

# **Oracle® Financials for Portugal**

User Guide

Release 11*i*

**Part No. A81262-03**

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Oracle Financials for Portugal User Guide, Release 11i

Part No. A81262-03

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# Send Us Your Comments

## **Oracle Financials for Portugal User Guide, Release 11i**

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



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# Preface

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

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

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

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

## 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 General Ledger for Portugal, including the Portuguese General Ledger Trial Balance reports, the Portuguese Periodic VAT report, and the Portuguese Annual VAT report.
- Chapter 2 describes Oracle Payables for Portugal, including report prerequisites, checks/remittances, electronic funds transfer, defining reporting entities, the Portuguese Suppliers Recapitulative Extract File, the Portuguese Suppliers Recapitulative report, the Portuguese Payables Taxpayer ID Exception report, and the Portuguese Bank Transfer Request report.
- Chapter 3 describes Oracle Receivables for Portugal, including report prerequisites, Direct Debit, the Portuguese Customers Recapitulative Extract File, the Portuguese Customers Recapitulative report, and the Portuguese Receivables Taxpayer ID Exception report.
- Appendix A describes how to use globalization flexfields.
- Appendix B describes the profile options that you must set for Oracle Financials for Portugal.
- Appendix C describes how Oracle Payables and Receivables validate banking codes for Oracle Financials for Portugal.
- Appendix D overviews electronic file content provided in Oracle Financials for Portugal for the EFT extract file, the Portuguese Suppliers Recapitulative Extract File, the Direct Debit file, and the Portuguese Customers Recapitulative Extract File.

## **Documentation Accessibility**

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Standards will continue to evolve over time, and Oracle Corporation is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>.

### **Accessibility of Code Examples in Documentation**

JAWS, a Windows screen reader, may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, JAWS may not always read a line of text that consists solely of a bracket or brace.

## 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 Portugal.

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

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 or PDF).

- **Online Help** - The new features section in the HTML help describes new features in 11*i*. This information is updated for each new release of Oracle Financials for Portugal. The new features section also includes information about any features that were not yet available when this guide was printed. For example, if your administrator has installed software from a mini-packs an upgrade, this document describes the new features. Online help patches are available on MetaLink.
- **11*i* Features Matrix** - This document lists new features available by patch and identifies any associated new documentation. The new features matrix document is available on MetaLink.
- **About Document** - Refer to the About document for patches that you have installed to learn about new documentation or documentation patches that you can download. The new About document is available on MetaLink.

### 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 Portugal.

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 Portugal (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 Applications Global Accounting Engine User Guide**

Use the Global Accounting Engine to replace the transfer to General Ledger and create subledger accounting entries that meet additional statutory standards in some countries. The Accounting Engine provides subledger balances, legal reports, and bi-directional drilldown from General Ledger to the subledger transaction. The Global Accounting Engine is required for Oracle Financials for Portugal users in Release 11i.

## **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 Portugal. The manual details additional steps and setup considerations for implementing Oracle Financials for Portugal with this feature.

## **Multiple Organizations in Oracle Applications**

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

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

## **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.

## **Oracle Applications Global Accounting Engine Technical Reference Manual**

The *Oracle Applications Global Accounting Engine Technical Reference Manual* contains database diagrams and a detailed description of Global Accounting Engine 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 Portugal working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

## 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 Portugal and this user guide.

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USA

Or send electronic mail to [globedoc\\_us@oracle.com](mailto:globedoc_us@oracle.com).



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## Oracle General Ledger

This chapter provides an overview to Oracle General Ledger:

- Portuguese General Ledger Trial Balance Reports
- Portuguese Periodic VAT Report
- Portuguese Annual VAT Report

# Portuguese General Ledger Trial Balance Reports

Portuguese SOB 2		Portuguese General Ledger Summary Trial Balance (EUR)						Report Date : 20-JUN-02	
Period: DEC-01 Degree: 1 Account Code From: 1 To: 799 Balancing Segment: 01								Page : 1 / 1	
Account	Description	-----Period To Date-----		-----Previous Periods-----		-----Year To Date-----		-----Balance-----	
		Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
11	Cash	0.00	62,585.00	1,450,000.00	2,000,000.00	1,450,000.00	2,062,585.00	0.00	612,585.00
12	Available Bank Deposits	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	25,000.00
21	Customers	0.00	0.00	900,000.00	500,000.00	900,000.00	500,000.00	400,000.00	0.00
22	Suppliers	194,185.00	152,100.00	85,000.00	10,000.00	279,185.00	162,100.00	117,085.00	0.00
24	State and Other Public Enti	17,000.00	0.00	7,000,000.00	1,000,000.00	7,017,000.00	1,000,000.00	6,017,000.00	0.00
62	External Services	3,500.00	0.00	0.00	0.00	3,500.00	0.00	3,500.00	0.00
64	Human Resources Costs	0.00	0.00	1,250,000.00	950,000.00	1,250,000.00	950,000.00	300,000.00	0.00
68	Financial Costs and Losses	0.00	0.00	840,000.00	165,000.00	840,000.00	165,000.00	675,000.00	0.00
69	Extraordinary Costs and Los	0.00	0.00	500,000.00	500,000.00	500,000.00	500,000.00	0.00	0.00
71	Sales	20,000.00	0.00	0.00	3,550,000.00	20,000.00	3,550,000.00	0.00	3,530,000.00
72	Service Sales	5,000.00	0.00	475,000.00	3,475,000.00	480,000.00	3,475,000.00	0.00	2,995,000.00
76	Other Operational Profits	0.00	0.00	0.00	500,000.00	0.00	500,000.00	0.00	500,000.00
78	Financial Profits	0.00	0.00	0.00	450,000.00	0.00	450,000.00	0.00	450,000.00
79	Extraordinary Profits	0.00	0.00	700,000.00	700,000.00	700,000.00	700,000.00	0.00	0.00
Report Totals:		239,685.00	239,685.00	13,200,000.00	13,800,000.00	13,439,685.00	14,039,685.00	7,512,585.00	8,112,585.00

\*\*\* End of Report \*\*\*

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

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

If you do not want the natural accounts reported as parent accounts, you must define the accounts as usual and make them non-posting accounts. This table shows account values and their descriptions.

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

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

Use the Standard Request Submission windows to submit the Portuguese General Ledger Trial Balance reports.

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

## Report Types

### **Portuguese General Ledger Detail Trial Balance Report**

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

### **Portuguese General Ledger Summary Trial Balance Report**

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

### **Portuguese General Ledger Results Trial Balance Report**

The Portuguese General Ledger Results Trial Balance report displays accounting balances for classes 6, 7, and 8 accounts (excluding account 88 - Year Net Result) for Degree 1 through Degree 7. These classes are associated with trading accounts. The Portuguese General Ledger Results Trial Balance report displays information on the trading position for the balancing segment that you select.

### **Portuguese General Ledger Begin Year Trial Balance Report**

The Portuguese General Ledger Begin Year Trial Balance report excludes classes 6, 7, and 8 (apart from account 88 - Year Net Result), which are associated with the company's trading accounts. At the beginning of the year, only balance sheet accounts are displayed.

### **Portuguese General Ledger End Year Trial Balance Report**

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

## Prerequisites

Before running the Portuguese General Ledger Trial Balance reports, you must:

- Set up a segment value for each degree parent account that you want to report on because the accounting flexfield is designed to support the Level/Degree structure. This segment value must only be used to retrieve and report the account description. The report must not reference the account to report any balance held against the account as a result of the account being defined as a summary account. These degree parent accounts must be designated as Postable - No.
- Check that the Natural Account Flexfield Segment is numeric and up to eight digits in length. The segment can be more than eight digits in length, but if the segment has more than eight digits, the report will truncate the number. The standard Portuguese chart of accounts is comprised of ten classes of accounts, to form the Natural Account Flexfield Segment in General Ledger.
- Set up a year in an Oracle Financials calendar with the first period and the last two periods as adjusting periods.

## Report Parameters

### Portuguese General Ledger Detail Trial Balance Report

**Period Name**

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

**Account From**

Enter the Account From for balances that you want to report on.

To show all accounts with a value equal to or greater than the value that you enter, enter an Account From without entering an Account To. To include all valid accounts, do not enter an Account From or an Account To.

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

**Account To**

Enter the Account To for balances that you want to report on.

To show all accounts with a value equal to or less than the value that you enter and its corresponding child accounts until the chosen degree, enter an Account To without entering an Account From. To include all valid accounts, do not enter an Account From or an Account To.

