



Infor CloudSuite Business Japan Localization User Guide

Release 9.01.x

Copyright © 2016 Infor

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement, the terms of which separate agreement shall govern your use of this material and all supplemental related materials ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above. Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Without limitation, U.S. export control laws and other applicable export and import laws govern your use of this material and you will neither export or re-export, directly or indirectly, this material nor any related materials or supplemental information in violation of such laws, or use such materials for any purpose prohibited by such laws.

Trademark Acknowledgements

The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

Publication Information

Release: Infor Cloudsuite Business (Industrial) 9.01.x

Publication Date: October 3, 2016

Document code: csbi_9.01.x_csbijpug_csbusiness_en-us

Contents

- Contacting Infor.....5**
- General Setup for the Japan Localization.....7**
- About Order Invoicing and Shipments (Japan).....9**
- About Order Shipping and Order Shipment Posting (Japan).....11**
- About Journal Voucher Numbers.....13**
- Firm Banking Overview.....15**
- AP EFT Posting Example.....17**
- Using EFT Bank Fees.....19**
- Invoice Batches.....21**
 - About Invoice Batches.....21
 - Adding an Invoice Batch.....22
 - Deleting an Invoice Batch.....22
 - Updating an Invoice Batch.....22
 - Generating an Invoice Batch.....22
 - About Invoice Batch Detail.....23
 - Adding a Customer to an Invoice Batch.....23
 - Adding an Invoice for a Customer to Invoice Batch Detail.....23
 - Updating or Deleting Invoice Batch Detail Records.....24

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.

General Setup for the Japan Localization

Perform the following steps to set up Japan Localization:

- 1 In the Tax Systems form, set the **Tax Mode** for Tax System 1 to **Item**.
- 2 In the Tax Parameters form, enter a starting tax period date.
- 3 In the Tax Jurisdiction form, define tax jurisdictions for each tax system.
- 4 In the Tax Codes form, define tax codes for Tax System 1, using tax rates and tax jurisdictions.
 - Define A/R and A/P tax accounts. Use separate accounts that correspond to the Output and Input components for the Consumption Tax.
 - Use the **Next Level Tax Code** feature to define hierarchical relationships that govern different tax rates that correspond to national and prefecture/local tax jurisdictions.
- 5 In the Billing Terms form, define terms. This information includes the cutoff day for generating invoices, the month to forward, the payment day and the holiday offset for defining the due date.
- 6 In the Customers form, define customers. Assign a Billing Terms code from step 5. Define the **Consumption Tax Round Method** and the **Consumption Tax Header** or **Line Method**. These rates are defined for the Bill To customer only. Together they define the methods used for calculating Consumption Tax amounts. You can also select the **Shipment Approval Required** field. This field designates whether order shipments require the procedure for approval and posting before order shipments may be invoiced; yes if selected, no if cleared.
- 7 In the Holidays form, define the holidays necessary for the invoicing process. The holidays, together with the billing terms code and the customer information, determine the **Invoice Due Date**.
- 8 In the Items form, define your items. Assign the tax code that you defined in step 4.

Notes:

- When you ship orders to your customers, use the Order Shipments form to record customer approval for shipments.
- When you invoice the orders, use the Order Invoicing/Credit Memo form.
- To view your Consumption Tax liabilities and gather information to fill out the Consumption Tax return, run the Consumption Tax Report.

About Order Invoicing and Shipments (Japan)

After a company in Japan ships orders to the customer, the company normally does not invoice the order until they receive approval from the customer to confirm that the customer is satisfied with the quality of the delivered goods. The invoicing process has two parts:

- The company immediately recognizes the sales transaction by booking this journal entry to ensure that the sales on the accounting books are current:

Dr		Sales
	Cr	Unbilled Accounts Receivable

- On the cutoff date, which is the monthly invoicing date as agreed with by the customer, the company issues an invoice with invoicing details to the customer and creates these journal entries:

To reverse the accrual entry from Shipment Post:

Dr		Sales
	Cr	Unbilled Accounts Receivable

To create the Invoice Journal entry:

Dr		Accounts Receivable
	Cr	Unbilled Accounts Receivable

All shipments made on or before the cutoff date are included in the invoice for that month. Set the invoice date to match the cutoff date. The invoice due date is calculated from the cutoff date.

