

Oracle[®] Financials for Taiwan User's Guide

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Oracle® Financials for Taiwan User's Guide Release 11

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Contents

PREFACE	5
<i>About this Country-Specific User's Guide</i>	6
<i>Assumptions</i>	8
<i>Do Not Use Database Tools to Modify Oracle Applications Data</i>	9
<i>Other Information Sources</i>	10
<i>Related User's Guides</i>	11
<i>Installation and System Administration</i>	15
<i>Training and Support</i>	17
<i>About Oracle</i>	18
<i>Thank You</i>	19
SETUP	21
TAIWAN VAT AND UNIFORM INVOICE MANAGEMENT OVERVIEW.....	22
<i>Uniform Invoice</i>	22
<i>Value Added Tax</i>	22
<i>Basic Business Needs</i>	23
SETTING UP RECEIVABLES.....	24
<i>Entering Uniform Numbers</i>	24
<i>Setting Up the Uniform Invoice Number Generator</i>	25
SETTING UP PAYABLES.....	27
ORACLE RECEIVABLES	29
ENTERING RECEIVABLES INVOICES AND RECEIPTS.....	30
DEFINING UNIFORM INVOICES/SALES RECEIPTS.....	32
<i>Prerequisites</i>	32
<i>Assigning a Uniform Invoice or Sales Receipt to an AR Invoice</i>	33
<i>Voiding a Uniform Invoice/Sales Receipt Number</i>	34
DEFINING MISCELLANEOUS UNIFORM INVOICES.....	35
<i>Prerequisites</i>	35
<i>Assigning a Uniform Invoice to a Miscellaneous Transaction</i>	36
<i>Voiding a Uniform Invoice Number</i>	36
DEFINING ZERO-RATE UNIFORM INVOICES.....	37
<i>Prerequisites</i>	37
<i>Defining an Export Certificate</i>	38
<i>Assigning Invoices to the Export Certificate</i>	38
PRINTING UNIFORM INVOICES AND SALES RECEIPTS.....	39
<i>Report Parameters</i>	39

<i>Selected Report Headings</i>	40
<i>Selected Column Headings</i>	40
PRINTING UNIFORM INVOICE/SALES RECEIPT ATTACHMENTS	41
<i>Report Parameters</i>	41
<i>Selected Report Headings</i>	42
<i>Column Headings</i>	42
UNIFORM INVOICE LISTING	43
<i>Report Parameters</i>	43
<i>Selected Report Headings</i>	43
<i>Column Headings</i>	44
ZERO-RATE TAX LISTING	45
<i>Report Parameters</i>	45
<i>Selected Report Headings</i>	45
<i>Selected Column Headings</i>	45
RECEIVABLES VAT REPORT	46
<i>Report Parameters</i>	46
<i>Column Headings</i>	47
GENERATING AN EDI FILE.....	48
<i>Report Parameters</i>	48
<i>Columns</i>	49
ORACLE PAYABLES	51
ENTERING PAYABLES INVOICES	52
PAYABLES VAT REPORT	53
<i>Report Parameters</i>	53
<i>Selected Column Headings</i>	54
APPENDIX	57
USING GLOBALIZATION FLEXFIELDS.....	58
RUNNING REPORTS AND LISTINGS.....	59



Preface

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

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

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

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 provides an overview of Taiwan VAT and uniform invoice management. It also explains how to set up Oracle Receivables and Oracle Payables for Taiwan.
- Chapter 2 describes how to use Oracle Receivables for Taiwan. It discusses Entering Receivables Invoices and Receipts, Defining Uniform Invoices/Sales Receipts, Defining Miscellaneous Uniform Invoices, Defining Zero-Rate Uniform Invoices, Printing Uniform Invoices and Sales Receipts, Printing Uniform Invoice/Sales Receipt Attachments, the Uniform Invoice Listing, the Zero-Rate Tax Listing, the Receivables VAT Report, and generating an EDI file.
- Chapter 3 describes how to use Oracle Payables for Taiwan. It discusses Entering Payables Invoices as well as the Payables VAT 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 Taiwan. If you have never used Oracle Financials for Taiwan, 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 Taiwan.

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 Taiwan 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 Taiwan.

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

CHAPTER

1

This chapter provides an overview of Taiwan VAT and Uniform Invoice Management. It also explains how to set up Oracle Receivables and Oracle Payables for Taiwan. It discusses:

- Taiwan VAT
- Uniform Invoice Management
- Setting Up Receivables
- Setting Up Payables

Taiwan VAT and Uniform Invoice Management Overview

Taiwan Value Added Tax (VAT) and Uniform Invoice Management lets you:

- Issue and maintain Government Uniform Invoices for tax purposes.
- Generate an EDI file for reporting monthly VAT to the government.

Taiwan VAT and Uniform Invoice Management allows export-only manufacturers, whose sales are eligible for zero-rate VAT, to issue Sales Receipts instead of Uniform Invoices, and to assign the Sales Receipts to AR invoices. If your company does not use Sales Receipts, you can associate zero-rate Uniform Invoices with an Export Certificate.

