

Oracle[®] Financials for the Netherlands User's Guide

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Oracle® Financials for the Netherlands User's Guide Release 11

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Preface

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

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

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

About this Country-Specific User's Guide

This user's guide documents country-specific functionality developed for use within your country and supplements our core Financials user's guides. This user's guide also includes tips about using core functionality to meet your country's legal and business requirements, as well as task and reference information. The following chapters are included:

- Chapter 1 describes how to set up Oracle Financials for the Netherlands.
- Chapter 2 describes how to set up bank and supplier details and create EFT payments.

This user's guide is available online

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

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

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

You can order an Oracle Applications Documentation Library CD that contains Adobe Acrobat versions of each manual in the Oracle Applications documentation set. With this CD, you can search our documentation for information, read the documentation online, and print individual pages, sections, or entire books. When you print from Adobe Acrobat, the resulting printouts look just like pages from an Oracle Applications hardcopy manual.

There may be additional material that was not available when this user's guide was printed. To learn if there is a documentation update for this product, look at the main menu of your country's HTML help.

Assumptions

This guide assumes you have a working knowledge of the principles and customary practices of your business area. It also assumes you are familiar with Oracle Financials for the Netherlands. If you have never used Oracle Financials for the Netherlands, 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 the Netherlands.

Most Oracle Applications documentation is available in Adobe Acrobat format on the *Oracle Applications Documentation Library* CD. We supply this CD with every software shipment.

If this user's guide refers you to other Oracle Applications documentation, use only the Release 11 versions of those manuals unless we specify otherwise.

Oracle Applications User's Guide

This guide explains how to navigate, enter data, query, run reports, and introduces other basic features of the graphical user interface (GUI) available with this release of Oracle Financials for the Netherlands and any other Oracle Applications product. This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent requests.

You can also access this user's guide online by choosing *Getting Started with Oracle Applications* from any Oracle Applications help file.

Related User's Guides

This user's guide documents country-specific functionality developed in addition to our Oracle Financials core products. Because our country-specific functionality is used in association with our core Financials products and shares functional and setup information with other Oracle Applications, you should consult other related user's guides when you set up and use Oracle Financials for the Netherlands.

If you do not have the hardcopy version of these manuals, you can read them by choosing Library from the Help menu, or by reading from the Oracle Applications Documentation Library CD, or by using a Web browser with a URL that your system administrator provides.

Oracle General Ledger User's Guide

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so that you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define additional rate types and enter daily rates. This manual also includes complete information on implementing budgetary control.

Oracle Cash Management User's Guide

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

Oracle Purchasing User's Guide

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

Oracle HRMS User's Guide

This manual explains how to enter your employees, so you can enter expense reports for them. It also explains how to set up organizations and site locations.

Oracle Payables User's Guide

This manual describes how accounts payable transactions are created and entered into Oracle Payables. This manual also contains detailed setup information for Oracle Payables. Use this manual to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, customers, banks, invoices, and payments windows in both Oracle Payables and Oracle Receivables.

Oracle Receivables User's Guide

Use this manual to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, customers, banks, invoices, and payments windows in both Oracle Payables and Oracle Receivables. This manual also explains how to set up your system, create transactions, and run reports in Oracle Receivables.

Oracle Projects User's Guide

Use this manual to learn how to enter expense reports in Projects that you import into Payables to create invoices. You can also use this manual to see how to create Project information in Projects which you can then record for an invoice or invoice distribution.

Oracle Assets User's Guide

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

Oracle Applications Flexfields Guide

This manual provides flexfields planning, setup, and reference information for your implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

Oracle Workflow Guide

This manual explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes.

Oracle Alert User's Guide

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

Country-Specific User's Guides

These manuals document functionality developed to meet legal and business requirements in countries that you do business in. Look for a User's Guide appropriate to your country; for example, see the *Oracle Financials for the Czech Republic User's Guide* for more information about using this software in the Czech Republic.

Oracle Applications Character Mode to GUI Menu Path Changes

This is a quick reference guide for experienced Oracle Applications end users migrating from character mode to a graphical user interface (GUI). This guide lists each character mode form and describes which GUI windows or functions replace it.

Oracle Financials Open Interfaces Guide

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

Multiple Reporting Currencies in Oracle Applications

If you use Multiple Reporting Currencies feature to report and maintain accounting records in more than one currency, use this manual before implementing Oracle Financials for the Netherlands. The manual details additional steps and setup considerations for implementing Oracle Financials for the Netherlands with this feature.

Multiple Organizations in Oracle Applications

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

There are special considerations for using Multiple Organizations in Europe with document sequences, legal entity reporting, and drill-down from General Ledger. Consult the Multiple Organizations in Oracle Applications guide for more information about using Multiple Organizations in Europe.

