

# User's Guide for Payment Slips and Rounding

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# Table of Contents

## About this document

<b>Chapter 1 Payment slips</b>	<b>1-1</b>
Payment slips - overview	1-1
To set up payment slips for sales invoices	1-2
To process payment slips for sales invoices	1-3
To generate payment slips for sales invoices	1-3
To process receipts based on payment slips	1-3
To set up payment slips for purchase invoices	1-4
To process payment slips for purchase invoices	1-5
<b>Chapter 2 Swiss payment slips</b>	<b>2-1</b>
Swiss payment slips	2-1
To set up Swiss payment slips for sales invoices	2-2
To set up Swiss payment slips for purchase invoices	2-2
To set up Swiss payment slips for sales invoices	2-3
To set up Swiss payment slips for purchase invoices	2-4
<b>Chapter 3 Rounding</b>	<b>3-1</b>
Rounding	3-1
Rounding differences	3-2
Grand total rounding	3-3
Example of grand total rounding	3-4
<b>Appendix A Glossary</b>	<b>A-1</b>

## Index

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# About this document

## Objectives

This User's Guide describes how you can set up, generate, and process Swiss payment slips for sales invoices and purchase invoices.

## Assumed knowledge

For an understanding of this document you require a basic knowledge of the general sales invoices and purchase invoices procedures.

## Document summary

This document contains the following chapters:

- **Payment slips - overview**  
Provides an introduction to the basic payment slips functionality in ERP LN.
- **Swiss payment slips**  
Provides instructions on how to set up and process Swiss payment slips for sales invoices and purchase invoices.
- **Rounding**  
Provides instructions on how to use rounding.
- **Glossary**  
Provides definitions of the terms and concepts used in this document, in alphabetical order.

## How to read this document

This document was assembled from online Help topics. As a result, references to other sections in the manual are presented as shown in the following example:

For details, refer to *To print texts on invoices*. To locate the referred section, please refer to the Table of Contents or use the Index at the end of the document.

Underlined terms indicate a link to a glossary definition. If you view this document online, you can click the underlined term to go to the glossary definition at the end of the document .

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- To find your local support phone number, click **Contact Infor** in the top right corner of the home page, enter a product name, and click **Search**.

### Payment slips - overview

ERP LN supports the processing of payment slips.

You can attach payment slips to the following types of invoices:

- Sales invoices
- Service invoices
- Project invoices

If you use payment slips, the following procedures can be distinguished:

1. Print payment slips with the invoices that you send to your customers.
2. Receive a bank file from the bank and match the payments made through payment slips.
3. Receive payment slips together with purchase invoices from your suppliers.
4. Prepare and send a payment file based on payment slips to the bank.

These procedures are implemented in the following modules:

- Cash Management
- Accounts Receivable
- Central Invoicing- Sales Invoicing

The payment slip setup details vary by country. You can set up and process payment slips if ERP LN supports the requirements in your country.

For details about the requirements in Switzerland, refer to *Swiss payment slips* (p. 2-1) .

#### **The payment slip reference line in Sales Invoicing**

For electronic processing at the bank, the payment slips must contain a payment slip reference line, which contains the information ERP LN requires to close the related open entry. In ERP LN, the payment slip reference line contains the following components:

- The invoice amount

- Two checksum digits
- The invoice document's transaction type and document number
- The company ID
- The pay-by business partner code
- The bank account number or postal account number

**Note**

The payment slip reference line must be numeric. If you set up payment slip processing, ensure that the codes used to generate the payment slip reference line are all numeric, for example, the transaction type, and the business partner code.

## To set up payment slips for sales invoices

To set up payment slips for sales invoices, use the following sequence of sessions:

- **Transaction Types (tfgld0111s000)**  
Create a transaction type with a numeric code for invoices with a payment slip is numeric. You must do this because the reference number on the payment slip, which includes the transaction type, must be numeric.
- **Bank Branches (tfcmg0511m000)**  
In the **Customer Code** field, enter your company's customer code with the bank that collects the receipts related to the payment slips.  
The payment slip reference line that ERP LN generates includes the customer code.
- **Bank Relations (tfcmg0510m000)**  
Define the bank relation that processes the payment slips.  
In the **Bank Account** field, enter the bank's post account number in the format required for the payment slip reference line.  
The payment slip reference line that ERP LN generates includes the bank account number.
- **Pay-by Business Partners (tccom4114s000)**  
Ensure that the pay-by business partner code is numeric. The code must be numeric because the payment slip reference line, which includes the pay-by business partner code, must be numeric.
- Enter the following pay-by business partner details:
  - **Bank Relation**  
Your bank relation at which you receive payments from the business partner.



