



# Infor CloudSuite Business China Localization User Guide

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## Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal.

If we update this document after the product release, we will post the new version on this website. We recommend that you check this website periodically for updated documentation.

If you have comments about Infor documentation, contact [documentation@infor.com](mailto:documentation@infor.com).



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# China Localization Overview

# 1

The China Localization module is installed with CloudSuite Business. However, it must be enabled for individual sites through the Optional Modules form. The China Localization features are then available at that site for users with a valid ChinaCountryPack license.

These base CloudSuite Business forms have changes to their functionality when the module is enabled:

- Accounting Periods: The current accounting period must be set in accordance with the transaction date of the Chinese voucher.
- Mass Journal Posting and Ledger Posting for Journal: On these forms, these fields are disabled:
  - **Compress Journal Before Post**
  - **Delete Transaction After Post**
  - **Single Date to All Entries**

You must run the Add CH-GL Voucher utility for the distribution journals. Otherwise the journals cannot be posted to the General Ledger.

- Journal Compress: A/R, A/P and writable journal IDs cannot be compressed. For other journal IDs, only the journal entries with the same account number and/or reporting unit, transaction date, and CH-GL voucher number can be compressed together. The control number is not eliminated after a journal is compressed. The consecutive journal entries for the same date have the same control number.
- Journal Entries and G/L Posted Transactions: On these forms, these fields are added:
  - **CHGL Voucher Number**
  - **Line Number**
  - **Rubric**, which indicates whether a rubric is applied to the voucher
- Purge Journals: On this form, any Chinese journals that meet the criteria are also deleted.
- Rebalance Ledger Period Total: When the module is enabled, an additional stored procedure creates period total records that contain the sum of the transactions for a specific period.
- Journal Resequencing: On this form, the sequencing of Chinese journals is also reset.

When the China Localization module is enabled, many additional forms are available under **Optional Modules > China Localization** in the Explorer menu.





Complete these tasks to set up the parameters and other information used by the localization. Click each link to view the detailed steps.

- 1 "Set parameters for the China Localization module" on page 9.
- 2 "Set up voucher types and relationships" on page 9.
- 3 "Secure users to particular bank codes and journals" on page 11.
- 4 "Map accounts and unit codes to use for imported journals" on page 12.
- 5 "Creating predefined note descriptions" on page 12.
- 6 "Set up Chinese account code and G/L reference descriptions" on page 12.

## Setting Parameters for the China Localization

Use the Setup System Parameter form to specify this information:

- 1 Digits of Main Account: Specify the number of digits of the main segment of the China standard chart of accounts. According to the current standard in China, this value must be **4**.
- 2 Reset Category Voucher Number: The voucher number is a 5-digit sequential number, starting from 00001. Select **Reset Monthly** to restart the voucher number from 00001 for each voucher type on the first day of each month. (It is possible to have multiple vouchers with the same numbers, but with different dates.) Select **Reset Yearly** to restart the voucher numbers from 00001 on the first day of each year.

The other fields on this form are not currently used.

## Setting up Voucher Types and Relationships to Accounts

- 1 On the Voucher Type Maintenance form, specify the attributes of each voucher type. The attributes are used to provide default values on the Voucher Maintenance form when you assign a voucher

type to each voucher. These attributes determine the rules to use when vouchers are validated and posted. Specify this information:

### **Voucher Type Code**

Specify a unique two-character code. Then specify a description for the code.

### **Voucher Format**

Select a format, which controls how many credit or debit transactions can be added on the Voucher Maintenance form.

### **Max Entries**

Specify the maximum number of lines the user can enter in the Voucher Maintenance form, up to 999.

### **Prefix Number**

Specify the prefix number for vouchers of this type. The prefix can be a one or two-character code. The voucher number is a combination of this code and the sequential account number. The **Prefix Number** and the **Voucher Type Code** can be different.

### **Cr-Account and Dr-Account**

Specify the default account numbers to use for credit and debit transactions. You can override these account number in the Voucher Maintenance form.

- 2 Select one of these options to determine the value of the **Settle Method** field on the Voucher Maintenance form for the created voucher:

- Cash Voucher: The **Settle Method** is set to **Direct Deposit**.
- Bank Voucher: Users can select any **Settle Method** except **Direct Deposit**.

In either case, the voucher is subsequently posted into the **Check Type** field in the General Ledger Reconciliation record.

- 3 Select one of these options to determine which area is validated:

- Pay Voucher: Verifies that a valid bank code is specified in the credit transactions of the voucher.
- Receipt Voucher: Verifies that a valid bank code is specified in the debit transactions of the voucher.

- 4 Select **Foreign Currency Voucher** if the voucher is to be used a foreign currency voucher. In that case, there must exist at least one transaction in the voucher that is in a foreign currency with the foreign currency code and exchange rate.

- 5 Save your changes.

- 6 On the Voucher Type Relation Maintenance form, select each voucher type that you defined in the Voucher Type Maintenance form and specify information about the account conditions to be set for the voucher type:

### **Data Type**

Specify **Account** to indicate that you are describing the relationship between accounts and the voucher type.

