Oracle ® Financials for Portugal User's Guide

RELEASE 11

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Oracle® Financials for Portugal User's Guide Release 11

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Contents

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Preface

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

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

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

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 Oracle General Ledger for Portugal, including the General Ledger Trial Balance Report, the Diário Report, the Periodic VAT Report, and the Annual VAT Report.

- Chapter 2 describes Oracle Payables for Portugal, including Checks/Remittances, Electronic Funds Transfer, the Vendor VAT Recapitulative Extract File, the Vendor VAT Recapitulative Report, the Payables Taxpayer ID Exception Report, and the Bank Transfer Request Report.

- Chapter 3 describes Oracle Receivables for Portugal, including Direct Debit, the Customer VAT Recapitulative Extract File, the Customer VAT Recapitulative Report, the Receivables Taxpayer ID Exception Report, and Receipt Acknowledgment.

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 Portugal. If you have never used Oracle Financials for Portugal, 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 Portugal.

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 Portugal 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 Portugal.

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

Oracle Financials for Portugal

Oracle General Ledger

This chapter provides an overview to Oracle General Ledger for Portugal, including:

- General Ledger Trial Balance Report
- Diário
- Periodic VAT Report
- Annual VAT Report

General Ledger Trial Balance Report

Use the Oracle General Ledger Trial Balance report to satisfy legal, statutory, and internal management reporting requirements in Portugal. There are five separate reports with a standard layout; however, each report has different parameters. The reports display the current period, up to the end of the previous period, year-to-date and current balance.

The General Ledger Trial Balance report prints a single line of data for each natural account. The report is sorted by natural account, in ascending order, for the segments that you requested. The report layout is 180 characters wide. The account balances are returned in functional currency only.

If you do not want the natural accounts reported as parent accounts, you must define the accounts as usual and make them non-posting accounts.

Account Value	Description (with proper account descriptions)
11	Total for degree 2 range 11x
111	Total for degree 3 range 111x
112	Total for degree 3 range 112x
1111	Detailed Account 1111
1112	Detailed Account 1112
1121	Detailed Account 1121
1122	Detailed Account 1122

Balances for account 11 are the addition of accounts 1111, 1112, 1121, and 1122. Balances for account 111 are for accounts 1111 and 1112. Balances for account 112 are for accounts 1121 and 1122, and so on.

Report Types

Five different General Ledger Trial Balance reports are available from the Standard Report Submission window:

Detail Trial Balance Report

The degree that you select determines the level of summary information that appears for the account codes, period, and balancing segments that you select.

Summary Trial Balance Report

The Summary Trial Balance report displays selected accounts at Degree 1, such as the summary level. The report displays only 2-digit accounts and aggregates all associated balances up to this degree level.

Results Trial Balance Report

The Results Trial Balance report displays accounting balances for classes 6, 7, and 8 accounts for Degree 1 through Degree 7. These classes are associated with trading accounts. The Results Trial Balance report displays information on the trading position for the selected balancing segment.

Begin Year Trial Balance

The Begin Year Trial Balance report excludes classes 6, 7, and 8, which are associated with the company's trading accounts. At the beginning of the year, only balance sheet accounts are displayed.

End Year Trial Balance

The End Year Trial Balance report is run after the Results Calculation, because it represents the final year-end trial balance for all accounts, except for classes 6 and 7, which are set to zero at the end of the fiscal year.

```
E.U.CORP LTD                                          GL Summary Trial Balance                              Report Date :  05-JUN-97
                                                              (PTE)                                         Page :  1 / 1


          Period: Dec-97
          Degree: 3
 From Account Code: 11
   To Account Code: 22
 Balancing Segment: 10
                                   |-------Period to Date_-------|  |------Previous Period-------|  |---------Year To Date--------|  |----------Balance-----------|
Account   Description                       Debit          Credit          Debit          Credit          Debit          Credit          Debit          Credit
--------  ------------------------------ --------------- ---------------  --------------- ---------------  --------------- ---------------  --------------- ---------------
11        Cash                            2.077.317$50    1.775.161$50     436.970$00      328.670$00      2.514.287$50    2.103.831$50     410.456$00
111       Cash A                            145.822$50      108.644$00      79.367$50       16.090$00        225.190$00      124.734$00     100.456$00
112       Cash B                          1.931.495$00    1.666.517$50     357.602$50      312.580$00      2.289.097$50      310.000$00

12        Bank - Deposits                69.197.345$60   62.387.323$20    5.500.000$00    6.397.562$00     74.697.345$60   68.784.885$20   5.912.460$40
121       Bank A                         67.787.885$40   61.780.506$00    4.997.878$00    5.346.125$00     72.785.763$40   67.126.631$00   5.659.122$40
122       Bank B                          1.409.460$20      606.817$20      502.122$00    1.051.437$00      1.911.582$20    1.658.254$20     253.328$00

21        Customers                       7.848.384$50   14.157.143$20    2.810.414$00    1.500.000$00     10.658.798$50   15.657.143$20                   4.998.344$50
2111      Oracle Portugal                 4.286.375$00   14.157.143$20      263.625$00           0$00      4.550.000$00   14.157.143$20                   9.607.143$20
2112      Oracle USA                      3.562.009$50            0$00    2.546.789$00    1.500.000$00      6.108.798$50    1.500.000$00                   4.608.798$50


                                         --------------- ---------------  --------------- ---------------  --------------- ---------------  --------------- ---------------
Report Totals                          158.246.095$20  156.639.255$80   17.494.768$00   16.453.464$00    175.740.863$20  171.422.622$30   12.335.822$80   19.214.286$20
                                         =============== ===============  =============== ===============  =============== ===============  =============== ===============

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

Prerequisites

Before running the General Ledger Trial Balance report, you must complete the following tasks:

- The accounting flexfield is designed to support the Level/ Degree structure. You must set up a segment value for each degree parent account that you want to report on. This segment value must only be used to retrieve and report the account description. The report must not reference the account to report any balance held against the account as a result of the account being defined as a summary account. These degree parent accounts must be flagged as Postable - No.

- The standard Portuguese chart of accounts must be used by all companies, comprising 8 classes of account, to form the Natural Account Flexfield Segment in Oracle General Ledger. It must be numeric and up to 8 digits in length.

- You must set up a year in an Oracle Financials calendar with the first period and the last two periods as adjusting periods.

Oracle Financials for Portugal

Report Parameters

Run the General Ledger Trial Balance reports from the Standard Report Submission window. Enter the following report parameters to specify the desired reporting options.

Detail Trial Balance Report Parameters

Period Name

Enter the last period for balances that you want to include in the report.

Account Range

Enter the Account Code range for balances that you want to include in the report.

To show all accounts with a value equal to or greater than the value that you entered, enter an Account Code From without entering an Account Code To

To show all accounts with a value equal to or less than the value that you entered and its corresponding child accounts until the chosen degree, enter an Account Code To without entering an Account Code From.

To include all valid accounts, do not enter an Account Code From or an Account Code To.

The pick list is restricted to the degree 1 accounts because degree 1 is the highest degree that appears in all reports.

Balancing Segment

Enter the balancing segment for balances you want to report on. If you leave this parameter blank, the report contains the aggregate balances for all balancing segments for all accounts.

Degree

Enter a value between 1 and 7. The value indicates the degree that you want to use to run the General Ledger Trial Balance report. The default is 7.

Note: The account degree is calculated by adding 1 to the corresponding parent account degree. Accounts with two digits are always accounts with degree 1 (the higher degree). Counting the number of digits to determine the degree cannot be used as a rule.

Summary Trial Balance Report Parameters

Period Name

Enter the last period for balances that you want to include in the report.

Account Range

Enter the Account Code range for balances that you want to include in the report.

To show all accounts with a value equal to or greater than the value that you entered, enter an Account Code From without entering an Account Code To.

To show all accounts with a value equal to or less than the value that you entered and its corresponding child accounts until the chosen degree, enter an Account Code To without entering an Account Code From.

To include all valid accounts, do not enter an Account Code From or an Account Code To.

The pick list is restricted to the degree 1 accounts because degree 1 is the highest degree that appears in all reports.

Balancing Segment

Enter the balancing segment for balances you want to report on. If you leave this parameter blank, the report contains the aggregate balances for all balancing segments for all accounts.

Begin Trial Balance Report Parameters

Period Name

Enter the last period for balances that you want to include in the report. The list of values is restricted to the first period of the calendar year.

Balancing Segment

Enter the balancing segment for balances you want to report on. If you leave this parameter blank, the report contains the aggregate balances for all balancing segments for all accounts.

Degree

Enter a value between 1 and 7. The value indicates the degree that you want to use to run the General Ledger Trial Balance report. Degree 1 indicates a summary report showing account codes of two digits. The default for this parameter is 7.

All levels of summarization are shown from the chosen degree upward. For example, a report has a degree of 2. The report includes a summary of degree 1.

Results Trial Balance Report Parameters

Period Name

The list of values is restricted to the second to last period in the calendar year.

Balancing Segment

Enter the balancing segment for balances that you want to report on. If you leave this parameter blank, the report contains the aggregate balances for all balancing segments for all accounts.

Degree

Enter a value between 1 and 7. The value indicates the degree that you want to use to run the General Ledger Trial Balance report. Degree 1 indicates a summary report showing account codes of two digits. The default for this parameter is 7.

All levels of summarization are shown from the chosen degree upward. For example, a report has a degree of 2. The report includes a summary of degree 1.

End Trial Balance Report Parameters

Period Name

Enter the last period for balances that you want to include in the report. The list of values is restricted to the last period of the calendar year.

Balancing Segment

Enter the balancing segment for balances you want to report on. If you leave this parameter blank, the report contains the aggregate balances for all balancing segments for all accounts.

Degree

Enter a value between 1 and 7. The value indicates the degree that you want to use to run the General Ledger Trial Balance report. Degree 1 indicates a summary report showing account codes of two digits. The default for this parameter is 7.

Note: The account degree is calculated by adding 1 to the corresponding parent account degree. Accounts with two digits are always accounts with degree 1 (the higher degree). Counting the number of digits to determine the degree cannot be used as a rule.

All levels of summarization are shown from the chosen degree upward. For example, a report has a degree of 2. The report includes a summary of degree 1.

Report Headings

In this heading…	Oracle General Ledger prints…
Set of Books Name	The name of the set of books.
Date	The date and time the report is run, in DD-Mon-YYYY format.
GL <type> Trial Balance	The report name.
Page	The page number for each page of the report.
Period	The accounting period that the report is run for.
Degree	The degree that the report is run for.
From Account	The Account Code From parameter that indicates the first account code that the report is run for.
To Account	The Account Code To parameter that indicates the last account code that the report is run for.
Balancing Segment	The Balancing Segment parameter that you entered.

Row Headings

In this row…	Oracle General Ledger prints…
Report Totals	The sum totals of values in the columns whose degree value equals the degree value that you requested in the report parameters. The report totals are totals of the degree that you selected.

Column Headings

In this column…	Oracle General Ledger prints…
Account	The accounting flexfield natural account segment value.
Description	The account description.
Period To Date - Debit / Credit	The total values for the specific account for the current report period. Debits and credits appear in separate subcolumns.
Previous Period - Debit / Credit	The actual balance of the specific accounts up to the end of the period before the period that you run the report for. Debits and credits appear in separate subcolumns.
Year To Date - Debit / Credit	The total value year-to-date for the specific account, including the period that you run the report for. Debits and credits appear in separate subcolumns.
Balance - Debit / Credit	The actual balance for the period for the specific account. Debits and credits appear in separate subcolumns.

The Diário Report

The Diário report is a journal book that lists all transactions posted to Oracle General Ledger for one or more journal categories for a specified range of dates.

The Diário report is produced in journal category, journal entry sequence number, and transaction document sequence number order.

