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Preface


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

- Overview and reference information
- Specific tasks that you can accomplish with Oracle Financials for Japan
- How to use Oracle Financials for Japan windows
- Oracle Financials for Japan programs, reports, and listings
- Oracle Financials for Japan 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 Japan.
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 the Oracle Payables Bank Transfer feature, including how to set up and use this feature.
- Chapter 2 describes how to use the Bank Charges window to specify bank charge fees for transfers between Japanese banks.
- Chapter 3 describes how to use AutoLockbox with the Japanese Zengin format.
- Chapter 4 describes Oracle Payables reports, including the Japanese Invoice Transaction Check report, the Japanese Actual Payment report, and the Japanese Payment Schedule report.

This user's guide is available online

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

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

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

You can order an Oracle Applications Documentation Library CD that contains Adobe Acrobat versions of each manual in the Oracle Applications documentation set. With this CD, you can search our documentation for information, read the documentation online, and print individual pages, sections, or entire books. When you print from Adobe Acrobat, the resulting printouts look just like pages from an Oracle Applications hardcopy manual.
There may be additional material that was not available when this user's guide was printed. To learn if there is a documentation update for this product, look at the main menu of your country's HTML help.
Japanese Functionality

Oracle Financials provides functionality to help Japanese customers meet legal and business requirements as a part of our core Oracle Payables, Receivables, General Ledger, and Fixed Assets products. This manual describes Bank Transfer, Bank Charges, and Lockbox functionality provided in Oracle Payables and Receivables which is specific only to Japan.

Additional Japanese functionality is used in countries outside of Japan and is documented in our core manuals, including:

**Oracle Payables:**
- Multiple Supplier Banks
- Consumption Tax
  - Inclusive and exclusive
  - Automatic calculation at header or line
  - Default rounding rule (up, down, or nearest)
  - Tax default from natural account
- Alternate Name/ Sort Field, at supplier, bank, and address

**Oracle Receivables:**
- Consumption Tax
  - Inclusive and exclusive
  - Automatic calculation at header or line
  - Default rounding rule (up, down, or nearest)
  - Tax default from natural account
- Consolidated Billing
- Zengin Bank Transfer
  - Support Japanese Bank Charges
- Alternate Name (Kana)/ Sort Field, Address Format, and Date Format
- Notes Receivable
General Ledger:
- Consumption Tax (GL Journal Tax) Support
  - Inclusive and exclusive
  - Automatic calculation at header or line
  - Default rounding rule (up, down, or nearest)
- Reports
  - GL Journal Day Book report
  - GL Journal Voucher report

Fixed Assets:
- Japanese depreciation rate for declining balance and straight line method
- Flexible depreciation formula using net book value base flat rate of declining balance method
- Salvage value as percent of cost
- Depreciation beyond salvage value
- Annual depreciation rounding variance

Cross Module:
- Find Customer or Supplier Names by using Alternate Names
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 Japan. If you have never used Oracle Financials for Japan, 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 Japan.

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 Japan 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 Japan.

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 Japan. The manual details additional steps and setup considerations for implementing Oracle Financials for Japan with this feature.

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

Report eXchange User's Guide
Read this guide to learn more about Report eXchange, which lets you customize the output of certain reports and download them to a spreadsheet program.
Oracle Applications Implementation Wizard User's Guide

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

Oracle Applications Developer's Guide

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

Oracle Applications User Interface Standards

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

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

**Oracle Financials Country-Specific Installation Supplement**
Use this manual to learn about general country information, such as responsibilities and report security groups, as well as any post-install steps required by some countries.

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

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

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

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

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

Training

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

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

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Financials for Japan 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 Japan 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.
Bank Transfer

The Oracle Payables Bank Transfer feature helps you meet Japanese Bank Transfer requirements. This chapter describes how to setup and use this feature.
Overview

It’s common in Japan for customers to pay suppliers by transferring funds from the customer’s bank to the supplier’s bank. The customer’s bank charges a fee to complete the transfer, and the customer and supplier negotiate who will bear the fee.

If the customer bears the bank charge, the full invoice amount is requested for transfer. For example, for a 100 dollar invoice and a 5 dollar bank transfer fee, the customer transfers 100 dollars to the supplier’s bank, and pays 5 dollars to the customer’s bank for the bank transfer fee. The total cost to the customer is 105 dollars.

If the supplier bears the bank charge, the invoice amount less the bank charge is requested for transfer. For example, for a 100 dollar invoice and a 5 dollar bank transfer fee, the customer transfers 95 dollars to the supplier’s bank and pays 5 dollars to the customer’s bank for the bank transfer fee. The total cost to the customer is 100 dollars.

The bank charge is based on several factors, such as:

- Originating bank/branch, supplier bank/branch
- Transfer priority
- Bank charge type (standard or negotiated)
- Currency used
- Amount of payment

This form of electronic fund transfer is accomplished with a Zengin file, an electronic or paper file submitted by the customer that instructs the customer’s bank to transfer funds to the supplier’s bank.
Bank Transfer Feature

Determining Who Pays Bank Charges
The Bank Transfer feature lets you record if the customer or supplier bears the bank charge along with the bank charge rate type. There are three bank charge values:

- **Internal** - Customer bears the bank charges
- **Supplier/Standard** - Supplier bears the bank charges at standard rate
- **Supplier/Negotiated** - Supplier bears the bank charges at a negotiated rate

How Bank Charges are Calculated
The Oracle Payables Bank Transfer feature lets you handle bank charges borne by the supplier when the customer requests to transfer the full invoice amount less the bank charge.

Bank charges for transfer to suppliers flagged as supplier/standard or supplier/negotiated are automatically calculated during the build payments program with bank charges stored in the Bank Charges window. Bank charges, standard or negotiated, are deducted from the check amount.

Charges are automatically calculated during the Build Payment based on:

- Bank Charge Bearer
- Transfer Priority
- Payment amount
- Currency
- Remit-to Account (supplier’s bank/branch)
- Remit-from Account (customer’s bank/branch)
Accounting Entries

The Bank Transfer feature lets you make additional accounting entries that you need for bank charges. Two reports were created to support these accounting entries.

If the customer agrees to bear the bank charge, the customer requests to transfer the full invoice amount plus the negotiated bank charge. This is an Internal rate type.

For example, for a 100 dollar invoice, 5 dollar standard bank charge, and 3 dollar negotiated bank charge, the customer transfers 100 dollars, the full invoice amount. The supplier receives 100 dollars as payment and the customer pays a 3 dollar negotiated bank charge.

If the customer requests to transfer the invoice amount less the standard bank charge, but bears the negotiated bank charge instead, the customer receives the discount merit. This is a Supplier/Standard rate type.

For example, for a 100 dollar invoice, 5 dollar standard bank charge, and 3 dollar negotiated bank charge, the supplier expects to receive 95 dollars. The bank, however, gives the customer a negotiated rate instead; the customer pays 95 dollars for the invoice, 3 dollars for the bank transfer fee, and receives a 2 dollar discount merit.

Because the supplier does not know the bank’s negotiated transfer rate, the business custom in Japan is to transfer the invoice less the standard bank charge and account the difference between the standard and negotiated bank charge as miscellaneous income.

If the supplier agrees to bear the bank charge and the customer requests to transfer the full invoice amount less a negotiated bank charge, the result is that the supplier receives a discount merit, the difference between the negotiated bank charge and the standard bank charge. This is a Supplier/Negotiated rate type.

For example, for a 100 dollar invoice, 5 dollar standard bank charge, and 3 dollar negotiated bank charge, the customer transfers the invoice amount less the negotiated bank charge, which is 97 dollars. The supplier bears the negotiated bank charge of 3 dollars, but had expected to bear the standard charge of 5 dollars; the supplier received 97 dollars instead of 95 dollars. The supplier receives a 2 dollar discount merit.
Reports

The Bank Transfer feature provides two reports that support additional accounting entries needed for bank charges, including miscellaneous income accounting and consumption tax on the bank charge.

- The Bank Charges Accounting Upon Payment report shows the additional accounting required when payments are accounted. Users can create manual journal entries based on this report. See page 50 for more information.

- The Bank Charges Accounting Upon Notification report shows the additional accounting required when bank charge notification receipts are accounted at period end. See page 56 for more information.
Setting up Bank Transfer

This section overviews the steps required to set up the Bank Transfer feature, including:

- Setting up Profile Options, page 28
- Setting up Payables Options, page 29
- Setting up Discount Distribution Options, page 31
- Defining the Format Program, page 32
- Defining the Payment Format, page 33
- Setting up Your Bank Account, page 35
- Setting up Supplier/Supplier Site, page 39

Setting up Profile Options

To set up profile options:

1. Specify which character set the Zengin file should be created in. There are two settings:
   - S-JIS
   - or
   - EBCDIC
2. Set the AP Enter Alternate Fields Options to Yes. Kana fields only appear if this option is set to Yes.
To set up Payables Options:

1. Navigate to the Payables Options window.
2. Choose the Payment Alternate region.
3. Define your Payables Options.
4. Check the Use check box in the Multiple Supplier Banks region. Check this check box to make electronic payments to a supplier’s multiple bank accounts.
5. Check the Allow Remit-to Account Override check box in the Multiple Supplier Banks region. Check this check box to override the remit-to bank account in the Payment Workbench.
6. Check the Use check box in the Bank Charges region to enable the Bank Charges feature. If you check this check box, the bank charge bearer in the payments region becomes required.
7. Choose the Supplier Alternate region.

