

# Oracle<sup>®</sup> Financials for Japan User's Guide

**RELEASE 11**

March, 1998



**ORACLE<sup>®</sup>**

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Oracle® Financials for Japan User's Guide Release 11

The part number for this volume is A58316-01

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Contributors: Sheila Bhaumik, Craig Borchardt, Sean Chen, Gaetan Du Hamel Fougeroux, Clara Jaeckel, Ken Mizuta, Asada Mizuru, Naomi Kato, Toru Kawamura, Penelope Perkins

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# Preface

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

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.

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## 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**

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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.

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## **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.

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### **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.

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### **Oracle Cash Management User's Guide**

This manual explains how you can reconcile your payments with your bank statements.

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### **Oracle Purchasing User's Guide**

Use this manual to read about entering and managing the purchase orders that you match to invoices.

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### **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**

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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**

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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**

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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**

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Use this manual to add assets and cost adjustments directly into Oracle Assets from invoice information.

## **Oracle Applications Flexfields Guide**

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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**

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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**

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This manual explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

## **Country-Specific User's Guides**

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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**

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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**

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This guide contains a brief summary of each Oracle Financial Applications open interface.

## **Multiple Reporting Currencies in Oracle Applications**

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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**

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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**

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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**

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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**

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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**

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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.



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## Installation and System Administration

### **Oracle Applications Installation Manual**

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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**

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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**

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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**

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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**

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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**

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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.

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## **Training and Support**

### **Training**

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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**

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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.

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## 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.

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## 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](mailto:globedoc@us.oracle.com).





CHAPTER

# Bank 1 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.



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## 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.

## Setting up Payables Options

Payables Options

Payment

Bank Account: WELLSUS-USD

Payment Batch Limit: 2000000

EFT User Number: 2458793.24

Discount Distribution Method: System Account

Additional Pay Through Days: 7

Allow Document Category Override

**Single Payment**

Allow Print

Allow Pre-Date

Allow Void and Reissue

Allow Address Change

**Multiple Supplier Banks**

Use

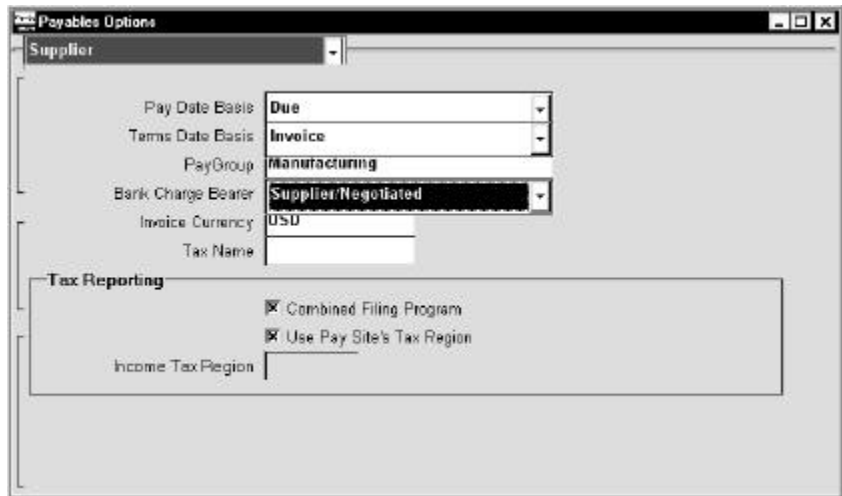
Allow Remit-to Account Override

**Bank Charges**

Use

### 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

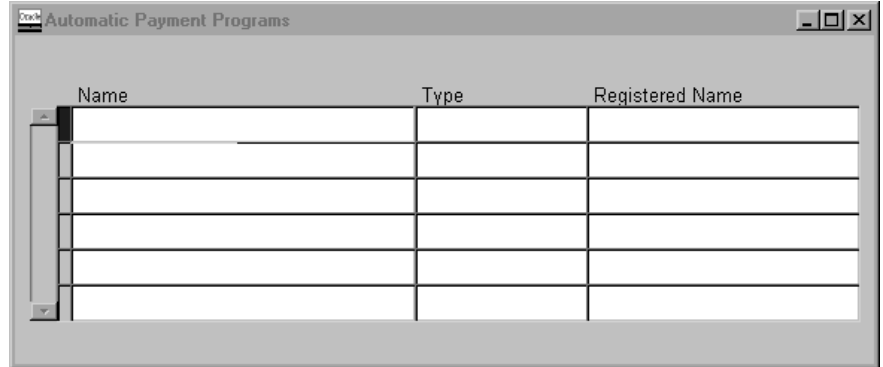
The screenshot shows a software interface for setting up discount distribution options. At the top, there is a dropdown menu labeled "Accounting". Below it, there is a "Future Period Limit" field with a small input box. A section titled "GL Accounts" contains five rows, each with a label and an input field:

GL Account Label	Input Field
Liability	<input type="text"/>
Prepayment	<input type="text"/>
Discount Taken	<input type="text"/>
Rate Variance Gain	<input type="text"/>
Rate Variance Loss	<input type="text"/>

### 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)  
or
  - Bank Charge Holding account (cash basis)

## Defining the Format Program



The screenshot shows a window titled "Automatic Payment Programs" with a table containing three columns: "Name", "Type", and "Registered Name". The table has five rows, all of which are currently empty.

