

**ORACLE**  
Human Capital  
Management Cloud

# Generate Monthly DSN



Implementing Payroll for France

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## PURPOSE STATEMENT

This document provides an overview of features and enhancements included in this limited release. It is intended solely to help you assess the business benefits of using this functionality and to plan your I.T. projects.

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Due to the nature of the product architecture, it may not be possible to safely include all features described in this document without risking significant destabilization of the code.



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## REPORTING MONTHLY DSN

### Overview

The DSN is France's mandatory, monthly, employee-level social declaration that employers submit electronically. It replaces most other social declarations with one single, standardized reporting process. It is submitted once to net-entreprise, then distributed across a number of statutory bodies as well as complementary insurance bodies.

French employers have the legal obligation to report, via the DSN, a large set of information related to both legal employer and employees; that includes all the information relevant to all recipient organizations such as:

- Social security contributions (URSSAF)
- Unemployment insurance (France Travail / ex-Pôle emploi)
- Pension schemes (Agirc-Arrco, CNAV)
- Health, incapacity, death, and maternity benefits
- Complementary pension and insurance contributions
- Income tax withholding at source (Prélèvement à la source – PAS)

Depending on the size of the company, the report should be sent either by the 5<sup>th</sup> or the 15<sup>th</sup> of the month following.

### Solution Overview

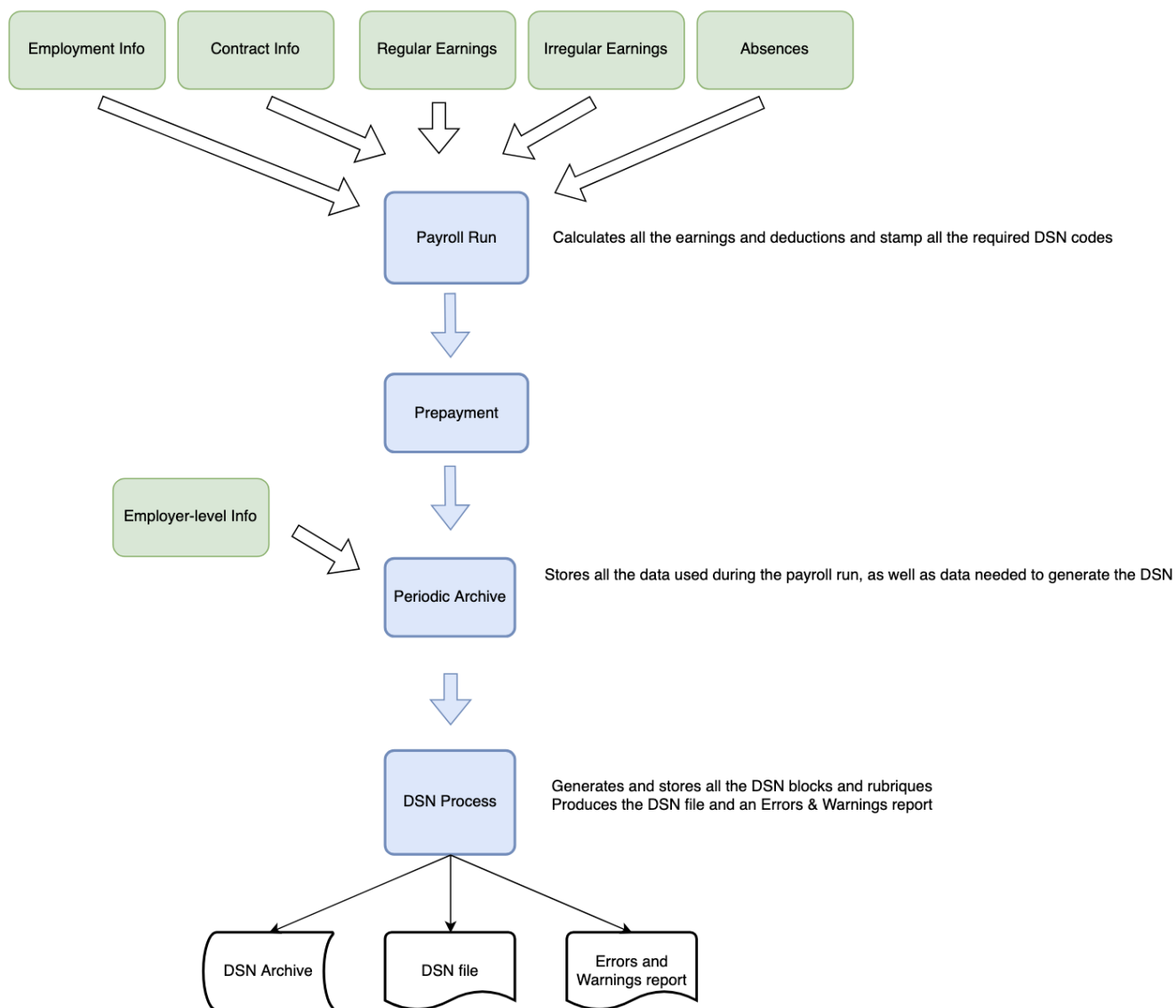
In Oracle Cloud Payroll, the DSN has been designed to be an integral part of French Payroll. The solution allows you to:

- Generate the Monthly DSN for one or all establishments within a company with minimal configuration effort
- Monitor lifecycle of DSN files from the generation to successful submission via a dedicated dashboard (including management of Cancel and Replace)
- Utilize the bi-directional machine-to-machine protocol, i.e. submit the DSN files to net-entreprise and retrieve all the responses.

**Note:** Because of the support of machine-to-machine communication, a separate file is produced for each establishment.

The following diagram depicts the various processes that needs to be run in order to generate the Monthly DSN:





All the DSN codes required to accurately report both earnings and deductions are resolved within the payroll run based on employee assignment, contract and statutory deduction data stored on the calculation card. It is therefore critically important for this data to be correct prior to running payroll. The payroll run also handles retrospective calculations as well as run pro-ration, works out the relevant earnings and deduction codes and stamps them with the relevant reference period so that they can be reported accurately in the DSN.

One of the fundamental principles of the DSN is that it must be a true representation of the employee’s payslip. For this reason, all earnings and deductions results calculated during the payroll run, as well as all “input” data (assignment, contract and statutory deductions) are stored within the periodic archive. This archive is used to generate both the payslips and DSN to ensure there is no discrepancy between the two.

**Note:** It is therefore critically important to run the Periodic Archive process straight after running the payroll run. It is also critical to ensure that employees’ data is correct prior to generating the employees’ payslips.

The Generate Monthly DSN process reads from the periodic archive to generate all the relevant DSN blocks and just augment that data where needed with relevant establishment (for example employer-level contributions that are independent of the payroll run) and person related data.



## SETUP

### Setting up DSN Defaults for DSN Processing

You can configure how you want to process the submission of the monthly DSN files for transmission to Net-Entreprises. For example, you can control if you want to keep your generated files on hold prior to submission (the submission of a file does not begin until you take it off hold.)

This configuration is specified at the legal employer level using the legal entity level **DSN Defaults** calculation card. To access the DSN Defaults card definition:

1. Navigate to **Setup and Maintenance**.
2. Enter an **Implementation Project** and select the scope for the **Legal Entity** related tasks.
3. Select task **Legal Entities Calculation Cards**.
4. Create or edit a card of type **DSN Defaults**.
5. Enter the **Web Services** component.
6. Select **Component Details = Default Options**.
7. Define the value for **Send Action – Monthly**.