- **BP Bank**  
The business partner's bank that makes payments to your bank relation.
- **Bank account number**  
The business partner's bank account number.
- **Payment/Receipt Method (tfcmg0140s000)**  
Define the receipt method according to the requirements in your country.
- **Bank Reference Positions by Country (cisli1130m000)**  
Define the start positions and the lengths of the various fields required to generate the payment slip reference lines.
- **Additional Currency Features (tfgld0129m000)**  
Select the **Payment Slip** check box for the currency or currencies for which you want to generate payment slips. ERP LN generates a payment slip reference line and prints a payment slip for invoices with this invoice currency.
- **CMG Parameters (tfcmg0100s000)**  
Select the **Create Unallocated Receipt** check box. As a result, by default the **Create Unallocated Receipt** is selected when you process the receipts in the Match Electronic Bank Statements (tfcmg5212m000) session.

## To process payment slips for sales invoices

### To generate payment slips for sales invoices

To generate payment slips for sales invoices, use one of the following procedures to process the sales invoices:

- The invoicing procedure to process the invoices manually
- Job processing of invoices to generate the invoices automatically

If you have set up payment slips for sales invoices correctly, ERP LN attaches the payment slips to the invoices.

### To process receipts based on payment slips

The receipts based on payment slips are collected in a bank file which you receive periodically. You can process the bank file as an electronic bank statement. For details, refer to To process electronic bank statements.

Note the following points:

- After conversion of the electronic bank statements in the Convert Electronic Bank Statements (tfcmg5202m000) session, the original file is moved to the archive directory. The current date and time must be added to the filename. In the Convert Electronic Bank Statements
-

(tfcmg5202m000) session, append a tilde (~) character to the pathname in the **Pathname EBS File** field.

- To be able to match receipts based on payment slips with a blank **Amount** field, in the Match Electronic Bank Statements (tfcmg5212m000) session, select the **Create Unallocated Receipt** check box.

## To set up payment slips for purchase invoices

To set up the processing of payment slips on purchase invoices, use the following sequence of sessions:

- **Pay-to Business Partners (tccom4124s000)**  
Enter the following details:
    - **Bank Relation**  
Your bank relation through which you make payments to the business partner's bank.
    - **BP Bank**  
The business partner's bank to which you make payments to the business partner.
    - **Bank account number**  
The business partner's bank account number.
  - **Payment/Receipt Method (tfcmg0140s000)**  
Define the payment method according to the requirements in your country.
  - **Bank Reference Positions by Country (cisli1130m000)**  
Define the start positions and the lengths of the various fields required to generate the bank reference number on the payment slip.
  - **Additional Currency Features (tfgld0129m000)**  
Select the **Payment Slip** check box for the currency or currencies for which you receive payment slips. If you register the invoices in Received Purchase Invoices (tfacp1500m000) session, ERP LN reads the payment slip reference line with an optical character reader (OCR).
  - **Data by Bank/Payment Methods (tfcmg0545m000)**  
Link the payment method to the bank relation and in the **Path Payment/Receipt Files** field, enter the pathname for the DTA files. You can append tilde (~) characters to the filename to add the current year, month, and day to the generated file names.
-

## To process payment slips for purchase invoices

You can process purchase invoices to which payment slips are attached in the same way as described in To process purchase invoices.

Note the following points:

- If you record receipt or you register the purchase invoice, use an optical reader to read the reference line on the payment slip. The reference line contains the business partner's bank account number, the amount, and a reference number. Payment slips with a blank amount also occur.
  - Use a payment method for which you entered '44' for the DTA file in the **Report Group Payments/Receipts** field of the Payment/Receipt Method (tfcmg0140s000) session.
  - For purchase invoices with payment slips, ERP LN generates individual payment advices.
-



## Swiss payment slips

ERP LN supports the processing of payment slips that can be processed by Swiss banks and the bank branches of the Swiss Postal, the 'Postfinance'.