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:

<b><u>For this media...</u></b>	<b><u>Enter this...</u></b>
Electronic	APTZGF
Paper	APXPBFTR



## Defining the Payment Format

Payment Format

Payment Method

Zero Amount Payments Only

Group by Maturity Date

**Currency**

Multiple

Single

**Remittance**

Before Document

After Document

None

Number of Invoices

**Programs**

Build Payments	<input type="text" value="Build Payments Program (10.7)"/>
Format Payments	<input type="text" value="Japanese EFT"/>
Separate Remittance	<input type="text"/>

Follow these steps to verify your Payment Format.

### To define the Payment Format:

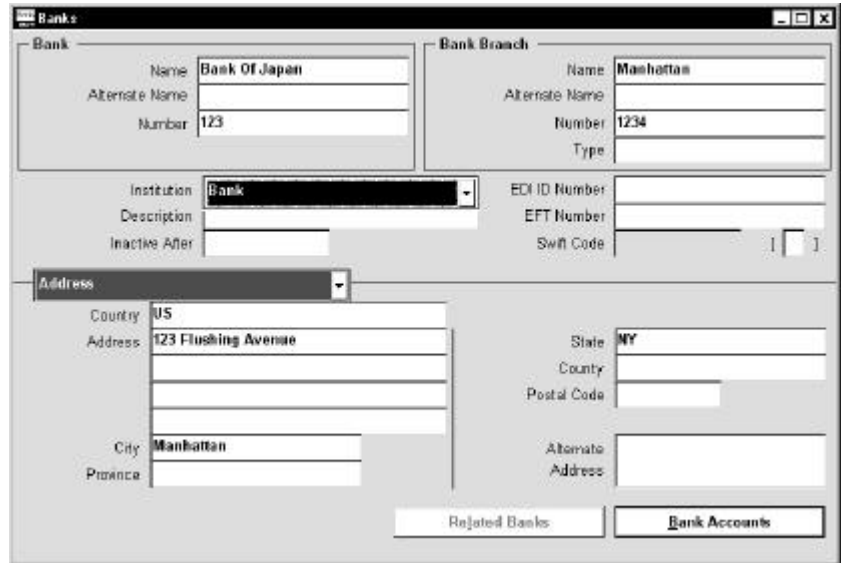
1. Navigate to the Payment Formats window.
2. Define the Payment format:
  - Enter the payment format in the Payment Format field.
  - Enter the payment method in the Payment Method field.
  - Enter the build payments program in the Build Payments field.
  - Enter the format program from the list of 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:

<b>Media</b>	<b>Build Payments Program</b>	<b>Format Payments Program</b>	<b>Payment Method</b>
<b>Electronic Media</b>	Build Payments Program	Format Programs (Zengin Format)	Electronic
<b>Paper Media</b>	Build Payments Program	Format Programs (Bank Transfer Request)	Check

See *Defining the Payment Format* on page 33 for more information.

## Setting up Your Bank Account



The screenshot shows the 'Banks' window in Oracle Financials. It is divided into several sections for data entry:

- Bank Section:** Name: Bank Of Japan, Alternate Name: (empty), Number: 123.
- Bank Branch Section:** Name: Manhattan, Alternate Name: (empty), Number: 1234, Type: (empty).
- General Information:** Institution: Bank (dropdown), Description: (empty), Inactive After: (empty).
- EDF Information:** EDI ID Number: (empty), EFT Number: (empty), Swift Code: (empty).
- Address Section:** Country: US, Address: 123 Flushing Avenue, City: Manhattan, State: NY, County: (empty), Postal Code: (empty), Alternate Address: (empty).

At the bottom right, there are two buttons: 'Related Banks' and 'Bank Accounts'.

### Setting up Your Bank Account (Remit-from 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.

The screenshot shows the 'Bank Accounts' window with the following data:

Bank Name	Bank Of Japan	Branch Name	Manhattan
<b>Bank Accounts</b>			
Name	NY Checking	Alternate Name	
Number	7569876	Account Type	1
Account Use	Internal	Check Digits	
Currency	USD	Inactive Date	
Description			
<b>Account Holder</b>			
Account Holder			
Alternate Account Holder			
EFT Requester ID			

Buttons: Payables Documents, Bank Codes

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.

