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Preface


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

- Overview and reference information
- Specific tasks that you can accomplish with Oracle Financials for Switzerland
- How to use Oracle Financials for Switzerland windows
- Oracle Financials for Switzerland programs, reports, and listings
- Oracle Financials for Switzerland 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 Switzerland.
About this Country-Specific User's Guide

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

- Chapter 1 describes how to set up Oracle Financials for Switzerland.
- Chapter 2 describes how VAT in Oracle Receivables organizes all VAT amounts due to tax authorities in any given period.
- Chapter 3 describes how VAT in Oracle Payables keeps track of all VAT amounts paid in a given period in order to deduct them from the VAT amount owed to tax authorities for the same period.
- Chapter 4 describes how you can electronically pay supplier invoices with DTA.
- Chapter 5 describes how you can use SAD to pay Swiss Franc invoices through a PTT account to suppliers in Switzerland.

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

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 Switzerland 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 Switzerland.

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 Switzerland. The manual details additional steps and setup considerations for implementing Oracle Financials for Switzerland 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 Switzerland 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 Switzerland 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.
This chapter explains how to set up Oracle Financials for Switzerland.
Setting up Receivables

This section explains how to set up Oracle Receivables for Switzerland. You must do the following:

- Define tax codes
- Enter invoice reason codes
- Enter credit memo reason codes
- Enter system options

Defining Tax Codes

Use the Define Tax Codes and Rates window to enter and maintain tax codes and their associated tax rates.
To define tax codes:

1. Using an AR responsibility choose:
   
   Setup > Tax > Codes

2. Define these tax codes:

<table>
<thead>
<tr>
<th>Tax Code</th>
<th>Tax Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 00.00/3</td>
<td>0%</td>
</tr>
<tr>
<td>M 02.00/1</td>
<td>2%</td>
</tr>
<tr>
<td>M 06.50/2</td>
<td>6.5%</td>
</tr>
</tbody>
</table>

**Code Definition (Example)**

Position 1  Fix  M  Material/ Services
Position 2-6 Free  xxxxx Definition is free. For example, tax rate
Position 7  Fix  /
Position 8  Fix  1-3  Column in the report
Entering Invoice Reason Codes

Use the Define Receivables QuickCodes window to enter the invoice reason codes for the VAT report.

1. Using an AR responsibility choose Setup > System > QuickCodes > Receivables. Query up Type INVOICING_REASON and enter the following Quick Codes. These Quick Codes must exactly match the name of the Tax Codes.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M00.00/3</td>
<td>VAT 0%</td>
</tr>
<tr>
<td>M02.00/1</td>
<td>VAT 2%</td>
</tr>
<tr>
<td>M06.50/2</td>
<td>VAT 6.5%</td>
</tr>
</tbody>
</table>
Entering Credit Memo Reason Codes

Use the Define Receivables QuickCodes window to enter the credit memo reason codes required for the VAT report.

1. Using an AR responsibility choose Setup > System > QuickCodes > Receivables. Query up Type CREDIT_MEMO_REASON and enter the following Quick Codes. These Quick Codes must exactly match the name of the Tax Codes.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M00.00/3</td>
<td>VAT 0%</td>
</tr>
<tr>
<td>M02.00/1</td>
<td>VAT 2%</td>
</tr>
<tr>
<td>M06.50/2</td>
<td>VAT 6.5%</td>
</tr>
</tbody>
</table>
## Entering System Options

The System options tell Oracle Receivables how to handle Swiss VAT.

