Oracle® Financials for Poland

User Guide

Release 11*i*

Part No. A81261-03

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

Part No. A81261-03

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

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Preface

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

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

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

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 functionality developed for Poland. It discusses the Polish Journal Ledger report and Polish Trial Balance reports.

- Chapter 2 describes Oracle Payables functionality developed for Poland. It discusses lookups, tax information, invoice information, the Polish Supplier Statement and Polish payment formats.

- Chapter 3 describes Oracle Receivables functionality developed for Poland. It discusses lookups and the Accounts Receivable invoice.

- Appendix A describes how to use globalization flexfields.

- Appendix B describes the profile options that you must set for Oracle Financials for Poland.

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 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.

Accessibility of Links to External Web Sites in Documentation

This documentation may contain links to Web sites of other companies or organizations that Oracle does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these Web site

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 Poland.

  If you have never used Oracle Financials for Poland, 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 many sources of information, including documentation, training, and support services, to increase your knowledge and understanding of Oracle Financials for Poland.

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

Online Documentation

All Oracle Applications documentation is available online (HTML or PDF).

- **PDF Documentation** - See the Online Documentation CD for current PDF documentation for your product with each release. This Documentation CD is also available on Oracle*MetaLink* and is updated frequently.

- **Online Help** - You can refer to Oracle Applications Help for current HTML online help for your product. Oracle provides patchable online help, which you can apply to your system for updated implementation and end user documentation. No system downtime is required to apply online help.

- **11i Release Content Document -** See the Release Content Document for descriptions of new features available by release. The Release Content Document is available on Oracle*MetaLink*.

- **About document -** Refer to the About document for information about your release, including feature updates, installation information, and new documentation or documentation patches that you can download. The About document is available on Oracle*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 Poland.

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.

Guides Related to All Products

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

You can access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

Guides Related to This Product

Oracle Financials Common Country Features User Guide

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

Oracle Financials Country-Specific User Guides

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

Oracle Financials RXi Reports Administration Tool User Guide

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

Oracle General Ledger User Guide

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so that you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define additional rate types and enter daily rates. This manual also includes complete information on implementing budgetary control.

Oracle Purchasing User Guide

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

Oracle Payables User Guide

This manual describes how accounts payable transactions are created and entered into Oracle Payables. This manual also contains detailed setup information for Oracle Payables. Use this manual to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, customers, banks, invoices, and payments windows in both Oracle Payables and Oracle Receivables.

Oracle Receivables User Guide

Use this manual to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, customers, banks, invoices, and payments windows in both Oracle Payables and Oracle Receivables. This manual also explains how to set up your system, create transactions, and run reports in Oracle Receivables.

Installation and System Administration

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

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 Rapid Install, which minimizes the time to install Oracle Applications and the Oracle technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid 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 and lists database and product-specific upgrade tasks. You must be either at 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 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 concurrent processing.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff and describes the Oracle Application Object Library components that are needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. This manual also provides information to help you build your custom Oracle Forms Developer forms so that the forms integrate with Oracle Applications.

Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

Oracle Applications User Interface Standards for Forms-Based Products

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

Other Implementation Documentation

Oracle Applications Product Update Notes

Use this guide as a reference 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, enhancements, and changes made to database objects, profile options, and seed data for this interval.

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.

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User's Guide

This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle Workflow API Reference

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

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 Poland. The manual details additional steps and setup considerations for implementing Oracle Financials for Poland 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 the Oracle Financials for Poland 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 eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Oracle*Metalink*

Oracle Applications Message Manual

This manual describes all Oracle Applications messages. This manual is available in HTML format on the documentation CD-ROM for Release 11*i*.

Training and Support

Training

Oracle offers a complete set of training courses to help you and your staff master Oracle Financials for Poland and reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle University at any one of our many education centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

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 Poland 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

*Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.*

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 Oracle Applications can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may 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 to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. 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 develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 160 software modules for financial management, supply chain management, manufacturing, project systems, human resources and customer relationship management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers and personal digital assistants, allowing 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 applications 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 Poland and this user guide.

Oracle values your comments and feedback. In this guide is a reader's comment form that you can use to explain what you like or dislike about Oracle Financials for Poland or this user guide. Mail your comments to the following address or call us directly at (650) 506-7000.

Oracle Applications Global Financials Documentation
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
USA

Or send electronic mail to globedoc_us@oracle.com.

1

Oracle General Ledger

This chapter provides an overview of Oracle General Ledger functionality developed for Poland, including:

- Polish Journal Ledger report
- Viewing journal line sequence numbers
- Polish Trial Balance report
- Polish Trial Balance report by Natural Account
- Defining a Set of Books

Polish Journal Ledger Report

```
Set of Books: PL_DEMO_SoB                                  Polish Journal Ledger                        Oracle Financials 11.5.41
Start Period: Jan-98      (01-JAN-1998 - 31-JAN-1998)                                                  Report Date: 19-APR-2001
  End Period: Dec-00      (01-DEC-2000 - 31-DEC-2000)                                                        Page:     1 of 7
       Year: 1998         (01-JAN-1998 - 31-DEC-1998)
Report Type: Preliminary                                                      YTD Activity:          0.00                  0.00

Seq Number:                              Journal Batch: JP Inv+Pay 01 Payables 225987: A 2100           Category: Purchase Invoices
   GL Date: 07-APR-1998                   Journal Name: Purchase Invoices PLN                        Description: Purchase Invoices
    Source: Payables                     Supplier Name: Journal Import 225987:                         User Name: POLAND
      Type: JP Inv+Pay 01 Payables 225987: A 21
  Document: Purchase Invoices PLN
                                         Accounting Flexfield        Account Description              Debit            Credit
                                         ----------------------      ----------------------   ----------------   ----------------
                                         10-23110-000-000-000        Input VAT 22% (VAT nalic          975.60             0.00
                                         10-40900-000-000-000        Other costs (Koszty pozo        4,434.51             0.00
                                         10-22100-000-000-000        Accont Payables - Dometi           0.00         5,410.11

Seq Number:                              Journal Batch: JP02 Payables 225462: A 2080                    Category: Purchase Invoices
   GL Date: 25-APR-1998                   Journal Name: Purchase Invoices PLN                        Description: Purchase Invoices
    Source: Payables                     Supplier Name: Journal Import 225462:                         User Name: POLAND
      Type: JP02 Payables 225462: A 2080
  Document: Purchase Invoices PLN
                                         Accounting Flexfield        Account Description              Debit            Credit
                                         ----------------------      ----------------------   ----------------   ----------------
                                         10-23110-000-000-000        Input VAT 22% (VAT nalic       17,022.96             0.00
                                         10-40900-000-000-000        Other costs (Koszty pozo       77,377.04             0.00
                                         10-22100-000-000-000        Accont Payables - Dometi           0.00        94,400.00

Seq Number:                              Journal Batch: JP-ST Payables 227493: A 2120                   Category: Purchase Invoices
   GL Date: 01-MAY-1998                   Journal Name: Purchase Invoices PLN                        Description: Purchase Invoices
    Source: Payables                     Supplier Name: Journal Import 227493:                         User Name: POLAND
      Type: JP-ST Payables 227493: A 2120
  Document: Purchase Invoices PLN
                                         Accounting Flexfield        Account Description              Debit            Credit
                                         ----------------------      ----------------------   ----------------   ----------------
                                         10-23110-000-000-000        Input VAT 22% (VAT nalic        2,634.96             0.00
                                         10-01202-000-000-000        Buildings-Open Asseta Cl       11,977.03             0.00
                                         10-22100-000-000-000        Accont Payables - Dometi           0.00        14,611.99


                                                                            Page Total:        114,422.10            114,422.10
                                                                            Balance Forward:    114,422.10            114,422.10
```