### Bank files for payment slips

To support Swiss payment slips, ERP LN can generate or process the following Swiss bank files:

- **VESR**

A receivables file in the format required for Swiss payment slips. VESR stands for Verfahren für Einzahlungsschein mit Referenznummer, or 'compiled payment slip with reference number'.

- **DTA**

Payment report 44 for payments to supplier. A payment file in the format required for Swiss bank files. DTA stands for Daten Traeger Austausch, or 'data carrier exchange'. A DTA file can contain payments in the local currency based on payment slips as well as other types of payments, for example, payments made to suppliers abroad in foreign currencies.

The Swiss banks offer DTA to their customers for all payments to suppliers in Swiss francs and foreign exchanges. The DTA file can be sent electronically or on a data carrier to the bank relation, for example, Telekurs Holding Ltd., for processing.

DTA supports the following types of transactions:

- **826**

Einzahlungsschein mit Referenznummer (ESR) payments. An is a payment slip that contains a generated payment slip reference line with can be read bwith an optical character reader (OCR).

- **827**

Domestic payments in Swiss francs (CHF) made through bank accounts or postal accounts and postal orders

- **830**  
Payments to financial institutions abroad in CHF and foreign currencies, as well as domestic payments in foreign currencies
- **836**  
Payments with an international bank account number (IBAN) and International Payment Instructions (IPI) in Switzerland and abroad, in all currencies

### To set up Swiss payment slips for sales invoices

To set up payment slips for Swiss banks for sales invoices, in addition to the steps described in *To set up payment slips for sales invoices (p. 1-2)*, you must set up the following details:

- **Company Parameters (tfgld0103s000)**  
In the **Bank Reference Check** field, select **Modulo 10 (Recursive) Check**.
- **Bank Reference Positions by Country (cisli1130m000)**  
Define the start positions and the lengths of the various fields required to generate the payment slip reference lines.  
For Swiss payment slips, define the positions of the following fields:
  - The transaction type
  - The document number
  - The company ID
  - The pay-by business partner code
- **Currencies (tcmcs0102m000)**  
Set the **Grand Total Rounding Factor** field to the required value. If this field has a value other than zero, ERP LN applies grand total rounding to invoice amounts in this currency.

The receipts based on Swiss payment slips are collected in a VESR bank file, which you receive periodically. You can process a VESR bank file as an electronic bank statement. For details, refer to *To process payment slips for sales invoices (p. 1-3)*.

### To set up Swiss payment slips for purchase invoices

To set up payment slips for Swiss banks for purchase invoices, in addition to the steps described in *To set up payment slips for sales invoices (p. 1-2)*, you must set up the following details:

- **Company Parameters (tfgld0103s000)**  
Set the **Bank Reference Check** field to **Modulo 10 (Recursive) Check**.
  - **Payment/Receipt Method (tfcmg0140s000)**  
Clear the **Allow Negative Payment for Credit notes** check box.  
In the **Report Group Payments/Receipts** field, select 44 (DTA).
-

For Swiss payment slips, select the following check boxes:

- **Posting Data Required**
- **Use IBAN Account**
- **Bank Account required**
- **Payment Authorizations (tfcmg1100m000)**  
Define the users who are authorized to make the payments. In the **Payer ID** field, you must enter the DTA submitter's identification defined in your DTA contract with the bank relation.
- **Bank Reference Positions by Country (cisli1130m000)**  
Define the start positions and the lengths of the various fields required to generate the bank reference number on the payment slip.

For Swiss payment slips, define the positions of the following fields:

- The transaction type
- The document number
- The company ID
- The pay-by business partner code

## To set up Swiss payment slips for sales invoices

This functionality is specific for Switzerland.