1. **Using an AR Responsibility choose:**
   
   Setup > System > System Options

2. **Choose the tax option region.**

3. **Enter values for these fields:** (Example)

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Method</td>
<td>VAT</td>
</tr>
<tr>
<td>Location Flexfield Structure</td>
<td>No Validation - Country</td>
</tr>
<tr>
<td>Postal Code Range From</td>
<td>00000</td>
</tr>
<tr>
<td>To</td>
<td>ZZZZ</td>
</tr>
<tr>
<td>Address Validation</td>
<td>No Validation</td>
</tr>
<tr>
<td>Compound Taxes</td>
<td>Yes</td>
</tr>
<tr>
<td>Invoice Printing</td>
<td>Itemize and Summarize</td>
</tr>
<tr>
<td>Tax Cache Size</td>
<td>1000</td>
</tr>
<tr>
<td>Tax Registration Number</td>
<td>CHxxxxxxxx</td>
</tr>
<tr>
<td></td>
<td>(where CH = Country Code, followed by your company’s tax registration number)</td>
</tr>
</tbody>
</table>

4. **Choose the tax defaults and rules.**
5. Enter values for these fields: (Example)

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enforce tax from revenue account</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Customer Site</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Customer</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Product</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Revenue Account</td>
<td>Yes or No</td>
</tr>
<tr>
<td>System Options</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Tax Code</td>
<td>M06.50/2</td>
</tr>
<tr>
<td>Use Customer Exemptions</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Use Item Exemptions</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Use Item Tax Rate Exceptions</td>
<td>Yes or No</td>
</tr>
</tbody>
</table>
Setting up Payables

This section explains how to set up Oracle Payables for Switzerland. You must do the following:

- Define tax names
- Define tolerances

Defining Tax Names

Use the Tax Names window to define the tax names. You indicate the appropriate tax type and rate for the invoice by entering a tax name for an invoice.

1. Using a Payables Responsibility choose:
   
   Setup > Tax > Names

2. Define these tax names:

<table>
<thead>
<tr>
<th>Tax name</th>
<th>Tax Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.00/5</td>
<td>VAT</td>
<td>0%</td>
</tr>
<tr>
<td>101.00/2</td>
<td>VAT</td>
<td>1%</td>
</tr>
<tr>
<td>101.50/4</td>
<td>VAT</td>
<td>1.5%</td>
</tr>
<tr>
<td>102.00/1</td>
<td>VAT</td>
<td>2%</td>
</tr>
<tr>
<td>103.00/6</td>
<td>VAT</td>
<td>3%</td>
</tr>
<tr>
<td>103.25/7</td>
<td>VAT</td>
<td>3.25%</td>
</tr>
<tr>
<td>106.50/3</td>
<td>VAT</td>
<td>6.5%</td>
</tr>
<tr>
<td>M00.00/5</td>
<td>VAT</td>
<td>0%</td>
</tr>
<tr>
<td>M01.00/2</td>
<td>VAT</td>
<td>1%</td>
</tr>
<tr>
<td>etc.</td>
<td>VAT</td>
<td></td>
</tr>
</tbody>
</table>
**Code Definition (Example)**

<table>
<thead>
<tr>
<th>Position 1</th>
<th>fix</th>
<th>M</th>
<th>Material/ Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position 2-6</td>
<td>free</td>
<td>xxxx</td>
<td>definition is free. For example, tax rate</td>
</tr>
<tr>
<td>Position 7</td>
<td>fix</td>
<td>/</td>
<td>column in the report</td>
</tr>
<tr>
<td>Position 8</td>
<td>fix</td>
<td>1-7</td>
<td></td>
</tr>
</tbody>
</table>

You can define multiple codes with the same code-position 8 (column-no). You can assign different tax accounting flexfields in General Ledger.

**Defining Tolerances**

Use the Invoice Tolerances window to define the matching and tax tolerances that you want to allow between invoice, purchase order, receipt, and tax information.

1. **Using a Payables Responsibility choose:**
   
   Setup > Invoice > Tolerances

2. **Enter 3 (percent) in the Tax field to allow invoices with rounded or unrounded VAT amounts.**
Setting up DTA

This section explains how to set up DTA for Switzerland. You must define EFT system formats.

