Oracle® Financials for the Netherlands

User Guide

Release 11*i*

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Oracle Financials for the Netherlands User Guide, Release 11*i*

Part No. A81259-02

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Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this user guide. Your input is an important part of the information used for revision.

- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
- What features did you like most?

If you find any errors or have any other suggestions for improvement, please indicate the document title and part number, and the chapter, section, and page number (if available). You can send comments to us in the following ways:

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If you would like a reply, please give your name, address, telephone number, and (optionally) electronic mail address.

If you have problems with the software, please contact your local Oracle Support Services.

Preface

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

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

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

This preface explains how this user guide is organized and introduces other sources of information that can help you use Oracle Financials for the Netherlands.

About this Country-Specific User Guide

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

- Chapter 1 describes Oracle Payables for the Netherlands, including EFT payments.
- Appendix A describes standard navigation paths in Oracle Financials for the Netherlands.
- Appendix B describes how to use globalization flexfields.
- Appendix C describes how to navigate to character mode forms and GUI windows.
- Appendix D describes the profile options that you must set for Oracle Financials for the Netherlands.
- Appendix E describes how Oracle Payables and Receivables validate banking codes for Oracle Financials for the Netherlands.

Audience for this Guide

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle Financials for the Netherlands.

  If you have never used Oracle Financials for the Netherlands, we suggest you attend one or more of the Oracle training classes available through Oracle University.
- The Oracle Applications graphical user interface.

To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User Guide.*

See Other Information Sources for more information about Oracle Applications product information.

Other Information Sources

You can choose from other sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Financials for the Netherlands.

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

Online Documentation

All Oracle Applications documentation is available online (HTML and PDF). The technical reference guides are available in paper format only. Note that the HTML documentation is translated into over twenty languages.

The HTML version of this guide is optimized for onscreen reading, and you can use it to follow hypertext links for easy access to other HTML guides in the library. When you have an HTML window open, you can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

- You can use the Search feature to search by words or phrases.
- You can use the expandable menu to search for topics in the menu structure we provide. The Library option on the menu expands to show all Oracle Applications HTML documentation.

You can view HTML help in the following ways:

- From an application window, use the help icon or the help menu to open a new Web browser and display help about that window.
- Use the documentation CD.
- Use a URL provided by your system administrator.

Your HTML help may contain information that was not available when this guide was printed.

Related User Guides

This user 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 guides when you set up and use Oracle Financials for the Netherlands.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document

Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at http://oraclestore.oracle.com.

Oracle Applications User Guide

This guide explains how to navigate the system, enter data, and query information, and introduces other basic features of the GUI available with this release of Oracle Financials for the Netherlands (and any other Oracle Applications product).

You can also access this user guide online by choosing "Getting Started and Using Oracle Applications" from the Oracle Applications help system.

Oracle Financials Common Country Features User Guide

This manual describes functionality developed to meet specific legal and business requirements that are common to several countries in a given region. Consult this user guide along with your country-specific user guide and your financial product's manual to effectively use Oracle Financials in your country.

Oracle Financials Country-Specific User Guides

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

Oracle Financials RXi Reports Administration Tool User Guide

Use the RXi reports administration tool to design the content and layout of RXi reports. RXi reports let you order, edit, and present report information to better meet your company's reporting needs.

Oracle General Ledger User 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 Purchasing User Guide

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

Oracle Payables User 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 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 Assets User Guide

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

Oracle Projects User 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 Cash Management User Guide

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

Using Oracle HRMS - The Fundamentals

This user guide explains how to setup and use enterprise modeling, organization management, and cost analysis. It also includes information about defining payrolls.

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 Financials Open Interfaces Guide

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

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.

Multiple Reporting Currencies in Oracle Applications

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

Multiple Organizations in Oracle Applications

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

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

Oracle Applications Flexfields Guide

This guide 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 guide also provides information on creating custom reports on flexfields data.

Oracle Alert User Guide

Use this guide to define periodic and event alerts that monitor the status of your Oracle Applications data.

Oracle Applications Implementation Wizard User 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 Oracle Applications development. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standard*s. It also provides information to help you build your custom Oracle Developer forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards

This guide contains the user interface (UI) standards followed by Oracle Applications development. 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.

Installation and System Administration

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle One–Hour Install, which minimizes the time it takes to install Oracle Applications and the Oracle 8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle One–Hour Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

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.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process in general and lists database upgrade and product–specific upgrade tasks. You must be at either Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0 to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

Oracle Applications Product Update Notes

Use this guide as a reference if you are responsible for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features and enhancements and changes made to database objects, profile options, and seed data for this interval.

Oracle Applications System Administrator's Guide

This guide 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 Global Financial Applications Technical Reference Manual

The *Oracle Global Financial Applications 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.

Training and Support

Training

We offer 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. We also offer Net classes, where training is delivered over the Internet, and many multimedia–based courses on CD. In addition, we can tailor standard courses or develop custom courses to meet your needs.

Support

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

Do Not Use Database Tools to Modify Oracle Applications Data

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 guides.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as 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 might 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.

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. Oracle Applications provides the E–business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, 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, enabling 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 application products, along with related consulting, education and support services, in over 145 countries around the world.

Thank You

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Redwood Shores, CA 94065
USA

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

1

Oracle Payables

This chapter overviews Oracle Payables for the Netherlands, including EFT payments.

Netherlands EFT Payments Overview

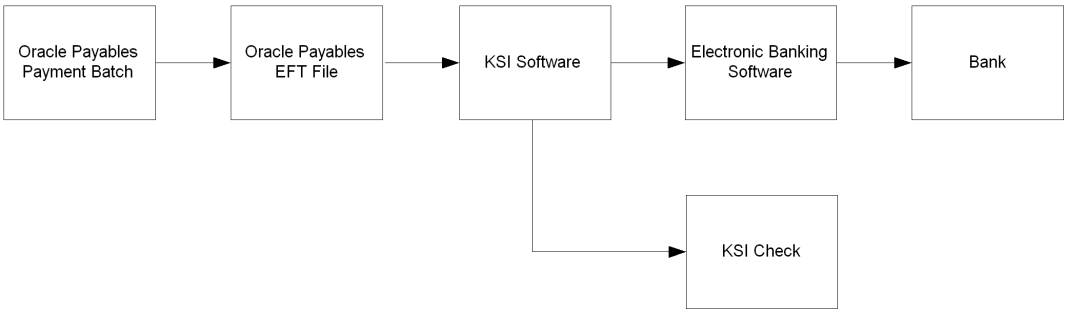
In the Netherlands, companies can choose to make payments by electronic funds transfer (EFT) rather than by check. With EFT, you send an electronic file to your bank that instructs the bank to transfer funds from your account to your supplier's account. You can make either foreign or domestic EFT payments:

- **Domestic** - Payment in Netherlands guilders (NLG) or euros (EUR) to a company that is registered with the Dutch Chamber of Commerce.
- **Foreign** - Payment in a foreign currency or payment to a company that is not registered with the Dutch Chamber of Commerce. If the foreign payment amount exceeds the reporting threshold set by the Dutch National Bank (DNB), you must report the payment to the DNB. For more information, see Define Profile Options on page 1-9.

Oracle Financials for the Netherlands lets you create both domestic and foreign EFT payments. First, you create a payment batch for the invoices that you want to pay with EFT. Next you create an EFT file for the payment batch.

You can use third party software from KSI to translate the files created by Oracle Payables into the format that is required by your bank. After you reformat the files, you can use third party electronic banking software to send the files to your bank.

Note: You can also use your KSI software to format the EFT file created by Oracle Payables into a KSI check. For more information about setting up for payments by KSI check, see Entering Supplier Site EFT Information on page 1-27.



KSI Software

In the Netherlands, banks use several different formats for EFT payment files. To comply with your bank's requirements, you can use third party software from KSI to translate your files into the appropriate format. KSI software includes these packages:

- **EB Koppeling** - Use EB Koppeling to process domestic payments. This package supports most banking formats used in Belgium, the Netherlands, and Luxembourg. You must use a separate interface for each bank that you want to send EFT payment files to. You can also use EB Koppeling to download electronic statements from your bank.
- **EB Buitenland** - Use EB Buitenland to process foreign payments.

In addition to processing EFT files, you can also use your KSI software to print the payment documents that you give to your bank along with the EFT files.

For more information about KSI software, please contact your KSI representative.

Setting Up for EFT Payments

This section describes the steps for setting up Oracle Financials for the Netherlands for EFT payments. Use this list to help you complete the appropriate steps in the correct order.