Uniform Invoice

A Uniform Invoice is issued for each Receivables (AR) invoice. Each Uniform Invoice is assigned a Uniform Invoice number. This number consists of two characters, which are referred to as the Uniform Invoice Word, and eight digits. Uniform Invoice numbers are supplied by the government every month in books of invoices, also referred to as number segments. You can have several books in use at the same time; however, invoices within each book must be used in sequence.

There are two types of Uniform Invoices:

- Duplicate, for non-commercial customers
- Triplicate, for commercial customers

There are separate books of invoices for these two types.

Value Added Tax

The government nets the VAT from an electronic file that includes both Payables VAT and Receivables VAT. Your company submits this electronic file to the government every month, along with a hard copy of the file for verification.

Basic Business Needs

Taiwan VAT and Uniform Invoice Management provides you with features to satisfy the following business needs. You can:

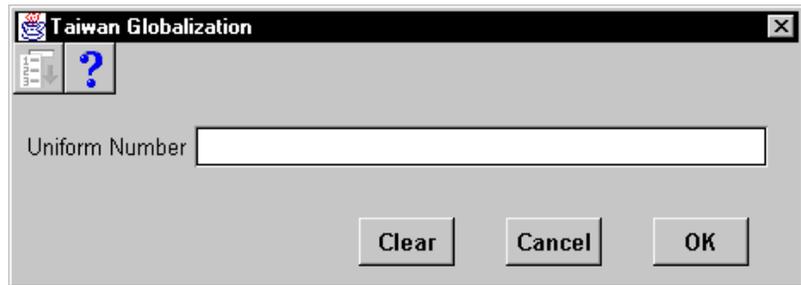
- Enter Uniform Numbers for your company, your suppliers, and your customers.
- Issue a Government Uniform Invoice or Sales Receipt for every Receivables invoice. The Uniform Invoice or Sales Receipt is dated with the shipped date of the goods or the date service was provided. Uniform Invoices issued to customers without Uniform Numbers, such as, non-commercial customers, use duplicate forms; those issued to commercial customers use triplicate forms.
- Issue a Government Uniform Invoice for miscellaneous transactions that require a Uniform Invoice.
- Associate zero-rate Uniform Invoices with a specific Export Certificate.
- Print Uniform Invoices and Sales Receipts.
- Print reports of Uniform Invoice details to be attached to the Uniform Invoice when the invoice contains more lines than will fit on one page.
- Print listings of Uniform Invoices and Zero-Rate Tax Uniform Invoices for tax filing purposes.
- Generate an electronic file of Payables VAT and Receivables VAT every month in the government-regulated format.
- Print Payables VAT and Receivables VAT reports, which include the same data as the electronic file, for internal use and government reporting purposes.

Setting Up Receivables

Before you can use Uniform Invoice Management, you must:

- Enter Uniform Numbers for your company and your customers.
- Set up the Uniform Invoice Number Generator.

Entering Uniform Numbers



The screenshot shows a dialog box titled "Taiwan Globalization". The dialog box has a title bar with a close button (X) on the right. Below the title bar, there is a small icon of a question mark. The main area of the dialog box contains a text input field labeled "Uniform Number". Below the input field, there are three buttons: "Clear", "Cancel", and "OK".

To enter the Uniform Number for your company:

1. Navigate to the System Options window.
2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 58.
3. In the pop-up window, enter your company's Uniform Number.

To enter Uniform Numbers for your customers:

1. Navigate to the Customers window.
2. Enter the customer's Uniform Number in the Tax Registration Number field.

Setting Up the Uniform Invoice Number Generator

Book Start Date	Invoice Word	First Invoice	Last Invoice	Book Type
				Triplicate

Book Number

Current Invoice

Current Date

Use the Define Uniform Invoice Numbers window to set up the Uniform Invoice Number Generator every month when you receive new books of invoices (number segments) from the government. Also use this window to define sales receipt number segments by setting the Book Type as a Sales Receipt. Oracle Receivables assigns a book number to the segment, and displays the book's next available invoice number, as well as the date of the last invoice issued.

Oracle Receivables uses the information you enter in this window to automatically default Uniform Invoice Sales Receipt numbers to AR invoices and miscellaneous transactions (see pages 32 and 35).

Suggestion: You can also use this window to determine how many unused Uniform Invoices are left in a book by comparing the number in the Current Invoice field with the number in the Last Invoice field. The Current Invoice field displays the next available invoice in the book, which can help you decide whether to request more books from the government.

To set up the Uniform Invoice Number Generator:

1. Navigate to the Define Uniform Invoice Numbers window.
2. In the Book Start Date field, enter the date that you will start using this book in DD-MON-YY format.
3. In the Invoice Word field, enter the two-character Invoice Word associated with this book of invoices. For Sales Receipt numbers, this field is automatically set to *No*.
4. In the First and Last Invoice fields, enter the starting and ending invoice numbers in the book.
5. In the Book Type field, select the invoice type that this number segment is used for:
 - Duplicate
 - Triplicate (default)
 - Dup/Trip. Select Dup/Trip when it does not matter if this book is used for commercial or non-commercial customers.
 - Sales Receipt. Select Sales Receipt when you define Sales Receipt numbers.

For example, you may use a triplicate book for non-commercial customers, and simply discard the third invoice copy.

