Oracle ® Financials for Switzerland User's Guide

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Oracle® Financials for Switzerland User's Guide Release 11

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Contents

Preface

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

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

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

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 how to set up Oracle Financials for Switzerland.

- Chapter 2 describes how VAT in Oracle Receivables organizes all VAT amounts due to tax authorities in any given period.

- Chapter 3 describes how VAT in Oracle Payables keeps track of all VAT amounts paid in a given period in order to deduct them from the VAT amount owed to tax authorities for the same period.

- Chapter 4 describes how you can electronically pay supplier invoices with DTA.

- Chapter 5 describes how you can use SAD to pay Swiss Franc invoices through a PTT account to suppliers in Switzerland.

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

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 Switzerland 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 Switzerland.

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

Setup

This chapter explains how to set up Oracle Financials for Switzerland.

Setting up Receivables

This section explains how to set up Oracle Receivables for Switzerland. You must do the following:

- Define tax codes
- Enter invoice reason codes
- Enter credit memo reason codes
- Enter system options

Defining Tax Codes

Use the Define Tax Codes and Rates window to enter and maintain tax codes and their associated tax rates.

To define tax codes:

1. Using an AR responsibility choose:

    Setup > Tax > Codes

2. Define these tax codes:

Tax Code	Tax Rate
M00.00/3	0%
M02.00/1	2%
M06.50/2	6.5%

    Code Definition (Example)

Position 1	Fix	M	Material/Services
Position 2-6	Free	xxxxx	Definition is free. For example, tax rate
Position 7	Fix	/	
Position 8	Fix	1-3	Column in the report

Entering Invoice Reason Codes

Use the Define Receivables QuickCodes window to enter the invoice reason codes for the VAT report.

1. Using an AR responsibility choose Setup > System > QuickCodes > Receivables. Query up Type INVOICING_REASON and enter the following Quick Codes. These Quick Codes must exactly match the name of the Tax Codes.

Name	Description
M00.00/3	VAT 0%
M02.00/1	VAT 2%
M06.50/2	VAT 6.5%

Entering Credit Memo Reason Codes

Use the Define Receivables QuickCodes window to enter the credit memo reason codes required for the VAT report.

1. Using an AR responsibility choose Setup > System > QuickCodes > Receivables. Query up Type CREDIT_MEMO_REASON and enter the following Quick Codes. These Quick Codes must exactly match the name of the Tax Codes.

Name	Description
M00.00/3	VAT 0%
M02.00/1	VAT 2%
M06.50/2	VAT 6.5%

Entering System Options

The System options tell Oracle Receivables how to handle Swiss VAT.

1. Using an AR Responsibility choose:

    Setup > System > System Options

2. Choose the tax option region.

3. Enter values for these fields: (Example)

In this field...	Enter this value...
Tax Method	VAT
Location Flexfield Structure	No Validation - Country
Postal Code Range From	00000
To	ZZZZ
Address Validation	No Validation
Compound Taxes	Yes
Invoice Printing	Itemize and Summarize
Tax Cache Size	1000
Tax Registration Number	CHxxxxxxx
	(where CH = Country Code, followed by your company's tax registration number

    Tax Vendor views

4. Choose the tax defaults and rules.

5. Enter values for these fields: (Example)

In this field...	Enter this value...
Enforce tax from revenue account	Yes or No
Customer Site	Yes or No
Customer	Yes or No
Product	Yes or No
Revenue Account	Yes or No
System Options	Yes or No
Tax Code	M06.50/2
Use Customer Exemptions	Yes or No
Use Item Exemptions	Yes or No
Use Item Tax Rate Exceptions	Yes or No

Setting up Payables

This section explains how to set up Oracle Payables for Switzerland. You must do the following:

- Define tax names
- Define tolerances

Defining Tax Names

Use the Tax Names window to define the tax names. You indicate the appropriate tax type and rate for the invoice by entering a tax name for an invoice.