1. Define Your VAT Registration, on page 1-5
2. Define Locations, on page 1-6
3. Define Reporting Entities, on page 1-7
4. Define Payables Options, on page 1-8
5. Define Profile Options, on page 1-9
6. Enter Conversion Rates, on page 1-13
7. Enter System Format EFT Information, on page 1-14
8. Define Payment Formats, on page 1-16
9. Define Internal Banks and Bank Accounts, on page 1-19
10. Define Payment Documents, on page 1-21
11. Create Pay Groups, on page 1-23
12. Define Supplier Banks and Bank Accounts, on page 1-24
13. Set Up Supplier Sites, on page 1-26
14. Enter Supplier Site EFT Information, on page 1-27

Define Your VAT Registration

Before you can enter EFT information, you must define your VAT member state as *Netherlands* in the Financials Options window. Use the Member State field in the Tax alternative region to enter your VAT member state. The EFT requirements that appear in the EFT descriptive flexfields are based on the country code that you enter here. You must also enter your company's VAT registration number in the VAT Registration Number field. Your VAT registration number should begin with *NL*.

See also: Defining Financials Options, *Oracle Payables User Guide*

Define Locations

Define locations for your organizations. You can then assign the locations to your reporting entities. Oracle Financials for the Netherlands uses the locations to determine the name and address of the organization you are using.

See also: Setting Up Locations, *Using Oracle HRMS - The Fundamentals*

Define Reporting Entities

Define one reporting entity for each of your organizations. Using reporting entities in Oracle Payables lets you assign different EFT locations to different organizations.

Use the Reporting Entity window to define your reporting entities. Enter the name and the location that you want to use as the EFT location for the entity. You must also enter a placeholder value in the Tax ID Number field. Oracle Financials for the Netherlands does not use this information for EFT payments, but you must enter a value.

See also: Reporting Entities, *Oracle Payables User Guide*

Define Payables Options

Use the Payables Options window to define your EFT user number. For example, you can enter the last five digits of your bank account number as your EFT user number.

You can enter your EFT user number in the EFT User Number field in the Payment alternative region. The first five digits of the EFT user number are included in the header records of the EFT files.

Note: When you define your Payables options, do not enable the Allow Interest Invoices Payables option in the Interest alternative region. You cannot use automatically generated interest invoices when you use Netherlands EFT payments in Oracle Financials for the Netherlands.

See also: Payables Options, *Oracle Payables User Guide*

Define Profile Options

Use the System Profile Values window in the System Administrator responsibility to assign values to the profile options for Oracle Financials for the Netherlands.

Set the JENL: Reporting Threshold profile option at application level for the European Localizations application.

Set these profile options at responsibility level for your Netherlands Payables responsibility:

- JENL: EFT Directory
- JENL: Validate All Invoices
- JENL: Payment Separation
- JENL: Invoice Compression
- JENL: EFT Reference Text
- JENL: Carriage Return (EFT Payments)
- JENL: Payment Specification

For more information, see Profile Options on page D-2.

> **See also:** Overview of Setting User Profiles, *Oracle Applications System Administrator's Guide*

JENL: Reporting Threshold

Enter the reporting threshold set by the DNB. The reporting threshold is the highest amount that Dutch companies can transfer in a foreign payment without reporting the payment to the DNB. If a foreign payment exceeds the reporting threshold, control regulations require you to report the payment to the DNB.

When you report a foreign payment to the DNB, you must report additional invoice information for the invoices in the payment, including the payment category code, goods code or article number, and payment nature. All invoices in a reported payment must have the same additional invoice information. For more information, see Entering Invoice EFT Information on page 1-30.

You can only set the JENL: Reporting Threshold profile option at application level.

JENL: EFT Directory

Enter the directory where you want to create EFT data files. The directory name must end with a slash (/). For example, *//payments/ksi/*.

> **Note:** You must have both read and write privileges for a directory to create EFT data files there.

JENL: Validate All Invoices

Select *Yes* if you want Oracle Payables to validate the additional invoice information for all invoices in a foreign payment, whether or not the payment exceeds the reporting threshold. Select *No* if you want Oracle Payables to validate the additional invoice information only for invoices in a foreign payment that exceeds the reporting threshold.

JENL: Payment Separation

Select *Yes* if you want to enable payment separation for your payment files. Select *No* if you do not want to enable payment separation.

Payment separation determines how payment records are created if the list of invoice numbers included in the payment is too long to fit in the description field of the payment file. The description field is 96 characters long for domestic payments and 140 characters long for foreign payments.

If you enable payment separation, Oracle Payables creates one or more additional payment records to hold the invoices that could not be listed in the description field for the first payment record. To include as many invoices as possible in each payment and reduce the total number of payments created, you can enable invoice compression. Use the JENL: Invoice Compression profile option to enable invoice compression.

If you disable payment separation, Oracle Payables creates only one payment record for all the invoices and inserts your reference text in the description field. Use the JENL: EFT Reference Text profile option to enter the reference text. If you disable payment separation and you do not enter a reference text, Oracle Payables inserts the payment number in the description field.

JENL: Invoice Compression

Select *Yes* if you want to enable invoice compression for your payment files. Select *No* if you do not want to enable invoice compression.

If you enable invoice compression, Oracle Payables attempts to reduce the amount of space needed to list the invoice numbers in the payment file by grouping invoice numbers that have a common prefix. Instead of printing the full invoice numbers, Oracle Payables prints the prefix followed by a list of the suffixes. Each suffix is preceded by a plus sign (+).

For example, suppose a payment contains invoices with these numbers:

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

Oracle Payables compresses these invoice numbers as follows:

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

If you also enable payment separation, invoice compression lets you include as many invoices as possible in each payment, reducing the total number of payments created. You can, however, enable invoice compression even if you do not enable payment separation.

JENL: EFT Reference Text

Enter the reference text that you want to insert in the description field of the payment file. If you disable payment separation in the JENL: Payment Separation profile option, and the list of invoices is too long to fit in the description field, Oracle Payables prints your reference text in the description field instead.

If you disable payment separation and you do not enter a reference text, Oracle Payables inserts the payment number in the description field when the list of invoices is too long to fit.

JENL: Carriage Return (EFT Payments)

Select *Yes* if you want the EFT file to include a Carriage Return/Line Feed (CR/LF) at the end of every record. Otherwise, select *No*.

JENL: Payment Specification

Select *Yes* if you want the Netherlands Payment Specification report to include only payments that had more invoices than could fit in the description field. Select *No* if you want the Netherlands Payment Specification report to include all the payments in the batch.

Oracle Payables runs the Netherlands Payment Specification report when you confirm the payment batch. You can also use the Standard Request Submission windows to submit the Netherlands Payment Specification report. For more information, see Netherlands Payment Specification Report on page 1-55.

Enter Conversion Rates

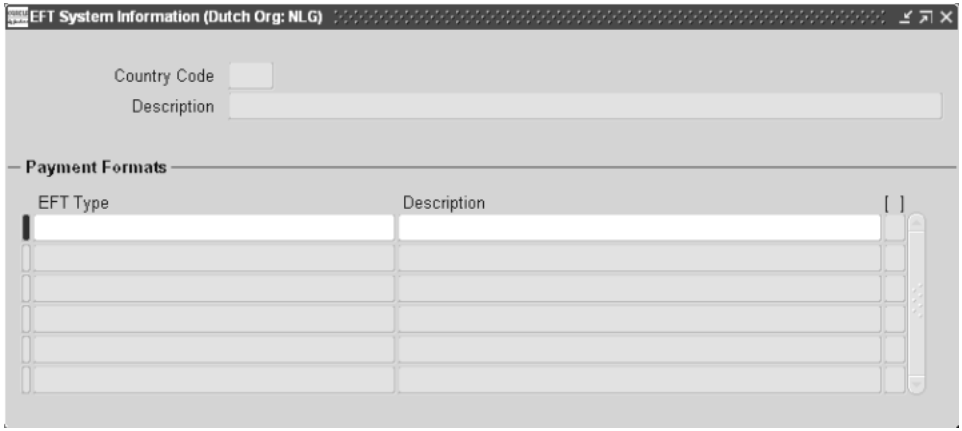
If a foreign payment exceeds the reporting threshold set by the DNB, control regulations require you to report the payment to the DNB. The reporting threshold is defined in NLG. If you make foreign EFT payments, you should enter daily corporate conversion rates to determine whether the payment amount in the foreign currency exceeds the reporting threshold:

- Enter the daily corporate conversion rate between the foreign currency of the payment and your functional currency.
- If your functional currency is not NLG, enter the daily corporate conversion rate between your functional currency and NLG.

