

Oracle[®] Financials for Poland User's Guide

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Oracle® Financials for Poland User's Guide Release 11

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Preface

Welcome to Release 11 of the *Oracle® Financials for Poland User's Guide*.

This user's guide includes information to help you effectively work with Oracle Financials for Poland and contains detailed information about the following:

- Overview and reference information
- Specific tasks that you can accomplish with Oracle Financials for Poland
- Oracle Financials for Poland programs, reports, and listings
- Oracle Financials for Poland functions and features

This preface explains how this user's guide is organized and introduces other sources of information that can help you use Oracle Financials for Poland.

About this Country-Specific User's Guide

This user's guide documents country-specific functionality developed for use within your country and supplements our core Financials user's guides. This user's guide also includes tips about using core functionality to meet your country's legal and business requirements, as well as task and reference information. The following chapters are included:

- Chapter 1 describes Oracle Payables functionality developed for Poland. It discusses the Purchases VAT Register and the Sales VAT Register.
- Chapter 2 describes Oracle Receivables functionality developed for Poland. It discusses the Accounts Receivable Invoice.
- Chapter 3 describes Oracle General Ledger functionality developed for Poland. It discusses the Journal Ledger Report.

This user's guide is available online

All Oracle Applications user's guides are available online, in both HTML and Adobe Acrobat format. Most other Oracle Applications documentation is available in Adobe Acrobat format.

The paper and online versions of this manual have identical content; use whichever format is most convenient.

The translated HTML version of this book is optimized for on-screen reading, and lets you follow hypertext links for easy access to books across our entire online library; you can also search for words and phrases if your national language is supported by Oracle's Information Navigator. You can access our HTML documentation from the Oracle Applications toolbar, or from a URL provided by your system administrator.

You can order an Oracle Applications Documentation Library CD that contains Adobe Acrobat versions of each manual in the Oracle Applications documentation set. With this CD, you can search our documentation for information, read the documentation online, and print individual pages, sections, or entire books. When you print from Adobe Acrobat, the resulting printouts look just like pages from an Oracle Applications hardcopy manual.

There may be additional material that was not available when this user's guide was printed. To learn if there is a documentation update for this product, look at the main menu of your country's HTML help.

Assumptions

This guide assumes you have a working knowledge of the principles and customary practices of your business area. It also assumes you are familiar with Oracle Financials for Poland. If you have never used Oracle Financials for Poland, we suggest you attend training classes available through Oracle Education. See Other Information Sources for more information about Oracle Financials and Oracle training.

This guide also assumes that you are familiar with the Oracle Applications graphical user interface. To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. If you use Oracle tools like SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications forms, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications forms to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But, if you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

*Consequently, we STRONGLY RECOMMEND that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our manuals.*

Other Information Sources

You can choose from other sources of information, including documentation, training, and support services, to increase your knowledge and understanding of Oracle Financials for Poland.

Most Oracle Applications documentation is available in Adobe Acrobat format on the *Oracle Applications Documentation Library* CD. We supply this CD with every software shipment.

If this user's guide refers you to other Oracle Applications documentation, use only the Release 11 versions of those manuals unless we specify otherwise.

Oracle Applications User's Guide

This guide explains how to navigate, enter data, query, run reports, and introduces other basic features of the graphical user interface (GUI) available with this release of Oracle Financials for Poland and any other Oracle Applications product. This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent requests.

You can also access this user's guide online by choosing *Getting Started with Oracle Applications* from any Oracle Applications help file.

Related User's Guides

This user's guide documents country-specific functionality developed in addition to our Oracle Financials core products. Because our country-specific functionality is used in association with our core Financials products and shares functional and setup information with other Oracle Applications, you should consult other related user's guides when you set up and use Oracle Financials for Poland.

If you do not have the hardcopy version of these manuals, you can read them by choosing Library from the Help menu, or by reading from the Oracle Applications Documentation Library CD, or by using a Web browser with a URL that your system administrator provides.

Oracle General Ledger User's Guide

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so that you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define additional rate types and enter daily rates. This manual also includes complete information on implementing budgetary control.

Oracle Cash Management User's Guide

This manual explains how you can reconcile your payments with your bank statements.

Oracle Purchasing User's Guide

Use this manual to read about entering and managing the purchase orders that you match to invoices.