1. Using a Payables Responsibility choose:

   Setup > Tax > Names

2. Define these tax names:

Tax name	Tax Type	Rate
I00.00/5	VAT	0%
I01.00/2	VAT	1%
I01.50/4	VAT	1.5%
I02.00/1	VAT	2%
I03.00/6	VAT	3%
I03.25/7	VAT	3.25%
I06.50/3	VAT	6.5%
M00.00/5	VAT	0%
M01.00/2	VAT	1%
etc.	VAT	

Code Definition (Example)

Position 1	fix	**M**	Material/Services
		I	Investments
Position 2-6	free	**xxxxx**	definition is free. For example, tax rate
Position 7	fix	/	
Position 8	fix	**1-7**	column in the report

You can define multiple codes with the same code-position 8 (column-no). You can assign different tax accounting flexfields in General Ledger.

Defining Tolerances

Use the Invoice Tolerances window to define the matching and tax tolerances that you want to allow between invoice, purchase order, receipt, and tax information.

1. Using a Payables Responsibility choose:

    Setup > Invoice > Tolerances

2. Enter 3 (percent) in the Tax field to allow invoices with rounded or unrounded VAT amounts.

Setting up DTA

This section explains how to set up DTA for Switzerland. You must define EFT system formats.

DTA Prerequisites

DTA participants must have both of the following:

- A bank account with a Swiss bank

- A signed agreement with TELEKURS AG

- Create a DTA Pay Group.

    - Navigate to the Payables Quickcodes window (Setup > Quickcodes > Payables).

    - Create a new Pay Group for Switzerland. The name of the Pay Group must be DTA.

    - Enter any description.

Defining EFT System Formats

Use the Define EFT System Formats window to enter DTA setup information. You must have financial options and VAT registration options.

To define EFT system formats:

1. Use Responsibility Swiss Localizations and choose Localizations > System Formats.

2. Query up *CH* in field Country.

3. Enter *Swiss DTA Payment* in the payment formats field.

4. Enter these values in your descriptive flexfields:

In this flexfield...	Enter this value...
Context Value	CH.Swiss DTA Payment
Company ID	Your company's segment value in the accounting flexfield
Company Name	Your company's name
Company Address Line 1	Address line 1 of your company
Company Address Line 2	Address line 2 of your company
Company City	Your company's Postal Code and City
Company Telekurs ID	Your company's participant number
Department Telekurs ID	Your company's participant number

Setting Up SAD

This section explains how to set up SAD for Switzerland. You must define EFT system formats.

SAD Prerequisites

SAD participants must have both of the following:

- An account with Swiss PTT

- A signed agreement with Swiss PTT

- Create a SAD Pay Group.

  - Navigate to the Payables Quickcodes window (Setup > Quickcodes > Payables).

  - Create a new Pay Group for Switzerland. The name of the Pay Group must be SAD.

  - Enter any description.

Defining EFT System Formats

Oracle Financials for Switzerland

System Format

Company Id	
Company Name	
Company Address Line 1	
Company Address Line 2	
Company City	
Company Zip Code	
Company PTT File Id	

[Clear] [Cancel] [OK]

Use the Define EFT System Formats window to enter the information that you need to set up SAD. You must have financials options and VAT registration options before you can begin.

To define EFT system formats:

1. Use Responsibility Swiss Localizations and choose Setup > System > System Formats.

2. Query up *CH* in field Country.

3. Enter *Swiss SAD Payment* in the payment formats field.

4. Enter these values in your descriptive flexfields:

In this flexfield...	Enter this value...
Context Value	CH.Swiss SAD Payment
Company ID	Your company's segment value for the company segment of your account flexfield
Company Name	Your company name
Company Address Line 1	Line 1 of your company's address
Company Address Line 2	Line 2 of your company's address
Company City	Your company's city
Company Postal Code	Your company's postal code
Company PTT File ID	Your company's participant number

Oracle Financials for Switzerland

VAT in Oracle Receivables

VAT in Oracle Receivables organizes all VAT amounts due to tax authorities in any given period.

Entering Invoices

Use the Transactions window to enter invoices.