See also: Entering Daily Rates, *Oracle General Ledger User Guide*

Enter System Format EFT Information

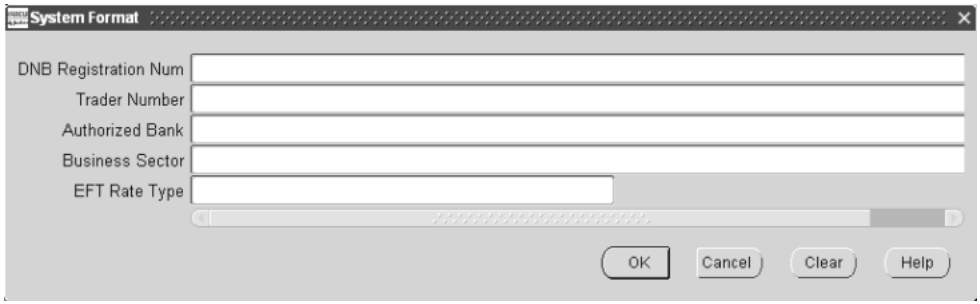
Use the System Format descriptive flexfield in the EFT System Information window to enter additional EFT information, such as your DNB registration number and trader number, at system format level.



To enter system format EFT information:

1. Navigate to the EFT System Information window.
2. In the Country Code field, query the country code *NL* for the Netherlands.
3. Select the *Netherlands Foreign* EFT type in the EFT Type field.
4. Click in the descriptive flexfield.

   The System Format flexfield appears.



5. Enter the registration number issued by the Dutch National Bank in the DNB Registration Num field.
6. Enter the trader number issued by your bank in the Trader Number field.
7. Enter the first four characters of your bank's SWIFT address in the Authorized Bank field.
8. Enter your four-character business sector code in the Business Sector field according to your bank's requirements.
9. Select the EFT rate type from the list of values in the EFT Rate Type field.
10. Save your work.

Define Payment Formats

These payment formats are seeded for the Netherlands:

- **Netherlands Domestic** - Use this payment format for domestic payments in NLG or EUR.
- **Netherlands Foreign** - Use this payment format for foreign payments when your functional currency and the bank account currency are either both NLG or both EUR.

If you want to make foreign payments from a bank account with a currency other than NLG or EUR, or if you want to make foreign payments from a bank account with a currency that is different than the functional currency, then you must define an additional foreign payment format for each currency.

Use the Payment Formats window to define payment formats. Each additional foreign payment format should be named *Netherlands Foreign (XXX)*, where *XXX* is the currency code for the format.

For more information about currency requirements for internal bank accounts, see Define Internal Banks and Bank Accounts on page 1-19.

Note: To build Netherlands EFT payments, you must use a payment format whose name begins with the words *Netherlands Domestic* or *Netherlands Foreign* in English. If you do not use an appropriately named Netherlands payment format, Oracle Payables does not apply the payment grouping and validation rules required for Netherlands EFT payments.

You should verify the names of your Netherlands payment formats, including those that are seeded as well as those you define yourself, to ensure that all the payment format names begin with either *Netherlands Domestic* or *Netherlands Foreign* in English. Use the Payment Formats window to modify the payment format names if necessary.

See also: Payment Formats, *Oracle Payables User Guide*

Seeded Payment Formats

You should verify that these payment formats are defined according to the requirements listed in this table, and modify the payment format definitions if necessary.

Field in Payment Formats Window	Netherlands Domestic Payment Format	Netherlands Foreign Payment Format
Payment Format	Netherlands Domestic **Note:** The payment format name must be defined in English words exactly as listed here.	Netherlands Foreign **Note:** The payment format name must be defined in English words exactly as listed here.
Payment Method	Electronic	Electronic
Currency	Single, NLG	Multiple
Build Payments	Standard Build Payments Program	Standard Build Payments Program
Format Payments	Netherlands Domestic	Netherlands Foreign
Separate Remittance	Netherlands Payment Specification Report	Netherlands Payment Specification Report

Additional Foreign Payment Formats

To define additional foreign payment formats:

1. Navigate to the Payment Formats window.
2. In the Payment Format field, enter *Netherlands Foreign (XXX),* where *XXX* is the currency code for the format. For example, to create a payment format for German marks, enter *Netherlands Foreign (DEM)*

> **Note:** The payment format name must begin with the words *Netherlands Foreign* in English.

3. Select *Electronic* from the pull-down list in the Payment Method field.
4. In the Currency region, select Single and enter the currency code (*XXX*). For example, for German marks, enter *DEM*.
5. In the Programs region, enter *Standard Build Payments Program* in the Build Payments field.
6. Enter *Netherlands Foreign* in the Format Payments field.
7. Enter *Netherlands Payment Specification Report* in the Separate Remittance field.
8. Enter appropriate values in the remaining fields.
9. Save your work.

Define Internal Banks and Bank Accounts

Define the banks and internal bank accounts that you want to make payments from. Use the Banks window and the Bank Accounts window to define banks and bank accounts.

In Oracle Payables, you can only make multiple currency payments from a bank account with a currency that is the same as your functional currency. Additionally, in Oracle Financials for the Netherlands, you can only make multiple currency payments from a bank account with a currency of either NLG or EUR. Consequently, you should only enable the Multiple Currency Payments option for a bank account if your functional currency and the bank account currency are either both NLG or both EUR.

If the bank account currency is neither NLG nor EUR, or if the bank account currency is different than your functional currency, you can only make Netherlands EFT payments in the bank account currency. You must define a separate bank account for each currency that you want to make payments in. You must also define a payment format for the appropriate currency and associate that payment format with a payment document for the bank account. For more information, see Define Payment Formats on page 1-16 and Define Payment Documents on page 1-21.

See also: Banks, *Oracle Payables User Guide*

To define a bank for internal use:

1. Navigate to the Banks window.
2. Navigate to the Bank Branch region.
3. Enter the bank name in the Name field.
4. Enter the bank's address in the Address line 1 field.
5. Enter the city for the bank in the City field.
6. Enter the postal code for the bank in the Postal Code field.
7. Enter the country for the bank in the Country field.
8. Enter appropriate values in the remaining fields.
9. Save your work.

To define an internal bank account:

1. Navigate to the Banks window.
2. Enter or query the bank that you want.
3. Press the Bank Accounts button. The Bank Accounts window appears.
4. Select *Internal* from the pull-down list in the Account Use field.
5. Enter the account name in the Name field.
6. Enter the account number in the Number field.
7. Enter the currency for the bank account in the Currency field. The default value is your functional currency.
8. Navigate to the Payables Options alternative region.
9. Check the Multiple Currency Payments check box if your functional currency and the bank account currency are both NLG or both EUR, and you want to use this bank account to make payments in a different currency than the bank account currency. If you only want to use this bank account for payments in the bank account currency, do not check the Multiple Currency Payments check box.

   Note: You can only check the Multiple Currency Payments check box if the bank account currency is the same as your functional currency.

   If the bank account currency is NLG or EUR, but your functional currency is different than the bank account currency, you cannot check the Multiple Currency Payments check box. You can only make payments in the bank account currency.

   Additionally, if the bank account currency is neither NLG nor EUR, you can only make Netherlands EFT payments in the bank account currency, even if your functional currency is the same as the bank account currency. In this case, do not check the Multiple Currency Payments check box. Instead, define a separate bank account for each currency that you want to make payments in.
10. Enter appropriate values in the remaining fields.
11. Save your work.

Define Payment Documents

Define the payment documents for each bank account that you want to make EFT payments from. Use the Payables Documents window to define payment documents.

> **See also:** Defining and Maintaining Payables Payment Documents, *Oracle Payables User Guide*

To define payment documents:

1. Navigate to the Banks window.
2. Query the bank and bank account that you want.
3. Press the Payables Documents button.

   The Payables Documents window appears.
4. Navigate to the Document Information region.
5. In the Name field, enter the payment document name, such as *Binnenland* for domestic payments or *Buitenland* for foreign payments.

   Oracle Payables displays the disbursement type *Computer Generated* in the Disbursement Type field.

(continued)

6. Select the payment format for the payment document in the Payment Format field. The list of values displays the available payment formats depending on the currency of the bank account. For more information, see Define Payment Formats on page 1-16.

For these conditions…	Select this payment format…
You want to use this payment document for domestic payments in NLG or EUR	Netherlands Domestic
■ You want to use this payment document for foreign payments, and ■ The Multiple Currency Payments option is enabled for this bank account	Netherlands Foreign
■ You want to use this payment document for foreign payments, and ■ The Multiple Currency Payments option is not enabled for this bank account	*Netherlands Foreign (XXX)*, where *XXX* is the currency code for the currency of the bank account and payment format

7. Navigate to the Additional Information region.
8. In the Last Used field, enter the number before the first number in the payment document number range.
9. In the Last Available field, enter the last number in the payment document number range.

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

10. Save your work.

Create Pay Groups

Create pay groups that you can use to select invoices when you initiate a payment batch. You can assign the appropriate pay group to your suppliers so that the suppliers' invoices are selected for the correct payment batches. For more information, see Set Up Supplier Sites on page 1-26.

