Oracle ® Financials for Singapore User's Guide

RELEASE 11

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Oracle® Financials for Singapore User's Guide Release 11

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Contents

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Preface

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

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

- Overview and reference information
- Specific tasks that you can accomplish with Oracle Financials for Singapore
- How to use Oracle Financials for Singapore windows
- Oracle Financials for Singapore programs, reports, and listings
- Oracle Financials for Singapore 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 Singapore.

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 General Ledger for Singapore, including entering tax categories, entering GST registration information, and the Singapore GST F5 Report.

- Chapter 2 describes Oracle Payables for Singapore, including entering the vendor exchange rate, entering tax categories, and the Gain/Loss on Input Taxes Report.

- Chapter 3 describes Oracle Receivables for Singapore, including entering tax categories and the Singapore VAT Register Report.

- The Appendix describes how to use globalization flexfields and run reports and listings.

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 Singapore. If you have never used Oracle Financials for Singapore, 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 Singapore.

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 Singapore 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 Singapore.

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 Singapore. The manual details additional steps and setup considerations for implementing Oracle Financials for Singapore 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.

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.

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.

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 Singapore 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 Singapore 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.

Oracle Financials for Singapore

Oracle General Ledger

This chapter overviews Oracle General Ledger for Singapore, including:

- Entering Tax Categories

- Entering GST Registration Information

- Singapore GST F5 Report
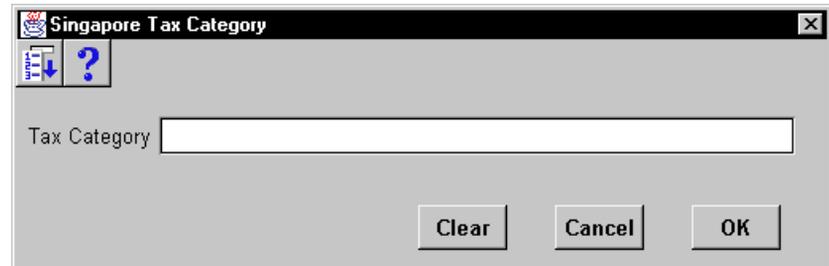
Entering Tax Categories

Use the Tax Category globalization flexfield to associate tax categories with Oracle Payables tax codes and Oracle Receivables tax names. This flexfield is available from:

- Oracle General Ledger Input Tax Name window (for Oracle Payables)

- Oracle General Ledger Output Tax Name window (for Oracle Receivables)

Use the globalization flexfield in the Input Tax Name window to associate an input tax category with a tax code. Use the globalization flexfield in the Taxcodes and Rates window to associate an output tax category with a tax name.

This information is used in the Singapore GST F5 report to generate total invoice amounts and tax amounts for specific tax names and tax codes. See the Singapore GST F5 report on page 26 for more information.

Singapore Tax Category	⊠
📋 ❓	
Tax Category	
	Clear Cancel OK

To associate an input tax category with a tax code:

