

Oracle® Financials for Switzerland

User Guide

Release 11*i*

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ORACLE®

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Glossary

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Send Us Your Comments

Oracle Financials for Switzerland User Guide, Release 11*i*

Part No. A81266-02

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

Preface

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

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

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

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

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 Switzerland, including payment processing, Invoice Gateway, setting up and using DTA and SAD, and setting up VAT.
- Chapter 2 describes Oracle Receivables for Switzerland, including receipt processing and setting up and using AutoLockbox.
- Appendix A describes how to use globalization flexfields.
- Appendix B describes how to navigate to character mode forms and GUI windows.
- Appendix C describes the profile options you must set for Oracle Financials for Switzerland.
- Glossary provides definitions of terms specific to Oracle Financials for Switzerland that are used in this guide.

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 Switzerland.

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

If this user guide refers you to other Oracle Applications documentation, use only the Release 11i 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 Switzerland.

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 Switzerland (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 Switzerland. The manual details additional steps and setup considerations for implementing Oracle Financials for Switzerland with this feature.

Multiple Organizations in Oracle Applications

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

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

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 Standards*. 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 Switzerland working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

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

Thank you for using Oracle Financials for Switzerland and this user guide.

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

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Redwood Shores, CA 94065
USA

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

Oracle Payables

This chapter overviews Oracle Payables for Switzerland, including:

- Payment processing
- Invoice Gateway
- Setting up and using DTA
- Setting up and using SAD
- Setting up VAT

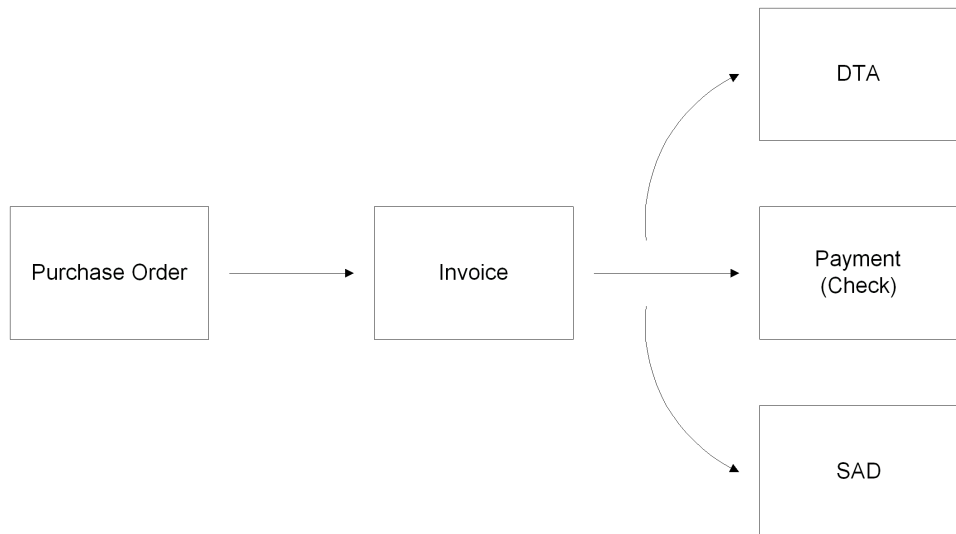
Payment Processing

Oracle Payables for Switzerland provides two different electronic funds transfer (EFT) processes: DTA and SAD. Use the Swiss DTA Payment File for domestic or foreign payments that originate from accounts at a Swiss bank; use the Swiss SAD Payment File for domestic payments that originate from accounts at die Post, the Swiss mailing company. Your payment amounts are automatically deducted from your accounts and credited to your supplier's accounts, and balances are updated in Oracle Payables.

This section describes how you set up and use DTA and SAD, including the associated reports.

Procurement Process

The procurement process begins when you create a purchase order in Oracle Purchasing and then receive and enter an invoice in Oracle Payables. After you match the invoice with its purchase order and approve the invoice in Oracle Payables, you can pay your supplier using an EFT payment method instead of a check. Oracle Payables creates DTA or SAD electronic payment files that instruct your bank or die Post to transfer funds from your account to your supplier's account for payment.



See also: Electronic Payments, *Oracle Payables User Guide*

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 Country-Specific Information in the Invoice Gateway Window

You must enter additional country-specific information when you record and pay invoices in Switzerland. 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 globalization flexfield in the header region. You can customize your Invoice Gateway folder forms to show or hide the globalization flexfield for Switzerland.

Header Region

Switzerland requires different country-specific invoice header information in the context of different features. When you enter invoices in the Invoice Workbench, you click in the globalization flexfield to navigate to a window that lets you choose the feature that you want. Oracle Payables then displays the flexfield window that lets you enter information for that feature.

The Invoice Gateway window lets you enter information more quickly, if your invoices do not require extensive online validation or extensive online defaulting of values, by choosing the feature you want in the flexfield window itself. When you click in the globalization flexfield in the header region of the Invoice Gateway window, Oracle Payables displays the flexfield window with the Context Value field as the first field. The context value represents the country and feature that you choose and determines which other fields appear in the flexfield window to let you enter country and feature-specific information.

Because Switzerland has two contexts for different features, the default is the first context in the list. You can override the default by entering another valid context value for Switzerland. Oracle Payables prevents you from saving information for a context that is not valid for Switzerland.

To enter country and feature-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 to record your invoice.
- 5. Click in the globalization flexfield to navigate to the flexfield window. For more information, see Using Globalization Flexfields on page on page A-2.

In the flexfield window, the Context Value field defaults to Switzerland's context. The context value determines which other fields appear in the flexfield window to let you enter country-specific information.

Because Switzerland has two contexts for different features, the default is the first context in the list. You can override the default by entering another valid context value for Switzerland. These values include:

Feature	Context Value
DTA	DTA EFT Invoice Format
SAD	SAD EFT Invoice Format

Oracle Payables prevents you from saving information for a context that is not valid for Switzerland.

- 6. Enter your country and feature-specific information in the remaining fields in the flexfield window. For more details about the information required for each context, see:
 - Entering DTA Information in the Invoice Gateway Window on page 1-23
 - Entering SAD Information in the Invoice Gateway Window on page 1-41
- 7. 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 Swiss 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)

DTA

GLOBAL_ATTRIBUTE_CATEGORY

Enter the context value JE.CH.APXIISIM.DTA to import Swiss DTA 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 ESR number.

Required:	No
Validation:	None
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE1

SAD

GLOBAL_ATTRIBUTE_CATEGORY

Enter the context value JE.CH.APXIISIM.SAD to import Swiss SAD 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 ESR number.

Required:	No
Validation:	None
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE1

How the Invoice Gateway Window Populates the Open Interface Tables

You may find these tables helpful in understanding the Rejections Report. These tables show the column that is populated by each field in the Invoice Gateway globalization flexfield for Switzerland.