### **Debit or Credit**

Select the type of transactions that are applicable to this relationship. If you select All, both debit and credit transactions are subject to this relationship.

**Number**

Specify the sequence number to use for the voucher type.

**Include or Exclude**

Select this field if you want users to specify an account within the range defined below for vouchers of this type. Otherwise, clear this field.

**Low Value and High Value**

Specify the range of accounts that can be included or excluded. These fields only apply if you selected **Include** or **Exclude**.

## Securing Users to Particular Bank Codes and Journals

You can assign data types to specific users or groups of users. The data types determine the bank accounts or journals that are shown to the corresponding user or user group on the Voucher Maintenance form. For each data type, you can specify either a range of bank codes or a journal identifier.

- 1 Open the User Data Type Maintenance form.
- 2 Specify either a **User Group** or a **User Name**.
- 3 Specify this information:

**User Group or User Name**

Specify either a user group or a user name to which this data type applies.

**Data Type**

Specify **Bank** or **Journal**. Then complete the fields under the appropriate heading.

**Include or Exclude**

Select this check box if you want the user or group to be able to select a bank code within the specified range.

**Low Value and High Value**

If you selected **Include** or **Exclude**, specify the available range of bank codes.

**Type Code**

Specify the voucher type code to map to a journal.

**Journal ID**

Specify the journal to map to the voucher type. Only general journal or user-defined journals are listed. Read-only distribution journals such as AR Dist or PO Dist are not shown. When vouchers of the specified type are posted, they are placed in the corresponding journal as defined by this mapping.

**Number**

Specify the sequence number of this user and data type combination.

- 4 Save your changes.
- 5 Repeat this process to define every user or user group and data type combination.

## Mapping Accounts and Unit Codes for Imported Journals from Other Sites

Use the Account Cross Reference utility to map account/unit code combinations on the current site with account and unit code combinations on other sites. The other sites might be using an external financial system. The old and new account and unit code combinations are used by the Import Journal utility when it loads journal entries into the current site. During the data loading process, the account/unit code combination from the source entries are examined to determine whether it matches any account/unit code combinations that already exist in the application. If a matching combination exists, the source combination is substituted with the new account/unit code combination. If a matching combination does not exist, an error message is displayed.

To create the cross reference:

- 1 Specify this information in the Account Cross Reference Utility:

**Old Account and Old Unit 1-4**

Specify the account and its corresponding unit codes that are used at the source sites.

**New Account and New Unit 1-4**

Specify the accounts and any unit codes that are to be used as replacements at the current site.

- 2 Save your changes.

## Creating Predefined Note Descriptions

- 1 Use the Notes Editor form to create predefined note descriptions. Each note record has a system-generated sequence number and a description that you provide.

These predefined notes can be selected in several forms, including the Voucher Maintenance form.

- 2 Save your changes.

## Setting up Chinese Account Code and G/L Reference Descriptions

You can define Chinese versions of the account code and General Ledger reference descriptions. These Chinese descriptions are printed on the reports provided in the China Localization module.

- 1 Specify this information in the Reference Maintenance form:

**ID**

Select **AC** to define the Chinese description for an account code. Select **RF** to define the Chinese description for a General Ledger reference.

**Sequence**

The sequence number for each description record is system-generated.

**Starting String and Reference Description**

If the ID is **AC**, specify the first four digits of the account code in **Starting String**, and specify its Chinese description in **Reference Description**. For example, if you specify a starting string of **1101** here and specify Chinese characters in **Reference Description**, the descriptions of accounts where the code starts with 1101 are printed using those Chinese characters. In this case, accounts 11011 and 11012 use the same Chinese description. If the ID is **RF**, specify the three-character prefix in **Starting String**, and specify its Chinese description in **Reference Description**. This prefix is predefined in the standard system. For example, if you specify a starting string of **APP** and Chinese characters in the reference description, then **APP** is replaced by those Chinese characters on China Localization reports. Thus, reference number APP12345 is printed as Chinese\_characters12345.

- 2 Save your changes.

## Providing Bank Balance Information

Bank codes, currency, and bank account numbers are defined in the standard system. Use the Bank Initial Setting form to provide bank balance information.

**Note:** In the standard system, you can create bank codes for simulated banks, to use for cash, bank, notes receivable, or notes payable. For Chinese financial systems, you must set up a bank code for an actual bank on the Bank Reconciliations form, and then select the code for that actual bank on the Bank Initial Setting form.

To set up initial balance information for a bank:

- 1 Open the Bank Initial Setting form.
- 2 Specify a bank code. The currency, account, and description for that bank are displayed.
- 3 In the Bank Book section of the form, specify the **Initial Balance**. This balance is your bank book balance when you start to use this module.
- 4 Save your changes.
- 5 Click **Local Not Recorded** and specify any dates and amounts that the bank has paid out but that have not been recorded into the local ledger.
- 6 Save your changes and close the form. Click **OK** if you see this warning message: [Bank Book: Balance After Adjustment] is not equal to [Bank Reconciliation Statement: Balance After Adjustment].

This information is now displayed in the Bank Initial Setting form:

**Bank Received/Local Not**

This field shows the amount the bank has received but not put into the local ledger.