Oracle HRMS User's Guide

This manual explains how to enter your employees, so you can enter expense reports for them. It also explains how to set up organizations and site locations.

Oracle Payables User's Guide

This manual describes how accounts payable transactions are created and entered into Oracle Payables. This manual also contains detailed setup information for Oracle Payables. Use this manual to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, customers, banks, invoices, and payments windows in both Oracle Payables and Oracle Receivables.

Oracle Receivables User's Guide

Use this manual to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, customers, banks, invoices, and payments windows in both Oracle Payables and Oracle Receivables. This manual also explains how to set up your system, create transactions, and run reports in Oracle Receivables.

Oracle Projects User's Guide

Use this manual to learn how to enter expense reports in Projects that you import into Payables to create invoices. You can also use this manual to see how to create Project information in Projects which you can then record for an invoice or invoice distribution.

Oracle Assets User's Guide

Use this manual to add assets and cost adjustments directly into Oracle Assets from invoice information.

Oracle Applications Flexfields Guide

This manual provides flexfields planning, setup, and reference information for your implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

Oracle Workflow Guide

This manual explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes.

Oracle Alert User's Guide

This manual explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Country-Specific User's Guides

These manuals document functionality developed to meet legal and business requirements in countries that you do business in. Look for a User's Guide appropriate to your country; for example, see the *Oracle Financials for the Czech Republic User's Guide* for more information about using this software in the Czech Republic.

Oracle Applications Character Mode to GUI Menu Path Changes

This is a quick reference guide for experienced Oracle Applications end users migrating from character mode to a graphical user interface (GUI). This guide lists each character mode form and describes which GUI windows or functions replace it.

Oracle Financials Open Interfaces Guide

This guide contains a brief summary of each Oracle Financial Applications open interface.

Multiple Reporting Currencies in Oracle Applications

If you use Multiple Reporting Currencies feature to report and maintain accounting records in more than one currency, use this manual before implementing Oracle Financials for Poland. The manual details additional steps and setup considerations for implementing Oracle Financials for Poland with this feature.

Multiple Organizations in Oracle Applications

If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Oracle Financials installation, use this guide to learn about setting up and using Oracle Financials with this feature.

There are special considerations for using Multiple Organizations in Europe with document sequences, legal entity reporting, and drill-down from General Ledger. Consult the Multiple Organizations in Oracle Applications guide for more information about using Multiple Organizations in Europe.

Report eXchange User's Guide

Read this guide to learn more about Report eXchange, which lets you customize the output of certain reports and download them to a spreadsheet program.

Global Accounting Engine

Use the Global Accounting Engine to replace the transfer to General Ledger and create subledger accounting entries that meet additional statutory standards within some countries. The Accounting Engine provides subledger balances, legal reports, and bi-directional drilldown from General Ledger to the subledger transaction.

Oracle Applications Implementation Wizard User's Guide

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Developer/2000 forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards

This manual contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms 4.5.

Installation and System Administration

Oracle Applications Installation Manual

This manual and the accompanying release notes provide information you need to successfully install Oracle Financials, Oracle Public Sector Financials, Oracle Manufacturing, or Oracle Human Resources in your specific hardware and operating system software environment.

Oracle Financials Country-Specific Installation Supplement

Use this manual to learn about general country information, such as responsibilities and report security groups, as well as any post-install steps required by some countries or the Global Accounting Engine.

Oracle Applications Upgrade Manual

This manual explains how to prepare your Oracle Applications products for an upgrade. It also contains information on finishing the upgrade procedure for each product. Refer to this manual and the *Oracle Applications Installation Manual* when you plan to upgrade your products.

Oracle Applications System Administrator's Guide

This manual provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage processing.

Oracle Financials Regional Technical Reference Manual

The *Oracle Financials Regional Technical Reference Manual* contains database diagrams and a detailed description of regional and related applications database tables, forms, reports, and programs. This information helps you convert data from your existing applications, integrate Oracle Financials with non-Oracle applications, and write custom reports for Oracle Financials.

You can order a technical reference manual for any product you have licensed. Technical reference manuals are available in paper format only.

Oracle Applications Product Update Notes

This manual contains a summary of each new feature we added since Release 10.7, as well as information about database changes and seed data changes that may affect your operations or any custom reports you have written. If you are upgrading from Release 10.6 or earlier, you also need to read Oracle Applications Product Update Notes Release 10.7.