DTA

Invoice Gateway field name - Header region flexfield	Corresponding column in AP_INVOICES_INTERFACE
Context Value	GLOBAL_ATTRIBUTE_CATEGORY
ESR Number	GLOBAL_ATTRIBUTE1

SAD

Invoice Gateway field name - Header region flexfield	Corresponding column in AP_INVOICES_INTERFACE
Context Value	GLOBAL_ATTRIBUTE_CATEGORY
ESR Number	GLOBAL_ATTRIBUTE1

Setting up and Using DTA

You can electronically pay your supplier's invoices with the Swiss DTA Payment File. After you set up DTA in Oracle Payables with your supplier's account information and currency, you can create a DTA payment file to send to your bank or Telekurs AG, the Swiss bank clearing center. Your payment amounts are transferred from your bank account to your supplier's accounts.

You can use these payment types with the DTA payment format:

Use this payment type...	For this purpose...
DTA Check	Your bank writes a check and sends it to the supplier.
ESR (blue pay in slip)	Domestic payments to a supplier's postal account with the customer number and invoice number.
PTT (green or red pay in slip)	Domestic payments to a supplier's postal account.
Bank (green or red pay in slip)	Domestic payments to a supplier's bank account.
SWIFT Code	Foreign currency payments to a supplier's bank account and CHF payments to a supplier's bank abroad. You must have your supplier's bank SWIFT code.
SWIFT Address	Foreign currency payments to a supplier's bank account and CHF payments to a supplier's bank abroad. If you do not have your supplier's bank SWIFT code, enter the bank's complete address instead.

Setting up DTA

This section explains how to set up DTA for Switzerland. You must complete the following setup:

- Define EFT system formats, on page 1-16
- Set up your supplier's bank and bank account, on page 1-18
- Set up your supplier's site, on page 1-19
- Define the DTA payment format, on page 1-21
- Assign the reference number to ESR invoices, on page 1-22

DTA Prerequisites

Before you can set up DTA, you must have:

- A bank account with a Swiss bank
- A signed agreement with Telekurs AG, the company that handles EFT payments for Swiss banks

In addition, you must define your VAT member state as *Switzerland* 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.

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

Defining EFT System Formats

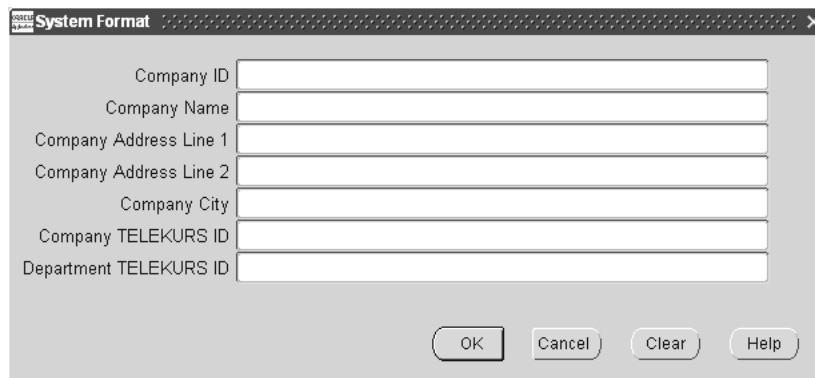
Use the System Format descriptive flexfield in the EFT System Information window to define the format for the DTA payment file.

The screenshot shows the 'EFT System Information (Swiss Org)' window. At the top, there are two input fields: 'Country Code' and 'Description'. Below these is a section titled 'Payment Formats'. This section contains a table with two columns: 'EFT Type' and 'Description'. The table has five rows, with the first row highlighted. To the right of the table is a vertical toolbar with buttons for adding, deleting, and saving records.

To define the DTA system format:

1. Navigate to the EFT System Information window.
2. Query *CH* in the Country Code field.
3. Enter *Swiss DTA Payment Module* in the EFT Type field.
4. Navigate to the descriptive flexfield in this window.

The System Format flexfield appears.



System Format

Company ID

Company Name

Company Address Line 1

Company Address Line 2

Company City

Company TELEKURS ID

Department TELEKURS ID

OK Cancel Clear Help

5. Enter your company's segment value for the company segment of your accounting flexfield in the Company ID field.
6. Enter your company's name in the Company Name field.
7. Enter the first line of your company's address in the Company Address Line 1 field and the second line of your company's address in the Company Address Line 2 field.
8. Enter your company's city in the Company City field.
9. Enter your company's participant number in the Company TELEKURS ID field.
10. Enter your department's participant number in the Department TELEKURS ID field.
11. Press the OK button.
12. Save your work.

Setting up Your Supplier's Bank and Bank Account

Use the Banks window to define an EFT account for your supplier's bank. Every Swiss bank is identified by its branch number, or clearing number. Every foreign bank is identified by either the SWIFT code or SWIFT address.

Use the Bank Accounts window to enter bank account information. Define an EFT account for each supplier and currency that you want to make payments for.

The EFT account setup depends on the DTA payment type. Use the supplier's bank name and bank account for the Bank, SWIFT Code, and SWIFT Address payment types. For other DTA payment types that do not use either a bank name or bank account number, such as DTA Check, you must create a general account in Oracle Payables. This table describes the setup in the Banks and Bank Accounts windows for these payment types:

For this payment type...	Use this setup...
DTA Check	Define a general bank and bank account with <i>DTACheck</i> as the bank name, for example. A DTA check does not require a supplier's bank account number, but Oracle Payables requires a bank account number for every electronic payment.
ESR	Define a general bank with <i>ESR</i> as the bank name, for example. You must use the ESR account number for the bank account number.
PTT	Define a general bank with <i>PTT</i> as the bank name, for example. You must use the PTT account number for the bank account number.

See also: Defining Banks, *Oracle Payables User Guide*

See also: Defining Bank Accounts, *Oracle Payables User Guide*

Setting up Your Supplier's Site

Use the Supplier Sites window to enter your supplier sites and account information. Choose *DTA* as the default pay group for each supplier site that you want to pay with DTA payments. You can override the default pay group at invoice level.

Also, use the Supplier Site EFT Details descriptive flexfield to enter the payment type for the supplier site.

To set up your supplier's site:

1. Navigate to the Suppliers window.
2. Navigate to the Sites alternative region.
3. Select a site and press the Open button.
The Supplier Sites window appears.
4. Choose *View EFT Details* from the Tools menu.

The Supplier Site EFT Information flexfield appears.



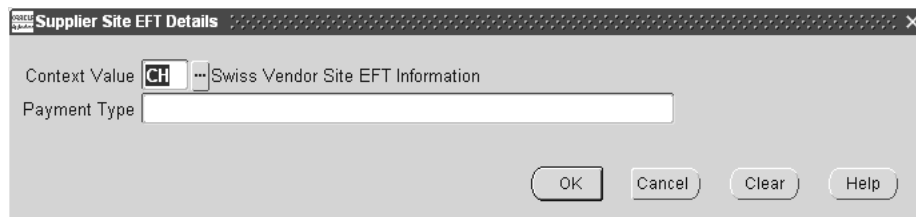
Supplier Site EFT Information (Swiss Org) - "HLS-SUP1", [New]

Country Code CH

[]

5. Navigate to the descriptive flexfield in this window.

The Supplier Site EFT Details flexfield appears.