Report eXchange User's Guide

Read this guide to learn more about Report eXchange, which lets you customize the output of certain reports and download them to a spreadsheet program.

Global Accounting Engine

Use the Global Accounting Engine to replace the transfer to General Ledger and create subledger accounting entries that meet additional statutory standards within some countries. The Accounting Engine provides subledger balances, legal reports, and bi-directional drilldown from General Ledger to the subledger transaction.

Oracle Applications Implementation Wizard User's Guide

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

Oracle Applications Developer's Guide

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

Oracle Applications User Interface Standards

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

Installation and System Administration

Oracle Applications Installation Manual

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

Oracle Financials Country-Specific Installation Supplement

Use this manual to learn about general country information, such as responsibilities and report security groups, as well as any post-install steps required by some countries or the Global Accounting Engine.

Oracle Applications Upgrade Manual

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

Oracle Applications System Administrator's Guide

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

Oracle Financials Regional Technical Reference Manual

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

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

Oracle Applications Product Update Notes

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

Training and Support

Training

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

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

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Financials for the Netherlands working for you. This team includes your technical representative, account manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 45 software modules for financial management, supply chain management, manufacturing, project systems, human resources, and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education, and support services, in over 140 countries around the world.

Thank You

Thank you for using Oracle Financials for the Netherlands and this user's guide.

We value your comments and feedback. At the end of this manual is a Reader's Comment Form you can use to explain what you like or dislike about Oracle Financials or this user's guide. Mail your comments to the following address or call us directly at (650) 506-7000.

Oracle Applications Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065

U.S.A.

Or, send electronic mail to globedoc@us.oracle.com.

Setup

1

This chapter explains how to set up Oracle Financials for the Netherlands.

Setup Instructions

This section explains how to set up Oracle Financials for the Netherlands.

Overview

There are six steps to set up Oracle Financials for the Netherlands:

- Defining VAT Registration
- Defining Location
- Defining System Options
- Defining Profile Options
- Defining System Options
- Creating Pay Group

Defining VAT Registration

You must enter VAT Registration information because the system references these values to determine the data that is displayed.

To define VAT Registration:

1. Navigate to the Financial Options window (Oracle Payables: Setup > Options > Financials).
2. Navigate to the Tax region.
3. Enter registration information:

In this field...	Enter this value...
Member State	Netherlands
VAT Registration Number	NL...

Defining Location

Define a location in Oracle Payables that the EFT module uses to determine your organization's name and address. You should enter *NL EFT Location* in the name field because the system references this value when it gets the address information.

Your name is written on the header record of each batch, and your name and address are printed on payment documents.

To define your location:

1. Navigate to the Organization Location window (Employees > Locations).
2. Enter your location:

In this field...	Enter this...
Name	NL EFT Location
Description	Organization Name
Address Line 1	Address (last line entered is selected for printing)
Address Line 2	
Address Line 3	
City	City
Country	Country

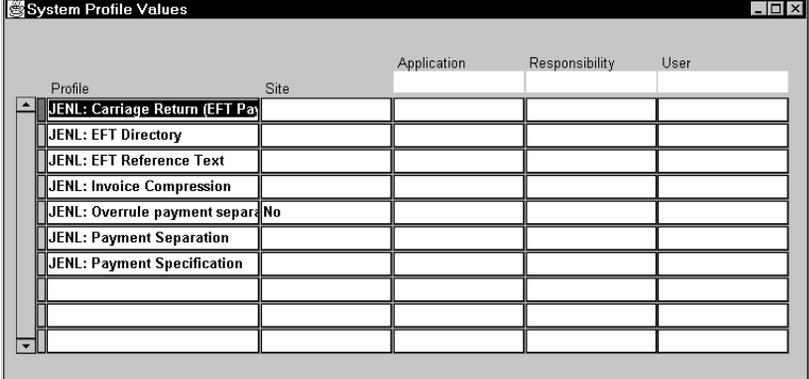
Defining System Options

To define system options:

1. Navigate to the System Options window (Setup > Options > Payables).
2. Navigate to the Payment region.
3. Enter your user number in the EFT User Number field.

Note: The first five digits of the user number are included in the headers of EFT files.

Defining Profile Options



Profile	Site	Application	Responsibility	User
JENL: Carriage Return (EFT Pa)				
JENL: EFT Directory				
JENL: EFT Reference Text				
JENL: Invoice Compression				
JENL: Override payment separ	No			
JENL: Payment Separation				
JENL: Payment Specification				

Most of these profile options should be set at Responsibility level for your Dutch Payables responsibility.