Training and Support

Training

Oracle Education offers a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you can arrange for our trainers to teach at your facility. In addition, we can tailor standard courses or develop custom courses to meet your needs.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Financials for Poland working for you. This team includes your technical representative, account manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 45 software modules for financial management, supply chain management, manufacturing, project systems, human resources, and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education, and support services, in over 140 countries around the world.

Thank You

Thank you for using Oracle Financials for Poland and this user's guide.

We value your comments and feedback. At the end of this manual is a Reader's Comment Form you can use to explain what you like or dislike about Oracle Financials or this user's guide. Mail your comments to the following address or call us directly at (650) 506-7000.

Oracle Applications Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

Or, send electronic mail to globedoc@us.oracle.com.



CHAPTER

Oracle 1 Payables

This chapter provides an overview of Oracle Payables functionality developed for Poland. It discusses the Purchases VAT Register and the Sales VAT Register.

Purchases VAT Register Report

Use the Purchases VAT Register report to report all purchase transactions that reference a VAT type tax code and are posted to the General Ledger for a given period. The report is divided into two sections: a detailed section, ordered by document sequence number; and a summary section, grouped by tax code. The report is run in the functional currency only.

Seq No	VAT Date	Date Invoice Received	Invoice Date	Invoice Number	Supplier Name	VAT Registration	VAT (%/Code)	Net Amount	VAT Amount	Total Amount
	01-JUN-97	01-JUN-97	01-JUN-97	876	AAA	547437	25	0,00	0,00	0,00
							Total	0,00	0,00	0,00
	10-JUN-97	10-JUN-97	10-JUN-97	653468	CCC	724734	25	0,00	0,00	0,00
							Total	0,00	0,00	0,00
	10-JUN-97	21-JUN-97	21-JUN-97	123	CCC	724734	25	400.000,00	100.000,00	500.000,00
							Total	400.000,00	100.000,00	500.000,00
	20-JUN-97	25-JUN-97	25-JUN-97	23645	AAA	547437	25	0,00	0,00	0,00
							Total	0,00	0,00	0,00
	20-JUN-97	25-JUN-97	25-JUN-97	48752	AAA	547437	25	0,00	0,00	0,00
							Total	0,00	0,00	0,00
	20-JUN-97	20-JUN-97	20-JUN-97	84652	AAA	547437	25	24.000,00	6.000,00	30.000,00
							Total	24.000,00	6.000,00	30.000,00
	25-JUN-97	25-JUN-97	25-JUN-97	348765	AAA	547437	25	0,00	0,00	0,00
							Total	0,00	0,00	0,00
	25-JUN-97	28-JUN-97	28-JUN-97	124	FFF	975474	25	100.000,00	25.000,00	125.000,00
							Total	100.000,00	25.000,00	125.000,00
	29-JUN-97	29-JUN-97	29-JUN-97	126	HHH	12493586	25	320.000,00	80.000,00	400.000,00
							Total	320.000,00	80.000,00	400.000,00
	30-JUN-97	30-JUN-97	30-JUN-97	35677	BBB	3635654	25	16.000,00	4.000,00	20.000,00
							Total	16.000,00	4.000,00	20.000,00
							Report Summary:			
							VAT (%/Code)	Net Amount	VAT Amount	Total Amount
							25	860.000,00	215.000,00	1.075.000,00

***** End of Report *****

Prerequisites

Before running the Purchases VAT Register report, you must complete the following tasks:

Assign Polish VAT Transaction Types to Tax Codes

When you define tax codes in the Oracle Payables and Oracle Receivables, you must assign a VAT Transaction Type for each of the tax codes. You enter the transaction type in the VAT Transaction Type field in the Define Tax Code window in Oracle Receivables and the Define Tax Name window in Oracle Payables.

The value set for this field is seeded in FND_LOOKUP_VALUES as a special quickcode, JE_BE_VAT_TRANS_TYPE.

Define Export Tax Codes

When you define tax codes in the Oracle Payables and Oracle Receivables, you must define the tax code origin as one of the following:

- **I** - Import
- **E** - Export
- **D** - Domestic

To assign a tax origin to a tax code, select the desired value from the list of values in the global flexfield in the Define Tax Code window in Oracle Receivables and the Define Tax Name window in Oracle Payables.