Supplier Site EFT Details

Context Value CH Swiss Vendor Site EFT Information

Payment Type

OK Cancel Clear Help

(continued)

6. Enter a payment type, such as *Bank* or *DTACheck*, in the Payment Type field. See Setting up and Using DTA on page 1-13 for the valid payment types.
7. Press the OK button.
The Supplier Sites window appears.
8. Navigate to the Payment alternative region.
9. Enter *DTA* for the name of the pay group in the PayGroup field.
10. Choose *Electronic* in the Payment Method field.
11. Check the Pay Alone check box if your payment type is *ESR*.
12. Navigate to the Bank Accounts alternative region.
13. Enter the name of your supplier's account that you defined in the Bank Accounts window in the Name field.
14. Enter your supplier's account number in the Number field.
15. Check the Primary check box for each account that you want as the primary account for a currency type.
16. Save your work.

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

Defining the DTA Payment Format

Use the Payment Formats window to define the DTA payment format that you assign to your invoices. During payment formatting, Oracle Payables uses the DTA payment format to create your payment file.

To define the DTA payment format:

1. Navigate to the Payment Formats window.
2. Enter *Swiss DTA Payment* in the Payment Format field.
3. Choose *Electronic* in the Payment Method field.
4. Select *Multiple* in the Currency region.
5. Enter *Build Payments Program (10.7)* in the Build Payments field.
6. Enter *Swiss Payment Validation Program* in the Format Payments field.
7. Save your work.

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

Assigning the Reference Number to ESR Invoices

If you are using the ESR payment type, use the Invoice EFT Details descriptive flexfield in the Invoices window to assign the ESR reference number to invoices that you enter. This reference number is located above the payers address on the blue pay in slip.

To assign the ESR reference number:

1. Navigate to the Invoices window.
2. Choose *View EFT Details* from the Tools menu.

The Invoice EFT Information flexfield appears.



The screenshot shows a window titled "Invoice EFT Information (Swiss Org: CHF) - [New]". Inside, there is a "Payment Preference" label next to a dropdown menu. Below the dropdown is a large, empty text input field.

3. Choose *Swiss DTA Payment* in the Payment Preference field.
4. Navigate to the descriptive flexfield in this window.

The Invoice EFT Details flexfield appears.



The screenshot shows a window titled "Invoice EFT Details". It has a "Context Value" field with a dropdown menu showing "Swiss DTA EFT Invoice Format". Below it is an "ESR Number" field with a text input area. At the bottom, there are four buttons: "OK", "Cancel", "Clear", and "Help".

5. Enter the ESR reference number in the ESR Number field.
6. Press the OK button.
7. Save your work.

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

Entering DTA Information in the Invoice Gateway Window

The screenshot shows a dialog box titled "Additional information for Switzerland". It contains two input fields: "Context Value" and "ESR Number". The "Context Value" field is populated with "DTA EFT Invoice Format". To the right of this field is a dropdown menu currently showing "Swiss DTA EFT Invoice Forms". The "ESR Number" field is empty. At the bottom right of the dialog are four buttons: "OK", "Cancel", "Clear", and "Help".

To enter DTA 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. Choose the Enter button.
4. In the header region of the Invoice Gateway window, enter information to record your invoice.
5. Click in the globalization flexfield to navigate to the flexfield window. For more information, see Using Globalization Flexfields on page A-2.

In the flexfield window, the Context Value field defaults to the DTA context. The context value determines which other fields appear in the flexfield window to let you enter country-specific information.

Oracle Payables prevents you from saving information for a context that is not valid for Switzerland.

6. Enter the ESR reference number in the ESR Number field.
7. Choose the OK button to save your work and return to the Invoice Gateway window.

Using DTA

After you set up information required for DTA, you can create a DTA payment file to send to your bank or Telekurs AG. You can also create two reports: the Swiss DTA Accompanying Payment Letter to Bank, with payment file information that you send to your bank or Telekurs AG, and the Swiss DTA Supplier Remittance Advice with invoice payment information that you send to your supplier. You must confirm your completed payment batches as the final step in the payment process.

Note: Oracle Payables uses the predefined DTA pay group to group payments in the Swiss DTA payment file. All invoices that you want to pay using DTA must be assigned to this pay group.

You should choose *DTA* as the default pay group for each supplier site that you want to pay with DTA payments. You can override the default pay group at invoice level. For more information, see *Setting up Your Supplier's Site* on page 1-19.

Creating DTA EFT Payments

Use the Payment Batches window to submit the AutoSelect payment process to build payments for the DTA payment file. This DTA payment file contains payments for invoices in your payment batches. The AutoSelect process selects invoices based on selection criteria that you define to build your payments.

Note: The Swiss Validate Payment Batch report runs when you format your payment batches. If this report shows invoices with errors, you cannot continue with the build process. You need to correct the invoices, cancel, and restart the payment batches, or remove the invoices from the payment batches in the Modify Payment Batch window.

If the validation report shows all invoices as valid and the batch status as formatted, you can continue with the payment file creation. See Swiss Validate Payment Batch Report on page 1-49 for more information about this report.

Run the Swiss DTA Payment report set from the Standard Request Submission windows to create the DTA payment file. The Swiss DTA Accompanying Payment Letter to Bank and Swiss DTA Supplier Remittance Advice are also created when you run this request set. These reports are simultaneously created for all payment batches with formatted status. Payment batches with different currencies and the same pay group, for example, are included in one DTA payment file. For more information about these reports, see:

- Swiss DTA Accompanying Payment Letter to Bank, on page 1-27
- Swiss DTA Supplier Remittance Advice, on page 1-29

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

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

Confirming Payment Batches

Use the Payment Batch Actions window to confirm DTA payments. After you confirm a payment batch, the bank account that a payment was made from is ready for the next payment run, and your payments are transferred to General Ledger.

Note: Confirm your payments only after you receive the debit note from the bank for the entire payment amount. Check the debit note that is with your final payment register. If fewer than five percent of the transactions are incorrect, such as incorrect accounts or bank clearing numbers, the bank will only process valid payments. If more than five percent of the transactions are incorrect, the bank sends the payment file back to you and does not process any payments.

If you have payment exceptions, for example if the bank processed your DTA payment file, but not all invoices were paid, or the bank did not process your DTA payment file, complete these steps to pay the invoices:

For this payment exception...	Complete these steps...
The bank processed your DTA payment file, but not all invoices were paid	<ul style="list-style-type: none">■ Void the invoices that were not paid in the Payment Batch Actions window■ Correct invoice information in the Invoices window■ Manually pay the invoices, or pay the invoices in a different DTA payment file
The bank did not process your DTA payment file	<ul style="list-style-type: none">■ Cancel the payment batches in the Payment Batch Actions window■ Correct invoice information in the Invoices window■ Create a new DTA payment file with the invoices

See also: Confirming Payment Batches, *Oracle Payables User Guide*

Swiss DTA Accompanying Payment Letter to Bank

MUSTERFIRMA SCHWEIZ WUHRMATTSTRASSE 23 POSTFACH 4103 BOTTMINGEN		SBV Aeschenplatz Postfach 4000 Basel	
BOTTMINGEN, 11.06.2001			
Bankkonto	10-123,456.0		
Währung des Kontos	CHF		
Bitte überweisen Sie an die auf dem Datenträger vermerkten Begünstigten die entsprechenden Beträge			
Transaktionsart	Anzahl	Währung	Betrag
TA 827 BANK	3	CHF	9,720.75
TA 827 PC	1	CHF	64,281.25
TA 830/832	1	CHF	54,282.50
Total			128,284.50
Identifikation-Nr. des Auftraggebers		MUST1	
Identifikation-Nr. des Datenträgerabsenders		MUST1	
Erstellungsdatum des Datenträgers		11.06.01	
Gewünschter Verarbeitungstag		11.06.01	

Print the Swiss DTA Accompanying Payment Letter to Bank to send with your DTA payment file to your bank or Telekurs AG. This letter confirms the transactions that are in the payment file as well as the date that you want your payments processed.

