JD Edwards EnterpriseOne Applications

Localizations for South Korea

9.2

JD Edwards EnterpriseOne Applications Localizations for South Korea

9.2

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Preface

Welcome to the JD Edwards EnterpriseOne documentation.

Documentation Accessibility

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

Access to Oracle Support

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

Related Information

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

http://learnjde.com

Conventions

The following text conventions are used in this document:

Convention	Meaning
Bold	Boldface type indicates graphical user interface elements associated with an action or terms defined in text or the glossary.
Italics	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
Monospace	Monospace type indicates commands within a paragraph, URLs, code examples, text that appears on a screen, or text that you enter.
> Oracle by Example	Indicates a link to an Oracle by Example (OBE). OBEs provide hands-on, step- by-step instructions, including screen captures that guide you through a process using your own environment. Access to OBEs requires a valid Oracle account.





1 Introduction to JD Edwards EnterpriseOne Localizations for South Korea

JD Edwards EnterpriseOne Localizations for South Korea Overview

This guide includes information about setting up and using the country-specific software for South Korea.

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

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

JD Edwards EnterpriseOne Localizations for South Korea Implementation

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

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne systems, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time required to search and download ESUs by 75 percent or more and enables you to install multiple ESUs at one time.

See JD Edwards EnterpriseOne Tools Software Updates Guide .

Understanding Translation Considerations for Multilingual Environments

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



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

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

Common Software Elements	Translation Considerations			
Business unit descriptions	You can translate the descriptions of the business units that you set up for the system.			
	The system stores translation information for business units in the Business Unit Alternate Description Master table (F0006D).			
	Print the Business Unit Translation report (R00067) to review the description translations in the base language and one or all of the additional languages that the business uses.			
Account descriptions	You can translate the descriptions of the accounts into languages other than the base language.			
	After you translate the chart of accounts, you can print the Account Translation report. You can set a processing option to show account descriptions in both the base language and one or all of the additional languages that the business uses.			
Automatic accounting instruction (AAI) descriptions	You can translate the descriptions of the AAIs that you set up for the system.			
UDC descriptions	You can translate the descriptions of the UDCs that you set up for the system.			
Delinquency notice text	Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information form determines the language in which the delinquency notice and the text on the notice should appear when you use final mode. (In proof mode, the statements print in the language preference that is assigned to the client in the JD Edwards EnterpriseOne Address Book system.)			
	The base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you add to the bottom of the notice. To do this translation, follow the instructions for setting up text for delinquency notices, and verify that you have completed the Language field on the Letter Text Identification form.			

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

Understanding Translation Routines

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



The system provides these translation routines:

- X00500 English.
- X00500BR Brazilian Portuguese.
- X00500C Including cents.
- X00500CH Chinese.
- X00500D German (mark).
- X00500ED German (euro).
- X00500FR French (franc).
- X00500EF French (euro).
- X00500I Italian (lira).
- X00500EI Italian (euro).
- X00500S1 Spanish (female).
- X00500S2 Spanish (male).
- X00500S3 Spanish (female, no decimal).
- X00500S4 Spanish (male, no decimal).
- X00500S5 Spanish (euro).
- X00500U United Kingdom.
- X00500U1 United Kingdom (words in boxes).

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

Setting Up User Display Preferences

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

- Set processing options for the User Profiles program (P0092).
- Set up user display preferences.

Understanding User Display Preferences

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

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

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



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

Note:

• JD Edwards EnterpriseOne Tools System Administration Guide .

Form Used to Set Up User Display Preferences

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

Setting Processing Options for User Profile Revisions (P0092)

Processing options enable you to set default values for processing.

A/B Validation

Address Book Number

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

PIM Server Setup

PIM Server

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

Setting Up User Display Preferences

Access the User Profile Revisions form.

Localization Country Code

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

Language

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

Date Format



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

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

Blank: Use the system date format.

DME: Day, month, four-digit year

DMY: Day, month, year (DDMMYY)

EMD: Four-digit year, month, day

MDE: Month, day, four-digit year

MDY: Month, day, year (MMDDYY)

YMD: Year, month, day (YYMMDD)

Date Separator Character

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

Decimal Format Character

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





2 Understanding Localizations for South Korea

Understanding VAT for South Korea

Value-added tax (VAT) is a noncumulative tax that is imposed at each stage of the production and distribution cycle.