The system assigns a book number to the segment and displays the next available invoice number in the Current Invoice field. The Current Date field displays the date of the last invoice issued from this book.

6. Save your work.

Setting Up Payables



The screenshot shows a dialog box titled "Taiwan Globalization". It contains a text input field labeled "Uniform Number". Below the input field are three buttons: "Clear", "Cancel", and "OK".

Before you can use Uniform Invoice Management, you must enter Uniform Numbers for your suppliers.

To enter Uniform Numbers for your suppliers:

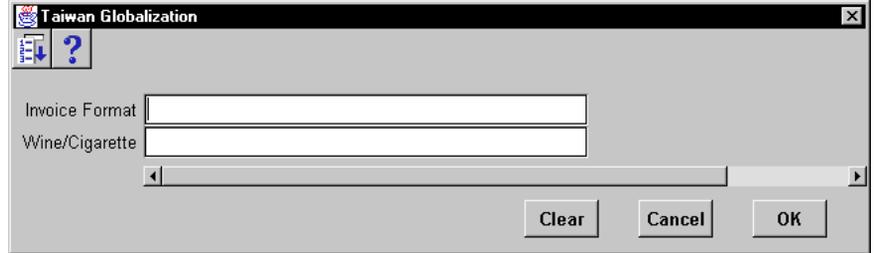
1. Navigate to the Suppliers Summary window.
2. Click on the Open button to display the Detail window.
3. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 58.
4. Enter the Uniform Number in the pop-up window.

Oracle Receivables

This chapter explains how to use Oracle Receivables for Taiwan. It discusses:

- Entering Receivables Invoices and Receipts
- Defining Uniform Invoices/Sales Receipts
- Defining Miscellaneous Uniform Invoices
- Defining Zero-Rate Uniform Invoices
- Printing Uniform Invoices and Sales Receipts
- Printing Uniform Invoice/Sales Receipt Attachments
- Uniform Invoice Listing
- Zero-Rate Tax Listing
- Receivables VAT Report
- Generating an EDI File

Entering Receivables Invoices and Receipts



When you enter an AR invoice in the Transactions Workbench or a miscellaneous transaction in the Receipts window, use the globalization flexfield to enter additional information required by the government.

To enter additional invoice information:

1. Navigate to the Transactions Workbench.
2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 58.
3. In the pop-up window, enter one of these format codes:
 - **30** = Sales Receipt
 - **31** = Sales Triplicate or Computer Generated Uniform Invoice
 - **32** = Sales Duplicate or Duplicate Cashier Generated Uniform Invoice
 - **33** = Triplicate Sales Refund or Discount Resale document
 - **34** = Duplicate Sales Refund or Discount Resale document
 - **35** = Sales Triplicate or Cashier Generated Uniform Invoice
4. In the Wine/Cigarette field, enter *Yes* if this invoice includes alcoholic beverages or tobacco products. Enter *No* if it does not.



See also

Entering Transactions, *Oracle Receivables User's Guide*

To enter additional miscellaneous transaction information:

1. Navigate to the Receipts window.
2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 58.
3. In the pop-up window, enter one of these format codes:
 - **31** = Sales Triplicate or Computer Generated Uniform Invoice
 - **32** = Sales Duplicate or Duplicate Cashier Generated Uniform Invoice
 - **35** = Sales Triplicate or Cashier Generated Uniform Invoice
4. In the Wine/Cigarette field, enter *Yes* if this receipt includes alcoholic beverages or tobacco products. Enter *No* if it does not.



See also

Entering Miscellaneous Transactions, *Oracle Receivables User's Guide*

Defining Uniform Invoices/Sales Receipts

The image shows two screenshots from an Oracle Financials application. The top screenshot is the 'Define Taiwanese Uniform Invoices/Sales Receipts' window. It contains several input fields: 'Invoice Number' (empty), 'Uniform Invoice Date' (10-MAR-2000), 'Uniform Invoice Format' (31), 'Uniform Invoice Word' (empty), 'Uniform Invoice/Sales No' (empty), 'Customer Name' (empty), 'Customer Uniform No' (empty), 'Address' (empty), 'Currency Code' (empty), 'Exchange Rate' (empty), and 'Invoice Type' (empty). There are two checkboxes: 'Wine/Cigarette' (unchecked) and 'Void' (unchecked). A 'LINES' button is located at the bottom right. The bottom screenshot is the 'Lines' window, which is a table with four columns: 'Description', 'Quantity', 'Unit Price', and 'Amount'. The table is currently empty.

Use the Define Uniform Invoices/Sales Receipts window to assign a Uniform Invoice number or a Sales Receipt number to an AR invoice. You can use this window to query and void Uniform Invoices.

Prerequisites

Before you can use the Define Uniform Invoices/Sales Receipts window, you must:

- Define Uniform Invoice number segments (see page 25).
- Enter AR invoices (see page 30).

Assigning a Uniform Invoice or Sales Receipt to an AR Invoice

1. Navigate to the Define Uniform Invoices/Sales Receipts window.
2. Enter the AR invoice number in the Invoice Number field. Receivables displays details (customer name, address, etc.) for this invoice.

Receivables displays the system date in the Uniform Invoice Date field. Change it if necessary.