Use the Polish Journal Ledger report to print a listing of all posted journal entries in General Ledger by originating document. The report displays entries in the functional currency and reports subledger journals that were created for your organization, regardless of the set of books.

You must post all subledger journals from Oracle Payables and Oracle Receivables in detail. If you do not post in detail, the report does not list the originating journals for the subledger journals; the report displays the name of the summary General Ledger journal.

The journals that appear in the report are numbered at the end of the accounting period during the final run of the report. This ensures that the report numbers are unique, gapless, and chronological. The generated numbers are stored in the database.

If you enter new documents in a period after the final report is run, the new documents are not assigned a report number. New documents are also not reported on the legal report for the period because you cannot run a final report again. You can identify these journals by running the report in preliminary mode for that period.

Use the Standard Request Submission windows to submit the Polish Journal Ledger report.

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

Prerequisites

Before running the Polish Journal Ledger report, you must:

- Set the Sequential Numbering profile option equal to *Always Used*. Ensure that all document categories have valid sequences assigned.

- Set the Allow Suspense Posting and Balance Intercompany Journals options in the General Ledger Set of Books setup window to *No*. You must also ensure that all documents are entered within a single balancing segment. If you let documents cross balancing segments, the Polish Journal Ledger report displays the intercompany entries separately from the original journal.

- Transfer all subledger journal entries to General Ledger in either detail or audit mode, and import all journals in detail. If you do not post in detail, the Polish Journal Ledger report displays only journal information and not the original document.

Report Parameters

Report Type
Select the type of report that you want to request:

- **Final** - Select a final report when you have closed your reporting period and are certain that you have recorded all journals. The final report updates the report sequence numbers by General Ledger date. Once you run a final report, you cannot modify the assigned sequence numbers. In addition, you cannot run a final report for the same period twice.

- **Preliminary** - Select a preliminary report for all daily and non-final reporting requirements to list all accounting entries for a given period. The journal numbers are not assigned to document entries. Some report sequence numbers may be blank if you have not yet run a final report for all of the selected journals.

- **Reprint** - You may need to reprint a previously requested final version of the report to give to audit support. The reprint matches the original final version.

Start Period

Enter the first accounting period that you want to run the Polish Journal Ledger report for. The list of available periods varies depending on the report type that you select.

- **Final** - The period is limited to closed periods that you have not already run a final report for.

- **Preliminary** - You can select from any valid period with the same period type as your set of books, except for never-opened periods.

- **Reprint** - The valid values for the period are limited to periods that you have already run a final report for.

End Period

Enter the last accounting period that you want to run the Polish Journal Ledger report for. The list of available periods varies depending on the report type that you select.

- **Final** - The end period is limited to closed periods that you have not already run a final report for.

- **Preliminary** - The end period is limited to those that are later than or equal to the start period. You can select from any valid period with the same period type as your set of books, except for never-opened periods.

- **Reprint** - The end period is limited to those that you have already run a final report for.

Order By

Select the mode for sorting your document entries.

- **Date** - The document entries are sorted by General Ledger date. The parameter defaults to this mode if you choose a final or reprint report type.

- **Reference** - The document entries are sorted by document source and document reference number. For documents that originate from products other than Payables and Receivables, the document reference number is General Ledger batch and journal name. You can use the Reference mode for control and internal audit purposes. If you choose final or reprint report type, you cannot choose this option.

Report Headings

This table shows the report headings.

In this heading…	General Ledger prints...
Set of Books	The set of books name
Start Period	The start reporting period that you selected
End Period	The end reporting period that you selected
Year	The fiscal year, the begin date, and the end date of the reporting period that you selected
Report Type	The report type that you selected
<Report Title>	Polish Journal Ledger
<Application Name and Release number>	The name of the application that generates the report, and the software release number
Report Date	The date the report is run
Page	The current page number and the total number of pages in the report

Column Headings

This table shows the column headings.

In this column…	General Ledger prints…
Seq Number	The sequence number assigned to the document entry when the report is run. The sequence number is determined by ordering the selected journals based on the General Ledger date and the originating document number. In preliminary mode, some or all numbers may be blank.
GL Date	The accounting date of the source document.
Source	The source of the original document: General Ledger, Oracle Payables, or Oracle Receivables.
Type	The type of the source document. For documents from Payables and Receivables, the subledger document type is printed. For other documents, General Ledger batch name is printed.

In this column…	General Ledger prints…
Document	The name and the number of the source document. For documents that originate from products other than Receivables and Payables, the General Ledger journal name is printed.
Applied To	The name and the number of the journal that the reported document applies to. For example, the number of the invoice that the payment applies to.
Journal Batch	The journal batch of the source document.
Journal Name	The journal name.
Customer/Supplier Name	The customer or supplier name, if applicable.
Bank Account	The journal bank account name, if applicable.
Category	The category name of the source document.
Description	The description for the category.
User Name	The application user name of the person who posted the journal in General Ledger.
Accounting Flexfield	The full accounting flexfield value.
Account Description	The description for the natural account segment for each accounting flexfield.
Debit	The debit amount for each journal.
Credit	The credit amount for each journal.

Row Headings

This table shows the row headings.