1. Navigate to the Input Tax Name window (Oracle General Ledger: Setup > Tax > Input Tax Codes).

2. Enter the tax code that you want.

3. Navigate to the globalization flexfield. For instructions, see Using Globalization Flexfields on page 42.

4. Enter an input tax category.

5. Save your work.
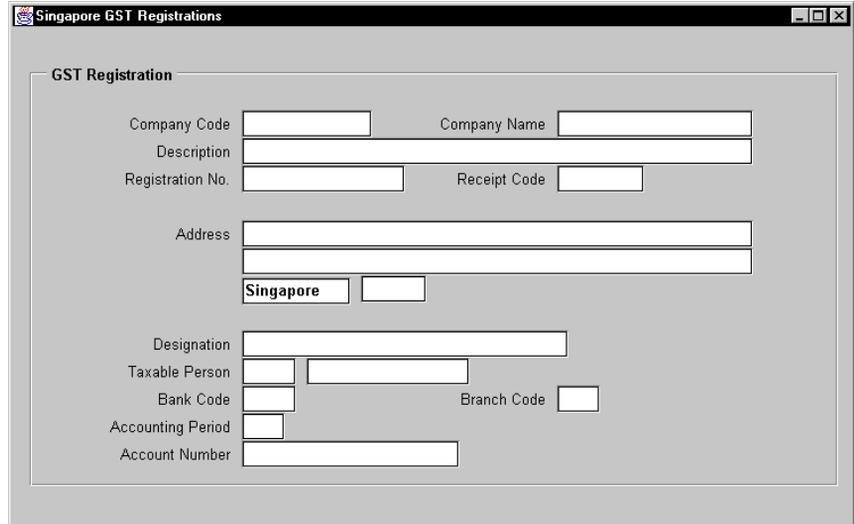
To associate an output tax category with a tax name:

1. Navigate to the Output Tax Name window (Oracle General Ledger: Setup > Tax > Output Tax Codes).

2. Enter the tax name that you want.

3. Navigate to the globalization flexfield. For instructions, see Using Globalization Flexfields on page 42.

4. Enter an output tax category.

5. Save your work.

Entering GST Registration Information

Use the GST Registrations window to enter registration information for the Inland Revenue. This information is used to complete the GST Form 5.

Run the Singapore GST F5 report to print the GST Form 5. See the Singapore GST F5 report on page 26 for more information.

To enter GST registration information:

1. Navigate to the GST Registrations window (Singapore Globalization: Setup > GST Register).

2. In the Company Code field, enter the company code that you want. The Company Name field is populated with the corresponding company name. If you change the company name, the company code changes accordingly.

3. In the Description field, enter a description of the company.

4. In the Registration Number field, enter the company registration number.

5. In the Receipt Code field, enter an optional receipt code.

6. Enter the address of the company in the Address field and the postal code in the Singapore field.

7. Enter an optional designation in the Designation field.

8. Enter the taxable person's name in the Taxable Person field.

9. Enter the company bank and branch in the Bank Code and Branch Code fields.

10. Enter the accounting period in the Accounting Period field.

11. Enter the bank account number in the Account Number field.

12. Save your work.

Singapore GST F5 Report

Use the Singapore GST F5 report to list total invoice amounts and tax amounts for a company by tax category. The report lists total invoice and tax amounts, excluding GST. The Singapore GST F5 report also calculates the total value of each tax code and the corresponding net GST amount.

Run the Singapore GST F5 report as a standard submission request. For instructions about using the standard submission set, see Running Reports and Listings on page 43.

```
Oracle Singapore          Registration No: 123456
1 Temasek Avenue          GL Period : Dec-92 To Dec-97
Millenia Tower #25
Singapore 039492          Designation: A102
                          Currency: SGD

Bank: Bank of America  San Francisco              Date: Oct-15-1997
Tax Person: Mr. Fu                                    Page:  1 of 1


Tax Type        Tax Code          Tax Amount   Amount Excluding GST
--------------- ------------- -----------------  --------------------
Output-Exempt   EXEMPT                     0.00            96,992.69
Output-Standard GST                      576.32            19,295.79
Output-Zerorate ZERO-RATED               0.00             76,807.29
Input-Standard  Standard                 97.83             3,261.17
Input-Exempt    Exempt                7,919.56           265,361.45
Input-Zerorate  No-Tax                    0.00             1,200.00
Input-MES       GST MES                   0.00             3,600.00
Output-OTHERS
Input-OTHERS
```

Report Parameters

Enter the following parameters to specify the desired reporting options:

Set of Books ID

Enter the set of books for this report.

GL Period Start

Enter the General Ledger start date for the report.

GL Period To

Enter the General Ledger end date for the report.

Report Headings

In this heading…	Oracle General Ledger prints…
Singapore F5 report	The report title
GST Registration Number	The GST Registration Number
Designation	The GST designation
Currency	The General Ledger base currency code
Bank Code	The GST bank code
Branch Name	The GST bank branch name
Tax Person	The GST taxable person name and title
Date	The date and time the report is run
GL Period	The General Ledger period for the report
<Organization Name>	The company name
Company Address	The company address

Row Headings

In this row…	Oracle General Ledger prints…
Tax Category	The tax category
Tax Code	The tax code associated with the tax category
Tax Amount	The tax amount of the tax category
Amount excluding GST	The total amount excluding GST