DTA Prerequisites

DTA participants must have both of the following:

- A bank account with a Swiss bank
- A signed agreement with TELEKURS AG

- Create a DTA Pay Group.
  - Navigate to the Payables Quickcodes window (Setup > Quickcodes > Payables).
  - Create a new Pay Group for Switzerland. The name of the Pay Group must be DTA.
  - Enter any description.

Defining EFT System Formats
Use the Define EFT System Formats window to enter DTA setup information. You must have financial options and VAT registration options.

To define EFT system formats:

1. Use Responsibility Swiss Localizations and choose Localizations > System Formats.
2. Query up CH in field Country.
3. Enter Swiss DTA Payment in the payment formats field.
4. Enter these values in your descriptive flexfields:

<table>
<thead>
<tr>
<th>In this flexfield...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Context Value</td>
<td>CH.Swiss DTA Payment</td>
</tr>
<tr>
<td>Company ID</td>
<td>Your company’s segment value in the accounting flexfield</td>
</tr>
<tr>
<td>Company Name</td>
<td>Your company’s name</td>
</tr>
<tr>
<td>Company Address Line 1</td>
<td>Address line 1 of your company</td>
</tr>
<tr>
<td>Company Address Line 2</td>
<td>Address line 2 of your company</td>
</tr>
<tr>
<td>Company City</td>
<td>Your company’s Postal Code and City</td>
</tr>
<tr>
<td>Company Telekurs ID</td>
<td>Your company’s participant number</td>
</tr>
<tr>
<td>Department Telekurs ID</td>
<td>Your company’s participant number</td>
</tr>
</tbody>
</table>
Setting Up SAD

This section explains how to set up SAD for Switzerland. You must define EFT system formats.

SAD Prerequisites

SAD participants must have both of the following:

- An account with Swiss PTT
- A signed agreement with Swiss PTT
- Create a SAD Pay Group.
  - Navigate to the Payables Quickcodes window (Setup > Quickcodes > Payables).
  - Create a new Pay Group for Switzerland. The name of the Pay Group must be SAD.
  - Enter any description.

Defining EFT System Formats
Use the Define EFT System Formats window to enter the information that you need to set up SAD. You must have financials options and VAT registration options before you can begin.

To define EFT system formats:

1. Use Responsibility Swiss Localizations and choose Setup > System > System Formats.
2. Query up CH in field Country.
3. Enter Swiss SAD Payment in the payment formats field.
4. Enter these values in your descriptive flexfields:

<table>
<thead>
<tr>
<th>In this flexfield...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Context Value</td>
<td>CH.Swiss SAD Payment</td>
</tr>
<tr>
<td>Company ID</td>
<td>Your company’s segment value for the company segment of your account flexfield</td>
</tr>
<tr>
<td>Company Name</td>
<td>Your company name</td>
</tr>
<tr>
<td>Company Address Line 1</td>
<td>Line 1 of your company’s address</td>
</tr>
<tr>
<td>Company Address Line 2</td>
<td>Line 2 of your company’s address</td>
</tr>
<tr>
<td>Company City</td>
<td>Your company’s city</td>
</tr>
<tr>
<td>Company Postal Code</td>
<td>Your company’s postal code</td>
</tr>
<tr>
<td>Company PTT File ID</td>
<td>Your company’s participant number</td>
</tr>
</tbody>
</table>
VAT in Oracle Receivables organizes all VAT amounts due to tax authorities in any given period.
Entering Invoices

Oracle Financials for Switzerland
Use the Transactions window to enter invoices.

**To enter invoices:**

1. Using a Receivables responsibility choose: Transactions > Transactions.

2. Enter the invoice and line items as described in the Receivables User’s Guide, then choose More as the region.

3. Enter one of the defined Invoice Reason Codes, such as M06.50/2, in the Reason field.
Running Receivables VAT Report

Use the Print Accounting Reports window to generate your receivables VAT report.

