Infor SyteLine
Thailand Localization User Guide

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Thailand Localization

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

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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. This is necessary if you use the Petty Cash Payments form.

3 Set up vendors on the **Vendors** form.

Petty Cash

Adding, Updating, or Deleting Petty Cash Payments

Use the **Petty Cash Payments** form to add, update, or delete petty cash payments.

Adding and Updating Petty Cash Payments

To add or update petty cash payments:

1 Open the Petty Cash Payments form.

2 Specify the vendor number. The name of the vendor is displayed.

3 If the payment is for a reapplication, select Reapplication.

4 Specify or review this information, as appropriate:

Type

Select Manual Check for a handwritten or typed check, or Standard Check for a computer-generated check.

Vendor Pay Type

Specify the type of payment to use as the default value for the vendor's payments:

- **Standard Check**: a computer-generated (system-printed) check.
- **Manual Check**: a handwritten or typed check

Check Number

For a manual check, specify the check number. For standard checks, this field is updated when the check or draft is printed.

Check Date

Specify either the check date, or accept the default of today's date.

Check Seq

Specify the sequence number for this payment. This number is used to keep the payments in numerical order.

Bank Code

The default bank code is displayed for the vendor. You can change it when you add payment records or when you reapply a payment. Specify the bank code of the bank account from which the vendor is paid.

When you create a reapplication payment entry, you can change the bank code to a bank code where another open payment exists for the same vendor, check number, bank code, and payment type.

Notes

Use this field to add notes about the payment.

Reference

Specify a description of the payment. This description is included for reference in G/L transaction posting.

Bank Currency Code

The currency of the bank code is displayed for reference.

Vendor [Currency]

The currency of the current vendor is displayed from the Vendors form.

Domestic [Currency]

The domestic currency is displayed for reference.

Payment

If the payment was by manual check, specify the check amount for the current payment. For standard checks, the sum of the payment distributions from the Petty Cash Payment Distributions form is displayed.

Exchange Rate

If the domestic currency code is not the same as the bank currency code, specify an exchange rate for the payment. The value you specify here is displayed on the Petty Cash Payment Distributions form. If this entry is a reapplication of a payment, the original exchange rate will be used.

Domestic [Payment]

Specify the check amount of the payment.

Applied

This field shows the amount of the payment that has been distributed.

Use the Applied and Remaining fields to determine when a payment can be posted. When the sum of the distributions shown in the Applied and Remaining fields equals the total amount of the payment, you can post the payment.

Remaining

This field shows the amount of the payment that is not distributed. When the sum of the distributions shown in the Applied and Remaining fields equals the total amount of the payment, you can post the payment.

Type

The Type field shows one of these types:

- Voucher: from both A/P Posted Transactions and existing Voucher type Payment Distributions
- Open: from A/P Posted Transactions
- Open (Dist): from an existing Open type Payment Distribution
- Commission: from an existing Commission type Payment Distribution

5   This information is displayed for reference:

- Voucher/sequence number for the distribution.
- Invoice number
- Site contains the posted transaction against which the payment distribution is applied
- PO number to which the payment was applied
- Goods receiving note number
- Amount paid
- Discount amount taken on the payment
- Sales tax

6   Click **Save**.

Deleting Petty Cash Payments

1   Open the Petty Cash Payments form.

2   From the grid on the left, select a petty cash payment.

3   Click Delete. The petty cash payment is deleted.

Additional Options

Click **Quick** to open the **Petty Cash Quick Payment Application** form.

Click **Distributions** to open the **Petty Cash Payment Distributions** form.

Creating Distributions and Applying Vouchers to Petty Cash Payments

Use the **Petty Cash Quick Payment Application** form to create distributions and apply vouchers to petty cash payments.

Creating Distributions

To create distributions:

1 Open the Petty Cash Quick Payment Application form.

2 Specify or review this information, as appropriate:

Vendor

Specify the number of the vendor for which you want to add a payment.

Vendor [Name]

The vendor name associated with the vendor number is displayed.

Type

Select Wire Payment, Standard Check, or Manual Check.

