Oracle® Financials for Sweden

User Guide

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

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

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Preface

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

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

- Overview and reference information

- Specific tasks that you can accomplish with Oracle Financials for Sweden

- How to use Oracle Financials for Sweden windows

- Oracle Financials for Sweden programs, reports, and listings

- Oracle Financials for Sweden 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 Sweden.

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 Swedish Electronic Funds Transfer (EFT). Oracle Payables for Sweden supports the following processes: Bankgiro Inland, Bankgiro SISU, Bankgiro UTLI, Postgiro Inland, and Postgiro Utland.

- Appendix A describes how to use globalization flexfields.

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

- Glossary provides definitions of terms specific to Oracle Financials for Sweden that are used in this guide.

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.

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 Sweden.

  If you have never used Oracle Financials for Sweden, we suggest you attend one or more of the Oracle training classes available through Oracle University.

- The Oracle Applications graphical user interface.

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

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

Other Information Sources

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

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

Online Documentation

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

- 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 iHelp 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.

- 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 Sweden.

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 Guide

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

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

User 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 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.

Installation and System Administration

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications and the 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's guides and implementation guides.

Oracle Financials Country-Specific Installation Supplement

Use this manual to learn about general country information, such as responsibilities and report security groups, as well as any post-install steps required by some countries or the Global Accounting Engine.

Upgrading Oracle Applications

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

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage processing.

Oracle Alert User Guide

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

Oracle Applications Developer's Guide

This guide contains the coding standards followed by Oracle Applications development. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standard*s. It also provides information to help you build

your custom Oracle Developer forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards

This guide contains the user interface (UI) standards followed by Oracle Applications development. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

Oracle Applications Product Update Notes

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

Oracle Financials Open Interfaces Guide

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

Oracle Applications Character Mode to GUI Menu Path Changes

This is a quick reference guide for experienced Oracle Applications end users migrating from character mode to a graphical user interface (GUI). This guide lists each character mode form and describes which GUI windows or functions replace it.

Multiple Reporting Currencies in Oracle Applications

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

Multiple Organizations in Oracle Applications

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

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

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup, and reference information for your implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

Oracle Applications Implementation Wizard User Guide

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

Oracle 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*.

Training and Support

Training

Oracle offers a complete set of training courses to help you and your staff master Oracle Financials for Sweden 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 Sweden 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 an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications forms, you might change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications forms to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But, if you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle 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 Sweden and this user guide.

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

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

Or send electronic mail to globedoc_us@oracle.com.

1

Oracle Payables

This chapter overviews Swedish Electronic Funds Transfer (EFT). Oracle Payables for Sweden supports the following five Swedish EFT processes:

- Bankgiro Inland
- Bankgiro SISU
- Bankgiro UTLI
- Postgiro Inland
- Postgiro Utland

Procurement Process Overview

The procurement process begins when you create a purchase order. When you receive the invoice for this purchase order from your supplier, you enter the invoice in Oracle Payables and match it to the related purchase order. After you approve the invoice in Oracle Payables, you can pay your supplier using a Swedish Electronic Funds Transfer (EFT) payment method instead of a standard Oracle Payables check.

When you make EFT payments, Oracle Payables for Sweden creates electronic payment files that instruct your Swedish clearing house to transfer funds from your account to your supplier, either by transferring funds to your supplier's giro account or bank account, or by sending a voucher or check to the supplier. The Swedish Bankgiro central clearing house offers three EFT payment processes: Bankgiro Inland, Bankgiro SISU, and Bankgiro UTLI. The Swedish Postal Giro clearing house offers two EFT payment processes: Postgiro Inland and Postgiro Utland.

Swedish Electronic Funds Transfer (EFT) Processes

Oracle Payables for Sweden supports the following five electronic funds transfer (EFT) processes:

- Bankgiro Inland
- Bankgiro SISU
- Bankgiro UTLI
- Postgiro Inland
- Postgiro Utland

These EFT processes are summarized below.

Bankgiro Inland

Use Bankgiro Inland for domestic payments in Swedish kronas or euros. Bankgiro Inland handles giro payments through the Swedish Bankgiro central clearing house, as well as direct bank deposits to the supplier's account and remittance vouchers to the supplier's address. Bankgiro Inland supports immediate payments, payments on a specified date, and payments on the invoice due or discount date.

See *Bankgiro Inland* on page 1-22 for more information.

Bankgiro SISU

Use Bankgiro SISU for foreign payments in any valid foreign currency, including the euro. These payments go through the Swedish Bankgiro central clearing house and are processed by SE Banken. Bankgiro SISU supports immediate payments, payments on a specified date, and payments on the invoice due or discount date.

See *Bankgiro SISU* on page 1-23 for more information.

Bankgiro UTLI

Use Bankgiro UTLI for foreign payments in any valid foreign currency, including the euro. These payments go through the Swedish Bankgiro central clearing house and are processed by Svenska Handelsbanken. Bankgiro UTLI supports immediate payments, payments on a specified date, and payments on the invoice due or discount date.

See *Bankgiro UTLI* on page 1-25 for more information.

Postgiro Inland

Use Postgiro Inland for domestic payments in Swedish kronas or euros. Postgiro Inland handles giro payments through the Swedish Postal Giro clearing house, as well as direct bank deposits to the supplier's account. Postgiro Inland supports immediate payments, payments on a specified date, and payments on the invoice due or discount date.

See *Postgiro Inland* on page 1-27 for more information.

Postgiro Utland

Use Postgiro Utland for foreign payments in any valid foreign currency. These payments go through the Swedish Postal Giro clearing house. Postgiro Utland supports immediate payments, payments on a specified date, and payments on the invoice due or discount date.

See *Postgiro Utland* on page 1-28 for more information.

Creating Swedish EFT Payments

Oracle Payables for Sweden uses the standard payment processing functionality to produce your EFT payment batches.

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

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

The Swedish banking system requires additional country-specific EFT information, which is recorded in EFT descriptive flexfields. You can enter additional EFT information at these levels:

- System format
- Supplier bank account
- Supplier site
- Invoice

Prerequisites

Before you use Swedish EFT as a payment method, you must:

- Set your VAT member state to *Sweden* in the Financials Options window. For more information, see Defining Your VAT Member State on page 1-8.

- Define payment formats for your Swedish EFT payment programs. Set up a payment format for each of the following programs:
    - Swedish Bankgiro Inland
    - Swedish Bankgiro SISU
    - Swedish Bankgiro UTLI
    - Swedish Postgiro Utland
    - Swedish Postgiro Inland

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

- Enter system format EFT information. For more information, see Entering System Format EFT Information on page 1-9.

- Set up your own sender bank account information and your supplier's bank account information. For more information, see:
    - Setting up Bank Account Information for Bankgiro Inland on page 1-40
    - Setting up Bank Account Information for Bankgiro SISU on page 1-50
    - Setting up Bank Account Information for Bankgiro UTLI on page 1-62
    - Setting up Bank Account Information for Postgiro Inland on page 1-75
    - Setting up Bank Account Information for Postgiro Utland on page 1-86

    Foreign suppliers should enter the BIC code (Bank Identification Code), formerly known as the SWIFT code, in the Banks window and the IBAN (International Bank Account Number) in the Bank Accounts window. BIC and IBAN are the minimum information required to obtain lower bank charges.

    The IBAN entered in the Bank Accounts window is used instead of the Bank Account Number in the file that is sent to the bank.

BIC information entered in the Banks window is used instead of the Bank Branch Number in the payment file. Please contact your bank to get detailed information about foreign bank transfers.

For more information about IBAN, please see the home page for the European Committee for Banking Standards (ECBS). For more information about BIC, please see the home page for the Worldwide Interbank Financials Telecommunications.

- Define pay groups for each EFT payment format.

    See also: Lookups, *Oracle Payables User Guide*

- Assign a default payment method of *Electronic* and a bank account to each supplier site.

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

- Enter supplier site EFT information. For more information, see Entering Supplier Site EFT Information on page 1-11.

- Enter invoice EFT information. For more information, see Entering Invoice EFT Information on page 1-13.

Defining Your VAT Member State

Before you can enter EFT information, you must define Sweden as your VAT Member State in the Financials Options window. The EFT requirements that appear in the EFT descriptive flexfields are based on the country code that you enter here.

To define your VAT Member State:

1. Navigate to the Financials Options window.

2. Navigate to the Tax tabbed region.

3. Select *Sweden* from the list of values in the Member State field in the VAT region.

4. Enter your company's VAT registration number in the VAT Registration Number field.

5. Save your work.

Entering System Format EFT Information

Use the System Format descriptive flexfield in the EFT System Information window to enter additional system format EFT information, such as the Federal Reserve Code and the EFT file directory.

To enter system format EFT information:

1. Navigate to the EFT System Information window.

2. In the Country Code field, query the country code *SE* for Sweden.

3. Select the EFT type that you want in the EFT Type field. There are five EFT type options:

   - Swedish Bankgiro Inland

   - Swedish Bankgiro SISU

   - Swedish Bankgiro UTLI

   - Swedish Postgiro Inland

   - Swedish Postgiro Utland

4. Click in the descriptive flexfield.

   The System Format flexfield appears.