To define profile options:

1. Navigate to the Update System Profile Options window (System Administrator: Profile > System).
2. Enter these values:

JENL : Eft Reference Text

If the Description Field of the EFT data file cannot hold all of your invoice numbers, your Reference Text is printed instead.

If you leave Reference Text blank, the Document Number is printed instead.

JENL : Payment Separation

Choose how the EFT process generates payments when you have more invoices than can fit in the Description Field (96 characters for domestic or 140 for foreign).

- *Yes* if you want another payment record created to hold the payments that do not fit.
- *No* if you do *not* want extra payment records. Your Reference Text will be put in the Description field. If you have not set a Reference Text, the Payment Number will be put in the Description field.

Attention: The Dutch National Bank requires special handling on foreign payments that exceed 25,000 NLG. If the invoice information is not the same for each payment schedule (Payment Category Code, Nature of Payment, and Goods/Article Number) the payment is split. Only those payment schedules with identical information are combined.

JENL : Carriage Return (EFT Payments)

Choose *Yes* if you would like the EFT module to include a Carriage Return/Line-Feed (CR/LF) at the end of every record.

JENL : Invoice Compression

Invoice Compression attempts to reduce the amount of space needed to list invoices regardless of whether Payment Separation is enabled.

Invoice Compression specifies as many invoices per payment as possible. If payment separation is enabled (the invoice numbers do not fit in the current payment, a new one is created), you can reduce the number of payments generated with invoice compression.

If you enable Invoice Compression, invoices with a common prefix are grouped. The prefix is printed with a “+” followed by lists of suffixes. For example:

96I/00134 96I/00135 96I/00140 96I/00156 96I/00245 96I/00267
96C/0003

compresses to:

96I/001+34+35+40+56 96I/002+45+67 96C/0003

JENL : Overrule Payment Separation for Negative Payments

You can only set this profile option at Site and Application level.

If you choose *Yes*, Overrule Payment Separation prevents negative payments for a site by combining invoices. Invoices are combined when:

- There is more than one valid payment for a site that is not Pay Alone.
- Group by Due Date is not enabled.
- Payment Separation is *No* or Overrule Payment Separation is *Yes*.
- One or more payments are negative.
- The total of the payments is positive.

If you choose *No*, the program will not attempt to prevent negative payments by overruling your setting for Payment Separation.

When payments are combined, the information in the additional invoice data might not be unique across all invoice/credit memos. Specifically, the Payment Category Code, Product Group, and Nature of Payment might not be unique.

This is only an issue if the payment exceeds 25,000 NLG and must therefore be reported to the Dutch National Bank. In that case, the EFT process checks that the invoices have identical values for the additional invoice data. If they do not, the payment is invalidated.

JENL : EFT Directory

You can only set this profile option at Application level.

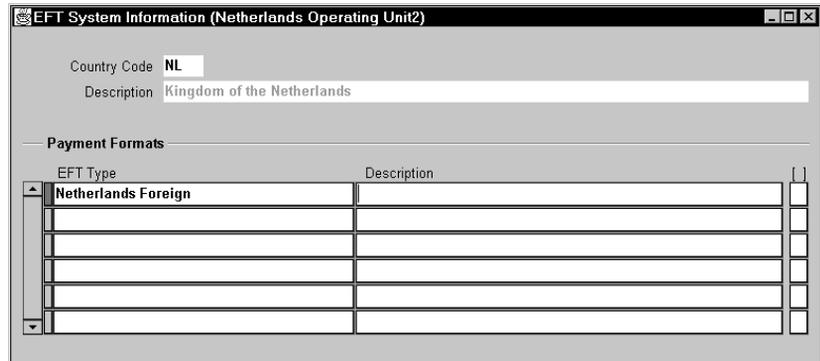
Enter the directory where the EFT data files are written.

JENL : Payment Specification

If you choose *Yes*, the Payment Specification report (run after the Confirm stage) reports only those payments that had more invoices than could fit in the Description Field.

If you choose *No*, the Payment Specification report details all payments in the batch.

Defining System Formats



To define EFT system formats:

1. Navigate to the Define EFT System Formats window (Netherlands Localizations: Localizations > System Formats).
2. Query System Information with the country code *NL*.
3. Choose the name of your payment format, for example, *Netherlands Foreign*.
4. Navigate to the System Format descriptive flexfield.
5. Enter these values:

In this field...	Enter this value...
DNB Registration Number	Number issued by Dutch National Bank
Trader Number	Number issued by your bank
Authorized Bank	First four characters of your bank's SWIFT Address
Business Sector	(Ask your bank what to enter)
EFT Rate Type	(Select from the list)

System Formats are required for the Foreign EFT payment process.