To enter invoices:

1. Using a Receivables responsibility choose: Transactions > Transactions.

2. Enter the invoice and line items as described in the *Receivables User's Guid*e, then choose *More* as the region.

3. Enter one of the defined Invoice Reason Codes, such as M06.50/2, in the Reason field.

Running Receivables VAT Report

Use the Print Accounting Reports window to generate your receivables VAT report.

1. Using a Receivables responsibility choose:

   Reports > Accounting

2. Choose Single request and select Swiss AR VAT Report.

3. Enter these values into the fields:

In this field...	Enter this value...
Start Date	DD-MON-YY
End Date	DD-MON-YY

VAT in Oracle Payables

VAT in Oracle Payables keeps track of all VAT amounts paid in a given period in order to deduct them from the VAT amount owed to tax authorities for the same period.

Entering Suppliers

Use the Suppliers window to enter your supplier information.

1. Using a Payables Responsibility choose:

   Suppliers > Entry

2. Enter this value:

In this field...	Enter this value...
Tax Registration Number	Tax Registration Number

Entering Invoices

Use the Invoices window to enter invoices and record accounting, tax, and payment details.

Using a Payables Responsibility choose:

Invoices > Entry > Invoices

Running Payables Pre-Tax Report

Use the Run Reports window to generate your payables pre-tax report.

1. Using a Payables Responsibility choose:

   Other > Requests > Run

2. Choose Single Request and select Swiss AP VAT Report.

In this field...	Enter this value...
Start Date	DD-MON-YY
End Date	DD-MON-YY

DTA

DTA, the most commonly used payment format in Switzerland, lets you pay invoices through one or more bank account suppliers either in Switzerland or abroad.

This chapter explains how you can electronically pay supplier invoices with DTA.

Maintain Supplier Banks

Use the Bank window to define EFT bank information. Every Swiss bank is identified by its branch number (clearing number). Every foreign bank is identified by either the SWIFT-Code or -Address. You need an existing EFT bank account for every supplier and all currencies you need to make payments in.

1. Using a Payables Responsibility choose:

    Setup > Payment > Banks

2. Enter a supplier's bank as follows:

In this field...	Enter this value...
Bank Name	Name of the bank (such as SBG, SBV)
Bank Number	Bank Branch number concatenated with a sequence
Bank Branch Name	Location of the bank
Branch Number	Clearing Number for Swiss Bank
Branch Type	Other (not validated)
Swift	Swift code of Foreign Bank
Address (Descriptive Flexfield)	Bank's Address is required for Swift payments if Swiftcode is unknown

Entering Supplier Bank Account Information

Use the Bank Accounts window to enter your supplier's bank account information.

To enter supplier bank account information:

1. Using a Payables Responsibility choose:

    Setup > Payments > Banks

2. Query up the required Bank Branch or enter a new one.

3. Choose Bank Accounts region.

    You need one account per supplier/currency.

4. Enter these fields:

In this field...	Enter this...
Name	Suppliers name or number and payment type (e.g. 4001-BANK, 4002-PTT)
Number	Suppliers bank account number
Account Use	Supplier
Currency	Currency Code (e.g. CHF)

Entering Supplier Sites Information

Use the Suppliers window to enter your supplier sites. You must have a supplier and supplier site bank account information before you can begin.

1. Using a Payables responsibility choose:

   Suppliers > Entry

2. Choose the Site region.

3. Open an existing site or enter a new one. See the *Payables User's Guide* for more information.

4. Enter these fields:

In this field...	Enter this...
Name (Supplier Sites Name)	Payment type, e.g BANK, PTT, SWIFTADDRESS
Payment Type (Special > View EFT Details)	BANK, PTT, ESR, DTACHECK, SWIFTADDRESS, SWIFTCODE

5. Navigate to the Payments region. Enter these fields:

In this field...	Enter this...
PayGroup	DTA
Payment Method	Electronic Payments
Pay Alone Flag	Set flag if sites payment type is ESR

6. Navigate to the Bank Accounts region. Enter these fields:

In this field...	Enter this...
Name	Suppliers account
Number	Suppliers account number
Currency	Suppliers account currency
Primary	Select a primary account for each currency

Entering Invoices

Use the Invoices window to enter your supplier invoices. You must have supplier entries and supplier bank information before you can begin.