The value set for this global flexfield is seeded in FND_LOOKUP_VALUES as a special quickcode, JG_ZZ_TAX_ORIGIN.

Enable VAT Date on Transaction Forms

To capture the VAT date for your taxable transactions, you must enable the global flexfield in the transaction windows in Oracle Payables and Oracle Receivables. To enable this flexfield, set the profile option JG: Country Code to *PL* and the profile option JG: Product Code to *JE* for each responsibility that requires the VAT date.

Report Parameters

Run the Purchases VAT Register report from the Standard Submit Requests window. Enter the following parameters to specify desired reporting options:

Register Type

Enter the VAT Transaction Type that you want to run the report for. You define the VAT Transaction Types in the Define Special Quickcodes window using the Applications Developer Responsibility.

Report Type

Select one of the following report types:

- **Final** - Select a Final report only when you have closed your reporting period and are certain that you have recorded all transactions. The Final report updates the report sequence numbers by General Ledger date. Once you run a Final report, you cannot modify the assigned sequence numbers. In addition, you cannot run a Final report for the same period more than once.
- **Preliminary** - Select a Preliminary report for all daily and non-final reporting requirements. Some of the report sequence numbers may be blank if you have not yet run a final report for all of the selected transactions.
- **Reprint** - You may need to reprint a previously requested Final version of the report to provide audit support. The reprint matches the original final version.

Period

Select the period for that want to run the report for. This parameter may be required depending on the report type that you have selected.

- **Final** - If you selected a Final report, the valid values for the Period parameter are limited to closed periods that you have not already run a Final report for.
- **Preliminary** - If you select a Preliminary report, you can select from any valid period with the same period type as your set of books, except for never-opened periods.
- **Reprint** - If you select to reprint a previously requested final version of the report, the valid values are limited to periods that you have already run a Final report for.

Report Headings

In this heading...	Oracle Payables prints...
Reporting Entity	The name of the reporting entity that runs the report.
System Name and Version	The name of the system and its version.
Report Title	The report's title.
Date	The date the report is run.
Page	The page number and total number of pages of the report.
Register Type	The register type selected when submitting the report.
Report Type	The report type selected when submitting the report.
Period	The name of the period selected when submitting the report, and its beginning and ending dates.

Column Headings

In this column...	Oracle Payables prints...
Seq No	The sequence number for each transaction. If this reference number is not yet assigned to the transaction, the field is blank.
VAT Date	The VAT date for each transaction.
Date Invoice Received	The date that the invoice was received for each transaction.
Invoice Date	The invoice date for each transaction.
Invoice Number	The invoice number for each transaction.
Supplier Name	The supplier name for each transaction.
VAT Registration	The supplier tax registration number for each transaction.
VAT (%/Code)	The tax rate for any tax codes that do not have a zero rate. The report prints the tax name for any tax codes that have a zero rate
Net Amount	The line net amount for each transaction line.
VAT Amount	The line VAT amount for each transaction line.
Total Amount	The line total amount for each transaction line.
Total	The invoice total amount for each transaction.

Column Headings - Summary Section

In this column...	Oracle Payables prints...
VAT (%/Code)	The tax rate for any tax codes that do not have a zero rate. The report prints the tax name for any tax codes that have a zero rate.
Net Amount	The total net amount for all transaction lines for each VAT (%/Code).
VAT Amount	The total vat amount for all transaction lines for each VAT (%/Code).
Total Amount	The total amount for all transaction lines for each VAT (%/Code).

Sales VAT Register

Use the Sales VAT Register report to report all sales transactions that reference a VAT type tax code and are posted to General Ledger for a given period. The report is divided into two sections: a detailed section, ordered by document sequence number; and a summary section, grouped by tax code. The report is run in the functional currency only.