**Note:** A single send action can be selected, and that will be applicable to all the establishments.

Details about the send action for successfully generated files are as follows:

SEND ACTION	DESCRIPTION
Test Submission on hold – no live Submission	Files are put on hold. Upon release from hold, the files are sent as test files in the next file submission process. Used for parallel running only as no live file is sent when using this option.
Test Submission on hold then live Submission	Files are put on hold. Upon release from hold, the files are sent as test files in the next file submission process. All successful test submissions are then sent as live.
Test Submission then Live Submission	Files are sent as test files in the next file submission process (no release from hold action required). All successful test submissions are then sent as live.
No test submission – live submission on hold	There are no test file submissions. Files are put on hold. Upon release from hold, the files are sent as live files in the next file submission process.
<b>No test submission – live submission</b>	<b>There are no test file submissions. Files are sent as live files during the next file submission process (no release from hold action required).</b>

### Configure Establishment Issuer and Declaration Information for DSN

Complete these steps to configure the issuer and declaration information for each establishment:

1. Navigate to **Setup and Maintenance > Implementation Project**.
2. Select an FR Implementation project.



3. In the Search Window Task, enter **the Legal Reporting Unit (LRU)** and click **Search**.
4. Select the task of **Legal Reporting Unit Calculation Cards**.
5. Select the scope as the Establishment to open the related tasks.
6. Click **Go to task**.
7. Click **+** and enter the values as required:
  - a. Effective date
  - b. Select **Name** as 'DSN Reporting'
8. Click **Continue**.
9. Click **Component Groups, Reporting Information**.
10. Set up Issuer Contact Information: In the section of Calculation Components, Click **+**.
  - a. In the **Create Component** window, select 'Calculation Component': **Issuer**.
  - b. Click **Continue**.
  - c. In the section **Calculation Component Details**, enter values for fields:
    - i. **Issuer Establishment:** This is the establishment responsible for issuing the DSN. It could be the establishment itself, or any other establishments.  
**Note:** It is mandatory to supply this field, even for establishments issuing their own DSN.
    - ii. **Contact Name**
    - iii. **Title**
    - iv. **Email**
    - v. **Prone Number**
    - vi. **Fax Number**
  - d. Click **Save**.

11. Set up IJSS Payments Recipient

This specifies which establishment, either itself or another establishment within the enterprise, receives the payments back from CPAM in case of subrogation. It also records the banking details for the recipient establishment.

- a. In the **Calculation Components** section, click **+**.
- b. In the **Create Component** window, select **Calculation Component** as 'IJSS Payments Recipient'.
- c. Click **Continue**.
- d. In the section **Calculation Component** details, enter values for fields:
  - i. **IJSS Recipient Establishment:** Select the IJSS Recipient establishment.



- ii. **Bank Account Name:** The bank account must have been set up previously before you can select it here.
      - e. Click **Save**.
12. Set up **Contact**.
  - a. In the **Calculation Components** section, click **+**.
  - b. In the **Create Component** window, select **Calculation Component** as **Contact**.
  - c. Click **Continue**.
  - d. In the section **Calculation Component details**, enter values for fields:
    - i. **Contact Name**
    - ii. **Email**
    - iii. **Phone Number**
    - iv. **Contact Type**
    - v. **Fraction Number**
    - vi. **Monthly DSN:** Select 'Yes', if this contact is applicable for Monthly DSN.
  - e. Click **Save**.

**Note:** You can create as many contacts as needed. They will be reported in Block S20.G00.007. For the Monthly DSN, it is possible to record up to 12 contacts of different types. For establishments with fractioned DSN, you can specify a different set of contacts for each fraction.

## Enable Calculation Cards used in DSN Machine to Machine communication

When transmitting and receiving DSN files to and from net-enterprises (machine to machine communication) a set of cards will be used to store information related to communication. The content of these cards will be populated by delivered processes and are not meant to be updated manually. The only necessary action during implementation is to create those cards for each establishment.

