's primary or secondary bank account.
Bank Number	Enter the number that identifies the vendor's bank.
Branch Number	Enter the number that identifies the vendor's bank branch.
Bank Account Number	Enter the vendor's bank account number.
Bank Account Name	Enter the vendor's bank account name.
Bank Name	Enter the name of the vendor's bank.
Branch Name	Enter the name of the bank branch where the vendor's account is maintained.
Account Type	Select whether the vendor's bank account is an ordinary or checking account.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see the help topic Importing Electronic Bank Payments Data.

Setting Up Bank Records of Employees in Japan

⚠️ **Important:** Electronic Bank Payments SuiteApp is not compatible with the SuiteTax feature. If the SuiteTax feature is enabled in your NetSuite account, please do not install this SuiteApp.

Set up the bank account details of each employee to whom you will send electronic bank payments. You can set up multiple bank accounts for each employee.

To set up employee bank details in Japan:

1. Go to Lists > Employees > Employees.

   To create a new employee record, see the help topic Adding an Employee.

2. Click the Edit link next to the name of the employee.

3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.

4. Click **New Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
Payment File Format	Select **Zengin**.

Field	Description
Type	Select whether the bank account is the employee's primary or secondary bank account.
Bank Number	Enter the 4-digit number that identifies the employee's bank.
Branch Number	Enter the 3-digit number that identifies the branch where the employee's account is maintained.
Bank Account Number	Enter the employee's bank account number. This number must not exceed seven characters.
Bank Account Name	Enter the employee's bank account name.
Bank Name	Enter the name of the employee's bank.
Branch Name	Enter the name of the bank branch where the employee's account is maintained.
Account Type	Select whether the employee's bank account is an ordinary or checking account.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see the help topic Importing Electronic Bank Payments Data.

Setting Up Bank Records of Customers in Japan

⚠️ **Important:** Electronic Bank Payments SuiteApp is not compatible with the SuiteTax feature. If the SuiteTax feature is enabled in your NetSuite account, please do not install this SuiteApp.

Set up the bank account details of each customer to whom you will send customer refunds. You can set up several bank accounts for each customer.

To set up bank details of a customer for refund transactions:

1. Go to Lists > Relationships > Customers.

   For information on creating a customer record, see the help topic Customers.

2. Click Edit next to the name of the customer to whom you want to send refund payments.

3. On the **Bank Payment Details (Credit)** subtab, check the **EFT Customer Refund Payment** box, and click **Save**.

4. Click **New Entity Bank Details**.

5. Complete the fields on the New Entity Bank Details page:

Field	Description
Payment File Format	Select **Zengin**.
Type	Select whether the bank account is the customer's primary or secondary bank account.
Bank Account Number	Enter the customer's bank account number. This number must not exceed seven characters.
Bank Account Name	Enter the customer's bank account name.

ORACLE® **NET**SUITE

Field	Description
Bank Number	Enter the 4-digit number that identifies the customer's bank.
Bank Name	Enter the name of the customer's bank.
Branch Number	Enter the 3-digit number that identifies the bank branch where the customer's account is maintained.
Branch Name	Enter the name of the branch.
Account Type	Select whether the customer's bank account is an ordinary or checking account.

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see the help topic Importing Electronic Bank Payments Data.

Setting Up Bank Records of Partners in Japan

> ⚠️ **Important:** Electronic Bank Payments SuiteApp is not compatible with the SuiteTax feature. If the SuiteTax feature is enabled in your NetSuite account, please do not install this SuiteApp.

Set up the bank account records of each partner to whom you will send electronic bank payments. You can set up multiple bank accounts for each partner.

To set up partner bank details in Japan:

1. Go to Lists > Relationships > Partners.

   For information on adding a partner, see the help topic Creating a Partner Record.
2. Click the Edit link next to the name of the partner.
3. On the **Bank Payment Details** subtab, check the **EFT Bill Payment** box, and click **Save**.
4. Click **New Entity Bank Details**.
5. Complete the fields on the New Entity Bank Details page:

Field	Description
Payment File Format	Select **Zengin**. Zengin is the standard payment file format used by Japanese banks for electronic fund transfers.
Type	Select whether the bank account is the partner's primary or secondary bank account.
Bank Number	Enter the number that identifies the partner's bank.
Branch Number	Enter the number that identifies the partner's bank branch.
Bank Account Number	Enter the partner's bank account number.
Bank Account Name	Enter the partner's bank account name.
Bank Name	Enter the name of the partner's bank.
Branch Name	Enter the name of the bank branch where the partner's account is maintained.
Account Type	Select whether the partner's bank account is an ordinary or checking account.

ORACLE® **NET**SUITE

6. Click **Save**.

You can also set up bank records of vendors, employees, customers and partners by importing entity bank details in CSV format into NetSuite using the Import Assistant. For more information, see the help topic Importing Electronic Bank Payments Data.