Seq No	VAT Date	Sale Date	Invoice Date	Invoice Number	Customer Name	VAT Registration	VAT (%/Code)	Net Amount	VAT Amount	Total Amount
10-JAN-98	10-JAN-98	10-JAN-98	aa1	Forecast Test Customer 01		12	900,00	108,00	1.008,00	
							Total	900,00	108,00	1.008,00
13-JAN-98	13-JAN-98	13-JAN-98	cc1	Forecast Test Customer 01		25	1.000,00	250,00	1.250,00	
							Total	1.000,00	250,00	1.250,00
14-JAN-98	14-JAN-98	14-JAN-98	cc2	Forecast Test Customer 01		25	400,00	100,00	500,00	
							Total	400,00	100,00	500,00
15-JAN-98	15-JAN-98	15-JAN-98	aa2	Forecast Test Customer 01		25	2.500,00	625,00	3.125,00	
							Total	2.500,00	625,00	3.125,00
							Report Summary:			
							VAT (%/Code)	Net Amount	VAT Amount	Total Amount
							25	3.900,00	975,00	4.875,00
							12	900,00	108,00	1.008,00

***** End of Report *****

Prerequisites

Before running this report, you must complete the following tasks:

Assign Polish VAT Transaction Types to Tax Codes

When you define tax codes in Oracle Payables and Oracle Receivables, you must assign a VAT Transaction Type to each of the tax codes. You enter the transaction type in the VAT Transaction Type field in the Define Tax Code window in Oracle Receivables and the Define Tax Name window in Oracle Payables.

The value set for this field is seeded in FND_LOOKUP_VALUES as a special quickcode, JE_BE_VAT_TRANS_TYPE.

Define Export Tax Codes

When you define tax codes in Oracle Payables and Oracle Receivables, you must define the tax code origin as one of the following:

- **I** - Import
- **E** - Export
- **D** - Domestic

To assign a tax origin to a tax code, select the desired value from the list of values in the global flexfield in the Define Tax Code window in Oracle Receivables and the Define Tax Name window in Oracle Payables.

The value set for this global flexfield is seeded in FND_LOOKUP_VALUES as a special quickcode, JG_ZZ_TAX_ORIGIN.

Enable VAT Date on Transaction Forms

To capture the VAT date for your taxable transactions, you must enable the global flexfield in the transaction windows in Oracle Payables and Oracle Receivables. To enable this flexfield, set the profile option JG: Country Code to *PL* and the profile option JG: Product Code to *JE* for each responsibility that requires the VAT date.

Report Parameters

Run the Sales VAT Register report from the Standard Submit Requests window. Enter the following parameters to specify desired reporting options:

Register Type

Enter the VAT Transaction Type that you want to run the report for. You define the VAT Transaction Types in Define Special Quickcodes window using the Applications Developer Responsibility.

Report Type

Select one of the following report types:

- **Final** - Select a Final report only when you have closed your reporting period and are certain that you have recorded all transactions. The Final report updates the report sequence numbers by the General Ledger date. Once you run a Final report, you cannot modify the assigned sequence numbers. In addition, you cannot run a Final report for the same period more than once.
- **Preliminary** - Select a Preliminary report for all daily and non-final reporting requirements. Some of the report sequence numbers may be blank if you have not yet run a final report for all of the selected transactions.
- **Reprint** - You may need to reprint a previously requested final version of the report to provide audit support. The reprint matches the original Final Version.

Period

Select the period that you want to run the report for. The Period parameter may be required depending on the report type that you have selected.

- **Final** - If you have selected a Final report, the valid values for the period parameter are limited to closed periods that you have not already run a Final report for.
- **Preliminary** - If you select a Preliminary report, you can select from any valid period with the same period type as your set of books, except for never-opened periods.
- **Reprint** - If you select to reprint a previously requested Final version of the report, the valid values are limited to periods that you have already run a Final report for.

Report Headings

In this heading...	Oracle Payables prints...
Reporting Entity	The name of the reporting entity that ran the report.
System Name and Version	The name of the system and its version.
Report Title	The report's title.
Date	The date the report is run.
Page	The page number and total number of pages of the report.
Register Type	The register type selected when you submit the report.
Report Type	The report type selected when you submit the report.
Period	The name of the period selected when you submit the report, and its beginning and ending dates.

Column Headings

In this column...	Oracle Payables prints...
Seq No	The sequence number for each transaction. If this reference number is not yet assigned to the transaction, the field is blank.
VAT Date	The VAT date for each transaction.
Invoice Date	The invoice date for each transaction.
Date Invoice Received	The date that the invoice was received for each transaction.
Invoice Number	The invoice number for each transaction.
Customer Name	The customer name for each transaction.
VAT Registration	The supplier tax registration number for each transaction.
VAT (%/Code)	The tax rate for any tax codes that do not have a zero rate. The report prints the tax name for any tax codes that have a zero rate
Net Amount	The line net amount for each transaction line.
VAT Amount	The line VAT amount for each transaction line.
Total Amount	The line total amount for each transaction line.
Total	The invoice total amount for each transaction.