For example, you should create pay groups for your euro payments. You can make both domestic and foreign EFT payments in euros. You must, however, make domestic payments in separate payment batches from foreign payments. Create one pay group for domestic euro payments and another pay group for foreign euro payments to ensure that domestic and foreign euro invoices are not selected for the same payment batch.

Define pay groups with the lookup type *Pay Group*. Use the Lookups window in the Application Developer responsibility to define your pay groups.

See also: Lookups, *Oracle Payables User Guide*

Define Supplier Banks and Bank Accounts

Define the banks and supplier bank accounts for the supplier sites that you want to pay with EFT payments. Use the Banks window and the Bank Accounts window to define banks and bank accounts.

After you define the bank account for a supplier site, you should assign the bank account to the supplier site in the Supplier Sites window. For more information, see Set Up Supplier Sites on page 1-26.

Note: You do not need to define supplier banks or bank accounts for payments by KSI check.

See also: Banks, *Oracle Payables User Guide*

To define a supplier bank:

1. Navigate to the Banks window.
2. Enter the supplier bank name in the Name field.
3. Enter the branch number in the Number field.
4. Enter the bank's address in the Address line 1 field.
5. Enter the bank's SWIFT address in the Address line 2 field. The SWIFT address must be either 8 or 11 characters long. You can obtain the SWIFT address from the bank.
6. Enter the city for the bank in the City field.
7. Enter the postal code for the bank in the Postal Code field.
8. Enter the country for the bank in the Country field.
9. Enter appropriate values in the remaining fields.
10. Save your work.

To define a supplier bank account:

1. Navigate to the Banks window.
2. Enter or query the supplier bank.
3. Press the Bank Accounts button.

   The Bank Accounts window appears.
4. Enter the bank account name in the Name field. The bank account name appears in the EFT file and must match the name registered by the bank for this bank account number.
5. Select *Supplier* from the pull-down list in the Account Use field.
6. Enter the bank account number in the Number field. The format for the bank account number varies depending on the type of bank account.
   - **Post Bank account** - The account number must be seven characters long and start with the letter *P*.
   - **Giro account** - The account number must be seven characters long and start with the letter *G*.
   - **ING account** - The account number must be a maximum of eight characters long, though the number can also include two extra leading zeros. The account number must start with the letter *I*.
   - **Standard bank account** - The account number must be ten characters long, including any leading zeros, and must meet the modulus 11 check

   Note: You can include periods (.) and spaces as separators when you enter the account number. Oracle Payables removes both periods and spaces from the bank account number, however, when the EFT file is created.
7. Enter appropriate values in the remaining fields.
8. Save your work.

Set Up Supplier Sites

Set up the supplier sites that you want to pay with EFT payments. Use the Supplier Sites window to set up the supplier sites.

To make EFT payments to a supplier site, you must assign a supplier bank account to the supplier site. Use the Name field in the Bank Accounts alternative region of the Supplier Sites window to select the bank account that you defined for the supplier site.

Note: You do not need to assign a bank account to a supplier site for payments by KSI check.

For all EFT payments, you should select *Electronic* as the payment method for the supplier site. Use the Payment Method field in the Payment alternative region to select the payment method.

Note: You can change the payment method that you use for a supplier. Before you change the payment method, however, you must ensure that the supplier is not included in a batch that is partially processed.

Use the Pay Group field in the Payment alternative region to enter the pay group for the supplier site. For example, if you want to make payments to this supplier site in euros, assign the appropriate pay group to the supplier site to ensure that domestic and foreign euro invoices are paid in separate batches.

For foreign payments, you must enter the address in the Address fields, the city in the City field, and the country in the Country field in the Supplier Sites window.

See also: Entering Suppliers, *Oracle Payables User Guide*

Enter Supplier Site EFT Information

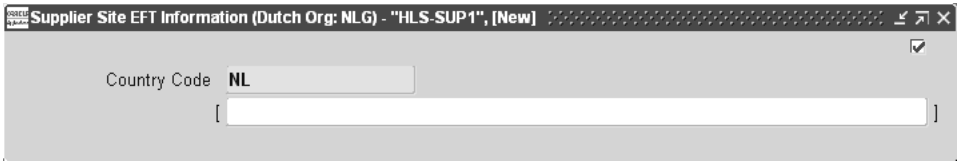
For foreign payments, you can pay by KSI check or electronic funds transfer (EFT). Use the Supplier Site EFT Details descriptive flexfield in the Supplier Sites window to enter additional EFT information about either KSI check or EFT payments at supplier site level.

See also: Entering Suppliers, *Oracle Payables User Guide*

To enter supplier site EFT information:

1. Navigate to the Suppliers window.
2. Enter or query a supplier.
3. Navigate to the Sites alternative region.
4. Select a site and press the Open button to open an existing site, or press the New button to open a new site. The Supplier Sites window opens for that site.
5. Choose *View EFT Details* from the Tools menu.

   The Supplier Site EFT Information flexfield appears.

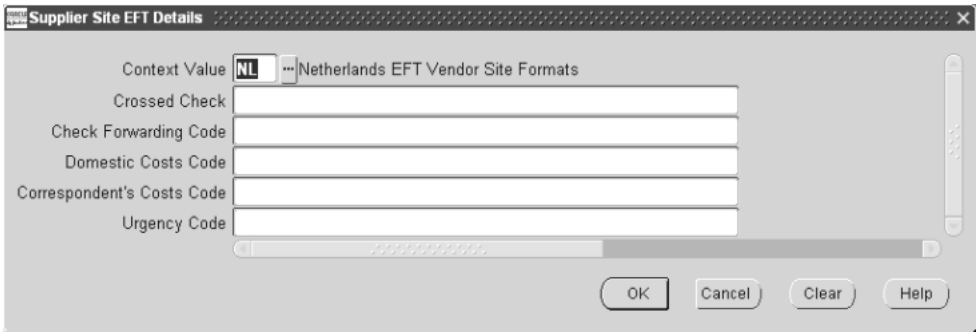


   The Country Code field defaults to a two-character country code according to the value that you entered as your VAT Member State.

6. Click in the descriptive flexfield.

   The Supplier Site EFT Details flexfield appears.

(continued)



7. Enter information in the appropriate fields for the payment method you want to use.

For this option...	Follow these steps...
Pay by KSI check	Select the code that you want from the list of values in the Crossed Check field. Valid values for the crossed check code are: ■ **J** - Cross check ■ **N** - Do not cross Select the code that you want from the list of values in the Check Forwarding Code field. Valid values for the check forwarding code are: ■ **1** - Principal's branch ■ **2** - Principal ■ **3** - Beneficiary Leave the remaining fields blank.

For this option...	Follow these steps...
Pay by electronic funds transfer	Select the codes that you want from the lists of values in the Domestic Costs Code field and the Correspondent's Costs Code field. Valid values for the domestic costs code and for the correspondent's costs code are: ■ **1** - Charge to principal's NLG account ■ **2** - Charge to principal's foreign currency account ■ **3** - Charge to beneficiary Select the code that you want from the list of values in the Urgency Code field. Valid values for the urgency code are: ■ **0** - SWIFT normal/post ■ **2** - SWIFT urgent/cable Leave the remaining fields blank.

8. Save your work.

Entering Invoice EFT Information

If a foreign payment exceeds the reporting threshold set by the DNB, you must report the payment to the DNB. When you report the payment, you must also report additional invoice information for the invoices in the payment, including the payment category code, goods code or article number, and payment nature.

When you enter invoices that you want to pay with a foreign EFT payment, you should also enter the additional EFT information for the Netherlands. Oracle Payables lets you enter the additional EFT information in globalization flexfields, either in the Invoices window or in the Invoice Gateway window. This information is included in the EFT file.

All the invoices in a reported payment must have exactly the same payment category code, goods code or article number, and payment nature. When you build a foreign payment batch, Oracle Payables groups invoices according to the additional EFT information that you enter so that all the invoices in a payment that exceeds the reporting threshold have exactly the same additional EFT information. For more information, see Creating a Payment Batch on page 1-44.

See also: Entering Invoices, *Oracle Payables User Guide*

Entering Invoice EFT Information in the Invoices Window

When you enter invoices in the Invoices window, use the Invoice EFT Details descriptive flexfield to enter the additional EFT information for foreign EFT payments.