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

**Balancing Segment**

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

**Degree**

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

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**Note:** The account degree is calculated by adding 1 to the corresponding parent account degree. Accounts with two digits are always accounts with degree 1 (the higher degree). As a rule, you cannot always count the number of digits to determine the degree.

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## Portuguese General Ledger Summary Trial Balance Report

### **Period Name**

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

### **Account From**

Enter the Account From for balances that you want to report on.

To show all accounts with a value equal to or greater than the value that you enter, enter an Account From without entering an Account To. To include all valid accounts, do not enter an Account From or an Account To.

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

### **Account To**

Enter the Account To for balances that you want to report on.

To show all accounts with a value equal to or less than the value that you enter and its corresponding child accounts until the chosen degree, enter an Account To without entering an Account From. To include all valid accounts, do not enter an Account From or an Account To.

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

### **Balancing Segment**

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

## Portuguese General Ledger Begin Year Trial Balance Report

### **Period Name**

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

### **Balancing Segment**

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

### **Degree**

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

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

## Portuguese General Ledger Results Trial Balance Report

### **Period Name**

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

### **Balancing Segment**

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

### **Degree**

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

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

## Portuguese General Ledger End Year Trial Balance Report

### **Period Name**

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

### **Balancing Segment**

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

### **Degree**

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

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**Note:** The account degree is calculated by adding 1 to the corresponding parent account degree. Accounts with two digits are always accounts with degree 1 (the higher degree). As a rule, you cannot always count the number of digits to determine the degree.

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

## Headings

### Report Headings

<b>In this heading...</b>	<b>General Ledger prints...</b>
<Set of Books>	The name of the set of books
<Report Title>	Portuguese General Ledger <report type> Trial Balance and currency
Report Date	The date that the report is run
Page	The page number for each page of the report
Period	The accounting period that the report is run for
Degree	The degree that the report is run for
Account Code From	The Account Code From parameter that indicates the first account code that the report is run for
Account Code To	The Account Code To parameter that indicates the last account code that the report is run for
Balancing Segment	The Balancing Segment parameter that you entered

## Column Headings

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

## Row Headings

<b>In this row...</b>	<b>General Ledger prints...</b>
Report Totals	The sum totals of values in the columns with a degree value that matches the degree value that you requested in the report parameters. The report totals are totals of the degree that you selected.

## Portuguese Periodic VAT Report

Portuguese Set of Books		Periodic VAT Report		Report Date: 31-AUG-02	
		CONTINENTE (EUR)		Page: 1 / 1	
Date From:	01-AUG-2002				
To:	31-AUG-2002				
Box From:	ALL				
To:	ALL				
Location:	CONTINENTE				
NIF:	502186771	Declarer's Name: Oracle Portugal			
SIC Code:	55666	Address: Alameda Antonio Sergio, n22 - 11			
		City: Alges			
		Postal Code: 01495			
		Telephone Number: 351-1-4125555			
Tax Office Code:	144				
Tax Office Loc:	Lisboa				
----- Taxable Amount -----		----- Deduct-To Tax -----		----- Clear-To Tax -----	
003 -	91.368	022 -	138.034	004 -	15.532
007 -	8.000	024 -	18.162		
	Total		Total		Total
	----- Taxable Amount -----		----- Deduct-To Tax -----		----- Clear-To Tax -----
90 -	99.368	91 -	156.196	92 -	15.532
		Tax to Pay	93 -		
		Tax to Receive	94 -	140.664	
*** End Of Report ***					

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

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

Use the Standard Request Submission windows to submit the Portuguese Periodic VAT report.

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

## Prerequisites

Before you submit the Portuguese Periodic VAT report, you must set the MO: Top Reporting Level profile option to *Set of Books* at the responsibility level and define a complete list of Payables and Receivables tax codes that identify all the tax categories required to complete the VAT returns. For example, each tax code must distinguish between Continente, Madeira, and Acores, among each tax rate, between Payables and Receivables, and among purchases of goods, other purchases, sales of goods, other sales, and so on.

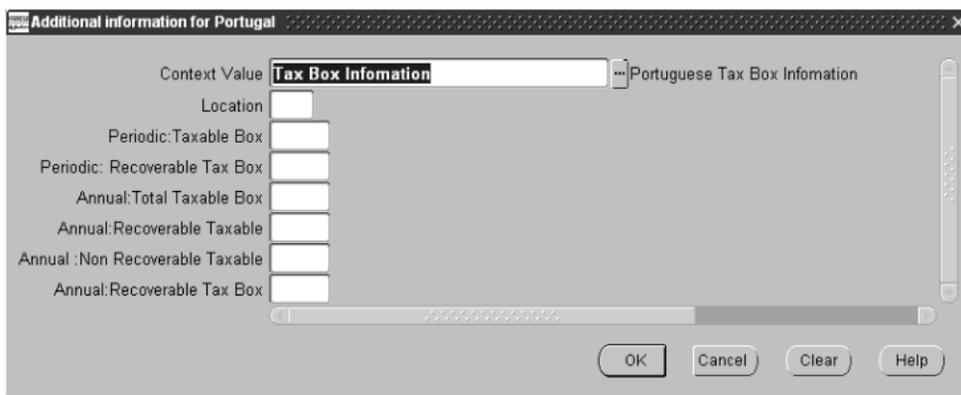
Specify box identifiers for each tax code. The box identifier indicates where a transaction's recoverable and non recoverable tax and/or taxable amount appears in each Tax Declaration report.

The box identifier is made up of seven parts in Payables and six parts in Receivables (since the split of recoverable and non-recoverable taxable amounts is not relevant for receivables invoices). The first part indicates the report location and the other parts indicate the box number that the tax code is associated with. The box identifier also indicates if the recoverable or non-recoverable tax and taxable amount is shown in the associated box (if applicable).

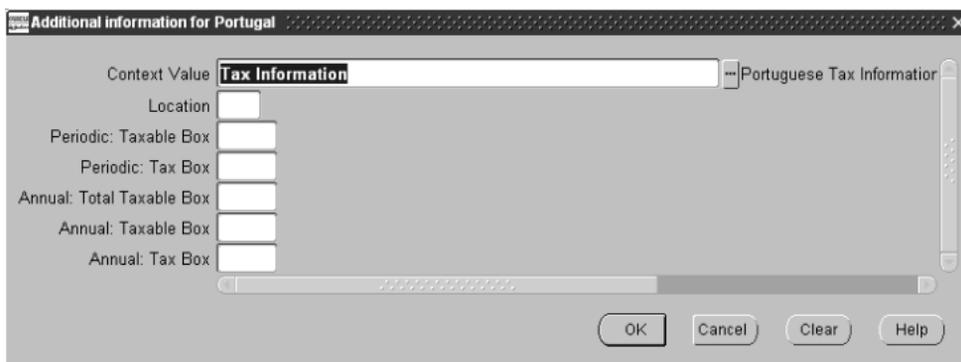
The Portuguese Periodic VAT report uses the first to third box identifiers. Box numbers in the second and third fields display the taxable amount and the associated recoverable tax of any transaction posted to a tax code.

**To specify a box identifier for a tax code:**

1. Navigate to the Oracle Payables Tax Codes or Oracle Receivables Tax Codes and Rates window.
2. In the Tax Codes window, navigate to the Rates tabbed region or, in the Tax Codes and Rates window, navigate to the More tabbed region.
3. Navigate to the globalization flexfield in the Tax Codes window



or to the globalization flexfield in the Tax Codes and Rates window.



For more information, see Using Globalization Flexfields on page A-2.

4. In the Location field, enter a location:
  - A - Acores
  - C - Continente
  - M - Madeira
5. In the other fields, enter a number between 000 and 999 to identify each box for each type of tax amount. Enter 999 to indicate that the box is not reported.

The other fields in the Payables globalization flexfield are:

- Periodic: Taxable Box
- Periodic: Recoverable Tax Box
- Annual: Total Taxable Box
- Annual: Recoverable Taxable
- Annual: Non Recoverable Taxable
- Annual: Recoverable Tax Box

The other fields in the Receivables globalization flexfield are:

- Periodic: Taxable Box
- Periodic: Tax Box
- Annual: Total Taxable Box
- Annual: Taxable Box
- Annual: Tax Box

6. Press the OK button.

This table shows an example of a box identifier setup for a Payables tax code, st17 (Recoverable = 80%, Non Recoverable = 20%):

<b>Field</b>	<b>Value</b>
Location	C
Periodic: Taxable Box	999
Periodic: Recoverable Tax Box	024
Annual: Total Taxable Box	265
Annual: Recoverable Taxable	203
Annual: Non Recoverable Taxable	212
Annual: Recoverable Tax Box	008

If the total taxable amount of a Payables invoice is 100,000 euros, the Portuguese Periodic VAT report:

- Does not display the taxable amount because the Periodic: Taxable Box has 999. If the box contained a box identifier, the taxable amount would be displayed against the box, for example, 100,000 euros.
- Displays the percentage of the recoverable tax against box 024, Periodic: Recoverable Tax Box: 024 - 13,600 euros.

