JD Edwards EnterpriseOne Applications

Localizations for the United Kingdom and Ireland
Implementation Guide

Release 9.2

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Describes the country-specific setup and functionality for the
United Kingdom and Ireland.

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Preface

Welcome to the JD Edwards EnterpriseOne Applications Localizations for the United Kingdom and Ireland Implementation Guide.

Audience

This guide is intended for implementers and end users of the JD Edwards EnterpriseOne systems for the United Kingdom and Ireland localizations.

JD Edwards EnterpriseOne Products

This implementation guide refers to the following JD Edwards EnterpriseOne products from Oracle:

- JD Edwards EnterpriseOne Accounts Payable.

- JD Edwards EnterpriseOne Accounts Receivable.

- JD Edwards EnterpriseOne Address Book.

- JD Edwards EnterpriseOne General Accounting.

- JD Edwards EnterpriseOne Inventory Management

- JD Edwards EnterpriseOne Procurement.

- JD Edwards EnterpriseOne Sales Order Management.

JD Edwards EnterpriseOne Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide.*

Customers must conform to the supported platforms for the release as detailed in the JD Edwards EnterpriseOne minimum technical requirements. See document 745831.1 (JD Edwards EnterpriseOne Minimum Technical Requirements Reference) on My Oracle Support:

https://support.oracle.com/epmos/faces/DocumentDisplay?id=745831.1

> **See Also:**
>
> - "Getting Started with JD Edwards EnterpriseOne Financial Management Application Fundamentals" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.

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Related Information

For additional information about JD Edwards EnterpriseOne applications, features, content, and training, visit the JD Edwards EnterpriseOne pages on the JD Edwards Resource Library located at:

http://learnjde.com

Conventions

The following text conventions are used in this document:

Convention	Meaning
Bold	Indicates field values.
Italics	Indicates emphasis and JD Edwards EnterpriseOne or other book-length publication titles.
Monospace	Indicates a JD Edwards EnterpriseOne program, other code example, or URL.

1

Introduction to JD Edwards EnterpriseOne Localizations for the UK and Ireland

This chapter contains the following topics:

- Section 1.1, "JD Edwards EnterpriseOne Localizations for the United Kingdom and Ireland Overview"
- Section 1.2, "JD Edwards EnterpriseOne Localizations for the United Kingdom and Ireland Implementation"
- Section 1.3, "Understanding Translation Considerations for Multilingual Environments"
- Section 1.4, "Understanding Translation Routines"
- Section 1.5, "Setting Up User Display Preferences"

1.1 JD Edwards EnterpriseOne Localizations for the United Kingdom and Ireland Overview

This guide includes information about setting up and using the country-specific software for the United Kingdom and Ireland.

Before you can use county-specific software in the JD Edwards EnterpriseOne system you must enable access to the country-specific forms and processing. The setup to enable country-specific functionality is described in this introduction chapter.

In addition to the setup described in this guide, you must set up the base software for the particular process you implement. For example, you must follow the steps to set up the base software JD Edwards EnterpriseOne Accounts Payable system in addition to performing the setup for any country-specific functionality for the JD Edwards EnterpriseOne Accounts Payable system.

1.2 JD Edwards EnterpriseOne Localizations for the United Kingdom and Ireland Implementation

In the planning phase of your implementation, take advantage of all JD Edwards EnterpriseOne sources of information, including the installation guides and troubleshooting information.

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne systems, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time

required to search and download ESUs by 75 percent or more and enables you to install multiple ESUs at one time.

See `https://updatecenter.oracle.com/res/deploy/GA/ChangeAssistant.jnlp`.

1.3 Understanding Translation Considerations for Multilingual Environments

The system can display menus, forms, and reports in different languages. All software is shipped with the base language of English. You can install other languages as needed. For example, if you have multiple languages installed in one environment to enable different users to display different languages, each user can work in the preferred language by setting up user preferences accordingly.

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

This table illustrates common software elements that you might want to translate if you use the software in a multinational environment:

Common Software Elements	Translation Considerations
Business unit descriptions	You can translate the descriptions of the business units that you set up for the system.
	The system stores translation information for business units in the Business Unit Alternate Description Master table (F0006D).
	Print the Business Unit Translation report (R00067) to review the description translations in the base language and one or all of the additional languages that the business uses.
Account descriptions	You can translate the descriptions of the accounts into languages other than the base language.
	After you translate the chart of accounts, you can print the Account Translation report. You can set a processing option to show account descriptions in both the base language and one or all of the additional languages that the business uses.
Automatic accounting instruction (AAI) descriptions	You can translate the descriptions of the AAIs that you set up for the system.
UDC descriptions	You can translate the descriptions of the UDCs that you set up for the system.

Common Software Elements	Translation Considerations
Delinquency notice text	Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information form determines the language in which the delinquency notice and the text on the notice should appear when you use final mode. (In proof mode, the statements print in the language preference that is assigned to the client in the JD Edwards EnterpriseOne Address Book system.)
	The base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you add to the bottom of the notice. To do this translation, follow the instructions for setting up text for delinquency notices, and verify that you have completed the Language field on the Letter Text Identification form.

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

1.4 Understanding Translation Routines

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

The system provides these translation routines:

- X00500 - English.
- X00500BR - Brazilian Portuguese.
- X00500C - Including cents.
- X00500CH - Chinese.
- X00500D - German (mark).
- X00500ED - German (euro).
- X00500FR - French (franc).
- X00500EF - French (euro).
- X00500I - Italian (lira).
- X00500EI - Italian (euro).
- X00500S1 - Spanish (female).
- X00500S2 - Spanish (male).
- X00500S3 - Spanish (female, no decimal).
- X00500S4 - Spanish (male, no decimal).

- X00500S5 - Spanish (euro).

- X00500U - United Kingdom.

- X00500U1 - United Kingdom (words in boxes).

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

1.5 Setting Up User Display Preferences

This section provides an overview of user display preferences and discusses how to:

- Set processing options for the User Profiles program (P0092).

- Set up user display preferences.

1.5.1 Understanding User Display Preferences

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

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

You use localization country codes to specify the country in which you are working. The system supplies localization country codes in UDC table 00/LC. This table stores both two-digit and three-digit localization country codes.

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

> **See Also:**
>
> - *JD Edwards EnterpriseOne Tools System Administration Guide*

1.5.2 Form Used to Set Up User Display Preferences

Form Name	Form ID	Navigation	Usage
User Profile Revisions	W0092A	From the list for your user ID in the Oracle JD Edwards banner, select My System Options, and then User Profile Revisions.	Set display preferences.

1.5.3 Setting Processing Options for User Profile Revisions (P0092)

Processing options enable you to set default values for processing.

1.5.3.1 A/B Validation

Address Book Number
Enter **1** to enable editing on address book number against the Address Book Master table (F0101).

1.5.3.2 PIM Server Setup

PIM Server
Enter D if you use an IBM Domino Server. Enter X if you use a Microsoft Exchange Server.

1.5.4 Setting Up User Display Preferences

Access the User Profile Revisions form.

Localization Country Code
Enter a UDC (00/LC) that identifies a localization country. It is possible to attach country-specific functionality based on this code by using the country server methodology in the base product.

Language
Enter a UDC (01/LP) that specifies the language to use on forms and printed reports. Before you specify a language, a code for that language must exist at either the system level or in the user preferences. Additionally, you must have the language CD installed.

Date Format
Enter the format of a date as it is stored in the database.

If you leave this field blank, the system displays dates based on the settings of the operating system on the workstation. With NT, the Regional Settings in the Control Panel control the settings for the operating system of the workstation. Values are:

Blank: Use the system date format.

DME: Day, month, four-digit year

DMY: Day, month, year (DDMMYY)

EMD: Four-digit year, month, day

MDE: Month, day, four-digit year

MDY: Month, day, year (MMDDYY)

YMD: Year, month, day (YYMMDD)

Date Separator Character
Enter the character to use when separating the month, day, and year of a given date. If you enter an asterisk (*), the system uses a blank for the date separator. If you leave the field blank, the system uses the system value for the date separator.

Decimal Format Character
Enter the number of positions to the right of the decimal that you want to use. If you leave this field blank, the system value is used as the default.

Part I

United Kingdom

This part contains the following topics:

- Section 2, "Understanding Localizations for the United Kingdom"
- Chapter 3, "Setting Up Localizations for the United Kingdom"
- Chapter 4, "Setting Up CIS for the United Kingdom"
- Chapter 5, "Processing CIS Vouchers for the United Kingdom"
- Chapter 6, "Understanding Subcontractor Payment Control in the United Kingdom"
- Chapter 7, "Setting Up Your System for Subcontractor Payment Control in the United Kingdom"
- Chapter 8, "Working With Purchase Orders for SPC in the United Kingdom"
- Chapter 9, "Entering and Approving SPC Applications in the United Kingdom"
- Chapter 10, "Processing Certificates Outside of the SPC Cascade in the United Kingdom"
- Chapter 11, "Working With SPC Commitments in the United Kingdom"
- Chapter 12, "Working with Authenticated Receipt Documents in the United Kingdom"
- Chapter 13, "Working with VAT on a Cash Basis in the United Kingdom"
- Chapter 14, "Using Additional Reports for the United Kingdom"

2

Understanding Localizations for the United Kingdom

This chapter contains the following topics:

2.1 Understanding VAT for the United Kingdom

If you work with VAT in the United Kingdom, you should understand these terms and principles:

- If tax is payable, businesses must submit quarterly VAT returns to HM Customs and Excise.

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

- Certain types of supplies are exempt from VAT.

  Businesses can obtain a list of these types of supplies from the local tax office.

2.2 Setup and Processes for the United Kingdom

This table lists the country-specific setup and functionality for the United Kingdom:

Setup or Process	Description
Supplier bank account information	Country-specific values are required when you enter supplier bank account information.
	See "(CAN, DEU, FIN, GBR, NOR, SWE, and USA) Setting Up Country-Specific Supplier Bank Account Information" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.
Next numbers	Set up next numbers for the Text File Processor program (P007101).
	When you run the SEMDEC interface for Intrastat reporting, the Text File Processor program assigns the batch number and interchange from line 7 of Next Numbers System 00. The Text File Processor assigns the message number from line 5 of Next Numbers System 74.

Setup or Process	Description

User-defined codes (UDCs)	In addition to the base software UDCs:
	
	■ Set up UDCs to work with CIS (construction industry scheme).
	
	See Setting Up UDCs for CIS.
	
	■ Set up UDCs to work with SPC (subcontractor payment control).
	
	See Setting Up UDCs for SPC.
	
	■ Set up UDCs for European Union reporting.
	
	See "Setting Up UDCs for Intrastat Reporting" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.
	
	■ Set up UDCs to print invoices with an attached International Payment Instruction (IPI).
	
	See "Setting Up UDCs for International Payment Instructions" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.
	
	■ Set up these UDCs for companies:
	
	    – Affiliated Companies (74/AC)
	
	    – Code Number (74/30)
	
	    See "Setting Up UDCs for European Companies" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.

AAIs	No country-specific AAI setup exists for the United Kingdom. You set up standard AAIs to work with SPC. See Setting Up AAIs for SPC.
Payment processing	To work with payment processing in the United Kingdom: ■ Set up suppliers, bank accounts, and payment instrument defaults for BACS (Bankers Automated Clearing System) processing. See Setting Up the System for BACS Payments for the United Kingdom. ■ Set up payment formats. See Setting Up Payment Formats for the United Kingdom.

Setup or Process	Description
Invoice processing	In addition to standard invoice processing, you can print invoices with an attached International Payment Instructions (IPI). To print these invoices and attachments: ■ Set up UDCs for IPIs. See "Setting Up UDCs for International Payment Instructions" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*. ■ Print invoices with attached IPIs. See "Printing Invoices with an Attached International Payment Instruction" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.
Automatic debit formats	Before working with automatic debits for the United Kingdom, set the processing options for the Bank File and Statement Diskette (R03B575GB) format for automatic debits. See Setting Up Automatic Debit Formats for the United Kingdom.
Construction Industry Scheme (CIS)	To complete withholding tax processing administered through CIS, you must: ■ Set up UDCs specific to CIS. ■ Set up CIS constants, supplemental CIS constants, AAIs, document types, payment rules, payment vouchers, and subcontract documents. See Setting Up CIS for the United Kingdom. ■ Process CIS vouchers See Processing CIS Vouchers for the United Kingdom. ■ Generate CIS reports. See Additional Reports for the United Kingdom.
Real Estate	The Enhanced Real Estate system provides extra functionality to meet the requirements of the real estate market in the United Kingdom. See *JD Edwards EnterpriseOne Applications Enhanced Real Estate Management for the United Kingdom and China Implementation Guide*.
Subcontractor Payment Control (SPC)	To enter and process SPC applications and certificates: ■ Set up UDCs, AAIs, constants, commitments, authenticated receipt letters, and levy rates. See Understanding Setup for the SPC Module. ■ Enter subcontract purchase orders. ■ Enter and approve SPC applications. ■ Generate SPC certificates. ■ Track commitment amounts. ■ Send and track authenticated receipt documents. ■ Process VAT (value-added tax) on a cash basis.

Setup or Process	Description
Intrastat and other European Union reporting	See "Working with Intrastat Reporting" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.
	See "Understanding European Union Reporting" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.
Oracle Business Accelerator	The JD Edwards EnterpriseOne Oracle Business Accelerator solution is available for the United Kingdom, as well as other countries. The preconfigured data that are part of the Oracle Business Accelerator solution is based on business processes that have been designed according to the best business practices for a specific country and industry.
	See http://docs.oracle.com/cd/E24705_01/index.htm.

3

Setting Up Localizations for the United Kingdom

This chapter contains the following topics:

> **See Also:**
>
> - "Setting Up European Union (EU) and SEPA Functionality" in the *JD Edwards EnterpriseOne Applications Localizations for European Reporting and SEPA Processing Implementation Guide*.

3.1 Setting Up UDCs for the United Kingdom

Setting up the UDCs for the United Kingdom enables you to use the localizations for the United Kingdom. You also set up some base software UDCs with specific values for use with localizations.

3.1.1 Setting Up UDCs for CIS

Set up these UDCs before you process vouchers for the construction industry scheme (CIS).

3.1.1.1 CIS Process Flow (74U/CF)

The JD Edwards EnterpriseOne software provides hard-coded values for this UDC table to enable you to specify the supplemental CIS functionality to enable. You select from the values in this UDC table when you set up the supplemental constants using the CIS Supplemental Constants program (P74U0402).

See Understanding Constants for Supplemental CIS Functionality

Values are:

Codes	Description	Description 2
1	Base CIS	CIS Flow
2	Option To Classify Work/Ops	CIS Supplement
3	Voucher Splitting	CIS Supplement

Codes	Description	Description 2
4	VCHR Split - Opt to Classify	CIS Supplement

3.1.1.2 Operation Types (74U/IO)

The JD Edwards EnterpriseOne software provides hard-coded values for this UDC table. You use the values in the 74U/IO UDC table to classify work or operations so they can be defined as included or excluded from the CIS. You select from the values in this UDC table when you enter purchase orders for subcontracts.

The system enables the classification of work or operations only when you set the CIS Process Flow constant in the supplemental CIS constants to **2** or **4.**

See Understanding Constants for Supplemental CIS Functionality.

3.1.1.3 Subcontractor Business Type (74U/SB)

You use the values in the 74U/SB UDC table to specify the type of business entity for your subcontractor. Values are:

Codes	Description 01
C	Company
P	Partnership
S	Sole trader
T	Trust

3.1.1.4 CIS Taxable Status Codes (74U/TS)

Use CIS taxable status codes to indicate whether a line item on a voucher is subject to withholding tax.

3.1.1.5 CIS Voucher Status (74U/VS)

The JD Edwards EnterpriseOne software provides hard-coded values for this UDC table. The system assigns CIS status codes at various stages of CIS processing to identify the current status of a document. Some processes require that a document be at a specific status.

> **Note:** Codes P, R, and Z are not used for the new CIS scheme effective beginning in 2007.

Three additional status codes have been added to this UDC table to process vouchers using the supplemental CIS functionality. The system uses codes *S* and *B* for voucher splitting, and code *X* for CIS exclusion.

Values are:

Codes	Description
(blank)	Voucher Entered/Created
B	Voucher split
C	CIS Payment Validation Run
D	Related F0411 File Deleted

Codes	Description
M	Monthly Return Run
P	CIS25 Voucher Printed
Q	Cheque/BACS produced
R	CIS24 Voucher Returned
S	Payment Statement Printed
T	Corresponding Payment Record
V	Void
W	Withholdings Run
X	Outside CIS Scheme
Z	End of Year Return Run

3.1.2 Setting Up UDCs for SPC

Before you can process payments using the SPC process, you must set up values for these UDC tables:

3.1.2.1 Ledger Types (09/LT)

You set up additional ledger types for SPC if you want to write retention, MCD (main contractor discount), and commitment amounts to specific ledgers.

3.1.2.2 Doc Types for Q and A (74U/21)

Set up values in this UDC table for the document types that you use when you enter purchase orders for the JD Edwards EnterpriseOne SPC module. The system uses the values in this UDC code to determine whether to launch the Requisition Template Answers Revisions program (P74U4321) after you enter additional information for the purchase order in the SPC-specific forms. You must also set a processing option in the Purchase Order SPC Additional Information Header program (P74U4312) or Purchase Order Detail SPC Additional Information program (P74U4316) to cause the system to launch the Requisition Template Answers Revisions program.

Examples of values are:

Codes	Description
09	Requisition
OC	Contract orders

3.1.2.3 Labour Indicator (74U/LI)

The JD Edwards EnterpriseOne system provides hard-coded values that you use to specify whether a subcontract purchase order is a labor-only contract.

Values are:

Code	Description
L	Labour only
N	Not labour only

3.1.2.4 Letter Type (74U/LT)

Set up values in this UDC table to identify the type of letter that you send. You use the codes that you set up in this UDC table when you set up the late authenticated receipt letter in the Authenticated Receipt Letter Set-up program (P74U0431).

3.1.2.5 Operations Included/Excluded (74U/IO)

Set up values in this UDC code to associate with purchase orders. You use the values to specify if a purchase or is included in the CIS. The system gives you the option to associate a value from this UDC table to a purchase order only when you set up the supplemental CIS constants to enable the inclusion or exclusion of a purchase order.

The system uses the value in the Special Handling Code field to determine whether to include or exclude a purchase order from the CIS. The system excludes from CIS purchase orders that have an associated code in which the value **EXC** appears in the Special Handling Code field. If the Special Handling Code field is blank, the system includes the purchase order in the CIS.

Examples of values are:

Codes	Descriptions	Special Handling Code
Excluded	Exclude	EXC
Included	Include	(blank)
SitePrep	Site Preparation	(blank)

3.1.2.6 SPC Calculation Order (74U/OC)

The JD Edwards EnterpriseOne system provides hard-coded values for this UDC table. You assign a value in the CIS supplemental constants to specify the order in which the system calculates retention and MCD. You enter a value in the SPC constants.

Values are:

Codes	Description
M	MCD, Retention, VAT
R	Retention, MCD, VAT

3.1.2.7 SPC Purchase Order Types (74U/OT)

Set up values in this UDC table for the order types that you use to enter purchase orders for the subcontractor payment control module. The system launches the additional information forms for only the purchase orders assigned a document type that exists in this UDC table.

3.1.2.8 SPC Status (74U/SS)

The JD Edwards EnterpriseOne system provides hard-coded values for this UDC table. The system assigns a value from this UDC table when it processes records in the CIS Pre-Withholding Validation program (P74U4030A). Values are:

Codes	Description
Blank	Generated

Codes	Description
C	Certificate entered
P	Payment
R	Reverse
V	Voucher Created

3.1.2.9 CITB Levy Type (74U/TL)

Set up this UDC table with values that you use when you set up the CITB levy rate. You enter a code from this UDC table in the Levy/Rate program (P74U0427). For example, you might set up a code of CITB.

3.2 Setting Up the System for BACS Payments for the United Kingdom

The following subsections describe the setup that is required for BACS processing.

3.2.1 Supplier Master

Set up suppliers with payment instrument B for EFT in the BACS format.

3.2.2 Payment Instrument Defaults (P0417)

Set up payment instrument B to use these programs:

Format	Program
Payments	P04572B (Produce Bank Tape - BACS)
Payment Register	P04576 (Payment Register - Standard)
Attachments	P4573U (Print Attachments - UK)
Debit Statements	P04574 (Print Dbt Statement - Standard)

3.2.3 Bank Accounts by Address

Set up bank account information according to this example:

Field	Description
Record Type	Choose Supplier.
Bank Transit Number	Enter the sorting code (six digits without spaces or dashes).
Bank Account Number	Enter eight to ten digits without spaces or dashes.
Control Digit	Enter **00** (two zeros).
Description	Enter the name of the bank account.
Checking or Savings Account	Enter the type of account (optional).
Swift Code	This field is optional.

Field	Description
Reference/Roll Number	This field is required if the payment is made to a building society. All customers of a building society have the same sort code and account number. The value that is entered in the Reference/Roll Number field specifies which actual account is used.

This example shows how the values that are entered on the Set Up Bank Accounts By Address form populate the Bank Transit Master (F0030) and Bank Account/Supplier Number Worktable (F0030W) tables.

Field	Description
Record Type	Supplier
Bank Transit Number	601613
Bank Account Number	31926819
Control Digit	00
Description	Lloyds
Checking or Savings Account	Blank
SWIFT Code	Blank
Reference/Roll Number	Blank

The system populates the F0030 table like this:

AYBKTP	AYTNST	AYBNK	AYAN8	AYDL01
V	601613	31926819	22699	Lloyds

The system populates table F0030W like this:

AXAN8	AXBKTP
22699	V

> **Note:** When you import bank account information directly into the F0030 table, you must also populate the F0030W table.

3.2.4 Bank Account Information (P0030G)

Set up the bank account from which BACS payments are made.

BACS payments and paper check payments can be made from the same bank account. However, the Next Payment Number field on the Set Up G/L Bank Account form is used only for paper check payments.

From the Set Up G/L Bank Account form, select Bank Info from the Form menu, and then enter this information on the Revise Bank Information form:

Field	Description
Address Book Number	You can set up the bank account in the address book record. This value is optional.
Override Supplier Pre-Note Code	Clear this option. This option is not used for BACS payments.
Float Days	You can calculate the float days by subtracting the deposit date from the check date. The system adds the float days to the check date to populate the Date - Cleared/Value field (VLDT) in the F0413 table.

From the Set Up G/L Bank Account form, select BACS Info from the Form menu, and then enter this information on the Revise BACS Information form:

Field	Description
Bank User Number	Enter the six-digit number that was supplied by BACS.
Reference/Roll Number	Enter the reference number that was supplied by BACS.
Bank Reference Name	Enter the description that you want to appear on the recipient's bank statement.

> **Important:** These fields must be completed correctly for the BACS payment to process successfully.

This example illustrates how the values that are entered on the Revise BACS Information form populate the F0030 table.

Field	Description
G/L Bank Account	1.1110.BEAR
Description	Bear Creek National Bank
Bank User Number	777777
Reference/Roll Number	88888888
Bank Reference Name	MIDLAND

The system populates the F0030 table like this:

AYBKTP	AYTNST	AYBNK	AYDL01	AYRLN	AYBACS	AYRFNM
AYBACSG	555555	66666666	Bear Creek	88888888	777777	Midland

3.3 Setting Up Payment Formats for the United Kingdom

This section provides an overview of payment formats for the United Kingdom and discusses how to:

- Write payments using the BACS format.

- Set processing options for Create A/P Bank Tape - BACS - UK (R04572B).

- Set processing options for Print Automatic Payment - Cheque - UK (R04572UI).

- Set processing options for Print A/P Payment Attachment - UK (R04573U).

3.3.1 Understanding Payment Formats for the United Kingdom

JD Edwards EnterpriseOne software provides these payment formats for the United Kingdom:

Format	Description
P04572B	Electronic funds transfer (EFT) in the Bankers Automated Clearing System (BACS) format (tape or diskette)
P04572U1	Checks in the Association for Payment Clearing Services (APACS) format.

> **Note:** All dates for the BACS table are written in a BYYDDD format, according to the standards required by BACS. In this required format, B represents one blank space, YY is the last two digits of the year, and DDD is the Julian date (the number of days that have passed since noon on January 1) in the year.
>
> For example, December 31, 2005, is written to the table as 05365 because December 31 is the 365thday of the year.

3.3.1.1 Working with the APACS Check Format

APACS is the governing body for check printing standards in the United Kingdom. Businesses in the United Kingdom are required to issue checks according to the most current APACS standards.

You can use JD Edwards EnterpriseOne localized software to print checks that are formatted to APACS standards. As required by APACS, when you use the localized Print Automatic Payments - Cheque - UK program (R04572U1), you can use processing options to specify:

- Whether the payee name prints above or below the amount in words.

- Whether to print or omit the payee's address on the check, such as for use in a window envelope.

- Whether to print the amount (in words) in boxes or as one string.

- The translation program that you want the system to use to print the amount in words.

In addition, the checks that you print comply with these APACS standards:

- The payee name field is completed by a string of asterisks.

- The amount printed in figures is prefixed and suffixed by asterisks.

- A hyphen prints in place of the decimal character.

- Thousands separators are omitted from the amount that is printed in figures.

3.3.1.2 Technical Considerations for the APACS Check Format

When you write APACS checks, verify that processing options 5 and 6 of the Print Automatic Payments - Cheque - UK program (R04572U1) correspond to each other.

JD Edwards EnterpriseOne software supplies these translation programs, which you can specify in processing option 5:

- **X00500U1:** Prints numeric values as words in boxes.

- **X00500U:** Prints numeric values as words in a string.

For example, if you enter translation program **X00500U1** in processing option 5, leave processing option 6 blank to print the check amount in boxes. Similarly, if you enter translation program **X00500U** in processing option 5, enter a **1** in processing option 6 to print the check amount in a string.

3.3.1.3 Working with the BACS Format

When you write payments using the BACS format, the system:

- Populates the A/P Payment Tape table (F04572OW).

  You can view the data written by the Write process here, but Oracle recommends that you do not transfer this data to the media that you use to send the information to your bank because the data will not be formatted correctly.

- Populates the Text Processor Header (F007101) and Text Processor Detail (F007111) tables.

  You can use the Text File Processor program (P007101) to copy the data from the text processor tables to the media that you send to your bank. The data that you copy from the text file processor tables will be in the correct format for submission to banks.

  See "Working with the Text File Processor" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.

- Generates a summary PDF.

  The PDF includes a batch number, which you can use to locate the data in the text file processor tables.

When you write payments using the BACS format from the Work with Payment Groups program, the system populates the A/P Payment Tape table (F04572OW) as shown in this table:

Field	Description
KNMID	The member ID. The system populates this field using the next number for system 04, line 6.
KNLNID	The line number.
KNFNAM	The file name. For BACS processing, this is F04572B.

The KNAPTA field includes this payment information:

- Line 1: VOL 1 (volume header label).

- Line 2: HRD 1 (first file header label).

- Line 3: HRD 2 (second file header label).

- Line 4: UHL 1 (user header label).

- Line 5: Account information, one line per account.

- Line 6: Account information, one line per account.

- Line 7: EOF 1 (first end-of-file).

- Line 8: EOF 2 (second end-of-file).

- Line 9: UTL 1 (user trailer label).

> **Note:** This description of the KNAPTA is based on a nine-line payment file. An actual payment file will be a different length, based on how many account information lines it has.

3.3.2 Writing Payments Using the BACS Format

When you write payments using the BACS format, use the following guidelines when completing the Write Payments form:

Field	Value
Next Payment	This field does not apply to BACS payments; it is used only for paper check payments. The system supplies this value from the Setup G/L Bank Account form.
Proc Date (Processing Date)	Enter the date that the file will be sent to the bank and processed by the BACS system.
Expir Date (Expiration Date)	Enter the date after which the file is out-of-date and should not be processed.

3.3.3 Setting Processing Options for Create A/P Bank Tape - BACS - UK (R04572B)

Processing options enable you to specify the default processing for programs and reports.

3.3.3.1 Transfer

1. File ID (file identification)

Specify a number from 1 to 9 for the system to use for the File ID modifier. This number is used to distinguish among multiple files created on the same date. If you leave this processing option blank, the system uses the default value of **1.**

3.3.3.2 BACS

1. BACS Bureau Number (FUTURE)

This processing option is not used.

2. Euro Currency Code

Specify the currency code that represents the euro in your system. When the payment currency code equals the currency code specified in this processing option, the user header label in spaces 20 and 21 is populated with 01 to indicate that the currency is euro. If the payment currency code does not equal the currency code specified in this processing option, the user header label is populated with 00.

3. Free Format Field (positions 32-35) of DATA Detail Records

Specify the character value for positions 32 to 35 of DATA Detail Records.

Leave this processing option **blank** to complete the field with zeros. Enter **1** to complete the field with blank spaces. Enter **2** to complete the field with a special characters last option, enter it in the **Special Character** field.

4. Free Format Field (positions 32-35) of CONTRA Detail Records
Specify the character value for positions 32 to 35 of CONTRA Detail Records.

Leave this processing option **blank** to complete the field with zeros. Enter **1** to complete the field with blank spaces. Enter **2** to complete the field with a special characters last option, enter it in the **Special Character** field.

3.3.3.3 Tape

1. Device Name
Specify the tape dump device. Enter a valid dump device name from UDC 97/DD.

3.3.3.4 Remittance

This processing option is reserved for future use.