8. Enter the bank charge bearer from the pull-down list. There are three choices:
   - **Internal** - Customer bears bank charges. Customer bears the supplier invoice amount as well as negotiated bank charges.
   - **Supplier/Standard** - Supplier bears bank charges. Customer bears the invoice amount less standard bank charges.
   - **Supplier/Negotiated** - Supplier bears bank charges. Customer bears the invoice amount less negotiated bank charges.

The bank charge bearer is dependent on the Use check box in the Bank Charges region of the Payment Alternate region. If the Use check box is checked, the bank charge bearer is required; if Use is not checked, this check box is grayed out.
Setting up Discount Distribution Options

To set up the discount method - system:

1. Navigate to the Financials Options window.
2. Choose the Accounting Alternate region.
3. Enter the Discount Taken GL Account for:
   - Bank Charge Accrual account (accrual basis)
   - Bank Charge Holding account (cash basis)
Defining the Format Program

Follow these steps to verify your Format Program.

**To define the Format Program:**

1. Navigate to the Automatic Payment Programs window.
2. Define the Format Program:
   - Enter Format Payments in the Type field
   - Enter these names in the Registered Name fields:

<table>
<thead>
<tr>
<th>For this media...</th>
<th>Enter this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic</td>
<td>APTZGF</td>
</tr>
<tr>
<td>Paper</td>
<td>APXPBFTR</td>
</tr>
</tbody>
</table>
Defining the Payment Format

Follow these steps to verify your Payment Format.

**To define the Payment Format:**

1. Navigate to the Payment Formats window.
2. Define the Payment format:
   
   - Enter the payment format in the Payment Format field.
   - Enter the payment method in the Payment Method field.
   - Enter the build payments program in the Build Payments field.
   - Enter the format program from the list of values in the Format Payments field. These values were defined when you defined the format program.
For Zengin bank transfer request in electronic or paper media, the Payment Method, Build Payments Programs, and Format Payments must be as listed below:

<table>
<thead>
<tr>
<th>Media</th>
<th>Build Payments Program</th>
<th>Format Payments Program</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electronic Media</strong></td>
<td>Build Payments Program</td>
<td>Format Programs (Zengin Format)</td>
<td>Electronic</td>
</tr>
<tr>
<td><strong>Paper Media</strong></td>
<td>Build Payments Program</td>
<td>Format Programs (Bank Transfer Request)</td>
<td>Check</td>
</tr>
</tbody>
</table>

See Defining the Payment Format on page 33 for more information.
Setting up Your Bank Account

1. Navigate to the Banks window.
2. Define your Bank/ Bank Branch that will be used to transfer funds to the supplier’s bank account:
   - Define Bank/ Bank Branch Alternate Name with the Zengin Standard Bank/ Branch Kana Name.
   - Define Bank/ Bank Branch Number with the Zengin Standard Bank/ Branch Number. You must setup four numbers for banks and three numbers for branches.
3. Navigate to the Bank Accounts window.

4. Define the Bank Account that you will use to transfer funds to the supplier’s bank account:
   - Enter the account number. You must use seven numbers with right alignment and 0 filling.
   - Enter the account type. You can enter either 1 (ordinary) or 2 (check). The exact value you set up in this field is printed in the Zengin file output as paper media. If the Zengin file output is electronic media, the format program picks up the first digit of the setup value.
   - In the Account Use field, enter Internal from the pull-down list.

5. Choose the Account Holder Alternate region.

6. Define your Account Holder information for your bank account:
   - Enter the Account Holder.
   - Enter the EFT Requester ID. You must enter 10 numbers with right alignment and 0 filling.
7. Navigate to the Payment Documents window.

8. Define Payment Documents for Oracle Payables Bank Transfer:
   
   - In the Disbursement Type field, enter either combined or computer generated.
   - In the Payment Format field, enter the payment format defined for Zengin bank transfer. See Defining the Payment Format on page 33 for more information.
Setting up Your Supplier's Bank Account

To set up the supplier's bank account (Remit-to Account):

1. Navigate to the Banks window.

2. Define the supplier's Bank/ Bank Branch that you will transfer funds to:
   - Define Bank/ Bank Branch Alternate Name with the Zengin Standard Bank/ Branch Kana Name.
   - Define Bank/ Bank Branch Number with the Zengin Standard Bank/ Branch Number. You must setup four numbers for banks and three numbers for branches.

3. Navigate to the Bank Accounts window.

4. Define the supplier's bank account that you will transfer funds to:
   - Enter the account number. You must use seven numbers with right alignment and 0 filling.
   - Enter the account type. You can enter either 1 (ordinary) or 2 (check). The exact value that you set up in this field is printed in the Zengin file output as paper media. If the Zengin file output is electronic media, the format program picks up the first digit of the setup value.
   - In the Account Use field, enter Supplier from the pull-down list.

5. Choose the Account Holder Alternate region.

6. Define the Account Holder information for supplier's bank account by entering the Alternate Account Holder.

7. Choose the Supplier Assignment alternate region.

8. Choose the Supplier and/ or Supplier Sites that you would like to associate with the bank account. Designate one primary supplier bank account per currency and per supplier site.

Note: If you haven't yet defined your supplier/ supplier sites that you want to associate with this bank account, skip steps 7 and 8 and go to the next section to define your supplier/ supplier sites first. You can then assign bank accounts for supplier/ supplier sites in the Suppliers window.
Setting up Supplier/Supplier Site

1. Navigate to the Suppliers window.
2. Choose the Payment Alternate region.
3. Enter the bank charge bearer from the pull-down list. The bank charge bearer defaults from the Payables Options. There are three choices:
   - Internal
   - Supplier/Standard
   - Supplier/Negotiated

(continued)
4. Choose the Bank Accounts Alternate region.

5. Enter the supplier’s Bank/Branch that you will transfer funds to:
   - Enter Bank/Branch Name. Use Zengin Standard Bank Branch Kana Name.
   - Enter Bank/Branch Number. Use Zengin Standard Bank Branch code.
Note: If you have defined your supplier's bank branch and/or bank account before you define your supplier/supplier sites, you can assign bank accounts for suppliers and supplier sites in the Supplier window without navigating to the Bank/Account window. In the Bank Accounts Alternate region in the Supplier/Site window, select the bank accounts that you would like to associate from the list of values.
Handling Payments

This section overviews how you can handle either batch or single payments.

Handling Batch Payments

How to handle bank charges for batch payments:

1. Navigate to the Payment Batches window.

2. Enter selection criteria for invoices that you want to pay. Use the payment document assigned to the Zengin payment format and the Electronic Payment method.

3. Specify the transfer priority. There are three choices from the list of values:
   - Express - quick processing
   - Normal - ordinary processing
   - Any - for either express or normal

   **Note:** The bank charge amount depends on the transfer priority that you choose. You can update this field only if Use Bank Charges is checked in the Payables Options window.
4. Navigate to the Payment Batch Actions window.
5. Check Select Invoices.
6. Check Build Payments.
7. Press the OK button.

For EFT payment batches, Oracle Payables chooses the primary supplier bank account for the payment currency during Build Payments. If there are no supplier bank accounts defined for a particular payment currency, Oracle Payables does not select or pay the corresponding invoices. You will get this error message: Supplier Bank Account not Defined.

If the Allow Remit-to Account Override option is checked, you can change the supplier bank account in the Modify Payment Batch window. This remit-to information is used to get the bank charge amount from the Bank Charge Table.

If bank charge bearer is Supplier, the Build Payments program calculates bank charges and deducts the amount from the gross transfer request amount. The net transfer request amount is fixed to the full amount of liability less bank charge amount.
Manual journal entries are required for internally-borne bank charges. See Bank Charges Accounting Upon Payment Report on page 50 for more information. AR miscellaneous receipts are used to back out entries to the Bank Charges Accrual account and the Bank Charges Holding account. See Bank Charges Accounting Upon Notification Report on page 56 for more information.

If the Build is successful, you can format and confirm the payment batch.

Handling Single Payments

How to handle single payments with Manual/Quick:
1. Navigate to the Payments window.
2. Enter payment information:
   - Enter the bank account you want to use
   - Enter the supplier that you will pay
3. Specify the transfer priority and remit-to account.
4. Select the invoice(s) that you will pay.
5. Save the record.

Manual journal entries are required for single payments; manual journal entries are required for both internal and supplier-borne bank charges.

See Bank Charges Accounting Upon Payment Report on page 50 for more information.
Paying Suppliers with Zengin File or Bank Transfer Request Report

This section overviews how to associate payment formats and Zengin formats. See Zengin File on page 46 for more information about Zengin file formatting and Bank Transfer Request Report on page 48 for more information about Bank Transfer Request report formatting.

To pay suppliers with Zengin File or Bank Transfer Request report:
1. Navigate to the Payment Formats window.
2. Associate the payment format program with the payment format.
3. Navigate to the Payment Documents window.
4. Choose the payment format associated with the Zengin format.

See also
Defining and Maintaining Payables Payment Documents,
Oracle Payables User’s Guide
**Zengin File**

Use Zengin File to electronically instruct your bank to transfer funds from your bank account to your supplier’s bank account. This table shows the information that is transmitted to the bank.