Businesses in South Korea are required to submit reports that list transactions involving VAT.

Note: For common VAT processing, please refer to the "Working with Generic VAT Processing" in the JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide .

South Korea-Specific Setup and Processes

This table lists the country-specific setup and functionality for South Korea.

Setup or Process	Description
User-defined codes (UDCs)	In addition to the standard software UDCs, set up UDCs to work with VAT reporting. See Setting Up UDCs for Reporting for South Korea.
Tax processing	In addition to the standard processes for reporting value-added tax (VAT), to process VAT tax in South Korea, review the overview of South Korean VAT. See <i>Understanding VAT Reports for South Korea</i> .





3 Setting Up Localizations for South Korea

Setting Up Localizations for South Korea

Note:

• "Working with Generic VAT Processing" in the JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide .

Setting Up Reports for South Korea

This section provides an overview of reports for South Korea and discusses South Korean-specific UDCs.

Understanding Reports for South Korea

Value-added tax (VAT) is a noncumulative tax that is imposed at each stage of the production and distribution cycle. Businesses in South Korea are required to submit reports that list transactions involving VAT.

The system includes the following VAT Reports for South Korea:

- Tax Invoice Summary by Customer
- Tax Invoice Summary by Supplier
- List of errors

Setting Up UDCs for Reporting for South Korea

Set up this UDCs to process VAT reports for South Korea.

Electronic Invoices (75K/EI)

You set up the Electronic Invoices UDC table to specify the document types that you use for electronic invoices or vouchers. This UDC helps to differentiate document types for electronic and non-electronic invoices and vouchers.





4 Working With Localizations for South Korea

Understanding VAT Reports for South Korea

Value-added tax (VAT) is a noncumulative tax that is imposed at each stage of the production and distribution cycle. Businesses in South Korea are required to submit reports that list transactions involving VAT.

You run the Generic VAT Processing program (R700001) to generate these VAT reports for South Korea:

- Tax Invoice Summary by Customer
- Tax Invoice Summary by Supplier
- Error List

The system generates all three reports when you run version XJDE0001 of the Generic VAT Processing program.

When you run version XJDE0001 of the Generic VAT Processing program, the system generates all three reports in a PDF format. The system also populates the Informed Taxes by Report table (F700018) if you have enabled the process and run the process in final mode. You can use the Informed Taxes by Report program (P700018) to remove transactions that are in error. After you correct records that were in error, you run the process in final mode to generate the final PDF report for the Tax Invoice Summary by Customer and Tax Invoice Summary by Supplier reports. You submit the final PDFs to the tax authority to report your VAT transactions.

Note: "Working with Generic VAT Reports" in the JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide .

Credit and Debit Notes

Credit notes, also called credit memos, are adjustments to voucher amounts. Debit notes, also called debit memos, are adjustments to invoices. You use credit and debit notes to adjust amounts due or amounts payable.

See "Entering Debit Memos" in the JD Edwards EnterpriseOne Applications Accounts Payable Implementation Guide and "Understanding Credit Memos" in the JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide .

You might need to make adjustments to voucher or invoice amounts after the initial transaction. If you void a transaction in the same reporting period as the original transaction, then the system will include the original and the void transactions in the VAT reports. However, if you need to make an adjustment to an invoice or voucher in a reporting period other than the reporting period of the original transaction, you must enter a debit or credit note to make the adjustment. The system does not include transactions to void an invoice or voucher when the original transaction was reported in a previous period. The system does, however, include the credit or debit memo that adjusts the original transaction.



Understanding the Tax Invoice Summary by Customer Report

The objective of the Tax Invoice Summary by Customer report is to show all the invoice information summarized by customer. The system generates this report when you run the XJDE0001 version of the Generic VAT Processing (R700001) program.

The system reads records in the Taxes table (F0018) to obtain the data for the report.

The Tax Invoice Summary by Customer report layout is in the format required by South Korean legal reporting requirements.