1. Address Format ID (FUTURE)
This processing option is not used.

3.3.4 Setting Processing Options for Print Automatic Payments - Cheque - UK (R04572U1)

Processing options enable you to specify the default processing for programs and reports.

3.3.4.1 Payee

Payee Name
Enter **1** to print payee name above the amount in words. If you leave this processing option blank, the system prints the payee name below the amount in words.

Payee Address
Enter the override address format. If you leave this processing option blank, the system uses the country format associated with the country in the address book record for the payee.

3.3.4.2 Address

Address Format ID (FUTURE)
This processing option is not used.

3.3.4.3 Print

Forms Type (FUTURE)
This processing option is not used.

3.3.4.4 Amount

Program ID
Enter the program name to translate payment amounts from numbers to words. the value that you enter must exist in UDC 98/CT. If you leave this processing option blank, the system uses the translation program associated with the payment currency code.

String or Boxes
Enter **1** to print the amount in words in one string (X00500U). If you leave this
processing option blank, the system prints the words in separates boxes (X00500U1).

3.3.5 Setting Processing Options for Print A/P Payment Attachment - UK (R04573U)

Processing options enable you to specify the default processing for programs and
reports.

3.3.5.1 Purchase Order

Invoice or Purchase Order
Enter **1** to print the purchase order number on the stub instead of the supplier invoice
number.

3.3.5.2 Print Option

Remark
Enter **1** to print the supplier name. Enter **2** to print the supplier invoice number. Leave
this processing option blank to print the remark on the pay stub.

3.4 Setting Up Automatic Debit Formats for the United Kingdom

This section provides an overview of automatic debits for the United Kingdom and
discusses how to set processing options for the Great Britain Bank File and Statement
Diskette (R03B575GB).

> **See Also:**
>
> - "Processing Automatic Debits" in the *JD Edwards EnterpriseOne
>   Applications Accounts Receivable Implementation Guide*.

3.4.1 Understanding Automatic Debits for the United Kingdom

Businesses in the United Kingdom automatically debit customer bank accounts using
EFT. Transfers must adhere to the standards that are set by the BACS. Businesses can
send transfer information to the bank using modem, tape, or diskette.

You can use the standard automatic debit process to meet the requirements of the
United Kingdom.

The JD Edwards EnterpriseOne system provides Great Britain Bank File and Statement
Diskette (R03B575GB) format for automatic debits.

The program generates a bank table that adheres to the banking standards for
automatic debits in the United Kingdom.

To process the automatic debit, the BACS processing date and the expiration date of
the debit must be actual workdays. In addition, common business practice is to:

- Send statement reports to customers regarding the debit.

- Identify customers who have agreed to the automatic debit process.

- Select invoices that are due to customers.

- Validate the processing and expiration dates against a workday calendar.

- Generate debit information in the BACS format.

- Generate statement reports for applicable customers.

- Update customer accounts after collecting the appropriate funds.

When creating and processing automatic debit batches for the United Kingdom, the system validates the BACS processing date against the workday calendar that you specify in the processing options. If the date is not a workday, the system searches for a valid workday, based on the workday calendar that you specify in the processing options, and increments the date by one day until it reaches the next valid workday.

The system issues a warning message to indicate that the day you entered is not a workday.

> **Note:** If you do not set up and specify a workday calendar, the system uses the BACS processing date without performing the necessary validation.

The system calculates the BACS expiration date, based on the value that you enter in processing option 15 on the BACS tab of the Process Automatic Debits program. To calculate the expiration date, the system uses the BACS processing date that is written to the BACS table and then adds the number of days that you specify in the processing option.

> **Note:** You must use the Supplier Master program (P04012) to create supplier master records for the customers for whom you submit automatic debits.

The first time that you submit automatic debits for a specific customer, you submit a first claim rather than a standard claim. The first-claim status indicates to the bank that you are verifying the bank account information for the automatic debit. No transfer of funds occurs with a first claim. After you have verified the bank account information for a customer, you submit automatic debits for that customer as standard claims.

To submit a first-claim automatic debit for a customer, select the Pre-Note Code option on the Supplier Master Revision form. Selecting the Pre-Note Code option for a customer indicates that any electronic funds transfer, including automatic debits, should be processed as a first claim.

> **Important:** After you have processed the first claim automatic debits and the bank has approved the customer for automatic debits, you must clear the Pre-Note Code option on the Supplier Master Revision form for that customer so that Great Britain Bank File and Statement Diskette program can correctly process automatic debits.

3.4.2 Setting Processing Options for Great Britain Bank File and Statement Diskette (R03B575GB)

Processing options enable you to specify the default processing for programs and reports.

3.4.2.1 Default

Print Customer Statement
Specify whether the system prints customer statements for automatic debits. Values are:

Blank: Print customer statements only when the number of invoice detail lines exceeds the maximum number that the format allows.

1: Print customer statements for automatic debits.

Tape Density
Specify the tape density.

4

Setting Up CIS for the United Kingdom

This chapter contains the following topics:

> **Note:** After you install the programs for the construction industry scheme that is in effect beginning April 2007, your system will display two menu structures; one for the new scheme and one for the scheme that you use for transactions prior to April 2007. To access the programs for the new scheme, use the G74U04xx menus. Use the G74U02xx menus to access programs for the previous scheme.

See Also:

- Understanding the CIS.
- Setting Up UDCs for CIS.

4.1 Understanding Setup for CIS Processing

To set up the system for CIS processing, you must:

- Set up these category codes:
  - An address book category code (01/01–30) to identify subcontractors.
  - An account category code (09/01–23) to identify GL accounts that fall within CIS.

  The system uses the values that you set up in the category codes when you set up CIS constants.

- Use the CIS Constants program (P74U0100) to set up CIS constants.

  See Setting Up CIS System Constants for the United Kingdom.

- Use the CIS Supplement Constants program (P74U0402) to specify how to use the CIS supplemental functionality.

  See Setting Up Constants for Supplemental CIS Functionality.

- Update the Account Master record with the category code values that you specify on CIS Constants for all GL accounts that fall within the CIS.

  See "Revising Accounts" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.

  You must update the Account Master record *after* you set up the CIS constants.

- Set up two address book records for suppliers for whom you want to include only selected vouchers when you process CIS vouchers. Set up one address book record with the subcontractor category code value and one without it. For example, you might label the suppliers Supplier 1 - CIS and Supplier 1 - No CIS.

- Set up this information for companies before you set up CIS company constants:

  - Set up the company in the Companies program (P0010).

    See "Setting Up Companies" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.

  - Set up the company's mailing address in the Address Book Revisions program (P01012).

    See "Entering Address Book Records" in the *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*.

- Set up CIS company constants by using the CIS Company Constants program (P74U0101).

  See Setting Up CIS Company Constants.

- Set up your subcontractors:

  - Set up address book records for subcontractors using a search type of S (subcontractors) or V (suppliers) and the category code that you set up in the CIS System Constants program (P74U0100) to identify them as subcontractors.

  - Enter CIS-required address book information by using the Address Book Additional Information program (P74U4010).

    See Entering Address Book Information for Subcontractors.

  - Set up a supplier master record for each subcontractor for which you set up an address book record.

    See "Entering Supplier Master Information" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.

  On the Tax Information tab of the Supplier Master Revision form, specify the address book number for Inland Revenue in the Tax Authority field.

- Enter the withholding percentage for deductions in the Subcontractor Verification Status program (P74U4020).

4.1.1 Prerequisite

Before completing the tasks in this chapter, verify that the Localization Country Code field in the User Profile Revisions program (P0092) is set to **UK** (United Kingdom).

4.2 Entering Address Book Information for Subcontractors

This section provides an overview of the information required for subcontractors and discusses how to enter address book information for subcontractors.

4.2.1 Understanding Required Information for Subcontractors

In addition to the standard information that you enter for suppliers, when you set up address book information for subcontractors:

■ Set up address book records for subcontractors using a search type of S (subcontractors) or V (suppliers) and the category code that you set up in the CIS System Constants program (P74U0100) to identify them as subcontractors.

■ Set up a supplier master record for each subcontractor for which you set up an address book record.

On the Tax Information tab of the Supplier Master Revision form, specify the address book number for the Inland Revenue Service in the Tax Authority field.

■ Enter additional address book information for subcontractors in the Address Book Additional Information program (P74U4010).

The system launches the Address Book Additional Information program automatically when you click OK or Regional Info on the Address Book Revisions form and your user preference is set to UK (United Kingdom). The system saves the information that you enter to the CIS Address Book (F74U4010) and the F74U4015 tables.

4.2.1.1 Legal Subcontractors and Trade Subcontractors

You might need to set up more than one supplier as a single subcontractor. When you need to generate purchase orders, vouchers, and payments to more than one supplier for a single subcontractor, you can associate a trade subcontractor to a legal subcontractor. The legal subcontractor is registered with the HM Revenue & Customs (HMRC); the trade subcontractor is not registered.

For example, suppose ABC Subcontracting Company is registered with the HMRC. A UTR, company registration number, and National Insurance Number (NINO) exists for ABC Subcontracting. Suppose further that ABC Subcontracting has a branch office (ABC North) that supplies some of the labor for projects. In this scenario, you would:

■ Set up both companies as suppliers.

■ Create a record for ABC Subcontracting Company by entering the UTR, company registration number, and NINO in the Address Book Additional Information program.

■ Associate ABC North to ABC Subcontracting Company in the Address Book Additional Information program by:

– Entering the address book number for ABC North in the SubContract Number field, and;

– Completing the Legal Subcontractor field with the address book number of ABC Subcontracting Company.

When you complete the Legal Subcontractor field, the system disables the subcontractor information fields, including the UTR, CRN, Acting For, Business Type, and NINO.

4.2.1.2 System Validations

The system validates the following information in the Address Book Additional Information program:

- UTR

  The system uses a validation routine to verify that the first digit is a check digit and that the first digit is followed by 9 numeric digits.

- Company registration number

  This number can be in the format of AANNNNNN, where A is an alpha character and N is a numeric character, or it can be in the format of NNNNNNNN, where N is a numeric character. At least one character must be numeric, but no more than the number of numeric characters allowed by the format.

- NINO

  The system validates that the format is AANNNNNNA, where A is an alpha character and N is a numeric character. The first alpha character must other than D, F, I, Q, U, or V. The second alpha character must be *other than* D, F I, O, Q, U, or V. The last character must be A, B, C, D, or blank.

- Subcontractor business type

  Assign a value from the 74U/SB UDC table to identify the business type of the subcontractor.

4.2.2 Forms Used to Enter Additional Address Book Information for Subcontractors

Form Name	Form ID	Navigation	Usage
Address Book Revisions	W01012B	Daily Processing (G0110), Address Book Revisions	Complete address book information for the subcontractor.
		Click Add on the Work With Addresses form.	
Subcontractor Information	W74U4010A	Click OK on the Address Book Revisions form.	Complete the required CIS information for the subcontractor, including the Unique Tax Reference number, the National Insurance Number, and the Company Registration Number.
			You also use this form to specify whether the subcontractor is a legal subcontractor (registered with the HMRC) or a trade subcontractor.

4.2.3 Entering Additional Address Book Information for Subcontractors

Access the Subcontractor Information form.

Legal SC (legal subcontractor)

When creating a record for a trade subcontractor, enter the address book number of the company that is the legal subcontractor for the trade subcontractor. When you complete this field, the system disables the remaining fields on the Subcontractor Information form.

Unique Tax Reference

Enter the 10-character tax reference number.

National Insurance Number

Enter the subcontractor's national insurance number in the format of AANNNNNNA, where A is an alpha character and N is a numeric character. The first alpha character must other than D, F, I, Q, U, or V. The second alpha character must be other than D, F I, O, Q, U, or V. The last character must be A, B, C, D, or blank.

Company Registration Number

Enter the 8-digit company registration number. The number you enter must include at least one numeric character.

SC Business Type (subcontractor business type)

Enter a value from the 74U/SB UDC table to specify the business type of the subcontractor. Values are:

- Sole trader

- Partnership

- Trust

- Company

Acting For

Enter the name of the employee who acts for the subcontracting company, such as an accountant who receives payment on behalf of the company.

4.3 Setting Up Constants for Supplemental CIS Functionality

This section provides an overview of constants for supplemental CIS functionality and discusses how to set up supplemental CIS constants.

4.3.1 Understanding Constants for Supplemental CIS Functionality

You use the CIS Supplement Constants program (P74U0402) to specify how to use the CIS supplemental functionality. You can enable part, all, or none of the supplemental functionality. The functionality provided in the supplemental CIS modules enables you to include or exclude transactions from CIS and to split CIS vouchers. You use the supplemental functionality when you work with subcontractor payment control (SPC).

See Working With Purchase Orders for SPC in the United Kingdom.

The system saves the values that you set up to the CIS - Supp Constants - UK table (F74U0402).

> **Note:** Company 00000 is the default company. You must set up Company 00000 before setting up any other company because the value that you enter for the Defined Voucher Splitting Status field for Company 00000 is copied for all other companies.

You select a value from the CIS Process Flow (74U/CF) UDC table to enable part, all, or none of the supplemental functionality. The options for enabling the supplemental functionality are:

Value in 74U/CF	Description
1	Use base CIS only. When you select this option, you cannot use any of the supplemental CIS functionality.
	Note: You can use the processing options for the existing CIS Calculate Withholding program (R74U04580) whether or not you enable supplemental CIS functionality.
2	Enable option to include or exclude transaction from CIS scheme.
	When you select this option, you can:
	■ Define inclusion in the CIS based on the nature of the work or operation as provided in the supplemental CIS functionality.
	The system displays the CIS Operations Included/Excluded form as part of the purchase order entry process. You use this form to specify whether to include or exclude the purchase order from the CIS process.
	■ Add to the CIS scheme transactions that were initially excluded from the CIS scheme by changing the voucher status using the CIS Tag File Revision program (P74U0118).
	When you select this option, you cannot use the CIS supplemental CIS voucher splitting functionality, which enables you to split transactions into taxable and nontaxable elements after voucher creation.
3	Enable voucher splitting.
	When you select this option:
	■ You can use voucher splitting as enabled by the CIS supplemental functionality.
	The supplemental CIS functionality enables you to enter one line in the application that includes both taxable and nontaxable amounts, and then split the line into taxable and nontaxable amounts before you calculate CIS withholding. The system creates a record in the CIS Tag File table (F74U0116) with a status of *blank* when you enter the voucher. The CIS Pre-Withholdings Validation Application program (R74U4030A) updates the status to *S* to enable you to split the voucher.
	■ You cannot define the inclusion in the CIS based on the nature of the work or operation as provided in the supplemental CIS functionality.
	Note: If you do not enable voucher splitting, you must enter separate lines in the subcontractor application for taxable and nontaxable amounts because the system assigns different pay statuses to lines for which withholding applies. You can also use the Split function in the Speed Status Change program (P0411S) to split CIS vouchers before running the CIS Pre-Withholdings Validation Application program.

Value in 74U/CF	Description
4	Enable all supplemental CIS functionality.
	When you select this option, you can:
	■ Use voucher splitting as defined in the supplemental CIS functionality.
	The supplemental CIS functionality enables you to enter one line in the application that includes both taxable and nontaxable amounts, and then split the line into taxable and nontaxable amounts before you calculate CIS withholding. The system creates a record in the CIS Tag File table (F74U0116) with a status of *blank* when you enter the voucher. The CIS Pre-Withholdings Validation Application program (R74U4030A) updates the status to **S** to enable you to split the voucher.
	Note: If you do not enable voucher splitting, you must enter separate lines in the subcontractor application for taxable and nontaxable amounts because the system assigns different pay statuses to lines for which withholding applies. You can also use the Split function in the Speed Status Change program (P0411S) to split CIS vouchers before running the CIS Pre-Withholdings Validation Application program.
	■ Define inclusion or exclusion of a transaction in the CIS scheme based on the nature or the work or operation.
	The system displays the CIS Operations Included/Excluded form as part of the purchase order entry process. You use this form to specify whether to include or exclude the purchase order from the CIS process.
	■ Add to the CIS scheme transactions that were initially excluded from the CIS scheme by changing the voucher status using the CIS Tag File Revision program (P74U0118).

Important: When you set the CIS Process Flow constant to **2** or **4,** the system enables you to include or exclude a purchase order from the CIS. The system assigns the records for excluded transactions a CIS Status of **X** in the F0411 CIS Tag Table (F74U0116). You must set the data selection for the Statement of Payment and Deduction (R74U4040) and CIS Monthly Return (R74U4050) programs to exclude records for which the CIS Status is *X.*

4.3.2 Forms Used to Set Up Constants for Supplemental CIS Functionality

Form Name	Form ID	Navigation	Usage
Work With CIS Xe Constants	W74U0402A	System Setup (G74U0440), CIS Supplement Constants	Review and select existing constants records.
CIS Xe Constants	W74U0402B	Click Add on the Work With CIS Xe Constants form.	Specify whether to enable voucher splitting and which process flow to enable for CIS.

4.3.3 Setting Up Supplemental CIS Constants

Access the CIS Xe Constants form.

Company

Enter the company for which you set up the supplemental constants.

You must set up Company 00000 as a default company.

Defined Voucher Splitting Status

Enter a value from the CIS Voucher Status (74U/VS) UDC table to specify the status that a voucher must obtain before you can split the voucher. You specify this value for Company 00000 only. The system uses the value that you set up for Company 00000 for all other companies that you set up. For example, you might enter **S** (payment statement printed).

CIS Process Flow

Enter a value from the CIS Process Flow (74U/CF) UDC table to specify whether to enable the supplemental CIS functionality. Values are:

1: Base CIS. Do not use the supplemental CIS functionality. The system uses the base CIS functionality only.

2: Option To Classify Work/Ops. Enable the user to define inclusion in the CIS based on the nature of the work or operation, but do not enable the voucher splitting as defined in the supplemental CIS functionality.

3: Voucher Splitting. Enable the voucher splitting functionality of the CIS supplemental functionality, but do not enable the option to classify the transaction based on the nature of the work or operation.

4: Voucher split - option to clarify. Enable all supplemental CIS functionality.

Category Code 6

Specify a category code to associate with the constants. The system stores the value in the CIS - Supp Constants - UK table (F74U040). The category code that you specify here is not associated with a UDC table. You can use the value for data selection for reports that use the F74U040 table.

Category Code 7

Specify a category code to associate with the constants. The system stores the value in the CIS - Supp Constants - UK table (F74U040). The category code that you specify here is not associated with a UDC table. You can use the value for data selection for reports that use the F74U040 table.

4.4 Setting Up Payment Rules for CIS

This section provides an overview of payment rules for CIS, lists prerequisites, and discusses how to:

- Set up special payee types.

- Set up cross-references for special payee types.

4.4.1 Understanding Payment Rules for CIS

Instead of making a payment directly to a subcontractor, you might need to send the payment to a third party (alternative payee). In some cases, the third party might be an entity for whom payments are regulated by the CIS. The supplemental CIS module enables you to have the system validate whether the third party is set up in your system as a subcontractor under the rules of the CIS.

If you set up the alternative payee and define a cross reference between the subcontractor and the alternative payee, you can set a processing option in the CIS

Pre-Withholding Validation program (R74U4030A) to have the system validate the subcontractor information for the alternative payee.

You use the Special Payee Definitions program (P74U0452) and the Subcontractor/Special Payee Cross Ref program (P74U0451) to set up the special payee types and then associate the types with the subcontractors and payees. You then set up the supplier master record for the subcontractor with the special payee's address book number.

Payments that you send to special payees do not include the withholding amounts that are payable to the government and calculated when you run the Calculate Withholding program (R74U04580). You retain the withholding amounts until you send them to the government. The Statement of Payments and Deductions (R74U4040) and CIS Monthly Return (R74U4050) reports include the payments made to third parties as if the payments had been made directly to the subcontractor.

4.4.2 Prerequisites

Before you perform the tasks in this section:

- Set up an address book record for the special payee.

- Set up a bank account record for the special payee.

  You cannot issue payment to the special payee using the automatic payment process unless bank account information exists for the special payee.

4.4.3 Forms Used to Set Up Special Payees and Cross-References

Form Name	Form ID	Navigation	Usage
Work with Special Payee Definitions	W74U0452A	System Setup (G74U0440), Special Payee Definitions	Review and select existing records.
Maintain Special Payee Definitions	W74U0452B	Click Add on the Work with Special Payee Definitions form.	Set up a code for the special payee and specify whether to have the system verify that the special payee is set up as a subcontractor.
Work with Sub-contractor/Special Payee Relationships	W74U0451A	System Setup (G74U0440), Subcontractor/Special Payee Cross Ref	Review and select existing records.
Maintain Sub-contractor/Special Payee Cross Reference	W74U0451C	Click Add on the Work with Sub-contractor/Special Payee Relationships form.	Associate the special payee type to a subcontractor and special payee.

4.4.4 Setting Up Special Payee Types

Access the Maintain Special Payee Definitions form.

SP Type (special payee type)
Enter a code to define the special payee type. You can specify an alpha or numeric one-character code.

Description
Enter a description of the special payee type.

Check for Card/Cert Flag (check for card/certificate flag)
Enter **1** (yes) to cause the system to verify whether the special payee is set up as a subcontractor in the JD Edwards EnterpriseOne system.

CIS Special Payee Category Code 1
Specify a category code to associate with the special payee type. The system stores the value in the Special Payee Definitions - UK table (F74U0452). The category code that you specify here is not associated with a UDC table. You can use the value for data selection for reports that use the F74U0452 table.

CIS Special Payee Category Code 2
Specify a category code to associate with the special payee type. The system stores the value in the Special Payee Definitions - UK table (F74U0452). The category code that you specify here is not associated with a UDC table. You can use the value for data selection for reports that use the F74U0452 table.

4.4.5 Setting Up Cross-References for Special Payee Types

Access the Maintain Sub-contractor/Special Payee Cross Reference form.

Contractor Address Number
Enter the address book number of the subcontractor.

Special Payee Address Number
Enter the address book number of the special payee (alternative payee) who receives the payment. The special payee might be a bank, factor, or other entity to whom you send the payment on behalf of the subcontractor.

Special Payee Type
Enter a special payee type from the Special Payee Definitions - UK (F74U0452) table. The system populates the F74U0452 table when you set up special payee types in the Special Payee Definitions program (P74U0452).

CIS Special Payee Category Code 1
Specify a category code to associate with the special payee type. The system stores the value in the Sub-contractor/Special Payee Cross Reference table (F74U0451). The category code that you specify here is not associated with a UDC table. You can use the value for data selection for reports that use the F74U0451 table.

CIS Special Payee Category Code 3
Specify a category code to associate with the special payee type. The system stores the value in the Sub-contractor/Special Payee Cross Reference table (F74U0451). The category code that you specify here is not associated with a UDC table. You can use the value for data selection for reports that use the F74U0451 table.

4.5 Setting Up Processing Options for CIS Operations - UK (P74U0126)

The system uses the values in these processing options to determine the UDC table from which to display values for including or excluding purchase orders from CIS. You specify the system code in the Product Code processing option, and specify the user-defined code in the User Defined Code processing option. The JD Edwards EnterpriseOne system provides the 74U/IO UDC table to hold these values, so you should set up these processing options with those values.

4.5.1 Default

1. Product Code
Specify the product code from which the system displays values to include or exclude the subcontract purchase order from CIS. For example, enter **74U** to specify the UDC codes for the United Kingdom.

2. User-defined Codes
Specify the code for the user-defined table to use. For example, enter **IO** to use the UDC table that exists for the inclusion or exclusion of purchase orders.

4.6 Setting Up CIS System Constants for the United Kingdom

This section provides an overview of CIS system constants, lists a prerequisite, and discusses how to set up CIS constants.

4.6.1 Understanding CIS System Constants

CIS system constants provide the basic framework for how the CIS operates for your business needs. These parameters enable you to:

- Specify the effective date of the CIS scheme used.

- Activate the scheme.

- Define how to identify subcontractors within the scheme.

- Define which GL accounts fall within the scheme.

- Provide system process default values.

> **Important:** After you set up the CIS system constants, you must update the account master record with the category code value that you specify in the CIS constants for all of the GL accounts that fall within the CIS. You must also update the address book records with the category code value that you specify in the CIS constants for all subcontractors within the scheme.

4.6.2 Prerequisite

Set up these category codes:

- An address book category code (01/01–30) to identify subcontractors.

- An account category code (09/01–23) to identify GL accounts that fall within CIS.

  See Also:

  - "Entering Supplier Master Information" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.

4.6.3 Form Used to Set Up CIS System Constants

Form Name	Form ID	Navigation	Usage
Construction Industry Scheme Constants	W74U0100B	System Setup (G74U0440), CIS System Constants	Set up CIS constants. Activate the Construction Industry Scheme.

4.6.4 Setting Up CIS Constants

Access the Construction Industry Scheme Constants form.

4.6.4.1 CIS System Constants

Activate Construction Industry Scheme
Select this check box to activate the scheme.

CIS Default Pay Status
Enter a code from the Payment Status Code (00/PS) UDC. The system uses the code that you enter as the default pay status for CIS subcontractor vouchers that are entered through Voucher Entry (P0411), Speed Voucher Entry (P0411SV), or Voucher Match (P4311).

4.6.4.2 Address Book Category Code

A/B Category Code (address book category code)
Select one of the address book category codes to identify CIS subcontractors. This option is used in conjunction with the Designated Flag A/B field.

Designated Flag A/B (designated flag address book)
Specify the value that exists in the category code you selected in the A/B Category Code field that indicates that a subcontractor is subject to CIS.

4.6.4.3 Object Account Category Code

O/A Category Code (object account category code)
Select one of the object account category codes to identify taxable GL accounts that are used to pay CIS subcontractors' labor. This field is used in conjunction with the value in the Designated Flag O/A field.

Designated Flag O/A (designated flag object account)
Specify the value that exists in the category code that you selected in the O/A Category Code field that identifies the taxable G/L accounts that are used to pay CIS subcontractors' labor.

4.6.4.4 CIS Update

Effective Date From
Enter the date of the scheme that takes effect in 2007 to use the processing logic that applies to that scheme. To use the scheme that is in effect prior to the 2007 scheme, do not enter a date for this constant.

CIS End Period Day
Enter the day on which the reporting period ends. For example, if the reporting period ends on the 5th day of the month, enter **5.**

4.7 Setting Up CIS Company Constants

This section provides an overview of the CIS company constants, lists prerequisites, and discusses how to set up CIS company constants.

4.7.1 Understanding CIS Company Constants

Use CIS Company Constants (P74U0101) program to enter this information about the contractor:

- CIS tax reference number

- Unique tax reference (UTR)

- Tax office number

- Account office reference (AORef)

The UTR consists of a check digit followed by 9 numeric digits. The system validates the first character of the UTR.

The AORef that you enter must be in this format:

- Characters 1, 2, and 3 are numeric.

  Use leading zeros (0) to complete the 3 characters, if necessary.

- Character 4 must be the letter **p.**

- Character 5 must be alpha.

- Characters 6–13 must be numeric.

  Use leading zeros (0) to complete these characters, if necessary.

The system validates the requirements for the characters entered for the AORef.

The system saves data about the CIS company constants to the CIS Company Constants (F74U0101) table and the CIS Company Constants 2007 Update (F74U0111) table.

4.7.2 Prerequisites

Before you complete the tasks in this section:

- Set up the company's mailing address in the Address Book Revisions program (P01012).

- Set up the company in the Companies program (P0010).

  See Also:

  - "Entering Address Book Records" in the *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*.

  - "Setting Up Companies" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.

4.7.3 Forms Used to Set Up CIS Company Constants

Form Name	Form ID	Navigation	Usage
Work with CIS Company Constants	W74U0101A	System Setup (G74U0440), CIS Company Constants	Review and select existing records.
CIS Company Constants Revisions	W74U0101B	Click Add on the Work with CIS Company Constants form.	Enter reference numbers for the contractor.

4.7.4 Setting Up CIS Company Constants

Access the CIS Company Constants Revisions form.

Contractor Tax Reference
Enter the contractor's unique 13-character CIS tax reference.

Unique Tax Reference
Enter the 10-character tax reference number.

Tax Office Number
Enter the 3-character tax office number.

Tax Office Reference
Enter the tax office reference.

5

Processing CIS Vouchers for the United Kingdom

This chapter contains the following topics:

> **Note:** After you install the programs for the construction industry scheme that is in effect beginning April 2007, your system will display two menu structures; one for the new scheme and one for the scheme that you use for transactions prior to April 2007. To access the programs for the new scheme, use the G74U04xx menus. Use the G74U02xx menus to access programs for the previous scheme.

5.1 Understanding the CIS

The construction industry scheme (CIS) is a tax-withholding scheme applied to contractors and subcontractors in the construction industry. Both contractors and subcontractors must register with Her Majesty's Revenue & Customs (HMRC) before engaging in construction.

The contractor must make a deduction from all labor-related payments of an amount representing the subcontractor's tax and national insurance contributions liability. In some cases, contractors can pay gross to subcontractors who meet certain qualifying requirements, with no amounts deducted. Subcontractors who are not registered under the scheme can still be paid for work done, but the deductions are at a higher rate.

At the end of each tax month, the contractor must submit a monthly return to HMRC that shows all payments made to subcontractors and all deductions that were made. Contractors must also submit to their subcontractors a document that shows the deductions made from their payments.

Consult with HRMC for the requirements for deductions and to verify the status of your subcontractors.