5. Enter the Swedish EFT information for your EFT type. For more information, see:

   - Entering System Format EFT Information for Bankgiro Inland on page 1-37.

   - Entering System Format EFT Information for Bankgiro SISU on page 1-47.

   - Entering System Format EFT Information for Bankgiro UTLI on page 1-60.

   - Entering System Format EFT Information for Postgiro Inland on page 1-72.

   - Entering System Format EFT Information for Postgiro Utland on page 1-83.

6. Save your work.

Entering Supplier Site EFT Information

Use the Supplier Site EFT Details descriptive flexfield in the Supplier Sites window to enter additional supplier site EFT information, such as the Federal Reserve Code.

To enter supplier site EFT information:

1. Navigate to the Suppliers window.

2. Enter or query a supplier.

3. Press the Sites button to open the Supplier Sites window.

4. Choose *View EFT Details* from the Tools menu.

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

5. Click in the descriptive flexfield. The Supplier Site EFT Details flexfield appears.

6. Enter the Swedish EFT information for your payment preference. For more information, see:

- Entering Supplier Site EFT Information for Bankgiro SISU on page 1-54.

- Entering Supplier Site EFT Information for Bankgiro UTLI on page 1-66.

- Entering Supplier Site EFT Information for Postgiro Utland on page 1-90.

7. Save your work.

Entering Invoice EFT Information

Use the Invoice EFT Information flexfield in the Invoices window to enter invoice EFT information, such as the Federal Reserve Code or a message to your supplier.

To enter invoice EFT information:

1. Navigate to the Invoices window.

2. Enter or query an invoice.

3. Choose *View EFT Details* from the Tools menu. The Invoice EFT Information flexfield appears.

4. Choose the payment preference that you want from the Payment Preference pull-down list. There are five payment preference options:

   - Bankgiro Inland

   - Bankgiro SISU

   - Bankgiro UTLI

   - Postgiro Inland

   - Postgiro Utland

5. Click in the descriptive flexfield. The Invoice EFT Details flexfield appears.

6. Enter the Swedish EFT information for your payment preference. For more information, see:

   - Entering Invoice EFT Information for Bankgiro Inland on page 1-44.

   - Entering Invoice EFT Information for Bankgiro SISU on page 1-55.

   - Entering Invoice EFT Information for Bankgiro UTLI on page 1-67.

   - Entering Invoice EFT Information for Postgiro Inland on page 1-79.

   - Entering Invoice EFT Information for Postgiro Utland on page 1-91.

7. Save your work.

Invoice Gateway Overview

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

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

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

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

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

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

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

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

Entering Country-Specific Information in the Invoice Gateway Window

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

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

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

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

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

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

1. Navigate to the Invoice Gateway window.

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

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

3. Press the Enter button.

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

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

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

   Because Sweden has several contexts for different features, the default is the first context in the list. You can override the default by entering another valid context value for Sweden. This table lists all context values:

Feature	Context Value
Bankgiro Inland	JE.SE.APXIISIM.BANK_INLAND
Bankgiro SISU	JE.SE.APXIISIM.BANK_SISU
Bankgiro UTLI	JE.SE.APXIISIM.BANK_UTLI
Postgiro Inland	JE.SE.APXIISIM.POST_INLAND
Postgiro Utland	JE.SE.APXIISIM.POST_UTLAND

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

6. Enter Sweden's country and feature-specific information in the remaining fields in the flexfield window. For more details about the information required for each context, see:

   ■ Entering Bankgiro Inland Information in the Invoice Gateway Window on page 1-45.

   ■ Entering Bankgiro SISU Information in the Invoice Gateway Window on page 1-57.

   ■ Entering Bankgiro UTLI Information in the Invoice Gateway Window on page 1-69.

   ■ Entering Postgiro Inland Information in the Invoice Gateway Window on page 1-80.

   ■ Entering Postgiro Utland Information in the Invoice Gateway Window on page 1-92.

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

Payables Open Interface Tables

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

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

Understanding the Payables Open Interface Tables

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

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

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

Payables Open Interface Table AP_INVOICES_INTERFACE

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

> **See also:** Payables Open Interface Import, *Oracle Payables User's 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)

Bankgiro Inland

GLOBAL_ATTRIBUTE_CATEGORY

Enter the context value JE.SE.APXIISIM.BANK_INLAND to import Swedish Bankgiro Inland descriptive flexfield information.

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

GLOBAL_ATTRIBUTE1

Enter the first message row.

Subject	Value
Required:	No
Validation:	None
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE1

GLOBAL_ATTRIBUTE2

Enter the second message row.

Subject	Value
Required:	No
Validation:	None
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE2

Bankgiro SISU

GLOBAL_ATTRIBUTE_CATEGORY

Enter the context value JE.SE.APXIISIM.BANK_SISU to import Swedish Bankgiro SISU descriptive flexfield information.

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

GLOBAL_ATTRIBUTE1

Enter the federal reserve code.

Subject	Value
Required:	No
Validation:	This value must be entered according to the codes determined by the Swedish government
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE1

GLOBAL_ATTRIBUTE2

Enter a value to indicate whether this is an express invoice.

Subject	Value
Required:	No
Validation:	Valid values are: ■ **Y** - Yes ■ **N** - No
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE2

GLOBAL_ATTRIBUTE3

Enter the invoice charge code.

Subject	Value
Required:	No
Validation:	Valid values are:
	■ **INOPTI** - Charge account in functional currency
	■ **INOPTT** - Charge future contract
	■ **INOPTV** - Charge currency account
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE3

GLOBAL_ATTRIBUTE4

Enter the future terms contract number.

Subject	Value
Required:	No
Validation:	None
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE4

Bankgiro UTLI

GLOBAL_ATTRIBUTE_CATEGORY

Enter the context value JE.SE.APXIISIM.BANK_UTLI to import Swedish Bankgiro UTLI descriptive flexfield information.

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

GLOBAL_ATTRIBUTE1

Enter the federal reserve code.

Subject	Value
Required:	No
Validation:	This value must be entered according to the codes determined by the Swedish government
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE1

GLOBAL_ATTRIBUTE2

Enter a value to indicate whether this is an express invoice.

Subject	Value
Required:	No
Validation:	Valid values are:
	■ **Y** - Yes
	■ **N** - No
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE2

GLOBAL_ATTRIBUTE3

Enter the invoice charge code.

Subject	Value
Required:	No
Validation:	Valid values are: ■ **INOPTI** - Charge account in functional currency ■ **INOPTT** - Charge future contract ■ **INOPTV** - Charge currency account
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE3

GLOBAL_ATTRIBUTE4

Enter the future terms contract number.

Subject	Value
Required:	No
Validation:	None
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE4

Postgiro Inland

GLOBAL_ATTRIBUTE_CATEGORY

Enter the context value JE.SE.APXIISIM.POST_INLAND to import Swedish Postgiro Inland descriptive flexfield information.

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

GLOBAL_ATTRIBUTE1

Enter the first message row.

Subject	Value
Required:	No
Validation:	None
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE1

GLOBAL_ATTRIBUTE2

Enter the second message row.

Subject	Value
Required:	No
Validation:	None
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE2

Postgiro Utland

GLOBAL_ATTRIBUTE_CATEGORY

Enter the context value JE.SE.APXIISIM.POST_UTLAND to import Swedish Postgiro Utland descriptive flexfield information.

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

GLOBAL_ATTRIBUTE1

Enter the federal reserve code.

Subject	Value
Required:	No
Validation:	This value must be entered according to the codes determined by the Swedish government
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE1

GLOBAL_ATTRIBUTE2

Enter a value to indicate whether this is an express payment.

Subject	Value
Required:	No
Validation:	Valid values are:
	■ **Y** - Yes
	■ **N** - No
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE2

GLOBAL_ATTRIBUTE3

Enter the future contract number.

Subject	Value
Required:	No
Validation:	None
Destination:	AP_INVOICES_ALL.GLOBAL_ATTRIBUTE3

How the Invoice Gateway Window Populates the Open Interface Tables

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

Bankgiro Inland

This table shows the column that is populated by each field in the Invoice Gateway globalization flexfield for Bankgiro Inland.

Invoice Gateway field name - Header region flexfield	Corresponding column in AP_ INVOICES_INTERFACE
Context Value	GLOBAL_ATTRIBUTE_CATEGORY
Message Row 1	GLOBAL_ATTRIBUTE1
Message Row 2	GLOBAL_ATTRIBUTE2

Bankgiro SISU

This table shows the column that is populated by each field in the Invoice Gateway globalization flexfield for Bankgiro SISU.

Invoice Gateway field name - Header region flexfield	Corresponding column in AP_ INVOICES_INTERFACE
Context Value	GLOBAL_ATTRIBUTE_CATEGORY
Federal Reserve Code	GLOBAL_ATTRIBUTE1
Express Invoice	GLOBAL_ATTRIBUTE2
Invoice Charge Code	GLOBAL_ATTRIBUTE3
Future Contract	GLOBAL_ATTRIBUTE4

Bankgiro UTLI

This table shows the column that is populated by each field in the Invoice Gateway globalization flexfield for Bankgiro UTLI.