In this row…	General Ledger prints…
Page Total	The sum of the debits and credits of the entries listed on the current page.
Balance Forward	The sum of the debits and credits of the current page, plus either: ■ The beginning year-to-date activity for the first page of the report or ■ The brought forward amount for pages after the first page. The carry forward amount at the bottom of a page should equal the brought forward amount at the top of the following page.
Brought Forward	The sum of the debits and credits carried over from the previous page. The brought forward amount at the top of a page should equal the carry forward amount at the bottom of the preceding page.
Report Activity	The total credits and debits of the entire report from the start date to the end date that you selected.
YTD Activity	The year to date activity for your set of books prior to the start date of the selected reporting date parameters. If the report is run for a period range, the activity is through the period prior to the start period. If the report is run for a date range, the activity is through the date prior to the start date requested. The YTD Activity is printed only on the first and last page of the report. On the first page, this value is the sum of all credits and debits from the start of the year to the date that the report is run. On the last page, all activity from the report is added to the value in the beginning of the report.

Viewing Journal Line Sequence Numbers

Use the globalization flexfield in the Journals window to view the sequence numbers that General Ledger assigns to your journal entry lines when you run the final Polish Journal Ledger report for a period.

To view journal line sequence numbers:

1. Navigate to the Journals window.

2. Query the journal entry that you want.

3. Navigate to the globalization flexfield. For instructions, see Using Globalization Flexfields on page A-1.

4. In the Journal Line Sequence field, General Ledger displays the sequence number that was assigned to this journal entry line on the Polish Journal Ledger report.

    > **Note:** If you have not yet run the final Polish Journal Ledger report for a period, the Journal Line Sequence field is blank for the journal entries in that period. Also, if you enter new journal entries for a period after you run the final Polish Journal Ledger report for the period, the Journal Line Sequence field is blank for those journal entries.

5. Press the OK button to return to the Journals window.

Polish Trial Balance Report

```
                                        Polish Trial Balance Report                              Report Date: 10-DEC-2003 05:06:34
                                                                                        System Name and Version: Oracle Financials, ver.11.5.9.
                                                                                                      User Name: POLAND
                                                                                                      Page: 1/1
                        Report by Accounting Flexfield: Yes
                                    Set of Books: Vision Poland
                        Account Flexfield From: 01-21000-000-000-000
                        Account Flecfield To: 01-22100-000-000-000
                                         Period: 11-03
                                       Currency: PLN
                        Zero Beginning Balances: No




                                                           |--- Adjusted      |------------------ Period Activity--------------------| |------ Year-To-Date Balances ------|
                                                           Beginning of Year  |---------------- Prior Period Activity ----------------| |---- Year-To-Date Net Balances ----|
Account/                                                   Balances -----|
Description                                                Debit/Credit            Debit              Credit           Net Balance              Debit              Credit
-------------------------------------------------------- -------------------- -------------------- ------------------ -------------------- ------------------- -------------------

01-21100-000-000-000                                            +0.00          +31,925.64          +18,491.84          +13,433.80          +31,925.64          +18,491.84
Vision Poland-Accont Receivables - Dometic Rozrachunki z                           +0.00               +0.00               +0.00          +50,417.48               +0.00
odbiorcami krajowymi-Unspecified-Unspecified-Unspecified
01-21200-000-000-000                                            +0.00               +0.00               +0.00               +0.00          +21,200.00               +0.00
Vision Poland-Account Receivables - Foreign Rozrachunki z                      +21,200.00               +0.00          +21,200.00          +21,200.00               +0.00
odbiorcami zagranicznymi-Unspecified-Unspecified-Unspecified
01-21902-000-000-000                                            +0.00          +18,491.84          +25,000.00           -6,508.16          +18,491.84          +25,000.00
Vision Poland-Unapplied Receipts Wplaty nie rozliczone-                             +0.00               +0.00               +0.00          +43,491.84               +0.00
Unspecified-Unspecified-Unspecified
01-22100-000-000-000                                            +0.00               +0.00          +15,720.00          -15,720.00               +0.00          +15,720.00
Vision Poland-Accont Payables - Dometic Rozrachunki z                              +0.00               +0.00               +0.00          +15,720.00               +0.00
dostawcami krajowymi-Unspecified-Unspecified-Unspecified




                            Page Totals:                        +0.00          +50,417.48          +59,211.84           -8,794.36          +71,617.48          +59,211.84
                                                                           +21,200.00               +0.00          +21,200.00         +130,829.32               +0.00

                            Cumulative                          +0.00          +50,417.48          +59,211.84           -8,794.36          +71,617.48          +59,211.84
                            Report Totals:                                  +21,200.00               +0.00          +21,200.00         +130,829.32               +0.00

                                                        ***** End Of Report *****
```

Use the Polish Trial Balance Report to review balances for your general ledger accounts on a monthly and yearly basis. Use this report to print detailed balances by accounting flexfield combination to support the preparation of periodic balance sheets and income statements as well as to verify account balances and turnovers in audit processes.

Cross reference data in the Polish Trial Balance Report with the Polish Journal Ledger Report and the ECE Account Analysis Detail Report when run for the same period.

Use the Standard Request Submission windows to submit the Polish Trial Balance report.

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

Report Parameters

Period
Enter the period that you would like to see balances and journal activity for. Choose from open, closed, or permanently closed periods.

Accounting Flexfield From
Enter the accounting combination that you want to report from.

Accounting Flexfield To
Enter the accounting combination that you want to report to.

Currency
Enter the currency that you want to report on. Only journals that are entered in the currency that you choose are included in the report. The default value is the functional currency for your set of books.

Zero Beginning Balances
Choose *Yes* to indicate if beginning year balances should be set to zero. The default is *No*.

Column Headings

This table shows the column headings.

In this column…	Oracle General Ledger prints…
Account/Description	An account combination and description
Adjusted Beginning of Year Balances, Debit/Credit	The net balance on the account as of the beginning of the fiscal year.
Period Activity Debit	The total account debit activity for the selected period
Prior Period Activity Debit	Debit activity for prior periods in the fiscal year, excluding any adjustment periods
Period Activity Credit	The total account credit activity for the selected period
Prior Period Activity Credit	Credit activity for prior periods in the fiscal year, excluding any adjustment periods
Period Activity Net Balance	The net of debit and credit activities for the selected period
Prior Period Activity Net Balance	The net of debit and credit activities for prior periods in the fiscal year, excluding any adjustment periods
Year-to-Date Balances Debit	Year-to-Date debit balance at the end of the selected period
Year-to-Date Net Balances Debit	Net balance at the end of the selected period, if the net balance is a debit. Otherwise the report prints 0
Year-to-Date Balances Credit	Year-to-Date credit balance at the end of the selected period
Year-to-Date Net Balances Credit	Net balance at the end of the selected period, if the net balance is a credit. Otherwise the report prints 0