Oracle Payables

This chapter overviews Oracle Payables for Singapore, including:
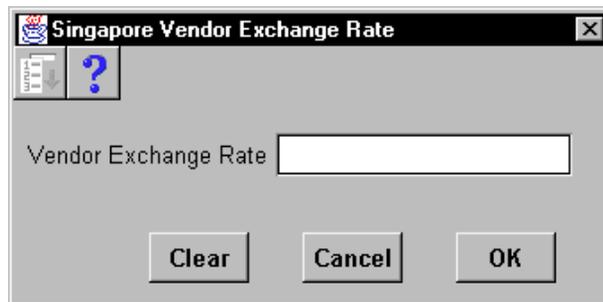
- Entering the Vendor Exchange Rate

- Entering Tax Categories

- Gain/Loss on Input Taxes Report

Entering the Vendor Exchange Rate

Use the globalization flexfield in the Invoices window to enter the vendor exchange rate in online invoices to calculate the vendor tax amount for foreign currency invoices.

The gain/loss in the tax amount for foreign currency invoices is the difference between the inhouse tax amount using the inhouse exchange rate and the vendor tax amount using the vendor exchange rate that you enter here. A manual journal entry is posted to the General Ledger to incorporate the gain/loss.

Use the Gain/Loss on Input Taxes report to view the difference in tax amounts on all foreign currency invoices. See Gain/Loss on Input Taxes report on page 32 for more information.
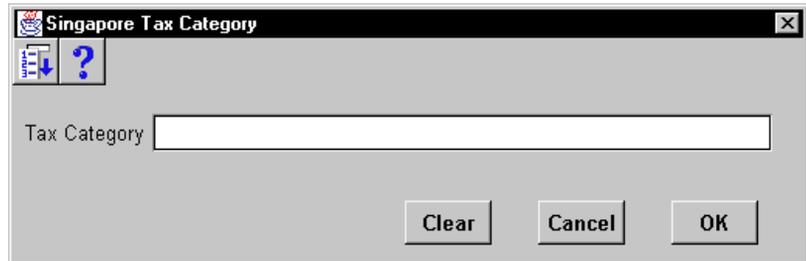
To enter the vendor exchange rate:

1. Navigate to the Invoices window (Oracle Payables: Invoices > Entry > Invoices).

2. Query or enter the invoice that you want.

3. Navigate to the globalization flexfield. For instructions, see Using Globalization Flexfields on page 42.

4. Enter the vendor exchange rate for the foreign currency invoice.

5. Save your work.

Oracle Financials for Singapore

Entering Tax Categories

Use the Tax Category globalization flexfield in the Tax Codes window to associate input tax categories with Oracle Payables tax codes.

This information is used in the Singapore GST F5 report to generate total invoice amounts and tax amounts for specific tax names and tax codes. See the Singapore GST F5 report on page 26 for more information.

To associate an input tax category with a tax code:

1. Navigate to the Tax Codes window (Oracle Payables: Setup > Tax > Codes).

2. Enter the tax code that you want.

3. Navigate to the globalization flexfield. For instructions, see Using Globalization Flexfields on page 42.

4. Enter an input tax category.

5. Save your work.

Gain/Loss on Input Taxes Report

Use the Gain/Loss on Input Taxes report to view the difference in tax amounts on foreign invoices in the functional currency for the different exchange rates. The report shows the inhouse rate and the vendor exchange rate for all foreign currency invoices. For each invoice you can view the invoice amount (inclusive of tax) of the vendor and the tax amount at the vendor's rate and at the inhouse rate. The report includes all invoices, whether posted to the General Ledger or not.

Note: Check that the Responsibility Level Profile Options for GL Set of Books ID and GL Set of Books Name contain valid values.