Column Headings - Summary Section

In this column...	Oracle Payables prints...
VAT (%/Code)	The tax rate for any tax codes that do not have a zero rate. The report prints the tax name for any tax codes that have a zero rate.
Net Amount	The total net amount for all transaction lines for each VAT (%/Code).
VAT Amount	The total VAT amount for all transaction lines for each VAT (%/Code).
Total Amount	The total amount for all transaction lines for each VAT (%/Code).



CHAPTER

Oracle 2 Receivables

This chapter provides an overview of Oracle Receivables functionality developed for Poland. It discusses the Accounts Receivable Invoice.

Accounts Receivable Invoice Report

Use the Accounts Receivable Invoice report to print all Accounts Receivable documents for a given document type, document number range, and customer name. To assist in packaging and delivering your billings, you can order your printed transactions by document number, customer name, or postal code.

There are two versions of the Polish AR Invoice, one to print the original billing, and one to print duplicates of the original. Once a document is printed, the document can only be printed again with the duplicate version of the report. Duplicate invoices have the word *duplicate* printed across the top of the invoice. Access to print duplicates is restricted by responsibility.

Bill To: AAA1	Smith Road 345 1876 San Fr US	Ship To: AAA1	Smith Road 345 1876 San Fr US	Remit To: AAA1	1717 Hastings Avenue SL6 2DD Maidenhead GB
VAT Num: Purchase Order:				VAT Num: Company Num: UK8989	
			Duplicate		VAT Date: 30-Sep-1997 Invoice Date: 30-Sep-1997
Invoice Num: 100002		Invoice Type: Invoice for SE			Page 1 / 1

Num	Description	Item Code	UOM	Unit price	Qty	Amount	VAT%	VAT	Total
1	Admin Revenue	ITJ-1234	EA	2,38	100	23,81	25	5,95	29,76
2	Telewizor	PTI-7895	EA	23,11	2	46,22	12	5,55	51,77
						70,03		11,50	81,53
						Amount	VAT%	VAT	Total
				VAT by Rate:		23,81	25	5,95	29,76
						46,22	12	5,55	51,77

Invoice Amount: 81,53
In Words: eight*one*53/100*

Payment Terms: Net 30 Days

Due Date	Invoice Amount Cur
30-OCT-1997	81,53 DEM

.....
Issuer Receiver

Comments:

Prerequisites

Before running the Accounts Receivable Invoice report, you must complete the following tasks:

Assign Statistical Codes to Items and Memo Lines

You can assign statistical codes, as determined by the Polish Government, to inventory items and standard memo lines, using the Enter Items window and the Define Memo Lines window in Oracle Receivables. You enter the statistical code in the global flexfield in each of these windows. To enable the global flexfield, set the profile option JG: Country Code to *PL* and the profile option JG: Product Code to *JE* at either the site or responsibility level.

Enable VAT Date on Transaction Window

To capture the VAT date for your taxable transactions, you must enable the global flexfield in the transaction window in Oracle Receivables. To enable this flexfield, set the profile option JG: Country Code to *PL* and the profile option JG: Product Code to *JE* for each responsibility that requires the VAT date.

Define Transaction Types

When you define transaction types, ensure that your naming standards comply with official document types as printed on the invoice.

Report Parameters

Run the Accounts Receivable Invoice report from the Standard Report Submission window. Enter the following parameters specify the desired reporting options.

Order By

Enter one of the following:

- **Customer** - The report is sorted by customer name.
- **Postal Code** - The report is sorted by postal code of customer address.
- **Trx Number** - The report is sorted by document number.

The default is Trx Number.

Document Type

Enter one of the active transaction types defined in Oracle Receivables.

Invoice number range

Enter the invoice number range that you want to print.

Customer Name

Enter a specific customer name, or leave this parameter blank for all customers.

Report Headings

In this heading...	Oracle Receivables prints...
Bill To	The billing site customer name, address, and tax registration number on the invoice.
Ship To	The shipping site address on the invoice.
Site Name, Address & Tax Reg Number	Your company's remittance address and tax registration number on the invoice.
Tax Date	The tax date of the invoice.
Invoice Date	The invoice date.
Transaction Type	The name of the transaction type.
Transaction Number	The invoice number.