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Field Name</th>
<th>Type</th>
<th>Field Length (characters)</th>
<th>Contents Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Record</td>
<td>Record Identifier</td>
<td>Num</td>
<td>1</td>
<td>1: Header Record</td>
</tr>
<tr>
<td></td>
<td>Classification</td>
<td>Num</td>
<td>2</td>
<td>21: EFT</td>
</tr>
<tr>
<td></td>
<td>Code Type</td>
<td>Num</td>
<td>1</td>
<td>1: EBCDIC/JIS</td>
</tr>
<tr>
<td>Data Record</td>
<td>Record Identifier</td>
<td>Num</td>
<td>1</td>
<td>2: Data Record</td>
</tr>
</tbody>
</table>

|                      | EFT Requester ID    | Num   | 10                        | Right alignment with 0 filling                      |
|                      | Account Holder’s Name | Char | 40                        | Left alignment followed by space                   |
|                      | Transfer Date       | Date  | 4                         | MMDD                                               |
|                      | Remitting Bank Number | Num   | 4                         |                                                    |
|                      | Remitting Bank Name | Char  | 15                        | Left alignment followed by space                   |
|                      | Remitting Branch Number | Num   | 3                         |                                                    |
|                      | Remitting Branch Name | Char | 15                        | Left alignment followed by space                   |
|                      | Account Type        | Num   | 1                         | 1: Ordinary 2: Check                               |
|                      | Account Number      | Num   | 7                         | Right alignment with 0 filling                     |
|                      | Dummy               | Char  | 17                        | Space                                               |
|                      |                      |       |                           |                                                    |

Oracle Financials for Japan
<table>
<thead>
<tr>
<th>Record Type</th>
<th>Field Name</th>
<th>Type</th>
<th>Field Length (characters)</th>
<th>Contents</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Receiving Bank Name</td>
<td>Char</td>
<td>15</td>
<td>Left alignment followed by space</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receiving Branch Number</td>
<td>Num</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receiving Branch Name</td>
<td>Char</td>
<td>15</td>
<td>Left alignment followed by space</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clearing House Number</td>
<td>Num</td>
<td>4</td>
<td>Space</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Account Type</td>
<td>Num</td>
<td>1</td>
<td>1 or 2</td>
<td>1: Ordinary 2: Check</td>
</tr>
<tr>
<td></td>
<td>Account Number</td>
<td>Num</td>
<td>7</td>
<td>Right alignment with 0 filling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Account Holder Name</td>
<td>Char</td>
<td>30</td>
<td>Left alignment followed by space</td>
<td>Account holder’s information for supplier’s bank account</td>
</tr>
<tr>
<td></td>
<td>Transfer Amount</td>
<td>Num</td>
<td>10</td>
<td>Right alignment with 0 filling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Status</td>
<td>Num</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer Code</td>
<td>Num</td>
<td>10</td>
<td>Space</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer Code 2</td>
<td>Num</td>
<td>10</td>
<td>Space</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer Priority</td>
<td>Num</td>
<td>1</td>
<td>7 or 8</td>
<td>7: Express 8: Normal</td>
</tr>
<tr>
<td></td>
<td>Dummy</td>
<td>Char</td>
<td>8</td>
<td>Space</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Count</td>
<td>Num</td>
<td>6</td>
<td>Right alignment with 0 filling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Amount</td>
<td>Num</td>
<td>12</td>
<td>Right alignment with 0 filling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dummy</td>
<td>Char</td>
<td>101</td>
<td>Space</td>
<td></td>
</tr>
<tr>
<td>Trailer Record</td>
<td>Record Identifier</td>
<td>Num</td>
<td>1</td>
<td>8</td>
<td>8: Trailer Record</td>
</tr>
<tr>
<td>End Record</td>
<td>Record Identifier</td>
<td>Num</td>
<td>1</td>
<td>9</td>
<td>9: End Record</td>
</tr>
<tr>
<td></td>
<td>Dummy</td>
<td>Char</td>
<td>119</td>
<td>Space</td>
<td></td>
</tr>
</tbody>
</table>

Oracle Financials for Japan
Use the Bank Transfer Request report to instruct your bank to transfer funds from your bank account to your supplier’s bank account.
### Report Headings

The report headings provide you with general information such as your set of books name, report title, date and time you run your report, page number, as well as the following:

<table>
<thead>
<tr>
<th>In this heading...</th>
<th>Oracle Payables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
<td>Remitting bank name</td>
</tr>
<tr>
<td>Branch Name</td>
<td>Remitting branch name</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Remitting branch number</td>
</tr>
<tr>
<td>Payer Name</td>
<td>Account holder’s name for internal bank account</td>
</tr>
<tr>
<td>Account Type</td>
<td>Ordinary/Check</td>
</tr>
<tr>
<td>Account Number</td>
<td>Bank account number</td>
</tr>
</tbody>
</table>

### Column Headings

<table>
<thead>
<tr>
<th>In this heading...</th>
<th>Oracle Payables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seq Num</td>
<td>Sequence number</td>
</tr>
<tr>
<td>Supplier Bank Name</td>
<td>Supplier site bank name</td>
</tr>
<tr>
<td>Supplier Branch Name</td>
<td>Supplier site branch name</td>
</tr>
<tr>
<td>Acc. Type</td>
<td>Ordinary/Check</td>
</tr>
<tr>
<td>Account Holder Name</td>
<td>Account holder’s name for supplier bank account</td>
</tr>
<tr>
<td>Transfer Amount</td>
<td>Document amount</td>
</tr>
<tr>
<td>Transfer Priority</td>
<td>Express/Normal</td>
</tr>
</tbody>
</table>
### Bank Charges Accounting Upon Payment Report

Use the Bank Charges Accounting Upon Payment report to see bank charges as well as additional accounting entries that should be manually entered in General Ledger to account for bank charges. The report calculates bank charges for:

- Manual payments with an Internal or Supplier bank charge type
- Batch payments with an Internal bank charge type under accrual basis accounting

The report displays the bank charge and tax amount differently for internal and supplier bank charges. If the bank charge type is Internal, the report shows the bank charge and the tax amount in separate columns.

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Supplier Site</th>
<th>Payment Amount</th>
<th>Priority</th>
<th>Bank Charge</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier A</td>
<td></td>
<td>30,001.00</td>
<td>Normal</td>
<td>373.78</td>
<td>11.22</td>
</tr>
<tr>
<td>Supplier C</td>
<td></td>
<td>29,999.00</td>
<td>Normal</td>
<td>325.24</td>
<td>9.76</td>
</tr>
</tbody>
</table>

**Japan Test2E Total:** 59,999.00 699.02 20.98

**Grand Total:** 59,999.00 699.02 20.98

***End of Report***
This report shows the deducted bank charge and paid bank charge in separate columns. The difference between both columns is displayed as miscellaneous income.
Report Parameters

Enter the following parameters to specify the desired reporting options:

**Payment Start Date**

Enter the starting date for the payments you want to report on. The report includes all payments with a start date on or after the payment start date.

**Payment End Date**

Enter the ending date for the payments you want to report on. The report includes all payments with an end date that is on or before the payment end date.

**Bank Charge Bearer**

Enter one of the following bank charge types to report on:

- **Internal** - if your company pays the bank charge
- **Supplier** - if the supplier pays the bank charge

**Accounting Method**

Enter one of the following accounting methods to report on:

- **Accrual** - for the accrual basis method
- **Cash** - for the cash basis method

**Payment Type**

Enter one of the following payment types to report on:

- **Manual/Quick** - for single payments
- **Batch** - for batch payments
- **All** - for all types of payments

**Note**: If you entered a bank charge type of Supplier, you can only enter a payment method of Manual/Quick. If you entered a bank charge type of Internal, you can enter a Batch payment method only if you selected accrual basis accounting for the Accounting Method parameter.
Currency Code

Enter the currency code for the payments you want to report on. The default is the currency code of your Payables set of books; however, you can enter any valid currency code defined in your system.

Bank Charge Tax Name

Enter the tax code used to calculate the tax amount on a bank charge. Your system default tax name is the default. Enter None if you do not want the report to display the tax amounts separately from the bank charge amounts.

Report Headings

The report headings provide you with general information such as your set of books name, report title, date and time you run your report, page number, as well as the following:

<table>
<thead>
<tr>
<th>In this heading…</th>
<th>Oracle Payables prints…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Date Range</td>
<td>The payment date range</td>
</tr>
<tr>
<td>Bank Charge Bearer</td>
<td>The bank charge type</td>
</tr>
<tr>
<td>Accounting Method</td>
<td>The accounting method</td>
</tr>
<tr>
<td>Payment Type</td>
<td>The payment type</td>
</tr>
<tr>
<td>Currency Code</td>
<td>The currency of the payments</td>
</tr>
<tr>
<td>Tax Code</td>
<td>The tax code you entered for calculating the tax on bank charges</td>
</tr>
</tbody>
</table>
### Column Headings

<table>
<thead>
<tr>
<th>In this column…</th>
<th>Oracle Payables prints…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
<td>The bank name that payments are made from</td>
</tr>
<tr>
<td>Bank Branch</td>
<td>The bank’s branch name</td>
</tr>
<tr>
<td>Account Number</td>
<td>The bank’s account number</td>
</tr>
<tr>
<td>Payment Method</td>
<td>The payment method used with the bank account</td>
</tr>
<tr>
<td>Payment Document</td>
<td>The payment document type</td>
</tr>
<tr>
<td>Batch Name</td>
<td>The payment batch name. This field is shown for EFT payments. Manual payments (Wire) do not have a batch name.</td>
</tr>
<tr>
<td>Payment Date</td>
<td>The payment date</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>The supplier name</td>
</tr>
<tr>
<td>Supplier Site</td>
<td>The supplier site where the payment is sent</td>
</tr>
<tr>
<td>Standard/ Negotiated</td>
<td>S for supplier/ standard and N for supplier/ negotiated</td>
</tr>
<tr>
<td>Payment Amount</td>
<td>The amount paid to the supplier</td>
</tr>
<tr>
<td>Transfer Priority</td>
<td>Express or Normal depending on the priority of the payment made to the supplier</td>
</tr>
<tr>
<td>Bank Charge</td>
<td>The bank charge amount for only internal bank charge types</td>
</tr>
<tr>
<td>Tax</td>
<td>The tax amount for the bank charge for only internal bank charge types</td>
</tr>
<tr>
<td>In this column...</td>
<td>Oracle Payables prints...</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Bank Charge Deducted</td>
<td>The deducted bank charge amount including tax</td>
</tr>
<tr>
<td>Bank Charge Paid</td>
<td>The computed value of the paid bank charge based on a negotiated rate</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>The difference between the deducted bank charge and the paid bank charge. This amount represents a realized miscellaneous income on the payment bank charges.</td>
</tr>
<tr>
<td>Total</td>
<td>The subtotal of the payment amount and bank charge amounts for each payment batch. For manual payments, this total represents a total for all payments with the same payment date.</td>
</tr>
<tr>
<td>Grand Total</td>
<td>The grand total for each amount column in the report</td>
</tr>
</tbody>
</table>
Bank Charges Accounting Upon Notification Report

Use this report to see the additional accounting required when bank charge notification receipts are accounted at period end. You use the information in this report to enter the appropriate account entries in General Ledger after you have entered a notified bank charge in the Receivables Miscellaneous Receipt window.