Follow the steps below to create the cards:

1. Navigate to **Setup and Maintenance > Implementation Project**.
2. Select an FR Implementation project.
3. In the Search Window Task, enter the **Legal Reporting Unit** and click **Search**.
4. Select the task of **Legal Reporting Unit Calculation Cards**.
5. Select the scope as the Establishment to open the Legal Reporting Unit related tasks.
6. Click **Go to task**.
7. Click **+** and enter the values as required:
  - a. Effective date
  - b. Select **Name** as '**DSN Monthly File Queue**'



- c. **Save and Close**
8. Click **+** and enter the values as required:
    - a. Effective date
    - b. Select **Name** as **'DSN Communication'**
    - c. **Save and Close**

**Note:** Components and component details should not be added.

## Setting up Organizations for Monthly DSN

Monthly DSN manages the reporting of information to multiple organizations that can be of different types:

- URSSAF (Social Security)
- AGIRC-ARRCO (Social Security)
- DGFip (Taxes)
- OPC – External Pension and Welfare providers.

These organizations and their associations to the various employer organizations (namely legal entities and establishments) need to be setup before initiating the execution of the Monthly Payroll cycle, which includes the Monthly DSN submissions.

The setup of External Pension and Welfare providers and the connection to the legal employer is described in document: *France Payroll Technical Brief - Pension and Welfare*.

For URSSAF, AGIRC-ARRCO and DGFip, you associate them using the Third Party Organizations and Calculation cards either at legal employer level or at establishment level.

### Creating Third Parties

Create one third party ID for DGFip organization. To do that:

- 1) Navigate to quick action **Third Parties**
- 2) Create DGFip organization entering as **Party Type = 'ORGANIZATION', Party Usage Code = 'External Payee'**  
**Note:** You do not need to override the automatically populated value in the Registry ID field.
- 3) For the LDG you are using, assign a Payment method to the newly created third party using quick action **Third-Party Organization Payment Method**.
- 4) Ensure that the selected Organization Payment Method is associated to all Payroll Definitions you are using.

Similarly, you will need to create a Third Party and the related Organization Payment method for each one of the AGIRC ARRCO and URSSAF organizations that will be used for reporting contributions. For these organizations the Registry ID must be populated with the organization's SIRET.

### Configuring organization level calculation cards

Once the Third-Party providers are defined, they need to be associated with the relevant legal entities and/or establishments.

DGFip organization must be setup at legal entity level.

AGIRC ARRCO organizations can be assigned either at legal entity level (in which case they would apply to all the establishments within this legal entity) or at establishment level.

URSSAF organizations need to be assigned at each establishment level.

#### *Legal entity*

Navigate to Task **Legal Entities Calculation Cards**

Select (or add) calculation **Card Deduction Info and Payments**



Select (or Add component) **Statutory Bodies**

Add the Organization for:

- DGFip
- AGIRC ARRCO (if applicable to all establishments within the legal entity; else provide at establishment level).
- Centralized URSSAF Payment

*Establishment*

Navigate to Task **Legal Reporting Unit Calculation Cards**

Select (or add) calculation **Card Deduction Info and Payments**

Select (or Add component) **Statutory Bodies**

Add the Organization for:

- AGIRC ARRCO (if applicable at establishment level)
- URSSAF: Mandatory in any case at establishment level.

## Checking the setup

Please refer to the following document to have more information on how to run the diagnostic report that is a tool that will support in identifying missing configuration setups for the DSN:

*France Payroll Technical Brief - Data Consistency Control Reports.*

## Entering establishment level taxes

Contributions and taxes to be paid and reported to legal authorities via the DSN are normally employee level figures. In this case, it will be the DSN process that will take care of reading payroll results, reporting them in the file, and aggregating them when needed at the establishment level.

In some structures, data needs to be reported directly at establishment level. One of these structures is block 44 that is used to declare establishment level taxes (*Assujettissement fiscal*).

These taxes are normally reported and paid once per year, and the amounts to be reported against each applicable contribution code are to be entered at calculation card level.