Polish Trial Balance Report by Natural Account

```
                                    Polish Trial Balance Report                          Report Date: 16-OCT-2003 06:59:49
                                                                             System Name and Version: Oracle Financials, ver.11.5.8.
                                                                                                User Name: POLAND
                                                                                                     Page: 7/9

             Report by Accounting Flexfield: No
                          Set of Books: Vision Poland
                     Balancing Segment: 10
                         Account From: 00000
                           Account To: 99999
                               Period: 08-03
                             Currency: PLN
                      Detail/Summary: Summary
                           Precision: Class and Sub-Class Level
                     Precision Width: 2
             Zero Beginning Balances: No


                          Cumulative            376,539.36     20,230,752.26    120,118,110.28    (99,887,358.02)     21,466,625.68    120,994,523.81
                          Report Totals:                           51,310.89        68,390.36       (17,079.47)     140,777,571.45       (69,249.02)

                                             |--- Adjusted     |------------------ Period Activity--------------------|  |------ Year-To-Date Balances ------|
                                             Beginning of Year |---------------- Prior Period Activity ----------------|  |---- Year-To-Date Net Balances ----|
              Account/                        Balances -----|
              Description                     Debit/Credit           Debit            Credit          Net Balance          Debit             Credit
              -------------------------------- ------------------ ------------------ ------------------ -------------------- ------------------ ------------------

              4010                                  0.00         1,000.00             0.00          1,000.00           3,786.88             0.00
                                                                 2,786.88             0.00          2,786.88           3,786.88             0.00

              4020                                  0.00           500.00             0.00            500.00           2,500.00             0.00
                                                                 2,000.00             0.00          2,000.00           2,500.00             0.00

              4060                                  0.00         5,000.00             0.00          5,000.00           5,000.00             0.00
                                                                     0.00             0.00              0.00           5,000.00             0.00

              4070                                  0.00         4,263.93             0.00          4,263.93           6,032.90             0.00
                                                                 1,768.97             0.00          1,768.97           6,032.90             0.00

              4090                                  0.00     99,876,553.81            0.00      99,876,553.81      99,927,510.02             0.00
                                                                50,956.21             0.00         50,956.21      99,927,510.02             0.00

              40                                    0.00     99,887,317.74            0.00      99,887,317.74      99,944,829.80             0.00
                                                                57,512.06             0.00         57,512.06      99,944,829.80             0.00


                          Page Totals:             0.00     99,887,317.74            0.00      99,887,317.74      99,944,829.80             0.00
                                                                57,512.06             0.00         57,512.06      99,944,829.80             0.00

                          Cumulative          376,539.36    120,118,070.00    120,118,110.28         (40.28)    121,411,455.48    120,994,523.81
                          Report Totals:                       108,822.95        68,390.36        40,432.59    240,722,401.25       (69,249.02)
```

Use the Polish Trial Balance Report by Natural Account to review balances for your general ledger accounts on a monthly and yearly basis. Use this report for the preparation of periodic balance sheets and income statements as well as to verify account balances and turnovers in audit processes.

You can also cross reference the Polish Trial Balance Report by Natural Account with data in the ECE Account Analysis Detail Report when run for the same period.

The Polish Trial Balance Report by Natural Account prints balances by natural account value. The report optionally summarizes by account class hierarchy. You must first set up your chart of accounts to include a fixed width parent account structure. For example, if you have a three level parent account structure with widths of two characters each, you should set up account values with widths that are multiples of two. Child values are two digits longer than their respective parent

values. The Polish Trial Balance Report by Natural Account summarizes information for fixed parent accounts that you define in Oracle General Ledger.

Use the Standard Request Submission windows to submit the Polish Trial Balance Report by Natural Account.

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

Report Parameters

Period
Enter the period that you would like to see balances and journal activity for. Choose from open, closed, or permanently closed periods.

Account From
Enter the natural account that you want the report to start from.

Account To
Enter the natural account that you want the report to run to.

Balancing Segment
Enter the balancing segment that you want to report on.

Currency
Enter the currency that you want to report on. Only journals that are entered in the currency that you choose are included in the report. The default value is the functional currency for your set of books.

Detail/Summary
Choose the reporting level from the list of values

- **Detail** - the report ignores the Precision and Precision Width parameters and prints only the natural account balances.

- **Summary** - the report summarizes the parent account balances at the levels indicated in the Precision and Precision Width parameters.

- **Both** - the report prints both natural and parent accounts.

Precision
Choose the level of summarization for the report.

Precision Width

Enter the number of account value digits that you want included at each summary level.

Zero Beginning Balances

Choose *Yes* to indicate if beginning year balances should be set to zero. The default is *No*.

Column Headings

This table shows the column headings.

In this column…	Oracle General Ledger prints…
Account/Description	A natural account number or summary account. If the summary account is not defined in the chart of accounts, no description is printed.
Adjusted Beginning of Year Balances, Debit/Credit	The net balance on the account as of the beginning of the fiscal year. A credit balance is shown as a negative amount
Period Activity Debit	The total account debit activity for the selected period
Prior Period Activity Debit	Debit activity for prior periods in the fiscal year, excluding any adjustment periods
Period Activity Credit	The total account credit activity for the selected period
Prior Period Activity Credit	Credit activity for prior periods in the fiscal year, excluding any adjustment periods
Period Activity Net Balance	The net of debit and credit activities for the selected period
Prior Period Activity Net Balance	The net of debit and credit activities for prior periods in the fiscal year, excluding any adjustment periods
Year-to-Date Balances Debit	Year-to-Date debit balance at the end of the selected period
Year-to-Date Net Balances Debit	Net balance at the end of the selected period, if the net balance is a debit. Otherwise the report prints 0

In this column…	Oracle General Ledger prints…
Year-to-Date Balances Credit	Year-to-Date credit balance at the end of the selected period
Year-to-Date Net Balances Credit	Net balance at the end of the selected period, if the net balance is a credit. Otherwise the report prints 0

Defining a Set of Books

Oracle Financials for the Poland lets you report tax information by VAT reporting period. You must first set up the VAT calendar in the Accounting Calendar window. Choose the VAT calendar and VAT register sequencing option when you define your set of books.
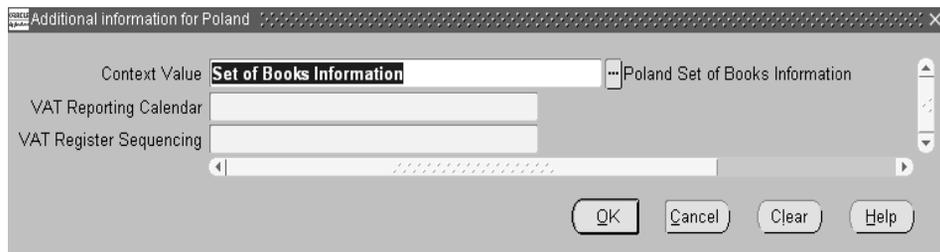
To define a Set of Books:

1. Navigate to the Set of Books window.

2. Query your set of books or enter information to define a set of books.

3. Navigate to the globalization flexfield. For instructions, see Using Globalization Flexfields on page A-1.

4. Enter the VAT reporting calendar.

5. Choose *Report Level* in the VAT Register Sequencing field for VAT registers to assign sequence numbers to your transactions based in the order that sequence numbers are displayed in ECE VAT reports.