The Portuguese Periodic VAT report calculates the recoverable tax amounts according to the recovery rate defined for the tax code.

## Report Parameters

**Date From**

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

**Date To**

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

**Box From**

Enter the smallest box number that you want to select the required tax codes and the transactions from Oracle Payables, Oracle Receivables, and General Ledger for the report. If you leave Box From and Box To blank, all boxes are selected.

**Box To**

Enter the highest box number that you want to select the required tax codes and the transactions from Oracle Payables, Oracle Receivables, and General Ledger for the report. If you enter a Box From, you must also enter a Box To.

**Location**

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

The codes are:

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

## Report Headings

<b>In this heading...</b>	<b>General Ledger prints...</b>
<Set of Books>	The set of books
<Report Title>	Periodic VAT Report
<Location (Currency)>	The location that you selected and the report currency
Report Date	The date that the report is run
Page	The current and total pages of the report
Date From	The Date From parameter that you selected
To	The Date To parameter that you selected
Box From	The Box From parameter that you selected
To	The Box To parameter that you selected
Location	Continente, Acores, or Madeira, depending on boxes that are reported
NIF	The fiscal identification number
SIC Code	The Standard Industry Classification code
Declarer's Name	The company's name
Address	Address lines 1 to 3
City	Address line 4
Postal Code	The postal code
Telephone number	The telephone number
Tax Office Code	The tax office code
Tax Office Loc	The tax office location

## Column Headings

<b>In this column...</b>	<b>General Ledger prints...</b>
Taxable Amount	The box number for the taxable amount and the amount of tax for each transaction, or the total net value for the transactions that are posted to the tax code associated with the current box.
Total Taxable Amount	The sum of the taxable amount values.
Deduct-To Tax	The box number for the tax amount paid as defined in the Define Tax Codes window and the tax paid, which is the total tax amount for the Payables transactions that are posted with the tax code associated to the current box. The Deduct To Tax also includes transactions posted directly in General Ledger using the same tax code.
Total Deduct-To Tax	The sum of the Deduct-To Tax.
Clear-To Tax	The box number for the tax amount received as defined in the Tax Codes window and the total tax amount for the Receivables transactions that are posted with the tax code associated to the current box. The Clear To Tax also includes transactions posted directly in General Ledger using the same tax code.
Total Clear-To Tax	The sum of the Clear-To Tax.

## Row Headings

<b>In this heading...</b>	<b>General Ledger prints...</b>
Tax to Pay	The total Clear-To Tax minus the Total Deduct-To Tax, if the Total Clear-To Tax is greater than Total Deduct-To Tax. This row is blank otherwise.
Tax to Receive	The Total Deduct-To Tax minus the Total Clear-To Tax if the Total Deduct-To Tax is greater than or equal to the Total Clear-To Tax. This row is blank otherwise.

## Portuguese Annual VAT Report

Portuguese Set of Books	Portuguese Annual VAT Report	Report Date: 31-AUG-02
	CONTINENTE (EUR)	Page: 1 / 1
Fiscal Year: 2000		
Date From: 01-JAN-2001		
To: 31-DEC-2001		
Box From: ALL		
To: ALL		
Location: CONTINENTE		
Taxpayer ID: 502186771	Declarer's Name: Oracle Portugal	
	Address: 101 Alameda Antonio Sergio	
Standard Industry Classification Code: 55666	City: Alges	
	Postal Code: 01495	
	Telephone Number: 351-1-4125555	
Tax Office Code: 144		
Tax Office Location: Lisboa		
	Taxable Amount	Tax Amount
	-----	-----
105 -	81.368	
113 -	8.000	
	-----	
Total: 151 -	89.368	
202 -	811.966	003 - 138.034
241 -	20.000	
	-----	
Total: 264 -	831.966	
*** End of Report ***		

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

Use the Standard Request Submission windows to submit the Portuguese Annual VAT report.

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

## Prerequisites

Before submitting the Portuguese Periodic VAT report, you must set the MO: Top Reporting Level profile option to *Set of Books* at the responsibility level and define a complete list of Payables and Receivables tax codes that identify all the tax categories required to complete the VAT returns. For example, each tax code must distinguish between Continente, Madeira, and Acores, among each tax rate, between Payables and Receivables, and among purchases of goods, other purchases, sales of goods, other sales, and so on.

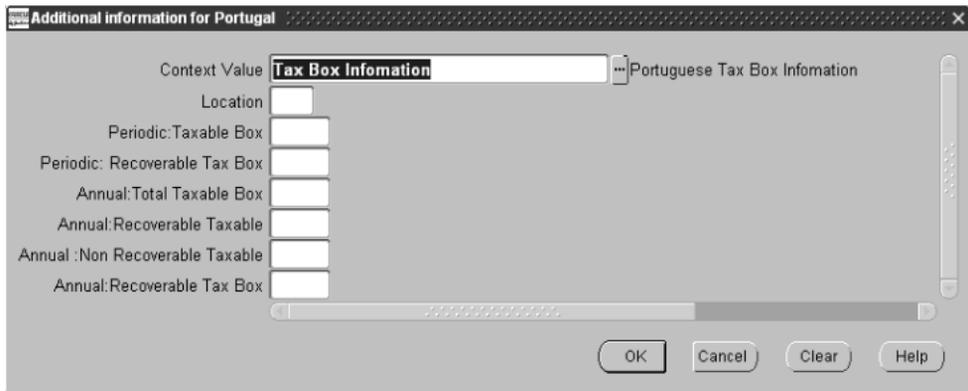
Specify box identifiers for each tax code. The box identifier indicates where a transaction's recoverable and non recoverable tax and/or taxable amount appears in each Tax Declaration report.

The box identifier is made up of seven parts in Payables and six in Receivables. The first part indicates the report location and the other parts indicate the box number that the tax code is associated with. The box identifier also indicates if the recoverable or non recoverable tax and taxable amount is shown in the associated box.

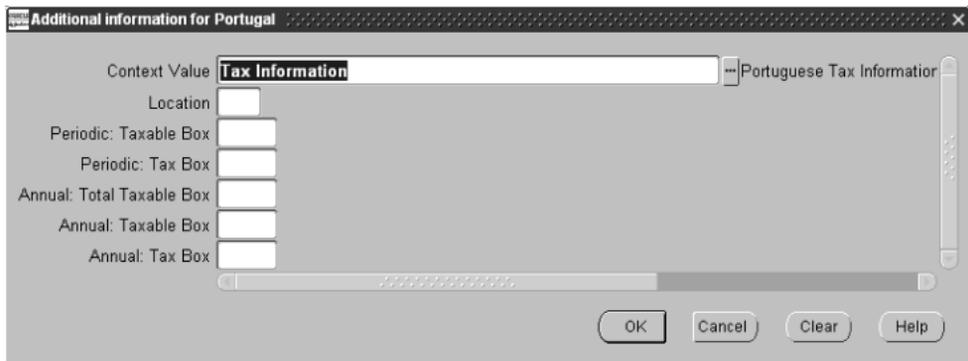
The Portuguese Annual VAT report uses the first and fourth to seventh box identifiers in Payables and fourth to sixth in Receivables (since the split of recoverable and non-recoverable taxable amounts is not relevant for receivables invoices). Box numbers in the fourth to sixth, or seventh, fields display the total and recoverable and/or non-recoverable taxable amount, if applicable, as well as the associated recoverable tax of any transaction posted to a tax code.

**To specify a box identifier for a tax code:**

1. Navigate to the Oracle Payables Tax Codes or Oracle Receivables Tax Codes and Rates window.
2. In the Tax Codes window, navigate to the Rates tabbed region or, in the Tax Codes and Rates window, navigate to the More tabbed region.
3. Navigate to the globalization flexfield in the Tax Codes window



or to the globalization flexfield in the Tax Codes and Rates window.



For more information, see Using Globalization Flexfields on page A-2.

4. In the Location field, enter a location:
  - A - Acores
  - C - Continente
  - M - Madeira
5. In the other fields, enter a number between 000 and 999 to identify each box for each type of tax amount. Enter 999 to indicate that the box is not reported.