More in detail to enter the codes and amounts the following steps are to be taken:

- 1) Navigate to task **Legal Reporting Unit Calculation Card** and select the establishment in which data is to be entered.
- 2) **Select or Add** calculation card **Tax Liability**.

To enter general information:

- 3) **Select or Add** calculation component = **Tax Exemptions**
- 4) In the Calculation Component Detail Section enter the flags used to populate field S21.G00.44.001 for a set of tax codes:
  - Liable to Supplementary Apprenticeship Tax
  - Liable to Construction Tax
  - Liable to CFP
  - Liable to Salary Tax
  - Liable to CPF-CDD

Not selecting these flags would indicate that the establishment is not liable to that specific tax. For e.g. if Liable to Supplementary Apprenticeship Tax is not selected, code 004 will be reported, else code 003 will be reported.

**Note:** The **Month of Declaration** is to be entered: so, if these annual amounts and flags are to be declared in **April**, enter **04** in this field.



To enter amount information:

- 5) **Select or Add** calculation component = **Yearly Contributions** and as reference code enter the year in which the contributions are to be declared (e.g. if declaration is meant to happen in **April 2025, enter 2025**).
- 6) In the Calculation Component Detail Section enter the amounts to be declared for each tax code (Rubrique S21.G00.44.001):
  - Construction Tax Base – code 005
  - Salary Tax Base – code 009
  - Salary Tax First Band Base – code 015
  - Salary Tax First Band Base – code 016

These amount values will be reported in field S21.G00.44.002



## GENERATING MONTHLY DSN

### Pre-Requirement Processes

Before running the Monthly process for a period, the following flows need to have been executed for the employees for whom the Monthly DSN is to be generated:

- Run Feature Upgrade for Feature = **Configure Pension and Welfare balances for DSN reporting**
- Calculate Payroll
- Calculate Prepayments
- Archive Periodic Payroll Results

Note that these last three processes will need to be run in strict sequence because to generate the report the monthly DSN will retrieve the information for the periodic archive including also human resource and administrative information, such as contract information. This is done to ensure that the administrative information is the same that was used as a basic to calculate and generate the payroll results (e.g. the contract type will be the one assigned to the employee at the moment of running payroll and it will not consider changes done to the information after running the periodic archive process).

#### Notes:

- The Calculation Payroll process will generate all the compensation elements used in the report including a set of indicators that will be used by the DSN report (e.g. the contribution codes or the base codes).
- The periodic archive process will store in processing tables a set of data that is retrieved both from the payroll run results and from the administrative data at employee level,
- DSN processing only supports ONE payroll run and archive per pay period.

### Generate Monthly DSN File

The Generate Monthly DSN File has 3 tasks:

- **Generate Monthly DSN:** This task transforms the data from the periodic archive to generate all various employer and employer level DSN blocks (and rubrics within each block) and compile the DSN file. It also stores all this data into a DSN-specific archive. This task would only be marked as Completed with Alert because of technical issues.
- **Update DSN Monthly Page:** Once the file is generated, a component is generated in the DSN Monthly File Queue calculation card for the relevant establishment. As a result, the DSN will be shown on the Monthly DSN page, and progress of subsequent processes (such as submission) can be monitored from there.
- **Validate File and Update File Status:** a built-in validation process allows you to verify whether the file contains any validation errors and is likely to be rejected by net-entreprise. This validation process contains a subset of DSN-VAL validations, to include only those that can be encountered because of data issues. Based on whether errors were found or not, the file status is updated accordingly on the Monthly DSN page.

Perform the following steps to produce the event DSN file:

1. Navigate to **My Client Groups**.
2. Select **Payroll** work area.
3. Go to **Submit a Flow**.
4. For the relevant Legislative Data Group, select the flow: **Monthly DSN**.
5. Populate the relevant **parameters**:
  - a. **Year**
  - b. **Month:** Year and month to which the declaration refers to



- c. **Payroll Statutory Unit:** Select the PSU/Legal entity for which employees will be processed.
- d. **Tax Reporting Unit:** Select the TRU/establishment for which employees will be processed
- e. **Process configuration group:** optional and can be used to setup the details of the logs produced by the process.