The following flowchart illustrates the process flow for the CIS:

Figure 5–1   Process flow for the construction industry scheme
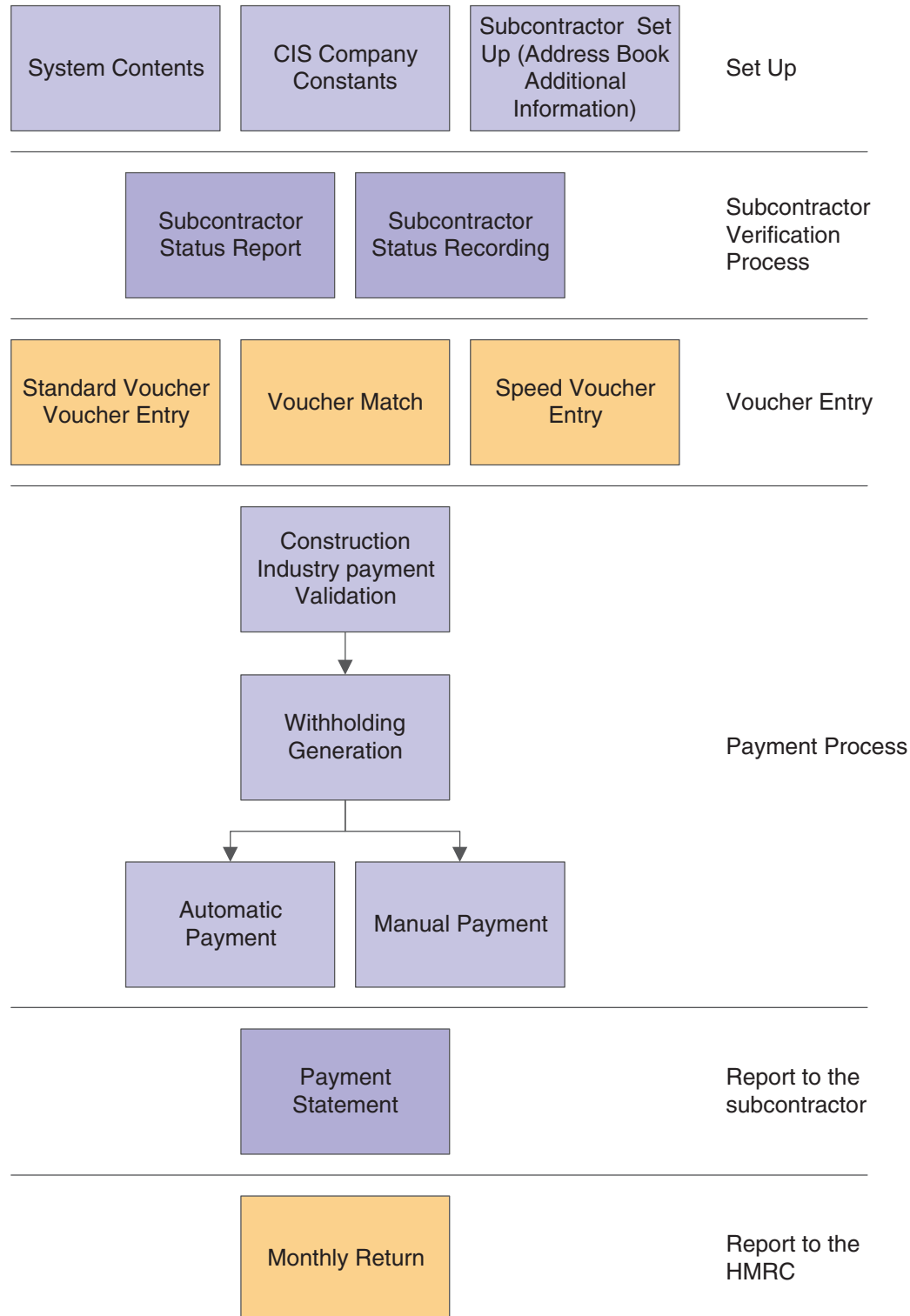
5.1.1 Prerequisite

Before completing the tasks in this chapter, verify that the Localization Country Code field in the User Profile Revisions program (P0092) is set to **UK** (United Kingdom).

5.2 Verifying and Recording Subcontractor Status

This section provides an overview of subcontractor status and discusses how to record subcontractor status.

5.2.1 Understanding Subcontractor Status

Before you pay subcontractors, you must verify their statuses with the HMRC. When you verify the status of the subcontractor, you verify that the subcontractor is registered in the CIS scheme and determine the deduction rate to apply to the subcontractor. After you verify the status and deduction rate of the subcontractor, you can continue to make payments to the subcontractor without additional verification if your most recent payment was made within the current tax year or most recent two previous tax years. If you do not make a payment to the subcontractor within this time period, you must reverify the subcontractor status and deduction rate with the HMRC before processing payments.

You record the verification number given to you by the HMRC and the date of the verification in the system by using the Subcontractor Verification Status program (P74U4020). The system saves the information that you enter into the Subcontractor Verification Status program to the Subcontractor Verification Status table (F74U4020).

5.2.2 Forms Used to Record Subcontractor Status

Form Name	Form ID	Navigation	Usage
Work with Subcontractor Verification Status	W74U4020A	Periodic Processing (G74U0420), Subcontractor Verification Status	Review and select existing address book records for suppliers.
Subcontractor Verification Status Revision	W74U4020B	On the Work with Subcontractor Verification Status form, select the address book record for which you want to enter verification information and click Select.	Record subcontractor status.

5.2.3 Recording Subcontractor Status

Access the Subcontractor Verification Status Revision form.

Verification Number
Enter the verification number for the subcontractor that you receive from the HMRC.

Matched Flag
Enter **Y** to indicate that the HMRC confirmed that they matched the subcontractor to their records. Enter **N** to indicate that no match exists in the HMRC records.

Verification Date
Enter the date that you verify the subcontractor status.

Withholding Percentage
Enter the deduction rate for the subcontractor. The system uses the rate that you enter here in the same manner as it uses the rate that you enter in the Withholding Percent field on the Supplier Master Revision form.

5.3 Generating the Subcontractor Status Report

Run the Subcontractor Status Report program (R74U4020) to generate a listing of the subcontractors and their tax statuses. You use this report to determine whether you need to obtain and enter verification information for your subcontractors. The report includes the subcontractor's name and address book number, UTR, verification number, withholding percentage, whether the contractor information is matched to the HMRC records, and the last payment date.

This section discusses how to:

■ Run the subcontractor status report.

■ Set processing options for Subcontractor Status Report (R74U4020).

5.3.1 Running the Subcontractor Status Report

Select Accounts Payable Reports (G74U0414), Subcontractor Status Report.

5.3.2 Setting Processing Options for Subcontractor Status Report (R74U4020)

Processing options enable you to set default values for processing.

5.3.2.1 Defaults

1. Processing Date
Enter the date through which to run the report.

5.4 Entering CIS Vouchers

This section provides an overview of entering CIS vouchers and discusses how to enter vouchers for subcontractors.

5.4.1 Understanding Voucher Entry for the CIS

When you enter CIS subcontractor vouchers through the Standard Voucher Entry (P0411), the Speed Voucher Entry program (P0411SV), or through the Match Voucher - Application Certificate Management program (P0411, version ZJDE7002), the system creates a record in the F0411 CIS Tag Table (F74U0116) and assigns to the record the CIS Default Status that is defined in the CIS constants. As the record progresses through the CIS payment process, the system updates the CIS status of the record in the F74U0116 table.

The following table describes typical status codes that you set up in the CIS Voucher Status Codes (74U/VS) UDC table:

Status Code	Status Description	Event Causing Status Change
(blank)	(blank)	Voucher entered.
C	Validation Complete	CIS Payment Validation run.
W	Withholdings	Withholdings - UK run.
Q	Update Payments	Run Checks/BACS.
P	CIS25/23 Printed	CIS Payment Vouchers printed.
D	F0411 Deleted	Originating F0411 record deleted.

> **Note:** The CIS system does not support alternative currency payments. The company making the payment must have a domestic currency of GBP.

5.4.1.1 Entering Vouchers for Subcontractors

When you receive a subcontractor's application for payment, you must create a voucher before you can issue payment.

Contractors are required to withhold certain amounts from a subcontractor's payment, depending on the type of tax regulations that apply to the subcontractor. To determine the total amount of the payment that is eligible for withholding, the contractor must distinguish between the taxable and nontaxable portions of each voucher.

You can enter vouchers for subcontractors using any of these programs:

- Standard Voucher Entry (P0411).

- Speed Voucher Entry (P0411SV).

- Match Voucher - Application Certificate Management (P0411, version ZJDE7002).

If you use the Standard Voucher Entry or the Speed Voucher Entry program, you indicate whether each line is a taxable supply within the scope of the scheme. If you use the Match Voucher - Application Certificate Management program, the system identifies taxable supplies automatically, based on the Object Account category code that is specified in the CIS constants.

The system marks all voucher pay items with a status that is specified in the CIS constants, usually H (Held). When you run the CIS Update Payment Validation (R74U4030) program, the system marks pay items that you specified as eligible for withholding tax with a pay status of %. Only vouchers with a pay status of % are processed by the Calculate Withholding (R74U04580) program.

> **Note:** The system validates whether the subcontractor's status is valid under the updated scheme and updates the status to % only for subcontractors who are valid under the updated scheme.

5.4.1.2 Working with Logged CIS Vouchers

If you do not know to which GL account to distribute a voucher, you can enter a logged (preliminary) voucher. This action is useful to quickly enter a voucher when

you receive the supplier's invoice so that you can maintain accurate accounts payable information.

When you enter a logged voucher, the system distributes the total amount of the voucher to a GL suspense account. Later, you review and redistribute the voucher to the correct GL accounts.

To view those vouchers that are assigned to a suspense account, print a report from the Voucher Detail Report program (P04428). These reports show transaction totals from the F0411 table.

When you enter a logged voucher, the system:

- Creates a voucher with a voucher number and document type of PL.

- Distributes the total amount of the voucher to a GL suspense account.

  The default value for this suspense account is specified in automatic accounting instruction (AAI) item PP.

- Records the offset amount, based on the AP trade account (AAI item PC) or the AP trade suspense account (AAI item PQ), depending on which method is designated in the Company Names and Numbers program (P0010).

Information about logged vouchers is maintained in the F0411 and F0911 tables.

You run the CIS Update Payment Validation program for logged vouchers after you have distributed the vouchers to the correct GL accounts.

5.4.1.3 Setting Up Logged CIS Vouchers

Logged vouchers are processed through the CIS system in the same manner as other vouchers, except that they must be redistributed to the correct GL accounts before they are validated for withholding.

5.4.1.4 Omitting Undistributed Vouchers from Withholding Validation

To ensure that undistributed logged vouchers are not selected by the CIS Update Payment Validation program, you must set the data selection to exclude vouchers with an A/R - A/P - Cash Rcpts/Inv Reg Code of **P.**

5.4.1.5 Setting Up Distributed Vouchers for Withholding Validation

Running the CIS Update Payment Validation program changes the value in the Pay Status field (data item PST) of records that require withholdings to be applied from H (Held) to % (Withholding Applies), and the pay status of records that do not require withholdings to be applied from H (Held) to A (Approved for Payment). Therefore, vouchers must have a pay status of H before they can be processed by the CIS Update Payment Validation program. You can ensure that logged vouchers have a pay status of H by setting the following processing options:

- On Voucher Match (P4314), set the Pay Status Code processing option on the Logs tab to **H.**

  On the Voucher Match tab of the processing options for Match Voucher to Open Receipt (P0411), specify the version of Voucher Match on which you set the Pay Status Code processing option.

- For the A/P Voucher Journal Entry Redistribution program (P042002), set the Pay Status processing option (processing option 2 on the Defaults tab) to **H.**

5.4.2 Prerequisites

Before you complete the tasks in this section:

- Set up supplier master records for your subcontractors.

  You must use a category code to identify subcontractors.

- Activate the Use Suspense Account option in the Company Names and Numbers program (optional).

- Set up AAI item PP and, if you use the trade suspense account, AAI item PQ.

- Assign an approver number to each supplier (optional).

- Run Update Approver/Category Code 7 (optional).

5.5 Processing CIS Vouchers for Payment

This section provides an overview of the payment processing for CIS vouchers and discusses how to:

- Run the CIS Pre-Withholding Validation program.

- Set processing options for CIS Pre-Withholding Validation (R74U4030A).

- Set processing options for CIS Voucher Splitting (R74U0411).

- Run the CIS Calculate Withholding program.

- Set data selection for the CIS Calculate Withholding program.

- Set processing options for CIS Calculate Withholding (R74U04580).

- Set processing options for CIS Voucher Splitting (P74U0411).

- Split CIS vouchers.

5.5.1 Understanding Payment of CIS Vouchers

To process withholding amounts for subcontractors, you must first determine whether withholding tax applies to your subcontractor's vouchers.

After the system evaluates vouchers for withholding tax eligibility, the system calculates the actual withholding tax amounts for each voucher.

The purpose of CIS is to calculate any withholding tax liability at the point of payment, not at the point of voucher entry. Therefore, you must run the CIS Update Payment Validation program and the CIS Calculate Withholding program (R74U04580) as part of the payment cycle.

After you process the withholding amounts for your subcontractor, you can run the create payment groups process to generate payments as usual.

5.5.1.1 CIS Pre-Withholding Validation

You run the CIS Pre-Withholding Validation program to have the system assess whether a voucher requires that withholding be applied, and to update the status of the voucher to enable voucher splitting. You can run the program in proof mode to review the pay statuses that the system will assign before running the program in final mode to update the pay statuses in the F0411 CIS Tag Table (F74U0116). You can also set a processing option to automatically call the CIS Voucher Splitting program (R74U0411) to split the voucher. You can set a processing option in the CIS Voucher Splitting program to call the Calculate Withholding program (R74U04580).

> **Note:** Generally, you can run the CIS Pre-Withholding Validation program as part of the SPC (subcontractor payment control) cascade. The CIS Pre-Withholding Validation program updates voucher statuses to make them eligible to be split. You can set up the pre-withholding program to split the vouchers, and can also run the calculations for withholding as part of the process.

The system updates the pay statuses differently based on how you set up the CIS process flow in the CIS Supplement Constants program (P74U0402).

The system uses data in the subcontractor's supplier master record to determine if withholding applies and the percentage to withhold.

You can run the CIS Pre-Withholding Validation program as part of the Subcontractor Payment Control (SPC) cascade. To use the voucher splitting function, you must have entered separate lines for labor and materials in the application.

See CIS Voucher Splitting.

5.5.1.2 CIS Voucher Splitting

You can split CIS vouchers at a later stage in the processing than if you manually split the vouchers using the Split option in the Speed Status Change program (P0411S). Generally, you run the batch program to split the vouchers when you run the SPC cascade. However, you can use the CIS voucher splitting interactive program to manually split vouchers that were generated in the SPC cascade. You must have the CIS Process Flow constant set to **3** or **4** to use the new voucher splitting program.

The JD Edwards EnterpriseOne base software system enables you to split vouchers before you process payments. When you set up your system and process vouchers to use the Subcontract Payment Control (SPC) module, you can automatically split CIS vouchers using the CIS Voucher Splitting program (R74U0411) that is called by the CIS Pre-Withholding Validation program (R74U4030A).

> **Note:** You can use the CIS Voucher Splitting program only when you use the JD Edwards EnterpriseOne SPC module. If you do not use the JD Edwards EnterpriseOne SPC module, you use the Split option in the Speed Status Change program (P0411S) to select vouchers and split the voucher into multiple payments.

If you run the programs included in the SPC cascade in separate sections, you might need to manually split vouchers. You can use the CIS Voucher Splitting program (P74U0411) to split vouchers that were generated in the SPC system when you ran the part of the SPC cascade that includes the Evaluated Receipts Processing (R43800), EDI Inbound Invoice/Match (R470412), and SPC Authenticated Receipt Retention Generation (R74U0426) programs. You must run the CIS Pre-Withholding Validation program before you manually split vouchers using the P74U0411 program.

The system uses the value that you set for the Defined Voucher Splitting Status field in the CIS Supplemental Constants program (P74U0402) to determine if a voucher is at a status at which it can be considered for splitting. For example, if you set the constant to **S** (payment statement), the Work With Voucher Splitting form shows all vouchers that have obtained that status and the pay status (00/PS) that is set in the CIS Constants program (P74U0100).

> **Note:** If you did not set the supplemental CIS constants to enable voucher splitting, you cannot use the P74U0411 program to split vouchers. Instead, use the Split option in the Speed Status Change program.

See "Understanding the Speed Status Change Program" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.

5.5.1.3 Calculating Withholding

You must withhold applicable tax amounts from payments to subcontractors and remit that amount to the Inland Revenue Service. After you validate vouchers for withholding tax eligibility, you use the CIS Calculate Withholding program (R74U04580) to calculate applicable withholding tax amounts. This program:

- Selects any open AP vouchers that have a pay status of %.

- Calculates the amount of tax to withhold, based on the withholding tax percentage in the Supplier Master table (F0401).

- Calculates withholdings on a net basis (before value-added tax [VAT]) or on the gross amount, based on the processing options.

- Updates the pay status of the original voucher pay item in the F0411 table from % to the value that you specify in the processing options.

- Creates a negative pay item for the withholding amount with the same payee, pay status, and due date as the original voucher pay item.

- Creates a positive pay item for the withholding amount with the tax authority that is associated with the subcontractor in the F0401 table as the alternative payee, with the same due date as the original voucher pay item.

The net effect of the two pay items is zero, but the subcontractor's payment is reduced by the amount of the negative pay item.

The CIS Calculate Withholding program produces a report that lists the new pay items and the pay status of each item. If applicable, the program also produces an error report that lists the vouchers that were not released for payment, and the error that is associated with each voucher or pay item.

> **Note:** The abbreviation *PS* on the Calculate Withholding Status Report stands for pay status.

5.5.1.4 Options for Paying Withholding Tax to the Revenue Authorities

You can pay withholding tax that you have deducted from subcontractors' payments using either of the following methods:

- Accounts Payable

- General Accounting

Processing withholding tax payments through the JD Edwards EnterpriseOne Accounts Payable system normally means that you pay your withholding tax as a separate payment to the Inland Revenue Service. The withholding tax payment is not included with your monthly PAYE (Pay As You Earn) payment.

To process withholding tax payments through the JD Edwards EnterpriseOne Accounts Payable system:

1. Accumulate withholdings (tax deductions) for your subcontractors under the tax authority payee (Inland Revenue Service) with a pay status of H (hold).

2. Release your pay items using the Speed Release program (P0411S) when you are ready to make a payment run.

3. Run the Create Payment Control Groups (R04570) program with the Payee processing option on the Process By tab set to **1** to create payment groups by payee.

4. Write and update a payment using a UK cheque (P04572U1 or P04572U2), a BACS payment (P04572B), or another payment print program to create your payment to the Inland Revenue Service.

5. Send this payment to the Inland Revenue Service.

Processing withholding tax payments through the JD Edwards EnterpriseOne General Accounting system enables you to include your withholding tax in your monthly PAYE payment to the Inland Revenue Service. This method is a common practice in the United Kingdom.

To process withholding tax payments through the JD Edwards EnterpriseOne General Accounting system:

1. Accumulate withholdings (tax deductions) for your subcontractors under the tax authority payee (Inland Revenue Service) with a pay status of H (hold) and an alternative bank account, such as a withholding tax account.

2. Release your pay items using the Speed Release program (P0411S) and change your bank account to a withholding tax account when you are ready to make a payment run, if you have not already done so.

3. Run the Create Payment Control Groups program (R04570) and select your withholding tax account as the bank account and the Inland Revenue Service as a special payee.

4. Use the Work With Payment Groups program (P04571) to write and update the withholdings payment, but do not print or send the AP payment.

5. Process your normal Inland Revenue Service payment through the general ledger by creating a journal entry to debit your tax withholdings account and your PAYE account and crediting your normal bank account with the sum of all payments to the Inland Revenue Service.

6. Create a physical payment to the Inland Revenue Service outside of the system, such as by writing a cheque manually.

7. Send this payment to the Inland Revenue Service.

5.5.2 Prerequisites

Before you complete the tasks in this section:

■ Identify the tax withholding rate and the tax authority for each subcontractor.

See "Entering Supplier Master Information" in the *JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide*.

■ Set up a GL account for withholding tax, if required.

■ Set up a nonblank GL offset in AAI item PCyyyy for withheld credits.

■ If you set the processing option in the CIS Pre-Withholding Validation program to automatically run the CIS Voucher Splitting program (R74U0411), set the processing options of the R74U0411 version that you specify.

5.5.3 Running the CIS Pre-Withholding Validation Program

Select Automatic Payment Processing (G74U0413), CIS Pre-Withholding Validation.

5.5.4 Setting Processing Options for CIS Pre-Withholding Validation (R74U4030A)

Processing options enable you to specify default processing values.

5.5.4.1 Date

1. Pay Through Date
Enter the date through which you calculate withholding.

5.5.4.2 Process

1. Mode
Enter **1** to process records in final mode. The system updates the vouchers and the CIS status when you process records in final mode.

Leave this processing option blank to process records in proof mode. In proof mode, the system lists the vouchers to process, but does not update the records.

2. Unreturned Authenticated Receipt Error or Warning
Enter **1** to have the system display a warning if the authenticated receipt for the subcontract has not been returned. You can continue processing vouchers for which the system displays a warning.

Leave this processing option blank to have the system display an error message if the authenticated receipt for the subcontract has not been returned. You cannot continue processing if you receive an error message.

The system uses this processing option only if you have activated the JD Edwards EnterpriseOne SPC module.

> **Note:** You track whether the authenticated receipt was returned in the Returned Authenticated Receipt Logging program (P74U0430).

3. Exception Report
Enter **1** to generate a report with summary information. Leave this processing option blank to generate a report with detail information.

5.5.4.3 Defaults

1. CIS Voucher Status
Enter a value that exists in the CIS Voucher Status (74U/VS) UDC table to specify the status assigned to the voucher after processing. Example of values are:

B: Voucher split.

C: CIS payment validation run

5.5.4.4 CITB (Construction Industry Training Board)

The system uses the values in these processing option only when you have activated the JD Edwards EnterpriseOne SPC module.

1. G/L Offset of CITB F0411 Records

Specify the GL offset account to which the system writes amounts for the CITB. CITB is assessed for labor-only contracts.

2. Pay Status Code of Incoming CITB F0411 Records

Enter a value from the Payment Status Codes (00/PY) UDC table to specify the pay status code of records that include CITB.

5.5.4.5 Versions

The system uses the value in this processing option only when you have activated the JD Edwards EnterpriseOne SPC.

1. Automatic Splitting UBE (R74U0411)

Enter the version of the CIS Voucher Splitting program (R74U0411) to run to automatically split the voucher. If you do not specify a valid version, the system does not run the CIS Voucher Splitting program.

5.5.5 Setting Processing Options for CIS Voucher Splitting (R74U0411)

Processing options enable you to specify default processing values.

5.5.5.1 Defaults

1. Tax Payment Voucher Status

Enter a value from the CIS Voucher Status (74U/VS) UDC table to specify the status to assign to the tax voucher generated by the program. If you leave this processing option blank, the system assigns a value of **W** (withholdings run).

Override Remark for History

Enter a remark that the system writes to the F0411 table.

3. Outgoing Approved Voucher Pay Status Code

Enter a value from the Payment Status Codes (00/PS) UDC table to specify the status to assign to the voucher. If you leave this processing option blank, the system uses **A** (approved).

4. Calculate Withholdings Version (R74U04580)

Specify the version of the Calculate Withholding program that the system calls after it splits the voucher. If you leave this processing option blank, the system does not run the Calculate Withholding program.

5.5.6 Running the CIS Calculate Withholding Program

Select Automatic Payment Processing (G74U0413), CIS Calculate Withholding.

5.5.7 Setting Data Selection for the CIS Calculate Withholding Program

You can modify the data sequence of your version of the CIS Calculate Withholding program so that the output more closely matches your reporting needs. For example, you might want to list document numbers before document types.

5.5.8 Setting Processing Options for CIS Calculate Withholding (R74U04580)

Processing options enable you to specify the default processing for programs and reports.

5.5.8.1 Pay Status

Pay Status Code
Enter the pay status to assign to the voucher to be released for payment. If you leave this processing option blank, the system assigns the default value from the data dictionary. If the data dictionary default value is blank, the system assigns **A.**

Pay Status Code
Enter the pay status to assign to the withheld pay item. If you leave this processing option blank, the system assigns a value of **H.**

5.5.8.2 G/L Offset

G/L Offset
Enter the GL offset account for AAI PC to assign to the withheld pay item. This offset account should represent the withholding account. You must complete this processing option.

Account ID
Enter the GL account for the zero balance records, if any are created. This must be the short account number and is required.

5.5.8.3 Tax Authority

Tax Authority for A/P Withholding
Enter an override tax authority to be assigned to the Alternate Payee field in the withholding entry. Leave this processing option blank to retrieve the tax authority from the supplier's address book record.

5.5.8.4 Process

G/L Bank Account Override
Enter an override GL bank account.

Net Or Gross Amount
Enter **1** to process records based on the net amount. Leave this processing option blank to process records based on the gross amount.

CIS Voucher Status
Enter a code that exists in the CIS Voucher Status (74U/VS) UDC table.

5.5.8.5 GL Date Processing

1. Enter the Company Number
Enter the company number for which the system validates the GL date against the financial periods in the Company Constants table (F0010).

2. Enter G/L Date
Enter the GL date for the withholding records. If you leave this processing option blank, the system uses the voucher GL date.

5.5.9 Setting Processing Options for CIS Voucher Splitting (P74U0411)

Processing options enable you to set default processing values.

5.5.9.1 Defaults

1. Default Amounts as Taxable

Specify whether the system displays taxable or nontaxable amounts on the Split Voucher form. If you select to display nontaxable amount, you enter the taxable amounts in the form. If you select to display taxable amounts, you enter the nontaxable amounts in the form. Values are:

Blank: Taxable. You enter the nontaxable amount.

1: Nontaxable. You enter the taxable amounts.

2. Tax Payment Voucher Status

Enter a value from the CIS Voucher Status (74U/VS) UDC table to specify the status that the system assigns to the tax payment. For example, you might specify **W** (withholdings run).

3. Approved Voucher Pay Status Code

Enter a value from the Payment Status Codes (00/PY) UDC table to specify the status that the system assigns to vouchers approved for payment.

5.5.10 Splitting CIS Vouchers

Access the CIS Voucher Splitting form.

The system enables the fields for taxable amounts when you set the Default Amounts as Taxable processing option to **1** and enables the nontaxable fields when you leave the Default Amounts as Taxable processing option blank.

> **Note:** You can split only vouchers that the system generated from the SPC module.

CIS Taxable Amount or CIS Non Taxable Amount

Enter taxable or non-taxable. The system populates the Gross Amount, Non Taxable Amount, Taxable Amount, Tax, Open Amount, and Discount Available fields for the CIS Taxable Amount column and the CIS Non Taxable Amount columns based on the value in the Amount to Split field.

For example, if you set the processing options to enable the nontaxable fields, you enter the non-taxable portion of the value in the Amount to Split field. The system calculates the values in the other fields.

5.6 Working with the CIS Tag Table

This section provides an overview of the CIS tag table and discusses how to:

- Add CIS document information to the CIS tag table (F74U0116).

- Correct the CIS tag table.

- Update the CIS status for one voucher.

- Run the CIS tag file history change report.

- Set processing options for F0411 - CIS Tag File Status History Change (R74U0134).

> **Important:** The CIS document information is not used in the scheme that is in effect beginning April 2007. The information about working with CIS documents is included because you might need to work with this data for records that existed prior to April 2007.
>
> Changes that you make to these records, including changes to the status of the records, will not make the system include the records for withholding calculations under the new scheme.

5.6.1 Understanding the CIS Tag Table

The F74U0116 table contains detailed information about CIS subcontractor vouchers, including information from the subcontractor's registration card or certificate, whether a pay item should have tax deducted, and the CIS voucher status. You should not revise the F74U0116 table for any reason other than correction.

> **Important:** Only authorized personnel should have access to change the F74U0116 table. Changes to the F74U0116 table might produce unpredictable results.

5.6.1.1 Adding CIS Document Information to the CIS Tag Table

The F74U0116 table includes detailed information about CIS subcontractor vouchers, including information from the subcontractor's registration card or certificate. You can enter information from the subcontractor's registration card or certificate directly into the F74U0116 table if that information was not available when you entered the voucher.

5.6.1.2 Correcting the CIS Tag Table

The F74U0116 table includes detailed information about CIS subcontractor vouchers, including whether a pay item should have tax deducted and the CIS voucher status. The F74U0116 table is populated automatically during various stages of CIS processing. However, you can have cause to correct the F74U0116 table.

The system enables you to record the return of a CIS24 gross payment voucher and change the taxable status of pay items. You should not revise the F74U0116 table for any reason other than correction.

5.6.1.3 Updating the CIS Status for Multiple Vouchers

You can use the CIS Tag File History Change program (R74U0134) to globally update records in the F74U0116 table with a new CIS voucher status code. Valid CIS status codes are stored in UDC 74U/VS.

This program produces a report that provides detailed information about all selected vouchers. You can run this process in proof mode to generate the report only, or in final mode to generate the report and update the tag file.

5.6.2 Forms Used to Work with the CIS Tag Table

Form Name	Form ID	Navigation	Usage
F0411 Tag File Revisions	W74U0115A	Advanced & Technical Operations (G74U0430), CIS Tag File Revision. On the Work With F0411 Tag File Data form, select a record and select Tag File Update from the Row menu.	Add CIS document information
F0411 Tag File Detail Revisions	W74U0115C	Advanced & Technical Operations (G74U0430), CIS Tag File Revision. On the Work With F0411 Tag File Data form, select a record and click Select.	Enter corrections for the CIS tag table.
CIS Voucher Status History Revisions	W74U0118A	Advanced & Technical Operations (G74U0430), CIS Tag File Revision. On the Work With F0411 Tag File Data form, select a record and select Status Change from the Row menu.	Update the CIS status for one voucher.

