

European Accounting Version 6.1 User Guide



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European Accounting Version 6.1
For MFG/PRO 9.0
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About This Manual

Purpose

European Accounting is an integrated module of MFG/PRO. It adds new financial features and modifies existing standard MFG/PRO functions to offer support for various legal and common business accounting practices found in a number of European countries. While European Accounting was developed primarily in response to the individual requirements of specific countries within Europe, many of its features have been extended so they are now of a more general use.

Some features do however remain country-specific and control settings make it possible to activate these country-specific features.

Refer to Chapter 13, Country Specific Issues for details on features that apply only to one country.

European Accounting is based on MFG/PRO Version 9.0 and is also available for some previous versions of MFG/PRO, namely, 8.5D, 8.5E and 8.6E.

As with standard MFG/PRO, both Graphical User Interface (GUI) and character versions (CUI) of European Accounting are available. Some European Accounting reports have been enhanced so that they can be used in a NET UI environment as well.

Refer to Appendix A, Web-Enabled Functions for a full list of these reports.

Audience

This manual describes the use of the features added to MFG/PRO by European Accounting.

This manual is written for those MFG/PRO users who will use the enhancements offered by European Accounting on a day-to-day basis. Previous knowledge of the existing financial module within standard MFG/PRO is assumed. New features added by European Accounting are described in full in this manual, but where a feature enhances existing MFG/PRO functionality, only the changed behavior is covered here.

Manual Organization

European Accounting is a large module with a great deal of new functionality. This functionality can be grouped into various categories. The manual is divided into the following sections, which mirror these various categories:

- Chapter 1, Introduction
- Chapter 2, Setup and Basic Data
- Chapter 3, General Ledger
- Chapter 4, Accounts Receivable
- Chapter 5, Accounts Payable
- Chapter 6, Cash Management
- Chapter 7, Banks and Payment Methods
- Chapter 8, Value Added Tax and Other Taxes
- Chapter 9, Journals
- Chapter 10, Intrastat
- Chapter 11, Inventory Evaluation and Simulation
- Chapter 12, Shipping Documents
- Chapter 13, Country Specific Issues
- Appendix A, Web-Enabled Functions
- Addendum
- Glossary

Graphical and Character User Interfaces

While European Accounting has both a Graphical User Interface (GUI) and a Character User Interface (CUI) the screen examples shown in this manual are taken from the character version. However, both versions are identical in functionality. The functional layout of the screens in both versions is also identical, except that in the GUI version GUI elements like buttons are used. This is illustrated in the figure below.

Graphical User Interface



Conventions

The majority of users of European Accounting are expected to be located in the European community. For this reason, both the European date format and European numbering conventions are used.

American Format	European Format
January 1, 1999	1 st January, 1999
10,000.00	10.000,00

Customization

A number of empty Word files are supplied with European Accounting. One file is provided for each chapter in the manual. Each file follows the naming convention *customnn.doc*, where *nn* is the actual number of the chapter or appendix to which that file relates. For example, the file *custom01.doc* is associated with *Chapter 1, Introduction*, *custom13.doc* relates to *Chapter 13, Country Specific Issues*, and *customa1* relates to *Appendix A, Web-Enabled Functions*. All these files are linked to the on-line version of this manual via a link in the *Customization* section, found at the end of each chapter. If you have customized any of the features described in any of the chapters, simply add text describing your changed functionality into the appropriate empty file. The customized information contained in your new version of these files can then be accessed from the on-line version of the manual via the link already found in the *Customization* section in the relevant chapter.

A further file, *Addendum.doc*, is also provided. This is linked into the *Addendum* found towards the end of the manual (immediately before the *Glossary*). Enter details of any completely new functionality you may have introduced into European Accounting into this file. Again you can then access this information from the on-line version of this manual.

Note In order for the links to work correctly you must not alter the names of the blank documents supplied with European Accounting if you add your own information into any of them.

Chapter 1: Introduction

Welcome to European Accounting: an integrated module of MFG/PRO adding new and enhanced functionality to MFG/PRO Financials to support various legal and accounting practices used in several European countries. This chapter covers the following topics:

What Is European Accounting?

European Accounting Restrictions

Customization

What Is European Accounting?

European Accounting provides support for various legal requirements and common accounting practices found in the following European countries:

- Belgium
- France
- Germany
- Italy
- Luxembourg
- The Netherlands
- Poland
- Spain
- United Kingdom

European Accounting consists of three main parts:

- **Financial Enhancements**
This main module consists of a large number of enhancements to standard MFG/PRO Financials. These apply especially for accounting practices used throughout Europe.
- **Intrastat versions**
In 1993, with the changes in custom regulations in the EU (European Union), the Intrastat regulations regarding reporting trade data became effective. Specific regulations apply for each country within the EU. European Accounting enhances the standard QAD Intrastat logic to allow you to deliver the required reports in the format specified by specific countries.
- **Bank format drivers**
Special bank format drivers are added to European Accounting to tailor the Accounts Receivable and Accounts Payable functionality to country specific electronic formats or pre-printed forms. A number of these Bank format drivers are provided as standard.

These modules are all described briefly in the following sections.

Financial Enhancements

This section of European Accounting offers numerous enhancements to MFG/PRO standard Financial modules, including:

- **Added functionality for creditor payments, draft management and direct debit for Europe.**
This is set-up in a flexible way, with bank format drivers that perform the translation from the common AR and AP payment logic to specific bank formats.
- **A new report writer function to add enhanced support for *Journals* (or *Daybooks* as they are also known).** These are reports in which GL transactions are grouped by document type and transaction type, with debit/credit columns and document references.
- **Improved GL descriptions with reference to the documents that originated the transaction.**

- Addition of GL Transaction Matching functionality to allow you to match debit transactions in the General Ledger to their corresponding credit transactions on an account by account basis.
- Additional logic that links the MFG/PRO country code to the Intrastat country code and the VAT prefix.
- Accounts Payable and Accounts Receivable VAT-lists for specific countries.
- Added logic for unapplied and non-AR drafts.
- Reconciliation functions for drafts and payments.
- Improved Cash Book Maintenance offering the possibility of reconciling Accounts Receivable payments and drafts, and of deleting cash book lines.
- Improved flow of drafts, offering the possibility of entering and maintaining approved drafts, submitting drafts to the bank, reconciling drafts and also offering separate functions to close drafts.
- Addition of Correction Invoices.
- Support for VAT registers.
- Suspended VAT logic, which allows the tax date on sales invoices to be set according to the payment date of those invoices.
- Addition of withholding tax functionality that allows a customer to withhold tax when paying suppliers and then to declare the tax part of the supplier payment to the authorities on that supplier's behalf.
- *Documento di Trasporto*, shipper documents to accompany goods' movements.
- Option to book vouchers to a *waiting expenses* account, so that vouchers can be entered, and VAT deducted, before the final distribution is known.
- Stock evaluation with FIFO or LIFO logic, based on a real mean stock evaluation logic.
- Various Italian specific features. *Refer to Chapter 13 Country Specific Issues.*
- A report of all AR/AP transactions which exceed the amount of 500.000 pesetas or another amount selected by the user (Spanish specific feature).

Intrastat

The completion of the single European market on 31st December, 1992, has resulted in important changes regarding VAT. All custom's formalities and document checking at borders within the European Union were abolished from 1st January, 1993. However, trade statistics are of vital importance for governments and business corporations. Therefore, Intrastat was introduced as the new system for collecting foreign trade statistics on the movement of tangible goods between countries of the EU.

The standard MFG/PRO Intrastat functions do not include the country specific reports and the capability to calculate the required statistical values. For European Accounting the following Intrastat country versions are available:

- United Kingdom
- Germany
- France
- Spain

- Italy
- Belgium (Dutch and French versions)
- The Netherlands

Bank Format Drivers

In the different countries different payment methods are used regarding Accounts Receivable and Accounts Payable. European Accounting has added functionality for selecting invoices and vouchers. The selected invoices and vouchers can be processed and translated into specific formats. The actual transfer onto printed forms, or electronic media, is done with so-called *bank format drivers*.

Refer to Chapter 7, Bank and Payment Methods, for a detailed description of the available methods.

Base Currency Conversion

MFG/PRO version 9.0 includes functions that enable users to convert the base currency of their production database to the Euro. European Accounting makes no changes to the standard database, but uses a separate database for holding European Accounting specific data. Data held in some of these new database tables also needs conversion to the Euro. A new Base Currency Conversion procedure, etbat19.p, has been added for this purpose. This program must be added to the Base Currency Conversion and Conversion Control scripts, ba_conv and ba_ctrl.

Refer to the European Accounting Installation and Conversion Guide for full details.

European Accounting Restrictions

European Accounting has certain restrictions. European Accounting functionality is not implemented for the MFG/PRO Payroll module. In addition, multiple DB has limited support.

Furthermore, European Accounting requires the use of Global Tax Management: other tax methods are not supported. Global Tax Management supports both VAT and the Spanish Recargo de Equivalencia feature as standard.

Customization

[Custom01.doc](#)

Chapter 2: Setup and Basic Data

Before you can start using European Accounting you must first configure it. You also need to run some conversion programs to upgrade your existing MFG/PRO system so that it works correctly with the European Accounting module. This chapter describes how this can be done.

This chapter covers the following topics:

European Accounting Control File

Operation Types

Country Table

Customers

Suppliers

Changed Address Information

Currencies

Purchase Gain/Loss Account by Product Line

Product Lines

Credit Terms

Customization

European Accounting Control File

Use the European Accounting Control File (25.23) to set various European Accounting features.

European Accounting Control File

Use Waiting Expenses Vouchers:	yes	Account:	2105
Display Cash Book Balance:	no		
Use Suspended VAT:	yes		
Manual Draft Method Of Paym.:	MD		
AR Default Bank:	AA		
AR Default Method of Payment:	MC		
Separate GL-Entries Per Document:	yes		
Use secondary GL description:	yes		
Print Shipper On Invoices:	yes		
Use GL Transaction Matching:	yes		
Withholding Tax Type:	WITHHOL		

F1-Help F2-Go ESC-End Ctrl-X-Cut Ctrl-C-Copy Ctrl-V-Paste

Use Waiting Expenses Vouchers Enter Yes or No. Indicates if the European Accounting Waiting Expenses voucher logic needs to be used. If set to No, you will not be able to mark vouchers as Waiting Expenses.

Account The account number and cost center codes used for Account Payable vouchers marked as Waiting Expenses (Voucher Maintenance, (28.1.1) Waiting Exp.= no). **An account should always be entered here, even if you do not plan to use the waiting expenses voucher logic.** If an account is not filled in you will not be able to enter the account number on any voucher distribution lines.

Display Cash Book Balance Enter Yes or No. In Cash Book Maintenance (31.13) the starting balance has to be entered. In standard MFG/PRO for this balance the actual account balance is proposed as the beginning balance. The disadvantage of this approach is that it requires that all GL-transactions are posted. In addition, a serious performance problem can occur. Setting this flag to No deactivates the calculation of the account balance. If it is deactivated, European Accounting searches for the previous bank statement. If this is found, the end balance of this statement is proposed.

Use Suspended VAT Enter Yes or No. The tax date of sales orders can be set according to the payment date of those invoices. You can activate this logic with this flag. *Refer to Chapter 8 Value Added Tax and Other Taxes.*

Manual Draft Method of Paym. The method of payment normally used for manual creation of AR Drafts. This payment method is proposed when Drafts are manually made.

AR Default Bank The default AR bank that is taken when new customers are added.

AR Default Method of Payment The default AR method of payment that is used when new customers are added.

Separate GL-Entries per Document Enter Yes or No. To improve the audit trail of GL-transactions European Accounting offers you the functionality to create separate GL references for each document. Normally when you enter, for instance, several vouchers in the same batch, these vouchers are booked in one GL-reference. When you set this flag to No, each voucher will have a separate GL-reference.

Use Secondary GL Description Enter Yes or No. Allows you to enter a second GL description line for manually entered transactions, which can be used in certain reports.

Print Shipper on Invoices Enter Yes or No. Determines if shipper numbers are printed on the relevant invoices or not. When set to Yes the shipper numbers are shown on invoices, when set to No they are not.

Withholding Tax Type The tax type to be used in determining the tax rates to be applied to withholding tax calculations. *Refer to Chapter 8, Value Added Tax and Other Taxes.*

Use GL Transaction Matching Enter Yes or No. Setting this flag to Yes enables GL transaction matching functionality allowing you to match debit transactions in the General Ledger to their corresponding credit transactions or vice versa. *Refer to Chapter 3, General Ledger.*

A second window with various control settings is shown when you have made your entries into the first window.

Control File Settings

European Accounting Control File

User Menu Edit Queue Options Help

Use Enhanced Global Shipping: yes

GL Protocol Numbering Required: yes

Next Journal Prot. Nbr: 000000001

VAT Register: no

Prov. for RIBA:

Autoriz. RIBA Nbr:

Autoriz. RIBA Data:

Legal Nature:

Fiscal County:

Main Activity:

Activity Code:

Check Fiscal Code: no

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Use Enhanced Global Shipping Enter Yes or No. European Accounting includes functionality originally introduced to support the Italian *Bolle d'Accompagnamento Merci*, or *Bolla*, a legal shipping document that used to be needed in Italy for all goods movements. Now known in Italy as the *Documento di Trasporto*, these documents are no longer a legal requirement, but are common business practice both in Italy and in a number of other countries too. MFG/PRO functionality has been extended to allow the production of shippers in many areas where this is not supported in standard MFG/PRO. Setting this flag to Yes enables the creation of these shipping documents in those functions where it is not supported by standard MFG/PRO.

GL Protocol Numbering Required Enter Yes or No to enable this Italian-specific feature. In Italy all GL transactions must be assigned a number, known as the *protocol number*. These must be numbered sequentially with no gaps in the numbering. This field determines if such numbering is required.

Next Journal Prot. Nbr If the GL Protocol Numbering Required flag has been set to Yes to indicate GL Protocol numbering is required, this field shows the next protocol number available for allocation by the system. .

VAT Register Enter Yes or No. When this flag is set to Yes, the system will prompt you to enter the VAT register at appropriate points. This VAT register is used for reports and also to assign numbering ranges for invoices, vouchers and credit notes.

Prov. For RIBA An Italian-specific feature. County of the local office of the Ministry of Finance. (Provincia della Intendenza di Finanza.)

Autoriz. RIBA Nbr An Italian-specific feature. Authorization number for the RIBA (payment draft) supplied by the Ministry of Finance. (Numero autorizzazione Intendenza di Finanza.)

Autoriz. RIBA Data An Italian-specific feature for use with RIBA.

Legal Nature Will be removed in next version.

Fiscal Count Will be removed in next version.

Main Activity Will be removed in next version.

Activity Code Will be removed in next version.

Check Fiscal Code Enter Yes or No to indicate if the fiscal code should be checked or not.

Operation Types

For Accounts Receivable and Accounts Payable European Accounting introduces *Operation Types*. They can only be used when VAT registers have been enabled by setting the VAT Register flag in the European Accounting Control File to Yes.

Refer to Chapter 8 Value Added Tax and Other Taxes for further details on VAT registers.

Introduced originally to fulfill the Italian requirement that clear descriptions must be supplied for all accounting transactions, these operation types describe the transactions carried out in Accounts Payable and Accounts Receivable. At the transaction level you link an operation type to the AR memo or AP voucher. Examples of operation types are:

- Our Invoice
- Your Invoice
- Our Credit Note
- Your Credit Note
- Our Debit Note

These descriptions are shown, for instance, when the VAT Register is printed. Use Operation Type Maintenance (2.25.2.11) to set operation types.

Operation Type Maintenance

Operation Type Maintenance

User Menu Edit Queue Options Help

Type of Operation: CRN

Description: Our Credit Note

Group: 01

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Type of Operation A code to identify the type of operation.

Description A description of the operation type.

Group This code is used to group together several different operation types. In the VAT register there will be a sub-total per VAT register and Group of Operation types.

Refer to Chapter 4 Accounts Receivable for further details on operation types.

Operation type codes and VAT registers are defined on the header of sales quotes, sales orders and pending invoices, and other functions that can lead ultimately to the creation of an invoice.

Added window with Type of Operation and VAT Register

The screenshot shows the 'Sales Order Maintenance' window. At the top, it displays 'Order: S010046', 'Sold-To: 3002000', 'Bill-To: 3002000', and 'Ship-To: 3002000'. Below this, there are two columns for 'Sold-To' and 'Ship-To' addresses, both listing 'Centre de Nouvelle Cedex 25023', '802 Blvd Montparnasse', 'Paris 75014', and 'France'. A 'VAT Register' field is set to '2a' and an 'Operation Code' field is set to '0003'. Other fields include 'Order Date: 16/01', 'Required Date:', 'Promise Date:', 'Due Date: 17/09/99', 'Pricing Date:', 'Purchase Order:', 'Manual:', 'Site: 10000', 'Channel:', 'Project:', 'Currency: USD', 'Language:', 'Taxable: no', 'Fixed Price: yes', 'Credit Terms: 30', 'Credit Terms Int: 0.00', 'Reprice: no', 'Original Invoice:', and 'Entered By: twt'. A status bar at the bottom shows keyboard shortcuts: 'F1-Help F2-Go ESC-End F5-Delete Ctrl-X/C/V-Cut-Copy-Paste'.

The same pop-up frame will be displayed in the header of sales quotes, pending invoices, and other affected functions.

Country Table

European Accounting modifies the country table by adding the following three fields:

- Intrastat Code
- VAT Prefix
- Currency

The country table can be maintained with the function Country Code Maintenance (2.22.1.10).

Country Code Maintenance

The screenshot shows a window titled "Country Code Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays the following information for Country Code: BE:

- Country Code: BE
- Name: BELGIUM
- Alternate Code: BE
- INTRASTAT Code: BE
- VAT Prefix: BE
- Currency: BEF
- EC Country: yes
- NAFTA Country:
- DEA Country:
- GATT Country:
- Country Group:
- Country Type:
- Comments: no

At the bottom, a status bar shows keyboard shortcuts: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste.

Intrastat Code The Intrastat country code as used in the Intrastat reports.

VAT Prefix The VAT prefix for this country. This prefix must be a valid VAT prefix and is used as the default prefix for addresses you enter for this country.

Currency The currency of the country. This is used for some Intrastat reports that have to report in the currency of the country.

Customers

European Accounting adds the following new fields to Customer Maintenance (2.1.1):

- VAT register and Operation Code
- Suspended VAT flag
- Bank
- Payment Method
- Bank Account validations

Not all additional fields/flags will display: some are dependent upon settings in the European Accounting Control File (25.23). When VAT Registers have been enabled by setting the VAT Register flag in the European Accounting Control File, a new pop-up displays in the first window

of Customer Maintenance. Here you can specify a VAT register for the customer and set the associated operation type.

VAT Registers in Customer Maintenance

The screenshot shows the 'Customer Maintenance' window with the following fields and values:

Customer Address			
Customer:	0100		
Name:	Hans Maier GmbH		
Address:	Bauunternehmung		
Address:	In der Schwemme 8		
Address:			
City:	Frankfurt	State:	
		Post:	
Country:	Germany	Format:	0
Attention:	VAT Register: 2a	Operation Code:	INV
Telephone:	Ext:	[2]:	Ext:
Fax/Telex:		[2]:	Added: 24/03/94

Customer Data			
Sort Name:	Hans Maier GmbH	Type:	Taxable: no
Salesperson:	Multiple: no	Region:	Price Tbl:
Ship Via:		Currency:	USD
AR Acct:	1200	Dual Pricing Cur:	Disc Tbl:
Resale:	Site: 11000	Lang:	Fixed Price: yes
Remarks:	Kontakt: Herr Scheurer	Class:	Partial OK: yes

At the bottom of the window, a status bar displays: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

VAT Register The default VAT Register to be used with this customer.

Operation Code The default operation code associated with this customer. This is used with VAT Register reports to provide a clear description of transactions reported on VAT Reports.

When suspended VAT has been enabled, by setting the Suspended VAT flag in the European Accounting Control File, a further pop-up displays. Here you can specify if Suspended VAT rules are to be used for this customer.

Suspended VAT in Customer Maintenance

The screenshot shows a 'Customer Maintenance' window with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The window is divided into two main sections: 'Customer Address' and 'Customer Data'.

Customer Address:

- Customer: 0100
- Name: Hans Maier GmbH
- Address: Bauunternehmung
- Address: In der Schwemme 8
- Address:
- City: Frankfurt
- State:
- Post:
- Format: 0
- Country: Germany
- Suspended VAT:
- County:
- Attention:
- Telephone:
- Ext:
- [2]:
- Ext:
- Fax/Telex:
- [2]:
- Added: 24/03/94

Customer Data:

- Sort Name: Hans Maier GmbH
- Type:
- Taxable: no
- Salesperson: Multiple: no
- Region:
- Price Tbl:
- Ship Via:
- Currency: USD
- Disc Tbl:
- AR Acct: 1200
- Dual Pricing Cur:
- Fixed Price: yes
- Resale:
- Site: 11000
- Lang:
- Class:
- Remarks: Kontakt: Herr Scheurer
- Partial OK: yes

At the bottom of the window, a status bar displays keyboard shortcuts: F1=Help, F2=Go, ESC=End, Ctrl-X=Cut, Ctrl-C=Copy, Ctrl-V=Paste.

Suspended VAT Enter Yes or No to indicate if VAT charged to this customer is to be suspended by default. Where VAT is suspended, then the tax date is not set until the invoice is paid.

Refer to Chapter 8 for full details on VAT Registers and Suspended VAT.

Next, a European Accounting specific frame displays, where you are prompted to enter a default bank and payment method for this customer.

Customer Data Frame

The screenshot shows a window titled "Customer Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area is divided into two sections. The top section, "Customer Address", contains the following data: Customer: 0100, Name: Hans Maier GmbH, Address: Bauunternehmung, Address: In der Schwemme 8, Address: (blank), City: Frankfurt, State: (blank), Post: (blank), Format: 0, Country: Germany, GER, County: (blank), Attention: (blank), Telephone: (blank), Ext: (blank), Fax/Telex: (blank), and Added: 24/03/94. The bottom section, "European Accounting Customer Data", contains "Automatic Payment Bank: NB" and "Payment Method: NB". A status bar at the bottom shows keyboard shortcuts: F1=Help, F2=Go, ESC=End, Ctrl-X=Cut, Ctrl-C=Copy, Ctrl-V=Paste.

Customer Address			
Customer: 0100			
Name: Hans Maier GmbH			
Address: Bauunternehmung			
Address: In der Schwemme 8			
Address:			
City: Frankfurt	State:	Post:	Format: 0
Country: Germany	GER	County:	
Attention:		[2]:	
Telephone:	Ext:	[2]:	Ext:
Fax/Telex:		[2]:	Added: 24/03/94
European Accounting Customer Data			
Automatic Payment Bank:		NB	
Payment Method:		NB	

Automatic Payment Bank The bank code for your bank (27.6.1) into which your customer is supposed to make payments to settle your invoices. This field is linked to the payment method.

Payment Method The default payment method for this customer. This payment method has to be defined for the appropriate bank.

On the next screen European Accounting adds a bank account validation code. In addition the length of the branch and the bank account has been changed to accommodate European bank accounts. Currently bank account validations 11, 12, ES (Spain), DE (Germany) and IT (Italian) are supported.

Added Bank Validations

Customer Maintenance

User Menu Edit Queue Options Help

Customer Address

Customer: 0100
 Name: Hans Maier GmbH
 Address: Bauunternehmung
 Address: In der Schwemme 8
 Address:
 City: Frankfurt State: Post: Format: 0
 Country: Germany GER County:
 Attention: [2]:
 Telephone: Ext: [2]: Ext:
 Fax/Telex: [2]: Added: 24/03/94

Bank Accounts							
Bank	Acct Type	Val	EDI	Branch	Bank Account	Begin Date	End Date
Bank -DE	all	DE		231	12311111234234		

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Suppliers

European Accounting adds the following new fields to Supplier Maintenance (2.3.1):

- Payment Method
- VAT Registers, Operation Types and Site Codes
- Withholding Tax
- Bank Account validations

Using Supplier Maintenance you can define the default payment method for vouchers received from a supplier.

Payment Method in Supplier Maintenance

Supplier Maintenance

User Menu Edit Queue Options Help

Supplier Address

Supplier: 50000000 Temporary: no
 Name: Hydrowco Gas Processors Inc
 Address: 100 Foothill Blvd.
 Address: Massive Industrial Park
 Address: Bldg 1, Suite 101A
 City: Pomona State: CA Post: 90028 Format: 0
 Country: United States of America USA County: 743
 Attention: April Showers [2]: May Flowers
 Telephone: 1-800-600-DH2I Ext: 222 [2]: 800-410-0009 Ext:
 Fax/Telex: [2]: Added: 11/06/92

Supplier Data

Sort Name: Hydrowco Bank: AA **Paym. Meth: MC**
 Type: DIST Currency: USD Language:
 Pur Acct: 5100 Purchase Contact: Kenny Doit
 AP Account: 2100 AP Contact: Willy de'Fault
 Ship Via: AMTRAK Promotion Group:
 Remarks: ONLY GRADE ZERO SHIPMENTS ACCEP Misc Creditor: no

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Paym Meth The default payment method for vouchers received from this supplier. This payment method has to be defined for the appropriate bank.

When VAT Registers have been enabled by setting the VAT Register flag in the European Accounting Control File, a new pop-up displays in the first window of Supplier Maintenance. Here you can specify a VAT register for the supplier and set its associated operation type and site.

VAT Registers in Supplier Maintenance

The screenshot shows a 'Supplier Maintenance' window with the following data:

Supplier Address			
Supplier:	50000000	Temporary:	no
Name:	Hydrowco Gas Processors Inc		
Address:	100 Foothill Blvd.		
Address:	Massive Industrial Park		
Address:	Bldg 1, Suite 101A		
City:	Pomona	State:	CA
Post:	90028	Format:	0
Country:	United States of America		
VAT Register:	2c	Operation Code:	INV
Site:	10000		
Attention:	A		
Telephone:	1-800-GOO-DH2I	Ext:	222
[2]:	800-410-0009	Ext:	
Fax/Telex:	[2]:	Added:	11/06/92

Supplier Terms Data			
Cr Terms:	30	Taxable:	no
Disc %:	0.00%	Tax ID:	
CoC Number:	333-098	Prepayment Balance:	0.00
Partial OK:	yes	Debtor Number:	
Payment Hold:	no	Tax Report:	no
DB Number:		Pay Specification:	no

At the bottom of the window, a status bar displays: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

VAT Register The default VAT Register to be used with this supplier.

Operation Code The default operation code associated with this supplier. This is used with VAT Register reports to provide a clear description of transactions reported on VAT Reports.

Site The default site code for use with this supplier. This is used in conjunction with VAT Registers to determine the range of Voucher Numbers to use for this supplier.

In the next window, the credit terms must be entered. As credit terms are mandatory in European Accounting for vouchers, this field must also be filled in for the supplier. European Accounting adds the ability to define the Purchase Order Receipts Account and Expensed Items Receipts accounts by supplier. In the next frame, you are prompted to enter these two accounts.

PO Receipts Accounts

The screenshot shows a 'Supplier Maintenance' window with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The 'Supplier Address' section contains the following information:

Supplier:	50000000	Temporary:	no
Name:	Hydroxco Gas Processors Inc		
Address:	100 Foothill Blvd.		
Address:	Massive Industrial Park		
Address:	Bldg 1, Suite 101A		
City:	Pomona	State:	CA
Post:	90028	Format:	0
Country:	United States of America	USA	County: 743
Attention:	April Showers	[2]:	May Flowers
Telephone:	1-800-600-DH2I	Ext:	222
[2]:	800-410-0009	Ext:	
Fax/Telex:		[2]:	
		Added:	11/06/92

The 'Purchase Order Receipt Accounts' section contains two fields:

PO Receipts Acct:	2201	
Expensed Items Receipts Acct:	2202	

The bottom of the window displays a status bar with keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

You can leave these two accounts blank, or set them to a valid combination of Account/Sub Account and Cost Center. When you enter accounts here, then the accounts specified will supersede the PO Receipts Account defined in the Product Line for inventory items, and the Expensed Item Receipts Account defined in the System/Account Control File for non inventory items.

Refer to Chapter 8, Value Added Tax and Other Taxes.

When withholding tax has been enabled by setting the Withholding Tax flag in the European Accounting Control File you can enter the data needed for withholding tax transactions.

Withholding Tax in Supplier Maintenance

The screenshot shows the 'Supplier Maintenance' window with the 'Withholding Tax Data' section active. The 'Supplier' field is set to '0200' and 'Temporary' is 'no'. The 'Name' is 'Werner Schulze'. The 'City' is 'Frankfurt', 'State' is 'DE', and 'Post' is '60303'. The 'Format' is '0'. The 'Fsc.addr.code' field is empty, and 'Phys Pers' is set to 'yes'. The 'First Name' is 'Werner', 'Bthd.' is '1950', and 'Sex' is 'M'. The 'Bth add[1]' through 'Bth add[3]' fields are empty. The 'Bth City' is 'Frankfurt', 'Bth prov' is 'DE', 'Res City' is 'Italy', 'Res Prov' is 'DE', 'St' is 'DE', and 'Resdt' is 'no'. The 'Withhold Tax' is 'no', 'Reason Code' is empty, and 'Fisc code' is empty. The 'Fin lis cde' field is empty.

Supplier Address

Supplier: 0200 Temporary: no

Name: Werner Schulze

Address:

Address:

Address:

City: Frankfurt State: DE Post: 60303 Format: 0

Withholding Tax Data

Fsc.addr.code: Phys Pers: yes

First Name: Bthd.: Sex: M

Bth add[1]:

Bth add[2]:

Bth add[3]:

Bth City: Bth prov:

Res City: Res Prov:

Res City: Italy St: Resdt: no

Withhold Tax: no Reason Code: Fisc code:

Fin lis cde:

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Here you can enter the fiscal address code of the relevant supplier plus specify if the supplier is an individual rather than a company.

Refer to Chapter 8, Value Added Tax and Other Taxes.

In the bank account window, bank account validations have been added.

Supplier Maintenance, Added Bank Validations

Supplier Maintenance

User Menu Edit Queue Options Help

Supplier Address

Supplier: 50000000 Temporary: no
 Name: Hydrowco Gas Processors Inc
 Address: 100 Foothill Blvd.
 Address: Massive Industrial Park
 Address: Bldg 1, Suite 101A
 City: Pomona State: CA Post: 90028 Format: 0
 Country: United States of America USA County: 743
 Attention: April Showers [2]: May Flowers
 Telephone: 1-800-600-DH2I Ext: 222 [2]: 800-410-0009 Ext:
 Fax/Telex: [2]: Added: 11/06/92

Bank Accounts

Bank	Acct Type	Val	EDI	Branch	Bank Account	Begin Date	End Date
BDA	All	11			12345678901	01/01/98	/ /

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

The functionality of this window is identical to that of Customer Maintenance.

When you want to perform payments to this supplier using the Swift format, you should also enter this supplier in Supplier Swift Data Maintenance (2.3.17).

Refer to Chapter 7, Banks and Payment Methods.

Changed Address Information

European Accounting changes the address information. Bank account validations and additional numerical VAT code validations for Italy and Belgium have been added.

Refer to the previous two sections, Customers and Suppliers, for full details.

Changed address information can be found in the following MFG/PRO address functions:

Function	Description	Bank account validations	Additional VAT code validations
2.1.1	Customer Maintenance	•	•
2.1.13	Customer ship-to Maintenance		•
2.3.1	Supplier Maintenance	•	•
2.3.13	Supplier Remit-to Maintenance	•	
2.12	Company Address Maintenance	•	

Currencies

European Accounting has a different setup of currencies from that used in standard MFG/PRO. If you want to use the Swift standards to perform your international payments it is mandatory to use currency codes defined according to the ISO standards. These ISO currencies are entered in Generalized Codes Maintenance (36.2.13), using the field name euex_iso.

Entering ISO-currencies in Generalized Codes Maintenance

Next each MFG/PRO currency is translated into its equivalent ISO currency. This translation only has to be entered when the MFG/PRO currency code is different from the standard ISO currency code. This can be done using ISO Currency Code Maintenance (28.9.4.13).

ISO Currency Code Maintenance

ISO Currency Code Maintenance

User Menu Edit Queue Options Help

Currency: DM
Description: German Mark
ISO Code: DEM
Limit BNL: 0,00

Modifying existing record.

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

Currency The MFG/PRO currency code as entered in Exchange Rate Maintenance (26.1).

Description The description of the currency as entered in Exchange Rate Maintenance (26.1). This description is not updateable.

ISO Code The ISO code related to the MFG/PRO currency code.

Limit BNL The exceed amount used in cross border payments to be registered with the national bank.

Purchase Gain/Loss Account by Product Line

In Poland, amongst other countries, there is a requirement to record all variances affecting item cost against the item's product line. Standard MFG/PRO records a purchase gain/loss when the exchange rate changes between the point of goods receipt and vouchering. This variance is then posted to the unrealized gain or unrealized loss account, which is defined against a currency in Currency Maintenance (26.1). All such variances are combined with other unrealized gains and losses for the currency concerned.

European Accounting adds Purchase Gain/Loss Maintenance (26.10), which allows you to define a purchase gain and a purchase loss account by either a combination of product line and currency, or simply by currency. If by currency, you can specify a different account from that defined in Currency Maintenance, without needing to define separate accounts by Product Line.

Purchase Gain/Loss Maintenance (26.10)

Here you can enter a currency code, which must be a valid currency code as defined in Currency Maintenance (26.1). You can enter a product line code or you can leave this field blank if you wish, but you must enter a purchase gain account and cost center and a purchase loss account and cost center. These entries are validated in exactly the same way as accounts are validated in all MFG/PRO's standard maintenance functions, that is, the account must be an existing active account, and the combination of account, sub account and cost center must also be valid.

When these accounts have been defined they are used in Voucher Maintenance as follows. When the exchange rate changes between purchase order receipt and voucher maintenance, the resulting difference will be posted to one of the following:

- The purchase gain or purchase loss account defined in Purchase Gain/Loss Maintenance (26.10) for the combination of the voucher currency and the item's product line, if this record is available;

or, if this is not available:

- The purchase gain or purchase loss account defined in Purchase Gain/Loss Maintenance (26.10) for the voucher currency (needed when the item being vouchered is a memo item), if this record exists;

or, if this is not available:

- The unrealized gain or unrealized loss account defined for the voucher currency in Currency Maintenance (26.1).

An inquiry is also available, Purchase Gain/Loss Inquiry (26.11). This allows you to display details on the purchase gain/loss accounts as specified in Purchase Gain/Loss Maintenance.

Purchase Gain/Loss Inquiry (26.11)

Purchase Gain/Loss Inquiry

User Menu Edit Queue Options Help

Currency: BEF Product Line: 1000 Output: terminal

Currency: BEF Product Line: 1000
Purchase Gain Account: 3406 Cost Center:
Purchase Loss Account: 3407 Cost Center:

List complete.

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

You can select all entries, or can choose to display entries in a specific currency or from a specific product line.

Product Lines

In MFG/PRO all inventory activity occurs at a primary site (*entity*), that is the site at which the order is processed. However, it is possible to ship, receive, or issue the inventory from a different site. This other site may have different costs. When this happens, a variance occurs since the original site may have expected to pay more (or less) for the item. In standard MFG/PRO this variance is posted to the Transfer Variance account determined by the site.

European Accounting changes this in the sense that the account is determined by the product line, instead of by site. A new field, Discrepancy Tfr Acc, has been added to Product Line Maintenance (1.2.1) to allow this to be done.

Product Line Maintenance, added Discrepancy Tfr account

The screenshot shows the 'Product Line Maintenance' window for Product Line 1000, 'Cooling Products'. It lists various inventory and sales accounts with their respective account numbers and codes. The 'Discrepancy Tfr Acc' field is circled.

Inventory Accounts			
Inventory Acct:	1500	0100	Work in Process Acct: 1600 0100
Inv Discrep Acct:	5900	0100	Method Variance Acct: 6200 0100
Scrap Acct:	5888	0100	Cost Revalue Acct: 1550 0100
Discrepancy Tfr Acc:	5031	0100	

Sales Accounts			
Sales Acct:	3000	0100	COGS Material Acct: 5050 0100
Sales Disc Acct:	3905	0100	COGS Labor Acct: 6860 0100
Exempt Sales Acct:	4400	0100	COGS Burden Acct: 6480 0100
			COGS Overhead Acct: 6495 0100
			COGS Subcontract Acct: 5070 0100

FT=Help F2=Go E5C=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Credit Terms

European Accounting adds an additional option to MFG/PRO's standard Credit Terms functionality, enabling you to force due dates or discount dates on specific days in a month. Two new fields are added to Credit Terms Maintenance (2.19.1) to allow you to do this. Both these fields have the label 30 Days. When the 30 Days flag is activated, the Date From field is always assumed to be 2 in the calculation of due dates and discount days, even when Date From has a different setting.

30 days logic added to Credit Terms

The screenshot shows the 'Credit Terms Maintenance' window. The 'Terms Code' is set to 30, and the 'Description' is 'DUE 30 DAYS FROM INV'. The 'Multiple Due Dates' field is set to 'no'. The window displays various fields for discount and due dates, including 'Disc %', 'Disc Days', 'Disc Date From', 'Disc Date', 'Due Days', 'Minimum Due Days', 'Due Date From', 'Due Date', 'Base Date', 'Base Days', 'Grace Days', 'Terms Interest Pct', and 'Daily Overdue Int Pct'. The '30 days' field is set to 'no'.

Terms Code:	30
Description:	DUE 30 DAYS FROM INV
Multiple Due Dates:	no
Disc %:	0.00%
Disc Days:	0
Disc Date From:	1
Disc Date:	30 days: no
Due Days:	30
Minimum Due Days:	0
Due Date From:	1
Due Date:	30 days: yes
Base Date:	
Base Days:	0
Grace Days:	0
Terms Interest Pct:	0.00
Daily Overdue Int Pct:	0.00

At the bottom of the window, the following keyboard shortcuts are listed: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

The following example demonstrates how this functionality works.

Set the Discount Days field to 45 days and +Due Days to 60 days, and in both cases set the Date From field to 2 (Discount/Due days start from the end of the month invoiced). Then enter an invoice with an invoice date of 6th April, 1996. With standard MFG/PRO this leads to:

Discount Date: 30th April, 1996 + 45 days = 14th June, 1996

Due Date: 30th April, 1996 + 60 days = 29th June, 1996

However, if we were to have an invoice date of 6th March, 1996, in standard MFG/PRO we would then get:

Discount Date: 31st March, 1996 + 45 days = 15th May, 1996

Due Date: 31st March, 1996 + 60 days = 30th May, 1996

As you can see, the settings 45 and 60 days lead to different day numbers in the month. European Accounting makes it possible to always have these discount and due dates set to fixed day numbers by setting the 30 days field on.

Thus for an invoice date of 6th April, 1996 (as shown in the above examples) with the setting 30 days: Yes you would obtain the following result.

Discount Date: 30th April, 1996 + 1 month + 15 days = 15th June, 1996

Due Date: 30th April, 1996 + 2 months = 30th June, 1996

With an Invoice date of 6th March 1996, with the setting 30 days: Yes you would obtain the following results:

Discount Date: 31st March, 1996 + 1 month + 15 days = 15th May, 1996

Due Date: 31st March, 1996 + 2 months = 31st May, 1996

As a last example, set Due Days to 61 (Due days from: 2). In this instance you would always get a due date set to the 1st of the month, 3 month from the invoice date (6th March → 1st June).

The following table shows the MFG/PRO menu options which support this new European Accounting functionality.

Menu Option	Description
2.19.1	Credit Terms Maintenance
2.19.3	Credit Terms Report
5.9.4	Purchase Order Commitment Report
7.9.5	Pre-Shipper/Shipper Confirm
7.16	Invoice Post
27.1	DR/CR Memo Maintenance
27.8	Customer Credit Inquiry
27.9	Customer Credit Report
27.10	Customer Credit Review/Update
27.14	Customer Account Statement Print
28.1.1	Voucher Maintenance
28.1.2	Waiting Expenses Voucher Maintenance
28.8.4	Recurring Voucher Inquiry
28.9.4.1	Payment Selection – Automatic
28.9.10	Payment – Manual Checks
28.17	AP Aging of Due Date Report
28.18	AP Aging as of Effective Date

Customization

[Custom02.doc](#)

Chapter 3: General Ledger

Standard MFG/PRO General Ledger functionality has been modified in various places, and new functionality added, to satisfy the requirements of a number of European countries. For example, the Italian requirement that accounts must be formally closed is now supported by European Accounting. In addition, modifications have been made to some of MFG/PRO's existing reports, and new reports have also been added. Again this has been done to satisfy the legal and business requirements of some European countries.

This chapter looks at the various enhancements that European Accounting has made to the General Ledger. The following topics are covered:

Journals

Secondary GL Descriptions

Improved GL Descriptions

Year End Functions

Audit Trail for GL Transactions

GL Transaction Matching

GL Control File

Improvements in Reports

Customization

Journals

European Accounting supports the creation of journals using its Journal Report Writer feature. Journals are reports in which GL transactions are grouped by document and transaction types with separate debit and credit columns for various entries. The Journal Report Writer offers great flexibility in the creation of these journals.

Refer to Chapter 9 Journals.

Secondary GL Descriptions

MFG/PRO's standard Transaction Maintenance facilities have been modified by European Accounting to allow you to specify a second description line for GL transactions.

This feature was added originally in response to the Italian requirement that a plain easy-to-understand description must be provided for all GL transactions. This feature has been extended to allow this extra GL description line to be entered for any GL transaction, provided the Use Secondary GL Descriptions flag in the European Accounting Control File (25.23) has been set to Yes. This additional description will then be printed on certain reports.

For manual GL transactions, you can enter this second GL description yourself when entering the transactions.

Second GL description line

The screenshot shows a window titled "Standard Transaction Maint" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays transaction details under the heading "Primary Entity".

GL Reference:	Type: JL	Effective: 16/09/99	Period: 9/1999
Currency: USD	Control: 0,00	Base	Total: 0,00
Daybook: DB-14	Entry Number:		

Correction: no

At the bottom, there is a text field labeled "GL extended description:" containing the text "Petty cash transfer".

The status bar at the bottom displays: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

For standard GL transactions that are created automatically in the background from the sub-ledgers (for shipments for example), the second GL description line can be linked to MFG/PRO's menu system. When you post, for example, an invoice in Invoice Post (7.13.4), you can assign the GL description for this action by linking the extended GL description to Invoice Post using Menu System Maintenance (36.4.4).

GL Description linked to Menu entry in Menu System Maintenance (36.4.4)

The screenshot shows the 'Menu System Maintenance' window. At the top, it displays 'Language ID: us' and 'english (U.S.)'. Below this, it shows 'Menu: 7.13' and 'Invoice Menu'. A table lists menu entries with columns: 'Sel', 'Selection Label', 'Name', 'Exec File', and 'Help File'. The entry '4 Invoice Post' is highlighted, with 'soivpst.p' in the 'Exec File' column and 'soivpst.hlp' in the 'Help File' column. Below the table, a field labeled 'Sel 4' is followed by 'GL extended description: Sales Order Posting'. The bottom of the window shows a status bar with keyboard shortcuts: 'F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste'.

Sel	Selection Label	Name	Exec File	Help File
4	Invoice Post		soivpst.p	soivpst.hlp

Sel 4 GL extended description: Sales Order Posting

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

Improved GL Descriptions

In versions of European Accounting pre-dating MFG/PRO Version 8.6E, the value of the primary General Ledger description was modified by some transactions when the relevant unposted GL transaction was created to include additional information on the source of that transaction. European Accounting has been updated so that many reports now automatically include all the necessary information, such as address codes and document numbers.

However, the Unposted Transaction Inquiry (25.13.13) and the Transaction by Reference Inquiry (25.13.19) do not contain this information. The Det Desc flag has been added to both these inquiries, and when set to Yes, an improved GL description will be created in place of the standard GL description. This description will be printed in both these inquiries. For these two inquiries the following table shows the transaction types for which these improved descriptions will be created for these two inquiries and gives an explanation of the description that will be created for each different document type.

Transaction Type	Document Type	Explanation
AP	CK Check CV Check Void VO Voucher A Unapplied Payment Application	Address Document-type Document-reference CheckVoid Document-reference Address Document-type Document-reference Address Document-type Document-reference
AR	A Payment Application D Draft F Finance Charge I Invoice M Memo B Bank Charges P Payment	Address Document-type Document-reference Address Document-type Document-reference Address Document-type Document-reference Address Document-type Document-reference Address Document-type Document-reference Bank Charges Document-reference Address Document-type Subdocument-reference
IC	All Types	Either: Transaction-type Transaction-reference Transaction-number or: GL description
SO	I Posted Invoice IV Posted Invoice Tax	Address Document-type Document-reference Address Document-type Document-reference

For example, an AP voucher could have an improved GL description of:

1041 VO 10033

while an AR Memo might have an improved GL description of:

2172 M 1999499

The following screen shows a normal GL description as it might appear in the Unposted Transaction Inquiry (25.13.13).

Unposted Transaction Inquiry (25.13.13) - Normal Description

The screenshot shows a window titled "Unposted Transaction Inquiry" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main display area contains the following data:

GL Reference	Batch	Cur	Unb Only	Det Desc	Output terminal
AR990916000008		USD	no	no	

GL Reference	Batch	Eff Date	Entered	User ID	Total	Corr
AR990916000008	1015	16/09/99	16/09/99	tut	0,00	no

Line	Account	Project	Enty	Description	Amount	Cur
1	1200		1000	AR Memo	500,00	USD
2	5100		1000	PURCHASES (EXPENSED)	-500,00	USD

Press space bar to continue.

The following screen shows an improved GL description for the same transaction shown above.

Unposted Transaction Inquiry (25.13.13) - Improved Description

The screenshot shows a window titled "Unposted Transaction Inquiry" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main display area contains the following data:

GL Reference	Batch	Cur	Unb Only	Det Desc	Output
AR990916000010		USD	no	yes	terminal

GL Reference	Batch	Eff Date	Entered	User ID	Total	Corr
AR990916000010	1017	16/09/99	16/09/99	tot	0.00	no

Line	Account	Project	Entry	Description	Amount	Cur
1	1200		1000	\$100 M 1000009	500.00	USD
2	5100		1000	\$100 M 1000009	-500.00	USD

Press space bar to continue.

Year End Functions

Standard MFG/PRO functionality does not support either the formal closing of accounts at year end or the ability to specifically identify year-end adjustments made in the General Ledger. Both of these are legal requirements in Italy.

European Accounting adds functionality to support both these features. MFG/PRO's standard Transaction Year End Close (25.13.12) function has been enhanced to allow you to create General Ledger transactions to formally close GL accounts at year-end. Any differences are posted to the Retained Earnings Account in the balance sheet. Optionally, the balance sheet accounts can be closed, and the opening balance on the balance sheet accounts for the new year can be set to the closing balance at the end of the prior year.

European Accounting also adds a new transaction type YA (Year End Adjustment) to year end journals to explicitly identify any year end adjustments made in the General Ledger.

Year End Close

MFG/PRO's standard Transaction Year End Close (25.13.12) closes a General Ledger fiscal year to all further GL transactions. The year end can only be closed after all period-end processing has completed and the necessary financial statements have been printed and audited. You must run Transaction Year End Close before printing any financial statements for the new fiscal year to ensure the printed balance sheets, or trial balances for the new year are correct. Once closed a GL calendar year cannot be re-opened, so it is advisable to back up your database prior to running Transaction Year End Close.

European Accounting enhances the standard functionality offered by Transaction Year End Close to allow the formal closing of GL transactions for income and expense accounts, the closing of balance sheet accounts and the creation of opening entries for balance sheet accounts. Three new GL transactions are created by this function to achieve this:

- A GL transaction, with an effective date of the last day of the fiscal year, which formally closes all income and expense accounts. Any differences are posted to the retained earning account specified in the GL Control File (25.24).
- A GL transaction, with an effective date of the last day of the fiscal year, which formally closes all balance sheet accounts. Any differences found are posted to the Year End Closing Balance account specified in the GL Control File (25.24). This transaction can only be created if the Create Opening Trans At Year End flag is set in the GL Control File (25.24).
- A GL transaction, with an effective date of the first day of the next year which re-instates the balances on all balance sheet accounts, debiting or crediting the Year End Opening Balance account specified in the GL Control File (25.24). This transaction can only be created if the Create Opening Trans At Year End flag is set in the GL Control File (25.24).

The GL references for these three year end transactions all begin with the letters YR so making them easily identifiable. Unlike other GL transactions, these three transactions are all posted immediately.

Year End Adjustments

GL transactions primarily affect the current fiscal year, but year-end adjustments can mean that you have to make changes to transactions made in the previous year. Such entries will be effective on the last day of that financial year which means they will appear on reports for that year, even though they are actually entered in the current year. You can only post such entries before you have closed that particular financial year using Transaction Year End Close (25.13.12).

European Accounting adds a new GL transaction type, YA, for year-end journals. This transaction type can be used for year end adjustments so identifying such transactions explicitly. European Accounting adds a new function, Year End Adjustment Transaction (25.13.10) to allow you to set and maintain these YA transactions.

Year End Adjustment Transaction (25.13.10)

Year End Adjustment Transaction

User Menu Edit Queue Options Help

Primary Entity

GL Reference: YA990916000001 Type: YA Effective: 31/12/98 Year: 1998
 Currency: USD Control: 200,00 Base Total: 0,00
 Daybook: DB-17 Entry Number: Correction: no

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

GL Reference The GL Reference

Year The last day of the year entered here is the effective date of the transaction.

Currency The transaction's currency.

Daybook The daybook code – only needed if you use daybooks.

Enter information on the GL detail lines on the next screen, including account and exchange rate information in the various pop-up windows. Each financial transaction shows a control total which can be used to verify that the actual amounts you enter add up to the same amount you would receive were you to total the amounts listed on each individual document.

The GL Transaction Posting (25.13.7) function has been enhanced to allow the posting of these YA transactions.

Audit Trail for GL Transactions

In standard MFG/PRO it is not possible to create an audit trail of any modifications or deletions made to un-posted General Ledger transactions, whether carried out in the General Ledger itself or one of its sub-modules. This can make it difficult to reconcile sub-ledgers with the General Ledger. European Accounting extends MFG/PRO's standard audit trail functionality to make it possible to trace changes made to un-posted transactions. Provided MFG/PRO's standard audit trail functionality has been enabled, by setting the Audit Trail flag in the System/Account Control File then European Accounting allows you to monitor changes made to un-posted GL transactions. To do so, set the European Accounting Audit Trail for GL Trans flag in the GL Control File (25.24) to Yes. When this flag is set, audit records are created when any un-posted GL transactions are modified or deleted using any of the following functions:

- Standard Transaction Maintenance (25.13.1)
- Retroactive Transaction Maintenance (25.13.2)
- Reversing Transaction Maintenance (25.13.3)
- GL Transaction Delete/Archive (36.23.2)
- Year End Adjustment Transaction (25.13.10)

The audit records created using these functions indicate the:

- Name of the field changed.
- Old value of the field.
- New value of the field.
- User who made the change.
- Date and time on which the change was made.

GL Transaction Matching

Functionality has been added to European Accounting to allow you to match debit transactions in the General Ledger to their corresponding credit transactions or vice versa. This is done on an account by account basis. You can choose if you want transactions to be matched manually or automatically. Known in France as *Lettrage*, in Belgium and the Netherlands as *Afletteren*, and in Germany as *Auszifferen*, this functionality introduces the concept of open-item accounting into the General Ledger. Only identical debit and credit amounts can be matched using this functionality, so allowing you to verify the open balance of an account.

Setting up Transaction Matching

In order to be able to use the GL Transaction Matching feature you must first enable this functionality by setting the Use GL Transaction Matching flag in the European Accounting Control File (25.23) to Yes.

GL Transaction Matching Flag

The screenshot shows the 'European Accounting Control File' window. It has a menu bar with 'User Menu', 'Edit', 'Queue', 'Options', and 'Help'. Below the menu bar is a toolbar with several icons. The main area contains a list of settings, each with a label and a value in a text box. The 'Use GL Transaction Matching' option is circled in red. The 'Account' field is set to '2205'. The 'Withholding Tax Type' is set to 'WITHHOLD'.

Use Waiting Expenses Vouchers:	yes	Account:	2205
Display Cash Book Balance:	no		
Use Suspended VAT:	yes		
Manual Draft Method Of Paym.:	MD		
AR Default Bank:	AA		
AR Default Method of Payment:	MC		
Separate GL-Entries Per Document:	no		
Use secondary GL description:	yes		
Print Shipper On Invoices:	yes		
Use GL Transaction Matching:	yes		
Withholding Tax Type:	WITHHOLD		

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Once you have done this you must define the credit accounts against which debit transactions (or vice versa) from the General Ledger must be matched. Do this using Account Code Maintenance (25.3.13).

Account Maintenance (25.3.13)

The screenshot shows the 'Account Code Maintenance' window. The title bar includes a menu bar with 'User Menu', 'Edit', 'Queue', 'Options', and 'Help'. Below the menu bar is a toolbar with icons for file operations and navigation. The main area displays the following information:

Account: 1040
 Description: CASH
 Type: A
 Currency: USD

Format Position	Description	Level
11110	CASH - USD	Level 5
11100	CASH	Level 4
11000	CURRENT ASSETS	Level 3
10100		Level 2
10000	ASSETS	Level 1

Below the table, there are several fields with dropdown menus or text boxes:

Sub-Module Entries Only:
 Statistical Account:
 Active:
 Curr Translation Index:
 Matching Sequence:

At the bottom of the window, a status bar displays keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

Matching Sequence Enter one or more of the following values: 1, 2, 3, 4, 5, 6, 7, or 8 to determine the method used to control the matching of debit and credit transactions. Enter 1 if you want to match transactions yourself manually. The other numbers all represent various algorithms which the system can use to perform transaction matching automatically.

Refer to Automatic Matching below for details on these seven algorithms.

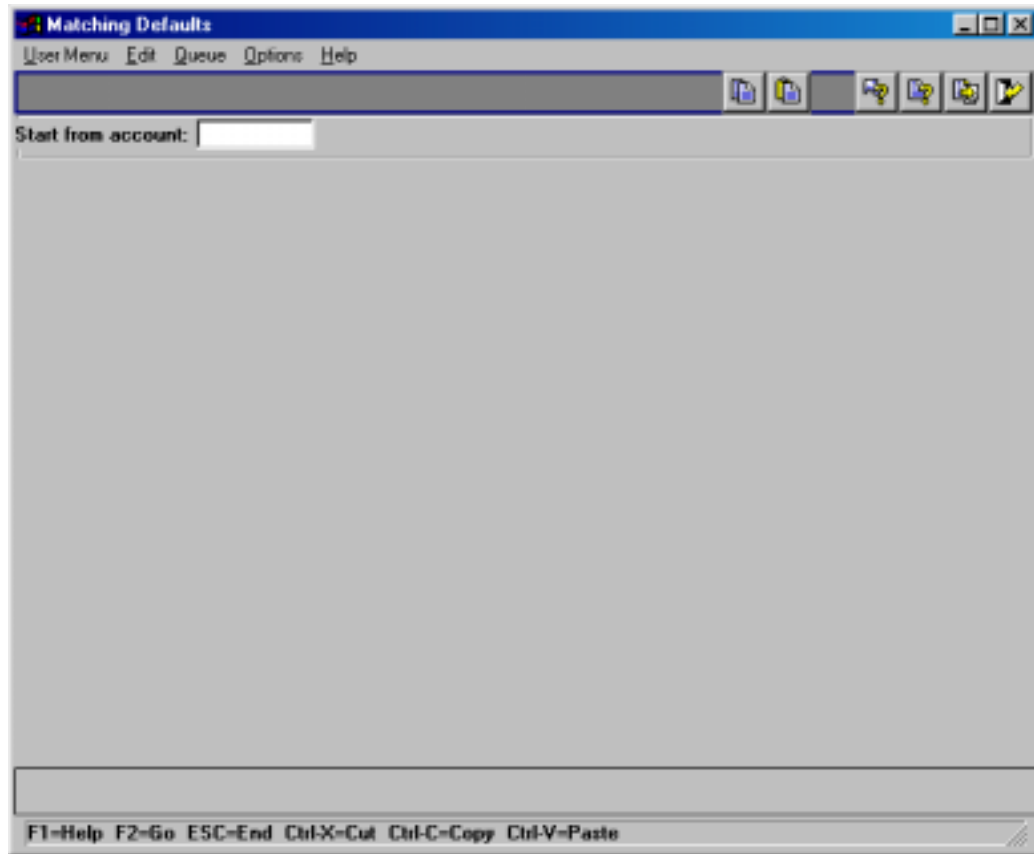
You can select more than one of these seven algorithms, if you do so then your entries must be separated by commas. European Accounting will process multiple algorithms in the order specified here. If no matching is required leave this field blank.

Matching Transactions

Once GL transaction matching has been activated and the accounts to be matched have been defined then transaction matching can be performed. You can do this either manually using Manual Matching (25.13.23.1) or automatically using Automatic Matching (25.13.23.3).

Accounts that will have the same sequences, or which you wish to exclude from the process can be specified using Matching Defaults (25.13.23.23).

Matching Defaults



For example you could specify that all accounts starting with the digits 120 are to have the same sequence, with the exception of account 1208.

Manual Matching

Use Manual Matching (25.13.23.1) to manually match each transaction in the given account. First enter the selection criteria to identify the range of accounts to be matched and the dates of the transactions you want to cover.

Manual Matching

The screenshot shows the 'Manual Matching' window. The 'Entity' field is populated with '1000'. The 'Account' field is empty. The 'Address' field is empty. The 'Sub-Account' field is empty. The 'Cost Ctr' field is empty. The 'Project' field is empty. The 'Entered' field is empty. The 'Effective' field is empty. The 'Matching Number' field is empty. The 'To:' labels are next to the 'Account', 'Sub-Account', 'Project', 'Entered', and 'Effective' fields. The 'Sort on Amount (no=Effdate):' label is at the bottom right. The status bar at the bottom shows keyboard shortcuts: 'F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste'.

Entity The entity. By default this is the active entity.

Account The account for which the transactions are to be matched.

Address The address of the supplier for an AP account, or the address of the customer for an AR account.

Sub-account The sub-account. This can only be entered if sub-account functionality has been activated.

Cost Center The cost center associated with the relevant account. This can only be entered if cost center functionality has been activated.

Project The project associated with the relevant account.

Entered The range of dates on which transactions were entered for the appropriate account.

Effective The range of effective dates to be covered by the matching process.

Matching Number For display purposes only. The matching number assigned to this particular matching process. This is allocated once the process has completed and is useful should you wish to undo the procedure.

Sort on Amount Enter Yes or No to determine the order in which the un-matched transactions identified by this procedure will be shown. Yes, sorts the transactions from the highest to the lowest while an entry of No sorts them by effective date.

Once you have entered the selection criteria the system searches the defined accounts and lists any non-matched transactions (that is, open transactions).

Open transactions

Effect Date	Document Number	Customer/Supplier Description	Type	External Invoice Nbr	Amount	S
251099	1000046	0100 Hans Maier GmbH	AR M		-100,00	*
251099	1000048	0100 Hans Maier GmbH	AR M		-400,00	*
251099	1000051	0100 Hans Maier GmbH	AR M		-100,00	*
251099	1000052	0100 Hans Maier GmbH	AR M		-100,00	*
251099	1000053	0100 Hans Maier GmbH	AR M		100,00	
251099	1000055	0100 Hans Maier GmbH	AR M		100,00	
251099	1000054	0100 Hans Maier GmbH	AR M		-100,00	
251099	1000056	0100 Hans Maier GmbH	AR M		-50,00	
251099	JL99102500	Begin Balance GL-Matr	JL		-1.020,00	

Balance: 0
Balance: 100

This list shows the effective date of these un-matched transactions, the document number of the document that created each transaction, the customer or supplier code with their description plus the type of document. For AP vouchers the external invoice number associated with that transaction is also shown. The actual information given here varies depending on the type of information being processed.

Transaction Type	Document Number	Description/Address	Invoice
AP Voucher	GL document number (voucher number , 8 positions)	Supplier code and name	Voucher's external invoice number
AP Check	GL document number (document number, 10 positions)	Supplier code, payment method and name	No entry
Other AP documents	GL document number (16 positions)	Supplier code and name	No entry
IC documents of type RCT-PO or ISS-PRV	Lot number (tr_lot, 8 positions)	AP receiver number (if one exists) or transaction number and customer/supplier name	No entry
Sales Invoice	GL document number (invoice number, 8 positions)	Customer code and name	No entry
AR Payments	GL document number (check number, 8 positions)	Customer code and name	No entry
Other AR documents	GL document number (AR reference, 8 positions)	Customer code and name	No entry
JL and RV documents	Project code (8 positions)	GL description	No entry
Other transactions	GL document number (16 positions)	GL description	No entry

To select a transaction for matching press Enter or Return with the cursor positioned on the relevant entry in the list. An asterisk will then appear next to that entry, in the S column. Once a transaction has been selected that transaction's amount is subtracted from the balance shown at the foot of the screen. When this balance is zero you can select Go to match the selected transactions. If you try and match transactions when the balance is not zero you will receive an error message. Should you receive this error press F1 to return to the first record to be chosen, as in the example below.

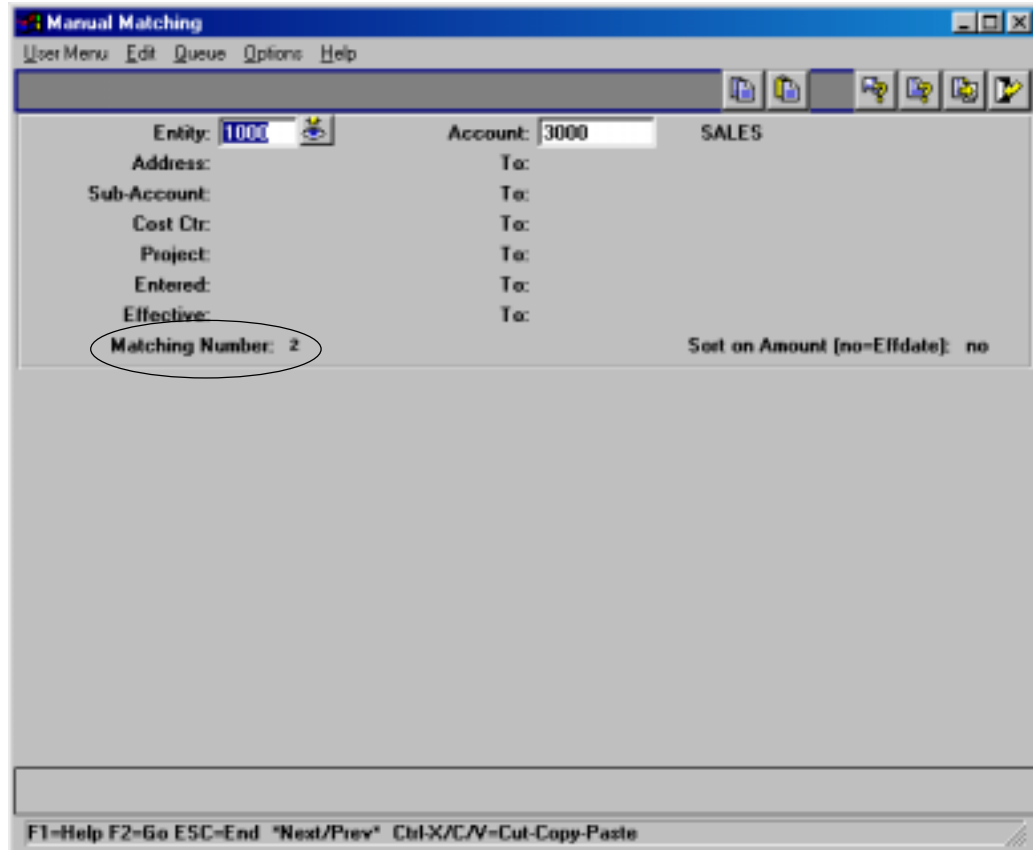
Balance not set to zero

Effect Date	Document Number	Customer/Supplier Description	Type	External Invoice Nbr	Amount	S
251099	1000046	0100 Hans Maier GmbH	AR M		-100,00	
251099	1000048	0100 Hans Maier GmbH	AR M		400,00	*
251099	1000051	0100 Hans Maier GmbH	AR M		-100,00	*
251099	1000052	0100 Hans Maier GmbH	AR M		-100,00	*
251099	1000053	0100 Hans Maier GmbH	AR M		100,00	
251099	1000055	0100 Hans Maier GmbH	AR M		100,00	
251099	1000054	0100 Hans Maier GmbH	AR M		-100,00	
251099	1000056	0100 Hans Maier GmbH	AR M		-50,00	
251099	JL99102500	Begin Balance GL-Matc	JL		-1.020,00	

WARNING: BEGINNING OF FILE.
Balance: 100

F1-Help F2-Go ESC-End Page-Up/Down Line-Up/Down

Once you have successfully matched your transactions a matching number is automatically assigned to the transactions just matched.

Matching Number

The image shows a 'Manual Matching' dialog box with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains fields for 'Entity' (1000), 'Account' (3000), and 'SALES'. Below these are fields for 'Address:', 'Sub-Account:', 'Cost Ctr:', 'Project:', 'Entered:', and 'Effective:', each followed by a 'To:' label. The 'Matching Number' field is circled and contains the value '2'. The 'Sort on Amount (no=Effdate)' checkbox is unchecked. The status bar at the bottom shows keyboard shortcuts: F1=Help, F2=Go, ESC=End, *Next/Prev*, Ctl-X/C/V=Cut-Copy-Paste.

Entity:	1000	Account:	3000	SALES
Address:		To:		
Sub-Account:		To:		
Cost Ctr:		To:		
Project:		To:		
Entered:		To:		
Effective:		To:		
Matching Number:	2			
				Sort on Amount (no=Effdate): no

Automatic Matching

Use Automatic Matching (25.13.23.3) to match transactions for the given accounts automatically. As with Manual Matching you must first enter the selection criteria to identify the range of accounts to be matched and the dates of the transactions you want to cover.

Automatic Matching

Entity: 1000

Account:

Address:

Sub-Account:

Cost Ctr:

Project:

Entered: 1 / 1

Effective: 1 / 1

Detail/Summary: Summary

To:

To:

To:

To:

To:

To: 25/10/99

To: 25/10/99

Output:

Batch ID:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Entity The entity. By default this is the active entity.

Account The accounts for which the transactions are to be matched.

Address The addresses of the suppliers for an AP account, or the addresses of the customers for an AR account.

Sub-account The sub-account. This can only be entered if sub-account functionality has been activated.

Cost Center The cost center associated with the relevant account. This can only be entered if cost center functionality has been activated.

Project The project associated with the relevant account.

Entered The range of dates on which transactions were entered into the appropriate account.

Effective The range of effective dates to be covered by the matching process.

Matching Number For display purposes only. The matching number assigned to this particular matching process. This is allocated once the process has completed and is useful should you wish to undo the procedure.

Detail./Summary Determines if the resulting list of un-matched transactions will show the totals per account split by their respective transactions (Detail) or if it will just show a summarized total (Summary).

Once you have entered your selection criteria European Accounting automatically selects the transactions to be matched. Transactions are matched according to the algorithm(s) selected in Account Code Maintenance (25.3.13): numbers 2 through 8. If multiple algorithms were selected in Account Code Maintenance, they are processed in the order specified there.

For each algorithm European Accounting searches through all un-matched transactions for the defined entity, account, sub-account, address, cost center, and project up to and including the specified effective date. It then matches those un-matched transactions to transactions in the General Ledger according to the rules given below for the appropriate algorithm.

Algorithm	Transaction Type	Document Type	Action
Algorithm 2	Any	Any	Sorts transactions on customer of supplier address and matches all transactions where the appropriate accounts are in balance.
Algorithm 3	AP	VO	Searches for the voucher, its associated receiver, inventory transaction history record and finally the receiver's GL transaction. Vouchers and receivers that belong to the same account are matched.
Algorithm 4	AP	CK	Searches the check lines and then their associated vouchers. Provided the GL transactions for the voucher belong to the same account, the checks and vouchers are matched with each other.
Algorithm 5	AP		Matches the GL entries for Check Cancellation with the associated entries in Check Creation.
Algorithm 6	AR	P(ayments) or D(rafts)	Searches for the associated GL transactions for the invoices or memos and matches them against each other, provided they are both for the same account.
Algorithm 7	AR	D(raft)	Matches the GL entries for Draft Submission with the associated entries in Draft Creation, or matches the GL entries for Draft Reconciliation with the associated entries in Draft Submission.
Algorithm 8	RV		Searches for all reversing transactions and matches them to the original transactions.

Reversing Matched Transactions

Should you match a transaction by mistake you can reverse it manually, using Manual Matching Reversal (25.13.23.7) or automatically using Automatic Matching Reversal (25.13.23.5). To use either of these functions the total of the selected transactions that you want to reverse must be zero.

Using Manual Matching Reversal you reverse matched transactions one account at a time. If you know the original matching number assigned to the particular matching process you want to reverse simply enter that to reverse the relevant transaction.

Manual Matching Reversal

Manual Matching Reversal

User Menu Edit Queue Options Help

Entity: 1000 Account: 3000 SALES

Address: To:

Sub-Account: To:

Cost Ctr: To:

Project: To:

Entered: To:

Effective: To:

Matching Number: Set on Amount (no=Effdate):

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

However, you might want to reverse a number of matched transactions, in which case you can use Automatic Matching Reversal.

Automatic Matching Reversal

Manual Matching Reversal

User Menu Edit Queue Options Help

Entity: 1000 Account: 3000 SALES

Address: To:

Sub-Account: To:

Cost Ctr: To:

Project: To:

Entered: To:

Effective: To:

Matching Number: 1 Set on Amount [no=Effdate]: no

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Consolidating Matched Transactions

In standard MFG/PRO historical transactions are grouped together in one consolidation transaction using Transaction Consolidation. Where GL transaction matching has been enabled only transactions which have been matched can be consolidated. The consolidating transaction itself is assigned a matching number. Should two matched transactions not form part of the same consolidation process (which can happen if there is a considerable time gap between the original transaction and its matching one) the transaction that is matched but is not part of the consolidation process is assigned the same matching number as the consolidation transaction. This ensures no matching data is lost.

GL Transaction Matching Reports

A new report, Matched Transactions Report (25.13.23.15), has been added for GL Transaction Matching. This lists all the matched transactions that meet the specified criteria.

Matched Transactions Report

Report - Matched Transactions Report

File Edit Search

eultryp01.p 25.13.23.15 Matched Transactions Report

Page: 1 Your Name Here

1000 3000 0100 Hans Maier GmbH

SALES

Eff.Date	Reference	Batch	Account	Description	Cur	Date			
Due Date	Ext. Invoice	Ext. Date	CostC	Document/Project/Address	Typ	Matching	Currency	Amount	Debit
24/09/99	50990924000010	1016	3000	0100 Hans Maier GmbH					
24/09/99		24/09/99	0100	IV200009	I	00000001			
07/10/99	AR991007000013	1021	3000	001 PEI Computers I					
06/11/99		07/10/99		1000010	M	00000001			
25/10/99	FL991025000002		3000	Begin Balance GL-Matchin				1.020,00	
		25/10/99		FL991025000002		00000001			
25/10/99	AR991025000099	1067	3000	0100 Hans Maier GmbH					
01/12/99		25/10/99		1000046	M	00000003			
25/10/99	AR991025000099	1067	3000	0100 Hans Maier GmbH				400,00	
03/12/99		03/12/99		1000048	M	00000003			
25/10/99	AR991025000101	1069	3000	0100 Hans Maier GmbH					
25/10/99		25/10/99		1000051	M	00000003			
25/10/99	AR991025000104	1072	3000	0100 Hans Maier GmbH					
25/10/99		25/10/99		1000052	M	00000003			
25/10/99	AR991025000106	1074	3000	0100 Hans Maier GmbH					
25/10/99		25/10/99		1000054	M	00000003			
Movements account								1.420,00	
Balance account								0,00	

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Various existing reports and inquiries have also been modified to add GL Matching Transaction functionality:

- Account Code Report (25.2.15)
- Account Balance Detail (25.15.2)
- Transaction by Account Inquiry (25.13.18)
- Transaction Register (25.13.21)
- Journal Report Print (25.10.3)

The matching number assigned to a matching process is shown on all these reports and the options to Include Matched and Include Non-Matched transactions have also been added.

Converting from an Older MFG/PRO System

GL Transaction Matching was not available in MFG/PRO versions pre-dating MFG/PRO V9.0. If you had an older MFG/PRO system and want to use this matching functionality all your existing transactions will initially be shown as un-matched, although in reality many of them will have been closed. To allow you to match historical transactions easily, European Accounting allows you to create an *initialization transaction* using a special function, Matching Initialization (25.13.23.22).

Matching Initialization (1)

The screenshot shows a window titled "Matching Initialisation" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following fields:

Start Date:	01/01/99		
Entity:	1000		
Account:		To:	
Daybook:		Output:	
		Batch ID:	

At the bottom, a status bar displays the keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

This initialization gathers all posted transactions for an account that is to be subject to GL transaction matching, matches any which can be matched and then creates a closing and an opening transaction. This is comparable with the year-end closing and opening transactions created on an annual basis by European Accounting. Unlike the year-end transactions, these initialization transactions will however only be created once. The closing balance transaction is automatically assigned a matching number. The same matching number is also assigned to all historical transactions therefore matching all the old transactions in one process.

However, you might still receive new in-coming transactions that need to be matched to old transactions. These transactions, known as *consuming transactions*, can be manually matched against the opening transaction from the initialization until the whole of the opening balance has been consumed. This is the only situation where it is possible to match two transactions which do not match identically. It is not possible to match consuming transactions automatically.

The initialization transaction is allocated a JL reference, a matching number and a daybook of type MT, while the consuming transactions are allocated a matching number but no JL reference. In the example below European Accounting has matched all transactions which can be matched (all those with a balance of 35) and has then created the closing and opening transactions. All the old transactions and the new closing transaction have been allocated the same matching number.

Matching Initialization (2)

eultini.p c61a		25.13.23.22 Matching Initialisation				Date: 12/11/99	
Page: 1		QAD EPM				Time: 12:50:41	
L_action	GL Reference	Line	Enty	Account	Amount	Matching	
Matched	IC990722000002	2	1000	2200	0,88cr	00000021	
Matched	IC990722000001	2	1000	2200	5,00cr	00000021	
Matched	IC990722000003	2	1000	2200	385,50cr	00000021	
Matched	IC990722000005	2	1000	2200	0,06cr	00000021	
Matched	IC990722000004	2	1000	2200	384,50	00000021	
Matched	IC990722000006	2	1000	2200	385,50cr	00000021	
Matched	IC990722000007	2	1000	2200	384,50	00000021	
Matched	IC990722000008	2	1000	2200	0,06cr	00000021	
Matched	IC990722000009	2	1000	2200	385,50cr	00000021	
Matched	IC990722000010	2	1000	2200	384,50	00000021	
Matched	IC990722000012	2	1000	2200	385,50cr	00000021	
Matched	IC990722000013	2	1000	2200	384,50	00000021	
Matched	IC990722000014	2	1000	2200	0,06cr	00000021	
Matched	IC990722000015	2	1000	2200	385,50cr	00000021	
Matched	IC990722000016	2	1000	2200	384,50	00000021	
Matched	IC990722000017	2	1000	2200	0,06cr	00000021	
Matched	IC990722000018	2	1000	2200	385,50cr	00000021	
Matched	IC990722000019	2	1000	2200	384,50	00000021	
Matched	IC990722000020	2	1000	2200	0,06cr	00000021	
Matched	IC990722000021	2	1000	2200	385,50cr	00000021	
Matched	IC990722000022	2	1000	2200	384,50	00000021	
Matched	IC990722000023	2	1000	2200	0,06cr	00000021	
Matched	IC990722000025	2	1000	2200	384,50	00000021	
Matched	IC990722000024	2	1000	2200	385,50cr	00000021	
Matched	IC990722000026	2	1000	2200	0,06cr	00000021	
Matched	IC990722000027	2	1000	2200	385,50cr	00000021	
Matched	IC990722000028	2	1000	2200	384,50	00000021	
Matched	IC990722000029	2	1000	2200	0,06cr	00000021	
Matched	IC990722000030	2	1000	2200	385,50cr	00000021	

Once consuming transactions have been matched it is not possible to reverse them.

The following tables show the steps which would be followed to create consuming transactions for two historical GL transactions, and then to finally match those transactions against the consuming balance.

Step 1: Historical GL Transactions Exist

Amount	Reference	Reversing line	Line	Matching Number	Consume Balance	GL Reference to which this line is booked (in case booked against a Consume balance entry)	GL Reference Line to which this line booked	Amount still to consume
3.750	JL97230190093		1		No			
4.250	JL98121200392		3		No			

Step 2: The Initialization Function is Run

Amount	Reference	Reversing Line	Line	Matching Number	Consume Balance	GL Reference to which this line is booked (in case booked against a Consume balance entry)	GL Reference Line to which this line booked	Amount still to consume
3.750	JL97230190093		1	1	No			
4.250	JL98121200392		3	1	No			
-8.000	JL99180800003		1	1	No			
8.000	JL99180800003		2		Yes			8.000

Step 3: Manual GL Matching is used to book 3.750 to the Consume Balance

Amount	Reference	Reversing Line	Line	Matching Number	Consume Balance	GL Reference to which this line is booked (in case booked against a Consume balance entry)	GL Reference Line to which this line booked	Amount still to consume
3.750	JL97230190093		1	1	No			
4.250	JL98121200392		3	1	No			
-8.000	JL99180800003		1	1	No			
8.000	JL99180800003		2		Yes			4.250
-3.750	JL99270800007		4	2		JL99180800003	2	

Step 4: Final entry is booked to the Consume Balance entry

Amount	Reference	Reversing Line	Line	Matching #	Consume Balance	GL Reference to which this line is booked (only shown in case booked against a Consume balance entry)	GL Reference Line to which this line booked	Amount still to consume
3.750	JL97230190093		1	1	No			
4.250	JL98121200392		3	1	No			
-8.000	JL99180800003		1	1	No			
8.000	JL99180800003		2		No			0
-3.750	JL99270800007		4	2		JL99180800003	2	
-4.250	JL99010900012		6	3		JL99180800003	2	

GL Control File

European Accounting adds an additional screen to MFG/PRO's standard GL Control File (25.24). This additional functionality allows you to define various company control variables relating to year end functionality. You can also re-open any calendar period previously closed, (provided the fiscal year has not yet been closed using Transaction Year End Close (25.13.12)) and enable the creation of audit records for the modification or deletion of un-posted GL records.

GL Control File (25.24): European Accounting screen

The screenshot shows a window titled "General Ledger Control File" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area is titled "Euro Accounting Company Control File" and contains the following fields:

- Year End Closing Balance Acct: YECL
- Year End Closing Balance Cost Centre: (empty)
- Closing Balance Description: Year end Closing
- Create Opening trans. at Year End: yes
- Year End Opening Balance Acct: YEOP
- Year End Opening Balance Cost Centre: (empty)
- Opening Balance Description: Year end re-opening
- Audit Trail for GL Trans: yes
- Suppress Period Re-open: no

At the bottom, a status bar displays keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

Make entries into the relevant fields:

Year End Closing Balance Acct The GL account code of the account in which the accumulated balance of the whole year for balance sheet accounts is to be recorded. When a fiscal year is closed using Transaction Year End Close (25.13.12), the year end balance for balance sheet accounts is calculated and posted to the account specified here.

Year End Closing Balance Cost Center The GL cost center to which the accumulated balance of the whole year for balance sheet accounts is to be posted. When a fiscal year is closed using Transaction Year End Close (25.13.12), the year end balance for balance sheet accounts is calculated and posted to the cost center specified here.

Closing Balance Description The GL description, as it will appear on the relevant reports and inquiries, in the year end closing records created by Transaction Year End Close (25.13.12).

Create Opening Trans At Year End? Enter Yes or No to determine if Transaction Year End Close (25.13.12) creates opening balance transactions for the balance sheet accounts for the start of the next year. If set to Yes valid entries must be made in the Year End Closing Balance Acct and Year End Closing Balance Cost Center fields.

Year End Opening Balance Acct The GL account code of the account for the new financial year into which the accumulated balance of the previous year's balance sheet accounts is to be forwarded as the opening balance for that year. When a fiscal year is closed using Transaction Year End Close (25.13.12), the year end balance for balance sheet accounts is posted to the Year End Closing Balance Account, and balances are re-instated in the new year from the account specified here. This account can only be specified if the Create Opening Trans At Year End flag is set to Yes.

Year End Opening Balance Cost Center The GL cost center from which the accumulated balance of the previous year's balance sheet accounts is to be forwarded as the opening balance for the next year. When a fiscal year is closed using Transaction Year End Close (25.13.12), the year end balance for balance sheet accounts is posted to the Year End Closing Balance Account and Cost Center, and is re-instated from the Year End Opening Balance account and the cost center specified here. This cost center can only be specified if the Create Opening Trans At Year End flag is set to Yes.

Opening Balance Description The GL description, as it will appear on the relevant reports and inquiries, in the opening balance records created by Transaction Year End Close (25.13.12).