**Bank Paid/Local Not**

This field shows the amount the bank has paid but not put into the local ledger.

**Balance After Adjustment**

This field shows this amount: **[Initial Balance] + [Bank Received/Local Not] - [Bank Paid/Local Not]**

- 7 In the Bank Reconciliation section of the form, specify the **Initial Balance**. This balance is the current balance amount on your bank reconciliation statement when you started to use this China Localization module.
- 8 Save your changes.
- 9 Click **Bank Not Recorded** and specify any dates and amounts that have been recorded into the local ledger, but that the bank has not yet paid out.
- 10 Save your changes and close the form. Click **OK** if you see this warning message: [Bank Book: Balance After Adjustment] is not equal to [Bank Reconciliation Statement: Balance After Adjustment]. This information is now displayed in the Bank Initial Setting form:

**Local Received/Bank Not**

This field shows the amount that has been input into the CloudSuite Business ledger, but that was not in the bank reconciliation statement when you started to use this module.

**Local Paid/Bank Not**

This field shows the amount that has been input into the ledger, but that the bank had not yet paid when you started to use this module.

**Balance After Adjustment**

This field shows this amount: **[Initial Balance] + [Local Received/Bank Not] - [Local Paid/Bank Not]**

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# Updating and Reconciling Bank Transactions and Statements

# 3

You can update and reconcile banking information after you have set up the information on the Bank Initial Setting form. Use these utilities. Click each link to view the detailed steps.

- To load transactions into the bankbook, use Load Bankbook.
- To manually enter bank reconciliations, use the Input Bank Reconciliation Statement.
- To automatically match bankbook records with the bank reconciliation statement, use Automatic Matching.
- To manually match bankbook records with the bank reconciliation statement, use Manual Matching.

## Loading Transactions into the Bankbook

Use the Load Bank Book utility to load the transaction date, amount, and other information from the General Ledger. Information is loaded by bank code and currency.

- 1 Open the Load Bank Book form.
- 2 Specify the **Bank Code**.
- 3 Specify the starting and ending dates of the transactions to load.
- 4 Click **Read** to read transactions from the General Ledger for the specified bank code. For each ledger transaction, if its account and unit code are the same as the bank's account and unit code, and the transaction date is within the specified date range, a corresponding bank book record is created.
- 5 Click **List** to display all book entries for the selected bank in the grid on the form.
- 6 Optionally, click **Print** to print the book entries.

## Entering a Bank Reconciliation Statement

- 1 Open the Input Bank Reconciliation Statement form.

- 2 Specify the **Bank Code**. The bank currency is displayed.
- 3 Specify the transaction date for the statement. A system-generated sequence number is displayed.
- 4 Specify a transaction amount from the bank reconciliation statement. Use a positive number for a debit, or a negative number for a credit. Repeat this step until all amounts are entered.
- 5 Save your changes. The current balance is displayed.
- 6 Optionally, click **Print** to print the bank reconciliation statement records.

## Matching Bankbook Records with the Bank Reconciliation Statement (Automatic or Manual)

One bank book record can match multiple records on the bank reconciliation statement, and vice versa. A match exists when the total amount of records on both sides are equal.

To automatically match bank book records with the bank reconciliation statement, use the Automatically Matching form. Click **Match** to match the records.

To manually match the records:

- 1 Open the Manual Matching form.
- 2 Specify a bank code and a currency.
- 3 Specify a General Ledger account and optionally unit codes.
- 4 In the Bank Book grid, the unmatched bank book records are displayed, including the date, voucher number, reference, and amount. Select one or more bank book records to match. As you select records, the values in the **Record Numbers**, **Selected Numbers**, and **Amount Totals** fields are updated.
- 5 In the Bank Reconciliation Statement grid, the unmatched statement records are displayed, including the date and amount. Select one or more bank reconciliation statement records to match. As you select records, the values in the **Record Numbers**, **Selected Numbers**, and **Amount Totals** fields are updated.
- 6 When the total amounts for the selected records in both grids are the same, click **Match** to set the matching flag. Continue until all records are matched.



Complete these tasks to create and post a voucher with the Chinese Localization module. Click each link to view the detailed steps.

- 1 Create the voucher and specify the voucher header and detail information.
- 2 "Verify and approve the voucher." on page 21
- 3 "Optionally, print the voucher." on page 21
- 4 "Post the voucher to the journal." on page 22
- 5 "Post the journal." on page 22

## Creating Vouchers

Use the Voucher Maintenance form to create or view a voucher transaction. If the user who created the voucher (shown in the **Ent. By** field) is different from the current user, all fields in the voucher entry grid are disabled.

- 1 Open the Voucher Maintenance form.
- 2 Click the filter toolbar button.
- 3 Select a **Voucher Type**. Some values on the form are filled with default values, based on the voucher type. This default information is defined in the Voucher Type Maintenance and Voucher Type Relationship Maintenance forms.
- 4 Specify or review these fields in the header section of the form:

### **Prefix No**

This number is determined by the voucher type.

### **Voucher No**

This number is system-generated based on the selected voucher type and is incremented by one from the last number used for this prefix.