5.6.3 Adding CIS Document Information to the CIS Tag Table

Access the F0411 Tag File Revisions form.

Trading As
Enter the name of the subcontracting company.

Authorized User/Issued To
Enter the name of the employee who represents the subcontracting company, usually a senior manager.

CIS Document Number
Enter the 13-digit CIS subcontractor's registration card or tax certificate number. This number is issued by the Inland Revenue Service and provides a unique CIS document reference number.

CIS Document Type
Enter the type of CIS document that is held by a subcontractor. CIS documents enable subcontractors to carry out construction work within the CIS.

National Insurance Number
Enter the U.K. National Insurance number for the subcontractor. The format is xxyyyyyyx, where x represents a letter and y represents a number.

Company Registration Number
Enter the 8-digit subcontractor's U.K. Company Registration number.

Acting For
Enter the name of the employee who acts for the subcontracting company, such as an accountant who receives payment on behalf of the company.

5.6.4 Correcting the CIS Tag Table

Access the F0411 Tag File Detail Revisions form.

T/P Voucher Returned (tax payment voucher returned)
Enter the code that indicates whether a CIS24 tax payment voucher has been returned for the payment. Values are:

0: The CIS24 voucher has not been returned.

1: The CIS24 voucher has been returned.

Taxable Status
Enter the code that indicates whether the line item is subject to withholding tax. Values are:

0: The line is not subject to withholding tax.

1: The line is subject to withholding tax.

5.6.5 Updating the CIS Status for One Voucher

Access the CIS Voucher Status History Revisions form.

CIS Voucher Status
Enter a value that exists in the CIS Voucher Status (74U/VS) UDC table to identify the current status of the record in CIS processing.

5.6.6 Running the CIS Tag File History Change Report

Select Advanced & Technical Operations (G74U0430), CIS Tag File History Change.

5.6.7 Setting Processing Options for F0411 - CIS Tag File Status History Change (R74U0134)

Processing options enable you to specify the default processing for programs and reports.

5.6.7.1 CIS Status

1. CIS Voucher Status
Enter a value that exists in the CIS Voucher Status (74U/VS) UDC table to identify the current status of the record in CIS processing.

5.6.7.2 Process

Mode
Enter **1** to run the program in final mode. Leave this processing option blank to run the program in proof mode.

5.7 Generating Payment Statements for Subcontractors

This section provides an overview of the payment statement for subcontractors and discusses how to:

- Generate the payment statement.

- Set processing options for Statement of Payment and Deduction (R74U4040).

5.7.1 Understanding the Payment Statement for Subcontractors

Each month, you must generate and send to your subcontractors statements about the payments that you made to them if you withheld tax amounts from payments made to them.

The statements must cover a period from the 6th day of one month through the 5th day of the following month and must include this information:

- Contractor's name.

- Employer's tax reference.

- Date of the tax month in which the payment is made.

  The end date of the tax month is the last day covered by the tax period. For example, the date of the tax month for the period of August 6th through September 5th, 2008, is September 5th, 2008.

- Subcontractor's name and UTR.

- Gross amount, excluding VAT.

- Amount of the deductions.

- Cost of materials that reduced the amount against which the deduction was applied.

- For unmatched subcontractors, the verification reference number.

5.7.2 Generating the Payment Statement

Select Accounts Payable Reports (G74U0414), Statement of Payment and Deduction.

5.7.3 Setting Processing Options for Statement of Payment and Deduction (R74U4040)

Processing options enable you to set default values for processing.

5.7.3.1 General

1. Date From
Enter the beginning of the range of dates for which you process records.

2. Date Through
Enter the last date of the range of dates for which you process records.

3. Summarize by Contractor
Enter **1** to print summarized statements. When you print summarized statements, the system sums the amounts for all payments within the reporting period and prints one line for the reporting period.

Enter **0** to print detailed statements. When you print detailed statements, the system prints one line for each payment made in the reporting period.

5.8 Generating the Monthly Return

This section provides an overview of the monthly return and discusses how to:

■ Generate the CIS Monthly Return report.

■ Set processing options for CIS Monthly Return (R74U4050).

■ Verify history of monthly reports and create attachments.

5.8.1 Understanding the Monthly Return

Contractors must send to the HMRC a monthly report of the payments made to subcontractors in the preceding tax month. Contractors must send the report for all subcontractors covered by the scheme regardless of whether amounts were withheld or whether the contractors has withhold no amounts (nil return).

You must submit the monthly return within 14 days of the end of the tax month to which it relates.

Use the CIS Monthly Return program to generate the monthly report. This report produces a PDF, an EDI (electronic data interchange) file in the generic flat file (GFF) format, and an XML file if you set the processing options to generate the XML file. Processing options enable you to specify the period for which you submit the report, as well as certifying that required conditions are met in the report.

When you run the CIS Monthly Return program in final mode, the system:

■ Reads data in these tables:

– HMRC Inform. Relation (F74U4015).

– Accounts Payable Ledger (F0411).

– Accounts Payable - Matching Document (F0413).

– Accounts Payable Matching Document Detail (F0414).

– F0411 CIS Tag File Update (F74U0116).

■ Writes data from this report to these tables:

– Header - CIS Monthly Return (F74U4051)

This table includes data about contractor and processing option values such as the contractor name and the certifications provided in the processing options.

– Subcontractor Detail - CIS Monthly Return (F74U4052).

This table includes data about the subcontractor such as name, address, and government identifying numbers.

– Subcontractor Documents Detail - CIS Monthly Return – UK (F74U053).

This table includes data about the subcontractor documents such as the document type, document number, pay item, and amounts.

■ Generates the GFF, and writes the data to the Text Processor Header table (F007101) and Text Process Detail Table (F007111).

■ Generates an XML file in the protocol defined in the *Gateway Document Submission Protocol, Version 7.0*document, and writes the data to the Text Processor Header table (F007101) and Text Process Detail Table (F007111), if you set the processing options to generate the XML file.

■ Generates a PDF report that includes a header section that shows information about the contractor, and a detail section that shows information about the subcontractors and payments.

When you run the CIS Monthly Return report in proof mode, the system generates the PDF, GFF, and XML, but does not write data to tables.

When you run the CIS Monthly Return report in reprocess mode, the system generates the PDF, GFF, and XML file, and replaces the existing data of the tables.

Use the CIS Monthly Return History program (P74U4050) to review the information in the F74U4051, F74U4052, and F74U4053 tables.

Use the Text File Processor Program to create the text files that you remit for monthly reporting.

See "Working with the Text File Processor" in the *JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide*.

5.8.1.1 Generating the XML File for the Monthly Return

The JD Edwards EnterpriseOne software generates only the XML for the submission request XML message type. The system does not populate any optional fields for the submission request XML file.

Before you submit live data in an XML file, you should submit test transmissions to the HMRC to verify that the structure of your document is correct. The JD Edwards EnterpriseOne software enables you to set processing options to indicate whether a submission is a test or is live data.

The system writes the XML file to the Text Processor Header (F007101) table and Text Processor Detail Table (F007111). You use the Text File Processor (P007101) program to copy the XML to a location from which you can review and submit the XML file.

> **Note:** The HMRC publishes several documents to assist you in understanding submission requirements, such as *Gateway Document Submission Protocol, Instructions for Gaining Internet Recognition,* and *Hints and Tips on GovTalkHeader and IRheader – CIS.* You should be familiar with the contents of these and related documents before you submit XML files for monthly CIS reporting.

5.8.1.2 Considerations for Submitting the Monthly Return

These considerations exist for submitting the CIS Monthly Return report:

■ Contractors who have not paid any subcontractors in a particular month must submit a *nil* return.

Enter **Y** in the Confirm No Payments processing option to submit a *nil* return.

■ When you submit the monthly return, you must certify that:

– You have considered the employment status of each individual included on the return.

– You have verified each subcontractor with the HMRC.

– You confirm that the information provided on the return is complete and correct.

You set processing options for the CIS Monthly Return report to certify each of these conditions.

5.8.2 Generating the CIS Monthly Return

Select Periodic Processing (G74U0420), CIS Monthly Return.

5.8.3 Processing Options for CIS Monthly Return (R74U4050)

Processing options enable you to set default values for processing.

5.8.3.1 Defaults

1. Period Number
Enter the period number and year for which you generate the report.

2. Processing Mode
Enter **1** to process the report in final mode.

Enter **2** to reprocess the records. When you run the report in reprocess mode, the system overwrites the records in the F74U4051, F74U4052, and F74U4053 tables that exist for the period and year for which you reprocess the records.

Leave this processing option blank to process the report in proof mode.

3. Sender Identification
Enter the ID assigned to the sender that identifies the sender as a user of the electronic system.

4. Test Indicator
Enter **1** to specify that this is a test submission.

5.8.3.2 Nil Return

1. Confirm No Payments
Enter **Y** to confirm that not payments have been made to subcontractors in the constructions industry in the period for which you generate the report.

Leave this processing option blank if you are reporting payments.

2. Inactivity Indicator
Enter **1** to specify that this is an Inactivity report, indicating that you do not anticipate sending monthly returns for the next six months.

5.8.3.3 Employment Status Dec.

1. Confirm Employment Status
Enter **Y** to confirm that the employment status of each individual detailed in this return has been considered and that the contract under which returned payments are made are not contracts of employment.

5.8.3.4 Subcontractor Verification Dec.

1. Confirm Subcontractor Verification
Enter **Y** to confirm that every subcontractor included on this return has either been verified with the HMRC subsequent to the awarding of a contract or has been included in your company's monthly (or annual) return in the current tax year or the previous two tax years.

5.8.3.5 Information Correct Dec.

1. Confirm Correctness and Completeness
Enter **Y** to confirm that the information given on this return is correct and complete to the best of your knowledge and belief.

5.8.3.6 XML

1. Processing Mode
Enter **1** to generate the XML file. Leave this processing option blank to suppress generation of the XML file.

The system writes the XML file to the Text Processor Header (F007101) table and Text Processor Detail Table (F007111).

2. Gateway Test
Enter **1** if you are running the program as a test submission. The system inserts 1 in the Gateway Test field in the XML file as required by the protocol.

Leave this processing option blank to submit live data. The system inserts 0 in the Gateway Test field in the XML file as required by the protocol.

3. Sender ID
Enter the sender ID that you obtain from the Software Development Support (SDS) team of the HMRC. The system includes this value in the SenderDetails/IDAuthentication block within the Header block.

You must complete this processing option to provide user name and password authentication.

4. Authentication Method
Enter **MD5** or leave this processing option blank.

The header record for the SenderDetails/IDAuthentication block requires an authentication method of MD5 or clear. The system writes MD5 to the header record when you enter MD5, and indicates the clear method when you leave this processing option blank.

5. Authentication Value
If you entered **MD5** in the Authentication Method processing option, enter an MD5-hashed password that has been Base64 encoded.

If you left the Authentication Method processing blank to indicate the *clear* authentication method, enter a clear text password.

The header record for the SenderDetails/IDAuthentication block requires a password.

You must complete this processing option.

6. Organisation
Enter **IR,** (internet recognition), which is a static text entry for the Organisation field of the XML file.

7. URI
Enter the 4-digit vendor ID that is supplied by the SDS team of the HMRC.

You must complete this processing option.

8. Product

Enter the name of the software that generates the XML file. For example, you might enter **JD Edwards EnterpriseOne.**

You must complete this processing option.

9. Version

Enter the version of the software product that you entered in the Product processing option.

This processing option is optional.

10. Sender

Enter a value to represent the type of entity submitting the return. You must complete this processing option. Values are:

1: Individual

2: Company

3: Agent

4: Bureau

5: Partnership

6: Trust

7: Employer

8: Government

9: Acting in Capacity

10: Other

6

Understanding Subcontractor Payment Control in the United Kingdom

This chapter contains the following topics:

- Section 6.1, "Common Terms Used in This Chapter,"
- Section 6.2, "Overview of the SPC Module"

6.1 Common Terms Used in This Chapter

Application
The request from a subcontractor to a main contractor for full or partial payment of a contract.

Authenticated receipt document
The document that you send to a subcontractor that a subcontractor signs and returns to you to acknowledge that you withheld the value-added tax (VAT) from the payment to the subcontractor.

Certificate
The document that you send to the subcontractor, usually with the payments, as an acknowledgement of the payment. In the JD Edwards EnterpriseOne software, the SPC cascade runs programs to generate the records for the certificate. You print the document to send to the subcontractor in a separate step.

Commitment
The recognition of a future obligation. Each time that you enter a subcontract order detail line, you can have the system track the amount that you are obligated to pay and apply it to a job or project. A subcontract commitment is created when a subcontractor is contracted to provide services. The commitment is relieved when services are rendered and you initiate a progress payment. You can create journal entries for commitments at the time of purchase order, application, or certificate.

Construction Industry Training Board (CITB)
A statutory training board with the purpose of encouraging the adequate training of those employed in the construction industry. The CITB is empowered to assess a levy on certain contracts in the construction industry to raise funds for the training.

Main contractor discount (MCD)
A trade discount that the main contractor applies to the value of the contract undertaken by a subcontractor on a project. The MCD is a reduction in the final costs.

Retention
A portion of the payment that you withhold until a specified date. Retention is also called retainage.

SPC cascade
The series of programs that the system runs when you approve an application. The SPC cascade generates the journal entries for the receipt, voucher, and retention; runs the programs associated with supplier withholding and voucher splitting; and posts receipts and vouchers. Processing options enable you to use all or part of the SPC cascade.

SPC module
The software provided by the JD Edwards EnterpriseOne localization for the United Kingdom that includes the programming for entering applications and certificates; and processing the journal entries for transactions for the subcontractor construction industry in the United Kingdom. The SPC module integrates with the CIS (construction industry scheme) and supplemental CIS modules of the JD Edwards EnterpriseOne localization for the United Kingdom.

6.2 Overview of the SPC Module

The JD Edwards EnterpriseOne system provides an SPC module for the construction industry in the United Kingdom. The SPC module enables you to:

- Add construction industry and CIS information to a subcontract purchase order.

- Enter information about the application for payment that a subcontractor submits to you.

- Print a certificate to give to the subcontractor that is an acknowledgement of payment made to the subcontractor.

- Issue and track an authenticated receipt letter to the subcontractor.

  The subcontractor returns the authenticated receipt to you as an acknowledgement of payment.

- Calculate commitment amounts for a contract at various stages of the contract.

- Calculate and release retention (retainage) on a contract.

- Process VAT on a cash basis.

The CIS (construction industry scheme) determines the legal requirements for payments made to subcontractors. Many of the subcontract purchase orders that you process using the SPC module are regulated by the CIS. When you process payments to subcontractors, you can elect to verify a subcontractor's status with the HM Revenue & Customs (HMRC) before creating the voucher entries. You must have the subcontractor set up in the JD Edwards EnterpriseOne CIS module before the system can perform the subcontractor validations in the SPC module. Additionally, you must complete the setup for the CIS and supplemental CIS modules before you use the SPC module.

This graphic shows a high-level process flow for working with the SPC module:

Figure 6–1 Process flow for SPC module
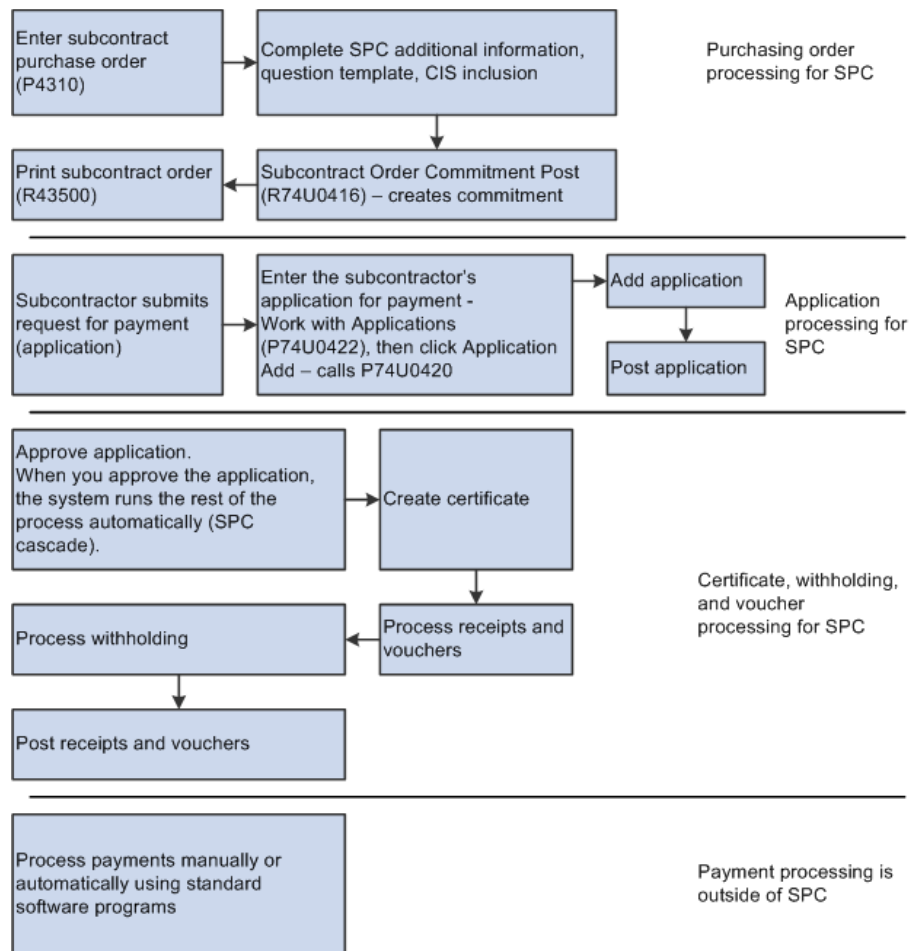
Generally, you will either:

- Set up your system to work with and approve applications, and then use the SPC cascade to complete the rest of the process.

- Set up your system to bypass the application entry and approval steps, manually enter certificates, then manually run sections of the SPC cascade to complete the process.

6.2.1 Using the SPC Cascade

The SPC module is designed to automate many of the processes that you need to run to:

- Generate accounting entries for certificates.

- Generate receipts and vouchers.

- Split vouchers (optional).

- Calculate withholding.

- Post receipts and vouchers.

- Create accounting entries for MCD, retention, commitments, and other amounts.

This implementation guide refers to the automated process as the SPC cascade. When you approve an application, the system automatically runs all of the programs to complete the printing of documents and the creation of journal entries. You can elect to run some of the processes separately without jeopardizing the data integrity. For example, instead of posting vouchers as part of the SPC cascade, you can set a processing option to prevent the automatic posting of the voucher. If you elect to prevent the automatic posting, you must post the vouchers as a separate step.

You can safely run these parts of the SPC cascade by section:

■ Purchase order, application entry, and certificate entry.

If you set the Approval Active processing option in the SPC - Application Maintenance (P74U0420) so that the approval process is *not* active, you can manually open the Certificate Entry program (P74U0425) to enter certificate information. You must then run the other parts of the process manually.

If you set the Approval Active processing option in the SPC - Application Maintenance (P74U0420) so that the approval process *is* active, the system runs the SPC cascade when the final approver approves the application.

■ Generate receipt and voucher entries for the purchase order lines and retention.

If you manually created the certificate, you set up and run the Evaluated Receipts Processing program (R43800). The Evaluated Receipts Processing program runs the EDI Inbound Invoice/Match program (R470412) and SPC Authenticated Receipt Retention Generation program (R74U0426).

■ Withholding calculations and entries.

After you generate the receipts and voucher lines for the purchase order and application, you can set up and run the CIS Pre-Withholding Validation program (R74U4030A), The CIS Pre-Withholding Validation program runs the SPC Voucher Splitting program (R74U0411) and the Calculate Withholding Tax program (R74U04580).

■ Post receipt and voucher batches.

Run the General Ledger Post program (R09801) to post the receipt and voucher batches.

Whether you elect to run the SPC cascade in its entirety or run it in sections, you process the payments for the subcontractor using the automatic payment process or the manual payment process. You can also print a certificate, an authenticated receipt for VAT, or a document that works as both the certificate and the authenticated receipt to send with the payment.

See Processing Certificates Outside of the SPC Cascade in the United Kingdom.

See Printing the Late Authenticated Receipt Letter.

6.2.2 Using Commitments

In the JD Edwards EnterpriseOne system, commitments are records created in the Account Balances table (F0902) that track amounts that you must pay at a future date. You can use the records to determine your future cash needs. The records for commitments are for informational purposes only. You can view the commitment records by setting up and using the Job Status Inquiry- User Defined Columns program (P512000).

Setting up and using commitments is an optional task in the SPC module. You can set up your system to generate the commitment records when you enter purchase orders,

applications, or certificates. If you choose to generate commitment records, you must set up SPC constants, ledger types, and other information that the system uses to generate the records. You run the Subcontract Order Commitment Post program (P74U0416) to generate records for commitments after you enter a purchase order. You do not run a separate program to generate the commitment records for applications and certificates; the system generates those records from the application and certificate programs according to your system setup.

See Understanding SPC Constants.

See Understanding Constants for Supplemental CIS Functionality.

See Setting Up Commitments (optional).

See Working With SPC Commitments in the United Kingdom.

6.2.3 Using Retention

You might choose to retain a portion of the funds that are due to a subcontractor until a later date. The SPC module of the JD Edwards EnterpriseOne software enables you to retain a percentage of a purchase order or application amount. When you enter a purchase order, you can specify a percentage to withhold from a subcontract purchase order line. You can change the percentage when you enter the application if needed.

When you specify a retention amount or percentage, the system generates entries in the Accounts Payable Ledger table (F0411) when you run the SPC Authenticated Receipt Retention Generation program as part of the SPC cascade. The system writes a positive and a negative line to the F0411 table for the amount of the retention. The program uses the AAIs, suspense account, tax rate area, and so on that you specify in the processing options.

When the system posts the voucher, it writes the positive and negative lines for the retention amount to the Account Ledger table (F0911), using the ledger type that you specified for retention purposes in the SPC Constants.

6.2.4 Required Setup for Using the SPC Module

The JD Edwards EnterpriseOne SPC module for UK localizations integrates with JD Edwards EnterpriseOne base software and other UK localization modules. To use the SPC module, you must:

■ Set up your user profile to use UK localizations.

See Setting Up User Display Preferences

■ Set up the base software for the systems used by the SPC module, and set up the JD Edwards EnterpriseOne CIS and supplemental CIS modules for the UK.

See Setting Up CIS for the United Kingdom.

7

Setting Up Your System for Subcontractor Payment Control in the United Kingdom

This chapter contains the following topics:

> **See Also:** ■.Setting Up UDCs for SPC

7.1 Understanding Setup for the SPC Module

In addition to setting up the SPC-specific programs, UDC values, and AAIs, you must set up:

- The CIS (construction industry scheme) module of the JD Edwards EnterpriseOne software.

  The system uses some of the setup from CIS, such as the supplemental CIS constants, when you use the SPC module.

  See Setting Up CIS for the United Kingdom.

- Base software.

- Corresponding versions.

> **Important:** The SPC cascade automates the processes that come after the application approval. To use the SPC cascade:
>
> The CIS Process Flow constant in the CIS Supplement Constants program (P74U0402) must be set to **4.** This value enables voucher splitting and enables you to specify that the purchase order is included in CIS.
>
> You must select the option to require that labor and materials be split when you enter the purchase order.
>
> You must activate application approvals in the SPC-Application Maintenance program (P74U0420).
>
> Set up versions and processing options of the programs called by the SPC cascade. Running the General Ledger Post program (P09801) is an optional task in the cascade. You must set up all of the other programs called in the cascade.

7.1.1 Base Software Setup for SPC

The SPC module uses functionality from many base JD Edwards EnterpriseOne systems. In addition to standard setup such as companies, accounts, and address book records, you must perform these setup tasks before processing purchase orders in the SPC module:

7.1.1.1 User Display Preferences

You must set the Localization Country Code field in the User Profile Revisions form to **UK** (United Kingdom) to enable the localization programs for the UK.

See Setting Up User Display Preferences.

7.1.1.2 Line Types

Oracle recommends that you set up an order line type that you use for only subcontract orders that you enter for SPC. When you set up the line type, consider these factors:

- You must specify an inventory interface of A or B.

  Most customers who enter subcontract purchase orders use line type J. You can set up a different line type to use for SPC, but it must have an inventory interface of A or B.

- The GL offset that you specify must also be set up in the DMAAI for the line type.

- Do not select the Apply Retainage option.

  You use retainage fields in SPC-specific applications to specify retainage.

7.1.1.3 Order Activity Rules

You must add a step in the order activity rules for the line type and order type combination that you use to enter subcontract purchase orders if you require that an application be created for the transaction. You cannot enter an application until the purchase order obtains the status specified in the order activity rules.

7.1.1.4 Subcontractors

The SPC module in the JD Edwards EnterpriseOne system requires that subcontractors be set up in the system in the same manner as you set up subcontractors to work with CIS.

See Entering Address Book Information for Subcontractors.

The SPC module uses the Evaluated Receipts Processing program (R43800) to process purchase orders. To create vouchers for a supplier in batch mode, you must set the Evaluated Receipt field in purchasing instructions of the supplier master to **Y** before you create purchase orders for the supplier. This is the default value for each purchase order that you enter for the supplier. You can override this default value for individual detail lines. If you set the Evaluated Receipt field in purchasing instructions to **N,** you cannot override the value on purchase orders.

See "Defining Supplier Purchasing Instructions" in the *JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide*.

7.1.2 Corresponding Versions

Some country-specific functionality requires that you create versions of the same name for a country-specific program and a base software program. For example, to have the system access the processing options for a country-specific voucher program, you might need to set up a version named XYZ for the country-specific voucher program, and a version named XYZ of the Standard Voucher Entry (P0411) program.

Set up corresponding versions for these programs:

SPC Program	Base Software Program
Purchase Order SPC Additional Information Header (P74U4312)	Purchase Order Entry (P4310)
Purchase Order Detail SPC Additional Information (P74U4316)	
If you do not set up a corresponding version the system uses version ZJDE0001.	
SPC Authenticated Receipt Retention Generation (R74U0426)	EDI Inbound Invoice/Match (R470412)
Caution: You specify a version of the EDI Inbound Invoice/Match program in a processing option in the Evaluated Receipts Processing program (R43800). If you do not set up a version of the SPC Authenticated Receipt Retention Generation program that corresponds to the version of the EDI Inbound Invoice/Match program that you specify in the processing option, the system does not run the SPC Authenticated Receipt Retention Generation program.	

7.2 Setting Up AAIs for SPC

Before processing subcontractor payments, verify that these AAIs exist in your system:

AAI	Description
PCxxxx	Payables control creditor entry where xxxx is the GL class or offset that is passed from the supplier master or payable voucher.
PCxxxx	A/P Payables control credit entry for retention where xxxx is the G/L Offset for retention credit.

AAI	Description
PCyyyy	A/P payables control debit entry for retention where yyyy is the G/L offset for retention debit.
PTxxxx	Payables tax control debtor entry where xxxx is the GL offset that is passed from the payable voucher tax area rate.
PTxxxx	VAT credit entry for VAT suspense where xxxx is the GL offset for the VAT rate. You use this AAI in the VAT Payments Update program (R74U0445).
CDxx01	Determines the default cost types (objects) for your subcontract order, where xx is the order document type (00/DT).
CXxxnn	Determines the cost type values (objects) allowed for your subcontract order, where xx is the order document type (00/DT) and nn is a number from 01 to 99.
CRxxnn	Determines the cost type ranges (objects) allowed for your subcontract order where xx is the order document type (00/DT) and nn is the start (odd) or end (even) range number (01-99).
VSxxxx	G/L retention debit entry for retention cost suspense where xxxx is the GL offset for retention.
VSyyyy	G/L retention credit entry for retention reserve suspense where yyyy is the GL offset for retention.
VTxxxx	VAT debit entry for VAT where xxxx is the GL offset for the VAT rate. You use this AAI in the VAT Payments Update program.
4320	Creditor entry for received-not-vouchered account that is updated when the receipt or certificate is recorded and posted. The system retrieves the AAI using the company, order type and the item G/L class or category code.
7410	Creditor entry for the application control account that is updated when application journals are recorded and posted. The system retrieves the AAI using the company, order type, and the item G/L class or category code.

7.3 Setting Up SPC Constants

This section provides an overview of SPC constants and discusses how to set up SPC constants.

7.3.1 Understanding SPC Constants

You use the SPC Constants program (P74U0401) set up SPC constants to enable SPC processing and to identify information for applications, commitments, retention, MCD, and other factors used in the SPC system. You enable the system for company 00000, and can then set up different factors for other companies.

The standard software writes records to the PA ledger for purchase order commitments. Oracle recommends that you set up a different ledger type to use for purchase order commitments in the SPC module. You can prevent the standard software from generating commitments for your SPC purchase orders by omitting the order type that you use for SPC orders from the 40/CT UDC table.

7.3.2 Forms Used to Set Up SPC Constants

Form Name	Form ID	Navigation	Usage
Work With SPC Constants	W74U0401B	System Set up (G74U0540), SPC Constants	Review and select existing records.
Maintain SPC Constants	W74U0401A	Click Add on the Work With SPC Constants form.	Set up a company with SPC constants.

7.3.3 Setting Up SPC Constants

Access the Maintain SPC Constants form.

