

Oracle Fusion Cloud Human Resources

**How do I set up payment methods
for India?**

FA Latest



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Author: Gita Sitaraman

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1 About this Playbook

This playbook provides the steps for setting up the payment methods.

Here are the various tasks:

- Define bank, branches, and accounts
- Configure organization payment method
- Set up a derived payment source
- Configure the payslip report template

2 Set up Payment Methods

Define Bank, Branches and Accounts

You need to define the payment source before creating the organization payment methods for payroll processing.

You can define the bank, branch and account details before setting up the organization payment method. Banks, branches, and account info to use as the payment sources are set up in Oracle Cloud Cash Management.

Create Bank Details

Use the **Manage Bank** task to add the details of the different banks.

Note: Setup and Maintenance > Tasks > Search > Manage Banks

1. Click **Create**.
Enter the required bank information, such as the Country, Name, Bank Code, Taxpayer ID and Tax Registration Number.
2. Save the bank details.
3. In the **Addresses** section, click **Create**.
Enter the bank address details such as Country, Address, City or Town, Pin Code and State.
4. Click **OK**.
5. In the **Contacts** section, click **Create**.
In the **Create Bank Contact** screen, you can add the name, phone number, and address details of the contact persons in the bank.
6. Save the details.

Create Bank Branch

Use the **Manage Bank Branch** task to add the details of the different bank branches. You can add the required bank branches for the banks associated in each TRU.

Note: Setup and Maintenance > Tasks > Search > Manage Bank Branch

1. Click **Create**.
Enter the bank branch details for the bank information added earlier such as the Branch Name, IFSC Code, BIC Code, Branch Number Type, Bank Branch Type, and other details.
Note: The IFSC Code and BIC Code are specific for India Payroll.
2. Save the bank branch details.
3. Add the branch address and contact details for the bank branch record.
4. Save the details.

Create Bank Account

Use the **Manage Bank Account** task in Cash Management to add the details of the different bank accounts for the LTRU/LE.

Note: Setup and Maintenance > Tasks > Search > Manage Bank Account

1. Click **Create**.

Enter the bank account details such as the Account Name, Account Number, Bank, Bank Branch, Currency, and Country.

2. Enter the **Legal Entity Name** to associate the bank account with a legal entity.

3. Specify the **Account Type** as Savings.

4. Select the required **Account Use**, which can be **Payables**, **Payroll** or **Receivables**.

5. In the **Controls** tab, in **Cash Management Controls > Reconciliation**, specify the **Accounting Conversion Rate Type** as Corporate.

6. Save the bank account information.

Configure Organization Payment Method

Use the Organization Payment Methods(OPM) task.

You can map the same payment source to different payment types. You can use the payment source at the TRU level by defining a rule.

Derive Payment Source Based on TRU

You pay your workers by electronic funds transfer (EFT) payments. To comply with tax reporting unit (TRU) regulations for out-of-TRU payments, payment rules are created based on TRU to pay from two different banks. This table helps you understand your key decisions for this scenario:

Decisions to Consider	In This Example
How many OPMs do you need?	One.
How many payment sources do you need?	Three. One default payment source for the TRU1, one source for payments in TRU2, and one source for payments in TRU3.
How many bank accounts do you need?	Three. One for each payment source.
What payment method rules do you need?	Rules for bank accounts used as payment sources based on each TRU.

Prerequisites

Verify you've completed these before you continue:

- 1. Primary ledger is set up in Oracle Cloud General Ledger.
- 2. Banks, branches, and account info to use as the payment sources are set up in Oracle Cloud Cash Management.
- 3. Legal entity associated with the legislative data group is assigned to a general ledger.
- 4. TRUs are set up.

Create the OPM with Basic Details

Use the **Organization Payment Methods** task to add a new OPM in the page with this info:

Note: Setup and Maintenance > Tasks > Search > Organization Payment Methods

- 1. In the **Organization Payment Methods** page, click **Create**.
- 2. Select your legislative data group. This example is InFusion LDG.
- 3. Select the date this payment method is to be available for use.

Tip: Select a date that's on or before the effective date this payment method will be used by the payroll definition or other objects.

- 4. Click **Continue**.
- 5. In the Organization Payment Method section, enter the required info for the fields:

Field	Value
Name	Payroll Direct Deposit
Payment Type	Direct Deposit <div>Note: The available payment types for OPMs can vary by legislation.</div>
Currency	Payment currency

- 6. In the Payment Information section, enter the required info for the fields:
- 7. Use the Prenotification option to trigger the routing number and account number verification.

To enable prenotification, select the **Prenotification Required** checkbox and set the notification days.
- 8. Click Save.

Add Direct Deposit Info

When you select the direct deposit payment type, you've the option to enter EFT info at these levels:

Note: EFT file info entered at the payment source level takes priority over info entered at the organization payment method level.