To set up payment slips for Swiss banks for sales invoices, in addition to the steps described in *To set up payment slips for sales invoices (p. 1-2)*, you must set up the following details:

- **Company Parameters (tfgld0103s000)**  
In the **Bank Reference Check** field, select **Modulo 10 (Recursive) Check**.
- **Bank Reference Positions by Country (cisli1130m000)**  
Define the start positions and the lengths of the various fields required to generate the payment slip reference lines.  
For Swiss payment slips, define the positions of the following fields:
  - The transaction type
  - The document number
  - The company ID
  - The pay-by business partner code
- **Currencies (tcmcs0102m000)**  
Set the **Grand Total Rounding Factor** field to the required value. If this field has a value other than zero, ERP LN applies grand total rounding to invoice amounts in this currency.

The receipts based on Swiss payment slips are collected in a VESR bank file, which you receive periodically. You can process a VESR bank file as an electronic bank statement. For details, refer to *To process payment slips for sales invoices (p. 1-3)*.

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## To set up Swiss payment slips for purchase invoices

This functionality is specific for Switzerland.

To set up payment slips for Swiss banks for purchase invoices, in addition to the steps described in *To set up payment slips for sales invoices (p. 1-2)*, you must set up the following details:

- **Company Parameters (tfgld0103s000)**  
Set the **Bank Reference Check** field to **Modulo 10 (Recursive) Check**.
- **Payment/Receipt Method (tfcmg0140s000)**  
Clear the **Allow Negative Payment for Credit notes** check box.  
In the **Report Group Payments/Receipts** field, select 44 (DTA).  
For Swiss payment slips, select the following check boxes:
  - **Posting Data Required**
  - **Use IBAN Account**
  - **Bank Account required**
- **Payment Authorizations (tfcmg1100m000)**  
Define the users who are authorized to make the payments. In the **Payer ID** field, you must enter the DTA submitter's identification defined in your DTA contract with the bank relation.
- **Bank Reference Positions by Country (cisli1130m000)**  
Define the start positions and the lengths of the various fields required to generate the bank reference number on the payment slip.  
For Swiss payment slips, define the positions of the following fields:
  - The transaction type
  - The document number
  - The company ID
  - The pay-by business partner code



## Rounding

The rounding method is applied to the decimals that exceed the number of decimals specified for the numeric format.

For example, if the value is 28.34875 and the number of decimals for the numeric format is set to 2, the rounding method applies to the decimals 875. Depending on the rounding method, the result is 28.35 or 28.34.

You can specify the way calculated amounts must be rounded for the following situations:

- **Currency rounding**

ERP LN rounds calculated amounts according to the rounding factor defined for the currency in the Currencies (tcmcs0102m000) session. The amounts are rounded to the nearest multiple of the rounding factor. For most currencies, a rounding factor of 0.01 is used.

ERP LN applies this type of rounding to all calculated amounts.

- **Rounding of tax amounts**

After the currency rounding, tax amounts are again rounded, this time according to the rounding method selected for the tax code in the Tax Codes by Country (tcmcs0136s000) session. The rounding method for tax amounts can be **Down**, **Normal**, or **Up**. For details, refer to Rounding Method

- **Rounding of grand total amounts**

In some countries, the total amounts on legal documents that you send to your customers must be rounded in a specific way. For example, In Switzerland, total amounts on sales invoices in Swiss francs must be rounded to 0.05 francs.

To meet this requirement, you can define a grand total rounding factor. For details, refer to *Grand total rounding* (p. 3-3)

## Rounding differences

If rounded amounts are posted, to balance the accounts, ERP LN posts the rounding differences to the ledger accounts and dimensions you defined for rounding differences in the Company Parameters (tfgld0103s000) session.

The following differences exist between currency rounding and grand total rounding:

- **Currency rounding**

ERP LN calculates the rounding difference that results from currency rounding as follows:

$\text{Rounding difference} = \text{Sum of all rounded amounts for debit lines} - \text{sum of all rounded amounts for credit lines per currency in a document.}$

Currency rounding differences are posted when you finalize the transactions in the General Ledger module.

- **Grand total rounding**

ERP LN calculates the rounding difference that results from grand total rounding as follows:

$\text{Rounding difference (grand total rounding)} = \text{Invoice amount rounded with normal rounding} - \text{invoice amount rounded with grand total rounding.}$

Currency rounding differences are posted when you post the invoices in Central Invoicing.