1. Using a Receivables responsibility choose:
   Reports > Accounting

2. Choose Single request and select Swiss AR VAT Report.

3. Enter these values into the fields:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>DD-MON-YY</td>
</tr>
<tr>
<td>End Date</td>
<td>DD-MON-YY</td>
</tr>
</tbody>
</table>
VAT in Oracle Payables keeps track of all VAT amounts paid in a given period in order to deduct them from the VAT amount owed to tax authorities for the same period.
**Entering Suppliers**

Use the Suppliers window to enter your supplier information.

1. Using a Payables Responsibility choose:
   
   Suppliers > Entry

2. Enter this value:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Registration</td>
<td>Tax Registration</td>
</tr>
<tr>
<td>Number</td>
<td>Number</td>
</tr>
</tbody>
</table>

**Entering Invoices**

Use the Invoices window to enter invoices and record accounting, tax, and payment details.

Using a Payables Responsibility choose:

Invoices > Entry > Invoices
Running Payables Pre-Tax Report

Use the Run Reports window to generate your payables pre-tax report.

1. Using a Payables Responsibility choose:
   Other > Requests > Run


   **In this field... Enter this value...**
   
   Start Date  DD-MON-YY
   End Date    DD-MON-YY

Oracle Financials for Switzerland
DTA 4

DTA, the most commonly used payment format in Switzerland, lets you pay invoices through one or more bank account suppliers either in Switzerland or abroad.

This chapter explains how you can electronically pay supplier invoices with DTA.
**Maintain Supplier Banks**

Use the Bank window to define EFT bank information. Every Swiss bank is identified by its branch number (clearing number). Every foreign bank is identified by either the SWIFT-Code or -Address. You need an existing EFT bank account for every supplier and all currencies you need to make payments in.

1. Using a Payables Responsibility choose:
   
   Setup > Payment > Banks

2. Enter a supplier's bank as follows:

<table>
<thead>
<tr>
<th><strong>In this field...</strong></th>
<th><strong>Enter this value...</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
<td>Name of the bank (such as SBG, SBV)</td>
</tr>
<tr>
<td>Bank Number</td>
<td>Bank Branch number concatenated with a sequence</td>
</tr>
<tr>
<td>Bank Branch Name</td>
<td>Location of the bank</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Clearing Number for Swiss Bank</td>
</tr>
<tr>
<td>Branch Type</td>
<td>Other (not validated)</td>
</tr>
<tr>
<td>Swift</td>
<td>Swift code of Foreign Bank</td>
</tr>
<tr>
<td>Address (Descriptive Flexfield)</td>
<td>Bank’s Address is required for Swift payments if Swiftcode is unknown</td>
</tr>
</tbody>
</table>
Entering Supplier Bank Account Information

Use the Bank Accounts window to enter your supplier’s bank account information.

To enter supplier bank account information:

1. Using a Payables Responsibility choose:
   
   Setup > Payments > Banks

2. Query up the required Bank Branch or enter a new one.

3. Choose Bank Accounts region.

   You need one account per supplier/currency.

4. Enter these fields:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Suppliers name or number and payment type (e.g. 4001-BANK, 4002-PTT)</td>
</tr>
<tr>
<td>Number</td>
<td>Suppliers bank account number</td>
</tr>
<tr>
<td>Account Use</td>
<td>Supplier</td>
</tr>
<tr>
<td>Currency</td>
<td>Currency Code (e.g. CHF)</td>
</tr>
</tbody>
</table>
## Entering Supplier Sites Information

Use the Suppliers window to enter your supplier sites. You must have a supplier and supplier site bank account information before you can begin.