Payment Documents - Bank Of Japan, NY Checking

Document Information

Name	Disbursement Type	Payment Format	Payment Method	Inactive Date
BNY - Chkg 2	Combined	Evergreen Short (	Check	
BNY-Checking	Combined	Evergreen Short (	Check	
BOJ - EFT	Combined	:FT-BACS	Electronic Payme	

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

The screenshot shows the 'Suppliers (SOB Z)' window. The 'Supplier Name' is 'ABC CONSULTING' and the 'Number' is '7'. The 'Taxpayer ID' is '1605.6509.1' and the 'Tax Registration Number' is '1605.6509'. The 'Inactive After' field is empty. The 'Payment' region is expanded, showing the following fields:

Terms	IMMEDIATE	<input type="checkbox"/> Always Take Discount
Pay Group		<input type="checkbox"/> Exclude Freight From Discount
Payment Priority	99	<input type="checkbox"/> Allow Interest Invoices
Invoice Currency	USD	<input type="checkbox"/> Pay Alone
Terms Date Basis	Invoice	
Pay Date Basis	Due	
Payment Method	Check	
Bank Charge Bearer	Supplier/Standard	

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)*

Supplier Name: ABC CONSULTING      Number: 7

Taxpayer ID: 1605-6509-1      Tax Registration Number: 1605-6509

Inactive After: [ ]

Bank Accounts: [v]

Name	Number	Primary	Cur	Effective Dates	
				From	To

Bank: Name [ ] Number [ ]

Branch: Name [ ] Number [ ]

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.



The screenshot shows the 'Bank Accounts' window with the following data:

Bank Name	Bank Of Japan	Branch Name	Manhattan
<b>Bank Accounts</b>			
Name	NY Checking	Alternate Name	
Number	7569876	Account Type	1
Account Use	Internal	Check Digits	
Currency	USD	Inactive Date	
Description			
<b>Account Holder</b>			
Account Holder			
Alternate Account Holder			
EFT Requester ID			

Buttons: Payables Documents, Bank Codes

**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.

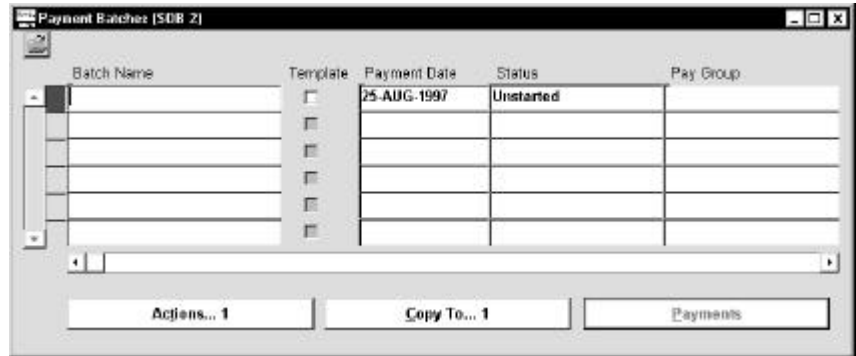
---

## Handling Payments

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

---

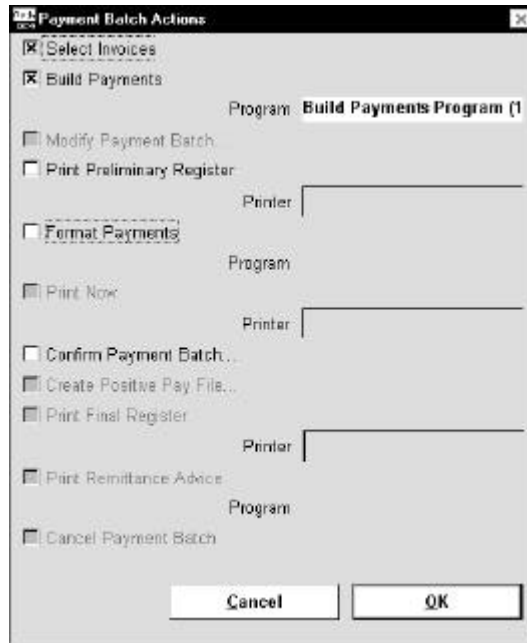
## Handling Batch Payments



### 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

Supplier Num	Supplier Site	Transfer Priority	Remit-to Account	Paid To Name
15	LA	Express	Remittance Acct ABC	ABC

Actions... 1    View Invoices    Enter/Adjust Invoices

### 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.

Record Type	Field Name	Type	Field Length (characters)	Contents	Description
Header Record	Record Identifier	Num	1	1	1:Header Record
	Classification	Num	2	21	21:EFT
	Code Type	Num	1	1	1:EBCDIC/JIS
	EFT Requester ID	Num	10	Right alignment with 0 filling	Account holder's information for internal bank account
	Account Holder's Name	Char	40	Left alignment followed by space	Account holder's information for internal bank account
	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 or 2	1: Ordinary 2: Check
	Account Number	Num	7	Right alignment with 0 filling	
	Dummy	Char	17	Space	
Data Record	Record Identifier	Num	1	2	2: Data Record
	Receiving Bank Number	Num	4		

<b>Record Type</b>	<b>Field Name</b>	<b>Type</b>	<b>Field Length (characters)</b>	<b>Contents</b>	<b>Description</b>
	Receiving Bank Name	Char	15	Left alignment followed by space	
	Receiving Branch Number	Num	3		
	Receiving Branch Name	Char	15	Left alignment followed by space	
	Clearing House Number	Num	4	Space	
	Account Type	Num	1	1 or 2	1: Ordinary 2: Check
	Account Number	Num	7	Right alignment with 0 filling	
	Account Holder Name	Char	30	Left alignment followed by space	Account holder's information for supplier's bank account
	Transfer Amount	Num	10	Right alignment with 0 filling	
	Status	Num	1	0	
	Customer Code	Num	10	Space	
	Customer Code 2	Num	10	Space	
	Transfer Priority	Num	1	7 or 8	7: Express 8: Normal
	Dummy	Char	8	Space	
			120		
<b>Trailer Record</b>	Record Identifier	Num	1	8	8: Trailer Record
	Total Count	Num	6	Right alignment with 0 filling	
	Total Amount	Num	12	Right alignment with 0 filling	
	Dummy	Char	101	Space	
			120		
<b>End Record</b>	Record Identifier	Num	1	9	9: End Record
	Dummy	Char	119	Space	
			120		