This image is an example of the Tax Invoice Summary by Customer report:

ORACLE
JD EDWARDS
ENTERPRISEONE

Tax Invoice summary by Customer

2013-05-13

13:43:41

Filling period (2013, 5K)

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Tax Registration No.	2.222.222.227	Company Name	Korean Company (MLNG)
Representative Name	Korean Company	Site Location	Guayarnos Romboite 87213 Korea del Sur
Transaction Period	2013-03-18 ~ 2013-05-18	Reporting Date	2013-05-13

Output Tax Total

	fication otal	Number of Suppliers	Number of Invoices	Taxable Amount	Tax Amount
Issued via e-Tax Invoicing until	To suppliers with TRN	0	0	0.00	0.00
day 11 of next month of ending	To suppliers without TRN	P	0	0.00	0.00
date of taxation period	Subtotal	Ö	0	0.00	0.00
	To suppliers with TRN	4	10	-3169.00	-982.39
Others issued than above	To suppliers without TRN	1	4	-1353.00	-419.43
	Subtotal	5	14	-4522.00	-1401.82

Itemization of "Others issued than above

Serial No.	TRN	Supplier Name	Number of Invoices	Taxable Amount	Tax Amount	Remark
1	1111111111	SOE Test Customer 3	4	-2,558.00	-792.98	
2	222222222222	SOE Test Customer 3	4	-1,353.00	-419.43	
3	1111111111	SOE Test Customer 3	3	-200.00	-62.00	
4	1111111111	SOE Test Customer 3	2	-311.00	-96.41	
5	1111111111	SOE Test Customer 3	1	-100.00	-31.00	



Understanding the Tax Invoice Summary by Supplier Report

The objective of the Tax Invoice Summary by Supplier report is to show all the invoice information summarized by supplier. The system generates this report when you run the XJDE0001 version of the Generic VAT Processing (R700001) program.

The system reads records in the Taxes table (F0018) to obtain the data for the report.

The Tax Invoice Summary by Supplier report layout is in the format required by South Korean legal reporting requirements.

This image shows an example of the Tax Invoice Summary by Supplier report:



Tax Invoice summary by supplier

2013-05-13

13:43:41

Filling period (2013, 5K)

Page

1 of 1

Tax Payer Information

Tax Registration No.	2.222.222.227	Company Name	Korean Company (MLNG)
Representative Name	Korean Company	Site Location	Guayarnos Romboite 87213 Korea del Sur
Transaction Period	2013-03-18 ~ 2013-05-18	Reporting Date	2013-05-13

Output Tax Total

Classification Total		Number of Suppliers	Number of Invoices	Taxable Amount	Tax Amount
Issued via e-Tax Invoicing until	To suppliers with TRN	0	0	0.00	0.00
day 11 of next month of ending	To suppliers without TRN	0	0	0.00	0.00
date of taxation period	Subtotal	0	0	0.00	0.00
	To suppliers with TRN	4	11	5442.00	1687.02
Others issued than above	To suppliers without TRN	1	4	2001.00	620.31
	Subtotal	5	15	7443.00	2307.33

Itemization of "Others issued than above

Serial No.	TRN	Supplier Name	Number of Invoices	Taxable Amount	Tax Amount	Remark
1	222222222222	Korean Supplier	4	2,001.00	620.31	
2	1111111111	Korean Supplier	2	1,300.00	403.00	
3	1111111111	Korean Supplier	1	400.00	124.00	
4	1111111111	Korean Supplier	2	1,110.00	344.10	



Understanding the Error List Report

The objective of this report is to show the list of errors from the Tax Invoice summary by customer and supplier reports. This report displays records in the Taxes table (F0018) that have errors. Note that this is an additional report, which is not legally required by South Korean authorities. If errors exist in the records that you need to report, then you must correct the errors and reprocess the supplier and customer records to generate the Tax Invoice Summary by Customer and the Tax Invoice Summary by Supplier reports.

This image shows an example of the Error List report:



Generic VAT Extractor - COMM - 70

05/23/2013

6:54:34

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Error Number	Document Company	Document Type	Document Number	Suffix	Error Code	Error Description
1					G70E012	Declaration Number PO is required
2					G70E013	Declaration Type PO is required
3					G70E014	Declaration Period Type PO is required
4					G70E015	Declaration Period PO is required
5					G70E016	Declaration Date PO is required
6					G70E017	Declaration Year PO is required
7					G70E018	Declaration Site PO is required

The Error List report includes an error ID and brief description of the error. The system writes a more detailed description of errors that occurred to the Work Center. You must fix the errors and generate the VAT reports if you receive error messages.

See Error Messages for South Korean VAT Reports.