Use the Standard Request Submission windows to submit the Swiss DTA Accompanying Payment Letter to Bank.

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

Report Headings

In this heading...	Oracle Payables prints...
Bank Account	Your bank account number
Account Currency	The currency of your account

Column Headings

In this column...	Oracle Payables prints...
Transaction Type	The transaction type
Number of Payments	The number of payments for the transaction type
Currency	The payment currency
Amount	The payment amount
EFT Requester ID	The identification of the organization whose account is charged with the DTA payments
EFT Sender ID	The identification of the organization that creates the DTA payments. Note: This organization can be the same organization whose account is charged with the DTA payments.
EFT Creation Date	The date that you created the payment file
Requested Processing Date	The date that you want your payments processed

Swiss DTA Supplier Remittance Advice

MUSTERFIRMA SCHWEIZ WUHRMATTSTRASSE 23 4103 BOTTMINGEN				
CH TEST 3 PTT Am Schnidelwutz 33				
ZAHLUNGSANZEIGE ADVICE OF PAYMENT DATUM/DATE 11.06.01				
4133 Pratteln				
Cred.-Nr. 10361				
Wir haben heute unsere Bank beauftragt, Ihnen die folgenden Rechnungen zu vergüten: Today we've instructed our bank to remit (by SWIFT) the following amount:				
Datum	Ref.	Rechnungsbetrag/ Gutschrift	Teilzahlung/ Skonto	Zahlung
Date	Ref.	Amount of Invoice/ Credit Note	Part Payment/ Discount	Payment
22.02.00	CHS/002	213.00	0.00	213.00
03.03.00	CHS/103	16'125.00	0.00	16'125.00
03.03.00	CHS/034	10'750.00	0.00	10'750.00
03.03.00	CHS/035	20'000.00	0.00	20'000.00
04.03.00	CHS/103GU	-2'150.00	0.00	-2'150.00
04.03.00	CHS/103DM	-1'075.00	0.00	-1'075.00
08.03.00	CHS/041	20'400.00	0.00	20'400.00
16.03.00	CHS/202	18.25	0.00	18.25
Total	CHF	64'281.25	0.00	64'281.25

Use the Swiss DTA Supplier Remittance Advice to notify your supplier about invoice payments that are deposited in your supplier's accounts. The Swiss DTA Supplier Remittance Advice details transactions that are in your payment file.

Oracle Payables prints DTA payments in a remittance when more than four invoices are paid in a payment batch. In this case, the payment advice that the supplier receives from the bank advises the supplier to see the separate remittance for all of the transactions credited to the supplier's account. If up to four invoices are paid in a payment batch, the invoice information is printed in the payment advice.

When you print the Swiss DTA Supplier Remittance Advice, Oracle Payables also prints a summary page that shows the batch name, date, number of payment documents, number of invoices processed, and total amount for the payments.

Use the Standard Request Submission windows to submit the Swiss DTA Supplier Remittance Advice.

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

Report Parameters

Report Type

Enter *DTA* for the report type.

PTT Bank Account

Enter the die Post account number from which the payments are made.

Column Headings

In this column...	Oracle Payables prints...
Date	The invoice date
Document Number	The invoice number
Amount of Invoice/Credit Note	The amount of the invoice or credit note
Partial Payment/Discount	Part of the payment or discount applied
Payment	The payment amount for the supplier

Setting up and Using SAD

If you are a die Post customer, you can electronically pay your supplier's invoices with the Swiss SAD Payment File. After you set up SAD in Oracle Payables with your supplier's account information and currency, you can create a SAD payment file to send to die Post. Your payment amounts are transferred from your account at die Post to your supplier's accounts.

You can use the following payment types for the SAD payment format:

Use this payment type...	For this purpose...
ESR (blue pay in slip)	Domestic payments to a supplier's postal account with the customer number and invoice number
PTT (green or red pay in slip)	Domestic payments to a supplier's postal account
Bank (green or red pay in slip)	Domestic payments to a supplier's bank account

Setting up SAD

This section explains how to set up SAD for Switzerland. You must complete the following setup:

- Define the EFT system format, on page 1-34
- Set up your supplier's bank and bank account, on page 1-36
- Set up your supplier's site, on page 1-37
- Define the SAD payment format, on page 1-39
- Assign the reference number to ESR Invoices, on page 1-40

SAD Prerequisites

SAD participants must have:

- An account with die Post, the federal mailing company that handles banking services
- A signed agreement with die Post

In addition, you must define your VAT member state as *Switzerland* 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.

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

Defining EFT System Formats

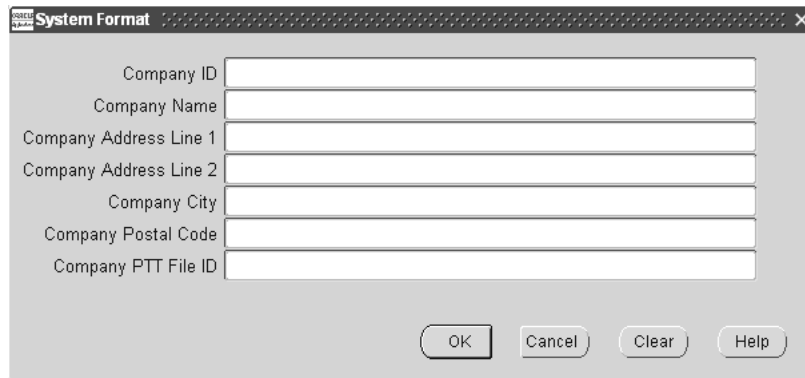
Use the System Format descriptive flexfield in the EFT System Information window to define the format for the SAD payment file.

The screenshot shows the 'EFT System Information (Swiss Org)' window. At the top, there are two input fields: 'Country Code' and 'Description'. Below these is a section titled 'Payment Formats'. This section contains a table with two columns: 'EFT Type' and 'Description'. The table has five rows, with the first row highlighted. To the right of the table is a vertical toolbar with buttons for adding, deleting, and saving records.

To define the SAD system format:

1. Navigate to the EFT System Information window.
2. Query *CH* in the Country Code field.
3. Enter *Swiss SAD Payment Module* in the EFT Type field.
4. Navigate to the descriptive flexfield in this window.

The System Format flexfield appears.



The screenshot shows a window titled "System Format" with a close button (X) in the top right corner. Inside the window, there are seven text input fields arranged vertically, each with a label to its left: "Company ID", "Company Name", "Company Address Line 1", "Company Address Line 2", "Company City", "Company Postal Code", and "Company PTT File ID". At the bottom right of the window, there are four buttons: "OK", "Cancel", "Clear", and "Help".