To enter invoices:

1. Using a Payables Responsibility choose:

    Invoices > Entry > Invoices

2. Choose Special from the tool bar. Then choose View EFT Details.

3. Choose Swiss DTA Payment.

4. Enter the ESR reference number.

5. Save your work.

Creating DTA EFT Payments

This section describes how to create a DTA Payment Data file that you can send to your bank.

Using AutoSelect

Use the Payment Batches window to submit your AutoSelect payment process to build payments.

1. Using a Payables Responsibility choose:

   Payments > Entry > Payment Batches

2. Enter these values:

In this field...	Enter this value...
Batch Name	Batch Name
Pay Group	DTA
Bank Account	Bank Account you want to pay from
Document	DTA Payment
Payment Method	EFT (default)

Modifying Payments

Use the Payment Batch Actions window to modify the Payment Batch after initiating the Build process but before executing the Format.

Formatting Payments

Use the Payment Batch Actions window to validate the Payment Batch after the Build process. Check the Report file for possible errors. If the report contains any invalid transactions, you have to cancel the payment batch, do the necessary corrections and rerun the entire payment process.

Creating DTA Output Files
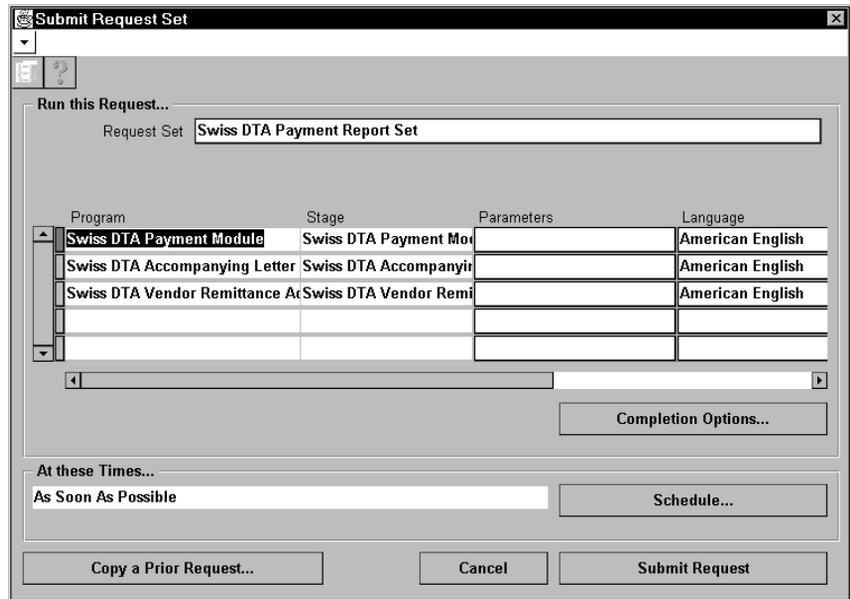
Use the Run Reports window to generate your DTA reports.

1. Using a Payables Responsibility choose:

   Other > Requests > Run

2. Choose Request Set and select Swiss DTA Payment Report Set.

Oracle Payables queries three reports:

- Swiss DTA Payment Module

- Swiss DTA Accompanying Letter

- Swiss DTA Supplier Remittance

To get an Accompanying Letter and Supplier Remittance Report:

Enter the language you want your report written in:

In this field...	Enter this value...
Parameters: Report Language	French
	or
	German

EFT payments via the DTA and SAD formats are charged per record, not per invoice. Oracle Payables creates supplier remittance advice SAD and DTA payments where there are more than four invoices per payment. The payment record contains a message that advises you to see the separate remittance advice.

Downloading DTA Payment File to Disk

To download a DTA payment file to disk:

1. Copy your file *Username.Request_No* from $APPLCSF directory to the diskette. You need a diskette formatted for a personal computer.