Number

The check or wire number is displayed.

Seq

Specify the sequence number for this payment. this number is used to keep the payments in numerical order.

Date

Specify or select the check or wire date, or accept the default of the current date.

Vendor [Currency]

The vendor currency code is displayed.

Domestic [Currency]

The domestic currency code is displayed for reference.

Bank Code

The default bank code is displayed for the vendor. You can change it when adding new payment records.

Vendor Payment

Specify the check or wire amount for the current payment.

Exchange Rate

The exchange rate between the domestic currency and the vendor's currency is displayed for the payment. For open payments, you must book a gain/loss transaction if the exchange rate on the payment is different than the exchange rate on the voucher or adjustment. The payment posts to

A/P Posted Transactions with the same exchange rate on the voucher or adjustment. The payment posts to A/P Posted Transactions with the same exchange rate as the open payment. The voucher is not revalued.

Domestic [Payment]

Specify the check amount of the payment being made to this vendor. The vendor's balance is reduced by this amount.

Bank Currency

The currency of the bank code is displayed for reference.

Applied

This field shows the amount of a payment that has been distributed.

Vendor Pay Type

The vendor's payment type is displayed.

Remaining

The amount minus the sum of the selected vouchers' Applied field is displayed.

Notes

Specify additional information about the payment.

G/L Reference

Specify a description of the payment for reference. It posts to the G/L as part of the transaction posting. after a payment is posed to G/L, the reference is the best way to determine where it originated. The default reference is APP#, where # is the vendor number. The reference code must begin with AP, otherwise, the void utility does not function.

3   Click **Save**. The distribution is created.

Applying Vouchers

To apply vouchers to petty cash payments:

1   Open the Petty Cash Quick Payment Application form.

2   From the grid on the left, select a petty cash payment.

3   This information is displayed for each available voucher:

Type

The transaction type is displayed:

- Voucher: From both A/P Posted Transactions and existing Voucher type Payment Distributions
- Open: From A/P Posted Transactions
- Open (Dist): From an existing Open type Payment Distribution
- Commission: From an existing Commission type Payment Distribution

- Non-A/P: From an existing Commission type Payment Distribution

Voucher

The voucher number associated with the distribution is displayed.

Site

The originating site of the transaction is displayed.

PO

The purchase order number that authorized the purchase from the vendor is displayed for reference.

Check Number

The associated check number is displayed.

Invoice

The invoice number is displayed.

Invoice Date

The invoice date is displayed.

Aim to Pay

The domestic currency amount to apply is displayed.

Discount OR Sales Tax

This field is either Discount or Sales Tax depending on what was specified on the Petty Cash Payment Distributions form. Either the discount amount taken on the payment is displayed or the sales tax is displayed.

Goods Receiving Note

The Goods Receiving Note number for the current pending voucher line is displayed.

G/L Reference

The G/L reference number of the selected transaction is displayed.

4   Select a voucher.

5   To apply the selected voucher to the selected petty cash payment distribution, click **Apply**.

Additional Options

Click **Distributions** to open the **Petty Cash Payment Distributions** form.

Click **Payments** to open the **Petty Cash Payments** form.

Click **Select All** to select all voucher rows.

Click **Deselect All** to deselect all voucher rows.

Maintaining Petty Cash Payment Distributions

To maintain petty cash payment distributions:

1   Open the Petty Cash Payment Distributions form.

2   Specify the vendor number. This information is displayed:

- Vendor number and name
- **Applied:** Sum of the distribution records
- **Remaining:** Difference between the payment/check amount and the applied amount

3   If the payment is for reapplication, select **Reapplication**.

4   This additional information is displayed for reference from the **Petty Cash Payments** form:

- Payment type
- Check number
- Check sequence
- Domestic currency
- Payment
- Exchange rate
- Domestic payment

5   On the General tab, specify or review this information, as appropriate:

GRN

The Goods Receiving Note number is displayed.

Type

Select Voucher, Non-A/P, Commission, or Open.