Invoice Gateway field name - Header region flexfield	Corresponding column in AP_INVOICES_INTERFACE
Context Value	GLOBAL_ATTRIBUTE_CATEGORY
Federal Reserve Code	GLOBAL_ATTRIBUTE1
Express Invoice	GLOBAL_ATTRIBUTE2
Invoice Charge Code	GLOBAL_ATTRIBUTE3
Future Contract	GLOBAL_ATTRIBUTE4

Postgiro Inland

This table shows the column that is populated by each field in the Invoice Gateway globalization flexfield for Postgiro Inland.

Invoice Gateway field name - Header region flexfield	Corresponding column in AP_ INVOICES_INTERFACE
Context Value	GLOBAL_ATTRIBUTE_CATEGORY
Message Row 1	GLOBAL_ATTRIBUTE1
Message Row 2	GLOBAL_ATTRIBUTE2

Postgiro Utland

This table shows the column that is populated by each field in the Invoice Gateway globalization flexfield for Postgiro Utland.

Invoice Gateway field name - Header region flexfield	Corresponding column in AP_INVOICES_INTERFACE
Context Value	GLOBAL_ATTRIBUTE_CATEGORY
Federal Reserve Code	GLOBAL_ATTRIBUTE1
Express Payment	GLOBAL_ATTRIBUTE2
Future Contract Postgiro	GLOBAL_ATTRIBUTE3

Bankgiro Inland

Use Bankgiro Inland for domestic payments in Swedish kronas or euros. Bankgiro Inland handles giro payments through the Swedish Bankgiro central clearing house as well as direct bank deposits to the supplier's account and remittance vouchers to the supplier's address. Bankgiro Inland supports immediate payments, payments on a specified date, and payments on the invoice due or discount date.

To set up Bankgiro Inland, you must enter basic information about payments through Bankgiro, such as the EFT file directory.

Entering System Format EFT Information for Bankgiro Inland

When you choose the Swedish Bankgiro Inland EFT type, use this System Format flexfield to enter additional system format EFT information, such as the EFT file directory. The values that you enter are common to all transactions within Bankgiro Inland payments.

To enter system format EFT information for Bankgiro Inland:

1. Navigate to the System Format flexfield for the Swedish Bankgiro Inland EFT type. For instructions, see Entering System Format EFT Information on page 1-9.

2. Optionally enter invoice information in the Invoice Information field to generate messages to your suppliers on each payment.

    Bankgiro Inland processes the text in this field, if any, as a message to all the suppliers included for this period.

3. In the Invoice End Date field, enter the end date when the information in the Invoice Information field is no longer active for your suppliers.

    If you entered a message in the Invoice Information field, you must enter an end date here.

4. In the Invoice Title field, enter the invoice title that you want Bankgiro Inland to generate as a heading for all notices to suppliers.

5. Enter the amount header text, such as *Netto* for a net amount, in the Amount Header field.

   This amount header text is printed on the notices that Bankgiro sends to the suppliers.

6. Enter the account code in the Account Code field that is used to handle the book closing list during the year's reconciliation.

   Book closing lists show the value of outstanding prepaid invoices for the coming accounting period. Valid values are:

   ■ **1** - The invoice is paid in the year but is applied to the next year.

   ■ **2** - The invoice is paid after the close of year but is applied to the most recently closed year.

   Leave the field blank to indicate that the payment is a normal payment within the fiscal year.

7. Enter the credit code in the Credit Code field to indicate how crediting is handled in the transaction file. Valid values are:

   ■ **5** - The credit invoice has a predetermined withdrawal date. The withdrawal date is the payment date that you specify in the Payment Date field.

   ■ **6** - Bankgiro issues the credit note every day during the issue period. If there are invoices to pay to suppliers, the note is settled in whole or part, depending on the amounts of the invoices. If a balance remains after the issue period ends, a balance amount is reported that cannot be used against further transactions.

   ■ **7** - Bankgiro issues the credit note every day during the issue period. The note is settled only if there are invoices to pay to suppliers and the whole amount can be settled. If a balance remains after the issue period ends, a balance amount is reported that cannot be used against further transactions.

8. In the Credit Days field, enter the number of days that are added to the system date (the date the payment batch is created) to determine the last day of the issue period during which a credit note credits an invoice, if the value in the Credit Code field is *6* or *7*.

   If the bank cannot match the credit note against any invoices before this date, the bank returns the credit note to the sender. If you leave the Credit Days field blank, Bankgiro Inland adds 60 days.

9. Enter a directory name in the EFT File Directory field where you want to locate your payment files when the files are generated.

   The EFT file directory must be an existing directory in your operating system and must end with a slash (/). For example, /user/payfile/.

10. In the Payment Date field, select a code from the list of values to indicate when the clearing house should carry out the payments in the transaction file. Valid values are:

    - **0** - The payment date is the system date when the payment batch is created. Select *0* to make payments immediately, regardless of the invoice due date.

    - **1 - 31** - The payment date is the system date when the payment batch is created plus the number of days you specify, regardless of the invoice due date.

    - **D** - The payment date is the invoice due date or discount date.

      Note: If you select *D* and the invoice due date or discount date is earlier than the system date when the payment batch is created, then the payment date for that invoice is the day before the system date.

    - **P** - The payment date is the payment date you specify when you initiate the payment batch, regardless of the invoice due date.

11. Save your work.

Setting up Bank Account Information for Bankgiro Inland

Before you can use Bankgiro Inland, you must complete these tasks:

- Define your sender bank account information.
- Define the supplier's bank account information.
- Assign the supplier's bank account to the supplier site.

To define your sender bank account for Bankgiro Inland:

1. Navigate to the Banks window.

2. Enter or query a bank.

3. Press the Bank Accounts button.

   The Bank Accounts window appears.

4. Enter a name for the bank account in the Name field in the Bank Accounts region. Choose a name that is easy to identify.

5. Enter your Bankgiro number as the bank account number in the Number field.

6. Select *Internal* from the pull-down list in the Account Use field.

7. Enter *SEK* or *EUR* as the currency for the bank account in the Currency field.

   The remaining fields in the Bank Accounts window are optional.

8. Press the Payables Documents button.

   The Payment Documents window appears.

9. Select the payment format that you set up for Swedish Bankgiro Inland from the list of values in the Payment Format field.

10. Enter the required information about this payment document in the remaining fields.

11. Save your work.

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

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

To define the supplier's bank account for Bankgiro Inland:

1. Navigate to the Banks window.

2. Enter or query the supplier's bank.

3. If you want to make payments to a bank account using the payment types *Konto* or *Kontoavi*, enter the bank branch number (clearing number) in the Number field in the Bank Branch region. Otherwise, leave this field blank.

4. Press the Bank Accounts button.

   The Bank Accounts window appears.

5. Enter an account identifier, such as the supplier name, in the Name field in the Bank Accounts region.

6. Enter the supplier's bank account number or Bankgiro number, depending on the payment type you want to use, in the Number field. This table shows the value to enter for each payment type.

For this payment type...	Enter this value...
Konto or Kontoavi	The supplier's bank account number
Giro	The supplier's Bankgiro number

7. Select *Supplier* from the pull-down list in the Account Use field.

8. Leave the Check Digits field blank. Bankgiro Inland does not use this information.

9. Navigate to the globalization flexfield of the Bank Accounts window. For more information, see Using Globalization Flexfields on page A-1.

10. In the Payment Type field, select the payment type to determine how the Bankgiro clearing house issues payment. Valid values for Bankgiro Inland are:

   - **Avi** - The payment is made through a payment voucher that is sent to the supplier. If you choose *Avi*, ensure that you enter the correct supplier address in the address fields in the Supplier Sites window.

   - **Giro** - The payment is made to the supplier's giro account. If you choose *Giro*, ensure that you have entered the Bankgiro number in the Number field in the Bank Accounts window (see step 6).

   - **Konto** - The payment is made to the supplier's bank account, but Bankgiro does not notify the supplier about the payment. For example, you can use *Konto* for salary payments, where the employer notifies the employee directly. Credit notes are not allowed for the *Konto* type.

     If you choose *Konto*, ensure that you have entered the bank branch number in the Number field in the Bank Branch region of the Banks window (see step 3), and the bank account number in the Number field in the Bank Accounts window (see step 6).

   - **Kontoavi** - The payment is made to the supplier's bank account, and Bankgiro notifies the supplier about the payment. Credit notes are allowed for the *Kontoavi* type.

     If you choose *Kontoavi*, ensure that you have entered the bank branch number in the Number field in the Bank Branch region of the Banks window (see step 3), and the bank account number in the Number field in the Bank Accounts window (see step 6). Also, ensure that you enter the correct supplier address in the address fields in the Supplier Sites window.

   The default payment type for Bankgiro Inland is *Giro*.

   > **Note:** Do not select the payment type *Check* for Bankgiro Inland. This payment type is not valid for the Bankgiro Inland payment format. Oracle Payables prevents you from formatting a payment batch if the payment type you specified for the supplier bank account is not valid for the payment format.