To enter invoice EFT information:

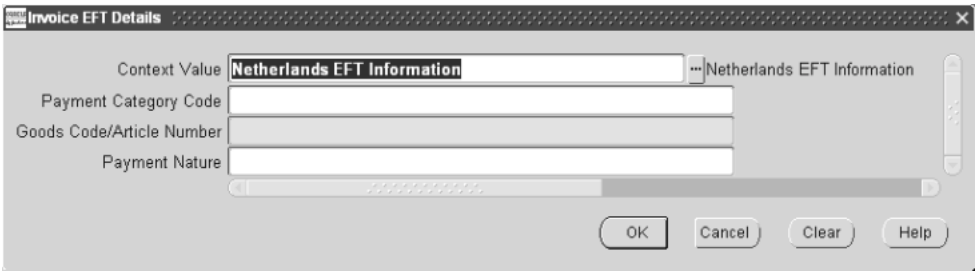
1. Navigate to the Invoices window.
2. Enter or query an invoice.
3. Choose *View EFT Details* from the Tools menu.

   The Invoice EFT Information flexfield appears.

4. Select *Foreign Payments* in the Payment Preference pull-down list.
5. Click in the descriptive flexfield.

   The Invoice EFT Details flexfield appears.

(continued)



6. Select the payment category code that you want from the list of values in the Payment Category Code field.

   Valid values are:

   - **1** - Goods
   - **2** - Transit trade
   - **3** - Services and capital
   - **4** - Transfer to own account
   - **5** - Other registered items

7. In the Goods Code / Article Number field, select the goods code or article number that you want from the list of values.

8. Enter a text description of the payment nature, such as *Services*, *Movement of capital*, *Transfer to own account*, or *Payment to registered special financial institutions*, in the Payment Nature field.

9. Save your work.

Invoice Gateway Overview

You can enter invoices in either the Invoice Gateway window or the Invoice Workbench. The Invoice Gateway window is the quickest way to enter most invoices. Use the Invoice Gateway window to enter a large number of invoices that do not require extensive online validation or extensive online defaulting of values.

Payables uses information that you enter in the Invoice Gateway window to create invoices in Payables. When you enter invoice records in the Invoice Gateway window, you enter invoice header and line information. This invoice information is stored in the Payables Open Interface tables. Because Oracle Payables does not validate and default invoice values while you enter invoices, you can enter invoices more quickly in the Invoice Gateway than you can in the Invoice Workbench (the Invoice Workbench is the Invoices window and associated windows).

After you enter invoice records using the Invoice Gateway, you can submit a customized workflow program to automate your business processes for managing invoices. For example, you can customize the workflow program to validate the cost center on all invoices before you import them.

You submit the Payables Open Interface Import Program to validate the values that you entered, provide any default values, and create invoices with distributions and scheduled payments in the regular Payables invoice tables.

After invoices are imported, Payables provides a report that lists both the invoice records that were successfully imported, and any invoice records that could not be imported due to invalid or missing information. You can query rejected invoice records in the Invoice Gateway window and correct and resubmit the invoices for import.

When you successfully import invoice records, Payables creates regular invoices that you can view, modify, and approve in the Invoice Workbench. After approval, the invoices are ready for payment.

After you have successfully created invoices based on the information in the invoice records, you can purge invoice records from the Open Interface tables.

See also: Invoice Gateway, *Oracle Payables User Guide*

Entering Invoice EFT Information in the Invoice Gateway Window

You must enter additional country-specific information when you record and pay invoices in the Netherlands. Oracle Payables captures this information in globalization flexfields on the Invoice Workbench and in the Invoice Gateway window. You can enter the same country-specific information in both windows. The Invoice Gateway window, however, lets you enter information more quickly for invoices that do not require extensive online validation or extensive online defaulting of values.

The Invoice Gateway window has one globalization flexfield in the header region. You can customize your Invoice Gateway folder forms to show or hide the globalization flexfield for the Netherlands.

To enter country-specific information in the header region of the Invoice Gateway window:

1. Navigate to the Invoice Gateway window.

   The Invoice Gateway Identification window appears on top of the Invoice Gateway window.

2. In the Invoice Gateway Identification window, enter the source in the Source field and the batch name in the Gateway Batch field.

3. Press the Enter button.

4. In the header region of the Invoice Gateway window, enter header information for your invoice.

5. Click in the globalization flexfield to navigate to the flexfield window. For more information, see Using Globalization Flexfields on page B-2.

6. Select the payment category code that you want from the list of values in the Payment Category Code field.

   Valid values are:

   - **1** - Goods
   - **2** - Transit trade
   - **3** - Services and capital
   - **4** - Transfer to own account
   - **5** - Other registered items

7. In the Goods Code / Article Number field, select the goods code or article number that you want from the list of values.

8. Enter a text description of the payment nature, such as *Services, Movement of capital, Transfer to own account,* or *Payment to registered special financial institutions,* in the Payment Nature field.

9. Press the OK button to save your work and return to the Invoice Gateway window.

Payables Open Interface Tables

The Payables Open Interface tables store invoice information. The Payables Open Interface Import program builds Payables invoices based on invoice records in the Payables Open Interface tables. After the import program builds the invoices, you can view, modify, and approve the invoices in the Invoice Workbench.

The invoice information derives from Electronic Data Interchange (EDI) invoices from your suppliers, invoice records that you entered in the Invoice Gateway window, invoices that you loaded with Oracle SQL*Loader, and credit card transaction data.

Understanding the Payables Open Interface Tables

Use the Invoice Gateway window, Oracle e-Commerce Gateway, the Credit Card Invoice Interface Summary, or SQL*Loader to load invoice information into the AP_INVOICES_INTERFACE and AP_INVOICE_LINES_INTERFACE interface tables. The Payables Open Interface program validates each record that you select for import. If the record contains valid information, the program creates a Payables invoice with distributions and scheduled payments based on the invoice header and line information in the record.

Records in the AP_INVOICE_LINES_INTERFACE table create one or more invoice distributions. Note that one row may create more than one distribution. For example, if you enter a tax line in this table and prorate the tax line across three item lines, during the Open Interface Import process Oracle Payables creates three tax invoice distributions based on the single tax line in this table.

The interface tables include columns, which Oracle Payables uses to categorize and store specific invoice information. For example, invoice source information is stored in the SOURCE column within AP_INVOICES_INTERFACE.

Payables Open Interface Table AP_INVOICES_INTERFACE

This table lists the columns in the AP_INVOICES_INTERFACE Payables Open Interface table . The column descriptions indicate which columns are required values for importing invoices into Oracle Payables with Netherlands features.

See also: Payables Open Interface Import, *Oracle Payables User Guide*

See also: Table Definitions, *Oracle Payables Applications Technical Reference Manual*

Column Name	Type
GLOBAL_ATTRIBUTE_CATEGORY	VARCHAR2(150)
GLOBAL_ATTRIBUTE1	VARCHAR2(150)
GLOBAL_ATTRIBUTE2	VARCHAR2(150)
GLOBAL_ATTRIBUTE3	VARCHAR2(150)
GLOBAL_ATTRIBUTE4	VARCHAR2(150)
GLOBAL_ATTRIBUTE5	VARCHAR2(150)
GLOBAL_ATTRIBUTE6	VARCHAR2(150)
GLOBAL_ATTRIBUTE7	VARCHAR2(150)
GLOBAL_ATTRIBUTE8	VARCHAR2(150)
GLOBAL_ATTRIBUTE9	VARCHAR2(150)
GLOBAL_ATTRIBUTE10	VARCHAR2(150)
GLOBAL_ATTRIBUTE11	VARCHAR2(150)
GLOBAL_ATTRIBUTE12	VARCHAR2(150)
GLOBAL_ATTRIBUTE13	VARCHAR2(150)
GLOBAL_ATTRIBUTE14	VARCHAR2(150)
GLOBAL_ATTRIBUTE15	VARCHAR2(150)
GLOBAL_ATTRIBUTE16	VARCHAR2(150)
GLOBAL_ATTRIBUTE17	VARCHAR2(150)

Column Name	Type
GLOBAL_ATTRIBUTE18	VARCHAR2(150)
GLOBAL_ATTRIBUTE19	VARCHAR2(150)
GLOBAL_ATTRIBUTE20	VARCHAR2(150)

Netherlands Columns

GLOBAL_ATTRIBUTE_CATEGORY

Enter the context value JE.NL.APXIISIM.FOREIGN to import Netherlands descriptive flexfield information.

Required:	Yes, if you want to import country-specific information
Validation:	None
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE_CATEGORY

GLOBAL_ATTRIBUTE1

Enter the payment category code.

Required:	No
Validation:	Valid values are: ■ **1** - Goods ■ **2** - Transit trade ■ **3** - Services and capital ■ **4** - Transfer to own account ■ **5** - Other registered items
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE1

GLOBAL_ATTRIBUTE10

Enter the goods code.

Required:	No
Validation:	Valid values for the goods code depend on the value entered for the payment category code
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE10

GLOBAL_ATTRIBUTE11

Enter the payment nature.