Vch/Seq

If you are adding a voucher distribution, specify the number of the voucher referenced from the distribution. If you are entering another type of distribution, specify its sequence number.

Site

If the distribution type is Non A/P or Commission, specify the number of the invoice against which you are applying the distribution. For a Commission distribution type, you must specify an invoice number with a commission type of Distribution.

Invoice

If the distribution type is Non A/P, Commission, or Open, specify the site where the transaction resides. If the distribution type is Voucher, the site contains the posted transaction against which the payment distribution is applied is displayed.

PO

Select the PO number to which you want to record a commission or an Open or A/P payment.

Tax Code

Specify the tax rate to apply against a Non-AP distribution.

Note: If you specify a tax code that starts with WH (code for a withheld tax code) and provide the Invoice Date and Vendor Invoice field information, the **Tax Information** button becomes available. Click this button to open the **Withholding Tax Information** form. The information on the **Withholding Tax Information** form is for display purposes.

Invoice Date

Specify the invoice date of a vendor invoice to associate with this vendor payment. This field is for reference purposes.

Vendor Invoice

Specify the invoice number of a vendor invoice to associate with this vendor payment. This field is for referencing purposes.

WHT Sequence

The withholding tax sequence is displayed.

6   On the Accounts tab, specify or review this information, as appropriate:

Vendor [Currency]

The currency for the current vendor is displayed.

Domestic [Currency]

The domestic currency is displayed for reference from the **Petty Cash Payments** form.

Amount Paid

Specify the amount to apply to this payment.

Exchange Rate

The exchange rate is displayed from the **Petty Cash Payments** form.

Sales Tax

Specify the sales tax.

Notes

Specify additional information.

Company

Specify the company name of the vendor. This field is for reference purposes.

Domestic

Specify the domestic currency.

Discount Taken

Specify the amount to be discounted from this payment. This field is available if the Payment Type is Voucher. If the payment type is Non-AP, and the tax code is specified for it, sales tax

is calculated and displayed in the field. After saving the record, this value is added to the vendor payment.

7   If you are entering a Voucher type distribution, the Discount account number from the **Accounts Payable Parameters** form is displayed, but you can select a different account for the discount amount. This field is accessible if the discount is not zero. If you are entering a Non A/P type distribution, select the number of the G/L account to receive the distribution amount. This amount offsets the cash account. If you are entering a Commission type distribution, the number of the G/L commission paid account is displayed from the **Accounts Payable Parameters** form, but you can select a different account to which to apply the payment. If the Payment Type is Non-AP, and the tax code is specified for it, the AP Tax Account for the entered tax code is displayed.

8   In the four drop-down menus next to the Accounts field, specify a unit code for each segment you use.

9   The description of the account is displayed for reference.

10 Click **Save**.

Additional Options

Click **Payments** to open the **Petty Cash Payments** form.

Click **Quick** to open the **Petty Cash Quick Payment Application** form.

Voiding Posted Petty Cash Payments

Use the **Void Petty Cash Posted Payments** form to void posted petty cash payments for standard and manual check payments. The underlying function of this form is to void petty cash posted payments by re-creating the petty cash payments with negative values, then automatically posting to the journal.

To void posted petty cash payments:

1   Open the Void Petty Cash Posted Payments form.

2   Specify this information:

Bank Code

Specify the bank code associated with the transaction to be processed.

Check Number

Specify the starting and ending check numbers to void.

Display Report Header

Select to include headers in the report.

3   Optionally, to view the report before processing, select **Preview**, then click **Process**.

4   To process the report, select **Commit**, then click **Process**.

Posting Petty Cash Payments Made by Manual Check

To post petty cash payments that were entered as Manual Check payment type on the **Petty Cash Payment Distributions** form:

1   Select Petty Cash Posting.

2   Specify this information:

Vendor

Specify the first and last vendor numbers to include.

Check Number

Specify the first and last check numbers to include.

Due Date

Specify the first and last due dates to include.

Bank Code

Select the bank code that is associated with the records(s) you want to process.

Display Report Header

The report header for the Preliminary Check Register report is displayed.