The other fields in the Payables globalization flexfield are:

- Periodic: Taxable Box
- Periodic: Recoverable Tax Box
- Annual: Total Taxable Box
- Annual: Recoverable Taxable
- Annual: Non Recoverable Taxable
- Annual: Recoverable Tax Box

The other fields in the Receivables globalization flexfield are:

- Periodic: Taxable Box
- Periodic: Tax Box
- Annual: Total Taxable Box
- Annual: Taxable Box
- Annual: Tax Box

6. Press the OK button.

This table shows an example of a box identifier setup for a Receivables tax code, st17sales (Recoverable = 70%, Non Recoverable = 30%):

<b>Field</b>	<b>Value</b>
Location	C
Periodic: Taxable Box	003
Periodic: Tax Box	004
Annual: Total Taxable Box	151
Annual: Taxable Box	105
Annual: Tax Box	999

If the total taxable amount is 100,000 euros, the Portuguese Annual VAT report displays:

- The total taxable amount against box 151, Annual: Total Taxable Box: 100,000 euros
- The taxable amount against box 105, Annual: Taxable Box: 100,000 euros
- Does not display the tax amount because the Annual: Tax Box has 999. If the box contained a box identifier, the tax amount would be displayed against the box, for example, 17,000 euros.

The Portuguese Annual VAT report calculates the recoverable and non recoverable taxable amounts according to the recovery rate defined for the tax code.

## Report Parameters

### **Fiscal Year**

Enter the year that you want to run the Portuguese Annual VAT report for.

### **Box From**

Enter the smallest box number that you want to use to select the required tax codes and the transactions from Oracle Payables, Oracle Receivables, and General Ledger for the report. If you leave Box From and Box To blank, all boxes are selected.

### **Box To**

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

### **Location**

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

The codes are:

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

## Report Headings

<b>In this heading...</b>	<b>General Ledger prints...</b>
<Set of Books>	The set of books
<Report Title>	Portuguese Annual VAT Report
<Location (Currency)>	The location that you selected and the report currency
Report Date	The date that the report is run
Page	The current and total pages of the report
Fiscal Year	The fiscal year parameter that you selected
Date From	The date that the report runs from
To	The date that the report runs to
Box From	The Box From parameter that you selected
To	The Box To parameter that you selected
Location	Continente, Acores, or Madeira, depending on boxes reported
Taxpayer ID	The fiscal identification number
Standard Industry Classification Code	The Standard Industry Classification code
Declarer's Name	The company's name
Address	Address lines 1 to 3
City	Address line 4
Postal Code	The postal code
Telephone Number	The telephone number
Tax Office Code	The tax office code
Tax Office Location	The tax office location

## Column Headings

<b>In this column...</b>	<b>General Ledger prints...</b>
Taxable Amount	The box number for the annual taxable amount as defined in the Tax Codes window and the taxable amount, which is the total value for the transactions that are posted with the tax code associated with the current box
Tax Amount	The amount of tax for each transaction

## Row Headings

The report uses the third element of the box definition to determine which totals are made up from which tax codes. See the Prerequisites for this report on page 1-21 for more information.

<b>In this row...</b>	<b>General Ledger prints...</b>
Total	The total box number for the section, the sum of the taxable amounts for the section, and the sum of the tax amounts for the section.



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## Oracle Payables

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

- Report Prerequisites
- Checks/Remittances
- Electronic Funds Transfer
- Defining Reporting Entities
- Portuguese Suppliers Recapitulative Extract File
- Portuguese Suppliers Recapitulative Report
- Portuguese Payables Taxpayer ID Exception Report
- Portuguese Bank Transfer Request Report

## Report Prerequisites

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

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

## Checks/Remittances

Oracle Portugal, Lda Alameda Antonio Sergio, n22 - 11 Junqueira 1495 Alges Portugal			
PTflo1 Avenida Humberto Delgado, 20 - A 2200-555 Porto Portugal			
Alges, 11-OCT-2002			
Dear Sir/Madam,			
Please find attached the check number 4086, for the amount of 2.000.000 Euros, on the PTbank1, to settle these transactions:			
Description	Document Number	Date	Amount
-----	-----	-----	-----
STANDARD	1008inv2	11-OCT-2002	2.000.000,00
			-----
Total			2.000.000,00
			=====
			Page 1
			4086
Check Number	4086		
Amount	2.000.000 Euros	*****2000000	
PTbank1		Alges	
Reception Date	/ /	2001 10 11	
Signature	PTflo1		
	****2.000.000****		

Oracle Payables provides checks in standard Portuguese format as well as an accompanying letter that details the invoices that make up the payment batch.

The check/remittance is printed as one document: the remittance is at the top of the document, and the check is at the bottom.

When you define the payment format, enter ten or fewer invoices per check. If the number of invoices paid per check exceeds ten, all checks are voided except the last check, which includes the total amount for all invoices.

## Prerequisites

To run the check/remittance printing, you must:

- Register the Portuguese payment program for check printing.
- Define a Portuguese Payment Format with Payment Method Check.
- Define your internal bank account with a Portuguese check payment format.
- Define a supplier and supplier site, and identify the pay site, address details, and payment method of Check.
- Check that you are printing the checks/remittances on continuous paper on a dot matrix printer.

## Report Parameters

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

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

## Remittance Letter Headings

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
<Company Name and Address>	The company name and address
<Supplier Name and Address>	The supplier name and address
<City and Date>	The city that the remittance is sent from and the remittance date
<Letter Text>	<i>Dear Sir/Madam, Please find attached the check number &lt;check number&gt;, for the amount of &lt;check amount and currency&gt;, on the &lt;bank&gt;, to settle these transactions:</i>
Total	The total amount
Page	The current page

## Remittance Letter Columns

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

In this column...	Oracle Payables prints...
Description	The invoice type
Document Number	The invoice number
Date	The invoice date
Amount	The payment amount

## Check Headings

In this heading...	Oracle Payables prints...
Check Number	The check number
Amount	The check amount and currency
<Bank>	The bank name
<City>	The city where the check is issued
Reception Date	The check date
<Supplier Name>	The supplier name
Signature	Spaces for the signature
<Check Amount>	The check amount preceded and followed by four asterisks without any blank spaces in between

## Electronic Funds Transfer

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

- Create EFT type payments in euro.
- Use a Portuguese standardized EFT payment format to create EFT payments.
- Produce a listing of the EFT file contents for the bank to verify.
- Print for the supplier a remittance document that shows the transactions to be paid.

## Prerequisites

To pay suppliers with EFT, you must:

- Register the Portuguese payment programs for EFT and remittance printing.
- Define the EFT payment format.
- Define your internal bank account with the Portuguese EFT payment format.
- Enter bank and payment details for all EFT suppliers in the Multiple Supplier Banks window.
- Define Portuguese Operation Codes as Pay Groups. To produce the payment file, enter the correct Pay Group (09) in the Payment Batch window

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**Note:** The EFT build program includes only invoices for suppliers with a two-digit Pay Group.

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- Create the payment batch using AutoSelect.
- Generate the EFT payment file and remittance.
- Rename and transfer the EFT payment file from your operating system to the payment media. Oracle Payables stores the EFT payment file in your standard output directory. The format of the name for this file is a concatenation of your Oracle Payables login name, followed by a period and the Concurrent Manager request number for the Format Payments submission. Rename this file to a user-defined file name, for example: EFT 19970630PTE19. Finally, copy this file to the media.
- Print the EFT Listing from the Standard Request Submission windows. Use the user-defined name of the EFT payment file that you transferred to the media.

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

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**Note:** The generated EFT file is in ASCII format and suitable for transfer on tape, diskette, or modem.

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## EFT Extract File

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

- **Header** - Contains the identification of the declarer (one record) - Type PS21.
- **Detail** - Contains the transaction details (one record per transaction) - Type PS22.
- **Trailer** - Controls the detail records (one record) - Type PS29.

For more information about file content, see EFT Extract File Content on page D-2.



## Report Parameters

### Batch Name

Enter a confirmed EFT batch from the list of values.

### File Name

Enter a file name for the report.