**Note:** The monthly DSN must be run in proper chronological order.

6. Click **Submit**.
7. Once the process is complete, select the **Monthly DSN** task.
8. Tab **Attachments** will allow downloading the file
9. Tab **Process Results** lists all the processed employees. Selecting Archive Results from the Action menu opens up a user interface where it is possible to see all the information at employee level, from block 30 to 86, with all the blocks in-between. They are presented in a hierarchical manner that represents the file structure. Each block can be identified by its name and context, where multiple records exist for the same block.

This functionality can be used to review the data at employee level in a user-friendly way:

Record Name	Context	Description	Actions
France Monthly DSN Employee Totals	234		⊗
▼ France Monthly DSN S21.G00.30	955160008195320	Employee	⊗
▼ France Monthly DSN Contract Data			⊗
▼ France Monthly DSN S21.G00.40	CONT955160008195320	Contract Data	⊗
▼ France Monthly DSN Complementary Pensions			⊗
France Monthly DSN S21.G00.71	RUAA	Complementary Pension	⊗
▼ France Monthly DSN Enrollments to Pension and Welfare			⊗
France Monthly DSN S21.G00.70	666 666	Enrollment to Pension and Welfare	⊗
France Monthly DSN S21.G00.70	444 444	Enrollment to Pension and Welfare	⊗
France Monthly DSN S21.G00.70	555 555	Enrollment to Pension and Welfare	⊗
France Monthly DSN Leaves of Absence			⊗
▼ France Monthly DSN Individual Payments			⊗

Structure can be expanded as needed to drill down to the single record that needs to be checked.

To check the content of a single record, click on the View icon in the Actions column:



France Monthly DSN S21.G00.50		
<b>Attribute</b>		
Payment Date	Net Taxable Income	Payment Number
31032025	3417.04	
Net Amount Paid	PAS Contribution Rate	PAS Contribution Rate Type
2832.69	9.90	13
PAS Deduction Rate ID	PAS Deduction Amount	Amount Exempt from PAS
	338.29	
Amount Liable to PAS		
3417.07		

## Monthly DSN structures, blocks and source of data

Please refer to the following document for a detailed description of the supported structures and the source of data for each one of the attributes:

*France Payroll Technical Brief - Monthly DSN Field Mapping.*

## DSN file validation and Corrective Actions

### Validation

There are various ways you can validate the file prior to sending it live to net-entreprise:

- The first line of defense is the Errors Report generated by the process: this will give you errors caused by data issues. Those must be corrected before any subsequent actions can be performed on the file.  
**Note:** It does not perform validation against the statutory list of values provided by net-entreprise.
- You also have the possibility to send the DSN in test mode. You can submit as many DSN files in test mode as you need. The system will automatically detect whether to send a Cancel and Replace and manage the order number appropriately.
- Manually run the file through DSN-VAL

### Error Corrections

The actions to be taken to correct an error depend on whether the correction has an impact on the payroll results or not.

1. If it has an impact on the payroll results, you will need to perform the following steps:
  - Roll back all processes, **in reverse order**, down to the payroll run, i.e. roll back
    1. Generate Monthly DSN
    2. Run Periodic Archive
    3. Calculation Prepayment
    4. Calculate Payroll.

**Note:** If the Generate Payslip process has already been completed, you must roll it back as well, as it locks the periodic archive process.

- Correct the data.
- Re-run all those processes.

**Note:** If the volume of corrections you must make is low and impact a limited number of employees, you can mark individual employees' actions for Retry. But they also need to be marked for retry in reverse order (same as above).

2. If the corrections do not have an impact on payroll results, you can rollback and retry the following processes:
  - 1- Generate DSN process.
  - 2- Run Periodic Archive.

Or you can Mark for Retry and Retry individual person actions.