The report calculates the following:

- Bank charges for bank charge types of Internal
- Payment deduction amounts for Supplier/ Standard and Supplier/ Negotiated bank charges by summing the discounts taken on the payment invoices
- Miscellaneous income and offset amounts based on the bank charge amounts on the notification receipts
Report Parameters

Enter the following parameters to specify the desired reporting options:

**Payment Start Date**
Enter the starting date for the payments you want to report on. The report includes all payments with a start date that is on or after the payment start date.

**Payment End Date**
Enter the ending date for the payments you want to report on. The report includes all payments with an end date that is on or before the payment end date.

**Bank Account**
Enter the name of the bank account to report on. The report shows all payments from this bank account.

**Currency Code**
Enter the currency code of the payments to report on. The default is the currency code for your Payables set of books; however, you can enter any valid currency code defined in your system.

**Bank Charge Amount Upon Notification**
Enter the bank charge amount on the notification receipt from your bank. This amount is used to compute the miscellaneous income and offset amounts.

**Bank Charge Tax Name**
Enter the tax code used to calculate the tax amount on the bank charges. Your system default tax name is the default. Enter None if you do not want the report to display the total tax amount separately from the bank charge amounts.
Report Headings

The report headings provide you with general information such as your set of books name, report title, date and time you run your report, page number, as well as the following:

<table>
<thead>
<tr>
<th>In this heading…</th>
<th>Oracle Payables prints…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Date Range</td>
<td>The payment date range</td>
</tr>
<tr>
<td>Currency Code</td>
<td>The currency of all amounts in this report</td>
</tr>
<tr>
<td>Bank Charge Amount Upon Notification</td>
<td>The bank charge amount on the bank notification receipt</td>
</tr>
<tr>
<td>Tax Code</td>
<td>The tax code you entered for calculating the tax on bank charges</td>
</tr>
</tbody>
</table>
### Column Headings

<table>
<thead>
<tr>
<th>In this column…</th>
<th>Oracle Payables prints…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
<td>The name of the bank that payments are made from</td>
</tr>
<tr>
<td>Bank Branch</td>
<td>The bank’s branch name</td>
</tr>
<tr>
<td>Account Number</td>
<td>The bank’s account number</td>
</tr>
<tr>
<td>Account Name</td>
<td>The bank’s account name</td>
</tr>
<tr>
<td>Transfer Date</td>
<td>The date when the payments were transferred to the supplier</td>
</tr>
<tr>
<td>Payment Amount</td>
<td>The total amount of payments transferred on the transfer date</td>
</tr>
<tr>
<td>Deduction</td>
<td>The total amount of bank charges for the Supplier/ Standard or Supplier/ Negotiated bank charge type for all payments made on the transfer date</td>
</tr>
<tr>
<td>Internal Bank Charges</td>
<td>The total amount of internal bank charges for all payments made on the transfer date</td>
</tr>
<tr>
<td>Total Bank Charges</td>
<td>The sum of the deduction and internal bank charges of all payments made on the transfer date</td>
</tr>
<tr>
<td>Total</td>
<td>A total for each Payment Amount, Deduction, Internal Bank Charges, and Total Bank Charges column. The total is for all transfer dates.</td>
</tr>
<tr>
<td>In this column…</td>
<td>Oracle Payables prints…</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Total Internal Bank Charges (excluding tax)</td>
<td>The total amount of internal bank charges excluding tax. This total is only displayed if you specify a tax code other than None for the report parameters.</td>
</tr>
<tr>
<td>Total Tax</td>
<td>The total tax amount on the internal bank charges. This total is only displayed if you specify a tax code other than None for the report parameters.</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>The difference between the notification amount and the total bank charges</td>
</tr>
<tr>
<td>Holding Offset</td>
<td>The difference between the miscellaneous income and the internal bank charges. The field is called Holding Offset if the set of books has a cash basis account.</td>
</tr>
</tbody>
</table>
CHAPTER 2

Bank Charges

This chapter overviews how to use the Bank Charges window to specify bank charge fees for transfers between Japanese banks.
Bank Charges Overview

Use the Bank Charges window to specify the fee charged by the customer's bank to transfer money to the supplier's bank. Use the Bank Charges region to specify the transferring from and receiving to banks and branches. Use the Bank Charges Lines region to specify the charge amounts. You can define charges from:

- A single bank to a single bank.
- A single bank to all banks. For example, all banks including the transferring bank.
- A single bank to all other banks. For example, all banks except the transferring bank.
- All banks to a single bank.
- All banks to all banks.

**Note:** When you specify a single bank, you can select a particular branch of that bank or all branches.

For an overview of the Bank Transfer feature, see page 24 for more information.
Prerequisites

Refer to these sections in your Payables manual for prerequisite information:

• Define remittance banks. See Defining Banks, Oracle Payables User’s Guide.


Setting up Bank Charges

Bank Charges uses an established hierarchy to search for a match in the bank charges table. This hierarchy is illustrated in the Bank Charges Search Hierarchy table on page 65. When you create a bank transfer, Payables first searches for an exact match on bank and branch for both the transferring and the receiving bank. If no match is found, the system moves down to the next row in the table, and so on until a match is found.

Payables also takes transfer priority (express, normal, any) into account when it searches. At each level in the hierarchy, the system searches in this order:

- Express bank charges
- Normal
- Any

If no match is found, the system goes on to the next level and repeats the process.
Understanding the search process will help you set up bank charges in the most efficient way possible. For example, although all combinations in this table are valid, Japanese users only set up bank charges with lines 1, 7, 9, and 12.

If you take advantage of the search hierarchy, you can avoid creating a bank charge record for every bank and branch combination.

### Bank Charges Search Hierarchy

<table>
<thead>
<tr>
<th>Search order</th>
<th>Transferring</th>
<th>Receiving</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bank</td>
<td>Bank</td>
</tr>
<tr>
<td></td>
<td>Branch</td>
<td>Branch</td>
</tr>
<tr>
<td>2</td>
<td>Bank</td>
<td>Bank</td>
</tr>
<tr>
<td></td>
<td>Branch</td>
<td>Other Branches</td>
</tr>
<tr>
<td>3</td>
<td>Bank</td>
<td>Bank</td>
</tr>
<tr>
<td></td>
<td>Branch</td>
<td>All Branches</td>
</tr>
<tr>
<td>4</td>
<td>Bank</td>
<td>Other Banks</td>
</tr>
<tr>
<td></td>
<td>Branch</td>
<td>All Branches</td>
</tr>
<tr>
<td>5</td>
<td>Bank</td>
<td>All Banks</td>
</tr>
<tr>
<td></td>
<td>Branch</td>
<td>All Branches</td>
</tr>
<tr>
<td>6</td>
<td>Bank</td>
<td>All Branches</td>
</tr>
<tr>
<td></td>
<td>All Branches</td>
<td>Bank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Branch</td>
</tr>
<tr>
<td>7</td>
<td>Bank</td>
<td>All Branches</td>
</tr>
<tr>
<td></td>
<td>All Branches</td>
<td>Bank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Branches</td>
</tr>
<tr>
<td>8</td>
<td>Bank</td>
<td>All Branches</td>
</tr>
<tr>
<td></td>
<td>All Branches</td>
<td>Other Banks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Branches</td>
</tr>
<tr>
<td>9</td>
<td>Bank</td>
<td>All Branches</td>
</tr>
<tr>
<td></td>
<td>All Branches</td>
<td>All Banks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Branches</td>
</tr>
<tr>
<td>10</td>
<td>All Banks</td>
<td>All Branches</td>
</tr>
<tr>
<td></td>
<td>All Branches</td>
<td>Bank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Branch</td>
</tr>
<tr>
<td>11</td>
<td>All Banks</td>
<td>All Branches</td>
</tr>
<tr>
<td></td>
<td>All Branches</td>
<td>Bank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Branches</td>
</tr>
<tr>
<td>12</td>
<td>All Banks</td>
<td>All Branches</td>
</tr>
<tr>
<td></td>
<td>All Branches</td>
<td>All Banks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Branches</td>
</tr>
</tbody>
</table>

For example, you need to set up bank charges for the following situations:

1. A transfer within the same bank and branch: from Tokyo Bank, Ginza branch to Tokyo Bank, Ginza branch.
2. A transfer within the same bank, but between different branches: from Tokyo Bank, Ginza branch to Tokyo Bank, Shinjuku branch.
3. A transfer between different banks: from Tokyo Bank, Ginza branch to Kyoto Bank, Roppongi branch.
4. Another transfer between different banks: from Osaka Bank, Yokohama branch to Tokyo Bank, Ginza branch.
The most efficient way to set up these charges is to create records in the Bank Charges window as illustrated in the Bank Charge Setup Example table. Note that the last row in this table creates a default setting that is used any time the system cannot find a match (it corresponds to line 12 in the Bank Charges Search Hierarchy table).