11. Save your work.

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

To assign the supplier's bank account to the supplier site for Bankgiro Inland:

1. Navigate to the Suppliers window.

2. Enter or query a supplier.

3. Press the Sites button to open the Supplier Sites window.

4. If you selected the *Avi* or *Kontoavi* payment type in the Swedish EFT Payment Types globalization flexfield, check that the address is correctly defined in the address fields for this supplier site.

5. Navigate to the Bank Accounts tabbed region of the Supplier Sites window.

6. In the Name field, select the bank account that you defined for this supplier site from the list of values.

7. Navigate to the Payment tabbed region.

8. Check that the pay group and invoice currency are defined for this supplier site.

9. Make sure that the Payment Method field is set to *Electronic* and that the Pay Alone check box is unchecked.

10. Save your work.

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

Entering Invoice EFT Information for Bankgiro Inland

When you choose the Bankgiro Inland payment preference, use this Invoice EFT Details flexfield to enter a message to your supplier as additional invoice EFT information.

To enter invoice EFT information for Bankgiro Inland:

1. Navigate to the Invoice EFT Details flexfield for the Bankgiro Inland payment preference. For instructions, see Using Globalization Flexfields on page A-1.

2. Enter the first line of text for your supplier in the Message Row 1 field. This text is included in a message record in the payment file.

3. Enter the second line of text for your supplier in the Message Row 2 field. This text is included in a message record in the payment file.

4. Save your work.

Entering Bankgiro Inland Information in the Invoice Gateway Window

To enter Bankgiro Inland information in the header region of the Invoice Gateway window:

1. Navigate to the Invoice Gateway window.

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

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

3. Choose the Enter button.

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

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

   In the flexfield window, the Context Value field defaults to the Bankgiro Inland context, *JE.SE.APXIISIM.BANK_INLAND*. The context value determines which other fields appear in the flexfield window to let you enter country and feature-specific information.

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

6. Enter the first line of text for your supplier in the Message Row 1 field. This text is included in a message record in the payment file.

7. Enter the second line of text for your supplier in the Message Row 2 field. This text is included in a message record in the payment file.

8. Choose the OK button to save your work and return to the Invoice Gateway window.

Bankgiro SISU

Use Bankgiro SISU for foreign payments in any valid foreign currency. These payments go through the Swedish Bankgiro central clearing house and are processed by SE Banken. Bankgiro SISU supports immediate payments, payments on a specified date, and payments on the invoice due or discount date.

To set up Bankgiro SISU, you must enter basic information for foreign payments through Bankgiro and SE Banken according to SISU format, such as the Federal Reserve Code.

Entering System Format EFT Information for Bankgiro SISU

When you choose the Swedish Bankgiro SISU EFT type, use this System Format flexfield to enter additional system format EFT information, such as the Federal Reserve Code and the EFT file directory.

To enter system format EFT information for Bankgiro SISU:

1. Navigate to the System Format flexfield for the Swedish Bankgiro SISU EFT type. For instructions, see Entering System Format EFT Information on page 1-9.

2. Enter your company's name in the Sender Name field.

    You must enter the sender name in uppercase letters. Do not use any special characters.

3. Enter your address in the Sender Address field.

    You must enter the sender address in uppercase letters. Do not use any special characters.

4. Enter a report code in the Report Code field to encode transaction posts to Bankgiro.

    Bankgiro does not process the code, but returns the code for eventual reporting. You can use this field to indicate the accounting period.

5. Enter *Yes* in the Sort Code field if you want your bank to merge payments that have the same foreign supplier and payment date into a single currency denomination when the bank creates the payment order. Enter *No* if you do not want your bank to perform merging.

> **Note:** Merging is not performed between different account types (Currency Account, SEK-Account).

6. Select an invoice option code from the list of values in the Invoice Option field to indicate whether you want your bank to perform local currency conversion.

   The bank calculates the foreign payment amount with the currency rate that is valid for the payment date, if instructed. The amount is entered in the payment file as information for the supplier. Valid values are:

   - **9** - The bank performs local currency conversion on the payment date

   - **0** - The bank does not perform local currency conversion.

   The bank cannot perform local currency conversion for credit note records.

7. Enter a federal reserve code in the Federal Reserve Code field to indicate which payment type you want to carry out.

   Bankgiro sends this information to the Riksbank, the Swedish Federal Reserve, to help formulate statistics about foreign trade. This statistical information is available for general use.

   You can override the federal reserve code that you enter here by defining a different code at supplier site level or at invoice level.

8. Enter a directory name in the EFT File Directory field where you want to locate your payment files when the files are generated.

   The EFT file directory must be an existing directory in your operating system and must end with a slash (/). For example, /user/payfile/.

9. In the Days Credit Memo Valid field, enter the number of days that are added to the system date (the date the payment batch is created) to determine the last day that a credit note credits an invoice.

   The Days Credit Memo Valid date is the last date monitored by your bank. If the bank cannot match the credit note against any invoices before this date, the bank returns the credit note to you.

10. In the Payment Date field, select a code from the list of values to indicate when the clearing house should carry out the payments in the transaction file. Valid values are:

- **0** - The payment date is the system date when the payment batch is created. Select *0* to make payments immediately, regardless of the invoice due date.

- **1 - 31** - The payment date is the system date when the payment batch is created plus the number of days you specify, regardless of the invoice due date.

- **D** - The payment date is the invoice due date or discount date.

    > **Note:**   If you select *D* and the invoice due date or discount date is earlier than the system date when the payment batch is created, then the payment date for that invoice is the day before the system date.

- **P** - The payment date is the payment date you specify when you initiate the payment batch, regardless of the invoice due date.

11. Save your work.

Setting up Bank Account Information for Bankgiro SISU

Before you can use Bankgiro SISU, you must complete these tasks:

- Define your sender bank account information.

- Define the supplier's bank account information.

- Assign the supplier's bank account to the supplier site.

To define your sender bank account for Bankgiro SISU:

1. Navigate to the Banks window.

2. Enter or query a bank.

3. Press the Bank Accounts button.

   The Bank Accounts window appears.

4. Enter a name for the bank account in the Name field in the Bank Accounts region. Choose a name that is easy to identify.

5. Enter your bank account number in the Number field.

6. Select *Internal* from the pull-down list in the Account Use field.

7. Enter the currency for the bank account in the Currency field.

   The remaining fields in the Bank Accounts window are optional.

8. Press the Payables Documents button.

   The Payment Documents window appears.

9. Select the payment format that you set up for Swedish Bankgiro SISU from the list of values in the Payment Format field.

10. Enter the required information about this payment document in the remaining fields.

11. Save your work.

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

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

To define the supplier's bank account for Bankgiro SISU:

1. Navigate to the Banks window.

2. Enter or query the supplier's bank.

3. Enter the bank name in the Name field in the Bank region.

4. If you know the national bank office identification code for the bank, enter the code in the Number field in the Bank region.

    Some examples are:

National Bank Office ID	Bank Region
//BL99999999	(BLZ in Germany)
//SC999999	(Chaps branch sort code in UK)
//FW999999999	(Fedwire routing number in US)
//CC99999-999	(Canadian payments ass. routing number)

    Ask your bank for details about national bank office identification codes in each country.

5. Enter the bank's BIC code in the BIC code field.

6. Enter the city for the bank in the City field in the Address region.

7. Press the Bank Accounts button.

    The Bank Accounts window appears.

8. Enter an account identifier, such as the supplier name, in the Name field in the Bank Accounts region.

9. Enter the bank account number in the Number field.

10. Select *Supplier* from the pull-down list in the Account Use field.

11. Leave the Check Digits field blank. Bankgiro SISU does not use this information.

12. Navigate to the Swedish EFT Payment Types globalization flexfield. For more information, see Using Globalization Flexfields on page A-1.
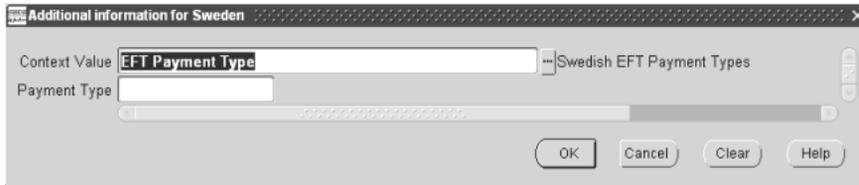
13. In the Payment Type field, select the payment type to determine how the Bankgiro clearing house issues the payment. Valid values for Bankgiro SISU are:

- **Konto** - The payment is made to the supplier's bank account.

- **Check** - The payment is made through a check that is sent to the supplier.

  Bankgiro SISU performs no tasks when you use *Check* as the payment type. A correspondent foreign bank issues the check. You normally place the amount in the foreign bank, and the amount is paid the second bank day after the payment date with normal payment. The amount is paid the first bank day after the payment date with express payment.

  If you choose *Check*, ensure that you enter the correct supplier address in the address fields in the Supplier Sites window.

  The default payment type for Bankgiro SISU is Konto.