### **Notes**

Specify any notes about the voucher. You can select a predefined note. Predefined notes are defined on the Note Descriptions form.

**Transaction Date**

The date that the voucher was created is displayed. You can specify a different date.

**User**

After voucher entry is complete, the name of the user who is responsible for the currently selected voucher is displayed.

**Appendix**

Specify the number of attachments.

**Reverse**

Select this check box if you are entering a reversing transaction. A reversing transaction is usually used for an accrual type transaction. For example, when the pay period extends across a fiscal period, you must enter a transaction for the partial pay period in order to produce an accurate figure for the fiscal period. When this check box is selected, this transaction is posted to the ledger at posting time and a transaction similar to it is also posted, but the transaction amounts are reversed. For example, a debit becomes a credit.

**Rubric**

Select this check box to indicate that the debit amount value is a negative credit amount, and the credit amount value is a negative debit amount. No validation is performed, but positive amounts show as debits and negative amounts show as credits in posting procedures and Chinese financial reports.

**Doc No**

Specify the document number, if necessary.

- 5 As vouchers are processed, this information is displayed in the header:

**Debit Total and Credit Total**

These fields show the total debit and credit amounts of the voucher entries listed in the grid for the current voucher. These amounts are system-calculated fields.

**App By, Check By, Ent By and Date**

After the voucher has been created, checked or approved, these fields contain the name of the user who created, checked, or approved it, and the date that occurred. If you disapprove a voucher, the **App By** field is cleared.

- 6 In the grid, specify this information about the voucher:

**Seq**

The sequence number of the voucher detail transaction is system-generated.

**Debit or Credit**

Specify the debit or credit amount of the transaction.

**Account and Unit Codes**

Specify the G/L account and unit code for the debit or credit entry.

**Notes**

Specify any notes about the voucher. You can select a predefined note. The default value in this field is copied from the header.

**Domestic Amount**

Specify the domestic amount of the transaction.

**Customer/Vendor**

Specify **1** for Customer or **2** for Vendor to indicate whether this transaction is related to a customer or a vendor.

**Customer Number/Vendor Number**

Specify the number of the customer or vendor, depending on the option selected in the **Customer/Vendor** field.

**Bank Code**

Select the bank code to use for the voucher.

**Settle Method**

Specify the payment or receipt method to use.

**Check Number and Date**

Specify the check number and issue date.

**Currency Code**

The currency code that is displayed is based on the **Bank Code**.

**Exchange Rate**

Specify the exchange rate of the currency code when compared to the domestic currency. The default value is taken from the exchange rate on the Currency Rates form.

**Foreign Amount**

If this voucher is a foreign currency voucher, specify the foreign currency amount. The descriptions for the account and unit codes that you specified are also displayed on this form.

7 Save your changes.

## Creating Recurring Vouchers

Use the Recurring Voucher Maintenance form to maintain and generate a voucher that is based on a recurring voucher. You can predefine the content of a recurring voucher. During voucher entry, you can set the amount of a recurring voucher using these methods:

- Specify a constant value that is a fixed amount.
- Create a formula to calculate recurring voucher amounts based on a range of periods, debit amounts, or credit amounts.

To set up a recurring voucher:

- 1 Open the Recurring Voucher Maintenance form.
- 2 Specify the Voucher Type in the header.
- 3 In the Voucher Entry grid, specify the G/L account number, the unit code, and the voucher type. The voucher type is one of these options:
  - **Default**
  - **Constant:** If you select this option, you must also specify a constant value for the debit or credit amount in the Constant field. You can specify any negative or positive value.

- **Formula:** If you select this option, the **Formula Edit** button is enabled. Click this button and edit the formula as described in Using Formula Edit. Then save your changes and close the form to return to the Recurring Voucher Maintenance form.

Your user permissions determine the available voucher types.

- 4 Select **Built** on each row for which to create a voucher. You can use **Select All** to select all rows.
- 5 Save your changes.
- 6 Optionally, click **Preview** to preview the voucher detail information for each voucher that is ready to be generated. On the Preview form, you can either print the voucher details or create the vouchers. The vouchers are generated by using the predefined value or formula and the specified date.
- 7 If you did not preview and generate the vouchers, click **Generate** on the Recurring Voucher Maintenance form to create the voucher. You can view or edit the vouchers on the Voucher Maintenance form.

## Using Formula Edit

To use a formula to calculate amounts for recurring vouchers:

- 1 Add a voucher line of a formula type in the Recurring Voucher Maintenance form.
- 2 Select the line and click **Formula Edit**.
- 3 Specify this information to create a formula:

### Line

This is a system-generated number for the formula line. A formula can have multiple lines.

### Factor

Specify a value to use as a multiplier against the retrieved transactions.

### Account or Unit

Select one of these options to edit either the account range fields or the unit range fields.

### Account From and Account To

Specify the range of G/L accounts used to calculate the amount.

### Unit From and Unit To

Specify the range of unit codes used to calculate the amount.

### Type

Specify one of these options:

- **Period Start** obtains the period start balance of the accounts selected within the range.
  - **Period End** obtains the period end balance of the accounts selected within the range.
  - **Debit** obtains the total of only the debit transactions.
  - **Credit** obtains the total of only the credit transactions.
- 4 Close the form and return to the Recurring Voucher Maintenance form.