Audit Trail for GL Trans Enter Yes or No to determine if audit trail records for the modification and/or deletion of un-posted GL records are to be created. By default these records are not created. Before this field is set to Yes, you must ensure the Audit Trail field in the System/Account Control File is set to Yes.

Suppress Period Re-open Enter Yes or No to determine if closed GL periods can be re-opened using Calendar Maintenance (25.3.4). These periods can only be re-opened if the relevant year has not yet been closed with Transaction Year End Close (25.13.12).

European Accounting also adds an audit trail detailing any changes made to any of these records. This is particularly useful if any previously closed GL periods are re-opened. Use Master File Audit Detail (36.17.2) with euco_ctrl as the filename, to view this audit trail.

Improvements in Reports

A number of new General Ledger reports have been added to MFG/PRO by European Accounting.

- Italian Statement of Account (25.15.11)
Reconciles entries on GL accounts to the relevant sub-ledgers.
- Account Sheet Report (25.15.10)
Verifies the accuracy of GL accounts over a specified time period using the contra account bookings for each GL transaction against the specified account.

These are described in the following sections. In addition, some existing MFG/PRO reports have also been enhanced by European Accounting. These are listed below, with a brief description of their European Accounting enhancements.

Menu	Option	Modification
25.15.2	Account Balance Detail	Ability to use standard GL transaction description or show a combination of address code, batch and document number. Also, option to show the secondary GL description.
25.17.13	Custom Report Print	Technical change for performance improvement.

Italian Statement of Account

Use Italian Statement of Account Report (25.15.11) to create a General Ledger report known as the Italian Statement of Account report,. This is a primary document used by auditors and representatives of the Italian fiscal authorities to reconcile entries on GL accounts to the relevant sub-ledgers. Although introduced in European Accounting to satisfy Italian requirements, this report is available for general use.

Italian Statement of Account (25.15.11)

Italian Statement of Account

User Menu Edit Queue Options Help

Entity: 1000 To: 1000

Account: To:

Effective: / / To: / /

Summary (no=Detail): no

Show Transaction Description?: yes

Show Currency?: yes

Include Statistical Accounts?: no

Include Memo Accounts?: no

Balances from Previous Year: no

Output:
Batch ID:

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Make entries into the relevant fields:

Entity The range of entities to be covered in the report. If left blank all entities are included in the report.

Account The range of account codes to be covered in the report. If left blank all account codes will be included in the report.

Effective The range of effective dates to be covered by the report. Every transaction must have an effective date. This date determines when a transaction actually takes effect in the General Ledger. The dates specified here must cover dates contained in the GL Calendar. By default, if no dates are specified here, the Italian Statement of Account report covers the period between the first date of the first period and the current date.

Summary (no=detail) Enter Yes or No to specify if the report is to show full details of all transactions included within it, or if just a one-line summary of each account is to be given. By default, details of all transactions are shown. Set this field to Yes to create a summarized version of the report.

Show Transaction Description? Enter Yes or No to specify if the GL description will be included in the report or not. Yes, the default, includes these descriptions, No excludes them.

Show Currency? Enter Yes or No to determine if the original currency amount will be printed for non-base currency transactions. Yes, the default, shows the original currency, No doesn't.

Include Statistical Accounts? Enter Yes or No to determine if GL transactions for statistical accounts should be included in the report or not. Yes includes these, No, the default, excludes them.

Include Memo Accounts? Enter Yes or No to determine if GL transactions for memo accounts should be included in the report or not. Yes includes these, No, the default, excludes them.

Balances from Previous Years Enter Yes or No to determine how any memo or statistical accounts included in the report are treated. If set to No, by default these accounts are treated as though they were an income or expense account. That is, the opening balance is calculated by adding up all transactions that have taken place on that account from the beginning of the financial year. If set to Yes, any memo or statistical accounts included in the report are treated as though they were a balance account. That is, their opening balances are calculated using all available records up to the effective date selected as the start date for your report. This flag is only meaningful if either (or both) the Include Statistical Accounts or Include Memo Accounts flags has been set to on.

Once you have made your entries you can print your report. An example of the output that could be generated using this report is shown below.

Italian Statement of Account Output

euglacrp c61a			25.15.11 ITALIAN STATEMENT OF ACCOUNT					Date: 16/11/99		
Page: 2			qad.inc					Time: 11:49:46		
Account	CC	GL Reference	Document	Batch	Bk	Pay Meth	Cust/ Supplier	Eff Date	Debit	Credit
1200		ACCOUNTS RECEIVABLE								
		AR981028000083	b1i00003	1122			Opening	Balance:	822.580,50	
		AR DR/CR Memos					blankvr	28/10/98	115,00	
		AR981028000084	2ai00019	1123			imhus1	28/10/98	131,00	
		AR DR/CR Memos								
		AR981028000085	2ai00020	1124			imhus1	28/10/98	130,50	
		AR DR/CR Memos								
		AR981028000086	1000070	1125			imhus1	28/10/98	120,50	
		AR DR/CR Memos								
		AR981028000085	2ai00020	1124			imhus1	28/10/98		20,00
		AR DR/CR Memos								
		AR981028000079	2ai00018	1118			imhus1	28/10/98	209,00	
		AR DR/CR Memos								
		AR981028000082	b1ai0002	1121			blankvr	28/10/98	115,00	
		AR DR/CR Memos								
		AR981028000084	2ai00019	1123			imhus1	28/10/98		20,50
		AR DR/CR Memos								
		AR981028000086	1000070	1125			imhus1	28/10/98		10,00
		AR Memo								
		AR981029000088		1132			patrick	29/10/98	150,00	
		AR DR/CR Memos								
		AR981029000089	1000073	1133	AA		patrick	29/10/98		75,00
		AR Payment								
		AR981029000090	1000074	1134	AA		patrick	29/10/98		15,00
		AR Payment								
		AR981029000091	1000075	1135	AA		patrick	29/10/98		15,00
		AR Payment								
		AR981029000092	1000076	1136	AA		patrick	29/10/98		15,00
		AR Payment								
		AR981029000093	1000077	1137	AA		patrick	29/10/98		10,00
		AR Payment								
		AR981029000094	1000078	1137	AA		patrick	29/10/98		5,00
		AR Payment								
		AR981029000096	1000080	1139	AA		patrick	29/10/98		1,00
		AR Payment								
		AR981029000097	1000081	1139	AA		patrick	29/10/98		1,00
		AR Payment								
		AR981029000098	1000082	1140	AA		patrick	29/10/98		11,00
		AR Payment								
		AR981029000095	1000079	1138	AA		patrick	29/10/98		2,00
		AR Payment								
		AR981105000186	1000152	1222	AA		unapptst	05/11/98		1.000,00
		AR Payment								
		AR981105000186	1000153	1222	AA		unapptst	05/11/98		500,00
		AR Payment								
		AR981105000184	1000151	1221			OPTST	05/11/98	25,00	
		AR Memo					(BEF		100,00)	
							Period Activity:		5.276,50	3.128,50
							Closing Balance:		821.876,00	
End of Report										

GL Account Sheet Report

The GL Account Sheet Report, known in Germany as *Kontenblatt*, is a General Ledger report which provides information allowing the accuracy of entries in a given GL account over a specified time-period to be verified. This report shows the starting balance of the selected account as it was on the selected start-date for the report. It also shows all transactions in detail, using the contra accounts for each transaction, which occurred from that date up until the report's selected end-date. Totals per GL period per account are also given.

To run this report use the GL Account Sheet Report (25.15.10) function.

GL Account Sheet Report (25.15.10)

Entity: 1000 To: 1000
 Description: Primary Entity To:
 Account: To:
 Sub-Account: To:
 Cost Ctr: To:
 Effective: 01/01/99 To: 16/09/99
 Currency: USD
 Round to Nearest Whole Unit: no
 Output: terminal
 Batch ID:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Make entries into the relevant fields:

Entity The range of entities to be covered in the report. If left blank, all entities are included in the report.

Description The company name as it is to appear at the top of the GL Account Sheet report.

Account The range of account codes to be covered in the report. If left blank, all account codes will be included in the report.

Sub-Account The range of sub-account codes to be covered in the report. If left blank, all sub-account codes will be included in the report.

Cost Ctr The range of cost centers to be covered in the report. If left blank, all cost centers will be included in the report. This can only be set if the Use Cost Centers flag in the GL Control File (25.24) is set to Yes.

Effective The range of effective dates to be covered by the report. Every transaction must have an effective date. This date determines when a transaction actually takes effect in the General Ledger. The dates specified here must cover dates contained in the GL Calendar. By default, if no dates are specified, this report covers the period between the first date of the first period and the current date.

Currency Setting this to your database's base currency causes all transactions of any currency, to be included in your GL Account Sheet report where they will be shown in the base currency regardless of their original currency. Entering a currency other than the base one here, creates a report which includes only those transactions which were originally carried out in the specified currency. These transactions are reported in their original currency.

Round to Nearest Whole Unit Enter Yes or No to determine if decimal amounts should be printed in the report or not. Yes causes any decimal amounts to be rounded up to the nearest whole number in the printed report. No, the default, prints decimal amounts as they are.

Once you have made your entries, you can print your report. An example of the output that could be generated using this report is shown below.

Account Sheet Report Output

euglkb1t.p Page: 1	25.15.10 GL Account Sheet Report Your Name Here										Date: 25/10/99 Time: 16:08:16
Account: 1040	Description: CASH					Opening Balance:		3.217.184,30			
Eff Date	GL Reference	Account	Batch	T	Address	Document/Description/Name	Tax	Amount		Cur	
08/10/99	AR991008000036	2110	99aa0003	P	001	001 1 AR Reconciliation PEI Computers Ltd.		2.412,76		USD	
08/10/99	AR991008000036	2110	99aa0003	P	001	001 30000001 AR Reconciliation PEI Computers Ltd.		196,00		USD	
08/10/99	AR991008000050	1200	99AA0009	P	001	001 30000005 AR Payment PEI Computers Ltd.		10.000,00		USD	
13/10/99	AR991013000064	1300	1041	D	Tomas	20000001 AR Reconciliation Tomas Industries Inc		102,00		USD	
13/10/99	AR991013000066	1300	1043	D	Tomas	20000006 AR Reconciliation Tomas Industries Inc		300,00		USD	
13/10/99	AR991013000070	2110	1047	D	tomas	20000007 AR Reconciliation Tomas Industries Inc		300,00		USD	
13/10/99	AR991013000072	1300	1049	D	001	20000008 AR Reconciliation PEI Computers Ltd.		900,00		USD	
13/10/99	AR991013000074	1300	1052	D	001	20000009 Submit Dft 20000009 PEI Computers Ltd.		20,00		USD	
13/10/99	AR991013000080	1300	1059	D	001	20000011 Submit Dft 20000011 PEI Computers Ltd.		200,00		USD	
Total for Period 10/1999:								14.430,76		USD	
Cumulative Total:								14.430,76		USD	
Closing Balance :											

Customization

[Custom03.doc](#)

Chapter 4: Accounts Receivable

Many of the enhancements added to MFG/PRO by European Accounting affect Accounts Receivable. These enhancements are discussed in this chapter. The following topics are covered:

DR/CR Memos

Customer Account Inquiry

Additional Functionality for Drafts

Accounts Receivable Payments

Customization

DR/CR Memos

The Debit/Credit Memos functionality of MFG/PRO is enhanced by European Accounting. The following functionality is added:

- Bank and Payment Method are added to support electronic banking.
- Settlement can be made by correction invoices.
- Tax distribution lines can be entered manually.
- The logic for 30 days of the credit terms is implemented.
- The VAT Register functionality can be used.
- Operation type can be set when VAT Registers are activated.
- Suspended VAT logic can be invoked, if the Use Suspended VAT flag in the European Accounting Control File is set.

DR/CR Memo Maintenance

New functionality has been added to DR/CR Memo Maintenance (27.1) to detail the Bank and Payment method used.

Added Bank and Payment Method in DR/CR Memo Maintenance

The screenshot shows the 'DR/CR Memo Maintenance' window with the following fields and values:

Batch: 1017 Control: 0,000 Total: 0,000			
Reference: 1000010	Bill-To: 01000000	Colossal Conglomerates LTD	
Currency: USD	Type: M	Bank: DE	Paym.m: MC
Date: 16/09/99	Effective: 16/09/99	Tax Date: / /	
Memo Control: 0,00	Total: 0,00	Daybook: DB-8	
Sales Amt: 0,00	Cr Terms:	Slpsn1:	Comm1: 0,00%
Disc Date:	Slpsn2:	Comm2: 0,00%	Acct:
Due Date:	Slpsn3:	Comm3: 0,00%	Entity:
Expt Date:	Slpsn4:	Comm4: 0,00%	Sold-To:
Remark:	Dun Level: 0	Ship-To:	Batch: 1017
Printed: no	Contested: no		

At the bottom of the window, a status bar displays the following keyboard shortcuts: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

When the Bill-To address is entered, the bank and payment method of this Bill-to are copied immediately to this Debit/Credit Memo.

Bank The default Bank to be used in electronic banking for collecting this Debit/Credit Memo. This is your bank the customer has to pay to. The default for this bank is taken from the bill-to address.

PM The default Payment Method to be used in electronic banking to collect this Debit/Credit Memo. The default for this payment method is taken from the bill-to address.

When VAT Registers have been activated, by setting the VAT Register flag in the European Accounting Control File, a new pop-up window displays when the previous window is closed. Here you can specify a VAT register for the transaction and set the operation type. This description of the AR transaction can be linked to the relevant sales order at sales order creation, and can be printed on various reports.

VAT Registers in DR/CR Memo Maintenance

The screenshot shows the 'DR/CR Memo Maintenance' window. At the top, it displays 'Batch: 1018', 'Control: 0,000', and 'Total: 0,000'. Below this, transaction details are listed: Reference: 1000011, Bill-To: 01000000, Colossal Conglomerates LTD, Currency: USD, Type: M, Bank: AA, Paym.m: MC, Date: 16/09/99, Effective: 16/09/99, Memo Control: 0,00, Total: 0,00, Tax Date: 16/09/99, Sales Amt: 0,00, Daybook: DB-8, Cr Terms: 30, Slpsn1: WL INC, Comm1: 33,00%, Acct: 1200, Disc Date: 16/09/99, Slpsn2: JJP, Comm2: 10,00%, Entity: 1000, Due Date: 16/10/99, VAT Register: 2a, Operation Code: MEM, -To: 01000000, Expt Date: , Comm4: 0,000, Ship-To: 01000000, Remark: , Dun Level: 0, Batch: 1018, Printed: no, Contested: no. A keyboard shortcut bar at the bottom reads: F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste.

Batch: 1018		Control: 0,000		Total: 0,000	
Reference: 1000011	Bill-To: 01000000	Colossal Conglomerates LTD			
Currency: USD	Type: M	Bank: AA	Paym.m: MC	Date: 16/09/99	Effective: 16/09/99
Memo Control: 0,00	Total: 0,00	Tax Date: 16/09/99			
Sales Amt: 0,00	Daybook: DB-8				
Cr Terms: 30	Slpsn1: WL INC	Comm1: 33,00%	Acct: 1200		
Disc Date: 16/09/99	Slpsn2: JJP	Comm2: 10,00%	Entity: 1000		
Due Date: 16/10/99	VAT Register: 2a	Operation Code: MEM	-To: 01000000		
Expt Date:	Comm4: 0,000	Ship-To: 01000000			
Remark:	Dun Level: 0	Batch: 1018			
Printed: no	Contested: no				

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

VAT Register The VAT Register.

Operation Code The type of operation.

When Suspended VAT has been activated, by setting the Suspended VAT flag in the European Accounting Control File, the following pop-up window displays when the previous window is closed. Here you can specify if Suspended VAT is to be used for this memo.

Suspended VAT in DR/CR Memo Maintenance

The screenshot shows a window titled "DR/CR Memo Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays the following information:

Batch: 1029		Control: 0,000		Total: 0,000	
Reference: 1000031	Bill-To: 0100	Hans Maier GmbH			
Currency: USD	Type: M	Bank: NB	Paym.m: NB	Date: 12/10/99	Effective: 12/10/99
Memo Control: 300,00	Total: 0,00		Tax Date: 12/10/99		
Sales Amt: 300,00			Daybook: DB-8		
C Terms: 90	Slpsn1:	Comm1: 0,00%	Acct: 1200		
Disc Date: 12/10/99	Slpsn2:	Comm2: 0,00%	Entity: 1000		
Due Date: 10/01/00	Slpsn3	Suspended VAT: no	Sold-To: 0100		
Expt Date:	Slpsn4:	Comm4: 0,00%	Ship-To: 0100		
Remark:	Dun Level: 0		Batch: 1029		
Printed: no			Contested: no		

At the bottom, a status bar shows keyboard shortcuts: F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste.

Suspended VAT Enter Yes or No to determine the due date of VAT. If set to No, VAT is due when the invoice is originally raised; if set to Yes, VAT is due on invoice payment.

Refer to Chapter 8 Value Added Tax and Other Taxes for further details on VAT registers and suspended VAT.

DR/CR Memo Inquiry

In this inquiry function the bank and payment method of the Debit/Credit Memo have been added.

Additional display of Bank and Payment Method

DR/CR Memo Inquiry

User Menu Edit Queue Options Help

Reference: 1000015 Bill-To: Open Only: no
 Currency: Sort Name:
 Reporting Currency: Output: terminal

Reference: 1000015	Type: Memo	Sales Order:
Bank: RA	Paym.m: MC	
Date: 08/11/99	Cr Terms:	Amount: 29.38
Effective: 08/11/99	Entity: 1000	Net Open: 29.38
Exch. Rate: 1.00	Account: 1200	Cost Ctr:
Printed: no	Run Level: 0	Currency: usd
Contested: no	Remark:	Batch: 1021
Bill-To: 0100	Hans Maier GmbH	Sold-To: 0100

DISTRIBUTION

Enty	Account	CC	Project	Amount	Description
1000	2400			4.38	SALES TAX PAYABLE (1)
1000	3000			25.00	SALES

Press space bar to continue.

Customer Account Inquiry

Customer Account Inquiry (27.13) has been enhanced by European Accounting to give:

- Option to include or exclude drafts in the inquiry.
- Option to include or exclude closed items in the inquiry.
- Option to sort the inquiry on ascending or descending data order.
- The status of the draft in a separate column (labeled D).
- The number of days by which an invoice was overdue, instead of the number of days the invoice was open.
- The Computed Balance total, Approved Drafts total and Proposed Drafts total.
- The overall total (the total of approved drafts plus customer invoices)
- An additional column (labeled S) showing Contested or Unapplied Drafts.

Additional options in Customer Account Inquiry

Customer Account Inquiry

User Menu Edit Queue Options Help

Bill-To: Blossal Conglomerates L. Currency: Rep. Cur:

Open Balance: 541.283,89 Include Drafts: Ascending:

Open Only: Output:

Date	Ref.	T	Bse	Dt	C	D	S	Amount	Open Amount	Check ID	Days
070394	17300000	I		060494				1.500,00	1.500,00		
120692	10004	I		120792				93.696,70	93.696,70		
010692	10006	I		010792				23.510,00	23.510,00		
170392	1000004	M		160492				422.577,19	422.577,19		
Total								541.283,89			
Approved Drafts								0,00			
Computed Balance								541.283,89			
Proposed Drafts								0,00			

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Include Drafts Enter Yes or No to specify if you want a separate Approved Drafts total to be shown in your report. Enter Yes to include drafts in the Computed Balance total and Open Balance field. Enter No to show the Approved Drafts total separately.

Ascending Enter Yes or No to determine if you want to sort the inquiry on Ascending date order (Yes). If set to No, the inquiry is sorted on Descending date order.

Open Only Enter Yes or No to specify whether or not you want to see all items (No) or only the open items (Yes).

The inquiry can show up to four totals. Two of these totals, the Computed Balance total and the Proposed Drafts total are always shown. The Approved Drafts total, is shown only when the Include Drafts flag is set to No. When the Include Drafts flag is set to Yes the drafts total is included in the Computed Balance total. In addition an overall total is also shown. This is the sum of the proposed drafts and customer invoice.

European Accounting adds three columns to this screen, labeled C, S and D. The column labeled C shows the first letter of the currency code.

The column labeled S, indicates if any of the drafts are either unapplied or contested. The following notations are used in this column:

- * The AR-memo is marked as contested
- U The AR-memo concerns an Unapplied Draft

This column remains blank for all other types of AR-memos.

The column labeled D shows the status of drafts. The following notations are used in this column to indicate a draft's status:

- A Approved
- R Reconciled
- S Submitted
- P Proposed
- C Closed
- V Voided

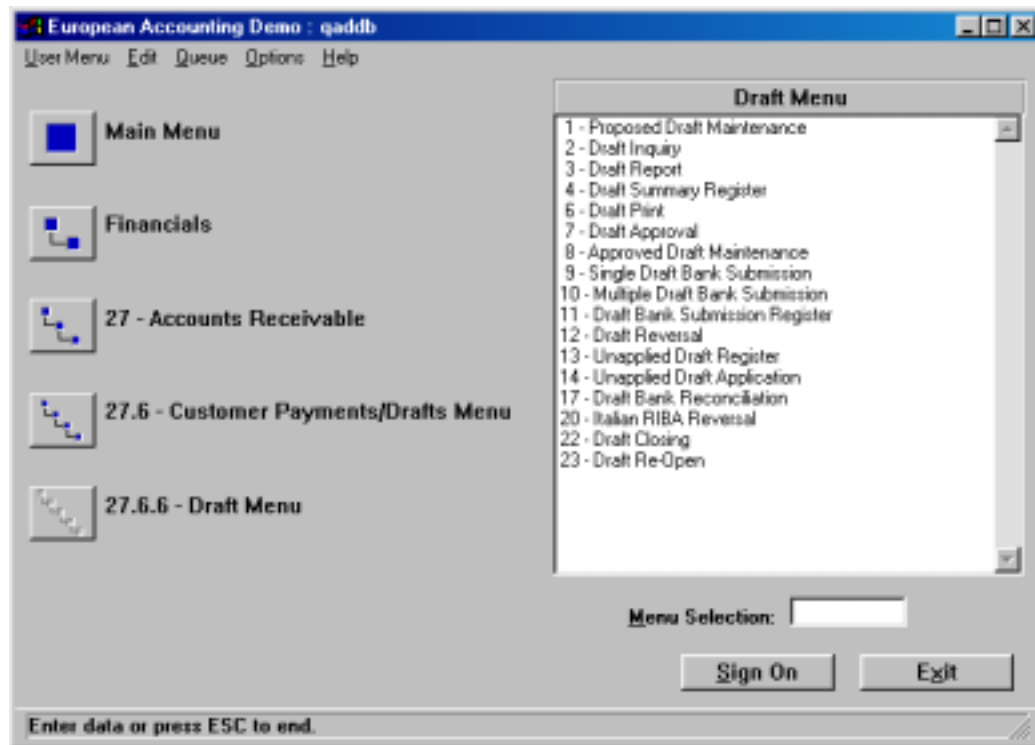
Additional Functionality for Drafts

European Accounting offers a lot of additional functionality in regard to drafts:

- Create unapplied or non-AR distribution lines for drafts. Special new functions allow you to apply unapplied drafts.
- Create approved drafts in a new maintenance program.
- Submit multiple drafts to the bank.
- A new Draft Bank Submission Register is added.
- Reconcile drafts when they are received in the bank.
- Close and re-open drafts.
- There are special functions for Italian drafts (RIBA).
- Cash Book Maintenance (31.13) is modified so you can reconcile drafts from a bank statement.

Refer to Chapter 6 Cash Management.

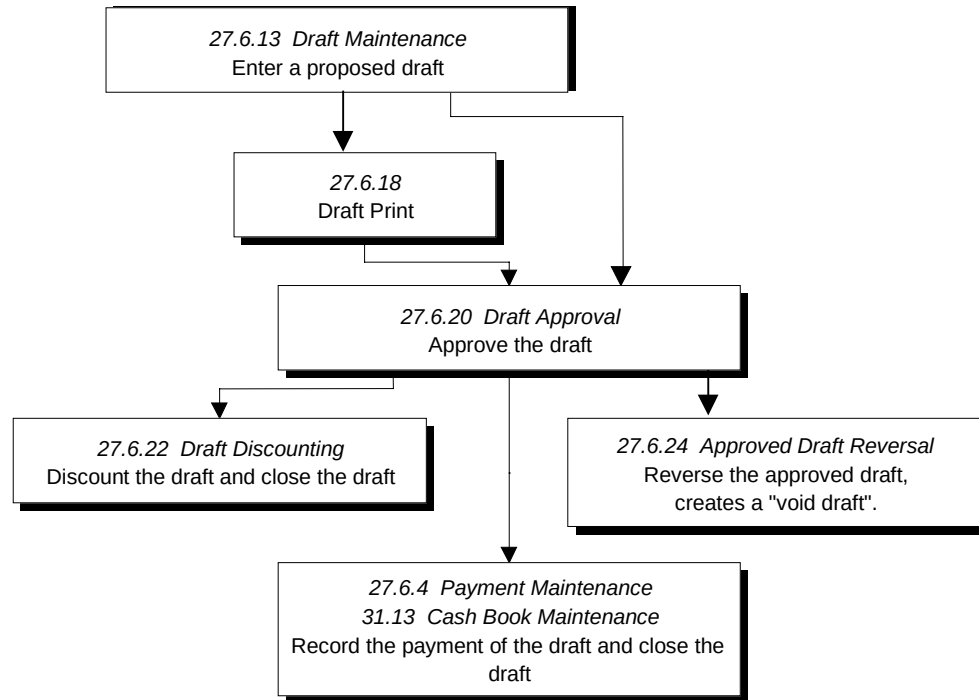
A new menu is available in European Accounting that accommodates all the draft functionality.

New AR Drafts Menu

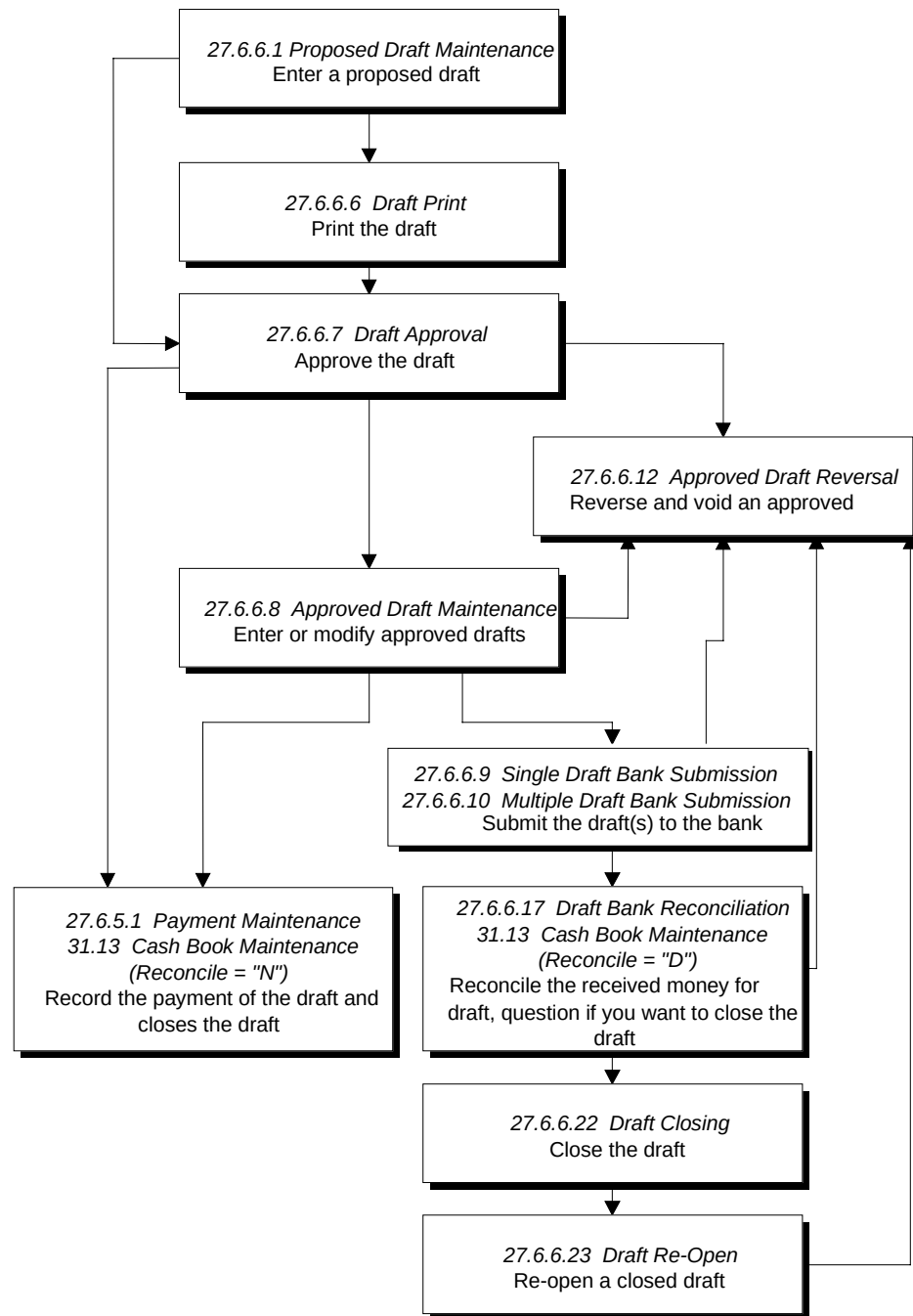
Flow of Drafts

In standard MFG/PRO the draft flow is as shown in the figure below.

Flow of Drafts in standard MFG/PRO



This flow is however rather basic, therefore European Accounting changes the flow and adds some additional features. The European Accounting flow of drafts is shown in the next figure.

Flow of Drafts in European Accounting

Basically, European Accounting tracks also the submission to the bank and the reconciliation of the draft. It allows you to enter approved drafts and allows you to determine when to close (or re-open) drafts.

The following table shows the effects of the draft flow on the General Ledger.

Function	Account Debit	Account Credit
Proposal		
Proposed Draft Maintenance (27.6.6.1)	No GL transactions	
Approval		
Draft Approval (27.6.6.7) Approved Draft Maintenance (27.6.6.8) Normal Distribution Line	Drafts Receivable Account of Bank (26.13), can be changed for specific draft in 27.6.6.8.	Accounts Receivable Account of AR-memo referred to in distribution line.
Draft Approval (27.6.6.7) Approved Draft Maintenance (27.6.6.8) Unapplied or non-AR distribution line	Drafts Receivable Account of Bank (26.13), can be changed for specific draft in 27.6.6.8.	Account entered in distribution line of draft
Submission		
Single Draft Bank Submission (27.6.6.9) Multiple Draft Bank Submission (27.6.6.10)	Payment in Process account of payment method (26.13) or if blank, the Payment in Process account of the bank (26.13). Can be changed at submission time.	Drafts Receivable Account (27.6.6.8)
Reconciliation		
Draft Bank Reconciliation (27.6.6.17)	Cash account of bank (26.13)	When submitted, the credit account of the transaction of the submission. When not submitted the Drafts Receivable account

Refer to the following sections for full details on the flow of drafts.

Proposed Drafts

In European Accounting Proposed Draft Maintenance (27.6.6.1) replaces the draft maintenance function found in standard MFG/PRO. European Accounting makes a number of changes:

- The payment method is added to the header frame
- The reference number is determined by the payment method
- It is permissible to enter unapplied or non-AR distribution lines

The function was renamed to Proposed Draft Maintenance because European Accounting also allows to create approved drafts directly, which is not possible under standard MFG/PRO.

Proposed Draft: addition of payment method

Proposed Draft Maintenance

User Menu Edit Queue Options Help

Reference: TMP18 Bal-To: 0100

Proposed Hans Maier GmbH

Date: 16/09/99 Bank: AA Pat Meth: MD

Due Date: 16/10/99 Currency: USD Amount: 0.00

Expect Pay Date: / / Printed: no Total: 0.00

Remark:

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

Since the reference is determined by the payment method, and the payment method can only be entered after a reference is assigned, European Accounting first assigns a temporary reference (when you leave the reference blank). When the payment method is set, the final reference is assigned.

When the header is entered, the distribution lines window is shown. In this window you can now leave the reference blank. This is used to create unapplied or non-AR distribution lines.

Proposed Draft: unapplied or non-AR distribution line

The screenshot shows a window titled "Proposed Draft Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays draft information:

Reference: 30000001	Bill-To: 0100	
Proposed		Hans Maier GmbH
Date: 16/09/99	Bank: aa	Pmt Meth: mc
Due Date: 16/10/99	Currency: USD	Amount: 100.00
Expect Pay Date:	Printed: no	Total: 0.00
Remark:		

Below this is a table with the following columns: T, Unapp Ref, Account, CC, Entity, Amount, and Discount. The first row has a dropdown menu for 'T' with 'U' selected. The rest of the table is empty.

At the bottom, a warning message reads: "WARNING: CREATING (U)NAPPLIED OR (N)ON-AR RECEIPT." Below that is a status bar with keyboard shortcuts: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste.

When the reference is left blank, a new window is shown.

T Enter U or N to specify if the line is of type Unapplied or Non AR. Unapplied lines can be applied using Unapplied Draft Application (27.6.6.14).

Unapp Ref The unapplied reference. This is used to differentiate between different unapplied amounts. You should always enter an unapplied reference.

Account The account number to store the unapplied or non-AR amount.

CC The cost center to store the unapplied or non-AR amount.

Entity The entity to which the draft applies.

You are only allowed to have one unapplied or non-AR distribution line for each proposed draft.

Inquiry and Reporting of Drafts

Draft Inquiry (27.6.6.2) has been modified by European Accounting to support the payment method detailed below and to show any unapplied or non-AR distribution lines.

Draft Inquiry (27.6.6.2)

The screenshot shows the 'Draft Inquiry' window with the following fields and data:

Reference	Bill-To	Sort Name	Open Only	Cur	Output
	00	Hans Maier GmbH	yes	USD	terminal

Draft

Reference: 30000001	Remark:	Proposed
Date: 16/09/99	Currency: USD	Amount: 100.00
Due Date: 16/10/99	Entity: 1000	Total: 100.00
Expect Pay Date:	Bank: aa PH: no	Approved: no
Effective:	Account: 1300	Disc Rect:

Detail Lines

Reference	Due Date	Amount	Discount
V: tut1022	16/10/99	100.00	0.00

List complete.

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

The payment method is added in the subtotals shown in Draft Report (27.6.6.3).

Note Draft Report was previously located on menu 27.6.15.

Draft Summary Register (27.6.6.4) also has some modifications. Additional criteria for bank, payment method and status have been added here.

Note Draft Summary Register was previously located on menu 27.6.16.

Draft Summary Register (27.6.6.4)

Draft Summary Register

User Menu Edit Queue Options Help

Reference: To:

Bill-To: To:

Batch: To:

Due Date: To:

Effective: To:

Entity: To:

Bank:

Payment Method:

Status:

Proposed, Approved, Submit, Reconciled, Closed, Void, (Blank for all)

Currency:

Output:
Batch ID:

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

In the report the bank and payment method are added, and more status information is given.

Output example of the Draft Report

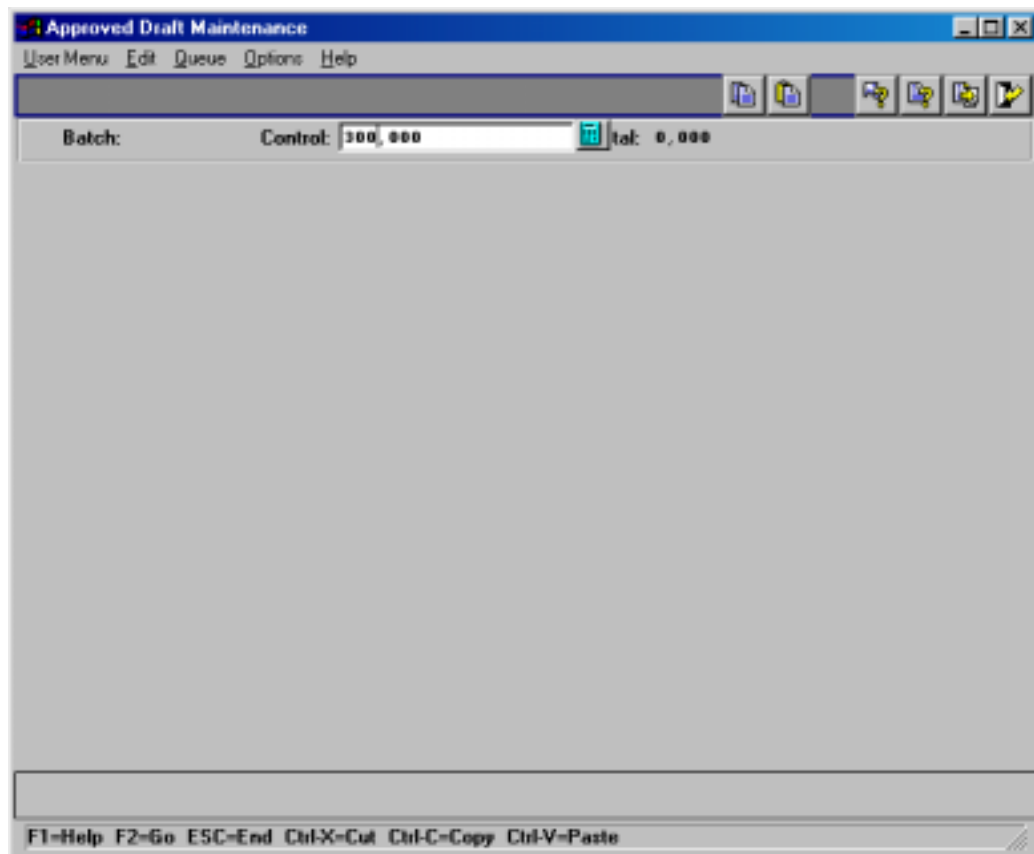
dmdmrp.p c61a			27.6.6.3 Draft Report								Date: 14/12/99		
Page: 1			9.0 European Accounting ver.6.1								Time: 11:30:27		
Reference	Status	Bill-To	Name	Bk	Pm	Eff Date	Due Date	Stat	Date	Cur	Amount	Open	Amount
0	Proposed	1502000	Carlesi Company	QI	MD		31/12/96	18/12/96		LIR	100,00		100,00
200002	Void	spain1		qe	MD	31/12/96	07/01/97	ESP			100.000,00		100.000,00
200003	Void	spain1		qe	MD	31/12/96	07/01/97	ESP			100.000,00		100.000,00
200004	Void	moret	moret	qe	MD	29/01/97	15/02/96	SPP			10.000,00		10.000,00
200005	Proposed	ilona	Ilona	qe	MD	29/01/97	28/02/97	29/01/97		esp	90.000,00		90.000,00
200006	Submit	ilona	Ilona	qe	MD	29/01/97	28/02/97	29/01/97		esp	10.000,00		10.000,00
200007	Submit	ilona	Ilona	qe	MD	29/01/97	28/02/97	29/01/97		esp	15.000,00		15.000,00
200008	Submit	ilona	Ilona	qe	MD	29/01/97	28/02/97	29/01/97		esp	5.000,00		5.000,00
200009	Proposed	karelj		qe	MD	29/01/97	31/01/97	29/01/97		esp	130,00		130,00
200010	Proposed	karelj		qe	MD		30/01/97	29/01/97		esp	130,00		130,00

Creation of Approved Drafts

Within European Accounting you can create approved drafts directly. This is not possible in standard MFG/PRO where you must first create a proposed draft that can be approved later.

Approved Draft Maintenance (27.6.6.8) allows you to create approved drafts within European Accounting. First, as when creating proposed drafts in standard MFG/PRO, you are requested to enter a batch number and control amount. As this is the same as in many places within standard MFG/PRO it is not discussed in detail here.

Approved Draft Maintenance, batch window



Next you get a window with the draft data.

Approved drafts, header window

Reference The reference of the draft. If you leave this blank, a temporary draft number is assigned. This temporary number will be replaced by the actual number as soon as the bank and payment methods are entered on the draft (since the payment method determines the number in European Accounting).

Pmt Meth. The payment method used for the draft.

When the reference is entered, or a temporary number is assigned if the Reference field is left blank, the bill-to address can be updated. This bill to address needs to be entered specifically as it determines the default bank assigned to this draft.

Approved Draft, update of Bill-To

The screenshot shows a software window titled "Approved Draft Maintenance". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu is a toolbar with several icons. The main area displays draft information in a structured layout:

Batch: 1020		Control: 300,000	Total: 0,000
Reference: TMP18		Bill-To:	
Proposed			
Date: 16/09/99	Effective: 16/09/99		
Currency: USD	Entity: 1000		
Bank:	Pmt. Meth: MD	Account:	
Total of Invoices: 0,00	Disc Acct: 3910		
Due Date:	Remark:		
Expect Pay Date:	Daybook: DB-5		
Unreferenced Amt: 0,00	Amount: 0,00		

At the bottom of the window, there is a status bar that reads "Adding new record." and a keyboard shortcut legend: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

Bill-to The Bill-To address code for which the draft is created.

When we have entered the Bill-to, the other fields of the draft can be updated.

Approved Draft, update of other draft data

The screenshot shows a software window titled "Approved Draft Maintenance". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu is a toolbar with several icons. The main area contains the following fields:

Batch: 1020	Control: 300,000	Total: 0,000
Reference: 20000002	Bill-To: 0100	
Proposed	Hans Maier GmbH	
Date: 16/09/99	Effective: 16/09/99	
Currency: USD	Entity: 1000	
Bank:	Pmt. Meth: MD	Account:
Total of Invoices: 0,00	Disc Acct: 3910	
Due Date: / /	Remark:	
Expect Pay Date: / /	Daybook: DB-5	
Unreferenced Amt: 0,00	Amount: 0,00	

At the bottom of the window, a status bar displays the following text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

Date The date of the draft.

Due Date The due date of the draft. You have to enter the due date of the draft.

Expect Pay Date The expected payment date of the draft.

Effective The effective date for the GL transaction related to this draft.

Currency The currency of the draft.

Amount The amount of the draft. An amount of zero is not allowed.

Bank The bank of the draft. This bank defaults to the bank of the bill-to address.

Pmt Meth The payment method of the draft. This payment method defaults to the Manual Draft Method of Payment specified in the European Accounting Control File.

Entity The entity for the GL booking of this draft.

Account The account number defaults to the Drafts Rec Acct specified in Bank Maintenance (26.13).

Remark Possible remarks related to this draft.

Daybook The daybook associated with this draft.

Total of Invoices For display purposes only. The total amount of the distribution lines.

Unreferenced Amt. For display purposes only. The total amount of the unapplied and non-AR distributed lines

When all header data of the draft is entered, you are requested to enter the distribution lines.

Approved Draft, creation of distribution lines

The screenshot shows a window titled "Approved Draft Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The header section displays the following information:

Batch: 1020	Control: 300,000	Total: 0,000
Reference: 20000002	Proposed	Bill-To: 0100
Date: 16/09/99	Currency: USD	Hans Maier GmbH
Effective: 16/09/99	Entity: 1000	
Bank: AA	Pmt. Meth: MD	Account: 1300
Total of Invoices: 0,00	Disc Acct: 3910	
Due Date: 16/10/99	Remark:	
Expect Pay Date:	Daybook: DB-5	
Unreferenced Amt: 0,00	Amount: 4.500,00	

Below the header is a table with the following columns: Reference, Open Amount, Amount, and Discount. The first row is empty, and the rest of the table is also empty.

At the bottom of the window, a status bar displays the following text: F1=Help F2=Go ESC=End "Next/Prev" Ctrl-X/C/V=Cut-Copy-Paste

Reference The reference of the open AR invoice, memo or financial charge that will be paid by this draft. If you leave the reference blank, you are allowed to create a non-AR or unapplied draft.

Open Amount The amount of the reference, non-AR or unapplied payment. For an unapplied payment or when you have entered a reference, this amount is deducted from the accounts receivable account.

Amount The amount of the draft.

Discount The discount amount taken.

When you leave the reference blank, you are allowed to create an unapplied or non-AR distribution line.

Unapplied/Non-AR distribution line

The screenshot shows a window titled "Approved Draft Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays draft information:

Batch: 1020	Control: 300,000	Total: 0,000
Reference: 20000002	Proposed	Bill-To: 0100
Date: 16/09/99	Currency: USD	Hans Maier GmbH
Effective: 16/09/99	Entity: 1000	
Bank: AA	Pmt. Meth: MD	Account: 1300
Total of Invoices: 0,00	Disc Acct: 3910	
Due Date: 16/10/99	Remark:	
Expect Pay Date:	Daybook: DB-5	
Unreferenced Amt: 0,00	Amount: 4,500,00	

Below the draft details is a table for unapplied distribution lines:

T	Unapp Ref	Account	CC	Entity	Amount	Discount
☐						

A warning message at the bottom states: "WARNING: CREATING (U)NAPPLIED OR (N)ON-AR RECEIPT." The status bar shows keyboard shortcuts: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste.

T The type. Enter U to indicate Unapplied or N for Non-AR.

Unapp Ref The unapplied reference. You should always enter this reference.

Account The account number.

CC The cost center.

Entity The entity.

When you have entered the unapplied data, you can enter the amount and discount amount. You are only allowed to create one unapplied or non-AR distribution line per draft.

Draft Bank Submission

There are two functions available to submit drafts to the bank, Single Draft Bank Submission (27.6.6.9) and Multiple Draft Bank Submission (27.6.6.10).

These are described in the following sections.

In addition, three methods are available to reconcile drafts.

Refer to Draft Bank Reconciliation.

Submitting drafts and reconciling drafts replace the standard Draft Discounting in MFG/PRO. When a draft is submitted, the payment in process account is used. When the draft is reconciled, the cash account of the bank is raised.

Single Draft Bank Submission

We first have to enter the familiar batch number and batch total.

Entering the batch (27.6.6.9)

The screenshot shows a software window titled "Single Draft Bank Submission". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains three input fields: "Batch:", "Control:", and "Total:". The "Batch:" field is currently empty. At the bottom of the window is a status bar with the following keyboard shortcuts: "F1-Help", "F2-Go", "ESC-End", "Ctrl-X-Cut", "Ctrl-C-Copy", and "Ctrl-V-Paste".

Next we are asked to enter the reference of the draft we wish to submit.

Update of reference you want to submit

Single Draft Bank Submission

User Menu Edit Queue Options Help

Batch: 1021 Control: 0,000 Total: 0,000

Reference: Bill-To:

Effective: Description:
Bank: Pmt Meth: Due Date: Entity:
Amount: Open Amount:
Daybook: Close:
Cash Acct: Amount: Currency:
Discount Charges Acct: Amount:
Bank Clearing Acct: Amount:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

When we have chosen the correct draft, we are allowed to enter some data.

Update of submission details

Single Draft Bank Submission

User Menu Edit Queue Options Help

Batch: 1021 Control: 0,000 Total: 0,000

Reference: 20000001 Bill-To: 0100

Effective: 16/09/99 Description: Submit Dft 20000001

Bank: AA Payment Meth: MD Due Date: 16/10/99 Entity: 1000

Amount: 100.00 Open Amount: 100.00 USD

Daybook: DB-5 Close: no

Cash Acct: 2110 Amount: 0.00 Currency: USD

Discount Charges Acct: Amount: 0.00

Bank Clearing Acct: 1300 Amount: 0.00

F1=Help F2=Go ESC=End *Next/Prev Ctrl-X/C/V=Cut-Copy-Paste

Effective The effective date for the submission.

Description The GL description.

Bank The bank of the submission.

Pmt Meth The payment method of the submission.

Cash Acct Payment in Process account for bank, payment method and module will be displayed. In the screen above, the bank is AA, payment method is MD, module is AR and the PIP account is 2110. If the PIP account cannot be found, then the cash account of the bank will be displayed.

Discount Charges Acct Account to be used for any discount charges.

Bank Clearing Acct The draft's account.

When you have entered this information, the GL transactions of the submission are shown for verification.

Entering selection criteria for submission (27.6.6.10)

Multiple Draft Bank Submission

User Menu Edit Queue Options Help

Batch: 1024 Control: 6,000,000 Total: 0,000

Bank: [dropdown] PM: [dropdown] Effective: 16/03/99 Amt to Select: 0,00

Due Date From: / / To: / / Total Selected:

Currency: [dropdown] Submit: yes

F1-Help F2-Go ESC-End Ctrl-X-Cut Ctrl-C-Copy Ctrl-V-Paste

Bank The bank of the submission.

PM The payment method of the submission.

Effective The effective date for the submission.

Amt to Select The total amounts of the drafts currently being processed.

Due Date/From -> To Due date range is used to select only those drafts whose due date lie within the specified range.

Total Selected Total amount of all selected drafts when Submit flag is set to Yes.

Currency Currency in which the amount of each draft has to be displayed

Submit Enter Yes or No to determine if the draft should be submitted for processing. The Submit flag of every selected draft receives the value of this field initially.

A list of all drafts meeting the criteria will be displayed.

List of selected drafts (27.6.6.10)

Selection					
Submit	Reference	Amount	Due Date	Bill-To	Name
*	20000003	8.000,00	16/10/99	0100	Hans Maier GmbH
*	20000004	8.100,00	16/10/99	0100	Hans Maier GmbH
*	20000005	3.000,00	16/10/99	0100	Hans Maier GmbH
*	20000006	1.000,00	16/10/99	0100	Hans Maier GmbH

Submit Enter Yes or No to determine if the draft is to be submitted for processing. This draft can be submitted only when this flag is set to Yes

Total Selected Sum of the amount of all drafts when Submit flag is set to Yes.

When the Submit flag (in the middle frame) is set to Yes, each individual draft in the list will be automatically submitted in this batch run. This is indicated by an asterisk (*) in the Submit column. Should you wish to exclude individual drafts from this batch run, this can be done by removing the asterisk next to the relevant drafts. Conversely, when the Submit flag is set to No, none of the drafts on the list will be submitted in the current batch run. This is indicated by a blank entry in the Submit column. However, if you wish to submit any of the individual drafts in this batch run, you can do so by entering an asterisk next to the relevant draft in the Submit column. These drafts will then be submitted even though the Submit flag itself is set to No.

Amounts of all selected drafts will be totaled. This total is displayed in the Total Selected field.

When all the information is correct, a list of all submitted drafts will be sent to the output specified below. This information includes draft number, Bill to, due date and amount.

Print drafts to be submitted (27.6.6.10)

Multiple Draft Bank Submission

User Menu Edit Queue Options Help

Batch: 1030 Control: 0,000 Total: 0,000

Bank: AA PM: [icon] Effective: 16/09/99 Amt to Select: 0,00

Due Date From: / / To: / / Total Selected: 32,200,00

Currency: [] Submit: yes

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Draft Bank Reconciliation

Three methods are available to reconcile drafts. Two of these, Single and Multi Draft Bank Reconciliation, are both started from Draft Bank Reconciliation (27.6.6.17) and are described below. The other method is available in Cash Book Maintenance (31.13) and allows you to enter a charge account and charge amount for the relevant batch when reconciling a draft.

Refer to Chapter 6 Cash Management for details of this final method.

If using either Single or Multi Draft Bank Reconciliation, you must first enter a batch number, or leave this field blank.

Entering the batch (27.6.6.17)

The screenshot shows a window titled "Draft Bank Reconciliation" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following fields:

Batch:	Bank:	Cur:	Batch Ctrl:
Multi Entry:	Eff Date:		Total:
Close Drafts:	Chrg Acct:		Chrg Amt:

The bottom of the window features a status bar with the text: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Next the bank, batch control, single/multi entry, effective date, close drafts, charge account, charge cost center and charge amount have to be entered. Total is a display-only field and displays the sum of all reconciled drafts in this batch.

The following formula applies for batch control, total and charge amount:

$$\text{Batch control} = \text{Total} + \text{Charge Amount}$$

Draft Bank Reconciliation (27.6.6.17)

Bank The bank of the submission.

Batch Ctrl Control total for the batch. Should be equal to the total when exiting this function.

Multi Entry Enter Yes or No to determine if you are reconciling more than one draft. If you enter Yes then a list of drafts to be reconciled can be selected. If multi-entry is set to No, then only one draft can be selected to be reconciled.

Eff Date The effective date for the reconciliation.

Total Total of all selected drafts to be reconciled minus the charge amount. Should be equal to the batch control when exiting this function.

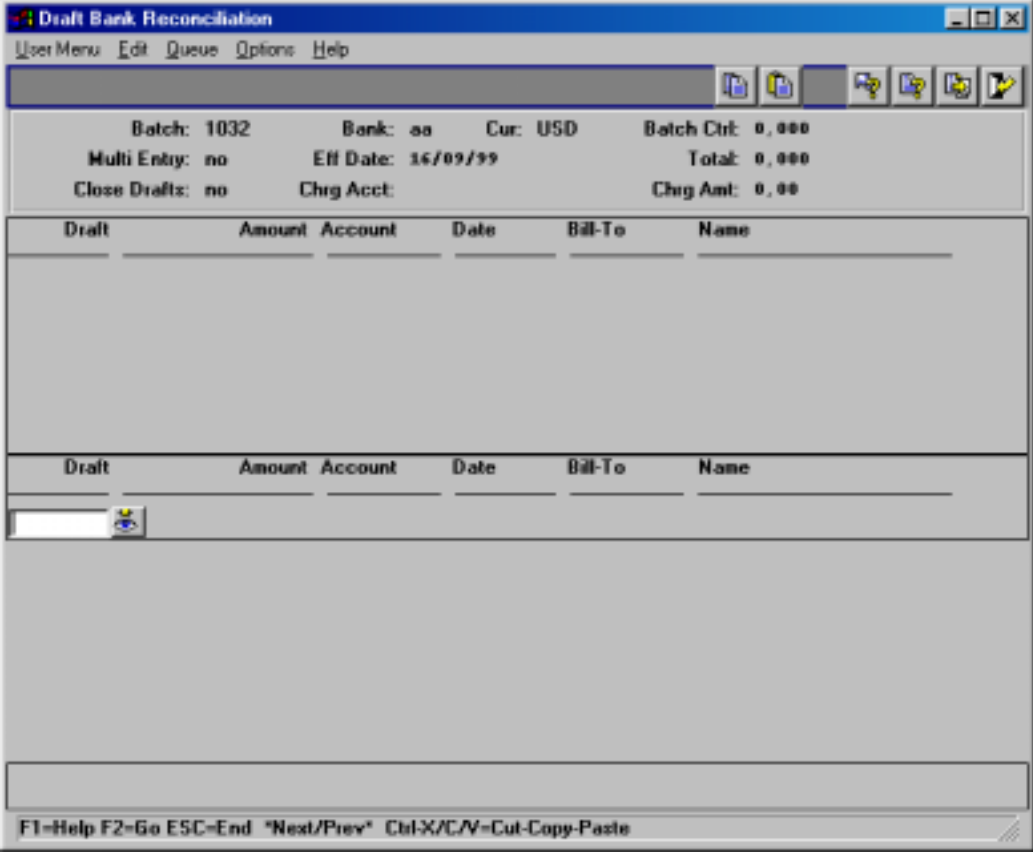
Chrg Acct Overall charge account for this batch.

Chrg Amt Overall charge amount for this batch.

Close Drafts Enter Yes or No. When set to Yes, the cash account for each draft (shown currently as the payment in process account) is set to the cash account of the bank, and the draft is then closed. If set to No, the payment in process account is used for each draft.

Single Draft Bank Reconciliation

If the Multi Entry field in Draft Bank Reconciliation (27.6.6.17) is set to No, the single draft reconciliation update screen appears.

Entering single drafts for reconciliation

The image shows a software window titled "Draft Bank Reconciliation". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area is divided into sections. The top section contains summary information: "Batch: 1032", "Bank: aa", "Cur: USD", "Batch Ctr: 0,000", "Multi Entry: no", "Eff Date: 16/09/99", "Total: 0,000", "Close Drafts: no", "Chrg Acct:", and "Chrg Amt: 0,00". Below this is a table with columns: "Draft", "Amount", "Account", "Date", "Bill-To", and "Name". The table is currently empty. At the bottom of the window, there is a status bar with the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

Draft	Amount	Account	Date	Bill-To	Name

When you select a draft, its details are then displayed.

Entering the amount

Draft Bank Reconciliation

User Menu Edit Queue Options Help

Batch: 1032 Bank: aa Cur: USD Batch Ctr: 0,000
 Multi Entry: no Eff Date: 16/09/99 Total: 0,000
 Close Drafts: no Chrg Acct: Chrg Amt: 0,00

Draft	Amount	Account	Date	Bill-To	Name
200000004	1.000,00	100	16/09/99	0100	Hans Maier GmbH

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

The amount of the draft **cannot** be changed. It is only used to accept this draft for reconciliation. This amount will be added in the total field.

Multi Draft Bank Reconciliation

If the Multi Entry field in Draft Bank Reconciliation (27.6.6.17) is set to Yes, the multi draft reconciliation selection screen appears. Several from draft/to draft ranges can be entered. These ranges must not overlap.

Multi Entry option in Draft Reconciliation

The screenshot shows a window titled "Draft Bank Reconciliation" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following fields:

Batch: 1037	Bank: AA	Cur: USD	Batch Cnt: 200,000
Multi Entry: yes	Eff Date: 17/09/99	Total: 0,000	
Close Drafts: no	Chg Acct:	Chg Amt: 0,00	

Below these fields is a section titled "Draft Selection" with two columns: "From Drafts" and "To Drafts". The "From Drafts" column contains a small icon. The bottom of the window displays a status bar with the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

When all the ranges have been entered you are given the option of displaying the checks which are to be reconciled.

Prompt to display the drafts being reconciled

The screenshot shows a software window titled "Draft Bank Reconciliation". At the top is a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window displays reconciliation parameters: "Batch: 1039", "Bank: NB", "Cur: USD", "Batch Cnt: 000,000", "Multi Entry: yes", "Eff Date: 11/10/99", "Total: 0,000", "Close Drafts: no", "Chrg Acct:", and "Chrg Amt: 0,00". Below these parameters is a section titled "Draft Selection" which contains two columns: "From Drafts" and "To Drafts". In the "From Drafts" column, the value "0" is entered. In the "To Drafts" column, a text box contains the value "9999999". At the bottom of the window, there is a status bar with the text "Adding new record." and a keyboard shortcut legend: "F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste".

Draft Selection	
From Drafts	To Drafts
0	9999999

If you answer Yes to this question, you can verify that the drafts selected for reconciliation are the ones you expected.

Display of drafts being reconciled (27.6.6.17)

Draft Bank Reconciliation

User Menu Edit Queue Options Help

Batch: 1037 Bank: AA Cur: USD Batch Cnt: 2,000,000
 Multi Entry: yes Eff Date: 17/09/99 Total: 27,232,000
 Close Drafts: no Chrg Acct: Chrg Amt: 0,00

Multi-Entry Draft Selection

Sel Draft	Amount	Account	Date	Bill-To	Name
* 20000001	100,00	1300	16/09/99	0100	Hans Maier GmbH
* 20000002	7,000,00	1300	16/09/99	0100	Hans Maier GmbH
* 20000003	8,000,00	1300	16/09/99	0100	Hans Maier GmbH
* 20000004	8,100,00	1300	16/09/99	0100	Hans Maier GmbH
* 20000005	3,000,00	1300	16/09/99	0100	Hans Maier GmbH
* 20000006	1,000,00	1300	16/09/99	0100	Hans Maier GmbH
* 20000007	10,00	1300	16/09/99	0100	Hans Maier GmbH
* 20000008	22,00	1300	16/09/99	0100	Hans Maier GmbH

F1=Help F2=Go ESC=End Page-Up/Down Line-Up/Down

When all information is correct all drafts selected are reconciled.

Draft Closing

Using Draft Submission (27.6.6.9 and 27.6.6.10) and Draft Reconciliation (27.6.6.17) you can choose if you want to close a draft automatically or not. If the draft is not yet closed, Draft Closing (27.6.6.22) gives you the opportunity to do so, for one or more drafts simultaneously.

Draft closing, entering selection criteria (27.6.6.22)

Due Date/From -> To Due date range is used to select only those drafts with a due date within this interval.

Close Date The close date of all drafts being closed in this run will be set to this date.

Close Draft Enter Yes or No. The Closed status of every selected draft initially receives the value of this field.

When the end of the list is reached, a draft can be selected at the bottom of the screen. The details of the selected draft will be displayed. For each draft you wish to close, set its associated Closed field to *. Leave this field blank for those drafts you do not wish to close.

When the selection of drafts for closing is completed, a report listing those drafts being closed in this run can be printed.

Report of drafts being closed (27.6.6.22)

eudmclos.p c61a		27.6.6.22 Draft Closing		Date: 15/12/99	
Page: 1		qad.inc		Time: 10:51:27	
Reference	Bill-To	Due Date	Disc Date	Amount	Bank Closed
20018	0100	01/01/99	14/12/98	200,00	aa yes
End of Report					

Draft Re-Open

Sometimes drafts have to be reversed, even after they have been closed. To facilitate this, European Accounting introduces the new function Draft Re-Open (27.6.6.23). Using this you can re-open previously closed drafts. Once a closed draft has been re-opened, it can then be reversed using MFG/PRO's standard Draft Reversal function.

Draft Re-Open (27.6.6.23)

The screenshot shows a Windows-style application window titled "Draft Re-Open". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window is a form with the following fields:

Reference:	Bill-To:
Date:	Effective:
Currency:	Entity:
Amount:	Due Date:

The bottom of the window features a status bar with the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

First you have to enter the reference number of the draft you want to re-open.

Verification of draft that is being re-opened (27.6.6.23)

The screenshot shows a software window titled "Draft Re-Open". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window displays draft information in two columns:

Reference: 20000011	Bill-To: 001
	PEI Computers Ltd.
Date: 13/10/99	Effective: 13/10/99
Currency: USD	Entity: 1000
Amount: 200,00	Due Date: 13/11/99

Below this information, a "Question" dialog box is displayed. It contains a question mark icon and the text "Is all information correct?". There are two buttons: "Yes" and "No".

At the bottom of the window, a status bar displays the following keyboard shortcuts: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

When the draft reference has been entered, the draft data is shown for verification and you are asked if all information is correct. On answering Yes, the draft will be re-opened.

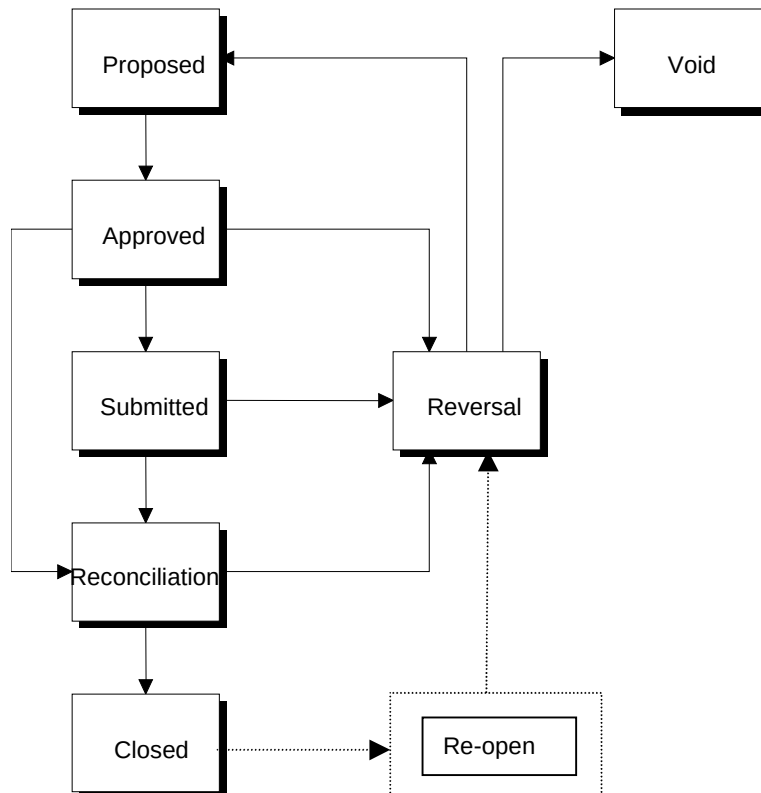
Draft Reversal

Drafts can be reversed when they are approved, submitted or reconciled. Previously closed drafts can also be reversed, providing they are first re-opened using Draft Re-Open (27.6.6.23).

Refer to Draft Re-Open.

The various flows are depicted in the figure below.

Reversing Drafts



Depending on the status of the draft, different GL transactions are made.

Use Draft Reversal (27.6.6.12) to reverse drafts. European Accounting has added a lot of new functionality to this function. You can now also book bank charges due to the reversal and you are allowed to create a financial charge for the customer. This charges the costs associated with reversing the draft to your customer.

Draft Reversal (27.6.6.12)

Draft Reversal

User Menu Edit Queue Options Help

Reference: Bill-To:

Effective: Date:

Due Date: Expect Pay Date:

Amount:

Void the Draft: ☐ (otherwise reset to proposed)

Financial Charge:

Charge Amount:

Currency:

Charge Date:

Effective Date:

Charge Account:

Remark Charges:

Bank Charge:

Charge Amount:

Currency:

Charge Date:

Effective Date:

Bank Account:

Charge Account:

Remark:

F1=Help F2=Go ESC=End *Next/Prev Ctrl-X/C/V=Cut-Copy-Paste

First you must enter the reference of the draft you want to reverse. Next the draft information is shown and you are allowed to set the effective date for the reversal. Then you are asked if you want to void the draft. Voiding means that the draft is discarded, in which case a new draft must be created for the connected memos. The memos will be re-opened.

Next, you can create financial charges (in case you are able to pass your bank charges associated with the draft reversal onto your customer). This will create a financial charge memo that can be handled in the usual way, including GL-transactions.

Note The bank-charge is for reference only.

Once drafts have been reversed they are stored in your database as unpaid drafts. European Accounting adds functionality to allow unpaid drafts to be included on dunning letters.

If you reverse drafts which have previously been closed you will not be able to re-approve them. Instead you must create new drafts.

Unapplied Drafts

In European Accounting, drafts can be made without having an invoice available. In order to do this, you can make, as in Accounts Payable, an unapplied distribution line of a draft. When the invoice becomes available, the draft can be applied to this invoice using a separate function called

Unapplied Draft Application (27.6.6.14). This works in a similar way to the standard MFG/PRO Reconciliation Unapplied function found in Accounts Payable.

Entering Unapplied Drafts

You can create unapplied drafts using either Proposed Draft Maintenance (27.6.6.1) or Approved Draft Maintenance (27.6.6.8).

Unapplied Draft Register

To check the available unapplied draft, and the applications made to these drafts, Unapplied Draft Register (27.6.6.13) provides an overview of the drafts and the invoices/memos against which they have been applied. You can select a customer for who you want to see the unapplied drafts and their application.

Unapplied draft register, entering selection criteria (27.6.6.13)

Depending of the selection criteria a report will be produced.

Unapplied Drafts Report (27.6.6.13)

Curr	Draft	Bill-To	Name	Date	Cash Acct	Amount	Eff Date	Enty	Dsc	Acct
20018	0100	Hans Maier		D USD		200,00	14/12/98	1000	1300	
				USD 1,0 = USD 1,0			14/12/98		3910	
Reference	Type	Enty	Account	C	Cash Amt	Discount Amt	AR Amt	Unassigned Amt	Non-AR Amt	
unapp rf	Unappl	1000	1200		100,00	0,00	100,00	100,00	0,00	0,00
1000533	Memo	1000	1200		100,00	0,00	100,00	0,00		0,00

The last part of the report shows the totals per currency.

Totals per currency

eudmnp02.p c61a		27.6.6.13 Unapplied Draft Register			Date: 14/12/99
Page: 6		QAD Inc.			Time: 13:07:25
Cur	Curr Total	Base Total	Curr Ex	Base At Curr Ex	Var
DM	807.00	551.83	1.50000	538.00	-13.83
FFR	20,000.00	3,773.58	5.31000	3,766.48	-7.1
gbp	245.00	494.41	0.492125984	497.84	3.43
lir	5.00	0.00	1.616.00000	0.00	0.0
NGL	10,000.00	6,250.00	1.60000	6,250.00	0.0
USD	20,056.00	20,056.00	1.00000	20,056.00	0.0
		31,125.82		31,108.32	-17.5
End of Report					

Currency Every (different) draft's currency found in this report.

Currency Total Sum of all draft amounts in this currency

Base Total Every (different) draft's currency found in this report.

Application of Unapplied Drafts

Unapplied Draft Application (27.6.6.14) allows the application of unapplied drafts to invoices/memos.

Entering unapplied drafts (27.6.6.14)

Unapplied Draft Application

User Menu Edit Queue Options Help

Batch: Control: 0,000 Total: 0,000

Reference:

Check:

Unapplied Ref:

Date:

Effective:

Dr Acct:

Entity:

Bill-To:

Batch:

Type:

Currency:

Remark:

Amount of Check:

Original Amt:

Open Amt:

Amt to Apply:

Remaining Amt:

F1=Help F2=Go ESC=End *Next/Prev Ctrl-X/C/V=Cut-Copy-Paste

You can enter the customer and the unapplied draft. The unapplied reference is used to find the unique unapplied draft. Next you can enter the date of reconciliation (default today) and the effective date of the transaction (default today).

This information is used for the next frame, in which you can select invoices/memos to be reconciled against the unapplied draft.

Entering memos (27.6.6.14)

Unapplied Draft Application

User Menu Edit Queue Options Help

Batch: 1063 Control: 0,000 Total: 0,000

Reference: 1000023 Bill-To: 0100 Hans Maier GmbH
 Check: 20000016 Batch: 1063 Amount of Check: 500,00
 Unapplied Ref: tomas Type: A Original Amt: 500,00
 Date: 17/09/99 Currency: USD Open Amt: 500,00
 Effective: 17/09/99 Amt to Apply: 500,00
 Dr Acct: 1200 Entity: 1000 Remark:
 Remaining Amt: 500,00

Reference	T	Account	CC	Amt to Apply

F1=Help F2=Go ESC=End *Next/Prev Ctrl-X/C/V=Cut-Copy-Paste

The Amt to Apply field shows the total amount to apply, and the Remaining Amt field gives the amount of the draft that has not yet been reconciled. You can only apply invoices in base currency or in one non-base currency, but only if the draft was also in this non-base currency. You must also apply unapplied drafts completely, they cannot be applied with two different applications.

After this, the invoices/memos receive an applied amount equal to the amount entered here, and the draft is booked in GL with the appropriate accounts and cost centers.

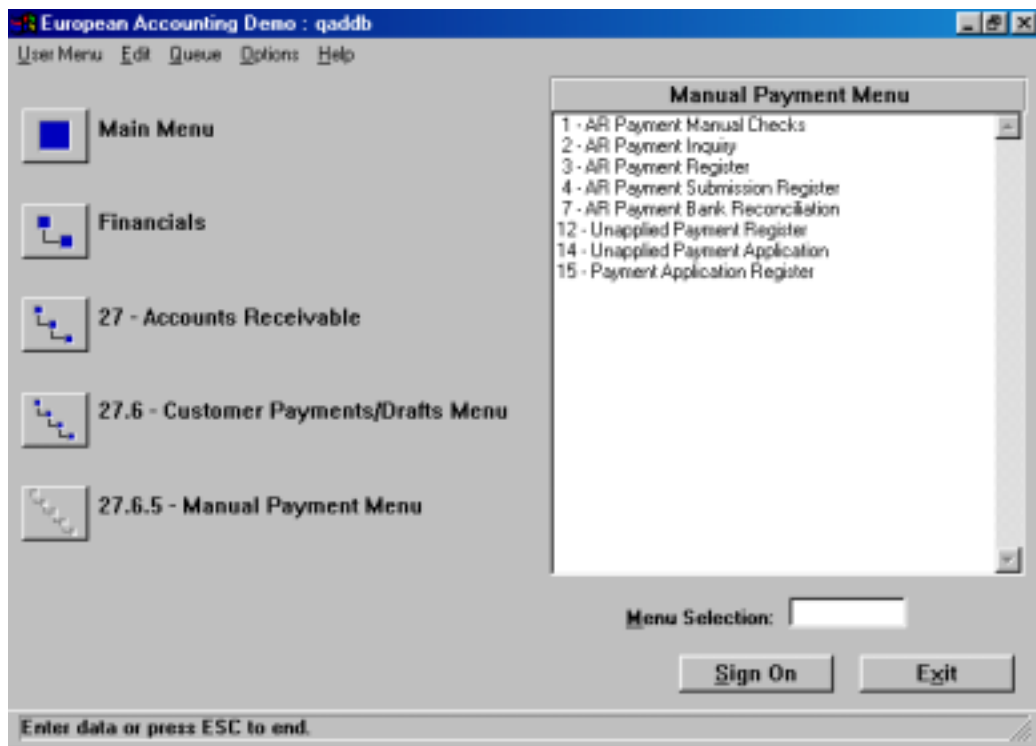
Accounts Receivable Payments

The payment logic used in Accounts Receivable has been changed by European Accounting:

- The payment logic is located in a new menu.
- Payment Method is added.
- Improved auto apply function.
- New register for unapplied payments.
- Use of payment in process account for payments submitted to the bank.
- New register for submitted payments.
- New option to reconcile payments at the bank.
- Payment of invoices with Suspended VAT.

In European Accounting all AR payment functions are now located on one menu: Manual Payment Menu (27.6.5).

Manual Payment Menu



Manual Payments and Payment Methods

In European Accounting the reference of the accounts receivable payment is determined by the payment method. Payment methods are also used for automatic payments. Manual payments can be entered using AR Payment Manual Checks (27.6.5.1), which replaces the standard MFG/PRO function 27.6.4.

When a manual payment is entered, the payment method is also required. Because the reference can only be determined after the payment method is entered, a temporary reference must first be assigned.

AR Payment Manual Checks (27.6.5.1)

AR Payment Manual Checks

User Menu Edit Queue Options Help

Batch: Control: 0,000 Total: 0,000

Check: TMP19 Bill-To: []

Currency: []

Check Control: [] Total: [] Type: []

Date: [] Batch: []

Effective: [] Daybook: []

Bank: [] Account: []

Paym.m.: [] Disc Acct: []

Remark: [] Entity: []

Auto Apply: []

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

When you have entered the Bill-To information, you are allowed to enter new fields.

AR Payment Manual Checks (27.6.5.1)

The screenshot shows a window titled "AR Payment Manual Checks" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following fields:

Batch: 1064	Control: 0,000	Total: 0,000
Check: TMP19	Bill-To: 0100	Hans Maier GmbH
Currency: USD		
Check Control: 0,00	Total: 0,00	Type: P
Date: 17/03/99		Batch: 1064
Effective: 17/03/99		Daybook: DB-9
		Account: 1040
Bank: AA		
Paym.m.: MC		Disc Acct: 3910
Remark:		Entity: 1000
Auto Apply:		

At the bottom, a status bar displays keyboard shortcuts: F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste.

The payment method has been added to this window. You can also use automatic application from the distribution line window too (instead of only at the start when you answer Yes to the Auto Appl Question). This allows you to apply the payment method to several ranges of memos, and also to update the result of the automatic selection directly.

When you have entered the information, based on the entered payment method the final check number is assigned (if you have left the check number blank).

AR Payment Manual Checks (27.6.5.1)

The screenshot shows a software window titled "AR Payment Manual Checks". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area contains a form with the following fields and values:

Batch: 1067		Control: 0,000		Total: 0,000	
Check:	TMP19	Bill-To:	0100	Hans Maier GmbH	
Currency:	USD				
Check Control:	5,400,00	Total:	0,00	Type:	P
Date:	17/09/99			Batch:	1067
Effective:	17/09/99			Daybook:	DB-9
Bank:				Account:	1040
Paym.n.:	MC			Disc Acct:	3910
Remark:				Entity:	1000
Auto Apply:					

At the bottom of the window, there is a status bar with the text: "F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste".

In the distribution line window a new message has been added showing that you can do automatic application (the key combination used for that depends on your specific computer environment).

Application of manual checks

AR Payment Manual Checks

User Menu Edit Queue Options Help

Batch: 1068 Control: 0,000 Total: 0,000

Check: 30000002 Bill-To: 0100 Hans Maier GmbH

Currency: USD

Check Control: 0,00 Total: 0,00 Type: P

Date: 17/09/99 Batch: 1068

Effective: 17/09/99 Daybook: DB-9

Account: 2110

Bank: aa US Bank Account #8293-01

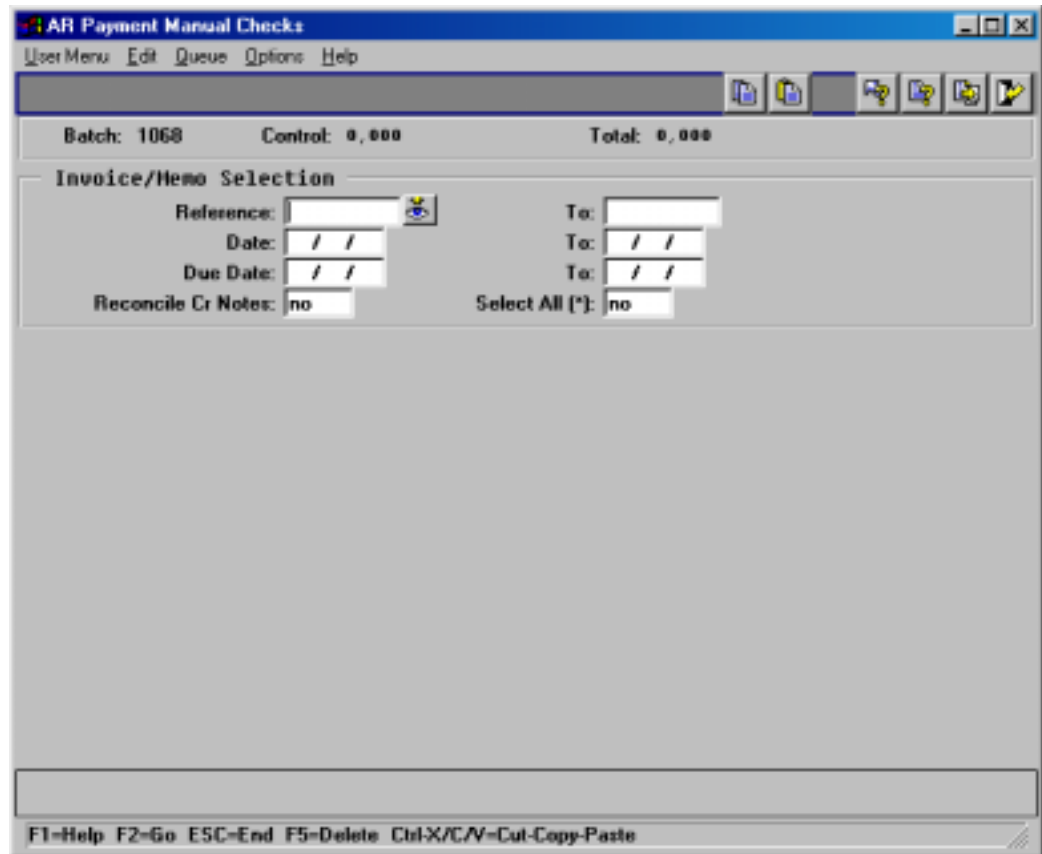
Paym.m.: MC Disc Acct: 3910

Remark: Entity: 1000

Auto Apply: no

F1-Help F2-Go ESC-End F5-Delete Ctrl-X/C/V-Cut-Copy-Paste

When you press the keyboard combination used for automatic application in your specific environment, you can enter a range of memos or invoices to which the payment should be applied.

Automatic Application option

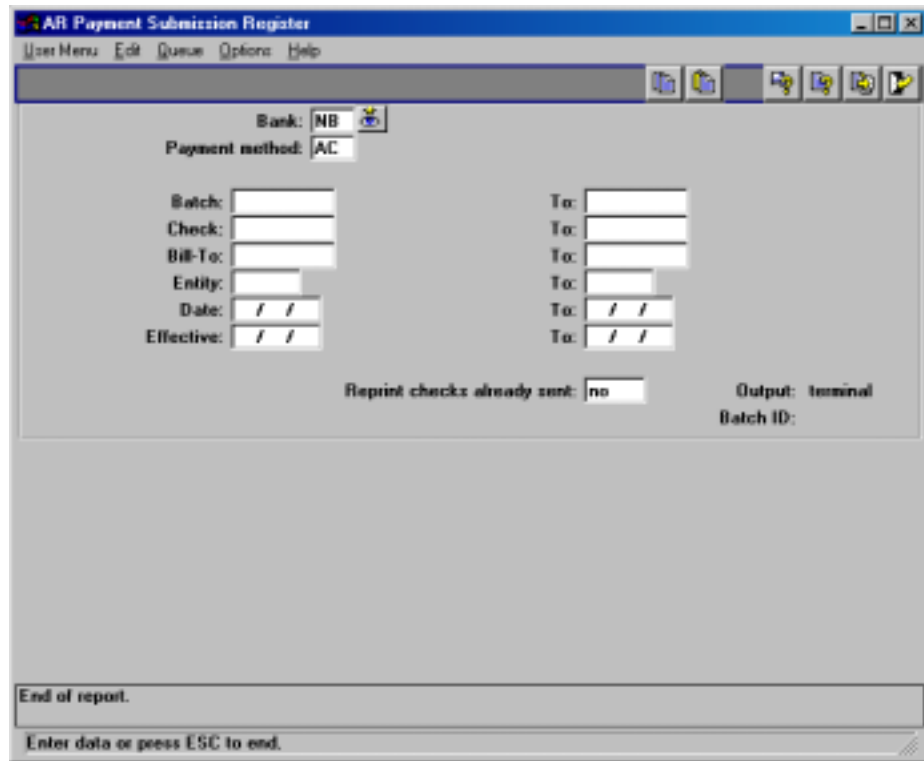
The screenshot shows a software window titled "AR Payment Manual Checks". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains the following fields:

Batch: 1068		Control: 0,000		Total: 0,000	
Invoice/Memo Selection					
Reference:		To:			
Date:		To:			
Due Date:		To:			
Reconcile Cr Notes:		Select All (*):			

At the bottom of the window, there is a status bar with the text: "F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste".