Creating Pay Group

The Pay Group *Swift* is assigned to suppliers who are paid by the Foreign Payment method.

To assign the pay group:

1. Navigate to the QuickCodes window (Setup > QuickCodes).
2. Navigate to the Payables region.
3. Enter these values:

In this field...	Enter this value...
Type	Pay Group
Code	Swift
Description	Swift
Active	Yes

Oracle

Payables

EFT

Payments

2

This chapter explains how to:

- Set up bank and supplier details
- Create EFT Payments

The EFT Payments Module extends Oracles Payables to automatically create payment files in domestic and foreign Formats. These files, once passed to the third party software package EB Koppeling, can be transferred to the bank for payment.

Defining Bank Accounts and Payment Documents

This section explains how to define bank accounts and payment documents.

Defining Bank Accounts

Define the banks and accounts that your payments are made from. You can define as many accounts as you wish. You must enter values for the Bank Branch and Bank Account regions.

To define bank accounts:

1. Navigate to the Setup Bank Information window (Setup > Payment > Banks).
2. Navigate to the Bank Branch region.
3. Enter these values:

In this field...	Enter this value...
Bank	Bank name for payment documents
Country	Country
Address	Address
City	City
Postal Code	Postal Code

4. Navigate to the Bank Account region.
5. Enter these values:

In this field...	Enter this value...
Name	Account name
Number	Account number
Currency	Currency to use for payments
Postal Multi-currency	Yes if any invoices will be paid in a currency different from what you entered in Currency field. No otherwise.

Attention: An account can make foreign payments only if Multi-Currency is set to *Yes*.



See also
Set Up Bank Information, *Oracle Payables User's Guide*

Defining Payment Documents

Define the payment documents for each bank account from which EFT payments are made.

To define payment documents:

1. Navigate to the Setup Bank Information window (Setup > Payment > Banks).
2. Query the bank account that you want.
3. Press the Payables Documents button. The Payables Documents window appears. Enter values for both domestic and foreign payments.
4. Navigate to the Document Information region. Enter these values for domestic payments:

In this field...	Enter this value...
Name	<i>Binnenland</i>
Disbursement Type	Computer generated (use QuickPick)
Payment Format	<i>Netherlands Domestic</i> (use QuickPick)

5. Enter these values for foreign payments:

In this field...	Enter this value...
Name	<i>Buitenland</i>
Disbursement Type	Computer generated (use QuickPick)
Payment Format	<i>Netherlands Foreign</i> (use QuickPick)

6. Navigate to the Additional Information region. Enter these values for domestic and foreign payments:

In this field...	Enter this value...
Last Used	Start of range
Last Available	End of range

Attention: You must assign a unique range within one account for one payment document. The range can be any size.



See also
Set Up Bank Information, *Oracle Payables User's Guide*

Defining Suppliers

This section explains how to set up supplier information.

Use the navigation Suppliers > Entry.

Supplier Site Region

Enter Address line 1, City, and Country. These fields are required for foreign payments.

Site Payment Information Region

Access the Site Payment Information region by entering *Payment* in the Additional Information region of the Supplier Sites window.

Set Pay Group to *Swift* for vendors you will pay with international funds. That will trigger the request for extra information when you are entering invoices.

<u>In this field..</u>	<u>Enter this value...</u>
Pay Group	Swift
Payment Method	Electronic Payments

Supplier Site Bank Accounts Region

Access the Supplier Site Bank Accounts region by entering *Bank Accounts* in the Additional Information region of the Supplier Sites window. You must first create a supplier bank before entering supplier bank account information.

To enter supplier bank account information:

1. Navigate to the Banks window (Oracle Payables: Setup > Payment > Banks).
2. Enter these values:

In this field...	Enter this value...
Bank	Your bank's name
Branch Number	Branch Number
Address (line 1)	Bank's address
Address (line 2)	Bank's SWIFT Address
City	Supplier's bank's city
Postal Code	Supplier's bank's postal code
Country	Country

