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Preface


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

- Overview and reference information
- Specific tasks that you can accomplish with Oracle Financials for European Region
- How to use Oracle Financials for European Region windows
- Oracle Financials for European Region programs, reports, and listings
- Oracle Financials for European Region 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 European Region.
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 General Ledger entry reconciliation for Oracle Financials for European Region.
- Chapter 2 describes subledger to General Ledger audit reports for Oracle Financials for European Region.
- Chapter 3 describes how to create interest invoices in Oracle Receivables as well as discussing process flow and giving a detailed description of each window and report. It also tells you how to set up Oracle Receivables to create interest invoices.
- Chapter 4 describes EFT payment format windows for Belgium, Denmark, Finland, Germany, Netherlands, Norway, Sweden, and Switzerland.
- Chapter 5 describes Oracle Assets Insurance for Oracle Financials for European Region.

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 European Region. If you have never used Oracle Financials for European Region, 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 European Region.

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 European Region 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 European Region.

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 European Region. The manual details additional steps and setup considerations for implementing Oracle Financials for European Region 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 European Region 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 European Region 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.
General Ledger Entry Reconciliation

This chapter describes General Ledger Entry Reconciliation for Oracle Financials for European Region.
Overview of GL Entry Reconciliation

GL Entry Reconciliation is a set of windows and reports that let you selectively cross-reference transactions in General Ledger. Once the balance for a group of transactions is zero, you can mark the transactions as reconciled. This functionality enables the transactions in any account that should balance to zero, such as a VAT control account, as reconciled.

Note: The Reconciliation Lines window for manual reconciliation and the automatic reconciliation process do not work on the same principles.

Use the Reconciliation Lines window to reconcile across any code combination IDs (with different balancing segments or account segments) or reconciliation references, as long as the balance for the group of transactions is zero.

The automatic reconciliation process only reconciles transactions that have matching balancing segments, account segments, and reconciliation references—or optionally where the reconciliation reference is blank—where the balance for the transaction lines is zero.

It is also possible to reverse a reconciliation. See Performing Manual Account Reconciliation Reversal on page 30.

Before you can use the Reconciliation Lines window or reports, set the Reconciliation Flag for the account segment values and code combinations that require reconciliation.

Enabling Reconciliation for Account Segment Values

To enable or disable reconciliation for account segment values:

- Unfreeze your accounting structure
- Set the reconciliation flag for the account segment values that you want
- Freeze the accounting structure

Note: You must have an Application Developer responsibility to perform these tasks.

After you set the Reconciliation Flag on an account segment value, all new code combinations created with this account segment value inherit this setting.
You can override the default account segment value reconciliation setting for a specific code combination by setting the Reconciliation Flag at the code combination level. See Enabling Reconciliation for Code Combinations on page 26.

Before you enable reconciliation for any of your account segment values, you must unfreeze your accounting structure.

To unfreeze the accounting structure:

1. Navigate to the Key Flexfield Segments window (Application Developer: Flexfield > Key > Segments).
2. Query your accounting structure.
3. Unfreeze the structure by disabling the Freeze Flexfield Definition check box.
4. Save your work. A caution message appears to warn you that you have unfrozen the Flexfield Structure.
5. Press the OK button.
To enable reconciliation for account segment values:

1. Navigate to the Segment Values window (Application Developer: Flexfield > Key > Values). The Find Key Flexfield Segment window appears.

2. Enter your flexfield structure name in the Structure field and press the Find button.

3. Enter Account in the Independent Segment field.

4. Navigate to the Values region.

5. Select Hierarchy, Qualifiers from the pop-up menu.

6. Navigate to the Qualifiers field for the account segment value that you want. The Segment Qualifiers window appears.
7. Enter Yes in the Reconciliation field.
8. Press the OK button.
9. Repeat steps 6 to 8 for each account segment value that you want to enable reconciliation for.
10. Save your work.

After you enable reconciliation for the account segment values that you want, freeze your accounting structure.

To freeze the accounting structure:
1. Navigate to the Key Flexfield Segments window (Application Developer: Flexfield > Key > Segments).
2. Query your accounting structure.
3. Freeze the structure by enabling the Freeze Flexfield Definition check box.
4. Save your work. A caution message appears to warn you that you have frozen the Flexfield Structure.
5. Press the OK button.
Enabling Reconciliation for Code Combinations

You can enable reconciliation for specific accounting code combinations. You can also disable reconciliation for code combinations that contain an account segment value with reconciliation as the default.

To enable or disable reconciliation for accounting code combinations:

1. Navigate to the GL Accounts window (General Ledger: Setup > Accounts > Combinations).
2. Query the accounts that you want.
3. Navigate to the descriptive flexfield for the first account. The Regional Reconciliation Combinations window displays the default setting for this account.
4. Enter Yes or No to enable or disable reconciliation for this code combination.
5. Press the OK button.
6. Repeat steps 3 to 5 for each account.
7. Save your work.
Entering Journals

While you enter or edit journals in the Journals window, you can enter a reconciliation reference against journal lines for accounts that have reconciliation enabled.

This is particularly useful for determining which journal lines to reconcile in the Automatic Reconciliation Batch report and the Reconciliation Lines window.

To enter reconciliation information for journal lines:

1. Navigate to the Journals window (General Ledger: Journals > Enter).
2. Query or enter the accounts that you want.
3. Navigate to the descriptive flexfield for the first account.
4. Enter a reference in the Reconciliation Reference field.
5. Press the OK button.
6. Repeat steps 3 to 5 for each journal line that you want.
7. Save your work.
Performing Manual Account Reconciliation

Use the Reconciliation Lines window to query and mark accounts that qualify for reconciliation. If the sum total of the marked transactions is equal to zero, then the General Ledger journal lines are marked as reconciled. Each reconciliation is assigned a unique ID.

Use the Reconciliation Lines window to reconcile either by the entered debit or credit, or by the accounted debit or credit, where applicable, to foreign currency transactions.

To reconcile an account:

2. Choose Reconcile Journal Lines from the Status pop-up menu.
3. Query the accounts that you want.
4. Press the Find button. The Find Accounts window appears.

Oracle Financials for European Region
5. Specify the selection criteria that you want. You can enter one or two sets of selection criteria (Primary and Secondary). If you enter two sets, only those transactions that satisfy both the Primary and Secondary criteria are displayed. Choose among:

- **Accounts** - accounts or an account range
- **Currency** - the transaction currency
- **Currency Type** - the currency type (functional or foreign). You can only use this field if you specify a currency that is different from the functional currency. Specifying functional displays transactions in the foreign (entered) currency; specifying foreign displays transactions in the foreign (entered) currency.
- **Accounting Period** - an accounting period or accounting period range
- **Date** - a date or date range
- **Journal Category** - a Journal Category or Category range
- **Journal Sequence Name** - a Journal Sequence Name or Sequence Name range
- **Journal Sequence Number** - a Journal Sequence Number or Sequence Number range
- **Journal Reference** - a Journal Reference or Journal Reference range

**Note:** If you do not specify any selection criteria, the window displays all accounts that are reconcilable.

6. Press the Find button. The Reconciliation Lines window appears.

7. Mark the transactions that you want to reconcile by clicking the Reconcile check box for each account.

8. If necessary, update the Reconciliation Reference field for a transaction.

9. Save your work. General Ledger displays the reconciliation ID for this transaction.

   If the sum total of the marked transactions is not equal to zero, General Ledger displays an error message and prevents these transactions from being reconciled.

10. Press the OK button.
Performing Manual Account Reconciliation Reversal

Use the Reconciliation Lines window to query and mark accounts that qualify for reconciliation reversal.

To reverse reconciliation for an account:


2. Choose Reverse Reconciled Lines from the Status pop-up menu.

3. Enter a value in at least one of the Reconciliation fields to restrict the find. If you do not specify at least one of these fields, a message is displayed instructing you to do so.

4. Press the Find button. The Reconciliation Lines window appears.

5. Mark the transactions that you want to reverse reconciliation for by clicking the Reverse check box for each account.

6. Save your work. If the sum total of the marked transactions is equal to zero, then the journal lines are marked as reversed.
   
   If the sum total of the marked transactions is not equal to zero, General Ledger displays an error message and prevents the reconciliations from being reversed.

7. Press the OK button.
GL Automatic Reconciliation Report

You can run the GL Automatic Reconciliation report in report or update mode. If the report is run in report mode, the report shows all transactions in the range that you selected that are ready for reconciliation. If the report is run in update mode, the report reconciles all suitable transactions.

<table>
<thead>
<tr>
<th>Accounting Flexfield</th>
<th>Period</th>
<th>Journal</th>
<th>Effective Currency</th>
<th>Dr</th>
<th>Cr</th>
<th>Dr</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-000-8400-0000</td>
<td>JAN-95</td>
<td>test3</td>
<td>31-JAN-95 GBP</td>
<td>1,234.00</td>
<td>1,234.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00-000-8400-0000</td>
<td>JAN-95</td>
<td>test3</td>
<td>31-JAN-95 GBP</td>
<td>1,234.00</td>
<td>1,234.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td></td>
<td></td>
<td>1,234.00</td>
<td>1,234.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***** End of report *****

Report Options

When you request the GL Automatic Reconciliation report, Oracle General Ledger provides you with the following reporting options:

Currency Code

Enter either the functional or a foreign currency code. If a currency is specified, the report includes only that currency. If you leave this field blank, the report will be multi-currency.

Period From

Enter the starting accounting period that the report selects transactions from. If you leave the field blank, then:

- If you specify a Start and End Date, the report retrieves data within this date range
- Otherwise, the report retrieves data from all accounting periods

If you entered information into the Period From and Period To parameters, you should not enter the Start Date and End Date parameters.
Period To
Enter the ending accounting period that the report selects transactions to. If you leave the field blank, then:

- If you specify a Period From, the report retrieves data for all accounting periods from that period
- If you specify a Start and End Date, the report retrieves data within this date range
- Otherwise, the report retrieves data from all accounting periods

You cannot enter a value in this field if you did not enter a Period From value.

Start Date
Enter the starting date that the report selects transactions from. If you leave the field blank, then:

- If you specify a Period From and Period To, the report retrieves data within this range
- Otherwise, the report retrieves data for all dates

End Date
Enter the ending date that the report selects transactions to. If you leave the field blank, then:

- If you specify a Start Date, the report retrieves data for all accounting periods from that date
- If you specify a Period From and Period To, the report retrieves data within this range
- Otherwise, the report retrieves data for all dates

You cannot enter a value in this field if you did not enter a Start Date value.

Flexfield From/Low
Enter the start of the Accounting flexfield range that the report should retrieve data from.

Flexfield To/High
Enter the end of the Accounting flexfield range that the report should retrieve data from.
Null References
Enter Yes to process only transactions with a blank reconciliation reference.

Update Reconciliations
Enter Yes to reconcile available transactions and then print a report. Enter No to run the report only.

Amount Type
Enter Foreign to reconcile by foreign currency amounts or Functional to reconcile by the functional currency amounts.