Payment Submission to the Bank

A special report is available for listing AR Payments (normally checks you have received and have to send to the bank) that should be submitted to the bank. When a payment is listed on this report, it is automatically marked as submitted and therefore will not appear again on this report.

AR Payment Submission Register (27.6.5.4)

AR Payment Submission Register

User Menu Edit Queue Options Help

Bank: MB

Payment method: AC

Batch:

Check:

Bill-To:

Entity:

Date: / /

Effective: / /

To:

To:

To:

To:

To:

To: / /

To: / /

Reprint checks already sent: no

Output: terminal

Batch ID:

End of report.

Enter data or press ESC to end.

Bank Reconciliation of AR Payments

When you want to reconcile AR Payments without using Cash Book Maintenance, you can use AR Payments Bank Reconciliation (27.6.5.7). When you activate this program you are requested to enter a batch number.

AR Payments Bank Reconciliation (27.6.5.7)

The screenshot shows a software window titled "AR Payment Bank Reconciliation". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window is a form with the following fields:

Batch:	Bank:	Cur:	Batch Cnt:
Multi Entry: ☐	Eff Date:		Total:
	Chrg Acct:		Chrg Amt:

The bottom of the window features a status bar with the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

You can choose between multi-entry and single entry. In single entry you can enter check numbers.

Single line entry

AR Payment Bank Reconciliation

User Menu Edit Queue Options Help

Batch: 1070 Bank: aa Cur: USD Batch Ctr: 0,000
 Multi Entry: no Eff Date: 17/09/99 Total: 0,000
 Chrg Acct: Chrg Amt: 0,00

Check	Amount	Account	Date	Bill-To	Name

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

In multi entry you can enter ranges of checks. The actual processing strongly resembles the reconciliation of drafts and the cash book functionality for reconciling payments.

Refer to Chapter 6 Cash Management for more details.

Multi line entry

AR Payment Bank Reconciliation

User Menu Edit Queue Options Help

Batch: 1070 Bank: aa Cur: USD Batch Ctr: 12.000,000
Multi Entry: yes Eff Date: 17/09/99 Total: 0,000
Chrg Acct: Chrg Amt: 0,00

Check Selection

From Checks To Checks

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Unapplied Payments Register

European Accounting adds a report for unapplied payments: Unapplied Payment Register (27.6.5.12).

Unapplied Payments Register

The processing of this report is straight-forward. The example shown below gives an impression of the output.

Output Example of Unapplied Payments Register.

euaruprp.p c61a				27.6.5.12 Unapplied Payment Register					Date: 21/01/99	
Page: 1				qad.inc					Time: 17:38:49	
Check	Bill-To	Name		Curr T Exch Rate		Amount	Date Eff Date	Enty	Cash Acct Dsc Acct	
1000773	xar2	unapplied payments test		P USD		300,00	06/01/99	1000	1040	
				USD 1,0 = USD 1,0			06/01/99		3910	
Reference	Type	Enty	Account	C	Cash Amt	Discount Amt	AR Amt	Unassigned Amt	Non-AR Amt	
xar2u1	Unappl	1000	1200		100,00	0,00	100,00	100,00	0,00	
1000769	Memo	1000	1200		200,00	0,00	200,00	0,00	0,00	
	Payment		Totals:		300,00	0,00	300,00	100,00	0,00	
Check	Bill-To	Name		Curr T Exch Rate		Amount	Date Eff Date	Enty	Cash Acct Dsc Acct	
1000774	xar2	unapplied payments test		P USD		200,00	06/01/99	1000	1040	
				USD 1,0 = USD 1,0			06/01/99		3910	
Reference	Type	Enty	Account	C	Cash Amt	Discount Amt	AR Amt	Unassigned Amt	Non-AR Amt	
xar2u2	Unappl	1000	1200		200,00	0,00	200,00	200,00	0,00	

At the end of the report a trailer is shown with totals per currency and a calculation of the variance.

Customization

[Custom04.doc](#)

Chapter 5: Accounts Payable

The Accounts Payable functionality of MFG/PRO has been altered by European Accounting. This chapter describes those changes. The following topics are covered:

Accounts Payable Features

Instratat in Vouchers

Voucher Maintenance

Manual Payments

Unapplied AP Payments

Reconciling Unvouchered PO Receipts

Supplier Activity Inquiry

PO Receipts by Supplier

Voucher Numbering Report

Customization

Accounts Payable Features

European Accounting enhances MFG/PRO's standard Accounts Payable module in the following areas:

- Creation of Intrastat data in vouchers without a PO attached.
- Waiting Expenses Vouchers.
- Check number has 8 positions instead of the standard 6 positions.
- Assignment of voucher references based on the VAT register.
- Support for withholding tax.

Refer to Chapter 8 Value Added Tax and Other Taxes.

- Additional operations type description when VAT registers are enabled.
- Automatic payment functionality for Europe.

Refer to Chapter 7 Bank and Payment Methods.

- Unapplied Accounts Payable payments.
- Report for gaps in voucher numbering.
- Improved supplier activity inquiry.
- Additional reports.
- Ability to define PO Receipts Accounts and Expensed Item Receipts Accounts by Supplier.

Unless indicated otherwise in the above list, these enhancements are described in the remainder of this chapter.

Intrastat in Vouchers

European Accounting allows you to create Intrastat data for vouchers that have no purchase order attached. In standard MFG/PRO you have to create a manual Intrastat record, but in many instances, you will want to create Intrastat data for a voucher, for which you have not issued a purchase order. Voucher Maintenance (28.1.1) has been enhanced to allow you to do this:

Voucher Maintenance (28.1.1)

Voucher Maintenance

User Menu Edit Queue Options Help

Batch: 1003 Control: 0,000 Total: 0,000

Voucher: 10004

Control: 0,000 Effective: 17/03/99 ERS: no

Total: 0,000 Tax Date: 17/03/99

Supplier: 0200 Werner Schulze

Frankfurt

Remit-To: 0200 Werner Schulze

Ship-To: 10000001 Quality Products Inc.

Currency: DM Bank: AA Paym.m.: MC Waiting Exp.: no

Daybook: DB-2

Invoice: Acct: 2100 Prepay Amt: 0,000

Date: 17/03/99 Disc Acct: 5200 Hold Amt: 0,00

Terms: Entity: 1000 Non-Disc Amt: 0,000

Disc Date: / / Imp/Exp: no Bank: Tax(1):

Due Date: / / Supp Bk: Separate Ck: no [2]:

Exp Date: / / Type: Auto Select: no [3]:

F1-Help F2-Go ESC-End Ctrl-X-Cut Ctrl-C-Copy Ctrl-V-Paste

When you have no PO attached, the Imp/Exp flag in the lower screen becomes updateable. Set this flag to Yes if you want to create Intrastat data. The data created will then be handled by the Intrastat functions, in a similar way as the data for sales orders.

Refer to Chapter 10 Intrastat.

Voucher Maintenance

European Accounting gives you additional functionality in the area of voucher maintenance:

- You can mark vouchers as Waiting Expenses.

Refer to Waiting Expenses Vouchers.

- VAT Registers are supported.
- Invoice and Credit Terms are mandatory.
- Check Form has been replaced by Payment Method.

Refer to Manual Payments.

- Ability to enter VAT only vouchers.

Additional and changed fields in Voucher Maintenance

The screenshot shows the 'Voucher Maintenance' window with the following fields and values:

Batch: 1003		Control: 0,000		Total: 0,000	
Voucher	Control: 0,000	Effective: 17/09/99		ERS: no	
10005	Total: 0,000	Tax Date: 17/09/99			
Order	Supplier: 0200	Werner Schulze		Frankfurt	
	Remit-To: 0200	Werner Schulze			
	Ship-To: 10000001	Quality Products Inc.			
Currency: DM	Bank: AA	Paym.m.: MC	Waiting Exp.: no		
		Daybook: DB-2			
Invoice: 12345678	Acct: 2100	Prepay Amt: 0,000			
Date: 17/09/99	Disc Acct: 5200	Hold Amt: 0,00			
Terms:	Entity: 1000	Non-Disc Amt: 0,000			
Disc Date: / /	Imp/Exp: no	Bank:	Tax[1]:		
Due Date: / /	Supp Bk: DEB	Separate Ck: no	[2]:		
Exp Date: / /	Type:	Auto Select: no	[3]:		

At the bottom, a status bar shows: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Paym.m The payment method that should be used for paying this voucher. Replaces the Check Form of standard MFG/PRO. Defaults to the payment method of the supplier.

Invoice Standard MFG/PRO field, Invoice number of the Supplier. In European Accounting you are obliged to enter this Invoice number. Used by European Accounting payment procedures

Terms Standard MFG/PRO field, Credit Terms code. In European Accounting you are obliged to enter an existing Credit Terms code.

Waiting Exp. Enter Yes or No to indicate if this voucher is to be marked for Waiting Expenses.

Due Date Standard MFG/PRO field. With a new voucher, European Accounting allows you to modify the calculated due date at once.

European Accounting allows you to add VAT only vouchers.

VAT Only Vouchers

The screenshot shows the 'Voucher Maintenance' window. At the top, there is a menu bar with 'User Menu', 'Edit', 'Queue', 'Options', and 'Help'. Below the menu bar, there are icons for file operations. The main area is divided into sections. The first section is 'Batch / Voucher' with the following data:

Batch: 1003	Batch Cnt: 0,000	Tot: 0,000
Voucher: 10007	USD Cnt: 0,00	Tot: 0,00

The second section is 'Distribution' with a table containing the following data:

Ln	Account	Enty	Project	Tax	Description	Amount T
1	5100	1000		y	Purchases	0,00
2						

At the bottom of the window, there is a status bar with the text: 'F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste'.

First enter a zero value distribution line. Standard MFG/PRO does not allow this.

Zero Value Distribution Line

The screenshot shows a 'Question' dialog box with a question mark icon. The text inside the dialog box is 'View/Edit Tax Detail'. There are three buttons at the bottom: 'Yes', 'No', and 'Cancel'.

When the system asks if you want to view or edit the tax detail, answer Yes. You are then able to enter details for the transaction amount, the taxable base, the tax amount and the amount of recoverable tax (these last two will usually have the same value).

Tax Details in Voucher Maintenance

The screenshot shows the 'Voucher Maintenance' window with the following data:

Batch: 1025			Batch Cnt: 0,000			Tot: 10,000		
Voucher: 10010			USD Cnt: 0,000			Tot: 10,000		

Tax Detail Record

Line: 1	Related Doc:	Trnx Amt: 10,00
Trailer:	Tax Included: no	Non-Taxable Base: 0,00
Tax By: Line	Tax Env: in-eu	Taxable Base: 10,00
Edited: no	Tax Type: VAT	Tax Amt: 0,00
Tax Date: 07/10/99	Tax Class: 0	Recoverable Tax: 0,00
Tax Rate: 0,00%	Tax Usage: 7-5	Non-Recover Tax: 0,00
Tax Code: 13	0% VAT	Absorb/Retain: 0,00

Total Tax Amounts

VAT:	0,00	0,00
	0,00	0,00
	0,00	0,00
	0,00	0,00
		0,00
		Total Taxes: 0,00

At the bottom, a status bar shows: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

These VAT only vouchers will now appear on tax reports. The taxable base must be entered if this information is required for VAT only vouchers on tax reports.

Note You can only edit the tax details if the Updateable field has been set to Yes for this tax rate, using Tax Rate Maintenance (2.13.13.1).

Waiting Expenses Vouchers

European Accounting adds an important feature to Voucher Maintenance (28.1.1) allowing you to mark vouchers as *Waiting Expenses*. Normally, under standard MFG/PRO, you can mark vouchers as not confirmed which allows the voucher to be entered without GL distribution. However, this has two disadvantages:

- The Accounts Payable balance is not up to date.
- You cannot collect the VAT due on the voucher.

Marking a voucher as Waiting Expenses allows you to enter a confirmed voucher. You have to activate the Waiting Expenses voucher logic in the European Accounting Control File (25.23). The amount (VAT excluded) is booked on the Waiting Expenses Account, which can also be entered in the European Accounting Control file.

Waiting Expenses Account European Accounting Control File

European Accounting Control File

User Menu Edit Queue Options Help

Use Waiting Expenses Vouchers: ☒ yes Account: 2205

Display Cash Book Balance: ☐ no

Use Suspended VAT: ☒ yes

Manual Draft Method Of Paym.: MD

AR Default Bank: AA

AR Default Method of Payment: MC

Separate GL-Entries Per Document: ☐ no

Use secondary GL description: ☒ yes

Print Shipper On Invoices: ☒ yes

Use GL Transaction Matching: ☒ yes

Withholding Tax Type: WITHHOLD

F1-Help F2-Go ESC-End Ctrl-X-Cut Ctrl-C-Copy Ctrl-V-Paste

You are obliged to enter an employee who has to approve the voucher and make the final distribution. The hold amount of the voucher is set to the whole amount, but you can change that. Separate inquiries and a report are available to obtain information about the status of Waiting Expenses vouchers.

You can enter a VAT code at the distribution line. This results in the creation of a Tax distribution line that you can collect in the normal way. With separate functions you can make the final distribution, counter booking the Waiting Expenses account.

Creating a Waiting Expenses Voucher

You can create a Waiting Expenses voucher in Voucher Maintenance (28.1.1) by setting the flag Waiting Exp. to Yes.

Setting a voucher as Waiting Expenses

The screenshot shows the 'Voucher Maintenance' window with the following data:

Batch: 1005		Control: 0,000		Total: 0,000	
Voucher: 10009	Control: 0,000	Effective: 17/09/99		ERS: no	
	Total: 0,000	Tax Date: 17/09/99			
Order	Supplier: 0200	Werner Schulze		Frankfurt	
	Remit-To: 0200	Werner Schulze			
	Ship-To: 0200	Werner Schulze			
Currency: USD	Bank: AA	Paym.m.: MC	Waiting Exp.: yes		
Invoice: iv0303	Acct: 2100	Prepay Amt: 0,000		Daybook: DB-2	
Date: 17/09/99	Disc Acct: 5200	Hold Amt: 0,00			
Terms: 90	Entity: 1000	Non-Disc Amt: 0,000			
Disc Date: / /	Imp/Exp: no	Bank:	Tax[1]:		
Due Date: / /	Supp Bk:	Separate Ck: no		[2]:	
Exp Date: / /	Type:	Auto Select: no		[3]:	

At the bottom of the window, the status bar displays: F1-Help F2-Go ESC-End Ctrl-X-Cut Ctrl-C-Copy Ctrl-V-Paste

Waiting Exp. Enter Yes or No to indicate if the voucher should be booked as Waiting Expenses or as a normal voucher. The default is No, which gives a normal voucher. The field can only be updated when a new voucher is entered.

When the Waiting Exp. flag is set to Yes, the first GL-distribution line is booked on the Waiting Expenses Account.

GL-entry for Waiting Expenses Account

The screenshot shows the 'Voucher Maintenance' window with the following details:

Batch / Voucher

Batch: 1006	Batch Ctrl: 0,000	Tot: 0,000
Voucher: 10011	USD Ctrl: 0,00	Tot: 0,00

Distribution

Ln	Account	Enty	Project	Tax	Description	Amount T
1	2205	1000		y	Waiting Expenses	0,00
2						

At the bottom of the window, the following keyboard shortcuts are listed: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

You can enter a VAT code and create Tax distribution lines.

GL-entry for Waiting Expenses Account

The screenshot shows a window titled "Voucher Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar with icons for file operations and navigation. The main area displays the following information:

Batch: 1006	Batch Cnt: 0,000	Tot: 0,000
Voucher: 10011	USD Cnt: 0,00	Tot: 0,00

Below the table, there are input fields for:

- Hold Amt: 100,00
- Confirmed: yes
- Assigned-To: [empty field with a user icon]

The bottom status bar displays keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

Hold Amount The hold amount is updated automatically.

Assigned To The employee code. The waiting expenses voucher is assigned to the employee specified here. It is mandatory to assign an employee to a waiting expenses voucher.

Waiting Expenses Vouchers by Employee Inquiry

A separate inquiry function Waiting Exp. Voucher by Emp. Inq. (28.1.3) is available in European Accounting to inquire for Waiting Expenses Vouchers by Employee.

Waiting Expenses Voucher by Employee Inquiry

Due	Supplier	Ref	Invoice	Cur	Amount	Base Amount	Exp
16/12/99	0200	10012	inv0201			10,00	
Total:						10,00	

Employee The employee to whom you want to assign the Waiting Expenses vouchers (based on the voucher's Approved by field).

Supplier The supplier for whom you want to see the Waiting Expenses Vouchers.

Reporting Currency The currency in which the amount should be displayed in the report

Cur The currency of the inquiry. Base equals the base currency of your system.

The inquiry shows the Waiting Expenses vouchers with due date, supplier, reference, currency code, the amount in the currency of the voucher and the amount in the currency of the inquiry.

If you don't want to use waiting expenses vouchers functionality, you can use the Voucher Hold by Employee Inquiry (28.1.6), which shows those vouchers on hold rather than waiting expenses vouchers.

Waiting Expenses Voucher Inquiry

Waiting Exp Voucher Inq. (28.1.4) provides a more detailed inquiry of Waiting Expenses vouchers.

Waiting Expenses Voucher Inquiry

The screenshot shows a software window titled "Waiting Exp. Voucher Inq." with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The window is divided into three main sections:

- Search Criteria (Top):** Fields for Voucher, Invoice, Supplier (0200), Type, PO Number, Employee (TW), Currency (Bas), and Reporting Currency. The Output is set to terminal.
- Voucher Details (Middle):** A text area displaying voucher information:

Reference: 10012	Invoice: inv0301	Type:
Date: 17/09/99	Credit Term: 90	Amount: 10,00
Effective: 17/09/99	Account: 2100	Am. Open: 10,00
Exch. Rate: 1,0	Entity: 1000	Currency: USD
Supplier: 0200	PO Number:	Batch: 1007
Confirmed: yes	Confirmed By: twt	Recur. Voucher:
Check Form: H	Hold Am: 10,00	EBS: no
Approved by : TWT		
- Distribution Table (Bottom):** A table showing the breakdown of the voucher amount.

Ln	Account	Project	Enty Description	Amount
1	2205		1000 Waiting Expenses	10,00

A status bar at the bottom indicates "List complete."

You can enter the selection criteria of the inquiry in the upper window of this screen.

Voucher The voucher reference.

Supplier The supplier whose Waiting Expenses Vouchers you wish to see.

PO Number The purchase order assigned to the voucher.

Invoice The invoice number (of your supplier) of the vouchers.

Type The voucher type.

Employee The employee to whom you want to assign the Waiting Expenses vouchers (based on the voucher's Approved by field).

Currency The currency of the inquiry. Base equals the base currency of your system.

Reporting Currency The currency in which the amount should be displayed in the report.

Details of the voucher are shown in the middle window. The voucher's distribution lines are shown in the lower window. Only waiting expenses vouchers with hold amounts greater than zero are shown.

Waiting Expenses Voucher Report

The Waiting Exp. Voucher Report (28.1.5) lists all vouchers that are marked as Waiting Expenses.

Waiting Expenses Voucher Report

This report is nearly identical to that output by Voucher Register (28.3). The Approved By selection is added and the Open Only option is removed, but otherwise the functionality is the same.

Example of Waiting Expenses Voucher Report

euvorp01.p c61a		28.1.5 Waiting Exp. Voucher Report		Date: 14/12/99	
Page: 13		qad.inc		Time: 09:14:21	
Voucher: 1210		Date: 09/11/98	Remit-To:	Currency: USD	C: Amount: 110,00
PO Number:		Effective: 09/11/99	Ship-To:	Exch Rate: USD 1,0 = USD 1,0	
Supplier: OP-SUP		Due Date: 09/11/99	Invoice:	Bank: AA	Non-Disc Amt: 0,00
Test supplier		Disc Date: 09/11/99	Entity: 1000	Account: 2100	Amount Applied: 0,00
Type:		Check Form: 1	Confirmed: yes	Confirmed By: op	Hold Amt: 110,00
		ERS Voucher: no			
				Batch: 1242	
				Approved By: BJW	

Ln	Account	Project	Enty	Amount	Description
1	2105		1000	100,00	Waiting Expenses account
3	2400		1000	10,00	SALES TAX PAYABLE (1)

Final Distribution of Waiting Expenses Vouchers

A voucher marked as Waiting Expenses can be updated in Voucher Maintenance (28.1.1). However, to make the final distribution you have to use a new European Accounting function Waiting Expenses Voucher Maint (28.1.2).

When you enter this function you are asked for a Batch and Control amount, as in Voucher Maintenance. Next you can enter a voucher reference you want to update. A special help window is available with an added column Wait for Waiting Expenses. You can only select vouchers marked Wait equals Yes.

Waiting Expenses Voucher Maintenance (28.1.2)

The screenshot shows the 'Waiting Expenses Voucher Maint.' window. At the top, there are fields for 'Batch:', 'Control: 0,000', and 'Total: 0,000'. Below these are fields for 'Voucher:' and 'Order:'. A 'Currency:' field is also present. The main area is a table with columns: Reference, Invoice, Supplier, Amount, Open, Currency, and Wait. The 'Wait.' column has a dropdown menu. The table lists several vouchers, including 1000, 1001, 10012, 10014, 10015, 10016, 10018, and v01. The 'Wait.' column for all listed vouchers is set to 'no'. At the bottom, there is a status bar with keyboard shortcuts: F1=Help, F2=Go, E5C=End, *Next/Prev, Ctrl-X/C/V=Cut-Copy-Paste.

Reference	Invoice	Supplier	Amount	Open	Currency	Wait.
1000		5002000	1.200,00		USD	no
1001		7001000	50.000,000,00		ICOP	no
10012	dwikfj	0200	117,50		und	no
10014	1231	002	1.000,00		USD	no
10015	invo0123	002	1.221,00		USD	no
10016	invoice09999	002	10,00		USD	no
10018	invo01	002	10,00		USD	no
v01	v1	ikea	1.000,00		USD	no

When you have entered a correct voucher reference, you are asked if you want to remove the Waiting Expenses mark for the voucher. Beware, you always have to apply the waiting expenses vouchers entirely.

Removing the Waiting Expenses mark

The screenshot shows an 'Information' dialog box with a question mark icon. The text inside says: 'Do you want to remove the waiting expenses mark for this voucher.' There are two buttons at the bottom: 'Yes' and 'No'.

Next, you can update the effective date of the voucher. This effective date is used for the GL-transactions. By default, this date is set to Today, and this date is validated, according to the GL-calendar. This way, the booking from the Waiting Expenses account to the Expenses Account is effective on this new date. After completing your entries in Waiting Expenses Voucher Maint, the effective date of the voucher is reset to the original date. This is done on order to keep the Aging by Effective-reports valid.

Next you are allowed to enter purchase orders etc. Then the distribution window is shown. The system will automatically make a counter booking for the Waiting Expenses account. You can now make the final distribution.

Counter booking the Waiting Expenses Account

The screenshot shows a window titled "Waiting Expenses Voucher Maint." with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. Below the menu is a section for "Batch / Voucher" with the following data:

Batch: 1008	Batch Cnt: 0,000	Tot: 200,000
Voucher: we01	USD Cnt: 100,00	Tot: 100,00

Below this is a table titled "Distribution" with the following columns: Ln, Account, Entry, Project, Tax, Description, and Amount T.

Ln	Account	Entry	Project	Tax	Description	Amount T
1	2205	1000		n	Waiting Expenses	100,00
2	2205	1000		n	Waiting Expenses	-100,00
3	5100	1000		n	PURCHASES	100,00

At the bottom of the window, a status bar displays the following keyboard shortcuts: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste.

Manual Payments

Accounts Payable payments are enhanced in European Accounting.

- Payment method, a new powerful feature that allows many different payment methods to be used against the same bank, has been introduced by European Accounting.

You are obliged to enter a payment method.

Refer to Chapter 7 Banks and Payment Methods.

- When you leave the check number blank, a new check number is assigned according to the payment method.
- You can create unapplied distribution lines.

Refer to Chapter 6 Cash Management.

In the check header window shown below, the modifications are marked.

Manual Check Maintenance, header window

Payment - Manual Checks

User Menu Edit Queue Options Help

Batch: 1009 Ctrl: 0,000 Total: 0,000

Bank: AA Paym. Meth: MC

Check: 40000001

Control: 0,00 Total: 0,00

Draft: no Currency: USD Batch: 1009

Supplier:

Date: 17/09/99 Account: 2110 Status:

Effective: 17/09/99 Disc Account: 5200 Daybook: DB-1

Due Date:

Remark:

Adding new record.

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

Paym. Meth The payment method. This has to be a valid payment method for module AP for the bank of the check. The default payment method is determined by the European Accounting Control File.

Check The check number. If you leave the check number blank, European Accounting will assign a new check number based on the payment method just entered.

In the distribution lines the change is that when you leave the voucher blank, you are allowed to choose between creating a non-AP line or an unapplied line.

Manual Payments, Distribution lines

Payment - Manual Checks

File Menu Edit Queue Options Help

Batch: 1009 Cnt: 0,000 Total: 0,000

Bank: AA Paym. Meth: MC
Check: 40000001
Control: 0,00 Total: 0,00
Draft: no Currency: USD Batch: 1009
Supplier: 0200 Werner Schulze
Date: 17/09/99 Account: 2110 Status:
Effective: 17/09/99 Disc Account: 5200 Daybook: DB-1
Due Date: Remark:

Voucher	T	Account	Amt to Apply	Cash Amount	Disc Amount

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Payment Inquiry (28.9.11) has also been changed by European Accounting.

Payment Inquiry

The screenshot shows the 'Payment Inquiry' window. The title bar is 'Payment Inquiry'. The menu bar includes 'User Menu', 'Edit', 'Queue', 'Options', and 'Help'. Below the menu bar is a toolbar with several icons. The main header area contains the following fields: 'Check Bk.' (with 'PM' circled), 'Supplier', 'Batch', 'Open', 'Cur', and 'Output'. The data area shows the following information:

Bank: nb	Check: 00000009	Amount: 100.00
Date: 23/09/99	Account: 1040	Status:
Effective: 23/09/99	Disc Account: 5200	Type: RF
Supplier: ikna	Batch: 1020	Currency: USD
Remark:	Due:	Entity: 1000
Payment Meth: nb		1,0

Below this information is a table with the following columns: 'Voucher', 'T', 'Account', 'Project', 'Amount', 'Disc', and 'Amount'. The data row shows:

789	Voucher	2100		100.00		0.00

At the bottom of the window, it says 'Press space bar to continue.'

The payment method has been added as a selection criterion. Payment Register (28.9.12) has also been modified by the addition of a new option: Unapplied Only.

Payment Register

The screenshot shows the 'Payment Register' window with the following fields and options:

Selection Criteria	
Batch:	
Check:	00000000
Bank:	
Paym.m.:	
Entity:	
Supplier:	
Supplier Type:	
Date:	/ /
Effective:	/ /
Due Date:	/ /
To:	
To:	00000000
To:	
To:	
To:	
To:	
To:	/ /
To:	/ /
To:	/ /
Summary/Detail:	Detail
Sort by Supplier:	no
Print GL Detail:	no
Currency:	
Unapplied Only:	no

Buttons: Clear, Print, Exit

Footer: F1=Help F2=Go E5C=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Unapplied Only Enter Yes or No to indicate if this report should just list unapplied payments.

Unapplied AP Payments

In European Accounting, you can make payments without having a voucher available. In order to do this, you can make, just as you can in Accounts Receivable, an unapplied distribution line of a check. When the voucher becomes available, you can then apply the payment to this voucher using a separate function, Reconciliation Unapplied Payments (28.9.20). This function works in a similar way to AR's Unapplied Payment Application function.

Entering Unapplied Payments

You can create unapplied payments in Payment – Manual Checks (28.9.10).

When you leave the voucher number blank in the distribution line, standard MFG/PRO automatically marks the line as Non-AP and displays an N in the T (Type) field. However, European Accounting enhances this functionality, and allows you to enter the type yourself. You can choose between N for Non-AP and U for Unapplied.

Update of Type field

The screenshot shows the 'Payment - Manual Checks' window. The title bar includes 'User Menu', 'Edit', 'Queue', 'Options', and 'Help'. The main area displays the following information:

- Batch: 1028 Ctrl: 0,000 Total: 100,000
- Bank: AA Paym. Meth: MC Automatic Withholding Tax: yes
- Check: 40000001
- Control: 100,00 Total: 100,00
- Draft: no Currency: USD Batch: 1028
- Supplier: 002 Toronto Computer Services
- Date: 07/10/99 Account: 2110 Status:
- Effective: 07/10/99 Disc Account: 5200 Daybook: DB-1
- Due Date: Remark:

Below this information is a table with the following columns: Voucher, T, Account, Amt to Apply, Cash Amount, and Disc Amount. The 'T' column contains the letter 'U' in a blue box, indicating an unapplied payment.

At the bottom of the window, a status bar displays the following keyboard shortcuts: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

If you enter U for the type, you can then enter the Unapplied reference. You should always enter this reference.

Entering the unapplied reference

The screenshot shows a software window titled "Payment - Manual Checks". It contains a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar with icons for file operations and navigation. The main area displays payment details for Batch 1010, Control 0,000, and Total 0,000. Below this, it shows Bank: AA, Paym. Meth: MC, Check: 40000001, Control: 2.000,00, Total: 0,00, Draft: no, Currency: USD, Supplier: 0200, Werner Schulze, Date: 17/09/99, Account: 2110, Effective: 17/09/99, Disc Account: 5200, Status: , Daybook: DB-1, Due Date: , and Remark: .

Voucher	T	Account	Amt to Apply	Cash Amount	Disc Amount
U		5100			

Below the table, there is a section for "Unapp Ref." with a text box containing "TWT93" and a magnifying glass icon.

At the bottom, a status bar displays keyboard shortcuts: F1=Help F2=Go ESC=End "Next/Prev" Ctrl-X/C/V=Cut-Copy-Paste.

Application of Unapplied Payments

Unapplied Payment Application (28.9.20) allows you to apply unapplied payments to vouchers.

Selecting the Unapplied Payment

Unapplied Payment Application

User Menu Edit Queue Options Help

Batch: Batch Ctrl: 0,00 Total: 0,00

Reference: Supplier: 002 Toronto Computer Services

Bank: NB Check: 00000012

Batch: Unapplied Ref: [] Type: Check Amt:

Date: Currency: Check Unapplied:

Effective: Ctrl to Apply:

Entity: AP Acct: Left to Apply:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

You can enter the supplier followed by that supplier's bank. The unapplied reference is used to find the unique unapplied check. Next you can enter the date of reconciliation (default today) and the effective date of the transaction (default today).

This information is used for the next frame, in which you can select vouchers to be reconciled against the unapplied amount.

Unapplied payments, application to vouchers

Unapplied Payment Application

User Menu Edit Queue Options Help

Batch: 1032 Batch Ctrl: 0.00 Total: 0.00

Reference: NB13A Supplier: 002 Toronto Computer Services
 Bank: NB Check: 00000013
 Batch: 1032 Check Amt: 1.000.00
 Unapplied Ref: twt Type: A Check Unapplied:
 Date: 07/10/99 Currency: USD
 Effective: 07/10/99 Ctrl to Apply: 1.000.00
 Entity: AP Acct: 2100 Left to Apply: 1.000.00

Voucher	Y	Account	CC	Amt to Apply

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

The Ctrl to Apply shows the total amount to apply, and the Left to Apply gives the amount of the check that has not yet been reconciled. You can only apply vouchers in base currency or in one non-base currency. Unapplied payments must always be applied completely, they cannot be applied in two separate applications.

After this, the vouchers have an applied amount equal to the amount entered here, and the check is booked in GL with the appropriate accounts and cost centers.

You can only delete an application if all of its associated applications are deleted first. By deleting the application of the check against a voucher, the voucher is automatically re-opened and the amount applied on that check is restored. Any corrective GL bookings needed as a result of this action are also performed.

Applied/Unapplied Payments Report

To check the available unapplied checks, and the applications made to these checks, App./Unapp. Payment Report (28.9.21) gives an overview of the checks and the vouchers against which they have been applied. You can select the supplier for who you would like to see the unapplied checks and their associated applications. If you set the Only Unapplied field to Yes, the resulting report will only show those checks which have not yet been applied.

App./Unapp. Payment Report (28.9.21)

The report has the layout shown in the example below.

Example of App./Unapp. Payment Report (28.9.21)

euunappr.p c61c		28.9.21 App./Unapp. Payment Report				Date: 23/12/93	
Page: 1		86E European Accounting ver.5.1				Time: 15:16:20	
Vendor	T Ref	Eff.Date	Base Amt.	Curr.Amt.	Curr. St./Inv.	Unap.Ref	
02 Toronto Computer Services	U AA10000060	12/12/96	-5,00				guidotst
	A AA10000060A	12/12/97	1,06			10980	
	U DD20000005	07/01/97	-1,98	-11,00 FFR			Ref...
	u dd20000006	11/03/97	-18,07	-100,00 FFR			karel
			-23,99				

The report has the following elements:

Vendor The Vendor to which the checks were paid and vouchers were entered.

T Enter U or A to indicate the transaction type. U indicates unapplied checks, A indicates applied vouchers or invoices:

Ref Reference of the check, with bank and check number. The letter A after the ref-number implies this is an application.

Eff.Date Effective date of document.

Base Amt. Amount of document in base currency.

Curr. Amt If non-base currency, here the non-base currency is presented.

Curr The non-base currency.

Voucher The voucher used for an application. In case of a check, the status of the check.

Unap Ref The check's unapplied reference.

Reconciling Unvouchered PO Receipts

In standard MFG/PRO it is not possible to report on unvouchered purchase order receipts as of any particular date, only over a range of dates. European Accounting adds the Unvouchered Receipts Report (5.13.10) to allow you to do this in much the same way as you can already report aged creditors and inventory on a past effective date using standard MFG/PRO functionality. This gives you the means to reconcile not only the PO Receipts Account(s) but also the Expensed Items Receipts Account too.

Unvouchered Receipts Report (5.13.10)

The fields here are the same as those found in the standard MFG/PRO Purchase Order Receipts Report (5.13.5) which offers similar functionality to that found here, with the exception of the following fields.

As of Date The specific date for which you want the report produced.

Account The range of accounts to be covered by the report.

Cost Ctr The range of cost centers to be covered by the report.

Exclude Unconfirmed Vouchers Enter Yes or No to indicate if you wish the report to exclude unconfirmed vouchers from the calculation of unvouchered receipt amounts. The default is Yes, because the purpose of this report is to enable reconciliation with the General Ledger, and unconfirmed vouchers do not update the General Ledger.

Unvouchered PO receipts can be retrieved from either the product line, or by the supplier, if the relevant account has been set up for that supplier using Supplier Maintenance (2.3.1).

Refer to PO Receipts by Supplier.

The resulting report will be sorted by supplier. You can also create a summarized version of the report, giving the total figures accumulated by cost center and account for the appropriate date.

Supplier Activity Inquiry

In standard MFG/PRO Version 8.5 a browse was added for supplier activity. This browse has been replaced by an inquiry with additional functionality in European Accounting.

Note This inquiry is also available in standard MFG/PRO although it is not actually listed on the relevant menu.

The extra functionality offered by this inquiry is:

- Added option Ascending or Descending date order.
- The balance is calculated when a currency is entered different from the base currency.
- Display of additional status information such as voided checks.

Added option Ascending of Descending

Date	Ref	T	Invoice	Due	Cur	Amount	Amount	Open
240999	10012	V	delkfj	240999		117,50		117,50
211099	twx	V	oi	190100		30,00		30,00
211099	10020	V	ib03	190100		300,00		300,00
211099	BE301	C				-100,00		-100,00
211099	BE302	C				-400,00		-400,00
211099	BE303	C				0,00		Void
Balance Calc:								-52,50

As the window cannot display all the relevant information, this window is scrollable, which means you can scroll to the right to see the complete list of check numbers associated with a voucher. As the check numbers can be up to 10 positions long, this scrolling facility allows you to see the rest of the number.

PO Receipts by Supplier

Within a multi-national environment you need to be able to distinguish between PO receipts received from regular suppliers, and those received from any inter-company suppliers. Standard MFG/PRO does not support such functionality as the PO receipt account/cost center is linked to the product lines for inventory items, and defined centrally in the System Account Control File (36.1) for expenses.

European Accounting adds a new frame to Supplier Maintenance (2.3.1) which allows you to define both PO Receipts Accounts and Expensed Item Receipts Accounts by supplier, and to see the relevant account/cost centers.

Supplier Maintenance

Supplier Maintenance

User Menu Edit Queue Options Help

Supplier Address

Supplier: 50000000 Temporary: no
 Name: Hydroxco Gas Processors Inc
 Address: 100 Foothill Blvd.
 Address: Massive Industrial Park
 Address: Bldg 1, Suite 101A
 City: Pomona State: CA Post: 90028 Format: 0
 Country: United States of America USA County: 743
 Attention: April Showers [2]: May Flowers
 Telephone: 1-800-600-DH2I Ext: 222 [2]: 800-410-0009 Ext:
 Fax/Telex: [2]: Added: 11/06/92

Purchase Order Receipt Accounts

PO Receipts Acct: 2205

Expensed Items Receipts Acct: 2206

F1-Help F2-Go ESC-End Ctrl-X-Cut Ctrl-C-Copy Ctrl-V-Paste

Now, whenever a PO receipt account or cost center is determined from the product line, the system checks to see if an account has been set for the relevant supplier, and if one has, uses that account. Similarly, whenever expensed items receipts accounts or cost centers are determined from the System Account Control File, the system will use the account specified for the relevant supplier should one exist. All MFG/PRO functions which generate GL transactions for either PO receipt accounts or expensed item accounts have been modified to support this functionality. If no entries are found for a particular supplier then standard MFG/PRO logic is used to determine the accounts to be used.

Voucher Numbering Report

In certain countries you are legally obliged to have a voucher numbering system that is sequential and contains no gaps. The way this practice is upheld depends on the country. Countries like Italy are very strict in enforcing this rule. European Accounting has introduced VAT Registers to enable you to ensure no gaps are permitted in the numbering sequence of vouchers

Refer to Chapter 8 Value Added Tax and Other Taxes.

However, if you do not need such a strict application of this rule, you can use Voucher Numbering Report (28.20.17) to check if any numbers are missing from your numbering sequence, and make any corrections you require.

Voucher Numbering Report (28.20.17)

Reference The range of voucher references that you wish to check.

The report will identify any gaps in the numbering sequence. It has the layout shown in the example below.

Example of Voucher Numbering Report - (28.20.17)

euapsqr.p c61a		28.20.17 Voucher Numbering Report					Date: 10/12/99
Page: 1		qad.inc					Time: 15:15:01
Preceding	This						
Reference	Reference	T	Supplier	Cur	Open	Eff Date	Date
-----	-----	---	-----	-----	-----	-----	-----
none	1004	VO	00000001	usd	yes	12/10/99	12/10/99
1005	1009	VO	00000001	usd	yes	13/10/99	13/10/99
1013	1050	VO	imhus1	USD	no	19/10/99	19/10/99

Gaps in the numbering sequence exist between the vouchers shown in the Preceding Reference and This Reference fields.

Preceding Reference The reference number of the voucher which immediately precedes the current voucher.

This Reference The reference number of the current voucher. This voucher is preceded by a gap in the numbering sequence.

The report can also handle voucher numbers that start with a character.

Customization

[Custom05.doc](#)

Chapter 6: Cash Management

This chapter describes the new functionality European Accounting adds to standard MFG/PRO's Cash Management features. European Accounting enhances Cash Book Maintenance (31.13), modifies the layout of Cash Statement of Account Print (31.14) and adds a new function Cash Book ReOpen (31.16). The following topics are covered in this chapter:

Cash Book Maintenance

Cash Statement of Account

Cash Book ReOpen

Customization

Cash Book Maintenance

European Accounting adds a large amount of new functionality to Cash Book Maintenance (31.13):

- The balance of the statement can be calculated for ending balance of the previous statement.
- You can delete cash book lines.
- On cash book lines you now also see the references related to the line.
- For Accounts Receivable you can now also reconcile payments (both single and ranges) and drafts.

The terminology used within the cash book also changes. In European Accounting the term *beginning balance* is used instead of *book balance*.

Much of this chapter looks in detail at the enhancements added to Cash Book Maintenance (31.13) by European Accounting, by looking at the flow, and describing the differences between, European Accounting and standard MFG/PRO.

Calculating the Beginning Balance from the Previous Statement

Standard MFG/PRO calculates the beginning balance of a bank statement automatically. This beginning balance is calculated based on the account balance in the General Ledger for the bank.

This standard MFG/PRO approach has two disadvantages:

- You might enter several bank statements before you post the transactions, in which case the balance is not equal to the balance in the General Ledger.
- The calculation of the GL balance for a date near the end of a month can take considerably processing for larger databases, meaning that the response time can become unacceptable.

European Accounting allows you to calculate the beginning balance of a bank statement yourself by looking at the ending balance of the previous bank statement. This can be done much faster than the standard MFG/PRO calculation, and has the additional advantage that it allows you to enter several bank statements at the same time.

A setting in the European Accounting Control File (25.23) determines if the European Accounting or the standard MFG/PRO logic should be used when calculating the beginning balance of a bank statement.

European Accounting Control File

The screenshot shows a window titled "European Accounting Control File" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains a list of settings, each with a label and a value in a text box. The "Display Cash Book Balance" setting is circled. The "Account" field is set to "2205".

Setting	Value
Use Waiting Expenses Vouchers:	yes
Display Cash Book Balance:	no
Use Suspended VAT:	yes
Manual Draft Method Of Paym.:	MD
AR Default Bank:	AA
AR Default Method of Payment:	MC
Separate GL-Entries Per Document:	no
Use secondary GL description:	yes
Print Shipper On Invoices:	yes
Use GL Transaction Matching:	yes
Withholding Tax Type:	WITHHOLD

Account: 2205

Footer: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Display Cash Book Balance Enter Yes or No to determine if the standard MFG/PRO calculation of the account balance is to be deactivated. If you enter No, this is deactivated and European Accounting searches for the previous bank statement. If this is found, the end balance of this statement is proposed.

Entering the Bank Statement Header

Bank statement header

The screenshot shows a window titled "Cash Book Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays the following information:

Bank: AA	Year: 1999	Statement: 0001
US Bank Account #8293-01	8293-01	USD
Status:	(NU = Not Used, UB = Unbalanced, C = Closed)	
Date:	17/09/99	
Beg. Balance:	0.00	Bank Balance: 0.00
Batch Ctl:	0.00	Total: 0.00

At the bottom of the window, a status bar displays the following keyboard shortcuts: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Statement The bank statement number. European Accounting automatically suggests the new bank statement number based on the last available bank statement number for the bank and year. You are allowed to overwrite this number.

Beg. Balance According to the European Accounting Control File setting for Display Cash Book Balance the proposed beginning balance is calculated from the GL or determined by the end balance of the previous bank statement number for this bank.

Cash Book Maintenance

Bank: AA Year: 1999 Statement: 0002
 US Bank Account #8293-01 8293-01 USD
 Status: (NU = Not Used, UB = Unbalanced, C = Closed)
 Date: 17/03/99
 Beg. Balance: 0,00 Bank Balance: 100,00
 Batch Cbt: 100,00 Total: 0,00

Line	T	Amount	Cur	Currency Amount	Reference
1	☐				

Enter (P)ayable, (R)eceivable, or (G)eneral Ledger.

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

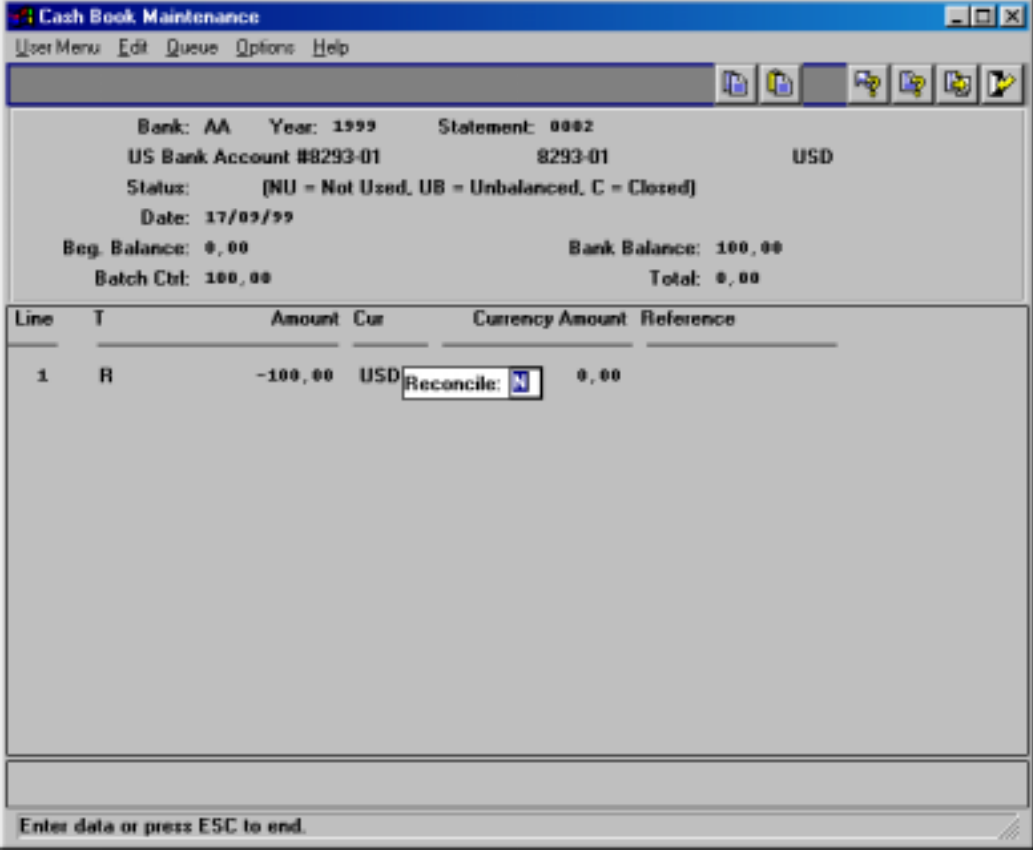
When the bank statement header is entered, the cash book line window is shown. We will now discuss the details of the cash book lines by discussing the different types. First you enter the line number. Next you are prompted for the line type. At this stage European Accounting adds functionality which offers you the chance to delete the line using CTRL-D. Lines of type R (Accounts Receivable) or type P (Accounts Payable) can only be deleted if the related General Ledger transactions have not yet been posted.

In the window of the Cash Book Lines a Reference has been added. If a G-line is shown here the related GL-reference is also shown. In case of P or R-lines the voucher reference(s) or AR memo reference(s) are shown.

R-line

When you enter a line of type R (Accounts Receivable) then you can first enter the total amount and currency (like in standard MFG/PRO). Next a new window is shown.

Reconcile question with R-line



Cash Book Maintenance

User Menu Edit Queue Options Help

Bank: AA Year: 1999 Statement: 0002
 US Bank Account #8293-01 8293-01 USD
 Status: (NU = Not Used, UB = Unbalanced, C = Closed)
 Date: 17/09/99
 Beg. Balance: 0.00 Bank Balance: 100.00
 Batch Cbt: 100.00 Total: 0.00

Line	T	Amount	Cur	Currency Amount	Reference
1	R	-100.00	USD	Reconcile: N	0.00

Enter data or press ESC to end.

There are three possible answers to this question:

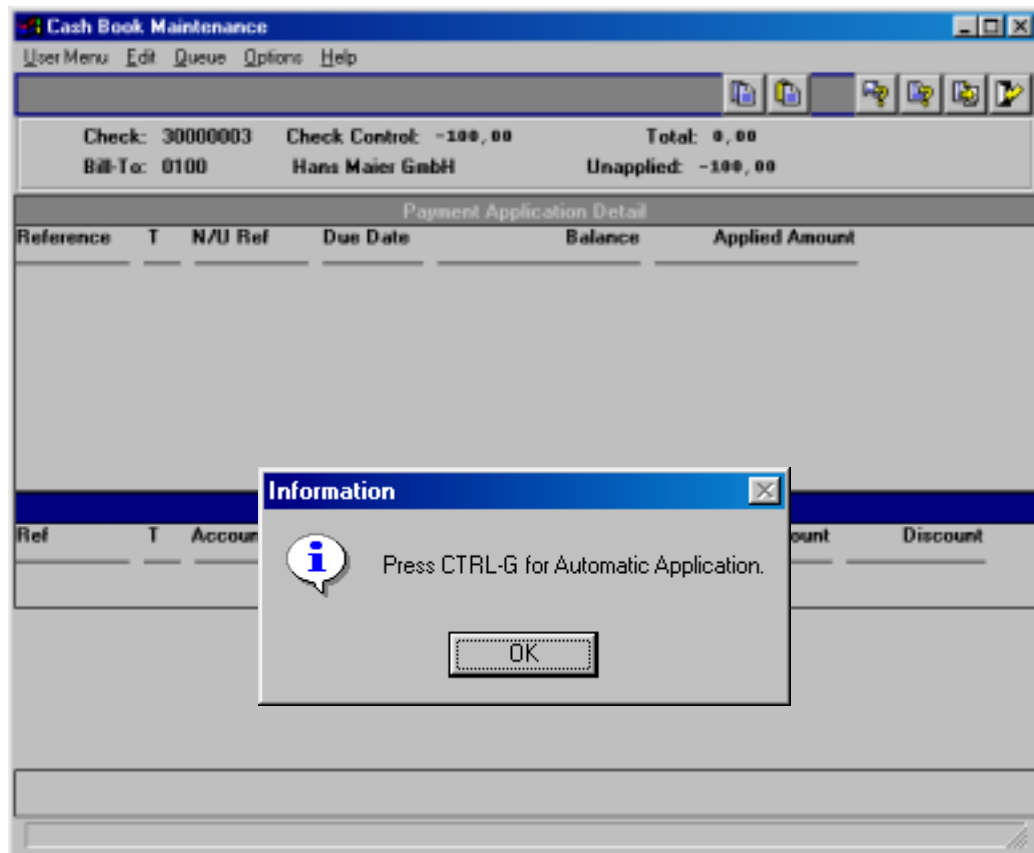
- N (None)
Creates a new accounts receivable payment, like in standard MFG/PRO.
- P (Payment)
Reconciles an already existing Accounts Receivable payment. This results in a GL entry in which the payment in process account is counter-booked.
- D (Draft)
Reconciles an already existing approved draft. This results in a GL entry.

Refer to the following sections for details.

Reconcile None

In this case we are making a new AR payment. The flow is like the standard MFG/PRO flow, except that European Accounting adds the possibility of making automatic applications. In the reference field you can press CTRL-G for automatic application.

Automatic Application option



When you press CTRL-G, you get a new window in which you can enter From and To reference numbers and selections on date and due date. If you enter Select All, all invoices and memos that apply to the selection criteria are selected at the same time.

Entering a range of references for automatic application

The screenshot shows a software window titled "Cash Book Maintenance". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu is a toolbar with several icons. The main area is titled "Invoice/Memo Selection" and contains the following fields:

Reference:		To:	
Date:		To:	
Due Date:		To:	
Reconcile Cr Notes:	no	Select All (*):	no

At the bottom of the window, a status bar displays the following keyboard shortcuts: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

In a separate window you can see the Accounts Receivable invoices, memos or financial charges that apply to the selection criteria.

Verification of automatic application

The screenshot shows a window titled "Cash Book Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays the following information:

Check: 30000004 Check Control: 0,00 Total: 900,00
 Bill-To: 001 PEI Computers Ltd. Unapplied: -900,00

Below this is a section titled "Automatic Payment Selection" containing a table:

Sel	Reference	T	Due Date	Balance	Applied Amount	Disc Amount
*	1000010	M	06/11/99	1.000,00	900,00	20,00

At the bottom of the window, a status bar displays the keyboard shortcuts: F1=Help F2=Go ESC=End Page-Up/Down Line-Up/Down.

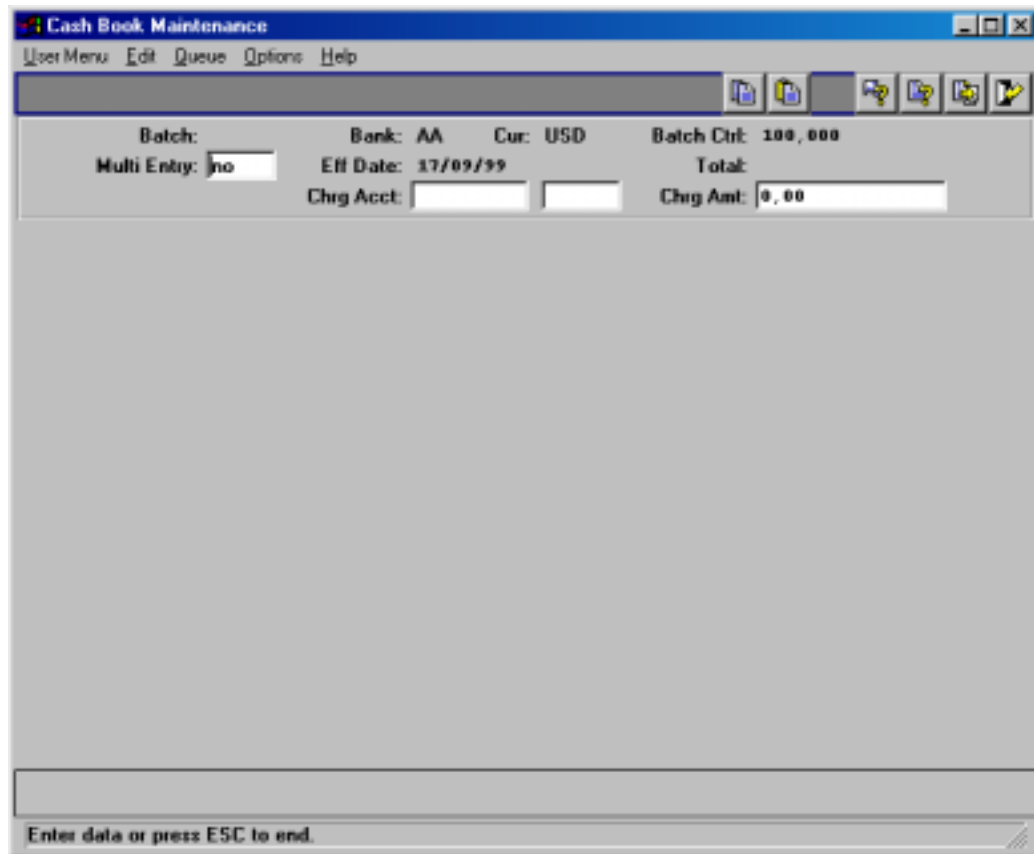
With the cursor keys you can scroll through the selection. You can select invoices, memos or financial charges by pressing the space bar. Selected lines are shown by an * in the Sel column. When you are finished, you can leave this window. You return to the previous screen.

Reconciling Payments

Reconciling payments means that payments already created in MFG/PRO from, for instance, the automatic payments functionality (direct debit), can be marked as being received on the bank account. Reconciling payments means that the payment date is entered for the accounts receivable payment and that a general ledger entry is created for the payment in process account and the cash account.

The flow starts with a header frame.

Header frame of reconciling AR payments



Batch:	Bank: AA	Cur: USD	Batch Cnt: 100,000
Multi Entry: no	Eff Date: 17/09/99	Total:	
Chrg Acct:		Chrg Amt: 0.00	

Enter data or press ESC to end.

Multi Entry Enter Yes or No to determine if multi line entry of payment references for reconciliation is to be permitted.

Chrg Acct Charge account and cost center for bank charges.

Chrg Amt Charge amount. This amount will be booked on the charge account and cost center and will be included in the total (shown above the charge amount). When you have for instance 15 USD charges on a receipt of 200 USD, that means that you physically receive 185 USD on your bank account (so Total of line should be 185 USD). The charge amount you enter is included in the Total, but with a negative sign.

Multi Line Entry

When you enter Yes for Multi Entry, then the next window is shown.

Multi line entry, selection of checks

The screenshot shows a window titled "Cash Book Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays the following information:

Batch:	Bank: aa	Cur: USD	Batch Cnt: 100,000
Multi Entry: yes	Eff Date: 08/10/99	Total: 0,000	
Chrg Acct:	Chrg Amt: 0,00		

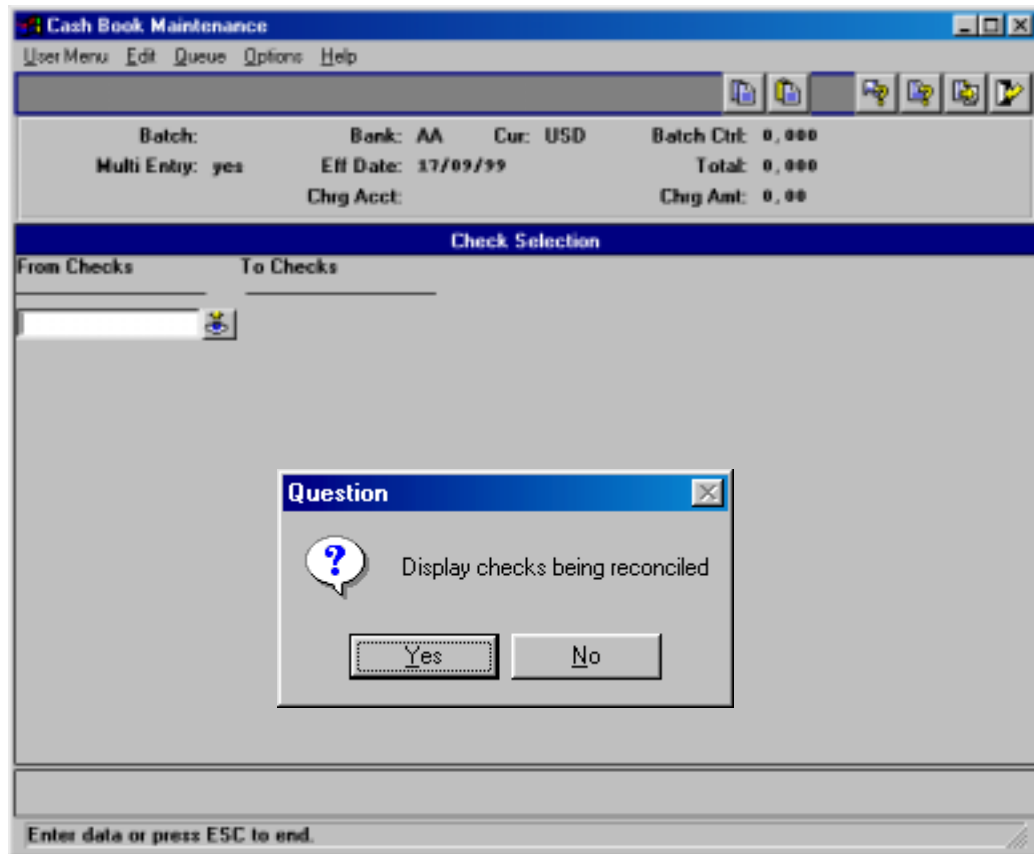
Below this is a section titled "Check Selection" with two columns: "From Checks" and "To Checks". The "From Checks" column has a single input field. The rest of the area is a large empty space for displaying selected checks.

At the bottom, a status bar reads: "Enter data or press ESC to end."

You are now allowed to enter the From and To field for the Bill-To address and Accounts Receivable check number. Checks will be selected that are marked for the bank of the bank statement, within the range of bill-to's and check numbers, with the same currency as the currency of the bank and that have a blank payment date.

When you are finished, you must press F4, or the End key, to continue. You are now asked if you want to display the checks as they are being reconciled.

Display checks being reconciled



If you enter Yes you are presented with a screen with the selected checks. You can mark checks with the space bar.

Selecting individual checks

Cash Book Maintenance

User Menu Edit Queue Options Help

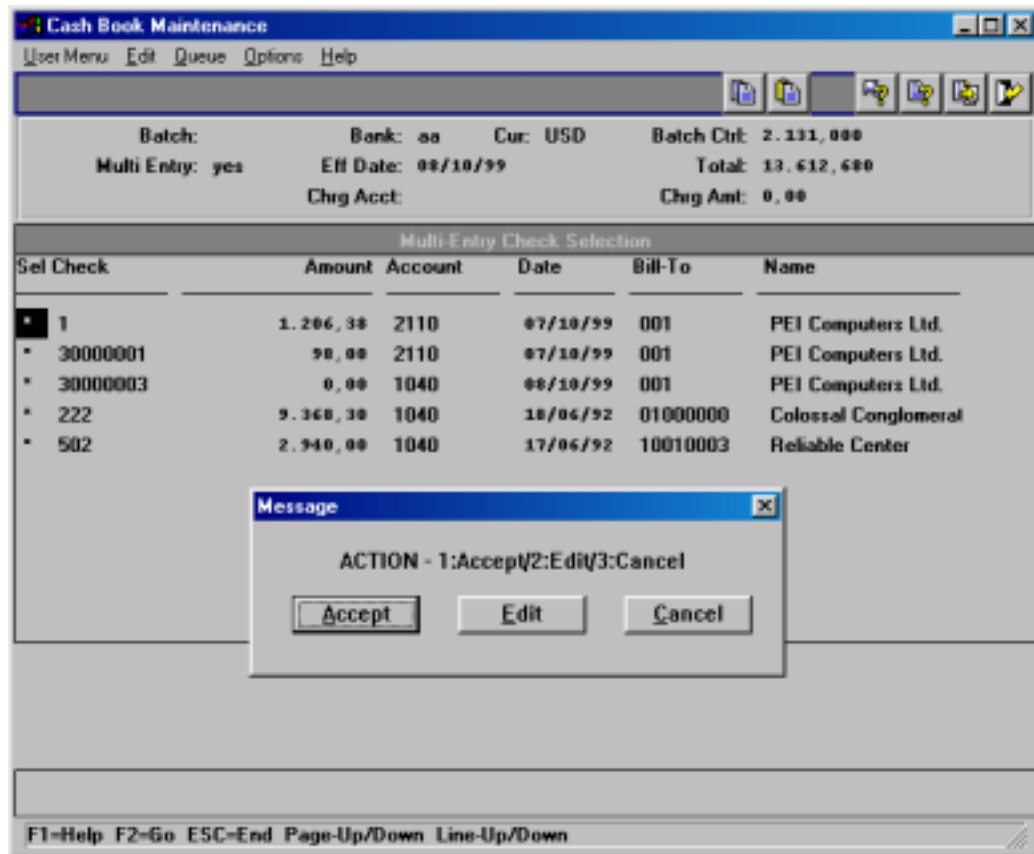
Batch: Bank: aa Cur: USD Batch Cnt: 0,000
 Multi Entry: yes Eff Date: 08/10/99 Total: 13,612,680
 Chrg Acct: Chrg Amt: 0,00

Multi-Entry Check Selection

Sel	Check	Amount	Account	Date	Bill-To	Name
☒	1	1,206,38	2110	07/10/99	001	PEI Computers Ltd.
☐	* 30000001	98,00	2110	07/10/99	001	PEI Computers Ltd.
☐	* 30000003	0,00	1040	08/10/99	001	PEI Computers Ltd.
☐	* 222	9,368,30	1040	18/06/92	01000000	Colossal Conglomerat
☐	* 502	2,940,00	1040	17/06/92	10010003	Reliable Center

F1=Help F2=Go ESC=End Page-Up/Down Line-Up/Down

All the checks that could possibly apply (same bank etc.) are automatically marked. You cannot select checks that are already reconciled, have a different bank code or have a different currency. When you finish making your entries, you can press F4 or Escape to leave the screen. If the totals do not match, you the message shown in the following screen will display.

Message to Accept, Edit or Cancel**Single Line Entry**

When you enter No for Multi Entry in the header frame, then the following window is shown.

Single line entry

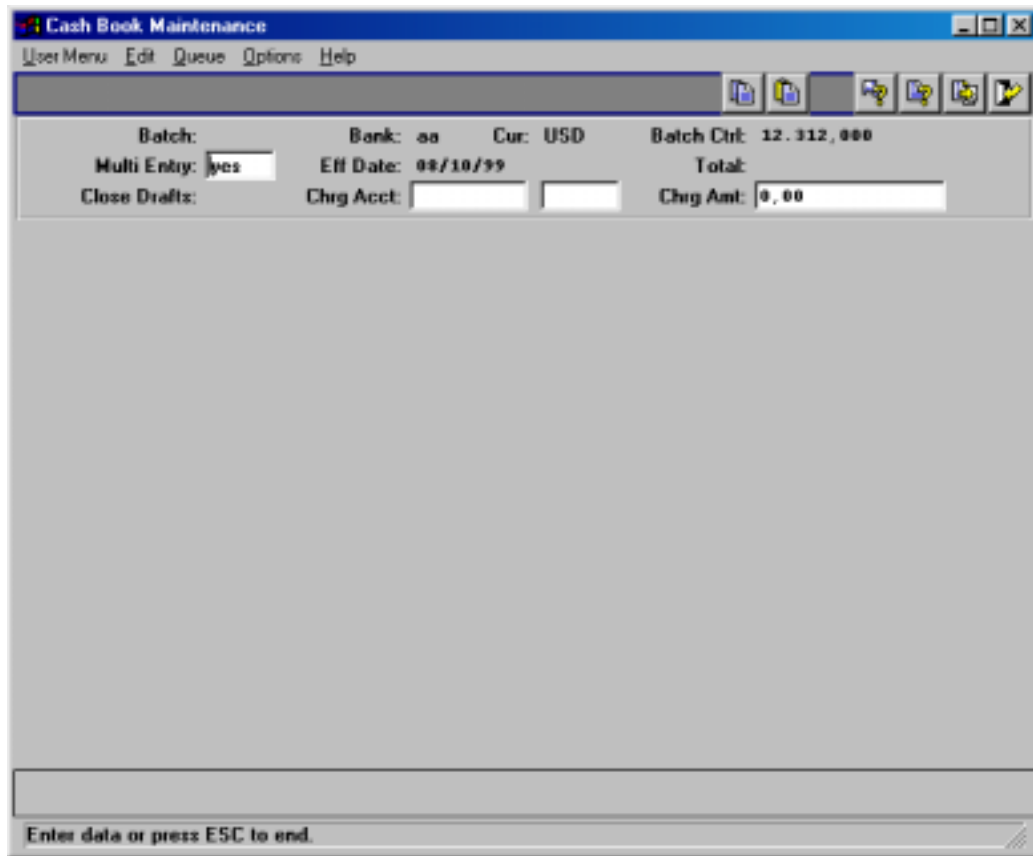
The screenshot shows a software window titled "Cash Book Maintenance". At the top is a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window is divided into sections. The top section contains fields for "Batch:", "Bank: AA", "Cur: USD", "Batch Ctr: 100,000", "Multi Entry: no", "Eff Date: 17/09/99", "Total: 0,000", "Chrg Acct:", and "Chrg Amt: 0,00". Below this is a table with columns: "Check", "Amount", "Account", "Date", "Bill-To", and "Name". The table is currently empty. At the bottom of the window is a status bar with the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

You are now allowed to enter several check numbers with the amount of the check. You can leave this window when you complete your entries by pressing F4 or End.

Reconciling Drafts

Reconciling drafts resembles reconciling payments. Here, also, you can have multi line entry or single line entry. Since we have discussed the flow already in detail for reconciling payments, we will only show the major flow.

Refer to Reconciling Payments.

Draft Reconciliation, header window

Cash Book Maintenance

User Menu Edit Queue Options Help

Batch: Bank: as Cur: USD Batch Ctr: 12,312,000

Multi Entry: yes EN Date: 02/10/99 Total:

Close Drafts: Chrg Acct: Chrg Amt: 0,00

Enter data or press ESC to end.

When you choose for multi line entry, you can enter a range of drafts to be reconciled.

Multi Entry draft reconciliation

The screenshot shows a software window titled "Cash Book Maintenance". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area displays the following information:

Batch:	Bank: AA	Cur: USD	Batch Ctr: 100,000
Multi Entry: yes	Eff Date: 17/09/99	Total: 0,000	
Close Drafts:	Chrg Acct:	Chrg Amt: 0,00	

Below this information is a section titled "Draft Selection". It contains two sub-sections: "From Drafts" and "To Drafts". Under "From Drafts", there is a list box with a single entry and a small icon to its right. The rest of the "Draft Selection" area is empty. At the bottom of the window, there is a status bar that reads "Enter data or press ESC to end."

You are given the option of verifying the selected drafts.

Verifying the reconciliation

The screenshot shows a window titled "Cash Book Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. Below the toolbar, summary information is displayed:

Batch:	Bank: AA	Cur: USD	Batch Cnt: 2,313,000
Multi Entry: yes	Eff Date: 08/10/99	Total: 225,000	
Close Drafts:	Chrg Acct:	Chrg Amt: 0,00	

Below this is a section titled "Multi-Entry Draft Selection" containing a table:

Sel Draft	Amount	Account	Date	Bill-To	Name
☒ 20000001	102,00	1300	08/10/99	Tomas	Tomas Industries Inc
☐ 20000002	123,00	1300	08/10/99	001	PEI Computers Ltd.

At the bottom of the window, a status bar displays: F1-Help F2-Go ESC-End Page-Up/Down Line-Up/Down

P-line

The P-line is nearly the same as in standard MFG/PRO. There are two changes (besides currency rounding):

- The check number is 8 positions wide.
- Multi entry has been enhanced so that any check numbers not assigned to the chosen bank, cancelled checks and checks in a different currency are skipped.

G-line

The G-Line is nearly the same as the standard MFG/PRO G-line, the only difference is that a second description line can be entered when the Use Secondary GL Description flag in the European Accounting Control File is activated.

Cash Book G-line, second description line

Line	Account	Project	Enty	Description	Cur	Amount
1	3000		1000	Sales Account	USD	0.00
2			1000			

GL extended description: Cash Book Maintenance

CONTROL: -100 DISTRIBUTION: 0 DIFFERENCE: -100.

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Cash Statement of Account

This function is modified to support additional information:

- Bank account numbers of 26 positions are supported.
- The logic also supports bank statements after the year 2000.
- The ending balance is calculated.
- The detail lines are displayed as well:
 - G-Lines: The related GL entries
 - P-Lines: The check details
 - R-Lines: The payment details

Output Example of Cash Statement of Account Print

cmbkrp.p c61a		31.14 Cash Statement of Account Print				Date: 14/12/99	
Page: 1		qad.inc				Time: 13:24:09	
Bank: AA US Bank Account #8293-01		Bank Acct 1: 8293-01		Currency: USD			
Statement: 0111		Year: 1998		Date: 07/12/98			
User ID: op							
Balance: 25,00		Ending Balance: 25,00		Batch Ctrl: 25,00			
Line	T Address	Description	Exch Rate	Debit	Credit	Reference	

1	R 0200	CS991006	1,0	25,00		CK 1000386	

	Reference	T Account	CC	Project	Enty Description	debit	credit
	U 1200			1000			25,00

Cash Book ReOpen

Cash Book ReOpen (31.16) is a very useful utility added by European Accounting. As its name implies, this function allows you to re-open a closed cash book statement.

Cash Book ReOpen (31.16)

Cash Book ReOpen

User Menu Edit Queue Options Help

Bank: AA Year: 1999 Slip: 0009
 US Bank Account #8293-01 8293-01 USD
 Status: C (NU = Not Used, UB = Unbalanced, C = Closed) Reopen: no
 Date: .
 Beg. Balance: 250.000,00 End Balance: 250.000,00
 Batch Ctrl: 10.000,00 Total: 10.000,00

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

You just have to enter the bank, year and bank statement number. You are then asked if you wish to re-open the cash book statement.

Customization

[Custom06.doc](#)

Chapter 7: Banks and Payment Methods

An important feature of European Accounting is that it allows you to create Accounts Receivable and Accounts Payable automatic payments in several (European) formats. European Accounting allows you to select open vouchers or invoices and gives you the opportunity to convert that selection into printed payments or payments on electronic media. The actual transfer into printed forms or electronic media is done with so-called *bank format drivers*. Several bank format drivers are available.

To be able to perform automatic payments, European Accounting has changed and added fields to Bank Maintenance (26.13, 27.6.1 and 28.9.1). For Accounts Receivable payments (direct debit and drafts) the Automatic Payments Menu (27.6.4) is available. For Accounts Payable payments the Automatic Payments Menu (28.9.4) is available.

The following topics are covered:

Payment Methods

Payment Selection Logic

Automatic Payments Examples

Automatic Payments Control File

Defining Payment Methods

Additional Swift Data

Accounts Receivable

Accounts Payable

Customization

Payment Methods

European Accounting adds payments methods, both on the Accounts Receivable side and on the Accounts Payable side. On the Accounts Payable side the payments methods replace the standard MFG/PRO check form. A payment method determines the way a customer is going to pay an invoice or we are going to pay a supplier. Both a Bank and a payment method are needed to perform automatic payments. With the bank all allowed payment methods are stated, with additional data, like the bank format driver that is used, the numbering range of the checks or AR-payments that are created etc.

The default method of payment for a customer or supplier is entered using Customer Maintenance (2.1.1) and Supplier Maintenance (2.3.1).

Default method of payment at the customer

The screenshot shows a software window titled "Customer Maintenance". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu is a toolbar with several icons. The main area is divided into two sections. The top section, "Customer Address", contains fields for Customer (0100), Name (Hans Maier GmbH), Address (Bauunternehmung, In der Schwemme 8), City (Frankfurt), State, Post, Format (0), County (Germany, GER), Attention, Telephone, Ext, Fax/Telex, and Added (24/03/94). The bottom section, "EuroAccounting Customer Data", contains fields for Automatic Payment Bank (AA) and Payment Method (MC). The "Payment Method" field is circled in red. At the bottom of the window, a status bar displays keyboard shortcuts: F1=Help, F2=Go, ESC=End, Ctrl-X=Cut, Ctrl-C=Copy, Ctrl-V=Paste.

Customer Address			
Customer:	0100		
Name:	Hans Maier GmbH		
Address:	Bauunternehmung		
Address:	In der Schwemme 8		
Address:			
City:	Frankfurt	State:	
County:	Germany	GER	County:
Attention:		[2]:	
Telephone:		[2]:	Ext:
Fax/Telex:		[2]:	Added: 24/03/94

EuroAccounting Customer Data	
Automatic Payment Bank:	AA
Payment Method:	MC

Default method of paying to a supplier

The screenshot shows a 'Supplier Maintenance' window with the following data:

Supplier Address			
Supplier:	0200	Temporary:	no
Name:	Weiner Schulze		
Address:			
Address:			
Address:			
City:	Frankfurt	State:	
Post:	60303	Format:	0
Country:	Germany	GER	County:
Attention:		[2]:	
Telephone:		Ext:	[2]:
Fax/Telex:		Ext:	[2]:
		Added: 24/03/94	

Supplier Data			
Sort Name:	Weiner Schulze	Bank:	AA
Type:		Currency:	DM
Pur Acct:	5100	Purchase Contact:	
AP Account:	2100	AP Contact:	
Ship Via:		Promotion Group:	
Remarks:		Misc Creditor:	no
		Paym. Meth:	MC
		Language:	

At the bottom of the window, a status bar displays: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

This method of payment serves as the default method of payment when accounts receivable memos or vouchers are created. We can change bank and payment methods when we modify an AR memo or AP voucher.

Bank and payment method at the DR/CR Memo

DR/CR Memo Maintenance

User Menu Edit Queue Options Help

Batch: 1071 Control: 0,000 Total: 0,000

Reference: 1000036 Bill-To: 0100 Hans Maier GmbH

Currency: USD Date: 17/09/99 Effective: 17/09/99

Memo Control: 0,00 Total: 0,00 Tax Date: / /

Sales Amt: 0,00 Daybook: DB-8

Cr Terms:	Slspan1:	Comm1: 0,00%	Acct:
Disc Date:	Slspan2:	Comm2: 0,00%	Entity:
Due Date:	Slspan3:	Comm3: 0,00%	Sold-To:
Expt Date:	Slspan4:	Comm4: 0,00%	Ship-To:
Remark:		Dun Level: 0	Batch: 1071
Printed: no			Contested: no

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Bank and payment method at the Voucher

The screenshot shows the 'Voucher Maintenance' window with the following details:

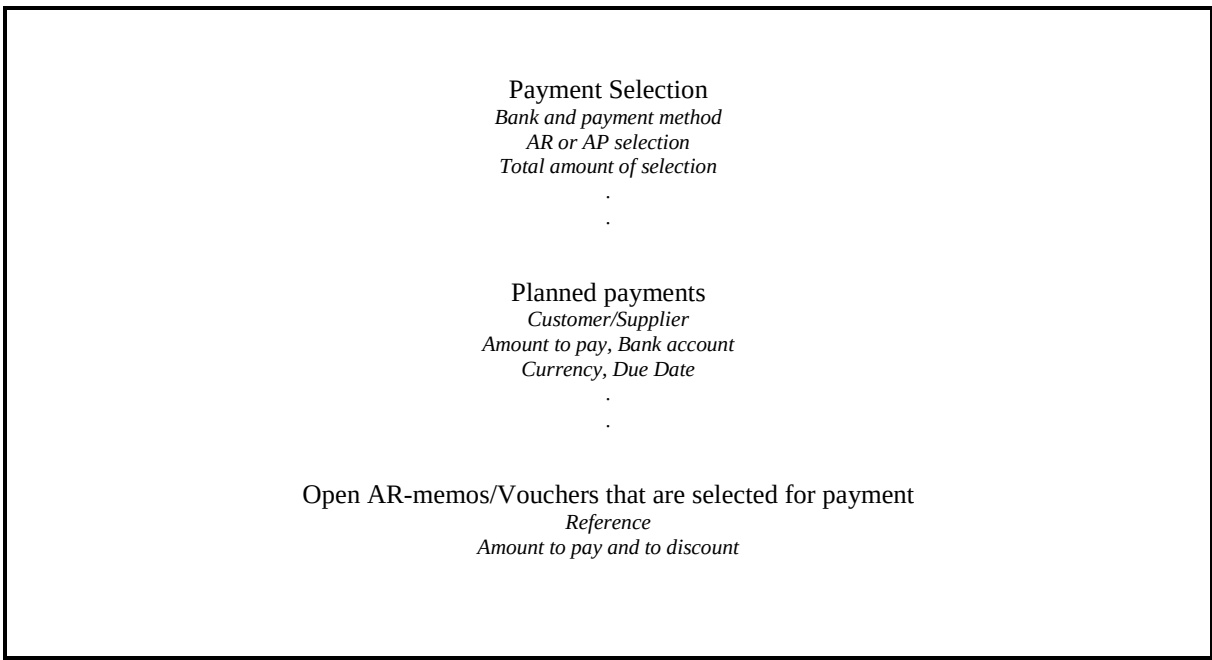
- Batch:** 1012, **Control:** 0,000, **Total:** 0,000
- Voucher:** 10014
- Control:** 0,000, **Effective:** 17/09/99, **ERS:** no
- Total:** 0,000, **Tax Date:** 17/09/99
- Supplier:** 0200, **Werner Schulze**, **Frankfurt**
- Remit-To:** 0200, **Werner Schulze**
- Ship-To:** 0200, **Werner Schulze**
- Currency:** DEM, **Bank:** AA, **Paym.m.:** MC (highlighted with a red circle), **Waiting Exp.:** no
- Daybook:** DB-2
- Invoice:** [blank], **Acct:** 2100, **Prepay Amt:** 0,000
- Date:** 17/09/99, **Disc Acct:** 5200, **Hold Amt:** 0,00
- Terms:** [blank], **Entity:** 1000, **Non-Disc Amt:** 0,000
- Disc Date:** / /, **Imp/Exp:** no, **Bank:** [blank], **Tax[1]:** [blank]
- Due Date:** / /, **Supp Bk:** [blank], **Separate Ck:** no, **[2]:** [blank]
- Exp Date:** / /, **Type:** [blank], **Auto Select:** no, **[3]:** [blank]

At the bottom, a status bar displays: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

To make payments we can create payment selections. A payment selection is connected to a bank and payment method and contains a number of *planned* payments. We can create payment selections automatically or manually. Within a payment selection, we are also allowed to select open vouchers or AR-memos that are marked to be paid with another bank or payment method. This way we can choose to use another payment method than the suggested payment method. We can print a report of the planned payments and have that report approved. Finally, we can execute the payment selection and create actual payments or drafts. With the payment selection logic, you can create AR-payments, AR approved drafts, AR proposed drafts and AP checks.