There are some restrictions on invoicing in the Country Pack for Japan:

- Invoices cannot be voided.
- Invoice numbers cannot be reset or reused in subsequent fiscal years.
- Progressive invoicing, RMA credit memos, and price adjustment invoicing have not been modified to support the features in this country pack.

About Order Shipping and Order Shipment Posting (Japan)

After customers receive shipments, they must approve the shipments. When the shipments are approved, you can post a journal entry for the shipment, which then allows the order to be invoiced. However, there may be some time between the date when the shipment is approved and the date when invoicing occurs. During that time, the amount of the order is recorded in your accounting ledgers under **Unbilled Accounts Receivable**. After invoicing, the amount is moved into **Sales** and **Consumption Tax Payable**.

On the Order Shipments form, you can indicate customer approval for individual shipments.

Journal Entries Created by Posting the Shipment

After the customer approves an individual shipment, posting the shipment creates a new **Unbilled Accounts Receivable** journal entry for the AR DIST journal. The journal entry for the posted shipment takes this form:

Dr		Unbilled Accounts Receivable
Dr		Sales Discount (optional)
	Cr	Sales
	Cr	Consumption Tax Payable

Reversing an Order Shipment Posting

To manually reverse an order shipment that was approved and posted in error, click **Reverse Shipment Post**. This creates an offsetting journal entry from the entry created during the posting process. The approval date and remarks are removed. The journal entry for the reverse posting of the shipment takes this form:

Dr		Sales
Dr		Consumption Tax Payable
	Cr	Unbilled Accounts Receivable
	Cr	Sales Discount (optional)

Journal Entries Created by Invoicing a Posted Shipment

In the Order Invoicing/Credit Memo form, you can select only those order shipments that are approved and posted to the AR DIST journal. The invoicing process can create a journal entry to reverse the shipment posting accrual entry and then create AR invoices and attendant journal entries that take this form:

Dr		Accounts Receivable
Dr		Sales Discount
	Cr	Sales
	Cr	Consumption Tax Payable

The amounts for the Consumption Tax are determined based on the settings defined in the Customers form for the **Consumption Tax Round Method** and the **Consumption Tax Header** or **Line Method**.

About Journal Voucher Numbers

On the Journal Entries form, the Voucher Number field is displayed in two places with a system-generated voucher number, once in the grid and once on the body of the form. The purpose of the voucher number is so that you can organize transactions into groups.

Firm Banking Overview

In compliance with The Japanese Bankers Association (JBA), the system provides adherence to the Zengin-Tejun protocol which defines additional data content and file format for Electronic Funds Transfer (EFT).

Use these forms for this feature:

- Bank Code Bank File Format - On this form, you can choose the Zengin File (JBA) format in the **Format** field and define the EFT Bank Fee account.
- Bank Addresses - On this form, you can specify the **Account Holder Name**, **Account Type**, **Bank Branch Name**, **Zengin Bank Code**, **Zengin Branch Code**, and **Zengin Account Number**.
- EFT Bank Fees - On this form, you can define a schedule of bank fees based upon the draft amount for a given **Bank Code**, **EFT Bank Fee Type**, and **Effective Date**.
- Vendors - On this form, you can define data necessary for the generation of the Zengin format EFT file. Use these fields: **Account Owner Name**, **Bank Branch Name**, **EFT Bank Fee Terms**, **Account Reference 1**, **Account Reference 2**, **Zengin Bank Code**, **Zengin Branch Code**, and **Zengin Account Number**.
- Bank Reconciliations - On this form, view the **Vendor Check Number** in the grid.
- EFT Files - On this form, view the transmission status for EFT files.