### Bank Charge Setup Example

<table>
<thead>
<tr>
<th>Search Order</th>
<th>Transferring</th>
<th>Receiving</th>
<th>For situation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>bank branch</td>
<td>bank branch</td>
<td>1. Tokyo/Ginza to Tokyo/Ginza</td>
</tr>
<tr>
<td>2</td>
<td>bank all branches</td>
<td>bank all branches</td>
<td>2. Tokyo/Ginza to Tokyo/Shinjuku</td>
</tr>
<tr>
<td>3</td>
<td>bank all branches</td>
<td>all banks all branches</td>
<td>3. Tokyo/Ginza to Kyoto/Roppongi</td>
</tr>
<tr>
<td>4</td>
<td>all banks all branches</td>
<td>all banks all branches</td>
<td>4. Osaka/Yokohama to Tokyo/Ginza</td>
</tr>
</tbody>
</table>

The four rows in this table correspond to rows 1, 7, 9, and 12 in the Bank Charges Search Hierarchy table.

When trying to match each of these situations, the system first looks for an exact match on transferring and receiving bank and branch. In the case of situation 1, it finds such a match and quits searching. In the case of situations 2, 3, and 4, the system cannot find an exact match on transferring and receiving bank and branch, so it continues searching in the order illustrated in the Bank Charges Search Hierarchy table until it finds a match.
Defining Bank Charges

To define bank charges:

1. Navigate to the Bank Charges window.
2. Select the transferring bank:

<table>
<thead>
<tr>
<th>To specify...</th>
<th>Do this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>A single bank</td>
<td>Select Bank from the pull-down list</td>
</tr>
<tr>
<td></td>
<td>Enter the bank number or name</td>
</tr>
<tr>
<td>A particular bank branch</td>
<td>Select Branch from the pull-down list</td>
</tr>
<tr>
<td></td>
<td>Enter the branch number or name</td>
</tr>
<tr>
<td>Charges that apply to all branches of the bank</td>
<td>Select All Branches</td>
</tr>
<tr>
<td>Charges that apply to all banks</td>
<td>Select All Banks</td>
</tr>
</tbody>
</table>
3. Select the receiving bank:

<table>
<thead>
<tr>
<th>To specify</th>
<th>Do this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charges to a single bank</td>
<td>Select Bank from the pull-down list Enter the bank number and name</td>
</tr>
<tr>
<td>Charge specific to a particular bank branch</td>
<td>Select Branch from the pull-down list Enter the branch name or number</td>
</tr>
<tr>
<td>Charges that apply to all branches except the transferring branch</td>
<td>Select Other Branches</td>
</tr>
<tr>
<td>Charges that apply to all branches of the bank</td>
<td>Select All Branches</td>
</tr>
<tr>
<td>Charges that apply to all banks</td>
<td>Select All Banks</td>
</tr>
<tr>
<td>Charges that apply to all banks except the transferring bank</td>
<td>Select Other Banks. This option is not available when the transferring bank is All Banks</td>
</tr>
</tbody>
</table>

4. Select a transfer priority. There are three choices:
   - Express
   - Normal
   - Any

   **Note:** To define default bank charges used when charges are not defined, select All Banks for both the transferring and receiving bank. See Setting up Bank Charges on page 64 for additional information about how Bank Charges searches for matches in the bank charges table.

5. Enter the currency in the Currency field.
6. Enter transfer amount ranges and charges that apply to each range in the Bank Charges region.

**Note:** The way that the Bank Charge Bearer is defined determines whether your company or the supplier pays the charges and if the standard or negotiated rate is used. See Setting up Bank Transfer on page 28 for more information.

7. Enter from and to amounts to indicate the transaction amount range. Note the following:
   - The first range must start from zero; enter 0 in the first transaction amount from field.
   - The last range must be open ended; do not enter information in the last transaction amount to field.
   - The to amount from one range is the from amount for the next range. The system does this for you automatically. Each range goes up to, but does not include, the to amount. For example, if the first range is $0 to $500, and the second range is $500 to $1,000, the charge for the first range is applied to amounts up to $499.99. The charge for the second range will be applied to amounts from $500 to $999.99.

8. Enter the standard bank charge for the range.

9. Enter the negotiated bank charge for the range (optional).

10. Enter a from date in the Effective Date field to indicate the first day this charge is applied. Leave the to date field blank to indicate that the charge is in effect indefinitely. Enter a to date when a charge is in effect for a specific period of time or when you want to inactivate a charge.
<table>
<thead>
<tr>
<th>Transferring Bank Name</th>
<th>Receiving Bank Name</th>
<th>Transaction Amount</th>
<th>Bank Charge</th>
<th>Transfer Priority</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 $</td>
<td>101 X</td>
<td>0.00</td>
<td>10,000.00</td>
<td>100.00</td>
<td>EXPRESS</td>
</tr>
<tr>
<td>2000 Y</td>
<td>201 y1</td>
<td>0.00</td>
<td>30,000.00</td>
<td>200.00</td>
<td>EXPRESS</td>
</tr>
<tr>
<td>1000 $</td>
<td>101 X</td>
<td>0.00</td>
<td>10,000.00</td>
<td>100.00</td>
<td>EXPRESS</td>
</tr>
<tr>
<td>2000 Y</td>
<td>201 y1</td>
<td>0.00</td>
<td>30,000.00</td>
<td>200.00</td>
<td>EXPRESS</td>
</tr>
</tbody>
</table>

Use the Bank Charges report to list all bank charges entered in the Bank Charges window.
Report Parameters

Enter the following parameters to specify the desired reporting options:

Transferring Bank Name
Select a name from the List of Values.

Transfer Priority
In Payables, enter one of these values:
• Express
• Normal
• Any

Note: This parameter does not exist in Receivables.

Order by
Enter one of the following values:
• Bank Name - Orders the report by the bank’s name. In Japan, the bank is ordered by the bank’s phonetic name.
• Bank Number - Orders the report by the bank’s number.
## Report Headings

<table>
<thead>
<tr>
<th>In this heading…</th>
<th>Oracle Payables prints…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>The date and time the report is run</td>
</tr>
<tr>
<td>Page</td>
<td>The report’s page number</td>
</tr>
<tr>
<td>Transferring Bank Name</td>
<td>The transferring bank’s name</td>
</tr>
<tr>
<td>Transfer Priority</td>
<td>The transfer priority parameter value</td>
</tr>
<tr>
<td>Order by</td>
<td>The bank charges ordered by the value in the Order By parameter</td>
</tr>
</tbody>
</table>
### Column Headings

<table>
<thead>
<tr>
<th>In this column…</th>
<th>Oracle Payables prints…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transferring Bank Num</td>
<td>The transferring bank number</td>
</tr>
<tr>
<td>Transferring Bank Name</td>
<td>The transferring bank name</td>
</tr>
<tr>
<td>Transferring Bank Branch Num</td>
<td>The transferring bank branch number</td>
</tr>
<tr>
<td>Transferring Bank Branch</td>
<td>The transferring bank branch name</td>
</tr>
<tr>
<td>Receiving Bank Num</td>
<td>The receiving bank number</td>
</tr>
<tr>
<td>Receiving Bank Name</td>
<td>The receiving bank name</td>
</tr>
<tr>
<td>Receiving Bank Branch Num</td>
<td>The receiving bank branch number</td>
</tr>
<tr>
<td>Receiving Bank Branch</td>
<td>The receiving bank branch name</td>
</tr>
<tr>
<td>Transaction Amount From</td>
<td>The beginning range of the transaction amount</td>
</tr>
<tr>
<td>Transaction Amount To</td>
<td>The ending range of the transaction amount</td>
</tr>
<tr>
<td>Standard Bank Charge</td>
<td>The standard bank charge</td>
</tr>
<tr>
<td>Negotiated Bank Charge</td>
<td>The negotiated bank charge</td>
</tr>
<tr>
<td>Transfer Priority</td>
<td>The transfer priority for the Payables report</td>
</tr>
<tr>
<td>Effective Date From</td>
<td>The beginning range of the effective date</td>
</tr>
<tr>
<td>Effective Date To</td>
<td>The ending range of the effective date</td>
</tr>
</tbody>
</table>
This chapter overviews how to use AutoLockbox with the Japanese Zengin format.
Using AutoLockbox

If you are importing bank data in Zengin format, receipts must be manually confirmed before you can post them by submitting Post QuickCash. Therefore, when you import Zengin receipts, AutoLockbox can be either a three or four step process:

1. Import data into the AutoLockbox Tables.
2. Match customers with receipts or confirm automatic matching.
3. Submit the validation program.
4. Submit Post QuickCash to update your customer’s balances (you can submit the validation and Post QuickCash steps simultaneously).

See Importing Zengin Format Data Using AutoLockbox on page 82 for more information.