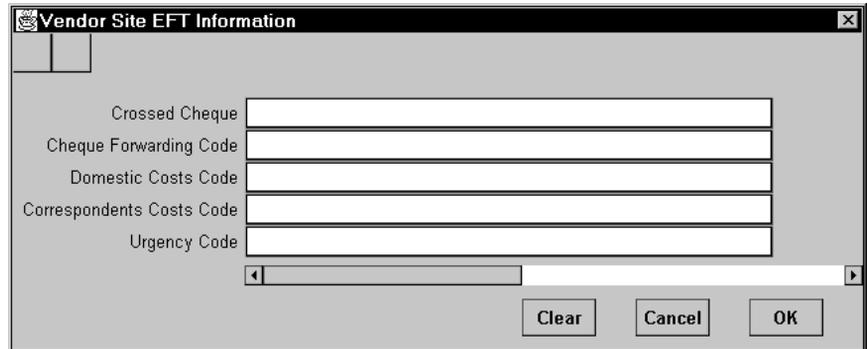
3. Navigate to the Supplier Sites window (Suppliers > Entry).
4. Navigate to the Additional Information region.
5. Navigate to the Supplier Site Bank Accounts region.
6. Set the account use to *Supplier*.
7. Enter these values:
 - Account Number can include points and blanks; these are removed when the EFT batches are created.
 - Post Bank accounts must start with *P* or *p*.



See also

Set Up Bank Information, *Oracle Payables User's Guide*

Maintaining Supplier Site EFT Information



For foreign payments, you can use check or funds transfer. Provide the following information by selecting View EFT Details from the Special menu in the Supplier Site region.

If paying by check, specify:

- Crossed check
 - Check forwarding code
- and leave the other fields blank (null).

If paying by funds transfer, specify:

- Domestic cost code
 - Correspondent's cost code
 - Urgency code
- and leave the other fields blank (null).

Attention: You can change payment methods for a supplier, but first make sure the supplier is not included in a batch that is partially processed.

Generating Invoices

When a supplier's Pay Group designation is *Swift*, you must provide extra information using the Invoice EFT Details flexfield accessed from the Special menu in the Invoice window.

The extra invoice fields are:

- Payment Category Code
- Product Group/Article No.
- Nature of Payment

When a payment exceeds the freely transferable maximum (reportable limit), Dutch Exchange control regulations require you to report it to De Nederlandsche Bank (DNB/Dutch National Bank). Currently, the reportable limit is NLG 25,000 (or its equivalent in foreign currency).

Attention: If the payment amount of the invoices for one payment exceeds the reportable limit, then the invoices must have identical additional invoice data. Otherwise, the payment will not be processed.

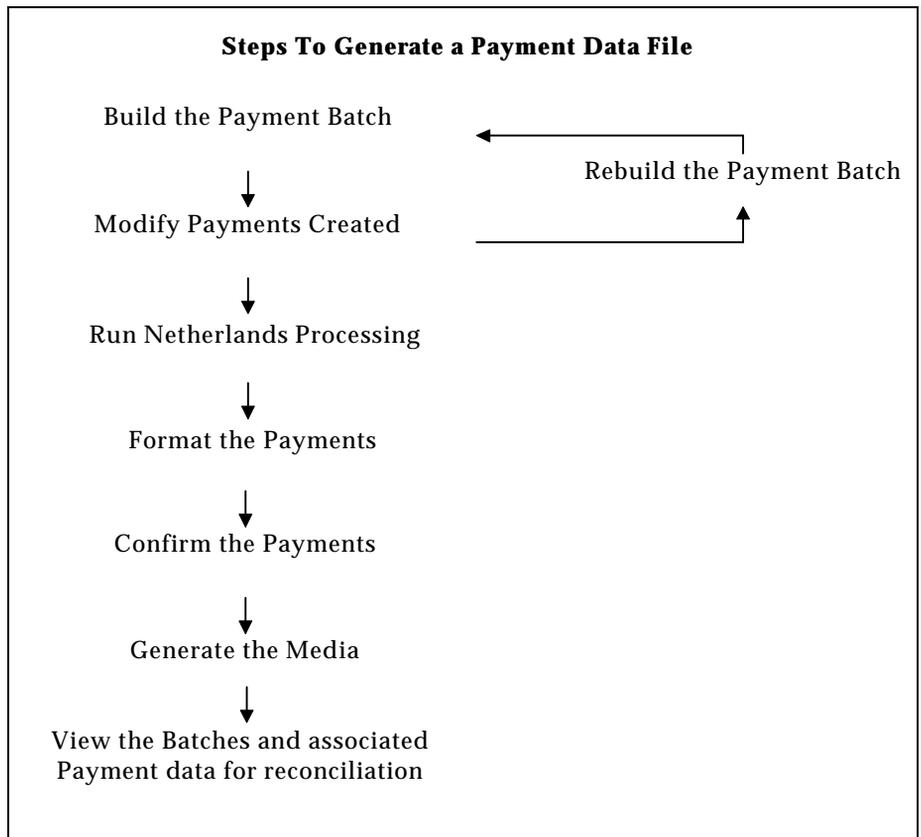
Creating EFT Payments

This section describes how to create a Domestic or Foreign Payment Data file that you can send to your bank via EB Koppeling/EB Buitenland. Creating EFT payments is described, followed by the screens.