Report Headings

<table>
<thead>
<tr>
<th>In this heading...</th>
<th>Oracle General Ledger prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Set of Books</td>
<td>The set of books name. All information in the Automatic Reconciliation report comes from this set of books.</td>
</tr>
<tr>
<td>Report Date</td>
<td>The date that General Ledger began processing your Automatic Reconciliation report. The date is printed in DD-MON-YYYY format.</td>
</tr>
<tr>
<td>Automatic Reconciliation Report</td>
<td>Automatic Reconciliation Report as the name of your report.</td>
</tr>
<tr>
<td>Page</td>
<td>The page number for each page of your Automatic Reconciliation report.</td>
</tr>
<tr>
<td>Balancing Segment</td>
<td>The balancing segment value for the transactions printed on the page.</td>
</tr>
<tr>
<td>Accounting Segment</td>
<td>The accounting segment value for the transactions printed on this page.</td>
</tr>
<tr>
<td>Reconciliation Reference</td>
<td>The reconciliation reference for the transactions printed on this page.</td>
</tr>
</tbody>
</table>
### Column Headings

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle General Ledger prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Flexfield</td>
<td>The Accounting Flexfield combination for the transaction.</td>
</tr>
<tr>
<td>Period</td>
<td>The accounting period for the transaction.</td>
</tr>
<tr>
<td>Journal</td>
<td>The journal entry name for the transaction displayed.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>The effective date of the transaction.</td>
</tr>
<tr>
<td>Currency</td>
<td>The transaction currency.</td>
</tr>
<tr>
<td>Foreign Dr</td>
<td>The amount debited to the account in your foreign currency if your transaction is in a foreign currency.</td>
</tr>
<tr>
<td>Foreign Cr</td>
<td>The amount credited to the account in your foreign currency if your transaction is in a foreign currency.</td>
</tr>
<tr>
<td>Functional Dr</td>
<td>The amount debited to the account in your functional currency.</td>
</tr>
<tr>
<td>Functional Cr</td>
<td>The amount credited to the account in your functional currency.</td>
</tr>
</tbody>
</table>
GL Reconciled Transactions Report

Use the GL Reconciled Transactions report to show details about Reconciled Transactions. You can run this report for an Accounting flexfield range. The report data is automatically organized by Reconciliation ID otherwise.

<table>
<thead>
<tr>
<th>Tag Book</th>
<th>Reconciled Transactions Report</th>
<th>Date: 24-FEB-97</th>
</tr>
</thead>
<tbody>
<tr>
<td>(By Accounting Flexfield)</td>
<td></td>
<td>Page: 2 of 2</td>
</tr>
<tr>
<td>Accounting Flexfield 00-401-7201-0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal Effective Currency</td>
<td>Foreign</td>
<td>Functional</td>
</tr>
<tr>
<td>Rec batch 31-JAN-94 GBP</td>
<td>2,000.00</td>
<td></td>
</tr>
<tr>
<td>Accounting Flexfield 00-401-7202-0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal Effective Currency</td>
<td>Foreign</td>
<td>Functional</td>
</tr>
<tr>
<td>Rec batch 31-JAN-94 GBP</td>
<td>2,000.00</td>
<td></td>
</tr>
</tbody>
</table>

***** End Of Report ****

Report Options

When you request the GL Reconciled Transactions report, Oracle General Ledger provides you with the following reporting options:

Currency Code
Enter either the functional or a foreign currency code. If a currency is specified, the report includes only that currency. If this field is left blank, the report will be multi-currency.

Period From
Enter the starting accounting period that the report selects transactions from. If you leave the field blank, then:

- If you specify a Start and End Date, the report retrieves data within this date range
- Otherwise, the report retrieves data from all accounting periods

If you enter both a period range and a date range, then both ranges are used to restrict the date reported on. If you want to enter a period range, you should leave the Start Date and End Date parameters blank.
Period To
Enter the ending accounting period that the report selects transactions to. If you leave the field blank, then:
- If you specify a Period From, the report retrieves data for all accounting periods from that period
- If you specify a Start and End Date, the report retrieves data within this date range
- Otherwise, the report retrieves data from all accounting periods
You cannot enter a value in this field if you did not enter a value in the Period From field.

Start Date
Enter the starting date that the report selects transactions from. If you leave the field blank, then:
- If you specify a Period From and Period To, the report retrieves data within this range
- Otherwise, the report retrieves data for all dates

End Date
Enter the ending date that the report selects transactions to. If you leave the field blank, then:
- If you specify a Start Date, the report retrieves data for all accounting periods from that date
- If you specify a Period From and Period To, the report retrieves data within this range
- Otherwise, the report retrieves data for all dates
You can enter a value in this field only if you have entered a Start Date.

Flexfield From/Low
Enter the start of the Accounting flexfield range that the report should retrieve data from.

Flexfield To/High
Enter the end of the Accounting flexfield range that the report should retrieve data from.
<table>
<thead>
<tr>
<th>Report Headings</th>
<th>In this heading...</th>
<th>Oracle General Ledger prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Set of Books</td>
<td>The set of books name. All information in the Reconciled Transactions report comes from this set of books.</td>
<td></td>
</tr>
<tr>
<td>Report Date</td>
<td>The date that General Ledger began processing your Reconciled Transactions report. The date is printed in DD-MON-YYYY format.</td>
<td></td>
</tr>
<tr>
<td>Reconciled Transactions Report</td>
<td>Reconciled Transactions Report as the name of your report. The name will also show:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• By Reconciliation ID, if you do not enter an Accounting Flexfield range</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• By Accounting Flexfield, if you do enter an Accounting Flexfield range</td>
<td></td>
</tr>
<tr>
<td>Page</td>
<td>The page number for each page of your Reconciled Transactions report.</td>
<td></td>
</tr>
<tr>
<td>Accounting Flexfield</td>
<td>The Accounting Flexfield combination for the page if the report is sorted by Accounting Flexfield. This report heading does not appear otherwise.</td>
<td></td>
</tr>
<tr>
<td>Reconciliation ID</td>
<td>The Reconciliation ID for the page if the report is by Reconciliation ID. This report heading does not appear otherwise.</td>
<td></td>
</tr>
<tr>
<td>Reconciliation Date</td>
<td>The date reconciliation took place if the report is by Reconciliation ID. This report heading does not appear otherwise.</td>
<td></td>
</tr>
</tbody>
</table>
## Column Headings

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle General Ledger prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Flexfield</td>
<td>The Accounting Flexfield for the transaction displayed. This column appears only if you are reporting by Reconciliation ID.</td>
</tr>
<tr>
<td>Journal</td>
<td>The Journal Entry name of the transaction.</td>
</tr>
<tr>
<td>Currency</td>
<td>The transaction currency.</td>
</tr>
<tr>
<td>Foreign Dr</td>
<td>The amount debited to the account in your foreign currency if your transaction is in a foreign currency.</td>
</tr>
<tr>
<td>Foreign Cr</td>
<td>The amount credited to the account in your foreign currency if your transaction is in a foreign currency.</td>
</tr>
<tr>
<td>Functional Dr</td>
<td>The amount debited to the account in your functional currency.</td>
</tr>
<tr>
<td>Functional Cr</td>
<td>The amount credited to the account in your functional currency.</td>
</tr>
<tr>
<td>Reconciliation Reference</td>
<td>The reconciliation reference entered for the reconciliation.</td>
</tr>
<tr>
<td>Reconciliation Date</td>
<td>The date the reconciliation took place. This column appears only if you are reporting by Accounting Flexfield.</td>
</tr>
<tr>
<td>Reconciliation ID</td>
<td>The system assigned Reconciliation ID. This column appears only if you are reporting by Accounting Flexfield.</td>
</tr>
</tbody>
</table>
GL Unreconciled Transactions Report

Use the GL Unreconciled Transactions report to show all journal transactions for accounts defined as reconciliation accounts.

<table>
<thead>
<tr>
<th>Accounting Flexfield</th>
<th>Journal</th>
<th>Period</th>
<th>Effective Date</th>
<th>Functional Currency</th>
<th>Dr</th>
<th>Cr</th>
<th>Ref.</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-000-8330-0000</td>
<td>more rec</td>
<td>JAN-95</td>
<td>31-JAN-95</td>
<td>GBP</td>
<td>89.00</td>
<td>89.00</td>
<td>DO</td>
</tr>
<tr>
<td>00-000-8400-0000</td>
<td>more rec</td>
<td>JAN-95</td>
<td>31-JAN-95</td>
<td>GBP</td>
<td>89.00</td>
<td>89.00</td>
<td>DO</td>
</tr>
</tbody>
</table>

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

Report Options

When you request the GL Unreconciled Transactions report, Oracle General Ledger provides you with the following reporting options:

**Currency Code**

Enter either the functional or a foreign currency code. If a currency is specified, the report includes only that currency. If you leave this field blank, the report will be multi-currency.

**Period From**

Enter the starting accounting period that the report selects transactions from. If you leave the field blank, then:

- If you specify a Start and End Date, the report retrieves data within this date range
- Otherwise, the report retrieves data from all accounting periods

If you entered information into the Period From and Period To parameters, you should not enter the Start Date and End Date parameters.
**Period To**

Enter the ending accounting period that the report selects transactions to. If you leave the field blank, then:

- If you specify a Period From, the report retrieves data for all accounting periods from that period.
- If you specify a Start and End Date, the report retrieves data within this date range.
- Otherwise, the report retrieves data from all accounting periods.

You cannot enter a value in this field if you did not enter a Period From value.

**Start Date**

Enter the starting date that the report selects transactions from. If you leave the field blank, then:

- If you specify a Period From and Period To, the report retrieves data within this range.
- Otherwise, the report retrieves data for all dates.

**End Date**

Enter the ending date that the report selects transactions to. If you leave the field blank, then:

- If you specify a Start Date, the report retrieves data for all accounting periods from that date.
- If you specify a Period From and Period To, the report retrieves data within this range.
- Otherwise, the report retrieves data for all dates.

You cannot enter a value in this field if you did not enter a Start Date value.

**Flexfield From/Low**

Enter the start of the Accounting flexfield range that the report should retrieve data from.
**Flexfield To/High**

Enter the end of the Accounting flexfield range that the report should retrieve data to.

---

**Report Headings**

<table>
<thead>
<tr>
<th>In this heading...</th>
<th>Oracle General Ledger prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Set of Books</td>
<td>The set of books name. All information in the Unreconciled Transactions report comes from this set of books.</td>
</tr>
<tr>
<td>Report Date</td>
<td>The date that General Ledger began processing your Unreconciled Transactions Report. The date is printed in DD-MON-YYYY format.</td>
</tr>
<tr>
<td>Unreconciled Transactions Report</td>
<td>Unreconciled Transactions Report as the name of your report.</td>
</tr>
<tr>
<td>Page</td>
<td>The page number for each page of your Unreconciled Transactions report.</td>
</tr>
</tbody>
</table>
## Column Headings

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle General Ledger prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Flexfield</td>
<td>The Accounting Flexfield combination for the transaction.</td>
</tr>
<tr>
<td>Journal</td>
<td>The journal entry name for the transaction displayed.</td>
</tr>
<tr>
<td>Period</td>
<td>The accounting period for the transaction.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>The effective date of the transaction.</td>
</tr>
<tr>
<td>Currency</td>
<td>The transaction currency.</td>
</tr>
<tr>
<td>Foreign Dr</td>
<td>The amount debited to the account in your foreign currency if your transaction is in a foreign currency.</td>
</tr>
<tr>
<td>Foreign Cr</td>
<td>The amount credited to the account in your foreign currency if your transaction is in a foreign currency.</td>
</tr>
<tr>
<td>Functional Dr</td>
<td>The amount debited to the account in your functional currency.</td>
</tr>
<tr>
<td>Functional Cr</td>
<td>The amount credited to the account in your functional currency.</td>
</tr>
<tr>
<td>Recon. Ref.</td>
<td>The reconciliation reference entered against the transaction.</td>
</tr>
</tbody>
</table>
This chapter describes Subledger to General Ledger Audit reports for Oracle Financials for European Region.
Overview of Subledger to General Ledger Audit Reports

Use the Summary and Detail Subledger Balance reports to renew balances sorted by Accounting flexfields within subledgers by either:

- Supplier/ site (in Oracle Payables)
  or
- Customer/ site (in Oracle Receivables).

Some countries legally require that you must be able to report on the supplier or customer account balances within the subledgers. You can use the Summary and Detail Subledger Balance reports to meet these requirements.