See also
Using AutoLockbox, How AutoLockbox Identifies Customers for a Receipt, Oracle Receivables User’s Guide
Alternate Name (Zengin Receipts)

AutoLockbox accommodates bank transfers that use the Zengin file format, the standard format for bank transfers in Japan. Usually, Receivables uses the customer number or invoice number to identify the customer who remitted the payment. However, the Zengin bank file format does not include this information. Therefore, AutoLockbox identifies customers by their alternate names, which is usually the customer’s phonetic name spelled with Kana characters (or a shortened form of the full Kana name). You can enter an alternate customer name in the Alternate Name field of the Customers window.

Receivables stores the relationship between a customer and their alternate name in the Alternate Names table AR_CUSTOMER_ALT_NAMES so Zengin receipt data can be matched with the correct customer data. Specifically, this table contains the alternate name, the customer ID, the customer’s site use ID (bill-to location), and payment terms. Before receipts can be validated and posted as identified receipts, they must be matched with a customer from this table or from the customers table RA_CUSTOMERS.

Note: To use the Alternate Names table, the profile option AR: Alternate Name Search must be set to Yes. If it is set to No, Receivables does not display the Alternate Name Search field in the Lockbox Processing window.

See also
Overview of Receivables User Profile Options, Oracle Receivables User’s Guide

During the import process, you can choose to use the Alternate Names table to automatically match receipts with customers or you can import the data and then match the receipts manually in the Maintain Transmission Data window. When submitting the import step of AutoLockbox, enter one of the following options in the Alternate Name Search field:

- **Manual Matching:** When the import process is complete, AutoLockbox assigns each receipt a status of Manual and you must use the Lockbox Transmission Data window to match them with customers. When you match a receipt with a customer, Receivables changes the receipt status to Confirmed.
- **Automatic Matching:** If you choose this option and a single, exact match is found in the Alternate Names table, AutoLockbox assigns this receipt a status of Verify. If no match is found, the receipt status is None. If multiple matches are found, AutoLockbox assigns a receipt status of Multiple (see Note below). Use the Lockbox Transmission Data window to manually match records with a status of None and Multiple and to confirm records with a status of Verify.

- **None:** Choosing this option is the same as setting the profile option AR: Alternate Name Search to No (in this case, Receivables does not search the Alternate Names table for customers or receipts).

Note: An alternate name will occur more than once in the Alternate Name table if, for example, the same alternate name is used by more than one customer.

See Importing Zengin Format Data Using AutoLockbox on page 82 for more information.

See also
How AutoLockbox Identifies Customers for a Receipt,
Oracle Receivables User's Guide

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**AutoLockbox Validation**

Receivables validates the data you receive from the bank to ensure that the entire file was received, that there are no duplicate receipts within a batch, and that customers and invoices are valid.

- **Transmission Level Validation:** AutoLockbox validates your lockbox transmission to ensure that transmission information corresponds to your transmission format. Validation of the origination number does not apply to Zengin file format.

- **Lockbox Level Validation:** AutoLockbox validates your lockbox records to ensure that lockbox information corresponds to your transmission format. Validation of the origination number does not apply to Zengin file format.

See also
AutoLockbox Validation, Oracle Receivables User's Guide
Lockbox Tables and Column Descriptions

When you submit the Import, Validation, and Post Batch steps of AutoLockbox, Receivables stores receipt information in temporary application tables until it is approved for the next step. For example, the Validation step checks data in the AutoLockbox tables for compatibility with Receivables before passing the information into the Receipt and QuickCash tables. The following sections describe these tables.

Lockbox Interface Table and Column Descriptions

When you run the Import step of AutoLockbox, Receivables stores receipt data from your bank file in the Lockbox Interface table AR_PAYMENTS_INTERFACE. Following is a detailed description of this table.

Each column in AR_PAYMENTS_INTERFACE has important, detailed information you need to successfully run Lockbox.

See also
Lockbox Tables and Column Descriptions, Oracle Receivables User’s Guide
<table>
<thead>
<tr>
<th>Column Name</th>
<th>Value</th>
</tr>
</thead>
</table>
| STATUS      | There are five possible status values for data converted from the Zengin file format:  
|             | AR_PLB_ALT_MATCH_MANUAL: The user selected manual processing.  
|             | AR_PLB_ALT_MATCH_NONE: Lockbox could not find a match for this receipt in the Alternate Names table.  
|             | AR_PLB_ALT_MATCH_MULTIPLE: Lockbox found more than one match for this receipt in the Alternate Names table.  
|             | AR_PLB_ALT_MATCH_VERIFY: Lockbox found a single, exact match for this receipt in the Alternate Names table.  
|             | AR_PLB_ALT_MATCH_CONFIRMED: The receipt was either matched manually in the Lockbox Transmission Data window or it was matched automatically and then confirmed in the Lockbox Transmission Data window.  |
| DEPOSIT_DATE | Enter the date on which this transmission was actually deposited into your bank account. The Japanese file conversion program automatically converts Heisei imperial era dates to Oracle date format. |
Assigning Values to Lockbox Header or Trailer Records

If your record type is either a Lockbox Header or a Lockbox Trailer, enter the following columns with the values described.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIGINATION</td>
<td>Enter the sending bank's transit routing number. The restriction that this value must be the same as that included in a Transmission Header or Trailer does not apply to Zengin file format.</td>
</tr>
</tbody>
</table>

Assigning Values to Receipt Records

If your record type is a Payment, you can enter the following columns with the values described below.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCKBOX_NUMBER</td>
<td>For the Zengin file format, this number is system-generated.</td>
</tr>
<tr>
<td>ITEM_NUMBER</td>
<td>For the Zengin file format, this number is system-generated.</td>
</tr>
<tr>
<td>CHECK_NUMBER</td>
<td>For the Zengin file format, this number is system-generated.</td>
</tr>
<tr>
<td>CUSTOMER_NUMBER</td>
<td>For Zengin file formats, the system looks up this value in the Alternate Names table.</td>
</tr>
<tr>
<td>CUSTOMER_NAME_ALT</td>
<td>The customer's alternate name from the Zengin bank file.</td>
</tr>
<tr>
<td>STATUS</td>
<td>The system assigns one of the following values:</td>
</tr>
<tr>
<td></td>
<td><strong>Manual</strong>: The user selected manual processing.</td>
</tr>
<tr>
<td></td>
<td><strong>None</strong>: Lockbox could not find a match for this receipt in the Alternate Names table.</td>
</tr>
<tr>
<td></td>
<td><strong>Multiple</strong>: Lockbox found more than one match for this receipt in the Alternate Names table.</td>
</tr>
<tr>
<td></td>
<td><strong>Verify</strong>: Lockbox found a single, exact match in the Alternate Names table.</td>
</tr>
</tbody>
</table>
Running AutoLockbox

You can import, validate, and run AutoLockbox all in one step, or perform the steps separately using the same window, except when importing Zengin data. If you are using AutoLockbox to import bank files in the Zengin format, you must perform the steps separately.

See also
Running AutoLockbox, Oracle Receivables User's Guide

Importing Zengin Format Data Using AutoLockbox

Use the Submit Lockbox Processing window to import bank files that are in Zengin format. Unlike some file formats, you cannot select, import, validate, and post bank files in Zengin format in a single step. You must import the data, match and confirm receipts with customers, then return to the Submit Lockbox Processing window to validate and post the records.

Although you must submit the import step separately from the validate and post steps when transferring Zengin format files, you can submit the validate and post steps either separately or at the same time.

For more information about matching receipts with customers when importing Zengin format bank files, see Alternate Name (Zengin Receipts) on page 77.

The Lockbox Processing window only displays the Alternate Name Search field and lets you import Zengin bank files if the profile option AR: Alternate Name Search is set to Yes and the profile option AR: Zengin Character Set is defined.

See also
Overview of Receivables Profile Options, Oracle Receivables User's Guide
Prerequisites

- Define AutoCash rule sets
- Define lockboxes
- Define transmission formats
- Define receipt classes
- Define receipt sources
- Define system options
- Define banks
- Define profile options
- Define payment methods
- Define sequential numbering (optional)

See also

Define Banks, Oracle Payables User's Guide
To import Zengin format data using AutoLockbox:

1. Navigate to the Submit Lockbox Processing Window.

2. If you are importing a new bank file, check the New Transmission check box, then enter a Transmission Name. If you are resubmitting an existing lockbox transmission, you can select the name from the list of values.

3. To import a new bank file into Receivables, check the Submit Import check box, then enter your bank file's Data File, Control File, and Transmission Format information. If you are re-importing data, the default is the transmission format you specified in the initial import step; you can either accept this value or override it. When you run the import step, Receivables generates the import section of the Lockbox Execution report.

4. Choose the matching method to use in the Alternate name Search field. Choose one of the following options:

   **Automatic:** AutoLockbox imports the data and attempts to match customers with receipts. If AutoLockbox cannot match some receipts, you must match them manually. If you choose this method, your lockbox must have the Require Billing Location option set to No.

   **Manual:** AutoLockbox only imports the data; you must manually match receipts with customers.

   **None:** Choosing this option is the same as setting the profile option AR: Alternate Name Search to No (Receivables does not search the Alternate Names table to match customers with receipts).

5. Save your work. To match receipts in this transmission with customers and change each receipt's status to Confirmed, see Maintaining Zengin Lockbox Transmission Data on page 85.

   To see which customers and receipts were successfully imported, see Alternate Customer Name Receipt Matching Report on page 89.

See also

Lockboxes, Oracle Receivables User's Guide
Maintaining Zengin Lockbox Transmission Data

Use the Lockbox Transmission Data window to match your Zengin receipts with their respective customers and update the status of these receipts to Confirmed. Receipts must have a status of Confirmed to be included in a Post QuickCash submission.