```
Global Computers                                         GL Diario                                    Date: 28-
APR-97
                                                         (PTE)                                         Page: 1 / 1
JE Category From: AX Inventory
            To: WIP
    Date From: 01-APR-97
          To: 30-APR-97

Journal Category: Purchase Invoices                              Journal Sequence No.: 2000                Date:
04-APR-97

  Transaction                                    Account
  Seq. Name  Doc. No.  Description               No.       Description                        Dr             Cr
  ---------- --------- ------------------------- --------- ----------------------------- -------------- -------------
  NRAPINV    220       Invoice description for GL 148900   Dur from DHL Corp Stores       1.000.000$00
                                                 148901    Other Payables/Accruals                       1.000.000$00
  NRAPINV    220       Aircraft Spare Parts       148900   Dur from DHL Corp Stores       2.000.000$00
                                                 148901    Other Payables/Accruals                       2.000.000$00
  NRAPINV    220       Incestmensts - DHL         148900   Dur from DHL Corp Stores       3.000.000$00
                                                 148901    Other Payables/Accruals                       3.000.000$00
  NRAPINV    220       Invoice description for GL 148900   Dur from DHL Corp Stores       4.000.000$00
                                                 148901    Other Payables/Accruals                       4.000.000$00
  NRAPINV    220       Invoice description for GL 148900   Dur from DHL Corp Stores       5.000.000$00
                                                 148901    Other Payables/Accruals                       5.000.000$00
  NRAPINV    220       Invoice description for GL 148900   Dur from DHL Corp Stores       6.000.000$00
                                                 148901    Other Payables/Accruals                       6.000.000$00

                                                                                         -------------- -------------
                                                 Journal Sequence 2000 Total :           21.000.000$00 21.000.000$00


                                                                                         -------------- -------------
                                                 Journal Category Purchase Invoices Total : 21.000.000$00 21.000.000$00


                                                                                         -------------- -------------
                                                                      Report Total :      21.000.000$00 21.000.000$00
                                                                                         ============== =============

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

Oracle Financials for Portugal

Prerequisites

Before running the General Ledger Trial Balance report, you must complete the following tasks:

- You must use the standard Document Sequences functionality to populate the Journal Category No. column and the Transaction Document No. column in the Diário report. Otherwise, the values in the Journal Category No. column and the Transaction Document Number column are blank.

- For journals entered directly into the General Ledger, always enter a description for each journal entry. If you do not, the description is blank on the Diário Report. For sub-ledger transactions, such as accounts payable invoices, always enter the description or the description column in the report is blank.

- General Ledger Interface. For the Diário to contain the necessary level of detail, you must specify Detail posting. For example, in Oracle Payables, define system options and defaults, specify Audit for summary or detail posting, and specify No to Create Summary Journals.

  For each Journal Entry Source, you must set Import Journal Reference to *Yes* in the Define Journal Entry Sources window in Oracle General Ledger.

- Run the Diário report after all entries for the specific date range are posted to General Ledger. Run the Diário report from the Standard Report Submission window.

Report Parameters

Run the Diário report from the Standard Report Submission window. Enter the following report parameters to specify the desired reporting options.

JE Category Range

Enter the Journal Category range for the report.

The Journal Category From must not be greater than the Journal Category To. The Journal Category To must not be less than Journal Category From.

Date Range

Enter the Journal Effective Date range for the report.

The Date From must not be greater than Date To. The Date To must not be less than Date From.

Report Headings

In this heading…	Oracle General Ledger prints…
Set of Books Name	The name of the set of books.
Date	The date, in *dd-mmm-yyyy* format, that you run the report.
GL Diário	The report name.
Page:	The page number for each page of the report.
JE Category From	The value you entered in the Journal Category From parameter.
JE Category To	The value you entered in the Journal Category To parameter.

Oracle Financials for Portugal

In this heading…	Oracle General Ledger prints…
Date From	The beginning date, in *dd-mmm-yyyy* format, of a date range that indicates the information that is included in the report. You entered this date in the Date From parameter
Date To	The ending date, in *dd-mmm-yyyy* format, of a date range that indicates the information that is included in the report. You entered this date in the Date To parameter.

Row Headings

In this row…	Oracle General Ledger prints…
Journal Category	The category of the document line.
Journal Sequence No.	The journal entry sequence number.
Date	The effective date of the journal in General Ledger.
Category Total	The total of the values printed in the Dr and Cr columns for the current Category Sequence Number.
Report Total	The total of the values printed in the Dr and Cr columns for the entire report

Column Headings

In this column…	Oracle General Ledger prints…
Transaction Seq. Name	The Sequence Name assigned to the subledger category.
	If the reported document is a journal entered directly into General Ledger, the Sequence Name is set to spaces.
Doc. No.	The document sequence number assigned to the subledger document.
	If the reported document is a journal entered directly into General Ledger, the document sequence number is set to spaces.
Description	The journal entry description.
	If the reported document is a journal entered directly into General Ledger, the description is the Journal Entry Description.
	If the reported document is an invoice/credit memo/debit memo from Oracle Payables, the description is the invoice description. for any other accounts payable transaction, the description is the journal entry name.
	If the reported document is an Oracle Receivables transaction, then the description is the journal entry name
Account No.	The natural account code segment value of the accounting flexfield.
Description	The description of the natural account code segment value.
Dr	The debit value of the document line, or blank.
Cr	The credit value of the document line, or blank.

Periodic VAT Report

Use the Periodic VAT report to produce information to help you complete the statutory periodic (monthly and quarterly) VAT returns.