1. Using a Payables responsibility choose:
   
   Suppliers > Entry

2. Choose the Site region.

3. Open an existing site or enter a new one. See the Payables User's Guide for more information.

4. Enter these fields:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Payment type, e.g BANK, PTT, SWIFTADDRESS</td>
</tr>
<tr>
<td>(Supplier Sites Name)</td>
<td></td>
</tr>
<tr>
<td>Payment Type</td>
<td>BANK, PTT, ESR, DTACHECK, SWIFTADDRESS, SWIFTCODE</td>
</tr>
<tr>
<td>(Special &gt; View EFT Details)</td>
<td></td>
</tr>
</tbody>
</table>

5. Navigate to the Payments region. Enter these fields:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>PayGroup</td>
<td>DTA</td>
</tr>
<tr>
<td>Payment Method</td>
<td>Electronic Payments</td>
</tr>
<tr>
<td>Pay Alone Flag</td>
<td>Set flag if sites payment type is ESR</td>
</tr>
</tbody>
</table>
6. Navigate to the Bank Accounts region. Enter these fields:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Suppliers account</td>
</tr>
<tr>
<td>Number</td>
<td>Suppliers account number</td>
</tr>
<tr>
<td>Currency</td>
<td>Suppliers account currency</td>
</tr>
<tr>
<td>Primary</td>
<td>Select a primary account for each currency</td>
</tr>
</tbody>
</table>
**Entering Invoices**

Use the Invoices window to enter your supplier invoices. You must have supplier entries and supplier bank information before you can begin.

**To enter invoices:**

1. Using a Payables Responsibility choose:
   - Invoices > Entry > Invoices
2. Choose Special from the tool bar. Then choose View EFT Details.
3. Choose Swiss DTA Payment.
4. Enter the ESR reference number.
5. Save your work.
Creating DTA EFT Payments

This section describes how to create a DTA Payment Data file that you can send to your bank.

Using AutoSelect

Use the Payment Batches window to submit your AutoSelect payment process to build payments.

1. Using a Payables Responsibility choose:

   Payments > Entry > Payment Batches

2. Enter these values:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Name</td>
<td>Batch Name</td>
</tr>
<tr>
<td>Pay Group</td>
<td>DTA</td>
</tr>
<tr>
<td>Bank Account</td>
<td>Bank Account you want to pay from</td>
</tr>
<tr>
<td>Document</td>
<td>DTA Payment</td>
</tr>
<tr>
<td>Payment Method</td>
<td>EFT (default)</td>
</tr>
</tbody>
</table>
Modifying Payments

Use the Payment Batch Actions window to modify the Payment Batch after initiating the Build process but before executing the Format.

Formatting Payments

Use the Payment Batch Actions window to validate the Payment Batch after the Build process. Check the Report file for possible errors. If the report contains any invalid transactions, you have to cancel the payment batch, do the necessary corrections and rerun the entire payment process.
Creating DTA Output Files

1. Using a Payables Responsibility choose:
   - Other > Requests > Run

2. Choose Request Set and select Swiss DTA Payment Report Set.

Oracle Payables queries three reports:
- Swiss DTA Payment Module
- Swiss DTA Accompanying Letter
- Swiss DTA Supplier Remittance
To get an Accompanying Letter and Supplier Remittance Report:

Enter the language you want your report written in:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameters:</td>
<td>French</td>
</tr>
<tr>
<td>Report Language</td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>German</td>
</tr>
</tbody>
</table>

EFT payments via the DTA and SAD formats are charged per record, not per invoice. Oracle Payables creates supplier remittance advice SAD and DTA payments where there are more than four invoices per payment. The payment record contains a message that advises you to see the separate remittance advice.
Downloading DTA Payment File to Disk

To download a DTA payment file to disk:

1. Copy your file Username.Request_No from $APPLCSF directory to the diskette. You need a diskette formatted for a personal computer.
2. Send a signed copy of the Accompanying Letter to your bank.
3. Send the diskette to TELEKURS.

Confirming Payments

Use the Payment Batch Actions window to confirm the DTA Payments. Once you have confirmed a payment batch, the used bank account is ready for the next payment run and your payments are transferred to General Ledger.