5. Enter your company's segment value for the company segment of your accounting flexfield in the Company ID field.
6. Enter your company's name in the Company Name field.
7. Enter the first line of your company's address in the Company Address Line 1 field and the second line of your company's address in the Company Address Line 2 field.
8. Enter your company's city in the Company City field.
9. Enter your company's postal code in the Company Postal Code field.
10. Enter your company's participant number in the Company PTT File ID field.
11. Press the OK button.
12. Save your work.

Setting up Your Supplier's Bank and Bank Account

Use the Banks window to define EFT information for your supplier's bank. Every Swiss bank is identified by its branch number, or clearing number.

Use the Bank Accounts window to enter bank account information. Define an EFT account for each supplier and currency that you want to make payments for.

The EFT account setup depends on the SAD payment type. Use the supplier's bank name and bank account for the Bank payment type. For other SAD payment types that do not use either a bank name or bank account number, such as ESR, you must create a general account in Oracle Payables. This table describes the setup in the Banks and Bank Accounts windows for these payment types:

For this payment type...	Use this setup...
ESR	Define a general bank with <i>ESR</i> as the bank name, for example. You must use the ESR account number for the bank account number.
PTT	Define a general bank with <i>PTT</i> as the bank name, for example. You must use the PTT account number for the bank account number.

See also: Defining Banks, *Oracle Payables User Guide*

See also: Defining Bank Accounts, *Oracle Payables User Guide*

Setting up Your Supplier's Site

Use the Supplier Sites window to enter your supplier sites and account information. Choose *SAD* as the default pay group for each supplier site that you want to pay with SAD payments. You can override the default pay group at invoice level.

Also, use the Supplier Site EFT Details flexfield to enter the payment type for the supplier site.

To set up your supplier's site:

1. Navigate to the Suppliers window.
2. Navigate to the Sites alternative region.
3. Select a site and press the Open button.
The Supplier Sites window appears.
4. Choose *View EFT Details* from the Tools menu.

The Supplier Site EFT Information flexfield appears.



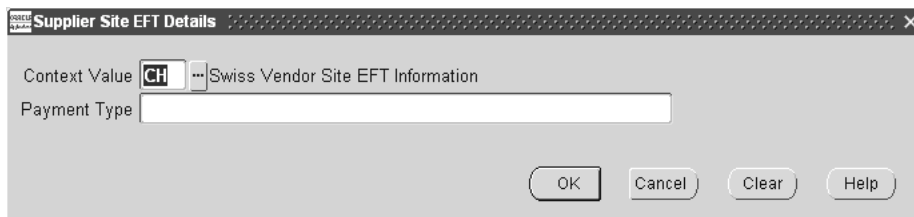
Supplier Site EFT Information (Swiss Org) - "HLS-SUP1", [New]

Country Code CH

[]

5. Navigate to the descriptive flexfield in this window.

The Supplier Site EFT Details flexfield appears.



Supplier Site EFT Details

Context Value CH Swiss Vendor Site EFT Information

Payment Type

OK Cancel Clear Help

(continued)

6. Enter a payment type, such as *Bank* or *PTT*, in the Payment Type field. See Setting up and Using SAD on page 1-31 for the valid payment types.
7. Press the OK button. The Supplier Sites window appears.
8. Navigate to the Payment alternative region.
9. Enter *SAD* for the name of the pay group in the PayGroup field.
10. Choose *Electronic* in the Payment Method field.
11. Check the Pay Alone check box if your payment type is *ESR*.
12. Navigate to the Bank Accounts alternative region.
13. Enter the name of your supplier's account that you defined in the Bank Accounts window in the Name field.
14. Enter your supplier's account number in the Number field.
15. Check the Primary check box for each account that you want as the primary account for a currency type.
16. Save your work.

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

Defining the SAD Payment Format

Use the Payment Formats window to define the SAD payment format that you assign to your invoices. During payment formatting, Oracle Payables uses the SAD payment format to create your payment file.

To define the SAD payment format:

1. Navigate to the Payment Formats window.
2. Enter *Swiss SAD Payment* in the Payment Format field.
3. Choose *Electronic* in the Payment Method field.
4. Select *Single* in the Currency region.
5. Enter *Build Payments Program (10.7)* in the Build Payments field.
6. Enter *Swiss Payment Validation Program* in the Format Payments field.
7. Save your work.

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

Assigning the Reference Number to ESR Invoices

If you are using the ESR payment type, use the Invoice EFT Details descriptive flexfield in the Invoices window to assign the ESR reference number to invoices that you enter. This reference number is located above the payers address on the blue pay in slip.

To assign the ESR reference number:

1. Navigate to the Invoices window.
2. Choose *View EFT Details* from the Tools menu.

The Invoice EFT Information flexfield appears.

The screenshot shows a window titled "Invoice EFT Information (Swiss Org: CHF) - [New]". Inside the window, there is a "Payment Preference" label next to a dropdown menu. Below the dropdown menu is a large, empty text input field.

3. Choose Swiss SAD Payment in the Payment Preference field.
4. Navigate to the descriptive flexfield in this window.

The Invoice EFT Details flexfield appears.

The screenshot shows a window titled "Invoice EFT Details". It contains a "Context Value" dropdown menu with "Swiss SAD EFT Invoice Format" selected. Below this is an "ESR Number" text input field. At the bottom of the window are four buttons: "OK", "Cancel", "Clear", and "Help".

5. Enter the ESR reference number in the ESR Number field.
6. Press the OK button.
7. Save your work.

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

Entering SAD Information in the Invoice Gateway Window

The screenshot shows a dialog box titled "Additional information for Switzerland". It contains two input fields: "Context Value" and "ESR Number". The "Context Value" field has a dropdown menu currently showing "SAD EFT Invoice Format". To the right of this field is a small icon and the text "Swiss SAD EFT Invoice Format". The "ESR Number" field is empty. At the bottom right of the dialog are four buttons: "OK", "Cancel", "Clear", and "Help".

To enter SAD 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. Choose the Enter button.
4. In the header region of the Invoice Gateway window, enter information to record your invoice.
5. Click in the globalization flexfield to navigate to the flexfield window. For more information, see Using Globalization Flexfields on page A-2.

In the flexfield window, the Context Value field defaults to the DTA context. The context value determines which other fields appear in the flexfield window to let you enter country-specific information.

Because Switzerland has two contexts for different features, the default is the first context in the list. You can override the default by entering *SAD EFT Invoice Format* for SAD.

Oracle Payables prevents you from saving information for a context that is not valid for Switzerland.

6. Enter the ESR reference number in the ESR Number field.
7. Choose the OK button to save your work and return to the Invoice Gateway window.

Using SAD

After you set up the required SAD information, you can create a SAD payment file to send to die Post. You can also create two reports: the Swiss SAD Accompanying Payment Letter to Bank with payment file information that you send to die Post, and the Swiss SAD Supplier Remittance Advice with invoice payment information that you send to your supplier. You must confirm your completed payment batches as the final step in the payment process.

Note: Oracle Payables uses the predefined SAD pay group to group payments in the Swiss SAD payment file. All invoices that you want to pay using SAD must be assigned to this pay group.

You should choose *SAD* as the default pay group for each supplier site that you want to pay with SAD payments. You can override the default pay group at invoice level. For more information, see *Setting up Your Supplier's Site* on page 1-37.