You can produce total taxable and tax amounts rounded to the nearest PTE for each of the boxes identified in the Periodic VAT report.

```
Global Computer Limited                          Periodic VAT Report              Report Date: 24-APR-97
                                                    CONTINENTE(PTE)                          Page: 1 / 1

Date From  :  01-APR-1997
      To   :  30-Apr-1997
 Box From  :  000
      To   :  999
 Location  :  CONTINENTE

       NIF :  774635464          Declarer's Name : GLOBAL COMPUTERS LIMITED
                                        Address : RUA CIDADE DE LIVERPOOL
                                                  No 16

                                           City : LISBOA
                                    Postal Code : 1170
                                Telephone Number: 7100070

Tax Office Code  3301
Tax Office Loc   LISBOA - 4


        Taxable Amount              Deduct-To Tax                 Clear-To Tax
       ----------------            --------------               --------------
       101 -  1.911.500$           102 -   28.045$              201 -  2.999$
       303 -  2.500.000$           103 -  314.005$              401 -  4.999$
                                   104 -  390.985$


               Total                       Total                        Total
       Taxable Amount               Deduct-To Tax                 Clear-To Tax
       ----------------            ---------------              --------------
       90 -  4.411.500$            91 -  733.035$               92 -  7.998$


                                  Tax To Pay      93 -

                                  Tax To Receive  94 -  725.037$


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

Prerequisites

To print the Periodic VAT report, you must perform the following steps:

- Define a complete list of payable and receivable tax names that identify all the tax categories required to complete the VAT Returns. For example, each tax name must distinguish among Continente, Madeira, and Açores; among each tax rate; between Payables and Receivables; and among purchases of goods, other purchases, sales of goods, other sales, etc.

(continued)

- For each tax name, you must identify a box identifier. The box identifier indicates where in each Tax Declaration report a transaction (and in particular the taxable and/or tax amount) appears. The box identifier is made up of five parts. Each part indicates the box number and report that the tax name is associated with. The box identifier also identifies if the taxable or the tax amount is shown in the associated box. Each box identifier is defined as a valid Quickcode before it is assigned to a tax name.

Tax Description	Periodic Taxable	Periodic Tax	Annual Total	Annual Taxable - 1	Annual Taxable - 2
Continente - Taxa Normal - Vendas - Existências	C003	C004	C151	C105	XXXX
Continente - Taxa Normal - Vendas - Outros	C003	C004	C151	C103	XXXX
Açores - Taxa Normal - Vendas - Existêencias	A003	A004	A151	A105	XXXX
Açores - Taxa Normal - Vendas - Outros	A003	A004	A151	A103	XXXX
Madeira - Taxa Normal - Vendas - Existências	M003	M004	M151	M105	XXXX
Madeira - Taxa Normal - Vendas - Outros	M003	M004	M151	M103	XXXX
Continente - Taxa Normal - Vendas - T I de bens	C007	XXXX	C151	C129	C111

An example of a Tax Name set up in the system is:

Tax Name: ST
Description: Standard Rate Tax
Tax Rate: 17
Category: C003-C004-C151-C105-XXXX

The character '-' is used as a separator between each box identifier for readability.

- Define all the necessary tax names so that each tax name is related to a particular box number.

- Ensure that the taxable amount for a tax name is related to only one box on the Periodic report.

- Ensure that the tax amount for a tax name is related to only one box on the Periodic report.

- Ensure that the box number shown on the report is a maximum of three digits.

- Ensure that only one of the three locations (Continente, Açores, or Madeira) are referenced on the tax report.

- Note that the tax reports cannot report for Periodic Report Section 4 - Box 4 and 5 - namely 'Actividades Imobiliárias' and 'Regime do iva nas Transacções Intracomunitárias'.

Report Parameters

Run the report from the Standard Report Submission window. Enter the following report parameters to specify the desired reporting options:

Date Range

Enter the earliest General Ledger Date that you want to use to select transactions from Oracle Receivables, Oracle Payables, and General Ledger for the report.

Enter the latest General Ledger Date you want to use to select the transactions from Oracle Receivables, Oracle Payables, and General Ledger for the report.

Box Range

In Box To, enter the smallest box number that you want to use to select the required tax names and the transactions from Oracle Payables, Oracle Receivables and General Ledger for the report. If you leave Box To blank, Box From does not appear and all boxes are selected.

In Box From, enter the largest box number that you want to use to select the required tax names and the transactions from Oracle Payables, Oracle Receivables and General Ledger for the report. If you enter a Box From, you must enter a Box To.

Location

Enter the letter that represents the location name that you want to run the report for. The default is C for Continente.

Options are:

- **C** - Continente
- **A** - Acores
- **M** - Madeira

Report Headings

In this heading…	Oracle General Ledger prints…
Date From	Date From parameter, in *dd-mmm-yyyy* format, that you selected.
To	Date To parameter, in *dd-mmm-yyyy* format, that you selected.
Box From	Box From parameter that you selected.
To	Box To parameter that you selected.
Location	Continente, Açores, or Madeira, depending on boxes reported.
NIF	Fiscal identification number.
Declarer's Name	Declarer's name.
Address	Address lines 1 to 3.
City	Address line 4.
Postal Code	Postal code.
Telephone number	Telephone number.
Tax Office Code	Tax office code.
Tax Office Location	Tax office location.

Column Headings

In this column…	Oracle General Ledger prints…
Taxable Amount Box Number	The box number for the taxable amount.
Taxable Amount	The total net value for the transactions that are posted with the tax name associated with the current box.
Deduct-To Tax Box Number	The box number for the tax amount paid, as defined in Define Tax Names.
Deduct-To Tax	The tax paid, which is the total tax amount for the payables transactions that are posted with the tax name associated with the current box. The Deduct-To Tax also includes transactions posted directly in General Ledger using the same tax name.
Clear-To Tax Box Number	The box number for the tax amount received as defined in Define Tax Names.
Clear-To Tax	The total tax amount for the receivables transactions that are posted with the tax name associated with the current box. The Clear-To Tax also includes transactions posted directly in General Ledger using the same tax name.

Report Totals

In this row...	Oracle General Ledger prints...
Total Taxable Amount	The sum of the taxable amount values.
Total Deduct-To Tax	The sum of the Deduct-To Tax.
Total Clear-To Tax	The sum of the Clear-To Tax.
Tax To Pay	The total Clear-To Tax minus the Total Deduct-To Tax, if the Total Clear-To Tax is greater than Total Deduct-To Tax. This row is blank otherwise,.
Tax To Receive	The Total Deduct-To Tax minus the Total Clear-To Tax if the Total Deduct-To Tax is greater than or equal to the Total Clear-To Tax. This row is blank otherwise.

Annual VAT Report

Use the Annual VAT report to complete the statutory Annual VAT return. You can produce total taxable amounts rounded to the nearest PTE for each of the boxes identified in the Annual VAT report.

```
GLOBAL COMPUTERS                          Annual VAT Report                     Report Date: 24-APR-97
                                           CONTINENTE(DEM)                              Page: 1 / 1

Fiscal Year: 1997
  Date From: 01-JAN-1997
         To: 31-DEC-1997
   Box From: 100
         To: 900
   Location: CONTINENTE

        NIF : 798345667          Declarer's Name : GLOBAL COMPUTERS
                                         Address : RUA CIDADE LIVERPOOL
   SIC Code : CIOO9                                No 16

                                            City : LISBOA
                                     Postal Code : 1160
                                 Telephone Number: 7100070

Tax Office Code : 3301
 Tax Office Loc : LISBOA 4


                              Taxable Amount
                              --------------------
                         102  -      100.100$

                         105  -    1.100.000$

                                 --------------
                 Total   151  -    1.200.100$


                         103  -  240.000.500$

                         106  -  490.000.500$

                                 --------------
                 Total   152  -  730.001.000$

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

Prerequisites

To print the Annual VAT report, you must perform the following steps:

- Define a complete list of Payables and Receivables tax names that identify all the categories of tax required to complete the VAT returns. For example, each tax name must distinguish among Continent, Madeira, and Acores; among each tax rate; between Payables and Receivables; and among purchases of goods, other purchases, sales of goods, other sales, etc.

- For each Tax Name, you must identify a box identifier. This box identifier indicates where a transaction, and in particular, the taxable and/or tax amount, appears in each Tax Declaration report. The box identifier is made up of five parts. Each part indicates the box number and report that the Tax Name is associated with. The box identifier also identifies if the taxable or the tax amount is shown in the associated box. Each box identifier must be defined as a valid Quickcode before you assign it to a tax name.

Tax Description	Periodic Taxable	Periodic Tax	Annual Total	Annual Taxable - 1	Annual Taxable - 2
Continente - Taxa Normal - Vendas - Existencias	C003	C004	C151	C105	XXXX
Continente - Taxa Normal - Vendas - Outros	C003	C004	C151	C103	XXXX
Acores - Taxa Normal - Vendas - Existencias	A003	A004	A151	A105	XXXX
Acores - Taxa Normal - Vendas - Outros	A003	A004	A151	A103	XXXX
Madeira - Taxa Normal - Vendas - Existencias	M003	M004	M151	M105	XXXX
Madeira - Taxa Normal - Vendas - Outros	M003	M004	M151	M103	XXXX
Continente - Taxa Normal - Vendas - T I de bens	C007	XXXX	C151	C129	C111

An example of a Tax Name set up in the system is:

Tax Name: ST
Description: Standard Rate Tax
Tax Rate: 17
Category: C003-C004-C151-C105-XXXX

The character '-' is used as a separator between each box identifier for readability.