Required:	No
Validation:	None
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE11

How the Invoice Gateway Window Populates the Open Interface Tables

You may find this table helpful in understanding the Rejections Report. This table shows the column that is populated by each field in the Invoice Gateway globalization flexfield for the Netherlands.

Invoice Gateway field name - Header region flexfield	Corresponding column in AP_ INVOICES_INTERFACE
Context Value (not displayed)	GLOBAL_ATTRIBUTE_CATEGORY
Payment Category Code	GLOBAL_ATTRIBUTE1
Goods Code / Article Number	GLOBAL_ATTRIBUTE10
Payment Nature	GLOBAL_ATTRIBUTE11

Creating EFT Payments

To create Netherlands EFT payments, you must first create a payment batch for the invoices that you want to pay. Next you must create an EFT file for the payment batch. You can transfer the EFT files created by Oracle Payables to your KSI software to translate the files into the format required by your bank.

After you create EFT payments in Oracle Payables, you can review both the payment batches and the EFT data files for the payments.

Note: If you submit the Create EFT File process again for a media ID that is already created, Oracle Payables creates a duplicate EFT file. on page Note: If you submit the Create EFT File process again for a media ID that is already created, Oracle Payables creates a duplicate EFT file.

Creating a Payment Batch

Use the Payment Batches window and the Payment Batch Actions window to create a payment batch for the invoices that you want to pay with Netherlands EFT payments. When you initiate the payment batch, select a payment document that is associated with a Netherlands Domestic or Netherlands Foreign payment format. For these payment formats, Oracle Payables applies Netherlands payment grouping and validation rules according to the values you entered for the Netherlands profile options.

- **Reporting Threshold** - If a foreign payment exceeds the reporting threshold set by the DNB, you must report the payment to the DNB. When you report the payment, you must also report additional invoice information for the invoices in the payment, including the payment category code, goods code or article number, and payment nature.

  All the invoices in a reported payment must have exactly the same payment category code, goods code or article number, and payment nature. When you build a foreign payment batch, Oracle Payables groups invoices according to the additional EFT information so that all the invoices in a payment that exceeds the reporting threshold have exactly the same additional EFT information.

- **Invoice Validation** - Oracle Payables checks that the additional invoice information contains a valid combination of values according to Netherlands requirements. If you choose to validate all invoices, Oracle Payables validates the additional invoice information for all invoices in a foreign payment, whether or not the payment exceeds the reporting threshold. Otherwise, Oracle Payables validates the additional invoice information only for invoices in a foreign payment that exceeds the reporting threshold

- **Payment Separation** - Payment separation determines how payment records are created if the list of invoice numbers included in the payment is too long to fit in the description field of the payment file. The description field is 96 characters long for domestic payments and 140 characters long for foreign payments.

  If you enable payment separation, Oracle Payables creates one or more additional payment records to hold the invoices that could not be listed in the description field for the first payment record. To include as many invoices as possible in each payment and reduce the total number of payments created, you can enable invoice compression.

  If you disable payment separation, Oracle Payables creates only one payment record for all the invoices and inserts your reference text in the description field. If you did not enter a reference text, Oracle Payables inserts the payment number in the description field.

- **Invoice Compression** - If you enable invoice compression, Oracle Payables attempts to reduce the amount of space needed to list the invoice numbers in the payment file by grouping invoice numbers that have a common prefix. Instead of printing the full invoice numbers, Oracle Payables prints the prefix followed by a list of the suffixes. Each suffix is preceded by a plus sign (+).

  If you also enable payment separation, invoice compression lets you include as many invoices as possible in each payment, reducing the total number of payments created. However, you can enable invoice compression even if you do not enable payment separation.

  For more information, see Define Profile Options on page 1-9.

Note: To build Netherlands EFT payments, you must use a payment format whose name begins with the words *Netherlands Domestic* or *Netherlands Foreign* in English. If you do not use an appropriately named Netherlands payment format, Oracle Payables does not apply the payment grouping and validation rules required for Netherlands EFT payments. For more information, see Define Payment Formats on page 1-16.

After Oracle Payables builds the payment batch, you can use the Payment Batches window to review the payments and modify the payment batch if necessary. Next you format and confirm the payment batch.

Oracle Payables automatically runs the Netherlands Payment Specification report when you confirm the payment batch. For more information, see Netherlands Payment Specification Report on page 1-55.

When the payment batch is confirmed, you can create an EFT file for the batch. For more information, see Creating an EFT File on page 1-47.

Note: After you format a payment batch in a foreign currency, you must create the EFT file for that payment batch before you can format another batch in the same currency.

See also: Paying Invoices in Payment Batches, *Oracle Payables User Guide*

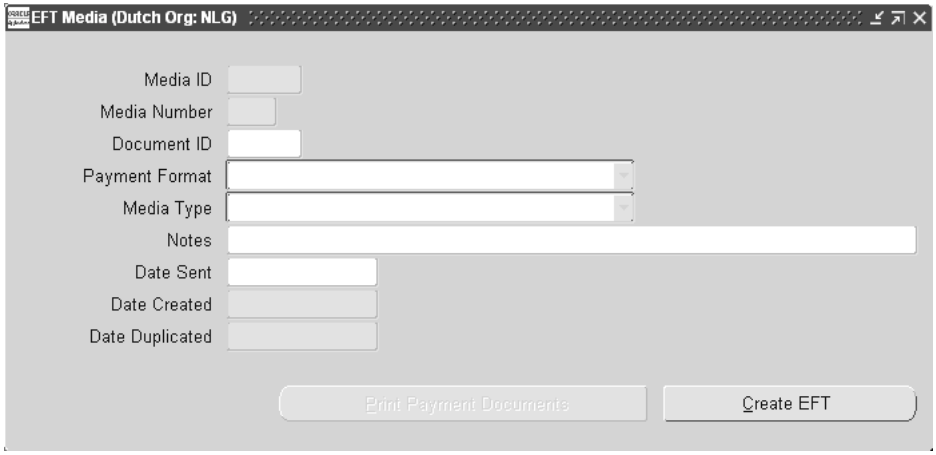
Creating an EFT File

Use the EFT Media window to create an EFT data file for a payment batch after you confirm the payment batch.

When you submit the Create EFT file process, you specify the payment format of the payment batches that you want to include in the EFT file. Oracle Payables creates an EFT file for the next sequentially numbered payment batch or batches for the payment format you specify.

- **Domestic payments** - If you specify the Netherlands Domestic payment format, Oracle Payables creates an EFT file that includes all the outstanding domestic payment batches with a status of *Confirmed*.
- **Foreign payments** - An EFT file can contain more than one foreign payment batch as long as each payment batch is in a different currency. After you format a foreign payment batch, Oracle Payables prevents you from formatting a second payment batch in the same currency until you create an EFT file for the first batch. Since all your outstanding foreign payment batches are in different currencies, Oracle Payables includes all the associated payment batches in the EFT file when you specify a Netherlands Foreign payment format.

To create the EFT data file:



1. Navigate to the EFT Media window.

   In the Media ID field, Oracle Payables displays the unique identifier for the EFT file that is created.

   In the Media Number field, Oracle Payables displays the four-digit media number assigned to the EFT file by the Create EFT File process. The media number is determined as follows:

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

   The media number appears in the header record of the payment file.

2. Enter a unique document ID code in the Document ID field. The document ID links the data file and the accompanying payment documents.

3. In the Payment Format field, select the Netherlands Domestic or Netherlands Foreign payment format that you want to create an EFT file for. For more information, see Define Payment Formats on page 1-16.

   Oracle Payables selects all outstanding payment batches associated with the format that you specify for the EFT file. For a Netherlands Foreign payment format, all the foreign payment batches must be in different currencies.

4. In the Media Type field, select *non ABN–AMRO software* from the pull-down list. The media type describes how you transfer the payment file to your bank and is printed on payment documents.

   Note: You must select *non ABN–AMRO software* in the Media Type field to create a valid EFT file.

5. In the Notes field, enter any additional comments about this EFT file.
6. After you create the EFT file and send the file to your bank, enter the date that you sent the file in the Date Sent field. You can only enter a date sent after the payment file has been created.

   After you create the EFT file, Oracle Payables displays the creation date in the Date Created field. If the Date Created field is blank, the EFT file is defined, but no payment batches were selected and written to the file.

   If you create a duplicate EFT file, Oracle Payables displays the creation date for the duplicate file in the Date Duplicated field. If the Date Duplicated field is blank, then no duplicate EFT file has been created.
7. Press the Create EFT File button to submit the Create EFT File process. Oracle Payables creates an EFT file that includes all outstanding payment batches associated with the format you specify.

   Note: For foreign payments, each foreign payment batch in the file must be in a different currency.

   The EFT file contains the payment records as well as the header and trailer records. Oracle Payables displays the request ID for this concurrent request in a pop-up window.