# Bank Transfer Request Report

US GAAP SET OF BOOKS		Bank Transfer Request			Report Date: 18-AUG-97		
Bank Name: abc bank		Branch Name: efg branch			Page: 1 of 1		
Payer Name: akasaka tokyo company		Account Type: 2 (C)			Branch Number: 456		
		Payment Date: 18-AUG-97			Account Number: 0000890		
Seq Num	Supplier Bank Name	Supplier Branch Name	Acc. Type	Account number	Account Holder Name	Transfer Amount	Transfer Priority
1	vwx bank	yza branch	1 (O)	0000100	ichikawa chiba company	2,500,000	EXPRESS
2	lmn bank	opq branch	2 (C)	0000910	yokohama kanagawa company	1,950,000	EXPRESS
3	cde bank	fgh branch	1 (O)	0000120	urawa saitama company	1,700,000	EXPRESS
					Number of Documents	Sum Transfer Amount	
Subtotal for this page:					3	6,150,000	
Grand Total for Report:					3	6,150,000	

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:

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
Bank Name	Remitting bank name
Branch Name	Remitting branch name
Branch Number	Remitting branch number
Payer Name	Account holder's name for internal bank account
Account Type	Ordinary/Check
Account Number	Bank account number

---

## Column Headings

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
Seq Num	Sequence number
Supplier Bank Name	Supplier site bank name
Supplier Branch Name	Supplier site branch name
Acc. Type	Ordinary/Check
Account Holder Name	Account holder's name for supplier bank account
Transfer Amount	Document amount
Transfer Priority	Express/Normal

# Bank Charges Accounting Upon Payment Report

Set of Books 2 (Release 10)		Bank Charge Accounting Upon Payment Report			Report Date: 18-APR-1997 17:07	
		02-APR-97 - 02-APR-97			Page: 1	
Bank Charge Bearer : Internal		Currency Code : USD				
Accounting Method : Accrual		Tax Code : JPTAX3				
Payment Type : Batch						
Bank Name	Bank Branch	Account Number	Payment Method	Payment Document		
Y	yi	200020110	Electronic	Transfer Request		
Batch Name : Japan Test2E						
Payment Date	Supplier Name	Supplier Site	Payment Amount	Transfer Priority	-----Total Bank Charge-----	
					Bank Charge	Tax
02-APR-97	A Supplier A1		30,000.00	Normal	373.78	11.22
02-APR-97	C Supplier C2		29,999.00	Normal	325.24	9.76
Japan Test2E Total:			59,999.00		699.02	20.98
Grand Total:			59,999.00		699.02	20.98
*** End of 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.

Set of Books 2 (Release 10)		Bank Charge Accounting Upon Payment Report				Report Date: 28-APR-1997 14:21	
		03-APR-97 - 03-APR-97				Page: 1	
Bank Charge Bearer: Supplier		Currency Code: USD					
Accounting Method: Accrual		Tax Code:					
Payment Type: Manual/Quick							
Bank Name	Bank Branch	Account Number	Payment Method	Payment Document			
X	xl	100010110	Electronic	EFT Recorded			
Batch Name: Quick Payment: ID=10321							
Payment Date	Supplier Name	Supplier Site	Standard/Negotiated Payment Amount	Transfer Priority	- Bank Charge (including tax) -		Miscellaneous
					Deducted	Paid	
03-APR-97	B Supplier Bl	S	29,999.99	Express	170.01	130.00	40.01
Quick Payment: ID=10321 Total:			29,999.99		170.01	130.00	40.01
Batch Name: Quick Payment: ID=10340							
Payment Date	Supplier Name	Supplier Site	Standard/Negotiated Payment Amount	Transfer Priority	- Bank Charge (including tax) -		Miscellaneous
					Deducted	Paid	
03-APR-97	C Supplier	N	29,999.99	Normal	300.01	265.00	35.01
Quick Payment: ID=10340 Total:			29,999.99		300.01	265.00	35.01
Grand Total:			59,999.98		470.02	395.00	75.02

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:

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
Payment Date Range	The payment date range
Bank Charge Bearer	The bank charge type
Accounting Method	The accounting method
Payment Type	The payment type
Currency Code	The currency of the payments
Tax Code	The tax code you entered for calculating the tax on bank charges