- You must define all the necessary tax names such that each tax name can be related to a particular box number.

- Ensure that the box number in the report is a maximum of three digits.

- Ensure that only one of three locations is referenced in the tax report - namely Continente, Açores and Madeira.

Report Parameters

Run the Annual VAT report from the Standard Report Submission window. Enter the following report parameters to specify the desired reporting options.

Fiscal Year

Enter the year that you want to run the Annual VAT report for. This year defaults to the Date From and To parameters from the accounting calendar.

Date Range

Enter the beginning General Ledger Date that you want to use to select transactions from Receivables, Payables, and General Ledger.

Enter the ending General Ledger Date that you want to use to select transactions from Receivables, Payables, and General Ledger.

Box Range

Enter the beginning box number that you want to use to select the required tax names, and the transactions from Payables, Receivables and General Ledger.

Enter the ending box number that you want to use to select the required tax names, and the transactions from Payables, Receivables, and General Ledger.

Location

Enter the code for the location that you want to run the report for. The default is C for Continente.

Codes are:

- **C** - Continente
- **A** - Açores
- **M** - Madeira

Report Headings

In this heading…	Oracle General Ledger prints…
Fiscal Year	The fiscal year parameter, in *ccyy* format, that you selected.
Date From	Date From parameter, in *dd-mmm-yyyy* format, that you selected.
Date To	Date To parameter, in *dd-mmm-yyyy* format, that you selected.
Box From	Box From parameter that you selected.
Box To	Box To parameter that you selected.
Location	Continente, Açores, or Madeira, depending on boxes reported.
NIF	Fiscal identification number.
SIC Code	Standard Industry Classification code.
Declarer's Name	Declarer's name.
Address	Address lines 1 to 3.
City	Address line 4.
Postal Code	Postal code.
Telephone number	Telephone number.
Tax Office Code	Tax office code.
Tax Office Loc	Tax office location.

Column Details

In this heading…	Oracle General Ledger prints…
Taxable Amount - Box Number	The box number for the annual taxable amount as defined in Define Tax Names.
Taxable Amount	The taxable amount, which is the total value for the transactions that are posted with the tax name associated with the current box.

Report Totals

The report uses the third element of the box definition to determine which totals are made up from which Tax Names. See the Prerequisites for this report on page 45 for more information.

In this heading…	Oracle General Ledger prints…
Total box number	The total box number for the section.
Total taxable amount	The sum of the taxable amounts for the section

Oracle Payables

This chapter provides an overview to Oracle Payables for Portugal, including:

- Checks/Remittances

- Electronic Funds Transfer

- Vendor VAT Recapitulative Extract File

- Vendor VAT Recapitulative Report

- Payables Taxpayer ID Exception Report

- Bank Transfer Request Report

Report Prerequisites

Because reports obtain the company address from the location that is assigned to the reporting entity, you should complete these tasks before you use the reports in this chapter:

- Define a location
- Define a reporting entity and assign the location to the entity

Checks/Remittances

With check/remittance printing, you can print the standard Portuguese check. Each check has a remittance letter associated with it. The remittance letter details invoices paid by the check.

The check/remittance is printed as one document: the remittance is at the top of the document, and the check is at the bottom. If the number of invoices paid exceeds ten, the check is voided and the remittance printing continues on the next page. Invoices are sorted by invoice number.

```
Global Computers                                      ACME
Rua Cidade Liverpool                     Rua Cidada Manchester
No 16                                                 No 23
12343 Lisboa                                          14231 Lisboa
Portugal                                              Portugal




Lisboa, 02-JUN-1997

Exmº  Senhores,

Junto remetemos o nosso cheque nº 000090,  pela importância de  150$00,sobre o Portugal Nacionale, para liquidação das transacções
abaixo discriminadas.


Descrição                        Nº Documento      Data         Valor
_____              _____      _____     _____

Factura                          10002             28-APR-97    25$00
Factura                          10003             28-APR-97    20$00
Factura                          10004             28-APR-97    25$00
Factura                          10005             28-APR-97    15$00
Factura                          10006             28-APR-97    25$00
Factura                          10007             28-APR-97    30$00
Factura                          10008             28-APR-97    10$00

                                                   ------------
                                                   150$00
                                                   ============

                                                        PÁgina 1


Cheque nº 000090

Valor     150$00

Portugal Nacionale    ACME

                        Cento cinquenta escudos **********
Data de Recepção    /   /

Assinatura
```

Prerequisites

To run the check/remittance printing, you must perform the following tasks:

- For each vendor site, identify the pay site, address details, and payment method of Check.

- In Define Payment Formats, you must specify the Number of Invoices per Remittance (the maximum number of invoices is ten), and the name of the Format program.

- You must print the checks/remittances on continuous paper on a dot matrix printer.

Report Parameters

Use the AutoSelect window to submit your payment process to build payments for the check/remittance printing.

Run the Format Automatic Payments program to print checks and remittance letters in the format required for Portugal.

Remittance Letter Columns

When more than one page of invoices is printed, the Proposed Payment Amount is a cumulative payment amount for the invoices printed so far. Intervening checks are voided with the word NULO in the space allocated for the payee name. The spaces before and after NULO are filled with asterisks (*). All other fields on the check are filled with asterisks.

In this column…	Oracle Payables prints…
Invoice Description	The invoice description. If there is no invoice description, blank spaces are printed.
Invoice Number	Invoice number.
Invoice Date	Invoice date.
Payment Amount	Payment amount.

Check Headings

In this heading…	Oracle Payables prints…
Check Number	The check number.
Check Amount	The check amount.
City	The city where the check is issued.
Date	The check date.
Receiver's Name	The payee name.
Check Amount in Words	The check amount in words. Any trailing spaces are replaced with asterisks (*). If only one of the two lines is used, the second line contains asterisks.

Electronic Funds Transfer

Use Electronic Funds Transfer to pay suppliers with a payment file that you send to the company's bank. With Electronic Funds Transfer, you can do the following:

- Create EFT type payments

- Use a standardized EFT payment format to create EFT payments.

- Produce a listing of the contents of the EFT file for verification by the bank

- Print a remittance document to send to the supplier that shows the transactions to be paid.

```
                              EFT File Listing
         Date: 30-JUN-97



                                   File Name: PAY001



    PSC10000300001002017538018000000030061997DHL NO.1 ACCOUNT    0000000000000000
    PSC29900004420021112345678980375000000000ORACLE ADMIN A/C    0000000000000000
    PSC29900004420021112345678980275000000000ACME ADMIN A/C      0000000000000000
    PSC29900004420021112345678980175000000000DELTA NO.1 A/C      0000000000000000
    PSC29900004420021112345678980555000000000ORACLE ONE A/C      0000000000000000
    PSC99900000000000000000000004003750000000000000000000000000000000000000000000



                                  End of Report
```

```
Global Computers                               ACME
Rua Cidade Liverpool                    Rua Cidade Manchester
No 16                                          No 23
12345 Lisboa                                   23142 Lisboa
Portugal                                       Portugal



Lisboa, 02-JUN-1997

Exmos. Senhores,

Informamos que foi creditada a vossa conta 99123456789 do Portugal Nacionale pela importância de  975.000.500$45,para liquidação das
transacções abaixo discriminadas:


Descrição                    Nº Documento      Data               Valor
_____                  _____      ____               _____

Factura                      10002             28-APR-97            125.000$45
Factura                      10003             28-APR-97            125.000$00
Factura                      10004             28-APR-97            125.000$00
Factura                      10005             28-APR-97            125.500$00
Factura                      10006             28-APR-97            125.000$00
Factura                      10007             28-APR-97            125.000$00
Factura                      10008             28-APR-97            125.000$00

                                                                --------------
                                                                975.000.500$45
                                                                ==============
```

Prerequisites

To pay suppliers with EFT, you must perform the following tasks:

- Define the EFT payment format.

- Enter bank and payment details for all EFT Vendors in the Multiple Supplier Banks window.

- Define the bank where EFT payments are made from.

- Create the payment batch using AutoSelect.

- Generate the EFT payment file and remittance.

- Rename and transfer the EFT payment file from your operating system to the payment media. Oracle Payables stores the EFT payment file in your standard output directory. The format of the name for this file is a concatenation of your Oracle Payables login name, followed by a period and the Concurrent Manager request number for the Format Payments submission. Rename this file to a user-defined file name, for example: EFT971113. Finally, copy this file to the media.