Creating SAD EFT Payments

Use the Payment Batches window to submit the AutoSelect payment process to build payments for the SAD payment file. This SAD payment file contains payments for invoices in your payment batches. The AutoSelect process selects invoices based on selection criteria that you define to build payments.

Note: The Swiss Validate Payment Batch report runs when you format your payment batches. If this report shows invoices with errors, you cannot continue with the build process. You need to correct the invoices, cancel, and restart the payment batch, or remove the invoices from the payment batches in the Modify Payment Batch window.

If the validation report shows all invoices as valid and the batch status as formatted, you can continue with the creation of the payment file. See *Swiss Validate Payment Batch Report* on page 1-49 for more information about this report.

Run the Swiss SAD Payment report set from the Standard Request Submission windows to create the SAD payment file. The Swiss SAD Accompanying Payment Letter to Bank and Swiss SAD Supplier Remittance Advice are also created when you run this request set. These reports are simultaneously created for all payment batches with formatted status. For more information about these reports, see:

- Swiss SAD Accompanying Payment Letter to Bank, on page 1-45
- Swiss SAD Supplier Remittance Advice, on page 1-47

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

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

Confirming Payment Batches

Use the Payment Batch Actions window to confirm SAD payments. After you confirm a payment batch, the die Post account that a payment was made from is ready for the next payment run, and your payments are transferred to General Ledger.

Note: Confirm your payments only after you receive the debit note from die Post for the entire payment amount. Check the debit note that is with your final payment register. If fewer than five percent of the transactions are incorrect, such as incorrect accounts or bank clearing numbers, die Post will only process valid payments. If more than five percent of the transactions are incorrect, die Post sends the payment file back to you and does not process any payments.

If you have payment exceptions, for example if die Post processed your SAD payment file, but not all invoices were paid, or die Post did not process your SAD payment file, complete these steps to pay the invoices:

For this payment exception...	Complete these steps...
Die Post processed your SAD payment file, but not all invoices were paid	<ul style="list-style-type: none">■ Void the invoices that were not paid in the Payment Batch Actions window■ Correct invoice information in the Invoices window■ Manually pay the invoices, or pay the invoices in a different SAD payment file
Die Post did not process your SAD payment file	<ul style="list-style-type: none">■ Cancel the payment batches in the Payment Batch Actions window■ Correct invoice information in the Invoices window■ Create a new SAD payment file with the invoices

See also: Confirming Payment Batches, *Oracle Payables User Guide*

Swiss SAD Accompanying Payment Letter to Bank

Auftrag SAD			
Adresse fuer die Ruecksendung der Datentraeger:			
Ch Musterfirma AG Lehenmattstrasse 13 P.O. Box 4000 Basel		Direktion Zahlungsverkehr GD PTT Betrieb 3002 Bern	
Datentraeger- Identifikation	Art des Datentraegers	Erstellungsdatum	
----- 999999	----- diskette	----- 09.09.00	
Belastungskto-NR	Steuerbelastungskto-NR	SA-Nummer	Faelligkeitsdatum
----- 80-1788-5	----- 80-1788-5	----- 01	----- 14.09.00
Waehrungscode	Anzahl Transaktionen	Gesamtbetrag	Mitteilungen
----- 01	----- 1	----- 106.50	-----
09.09.00		Unterschrift	

Print the Swiss SAD Accompanying Payment Letter to Bank to send with your SAD payment file to die Post. This letter confirms the transactions and amounts that you want transferred to your supplier's accounts.

Use the Standard Request Submission windows to submit the Swiss SAD Accompanying Payment Letter to Bank.

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

Report Parameters

PTT Bank Account

Enter the die Post account number that the payments are made from.

Column Headings

In this column...	Oracle Payables prints...
EFT Identification	The ID for your payment file
EFT Medium	The type of cassette, such as your disk, that has your payment file
Creation Date	The date that your payments are sent
Debit Account Number	Your account number
Charge Account Number	Your tax account number for the SAD payment charge
SAD Number	The number that identifies the SAD payment file
Aging Date	The date that die Post charges your account with the payments
Currency Code	The payment currency
Number of Transactions	The number of transactions in the payment file
Total Amount	The total amount of your transactions
Notes	Any additional remarks about your payments
Signature	The authorized official's signature

Swiss SAD Supplier Remittance Advice

Musterfirma Schweiz AG Wuhrmattstrasse 23 4103 Bottmingen				
CH TEST 1 Byfangweg 13				
ZAHLUNGSANZEIGE ADVICE OF PAYMENT DATUM/DATE 24.06.00				
4001 Basel				
Cred.-Nr. 2009				
Wir haben heute unsere Bank beauftragt, Ihnen die folgenden Rechnungen zu verg ten: Today we've instructed our bank to remit (by SWIFT) the following amount:				
Datum	Ref.	Rechnungsbetrag/ Gutschrift	Teilzahlung/ Skonto	Zahlung
Date	Ref.	Amount of Invoice/ Credit Note	Part Payment/ Discount	Payment
01.06.00	CHS/005	106.50	0.00	106.50
01.06.00	CHS/004	106.50	0.00	106.50
01.06.00	CHS/001	106.50	0.00	106.50
01.06.00	CHS/002	106.50	0.00	106.50
01.06.00	CHS/003	106.50	0.00	106.50
Total	CHF	532.50	0.00	532.50

Use the Swiss SAD Supplier Remittance Advice to notify your supplier about the invoice payments that are deposited in your supplier's accounts. The Swiss SAD Supplier Remittance Advice details the transactions that are in your payment file.

Oracle Payables prints SAD payments in a remittance when more than four invoices are paid in a payment batch. In this case, the payment advice that the supplier receives from the bank advises the supplier to see the separate remittance for all of the transactions credited to the supplier's account. If up to four invoices are paid in a payment batch, the invoice information is printed in the payment advice.

Use the Standard Request Submission windows to submit the Swiss SAD Supplier Remittance Advice.

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

Report Parameters

Report Type

Enter *SAD* for the report type.

PTT Bank Account

Enter the die Post account number from which the payments are made.

Column Headings

In this column...	Oracle Payables prints...
Date	The invoice date
Document Number	The invoice number
Amount of Invoice/Credit Note	The amount of the invoice or credit note
Partial Payment/Discount	Part of the payment or discount applied
Payment	The payment amount for the supplier

Swiss Validate Payment Batch Report

DTA

Swiss Validate Payment Batch Report - Batch DTA001						Report Date: 05-AUG-00
DTA Transactions						Page: 1 of 1
Valid Transactions Supplier Number	Supplier Name	Account Type	ESR Number	Invoice	Bank Number	Bank Account Number
10361	SANDOZ	PTT		cheft03		30-29614-6
10361	SANDOZ	PTT		cheft04		30-29614-6
SUMMARY						
Number of Valid Transactions: 2						
Number of Invalid Transactions: 0						
Report Total: 2						

SAD

Swiss Validate Payment Batch Report - Batch SAD001						Report Date: 05-AUG-00
SAD Transactions						Page: 1 of 1
Valid Transactions Supplier Number	Supplier Name	Account Type	ESR Number	Invoice	Bank Number	Bank Account Number
10361	SANDOZ	PTT		cheft01		30-29614-6
10361	SANDOZ	PTT		cheft02		30-29614-6
SUMMARY						
Number of Valid Transactions: 2						
Number of Invalid Transactions: 0						
Report Total: 2						

Use the Swiss Validate Payment Batch report to view the number of successfully validated transactions and the number of invalid transactions that are in a payment batch when you create DTA or SAD payments. The Swiss Validate Payment Batch report also shows bank and supplier details for individual invoice payments.