3. Enter the invoice format code:
 - **30** = Sales Receipt
 - **31** = Sales Triplicate or Computer Generated Uniform Invoice (default)
 - **32** = Sales Duplicate or Duplicate Cashier Generated Uniform Invoice
 - **33** = Triplicate Sales Refund or Discount Resale document
 - **34** = Duplicate Sales Refund or Discount Resale document
 - **35** = Sales Triplicate or Cashier Generated Uniform Invoice

Based on the format code you enter, Receivables displays the Uniform Invoice Word and the next available Uniform Invoice number from the number segments that you defined as default. You can change the number as you want. Oracle Receivables will check whether the number you enter is valid. If the number is not valid, you will get an error message and you will have to enter another number or the default number is assigned.

4. Check the Wine/Cigarette check box if the goods on this invoice are alcoholic beverages or tobacco products. This value defaults from the Wine/Cigarette field in the globalization flexfield on the Transactions Workbench, but you can change it here.
5. Save your work.

To view invoice lines:

The Lines window displays additional information about the AR invoice. Click on the Lines button to view the item description, quantity, unit price, and extended price for each invoice line.

Voiding a Uniform Invoice/Sales Receipt Number

Use this procedure to void a Uniform Invoice number or Sales Receipt number that was assigned to an AR invoice. The voided number is included in the count of voided numbers on the Uniform Invoice Listing (see page 43).

1. Navigate to the Define Uniform Invoices/Sales Receipts window.
2. Query the Uniform Invoice number that you want to void.
3. Review the invoice data displayed.
4. Check the Void check box at the bottom of the window.
5. Save your work.

Defining Miscellaneous Uniform Invoices

The screenshot shows a software window titled "Define Taiwanese Miscellaneous Uniform Invoices". It contains the following fields and controls:

- Receipt Number: [Empty text box]
- Uniform Invoice Date: 10-MAR-2000
- Uniform Invoice Format: 31
- Uniform Invoice Word: [Empty text box]
- Uniform Invoice Number: [Empty text box]
- Customer Name: [Empty text box]
- Customer Uniform No.: [Empty text box]
- Currency Code: [Empty text box]
- Exchange Rate: [Empty text box]
- Vat Tax Code: [Empty text box]
- Amount: [Empty text box]
- Description: [Empty text box]
- Wine/Cigarette
- Void

Use the Define Miscellaneous Uniform Invoices window to assign a Uniform Invoice number to a miscellaneous transaction.

Prerequisites

Before you can use the Define Miscellaneous Uniform Invoices window, you must:

- Define Uniform Invoice number segments (see page 25).
- Enter a miscellaneous transaction in the Receipts window (see page 30).

Assigning a Uniform Invoice to a Miscellaneous Transaction

1. Navigate to the Define Miscellaneous Uniform Invoices window.
2. Enter the miscellaneous transaction's receipt number in the Receipt Number field. Receivables displays details such as customer name and receipt amount for this receipt.

Receivables displays the system date in the Uniform Invoice Date field. Change it if necessary.

3. Enter one of these Uniform Invoice Format codes:
 - **31** = Sales Triplicate or Computer Generated Uniform Invoice (default)
 - **32** = Sales Duplicate or Duplicate Cashier Generated Uniform Invoice
 - **35** = Sales Triplicate or Cashier Generated Uniform Invoice

Based on the format code you enter, Receivables displays the Uniform Invoice Word and the next available Uniform Invoice number from the number segments that you defined as default. You can change the number as you want. Oracle Receivables will check whether the number you enter is valid. If the number is not valid, you will get an error message and you will have to enter another number or the default number is assigned.

4. Check the Wine/Cigarette check box if the items on the receipt are alcoholic beverages or tobacco products. This field defaults from the Wine/Cigarette field in the globalization flexfield on the Receipts window, but you can change it here.
5. Save your work.

Voiding a Uniform Invoice Number

Use this procedure to void a Uniform Invoice number that was assigned to a miscellaneous transaction. The voided invoice is included in the count of voided numbers on the Uniform Invoice Listing (see page 43).

1. Navigate to the Define Miscellaneous Uniform Invoices window.
2. Query the Uniform Invoice number that you want to void.
3. Review the transaction data displayed.
4. Check the Void check box at the bottom of the window.
5. Save your work.

Defining Zero-Rate Uniform Invoices

Export Certificate					
Number	<input type="text"/>	Name	Export Report		
Type	Zero-rate Tax	Export Method	Triangle		
Export Date	10-MAR-2000				
Invoices					
Uniform Invoice No.	Item Description	Uniform Invoice Date	Invoice Number	Invoice Format	Customer Name
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

Use the Define Zero Rate window to define an export certificate and associate Uniform Invoices with it. If your company uses Sales Receipts for all exported goods, you do not need to use this window.

The Export Certificate region is used to define or select an export certificate. The Invoices multi-row region is used to specify the Uniform Invoices that are associated with the export certificate.

Prerequisites

Before you can use the Define Zero Rate window, you must:

- Enter an AR invoice in the Transactions Workbench (see page 30).
- Associate the AR invoice with a Uniform Invoice (see page 32).