## Verifying and Approving Vouchers

**Note:** You must have General Ledger authorization in order to use the **Actions** menu options. In order to use the **Check** and **Approve** options, you must have the appropriate authorizations to access the forms. This is set through the Group Authorizations form.

- 1 On the Voucher Maintenance form, select the **Actions** menu and one of these options to verify and approve the vouchers:
  - **Check**
  - **Disapprove**
  - **Uncheck**
  - **Check-Post** to check, approve and post in one step
  - **Approve-Post** to approve and post in one step
- 2 Save your changes. The **App By** and **Chk By** fields are updated with your name and the date.

## Printing a Single Voucher

Use the Print Voucher form to print a voucher. You can access this form from the Explorer or by clicking **Print** on the Voucher Maintenance form.

- 1 On the Print Voucher form, select the voucher to print.
- 2 Select the form type: **Pre-Print Paper** to use a pre-printed form, or **Laser** for printing on blank paper.
- 3 Click **Print**.

## Printing a Range of Vouchers

Use the Voucher Maintenance Print Criteria form to print a range of vouchers. You can access this form from the Explorer or by clicking **Print Batch** on the Voucher Maintenance form.

- 1 On the Voucher Maintenance form, specify this information to define the range to print:
  - Accounting year and period in which the voucher transactions occurred
  - Voucher type code
  - From and To Voucher number
- 2 Click **Print**.

## Posting Vouchers

To post a single voucher from the Voucher Maintenance form, select a voucher and then select one of these **Actions** menu options:

- Select **Post** to approve the voucher.
- Select **Check-Post** to verify, approve and post in one step.
- Select **Approve-Post** to approve and post in one step.

To post a batch of voucher transactions, use the Voucher Post (Batch) form:

- 1 Open the Voucher Post (Batch) form.
- 2 Specify any or all of this information to limit the definition of the batch:
  - Type Code range
  - Voucher Number range
  - Transaction Date range
  - User who created the vouchers
- 3 Click **Search** to list the vouchers that meet the requirements.
- 4 To select the vouchers you want, select **Mark** for individual rows, or click **Select All** to select all rows.
- 5 Optionally, to see detailed information about a voucher, select that voucher row in the grid and click **Detail**. The Voucher Display form shows information about the voucher.
- 6 Click one of these buttons:
  - Click **Verify** to validate the selected vouchers in the grid.
  - Click **Approve-Post** to approves and post the selected vouchers.
  - Click **Check-Approve-Post** to verify, approve, and post the selected vouchers.

## Posting Journals (China Localization)

Use the base CloudSuite Business Journal Entries form to post transactions of a selected journal ID. You can specify the journal code, description, type and prefix. For the China Localization, the details of the selected journal ID are obtained from the Voucher Maintenance form.

To post the transactions of the selected journal:

- 1 In the Journal Entries form, select **Actions > Post Journal**. The Ledger Posting form is displayed.
- 2 Click **Process** to generate the report for the journal entry.
- 3 Click **Commit** to post the journal entries. The entries are then deleted from the Journal Entries form and transferred to the G/L Posted Transactions form.

## Resequencing Journals

Resequencing a journal does not change the order of the transactions; it only changes the sequence numbers. To change the sequence numbers for a range of journal transactions:

- 1 On the Journal Entries form, select **Actions > Sequence Reset**. The Journal Resequencing form is displayed.
- 2 Specify the resequence ranges and the first sequence number.
- 3 Click **Process**.





### Adding a Chinese General Ledger (CH-GL) Voucher Number to Journal Entries

The Add CH-GL Voucher Number form generates a Chinese General Ledger voucher number to the distribution journals. For A/R, A/P, and writable journal IDs, there is one voucher number for each set of transactions. All journals related to a particular invoice transaction have one voucher number. All transactions that have the same Control Number have the same CH-GL number. For other types of distribution journals, there is one voucher number generated and assigned to all the transactions within a distribution journal created for each day.

To generate the CH-GL voucher numbers:

- 1 On the Journal Entries form, find the journal IDs for transactions that do not have a CH-GL voucher number and that have the same transaction date.
- 2 On the Add CH-GL Voucher Number form, select the journal ID and ending transaction date of the transactions that do not have voucher numbers.
- 3 Click **Process**. A voucher number is generated for these transactions, and the CH-GL voucher number is then displayed on the Journal Entries form.

### Importing Journal Entries

Use the Import Journal utility in the China Localization to import journal transactions from a text file. When the data is loaded, the original account and unit code are converted to the appropriate account and unit code, according to the mappings maintained in the Account Cross Reference form. The data is loaded into the appropriate journal ID according to its original journal ID.

For each journal ID and transaction date (and/or control number and/or CH-GL voucher number), the transaction total amount must be zero. The Reference Control Number for the new journal entry is set as described in this topic.