7.3.3.1 System

Complete these fields.

SPC Activate System

Select to activate the SPC functionality. The form includes this option only when you enter **00000** in the Company field.

After you activate the system for company 00000, the system applies the activation to all other companies that you set up in the constants.

Over Certification

Select to enable the entry of a certificate amount that exceeds the amount of a purchase order line.

Application Required

Select to automatically populate the application forms with data that you enter for the purchase order. You cannot enter an application and cannot automatically run the programs to generate receipts, vouchers, and journal entries unless you select this option.

If you choose to leave this option unselected, you can begin your process with the certificate entry, and then run all processes manually.

You can override this constant when you enter the purchase order additional information.

MCD / Retention (main contractor discount/retention)

Select Header to use the same MCD and retention for all lines. Select Detail to enable the ability to enter different MCDs and retention for each line.

This constant also controls whether the system launches the Purchase Order SPC Additional Information Header program (P74U4312) or Purchase Order Detail SPC Additional Information program (P74U4316) after you enter standard purchase order information in the Purchase Order Entry program (P4310).

> **Note:** Oracle recommends that you select Detail. If you select Header, you cannot change the MCD for each line.

AP Voucher Generated

Enter a value from the SPC Status (74U/SS) UDC table to specify the status that the system assigns to a record after a voucher is generated. The system enables you to

specify a value for only company 00000, and uses the value that you specify for company 00000 for all companies that you set up.

Reverse Receipt
Enter a value from the SPC Status (74U/SS) UDC table to specify the status that the system assigns to a record if a receipt is reversed. The system enables you to specify a value for only company 00000, and uses the value that you specify for company 00000 for all companies that you set up.

Certificate Entered
Enter a value from the SPC Status (74U/SS) UDC table to specify the status that the system assigns to a record after a certificate is entered. The system enables you to specify a value for only company 00000, and uses the value that you specify for company 00000 for all companies that you set up.

Payment Generated
Enter a value from the SPC Status (74U/SS) UDC table to specify the status that the system assigns to a record after a payment is generated. The system enables you to specify a value for only company 00000, and uses the value that you specify for company 00000 for all companies that you set up.

7.3.3.2 Accounting
Specify how the system creates accounting entries.

Accounting Journals at Application or Certificate
Select whether to create accounting journal entries at the time of application or certificate. Options are:

Application

Certificate

If the SPC system constants are set so that accounting entries are created at application, the system generates the accounting entries for the application.

If the SPC system constants are set so that accounting entries are created at certificate, the system will use the account number from the purchase order detail line for posting the certified amounts and the distribution AAI 4320 to determine the offset account. The system also generates reversing entries to offset the amounts entered at the time of application.

Purchase Order
Select to create commitments when you enter the subcontract purchase order. If you select this option, you must run the SPC Subcontract Order Commitment Post program (R74U0416) after you enter the subcontract purchase order to update the commitment ledger that you set up for SPC subcontracts.

You specify the ledger types to update on the Commitments tab of the Maintain SPC Constants form.

If you select this option, the system indicates on the SPC – Purchase Order Additional Information form of the Purchase Order SPC Additional Information Header program (P74U4312) that commitments are created at purchase order. You can set a processing option in the Purchase Order SPC Additional Information Header program to enable changes to this option when subcontract purchase orders are entered.

Application
Select to create commitments when you enter the application.

You specify the ledgers to update on the Commitments, Retention Ledger, and MCD Ledger tabs of the Maintain SPC Constants form.

If you select this option, the system indicates on the SPC – Purchase Order Additional Information form of the Purchase Order SPC Additional Information Header program (P74U4312) that commitments are created at purchase order. You can set a processing option in the Purchase Order SPC Additional Information Header program to enable changes to this option when subcontract purchase orders are entered.

Certificate
Select to create commitments when you enter the certificate.

You specify the ledgers to update on the Commitments, Retention Ledger, and MCD Ledger tabs of the Maintain SPC Constants form.

If you select this option, the system indicates on the SPC – Purchase Order Additional Information form of the Purchase Order SPC Additional Information Header program (P74U4312) that commitments are created at purchase order. You can set a processing option in the Purchase Order SPC Additional Information Header program to enable changes to this option when subcontract purchase orders are entered.

Commitment Basis
Specify whether to generate commitments based on the amount or on the amount less the MCD. Options are:

Amount Only

Amount Less MCD

Foreign Commitments
Select to maintain a commitment ledger for foreign transactions.

You specify the ledger to update on the Commitments, Retention Ledger, and MCD Ledger tabs on the Maintain SPC Constants form.

Separate Retention Update
Select to maintain a commitment ledger for retention. You specify the ledger to update on the Retention Ledger tab on the Maintain SPC Constants form.

VAT on a Receipts Basis (value-added tax on a receipts basis)
Select to maintain a commitment ledger for VAT on a receipts basis.

Separate MCD Update (separate main contractor discount update)
Select to maintain a commitment ledger for MCD. You specify the ledger to update on the MCD Ledger tab.

7.3.3.3 Calculations

Specify how the system calculates values.

Order of MCD, Retention, and VAT Calc.
Enter a value from the Order of Calculation (74U/OC) UDC table to specify whether to calculate MCD before retention. Values are:

M: Calculate MCD, then retention, then VAT.

R: Calculate retention, then MCD, then VAT.

Main Contractor Discount Percent
Specify the main contractor discount percentage to use for all subcontract purchase order lines.

> **Important:** Oracle recommends that you leave this field blank.

Calculation Type

Select whether to calculate retention on a cumulative or period basis. Options are:

Periodic Retention

Cumulative Retention

7.3.3.4 Commitments

Purchase Order Ledger Types — Domestic
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

Purchase Order Ledger Types — Foreign
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

Application Ledger Types — Domestic
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

Application Ledger Types — Foreign
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

Certificate Ledger Types — Domestic
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

Certificate Ledger Types — Foreign
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

7.3.3.5 Retention Ledger Type

Application — Domestic
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

Application — Foreign
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

Certificate — Domestic
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

Certificate — Foreign
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

7.3.3.6 MCD Ledger

Application — Domestic
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

Application — Foreign
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

Certificate — Domestic
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

Certificate — Foreign
Enter a value from the Ledger Type (09/LT) UDC table to specify the ledger to update with commitment amounts.

7.4 Setting Up Commitments (optional)

Other than specifying information in the SPC constants and running the Subcontract Order Commitment Post program (R74U0416) to post commitments for purchase orders, you use base software programs to set up and review commitments.

To set up the base software to use and review commitments:

- Set up the ledger types to use for commitments.

  You specify the ledgers in the SPC constants.

  See "Setting Up Ledger Types for General Accounting" in the *JD Edwards EnterpriseOne Applications General Accounting Implementation Guide*.

- Set up the ledger types that you use for commitments as inquiry ledgers in the Inquiry Ledger Types (51/IL) UDC table.

  See "Setting Up Ledger Types for Job Cost" in the *JD Edwards EnterpriseOne Applications Job Cost Implementation Guide*.

- Define inquiry columns and column version to use to inquire about ledgers.

  See "Reviewing Job Information with User Defined Columns" in the *JD Edwards EnterpriseOne Applications Job Cost Implementation Guide*.

7.5 Setting Up the Late Authenticated Receipt Letter

This section provides an overview of the late authenticated receipt letter and discusses how to set up the late authenticated receipt letter.

7.5.1 Understanding the Late Authenticated Receipt Letter

As part of the SPC process you send a receipt acknowledgement form to the subcontractor. If you do not receive the authenticated receipt (the acknowledgement that the subcontractor received payment), you can send a letter requesting that it be returned. You use the Authenticated Receipt Letter Setup program (P74U0431) to enter the due date and text for the letter that you send to your subcontractors. When you use the Late Authenticated Receipt Letter program (R74U0431) to print the additional request, the system prints the text that you set up along with information about the original request.

7.5.2 Forms Used to Set Up the Late Authenticated Receipt Letter

Form Name	Form ID	Navigation	Usage
Work With Authenticated Receipts Letter Text	W74U0431C	System Setup (G74U0540), Authenticated Receipt Letter Setup	Review and select existing records.
Maintain Authenticated Receipt Letter Text	W74U0431B	Click Add on the Work With Authenticated Receipts Letter Text form.	Specify the type of letter and the days past due.
Media Object Viewer	n/a	Select a record on the Work With Authenticated Receipts Letter Text form and then select Attachment from the Row menu. Click Text.	Enter the text of the letter to send.

7.5.3 Setting Up the Late Authenticated Receipt Letter

Access the Maintain Authenticated Receipt Letter Text form.

Letter Name
Enter a name for the letter.

Description
Enter a description for the letter.

Authenticated Receipts Letter Type
Enter a value from the Letter Type (74U/LT) UDC table to specify the type of letter.

Days Past Due
Enter the number of days after which you will send the letter. The system uses this date to determine the past due date when you print the Late Authenticated Receipt Summary report (R74U0430) to identify the late authenticated receipt letters.

7.6 Setting Up the Rate for CITB Levies

If you pay labor-only contracts, you must deduct an amount to remit to the CITB. Use the Levy/Rate program (P74U0427) to set up the levy rate and dates for the levy.

This section discusses how to set up the levy rate for CITB.

7.6.1 Forms Used to Set Up the Levy Rate for CITB

Form Name	Form ID	Navigation	Usage
Work With Levy Type	W74U0427B	System Setup (G74U0540), Levy/Rate	Review and select existing records.
Maintain Levy Rate	W74U0427C	Click Add on the Work With Levy Type form.	Set up the levy type, date, and rate.

7.6.2 Setting Up the Levy Rate for CITB

Access the Maintain Levy Rate form.

Levy Type
Enter a value from the CITB Levy Type (74U/TL) UDC table to specify the type of levy.

Levy Date Start
Enter the date on which the levy becomes effective.

Levy Rate
Enter the levy rate in a decimal format. For example, if the levy rate is 3%, enter **.03.**

7.7 Setting Up the Purchase Order Questions Template (optional)

This section provides an overview of the purchase order questions template and discusses how to set up the application questions template.

7.7.1 Understanding the Purchase Order Questions Template

When you enter a purchase order for a subcontract, you can display a list of questions about the purchase order if you set up the system to do so. You use the Requisition Questions Template Revisions program (P74U4320) to set up the template and questions to associate with a purchase order.

When you enter purchase orders, the system launches the Requisition Template Answers Revisions program (P74U4321) in which you enter answers to the questions. You specify the question template that the system displays in the processing options of the Purchase Order SPC Additional Information Header program (P74U4312) or the Purchase Order Detail SPC Additional Information program (P74U4316).

The questions and answers are available for review by the approvers of applications in the SPC Application Approval program (P74U0421).

7.7.2 Forms Use to Set Up the Purchase Order Questions Template

Form Name	Form ID	Navigation	Usage
Work With Req. Template Questions	W74U4320A	System Set up (G74U0540), Requisition Questions Template Revisions	Review and select existing records.
Requisition Template Revisions	W74U4320B	Click Add on the Work With Req. Template Questions form.	Set up a template of questions to use when entering a purchase order for a subcontract.

7.7.3 Setting Up the Application Questions Template

Access the Requisition Template Revisions form.

Template
Enter a name for the template that you create.

Description
Enter a description for the template.

Alpha Key
Enter an identifying character for the line. You must use a different character for each line.

Template Sequence
Enter the order in which the questions appear in the template.

Question
Enter the question to be answered in the Requisition Template Answers Revisions program (P74U4321). The system calls the Requisition Template Answers Revisions program when you enter purchase orders, if you set a processing option in the Purchase Order SPC Additional Information Header program (P74U4312) or the Purchase Order Detail SPC Additional Information program (P74U4316) to call the program.

8

Working With Purchase Orders for SPC in the United Kingdom

This chapter contains the following topics:

8.1 Understanding Subcontract Purchase Order Entry and Modification for SPC

You use the standard Purchase Order Entry program (P4310) to enter standard information for a subcontract purchase order. After you enter the standard information, the system launches either the Purchase Order SPC Additional Information Header program (P74U4312) or the Purchase Order Detail SPC Additional Information program (P74U4316), in which you enter SPC-specific information. The system launches the additional information form only when this setup exists:

- Your user profile is set to the **UK** (United Kingdom).

- The SPC Activate System constant is selected.

- The purchase order type that you used when you entered the base purchase order information is set up in the 74U/OT UDC table.

The MCD / Retention constant determines whether the system launches the Purchase Order SPC Additional Information Header or the Purchase Order Detail SPC Additional Information program. If you select Header level, the system launches Purchase Order SPC Additional Information Header program. If you select Detail level, the system launches the Purchase Order Detail SPC Additional Information program.

After you complete the additional purchase order information, the system launches the Requisition Template Answers Revisions program (P74U4321) and the CIS Operations program (P74U0126) if you set up your system to do so.

This process flow shows the programs that you use for subcontract purchase order entry in the JD Edwards EnterpriseOne SPC module:

Figure 8–1 Programs used for subcontract order entry
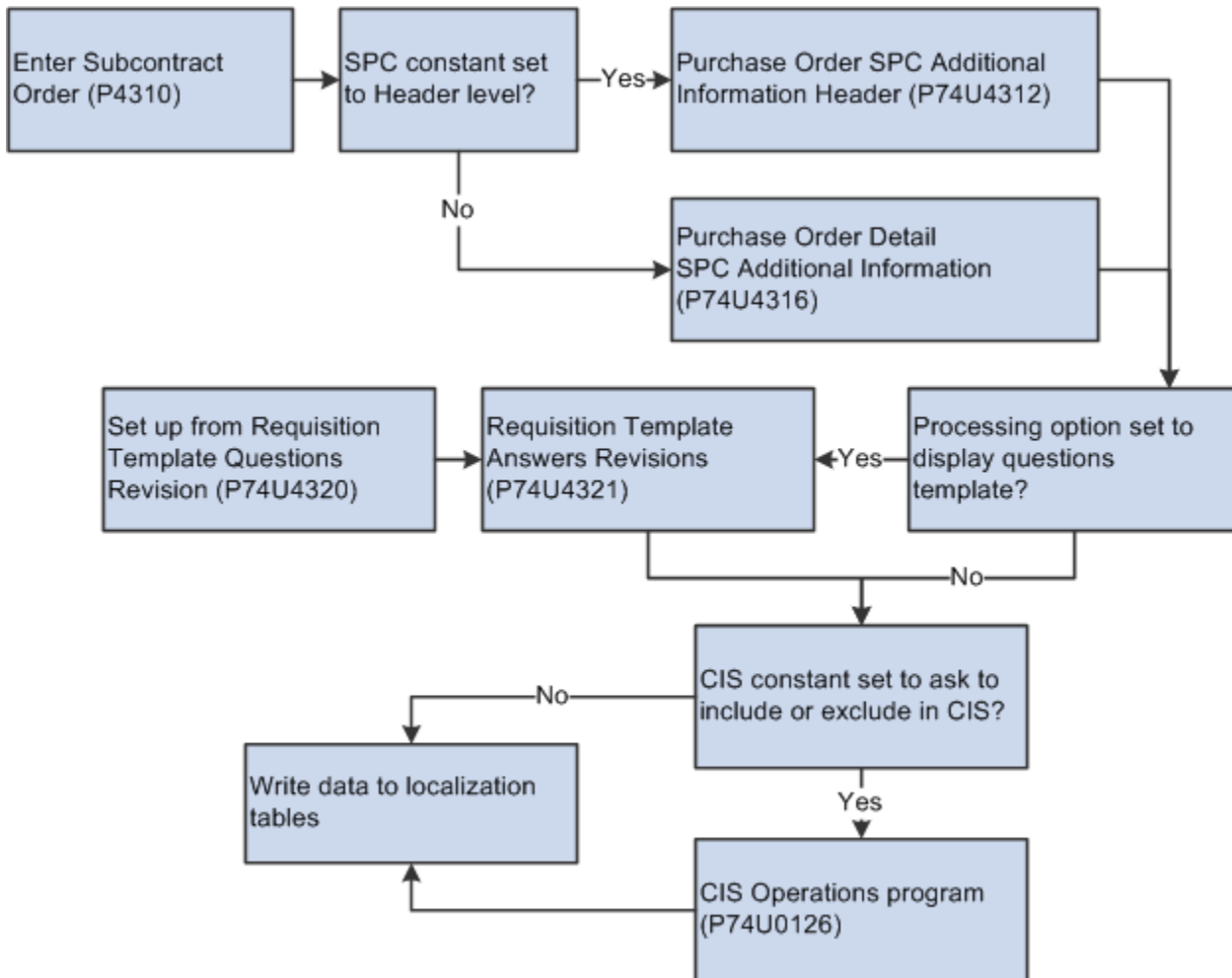
After you complete the purchase order entry, including the SPC-specific information, you can:

- Post the SPC purchase order commitments.

    You post commitments only if you set up your system to track commitments for purchase orders.

    See Posting Subcontract Order Commitments.

- Use the Print Subcontract Order (R43500) program to print the purchase order.

    See "Printing Orders by Batch" in the *JD Edwards EnterpriseOne Applications Procurement Management Implementation Guide*.

8.1.1 What You Should Know About the Standard Purchase Order Entry Program

These factors apply to the standard purchase order entry program:

- The JD Edwards EnterpriseOne software for the SPC module provides version ZJDE7002 of the Purchase Order Entry program (P4310) on the Daily Processes (G74U0510) menu.

    You can use version ZJDE7002 or set up your own version. You must set up a version of the Purchase Order SPC Additional Information Header program

(P74U4312) and the Purchase Order Detail SPC Additional Information program (P74U4316) that corresponds to the version of the Purchase Order Entry program that you use.

■ Because you set a constant that determines the order in which MCD (main contractor discount), retention, and value-added tax (VAT) are calculated, you must use the fields for retention provided in the SPC-specific forms instead of the retention fields in the standard Purchase Order Entry program.

> **Caution:** Using the standard retention fields instead of the SPC-specific retention fields might compromise your data integrity.

8.1.2 Adding Additional Information for SPC Purchase Orders

The additional information that you enter for SPC purchase orders includes MCD and retention information, whether the purchase order is for labor only, and the surveyor for the project. Depending on how you set the constants and processing options, you can also indicate commitment information, whether an application is required, and other factors that affect the processing of the purchase order.

The system displays the PO Detail Entry Additional Info form if the MCD/Retention constant is set to Detail level, and displays the PO Entry Additional Information form if the constant is set to Header level. The fields for the forms are identical; however, the constants that you set up for the company and the processing option values that you set up for the additional information programs determine the fields that appear and whether the fields can be edited.

8.1.3 Questions and Answers About a Subcontract Order

The processing options for the Purchase Order SPC Additional Information Header and Purchase Order Detail SPC Additional Information programs include an option in which you specify the version of the Requisition Template Answers Revisions program (P74U4321) to run. The system launches the version of the program that you specify after you enter the additional purchase order information.

You specify the default question template in a processing option in the Requisition Template Answers Revisions program. You can use a different template by entering a different code in the PO Entry Requisition Answers Revision form launched by the Requisition Template Answers Revisions program. You must set up the template to use in the Requisition Questions Template Revisions program (P74U4320).

8.1.4 Including or Excluding a Purchase Order from the Construction Industry Scheme (CIS)

If you set the CIS Process Flow constant in the CIS Supplement Constants program (R74U0402) to **2** or **4,** you enable the ability to include or exclude a purchase order from the CIS functionality. If the functionality is enabled, the system launches the CIS Operations program (P74U0126) after the requisitions program, or after the SPC additional information program if you did not set up your system to launch the requisition program.

The CIS Operations Included/Excluded form enables you to select a UDC value from the 74U/IO UDC table. The system asks you to confirm your selection.

If you exclude a purchase order now, you can later change the status. You use the CIS Tag File History Change program (R74U0134) to globally update records in the CIS tag

table (F74U0116) with a new CIS voucher status code. To update one record only, set your data selection to include only the record to change.

See Working with the CIS Tag Table.

8.1.5 Modifying SPC Information for a Purchase Order

You use the Purchase Order Entry program to modify standard information for a purchase order.

You use the SPC-specific forms to modify SPC-specific information. You can modify this data:

Data to Modify	Program and Navigation	Comments
Header information	On the Work With Order Headers form, select a purchase order and select Regional Info from the Row menu. Click the SPC Add'l Row Info button.	You can modify SPC information at the header level only when you have your constants set up to work with orders at a header level. If you click the SPC Add'l Row Info button when your constants are set to the detail level, the system displays an error message.
Detail information	On the Work With Order Headers form, select a purchase order and click Select. On the Order Detail form, select a record and select Regional Info from the Row menu. The system displays the Purchase Order Detail Additional Information form.	You can modify this data on the Purchase Order Detail Additional Information form: ■ The fields and options that are not disabled by constants or processing options. ■ Labor Indicator field. Select Chng Lab Only from the Form menu, then select a value from the Labour Indicator (74U/LI) UDC table and click Update. The system changes the values for all lines of the purchase order. ■ Monthly YN field Select Change Non Monthly from the Form menu. The system changes the value from **Y** to **N** or from **N** to **Y** for all lines of the purchase order.
Answers for question template	On the Work With Order Headers form, select a purchase order and select Regional Info from the Row menu. Click the Q/A Template button.	You cannot change the question template that appears. However, you can add or change the questions and answers in the template and then save the changes for the records associated with the purchase order.
Include/Exclude in CIS	CIS Tag File History Change program	See Working with the CIS Tag Table.

8.2 Entering and Modifying Additional Information for Purchase Orders for SPC

This section lists prerequisites and discusses how to:

■ Set processing options for Purchase Order SPC Additional Information Header (P74U4312) and Purchase Order Detail SPC Additional Information (P74U4316).

- Set processing options for Requisition Template Answers Revisions (P74U4321).

- Enter additional information.

8.2.1 Prerequisites

Before you complete the tasks in this section:

- Verify that appropriate UDC values exist in your system.

- Verify that corresponding versions exist for the Purchase Order Entry program (P4310) and the Purchase Order SPC Additional Information Header (P74U4312) or Purchase Order Detail SPC Additional Information (P74U4316) programs.

  The system calls the Purchase Order SPC Additional Information Header program when the SPC constants are set to work at the header level and calls the Purchase Order Detail SPC Additional Information program when the SPC constants are set to work at the detail level.

- Set up commitments if you use them.

8.2.2 Forms Used to Enter and Modify Additional Information for Purchase Orders for SPC

Form Name	Form ID	Navigation	Usage
Work With Order Headers	W4310I	Daily Processes (G74U0510), Enter Subcontract Order	Review and select existing orders.
Order Detail	W4310A	Click Add on the Work With Order Headers form.	Add the subcontract information in the base software form.
SPC - Purchase Order Additional Information	W74U4312B	Click OK on the Order Detail form. On the Work With Order Headers form, select a purchase order and select Regional Info from the Row menu. Click the SPC Add'l Row Info button.	Complete the additional purchase order header information for a subcontract order. **Note:** The system displays the SPC - Purchase Order Additional Information form only when your SPC constants are set to work at the header level.
PO Detail Entry Additional Info	W74U4316C	Click OK on the Order Detail form.	Enter SPC information for the purchase order. **Note:** The system displays the PO Detail Entry Additional Info form only when your SPC constants are set to work at the detail level.

Form Name	Form ID	Navigation	Usage
PO Entry Requisition Answers Revision	W74U4321C	Click OK on the SPC - Purchase Order Additional Information form. Click OK on the PO Detail Entry Additional Info form.	Enter answers to the questions that were set up in the Requisition Template Questions Revision program (P74U4320). The system displays this form only when you specify a version in the processing options for the Purchase Order SPC Additional Information Header program. You can specify a default template in the processing options of the Requisition Template Answers Revisions program (P74U4321). You can change the question template to associate to the purchase order on the PO Entry Requisition Answers Revision form.
CIS Operations Included/Excluded	W74U0126A	If your system is set up to use the requisition question template, click OK on the PO Entry Requisition Answers Revision form, then confirm that the data is saved. If your system is not set up to use the requisition question template, click OK on the SPC - Purchase Order Additional Information form or the PO Detail Entry Additional Info form, then confirm that the data is saved.	If your system is set up to enable the inclusion or exclusion of purchase orders from the CIS, you use this form to select a value from the 74U/IO UDC table to include or exclude the purchase order. Select a value with **Exc** in the Special Handling Code field to exclude the purchase order from the CIS. Select a value that does not have **Exc** in the Special Handling Code field to include the purchase order in the CIS.
SPC-PO Detail Entry Additional Info	W74U4316A	Select a detail line, and then select Regional Info from the Row menu.	Access retention, MCD, and other information for the detail line. You might have to scroll down to access the Regional Info option from the Row menu on the Order Detail form.

Form Name	Form ID	Navigation	Usage
Change To/From Labour Only Contract	W74U4316D	Select Chng Lab Only from the Form menu on the SPC - Purchase Order Detail Additional Information. Click Update to update the record.	Select the labor indicator code and update the subcontract record.

8.2.3 Setting Processing Options for Purchase Order SPC Additional Information Header (P74U4312) and Purchase Order Detail SPC Additional Information (P74U4316)

Processing options enable you to specify default processing values.

8.2.3.1 Processing

Protect MCD (protect main contract discount)
Enter **1** to enable a user to change the MCD percentage on the detail lines.

Leave this processing option blank to prevent changes to the MCD percentage.

Protect Purchase Order Commitment
Enter **1** to enable a user to change the option that specifies whether commitment amounts are accumulated when the purchase order is entered. Leave this processing option blank to prevent changes to the Purchase Order Commitment option.

The value that you enter here overrides the value in the SPC constant.

Protect Application Commitment
Enter **1** to enable a user to change the option that specifies whether commitment amounts are accumulated when the application is entered. Leave this processing option blank to prevent changes to the Application Commitment option.

The value that you enter here overrides the value in the SPC constant.

Protect Certificate Commitment
Enter **1** to enable a user to change the option that specifies whether commitment amounts are accumulated when the certificate is entered. Leave this processing option blank to prevent changes to the Certificate Commitment option.

The value that you enter here overrides the value in the SPC constant.

Protect Applications Required
Enter **1** to enable a user to change the option that specifies whether applications are required. Leave this processing option blank to prevent changes to the Applications Required option.

The value that you enter here overrides the value in the SPC constant.

Protect Over Certification
Enter **1** to enable a user to change the option that specifies whether payments over the certification amount are allowed. Leave this processing option blank to prevent changes to the Over Certification option.

The value that you enter here overrides the value in the SPC constant.

8.2.3.2 Defaults

1. G/L Offset
Specify a GL offset account to use instead of the GL offset account that is used by AAI PCxxxx.

8.2.3.3 Versions

Version of the Requisition Answer Program P74U4321
Enter the version that you set up for the Requisition Template Answers Revisions program (P74U4321). If you leave this processing option blank, the system does not display the form on which you enter the answers to the questions that you set up in the Requisition Template Questions Revision program (P74U4320).

8.2.4 Setting Processing Options for Requisition Template Answers Revisions (P74U4321)

Processing options enable you to specify default processing values.

8.2.4.1 Process

1. Enter the Default Template ID
Specify the name of the question template that you set up in the Requisition Template Questions Revision program (P74U4320). The system uses the value that you enter as the default template. You can select to use a different template when the system displays the PO Entry Requisition Answers Revision form.

8.2.5 Entering Additional Information for Subcontract Purchase Orders

Access the SPC-PO Detail Entry Additional Info form.

Surveyor
Enter the address book number of the surveyor for the subcontract order. This field is optional.

F0902 Committed Date
Enter the date that the system uses when you repost commitments. The system enables this field only when you enter records at the header level.

Purchase Order Commitment
Select to create entries in the purchase order commitment ledger when you complete the purchase order entry. You specify the commitment ledger in the SPC constants.

The system enables this field only when you set the Protect Purchase Order Commitment processing option to enable edits to this field, or when the SPC constant is set to require purchase order commitments.

Application Commitment
Select to create entries in the application commitment ledger when you complete the application. You specify the application ledger in the SPC constants.

The system enables this field only when you set the Protect Application Commitment processing option to enable edits to this field, or when the SPC constant is set to require application commitments.

Certificate Commitment
Select to create entries in the certificate commitment ledger when you complete the certificate. You specify the certificate ledger in the SPC constants.

The system enables this field only when you set the Protect Certificate Commitment processing option to enable edits to this field, or when the SPC constant is set to require certificate commitments.

VAT on a Receipts Basis
Select this option to calculate VAT on a receipts basis instead of on a cash basis. The system enables changes to this option only when you enter purchase order additional information at the header level.

The default selection is set in the constants.

Main Contractors Discount % (main contractors discount percentage)
Enter the MCD percentage for the detail line or the order. The system enables this field only when you set a processing option to enable changes to the field.

Retention Cap Amount
Specify the maximum amount of retention. The system does not calculate additional retention after you reach the amount specified in this field.

Labour Indicator
Enter a value from the Labour Indicator (74U/LI) UDC table to specify if the detail line is for labor only. If the line is for labor only, a levy for construction industry training board (CITB) might apply to the line amount. Values are:

N: Not labor-only.

L: Labor-only.

When you indicate that a purchase order is labor-only, the amount that you enter in the Application Amount and Labour Amount fields for the application must be the same.

> **Caution:**   If you enter **L** and do not select the Mandatory Labour Materials Split option, do not set up the SPC cascade to run the CIS Voucher Splitting program (R74U0411) from the CIS Pre-Withholding Validation program (R74U4030A). If you set up the SPC cascade to run the CIS Voucher Split program, the SPC cascade stops without completing all of the journal entries for vouchers, and you must manually reverse the journal entries that were generated before the process stopped.