Note: Do not select the payment types *Avi, Giro,* or *Kontoavi* for Bankgiro SISU. These payment types are not valid for the Bankgiro SISU payment format. Oracle Payables prevents you from formatting a payment batch if the payment type you specified for the supplier bank account is not valid for the payment format.

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14. Save your work.

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

To assign the supplier's bank account to the supplier site for Bankgiro SISU:

1. Navigate to the Suppliers window.

2. Enter or query a supplier.

3. Press the Sites button to open the Supplier Sites window.

4. If you selected the *Check* payment type in the Swedish EFT Payment Types globalization flexfield, check that the address is correctly defined in the address fields for this supplier site.

5. Navigate to the Bank Accounts tabbed region of the Supplier Sites window.

6. In the Name field, select the bank account that you defined for this supplier site from the list of values.

7. Navigate to the Payment tabbed region.

8. Check that the pay group and invoice currency are defined for this supplier site.

9. Make sure that the Payment Method field is set to *Electronic* and that the Pay Alone check box is unchecked.

10. Save your work.

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

Entering Supplier Site EFT Information for Bankgiro SISU

Use the Supplier Site EFT Details flexfield to enter additional supplier site EFT information for Bankgiro SISU, such as the Federal Reserve Code.

To enter supplier site EFT information for Bankgiro SISU:

1. Navigate to the Supplier Site EFT Details flexfield. For instructions, see Entering Supplier Site EFT Information on page 1-11.

2. If you want to use a different supplier name at supplier site level than the name defined at supplier level, enter the different name in the Receiver Name field.

   This name overrides the default supplier name. For example, if your original supplier sells your invoices to a factor and you must send your payment to the factor, you can enter the factor's name in the Receiver Name field.

3. Enter the federal reserve code in the Federal Reserve Code field.

   The code that you define here overrides the code defined at the system format level.

   You can override the federal reserve code that you enter here by defining a different code at invoice level.

4. Leave the remaining fields blank.

5. Save your work.

Entering Invoice EFT Information for Bankgiro SISU

When you choose the Bankgiro SISU payment preference, use this Invoice EFT Details flexfield to enter additional invoice EFT information, such as the Federal Reserve Code.

To enter invoice EFT information for Bankgiro SISU:

1. Navigate to the Invoice EFT Details flexfield for the Bankgiro SISU payment preference. For instructions, see Using Globalization Flexfields on page A-1.

2. Enter the federal reserve code in the Federal Reserve Code field.

   The code that you define here overrides the code defined at the system format or supplier site level.

3. Enter *Yes* in the Express Invoice field if you want express payment. Enter *No* if you want normal payment. Normal payment is selected if you leave the Express Invoice field blank.

4. Enter a code in the Invoice Charge Code field to determine how Bankgiro SISU charges you for payments. Valid values are:

   - **I** - Charge account in functional currency

   - **T** - Charge future contract

   - **V** - Charge currency account

     Note: If you enter *T* here, you must enter a terms contract number in the Future Contract field.

     ---

5. If you want to use terms for foreign payments, enter the terms contract number provided by your bank in the Future Contract field.

   Every currency has its own contract terms, and that contract is renewed when the terms are renewed. Payments made on a terms basis regulate the payment amount against a corresponding currency account registered with the bank. Make sure that the currency account is always registered for respective currencies for terms payments.

6. Save your work.

Entering Bankgiro SISU Information in the Invoice Gateway Window

To enter Bankgiro SISU information in the header region of the Invoice Gateway window:

1. Navigate to the Invoice Gateway window.

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

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

3. Choose the Enter button.

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

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

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

Because Sweden has several contexts for different features, the default is the first context in the list. You can override the default by entering *JE.SE.APXIISIM.BANK_SISU* for Bankgiro SISU.

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

6. Enter the federal reserve code in the Federal Reserve Code field.

   The code that you define here overrides the code defined at the system format or supplier site level.

7. Enter *Yes* in the Express Invoice field if you want express payment. Enter *No* if you want normal payment. Normal payment is selected if you leave the Express Invoice field blank.

8. Enter a code in the Invoice Charge Code field to determine how Bankgiro SISU charges you for payments. Valid values are:

   - **I** - Charge account in functional currency
   - **T** - Charge future contract
   - **V** - Charge currency account

   Note: If you enter *T* here, you must enter a terms contract number in the Future Contract field.

   ---

9. If you want to use terms for foreign payments, enter the terms contract number provided by your bank in the Future Contract field.

   Every currency has its own contract terms, and that contract is renewed when the terms are renewed. Payments made on a terms basis regulate the payment amount against a corresponding currency account registered with the bank. Make sure that the currency account is always registered for respective currencies for terms payments.

10. Choose the OK button to save your work and return to the Invoice Gateway window.

Bankgiro UTLI

Use Bankgiro UTLI for foreign payments in any valid foreign currency. These payments go through the Swedish Bankgiro central clearing house and are processed by Svenska Handelsbanken. Bankgiro UTLI supports immediate payments, payments on a specified date, and payments on the invoice due or discount date.

To set up Bankgiro UTLI, you must enter basic information for foreign payments through Bankgiro and Svenska Handelsbanken according to UTLI format, such as the Federal Reserve Code.

Entering System Format EFT Information for Bankgiro UTLI

When you choose the Swedish Bankgiro UTLI EFT type, use this System Format flexfield to enter additional system format EFT information, such as the Federal Reserve Code and the EFT file directory.

To enter system format EFT information for Bankgiro UTLI:

1. Navigate to the System Format flexfield for the Swedish Bankgiro UTLI EFT type. For instructions, see Entering System Format EFT Information on page 1-9.

2. Enter your company's name in the Sender Name field.

    You must enter the sender name in uppercase letters. Do not use any special characters.

3. Enter your address in the Sender Address field.

    Provide the format according to the supplier's request. You must enter the sender address in uppercase letters. Do not use any special characters.

4. Enter the clearing number associated with your sender bank account, such as your bank, in the Clearing Number field. Do not enter the bank's BIC code in this field.

5. In the Credit Days field, enter the number of days that are added to the system date (the date the payment batch is created) to determine the last day that a credit note credits an invoice.

    If the bank cannot match the credit note against any invoices before this date, the bank returns the credit note to the sender. If you leave the Credit Days field blank, Bankgiro UTLI adds 60 days.

6. Enter a federal reserve code in the Federal Reserve Code field to indicate which payment type to carry out.

    Bankgiro sends this information to the Riksbank, the Swedish Federal Reserve, to help formulate statistics about foreign trade. This statistical information is available for general use.

    You can override the federal reserve code that you enter here by defining a different code at supplier site level or at invoice level.

7. Enter *Yes* in the BGC field if you want to include the initial sender record in the payment file. Enter *No* if you do not want to include the initial sender record.

8. Enter a directory name in the EFT File Directory field where you want to locate your payment files when the files are generated.

    The EFT file directory must be an existing directory in your operating system and must end with a slash (/). For example, /user/payfile/.

9. In the Payment Date field, select a code from the list of values to indicate when the clearing house should carry out the payments in the transaction file. Valid values are:

    ■ **0** - The payment date is the system date when the payment batch is created. Select *0* to make payments immediately, regardless of the invoice due date.

    ■ **1 - 31** - The payment date is the system date when the payment batch is created plus the number of days you specify, regardless of the invoice due date.

    ■ **D** - The payment date is the invoice due date or discount date.

    > **Note:**   If you select *D* and the invoice due date or discount date is earlier than the system date when the payment batch is created, then the payment date for that invoice is the day before the system date.

    ■ **P** - The payment date is the payment date you specify when you initiate the payment batch, regardless of the invoice due date.

10. Save your work.

Setting up Bank Account Information for Bankgiro UTLI

Before you can use Bankgiro UTLI, you must complete these tasks:

- Define your sender bank account information.
- Define the supplier's bank account information.
- Assign the supplier's bank account to the supplier site.

To define your sender bank account for Bankgiro UTLI:

1. Navigate to the Banks window.

2. Enter or query a bank.

3. Press the Bank Accounts button.

   The Bank Accounts window appears.

4. Enter a name for the bank account in the Name field in the Bank Accounts region. Choose a name that is easy to identify.

5. Enter your bank account number in the Number field.

6. Select *Internal* from the pull-down list in the Account Use field.

7. Enter the currency for the bank account in the Currency field.

   The remaining fields in the Bank Accounts window are optional.

8. Press the Payables Documents button. The Payment Documents window appears.

9. Select the payment format that you set up for Swedish Bankgiro UTLI from the list of values in the Payment Format field.

10. Enter the required information about this payment document in the remaining fields.

11. Save your work.

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

To define the supplier's bank account for Bankgiro UTLI:

1. Navigate to the Banks window.

2. Enter or query the supplier's bank.

3. Enter the bank name in the Name field in the Bank region.

4. If you know the national bank office identification code for the bank, enter the code in the Number field in the Bank region.

   Some examples are:

National Bank Office ID	Bank Region
//BL99999999	(BLZ in Germany)
//SC999999	(Chaps branch sort code in UK)
//FW999999999	(Fedwire routing number in US)
//CC99999-999	(Canadian payments ass. routing no.)