Although Oracle Payables and Oracle Receivables do not report summary supplier balances or customer balances against Accounting flexfields, these products do provide a summarized list of currently open (unmatched) transaction amounts. You can derive an outstanding account balance from these transaction amounts. The Accounting flexfield information is held at a detail level against those individual transactions. An invoice, for example, has liability accounts and several expense accounts recorded against it.

These reports also serve a useful reconciliation/ analysis role. The liability accounting entries that were made in General Ledger may not accurately reflect the overall liability to a particular supplier, such as what remains in terms of unpaid/ outstanding transactions. Possible reasons include:

- Miscodings may have been made. In Oracle Payables you can record, for example, a liability account against an invoice distribution. In the case of such miscodings, the real balance on the liability control account is not visible on the standard Trial Balance report. On the new reports, all transactions that relate to a particular General Ledger account are grouped together, and differences between the liability for a supplier as shown on the General Ledger account and the liability as represented by the amount of the open items against that supplier would be clearly visible.

- The interface between the subledger and Oracle General Ledger (posting) may have failed.

- The journal batch in Oracle General Ledger may not have been posted, and journal lines in it may have been altered or deleted.
• The interface between the subledger and Oracle General Ledger (posting) may not yet have been run. You are required to report on the accounting analysis within the subledger without entries being transferred to General Ledger.
Oracle Payables

The Subledger reports give you the ability to produce a summary of balances for certain General Ledger accounts that were used within the Oracle Payables subledger in a given time period. Balances against Accounting flexfields are not currently available online in the subledgers. The Subledger reports functionality calculates and maintains these balances. Run the Vendor Balance Maintenance programs with one of these methods:

- Run the program automatically when periods are opened or closed in the Control Period Statuses window
  or
- Run the program on an ad hoc basis as part of a report set

Not all accounts have balances stored against them. Only certain control accounts qualify. In Oracle Payables these control accounts are:

- Accounting entries made to Oracle Payables liability control accounts, such as Entering Invoices, Entering Adjustments, Entering Payments, and Voiding Payments
- Accounting entries made to Oracle Payables future payment control accounts, such as Entering Future Payments and Clearing Future Payments
- Accounting entries made to Oracle Payables prepayment control accounts, such as Entering Prepayments and Applying Approved Prepayments

The Subledger reports process both posted and unposted transactions (transactions that were successfully transferred to General Ledger as well as those that were not).

Transactions that were not posted to General Ledger display further information regarding their current status. This information generally indicates whether a transaction is postable. For example, in Oracle Payables, information about the hold/approval status is shown.
Control Period Statuses

You must run the Vendor Account Balance Maintenance Program in Oracle Payables to maintain the summary tables that the Subledger reports are based on when an accounting period is opened or closed in Oracle Payables.

Report Parameters

**Period From**
Enter the starting accounting period that requires maintenance.

**Period To**
Enter the ending accounting period that requires maintenance.

**Open/Close**
Enter change in period status.
Run Oracle Payables Reports

You can run the account balance reports on an ad hoc basis using the Standard Report Submission window.

The Vendor Account Balance Maintenance program is combined in a report set with the Vendor Balance Detail or Summary report. Invoke this report set from the Run Reports window. See Overview of Subledger to General Ledger Audit Reports on page 44 for more information.
Vendor Account Balance Maintenance Program

The Vendor Account Balance Maintenance Program is a PL/SQL program that populates permanent and temporary balance tables in Oracle Payables with the supplier balances data. The Period Status window uses this program to create and delete balances at appropriate times, such as when a period status is altered. The Subledger Balances reports also use this program to provide reporting information on an ad hoc basis.

Report Parameters

Period From
Enter the starting accounting period that you want to run the report from.

Period To
Enter the ending accounting period up to that you want to run the report to.

Posted To GL
Enter whether the report should cover only posted transactions, unposted transactions, or both posted and unposted transactions. The Quick window offers the following options:

- **All** - All Transactions
- **Unposted** - Unposted Transactions Only
- **Posted** - Posted Transactions Only

Unposted Transactions include invoices on hold and invoices not yet approved.
Vendor Balances Summary and Detail Reports

General Ledger balances analyzed by supplier/sites are displayed in summary versions in the Subledger reports. Detailed versions of these reports have balances accompanied by an activity analysis against those accounts to show how the balances are made up. The reports print a summary of all debit and credit General Ledger balances for specified parameters, and can include both transferred and untransferred transactions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Number</th>
<th>Description</th>
<th>Name</th>
<th>Debit</th>
<th>Credit</th>
<th>Debit</th>
<th>Credit</th>
<th>Debit</th>
<th>Credit</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-FEB-94</td>
<td>STANDAR</td>
<td>2</td>
<td>17.5% VAT</td>
<td>UK-AP-INV -28</td>
<td>GBP</td>
<td>350.00</td>
<td>350.00</td>
<td>350.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02-FEB-94</td>
<td>STANDAR</td>
<td>2</td>
<td>17.5% VAT</td>
<td>UK-AP-INV -28</td>
<td>GBP</td>
<td>2,000.00</td>
<td>2,350.00</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>----------</td>
<td>--------</td>
<td>-------------</td>
<td>---------------</td>
<td>-------</td>
<td>--------</td>
<td>-------</td>
<td>--------</td>
<td>-------</td>
<td>--------</td>
<td>-------</td>
<td>--------</td>
</tr>
</tbody>
</table>

*****End of Report*****
# Report Parameters

**Period From**

The Period From defaults to the value for this field.

**Period To**

This parameter is shared with the account balance maintenance program and cannot be updated here.

**Pagebreak Segment**

Choose which Accounting flexfield segment to use in the report as the pagebreak segment.

**Pagebreak Segment Low**

Enter the segment value at the start of the pagebreak segment range.

**Pagebreak Segment High**

Enter the ending segment value for the pagebreak segment range.

**Account From**

Enter the starting value for the account segment range.

**Account To**

Enter the ending value for the account segment range.

**Number/Name Range**

Choose whether the vendor range is selected on the basis of vendor number or vendor name.

**Vendor Name From**

Enter the starting value for the vendor name range.

**Vendor Name To**

Enter the ending value for the vendor name range.
Vendor Number From
Enter the starting value for the vendor number range.

Vendor Number To
Enter the ending value for the vendor number range.

Vendor Type
Enter the type of vendor included in the report.

Currency Code
Enter either the functional or a foreign currency. If you specify a currency, the report includes only that currency. If you leave this field blank, the report includes multiple currencies.

Posted To GL
This is a shared parameter with the account balance maintenance program and cannot be updated here.

Sort By
Choose whether to sort the report by vendor name or vendor number.

Summary
Choose whether you want the report to show summary information on source transactions or full detail:
- Yes - Shows summary information, such as invoice total
- No - Shows detail information, such as distribution lines
**Detail Report Headings**

<table>
<thead>
<tr>
<th>In this heading...</th>
<th>Oracle Payables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Set of Books</td>
<td>The set of books name. All of the information in the Vendor Account Balance Detail report comes from this set of books.</td>
</tr>
<tr>
<td>Vendor Account Balance Report - Balance Detail</td>
<td>Vendor Account Balance Report - Balance Detail as the name of your report.</td>
</tr>
<tr>
<td>Report Date</td>
<td>The date and time that Oracle Payables began processing your Vendor Account Balance Detail report. The date is printed in DD-MON-YYYY format and the time is printed in a 24-hour format.</td>
</tr>
<tr>
<td>Page</td>
<td>The page number for each page of your Vendor Account Balance Detail Report.</td>
</tr>
<tr>
<td>Period Range</td>
<td>The period range that you specify for this report.</td>
</tr>
<tr>
<td>Company</td>
<td>The balancing segment value and description for this report.</td>
</tr>
<tr>
<td>Account</td>
<td>The account segment value and description for this report.</td>
</tr>
</tbody>
</table>
### Detail Column Headings

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle Payables displays...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>The accounting date of the transaction.</td>
</tr>
<tr>
<td>Type</td>
<td>The transaction type.</td>
</tr>
<tr>
<td>Number</td>
<td>The transaction number.</td>
</tr>
<tr>
<td>Description</td>
<td>The description of the transaction.</td>
</tr>
<tr>
<td>Sequence Name</td>
<td>The document sequence name associated with the transaction.</td>
</tr>
<tr>
<td>Sequence Number</td>
<td>The document sequence number.</td>
</tr>
<tr>
<td>Cur</td>
<td>The currency code for the transaction.</td>
</tr>
<tr>
<td>Foreign Debits</td>
<td>The debit amount entered for the transaction.</td>
</tr>
<tr>
<td>Foreign Credits</td>
<td>The credit amount entered for the transaction.</td>
</tr>
<tr>
<td>Functional Debits</td>
<td>The debit amount for the transaction in the functional currency.</td>
</tr>
<tr>
<td>Functional Credits</td>
<td>The credit amount for the transaction in the functional currency.</td>
</tr>
<tr>
<td>Net/Totals Debits</td>
<td>The net debit amount. This column is displayed only in the Wide version of this report.</td>
</tr>
<tr>
<td>Net/Totals Credits</td>
<td>The net credit amount. This column is displayed only in the Wide version of this report.</td>
</tr>
<tr>
<td>P</td>
<td>A flag to indicate the status of the transaction.</td>
</tr>
<tr>
<td></td>
<td>• <strong>P</strong> - Posted</td>
</tr>
<tr>
<td></td>
<td>• <strong>N</strong> - Unposted</td>
</tr>
</tbody>
</table>
### Summary Report Headings

<table>
<thead>
<tr>
<th>In this heading...</th>
<th>Oracle Payables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Set of Books</td>
<td>The set of books name. All of the information in the Vendor Account Balance Summary report comes from this set of books.</td>
</tr>
<tr>
<td>Report Date</td>
<td>The date and time that Oracle Payables began processing your Vendor Account Balance Summary Report. The date is printed in DD-MON-YYYY format and the time is printed in a 24-hour format.</td>
</tr>
<tr>
<td>Page</td>
<td>The page number for each page of your Vendor Account Balance Summary report.</td>
</tr>
<tr>
<td>Currency</td>
<td>The currency code for the transactions on this page of the report.</td>
</tr>
<tr>
<td>Period Range</td>
<td>The period range that you specified for this report.</td>
</tr>
<tr>
<td>Company</td>
<td>The balancing segment name and description for this report.</td>
</tr>
<tr>
<td>Account</td>
<td>The account segment name and description for this report.</td>
</tr>
</tbody>
</table>
### Summary Column Headings

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle Payables displays...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name</td>
<td>The supplier’s name that the transaction was raised for.</td>
</tr>
<tr>
<td>Vendor Number</td>
<td>The supplier number.</td>
</tr>
<tr>
<td>Period</td>
<td>The accounting period for the transaction.</td>
</tr>
<tr>
<td>Begin Balance</td>
<td>The debit account balance at the beginning of the period.</td>
</tr>
<tr>
<td>Debit</td>
<td></td>
</tr>
<tr>
<td>Credit</td>
<td>The credit account balance at the beginning of the period.</td>
</tr>
<tr>
<td>Period Activity</td>
<td>The amount debited to the account during the period.</td>
</tr>
<tr>
<td>Debit</td>
<td></td>
</tr>
<tr>
<td>Credit</td>
<td>The amount credited to the account during the period.</td>
</tr>
<tr>
<td>End Balance</td>
<td>The debit balance at the end of the period.</td>
</tr>
<tr>
<td>Debit</td>
<td></td>
</tr>
<tr>
<td>Credit</td>
<td>The credit balance at the end of the period.</td>
</tr>
<tr>
<td>Net Balance</td>
<td>The net balance (debit-credit) as at the end of the period.</td>
</tr>
</tbody>
</table>
Oracle Receivables

Subledger reports let you produce a summary of balances for certain General Ledger accounts that were used within the Receivables subledger for a given time period. Balances against accounting flexfields are not currently available online in the subledgers. The Subledger reports functionality calculates and maintains these balances. Run the Customer Balance Maintenance programs with one of these methods:

- Run the programs automatically when periods are opened or closed in the Control Accounting Periods window
  or
- Run the programs on an ad hoc basis as part of a report set

Not all accounts have balances stored against them. Only certain control accounts qualify. In Oracle Receivables these control accounts are:

- Accounting entries made to Oracle Receivables asset control accounts, such as Entering Invoices, Debit Memos, Chargebacks, Entering Adjustments, Entering Receipts, Entering Credit Memos, Entering On Account Credits, and Entering Discounts
- Accounting entries made to Oracle Receivables deposit asset control accounts, such as Entering Commitments (deposits), Entering Receipts against Commitments (deposits), and Adjusting/ Crediting Commitments (deposits)
- Accounting entries made to Oracle Receivables unbilled asset control accounts, such as Entering Invoices with Bill in Arrears Rules, Entering Receipts against Bill in Arrears Invoices, Entering Commitments (guarantees) and Adjusting/ Crediting Guarantees
- Accounting entries made to Oracle Receivables chargeback control accounts, such as Entering Chargebacks and Entering Receipts against Chargebacks
- Accounting entries made to unapplied/ on account receipt accounts, such as Entering Unapplied Receipts and Entering On Account Receipts. Unidentified receipts accounts will not have balances stored for them, since there are no customer/ site details.
Accounting entries made to other Receivables accounts pending the transfer of balances to the cash/bank accounts, such as:

- Confirmation accounts (Entering confirmed receipts/Confirming receipts/Submitting receipts for remittance)
- Remittance accounts (Submitting receipts for remittance/Clearing receipts that have been remitted)
- Bank Charges accounts (Submitting receipts for remittance/Clearing receipts that have been remitted)

The Subledger reports process both posted and unposted transactions (transactions that were successfully transferred to General Ledger, as well as those that were not).

Those transactions that were not posted to Oracle General Ledger should display status information and should indicate whether a transaction is postable. In Oracle Receivables, you can see whether the transaction comes from a complete or an incomplete invoice, or whether it is printed.

All subledger transactions that used any of the above accounts for any accounting purpose are included in the final balance figures. The balances also include unposted transactions that are:

- not yet approved
- not yet complete
- on hold

The reports show all usage of the relevant accounts in the subledger.

The only exceptions are invoices in Oracle Receivables that were defined using invoicing rules and that AutoRule has not yet been run for. You cannot report on these invoices because the accounting distributions do not exist until these invoices are processed by the AutoRule program.
Control Period Statuses

You must run the Customer Account Balance Maintenance Program in Oracle Receivables to maintain the summary tables that the subledger reports are based on when an accounting period is opened or closed in Oracle Receivables.

Report Parameters

**Period From**
Enter the starting accounting period that requires maintenance.

**Period To**
Enter the ending accounting period that requires maintenance.

**Open/Close**
Enter change in period status.
Run Oracle Receivables Reports

You can run the account balance reports on an ad hoc basis using the Standard Report Submission window.

The Customer Account Balance Maintenance program is combined in a report set with the Customer Balance Detail or Summary report. Invoke this report set from the Run Reports window. See Overview of Subledger to General Ledger Audit Reports on page 44 for more information.
Customer Account Balance Maintenance Program

The Customer Account Balance Maintenance Program is a PL/SQL program that populates permanent and temporary balance tables in Oracle Receivables with customer balances data. You can run this program when you use the Period Status window to delete and create balances as appropriate, such as when the status of a period is altered. The Subledger Balances reports also use this program to provide reporting information on an ad hoc basis.

**Period From**

Enter the starting accounting period that you want to run the report from.

**Period To**

Enter the ending accounting period that you want to run the report up to.

**Posted To GL**

Enter whether the report covers only posted transactions, unposted transactions, or both posted and unposted transactions. Choose one of the following options from the Quick window:

- **All** - All Transactions
- **Unposted** - Unposted Transactions Only
- **Posted** - Posted Transactions Only
Customer Balances Summary and Detail Reports

General Ledger balances analyzed by customers/sites are displayed in summary versions in the Subledger reports. Detailed versions of these reports have balances accompanied by an activity analysis against those General Ledger balances to show how the balances are made up. The reports print a summary of all debit/credit balances for all General Ledger balances for specified parameters, and can consider both transferred and untransferred transactions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Number</th>
<th>Description</th>
<th>Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Debits</th>
<th>Credits</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>------</td>
<td>------</td>
<td>--------</td>
<td>-------------</td>
<td>------</td>
<td>--------</td>
<td>---------</td>
<td>--------</td>
<td>---------</td>
<td>---</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>--------</td>
<td>-------------</td>
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</tr>
<tr>
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</tr>
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<tr>
<td>------</td>
<td>------</td>
<td>--------</td>
<td>-------------</td>
<td>------</td>
<td>--------</td>
<td>---------</td>
<td>--------</td>
<td>---------</td>
<td>---</td>
</tr>
</tbody>
</table>

Customer Balances Summary and Detail Reports
### Report Parameters

<table>
<thead>
<tr>
<th><strong>Period From</strong></th>
<th>This parameter is shared with the account balance maintenance program and cannot be updated here.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period To</strong></td>
<td>This parameter is shared with the account balance maintenance program and cannot be updated here.</td>
</tr>
<tr>
<td><strong>Pagebreak Segment</strong></td>
<td>Choose which Accounting flexfield segment is used in the report as the pagebreak segment.</td>
</tr>
<tr>
<td><strong>Pagebreak Segment Low</strong></td>
<td>Enter the segment value at the start of the pagebreak segment range.</td>
</tr>
<tr>
<td><strong>Pagebreak Segment High</strong></td>
<td>Enter the ending segment value for the pagebreak segment range.</td>
</tr>
<tr>
<td><strong>Account From</strong></td>
<td>Enter the starting value for the account segment range.</td>
</tr>
<tr>
<td><strong>Account To</strong></td>
<td>Enter the ending value for the account segment range.</td>
</tr>
<tr>
<td><strong>Number/Name Range</strong></td>
<td>Choose whether the customer range is selected on the basis of customer number or customer name.</td>
</tr>
<tr>
<td><strong>Customer Name From</strong></td>
<td>Enter the starting value for the customer name range.</td>
</tr>
<tr>
<td><strong>Customer Name To</strong></td>
<td>Enter the ending value for the customer name range.</td>
</tr>
</tbody>
</table>
Customer Number From
Enter the starting value for the customer number range.

Customer Number To
Enter the ending value for the customer number range.

Customer Type
Enter the type of customer to be included in the report.

Currency Code
Enter either the functional or a foreign currency. If you specify a
currency, the report includes only that currency. If you leave this field
blank, the report includes multiple currencies.

Posted To GL
This is a shared parameter with the account balance maintenance
program and cannot be updated here.

Sort By
Choose whether to sort the report by the customer name or the
customer number.
### Detail Report Headings

<table>
<thead>
<tr>
<th>In this heading...</th>
<th>Oracle Receivables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Set of Books</td>
<td>The set of books name. All of the information in the Customer Account Balance Detail report comes from this set of books.</td>
</tr>
<tr>
<td>Date</td>
<td>The date and time that Oracle Receivables began processing your Customer Account Balance Detail report. The date is printed in DD-MON-YYYY format and the time is printed in a 24-hour format.</td>
</tr>
<tr>
<td>Page</td>
<td>The page number for each page of your Customer Account Balance Detail report.</td>
</tr>
<tr>
<td>Period Range</td>
<td>The period range that you specify for this report.</td>
</tr>
<tr>
<td>Company</td>
<td>The name of the company for this report.</td>
</tr>
<tr>
<td>Account</td>
<td>The name of the account for this report.</td>
</tr>
</tbody>
</table>
**Detail Column Headings**

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle Receivables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>The accounting date of the transaction.</td>
</tr>
<tr>
<td>Type</td>
<td>The transaction type.</td>
</tr>
<tr>
<td>Number</td>
<td>The transaction number.</td>
</tr>
<tr>
<td>Description</td>
<td>The description of the transaction.</td>
</tr>
<tr>
<td>Sequence Name</td>
<td>The document sequence name associated with the transaction.</td>
</tr>
<tr>
<td>Sequence Number</td>
<td>The document sequence number.</td>
</tr>
<tr>
<td>Cur</td>
<td>The currency code for the transaction.</td>
</tr>
<tr>
<td>Foreign Debits</td>
<td>The debit amount entered for the transaction.</td>
</tr>
<tr>
<td>Foreign Credits</td>
<td>The credit amount entered for the transaction.</td>
</tr>
<tr>
<td>Functional Debits</td>
<td>The debit amount for the transaction in the functional currency.</td>
</tr>
<tr>
<td>Functional Credits</td>
<td>The credit amount for the transaction in the functional currency.</td>
</tr>
<tr>
<td>Net/ Totals Debits</td>
<td>The net debit amount. This column is only displayed in the Wide version of this report.</td>
</tr>
<tr>
<td>Net/ Totals Credits</td>
<td>The net credit amount. This column is only displayed in the Wide version of this report.</td>
</tr>
<tr>
<td>P</td>
<td>A flag to indicate the status of the transaction. The possible values are:</td>
</tr>
<tr>
<td></td>
<td>• Y - Posted</td>
</tr>
<tr>
<td></td>
<td>• P - Approved</td>
</tr>
<tr>
<td></td>
<td>• I - Incomplete</td>
</tr>
<tr>
<td></td>
<td>• F - Confirmed</td>
</tr>
<tr>
<td></td>
<td>• A - Approved</td>
</tr>
<tr>
<td></td>
<td>• N - Unposted</td>
</tr>
<tr>
<td></td>
<td>• R - Remitted</td>
</tr>
<tr>
<td></td>
<td>• W - Waiting Approval</td>
</tr>
<tr>
<td></td>
<td>• V - Reversed</td>
</tr>
<tr>
<td></td>
<td>• C - Complete</td>
</tr>
<tr>
<td></td>
<td>• L - Cleared</td>
</tr>
</tbody>
</table>
### Summary Report Headings

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle Receivables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Set of Books</td>
<td>The set of books name. All of the information in the Customer Account Balance Summary report comes from this set of books.</td>
</tr>
<tr>
<td>Report Date</td>
<td>The date and time that Oracle Receivables began processing your Customer Account Balance Summary Report. The date is printed in DD-MON-YYYY format and the time is printed in a 24-hour format.</td>
</tr>
<tr>
<td>Page</td>
<td>The page number for each page of your Customer Account Balance Summary Report.</td>
</tr>
<tr>
<td>Currency</td>
<td>The currency code for the transactions on this page of the report.</td>
</tr>
<tr>
<td>Period Range</td>
<td>The period range that you specified for this report.</td>
</tr>
<tr>
<td>Company</td>
<td>The name of the company for this report.</td>
</tr>
<tr>
<td>Account</td>
<td>The name of the account for this report.</td>
</tr>
</tbody>
</table>
## Summary Column Headings

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle Receivables displays...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name</td>
<td>The name of the customer that the transaction was raised for.</td>
</tr>
<tr>
<td>Customer Number</td>
<td>The customer number.</td>
</tr>
<tr>
<td>Period</td>
<td>The accounting period for the transaction.</td>
</tr>
<tr>
<td>Begin Balance Debit</td>
<td>The debit account balance at the beginning of the period.</td>
</tr>
<tr>
<td>Begin Balance Credit</td>
<td>The credit account balance at the beginning of the period.</td>
</tr>
<tr>
<td>Period Activity Debit</td>
<td>The amount debited to the account during the period.</td>
</tr>
<tr>
<td>Period Activity Credit</td>
<td>The amount credited to the account during the period.</td>
</tr>
<tr>
<td>End Balance Debit</td>
<td>The debit balance at the end of the period.</td>
</tr>
<tr>
<td>End Balance Credit</td>
<td>The credit balance at the end of the period.</td>
</tr>
<tr>
<td>Net Balance</td>
<td>The net balance (debit-credit) as at the end of the period.</td>
</tr>
</tbody>
</table>
This chapter discusses how to create interest invoices in Oracle Receivables as well as process flow and a detailed description of each window and report. It also tells you how to set up Oracle Receivables to create interest invoices.
Overview of Interest Invoice

Oracle Receivables lets you charge interest against customers who have overdue or late invoices. The interest charged on a customer’s overdue invoices and late payments is charged to the customer in the form of an Interest Invoice, which is an invoice that contains all of the relevant interest charges per customer site and currency.