- Print the EFT Listing from the Standard Report Submission window. Use the user-defined name of the EFT payment file that you transferred to the media.

See also
Oracle Payables User's Guide

- Define Operation Codes as PayGroups. To produce the payment file, enter the correct PayGroup (Operation Code) in the Payment AutoSelect window.

- Note that the EFT build program only includes invoices for vendors with a 2-digit pay group.

- Note that the generated EFT file is in ASCII format and suitable for transfer on tape, diskette, or modem.

Report Submission

Build payments for the EFT Extract file and remittance printing from the AutoSelect window.

Create the extract file and remittance from the Format Automatic Payments window.

Use the Standard Reports submission window to submit the EFT Listing report.

EFT Extract File

The EFT Extract file is an ASCII file. The types of records are:

- **Header** - Contains the identification of the declarer (one record) - Type PSC1

- **Detail** - Contains the transaction details - Type PSC2

- **Trailer** - Controls the detail records (one record) - Type PSC9

EFT Extract File - Header Layout

In this heading…	Oracle Payables prints….
1	The reference. It is always PSC.
2.	The record type. It is always 1.
3	The operation code, which equals the paygroup.
4.	The account situation. It is always 00.
5.	The payer's bank code.
6.	The payer's branch code.
7.	The payer's account number.
8.	The check digit.
9.	A filler. It is always 0000000.
10.	The processing date.
11.	The payer's account holder's name.
12.	A filler. It is always 0000000000000000.

EFT Extract File - Detail Layout

In this heading…	Oracle Payables prints….
1.	The reference. It is always PSC.
2.	The record type. It is always 2.
3.	The operation code.
4.	The account situation. It is always 00.
5.	The payee's bank code.
6.	The payee's branch code.
7.	The payee's account number.
8.	The check digit.
9.	The payment amount. It is a rounded value of the original payment amount. It is rounded to the nearest first decimal place.
10.	The account holder's name of the payee.

EFT Extract File - Trailer Layout

In this heading…	Oracle Payables prints….
1.	The reference. It is always PSC.
2.	The record type. It is always 9.
3.	The operation code.
4.	The account situation. It is always 00.
5.	The file processing status. It is always 0.
6.	A filler. It is always 00000000000.
7.	The total number of detail records. 9 numeric characters.
8.	The total value of detail records. 13 numeric characters (1 implied decimal place)
9.	A filler. It is always 38 zeros.

EFT File Listing - Parameters

Request the EFT File Listing from the standard report submission window.

Enter the following report parameters to specify the desired reporting options.

Batch Name

Enter a confirmed EFT batch from the list of values.

File Name

Enter a file name for the report.

EFT File Listing - Headings

In this heading…	Oracle Payables prints…
Set of Books Name	The set of books name.
Date	The date the report is run in *dd-mmm-yyyy* format.
EFT File Listing	The report name.
Page	The page number for each page of the report.
File Name	The user defined EFT file name.

EFT File Listing - Columns

In this heading…	Oracle Payables prints…
File contents	The contents of each of the 80-character records in the EFT file

Oracle Financials for Portugal

Remittance Headings

In this heading…	Oracle Payables prints…
Payer's Name	The payer's name.
Address	The payer's address.
Receiver's Name	The payee's name.
Address	The payee's address, as indicated by the supplier pay site.
City	The city where the remittance is issued.
Date	The issue date.
Payment Amount	The payment amount.
Bank Name	The bank name.

Remittance Column Details

If more than one page of invoices is printed, the Proposed Payment Amount is a cumulative payment amount for the invoices printed so far.

In this column…	Payables prints….
Invoice Description	The invoice description. If there is no description, the Invoice Description is blank.
Invoice Number	The invoice number.
Invoice Date	The invoice date.
Payment Amount	The payment amount.

Remittance Totals

In this column…	Payables prints….
Payment Amount	Sum of the payment amounts

Vendor VAT Recapitulative Extract File

Use the Vendor VAT Recapitulative Extract File to provide predefined information to fiscal authorities in an electronic file format. The file contains information about Portuguese third parties that transactions, inclusive of Value Added Tax, are made with for values greater than a specified amount.

The file only includes transactions posted through Payables. The file does not include transactions posted directly to General Ledger.

For information about producing the report in a paper format, see *Vendor VAT Extract Report* on page 69 of this guide.

Prerequisites

Before you run the Vendor VAT Recapitulative Extract file, you must complete the following tasks:

- You must enter the Taxpayer ID in the respective Vendor screens.

- You must enter declarer's Taxpayer ID and Tax Office details in the Locations and Reporting Entities windows.

- Only vendors where the country of the vendor's address is the same as the country defined in Financial Options - VAT Registration are selected. Define your country as Portugal.

- The file shows amounts in the functional currency of your set of books. Define your functional currency as Portuguese Escudos. This comes seeded as currency code PTE.

- The total value of selected transactions for each vendor is used when comparing with the value parameter. The total value must be greater than the parameter value.

- Note that Fiscal Identification Numbers that are not exactly nine digits long result in the vendor not being selected.

- Note that vendors with a vendor type of Employee, as supplied as a seeded Vendor Type with Oracle Payables, are not selected.

- Note that invoices with a tax name of EXEMPT or a tax name beginning with ND (non-deductible) are excluded from this file.

- Note that payments or prepayments are not selected.

- Note that the General Ledger Date is used when comparing with the date parameters.

Report Submission

Use the Standard Report Submission window to submit the Vendor VAT Recapitulative Extract File.

File Layout

The file is an ASCII file. The types of records are:

- **Header** - Contains the identification of the declarer and indication of the type of report that it refers to (vendors) (one record).

- **Detail** - It corresponds to each detail line of the report (*n* records).

- **Trailer** - Controls the detail records (one record).

Report Parameters

Run the Vendor VAT Recapitulative Extract file from the Standard
Report Submission window. Enter the following report parameters to
specify the desired reporting options:

Minimum Invoiced Amount

Only Vendors with total PTE transaction amounts (including VAT)
greater than the value that you enter are included in the extract file.

Fiscal Year

Enter the fiscal year for the report. The default value is from the Date
From and Date To parameters, using the start and end dates of the
calendar year.

Date Range

Enter the earliest date for transactions that you want to include in this
extract file.

Enter the latest date for transactions that you want to include in this
extract file.

First Declaration Type

Enter the first declaration type for this report. Options are:

- Yes (default)
- No

Header Columns

In this heading…	Oracle Payables prints…
000000	The value 000000.
Declarer's Fiscal Identification Number	The taxpayer ID from Oracle Payables.
Vendor (F)	The text F (Fornecedor).
Fiscal Year	The fiscal year, in *CCYY* format, for when the file is produced.
1 or 2	1 If this is the first time the file is produced. 2 If this is a substitution file.
V or F	V There are no detail records in the file. F There are detail records in the file.
Date	The date the file is created, in *dd-mm-yyyy* format.
Tax Office Number	Tax office number, *nnnn.*

Column Headings

In this heading…	Oracle Payables prints…
Page Number	Beginning at one, the page number is incremented by 1 for each 60 detail records in the file.
Line Number	Beginning at one, the line number is incremented by 1 for each detail record. The line number is reset to 1 for each new page number.
Vendor's Fiscal Number	The Vendor's Fiscal Identification Number.
Sum of the net invoiced amounts	The sum of the net invoiced amounts for the current vendor (in thousands of PTE and rounded to the nearest thousand PTE).
Detail Spaces	12 spaces.

Trailer Columns

In this heading…	Oracle Payables prints…
999999	The literal 999999.
Declarer's Fiscal Identification Number	The Tax Payer ID from Oracle Payables.
Sum of the net amounts of the lines	The sum of the net amounts of the Detail lines (in thousands of PTE).
Number of detail records being send	The total number of detail records in the file.

Vendor VAT Recapitulative Report

Use the Vendor VAT Recapitulative Report to provide necessary information to fiscal authorities in a paper format. The report contains information about Portuguese third parties that transactions are made with for values greater than a specified amount.

The report only includes transactions posted through Oracle Payables. It does not include transactions posted directly to General Ledger.