Run the Gain/Loss on Input Taxes report as a standard submission request. For instructions about using the standard submission set, see Running Reports and Listings on page 43.

```
U.S. Operations                            Gain/Loss on Input Taxes                   Report Date:  10-NOV-1997 11:50
                                                                                              Page:        1 /    7
               Period Range:
                Tax Name: Exempt                                          Tax Account: 01.000.000.7710.000.0000
            Foreign Currency: SGD                                       Functional Currency: USD

Vendor Name                                                        <-----      Functional Currency Units     ------>
--------------------
                              Inhouse      Vendor                                                          Gain/Loss
     Invoice       Invoice    Exchange    Exchange         Invoice        Inhouse Tax       Vendor Tax            on
     Number         Date        Rate        Rate           Amount            Amount           Amount      Tax Amount
---------------- -----------  ----------  ----------  ----------------  ----------------  ----------------  ----------------

Bloom, Mrs. Noelle

    1000         08-AUG-97        0.5         0.35       10,000.00          1,000.00          700.00          300.00
    1100         23-SEP-97      1.136         1.8         1,000.00            454.40          720.00         (265.60)
                                                       ----------------  ----------------  ----------------  ----------------
                         Total for Vendor Name:         11,000.00          1,454.40        1,420.00           34.40
                                                       ================  ================  ================  ================

                 Total for Tax Name and Invoice Currency:  11,000.00       1,454.40        1,420.00           34.40
                                                       ================  ================  ================  ================
```

Report Parameters

Enter the following parameters to specify the desired reporting options:

Period Range

Enter the accounting period to include for this report.

Tax Name

Enter the tax name that Oracle Payables lists invoice and tax information for.

Vendor Name

Enter a vendor name to generate a report for a specific vendor.

Report Headings

In this heading…	Oracle Payables prints…
Period Range	The accounting period
Tax Name	The tax name
Tax Account	The accounting flexfield for this tax name
Foreign Currency	The invoice currency
Functional Currency	The functional currency for this set of books

Column Headings

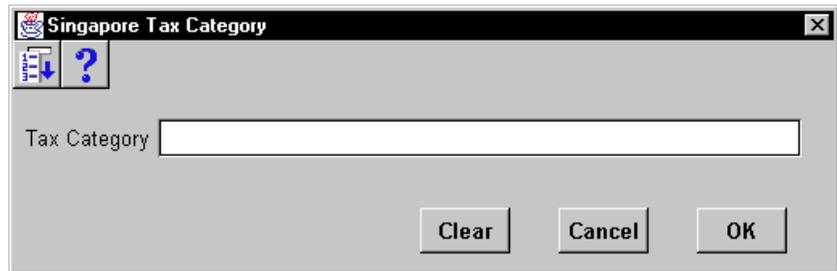| In this column…	Oracle Payables prints…
Vendor Name	The invoice vendor name
Invoice Number	The invoice number for the tax name
Invoice Date	The invoice date
Inhouse Exchange Rate	The invoice inhouse exchange rate
Vendor Exchange Rate	The invoice vendor exchange rate
Invoice Amount	The invoice amount
Inhouse Tax Amount	The sum of the tax distribution lines for a particular tax name using the inhouse exchange rate
Vendor Tax Amount	The sum of the tax distribution lines for a particular tax name using the vendor exchange rate
Gain/Loss on Tax Amount	The invoice gain/loss on the tax amount

Oracle Receivables

This chapter overviews Oracle Receivables for Singapore, including:

- Entering Tax Categories

- Singapore VAT Register Report

Entering Tax Categories

Use the Tax Category globalization flexfield in the Tax Codes and Rates window to associate output tax categories with Oracle Receivables tax names.

This information is used in the Singapore GST F5 report to generate total invoice amounts and tax amounts for specific tax names and tax codes. See Singapore GST F5 report on page 26 for more information.

To associate an output tax category with a tax name:

1. Navigate to the Tax Names window (Oracle Receivables: Setup > Tax > Names).

2. Enter the tax name that you want.

3. Navigate to the globalization flexfield. For instructions, see Using Globalization Flexfields on page 42.

4. Enter an output tax category.

5. Save your work.

Singapore VAT Register Report

Use the Singapore VAT Register report to review your tax liability. This report is used to show the tax when you use Oracle Receivables for value added tax only.

Tax information is sorted by tax code. Invoice information is sorted by tax account number.