Non-Monthly (Y/N)
Enter a value from the Yes No Flag (74U/YN) UDC table. The value is for informational purposes only.

Mandatory Labour Materials Split
Select to require that amounts for labor and materials be split when you enter the application. When you select this option, the system displays an error message if you do not enter amounts for both labor and materials amounts.

The system performs voucher splitting as enabled in the supplemental CIS constants for only transactions for which you select the Mandatory Labour Materials Split option.

Oracle recommends that you always select the Mandatory Labour Materials Split option. If you have a labor-only contract, you enter **L** in the Labour Indicator field to indicate that the purchase order is labor-only. If you select the Mandatory Labour Materials Split option and set the Labour Indicator field to **L,** you use the SPC cascade to process the application and certificate.

Application Required
Select to require that an application be entered before the subcontractor is paid. The system enables this field only when the Protect Application Commitment processing option or SPC constant is set to enable it.

Over Certification
Select to allow payments that exceed the certificate amount. The system enables this field only when the Protect Over Certification processing option or SPC constant is set to enable it.

Factor / Special Payee Override
Select this option to cause the system to validate whether the special payee is set up in the system as a subcontractor when you run the CIS Pre-Withholding Validation program (R74U4030A).

Retention Line Number
Enter an identifying number for the retention line.

Retention Percentage
Enter the retention percentage for the detail line in a decimal format. The system applies the retention percentage to the detail line up to the maximum amount that you specified in the Retention Cap Amount field. For example, if the amount in the Retention Cap Amount field is **100**, and the calculated amount using the retention percentage is 110, the system uses 100 as the retention amount.

Ending Date
Enter the last date for which the retention percentage applies.

User Reference
Enter up to 15 alphanumeric characters to use as a reference for the retention.

8.3 Posting Subcontract Order Commitments

This section provides an overview of the subcontract order commitment post and discusses how to:

- Run the Subcontract Order Commitment Post program.

- Set processing options for Subcontract Order Commitment Post (R74U0416).

8.3.1 Understanding the Subcontract Order Commitment Post

If you use commitments, run the Subcontract Order Commitment Post program to post commitment amounts for SPC subcontract orders. The Subcontract Order Commitment Post program reads the ledger types that you set up in the SPC constants to determine the ledgers to update.

Run the Subcontract Order Commitment Post program after you enter SPC subcontract orders and before you enter applications for the order.

After you post commitments, you can view them in the Job Status Inquiry - User Defined Columns program (P512000) if you set up that program for your commitments.

If you need to repost purchase order commitments for SPC orders, run the SPC PO Line Commitments program (R74U0417).

8.3.2 Running the Subcontract Order Commitment Post Program

Select Daily Processes (G74U0510), Subcontract Order Commitment Post.

8.3.3 Setting Processing Options for Subcontract Order Commitment Post (R74U0416)

Processing options enable you to specify default processing values.

8.3.3.1 Selection

Century From
Specify the century for the beginning of the date range that the system uses to select records to process.

Fiscal Year From
Specify the year for the beginning of the date range that the system uses to select records to process.

Century To
Specify the century for the end of the date range that the system uses to select records to process.

Fiscal Year To
Specify the year for the end of the date range that the system uses to select records to process.

8.3.3.2 Print

Proof or Final
Specify whether to run the report in proof or final mode. Values are:

Blank: Proof mode. The system generates a report but does not update the ledgers or the Purchase Order Commitment Workfile table (F74U0416).

1: Final mode. The system generates a report and updates the ledgers that you specified in the SPC constants, and updates the F74U0416 table to show the records as processed.

9

Entering and Approving SPC Applications in the United Kingdom

This chapter contains the following topics:

- Section 9.1, "Understanding SPC Applications"
- Section 9.2, "Prerequisites"
- Section 9.3, "Entering SPC Applications"
- Section 9.4, "Approving Applications for SPC"

9.1 Understanding SPC Applications

An application is a request for payment made by the subcontractor.

When working with applications you:

1. Enter the application.

2. Approve the application.

   When you approve the application, the system runs the SPC cascade.

   See Approving Applications for SPC.

You can post the application journal entries before or after approving the application.

9.2 Prerequisites

Before you complete the tasks in this section:

- Set up the versions and processing options for the programs that the system calls from the SPC - Application Maintenance (P74U0420) and Work With Applications and Certificates (P74U0422) programs:
  - Application Journal Review (P0011)
  - Purchase Order Entry (P4310)
  - PO Speed Status Update (P43025)
  - SPC Application Approval (P74U0421)
  - SPC - Certificate Maintenance (P74U0425)
  - Purchase Receipts Inquiry (P43214)
  - SPC Purchase Order Additional Header program (P74U4312)
- Set up approval routing if you require that applications be approved.

9.3 Entering SPC Applications

This section provides an overview of application entry and discusses how to:

- Set processing options for SPC - Application Maintenance (P74U0420).

- Set processing options for Work With Applications and Certificates (P74U0422).

- Enter applications.

9.3.1 Understanding SPC Application Entry

When a subcontractor requests payment for all or part of the work performed under a contract, you can enter the information about what you need to pay and withhold in the SPC - Application Maintenance program (P74U0420). You can enter an application only when your SPC constants are set to require an application.

> **Note:** The system launches the SPC - Application Maintenance program when you click Application Add on the Work with Applications and Certificates form in the Work With Applications and Certificates program (P74U0422).

When you enter a purchase order number in the SPC - Application Maintenance program, the system populates many of the fields with data from the purchase order. You enter the total of the application amount, and if you specified to require a labor and materials split, then you enter the amounts for the labor and for the materials. When you exit a line on the application, the system calculates the retention, main contractor discount (MCD), value-added tax (VAT), and other amounts for the application. If you previously entered an application for a purchase order, then the system also updates fields for accumulated amounts.

You can enter, modify, and delete applications until you match a certificate to an application or you enter another application for the same purchase order.

This process flow shows how constants and processing options affect SPC application entry:

Figure 9–1   Constants and processing options for SPC application entry
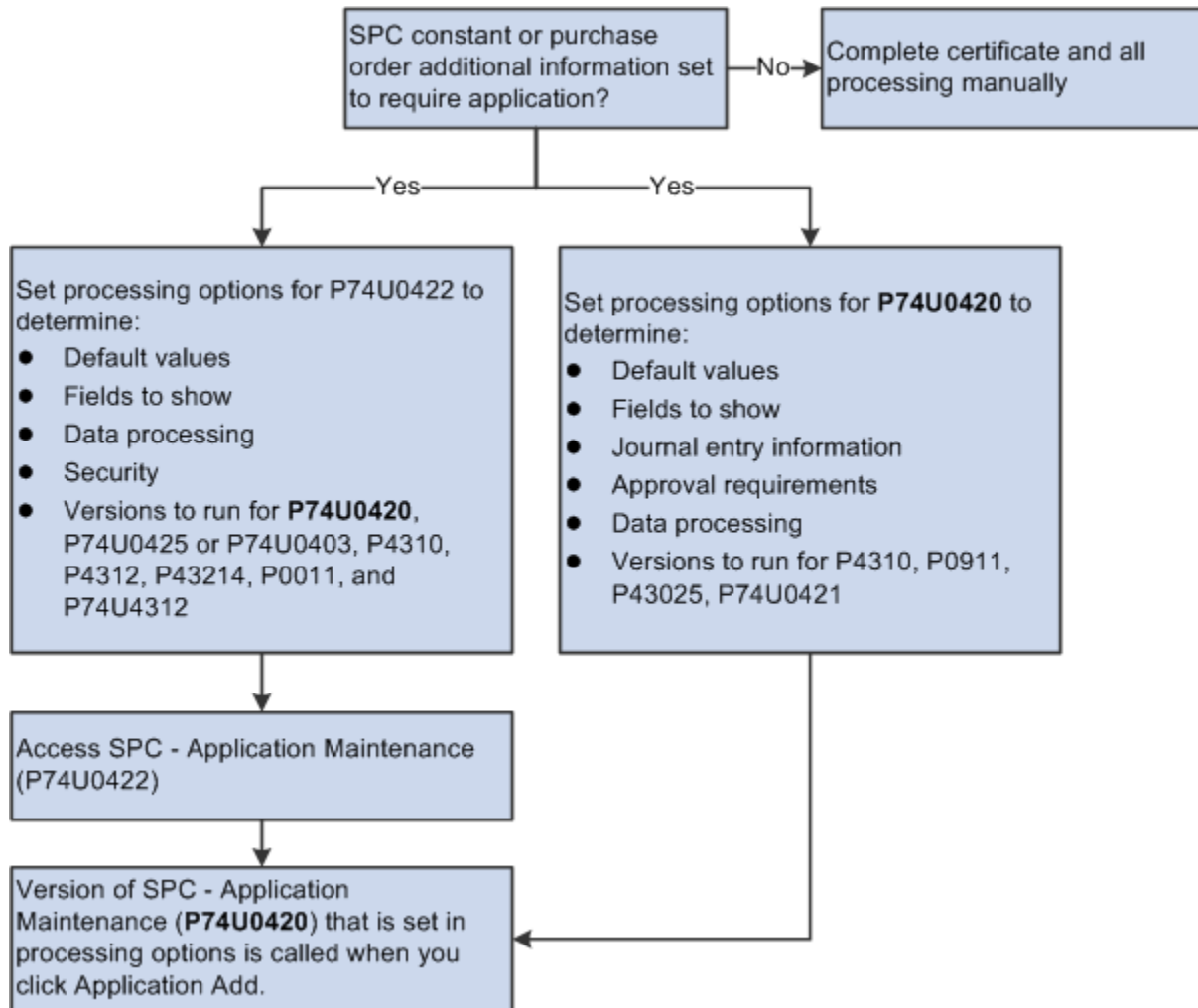
9.3.1.1 What You Should Know About Application Entry

Note these factors as you enter applications:

- The system uses the payment due date from the payment terms unless you override the due date on the Additional tab.

- The system calculates the MCD, VAT, and retention in the order that you specify in the SPC constants.

- Use the Clear Line option on the Row menu on the SPC - Application Maintenance form to return to the default values from the purchase order.

  You might use this option if you make errors in your entries. For example, if you enter **2** in the MCD Rate field and enter an amount in the MCD Amount field that does not equate to 2% of the application amount, then the system generates a warning or error message when it calculates the amounts.

- The visual assist button for the MCD Amount Cumulative field launches the Lower Level MCD form on which you can maintain additional detail lines for the MCD amounts.

■ The visual assist button for the Cumulative Retention field launches the Lower Level Retention form on which you can maintain additional detail lines for the retention amounts.

9.3.2 Forms Used to Enter SPC Applications

Form Name	Form ID	Navigation	Usage
Work with Applications and Certificates	W74U0422A	SPC Application Processing (G74U0521), Work With Applications	Review and select existing applications and certificates.
SPC - Application Maintenance	W74U0420B	Click Application Add on the Work with Applications and Certificates form.	Enter application information.

9.3.3 Setting Processing Options for SPC - Application Maintenance (P74U0420)

Processing options enable you to specify default processing values.

9.3.3.1 Defaults

1. Order Type

Enter a value from the Document Types (00/DT) UDC table to specify the default document type of the purchase orders to display in the SPC - Application Maintenance form.

2. Order Company

Specify the default order company of the purchase orders to display in the SPC - Application Maintenance form.

3. Hide/Show Previous Application Amounts

Enter **1** to show the previous applications amount. Leave this processing option blank to hide previous amounts.

4. Hide/Show VAT

Enter **1** to show VAT amounts. Leave this processing option blank to hide VAT amounts.

5. Hide/Show Period Amounts

Enter **1** to show the period amounts. Leave this processing option blank to hide period amounts.

9.3.3.2 Processing

1. Application Values Revision

Specify whether to enable modifications to information in the application. Values are:

Blank: Do not enable any modifications.

1: Enable modifications to values other than the application amount, net amount, and gross amount.

2: Enable modifications to all fields that are not disabled by other processing options or constants.

2. Over Application Warning
Specify whether the system displays an error message or warning message if the application amount exceeds the purchase order amount. The system enables the entry of an application amount over the purchase order amount only when the SPC constants are set to enable that action, or you overrode the constant when you entered the purchase order. Values are:

Blank: Error message. You cannot continue processing the application.

1: Warning message. You receive a message, but can continue processing the application.

3. Allow Addition of Lines
Specify whether to enable the entry of additional lines for the purchase order. Values are:

Blank: Do not allow additional lines.

1: Allow additional lines.

2: Allow additional lines and copy the retention percentage to the additional lines.

4. CITB Calculation (construction industry training board calculation)
Specify when to calculate the CITB (CITB) levy. CITB levies apply to labor-only applications. Values are:

Blank: Calculate after the VAT calculations.

1: Calculate before the VAT calculations.

5. Approval Active
Specify whether to require approval of applications. Values are:

Blank: Approvals not required.

1: Approval is required.

> **Note:**   If you require approvals, you must set up the approval routing.

6. Enter Y if an email notification is to be sent to the first approvers in the approval route
Enter **Y** to send an email notification to the first approver in the approval route.

7. Approval Route Code
Specify the approval route to use. The system uses the Approval Route Code processing option only when you set the Approval Active processing option to **1.**

You can specify a valid approval route by entering the approval route code in this processing option, or you can set the Approval Active processing option to **1** and leave this processing option blank to use the approval route that is specified in the Branch/Plant Constants program (P41001).

8. Labour / Materials Split
Enter **1** to split the labor and materials based on the net amount. If you leave this processing option blank, the system splits the period application amount.

The system uses this value in the CIS Voucher Splitting program (R74U0411) that is called when you run the SPC cascade.

9. Subcontractor Validation if Splitting Active
Specify what the system does after verifying a subcontractor's CIS status. The system uses the value in this processing option for only the applications that call the CIS Voucher Splitting program (R74U0411) during the SPC cascade.

Values are:

Blank: The system does not use the subcontractor status to determine whether to advance the CIS status of the purchase order to **S** (splitting enabled). The system continues processing the transaction.

1: If the subcontractor's CIS status is not valid in the system, the system does not advance the CIS status of the vouchers to enable splitting and issues an error message. The system stops processing the record.

2: If the subcontractor's CIS status is not valid in the system, the system issues a warning message. You can accept the warning message to advance the CIS status of the voucher to **S** and continue processing the record.

9.3.3.3 Currency

1. Exchange Rate Override
Enter **1** to enable changes to the currency exchange rate.

2. Exchange Rate Default
Enter **1** to use the currency exchange rate from the purchase order. Leave this processing option blank to use the currency exchange rate from the Currency Exchange Rates (F0015) table.

9.3.3.4 Journal Entries

1. Application Control Account AAI (application control account automatic accounting instruction)
Specify the AAI that the system uses to write to the application control account that is updated when application journal entries are recorded. Generally you use DMAAI 7410.

2. Application Control Account G/L Offset
Specify the GL offset account to which the system writes amounts when you post journal entries for applications. Generally, you use AAI NS40.

3. Batch Type
Specify the batch type that the system assigns to batches of journal entries for applications. Generally, you use batch type **G** for entries generated by the JD Edwards EnterpriseOne General Accounting system.

4. Document Type
Enter a value from the Document Type (00/DT) UDC table to specify the document type that the system assigns to the journal entries that are generated when you post the application.

5. Journal Remark
Enter text that the system writes to the Remark field in the Account Ledger (F0911) table.

6. GL Date Source
Specify whether to use the system date or the application date for the date of the journal entries. Values are:

Blank: Application date.

1: System date.

9.3.3.5 Versions

1. General Journal Review Version (P0011)
Specify the version of the Application Journal Review program (P0011) to launch from the SPC - Application Maintenance program.

2. Purchase Order Entry Version (P4310)
Specify the version of the Purchase Order Entry program (P4310) to launch from the SPC - Application Maintenance program.

Purchase Order Change Order option
Specify whether to use the original purchase order number for changes that you make to the purchase order using the application program.

If you enabled the Allow Addition of Lines processing option to allow additional lines to be added, those lines will not exist in the Purchase Order Detail File (F4311) until you complete and save the application. Use this processing option (Purchase Order Change Order option) to specify whether the lines that you add are written to the F4311 table using the original purchase order number or if the new lines are written to the F4311 table with a change order number.

Values are:

Blank: Use the original purchase order number.

1: Write a change order and assign it the change order number specified in the Purchase Order Change Order Number processing option.

Purchase Order Change Order Number
Specify the change order number. You use this processing option only when you enter **1** in the Purchase Order Change Order option processing option.

3. Status Code Update Version (P43025)
Specify the version of the PO Speed Status Update program (P43025) to launch from the SPC - Application Maintenance program.

Enter the version of P74U0421 to be used for Approval
Specify the version of the SPC Application Approval program (P74U0421) to use to send an email to the first approver. The system uses the value in this processing only when you set the approver email processing option to **Y.**

9.3.3.6 Status Default

1. Acceptable Incoming Status Code 1, 2. Acceptable Incoming Status Code 2, 3. Acceptable Incoming Status Code 3, and4. Acceptable Incoming Status Code 4.
Specify the status codes that you set up in the Order Activity Rules program (P40204) to enable the processing of applications. You can add an application for purchase orders that have attained a status code that is listed here.

9.3.4 Setting Processing Options for Work With Applications and Certificates (P74U0422)

Processing options enable you to specify default processing values.

> **Note:** This program exists on the menus as *Work With Applications* and as *Work With SPC Certificates.*

9.3.4.1 Display

Display Applications, Certificates or Both
Specify whether to display applications, certificates, or both. Values are:

1: Applications

2: Certificates

3: Both applications and certificates. This is the default value.

Gross Amounts, Net Amounts, Period Amounts, VAT Amounts, Retention Amounts, MCD Amounts, and Discount Available Amounts
Enter **1** to show each listed field. If you leave the processing option blank, then the system hides the field.

Enter a 1 to hide foreign currency amounts
Enter **1** to suppress the display of foreign currency amounts. If you leave this processing option blank, the system displays foreign currency amounts.

9.3.4.2 Defaults

1. Order Type
Enter a value from the Document Type (00/DT) UDC table to specify the order type to display in the form.

2. Order Company
Enter the company number for the applications or certificates that you want to display on the form.

3. Certificate Entry
Specify whether to launch the SPC - Certificate Maintenance program (P74U0425) or the SPC Certificate Entry program (P74U0403) to enter certificates when you access the certificate entry program from the P74U0422 program.

> **Note:** Oracle does not support the P74U0403 program.
>
> The system always launches P74U0425 when you modify certificates; this processing option only enables the use of the P74U0403 program when you enter a certificate.

Values are:

Blank: Use the SPC - Certificate Maintenance program (P74U0425).

1: Use the SPC Certificate Entry program (P74U0403). Oracle does not support this program.

> **Note:** You specify the version of the P74U0425 or P74U0403 in the Certificate Master (P74U0425/P74U0403) processing option.

4. Display Certified Labour/Materials Split Values

Specify how to display the split of labor and materials. Values are:

Blank: Display the split by certified period amount. If you select this value, the system shows a split of the application amount.

1: Display the split by net period amount. If you select this value the system shows a split of the net amount, which is the application amount minus the MCD amount.

9.3.4.3 Security

1. Certificate Maintenance

Specify whether to enable or disable certificate add and delete functions. Values are:

Blank: Enable certificate add and delete functionality.

1: Disable certificate add functionality.

2: Disable certificate delete functionality.

3: Disable certificate add and delete functionality.

2. Application Maintenance

Specify whether to enable or disable application add and delete functions. Values are:

Blank: Enable application add and delete functionality.

1: Disable application add functionality.

2: Disable application delete functionality.

3: Disable application add and delete functionality.

9.3.4.4 Versions

1. Application Master (P74U0420)

Specify the version of the SPC Application Maintenance program (P74U0420) to open when you select to add, delete, or maintain applications.

2. Certificate Master (P74U0425/P74U0403)

Specify the version of the SPC - Certificate Maintenance program (P74U0425) or the SPC Certificate Entry program (P74U0403) to open when you select to add certificates. The system reads the value in the Certificate Entry processing option to determine if the version that you state here is for the P74U0403 or P74U0425 program.

> **Note:** Oracle does not support the P74U0403 program.

3. Purchase Order (P4310)

Specify the version of the Purchase Order Entry program (P4310) to launch from the P74U0422 program. You should specify the version that you use to enter subcontract purchase orders for the SPC functionality.

4. Receipts By PO (P4312)

Specify the version of the Receipts By PO program (P4312) to launch from the P74U0422 program.

5. Open Receipts (P43214)

Specify the version of the Purchase Receipts Inquiry program (P43214) to launch from the P74U0422 program.

6. Journal Review (P0011)

Specify the version of the Journal Review program (P0011) to launch from the P74U0422 program.

7. SPC Purchase Order Additional Header (P74U4312)

Specify the version of the Purchase Order SPC Additional Information Header program (P74U4312) to launch from the P74U0422 program.

9.3.5 Entering SPC Applications

Access the SPC - Application Maintenance form.

The system completes some of the fields on this form with the data that you entered in the subcontract purchase order.

9.3.5.1 Header Area

Order Number

Enter the subcontract purchase order number for which you enter the application.

Due Date

Enter the date that the payment is due to the subcontractor.

Application Date

The system displays the current date. You can change the date.

9.3.5.2 Totals Tab

Values appear on this tab only after you enter an application. The period amount fields display the values for the current application. The cumulative amount fields display the values for all applications made against the purchase order. You cannot manually change the values in the fields of the tab. The system automatically updates the values when you enter additional applications against the purchase order or when you change and update values for an existing application.

9.3.5.3 Currency Tab

You enable the ability to change values for the currency in the processing options for the SPC - Application Maintenance program (P74U0420).

Currency

Enter the code of the currency to use.

Exchange Rate

Enter the exchange rate.

Base

The system populates this field with the currency associated with the purchase order transaction.

Foreign

Select to indicate that the currency is a foreign currency.

9.3.5.4 Additional Tab

Application Reference (optional)

Enter a reference, such as a supplier's reference number.

G/L Date
The system complete this field with the current date and uses this date when it writes journal entries. You can change the date.

Payment Terms
Enter a value from the Payment Terms table (F0014) to override the payment terms that are assigned to the supplier.

9.3.5.5 Detail Area
Enter the application amount and other application details in the detail area.

> **Important:** If you enter values that conflict, the system generates an error or warning message when it calculates the MCD, retention, VAT, and other amounts. The system calculates the values when you exit a line. If you receive an error or warning message about conflicting data, use the Clear Line option on the Row menu to delete your entries, and then re-enter your data. The system recalculates the values.
>
> Examples of actions that might cause conflicts are entering both an MCD rate and an MCD amount, entering both a retention percentage and a retention amount, or exiting the line and then changing a value in the line.

MCD Rate (main contractor discount rate)
The system displays the rate that you entered for the subcontract order line. You can modify the rate.

Generally, you enter either an MCD rate or an MCD amount, or leave both fields blank if you do not apply the discount.

Retention Percentage
The system displays the retention percentage that you entered for the subcontract order line. You can modify the percentage.

Generally, you enter either a retention percentage or a retention amount, or leave both fields blank if you do not apply retention.

Application Amount
Enter the amount for which you process the application.

Labour Amount
Enter the labor amount if the purchase order transaction requires that you split the labor and materials amount.

The labor amount plus the value in the Materials Amount field must equal the amount that you entered in the Application Amount field.

Materials Amount
Enter the materials amount if the purchase order transaction requires that you split the labor and materials amount.

The materials amount plus the value in the Labour Amount field must equal the amount that you entered in the Application Amount field.

Retainage
Enter a retainage amount if you did not enter a retention percentage.

If you entered a retention percentage, the system calculates the retainage when you exit the line.

MCD Amount
Enter an MCD amount if you did not enter an MCD rate.

If you entered an MCD rate, the system calculates the amount when you exit the line.

Net Amount
The system calculates the net amount based on the application amount that you enter. The net amount is the application amount minus the MCD and retention amounts. The system runs the calculations and populates this field when you exit the line.

Application VAT
The system applies the VAT percentage from the tax rate area to the net amount and writes the VAT amount in this field. The system enables changes to this field if the processing option is set to enable changes.

The system performs the calculations and populates this field when you exit the line.

Gross Amount
The system populates this field with the total of the net amount and VAT amount. The system performs the calculations and populates this field when you exit the line.

Discount Available
Enter additional discount amounts.

Appl Pct (application percent)
The system displays the percentage of the application amount to the subcontract purchase order amount. For example, if the purchase order line amount is 1000 and the application amount is 300, the application percentage is 30.

Appl Cum Amount (application cumulative amount)
The system displays the total amount of the applications processed against the detail line.

MCD Amount Cumulative
The system displays the total amount of the MCD amount calculated for all applications processed against the detail line.

> **Note:** The visual assist for this field displays the Lower Level MCD form on which you can maintain additional detail lines for the MCD amounts.

Cumulative Retention
The system displays the total amount of the retention for all applications processed against the detail line.

> **Note:** The visual assist for this field displays the Lower Level Retention form on which you can maintain additional detail lines for the retention amounts.

9.4 Approving Applications for SPC

This section provides an overview of application approval and the SPC cascade, lists prerequisites, and discusses how to:

- Set processing options for SPC Application Approval (P74U0421).

- Set processing options for SPC - Certificate Maintenance (P74U0425).

- Set processing options for Create Certification (R74U0421).

- Set processing options for SPC Authenticated Receipt Retention Generation (R74U0426).

9.4.1 Understanding Application Approval and the SPC Cascade

After you post the application, you can approve it using the SPC Application Approval program if you set the Approval Active processing option in the SPC - Application Maintenance program (P74U0420) to activate the approval routing. The system uses the value in the Approval Route Code processing option of the SPC - Application Maintenance program to determine the routing for the approvals.

When you access the Application Approval form, you can select to view all applications, or only those at a specific status. You can view details about the application, invoice, and the question and answers associated with the purchase order. The system shows that the final approver has approved the application by changing the value in the Approved field to **Y.** The Approved field includes a value of **N** (no) if no approvers have approved the application, and a numeric value that changes as each successive approver approves the application. For example, the value in the Approved field is **1** after the first approver approves the application, **2** after the second approver approves it, and so on.

> **Note:**   You set up and use application approvals when you want to run the rest of the process automatically. When the last approver approves the application, the system runs the SPC cascade. If you do not want to run the processes automatically, do not activate approvals. Refer to the *Processing SPC Applications and Certificates Outside of the SPC Cascade* chapter.

The SPC cascade of programs:

1. Creates the certificate.

2. Processes the receipt and creates the voucher.

3. Creates journal entries for retention.

4. Validates the voucher lines for withholding and splitting.

5. Splits the voucher if that functionality is enabled.

6. Calculates withholding taxes.

7. Posts the receipt batch.

8. Posts the voucher batch.

This process flow shows the programs run by the SPC cascade:

Figure 9–2   SPC Cascade Process Flow
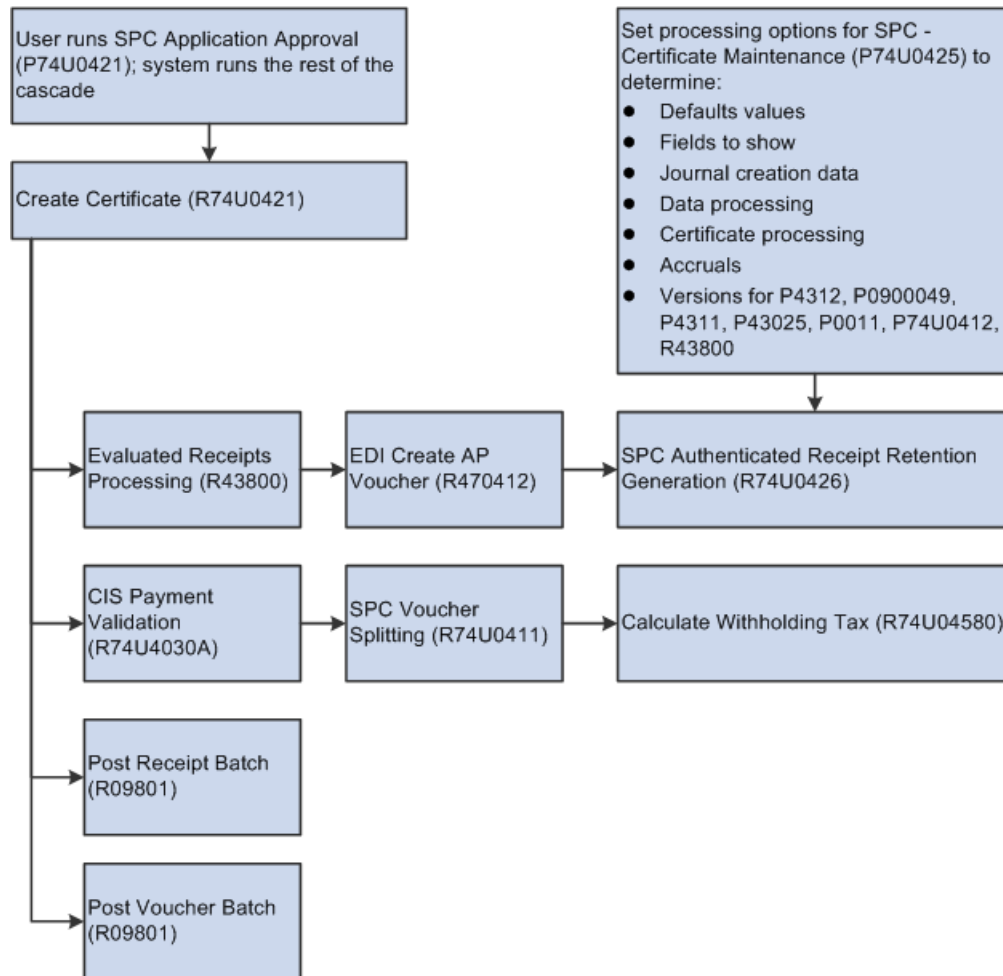
This table describes the functions performed by the programs in the SPC cascade:

Programs	Comments
Create Certificate (R74U0421)	The system launches the version of the Create Certificate program that you specified in the processing option of the SPC Application Approval program.
	The Create Certificate program:
	■ Generates a document that you use as a receipt for the purchase order.
	You can use the batch number generated by this process to locate the receipt.
	■ Calls the version of the Evaluated Receipts program (R43800) that you specified in the processing options.
Evaluated Receipts Processing (R43800)	You specify the version of the EDI Inbound Invoice/Match program to run in the processing options of the Evaluated Receipts Processing program.
EDI Inbound Invoice/Match (R470412)	These programs:
	■ Create the CIS voucher and assign to it the status defined in the CIS Constants program (P74U0100).
	■ Assign the voucher a pay status of **H** (hold).