For information on producing the report in an electronic file format, see *Vendor VAT Extract File* on page 64 in this guide.

```
                              Mapa Recapitulativo de Fornecedores
                                        Folha de Rosto


  _Ano Fiscal_ : 1997:                           Data de Emissão:    18-APR-97
  Número de Identificação Fiscal: 779999999       Tipo de Declaração:  Primeira
                                                   Nº de Folhas de Continuação 1

  Concelho/Bairro Fiscal da R.F.: LISBOA
  Número da R.F.:   1234
  Código da R.F.:     21

  Identificação do Sujeito Passivo
  Global Computers
  Rua Cidade de Liverpool
  No 16
  14231 Lisboa


  Número de Fornecedores Incluídos : 10
```

```
                    Mapa Recapitulativo de Fornecedores          Página 1
                             Folha de Continuação

  Ano Fiscal: 1997

  Número de Identificação Fiscal: 779999999

      N.I.F.          Total Contos
    ---------        ------------
    123456783          436.970
    133416779          536.090
    143656587          732.350
    000000123          556.600
    011234596          900.000
    123456683          436.970
    133416579          536.090
    143656387          732.350
    000900123          556.600
    011244596          900.000


                     -----------
  Total da Página: Contos  1.705.410

                     -----------
  Total do Mapa: Contos    1.705.410
                     ===========

                              Fim do Mapa
```

Prerequisites

Before you run the Vendor VAT Recapitulative Report, you must complete the following tasks:

- Enter the Taxpayer ID in the respective Vendor screens.

- Enter declarer's Taxpayer ID and Tax Office details in the Locations and Reporting Entities screens.

- The total value of selected transactions for each vendor is used when comparing with the value parameter. The total value must be greater than the parameter value.

- Only vendors where the country of the vendor's address is the same as the country defined in Financial Options - VAT Registration are selected. Define your country as Portugal.

- The file shows amounts in the functional currency of your set of books. Define your functional currency as Portuguese Escudos. This comes seeded as currency code PTE.

- Note that Fiscal Identification Numbers that are not exactly nine digits long result in the vendor not being selected.

- Note that vendors with a vendor type of employee, as supplied as a seeded Vendor Type with Oracle Payables, are not selected.

- Note that invoices with a tax name of EXEMPT or a tax name beginning with ND (non-deductible) are excluded from this file.

- Note that payments or prepayments are not selected.

- Note that the General Ledger Date is used when comparing with the date parameters.

Report Parameters

Run the Vendor VAT Recapitulative report from the Standard Report submission window. Enter the following parameters to specify the desired reporting options.

Minimum Invoiced Amount

Only Vendors with total PTE transaction amounts (including VAT) greater than this value are included in the report.

Fiscal Year

Enter the Fiscal Year relating to the report contents. The year defaults the values for Date From and To using the start and end dates of the calendar year.

Date Range

Enter the earliest date for transactions that you want to include in the report.

Enter the latest date for transactions that you want to include in the report.

First Declaration Type

Enter the first declaration type for this report. Options are:

- Yes (default)
- No

Header Page Headings

In this heading…	Oracle Payables prints…
Reporting Date	The current date in the format *dd-mon-yyyy* format.
Declarer's Fiscal Identification Number	The declarer's fiscal identification number.
Declaration Type	The declaration type.
Number of Detail Pages	The total number of detail pages included in the report.
Tax Office Location	The tax office location.
Tax Office Number	The tax office number.
Tax Office Code	The tax office code.
Name	The declarer's name.
Address Line 1 to 4	The declarer's address.
Telephone Number	The declarer's telephone number.
Fiscal Reporting Year	The fiscal year parameter.
Number of reported vendors in the period	The total number of vendors selected according to the parameter values that you entered.

Detail Page Headings

In this heading…	Oracle Payables prints…
Fiscal Reporting Year	The fiscal year parameter
Declarer's NIF	The declarer's fiscal identification number.
Page Number	The page number.
Vendor's Fiscal Number	The vendor's fiscal identification number
Sum of the net invoiced amounts	The sum of the invoiced amounts for the current vendor (in thousands of PTE).

Report Totals

In this heading…	Oracle Payables prints…
Page Total (Report Total)	The sum of the net amounts of the lines (in thousands of PTE- contos). Page totals do not include brought forward values. Report totals are a recalculation based on all detail lines in the report.

Payables Taxpayer ID Exception Report

Use the Payables Taxpayer ID Exception report to list any vendors who do not have a taxpayer ID.

```
                        Payables Taxpayer Id Exception Report                              Page: 1 / 1
                                                                                          Date: 30-JUN-1997
Vendor Name                                               Vendor No
-------------------------------------------------         -------------------------
ACME Limited                                              23
Global Computers                                          8900




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

Report Submission

Run the Payables Taxpayer ID Exception report from the Standard Report Submission window.

Oracle Financials for Portugal

Bank Transfer Request Report

Use the Bank Transfer Request report to print a list of bank transfers in a generic format recognized by most Portuguese banks.

```
Portuguese Book                      Bank Transfer Request              Report Date: 01-JUN-1997
                                                                                   Page: 1 of 1

    Bank Name: BARCLAYS BANK PLC              Branch Name: LISBON BRANCH
    Payer Name: DHL Portugal                          NIB: 12345678967543212 3456
                                            Transfer Date: 01-JUN-1997


    Seq Supplier Bank  Supplier Branch                                                  Transfer
    Num Name           Name             NIB                   Account Holder Name         Amount
    ---- ------------- --------------- --------------------- ----------------------- -----------------
      1 City Bank      San Francisco   00345678924345678908  Oracle Corp.             1.000.000.000$00
      2 City Bank      New York        00997654328787665 4767 Supplier A                123.456.789$00

                                                        Number of Documents Sum Transfer Amount
                                                        ------------------- -------------------
                                            Subtotal for This Page        2     1.123.456.789$00
                                                        =================== ===================
                                            Grand Total for Report        2     1.123.456.789$00
```

Prerequisites

- Define a payment format with a method of wire with appropriate Build and Format programs.

- Define a document category for Wire.

- Define the document sequence and assign the document sequence to the Wire category.

See also
Document Sequences, *Oracle Payables User's Guide*

- Define appropriate banks for company and vendors and include appropriate document format for wire payment.

- Process payment batches through Autoselect.

- Define the country in Financial Options - VAT Registration as Portugal.

Report Submission

Run the bank transfer requests when formatting automatic payments.

Report Headings

In this heading…	Oracle Payables prints…
Bank Name	The remitting bank name.
Branch Name	The remitting branch name.
Payer Name	The account holder's name.
NIB	The bank code, branch code, account code, and check digit.
Transfer Date	The system date.

Report Detail

In this heading…	Oracle Payables prints…
Seq Num	The line sequence number.
Supplier Bank Name	The supplier's bank name.
Supplier Branch Name	The supplier's branch name.
NIB	The supplier bank code, branch code, account code, and check digit.
Account Holder Name	The supplier's bank account name.
Transfer Amount	The amount to be transferred.

Report Totals

In this heading…	Oracle Payables prints…
Number of Documents	The number of transfers for the payment batch.
Sum Transfer Amount	The total amount transferred in the payment batch.

Oracle Financials for Portugal

CHAPTER

Oracle Receivables

This chapter provides an overview to Oracle Receivables for Portugal, including:

- Direct Debit

- Customer VAT Recapitulative Extract File

- Customer VAT Recapitulative Report

- Receivables Taxpayer ID Exception Report

- Receipt Acknowledgment

Report Prerequisites

Because reports obtain the company address from the location that is assigned to the reporting entity, you should complete these tasks before you use the reports in this chapter:

• Define a location

• Define a reporting entity and assign the location to the entity

Direct Debit

Use Direct Debit to electronically transfer funds between Oracle Receivables and the bank for direct debits.

With Direct Debit, you produce the following:

- A file of receipt information. The bank uses receipt information to process direct debit transactions between the bank account of the company and the bank account of each customer.

- A listing of all the records in the electronic file, that the bank uses to confirm the contents of the file.

- A letter for all direct debit customers listing invoices paid by direct debit.

Prerequisites

To successfully complete the direct debit process, you must perform these tasks:

- Set the system profile option Print Direct Debit Receipt Letter to *Y* or *N*. You may decide to set the option to *N* if you use receipt acknowledgments and do not want to send direct debit letters.

- Create automatic receipts.

- Approve automatic receipts.

- Format automatic receipts (create direct debit letter).

- Confirm automatic receipts(depending on receipt class).

- Create remittances.

- Approve remittances.

- Confirm remittances (creates direct debit file, which is transferred to another media).

(continued)

- Rename and transfer the Direct Debit file from your operating system onto the media. Oracle Receivables stores the Direct Debit file in your standard output directory. The format of the name for this file is a concatenation of your Oracle Receivables login name, followed by a period and the Concurrent Manager request number for the Confirm Remittances submission. Rename this file to a user-defined file name, for example: DD971113. Finally, copy this file to the media.

- Print the Direct Debit File Listing from standard report submission using the user-defined name of the Direct Debit file which was transferred onto the media.

Direct Debit Letters

Use the Direct Debit Letter to show the transactions to be paid by the customer by the transfer transaction generated in the direct debit file.

The letters are only printed if the Print Direct Debit Receipt Letter: Y/N profile option is set to Y.