1. Payment source level
2. Organization payment method level
3. Both levels

Create Payment Sources

Perform these steps three times to create each payment source.

1. In the Payment Sources section in Payment Source Information, click **Create**.
2. On the Create Payment Source page, enter a unique name for the payment source.
Tip: Keep your payment source names unique and specific as possible for each scenario. This naming convention helps you manage complicated combinations of OPMs and payment rules.
3. In the Source Bank Information section, select the account name. This associates the organization bank account to the organization payment method.
4. Click Continue.

Create Payment Rules

Perform these steps three times to create each payment source.

1. In the Payment Method Rules section, for the direct deposit payment , ensure that the default setting is Yes.
2. In the same section, click Create to create payment rules that map a payment source to a TRU.
3. Submit the payment rules.

Set up Derived Payment Source

You can create a status processing rule at the legislative data group(LDG) level and setup the payment criteria for the organization payment method, for the predefined default payer element.

Here are the steps to setup the derived payment source:

1. Create a status processing rule at the LDG level
2. Setup the formula to derive the payment criteria
3. Setup payment criteria for organization payment method.

Set Up the Status Processing Rule

1. Click Status Processing Rules in the Element Overview section.
2. Select Create Status Processing Rules from the Actions menu.
3. Select XX_Default_Payer_Payment_Criteria in the Formula Name field.
4. Add a row in the Result Rules section using the values in this table.

Field	Description
Result Returned	EMP_DEPT

Field	Description
Result Rule	Direct Result
Target Input Value	Payment Criteria

5. Click Submit.

Set Up Formula to Derive Payment Criteria

Set up the formula in the Fast Formulas page, to derive the payment criteria for the payment source.

Here's the sample formula to derive the employee department names from HR:

```
XX_Employee_Department
Default for PER_ASG_ORG_DEPARTMENT_NAME is ' '
l_dept_output = PER_ASG_ORG_DEPARTMENT_NAME
Return l_dept_output
```

Here's the sample formula to populate the payment criteria with the HR formula results:

```
XX_Default_Payer_Payment_Criteria
Default for ASG_HR_ASG_ID is 0
C_PAYROLL_ASSIGNMENT_ID = -1
i = PROCESSED_PAYROLL_ASGS.first(-1)
while PROCESSED_PAYROLL_ASGS.exists(i) loop
(
C_PAYROLL_ASSIGNMENT_ID = PROCESSED_PAYROLL_ASGS[i]
log = pay_internal_log_write('****C_PAYROLL_ASSIGNMENT_ID : ' + to_char(C_PAYROLL_ASSIGNMENT_ID))
i = PROCESSED_PAYROLL_ASGS.next(i, -1)
)
IF ( C_PAYROLL_ASSIGNMENT_ID = -1) then
(
i = RUN_INCLUDED_PAYROLL_ASGS.first(-1)
while RUN_INCLUDED_PAYROLL_ASGS.exists(i) loop
SET_INPUT('HR_ASSIGNMENT_ID', ASG_HR_ASG_ID)
EXECUTE('XX_Employee_Department') /* Formula to retrieve the
Employee Department. */
(
C_PAYROLL_ASSIGNMENT_ID = RUN_INCLUDED_PAYROLL_ASGS[i]
log = PAY_INTERNAL_LOG_WRITE('C_PAYROLL_ASSIGNMENT_ID:' || TO_CHAR(C_PAYROLL_ASSIGNMENT_ID))
i = RUN_INCLUDED_PAYROLL_ASGS.next(i, -1)
)
)
change_contexts(PAYROLL_ASSIGNMENT_ID = C_PAYROLL_ASSIGNMENT_ID)
Emp_Dept = GET_OUTPUT('l_dept_output', 'Null')
Return Emp_Dept
```

Set Up Payment Criteria for Organization Payment Method

You can set up payment sources when you create organization payment methods (OPM) for payroll processing. Use the Organization Payment Methods task.

Derive Payment Source Based on TRU

You pay your workers by electronic funds transfer (EFT) payments. To comply with tax reporting unit (TRU) regulations for out-of-TRU payments, payment rules are created based on TRU to pay from two different banks. This table helps you understand your key decisions for this scenario:

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Configure Payslip Report Template

Use the predefined payslip template and edit it to include legislative requirements as mandated by your country or territory. For example, you might want to add your company logo or add extra fields to the template.