The Swiss Validate Payment Batch report automatically prints when you use the Payments Batch Actions window to format payment batches after the build process. For more information, see [Creating DTA EFT Payments on page 1-25](#) and [Creating SAD EFT Payments on page 1-43](#).

Report Headings

In this heading...	Oracle Payables prints...
<Report Title>	Swiss Validate Payment Batch Report - <payment batch>
<Type>	DTA Transactions or SAD Transactions
Report Date	The date that you ran the report
Page	The number of the current page and the total number of pages

Column Headings

In this column...	Oracle Payables prints...
Supplier Number	The supplier's number
Supplier Name	The supplier's name
Account Type	The supplier's account type
ESR Number	The ESR number for the invoice
Invoice	The invoice number
Bank Number	The supplier's bank number
Bank Account Number	The supplier's bank or die Post account number

Row Headings

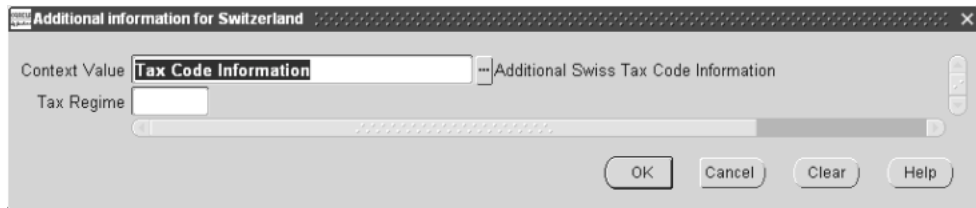
In this row...	Oracle Payables prints...
Number of Valid Transactions	The total number of valid transactions after you confirmed the payments
Number of Invalid Transactions	The total number of invalid transactions after you confirmed the payments
Report Total	The total number of transactions that are printed on the report

Setting up VAT

Oracle Payables keeps track of all VAT amounts that you paid to your suppliers by period. You can deduct these amounts from the total VAT amount that you owe in the same period. The VAT information is printed in the Swiss Payables VAT report.

Defining Tax Codes

Use the Tax Codes window and its globalization flexfield to define the VAT tax codes for your invoices. The Swiss Payables VAT report uses information about your tax codes to group the VAT information.



To define a tax code:

1. Navigate to the Tax Codes window.
2. Enter a name for the tax code in the Tax Code field. For example, you can name a tax code according to the rate for that tax code.
3. Enter VAT in the Tax Type field.
4. Enter the rate for your tax code in the Rate field.
5. Navigate to the globalization flexfield. For more information, see Using Globalization Flexfields on page A-2.
6. In the Tax Regime field, select the tax regime to which this tax code belongs. Valid values are:
 - I - Investment/Other
 - M - Materials/Services
7. Save your work.

See also: Tax Codes, *Oracle Payables User Guide*

Swiss Payables VAT Report

Payables Pre-Tax Report From 01-MAR-00 to 31-MAR-00									
Page 1 of 3									
Date	Supplier	VAT Num	Invoice Num	Gross Account	Amount	VAT Basis	Rate	Material/Service	Investment/Other
01-MAR-00	CH TEST 1 BANK	CH1234567	CHS/101	10,750.00 79100	10,000.00	10,000.00	7.50%	0.00	0.00
				19000	750.00	0.00		750.00	0.00
02-MAR-00	CH TEST 1 BANK	CH1234567	CHS/031	107.50 79400	100.00	100.00	7.50%	0.00	0.00
				19000	7.50	0.00		0.00	7.50
02-MAR-00	CH TEST 1 BANK	CH1234567	CHS/032	215.00 79400	200.00	200.00	7.50%	0.00	0.00
				19000	15.00	0.00		15.00	0.00
02-MAR-00	CH TEST 1 BANK	CH1234567	CHS/033	215.00 79400	200.00	200.00	7.50%	0.00	0.00
				19000	15.00	0.00		15.00	0.00
02-MAR-00	CH TEST 1 BANK	CH1234567	CHS/033a	-215.00 79400	-200.00	-200.00	7.50%	0.00	0.00
				19000	-15.00	0.00		-15.00	0.00
02-MAR-00	CH TEST 1 BANK	CH1234567	CHS/101GU	-4,300.00 79100	-4,000.00	-4,000.00	7.50%	0.00	0.00
				19000	-300.00	0.00		-300.00	0.00
02-MAR-00	CH TEST 1 BANK	CH1234567	CHS/102DM	-3,225.00 79100	-3,000.00	-3,000.00	7.50%	0.00	0.00
				19000	-225.00	0.00		-225.00	0.00
03-MAR-00	CH TEST 3 PTT		CHS/034	10,750.00 79400	10,000.00	10,000.00	7.50%	0.00	0.00
				79400	750.00	0.00		0.00	0.00
03-MAR-00	CH TEST 3 PTT		CHS/035	20,000.00 79200	18,604.65	18,604.65	7.50%	0.00	0.00
				19000	697.68	0.00		697.68	0.00
				79200	697.67	0.00		0.00	0.00
03-MAR-00	CH TEST 3 PTT		CHS/103	16,125.00 79100	15,000.00	15,000.00	7.50%	0.00	0.00
				19000	1,125.00	0.00		0.00	1,125.00
04-MAR-00	CH TEST 3 PTT		CHS/103DM	-1,075.00 79100	-1,000.00	-1,000.00	7.50%	0.00	0.00
				19000	-75.00	0.00		0.00	-75.00
04-MAR-00	CH TEST 3 PTT		CHS/103GU	-2,150.00 79100	-2,000.00	-2,000.00	7.50%	0.00	0.00
				19000	-150.00	0.00		0.00	-150.00
				47,197.5	47,197.5	43,904.6		937.68	907.50

Tax Code	Total Gross Amount	Material / Service Tax	Investment Tax	Total Taxable Amount
I07.50	13,507.50	0.00	907.50	12,600.00
M07.50	57,308.25	3,998.25	0.00	53,310.00
M07.50-0	10,750.00	0.00	0.00	10,000.00
M07.50-50	20,000.00	697.68	0.00	18,604.65

Use the Swiss Payables VAT report to report all Payables transactions that reference a VAT code. The Swiss Payables VAT report is ordered by date and shows the tax and net expense amounts for each invoice by account code.

Recoverable tax amounts appear in the Material/Service column or the Investment/Other column, depending on the tax regime to which the amounts belong. Non-recoverable tax amounts appear in the Net Amount column, since you account for non-recoverable tax as an expense rather than as a tax.

The Swiss Payables VAT report includes expense report transactions with VAT. You can choose whether to display employee information or expense merchant information for expense report transactions.

Note: The Swiss Payables VAT report includes only taxable transactions. Internal transactions such as contra credit memos are not included on the report.

Use the Standard Request Submission windows to submit the Swiss Payables VAT report.