6. Press the OK button.

7. Save your work.

> **See also:** Defining Set of Books, *Oracle General Ledger User Guide*

> **See also:** ECE Payables VAT Register, *Oracle Financials Common Country User Guide*

> **See also:** ECE Receivables VAT Register, *Oracle Financials Common Country User Guide*

2

Oracle Payables

This chapter provides an overview of Oracle Payables functionality developed for Poland, including:

- Defining statistical code lookups

- Defining VAT transaction type lookups

- Entering invoice information

- Entering invoice distribution information

- Invoice Gateway

- Polish Supplier Statement

- Polish Pekao Credit Transfers format

- Polish Pekao Standard Multicash format

- Polish Pekao Citibank MTMS EFT format

Defining Statistical Code Lookups

Oracle Payables and Oracle Receivables for Poland let you enter statistical code information for invoice distributions, standard memo lines, and inventory items. These statistical codes are determined by the Polish government.

You must define lookups for the statistical code values. Use the Lookups window in the Application Developer responsibility to define statistical code lookups.

For more information, see Entering Invoice Information on page 2-4, Defining Standard Memo Line Information on page 3-4, and Entering Item Information on page 3-5.

To define statistical code lookups:

1. Navigate to the Lookups window.

2. Query the special lookup type *JGZZ_STATISTICAL_CODE*.

3. Enter values in the Code, Meaning, and Description fields according to the statistical codes defined by the Polish government.

4. Enter effective dates in the From and To fields, if applicable, and check the Enabled check box.

Defining VAT Transaction Type Lookups

Oracle Financials for Poland uses special Polish VAT transaction types that are not among the standard VAT transaction types seeded with Oracle Payables and Oracle Receivables. You must define lookups for these Polish VAT transaction types. Use the Lookups window in the Application Developer responsibility to define VAT transaction type lookups.

You can assign your Polish VAT transaction types to the tax codes that you define in Oracle Payables and Oracle Receivables. Enter the transaction type in the VAT Transaction Type field in the Tax Codes window in Oracle Payables and the Tax Codes and Rates window in Oracle Receivables.

To define VAT Transaction Type lookups:

1. Navigate to the Lookups window.

2. Query the special lookup type *JEBE_VAT_TRANS_TYPE*.

3. Enter appropriate values in the Code, Meaning, and Description fields for each of your Polish VAT transaction types.

4. Enter effective dates in the From and To fields, if applicable, and check the Enabled check box.

Entering Invoice Information

When you enter invoices in Oracle Payables, use the globalization flexfield in the Invoices window to enter the performance tax date for your taxable transactions. Oracle Financials uses this information when you run the ECE Payables VAT Register.

To enter additional invoice information:

1. Navigate to the Invoices window.

2. Query the invoice that you want.

3. Navigate to the globalization flexfield. For instructions, see Using Globalization Flexfields on page A-1.

4. Enter the performance tax date for the invoice in the Tax Date field.

5. Press the OK button.

> **See also:** ECE Payables VAT Register, *Oracle Financials Common Country User Guide*

Entering Invoice Distribution Information

When you enter invoices in Oracle Payables, use the globalization flexfield in the Distributions window to enter the statistical code.

Before you can enter statistical codes, you must define lookups for the statistical codes. For more information, see Defining Statistical Code Lookups on page 2-2.
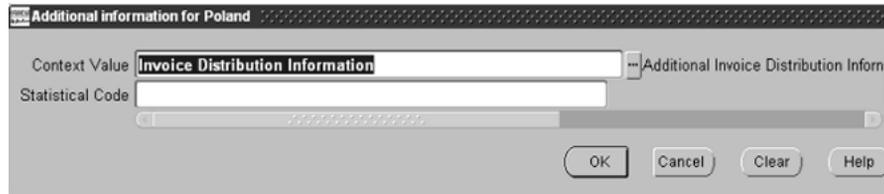
To enter additional invoice distribution information:

1. Navigate to the Invoices window.

2. Query the invoice that you want.

3. Press the Distributions button to navigate to the Distributions window.

4. Select the distribution line that you want.

5. Navigate to the globalization flexfield. For instructions, see Using Globalization Flexfields on page A-1.

6. Select the statistical code as determined by the Polish government from the list of values in the Statistical Code field.

7. Press the OK button.

Invoice Gateway Overview

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

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

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

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

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

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

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

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

Entering Country-Specific Information in the Invoice Gateway Window

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

The Invoice Gateway window includes two globalization flexfields, one in the header region and the other in the Invoice Lines region. You can customize your Invoice Gateway folder forms to show or hide the globalization flexfields for Poland.

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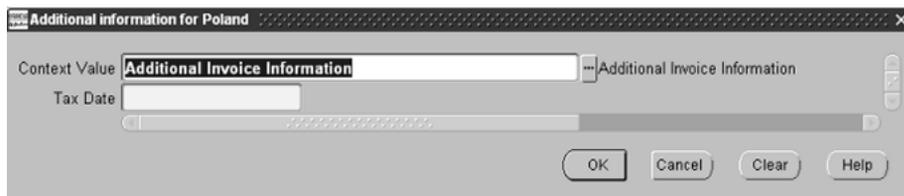
To enter country-specific information in the header region of the Invoice Gateway window:

1. Navigate to the Invoice Gateway window.

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

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

3. Press the Enter button.

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

5. Click in the globalization flexfield to navigate to the flexfield window. For more information, see Using Globalization Flexfields on page A-1.

6. Enter the performance tax date for the invoice in the Tax Date field.

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

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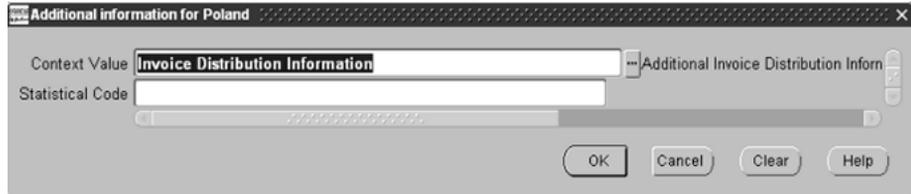
To enter country-specific information in the Invoice Lines region of the Invoice Gateway window:

1. Navigate to the Invoice Gateway window and enter invoice header information in the header region.

2. In the Invoice Lines region, enter line information to record your invoice lines.

3. Click in the globalization flexfield to navigate to the flexfield window. For more information, see Using Globalization Flexfields on page A-1.