## Report Headings

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
Date	The date that the report is run
<Report Title>	EFT File Listing
File Name	The user defined EFT file name

## Column Headings

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
<File Contents>	The contents of each of the 80-character records in the EFT file

## Portuguese EFT Remittance

Oracle Portugal, Lda Alameda Antonio Sergio, n22 - 11 Junqueira 1495 Alges Portugal		PT Armazens Faria Rua dos Três Mosqueteiros, 17 - A 1234-456 Chaves	
Alges, 20-JUN-2002			
Dear Sir/Madam,			
We would like to inform you that your account number 10101010101 in PTbank1 was credited for the amount of 3.752.000,50 Euros to settle these transactions:			
Description	Document Number	Date	Amount
-----	-----	-----	-----
Invoice	Inv 100	10-JAN-2001	750.000,00
Invoice	Inv 200	12-MAR-2001	3.000.000,00
Invoice	Inv 300	30-JUN-2001	2.000,50
		Total:	3.752.000,50
			=====
			Page: 1

Use the Standard Request Submission windows to submit the Portuguese EFT Remittance report.

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

## Report Parameters

### Payment Batch

Enter a payment batch from the list of values.

## Report Headings

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
<Payer's Name>	The payer's name
<Address>	The payer's address
<Receiver's Name>	The payee's name
<Address>	The payee's address, as indicated by the supplier pay site
<City>	The city where the remittance is issued
<Date>	The issue date
<Letter Text>	<i>We would like to inform you that your account number &lt;bank account number&gt; in &lt;bank&gt; was credited for the amount of &lt;amount and currency&gt; to settle these transactions:</i>

## Column Headings

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

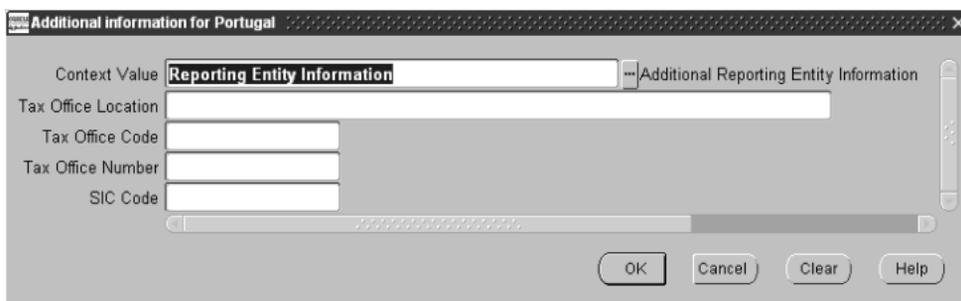
<b>In this column...</b>	<b>Oracle Payables prints....</b>
Description	The invoice description. If there is no description, the Invoice Description is blank.
Document Number	The invoice number.
Date	The invoice date.
Amount	The payment amount.

**Row headings**

<b>In this row...</b>	<b>Oracle Payables prints...</b>
Total	The sum of the payment amounts

## Defining Reporting Entities

When you define reporting entities in Oracle Payables, use the globalization flexfield in the Reporting Entity window to enter the declarer's tax office details.



The screenshot shows a dialog box titled "Additional information for Portugal". The "Context Value" field is set to "Reporting Entity Information". Below it are four input fields: "Tax Office Location", "Tax Office Code", "Tax Office Number", and "SIC Code". At the bottom right are four buttons: "OK", "Cancel", "Clear", and "Help".

### To enter additional reporting entity information:

1. Navigate to the Reporting Entity window.
2. Query the reporting entity that you want.
3. Navigate to the globalization flexfield. For instructions, see Using Globalization Flexfields on page A-2.
4. Enter the declarer's tax office details in the Tax Office Location, Tax Office Code, Tax Office Number, and SIC Code fields.
5. Press the OK button.

## Portuguese Suppliers Recapitulative Extract File

Use the Portuguese Suppliers Recapitulative Extract File to provide information required by government authorities in an electronic format. The file lists Portuguese suppliers with whom you conducted transactions greater than a specified value (including VAT).

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

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

- **Header** - Contains the identification of the company and indication of the type of report that it refers to (suppliers) (one record).
- **Detail** - Each detail record corresponds to one detail line of the Portuguese Suppliers Recapitulative report (*n* records).
- **Trailer** - Controls the detail records (one record).

To report in a paper format, see Portuguese Suppliers Recapitulative Report on page 2-17 for more information.

For more information about file content, see Portuguese Suppliers Recapitulative Extract File Content on page D-5.

Use the Standard Request Submission windows to submit the Portuguese Suppliers Recapitulative Extract File.

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

## Prerequisites

Before you run the Portuguese Suppliers Recapitulative Extract File, you must complete these tasks:

- Enter the supplier's taxpayer ID in the Suppliers window.
- Enter the company's taxpayer ID and tax office details in the Locations and Reporting Entity windows.
- Define your country as Portugal in Financial Options - VAT Registration. A supplier is reported on only if the country stated in its address matches what you define in Financial Options - VAT Registration.
- Define your functional currency. The Portuguese Suppliers Recapitulative Extract File displays amounts in the functional currency of your set of books.
- Check that the total value of selected transactions for each supplier is greater than that of the value parameter.
- Check that fiscal identification numbers are valid. Otherwise, the respective supplier is not selected.

## Report Parameters

### Minimum Invoiced Amount

Enter the minimum amount on an invoice that you want to report above. Only suppliers with total transaction amounts (including VAT) greater than what you enter are included in the extract file.

### Reporting Year

Enter the tax year that you want to report on. The file always runs from January 1 to December 31 of the year you enter.

### First Declaration

- **Yes** - If you are running the first declaration of this file for the tax year that you specified. *Yes* is the default.
- **No** - If you are reprinting a declaration that is already ran.

## Portuguese Suppliers Recapitulative Report

Portuguese Suppliers Recapitulative Report Front Page			
Reporting Year	: 2001	Report Date	: 04-AUG-2002
Fiscal Identification Number	: 502186771	Declaration Type	: Primeira
Number of Detail Pages	: 1		
Tax Office Location	: Lisboa		
Tax Office Number	: 8		
Tax Office Code	: 1441		
Tax Declarer Identification			
Oracle Portugal, Lda			
Alameda Antonio Sergio, n22 - 11			
Junqueira			
1495 Alges			
Telephone : 351-21-4125555			
Number of Reported Suppliers	: 6		

Portuguese Suppliers Recapitulative Report		Page :	1 / 1
Detail Page			
Reporting Year	: 2001		
Company Fiscal Identification Number	: 502186771		
Supplier Fiscal Identification Number		Total	
-----		-----	
500965684			47
504544624			117
800291913			58
801237840			23
817933816			234
833155231			23
Page Total	:		502
		-----	
Report Total	:		502
		=====	
*** End of Report ***			

Use the Portuguese Suppliers Recapitulative Report to provide information required by government authorities in a paper format. The report lists Portuguese suppliers with whom you conducted transactions greater than a specified value (including VAT).

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

To produce the report in an electronic file format, see Portuguese Suppliers Recapitulative Extract File on page 2-15 for more information.

Use the Standard Request Submission windows to submit the Portuguese Suppliers Recapitulative report.

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

## Prerequisites

Before you run the Portuguese Suppliers Recapitulative report, you must complete these tasks:

- Enter the supplier's taxpayer ID in the Suppliers window.
- Enter the company's taxpayer ID and tax office details in the Locations and Reporting Entity windows.
- Check that the total value of selected transactions for each supplier is greater than that of the value parameter.
- Define your country as Portugal in Financial Options - VAT Registration. A supplier is reported on only if the country stated in its address matches what you define in Financial Options - VAT Registration.
- Define your functional currency. The Portuguese Suppliers Recapitulative report displays amounts in the functional currency of your set of books.
- Check that fiscal identification numbers are valid. Otherwise, the respective supplier is not selected.

## Report Parameters

### Minimum Invoiced Amount

Enter the minimum amount on an invoice that you want to report above. Only suppliers with total transaction amounts (including VAT) greater than what you enter are included in the extract file.

### Reporting Year

Enter the tax year that you want to report on. The report always runs from January 1 to December 31 of the year that you enter.

### First Declaration

- **Yes** - If you are running the first declaration of this report for the tax year that you specified. *Yes* is the default.
- **No** - If you are reprinting a declaration that is already ran.

## Header Page Headings

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
<Report Title>	Portuguese Suppliers Recapitulative Report
<Page Type>	Front Page
Reporting Year	The reporting year parameter
Reporting Date	The current date
Fiscal Identification Number	The company's fiscal identification number
Declaration Type	First or Substitution Declaration
Number of Detail Pages	The total number of detail pages included in the report
Tax Office Location	The tax office location
Tax Office Number	The tax office number
Tax Office Code	The tax office code
Tax Declararer Identification	The company's name and address
Telephone	The company's telephone number
Number of Reported Suppliers	The total number of suppliers selected according to the parameter values that you entered

## Detail Page Headings

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
<Report Title>	Portuguese Suppliers Recapitulative Report.
<Page Type>	Detail Page.
Page	The page number.
Reporting Year	The reporting year parameter.
Company Fiscal Identification Number	The company's taxpayer ID.
Supplier Fiscal Identification Number	The supplier's taxpayer ID.
Total	The sum of the invoiced amounts for the current supplier
Page Total	The sum of the net amounts of the lines. Page totals do not include brought forward values.
Report Total	The report totals, a recalculation based on all detail lines in the report.