A payment selection can be made for a payment method of a bank. This can be done automatically, based on the characteristics of the memos or vouchers like the due date, customer or supplier, reference etc., or can be done manually by adding AR-memos or vouchers to the selection. The payment selection is stored in separate tables that have the structure shown in the following figure.

Structure of Payment Selections



The payments or drafts made are effectuated at once. You can choose to use a Payment in Process GL account. Each payment method (connected to a bank) can have a separate Payment in Process account. When the payment selection is executed, media are created also. Media can be a (pre-) printed form or an electronic data file. A data file can be transferred to the bank to have the payment executed. A separate function is available to create duplicate media, in case the original media are lost (printer failure, etc.). This separate function should be password protected.

The objective of the payment selection logic is to create media that can be processed by the bank. Therefore a number of validations have been added to European Accounting to check:

- Format of customer/supplier's bank account
- Payment methods
- Currency
- Payment or demand for payment is not made for more than the relevant balance

Refer to the following sections for details.

Validation of Customer/Supplier's Bank Account

Many payment methods require certain formats of bank accounts. Therefore at the level of the customer or supplier a bank account validation is added by European Accounting. Available validations are:

- 11 The 11 check, as standard for bank accounts in the Netherlands
- 12 The 12 check, as used in Belgium
- IT (Italian)
A third party bank has to be available.

- DE (German)
Bank account and Bankleitzahl have to be available.
- ES (Spain)
Spanish bank account validation.

Customer bank account validation

The screenshot shows a 'Customer Maintenance' window with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The 'Customer Address' section displays the following information:

Customer: 0200
 Name: Werner Schulze
 Address:
 Address:
 Address:
 City: Frankfurt State: Post: 60303 Format: 0
 Country: Germany GER County:
 Attention: [2]
 Telephone: Ext: [2] Ext:
 Fax/Telex: [2] Added: 24/02/94

The 'Bank Accounts' section contains a table with the following data:

Bank	Acct Type	Val	EDI	Branch	Bank Account	Begin Date	End Date
BOA	ALL	11			12345678901	01/01/98	/ /

At the bottom of the window, a status bar displays the following keyboard shortcuts: F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste.

Supplier's bank account validation

Supplier Maintenance

User Menu Edit Queue Options Help

Supplier Address

Supplier: 0100 Temporary: no
 Name: Hans Maier GmbH
 Address: Bauunternehmung
 Address: In der Schwemme 8
 Address:
 City: Frankfurt State: Post: Format: 0
 Country: Germany GER County:
 Attention: [2]
 Telephone: Ext: [2] Ext:
 Fax/Telex: [2] Added: 24/03/94

Bank Accounts							
Bank	Acct Type	Val	EDI	Branch	Bank Account	Begin Date	End Date
BDA	All				3023-123-1231-121	01/01/98	

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

For bank account validations DE and IT special pop-up windows are shown. When choosing the DE validation two separate bank accounts are requested, a so-called *Bankleitzahl* (number representing the bank) and a *Kontonummer* (the actual account number at the bank).

Bank account validation DE

The screenshot shows a 'Customer Maintenance' window with the following data:

Customer Address

Customer: 0100-R
 Name: Hans Maier GmbH
 Address: Bauunternehmung
 Address: Buchhaltung
 Address: In der Schwemme 10
 City: Frankfurt State: Post: 60282 Format: 0
 Country: Germany GER County:
 Attention: Frau Moser Buchhaltung [2]
 Telephone: Ext: [2] Ext:
 Fax/Telex: [2] Added: 24/03/94

German Bankaccount

Bank (Bankleitzahl):
 Account (Kontonummer):
 Branch :
 EDI :
 Begin Date : / /
 End Date : / /

At the bottom, a status bar displays: F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

For Italian bank accounts the actual bank account is divided in three parts:

- The code representing the bank, known as *ABI*.
- The code representing the subsidiary of the bank, known as *CAB*.
- The account number at the subsidiary of the bank.

Bank account validation IT

The screenshot shows a 'Customer Maintenance' window with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area is divided into two sections:

Customer Address

Customer: 0100-R
 Name: Hans Maier GmbH
 Address: Bauunternehmung
 Address: Buchhaltung
 Address: In der Schwemme 10
 City: Frankfurt State: Post: 60282 Format: 0
 Country: Germany GER County:
 Attention: Frau Moser Buchhaltung [2]
 Telephone: Ext: [2] Ext:
 Fax/Telex: [2] Added: 24/03/94

Italian Bankaccount

Bank (ABI):
 Subsidiary (CAB):
 Account :
 Branch :

Name :
 Address :
 City :
 Begin Date : EDI :
 End Date :

At the bottom, a status bar displays: F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

For each subsidiary of a bank, address information needs to be available. Therefore the system will prompt you for the so-called *Third Party Bank* when the unique combination of ABI and CAB is not yet available.

Additional Address information Italian bank accounts

The screenshot shows a software window titled "Customer Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The window is divided into two main sections. The top section, "Customer Address", displays data for "Customer: 0100-R": Name: Hans Maier GmbH, Address: Bauunternehmung, Address: Buchhaltung, Address: In der Schwemme 10, City: Frankfurt, State: , Post: 60282, Format: 0. The bottom section, "Third Party Bank Maintenance", displays data for "Bank(ABI): 13123" and "Branch (CAB): 12312". It contains several input fields: Name, Address (three lines), City, State, ZIP, Format (0), County, Telephone, Int, (2), Int, Fax/Telex, (2), and Date (/ /). A status bar at the bottom shows "Adding new record." and keyboard shortcuts: F1=Help, F2=Go, ESC=End, F5=Delete, Ctrl-X/C/V=Cut-Copy-Paste.

Customer Address	
Customer:	0100-R
Name:	Hans Maier GmbH
Address:	Bauunternehmung
Address:	Buchhaltung
Address:	In der Schwemme 10
City:	Frankfurt
State:	
Post:	60282
Format:	0

Third Party Bank Maintenance	
Bank(ABI):	13123
Branch (CAB):	12312
Name:	
Address:	
Address:	
Address:	
City:	
State:	
ZIP:	
Format:	0
County:	
Telephone:	
Int:	
(2):	
Int:	
Fax/Telex:	
(2):	
Date:	/ /

Adding new record.

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

The additional address information can also be reviewed and modified using Third Party Bank Maintenance (2.21.5).

Third Party Bank Maintenance

The screenshot shows a window titled "Third Party Bank Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The form contains the following fields:

- Bank(ABI): 5584
- Branch (CAB): 1609
- Name: Banca Popolare di Milano
- Address: Ag. 9-Corso Buenos Aires 79
- Address: (empty)
- Address: (empty)
- City: Milano
- State: (empty)
- ZIP: 20124
- Format: €
- Country: Italy
- County: (empty)
- Telephone: (empty)
- Int: (empty)
- [2]: (empty)
- Int: (empty)
- Fax/Telex: (empty)
- [2]: (empty)
- Date: / /

At the bottom, there is a status bar with the text "Adding new record." and a keyboard shortcut legend: F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste.

Appropriate Bank Account Validation with Payment Method

Often payment methods demand that bank accounts comply with specific bank account validations (like the 12 check). European Accounting allows you to specify the necessary bank account validations (several are allowed, separated by commas). Planned payments are not permitted, either to a supplier or from a customer, that do not have bank accounts that comply with the validations of the payment method.

Bank account validation of payment method

Bank Maintenance

User Menu Edit Queue Options Help

Bank: EE
Description: Swiss Bank Account #8056-0987-1234

Pa	Ho	Aut	Man	Dr.	Due	From	To	Next	P.Acct	P.Cc	Prg.	File
mc	ap	yes	yes	no	1	00010001	00020000	00010001	1043			no
mc	ar	yes	yes	yes	1	00000001	00010000	00000001	1043			no

Currency (or multiple, separated by ,): Blank for Multi-Currency

Use supplier payment specification: Bank Account needed:

Max. number of remittance detail lines: Swift protocol:

Accepted Bank Account Validations: Select > Balance:

Reconcile Credit Notes:

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

Currency Validation

The payment method allows you to specify the currencies of the vouchers or AR-memos that can be selected. Multiple currencies can be selected, separated by commas. This allows you to select for example both German Marks and Euros.

If the currency of the payment method is left blank, then all currencies are allowed. This however is only possible, if the currency of the bank is base currency.

If the currency of the voucher or AR-memo does not comply with the currency validation of the payment method, no planned payment is created.

Settlement Validation

Validation checks are added to ensure that you do not demand payment from a customer that exceeds the due balance, or pay a supplier a sum that exceeds the balance you owe. When all open vouchers are paid or all open AR-memos are collected, then the existence of credit notes could result in the actual balance of the customer or supplier becoming negative. To prevent this, the selection process calculates the new balance and checks whether this balance becomes negative. In the case of credit notes, you can choose to reconcile them with debit notes. If you choose not to reconcile them, then an equal amount of debit notes is left open (up to a balance of zero).

Special options allow you to deactivate these validations.

Refer to Payment Selection Logic below for full details on how European Accounting ensures you do not pay or demand more than the balance due.

Payment Selection Logic

European Accounting allows you to make automatic selections for Accounts Payable and Accounts Receivable payments. This logic is more complicated than it might first appear and the following sections give full details on the payment selection logic used by European Accounting.

Goals

The European Accounting selection logic is based on the following assumptions:

- You do not want to pay (or have paid) more than the current balance.
- You see amounts that are contested (AR) or on hold (AP) not as open amounts, so the balance should be corrected for this.
- You have the option to reconcile (have credits matched with debits).
- Whenever you reconcile, you want to reconcile all credits as soon as possible, meaning that even when you select a payment range of due dates, you also want to reconcile with credits those that are outside this range.

Selection Logic

To explain these rules, consider the following example for accounts payable.

Supplier X has a supplier balance of USD 200. The details of this balance are given below.

Voucher ref	Due date	Amount	Status
VO96001	May 1st 1996	USD 100	
VO96002	May 15th, 1996	USD 200	
VO96003	May 23 rd , 1996	USD -250	
VO96004	May 27 th , 1996	USD 50	
VO96005	June 12 th , 1996	USD 100	Hold amount USD 100
	Total balance	USD 200	

Supposing you want to select payments for vouchers up to the due date of 20th May, 1996 would you need to do?

Note The relevant payments are marked in bold in the table above.

First you would not want to pay the supplier so much that afterwards you need to get money back from the supplier. In this example two vouchers for a total of USD 300 could be paid, but as the balance is only USD 200, initially you would not want to pay more than USD 200.

The next issue to consider is that the amount due on 12th June, 1996 is set on hold. This means that you do not want to pay this voucher for some reason. You might contest it, or there could be other reasons why you do not accept the claim of the supplier. You should never include amounts

put on hold in the supplier's balance. In this example you should not pay more than USD 100 (the balance of USD 200 minus the hold amount of USD 100).

Now looking at the credit amounts you can see that you want to use them as soon as possible. If you can reconcile them (if you had chosen to do so), it should not matter what the credit memo's due date is. In this example it is possible to argue that you should use USD 250 right away to pay the open vouchers. Next to this credit amount, you could pay up to the balance of the supplier, which is USD 100 (corrected to take account of the amounts on hold). As a total you could now allocate USD 350 as a maximum in debit vouchers.

So you are now permitted to spend USD 350 on paying the selected vouchers VO96001 and VO96002. You do so by reconciling the credit voucher VO96003 and paying an additional USD 50.

The new payment would be:

Payment:	USD 50	
Allocation:	VO96001	USD 100
	VO96002	USD 200
	VO96003	USD -250

Now looking at how European Accounting processes this, you can see that European Accounting first calculates the corrected supplier balance. This corrected supplier balance is the actual balance minus the amounts set on hold in all of the supplier's open vouchers and minus all other planned payments that are not yet processed for this supplier (otherwise you risk paying too much). Both for the determination of the hold amounts and the not yet processed payments, European Accounting looks at all vouchers of the supplier, not only those lying within the selection range of the payment selection. In this example it is assumed that you have no other active planned payments (for another bank or payment method, European Accounting allows you to split payments between banks and payment methods).

If you have chosen to reconcile the credit amounts, European Accounting next determines the total amount of open credit vouchers. All open credit vouchers for that supplier are processed, regardless of the selected range within the payment selection.

Now it is possible to calculate the maximum amount that can be allocated to the open vouchers in the selected range of vouchers of the payment selection.

Maximum amount available to allocate = Supplier balance - (total amount on hold) -
(total planned payments that are not yet processed) -
(total amount of credit notes, when you choose to reconcile)

When you choose to reconcile the amount is:

Maximum amount available to allocate = 200 - 100 - 0 - (-250) = 350

In this example if you had chosen not to reconcile, the amount would have been:

Maximum amount available to allocate = 200 - 100 - 0 = 100

When European Accounting knows the maximum amount available to allocate, all open debit vouchers are processed within the range of the payment selection and vouchers are marked for payment on due date order up to the maximum amount available to allocate. You add all these vouchers to one planned payment.

When European Accounting reaches the maximum amount available to allocate, or there are no more vouchers left within the range of the payment selection, then all that supplier's open credit vouchers are processed in order of due date. This is only the case once you have decided to reconcile the credit notes. European Accounting adds the vouchers to the planned payment (decreasing the amount to pay) up to the total of the debit vouchers previously selected to pay. Planned payment can not become negative, unless you specify this as a selection criterion, so you cannot collect money from a supplier with a check.

Another complexity is that you may get discounts for paying early. This means that a registered voucher for USD 100 could be paid with a payment of USD 97: a USD 3 discount. What counts for the maximum amount available to allocate is the net amount you have to pay, in this case USD 97.

When making automatic payment selections, you can have two basic options:

- Allow Payment > Balance: Should the system disallow payments beyond the balance of the customer or the supplier?
- Reconcile Credit Memos: Should credit memos or credit vouchers automatically be reconciled?

Together with the other selection criteria the selection logic can become quite complex. Some examples are shown in the next section.

Automatic Payments Examples

Test Case 1

Create a new customer cust1 with the following entries:

1. Date = 01/12/98 with amount = 100
2. Date = 02/12/98 with amount = 200
3. Date = 03/12/98 with amount = -400
4. Date = 04/12/98 with amount = 200
5. Date = 31/12/98 with amount = 800

Customer Balance = 900 (is positive)

Range	Reconcile	Allow Payment > Balance	Resulting Selected Entries for Payment
01.12.98 – 01.12.98	No	No	100
01.12.98 – 02.12.98	No	No	100,200
01.12.98 – 03.12.98	No	No	100,200
01.12.98 – 04.12.98	No	No	100,200.400
01.12.98 – 15.12.98	No	No	100,200,400
01.12.98 – 31.12.98	No	No	100,200,400,200

01.12.98 – 01.12.98	Yes	No	100, -100
01.12.98 – 02.12.98	Yes	No	100, 200, -300
01.12.98 – 03.12.98	Yes	No	100, 200, -300
01.12.98 – 04.12.98	Yes	No	100, 200, -400, 200
01.12.98 – 15.12.98	Yes	No	100, 200, -400, 200
01.12.98 – 31.12.98	Yes	No	100, 200, -400, 200, 800

01.12.98 – 01.12.98	No	Yes	100
01.12.98 – 02.12.98	No	Yes	100, 200
01.12.98 – 03.12.98	No	Yes	100, 200
01.12.98 – 04.12.98	No	Yes	100, 200, 200
01.12.98 – 15.12.98	No	Yes	100, 200, 200
01.12.98 – 31.12.98	No	Yes	100, 200, 200, 800

01.12.98 – 01.12.98	Yes	Yes	100
01.12.98 – 02.12.98	Yes	Yes	100, 200
01.12.98 – 03.12.98	Yes	Yes	100, 200, -300
01.12.98 – 04.12.98	Yes	Yes	100, 200, 200, -400
01.12.98 – 15.12.98	Yes	Yes	100, 200, 200, -400
01.12.98 – 31.12.98	Yes	Yes	100, 200, 200, 800, -400

Test Case 2

Create a new customer cust2 with the following entries:

1. Date = 01/12/98 with amount = 100
2. Date = 02/12/98 with amount = 200
3. Date = 03/12/98 with amount = -400
4. Date = 04/12/98 with amount = 200
5. Date = 15/12/98 with amount = -1000
6. Date = 31/12/98 with amount = 800

Customer Balance = -100 (is negative)

Range	Reconcile	Allow Payment > Balance	Resulting Selected Entries for Payment
01.12.98 – 01.12.98	No	No	No Record
01.12.98 – 02.12.98	No	No	No Record
01.12.98 – 03.12.98	No	No	No Record
01.12.98 – 04.12.98	No	No	No Record
01.12.98 – 15.12.98	No	No	No Record
01.12.98 – 31.12.98	No	No	No Record

01.12.98 – 01.12.98	Yes	No	100, -100
01.12.98 – 02.12.98	Yes	No	100, 200, -300
01.12.98 – 03.12.98	Yes	No	100, 200, -300
01.12.98 – 04.12.98	Yes	No	100, 200, 200, -400, -100
01.12.98 – 15.12.98	Yes	No	100, 200, 200, -400, -100
01.12.98 – 31.12.98	Yes	No	100, 200, 200, 800, -400, -900

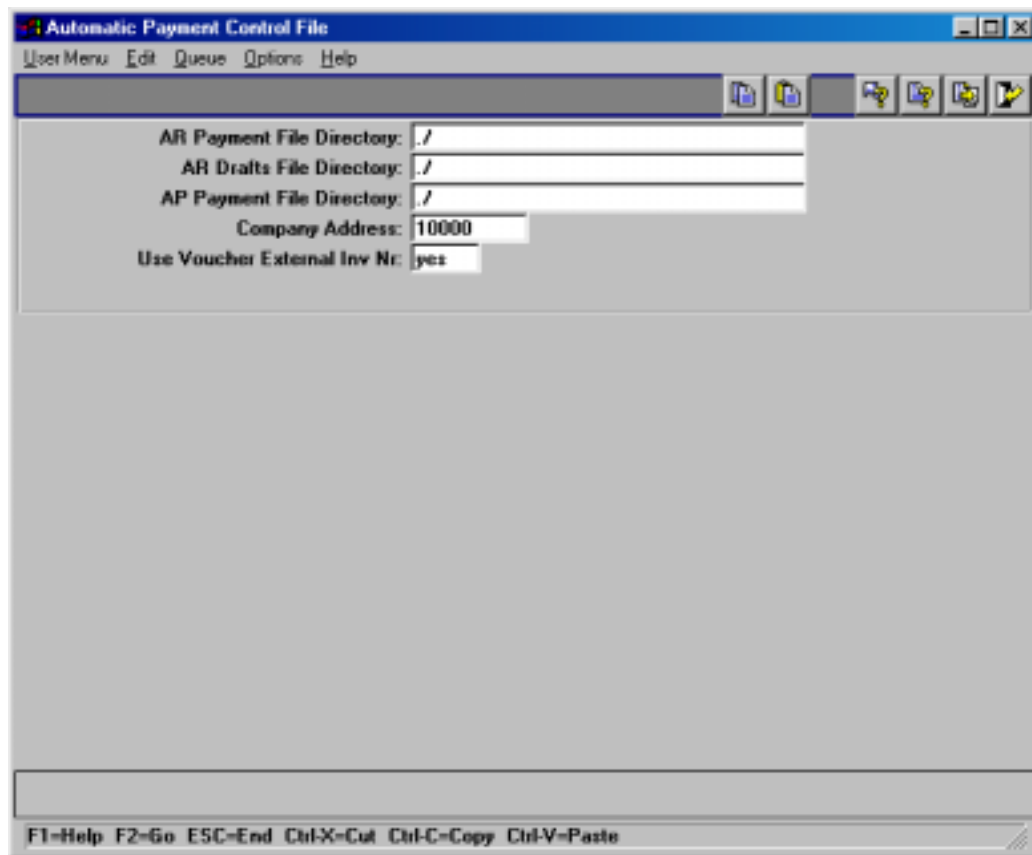
01.12.98 – 01.12.98	No	Yes	100
01.12.98 – 02.12.98	No	Yes	100, 200
01.12.98 – 03.12.98	No	Yes	100, 200
01.12.98 – 04.12.98	No	Yes	100, 200, 200
01.12.98 – 15.12.98	No	Yes	100, 200, 200
01.12.98 – 31.12.98	No	Yes	100, 200, 200, 800

01.12.98 – 01.12.98	Yes	Yes	100
01.12.98 – 02.12.98	Yes	Yes	100, 200
01.12.98 – 03.12.98	Yes	Yes	100, 200, -300
01.12.98 – 04.12.98	Yes	Yes	100, 200, 200, -400
01.12.98 – 15.12.98	Yes	Yes	100, 200, 200, -400, -100
01.12.98 – 31.12.98	Yes	Yes	100, 200, 200, 800, -400, -900

Automatic Payments Control File

To be able to execute payment selections, you should set the Automatic Payments Control File (28.9.4.24). Three directory names need to be entered here, the AR payment file directory, the AR drafts file directory and the AP payment file directory. These directory names determine where European Accounting is going to put the payment files created by AR or AP payment selections. The company address is used as the address of the supplying party on printed or electronic payment media.

Automatic Payment Control File



The screenshot shows a Windows-style dialog box titled "Automatic: Payment Control File". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the dialog contains five labeled text input fields:

- AR Payment File Directory: . /
- AR Drafts File Directory: . /
- AP Payment File Directory: . /
- Company Address: 10000
- Use Voucher External Inv Nr: yes

At the bottom of the dialog, there is a status bar with the following keyboard shortcuts: F1=Help, F2=Go, ESC=End, Ctrl-X=Cut, Ctrl-C=Copy, Ctrl-V=Paste.

Automatic Payment Control File (2)

The screenshot shows a window titled "Automatic Payment Control File" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area is titled "Belgian / German Swift" and contains the following fields:

SWIFT Payment Code:	CHA
Charge Code:	NOR
Transaction Code:	094
Lastschriftverfahren:	
Target Message :	
ABN-AMRO	DINERS CLUB
Financial Institution Message:	

At the bottom, a status bar displays the following keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

Automatic Payment Control File (3)

The screenshot shows a software window titled "Automatic Payment Control File" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area is titled "ABN-AMRO Swift (BTL91)" and contains the following fields:

- Branch:
- Code Cost BNL:
- Code Order Type:
- Cross Check:
- Code Cost Korn:
- Execution Type:
- Send Check:
- Payment instruction 1:
- Payment instruction 2:
- Payment instruction 3:
- Payment instruction 4:
- Payment about:
- Nature of payment 1:
- Nature of payment 2:
- Registrationnr DNB:
- Item number:
- Traders number:

At the bottom, a status bar displays keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

The remaining fields shown here relate to *Swift*: (the Society for Worldwide Interbank Financial Telecommunication) and to certain external payment formats in the Netherlands (ABN-AMRO BTL 91), Belgium and Germany. The data needed for external payments is often required by national banks or statistical offices. The selection screen for ABN-AMRO Swift is only shown when payment methods are defined in your system using the ABN-AMRO Swift bank format driver.

Swift is a network with which banks can perform world-wide (Accounts Payable) payments between banks. For Swift additional data is required. The data entered here is displayed when a Swift bank format driver is activated. You activate a bank driver by defining the driver for a payment method for a specific bank.

Swift Window when executing a payment selection

The screenshot shows a window titled "Payment - Automatic Checks" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following fields:

- Bank: AA
- US Bank Account #8293-01
- Pat Meth: SW
- Account: 8293-01
- Currency:
- Swift Info section:
 - Media No:
 - Transact. Code:
- Target Message:
 -
 -
- Financial Institution Message:
 -
 -

The status bar at the bottom displays keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

AR Payment File Directory The name of the directory where European Accounting should put the AR Payment files created by AR Payment Automatic Checks (27.6.4.6). This directory name should end with a slash (or backslash).

AR Draft File Directory The directory name where European Accounting should put the AR Draft Payment files created by AR Payment Automatic Drafts (27.6.4.7). This directory name should end with a slash (or backslash).

AP Payment File Directory The directory name where European Accounting should put the AP Payment files created by Payment - Automatic Checks (28.9.4.6). This directory name should end with a slash (or backslash).

Company Address The address code for your company address for the file header of Swift or for use on payment media and electronic media.

SWIFT Payment Code The standardized Swift payment code.

Charge Code This code defines who will be charged by the Swift costs (the supplier or the customer).

Transaction Code This is an additional currency transaction code, like the code that is needed for the Belgium Institut Belgo-Luxembourgeois du commerce. Often an additional code is needed for currency flows across borders.

Use Voucher External Inv Nr Enter Yes or No. This flag is for AP payments and determines if the invoice numbers of your suppliers appear for reference in the Belgium Swift payment file and in automatic payment selection reports. If No the reference remains empty or the internal voucher number is shown.

Target Message This text message will default for the Target message which is prompted when making a Swift payment file.

Financial Institution Message This text message will default to the Financial Institution Message which is prompted when making a Swift payment file.

Defining Payment Methods

In standard MFG/PRO Bank Maintenance (26.13) you can define banks. Related to these banks you can also define some GL-accounts, the bank currency, the entity and the next check number. MFG/PRO's standard (second) window for this is shown below.

Standard MFG/PRO window for Bank Maintenance

The screenshot shows the 'Bank Maintenance' window with the following fields and values:

- Bank:** AA
- Description:** US Bank Account #8293-01
- Checking Accounts:**
 - Next Check:** 000001
 - Currency:** USD
 - Entity:** 1000
 - Bk Acct 1:** 8293-01
 - Bk Acct 2:** (empty)
 - Cash Account:** 1040
 - Payment in Process Acct:** 2110
- Draft Accounts:**
 - Draft Rec Acct:** (empty)
 - Drafts Payable Acct:** (empty)
 - Bank Charges Acct:** (empty)
 - Bank Taxes Acct:** (empty)
 - Disc Charges Acct:** (empty)
 - Cashed Drafts Acct:** (empty)
 - Disc Drafts Acct:** (empty)
 - Endorsed Drafts Acct:** (empty)

At the bottom, a status bar displays keyboard shortcuts: F1=Help F2=Go E5C=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

European Accounting has added fields and additional windows to this function. In the second window fields are added. Also new windows for the payment methods of this bank are shown.

Important: European Accounting also demands that the bank code has two positions.

You can also enter the SIA code in the first window if you require this feature. This code is used in Italy and is assigned to a customer by a bank for the purposes of electronic banking. If you do not require this feature, leave the relevant field blank.

Entry of SIA code for Italian Banking

The screenshot shows the 'Bank Maintenance' window with the following fields and values:

Bank Maintenance			
User Menu Edit Queue Options Help			
Bank: Description: Italian Bank			
Checking Accounts			
Next Check: 00000001	SIA: 5335	Bank Account Validation: IT	Entity: 1000
Currency: USD			
Bk Acct 1: 123451234512345		Cash Account: 1040	
Bk Acct 2:		Payment in Process Acct: 1040	
Address And Telephone			
Sort Name: Bank of Italy		Added: 20/09/99	Language:
Address:			
Address:			
Address:			
City: Milano	State:	Post:	Format: 0
Country: Italy	ITA	County:	
Attention: Giovanni Petronella	[2]:		
Telephone:	Ext:	[2]:	Ext:
Fax/Telex:	[2]:		
F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste			

In the middle window a Bank Account Validation field has also been added.

European Accounting window for Bank Maintenance

Bank Maintenance

User Menu Edit Queue Options Help

Bank: AA
Description: US Bank Account #8293-01

Checking Accounts

Next Check: 00000001
Currency: USD

Bank Account Validation: 1000

Bk Acct 1: 8293-01
Bk Acct 2:

Cash Account: 1040
Payment in Process Acct: 2110

Draft Accounts

Draft Rec Acct:
Bank Charges Acct:
Disc Charges Acct:
Disc Drafts Acct:

Drafts Payable Acct:
Bank Taxes Acct:
Cashed Drafts Acct:
Endorsed Drafts Acct:

F1-Help F2-Go ESC-End Ctrl-X-Cut Ctrl-C-Copy Ctrl-V-Paste

Bank Account Validation The Bank Account Validation rule. Several rules are available, including the 11 and 12 tests. The bank accounts entered for this bank are checked for the validation rule.

When this window is closed, a new screen is presented showing this bank's available payment methods.

Payment methods defined for bank

Pa	Mo	Aut	Man	Dr.	Due	From	To	Next	P.Acct	P.Cc	Prg.	File
AC	AR	yes	no	no	1	00000000	10000000	00000001	2110		euqmrcl3.p	yes
MC	AP	no	yes	no	1	40000001	50000000	40000002	2110			no
MC	AR	yes	yes	no	1	30000001	40000000	30000006	2110			no
MD	AR	no	no	yes	1	20000000	30000000	20000018	2110		euqdrdl1.p	yes
PC	AP	yes	no	no	1	00000000	10000000	00000001	2110		euqmpcl3.p	yes

Pa	Mo	Aut	Man	Dr.	Due	From	To	Next	P.Acct	P.Cc	Prg.	File

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Payment methods have been introduced in European Accounting as a means to cope with the different payment methods available in Europe. Payments can be made by printing (pre-printed) forms or by means of electronic data communication using diskettes.

The payment selection procedures of European Accounting (27.6.4.1, 27.6.4.2, 28.9.4.1 and 28.9.4.2) give you the opportunity to select AR-memos or AP-vouchers for payment. A bank and payment method can be specified. When the payment selection is executed, these selected AR-memos and AP-vouchers are transformed into payments (payments, drafts or checks).

Each *automatic* method of payment can use a bank format driver. Several bank format drivers commonly used in Europe are available; these are shown in the following table. The payment method codes are pre-defined, but new payment method codes can be defined in generalized codes (field eubk_py).

Filename Bank format Driver	Payment Method	Module	Country	Description
euqbpbf3.p	PB	AP	Belgium	Internal Payments.
euqbpsb3.p	PS	AP	Belgium	External (Swift) Payments version 3.
euqdpde1.p	PG	AP	Germany	External (Swift) Payment, format Deutsche Bank
euqdpdi1.p	PD	AP	Germany	Internal Payments, format Deutsche Bank (support of Euro).

Filename Bank format Driver	Payment Method	Module	Country	Description
euqdrdi1.p	AD	AR Direct Debit	Germany	Direct Debit, Lastschriftverfahren, format Deutsche Bank
euqedf1.p	DS	AR Drafts	Spain	Drafts to file.
euqedpa1.p	DD	AR Drafts	Spain	Paper Drafts, version 1.
euqedpa2.p	DE	AR Drafts	Spain	Paper Drafts, version 2.
euqeppc1.p	PF	AP	Spain	AP Paper Checks, version 1.
euqeppc2.p	PE	AP	Spain	AP Paper Checks, version 2.
euqfdff1.p	DG	AR Drafts	France	AR Drafts on file.
euqfpfp1.p	PF	AP	France	Checks preprinted Form.
euqidif1.p	DI	AR Drafts	Italy	RIBA drafts.
euqipse1.p	PI	AP	Italy	Setif format.
euqnpab1.p	PA	AP	Netherlands	External payments, format ABN-AMRO BTL 91 as of September 1996.
euqnpcl3.p	PC	AP	Netherlands	Internal payments BankGiroCentrale Clieop 03 (support of Euro).
euqnrc1.p	AC	AR Direct Debit	Netherlands	Direct Debit format BankGiroCentrale Clieop 03 (support of Euro).
euqukup1.p	PU	AP	United Kingdom	Printed check format APACS.
euqzput1.p	PY	AP	Sweden	Handelsbanken bank format driver.
euqzpb1.p	PZ	AP	Sweden	Bankgirot bank format driver.
euqnpra1.p	PX	AP	Netherlands	Rabobank bank format driver.
euqupba1.p	PV	AP	United Kingdom	BACS bank format driver.
euqxxx1.p	XX	*	*	Generic bank format driver that creates a simple paper report. For instance used to automatically generate payments and then use the paper report to make manual payments.

These bank format drivers transform the payments into paper output or disk files.

The payment method determines the numbering of the related payments. Numbering ranges can be assigned for each payment method. These ranges may not overlap with other ranges in the same module (AP or AR). Separate Payment in Process accounts can be defined. Special validations can be added regarding the bank accounts used with this driver.

In the screen showing the available payment methods you can select the method you require using the arrow keys. Payment method can be added by entering a new Payment method code and module.

Pa The code of the method of payment. This code is validated in generalized codes (field name eubk_py).

Mo Enter AR (Accounts Receivable) or AP (Accounts Payable). The module for this method of payment,

Aut Enter Yes or No to specify if this payment method can be used for automatic payments (using 27.6.4.6, 27.6.4.7 or 28.9.4.6).

Man Enter Yes or No to specify if this payment method can be used for manual payments (using 27.6.6.1, 27.6.6.8, 28.9.10 and 31.13).

Dr. Enter Yes or No to specify if this payment method can be used for drafts. This flag must be set to Yes if you want to use this payment method for drafts in 27.6.6.1, 27.6.6.8, 27.6.6.9, 27.6.6.10, 27.6.6.11 and 31.13. Drafts are not available for Accounts Payable.

Due Enter 1, 2 or 3 to determine how payments are to be grouped.

1 = Not by due date, only one total payment is created

2 = Sorted By Due date

3 = Make individual payments for each separate invoice (newly added in this release)

From The first check or AR reference number to be used when creating AP checks or AR payments.

To The last check or AR reference number to be used when creating AP checks or AR payments.

Next The actual AR reference or AP check number. This number is automatically incremented by the system. When a new payment method is added, this number is initially equal to the From number.

P.Acct The GL account number used to create GL-posting of the payment or check. This can be a Payment in Process account or for instance the cash account.

P.CC The cost center used to create GL-posting of the payment or check.

Prg. The program name of the bank format driver. If this field is left blank, then this is a manual payment method.

File Enter Yes or No to specify if the bank format driver is to create a file.

When these fields are entered, and a bank format driver is stated, then a window is shown with information about that specific driver. This is also a check whether the driver is actually available on your system and has the correct version.

Information about bank drivers

Bank Maintenance

User Menu Edit Queue Options Help

Bank: AA
Description: US Bank Account #8293-01

Pa	Mo	Aut	Man	Dr.	Due	From	To	Next P.Acct	P.Co	Prg.	File
AC	AR	ye									
EC	AP	no									
EC	AR	ye									
ED	AR	no									
PC	AP	ye									

Bank Driver Information

Driver: euqnpab1.p
Last Modified: 7 Oktober 1998
Output Format: ABN-AMRO Foreign Payments 'BTL91' Version '1998'
Country: NL
Output Type: File
Driver Version: 1
Remark: Bij verzending naar ABN-AMRO, hernoem bestand A01BTL91

Pa	Mo	Aut	Man	Dr.	Due	From	To	Next P.Acct	P.Co	Prg.	File
CC	ar	no	no	no	1	99999900	99999999	99999901		euqnpab1.p	no

Press space bar to continue.

Finally a small window is shown with the bank account validations regarding this payment method.

Additional validations payment method

Bank Maintenance
User Menu Edit Queue Options Help

Bank: AA
Description: US Bank Account #8293-01

Pa	Mo	Aut	Man	Dr.	Due	From	To	Next	P.Acct	P.Cc	Prq.	File
AC	AR	yes	no	no	1	00000000	10000000	00000001	2110		euqprcl3.p	yes
MC	AP	no	yes	no	1	40000001	50000000	40000002	2110			no
MC	AR	yes	yes	no	1	30000001	40000000	30000006	2110			no
MD	AR	no	no	yes	1	20000000	30000000	20000018	2110		euqdrdl1.p	yes
PC	AP	yes	no	no	1	00000000	10000000	00000001	2110		euqprcl3.p	yes

Currency (or multiple, separated by ,):

Use supplier payment specification: Bank Account needed:

Max. number of remittance detail lines: Swift protocol:

Accepted Bank Account Validations: Select > Balance:

Reconcile Credit Notes:

Comma separated list of currencies accepted by payment method:

Currency (or multiple, separated by ,) The currency of the bank format driver. Only available for banks in base currency. Leave blank for multiple currencies. Multiple currencies can be selected, separated by commas (newly introduced in 8.6E).

Use supplier payment specification Enter Yes or No. Specifies if the setting of the supplier payment specification is to be used to determine if voided checks are created when Max. Number of remittance detail lines is reached.

Max. Number of remittance detail lines The maximum number of remittance detail lines allowed for this payment method. This setting is used to create voided checks when needed. For instance in the United Kingdom checks (APACS) are printed on preprinted forms with check numbers already on the form. Users of MFG/PRO want to have the internal MFG/PRO checks assigned to the same number as on the preprinted form. Therefore they assign the starting check number (of the payment method) identical to the preprinted number. The check consists of an upper part with remittance details of the vouchers paid by this check, and a lower part which is the check itself. When many vouchers are paid by the check, the number of remittance detail lines does not fit in the space reserved for remittance details. In that case the check attached is voided (XXX printed) and the remittance continues on the next check.

In European Accounting first the MFG/PRO checks are created and afterwards a bank format driver is activated to print the physical checks or create the payment media (file). European Accounting therefore needs to know how many lines fit on the remittance detail. When this

number is exceeded, a voided MFG/PRO check is created. This way the internal MFG/PRO numbering remains in sync with the preprinted check number.

When you enter 0 for the number of lines, no check is done for the number of remittance detail lines and no voided checks are created.

Accepted Bank Account Validation The bank account validations for this payment method. You can specify here that automatic payments made with this payment method only allow bank accounts with specific validations (like the 11 or 12 test). Several validations can be added, separated by commas (for example, 11,12). When this field is left blank, no validation checking is done.

Bank Account Needed Enter Yes or No to specify if a bank account (of the customer or supplier) is mandatory or not, for this bank format driver.

Swift Protocol Enter Yes or No to determine if the Swift protocol should be used for external payments. The bank format drivers for external payments often use the Swift protocol. Swift is an international network in which almost every bank has a unique Swift address. If the bank format driver uses the Swift protocol, you should answer Yes. In that case an additional popup window is shown when the payment driver is executed. In this pop-up you can review or change the additional Swift data.

Select > Balance Enter Yes or No. Specifies if the payment selection functions allow that payments are made beyond the balance of the customer or supplier. Entering Yes could cause the customer or supplier balance to be negative (when credit notes are available and all debit notes get paid).

Reconcile Credit Notes Enter Yes or No. Specifies if the payment selection functions automatically reconcile existing credit notes. If Yes is entered, credit notes are reconciled, regardless of their effective date. If No is entered, credit notes are not reconciled. If the option Select > Balance is set to Yes, then the balance of the customer/supplier is paid up to the balance of the credit notes.

When payment methods are defined, a minimum of at least the following payment methods should be entered for each bank:

- Manual AR Payments
Module = AR, Auto = no, Manual = yes, Draft = no, Due = no, Prg. =, File = no
- Manual AP Payments, checks
Module = AP, Auto = no, Manual = yes, Draft = no, Due = no, Prg. =, File = no
- Manual AR Payments, drafts
Module = AR, Auto = no, Manual = yes, Draft = yes, Due = no, Prg. =, File = no

The account numbers and cost centers entered should be the account number and cost center of the bank. For the numbering ranges you can enter the ranges of your choice.

Additional Swift Data

To be able to make automatic payment using the Swift protocol, additional information is needed. For each supplier that you want to pay using Swift, the relevant supplier Swift data has to be entered using Supplier Swift Data Maint (2.3.17).

Supplier Swift Data Maintenance

Supplier The supplier address code for which you want to add Swift data. This supplier has to exist. When the supplier is chosen, or an existing record is changed, the name, state, country and bank accounts of the supplier are shown in the top window.

Bank Acct. The **Swift** bank account number. This is a different bank account number than that entered for the supplier.

Swift Payment Code The Swift payment code. This code defaults to the payment code entered in the Automatic Payment Control file.

Charge Code This code defines who will be charged by the Swift costs (the supplier or the customer). This defaults to the charge code entered in the Automatic Payment Control file.

Transact. Code An additional currency transaction code, like the code needed for the Belgium Institut Belgo-Luxembourgeois du commerce. The code defaults to the Transaction code entered in the Automatic Payment Control file.

Swift Code The supplier Swift code (given by your supplier).

Name The bank's name.

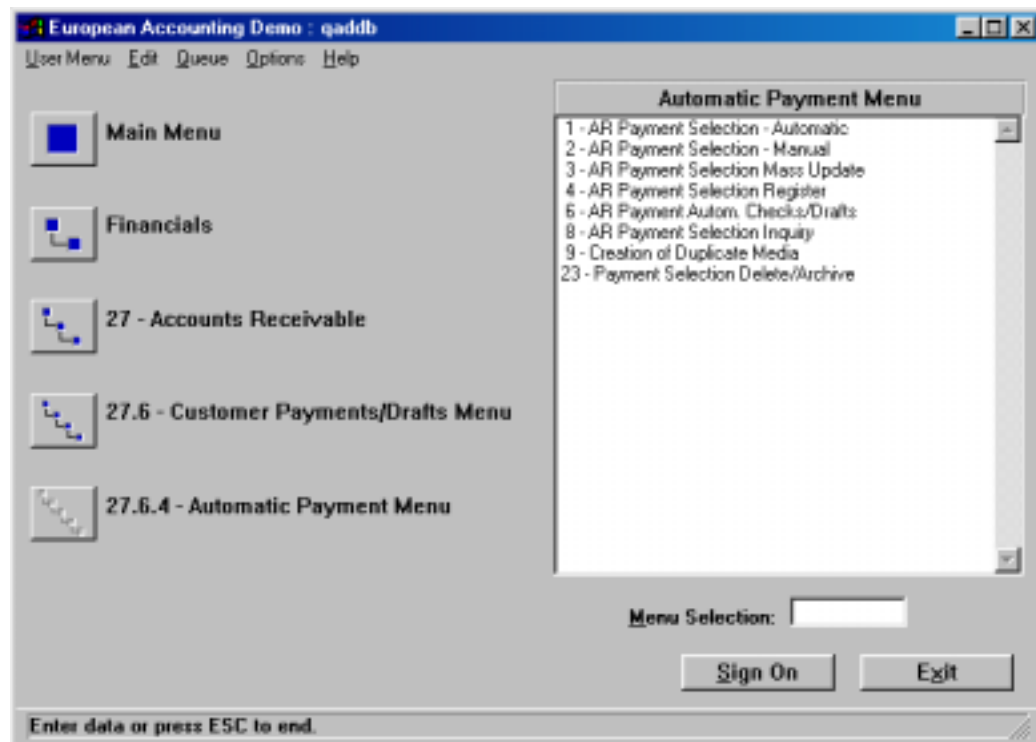
Address The bank's address.

City – State The City and State of the bank.

Accounts Receivable

The payment selection logic for Accounts Receivable is located on Automatic Payment Menu (27.6.4).

Accounts Receivable: Menu for automatic payments

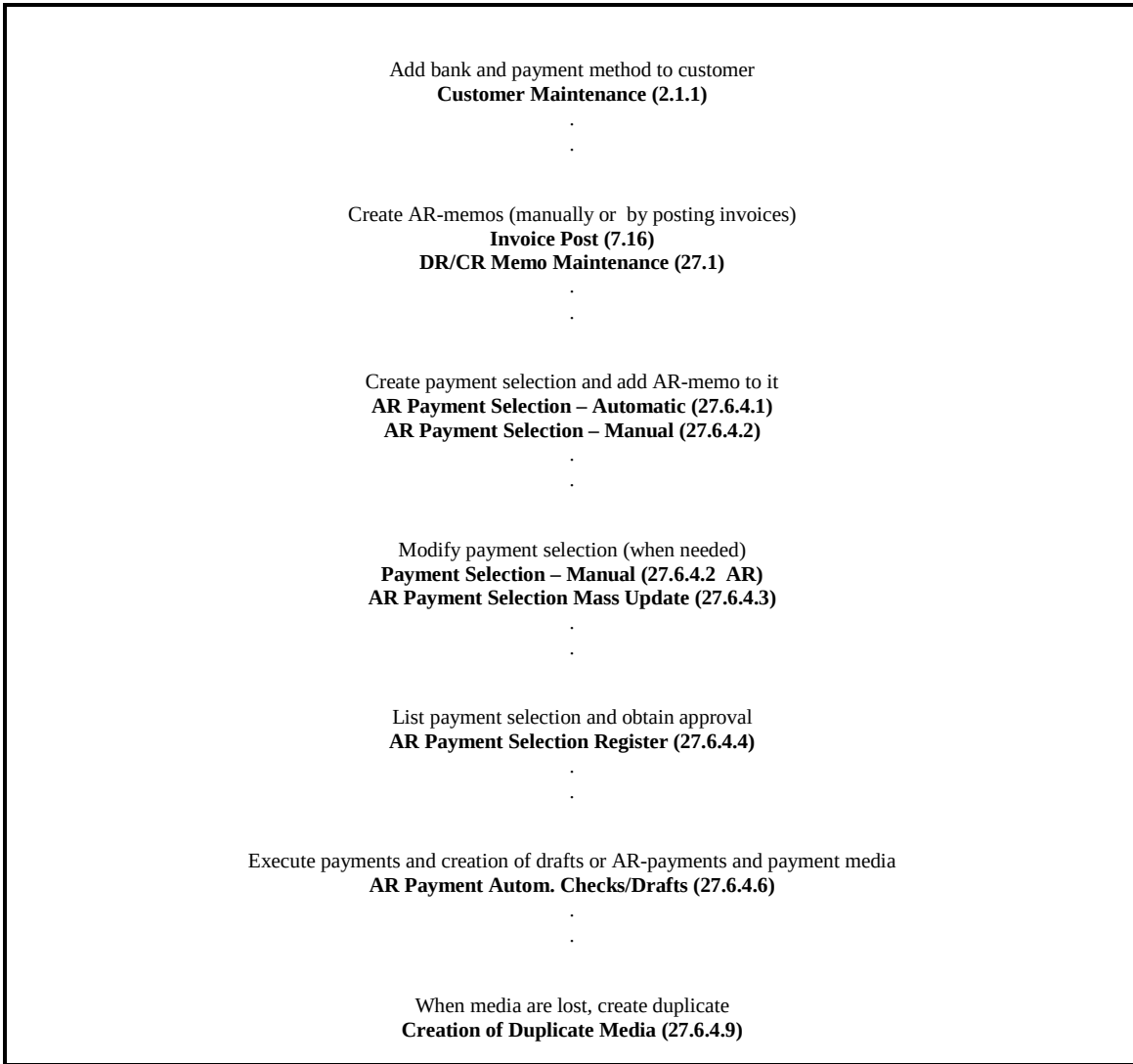


You can create checks and drafts automatically and you can also perform *direct debits*, where you send an order to the bank to transfer an amount of money from your customer's bank account customer directly to your bank account. Legally your customer has to allow you to do that first.

Flow of Automatic AR Payments

The following figure shows the flow of automatic AR payments.

Flow Automatic AR Payments



In the European Accounting Control File defaults can be specified for the bank and payment method of the customer. These defaults are copied to the customer, when a customer record is created.

The default bank and method of payment can be specified at customer-level. When AR-memos are created, bank and payment method are automatically assigned based on the customer in the following functions:

- Invoice Post (7.13.4)
- CR/DR Memo Maintenance (27.1)

The bank of payment method can be changed on the created AR memo.

When AR Payments, AR Drafts or AP Checks are created, also the payment method is requested. Based on the payment method, the payment or draft reference number is created.

In case of manual payments or drafts, the bank and payment method are derived from:

Document/Data	Default Bank	Default Payment Method
Customer (2.1.1)	European Accounting Control File (25.23)	European Accounting Control File (25.23)
Supplier (2.3.1)	Accounts Payable Control File (28.24)	Accounts Payable Control File (28.24)
AR Memo/Invoice (27.1)	Customer (2.1.1)	Customer (2.1.1)
AR Payment Manual Check (27.6.5.1)	Customer (2.1.1)	European Accounting Control File (25.23)
Proposed Draft Maintenance (27.6.6.1)	Customer (2.1.1)	European Accounting Control File (25.23)
Approved Draft Maintenance (27.6.6.8)	Customer (2.1.1)	European Accounting Control File (25.23)
Voucher Maintenance (28.1.1)	Supplier Maintenance (2.3.1)	Supplier (2.3.1)
Payment – Manual Checks (28.9.10)	Accounts Payable Control File (28.24)	European Accounting Control File (25.23)
Unapplied Payment Application (28.9.20)	Accounts Payable Control File (28.24)	NA

Marking Debit/Credit Memos

Debit/Credit memos can be marked for payment using a payment method. When an invoice is posted in 7.16, the default bank and method of payment for the customer are copied to the Dr/Cr memo. You can modify the bank and method of payment using DR/CR Memo Maintenance (27.1).

Debit/Credit memo maintenance, additional update of bank and payment method

The screenshot shows the 'DR/CR Memo Maintenance' window. At the top, there is a menu bar with 'User Menu', 'Edit', 'Queue', 'Options', and 'Help'. Below the menu bar is a toolbar with several icons. The main area contains the following fields:

Batch: 1072		Control: 0,000		Total: 0,000	
Reference: 1000037		Bill-To: 0100		Hans Maier GmbH	
Currency: USD	Type: M	Bank: AA	ym.m: MC	Date: 20/09/99	Effective: 20/09/99
Memo Control: 0,00		Total: 0,00		Tax Date: / /	
Sales Amt: 0,00				Daybook: DB-0	
Cx Terms:	Slpsn1:	Comm1: 0,00%	Acct:		
Disc Date:	Slpsn2:	Comm2: 0,00%	Entity:		
Due Date:	Slpsn3:	Comm3: 0,00%	Sold-To:		
Expt Date:	Slpsn4:	Comm4: 0,00%	Ship-To:		
Remark:		Dun Level: 0		Batch: 1072	
Printed: no				Contested: no	

At the bottom of the window, there is a status bar with the text: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

The bank and method of payment shown here are used as the defaults when the payment selection is created. You can however decide to use a different bank and payment selection for the actual payment.

Creating Payment Selections

Payment selections can be created automatically or manually. These two methods are considered in the following sections.

Automatic Selection

Use AR Payment Selection – Automatic (27.6.4.1) if you want to create AR payment selections using the automatic method.

Automatic selection of open AR-memos

AR Payment Selection - Automatic

User Menu Edit Queue Options Help

Bank: AA Payment Method: AC

Check Date: 21/10/99

Allow Payment > Balance: no

Reconcile Credit Memos: no

Show Not Selected Memos: no

Due Date: / /

Disc Date: / /

Bill-To:

Cust. Type:

Reference:

AR Type: 1

Cr Terms:

Entity:

Batch:

Bank: AA

Pmt Meth: AC

Currency:

Overwrite Old Selection: yes

Delete Old Selection: yes

Max. Amount: 0.00

Amount Selection: 100.00

To: / /

To: / /

To:

To:

To:

To: M

To:

To:

To:

To: AA

To: AC

Output:

Batch ID:

F1=Help F2=Go E5C=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

The top of the window shows the payment selection. We have chosen bank AA and payment method AC. You can see that in this payment selection the amount of 100,00 is already selected. The lower part of the screen shows the selection rules you can enter for the selection of Dr/Cr memos to include in this payment selection.

Bank The bank of the active payment selection you are about to create or change.

Payment Method The method of payment of the active payment selection you are about to create or change.

Overwrite Old Selection Enter Yes or No to determine if you want the old selection to be overwritten. This means that the planned payments that are already available are not deleted. When the selection of Dr/Cr memos leads to already available planned payments, then the amount of the planned payment is set to the result of this selection.

Delete Old Selection Enter Yes or No to specify if you want to delete all planned payments already available.

Check Date The check date for the planned payments. This date is used to determine the discount amount.

Max. Amount A maximum amount to select for payment by this payment selection. When you leave this amount empty, no maximum amount is taken.

Allow Payment > Balance Enter Yes or No to determine if the selection program allow the total amount selected for payment to be greater then the current balance of the customer This could be the case when the flag Reconcile Credit Memos is set to No.

Reconcile Credit Memos Enter Yes or No to specify if you want to reconcile open credit amounts with selected debit amounts. If you choose to not reconcile, and the flag Allow Payment > Balance is set to yes, then planned payments are created upto the balance of the customer. (Amounts collected may not exceed the balance of the customer). When the payment method is defined By Document (type 3 of the Due setting), then this option is not updateable.

Show Not Selected Memos Enter Yes or No to specify if the audit trail should also show memos that have not been selected (for example, if they are beyond the balance of customer. By default this flag is set to No, but if you set it to Yes the reason shy memos were not originally selected is also shown

Amount Selection The amount already selected in the payment selection in base currency.

Due Date Selection of due dates of open Dr/Cr memos.

Disc Date Selection of discount dates of open Dr/Cr memos.

Bill-To Selection of bill-to addresses of open Dr/Cr memos.

Cust. Type Selection of customer types.

Reference Selection of references of open Dr/Cr memos.

AR Type Selection of AR-types of open Dr/Cr memos.

Cr Terms Selection of credit terms of open Dr/Cr memos.

Entity Selection of entities of open Dr/Cr memos.

Batch Selection of batches of open Dr/Cr memos.

Bank Selection of banks of open Dr/Cr memos.

Pmt Meth Selection of payment methods of open Dr/Cr memos.

Currency The currency of the payment selection (determined by the bank format driver)). If the currency selection in the payment method is blank (multi currency), then here a selection can be entered for the currency, otherwise the currency is not updateable. Multiple currencies can be selected in a comma separated list..

When the automatic selection is activated, planned payments are created for the selected Dr/Cr memos. A report is supplied of the planned payments. When open Dr/Cr memos that comply with the selection rules are not selected, the reason for this is printed on the report.

When the selection is executed all memos that conform to the selection criteria are processed. For each memo the system checks:

- If the memo is already part of a different payment selection that is not yet processed. A memo can only be part of one not processed payment selection at the time.
- If the memo is negative (i.e. it is a credit memo). If this is the case, and the option Reconcile Credit Memos is set to No, then this memo is skipped.
- If the payment method (bank account validation) complies with the bank accounts used.

- If the entity of the memo equals the entity of the bank account. If this is not the case, then the memo may not be selected.
- The total amount selected to pay may not exceed the customer balance, unless the option Allow payment > balance is set to Yes.

The way the actual payments or drafts for the selected memos will be created depends on the Due setting. This setting has three options:

1. Not by due date, only one total payment per bill-to is created for all selected open memos in this payment selection
2. Selected open memos are sorted by bill-to and due date, one payment is created by due date of the selected memos
3. For each individual open memo a payment is made. This also means that for selected credit memos a negative payment (check) is created. Please be aware that this possibility might cause problems with electronic payment media (which normally cannot handle negative amounts)

With the automatic payment selection, the system marks Dr/Cr memos for you based on the selection rules you supply.

Manual Selection

Use AR Payment Selection – Manual (27.6.4.2) if you wish to create payments manually.

Manual selection of open AR-memos

Reference	Bill-To	Cur	Amount	Receive Amt.	Disc to take	Bk	PM
1000007	1001000	USD	1.200,00			aa	mc
1000008	1012000	USD	5.000,00			aa	mc

With this program you can create new planned payments or modify existing planned payments. Three windows are available. In the top window you can enter selections for Dr/Cr memos and you can decide to look at planned payments only. The middle window shows the active payment selection or open Dr/Cr memos that comply to the selection rules of the top window (which one is shown depends on the value you enter for To Py Only). The lower window supplies you with the opportunity to select Dr/Cr memos and to add or change planned payments.

The top window has the following fields.

Ref Selection of reference of Dr/Cr memos. If you leave this blank all references are selected.

Bill-To Selection of bill-to addresses of Dr/Cr memos. If you leave this blank all bill-to's are selected.

To Py Only Enter Yes or No to determine if you just want to look at those Dr/Cr memos that have been selected for payment. When you enter No all open Dr/Cr memos that fall within the other selections are viewed.

Date Date to use for determining the discount.

Bk When To Py Only is set to Yes, selection of Bank of payment selection, otherwise selection of Bank of Dr/Cr memo.

PM When To Py Only is set to Yes, selection of payment method of payment selection, otherwise selection of payment method of Dr/Cr memo.

The middle window is read-only. The lower window has the following fields.

Reference The reference of the open Dr/Cr memo.

Bill-To The bill-to of the open Dr/Cr memo.

Curr The currency of the Dr/Cr memo.

Amount The amount of the Dr/Cr memo.

Receive Amt The amount to receive for this Dr/Cr memo.

Discount The amount to discount for this Dr/Cr memo.

Bk When this Dr/Cr memo is included in a payment selection, the bank of the payment selection, else the bank of the Dr/Cr memo.

PM When this Dr/Cr memo is included in a payment selection, the payment method of the payment selection, otherwise the payment method of the Dr/Cr memo.

Modifying Payment Selections

Payment selections can be modified using:

- AR Payment Selection – Automatic (27.6.4.1)
Adds automatic selected payments or creates a new payment selection instead of an existing one (Delete old selection).
- AR Payment Selection – Manual (27.6.4.2)
Manually changes planned payments or adds new planned payments to an existing payment selection.
- AR Payment Selection Mass Update (27.6.4.3)
Changes bank, payment method and/or due date of planned payments.

Refer to the above sections for a discussion on the first two methods of payment.

Using AR Payment Selection Mass Update (27.6.4.3) you can change the bank, payment method and due date of planned payments.

Mass update of payment selection

The changes are listed in a report.

Refer to *Payment Selection Report* below.

Due Date Selection of due date of open Dr/Cr memo related to planned payment.

Bill-To Selection of bill-to of planned payment.

Customer Type Selection of customer type of open Dr/Cr memo related to planned payment.

Reference Selection of reference of open Dr/Cr memo related to planned payment.

AR Type Selection of AR-type of open Dr/Cr memo related to planned payment.

Credit Terms Selection of credit terms of open Dr/Cr memo related to planned payment.

Entity Selection of entity of open Dr/Cr memo related to planned payment.

Batch Selection of batch of open Dr/Cr memo related to planned payment.

Currency The currency of the report that is generated by this function.

Bank Selection of bank of planned payment.

Payment Method Selection of payment method of planned payment.

New Bank New bank of planned payment (Change in Payment Selection = Yes) or open AR-memo (Change in AR-memos = Yes).

New Payment Method New payment method of planned payment (Change in Payment Selection = Yes) or open AR-memo (Change in AR-memos = Yes).

New Due Date New due date of planned payment (Change in Payment Selection = Yes) or open AR-memo (Change in AR-memos = Yes). When left blank or set to a question mark, ?, the due date remains unaffected.

Report Currency The report currency. When left blank, base currency is taken.

Change in Payment Selection Enter Yes or No to specify if the changes should be applied to the payment selection.

Change in AR-memos Enter Yes or No to specify if the changes should be applied to the Dr/Cr memos linked to the planned payments.

Payment Selection Report

The report function AR Payment Selection Register (27.6.4.4) is available to list the payment selection. With this report format, approval can be obtained to process the payment selection.

Reporting a payment selection

AR Payment Selection Register

User Menu Edit Queue Options Help

Bill-To: To:

Currency: To:

Bank: Payment Method:

Check Date: (Used For Ex. Rate)

Output:

Batch ID:

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Bill-To Selection for the bill-to of the planned payments.

Currency Selection of the currencies of the planned payments.

Bank The bank of the payment selection.

Payment Method The payment method of the payment selection.

Check Date The check date. This date is used to determine the exchange rate.

Execute Payment Selection

When the payment selection is approved, it can be executed. Using AR Payment Autom. Checks/Drafts (27.6.4.6) the payment selection is converted into actual payments or drafts (approved or proposed) and payment media (report or file) is created.

The window of this program differs between the execution of a payment method that creates actual payments and the execution of a payment method that creates drafts.

Executing a payment method that creates actual payments

The screenshot shows a window titled "AR Payment Autom. Checks/Drafts" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays the following information:

Bank: NB	Nordbanken	
Pmt Meth: NB	Account:	Draft
Currency:		
Daybook: DB-5		
Approved: no		
Start Check: 00001005	Draft/PIP:	
Check Date: 14/10/99		
Effective: 14/10/99		
Amount: 100,00		
File Name:	nb991014.lcl	

At the bottom, a status bar displays keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

In the case of the payment method creating drafts, an additional question is viewed whether approved or proposed drafts have to be created.

Executing a payment method that creates drafts

Bank The bank of the payment selection.

Pmt Meth The payment method. When the bank and payment method are entered, the name and account number of the bank are displayed and if the payment method is Draft you are also asked if it is approved or not.

Currency For display purposes only. The currency of the payment selection.

Daybook The Daybook in which the related GL Transactions need to be posted (when unapproved drafts are created, no GL transactions are created). The default daybook is determined based on the payment method. If the payment method creates drafts, then the default daybook is related to transaction type “AR” and document type “D” (Draft), otherwise to transaction type “AR” and document type “P” (Payment).

Currency For display purposes only. The currency of the payment selection.

Approved Enter Yes or No. You are only prompted to answer this question when the payment method is marked for creation of Drafts. When you enter Yes, approved drafts are created. When you enter No proposed drafts are created.

Start Check The starting check number of the payment or draft. The next available number according to the numbering range of the payment method is suggested.

Check Date The check date to be used for the creation of new payments or drafts.

Effective The effective date to be used for the creation of new payments or drafts.

Value Date The value date to be used for the creation of new payments or drafts.

Amount For display purposes only. The amount of the payment selection in base currency.

File Name The file name in case payment media is a file.

When the selection is activated, additional windows can appear, determined by the bank format driver. In the example below with a French driver an additional specification is printed.

Additional output determined by the bank format driver

The screenshot shows a window titled "AR Payment Auton. Checks/Drafts" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays the following information:

Bank: NB	Nordbanken
Pat Meth: NB	Account: Draft
Currency:	
Daybook: DB-5	
Approved: no	
Start Check: 00001005	Draft/PIP:
Check Date: 14/10/99	
Effective: 14/10/99	
Amount: 100,00	
File Name: nb991014.lcr	

Below this, there is a section for additional specifications:

Central Bank Code: 000
 Format: 0 (0=NB/Axess Windows, 1=NB/File, 2=Bankgirot)
 UNB/USE/UNB:
 Nordbanken ID:
 Agreement Number:
 Giro Protector:

The bottom of the window shows a status bar with keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

An audit trail report, listing the created payments, is always printed.

Printing of audit trail report

The screenshot shows a software window titled "AR Payment Autom. Checks/Drafts". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window displays the following information:

Bank: NB	Nordbanken
Pat Meth: NB	Account:
Currency:	Draft
Daybook: DB-5	
Approved: no	
Start Check: 00001005	Draft/PIP:
Check Date: 14/10/99	
Effective: 14/10/99	
Amount: 100,00	
File Name: nb991014.lcr	

Below this information, there is a section labeled "Audit Trail" with "Output: printer" and a printer icon. At the bottom of the window, a status bar says "Press space bar to continue."

Inquiry of Payment Selections

A separate inquiry function AR Payment Selection Inquiry (27.6.4.8) is available for payment selections. Processed payment selections as well as active payment selections are listed.

Inquiry on payment selections

File	Batch	Check Date	Cur	Amount	Pr.
\nb991007.1cr	1020	07/10/99	USD	100.00	yes
\nb991014.1cr	1062	14/10/99	USD	100.00	yes
	Total		USD	200.00	

List complete.

F1=Help F2=Go ESC=End *Next/Prev Ctrl-X/C/V=Cut-Copy-Paste

In the top window a selection can be made.

Bank The bank of the payment selection.

Payment Method The payment method.

Batch The batch.

File The filename of the created media.

Check Date The check date.

In the lower window the result of the selection is shown. On the right hand side you can see whether the payment selection is processed (Pr.).

Creation of Duplicate Media

When payment media is lost or is mutilated, you can use Creation of Duplicate Media (27.6.4.9) to create new (duplicate) payment media for already processed payment selections.

Creation of duplicate media

Creation of Duplicate Media

User Menu Edit Queue Options Help

Batch: 1020

Bank: NB

Payment Method: NB

Date: 07/10/99

Time: 10:51

Filename: \nb991007.lcr

Specification Payment Selection

Output:

Central Bank Code: 000

Format: 0 [0-NB/Access Windows, 1-NB/File, 2-Bankgirot]

UNB/USE/UHB:

Nordbanken ID:

Agreement Number:

Giro Protector:

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

No financial or sub-ledger transactions are performed.

Module Enter AR or AP to specify the module, Accounts Receivable or Accounts Payable. To create duplicate media for an AR payment selection, enter AR.

Batch The batch number of the processed payment selection. A help screen is available.

Bank For display purposes only. The bank of the payment selection.

Payment Method For display purposes only. The payment method of the payment selection.

Date For display purposes only. The date of the payment selection.

Time For display purposes only. The time of the payment selection on the date.

Filename The filename for the media, in case the media is a file.

Deleting and Archiving Payment Selections

A function has been added that allow the deleting and archiving of payment selections. The function has similar functionality to all MFG/PRO's standard delete and archive functions.

Payment Selection Delete/Archive

Payment Selection Delete/Archive

User Menu Edit Queue Options Help

Check Date: / / To: / /

Bank: To:

Payment Method: To:

Delete: no

Archive: no

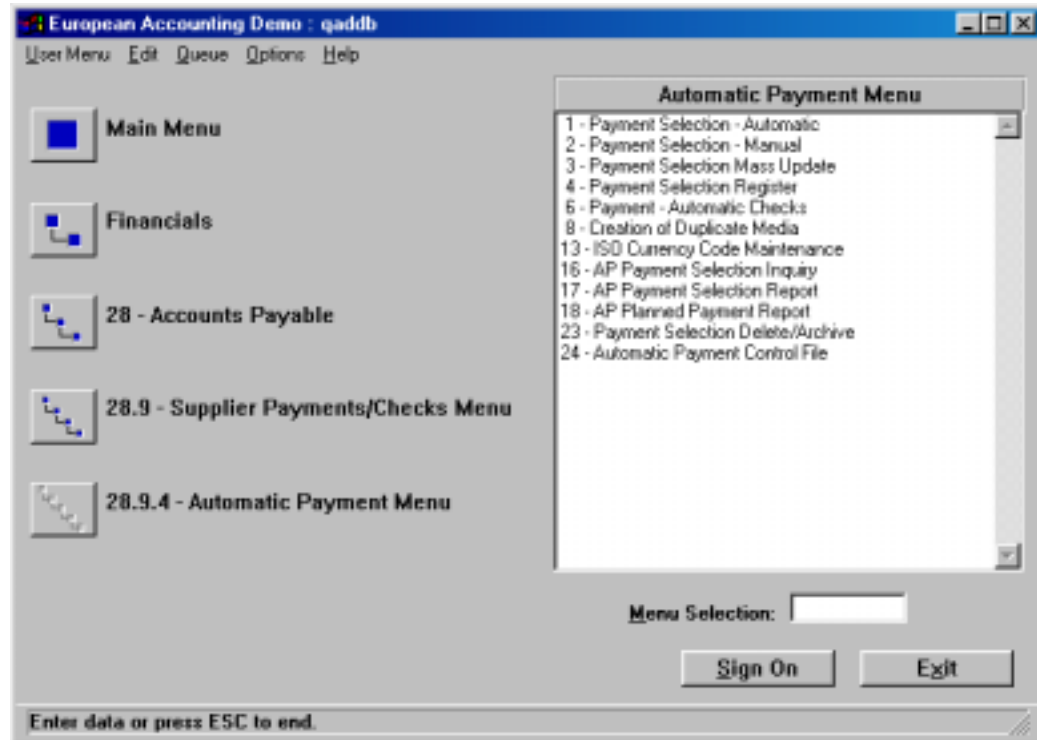
Archive-file: Output:

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Accounts Payable

The payment selection logic for Accounts Payable is located on Automatic Payment Menu (28.9.4).

Accounts Payable: Menu for automatic payments

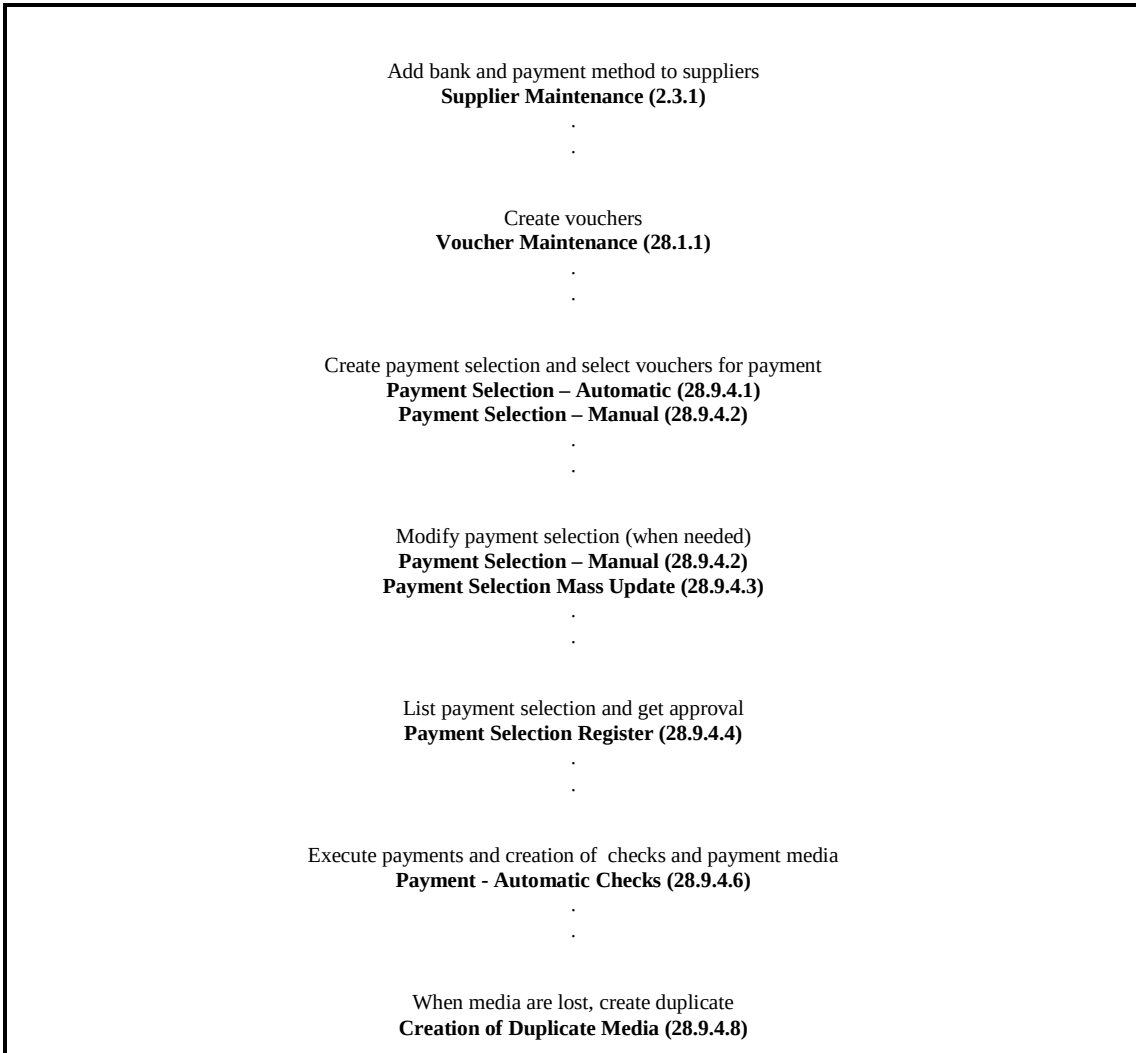


Using the payment selection logic available here you can create checks automatically.

Flow of Automatic AP Payments

The following figure shows the flow of automatic AP payments.

Flow of Automatic AP Payments



At the level of the supplier the default bank and method of payment can be specified. When vouchers are created, this bank and method of payment are automatically assigned. The bank of payment method of the voucher can be changed. At the voucher level the payment method replaces the default MFG/PRO Check Form.

Marking Vouchers

Vouchers can be marked for payment using a payment method. When a voucher is entered in Voucher Maintenance (28.1.1), the default bank and method of payment of the supplier are copied to the voucher. We can modify the bank and method of payment.

Voucher Maintenance update of bank and payment method

The screenshot shows the 'Voucher Maintenance' window. At the top, it displays 'Batch: 1013', 'Control: 0,000', and 'Total: 0,000'. Below this, the 'Voucher' section shows '10015' with 'Control: 0,000', 'Total: 0,000', 'Effective: 20/09/99', 'ERS: no', and 'Tax Date: 20/09/99'. The 'Supplier' is '0200' with 'Weener Schulze' and 'Frankfurt'. 'Remit-To' and 'Ship-To' are also '0200' with 'Weener Schulze'. The 'Currency' is 'DM'. The 'Bank' is 'AA' and 'ym.m.' is 'MC', which are circled in the image. 'Waiting Exp.' is 'no'. The 'Daybook' is 'DB-2'. The 'Invoice' section includes 'Date: 20/09/99', 'Terms', 'Disc Date: / /', 'Due Date: / /', 'Exp Date: / /', 'Acct: 2100', 'Disc Acct: 5200', 'Entity: 1000', 'Prepay Amt: 0,000', 'Hold Amt: 0,00', and 'Non-Disc Amt: 0,000'. The 'Imp/Exp' is 'no', 'Bank' is empty, 'Tax[1]:', 'Separate Ck: no', 'Auto Select: no', and 'Type:' is empty. The bottom status bar shows 'F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste'.

The bank and method of payment shown here are used as the defaults when the payment selection is created. You can however decide to use a different bank and payment selection for the actual payment.

Creating Payment Selection

Payment selections can be created automatically or manually.

These two methods are considered in the following sections.

Automatic Selection

Use Payment Selection – Automatic (28.9.4.1) if you want to create payment selections automatically.

Automatic selection of open vouchers

The top of the window shows the payment selection. By default, the first available payment selection that has not yet been processed is suggested. (In this example, this is bank AA and payment method PC). The lower part of the screen shows the selection rules you can enter for the selection of vouchers to include in this payment selection.

Note The selection of vouchers is limited to the entity of the selected bank.

Bank The bank of the active payment selection you are about to create or change.

Payment Method The method of payment of the active payment selection you are about to create or change.

Currency The currency of the payment selection.

Check Date The check date, used to determine the discount amounts.

Overwrite Old Selection Enter Yes or No to specify if you want the old selection to be overwritten. This means that the planned payments that are already available are not deleted. When the selection of Dr/Cr memos leads to already available planned payments, then the amount of the planned payment is set to the result of this selection.

Delete Old Selection Enter Yes or No to specify if you want to delete all the already-available planned payments.

Max. Amount to Select A maximum amount to select for payment by this payment selection in the currency of the bank account. When you leave this amount empty, no maximum amount is taken.

Max Amt Base For display purposes only. Max Amt Curr translated to base currency.

Reconcile Credit Memos Enter Yes or No to specify if you want to reconcile open credit amounts with selected debit amounts. If you choose not to reconcile, then planned payments are created up to the balance of the supplier. (Amounts to pay may not exceed the balance of the supplier.) When the payment method is defined By document (type 3), then this option is not updateable.

Amount Prev Selection The amount already selected in the payment selection in base currency.

Allow Payment > Balance Enter Yes or No to specify if you want the selection program to allow the total amount selected for payment to be greater than the supplier's current balance. This could be the case when the Reconcile Credit Memos flag is set to No.

Show Not Selected Enter Yes or No to specify if the selection program should also show vouchers that are not selected for payment, together with the reason why these vouchers have not been selected.

Reconcile Credit Memos Enter Yes or No to specify if you want to reconcile open credit amounts with selected debit amounts. If you choose not to reconcile, then planned payments are created up to the balance of the supplier. (Amounts to pay may not exceed the balance of the supplier.)

Amount Selection The amount already selected in the payment selection in base currency.

Due Date Selection of due dates of open vouchers.

Disc Date Selection of discount dates of open vouchers.

Supplier Selection of suppliers of open vouchers.

Supplier Type Selection of supplier types.

Sort Name Selection of vouchers based on the sort name of the supplier.

Voucher Type Selection of voucher types of open vouchers.

Credit Terms Selection of credit terms of open vouchers.

Batch Selection of batches of open vouchers.

Bank Selection of banks of open vouchers.

Payment Method Selection of payment methods of open vouchers.

When the automatic selection is activated, planned payments are created for the selected vouchers. A report is supplied of the planned payments. When open vouchers that comply to the selection rules are not selected, the reason for this is printed on the report.

When the selection is executed, all vouchers that conform to the selection criteria are processed. Each voucher is checked first to ensure:

- If the voucher is already part of a different payment selection that is not yet processed. A voucher can only be part of one not processed payment selection at the time.
- If the voucher is negative (credit memo). If this is the case, and the option Reconcile credit vouchers is set to No, then this voucher is skipped.
- If the payment method (bank account validation) complies with the bank accounts used.
- If the entity of the voucher equals the entity of the bank account. If this is not the case, then the voucher may not be selected.
- The total amount to pay does not exceed the supplier balance. The total amount to pay does not exceed the supplier balance, unless the option Allow Payment > Balance is set to Yes.

The way the actual payments for the selected vouchers are created, depends on the Due setting as defined for the payment method in Bank Maintenance. This setting has three options:

1. Not by due date, only one total payment per remit-to or supplier is created for all selected open vouchers in this payment selection
2. Selected open vouchers are sorted by remit-to or supplier and due date, one payment is created by due date of the selected vouchers
3. For each individual open voucher a payment is made. This also means that for selected credit vouchers a negative payment (check) is created. You should be aware that this option might cause problems with electronic payment media (which normally cannot handle negative amounts)

Now the program looks to see if the voucher is already part of this selection. When it is not, then a new planned payment is created. If it is available, then the flag Overwrite Old Selection determines if the payment is skipped or overwritten.

With the automatic payment selection the computer marks vouchers for you based on the selection rules you supply.

Manual Selection

The second method of creating payment selections is the manual selection method using Payment Selection – Manual (28.9.4.2).

Manual selection of open vouchers

The screenshot shows a window titled "Payment Selection - Manual" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. Below the menu bar, there are fields for "From Voucher:", "Supplier:", "Bank:", "Paym.m.", "To Pay Only: no", and "Check: 20/09/99".

Below these fields is a table titled "Open vouchers" with the following columns: Voucher, Supplier, Cur, Amount, To Pay, Discount, Bk, and Pm. The table contains four rows of data:

Voucher	Supplier	Cur	Amount	To Pay	Discount	Bk	Pm
1000	5002000	USD	1.200,00			AA	1
1001	7001000	MXF	50.000.000,00			MA	3
10013	0200	USD	100,00			AA	MC
we01	0200	USD	100,00			AA	MC

Below the table is another table with the same columns, but it is currently empty. At the bottom of the window, there is a status bar with the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

With this program you can create new planned payments or modify existing planned payments. Three windows are available. In the top window you can enter selections for vouchers and you can decide to look at planned payments only. The middle window shows the active payment selection or open vouchers that comply with the selection rules of the top window. The one shown depends on the value you enter for the To Pay Only field). The lower window provides the opportunity to select vouchers and to add or change planned payments.

The top window has the following fields.

From Voucher Selection of reference of vouchers. If you leave this blank all references are selected.

Supplier Selection of suppliers of vouchers. If you leave this blank all suppliers are selected.

Bank When To Py Only is set to Yes, selection of Bank of payment selection, otherwise selection of Bank of voucher.

Payment Method When To Py Only is set to Yes selection of payment method in payment selection, otherwise selection of payment method in voucher.

To Pay Only Enter Yes or No to specify if you want to look only at vouchers that have been selected for payment. When you enter No, then all open vouchers which satisfy the other selection criteria are viewed.

Check Date to use for determining the discount.

The middle window is for display purposes only. The lower window has the following fields.

Voucher The reference of the open voucher.

Supplier The supplier of the open voucher.

Cur The currency of the voucher.

Amount The amount of the voucher.

To Pay The amount to pay for this voucher.

Discount The amount to discount for this voucher.

Bk When this voucher is included in a payment selection, the bank of the payment selection, otherwise the bank of the voucher.

Pm When this voucher is included in a payment selection, the payment method of the payment selection, otherwise the payment method of the voucher.

Modifying Payment Selections

Payment selections can be modified using:

- **Payment Selection – Automatic (28.9.4.1)**
Adds automatic selected payments or creates a new payment selection instead of an existing one (Delete old selection).
- **Payment Selection – Manual (28.9.4.2)**
Manually changes planned payments or adds new planned payments to an existing payment selection.
- **Payment Selection Mass Update (28.9.4.3)**
Changes bank, payment method and/or due date of planned payments.

Refer to the previous sections for details on the first two methods.

Using Payment Selection Mass Update (28.9.4.3) you can change the bank, payment method and due date of planned payments.

Mass update of payment selection

The changes are listed in a report.

Refer to Payment Selection Report below.

Due Date Selection of due date of open voucher related to planned payment.

Supplier Selection of supplier of planned payment.

Supplier Type Selection of supplier type of open voucher related to planned payment.

Voucher Selection of reference of open voucher related to planned payment.

Credit Terms Selection of credit terms of open voucher related to planned payment.

Entity Selection of entity of open voucher related to planned payment.

Batch Selection of batch of open voucher related to planned payment.

Currency Selection of currency of open voucher related to planned payment.

Bank Selection of bank of planned payment.

Payment Method Selection of payment method of planned payment.

New Bank New bank of planned payment (Change in Payment Selection = Yes) or vouchers (Change in Vouchers = Yes).