## Column Headings

<b>In this column...</b>	<b>Oracle Payables prints...</b>
Bank Name	The bank name that payments are made from
Bank Branch	The bank's branch name
Account Number	The bank's account number
Payment Method	The payment method used with the bank account
Payment Document	The payment document type
Batch Name	The payment batch name. This field is shown for EFT payments. Manual payments (Wire) do not have a batch name.
Payment Date	The payment date
Supplier Name	The supplier name
Supplier Site	The supplier site where the payment is sent
Standard/Negotiated	<i>S</i> for supplier/standard and <i>N</i> for supplier/negotiated
Payment Amount	The amount paid to the supplier
Transfer Priority	<i>Express</i> or <i>Normal</i> depending on the priority of the payment made to the supplier
Bank Charge	The bank charge amount for only internal bank charge types
Tax	The tax amount for the bank charge for only internal bank charge types

<b>In this column...</b>	<b>Oracle Payables prints...</b>
Bank Charge Deducted	The deducted bank charge amount including tax
Bank Charge Paid	The computed value of the paid bank charge based on a negotiated rate
Miscellaneous	The difference between the deducted bank charge and the paid bank charge. This amount represents a realized miscellaneous income on the payment bank charges.
Total	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.
Grand Total	The grand total for each amount column in the report

# Bank Charges Accounting Upon Notification Report

Set of Books 2 (Release 10)		Bank Charge Accounting Upon Notification Report		Report Date: 01-JUN-1997 16:13	
		30-MAY-97 - 30-MAY-97		Page: 1	
Currency Code : USD					
Bank Charge Amount upon Notification: 270.00					
Tax Code : JFTAX3					
Bank Name	Bank Branch	Account Number	Account Name		
X	xi	100010110	Xxl-0		
Transfer Date	Payment Amount	Deduction	Internal Bank Charges	Total Bank Charges	
30-MAY-97	59,999.99	180.01	180.00	360.01	
Total:	59,999.99	180.01	180.00	360.01	
Total Internal Bank Charges(excluding tax): 174.75					
Total Tax: 5.25					
Miscellaneous Income: 90.01					
Holding Offset: (89.99)					

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:

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
Payment Date Range	The payment date range
Currency Code	The currency of all amounts in this report
Bank Charge Amount Upon Notification	The bank charge amount on the bank notification receipt
Tax Code	The tax code you entered for calculating the tax on bank charges

## Column Headings

<b>In this column...</b>	<b>Oracle Payables prints...</b>
Bank Name	The name of the bank that payments are made from
Bank Branch	The bank's branch name
Account Number	The bank's account number
Account Name	The bank's account name
Transfer Date	The date when the payments were transferred to the supplier
Payment Amount	The total amount of payments transferred on the transfer date
Deduction	The total amount of bank charges for the Supplier/Standard or Supplier/Negotiated bank charge type for all payments made on the transfer date
Internal Bank Charges	The total amount of internal bank charges for all payments made on the transfer date
Total Bank Charges	The sum of the deduction and internal bank charges of all payments made on the transfer date
Total	A total for each Payment Amount, Deduction, Internal Bank Charges, and Total Bank Charges column. The total is for all transfer dates.

<b>In this column...</b>	<b>Oracle Payables prints...</b>
Total Internal Bank Charges (excluding tax)	The total amount of internal bank charges excluding tax. This total is only displayed if you specify a tax code other than <i>None</i> for the report parameters.
Total Tax	The total tax amount on the internal bank charges. This total is only displayed if you specify a tax code other than <i>None</i> for the report parameters.
Miscellaneous Income	The difference between the notification amount and the total bank charges
Holding Offset	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.



CHAPTER

# Bank 2 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*.
- Define customer banks. See Defining Banks, *Oracle Payables User's Guide* and Automatic Receipts and Remittances, *Oracle Receivables User's Guide*.
- Define bank accounts. See Defining Bank Accounts, *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.



## Bank Charges Hierarchy

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

Search order	Transferring		Receiving	
1	Bank	Branch	Bank	Branch
2	Bank	Branch	Bank	Other Branches
3	Bank	Branch	Bank	All Branches
4	Bank	Branch	Other Banks	All Branches
5	Bank	Branch	All Banks	All Branches
6	Bank	All Branches	Bank	Branch
7	Bank	All Branches	Bank	All Branches
8	Bank	All Branches	Other Banks	All Branches
9	Bank	All Branches	All Banks	All Branches
10	All Banks	All Branches	Bank	Branch
11	All Banks	All Branches	Bank	All Branches
12	All Banks	All Branches	All Banks	All Branches

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

Search Order	Transferring		Receiving		For situation
1	bank	branch	bank	branch	1. Tokyo/Ginza to Tokyo/Ginza
2	bank	all branches	bank	all branches	2. Tokyo/Ginza to Tokyo/Shinjuku
3	bank	all branches	all banks	all branches	3. Tokyo/Ginza to Kyoto/Roppongi
4	all banks	all branches	all banks	all branches	4. Osaka/Yokohama to Tokyo/Ginza

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

- Transaction Amount		- Bank Charge		Tolerance Limit	- Effective Dates	
From	To	Standard	Negotiated		From	To
0.00	1,000.00	3.00	3.00		06-AUG-1997	
1,000.00	5,000.00	5.00	5.00		06-AUG-1997	
5,000.00	10,000.00	8.00	8.00		06-AUG-1997	
10,000.00		10.00	10.00		06-AUG-1997	

### To define bank charges:

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

#### To specify...

#### Do this...

A single bank

Select Bank from the pull-down list  
Enter the bank number or name

A particular bank branch

Select Branch from the pull-down list  
Enter the branch number or name

Charges that apply to all branches of the bank

Select *All Branches*

Charges that apply to all banks

Select *All Banks*

3. Select the receiving bank:

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

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.

