Oracle ® Financials for Portugal Documentation Update

RELEASE 11.0.1

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Contents

Summary of Changes

This chapter contains important information. Please read this chapter for the latest updates and additions to your user's guide.

The updates include the following changes:

- These changes are in the *General Ledger Trial Balance Report* section:

  - The first sentences of the descriptions for the Results Trial Balance report and the Begin Year Trial Balance report are changed.

  - The *Period Name* report parameter is changed to *Period* for the Detail Trial Balance report, Summary Trial Balance report, Begin Trial Balance report, Results Trial Balance report, and End Trial Balance report.

  - The *From Account* report heading is changed to *Account Code From*.

  - The *To Account* report heading is changed to *Account Code To.*

  - The *Report Date* report heading is added.

- In the *Periodic VAT Report* section, the description for the Box Range parameter is changed.

- In the *Annual VAT Report* section, the description for the Box Range parameter is changed.

(*continued*)

- These changes are in the *Vendor VAT Recapitulative Extract File* section:
    - The name of the *Vendor VAT Recapitulative Extract File* is changed to *AP Vendors Recapitulative Extract File*.
    - *Header Columns*, *Column Headings*, and *Trailer Columns* are changed to *Header Record*, *Detail Record*, and *Trailer Record*.
    - The *First Declaration Type* report parameter is changed to *First Declaration*.
    - The *Fiscal Year* and *Date* header column descriptions are updated.
    - The *Tax Office Number* header column is changed to *Tax Office Code* and the description is updated.
- The name of the *Vendor VAT Recapitulative Report* is changed to *AP Vendors Recapitulative Report*. The *First Declaration Type* report parameter is changed to *First Declaration*.
- These changes are in the *Customer VAT Recapitulative Extract File* section:
    - The name of the *Customer VAT Recapitulative Extract File* is changed to *AR Customer Recapitulative Extract File*.
    - *Header Columns*, *Column Headings*, and *Trailer Columns* are changed to *Header Record*, *Detail Record*, and *Trailer Record*.
    - The *First Declaration Type* report parameter is changed to *First Declaration*.
    - The *Customer*, *Fiscal Year,* and *Date* header column descriptions are updated.
    - The *Tax Office Number* header column is changed to *Tax Office Code* and the description is updated.
- The name of the *Customer VAT Recapitulative Report* is changed to *AR Customer Recapitulative Report*. The *First Declaration Type* report parameter is changed to *First Declaration*.

Oracle General Ledger

This chapter overviews documentation updates to Oracle General Ledger for Portugal, including the General Ledger Trial Balance report, Periodic VAT report, and 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 (excluding account 88 - Year Net Result) 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 Report

The Begin Year Trial Balance report excludes classes 6, 7, and 8 (apart from account 88 - Year Net Result), 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 Report

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$50    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.

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

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

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

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

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

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.
Account Code From	The Account Code From parameter that indicates the first account code that the report is run for.
Account Code To	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.
Report Date	The date the report is run.

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.

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.

- 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 From, 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 From blank, Box To does not appear and all boxes are selected.

In Box To, 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

In Box From, 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 From blank, Box To does not appear and all boxes are selected.

In Box To, 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 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 25 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 overviews documentation updates to Oracle Payables for Portugal, including the Vendor VAT Recapitulative Extract File and the Vendor VAT Recapitulative Report.

AP Vendors Recapitulative Extract File

Use the AP Vendors 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 37 of this guide.

Prerequisites

Before you run the AP Vendors Recapitulative Extract file, you must complete the following tasks:

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

- You must enter the declarer's Taxpayer ID and Tax Office details in the Locations and Reporting Entity 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 AP Vendors 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 AP Vendors 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

Enter the first declaration for this report. Options are:

- Yes (default)
- No

Header Record

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 reporting year, in *YYYY* 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 *YYYY-MM-DD* format.
Tax Office Code	Tax office code, *nnnn*.

Detail Record

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 Record

In this heading…	Oracle Payables prints…
999999	The literal 999999.
Declarer's Fiscal Identification Number	The taxpayer 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 sent	The total number of detail records in the file.

AP Vendors Recapitulative Report

Use the AP Vendors 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 32 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 AP Vendors Recapitulative Report, you must complete the following tasks:

- Enter the Taxpayer ID in the respective Vendor screens.

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

- 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 AP Vendors 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

Enter the first declaration 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.

Oracle Receivables

This chapter overviews documentation updates to Oracle Receivables for Portugal, including the Customer VAT Recapitulative Extract File and the Customer VAT Recapitulative Report.

AR Customer Recapitulative Extract File

Use the AR Customer 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 AR *Customer Recapitulative Report* on page 48 in this guide.

Prerequisites

Before you run the AR Customer 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 Entity window.

- Enter the tax office details in the Reporting Entity 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.

- 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 AR Customer 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 Submission 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

Enter the first declaration for this report. Options are:

- Yes (default)
- No

Header Record

In this heading…	Oracle Receivables prints…
000000	000000
Declarer's Fiscal Identification Number	The tax payer ID reporting entities.
Customer(C)	The text *C* (Cliente).
Fiscal Year	The fiscal reporting year, in *YYYY* 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 *YYYY-MM-DD* format.
Tax Office Code	Tax office code, *nnnn.*

Detail Record

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 Record

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 sent	The total number of detail records in the file.

AR Customer Recapitulative Report

Use the AR Customer 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 AR *Customer Recapitulative Extract File* on page 44 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 AR Customer 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 Entity window.

- Enter the tax office details in the Reporting Entity 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 AR Customer 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

Enter the first declaration 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.
Customer'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.

We Appreciate Your Comments

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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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Thank you for your help.