   Ask your bank for details about national bank office identification codes in each country.

5. Enter the bank's BIC code in the BIC code field.

6. Enter the city for the bank in the City field in the Address region.

7. Press the Bank Accounts button.

   The Bank Accounts window appears.

8. Enter an account identifier, such as the supplier name, in the Name field in the Bank Accounts region.

9. Enter the bank account number in the Number field.

10. Select *Supplier* from the pull-down list in the Account Use field.

11. Leave the Check Digits field blank. Bankgiro UTLI does not use this information.

12. Navigate to the Swedish EFT Payment Types globalization flexfield. For more information, see Using Globalization Flexfields on page A-1.
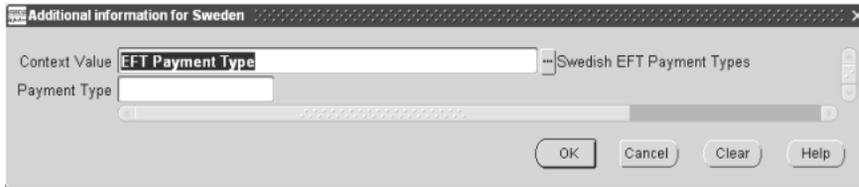
13. In the Payment Type field, select the payment type to determine how the Bankgiro clearing house issues the payment. Valid values for Bankgiro UTLI are:

   - **Konto** - The payment is made to the supplier's bank account.

   - **Check** - The payment is made through a check that is sent to the supplier.

     Bankgiro UTLI performs no tasks when you use *Check* as the payment type. A correspondent foreign bank issues the check. You normally place the amount in the foreign bank, and the amount is paid the second bank day after the payment date with normal payment. The amount is paid the first bank day after the payment date with express payment.

     If you choose *Check*, ensure that you enter the correct supplier address in the address fields in the Supplier Sites window.

   The default payment type for Bankgiro UTLI is *Konto*.

   Note: Do not select the payment types *Avi, Giro,* or *Kontoavi* for Bankgiro UTLI. These payment types are not valid for the Bankgiro UTLI payment format. Oracle Payables prevents you from formatting a payment batch if the payment type you specified for the supplier bank account is not valid for the payment format.

   ---

14. Save your work.

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

To assign the supplier's bank account to the supplier site for Bankgiro UTLI:

1. Navigate to the Suppliers window.

2. Enter or query a supplier.

3. Press the Sites button to open the Supplier Site window.

4. If you selected the *Check* payment type in the Swedish EFT Payment Types globalization flexfield, check that the address is correctly defined in the address fields for this supplier site.

5. Navigate to the Bank Accounts tabbed region of the Supplier Sites window.

6. In the Name field, select the bank account that you defined for this supplier site from the list of values.

7. Navigate to the Payment tabbed region.

8. Check that the pay group and invoice currency are defined for this supplier site.

9. Make sure that the Payment Method field is set to *Electronic* and that the Pay Alone check box is unchecked.

10. Save your work.

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

Entering Supplier Site EFT Information for Bankgiro UTLI

Use the Supplier Site EFT Details flexfield to enter additional supplier site EFT information for Bankgiro UTLI, such as the Federal Reserve Code.

To enter supplier site EFT information for Bankgiro UTLI:

1. Navigate to the Supplier Site EFT Details flexfield. For instructions, see Entering Supplier Site EFT Information on page 1-11.

2. Enter the federal reserve code in the Federal Reserve Code field.

   The code that you define here overrides the code defined at the system format level.

3. You can override the federal reserve code that you enter here by defining a different code at invoice level.

4. Enter a number in the UTLI Header Code field for the report heading to print on the notification.

   Make sure that the heading corresponding to the code was provided to the bank.

5. Leave the remaining fields blank.

6. Save your work.

Entering Invoice EFT Information for Bankgiro UTLI

When you choose the Bankgiro UTLI payment preference, use this Invoice EFT Details flexfield to enter additional invoice EFT information, such as the Federal Reserve Code.

To enter invoice EFT information for Bankgiro UTLI:

1. Navigate to the Invoice EFT Details flexfield for the Bankgiro UTLI payment preference. For instructions, see Using Globalization Flexfields on page A-1.

2. Enter the federal reserve code in the Federal Reserve Code field.

   The code that you define here overrides the code defined at the system format or supplier site level.

3. Enter *Yes* in the Express Invoice field if you want express payment. Enter *No* if you want normal payment. Normal payment is selected if you leave the Express Invoice field blank.

4. Enter a code in the Invoice Charge Code field to determine how Bankgiro UTLI charges you for payments. Valid values are:

   - **I** - Charge account in functional currency

   - **T** - Charge future contract

   - **V** - Charge currency account

     Note: If you enter *T* here, you must enter a terms contract number in the Future Contract field.

5. If you want to use terms for foreign payments, enter the terms contract number provided by your bank in the Future Contract field.

   Every currency has its own contract terms, and that contract is renewed when the terms are renewed. Payments made on a terms basis regulate the payment amount against a corresponding currency account registered with the bank. Make sure that the currency account is always registered for respective currencies for terms payments.

6. Save your work.

Entering Bankgiro UTLI Information in the Invoice Gateway Window

To enter Bankgiro UTLI information in the header region of the Invoice Gateway window:

1. Navigate to the Invoice Gateway window.

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

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

3. Choose the Enter button.

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

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

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

Because Sweden has several contexts for different features, the default is the first context in the list. You can override the default by entering *JE.SE.APXIISIM.BANK_UTLI* for Bankgiro UTLI.

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

6. Enter the federal reserve code in the Federal Reserve Code field.

   The code that you define here overrides the code defined at the system format or supplier site level.

7. Enter *Yes* in the Express Invoice field if you want express payment. Enter *No* if you want normal payment. Normal payment is selected if you leave the Express Invoice field blank.

8. Enter a code in the Invoice Charge Code field to determine how Bankgiro UTLI charges you for payments. Valid values are:

   - **I** - Charge account in functional currency
   - **T** - Charge future contract
   - **V** - Charge currency account

   Note: If you enter *T* here, you must enter a terms contract number in the Future Contract field.

9. If you want to use terms for foreign payments, enter the terms contract number provided by your bank in the Future Contract field.

   Every currency has its own contract terms, and that contract is renewed when the terms are renewed. Payments made on a terms basis regulate the payment amount against a corresponding currency account registered with the bank. Make sure that the currency account is always registered for respective currencies for terms payments.

10. Choose the OK button to save your work and return to the Invoice Gateway window.

Postgiro Inland

Use Postgiro Inland for domestic payments in Swedish kronas or euros. These payments go through the Swedish Postal Giro clearing house. Postgiro Inland supports immediate payments, payments on a specified date, and payments on the invoice due or discount date.

To set up Postgiro Inland, you must enter basic information about payments through Postgiro, such as the Postgiro customer number.

Entering System Format EFT Information for Postgiro Inland

When you choose the Swedish Postgiro Inland EFT type, use this System Format flexfield to enter additional system format EFT information, such as the Postgiro customer number and the EFT file directory.

To enter system format EFT information for Postgiro Inland:

1. Navigate to the System Format flexfield for the Swedish Postgiro Inland EFT type. For instructions, see Entering System Format EFT Information on page 1-9.

2. Enter the customer number from Postgiro in the Customer Number field. You can obtain the customer number from Postgiro and use it as a reference number. Check that the customer number is not the same as the Postgiro number.

3. In the Credit Days field, enter the number of days that are added to the system date (the date the payment batch is created) to determine the last day that a credit note credits an invoice. The Credit Days date is the last date monitored by your bank. If the bank cannot match the credit note against any invoices before this date, the bank returns the credit note to you. If you leave the Credit Days field blank, Bankgiro UTLI adds 60 days.

4. Enter the account label in the Sender Information 1 field. Account labels are written out on the first row of giro transfer documents and disbursement cards, as well as on the Accounting Payment Commission accounting report.

5. Enter information about the payment in the Sender Information 2 field that you can use for mail or telephone follow up.

6. Enter *Yes* in the Sort Option field if you want incoming payments to be merged to the supplier. Enter *No* if you do not want merging to occur.

7. Enter an accounting code in the Accounting Code field to handle the book closing list for the year's reconciliation. The book closing list shows the value of currently outstanding deferred invoices for the coming accounting period. Valid values are:

   - **1** - Invoices are paid within the year but are applied to the next year

   - **2** - Invoices are paid after the year closing and should be applied to the most recently closed year

   Leave the Accounting Code field blank to indicate that the payment is a normal payment within the fiscal year.

8. You can optionally enter a reference number for lists in the Sender Code field. You can define this number for the payments you send.

9. Enter a directory name in the EFT File Directory field where you want to locate your payment files when the files are generated.

   The EFT file directory must be an existing directory in your operating system and must end with a slash (/). For example, /user/payfile/.

10. In the Payment Date field, select a code from the list of values to indicate when the clearing house should carry out the payments in the transaction file. Valid values are:

   ■ **0** - The payment date is the system date when the payment batch is created. Select *0* to make payments immediately, regardless of the invoice due date.