Display Distribution Detail

Select to include distribution details in the Preliminary Check Register report.

3   To run the activity, click **Process**.

4   To print the results of running the activity or utility without saving the results in the database, click **Print.** To save the results of the activity, click **Commit**.

Printing, Posting, and Voiding Checks Against Petty Cash Payments

Use the **Petty Cash Check Printing/Posting** form to print, post, and void checks against petty cash payments.

Printing and Posting Checks

To print and post checks against petty cash payments:

1   Open Petty Cash Check Printing/Posting.

2   Specify this information:

Bank Code

Select the bank code of the payment transactions you are processing.

Starting Check Number

Specify the check number to print on the next check. The starting check number increments automatically as checks print.

Form Type

Select the form type to print.

Sort By

Select Name to sort the report by name, or accept the default of Number to sort the report by number.

Vendor

Specify or select the first and last vendor numbers to include.

Pay Date

Specify or select the first and last vendor numbers to include.

Starting/Ending Name

Specify the first and last name to include. Because the system searches this range alphanumerically, you can specify the first letter of the first name to include on the report. For example, to print all names through Byrd, you can specify **A** in the **Starting** field and **C** in the **Ending** field.

Display Distribution Detail

Select this option to include distribution detail in the report.

Display Report Header

Select this option to show headers in the report.

Preliminary Check Register

Select this option to set up a preliminary check/draft register. If no checks/drafts need to be printed, a message is displayed. Click **OK** to print the checks/drafts, or click **Cancel** to cancel the printing process.

Final Register and Post

Select this option to print a check/draft register, post the checks/drafts to the A/P Ledger Distribution journal, create posted transaction vouchers are updated with the amount paid and discount taken.

3   Select **Print Remittance Advice**, then click **Process** to print the Remittance Advice report.

Voiding Checks

If your checks/drafts printed incorrectly or were damaged, you may need to void them.

To void checks:

1   Open Petty Cash Check Printing/Posting.

2   Specify this information:

Check Number (To Void)

The first and last check numbers in the range to void are displayed for reference.

Void Check(s)

Select this option to void checks/drafts. When you select this option, the bottom grid is updated with information about the checks/drafts to be voided. When prompted, click **OK** to void them.

3   Click **Process**. The checks are voided.

Printing Unposted Petty Cash Transaction Reports

To print unposted petty cash transaction reports:

1   Open the Petty Cash Payment Transaction Report form.

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

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   Determine the frequency for this report.

6   To submit the report, click **OK**.

Additional Options

Click **Preview** to preview the results before printing.

Click **Print** to print the report.

Reprinting Unposted Petty Cash Transaction Reports

To reprint unposted petty cash transaction reports:

1   Open the Petty Cash Payment Transaction Report (Reprint) form.

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

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   Determine the frequency for this report.

6   To submit the report, click OK.

Additional Options

Click **Preview** to preview the results before printing.

Click **Print** to print the report.

Withholding Tax

Specifying Withholding Tax Information

The **Withholding Tax Information** form is displayed when the user defines a non-A/P payment and enters a tax code that starts with WH, which means that tax to be deducted is withheld. Use this form to enter new or extra information about the vendor. The data captured is displayed later in reports.

To specify withholding tax information:

1   Open the Withholding Tax Information form.

2   Specify this information:

>   **WHT Type**

>   Select the withholding tax type.

>   **Tax ID**

>   Specify the Tax ID for the vendor.

>   **Company Name**

>   Specify the vendor company name.

>   **Address**

>   Specify the vendor's address.

3   Click **Save**.

Updating Withholding Tax Information After Petty Cash Posting

To update withholding tax (WHT) information after petty cash posting:

1   Open the Petty Cash WHT Information Maintenance (After Posted) form.

2   Specify this information:

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

>   **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.

Additional Options

To verify the changing or canceling of records, use the **Withholding Tax Details Report (Reprint)** form.

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   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**.

Additional Options

Click **Preview** to preview the results before printing.

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 (Reprint) 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   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 (Reprint)** 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 (Reprint) 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.

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.

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**.

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.

1. 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**.

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