Important: Complete this step only after you receive the debit note from the bank for the entire payment amount. Check the debit note with your final payment register.
Confirming Payment Exceptions

There are two confirm payment exceptions:

1. The bank carried out your DTA; however, not all invoices were paid.
2. The bank did not carry out your DTA.

**The bank carried out your DTA; however, not all invoices were paid.**

1. Use the Payment Batches Payment Actions window to void payments that were not paid.
2. Correct your data.
3. Pay these invoices manually or with your next DTA run.

**The bank did not carry out your DTA.**

1. Use the Payment Batch Actions window to cancel that Payment Batch.
2. Correct your data.
3. Start the payment process again.
SAD, the commonly used payment format in Switzerland for PTT customers, allows you to pay Swiss Franc invoices through a PTT account to suppliers in Switzerland.
Maintain Supplier Banks

Use the Bank window to define EFT bank information. Every Swiss bank is identified by its branch number (clearing number). Every foreign bank is identified by either the SWIFT-Code or -Address. You need an existing EFT bank account for every supplier and all currencies you need to make payments in.

1. Using a Payables Responsibility choose:
   
   Setup > Payment > Banks

2. Enter a supplier’s bank as follows:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
<td>Name of the bank (such as SBG, SBV)</td>
</tr>
<tr>
<td>Bank Number</td>
<td>Bank Branch number concatenated with a sequence</td>
</tr>
<tr>
<td>Bank Branch Name</td>
<td>Location of the bank</td>
</tr>
<tr>
<td>Branch Number</td>
<td>Clearing Number for Swiss Bank</td>
</tr>
<tr>
<td>Branch Type</td>
<td>Other (not validated)</td>
</tr>
<tr>
<td>Swift</td>
<td>Swift code of Foreign Bank</td>
</tr>
<tr>
<td>Address (Descriptive</td>
<td>Bank’s Address is required for Swift payments if Swift</td>
</tr>
<tr>
<td>Flexfield)</td>
<td>code is unknown</td>
</tr>
</tbody>
</table>
Entering Supplier Bank Account Information

Use the Bank Accounts window to enter your supplier’s bank account information.

To enter supplier bank account information:

1. Using a Payables Responsibility choose:
   Setup > Payments > Banks

2. Query up the required Bank Branch or enter a new one (see chapter Maintain Suppliers Banks).

3. Choose the Bank Accounts region.

   You need one account per supplier/ currency.

4. Enter these fields:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Suppliers name or number and payment type (such as 4001-BANK, 4002-PTT)</td>
</tr>
<tr>
<td>Number</td>
<td>Suppliers bank account number</td>
</tr>
<tr>
<td>Account Use</td>
<td>Supplier</td>
</tr>
<tr>
<td>Currency</td>
<td>Currency Code must be CHF</td>
</tr>
</tbody>
</table>
Entering Supplier Sites Information

Use the Suppliers window to enter your supplier sites. You must have a supplier and supplier site bank account information before you can begin.

1. Using a Payables responsibility choose:
   Suppliers > Entry

2. Choose the Sites region.

3. Open an existing site or enter a new one. See the Payables User’s Guide for more information.

4. Enter these fields:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Payment type, such as BANK, PTT, ESR</td>
</tr>
<tr>
<td>(Supplier Sites Name)</td>
<td></td>
</tr>
<tr>
<td>Payment Type</td>
<td>BANK, PTT, ESR</td>
</tr>
<tr>
<td>(Special &gt;View EFT Details)</td>
<td></td>
</tr>
</tbody>
</table>

5. Choose the Payment region. Enter these fields:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>PayGroup</td>
<td>SAD</td>
</tr>
<tr>
<td>Payment Method</td>
<td>Electronic Payments</td>
</tr>
<tr>
<td>Pay Alone Flag</td>
<td>Set flag if sites payment type is ESR</td>
</tr>
</tbody>
</table>

6. Choose the Bank Accounts region. Enter these fields:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Suppliers account</td>
</tr>
<tr>
<td>Number</td>
<td>Suppliers account number</td>
</tr>
<tr>
<td>Currency</td>
<td>Suppliers account currency</td>
</tr>
<tr>
<td>Primary</td>
<td>Select a primary account for each currency</td>
</tr>
</tbody>
</table>
Entering Invoices

Use the Invoices window to enter your supplier invoices. You must have supplier entries and supplier bank information before you can begin.