Configuring the delivered payslip template includes these tasks:

1. Create a copy of the delivered payslip report
2. Edit a copy of the payslip sub template to include more components as per your requirements
3. Add the changed template to the report
4. Set the priority of the payslip report as Critical
5. Test the configured payslip report in BI Publisher

Create a Copy of the Delivered Payslip Report

You can either copy the report template or use the **Customize** function to create an exact copy of the delivered report template. It's recommended that you use the **Customize** feature because of these advantages:

- The copied report has the same privileges as original report.
- Creates the necessary folder structure and keeps the same name as the original Payslip report.
- Ensures that the copied report is placed in the same folder structure under the 'Custom' folder and the BI Publisher automatically chooses to use this modified report and you don't have to add the delivery option changes.
- If you choose to copy the template, you must manually add the delivery options.

Note: You must have BI Publisher Developer or BI Publisher Administrator role to create or edit reports from the BI Publisher.

1. Navigate to **Tools > Reports and Analytics**.

2. Click **Browse Catalog** to open BI analytics in a new tab.
3. Navigate to **/Shared Folders/Human Capital Management/Payroll/Regulatory and Tax Reporting/Country Name** folder to open the delivered Online Payslip for a country.
For example, for India, you can find the India Payslip Report at **/Shared Folders/Human Capital Management/Payroll/Regulatory and Tax Reporting/India** folder.
4. Select **More > Customize** for the payslip report.
5. Navigate to **/Shared Folders/Custom/Human Capital Management/Payroll/Regulatory and Tax Reporting** folder and check if you can see the report in the folder. It is recommended that you save all user-defined or configured reports in the Custom catalog folder under Shared Folders. Any reports created outside of the Custom folder will not be migrated and will be lost during patching or upgrade.
6. Click **More > Permissions** to verify the permissions of the report. You should have permissions for the Generate Payslips account with Read, Traverse, Run Publisher Report, Schedule Publisher Report, View Publisher Output Custom Permissions. If you don't have these privileges, add it manually. If you have the BI Administrator or BI Author privileges, the Permission menu is enabled.
7. Navigate to the copied report in the **/Shared Folders/Custom/Human Capital Management/Payroll/Regulatory and Tax Reporting** folder.
8. Click **Edit**. Save a copy of this template.
9. Click **View a list** and make a note of these values.

Field	Value
Name	Name of the report, for example OnlinePayslip
Template File	IN_Online_Payslip.rtf
Type	RTF
Output Format	HTML, PDF, Excel, RTF
Default Template	HTML
Default Layout	Yes
View Online	Yes
Active	Yes
Locale	English

10. Click **View Thumbnails** link and delete the downloaded template.

For more information on how you can edit RTF report template, refer these topics on the Oracle Help Center.

- Create and Edit RTF Report Layout Templates

- How can I change the logo in the layout template?

Add the Revised Template to the Copied Report

Use these steps to add the revised template to the report you created in the first task.

1. Navigate to **/Shared Folders/Custom/Human Capital Management/Payroll/Payment Distribution/Payslip Sub Templates**.
2. Click **Edit**.
3. Click **Add New Layout**.
4. Select Upload and enter these details in the Upload Template File page.

Field	Value
Layout Name	Name of the report you created in the first task.
Template Name	Select the template you just modified in the second task.
Type	RTF
Locale	English

5. Click **View a list**.
6. Enter details you noted in step 9 in the first task and click **Save**.

Set the Priority of the Payslip Report as Critical

The Priority of payslip report on the BI server is by default set as Normal and hence is processed on first in, first out basis. To avoid interruptions, set the priority of the payslip report as Critical, so that it is executed on priority.

1. Navigate to the copied report in the **/Shared Folders/Custom/Human Capital Management/Payroll/Regulatory and Tax Reporting** folder.

Note: You should make any revisions only to the copied version of the report.

2. Click **Edit** and then click **Properties**.
3. On the Report Properties window, in
 - the General tab, select **Critical** in the Job Priority field
4. Click **OK**.

Note: Setting the report as critical reduces chances of failure when there is an issue with the BI server or a performance issue with a previous report job in the process.

Test the Configured Payslip Template in BI Publisher

To test the configured template, you must first run the delivered template and generate the payslip.

1. Navigate to **/Shared Folders/Human Capital Management/Payroll/Regulatory and Tax Reporting/Country Name** folder to open the delivered Online Payslip for the country.

2. Select **Job History** for the delivered report.
3. Clear the value of the fields **Start Processing** and **Owner**.
4. Click **Search** and choose first row with success status.
5. Click **Report Job Name** link.
6. Record the value of these fields: Archive Action Identifier, Delivery Option Identifier, and Payroll Action Identifier.
7. Follow these steps to test your configured report template in the custom folder.
 - a. Navigate to **/Shared Folders/Custom/Human Capital Management/Payroll/ Regulatory and Tax Reporting/Country Name** folder and open the report you created.
 - b. Enter values for Archive Action Identifier, Delivery Option Identifier, and Payroll Action Identifier fields you noted.
 - c. Click **Apply**.
8. Verify that the payslip is generated successfully.

Note: If the payslip didn't generate successfully, check your configured report and template for errors.