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

Prerequisites

Before you submit the Swiss Payables VAT report, you should run the Payables Transfer to General Ledger program to transfer invoice and payment accounting information to the General Ledger interface table. The Swiss Payables VAT report includes only transactions that have been transferred to General Ledger.

See also: Payables Transfer to General Ledger Program, *Oracle Payables User Guide*

Report Parameters

- Start Date**
Enter the start date for your report.
- End Date**
Enter the end date for your report.
- Set of Books**
Enter the set of books for your report.

Report Headings

In this heading...	Oracle Payables prints...
<Report Title>	Payables Pre-Tax Report
From <Beginning Period> to <Ending Period>	The beginning and ending period that you ran the report for
Page	The number of the current page and the total number of pages

Column Headings

In this column...	Oracle Payables prints...
Date	The invoice date, or the expense receipt date for expense reports
Supplier	The supplier name, or the expense merchant name for expense reports
VAT Num	The supplier's VAT registration number, or the expense merchant's VAT registration number for expense reports
Invoice Num	The invoice number, or the expense merchant document number for expense reports
Gross	The gross amount of the invoice
Account	The tax distribution and expense accounts
Amount	The tax amount/net expense amount per account
VAT Basis	The total net amount of the invoice
Rate	The tax rate
Pretax - Material/Service	Material/Service VAT for the invoice
Pretax - Investment/Other	Investment/Other VAT for the invoice
Tax Code	The tax code
Total Gross Amount	The total gross amount for each tax code
Material / Service Tax	The total Material/Service VAT for each tax code
Investment Tax	The total Investment/Other VAT for each tax code
Total Taxable Amount	The total taxable amount for each tax code

Oracle Receivables

This chapter overviews Oracle Receivables for Switzerland, including:

- Receipt processing
- Setting up and using AutoLockbox

Receipt Processing

Oracle Receivables for Switzerland provides the AutoLockbox program for the lockbox service to automatically process large amounts of receipts, which eliminates manual entry of receipts in Oracle Receivables. This section describes how the AutoLockbox program uses your payment file and how you can set up Oracle Receivables for Switzerland to use this feature.

Setting up and Using AutoLockbox

Lockbox is a service that Swiss banks and die Post offer corporate customers to automate their payment processing for Receivables. A lockbox operation can process a large number of transactions. The Oracle Receivables AutoLockbox program uses a payment file, such as DTA or SAD, that your bank or die Post sends you to automatically process receipts. When you run Post QuickCash, the receipts are applied and your customer balances are updated in Oracle Receivables.

See also: Lockboxes, *Oracle Receivables User Guide*

See also: Using AutoLockbox, *Oracle Receivables User Guide*

Payment File

AutoLockbox uses fields in the payment file to process receipts. This table shows the information from a DTA file for the header record.

Record Type	Field Name	Type	Field Length (characters)	Description
Header Record	Transaction Type	Char	3	The code that distinguishes detail records from summary records
	Reference Number	Num	27	The customer number or ID or the invoice number or ID
	Payment Amount	Num	10	The payment amount that is applied to an invoice
	Transaction Date	Num	6	The deposit date for the transaction
	Accounting Date	Num	6	The value date for the transaction

Setting up AutoLockbox

You must define the following to set up AutoLockbox:

- Receipt classes
- Bank accounts
- The lockbox format
- The transmission format for the imported payment file

See also: Receipt Classes, *Oracle Receivables User Guide*

See also: Defining Bank Accounts, *Oracle Receivables User Guide*

See also: Lockboxes, *Oracle Receivables User Guide*

See also: Transmission Formats, *Oracle Receivables User Guide*

Using Globalization Flexfields

This appendix describes how to use globalization flexfields.

Using Globalization Flexfields

Oracle Financials for Switzerland 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 are globalization flexfields on these windows:

Oracle Payables

- Invoice Gateway
- Tax Codes

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.

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 Switzerland 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
Swiss Local Payables	Swiss AP
Maintain EFT Banks window	Banks window
\ Navigate Vendors Banks	Navigator: Standard > Setup > Payment > Banks

Profile Options

This appendix lists the profile options that affect the operation of Oracle Financials for Switzerland. 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 Switzerland controls access to and processes data.

Note: To enable globalization flexfields within Oracle Financials for Switzerland, 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*

Glossary

Bank Clearing Number

The bank clearing number is a bank identification number for Swiss banks that follows the standards set by the Swiss bank clearing center, Telekurs AG, in Switzerland. Enter the bank clearing number in the Bank Branch Number field in the Banks window to identify a Swiss bank.

Bank Identification Number

The bank identification number refers to the bank's SWIFT code or clearing number. Enter the SWIFT code in the Banks window to identify a foreign bank. Enter the bank clearing number in the Banks window to identify a Swiss bank.

Die Post

Die Post, also known as PTT, is the federal post office of Switzerland which offers both banking and mailing services.

DTA

Datentraeger-Austausch (DTA) is the standard payment format for Swiss banks. Businesses and individuals can process payments through their account with a bank or Telekurs AG. Payments can be made to both domestic or foreign accounts in any currency.

EFT

Electronic Funds Transfer (EFT) is a payment method that a bank can use to electronically transfer funds from a bank account to another bank account.

ESR

Einzahlungsschein mit Referenz-Nummer (ESR) is a pay in slip with a reference number for the invoice and customer. Use the ESR payment type for the DTA or SAD payment format to send domestic payments to a supplier's postal account. The ESR number is stored in the DTA and SAD payment files so the supplier can use the ESR number to identify the payment.

Pay in Slip

A pay in slip is a color-coded document that you receive with an invoice from a domestic supplier that is either blue, green, or red. A blue pay in slip includes a reference number that a supplier uses in the lockbox process to apply a receipt to an invoice that is paid. You can pay only one invoice with a blue pay in slip. Use the ESR payment type to transfer the invoice payment to a supplier's postal account.

You can pay more than one invoice with a red or green pay in slip. Use the PTT or Bank payment type to transfer the invoice payments to either a supplier's postal or bank account.

PTT

PTT or die Post is the federal post office of Switzerland that offers both banking and mailing services. Use the PTT payment type for either the DTA or SAD payment formats to send domestic payments to a postal account.

SAD

Sammelauftragsdienst (SAD) is the standard payment format for die Post. Businesses and individuals can process payments through their account with die Post. Payments can only be made to domestic accounts in Swiss Francs.

SWIFT

Society for Worldwide Interbank Financial Telecommunications (SWIFT) is an organization that creates standards for handling foreign currency transactions.

SWIFT Address

A SWIFT Address is a payment type used for the DTA payment format to send foreign currency payments to a supplier's bank account. The supplier bank's complete address is entered if the SWIFT code is unknown.

SWIFT Code

A SWIFT code is a bank identification number that follows the SWIFT organization's standards. Use the SWIFT Code payment type with DTA payment formats to send foreign currency payments to a supplier's bank account.

Telekurs AG

Telekurs AG is the bank clearing center in Switzerland. Telekurs AG handles cash transactions, such as EFT payments, for many Swiss banks.

VAT

Value Added Tax (VAT) is a tax on the supply of goods and services that the consumer pays, but is collected at each stage of the production and distribution chain. The collection and payment of VAT amounts is usually reported quarterly and is not included in the revenue or expense of a company.

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