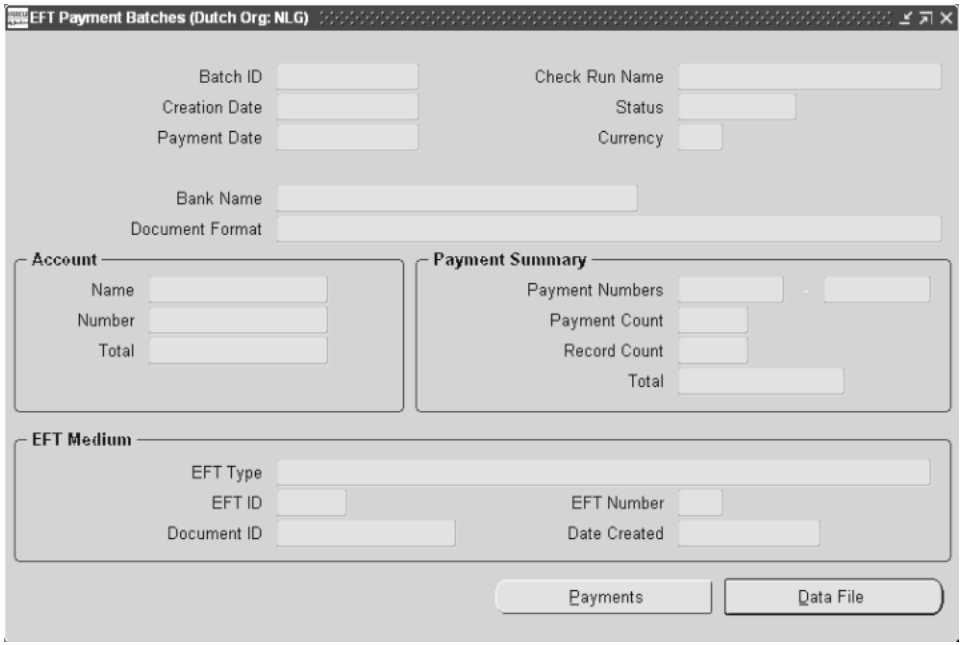
   Note: If you submit the Create EFT File process again for a media ID that is already created, Oracle Payables creates a duplicate EFT file.

Reviewing EFT Payments

Use the EFT Payment Batches window and the Data File window to review your EFT payments. You can query and review the EFT payment batch information after the payment batches are formatted. You can also review the EFT file created for the payment batch after the file is generated. You cannot change any information in these windows, however.

EFT Payment Batches Window

Use the EFT Payment Batches window to review EFT information at payment batch level. The EFT Payment Batches window is display-only.



The EFT Payment Batches window displays this information:

In this field...	Oracle Payables displays...
Batch ID	The unique batch ID assigned to the payment batch during the formatting process.
Check Run Name	The name assigned to the payment batch during invoice selection.
Creation Date	The date the payment batch was created.
Status	The payment batch status.
Payment Date	The date when you want the bank to process your payment batch. You enter the payment date when you initiate the payment batch. Oracle Payables includes the payment date in the header record of the payment batch and also prints the date on the payment documents.
Currency	The payment currency.
Bank Name	The bank used for payment.
Document Format	The payment format name.

The Account region of the EFT Payment Batches window displays this information:

In this field...	Oracle Payables displays...
Name	The bank account name.
Number	The bank account number.
Total	For domestic payments, the total number of bank accounts used in the batch, including all internal and supplier accounts. This field is not used for foreign payments.

The Payment Summary region of the EFT Payment Batches window displays this information:

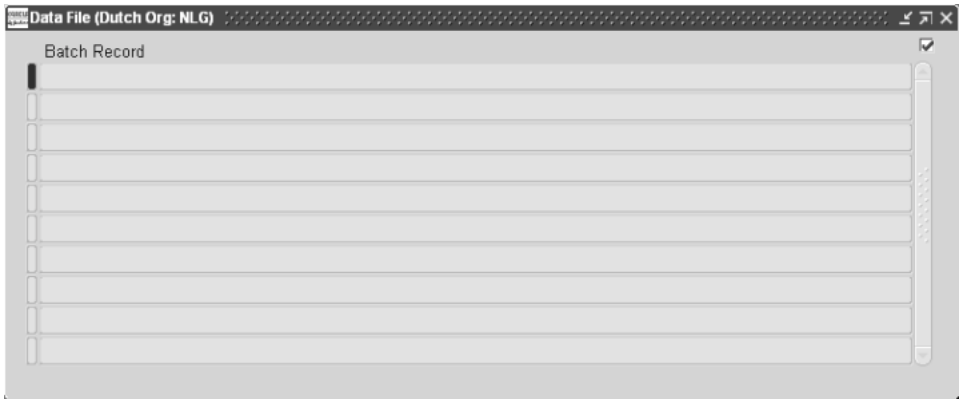
In this field...	Oracle Payables displays...
Payment Numbers	The range of payment numbers in the payment batch.
Payment Count	The total number of payments in the payment batch.
Record Count	The total number of records in the payment batch.
Total	The total payment amount for the payment batch.

The EFT Medium region of the EFT Payment Batches window displays this information:

In this field...	Oracle Payables displays...
EFT Type	The EFT type assigned when the data file is created.
EFT ID	The EFT ID assigned when the data file is created.
EFT Number	The EFT number assigned when the data file is created.
Document ID	A unique code that links the data file and the accompanying payment documents. You assign the document ID when you create the data file.
Date Created	The most recent date on which an EFT file was created for the payment batch.

Data File Window

Use the Data File window to review the complete EFT data file created by the Create EFT File process. Press the Data File button in the EFT Payment Batches window to navigate to the Data File window. Oracle Payables displays the EFT data file records in the Batch Record fields.



Netherlands Payment Specification Report

```
                    Payment Specification

                                              Document Date:   03-AUG-2000
                                              Document Number: 1
                                              Page: 1   Of 1


     A-1 Lighting and Interiors
     4201 Beale Street
     94032 Amsterdam
     CA
     US


  Invoice  Invoice      Voucher  Invoice   Discount  Payment
  Number   Date         Number   Amount    Amount    Amount
  _______  ___________  _______  ________  ________  __________
  18a      18-JUN-2000      216  7895.00        .00    7895.00
  18b      18-JUN-2000      218   456.00        .00     456.00
                                --------  --------- ----------
  Totals                        8351.00        .00    8351.00
                                ========  ========= ==========
```

Use the Netherlands Payment Specification report to list the invoices in a payment batch. You can use the JENL: Payment Specification profile option to specify which payments you want to include invoices from:

- If you set the JENL: Payment Specification profile option to *Yes*, the Netherlands Payment Specification report includes only payments that had more invoices than could fit in the description field of the EFT file.
- If you set the JENL: Payment Specification profile option to *No*, the Netherlands Payment Specification report includes all the payments in the batch.

For more information, see Define Profile Options on page 1-9.

Oracle Payables automatically runs the Netherlands Payment Specification report when you confirm a payment batch. For more information, see Creating a Payment Batch on page 1-44.

You can also use the Standard Request Submission windows to submit the Netherlands Payment Specification report.

> **See also:** Using Standard Request Submission, *Oracle Applications User's Guide*

Report Parameters

Payment Batch

If you submit the Netherlands Payment Specification report from the Standard Request Submission windows, enter the name of the payment batch that you want to print payment details for.

Report Headings

In this heading...	Oracle Payables prints...
<Title>	Payment Specification
Document Date	The date you ran the report
Document Number	The document number of the payment
Page	The page number
<Supplier Name and Address>	The supplier name and address
<Company Name and Address>	The name and address of your company

Column Headings

In this column...	Oracle Payables prints...
Invoice Number	The invoice number
Invoice Date	The invoice date
Voucher Number	The voucher number
Invoice Amount	The invoice amount with the invoice currency code
Discount Amount	The discount amount
Payment Amount	The payment amount with the payment currency code
Totals	The totals for the report

A

Standard Navigation Paths

This appendix describes how to navigate to each window in Oracle Financials for the Netherlands.

Standard Navigation Paths

Although your system administrator may have customized your navigator, typical navigation paths include the following:

Window Name	Navigation Path
Data File	Netherlands AP Localizations: EFT Payment Batches > Data File
EFT Media	Netherlands AP Localizations: EFT Media
EFT Payment Batches	Netherlands AP Localizations: EFT Payment Batches

If you have upgraded from a Character Mode version of Oracle Applications, see Appendix C for a cross reference between character mode menu paths and Release 11*i* navigation paths.

B

Using Globalization Flexfields

This appendix describes how to use globalization flexfields.