## Portuguese Payables Taxpayer ID Exception Report

Portuguese Payables Taxpayer ID Exception Report		Report Date: 20-JUN-01
		Page: 1 / 1
Supplier Name	Supplier Number	
PT onlytaxregno	30125	
PT onlytaxregno2	30126	
PT test taxpid exc	30114	
PT supplier 2	30266	
PT supplier 3	30267	
PTf101	10356	

\*\*\* End Of Report \*\*\*

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

Use the Standard Request Submission windows to submit the Portuguese Payables Taxpayer ID Exception report.

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

## Report Headings

<b>In this heading...</b>	<b>Oracle Payables prints...</b>
<Report Title>	Portuguese Payables Taxpayer ID Exception Report
Report Date	The date the report is run
Page	The current and total pages of the report

## Column Headings

<b>In this column...</b>	<b>Oracle Payables prints...</b>
Supplier Name	The supplier's name
Supplier Number	The supplier's number

## Portuguese Bank Transfer Request Report

Seq	Supplier Name	Bank Name	Supplier Branch Name	NIB	Account Holder Name	Transfer Amount
1	City Bank	San Francisco	003456789245345678908	Oracle Corp.	1,000,000.000\$00	
2	City Bank	New York	009976543287876654767	Supplier A	123,456.789\$00	
					Number of Documents	Sum Transfer Amount
Subtotal for This Page					2	1,123,456.789\$00
Grand Total for Report					2	1,123,456.789\$00

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

Run the Portuguese Bank Transfer Request report when formatting automatic payments.

## Prerequisites

Before you run the Portuguese Bank Transfer Request report, you must complete these tasks:

- Define a payment format with a method of wire with appropriate Build and Format programs.
- Define a document category for Wire.
- Define the document sequence and assign the document sequence to the Wire category.

**See also:** Defining a Document Sequence, *Oracle Applications System Administrator's Guide*

- Define appropriate banks for company and suppliers and include appropriate document format for wire payment.
- Process payment batches through Autoselect.
- Define the country in Financial Options - VAT Registration as Portugal.

## Report Headings

In this heading...	Oracle Payables prints...
<Set of Books>	The set of books
<Report Title>	Bank Transfer Request
Report Date	The date that the report is run
Page	The current and total pages of the report
Bank Name	The remitting bank name
Branch Name	The remitting branch name
Payer Name	The account holder's name
NIB	The bank code, branch code, account code, and check digit
Transfer Date	The system date

## Column Headings

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

## Row Headings

<b>In this row...</b>	<b>Oracle Payables prints...</b>
Number of Documents - Subtotal for This Page	The number of transfers for the payment batch on the current page of the report
Number of Documents - Grand Total for Report	The number of transfers for the payment batch in the entire report
Sum Transfer Amount - Subtotal for This Page	The total amount transferred in the payment batch on the current page of the report
Sum Transfer Amount - Grand Total for Report	The total amount transferred in the payment batch in the entire report



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## Oracle Receivables

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

- Report Prerequisites
- Direct Debit
- Portuguese Customers Recapitulative Extract File
- Portuguese Customers Recapitulative Report
- Portuguese Receivables Taxpayer ID Exception Report

## Report Prerequisites

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

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

## Direct Debit

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

With Direct Debit, you produce:

- A standard Portuguese file of receipt information in euro. The bank uses receipt information to process Direct Debit transactions between the bank account of the company and the bank account of each customer.
- A listing of all the records in the electronic file, that the bank uses to confirm the contents of the file.
- A letter for each Direct Debit customer listing invoices paid by Direct Debit.

## Prerequisites

To successfully complete the Direct Debit process, you must:

- Set the system profile option JEPT: Print Direct Debit Receipt Letter to *Yes* or *No*. You may decide to set the option to *No* if you use receipt acknowledgments and do not want to send Direct Debit letters.
- Create automatic receipts.
- Approve automatic receipts.
- Format automatic receipts (create Direct Debit letter).
- Confirm automatic receipts (depending on receipt class).
- Create remittances.
- Approve remittances.
- Confirm remittances (creates Direct Debit file, which is transferred to another media).
- Rename and transfer the Direct Debit file from your operating system onto the media. Oracle Receivables stores the Direct Debit file in your standard output directory. The format of the name for this file is a concatenation of your Oracle Receivables login name, followed by a period and the Concurrent Manager request number for the Confirm Remittances submission. Rename this file to a user-defined file name, for example: DD19970630PTE. Finally, copy this file to the media.
- Print the Portuguese Receivables Direct Debit File Listing from Standard Request Submission windows using the user-defined name of the Direct Debit file which was transferred onto the media.

## Direct Debit File

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

- **Header** - Contains the identification of the declarer (one record) - Type PS21.
- **Detail** - Contains the transaction details (one record per transaction) - Type PS22.
- **Trailer** - Controls the detail records (one record) - Type PS29.

For more information about file content, see Direct Debit File Content on page D-7.

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

## Portuguese Receivables Direct Debit File Listing

```
Direct Debit File Listing
Date: 30-JUN-2002

File Name: DD19970630PTE

PS2164000100010002345125432122EUR19970630ORACLE PORTUGAL, Lda00000000000000000000
PS22640000012200022345678901840000003000000DHL Corporation 00000000000000000000
PS22640000012200012345678901370000010050000ESSILOR, Inc. 00000000000000000000
PS226400000122000124234987121000007000000NIKE SPORTS 00000000000000000000
PS2264000100010002345125432122000000250000ABRILCONTROLJORNAL 00000000000000000000
PS29640000000000000000000000004000008330000000000000000000000000000000000000000000000000000

End of Report
```

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

Use the Standard Request Submission windows to submit the Portuguese Receivables Direct Debit File Listing.

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

## Report Parameters

### Batch Name

Enter the Direct Debit batch that you want to confirm.

### File Name

Enter a file name for the report.

## Report Headings

In this heading...	Oracle Receivables prints...
Date	The date that the report is run
<Report Title>	Direct Debit File Listing
File Name	The name of the Direct Debit file

## Column Headings

In this column...	Oracle Receivables prints...
<File Contents>	The contents of each of the records in the Direct Debit file

## Portuguese Direct Debit Letter

```

Oracle Portugal
Alameda Antonio Sergio, n22 - 11
01495 Alges
Portugal

                                Infortec
                                Alameda dos Anjos, Lote 19
                                6000 Coimbra
                                Portugal

Alges, 05-DEC-2002

Dear Sir/Madam,

We would like to inform you that your account number 00006817355 at Banco
Comercial Portugues was debited for the amount of 197,100.00, to settle
these transactions:

-----
Description                Document Number   Date                Amount
-----
Standard Invoice            10081             05-OCT-2002        197,100.00
                                Total              197,100.00
                                =====
                                Page                1
    
```

Use the Portuguese Direct Debit Letter to show the transactions that the customer paid with direct debit. The letter lists transfer transactions that the direct debit file generated.

The Portuguese Direct Debit Letter prints when you format automatic receipts. The letter prints only if you:

- Set the JEPT: Print Direct Debit Receipt Letter profile option to *Yes*
- Navigate to the Formatting Programs tabbed region of the Remittance Banks window. Select the Portuguese Direct Debit Letter as the Remittance Print program for the remittance bank that is associated with the receipt class that you defined for Direct Debit.

For more information about the JEPT: Print Direct Debit Receipt Letter profile option, see Profile Options on page B-2.

## Column Headings

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

This table shows the column headings.

<b>In this column...</b>	<b>Oracle Receivables prints...</b>
Description	The transaction type description
Document Number	The invoice number
Date	The invoice date
Amount	The transfer amount

## Row Headings

This table shows the row headings.

<b>In this row...</b>	<b>Oracle Receivables prints...</b>
Total	Sum of the transfer amounts

## Portuguese Customers Recapitulative Extract File

Use the Portuguese Customers Recapitulative Extract File to provide information required by government authorities in an electronic format. The file lists Portuguese suppliers with whom you conducted transactions greater than a specified value (including VAT).