Run the Singapore VAT Register report as a standard submission request. For instructions about using the standard submission set, see Running Reports and Listings on page 43.

```
U.S. Operations                                                          Report Date: 10-NOV-97
12:31
Currency AUD                           GL Date: Fro********** To **********              Page:
1
Order By Invoice Number               Invoice Date: Fr********** To **********
Posted Statu Posted

VAT Code ES16
Invoice         -------- Transactio -------------------- Customer ----            Invoice Lines
Number     Type Number     Date    Name   Number Location  Tax Ref Exempt Reas        Amount    Tax Amount -
SRAM-INV2 Invo            ******** ABCD   100266 East State                          18,750.0      3,000.0
                LineDescription              Line Amount Tax Line  TaxExempt Number Exempt Reason  Tax Amount
                Number                       -----------
                   1 Item11                     18,750.0    1     16                                3,000.0 -
                                             -----------                                         ------------
                                                18,750.0                                            3,000.0
SRANG-INV3 Invo           ******** ABCD   100266 East State                           2,900.0        464.0
                LineDescription              Line Amount Tax Line  TaxExempt Number Exempt Reason  Tax Amount
                Number                       -----------
                   1 Item1                       2,900.0    1     16                                  464.0 -
                                             -----------                                         ------------
                                                 2,900.0                                              464.0

Totals for VAT Cod
          ES16                                      Lines Amount Exempt Amount Taxable Amount   Tax Amount
                                                       21,650.0         0.        21,650.0        3,464.0
                                         Invoices          0.0         0.              0.0            0.0
                                      Credit Memos         0.0         0.              0.0            0.0
                               Invoice Adjustments  -------------- ------------- -------------- -------------
                                          Nets        21,650.0         0.        21,650.0        3,464.0
```

Report Parameters

Enter the following parameters to specify the desired reporting options:

Order By

Enter the option that you want to use to sort information by.

Summarization

Enter the level of detail to use for the report.

Invoice Date Range

Enter the date range for the report.

GL Date Range

Enter the General Ledger date range for the report.

Tax Code

Enter a tax code, if you want to run the report for one tax code only.

Currency Range

Enter the currency range for the report.

Exemption Status

Enter an exemption status, if you want to run the report for one exemption status only.

Show Functional Amounts

Select whether to display report values in the functional currency or the entered currency. If you select the entered currency option, the report will group the transactions by currency code and provide a row heading to display the currency for each set of transactions. If you select the functional currency option, the report will show the functional amount of each transaction, using the exchange rate of the transaction.

Warning: If you revalue the foreign currency transactions for your VAT accounts within General Ledger, the General Ledger account activity shown will no longer balance to the subledger transactions in the detail section of this report. The functional amounts reported by the subledger for the transaction detail are shown using the original exchange rate of the transaction, not the exchange rate used to revalue the General Ledger account.

Row Headings

In this column…	Oracle Payables prints…
Tax Account	The tax account ID of the current tax code

Oracle Financials for Singapore

Appendix

This Appendix describes how to use globalization flexfields and run reports and listings.

Using Globalization Flexfields

Oracle Financials for Singapore uses globalization flexfields, which let you enter country-specific information into Oracle Payables and Receivables. The globalization flexfields for Payables and Receivables are accessed differently.

Payables

There are globalization flexfields on the Transactions Workbench and the Vendors window. These instructions apply only to the Transactions Workbench; for the Vendors window, follow the Receivables instructions.

1. Select Show Field on the Folders menu.
2. Select "( )" from the list of fields.

Oracle Payables displays the globalization pop-up window and adds the globalization flexfield column, labeled with "( )", to the window.

Once the globalization flexfield column is added to the window, you can access the pop-up window at any time by clicking in it.

Receivables

There are globalization flexfields on the Transactions Workbench, the Receipts window, and the System Options window.

The globalization flexfield is located next to the descriptive flexfield and is enclosed in round brackets like this: (ÿ).

Click in the globalization flexfield to display the pop-up window.

Running Reports and Listings

Reports for Oracle Financials for Singapore are submitted from the Submit Request window.

You can run a single report or submit a request set to run several reports as a group.

To run a standard report or request set:

1. Navigate to the Submit Request window.

2. In the Type field, choose whether to run a single report or a request set.

3. In the Name field, choose the report or request set you want to run.

4. Enter the report parameters in the pop-up window.

5. Choose Submit to submit your request.

6. Review the status of your request.

See also
Defining Request Sets, Submitting a Request, Submitting a Request Set, *Oracle Applications User's Guide*

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