Basic Needs

Oracle Receivables provides you with features to help you meet your basic business needs. You can:

• Charge customers interest on invoices that are overdue.
• Charge customers interest on payments that are received late.
• Accumulate the interest charges into a document that clearly explains which items the customer is being charged interest on.

Major Features

Creating Interest Charges Automatically

You can automatically create a separate invoice for each customer or customer site. The invoice contains information that clearly explains which items the customer is being charged for.

Modifying Interest Invoices

Review and update the automatically created interest invoices with the Modify Interest Invoice window. The Modify Interest Invoice window lets you remove or modify the charges that Oracle Receivables has automatically created.

Interest Invoice Setup

Oracle Receivables lets you set up Interest Invoice so that all customers can have their own specific setup. This means that you can calculate interest differently for each customer, or you can set up Interest Invoice so that interest charges are calculated in the same way for a group of customers.
Setting Up Interest Invoice

This section describes how to set up Oracle Receivables for Interest Invoice. You must perform the setup steps described in this section; otherwise you cannot create any interest invoices.

Line Transaction Flexfield

You must create a new context for the Line Transaction flexfield to hold additional information for Interest Invoices in Oracle Receivables. If you do not set up this information, you cannot create Interest Invoices in Oracle Receivables.

Use the Define Descriptive Flexfield Segments window to set up your new flexfield segment information. Query back the flexfield with the title of Line Transaction Flexfield. Set the Freeze Flexfield Definition field to No and enter the following information in the Context Field Values region:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Name</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Description</td>
<td>Interest Invoice Context</td>
</tr>
</tbody>
</table>
Navigate to the Segments region and enter the following information:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Column</td>
<td>INTERFACE_LINE_ATTRIBUTE1</td>
</tr>
<tr>
<td>Name</td>
<td>Interest Invoice Batch ID</td>
</tr>
<tr>
<td>Number</td>
<td>1</td>
</tr>
<tr>
<td>Display Size</td>
<td>30</td>
</tr>
<tr>
<td>Above Prompt</td>
<td>Interest Invoice Batch ID</td>
</tr>
<tr>
<td>Enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Column</td>
<td>INTERFACE_LINE_ATTRIBUTE2</td>
</tr>
<tr>
<td>Name</td>
<td>Interest Invoice ID</td>
</tr>
<tr>
<td>Number</td>
<td>2</td>
</tr>
<tr>
<td>Display Size</td>
<td>30</td>
</tr>
<tr>
<td>Above Prompt</td>
<td>Interest Invoice ID</td>
</tr>
<tr>
<td>Enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Column</td>
<td>INTERFACE_LINE_ATTRIBUTE3</td>
</tr>
<tr>
<td>Name</td>
<td>Payment Schedule ID</td>
</tr>
<tr>
<td>Number</td>
<td>3</td>
</tr>
<tr>
<td>Display Size</td>
<td>30</td>
</tr>
<tr>
<td>Above Prompt</td>
<td>Payment Schedule ID</td>
</tr>
<tr>
<td>Enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Column</td>
<td>INTERFACE_LINE_ATTRIBUTE4</td>
</tr>
<tr>
<td>Name</td>
<td>Line Number</td>
</tr>
<tr>
<td>Number</td>
<td>4</td>
</tr>
<tr>
<td>Display Size</td>
<td>30</td>
</tr>
<tr>
<td>Above Prompt</td>
<td>Line Number</td>
</tr>
</tbody>
</table>

Oracle Financials for European Region
When you have made the changes, navigate back to the Descriptive Flexfield region and set the Freeze Flexfield Definition field to Yes.

**See also**
Define Descriptive Flexfield Segments, Oracle Applications Flexfields Manual

---

**Invoice Transaction Flexfield**

You must create a new context for the Invoice Transaction flexfield to hold additional information for Interest Invoices in Oracle Receivables. If you do not set up this information, you cannot create Interest Invoices in Oracle Receivables.

Use the Define Descriptive Flexfield Segments window to set up your new flexfield segment information. Query back the flexfield with the title of Invoice Transaction Flexfield. Set the Freeze Flexfield Definition field to No and enter the following information in the Context Field Values region:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Name</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Description</td>
<td>Interest Invoice Context</td>
</tr>
</tbody>
</table>
Navigate to the Segments region and enter the following information:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Column</td>
<td>INTERFACE_HEADER_ATTRIBUTE1</td>
</tr>
<tr>
<td>Name</td>
<td>Interest Invoice Batch ID</td>
</tr>
<tr>
<td>Number</td>
<td>1</td>
</tr>
<tr>
<td>Display Size</td>
<td>30</td>
</tr>
<tr>
<td>Above Prompt</td>
<td>Interest Invoice Batch ID</td>
</tr>
<tr>
<td>Enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Column</td>
<td>INTERFACE_HEADER_ATTRIBUTE2</td>
</tr>
<tr>
<td>Name</td>
<td>Interest Invoice ID</td>
</tr>
<tr>
<td>Number</td>
<td>2</td>
</tr>
<tr>
<td>Display Size</td>
<td>30</td>
</tr>
<tr>
<td>Above Prompt</td>
<td>Interest Invoice ID</td>
</tr>
<tr>
<td>Enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Column</td>
<td>INTERFACE_HEADER_ATTRIBUTE3</td>
</tr>
<tr>
<td>Name</td>
<td>Payment Schedule ID</td>
</tr>
<tr>
<td>Number</td>
<td>3</td>
</tr>
<tr>
<td>Display Size</td>
<td>30</td>
</tr>
<tr>
<td>Above Prompt</td>
<td>Payment Schedule ID</td>
</tr>
<tr>
<td>Enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>Column</td>
<td>INTERFACE_HEADER_ATTRIBUTE4</td>
</tr>
<tr>
<td>Name</td>
<td>Line Number</td>
</tr>
<tr>
<td>Number</td>
<td>4</td>
</tr>
<tr>
<td>Display Size</td>
<td>30</td>
</tr>
<tr>
<td>Above Prompt</td>
<td>Line Number</td>
</tr>
</tbody>
</table>
When you have made changes, navigate back to the Descriptive Flexfield region and set the Freeze Flexfield Definition field to Yes.

See also
Define Descriptive Flexfield Segments, Oracle Applications Flexfields Manual

Define Line Order

You must define a Line Ordering Rule that AutoInvoice uses when it creates Interest Invoices. If you do not create a Line Ordering Rule, AutoInvoice will not know how to order your Interest Invoice lines.

Navigate to the Define Invoice Line Ordering Rules window and enter the following information:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Description</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Transaction</td>
<td>INTERFACE_LINE_ATTRIBUTE4</td>
</tr>
<tr>
<td>Attribute</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Ascending</td>
</tr>
</tbody>
</table>

See also
Define Invoice Line Ordering Rules, Oracle Receivables User's Guide
Grouping Rule

You must define a Grouping Rule for your Interest Invoices. The Grouping Rule is used by AutoInvoice to determine how to create your Interest Invoices. Navigate to the Define Grouping Rules window and enter the following information:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Description</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Line Ordering Rule</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Transaction Class</td>
<td>Invoice</td>
</tr>
<tr>
<td>Optional Group By Columns</td>
<td>Transaction Flexfield Attribute 1</td>
</tr>
<tr>
<td></td>
<td>Transaction Flexfield Attribute 2</td>
</tr>
</tbody>
</table>

See also
Define Group Rules, Oracle Receivables User’s Guide
**Define Transaction Type**

You must define a Transaction Type for your Interest Invoices. If you do not create a Transaction Type called *Interest Invoice*, you cannot create Interest Invoices in Oracle Receivables.

Navigate to the Define Transaction Types window and enter the following information:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Description</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Class</td>
<td>Invoice</td>
</tr>
<tr>
<td>Open Receivable</td>
<td>Yes</td>
</tr>
<tr>
<td>Post To GL</td>
<td>Yes</td>
</tr>
<tr>
<td>Terms</td>
<td>You must enter the payment terms you want to use. This field is mandatory for Interest Invoice.</td>
</tr>
<tr>
<td>Printing Option</td>
<td>Print</td>
</tr>
<tr>
<td>Status</td>
<td>Open</td>
</tr>
<tr>
<td>Allow Freight</td>
<td>No</td>
</tr>
<tr>
<td>Tax Calculation</td>
<td>No</td>
</tr>
<tr>
<td>Creation Sign</td>
<td>Positive</td>
</tr>
<tr>
<td>Natural</td>
<td>No</td>
</tr>
<tr>
<td>Overapplication</td>
<td>Only</td>
</tr>
<tr>
<td>Allow</td>
<td>Yes</td>
</tr>
<tr>
<td>Re receivables Account</td>
<td>Define the receivables account you want to use for this transaction type</td>
</tr>
<tr>
<td>Revenue Account</td>
<td>Define the revenue account you want to use for this transaction type</td>
</tr>
<tr>
<td>Credit Memo Type</td>
<td>Credit Memo</td>
</tr>
</tbody>
</table>

**See also**

*Define Transaction Types, Oracle Receivables User's Guide*
Define Transaction Source

You must define a Transaction Source for Interest Invoice. If you do not create an Invoice Source for your Interest Invoices, you cannot create Interest Invoices in Oracle Receivables.

Navigate to the Batch Source region and enter the following information:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Description</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Type</td>
<td>Imported</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Effective Dates</td>
<td>Enter the effective dates for this source</td>
</tr>
<tr>
<td>Automatic Batch</td>
<td>No</td>
</tr>
<tr>
<td>Numbering</td>
<td>Yes</td>
</tr>
<tr>
<td>Last Number</td>
<td>&lt;&lt;User specifies this value&gt;&gt;</td>
</tr>
<tr>
<td>Standard</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Source</td>
</tr>
</tbody>
</table>

Navigate to the AutoInvoice Options region and enter the following information:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalid Tax Rate</td>
<td>Correct</td>
</tr>
<tr>
<td>Invalid Lines</td>
<td>Reject</td>
</tr>
<tr>
<td>Create Clearing</td>
<td>No</td>
</tr>
<tr>
<td>Allow Sales Credit</td>
<td>Yes</td>
</tr>
<tr>
<td>GL Date in a Closed Period</td>
<td>Reject</td>
</tr>
<tr>
<td>Grouping Rule</td>
<td>Interest Invoice</td>
</tr>
</tbody>
</table>
**Attention:** All fields in all other regions should be set to ID except for the following fields.

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting Information Window</strong></td>
<td></td>
</tr>
<tr>
<td>Accounting Flexfield</td>
<td>Segment</td>
</tr>
<tr>
<td>Derive Date</td>
<td>Yes</td>
</tr>
<tr>
<td>Revenue Account Allocation</td>
<td>Percent</td>
</tr>
</tbody>
</table>

**Other Information Window**

<table>
<thead>
<tr>
<th>Sales Territory Segment</th>
<th>Inventory Item Segment</th>
<th>FOB Point Code</th>
<th>Freight Carrier Code</th>
</tr>
</thead>
</table>

**Sales Credit Validation Window**

| Sales Credit Percent |                     |

**See also**

Define Batch Sources, Oracle Receivables User’s Guide
Define Standard Memo Lines

You must set up Standard Memo Line information for Interest Invoice. Oracle Receivables uses this information to default information for your Interest Invoices.