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

The Portuguese Customers Recapitulative Extract File is an ASCII file. The types of records are:

- **Header** - Contains the identification of the company and an indication of the report type that it refers to (Customers) (one record).
- **Detail** - Each detail record corresponds to one detail line of the Portuguese Customers Recapitulative report (*n* records).
- **Trailer** - Controls the detail records (one record).

To produce the report in a paper format, see Portuguese Customers Recapitulative Report on page 3-12 for more information.

For more information about file content, see Portuguese Customers Recapitulative Extract File Content on page D-9.

Use the Standard Request Submission windows to submit the Portuguese Customers Recapitulative Extract File.

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

## Prerequisites

Before you run the Portuguese Customers Recapitulative Extract file, you must:

- Enter the customer's taxpayer ID in the Customers - Standard or the Customers - Quick window.
- Enter the company's taxpayer ID in the Reporting Entity window.
- Enter the tax office details in the Reporting Entity window.
- Check that taxpayer IDs are valid. Otherwise, the respective customer is not selected.
- Define your country as Portugal in Financial Options - VAT Registration. A customer is reported on only if the country stated in its address matches what you define in Financial Options - VAT Registration.
- Define your functional currency. The Portuguese Customers Recapitulative Extract File displays amounts in the functional currency of your set of books.
- Check that the total value of selected transactions for each supplier is greater than that of the value parameter.

## Report Parameters

### Minimum Invoiced Amount

Enter the minimum amount on an invoice that you want to report above. Only customers with total transaction amounts (including VAT) greater than what you enter are included in the extract file.

### Reporting Year

Enter the tax year that you want to report on. The report always runs from January 1 to December 31 of the year that you enter.

### First Declaration

- **Yes** - If you are running the first declaration of this report for the tax year that you specified. *Yes* is the default.
- **No** - If you are reprinting a declaration that is already ran.