   ■ **1 - 31** - The payment date is the system date when the payment batch is created plus the number of days you specify, regardless of the invoice due date.

   ■ **D** - The payment date is the invoice due date or discount date.

   > **Note:** If you select *D* and the invoice due date or discount date is earlier than the system date when the payment batch is created, then the payment date for that invoice is the day before the system date.

   ■ **P** - The payment date is the payment date you specify when you initiate the payment batch, regardless of the invoice due date.

11. Save your work.

Setting up Bank Account Information for Postgiro Inland

Before you can use Postgiro Inland, you must complete these tasks:

- Define your sender bank account information.
- Define the supplier's bank account information.
- Assign the supplier's bank account to the supplier site.

To define your sender bank account for Postgiro Inland:

1. Navigate to the Banks window.

2. Enter or query a bank.

3. Press the Bank Accounts button.

   The Bank Accounts window appears.

4. Enter a name for the bank account in the Name field in the Bank Accounts region. Choose a name that is easy to identify.

5. Enter your bank account number in the Number field.

6. Select *Internal* from the pull-down list in the Account Use field.

7. Enter *SEK* or *EUR* as the currency for the bank account in the Currency field.

   The remaining fields in the Bank Accounts window are optional.

8. Press the Payables Documents button.

   The Payment Documents window appears.

9. Select the payment format that you set up for Swedish Postgiro Inland from the list of values in the Payment Format field.

10. Enter the required information about this payment document in the remaining fields.

11. Save your work.

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

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

To define the supplier's bank account for Postgiro Inland:

1. Navigate to the Banks window.

2. Enter or query the supplier's bank.

3. If you want to make a payment to a personal bank account in Postbanken, Nordbanken, or Ikanobanken, enter the bank's clearing/BIC code in the Number field in the Bank Branch region.

4. Press the Bank Accounts button.

   The Bank Accounts window appears.

5. Enter an account identifier, such as the supplier name, in the Name field in the Bank Accounts region.

6. In the Number field in the Bank Accounts region, enter a number for the supplier's bank account, depending on the payment type you want to use. This table shows the value to enter for each payment type.

For this payment type...	Enter this value...
Giro	The Postgiro number
Konto	The supplier's bank account number

7. Select *Supplier* from the pull-down list in the Account Use field.

8. Navigate to the Swedish EFT Payment Types globalization flexfield. For more information, see Using Globalization Flexfields on page A-1.
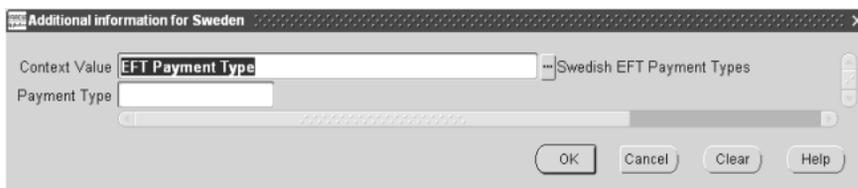
9. In the Payment Type field, select the payment type to determine how the Postgiro clearing house issues payment. Valid values for Postgiro Inland are:

- **Avi** - The payment is made through a payment voucher to the supplier.

  If you choose *Avi*, ensure that you enter the correct supplier address in the address fields in the Supplier Sites window.

- **Giro** - The payment is made to the supplier's postal giro account.

- **Konto** - The payment is made to the supplier's bank account in Postbanken, Nordbanken, or Ikanobanken.

The default payment type for Postgiro Inland is *Giro*.

> **Note:** Do not select the payment types *Check* or *Kontoavi* for Postgiro Inland. These payment types are not valid for the Postgiro Inland payment format. Oracle Payables prevents you from formatting a payment batch if the payment type you specified for the supplier bank account is not valid for the payment format.

10. Save your work.

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

To assign the supplier's bank account to the supplier site for Postgiro Inland:

1. Navigate to the Suppliers window.

2. Enter or query a supplier.

3. Press the Sites button to open the Supplier Sites window.

4. If you selected the *Avi* payment type in the Swedish EFT Payment Types globalization flexfield, check that the address is correctly defined in the address fields for this supplier site.

5. Navigate to the Bank Accounts tabbed region of the Supplier Sites window.

6. In the Name field, select the bank account that you defined for this supplier site from the list of values.

7. Navigate to the Payment tabbed region.

8. Check that the pay group and invoice currency are defined for this supplier site.

9. Make sure that the Payment Method field is set to *Electronic* and that the Pay Alone check box is unchecked.

10. Save your work.

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

Entering Invoice EFT Information for Postgiro Inland

When you choose the Postgiro Inland payment preference, use this Invoice EFT Details flexfield to enter a message to your supplier as additional invoice EFT information.

To enter invoice EFT information for Postgiro Inland:

1. Navigate to the Invoice EFT Details flexfield for the Postgiro Inland payment preference. For instructions, see Using Globalization Flexfields on page A-1.

2. Enter the first line of text for your supplier in the Message Row 1 field. This text is included in a message record in the payment file.

3. Enter the second line of text for your supplier in the Message Row 2 field. This text is included in a message record in the payment file.

4. Save your work.

Entering Postgiro Inland Information in the Invoice Gateway Window

To enter Postgiro Inland information in the header region of the Invoice Gateway window:

1. Navigate to the Invoice Gateway window.

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

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

3. Choose the Enter button.

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

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

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

    Because Sweden has several contexts for different features, the default is the first context in the list. You can override the default by entering *JE.SE.APXIISIM.POST_INLAND* for Postgiro Inland.

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

6. Enter the first line of text for your supplier in the Message Row 1 field. This text is included in a message record in the payment file.

7. Enter the second line of text for your supplier in the Message Row 2 field. This text is included in a message record in the payment file.

8. Choose the OK button to save your work and return to the Invoice Gateway window.

Postgiro Utland

Use Postgiro Utland for foreign payments in any valid foreign currency. These payments go through the Swedish Postal Giro clearing house, Postgiro Utland supports immediate payments, payments on a specified date, and payments on the invoice due or discount date.

To set up Postgiro Utland, you must enter basic information about payments through Postgiro, such as the Postgiro customer number.

Entering System Format EFT Information for Postgiro Utland

When you choose the Swedish Postgiro Utland EFT type, use this System Format flexfield to enter additional system format EFT information, such as the Postgiro customer number, the Federal Reserve Code, and the EFT file directory.

To enter system format EFT information for Postgiro Utland:

1. Navigate to the System Format flexfield for the Swedish Postgiro Utland EFT type. For instructions, see Entering System Format EFT Information on page 1-9.

2. In the Customer Number field, enter the customer number from the Postgiro Center.

3. Enter your company's name in the Sender Name field, your street address in the Sender Address field, and your postal code and city in the Sender Postal Address field.

   You must enter the sender name and address details in uppercase letters. Do not use any special characters.

4. Enter a federal reserve code in the Federal Reserve Code field to indicate which payment type to carry out.

   Postgiro sends this information to the Riksbank, the Swedish Federal Reserve, to help formulate statistics about foreign trade. This statistical information is available for general use.

   You can override the federal reserve code that you enter here by defining a different code at supplier site level or at invoice level.

5. Enter a code in the Sort Option field to indicate whether you want to merge payments to the same supplier together into one remittance. Valid values are:

   - **1** - No merging occurs. Each payment is made separately.

   - **2** - All types of payments for the same supplier are merged together. You can include a maximum of four payments in one remittance. Each individual payment amount is specified on the notification sent to the supplier.

   - **3** - All types of payments for the same supplier are merged together. Individual payment amounts are not specified on the notification sent to the supplier.

6. Enter a report code in the Report Code field to determine which accounting period the payment is recorded in. Valid values are:

   - **1** - The invoice is paid in the year but is applied to the next year.

   - **2** - The invoice is paid after the close of year but is applied to the most recently closed year.

   Leave the Report Code field blank to indicate that the payment is a normal payment within the fiscal year.

7. In the Credit Days field, enter the number of days that are added to the system date (the date the payment batch is created) to determine the last day that a credit note credits an invoice.

   If the bank cannot match the credit note against any invoices before this date, the bank returns the credit note to the sender.

8. Enter a directory name in the EFT File Directory field where you want to locate your payment files when the files are generated.

   The EFT file directory must be an existing directory in your operating system and must end with a slash (/). For example, /user/payfile/.

9. In the Payment Date field, select a code from the list of values to indicate when the clearing house should carry out the payments in the transaction file. Valid values are:

- **0** - The payment date is the system date when the payment batch is created. Select *0* to make payments immediately, regardless of the invoice due date.

- **1 - 31** - The payment date is the system date when the payment batch is created plus the number of days you specify, regardless of the invoice due date.

- **D** - The payment date is the invoice due date or discount date.

   > **Note:** If you select *D* and the invoice due date or discount date is earlier than the system date when the payment batch is created, then the payment date for that invoice is the day before the system date.

- **P** - The payment date is the payment date you specify when you initiate the payment batch, regardless of the invoice due date.

10. Save your work.

Setting up Bank Account Information for Postgiro Utland

Before you can use Postgiro Utland, you must complete these tasks:

- Define your sender bank account information.