4. Select the statistical code as determined by the Polish government from the list of values in the Statistical Code field.

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

Payables Open Interface Tables

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

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

Understanding the Payables Open Interface Tables

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

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

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

Payables Open Interface Table AP_INVOICES_INTERFACE

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

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

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

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

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

Polish Columns

GLOBAL_ATTRIBUTE_CATEGORY

Enter the context value JE.PL.APXIISIM.INVOICE_INFO to import Polish descriptive flexfield information.

Attribute Properties	Values
Required	Yes, if you want to import country-specific information
Validation	None
Destination	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE_ CATEGORY

GLOBAL_ATTRIBUTE1

Enter the tax date.

Attribute Properties	Values
Required	Yes
Validation	None
Destination	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE1

Payables Open Interface Table AP_INVOICE_LINES_INTERFACE

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

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

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

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

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

Polish Columns

GLOBAL_ATTRIBUTE_CATEGORY

Enter the context value JE.PL.APXIISIM.STAT_CODE to import Polish descriptive flexfield information.

Attribute Properties	Values
Required	Yes, if you want to import country-specific information
Validation	None
Destination	AP_INVOICE_DISTRIBUTIONS_ ALL.GLOBAL_ATTRIBUTE_CATEGORY

GLOBAL_ATTRIBUTE1

Enter the statistical code determined by the Polish government.

Attribute Properties	Values
Required	No
Validation	Valid values are user defined
Destination	AP_INVOICE_DISTRIBUTIONS_ ALL.GLOBAL_ATTRIBUTE1

How the Invoice Gateway Window Populates the Open Interface Tables

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

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

Invoice Gateway field name - Invoice Lines region flexfield	Corresponding column in AP_INVOICE_LINES_INTERFACE
Statistical Code	GLOBAL_ATTRIBUTE1