Defining an Export Certificate

1. Navigate to the Define Zero Rate window.
2. In the Number field, enter the number of the export certificate.
3. Select the name of the export certificate. Valid values are:
 - Export Report (default)
 - Sample Out
 - Post
 - Invoice
 - Others
4. Select the type of certificate. Valid values are:
 - Taxable
 - Zero-rate Tax (default)
 - Exempt
5. Select the export method: Triangle (default) or Direct.
6. Enter the export date.

Assigning Invoices to the Export Certificate

1. Navigate to the Invoices region in the Define Zero Rate window.
2. Enter the numbers of the Uniform Invoices associated with this export certificate. The system displays details about the invoices.
3. In the Item Description field, select Goods (default) or Services to describe the items on the invoice.
4. Save your work.

Printing Uniform Invoices and Sales Receipts

Use the Print Uniform Invoices/Sales Receipts report to print the Uniform Invoices on preprinted windows. Your company can use the standard formatted windows or may choose to design a customized window and register the format with the government.

If an invoice has more than five lines, you must print an attachment report. See *Printing Uniform Invoice/Sales Receipt Attachments* on page 41.

Run this report from the Print Uniform Invoice/Sales Receipt window or from the Print Taiwan Reports window. For instructions, see *Running Reports and Listings* on page 59.

Report Parameters

Enter the following parameters to specify the desired reporting options:

In this parameter...	Enter...
Miscellaneous	Yes if you are printing a miscellaneous Uniform Invoice. <i>No</i> if you are not.
Uniform Invoice Word	The Uniform Invoice Word for the invoices that will be printed. To print Sales Receipts, enter <i>No</i> .
Uniform Invoice Number From/To	The starting and ending Uniform Invoice numbers or Sales Receipt numbers for the range of invoices you want to print.

Selected Report Headings

In this heading...	Oracle Receivables prints...
Invoice Date	The invoice date in Ming-Kuo date format (Taiwan date format)
Customer Uniform Number	The customer's Uniform Number
Tax Code and Rate	The tax code and rate used in the invoice. This heading is blank for Sales Receipts.
Total Amount	The total invoice amount plus total tax amount, spelled out
Total Amount	The total invoice amount plus total tax amount, in numbers

Selected Column Headings

In this column...	Oracle Receivables prints...
Item Name	Description of the line item
Quantity	Quantity of the line item
Unit Price	Unit price of the line item
Invoice Amount	The extended amount for the line item
Total Invoice Amount	Total amount of the invoice
Total Tax Amount	Total tax amount of the invoice. This column is blank for Sales Receipts.

Printing Uniform Invoice/Sales Receipt Attachments

Run the Uniform Invoice Attachment report when there are more than five lines on a Uniform Invoice or Sales Receipt. This report contains *all* the invoice lines, not just the extra lines, and should be attached to the Uniform Invoice.

Run the Uniform Invoice Attachment report from the Print Taiwan Reports window. For instructions, see *Running Reports and Listings* on page 59.

Page:	1		
Uniform Invoice Number:	ZR31375618	Uniform Invoice Date:	01-Jan-82
/Sales Receipt Number			
Customer Name:	ELITEGROUP COMPUTER SYSTEMS (H.K.)		
=====			
Description	Quantity	Unit Price	Invoice Amount
=====			
001. IC TH, 7406 DIP 14P T1	6000	0.225	1,350.00
002. IC TH, 75LS245 DIP 20P T1	3000	0.184	552.00
003. IC TH, 24F244 DIP 20P T1	15000	0.206	3,090.00
004. IC LIHEAR LT1585 ADF.I TO-220	3000	2.451	7,353.00
005. CAP E/C 10uf 25V±20% RF D4*7mm	24000	0.023	552.00
006. CAP E/C 100uf 16V±20% RF D6*8m	3000	0.028	84.00
=====			
Invoice Amount:	12,981.00		
Tax Amount:	0.00		
Total Amount:	12,981.00		

Report Parameters

Enter the following parameters to specify the desired reporting options.

In this parameter...	Enter...
Miscellaneous Flag	Yes if you are printing a miscellaneous Uniform Invoice. <i>No</i> if you are not.
Uniform Invoice Number	The Uniform Invoice number or Sales Receipt that you need to print the attachment for.

Selected Report Headings

In this heading...	Oracle Receivables prints...
Uniform Invoice Number	The Uniform Invoice or Sales Receipt number that this report should be attached to
Invoice Amount	The total invoice amount: the sum of the invoice amounts for each line
Tax Amount	The total amount of tax for all lines on the report
Total Amount	The invoice amount plus tax amount

Column Headings

In this column...	Oracle Receivables prints...
Description	Description of the line item
Quantity	Quantity of the line item
Unit Price	Unit price of the line item
Invoice Amount	The extended amount for the line

Uniform Invoice Listing

Print the Uniform Invoice Listing every month for tax-filing purposes. This report prints on a preprinted form.

Run the Uniform Invoice Listing from the Print Taiwan Reports window. For instructions, see *Running Reports and Listings* on page 59.

Report Parameters

Enter the following parameters to specify the desired reporting options:

In this parameter...	Enter...
Date	The date of the VAT filing period in YYMM format.
Uniform Invoice Word	The Uniform Invoice Word for the invoices on the report.