# Bank Charges Report

Set of Books 2 (Release 10)		Bank Charges Report				Report Date: 14-JUL-1997 15:13	
Currency: USD						Page: 1 of 1	
Parameters: Currency: USD		Order by: NUMBER					
----- Transferring Bank Name: -----		Transfer Priority: EXPRESS					
!----- Transferring Bank -----!	!----- Receiving Bank -----!	Transaction Amount		Bank Charge		Transfer	!-Effective Date--!
Num Bank Name	Num Branch	Num Bank Name	Num Branch	From	To	Standard	From To
-----	-----	-----	-----	-----	-----	-----	-----
1000 X	101 x1	1000 X	101 x1	0.00	10,000.00	100.00	
				30,000.00		200.00	EXPRESS 24-MAR-97
				10,000.00	30,000.00	180.00	EXPRESS 24-MAR-97
				0.00	10,000.00	150.00	EXPRESS 24-MAR-97
				30,000.00		380.00	EXPRESS 25-MAR-97
				30,000.00	30,000.00	480.00	EXPRESS 25-MAR-97
				10,000.00		430.00	EXPRESS 25-MAR-97
7000 Masa Bank	001 Tokyo	7000 Masa Bank	001 Tokyo	0.00		0.00	EXPRESS 01-JAN-97
7000 Masa Bank	001 Tokyo	OTHER	ALL	0.00	10,000.00	210.00	EXPRESS 01-JAN-97
				30,000.00		630.00	EXPRESS 01-JAN-97
				10,000.00	30,000.00	420.00	EXPRESS 01-JAN-97
				0.00	10,000.00	105.00	EXPRESS 01-JAN-97
				10,000.00	30,000.00	210.00	EXPRESS 01-JAN-97
				30,000.00		525.00	EXPRESS 01-JAN-97
7000 Masa Bank	001 Tokyo	Masa Bank	OTHER	0.00	10,000.00	210.00	EXPRESS 01-JAN-97
				10,000.00	30,000.00	420.00	EXPRESS 01-JAN-97
				30,000.00		630.00	EXPRESS 01-JAN-97
				0.00	10,000.00	105.00	EXPRESS 01-JAN-97
				10,000.00	10,000.00	105.00	EXPRESS 01-JAN-97
				30,000.00		525.00	EXPRESS 01-JAN-97
7000 Masa Bank	002 Osaka	OTHER	ALL	0.00	10,000.00	210.00	EXPRESS 01-JAN-97
				10,000.00	30,000.00	420.00	EXPRESS 01-JAN-97
				30,000.00		630.00	EXPRESS 01-JAN-97
				0.00	10,000.00	315.00	EXPRESS 01-JAN-97
				10,000.00	30,000.00	525.00	EXPRESS 01-JAN-97
				30,000.00		735.00	EXPRESS 01-JAN-97
7000 Masa Bank	002 Osaka	Masa Bank	OTHER	0.00	10,000.00	210.00	EXPRESS 01-JAN-97
				10,000.00	30,000.00	420.00	EXPRESS 01-JAN-97
				30,000.00		525.00	EXPRESS 01-JAN-97
				0.00	10,000.00	315.00	EXPRESS 01-JAN-97
				10,000.00	30,000.00	525.00	EXPRESS 01-JAN-97
				30,000.00		735.00	EXPRESS 01-JAN-97
7001 Masa Bank	001 Tokyo	OTHER	ALL	0.00	10,000.00	210.00	EXPRESS 01-JAN-97
				10,000.00	30,000.00	420.00	EXPRESS 01-JAN-97
				30,000.00		525.00	EXPRESS 01-JAN-97
				0.00	10,000.00	315.00	EXPRESS 01-JAN-97
				10,000.00	30,000.00	525.00	EXPRESS 01-JAN-97
				30,000.00		735.00	EXPRESS 01-JAN-97
7001 Masa Bank	001 Tokyo	Masa Bank	OTHER	0.00	10,000.00	210.00	EXPRESS 01-JAN-97
				10,000.00	30,000.00	420.00	EXPRESS 01-JAN-97
				30,000.00		525.00	EXPRESS 01-JAN-97
				0.00	10,000.00	315.00	EXPRESS 01-JAN-97
				10,000.00	30,000.00	50.00	EXPRESS 06-JUN-97
				30,000.00		200.00	EXPRESS 06-JUN-97
9999 Demo Bank	999 Demo branch	ALL	ALL	0.00	30,000.00	500.00	EXPRESS 06-JUN-97
				10,000.00		400.00	EXPRESS 06-JUN-97
				30,000.00		500.00	EXPRESS 06-JUN-97

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

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
Date	The date and time the report is run
Page	The report's page number
Transferring Bank Name	The transferring bank's name
Transfer Priority	The transfer priority parameter value
Order by	The bank charges ordered by the value in the Order By parameter