To create a Payment Data file, create your payment batches and then combine the batches into a payment file on disk. This file is then processed through EB Koppeling and sent to your bank.

Overview

This diagram shows the steps for creating Netherlands EFT payments.



Payment Batches

Use the Payment Batches window to submit your automatic payment selection process to build payments. The Preliminary Payment Register report produced at this stage will not reflect the Netherlands Post Build Processing functionality.

Warning: Do not enter *Yes* in the Confirm Now field or the Format Now field of the Payment Batch Actions window. This option is not supported within Oracle Financials for the Netherlands.



See also

Paying Invoices in Payment Batches,
Oracle Payables User's Guide

To learn more about this window, see the *Oracle Payables User's Guide*.

Modifying Payments

Use the Payment Batches window to select a Payment Batch for modification after initiating the Build process but before executing the Format. Press the Payments button to view and modify payments within a batch.



See also
Modifying Payment Batches,
Oracle Payables User's Guide

To learn more about this window, see the *Oracle Payables User's Guide*.

Run Netherlands Processing Report Set

Use the Standard Report Submission screen to submit the Netherlands Preliminary Payment Register Report Set.

Enter the Batch Name parameter for the Report Set.

The Netherlands Preliminary Payment Register Report Set will run the Post Build Process Control and also produce a Created Payments Register.

Formatting Payments

Format payments with the Payment Batch Actions window.

Attention: Once you format a payment batch, you cannot modify it.



See also
Paying Invoices in Payment Batches,
Oracle Payables User's Guide

To learn more about this window, see the *Oracle Payables User's Guide*.

Confirming Payments

Confirm Payments with the Payment Batch Actions window.

Attention: Once you confirm a payment batch, you cannot modify it.



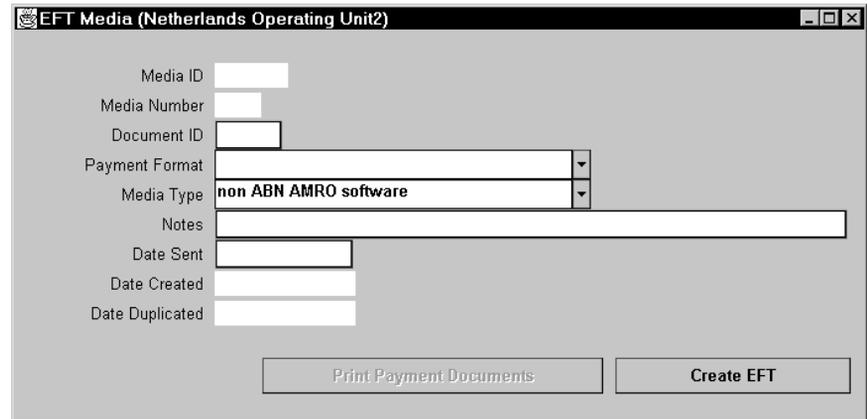
See also

Paying Invoices in Payment Batches,
Oracle Payables User's Guide

To learn more about this window, see the *Oracle Payables User's Guide*.

EFT Media

Use the Create EFT Media window to generate the EFT data file. Foreign currency batches must be attached to a medium before you can build further batches in the same currency.



The screenshot shows a window titled "EFT Media (Netherlands Operating Unit2)". It contains the following fields and controls:

- Media ID:
- Media Number:
- Document ID:
- Payment Format:
- Media Type:
- Notes:
- Date Sent:
- Date Created:
- Date Duplicated:

At the bottom of the window, there are two buttons: "Print Payment Documents" and "Create EFT".

To generate the EFT data file:

1. Navigate to the Create EFT Media window (Netherlands Localizations: EFT Media).
2. The window displays these values:

Media ID

Media ID is the unique identifier for the medium (disk) that is generated.

Media Number

Media Number is a four-digit identifier set by the Create EFT File process. This number is written to the header record of the payment file:

- The first two digits are the day of the month you created the file.
- The last two digits are a sequence number.

3. Enter these values:

Payment Format

Choose a payment format of either *Netherlands Domestic* or *Netherlands Foreign*.

Attention: Only batches of the format you specify will be selected for this medium.

Note: You can generate only one Domestic format at a time. If you have more than one Domestic format with a confirmed status, you must generate the media file-by-file.

Media Type

Use QuickPick to select *non ABN-AMRO software*. This is the media type you are using to transfer the payment file to your bank. Media Type is used for printing on payment documents.

Attention: The Media Type *must* be *non ABN-AMRO software*.

Notes

You can enter additional comments about this EFT file.

Date Sent

Enter the date this medium was sent to the bank for payment.