Programs	Comments
SPC Authenticated Receipt Retention Generation (R74U0426)	You must set up the processing options in the SPC - Certificate Maintenance program (P74U0425) before you run the SPC cascade because the SPC Authenticated Receipt Retention Generation program uses values from those processing options.
	The SPC Authenticated Receipt Retention Generation program inserts lines for retention into the voucher records. It also generates a report that shows the voucher batch number.
CIS Pre-Withholding Validation (R74U4030A)	You specify the version of the CIS Voucher Splitting program (R74U0411) to run to split CIS vouchers in the processing options of the CIS Pre-Withholding Validation program.
	The CIS Pre-Withholding Validation program assesses whether a voucher requires that withholding be applied, and updates the CIS status of the voucher to **S** (splitting enabled).
CIS Voucher Splitting (R74U0411)	The CIS Voucher Splitting program changes the pay status to **A** (approved) for pay items that will have no tax withheld, such as lines for materials, and changes the pay status to% (withholding applies) for pay items that will have tax withheld, such as lines for labor.
	The CIS status for both material and labor lines is changed to **B** (voucher split).
Calculate Withholding Tax (R74U04580)	The Calculate Withholding Tax program creates the withholding lines for the labor lines, changes the pay status for the labor lines to **A** (approved), and changes the CIS status to **W** (withholding).
General Ledger Post (R09801)	You can specify the versions of the General Ledger Post program to run to post receipts and to post vouchers in the processing options of the Create Certificate program. If you do not want to post the receipts and vouchers as part of the SPC cascade, leave the processing options for the version blank.

9.4.1.1 Error Processing

If you do not have the system set up correctly to process applications and certificates using the SPC cascade, the system might not complete the entire cascade. If the process ends in a error, you must manually run the programs that did not run in the cascade. You can view error messages in the Work Center.

9.4.1.2 Retention

When you specify a retention amount or percentage, the system generates entries in the Accounts Payable Ledger table (F0411) when you run the SPC Authenticated Receipt Retention Generation program as part of the SPC cascade. The system writes a positive and a negative line to the F0411 table for the amount of the retention. The program uses the AAIs, suspense account, tax rate area, and so on that you specify in the processing options.

See Using Retention.

9.4.2 Prerequisites

Before you perform the tasks in this section:

- Verify that the CIS Process Flow constant in the CIS Supplement Constants program (P74U0402) is set to **4.**

  A value of **4** enables voucher splitting and enables you to specify that the purchase order is included in CIS.

- Verify that the purchase order was included in CIS.

- Verify that application approval was activated in the processing options of the SPC-Application Maintenance program (P74U0420) before you entered the application.

- Verify that a labor and materials split was entered in the application.

- Verify that processing options are set for each program that the system runs in the cascade.

- Set up versions and processing options of the programs that are called by the SPC cascade.

    Running the General Ledger Post program (P09801) is an optional task in the cascade. You must set up all of the other programs called in the cascade.

9.4.3 Forms Used to Approve SPC Applications

Form Name	Form ID	Navigation	Usage
Application Approval	W74U0421C	SPC Application Processing (G74U0521), SPC Application Approval	Review, select, and approve applications. You can specify whether to review applications at certain statuses, such as those that are ready to approve, or to review all applications. **Note:** You must select the application to approve by clicking the field between the radio button and the approval routing code. The system places a check mark in the field. After you select the application, click Approve to approve the application.

9.4.4 Setting Processing Options for SPC Application Approval (P74U0421)

Processing options enable you to specify default processing values.

9.4.4.1 Defaults

1. Order Company
Specify the order company for which the system displays applications.

2. Order Type
Enter a value from the Document Type (00/DT) UDC table to specify the order type for which the system displays applications. For example, if you use **OC** as the order type for subcontract purchase orders within the SPC system, enter **OC.**

3. Approval Route Code
Specify the approval route code that you use for applications in the SPC system. You set up approval route codes in the Approval Level Revisions program (P43008).

4. From Business Unit
Enter the beginning unit in a range of business units for which to display the applications.

5. Thru Business Unit
Enter the end unit in a range of business units for which to display the applications.

6. Default G/L Date
Specify whether to use the system date or a specified GL date as a filter. Values are:

Blank: Use the system (current) date.

1: Use the date specified in the Date - For G/L (and Voucher) processing options.

Date - For G/L (and Voucher)
Specify the date to use for journal entries. The system uses the value that you enter only when you set the Default G/L Date processing option to **1.**

Send an email to the next person in the approval route
Enter **Y** (yes) to send an email to the next person in the approval route. If you leave this processing option blank, the system does not generate a notice to the next approver.

9.4.4.2 Versions

1. Application Maintenance (P74U0422)
Specify the version of the Work with Applications program (P74U0422) to open when you select to review applications from within the SPC Application Approval program.

2. Create Certificate (R74U0421)
Specify the version of the Create Certificate program (R74U0421) that the system runs when the last approver approves the application.

3. SPC Questions and Answers (P74U4321)
Specify the version of the Requisition Template Answers Revisions program (P74U4321) that the system launches when you select to review the answers that were entered in the program.

9.4.5 Setting Processing Options for SPC - Certificate Maintenance (P74U0425)

Processing options enable you to specify default processing values.

9.4.5.1 Defaults

1. Order Type
Enter a value from the Document Type (00/DT) UDC table to specify the subcontract order type to display in the SPC - Certificate Maintenance program.

2. Order Company
Specify the order company for which the system displays the certificates.

3. Receipt Document Type
Enter a value from the Document Type (00/DT) UDC table to specify the document type that the system assigns to the receipt that is generated when the system runs the SPC cascade.

4. Hide Previous Certificate Amounts

Enter **1** to hide previous certificate amounts in the SPC - Maintenance program. If you leave this processing option blank, you can view previous amounts. The system uses this value only when you manually enter certificate information.

5. Hide VAT

Enter **1** to hide VAT amounts in the SPC - Maintenance program. If you leave this processing option blank, you can view VAT amounts. The system uses this value only when you manually enter certificate information.

6. Hide Period Amounts

Enter **1** to hide period amounts in the SPC - Maintenance program. If you leave this processing option blank, you can view period amounts. The system uses this value only when you manually enter certificate information.

7. F0911 Journal Remark

Enter the text to appear in the Remark field in the Journal Entry table (F0911).

9.4.5.2 Processing

1. Over Certification

Specify whether to display a warning or error message if the amount of the voucher exceeds the amount of the purchase order line. Values are:

Blank: Issue a warning message.

1: Issue an error message.

2. Journal Entry Order Type

Specify the document type that the system assigns to the journal entries that it generates for the certificate when you manually enter a certificate.

3. Override Mandatory Entry of Due Date

Enter **1** to make the entry of a due date optional. If you leave this processing option blank, you must enter a due date for the certificate.

4. Due Date

Enter **1** to calculate the due date based on the GL date. Leave this processing option blank to calculate the due date based on the Service/Tax date.

5. Allow the Addition of Lines

Specify whether to enable the entry of additional lines for the purchase order. Values are:

Blank: Do not allow additional lines.

1: Allow additional lines.

2: Allow additional lines and copy the retention percentage to the additional lines.

6. Purchase Order Change Order Option

Specify whether to use the original purchase order number for changes that you make to the purchase order using the application program. If you enabled the Allow the Addition of Lines processing option to allow additional lines to be added, then those lines will not exist in the Purchase Order Detail File (F4311) until you complete and save the application.

Use this processing option (Purchase Order Change Order option) to specify whether the lines that you add are written to the F4311 table using the original purchase order number or if the new lines are written to the F4311 table with a change order number.

Values are:

Blank: Use the original purchase order number.

1: Write a change order and assign it the change order number specified in the Purchase Order Change Order Number processing option.

Change Order Number
Specify the change order number. You use this processing option only when you enter **1** in the Purchase Order Change Order option processing option.

7. Auto Create Certificates from Applications
Specify whether to create certificates at the time that you create applications. You cannot require certificate approvals if you enable this processing option.

Oracle recommends that you leave this field blank.

8. CITB Levy Calculation
Specify whether to calculate the CITB levy before or after calculating VAT. Values are:

Blank: After VAT.

1: Before VAT.

9. Certificate Approval Active
Specify whether to require approval for a certificate when you manually enter a certificate. Values are:

Blank: Not active.

1: Active.

2: Active, and send email to approver.

10. VAT source
Specify whether to use the VAT rate indicated on the purchase order or in the address book record of the supplier. Values are:

Blank: Purchase order.

1: Address book record.

11. Allow Certificate Date equal to Prior Certificate Date
Specify whether to allow multiple certificates for one date. Values are:

Blank: Do not allow multiple certificates for a date. If a certificate exists for a date, you cannot enter another for the same date.

1: Allow multiple certificates for a date.

12. Labour / Materials Split
Specify how to display the split of labor and materials. Values are:

Blank: Display the split by certified period amount. If you select this value, the system shows a split of the application amount.

1: Display the split by net period amount. If you select this value, the system shows a split of the net amount, which is the application amount minus the MCD amount.

13. Create separate Journal for MCD (create separate journal for main contractor

discount)

Specify whether to create separate journal entries for MCD. Values are:

Blank: Create

1: Do not create

14. Previous Certificate - validation of, when Adding a new Certificate.

Specify whether to validate the creation of a previous certificate. Values are:

Blank: No validation of previous certificates.

1: Issue an error message if the Evaluated Receipts Processing program (R43800) was not run for the previous certificate. You cannot continue processing if you receive an error message.

2: Issue a warning message if the Evaluated Receipts Processing program was not run for the previous certificate. You can accept the warning and continue processing.

15. Subcontractor Validation if Splitting Active

Specify whether to validate the subcontractor's status when the supplemental CIS constants are set to enable voucher splitting. Values are:

Blank: Do not validate.

1: Issue an error message if the subcontractor's status does not meet the CIS requirements. You cannot continue processing if you receive an error message.

2: Issue a warning message if the subcontractor's status does not meet the CIS requirements. You can accept the warning and continue processing.

9.4.5.3 Currency

1. Exchange Rate Override

Enter **1** to enable changes to the currency exchange rate.

2. Exchange Rate Default

Enter **1** to use the currency exchange rate from the purchase order. Leave this processing option blank to use the currency exchange rate from the Currency Exchange Rates (F0015) table.

9.4.5.4 Status Default

1. Acceptable Incoming Status Code 1, 2. Acceptable Incoming Status Code 2, 3. Acceptable Incoming Status Code 3, 4. Acceptable Incoming Status Code 4, and 5. Acceptable Incoming Status Code 5

Specify the status codes that you set up in the Order Activity Rules program (P40204) to enable the processing of applications. You can add an application for purchase orders that have attained a status code that is listed here.

6. Cancelled Line Handling

Specify whether to enable the processing of cancelled purchase order lines. Values are:

Blank: Enable processing.

1: Disable processing.

2: Enable processing for retention release only.

9.4.5.5 Versions

1. PO Receipts (P4312)
Specify the version of the Receipts By PO program (P4312) that the system launches from the Certificate Maintenance program.

2. Journal Entry MBF (P0900049) Version
Specify the version of the Journal Entry program (P0900049) to use when you work with applications and certificates.

3. Purchase Order Entry (P4311)
Specify the version of the Purchase Order Entry program (P4310) to launches from Certificate Maintenance program.

4. Status Code Update (P43025)
Specify the version of the PO Speed Status Update program (P43025) that the system launches from the Certificate Maintenance program.

5. Journal Review (P0011)
Specify the version of the Journal Review program (P0011) that the system launches from the Certificate Maintenance program.

6. Additional SPC Purchase Order Details
Specify the version of the Purchase Order Detail SPC Additional Information (P74U4316) that the system launches from the Certificate Maintenance program.

7. Evaluated Receipts (R43800)
Specify the version of the Evaluated Receipts Processing program (R43800) that the system uses.

9.4.5.6 User Reserved

1. User Code, 2. User Reference, 3. User Amount, 4. User Date, 5. User Number, 6. User ID
Specify whether to show or hide these fields in the Certificate Maintenance program. The system saves the data that you enter to the SPC - Certificate Master table (F74U0425), but does not use the data for any processing. You can use the fields for data selection for reports.

Values are:

Blank: Show the field.

1: Hide the field.

9.4.5.7 SPC Accruals
The system uses the values on this tab to override the debit accounts for the certificate to compensate for the purchase order accruals.

1. Enter 1 to override the debit account with the account number generated from the following AAI.
Enter **1** to override the debit account with the account number that is generated from the AAI that you enter in processing option 2.

2. Enter the AAI to be used to override the debit account, if left blank 7430 will be

defaulted.
Enter the AAI that the system uses to override the debit account. The system uses the
value in this processing option only when you set processing option 1 to **1.**

If you leave this processing option blank, the system uses the default AAI of 7430.

3. Enter the Document Type for the above AAI, if left blank J5 will be defaulted.
Enter a value from the Document Type UDC table (00/DT) to specify the document
type for the record that the system writes for the accrual. If you do not specify a
document type, the system uses the document type **J5.**

> **Note:** The document type **J5** must exist in UDC 00/DT in your
> system.

**4. Enter 1 to use the Business Unit from the above AAI, if left blank the Business Unit
from the Job will be used.**
Enter **1** to write the accrual record for the business unit that is associated with the AAI
that you specify in processing option 2. If you leave this processing option blank, the
system uses the business unit that is associated with the job.

9.4.6 Setting Processing Options for Create Certificate (R74U0421)

Processing options enable you to specify default processing values.

9.4.6.1 Version

1. PO Receipts (P4312)
Specify the version of the Receipts By PO program (P4312) that the system uses for the
SPC cascade.

2. Evaluated Receipts (R43800)
Specify the version of the Evaluated Receipts Processing program (P43800) that the
system uses for the SPC cascade.

3. Pre-withholding Validation
Enter **1** to run the CIS Pre-Withholding Validation program (R74U4030A) as part of the
SPC cascade. You specify this program for CIS transactions that occur after April 2007.

If you leave this processing option blank, the system runs the CIS Update Payment
Validation program (R74U4030). This program should not be used for transactions
after April 2007.

4. Pre-Withholding Version to call
Specify the version of the CIS Pre-Withholding Validation program (R74U4030A) to
run. Or, if you left the Pre-withholding Validation processing option blank, specify the
version of the CIS Update Payment Validation program (R74U4030) to run.

5. Goods Receipt Post - (R09801)
Specify the version of the General Ledger Post program (R09801) to run to post receipt
records to the general ledger.

6. Voucher Post (R09801)
Specify the version of the General Ledger Post program (R09801) to run to post the
vouchers to the general ledger.

7. Certificate Entry (P74U0425) version to use
Specify the version of the SPC - Certificate Maintenance program (P74U0425) to use.

> **Important:** You must set up and specify the version for the SPC - Certificate Maintenance program because the system uses values from the processing options of that program as it determines the processing for the entire SPC cascade.

9.4.6.2 Processing

1. Proof Mode
Specify whether to run the Create Certificate program, and thus the SPC cascade, in proof or final mode. Values are:

Blank: Run the process in final mode. When the final approver approves an application, the system will run the Create Certificate program in final mode, and all tables and ledgers are updated.

1: Proof mode. The system generates a report that shows the lines that will be approved, but does not run the SPC cascade to update the ledgers and tables.

9.4.7 Setting Processing Options for SPC Authenticated Receipt Retention Generation (R74U0426)

Processing options enable you to specify default processing values.

9.4.7.1 Retention

1. Debtor G/L Offset (debtor general ledger offset)
Specify the GL offset to use when writing the retention amount to the Account Ledger (F0911) and Account Payable Ledger (F0411) tables.

2. Debtor AAI Prefix (debtor automatic accounting instruction prefix)
Specify the AAI to use when writing the retention amount to the F0911 and F0411 tables.

3. Debtor Pay Status Code
Enter a value from the Payment Status Codes (00/PS) UDC table to specify the code that the system assigns to the record in the F0411 table.

4. Income Suspense G/L Offset (debtor general ledger offset)
Specify the GL offset for the suspense account to which the system writes the retention record in the F0911 table.

5. Income Suspense AAI Prefix (debtor automatic accounting instruction prefix)
Specify the prefix for the AAI that the system uses to write to the income suspense account.

6. Income Suspense Pay Status Code
Enter a value from the Payment Status Codes (00/PS) UDC table to specify the code that the system assigns to the record in the F0411 table.

7. Tax Rate/Area
Specify the tax rate area that the system assigns to the retention lines.

8. Tax Explanation Code
Specify the tax explanation code that the system assigns to the retention lines.

9. Remark
Specify the text that the system writes to the Remark field in the F0911 table.

10. Ledger Type
Specify the ledger type.

9.4.7.2 Application Accounting

1. AAI Table Number (automatic accounting instruction table number)
Enter the AAI that the system uses to determine the GL account to use when writing the accounting entries at the time of application.

2. Use VAT From Certificate use value-added tax from certificate
Enter **1** to use the VAT from the certificate, or leave this processing option blank to recalculate the VAT.

9.4.7.3 CITB

The system writes a positive and a negative line to the F0411 for the CITB amount withheld.

1. Address for Alternative Payee
Enter the address book number that you use for the payee for CITB levies.

2. Pay Status For CITB (pay status for construction industry training board)
Enter a value from the Pay Status (00/PS) UDC table to specify the pay status that the system assigns to the pay item for CITB.

3. Pay Status Code for Deduction
Enter a value from the Pay Status (00/PS) UDC table to specify the pay status that the system assigns to the balancing entry for the amount paid to CITB.

4. Tax Rate/Area
Specify the tax rate area that the system uses when it writes accounting entries for the CITB amount.

5. Tax Explanation Code
Specify the tax explanation code that the system uses when it writes accounting entries for the CITB amount.

6. G/L Offset
Specify the GL offset that the system uses when it writes accounting entries for the CITB amount.

7. Remark
Specify the text that the system writes to the Remark field for the accounting record.

10

Processing Certificates Outside of the SPC Cascade in the United Kingdom

This chapter contains the following topics:

10.1 Understanding Certificates Outside of the SPC Cascade

Most companies elect to enter and approve applications as part of their SPC process flow. When you approve the application, the system runs the SPC cascade to generate the reports, certificate, and accounting entries that you need.

Some companies might elect to generate certificates without first entering application. If you do not require an application approval, or do not enter an application, you must manually run the programs necessary to process your construction industry scheme (CIS) transactions.

> **Note:** As with application entry and approval, you must enter additional purchase order information for the SPC module before you can enter a certificate outside of the SPC cascade.

10.2 Entering and Approving Certificates Without Applications

This section provides an overview of certificates without applications and certificate approval, lists prerequisites, and discusses how to:

- Set processing options for SPC Certificate Approval (P74U0426).
- Enter certificates without associated applications.
- Approve certificates.

10.2.1 Understanding Certificates Without Applications and Certificate Approval

Contractors often supply a certificate to subcontractors that show that the work was certified by the contractor's site engineer. When you enter a certificate, the system creates a purchase receipt. The system uses the purchase receipt to generate an evaluated receipt so that a payment can be made to the subcontractor. You must set up the supplier master record of the subcontractor to enable evaluated receipts.

You can set up the SPC constants so that applications are not required. If you do not use applications, you can enter certificate information and run groups of programs to complete the processing of the receipt, voucher, and other journal entries that you need to process purchase orders in the SPC module.

You can enter certificates for only those purchase orders that have additional SPC information associated with them. When you enter the purchase order number in the SPC - Certificate Maintenance form, the system populates many of the fields on the form with data from the purchase order.

You can revise and delete certificates until the receipt journal is posted to the general ledger. You can void a receipt if the receipt journal is posted and an evaluated receipt has not been generated. Voiding the receipt will delete the certificate journal entries.

When you elect to enter certificates without an accompanying application, you must manually:

1. Enter the certificate in the Certificate Entry program.

   You can enter only one certificate for a specific date.

2. Run the CIS Pre-Withholding Validation program (R74U4030A) and the SPC Voucher Splitting program (R74U0411) if your CIS constants are set up for voucher splitting.

   See Understanding Voucher Entry for the CIS.

   You can set a processing option in the run the SPC Voucher Splitting program to call the Calculate Withholding Tax program (R74U04580), or you can run it as a separate step.

3. Approve the certificate if you set up your system to require certificate approvals.

   You set a processing option in the SPC - Certificate Maintenance program (P74U0425) to specify whether certificate approval is required.

4. Print the certificate.

   Use the Certificate Notification Print program (R74U0425) to print the certificate. Or, use the SPC Combined Payment Certificate and Authenticated Receipt program (R74U0429) to print a certificate and authenticated receipt.

5. Post the journal entries for receipts and vouchers.

10.2.1.1 Certificate Approvals

You set a processing option in the SPC - Certificate Maintenance program (P74U0425) to specify whether certificates must be approved.

10.2.2 Prerequisites

Before you perform the tasks in this section, set the processing options for the Work with Applications and Certificates program (P74U0422) and the SPC - Certificate Maintenance program (P74U0425).

See Setting Processing Options for Work With Applications and Certificates (P74U0422).

See Setting Processing Options for SPC - Application Maintenance (P74U0420).

10.2.3 Forms Used to Enter and Approve Certificates Without Applications

Form Name	Form ID	Navigation	Usage
SPC - Certificate Maintenance	W74U0425B	Certificate Processing (G74U0522), Work With SPC Certificates Click Certificate Add on the Work with Applications and Certificates form. Certificate Processing (G74U0522), Certificate Entry	Enter information for certificates.
Certificate Approval	W74U0426B	Certificate Processing (G74U0522), SPC Certificate Approval	Review certificates, and select records to approve or reject. To approve a certificate, select the record and then click Select. The system marks the record with a check mark. Click Approve to approve the certificate.
Rejection Reason	W74U0426C	Select a record on the Certificate Approval form, then select Reject from the Row menu.	Enter a code for the rejection and text explaining the rejection.

10.2.4 Setting Processing Options for SPC Certificate Approval (P74U0426)

Processing options enable you to specify default processing values.

10.2.4.1 Defaults

1. Order Company

Specify the order company of the certificates you want to work with. You cannot change the order company in the forms of the SPC Certificate Approval program. If you do not know the specific company, leave this processing option blank to show certificates for all companies.

2. Order Type

Specify the order type of the certificates to show in the SPC Certificate Approval program forms. You cannot change the order type. If you do not know the specific type, leave this processing option blank to enable the selection of any order type.

3. Project Manager Entry Mandatory

Specify whether project manager entry is mandatory. Values are:

Blank: Mandatory

1: Not mandatory

2: Logged On User - Protected

4. Allow Approval

Specify whether an approval is allowed. Values are:

Blank: Allow approval

1: Disable approvals

10.2.4.2 Versions

1. Certificate Entry (P74U0425)
Specify the version of the P74U0425 program to launch from the SPC Certificate Approval program. If you leave this processing option blank, the system uses version ZJDE0001

10.2.5 Entering Certificates Without Associated Applications

Access the SPC - Certificate Maintenance form.

Many of the fields for certificate entry are the same as those for application entry.

See Entering SPC Applications.

10.2.5.1 Header Area

Order Number
Enter the purchase order number for which you enter the certificate.

Document Type (unlabeled field)
The system displays the document type of the purchase order.

Company (unlabeled field)
The system displays the company of the purchase order.

Certificate No. (certificate number)
The system automatically assigns a next number.

G/L Date
Enter the date that the system uses for the GL date.

Cert/Receipt Date (certificate/receipt date)
Enter the date that the system uses as the receipt date. The system also assigns this date to the record for the certificate.

Appl No. (application number)
Enter the application for which you enter certificate information. You complete this field only when you have set up your system to require applications.

Due Date
Enter the date that the payment is due to the subcontractor.

Receipt No. (receipt number)
The system assigns the receipt number after you enter the certificate information.

10.2.5.2 Totals Tab

F/D (foreign/domestic)
Select to cause the system to display both foreign and domestic amounts.

Cert Amt (certificate amount), MCD (main contractor discount), Retention, Net, VAT (value-added tax), and Gross
The system displays the period and cumulative amounts for each category.

10.2.5.3 Additional Tab

Alt. Cert Ref. (alternative certificate reference)
Enter text that you can use as an alternative reference.

Service/Tax Date
Enter the service or tax date to use.

Payment Terms
Enter a payment term to override the payment term associated with the subcontractor.

10.2.5.4 Currency Tab

The system displays the currency of the transaction. You can set processing options to make these fields editable.

10.2.5.5 Auth. Receipt

The system displays the dates that the authenticated receipts were printed and returned. The system completes these fields for existing certificates for which the authenticated receipts were processed.

10.2.5.6 Detail Area

The fields in the detail area are the same as those that are available when you enter an application.

See Entering SPC Applications.

10.3 Printing the SPC Certificate

This section provides an overview certificate print options and discusses how to:

- Run the Certificate Notification Print program.

- Set processing options for Certificate Notification Print (R74U0425).

10.3.1 Understanding Certificate Print Options

A certificate is a document that you give to your subcontractor as an acknowledgement of payment. You can print a certificate by running either the Certificate Notification Print program or the SPC Combined Payment Certificate and Authenticated Receipt program (R74U0429). The Certificate Notification Print program generates a document that includes only the certificate information. The SPC Combined Payment Certificate and Authenticated Receipt program generates a document that includes the certificate information, and a request that the subcontractor sign and return the document to acknowledge receipt of the payment.

> **See Also:** ■Printing the Authenticated Receipt Document.

10.3.2 Running the Certificate Notification Print Program

Select Certificate Processing (G74U0522), Certificate Notification Print.

10.3.3 Setting Processing Options for Certificate Notification Print (R74U0425)

Processing options enable you to specify default processing values.

10.3.3.1 Defaults

1. Order Company (Order Number)

Specify the company associated with the purchase order.

The system uses this value for data selection.

2. Purchase Order Number

Enter the purchase order number.

The system uses this value for data selection.

3. Order Type

Specify the order type that is associated with the purchase order.

The system uses this value for data selection.

4. Business Unit/Job

Specify the business unit of the job for which you print the certificate.

5. Supplier

Specify the supplier for which you print the certificate.

6. Certificate Date

Specify the date of the certificate. The system prints this date on the certificate.

7. Date Certificate Entered

Specify the date that the certificate information was entered.

10.3.3.2 Display

1. Item Number

Specify which item number to use. Values are:

Blank: Short item number.

1: Second item number.

2: Third item number.

2. Description

Specify which description to use for the item number indicated in the Item Number processing option. The system prints the description on the certificate. Values are:

Blank: First description.

1: Second description.

3. Amounts

Specify whether to print the period or cumulative amount. Values are:

Blank: Cumulative amount.

1: Period amount.

11

Working With SPC Commitments in the United Kingdom

This chapter contains the following topics:

- Section 11.1, "Understanding SPC Commitments"
- Section 11.2, "Reviewing SPC Purchase Order Commitments"
- Section 11.3, "Reposting SPC Commitments"

11.1 Understanding SPC Commitments

A commitment is an accounting entry that helps you track future obligations. The JD Edwards EnterpriseOne SPC module includes programs for posting purchase order commitments and for reposting purchase order, application, and certificate commitments. The SPC module also includes a program that you can use to review purchase order commitments. You set up and use the standard software to review application and certificate commitments and relieve all commitment amounts.

To work with commitments in the SPC module:

1. Set up the system to use commitments in the SPC module.

   The setup includes SPC constants and base software setup.

   See Setting Up Commitments (optional).

2. Post purchase order commitments if you set up your system to generate commitments at purchase order entry.

   See Posting Subcontract Order Commitments.

   The system generates and posts application and certificate commitments when you enter applications and certificates if you have the system set up to do so. You do not run a separate post program to post application and certificate commitments.

3. Review commitments in either the base software programs or in the SPC Commitment Inquiry program (P74U0423).

   The SPC Commitment Inquiry program shows purchase order commitments that were posted using the Subcontract Order Commitment Post program (R74U0416). You use base software programs to view application and certificate commitments.

4. Repost commitments as needed.

You can modify purchase order, applications, and certificates after you enter them. If you modify them, you should run the repost commitment programs to update the records in the Account Balances table (F0902).

5. Relieve commitments.

You use the base software programs to relieve commitment amounts.

11.2 Reviewing SPC Purchase Order Commitments

You can review SPC purchase order commitment amounts and the associated purchase order and applications by using the SPC Commitment Inquiry program.

This section lists the form used to review SPC purchase order commitments and discusses how to set processing options for SPC Commitment Inquiry (P74U0423).