AP EFT Posting Example

The system provides for the generation of EFT files according to the Zengin (JBA) EFT file format. The process to generate EFT files also records EFT File entries and attaches the EFT file using CloudSuite Business documents. A/P EFT Posting determines necessary bank fees, records them as Bank Reconciliation detail items, and uses the General Journal to record the journal entry.

Consider this example using a vendor where the agreement for EFT Bank Fee Terms uses Telegraphic transfer, fee borne by Payer. The Zengin Bank Code and Zengin Branch Code values are the same for the vendor bank and the **Bank Code** on the Bank Code Bank File Format form.

EFT Bank Fees have been defined for the same **Bank Code** assigned on the Bank Code Bank File Format form according to the data in this table:

Tier Amount	Charge 1	Charge 2
1.00	10.00	2.00
50,001.00	6.00	1.00

The EFT payment is recorded to the vendor in the amount of 2,400.0000. Posting creates journal entries for the AP DIST journal using the same methodology found in base CloudSuite Business and are not reproduced here. Given that the EFT Bank Fee Terms has been defined where fees are paid by the payer, the appropriate fee is determined using EFT Bank Fees data where the Tier Amount is less than the draft amount and then adding values from Charge 1 and Charge 2. In the example, the EFT payment amount of 2,400.00 corresponds with Tier Amount 1.00 for the result of 12.00. The **Transaction Date** matches the **Transaction Date** from the EFT Payment record.

The **Bank Code** on the Bank Code Bank File Format form defines the currency code and cash account.

This journal entry is recorded in the General Journal:

Account	Debit	Credit
EFT Bank Fees (1)	12.00	
Cash (2)		12.00
Reference (3) BBB FEE APP VVVVVV		

(1) Defined on the Bank Code Bank File Format form.

(2) Defined for the **Bank Code** on the Bank Code Bank File Format form.

AP EFT Posting Example

(3) BBB = BankCode, FEE = Literal for FEE type, APP = Literal for AP Payment, VVVVVVV = VendNum
Here are the values from the Bank Reconciliation entry:

Property	Value
Type	Other
Trans Date	Use Trans Date from associated EFT payment
Ref Type	FEE (literal value)
Ref Num	Use Vend Num from associated EFT payment
Vend Check Num	Use Transaction from associated EFT payment
Amount	Use Fee amount from EFT Bank Fees data
Bank Recon?	Unchecked

Using EFT Bank Fees

Use the EFT Bank Fees form to define a schedule of bank fees based upon the draft amount for a given **Bank Code**, **EFT Bank Fee Type**, and **Effective Date**.

- 1 On the EFT Bank Fees form, create a new record.
- 2 Select a **Bank Code**.
- 3 Select the **EFT Bank Fee Type**.
- 4 Specify an **Effective Date**.
- 5 Specify a **Tier Amount**.
- 6 Specify a **Charge 1** amount.
- 7 Specify a **Charge 2** amount.
- 8 Save the record.

Invoice Batches

About Invoice Batches

You must have the JapanCountryPack license to use the invoice batch functionality.

These forms are used with the invoice batch functionality:

- Customers
- A/R Posted Transaction Detail
- Generate Invoice Batch
- Invoice Batches
- Invoice Batch Detail
- Invoice Batch Report

The invoice batch displays all invoices, credit memos, and debit memos that have not been printed on any other invoice batch. You have the ability to verify all invoices, credit memos, and debit memos and delete individual records from the invoice batch if desired. You can then print the invoice batch. Each invoice batch is assigned a unique number. Invoice batches are generated based on a close date entered on the Generate Invoice Batch form. The day of the close date is used to determine which customers are included in the invoice batch by matching the day with the customer invoice batch cutoff day assigned on the Customers form.