Polish Supplier Statement

```
Vision Poland                                              Polish Supplier Statement                              Report Date : 10-DEC-2003 05:42
                                                                                                                  Page :      1/1


                                                            Report Currency: Functional
                                                              From Supplier: Advanced Network Devices
                                                                To Supplier: Advanced Network Devices
                                                                 Taxpayer ID:
                                                                  Start Date: 01-JAN-2003
                                                                    End Date: 10-DEC-2003
                                                           Document Category:
                                                                 Posted Only: No
                                                               Approved Only: No
Vision Poland                                                                                                     Report Date : 10-DEC-2003 05:42
                                                               SUPPLIER STATEMENT

              Supplier Name:  Advanced Network Devices                                   Site:  Olecko
        Supplier Taxpayer ID:  521-111-11-11                                          Address:  Szkolna 13,
                  Date From:  01-JAN-2003                                                       Olecko, PL, PL. 17-200
                        To:  10-DEC-2003


According to Article 26 section 1 paragraph 2 of the law established 29 September 1994, we hereby inform you that as of 10-DEC-2003 our records show an outstanding balance due to
your company of  (PLN) +520,031.84. Please confirm or otherwise send us a transaction register confirming the difference.

       Beginning Balance ( PLN ):            +0.00

                                                                                                                |---------- Reference Information ------|
                          |--------------- Transaction -------------------| |----------------- Functional Currency -----------------|     Document Type
             Document                                                                       Remaining                                    |                     Transaction
Date         Category            Number Currency            Amount              Amount             Amount            Balance Date        |          Number
-----------  ------------  ------------------- ---------- ------------------- ------------------- ------------------- ------------------- ----------- ---------- -------------------

01-NOV-2003                          MB1 PLN              +122.00             +122.00             +122.00             +122.00
01-NOV-2003                     1515815 PLN            +7,500.00           +7,500.00           +7,500.00           +7,622.00
01-NOV-2003                    15159811 PLN            +3,000.00           +3,000.00           +3,000.00          +10,622.00
15-NOV-2003                     1515980 PLN            +4,000.00           +4,000.00           +4,000.00          +14,622.00
15-NOV-2003 Prepayment I         101010 PLN           +10,000.00          +10,000.00          +10,000.00          +24,622.00
15-NOV-2003 Standard Inv        1010101 PLN          +500,000.00         +500,000.00         +500,000.00         +524,622.00
15-NOV-2003 Prepayment I          29283 PLN           +20,000.00          +20,000.00          +20,000.00         +544,622.00

       Ending Balance ( PLN ):        +544,622.00

     Unapplied Prepayments

                                                                                                                |---------- Reference Information ------|
                          |--------------- Transaction -------------------| |----------------- Functional Currency -----------------|     Document Type
             Document                                                                       Remaining                                    |                     Transaction
Date         Category            Number Currency            Amount              Amount             Amount            Balance Date        |          Number
-----------  ------------  ------------------- ---------- ------------------- ------------------- ------------------- ------------------- ----------- ---------- -------------------

15-NOV-2003 Prepayment I         101010 PLN           -8,196.72           -8,196.72                             +544,622.00
15-NOV-2003 Prepayment I          29283 PLN          -16,393.44          -16,393.44                             +544,622.00

       Ending Balance ( PLN ):        +544,622.00



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

Use the Polish Supplier Statement report to provide information on recent payables transactions in response to supplier inquires.

The Polish Supplier Statement report shows, for each supplier included in the report, all invoice transactions within a specified range of dates for a specified transaction type. The report groups transactions by currency.

The Polish Supplier Statement report is also divided into two sections. The first section lists all transactions, including invoices, payments, withholdings, and applied prepayments, already applied to the supplier balance. The second section lists unapplied prepayments to show you what the supplier balance would be if the remaining amount of prepayments is applied.

You can enter user-defined text if you would like to print a note on the report to send to your suppliers.

Use the Standard Request Submission windows to submit the Polish Supplier Statement report.

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

Prerequisites

If you would like to enter user-defined text that prints a note on the report to your suppliers, you must complete these prerequisites.

- In the Applications Object Library Lookups window, query the JG_ZZ_ SUPPLIER_STATEMENT_TEXT lookup type.

  - In the Lookup Code field, enter a sequence number. The Polish Supplier Statement uses this number to determine the order to print text on the report. You should also enter this number in the Meaning field.

  - In the Description field, enter a user-defined note to the supplier. You should limit text to 180 characters.

  - To create a blank line in the report, specify a sequence number in the Lookup Code and Meaning fields and leave the Description field blank. Check the Enabled check box.

- Use one or both of these strings in the Description column to specify the report date or the total outstanding balance in the note to the supplier:

  - **&F_AS_OF_DATE** - The report prints the report date.

  - **&F_TOTAL_BALANCE** - The report prints the outstanding balance owed to the current supplier site.

Report Parameters

Report Currency
Enter *Functional* to print transactions in the functional currency. Enter *Transactional* to print transactions in entered currency. If you choose Transactional, the report groups transactions by entered currency.

Supplier Name From
Enter the name of the supplier that you want to report from. The Supplier Name
From and To parameters are not affected by what you enter in the Supplier
Taxpayer ID parameter.

Supplier Name To
Enter the name of the supplier that you want to report to. The Supplier Name From
and To parameters are not affected by what you enter in the Supplier Taxpayer ID
parameter.

Supplier Taxpayer ID
Enter the taxpayer ID for suppliers that you want to include in the report. This
parameter is not affected by what you enter in the Supplier Name From and To
parameters.

Start Date
Enter the accounting date for transactions that you want to report from. The
supplier beginning balance is computed for all transactions before this start date.

End Date
Enter the accounting date for transactions that you want to report to.

Document Category
Enter a document category to restrict the report to invoices for the document
category. All invoices are included if the parameter is left blank.

Posted Only
Choose *Yes* to include invoices with accounting that is transferred to General
Ledger. Enter *No* to include invoices regardless of posting status.

Approved Only
Choose *Yes* to include invoices that are validated or approved in Oracle Payables.
Choose *No* to include all invoices regardless of approval status.

Report Headings

This table shows the report headings.

In this heading…	Oracle Payables prints…
<Set of Books Name>	The name of your set of books
<Report Title>	*Supplier Statement*
Report Date	The date and time that you ran the report
Page	The current and total pages of the report
Supplier Name	The supplier's name
Supplier Tax ID	The supplier's taxpayer ID
Supplier Address	The supplier's site address
From Date	The accounting date that you entered in the Start Date parameter to report transactions from
To	The accounting date that you entered in the End Date parameter to report transactions to
<User-Defined Text>	User-defined text to the supplier

Column Headings

> **Note:** Columns contain different information depending on whether the row is Invoice, Payment, Prepayment, or Withholding.

This table shows the column headings.

In this column…	Oracle Payables prints…
Date	In the first section of the report: ■ **Invoice** - the invoice date ■ **Payment** - the check date ■ **Prepayment** - the invoice prepayment date ■ **Withholding** - the accounting date in the distributions table In the second section of the report, the invoice prepayment date.
Document Category	In the first section of the report, the transaction type description. In the second section, the only possible value is *Prepayments and Advances*.
Transaction Number	The transaction number: ■ **Invoice** - the invoice number ■ **Payment** - the payment document number ■ **Prepayment (applied)** - the invoice prepayment number
Transaction Currency	The currency code of the original transaction.

In this column…	Oracle Payables prints…
Transaction Amount	The transaction amount in the transaction currency. In the first section of the report: ■ **Invoice** - the total amount of item and tax line distributions ■ **Payment** - the payment amount ■ **Prepayment** - the total amount of applied item lines, excluding taxes and withholding lines ■ **Withholding** - the total amount of withholding applied on invoices, including all distribution lines for all invoices that relate to the payment In the second section of the report, the total amount of item lines is printed for unapplied prepayments.
Transaction/Functional Currency - Amount	The transaction amount in original currency or functional currency.
Transaction/Functional Currency - Remaining Amount	The remaining balance of the transaction. For invoices, the invoice amount due is printed. For prepayments, the unapplied item line distribution amount is printed in the second section of the report.
Transaction/Functional Currency - Balance	The supplier running total in original currency or functional currency.