- Define the supplier's bank account information.

- Assign the supplier's bank account to the supplier site.

To define your sender bank account for Postgiro Utland:

1. Navigate to the Banks window.

2. Enter or query a bank.

3. Press the Bank Accounts button.

   The Bank Accounts window appears.

4. Enter a name for the bank account in the Name field in the Bank Accounts region. Choose a name that is easy to identify.

5. Enter your bank account number in the Number field.

6. Select *Internal* from the pull-down list in the Account Use field.

7. Enter the currency for the bank account in the Currency field.

   The remaining fields in the Bank Accounts window are optional.

8. Press the Payables Documents button.

   The Payment Documents window appears.

9. Select the payment format that you set up for Swedish Postgiro Utland from the list of values in the Payment Format field.

10. Enter the required information about this payment document in the remaining fields.

11. Save your work.

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

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

To define the supplier's bank account for Postgiro Utland:

1. Navigate to the Banks window.

2. Enter or query the supplier's bank.

3. Enter the bank name in the Name field in the Bank region.

4. If you know the national bank office identification code for the bank, enter the code in the Number field in the Bank region.

   Some examples are:

National Bank Office Identification Code	Example
//BL99999999	(BLZ in Germany)
//SC999999	(Chaps branch sort code in UK)
//FW999999999	(Fedwire routing number in US)
//CC99999-999	(Canadian payments ass. routing number.)

   Ask your bank for details about national bank office identification codes in each country.

5. Enter the bank's BIC code in the BIC code field.

6. Enter the country for the bank in the Country field in the Address region.

7. Enter the address for the bank in the first Address field in the Address region.

8. Enter the city for the bank in the City field in the Address region.

9. Enter the postal code for the bank in the Postal Code field in the Address region.

10. Press the Bank Accounts button.

    The Bank Accounts window appears.

11. In the Number field, enter a number for the supplier's bank account, depending on the payment type that you want to use. This table shows the value to enter for each payment type.

For this payment type...	Enter this value...
Giro	The Postgiro number
Konto	The supplier's bank account number

12. Select *Supplier* from the pull-down list in the Account Use field.

13. Leave the Check Digits field blank. Postgiro Utland does not use this information.

14. Navigate to the Swedish EFT Payment Types globalization flexfield. For more information, see Using Globalization Flexfields on page A-1.
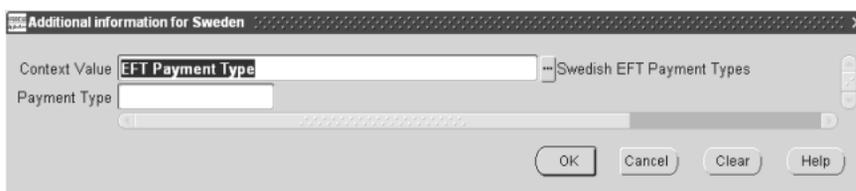
15. In the Payment Type field, select the payment type to determine how the Postgiro clearing house issues the payment. Valid values for Postgiro Utland are:

- **Avi** - The payment is made through a payment voucher that is sent to the supplier.

  If you choose *Avi*, ensure that you enter the correct supplier address in the address fields in the Supplier Sites window.

- **Check** - The payment is made through a check that is sent to the supplier.

  If you choose *Check*, ensure that you enter the correct supplier address in the address fields in the Supplier Sites window.

- **Giro** - The payment is made to the supplier's postal giro account.

- **Konto** - The payment is made to the supplier's bank account.

The default payment type for Postgiro Utland is *Giro*.

> **Note:** Do not select the payment type *Kontoavi* for Postgiro Utland. This payment type is not valid for the Postgiro Utland payment format. Oracle Payables prevents you from formatting a payment batch if the payment type you specified for the supplier bank account is not valid for the payment format.

16. Save your work.

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

To assign the supplier's bank account to the supplier site for Postgiro Utland:

1. Navigate to the Suppliers window.

2. Enter or query a supplier.

3. Press the Sites button to open the Supplier Sites window.

4. If you selected the *Avi* or *Check* payment type in the Swedish EFT Payment Types globalization flexfield, check that the address is correctly defined in the address fields for this supplier site.

5. Navigate to the Bank Accounts tabbed region of the Supplier Sites window.

6. In the Name field, select the bank account that you defined for this supplier site from the list of values.

7. Navigate to the Payment tabbed region.

8. Check that the pay group and invoice currency are defined for this supplier site.

9. Make sure that the Payment Method field is set to *Electronic* and that the Pay Alone check box is unchecked.

10. Save your work.

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

Entering Supplier Site EFT Information for Postgiro Utland

Use the Supplier Site EFT Details flexfield to enter additional supplier site EFT information for Postgiro Utland, such as the Federal Reserve Code.

To enter supplier site EFT information for Postgiro Utland:

1. Navigate to the Supplier Site EFT Details flexfield. For instructions, see Entering Supplier Site EFT Information on page 1-11.

2. If you want to use a different supplier name at supplier site level than the name defined at supplier level, enter the different name in the Receiver Name field.

   This name overrides the default supplier name. For example, if your original supplier sells your invoices to a factor and you must send your payment to the factor, you can enter the factor's name in the Receiver Name field.

3. Enter the federal reserve code in the Federal Reserve Code field.

   The code that you define here overrides the code defined at the system format level.

   You can override the federal reserve code that you enter here by defining a different code at invoice level.

4. Leave the remaining fields blank.

5. Save your work.

Entering Invoice EFT Information for Postgiro Utland

When you choose the Postgiro Utland payment preference, use this Invoice EFT Details flexfield to enter additional invoice EFT information, such as the Federal Reserve Code.

To enter invoice EFT information for Postgiro Utland

1. Navigate to the Invoice EFT Details flexfield for the Postgiro Utland payment preference. For instructions, see Using Globalization Flexfields on page A-1.

2. Enter the federal reserve code in the Federal Reserve Code field.

   The code that you define here overrides the code defined at the system format or supplier site level.

3. If you selected the *Konto* payment type for your supplier's bank account in the Swedish EFT Payment Types globalization flexfield, you can select either express or normal payment for your invoice. Enter *Yes* in the Express Payment field if you want express payment. Enter *No* if you want normal payment. Normal payment is selected if you leave the Express Payment field blank.

4. Enter the future contract number that your bank gave you in the Future Contract Postgiro field.

   You should only enter a future contract number if you have secured the exchange rate for the selected currency in advance using a future contract.

5. Save your work.

Entering Postgiro Utland Information in the Invoice Gateway Window

To enter Postgiro Utland information in the header region of the Invoice Gateway window:

1. Navigate to the Invoice Gateway window.

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

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

3. Choose the Enter button.

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

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

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

   Because Sweden has several contexts for different features, the default is the first context in the list. You can override the default by entering *JE.SE.APXIISIM.POST_UTLAND* for Postgiro Utland.

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

6. Enter the federal reserve code in the Federal Reserve Code field.

   The code that you define here overrides the code defined at the system format or supplier site level.

7. If you selected the *Konto* payment type for your supplier's bank account in the Swedish EFT Payment Types globalization flexfield, you can select either express or normal payment for your invoice. Enter *Yes* in the Express Payment field if you want express payment. Enter *No* if you want normal payment. Normal payment is selected if you leave the Express Payment field blank.

8. Enter the future contract number that your bank gave you in the Future Contract Postgiro field.

   You should only enter a future contract number if you have secured the exchange rate for the selected currency in advance using a future contract.

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

A

Using Globalization Flexfields

This appendix describes how to use globalization flexfields.

Using Globalization Flexfields

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

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

There are globalization flexfields on these windows:

Oracle Payables

- Bank Accounts

- Invoice Gateway

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

B

Profile Options

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

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

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

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

Glossary

Bankgiro Centralen

Bankgiro Centralen (BGC) is a company that offers payment services to its associated banks and their customers. Bankgiro Centralen makes it possible for banks to communicate with each other beyond the limits of each individual bank's communication system.

Bank Identification Number

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

BIC

Bank Identification Code, formerly known as SWIFT code. Identifies a bank or bank branch for electronic funds transfers and wire transfers.

Giro

Giro is a payment system that does not involve physical money.

Konto

Konto, or *Bank Account*, is a payment type used to set up supplier bank accounts for EFT payments. Choosing *Konto* means that the payment is made to the supplier's bank account.

Kontoavi

Kontoavi, or *Payment Advice*, is a payment type used to set up supplier bank accounts for EFT payments. Choosing *Kontoavi* means that the payment is made to the supplier's bank account, and the supplier is notified about the payment.

Postgirocentralen

Postgirocentralen is a company that offers its customers payment and information services through postal giro accounts.

SE Banken

SE Banken is a major banking and insurance corporation in Scandinavia.

Svenska Handelsbanken

Svenska Handelsbanken is a bank that currently has 500 branches in Sweden, as well as six subsidiaries in the banking and insurance industries.

SWIFT

SWIFT, or the Society for Worldwide Interbank Financial Telecommunications, is a bank-owned communications system. See BIC.

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