Column Headings

In this column...	Oracle Receivables prints...
No	The line number of the invoice.
Description	The line item description.
Stat Code	The item statistical code associated with the line item.
UOM	The unit of measure for a given line.
Unit Price	The unit selling price of the line item.
Qty	The quantity billed of the item.
Amount	The extended line amount
VAT%	The tax rate for any tax codes that do not have a zero rate. The report prints the tax name for any tax codes that have a zero rate.
Tax	The VAT amount for a given line.
Total	The total line amount.
Tax by Rate Invoice Amount	The total invoice amount for each tax rate.
Tax by Rate Tax Amount	The total tax amount for each tax rate.
Tax by Rate Extended Amount	The total extended amount for each tax rate.
Amount Due/Owed	The total invoiced amount.
In words	The total invoiced amount in words.
Comments (Optional)	Additional invoice information.



CHAPTER

3

Oracle General Ledger

This chapter provides an overview of Oracle General Ledger functionality developed for Poland. It discusses the Journal Ledger Report.

Journal Ledger Report

Use the Journal Ledger report to print a listing of all posted journal entries in Oracle General Ledger by originating document. The report displays entries in the functional currency only and reports only those subledger journals that were created for your organization, regardless of the set of books.

You must post all subledger transactions from Oracle Payables and Oracle Receivables in detail. If you do not post in detail, the report does not list the originating transactions for the subledger journals; it reports the name of the summary General Ledger journal.

The transactions that appear in the report are only numbered at the end of the accounting period during the final report run, which ensures that the report numbers are unique, gapless, and in chronological order. The generated numbers are stored in the database and can be viewed via the reconciliation flexfield in the Journal Lines window in Oracle General Ledger.

If new documents are entered into a period after the final report is run for that period, the new documents are not assigned a report number. New documents are also not reported on the legal report for the period. You can identify these transactions by running the report in preliminary mode for that period.

Set of Books: European Operations		Polish Journal Ledger		Oracle Financials 11.0.27	
Start Period: JAN-98	(01-JAN-98 - 31-JAN-98)			Report Date: 15-JAN-98	
End Period: JAN-98	(01-JAN-98 - 31-JAN-98)			Page: 4 of 4	
Year: 1998	(01-JAN-98 - 31-DEC-98)				
Report Type: Final		Brought forward:		3,667,00	3,667,00
Seq Number: 13		Journal Batch: AR 1002340 Receivables 1483289: A 1002340		Category: Trade Receipts	
GL Date: 15-JAN-98		Journal Name: Trade Receipts GBP		Description: [Trade Receipts	
Source: [Receivables *****]		Customer Name: Forecast Test Customer 01		User Name: POL	
Type: Manual Receipt		Bank Account: Forecast Test Bank 02			
Document: 99999					
Applied To:		Accounting Flexfield	Account Description	Dr	Cr
		04 000 000 1112 000 0000	Cash - UK Banks	500,00	0,00
		04 000 000 1112 000 0000	Cash - UK Banks	500,00	0,00
		04 000 000 1112 000 0000	Cash - UK Banks	0,00	500,00
Invoice cc2		04 000 000 1210 000 0000	Accounts Receivable, Tra	0,00	500,00
Seq Number: 14		Journal Batch: PJJ GL B2		Category: Adjustment	
GL Date: 02-JAN-98		Journal Name: PJJ GL J4		Description: Adjustment	
Source: Manual				User Name: POL	
Type: PJJ GL B2					
Document: PJJ GL J4					
		Accounting Flexfield	Account Description	Dr	Cr
		01 000 000 1210 000 0000	Accounts Receivable, Tra	99,00	0,00
		01 000 000 4410 000 0000	Training Revenue- Direct	0,00	99,00
		Page Total:		1,099,00	1,099,00
		Report Activity:		4,766,00	4,766,00
		YTD Activity:		4,766,00	4,766,00
*** End of Report ***					

Prerequisites

Before running the Journal Ledger report, you must complete the following tasks:

Sequential Numbering

Set the Sequential Numbering Profile option equal to *Always Used*. You must also ensure that all document categories have valid sequences assigned.