The **Invoice Date** and the **Due/Paid Date** fields on the A/R Posted Transaction Detail form are used during the generation and print processing. For example, if the invoice date is set to **10/10/13** and for some reason it is changed to **11/10/13**, the invoice does not get picked up in the **10/20/13** generation run unless the **Override Invoice Batch Creation Rules** field is checked on the Generate Invoice Batch form.

For payments, the **Due/Paid Date** is used to determine when a payment was made. If this date is changed, it affects the **Former Invoice** and **Payment** calculations on the Invoice Batch Detail form and the Invoice Batch Report. If a payment **Due/Paid Date** is set to **05/12/13** and it is changed to **11/12/13**, the payment shows in the November payments and not the May payments. If you do a reprint of May, its values would be different because the payment would not show as being paid in May.

Dummy Invoices

If you have upgraded from a prior version, you must create a dummy invoice batch so that old invoices, credit memos, and debit memos do not show up on the first invoice batch sent out to your customers. A dummy invoice batch should be created for each of the cutoff days that would be run during a normal

month. You should use the prior period close date, so that invoices, credit memos, and debit memos for the current period are not included in the generation of the invoice batches. If an existing customer has been in the system but was not part of the invoice batch process and is added to the invoice batch process, you should generate a dummy invoice for that customer. This prevents older invoices, credit memos, and debit memos from showing on the current period invoice batch.

Adding an Invoice Batch

- 1 On the Invoice Batches form, create a new record. The system automatically generates the invoice batch number.
- 2 Provide a description.
- 3 Specify a close date in the **Close Date** field.
- 4 Save the record.

Deleting an Invoice Batch

On the Invoice Batches form, select a record and delete it. You can only delete an invoice batch if it has not yet been printed. When you delete an invoice batch, all A/R posted records assigned to the invoice batch are released.

Updating an Invoice Batch

On the Invoice Batches form, update the description if you wish. This is the only field that can be updated. The other fields can either only be edited when creating a new record, or they are fields that are read-only.

Generating an Invoice Batch

- 1 On the Generate Invoice Batch form, select the **Close Date**.
- 2 Provide a description for the invoice batch.
- 3 Either select or clear **Exclude Invoices on Closing Date**.
- 4 Either select or clear the **Override Invoice Batch Creation Rules** check box.
- 5 Select a range of customers for which to create the invoice batch.

6 Click **Process**.

About Invoice Batch Detail

Use the Invoice Batch Detail form to add, update, and delete Customer and A/R posted records from an invoice batch. You can either open this form directly, or you can click the **Invoice Batch Detail** button on the Invoice Batches form.

Before using this form you must already have created an invoice batch on the Invoice Batches form, and you must have assigned an **Invoice Batch Cutoff Day** to a customer on the Customers form.

Adding a Customer to an Invoice Batch

- 1 On the Invoice Batch Detail form, select the invoice batch in the **Invoice Batch** field for which you wish to add a customer. The choices here are all invoices that have not been placed on another invoice batch.
- 2 Select a customer in the **Customer** field. If no customers are displayed in the **Customer** field, that means either that no customers have the same close date that is assigned to the invoice batch or all of the customers that do have that close date are already assigned to another batch.
- 3 Save the record. This information is shown on this form:
 - Former Amount
 - Payments
 - Carry Over
 - Invoiced This Period
 - Charges
 - Taxes
 - Invoice Amount

Adding an Invoice for a Customer to Invoice Batch Detail

- 1 After you add a customer, in the grid area of the Invoice Batch Detail form, click the **Invoice** field to specify an invoice. Add as many as you like, each one in a different row.
- 2 Save the record. This connection between the invoice batch and the customer's transaction is seen in the **Invoice Batch** field on the A/R Posted Transactions Detail form.

Updating or Deleting Invoice Batch Detail Records

On the Invoice Batch Detail form, only those records where the invoice batch has not been printed can be updated or deleted. You can select and delete individual invoice records in the grid or delete the invoice batch record from this form.