```
ACME
Rua Cidade de Liverpool
No 16
12345 Lisboa
Portugal
                                        Global Computers
                                        Rua Cidade de Manchester
                                        No 23
                                        24351 Lisboa
                                        Portugal


Lisboa, 23-Jun-97

Exmos  Senhores,

Informamos que foi debitada a vossa conta 002011894501 do Portuguese Customer Bank
 pela importância de  4.000$00,para liquidação das transacções abaixo discriminadas:


Descrição                    Nº Documento      Data       Valor
_____          _____      ____       _____

Customer Invoice             1488              23-Jun-97           4.000$00

                                                           ------------
                                    Total                     4.000$00
                                                           ============

                                                           Pagina    1
```

Direct Debit Letter - Columns

If more than one page of invoices is printed, the Transfer Amount is a cumulative transfer amount for the invoices printed so far.

In this column…	Oracle Receivables prints…
Invoice Description	The transaction type description.
Invoice Number	The invoice number.
Invoice Date	The invoice date.
Transfer Amount	The transfer amount.

Direct Debit Letter - Totals

In this total…	Oracle Receivables prints…
Transfer Amount	Sum of the Transfer amounts

Direct Debit File

The Direct Debit file is an ASCII file. The record types are:

- **Header** - Contains the identification of the declarer (one record) - Type PSC1.

- **Detail** - Contains the transaction details - Type PSC2.

- **Trailer** - Controls the detail records (one record) - Type PSC9.

Direct Debit File - Parameters

Run the Direct Debit file as part of the Oracle Receivables process Payments - Format Automatic Remittances.

Direct Debit File - Header Layout

In this heading…	Oracle Receivables prints…
Reference	PSC.
Record Type	1.
Operation Code	The operation code.
Account Situation	00.
Bank Code	The payee's bank code.
Branch Code	The payee's branch code.
Account Number	The payee's account number.
Check Digit	The check digit.
Filler	0000000.
Processing Date	The processing date.
Account Holder's Name	The account name of payee.
Filler	0000000000000000.

Oracle Financials for Portugal

Direct Debit File - Detail Layout

In this heading…	Oracle Receivables prints…
Reference	PSC.
Record Type	2.
Operation Code	The operation code.
Account Situation	00.
Bank Code	The payer's bank code.
Branch Code	The payer's branch code.
Account Number	The payer's account number.
Check Digit	The check digit.
Amount	The payment amount, which is a rounded value of the original payment amount. The amount is rounded to the nearest 0.1 PTE.
Account Holder's Name	The account name of the payer.
Filler	0000000000000000.

Direct Debit File - Trailer Layout

In this heading…	Oracle Receivables prints…
Reference	PSC.
Record Type	9.
Operation Code	The operation code.
Account Situation	00.
File Processing Status	0.
Filler	00000000000.
Total Records	The total number of detail records. 9 numeric characters.
Total Amount	Total Value of Detail Records. 13 numeric characters (1 implied decimal places)
Filler	00000000000000000000000000000000000.

Direct Debit File Listing

The Direct Debit File Listing is a list of all the records in the Direct Debit file. Each record is 80 characters.

```
                                                          Date: 30-JUN-97
                                Direct Debit File Listing


                                   Filename: DD001


        PSC16400004000020003017538029000000000021061997COMPANY REMITTANCE B0000000000000000
        PSC26400005000090020189450199000000000040000      Customer A Bank0000000000000000
        PSC9640000000000000000000000010000000004000000000000000000000000000000000000000000




                                   End of Report
```

Direct Debit File Listing - Parameters

Run the Direct Debit File Listing from the Standard Report Submission window. Enter the following report parameters to specify the desired reporting options.

Batch Name

Enter the direct debit batch that you want to confirm.

File Name

Enter a file name for the report.

Customer VAT Recapitulative Extract File

Use the Customer VAT Recapitulative Extract File to provide predefined information to fiscal authorities in an electronic file format. The file contains information about Portuguese third parties that transactions, inclusive of Value Added Tax, are made with for values greater than a specified amount.

The file only includes transactions posted through Oracle Receivables. It does not include transactions posted directly to General Ledger.

For information on producing the report in a paper format, see *Customer VAT Recapitulative Report* on page 89 in this guide.

Prerequisites

Before you run the Customer VAT Recapitulative Extract file, you must perform the following tasks:

- Enter the taxpayer ID in the respective customer windows.

- Enter the declarer's taxpayer ID in the Reporting Entities window.

- Enter the tax office details in the Reporting Entities window.

- Ensure that taxpayer IDs are exactly 9 digits long. The customer is not selected otherwise.

- Define the country as Portugal. Only Customers where the country of the address is the same as the country defined in System Options - Miscellaneous Options are selected.

- The File shows amounts in the functional currency of your set of books. Define your functional currency as Portuguese Escudos. This comes seeded as currency code PTE.

- The total value of selected transactions for each customer is compared to the value parameter. The total value must be greater than the parameter value.

- Note that invoices with a tax name of EXEMPT or a tax name beginning with ND (non-deductible) are excluded from this file.

(continued)

- Note that receipts and commitments are not selected.

- Note that the General Ledger Date is compared to the date parameters. However, if item Post to G/L in Transaction Types is set to No and the General Ledger Date is blank, the Invoice Date is compared to the date parameters.

File Layout

The Customer VAT Recapitulative Extract file is an ASCII file. The types of records are:

- **Header** - Contains the identification of the declarer and an indication of the report type that it refers to (Customers) (one record).

- **Detail** - Contains detail that corresponds to each detail line of the report (*n* records).

- **Trailer** - Controls the detail records (one record).

Report Parameters

Run the Customer VAT Recapitulative Extract from the Standard Report window. Enter the following report parameters to specify the desired reporting options:

Minimum Invoiced Amount

Only Customers with total PTE transaction amounts (including VAT) greater than this value are included within the extract.

Fiscal Year

Enter the fiscal year for the report. The default value is from the Date Range of the accounting calendar.

Date Range

Enter the earliest date for transactions that you want to include in the file.

Enter the latest date for transactions that you want to include in the file.

First Declaration Type

Enter the first declaration type for this report. Options are:

- Yes (default)
- No

Header Columns

In this heading…	Oracle Receivables prints…
000000	000000
Declarer's Fiscal Identification Number	The tax payer ID reporting entities.
Customer(C)	C.
Fiscal Year	The fiscal year, in *CCYY* format, for when the file is created.
1 or 2	1 If this is the first declaration. 2 If this is a substitute declaration.
V or F	V There are no detail records. F There are detail records.
Date	The date the file is created, in *dd-mm-yyyy* format.
Tax Office Number	Tax office number, *nnnn*.

Column Headings

In this heading…	Oracle Receivables prints…
Page Number	Beginning at one, the page number is incremented by 1 for each 60 detail records in the file.
Line Number	Beginning at one, the line number is incremented by 1 for each detail record. The line number is reset to 1 for each new page number.
Customer's Fiscal Number	The customer's taxpayer ID.
Sum of the net invoiced amounts	The sum of the net invoiced amounts for the current customer(in thousands of PTE and rounded to the nearest thousand PTE).
Detail Spaces	12 spaces.

Trailer Columns

In this heading…	Oracle Receivables prints…
999999	999999.
Declarer's Fiscal Identification Number	The taxpayer ID reporting entities
Sum of the net amounts of the lines	The sum of the net amounts of the detail lines (in thousands of PTE).
Number of detail records being send	The total number of detail records in the file.

Customer VAT Recapitulative Report

Use the Customer VAT Recapitulative report to provide predefined information to fiscal authorities in a paper format. The report contains information about Portuguese third parties that transactions, inclusive of Value Added Tax, are made with for values greater than a specified amount.

The report only includes transactions posted through Oracle Receivables. It does not include transactions posted directly to General Ledger.

For information on producing the report in an electronic file format, see *Customer VAT Recapitulative Extract File* on page 85 of this guide.