The Lockbox Transmission Data window only displays the fields you need to identify customers for your Zengin receipts if the profile option AR: Alternate Name Search is set to Yes.

See also
Overview of Receivables Profile Options, Oracle Receivables User's Guide

Receipt Status

When you import Zengin data into Receivables, AutoLockbox assigns a status to each receipt. This status indicates whether AutoLockbox was able to match the receipt with a customer. Following are valid receipt statuses:

- **Verify**: AutoLockbox found a single, exact match in the Alternate names table. Verify that the customer name is correct, then update the status to Confirmed.

- **Manual**: You selected a matching method of Manual when submitting the import step of AutoLockbox. Identify the customer for each receipt, then update the status to confirmed.

- **Multiple**: AutoLockbox found more than one match for this receipt in the Alternate Names table. This could happen, for example, if there are multiple customers that use the same alternate name. Identify the correct customer for this receipt, then update the status to Confirmed.

- **None**: AutoLockbox could not find a match for this receipt in the Alternate Names table. Identify the customer for this receipt, then update the status to Confirmed.

- **Confirmed**: This receipt was either manually matched with a customer and then confirmed in the Lockbox Transmission Data window or it was matched during AutoLockbox and then confirmed in the Lockbox Transmission Data window. Receipts with this status can be included in a Post QuickCash submission.
Prerequisites

- Import Zengin format data into Receivables tables using AutoLockbox (see Importing Zengin Format Data Using AutoLockbox on page 82 for more information).

To maintain lockbox transmission data in Zengin format:

1. Navigate to the Lockbox Transmission Data window.

2. If you entered a matching method of Automatic, confirm the matching for receipts whose status is Verify. Select the receipts to be confirmed, then choose Confirm Match(es) from the Special menu. AutoLockbox changes the status of the selected receipts to Confirmed.

3. If you entered a matching method of Manual (or if you need to match receipts that AutoLockbox was unable to match automatically), identify the customer for each receipt. Unmatched receipts have no Customer Name or Bill-to Location and a status of Manual, None, or Multiple.

   To match the receipt from the Alternate Names table, select a customer using the list of values. Receivables enters the customer’s bill-to location (if one is defined).

   If the customer is not in the Alternate Names table, select All Customers from the Special menu to display information from the Customers table (RA_CUSTOMERS). Locate the customer name and select it from the list.

   To define a bill-to location for this customer, choose Receipt, then define the bill-to location in the Lockbox Receipt window.

   When you select the customer from either the Alternate Names or the Customers table, Receivables changes the status of the receipt to Confirmed.

4. Save your work. Receivables updates the Alternate Names table with any new data you selected from the Customers table so it can match receipts for those customers the next time you run AutoLockbox.

5. To validate and post receipts in this transmission, navigate to the Submit Lockbox Processing window, then perform steps 4-6 in Running AutoLockbox in Oracle Receivables User’s Guide.

See Alternate Customer Name Receipt Matching Report on page 89 and Deleting Records from the Alternate Names Table on page 87 for more information.
Deleting Records from the Alternate Names Table

When you match Zengin receipts with customer information in the Lockbox Transmission Data window, Receivables updates the Alternate Names table so it can automatically match receipts for these customers the next time you run AutoLockbox. The Alternate Name Matches window lets you remove this information from the Alternate Names table if, for example, this information is no longer valid.

Deleting information in this window only removes the record from the Alternate Names table; it does not delete the customer’s name, number, or any other information from Receivables.

Attention: The records in the Alternate Names table are not the same as the Alternate Name you can assign to a customer using the Customers window. The records in the Alternate Names table originate from the bank file you imported using AutoLockbox, and are simply alternative customer names often used by Japanese businesses.

Prerequisites

- Import Zengin format data into Receivables tables using AutoLockbox. See Importing Zengin Format Data Using AutoLockbox on page 82 for more information.
- Maintain Zengin lockbox transmission data. See Maintaining Zengin Lockbox Transmission Data on page 85 for more information.
To delete records from the Alternate Names table:

1. Navigate to the Alternate Name Matches window.

2. Enter selection criteria. For example, enter the Alternate Name, Customer Name, Customer Number, Bill To Location, or Payment Term associated with the Alternate Name to view. Leave a field blank if you do not want to limit your query to information matching that criteria.

3. Choose Find.

4. Select the record to delete, then choose Delete.

5. Choose OK to delete the record from the Alternate Names table.

Attention: If the profile option AR: Alternate Name Search is set to Yes, Receivables deletes this record from the Alternate Names table if you perform any of the following operations:

- Modify or delete a customer address that includes a bill-to business purpose
- Inactivate a customer or their billing location
- Merge two different customers (Receivables deletes the From customer from the Alternate Names table if a bill-to location was defined; otherwise, the record is not affected.)

Records in the Alternate Names table that do not have a bill-to location are not affected by these operations.

Note: If you assign a new payment term to a customer or modify the customer’s name or alternate name, Receivables automatically updates this information in the Alternate Names table (it does not delete the record).

See Alternate Customer Name Receipt Matching Report on page 89 for more information.

See also
Alternate Customer Name Receipt Matching Report

Run this report to see which alternate customer names and receipts were successfully imported into the AR Payment Interface table when running AutoLockbox to import Zengin bank files.

Run this report from the Submit Requests window.

Prerequisites

Import Zengin format data into Receivables tables using AutoLockbox. See Importing Zengin Format Data Using AutoLockbox on page 82 for more information.

To run the Alternate Customer Name Receipt Matching report:

1. Navigate to the Submit Request window.
2. Enter Alternate Customer Name Receipt Matching Report in the Name field, or select this report from the list of values.
3. Enter report run parameters. For example:
   - **Transmission Name**: Enter the name of the lockbox transmission to include in the report. Leave this field blank to include all lockbox transmissions.
   - **Status**: To include only receipts with a certain status, enter a Status. Choose Confirmed, Manual, Multiple, None, or Verify. Leave this field blank to include all receipts.
   - **Order By**: Specify how you want Receivables to display the data in the report. Choose Alternate Name, Customer Name, or Date Created.
4. Choose OK.
5. To run this report more than once, enter Run Options.
6. Choose Submit. Receivables assigns a unique Request ID to your submission.
7. To review the status of your request, navigate to the View Concurrent Requests window, then query your submission by its request ID number.
Maintaining Lockbox Transmission Data

Use the Lockbox Transmission Data window to delete and edit lockbox transmission data imported into Receivables from your bank.

If you are maintaining data from a Zengin format bank file, see Importing Zengin Format Data Using AutoLockbox on page 82 for more information.

See also
Maintaining Lockbox Transmission, Oracle Receivables User’s Guide
This chapter overviews Oracle Payables reports, including:

- Japanese Invoice Transaction Check report
- Japanese Actual Payment report
- Japanese Payment Schedule report
### Japanese Invoice Transaction Check Report

Use the Japanese Invoice Transaction Check report to check data entry for invoice transactions. Invoices are sorted by the last update date.

<table>
<thead>
<tr>
<th>Line</th>
<th>Expense</th>
<th>Tax Code</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>01.000.2005.000.000.000</td>
<td>JPTAX5</td>
<td>100,000.00</td>
<td>Widget Corporation.None.Intercompany Payables.None.None.None</td>
</tr>
<tr>
<td>0002</td>
<td>01.000.1000.000.000.000</td>
<td>JPTAX5</td>
<td>500.00</td>
<td>Consumption Tax 5%</td>
</tr>
<tr>
<td>0003</td>
<td>01.000.1000.000.000.000</td>
<td>JPTAX5</td>
<td>(500.00)</td>
<td>Consumption Tax 5%</td>
</tr>
<tr>
<td>0004</td>
<td>01.000.1000.000.000.000</td>
<td>JPTAX5</td>
<td>(10,000.00)</td>
<td></td>
</tr>
<tr>
<td>0005</td>
<td>01.000.1000.000.000.000</td>
<td>JPTAX5</td>
<td>9,523.80</td>
<td></td>
</tr>
<tr>
<td>0006</td>
<td>01.000.1000.000.000.000</td>
<td>JPTAX5</td>
<td>476.20</td>
<td>Consumption Tax 5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Payment Method</th>
<th>Scheduled Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-APR-1997</td>
<td>Electronic</td>
<td>100,000.00</td>
</tr>
<tr>
<td>25-MAR-1997</td>
<td>Electronic</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>
Report Parameters

Enter the following parameters to specify the desired reporting options:

Start Updated Date
Enter the beginning updated date for the report.

End Updated Date
Enter the ending updated date for the report.

Invoice Type
Enter an invoice type.

Supplier Name
Enter a supplier name.