Note: "Working with Generic VAT Processing" in the JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide .

Generating the VAT Reports for South Korea

This section provides an overview of how to generate and review VAT report for South Korea, and discusses how to:

- Run the Generic VAT Extraction program (R700001).
- Set processing options for South Korean VAT reports.



Understanding How to Generate and Review VAT Reports for South Korea

When you run version XJDE0001 of the Generic VAT Extraction program in final mode, the system generates PDF reports and populates the Informed Taxes by Report table (F700018). You can use the Informed Taxes by Report program (P700018) to remove records that have errors so that you can regenerate the reports after you have corrected the records.

See "Reviewing Generic VAT Reports" in the JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide .

Running the Generic VAT Extraction Program

To run the program for South Korea, select South Korean Localization (G75K), Tax Processing (G75KTAX), South Korean VAT Reports.

When you run the Generic VAT Extraction program using the South Korean VAT Reports link on the G75KTAX menu, the system runs the XJDE0001 version, which is the version that is set up to process VAT reports according to the requirements for South Korea.

Setting Processing Options for South Korean VAT Reports

You use the processing options in the Generic VAT Extraction program (R700001) to specify parameters to process records for the South Korean VAT reports.

See "Setting Processing Options for Generic VAT Extractor Program (R700001)" in the JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide .

Some of the processing options in the Generic VAT Extraction program are required. If you neglect to enter values for processing options that are required, the system prints error messages on the PDF report and does not complete processing. You must correct the errors and rerun the process to generate the Tax Invoice Summary by Supplier and the Tax Invoice Summary by Customer reports.

These processing options are *required* for South Korean VAT reports:

- Processing Mode tab
 - 1. Activate Informed taxes register
 - 。 2. Mode
- Data Select tab
 - o 1. Date From
 - 。 2. Date To

Note: For South Korea, the system always uses option **3** (Transaction Date) for the Date Selection processing option, so you do not need to complete that processing option.



- · Fiscal Information tab
 - o 1. Company
 - 2. Legal Representative
- · Declaration Information tab
 - 4: Declaration Period
 - 6: Declaration Year
- Default tab
 - 2. Report Identification



5 Appendix A - Error Messages for South Korean VAT Reports

Error Messages

Certain processing options in the Generic VAT Extractor program (R700001) are required when you run the program to generate VAT reports for South Korea. When you run the Generic VAT Extractor program and a required processing option fails validation, then the system generates an error message to help you identify why the system did not complete the process.

Note: Setting Processing Options for South Korean VAT Reports. "Working with Generic VAT Reports" in the JD Edwards EnterpriseOne Applications Tax Processing Implementation Guide .

This table described the causes and resolutions for the error messages:

Error Message	Description
Fiscal Company TRN invalid	CAUSE: Report Header - The Tax Registration Number is invalid for the Fiscal Company entered in the Generic VAT Extractor processing options. The tax registration number must be 10 or 13 characters, and it cannot be blank. RESOLUTION: Verify that the address book record for the Company specified in the Company
	processing option includes a valid value in the Tax ID field.
Supplier/Customer TRN invalid	CAUSE: The Tax Registration Number is invalid for the customer or supplier. The tax registration number must be 10 or 13 characters, and it cannot be blank.
	RESOLUTION: Verify that the address book record for the customer or supplier of the Company processing option includes a valid value in the Tax ID field.
Company is blank	CAUSE: Report Header - The Fiscal Company processing option is blank.
	RESOLUTION: Enter a valid value for the Company processing option (Fiscal Information tab).
Legal Representative is blank	CAUSE: Report Header - The Legal Representative processing option is blank.
	RESOLUTION: Enter a valid value for the Legal Representative processing option (Fiscal Information tab).
Location is blank	CAUSE: Report Header - The Location retrieved for the Company specified in the Company processing option is blank.
	RESOLUTION: In the address book record of the company specified in the Company processing option, complete the Address Line 1 (ADD1) and Address Line 2 (ADD2) fields.
Date From PO is required	CAUSE: Date From processing option is set up to be required but its value was not entered.