```
                    Mapa Recapitulativo de Clientes
                            Folha de Rosto

 Ano Fiscal : 1997:                           Data de Emissão:      18-APR-97
 Número de Identificação Fiscal: 779999999        Tipo de Declaração: Primeira
                                                  Nº de Folhas de Continuação 1


 Concelho/Bairro Fiscal da R.F.: LISBOA
 Número da R.F.:     1234
 Código da R.F.:       21


 Identificação do Sujeito Passivo
 Global Computers
 Rua Cidade de Liverpool
 No 16
 14231 Lisboa



 Número de Clientes Incluídos : 10
```

```
                    Mapa Recapitulativo de Clientes              Página 1
                            Folha de Continuação


 Ano Fiscal:  1997

 Número de Identificação Fiscal:  779999999

    N.I.F.            Total Contos
  ---------          ------------
   123456783            436.970
   133416779            536.090
   143656587            732.350
   000000123            556.600
   011234596            900.000
   123456683            436.970
   133416579            536.090
   143656387            732.350
   000900123            556.600
   011244596            900.000


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 Total da Página: Contos   1.705.410

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 Total do Mapa: Contos     1.705.410
                     ===========

                              Fim do Mapa
```

Prerequisites

Before you run the Customer VAT Recapitulative report, you must complete the following tasks:

- Enter the taxpayer ID in the respective customer windows.

- Enter the declarer's taxpayer ID in the Reporting Entities window.

- Enter the tax office details in the Reporting Entities window.

- Ensure that taxpayer IDs are exactly 9 digits long. Otherwise, the customer is not selected.

- Define the country as Portugal. Only Customers where the country of the address is the same as the country defined in System Options - Miscellaneous Options are selected.

- The File shows amounts in the functional currency of your set of books. Define your functional currency as Portuguese Escudos. This comes seeded as currency code PTE.

- Note that invoices with a tax name of EXEMPT or a tax name beginning with ND (non-deductible) are excluded from this file.

- Note that receipts and commitments are not selected.

- Note that the General Ledger Date is compared to the date parameters. However, if item Post to G/L in Transaction Types is set to No and the General Ledger Date is blank, the Invoice Date is compared to the date parameters.

- The total value of selected transactions for each customer is compared to the value parameter. The total value must be greater than the parameter value.

Report Parameters

Run the Customer VAT Recapitulative report from the Standard Report Submission window. Enter the following parameters to specify the desired reporting options.

Minimum Invoiced Amount

Only Customers with total PTE transaction amounts (including VAT) greater than this value are included within the report.

Fiscal Year

Enter the fiscal year relating to the report contents. The fiscal year defaults the date range values from the accounting calendar.

Date Range

Enter the earliest date for the transactions that you want to include in the report.

Enter the latest date for the transactions that you want to include in the report.

First Declaration Type

Enter the first declaration type for the report. Options are:

- Yes (default)
- No

Report Headings

In this heading…	Oracle Receivables prints…
Declarer's Fiscal Identification Number	The declarer's fiscal identification number.
Tax Office Location	The tax office location.
Tax Office Number	The tax office number.
Tax Office Code	The tax office code.
Declaration Type	The declaration type.
Number of Detail Pages	The total number of detail pages in the report.
Name	The declarer's name.
Address Line 1 to 4	The declarer's address.
Telephone Number	The declarer's telephone number.
Fiscal Reporting Year	The fiscal year parameter.
Number of reported Customers in the period	The total number of customers selected according to the parameter values.
Reporting Date	The current date in *dd-mon-yyyy* format.

Report Details

In this heading…	Oracle Receivables prints…
Fiscal Reporting Year	The fiscal year parameter.
Declarer's FIN	The declarer's fiscal identification number.
Page Number	The page number.
Vendor's Fiscal Number	The customer's fiscal identification number.
Sum of the net invoiced amounts	The sum of the invoiced amounts for the current customer(in thousands of PTE).

Totals

In this total…	Oracle Receivables prints…
Page Total (Report Total)	The sum of the net amounts of the lines (in thousands of PTE- contos). Page totals do not include brought forward values. Report totals are a recalculation based on all detail lines in the report.

Receivables Taxpayer ID Exception Report

Use the Receivables Taxpayer ID Exception report to produce a list of all customers without a taxpayer ID.

```
                      Receivables Taxpayer Id Exception Report          Page 1 / 1
                                                                        Date: 30-JUN-1997

Customer Name                                           Customer No
-------------------------------------------------       ------------------------
ACME                                                    23
Global Computers                                        8900




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

Report Submission

Run the Receivables Taxpayer ID Exception report from the Standard Report Submission window.

Oracle Financials for Portugal

Receipt Acknowledgment

Use the Receipt Acknowledgment to produce a document that confirms the receipt of any payment made by a customer. Oracle Receivables produces a separate Receipt Acknowledgment for each receipt currency.

You can produce:

- A Receipt Acknowledgment on request.

- A copy Receipt Acknowledgment.

In Release 11, you can match a receipt in a different currency to the invoice it is applied to when you manually enter a receipt.

```
Global Computers                    ACME                                      Página 1/1
Rua Cidade de Liverpool             Rua Cidade de Manchester
No 16                               No 23                                     RECIBO Nº: 123456
12345 Lisboa                        14235 Lisboa
Portugal                            Portugal                                  Data: 31-Dec-1997
Telefone:   352 1 412 12 34
Fax:        351 1 412 12 35           V/Nº Contribuinte:  1234567878


Nº              Nº                                              Documento        Recibido
Recebimeneto    Documento   Data     Descrição                 Valor   Div      Valor    Div
------------    ---------   ---------  ----------------------------------- --------  ---   --------  ---
       11221     9700089    31-Dec-96  Regular Invoice           1.308$00 PTE     1.308$00  PTE
       11221     9700101    10-Jan-97  Regular Invoice             500.00 DEM     1.206$00  PTE
                                                                                 --------
                            Total (Receipt 11221)                               2.514$00  PTE
                                                                                 --------

   11226        9700096     01-Dec-96  Regular Invoice           2.486$00 PTE     2.486$00  PTE
                                                                                 --------
                            Total (Receipt 11226)                               2.486$00  PTE
                                                                                 --------


   ___                                ____                                        ---------
   Total                                                                          5.000$00  PTE
                                                                                 ---------
```

Prerequisites

Before you run receipt acknowledgments, you must complete the following tasks:

- Define appropriate receipt classes.

- Define the Receipt Acknowledgment Document Category.

- Define appropriate Document Sequence and then assign the sequence to the document category. (NB Document Sequencing must be in place from the start. You can have more than one category for Receipt Acknowledgments).

- For a customer bill-to site, you must set the receipt acknowledgment checkbox to *Yes*.

- Set up company address details, including tax office, location and number in location, and reporting entities.

- You must clear receipts before you can produce a receipt acknowledgment.

- The Receipt Acknowledgment Number is stored against the actual receipt. You must query the receipts to enter the correct Receipt Acknowledgment Number when you select the Reprint parameter options (such as acknowledgment from and to numbers).

- Create the appropriate receipt classes, such as one manual and one automatic class for clearing receipts.

Report Parameters

Run the Receipt Acknowledgment from the Standard Report Submission window. Enter the following report parameters to specify the desired reporting options.

Reprint

Enter *Yes* or *No*. If Reprint is set to *Yes*, you must also enter a Receipt Acknowledgment From and To Number. The report runs, but an error log is produced otherwise.

If Reprint is *No*, an error log is produced if values are entered into the From/To Acknowledgment Number parameters.

Acknowledgment Number Range

If Reprint is set to *Yes*, enter a From Acknowledgment Number.

If Reprint is set to *Yes*, enter a To Acknowledgment Number, which must be equal to or greater than the From Acknowledgment Number.

Customer Range

Enter the name of a customer. The From value must not be greater than the To Customer.

Enter the name of a customer. The To value must not be less than the From Customer.

If both From and To are blank, the report contains all customers.

Date Range

Enter the earliest receipt date for information that you want to include in the report. The From Date must not be greater than the To Date.

Enter the latest receipt date for information that you want to include in the report. The To Date must not be less than From Date.

The dates available on the quick pick are for cleared receipts only.

If both From and To dates are blank, all dates are selected.

Receipt Acknowledgment Header

In this heading…	Oracle Receivables prints…
Name of Receiver	The receiver's company name.
Receiver Address	The receiver's address.
Receiver's Telephone No	The receiver's telephone number.
Receiver's Fax No	The receiver's fax number.
Taxpayer Id	The receiver's taxpayer ID.
Customer Name	The payer's name.
Customer Address	The payer's address.
Customer Taxpayer Id	The customer's taxpayer ID.
Page Number	The page number.
Receipt Acknowledgment Number	The receipt acknowledgment number.
Date	The system date.

Oracle Financials for Portugal

Receipt Acknowledgment Detail

In this heading…	Oracle Receivables prints…
Receipt Number	The receipt number that you entered.
Document Number	The invoices matched to the customer payment received.
Date	The date of the invoice matched to the payment received.
Description	The transaction type description.
Document Value	The invoice amount matched to the payment received.
Currency	The currency code of the invoice.
Receipt Value	The value of the payment received.
Currency	The currency code of the receipt.

Totals

In this heading…	Oracle Receivables prints…
Receipt Total	The total amount of the payment received.
Receipt Acknowledgment Total	The total value of the receipt acknowledgment, followed by the currency code of the receipt.
Receipt Total	The receipt total in words.

Oracle Financials for Portugal

Index

We Appreciate Your Comments

Reader's Comment Form - A57596-01

Oracle Corporation welcomes your comments about this manual's quality and usefulness. Your feedback is an important part of our revision process.

- Did you find any errors?

- Is the information presented clearly?

- Are the examples correct? Do you need more examples?

- What features did you like?

If you found any errors or have any other suggestions for improvement, please write the topic, chapter, and page number below:

_____

_____

_____

_____

_____

_____

Please send your comments to:

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