Accounts Payable / Accounts Receivable Transfer to General Ledger

Transfer all subledger journal entries to General Ledger in either detail or audit mode, and import all journals in detail. If you do not post in detail, the Journal Ledger report only displays journal information and not the originating document.

Setup Set of Books

You must set the Allow Suspense Posting and Balance Intercompany Journals options in the General Ledger Set of Books setup window to *No*. In addition, you must ensure that all documents are entered within a single balancing segment. If you let documents cross balancing segments, the Journal Ledger report displays the intercompany entries separately from the originating transaction.

Report Parameters

Run the Journal Ledger report from the Standard Report Submission window. Enter the following parameters to specify the desired reporting options.

Report Type

Select the type of report you want to request:

- **Final** - Select a Final report only when you have closed your reporting period and are certain that you have recorded all transactions. The Final report updates the report sequence numbers by General Ledger date. Once you run a Final report, you cannot modify the assigned sequence numbers. In addition, you cannot run a Final report for the same period more than once.
- **Preliminary** - Select a Preliminary report to list all accounting entries for a given period. The Journal Numbers are not assigned to Document Entries.
- **Reprint** - You may need to reprint a previously requested Final version of the report to give to audit support. The reprint matches the original Final Version.

Period Name

Enter the accounting period that you want to run the Polish Journal Ledger report for. The list of available periods varies depending on the selected report type.

- **Final** - If you selected a Final report, the period is limited to closed periods that you have not already run a Final report for.
- **Preliminary** - If you select a Preliminary report, you can select from any valid period with the same period type as your set of books, except for never opened periods.
- **Reprint** - If you select to reprint a previously requested Final version of the report, the valid values for the period are limited to periods for which you have already run a Final report.

Order by

Select one of the following values:

- **Date** - The Document Entries are sorted by General Ledger date.
- **Reference** - The Document Entries are sorted by document source and document reference number. For documents that originate from products other than Payables and Receivables, the document reference number is General Ledger Batch and Journal Name. This mode may be used for control and internal audit purposes. If you choose Final or Reprint for a Report Type parameter, you cannot choose this option.

Report Headings

In this heading...	Oracle General Ledger prints...
Reporting Entity	The reporting entity that runs the report.
Set of Books	The set of books name.
Period from/to	The selected reporting period.
Year from/to	The fiscal year, the begin date, and the end date of the selected reporting period
Report type	The report type that was selected.
Application Name and Release number	The name of the application that generates the report, and the software release number.
Report date	The date the report is run.
Page	The current page number and the total number of pages in the report
YTD Activity	The year-to-date activity as of the beginning of the period. The YTD activity is printed only on the first page of the report.

Row Headings

In this heading...	Oracle General Ledger prints...
Page Total	The sum of the debits and credits of the entries listed on the current page.
Carry Forward	<p>The sum of the debits and credits of the current page, plus either:</p> <ul style="list-style-type: none">• The beginning year to date activity if it is the first page of the report or• The brought forward amount if it is not the first page of the report. <p>The carry forward amount at the bottom of a page should equal the brought forward amount at the top of the succeeding page.</p>
Brought Forward	The sum of the debits and credits carried over from the previous page. The brought forward amount at the top of a page should equal the carry forward amount at the bottom of the preceding page.

Column Headings

In this heading...	Oracle General Ledger prints...
Number	The journal ledger number that is assigned to the Document Entry. The journal ledger number is created by the report and is determined by ordering the selected transactions based on the General Ledger date. In the preliminary mode, some or all numbers may be blank.
Date	The accounting date of the source document.
Source	The source of the original document.
Type	The type of the source document. For documents from Payables and Receivables, the subledger document type is printed. For other documents, General Ledger Batch Name is printed.
Document	The name and the number of the source document. For documents that originate from products other than Receivables and Payables, the General Ledger Journal Name is printed.
Customer Name	The supplier/customer name, if applicable.
Bank account name	The bank account name of the transaction, if applicable.
Applied to	The name and the number of the transaction that the reported document applies to.
Category	The category name of the source document.
Person	The application user name of the person who posted the journal in the General Ledger.
Account	The full accounting flexfield value.
Dr / Cr	The debit and credit amounts for the journal entry line.

Column Headings - Summary Section

In this heading...	Oracle General Ledger prints...
Period total	The total debit and credit amounts for the period.
YTD Activity total	The year-to-date activity as of the end of the period.

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