Attention: You can enter a date only after the payment file has been created.

Date Created

You can enter Date Created in the Create EFT File process.

If this field is empty, then the medium is defined, but no payment batches have been selected and written to the file.

Date Duplicated

The date when a duplicate EFT file is created. This field is entered by Create EFT File; if empty, then a duplicate EFT file has not been created.

Create EFT File

Press this button to start the concurrent process to create the EFT file for this format's next (sequentially-numbered) batch. The batch is read from the database table and written to the EFT file on disk along with the file header and trailer records.

- Domestic payments are written one per file.
- Foreign payments can be written more than one to a file, as long as they are in different currencies.

The request ID for the concurrent process is displayed in a pop-up window.

Attention: If you start this process for a media type that is already created, you will create a duplicate file.

Print Payment Documents

Enter *Yes* to print the payment documents that you give to your bank with your payment disk.

The request ID for the concurrent process is displayed in a pop-up window.

Viewing EFT Payment Batches

Use the EFT Payment Batches window to view payment batches after they are created by the Format process with this path. This window is query only; you cannot change the information.

Use the navigation Netherlands Localizations: EFT Payment Batches.

EFT Payment Batches (Netherlands Operating Unit2)

Batch ID Check Run Name
Creation Date Status
Payment Date Currency
Bank Name
Document Format

Account

Name
Number
Total

Payment Summary

Payment Numbers -
Payment Count
Record Count
Total

EFT Medium

EFT Type
EFT ID EFT Number
Document ID Date Created

EFT Payment Batches Window

The Payment Batches region displays the following information:

Batch-ID

Unique batch ID assigned during Format.

Check Run Name

Name assigned during AutoSelect.

Creation Date

The date of creation for this payment batch.

Status

Status of this payment batch.

Payment Date

Date you entered during AutoSelect. Payment Date is included in the header record of the batch and printed on payment documents. It tells the bank when to process this payment batch.

Currency

The payment currency for this payment batch.

Bank Name

Bank used for payment of this payment batch.

Document Format

The name of the payment format for this payment batch.

The Account region displays the following information:

Name

The bank account name.

Number

The bank account number.

Total

The total number of bank accounts in the batch, including all supplier and payer accounts.

The Payment Summary region displays the following information:

Payment Number From... To

Range of payment numbers in this batch.

Payment Count

Number of payments.

Record Count

Number of records in batch.

Total

Payment total for this batch.

The EFT Medium region displays the following information:

EFT Type

EFT Type is assigned when data file is generated.

EFT ID

EFT ID is assigned when data file is generated.

EFT Number

EFT Number is assigned when data file is generated.

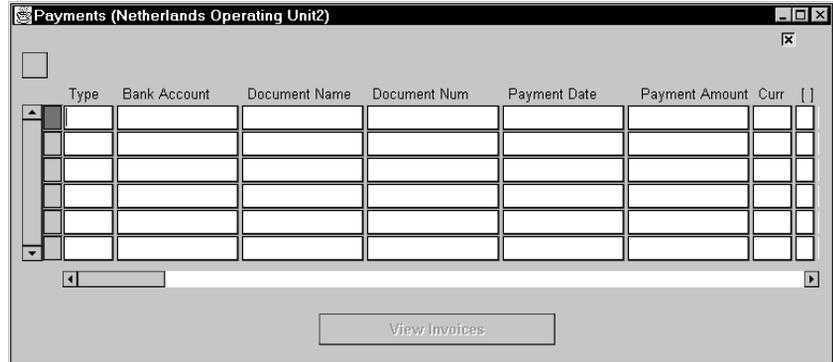
Document ID

Unique code that links data file and accompanying payment documents. Assigned when data file is generated.

Date Created

Last date on which EFT file has been created. Date Created is set by the Create EFT File process.

Payments Window



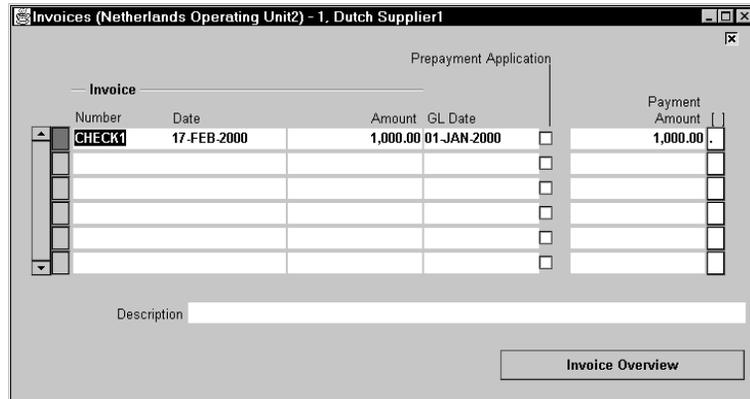
The Payment window displays the payments of the selected batch. Use the Payments button to navigate to this window.