Navigate to the Define Standard Memo Lines window and enter the following information:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Description</td>
<td>Interest Invoice</td>
</tr>
<tr>
<td>Type</td>
<td>Line</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>EACH</td>
</tr>
<tr>
<td>Revenue Account</td>
<td>&lt;&lt;User specifies this value&gt;&gt; (see note below)</td>
</tr>
</tbody>
</table>

**Revenue Account**: When you set up AutoAccounting, the revenue account for the Interest Invoice is derived from the value that you enter in this field if you selected Standard Lines for your Revenue Account.

**See also**
Define AutoAccounting, Define Standard Memo Lines, Oracle Receivables User’s Guide

Standard Messages

Navigate to the Define Standard Messages window if you want to define any messages that are printed on a customer’s Interest Invoice report. You can enter text messages here, and later assign the message to a customer when you define the customer profile.

**See also**
Define Standard Messages, Oracle Receivables User’s Guide
Setup Interest Invoice Profile

Before you can use Interest Invoice, you must set the Interest Invoice profile to Y for the particular responsibility that you want to use Interest Invoice for.

Navigate to the Update System Profile options window and select the Responsibility that you want to access Interest Invoice for. In the System Options region, enter JGZZ: Interest Invoice in the Profile field and enter Y in the Value field.

See also
Update System Profile Options, Oracle Applications User's Guide

Define Interest Invoice Interest Rates

You must define the interest rates that you will use when you calculate interest on overdue invoices and late payments. There are two types of interest calculation methods available, and you must set the interest rate for the method that you are using.

You can calculate interest on a daily and/or monthly basis in Interest Invoice. See Setting Up a Customer Profile on page 82 for more information about which interest calculation method to use.

Navigate to the Define Special Quickcodes window in Application Developer.

- If you are calculating interest on a daily basis, query back the QuickCode with a Type of JGZZ_INT_INV_DAILY_RATE. Navigate to the Values region. Enter DAILY in the Code field and the interest rate in the Meaning column.

- If you are calculating interest on a monthly basis, query back the QuickCode with a Type of JGZZ_INT_INV_MONTHLY_RATE. Navigate to the Values region. Enter MONTHLY in the Code field and the interest rate in the Meaning column.

Whenever you want to change the interest rate, navigate back to the Define Special QuickCodes window and query back the interest rate you have just created. You can update the interest rate with the new interest rate.
Setting Up A Customer Profile

This section describes how to set up a customer's profile so that Interest Invoice will create interest invoices for the customer. Ensure that you are familiar with the concepts of customer profile classes and customer profiles before reading this section.

See also
Define Group Rules, Oracle Receivables User's Guide

Setting up a Customer for Interest Invoice

Before you can create interest invoices for a customer, you must enter additional interest invoice information in the customer's profile. The additional information that you enter in the customer profile determines how interest invoices are created for the customer.

Before you can set up interest invoice information for a customer, you must check that the Interest Invoice profile is set to "Yes".

To set up a customer to use Interest Invoice, you must enter additional information in the customer's profile. Interest Invoice information can be assigned to a customer or a customer site. If a customer site has a profile assigned to it, you must enter the Interest Invoice information against each customer site. If you have only set up profile information at customer level, you can enter Interest Invoice information at the customer level.

To enter the Interest Invoice information:

   
   At the bottom of the region, the interest invoice flexfield will pop open and allow you to enter the interest invoice information.

   Note: The flexfield will only open if you have set up your Interest Invoice profile.

See also
Set Up Interest Invoice Profile, Oracle Receivables User's Guide
2. Navigate to the Amount Limits For Each Currency region. The Cust. Profile Amount Int Inv Info flexfield opens.

**Oracle Financials for European Region**
3. Enter the interest invoice information in the Cust. Profile Amount Int Inv Info flexfield.

- **Interest Invoice** - You can set this field to either Yes or No to indicate whether the customer or customer site is liable for interest invoices. Interest invoices are created for the customer/customer site only if this field is set to Yes.

- **Transaction Type** - The value that you enter in this field determines which transactions Interest Invoice will calculate interest on. The values are:
  - **Late Payments and Overdue Invoices** - Interest Invoice will calculate interest on any invoices that are overdue, and on any payments that were received late.
  - **Late Payments Only** - Interest Invoice will calculate interest on late payments.
  - **Overdue Invoices Only** - Interest Invoice will calculate interest on overdue invoices.

The different calculation methods produce the same interest charges, although the main difference between the methods is when you receive the interest from the customers. With Overdue Invoices Only, you are charging customers interest on the outstanding amount of the invoice. You do not have to wait for any payments from the customer before you charge them interest on overdue invoices.

When you use the Late Payments Only method, you will charge the customer interest when you actually receive the late payments from the customer. If you use the Late Payments And Overdue Invoices method, you will receive interest from the customer sooner than if you used Late Payments Only because you are charging the customer on both the payments you receive from them, and the outstanding balance of the overdue invoice.

- **Interest Invoice Text** - Select any messages that you want to print on your Interest Invoice Final Report before you send it to your customer. See Setting Up Interest Invoice on page 71 for more information about setting up Interest Invoice Text.

- **Hold Charged Invoices** - This field controls whether an overdue invoice appears on more than one interest invoice. The default is No. If you set the field to Yes, an overdue invoice is not liable for any further interest invoice charges once interest has been calculated on it.
• **Effective Date** - This field specifies the date that a customer becomes liable for interest invoices. Late payments or overdue invoices with a due date prior to the effective date are not taken into consideration when calculating interest.

You must define interest invoice information at currency level in order to create interest invoices. If you do not define any interest invoice information against a currency then no interest invoices is created for that currency.

4. Navigate to the Amount Limits For Each Currency region. A flexfield opens where you enter the interest invoice information.

5. Enter the invoice interest information:

   • **Fixed Fee** - This is a fixed fee that is applied to each interest invoice created.

   • **Minimum Amount** - The minimum balance an interest invoice must reach before it is created. You can set this field to a value that will ensure that you do not raise uneconomical interest invoices.

   • **Minimum Payment Amount** - Enter the minimum amount an overdue or late payment must be before it is included in the calculation process for Interest Invoice. This field allows you to stop Interest Invoice charging interest on small invoices and payments.

   • **Exchange Rate Type** - The exchange rate type that is defaulted to the interest invoice.
• **Exchange Rate** - The exchange rate that is defaulted to the interest invoice if the exchange rate type is **User**. If the exchange rate type is not **User**, the exchange rate information is set according to the exchange rates that are defined in the Define Daily Rates window.

• **Calculation Method** - The calculation method used by Interest Invoice to calculate the interest. The options available are:

  — **Daily Interest** - calculated for each day that the payment or invoice is late.

  — **Monthly Interest** - calculated for each month that the payment or invoice is late.

If you choose a calculation method of **Daily**, you are choosing to calculate interest for each day that an invoice is overdue, or for each day that a payment is late. The calculation method depends upon how many days you entered in the Days In Period field in the Additional Profile Information region. In this example, we will assume a value of 365 days. Assuming you have defined an interest rate of 12.5% and that you have entered 365 in the Days In Period field, then an invoice for $1,000 that is 35 days late will result in the following calculation:

\[
\frac{12.5\%}{365 \text{ days}} \times 35 \text{ days} \times 1,000 = \frac{0.125}{365} \times 35 \times 1,000 = 12.15
\]

If you choose a calculation method of **Monthly**, you are choosing to calculate interest for each month that an invoice or payment covers. The calculation method also relies on the number you enter in the Days In Period field in the Additional Profile Information region. In this example we will assume a value of 365 days.

If you have an invoice for $1,000 due on 15-Sept-1996, and you run Interest Invoice on 15-Oct-1996, Interest Invoice will calculate the invoice as being overdue by 60 days. The 60 days comes from 30 days in September and the 30 days in October. Therefore, the calculation for the interest on the invoice would be:

\[
\frac{12.5\%}{365 \text{ days}} \times 60 \text{ days} \times 1,000 = \frac{0.125}{365} \times 60 \times 1,000 = 20.54
\]
• **Daily Rates** - If you are using the **Daily Calculation Method**, you must specify the lookup code used to determine the interest invoice interest rate.

• **Monthly Rates** - If you are using the **Monthly Calculation Method**, you must specify the lookup code used to determine the interest invoice interest rate.
Creating an Interest Invoice

To create an Interest Invoice, complete these steps:

Run the Interest Invoice Creation Process
Run the Interest Invoice Creation Process through Standard Reports Submission. This creates a batch of Suggested Interest Invoices.

Review and Modify Suggested Interest Invoices
Review the Suggested Interest Invoices batch that has been created by the automatic process and make any necessary adjustments by using the Review and Modify Interest Invoices window.

Generate the Interest Invoice Batch
Generate the interest invoices from the Modify Interest Invoices window.

Run AutoInvoice
Run AutoInvoice to create the Interest Invoices in Oracle Receivables.

Confirm Interest Invoice Batch
When the Interest Invoice Batch is successfully created in Oracle Receivables, confirm the batch from the Modify Interest Invoices window.
Run the Interest Invoice Creation Process

You must run the Interest Invoice Creation Process to create a Suggested Interest Invoice Batch. The report creates a Suggested Interest Invoices Batch and produces the Suggested Interest Invoices report that lists the Suggested Interest Invoices that were created for each customer site and currency. The interest invoice information that you defined against each customer’s customer profile determines how the report processes overdue invoices and late payments.

Use the Run Reports window to submit the Interest Invoice Creation Process report.

Report Parameters

**Batch Name**
Enter a unique name for this Interest Invoice Batch.

**Customer Name From**
Enter the start point for a range of customers to include in the Interest Invoice Creation Process.

**Customer Name To**
Enter the end point for a range of customers to include in the Interest Invoice Creation Process.

**GL Date**
Enter the General Ledger Date that you want to appear on your interest invoices.

**Calculate Interest To Date**
Enter the date up to which you want to calculate interest on overdue and late items.
## Report Headings

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle Receivables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name</td>
<td>The customer's name of the suggested interest invoice.</td>
</tr>
<tr>
<td>Customer Number</td>
<td>The customer's number of the suggested interest invoice.</td>
</tr>
<tr>
<td>Address</td>
<td>The Bill-To address of the customer.</td>
</tr>
<tr>
<td>Currency</td>
<td>The currency of the suggested interest invoice.</td>
</tr>
<tr>
<td>Payment Due Date</td>
<td>The date that payment is due for this suggested interest invoice.</td>
</tr>
</tbody>
</table>
Column Headings - Overdue Items & Late Payments

This section of the report displays all the customer’s overdue invoices and late payments, and shows how the interest was calculated for each interest invoice line.

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle Receivables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Number</td>
<td>The invoice number of the late or overdue invoice.</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>The invoice date of the late or overdue invoice.</td>
</tr>
<tr>
<td>Due Date</td>
<td>The due date of the late or overdue invoice.</td>
</tr>
<tr>
<td>Original Invoice Amount</td>
<td>The amount of the original invoice. This number is used to calculate how much interest is to be charged for overdue invoices.</td>
</tr>
<tr>
<td>Overdue Amount</td>
<td>The amount that is currently overdue on the invoice.</td>
</tr>
<tr>
<td>Late Payment Amount</td>
<td>The amount of the late payment. This number is used to calculate how much interest is to be charged for late payments.</td>
</tr>
<tr>
<td>Payment Date</td>
<td>The date that the late payment was received.</td>
</tr>
<tr>
<td>Days Late</td>
<td>The number of days the invoice has been overdue, or the number of days late a late payment was received.</td>
</tr>
<tr>
<td>Number of Days Interest Charged</td>
<td>The number of days interest that is actually charged for a late payment or overdue invoice. This figure may be different from the Days Late column as you may have already charged your customer interest on some of the days that an invoice was overdue or late.</td>
</tr>
<tr>
<td>Interest Rate</td>
<td>The interest rate that is used to calculate the interest.</td>
</tr>
<tr>
<td>Interest Charged</td>
<td>The amount of interest charged for the overdue invoice or late payment.</td>
</tr>
</tbody>
</table>
**Column Headings - Credit Items**

This section of the report shows all the credit items that are taken into account when calculating interest on any overdue invoices or late payments. The transactions that a customer receives credit for are On-Account Payments, unapplied Payments and On-Account Credits.