Error Message	Description
	RESOLUTION: Either enter a date in the Date From processing option or leave the Declaration Date processing option on the Validations tab blank to remove the requirement of providing the from date.
Date To PO is required	CAUSE: Date To processing option is set up to be required but its value was not entered.
	RESOLUTION: Either enter a date in the Date To processing option or leave the Declaration Date processing option on the Validation tab blank to remove the requirement of providing the to date.
Declaration Number PO is required	CAUSE: Declaration Number processing option is set up to be required but its value was not entered.
	RESOLUTION: Either enter a value in the Declaration Number processing option on the Declaration Information tab or leave the Declaration Number processing option on the Validation tab blank to remove the requirement of providing the declaration number.
Declaration Type PO is required	CAUSE: Declaration Type processing option is set up to be required but its value was not entered.
	RESOLUTION: Either enter a value in the Declaration Type processing option on the Declaration Information tab or leave the Declaration Type processing option on the Validation tab blank to remove the requirement of providing the declaration type.
Declaration Period Type PO is required	CAUSE: Declaration Period Type processing option is set up to be required but its value was not entered.
	RESOLUTION: Either enter a value in the Declaration Period Type processing option on the Declaration Information tab or leave the Declaration Period Type processing option on the Validation tab blank to remove the requirement of providing the declaration period type.
Declaration Period PO is required	CAUSE: Declaration Period processing option is set up to be required but its value was not entered.
	RESOLUTION: Either enter a value in the Declaration Period processing option on the Declaration Information tab or leave the Declaration Period processing option on the Validation tab blank to remove the requirement of providing the declaration period.
Declaration Date PO is required	CAUSE: Declaration Date processing option is set up to be required but its value was not entered.
	RESOLUTION: Either enter a value in the Declaration Date processing option on the Declaration Information tab or leave the Declaration Date processing option on the Validation tab blank to remove the requirement of providing the declaration date.
Declaration Year PO is required	CAUSE: Declaration Year processing option is set up to be required but its value was not entered.
	RESOLUTION: Either enter a value in the Declaration Year processing option on the Declaration Information tab or leave the Declaration Year processing option on the Validation tab blank to remove the requirement of providing the declaration year.
Declaration Site PO is required	CAUSE: Declaration Site processing option is set up to be required but its value was not entered.
	RESOLUTION: Either enter a value in the Declaration Site processing option on the Declaration Information tab or leave the Declaration Site processing option on the Validation tab blank to remove the requirement of providing the declaration site.



6 Glossary

2nd Item Number, 3rd Item Number, and Item Number

Enter a number that identifies the item. The system provides three separate item numbers plus an extensive cross-reference capability to alternative item numbers. The three types of item numbers are:

Item Number (short). An 8-digit, computer-assigned item number.

2nd Item Number. A 25-digit, user defined, alphanumeric item number.

3rd Item Number. A 25-digit, user defined, alphanumeric item number.

In addition to these three basic item numbers, the system provides an extensive cross-reference search capability. You can define numerous cross-references to alternative part numbers. For example, you can define substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers.

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

Fixed Asset Number

Enter an 8-digit number that uniquely identifies an asset.

G/L Date (general ledger date)

Enter a date that identifies the financial period to which the transaction will be posted. You define financial periods for a date pattern code that you assign to the company record. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number, as well as to perform date validations.

Main Fixed Asset Number

Enter an identification code for an asset in one of these formats:

Asset number (a computer-assigned, 8-digit, numeric control number)

Unit number (a 12-character alphanumeric field)

Serial number (a 25-character alphanumeric field)

Every asset has an asset number. You can use unit number and serial number to further identify assets as needed. If this is a data entry field, the first character you enter indicates whether you are entering the primary (default) format that is



defined for the system, or one of the other two formats. A special character (such as / or *) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the Fixed Assets system constants form.

Object Account

Enter the portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

If you use a flexible chart of accounts and the object account is set to 6 digits, it is recommended that you use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a 6-digit object.

Subledger

Enter a code that identifies a detailed, auxiliary account within a general ledger account. A subledger can be an equipment item number or an address book number. If you enter a subledger, you must also specify the subledger type.

Subledger Type

Enter a user-defined code (00/ST) that is used with the **Subledger** field to identify the subledger type and how the system performs subledger editing. On the User-Defined Codes form, the second line of the description controls how the system performs editing. This is either hard-coded or user-defined. Values include:

- A: Alphanumeric field, do not edit.
- N: Numeric field, right justify and zero fill.
- C: Alphanumeric field, right justify and blank fill.

Subsidiary

Enter a subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object.



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