Selected Report Headings

Report headings include VAT filing period, your company's Uniform Number and tax registration number, and the following counts and totals:

Counts of the following for each page and for the entire report:

- Taxable Uniform Invoices
- Zero-rate Uniform Invoices
- Tax exempt Uniform Invoices
- Voided Uniform Invoices
- Blank (unused) Uniform Invoices

Totals of the following for each page and for the entire report:

- Total invoice amount of triplicate Uniform Invoices (a)
- Total invoice amount of duplicate Uniform Invoices
- Total tax amount of triplicate Uniform Invoices (b)
- Total tax amount of duplicate Uniform Invoices
- Total amount of triplicate Uniform Invoices (a + b)
- Total invoice amount of zero-rate tax Uniform Invoices
- Total invoice amount of tax exempt Uniform Invoices

Column Headings

In this column...	Oracle Receivables prints...
Seq. No.	A sequential number for each record on the report
Customer Uniform Number	The customer's Uniform Number
Invoice Amount	Total amount of the invoice, less tax
Tax Code	Tax code for the invoice
Tax	Total tax amount of the invoice

Zero-Rate Tax Listing

Print the Zero-Rate Tax Listing every month for tax-filing purposes. This report prints on a preprinted form.

Run the Zero-Rate Tax Listing from the Print Taiwan Reports window. For instructions, see *Running Reports and Listings* on page 59.

Report Parameters

Enter the following parameters to specify the desired reporting options:

In this parameter...	Enter...
Date	The date of the VAT filing period in DD-MON-YYYY format.
Tax Office	The tax office where you will file the report.

Selected Report Headings

In this heading...	Oracle Receivables prints...
Date	The date of the VAT filing period in Ming-Kuo date format
Uniform Number	Your company's Uniform Number
Tax Registration Number	Your company's tax registration number

Selected Column Headings

In this column...	Oracle Receivables prints...
Export Method	The export method specified in the export certificate
Cert. Name	The name specified in the export certificate
Cert. No.	The export certificate number

Receivables VAT Report

Generate the Receivables VAT report every month and send it to the government along with the EDI file for reporting purposes. This report is a paper copy of the Receivables VAT data included in the EDI file.

Run the Receivables VAT report from the Print Taiwan Reports window. For instructions, see *Running Reports and Listings* on page 59.

Receivables VAT Detail Report									
Period 02-1997									
Page 1									
Format	Uniform Invoice Date	Trx Number	GUI Number	Customer Uniform Number	Amount	Tax	Total	Tax Code	Wine
32	06-FEB-97	Jenny2	BC201		400	20	420	1	N
32	06-FEB-97	Jenny3	BC202		1000	0	1000	2	N
32	06-FEB-97	1877	BC205		30851.25	0	30851.25		Y

Report Parameters

Enter the following parameters to specify the desired reporting options:

In this parameter...

Enter...

Date

The date of the reporting period in DD-MON-YYYY format.

Column Headings

In this column...	Oracle Receivables prints...
Invoice Format	A code that indicates the document type: <ul style="list-style-type: none"> • 31 = Sales Triplicate or Computer Generated Uniform Invoice • 32 = Sales Duplicate or Duplicate Cashier Generated Uniform Invoice • 33 = Triplicate Sales Refund or Discount Resale document • 34 = Duplicate Sales Refund or Discount Resale document • 35 = Sales Triplicate Cashier Generated Uniform Invoice
Invoice Date	The date of the Uniform Invoice
Invoice Num	The AR invoice number
Uniform Invoice Number	The Uniform Invoice Word and number
Customer's Uniform Number	The customer's Uniform Number
Amount	The invoice amount, less tax
Tax	Tax amount
Total Amount	The sum of the invoice amount and tax amount
Tax Code/VAT Code	A code that indicates the tax status: <ul style="list-style-type: none"> 1 = Taxable 2 = Zero-rate tax 3 = Exempt 4 = Void
Wine/cigarette	A code that indicates if the invoice items are alcoholic beverages or tobacco products: <ul style="list-style-type: none"> B = Yes Null = No

Generating an EDI File

Generate the EDI file every month to submit to the government for VAT reporting. The EDI file includes Receivables VAT and Payables VAT in one file.

Run the EDI file from the Print Taiwan Reports window. For instructions, see *Running Reports and Listings* on page 59.

3288787878	18602	88787878BC201	4201	20	
3288787878	28602	88787878BC202	10002	0	
3288787878	38602	88787878BC205	30851.25	0	B
88787878	48602887878788878787803feb_ap01		20S	0	
88787878	58602887878788878787880001		300	0	
88787878	6860288787878887878781		105Z	6.87	
88787878	7860288787878887878781		105Z	0	
88787878	8860288787878887878782		105Z	0	

Report Parameters

Enter the following parameters to specify the desired reporting options:

In this parameter...	Enter...
Date	The date of the reporting period in DD-MON-YYYY format.