---

## Column Headings

<b>In this column...</b>	<b>Oracle Payables prints...</b>
Transferring Bank Num	The transferring bank number
Transferring Bank Name	The transferring bank name
Transferring Bank Branch Num	The transferring bank branch number
Transferring Bank Branch	The transferring bank branch name
Receiving Bank Num	The receiving bank number
Receiving Bank Name	The receiving bank name
Receiving Bank Branch Num	The receiving bank branch number
Receiving Bank Branch	The receiving bank branch name
Transaction Amount From	The beginning range of the transaction amount
Transaction Amount To	The ending range of the transaction amount
Standard Bank Charge	The standard bank charge
Negotiated Bank Charge	The negotiated bank charge
Transfer Priority	The transfer priority for the Payables report
Effective Date From	The beginning range of the effective date
Effective Date To	The ending range of the effective date





CHAPTER

# Lockbox

3

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*

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## 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*

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## 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*

<b>Column Name</b>	<b>Value</b>
<b>STATUS</b>	<p>There are five possible status values for data converted from the Zengin file format:</p> <p>AR_PLB_ALT_MATCH_MANUAL: The user selected manual processing.</p> <p>AR_PLB_ALT_MATCH_NONE: Lockbox could not find a match for this receipt in the Alternate Names table.</p> <p>AR_PLB_ALT_MATCH_MULTIPLE: Lockbox found more than one match for this receipt in the Alternate Names table.</p> <p>AR_PLB_ALT_MATCH_VERIFY: Lockbox found a single, exact match for this receipt in the Alternate Names table.</p> <p>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.</p>
<b>DEPOSIT_DATE</b>	<p>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.</p>



### **Assigning Values to Lockbox Header or Trailer Records**

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

<b>Column Name</b>	<b>Value</b>
<b>ORIGINATION</b>	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.

### **Assigning Values to Receipt Records**

---

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

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

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## 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

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- 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*.



#### See also

Lockboxes, *Oracle Receivables User's Guide*

**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.

## 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

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- 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.

**See also**

Using AutoLockbox, Lockbox Execution Report, Maintaining Lockbox Transmission Data, Lockbox Tables and Column Descriptions, AutoLockbox Field Reference, *Oracle Receivables User's Guide* Monitoring Requests, *Oracle Applications User's Guide*

---

## 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

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- 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**

Using AutoLockbox, Lockbox Execution Report, AutoLockbox Field Reference, *Oracle Receivables User's Guide*



## 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*

# Oracle Payables Reports

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.

Line	Expense	Tax Code	Amount	Description
0001	01.000.2005.000.000.000 Widget Corporation.None.Intercompany Payables.None.None.None		100,000.00	
	Due Date	Payment Method	Scheduled Amount	
	19-APR-1997	Electronic	100,000.00	
<p>Updated Date : 25-MAR-1997      Supplier : 31      A Supplier      Site : Al</p> <p>Invoice Number : 1001      Currency : USD      Liability : 01.000.2000.000.000.000</p> <p>Invoice Date : 25-MAR-1997      Invoice Amount : 10,000.00      Widget Corporation.None.Accounts Payable.None.None</p> <p>Tax Calculation : Line      Exchange Rate :      Updated By : SYSADMIN      Invoice Type : Standard</p> <p>Sequence Name :      Voucher Number :</p>				
Line	Expense	Tax Code	Amount	Description
0001	01.000.1000.000.000.000 Widget Corporation.None.Cash.None.None.None	JPTAX5	10,000.00	
0002	01.000.1000.000.000.000 Widget Corporation.None.Cash.None.None.None	JPTAX5	500.00	Consumption Tax 5%
0003	01.000.1000.000.000.000 Widget Corporation.None.Cash.None.None.None	JPTAX5	(500.00)	Consumption Tax 5%
0004	01.000.1000.000.000.000 Widget Corporation.None.Cash.None.None.None	JPTAX5	(10,000.00)	
0005	01.000.1000.000.000.000 Widget Corporation.None.Cash.None.None.None	JPTAX5	9,523.80	
0006	01.000.1000.000.000.000 Widget Corporation.None.Cash.None.None.None	JPTAX5	476.20	Consumption Tax 5%
	Due Date	Payment Method	Scheduled Amount	
	25-MAR-1997	Electronic	10,000.00	

---

## 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.

## Report Headings

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
From <Start Date> to <End Date>	The date range for the report
Updated Date	The latest updated date for the invoice
Supplier	The supplier code and name
Site	The name of the supplier site
Invoice Number	The invoice number
Invoice Date	The invoice date
Tax Calculation	The tax calculation method
Currency	The invoice currency
Invoice Amount	The invoice amount
Exchange Rate	The invoice exchange rate
Liability	The liability accounting code and description
Updated By	The user's name who last updated the invoice
Sequence Name	The document sequence name for each transaction associated with the document sequence
Invoice Type	The invoice type
Voucher Number	The voucher number for each transaction associated with the document sequence

---

## Column Headings

<b>In this column...</b>	<b>Oracle Payables prints...</b>
Line	The distribution line number for the invoice distribution
Expense	The expense accounting code and description for the invoice distribution
Tax Code	The tax code
Amount	The invoice distribution amount
Description	The invoice distribution description
Due Date	The payment due date for the payment schedule
Payment Method	The payment method for the payment schedule
Scheduled Amount	The scheduled amount for the payment schedule