To import the transactions from a text file:

- 1 Open the Import Journal form.
- 2 Specify the import file name, including the path. The default value in this field is c:\temp\Datled.dat.
- 3 Specify the error log file name, including the path. This is the text file where any import errors are logged.
- 4 Select an option for generating the new transaction's control number:
  - **Control Number:** Use this option to set the newly created journal entry's Control Number to the original ledger's Control Number. If the original ledger transaction's control number is empty, the transaction data is sent to the error log file and that transaction is not imported.
  - **Chinese General Ledger (CH-GL) Voucher Number:** Use this option to set the newly created journal entry's Control Number to the original ledger's CH-GL Voucher Number. If the original CH-GL voucher Control Number is blank, the transaction data is sent to the error log file and that transaction is not imported.
  - **Regenerate:** Use this option to generate a new Control Number when the data is imported. If some consecutive transactions are on the same date, their Control Number should be the same.
- 5 Click **Process** to import the transactions.
- 6 Check the error log file for any transactions that failed to import. Make any corrections and import those transactions again.

## Exporting General Ledger Entries

Use the Output Ledger utility to export all General Ledger entries to a file that you can use with the Import Journal utility.

**Note:** Before you run this utility for the first time, open the Report Options form, and create a record where **Task Name** is **CHSOutputLedger** and **Output Format** is either **Comma Separated Values** or **Excel**. When the report generation completes, a file with the extension .csv is created in your report folder.

To export the entries:

- 1 Open the Output Ledger form.
- 2 Select the starting and ending transaction dates.
- 3 Select the starting and ending transaction numbers.
- 4 Select the ID of the journal to export.

**Note:** Each day's amount total within the selected transaction range for the specified Journal ID must be zero.

- 5 Click **Process** to export the entries.

## Updating Journal Entry Reference Numbers (Voucher List)

Use the Voucher List form to update a journal entry reference number for selected vouchers. You can also print a Voucher List report.

- 1 Open the Voucher List form. The form opens in Filter-in-Place mode.
- 2 Specify a voucher number associated with some journal entries. Alternatively, specify the date when the transaction was created.
- 3 Click the filter toolbar button to view information about the voucher.
- 4 Click **Update** to change the reference information for the displayed journal entries.
- 5 Optionally, click **Print** to print the information in the grid.

## Updating the Ledger for Customer or Vendor Transactions

Use the Update Ledger Cust Vend Num utility to revise the Customer or Vendor field of those transactions that were entered manually in the China Localization module. You can only update the ledger transactions from writable journals.

To revise this information:

- 1 Open the Update Ledger Cust Vend Num form.
- 2 Specify the date range of the transactions to view.
- 3 Specify the range of accounts and unit codes to view.
- 4 In the Type field, specify **Account** to exclude unit codes from view, or **Unit** to include them.
- 5 Click **Search** to show records in the grid that match your selections.
- 6 Select **Customer** to update customer numbers, or **Vendor** to update vendor numbers.
- 7 Click **Save**.
- 8 Use the G/L Posted Transactions form to verify that your updates are reflected in the transactions.



## Overview of China Localization Reports

These reports are available in the China Localization module:

- **Chinese Book Definition:** Multiple report layouts can be defined and printed for the Chinese account book.
- **General Ledger Report:** This form prints the G/L summary for a selected year and period (month).
- **Detail Left-Over Amount Report:** This form prints detailed transaction information of one specific summary line of the General Ledger for a selected year and period.
- **Voucher Total:** This form prints a cover page for a Voucher Transaction Book, for filing purposes.
- **A/R Account Book:** This form prints accounts receivable reports for a date range.
- **A/P Account Book:** This form prints accounts payable reports for a date range.
- **A/R / A/P Account Book:** From this form, you can print both accounts payable and accounts receivable reports.

## Defining the Chinese Account Book and Report Layouts

- 1 Open the Chinese Book Definition form.
- 2 Click **Define** to display the Chinese Book Definition Data Entry form.
- 3 Specify this information:

### **Book Name**

Specify a name to define this journal.

### **Book Type**

Specify the report layout for this book:

- **Three-Bucket:** This type of report is only against one account and lists all of its transactions in a special period. It is a report with three numeric columns. For example, if there are 50 transactions in this period, then the report has 50 lines of transactions and three columns.

- **Multi-Bucket:** This type of report is against more than one account, with each account information displayed in each column. For example, if five accounts are defined in the Multi-Bucket report, then five columns are displayed. An unlimited number of columns (accounts) can be defined in this type of report.
- **Book of Account:** This type of report is similar to the Three-Bucket report, but it has a column for corresponding accounts. If there is more than one corresponding account, multiple lines are printed on the report.
- **Foreign Bucket:** This type of report is the foreign currency report for a Three-Bucket report.
- **Foreign Account:** This type of report is the foreign currency report for a Book of Account report.
- **Tax-Bucket:** This type of report is used for reporting taxes, such as VAT on accounts.

### Type

**Select Account** or **Unit Code.** These options have different purposes, depending on the book type you select. For example, if you select the **Three Bucket** or **Multi-Bucket** book types and you select **Account**, you can only edit the Account field. If you select either the **Three Bucket** or the **Multi-Bucket** book type and you select **Unit Code**, you can select a unit code with the account.