Updated by
Enter the name of the user who last updated invoices.
<table>
<thead>
<tr>
<th>Report Headings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In this heading...</strong></td>
<td><strong>Oracle Payables prints...</strong></td>
</tr>
<tr>
<td>From <code>&lt;Start Date&gt;</code> to <code>&lt;End Date&gt;</code></td>
<td>The date range for the report</td>
</tr>
<tr>
<td>Updated Date</td>
<td>The latest updated date for the invoice</td>
</tr>
<tr>
<td>Supplier</td>
<td>The supplier code and name</td>
</tr>
<tr>
<td>Site</td>
<td>The name of the supplier site</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>The invoice number</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>The invoice date</td>
</tr>
<tr>
<td>Tax Calculation</td>
<td>The tax calculation method</td>
</tr>
<tr>
<td>Currency</td>
<td>The invoice currency</td>
</tr>
<tr>
<td>Invoice Amount</td>
<td>The invoice amount</td>
</tr>
<tr>
<td>Exchange Rate</td>
<td>The invoice exchange rate</td>
</tr>
<tr>
<td>Liability</td>
<td>The liability accounting code and description</td>
</tr>
<tr>
<td>Updated By</td>
<td>The user’s name who last updated the invoice</td>
</tr>
<tr>
<td>Sequence Name</td>
<td>The document sequence name for each transaction associated with the document sequence</td>
</tr>
<tr>
<td>Invoice Type</td>
<td>The invoice type</td>
</tr>
<tr>
<td>Voucher Number</td>
<td>The voucher number for each transaction associated with the document sequence</td>
</tr>
</tbody>
</table>
### Column Headings

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle Payables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>The distribution line number for the invoice distribution</td>
</tr>
<tr>
<td>Expense</td>
<td>The expense accounting code and description for the invoice distribution</td>
</tr>
<tr>
<td>Tax Code</td>
<td>The tax code</td>
</tr>
<tr>
<td>Amount</td>
<td>The invoice distribution amount</td>
</tr>
<tr>
<td>Description</td>
<td>The invoice distribution description</td>
</tr>
<tr>
<td>Due Date</td>
<td>The payment due date for the payment schedule</td>
</tr>
<tr>
<td>Payment Method</td>
<td>The payment method for the payment schedule</td>
</tr>
<tr>
<td>Scheduled Amount</td>
<td>The scheduled amount for the payment schedule</td>
</tr>
</tbody>
</table>
## Japanese Actual Payment Report

Use the Japanese Actual Payment report to review payment activity by bank account and payment date. The Japanese Actual Payment report also prints all invoices in a payment batch to review which invoices and vendors were paid.

### Set of Books 2 (Release 10) Actual Payment Report

**Payment Currency:** USD  
**Bank:** Masa Bank 1  
**Bank Branch:** Tokyo  
**Account Currency:** USD  
**Payment Date:** 01-MAY-1997 to 25-MAY-1997  
**Report Date:** 06-NOV-1997

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Invoice Amount</th>
<th>Bank Charge</th>
<th>Payment Amount</th>
<th>Exc rate</th>
<th>Functional Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO97052602</td>
<td>01-MAY-1997</td>
<td>52,500.00</td>
<td>0.00</td>
<td>52,500.00</td>
<td></td>
<td>52,500.00</td>
<td>Purchase goods A</td>
</tr>
<tr>
<td>MO97052603</td>
<td>05-MAY-1997</td>
<td>31,500.00</td>
<td>0.00</td>
<td>31,500.00</td>
<td></td>
<td>31,500.00</td>
<td>Purchase goods A</td>
</tr>
</tbody>
</table>

**Total Payment Date:** 11-MAY-1997  
**Total Payment Currency:** USD  
**Grand Total:** 167,580.00

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Invoice Amount</th>
<th>Bank Charge</th>
<th>Payment Amount</th>
<th>Exc rate</th>
<th>Functional Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO-9705251</td>
<td>25-MAY-1997</td>
<td>42,000.00</td>
<td>0.00</td>
<td>42,000.00</td>
<td></td>
<td>42,000.00</td>
<td>Purchase goods A</td>
</tr>
<tr>
<td>NO-9705252</td>
<td>25-MAY-1997</td>
<td>21,000.00</td>
<td>0.00</td>
<td>21,000.00</td>
<td></td>
<td>21,000.00</td>
<td>Purchase goods A</td>
</tr>
</tbody>
</table>

**Total Payment Date:** 25-MAY-1997  
**Total Bank Account:** 167,580.00  
**Total Payment Currency USD:** 167,580.00  
**Grand Total:** 167,580.00
Report Parameters

Enter the following parameters to specify the desired reporting options:

Start Payment Date
Enter the beginning payment date for the report.

End Payment Date
Enter the ending payment date for the report.

Payment Currency
Enter the payment currency to use for the report.

Bank Account Name
Enter the bank account to use for the report.

Payment Method
Enter the payment method to use for the report.

Report Headings

<table>
<thead>
<tr>
<th>In this heading...</th>
<th>Oracle Payables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>From &lt;Start Date&gt; to &lt;End Date&gt;</td>
<td>The payment date range for the report</td>
</tr>
<tr>
<td>Payment Currency</td>
<td>The payment currency</td>
</tr>
<tr>
<td>Bank</td>
<td>The bank name</td>
</tr>
<tr>
<td>Bank Account</td>
<td>The bank account name</td>
</tr>
<tr>
<td>Bank Branch</td>
<td>The bank branch name</td>
</tr>
<tr>
<td>Account Currency</td>
<td>The bank account currency</td>
</tr>
<tr>
<td>Column Headings</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td><strong>In this column...</strong></td>
<td><strong>Oracle Payables prints...</strong></td>
</tr>
<tr>
<td>Payment Date</td>
<td>The payment date</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>The supplier name</td>
</tr>
<tr>
<td>Site</td>
<td>The name of the supplier site</td>
</tr>
<tr>
<td>Document Number</td>
<td>The payment document number</td>
</tr>
<tr>
<td>Payment Method</td>
<td>The payment method</td>
</tr>
<tr>
<td>Future Date</td>
<td>The date of the future dated payment and manual future dated payment</td>
</tr>
<tr>
<td>Sequence Name</td>
<td>The document sequence name for each payment associated with the document sequence</td>
</tr>
<tr>
<td>Voucher Number</td>
<td>The voucher number for each payment associated with the document sequence</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>The invoice number paid by this payment</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>The invoice date</td>
</tr>
<tr>
<td>Invoice Amount</td>
<td>The invoice amount</td>
</tr>
<tr>
<td>Bank Charge</td>
<td>The bank charge amount paid on this invoice</td>
</tr>
<tr>
<td>Payment Amount</td>
<td>The total payment amount</td>
</tr>
<tr>
<td>Exchange Rate</td>
<td>The payment exchange rate</td>
</tr>
<tr>
<td>Functional Amount</td>
<td>The payment amount in the functional currency</td>
</tr>
<tr>
<td>Description</td>
<td>The invoice description</td>
</tr>
</tbody>
</table>
Japanese Payment Schedule Report

Use the Japanese Payment Schedule report to print payment schedules by payment method, due date, and supplier. The Japanese Payment Schedule report helps to forecast cash needs for invoice payments.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Supplier</th>
<th>Site</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Invoice Amount</th>
<th>Scheduled Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-MAY-97</td>
<td>A Supplier</td>
<td>A1</td>
<td>001</td>
<td>27-MAY-97</td>
<td>3,000.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>27-MAY-97</td>
<td>C Supplier</td>
<td>C1</td>
<td>003</td>
<td>27-MAY-97</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td>27-MAY-97</td>
<td>B Supplier</td>
<td>B2</td>
<td>002</td>
<td>27-MAY-97</td>
<td>7,000.00</td>
<td>7,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20,000.00</td>
<td></td>
</tr>
<tr>
<td>12-JUN-97</td>
<td>Alvin Melli, ESQ.</td>
<td>S.F.</td>
<td>MDERP07061301</td>
<td>12-JUN-97</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10,000.00</td>
<td></td>
</tr>
<tr>
<td>19-JUN-97</td>
<td>ASA</td>
<td>ATLANTA</td>
<td>AS0-5</td>
<td>19-JUN-97</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10,000.00</td>
<td></td>
</tr>
<tr>
<td>23-JUN-97</td>
<td>Masa Foods</td>
<td>FUKUOKA HQ</td>
<td>MFSP0706301</td>
<td>23-JUN-97</td>
<td>10,500.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>23-JUN-97</td>
<td>nk test</td>
<td>NKTEST SITE</td>
<td>nk1</td>
<td>23-JUN-97</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10,000.00</td>
<td></td>
</tr>
<tr>
<td>24-JUN-97</td>
<td>nk test</td>
<td>NKTEST SITE</td>
<td>bk4test1</td>
<td>24-JUN-97</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>190,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Due Date:

24-JUN-97

190,000.00
Report Parameters

Enter the following parameters to specify the desired reporting options:

Payment Currency
Enter the payment currency for the report.

End Due Date
Enter the end due date for the report.

Payment Method
Enter the payment method to use for the report.

Pay Group
Enter the pay group to use for the report.

Priority Range Low
Enter the lowest invoice payment priority to use for the report.

Priority Range High
Enter the highest invoice payment priority to use for the report.

Supplier Name
Enter the supplier name to use for the report.
Report Headings

<table>
<thead>
<tr>
<th>In this heading...</th>
<th>Oracle Payables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Currency</td>
<td>The payment currency</td>
</tr>
<tr>
<td>End Due Date</td>
<td>The payments with a due date before or equal to the requested due date</td>
</tr>
<tr>
<td>Payment Method</td>
<td>The payment method</td>
</tr>
<tr>
<td>Pay Group</td>
<td>The pay group</td>
</tr>
<tr>
<td>Payment Priority From</td>
<td>The lowest invoice payment priority in the report</td>
</tr>
<tr>
<td>Payment Priority To</td>
<td>The highest invoice payment priority in the report</td>
</tr>
</tbody>
</table>

Column Headings

<table>
<thead>
<tr>
<th>In this column...</th>
<th>Oracle Payables prints...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>The payment schedule due date</td>
</tr>
<tr>
<td>Supplier</td>
<td>The supplier name</td>
</tr>
<tr>
<td>Site</td>
<td>The name of the supplier site</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>The invoice number</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>The invoice date</td>
</tr>
<tr>
<td>Invoice Amount</td>
<td>The invoice amount</td>
</tr>
<tr>
<td>Scheduled Amount</td>
<td>The scheduled amount for the payment schedule</td>
</tr>
</tbody>
</table>
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