To enter invoices:

1. Using a Payables Responsibility choose:
   Invoices > Entry > Invoices

2. Choose Special from the tool bar. Then choose View EFT Details.

3. Choose Swiss SAD Payment.

4. Enter the ESR reference number.

5. Save your work.
Creating SAD EFT Payments

This section describes how to create a SAD Payment Data file that you can send to PTT.

Using AutoSelect

Use the Payment Batches window to submit your AutoSelect payment process to build payments.

1. Using a Payables Responsibility choose:
   
   Payments > Entry > Payment Batches

2. Enter these values:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Name</td>
<td>Batch Name</td>
</tr>
<tr>
<td>Pay Group</td>
<td>SAD</td>
</tr>
<tr>
<td>Bank Account</td>
<td>PTT Account you want to pay from</td>
</tr>
<tr>
<td>Document</td>
<td>SAD Payment</td>
</tr>
<tr>
<td>Payment Method</td>
<td>EFT (default)</td>
</tr>
</tbody>
</table>
Modifying Payments

Use the Payment Batch Actions window to modify the Payment Batch after you initiate the Build process but before you execute the Format.

Formatting Payments

Use the Payment Batch Actions window to validate the Payment Batch after the Build process. Check the Report file for possible errors. If the report contains any invalid transactions, you have to cancel the payment batch, do the necessary corrections and rerun the entire payment process.
Creating SAD Output Files

Use the Run Reports window to generate your SAD reports

1. Using a Payables Responsibility choose:
   
   Other > Requests > Run

2. Choose Request Set and select Swiss SAD Payment Report Set.

   Oracle Payables queries three reports

   • Swiss SAD Payment Module
   
   • Swiss SAD Accompanying Letter
   
   • Swiss SAD Supplier Remittance
To get an Accompanying Letter and Supplier Remittance Report:

Enter the language you want your report written in:

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this value...</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTT Bank Account</td>
<td>Defaulted from SAD payment module</td>
</tr>
<tr>
<td>Parameters:</td>
<td>French</td>
</tr>
<tr>
<td>Report Language</td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>German</td>
</tr>
</tbody>
</table>

EFT payments via the DTA and SAD formats are charged per record, not per invoice. Oracle Payables creates supplier remittance for SAD and DTA payments where there are more than four invoices per payment. The payment record contains a message that advises you to see the separate remittance advice.
Downloading SAD Payment File to Disk

To download a SAD payment file to disk:

1. Copy your file Username.Request_No from $AP_TOP/out to the disk as file Pttcria. You need a diskette formatted for a personal computer.

2. Send a signed copy of the Accompanying Letter and the diskette to PTT.

Confirming Payments

Use the Payment Batch Actions window to confirm the SAD Payments. Once you have confirmed a payment batch, the used bank account is ready for the next payment run and your payments are transferred to General Ledger.

Important: Complete this step only after you receive the debit note from the bank for the entire payment amount. Check the debit note with your final payment register.
Confirming Payment Exceptions

There are two confirm payment exceptions:

1. The bank carried out your SAD; however, not all invoices were paid.
2. The PTT did not carry out your SAD.

**The PTT carried out your SAD; however, not all invoices were paid.**

1. Use the Payment Batches Payment Actions window to void payments that were not paid.
2. Correct your data.
3. Pay these invoices manually or with your next SAD run.

**The bank did not carry out your DTA.**

1. Use the Payment Batch Actions window to cancel that Payment Batch.
2. Correct your data.
3. Start the payment process again.
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Oracle Financials for Switzerland
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• 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:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

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Or send comments by e-mail to: globedoc@us.oracle.com

Please include your name, address, and telephone number for a reply:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Thank you for your help.