New Payment Method New payment method of planned payment (Change in Payment Selection = Yes) or open AR-memo (Change in Vouchers = Yes).

New Due Date New due date of planned payment (Change in Payment Selection = Yes) or open AR-memo (Change in Vouchers = Yes). When left blank or set to a question mark, ?, the due date remains unaffected.

Currency The report currency. When left blank, base currency is taken.

Change in Payment Selection Enter Yes or No to specify if the changes should be applied to the payment selection.

Change in Vouchers Enter Yes or No to specify if the changes should be applied to the vouchers linked to the planned payments.

Payment Selection Report

The report function Payment Selection Register (28.9.4.4) is available to list the payment selection. With this report format approval can be obtained to process the payment selection.

Reporting a payment selection

Payment Selection Register

User Menu Edit Queue Options Help

Bank: AA

Pmt Meth: PL

Currency:

Account:

Effective:

Draft/PIP:

Print GL-Detail:

Amount:

F1-Help F2-Go ESC-End Ctrl-X-Cut Ctrl-C-Copy Ctrl-V-Paste

Bank The bank of the payment selection.

Pmt Meth The payment method of the payment selection.

Account For display purposes only. The bank account of the bank.

Currency For display purposes only. The currency of the payment method.

Draft/PIP For display purposes only. The Payment In Process account or the payment method.

Effective The effective date.

Print GL-Detail Enter Yes or No to specify if the GL effects that will appear when this selection is executed should be printed

Amount For display purposes only. Total amount of payment selection.

When these fields are entered, an additional window is shown where you can enter the output destination.

Execute Payment Selection

When the payment selection is approved, it can be executed. With the function Payment Automatic Checks (28.9.4.6) the payment selection is converted into actual payments and payment media (report or file) is created.

The window of this program differs between the execution of a payment method that creates actual payments and the execution of a payment method that creates drafts.

Executing a payment method that creates actual payments

Bank The bank of the payment selection.

Pmt Method The payment method. When the bank and payment method are entered, the name and account number of the bank are displayed.

Currency For display purposes only. The currency of the payment selection.

Daybook The code of the Daybook in which the GL transactions generated by this function should be stored. Defaults to the daybook belonging to transaction type AP and document type CK.

Start Check The starting check number of the payment. The next available number according to the numbering range of the payment method is suggested.

Check Date The check date to be used for the creation of new payments.

Effective The effective date to be used for the creation of new payments.

Value Date The value date to be used for the creation of new payments.

Amount For display purposes only. The amount of the payment selection in base currency.

File Name The file name in case payment media is a file.

When the selection is activated, additional windows can appear, determined by the bank format driver. In the example below with a Dutch driver an additional specification is printed.

Additional output determined by the bank format driver

An audit trail that lists the created payments is always printed.

Printing of audit trail report

The screenshot shows a software window titled "Payment - Automatic Checks". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with icons for file operations and printing. The main area of the window displays the following information:

Bank: AA	US Bank Account #8293-01
Pat Meth: SW	Account: 8293-01
Currency:	
Daybook: DB-1	
Start Check: 50000002	Draft/PIP: 2110
Check Date: 25/10/99	
Effective: 25/10/99	
Amount: 100.00	
File Name: aa991025.ext	

At the bottom right of the main area, there is a section labeled "Audit Trail" and "Output:" with a printer icon. The status bar at the bottom of the window contains the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

Payment Selections Inquiry

A separate inquiry function AP Payment Selection Inquiry (28.9.4.16) is available for payment selections. Processed payment selections as well as active payment selections are listed.

Inquiry on payment selections

File	Batch	Check Date	Cur	Amount	Pr.
c:\totab990923.int	1009	07/10/99	USD	13.123.123,00	no
c:\totab990923.int	1012	23/09/99	USD	123.123,00	yes
c:\totab990923.int	1015	23/09/99	USD	10,00	yes
c:\totab990923.int	1016	23/09/99	USD	123.123,00	yes
c:\totab990923.int	1016	23/09/99	USD	234.234,00	yes
/nb990924.int	1019	23/09/99	USD	1.313.123,00	yes
\nb990924.int	1020	23/09/99	USD	100,00	yes
		Total	USD	14.916.836,00	

List complete.

F1=Help F2=Go E5C=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

In the top window a selection can be made.

Bank The bank of the payment selection.

Payment Method The payment method.

Batch The batch.

File The filename of the created media.

Check Date The check date.

In the lower window the result of the selection is shown. On the right hand side you can see whether the payment selection is processed (Pr.).

You can also print a duplicate of the audit trail report for an already processed payment selection using AP Payment Selection Report (28.9.4.17).

Report of payment selection

The screenshot shows a window titled "AP Payment Selection Report". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains the following fields:

- Bank: [text box]
- Payment Method: [text box]
- Check Date: [text box] / [text box] / [text box]
- Sequence: [text box]
- To: [text box] / [text box] / [text box]
- To: [text box]
- Output: [text box]

At the bottom of the window, there is a status bar with the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

Bank The bank of the payment selection.

Payment Method The payment method.

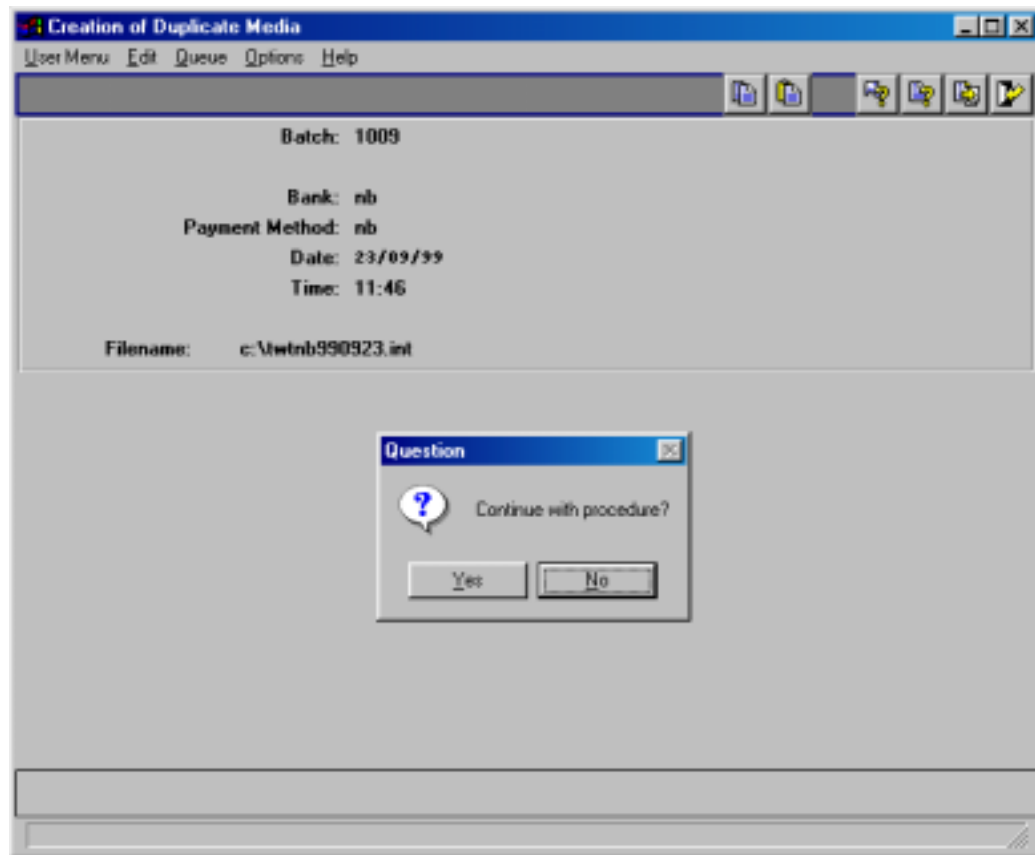
Check Date Selection of a range of check dates.

Sequence Selection of a range of sequences. The sequence is the internal number of the payment selection.

Creating Duplicate Media

When payment media is lost or is mutilated, you can use Creation of Duplicate Media (28.9.4.8) to create new (duplicate) payment media for already processed payment selections.

Creation of duplicate media



No financial or sub-ledger transactions are performed.

Module Enter AR or AP to specify the Accounts Receivable or Accounts Payable module. To create duplicate media for an AP payment selection, enter AP.

Batch The batch number of the processed payment selection. A help screen is available.

Bank For display purposes only. The bank of the payment selection.

Payment Method For display purposes only. The payment method of the payment selection.

Date For display purposes only. The date of the payment selection.

Time For display purposes only. The time of the payment selection on the date.

Filename The filename for the media, in case the media is a file.

Deleting/Archiving of Payment Selections

In this version of European Accounting a new Payment Selection Delete/Archive function has been added for AP selections. This works like the standard MFG/PRO delete/archive functions.

Payment Selection Delete/Archive

Payment Selection Delete/Archive

User Menu Edit Queue Options Help

Check Date: // / To: // /

Bank: To: // /

Payment Method: To: // /

Delete: no

Archive: no

Archive-file: Output:

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Customization

[Custom07.doc](#)

Chapter 8: Value Added Tax and Other Taxes

European Accounting adds a number of enhancements and some new reports for Value Added Tax (VAT) and other taxes. These enhancements are discussed in this chapter. The following topics are covered:

VAT Registers

Suspended VAT

VAT on Petty Cash Transactions

Withholding Tax

Customization

VAT Registers

VAT registers provide a means of grouping together accounting transactions for VAT reporting purposes. They also enable you to determine specific ranges of invoice, credit note, voucher and correction note numbers to be used with transactions. These number ranges are defined using MFG/PRO's standard Number Range Management functionality.

A VAT register can be defined for a blank site, or for a specific site, and number ranges can be shared amongst VAT registers. This means that whilst each separate VAT register can have a separate range of invoice and credit note numbers, all VAT registers can share the same range of voucher numbers.

VAT registers are linked to transactions based upon the tax class of the transaction and the site involved in the transaction, and are validated accordingly. Any one transaction can only involve lines within the same VAT register. Thus only lines involving tax codes with the same VAT register code can be entered at any one time.

VAT registers and operation codes are set-up against customers and suppliers, for use in sales and purchase transactions. You can change them for individual transactions.

VAT register functionality was originally developed for Italy, where VAT registers are a legal requirement, but is now available as a generic function. This functionality has been extended to offer greater flexibility than was the case in versions of European Accounting pre-dating Version 8.6E, where VAT registers were supported but as an Italian-specific feature only.

Setting the VAT Register flag in the European Accounting Control File (25.23) enables VAT registers.

Setting VAT Registers

The screenshot shows a software window titled "European Accounting Control File". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains a list of settings, each with a label and a value or input field. The "VAT Register" setting is circled in red. The settings are as follows:

Use Enhanced Global Shipping:	no
GL Protocol Numbering Required:	no
Next Journal Prot. Nbr:	000000001
VAT Register:	yes
Prov. for RIBA:	Prov. for RIBA
Autoriz. RIBA Nbr:	Au RIBANbr
Autoriz. RIBA Data:	AuData
Legal Nature:	
Fiscal County:	
Main Activity:	
Activity Code:	
Check Fiscal Code:	no

At the bottom of the window, there is a status bar with the text: "F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste".

VAT registers can then be used with the following MFG/PRO functions:

- Customer Maintenance (2.1.1)
- Supplier Maintenance (2.3.1)
- VAT Register Maintenance (2.13.7.1)
- VAT Register Browse (2.13.7.2)
- VAT Register Report (2.13.7.3)
- Blanket Order Maintenance (5.3.1)
- Blanket Order Release to PO (5.3.6)
- Scheduled Order Maintenance (5.5.1.13)
- Purchase Order Maintenance (5.7)
- PO Shipper Receipt (5.5.5.11)
- Purchase Order Receipts (5.13.1)
- Purchase Order Returns (5.13.7)
- Sales Quote Maintenance (6.1)
- Sales Quote Release to Order (6.10)
- Sales Order Maintenance (7.1.1)

- Pending Invoice Maintenance (7.13.1)
- Invoice Print (7.13.3)
- Invoice Post (7.13.4)
- Pre-Shipper/Shipper Confirm (7.9.5)
- Schedule Order Maintenance (7.3.13)
- Call Activity Recording (11.1.1.13)
- Call Invoice Recording (11.1.1.15)
- Contract Maintenance (11.5.13.1)
- Billing Release to Invoice (11.5.13.18)
- RMA Maintenance (11.7.1.1)
- RMA Shipments (11.7.1.16)
- RTS Maintenance (11.7.3.1)
- RTS Shipments (11.7.3.16)
- Waiting Expenses Voucher Maintenance (28.1.2)
- Recurring Voucher Maintenance (28.8.1)
- Recurring Voucher Release (28.8.4)
- ERS Processor (28.10.13)
- EMT Processing
- EDI Processing

Data Set-up

Specific VAT Register prints are available:

- Purchase VAT Register
- EC Purchases VAT Register
- Retained VAT Register
- AR VAT Register

In order to be able to print VAT registers you have to set-up certain data first:

- The VAT registers themselves
- Global Tax Management data
- Tax Classes, Tax types, and Tax usage codes in customer/supplier and part files
- Operation types

Refer to the following sections for details.

Defining VAT Registers

Use VAT Register Maintenance (2.13.7.1) to define new VAT registers and maintain/edit existing ones.

VAT Register Maintenance (2.13.7.1)

VAT registers can be selected through both the VAT Register and the site codes. Generally the Site field is left blank, but you can set up the same VAT Register code for different sites, which is particularly useful for companies that have several logistical sites belonging to the same fiscal entity.

VAT Register The VAT register.

Site The site. Typically this field is left blank.

Active Enter Yes or No. Defines if the VAT Register is active (Yes) or not (No). If set to No you can set up the relevant VAT register, but if you then try and process transactions against an inactive VAT register you will receive an error message.

EC VAT Register Enter Yes or No. Specifies if the VAT register is used for EC purchases. If set to Yes it is for use with such purchases, if set to No then it is not.

Header for Purchase VAT Register A description of the Purchase VAT Register, as it will appear on the VAT Register Reports.

Next Page Nbr Controls the starting page number of the VAT Register Report.

Header for Sales VAT Register A description of the Sales VAT Registers as it will appear on the VAT Register Reports.

Next Page Nbr Controls the starting page number of the VAT Register Report.

Invoice Sequence ID The sequencing number range to be used for assigning invoice numbers when an invoice is printed. You can either assign an existing numbering sequence or create a new one of your own.

Credit Note Sequence ID The sequencing number range to be used for assigning credit note numbers when a credit note is printed. You can either assign an existing numbering sequence or create a new one of your own.

Voucher Sequence ID The sequencing number range to be used for assigning voucher numbers at voucher registration. You can either assign an existing numbering sequence or create a new one of your own.

Correction Invoice Sequence ID The sequencing number range to be used for assigning correction invoice numbers when a correction invoice is printed. You can either assign an existing numbering sequence or create a new one of your own.

Use VAT Register Browse (2.13.7.2) to display details on the available VAT registers, including details on their associated sites, sequence IDs and other relevant information.

Setting Sequence Numbers

MFG/PRO's standard number range management functions control the numbering sequences used by VAT registers. The sequences you specify are used when assigning numbers for all invoices, credit notes, vouchers and correction invoices associated with an particular VAT register. The system will automatically assign the next number in the sequence to the relevant document when that document is created.

Gaps are permitted in the numbering sequence if you set the Allow Discarding flag in VAT Register Maintenance's second screen to Yes. By default this flag is set to No, which means that the numbering sequence will contain no gaps.

VAT Register Maintenance – Second Screen

VAT Register Maintenance

User Menu Edit Queue Options Help

Sequence Master

Sequence Id: 4aiv
Description: 4aiv
Target Dataset: 4aiv
Internal: yes
Allow Discarding: no
Allow Voiding: no

Effective Date: 20/09/99
Expiration Date: / /

F1=Help F2=Go ESC=End *Next/Prev Ctrl-X/C/V=Cut-Copy-Paste

When defining new VAT registers you can create your own numbering sequences to be used with them. An additional frame displays in VAT Register Maintenance (2.13.7.1) where you can specify the numbering sequence for that particular VAT register.

Segment List Frame

The screenshot shows a window titled "VAT Register Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area is divided into two sections:

Sequence Master

Sequence Id: 4aiv
 Description: 4aiv
 Target Dataset: 4aiv
 Internal: yes
 Allow Discarding: no
 Allow Voiding: no
 Effective Date: 20/09/99
 Expiration Date:

Segment List

Nbr	Type	Settings	Control
1	FIXED	IV	
2	INT	000001,999999,000001,000001	

At the bottom, a status bar displays: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Sequence numbers can be any mixture of letters and digits, provided they are no longer than a total of eight characters in length.

By default sequence numbers consist of two elements. The first two characters are the *fixed* part of the number, and the following defaults have been set up:

- IV Invoices
- CR Correction Invoices
- VO Vouchers
- CN Credit Notes

The remaining characters, (up to a maximum of six by default), make up the *integer* element of the sequence number, which is incremented by one automatically each time a number from the sequence range is allocated. You can omit the fixed element of the number if you wish, in which case the integer element alone can be up to eight characters long. You can use any numbering sequence you want provided no combination of the integer and fixed elements together exceeds eight characters.

Note Number Range Management will allow you to enter more than eight characters, but if you do so the resulting sequence number will not be valid as the number of an invoice, credit note, voucher or correction invoice. You would receive an error message when attempting to create one of these documents if you were to define a sequence that exceeded eight characters.

The next frame allows you to specify the actual range of numbers to be covered by a particular numbering sequence.

Integer Segment Editor Frame

VAT Register Maintenance

User Menu Edit Queue Options Help

Sequence Master

Sequence Id: 4aiv
 Description: 4aiv
 Target Dataset: 4aiv
 Internal: yes
 Allow Discarding: no
 Allow Voiding: no

Effective Date: 28/09/99
 Expiration Date:

Segment List

Nbr	Type	Settings	Control
1	FIXED	IV	
2	INT	000001,999999,000001,000001	

Integer Segment Editor

New Seg Nbr: Minimum Value: Initial Value:
 Maximum Value: Reset Value:

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

New Seg Nbr The segment number currently being defined.

Minimum Value The minimum value that can be assigned to the integer element of the segment number.

Maximum Value The maximum value that can be assigned to the integer element of the segment number.

Initial Value The initial value of the integer element of the segment number.

Reset Value The number to which the integer element of the segment number is to be reset once the sequence reaches the end of the specified range.

By default, the number assigned to the next voucher, invoice, credit note or correction invoice will consist of the next available number within the relevant numbering sequence. An exception to this is DR/CR Memos. For DR/CR memos, invoice and credit note sequences are used, provided the Use VAT Register Number Sequence flag in the Accounts Receivable Control File (27.24) is set to Yes. If this flag is not enabled, the numbers of these documents are assigned using standard MFG/PRO functionality.

Setting Numbering Sequence

Accounts Receivable Control File	
Next Batch:	001073
Next Memo:	01000030
Next Journal:	000004
Summarized Journal:	no
Intercompany Acct:	1203
Drafts Receivable Account:	1300
Exchange Tolerance:	5.00%
External Memo References Allowed:	no
Use VAT Register Number Sequence:	yes

Tax Codes

VAT registers must be linked to a tax code before they can be used. MFG/PRO's standard Global Tax Management features have been enhanced to allow you to do this. A new flag, VAT Register, has been added to Tax Rate Maintenance (2.13.13.1).

Tax Rate Maintenance (2.13.13.1)

The screenshot shows the 'Tax Rate Maintenance' window with the following fields and values:

Tax Type: VAT	Tax Code: 12
Item Tax Class: L	Description: 6% VAT
Tax Usage:	Tax Rate: 6.00%
Effective: 01/01/99	
Tax-By-Line: yes	Sales Tax Account: 2400
Tax Base:	Sales Tax Absorbed: 5950 no
	AP Tax Account: 1400
	Suspended VAT Account:
Min. Taxable: 0.00	Max. Taxable: 999,999,999.99
	AP Tax Retained: 2450 no
Percent Recoverable: 100.00%	Expiration Date: / /
Tax Method: 01	Accrue Tax at Receipt: yes
Update Tax Allowed: no	Discount Tax at Invoice: no
Allow Tax Included: no	Discount Tax at Payment: no
EC Sales List: no	Comments: no
EC Process Work: no	Tax Reason:
VAT Register: ☒	

At the bottom of the window, a status bar displays: F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

This new flag shows the VAT register to which a particular tax code is linked.

VAT Registers for Customers and Suppliers

European Accounting allows you to add VAT registers against customers and suppliers for use in sales and purchase transactions. A pop-up window has been added to MFG/PRO's standard Customer Maintenance (2.1.1) function to allow you to enter a VAT register and its associated operation code against a specific customer.

Customer Maintenance (2.1.1)

Customer Maintenance

User Menu Edit Queue Options Help

Customer Address

Customer: 001
 Name: PEI Computers Ltd.
 Address: 37 Atlantic Road
 Address:
 Address:
 City: Avonlea State: PEI Post: A1A A1A Format: 0
 Country: Canada
 Attention: VAT Register: Operation Code:
 Telephone: Ext: [2] Ext:
 Fax/Telex: [2] Added: 28/04/95

Customer Data

Sort Name: PEI Computers Ltd.	Type:	Taxable: yes
Salesperson1:	Multiple: no	Region:
Ship Via: 2-day air	Currency: USD	Disc Tbl:
AR Acct: 1200	Dual Pricing Cur:	Fixed Price: yes
Resale:	Site: 11000	Lang: US
Remarks:		Class:
		Partial OK: yes

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

A browse is available to show the VAT registers currently available for selection.

VAT Register Browse

The screenshot shows a window titled "Active VAT Registers". At the top, there is a dropdown menu labeled "VAT Register" with the value "4a" selected. Below this is a table with the following columns: VAT Register, Site, EC VAT Reg, Tax Class, Tax Type, Tax Usage, and Description. The table contains two rows of data.

VAT Register	Site	EC VAT Reg	Tax Class	Tax Type	Tax Usage	Description
4a		yes	0	VAT		EC Purchases
4a		yes	0	VAT		EC Sales

Similarly, a browse is also available to show the operation types.

Operation Code Browse

The screenshot shows the "Customer Maintenance" window. The "Customer Address" section displays the following information: Customer: 0100, Name: Hans Maier GmbH, Address: Bauunternehmung, Address: In der Sch... (truncated), City: Frankfurt, Country: Germany, Attention: (blank), Telephone: (blank), Fax/Telex: (blank). The "Customer Data" section displays: Sort Name: Hans Maier (truncated), Salesperson: (blank), Ship Via: (blank), AR Acct: 1200, Resale: (blank), Remarks: Kontakt: He (truncated). The "Operation Code Browse" dialog is open, showing a dropdown menu for "Type of Operation" with the value "02P1" selected. The dialog contains a table with the following columns: Type of Operation, Description, and Group. The table contains one row of data.

Type of Operation	Description	Group
02P1	AR-type	

At the bottom of the "Customer Maintenance" window, there is a status bar with the following text: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

Supplier Maintenance (2.3.1) has been enhanced in a similar way to Customer Maintenance (2.1.1), but in addition to being able to specify a VAT register and operation you are also prompted to specify a site against a supplier.

Supplier Maintenance (2.3.1)

The screenshot shows a window titled "Supplier Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area is divided into two sections:

Supplier Address

Supplier: 50000000 Temporary: no
 Name: Hydrexco Gas Processors Inc
 Address: 100 Foothill Blvd.
 Address: Massive Industrial Park
 Address: Bldg 1, Suite 101A
 City: Pomona State: CA Post: 90028 Format: 0
 Country: United States of America
 Attention: A VAT Register: Operation Code: Site:
 Telephone: 1-800-600-DH21 Ext: 222 [2]: 800-410-0009 Ext:
 Fax/Telex: [2]: Added: 11/06/92

Supplier Terms Data

Cr Terms: 30 Taxable: no Tax ID: TID Notice:
 Disc %: 0.00% Prepayment Balance: 0.00
 CoC Number: 333-098 Debtor Number:
 Partial OK: yes Tax Report: no
 Payment Hold: no Pay Specification: no
 DB Number:

At the bottom, a status bar displays keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

You can leave this field blank, in which case the system will search for a VAT register defined for a blank site when processing the relevant transactions. If you do enter a site, the system will search for the equivalent VAT register, which must be defined either against that particular site or against a blank site.

Defining Operation Codes

Operation codes describe transactions carried out in Accounts Payable and Account Receivable in plain easy-to-understand language. They are shown when VAT registers are printed. Specific operation types can be set using Operation Type Maintenance (2.13.11).

Refer to Chapter 2 Setup and Basic Data.

Sales and Purchase Transactions

Once VAT registers have been set-up against the relevant customers and suppliers, you can then link transactions with particular VAT registers.

Purchases

MFG/PRO's standard documents associated with purchase transactions have been enhanced to handle VAT register functionality. The following sections describe how this is handled when creating vouchers, but similar functionality is available for other purchase documents, such as purchase orders.

Refer to VAT Registers earlier in this chapter for a full list of all functions enhanced with VAT register functionality.

A flag in the Purchase Order Control File (5.24) determines if tax rates are validated against VAT registers in purchase transactions made with any of these functions, such as Purchase Order Maintenance (5.7).

Purchasing Control File

The screenshot shows the 'Purchasing Control File' window with the following settings:

Price by PO Line Due Date:	no
PO Interest Accrued Acct:	6900
PO Interest Applied Acct:	2270
Next Fiscal Batch:	1
Require Acknowledgment:	no
Use VAT Registers in Purchasing:	no
Generate Date Based Release ID:	yes

The 'Use VAT Registers in Purchasing' option is circled in the original image. The window also includes a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar with icons for file operations. At the bottom, a status bar shows keyboard shortcuts: F1=Help, F2=Go, ESC=End, Ctrl-X=Cut, Ctrl-C=Copy, Ctrl-V=Paste.

Voucher Maintenance

Vouchers can be linked to a particular VAT register during voucher line registration. When registering a voucher, a temporary number is initially assigned to that voucher by the system until it has been linked to a VAT register. A final number can only be assigned once the voucher has been linked to a particular VAT register. This is done in the header section of the voucher and during voucher line registration. A pop-up window displays whilst entering header details, showing the default VAT register and its associated operation code and site for use with that voucher. This defaults from the voucher's associated purchase order, or purchase orders if the voucher is linked to more than one.

Note If a voucher is linked to more than one purchase order, they must all lie within the same VAT register.

Alternatively, if no purchase order is available, then the VAT register, operation code and site default from the relevant supplier's records. You can use the browse facility to select an alternative VAT register, operation code or site from the one displayed should you so wish.

Voucher Maintenance (28.1.1)

Voucher Maintenance

User Menu Edit Queue Options Help

Batch: 1014 Control: 0,000 Total: 0,000

Voucher
10016

Control: 0,000 Effective: 20/09/99 ERS: no
Total: 0,000 Tax Date: 20/09/99

Order
Supplier: 5011000 Dixon Corporation 1000 Industrial Driv
Salt Lake City UT

Remit-To: 5011000 Dixon Corporation
Ship-To: 5011000 Dixon Corporation

VAT Register: Operation Code: Site:

Currency: U

Daybook: DB-2

Invoice: INV Acct: 2100 Prepay Amt: 0,000
Date: 20/09/99 Disc Acct: 5200 Hold Amt: 0,00
Terms: 30/60/90 Entity: 1000 Non-Disc Amt: 0,000

Disc Date: 20/09/99 Imp/Exp: no Rank: Tax[1]:
Due Date: 15/12/99 Supp Bk: Separate Ck: no [2]:
Exp Date: Type: Auto Select: no [3]:

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

After the registration of the voucher header the system assigns the selected VAT register to the voucher. During the registration of a voucher's distribution lines, the system checks the consistency of the VAT registers. It will display an error message if you attempt to record a voucher line with a tax code linked to a different VAT register. This tax code is determined based upon the Tax Types (defined within the tax environment), Tax Usage and Tax Class for each voucher distribution line.

At the end of registering a voucher, the system will determine the final voucher number based on the VAT register you have linked to the voucher. This number is the next available number taken from the numbering sequence specified in VAT Register Maintenance (2.13.7.1).

Final Voucher Number

Voucher Maintenance

User Menu Edit Queue Options Help

Batch: 1032 Control: 0,000 Total: 0,000

Voucher: 1av00012

Control: 0,000 Effective: 13/10/99 ERS: no

Total: 0,000 Tax Date: 13/10/99

Supplier: 5011000 Dixon Corporation 1000 Industrial Drive Salt Lake City UT

Remit-To: 5011000 Dixon Corporation

Ship-To: 5011000 Dixon Corporation

Currency: USD Bank: AA Paym.m.: MC Waiting Exp.: no

Daybook: DB-2

Invoice: Acct: 2100 Prepay Amt: 0,000

Date: 13/10/99 Disc Acct: 5200 Hold Amt: 0,00

Terms: 30/60/90 Entity: 1000 Non-Disc Amt: 0,000

Disc Date: / / Imp/Exp: no Bank: Tax[1]:

Due Date: / / Supp Bk: Separate Ck: no [2]:

Exp Date: / / Type: Auto Select: no [3]:

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Note If you disabled VAT register functionality on purchase transactions, (in the Purchase Order Control file) the system will not validate the VAT registers of any purchase order being linked to a voucher. It will simply check that the tax rates for each voucher line, as entered in the receiver matcher frame, lie in the same VAT register.

Sales

MFG/PRO's standard documents associated with sales transactions have been enhanced to handle VAT register functionality. The following sections describe how this is handled when creating sales orders, but similar functionality is available for other sales documents, such as sales quotes.

Refer to VAT Registers earlier in this chapter for a full list of all functions enhanced with VAT register functionality.

VAT registers and operation types assigned to documents created early in the sales cycle, such as sales quotes, are automatically transferred to sales documents for the same transaction created later in the sales cycle, such as invoices. For example, VAT registers and operation types assigned using Sales Quote Maintenance (6.1) are transferred automatically to the associated sales order and from there, to the relevant invoice.

Sales Orders

Sales Orders can be linked to a particular VAT register. When using Sales Order Maintenance (7.1.1) to create a sales order a pop-up window displays when you enter the order header information. This shows the default VAT register and operation code set up for use with the relevant customer.

Sales Order Maintenance (7.1.1)

The screenshot shows the 'Sales Order Maintenance' window with the following fields and values:

Order: S010044 Sold-To: 0200 Bill-To: 0200 Ship-To: 0200			
Sold-To		Ship-To	
Werner Schulze		Werner Schulze	
Frankfurt	60303	Frankfurt	60303
Germany		Germany	
Order Date: 24/01	VAT Register:	Operation Code:	yes
Required Date:	Manual:	Currency: USD	Language:
Promise Date:	Site: 10000	Taxable: no	
Due Date: 21/09/99	Channel:	Fixed Price: yes	
Pricing Date:	Project:	Credit Terms:	
Purchase Order:		Credit Terms Int: 0,00	
Remarks:		Reprice: no	
Entered By: twt		Original Invoice:	

At the bottom of the window, a status bar displays: F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

Browsers are available allowing you to select VAT registers and operation codes other than the default ones if you so wish. The ones you enter must be valid for that particular combination of customer and site. The system checks to ensure the VAT register selected is active, and that numbers remain available within its numbering sequence range. This VAT register is then assigned to the sales order. When entering order lines, the system checks the consistency of the VAT registers and will display an error message if you attempt to record an order line with a tax code linked to a different VAT register. This is determined based upon the Tax Types (defined within the tax environment), Tax Usage and Tax Class for each order line.

If the total value of a sales order is positive, the system will generate an invoice. If the total value of a sales order is negative, the system will generate a credit note. The system will automatically transfer the operation code and VAT register shown on the sales order to the invoice or credit note. The system will also generate an invoice or credit note number automatically, based on the selected VAT register.

Invoice with Automatically Generated Invoice Number

		I N V O I C E																													
		Invoice: 2ai00022 Revision: 0																													
		Invoice Date: 03/11/98 Page: 1																													
		Print Date: 03/11/98																													
Bill To: imhus1 imh test us address United States of America		Sold To: imhus1 imh test us address United States of America																													
Sales Order: 10197 Order Date: 03/11/98 Salesperson(s): Credit Terms: Resale: Remarks: Your VAT Reg: GB 123456789 Ship Date: 03/11/98 Purchase Order: Ship-To: imhus1 Ship Via: BOL: FOB Point:																															
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item Number</th> <th style="text-align: left;">UM</th> <th style="text-align: left;">Shipped</th> <th style="text-align: left;">Backorder Tax</th> <th style="text-align: left;">Price</th> <th style="text-align: left;">Net Price</th> </tr> </thead> <tbody> <tr> <td>10-15000</td> <td>EA</td> <td>10.0</td> <td>0.0 yes</td> <td>500.00</td> <td>5,000.00</td> </tr> <tr> <td colspan="6"> Customer Item: P313767 NOMAD(TM) COOLING SYSTEM AUTOMOTIVE UNIT </td> </tr> </tbody> </table>				Item Number	UM	Shipped	Backorder Tax	Price	Net Price	10-15000	EA	10.0	0.0 yes	500.00	5,000.00	Customer Item: P313767 NOMAD(TM) COOLING SYSTEM AUTOMOTIVE UNIT															
Item Number	UM	Shipped	Backorder Tax	Price	Net Price																										
10-15000	EA	10.0	0.0 yes	500.00	5,000.00																										
Customer Item: P313767 NOMAD(TM) COOLING SYSTEM AUTOMOTIVE UNIT																															
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Non-Taxable: 0.00</td> <td style="width: 20%;">Currency: USD</td> <td style="width: 20%;">Line Total:</td> <td style="width: 30%; text-align: right;">5,000.00</td> </tr> <tr> <td>Taxable: 5,000.00</td> <td>0.00%</td> <td>Discount:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Tax Date: 03/11/98</td> <td></td> <td>Service 10 :</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td></td> <td>Freight 20 :</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td></td> <td>Special 30 :</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td></td> <td>Total Tax:</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td></td> <td></td> <td>Total:</td> <td style="text-align: right;">5,500.00</td> </tr> </table>				Non-Taxable: 0.00	Currency: USD	Line Total:	5,000.00	Taxable: 5,000.00	0.00%	Discount:	0.00	Tax Date: 03/11/98		Service 10 :	0.00			Freight 20 :	0.00			Special 30 :	0.00			Total Tax:	500.00			Total:	5,500.00
Non-Taxable: 0.00	Currency: USD	Line Total:	5,000.00																												
Taxable: 5,000.00	0.00%	Discount:	0.00																												
Tax Date: 03/11/98		Service 10 :	0.00																												
		Freight 20 :	0.00																												
		Special 30 :	0.00																												
		Total Tax:	500.00																												
		Total:	5,500.00																												

VAT Register Reports

You can run a report showing details of all VAT registers, using VAT Register Report (2.13.7.3). An example of such a report is given below.

VAT Register Report (2.13.7.3)

euvtrgrp.p c61a Page: 1	2.13.7.3 VAT Register Report qad.inc	Date: 03/11/99 Time: 11:54:19
VAT Register: 01 Site: 10000 Active: yes EC VAT Register: yes Header For Purchase VAT Register: Next Page Number: 00000001 Header For Sales VAT Register: Next Page Number: 00000001 Invoice Sequence ID: inv01 Next Seq Number: IV000008 Credit Note Sequence ID: cr01 Next Seq Number: CR000002 Voucher Sequence ID: vo02 Next Seq Number: V0000002 Correction Invoice Sequence ID: co01 Next Seq Number: C0000002		
euvtrgrp.p c61a Page: 2	2.13.7.3 VAT Register Report qad.inc	Date: 03/11/99 Time: 11:54:19
VAT Register: 02 Site: 1000 Active: no EC VAT Register: no Header For Purchase VAT Register: Next Page Number: 00000000 Header For Sales VAT Register: Next Page Number: 00000000 Invoice Sequence ID: Next Seq Number: Credit Note Sequence ID: Next Seq Number: Voucher Sequence ID: Next Seq Number: Correction Invoice Sequence ID: Next Seq Number:		
euvtrgrp.p c61a Page: 3	2.13.7.3 VAT Register Report qad.inc	Date: 03/11/99 Time: 11:54:19
VAT Register: 02 Site: 10000 Active: yes EC VAT Register: yes Header For Purchase VAT Register: Next Page Number: 00000000 Header For Sales VAT Register: Next Page Number: 00000000 Invoice Sequence ID: iv02 Next Seq Number: IV500000 Credit Note Sequence ID: cr02 Next Seq Number: C0000002 Voucher Sequence ID: vo02 Next Seq Number: V0000002 Correction Invoice Sequence ID: co02 Next Seq Number:		
euvtrgrp.p c61a Page: 4	2.13.7.3 VAT Register Report qad.inc	Date: 03/11/99 Time: 11:54:19
VAT Register: 1a Site: 10000 Active: yes EC VAT Register: no Header For Purchase VAT Register: purchase vat header Next Page Number: 00000003 Header For Sales VAT Register: sales vat header Next Page Number: 00000004 Invoice Sequence ID: 1aiv Next Seq Number: 1ai00043 Credit Note Sequence ID: 1acr Next Seq Number: 1ac00002 Voucher Sequence ID: 1avo Next Seq Number: 1av00012 Correction Invoice Sequence ID: 1aco Next Seq Number: 1aa00002		
euvtrgrp.p c61a Page: 5	2.13.7.3 VAT Register Report qad.inc	Date: 03/11/99 Time: 11:54:19
VAT Register: 1a Site: 11000 Active: no EC VAT Register: no Header For Purchase VAT Register: 1a site 11000 purchase VAT header Next Page Number: 00000001 Header For Sales VAT Register: 1a site 11000 sales VAT header Next Page Number: 00000003 Invoice Sequence ID: 11iv Next Seq Number: 11i00002 Credit Note Sequence ID: 11cr Next Seq Number: 11c00002 Voucher Sequence ID: 11vo Next Seq Number: 11v00002 Correction Invoice Sequence ID: 11co Next Seq Number: 11co0002		
euvtrgrp.p c61a Page: 6	2.13.7.3 VAT Register Report qad.inc	Date: 03/11/99 Time: 11:54:19
VAT Register: 2a Site: 10000 Active: yes EC VAT Register: no Header For Purchase VAT Register: 2a site 10000 purchase VAT header Next Page Number: 00000001 Header For Sales VAT Register: 2a site 10000 sales vat header Next Page Number: 00000003		

Invoice	Sequence ID: 2aiv	Next Seq Number: 2ai00022	
Credit Note	Sequence ID: 2acr	Next Seq Number: 2ac00002	
Voucher	Sequence ID: 2avo	Next Seq Number: 2av00027	
Correction Invoice	Sequence ID: 2aco	Next Seq Number: 2aa00002	

euvtrgrp.p c61a	2.13.7.3 VAT Register Report	Date: 03/11/99
Page: 7	gad.inc	Time: 11:54:19

VAT Register: 3a	
Site:	
Active: yes	
EC VAT Register: yes	
Header For Purchase VAT Register: EC Purchases	
Next Page Number: 00000003	
Header For Sales VAT Register: EC Sales	
Next Page Number: 00000004	

Invoice	Sequence ID: 3aiv	Next Seq Number: 3ai00002
Credit Note	Sequence ID: 3acr	Next Seq Number: 3ac00002
Voucher	Sequence ID: 3avo	Next Seq Number: 3av00002
Correction Invoice	Sequence ID: 3aco	Next Seq Number: 2000002

euvtrgrp.p c61a	2.13.7.3 VAT Register Report	Date: 03/11/99
Page: 8	gad.inc	Time: 11:54:19

VAT Register: 3a	
Site: 10000	
Active: yes	
EC VAT Register: no	
Header For Purchase VAT Register: ;lk;lk;l	
Next Page Number: 00000003	
Header For Sales VAT Register: ;lk;lk;l	
Next Page Number: 00000004	

Invoice	Sequence ID: 2aiv	Next Seq Number: 2ai00022
Credit Note	Sequence ID: 2acr	Next Seq Number: 2ac00002
Voucher	Sequence ID: 3avo	Next Seq Number: 3av00002
Correction Invoice	Sequence ID: 3aco	Next Seq Number: 2000002

euvtrgrp.p c61a	2.13.7.3 VAT Register Report	Date: 03/11/99
Page: 9	gad.inc	Time: 11:54:19

End of Report

REPORT CRITERIA:	Report submitted by: ih
VAT Register:	To: 3a
Site:	To:
Active Only: no	
EC VAT Registers Only: no	Output: ian
	Batch ID:

Suspended VAT

European Accounting allows the tax date on sales invoices to be set according to the payment date of those invoices. If you set the Use Suspended VAT flag in the European Accounting Control File (25.23) to No, then VAT is due when the invoice is first raised, as in standard MFG/PRO. However, if you set this flag to Yes, VAT is due on payment of an invoice, rather than when that invoice is first raised.

Use Suspended VAT

The screenshot shows the 'European Accounting Control File' window with the following settings:

Use Waiting Expenses Vouchers:	yes	Account:	2205
Display Cash Book Balance:	no		
Use Suspended VAT:	yes		
Manual Draft Method Of Paym.:	MD		
AR Default Bank:	AA		
AR Default Method of Payment:	MC		
Separate GL-Entries Per Document:	no		
Use secondary GL description:	yes		
Print Shipper On Invoices:	yes		
Use GL Transaction Matching:	yes		
Withholding Tax Type:	WITHHOLD		

At the bottom of the window, the following keyboard shortcuts are listed: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

If you set this flag to No, then VAT is due when the invoice is first raised. When Suspended VAT is enabled, you can use the Suspended VAT Account field in Tax Rate Maintenance (2.13.13.1) to set the appropriate Suspended VAT account against the relevant tax code.

You can define multiple suspended VAT accounts per tax environment, and multiple tax codes for a transaction: tax rates included on any one invoice or DR/CR memo do not have to share the same suspended VAT account.

Tax Rate Maintenance (2.13.13.1)

The screenshot shows a 'Tax Rate Maintenance' window with the following fields and values:

Tax Type: VAT	Tax Code: 11
Item Tax Class: [icon]	Description: 17,5% VAT
Tax Usage: [icon]	Tax Rate: 17,50%
Effective: 00/00/99	
Tax-By-Line: yes	Sales Tax Account: 2400
Tax Base:	Sales Tax Absorbed: 5950 no
	AP Tax Account: 1400
	Suspended VAT Account: 5555
Min. Taxable: 0,00	Max. Taxable: 999.999.999.999,99
	AP Tax Retained: 2450 no
Percent Recoverable: 100,00%	Expiration Date:
Tax Method: 01	Accrue Tax at Receipt: yes
Update Tax Allowed: yes	Discount Tax at Invoice: no
Allow Tax Included: yes	Discount Tax at Payment: no
EC Sales List: no	Comments: no
EC Process Work: no	Tax Reason:

At the bottom of the window, a status bar displays: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

When Suspended VAT is set to Yes in the European Accounting Control File, then you are able to define individual customers as requiring the use of Suspended VAT. The setting of the Suspended VAT flag against a customer determines the default value to be used during Sales Quote, Sales Order and Pending Invoice processing.

When an invoice is processed for a sales order which is marked for Suspended VAT, then the tax record is marked as being suspended (i.e. the tax date is unknown). In such cases, the tax amount is posted to the Suspended VAT account defined for the appropriate tax code, rather than the Sales Tax Account.

On the first full or partial payment of an invoice that invoice is no longer marked for Suspended VAT. The tax date on the invoice is then set to the effective date of the last payment against the invoice. Any tax value associated with the invoice is transferred from the Suspended VAT Account to the Sales Tax Account for the appropriate tax code.

Typically, invoices with Suspended VAT are excluded from Tax Reports, but a separate Suspended VAT report is available. As soon as such invoices are fully or partially paid, then they will appear on Tax Reports, with the tax date set to the effective date of the last payment against the invoice.

VAT on Petty Cash Transactions

European Accounting provides an additional feature that allows you to create GL journal transactions for petty cash transactions that include VAT. This function, Standard Transaction with GTM (25.13.5), is a modified version of Standard Transaction Maintenance (25.13.1), which allows tax to be calculated for selected journal lines. Standard Transaction with GTM creates GTM records which can then be reported using European Accounting VAT reports.

Standard Transaction with GTM header screen

The header screen for this function is virtually identical to that of Standard Transaction Maintenance, except you are also asked to enter some tax defaults. The Type may be either Voucher (default) or Memo. This setting determines whether the created tax records should be reported on either Accounts Payable or Accounts Receivable Tax Reports. The From and To Zones are used to determine the Tax Environment to be used in the calculation of taxes.

Standard Transaction with GTM, Tax Defaults

The screenshot shows a software window titled "Standard Transaction with GTM". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area is divided into sections. The "Primary Entity" section contains the following information: GL Reference: JL990920000001, Type: JL, Effective: 20/09/99, Period: 9/1999, Currency: USD, Control: 0,00, Base, Total: 0,00, Daybook: DB-14, and Entry: Microsoft. Below this is a "Voucher" section. To the right of the "Voucher" section is a "Tax defaults" section with the following information: Type-V/M: Voucher, Zone: 1. A "Tax Usage" dialog box is open over the "Tax defaults" section. The dialog box contains the following fields: Tax Usage: (empty), Tax Environment: LOCAL, Tax Class: (empty), Taxable: yes, and Tax Inc: no. To the right of the "Tax Usage" dialog box is a "Correction: no" field. At the bottom of the window is a "WARNING: NO TAX ENVIRONMENT FOUND; USING DEFAULT." message. Below the warning message is a footer with the following text: F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste.

Next the standard GTM window found in many other functions, such as Voucher Maintenance, appears. For entry of petty cash transactions it is often more useful to have defined tax rates that allow Tax Included. This means that you simply enter the gross expense, and the system will determine the VAT and adjust the posting to the expense account accordingly.

This same window appears against each of the lines marked as taxable using the default information entered at the header.

Entering expenses information

The screenshot shows a window titled "Standard Transaction with GTM". The menu bar includes "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu is a toolbar with icons for file operations and navigation. The main area is divided into sections for transaction details and a table of lines.

Primary Entity

GL Reference: JL991101000006 Type: JL Effective: 01/11/99 Period: 11/1999
 Currency: USD Control: 0,00 Base Total: 0,00
 Daybook: DB-14 Entry Number:
 Voucher Correction: no

Line	Account	Project	Enty	Tax	Description	Cur	Amount
1	5100		1000	y	Hotel bill	USD	100,00

In this example, a gross expense of 100 was entered to account 5100. The entry was marked as taxable. The system then asks you if you wish to view/edit the tax detail record created. If you were to answer Yes to this question, then the tax details could be modified, in case of rounding differences, etc. Otherwise the GTM records would be created, and the tax lines could not be modified. If modification is needed to the created tax lines, then the corresponding expense line must be deleted and re-entered, and the tax lines would need to be calculated again.

Tax Lines

Standard Transaction with GTM

User Menu: Edit Queue Options Help

Primary Entity

GL Reference: JL991101000006 Type: JL Effective: 01/11/99 Period: 11/1999

Currency: USD Control: 0,00 Base Total: 100,00

Daybook: DB-14 Entry Number:

Voucher Correction: no

Line	Account	Project	Enty	Tax	Description	Cur	Amount
1	5100		1000	y	Hotel bill	USD	100,00
2	5100		1000	*	Hotel bill	USD	-14,89
3	1400		1000	*	Hotel bill	USD	14,89
4			1000				

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

In this case, the system has automatically calculated that the amount of VAT at 17.5% included within the gross expense of 100 is 14,89 and has created two new lines to the journal. These tax lines are marked with an asterisk. The first line adjusts the gross expense down to the net amount, and the second line is the VAT. These lines cannot be modified.

Completing the journal

Standard Transaction with GTM

User Menu: Edit Queue Options Help

Primary Entity

GL Reference: JL991101000006 Type: JL Effective: 01/11/99 Period: 11/1999

Currency: USD Control: 0,00 Base Total: 0,00

Daybook: DB-14 Entry Number:

Voucher Correction: no

Line	Account	Project	Enty	Tax	Description	Cur	Amount
1	5100		1000	y	Hotel bill	USD	100,00
2	5100		1000	*	Hotel bill	USD	-14,89
3	1400		1000	*	Hotel bill	USD	14,89
4	8300		1000	y	Air Fare	USD	200,00
5	8300		1000	*	Air Fare	USD	-29,79
6	1400		1000	*	Air Fare	USD	29,79
7	1040		1000	n	Expenses Oct.	USD	-300,00
8			1000				

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

The balancing entry to the journal is entered as a non taxable line, and is coded to the Petty Cash or other appropriate GL account.

GTM Records

The screenshot shows a window titled "Tax Detail by Transaction Inq" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. Below the menu bar, there are input fields for Reference, Number, Transaction Type (55), Tax Date (01/11/99), and Reporting Currency (USD). The Output is set to terminal.

Reference Number	Tax Type	Tax Date	Tax Environment	Tax Amount	Tax Code
TranType	TaxClass	Curr	Ship-From Zone	Taxable Amount	Entity
	TaxUsage	Tax In	Ship-To Zone	Non-Taxable	Susp. VRT
JL991101	VRT	01/11/99	IN-EU	14,89	11
000006	N	USD		85,11	1000
55		yes			no
JL991101	VRT	01/11/99	IN-EU	29,79	11
000006	N	USD		170,21	1000
55		yes			no

List complete.

Enter data or press ESC to end.

The tax records created by this new function can be viewed on various GTM inquiries and Tax reports. You should be aware that the GL reference is split between the Reference and the Number fields.

VAT on Petty Cash transactions can be seen on the following reports:

- AR Tax by Transaction Report (2.13.15.13)
- AR Tax by Tax Rate Report (2.13.15.14)
- AP Tax by Transaction Report (2.13.15.16)
- AP Tax by Tax Rate Report (2.13.15.17)

Withholding Tax

European Accounting supports withholding tax functionality that allows you to withhold tax when paying suppliers and then to declare the tax part of the supplier payment to the authorities on that supplier's behalf. Introduced in response to Italian requirements this feature has been extended to make it of more general use. It is typically of use when dealing with sole traders or small companies that provide services rather than goods. The actual rate at which withholding tax is calculated differs depending on the type of service provided.

A separate GL account is used for booking retained withholding tax amounts. The withholding tax liability is not created until a voucher that is subject to withholding tax is paid. At that point

withholding tax is retained from the total invoice amount and is credited to this separate account. (If a partial payment is made the system calculates the withholding tax liability based on the proportion of the voucher that is being paid.) The withholding tax account is then debited with the retained amount once the withholding tax is declared to the authorities. This is normally recorded via a manually entered GL transaction.

Setting up Withholding Tax

Withholding tax is not paid at a single standard rate. Instead, the amount of withholding tax due varies depending on the type of service provided. For example, in Italy certain professional fees may be subject to a withholding tax of 20% for Italian residents, but of 30% for non-Italian residents.

You use MFG/PRO's standard Global Tax Management functionality to define both the withholding tax rates and the accounts that are to be used once the withholding tax liability has been created. Before you can use withholding tax functionality you must first define the withholding tax type in Tax Type Maintenance (2.13.1.1) which will be used for all withholding tax transactions. This tax type must not be included in the definition of any tax environments. You must then set the different tax rates or taxable base percentages to be used for withholding tax transactions. These are dependent on the type of service associated with a transaction. Every withholding tax transaction must have a *reason code* (or *causale*) associated with it to identify that transaction's service-type. Use Tax Rate Maintenance (2.13.13.1) to set and maintain the necessary withholding tax details.

Tax Rate Maintenance (2.13.13.1)

Tax Type: WITHHOL	Tax Code: r2
Item Tax Class: W2	Description: WH Tax 10%
Tax Usage:	Tax Rate: 10.00%
Effective: 19/10/99	
Tax-By-Line: yes	Sales Tax Account: 2400
Tax Base:	Sales Tax Absorbed: 5950 no
	AP Tax Account: 1402
	Suspended VAT Account:
Min. Taxable: 0.00	Max. Taxable: 999,999,999.99
	AP Tax Retained: 2450 no
Percent Recoverable: 85.00%	Expiration Date:
Tax Method: 01	Accrue Tax at Receipt: yes
Update Tax Allowed: no	Discount Tax at Invoice: no
Allow Tax Included: no	Discount Tax at Payment: no
EC Sales List: no	Comments: no
EC Process Work: no	VAT Register: Tax Reason:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

While this is a standard MFG/PRO function the following fields are used in a non-standard way for handling withholding tax.

Tax Type The tax type for withholding tax transactions, as defined in the European Accounting Control File (25.23). This must not be the same as any tax type for any tax environment as defined in Tax Environment Maintenance (2.13.5.1

Tax Usage This field may be optionally used to store the tax code (from the list of *Codici Tributo*) for this type of service. This information is published by the Italian Tax Authorities..

Tax Code The reason code indicating the transaction's service type. Every withholding tax transaction must have a reason code assigned to it. Many of the tax codes listed as *Codici Tributo*, may have a number of different reason codes or causale.

Percent Recoverable The percentage of any voucher distribution line amount that is subject to withholding tax. This will be 100% if the whole transaction is subject to withholding tax.

Tax Rate The percentage at which withholding tax is to be calculated for this transaction.

AP Tax Account The account/cost center to be used for booking the retained withholding tax.

Next you must define the withholding tax type in the European Accounting Control File (25.23), to allow the system to determine the tax rates to be applied for withholding tax calculations.

European Accounting Control File

The screenshot shows the 'European Accounting Control File' window with the following settings:

Use Waiting Expenses Vouchers:	yes	Account:	2105
Display Cash Book Balance:	no		
Use Suspended VAT:	yes		
Manual Draft Method Of Paym.:	MD		
AR Default Bank:	AA		
AR Default Method of Payment:	MC		
Separate GL-Entries Per Document:	yes		
Use secondary GL description:	yes		
Print Shipper On Invoices:	yes		
Use GL Transaction Matching:	yes		
Withholding Tax Type:	WITHHOL		

At the bottom of the window, the following keyboard shortcuts are listed: F1=Help F2=Go E5C=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

A browse is available to show the withholding tax reason codes currently available. Withholding Tax Rsn Code Browse (2.13.15.4.12) displays this information but you can also choose to display it whenever you are prompted to enter a reason code for a transaction.

Reason Code Browse

Withholding Tax Rsn Code Browse (1-)

User Menu Edit Navigate Config Options Window Help

Browse

Reason Code: 1

Reason Code	Description	Tax Rate	% Taxable	Account	Cost Cents
r1	5% WH Tax	5.00%	100.00%	1401	
r2	WH Tax 10%	10.00%	85.00%	1402	
r3	WH Tax 15%	15.00%	100.00%	1403	

Filter = Off

F1=Help F2=Go F7=Options ESC=End ALT-F=Toggle.

Supplier Maintenance

A new flag, Withholding Tax , has been added to Supplier Maintenance (2.3.1). It must be set to Yes when a supplier is eligible for withholding tax.

Supplier Maintenance (2.3.1)

The screenshot shows a 'Supplier Maintenance' window with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The window is divided into two main sections: 'Supplier Address' and 'Supplier Pricing _EuroAccount Specific Data'.

Supplier Address

Supplier: 002 Temporary: no
 Name: Toronto Computer Services
 Address: 75 Queens Road
 Address:
 Address:
 City: Toronto State: ONT Post: Format: 0
 Country: Canada CAN County:
 Attention: [2]:
 Telephone: Ext: [2]: Ext:
 Fax/Telex: [2]: Added: 29/04/95

Supplier Pricing _EuroAccount Specific Data

Buyer:
 Price Tbl:
 Disc Tbl:
 Fixed Price: yes
 Withholding Tax: yes

At the bottom of the window, a status bar displays keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

When this flag is set, a Withholding Tax Data window displays. Here you can enter the fiscal address code of the relevant supplier plus specify if the supplier is an individual rather than a company. In this instance you can enter additional personal details that might be relevant, such as the person's place of birth.

Withholding Tax Data

The screenshot shows a 'Supplier Maintenance' window with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The 'Supplier Address' section contains fields for Supplier (002), Temporary (no), Name (Toronto Computer Services), Address (75 Queens Road), City (Toronto), State (ONT), Post, and Format (0). The 'Withholding Tax Data' section contains fields for Fsc.addr.code (0200), Phys Pers (yes), First Name (Name), Birthd. (12/08/70), Sex (M), Bth addr[1] (Line1), Bth addr[2] (Line2), Bth addr[3] (Line3), Bth City (Bth city), Bth prov (Bth Prov), Res City (Res City), Res Prov (Res Prov), Res Ctry (Italy), St, Resdt (no), Withhold Tax (yes), Reason Code (r3), Fisc code (2344321234432), and Fin fis cde (32323232). A status bar at the bottom shows keyboard shortcuts: F1=Help, F2=Go, ESC=End, Ctrl-X=Cut, Ctrl-C=Copy, Ctrl-V=Paste.

Fsc.addr.code The address code of the fiscal address.

Phys. Pers Enter Yes or No. Specifies if the supplier is an individual person (Yes), rather than a company (No). The subsequent fields on this screen are only available if this flag is set to Yes.

First Name The person's first name.

Birthd. The person's date of birth.

Sex The person's sex, M(ale) or F(emale).

Bth. addr[1] The first address line of the person's address at birth.

Bth. addr[2] The second address line of the person's address at birth.

Bth. addr[3] The third address line of the person's address at birth.

Bth City The person's birth town or city.

Bth prov The province in which the person was born.

Res City The person's current town or city of residence.

Res Prov The person's current province of residence.

Res Ctry The person's current country of residence.

St The person's current state of residence.

Resdt Enter Yes or No. Specifies whether the person is resident at that address

Frn fis cde The foreign fiscal code if appropriate.

Withhold Tax Enter Yes or No to specify if the supplier is subject to withholding tax rules.

Fisc Code The individual's fiscal code.

Reason Code The reason code, linked to the withholding tax rate, indicating the type of service provided by this supplier. This field is validated against the reason codes defined in Tax Rate Maintenance (2.13.13.1), and is used as the default for any vouchers recorded for this supplier using Voucher Maintenance (28.1.1).

Voucher Maintenance

Withholding tax data is created using Voucher Maintenance (28.1.1). Withholding tax data is only recorded for vouchers without purchase orders and is not collected for either waiting expenses vouchers or recurring vouchers. When you enter a voucher from a supplier who is subject to withholding tax you are prompted to indicate if each distribution line on that voucher represents a *fee* item, or a reimbursed *expense*. Withholding tax can be charged for fee items but not for expenses.

Fee Item

Voucher Maintenance

User Menu Edit Queue Options Help

Batch / Voucher

Batch: 1063 Batch Cnt: 0,000 Tot: 352,500

Voucher: 10046 USD Cnt: 0,000 Tot: 0,000

Ln	Account	Entry	Project	Tax	Description	Amount T
1	5100	1000	y		PURCHASES (EXPEN	100,00

Message Update

Fee or Expense Fee

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut/Copy/Paste

For each distribution line in the voucher that is marked as a fee you are then prompted to enter a reason code, to show the nature of the service provided for that particular entry. You must enter either a valid reason code, as defined in Tax Rate Maintenance (2.13.13) or leave the field blank. By default it is set to the reason code defined for that particular supplier in Supplier Maintenance (2.3.1).

Entering a reason code

The screenshot shows the 'Voucher Maintenance' window. At the top, there is a menu bar with 'User Menu', 'Edit', 'Queue', 'Options', and 'Help'. Below the menu bar is a toolbar with several icons. The main area is divided into sections. The first section is 'Batch / Voucher' with the following data:

Batch: 1063	Batch Ctrl: 0,000	Tot: 352,500
Voucher: 10046	USD Ctrl: 0,000	Tot: 0,000

The second section is 'Distribution' with a table of distribution lines:

Ln	Account	Entry	Project	Tax	Description	Amount	T
1	5100	1000		y	PURCHASES (EXPEN	100,00	

Overlaid on the distribution table is a 'Message Update' dialog box with the text 'Withholding Tax Reason Code' and a text input field containing the number '1'.

At the bottom of the window, there is a status bar with the following text: 'F1=Help F2=Go E5C=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste'.

Leaving the field blank indicates that a specific line is not subject to withholding tax. If it is left blank for the first distribution line in a voucher you are given the option of turning off withholding tax for the whole voucher.

For lines marked as an expense you are not prompted to enter a reason code, as withholding tax is never recorded for reimbursed expenses. However it may sometimes be necessary to show reimbursed expense amounts on certain reports.

Expense Item

Voucher Maintenance

User Menu: Edit Queue Options Help

Batch / Voucher

Batch: 1063	Batch Cnt: 0,000	Tot: 352,500
Voucher: 10046	USD Cnt: 0,000	Tot: 0,000

Distribution

Ln	Account	Enty	Project	Tax	Description	Amount T
1	5100	1000		y	PURCHASES (EXPEN	100,00

Message Update

Fee or Expense:

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

In the example shown above the first distribution line (for 100,00) represents a fee item that has a reason code which calculates withholding tax at a rate of 10%. The second distribution line (also for 100,00) shows an expense item for which withholding tax is not calculated. The total withholding tax due on this voucher is thus 10,00. At this point there is no withholding tax to report as the withholding tax liability is not created until a voucher is paid.

Voucher Payment

When you pay a voucher that is subject to withholding tax, the withholding tax amount is subtracted from the amount paid to the supplier and this amount is credited to the withholding tax account. Multiple entries can exist per voucher and you can make partial payments against each voucher. The system calculates your withholding tax liability by pro-rating it against the total payment due for that voucher.

Several standard MFG/PRO functions have been enhanced to allow them to handle withholding tax voucher payments:

- Payment Selection – Automatic (28.9.4.1)
- Payment Selection – Manual (28.9.4.2)
- Payment Selection Register (28.9.4.4)
- Payment – Automatic Checks (28.9.4.6)

- Payment – Manual Checks (28.9.10)
- Payment Inquiry (28.9.11)
- Payment Register (28.9.12)
- Check Void Maintenance (28.9.15)

Manual Payment

When you enter a check for payment manually, using Payment – Manual Checks (28.9.10), the setting of the Withholding Tax flag determines if the amount of withholding tax due is calculated automatically or whether you wish to calculate it yourself manually.

Payment – Manual Checks (28.9.10)

Automatic Withholding Tax Enter Yes if you want the system to calculate the withholding tax liability for you automatically, or No if you wish to calculate it yourself manually.

Typically withholding tax will be calculated automatically, but if you set this flag to No you can record multiple payment lines against each voucher, together with the GL accounts to which each amount relates.

Calculating Withholding Tax Automatically

When you choose to calculate withholding tax automatically, the system calculates the amount of withholding tax that is to be excluded from a payment.

Automatic Withholding Tax

Payment - Manual Checks

User Menu Edit Queue Options Help

Batch: 1069 Ctrl: 0,000 Total: 0,000

Bank: AA Paym. Meth: MC Automatic Withholding Tax: yes

Check: 40000021

Control: 0,00 Total: 0,00

Draft: no Currency: USD Batch: 1069

Supplier: XVT2-2 Base/WHT

Date: 01/11/99 Account: 2110 Status:

Effective: 01/11/99 Disc Account: 5200 Daybook: DB-1

Due Date: Remark:

Voucher	T	Account	Amt to Apply	Cash Amount	Disc Amount
10048	VO	2100	235,00	225,00	0,00

Adding new record.
Withholding Tax: 10

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

The values you enter into the Amt to Apply and Cash Amount fields are not the amount of the actual physical payment, instead they show the amount of the voucher that will be settled by this payment. The example shown above is for a voucher of 235,00 US dollars which will be settled with a payment of 225,00 US dollars. This check represents the payment of this voucher with 225,00 US dollars in cash less the withholding tax portion of the voucher, which in this case has been calculated as 10,00 dollars.

This example represents a full payment of a voucher. You can however make a partial payment by paying less than the total due. In this case the amount of withholding tax due will be prorated accordingly and split between the various reason codes on the voucher and their associated GL accounts.

The following GL entries (all in US dollars) would be created for the voucher shown above:

	Debit	Credit
Withholding Tax		10,00
Accounts Payable	235,00	
Payment in Process/Cash		225,00

Calculating Withholding Tax Manually

If you choose to calculate withholding tax manually you must enter all the accounts to be affected by the transaction together with their associated amounts, with the exception of the Payment in Process or Cash Accounts which will be credited with the total of these entries. In the example below the full value of the voucher created in earlier sections (235,00 dollars) is cleared from Accounts Payable.

Amount to be debited from Accounts Payable

Payment - Manual Checks

User Menu Edit Queue Options Help

Batch: 1006 Cnt: 0,000 Total: 0,000

Bank: AA Paym. Meth: MC Automatic Withholding Tax: yes
 Check: 40000021
 Control: 0,00 Total: 0,00
 Draft: no Currency: USD Batch: 1006
 Supplier: XVT2-2 Base/WHT
 Date: 01/11/99 Account: 2110 Status:
 Effective: 01/11/99 Disc Account: 5200 Daybook: DB-1
 Due Date: Remark:

Voucher	T	Account	Am't to Apply	Cash Amount	Disc Amount
10048	VO	2100	235,00	235,00	0,00

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

Next enter the amount of withholding tax as a negative amount (in the example below –10,00). the total of these two lines (225,00 in this example) is the total amount payable for that voucher in this payment.

Withholding Tax Amount

Payment - Manual Checks

User Menu Edit Queue Options Help

Batch: 1069 Ctrl: 0,000 Total: 0,000

Bank: AA Paym. Meth: MC Automatic Withholding Tax: yes

Check: 40000021

Control: 0,00 Total: 225,00

Draft: no Currency: USD Batch: 1069

Supplier: XVT2-2 Base/WHT

Date: 01/11/99 Account: 2110 Status:

Effective: 01/11/99 Disc Account: 5200 Daybook: DB-1

Due Date: Remark:

Voucher	T	Account	Amt to Apply	Cash Amount	Disc Amount
10048		1401		-10,00	0,00

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

The system recognizes the account above as a Withholding Tax liability account, because it is defined as the AP Tax Account against a tax rate for the Withholding Tax Type. The system prorates the amount across any reason codes recorded on the voucher, and deduces the amount of each expense line paid from the total paid.

You can also record amounts on other accounts such as INPS or Ritenuta Previdenziale. These are types of pension contributions, a proportion of which some professionals can charge to certain customers. These are also recorded in the GL transaction created for the payment.

Automatic Payment

The automatic payment selection functions, such as Payment – Selection Automatic (28.9.4.1), that have been enhanced to support withholding tax payments, will not permit you to select an amount for payment on a voucher that exceeds the total voucher amount less the withholding tax liability. As with manual payments, manual payment selection will allow you to make partial payments of a voucher, in which case the withholding tax amount due is prorated and split between the various reason codes on the voucher and their associated GL accounts.

Payment selection reports will highlight when the amount payable for a voucher has been reduced because of withholding tax amounts.

The GL transactions created for automatic payments of withholding tax amounts are the same as those created when calculating withholding tax automatically for manual payment.

Refer to Calculating Withholding Tax Automatically above.

Note It is not possible to deal with INPS or Ritenuta Previdenziale using automatic payments.

Voucher Inquiry

Voucher Inquiry (28.2) shows the payments made against selected vouchers. Continuing with our example voucher this would show multiple lines for a single payment of 225,00 US dollars. Recording the withholding tax in this way makes it easier for you to see how a voucher can be fully paid with an amount that appears to be less than the total amount of that voucher.

Voucher Inquiry (28.2)

The screenshot shows the 'Voucher Inquiry' window with the following fields and values:

- Voucher: 10048
- Supplier: XVT2-2
- PO Number:
- Invoice: sdll
- Type:
- Open Only: no
- Currency:
- Reporting Currency: USD
- Output: terminal

Below the fields, a summary of voucher details is displayed:

Reference: 10048	Invoice: sdll	Type:
Date: 01/11/99	Credit Term: 0	Amount: 235,00
Effective: 01/11/99	Account: 2100	Am. Open: 0,00
Exch Rate: 1,0	Entity: 1000	Currency: USD
Supplier: XVT2-2	PO Number:	Batch: 1067
Confirmed: yes	Confirmed By: demo	Recur Voucher:
Paym.m.: MC	Hold Am: 0,00	ERS: no

The 'Payments' table shows the following data:

Date	Reference	Amount	Disc	Amount	Cur	Account	CC
01/11/99	AA40000021	235,00		0,00	USD	2100	
01/11/99	AA40000021	-10,00		0,00	USD	1401	

At the bottom of the window, it says 'List complete.' and 'F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste'.

Settling Withheld Tax

Once a withholding tax liability has been created, by the payment of the appropriate vouchers, the actual tax that you have withheld must be settled with the tax authorities. Withholding Tax Payment (2.13.15.4.7) allows you to identify withholding tax transactions and mark those that are due for payment.

Withholding Tax Payment (2.13.15.4.7)

Reference The range of references.

Supplier The range of suppliers whose withholding tax vouchers are to be processed.

Reason Code The range of reason codes.

Date Paid The range of dates when withholding tax vouchers were paid.

Withholding Tax % The percentage at which withholding tax should be paid.

Selection Order Enter Voucher or Payment Date to control the order in which vouchers meeting the selection criteria are to be displayed.

Maximum to Withhold The maximum of amount of withholding tax to be withheld.

Withholding Tax Payment Date The effective date on which the withholding tax liability is settled and, optionally, the associated GL transaction is created.

Select All Enter Yes or No to determine if all the vouchers meeting the selection criteria should be selected automatically in the Payment Selection screen (shown below).

Update GL Enter Yes or No. Determines if GL transactions are to be created automatically once withholding tax liabilities are settled.

Entity Only vouchers for the selected entity will be processed. GL transactions are created for one entity at a time.

Day Book Only to be entered if daybooks are in use, in which case the name you enter must be that of a valid daybook. By default this is determined for each GL transaction by the system based upon the transaction type (JL) and the entity selected for the transaction. You only need to enter a different one if you need to separate withholding tax transactions from other types of JL transactions.

Credit Account This defaults to the sales cash account specified in System/Account Control File (36.1). You may enter any valid account, sub-account and cost center of your choice.

GL Description The description to be used for each GL transaction line generated by the process.

Undo Previous Selection Enter Yes or No. Allows the reversal of a withholding tax payment previously made.

The setting of the Update GL flag determines if you want a GL transaction to be created when the withholding tax liability is settled. The creation of such an entry is optional as you may offset withholding tax liabilities against other tax items, such as advance corporation tax, or you may pay it together with other taxes. If you do let the system generate a GL transaction it will be of type JL.

In Italy withheld tax falls due for settlement to the authorities on the 15th of the month following the creation of the withholding tax liability. By entering the first and last days of the previous month in the Date Paid field all the relevant withholding tax vouchers in that period will be identified. (Alternatively use one of the other selection criteria to create a list of withholding vouchers due for payment.)

Once you have made your entries, a list of vouchers whose associated withholding tax is due for settlement is then displayed. You can choose whether or not you wish to settle your withholding tax liability for each voucher.

Selecting withholding tax vouchers for payment

The screenshot shows a software window titled "Withholding Tax Payment". At the top, there is a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window displays the following information:

Withholding Tax Total Payment Selected

Max to Withhold: 0,00 Total Available To Select: 77,50
Total Selected For Payment: 27,50

Withholding Tax Payment Final Selection

Sel	Ref.	Supplier	Reason	Wh Tax%	Account	Withholding Tax	Pay.Date
*	10048	XVT2-2	r1	5,00%	1401	10,00	01/11/99
*	10017	XVT2-3	r1	5,00%	1401	1,25	20/10/99
*	10017	XVT2-3	r1	5,00%	1401	1,25	20/10/99
*	10018	XVT2-3	r3	15,00%	1403	15,00	20/10/99
	10020	XVT2-3	r2	10,00%	1402	4,72	20/10/99
	10020	XVT2-3	r1	5,00%	1401	2,78	20/10/99
	10021	XVT2-4	r3	15,00%	1403	15,00	20/10/99
	10021	XVT2-4	r1	5,00%	1401	5,00	20/10/99
	10022	XVT2-4	r3	15,00%	1403	15,00	20/10/99
	10027	XVT2-5	r1	5,00%	1401	2,50	20/10/99
	10028	XVT2-5	r1	5,00%	1401	2,50	20/10/99
	10030	XVT2-5	r1	5,00%	1401	2,50	20/10/99

The withholding tax for the voucher distribution lines marked with an asterisk is now due for settlement. Simply de-select (by deleting the asterisk) if you do not wish to pay at this time, or alternatively mark as paid. (As with other selection screens found in European Accounting use the Enter and Return keys to select/de-select items.)

You can also mark as unpaid any items erroneously marked as paid.

Withholding Tax Reports

Three withholding tax reports are available:

- **Withholding Tax Report**
A generic report showing the vouchers that are subject to withholding tax.
- **Withholding Tax Certificate**
An Italian specific report certifying the amount of withholding tax paid to the authorities on a supplier's behalf on an annual basis.
- **Compensation to Third Party Report**
An Italian specific report listing the amounts of withholding tax due for settlement to the authorities in the selected month.

Refer to Chapter 13, Country Specific Issues for details on the two Italian specific reports.

The output from these reports shows the address information of the company that is responsible for settling the withholding tax liability with the tax authorities. This address information is taken from that entered in Company Address Maintenance (2.12).

Company Address Maintenance (2.12)

Company Address Maintenance

User Menu Edit Queue Options Help

Company Address

Address: 10000010

Name: Quality Distribution Corp

Address: Div/Quality Products Inc.

Address: 102983764 242nd Street

Address: Colossal Business Park

City: Las Vegas State: NV Post: 68106 Format: 0

Country: United States of America USA County:

Attention: Ms. April Showers [2]:

Telephone: 1-800-QUA-LITY Ext: 999 [2]: Ext:

Fax/Telex: 402-339-4965 [2]:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Address Entity code as defined in the System/Account Control File (36.1).

Use Withholding Tax Report (2.13.15.4.8) to create a generic report showing the selected supplier's withholding tax vouchers.

Withholding Tax Report (2.13.15.4.8)

Supplier: To:

Reference: To:

Show expected tax amount :

Exclude settled :

Reporting Currency:

WARNING: THIS REPORT IS 180 COLUMNS WIDE (16.6 CPI LANDSCAPE A4)

Output:

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Show Expected Tax Amount Enter Yes or No. Determines if withholding tax amounts expected against voucher lines and amounts where payment has not yet been made to the supplier should be included in the report.

Exclude Settled Enter Yes or No. Determines if amounts already settled to the tax authorities should be included in the report. If set to Yes, only items for which a withholding tax liability currently exists will be shown on the report.

Reporting Currency Withholding tax amounts are stored in base currency but this option allows the reporting of withholding tax amounts in a currency other than your database's base currency.

The resulting output from this report lists the appropriate withholding tax vouchers together with their fees (and associated reason codes), expenses, the withholding tax rate, the withholding tax amounts and the total amounts paid to the supplier. It also shows the taxable IRPEF (*Imposte Reddito Persona Fisica* or income tax), that is the taxable amount of IRPEF which is subject to withholding tax.

Deleting and Archiving Withholding Tax Data

Withholding Tax Delete/Archive allows you to delete withholding tax records from your database and to archive data. Archived records can be reloaded using MFG/PRO's standard Archive File Reload (36.16.5).

Withholding Tax Delete/Archive

The screenshot shows a software window titled "Withholding Tax Delete/Archive". It features a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main window area contains the following fields and controls:

- Vendor:** A text input field.
- Reference:** A text input field.
- Wh. Pay. Date:** A date input field with slashes for day, month, and year.
- To:** Three text input fields, likely for tax authority details.
- Delete?:** A checkbox labeled "no".
- Archive?:** A checkbox labeled "no".
- Output Filename:** A label for the output file name.
- Output:** A label for the output data.

At the bottom of the window, a status bar displays the following keyboard shortcuts: F1=Help, F2=Go, ESC=End, Ctrl-X=Cut, Ctrl-C=Copy, Ctrl-V=Paste.

Withholding tax records can only be deleted or archived once the appropriate withholding tax amounts have been settled with the tax authorities using Withholding Tax Payment (2.13.15.4.7) and you have sent the supplier a withholding tax certificate which shows those transactions.

Customization

[Custom08.doc](#)

Chapter 9: Journals

Standard MFG/PRO provides only limited reporting facilities from the General Ledger. In earlier versions of MFG/PRO European Accounting added the ability to create extra reports, known as *Journals* (or *Daybooks*), to the General Ledger functionality. Developed initially to satisfy the reporting requirements of France and other countries, these have been extended to make them of more general usage. Journals allow you to group GL transactions in such a way as to either satisfy legal reporting requirements, or to be consistent with common business practices, found throughout Europe. They can be considered as reports in which GL transactions are grouped by document types and transaction types with separate debit and credit columns as their final entries.

This chapter looks at European Accounting's Journal Report Writer feature that extends this journal functionality still further, allowing you to create journal reports that consist of a combination of transactions from one or more daybooks. The following topics are covered:

Journal Report Writer

Setting-Up Data

Creating Journals

Printing Journals

Customization

Journal Report Writer

European Accounting's Journal Report Writer, added to MFG/PRO at Version 8.6, allows you to group together GL transactions from various daybooks and report selected elements of data from those groupings in either detailed or summarized form. This new feature replaces all the journals provided by earlier versions of European Accounting, namely:

- Financial Journal by Reference
- Financial Journal by Account
- Purchase Journal by Reference
- Purchase Journal by Document
- Purchase Journal by Account
- Invoices Journal by Reference
- Invoices Journal by Document
- Invoices Journal by Account
- Memo Journal by Reference
- Memo Journal by Document
- Memo Journal by Account
- Sales Journal by Reference
- Sales Journal by Document
- Sales Journal by Account
- IC Journal by Reference
- IC Journal by Account
- WO Journal by Reference
- WO Journal by Account
- JL Journal by Reference
- JL Journal by Account
- RV Journal by Reference
- RV Journal by Account
- Total Journal Summary
- GL Book
- GL Book by Account

Note These journals were all accessed from menu 25.9 in versions of European Accounting for use with versions of MFG/PRO pre-dating Version 8.6.

Journal Report Writer still offers the full functionality of the above journals, but in addition gives improved flexibility and efficiency. Using Journal Report Maintenance (25.10.1) you can define any journals you wish, including, but not limited to, those journals supported in previous versions of European Accounting. This function allows you to select fields from a pre-defined list for

inclusion within your journal report. It also allows you to specify sorting criteria and to assign initial values to various ranges of data.

Refer to Creating Journals. Also refer to Report Definition for full details of the fields you need to set to define the journals provided in earlier versions of European Accounting.

Once you have defined your journal use Journal Report Print (25.10.3) to actually generate and print it.

Refer to Printing Journals.

Each individual entry, in all reports, will be one-line long. The exception to this is any account-driven report, such as the Total Journal Summary or the GL Book reports, in which the first two entries are the account code and account description. For such reports, each entry can be two-lines long (depending on options selected when they are defined), with account code and account description printed on one line and the rest of the details on the next line.

The journals you define can be one of the following types:

- Reference
- Account
- Document

The fields that can be included within a journal vary slightly depending on the journal type.

However, in order to be able to use any of the journals created using Journal Report Writer, you cannot make any summarized journals, so this feature should be switched off wherever it can be set on, for example in the Accounts Payable Control File (28.24).

Switching off Summarized Journals

The screenshot shows the 'Accounts Payable Control File' window with the following fields and values:

Next Batch:	1002
Next Voucher:	10003
Next Journal:	000006
Voucher Open Qty:	no
Summarized Journal:	no
Ship-To:	10000001
Default Bank:	AA
Default Payment Method:	1
Intercompany Acct:	1202
Exchange Tolerance:	5.00%
Enter Vouchers Confirmed:	yes
Release Recur VOs Confirmed:	no
Use Payment In Process Acct:	yes
Use Expensed Item Var Accts:	yes
External Voucher References Allowed:	yes
Use Assigned-To Field:	yes
Use Draft Management:	no
ERS Packing Slip Error:	no
ERS Update GL Avg Cost:	no
ERS Voucher Date Option:	0

At the bottom of the window, the following keyboard shortcuts are listed: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Setting up Data

Information from existing daybooks is included within your journal reports so the relevant daybooks must have already been set up, using Daybook Maintenance (25.8.1), before you can create these journal reports. Transactions are grouped within daybooks using the transaction and document type of the relevant GL entries. The transaction type indicates the source of the transaction, while the document type indicates the type of the source document from which the GL transaction originated.

Available transaction types are:

- AP Accounts Payable (vouchers, payments, check void)
- AR Accounts Receivable (memos, finance charges, payments)
- CS GL Transaction Consolidation
- FA Fixed Assets
- FX GL Foreign Exchange Revaluation
- IC Inventory Control (issues/shipments, receipts, returns, count updates)
- JL GL Standard Transaction Maintenance
- PR Payroll (paychecks, voids)

- RA GL Retroactive Transaction Maintenance
- RV GL Reversing Transaction Maintenance
- SO Sales Order/Invoices (invoices)
- WO Work Orders (shop floor labor reports)
- XX Imported Transaction
- XY GL Imported Transaction Revaluation
- YR GL Transaction Year End Close
- YA GL Transaction Year End Adjustments

Examples of document types are:

- A Payment Application
- I Invoice
- M Memo
- F Financial Charge
- P Payment
- VO Voucher
- CK Check

Any combination of document and transaction types can be listed on your journal reports depending on how your daybooks are set up. You must create default daybook codes for each transaction type/document type combination that you want included within a specific kind of report.