2. Send a signed copy of the Accompanying Letter to your bank.

3. Send the diskette to TELEKURS.

Confirming Payments

Use the Payment Batch Actions window to confirm the DTA Payments. Once you have confirmed a payment batch, the used bank account is ready for the next payment run and your payments are transferred to General Ledger.

Important: Complete this step only after you receive the debit note from the bank for the entire payment amount. Check the debit note with your final payment register.

Confirming Payment Exceptions

There are two confirm payment exceptions:

1. The bank carried out your DTA; however, not all invoices were paid.

2. The bank did not carry out your DTA.

The bank carried out your DTA; however, not all invoices were paid.

1. Use the Payment Batches Payment Actions window to void payments that were not paid.

2. Correct your data.

3. Pay these invoices manually or with your next DTA run.

The bank did not carry out your DTA.

1. Use the Payment Batch Actions window to cancel that Payment Batch.

2. Correct your data.

3. Start the payment process again.

SAD

SAD, the commonly used payment format in Switzerland for PTT customers, allows you to pay Swiss Franc invoices through a PTT account to suppliers in Switzerland.

Maintain Supplier Banks

Use the Bank window to define EFT bank information. Every Swiss bank is identified by its branch number (clearing number). Every foreign bank is identified by either the SWIFT-Code or -Address. You need an existing EFT bank account for every supplier and all currencies you need to make payments in.

1. Using a Payables Responsibility choose:

   Setup > Payment > Banks

2. Enter a supplier's bank as follows:

In this field...	Enter this value...
Bank Name	Name of the bank (such as SBG, SBV)
Bank Number	Bank Branch number concatenated with a sequence
Bank Branch Name	Location of the bank
Branch Number	Clearing Number for Swiss Bank
Branch Type	Other (not validated)
Swift	Swift code of Foreign Bank
Address (Descriptive Flexfield)	Bank's Address is required for Swift payments if Swiftcode is unknown

Entering Supplier Bank Account Information

Use the Bank Accounts window to enter your supplier's bank account information.

To enter supplier bank account information:

1. Using a Payables Responsibility choose:

    Setup > Payments > Banks

2. Query up the required Bank Branch or enter a new one (see chapter Maintain Suppliers Banks).

3. Choose the Bank Accounts region.

    You need one account per supplier/currency.

4. Enter these fields:

In this field...	Enter this...
Name	Suppliers name or number and payment type (such as 4001-BANK, 4002-PTT)
Number	Suppliers bank account number
Account Use	Supplier
Currency	Currency Code must be CHF

Entering Supplier Sites Information

Use the Suppliers window to enter your supplier sites. You must have a supplier and supplier site bank account information before you can begin.

1. Using a Payables responsibility choose:

   Suppliers > Entry

2. Choose the Sites region.

3. Open an existing site or enter a new one. See the *Payables User's Guide* for more information.

4. Enter these fields:

In this field...	Enter this...
Name (Supplier Sites Name)	Payment type, such as BANK, PTT, ESR
Payment Type (Special > View EFT Details)	BANK, PTT, ESR

5. Choose the Payment region. Enter these fields:

In this field...	Enter this...
PayGroup	SAD
Payment Method	Electronic Payments
Pay Alone Flag	Set flag if sites payment type is ESR

6. Choose the Bank Accounts region. Enter these fields:

In this field...	Enter this...
Name	Suppliers account
Number	Suppliers account number
Currency	Suppliers account currency
Primary	Select a primary account for each currency

Entering Invoices

Use the Invoices window to enter your supplier invoices. You must have supplier entries and supplier bank information before you can begin.

To enter invoices:

1. Using a Payables Responsibility choose:

    Invoices > Entry > Invoices

2. Choose Special from the tool bar. Then choose View EFT Details.

3. Choose Swiss SAD Payment.

4. Enter the ESR reference number.

5. Save your work.

Creating SAD EFT Payments

This section describes how to create a SAD Payment Data file that you can send to PTT.

Using AutoSelect

Use the Payment Batches window to submit your AutoSelect payment process to build payments.