The Payments window is a folder block that allows you to customize the layout. You can retrieve a subset of records and display these records in a different layout using this window.

Among the fields displayed in the Payments window are:

- Type
- Bank Account
- Payment Date
- Payment Amount
- Currency
- Payment Method
- Supplier
- Supplier Site
- Exchange Rate Information
- Document Name
- Document Number

Invoices Window

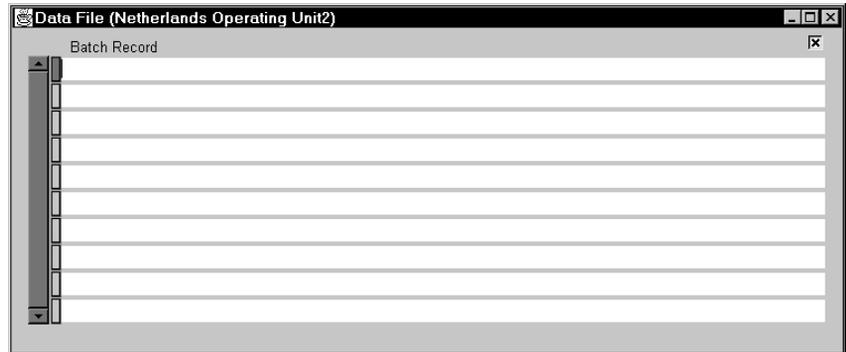


The Invoices window displays the invoices from the payment you selected in the Payments region. Use the View Invoices button in the Payments window to navigate to this window.

These fields are displayed in the Invoices window:

- Invoice Number
- Invoice Date
- Invoice Amount
- GL Date
- Payment Amount

Batch Record Window



The Batch Record window displays the complete EFT Data file output. Use the Data File button in the EFT Payment Batches window to navigate to this window.

Negative Payments

When the Payment Separation Profile is *Yes* and not all invoice numbers fit into the Description Field, a payment is split into additional payments. One or more of these payments could be negative.

Initially, the build program generates payments by combining invoices/credit memos that have the same:

- Supplier ID
- Supplier Site ID
- Due Date (if Group by Due Date is selected)
- Payment Category Code
- Product Group/Article No
- Nature of Payment

If there are negative payments, the system tries to combine invoices for one Supplier Site. That will happen if:

- Group by Due Date is not enabled.
- Payment Separation at Application level is *No* or *Override Payment Separation at Application Level is Yes*.
- More than one payment for the Supplier Site is not *Pay Alone* and is valid.

Set the *Override Payment Separation* profile option to *Yes* to override the *Payment Separation* profile for negative payments only. You can then generate payment separation as standard by setting the application option to *Yes*, but you can also instruct the system to combine payments so as to avoid negative payments.

If you configure the system as described, the system combines all payments for one Supplier and Supplier Site when the resulting payment is positive. If summing all payments for one Supplier Site still produces a negative payment, the payments generated by the initial stage remain in place.

After payments are combined to achieve a positive result for Foreign Payments, the information in the additional invoice information for Payment Category Code, Product Group, and Nature of Payment may not be unique across all invoice/credit. This is only an issue if the payment exceeds 25,000 NLG. If so, the details of the payment must be forwarded to the Dutch National Bank.

An extra check is performed during validation: If a payment exceeds 25,000 NLG, all invoices that comprise the payment must have identical values for the additional invoice data. If this is not true, the payment is invalidated and the reason is reported.

Reports

This section provides an overview of the Payment Specification Report and EFT Documents.

Payment Specification Report

Payment Specification		Page: 1		23-JAN-98 15:10	
A-1 Lighting and Interiors 4201 Beale Street 94032 Sacramento CA US					
Document Number : 1005					
Invoice Date	Invoice Number	Voucher Number	Invoice Discount	Discount	Payment Amount
18a	18-SEP-97	212	7895.00	.00	7895.00
18b	18-SEP-97	213	456.00	.00	456.00
Totals			8351.00	.00	8351.00
=====					
Payment Specification		Page: 1		23-JAN-98 15:10	

The Payment Specification Register report automatically runs when the Confirm process starts. You can also run the Register from the standard submission request.

If the Profile Option Payment Specification is *Yes*, then the report lists only those payments that cannot fit all of their invoices in the description field of the EFT data file.

If Payment Specification is *No*, then the report lists all payments in the batch.

Choose the batch to print.

Payment Batch Name

Enter the Payment Batch Name for the payment details to print.

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