Reference Information - Date	The document reference date. For payments, applied prepayments, and unapplied prepayments, the invoice date may be referenced. If withholdings are calculated at payment time, the payment date is listed.
Reference Information - Document Type	The type of document that is referenced: ■ **Payment** - *Invoices* ■ **Prepayment** - *Invoices* for unapplied prepayments that are partially applied and applied prepayments ■ **Withholding** - *Invoices* or *Payments* depending on the calculation method

In this column…	Oracle Payables prints…
Reference Information - Transaction Number	The number of the transaction that is referenced: ■ **Payment** - the invoice number ■ **Prepayment** - the invoice number for unapplied prepayments that are partially applied and applied prepayments ■ **Withholding** - the invoice or payment document number depending on the calculation method

Row Headings

This table shows row headings.

In this row…	Oracle Payables prints…
Beginning Balance	The beginning balance and the currency code for the transactions with this currency code. If submitted in transaction currency, the report displays a beginning balance for each currency code. If submitted in the functional currency, the report prints only the beginning balance of the functional currency code. The beginning balance is calculated with the information that exists in Payables Subledger Accounting Entries.
<Report Section 2 Title>	*Unapplied Prepayments*
Ending Balance	The ending balance and the currency code for the transactions with this currency code. In the first section of the report, the ending balance with all the transactions that were already applied for the supplier is printed. In the second section, the report prints what would be the ending balance if the unapplied transactions are applied.

Polish Pekao Credit Transfers Format

Use the Pekao Credit Transfers Format for domestic credit transfers, special orders, and payments to the Social Insurance Institution (ZUS) or related special orders. The format uses IBAN numbers if you set them up. Otherwise, the format uses the bank and bank account numbers for your internal and supplier banks.

Prerequisites

To use the Pekao Credit Transfers Format, you must complete these prerequisites:

- Specify your company's name and taxpayer ID number (REGON) in the Reporting Entities window in Oracle Payables as well as the balancing segment value that is associated with your company.

- Create separate payment batches for credit transfers and social payments.

To use the Pekao Credit Transfers Format for Social Insurance payments, you must complete these prerequisites:

- Query the VENDOR TYPE lookup in the Oracle Purchasing Lookups window and add ZUS as the lookup code with the corresponding meaning and description.

- In the Suppliers window, enter or query the supplier record that you use as the Polish Social Insurance Institution and assign the ZUS supplier type.

- Enter an invoice in the Invoice Workbench with the Polish Social Insurance Institution as the supplier once you have calculated the payment amount. Enter the declaration date and number in the Invoice Date and Invoice Number fields. Choose None in the Tax Calculation field. Check the Pay Alone check box. Enter the premium type in the Insurance Premium Type global flexfield.

Polish Pekao Standard Multicash Format

Use the Polish Pekao Standard Multicash Format for standard, business-to-business transfers. This format provides a listing of all credit transfer orders, special transfer orders, employee insurance payments, and standard payment orders according to the format accepted by the Pekao Trading Corporation. The format uses IBAN numbers if you set them up. Otherwise, the format uses the bank and bank account numbers for your internal and supplier banks.

Prerequisites

To use the Polish Pekao Standard Multicash Format, you must complete these prerequisites:

- Specify your company's name and taxpayer ID number (REGON) in the Reporting Entities window in Oracle Payables as well as the balancing segment value that is associated with your company.

- Create separate payment batches for special orders and standard payment orders.

Polish Citibank MTMS EFT Format

Use the Polish Citibank MTMS EFT Format for domestic transfers in the format provided by Citibank Poland with an agreement to use Citibank's Micro Transaction Management System (MTMS) system. The format uses IBAN numbers if you set them up. Otherwise, the format uses the bank and bank account numbers for your internal and supplier banks.

Prerequisites

Specify your company's name and taxpayer ID number (REGON) in the Reporting Entities window in Oracle Payables as well as the balancing segment value associated with your company.

3

Oracle Receivables

This chapter provides an overview of Oracle Receivables functionality developed for Poland, including:

- Defining statistical code lookups

- Defining VAT transaction type lookups

- Defining standard memo line information

- Entering item information

- Entering transaction information

Defining Statistical Code Lookups

Oracle Payables and Oracle Receivables for Poland let you enter statistical code information for invoice distributions, standard memo lines, and inventory items. The statistical codes are determined by the Polish government.

You must define lookups for the statistical code values. Use the Lookups window in the Application Developer responsibility to define statistical code lookups.

Defining VAT Transaction Type Lookups

In Poland, special Polish VAT transaction types are used that are not among the standard VAT transaction types seeded with Oracle Payables and Oracle Receivables. You must define lookups for the Polish VAT transaction types. Use the Lookups window in the Application Developer responsibility to define VAT transaction type lookups.

You can assign your Polish VAT transaction types to the tax codes that you define in Oracle Payables and Oracle Receivables. You enter the transaction type in the VAT Transaction Type field in the Tax Codes window in Oracle Payables and the Tax Codes and Rates window in Oracle Receivables.

For more information, see Defining VAT Transaction Type Lookups on page 2-3.

Defining Standard Memo Line Information

When you define standard memo lines in Oracle Receivables, use the globalization flexfield in the Standard Memo Lines window to enter the statistical code.

Before you can enter statistical codes, you must define lookups for the statistical codes. For more information, see Defining Statistical Code Lookups on page 3-2.
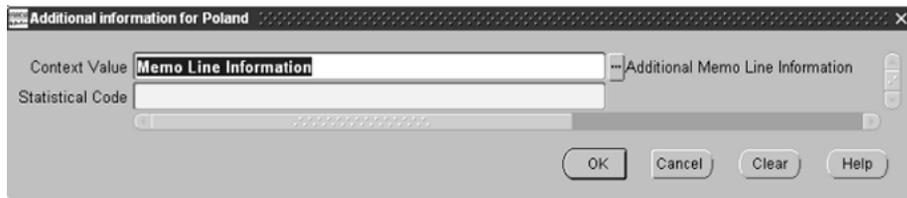
To enter additional memo line information:

1. Navigate to the Standard Memo Lines window.

2. Query the memo line that you want.

3. Navigate to the globalization flexfield. For instructions, see Using Globalization Flexfields on page A-1.

4. Select the statistical code determined by the Polish government in the Statistical Code field.

5. Press the OK button.

Entering Item Information

When you enter inventory items in Oracle Receivables, use the globalization flexfield in the Master Item window to enter the statistical code.

Before you can enter statistical codes, you must define lookups for the statistical codes. For more information, see Defining Statistical Code Lookups on page 3-2.

To enter additional item information:

1. Navigate to the Master Item window.

2. Query the item that you want.

3. Navigate to the Main tabbed region.

4. Navigate to the globalization flexfield. For instructions, see Using Globalization Flexfields on page A-1.

5. Select the statistical code as determined by the Polish government from the list of values in the Statistical Code field.

6. Press the OK button.

Entering Transaction Information

When you enter transactions in Oracle Receivables, use the globalization flexfield in the Transactions window to enter the performance tax date for your taxable transactions. Oracle Financials uses this information when you run the ECE Receivables VAT Register.

To enter additional transaction information:

1. Navigate to the Transactions window.

2. Query the transaction that you want.

3. Navigate to the globalization flexfield. For instructions, see Using Globalization Flexfields on page A-1.

4. Enter the performance tax date for the transaction in the Tax Date field.

5. In the Bank Account Number field, select the remittance bank account number where you want to receive payments.

> **Note:** You must enter a payment method for the transaction before you can select a bank account number in the Bank Account Number field. Use the Payment Method field in the Paying Customer tabbed region of the Transactions window to enter a payment method. The list of values for the Bank Account Number field includes only bank accounts that are associated with the payment method you choose.

6. Press the OK button.

> **See also:** ECE Receivables VAT Register, *Oracle Common Country User Guide*

Entering Credit Transactions

When you enter a credit memo against a specific taxable transaction in the Credit Transactions window, you can also access this same globalization flexfield. When you navigate to the globalization flexfield in the Credit Transactions window, the Tax Date, VAT Register Transaction Reported On, and Bank Account Number fields are automatically populated with the values that you entered for the original transaction. You can choose to keep the automatically populated values or enter new values for this credit memo.

> **See also:** Crediting Transactions, *Oracle Receivables User Guide*

A

Using Globalization Flexfields

This appendix describes how to use globalization flexfields.

Using Globalization Flexfields

Oracle Financials for Poland uses globalization flexfields that let you enter country-specific information in Oracle General Ledger, 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 General Ledger

- Journals
- Set of Books

Oracle Payables

- Distributions
- Invoice Gateway
- Invoices

Oracle Receivables

- Master Item
- Standard Memo Lines
- Transactions

To access the globalization flexfields from the Invoices and Distributions windows, perform the following steps:

1. Select Show Field from the Folders menu.

2. Select "( )" from the list of fields.

Oracle Payables displays the globalization pop-up window and adds the globalization flexfield column, labeled with "( )", to the window.

Once the globalization flexfield column is added to the window, you can access the pop-up window at any time by clicking in it.

For all other windows, 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

Profile Options

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

> **Note:** To enable globalization flexfields within Oracle Financials for Poland, 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 in Oracle Application Object Library

This section lists the profile options in Oracle Application Object Library that are referenced in this user guide.

> **See also:** Profile Options in Oracle Application Object Library, *Oracle Applications System Administrator's Guide*

Sequential Numbering

Sequential Numbering assigns numbers to documents that you create in Oracle financial products.

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