### Account

Specify the account number or use the asterisk (\*) as a wildcard to select a set of accounts to display in the Chinese Report Sub-Account grid. For example, if you specify **11\***, accounts that begin with 11 are listed.

### Currency

If this book uses a foreign currency, select this check box and then select the currency code.

### Debit Col

Select this check box to print the debit transaction on the report.

### Credit Col

Select this check box to print the credit transaction on the report.

### Bal Col

Select this check box to print the leftover balance on the report.

### Bal Col is Last

Select this check box to place the balance amount as the last column of the report.

### Display Unit Code

Select this check box to print the unit code on the report.

### Group by D/C

Select this check box to combine debit and credit transactions on the report.

### Group by Account

Select this check box to combine account transactions.

### Report Cols

Specify the number of columns for the report. The default limit is 180.

### Rept Lines

Specify the number of lines to show on each report page.

- 4 In the Sub-Account grid, the sequence number for each row is automatically generated. Specify the account number, unit code, name of the bucket or account for the report, and a factor. The factor is a multiplier that is used against the retrieved transactions.
- 5 Save your changes and close the form to return to the Chinese Book Definition form.

## Printing the Chinese Book Definition Report

- 1 In the Chinese Book Definition form, select an account book name.
- 2 Click **Print**. The Chinese Book Definition Report form is displayed.
- 3 Specify the date range and account range to include on the report.
- 4 Select any appropriate unit code ranges to include.
- 5 Optionally, select **Print Day Total** to print a subtotal for each day.
- 6 Select the form type, either **Pre-Print Paper** to use a pre-printed form, or **Laser** to print on blank paper.
- 7 Optionally, to exclude accounts with zero balances, clear the **Print Zero Balance Account** check box.
- 8 Click **Preview** to preview the results.
- 9 Click **Print** to print the report.

## Printing the General Ledger Report

To generate General Ledger summary reports for a selected year and period:

- 1 Open the General Ledger Report form.
- 2 Specify the year and period for the report.
- 3 Select the form type, either **Pre-Print Paper** to use a pre-printed form, or **Laser** for printing on blank paper.
- 4 Click **Preview** to preview the results.
- 5 Click **Print** to print the report.

## Printing Details for a Summary Line in the General Ledger

Use the Detail Left-Over Amount Report to print the details for one summary line in the General Ledger.

- 1 Open the Detail Left-Over Amount Report form.

- 2 Specify the year and period for the report.
- 3 In the **Text** field, specify a value that matches the **Text** value that is specified for the Zongzhang report ID in the **Totals** tab of the Financial Statement Line Definition form. If you leave the **Text** field blank here, then the system looks for a blank **Text** entry in the Totals tab on the Financial Statement Line Definition form. If a blank **Text** entry in the **Totals** tab is not found, the report uses the value from the last Total entry that is defined on the Financial Statement Line Definition form.

The Zongzhang report ID requires financial statement line definition only for lines where the financial statement **Type** is set to **Account** or **Total**. It does not require column definition for financial statements.

The financial statement lines where the **Type** is set to **Total** are displayed on the General Ledger report. The Detail Left-Over Amount Report displays detailed information for the accounts and unit codes, and is grouped by lines where the **Type** is set to **Total**.
- 4 Optionally, to exclude accounts with zero balances, clear the **Print Zero Balance Account** check box.
- 5 Click **Preview** to preview the results.
- 6 Click **Print** to print the report.

## Printing a Cover Page for a Voucher Transaction Book

To print a cover page for a voucher transaction book:

- 1 Open the Voucher Total form.

**Note:** The descriptions use the reference description defined in the Reference Maintenance form instead of any references defined in the original voucher.
- 2 Specify the year and accounting period for the book.
- 3 Specify the range of voucher numbers to include.
- 4 Click **Display** to view all the transactions.
- 5 Click **Print** to print the calculated account subtotal within the specified voucher range as a cover page for the voucher binding.
- 6 Click **Print to File** to print the cover page to a file. The file type is determined by the **Output Format** specifications on the Intranets or Report Options forms.

## Printing the A/P Account Book

Use these steps to generate Accounts Payable reports for a date range and optionally a customer range:

- 1 Open the AP Account Book form.
- 2 Optionally, specify a range of vendors to include on the report.



- 3 Specify a range of dates to include.
- 4 Specify the currency code to use.
- 5 Select **View Detail Status** to print a detailed report. Otherwise, a summary report is printed.
- 6 Click **Print**.

## Printing the A/R Account Book

Use these steps to generate Accounts Receivable reports for a date range and optionally a customer range:

- 1 Open the AR Account Book form.
- 2 Optionally, specify a range of customers to include on the report.
- 3 Specify a range of dates to include.
- 4 Specify the currency code to use.
- 5 Select **View Detail Status** to print a detailed report. Otherwise, a summary report is printed.
- 6 Click **Print**.