# 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		Report Date : 06-NOV-1997 14:58			
Functional Currency: USD		From 01-MAY-1997 To 25-MAY-1997		Page : 1 / 1			
Payment Currency : USD		Bank Branch : Tokyo					
Bank : Masa Bank 1		Account Currency : USD					
Bank Account : Masa Bank 1 Tokyo 1							
Payment Date	Supplier Name	Site	Document Number	Pay method	Future Date	Seq Name	Voucher No
Invoice Number	Invoice Date	Invoice Amount	Bank Charge	Payment Amount	Exc rate	Functional Amount	Description
11-MAY-1997	Masa Corp.	OSAKA		10002	EFT		
MO97052602	01-MAY-1997	52,500.00	0.00	52,500.00		52,500.00	Purchase goods A
MO97052603	01-MAY-1997	21,000.00	420.00	20,580.00		20,580.00	Purchase material
MO97052604	05-MAY-1997	31,500.00	0.00	31,500.00		31,500.00	Purchase goods A
			420.00	104,580.00		104,580.00	
	Total Payment Date	11-MAY-1997		104,580.00		104,580.00	
25-MAY-1997	Masa Corp.	NAGOYA HQ		2	WIRE		
970527mo02	12-MAY-1997	42,000.00	0.00	42,000.00		42,000.00	Purchase goods A
MO-9705251	25-MAY-1997	21,000.00	0.00	21,000.00		21,000.00	Purchase goods A
			0.00	63,000.00		63,000.00	
	Total Payment Date	25-MAY-1997		63,000.00		63,000.00	
	Total Bank Account			167,580.00		167,580.00	
	Total Payment Currency USD			167,580.00		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

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
From <Start Date> to <End Date>	The payment date range for the report
Payment Currency	The payment currency
Bank	The bank name
Bank Account	The bank account name
Bank Branch	The bank branch name
Account Currency	The bank account currency

---

## Column Headings

<b>In this column...</b>	<b>Oracle Payables prints...</b>
Payment Date	The payment date
Supplier Name	The supplier name
Site	The name of the supplier site
Document Number	The payment document number
Payment Method	The payment method
Future Date	The date of the future dated payment and manual future dated payment
Sequence Name	The document sequence name for each payment associated with the document sequence
Voucher Number	The voucher number for each payment associated with the document sequence
Invoice Number	The invoice number paid by this payment
Invoice Date	The invoice date
Invoice Amount	The invoice amount
Bank Charge	The bank charge amount paid on this invoice
Payment Amount	The total payment amount
Exchange Rate	The payment exchange rate
Functional Amount	The payment amount in the functional currency
Description	The invoice description

# 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.

Set of Books 2 (Release 10)		Report Date :		26-JUN-1997		
14:23		Payment Schedule Report		Page : 1 /10		
Payment Currency : USD		Pay Group :				
End Due Date : 30-JUN-1997		Payment Priority From :		To :		
Payment Method : CHECK						
Due Date	Supplier	Site	Invoice Number	Invoice Date	Invoice Amount	Scheduled Amount
27-MAY-1997	A Supplier	A1	001	27-MAY-1997	3,000.00	3,000.00
						3,000.00
27-MAY-1997	C Supplier	C1	003	27-MAY-1997	10,000.00	10,000.00
						10,000.00
27-MAY-1997	B Supplier	B2	002	27-MAY-1997	7,000.00	7,000.00
						7,000.00
			Total Due Date	27-MAY-1997		20,000.00
12-JUN-1997	Alvin Melli, ESQ.	S.F.	MOEXP97061301	12-JUN-1997	10,000.00	10,000.00
						10,000.00
			Total Due Date	12-JUN-1997		10,000.00
19-JUN-1997	ASA	ATLANTA	ASA-5	19-JUN-1997	10,000.00	10,000.00
						10,000.00
			Total Due Date	19-JUN-1997		10,000.00
23-JUN-1997	Masa Foods	FUKUOKA HQ	MF97062301	23-JUN-1997	10,500.00	2,500.00
						2,500.00
23-JUN-1997	nk test	NKTEST SITE	nk1	23-JUN-1997	10,000.00	10,000.00
						10,000.00
			Total Due Date	23-JUN-1997		12,500.00
24-JUN-1997	nk test	NKTEST SITE	624test1	24-JUN-1997	10,000.00	10,000.00
			jun241	24-JUN-1997	20,000.00	20,000.00
			jun242	24-JUN-1997	20,000.00	20,000.00
			jun243	24-JUN-1997	20,000.00	20,000.00
			jun244	24-JUN-1997	20,000.00	20,000.00
			jun245	24-JUN-1997	20,000.00	20,000.00
			jun246	24-JUN-1997	20,000.00	20,000.00
			jun247	24-JUN-1997	20,000.00	20,000.00
			jun248	24-JUN-1997	20,000.00	20,000.00
			jun249	24-JUN-1997	20,000.00	20,000.00
						190,000.00
			Total Due Date	24-JUN-1997		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

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

---

## Column Headings

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



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