The following table shows a suggested default daybook structure for journals, although you can have any structure you wish. A blank document type indicates that all document types not specified in other daybooks will be included. The System daybook includes all transactions not defined by the other default daybooks.

Daybook	Trans Type	Doc Type	Description
DB-1	AP	CK	AP Check
DB-2	AP	VO	AP Voucher
DB-3	AP		AP Blank Type
DB-4	AR	A	AR Payment Application
DB-5	AR	D	AR Bankers Draft
DB-6	AR	F	AR Financial Charge
DB-7	AR	I	AR Invoice
DB-8	AR	M	AR DR/CR Memo
DB-9	AR	P	AR Payment
DB-10	AR		AR Blank Type
DB-11	SO	I	Sales Invoices
DB-12	SO		Sales Transactions (other)
DB-13	IC		Inventory Transactions
DB-14	JL		Journal Transactions
DB-15	RV		Reversing Transactions

Daybook	Trans Type	Doc Type	Description
DB-16	WO		Works Order Transactions
DB-17	YA		Year End Adjustments
SYSTEM			System daybook (default)

Use Default Daybook Maintenance (25.8.4) to set these default daybook codes up.

Creating Journals

You define journals using European Accounting's Journal Report Maintenance (25.10.1) function. This function offers you the flexibility to create any type of journal you wish, and to modify existing journals. Your journals are stored by a user-defined report code, which you are prompted to enter when you initially define a journal. Entering an existing report code in the Report Code field displays the relevant parameters and descriptions previously defined for that report, which you can then amend as you wish. You can also base a new report on an existing one, tailoring the parameters as necessary for your new report before saving it with a new report code.

The example shown below is for creating a Financial Journal by Account.

Financial Journals by Account

The screenshot shows the 'Journal Report Maintenance' window. The 'Report Code' field is set to 'F01'. The 'Description' is 'FINANCIAL JOURNAL BY'. The 'Report Type' is set to 'Account' (radio button selected). The 'Report Title' is 'FINANCIAL JOURNAL BY ACCOUNT'. Below these, there are several parameter fields: 'Financial Year: 1999', 'Period: 01', 'Effective Date: 01/01/1999', 'Account Code:', 'Sub-Account:', 'Cost Ctr:', 'Entity: 1000', 'Bank Code:', 'Starting Page Number: 0000', 'Summary/Detail: Detail', and 'Display Currency Value: no'. The window also has a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar with icons for file operations and help.

Specify the journal report's characteristics by entering appropriate values (or modifying the existing ones) in the relevant fields.

Report Code The unique report code identifying this journal report.

Copy Code The report code of an existing report whose details you want to use as the base for a new report. Use the Up/Down arrow keys to select the one you want from those available. All the existing definitions for that report are then copied, allowing you to tailor the entries as necessary before saving your new report with a new report code.

Description A description of your report. This cannot be left blank and cannot duplicate an existing description.

Report Type This can be either, Account, Reference or Document depending on the type of your resulting report.

Report Title The name of the report.

Financial Year The financial year, which must be defined in the GL calendar, for which GL transactions are to be printed. A journal cannot span financial years.

Period The range of periods within the specified financial year for which GL transactions are to be reported. This range must have been defined in the GL calendar. When left blank, details on all periods in the relevant financial year are included in the report.

Effective Date The range of effective dates for which GL transactions are to be reported. By default this is the start date of the first period and the end date of the last period. This range must lie wholly within the specified period

Account Code/GL Reference/Document Number The range of account codes, GL references or document numbers,(depending on the type of the report), to be included in the report. If left blank all account codes, GL references or document numbers are included.

Entity The range of entities to be included in the report. When left blank, all entities are taken into account.

Bank Code The code for the bank for which the journal is to be printed. If a bank code is entered all GL entries created using Cash Book Maintenance are reported. When left blank details for all banks are printed.

Starting Page Number The number the report should take as the number to print on its first page. This defaults to 1.

Summary/Detail Enter Summary or Detail to specify if only the specified sub-totals and totals are shown on the report or if details of individual GL entries are included too. This field is only available for account type journals.

Display Currency Value Enter Yes or No to determine if the currency and currency amount should be shown in parentheses below the total value of each individual GL entry, when the currency of a transaction differs from the database's base currency.

Note The fields available for selection here vary slightly depending on the type of the report.

Once you complete your entries in this initial window, another frame is displayed where you can scroll through a list of available daybooks, to select those you want including in your report. You can insert additional daybooks into the list by using the F3 key, or Insert, provided you do not attempt to enter a duplicate daybook in the same report.

Note Daybooks you want to include must already exist.

Daybook Codes

The screenshot shows a window titled "Journal Report Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following configuration fields:

- Report Code: F01
- Copy Code:
- Description: FINANCIAL JOURNAL BY
- Report Type: ☒ Account ☐ Reference ☐ Document
- Report Title: FINANCIAL JOURNAL BY ACCOUNT

Below these fields is a section titled "Daybook Codes" containing a table with three columns: Daybook Code, Description, and an empty column for selection.

Daybook Codes		
DB-1	AP Checks	
DB-4	Ar Payment Applicati	
DB-5	AR Drafts	
DB-9	AR Payments	
DB-14	Journal Transactions	
DB-17	Year End Adjustment	
DB-3	AP Blank Type	

At the bottom of the window is a status bar with the text: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

A further frame now displays where you can select the data elements (from a pre-defined list of fields) that you want extracting from the relevant daybooks for inclusion in your report. You can also specify the order in which these fields should be printed in the final report.

Report Contents

The screenshot shows a window titled "Journal Report Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following fields:

- Report Code: F01
- Copy Code:
- Description: FINANCIAL JOURNAL BY
- Report Type: ☒ Account ☐ Reference ☐ Document
- Report Title: FINANCIAL JOURNAL BY ACCOUNT

Below these is a section titled "Report Contents" containing a table with 10 rows and 2 columns of input fields:

Report Contents		
Account Code		
Sub Account		
Cost Centre		
GL Reference		
Bank Code		
Document Type		
Document Number		
Address		
Effective date		

At the bottom, a status bar displays keyboard shortcuts: F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste.

The report's contents can include up to a maximum of thirty fields which must be drawn from the following list:

- Account code
- Account description
- Address
- Batch
- Bank code
- Bank Slip
- Beginning balance
- Check number
- Cost center
- Cum. balance
- Daybook code
- Daybook description
- Daybook sequence (Number)
- Description

- Document number
- Document type
- Effective Date
- Entity
- Entry date
- GL reference
- Invoice number
- Journal
- Line number
- Period
- Project
- Purchase order
- Reversing transaction
- Sales order
- Sub-Account
- Transaction type

Note You cannot include duplicate fields in the same report.

Finally, you can select sort criteria in Journal Report Maintenance's last frame that determine the positioning of certain fields within the printed report. The ordering of all the other fields (except from those which appear in the Sort criteria) is determined by the order in which they are selected in the Reports Contents frame shown above. The exception to this is the credit, debit and total values fields that are always printed as the final columns for all types of report. These three fields are included automatically in your report; you cannot select them.

Sort and Sub-total Criteria

Journal Report Maintenance

User Menu Edit Queue Options Help

Report Code: F01
 Copy Code:
 Description: FINANCIAL JOURNAL BY
 Report Type: ☒ Account ☐ Reference ☐ Document
 Report Title: FINANCIAL JOURNAL BY ACCOUNT

Sort and Subtotal By

Sort by	Subtotal On	Sort by	Subtotal On
Account Code	yes		no
Cost Centre	no		no
	no		no
	no		no
	no		no

New Page for each account: no
 Include Statistical Accounts: no
 Include Memo Accounts: no
 Skip line after Account Code: no

Enter data or press ESC to end.

The following fields are available:

Sort by Defines the fields on which the journal report can be sorted. Select up to a maximum of 10 fields from the following:

Account Code
 Bank
 Bank Statement
 Cost Center
 Daybook Code
 Document No
 Effective Date
 Entity
 GL Reference
 Journal
 Line Number
 Period
 Project
 Sub-Account

Refer to Sort and Sub-total Criteria for more details.

Subtotal on Enter Yes or No to determine if sub-totals are to be calculated for the specified data category.

New page for each Account Enter Yes or No to specify if each account code should be printed on a new page in the report. This option is only available for the account report type.

Include Statistical Accounts Enter Yes or No to include or exclude statistical accounts for the report. This option is only effective for the account report type.

Include Memo Accounts Enter Yes or No to include or exclude memo accounts for the report. It is only effective for the account report type.

Skip line after Account Codes Enter Yes or No. For use with account driven reports, such as GL Book, GL Book by Account and Total Journal Summary. When account code and account description are the first two fields shown for each entry in the report, this specifies if each individual entry should be two-lines long instead of the usual one. If set to Yes a line is skipped after each account code and account description in the final report. It is only effective if both the Description and Account Code fields are selected for inclusion in the report.

Sort and Sub-Total Criteria

Sorting and sub-totaling are permitted on the following fields:

- Account Code
- Bank
- Bank Statement
- Cost Center
- Daybook Code
- Document No
- Effective Date
- Entity
- GL Reference
- Journal
- Line Number
- Period
- Project
- Sub-Account

You can specify up to ten sort fields, selected from the above list. Sorting is carried out using the following hierarchy when the journal report is generated:

- Entity
- Daybook Code
- Account Code/GL Reference/Document Number. (For Report Type Accounts this can be any one of the above listed fields, however, the recommended field is Account Code/GL Reference/Document reference)
- Any other sort field (determined by the order in which the field was originally selected)

Thus, for example, if a report is to be sorted by entity then entity will be the first sort field, while if the report is also to be sorted by daybook code, then daybook code will be the second sort field.

Total Journal Summary

The Total Journal Summary Report is a special report that is slightly different from the other reports you can create using Journal Report Maintenance. It lists the starting balance of an account and summarizes all the entries by journal type per period, to calculate the end balance. Unlike the majority of other journal reports individual entries in this report can be two-lines long, if both the description and the account code fields are selected, and the Skip Line After field, all in Journal Report Maintenance (25.10.1), is set to Yes. If these criteria are met, the account code and the description are printed on one line, all the remaining data for each particular entry on the next.

To create a Total Journal Summary select the following account codes within the Report Contents frame of Journal Report Maintenance 25.10.1):

- Account (type)
- Beginning Balance
- Journal
- Period
- Cum. Balance

To create a detailed version of this report you must also set the Summary/Detail flag in Journal Report Maintenance to Detail. This version of the report shows the opening balances and debit and credit totals per financial period for each account for the entire date range covered by the report. This information is shown separately for each account. The final end balance is calculated from this data and is shown at the end of the report.

An example of the detailed version of a Total Journal Summary is shown below.

Total Journal Summary – Detailed format

euglrp21.p c61a Page: 1	25.10.3 TOTAL JOURNAL SUMMARY qad.inc						Date: 23/10/99 Time: 12:47:45
A/C code	A/C Description	Begin Amount	Per	Journal	Debit Amount	Credit Amount	Balance
2100	ACCOUNTS PAYABLE	568.852,05cr	10	Financial			
					2.813,76	33,00	
				Purchase	16.728,00	58.031,28	
				Total	19.541,76	58.064,28	
			11	Financial	26.540,00	5.034,76	
				Purchase	1.001,00	8.998,06	
				Total	27.541,00	14.032,82	
			12	Financial	851,17	221,00	
				OD	100,00	500.100,00	
				Purchase	1.719,80	38.016,74	
				Total	2.670,97	538.337,74	
Sub-total by Account 2100					49.753,73	610.434,84	-1.129.533,16

The column Per represents the period. The column Journal indicates the grouping to which a particular journal belongs. Available Journal groupings are:

Journal	GL Transactions
Purchases	Document type VO
Sales	Document type I or M
Stocks	Transaction type IC
Production	Transaction type WO
OD	Transaction types JL and RV
Financial	Other

You can translate the labels for these six groupings into any language of your choice. Use Language Detail Maintenance (36.4.3) to enter the actual text for each label in the language of your choice. For example, if you want to setup the Journal labels in the German language, specify a language code of *German* and then enter the actual Journal labels in German. Then, when you print the journals using Journal Report Print (25.10.3) the journal labels will appear in the report in the selected language, in this case, in German.

You can also output a summarized version of this report, by setting the Summary/Detail flag in Journal Report Maintenance to Summary, you get a list with account, beginning balances and the total amount of transactions per type.

Example of Total Journal Summary – Summarized Format

Euglrp21.p c61a Page: 1		25.10.3 ACCOUNT JOURNAL SUMMARY qad.inc					Date: 23/10/99 Time: 13:05:33
A/C code	A/C Description	Begin Amount	Per	Journal	Debit Amount	Credit Amount	Balance
5000	PURCHASE PRICE VARIANCE	5.181,81cr			56.868,51	145.327,44	-93.640,74
5005	PURCHASE GAIN/LOSS	0,00			10.000,00	0,00	10.000,00
5010	AP USAGE VARIANCE	0,00			1.000,00	0,00	1.000,00
5020	AP RATE VARIANCE	0,00			5.485,00	0,00	5.485,00
5030	TRANSFER PRICE VARIANCE	0,00			18.980,01	30.575,85	-11.595,84
euglrp21.p c61a Page: 2		25.10.3 ACCOUNT JOURNAL SUMMARY qad.inc					Date: 23/12/99 Time: 13:05:33
A/C code	A/C Description	Begin Amount	Per	Journal	Debit Amount	Credit Amount	Balance
Total		5.181,81cr		00	53.000,00	12,00	
				Purchase	2.586,00	1.100,00	
				Stocks	36.747,52	174.791,29	
					92.333,52	175.903,29	-88.751,58
End of Report							

Report Definition

The following table lists the fields that must be set in Journal Report Maintenance (25.10.1) to create the journals supported in previous version of European Accounting. All of these reports are pre-defined in this version of European Accounting: their report codes are shown in the table below. You can alter these reports if you wish.

Financial Journal By Account F01 previously 25.9.1.13	
Report Content List	Account Code, Sub-Account, Cost Center, GL Reference, Bank Code, Document Type, Document Number, Address, Effective Date
Daybook Code List	DB-1, DB-4, DB-5, DB-9, DB-14
Sort Order	
Database Field	Sub-Total By
Account code	Yes
Cost Center	No
Purchase Journal By Reference P01 previously 25.9.2.1	
Report Content List	GL Reference, Document Number, Account Code, Sub-Account, Cost Center, Purchase Order, Effective Date
Daybook Code List	DB-2, DB-3
Sort Order	
Database Field	Sub-Total By
GL reference	Yes
Line number	No
Purchase Journal By Document P02 previously 25.9.2.2	
Report Content List	Document Number, GL Reference, Account Code, Sub-Account, Cost Center, Purchase Order, Effective Date
Daybook Code List	DB-2, DB-3
Sort Order	
Database Field	Sub-Total By
Document number	Yes
GL reference	No
Line number	No
Purchase Journal By Account P03 previously 25.9.2.3	
Report Content List	Account Code, Sub-Account, Cost Center, GL Reference, Document Number, Purchase Order, Effective Date
Daybook Code List	DB-2, DB-3
Sort Order	
Database Field	Sub-Total By
Account code	Yes
Cost Center	No

Invoice Journal By Reference I01 previously 25.9.3.1	
Report Content List	GL Reference, Document Number, Account Code, Sub-Account, Cost Center, Sales Order, Address, Effective Date
Daybook Code List	DB-11, DB-12
Sort Order	
Database Field	Sub-Total By
GL reference	Yes
Line number	No
Invoice Journal By Document I02 previously 25.9.3.2	
Report Content List	Document Number, GL Reference, Account Code, Sub-Account, Cost Center, Sales Order, Address, Effective Date
Daybook Code List	DB-11, DB-12
Sort Order	
Database Field	Sub-Total By
Document number	Yes
GL reference	No
Line number	No
Invoice Journal By Account I03 previously 25.9.3.3	
Report Content List	Account Code, Sub-Account, Cost Center, GL Reference, Document Number, Sales Order, Address, Effective Date
Daybook Code List	DB-11, DB-12
Sort Order	
Database Field	Sub-Total By
Account code	Yes
Cost Center	No
Sales Journal By Reference S01 previously 25.9.3.5	
Report Content List	GL Reference, Document Number, Account Code, Sub-Account, Cost Center, Sales Order, Address, Effective Date
Daybook Code List	DB-8, DB-11, DB-12
Sort Order	
Database Field	Sub-Total By
GL reference	Yes
Line number	No

Sales Journal By Document S02 previously 25.9.3.6	
Report Content List	Document Number, GL Reference, Account Code, Sub-Account, Cost Center, Sales Order, Address, Effective Date
Daybook Code List	DB-8, DB-11, DB-12
Sort Order	
Database Field	Sub-Total By
Document number	Yes
GL reference	No
Line number	No
Sales Journal By Account S03 previously 25.9.3.7	
Report Content List	Account Code, Sub-Account, Cost Center, GL Reference, Document Number, Sales Order, Address, Effective Date
Daybook Code List	DB-11, DB-12
Sort Order	
Database Field	Sub-Total By
Account code	Yes
Cost Center	No
Memo Journal By Reference M01 previously 25.9.3.9	
Report Content List	GL Reference, Document Number, Account Code, Sub-Account, Cost Center, Sales Order, Address, Effective Date
Daybook Code List	DB-8
Sort Order	
Database Field	Sub-Total By
GL reference	Yes
Line number	No
Memo Journal By Document M02 previously 25.9.3.10	
Report Content List	Document Number, GL Reference, Account Code, Sub-Account, Cost Center, Sales Order, Address, Effective Date
Daybook Code List	DB-8
Sort Order	
Database Field	Sub-Total By
Document number	Yes
GL reference	No
Line number	No

Memo Journal By Account M03 previously 25.9.3.11	
Report Content List	Account Code, Sub-Account, Cost Center, GL Reference, Document Number, Sales Order, Address, Effective Date
Daybook Code List	DB-8
Sort Order	
Database Field	Sub-Total By
Account code	Yes
Cost Center	No
IC Journal By Reference IC1 previously 25.9.4.1	
Report Content List	GL Reference, Account Code, Sub-Account, Cost Center, GL Description, Effective Date
Daybook Code List	DB-13
Sort Order	
Database Field	Sub-Total By
GL reference	Yes
Line number	No
IC Journal By Account IC2 previously 25.9.4.2	
Report Content List	Account Code, Sub-Account, Cost Center, GL Reference, GL Description, Effective Date
Daybook Code List	DB-13
Sort Order	
Database Field	Sub-Total By
Account code	Yes
Cost center	No
WO Journal By Reference W01 previously 25.9.4.4	
Report Content List	GL Reference, Account Code, Sub-Account, Cost Center, GL Description, Effective Date
Daybook Code List	DB-16
Sort Order	
Database Field	Sub-Total By
GL Reference	Yes
Line number	No

WO Journal By Account W02 previously 25.9.4.5	
Report Content List	Account Code, Sub-Account, Cost Center, GL Reference, GL Description, Effective Date
Daybook Code List	DB-16
Sort Order	
Database Field	Sub-Total By
Account code	Yes
Cost Center	No
JL Journal By Reference JL1 previously 25.9.5.1	
Report Content List	GL Reference, Account Code, Sub-Account, Cost Center, GL Description, Effective Date
Daybook Code List	DB-14
Sort Order	
Database Field	Sub-Total By
GL reference	Yes
Line number	No
JL Journal By Account JL2 previously 25.9.5.2	
Report Content List	Account Code, Sub-Account, Cost Center, GL Reference, GL Description, Effective Date
Daybook Code List	DB-14
Sort Order	
Database Field	Sub-Total By
Account code	Yes
Cost center	No
RV Journal By Reference RV1 previously 25.9.5.4	
Report Content List	GL Reference, Account Code, Sub-Account, Cost Center ,GL Description, Effective Date
Daybook Code List	DB-15
Sort Order	
Database Field	Sub-Total By
GL Reference	Yes
Line number	No

RV Journal By Account RV2 previously 25.9.5.5	
Report Content List	Account Code, Sub-Account, Cost Center, GL Reference, GL Description, Effective Date
Daybook Code List	DB-15
Sort Order	
Database Field	Sub-Total By
Account code	Yes
Cost Center	No
GL Book G01 previously 25.9.7	
Report Content List	Account Code, Account Description, Cost Center, Effective Date, GL Reference, Document Type, Document, GL Description, Address, Begin Balance, Cum. Balance
Daybook Code List	
Sort Order	
Database Field	Sub-Total By
Account code	Yes
Effective date	Yes
GL reference	No
Line number	No
Additional	Skip line after account code = yes, Report selection list should have Begin balance, account code and account description. This is a two-line report.
GL Book by Account G02 previously 25.9.8	
Report Content List	Account Code, Account Description, Cost Center, GL Reference, Document Number, Bank Code, Address, Effective Date, Begin Balance, Cum. Balance
Daybook Code List	
Sort Order	
Database Field	Sub-Total By
Account code	Yes
GL Reference	No
Line number	No
Additional	Report selection list should have beginning balance.

Total Journal Summary T01 previously 25.9.13	
Report Content List	Account Code, Account Description, Begin Balance, Period, Journal, Cum. Balance
Daybook Code List	
Sort Order	
Database Field	Sub-Total By
Account code	Yes
Period	Yes
Journal	No
Additional	Summary = yes, Display currency value = no, Report selection list should have Journal, Begin balance, Period.

Printing Journals

All journals can be printed using Journal Report Print (25.10.3). This generates and prints a report using the criteria entered in Journal Report Maintenance (25.10.1). Use the Up/Down arrow keys, or the Browser, to select the Report Code of the journal you want to print. Once you select a report its details, as defined in Journal Report Maintenance, are displayed in the Journal Report Print window. You can make any last-minute changes you may require to those fields before actually printing the report.

Note Any changes you make here are only effective for this particular print: they are not stored for future use. You must use Journal Report Maintenance to make any permanent changes.

Journal Report Print

Account type journals can be printed in either summarized or detailed form. The detailed format shows all individual GL transaction entries while the summarized format shows a condensed version of the report in which only a summarized version of the account is printed.

An example of the detailed version of a Purchase Journal by Account is shown below.

Purchase Journal By Account - Detail

Euglrp21.p c61a		25.10.3 PURCHASE BY ACCOUNT (DETAIL)						Date: 23/10/99	
Page: 1		qad.inc						Time: 13:15:13	
A/C code	Sub A/C	CC	GL reference	Doc Number	PO Supplier	Eff Date	Debit Amount	Credit Amount	Balance
2100			AP991103000167 1139		00000001	03/11/99	494,26 (DM)		-1.000,00)
			AP991103000168 1140		00000001	03/11/99	247,13 (DM)		-500,00)
			AP991103000169 1142		00000001	03/11/99	49,43 (DM)		-100,00)
			AP991103000172	P01050	00000001	03/11/99	593,11 (DM)		-1.200,00)
			AP991103000173 1149		00000001	03/11/99	49,43 (DM)		-100,00)
			AP991103000174 1150		00000001	03/11/99	49,43 (DM)		-100,00)
			AP991103000175 1av00012		imhus1	03/11/99	1.000,00		
			AP991103000176 1152		ajh-a3	03/11/99	352,50		
			AP991103000176 1153		ajh-a3	03/11/99	62,64 (FRF)		-470,00)
			AP991104000178 1154		frfsupp	04/11/99	15,66 (FRF)		-117,50)
			AP991104000178 1155		frfsupp	04/11/99	118,00		
			AP991106000179 1156		befsupp	06/11/99	25,00 (BEF)		-100,00)
			AP991109000180 1187		0200	09/11/99	49,43 (DM)		-100,00)
			AP991109000181 1190		0200	09/11/99	49,43 (DM)		-100,00)

The summarized version of the same report is shown below.

Purchase Journal By Account – Summary

Euglrp21.p c61a		25.10.3 PURCHASE BY ACCOUNT (S)						Date: 23/10/99	
Page: 1		qad.inc						Time: 13:17:26	
A/C code	Sub A/C	CC	GL reference	Doc Number	PO Supplier	Eff Date	Debit Amount	Credit Amount	Balance
1040							5.396,09	0,00	5.396,09
1400							10,87	100,00	-89,13
2100							19.248,80	157.333,36	-138.084,56
2105							2.276,49	994,00	1.282,49
2200							49.010,00	13.000,00	36.010,00
2200		0100					300,00	3,00	297,00
							76.242,25	171.430,36	-95.188,11
End of Report									

For the detailed format of the majority of journal reports, the balance column shows the difference between the credit totals for the account, reference or document, depending on the journal type. It also displays the currency value of any transactions reported in a currency other than your database's base currency, and the relevant currency code for each transaction - provided the Display currency field in Journal Report Maintenance is set to Yes. The difference between Debit and Credit is shown (when this is anything other than zero) but foreign amounts are not shown.

However, for the Total Journal Summary and the two GL Book Reports, the balance column is used slightly differently.

Refer to Total Journal Summary for details on the balance column in this report.

The GL Book Reports list, for each account, the starting balance, the selected period, and all the transactions against each account within that period. This information is then used to calculate an ending balance for that period. A beginning balance column against each transaction, shows a *running balance*. For the first transaction, this will be the starting opening balance plus the first transaction. For the next transaction, this will be the balance from the first transaction followed by the next transaction.

The GL Book and GL Book by Account are the only two reports that calculate a running balance.

Customization

[Custom09.doc](#)

Chapter 10: Intrastat

The completion of the single European market on the 31st December 1992 resulted in important changes concerning VAT. All custom formalities and documentation checking at the borders within European Community (EC) countries were abolished with effect from 1st January 1993. However, statistics are of interest for government departments and for business, as they are important sources of information to help in developing economic policy, to identify markets, to determine market penetration by competition etc. Thus Intrastat has developed as the new system for collecting foreign trade statistics in the movement of tangible goods between EC countries.

Note It does not cover the supply of intangible goods, i.e. services.

This chapter describes the enhancements added to MFG/PRO's standard Intrastat functions by European Accounting.

The following topics are covered:

Intrastat Data

Set-up of Intrastat

Entering Transactions

Intrastat in IC, DO and VO

Reporting from Intrastat

Customization

Intrastat Data

All traders have to supply an Intrastat report each month. The information to be shown on the Intrastat Report varies from country to country, but the basic information is split into header and item data and includes :

- Header:
 - Trader Detail (VAT number, Name, Address)
 - Period (Month, Year)
 - Flow indications (importation, exportation)
 - Total numbers of pages
- Item Data:
 - Origin country
 - Destination country
 - Port of Arrival or Departure
 - Port of Transshipment
 - Commodity Code
 - Net Mass in Kilos
 - Supplementary Units (if required, depending on the commodity code)

The format of the Intrastat Report and the medium (plain paper, pre-printed forms, computer disk/tape etc) must comply with local requirements. As each country has its own separate specification, reports have to be created for each individual country.

European Accounting uses the standard MFG/PRO Intrastat logic, but adds functionality to it and also modifies the screen flow. The following changes are applied by European Accounting:

- Calculation of statistical values.

The Intrastat reports should report the values of the goods at the border, meaning that costs such as insurance and transport should be added. European Accounting introduces a kind of formula that determines the addition of costs (both percentages and amounts related to the quantity or weight).
- Use of declarants.

A declarant is a combination of entities that make a shared declaration.
- Intrastat report drivers.

The actual layout of the reports is done with so called *report drivers*. For the major European countries report drivers are available. Some versions also allow electronic declarations to be made.

- Modification of update.
The update of the Intrastat data is moved to the end of the transaction. In the statistical value calculation, you can use trailer code elements as part of key. This also means that you can only calculate this value after the trailer is entered. Also some screen modifications have been implemented.
- Additional supported transactions.
In standard MFG/PRO collecting Intrastat data automatically is only implemented for a few transaction types (SO, PO, RMA, RTS). European Accounting has expanded this to Intersite Transfers (IS), Distribution Orders (DO) and Vouchers without purchase orders (VO).

Set-up of Intrastat

The MFG/PRO standard version of Intrastat can be activated in the Intrastat Control File (2.22.24).

Intrastat Control File

The screenshot shows the 'Intrastat Control File' window with the following fields and values:

Use Intrastat:	yes
Imp/Exp Default:	yes
Intrastat Net Weight UM:	KG
Intrastat Net Weight Minimum:	0,00
Flow Indicator - Arrivals:	A
Flow Indicator - Dispatches:	D
Reference Date Logic:	1
Include Memo Items:	no
Declarant:	10000
Agent:	
Branch ID:	
Commodity Code:	00002
Mode of Transport:	1
Terms of Delivery:	CIP
Nature of Transaction:	01
Intrastat Interactive:	1,2,4,5,6
Statistical Procedure:	1
Port of Arr/Disp:	005
Port of Transshipment:	005

Legend: 1=SD, 2=PD, 4=DD, 5=IC, 6=VD

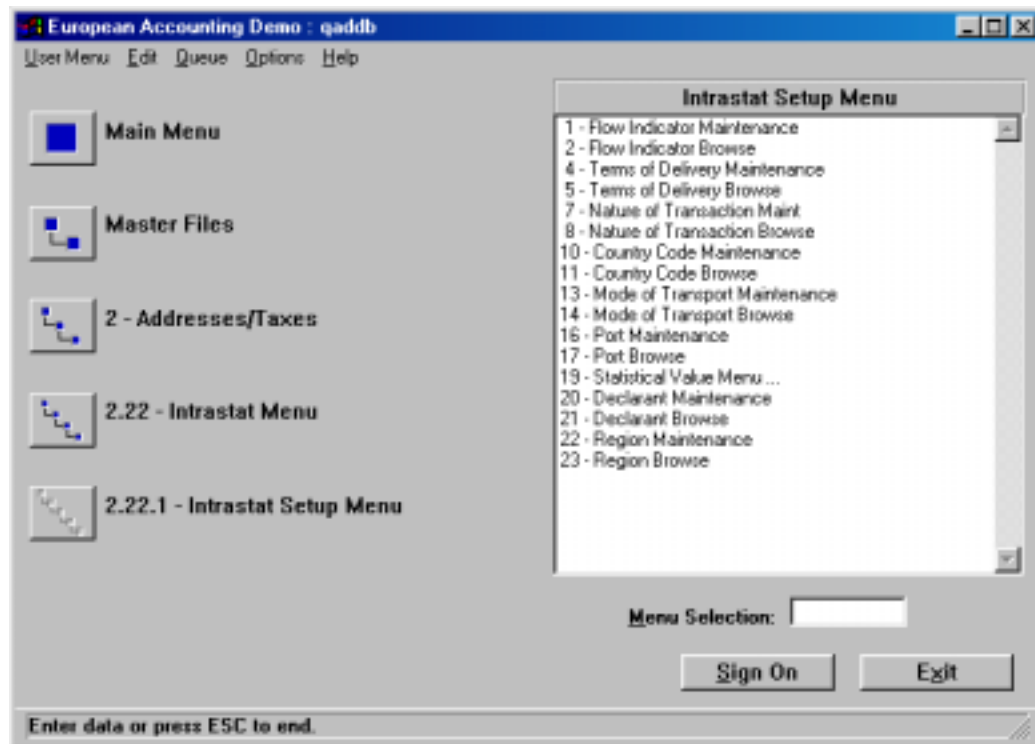
Footer: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

To prevent the user having to enter too many frames, you can enter transaction types for which you want the user to manually modify the Intrastat data in the Intrastat Interaction fields for the newly added types of Intrastat transactions.

You must supply a Declarant and a corresponding Commodity Code. The Agent and Intrastat Net Weight Minimum in this screen are not used, but European Accounting adds a declarant table. In

the Intrastat Setup Menu, declarants are added, a statistical value menu and country code maintenance is modified.

Intrastat Setup Menu



The changes to Country Code Maintenance have already been described.

Declarants

Intrastat declarations are made for declarants. A *declarant* is a company address for which transactions are reported for a country and a number of entities. An agent (for example a transporter) can optionally perform the declaration for the declarant. For the creation of the Intrastat report several report programs are available. At the declarant you state the program name that has to be used. Available reports (program names) are shown below.

Program name	Description
iehbf01.p	Report for Belgium in French
iehbn01.p	Report for Belgium in Dutch
iehfr01.p	Report for France
iehge01.p	Report for Germany
iehn101.p	Report for the Netherlands
iehsp01.p	Report for Spain
iehuk01.p	Report for the United Kingdom
iehuk02.p	Report for the United Kingdom in EDI format

Declarants of Intrastat are defined in Declarant Maintenance (2.22.1.20).

Declarant Maintenance

The screenshot shows a window titled "Declarant Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following fields:

- Country: GER (with a dropdown arrow)
- Entity: 1000
- Declarant: 10000
- Branch:
- Agent:
- Currency: DEM
- Program: ichge01.p
- Minimum Weight: 0
- Reporting Frequency: 111
- Last Date:

At the bottom, a status bar displays the keyboard shortcuts: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste.

Country The country for which you declare Intrastat. The country has to be defined in the country table (2.22.1.10).

Entity The list of entities of which the transactions are reported in this country. One entity can only report once in one country.

Declarant The company address used for declaration. This address can be created in Company Address Maintenance (2.12).

Branch The office of declaration (used for some countries), being the office to which the declaration is to be sent.

Agent Address code of the (third) party that is making the declaration on your behalf.

Currency The currency of the report.

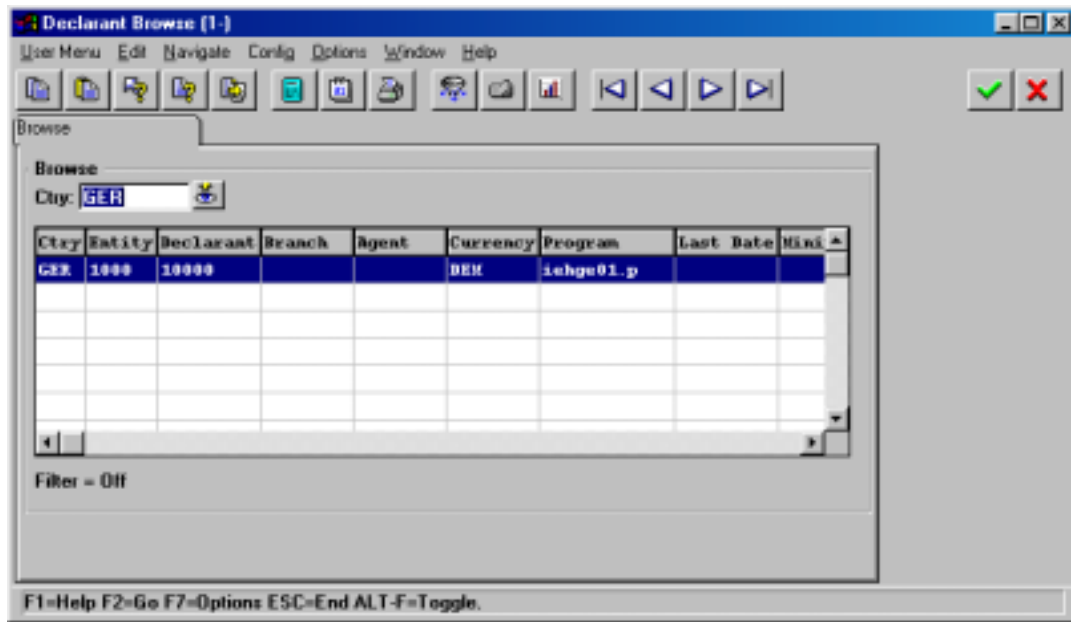
Program The program that does the actual reporting for the Intrastat movements.

Minimum Weight Minimum of each reported consolidated line to be reported (in KG).

Report Frequency For display purposes only. The reporting frequency.

Last Date For display purposes only. The last date on which the report was run. This field cannot be updated and is set to Static by Intrastat's reporting modules.

A browser is available for the Declarant: Declarant Browse (2.22.1.21).

Declarant Browse (2.22.1.21)**Intrastat Transport Maintenance**

Intrastat uses a code to denote the method of transport, or ship via. In Intrastat Transport Maintenance (2.22.1.19.5) the MFG/PRO Ship via field can be enhanced with the Intrastat transport code, a description and a declaration of whether or not a port is mandatory.

Intrastat Transport Maintenance

The screenshot shows a software window titled "Intrastat Transport Maintenance". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains the following fields:

- Shipvia: AMSTERDAM (with a dropdown arrow icon)
- Transport mode: 1
- Description: Boat Via Amsterdam
- Port Mandatory: yes

At the bottom of the window is a status bar with the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

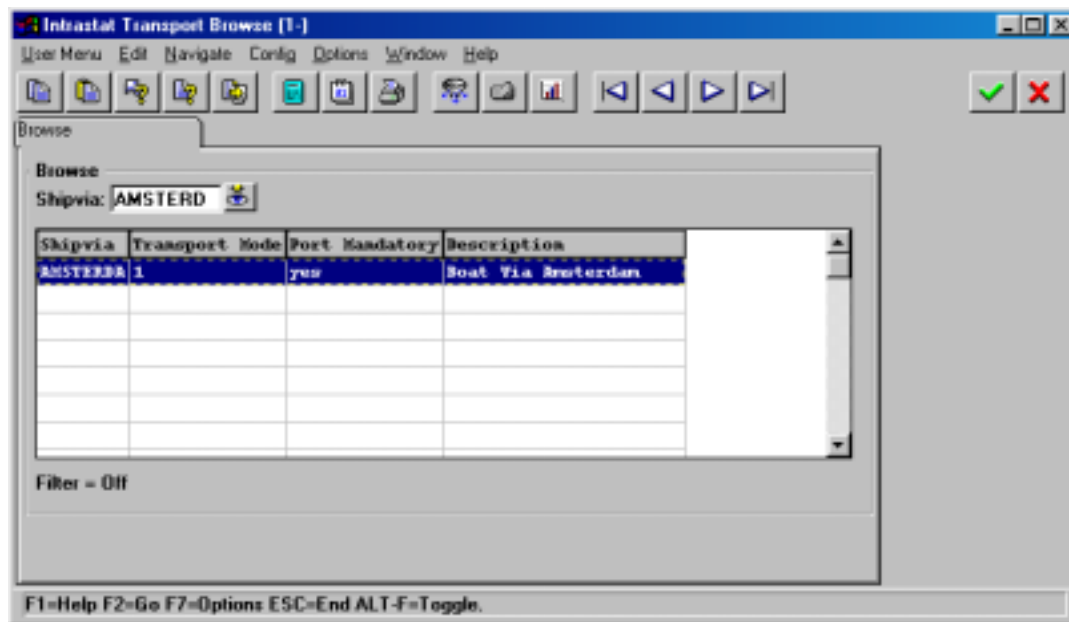
Shipvia The standard MFG/PRO ship via code. This code is validated against generalized codes (so_shipvia).

Transport Mode The Intrastat code for this method of transport.

Description The description of the ship via.

Port Mandatory Enter Yes or No to specify if a port must be specified or not. If set to Yes an Intrastat popup windows will appear and you will be prompted to enter a port.

A browse function, Intrastat Transport Browse is also available for transport methods.

Intrastat Transport Browse

Shipvia The standard MFG/PRO ship via code with which to start the inquiry.

The browse shows the MFG/PRO Ship Via, the Intrastat Ship Via, the description and if a port is mandatory.

Statistical Value Calculation

Intrastat reports the statistical value of goods at the border. This value should include transportation costs up to the border, insurance etc. In Stat. Value. Calc. Maintenance (2.22.1.19.1) for combinations of method of delivery (FOB Point), transport mode, ship via, transaction type and countries of dispatch and destination additional charges can be entered. The charges can be calculated as a percentage, a fixed amount per KG or as a fixed amount per unit. A minimum amount for the charges can be entered.

For the calculation of the statistical value, Intrastat looks in this table. If a perfect match can not be found, Intrastat looks for a partial match. Intrastat looks for the following combination of matches in the following order:

1. FOB Point, transport mode, ship via, transaction type, country of dispatch, country of destination.
2. FOB Point, transport mode, ship via, transaction type.
3. FOB Point, transport mode, ship via.
4. FOB Point, transport mode.
5. FOB Point.
6. Everything blank.

When partial matches are searched for, Intrastat looks for matching fields where the other fields are blank. So in the second search a calculation method is searched with blank countries of dispatch and origin.

Statistical Value Calculation Maintenance

Stat. Value Calc. Maintenance

User Menu Edit Queue Options Help

Terms Delivery: FOB

Transport Mode: 1

Ship Via: Amsterdam

Flow: A

Dispatch Country: NL

Destination Country: SE

Intra Cost Pct : 4.00

per Kg : 12.00

per Each: 1.00

Min Intra Cost: 3.00

F1=Help F2=Go ESC=End *Next/Prev Ctrl-X/C/V=Cut-Copy-Paste

Terms Delivery The method of delivery.

Transport Mode The transport mode.

Ship Via The MFG/PRO ship via.

Flow The Intrastat Flow Indicator for this transaction, for example A for Goods In (Arrivals). The code you enter here must correspond to that set in Flow Indicator Maintenance (2.22.1.1).

Dispatch Country The country of dispatch.

Destination Country The country of destination.

Intra Cost Pct A percentage to add (or subtract) to (or from) the invoice value.

per KG An amount in base currency to add (or subtract) to (or from) the invoice value for each KG sent or received.

per Each An amount in base currency to add (or subtract) to (or from) the invoice value for each item sent or received.

Min Intra Cost A minimum value for transport and insurance costs.

A browse function is available for Statistical Value Calculation.

Statistical Value Calculation Browse

Stat.Value Calc. Browse [1-]

User Menu Edit Navigate Config Options Window Help

Browse

TransportType: 1

Transport Type	Ship Via	Delivery Condition	Transaction Type	Other Country	Decl Country
1	Amsterdam	EXB	A	NL	5B

Filter = Off

F1=Help F2=Go F7=Options ESC=End ALT-F=Toggle

Ship Via The MFG/PRO ship via from which the inquiry should start.

Delivery Condition The method of delivery (FOB Point) from which the inquiry should start.

Transaction Type The transaction type from which the inquiry should start.

Other Country The country of destination from which the inquiry should start.

Declarant Country The country of dispatch from which the inquiry should start.

Entering Transactions

Transactions can be entered in the standard manner and be marked for Import/Export.

Imp/Exp flag in Sales Order Maintenance

The screenshot shows the 'Sales Order Maintenance' window. At the top, the menu bar includes 'User Menu', 'Edit', 'Queue', 'Options', and 'Help'. Below the menu bar, there are icons for file operations. The main area displays the following information:

Order: S010044 Sold-To: 0100 Bill-To: 0100 Ship-To: 0100

Sold-To
Hans Maier GmbH
Bauunternehmung
In der Schwemme 8
Frankfurt
Germany

Ship-To
Hans Maier GmbH
Bauunternehmung
In der Schwemme 8
Frankfurt
Germany

Below the address fields, there are several input fields and checkboxes:

Salesperson[1]: Freight List:
Multiple: no Fit Min Wt: 0
Commission[1]: 0.00% Freight Terms:
Calculate Freight: yes
Display Weights: yes

On the right side, there are more checkboxes:

Consume Forecast: yes
Detail Allocations: no
Allocate Days: 10
Comments: yes
Imp/Exp: yes

The 'Imp/Exp: yes' checkbox is circled in red. At the bottom of the window, there is a status bar with keyboard shortcuts: F1=Help, F2=Go, ESC=End, Ctrl-X=Cut, Ctrl-C=Copy, Ctrl-V=Paste.

The update of the Intrastat (export) data has been moved after the sales order trailer. This way data from the sales order trailer (ship via etc.) can be used in the calculation of statistical values. The Terms of Delivery are copied (first four positions) from the FOB of the trailer.

Update of Intrastat data moved after the trailer

Sales Order Maintenance

User Menu Edit Queue Options Help

Order: S010044 Sold-To: 0100 Bill-To: 0100 Ship-To: 0100

Non-Taxable: 200,00	Currency: USD	Line Total: 200,00
Taxable: 0,00	0,00%	Discount: 0,00
Tax Date: 22/05/99	Service 10 :	0,00
	Freight 20 :	0,00
	Special 30 :	0,00
	Total Tax:	0,00
View/Edit Tax Detail: no	Total:	200,00

Terms of Delivery: FOB  Port of Arr/Disp: 001

Nature of Transaction: 09 Statistical Procedure:

Country of Dest/Disp: DE Port of Transshipment: 001

Mode of Transport: 9 Include Memo Items: no

FT=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

When you choose to view the details, the following window is shown.

Intrastat detail window

The screenshot shows a window titled "Sales Order Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays the following details:

Order: SO10044	Sold-To: 0100	Bill-To: 0100	Ship-To: 0100
Order Line: 1	Item Number: 22-100	CORD,POWER,UK	
Country: NL	Country of Dest/Disp: DE		
Intrastat Item: yes	Country of Origin: NL		
Commodity Code: 3000	Statistical Procedure:		
Terms of Delivery: FOB	Port of Arr/Disp: 001		
Nature of Transaction: 09	Region of Origin/Dest: CA		
Mode of Transport: 9	Port of Transshipment: 001		
Shipvia:			

At the bottom, a status bar displays the text: "WARNING: BEGINNING OF FILE." and a keyboard shortcut legend: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

This window has been enhanced to allow you to see the countries between which the goods flow. This window is identical for all transactions.

Transactions are first stored in a temporary table. This table can be reviewed using Order Intrastat Data Maintenance (2.22.11).

Order Intrastat Data Maintenance (2.22.11)

The screenshot shows a software window titled "Order Intrastat Data Maintenance". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window displays the following information:

Order Type: SO		Sales Orders	
Order: so10044			
Order Line: 1		CORD.POWER.UK	
Item Number: 22-100			
Country: NL		Country of Dest/Disp: DE	
Intrastat Item: yes		Country of Origin: NL	
Commodity Code: 3000		Statistical Procedure:	
Terms of Delivery: FOB		Port of Arr/Disp: 001	
Nature of Transaction: 09		Region of Origin/Dest: CA	
Mode of Transport: 9		Port of Transshipment: 001	
Shipvia:			

At the bottom of the window, there is a status bar with the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

When, for example, sales orders are posted or purchase order receivers are created, the actual data is copied to the Intrastat History File. This file can be reviewed using MFG/PRO's standard Intrastat Maintenance (2.22.13).

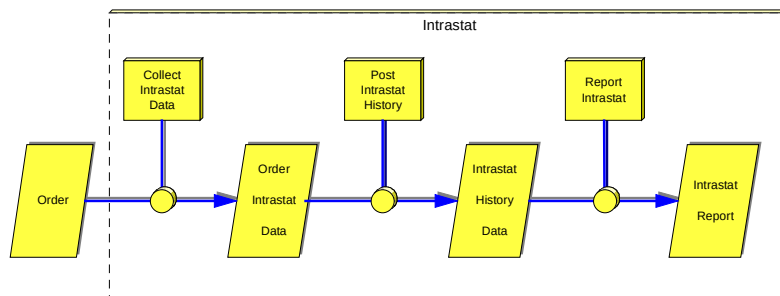
Intrastat Maintenance (2.22.13)

Intrastat in IC, DO and VO

In standard MFG/PRO the automatic creation of Intrastat data has not been implemented in all functions. European Accounting has added this functionality to:

- Intersite Transfers
- Vouchers without purchase orders
- Distribution orders

For distribution orders you can have a similar flow to that already found in sales orders/purchase orders. On creation of the order the Intrastat intermediary data is created, and at issue/receipt of the distribution order, the data is *posted* to the history file, from where it is reported. This flow of data is shown below.

Flow of Intrastat Data

In the cases of vouchers without POs and intersite transfers, the posting is not obvious. European Accounting introduces functionality to allow you to manually post Intrastat data for these two transaction types.

Intrastat in Intersite Transfers

Using the Inventory Transfer Menu (3.4), you can create records for moving goods from one site to another. If these sites are in different countries belonging to the European Union, these transactions must be reported for Intrastat. European Accounting has added the ability to create Intrastat data to the three functions in Inventory Transfer Menu. This is illustrated below for Transfer – Single Item (3.4.1), but the other two functions work in a similar manner.

Addition of Imp/Exp. flag: Transfer - Single Item (3.4.1)

The screenshot shows a window titled "Transfer - Single Item" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following fields:

Item Number: 22-100	
Description: CORD,POWER,UK	
UM: EA	
Quantity: 100,0	Effective: 01/11/99
Order:	
Sales/Job:	
Remarks:	
From	To
Site: 10000	Site: 20000
Location: 100	Location: 100
Lot/Serial:	Lot/Serial:
Ref:	Ref:
Inventory Status:	Inventory Status:
Imp/Exp: ☒	

At the bottom, a status bar reads: "Enter data or press ESC to end."

You can enter the transfer data, and when the sites are in different EU countries, and you set the flag to Yes, Intrastat data can be created. You will see the following screen, one for the issues, and one for the receipts.

IC- issues: creation of Intrastat data for issue

The screenshot shows a window titled "Transfer - Single Item" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following fields:

Item Number: 22-100	
Description: CORD,POWER,UK	
UM: EA	
Quantity: 100.0	Effective: 01/11/99
Order:	
Sales/Job:	
Remarks:	
From	To
Site: 10000	Site: 20000
Location: 100	Location: 100
Lot/Serial:	Lot/Serial:
Ref:	Ref:
Inventory Status:	Inventory Status:
Imp/Exp: yes	

Enter data or press ESC to end.

The resulting Intrastat record can then be reviewed. The transaction-number, or the order-number as used in the intersite transfer, will be used to group the Intrastat data.

Transfer – Single Item (3.4.1)

The screenshot shows a software window titled "Transfer - Single Item". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window displays the following information:

Order Line: 1610	1610
Item Number: 22-100	CORD,POWER,UK
Country: NL	Country of Dest/Disp: CAN
Intrastat Item: yes	Country of Origin: NL
Commodity Code: 3000	Statistical Procedure:
Terms of Delivery: FOB	Port of Arr/Disp:
Nature of Transaction: 02	Region of Origin/Dest: CA
Mode of Transport: 8	Port of Transshipment:
Shipvia:	

At the bottom of the window, there is a status bar with the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

The created Intrastat data must be posted before it can be reported.

Refer to Manual Intrastat Post.

Intrastat in Distribution Orders

When recording movement of goods using the DRP-functionality, European Accounting adds functionality to allow you to create Intrastat data automatically. This is done when you create a distribution order, using either Distribution Order Maintenance (12.17.14) or Distribution Order Workbench (12.17.13).

Creating Intrastat data automatically

The image shows two side-by-side screenshots of the QAD software interface. The left screenshot is titled 'Distribution Order Maintenance' and the right is 'Distribution Order Workbench'. Both screens display various fields for creating a distribution order. In both, the 'Target Intrastat' field is highlighted with a red circle, and its dropdown menu is set to 'Imp/Exp: yes'.

The Imp/Exp flag, added to both of these screens, makes it possible to say whether a certain distribution order must create Intrastat data. If you want Order Intrastat Data records to be created automatically during intersite transfer, you must set this Imp/Exp flag to Yes. If set to No, then no Order Intrastat Data records will be created.

The Intrastat data in distribution orders follows the same logic as used for sales orders: At creation of the distribution order, Intrastat data is created, and at Goods-issue, the *export* data is posted, while at distribution receipt, the *import* data is posted.

Intrastat in Vouchers without PO

When creating a voucher without a Purchase Order attached to it, you can create Intrastat data. European Accounting has added the Imp/Exp-flag on the first screen. When you set this flag to Yes, the voucher can be used to create Intrastat data. When a voucher without a PO contains Intrastat data, no PO can be attached to that voucher anymore.

Voucher Maintenance (28.1.1)

Voucher Maintenance									
User Menu: Edit Queue Options Help									
Batch: 1053		Control: 0,000		Total: 0,000					
Voucher: 10026		Control: 0,00		Effective: 01/11/99		ERS: no			
		Total: 0,00		Tax Date: 01/11/99					
Order		Supplier: 0200		Werner Schulze					
				Frankfurt					
		Remit-To: 0200		Werner Schulze					
		Ship-To: 10000		Quality Products Inc.					
Currency: USD		Bank: BE		Paym.m.: PB		Waiting Exp.: no		Daybook: DB-2	
Invoice: x1023		Acct: 2100		Prepay Amt: 0,00					
Date: 01/11/99		Disc Acct: 5200		Hold Amt: 0,00					
Terms: 90		Entity: 1000		Non-Disc Amt: 0,00					
Disc Date: / /		Imp/Exp: yes		Bank:		Tax[1]:			
Due Date: / /		Supp Bk: Bank -DE		Separate Ck: no		[2]:			
Exp Date: / /		Type:		Auto Select: no		[3]:			
F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste									

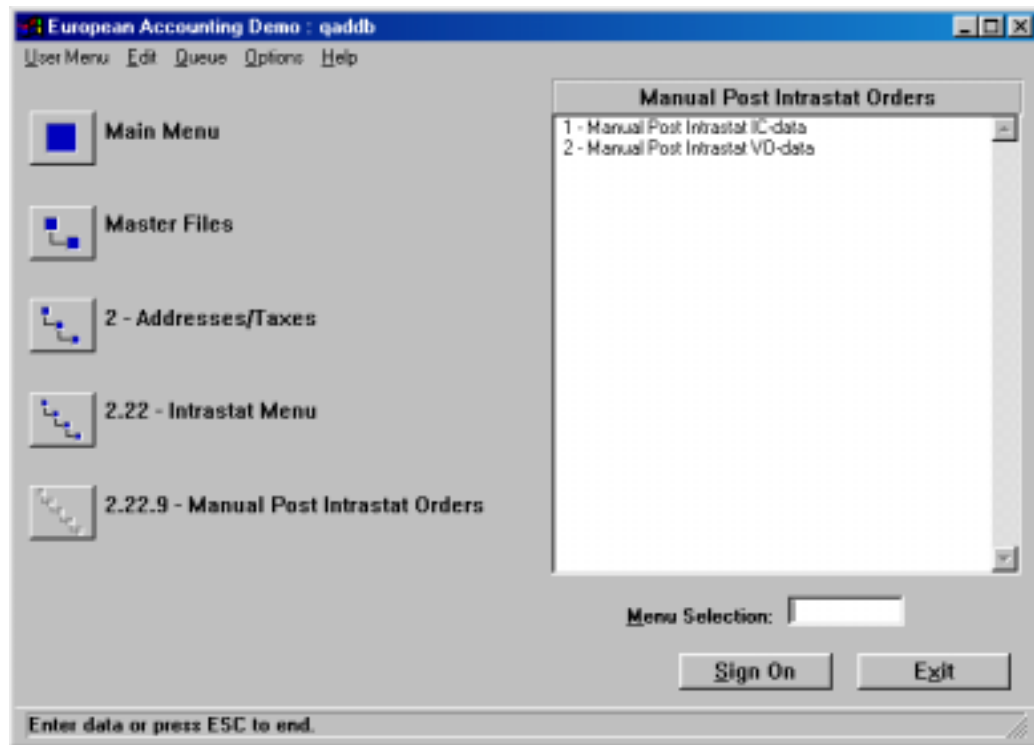
In the distribution screen, the actual Intrastat data can be created. For each distribution line that is not a tax-line, a separate Intrastat record is created. These Intrastat records must first be posted to Intrastat history before they can be reported.

Refer to Manual Intrastat Post.

Manual Intrastat Post

To manually post Order Intrastat records of type IC and VO, European Accounting adds an extra function Manual Post Intrastat Orders (2.22.9). In this menu, two similar functions are offered, one to post Vouchers Intrastat data and one for the IC-transfer data.

Manual post Intrastat orders (2.22.9)



In the header screens of Manual Post Intrastat IC-data (2.22.9.1) or Manual Post Intrastat VO-data (2.22.9.2), you can select an Import/Export detail. Details are shown in the detail screen. In Manual Post IC-data, only Order Intrastat records of type IC will be selected. For Manual post VO-data, only Order Intrastat records of VO will be selected.

The current Import/Export detail can be posted to Intrastat History (press <CTRL_P>) or can be deleted (press <CTRL-D>).

Manual post Intrastat IC data (2.22.9.1)

The screenshot shows a software window titled "Manual Post Intrastat IC-data". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window is divided into sections for data entry. The first section contains "Order Type: IC", "Inventory Control", "Order Number: PD1028", "Order Line: 1", and "1610". A "Show Intrastat?" checkbox is checked and labeled "yes". The second section contains "Item Number: 22-100" and "CORD,POWER,UK". The third section contains "Tax Registration: NL", "Country of Dest/Disp: CAN", "Intrastat Item: yes", "Country of Origin: NL", "Commodity Code: 3000", "Statistical Procedure:", "Terms of Delivery: FOB", "Port of Arr/Disp:", "Nature of Transaction: 02", "Region of Origin/Dest: CA", and "Mode of Transport: 8", "Port of Transshipment:". The bottom of the window has a status bar with the text "<F5> or <CTRL-D> = Delete <CTRL-P> = Post Intrastat".

Order Type: IC	Inventory Control
Order Number: PD1028	
Order Line: 1	1610
Show Intrastat? : yes	
Item Number: 22-100	CORD,POWER,UK
Tax Registration: NL	Country of Dest/Disp: CAN
Intrastat Item: yes	Country of Origin: NL
Commodity Code: 3000	Statistical Procedure:
Terms of Delivery: FOB	Port of Arr/Disp:
Nature of Transaction: 02	Region of Origin/Dest: CA
Mode of Transport: 8	Port of Transshipment:

<F5> or <CTRL-D> = Delete <CTRL-P> = Post Intrastat

When you press <CTRL-P>, the Intrastat posting has to be confirmed first.

Confirm Posting

The screenshot shows a software window titled "Manual Post Intrastat IC-data". The window contains the following fields and values:

- Order Type: IC
- Inventory Control
- Order Number: ICX025
- Order Line: 1
- 1625
- Show Intrastat? : yes
- Item Number: 22-100
- CORD,POWER,UK
- Tax Registration: NI
- Country of Dest/Disp: fr
- Intrastat Item: ye
- Country of Origin: NL
- Commodity Code: 30
- Procedure:
- Terms of Delivery: fo
- Country of Arr/Disp:
- Nature of Transaction: 05
- Origin/Dest: CA
- Mode of Transport: 9
- Shipment:

An "Information" dialog box is overlaid on the window, containing the text "Confirm IntraStat post." and an "OK" button.

At the bottom of the window, the following text is displayed: "<F5> or <CTRL-D> = Delete <CTRL-P> = Post Intrastat"

If the user confirms the Intrastat posting, an Intrastat History record is created using the data supplied by Import/Export detail. If the Show Intrastat field is set to Yes then the Intrastat History record just created is displayed:

Intrastat history record

The screenshot shows a software window titled "Manual Post Intrastat IC-data". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window is divided into several sections for data entry:

- Order Type:** IC
- Inventory Control**
- Order Number:** ICX025
- Order Line:** 1
- 1625**
- Show Intrastat? :** yes
- Item Number:** 22-100
- CORD,POWER,UK**
- Tax Registration:** NL
- Country of Dest/Disp:** fr
- Intrastat Item:** yes
- Country of Origin:** NL
- Commodity Code:** 3000
- Statistical Procedure:**
- Terms of Delivery:** fob
- Port of Arr/Disp:**
- Nature of Transaction:** 05
- Region of Origin/Dest:** CA
- Mode of Transport:** 9
- Port of Transshipment:**

At the bottom of the window, there is a status bar with the text: "<F5> or <CTRL-D> = Delete <CTRL-P> = Post Intrastat".

When the Intrastat posting has been completed successfully the Import/Export detail is deleted and the next Import/Export detail is displayed.

Reporting from Intrastat

You can make Intrastat declarations using Intrastat Declaration Print (2.22.19). You start by entering the declarant and the declaration period. You can print Intrastat reports, firstly for verification (Last Edition = No) and finally as the actual report (Last Edition = Yes). You can have additional audit information printed. For some countries, file output is also available: this is known as *electronic declaration*.

Intrastat Declaration Print (2.22.19)

The screenshot shows a window titled "Intrastat Declaration Print" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar with icons for file operations. The main area contains the following fields:

Declarant:	10000	Quality Products Inc.
Entity:	1000	
Declaration Country:		
Period:	08 1999	To: 08 1999
Effective:	01/08/99	To: 31/08/99
On paper:	no	
To file:	yes	
Declaration number:		(IT)
Already effectuated:		(IT)
Change of activity:		(IT)
Filename:		
Last Edition:	no	Audit: no
Update Currency:	no	
Transmission Type:	(UK)	
Media:	(UK)	
Output:		
Batch ID:		

At the bottom, a status bar displays keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

Declarant The code of the declaration for which you want to make an Intrastat report.

Entity For display purposes only. The entity or entities that will be declared (related to the declarant).

Declaration Country For display purposes only. The declaration country (related to the declarant).

Period The period range that will be recorded, in the format from month/year to month/year.

Effective For display purposes only. The period range recalculated to an actual range of effective dates,

On Paper Enter Yes or No to specify if the report should be printed on paper or not.

To File Enter Yes or No to determine if the report should be printed to file. You can send a report to file and on paper at the same time. You can only set this flag when the Intrastat program supports this.

Declaration Number The declaration number. (Italian specific feature.)

Already Effectuated Enter Yes or No to show if the declaration has already been effectuated. (Italian specific feature.)

Change of Activity Enter Yes or No to determine if this is a change of activity. (Italian specific feature.)

Filename The filename if the output is being sent to file. You can change the filename.

Last Edition Enter Yes or No to determine if this is the last edition of the report. In the final edition (version) of the report all transactions should be marked as reported. When transactions are marked as reported, they will not be shown again on the next Intrastat report.

Audit Enter Yes or No to specify if you additional audit information such as Intrastat numbers and references to be printed on the report. You should not use this option in combination with Last Edition set to Yes.

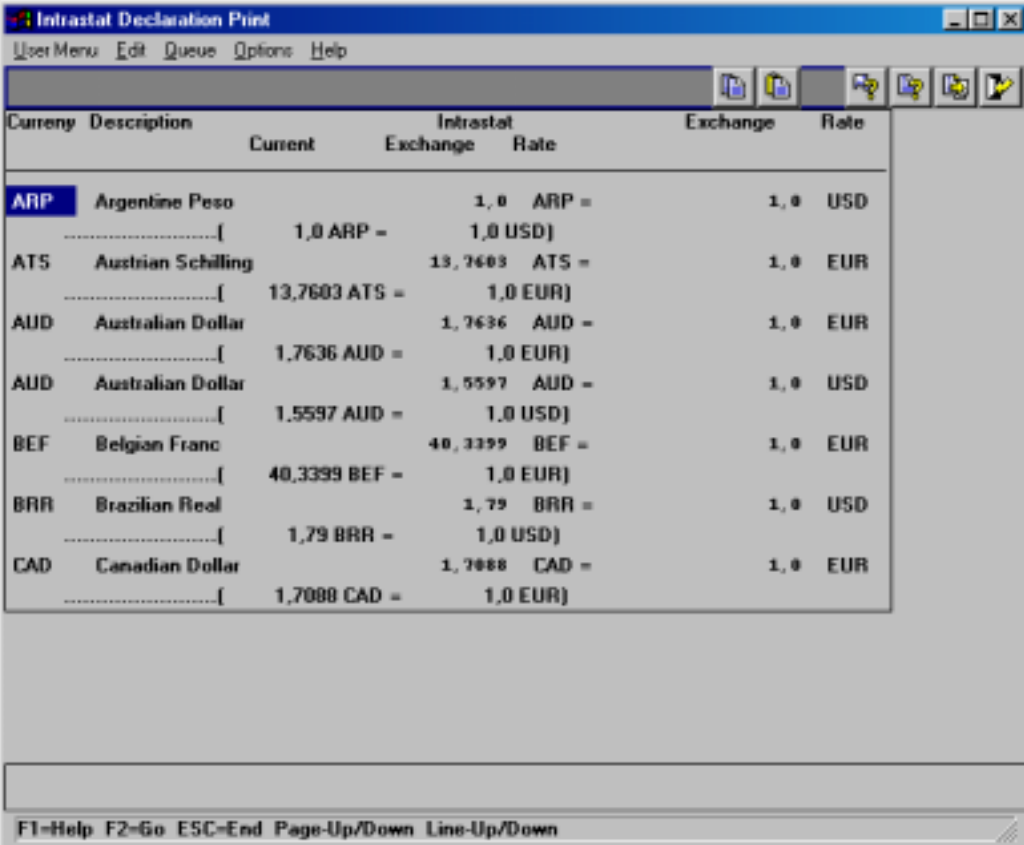
Update Currency Enter Yes or No to determine if you want to change the exchange rates.

Transmission Type Enter Test or Live. Normally this will be set to Live. The Test option is used in order to produce a test file for submission to UK Customs & Excise to validate that your Intrastat file has been produced in the correct format. (UK specific feature).

Media The type of media used to submit this UK Intrastat data file. Possible values are Disk, E-mail or Tape. (UK specific feature).

When you set Make Extrastat File or Extrastat Report to Yes, the Intrastat questions are not asked. When you have set Update Currency to Yes, an additional window is shown.

Changing Exchange Rates



The screenshot shows a window titled "Intrastat Declaration Print" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains a table with the following columns: Currency, Description, Current, Intrastat Exchange, Rate, and Exchange Rate. The table lists several currencies and their corresponding exchange rates.

Currency	Description	Current	Intrastat Exchange	Rate	Exchange Rate
ARP	Argentine Peso		1,0	ARP =	1,0 USD
	[	1,0 ARP =	1,0	USD]	
ATS	Austrian Schilling		13,7603	ATS =	1,0 EUR
	[	13,7603 ATS =	1,0	EUR]	
AUD	Australian Dollar		1,7636	AUD =	1,0 EUR
	[	1,7636 AUD =	1,0	EUR]	
AUD	Australian Dollar		1,5597	AUD =	1,0 USD
	[	1,5597 AUD =	1,0	USD]	
BEF	Belgian Franc		40,3399	BEF =	1,0 EUR
	[	40,3399 BEF =	1,0	EUR]	
BRR	Brazilian Real		1,79	BRR =	1,0 USD
	[	1,79 BRR =	1,0	USD]	
CAD	Canadian Dollar		1,7088	CAD =	1,0 EUR
	[	1,7088 CAD =	1,0	EUR]	

At the bottom of the window, there is a status bar with the text: F1=Help F2=Go ESC=End Page-Up/Down Line-Up/Down

This window shows a review of the current exchange rates (all rates, not just those of the currencies in the report). You can select currencies by using the arrow keys or typing the currency. When you have selected a currency, you can change the exchange rates. The exchange rates will be printed in the trailer of the report. You leave this window by pressing F4 or End.

Next the output destination and Batch ID are queried for conformity with MFG/PRO standards, and finally the report and/or file is created.

Customization

[Custom10.doc](#)

Chapter 11: Inventory Evaluation and Simulation

Standard MFG/PRO supports a limited number of inventory evaluations. Last In First Out (LIFO) and First In First Out (FIFO) methods of inventory evaluation are not supported. Also, *mean* is not a true mean: for example, when stock becomes zero, or falls below zero, MFG/PRO restarts its calculations. This is because MFG/PRO makes calculations based on available stock.

European Accounting adds Inventory Evaluation and Simulation functionality, referred to here as I.E.S. This chapter looks at the extensive set of procedures added for I.E.S. which allow true mean prices to be calculated, inventory evaluations to be performed and simulations to be made. The following topics are covered:

Using I.E.S.

Setting up the Simulation

Cost Rollups

Reporting

Customization

Using I.E.S.

Using I.E.S. you can:

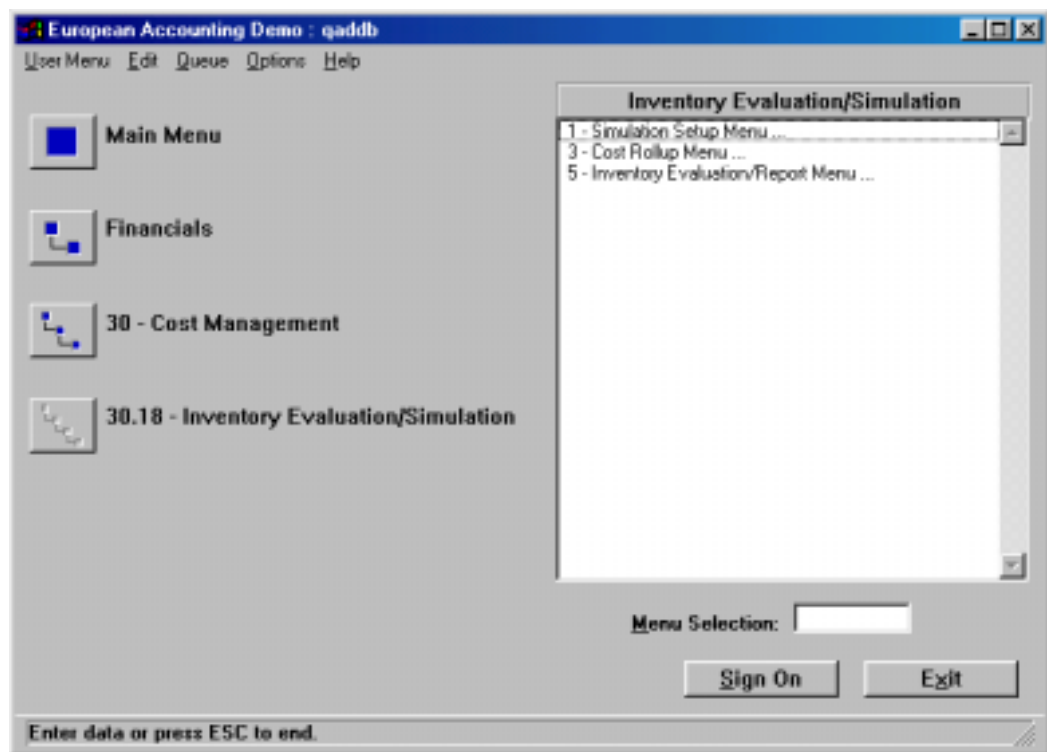
- Calculate mean purchase prices
- Calculate mean routings based on closed work orders
- Calculate mean bill of materials based on closed work orders
- Perform inventory evaluations
- Make simulated routings using all routing data
- Make simulated bill of materials
- Exclude items and locations from the inventory evaluation

I.E.S. enhances the simulation functionality found in MFG/PRO's standard Cost Management module. In addition to the standard simulation functionality offered by MFG/PRO, with I.E.S. you can also make simulated product structures (*Bills Of Material* or *BOMs*) and you can simulate all routing data.

Note To be able to use I.E.S. you must have MFG/PRO's Cost Management module.

I.E.S. is located on the Inventory Evaluation/Simulation Menu (30.18).

Inventory Evaluation and Simulation Menu (30.18)

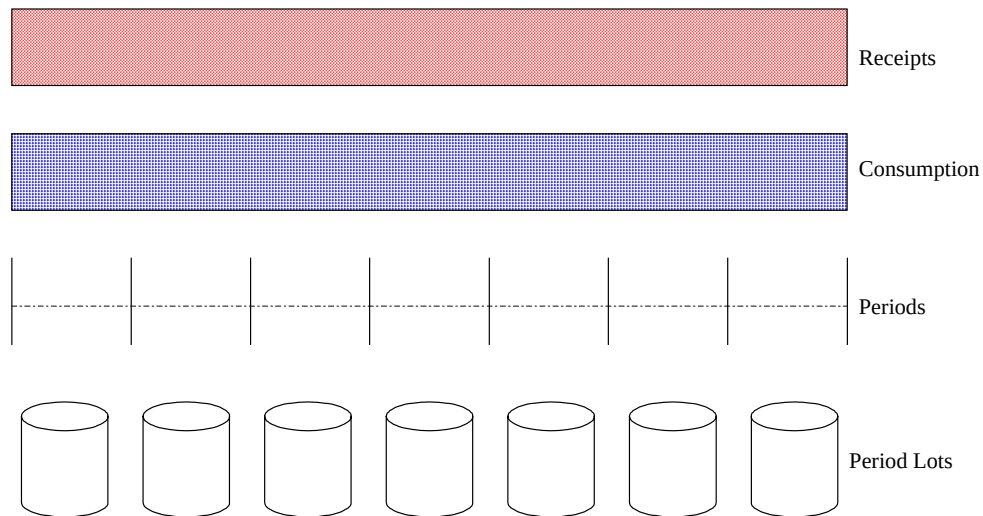


Inventory evaluation can be a complex process. Evaluation methods like FIFO and LIFO are not complex concepts in themselves, but calculating inventory using them can, in reality, be quite difficult. True FIFO or LIFO is only used in very specific situations, and when it is used each individual production or purchase lot has to be priced. There are a number of difficulties associated with this, in that:

- Lot control must be activated for each item if you are to calculate the necessary pricing information.
- The amount of data can get very big, especially for complex BOMs, which can result in disk space and performance problems.
- All inventory detail records have to be on-line, so archiving data can pose problems.

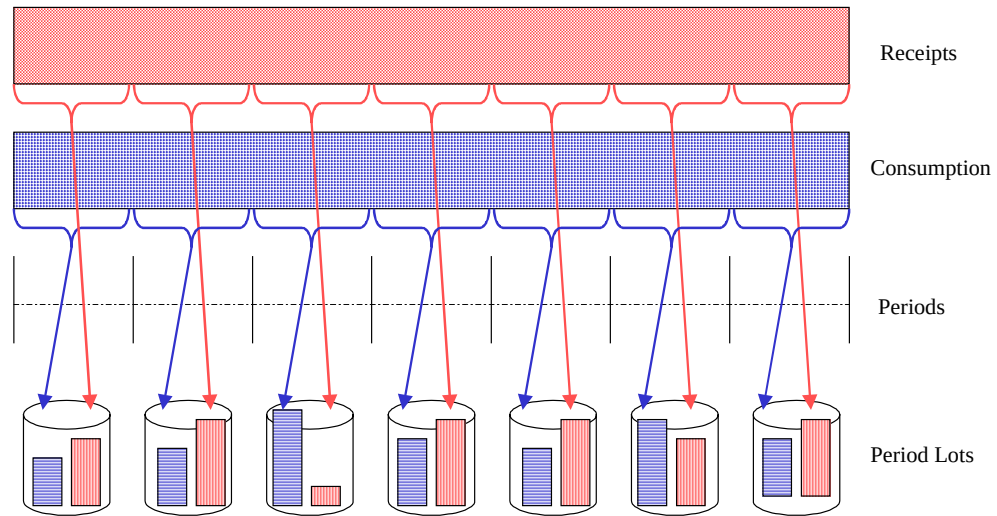
When all these difficulties have been tackled, the issue still remains of how useful the resulting data actually is. In practice little is actually achieved by knowing that the production lot created at 10:15 on a certain date is cheaper or more expensive than the production lot from 11:30 on the same date.

An alternative is to define periods and look at the production in that period as a type of lot. This approach calculates mean values of periods and assigns these values to the *period lots*. How big or small the period is depends on the usage. For fiscal purposes, periods of a year or a quarter are often used. Different amounts of detail can be specified depending on the period selected. Smaller periods mean more data and more processing. Larger periods mean less detail.

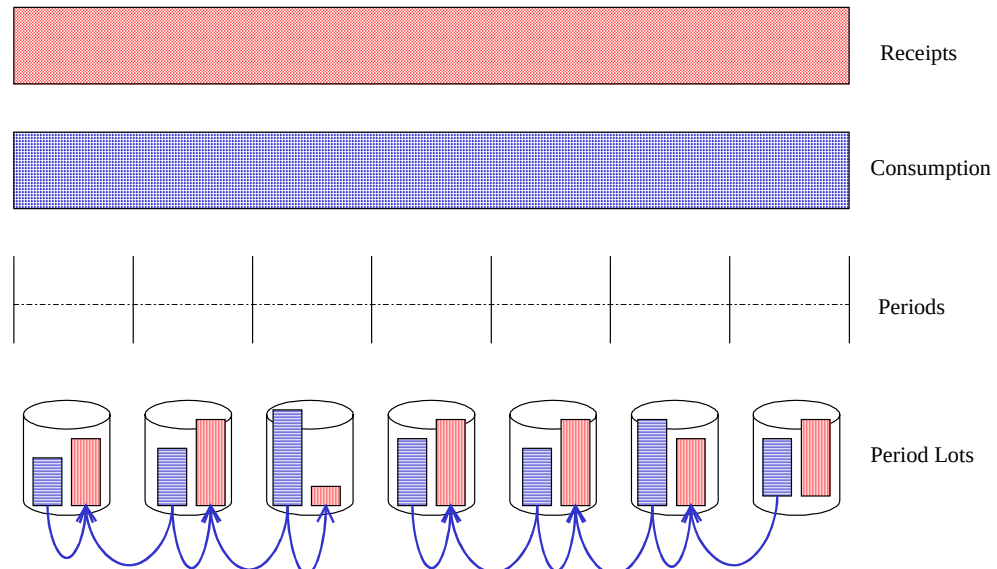


In the picture Receipts and Consumption are shown as dots over time in the two boxes. Receipts originate from, for example, work orders that are completed, purchase order receipts or unplanned receipts. Examples of consumption are sales order shipments or component consumption for a work order. Receipts and consumption occur normally in large volumes of inventory transactions.

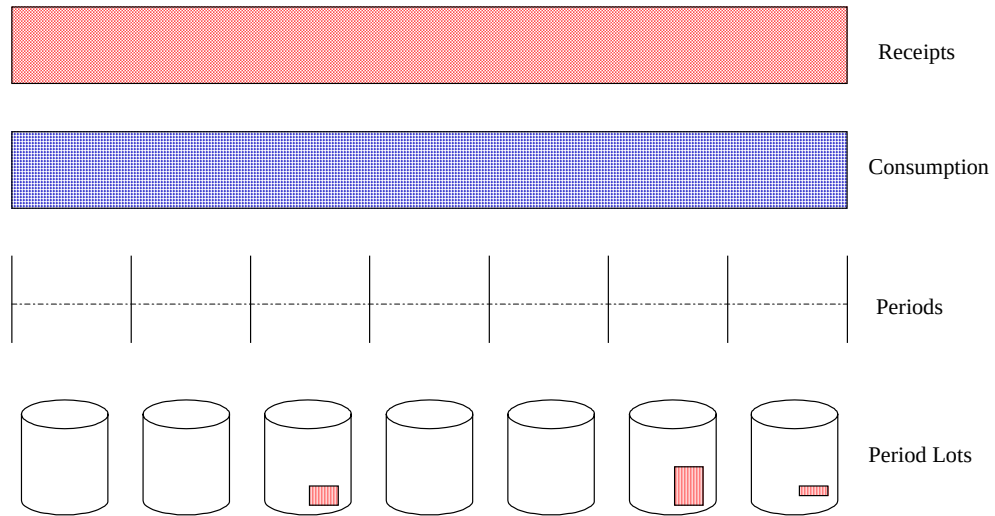
By defining periods a kind of period lots are created. A special procedure, Mean Data Generation, aggregates the individual receipts and consumption to totals for each period with associated mean prices.



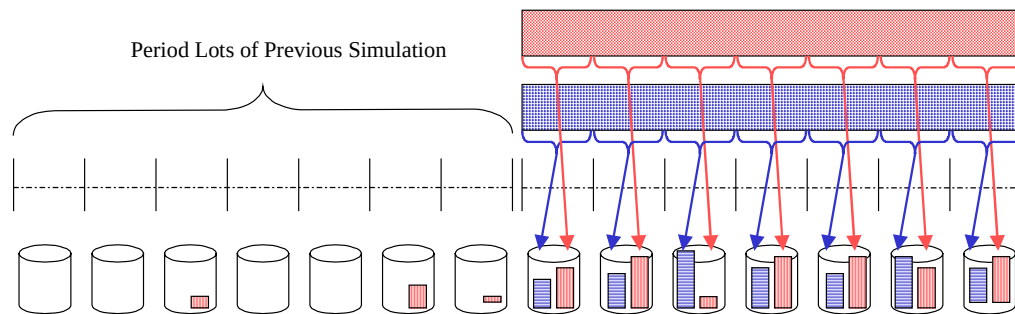
When all receipts and consumption by period lot has been determined, costs need to be rolled up to determine the receipts costs for manufactured items. When this information is available, for each period lot and each item the receipt quantities and costs are determined. This information can now be used to perform an inventory simulation like LIFO or FIFO. In this process all consumption is allocated to Receipts in the individual period lots.



As a result of this allocation of consumption to receipts, the remaining stock at the end of the year can be determined. Since the mean costs of each period lot have been calculated, the total inventory value can also be calculated.



In the example shown no beginning balance of inventory was assumed. The next fiscal year the starting inventory balance is the remaining unallocated receipts of the previous simulation. For this a special function is created that copies the remaining period lots from a previous simulation to the active simulation.



To ensure the calculation is not too complex certain assumptions have to be made. It is for instance assumed that all the components of a manufactured item are consumed in the same period as the work order accounting close date of the higher level item. If this assumption is not made, it would mean that all individual receipts of work orders would need to be investigated.

Work in Process is not taken into account in this simulation.

Main Flow

You can use I.E.S. in several ways. You can use it to calculate mean prices based on live data, to simulate the effects of changed routing and product structure data, and to make an evaluation of your stock. The main objective of I.E.S. is however to allow you make an evaluation of your stock, based on real, historical data.

In most cases I.E.S. is used for fiscal evaluation of stock on an annual basis. Simulations are created for individual years. When in the first year the evaluation has been performed

All the steps involved in an inventory evaluation calculation flow are detailed below. To be able to carry out this evaluation, you have to perform all the steps.