Columns

In this column...	Oracle Receivables prints...
Invoice Type	<p>A code that indicates the document type:</p> <ul style="list-style-type: none"> • 21 = Purchase Triplicate or Computer Generated Uniform Invoice • 22 = Other types of documents with Purchase Tax stated (including Duplicate Cashier Generated Uniform Invoice) • 23 = Triplicate Purchase Refund or Discount Resale doc • 24 = Duplicate Purchase Refund or Discount Resale doc (including other types of docs with tax stated) • 25 = Triplicate Purchase Cashier Generated Uniform Invoice • 31 = Sales Triplicate or Computer Generated Uniform Invoice • 32 = Sales Duplicate or Duplicate Cashier Generated Uniform Invoice • 33 = Triplicate Sales Refund or Discount Resale doc • 34 = Duplicate Sales Refund or Discount Resale doc • 35 = Sales Triplicate Cashier Generated Uniform Invoice
Tax Registration Number	Your company's tax registration number
Record Number	A sequential number for the current record
Year and Month	Invoice year and month in Ming-Kuo date format
Purchaser's Uniform Number	For Payables VAT, your company's Uniform Number; for Receivables VAT, the customer's Uniform Number
Supplier's Uniform Number	For Payables VAT, the supplier's Uniform Number; for Receivables VAT, your company's Uniform Number

(continued)

In this column...	Oracle Receivables prints...
Uniform Invoice Word	Uniform Invoice Word
Uniform Invoice Number	Uniform Invoice number
Amount	The invoice amount, less tax
Tax Code/VAT Code	A code that indicates the tax status: 1 = Taxable 2 = Zero-rate tax 3 = Exempt 4 = Void
Tax	The tax amount
Tax Deduction Code	A code that indicates the type of tax deductible item (for Payables VAT only). This column is blank if the item is not tax-deductible. 1 = Payables VAT deductible purchases and expenses 2 = Payables VAT deductible fixed assets
Blank	This is a blank column in the report.
Wine/Cigarette	A code that indicates if the invoice items are alcoholic beverages or tobacco products: B = Yes Null = No

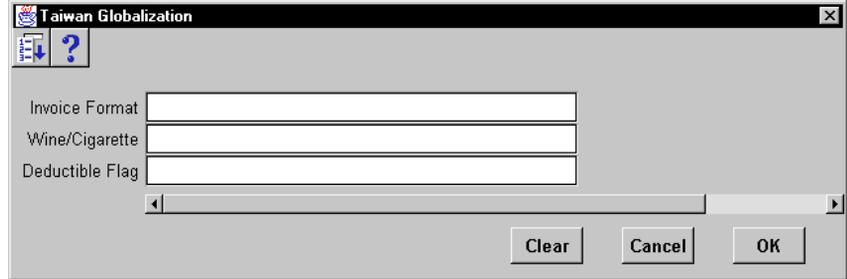
Oracle Payables

3

This chapter explains how to use Oracle Payables for Taiwan. It discusses:

- Entering Payables Invoices
- Payables VAT Report

Entering Payables Invoices



The screenshot shows a dialog box titled "Taiwan Globalization". It contains three text input fields labeled "Invoice Format", "Wine/Cigarette", and "Deductible Flag". At the bottom right, there are three buttons: "Clear", "Cancel", and "OK".

When you enter a Payables (AP) invoice in the Invoice Workbench, use the globalization flexfield to enter additional information required by the government.

To enter additional invoice information:

1. Navigate to the Invoice Workbench.
2. Navigate to the globalization flexfield. For instructions, see *Using Globalization Flexfields* on page 58.
3. In the pop-up window, enter one of these invoice format codes:
 - **21** = Purchase Triplicate or Computer Generated Uniform Invoice
 - **22** = Other types of documents with Purchase Tax stated (including Duplicate Cashier Generated Uniform Invoice)
 - **23** = Triplicate Purchase Refund or Discount Resale document
 - **24** = Duplicate Purchase Refund or Discount Resale document (including other types of documents with tax stated)
 - **25** = Triplicate Purchase Cashier Generated Uniform Invoice
4. In the Wine/Cigarette field, enter *Yes* if this invoice includes alcoholic beverages or tobacco products. Enter *No* if it does not.
5. In the Deductible Flag field, enter *1* if the items on the invoice are tax deductible purchases and expenses; enter *2* if they are tax deductible fixed assets. Leave this field blank if they are not tax deductible.



See also

Entering Invoices, *Oracle Payables User's Guide*

Payables VAT Report

Generate the Payables VAT report every month. This report is a hard copy of the Payables VAT data included in the EDI file and is intended for internal use.

Run the Payables VAT report from the Submit Request window. For instructions, see *Running Reports and Listings* on page 59.

Payables VAT Detail Report								Page 1
Period 02-1997								
Format	Invoice Number	Invoice Date	Supplier Uniform Number	Invoice Amount	Tax Amount	Vat Code	Deductible Wine	
	03feb_ap01	03-FEB-97		20	0	3		
	inv01	17-FEB-97		25	0	3		
	sf	19-FEB-97		4000	0	2		
	inv4a	18-FEB-97		122	0	3		

Report Parameters

Enter the following parameters to specify the desired reporting options:

In this parameter...	Enter...
Date	The date of the reporting period in DD-MON-YYYY format.