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle Receivables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>The transaction type of the credit item.</td>
</tr>
<tr>
<td>Original Amount</td>
<td>The amount of the credit item.</td>
</tr>
<tr>
<td>Interest Rate</td>
<td>The interest rate that is used to calculate the interest.</td>
</tr>
<tr>
<td>Interest Allowed</td>
<td>The amount of interest allowed for the credit item.</td>
</tr>
</tbody>
</table>
Review and Modify Suggested Interest Invoices

You can review and modify the Suggested Interest Invoices batch that you created in the previous section. Use the Modify Interest Invoices window to perform the following tasks:

- Cancel the interest invoice batch
- Remove suggested interest invoices from the batch
- Remove suggested interest invoice lines from the batch
- Modify the exchange rate for foreign currency invoices
- Modify the exchange rate type for foreign currency invoices
- Modify the number of days interest charged for overdue invoices and late payments
- Generate the suggested interest invoices into interest invoices
- Confirm the batch details

To review and modify a Suggested Interest Invoices batch:

1. Navigate to the Interest Invoice Batches window (Localization Responsibility: Localizations > Interest Invoice > Maintain Interest Invoice).
2. Select which batch to view in the Batch Region. From this region you can also:
   - Generate your Suggested Interest Invoice Batch into interest invoices, ready for transfer to Oracle Receivables using AutoInvoice
   - Confirm the batch once it is successfully transferred into Oracle Receivables
   - Cancel the batch by using the Row Delete function in the applications menu

3. The Submitted check box is checked once the interest invoices are generated.

4. Interest invoice batch information is displayed in the Calculate Interest To, GL Date, and Batch Amount fields.

5. You can display all the invoices that belong to the selected batch by pressing the Invoices button. This region shows you:
   - Which customers the interest invoices were created for
   - How much the invoice is for
   - What currency the invoice is in

6. You can modify the exchange type and exchange rate used for the suggested interest invoice by updating the values in the Type and Rate fields.
   
   **Note:** You can only update the exchange rate if the rate type is User.

7. You can delete a suggested interest invoice by using the Edit Delete function in the menu. When you delete a suggested interest invoice, all lines on that invoice are also deleted.
   
   **Note:** You cannot delete a suggested interest invoice if you have already generated invoices for the batch.

8. To review the individual invoice lines that belong to the selected interest invoice, press the Invoice Lines button in the Interest Invoices region.

   In this region you can modify the number of days that interest is charged for a particular item, or you can remove a line from the invoice.
There are four types of invoice lines:

- **Late Payment** - a charge created due to a late payment
- **Overdue Invoice** - a charge created due to an overdue invoice
- **Fee** - a fixed fee for raising the interest invoice
- **Credit** - a credit line resulting from an unapplied or on-account payment or an on-account credit

9. You can modify the amount of interest charged for a particular line by changing the number of days that interest is charged. Updating the Days Interest Charged field automatically recalculates the displayed totals in the Interest Invoices region.

10. To delete a selected invoice line, use the Edit Delete function in the menu. When you delete a suggested interest invoice line, the displayed totals at the interest invoice level are recalculated.

   **Note**: You cannot delete suggested interest invoice lines if you have already generated invoices for the batch.

11. Click Generate Invoices to generate the interest invoices in Oracle Receivables. You should first ensure that you have made any necessary modifications to the suggested interest invoices in the batch because once the batch has been generated you cannot make any further modifications. After you have generated the invoices the Submitted check box will be activated.

12. To create the interest invoices in Oracle Receivables, you must run AutoInvoice after generating the invoices.

13. Click Confirm to confirm the batch after you have run AutoInvoice, and have successfully created your interest invoices in Oracle Receivables.

14. When you confirm a batch you are removing the Suggested Interest Invoices batch from Oracle Receivables. Before you confirm a batch you should ensure that AutoInvoice has processed your interest invoices correctly.

15. When you confirm a batch Oracle Receivables will print the Created Interest Invoices report, which is the same as the Suggested Interest Invoices report except the report only contains the interest invoices actually generated in Oracle Receivables.
This chapter describes EFT payment format windows for Belgium, Denmark, Finland, Germany, Netherlands, Norway, Sweden, and Switzerland.
Overview of Electronic Funds Transfer (EFT)

Many countries have similar electronic funds transfer (EFT) formats to produce electronic payment files. You can use the format windows in this chapter to enter additional EFT information at the System Format, Payment Format, Supplier Site, Invoice, and Payment Schedule levels. European payment programs use this information to create the appropriate EFT files. See your country-specific user guide for more information about the descriptive flexfields used in the format windows described in this chapter.

Prerequisites

Before you can enter EFT information, you must set up your country under the VAT category for the VAT Member State option in the Oracle Payables Financial Options window. The EFT information that you enter in the descriptive flexfields is based on this country code.

Setting Up a Payment Format Descriptive Flexfield

Oracle Financials provides descriptive flexfields for entering additional EFT information at various payment levels. The specific information that you enter will vary, depending upon the level you are working in. There are descriptive flexfields for the following windows:

- EFT System Format
- Payment Format EFT Information
- Supplier Site EFT Information
- Invoice EFT Information
- Invoice payment schedule EFT Information

These descriptive flexfields are pre-seeded with the common country-specific EFT formats. You can set up additional country and EFT type combinations if necessary.

See also

Define Descriptive Flexfield Segments, Oracle Applications Flexfields Manual
**Entering EFT System Format Information**

Use the descriptive flexfield in the EFT System Information window to enter EFT information for country-specific payment formats. The flexfield prompts you for EFT information based on the country code and the payment format.

To enter EFT system format information:

1. Navigate to the EFT System Information window (Localization: Localizations > System Formats).
2. In the Country Code field, query the country code that you want.
   
   You can only choose a country code that is validated against the ISO country code list and the valid contexts for the System Format descriptive flexfield.
3. Enter a payment format in the EFT Type field.
4. Navigate to the descriptive flexfield.
5. Enter the country-specific EFT information.
6. Save your work.
Entering Payment Format EFT Information

Use the descriptive flexfield in the Payment Formats window to enter EFT information for country-specific payment preferences belonging to a payment format.

To enter payment format EFT information:

1. Navigate to the Payment Formats window (Oracle Payables: Setup > Payment > Formats).
2. Enter a payment format name or query an existing payment format.
3. Choose View EFT Details from the Special menu. The Payment Format EFT Information window appears.
4. Choose the payment preference that you want for this payment format from the pop-up menu.
5. Navigate to the descriptive flexfield.
6. Enter the country-specific EFT information.
7. Save your work.
Entering Supplier Site EFT Information

Use the descriptive flexfield in the Supplier Sites window to enter additional EFT information at supplier site level for the payment format. You can access this window from the Oracle Payables Suppliers window.

To enter supplier site EFT information:

1. Navigate to the Suppliers window (Oracle Payables: Suppliers > Entry).
2. Query the supplier that you want.
3. Navigate to the Sites region.
4. Open a site. The Supplier Sites window appears for the site.
5. Choose View EFT Details from the Special menu. The Supplier Site EFT Information window appears.
6. Navigate to the descriptive flexfield.
7. Enter the country-specific EFT information.
8. Save your work.
Entering Invoice EFT Information

Use the descriptive flexfield in the Invoices window to enter additional EFT information at invoice level for the payment format.

To enter invoice EFT information:

1. Navigate to the Invoices window (Oracle Payables: Invoices > Entry > Invoices).
2. Enter or query an invoice.
3. Choose View EFT Details from the Special menu. The Invoice EFT Information window appears.
4. Choose the payment format that you want from the Payment Preference pop-up menu.
5. Navigate to the descriptive flexfield.
6. Enter the country-specific EFT information.
7. Save your work.
Entering Invoice Payment Schedule EFT Information

Use the descriptive flexfield in the Scheduled Payments window to enter additional EFT information at payment schedule level for the payment format.

To enter invoice payment schedule EFT information:

1. Navigate to the Invoices window (Oracle Payables: Invoices > Entry > Invoices).
2. Enter or query an invoice.
3. Press the Scheduled Payments button. The Scheduled Payment window appears.
4. Choose View EFT Details from the Special menu. The Invoice Payment Schedule EFT Information window appears.
5. Choose the payment format that you want from the Payment Preference pop-up menu.
6. Navigate to the descriptive flexfield.
7. Enter the country-specific EFT information.
8. Save your work.
This chapter describes Oracle Assets Insurance for Oracle Financials for European Region.
Overview of Fixed Asset Insurance

Oracle Assets provides a window and reports to help you manage insurance values and other insurance information for fixed assets. You can view and enter insurance information for an asset and assign more than one type of insurance to an asset. Asset insurance information includes insurance categories, current insurance value, and optional updates that affect the insurance value, such as additions or retirements.

Oracle Assets uses three methods to calculate the insurance value of an asset:

- **Value as New** - the base insurance value of the asset, based on acquisition/production costs. This value can be indexed annually to give a current insurance value. It can also incorporate the indexed value of transactions that affect the asset value.

- **Market Value** - the current market value of the asset. Oracle Assets automatically calculates the current value from the net book value of the asset, incorporating indexation factors and the indexed value of any transactions that affect the asset value.

- **Manual Value** - you can manually enter an insurance value for an asset, usually in agreement with the insurer. With this calculation method you can also manually enter updates to the asset insurance value. Oracle Assets only updates the current insurance value automatically if you enter an optional maintenance year for the asset.

If an asset is partially retired, the insurance calculation process reduces the insurance value of the asset in the same proportion as the current cost is reduced for the partial retirement.

Oracle Assets provides two reports for reviewing asset insurance information. The Asset Insurance Data report lists all insurance policy data for an asset. The Asset Insurance Value report lists insurance values, current insurance amounts, and a calculation of the insurance coverage.
Entering Asset Insurance Information

Use the Asset Insurance window to enter insurance information for your assets. You can enter multiple insurance policies for an asset for different categories of insurance. Oracle Assets uses the insurance information that you enter here to calculate the current insurance value of the asset.

Prerequisites

Before you can use the Asset Insurance window, you must:

- Ensure that the Post Install steps to set up Asset Insurance QuickCodes have been carried out
- Enter asset information
- Enter suppliers in Oracle Payables with a supplier type of Insurance Company
- Set up Asset Price Indexes, if required
- Set up Insurance Category QuickCodes, such as Fire, Storm, Theft
- Set up Hazard Class QuickCodes

To enter insurance information for an asset:

2. Choose the asset book and asset that you want. The Asset Insurance window appears.

3. Navigate to the Insurance Company region.

4. Enter the insurance company name in the Insurance Company field.

5. Enter the supplier site for the insurance company in the Site field.

6. Enter the company address in the Address fields.

7. Navigate to the Policy region.

8. Enter the insurance policy number in the Policy Number field.

9. In the Insured Amount field, enter the amount for which the asset is insured under the insurance policy. The information in this field is for reference only and is not used in Oracle Assets calculations.

10. In the Calculation Method field enter the method of calculation to use for this asset insurance:
    
    - **Value as New** - the base insurance value, which can be indexed annually
    - **Market Value** - the current market value, calculated as the base insurance value less depreciation
    - **Manual Value** - a value you enter manually. This calculation method allows you to update the Current Value field.
11. The Current Value field displays the current insurance value of the asset, calculated automatically. This is a display-only field unless you chose the Manual Value calculation method.