- Define simulation.
All inventory evaluations are made for *simulations*. Multiple simulations can be maintained at the same time. A simulation does not affect actual data. The simulation refers to a calculation method, for example LIFO.
- Define periods.
Within a simulation individual periods have to be defined. An individual day is the smallest period, but typically periods of a month, a quarter or a year are more common.
- Run IES Mean Data Generation to transfer real, historic data into simulation tables. This allows you obtain for each simulation period and each item:
 - Consumption quantity, receipts quantities with respect for its source (purchase, production, transfer) and receipts prices (assigned to each source)
 - Mean product structure (Bill of Material) used within the period for manufacturing considered item
 - Mean routing used within the period for manufacturing considered item
- Run IES Routing Roll up across the simulation, to determine the total labor, burden and subcontract this level costs.
- Run IES Structure Cost Roll up. This function will:
 - Roll up structures to obtain manufacturing cost of each manufactured item.
 - Finally calculate mean receipts cost.
 - Calculate mean price of consumption using FIFO/LIFO algorithm. Imagine a manufactured item that is produced in period X. To be able to determine the price of this manufactured item, the price of the individual components has to be known. Simply taking the component mean price of the same period would not result in the correct price, because it would assume that the starting stock in each period is always zero. In the I.E.S. module this problem is solved by calculating the mean *consumption* price for items per period, to be consumed by either sales or as a component in production. This works bottom up in the product structures (low level codes). Whenever the next highest level is started, firstly the BOM Rollup is performed for all manufactured items on that level. How the mean consumption price of components is then calculated, depends on the calculation method of the simulation.
- Copy the beginning inventory balance into the simulation by copying the remaining receipts from the simulation for the previous year.

- Actual inventory evaluation.
The end result of the simulation is a report that calculates the inventory value.

Note For some calculation methods, specific fiscal year costs or last period costs must also be calculated.

Calculation Examples

To clarify the calculation methods two worked examples are shown, one for a FIFO calculation and another for a LIFO calculation. In both cases periods (lots) of a year are assumed, over a total time period of five years. The results will be calculated for each individual year. Starting stock is assumed to be zero.

Each of the tables shown below contains the following rows:

- Receipts.
All Purchase Order Receipts, Work Order Receipts and other receipts of an item in a period.
- Consumption.
All Sales Order Issues, Work Order Issues and other issues of an item in a period.
- Net Effect.
The net stock effect in a period, being Receipts - Consumption.
- Not Allocated Receipts.
The receipts in a certain period will be allocated over time to the consumption. How this receipt is allocated depends on the calculation method (LIFO, FIFO etc.). At the start of the evaluation Not Allocated Receipts equals Receipts. When time progresses the period lots are consumed until nothing is left.
- Mean Receipt Price.
The mean receipts price of the item within considered period (which is calculated during the evaluation). This price is used to make the final evaluation.
- Mean Price for Consumption.
To be able to determine the prices of manufactured items, it is necessary to know what the mean price for consumption of the component items is. Suppose in a certain period 100 pieces of a component item are consumed. Depending on the calculation method this quantity is allocated to certain production periods. For LIFO this could be the most recent periods, for FIFO the opposite. If the 100 pieces are allocated to, for example three production periods, then the mean consumption price of the 100 pieces can be calculated from the production/purchase prices in the production periods and the quantities in those production periods.
- Total Inventory Value per period.
This is the total value of the stock left for allocation per individual period. The total of these values is the total inventory value of the stock at the end of the last period.

FIFO Example

This example takes a purchased item and evaluates it using the FIFO methodology.

Purchased Item A	1989				
Receipts	1.000				
Consumption	0				
Net Effect	1.000				
Not Allocated Receipts	1.000				
Mean Receipt/Production Price	10				
Mean Price for consumption	10				
Total Inventory Value	10.000				

In 1989 1.000 pieces of the item were produced, none were consumed, so everything went into stock. The mean receipt price was 10, giving a total inventory value of 10.000.

Purchased Item A	1989	1990			
Receipts	1.000	0			
Consumption	0	300			
Net Effect	1.000	-300			
Not Allocated Receipts	1.000 <u>-300</u> 700	0			
Mean Receipt Price	10	0			
Mean Price for consumption	10	10			
Total Inventory Value	7.000				

In the next year 300 are consumed. This is consumed out of the still available stock of the lot from 1989, bringing the amount of stock still available for allocation in that year to 700.

Purchased Item A	1989	1990	1991		
Receipts	1.000	0	500		
Consumption	0	300	600		
Net Effect	700	0	-100		
Not Allocated Receipts	700 <u>-600</u> 100	0	500		
Mean Receipt Price	10	0	12		
Mean Price for consumption	10	10	$(600 * 10) / 600 = 10$		
Total Inventory Value	1.000		6.000		

In 1991 500 items are purchased and 600 consumed. Since the FIFO calculation is used, the 600 consumed pieces are taken out of the lot from 1989. The total inventory value of the 600 items left at the end of 1991 is:

$$1.000 (1991) + 6.000 (1991) = 7.000.$$

Purchased Item A	1989	1990	1991	1992	
Receipts	1.000	0	500	800	
Consumption	0	300	600	300	
Net Effect	700	0	-100	500	
Not Allocated Receipts	100 <u>-100</u> 0	0	500 <u>-200</u> 300	800	
Mean Receipt Price	10	0	12	13	
Mean Price for consumption	10	10	10	$(100 * 10 + 200 * 12) / 300 = 11.33$	
Total Inventory Value			3.600	10.400	

In 1992 a total of 800 items is received and 300 items are consumed. This consumption is taken from the 100 items left in lot 1989 and the 500 items produced in 1991. Total inventory value of the stock left at the end of 1992 equals:

$$3.600 (1991) + 10.400 (1992) = 14.000.$$

Purchased Item A	1989	1990	1991	1992	1993
Receipts	1.000	0	500	800	100
Consumption	0	300	600	300	1.100
Net Effect	700	0	-100	500	-1.000
Not Allocated Receipts	0	0	300 <u>-300</u> 0	800 <u>-800</u> 0	100
Mean Receipt Price	10	0	12	13	15
Mean Price for consumption	10	10	10	11.33	$(300 * 12 + 800 * 13) / 1.100 = 12.72$
Total Inventory Value					1.500

During the last year 100 items are received and 1.100 are consumed. Total stock left is 100, with a value of 1.500.

LIFO Example

The following example takes the same purchased item with the same receipts and consumed quantities as in the previous example, but evaluates it using LIFO methodology.

Purchased Item A	1989				
Receipts	1.000				
Consumption	0				
Net Effect	1.000				
Not Allocated Receipts	1.000				
Mean Receipt Price	10				
Mean Price for consumption	10				
Total Inventory Value	10.000				

Purchased Item A	1989	1990			
Receipts	1.000	0			
Consumption	0	300			
Net Effect	1.000	-300			
Not Allocated Receipts	1.000	0			
	<u>-300</u>				
	700				
Mean Receipt Price	10	0			
Mean Price for consumption	10	10			
Total Inventory Value	7.000				

Purchased Item A	1989	1990	1991		
Receipts	1.000	0	500		
Consumption	0	300	600		
Net Effect	700	0	-100		
Not Allocated Receipts	700	0	500		
	<u>-100</u>		<u>-500</u>		
	600		0		
Mean Receipt Price	10	0	12		
Mean Price for consumption	10	10	$(500 * 12 + 100 * 10) / 600 = 11.2$		
Total Inventory Value	6.000				

Purchased Item A	1989	1990	1991	1992	
Receipts	1,000	0	500	800	
Consumption	0	300	600	300	
Net Effect	700	0	-100	500	
Not Allocated Receipts	600	0	0	800 - 300 = 500	
Mean Receipt Price	10	0	12	13	
Mean Price for consumption	10	10	11.2	13	
Total Inventory Value	6,000			6,500	

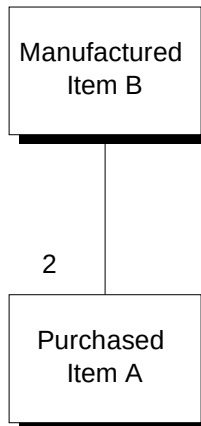
Purchased Item A	1989	1990	1991	1992	1993
Receipts	1,000	0	500	800	100
Consumption	0	300	600	300	1,100
Net Effect	700	0	-100	500	-1,000
Not Allocated Receipts	600 <u>-500</u> 100	0	0	500 <u>-500</u> 0	100 <u>-100</u> 0
Available Stock	600 <u>-500</u> 100	0	0	500 <u>-500</u> 0	100 <u>-100</u> 0
Mean Receipt Price	10	0	12	13	15
Mean Price for consumption	10	10	11.2	13	$(100 * 15 + 500 * 13 + 500 * 10) / 1,100 = 11.81$
Total Inventory Value	1,000				

Using the LIFO calculation the same inventory as shown in the example in the previous section is now valued at 1,000.

Mean Consumption Price and Calculation of Manufactured Item

The example used for LIFO and FIFO in the previous two sections was a simple one, using a purchased item. In the following example the *Mean Price for Consumption* is calculated. This mean price is used for calculating the mean receipt price of a manufactured item.

The following example calculation shows the mean receipt price of manufactured item B (using LIFO methodology).



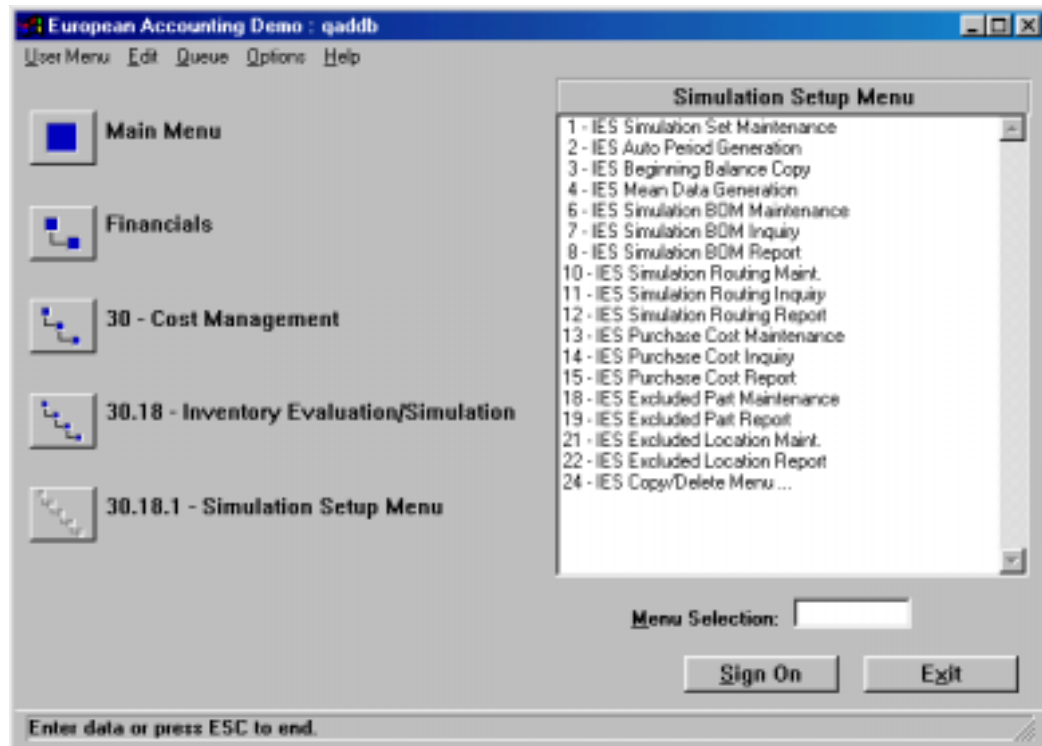
Manufactured item B is created from two Purchased Items A. Suppose, in 1993, 500 items B were manufactured. The Mean Receipt Price (ignoring routing costs) would be:

$$\text{Mean Receipt Price Item B} = (500 * 2 * 11.81) / 500 = 23.620$$

For Item A the Mean Consumption Price of 11.81 is taken, as shown in the last LIFO example for item A.

Setting up the Simulation

To be able to make an inventory evaluation or simulation, you must first create the appropriate data. This can be done using Simulation Setup Menu (30.18.1).

Simulation Setup Menu (30.18.1)

Start by defining a new manufacturing simulation set. Next generate the mean product structures, mean routing and mean purchase prices. There are three ways of generating simulation data:

- Generating data from the transaction history.
- Making one by hand.
- Copying data from existing data.

Creating a Manufacturing Simulation Set

Using I.E.S. Simulation Set Maintenance (30.18.1.1) new simulation sets can be created or existing simulation sets updated.

I.E.S. Simulation Set Maintenance (30.18.1.1)

Simulation The unique code to identify the simulation.

Description The description of the simulation.

Calculation Method This must be LIFO or FIFO. The calculation method that is used in this evaluation and simulation.

Cost Set IES data is partly stored in standard cost sets. IES will automatically create a cost set. Normally the name of this cost set is identical to the name of the simulation, but you can select a different name.

Mean Data Generation Period This is the entire period for which the simulation is performed. This date range is also taken as default date range for the mean data generation.

Take Beginning Balance From Here a simulation code can be entered from which the starting inventory balance by period lot should be copied.

Is Simulation Frozen This flag allows you to “freeze” a simulation when it is completed. Data of a frozen simulation cannot be altered.

Within a simulation, periods can be defined. The smallest period you can define is a day. Periods can be created manually or automatically within a range. Automatic generation allows you to create periods of a day, a week, a month, a quarter or a year automatically.

Refer to Auto Period Generation.

When a new simulation is created the following screen is shown.

Simulation Set Maintenance (30.18.1.1)

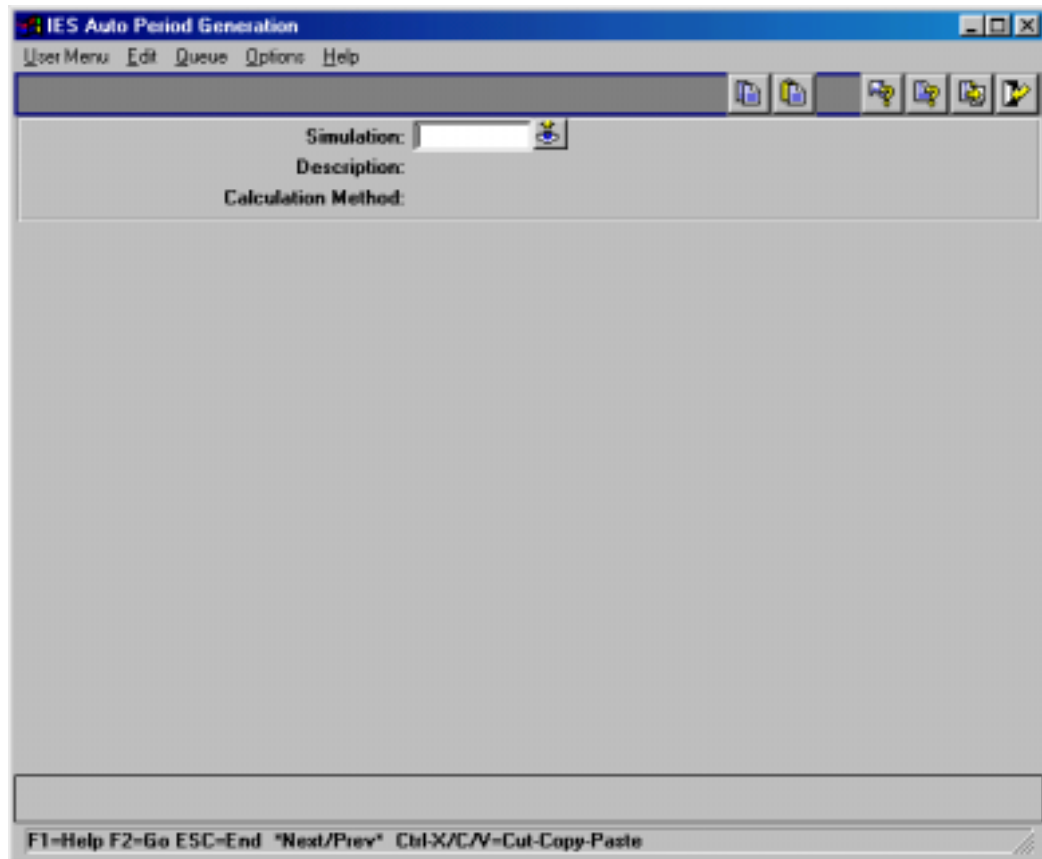
The screenshot shows a Windows-style application window titled "IES Simulation Set Maintenance". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window is divided into sections for entering simulation parameters. The first section contains the following text: "Simulation: FIF099", "Description: Filo Year 1999", "Calculation Method: FIFO", and "Cost Set: FIF099". The second section contains "Start Date: 01/01/99", "End Date: 31/12/99", and "Period Type: Month" with a small icon next to it. Below this is a section labeled "End:". The bottom of the window features a status bar with the text "F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste".

When the header data has been entered when creating new simulation periods, you are allowed to define or modify the simulation periods.

Auto Period Generation

I.E.S. Auto Period Generation (30.18.1.2) allows you to create or regenerate a range of time buckets for which a simulation can be done. It allows you to define your time frames flexibly, by year.

I.E.S. Auto Period Generation (30.18.1.2)



First you enter the simulation set for which you want to create the periods. This must be an existing set. If periods already exist for this set, these will be deleted, after a warning. Next a window displays in which you can enter the start date, the end date and the period type, which must be one of the following:

- Year
- Quarter
- Month
- Week
- Day

The system then calculates all the time-buckets automatically.

Generating Mean Simulation Data

I.E.S. Mean Data Generation (30.18.1.4) can be used to automatically generate simulation data. This function creates all the information needed for any inventory evaluation from the transaction history. In one run through the tr_hist records, you can generate the mean bill of material, the mean routing and the mean purchase prices of all parts in the simulation set. A LIFO or FIFO inventory evaluation can then be created from this information.

I.E.S. Mean Data Generation (30.18.1.4)

Simulation:

Calculation Method:

Cost Set:

Year: To:

Period: To:

Part: To:

Generate Routing: ☐

Generate Structure: ☐

Calculate Purchase Cost: ☐

Use Invoice Price: ☐

Only Existing Parts: ☐

Print Audit Trail: ☐

Output:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

A simulation set code must be entered. Once a valid code is entered, the description and period are shown and you are allowed to enter a starting period and an ending period for which the structures have to be generated.

Next you must select the end-items for which the mean data must be generated. If the part fields are left blank, all the items in the simulation set are used.

The next step allows you to select the data you want to be automatically generated from the transaction history. You can generate any (or all) or the following data:

- Routing
- Product Structure
- Receipts Cost

Generate Routing Enter Yes or No to determine if mean routing data is to be generated automatically from transaction history. If you enter No you must create this data manually.

Generate Structure Enter Yes or No to determine if mean product structure data should be generated automatically from transaction history. If you enter No you must create this data manually.

Calculate Purchase Cost Enter Yes or No to determine if receipts cost data should be generated automatically from transaction history. If you enter No you must create this data manually.

Use Invoice Price Enter Yes or No. If you enter Yes, European Accounting will look for invoiced receipts to determine the invoice price (if available). When you enter No, the price in transaction history is always taken.

Only Existing Part Enter Yes or No to determine if only the existing parts in item maintenance should be processed. If you enter No, memo items are also taken into account.

Print Audit Trail Enter Yes or No to determine if an audit trail should be created after the data has been generated. If you enter Yes such a trail is created allowing you to check the results. This trail displays all records that have been used to calculate the different mean data-sets.

After you have made your selection the system displays a message asking if all the information is correct. If you answer Yes, the data-generation process is started. The actions described in the following sections are then taken, depending on the type(s) of data you selected to be generated. As all of the processes described below are done on the transaction history, and some of them are even carried out on the same records, the processes are carried out simultaneously when more than one data type is selected. An audit trail report is available to show which inventory transactions are taken into account.

Audit Trail Report

isgen.p c51a
Page: 13

30.18.1.4 IES Mean Data Generation
European Accounting 8.6E

Date: 07/02/99
Time: 13:57:13

Order	ID	Type	Trans Eff Date	Qty Change UM	Price
400023	322	ISS-WO	2232 03/03/98	-600,0	1,00
	308	RCT-UNP	2209 03/03/98	500,0	1,00

Part: COMP-IES1

Order	ID	Type	Trans Eff Date	Qty Change UM	Price
400023	322	RCT-WO	2233 03/03/98	600,0	1.001,00

Year: 1998

Period: 004 01/04/98 - 30/04/98

Part: 51-IES

Routing Data

If you chose to generate routing data automatically by setting the Generate Routing field to yes, any existing routing simulation data is first deleted. Next, all work orders that were active in the period of the simulation set are processed (based on inventory transactions of the type WO-CLOSE). For each work order the sum of the related receipts for that work order is calculated and the total actual run time, setup time and subcontracting are determined. The results (per manufactured item) are stored as routing simulation data. The routing code here is always the item reference (pt_part), even when you have entered a different routing code in item maintenance.

Product Structure Data

If you chose to generate product structure data automatically by setting the Generate Structure field to Yes, any existing available bill of materials for this simulation set are first deleted. Next, all work orders that were active in the period of the simulation set are processed. For all these orders, all Receive Work Order (RCT-WO) transactions are processed to determine the number of created parent items. The Issue Work Order (ISS-WO) transactions of the components are processed to determine the consumed quantities of components. The results (per manufactured item) are stored as product structure data.

Receipts Cost Data

If you chose to generate product receipts cost data automatically by setting the Calculate Purchase Cost to Yes, all available simulated receipts costs records are first deleted. Next, all inventory transactions responsible for receipts like RCT-PO, RCT-UNP, RCT-TR and others in the period of the simulation are processed. All necessary quantities and associated cost data required for evaluation are retrieved and stored.

Maintaining Mean Simulated Data

The Mean data sets can be generated automatically, can be entered manually (for simulation issues) or can be copied from the standard data-sets.

Refer to Generating Mean Simulation Data.

Simulation BOM Maintenance

Use I.E.S. Simulation BOM Maint. (30.18.1.6) to manually enter or update a simulation product structure.

I.E.S. Simulation BOM Maintenance (30.18.1.6)

IES Simulation BOM Maintenance

User Menu Edit Queue Options Help

Simulation:

Year:

Period:

Parent Item:

Component Item:

Rev:

Reference:

Effective:

Qty Per:

Structure Type:

Start Effective:

End Effective:

Remarks:

To:

Scrap:

LT Offset:

Op:

Sequence Number:

Forecast:

Option Group:

Process:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

In the top window the simulation set can be entered. The middle window is used to choose the parent item. This function is, with the exception of the simulation set, identical to the standard MFG/PRO function Product Structure Maintenance (13.5).

Alternatively you can copy the standard parts and product structures to the simulation using I.E.S. BOM Copy Std --> I.E.S. (30.18.1.24.1). You start by entering the simulation code and a range of year and periods. For each individual period different mean bill of materials can be active.

I.E.S. Copy Standard BOM --> I.E.S. BOM (30.18.1.24.1)

The simulation set data is shown for verification. Now you can enter a range of item numbers and an effective date.

Item Number Range of item numbers for which you want to copy the standard product structure to the simulation.

Effective Date The effective date to select the product structure which you want to copy. If you leave this blank, then the system date is assumed.

When you have entered the information, a verification question is asked. If you enter Yes, processing starts. First the already available simulated product structures within the range of item numbers just entered are deleted. Next all standard items within the range are processed. As with the product structure code the item number is assumed.

Simulation Routings Maintenance

Simulation (mean) routings can be generated automatically, entered manually using I.E.S. Simulation Routing Maint. (30.18.1.10) or copied from standard routings using Routing Copy Std --> I.E.S.(30.18.1.24.3).

Refer to Generating Mean Simulation Data for details on generating data automatically.

You can view or update the routing simulation data in function I.E.S. Simulation Routing Maint. (30.18.1.10). If you want to make simulations manually, you can also enter them here.

I.E.S. Simulation Routing Maintenance (30.18.1.10)

IES Simulation Routing Maint.

User Menu Edit Queue Options Help

Simulation:

Year:

Period:

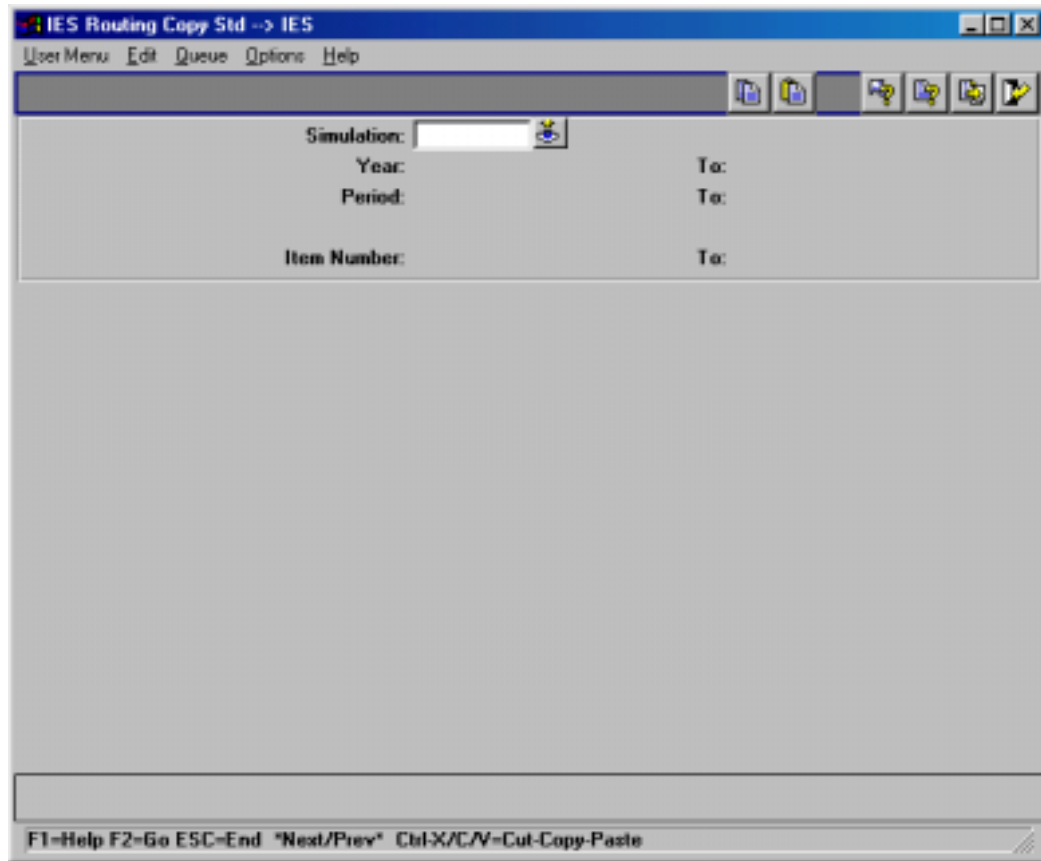
Routing Code:		Std Op:
Operation:		Machine:
Work Center:		
Machines per Op:	Milestone Operation:	
Overlap Units:	Subcontractor LT:	
Queue Time:	Setup Crew:	
Wait Time:	Run Crew:	
Setup Time:	Yield%:	
Run Time:	Tool Code:	
Move Time:	Supplier:	
Inventory Value:		
Subcontract Cost:	Comments:	

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

First enter the simulation code. Next cycle through the available routings and operations.

This maintenance function is, with the exception of the simulation code, identical to the standard MFG/PRO Routing Maintenance (14.13.1), so we will not discuss this in detail here.

Alternatively you can obtain simulated routings by copying the standard routing information to the simulation using Routing Copy Std --> I.E.S (30.18.1.24.3).

Routing Copy Std --> I.E.S. (30.18.1.24.3)

Begin by entering the simulation code and the year and period range for which you want to create mean routing data. The simulation data is shown for verification. Next enter a range of item numbers covering those item numbers whose standard routing information you want to be copied.

After a verification question the actual processing starts. All parts within the specified ranges are processed. The related standard routings are copied to the simulation (when a routing code is entered in the item information, that code is used, otherwise the part number is taken.) When a routing is already available in the simulation, then that routing is first deleted. A pop-up window monitors the progression of the process.

Simulation Purchase Costs Maintenance

Following the steps given in the previous sections you have now calculated (or entered) simulated product structures and simulated routings. This covers the manufactured items. Next you need to determine the cost of the purchased items. Again you can choose to generate the mean purchase prices automatically or you can enter these simulated purchase costs manually.

Refer to Generating Mean Simulation Data for details on generating data automatically.

Using I.E.S. Purchase Cost Maintenance (30.18.1.13) you can update or enter simulated purchase costs manually. You must first enter the simulation code.

I.E.S. Purchase Cost Maintenance (30.18.1.13)

The screenshot shows a software window titled "IES Purchase Cost Maintenance". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains the following labels and input fields:

- Manufacturing Simulation Set: [input field]
- Year:
- Period:
- Part:
- Qty Received:
- Qty Consumed:
- Receipt Price:

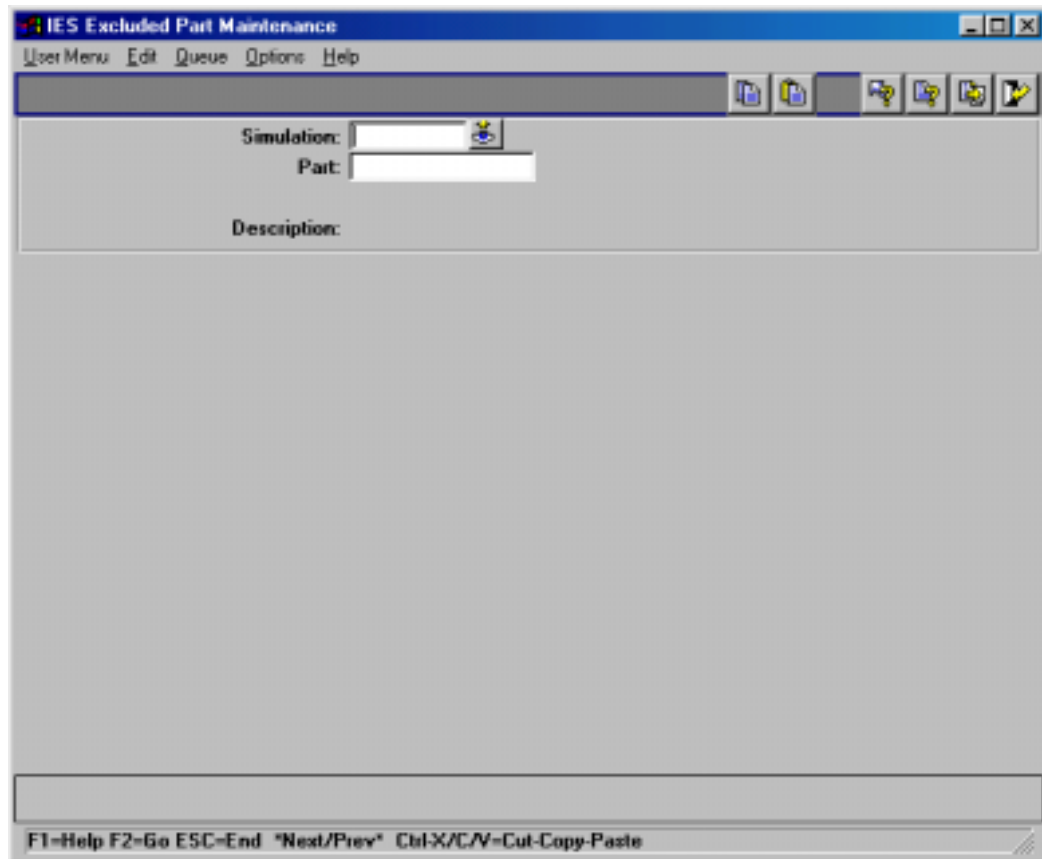
At the bottom of the window, there is a status bar with the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

Next enter a part number, or cycle through the existing simulation data with the arrow keys. When selecting an item, you can enter or update the quantity change and mean price.

Excluding Parts and Locations

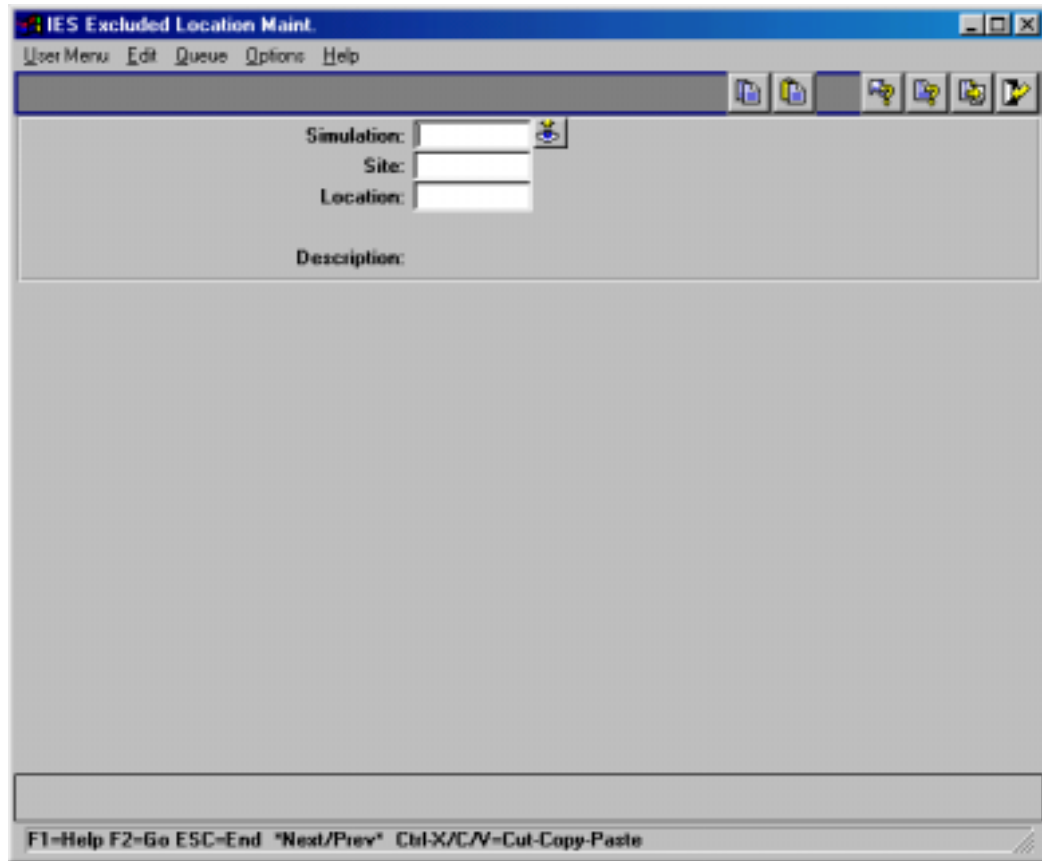
At set-up, you can exclude parts and locations from the inventory evaluation. Using I.E.S. Excluded Part Maint (30.18.1.18) you can enter items which are not needed in the evaluation. Items not entered are assumed to be part of the evaluation.

I.E.S. Excluded Part Maintenance (30.18.1.18)



The screenshot shows a Windows-style application window titled "IES Excluded Part Maintenance". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains three input fields: "Simulation:" with a dropdown menu, "Part:" with a text input field, and "Description:" with a large text area. At the bottom of the window, there is a status bar with the text "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

Using I.E.S. Excluded Location Maint. (30.18.1.21) you can mark locations that are not needed in the calculation. Locations not entered are assumed to be included.

I.E.S. Excluded Location Maintenance (30.18.1.21)

The screenshot shows a Windows-style application window titled "IES Excluded Location Maint.". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains a form with the following fields:

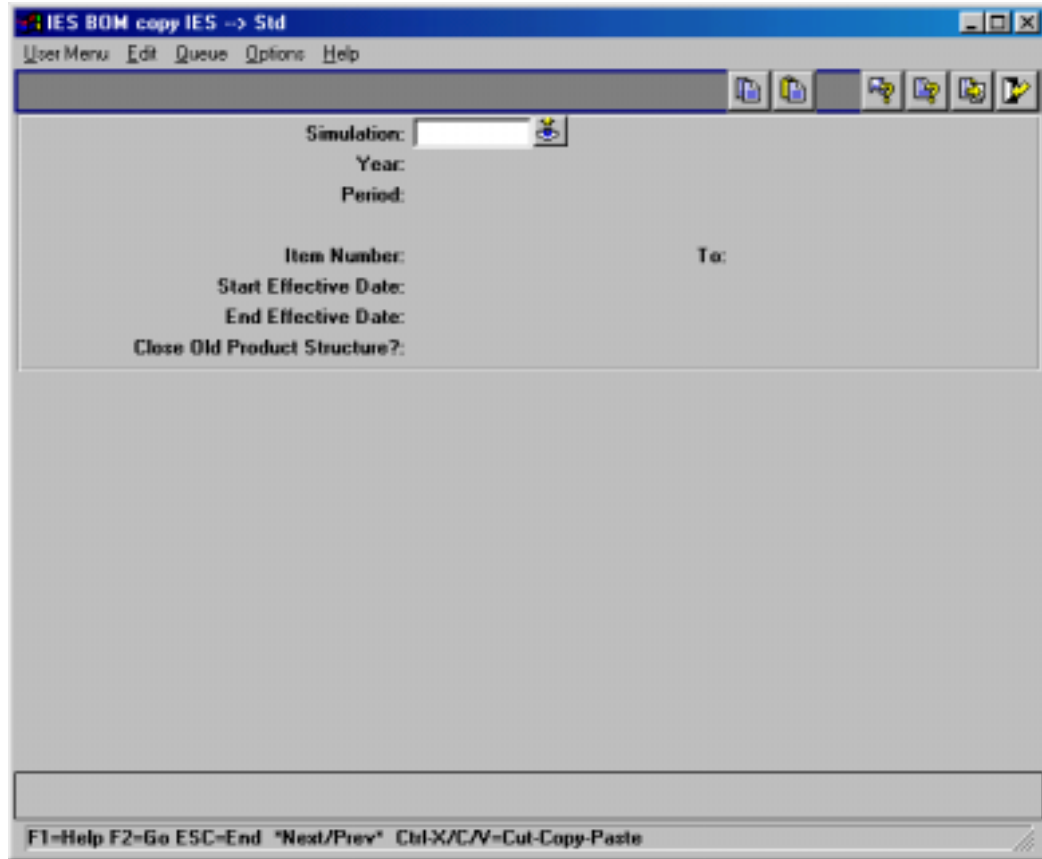
- Simulation:
- Site:
- Location:
- Description:

At the bottom of the window, there is a status bar with the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

Copying Simulated Routings and Product Structures

After a simulation, you can copy the simulated routings and product structure to standard routings and product structures if you so wish. Use I.E.S. BOM Copy --> Std (30.18.1.24.2) for copying simulated product structures.

I.E.S. BOM Copy --> Std (30.18.1.24.2)



Use I.E.S. Routing Copy --> Standard (30.18.1.24.5) for copying simulated routings.

I.E.S. Routing Copy --> Standard (30.18.1.24.5)

IES Routing Copy IES --> Std

User Menu Edit Queue Options Help

Simulation:

Year:

Period:

Item Number: To:

Start Effective:

End Effective:

Close Existing Routing?:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

For both functions you must first enter the simulation set code. The description and period of the simulation set are displayed automatically when you enter a valid code, and you can make entries into the other fields. The following table describes the fields for the routing copy, but the fields for the structure copy have identical meanings.

Item Number Range of item numbers for which the simulated routings have to be copied to standard.

Start Effective The start effective date for the copied routing.

End Effective The end effective date for the copied routing.

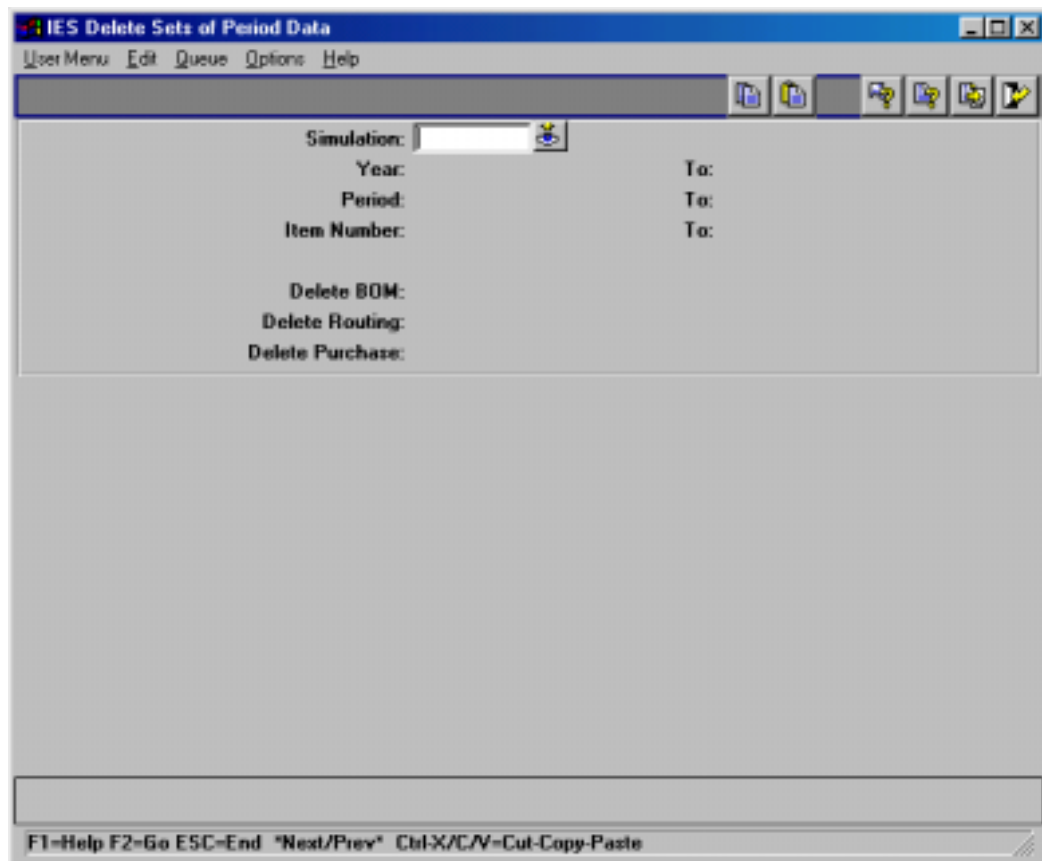
Close Existing Routing Enter Yes or No to specify if you want to close an existing routing. If you answer Yes, then any active routings on the start effective date are closed on the day previous to this effective date.

If you have decided not to close existing routings or product structures, any active routings or product structures found are skipped.

Deleting Period Data

In a simulation you can decide to delete a number of periods and the data associated with these periods. For this function I.E.S. Delete Sets of Period Data (30.18.1.24.7) is available.

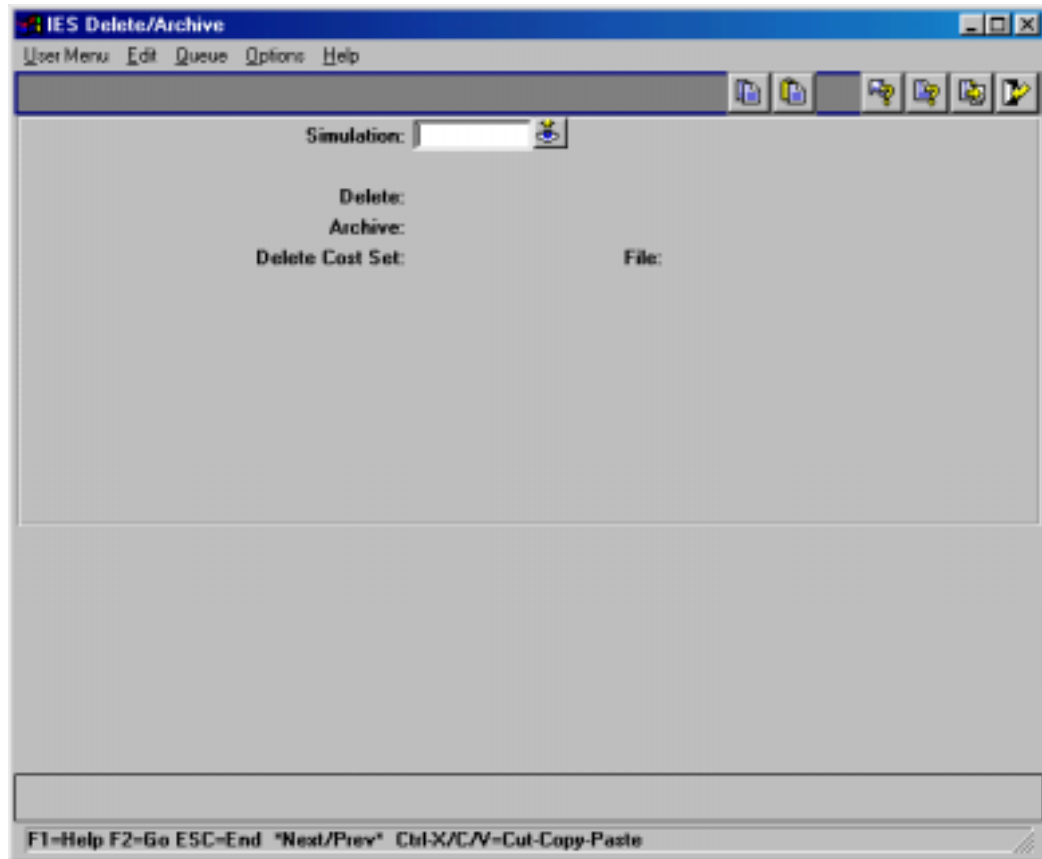
Delete Sets of Period Data (13.18.1.24.7)



Deleting Simulation Data

Using I.E.S. Delete/Archive (30.18.1.24.24) you can delete and archive simulations that are no longer required.

I.E.S. Delete/Archive (30.18.1.24.24)

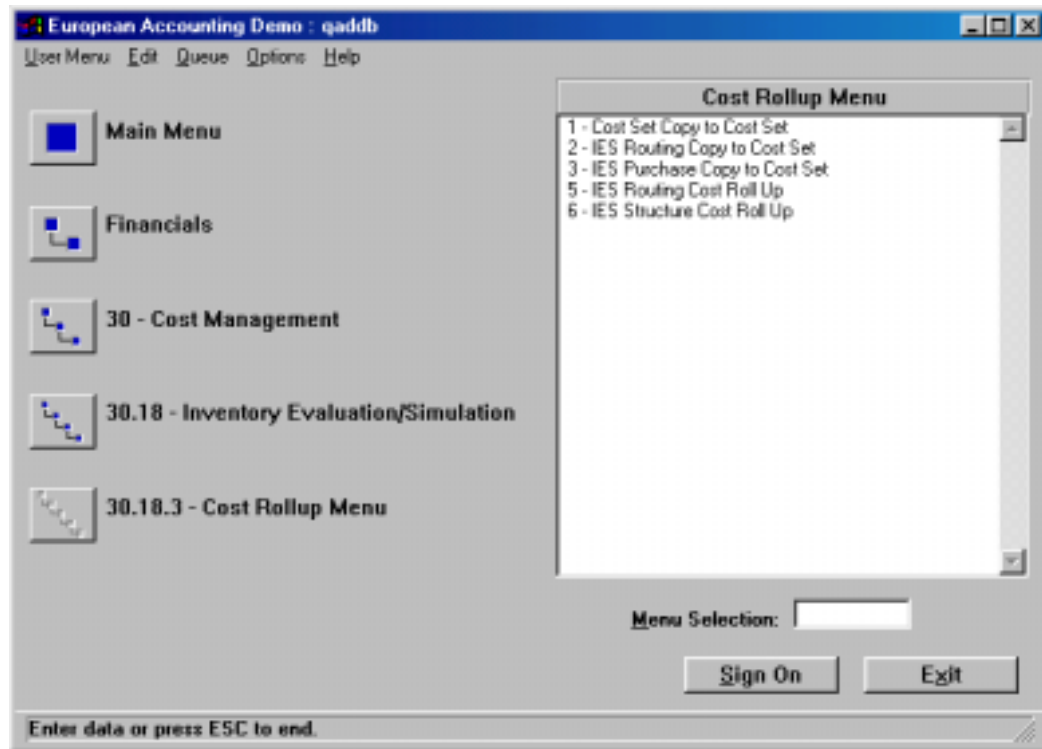


You must first supply a simulation set code. When you have entered a valid code, the description and period of that simulation set are shown. You are then prompted if you want to archive the data as well. If you enter Yes, you can enter the filenames for the four tables that are now being archived. If you do not want to archive one of them, just make the filename blank. After a validation question, the process of archiving and deleting begins.

Cost Rollups

Once you have created simulation data, you must link this information to a cost set and perform rollups of the simulated routings and product structures. Use Cost Rollup Menu (30.18.3) to do this.

Cost Rollup Menu (30.18.3)



The first option shown on this menu is a standard MFG/PRO function that is normally located in Cost Management. For convenience, it can also be activated here.

You should create a cost set that can be used to store the calculation results. When the cost set is created, you can copy the information obtained from the previous step to the routing simulation of cost management and the purchase costs to the purchase cost in the cost management simulation.

I.E.S. Routing Copy to Cost Set (30.18.3.2)

IES Routing Copy to Cost Set

User Menu Edit Queue Options Help

Site: To:

Simulation: To:

Cost Set: To:

Year: To:

Period: To:

Item Number: To:

Prod Line: To:

Item Type: To:

Work Center: To:

Machine: To:

Pct Change Allowed:

Copy Workcenter Cost:

Copy Operation Cost:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Using this function you can copy I.E.S. simulation routings to cost management simulation routings. The program logic is nearly identical to the logic of the standard MFG/PRO function Item/Routing to Simulation Copy (30.13.23), except that in this instance you are copying inventory evaluation simulation routings.

Next copy the purchase costs of our inventory evaluation to the cost set.

I.E.S. Purchase Copy to Cost Set (30.18.3.3)

The screenshot shows a software window titled "IES Purchase Copy to Cost Set". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains a form with the following fields:

Site:		To:
	Simulation:	
	Cost Set:	
Year:		To:
Period:		To:
Item Number:		To:
Prod Line:		To:
Item Type:		To:

At the bottom of the window, there is a status bar with the text: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

Using this function you can copy the cost of purchased item of the inventory evaluation simulation to the material costs in a cost set simulation. You first enter the site and cost set code to identify the cost management cost set. Next you have to specify the manufacturing simulation set.

You have now copied your manufacturing simulation to cost management and are ready to perform a cost rollup to determine the costs of the manufactured items. To do this use I.E.S. Routing Cost Rollup (30.18.3.5).

I.E.S Routing Cost Rollup (30.18.3.5)

IES Routing Cost Roll Up

User Menu Edit Queue Options Help

Site: To:

Simulation: To:

Cost Set:

Year: To:

Period: To:

Prod Line: To:

Item Number: To:

Item Type:

Effective Date: To:

Roll-up Material Cost: Include Yield in Cost:

Roll-up Labor Cost:

Roll-up Burden:

Roll-up Overhead:

Roll-up Subcontract Cost: Output:

Batch ID:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

This function is a copy of the standard MFG/PRO function Simulation Cost Rollup (30.13.18). The only difference is that you are prompted to enter a manufacturing simulation set.

When processing begins, all items in the selected range are processed. For all these items the simulation routings are processed (routing code equals item code). The routing operation details are processed and simulation costs and cost elements are calculated.

Product structures can be rolled up using I.E.S. Struct. Cost Rollup (30.18.3.6).

I.E.S. Structure Cost Rollup (30.18.3.6)

IES Structure Cost Roll Up

User Menu Edit Queue Options Help

Site: To:

Simulation: To:

Cost Set: To:

Year: To:

Period: To:

Item Number: To:

Prod Line: To:

Item Type: To:

Group: To:

Low Level Material: yes

Low Level Labor: yes

Low Level Burden: yes

Low Level Overhead: yes

Low Level Subcontract: yes

Print Audit Trail: yes

Set Cost Update Field for All/Changed Only: All

Output: Batch ID:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

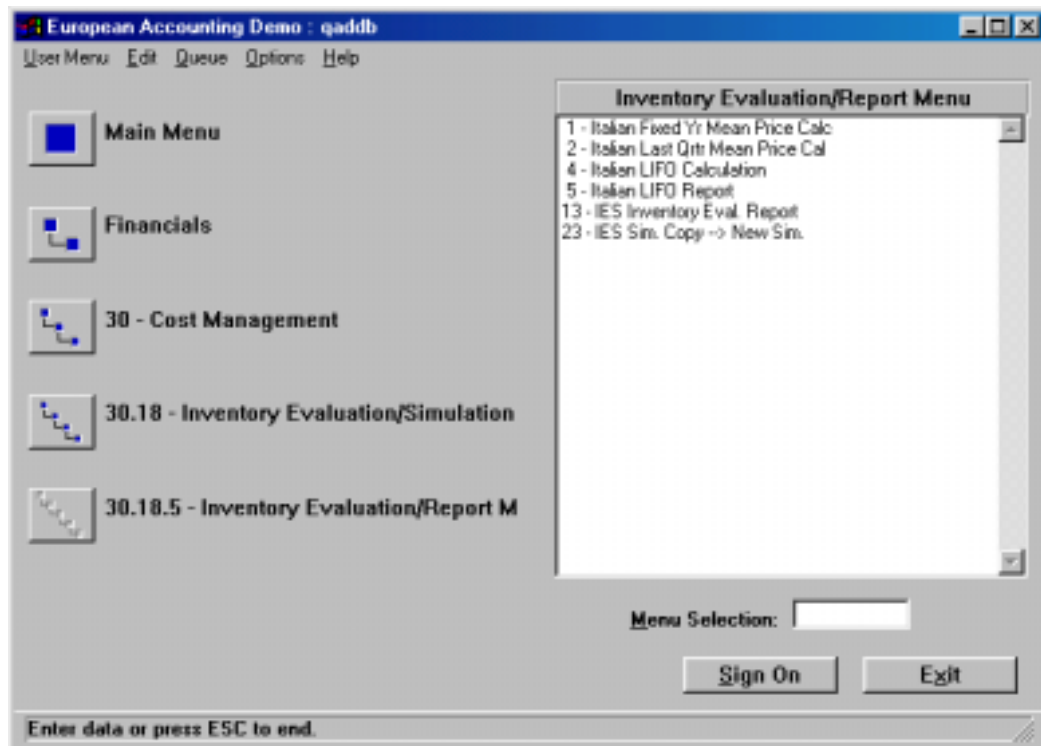
The functionality of this program resembles that of the standard Cost Rollup for Product Structures (13.12.13), but is significantly extended. Namely: program perform roll up with respect for established simulation time buckets, time dependencies are considered and LIFO/FIFO algorithms are implemented, all final calculations of mean receipts cost and mean consumption cost are performed.

When you have concluded these actions, your evaluation process has been finished and you have calculated mean costs for the periods of the simulation set and have stored these costs in the IES simulation cost set.

Reporting

After the cost-roll-ups, you are then ready to report the results. Several reports are available in Inventory Evaluation/Report Menu (30.18.5).

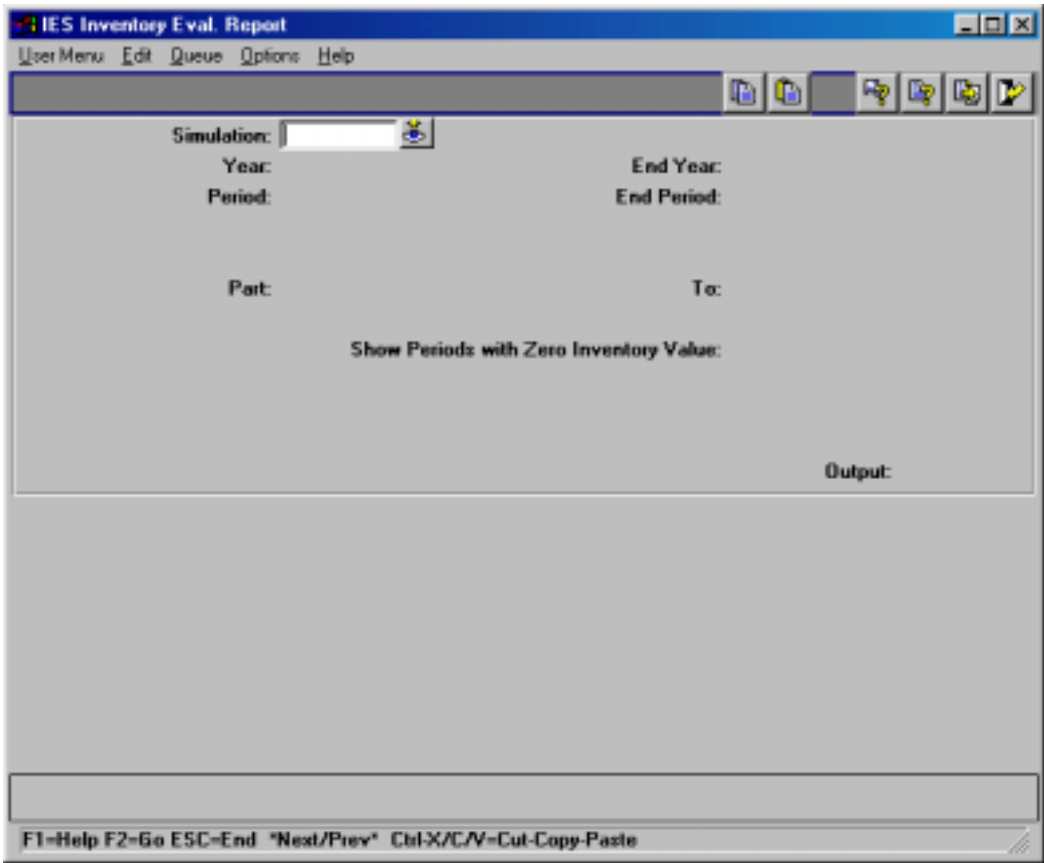
Inventory Evaluation/Report Menu (30.18.5)



Refer to Chapter 13 Country Specific Issues for details on using the Italian specific reports accessed from this menu.

For the I.E.S. module, one generic report is available, that reports all results of a simulation, regardless of the origin of this calculation. This report, Inventory Eval. Report (30.18.5.13) allows you to run a report for a specific simulation, year, period and parts.

Inventory Evaluation Report



An example of the output from this report is given below.

Example of Inventory Evaluation Report

isrep02.p c51a		30.18.5.13 I.E.S. Inventory Eval. Report				Date: 08/12/98	
Page: 1		Your Name Here				Time: 15:46:20	
Simulation	Calculation Method	Part	Description	UM	GL Cost	GL Qty	Uncorrected GL Balance
1	lifo	01-GUIDO	General purchase item	EA	0,00	0,00	0,00
Year	Period	Qty	Mean Receipt Price	Inventory Value	Mean Consumption Price	Corrective GL Booking	
1997	012	106	89,00	9.434,00	89,00		
1997	027	22	89,00	1.958,00	0,00		
Total:		128	Total:	11.392,00		801,00	

Customization

[custom11.doc](#)

Chapter 12: Shipping Documents

European Accounting extends MFG/PRO's standard shipping document facilities to additional stock issue and transfer functions, allowing you to create and print shipping documents, or *shippers*, to accompany transfers of stock performed using any of these functions. In addition, you can specify if you want to show the relevant shipper numbers on invoices. Two new reports have also been added by European Accounting. A Shipper Report displays information relating to selected shippers, such as shipper number, shipment date, quantity shipped, destination address etc., while the Stock Journals Report allows you to track inventory movements (in order to prove no fraud has taken place).

This chapter details the new functionality. The following topics are covered.

Stock Transfer Functions

Set-up of Data

Creating Shippers

Invoices

Shipper Reports

Stock Journals

Customization

Stock Transfer Functions

Shipping documents were originally introduced to support Italy's *Documento di Trasporto*. Formerly known in Italy as the *Bolle d'Accompagnamento*, or *Bolla*, this shipping, or transport, document is designed to accompany any movement of goods.

Refer to Chapter 13 Country Specific Issues for information on the Documento di Trasporto.

MFG/PRO's standard Global Shipping functionality, Issue Transaction Processing, already allows the creation of shipping documents to accompany movements of goods initiated from the following functions:

- All transfer functions, for example, Transfer Single Item (3.4.1)
- Issues - Unplanned (3.7)
This functionality is extended by European Accounting to allow you to enter the default account and cost centers to be used when processing unplanned issues or unplanned receipts.

Refer to Unplanned Issues/Receipts.

- Purchase Order Returns (5.18)
- Sales Order Shipments (7.9.15)

European Accounting extends shipper functionality to allow you to create shipping documents from the following additional functions, when the Use Enhanced Global Shipping flag in the European Accounting Control File (25.23) is set to Yes:

- Work Order Component Issue (16.10)
- Repetitive Labor Transaction (18.14)
- Backflush Transaction (18.22.13)
- Rework Transaction (18.22.17)
- Repetitive Picklist Transfer (18.22.3.6 and 18.8.6)
- Call Activity Recording (11.1.1.13)
- RMA Maintenance (11.7.1.1)
- RMA Shipments (11.7.1.16)
- RTS Shipments (11.7.3.16)
- SEO Maintenance (11.13.19.1)
- SEO Shipments (11.13.19.6)

Shippers are typically required when moving inventory between two different physical locations and can be used for both in-bound and out-bound goods' movements. (MFG/PRO supports shippers for Purchase Order and Scheduled Order Receipts, and allows the recording of a supplier's shipper or packing slip for Purchase Order Receipts). If an issue transaction results in the physical movement of goods, it is, provided the necessary shipping and inventory groups have already been set up using MFG/PRO's standard Global Shipping functions.

Refer to Set-up of Data for details on the shipping and inventory groups that must be defined for each of the above functions.

It is also possible to create shipper documents when moving inventory between two locations on the same site. The Location Transfer functions have been enhanced to allow you to do this, provided addresses have been pre-defined for the two locations.

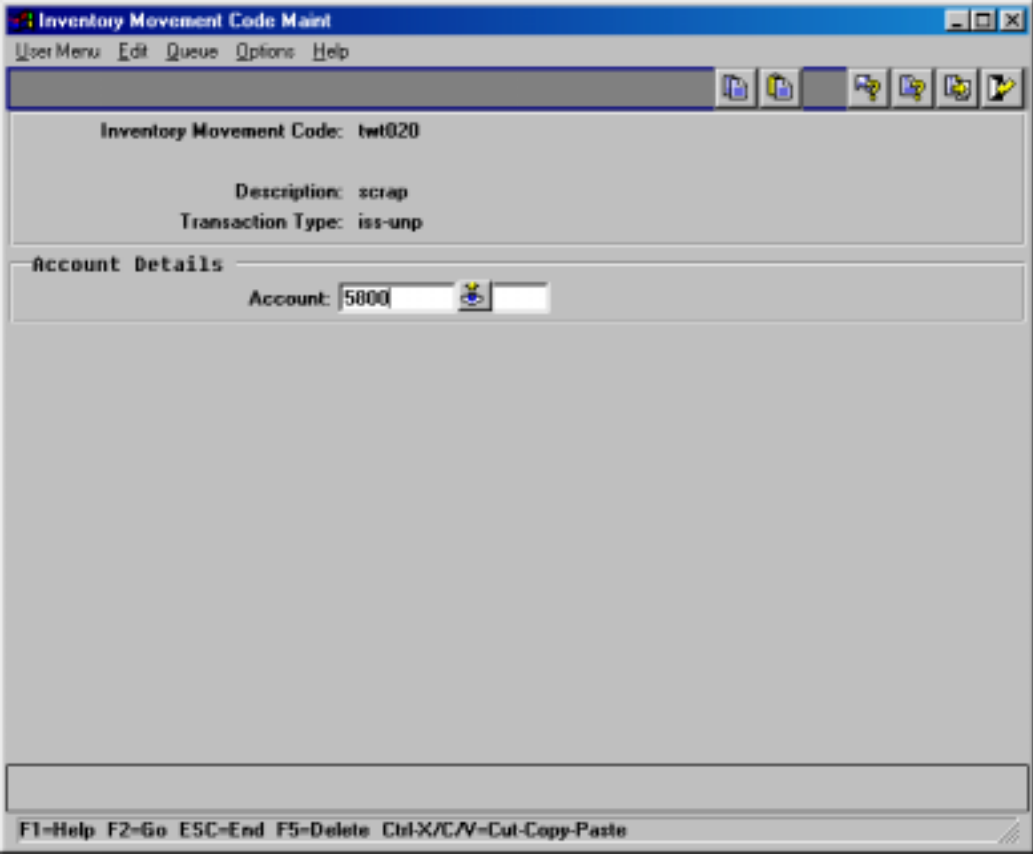
Refer to Address Codes below.

A valid shipping group with the locations defined as the source and destination addresses must also have been set-up, with an inventory movement code representing the ISS-TR transaction.

Unplanned Issues and Receipts

European Accounting adds a new frame to MFG/PRO's standard Inventory Movement Code Maint. (1.1.9) allowing you to enter the default GL account/sub-account and cost center to be used when processing any unplanned issues or unplanned receipts. If you enter an inventory movement code which has a transaction type of either RCT-UNP (indicating unplanned receipts) or ISS-UNP (unplanned issues) then this new frame displays.

Entering the account details



The screenshot shows a window titled "Inventory Movement Code Maint" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area displays the following information:

- Inventory Movement Code: twt020
- Description: scrap
- Transaction Type: iss-unp

Below this is a section titled "Account Details" containing an "Account:" label and a text box with the value "5800". A small icon is visible to the right of the text box. At the bottom of the window, a status bar displays the following keyboard shortcuts: F1=Help, F2=Go, ESC=End, F5=Delete, Ctrl-X/C/V=Cut-Copy-Paste.

For unplanned receipts enter the relevant GL credit account, for unplanned issues enter the appropriate GL debit account.

Set-up of Data

To be able to use shippers successfully you must first enter some basic data using MFG/PRO's standard Global Shipping functions:

- Shipping groups
- Inventory Movement Codes
Entered using Inventory Movement Code Maint. (1.1.9)
- Physical and fiscal address codes of locations
Entered using Location Maintenance (1.1.18)

Refer to Address Codes.

The following table details the various shipping groups, and the inventory movement codes within them, which must have been set up if you intend to use shippers. The Transaction column shows the actual transaction to be performed by the relevant function. When this transaction is performed, the system then checks for the existence of the shipping group defined in the Shipping Group column. If this is found, the system next checks that this shipping group has been set up with an Inventory Movement Code that represents the transaction shown in the Inventory Movement Code column. Only if all these criteria are met, can shippers be created using the functions shown in the following table. If none of the criteria is met, the shipper document will not be created .

Work Order Component Issue (16.10)	
Transaction	A work order component issue where the site issuing the component is not the same as the work order site.
Shipping Group	Source address must be the same as the site code for the issuing site, and the destination address must be the same as the work order site.
Inventory Movement Code	ISS-WO
Repetitive Labor Transaction (18.14)	
Transaction	A backflush where the site issuing the component is not the same as the order site.
Shipping Group	Source address must be the same as the site code for the issuing site, and the destination address must be the same as the order site.
Inventory Movement Code	ISS-WO
Backflush Transaction (18.22.13)	
Transaction	A backflush where the site issuing the component is not the same as the order site.
Shipping Group	Source address must be the same as the site code for the issuing site, and the destination address must be the same as the order site.
Inventory Movement Code	ISS-WO

Rework Transaction (18.22.17)	
Transaction	A backflush issue where the site issuing the component is not the same as the order site.
Shipping Group	Source address must be the same as the site code for the issuing site, and the destination address must be the same as the order site.
Inventory Movement Code	ISS-WO
Repetitive Picklist Transfers (18.22.3.6 and 18.8.6)	
Transaction	A picklist transfer.
Shipping Group	Source address can either be the same as the site code for the issuing site, or it can be the address of the issuing location. Destination address can either be the same as the order site or it can be that of the WIP location.
Inventory Movement Code	ISS-TR
Call Activity Recording (11.1.1.13)	
Transaction	Any component issue recorded using Call Activity Recording.
Shipping Group	Source address must be the same as the site code for the issuing site, and the destination address must be the same as the end user address.
Inventory Movement Code	ISS-WO
RMA Maintenance (11.7.1.1)	
Transaction	Any RMA maintenance issues processed within RMA Maintenance.
Shipping Group	Source address must be the same as the site code for the issuing site, and the destination address must be the same as the end user address for the particular RMA item involved in the transaction.
Inventory Movement Code	ISS-SO
RMA Shipments (11.7.1.16)	
Transaction	Any component issue performed using RMA Shipments.
Shipping Group	Source address must be the same as the site code for the issuing site, and the destination address must be the same as the end user address for the particular RMA item involved in the transaction.
Inventory Movement Code	ISS-SO

RTS Shipments (11.7.3.16)	
Transaction	Any processing of supplier returns using RTS Shipments.
Shipping Group	If the Inv Issue flag is set to Yes, the system checks for a shipping group whose source address is the same as the site code for the issuing site, and has a destination address which is the same as the supplier address. If the Inv Issue flag is set to No, the system checks for a shipping group whose source address is either the same as the site code for the issuing site, or the address code of the issuing location, and a destination address which is either the same as the supplier address or the address code for the location at the supplier site.
Inventory Movement Code	PCT-PO
SEO Maintenance (11.13.19.1)	
Transaction	Any component issue recorded in SEO Maintenance when the Ship Immed flag in the Engineer Orders Control File is set to Yes.
Shipping Group	Source address must either be the same as the site code for the issuing site, or the address of the issuing location. Destination address must be the same as the engineer site or the address of the engineer location.
Inventory Movement Code	ISS-TR
SEO Shipments (11.13.19.6)	
Transaction	Any component issue performed using SEO Shipments.
Shipping Group	Source address must either be the same as the site code for the issuing site, or the address of the issuing location. Destination address must be the same as the engineer site or the address of the engineer location.
Inventory Movement Code	ISS-TR

If the relevant shipping groups with the necessary inventory movement codes exist, then the shipping information frame will automatically display when performing an issue using one of the above functions.

Refer to Creating Shippers.

Address Codes

To be able to report flows between two physical locations, you have to know the address of the MFG/PRO location as well. European Accounting adds a frame at the foot of the Location Maintenance (1.1.18) window to allow you to do this.

Location Maintenance (1.1.18) extra address window

The screenshot shows a window titled "Location Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar with icons for file operations and navigation. The main area displays the following information:

- Site: 11000 Alberta, Canada
- Location: 100
- Description: TWT Location
- Inventory Status:
- Date Created: 24/09/99
- Permanent: no
- Type:
- Single Item: no
- Single Lot/Ref: yes
- Capacity: 0, 0
- UM:

Below this, there are two rows of address information:

Fiscal Addr.:	11000	Alberta Computer Services
Physical Addr.:	11000	Alberta Computer Services

A warning message is displayed at the bottom: "WARNING: SINGLE LOT/SERIAL IS ONLY ENFORCED FOR SINGLE ITEM LOCATIONS." The status bar at the very bottom shows keyboard shortcuts: F1=Help, F2=Go, ESC=End, F5=Delete, Ctrl-X/C/V=Cut-Copy-Paste.

Fiscal Addr The MFG/PRO address code for the fiscal address of this location, that is, the address of the company that pays taxes for this location.

Physical Addr The MFG/PRO address code for the physical address of this location.

Both these fields are mandatory and the addresses you enter must be valid ones.

Creating Shippers

Whenever any issue of goods is performed between two different physical locations, the enhanced functionality calls standard MFG/PRO Global Shipping functions to determine if a shipping document is needed for any particular movement of goods.

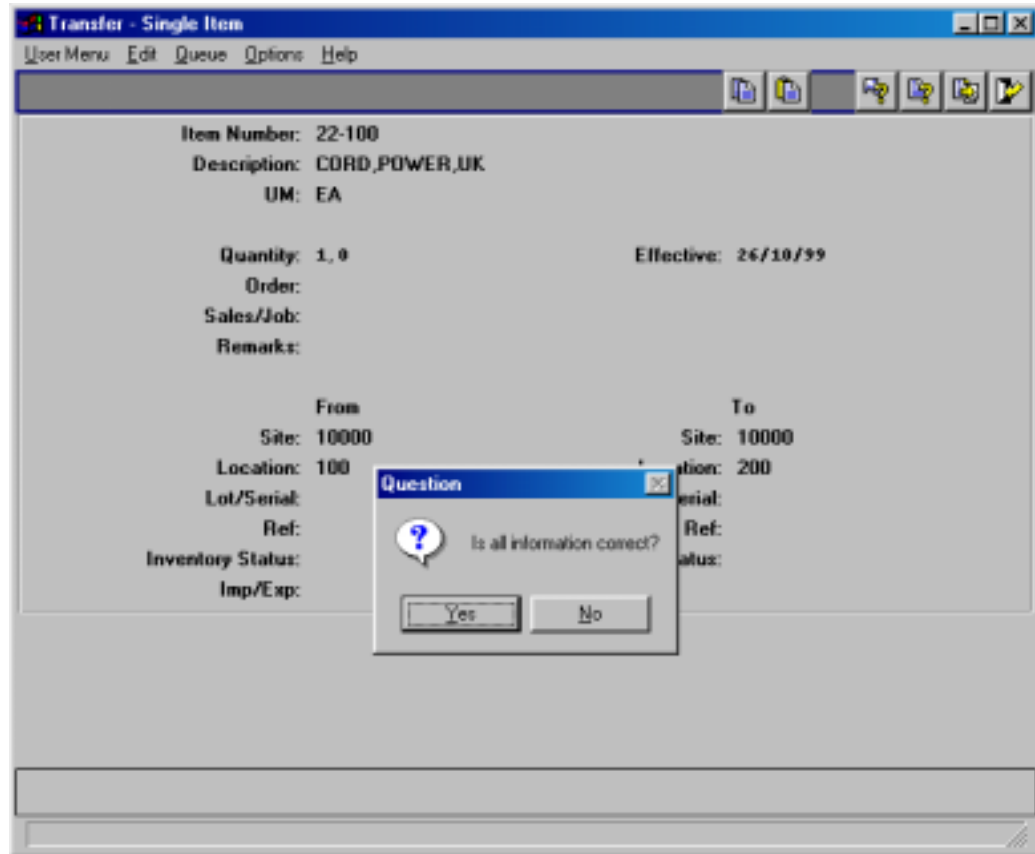
Refer to Stock Transfer Functions for further information on when shippers are needed.

If a shipper is needed, and the necessary shipping and inventory groups have been set up, then the Shipping Information frame will be displayed at the foot of the window you are using to perform the shipment. From here you can create a shipping document for that shipment.

Note The correct generation of shipping documents is not guaranteed for the transfer of more than one item, unless all the items have the same source address and are being transferred to the same destination.

The following example shows how to create a shipping document for an unplanned issue of goods using Transfer Single Item (3.4.1), but the procedure is similar for all functions that support the creation of shippers.

Transfer Single Item (3.4.1)



In this case a transfer is being performed from one location to another at the same site. However, these two locations have been defined with different addresses, and these addresses exist within a Shipping Group together with an Inventory Movement code for transaction type ISS-TR. The system recognizes that this transaction should therefore produce a shipper, and will display the Shipping Information Frame.

Shipping Information Frame

The screenshot shows a software window titled "Transfer - Single Item". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu is a toolbar with icons for file operations and navigation. The main area is divided into sections for shipping information. The "Shipping Information" section contains fields for "Ship-From" (10000, San Diego Main Plant), "Number" (A0000002), "Ship-To/Dock" (11000, Alberta Computer Services, 80 MacAdam Highway), "Shipping Group" (EUR061, test), and "Inventory Movement Code" (ISS-TR, ISS-TR). Below this is a section for carrier and transport details, including "Carrier" (with a dropdown icon), "Multi" (no), "Ship Via", "FOB Point" (ESCONDIDO), "Mode of Transport", "Carrier Shipment Ref" (A0000002), and "Vehicle ID". To the right of these are fields for "Document Format" (01), "Consolidate Ship" (optional), "Language" (US), and "Comments" (no). At the bottom, there is a status bar with the text "Adding new record." and a keyboard shortcut legend: "F1=Help F2=Go ESC=End *Next/Prev* Ctl-X/C/V=Cut-Copy-Paste".

Enter the appropriate values for your transaction. This is the standard MFG/PRO shipper functionality, and the required values are the same as for those used with shippers on Sales Orders and Customer Schedules. The shipper number is generated from the shipper sequence as defined in the Shipping Group, and the Inventory Movement code defaults from there, but may be changed if necessary to another valid code. All of the other fields are required where such information is needed on the physical shipper document.

The system then allows the shipper to be printed.

Inventory Movement codes are required where the flag Require Inventory Movement Codes is set to Yes in the Container/Shipper Control File (7.9.24). European Accounting prompts for Inventory Movement Codes in Issues – Unplanned and Receipts – Unplanned in order to determine the default debit or credit account for such transactions. This prompt appears after the entry of quantity, site and location information.

Unplanned Issue- Inventory Movement Code

The screenshot shows a software window titled "Issues - Unplanned". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains the following fields and values:

- Item Number: 22-110
- Description: CORD,POWER,EUROPE,
- Quantity: 0,0
- UM: EA
- Conversion: 1,0000
- Site: 10000
- Location: 100
- Lot/Serial:
- Ref:
- Entry: no
- Unit Cost: E
- Order:
- Line: C
- Sales/Job:
- Address:
- Remarks:
- Project:
- Dr Acct: 6300
- LABOR - COST OF PROD
- Effective: 21/09/99
- Cr Acct:

A pop-up window titled "INVENTORY MOVEMENT CODE" is displayed over the main window. It contains a text field labeled "Inventory Movement Code:" and a button with a magnifying glass icon. The main window also has a "Qty: 0,0" and "Cost:" field.

At the bottom of the window, there is a status bar that says "Enter data or press ESC to end."

The code you enter can be any valid inventory movement code up to eight alphanumeric characters in length. It is used to determine the appropriate credit (unplanned receipts) or debit (unplanned issues) GL account and cost center for the transaction. By default the account and cost centers defined in Inventory Movement Code Maint. (1.1.9) for this inventory movement code are used. However, if none have been defined there, these values default to the product line's Cost of Production or Sales accounts as in standard MFG/PRO.

Unplanned Issues – Account and Cost Center

The screenshot shows the 'Issues - Unplanned' window with the following data:

Item Number: 22-100	Lot/Serial Control:	UM: EA
Description: CORD_POWER,UK		
Quantity: 1.0	Site: 10000	
UM: EA	Location: 100	
Conversion: 1.0000	Lot/Serial:	
	Ref:	
	Entry: no	
Unit Cost: 1	Qty: 1.0	
Order:	Cost:	
Line:		
Sales/Job:		
Address:		
Remarks:		
Project:		
Effective: 24/09/99	Dr Acct: 6300	0100
	Cr Acct:	

The 'INVENTORY MOVEMENT CODE' pop-up box is open, showing an 'Inventory Movement Code' field. The 'Dr Acct' field in the main window is circled, showing '6300' and '0100'.

Enter data or press ESC to end.

Refer to Inventory Movement Codes.

In this case, because the Address field has been filled with a valid address from an existing Shipping Group, then the Shipping Information Frame appears and you will be able to generate and print a Shipper.

Shipping Information Frame

The screenshot shows a software window titled "Issues - Unplanned" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area is divided into sections for shipping information and input fields.

Shipping Information

Ship-From:	10000	San Diego Main Plant
Number:	A0000002	
Ship-To/Dock:	11000	Alberta Computer Services
		80 MacAdam Highway
Shipping Group:	EUR061	test
Inventory Movement Code:	tw020	scrap

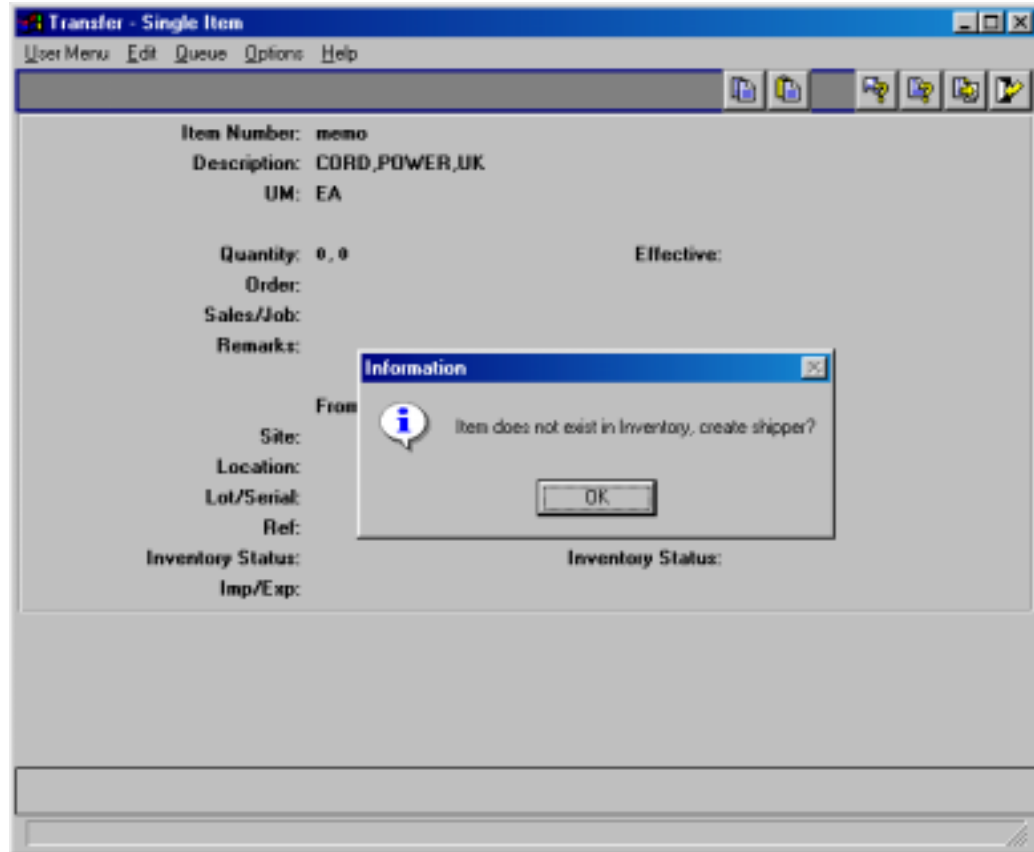
Below the shipping information, there are input fields for:

Carrier:		Multi:	no	Document Format:	01
Ship Via:				Consolidate Ship:	optional
FOB Point:	ESCONDIDO			Language:	US
Mode of Transport:					
Carrier Shipment Ref:	A0000002				
Vehicle ID:				Comments:	no

At the bottom, there is a status bar with the text: "Adding new record." and a keyboard shortcut legend: "F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste".