## Portuguese Customers Recapitulative Report

```

Portuguese Customers Recapitulative Report
      Front Page

Reporting Year           : 2001      Report Date           : 04-AUG-
2002
Fiscal Identification Number : 502186771 Declaration Type      : Primeira
Number of Detail Pages     : 1

Tax Office Location       : Lisboa
Tax Office Number        : 8
Tax Office Code          : 1441

Tax Declarer Identification
Oracle Portugal, Lda
Alameda Antonio Sergio, n22 - 11
Junqueira
1495 Alges
Telephone : 351-21-4125555

Number of Reported Customers :3
    
```

```

      Portuguese Customers Recapitulative Report      Page :      1 / 1
      Detail Page

Reporting Year           : 2001

Company Fiscal Identification Number : 502186771

Customer Fiscal Identification Number      Total
-----
800291913                                117
804860670                                112
817933816                                234
-----
Page Total           :                               463
-----
Report Total        :                               463
=====

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

Use the Portuguese Customers Recapitulative report to provide information required by government authorities in a paper format. The report lists Portuguese suppliers with whom you conducted transactions greater than a specified value (including VAT).

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

To produce the report in an electronic file format, see Portuguese Customers Recapitulative Extract File on page 3-10 for more information.

Use the Standard Request Submission windows to submit the Portuguese Customers Recapitulative report.

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

## Prerequisites

Before you run the Portuguese Customers Recapitulative report, you must complete the following tasks:

- Enter the customer's taxpayer ID in the Customer - Standard or the Customers - Quick window.
- Enter the company's taxpayer ID in the Reporting Entity window.
- Enter the tax office details in the Reporting Entity window.
- Check that taxpayer IDs are valid. Otherwise, the respective customer is not selected.
- Define your country as Portugal in Financial Options - VAT Registration. A customer is reported on only if the country stated in its address matches what you define in Financial Options - VAT Registration.
- Define your functional currency. The Portuguese Customers Recapitulative report displays amounts in the functional currency of your set of books.
- Check that the total value of selected transactions for each supplier is greater than that of the value parameter.

## Report Parameters

### Minimum Invoiced Amount

Enter the minimum amount on an invoice that you want to report above. Only customers with total transaction amounts (including VAT) greater than what you enter are included in the extract file.

### Reporting Year

Enter the tax year that you want to report on. The report always runs from January 1 to December 31 of the year that you enter.

### First Declaration

- **Yes** - If you are running the first declaration of this report for the tax year that you specified. *Yes* is the default.

- **No** - If you are reprinting a declaration that is already ran.

## Header Page Headings

<b>In this heading...</b>	<b>Oracle Receivables prints...</b>
<Report Title>	Portuguese Customers Recapitulative Report
<Page Type>	Front Page
Reporting Year	The reporting year parameter
Reporting Date	The current date
Fiscal Identification Number	The company's fiscal identification number
Declaration Type	First or Substitution Declaration
Number of Detail Pages	The total number of detail pages included in the report
Tax Office Location	The tax office location
Tax Office Number	The tax office number
Tax Office Code	The tax office code
Tax Declarer Identification	The company's name and address
Telephone	The company's telephone number
Number of Reported Customers	The total number of customers selected according to the parameter values that you entered

## Detail Page Headings

<b>In this heading...</b>	<b>Oracle Receivables prints...</b>
<Report Title>	Portuguese Suppliers Recapitulative Report.
<Page Type>	Detail Page.
Page	The page number.
Reporting Year	The reporting year parameter.
Company Fiscal Identification Number	The company's taxpayer ID.
Customer Fiscal Identification Number	The supplier's taxpayer ID.
Total	The sum of the invoiced amounts for the current customer
Page Total	The sum of the net amounts of the lines. Page totals do not include brought forward values.
Report Total	The report totals, a recalculation based on all detail lines in the report.

## Portuguese Receivables Taxpayer ID Exception Report

Portuguese Receivables Taxpayer ID Exception Report		Report Date: 20-JUN-01
		Page: 1 / 1
Customer Name	Customer Number	
PT customer 2	6537	
*** End Of Report ***		

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

Use the Standard Request Submission windows to submit the Portuguese Receivables Taxpayer ID Exception report.

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

## Report Headings

<b>In this heading...</b>	<b>Oracle Receivables prints...</b>
<Report Title>	Portuguese Receivables Taxpayer ID Exception Report
Report Date	The date that the report is run
Page	The current and total pages of the report

## Column Headings

<b>In this column...</b>	<b>Oracle Receivables prints...</b>
Customer Name	The customer's name
Customer Number	The customer's number



# A

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## Using Globalization Flexfields

This appendix describes how to use globalization flexfields.

## Using Globalization Flexfields

Oracle Financials for Portugal uses globalization flexfields that let you enter country-specific information in Oracle Payables and Oracle Receivables. 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**

- Reporting Entity

### **Oracle Receivables**

- Business Purpose Detail
- Receipts

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 pop-up window.

# B

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## Profile Options

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

---

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

The key for this table is:

- **Update** - You can update the profile option
- **View Only** - You can view the profile option but cannot change it
- **No Access** - You cannot view or change the profile option value

Profile Option	Value	Default	User Access	System Administrator Access			
				User	Responsibility	Application	Site
JEPT: Print Direct Debit Receipt Letter	Required	No Default	Update	No Access	Update	No Access	No Access

## Country-Specific Profile Options

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

### **JEPT: Print Direct Debit Receipt Letter**

Set the JEPT: Print Direct Debit Receipt Letter profile option to *Yes* if you want to use the Portuguese Direct Debit Letter.

The Portuguese Direct Debit Letter is printed only if you set the JEPT: Print Direct Debit Receipt Letter profile option to *Yes* and select the Portuguese Direct Debit Letter in the Payment Method zone as the Automatic Print Program for the receipt class that you defined for Direct Debit.



# C

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## Bank Validation

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

## **Bank Information Validation**

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

## Setting up Your Country

To use bank validation functionality for Portugal, you must first set up Portugal 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 the default minimum validation shown in this table:

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 Portugal 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 the default minimum validation shown in this table:

<b>Required Fields</b>	<b>Accepted Data Type</b>	<b>Maximum Length</b>
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, also known as the NIB, or *Número de Identificação Bancária*, for Portugal:

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

If you leave these fields blank, Oracle Financials prompts you to enter a number. This table shows the additional rules that Oracle Financials uses to validate bank information:

<b>Bank Information</b>	<b>Maximum Length</b>	<b>Accepted Data Type</b>	<b>If less than the maximum length, prefix with zeros</b>	<b>Eliminate Spaces</b>
Bank Number	4	Numeric only	No	Yes
Branch Number	4	Numeric only	No	Yes
Account Number	11	Numeric only	Yes	Yes
Check Digit	2	Numeric only	No	Yes

## Check Digit Algorithm

If the bank number, branch number, account number, and check digit are valid, the check digit algorithm is applied. Oracle Financials calculates a check value based on the bank, branch, and account numbers and compares this internal check value to the check digit that you entered.

1. Combine the bank number, branch number, and account number with the check digit number.

For example, if the bank number is 1234, branch number is 5678, account number is 12345678901, and check digit is 21, Oracle Financials forms the number 123456781234567890121.

2. Multiply each of the first 19 digits of the combined number by the associated factor from this table provided by the Bank of Portugal. Sum the results.

This table provides an example:

<b>Digit</b>	<b>Value</b>	<b>Factor</b>	<b>Result</b>
First	1	73	73
Second	2	17	34
Third	3	89	267
Fourth	4	38	152
Fifth	5	62	310
Sixth	6	45	270
Seventh	7	53	371
Eighth	8	15	120
Ninth	1	50	50
Tenth	2	5	10
Eleventh	3	49	147
Twelfth	4	34	136
Thirteenth	5	81	405
Fourteenth	6	76	456
Fifteenth	7	27	189

Digit	Value	Factor	Result
Sixteenth	8	90	720
Seventeenth	9	9	81
Eighteenth	0	30	0
Nineteenth	1	3	3

The sum of the results is 3794.

3. Divide the result by 97 and determine the integer of the result.  
 $3794 / 97 = 39.1134$ . The integer is 39.
4. Multiply the integer by 97 and subtract the result from the original sum.  
 $3794 - (97 * 39) = 11$
5. Subtract the result from 97 to determine the check value.  
 $97 - 11 = 86$ . The internal check value is 86.
6. Compare the internal check value to the check digit that you entered. If the two match, the validation is successful. If the two values do not match, Oracle Financials returns an Invalid Check Digit error message.

In this example, the validation fails because the check digit that you entered is 21.

If you entered 86 as the check digit, the validation is successful.



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## Electronic File Content

This appendix overviews electronic file content provided in Oracle Financials for Portugal for:

- EFT extract file
- Portuguese Suppliers Recapitulative Extract File
- Direct Debit file
- Portuguese Customers Recapitulative Extract File

This electronic information is provided to help your system administrator further understand the electronic files provided in Oracle Financials for Portugal.

## EFT Extract File Content

### Header Record

This table shows the electronic file content of the header record.

<b>In this field...</b>	<b>Oracle Payables prints...</b>
Reference	<i>PS2.</i>
Record Type	<i>1.</i>
Operation Code	The pay group. The operation code is always 09 for payments to suppliers.
Account Situation	<i>00.</i>
Record Situation	<i>0.</i>
NIB - Bank Code	The payer's bank code.
NIB - Branch Code	The payer's branch code.
NIB - Origin Account Number	The payer's account number.
Check Digits	The two check digits that result from applying a Portuguese validation algorithm.
Currency ISO Code	<i>EUR.</i>
Processing Date	The payment date.
Ordering Entity Reference	The payer's account holder's name.
Filler	<i>000000000000000000.</i>

## Detail Record

This table shows the electronic file content of the detail record.

<b>In this field...</b>	<b>Oracle Payables prints...</b>
Reference	<i>PS2.</i>
Record Type	<i>2.</i>
Operation Code	The pay group. The operation code is always 09 for payments to suppliers.
Account Situation	<i>00.</i>
Record Situation	<i>0.</i>
NIB - Bank Code	The payee's bank code.
NIB - Branch Code	The payee's branch code.
NIB - Destination Account Number	The payee's account number.
Check Digits	The two check digits that result from applying a Portuguese validation algorithm.
Amount	The payment amount rounded to the first two decimal places (13 numeric characters with two implied decimal places).
Destination Entity Reference	The account holder's name of the payee.
Transfer Reference	Not in use.
Filler	<i>00.</i>

## Trailer Record

This table shows the electronic file content of the trailer record.

<b>In this field...</b>	<b>Oracle Payables prints...</b>
Reference	<i>PS2.</i>
Record Type	<i>9.</i>
Operation Code	The pay group. The operation code is always 09 for payments to suppliers.
Filler	<i>00.</i>
Record Situation	<i>0.</i>
Filler	<i>000000.</i>
Total Detail Records	The total number of detail records (14 numeric characters).
Total Amount	The total value of detail records (13 numeric characters with two implied decimal places).
Filler	38 zeros.

## Portuguese Suppliers Recapitulative Extract File Content

### Header Record

This table shows the electronic file content of the header record.

<b>In this field...</b>	<b>Oracle Payables prints...</b>
Filler	000000
Company's Fiscal Identification Number	The taxpayer ID from Oracle Payables
Supplier (F)	F for Fornecedor
Reporting Year	The calendar year for when the file is produced
1 or 2	1 - If this is the first declaration 2 - If this is a substitute declaration
V or F	V - There are no detail records F - There are detail records
Date	The date that the file is created
Tax Office Code	The four-digit tax office code

## Detail Record

This table shows the electronic file content of the detail record.

<b>In this field...</b>	<b>Oracle Payables prints...</b>
Page Number	The page number.
Line Number	Beginning at one, the line number is incremented by one for each detail record. The line number is reset to one for each new page number.
Supplier's Fiscal Number	The supplier's fiscal number.
Sum of the Net Invoiced Amounts	The sum of the net invoiced amounts for the current supplier.
Detail Spaces	12 spaces.

## Trailer Record

This table shows the electronic file content of the trailer record.

<b>In this field...</b>	<b>Oracle Payables prints...</b>
Filler	999999
Company's Fiscal Identification Number	The taxpayer ID from Oracle Payables
Sum of the Net Amounts of the Lines	The sum of the net amounts of the detail lines
Number of Detail Records Being Sent	The total number of detail records in the file

## Direct Debit File Content

### Header Record

This table shows the electronic file content of the header record.

<b>In this field...</b>	<b>Oracle Receivables prints...</b>
Reference	<i>PS2</i>
Record Type	<i>1</i>
Operation Code	<i>54</i>
Account Situation	<i>00</i>
Record Situation	<i>0</i>
Bank Code	The payee's bank code
Branch Code	The payee's branch code
Account Number	The payee's account number
Check Digits	The check digits
Currency Code	<i>EUR</i> for euro
Processing Date	The processing date
Account Holder's Name	The account name of payee
Filler	19 zeros

## Detail Record

This table shows the electronic file content of the detail record.

<b>In this field...</b>	<b>Oracle Receivables prints...</b>
Reference	<i>PS2</i>
Record Type	<i>2</i>
Operation Code	<i>64</i>
Account Situation	<i>00</i>
Record Situations	<i>0</i>
Bank Code	The payer's bank code
Branch Code	The payer's branch code
Account Number	The payer's account number
Check Digits	The check digits
Amount	The payment amount
Account Holder's Name	The account name of the payer
Transaction Number	The transaction number

## Trailer Record

This table shows the electronic file content of the trailer record.

<b>In this field...</b>	<b>Oracle Receivables prints...</b>
Reference	<i>PS2</i>
Record Type	<i>9</i>
Operation Code	<i>54</i>
Filler	<i>00</i>
Record Situation	<i>0</i>
Filler	<i>000000</i>
Total Records	The total number of detail records
Total Amount	The total amount included in the detail records
Filler	38 zeros

## Portuguese Customers Recapitulative Extract File Content

### Header Record

This table shows the electronic file content of the header record.

<b>In this field...</b>	<b>Oracle Receivables prints...</b>
Filler	000000
Company's Fiscal Identification Number	The taxpayer ID reporting entities
Customer (C)	C for Cliente
Reporting Year	The reporting year for when the file is created
1 or 2	1 - If this is the first declaration 2 - If this is a substitute declaration
V or F	V - There are no detail records F - There are detail records
Date	The date that the file is created
Tax Office Code	The four-digit tax office code

### Detail Record

This table shows the electronic file content of the detail record.

<b>In this field...</b>	<b>Oracle Receivables prints...</b>
Page Number	The page number.
Line Number	Beginning at one, the line number is incremented by one for each detail record. The line number is reset to one for each new page number.
Customer's Fiscal Number	The customer's taxpayer ID.
Sum of the Net Invoiced Amounts	The sum of the net invoiced amounts for the current customer.
Detail Spaces	12 spaces.

## Trailer Record

This table shows the electronic file content of the trailer record.

<b>In this field...</b>	<b>Oracle Receivables prints...</b>
Filler	999999
Company's Fiscal Identification Number	The taxpayer ID reporting entities
Sum of the Net Amounts of the Lines	The sum of the net amounts of the detail lines
Number of Detail Records Being Sent	The total number of detail records in the file

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