## Printing Both A/R and A/P Account Books

- 1 Open the AR/AP Account Book form.
- 2 Specify this information:
  - Account/Unit**  
Select either **Account** or **Unit**. Then specify either the account number or the unit codes to include on the report.
  - Customer/Vendor**  
Select either **Customer** or **Vendor**. Then specify either the customer number range or the vendor number range to include.
  - Date**  
Specify the range of dates to include.
- 3 Select **Detail Show** to print a detailed report. Otherwise, a summary report is printed.
- 4 Select **Domestic Currency** to include domestic currency values on the report.
- 5 Select the form type: **Pre-Print Paper** to use a pre-printed form, or **Laser** for printing on blank paper).
- 6 Click **Print**.



## Golden Tax System VAT Overview

The Golden Tax System (GTS) is a system developed by the China Tax Bureau (CTB) to register and pay VAT. As per legal requirements, companies registered in China can issue VAT invoices only using the government owned Golden Tax System (GTS). The GTS issues GT numbers for the VAT invoices sent to it.

The Generate VAT File form is used to generate text files that can be imported into GTS.

The Import VAT Files form is used to generate text files that can be imported into GTS.

The Posted Invoices form shows all posted invoices that have a VAT status of **Complete** and **Not Used**.

## Generating VAT Files

Use the Generate VAT File form to generate text files that can be imported into the Golden Tax System (GTS). The Naming Rule of the text file that this process will generate is:  
CreateYYYYMMDDHHMMSS.txt or VoidYYYYMMDDHHMMSS.txt.

- 1 Before you begin this task, you must specify a (VAT) Export File Logical Folder in the Order Entry Parameters form. The output file is placed in this folder.
- 2 To generate a new VAT file or void a previously sent VAT invoice, select the **File Type**.
- 3 To see the invoices without generating a text file, select the **Preview** check box and click **Process**.
- 4 To generate a text file for all of the invoices, select the **Commit** check box and click **Process**. Then click **OK**.
- 5 Click **Files** to open the File Maintenance form. Select the VAT export file logical folder to display its files.
- 6 Select the export file and click **Download** to download it to a local folder. If there is more than one file in the logical folder, you can tell which file is the newest by the date in its filename.

## Importing VAT Files

Use the Import VAT Files form to update VAT Invoice Numbers and their VAT Adjusted Sales Tax amounts according to feedback from the Golden Tax System.

- 1 Before you begin this task, you must specify a **(VAT) Import File Logical Folder** in the Order Entry Parameters form and then click **Files** to open a form where you can upload files from a local drive to the logical folder. All the files in the **Import File Logical Folder** will be imported.
- 2 To see the invoices, debit and credit memos that have a status of pending, select the **Preview** check box and click **Process**.
- 3 To process all of the invoices, select the **Commit** check box and click **Process**. The VAT invoice number and VAT adjusted sales tax are updated for all of these invoices. A message confirms the number of invoices that were processed. All of the processed files are then moved to the **Archive File Logical Folder** that is specified in the Order Entry Parameters form.
- 4 If you want to view an archive file, click **Files**, select the VAT archive logical folder, select a file in that folder, and click **View**. You can also delete or download archived files from the logical folder.

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# Using Query Forms in the China Localization

## 8

The China Localization module includes these special query forms:

- Use the Bank Inquiry form to query bankbook and bank reconciliation statement data. You can query by bank code, currency, or account. Click the filter button on the tool bar to display the results in the grid. To sort the query results, double-click on any column heading. To print the results, click **Print**.
- Use the Posted System Voucher Inquiry form to perform queries on posted vouchers to the Chinese General Ledger. You can choose to query by year, period, type code, and a range of voucher numbers. Specify the search criteria and click **Inquire** to display the results in the grid. To print the information, select a form type, either **Pre-Print Paper** to use a pre-printed form, or **Laser** for printing on blank paper) and click **Print**.
- Use the Posted Voucher Enquiry form to perform queries on posted vouchers. You can choose to query by year, period, type code, and a range of voucher numbers. Click **Search** to display the results in the grid. To sort the query results, double-click on any column heading. To view additional information on a transaction, select the transaction in the grid and click **Detail** to display the Posted Account Enquiry Detail form.
- The Posted Account Enquiry Detail form lists the results of your query from the Posted Voucher Enquiry form. It shows the general ledger transaction and detailed information about the voucher entries for that transaction. You can select a posted voucher from this form and click **Print** to print it.
- Use the Posted Voucher Transactions Summary Enquiry form to query all the voucher transactions for a specified year and period and for a specified account. Specify the search criteria and click **Search** to display the results in the grid. To sort the results, double-click on any column heading. Select a transaction and click **Drill Down** to display the Voucher Transaction Summary by A/C - Drilldown form.
- The Voucher Transaction Summary by A/C - Drilldown form lists a summary of voucher transactions, organized by account code. The displayed fields include the transaction date, voucher number, reference, rubric, and domestic amount. Click **Print** to print the information. Click **Detail** to display the Voucher Transaction Summary by A/C - Detail form.
- The Voucher Transaction Summary by A/C - Detail form lists the details of a selected voucher transaction. The displayed fields include the sequence, amount, account, unit codes, and reference. To print the transaction information, select a form type, either **Pre-Print Paper** to use a pre-printed form, or **Laser** for printing on blank paper and click **Print**.

- Use the Voucher Type Relation Maintenance Inquiry form to show information about relationships between voucher types and accounts/unit codes.