The value displayed depends upon the calculation method:

- For Value as New, the value displayed is the indexed base insurance value. This value may also be updated to account for transactions such as additions or retirements that affect the asset value.
- For Market Value, the value displayed is the indexed net book value of the asset (original cost less depreciation). This value may also be updated to account for transactions such as additions or retirements that affect the asset value.
- For Manual Value, the value displayed is updateable. If you enter a maintenance year for the asset in the Base Index Date field, indexation of the manual value begins with this year.

12. In the Base Index Date field, enter the year that is used as the base year for indexation. Enter one of the following:

- For new assets, enter the date the asset was placed in service
- For assets purchased second-hand, enter the original date of construction of the asset
- For Manual Value calculation method, enter the maintenance year. This represents the year the optional indexation of the manual value commences

13. In the Base Insurance Value field, enter the base insurance value of the asset as defined in the insurance policy. Enter one of the following:

- For new assets, Oracle Assets displays the current cost of the asset. You can overwrite this default with another value.
- For assets purchased second-hand, enter the original construction cost of the asset

14. In the Insurance Index field, enter the name of the price index that is used to calculate the annual adjusted insurance value. The Last Indexation Date field displays the date that the indexation process was last run.

15. Press the Lines button to display insurance policy line information.

16. In the Line field, enter the insurance policy line number for the category of insurance covered by the policy.

(continued)
17. Enter the insurance category in the Insurance Category field.
18. In the Hazard Class field, enter the hazard class assigned to this policy line.
19. Enter any additional comments in the Comments field.
20. Save your work.
Asset Insurance Calculations Program

Use the Asset Insurance Calculations program to automatically update the current insurance values of your assets. The Asset Insurance Calculations program takes account of indexation factors or transactions that affect the asset value, such as additions and retirements.

The Asset Insurance Calculations program is usually run on a yearly basis to update all your asset insurance values.

The Asset Insurance Calculations program does not produce any output. When the program finishes, the program updates the insurance values for all selected assets. You can review the new insurance values in the Asset Insurance window or by running the Asset Insurance Values report.

Report Parameters

Enter the following parameters to specify the desired reporting options:

**Asset Book**
Enter the depreciation book for the report.

**Year**
Enter the fiscal year for the report.

**Insurance Company**
Enter the insurance company for the report. If you do not enter a value, the report includes assets insured by all insurance companies.

**Asset Number**
Enter the asset number range for the report.
Asset Insurance Data Report

Use the Asset Insurance Data report to review insurance details for assets and to verify that the assignments for insurance records are correct. The Asset Insurance Data report prints all insurance details for the selected assets.

Run the Asset Insurance Data report as a standard submission request.

<table>
<thead>
<tr>
<th>Asset Book</th>
<th>Insurance Company</th>
<th>Policy Number</th>
<th>Calculation Method</th>
<th>Base Value</th>
<th>Policy Index</th>
<th>Policy Line</th>
<th>Insurance Category</th>
<th>Hazard Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASS-850 Office Desk1</td>
<td>IDEAL Fire Insurance</td>
<td>1234567</td>
<td>CMV</td>
<td>100,000,00</td>
<td>IDL-7</td>
<td>001</td>
<td>Fire</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>General Ins Company</td>
<td>4561230</td>
<td>CMV</td>
<td>100,000,00</td>
<td>GI-201</td>
<td>010</td>
<td>Theft</td>
<td>L</td>
</tr>
<tr>
<td>ASS-851 Office Desk2</td>
<td>IDEAL Fire Insurance</td>
<td>1234567</td>
<td>CMV</td>
<td>150,000,00</td>
<td>IDL-7</td>
<td>003</td>
<td>Fire</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>General Ins Company</td>
<td>4561231</td>
<td>CMV</td>
<td>150,000,00</td>
<td>GI-201</td>
<td>010</td>
<td>Theft</td>
<td>L</td>
</tr>
</tbody>
</table>

Key to Calculation Methods:
CMV: Current Market Value
VAN: Value as New
MNL: Manually Entered Value
Report Parameters

Enter the following parameters to specify the desired reporting options:

**Asset Book**
Enter the depreciation book for the report.

**Company**
Enter the balancing segment range for the report.

**Asset Location**
Enter the asset location range for the report.

**Asset Category**
Enter the asset category range for the report.

**Asset Number**
Enter the asset number range for the report.
### Report Headings

<table>
<thead>
<tr>
<th>In this heading...</th>
<th>Oracle Assets prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Book</td>
<td>The depreciation book</td>
</tr>
<tr>
<td>Company &lt;from&gt; &lt;to&gt;</td>
<td>The balancing segment range to which you assigned these assets</td>
</tr>
<tr>
<td>Asset Location &lt;from&gt; &lt;to&gt;</td>
<td>The asset location range</td>
</tr>
<tr>
<td>Asset Category &lt;from&gt; &lt;to&gt;</td>
<td>The asset category range</td>
</tr>
<tr>
<td>Asset Number &lt;from&gt; &lt;to&gt;</td>
<td>The asset number range</td>
</tr>
</tbody>
</table>
## Column Headings

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle Assets prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Number</td>
<td>The asset number</td>
</tr>
<tr>
<td>Description</td>
<td>A description of the asset</td>
</tr>
<tr>
<td>Insurance Company</td>
<td>The name of the insurance company</td>
</tr>
<tr>
<td>Policy Number</td>
<td>The insurance policy number</td>
</tr>
<tr>
<td>Calculation Method</td>
<td>The calculation method for this asset insurance</td>
</tr>
<tr>
<td>Insurance Base Value</td>
<td>The base value of the asset</td>
</tr>
<tr>
<td>Index Name</td>
<td>The index code used to calculate the annual adjusted insurance value</td>
</tr>
<tr>
<td>Policy Line</td>
<td>The insurance policy line number</td>
</tr>
<tr>
<td>Insurance Category</td>
<td>The insurance category for the policy line</td>
</tr>
<tr>
<td>Hazard Class</td>
<td>The hazard class for the policy line</td>
</tr>
</tbody>
</table>
Asset Insurance Value Report

Use the Asset Insurance Value report to review calculations of insurance coverage for selected assets. The Asset Insurance Value report prints all insurance amounts for the selected assets and displays totals at Balancing Segment level, Insurance Calculation Method level, Insurance Company level, and Insurance Policy Number level. The insurance coverage calculation indicates the differences between insured amounts and current insurance values.

Run the Asset Insurance Value report as a standard submission request.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Book ..........................</td>
<td>...........................................</td>
<td>Page 1</td>
</tr>
<tr>
<td>Company from 01 Oracle Germany to 03 Pletschi’s Company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculation Method from ... to ....</td>
<td>Insurance Company from ... to ....</td>
<td></td>
</tr>
<tr>
<td>Asset Location from ... to ....</td>
<td>Asset Category from ... to ....</td>
<td></td>
</tr>
<tr>
<td>Asset Number from ... to ....</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company....................: 01 Oracle Germany</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculation Method...: Current Market Value</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance Company...: IDEAL Fire Insurance Company, Munich</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Asset Number</th>
<th>Description</th>
<th>Policy Number</th>
<th>Line</th>
<th>Asset Location</th>
<th>Date Placed</th>
<th>Base Value</th>
<th>Insurance Value</th>
<th>Insured Amount</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASS-850</td>
<td>Office Desk1</td>
<td>1234567</td>
<td>001</td>
<td>120</td>
<td>05-Jul-1994</td>
<td>100,000,00</td>
<td>150,000,00</td>
<td>125,000,00</td>
<td>-25,000,00</td>
</tr>
<tr>
<td>ASS-851</td>
<td>Office Desk2</td>
<td>1234567</td>
<td>011</td>
<td>132</td>
<td>03-Jul-1994</td>
<td>100,000,00</td>
<td>150,000,00</td>
<td>125,000,00</td>
<td>-25,000,00</td>
</tr>
<tr>
<td>Total for Policy 1234567:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASS-852</td>
<td>Office Desk3</td>
<td>7654321</td>
<td>010</td>
<td>088</td>
<td>01-Jul-1994</td>
<td>100,000,00</td>
<td>150,000,00</td>
<td>125,000,00</td>
<td>-25,000,00</td>
</tr>
<tr>
<td>ASS-853</td>
<td>Office Desk4</td>
<td>7654321</td>
<td>012</td>
<td>060</td>
<td>07-Jul-1994</td>
<td>100,000,00</td>
<td>150,000,00</td>
<td>125,000,00</td>
<td>-25,000,00</td>
</tr>
<tr>
<td>Total for Policy 7654321:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASS-854</td>
<td>Office Desk5</td>
<td>8899112</td>
<td>001</td>
<td>012</td>
<td>08-Jul-1994</td>
<td>100,000,00</td>
<td>150,000,00</td>
<td>180,000,00</td>
<td>+30,000,00</td>
</tr>
<tr>
<td>Insurance Company Total:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculation method Total:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Total:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Report Parameters

Enter the following parameters to specify the desired reporting options:

**Asset Book**
Enter the depreciation book for the report.

**Balancing Segment**
Enter the balancing segment range for the report.

**Insurance Calculation Method**
Enter the insurance calculation method range for the report.

**Insurance Company**
Enter the insurance company range for the report.

**Asset Location**
Enter the asset location range for the report.

**Asset Category**
Enter the asset category range for the report.

**Asset Number**
Enter the asset number range for the report.
## Report Headings

<table>
<thead>
<tr>
<th>In this heading...</th>
<th>Oracle Assets prints...</th>
</tr>
</thead>
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<td>The depreciation book</td>
</tr>
<tr>
<td>Company &lt;from&gt; &lt;to&gt;</td>
<td>The balancing segment range to which you assigned these assets</td>
</tr>
<tr>
<td>Calculation Method &lt;from&gt; &lt;to&gt;</td>
<td>The calculation method range</td>
</tr>
<tr>
<td>Insurance Company &lt;from&gt; &lt;to&gt;</td>
<td>The insurance company range</td>
</tr>
<tr>
<td>Asset Location &lt;from&gt; &lt;to&gt;</td>
<td>The asset location range</td>
</tr>
<tr>
<td>Asset Category &lt;from&gt; &lt;to&gt;</td>
<td>The asset category range</td>
</tr>
<tr>
<td>Asset Number &lt;from&gt; &lt;to&gt;</td>
<td>The asset number range</td>
</tr>
<tr>
<td>Company &lt;from&gt; &lt;to&gt;</td>
<td>The balancing segment to which you assigned these assets</td>
</tr>
<tr>
<td>Calculation Method</td>
<td>The calculation method for these assets</td>
</tr>
<tr>
<td>Insurance Company</td>
<td>The name of the insurance company</td>
</tr>
</tbody>
</table>
### Column Headings

<table>
<thead>
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<th>In this column...</th>
<th>Oracle Assets prints...</th>
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</thead>
<tbody>
<tr>
<td>Asset Number</td>
<td>The asset number</td>
</tr>
<tr>
<td>Description</td>
<td>A description of the asset</td>
</tr>
<tr>
<td>Policy Number</td>
<td>The insurance policy number</td>
</tr>
<tr>
<td>Policy Line</td>
<td>The insurance policy line number</td>
</tr>
<tr>
<td>Asset Life</td>
<td>The asset life</td>
</tr>
<tr>
<td>Date Placed in Service</td>
<td>The date the asset was placed in service</td>
</tr>
<tr>
<td>Insurance Base Value</td>
<td>The base value of the asset</td>
</tr>
<tr>
<td>Insurance Value</td>
<td>The current calculated insurance value</td>
</tr>
<tr>
<td>Insurance Amount</td>
<td>The current insured amount</td>
</tr>
<tr>
<td>Coverage</td>
<td>The value of the current insurance coverage (insured amount less current insurance value)</td>
</tr>
</tbody>
</table>
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