Selected Column Headings

In this heading ...	Oracle Payables prints...
Invoice Format	A code that indicates the document type: <ul style="list-style-type: none"> • 21 = Purchase Triplicate or Computer Generated Uniform Invoice • 22 = Other types of documents with Purchase Tax stated (including Duplicate Cashier Generated Uniform Invoice) • 23 = Triplicate Purchase Refund or Discount Resale document • 24 = Duplicate Purchase Refund or Discount Resale doc (including other types of docs with tax stated) • 25 = Triplicate Purchase Cashier Generated Uniform Invoice
Invoice Number	The Payables invoice number
Uniform Invoice Number	The Uniform Invoice number
Invoice Date	Date of the invoice
Supplier's Uniform Number	Supplier's Uniform Number
Amount	The invoice amount, less tax
Tax	The tax amount
Total Amount	The sum of the invoice amount and tax amount
Tax Code/VAT Code	A code that indicates the tax status: <ul style="list-style-type: none"> 1 = Taxable 2 = Zero-rate tax 3 = Exempt 4 = Void

In this heading... Oracle Payables prints...

Tax Deduction Code A code that indicates the type of tax deductible item. This column is blank if the item is not tax-deductible.

1 = Deductible purchases and expenses

2 = Deductible fixed assets

Wine/Cigarette A code that indicates if the invoice items are alcoholic beverages or tobacco products:

B = Yes

Null = No



Appendix

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

Using Globalization Flexfields

Oracle Financials for Taiwan 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 Suppliers window. These instructions apply only to the Transactions Workbench; for the Suppliers 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 Taiwan 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*

Index

—A—

Alcoholic beverages, 30, 31, 33, 36, 47, 50, 52, 55
AR invoice, 22, 25, 30, 32, 33, 34, 37, 47
AR invoice number, 33

—B—

Book number, 25, 26
Book Start Date, 26
Book Type field, 26

—C—

Cashier Generated Uniform Invoice, 30, 31, 33, 36, 47, 49, 52, 54
Certificate, 37, 38, 45
Computer Generated Uniform Invoice, 30, 31, 33, 36, 47, 49, 52, 54
Current Invoice field, 25, 26
Customers window, 24
Customized window, 39

—D—

Deductible Flag field, 52
Define Miscellaneous Uniform Invoices window, 35, 36
Define Uniform Invoice Numbers window, 25, 26
Define Uniform Invoices window, 32
Define Zero Rate window, 37, 38
Detail window, 27
Discount Resale document, 30, 33, 47, 52, 54
Duplicate Cashier Generated Uniform Invoice, 30, 31, 33, 36, 47, 49, 52, 54
Duplicate Sales Refund, 30, 33, 47, 49

—E—

EDI file, 22, 46, 48, 53
Electronic file, 22, 23

Export Certificate, 22, 23, 37, 38, 45
Export Certificate region, 37
Exported goods, 37

—G—

Globalization flexfield, 24, 27, 30, 31, 33, 36, 52, 57, 58
Goods, 38
Government Uniform Invoice, 22

—I—

Invoice lines, 33, 41
Invoice Number field, 33
Invoice Word field, 26

—L—

Last Invoice field, 25, 26

—M—

Miscellaneous transactions, 23, 25

—N—

Non-commercial customers, 22, 23, 26

—P—

Payables, 21, 27, 51, 52, 53, 54, 55, 58
PAYABLES VAT, 22, 23, 48, 49, 50, 51, 53
Print Taiwan Reports window, 39, 41, 43, 45, 46, 48

—R—

Receipts window, 30, 31, 35, 36, 58
Receivables, 21, 22, 23, 24, 25, 29, 30, 31, 33, 36, 40, 42, 44, 45, 46, 47, 49, 50, 58
RECEIVABLES VAT, 22, 23, 29, 46, 48, 49

—S—

Sales Duplicate, 30, 31, 33, 36, 47, 49
Sales Receipt, 22, 23, 29, 30, 32, 33, 34, 37, 39,
40, 41, 42
Sales Receipt number, 32
Sales Receipt numbers, 39
Sales Receipts, 22, 23, 32, 33, 34, 37, 39, 40
Sales Triplicate, 30, 31, 33, 36, 47, 49
Services, 38
Shipped date, 23
Submit Request window, 53, 59
Suppliers Summary window, 27
Suppliers window, 58
System Options, 24, 58
System Options window, 58

—T—

Taiwan VAT, 21, 22, 23
Tobacco products, 30, 31, 33, 36, 47, 50, 52, 55
Transaction data, 36
Transactions Workbench, 30, 33, 37, 58
Triplicate Sales Refund, 30, 33, 47, 49

—U—

Uniform Invoice Attachment report, 41
Uniform Invoice Management, 21, 22, 23, 24,
27
Uniform Invoice number, 22, 25, 32, 33, 34,
35, 36, 39, 41, 50, 54
Uniform Invoice Number Generator, 24, 25,
26
Uniform Invoice Word, 22, 33, 36, 39, 43, 47,
50
Uniform Number, 23, 24, 27, 40, 43, 44, 45,
47, 49, 54
Uniform Numbers, 23, 24, 27

—W—

Wine/Cigarette field, 30, 31, 33, 36, 52

—Z—

Zero-Rate Tax Listing, 45
Zero-Rate Tax Uniform, 23
Zero-rate VAT, 22

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