Infor CloudSuite Business Thailand Localization User Guide

Release 9.01.x

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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.

About the Thailand Localization

These are the forms that are associated with the Thailand Localization:

• Input VAT Report
• Withholding Tax Certificate Report
• Withholding Tax Details Report
• Inventory Month End Process
• Initialize Inventory Month End Data
• THAI A/P Posted Payment Transaction Report
• Withholding Tax Information Maintenance (After Posted)
• Currency Revaluation Report

These are the forms to which additional functionality is added when you have a Thailand Localization license:

• AP Check Printing/Posting
• AP Payment Transaction Report
• AP Payments
• AP Payment Distributions
• AP Quick Payment Application
• Purchase Order Receiving
• Vendors
• Fixed Asset Depreciation
• Fixed Asset Generate Depreciation Calculation
• Shipment Master
• Pack Confirmation
• Inventory Balance Report
• Shipment Bill of Lading Report
• Shipment Packing Slip Report
• Shipment Pro Forma Invoice Report
• Void AP Posted Payments

Setting up Thailand Localization

To set up the Thailand Localization:

1 Set up a tax code starting with **WH** on the Tax Codes form. This tax code should be rate-based and negative in value. This tax code is used to calculate the sales tax for a particular vendor payment for which tax needs to be withheld.

2 Select the **Active for Purchasing** field on the Tax Systems form.

3 Set up vendors on the Vendors form.

Initializing Inventory Month End Data

Use the Initialize Inventory Month End Data utility to initialize the inventory month end data, creating the starting point for future runs of the Inventory Month End Process activity. Normally, you will only run this utility once, most likely when first licensing the Thailand Localization.

To initialize the inventory month end data:

1 Open the Initialize Inventory Month End Data form.

2 Select **Overwrite existing data** to truncate and re-initialize the target month end table, if it already contains data. Optionally, leave blank to cancel data initialization, if the target month end table already contains data.

3 Click **Process**.

Printing the Invoice Summary, Tax Detail, and Company Information

To print a report that shows the invoice summary, tax detail, and company information:

1 Open the Input VAT Report form.
2 Specify this information:

Display Summary Invoice
Select to hide the details section of the report and show the summaries/sub-totals in the Input VAT Report.

Tax Code
Specify the starting and ending tax code to use on the report.

Distribution Date
Specify the starting and ending distribution date to use on the report.

Invoice Date
Specify the starting and ending invoice date to use on the report.

Vendor
Specify the starting and ending vendor to use on the report.

Company Name
Specify the company name.

Address
Specify the company's address.

Tax ID
Specify the tax ID associated with this company.

Description
Optionally, specify a description for reference.

3 Optionally, click **Preview** to review the results before printing.
4 To print the report, click **Print**.

Reprinting Unposted Petty Cash Transaction Reports

To reprint posted transaction reports:

1 Open the THAI A/P Posted Payment Transaction Report form.

2 Specify a date range. For example, 01-Jan-2014 to 01-Feb-2015.

3 Specify this information:

Display Report Header
Select to show report headers in the report.

Display Distribution Detail
Select to include distribution detail in the report.

Bank Code
Specify the starting and ending bank codes to print on the report.

Internal Notes
Select to print internal notes.

Vendor
Specify the starting and ending vendor to print on the report.

External Notes
Select to print external notes.

Check Date
Specify the starting and ending check date to print on the report.

Increment Date
Select to automatically increment the date ranges and re-run reports.

Check Number
Specify the starting and ending check numbers to print on the report.

4 Select **Action > Background** to open the Background Queue form.

5 To schedule this report to run automatically in the background:

a Select **Actions > Background** to open the Background Queue form.

b Specify the frequency for this report.

c Click **OK**.

6 To print the report now:

a   Optionally, click **Preview** to preview the results before printing.

b   Click **Print** to print the report.

Running Inventory Month End Processes

Use the Inventory Month End Process form to run the inventory month end process after the financial closing period at the end of each month. This process populates all ending balance records for that period for all balance levels.

1 Open the Inventory Month End Process form.

2 Specify this information:

Date
Specify the starting and ending dates to use for the process.

Item
Specify the starting and ending items to use for the process.

Warehouse
Select the starting and ending warehouses to use for the process.

Location
Select the starting and ending locations to use for the process.

3 To run the inventory month end process, click **Process**.

Viewing Currency Revaluation Reports

Use the (Thai) Currency Revaluation Report form to view the A/P and A/R Currency Revaluation Report for internal and external audit. You can use this report to check and review accounts before posting to the final journals. The report includes gain/loss amounts previously posted to the A/P and A/R journals when generating realized gains and losses. The report contains the information as currency, description, currency exchange rate (selling exchange rate for receivables and buying exchange rate for payables), and two balancing journal entries for each transaction posted.

1   Open the (Thai) Currency Revaluation Report form.
2   Specify this information:

Receivables
Select to process a receivables account.

Payables
Select to process a payables account.

Vouchers Payable
Select to process a vouchers payable account.

Starting/Ending Currency
Select the first and last currency code to include on the report.

Transaction Date
Select the transaction date.