11.2.1 Form Used to Review SPC Purchase Order Commitments

Form Name	Form ID	Navigation	Usage
Work with SPC Commitment Inquiry	W74U0423C	Select Commitments (G74U04527), SPC Commitment Inquiry	Review SPC purchase order commitments. You can use options on the Row menu to view the purchase order and application.

11.2.2 Setting Up Processing Options for SPC Commitment Inquiry (P74U0423)

Processing options enable you to specify default processing values.

11.2.2.1 Default

Hide Zero Open Commitment
Enter **1** to hide zero open commitment lines. If you leave this processing option blank, the system shows the lines.

11.2.2.2 Versions

Order Entry (P4310)
Specify the version of the Purchase Order Entry program (P4310) to launch from the SPC Commitment Inquiry program.

Work with Applications/Certificates (P74U0422)
Specify the version of the Work with Applications and Certificates program (P74U0422) to launch from the SPC Commitment Inquiry program.

11.3 Reposting SPC Commitments

This section provides overviews of commitment repost for applications and certificates and commitment repost for purchase orders, and discusses how to:

■ Repost application and certificate commitments.

■ Set processing options for Repost Commitments (Selection) (R74U0410).

■ Repost purchase order commitments.

- Set processing options for SPC PO Line Commitments (R74U0417).

- Run the Subcontract Order Commitment Repost program.

- Set processing options for Subcontract Order Commitment Repost (R74U0416).

11.3.1 Understanding Commitment Repost for Applications and Certificates

You run the Repost Commitments (Selection) program (R74U0410) to repost commitment amounts for applications and certificates. The processing options in the Repost Commitments (Selection) program enable you to specify whether to repost for applications or certificates. The system calls the SPC Repost Commitments (Application) program (R74U0412) when you repost applications, and calls the SPC Repost Commitments (Certificates) program (R74U0414) when you repost certificates.

Menu options exist on the Commitments menu (G74U0527) for the SPC Repost Commitments (Application) program and the SPC Repost Commitments (Certificates) program. However, you should run those programs from the Repost Commitments (Selection) program because you use the processing options in the Repost Commitments (Selection) program to specify whether to run the programs in proof or final mode. The SPC Repost Commitments (Application) and SPC Repost Commitments (Certificates) programs do not have associated processing options.

11.3.2 Understanding Commitment Repost for Purchase Orders

The JD Edwards EnterpriseOne software provides two programs to report commitment information for purchase orders. Use the SPC PO Line Commitments program (R74U0417) to repost purchase orders that you entered at a detail level. Use the Subcontract Order Commitment Repost program (R74U0416) to repost purchase orders that you entered at a header level.

11.3.3 Reposting Application and Certificate Commitments

Select Commitments (G74U0527), Repost Commitments (Selection).

11.3.4 Setting Processing Options for Repost Commitments (Selection) (R74U0410)

Processing options enable you to specify default processing values.

11.3.4.1 Selection

Century From, Fiscal Year From, Century To, and Fiscal Year To
Specify values in these processing options to limit the data selection.

3. Repost Application Commitments
Enter **1** to repost application commitments.

4. Repost Certificate Commitments
Enter **1** to repost certificate commitments.

11.3.4.2 Print

1. Proof or Final
Specify whether to process records in proof or final mode. Values are:

Blank: Proof mode. The system generates a report and does not update the F0902 table.

1: Final mode. The system generates a report and updates the F0902 table.

2. Application Commitment Repost Version
Specify the version of the SPC Repost Commitments (Application) program to run. If you leave this processing option blank, the system uses version XJDE0001. The system uses the value in this processing option only when you set the Repost Application Commitments processing option to repost application commitments.

3. Certificate Commitment Repost Version
Specify the version of the SPC Repost Commitments (Certificates) program to run. If you leave this processing option blank, the system uses version XJDE0001. The system uses the value in this processing option only when you set the Repost Certificate Commitments processing option to repost certificate commitments.

11.3.5 Reposting Purchase Order Commitments

Select Commitments (G74U0527), SPC PO Line Commitments.

11.3.6 Setting Processing Options for SPC PO Line Commitments (R74U0417)

Processing options enable you to specify default processing values.

11.3.6.1 Selection

Century From, Fiscal Year From, Century To, and Fiscal Year To
Specify values in these processing options to limit the data selection. The system uses these values for the Repost Mode only. Leave these processing options blank if you set the Update or Repost processing option to the update mode.

Job or Business Unit
Specify a job or business unit for which to repost the commitment amounts. If you leave this processing option blank, the system reposts for all jobs or business units. The system uses the value in the processing option only when you set the Update or Repost processing option to the update mode.

11.3.6.2 Process

1. Proof or Final
Specify whether to process records in proof or final mode. Values are:

Blank: Proof mode. The system generates a report showing proposed changes, but does not update records.

1: Final mode. The system generates a report and updates the records in the F0902 table.

2. Update or Repost
Specify whether to update existing purchase order commitments with additions and changes, or repost all purchase order commitments for the selected date range. The system updates records only when you set the Proof or Final processing option to **1.** Values are:

Blank: Update commitments with additions and changes.

1: Repost all selected purchase order commitments.

3. Certificate or Application
Specify whether to calculate commitment relief based on certificate amounts or application amounts. Values are:

Blank: Application amounts

1: Certificate amounts

11.3.7 Running the Subcontract Order Commitment Repost Program

Select Advanced & Technical Operations (G74U0530), Subcontract Order Commitment Repost.

11.3.8 Setting Processing Options for Subcontract Order Commitment Repost (R74U0416)

Processing options enable you to specify default processing values.

11.3.8.1 Selection

Century From
Specify the 2-digit century that the system uses as the beginning of the date range for data selection.

Fiscal Year From
Specify the 2-digit year that the system uses as the beginning of the date range for data selection.

Century To
Specify the 2-digit century that the system uses as the end of the date range for data selection.

Fiscal Year To
Specify the 2-digit year that the system uses as the end of the date range for data selection.

11.3.8.2 Print

1. Proof or Final
Enter **1** to run the process in final mode. The system updates the Purchase Order Commitment Workfile (F74U0416) and Account Balances (F0902) tables in final mode.

12

Working with Authenticated Receipt Documents in the United Kingdom

This chapter contains the following topics:

- Section 12.1, "Understanding Authenticated Receipts"
- Section 12.2, "Printing the Authenticated Receipt Document"
- Section 12.3, "Logging the Authenticated Receipt Return"
- Section 12.4, "Printing the Late Authenticated Receipt Summary Report"
- Section 12.5, "Printing the Late Authenticated Receipt Letter"
- Section 12.6, "Viewing a History of Printed Authenticated Receipt Documents"

12.1 Understanding Authenticated Receipts

To reclaim input VAT, you must obtain a signed receipt from the subcontractor that you pay that shows the VAT amount for a certificate. The authenticated receipt includes information about the amount paid and the cumulative amounts for the job. You print and send an authenticated receipt for each payment that you make to a subcontractor. The subcontractor signs and returns the authenticated receipt to you as an acknowledgement of VAT and of the payment received.

To work with authenticated receipts, you:

1. Print and send an authenticated receipt.

    Print the authenticated receipt after you process payments. Many companies send the authenticated receipt with the remittance. The JD Edwards EnterpriseOne software provides two programs to print authenticated receipts.

2. Log the return of the authenticated receipt.

    You log the return so that you can send a reminder if the authenticated receipt is not returned in a timely manner.

3. Print the authenticated receipt summary to generate a report of the outstanding authenticated receipts.

4. Send a reminder letter to subcontractors who do not return the authenticated receipt by the due date.

    See Setting Up the Late Authenticated Receipt Letter.

The JD Edwards EnterpriseOne system also provides these programs for authenticated receipt processing:

- Authenticated Receipt Print History (P74U0432).

  Use this program to review a history of the authenticated receipts for each certificate for a job.

- SPC Authenticated Receipt Retention Generation (R74U0426).

  The SPC cascade automatically runs this program to generate the journal entries for retention. You run this program independently only when you do not use the automated process.

  See Setting Processing Options for SPC Authenticated Receipt Retention Generation (R74U0426).

12.2 Printing the Authenticated Receipt Document

This section provides an overview of authenticated receipts and discusses how to:

- Run the Authenticated Receipt Print program.

- Run the SPC Combined Payment Certificate and Authenticated Receipt program.

- Set processing options for SPC Combined Payment Certificate and Authenticated Receipt (R74U0429).

12.2.1 Understanding Authenticated Receipts

The Authenticated Receipt Print program (R74U0428) generates a document that you send to the subcontractor. It also date stamps the certificate with the receipt date to prevent further documents from being printed. You use data selection to identify the certificate for which you print the document.

The SPC Combined Payment Certificate and Authenticated Receipt program generates a document that has the information that you send in a certificate as well as the information required for an authenticated receipt. The document generated by the SPC Combined Payment Certificate and Authenticated Receipt program meets the requirements of the monthly report that you must send to subcontractors when you withhold tax amounts from payments. Therefore, if you send the combined statement, you do not need to use the Statement of Payment and Deduction program (R74U4040) to generate a statement.

> **See Also:**
>
> - Generating Payment Statements for Subcontractors.

12.2.2 Running the Authenticated Receipt Print Program

Select Authenticated Receipt Processing (G74U0524), Authenticated Receipt Print.

12.2.3 Running the SPC Combined Payment Certificate and Authenticated Receipt Program

Select Authenticated Receipt Processing (G74U0524), SPC Combined Payment Certificate and Authenticated.

12.2.4 Setting Processing Options for SPC Combined Payment Certificate and Authenticated Receipt (R74U0429)

Processing options enable you to specify default processing values.

12.2.4.1 Defaults

1. Summarise Amounts

Enter **1** to summarize amounts of the certificate. If you leave this processing option blank, the system lists the detail lines from the subcontract purchase order.

Signature 1, Signature 2, Signature 3,Signature 4, and Signature 5

Enter the names of those who must sign the document. If you do not enter any names, the report includes no signature lines.

12.3 Logging the Authenticated Receipt Return

You log the return of the signed authenticated receipt document to assure that your subcontractor acknowledges the receipt of a payment.

This section lists the forms used to log the authenticated receipt return.

12.3.1 Forms Used to Log the Authenticated Receipt Return

Form Name	Form ID	Navigation	Usage
Work with SPC Authenticated Receipt Logging	W74U0430B	Authenticated Receipt Processing (G74U0524), Returned Authenticated Receipt Logging	Review and select records for which an authenticated receipt was printed. You can specify the Company, Subcontractor Number, or Job Number to filter records, and can select to display records for all authenticated receipts or only outstanding documents.
Authenticated Receipt Logging	W74U0430D	Select a record, and then click Select on the Work with SPC Authenticated Receipt Logging form.	Enter the date that you received the authenticated receipt document.

12.4 Printing the Late Authenticated Receipt Summary Report

Print the late authenticated receipt summary report to review the authenticated receipts for which you have not logged the return. You use this report to determine when to send a reminder letter to your subcontractors.

This section discusses how to:

- Run the Late Authenticated Receipt Summary report.

- Set processing options for Late Authenticated Receipt Summary (R74U0430).

12.4.1 Running the Late Authenticated Receipt Summary Report

Select Authenticated Receipt Processing (G74U0524), Late Authenticated Receipt Summary.

12.4.2 Setting Processing Options for Late Authenticated Receipt Summary (R74U0430)

Processing options enable you to specify default processing values.

12.4.2.1 Process

1. Authenticated Receipt Return Period

Enter the number of days after which an authenticated receipt is considered overdue. If you leave this processing option blank, the system does not use the date that you printed the authenticated receipt to determine the records to print.

2. Suppress Foreign

Enter **1** to suppress the display of foreign currency amounts. Leave this processing option blank to display foreign currency amounts.

3. Cheque Amount or Certificate Amount

Specify whether to display the check or certificate amount. Values are:

Blank: Certificate amount

1: Cheque amount

12.5 Printing the Late Authenticated Receipt Letter

This section provides an overview of the late authenticated receipt letter and discusses how to:

- Run the Late Authenticated Receipt Letter program.

- Set processing options for Late Authenticated Receipt Letter (R74U0431).

12.5.1 Understanding the Late Authenticated Receipt Letter

You use the Late Authenticated Receipt Letter program (R74U0431) to print a reminder letter to send to a subcontractor who has not returned the authenticated receipt within the requested time frame. When you print the letter, the system prints information about the jobs, certificates, and amounts that were included on the unreturned receipt letter. You can specify in a processing option whether to add text that you set up in the Authenticated Receipt Letter Set-up program (P74U0431).

12.5.2 Running the Late Authenticated Receipt Letter Program

Select Authenticated Receipt Processing (G74U0524), Late Authenticated Receipt Letter.

12.5.3 Setting Processing Options for Late Authenticated Receipt Letter (R74U0431)

Processing options enable you to specify default processing values.

12.5.3.1 Process

1. Authenticated Receipts Letter Text (Letter Name)

Enter a letter name that you set up in the Authenticated Receipt Letter Set-up program. The system prints the text from the letter name that you specify at the bottom of the letter. If you leave this processing option blank, the system prints the

number of days after which a letter is past due. You enter the number of days in the Authenticated Receipt Return Period processing option.

2. Enter Letter Type (optional)
Enter a value from the SPC - Application Master (74U/LT) UDC table to specify the letter type.

3. Authenticated Receipt Return Period
Enter the number of days after which an authenticated receipt is considered overdue. The system prints this number on the letter.

4. Print Cheque Amount
Specify whether to print the check or certificate amount. Values are:

Blank: Certificate amount

1: Cheque amount

12.6 Viewing a History of Printed Authenticated Receipt Documents

You use the Authenticated Receipt Print History program (P74U0432) to view information about the late authenticated receipt letters that you printed from the Late Authenticated Receipt Letter program.

This section lists the forms used to view a history of printed late authenticated receipt documents.

12.6.1 Forms Used to View a History of Printed Late Authenticated Receipt Documents

Form Name	Form ID	Navigation	Usage
Work With Authenticated Receipt Prints	W74U0432A	Authenticated Receipt Processing (G74U0524), Authenticated Receipt Print History	Review and select records.
Late Letter Print History	W74U0432C	Select a record on the Work With Authenticated Receipt Prints form and then click Select.	Review the dates of the certificate, authenticated receipt document, and late authenticated receipt letters. You can also review the letter type and name and system information for the person who printed the letter.

13

Working with VAT on a Cash Basis in the United Kingdom

This chapter contains the following topics:

- Section 13.1, "Generating Journal Entries for VAT on a Cash Basis"

13.1 Generating Journal Entries for VAT on a Cash Basis

This section provides an overview of journal entries for VAT on a cash basis and discusses how to:

- Run the VAT Payments Update program.
- Set processing options for VAT Payments Update (R74U0445).

13.1.1 Understanding Journal Entries for VAT on a Cash Basis

Run the VAT Payments Update program (R74U0445) to:

- Update the Taxes table (F0018) based on both the VAT amounts form the voucher and the cash payment made against that voucher.

  Partial payments are pro-rated.

- Create a journal entry record to move the VAT amount from a suspense account to an actual VAT account.

13.1.2 Running the VAT Payments Update Program

Select VAT Inputs on a Cash Basis (G74U0525), VAT Payments Update.

13.1.3 Setting Processing Options for VAT Payments Update (R74U0445)

Processing options enable you to specify default processing values.

13.1.3.1 Select

1. Date From
Specify the beginning of the date range that the system uses to select records to process.

2. Date To
Specify the end of the date range that the system uses to select records to process.

13.1.3.2 Defaults

1. Journal Entry Document Type
Enter a value that exists in the Document Type (00/DT) UDC table to specify the document type to assign to the journal entries for VAT. If you leave this processing option blank, the system uses **JE.**

2. G/L Date (general ledger date)
Specify the date that the system uses as the general ledger (G/L) date for the journal entries it writes for VAT. If you leave this processing option blank, the system uses the receipt date of the transaction.

3. Tax Date
Specify the date that the system uses as the tax date for the journal entries it writes for VAT. If you leave this processing option blank, the system uses the receipt date of the transaction.

4. Journal Explanation
Enter the text that the system writes to the Remark field in the F0911 table. If you leave this processing option blank, the system writes the text **Vat cash receipt journal.**

5. Ledger Type
Enter a value that exists in the Ledger Types (09/LT) UDC table to specify that ledger to which the system writes the journal entries for VAT. If you leave this processing option blank, the system use ledger type **AA.**

13.1.3.3 Accounts

1. AAI for VAT Debit (automatic accounting instruction for value-added tax debit)
Enter the AAI that you use to write the journal entry for the VAT debit account. If you leave this processing option blank, the system uses **PT.**

2. OR Enter Account:
Enter the business unit, object account, and subsidiary that make up the VAT debit account. You enter the values in this processing option if you leave the AAI for VAT Debit processing option blank.

3. AAI for VAT Credit (automatic accounting instruction for value-added tax credit)
Enter the AAI that you use to write the journal entry for the VAT credit account. If you leave this processing option blank, the system uses **VT.**

Generally, you use the AAI that is pointing to the VAT suspense account. The system wrote the amounts for VAT to that account when you posted the voucher.

4. OR Enter Account:
Enter the business unit, object account, and subsidiary that make up the VAT credit account. You enter the values in this processing option if you leave the AAI for VAT Credit processing option blank.

13.1.3.4 Process

1. Final or Proof Mode.
Specify how the system processes records and writes data to the Taxes (F0018) table. Values are:

1: Proof mode. The system selects unflagged records and produces a report only. The system does not update the F0018 table. If you leave this processing option blank, the system uses this value.

2: Final mode: The system selects unflagged records, flags them, and creates VAT records in the F0018 table.

3: Proof mode: The system selects flagged records and produces a report only. The system does not update the F0018 table.

4: Delete mode: The system selects flagged records, removes the flag, and removes the VAT records from the F0018 table.

2. Enter when to update Tax File (F0018).
Specify the conditions under which the system updates records in the F0018 table. The system uses the value in this processing option only when the value in the Final or Proof Mode processing option is set to **2** (final mode). Values are:

Blank: Do not update the F0018 table. This is the default value.

1: Update only VAT and use taxes.

2: Update the selected records in the F0018 table for all tax amounts.

3: Update the selected records for all tax explanation codes.

3. Suppress Creation of Zero lines in F0911
Enter **1** to suppress the creation of lines in the F0911 table for records with 0 (zero) for the tax amount. If you leave this processing option blank, the system writes lines for zero amounts.

13.1.3.5 Print

1. Print Selection Report
Enter **1** to print the report.

14

Using Additional Reports for the United Kingdom

This chapter contains the following topics:

■ Section 14.1, "Additional Reports for the United Kingdom"

14.1 Additional Reports for the United Kingdom

In addition to the reports specified as part of a process in other sections of this implementation guide, these reports exist for the United Kingdom.

Report ID and Report Name	Description	Navigation
R74U0137 End of Year Return CIS36	Generates an annual report that summarizes payments and deductions made during the tax year to all CIS subcontractors, regardless of the card or certificate that they hold. You can use the data selection to select subcontractors who hold specific cards or certificates, or you can select all subcontractors.	Periodic Processing (G74U0220), End of Year Return CIS36
R74U137A End of Year Return CIS36 - CIS4	Generates an annual report that summarizes payments and deductions made during the tax year to CIS subcontractors who hold CIS4 registration cards.	Periodic Processing (G74U0220), End of Year Return CIS36 - CIS4
R74U0137B End of Year Return CIS36 - CIS5	Generates an annual report that summarizes payments and deductions made during the tax year to CIS subcontractors who hold CIS5 construction tax certificates.	Periodic Processing (G74U0220), End of Year Return CIS36 - CIS5
R74U0137C End of Year Return CIS36 - CIS6	Generates an annual report that summarizes payments and deductions made during the tax year to CIS subcontractors who hold CIS6 subcontractor tax certificates.	Periodic Processing (G74U0220), End of Year Return CIS36 - CIS6
R74U0138 Supplier Analysis Report	Use this report to review a detailed list of your CIS subcontractors, including information about their CIS subcontractor documents. The report includes warning messages for missing, expired, or invalid documents.	Accounts Payable Reports (G74U0214), Supplier Analysis Report

14.1.1 Processing Options for End of Year Return CIS36 (R74U0137, R74U0137A, R74U0137B, and R74U0137C)

Processing options enable you to specify the default processing for programs and reports.

14.1.1.1 Dates

1. Date - From and 2. Date - Thru
Enter the beginning and ending dates in which to include data for the report in these processing options.

14.1.1.2 Process

1. Mode
Enter **1** to print the report in final mode or leave this processing option blank to print it in proof mode.

2. CIS Voucher Status
Enter the CIS voucher status.

Part II

Ireland

This part contains the following chapters:

-
-

15

Understanding Localizations for Ireland

This chapter contains the following topics:

- Section 15.1, "Ireland-Specific Setup and Processes"

15.1 Ireland-Specific Setup and Processes

This table lists the country-specific setup and functionality for Ireland:

Setup or Process	Description
Automatic debit processing	To work with automatic debit processing, set up the automatic debit format for Ireland. See Setting Up Automatic Debit Formats for Ireland.
Payment processing	To work with payment processing for Ireland, set up the payment formats for Ireland. See Setting Up Payment Formats for Ireland.
UDCs (user-defined codes)	No country-specific UDCs exist for Ireland.
Next numbers	No Ireland-specific next number setup exists.
AAIs (automatic accounting instructions)	No Ireland-specific AAI setup exists.

16

Setting Up Localizations for Ireland

This chapter contains the following topics:

- Section 16.1, "Setting Up Automatic Debit Formats for Ireland"
- Section 16.2, "Setting Up Payment Formats for Ireland"

16.1 Setting Up Automatic Debit Formats for Ireland

This section provides an overview of automatic debit formats for Ireland and discusses how to set processing options for Ireland Domestic Bank Format (R03B575IE).

16.1.1 Understanding Automatic Debit Formats for Ireland

The JD Edwards EnterpriseOne system provides Ireland Domestic Debit Bank Format (R03B575IE) for Irish automatic debits. This program generates a bank table that adheres to the banking standards for automatic debits in Ireland.

16.1.2 Setting Processing Options for Ireland Domestic Debit Bank Format (R03B575IE)

Processing options enable you to specify the default processing for programs and reports.

1. Print Customer Statement
Specify whether the system prints a customer statement for the automatic debits. If you leave this processing option blank, the system prints a customer statement only when the number of invoice details exceeds the maximum number that can be included on the format.

2. Tape Density
Specify the density of the tape.

3. Enter the Authorized ID Number
Enter the payer identification number. The system prints the value that you enter in the Volume Header Label record. If you leave this processing option blank, the system prints the BACS number for the company account from the Bank Transit Master table (F0030).

4. Enter the Volume Identifier
Enter the volume identifier.

5. File Number
Specify an identifying number for the submission.

6. Processing Date

Specify the date on which you create the flat file. You must enter the date in this format: YYDDD, where YY is equal to the last two digits of the year, and DDD is the Julian date. For example, for June 30, 2005, enter 05181.

The system prints the date that you specify in the User Header Label record. If you leave this processing option blank, the system prints the BACS processing date that exists in the A/P Payment Processing - Summary table (F04572).

16.2 Setting Up Payment Formats for Ireland

This section provides an overview of payment formats for Ireland and discusses how to:

- Set processing options for Electronic Funds Transfer - Bank of Ireland (R04572IE1).

- Set processing options for Electronic Funds Transfer - AIB (R04572IE).

16.2.1 Understanding Payment Formats for Ireland

JD Edwards EnterpriseOne software provides these payment formats for Ireland:

Format	Description
R04572IE1	The BOI EFT payment format (Bank of Ireland Electronic Funds Transfer).
R04572IE	The AIB EFT payment format (Allied Irish Bank Electronic Funds Transfer).

The formats for Ireland create flat files in these tables:

- A/P Payment Tape table (F04572OW).

- Text Processor Header (F007101).

- Text Processor Detail Table (F007111).

16.2.1.1 Format for Allied Irish Bank

The text file includes:

Section	Description
Volume Header Label	One record of 80 characters that identifies the file and the owner.
File Header Label	One record of 80 characters that contains the creation and expiration dates.
User Header Label	One record of 80 characters that contains the payment date, identifying number of the receiving party, and the currency code.
User Trailer Label	80 characters that contain the debit value, credit value, number of debits, and number of credits.

Section	Description
Credit records	One of record of 100 character for each payment order. The record contains this information: ■ Supplier's bank transit number, account number, and description. ■ Company's bank transit number and account number. ■ Payment amount. ■ Bank system reference number for the company's account. ■ BACS reference/roll number for the customer account.
Contra records	One record of 100 characters for each of the company's accounts. The record contains this information: ■ Company's bank transit number and account number. ■ Transaction code. ■ Sorting code number. ■ Sum of the payment amounts in the data records. ■ Bank system reference number for the company's account.

16.2.1.2 Format for Bank of Ireland

The text file includes:

Section	Contents
Volume Header Label	One record of 80 characters that identifies the file and the owner.
File Header Label	One record of 80 characters that contains the creation date and record length.
User Header Label	One record of 80 characters that contains the payment processing date, the submission number, and the currency code.
Data records	One record of 100 characters for each payment order. The record contains this information: ■ Suppliers's bank transit number, account number, and description. ■ Company's bank transit number and account number. ■ Payment amount. ■ Bank system reference number for the company's account. ■ BACS reference/roll number for the customer account.

Section	Contents
Contra records	One record of 100 characters for each of the company's accounts. The record contains this information: ■ Company's bank transit number and account number. ■ Transaction code. ■ Sorting code number. ■ Sum of the payment amounts in the data records. ■ Bank system reference number for the company's account.
User Trailer Label	80 characters that contain the sum of the payment and debit amounts in the data records, and a count of the data records.

16.2.2 Setting Processing Options for Electronic Funds Transfer - Bank of Ireland (R04572IE1)

Processing options enable you to specify the default processing for programs and reports.

16.2.2.1 General

1. Payment Processing Date

Enter a date in this processing option or leave it blank to use the BACS processing date from the payment group.

Use this processing option to specify the date on which you create the flat file. You must enter the date in this format: YYDDD, where YY is equal to the last two digits of the year, and DDD is the Julian date. For example, for June 30, 2005, enter **05181.**

The system prints the date that you specify in the User Header Label record. If you leave this processing option blank, the system prints the BACS processing date that exists in the A/P Payment Processing - Summary table (F04572).

2. Payer Identification

Enter the payer identification number. The system prints the value that you enter in the Volume Header Label record. If you leave this processing option blank, the system prints the BACS number for the company account from the Bank Transit Master table (F0030).

16.2.2.2 Transfer

1. Submission Number

Specify an identifying number for the submission. You use this number to distinguish among multiple files created on the same date. Enter a value between 1 and 968.

16.2.2.3 Tape

1. Device Name

Specify the device to which you copy the text file.

16.2.3 Setting Processing Options for Electronic Funds Transfer - AIB (R04572IE)

Processing options enable you to specify the default processing for programs and reports.

16.2.3.1 General

1. Payment Processing Date

Specify the date on which you create the flat file. If you leave this processing option blank, the system uses the BACS processing date from the payment group.

You must enter the date in this format: YYDDD, where YY is equal to the last two digits of the year, and DDD is the Julian date. For example, for June 30, 2005, enter **05181.**

The system prints the date that you specify in the User Header Label record.

2. Payer Identification

Enter the payer identification number. The system prints the value that you enter in the Volume Header Label record. If you leave this processing option blank, the system prints the BACS number for the company account from the Bank Transit Master table (F0030).

3. Payment Expiration Date

Enter the date on which the payment expires. You must enter the date in this format: **YYMMDD**. This processing option is optional.

16.2.3.2 Transfer

1. File Number

Specify an identifying number for the submission. You use this number to distinguish among multiple files created on the same date. Enter a value between 1 and 968.

16.2.3.3 Tape

1. Device Name

Specify the device to which you copy the text file.

Glossary

2nd Item Number, 3rd Item Number, and Item Number

Enter a number that identifies the item. The system provides three separate item numbers plus an extensive cross-reference capability to alternative item numbers. The three types of item numbers are:

Item Number (short). An 8-digit, computer-assigned item number.

2nd Item Number. A 25-digit, user defined, alphanumeric item number.

3rd Item Number. A 25-digit, user defined, alphanumeric item number.

In addition to these three basic item numbers, the system provides an extensive cross-reference search capability. You can define numerous cross-references to alternative part numbers. For example, you can define substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers.

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

Fixed Asset Number

Enter an 8-digit number that uniquely identifies an asset.

G/L Date (general ledger date)

Enter a date that identifies the financial period to which the transaction will be posted. You define financial periods for a date pattern code that you assign to the company record. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number, as well as to perform date validations.

Main Fixed Asset Number

Enter an identification code for an asset in one of these formats:

Asset number (a computer-assigned, 8-digit, numeric control number)

Unit number (a 12-character alphanumeric field)

Serial number (a 25-character alphanumeric field)

Every asset has an asset number. You can use unit number and serial number to further identify assets as needed. If this is a data entry field, the first character you enter indicates whether you are entering the primary (default) format that is defined for the system, or one of the other two formats. A special character (such as / or *) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the Fixed Assets system constants form.

Object Account

Enter the portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

If you use a flexible chart of accounts and the object account is set to 6 digits, it is recommended that you use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a 6-digit object.

Subledger

Enter a code that identifies a detailed, auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.

Subledger Type

Enter a user-defined code (00/ST) that is used with the **Subledger** field to identify the subledger type and how the system performs subledger editing. On the User-Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user-defined. Values include:

A: Alphanumeric field, do not edit.

N:Numeric field, right justify and zero fill.

C: Alphanumeric field, right justify and blank fill.

Subsidiary

Enter a subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object.