## Example

A rounding factor of 0.05 results in the following rounded amounts:

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Calculated amount in the range	Rounded amount
6.00 to 6.02	6.00
6.03 to 6.07	6.05
6.08 to 6.10	6.10

## Grand total rounding

### To set up a grand total rounding factor

To set up and use a grand total rounding, take the following steps:

1. In the Implemented Software Components (tccom0100s000) session, select the **Grand Total Rounding** check box.
2. In the Currencies (tcmcs0102m000) session, specify the grand total rounding factor in the **Grand Total Rounding Factor** field. If you do not want to use a grand total rounding factor, set this field to zero.

ERP LN applies grand total rounding on the total sales invoice amount, which includes the tax amount and rebate amounts. The actual total invoice amount and the rounded invoice amount are both printed on the invoice.

If you use grand total rounding, rounding differences can occur during the creation of open entries in the Accounts Receivable module when invoices are posted from Central Invoicing to Financials.

If you use grand total rounding, ERP LN rounds the total amounts according to the grand total rounding factor on the following documents:

- Sales quotations
- Sales contracts
- Sales acknowledgement
- Service contracts
- Reserved commission/rebates
- Bill of lading
- Delivery notes
- Service contract quotation
- Service order quotation
- Service order
- Maintenance sales order
- Project bidding

- Sales invoices (including invoices from all origins)

#### Example of grand total rounding

If the grand total rounding factor is 0.05, grand total rounding results in the following amounts on a composed sales invoice:

<b>Amount type</b>	<b>Amount</b>	<b>Tax amount</b>	<b>Total amount</b>
Sales order line 1	7.23	0.94	8.17
Sales order line 2	12.35	1.61	13.96
Total invoice amount			21.23
Rounded invoice amount			21.25
Rounding difference			-/- 0.02

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# Appendix A

## Glossary

# A

### bank account

A record of debit and credit entries to cover transactions involving a particular item, person, or concern. The bank account is identified by a number.

ERP LN can be set to check bank account numbers when you enter them. If the account number does not pass the check, ERP LN displays a warning message.

### cash application

The assignment of received payments to open entries.

### company ID

The identification number the bank assigns to your organization for the electronic processing of bank files.

### grand total rounding

To round the grand total amounts on legal documents that you send to your customers, such as sales quotations, service contracts, and sales invoices.

For example, if the currency rounding factor is 0.01 and grand totals must be rounded on 0.05, you can use grand total rounding and define a grand total rounding factor of 0.05.

### IBAN

See: *international bank account number* (p. A-2)

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### international bank account number

*International Bank Account Number.* An international standard account identifier for identifying an account held by a financial institution, in order to facilitate automated processing of cross border transactions. The IBAN is provided by the bank/branch servicing the account.

Acronym: IBAN

### payment slip

Optically readable document attached to an invoice, which can be sent to the bank to make the payments for the invoice. The supplier's bank account number, the invoice amount, and an invoice reference number are preprinted on the payment slip. If a payment slip is attached to an invoice, the payment slip is created and printed together with the invoice.

### rounding factor

Indicates how ERP LN rounds off entered and calculated amounts or quantities. The quantities and amounts are rounded off to the nearest multiple of the rounding factor. For example, if the rounding factor is 0.030000, a quantity of 2,11 is rounded off to 2,10 ( $= 70 * 0.030000$ ). A quantity of 2,12 is rounded off to 2,13 ( $= 71 * 0.030000$ ).

The following differences exist between rounding factors for currencies and for units:

- ERP LN applies the rounding factor for units immediately when the users enter the data. ERP LN applies the rounding factor for currencies not to the amounts entered, but after performing the applicable calculations.
  - In some cases, you can change rounding factors for units, but you cannot do this for currencies.
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# Index

**bank account**, A-1  
**cash application**, A-1  
**company ID**, A-1  
**grand total rounding**, A-1  
**IBAN**, A-2  
**international bank account number**, A-2  
**Numbers**

- grand total rounding, 3-3
- rounding, 3-1

**payment slip**, A-2  
**Payment slips**

- for purchase invoices, 1-4
- on purchase invoices, 1-5
- on sales invoices, 1-2
- overview, 1-1
- Swiss, 2-1, 2-3, 2-4

**Payment slips - set up**, 1-2  
**rounding factor**, A-2

---