Increment Date
Select to automatically increment the date ranges and re-run the report.

Realize Gain/Loss
Select to use the realized accounts that are tied to each currency and to update the historical rates stored on each record.

Inventory Adjustment Offset
This field is available only if the **Use Analytical Ledger** check box is selected on the General Parameters form. Specify the Inventory Adjustment Offset account for which entries will be made to the General Journal. This account must be a non-analytical account. If you do not use a separate Analytical Ledger, this field is disabled. When you choose an account, the corresponding unit code field (1-4) is enabled so that you can then choose a unit code. Also, a description of the account is displayed.

3   Select **Actions > Background** to open the Background Queue form.
4   Determine the frequency for this report.

5 Click **OK** to submit the report.

6 Optionally, click **Preview** to view the results before printing.

7 To print the report, click **Print** .

Withholding Tax

Updating Withholding Tax Information After Posting

To update withholding tax (WHT) information after posting:

1 Open the Withholding Tax Information Maintenance (After Posted) form.
2 Specify this information:

Vendor
Specify the starting and ending vendor numbers to include on the transaction.

WHT Sequence
Select the starting and ending WHT sequence to include on the transaction.

Check Number
Select the starting and ending check numbers to include on the transaction.

Bank Code
Select the bank code associated with the transaction to be processed.

3 Click the **Filter-in-Place** icon to populate posted WHT information within the grid.

If one or more fields are blank, the system shows records from the oldest to the latest.

Printing Withholding Tax Certificate Reports

Use the Withholding Tax Certificate Report form to print withheld tax information, vendor information, and invoice details for unposted payments. This report is also in the Thai language.

To print withholding tax certificate reports:

1 Open the Withholding Tax Certificate Report form.
2 Specify a date range. For example, 01-Jan-2011 to 01-Feb-2011.
3 Specify this information:

Bank Code
Specify the starting and ending vendor to print on the report.

Vendor
Specify the starting and ending vendor to print on the report.

Check Number
Select the starting and ending check numbers to print on the report.

Date
Specify the starting and ending date to print on the report.

Increment Date
Select to automatically increment date ranges and rerun reports.

4 To schedule this report to run automatically in the background:

   a Select **Actions > Background** to open the Background Queue form.

   b Specify the frequency for this report.

   c Click **OK**.

5 To print the report now:

   a Optionally, click **Preview** to preview the results before printing.

   b Click **Print** to print the report.

Printing Withholding Tax Details Reports

Use the Withholding Tax Details Report form to print withheld tax information, vendor information, and invoice details for unposted payments. Use this report for verification purposes.

To print withholding tax details reports:

1 Open the Withholding Tax Details Report form.
2 Specify a date range. For example, 01-Jan-2011 to 01-Feb-2011.
3 Specify this information:

   Tax
   Specify the starting and ending tax to print on the report.

   Dist Date
   Specify the starting and ending distribution date to print on the report.

   Vendor
   Specify the starting and ending vendor to print on the report.

   Withholding Tax Code
   Specify the withholding tax code.

   Increment Date
   Select to automatically increment the date ranges and re-run reports.

4 Select **Action > Background** to open the Background Queue form.
5 Determine the frequency for this report.

6 Click **OK** to submit the report.

7 Optionally, click **Preview** to preview the results before printing.

8 To print the report, click **Print** .

Reprinting Withholding Tax Certificate Reports

To reprint withholding tax certificate reports:

1 Open the Withholding Tax Certificate Report form.

2 Specify a date range. For example, 01-Jan-2011 to 01-Feb-2011.

3 Specify this information:

   Bank Code
   Specify the starting and ending vendor to print on the report.

   Vendor
   Specify the starting and ending vendor to print on the report.

   Check Number
   Select the starting and ending check numbers to print on the report.

   Date
   Specify the starting and ending date to print on the report.

   Increment Date
   Select to automatically increment date ranges and rerun reports.

   Reprint
   Select the **Reprint** check box.

4 Select **Action > Background** to open the Background Queue form.

5 Determine the frequency for this report.

6 Click **OK** to submit the report.

7 Optionally, click **Preview** to preview the results before printing.

8 To print the report, click **Print**.

Reprinting Withholding Tax Details Reports

Use the Withholding Tax Details Report form to reprint withheld tax information, vendor information, and invoice details for unposted payments. Use this report for verification purposes.

To reprint withholding tax details reports:

1 Open the Withholding Tax Details Report form.

2 Specify a date range. For example, 01-Jan-2011 to 01-Feb-2011.

3 Specify this information:

Tax
Specify the starting and ending tax to print on the report.

Dist Date
Specify the starting and ending distribution date to print on the report.

Vendor
Specify the starting and ending vendor to print on the report.

Withholding Tax Code
Specify the withholding tax code.

Increment Date
Select to automatically increment the date ranges and rerun reports.

Reprint
Select the **Reprint** check box.

4 Select **Action > Background** to open the Background Queue form.

5 Determine the frequency for this report.

6 Click **OK** to submit the report.

7 Optionally, click **Preview** to preview the results before printing.

8 To print the report, click **Print**.