Non-Inventory Items

Shipper documents created using Transfer –Single Item (3.4.1) can include non-inventory items (memos) as well as items already listed in inventory. If you enter an item number for which no inventory is currently defined, the system outputs a warning to alert you to the fact that you are attempting to move a non-inventory item.

Transfer Single Item (3.4.1)

If you choose to proceed with this transaction, you are prompted to enter the necessary information needed to allow a shipper to be generated. Then the Shipping Information Frame appears and a shipper can be generated and printed.

Invoices

European Accounting enhances standard MFG/PRO functionality to allow shipper numbers to be shown on their associated invoices. A new field, Print Shipper on Invoices, has been added to the European Accounting Control File (25.23), that allows you to specify if you want shipper numbers recorded on invoices or not

European Accounting Control File

The screenshot shows a window titled "European Accounting Control File" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains a list of settings, each with a label and a value field. The "Print Shipper On Invoices" option is circled. The "Account" field is set to "2205".

Setting	Value
Use Waiting Expenses Vouchers:	yes
Display Cash Book Balance:	no
Use Suspended VAT:	yes
Manual Draft Method Of Paym.:	MD
AR Default Bank:	AA
AR Default Method of Payment:	MC
Separate GL-Entries Per Document:	no
Use secondary GL description:	yes
Print Shipper On Invoices:	yes
Use GL Transaction Matching:	yes
Withholding Tax Type:	WITHHOLD

Account: 2205

Footer: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

If you set this flag to Yes then when you print an invoice using the standard MFG/PRO Invoice Print (7.15) function, the shipper number will be shown on the resulting invoice. An example is shown below.

Invoice with Shipper Number

Quality Products Inc. Manufacturing Division One World Way Consolidated Business Plaza San Diego, 92130 Belgium		I N V O I C E	
		Invoice: IIT06042	Revision: 0
		Invoice Date: 16/10/96	Page: 1
		Print Date: 16/10/96	
Bill To: 01000013		Sold To: 01000013	
Nederlander Netherlands		Nederlander Netherlands	
Our VAT Reg: nl 123456789B12		Your VAT Reg: DE 123456789	
Sales Order: S010316		Ship Date: 16/10/96	
Order Date: 16/10/96		Purchase Order:	
Salesperson(s):		Ship-To: 01000013	
Credit Terms: 10EOM		Ship Via:	
10 DAYS EOM2%		BOL:	
Resale:		FOB Point: EXW	
Remarks:			

Item Number	UM	Shipped	Backorder Tax	Price	Ext Price
22-100	EA	1.0	0.0 no	20.00	20.00
CORD.POWER.USA					

Shipper No: 00000131 Date: 09/22/98

Non-Taxable: 3,391.50	Currency: NGL	Line Total:	3,570.00
Taxable: 0.00	5.00%	Discount: (	178.50)
Tax Date: 16/10/96		Service 10 :	0.00
		Freight 20 :	0.00
		Special 30 :	0.00
0 0.000%	0.000%	0.000% Total Tax:	0.00
3391.50	0.00	0.00	Total: 3,391.50
0.00	0.00	0.00	

Legenda VAT Classes - 0 : NO VAT TAX

Shipper Reports

Shipper Report (7.9.18) is added by European Accounting allowing you to create a report detailing various information from shipper documents. You specify which shippers you want included on the report. You can include shippers:

- For which invoices have been raised.
- For which invoices have not yet been raised.
- That have yet to be printed.
- That are still unconfirmed.

You can set any of these options, or any combination of these, with the exception of the Unprinted Only option, which cannot be set on in conjunction with any of the other options.

Shipper Report (7.9.18)

Set the appropriate fields to create the report of your choice. Depending on options selected here each report can be sorted by inventory movement type, shipment date or shipper number.

Ship-From The Issuing Address. Only shippers with a Ship-From site falling within the range specified here are included in the report. Leave blank to include all shippers regardless of their Ship-From value.

Ship-To/Dock The Destination Address. Only shippers with a Ship-To/Dock address code falling within the range specified here are included in the report. Leave blank to include all shippers regardless of their Ship-To/Dock value.

Number The shippers number. Only shippers with a number falling within the range specified here are include in the report. Leave blank to include all shippers regardless of their number.

Inventory Movement Code The range of inventory movement codes to be included in the report. Only those shippers whose inventory movement codes fall within the range specified here will be included in the report. Leave blank to include all shippers regardless of their inventory movement code.

Ship Date The shipment dates to be covered by the report. Only those shippers whose shipment date fall within the range specified here will be included in the report. Leave blank to show all shippers regardless of their shipment date.

Include Invoiced Shippers? Enter Yes or No to specify if details of shippers relating to invoices that have already been raised should be included in the report. Set to Yes to include details of invoiced shippers, No to exclude them.

Include Uninvoiced Shippers? Enter Yes or No to specify if details of shippers relating to invoices that have not yet been raised should be included in the report. Set to Yes to include details of uninvoiced shippers, No to exclude them.

Unprinted only? Enter Yes or No to specify if details of only unprinted shippers should be shown in the report. Set to Yes to show details of unprinted shippers only, No to show details of all shippers.

Confirmed? Enter Yes or No to specify if details of only confirmed shippers should be shown in the report. Set to Yes to show details of confirmed shippers only, No to show details of unconfirmed shippers only.

Sort Option Enter 1, 2 or 3. Specifies the sorting sequence to be used for ordering the information contained within the report.

- 1 Indicates the information is to be sorted by inventory movement code
- 2 Indicates the information is to be sorted by shipment date
- 3 The default. Indicates the information is to be sorted by shipper number

Once you have made your entries into these fields you can print your report. An example of the output that could be generated using the Shipper Report is shown below.

Shipper Report Output

eusoshr1.p c61a				7.9.18 Shipper Report				Date: 26/01/99				
Page: 1				qad.inc				Time: 17:12:22				
Shipper	Ship Date	Ship To	Inv Mov	Invoice Number	Part / Description	Quantity UM	Cont.	Qty	Type	Weight	UM	WT
A0000103	01/12/98	imhus1	imh1	pbi99016	10-15000 NOMAD(TM) COOLING SYSTEM	1,0 EA		1			5,0	KG
A0000108	26/01/99	imhus1	imh3		10-15000 NOMAD(TM) COOLING SYSTEM	3,0 EA		1			0,0	KG
A0000109	26/01/99	imhus1	imh6		10-15000 NOMAD(TM) COOLING SYSTEM	7,0 EA		1			0,0	KG
A0000110	26/01/99	imhus1	imh3		packing material Polystyrene	3,0 EA		1			0,0	KG
End of Report												

Stock Journals

It is a requirement in many countries that businesses must be able to validate the movement of inventory over a range of dates. This is in order to be able to verify that no fraud has taken place in the inventory accounting. Currently, standard MFG/PRO does not support such functionality, but European Accounting adds a specific inventory movement report, the Italian Stock Journal (3.6.18) to allow you to do this. This report shows all inventory transactions, together with both a beginning and an ending stock balance, for a specified period so enabling you to prove there has been no fraud.

Italian Stock Journal (3.6.18)

Make entries in the relevant fields and specify a valid output destination that must conform to MFG/PRO standards. The report can be sorted on item number, site, location, or effective date.

Item Number The range of item codes to be included within the report. These item codes uniquely identify items or products. Leave blank to include all codes up to the last sequential number in the file.

Effective The range of effective dates for inventory transaction history records to be covered by the report. Note that the effective date of a transaction is not necessarily the same as the actual physical date. The actual date is when the transaction was entered into the system, while the effective date is when the transaction affects the General Ledger.

Site The site codes to be covered by this report. Site codes identify areas where inventory is either manufactured or stored; it can be an off-site storage area, a distribution center, a warehouse, a manufacturing facility or any combination of these. Leave this field blank to include all the available sites.

Location The location codes to be covered by the report. Location codes identify the physical location where inventory is stored – they must be specified on every inventory transaction. Leave this field blank to include all location codes in the report

New Page Per Item/Location Enter Yes or No to specify if you want the data for each different item or location to be printed on a new page. Set to Yes to print information on each entry on a new page, No to continue on the same page as the previous entry.

In addition, the report contains the following information for each inventory movement:

- Shipper number
- Invoice number (where appropriate)
- Order number (where appropriate)
- Quantity received or issued
- Transaction date
- Effective date
- Customer or supplier address code

- Internal transaction number (for tracking purposes)
- Transaction type

An example of a report that could be output using Italian Stock Journals is shown below.

Italian Stock Journal Output

sostrip c61a		3.6.18 Italian Stock Journal						Date: 23/12/98	
Page: 1		qad.inc						Time: 16:00:49	
Item: 10-15000		NOMAD(TM) COOLING SYSTEM AUTOMOTIVE UNIT				UM: EA Site: 10000		Loc.: 200	
Quantity in		Quantity out	Final Balance	Eff Date	Trans Date	Type	Trans Address	Shipper	Invoice
IN		OUT	23,0						
10,0		0,0	23,0	22/12/98	22/12/98	RCT-PO	2399 frfsupp		1412
10,0		0,0	13,0	22/12/98	22/12/98	RCT-PO	2398 frfsupp		1411
1,0		0,0	3,0	18/12/98	18/12/98	RCT-PO	2377 befsupp		imhbe2
1,0		0,0	2,0	18/12/98	18/12/98	RCT-PO	2376 befsupp		imhbe1
0,0		-2,0	1,0	11/12/98	11/12/98	ISS-SO	2354 imhus1		
0,0		-2,0	3,0	10/12/98	10/12/98	ISS-SO	2340 imhus1		
0,0		-2,0	5,0	09/12/98	09/12/98	ISS-SO	2308 imhus1		
0,0		-2,0	7,0	09/12/98	09/12/98	ISS-SO	2310 imhus1		
10,0		0,0	9,0	02/12/98	02/12/98	RCT-PO	2251 befsupp		
1,0		-9.678,0	-1,0	01/12/98	01/12/98	ISS-TR	2135		
1,0		0,0	9.677,0	01/12/98	01/12/98	RCT-TR	2122		
0,0		-1,0	9.676,0	01/12/98	01/12/98	ISS-SO	2143 imhus1	A0000103	pbi99016
OPENING		INVENTORY	9.677,0						
End of Report									

Customization

[Custom12.doc](#)

Chapter 13: Country Specific Issues

Many of the features added by European Accounting were added as a result of requirements of a particular country. While many of these have been extended to make them of more general use, and are documented elsewhere in the manual, some of the features remain country-specific. These country-specific features are described in this chapter.

The following topics are covered in this chapter:

Italy

Spain

Belgium

France

Netherlands

United Kingdom

Germany

Poland

Customization

Italy

Italian financial legislation is the most complex amongst the countries supported by European Accounting, and can be counted among the most complex legislation found anywhere in the world. To be able to support customers in Italy, European Accounting adds the following functionality to MFG/PRO:

- **Documento di Trasporto**
A shipping document commonly used to accompany goods movements in Italy. Previously known as the *Bolle d'Accompagnamento Merci (Bolla)*, this used to be a legal requirement in Italy. Renamed the Documento di Trasporto when it ceased to be a legal requirement, it is still common business practice in Italy. European Accounting extends MFG/PRO's standard shipper functionality to satisfy the Italian shipping document requirements.
- **Bank Management**
In Italy bank accounts are 26 positions long, of which the first ten positions are used for the bank and subsidiary of that bank. In financial transfers you have to know the physical address of the bank of your suppliers or customers.
- **VAT Registers**
VAT registers are requested by the Italian fiscal administration. These registers must display all relevant information to confirm the VAT declaration of the company and prove that there has been no fraud. Vouchers and Invoices must be numbered sequentially. This functionality has now been extended for general use within European Accounting as a whole, but was originally introduced to support Italy's specific requirements.
- **Payment Methods**
For Italy specific payment methods like the RIBA are supported.
- **LIFO**
In Italy you are obliged by the government to use a specific stock evaluation method which is based on a quarterly LIFO. This feature is now part of European Accounting's standard I.E.S module although certain reports produced using this remain Italian specific. It has been extended to support the FIFO evaluation method too.
- **Enhanced Transaction Descriptions**
In Italy all administration has to be clear and traceable which means you must be able to supply clear descriptions for all transactions. European Accounting allows you to add descriptions for transactions carried out in the General Ledger, Accounts Receivable and Accounts Payable, by adding an operation code to the transaction.
- **Numbering of GL Transactions**
Italian companies are required to keep a book register showing all accounting transactions for a specific period. GL transactions must be sequentially numbered without any gaps in the sequence.
- **Italian companies are obliged to withhold the tax due on various payments for services provided by sole traders. European Accounting has been enhanced in order to meet the legal requirements for Withholding Tax declaration in Italy.**

Documento di Trasporto

In Italy up to 27th September 1996 companies were legally obliged to have all goods movements between two physical different locations accompanied by a so called *Bolle d'Accompagnamento Merci (Bolla)*. The reasoning behind this being that in all public places one had to account for anything which was transported anywhere, unless the item was a personal item. These rules not only applied for business, but also for every-day transactions. For example, when collecting a suit from the dry-cleaner, you would also have received a Bolla (because the suit might not have belonged to you). The Bolla stated what you were moving, at what time and where to.

Bollas had to be printed on pre-printed and pre-numbered standard forms. These pre-printed forms had to be ordered from certified printers, but had various layouts. Companies could devise their own layout for Bollas.

On invoices the Bolla had to be referenced and invoiced separately. This way there was a direct link between the shipment and the invoice. On one Bolla it was possible to combine several sales orders, providing the ship-to address was the same. A consolidated invoice could then be made which made it possible to link the Bolla to one invoice.

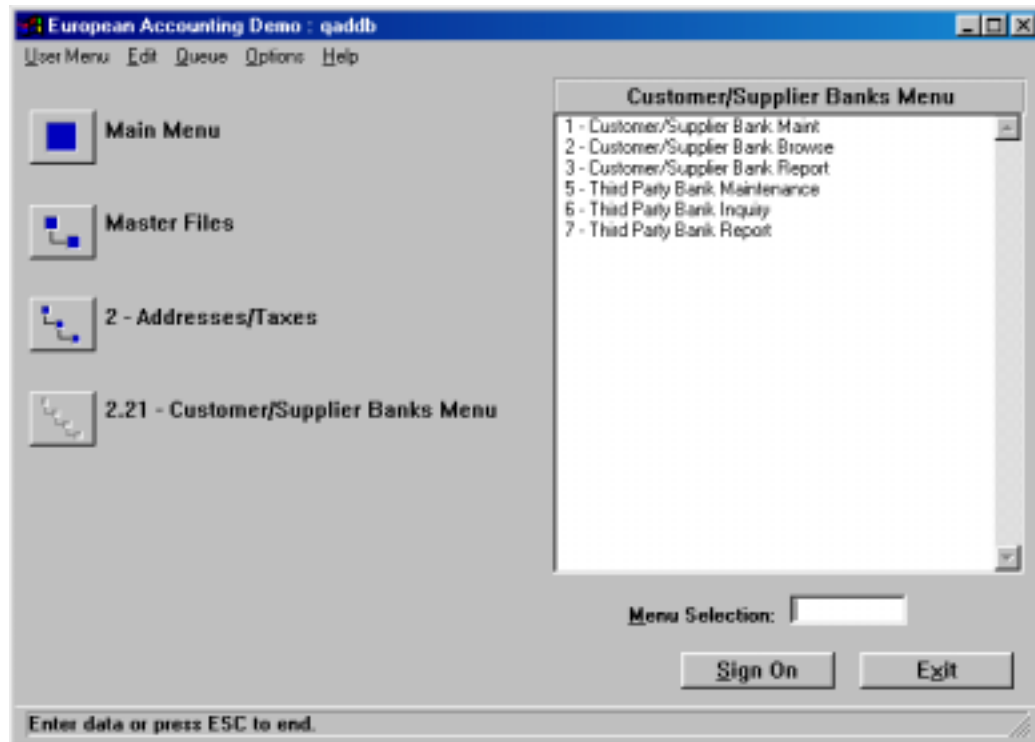
Once the Bolla ceased to be a legal requirement, it was renamed the Documento di Trasporto, and it is still common business practice to supply these for goods movements in Italy. One reason for this being that new legislation is pending in this area but its contents are not yet known. A simplified version of the Bolla could well be required in the future. Another reason for the on-going use of such documents, is that it allows you to verify that what is received or shipped is in line with the invoice.

MFG/PRO's standard shipper functionality has been extended to satisfy the Italian shipping document requirements.

Refer to Chapter 12 Shipping Documents.

Bank Management

In Italy bank accounts consist of 26 positions, of which the first five depict the bank (in Italy ABI) and the next five the branch of the bank (in Italy CAB). Besides the bank account, you have to know the physical address of the branch of the bank. To support this European Accounting adds a new data entity, known as *Third Party Banking*. Three new functions have been added to Customer/Supplier Banks Menu (2.21) for third party banking.

Third Party Banking

Using Third Party Bank Maintenance (2.21.5) you can add the address information of the bank branch.

Third Party Bank Maintenance (2.21.5)

The screenshot shows a window titled "Third Party Bank Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following fields:

Bank(ABI):	5581	Branch (CAB):	1609
Name: Banca Popolare di Milano			
Address: Ag. 9-Corso Buenos Aires 79			
Address:			
Address:			
City:	Milano	State:	
ZIP:	20124	Format:	0
Country:	Italy	County:	
Telephone:		Int:	[2]
Fax/Telex:		Int:	[2]
		Date:	

At the bottom, a status bar displays: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

When you enter the ABI code for the bank and the CAB code for the branch of the bank, you can enter the address of the bank, as in standard MFG/PRO. This address is not however part of the standard address master table.

Both an inquiry and a report function are also available. Use Third Party Bank Inquiry (2.21.6) for inquiries.

Third Party Bank Inquiry (2.21.6)

The screenshot shows a window titled "Third Party Bank Inquiry". It has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area contains a form with two input fields: "Bank(ABI):" and "Branch (CAB):". To the right of these fields is a label "Output: terminal". Below the form is a table with the following columns: "Bank(ABI)", "Branch (CAB)", "Name", "City", and "Pe". The table contains one row of data: "5581", "1609", "Banca Popolare di Milano", "Milano", and "Pe". At the bottom of the window, there is a status bar with the text "List complete." and "Enter data or press ESC to end."

Bank(ABI)	Branch (CAB)	Name	City	Pe
5581	1609	Banca Popolare di Milano	Milano	Pe

You can report third party bank addresses using Third Party Bank Report (2.21.7)

Third Party Bank Report (2.21.7)

The screenshot shows a software window titled "Third Party Bank Report". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains input fields for "Bank (ABI):", "Branch (CAB):", "To:", and "To:". There are also labels for "Output:" and "Batch ID:". At the bottom of the window, there is a status bar with keyboard shortcuts: "F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste".

The IT Bank Account Validation is used to check the bank account of customers and of suppliers.

When a bank account is marked with bank validation IT, this means that a third party bank address must exist with an ABI code confirming the first five digits of the bank account, and a CAB code confirming the second five digits.

VAT and Other Taxes

Several enhancements have been added to European Accounting to support Italy's VAT and tax requirements:

- VAT Registers
- AP Italian VAT Lists
- AR Italian VAT Lists

VAT Registers

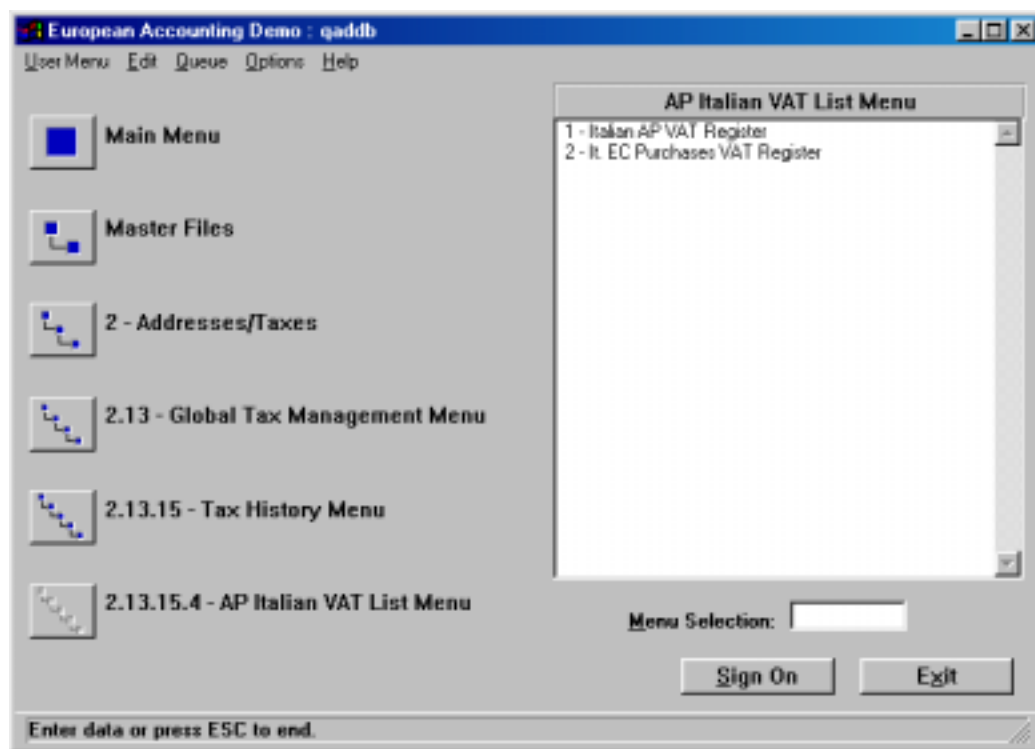
VAT registers are required by the Italian fiscal administration, and must display all the relevant information needed to confirm a company's VAT declaration is correct, and to prove there has been no fraud. While initially introduced into European Accounting in response to the Italian VAT requirements, this feature has now been extended to be of more general usage.

Refer to Chapter 8 Value Added Tax and Other Taxes.

AP Italian VAT Lists

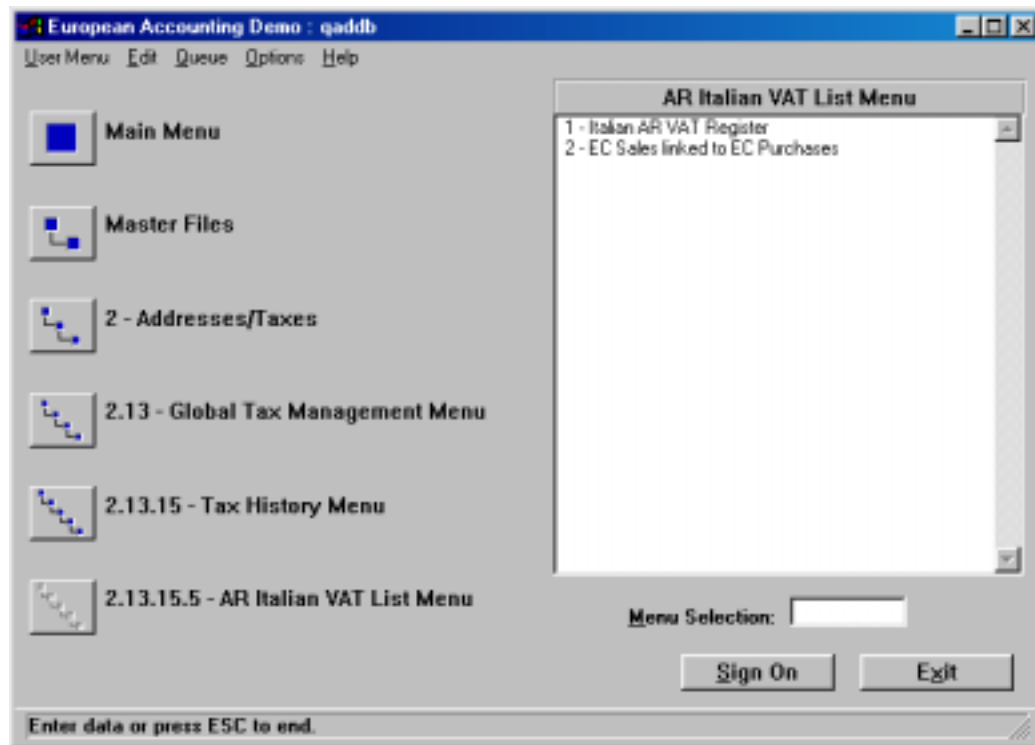
AP Italian VAT List Menu (2.13.15.4) offers several AP VAT lists specifically for Italy.

AP Italian VAT List Menu (2.13.15.4)



AR Italian VAT Lists

AR Italian VAT List Menu (2.13.15.5) offers several AR VAT lists specifically for Italy.

AR Italian VAT List Menu (2.13.15.5)**Payment Methods**

For Italy some specific payment methods are available in European Accounting. We will not discuss these in detail, with the exception of RIBA drafts. An additional function is available for this payment method, Ital. RIBA Reversal (27.6.6.20). Using this function you can reverse RIBA drafts based on a file received from the bank.

Ital. RIBA Reversal (27.6.6.20)

Location File The name of the file containing the reversal data. The file has to be located in the search path of MFG/PRO (PROPATH).

Effective The effective date for the reversal. This date has to be in an open GL period.

Void the Draft Void the draft or reset the status of the draft to proposed. (*Refer to Draft Reversal*

When you have entered this data, you are asked if you want an audit trail printed and processing begins.

Inventory Evaluation

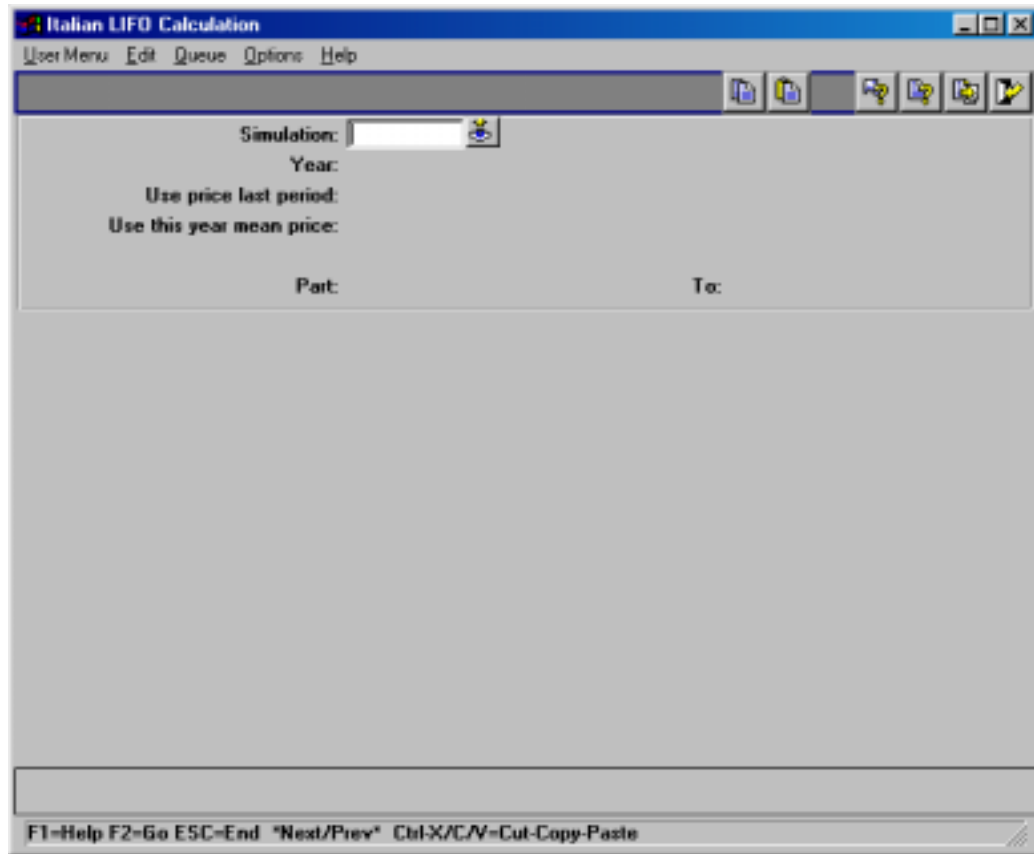
In Italy standard costings are not accepted by the fiscal authorities: instead the LIFO evaluation method must be used when evaluating inventory. European Accounting has added Inventory Evaluation and Simulation functionality to allow you to perform inventory evaluation. While introduced originally as a result of Italian requirements, this functionality has been extended to make it of a more general usage.

Refer to Chapter 11 Inventory Evaluation and Simulation.

However, several reports created using this functionality remain Italian specific. These reports are available from the Inventory Evaluation/Report Menu (30.18.5) and allow you to report the results obtained from performing cost rollups of the simulated routings and product structures.

Using Italian LIFO Calculation (30.18.5.4) you can run a report of the stock movement data.

Italian LIFO Calculation (30.18.5.4)



Italian LIFO Report (30.18.5.5) is also available.

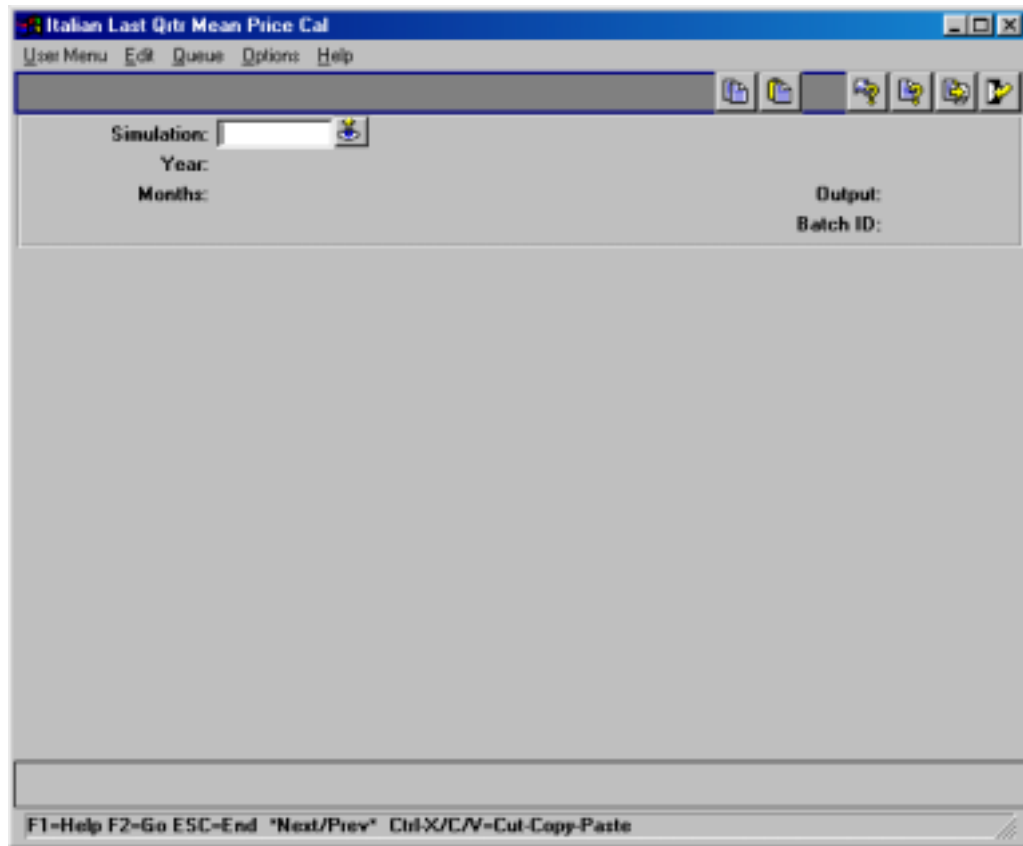
Italian LIFO Report (30.18.5.5)

Using this function you can enter a range of years, periods and item numbers to report. You can choose between sorting by part or sorting by year. An example of the output from this report is given below.

Output of LIFO Calculation Report (30.18.5.5)

isfocarp.p c61a			30.18.5.5 Italian LIFO Report				Date: 22/01/99	
Page: 1			European Accounting 8.6E				Time: 14:24:39	
Line Article		Description	UM	Cost	Last Period Cost	Fiscal Year	GL Cost	
01-EVDG-TEST		Test artikel	EA	0.00	?		35.00	
Year	Prev. Qty	Prev. Price	Prev. LIFO Val.	Qty	Price	Corr. LIFO Val.	GL Value	Difference
1996	0	0.00	0	0	?	?		
Tot:	0	0.00	0	0	0.00	0	0	0
Line Article		Description	UM	Cost	Last Period Cost	Fiscal Year	GL Cost	
1-100-100		buckled sunblind arm	EA	0.00	0.00		35.00	
Year	Prev. Qty	Prev. Price	Prev. LIFO Val.	Qty	Price	Corr. LIFO Val.	GL Value	Difference
1996	0	0.00	0	-100	0.00	0		
Tot:	0	0.00	0	-100	0.00	0	-3,500	5,460

For the LIFO calculation you need to know the last quarter mean price. You can calculate that using LIFO Last Quarter Mean Price Cal. (30.18.7.4).

LIFO Last Quarter Mean Price Cal. (30.18.5.2)

Simulation The simulation set code.

Year The year of the simulation.

Months The periods that should be considered for the last quarter calculation (normally 3, for 3 months). When you enter for instance 2 months, then periods 11 and 12 are taken into consideration to determine the last quarter mean price.

The fiscal year mean price can be calculated using LIFO Fiscal Year Mean Price Cal. (30.18.5.1).

LIFO Fiscal Year Mean Price Cal. (30.18.5.1)

Italian Fixed Yr Mean Price Calc

User Menu Edit Queue Options Help

LIFO

Simulation: 

Year:

Output:

Batch ID:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

You just have to enter the simulation set code and the year. The results of the calculation are automatically reported.

Additional Descriptions

In Italy it is very important that the administration is clear and traceable which means that you have to be able to supply clear descriptions detailing the nature of each business transaction. These must be in easy-to-follow Italian. MFG/PRO often only gives very cryptic descriptions, but European Accounting adds functionality so that you can supply suitable descriptions. For transactions carried out in the Accounts Receivable and Accounts Payable modules European Accounting adds operation types to allow you to provide the required details.

Refer to Chapter 2 Setup and Basic Data.

For General Ledger transactions a second GL description line has been introduced.

Refer to Chapter 3 General Ledger.

Numbering of GL Transactions

In Italy, as all administration must be clear and traceable, not only do companies need to be able to provide detailed descriptions of all accounting transactions, but they must also keep a booking register recording all these transactions over a certain period. GL transactions must be assigned a number, which must be numbered sequentially with no gaps in the sequence. These are known as *protocol numbers*. Not all accounting transactions should appear however. Stock related bookings or end of month fictive bookings should not be numbered. To mark bookings that should not be numbered, the account types S and M are used.

The protocol number is maintained by the system. If you want to use protocol numbers then you need to set the GL Protocol Numbering Required flag in the European Accounting Control File to Yes. None of the functions described in the remainder of this section can be used if this flag is set to No. If you attempt to do so, the message GL Protocol Numbering is not active will display.

European Accounting Control File (25.23)

European Accounting Control File

User Menu Edit Queue Options Help

Use Enhanced Global Shipping: ☒ yes

GL Protocol Numbering Required: ☒ yes

Next Journal Prot. Nbr: 00000001

VAT Register: ☐ no

Prov. for RIBA:

Autoriz. RIBA Nbr:

Autoriz. RIBA Data:

Legal Nature:

Fiscal County:

Main Activity:

Activity Code:

Check Fiscal Code: ☐ no

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Use GL Numbering Create (25.13.8.1) to add the actual protocol numbers to the GL-entries. A special option, Final Print No = Test, allows you to list the report to review it, before making final assignments of protocol numbers to GL entries. This report should only be run for closed periods.

GL Numbering Create (25.13.8.1)

Effective The range of effective dates to report and add numbers to.

Print Address Specifies if the address of the related customer or supplier should be printed. Enter Yes or No.

Print 2nd GL Desc Specifies if the second GL description should be printed (if one has been created). This second description is determined by the menu option of the program that created the transaction. You can enter these descriptions in Menu System Maintenance (36.4.4). Enter Yes to print this description, or No not to do so.

Form Code The layout of the report is defined and printed in a separate sub program, eugtrp99.p, where 99 is the parameter from the selection screen.

E.g. 01 for GL numbering report: eugtrp01.p
02 for Libro Giornale: eugtrp02.

Final print (no = test) Specifies if this is the final print. Enter Yes if this is the case. The protocol numbers will be assigned permanently if it is the final print. If you set this flag to No you only receive a report: the protocol numbers are not assigned permanently.

Reprint Enter Yes or No. If set to Yes previously printed transactions will be re-printed. See below for details.

If the Reprint flag is set to Yes, to print previously printed transactions, you can specify the range of protocol numbers and print dates to be covered by the report. Only previously printed transactions within this range then will be re-printed. If there is any discrepancy between the print date and protocol number ranges no report will be created.

Reprint = Yes

Protocol Number The range of protocol numbers to report. An entry of 0 is not allowed.

Print Date The range of dates to be covered by the report.

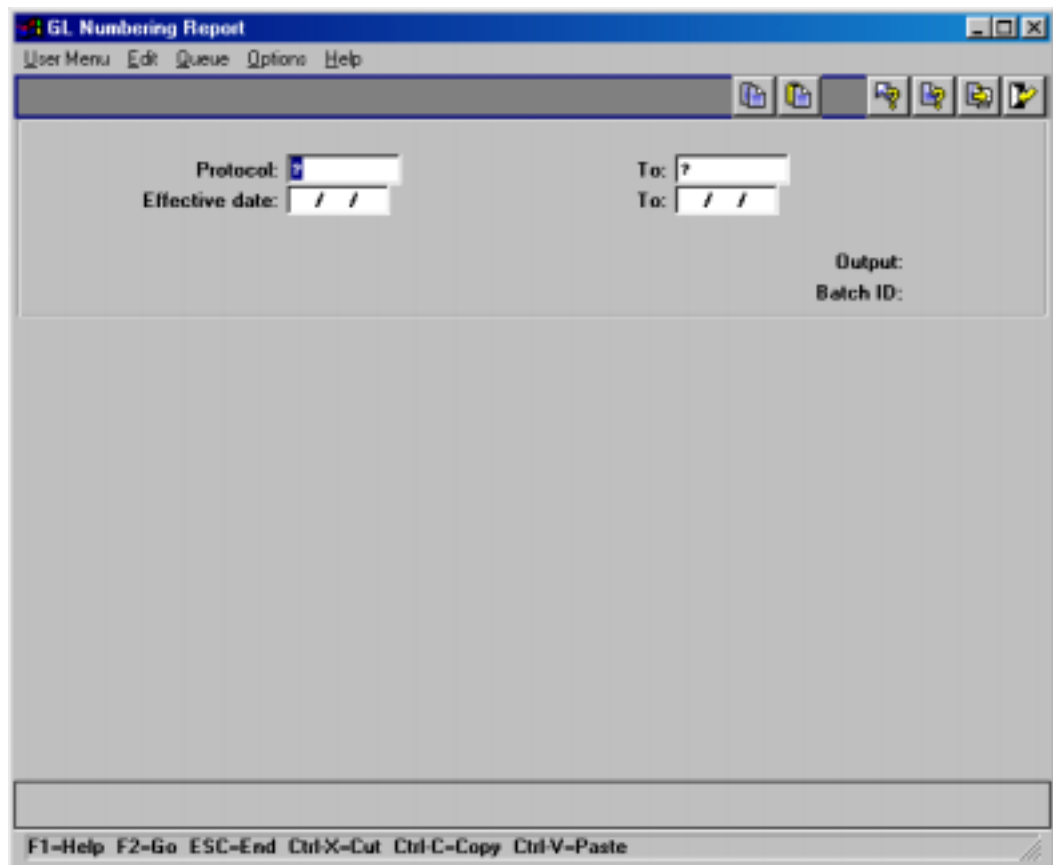
When the GL Numbering Create report is activated for a range of effective dates, a check is made for the existence of any non-posted GL transactions with an effective date before the end of the selection period. In this case a warning will be given and no protocol numbers will be assigned.

Next, a check is made as to whether transactions exist before the effective date range which do not have protocol numbers assigned to them. If this is the case a warning message is also given.

Warning message

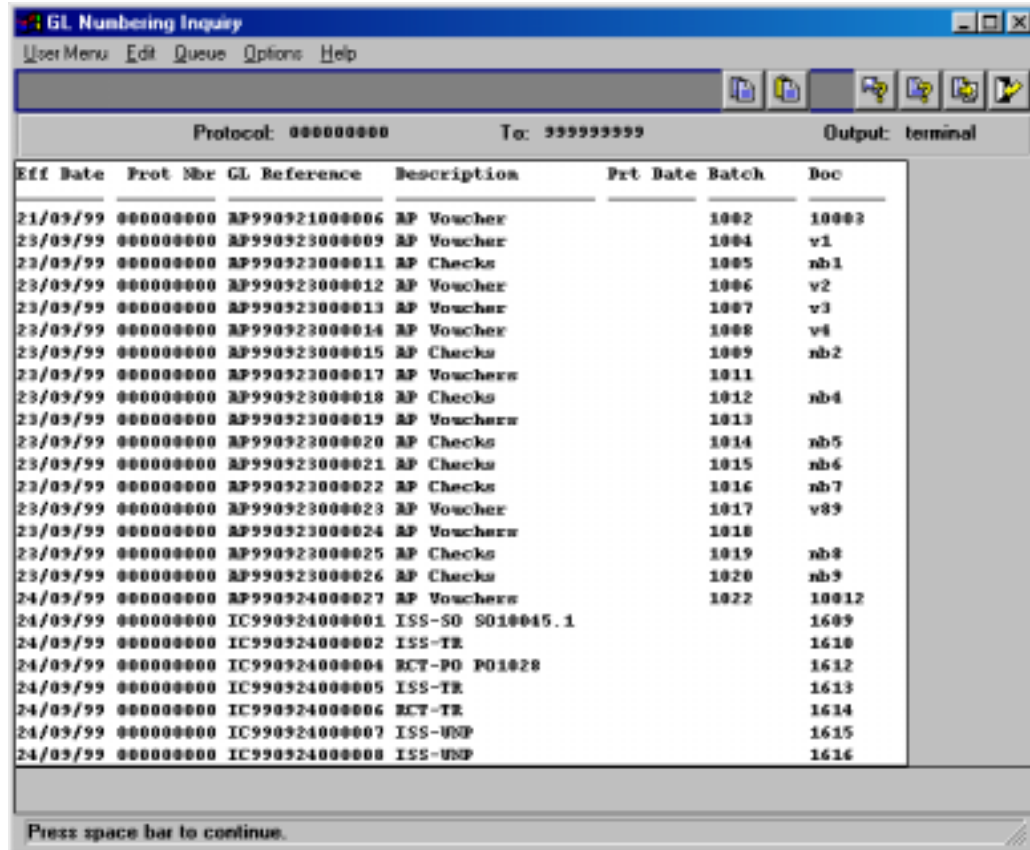
If you receive this message, you must first assign protocol numbers to the previous periods before proceeding.

A report and inquiry are also available giving details on transactions whose protocol number and effective date fall within a specified range.

GL Numbering Report (25.13.8.3)

Protocol Number The range of protocol numbers to be printed in the report.

Effective Date The range of effective dates to report.

GL Numbering Inquiry (25.13.8.4)


Eff Date	Prot Nbr	GL Reference	Description	Prt Date	Batch	Doc
21/03/99	00000000	AP990321000006	AP Voucher		1002	10003
23/03/99	00000000	AP990323000009	AP Voucher		1004	v1
23/03/99	00000000	AP990323000011	AP Checks		1005	nb1
23/03/99	00000000	AP990323000012	AP Voucher		1006	v2
23/03/99	00000000	AP990323000013	AP Voucher		1007	v3
23/03/99	00000000	AP990323000014	AP Voucher		1008	v4
23/03/99	00000000	AP990323000015	AP Checks		1009	nb2
23/03/99	00000000	AP990323000017	AP Vouchers		1011	
23/03/99	00000000	AP990323000018	AP Checks		1012	nb4
23/03/99	00000000	AP990323000019	AP Vouchers		1013	
23/03/99	00000000	AP990323000020	AP Checks		1014	nb5
23/03/99	00000000	AP990323000021	AP Checks		1015	nb6
23/03/99	00000000	AP990323000022	AP Checks		1016	nb7
23/03/99	00000000	AP990323000023	AP Voucher		1017	v89
23/03/99	00000000	AP990323000024	AP Vouchers		1018	
23/03/99	00000000	AP990323000025	AP Checks		1019	nb8
23/03/99	00000000	AP990323000026	AP Checks		1020	nb9
24/03/99	00000000	AP990324000027	AP Vouchers		1022	10012
24/03/99	00000000	IC990324000001	ISS-SO SO10015.1			1609
24/03/99	00000000	IC990324000002	ISS-TR			1610
24/03/99	00000000	IC990324000004	ECT-PO PO1028			1612
24/03/99	00000000	IC990324000005	ISS-TR			1613
24/03/99	00000000	IC990324000006	ECT-TR			1614
24/03/99	00000000	IC990324000007	ISS-UNP			1615
24/03/99	00000000	IC990324000008	ISS-UNP			1616

Press space bar to continue.

Protocol Number The range of protocol numbers to be displayed.

A special procedure is also available to allow you to initialize or convert protocol numbers from an existing database.

GL Number Initialization (36.25.68)

Effective Date The range of effective dates to be covered.

Print Date to Assign The print date to assign to the transactions. This must be a valid date, an entry of blank is not allowed.

Update Database Enter Yes or No. If set to Yes, then all changes will be stored in the database; if set to No then a report is created but the changes are not stored in the database.

Assign Protocol Numbers Enter Yes or No. If set to Yes, protocol numbers are assigned, starting with the next actual value available from the European Accounting Control File. If set to No, the protocol numbers are set to zero.

Withholding Tax

In Italy under certain circumstances you are obliged to withhold a certain percentage of the tax due on payments to various suppliers (typically sole traders who supply services rather than goods). You are then responsible for settling the withheld tax on your supplier's behalf. The actual rate at which withholding tax is calculated is determined by the type of service given by your supplier. A *reason code* is allocated to each type of service. This determines the withholding tax liability for a particular type of service.

Refer to Chapter 8, Value Added Tax and Other Taxes.

The ability to handle withholding tax obligations has been added to standard MFG/PRO. However, two reports remain Italian specific:

- **Compensation to Third Parties Report (Compensi a terzi RPT)**
Lists the vouchers that are subject to withholding tax on a per supplier basis.
- **Withholding Tax Certificate Report (Certificazione RDA)**
A year-end declaration of the amount of tax you have withheld per supplier.

Both reports are used in the preparation of the official 770 report that must be submitted to the tax authority. This report is pre-printed and is filled in by hand.

Both the Compensation to Third Party Report and the Withholding Tax Certificate Report are created using data held in the relevant supplier(s) withholding tax file. This file is updated automatically using information entered in Voucher Maintenance (28.1.1) and voucher payment functions.

Compensation to Third Parties Report

This report lists the amounts of withholding tax due for payment to the authorities in the selected month.. You select the range of suppliers to be covered by the report..

Use Compensation to Third-Party Rpt (2.13.15.4.11) to create this report.

Compensation to Third-Party Report (2.13.15.4.11)

Supplier The range of suppliers to be covered by the report.

Year The year to be covered.

Month The actual month to be covered.

Only withholding tax to pay Enter Yes or No. If you enter Yes only those withholding tax amounts that you are about to pay will be included in the report. If you enter No all withholding tax liabilities from the specified period will be shown.

Reporting Currency The currency in which the report will be printed. By default this is your database's base currency.

Once you have made your entries you can create your report. An example of the output that could be generated using this report is shown below.

Compensation to Third-Party Rpt Output

euwhtrp2.p
Page: 1

2.13.15.4.11 Compensation to Third Party Rpt
Your Name Here

Date: 26/10/99
Time: 15:45:24

*** PRINT OF THE REIMBURSEMENTS TO THIRD PARTIES ***

MONTH: November YEAR: 1999

Address Reason	Name FFC	Ref. %WH	Date Ref	Year	Amount	Services NonTaxable	VAT Date Payment	Reimburse	Wh.Tax Amt.	Tot.Paid
020000	Base/WHT	10013	20/10/99	1999		50,00	8,75	0,00	2,50	56,25
r1	32323232	5%	100%		50,00	0,00	15/11/1999			
020000	Base/WHT	10033	20/10/99	1999		100,00	0,00	0,00	5,00	95,00
r1	32323232	5%	100%		100,00	0,00	15/11/1999			
Total r1								-----	7,50	
								=====		
020000	Base/WHT	10013	20/10/99	1999		50,00	8,75	0,00	7,50	51,25
r3	32323232	15%	100%		50,00	0,00	15/11/1999			
020000	Base/WHT	10014	20/10/99	1999		50,00	0,00	0,00	7,50	42,50
r3	32323232	15%	100%		50,00	0,00	15/11/1999			
020000	Base/WHT	10034	20/10/99	1999		100,00	0,00	0,00	15,00	85,00
r3	32323232	15%	100%		100,00	0,00	15/11/1999			
Total r3								-----	30,00	
								=====		
Total Withheld								-----	37,50	
								=====		

End of Report

The following information is contained in this report:

Cod Ind The address code of the supplier.

Causale The reason code allocated to the type of service provided by the supplier.

PRO A second address code for the supplier.

Rif The voucher 's reference.

RAC The withholding tax percentage.

Data Rif. The voucher data.

% IMP The computed percentage (base amount over the total value of the invoice).

Comp The year in which the voucher has been booked.

Impon IRPEF The total amount to be subjected to withholding tax for this particular reason code.

Onorari The total amount of services given by this supplier and invoiced with this voucher.

Non Impon The total amount on the voucher that is not subject to taxation.

Iva The VAT amount due.

Data Mov The payment date.

Rimborsi The total amount of the voucher that relates to expenses.

Imp RDA The withholding tax amount due.

Tot Pag The total amount paid for the voucher.

Imp RDA The withholding tax percentage.

Tot Pag The total amount paid to a supplier for that supplier's particular reason code.

Withholding Tax Certificate

You must send a withholding tax certificate to each of your suppliers on an annual basis. This shows the amount of withholding tax you have paid to the tax authorities on each supplier's behalf in that year. Using Withholding Tax Certificate Rpt (2.13.15.4.10) you can list the details of withholding tax certificates sent to a specified range of suppliers in any given year.

Withholding Tax Certificate Rpt (2.13.15.4.10)

Supplier The range of suppliers to be covered by the report.

Year The year to be covered.

New Page for each Supplier Enter Yes or No to determine if the details for each supplier should start on a new page.

Re-print Certificate Enter Yes or No. By default a certificate's entries will not be shown on a subsequent report once they have appeared on one. You can change this by setting this field to Yes.

Reporting Currency The currency in which the report will be printed. By default this is your database's base currency.

Once you have made your entries you can print your report. An example of the output that could be generated using this report is shown below.

Withholding Tax Certificate Report Output

Primary Entity	TaxID:							
United States of America	Tel. Fax.							
We declare to have paid to : Werner Schulz								
United States of America								
Born in: Milano	on : 12/08/70							
FiscC: 1234432112344321	TaxID:							
in the year 1999 the following amount for the year 1999								
Reason	Fees	VAT Amt.	Reimburse	Tot.Amt	Taxab.IRPEF	Wh.Tax	Wh.Tax Amt.	Tot.Paid
r1	100,00	0,00	0,00	100,00	100,00	5,00%	5,00	95,00
TOT Oct.	100,00	0,00	0,00	100,00	100,00	5,00%	5,00	95,00
Reason	Fees	VAT Amt.	Reimburse	Tot.Amt	Taxab.IRPEF	Wh.Tax	Wh.Tax Amt.	Tot.Paid
TOTAL	100,00	0,00	0,00	100,00	100,00	5,00%	5,00	95,00
The amount withheld is stated in accordance with the rules of the law.								
Primary Entity								
End of Report								

The following information is contained in this report:

Causale The reason code.

Onorari The total amount of services invoiced by your supplier against this reason code.

Iva The VAT amount due.

Rimborsi The total amount of miscellaneous expenses invoiced by your supplier.

Imp Tot. The total amount for the reason code.

Impon IRPEF The total amount that is subject to taxation for this particular reason code.

RDA The withholding tax percentage.

Imp RDA The withholding tax percentage.

Tot Pag The total amount paid to the supplier against this particular reason code.

Spain

For Spain changes have been made by European Accounting in the following areas:

- Bank account validation ES.
- AR/AP Transactions exceeding 500.000 pesetas.
- AP VAT list.
- Spanish RDE by Invoice Report.
- Spanish payment drivers.

Bank Account Validation ES

In Spain bank accounts have to comply with the following format:

1234-1234-12-1234567890

In this example account two check digits are integrated. The bank account validation ES verifies that the bank account is correct according to the check digits.

AR/AP Transactions exceeding 500.000 pesetas

In Spain you are obliged to report all AR/AP transactions exceeding the amount of 500.000 pesetas. The reports AR Transactions > given amount (27.22.13) and AP Transactions > given amount (28.20.10) are available for this.

AR Transactions > given amount (27.22.13)

AR Transactions > Given Amount

User Menu Edit Queue Options Help

Reference: To:

Batch: To:

Bill-To: To:

Entity: To:

Date: To:

Effective: To:

Taxable Only: Base

Currency:

Display Amounts >: 500.000,00

Output:
Batch ID:

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

Reference A range of transaction references to report.

Batch A range of AR batch numbers to report.

Bill-To A range of Bill-to addresses of customers to report.

Entity A Range of GL entities to report.

Date A range of transaction dates to report.

Effective A range of effective dates of AR memos to report.

Taxable only Enter Yes or No. Specifies if only taxable entries should be shown.

Currency The currency of the transactions that should be reported. Base stands for base-currency. When Base is entered, all currencies are reported (when total in base exceeds the amount entered). When another currency is requested, only that currency is reported.

Display amounts > The amount above which transactions should be reported.

The report shows for each VAT id the total base and tax amounts (regardless of tax class).

AP Transaction > given amount (28.20.10)

Reference The range of references to report.

Batch The range of batches to report.

Supplier The range of suppliers to report.

Entity The range of entities to report.

Date The range of voucher dates to report.

Effective The range of effective dates to report.

Taxable Only Enter Yes or No. Indicates if only the taxable entries will be shown, or if all entries will be shown.

Curr The currency of the transactions that should be reported. Base stands for base-currency. When Base is entered, all currencies are reported (when total in base exceeds the amount entered). When another currency is requested, only that currency is reported.

Display amounts > The amount above which transactions should be reported.

For each tax id the total amount (VAT included) is displayed.

AP VAT list

A special AP VAT report Spanish VAT by Transaction (28.20.11) is supplied for conforming to Spanish standards.

Spanish VAT by Transaction

Reference The range of voucher references to report.

Batch The range of batches to report.

Supplier The range of suppliers to report.

Entity The range of entities to report.

Date The range of voucher dates to report.

Effective The range of effective dates to report.

Curr The currency of the transactions that should be reported. Base stands for base-currency. When Base is entered, all currencies are reported. When another currency is requested, only that currency is reported.

An example of the report is shown below. At the end of the report a summary per VAT code is given.

Report Spanish VAT by Transaction

Page: 3		EUROACC. Quality Products					Time: 15:49:17		
Reference	Date	Eff Date	Supplier	Name	Amount	VAT	%	VAT Amount	Tot. VAT incl
10005	22/11/95	22/11/95	50000000	Hydroxco Gas Processors	1,700.00			0.00	
10006	22/11/95	22/11/95	50000000	Hydroxco Gas Processors	1,700.00			0.00	
10007	22/11/95	22/11/95	50000000	Hydroxco Gas Processors	250.00			0.00	
10008	22/11/95	22/11/95	50000000	Hydroxco Gas Processors	250.00			0.00	
1001	17/06/92	17/06/92	7001000	Distribuidores Mexicanos	16,142.05			0.00	
10020	20/12/95	20/12/95	5003000	West Coast Electronics	2.00	0	0.00%	0.00	2.00
					2.00			0.00	
					2.00			0.00	
10022	20/12/95	20/12/95	0200	Werner Schulze	77.00	0	0.00%	0.00	77.00
					77.00			0.00	
10028	20/12/95	20/12/95	5011000	Dixon Corporation	4.00	0	0.00%	0.00	4.00
					4.00			0.00	
					4.00			0.00	
					4.00			0.00	

Spanish RDE by Invoice

A specific report, Spanish RDE by Invoice (27.22.14) has been added to European Accounting to report RDE amounts per invoice.

Spanish RDE by Invoice

RDE Tax Type The tax type which is used for RDE

Spanish RDE by Invoice

euspvtar.p	27.22.14 Spanish RDE by Invoice						Date: 26/10/99		
Page: 1	Your Name Here						Time: 16:18:02		
	Name	Tax ID-State							
	Address								
Reference	Country	Eff Date	Inv Amt	Taxable VAT	%	Tax Amount	RDE	%	RDE
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
1000013	Gateway Reliable	26/10/99	119,00	100,00 H	17,5	17,50			
	Gateway Center			100,00				1,5	1,50
	709 Bridge Street								
	San Francisco 92838								
	United States of America								
			-----			-----		-----	
			119,00			17,50			1,50

euspvtar.p	27.22.14 Spanish RDE by Invoice							Date: 26/10/99
Page: 2	Your Name Here							Time: 16:18:02
	Tax	Tax						
Tax Type	Class	Usage	Effective Tax Code	Tax Rate	Tax Account	Taxable Amount	Tax Amount	Tax Total

RDE			08/09/99 14	1,50%	2400	100,00	1,50	
USD Tax Usage:								1,50
USD Tax Class:								1,50
USD Tax Type:								1,50
VAT	H		08/09/99 11	17,50%	2400	100,00	17,50	
USD Tax Usage:								17,50
USD Tax Class:								17,50
USD Tax Type:								17,50

USD Total:						200,00	19,00	

Belgium

Several features have been incorporated into European Accounting which are particularly important for Belgium:

- Journals (Daybooks)
- IBLC Report for foreign currency transactions
- Payment drivers for Belgium
- Intrastat report for Belgium, both in Dutch and French

These issues have been discussed in earlier chapters of this manual, with the exception of the IBLC Report which is discussed below.

IBLC Reports

Belgium's IBLC reports have to be supplied to the Institut Belgo-Luxembourgeois Du Change and contains foreign currency transactions. For Accounts Receivable, AR IBLC Report (27.22.23) is available.

AR IBLC Report (27.22.23)

The screenshot shows a software window titled "AR IBLC Report". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains the following fields:

Sold-To:		To:	
Effective:	/ /	To:	/ /
Country Code:		To:	
Currency:		To:	
Excl. Comb. Country-Cur.:			
Summary (no=Detail):	no		

Output:
Batch ID:

At the bottom of the window, there is a status bar with the following text: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

For Accounts Payable AP IBLC Report (28.20.23) is available.

AP IBLC Report (28.20.23)

The screenshot shows a software window titled "AP IBLC Report". The window has a menu bar with "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains the following fields:

Supplier:		To:	
Effective:	/ /	To:	/ /
Country Code:		To:	
Currency:		To:	
Excl. Comb. Country-Cur.:			
Summary (no=Detail):	no		

Output:
Batch ID:

At the bottom of the window, there is a status bar with the following text: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

France

Many enhancements have been added to European Accounting for France:

- Improved draft flow and draft functionality
- GL Transaction Matching (Lettrage)
- Option to have separate GL references per document
- Journals (Daybooks)
- Intrastat reports
- Several bank format drivers
- VAT reports

Netherlands

Specifically for the Netherlands the following enhancements are available:

- Intrastat Reports, both on file (IRIS) and on paper
- Extrastat declarations, both on file (IRIS) and on paper
- Bank format drivers, both direct debit as AP payments

United Kingdom

The following enhancements are available specifically for the United Kingdom:

- Intrastat Report
- Bank format drivers, also with support for pre-printed AP checks

Germany

The following enhancements are available specifically for Germany:

- Intrastat Report
- Bank format drivers, both Internal and External payments

Poland

Standard MFG/PRO does not provide any functionality to keep track of the link between an original invoice and any invoices created for the correction of the original one. Specifically to support features found in Poland, European Accounting offers functionality allowing you to:

- Create a correction sales order for an original invoice by entering the correct amounts rather than by entering the difference between the original invoice and the correct amount.
- Keep track of the relationship between original invoices and correction invoices.
- Print a correction invoice on which the original amounts, the corrected amounts and the differences are displayed.
- Include or exclude correction invoices from several standard reports.
- Display the link between an original invoice and its correction invoice.

Creating Correction Sales Orders

A correction for a posted invoice can be created in Sales Order Maintenance (7.1.1) by entering a correction sales order:

Creating a correction sales order

The screenshot shows the 'Sales Order Maintenance' window. At the top, there's a menu bar with 'User Menu', 'Edit', 'Queue', 'Options', and 'Help'. Below the menu bar, there's a toolbar with icons for file operations and help. The main window displays the following information:

Order: S010063 Sold-To: 01000000 Bill-To: 01000000 Ship-To: 01000000

Original Invoice: 10002 Org. Order: 10002 Correction Reason: QTY

Customer Information (Left):
 Colossal Conglomerates Ltd
 Suite 1000 Colossal Building
 Colossal Industrial Park
 Evanston IL 090876
 United States of America

Customer Information (Right):
 Colossal Conglomerates Ltd
 Suite 1000 Colossal Building
 Colossal Industrial Park
 Evanston IL 090876
 United States of America

Order Details (Left):
 Order Date: 12/06/92 Line Pricing: yes
 Required Date: 13/06/92 Manual: 10
 Promise Date: 13/06/92 Site: 10000
 Due Date: 13/06/92 Channel:
 Pricing Date:
 Project:
 Purchase Order: po-1000
 Remarks: ALL SHIPMENTS PER CORP CONTRACT
 Entered By: twt

Order Details (Right):
 Confirmed: yes 12/06/92
 Currency: USD Language:
 Taxable: no 12/06/92
 Fixed Price: no
 Credit Terms: 30
 Credit Terms Int: 0.00
 Reprice: no
 Original Invoice: 10002

At the bottom, there's a status bar with keyboard shortcuts: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut/Copy/Paste

The fields Original Invoice, Org. Order and Correction Reason have been added for Correction Invoices. After entering the sales order number, you can then enter the invoice number of the existing invoice that is going to be corrected with this sales order. The data from the original invoice is then copied into the correction sales order, where the correct amounts can be entered.

If you leave the Original Invoice field blank, you can enter a normal sales order in exactly the same way as you would using standard MFG/PRO.

Original Invoice The invoice number of the posted invoice which is to be corrected with this sales order.

Org. Order Sales order number related to the original invoice for which this correction is made.

Correction Reason A reason code indicating the reason for this correction. Correction invoices must have a reason type of Corrin. Reason codes can be maintained in Reason Codes Maintenance (36.2.17).

You can make corrections to the invoice details and the trailer amounts. To correct data in the invoice details, you have to select the original line in the sales order detail frame. After this, the original line will be displayed and the correction line can be updated.

Correction of an Invoice Line

Sales Order Maintenance

User Menu Edit Queue Options Help

Sales Order: 5010063 Sold-To: 01000000 Ln Format S/M: single Inv: 10002

CORRECTED SALES ORDER LINE						
Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
1	90-100	1.249,0	EA	10,00	33,0	6,70
Description:		Sales Acct: 3000				
Location: 200		Site: 10000			Disc Acct: 3900	
Lot/Serial:		Confirmed: yes			Project:	

ORIGINAL INVOICE LINE						
Ln	Item Number	Qty Invoiced	UM	List Price	Discount	Net Price
1	90-100	1.249,0	EA	10,00	33,0	6,70
USD Cost: 0,00		Frt List:			Detail Alloc: no	
Salesperson(1): WLINC		Multiple: yes			Taxable: no	
Comm2(1): 33,00%		Fixed Price: yes			Comments: no	

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

The values of quantity, list price, discount lot/serial number site and location can be corrected by entering the correct values in the corresponding fields. In the background the system will calculate the differences between the original invoice and the corrections.

In the trailer of the sales order, the original values of the posted invoice are displayed as well. You must enter the difference between the original amounts and the corrected amounts. For example, if the freight charges in the original invoice were 150 and they should have been 155, then you would enter a value of 5 here.

After the correction sales order has been entered, it should be processed like a normal sales order, except that it must be fully shipped before it can be printed and posted.

Pending Invoice Maintenance (7.13.1) has been enhanced in the same way.

Shipping Correction Sales Orders

A correction sales order must be fully shipped, before it can be printed and posted. To ship a correction sales order use Sales Order Shipments (7.9.15), which has been enhanced for Correction Invoices. Although standard MFG/PRO does not generate a shipper in this function, European Accounting does generate a shipper document. This is in case the correction results in an actual issue or return of goods (when the quantity has been corrected). MFG/PRO's standard Global Shipping functionality is used to generate this shipper. You must ensure a shipping group has been defined for the ship-from and ship-to addresses, and an inventory movement code with transaction type ISS-COR has been linked to that shipping group.

As partial shipments of correction sales orders are not supported you are unable to update the quantities in Sales Order Shipment.

Shipping the Correction Sales Order

Sales Order Shipments

User Menu Edit Queue Options Help

Order: 5010063 Ship Allocated: yes Sold-To: 01000000 Site:
Effective: 24/09/99 Ship Picked: yes Colossal Conglomerates LTD

Ln	Item Number	T	Allocated	Picked	To Ship	Backorder	Site
1	90-100		1250.0	0.0	1.0	1249.0	10000
2	90-100		-1249.0	0.0	-1249.0	0.0	10000

Line: 1 Incl B/O: no Site: Loc:

Quantity: Lot/Serial:

Item Number: UM: Ref:

Description: Multi Entry:

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

Printing Correction Invoices

The actual correction invoice can be printed using MFG/PRO's standard function Invoice Print (7.13.4). A new flag, Correction Invoices has been added to this function. This flag allows you to indicate if you want to print correction invoices or standard invoices:

Printing a correction invoice

Invoice Print

User Menu Edit Queue Options Help

Sales Order: To:
 Ship Date: To:
 Sold-To: To:
 Bill-To: To:
 Language: To:

Invoice Date: 24/09/99 Include Debit Invoices: yes
 Print Only Lines to Invoice: no Include Credit Invoices: yes
 Print Lot/Serial Numbers Shipped: no Print Call Invoice Detail: no
 Print Features and Options: no Correction Invoices: no
 Consolidate Invoices: no
 Company Address: 10000000
 Form Code: 1
 Discount Detail: None
 Discount Summary: None

Message:

Output:
Batch ID:

Enter data or press ESC to end.

Correction Invoices Enter Yes or No. Indicates whether you want to print correction invoices or standard invoices.

When this flag is set to Yes, the figures on the correction invoice are shown in three sections:

- Before Correction: the original value
- After Correction: the corrected values
- Correction: the difference between the original and the corrected values

These three sections are displayed for line items as well as for the trailer amounts.

The same flag has been added to Closed Invoice Re-print (7.13.12) to allow correction invoices to be printed from that function too.

Sales Order Control File

Correction Invoices have a separate invoice numbering scheme. Two fields have been added to the Sales Order Control File (7.1.24) to control this numbering.

Sales Order Control file

The screenshot shows a window titled "Sales Order Control File" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following fields and options:

- Correction Invoice Prefix:
- Next Correction Invoice Nbr:
- Use Enterprise Material Transfer: no
- EMT Type:
- EMT Sequence:
- A-Item/Site
- B-Item
- C-Customer
- D-SO Control File
- Auto EMT Processing: no
- Calculate Due Date: no
- Direct Allocation: no
- Direct Shipment Location:

At the bottom, a status bar displays keyboard shortcuts: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

Correction Invoice Prefix Prefix used specifically for correction invoices.

Next Correction Invoice Nbr First correction invoice number available for assignment.

Correction Invoices Link Report

European Accounting adds a new report, Correction Invoices Link Report (7.13.6). This report displays the relationship between original invoices and their associated correction invoices. You can select a range of invoice numbers for which you want to see the correction invoices. The report can also be used to display the original invoices when you enter the selected range of correction invoices. This selection is dependent on the setting of the Sort by Original Invoice No flag.

Correction Invoice Link Report

Invoice Range of invoice numbers you want to see in the report

Sales Order Range of Sales Orders related to the selected invoices.

Customer Range of customer address codes on sales orders to export.

Bill-To Range of bill-to addresses on sales orders to export.

Currency Transaction currency applying to the selected invoices

Detail Enter Yes or No. If set to No only invoice numbers will be printed. If set to Yes detailed information about the correction will also be printed.

Sort by Original Invoice No. Enter Yes or No. If set to Yes correction invoices will be displayed for the selected range of original invoices. If set to No the original invoice will be displayed together with the correction invoices which meet the selection criteria.

Invoice History Report

MFG/PRO's standard Invoice History Report (7.13.8) has been enhanced to support correction invoices. A new flag, Include Correction Invoices, has been added, which indicates whether just correction invoices or just standard invoices should be printed in the report.

Invoice History Report

Correction Invoices Enter Yes or No. Indicates whether correction invoices will be shown on the report.

Similarly a new flag has been added to Invoice History Browse (7.13.7) to indicate whether the displayed invoice is a Correction Invoice or not:

Invoice History Browse

Invoice	Sales Order	Cor	Line	Item Number	Qty Invoiced	Qty Ordered
10002	10002	No	1	90-100	1,249.0	1,249.0
10003	10003	No	1	90-100	400.0	400.0
10004	10004	No	1	10-10000	1.0	1.0
10005	10005	No	1	10-10000	1.0	1.0
10006	10006	No	1	10-10000	1.0	1.0
10007	10007	No	1	90-100	1,000.0	1,000.0

Cor Enter Yes or No. Indicates whether an invoice is a correction invoice (Yes) or a standard one (No).

Archiving Correction Invoices

In order to archive correction Invoice data and to delete Correction Invoices from the system a specific Archive/Delete function has been created: Archive Correction Invoices (7.13.22).

The function is quite similar to MFG/PRO's standard Invoice History Delete/Archive (7.13.23). The main difference is that Archive Correction Invoices also deletes the data that keeps the link between the original invoice and their corrections.

Archive Correction Invoices

Corrected Invoice Range of Invoice numbers to report of invoices that have been corrected.

Correction Invoice Number Range of invoice numbers of correction invoices to report.

Original Invoice Range of invoice numbers of initial invoice numbers to report.

The Original Invoice is the initial invoice (the very first one). That can never be a correction invoice. The Correction Invoice is the invoice which corrects a Corrected Invoice.

The generated archive file can be re-loaded into the system using standard MFG/PRO archive load functionality.

Customization

[Custom13.doc](#)

Appendix A: Web-Enabled Functions

Version 9 of MFG/PRO is a web-enabled release; MFG/PRO's new Java interface, NET UI, allows you to run MFG/PRO remotely using a web browser. Many European Accounting reports and inquiries have been modified to allow you to take advantage of MFG/PRO's web functionality. This appendix contains the following sections:

Web Enabled Reports and Inquiries

Customization

Web-Enabled Reports and Inquiries

The following table lists those European Accounting reports and inquiries that have been enhanced with web functionality.

Refer to MFG/PRO's standard documentation for full details on MFG/PRO's Java interface.

Menu item	Menu Label
2.13.7.3	VAT Register Report
2.13.12	Operation Type Inquiry
2.13.15.4.1	Italian AP VAT Register
2.13.15.4.2	It. EC Purchases VAT Register
2.13.15.5.1	Italian AR VAT Register
2.13.15.5.2	EC Sales linked to EC Purchases
2.21.6	Third Party Bank Inquiry
2.21.7	Third Party Bank Report
3.6.18	Italian Stock Journal
7.9.18	Shipper Report
25.13.8.3	GL Numbering Report
25.13.8.4	GL Numbering Inquiry
25.15.10	GL Account Sheet Report
25.15.11	Italian Statement of Account
26.11	Purchase Gain/Loss Inquiry
27.6.4.4	AR Payment Selection Register
27.6.4.8	AR Payment Selection Inquiry
27.22.1	AR VAT List
27.22.2	Detail Invoice Register
27.22.5	Invoice Numbering report
27.22.7	End of Year Customer VAT List
27.22.8	AR List by Region & VAT Code
27.22.10	Trimestrial EC VAT List
27.22.11	Trimestrial EC VAT List On File
27.22.13	AR Transactions > Given Amount
27.22.23	AR IBLC Report
28.1.3	Waiting Exp. Voucher by Emp. Inq
28.1.4	Waiting Exp. Voucher Inq.
28.1.6	Voucher Hold by Employee Inq.
28.9.4.16	AP Payment Selection Inquiry
28.9.21	Unapplied Payment Report
28.20.10	AP Transactions > Given Amount
28.20.13	AP VAT List
28.20.20	Supplier Debit/Credit Report
28.20.23	AP IBLC Report

Menu item	Menu Label
30.18.1.7	IES Simulation BOM Report
30.18.1.12	IES Simulation Routing Report
30.18.1.14	IES Purchase Cost Report
30.18.1.17	IES Excluded Part Report
30.18.1.20	IES Excluded Location Report
30.18.5.1	Italian Fixed Yr Mean Price Calc
30.18.5.5	Italian LIFO Report
30.18.5.13	IES Inventory Eval. Report
36.4.17.2	EPM Message Inquiry
36.4.17.3	EPM Message Report

Customization

[customa1](#)

Addendum

[addendum.doc](#)

Glossary

A

ABI Code

An Italian feature. A code, forming part of a bank account code, which represents the bank at which an account is held. This code is used for the purposes of electronic banking.

Account Sheet Report

A GL report which verifies the accuracy of GL accounts over a specified time period, using the contra account bookings for each GL transaction against the specified account.

B

Bankformat Driver

A program which performs the translation from the common AR and AP payment logic into country-specific electronic formats or pre-printed forms. Various bankformat drivers are supported by European Accounting.

Bankslip

The term by which bank statements are referred to within European Accounting.

Beginning Balance

The opening balance of a particular General Ledger Account or bank account at the beginning of a specified time period.

Bolla

The Italian Bolle d'Accompagnamento Merci. A shipping document which used to be a legal requirement in Italy for all goods movements. Now known as the *Documento di Trasporto*.

Bolle d'Accompagnamento Merci

See *Bolla*.

C

CAB Code

An Italian feature. A code, forming part of a bank account code, that represents the subsidiary of a bank at which a particular account is held. This code is used for the purposes of electronic banking.

Correction Invoice

A document containing corrected information for an invoice which has already been posted.

D

Daybooks

See *Journal*.

Declarant

A company address for which transactions are reported for a country and a number of entities. Intrastat declarations are made for declarants.

Direct Debit

An electronic order to a bank telling them to transfer the amount specified from a customer's bank account directly to your account. Customers have to authorize you doing so.

Documento di Trasporto

An Italian shipping document. Previously known as the Bolle d'Accompagnamento Merci (or Bolla) it used to be a legal requirement in Italy. Renamed the Documento di Trasporto when it ceased to be a legal requirement, it remains common business practice in Italy to supply such documents to accompany the movement of goods.

E

EEC

European Economic Community.

Entity

An independent unit for financial reporting purposes. An entity generates a separate balance sheet and income statement, plans budgets, and is assessed for taxes. All GL transactions are posted by entity.

The primary entity is the default entity for GL transactions. There is no limit to the number of entities in a database.

F

FIFO

First In, First Out, An inventory valuation system used for accounting purposes, that assumes the oldest inventory (first in) is used first (first out).

G

GTM

Global Tax Management

I

IBLC

Institut Belgo-Luxembourgeois du Change.

IES

Inventory Evaluation and Simulation. Can generate mean inventory and production data for user definable periods. This data can then be used to evaluate inventory using evaluation methods, such as FIFO or LIFO. Allows you to simulate product structures, purchase and routing data. Multiple simulations can be maintained at the same time. Simulations do not affect actual data.

Intrastat

System used for collecting foreign trade statistics on the movement of tangible goods between countries in the European Economic Community (EEC).

ISO Currency Codes

A predefined set of three character currency codes specified by the International Organization for Standardization, which must be used in order to process electronic payments using the SWIFT protocol.

Italian Statement of Account

A report used to reconcile entries on GL accounts to the relevant sub-ledgers.

J**Journal**

Journals are used to group General Ledger transactions together, either to satisfy legal reporting requirements or to organize GL reporting in a manner consistent with common business practices. Transactions can be grouped within journals by transaction type and by transaction-document type.

Journal Report Writer

Journal Report Writer allows you to group together GL transactions from various journals and report selected elements of data from those groupings in either detailed or summarized form.

L**LIFO**

Last In, First Out. An inventory valuation system used for accounting purposes, that assumes the latest inventory received (last in) is used first (first out).

O**Operation Types**

Operation types describe AP and AR transactions in clear, easy-to-understand language. These descriptions can be linked to sales orders, sales quotes and pending invoices and will appear on various reports and when VAT registers are printed.

P**Payment Method**

Payment methods determine the way in which a customer is going to pay your invoice, or the method you are to use to pay one of your suppliers. A payment method must be specified if payment is to be made electronically. Multiple payment methods can be defined for each bank.

Period Lots

A technique used in I.E.S. when performing inventory evaluations/simulations. Periods are defined and the mean values of items produced within that period are calculated and assigned to period lots. This information can then be used in the calculation of inventory values using FIFO or LIFO methods.

Protocol Number

An Italian feature. A number which must be assigned to all GL transactions in Italy to conform with Italian legal requirements . Protocol numbers must be sequential, and no gaps are permitted in the sequencing.

R**RIBA**

Ricevuta Bancaria. An Italian payment method similar to a draft.

S**Secondary GL Descriptions**

A second GL description line for GL transactions, providing a clear, easy-to-understand description of that transaction. These descriptions appear on certain reports.

Sequence Numbers

When defining VAT registers you can create your own numbering sequences to be used in the numbering of invoices, vouchers, correction invoices and credit notes. These sequence numbers can be up to eight characters in length, and consist of a fixed element (specified by you) and an integer element (incremented by one automatically each time a number from that range is allocated).

Shippers

Documents used to issue goods which identify the items contained within a particular shipment. Shippers are typically required when moving inventory between two different physical locations. They can be used for both in-bound and out-bound goods' movements. They can also be used when moving inventory between two locations on the same site.

SIA Code

An Italian feature. A code, forming part of a bank account code, which identifies a customer's account number. This code is used for the purposes of electronic banking.

Stock Journals

A report showing all inventory transactions over a specified period, together with a beginning and ending stock balance. This allows the movement of inventory over a range of dates to be validated, to prove no fraud has taken place.

Suspended VAT

A method by which VAT liabilities are suspended until the date on which invoices are paid. In such circumstances, the due date for the VAT is not set until the associated invoice has been paid. This occurs in Italy, typically with Government Institutions, where the customer may often take more than 12 months to pay an invoice.

SWIFT

Society for Worldwide Interbank Financial Telecommunications. This is a network allowing world-wide payments to be made between banks.

T

Third Party Banking

An Italian feature. In Italy, the physical address, CAB code and ABI code of your supplier's or customer's bank must be known in order for electronic transfers to be performed.

Transport Documents

See *Shippers*.

V

VAT Registers

VAT Registers provide a means of grouping together various accounting transactions for VAT reporting purposes. They enable you to assign numbering ranges for invoices, vouchers, correction invoices and credit notes. Certain countries, like Italy, have very strict rules governing the numbering of vouchers, invoices etc and do not allow any gaps to appear in the sequences. Using VAT registers you can force the use of unbroken sequences in these numbering ranges.

W

Waiting Expenses Vouchers

Vouchers which can be entered, and their VAT collected, before their final distribution is known. Waiting expenses are initially booked to the Waiting Expenses Account, which is counter booked once the vouchers' final distribution is known.

Y**YA**

The transaction type assigned to year end transactions, so allowing year end adjustments to be easily identified.