1. Using a Payables Responsibility choose:

   Payments > Entry > Payment Batches

2. Enter these values:

In this field...	Enter this value...
Batch Name	Batch Name
Pay Group	SAD
Bank Account	PTT Account you want to pay from
Document	SAD Payment
Payment Method	EFT (default)

Modifying Payments

Use the Payment Batch Actions window to modify the Payment Batch after you initiate the Build process but before you execute the Format.

Formatting Payments

Use the Payment Batch Actions window to validate the Payment Batch after the Build process. Check the Report file for possible errors. If the report contains any invalid transactions, you have to cancel the payment batch, do the necessary corrections and rerun the entire payment process.

Creating SAD Output Files
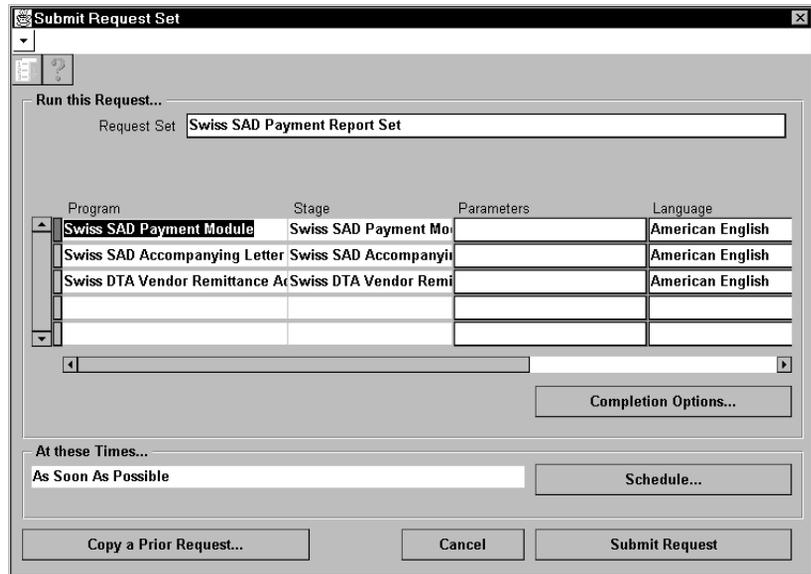
Use the Run Reports window to generate your SAD reports

1. Using a Payables Responsibility choose:

    Other > Requests > Run

2. Choose Request Set and select Swiss SAD Payment Report Set.

Oracle Payables queries three reports

- Swiss SAD Payment Module

- Swiss SAD Accompanying Letter

- Swiss SAD Supplier Remittance

To get an Accompanying Letter and Supplier Remittance Report:

Enter the language you want your report written in:

In this field...	Enter this value...
PTT Bank Account	Defaulted from SAD payment module
Parameters: Report Language	French or German

EFT payments via the DTA and SAD formats are charged per record, not per invoice. Oracle Payables creates supplier remittance for SAD and DTA payments where there are more than four invoices per payment. The payment record contains a message that advises you to see the separate remittance advice.

Downloading SAD Payment File to Disk

To download a SAD payment file to disk:

1. Copy your file *Username.Request_No* from *$AP_TOP/out* to the disk as file *Pttcria*. You need a diskette formatted for a personal computer.

2. Send a signed copy of the Accompanying Letter and the diskette to PTT.

Confirming Payments

Use the Payment Batch Actions window to confirm the SAD Payments. Once you have confirmed a payment batch, the used bank account is ready for the next payment run and your payments are transferred to General Ledger.

Important: Complete this step only after you receive the debit note from the bank for the entire payment amount. Check the debit note with your final payment register.

Confirming Payment Exceptions

There are two confirm payment exceptions:

1. The bank carried out your SAD; however, not all invoices were paid.

2. The PTT did not carry out your SAD.

The PTT carried out your SAD; however, not all invoices were paid.

1. Use the Payment Batches Payment Actions window to void payments that were not paid.

2. Correct your data.

3. Pay these invoices manually or with your next SAD run.

The bank did not carry out your DTA.

1. Use the Payment Batch Actions window to cancel that Payment Batch.

2. Correct your data.

3. Start the payment process again.

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Thank you for your help.

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