Using Globalization Flexfields

Oracle Financials for the Netherlands uses globalization flexfields that let you enter country-specific information in Oracle Payables. Your system administrator should complete setup steps to enable globalization flexfields for your country-specific responsibilities.

> **See also:** Setting Up Globalization Flexfields, *Oracle Financials Country-Specific Installation Supplement*

There is a globalization flexfield on this window:

Oracle Payables

- Invoice Gateway

The globalization flexfield appears in the window after you complete all setup steps to enable globalization flexfields. The globalization flexfield is enclosed in round brackets. Click in the globalization flexfield to display the flexfield window.

C

Character Mode to GUI Navigation Paths

This appendix describes how to navigate to character mode forms and GUI windows.

Character Mode to GUI Navigation Paths

This appendix maps Oracle Financials for the Netherlands character mode menu paths and form names to GUI menu paths and windows or processes.

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Netherlands Local Payables	Netherlands AP Localizations
Create EFT Media window	EFT Media window
\ Navigate Payments Automatic Media	Navigator: EFT Media
Netherlands Local Payables	Netherlands AP Localizations
EFT Payment Batches window	EFT Payments Batches window
\ Navigate Payments Automatic Batches	Navigator: EFT Payment Batches

D

Profile Options

This appendix lists the profile options that affect the operation of Oracle Financials for the Netherlands. This appendix includes a brief description of each profile option that you or your system administrator can set at the site, application, responsibility, or user levels.

Profile Options

During implementation, your system administrator sets a value for each user profile option to specify how Oracle Financials for the Netherlands controls access to and processes data.

Note: To enable globalization flexfields within Oracle Financials for the Netherlands, you must set the JG: Application, JG: Territory, and JG: Product profile options.

See also: Setting Up Globalization Flexfields, *Oracle Financials Country-Specific Installation Supplement*

See also: Overview of Setting User Profiles, *Oracle Applications System Administrator's Guide*

Profile Options Summary

This table indicates whether you can view or update profile options and at which levels your system administrator can update these profile options: the user, responsibility, application, or site levels.

A *Required* profile option requires you to provide a value. An *Optional* profile option already provides a default value which you can change.

	User	System Administrator				Requirements	
Profile Options	**User**	**User**	**Resp**	**App**	**Site**	**Value Required?**	**Default Value Provided?**
JENL: Carriage Return (EFT Payments)	Y		Y	Y	Y	Required	No Default
JENL: EFT Directory	Y			Y		Required	No Default
JENL: EFT Reference Text	Y	Y	Y	Y	Y	Required	No Default
JENL: Invoice Compression	Y	Y	Y	Y	Y	Required	No Default
JENL: Payment Separation	Y	Y	Y	Y	Y	Required	No Default
JENL: Payment Specification	Y		Y	Y	Y	Required	No Default
JENL: Reporting Threshold	Y			Y	Y	Required	No Default
JENL: Validate All Invoices	Y			Y	Y	Required	No Default
Key	Y	You can update the profile option					
	-	You can view the profile option but cannot change it					
	0	You cannot view or change the profile option value					

Country-Specific Profile Options

This section lists the profile options in Oracle Financials for the Netherlands that are referenced in this user's guide.

- JENL: Carriage Return (EFT Payments)
- JENL: EFT Directory
- JENL: EFT Reference Text
- JENL: Invoice Compression
- JENL: Payment Separation
- JENL: Payment Specification
- JENL: Reporting Threshold
- JENL: Validate All Invoices

For more information about these profile options, see Define Profile Options on page 1-9.

E

Bank Validation

This appendix describes how Oracle Payables and Receivables validate banking codes for Oracle Financials for the Netherlands.

Bank Information Validation

Oracle Payables and Oracle Receivables provide country-specific bank validation for banks in the Netherlands. Oracle Financials displays a warning if you enter invalid bank information.

Setting up Your Country

To use bank validation functionality for the Netherlands, you must first set up the Netherlands as your “home” country.

To set up Oracle Payables for bank validation:

1. Define the Default Country profile option.
2. Define countries and territories and assign VAT member state codes in the Countries and Territories window.
3. Enter your VAT member state code in the Financials Options window.
4. Save your work.

Oracle Payables compares the bank's country address that you entered in the Address region of the Banks window with your VAT member state code that you entered in the Financials Options window. If both countries match, the bank is in your home country and country-specific validation is performed.

If these countries do not match, Oracle Payables performs this default minimum validation:

Required Fields	Accepted Data Type	Maximum Length
Bank Account Name	alphanumeric	25
Bank Account Number	alphanumeric	30
Currency Code	value set	15

To set up Oracle Receivables for bank validation:

1. Define the Default Country profile option.
2. Specify the Netherlands in the Default Country field in the Miscellaneous region in the System Options window.
3. Save your work.

Oracle Receivables compares the bank's country address that you entered in the Address region of the Banks window with the Default Country that you entered in the System Options window. If both countries match, the bank is in your home country and country-specific validation is performed.

If these countries do not match, Oracle Receivables performs this default minimum validation:

Required Fields	Accepted Data Type	Maximum Length
Bank Account Name	alphanumeric	25
Bank Account Number	alphanumeric	30
Currency Code	value set	15

See also: Countries and Territories, *Oracle Payables User Guide*

See also: Defining Financials Options, *Oracle Payables User Guide*

See also: Miscellaneous System Options, *Oracle Receivables User Guide*

See also: Overview of Setting User Profiles, *Oracle Applications System Administrator's Guide*

Code Validation

Oracle Financials validates this bank information for the Netherlands:

- Bank Number
- Branch Number
- Bank Account Number
- Check Digit

If you leave these fields blank, Oracle Financials prompts you to enter a number.

Account Number Validation

Oracle Financials validates that the first digit of the account number is either numeric or the letters:

- *P* for Post bank accounts
- *G* for Giro bank accounts
- *I* for ING bank accounts

See Define Supplier Banks and Bank Accounts on page 1-24 for more information.

Oracle Financials validates the account number in one of three ways, based on the value of the first digit.

Post/Giro Account Numbers

If the first digit is *P* or *G*, Oracle Financials validates the number with this criteria:

- Account number has a maximum length of eight digits (including the initial *P* or *G*)
- No spaces are allowed
- All digits after the initial *P* or *G* must be numeric

ING Account Numbers

If the first digit is *I*, Oracle Financials validates the number with this criteria:

- Account number has a maximum length of 9 digits (including the initial *I*), but can have an additional two leading zeros
- No spaces are allowed
- All digits after the initial *I* must be numeric

Standard Account Numbers

If the first digit is numeric, Oracle Financials validates the number with this criteria:

- Account number must be 9 or 10 digits without any preceding spaces. All 9-digit numbers are converted to 10 digits by prefixing a zero.
- The Modulus 11 check is applied.

Modulus 11 Check

The Modulus 11 check uses this procedure to validate the account number:

1. Multiple each digit by the factor listed in this table provided by the Dutch government.

Digit	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
Factor	10	9	8	7	6	5	4	3	2	1

2. Sum all ten of the results from step 1.
3. Determine if the sum is divisible by 11.

   If the sum is divisible by 11, the account number is valid. If not, the account number is not valid.

For example, apply this check to the account number 0123456789:

1. Multiple each digit by each digit's associated factor.

Digit	Value	Factor	Result
1st Digit	0	10	0
2nd Digit	1	9	9
3rd Digit	2	8	16
4th Digit	3	7	21
5th Digit	4	6	24
6th Digit	5	5	25
7th Digit	6	4	24
8th Digit	7	3	21
9th Digit	8	2	16
10th Digit	9	1	9
Sum			**165**

2. Sum all ten of the results from step 1.

   The multiple sum for this example is 165.

3. Determine if the sum is divisible by 11.

   165 / 11 = 15

   Yes, the sum is divisible by 11.

   In this example, the validation is successful.

   If the 10th digit of the account were 8, the sum would have been 164, which is not divisible by 11. The bank account validation would have failed.

Glossary

BFI

BFI is the abbreviation for *Bijzondere Financiele Instellingen*, which are registered special financial institutions. If you make a foreign payment that exceeds the reporting threshold to one of these institutions, you must report the payment to DNB.

DNB

DNB is the abbreviation for *De Nederlandsche Bank*, which is the Dutch National Bank.

Reporting Threshold

The reporting threshold is the highest amount that Dutch companies can transfer in a foreign payment without reporting the payment to the Dutch National Bank (DNB). If a foreign payment exceeds the reporting threshold, control regulations require you to report the payment to the DNB.

When you report a foreign payment to the DNB, you must report additional invoice information for the invoices in the payment, such as the payment category code, goods code or article number, and payment nature. All the invoices in a reported payment must have the same additional invoice information.

SWIFT

SWIFT is the abbreviation for the Society for Worldwide Interbank Financial Telecommunications.

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